

AIRPORT COMMITTEE

Tuesday, May 31, 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. [GSA Lease Rates for TSA space in Airport Terminal Building](#)
2. [Old Terminal Demolition Design Contract – KLJ](#)
3. [Agreement with TSA for Security Camera real-time and recorded footage access](#)
4. [Airport Activities, Reports and Project Updates](#)

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MEMO TO: Airport Committee
FROM: City Clerk's Office
RE: Agenda for Tuesday, May 31, 2016 – No earlier than 4:30 pm

1. GSA Lease Rates for TSA space in Airport Terminal Building

The Airport Director is requesting approval of [rates proposed to GSA](#) for a 10-year lease of space for TSA offices within the Minot Airport Terminal building. The current lease expires May 31, 2016.

Airport Administration and City Finance worked together in calculating proposed rates, including estimated Facility Technician rates for tasks included in lease as well as escalations based upon CPI increases.

It is recommended the Committee and Council approve the rates for a 10-year lease of space for TSA offices within the Minot Airport Terminal.

2. Old Terminal Demolition Design Contract - KLJ

The Airport Director is requesting permission to execute a contract for old terminal demolition design with KLJ Engineering for \$72,000. The contract amount is in line with demolition design contracts for terminals of similar size.

KLJ began demolition design in parallel with design contract negotiation. The design, demolition contract, and physical demolition can be accomplished in 2016.

Fiscal Impact: A pre-application for funding assistance has been submitted to FAA for consideration.

It is recommended the Committee and Council execute a contract with KLJ for old terminal demolition in the amount of \$72,000 and pass an [ordinance](#) to amend the 2016 annual budget to increase the Airport professional service contract expenses and decrease the capital purchase expenses utilizing approved 2016 sales tax major projects.

3. Agreement with TSA for Security Camera real-time and recorded footage access

The Airport Director is requesting ratification of an agreement with DHS for TSA access to Minot Airport Terminal security cameras, covering both real-time and recorded footage.

The City Attorney reviewed this document in advance of execution in order to meet immediate requirement by DHS/TSA.

It is recommended the Committee and Council ratify the agreement between DHS and the City of Minot for TSA access to Minot Airport Terminal security cameras.

4. Airport Activities, Reports and Project Updates

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