

AIRPORT COMMITTEE

Tuesday, March 1, 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. [Professional Services Agreement with Trillion Aviation for Air Service Development Consulting](#)
2. [Lease Agreement with ARINC](#)
3. [Amendment to Car Rental Agreements](#)
4. [Contract Amendment with Chrysalis Consulting](#)
5. [Airport Activities, Reports and Project Updates](#)
6. [Informational- Request for Qualifications- Engineering, Planning, and Environmental](#)

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MEMO TO: Airport Committee
FROM: City Clerk's Office
RE: Agenda for Tuesday, March 1, 2016 – No earlier than 4:30 pm

1. Professional Services Agreement with Trillion Aviation for Air Service Development Consulting

This request is to approve a professional services agreement between the City of Minot and Trillion Aviation, for air service consulting to assist in expediting efforts with upcoming air services conferences and airline meetings. This contract was not renewed in January in order to save monthly costs and to allow for maintaining focus on the new terminal construction. This professional services agreement will be similar to the agreement with Trillion in previous years.

The following services will be provided during a term of one year beginning April 1, 2016 and ending March 31, 2017:

- Development of airline informational and analytic presentations which are used when meeting with each airline at conferences or their headquarters.
- Monthly profile of MOT to review passenger markets and flight schedules
- Representation at conferences and meetings
- Ongoing reports with analytics to include load factors, top origin and destination markets, yields, and market demands
- Strategic air service review and updates to include incentive packages
- Advisory services as needed

It is the intent of Airport Administration to hold an air service consulting Request for Qualifications process in early 2017 in order to have a consulting firm recommended by the time this contract expires.

Fiscal Impact: The 2016 budget would incur a cost of \$2,000 per month for nine (9) months for a total of \$18,000 plus travel-related expenses. The remaining three months of the one-year contract would be included in the 2017 budget at \$2,000 per month plus travel-related expenses. The approved 2016 airport budget has identified \$30,000 for these services.

It is recommended the Airport Committee and the Minot City Council [approve a professional services agreement](#) of \$24,000 plus travel related expenses to Trillion Aviation and authorize the Mayor to sign the agreement.

2. Lease Agreement with ARINC

The company ARINC would like to have a lease agreement for their communications equipment which includes transmitters, receivers, power supplies and antennas to assist with aircraft and ground communications. This equipment will be installed in one of the communications rooms with connections to antenna on the roof.

Fiscal Impact: Lessee shall pay Lessor a rental of one hundred dollars (\$100) per month.

Airport Administration recommends the Airport Committee and the Minot City Council approve a [lease agreement](#) contract with ARINC and authorize the Mayor to sign the agreement.

3. Amendment to Car Rental Agreements

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The existing Airport Rental Car Leases and Concession Agreements for all rental companies went into effect on January 1, 2013. The term of the current agreement with each company is five years and will expire December 31, 2017. With the relocation of rental operations into the new terminal building and with adjustments in car rental parking operations, an amendment to the existing lease agreements must be made.

Changes to the rental car companies include:

- Office and queue space
- Ready Lot
- Return Lot
- Overflow Lot

The new rental rate of \$18.16 per square foot was calculated in preparing the 2016 Airport budget and based on the average five-year CPI (Consumer Price Index) increase. Once the new CPI is calculated in the coming weeks that rate will be adjusted and used for each agreement.

The contract also allows each car rental company to review their parking spaces and make adjustments. This has been requested and awaiting return comments.

The amendment to the lease agreements is to approve the new rental areas and parking needs.

Fiscal Impact: Fiscal impact undetermined until CPI is calculated and space needs are determined. 2016 budget was approved based on estimated calculations.

It is recommended the Committee and Council approve the amendment to each [car rental lease agreement](#) once they have been reviewed and approved with necessary adjustments, and for the Mayor to sign each amendment.

4. Contract Amendment with Chrysalis Consulting

For the past seven months representatives from Chrysalis Consulting have provided superb staffing support during construction of the terminal project and past transitional issues. Coordination efforts by project members has assisted with operational use and functionality of the facility for all users, and with event planning needs.

Initially, an estimated scope of work was provided based on time and materials. One of the costs the City was hoping to save was in housing of the consultants in a home owned by the City; however, the condition of the home in question and the lack of furniture and amenities did not provide suitable living conditions. Consultants were able to secure reasonable rates for long-term accommodations from a local hotel which provided basic living and laundry services to save on daily expenses.

From the onset of the contract with Chrysalis, time and materials have been based on estimated needs which were difficult to determine so early in the terminal project. The scope and needs of this project have been truly realized in the past several months. Actual work and hours performed have exceeded estimates, and additional time and materials are still needed to complete the project.

Approximately 285 hours of consultant work is still needed for key tasks to include: trial and simulations, employee orientations, vendor training, passenger boarding bridge testing on aircraft, overnight physical move on February 28, 2016, issues resolution, process adaptations/revisions, old terminal close-out, process optimization and assistance with issues in the overall system.

Fiscal Impact: An Amended not-to-exceed cost of \$75,000 to be funded \$50,000 from the 2016 Airport promotions Budget and \$25,000 from 2016 Sales Tax Major Projects. This project is directly associated with the Terminal Construction Project.

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It is recommended the Committee and Council approve funding for terminal transition consulting services with Chrysalis Consulting for an additional not-to-exceed amount of \$75,000 and allow the Mayor to sign all documents.

It is also recommended the Committee and Council pass an [ordinance](#) amending the 2016 annual budget to increase the Airport professional service contract expenses using sales tax major projects.

5. Airport Activities, Reports and Project Updates

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

6. Informational- Request for Qualifications- Engineering, Planning, and Environmental

The Airport Director will discuss a request for qualifications.