

City of Minot

Airport Committee

Tuesday, April 25, 2017

Immediately following the Finance and Improvements Committee
(No earlier than 4:30 p.m.)
City Council Chambers

1. ASSIGNMENT OF LEASE OF T-HANGER NO. 5 TO JASON NELSON

There is one (1) vacancy out of sixteen (16) T-hangars owned by the Airport. Protocol established a policy of a waiting list for vacancies. Jason Nelson is next on the waiting list.

It is recommended the Committee and Council:

1. **Authorize the Airport to rent T-Hanger No. 5 to Jason Nelson for the price of \$75.00 per month;**
2. **Authorize the Mayor to sign the lease agreement**

Documents:

[MEMO- T-HANGER NO. 5.PDF](#)
[LEASE NO. 5 JASON NELSON.PDF](#)

2. AWARD OF QUOTE- ESCALATOR CLEANER

In March of 2017, the Minot International Airport received two quotes for a US Products Treadmaster 40" Dual Vac Escalator Cleaner. This piece of equipment is necessary for the care and maintenance of the escalators at the Passenger Terminal. The quotes were accepted and evaluated by Airport Staff. The quote from Stein's Inc. came in at \$5,176.50, while the quote from G&P Sales was \$4,875. Both quotes satisfied all critical components outlined in the RFQ.

It is recommended the Committee and Council:

1. **Approve the quote from G & P Sales in the amount of \$4,875 for the US Products Treadmaster 40" Dual Vac Escalator Cleaner;**
2. **Allocate sales tax funds as outlined by staff; and**
3. **Authorize the Mayor to sign any necessary documents**

Documents:

[ESCALATOR VAC.JPG](#)
[BURNISHER AND ESCALATOR VAC QUOTES.PDF](#)
[AWARD OF BID- ESCALATOR CLEANER.PDF](#)

3. AWARD OF QUOTE- FLOOR BURNISHER (AIR056)

In March of 2017, the Minot International Airport received 2 quotes for a Clarke PBU 27KACAT 27" Propane Floor Burnisher. This piece of equipment is necessary for the care and maintenance of the terrazzo floors located on the entry level of the Passenger Terminal. The quotes were accepted and evaluated by Airport Staff. The quote from G&P Sales came in at \$5,995.00, while the quote from Stein's Inc. was slightly lower at \$5,992.80. Both quotes satisfied all critical components outlined in the RFQ.

It is recommended the Committee and Council:

1. **Accept the quote from Stein's, Inc. to provide the floor burnisher in the amount of \$5,992.80;**
2. **Allocate sales tax funds as outlined by staff; and**
3. **Authorize the Mayor to sign any necessary documents**

Documents:

[PBU-27_GRANDE.JPG](#)
[BURNISHER AND ESCALATOR VAC QUOTES.PDF](#)

AWARD OF QUOTE- FLOOR BURNISHER.PDF

4. AIRPORT DIRECTOR PROJECT/PROGRAM UPDATES



TO: Mayor Chuck Barney
Members of the City Council

FROM: *Rick Feltner, Airport Director*

DATE: *April 11, 2017*

SUBJECT: **ASSIGNMENT OF LEASE OF T-HANGER NO. 5 TO JASON NELSON**

I. RECOMMENDED ACTION

1. Recommend authorization to rent T-Hanger No. 5 to Jason Nelson for the price of \$75.00 per month;
2. Authorize the Mayor to sign the lease agreement

II. DEPARTMENT CONTACT PERSONS

Rick Feltner, Airport Director 857-4724

III. DESCRIPTION

A. Background

There is one (1) vacancy out of sixteen (16) T-hangars owned by the Airport. Protocol established a policy of a waiting list for vacancies. Jason Nelson is next on the waiting list.

Mr. Jason Nelson, has indicated interest in renting a T-hangar for a monthly rent of \$75.00 per month, and will abide by the lease terms and obligations. The lease term is month-to-month, which may be terminated by the City or the Tenant with a 30 day notice.

IV. IMPACT:

Fiscal Impact:

The T-hangar will provide \$75.00/month in rental revenue; no change from the previous lease.

V. LIST OF ATTACHMENTS

A. Lease Agreement

Page 1 of 1

AIRPORT LEASE

T-HANGAR

THIS LEASE is made between the City of Minot, North Dakota, a municipal corporation, hereinafter called the "City" and Jason Nelson, hereinafter called the "Tenant".

It is agreed:

The City hereby leases to the Tenant T-Hangar No. 5 located at the City of Minot International Airport.

The lease term will commence immediately and continue on a month-to-month basis until cancelled by either Party.

Tenant shall pay the City monthly rent in the amount of **\$75.00** a month, with each month's payment to be made in advance. If this lease commences on a date other than the first of the month, then the first month's rent shall be pro-rated. Tenant will also pay immediately a deposit equal to one month's rent as security against unpaid rent, damages, and any necessary cleaning expenses.

The Tenant may use the hangar only for the purpose of storing an aircraft owned by Tenant or in which there is an ownership interest. If requested, Tenant shall provide the Airport Director with proof of ownership. The hangar may not be used for the storage of pails, barrels, boxes, chemicals, tanks, refuse, junk, aircraft parts, or other such items. The Tenant shall exercise good housekeeping practices both within the leased hangar and exterior. The City, in addition to the remedies provided for hereafter with regard to a breach of this lease, shall have the right to give notice to the Tenant to perform specified clean-up work. If the work is not performed within three (3) days following the day when

notice was given, not counting the day of notice itself, the City may do the work. All expenses incurred by the City for such clean-up work shall be an additional rent charge to the Tenant; payable within five (5) days after notice of the amount due is given to the Tenant, not counting the day when notice was given.

The City provides hangar space as an incidental service to promote use of the airport, and if the Tenant does not store their aircraft in the hangar for a period of sixty (60) or more consecutive days, the City may elect to declare this lease to be forfeited and may relet the space. The procedure to declare forfeiture shall be the same as provided hereafter with regard to default on the part of the Tenant or a breach of the lease agreement by the Tenant.

The Tenant may not perform any major maintenance on aircraft or on any other mechanical equipment or machinery. Minor maintenance is permitted such as replacing spark plugs or changing oil.

Under FAA regulations, it is necessary that the hangar be equipped at all times with an approved and functioning fire extinguisher. As additional consideration, the Tenant shall provide the extinguisher during the term of this lease. In this paragraph approved means approved by the fire marshal of the City of Minot or his designee.

In order for the City to have access to the hangar in the event of fire or other emergency, and because of the retained right of entry provided hereafter, it is necessary that only City supplied locks be used on the hangar doors so that the City's master key will operate the locks. The Tenant will not change these locks.

If the Tenant fails to remove their personal property at the termination of this lease,

it may be removed by the City and stored elsewhere at the Tenant's expense or discarded if it appears to be of no worth or value. Upon termination of this lease the Tenant is obligated to the City and the City may claim, and the Tenant hereby grants, a lien on or security interest in the personal property to secure the obligation.

This lease may not be sublet or assigned and any attempted assignment or subletting shall constitute a breach of this lease.

The City retains a right of entry at all times without notice to show the hangar, to respond to emergencies, to inspect the hangar for needed repair work and to repair the hangar if in its sole judgment repairs for which it is responsible are required, to inspect the hangar for violations of this lease, and for all other lawful purposes. The Tenant shall not prevent or hinder the City from exercising this right of entry.

The Tenant has had an opportunity to inspect the hangar and leases it in its present condition. Tenant shall repair all damage caused by the Tenant to the hangar at the termination of this lease, reasonable wear and tear excepted, unless the damage to the hangar was attributable to action or inaction on the part of the City or some other third party over whom the Tenant had no control.

The Airport Director shall have the authority to issue additional regulations pertaining to the use of the hangar and the Tenant shall abide by these as well as all applicable FAA regulations.

In the event the Tenant becomes in default under this lease or breaches its provisions, Tenant shall be given notice of such default and shall have three (3) days grace period thereafter, exclusive of the day of notice, to contest the occurrence of the default or breach. If Tenant fails to do so, or if the default or breach is established

pursuant to the next paragraph, the City may elect to terminate this lease and to relet the premises, without thereby waiving any claims it may have against the Tenant. Alternatively, the City may waive a default or breach and allow Tenant to cure the default or breach without being required thereafter to waive the same or any other default or breach.

The Airport Director shall have the final and conclusive authority to determine whether a default or breach of this lease has occurred, or has been timely cured, and he shall have the final and conclusive authority otherwise to interpret the provisions of this lease, assuming always that his decisions in that regard are made in objective good faith.

The Tenant shall have the right to terminate this lease at the end of the month following the month in which the Tenant gives the City notice of election to terminate the lease. Tenant must pay the rent for the month in which the lease terminates pursuant to this paragraph.

The City shall have the right to terminate this lease at the end of the month following the month during which the City gives notice to the Tenant of such termination.

Tenant agrees to indemnify the City and hold it harmless with respect to all claims, damages, and costs (including the costs of defending or bringing a legal action) arising out of the use or leasing of the hangar space by the Tenant.

Notice by the City shall be deemed to be given on the day when it is mailed to the Tenant

at the following address: **PO Box 3230, Minot, ND 58702**

Effective this 15 day of April, 2017.

CITY OF MINOT,
A municipal corporation

Witness

Chuck

Barney, Mayor

TENANT

Witness

BY:

Jason Nelson





QUOTE

March 23, 2017

To : Attn: Steve Sessions
Minot International Airport
steve.sessions@minotnd.org

Salesperson

Cody

Job

Payment Terms

Due Date

Qty	Item #	Description	Price
	CLA56384166	Clarke PBU 27KACAT 27" Propane Burnisher deduct for 21" model (21KACAT)	\$4,395.00 -\$200.00
	CLA56384168	Clarke PBU 27KACATCLDC 27" Propane Burnisher w/ centrifugal clutch & dust control deduct for 21" model (21KACATCLDC)	\$5,995.00 -\$270.00
	IPC2700	IPC Eagle 2700 27" Propane Burnisher add for Kill Switch Kit add for Centrifugal Clutch kit add for Automatic Shutdown system deduct for 21" model (2100) deduct for 24" model (2400)	\$4,160.00 \$95.00 \$385.00 \$395.00 -\$445.00 -\$185.00
	US100-100-003	US Products Treadmaster – 40 Dual Vac Escalator Cleaner	\$4,875.00

Thank you for your business!

Steve Sessions

From: kevins <kevins@steinsinc.com>
Sent: Thursday, March 23, 2017 10:12 AM
To: Steve Sessions
Subject: Fwd: New Order: AIRPORT/CITY OF MINOT
Attachments: L3058A PBU 21_27 Series BurnishersFS3-13.ashx

Steve

Here you go. Please let me know if I can help any further.
Thank you

Kevin Sebastian
Stein's Inc
701-833-1054

-----Original Message-----

From: admin@steinsinc.com
To: kevins@steinsinc.com
Date: Thu, 23 Mar 2017 15:03:48 GMT
Subject: New Order: AIRPORT/CITY OF MINOT

STEIN'S,
INC.
701-852-4323
701-852-1835
778441

Quotation

Order Number:

BILL TO: Acct: 00065401 SHIP TO:

AIRPORT/CITY OF MINOT
ATTN: ACCOUNTS PAYABLE
515 2ND AVE SW
MINOT, ND 58701-3739

AIRPORT
2400 NORTH BROADWAY
MINOT, ND 58703-1095

Order Date Ship Date Salesman Customer P.O. Number Payment Terms

23-Mar-2017 03 Net
30

Description	Item		
Code	Qty	Price	Amount

US PRODUCTS TREADMASTER
\$5,176.50 \$5,176.50
40" AUTOMATIC ESCALATOR

1

CLEANER
PBU 21KACAT 21" PROPANE
\$4,194.40 ~~\$4,194.40~~
BURNISHER
PBU 27KACAT 27" PROPANE
\$4,390.40 ~~\$4,390.40~~
BURNISHER

1

1

Special Instructions

Merch

Total \$13,761.30

Taxable

Sales \$0.00

5.0000% Sales

Tax \$0.00

\$0.0

0

\$0.0

0

Ship/Handling

\$0.0

0

Ppd

Deposit \$0.00

TOTAL

DUE \$13,761.30

Steve Sessions

From: kevins <kevins@steinsinc.com>
Sent: Monday, March 27, 2017 3:01 PM
To: Steve Sessions
Subject: Fwd: New Order: AIRPORT/CITY OF MINOT

Steve
Here you go
Thank you

Kevin Sebastian
Stein's Inc
701-833-1054

-----Original Message-----

From: admin@steinsinc.com

To: kevins@steinsinc.com

Date: Mon, 27 Mar 2017 19:06:27 GMT

Subject: New Order: AIRPORT/CITY OF MINOT

STEIN'S,
INC.
701-852-4323
701-852-1835
778712

Quotation

Order Number:

BILL TO: Acct: 00065401

SHIP TO:

ATTN: ACCOUNTS PAYABLE
515 2ND AVE SW
MINOT, ND 58701-3739

AIRPORT
2400 NORTH BROADWAY

MINOT, ND 58703-1095

Order Date Ship Date Salesman Customer P.O. Number Payment Terms

27-Mar-2017 03 Net
30

Description	Code	Qty	Price	Item	Amount
-------------	------	-----	-------	------	--------

ADVANCE #56384168 PROPANE 1
\$5,992.80 \$5,992.80
BURNISHER PBU 27KACATCLDC
DUST CONTROL

Special Instructions

Total \$5,992.80

Sales \$0.00

Tax \$0.00

0

0

0

Deposit \$0.00

DUE \$5,992.80

Merch

Taxable

5.0000% Sales

\$0.0

\$0.0

\$0.0

Ship/Handling

Ppd

TOTAL



TO: Mayor Chuck Barney
Members of the City Council

FROM: *Rick Feltner, Airport Director*

DATE: *April 11, 2017*

SUBJECT: **AWARD OF QUOTE- ESCALATOR CLEANER**

I. RECOMMENDED ACTION

1. Recommend approval of the bid from G & P Sales in the amount of \$4,875 for the US Products Treadmaster 40" Dual Vac Escalator Cleaner;
2. Recommend the allocation of sales tax funds as outlined by staff; and
3. Authorize the Mayor to sign any necessary documents

II. DEPARTMENT CONTACT PERSONS

Rick Feltner, Airport Director 857-4724

III. DESCRIPTION

A. Background

In March of 2017, the Minot International Airport received two quotes for a US Products Treadmaster 40" Dual Vac Escalator Cleaner. This piece of equipment is necessary for the care and maintenance of the escalators at the Passenger Terminal. The quotes were accepted and evaluated by Airport Staff. The quote from Stein's Inc. came in at \$5,176.50, while the quote from G&P Sales was \$4,875. Both quotes satisfied all critical components outlined in the RFQ.

IV. IMPACT:

Fiscal Impact:

The price of \$4,875 is \$275 more than the \$4,600 which was included in the 2017 budget for purchase of this piece of equipment. It is recommended that the difference be made up from the savings realized on the purchase of the Propane Burnisher (AIR056). The funding source is sales tax revenue.

V. LIST OF ATTACHMENTS

- A. Quotes for Escalator Cleaner
- B. Picture of Escalator Cleaner

SweepScrub.com





QUOTE

March 23, 2017

To : Attn: Steve Sessions
Minot International Airport
steve.sessions@minotnd.org

Salesperson

Cody

Job

Payment Terms

Due Date

Qty	Item #	Description	Price
	CLA56384166	Clarke PBU 27KACAT 27" Propane Burnisher deduct for 21" model (21KACAT)	\$4,395.00 -\$200.00
	CLA56384168	Clarke PBU 27KACATCLDC 27" Propane Burnisher w/ centrifugal clutch & dust control deduct for 21" model (21KACATCLDC)	\$5,995.00 -\$270.00
	IPC2700	IPC Eagle 2700 27" Propane Burnisher add for Kill Switch Kit add for Centrifugal Clutch kit add for Automatic Shutdown system deduct for 21" model (2100) deduct for 24" model (2400)	\$4,160.00 \$95.00 \$385.00 \$395.00 -\$445.00 -\$185.00
	US100-100-003	US Products Treadmaster – 40 Dual Vac Escalator Cleaner	\$4,875.00

Thank you for your business!

Steve Sessions

From: kevins <kevins@steinsinc.com>
Sent: Thursday, March 23, 2017 10:12 AM
To: Steve Sessions
Subject: Fwd: New Order: AIRPORT/CITY OF MINOT
Attachments: L3058A PBU 21_27 Series BurnishersFS3-13.ashx

Steve

Here you go. Please let me know if I can help any further.
Thank you

Kevin Sebastian
Stein's Inc
701-833-1054

-----Original Message-----

From: admin@steinsinc.com
To: kevins@steinsinc.com
Date: Thu, 23 Mar 2017 15:03:48 GMT
Subject: New Order: AIRPORT/CITY OF MINOT

STEIN'S,
INC.
701-852-4323
701-852-1835
778441

Quotation

Order Number:

BILL TO: Acct: 00065401 SHIP TO:

AIRPORT/CITY OF MINOT
ATTN: ACCOUNTS PAYABLE
515 2ND AVE SW
MINOT, ND 58701-3739

AIRPORT
2400 NORTH BROADWAY

MINOT, ND 58703-1095

Order Date Ship Date Salesman Customer P.O. Number Payment Terms

23-Mar-2017 03 Net
30

Description	Item		
Code	Qty	Price	Amount

US PRODUCTS TREADMASTER
\$5,176.50 \$5,176.50
40" AUTOMATIC ESCALATOR

1

CLEANER
PBU 21KACAT 21" PROPANE
\$4,194.40 ~~\$4,194.40~~
BURNISHER
PBU 27KACAT 27" PROPANE
\$4,390.40 ~~\$4,390.40~~
BURNISHER

1

1

Special Instructions

Merch

Total \$13,761.30

Taxable

Sales \$0.00

5.0000% Sales

Tax \$0.00

\$0.0

0

\$0.0

0

Ship/Handling

\$0.0

0

Ppd

Deposit \$0.00

TOTAL

DUE \$13,761.30

Steve Sessions

From: kevins <kevins@steinsinc.com>
Sent: Monday, March 27, 2017 3:01 PM
To: Steve Sessions
Subject: Fwd: New Order: AIRPORT/CITY OF MINOT

Steve
Here you go
Thank you

Kevin Sebastian
Stein's Inc
701-833-1054

-----Original Message-----

From: admin@steinsinc.com

To: kevins@steinsinc.com

Date: Mon, 27 Mar 2017 19:06:27 GMT

Subject: New Order: AIRPORT/CITY OF MINOT

STEIN'S,
INC.
701-852-4323
701-852-1835
778712

Quotation

Order Number:

BILL TO: Acct: 00065401

SHIP TO:

ATTN: ACCOUNTS PAYABLE
515 2ND AVE SW
MINOT, ND 58701-3739

AIRPORT
2400 NORTH BROADWAY

MINOT, ND 58703-1095

Order Date Ship Date Salesman Customer P.O. Number Payment Terms

27-Mar-2017 03 Net
30

Description	Code	Qty	Price	Item	Amount
-------------	------	-----	-------	------	--------

ADVANCE #56384168 PROPANE 1
\$5,992.80 \$5,992.80
BURNISHER PBU 27KACATCLDC
DUST CONTROL

Special Instructions

Total \$5,992.80

Sales \$0.00

Tax \$0.00

0

0

0

Deposit

\$0.00

DUE \$5,992.80

Merch

Taxable

5.0000% Sales

\$0.0

\$0.0

\$0.0

Ship/Handling

Ppd

TOTAL



TO: Mayor Chuck Barney
Members of the City Council

FROM: *Rick Feltner, Airport Director*

DATE: *April 11, 2017*

SUBJECT: **AWARD OF QUOTE- FLOOR BURNISHER (AIR056)**

I. RECOMMENDED ACTION

1. Recommend acceptance of the quote from Stein's, Inc. to provide the floor burnisher in the amount of \$5,992.80;
2. Recommend the allocation of sales tax funds as outlined by staff; and
3. Authorize the Mayor to sign any necessary documents

II. DEPARTMENT CONTACT PERSONS

Rick Feltner, Airport Director 857-4724

III. DESCRIPTION

A. Background

In March of 2017, the Minot International Airport received two quotes for a Clarke PBU 27KACAT 27" Propane Floor Burnisher. This piece of equipment is necessary for the care and maintenance of the terrazzo floors located on the entry level of the Passenger Terminal. The quotes were accepted and evaluated by Airport Staff. The quote from G&P Sales came in at \$5,995.00, while the quote from Stein's Inc. was slightly lower at \$5,992.80. Both quotes satisfied all critical components outlined in the RFQ.

IV. IMPACT:

Fiscal Impact:

The price of \$5,992.80 is \$2,457 less than the \$8,450 which was included in the 2017 budget for purchase of this piece of equipment. The funding source is sales tax revenue.

V. LIST OF ATTACHMENTS

- A. Quotes for Floor Burnisher
- B. Picture of Floor Burnisher