

Special Spencer Airport Board Meeting

Monday, August 17, 2026

3:00 PM

Main Conference Room, City Hall

101 W. 5th Street

Spencer, Iowa

1. Roll Call

Norris, Veit, Peterson, Steffan, Schoorman

2. New Business

- A. Public Hearing on Proposed Plans, Specifications, Form of Contract and Estimate of Cost for 2026 AV-Gas Fuel System Improvement Project;

Chair Declares Public Hearing Open

Written Comments in Favor:

Oral Comments in Favor:

Written Comments Against:

Oral Comments Against:

Chair Declares Public Hearing Closed

- 1) Resolution Approving Plans, Specifications, Form of Contract & Estimate of Cost for 2026 AV-Gas Fuel System Improvement Project
- 2) Resolution Awarding Contract for 2026 AV-Gas Fuel System Improvement Project
- 3) Approve T-Hangar Lease Priority Policy

3. Board Update

- A. Review/Discuss Available Storage Diagram from Tim Steffen

4. Adjourn

RESOLUTION NO.

RESOLUTION APPROVING AND CONFIRMING PRELIMINARY PLANS, SPECIFICATIONS, FORM OF CONTRACT AND ESTIMATE OF COST FOR THE 2026 AV-GAS SYSTEM IMPROVEMENT PROJECT, SPENCER MUNICIPAL AIRPORT, SPENCER, IOWA

WHEREAS, the Spencer Municipal Airport Board of Trustees of the City of Spencer, Iowa, (the “Board”) has heretofore given preliminary approval to the plans, specifications, form of contract and estimate of cost (the “Contract Documents”) for the proposed 2026 AV-Gas System Improvement Project, Spencer Municipal Airport, Spencer, Iowa (the “Project”), as described in the notice of hearing on the Contract Documents for the Project; and

WHEREAS, a hearing has been held on the Contract Documents on August 17, 2026;

NOW, THEREFORE, Be It Resolved by the Spencer Municipal Airport Board of Trustees of the City of Spencer, Iowa, as follows:

Section 1. The Contract Documents referred to in the preamble hereof are hereby finally approved, the prior action of the Board giving preliminary approval is hereby finally confirmed, and the Project, as provided for in the Contract Documents, is necessary and desirable.

Section 2. This resolution shall be in effect after its final passage and approval as provided by law.

Passed and approved this 17th day of August, 2026

Don Schoorman, Chairperson

Attest:

Mary Beth Breidinger, City Clerk

(SEAL)

RESOLUTION NO.

RESOLUTION AWARDING CONTRACT FOR 2026 AV-GAS FUEL SYSTEM IMPROVEMENT PROJECT

WHEREAS, pursuant to notice duly published in the manner and form prescribed by resolution of this Board and as required by law, bids and proposals were received by this Board for the 2026 AV-Gas Fuel System Improvement Project (the "Project"); and;

WHEREAS, all of the said bids and proposals have been carefully considered, and it is necessary and advisable that provision be made for the award of the contract for the Project;

NOW, THEREFORE, IT IS RESOLVED by the Airport Board of Trustees of Spencer, Iowa, as follows:

Section 1. The bid for the project submitted by the following contractor is fully responsive to the plans and specifications for the Project, heretofore approved by the Board, and is the lowest responsible bid received, such bid being as follows:

<u>Name and Address of Contractor</u>	<u>Amount of Bid</u>
Metco Fuel Systems Hillsboro, WI 54634	\$137,655.00

Section 2. The contract for the Project be and the same is hereby awarded to such contractor at the total estimated cost set out above, the final settlement to be made on the basis of the unit prices therein set out and the actual final quantities of each class of materials furnished, the said contract to be subject to the terms of the aforementioned resolution, the notice of hearing and letting, the plans and specifications and the terms of the bidder's written proposal, subject to approval and funding of the Federal Aviation Administration.

Section 3. The Chair Person and City Clerk be and they are hereby authorized and ordered to enter into a written contract with said contractor for the Project, said contract not to be binding until approved by resolution of this Board.

Section 4. The amount of the contractor's performance and/or payment bonds is hereby fixed and determined to be 100% of the amount of the contract.

Passed and approved on this 17th day of August, 2026.

Don Schoorman, Chair Person

ATTEST:

Mary Beth Breidinger, City Clerk
Secretary
(SEAL)

2026 AV-GAS FUEL SYSTEM IMPROVEMENT PROJECT, SPENCER MUNICIPAL AIRPORT, SPENCER, IOWA

OWNER: CITY OF SPENCER

BID TABULATION SHEET: AUGUST 6, 2026

PREPARED BY: KRUSE, CATE & NELSON, P.C., 2303 W 18TH STREET, SPENCER, IOWA

BID NO.					0	5% Bid Bond	1	5% Bid Bond	2	5% Bid Bond	3	5% Bid Bond
BIDDER'S NAME		Engineer's Estimate			Evora Energy, LLC 4405 SE Beisser Dr, Ste 108 Grimes, IA 50111		Metco Fuel Systems 102 Enterprise Dr Hillsboro, WI 54634		O'Day Equipment, LLC 1301 40th St N Fargo, ND 58102		Acterra Group, LLC 200 35th St Marion, IA 52302	
ITEM DESCRIPTION	EST. QUANT.	UNIT	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
PART B, FUEL SYSTEM WORK												
1 Remove Existing Fueling Cabinet	1	Lump Sum	\$ 3,000.00	\$ 3,000.00	\$ 3,812.50	\$ 3,812.50	\$ 1,000.00	\$ 1,000.00	\$ 5,403.00	\$ 5,403.00	\$ 1,689.00	\$ 1,689.00
2 30 GPM Av-Gas Fueling Cabinet	1	Lump Sum	108,000.00	108,000.00	88,375.00	88,375.00	80,780.00	80,780.00	115,994.00	115,994.00	109,419.94	109,419.94
3 Fuel Piping System Modifications	1	Lump Sum	14,000.00	14,000.00	14,110.70	14,110.70	29,025.00	29,025.00	13,781.00	13,781.00	45,619.86	45,619.86
4 Electrical Work	1	Lump Sum	17,000.00	17,000.00	7,591.89	7,591.89	16,400.00	16,400.00	11,360.00	11,360.00	49,689.00	49,689.00
5 Cardtrol & Control Interface Modifications	1	Lump Sum	12,000.00	12,000.00	2,187.50	2,187.50	1,000.00	1,000.00	8,607.00	8,607.00	-	-
6 Remove and Dispose of Contaminated Soil	5	Cubic Yards	200.00	1,000.00	250.00	1,250.00	200.00	1,000.00	648.00	3,240.00	395.00	1,975.00
PART B, FUEL SYSTEM WORK SUBTOTAL (1-6) =				\$ 155,000.00		\$ 117,327.59		\$ 129,205.00		\$ 158,385.00		\$ 208,392.80
7 Mobilization (10% Maximum)	1	Lump Sum	\$ 12,000.00	\$ 12,000.00	\$ 2,200.00	\$ 2,200.00	\$ 8,450.00	\$ 8,450.00	\$ 13,882.00	\$ 14,911.00	\$ 12,367.20	\$ 12,367.20
TOTAL BASE BID (1-7) =				\$ 167,000.00		\$ 119,527.59		\$ 137,655.00		\$ 173,296.00		\$ 220,760.00
PART C, ALTERNATE NO.1 – AUTOMATIC TANK GAUGE REPLACEMENT												
8 Automatic Tank Gauge (ATG) System	1	Lump Sum	\$ 35,000.00	\$ 35,000.00	\$ 26,407.04	\$ 26,407.04	\$ 51,840.00	\$ 51,840.00	\$ 13,882.00	\$ 53,206.00	\$ 43,500.00	\$ 43,500.00
GRAND TOTAL BID (1-8) =				\$ 202,000.00		\$ 145,934.63		\$ 189,495.00		\$ 226,502.00		\$ 264,260.00

NON-RESPONSIVE

ITEM	TOTAL BID	% OF ESTIMATE
ESTIMATE	\$ 202,000.00	100.00%
LOW BID	\$ 145,934.63	72.24%
AVERAGE BID	\$ 206,547.91	102.25%
HIGH BID	\$ 264,260.00	130.82%

KRUSE, CATE & NELSON, P.C.

ENGINEERING AND LAND SURVEYING SERVICE
SPENCER, IOWA 51301

JAMES E. THIESSE
BRIAN J. SCHMIDT
ROSS D. MCWHIRTER

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info@kcn-eng.com

August 14, 2026

Spencer Municipal Airport Board
City Hall
Spencer, Iowa 51301

Re: 2026 AV-GAS FUEL SYSTEM IMPROVEMENT PROJECT,
SPENCER MUNICIPAL AIRPORT, SPENCER, IOWA
Recommendation to Award Contract

Dear Airport Board Members:

As you know, bids were received on August 6th for the construction of subject project. 4 bids were received as shown on the attached Bid Tabulation.

Because this project is partially funded through the Iowa Department of Transportation's General Aviation Vertical Infrastructure (GAVI) grant program, bidders were required to reach out to Targeted Small Business (TSB) subcontractors in an effort to solicit bids for their perspective trades and required to document those efforts on a form provided in the bidding documents.

While the apparent low bidder, Evora Energy LLC of Grimes, Iowa submitted the required form with his bid, the form showed no effort to contact TSB subcontractors. When we inquired about this situation, the bidder indicated that he was going to do all of the work with his own forces. Since that first inquiry the bidder has now indicated that while he intends to employ an in-house electrician, at this time he does not have an in-house electrician and will need to subcontract the electrical work. Because he did not, by his own admission, make any attempt to contact an electrical subcontractor, his bid has to be considered non-responsive and therefore void. We have confirmed this to be procedurally correct with The IDOT Office of Aviation.

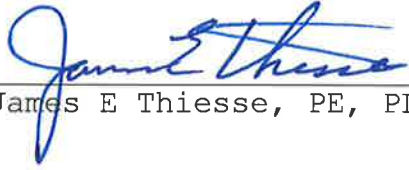
Therefore, we recommend award of the contract to construct the "2026 AV-GAS Fuel System Improvement Project" to the lowest responsible, responsive bidder, Metco Fuel Systems of Hillsboro, WI in the amount of \$189,495.00 which includes Alternate No. 1.

Note this is the contractor that successfully completed the JET Fuel System Improvements 2 years ago.

Very truly yours,

KRUSE, CATE & NELSON, P.C.

By: _____


James E Thiesse, PE, PLS

Hangar Space Allocation and Priority Policy

This policy governs the allocation, prioritization and leasing of hangar spaces at the Spencer Municipal Airport (the "Airport") to ensure efficient facility utilization, safety and equitable access for aviation tenants. The Airport operates standard T-hangars as well as two (2) large T-hangars specifically sized to accommodate aircraft with wingspans between 38-42 feet.

The Airport expressly prioritizes placing aircraft into hangars that safely and efficiently match their dimensions. When a T-hangar becomes vacant, the Airport will offer the available space to eligible individuals based on the established priority hierarchy. To be considered an eligible individual and qualify for a hangar lease under Tiers 1 through 4, the applicant must:

1. Enter into a lease agreement and comply with insurance and all lease requirements;
2. Provide documented proof of aircraft ownership (e.g., FAA Registration) or a binding purchase agreement for the specific aircraft intended for the hangar showing delivery within 60 days;
3. Provide proof that applicant's aircraft is airworthy; and,
4. If a current tenant, be in good standing with no outstanding lease violations or unpaid fees.

Hangar Allocation Priority Tiers

When T-hangar space becomes available, lease agreements shall be offered in the following sequential order:

- | | |
|---|---|
| Priority 1:
(Large Hangars) | Existing tenants in good standing seeking to house aircraft with a wingspan between 38 and 42 feet. |
| Priority 2:
(Large Hangars) | New applicants (external waitlist applicants) seeking to house aircraft with a wingspan between 38 and 42 feet. |
| Priority 3:
(Standard Hangars) | Existing tenants in good standing seeking to house aircraft with a wingspan of less than 38 feet. |
| Priority 4:
(Standard Hangars) | New applicants (external waitlist applicants) seeking to house aircraft with a wingspan of less than 38 feet. |

Managerial Discretion and Exceptions

While this policy establishes the standard operational framework for hangar allocation and internal transfers, the Airport Manager retains ultimate discretion over all hangar assignments, space allocations, lease executions and facility management. To maintain optimal hangar utilization, safety, and administrative efficiency, the Airport Manager shall have the unilateral authority to:

1. Deviate from the priority tiers based on specific aircraft dimensional compatibility, unique configuration needs, safety concerns, to resolve operational inefficiencies, maximize airport revenues, address physical clearance requirements, or to otherwise serve the best interest of the Airport and City of Spencer;
2. Bypass applicants on the waiting list who cannot immediately occupy the space or whose aircraft cannot be safely accommodated within the designated unit; and,
3. Address unique operational circumstances to best serve the interests of the Spencer Municipal Airport and its hangar infrastructure.