

## AGENDA REPORT

TO: Mayor Pat Humphrey & the Clare City Commission  
FROM: Jeremy Howard, City Manager  
DATE: April 11, 2024  
RE: Airport Pilot Approach Path Indicator (PAPI) Lights –  
Engineering and Construction Oversight Contract Approval

For the Agenda of April 15, 2024

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Background. The city's current airport improvement project includes replacement and installation of the Pilot Approach Path Indicator Lights (PAPI). Recently MDOT Aeronautics determined that the city put out a new RFQ for the professional consulting and engineering of this portion of the project, thus, an RFQ was prepared and publicly noticed (*see att'd*). Mead & Hunt is the City's designated engineering firm for all major airport projects and they have submitted the lone RFQ for this project. The City Commission is asked to review, consider, and approve the proposed RFQ and approve the agreement with Mead & Hunt for the designated work.

Issues & Questions Specified. Should the City Commission approve the proposed Engineering Services Agreement?

Alternatives.

1. Approve the Agreement.
2. Approve the Agreement with Modifications/amendments.
3. Do not approve the Agreement and put the RFQ out for notice again.
4. Defer the decision regarding the matter to a subsequently scheduled meeting.

Financial Impact. There is no cost to approving the RFQ. However, there will be costs associated with the actual engineering, construction, and installation of the PAPI which will be brought before the Commission at a later date.

Recommendation. I recommend the City Commission approve the Engineering Services Agreement with Mead & Hunt by adoption of Resolution 2024-024.

Attachments.

1. Memo from Airport Manager.
2. Professional Engineering Services RFQ.
3. Mead & Hunt Engineering RFQ Statement of Qualifications.
4. Resolution 2024-024.

April 10, 2024

To: Clare City Commission

From: Gabe Ambrozaitis, Airport Manager

Subject: Request For Qualifications (RFQ) Narrative:

The current Professional Consulting Engineers are Mead & Hunt. The current Airport Improvement Plan has set the Pilot Approach Path Indicator Lights (PAPI) as the next item for design in 2024 and installation in 2025. MDOT Aeronautics deemed that the scope of the contract with Mead & Hunt did not include PAPI's. We made the case to MDOT that PAPI's were included in the original contract from 2021, but unfortunately, we were not successful and had to file a new RFQ to advertise for Professional Consulting Engineers to apply just for the PAPI project.

The new PAPI RFQ period has closed and only Mead & Hunt has applied for this project.

Next steps are to complete the Consultant Selection Process Record and for City Commission approval.

# REQUEST FOR QUALIFICATIONS PROFESSIONAL ENGINEERING SERVICES

## CLARE MUNICIPAL AIRPORT

Clare Municipal Airport (Sponsor) intends to select a consultant to assist in airport development projects. Interested consulting firms are requested to submit four copies of their Statement of Qualifications (SOQ) to Mr. Gabe Ambrozaitis, Clare Municipal Airport Manager, 202 W. 5<sup>th</sup> St., Clare, MI 48617 no later than Tuesday, April 9th, 2024 at 11AM. The SOQ should demonstrate the consultants' interest in providing airport planning, architectural/engineering design, and construction administration services focused on Clare Municipal Airport's Pilot Approach Path Indicator (PAPI) Design and Installation Plan. Services will include general consulting and advisement on airport development issues including assistance in the following projects:

Runway 4/22 4-Box PAPI – Design  
Runway 4/22 4-Box PAPI - Construction  
Runway 4/22 Approach Clearing – Design (if necessary)  
Runway 4/22 Approach Clearing Construction (if necessary)

Services associated with the above project list, such as minor ALP Updates, programming, drainage improvements, environmental review, approach clearing, NAVAID/electrical, and/or planning/user survey studies may be performed in association with the listed projects as funding and constructability allow. From time-to-time projects develop because of airport inspections, letters of correction and/or emergency circumstances. The selected consultant may be asked to perform said additional work as part of this procurement action.

This is a Quality Based Selection process, and services for each project will be negotiated independently. SOQ submittals shall exclude fees or costs. Not all the services or development items listed in this advertisement may be contracted nor eventually required. The Sponsor reserves the right to initiate additional procurement action for any services included in this procurement, but not under contract.

Firms will be ranked in areas such as: familiarity and understanding of the airport needs; corporate history and background in aviation consulting; demonstrated experience with similar projects; key personnel professional qualifications; firms' ability to provide contact person with demonstrated aviation experience and overall project coordination; knowledge/familiarity with FAA and State regulations, policies, and procedures; and success of recent projects. Awards or special recognition achieved by the firm should be highlighted.

Firms should demonstrate their reputation with other airports, by providing at least 3 airport references within the State of Michigan. Additional information may be requested from the top selected firm or firms. Interviews may be conducted at the discretion of the Sponsor.

Projects are anticipated to be initiated between 2024-2026. Projects are expected to be completed over several years and funded in full or in part with funds and/or multiple grants from the Federal Aviation Administration, State of Michigan, and/or local sources. The selected firm will be subject to all state and federal requirements.

Questions can be directed to: Gabe Ambrozaitis at 989-329-4912 or [gambrozaitis@cityofclare.gov](mailto:gambrozaitis@cityofclare.gov)



April 9, 2024

Mr. Gabe Ambrozaitis  
Airport Manager  
202 W. 5th St.  
Clare, MI 48617

**Subject: Statement of Qualifications for Professional Engineering Services at Clare Municipal Airport**

Dear Mr. Ambrozaitis:

Clare Municipal Airport (48D) is an important general aviation airport for the communities and economy in central Michigan. Attracting operations due to the location and amenities, the Airport is truly an essential part of the "Gateway to the North." Upheld for its well-established level of service and friendliness within the State of Michigan, 48D has long benefited from strong leadership, which has led to strong community support and longstanding relationships.

To that end, Mead & Hunt is excited for the opportunity to extend our relationship while continuing to serve as a trusted advisor, aviation planner, environmental planner, and aviation engineer for 48D, specifically as it relates to the Airport's Runway 4/22 Precision Approach Path Indicator (PAPI) project. Having served as your consultant for the past 10 years, our project team of aviation professionals and technical staff have frequently and successfully connected with Airport and City leadership to complete projects throughout planning, design, and construction service phases. We look forward to working together and building on past successes for your upcoming PAPI project.

Today, more than any time in recent memory, airports across the country are facing unique and unprecedented challenges. The aviation industry is facing issues such as pilot shortages, escalating costs, uncertain funding, and polarized communities. As a full-service aviation consultant specializing in general aviation airports, Mead & Hunt understands the challenges facing the Clare Municipal Airport as you continue to move forward with projects to grow your airport to meet future demands amid the uncertainty. You can be confident that Mead & Hunt will continue to be invested in the success of the PAPI project, as well as other projects at the Clare Municipal Airport.

We fully understand your desire to replace the existing Runway 4 and 22 PAPIs, one of which is completely inoperable, with modern 4-box LED PAPIs to increase reliability while reducing operating costs. This project, as well as the potential obstruction removal project, are critical steps in maintaining your infrastructure while focusing on improving safety at the Airport and increasing operations. As you will see from our Statement of Qualifications, we have assisted numerous airports with similar projects and are well equipped to offer practical and cost-effective solutions for your project. In addition, we have strong working relationships with the Michigan Department of Transportation Office of Aeronautics (MDOT AERO) airport and environmental staff, allowing us to discuss and advocate for your projects on a regular basis. We also have significant experience working with the Federal Aviation Administration's (FAA's) Detroit Airports District Office (ADO) staff members who may be critical to your project development.

Based on his accomplished aviation engineering and project management experience, as well as his past experience at Clare Municipal Airport, we propose Jeff Thoman, PE, continue as your project manager and primary point of contact for the PAPI and clearing projects. In addition, Stephanie Ward, AICP, our aviation planning department manager, will also be active in your projects, particularly in analyzing approaches to determine the need for approach clearing. They will be supported by 20 aviation professionals in our Lansing, Michigan office and nearly 250 aviation professionals nationwide.

We are excited to continue our relationship with you to help the City of Clare meet its goals for this project and the Airport. You can be confident we will continue to provide the high level of personal service, technical skill, and attention that you have come to expect from Mead & Hunt. We encourage you to call some of our other clients—we know you will not be disappointed by what you hear.

Sincerely,  
Mead & Hunt, Inc.



Jeff Thoman, PE  
Project Manager



Stephanie Ward, AICP  
Aviation Planning Department Manager

**RESOLUTION 2024-024**

**A RESOLUTION OF THE CLARE CITY COMMISSION APPROVING AN RFQ OF MEAD & HUNT FOR PROFESSIONAL ENGINEERING SERVICES FOR AN AIRPORT PILOT APPROACH PATH INDICATOR (PAPI) LIGHT PROJECT AT THE CLARE MUNICIPAL AIRPORT.**

**WHEREAS**, the City of Clare has listed the replacement and installation of new LED Pilot Approach Path Indicator (PAPI) Lights as the next improvement project at the Clare Municipal Airport; and

**WHEREAS**, the City of Clare published notice for an RFQ for Professional Engineering Services for said project; and

**WHEREAS**, Mead & Hunt have submitted the sole RFQ for Professional Engineering Services for said PAPI Project; and

**WHEREAS**, the Clare City Commission has reviewed, considered, and deliberated on the qualifications of said proposed Professional Engineering Services submitted by Mead & Hunt and determined the qualifications are acceptable.

**NOW THEREFORE BE IT RESOLVED THAT** the City Commission of the City of Clare hereby approves the proposed Professional Engineering Services with Mead & Hunt for the Pilot Approach Path Indicator (PAPI) Lights Project at the Clare Municipal Airport.

**ALL RESOLUTIONS AND PARTS OF RESOLUTIONS INsofar AS THEY CONFLICT WITH THE PROVISIONS OF THIS RESOLUTION BE AND THE SAME ARE HEREBY RESCINDED.**

**This Resolution was introduced by Commissioner \_\_\_\_\_ and supported by Commissioner \_\_\_\_\_. The Resolution declared adopted by the following roll call vote:**

**YEAS:**

**NAYS:**

**ABSENT:**

**Resolution approved for adoption on this 15<sup>th</sup> day of April, 2024.**

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**Diane M. Lyon, City Clerk**