

AVIATION BOARD BACKGROUND LETTER

Aviation Board Meeting Date: November 14, 2022

To: Chair Richmond and Aviation Board Members

Cc: Mitch Reynolds, Mayor

From: Ian Turner, Airport Director

Subject: 22-1367 – Resolution approving a professional services agreement with Leibowitz & Horton Airport Management Consultants Incorporated

Summary:

This item approves a contract for professional services with Leibowitz & Horton Airport Management Consultants Incorporated (Leibowitz & Horton).

Previous Action:

No previous action has been taken related to this item.

Background:

Two general reasons initiated this item. First, the aviation industry continues experiencing significant change as it has over the last three years. This includes adjustments to demand for aviation services, impacts to revenues, increasing costs, and uncertainty related to the inflationary effects on the overall economy. Second, a number of business-related items and regulatory items must be updated from time-to-time to keep them current and applicable to industry standards. As such, assistance from industry experts was determined to be in the best interest of the airport to stay current in the identified areas.

In order to best address this need, Airport staff initiated a request for proposal process to select a firm, or firms, to complete a slate of work for on-call professional consulting services. This slate of work includes known work, as well as some work that may be needed in the near- to mid-term. After the evaluation process, Leibowitz & Horton was selected to perform the following items of work:

1. Airport Rates and Charges
2. Passenger Facility Charge Implementation and Administration
3. Customer Facility Charge Implementation and Analysis
4. Car Rental Request for Proposals and Lease Agreements
5. Benefit-Cost Analysis
6. Ground, Hangar, and Commercial Operator Lease Development



A contract for this work was presented to Leibowitz & Horton, and they agreed. The contract is for a term of five-years and is non-exclusive. Due to the uncertain nature of the work requirements at this time, as well as an interest in quality work, no costs were associated with the proposed scope of work.

Financial Implications:

This resolution does not directly have any financial impact. Each item identified within the contract will require funding when it is determined to move forward. At this time, the funding amount is not included with this resolution. This is for several reasons, which are:

1. It is not currently known if all items identified within the contract will occur and at what point in time.
2. Each item may be completed with different sources of available airport funding and that availability of funding cannot be determined at this time.
3. If possible, some of this work may be completed within the constraints of the Airports annual operating budget. If this proves to be the case, funding will be approved through the operating budget process.

Costs and a detailed scope of each item will be negotiated at the time the work is needed. If necessary, that specific item will be brought back to this board for funding.

Stakeholder Process:

This item is presented to the Aviation Board for approval and will be presented to the City of La Crosse Finance and Personnel Committee before receiving final approval from the City of La Crosse Common Council.

Alternatives:

This item could be denied.

Staff Recommendation:

It is the recommendation of staff to approve this item.

Attachments:

1. Leibowitz & Horton Contract for On-call Professional Services.

