



TO: Mayor Shaun Sipma
Members of the City Council

FROM: Rick Feltner, Airport Director

DATE: May 30, 2019

SUBJECT: ANNUAL RENEWAL OF MOWBRAY & SON PREVENTATIVE MAINTENANCE AGREEMENT

I. RECOMMENDED ACTION

1. Recommend approval of the Mowbray & Son Preventative Maintenance Proposal (annual renewal); and
2. Authorize the Airport Director to sign the agreement

II. DEPARTMENT CONTACT PERSONS

Rick Feltner, Airport Director 857-4724

III. DESCRIPTION

A. Background

In 2017, at the conclusion of the warranty period for many of the Passenger Terminal's mechanical systems, the Airport entered into a one-year preventative maintenance plan with Mowbray and Son, Inc. Mechanical Contractors. This agreement was then renewed in 2018.

Beginning in July 2019, Airport staff will complete filter changes, significantly reducing the preventative maintenance plan cost. Mowbray & Sons, Inc., upon approval of the attached proposal, will continue to provide preventative maintenance checks including:

Quarterly:

- Check and tighten belts and grease bearings
- Check pumps, all fans, voltages and amps
- Clean motors, tighten electrical and check pressures on hot and chilled loops

Annually:

- Changing boiler filters
- Check wye strainers
- Change all belts and grease bearings
- Check boiler
- Clean all flame sensors and check gas pressures

B. Proposed Project

Approval of the agreement ensure that preventative maintenance checks are being done by trained professionals according to manufacturer's recommended time frame and procedure.

C. Consultant Selection

N/A

IV. IMPACT:

A. Strategic Impact:

A strong preventative maintenance plan is essential to protecting the Airport’s investment in the new terminal, and ensuring maximum lifespan for this state-of-the-art equipment.

B. Service/Delivery Impact:

Tenants and travelers will benefit from consistent and proper functioning HVAC and other mechanical systems.

C. Fiscal Impact:

The Airport currently has an agreement in place with Mowbray & Son for HVAC preventative maintenance; this is a renewal of that contract.

Beginning in July 2019, Airport staff will complete filter changes. By doing this, the contract with Mowbray & Son will be decreased from \$36,638 to \$18,318.

The total contract amount has been budgeted in the Building Maintenance account for 2019 and 2020.

<u>Project Costs</u>	
Mowbray & Son Agreement	\$18,318
 <u>Project Funding</u>	
Building and Grounds Maintenance 100-5000-501.04-33	\$18,318

V. ALTERNATIVES

N/A

VI. TIME CONSTRAINTS

Council’s approval of the recommendation will allow the contract to renew with no lapse.

VII. LIST OF ATTACHMENTS

- A. Mowbray and Son PM Proposal