

**A G E N D A**  
**City of Aztec**  
**SPECIAL CITY COMMISSION MEETING**  
**August 29, 2016**  
**201 W. Chaco, City Hall**  
**7:15 A.M.**

**I. CALL TO ORDER**

**II. INVOCATION**

**III. PLEDGE OF ALLEGIANCE**

**IV. ROLL CALL**

**V. AGENDA APPROVAL**

**VI. CONSENT AGENDA**

- A. Bid 2016-559 Airport Terminal Apron Award
- B. Resolution 2016-1018 Authorizing Submission of Application to FAA
- C. Resolution 2016-1019 Authorizing Fund Acceptance and Mayor's Signature

*Items placed on the Consent Agenda will be voted on with one motion. If any item proposed does not meet the approval of all Commissioners, a Commissioner may request that the item be heard under "Items from Consent Agenda"*

**VII. ITEMS FROM CONSENT AGENDA**

**IX. ADJOURNMENT**

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**ATTENTION PERSONS WITH DISABILITIES:** The meeting room and facilities are fully accessible to persons with mobility disabilities. If you plan to attend the meeting and will need an auxiliary aid or service, please contact the City Clerk's Office at 334-7600 prior to the meeting so that arrangements can be made.

**Note:** A final agenda will be posted 72 hours prior to the meeting. Copies of the agenda may be obtained from City Hall, 201 W. Chaco, Aztec, NM 87410

# Staff Summary Report

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<b>MEETING DATE:</b>	August 29, 2016
<b>AGENDA ITEM:</b>	VI. CONSENT AGENDA (A)
<b>AGENDA TITLE:</b>	Bid 2016-559 Airport Terminal Apron

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<b>ACTION REQUESTED BY:</b>	Finance, Public Works
<b>ACTION REQUESTED:</b>	Approval of Award of Bid Contingent Upon Secured Project Funding
<b>SUMMARY BY:</b>	Kathy Lamb

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## **PROJECT DESCRIPTION / FACTS**

- The City requested bids for reconstruction of the airport terminal apron which has deteriorated significantly over the years. The bid includes the base bid for the reconstruction of the apron and new connector taxiway and two alternatives – #1 construct a fuel truck access road and #2 to expand apron paving to other asphalt area around hangers and parking areas.

## **PROCUREMENT / PURCHASING**

- The Invitation to Bid (ITB) was published on the city website and advertised in the Daily Times on Sunday July 17, 2016. A non-mandatory pre-bid conference was held on July 26, 2016 and bids were opened on August 10, 2016.
- One responsive bid was received from Oldcastle SW Group
  - Base Bid: \$719,446.53 (engineer estimate \$459,729.18)
  - Alternate 1 \$ 66,635.08 (engineer estimate \$ 37,026.00)
  - Alternate 2 \$357,408.00 (engineer estimate \$146,000.00)
- In accordance with state statute, the city negotiated a 10% reduction with Oldcastle SW Group, sufficient to allow the City to award the base bid.
  - Base Bid Negotiated: \$647,448.44
- NMDOT Aviation Division (NMDOT-AV) and the Federal Aviation Administration (FAA) must review the bid documents and provide concurrence (documents are under review). For this reason, the motion includes the award is contingent on both bid concurrence and secured project funding.

## **FISCAL INPUT / FINANCE DEPARTMENT**

- The Aztec Municipal Airport is eligible for \$150,000 annual appropriation through the FAA Airport Improvement Program. These funds may accumulate for a maximum of four

years, or \$600,000. If the funds are not obligated by the beginning of the next federal fiscal year (October 1), one year of funding is lost and the new fiscal year funding becomes available (if Congress has appropriated funds).

- To meet the FAA deadline to secure the currently available funds and be eligible for the new fiscal year appropriation, all documents must be submitted by September 9, 2016. If the City is able to meet this time frame, the current accumulation of \$600,000 will be encumbered and the next fiscal year appropriation (\$150,000) would be available for another project or allowed to accumulate for a maximum of four years.
- Contingent upon secured project funding, sufficient funds exist to award the base bid with tax.

- Federal aviation funds:       \$600,000
- State aviation funds:         \$ 30,000
- City funds:                     \$ 60,000

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**SUPPORT DOCUMENTS:**     Bid 2016-559 Tabulation

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**DEPARTMENT'S RECOMMENDED MOTION:** Move to Award Bid 2016-559 Airport Terminal Apron

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**AZTEC MUNICIPAL AIRPORT**  
**RECONSTRUCT TERMINAL APRON**  
 AIP Project No. 3-35-0056-004-20 16  
 NMAD Grant # N19-17-XX  
 City of Aztec Control #2016-559

					Engineer's Estimate		OLDCASTLE SW GROUP	
ITEM NO.	SPECIFICATION ITEM	ITEM DESCRIPTION	UNIT TYPE	ESTIMATED QUANTITY	UNIT PRICE	BID AMOUNT	UNIT PRICE	BID AMOUNT
TOTAL BASE BID (ITEMS 1THROUGH 14)						459,729.18		719,446.53
TOTAL ADDITIVE ALTERNATE 1 (ITEMS 15-20)						37,026.00		66,635.08
TOTAL ADDITIVE ALTERNATE 2 (ITEM 21)						146,000.00		357,408.00
TOTAL BASE AND ADDITIVE ALTERNATES						642,755.18		1,143,489.60

# **Staff Summary Report**

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**MEETING DATE:** August 29, 2016

**AGENDA ITEM:** VI. CONSENT AGENDA (B)

**AGENDA TITLE:** Resolution 2016-1018 Authorizing Submission of Application to the Federal Aviation Administration

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**ACTION REQUESTED BY:** Finance Department

**ACTION REQUESTED:** Approval of Resolution 2016-1018 Authorizing Submission of Application to the Federal Aviation Administration

**SUMMARY BY:** Kathy Lamb

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## **PROJECT DESCRIPTION / FACTS**

- The Aztec Municipal Airport is eligible for \$150,000 annual appropriation through the Federal Aviation Administration (FAA) Airport Improvement Program. These funds may accumulate for a maximum of four years, or \$600,000. If the funds are not obligated by the beginning of the next federal fiscal year (October 1), one year of funding is lost and the new fiscal year funding becomes available (if Congress has appropriated funds).
- Although the funds are appropriated for the airport, an application process for funding is required. A resolution authorizing an application to be submitted is a requirement of the funding application.

## **FISCAL INPUT / FINANCE DEPARTMENT**

- The City is unable to fund the improvements to the airport without the federal funding. The FY17 Annual Budget includes the construction project and the federal grant funding.

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**SUPPORT DOCUMENTS:** Resolution 2016-1018

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**DEPARTMENT'S RECOMMENDED MOTION:** Move to Approve Resolution 2016-1018 Authorizing Submission of Application to the Federal Aviation Administration

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CITY OF AZTEC  
RESOLUTION NO. 2016-1018

**A Resolution Authorizing Submission of an Application for Airport Aid to the Federal Aviation Administration (FAA) and Obligation of Sponsor Matching Funds. The project shall consist of the reconstruction of a portion of the terminal apron and the construction of a new connector taxiway.**

**WHEREAS** the governing body of the City of Aztec is applying to the Federal Aviation Administration (FAA) for 90.0% assistance toward the project through the Airport Improvement Program (AIP) which FAA commitment cannot be formally made until a grant offer is made and accepted, and is anticipating 5% assistance from the NMDOT – Aviation Division (NMDOT – AV), and time is of the essence to secure the FAA funding and

**WHEREAS** the project is within the City jurisdiction, and is necessary for the public good and convenience and is to serve the users of the Aztec Municipal Airport and

**WHEREAS** the City of Aztec is committed to appropriating funds to match the remaining 5% of the project cost in accordance and consistent with the regulations and policies governing the FAA- AIP program and the NMDOT – AV Division grant conditions,

**NOW, THEREFORE** be it resolved that the governing body of the City of Aztec hereby adopts and approves this resolution and authorizes Mayor Sally Burbridge to execute all documents related to the project and directs staff to take actions necessary to implement and fund this resolution and project.

**Passed, Adopted and Approved** this 29<sup>th</sup> day of August 2016.

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Sally Burbridge, Mayor

Attest:

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Karla Sayler, City Clerk

# Staff Summary Report

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**MEETING DATE:** August 26, 2016  
**AGENDA ITEM:** VI. CONSENT AGENDA (C)  
**AGENDA TITLE:** Resolution 2016-1019 Authorizing the Acceptance and Mayor's Signature on the Aztec Airport Terminal Apron Project FAA Federal Grant Offer Once Received

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**ACTION REQUESTED BY:** Finance Department  
**ACTION REQUESTED:** Approval of Resolution 2016-1019 Authorizing the Acceptance and Mayor's Signature on the Aztec Airport Terminal Apron Project FAA Federal Grant Offer Once Received  
**SUMMARY BY:** Kathy Lamb

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## PROJECT DESCRIPTION / FACTS

- If the funding application is approved by the Federal Aviation Administration (FAA) Consent Item B, funding documents will be required to be executed quickly to allow the FAA to fully encumber the funds prior to the end of their fiscal year (9/30/2016).
- This resolution authorizes the Mayor to sign the federal funding offer when received by the City.

## FISCAL INPUT / FINANCE DEPARTMENT

- The City is unable to fund the improvements to the airport without the federal funding. The FY17 Annual Budget includes the construction project and the federal grant funding.

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**SUPPORT DOCUMENTS:** Resolution 2016-1019

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**DEPARTMENT'S RECOMMENDED MOTION:** Move to Approve Resolution 2016-1019 FAA Funding Acceptance

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CITY OF AZTEC  
RESOLUTION 2016-1019

**AUTHORIZING THE ACCEPTANCE AND MAYOR'S SIGNATURE ON THE AZTEC AIRPORT PARTIAL RECONSTRUCTION OF THE TERMINAL APRON AND CONSTRUCTION OF NEW CONNECTOR TAXIWAY (TERMINAL APRON PROJECT) FEDERAL AVIATION ADMINISTRATION FEDERAL GRANT OFFER WHEN RECEIVED**

**WHEREAS**, the City has accepted funding assistance from the NMDOT Aviation Division for the design of improvements to the terminal apron and new connector taxiway at the Aztec Municipal Airport, and

**WHEREAS**, the City has solicited bids on the partial reconstruction of the terminal apron and construction of new connector taxiway and bids received will be held for a maximum of 90 days from August 10, 2016 before official award to secure sufficient funds through the Federal Aviation Administration (FAA) and NM DOT Aviation Division; and

**WHEREAS**, pertinent material specific to the construction bid and funding request has been submitted to FAA; and

**WHEREAS**, the Mayor's acceptance and signature will be required when the Federal Grant Offer is received;

**NOW, THEREFORE** be it resolved that the governing body of the City of Aztec hereby adopts this Resolution authorizing the acceptance and mayor's signature on the Aztec Airport Terminal Apron Project FAA Federal grant when received.

**Passed, Adopted and Approved** this 29<sup>th</sup> day of August 2016.

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Sally Burbridge, Mayor

Attest:

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Karla Saylor, City Clerk