
MEMORANDUM



TO: Mayor Walker and Councilors
FROM: M McPherson, City Administrator
SUBJECT: **Select Airport Engineer**
DATE: March 8, 2022

Background:

Every five (5) years, per FAA requirements, the City is required to complete a Request for Qualifications (RFQ) for airport engineering & planning services. The current contract with KLJ is up in August, but the FAA request that the City do the RFQ for the ALP & Master Plan update related to the AWOS relocation planning. Staff opted to do the entire RFQ at once.

RFQs were sent to:

- SEH
- TKDA
- WSB
- KLJ
- Bolton & Menk
- BOLLIGinc
- Widseth, Smith & Nolting (Widseth)

Two proposals were received from: KLJ and BOLLIGinc. SEH sent a letter indicating that they chose not to submit. The proposals were distributed to the City Council and the Airport Advisory Board and reviewed by Public Works Director Gerold and me.

The Airport Advisory Board discussed the proposals at their March 7, 2022 meeting and voted to recommend to the City Council that KLJ's contract be extended another five (5) years. The cited the following reasons:

1. The length of time that KLK has been providing aviation engineering and planning services (1938);
2. The responsiveness of staff;
3. The ability of both assigned staff persons to answer high-level questions from the other's area of expertise (one planner and one engineer are assigned to the City); and
4. Completion of projects already in the works.

Recommendation:

Staff recommends that the City Council concur with the Airport Advisory Board's recommendation and engage KLJ as the City's Airport Engineer for an additional five (5) years.