

City Council Agenda Memo

From: Matthew Sommerfeld, Airport Manager

Council Meeting: February 8, 2022

Subject: Adopting the Brookings Regional Airport Bid Protest Procedures

Person(s) Responsible: Charlie Richter, City Engineer

Summary:

The Brookings Regional Airport is implementing Bid Protest Procedures to comply with FAA project documents and requirements. The change allows for competitive bidding and establishing procedures to resolve differences. The proposed language is modeled after state and federal guidelines.

Background:

The Brookings Regional Airport receives federal funds for AIP (Airport Improvement Projects). When accepting FAA funds through a Grant, the Airport Sponsor is required to follow the FAA bidding requirement that includes a Bid Protest Policy.

Item Details:

The SDDOT is requesting Airport Sponsors to implement a Bid Protest Policy to maintain funding for AIP projects. Currently, the funding breakdown for South Dakota Airport is at 90% federal 3.5% State and 6.5% City, on eligible Airport Improvement Projects. The Bid Protest Policy would be required prior to the Airport Sponsor receiving any FAA funds.

Legal Consideration:

The Airport Bid Protest Policy was reviewed and approved by the City Attorney.

Strategic Plan Consideration:

The Bid Protest Policy will ensure our FAA funding will continue at 90% federal, 3.5% State, and 6.5% City share on AIP projects including our Snow Removal Equipment which is scheduled for bids in 2022.

Financial Consideration:

The City would continue to receive Federal Funds for AIP projects.

Options and Recommendation:

The City Council has the following options:

1. Approve as presented
2. Amend
3. Deny
4. Move the item to a Study Session
5. Discuss / take no action / table

Staff recommends approval of the resolution as presented.

Supporting Documentation:

Resolution

Bid Protest Procedures