



AGENDA MEMORANDUM

Future Item for the City Council Meeting of February 20, 2018

Action Item for the City Council Meeting of March 27, 2018

DATE: February 20, 2018

TO: Margie C. Rose, City Manager

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Business Development Services for Corpus Christi International Airport

CAPTION:

Motion to execute a five-year service agreement with Trillion Aviation, Austin, Texas, in the amount of \$600,000, for business development services for the Corpus Christi International Airport based on the best value for the City.

PURPOSE:

The purpose of this agreement is to obtain consulting services for business development and air services for the Corpus Christi International Airport.

BACKGROUND AND FINDINGS:

The Contractor will provide full service consulting that will incorporate contemporary industry accepted terms and conditions into a variety of business and air service applications. The services will be responsive to the state of affairs of the aviation industry and applicable to the specific needs of the Corpus Christi International Airport. The Contractor's expertise will help maintain a positive financial and air service environment using industry best practices. The Contractor will also conduct a variety of airport-related business advisory services.

The RFP was issued and advertisement was placed in The American Association of Airport Executives publication as well as the local Caller Times. One proposal was received. Minimum qualifications were evaluated under a pass/fail system, along with the firm's experience and understanding of the scope of work as outlined in the RFP. The firm was also interviewed and scored based on the same published criteria for a final score. Staff recommends awarding a service agreement to Trillion AV LLC, dba Trillion Aviation for business development services for Corpus Christi International Airport.

ALTERNATIVES:

1.) Authorize three FTEs to provide business development, air service development and data mining services at an annual cost of approximately \$245,000.

2.) Issue separate RFPs for business development, air service and data mining.

OTHER CONSIDERATIONS:

No feasible considerations

CONFORMITY TO CITY POLICY:

This purchase conforms to the City’s purchasing policies and procedures and State Statues regulating procurements.

EMERGENCY / NON-EMERGENCY:

Non-emergency

DEPARTMENTAL CLEARANCES:

Aviation Department

FINANCIAL IMPACT:

Operating Revenue Capital Not applicable

Fiscal Year: 2017-2018	Current Year	Future Years	TOTALS
Line Item Budget	\$188,899.66	\$520,000.00	\$708,899.66
Encumbered / Expended Amount	\$88,998.95	\$0.00	\$88,998.95
This item	\$80,000.00	\$520,000.00	\$600,000.00
BALANCE	\$19,990.71	\$0.00	\$19,900.71

Fund(s): Airport

Comments: The contract value total is \$600,000.00, of which \$80,000.000 will be funded in FY2017-2018. The balance will be requested during normal budgeting process for future years.

RECOMMENDATION:

Staff and Airport Board recommends approval of the Motion.

LIST OF SUPPORTING DOCUMENTS:

- RFP Matrix – Business Development Services for CCIA
- Service Agreement No. 1245
- Presentation
- Informal Staff Report
- Airport Board Support Letter