



CITY COUNCIL MEMORANDUM

TO: Matthew R. Schmitz, MPA – City Manager

FROM: Brett Soukup – Airport Director

DATE OF MEETING: December 8, 2025

ITEM TITLE: Engineering Services Approval – Independence Municipal Airport Tractor Project

BACKGROUND:

The Independence Municipal Airport is advancing a scheduled Capital Improvement Plan (CIP) project to purchase an American-made tractor equipped with a front-mounted snow blower and box blade to support year-round airport operations and winter maintenance. This equipment purchase is included in the Airport's long-range planning and has been budgeted as part of the Airport's FAA-eligible CIP.

On December 3rd, the Airport Board reviewed the engineering proposals received for this project. The city received one proposal, from **Bolton & Menk**, which was evaluated under the federally required Qualifications-Based Selection (QBS) process. The Board unanimously recommended forwarding Bolton & Menk to the City Council for approval.

DISCUSSION:

This project aligns with federal procurement requirements, as FAA-funded or reimbursable projects must follow a QBS process focused strictly on qualifications rather than price. The Airport Board completed this process, ranking Bolton & Menk as the most qualified consultant to support the design and bid-building phase for the tractor acquisition.

Advancing this project supports the City's broader policy of maintaining safe, compliant, and operationally efficient municipal infrastructure. This purchase was planned and budgeted through the Airport's CIP and fits within the City's established long-term asset management approach.

RESULTS:

The City has established priorities during strategic planning sessions. This item supports the Vision from that session of **supporting and enhancing City infrastructure**. This item helps achieve that vision by improving the Airport's operational reliability, winter response readiness, and long-term maintenance capabilities.

FINANCIAL CONSIDERATION:

This project was budgeted in the Airport's Capital Improvement Plan and is eligible for FAA 95/5 funding this year, with the FAA covering 95% of the cost and the City providing the required 5% local match. Engineering services and associated project expenses will be funded under this structure.

RECOMMENDATION:

Staff recommends that the City Council approve the Airport Board's recommendation and authorize the City Manager to proceed with contracting Bolton & Menk as the engineering consultant for this project.