

EXHIBIT A



**TO:** Mayor Tom Ross  
Members of the City Council

**FROM:** Jennifer Eckman, Airport Director

**DATE:** May 1, 2023

**SUBJECT:** SNOW REMOVAL EQUIPMENT (SRE) ROTARY BLOWER ACQUISITION  
CONTRACT AWARD (Project Number 2023500003)

**I. RECOMMENDED ACTION**

- A. Authorize City staff to acceptance of the Rotary Blower bids which were opened on April 24, 2023;
- B. Authorize City staff to award the bid to lowest bidder, M-B Companies contingent on FAA approval of Buy American, submittal documentation, and funding; and
- C. Approval to apply for funding, accept if awarded, and have the Mayor, City Attorney and the Airport Director sign contracts, grants, and necessary documents.

**II. DEPARTMENT CONTACT PERSONS**

- A. Jennifer Eckman, Airport Director 857-4724
- B. Maria Romanick, Interim Airport Operations Manager 857-4724

**III. DESCRIPTION**

A. Background – Rotary Snow Blower

This project will replace existing airport snow removal equipment that has reached the end of its useful life. Unit 313 is currently a 1986 Idaho Norland Snow Blower. The equipment is antiquated, and parts have become obsolete, making the machine unreliable and difficult and no longer cost effective to repair.

Per FAA standards, adequate snow removal equipment is required for snow and ice control at airports. For MOT, the clearance standard is one half hour to clear one inch of snow in all Priority 1 areas. Priority 1 areas include RW 13-31, Commercial Apron, ARFF station and Apron, and related Taxiways. New state-of -the-art equipment is needed to achieve the FAA mandated removal times.

B. Proposed Project

The proposed project will include the acquisition of snow removal equipment to replace an aging snow blower. The new blower unit will allow airport operations to meet required FAA snow removal times in a cost-efficient manner.

C. Consultant Selection

SEH is the engineer of record as was approved at the City Council meeting on May 17, 2021.

**IV. IMPACT:**

**A. Strategic Impact:**

The operational safety of the runway is of utmost importance to providing safe and efficient aviation transportation for the Minot community. Snow removal and condition reporting equipment are essential to meet this initiative.

**B. Service/Delivery Impact:**

By acquiring new SRE, this project will allow for continued safe operations for commercial and general aviation at the Minot International Airport.

**C. Fiscal Impact:**

The anticipated project costs and funding are summarized below. The project is included in the 2023 budget.

Project Costs

Below is the tabulated bid equipment cost (see attached bid tabulation):

The lowest responsive bid for the rotary blower is \$877,616.00

Project Funding

The funding will come from the FAA Airport Improvement Program (AIP). The airport received \$1,633,336 of entitlement funds in FY2023, in addition to the carryover of \$426,678 from previous years, for an entitlement balance of \$2,090,014 for FY2023. The North Dakota Aeronautics Commission is expected to contribute 5 percent. It's projected that City of Minot share will be 5 percent.

Funding Source (anticipated)	Percentage	Total
FAA Airport Improvement Program (AIP)	90%	\$814,694.40
North Dakota Aeronautics Commission	5%	\$45,260.80
City of Minot	5%	\$45,260.80
<b>TOTAL</b>		<b>\$905,216.00*</b>

*\*This total amount includes the \$27,600.00 previously approved for acquisition services. The total cost of the project exceed's the 2023 budget of \$700,000, but the airport has found cost savings in the purchase of other capital assets to include the postponement of the purchase of a SRE broom.*

**V. CITY COUNCIL ASPIRATIONS**

*The City Council aspirations that are achieved with acquiring new SRE at the Airport include being resilient and prepared.*

**VI. ALTERNATIVES**

Alt. 1. City Council could recommend not acquiring new equipment. The result will be increased operational costs, equipment repair costs, equipment down time, and reduced runway clearing times.

**VII. TIME CONSTRAINTS**

Because of the age of the equipment, frequent maintenance issues, long lead times for equipment, and lack of availability of parts, it is imperative that the issue be assessed and addressed as quickly as possible to mitigate any further equipment shortages.

The funding requests for Federal Fiscal Year 2023 are required to be submitted to the FAA and the North Dakota Aeronautics Commission no later than May 5, 2023.

**VIII. LIST OF ATTACHMENTS**

- A. SEH Award Recommendation Letter
- B. Bid tabulation