

MEMORANDUM

DATE: March 12, 2024

SUBJECT: MEETING SUMMARY FOR MARCH 19, 2024 BOARD MEETING

FLY QUIET ANNUAL REPORT 2023: BridgeNet will present the 2023 year end results of the Fly Quiet Program to the Board.

GENERAL BOARD MEETING ACTION ITEMS:

CONSENT AGENDA: Items on the consent agenda are considered routine and can be approved by a single motion. Board members may ask that an item be removed from the Consent Agenda and considered individually. The following items are listed on the Consent Agenda.

1. **Approval of Minutes:** Presented for Board review and approval are the minutes from the Special Board Meeting held on February 23, 2024.
2. **Western States Equipment Purchase – Caterpillar 306:** This mini excavator will be used by our maintenance team for numerous projects across the airport including repairing underground utilities, installing and repairing conduit, fixing water lines, tree planting, ditch clean out, and fence repairs. The mini excavator will also assist with snow and ice removal across the facility. We currently rent a mini excavator to do these types of projects. The cost to rent the equipment is approximately \$650/day plus delivery and pick up charges. Having a mini excavator onsite will allow airport staff to complete projects efficiently and on an as needed basis.

We are utilizing Sourcewell (a governmental cooperative purchasing network) for the procurement process and the cost of this piece of equipment is \$129,760.24 and is a budgeted item.

3. **Woolpert 11th Amendment – Construction Administration and Construction Management for Underground Stormwater Detention and Filtration System Expansion Project:** This 11th Amendment to the Woolpert On-Call Engineering Agreement is for the Construction Administration and Construction Management related to the Underground Stormwater Detention and Filtration System Expansion Project that the Board approved at the February 23rd Board Meeting.

The FAA requires an Independent Fee Analysis (IFE) to be conducted for engineering services on a federally funded project. The IFE was completed, and the costs proposed by Woolpert are within 6% of the IFE. Based on the outcome of the IFE, the costs of this Amendment are considered reasonable.

This 11th Amendment is in a not to exceed amount of **\$341,084**.

ACTION ITEMS:

Financial Reports: Financial reports for February 2024 will be presented for Board acceptance.

TSA OTA (Other Transactional Authority) for Design of Baggage System Upgrades (CBIS): This is the funding agreement with TSA for the design of the CBIS upgrades. TSA will reimburse the Airport for 95% of the cost of design, up to a not to exceed total reimbursement of **\$571,439.25** (95% of the total design cost of \$601,515.00).

BNP Associates Inc. Amendment 1st Amendment – Checked Baggage Inspection System (CBIS) Design: This first Amendment to the BNP Agreement is for the design and construction related services of the CBIS upgrades. The total cost of this first Amendment is a not to exceed amount of **\$601,515.00**. 95% of this will be reimbursed through the TSA Design OTA. \$30,075.75 of the design cost will be the responsibility of the airport. Proceeding with the design of the system does not obligate the Board to construct the system.

BUDGET WORKSHOP: Board will review and discuss information related to the FY24-25 airport budget development.