



TO: Mayor Shaun Sipma
Members of the City Council

FROM: Maria Romanick, Interim Airport Director

DATE: July 6, 2021

SUBJECT: LANDRUM AND BROWN, INC. (L&B) PROJECT EXTENSION, MISCELLANEOUS SERVICES, AND MINIMUM STANDARDS

I. RECOMMENDED ACTION

- A. Recommend Council approval of the project extension of the Landrum & Brown, Inc. Task Order No. 3 (T.O. #3) – Updating of Standard Contract Forms and Additional Tasks for the Minot International Airport (MOT); and
- B. Recommend approval of the Landrum & Brown, Inc. Task Order No. 7 (T.O. #7) for Miscellaneous Consulting Services; and
- C. Recommend approval of the Landrum & Brown, Inc. Task Order No. 8 (T.O. #8) to Update Minimum Standards; and
- D. Authorize the Mayor to sign any applicable documentation.

II. DEPARTMENT CONTACT PERSONS

Maria Romanick, Interim Airport Director 701-857-4724

III. DESCRIPTION

A. Background

During the February 3, 2020 City Council Meeting, Council members approved the Landrum & Brown, Inc. Task Order No. 3 (T.O. #3) - Updating Standard Contract Forms at the Minot International Airport. This task order listed an anticipated completion date of December 31, 2020; this project remained ongoing. Though this was an estimated completion date, it is the request of the Airport that City Council formally approve the extension of Task Order No. 3 to July 31, 2021.

There are a number of miscellaneous services that occur throughout the day-to-day operations of the airport. For example: Forecasting and updating of the rates and charges model for budget submission, development of an RFP for parking management, assistance with updating lease terms and conditions, and other similar items. Most of these services are not significant enough to be considered as a separate task order, resulting in the miscellaneous services consulting.

The airport and its relationships with the general aviation (GA) community is defined through a document called Minimum Standards. The current document was adopted in 2015 and is now outdated and does not represent industry best practices. Since the adoption, there have been several changes at the airport including a new commercial terminal and parking lots, the sale of MOT's only Fixed Base Operator (FBO), cargo hangar and apron development, parking lot management transition in the near future, and more. L&B, the airport's business consultant, not only has industry knowledge and expertise in this matter but also has worked with the airport for a number of years. L&B's knowledge of the businesses at the airport will provide strong insight into the drafting of the document in an expedient manner.

All contracts task orders with L&B are governed by the Master Services Agreement that was approved by City Council on April 15, 2019.

B. Proposed Project

N/A

C. Consultant Selection

Landrum & Brown, Inc. is the airport's consultant of record for business programs of this type and has a current master service agreement with the airport.

IV. IMPACT:

A. Strategic Impact:

N/A

B. Service/Delivery Impact:

N/A

C. Fiscal Impact:

For the services and deliverables for TO #7 as outlined above, L&B has proposed an hourly fee of \$230, not to exceed \$10,000. No travel costs are anticipated however, if travel is necessary, travel expenses are to be approved in advance by the Airport Director and reimbursed at cost without mark-up.

For the services and deliverables for TO #8 as outlined above, L&B has proposed a flat fee of \$15,000 with \$7,500 due upon commencement and \$7,500 due upon delivery of the final deliverables. Travel costs are to be reimbursed separately. The cost for these services should be reimbursable under the CARES Act funding.

Project Costs

Due upon commencement	\$7,500
<u>Due upon completion</u>	<u>\$7,500</u>
Total	\$15,000

Due to cost savings from another contract, additional funds are available for the task orders.

Project Funding

Professional Service Contracts – 11050000-43040

V. ALTERNATIVES

N/A

VI. TIME CONSTRAINTS

Approval of these project extensions will allow the Airport and its consultant to continue with the above mentioned projects with no delay.

VII. LIST OF ATTACHMENTS

- A. Landrum & Brown, Inc. Master Services Agreement
- B. Landrum & Brown, Inc. T.O. #3 - Updating of Standard Contract Forms and Additional Tasks
- C. Landrum & Brown, Inc. T.O. #7 - Miscellaneous Consulting Services
- D. Landrum & Brown, Inc. T.O. #8 - Update Minimum Standards