



CITY COUNCIL MEMORANDUM

TO: Matthew R. Schmitz, MPA – City Manager

FROM: Brett Soukup – Airport Director

DATE OF MEETING: February 9, 2026

ITEM TITLE: SRE Equipment – Task Order No. 11: Cost Analysis for Bolton & Menk Engineering Services

BACKGROUND:

Task Order No. 11 with Bolton & Menk addresses engineering services related to Snow Removal Equipment (SRE). This task order represents the first step toward advancing future SRE improvements at the airport and includes developing the engineering scope of work and completing a cost analysis. Our team has been working with the Federal Aviation Administration (FAA) and Bolton & Menk to initiate the scope of work for this effort. Because the total cost of this task order is under \$100,000, FAA guidance allows the project sponsor to verify that the proposed engineering fees are fair and reasonable by completing a comparable fee analysis.

DISCUSSION:

We completed a comparable fee analysis using information from four similarly sized cities in the region that have completed SRE equipment purchases and associated engineering services within the past several years. Information was obtained from publicly available sources, including council agendas, council minutes, and related documentation. Based on this review, we find that the engineering fees proposed by Bolton & Menk are consistent with fees paid for similar scope projects and are in line with regional comparables. In addition, this approach and methodology were discussed and confirmed during the pre-design meeting with the FAA.

Following Council action, we will submit the completed comparable fee analysis and the Bolton & Menk work order to the FAA, along with written confirmation that the fees are considered fair and reasonable. Upon completion of FAA review, the FAA is expected to issue an engineering agreement acceptance letter allowing the project to proceed.

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 ensuring our airport possesses the necessary equipment to properly clear airfield pavement following snow events and maintain safe operations.

FINANCIAL CONSIDERATION:

The total authorized fee for Task Order No. 11 is \$47,000.00. The estimated funding breakdown is as follows:

- Estimated Federal Share (up to 95%): \$44,650.00
- Estimated Local Share (as low as 5%): \$2,350.00

RECOMMENDATION:

Staff recommends a motion to approve SRE Equipment Task Order No. 11 with Bolton & Menk for engineering services and acceptance of the associated cost analysis, finding the proposed fees to be fair and reasonable.