

COUNCIL REPORT

To: Mayor and Council

From: Administration

Date: October 31, 2023

Subject: Airport Services Agreement Contract Award

RECOMMENDATION:

THAT Council awards a two-year Airport Services Agreement to KS2 Management Ltd. in the amount of \$9,650 per month plus GST;

AND THAT Council authorizes the Chief Administrative Officer to execute the contract and any related documentation.

BACKGROUND:

The District advertised a Request for Proposals from August 25, 2023 – September 25, 2023 for the operations of the airport terminal and fuel distribution services. The service agreement was to include the following categories of services:

Terminal Operations

- Provide a public waiting room and clean washroom facilities at minimum 5 days a week, 8 hours a day.

Site Security

- Ensure site and fuel system secured properly and any security/safety concerns are reported to the District as soon as possible.

Fuel Distribution

- Oversee, manage, and operate the aviation fuel system in accordance with all applicable codes and standards.
- Perform and document daily, monthly, annual, and 5-year quality control checks, inspections, and maintenance as required.
- Receive fuel into the fuel facility in accordance with the applicable codes, regulations, and documented facility procedures.
- Immediately clean any fuel spills and document the spill.
- Maintain an accurate inventory of tools, quality control equipment, and consumables that are owned by the District and form part of the fuel facility.

- Coordinate with the District on and provide access to the fuel facility for any maintenance, repairs, or other inspections by third party contractors as needed.

Payment and Financial Reporting

- Authorize, collect payment for, track, and monitor into-plane refuelling transactions.
- Take weekly fuel dips to reconcile to their weekly sales spreadsheet.
- Maintain an accurate and auditable fuel inventory accounting record for both fuel types (Jet A and Avgas) which accounts for all fuel receipts, dispensing transactions, and fuel removed from the system for quality control purposes.

Visitor Services and Airport Statistics

- Answer visitor information requests over phone and email and, in doing so, offer visitor information services at the facility that:
 - i. Promotes Mackenzie and encourages visitation;
 - ii. Enhances visitor satisfaction and recommendations;
 - iii. Facilitates planning, booking, and navigation; and that,
 - iv. Supports the District of Mackenzie brand and marketing campaigns;
- Collect airport visitation and traffic statistics on behalf of the District.

Custodial Services and General Maintenance

- Perform general housekeeping and janitorial services for the facility.

Two proposals were received. Following review, KS2 Management Ltd. is recommended for contract award based on positive recommendations, previous experience, as well as being the lowest priced bid received. A copy of both proposals have been included in the Centre Table File for Council's consideration.

BUDGETARY IMPACT:

\$9,650 per month would be allocated from the Public Works operating budget to support the recommendation. This budget has remained the same from the previous contract.

COUNCIL PRIORITIES:

Community and Social Development

- Our investment in the municipality's services and infrastructure, our commitment to principles of social equity and well-being, and our belief in the value of resident engagement, creates a healthy community in which everyone feels valued and enjoys a high quality of life.



Economic Vitality

- The District is a leader on efforts aimed at diversifying the community's economy, supporting local businesses, and attracting new investment to the community. Diversification, a strong business sector and new investment are key to our economic vitality.

RESPECTFULLY SUBMITTED:

Emily Kaehn, Director of Corporate Services

Reviewed By: Corporate and Financial Services

Approved By: Chief Administrative Officer