



BURLINGTON INTERNATIONAL AIRPORT

MEMO

TO: Finance Board/City Council

FROM: Burlington International Airport

DATE: June 6, 2013

SUBJECT: Finance Board Approval Request – Acceptance of
Grant and Awarding of Contract – Design Upgrade to Security
System **(AIP-97)**

The Burlington Airport seeks Finance Board and City Council approval for the acceptance of the following grant and award of associated contract:

1. Acceptance of a Federal GRANT for a project to evaluate the existing security system at the Airport and provide design services for the upgrade of the system with emphasis on improved technology and methods. Result will be a design package in a form ready to receive bids. Also included is monitoring of system installation. Total estimated cost of this design project is **\$203,000**. The Federal Grant under the Airport Improvement Program will be in the amount of approximately **\$182,700** with a 15% overage allowance as per standard grant terms. The State share is approximately **\$12,180** and the local share is approximately **\$8,120**. The local share of costs is eligible for reimbursement under the Passenger Facility Program (PFC) as part of the FY2014 PFC application.
2. Award of a consultant contract to TSG Solutions in the amount of **\$185,020**. for system evaluation, design, construction documents and construction monitoring in conjunction with this security system upgrade design project. This work will be funded under the Federal Grant outlined in item 1 above. TSG was selected as the result of a Request for Qualifications (RFQ) process conducted in May, 2013. A total of 5 consultants responded to the RFQ.

The Airport Commission approved the project and the proposed funding mechanism on June 12, 2013.

A draft resolution is attached.

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**AUTHORIZATION TO ACCEPT GRANT
AND TO CONTRACT FOR DESIGN OF
UPGRADE TO AIRPORT SECURITY SYSTEM
AT BURLINGTON INTERNATIONAL
AIRPORT (AIP-97)**

In the year Two Thousand Thirteen.....
Resolved by the City Council of the City of Burlington, as follows that:

WHEREAS, the City of Burlington (“City”) owns and operates the Burlington
International Airport in South Burlington, Vermont (“Airport”); and

WHEREAS, the Director of Aviation has determined that reconstruction of the
cargo/customs apron would be in the best interest of the City and Airport, and in the interest of
public airport purposes; and

WHEREAS, the Board of Airport Commissioners at their meeting on June xx, 2012,
approved the referenced projects; and

WHEREAS, the Airport proposes to pay for the projects with funds from a Grant
Anticipation Note as short term financing, in anticipation of said expenditures being reimbursed
by State and Federal Aviation Administration (FAA) Airport Improvement Project (AIP) grants
(Grant Offer) and Passenger Facility Charges; and

WHEREAS, the total project cost is estimated at \$203,000 and the Airport seeks the
acceptance by the City of an FAA AIP Grant Offer for 90% of the approximate cost in the
amount of \$182,700; the State share (6%) being \$12,180; and the local share (4%) being \$8,120;
all with a 15% overage allowance as per standard grant terms; and

WHEREAS, the Director of Aviation, after appropriate process, has selected the
following entity for the conduct of the security system upgrade design associated with the
Project: TSG Solutions, Inc. in the amount of \$185,200;

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11 **AIRPORT (AIP-97)**
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15 WHEREAS, on June 17, 2013, the Board of Finance recommended City Council
16 approval,

17 NOW THEREFORE BE IT RESOLVED THAT the City Council hereby accepts the
18 FAA AIP Grand Offer under the terms and conditions described above and authorizes the
19 Honorable Mayor
20 Miro Weinberger, or his designee to execute any documents necessary to complete that
21 acceptance; and

22 BE IT FURTHER RESOLVED that the Chief Administrative Officer or his designee is
23 authorized to obtain and execute any documents related to a Grant Anticipation Note in an amount
24 up to \$203,000.00 as short term financing until the federal and state funds from the Grant Offer
25 are received; and

26 BE IT FURTHER RESOLVED, that the Director of Aviation hereby is authorized to
27 execute on behalf of the City, the Contract referenced above, and all
28 other documents necessary to facilitate and complete the project as discussed above, subject
29 to prior review by the Chief Administrative Officer and the City's legal counsel, as necessary.

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36 **AUTHORIZATION TO ACCEPT GRANT**
37 **AND TO CONTRACT FOR DESIGN OF**
38 **UPGRADE TO AIRPORT SECURITY SYSTEM**
39 **AT BURLINGTON INTERNATIONAL**

AIRPORT (AIP-97)

NAME/PURPOSE OF CONTRACTS: Design upgrade to Airport Security System
ADMINISTRATING DEPARTMENT: Airport
CONTRACT TERM: Not to exceed one year
ANTICIPATED TOTAL COST OF
CONTRACTS \$203,000 and as noted in above description

SOURCE OF FUNDS: GAN funds in anticipation of reimbursement with
FAA AIP grant funds under **AIP-97**.
90% Federal. 6% State, 4% Local funding

FISCAL YEAR: Federal FY2013, City FY2014

ACCOUNT NAME: AIP-97

ACCUNT NUMBER: 43X-35-700.9500_110

Resolution – AIP-97 Security Upgrade Design