

AIRPORT COMMITTEE

Tuesday, March 29, 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. [Request for Proposal for Security Services](#)
2. [Application for LEO Grant from TSA](#)
3. [Request for Proposal Hay Land/Crop](#)
4. [RFP Arcade in Hold Room](#)
5. [Airport Director Search Outsourcing – ADK Executive Search](#)
6. [Engineering, Planning, and Environmental Request for Qualifications](#)
7. [Grant Proposal Airfield Signage \(LED Replacement\)](#)
8. [Proposed Ordinance- Amending the 2016 Annual Budget- Airport Promotions](#)
9. [Amendment to the Ground Agreement Between Minot International Airport of the City of Minot, North Dakota and P S Properties, LLP for Southside 2nd Addition Lot 1](#)
10. [Grant Proposal Paint Machine](#)
11. [Grant Proposal Runway 13-31 Rehabilitation – Additional](#)
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MEMO TO: Airport Committee
FROM: City Clerk's Office
RE: Agenda for Tuesday, March 29, 2016 – No earlier than 4:30 pm

1. Request for Proposal for Security Services

The Airport requests permission to issue an RFP for [Security Services at Minot International Airport](#). This scope of work may include compliance with TSA LEO grant terms, if awarded.

Anticipated scope is expected to mirror duties currently performed by Bismarck-Mandan Security (“BisMan”), including but not limited to:

- Curbside and parking patrols, including issuing tickets for violations
- Public area foot patrols
- Security checkpoint and exit lane patrols and monitoring, including alarm response and clearing
- On-Site/First point of contact for altercations or escalations and disturbances
- Response to TSA calls for handling of weapons or ammunition found at checkpoint and criminal history record checks (CHRCs) for those bringing weapons into the checkpoint
- Visual inspection of deliveries
- Uniformed, armed on-site presence.

The Airport’s Facility Technician role includes security responsibilities; however, the additional duties for these technicians, namely custodial and maintenance tasks, suffer in deference to security concerns. Delta and Allegiant Airlines have voiced specific concerns over the prospect of losing the uniformed, armed presence currently on-site. The differences in uniform between the armed guard and unarmed staff member magnify the airlines’ concerns. (See attached photo)

The current invoices for Bismarck-Mandan Security are approximately \$8,000 per month. Their service has been extended through the effective date of a new contracted solution.

It is expected the RFP and contracting would be complete for a July 1, 2016 start.

Fiscal Impact: Funds are available in Sales Tax Capital Major Projects.

It is recommended the Committee and Council authorize the Interim Airport Director to issue the request for proposal for security services.

2. Application for LEO Grant from TSA

The Airport requests permission to apply for TSA’s [LEO Reimbursement Program](#) for the upcoming award period. This award could compensate the airport for up to \$20 per hour for every hour a permitted (uniformed, armed) security presence is staffed at the TSA checkpoint. Bismarck-Mandan Security, the airport’s current security presence, has been accepted as a LEO under this program in the Bismarck airport and are expected to qualify in Minot, as well.

The City participated in this program in the past; however, the terms have been expanded in its newest iteration, making it a more promising prospect for use at MOT. Additional details about the specifics of this revised program are developing and the airport is working with the TSA Federal Security Director (FSD) to clarify these terms.

Applications are due no later than June 2016; however, TSA has encouraged immediate application for improved award potential.

The LEO grant funds, if awarded, will offset the cost of the security contract the MOT will enter into after review of

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the request for proposals for security services is reviewed and a firm selected.

It is recommended the Committee and Council authorize the Interim Airport Director to submit an application for the LEO Grant program; further authorize Minot International Airport to accept the grant if awarded; and further authorize the Mayor to sign any necessary documentation.

3. Request for Proposal Hay Land/Crop

The Airport requests permission to issue an RFP for hay/crop planting and harvesting on Minot International Airport property.

The previous lease included up to 670 unmown acres, excluding all runways, taxiways, and other grounds reserved for use by aircraft structures at a rate of \$35.50 per ton of all cut and removed hay.

The hay land lease expired in October 2015. New lease term would run April 2016 through October 2018.

It is expected the RFP and contracting would be complete and executed for the spring 2016 planting season.

Fiscal Impact: The funds generated from the contract are a budgeted revenue source.

It is recommended the Committee and Council authorize the Interim Airport Director to issue the Request for Proposal for Hay/Land Crop and further authorize the Mayor to sign the contract once the highest bidder is determined.

4. RFP Arcade in Hold Room

The airport is requesting permission to develop and issue a Request for Proposal for occupancy and operation of an [arcade in the indicated space](#) in the terminal's hold room, across from Gate 1.

The Concessionaire, Oakwells, who finds its layout and location incompatible with their business needs, has returned the space, originally planned for "Retail", to the Airport.

During construction, the Airport was contacted by two vendors interested in establishing a presence in the terminal and continued interest appears to exist.

The space has ample power (20) and data (8) outlets, a fire strobe and horn, and thermostat. It should require little to no buildout, beyond signage. The Tenant will incur all costs for buildout and signage.

Fiscal Impact: Terms and potential revenue from this space are to be determined.

It is recommended the Committee and Council authorize the Interim Airport Director to issue a Request for Proposal for an Arcade in the Hold room.

5. Airport Director Search Outsourcing – ADK Executive Search

The City has started the process of hiring a new Airport Director. The City is advertising in the American Association of Airport Executives (AAAE), International City/County Management Association (ICMA), City website, and Job Service.

The Airport Director position is a mission critical position. If the above sources do not provide a qualified candidate, the City Manager is requesting authorization to outsource the search to fill the Airport Director position.

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This alternative will be a last resort if the initial search does not provide a qualified candidate. Outsourcing the search will likely provide a more qualified and responsive pool of candidates, due to the specialized nature of the position and pool of talent.

The City will retain ADK Executive Search if necessary. ADK specializes exclusively in searches for airport management. ADK guarantees placement and the qualified individual will remain in place for 12 months. If a candidate leaves prior to a year in placement, ADK will conduct another search at no cost other than travel related costs.

Fiscal Impact: A budget of \$30,000 has been identified for this search and an estimate of \$10,000 for travel related costs. The goal is permanent placement by July 1, 2016. Funding will come from Sales Tax Major Projects.

It is recommended the Committee and Council authorize the City to hire ADK Executive Search if a qualified candidate is not located through other methods and further authorize the Mayor to sign the contract.

6. Engineering, Planning, and Environmental Request for Qualifications

The Airport is requesting the once-combined Engineering/Planning/Environmental professional services request for qualifications (RFQ) be divided into two distinct RFQs: 1) Engineering Services and 2) Planning and Environmental Services.

In the past, the service has been awarded as a single unit; however, airports are now directed to separate these disciplines, with combination of solicitations available by permission.

The Engineering services, if separated, provides opportunities for the airport to receive proposals from other firms, including those which may or may not have a large environmental practice, and may provide another perspective to engineering matters.

The combination of Planning and Environmental is recommended because the permitting required for both disciplines would realize some efficiencies in this format.

Respondents will be permitted to submit qualifications for both RFQs, but the separation of them may provide increased transparency in pricing, capabilities, and scope.

Regardless of format, the airport wishes to reserve the right to bid out specific engineering projects separately, independent of the general engineering contract, when awarded.

The timeline for RFQs includes March drafts for review, April 1st release of the RFQs, May 2nd due date for responses, May 13th scoring, May 25th completion of interviews, June 1st recommendation, and June 6th approval.

The current contract expires June 30, 2016.

It is recommended the Committee and Council authorize the Interim Airport Director to issue a Request for Qualifications for Engineering, Planning, and Environmental Services as deemed appropriate for the Minot International Airport.

7. Grant Proposal Airfield Signage (LED Replacement)

The Airport is requesting permission to apply for an [Airfield Signage \(LED Replacement\) grant](#) from the State, which would cover 50% of the costs associated with replacement.

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In the North Dakota Aeronautics Commission's Priority Ranking of Projects, Airfield Signage is in the lower (20 of 50) portion of the priority scale for Obstruction, Navigation, and Lighting projects.

The 2017 CIP lists LED Airfield Sign Upgrades at a cost of \$80,000, of which \$40,000 is budgeted, with \$40,000 from State sources (50% State).

The Grant Application is due April 15, 2016.

It is recommended the Committee and Council authorize the Interim Airport Director to apply for the Airfield Signage (LED Replacement) Grant; further authorize the Minot International Airport to accept the grant if awarded; and further authorize the Mayor to sign any necessary documentation.

8. Proposed Ordinance- Amending the 2016 Annual Budget- Airport Promotions

It is recommended the Committee and Council pass an [ordinance](#) amending the 2016 annual budget to increase the airport promotion and operation supply expenses to purchase goods for the indoor play area and grand opening events at the new terminal.

9. Amendment to the Ground Agreement Between Minot International Airport of the City of Minot, North Dakota and P S Properties, LLP for Southside 2nd Addition Lot 1

The City entered into a ground agreement between Minot International Airport and P S Properties, LLP in May of 2015.

P S Properties is requesting the effective date of the lease be amended to April 1, 2016. This will coincide with P S Properties lease with Federal Express.

City staff has no objection to the amendment to the Ground Agreement.

It is recommended the Committee and Council approve the amendment to the Ground Agreement between Minot International Airport of the City of Minot, North Dakota and P S Properties, LLP for Southside 2nd Addition Lot 1 and further authorize the Mayor to sign the Amendment.

10. Grant Proposal Paint Machine

The Airport is requesting permission to apply for a pressurized paint machine grant from the State, which would cover 50% of the costs.

Fiscal Impact: If the grant is awarded, the City will use sales tax funds, already reserved, to fund the remaining 50%. These funds were budgeted for 2016. The grant was originally awarded in 2015; however, it was deferred due to an unavailable local match.

The Grant Application is due April 15, 2016.

It is recommended the Committee and Council authorize the Interim Airport Director submit the Grant Proposal for the Paint Machine, authorize the Minot International Airport to accept the grant if awarded, and further authorize the Mayor to sign any necessary documents.

11. Grant Proposal Runway 13-31 Rehabilitation – Additional

The Airport is requesting permission to apply for additional funding for the Runway 13-31 Rehabilitation project through a grant from the State, which would cover 5% of the costs.

The amount requested from State is \$748.61. This reflects the change in project costs from \$933,645.00 to \$935,117.79.

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A separate FAA Grant Amendment is being prepared by KLJ for \$13,475.

The Grant Application is due April 15, 2016.

It is recommended the Committee and Council approve the Interim Airport Director submit the Grant Proposal for Runway 13-31 Rehabilitation; authorize the Minot International Airport to accept the grant if awarded; and further authorize the Mayor to sign any necessary paperwork.

12. Amendment to Owner-Engineer Agreement – Amendment #3 for Additional Coover Clark & Associates (CCA) Services

KLJ has submitted a request to amend the April 2, 2012 Agreement with the City of Minot for design of the passenger terminal.

The requested increase is for \$66,689 for a new total of \$5,651,951. The additional fee is to compensate Coover Clark & Associates for construction services that extended beyond the anticipated construction period assumed in Amendment #2 for construction services.

The additional costs will be project costs for the new terminal.

[KLJ's explanation is attached for additional detail.](#)

It is recommended the Committee and Council authorize the Mayor to sign the amendment to the Owner-Engineer Agreement – Amendment #3 for additional Coover Clark & Associates (CCA) Services.

13. Airport Activities, Reports and Project Updates

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