

## AVIATION BOARD BACKGROUND LETTER

**Aviation Board Meeting Date:** September 20, 2021

**To:** Chair Richmond and Aviation Board Members  
**Cc:** Mitch Reynolds, Mayor  
**From:** Ian Turner, Airport Director  
**Subject:** 21-1340 – Approval of an extension to the remote monitoring agreement with SP Plus

**Summary:**

This item approves a one-year extension to the remote monitoring agreement with SP Plus. It includes two, one-year, options.

**Previous Action:**

The Aviation Board approved the initial remote monitoring agreement with SP Plus in November 2016 by item 16-1121.

**Background:**

The La Crosse Regional Airport parking lot is substantially unmonitored. Having remote monitoring allows parking patrons who need assistance to press the “help” button at any of our parking units and receive assistance. This service is provided 24/7. The initial agreement expires on December 31, 2021. Airport staff discussed the opportunity of an extension, as opposed to issuing a new request for proposal, with City purchasing. City purchasing advised that it was allowable to extend an existing contract if it is in the best interest of the City to do so.

Airport staff researched other contracts of a similar nature. Few contracts were found that were exactly the same, while most included a component of remote monitoring. The one contract substantially similar in nature for remote monitoring was for 67% less contract time and came at a cost more than 30% higher.

Extending the contract is advisable for the following reasons:

1. The current cost, based on review, is reasonable.
2. Renewing this agreement will match the expiration of the parking access revenue control system with the remote monitoring agreement.



3. No set-up cost will be incurred by proceeding in this manner as SP Plus is already integrated into our parking system. Given the short-term of another contractor, it is highly likely that a set-up fee would be cost prohibitive and annual cost escalator terms would be greater than the current 3% under the terms of the extended agreement.

**Financial Implications:**

It is anticipated that the cost of this agreement will be \$39,012, which is within the 2022 Airport Operating Budget number of \$40,000.

**Stakeholder Process:**

The item is placed before the Aviation Board for approval.

**Alternatives:**

The Aviation Board may choose to deny this item. In the case of a denial, staff will issue a request for proposal or proceed forward without this service.

**Staff Recommendation:**

It is the recommendation of staff to approve this extension.

**Attachments:**

SP Plus Remote Monitoring Agreement Amendment

