TO: Mayor Shaun Sipma  
Members of the City Council  
FROM: Jennifer Eckman, Airport Director  
DATE: November 1, 2021  
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 Mayor to sign the agreement.

II. DEPARTMENT CONTACT PERSONS

Jennifer Eckman, 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 has since been renewed on an annual basis each year.

Beginning in July 2019, Airport staff have completed 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 ensures 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.

   The total contract amount has been budgeted in the Building Maintenance account for 2021 and 2022.

<table>
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<tr>
<th>Project Costs</th>
<th>Mowbray &amp; Son Agreement</th>
<th>$18,318</th>
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   | Project Funding        | HVAC Repair and Maintenance | 11050000-44322 | $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 Preventative Maintenance Proposal 2021-2022