TO: Mayor Shaun Sipma  
Members of the City Council  
FROM: Jennifer Eckman, Airport Director  
DATE: November 1, 2021  
SUBJECT: DOUBLE L LOADERWORKS SNOW REMOVAL SERVICES FOR MINOT INTERNATIONAL AIRPORT PAID PARKING LOTS AGREEMENT

I. RECOMMENDED ACTION

1. Recommend approval of the Double L Loaderworks Snow Removal Services for Minot International Airport Paid Parking Lots Proposal; and
2. Authorize the Mayor to sign the agreement.

II. DEPARTMENT CONTACT PERSONS

Jennifer Eckman, Airport Director 857-4724

III. DESCRIPTION

A. Background
In August 2021, the Airport parking management shifted to a concessionaire-type agreement, the Minot International Airport is now responsible for directly contracting snow removal services at the airport paid parking lots (short-term and long-term). As the Airport is unable to perform snow removal services internally, a bid package and specifications were developed.

Two bids were submitted by 11:00 am on October 19, 2021. Double L Loaderworks was the responsible low bidder coming in at $80,625 which is $47,500 below Snow Systems’ $128,125 bid.

B. Proposed Project
The contract is to begin November 1, 2021 – May 31, 2022 with options to renew for three additional snow seasons. Upon approval of the attached services agreement, Double L Loaderworks will provide snow removal services to the paid parking lots for up to 15 snow events and 5 ice events.

Approval of the agreement ensures that snow removal services of the paid parking lots are being done by trained professionals in a timely manner.

C. Consultant Selection
N/A

IV. IMPACT:
A. **Strategic Impact:**
Snow removal operations at the Minot International Airport are aligned with the mission to provide adequate and timely levels of service to customers, while maintaining safe and efficient operations for all airport users.

B. **Service/Delivery Impact:**
Without utilizing a third-party contractor, the Minot International Airport would be unable to maintain an adequate, or timely, level of snow removal service in the paid parking lots. This is due to a lack of equipment and staff, particularly when considering the competing priorities of clearing airfield runways, taxiways, aprons, terminal sidewalks, pedestrian walkways, and employee parking lots, some of which have clearance times mandated by the FAA.

C. **Fiscal Impact:**
Snow removal expenses are included in the Airport’s annual budget. These costs have historically been paid as reimbursement through the parking management agreement, but will instead be paid directly to the snow removal contractor going forward.

<table>
<thead>
<tr>
<th>Project Costs</th>
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<tbody>
<tr>
<td>Double L Loaderworks Agreement</td>
<td>$80,625</td>
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**Project Funding**
Effective August 1, 2021, the airport no longer pays a monthly management fee for parking management, therefore the cost savings in the professional services account (43040) will be transferred to the snow removal account (44220) as needed.

<table>
<thead>
<tr>
<th>Third Party Snow Removal (FY2021)</th>
<th>$34,625</th>
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<tr>
<th>Third Party Snow Removal (FY2022)</th>
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V. **ALTERNATIVES**

Alt 1. Council could require the Airport to reject all bids and rebid the contract.

Alt 2. Council could require the Airport to perform paid parking lot snow removal operations with existing levels of equipment and staffing which would result in a decline in the level of safety for both airside and landside winter operations and as well as the level of customer service for airport users.

VI. **TIME CONSTRAINTS**

Council’s approval of the recommendation will assist with the snow removal of the 2021-2022 winter season.

VII. **LIST OF ATTACHMENTS**

A. Service Agreement: City of Minot and Double L Loaderworks.