

# City of Minot

## Airport Committee

Tuesday, May 30, 2017

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

### 1. AIRPORT (FEDEX) LANDSCAPING (AIR053)

In December of 2016 Committee and Council approved the Terminal Landscape project in the amount of \$37,600.00. The original budgeted amount was \$108,000.00; however, due to favorable bidding and the use of volunteers to plant many of the trees, the Airport was able to return \$60,380.00 in unused tax revenue to the City. Since that time it has been discovered that previous Airport administration had agreed to include a small section of ground between the Employee Parking Lot and the FedEx building in the landscaping project. This area was not included in the original RFP. The successful bidder has agreed to add this area for additional \$600.00 in project cost.

1. Recommend approval of the 2017 Airport (FedEx) Planting Work Order; and
2. Recommend approval of the attached ordinance to amend the 2017 Annual Airport Budget to increase the maintenance building and grounds expenses and increase sales tax major projects expenditures for the FedEx portion of the landscaping project (AIR052); and
3. Authorize the Mayor to sign the referenced proposal and ordinance

#### Documents:

[MEMO - AIRPORT \(FEDEX\) LANDSCAPING \(AIR053\).PDF](#)  
[2017 AIRPORT FEDEX PLANTING WORK ORDER.DOCX](#)  
[2017 BA - CO FOR LANDSCAPING PROJECT AIR053.PDF](#)

### 2. AIRPORT LANDSCAPING (AIR053)

In December of 2016 Committee and Council approved the Terminal Landscape project with the addition of the FedEx landscaping portion in 2017.

1. Recommend approval of final payment to Minot Forestry Department for work completed on the Airport Landscaping project; and
2. Recommend approval of final payment to Double J Construction for work completed on the Airport Landscaping project; and
3. Recommend approval of payment to Ulteig Engineers for work completed on the Airport Landscaping project

#### Documents:

[MEMO - AIRPORT LANDSCAPING \(AIR053\).PDF](#)  
[MINOT PARK DISTRICT - INVOICE.PDF](#)  
[DOUBLE J - INVOICE.PDF](#)  
[INVOICE - 65037 - MOT LANDSCAPING PROJECT NO. 16.01875.PDF](#)

### 3. AIRPORT OPERATIONS PICKUP TRUCK (AIR058)

Operations trucks are a necessary part of the safe and efficient operation of the Airport. Replacements are programmed on a regular basis to ensure a minimum supply of the required equipment. This truck was programmed for 2016 but was pushed back to 2017 for budgetary reasons. The need is now critical and the pricing the City received was favorable pricing which was \$20,000 less than the \$50,000 amount that was included in the 2017 budget.

1. Recommend approval to purchase Operations Pickup Truck from Westlie Motor Company based on the attached bid proposal and pending receipt of the anticipated State Aeronautics Commission grant.
2. Recommend approval of the attached ordinance to amend the 2017 Annual Airport Budget to decrease the capital expenses and revenues for cost savings on the purchase of the airport operations truck; and
3. Authorize the Mayor to sign any applicable documentation

Documents:

[MEMO - OPS PICKUP TRUCK.PDF](#)  
[WESTLIE BID PROPOSAL.PDF](#)  
[2017 BA - REDUCE WIP AND STATE AERO FOR AIR058.PDF](#)

4. CULTURAL & WETLAND DELINEATION REPORT UPDATE (AIR063)

In July 2010, the Airport had a wetland delineation completed for the entire airport property. Changes have occurred on the property since that time and the original work did not include identification of the soil classifications. Additionally, the United States Army Corps of Engineers has changed requirements for wetland delineations since the completion of the 2010 report.

- 1. Recommend approval of the Cultural & Wetland Delineation Report Update; and**
- 2. Recommend approval of the attached ordinance to amend the 2017 annual budget to increase the Professional Service Contract expenses and revenues for additional costs for the wetland delineation and culture report; and**
- 3. Authorize the Mayor to sign the attached Work Order**

Documents:

[MEMO - WETLAND DELINEATION REPORT.PDF](#)  
[WORK ORDER 17.00293 - CULTURAL AND WETLAND REPORT UPDATES V2.PDF](#)  
[2017 BA - ADDITIONAL WETLAND DELINEATION AND CULTURE REPORT FOR AIRPORT.PDF](#)

5. GA NORTH APRON RECONSTRUCTION (AIR029)

In December 2016 Committee and Council approved Airport capital improvement projects including perimeter road reconstruction, general aviation north apron reconstruction, and the purchase of a snow removal equipment broom. For these projects to move forward the Airport must now advertise for bidders.

- 1. Recommend approval to advertise for the GA North Apron Reconstruction (Phase 1)**

Documents:

[MEMO - GA APRON.PDF](#)

6. MEI TECHNOLOGIES SYSTEMS SUPPORT PROPOSAL

MEI Technologies was chosen during the construction phase to coordinate the selection, installation, and maintenance of the Genetec security system at the new Airport Terminal. This includes access control both in the terminal and the perimeter gates, door keypads, badging, and the video monitoring system. The one-year warranty has now expired on this equipment and software, and a system maintenance agreement is required in order to operate the security functions of the airport in an efficient and cost-effective manner.

- 1. Recommend approval of the MEI Technologies Systems Support Proposal; and**
- 2. Authorize the Mayor to sign any applicable documentation**

Documents:

[MEMO - MEI.PDF](#)  
[MINOT AIRPORT - SYSTEMS SUPPORT PROPOSAL 3APR17.PDF](#)

7. PERIMETER ROAD (AIR049)

In December 2016 Committee and Council approved Airport capital improvement projects including perimeter road reconstruction, general aviation north apron reconstruction, and the purchase of a snow removal equipment broom. For these projects to move forward the Airport must now advertise for bidders.

- 1. Recommend approval to advertise for the Perimeter Road Reconstruction**

Documents:

[MEMO - PERIMETER ROAD.PDF](#)

8. SRE BROOM (AIR060)

In December 2016 Committee and Council approved Airport capital improvement projects including perimeter road reconstruction, general aviation north apron reconstruction, and the purchase of a snow removal equipment broom. For these projects to move forward the Airport must now advertise for bidders.

**1. Recommend approval to advertise for the SRE Broom**

Documents:

[MEMO - SRE BROOM.PDF](#)

**9. PROFESSIONAL SERVICES AGREEMENT WITH TRILLION AVIATION FOR AIR SERVICE DEVELOPMENT CONSULTING**

Trillion Aviation is a skilled consulting firm with many years' experience in the aviation industry. Their previous work with the Minot International Airport affords them invaluable information about its operations and history.

- 1. Recommend approval to extend the budgeted Professional Services Agreement for Air Service Development Consulting Agreement with Trillion Aviation; and**
- 2. Authorize the Mayor to sign the attached agreement**

Documents:

[MEMO - AIR SERVICE DEVEL. - 05.03.2017.PDF](#)  
[AIR SERVICE DEVELOPMENT - STATEMENT OF WORK.PDF](#)

**10. SRE TANDEM BOX TRUCK AND PLOW PROJECT (AIR034)**

In March of 2017 Committee and Council approved the partial payment to Westlie Motor Company for delivery of the Snow Removal Equipment Tandem Box Truck with Plow. Delivery of this equipment was made to the Airport on January 25, 2017 and partial payment of 98% of the invoice was made. Since this time, all remaining punch list items have been completed. It is now recommended that final payment in the amount of \$4,315.00 be made.

- 1. Recommend approval of final payment to Westlie Motor Company for delivery of the SRE Tandem Box Truck and Plow Truck and completion of all punch list items**

Documents:

[MEMO - SRE PLOW TRUCK \(AIR034\).PDF](#)  
[WESTLIE MOTOR COMPANY INVOICE - SRE TRUCK WITH PLOW\\_PART6.PDF](#)

**11. REPUBLIC PARKING SYSTEMS CONTRACT EXTENSION**

Republic Parking Systems, Inc. has been the parking management company servicing the Airport since January 1st, 2013. With the option to extend, per the contract (attached), the approval of an extension would allow Republic Parking Systems, Inc. to act as the parking management company for the Airport through December 31, 2020. With approval from Council, Republic Parking Systems, Inc. would perform during the Option Term in accordance with the terms and conditions outlined within the existing contract. The management fee has been negotiated down from \$128,000 per year to \$52,000, and the overall budgeted expenses for 2018 have declined by \$72,000. Republic has proven to be a professional and reliable partner with the City in the efficient and customer focused operation of the Airport.

- 1. Recommend approval to extend the existing Parking Facilities Management Agreement between the City of Minot Airport and Republic Parking Systems, Inc.; and**
- 2. Authorize the Mayor to sign any applicable documentation**

Documents:

[MEMO - REPUBLIC PARKING.PDF](#)  
[REPUBLIC FULL SIGNED PARKING AGREEMENT.PDF](#)  
[MOT 2018 BUDGET 5-19-17.PDF](#)

**12. AIRPORT DIRECTOR PROJECT/PROGRAM UPDATES**

The Airport Director will give a presentation on Airport activities, reports and project updates.