

City Council Agenda Items
and
Contracts, Leases or Agreements

8/6/2013

City Council Meeting Date
Agenda Items Only

Ray M. Boudreaux
Submitted By

Aviation
Division

Transportation
Department

Action Required:

Action Required: A Resolution to approve a Budget Adjustment to the Airport Ground Service Equipment Acquisition project, increasing the project budget to purchase an aircraft passenger stair.

\$ 3,500.00
Cost of this request
5550.3960.5801.00
Account Number
13024 1
Project Number

\$ 34,000.00
Category / Project Budget
\$ 19,475.00
Funds Used to Date
\$ 14,525.00
Remaining Balance

Airport Ground Service Equip Acquisition
Program Category / Project Name
Fixed Assets
Program / Project Category Name
Airport
Fund Name

Budgeted Item

Budget Adjustment Attached

Terry J. Gully
Department Director 7-17-13
Date

Previous Ordinance or Resolution # 234-12

Original Contract Date:

Ch. Kelly
City Attorney 7-19-13
Date

Original Contract Number:

Paula A. Beiler
Finance and Internal Services Director 7-22-2013
Date

Received in City Clerk's Office 07-13-13 P03:47
[Signature]

Donna
Chief of Staff 7-22-13
Date

Received in Mayor's Office
ENTERED 7/19/13
[Signature]



Donald Jordan
Mayor 7/23/13
Date

Comments:



AVIATION DIVISION
FAYETTEVILLE EXECUTIVE AIRPORT • DRAKE FIELD

CITY COUNCIL AGENDA MEMO/STAFF CONTRACT REVIEW MEMO

TO: Mayor Jordan
THRU: Chief of Staff
THRU: Staff/Contract Review Committee
THRU: Terry Gulley, Transportation Director 
FROM: Ray M. Boudreaux, Aviation Director 
DATE: July 15, 2013

SUBJECT: Approval of a Budget Adjustment to the Airport Ground Service Equipment Acquisition project for the purchase of Air Stairs to support the U of A Football Team Boeing 757 Charters. Signature of the Mayor.

RECOMMENDATION: Approve the Budget Adjustment to reprogram \$3,500.00 from Equipment Rental line item to the Airport Ground Service Equipment Acquisition project for the purchase of Air Stairs. Signature of the Mayor.

BACKGROUND: The Airport Ground Service Equipment (GSE) Acquisition project was created and approved in 2012 and added to the 2013 budget for the purpose of purchasing a Belt Loader and Air Stairs to support U of A Boeing 757 charters in support the Razorback Football Team. The first item to be purchased was the Belt Loader which after delivery to the airport, was determined to not meet the requirements of the 757. All quotes for the equipment were incorrect indicating that they could service the 757 cargo door which is 88" high. The lowest bidder agreed to replace the loader and to pick up the loader but for the difference in price. The \$3,500.00 required by the BA is the difference in the cost of the equipment due to the product information being incorrect by all vendors responding to our request for quotes.

BUDGET IMPACT: The \$3,500.00 will be reprogrammed from the Equipment Rental line item in the operations program which will not be used in 2013.

Attachments: Staff Review
Budget Adjustment

RESOLUTION NO. _____

A RESOLUTION APPROVING A BUDGET ADJUSTMENT IN THE AMOUNT OF \$3,500.00 TO PROVIDE FOR AN INCREASE IN THE PROJECT BUDGET FOR THE PURCHASE OF AIRCRAFT PASSENGER STAIRS FOR FAYETTEVILLE EXECUTIVE AIRPORT-DRAKE FIELD

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FAYETTEVILLE, ARKANSAS:

Section 1: That the City Council of the City of Fayetteville, Arkansas hereby approves a budget adjustment, a copy of which is attached as Exhibit "A", in the amount of \$3,500.00 to provide for an increase in the project budget for the purchase of aircraft passenger stairs for Fayetteville Executive Airport-Drake Field.

PASSED and APPROVED this 6th day of August, 2013.

APPROVED:

ATTEST:

By: _____
LIONELD JORDAN, Mayor

By: _____
SONDRA E. SMITH, City Clerk/Treasurer

**City of Fayetteville, Arkansas
Budget Adjustment Form**

Budget Year 2013	Division: Aviation Department: Transportation Services	Request Date 7/9/2013	Adjustment Number
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BUDGET ADJUSTMENT DESCRIPTION / JUSTIFICATION

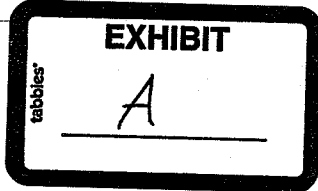
To increase the Airport Ground Service Equipment Acquisition project to purchase an aircraft passenger stairway, necessary to service Boeing 757 passenger jets. American Airlines charter division will be using B757s to transport the U of A Football Program to and from Drake Field. In order to retain the business, the Airport must be able to provide a passenger stairway.

The purchase of the air stair was delayed in 2012 pending the takeover of the FBO operation from the contracted operator. After the purchase of a beltloader in early 2013, the project does not have a sufficient approved budget remaining for the air stair. Previously approved expense budget in the Airport Operations program, Equipment Rental account, will not be used in this fiscal year and is available for this purchase.

<i>[Signature]</i> Division Head	7/15/13 Date	Prepared By: jnicholson <i>[Signature]</i> jnicholson
<i>[Signature]</i> Budget Director	7-22-2013 Date	Reference: _____
<i>[Signature]</i> Department Director	7-17-13 Date	Budget & Research Use Only
<i>[Signature]</i> Finance Director	7-22-2013 Date	Type: A B C D E P
<i>[Signature]</i> Chief of Staff	7-22-13 Date	General Ledger Date _____
<i>[Signature]</i> Mayor	7/22/13 Date	Posted to General Ledger Initial _____ Date _____
		Checked / Verified Initial _____ Date _____

TOTAL BUDGET ADJUSTMENT

Account Name	Account Number	Increase / (Decrease)		Project.Sub Number
		Expense	Revenue	
ADDEquipment rental	5550.3955.5308.03	(3,500)	-	.
Fixed assets	5550.3960.5801.00	3,500	-	13024 . 1



Invoice 91052

Customer FEA

CLYDE MACHINES, INC.
1150 HWY 55 N., P.O. BOX 194
GLENWOOD, MN 56334
FAX 320/634-4506 clydemachines.com
Telephone 320/634-4504

Bill To:

FAYETTEVILLE EXECUTIVE AIRPORT
ATTN: ACCTS PAYABLE
4500 S. SCHOOL AVE STE F
FAYETTEVILLE, AR 72701

Ship To:

FAYETTEVILLE EXECUTIVE AIRPORT
JACOB 479-718-7653
4500 S. SCHOOL AVE STE F
FAYETTEVILLE, AR 72701

Date	Ship Via	F.O.B.	Terms			
07/18/13	HTC TRUCK	Origin	CREDIT CARD 50% DOWN			
Purchase Order Number		Salesperson	Order Date			
E-MAIL		CB	07/16/13			
			82573			
Quantity Ordered	Quantity Shipped	Item Number	Unit of Measure	Unit Price	Extended Price	
	Back Ordered	Item Description		Discount %	Tax	
1	1	15F2820 PASSENGER STAIR SN: 64756		13850.00	N	13850.00
1	1	SHIPHTC HTC FREIGHT AND HANDLING CHARGE		2050.00	N	2050.00
NonTaxable Subtotal					15900.00	
Taxable Subtotal					0.00	
Tax					0.00	
Total					15900.00	

Duplicate

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