

ROOSEVELT CITY AIRPORT BOARD
NOTICE AND AGENDA

April 1, 2021

Notice is hereby given that the Roosevelt City Airport Board will hold its regular meeting on Thursday, April 1, 2021, at the Roosevelt City Offices, located at 255 S. State Street, which meeting shall begin promptly at 5:30 p.m.

The agenda will be as follows:

1. Call to Order
2. Roll Call
3. Minutes 1-2
4. Business
 - a. FAA Presentation via Zoom
 - b. Airport Master Plan Discussion..... 3-5
 - c. Airport Signs for Sale
 - d. Old City Hangar Door Discussion
 - e. Scheduling a Fly-In, Airshow, and Drag Race
5. Other Business
6. Adjourn

ROOSEVELT CITY AIRPORT BOARD
MINUTES OF A REGULAR MEETING

February 11, 2021

The meeting was called to order at 5:33 p.m. by Mayor JR Bird.

A roll call was taken which showed board members JR Bird, Vince Reiley, Hunter Webb, and Clyde Stansfield and were present. Colton Roberts attended electronically.

Others present included City Manager Scott Finlayson, Public Information Officer Lee Nichole Marett, Kimberly Silvester, Leon Ross, and Benson Swain. Chuck Larson and Toby Epler of J-U-B Engineers attended the meeting electronically.

Minutes

A motion was made by Vince Reiley to approve the minutes of the meeting of January 7, 2021 as amended. Motion was seconded by Hunter Webb. Those voting Aye were Colton Roberts, JR Bird, Vince Reiley, Hunter Webb, and Clyde Stansfield. Motion was carried unanimously.

Lease Agreement Discussion

Colton Roberts researched hangar lease agreements at other airports of similar size in other communities. He found that most don't differentiate between commercial and private leases. Kimberly Silvester reported that Wyoming put together a list in 2018 comparing airport lease prices that she will share with the board. Mayor Bird expressed the opinion that small changes to hangar lease prices won't significantly impact the City's overall revenue but will have significant impact on individuals who may construct hangars. The board agreed that the goal should be to bring business into the airport and hangar leases should be priced to support that goal.

After discussion, a motion was made by Colton Roberts to recommend to the Council that the City start private leases at \$0.15 per square foot for private hangar leases and \$0.20 per square foot for commercial leases. Motion was seconded by Vince Reiley. Those voting Aye were Colton Roberts, JR Bird, Vince Reiley, Hunter Webb, and Clyde Stansfield. Motion was carried unanimously.

Colton Roberts left the meeting.

Leon Ross Hangar Discussion

Leon Ross came before the board to discuss an agreement made between himself and Roosevelt City in 2004 stating that in exchanging for purchasing 14 acres of property from him at a discounted rate, the City would construct a private taxiway with runway access for his private use. The taxiway has never been constructed and Leon expressed his desire to either have the taxiway completed or have his property returned. Mayor Bird stated that there are later agreements in place stating that in lieu of the taxiway, Leon would be allowed to keep his hangar on City property at no cost. This has been the case; however, Leon's hangar was recently moved to make way for the City's taxiway construction project and has not been replaced. Mayor Bird stated that the initial agreement is now 17 years old and the question before the board is what to

do moving forward. Kimberly Silvester reported that while the FAA does allow the Residential Through the Fence agreement, it is discouraged and comes with significant regulations and limitations. Kimberly also stated that the land the City purchased from Leon Ross is federally obligate, so it cannot be given back. Leon maintained his position that he would like the taxilane constructed or the property returned, but stated that he might be willing to negotiate with the City to accept payment for the full value of the property instead.

After review and discussion, a motion was made by Vince Reiley to recommend to the City Council that we make remuneration to Leon for the real cost of the property in lieu of constructing the private taxilane. Motion was seconded by Clyde Stansfield. Those voting Aye were JR Bird, Vince Reiley, Hunter Webb, and Clyde Stansfield. Motion was carried unanimously.

Capital Improvement Discussion

The airport receives \$150,000.00 in federal each year that can be used for capital projects. Toby Epler will review the handbook to see if maintenance is eligible. This may be an avenue for the City to make needed updates to its main hangar and pilot's lounge.

Meeting Move

A motion was made by Clyde Stansfield to move future Airport Board meetings to the first Thursday of the month in order to accommodate City Council deadlines. Motion seconded by Vince Reiley. Motion passed unanimously.

Adjourn

A motion was made by Vince Reiley to adjourn the meeting. Motion seconded by JR Bird. Motion passed unanimously.

The meeting was adjourned at 6:57 p.m.



ROOSEVELT *Utah*

Roosevelt City Request for Qualifications (RFQ) For Airport Planning Services

Submission Information

Deadline for all submittals: **[DATE]** | 5 p.m.

Maximum Number of SOQ Pages: 12 Pages

Printed Submission: 5 Printed Copies

Digital Submission: 1 Copy (flash drive)

Roosevelt City (City) is soliciting Statements of Qualifications and Experience for Airport Planning Services at Roosevelt Municipal Airport for the following project:

Airport Master Plan (MP)

Roosevelt City reserves the right to reject all or portions of any or all proposals, to waive irregularities and technicalities, to re-advertise, or to proceed to provide the services otherwise, in the best interest of the City and the Roosevelt Municipal Airport.

The City reserves the right to extend the proposal submittal date if needed. It is the responsibility of the proposer to be properly recorded as a proposer of record with Airport Administration for purposes of receiving clarifications, addenda or other pertinent information. All changes and/or clarifications will be distributed to all proposers of record in the form of addenda. A list of proposers and others who have been issued Request for Qualification documents will be made available upon request.

The contract issued to the successful consultant is subject to the provisions of Executive Order 11246 (Affirmative Action to Ensure Equal Employment Opportunity) and to the provisions of the Department of Transportation Regulation 49 CFR Part 26 (Disadvantaged Business Enterprise Participation). DBE firms are encouraged to participate.

Scope of Work

The work schedule will be defined according to the Federal Aviation Administration Advisory Circular 150/5070-6B, Chg. 2, dated 1-27-2015. This advisory will provide the framework of all work performed to meet FAA criteria for Master Plans for an airport the size of Roosevelt Municipal Airport. Qualified firms will be expected to meet the Scope of Work needed according to the AC to meet the planning objectives of a Master Plan for Roosevelt Municipal Airport to be submitted to the FAA Airport's District Office in Denver for review and acceptance.

Note: this project is subject to the availability of funding by FAA programs and the City of Roosevelt is not responsible for the removal or downsizing of this proposed funding.

Statement of Qualifications Requirements

Roosevelt City will review the submitted SOQs and select a service provider based on the following information. All Statements of Qualifications should include the following:

- Letter of Interest where the firm's project manager must be identified. The project manager is the firm's representative who will have full responsibility for execution of the scope of work.
- The name, address, daytime telephone number and email address of contact individuals.
- Professional qualifications, to be compared and analyzed for ability to perform satisfactory services as required. These qualifications should include:
 - General description of firm including company organization structure, company size and history, recent experience with comparable airport or other public projects, experience with local construction conditions and, experience with FAA planning projects and regulations.
 - Identification of key personnel in firm who will work with project roles for the MP.
 - Evidence of establishment and implementation of an Affirmative Action Program, especially as it may apply to this agreement.
 - Evidence of general liability and professional liability insurance.
 - References from comparable airports with comparable planning scope of services.

Submittal Instructions

The submitting firms shall provide five (5) hard copies and one (1) electronic copy on a flash drive of their Statements of Qualifications. SOQs must be received by the posted due date and time and must be submitted in a sealed envelope or packaging, clearly labeled, and delivered to the following address:

Roosevelt City
255 S State Street
Roosevelt, Utah 84066
ATTN: Scott Finlayson (City Manager)

by --- (Date) --- no later than 5:00 p.m.

It is the objective that the selection process be completed, and a firm approved, by the end of --- (Date) ---, following Roosevelt City Council approval and completion of contractual arrangements.

Evaluation and Selection

Selection of the short-listed proposers and/or the top ranked proposer (unless supplemented by secondary selection criteria) will be based upon the following criteria in conjunction with FAA Advisory Circular 150/5100-14E and relative importance of the required information:

- Qualifications of Proposer, including experience and background of firm and key management individuals with comparable public airport projects: (25%)
- Successful experience and demonstrated capability of firm and key management individuals to perform and/or administer Professional Airport Planning Services and incidental services functions; (25%)
- Demonstrated capability to meet schedules and deadlines without delays, manage budgets and sub-contractor claims; (25%)
- Responsiveness to the Request for Proposals, Instructions to Proposers, and Attachments; (5%)
- Familiarity with Roosevelt City Municipal Airport, local construction conditions and proposed projects. (20%)

Upon the request of and at the discretion of the City of Roosevelt, proposers may be required to supply additional information, or to make assigned personnel available for personal interviews, or to make additional or supplemental submissions under secondary selection criteria, if deemed necessary by the selection committee.

The Committee will review SOQ submittals and narrow to a short list for interview and formal presentation of their firm's qualifications. If, in the Committee's judgement, the interview process is unnecessary, they retain the right to select solely based on the submittals of SOQs.

Additional Information

Questions or requests for additional information should be directed to:

Roosevelt City
Scott Finlayson, City Manager
255 S State Street
Roosevelt, Utah 84066
Phone: 435-722-5001
Email: sfinlayson@rooseveltcity.com