

AIRPORT COMMITTEE

Tuesday, January 5, 2016
Immediately following the Finance and Improvements Committee
(No earlier than 4:30 p.m.)
City Council Chambers

A G E N D A

1. [Award of Bid- Electric Scissor Lift \(AIR040\)](#)
2. [Agreement for Miscellaneous Professional Services- KLJ](#)
3. [Project Closeout and Final Payment- Minot Aero Center Hangar Project](#)
4. [Airport Director Project/Program Updates](#)

AIRPORT COMMITTEE

January 5, 2016

Page 2

MEMO TO: Airport Committee
FROM: City Clerk's Office
RE: Agenda for Tuesday, January 5, 2016 – No earlier than 4:30 pm

1. Award of Bid- Electric Scissor Lift (AIR040)

A full equipment list was identified for new terminal operations which included an upgraded electric scissor lift larger and heavier than what the Airport currently has. In order to receive the equipment prior to the new terminal opening the item was bid in December to be ordered immediately after approval.

The scissor lift is used to fix light fixtures and other items out of ladder reach.

Fiscal Impact: This item was budgeted in capital purchases in the approved 2016 Airport Budget.

On Tuesday, December 15, 2015, three bids were received.

- Acme Tools \$26,164.57
- Titan Machinery \$24,000.00
- Olympic Equipment Rental \$22,464.20

After reviewing the bids and specifications, the bid from Olympic Equipment Rental (OER) met all necessary specification requirements and had the lowest cost.

It is recommended the Committee and Council award the bid for an electric scissor lift to OER Services for \$22,464.20.

2. Agreement for Miscellaneous Professional Services- KLJ

Each year, as projects and priorities change, there are other projects not identified in the capital improvement projects plan that may need consideration for the betterment of the whole program and the operation of the airport.

Situations arise that are sometimes unexpected which could involve environmental work, project oversight, federal or state assistance, research and analysis, capital project updating and grant applications, or other immediate issues that require professional help. In these cases, and others, a miscellaneous professional services agreement allows the immediacy and flexibility of administration to make a decision for a smaller project that needs action.

As indicated in the agreement, no individual task will result in a total cost more than \$5,000. If the estimate exceeds this amount, a request for a professional services agreement to be approved by the Airport Committee and City Council will be made.

Fiscal Impact: The approved 2016 Airport Budget has \$25,000 allocated for these services.

It is recommended the Committee and Council approve a [miscellaneous professional services contract](#) with KLJ not to exceed \$25,000 in \$5,000 increments for services rendered and authorizes the Mayor to sign the agreement.

3. Project Closeout and Final Payment- Minot Aero Center Hangar Project

In spring 2012, Minot Aero Center requested to construct a large aircraft hangar. The City owns the building and land in front of this operation and a request for Magic Funds was made for infrastructure improvements. Funding was approved in March 2012.

AIRPORT COMMITTEE

January 5, 2016

Page 3

The Airport hired KLJ as the engineer to establish contracts with Kemper Construction and Bechtold Paving. The Bechtold time and materials paving contract was bid at \$313,978.75 however, the total work to include final payment was \$298,893.95 leaving a savings of \$15,084.80 for this contract. A final bill and payment of \$1,298.57 is due on this contract.

The total savings on the project is \$82,129.97 which will be returned to the Magic Fund. The large amount of savings is due to over estimation of project costs in consideration of any possible overages.

Fiscal Impact: A final payment of \$1,298.57 to Bechtold is due.

It is recommended the Airport Committee and City Council accept the project closeout and approve final payment for Minot Aero Center Hangar Project and allow the Mayor to sign all final documents for this project which includes the final payment to Bechtold Paving in the amount of \$1,298.57

4. Airport Director Project/Program Updates

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