

AIRPORT COMMITTEE

Tuesday, March 28, 2017
Immediately following the Finance and Improvements Committee
(No earlier than 4:30 p.m.)
City Council Chambers

A G E N D A

1. [Partial Payment SRE Tandem Box Truck and Plow Project \(AIR034\)](#)
2. [Runway End Identifier Lighting \(REIL\) Replacement Design and Budget Amendments](#)
3. [State Grant Projects for 2017](#)
4. [Airport Activities, Reports and Project Updates](#)

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MEMO TO: Airport Committee
FROM: City Clerk's Office
RE: Agenda for Tuesday, March 28, 2017 – No earlier than 4:30 pm

1. Partial Payment SRE Tandem Box Truck and Plow Project (AIR034)

Attached is the recommendation from Ulteig for partial payment directly to the contractor, Westlie Motor Company, for the delivery of the Snow Removal Equipment Tandem Box Truck with Plow. Delivery of this equipment was made to the airport on January 25, 2017. A partial payment in the amount of \$211,430, which is 98% of the invoice, is recommended as there are still a small number of punch list items to be completed before the project is final. These items are on the attached memo from Ulteig. The budgeted amount for this project was \$215,745 which corresponds with the attached invoice.

Fiscal Impact: Funding is split as follows: 90% Federal; 5% State (pending supplemental grant request from State Aeronautics for the additional expenses above the original awarded State AIP Grant), 5% City.

Additional state funding will be requested in April and the recipients will be notified in June of 2017 if the funds are approved.

It is recommended the Committee and Council approve payment to [Westlie Motors](#) as well as approve the allocation of funds as outlined above, and further authorize the Mayor to sign any necessary documents.

2. Runway End Identifier Lighting (REIL) Replacement Design and Budget Amendments

In December of 2016, Committee and Council approved the pre-application for CIP funding from the FAA for the following projects:

- Runway End Identifier Lighting (REIL) Replacement/Relocation
- Perimeter Road Reconstruction
- General Aviation Apron North Reconstruction
- Snow Removal Equipment (SRE) Broom Purchase

After further discussion with the FAA, it was determined the construction portion of the REIL relocation/replacement should be postponed until the master plan project has been completed and the ALP has been approved. However, the FAA has indicated the airport should move forward with the design portion of that project in order for construction to be completed next year and meet the 2018 deadline provided in 2013 during the Part 139 Certification Inspection. Staff respectfully requests permission to move forward with the design portion of the REIL project.

The total cost of this design project is \$24,250 and is broken down as follows:

Engineering-Preliminary and Design	\$21,750
Engineering-Grant Closeout	\$2,500
Project Total Cost	\$24,250

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Funding responsibility is as follows:

Federal Share (90%)	\$21,825
State Share (5%)	\$1,212
City Share (5%)	\$1,212

Fiscal Impact: Total engineering services fees for this project as outlined above are estimated at \$24,250. The City's share of this work order is \$1,212 after reimbursement by federal and state agencies. It is recommended the City share of these funds come from the Airport Reserve Fund.

If permitted to move forward with the design portion of the REILs, the airport would like to substitute a portion of those funds previously allocated for the REIL construction in order to complete a Wetland Delineation and Culture Report Update. The most current delineation report and cultural study is dated 2012 and does not meet current state standards. The proposed update will provide new wetland boundaries, soil testing, and identify wetland areas on the airport as natural or artificial, which can greatly reduce the cost of any wetland mitigation required by future projects. The FAA recommends this project be completed in 2017 in advance of the Environmental Assessment (EA) slated for 2018. As there are only limited times of the year to get adequate, and accurate, wetland delineations, completing this project in 2017 will allow more time to complete the EA, which will evaluate the potential impacts of modifications to wildlife habitat and stormwater improvements.

The total cost of the delineation project is \$12,980 and is broken down as follows:

Project Management and Coordination	\$2,580
Wetland Delineation and Report	\$7,820
Class III Cultural Survey and Report	\$2,580
Project Total Cost	\$12,980

Funding responsibility is as follows:

Federal Share (90%)	\$11,682
State Share (5%)	\$649
City Share (5%)	\$649

Fiscal Impact: Total engineering services for these two projects as outlined above are estimated at \$37,230. The City's share of this work would be \$1,861 after reimbursement by federal and state agencies. Compared to the original REIL project amount of \$252,500 which carried a City share of \$12,625, the REIL design and wetland delineation projects require substantially less City funds to be allocated this year.

It is recommended the Committee and Council approve the allocation of funds as outlined above, pass an [ordinance](#) on first reading amending the 2017 annual budget to reflect the changes, and further authorize the Mayor to sign any necessary documents.

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3. State Grant Projects for 2017

The airport requests approval to seek [state grant monies](#) from the NDAC in order to fund the projects below. These projects are in addition to the FAA grants and would be funded on a 50/50 shared basis between the City and State, except where seeking reimbursement:

- Routine Airside Pavement Crack Sealing
- Procure and Replace Operations Truck
- Striping, Painting, and Marking
- Sign Panel Replacement and Maintenance
- Addendum to 2016 FAA AIP #53
- Reimbursement for Airport Intern

The costs of these projects and the respective City share (50%) are as follows:

Project	Total Cost	City Share	Funding Source
Airside Pavement Crack Sealing	\$14,210	\$7,105	Airport Budget
Replace Operations Truck	\$50,000	\$25,000	Airport Budget
Striping, Painting, and Marking	\$10,000	\$5,000	Airport Budget
Sign Panel Replacement and Maintenance	\$4,800	\$2,400	Airport Budget
Addendum to 2016 FAA AIP #53*	\$14,665.60	---	Airport Budget
Reimbursement for Airport Intern**	\$5,000	\$6,250	Airport Budget
Project Total Cost	\$98,675.50	\$45,755	

*reimbursement

**reimbursement up to 80% and max \$5,000

Fiscal Impact: Total project costs as outlined above are estimated at \$98,675.50. The City's share of these costs is \$39,505 after reimbursement by state agencies. The City portion of these projects was included in the 2017 budget with funds being allocated from City sales tax revenue.

It is recommended the Committee and Council approve the allocation of funds as outlined above, and further authorize the Mayor to sign any necessary documents.

4. Airport Activities, Reports and Project Updates

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