
City of Minot



TO: Mayor Chuck Barney
Members of the City Council

FROM: Rick Feltner, Airport Director

DATE: June 5, 2017

SUBJECT: AIRPORT OPERATIONS PICKUP TRUCK (AIR058)

I. RECOMMENDED ACTION

1. Recommend approval to purchase Operations Pickup Truck from Westlie Motor Company

based on the attached bid proposal and pending receipt of the anticipated State Aeronautics Commission grant.

2. Recommend approval of the attached ordinance to amend the 2017 Annual Airport Budget to decrease the capital expenses and revenues for cost savings on the purchase of the airport operations truck; and
3. Authorize the Mayor to sign any applicable documentation

II. DEPARTMENT CONTACT PERSONS

Rick Feltner, Airport Director 857-4724

III. DESCRIPTION

A. Background

Operations trucks are a necessary part of the safe and efficient operation of the Airport. Replacements are programmed on a regular basis to ensure a minimum supply of the required equipment. This truck was programmed for 2016 but was pushed back to 2017 for budgetary reasons. The need is now critical and the pricing the City received was favorable pricing which was \$20,000 less than the \$50,000 amount that was included in the 2017 budget.

B. Proposed Project

The proposed project would involve replacing the existing Operations Pickup Truck. The proposed replacement vehicle would be a ¾ ton 4x4 extended cab Ford F250 XL with a 6.5-foot box.

C. Consultant Selection

This project was in conjunction with the Public Works Department and went out to bid along with other City vehicles. Westlie Motor Company responded with the lowest, most accurate bid.

IV. IMPACT:

A. Strategic Impact:

The addition of this vehicle will allow for the continued safe and efficient operation of the airfield.

B. Fiscal Impact:

This is a project will be funded in part by the pending State Aeronautics Grant, once approved; the City's share will be funded with 2017 Sales Tax. This invoice will not be paid until grant approval is received. The previously approved budgeted amount for 2017 was \$50,000 (50/50 cost share with the State).

Project Costs

Westlie Motor Company Bid	\$30,703.28
Total	\$30,703.28

Project Funding

State Aeronautics Grant	\$15,351.64
Sales Tax Fund	\$15,351.64

V. ALTERNATIVES

Alt 1. The purchase of this vehicle could be again moved back and included in the 2018 budget. The State Aeronautics Commission portion of the funding would be returned to the state. The Airport could continue to affect repairs on the current truck in order to keep it operational.

VI. TIME CONSTRAINTS

Council's approval of the recommendation will allow the vehicle to be purchased and put into use within the 2017 budget year.

VII. LIST OF ATTACHMENTS

- A. Westlie Bid Proposal
- B. 2017 BA – Reduce WIP and State Aero for AIR058