



CITY OF GRAND RAPIDS

CITY COUNCIL
CHAMBERS
420 NORTH POKEGAMA
AVE.

Meeting Agenda Full Detail City Council

Tuesday, September 6, 2011

7:30 AM

Conference Room 2A

Special Meeting

CALL TO ORDER: Pursuant to due notice and call thereof a Special Meeting of the Grand Rapids City Council will be held on Tuesday, September 6, 2011 at 7:30 a.m. in Conference Room 2A, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

CALL OF ROLL

AIRPORT

11-1752 A grant agreement with the Federal Aviation Administration (FAA).

Attachments: [Grand Rapids-16-11](#)

ADJOURNMENT

Attest:

Shawn Gillen, City Administrator



CITY OF GRAND RAPIDS

CITY COUNCIL CHAMBERS
420 NORTH POKEGAMA
AVE.

Legislation Details (With Text)

File #: 11-1752 **Version:** 1 **Name:** FAA Grant Agreement for 2011 CIP Airport Project
Type: Agenda Item **Status:** Passed
File created: 8/29/2011 **In control:** Engineering
On agenda: 9/6/2011 **Final action:** 9/6/2011

Title: A grant agreement with the Federal Aviation Administration (FAA).

Sponsors:

Indexes:

Code sections:

Attachments: [Grand Rapids-16-11](#)

Date	Ver.	Action By	Action	Result
9/6/2011	1	City Council		

Title

A grant agreement with the Federal Aviation Administration (FAA).

Body

Background Information:

The Grand Rapids - Itasca County Airport Commission has awarded the 2011 CIP Culvert Replacement Project and the 2011 CIP Threshold Reconstruction Project contingent upon receiving 95% Federal funding. The grant funding agreement should be received from the Federal Aviation Administration (FAA) on September 6, 2011, and must be approved, executed, and returned to the FAA, prior to Friday, September 9, 2011. The grant agreement requires that both the County Board and the City approve and execute the grant funding agreement.

The total project cost for both projects is estimated at \$257,274.00. The County's share is 2.5% or \$6,431.85 and the City's share is \$6,431.85.

Staff Recommendation:

City staff is recommending the approval of the grant agreement with the FAA and authorizing the Mayor and City Attorney to execute the agreement.

Requested City Council Action

Consider the approval of the grant agreement with the FAA and authorizing the Mayor and City Attorney to execute the agreement.



U.S. Department
of Transportation
**Federal Aviation
Administration**

Great Lakes Region
Minneapolis Airports District Office
6020 28th Ave S, Room 102
Minneapolis, MN 55450

August 29, 2011

Mr. Christopher Roy, Director
Department of Transportation
Office of Aeronautics
222 East Plato Boulevard
St. Paul, Minnesota 55107-1618

Grand Rapids/Itasca County Regional Airport
Grand Rapids, Minnesota
AIP Project: 3-27-0037-16-11
Grant Offer

Dear Mr. Roy

Enclosed are the original and three copies of the Grant Offer issued by authority of the Administrator of the Federal Aviation Administration on behalf of the United States to pay the Government's share of the allowed and allowable project costs up to a maximum of \$244,410.00 for the development in the project named above.

If the terms of the Grant Offer are satisfactory, we encourage its acceptance on or before **September 9, 2011** and such acceptance should be accomplished by execution of the paragraph entitled Acceptance by an officer of the Sponsor who has been duly authorized to take such action. The Certificate of Sponsor's Attorney should be executed **following** execution of the above-mentioned paragraph.

The executed original copy of the Grant Agreement should be returned to this office.

Sincerely,

Steven J. Obenauer
Manager
Minneapolis Airports District Office



U.S. Department
of Transportation
**Federal Aviation
Administration**

Important Information on your Grant:

The Federal Aviation Administration is pleased to provide this grant to you for the planning and development of your airport. Here is some important information that we need to pass on to you:

Special Conditions

Please read the special conditions. If you have questions on the special conditions attached to this grant, please contact our office for clarification.

Required Project Documentation

Enclosed with your grant offer is a listing of documentation that is required to be submitted to the FAA during the project. If you have any questions on what needs to be submitted please contact us as soon as possible.

Payment Requests

We urge you to keep the project moving forward and to submit regular payment requests to the Minnesota Department of Transportation - Office of Aeronautics.

Ideally we would like to see a payment request submitted every 30 days unless there has been no significant project accomplishment during the previous 30 days. A payment request should be submitted by October 31st of each year the grant is open to cover all accrued grant costs for the previous 12 months that have not been reimbursed. Please note that the payment request amount should be at least \$500 considering the amount of resources it takes to process the payment.

Project Closeouts

Within 90 days after completion of the work in the grant description, a project closeout report must be submitted. Project closeout reports can be prepared by the airport owner or by your consultant.

If you have any questions, please contact our office at 612-713-4350.

Prepared by the FAA's Minneapolis Airports District Office
6020 28th Ave South, Room 102
Minneapolis, MN 55450
April 2008

Documentation Required for AIP Projects in MINNESOTA (Grant Year 2007 and Beyond)

Required Documentation	Development or Equipment Acquisition Grants		Land Grants	Planning Grants
	Grants under \$300K	Grants \$300K and over	All grant amounts	All grant amounts
Standard Form 424 & attachments	x	x	x	x
Consultant Agreements (include with grant application). Note: Send 2 copies to MnDOT.	x	x	x	x
Closeout Report	x	x	x	x
Final Standard Form 271 prepared by consultant or State (include in Closeout Report)	x	x	x	x
Final Invoice (include in closeout report)	x	x	x	x
For <u>construction</u> projects, include pre-construction photos with your grant application and post construction photos in closeout report. Note: Send 2 copies of pre-construction photos to MnDOT.	x	x		
For <u>equipment</u> projects, include photos, vehicle identification number and delivery date in closeout report	x	x		
Environmental Documentation (Note: Not needed for planning or equipment projects)	x	x	x	
Bid Tabs and Engineer's Estimate (include with the grant application). Send 2 copies to MnDOT.		x		
Sponsor Quarterly Performance Reports (para 1221c of FAA Order 5100.38C). For an electronic version of this form email the MSP ADO at address below. Completed reports should be emailed quarterly to that same address and to the Regional Engineer at MnDOT.		x	x	x
FAA Approval Letter for Change Order/Supplemental Agreement if it results in a grant amendment		x		
Summary of change orders/project costs (para 1220f of FAA Order 5100.38C) (include in the closeout report).	x	x		
7 copies of the Construction Safety Plan submitted to FAA and 1 copy to MnDOT, 90 days before advertising for bids (Note: Not needed for equipment only grants)	x	x		
Construction Management Program (for paving project in excess of \$250,000). Note: Send 2 copies to MnDOT.	Grant will contain a special condition if this is needed	Grant will contain a special condition if this is needed		
Final planning reports Note: Follow established processes				x
Updated Exhibit A Map. Note: Send 2 copies to MnDOT.			x	
Updated Land Inventory Map. Note: Send 2 copies to MnDOT.			x	

NOTE: FAA MSP ADO CONTACT INFORMATION

Phone Number: 612-713-4350

FAX Number: 612-713-4364

General Email: 9-AGL-600-MSPADO@faa.gov

Mailing Address: FAA ADO, 6020 28th Avenue South, Rm 102, Minneapolis, MN 55450



U. S. Department of Transportation
Federal Aviation Administration

GRANT AGREEMENT

Date of Offer: August 29, 2011

Project Number: 3-27-0037-16-11

DUNS Number: 08-024-0526

Recipient: THE CITY OF GRAND RAPIDS AND THE COUNTY OF ITASCA
(Herein called the "Sponsor")

Airport: Grand Rapids/Itasca County Airport – Gordon Newstrom Field,
Grand Rapids, Minnesota

OFFER

THE FEDERAL AVIATION ADMINISTRATION, FOR AND ON BEHALF OF THE UNITED STATES, HEREBY OFFERS AND AGREES to pay, as the United States' share, ninety-five percent (95%) of the allowable costs incurred in accomplishing the project consisting of the following:

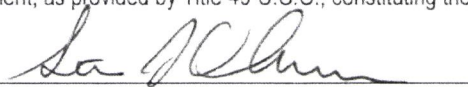
"Relocate Runway 16 threshold; install approximately 384 l.f. of culvert under Runway 18/28";

as more particularly described in the Project Application dated August 22, 2011.

The maximum obligation of the United States payable under this Offer shall be **\$244,410** for airport development, \$0 for noise program implementation, \$0 for land, and \$0 for planning.

This offer is made in accordance with and for the purpose of carrying out the provisions of Title 49, United States Code, herein called Title 49 U.S.C. Acceptance and execution of this offer shall comprise a Grant Agreement, as provided by Title 49 U.S.C., constituting the contractual obligations and rights of the United States and the Sponsor.

UNITED STATES OF AMERICA
FEDERAL AVIATION ADMINISTRATION


Manager, Minneapolis Airports District Office

SPECIAL CONDITIONS

See Attachment A

ACCEPTANCE

The Sponsor agrees to accomplish the project in compliance with the terms and conditions contained herein, in the Project Application, and in the March 2011 "Terms and Conditions of Accepting Airport Improvement Program Grants" signed on July 5, 2011.

CITY OF GRAND RAPIDS, MINNESOTA

Signature

(Seal)

Title

Executed this ____ day of _____, 2011

CERTIFICATE OF CITY OF GRAND RAPIDS' ATTORNEY

I, _____, acting as Attorney for the Sponsor do hereby certify: That in my opinion the Sponsor is empowered to enter into the foregoing Grant Agreement under the laws of State of Minnesota. Further, I have examined the foregoing Grant Agreement, and the actions taken by said Sponsor relating thereto, and find that the acceptance thereof by said Sponsor and Sponsor's official representative has been duly authorized and that the execution thereof is in all respects due and proper and in accordance with the laws of the said State and Title 49 U.S.C. In addition, for grants involving projects to be carried out on property not owned by the Sponsor, there are no legal impediments that will prevent full performance by the Sponsor. Further, it is my opinion that the said Grant Agreement constitutes a legal and binding obligation of the Sponsor in accordance with the terms thereof.

Executed this ____ day of _____, 2011

Signature of Sponsor's Attorney

ACCEPTANCE

The Sponsor agrees to accomplish the project in compliance with the terms and conditions contained herein, in the Project Application, and in the March 2011 "Terms and Conditions of Accepting Airport Improvement Program Grants" signed on July 5, 2011.

COUNTY OF ITASCA, MINNESOTA

Signature

(Seal)

Title

Executed this ____ day of _____, 2011

CERTIFICATE OF COUNTY OF ITASCA'S ATTORNEY

I, _____, acting as Attorney for the Sponsor do hereby certify: That in my opinion the Sponsor is empowered to enter into the foregoing Grant Agreement under the laws of State of Minnesota. Further, I have examined the foregoing Grant Agreement, and the actions taken by said Sponsor relating thereto, and find that the acceptance thereof by said Sponsor and Sponsor's official representative has been duly authorized and that the execution thereof is in all respects due and proper and in accordance with the laws of the said State and Title 49 U.S.C. In addition, for grants involving projects to be carried out on property not owned by the Sponsor, there are no legal impediments that will prevent full performance by the Sponsor. Further, it is my opinion that the said Grant Agreement constitutes a legal and binding obligation of the Sponsor in accordance with the terms thereof.

Executed this ____ day of _____, 2011

Signature of Sponsor's Attorney

ATTACHMENT A: SPECIAL CONDITIONS

1. Agency Agreement. The sponsor will not amend, modify, or terminate the agency relationship between the sponsor, as principal, and State of Minnesota, as agent, created by the Agency Agreement entered into on June 28, 2004 and July 2, 2004, without prior written approval of the FAA.
2. Letter of Credit. The Sponsor agrees to request cash drawdowns on the letter of credit only when actually needed for its disbursements and to timely reporting of such disbursements as required. It is understood that failure to adhere to this provision may cause the letter of credit to be revoked.