



TO: Mayor Shaun Sipma
Members of the City Council

FROM: Rick Feltner, Airport Director

DATE: October 23, 2018

**SUBJECT: PROFESSIONAL CONSULTING SERVICES FOR ACDBE PROGRAM
DEVELOPMENT (AIR075)**

I. RECOMMENDED ACTION

1. Recommend approval of the Statement of Work from Trillion Aviation to develop an ACDBE program and lease template; and
2. Authorize the Mayor to sign any applicable documentation.

II. DEPARTMENT CONTACT PERSONS

Rick Feltner, Airport Director 857-4724

III. DESCRIPTION

A. Background

As a component of accepting grant money from the FAA for Capital Projects, the Airport is required to have in place a compliant Airport Concession Disadvantaged Business Enterprise (ACDBE) Program. As outlined in the Sponsor's Grant Assurances, this program has very specific requirements for leveling the playing field for small businesses who wish to participate in contracting opportunities at the Airport. Recent updates to these requirements necessitate review of current policies and an update of the Airport's plan and legal commitments to these enterprises.

Along with this, a review and update of lease agreements relating to privately owned hangars and business' on Airport property is also appropriate. To the extent possible, a template will be developed which ensures consistency and compliance, which is currently lacking in many current agreements. These updated leases will help the Airport and City avoid disputes and legal action that may arise from use of outdated agreements.

B. Proposed Project

This project is to ensure compliance with current FAA requirements and will help the City and Airport continue to qualify for much needed federal funding for capital projects.

C. Consultant Selection

Trillion Aviation is the Airport's consultant of record for business programs of this type and has a current master service agreement with the Airport.

IV. IMPACT:

A. Strategic Impact:

Ensure compliance with Federal Regulations related to ACDBE and land lease agreements.

B. Service/Delivery Impact:

Implementation will improve access to airport business by small enterprises. Consistent and transparent lease agreements with aviation hangar owners will improve overall airport business relationships.

C. Fiscal Impact:

Service will be provided on a time and material basis not to exceed \$15,000.00. The hourly billing rate will be \$195.00 per hour. Direct travel related expenses will be reimbursable separately at cost without markup.

To be paid for with Airport revenues using the Professional Service Contracts Account (100-5000-501.03-22).

V. ALTERNATIVES

The Airport Director in conjunction with legal counsel could update these legal requirements in-house, however the use of a third party who has done many similar projects will help ensure timeliness, accuracy, and cost effectiveness.

VI. TIME CONSTRAINTS

Approval by Committee and Council will allow the Airport to begin immediately.

VII. LIST OF ATTACHMENTS

- A. MOT SOW 14 ACDBE and Lease Template