



TO: Mayor Chuck Barney
Members of the City Council

FROM: Rick Feltner, Airport Director

DATE: May 15, 2018

SUBJECT: SECURITY SYSTEM SUPPORT AGREEMENT

I. RECOMMENDED ACTION

1. Recommend approval of the annual support agreement with MEI/Parsons Technologies for the Airport’s security system; and
2. Authorize the Mayor to sign the agreement

II. DEPARTMENT CONTACT PERSONS

Rick Feltner, Airport Director 857-4724

III. DESCRIPTION

- A. Background
The Airport currently uses Genetec Security System for its access control and security program. Due to the high level of technical expertise involved with the program, ongoing support is required for troubleshooting, maintenance, and software updates. The annual support agreement will provide remote and on-site technical support, necessary software updates, as well as additional training to airport staff.
- B. Proposed Project
To implement a support agreement to best serve the Minot Airport and ensure integrity with the security systems in place. Through the support agreement, Airport staff will receive the necessary support to properly address any concerns.
- C. Consultant Selection
MEI/Parsons Technologies installed the security system in the terminal and has been the provider of security support services since February 2016. The expertise and knowledge of the security industry provided by MEI/Parsons Technologies is paramount to the security operations at the Minot International Airport.

IV. IMPACT:

- A. Strategic Impact:
Proper functioning of this system is a critical component of the safety and security of the Airport.
- B. Service/Delivery Impact:
Airport Staff, Tenants, and the Traveling Public all benefit from an operational security system
- C. Fiscal Impact:

The cost of this agreement was included in the 2018 budget in the Airport's Professional Service Contracts account.

Project Costs

Genetec Platform Upgrades	\$3,500
Training	<u>\$500</u>
Total	\$4,000

Project Funding
100-5000-501.03-22

V. ALTERNATIVES

Alt 1. City Council could recommend that this agreement not be executed and that MEI/Parsons be retained on a time and materials basis. This would likely result in expenditures in excess of 180% of the cost of the service agreement.

VI. TIME CONSTRAINTS

Council's timely approval of the recommendation will minimize any disruptions or lapses in security updates.

VII. LIST OF ATTACHMENTS

- A. 2018 Service Agreement Proposal - Minot Airport - 5-11-2018