

**RESOLUTION OF THE LITTLE ROCK MUNICIPAL AIRPORT  
COMMISSION**

**NOW THEREFORE, BE IT RESOLVED BY THE LITTLE ROCK MUNICIPAL  
AIRPORT COMMISSION (COMMISSION):**

**Section 1. Authority of Executive Director.**

The Executive Director or his/her authorized representative shall have the exclusive power and responsibility to make purchases of all supplies, apparatus, equipment, materials, and other things requisite for public purposes in and for Little Rock National Airport (Airport), and to make all necessary contracts for work, labor, or services to be performed, or materials or other necessary things to be furnished for the benefit of the Airport or in carrying out any work or undertaking of a public nature therein for all budgeted items approved by the Commission. All unbudgeted purchases or contracts in excess of Twenty thousand dollars (\$20,000.00) per annum shall first be reviewed by the Finance Committee and then forwarded to the entire Commission for approval.

**Section 2. Bids.**

- A. Where the amount of the expenditure for any purchase or contract authorized in Section I is less than Two thousand dollars (\$2,000.00) per annum, the Executive Director or his/her authorized representative shall use their best efforts to determine the best price bid. Where the amount of the expenditure is Two thousand (\$2,000.00) to less than Five thousand dollars (\$5,000.00) per annum, telephone quotes shall be taken. Where the amount of the expenditure is Five thousand (\$5,000.00) to Twenty-Four thousand nine hundred ninety-nine dollars (\$24,999.99 ) per annum, written quotes shall be taken to determine the lowest responsible and responsive bid.
- B. Where the amount of expenditure of any purchase or contract authorized in Section I is Twenty-Five thousand dollars (\$25,000) or more per annum, the Executive Director or his/her authorized representative shall invite competitive bidding thereon by legal advertisement published one (1) time in any local daily newspaper or airport website. Bids received pursuant to the advertisement shall be opened not less than seven (7) days or more than thirty (30) days following the date of invitation to bid.
- C. In the event the net price to be awarded on any contract or purchase is less than Fifty thousand dollars (\$50,000.00) per annum, the Executive Director shall be authorized to award the contract or purchase without transmitting the bids to Commission. The Executive

Director or his/her authorized representative may reject any and all bids. The maximum calendar year amount that can be spent with any vendor without prior Commission approval must be less than \$50,000.00.

- D. In the event the lowest responsible and responsive bids is Fifty thousand dollars (\$50,000.00) or more per annum, the Executive Director or his/her authorized representative shall transmit to the Commission all bids received thereon and the Commission shall authorize the purchase or contract to the lowest responsible and responsive bidder, unless the contract is subject to competitive selection based on qualifications, provided, however, the Commission may reject any and all bids.
- E. No personal property owned by the Airport shall be sold or exchanged without competitive bidding unless the executive Director or his/her authorized representative shall certify in writing that, in his/her opinion, the fair market value of such property is less than Twenty thousand dollars (\$20,000.00).
- F. The Commission by Resolution may waive the requirement of competitive bidding in exceptional situations where such procedure is not feasible (e.g. sole source vendor, service, and State contract list that has been previously approved by the Commission), but such exceptional situations being lacking, the Commission may not exempt any particular bid from the requirement of competitive bidding.

**Section 3. Competitive Selection of Professional Services.**

- A. As required by state law, the Commission shall competitively select professional services based on qualifications and other relevant evaluation criteria other than price or cost.
- B. As required by the Arkansas Code, all architectural, engineering, legal, land surveying services done for or on behalf of the Commission;
- C. All services declared to be a professional service if done on behalf of the Commission, including but not limited to the following:
  - 1. Accounting services.
  - 2. Bond or underwriting counsel services.
  - 3. Construction management services.
  - 4. Financial advisory services.
  - 5. Information system services consultants.

6. Legal services
7. Lobbying services
8. Political consultant services.
9. Professional consultant services.
10. Storm water utility management services.
11. Executive recruitment services
12. Employee benefit plan consultant services
13. Property and casualty insurance consultant

- D. Any other appropriate service that the Commission may from time to time declare to be a professional service because cost or price bidding, is found to be impractical, unfeasible, or, if based solely upon price, would result in any outcome that would not meet the best interest of the Airport.
- E. It is the policy of the Commission to competitively select professional services as referenced above, and to negotiate contracts for such services on the basis of demonstrated competence and qualifications for the type of professional services required provided that the services are rendered at fair and reasonable prices.
- F. The Executive Director or his/her authorized representative will cause to be advertised in a newspaper of general circulation or on the Airport website, a notice that the Commission has a need to contract for a particular professional service and shall invite all interested parties to submit a statement of their qualifications and other relevant information based on the evaluation and criteria specifically developed for the proposed services to be provided.
- G. The Executive Director is authorized to award professional service contracts in an amount not-to-exceed Fifty Thousand Dollars (\$50,000.00) per annum for all professional services excluding legal services, lobbyist, or political consultants. All professional services contracts of Fifty Thousand dollars (\$50,000.00) or more per annum shall be made by the Commission.
- H. In the event the professional services contract to be awarded is Fifty thousand dollars (\$50,000.00) or more per annum, the following competitive process shall be followed:
1. the Executive Director or his/her authorized representative will cause to be advertised in a newspaper of general circulation or on the Airport website, a notice that the Commission has a need to contract for a particular professional service and shall

invite all interested parties to submit a statement of their qualifications and other relevant information based on the evaluation criteria specifically developed for the proposed services to be provided.

2. The competitive selection for such services shall be conducted by a review committee which has been selected by the Commission. The review committee for each proposed service shall establish the qualifications and evaluation criteria necessary for the specific services to be provided.
3. The review committee shall evaluate all statements of qualifications and other submittals and may conduct interviews with firms regarding anticipated concepts and the relative utility of alternative methods of approach for furnishing the required services and then may select therefrom in order of preference, based on criteria established and published by the review committee, up to three (3) for the firms deemed to be the most highly qualified to provide the services required.
4. The review committee shall then recommend their hiring preference to the entire Commission. The Commission shall by resolution or Commission action item authorize the Executive Director or his/her authorized representative to then negotiate a contract with the highest qualified firm for the services to be rendered, at compensation which the Executive Director or his/her authorized representative, determines is fair and reasonable to the Airport, subject to the budget approved by the Commission. In making such determination, the Executive Director or his/her authorized representative shall take into account the scope, complexity, and professional nature of the services to be rendered.
5. Should the Executive Director or his/her authorized representative be unable to negotiate a satisfactory contract with the firm considered to be the most qualified, at a price determined to be fair and reasonable to the Executive Director, negotiations with that firm shall be formally terminated. The Executive Director or his/her authorized representative shall then undertake negotiations with the second most qualified firm. Failing

accord with the second most qualified firm, the Executive Director or his/her authorized representative shall terminate negotiations. The Executive Director or his/her authorized representative shall then undertake negotiations with the third most qualified firm. Should the Executive Director or his/her authorized representative be unable to negotiate a satisfactory contract with any of the selected firms, then the Executive Director or his/her authorized representative may terminate the selection process and advertise to solicit new responses.

**Section 4. Change Orders**

The Executive Director or his/her authorized representative is authorized to approve change orders under the following conditions:

- A. Contract Time – Change orders that add additional time to a contract with no negative operational impacts to the airport and no additional cost; or
- B. Contract Amount – Change orders that are less than Fifty thousand dollars (\$50,000.00), or the cost to demobilize and remobilize a project exceeds the value of the change order or do not exceed the total budget for that project including contingency, or
- C. Work Stoppage – change orders that will prevent work stoppage of a project if no immediate action is taken prior to the next regularly scheduled Commission meeting.

**Section 5. Emergency Authority.**

The Executive Director or his/her authorized representative is authorized to declare an emergency in response to any incident and/or situation at the Airport. In the event that an emergency Commission meeting cannot be convened, the Executive Director or his/her authorized representative is further authorized to taken any/all appropriate actions to respond to and resolve any emergency.

At the conclusion of the emergency, the Executive Director his/her authorized representative will make a full report to the Commission detailing all necessary actions taken to resolve the emergency.

**PASSED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2009**

**Little Rock Municipal Airport Commission**

**By: \_\_\_\_\_**  
**Thomas B. Schueck**  
**Chairman**

**Attest:**

**By: \_\_\_\_\_**  
**Virgil L. Miller, Jr.**  
**Secretary**

**APPROVED AS TO FORM AND CONTENT BY:**

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CAROLYN B. WITHERSPOON, COMMISSION COUNSEL**