
City of Minot



TO: Mayor Chuck Barney
Members of the City Council

FROM: Rick Feltner, Airport Director

DATE: June 5, 2017

SUBJECT: MEI TECHNOLOGIES SYSTEMS SUPPORT PROPOSAL

I. RECOMMENDED ACTION

1. Recommend approval of the MEI Technologies Systems Support Proposal; and

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2. Authorize the Mayor to sign any applicable documentation

II. DEPARTMENT CONTACT PERSONS

Rick Feltner, Airport Director 857-4724

III. DESCRIPTION

A. Background

MEI Technologies was chosen during the construction phase to coordinate the selection, installation, and maintenance of the Genetec security system at the new Airport Terminal. This includes access control both in the terminal and the perimeter gates, door keypads, badging, and the video monitoring system. The one-year warranty has now expired on this equipment and software, and a system maintenance agreement is required in order to operate the security functions of the airport in an efficient and cost-effective manner.

B. Proposed Project

The proposed project will include:

- Genetec SMA and Platform Upgrades
- Remote Systems Health Check
- Remote Technical Support
- On-Site Support
- Equipment Repairs

IV. IMPACT:

A. Strategic Impact:

The implementation of this service agreement will help ensure that the critical safety and security functions of the Airport continue to operate efficiently and that necessary repairs are affected in an expeditious and cost effective manner.

B. Fiscal Impact:

This project is being included in the 2018 budget and will be entirely funded with 2018 airport revenues.

Project Costs

SMA and Software Upgrade Only	\$11,138
Systems Health Check	2,668
Remote Systems Specialist Support	6,000
On-Site Technician Labor*	2,500
Travel-Related Expenses	<u>3,000</u>
Total	\$25,306

**Travel and expenses for on-site technician invoiced separately.*

<u>Project Funding</u>	
2018 Airport Revenues	\$25,306

V. ALTERNATIVES

Alt 1. In lieu of a service agreement, the Airport could call MEI on a case-by-case basis when a problem occurs, or when software requires an upgrade. Billing would be at the standard non-discounted rates. The unpredictability of cost, as well as the potential to have critical systems down for an unacceptable length of time make this an unattractive alternative.

VI. TIME CONSTRAINTS

Council's approval of the recommendation will allow the agreement to begin as proposed on January 1, 2018 and continue through December 31, 2018.

VII. LIST OF ATTACHMENTS

A. Minot Airport – Systems Support Proposal 3APR17