

**TO:** JAMES L. APP, CITY MANAGER  
**FROM:** MEG WILLIAMSON, ASSISTANT CITY MANAGER  
**SUBJECT:** CITY COUNCIL MEMBER APPOINTMENTS TO  
AIRPORT RESTAURANT RFP – SELECTION COMMITTEE  
**DATE:** September 1, 2009

**Needs:** For the City Council to appoint two (2) City Council members to a selection committee for airport restaurant proposals and authorize them to act as a lease negotiation subcommittee on behalf of the Council.

**Facts:**

1. The City is seeking interested and qualified parties to submit proposals for the food service concession (restaurant) at the Municipal Airport Terminal building.
2. The Airport Restaurant Request for Proposals (RFP) was made available on August 25, 2009. Proposals will be accepted through 5PM on Monday, September 28, 2009 by the City Manager's office at City Hall, 1000 Spring Street.
3. Proposals received will be evaluated on their level of responsiveness to the factors outlined in the RFP. Top candidates will be invited to an oral interview with a Selection Committee.
4. The purpose of the Selection Committee is to choose a top candidate to further negotiate the points of a lease agreement to be presented to the City Council for consideration.
5. The Council has appointed Councilman Hamon and Councilman Steinbeck as liaison representatives to the Citizen's Airport Advisory Committee. These Airport Liaison members (Hamon and Steinbeck) provided review and input to the RFP before its distribution.

**Analysis  
and**

**Conclusion:** The selection of a quality restaurant candidate and successful negotiation of a mutually beneficial lease is a key business goal for the City's Airport enterprise. Based on their current level of familiarity with airport enterprise matters, participation of Council Airport Liaison members on the Selection and Lease Negotiation Committee will provide logical continuity and the potential to expedite negotiations.

**Policy**

**Reference:** Council 2008-2011 Goals (Goal - C3) to develop the Airport and improve/expand general aviation, commercial and visitor service.

**Fiscal**

**Impact:** There are no fiscal impacts associated with the establishment of Council Liaison member participation on the Airport RFP Selection Committee. Fiscal impact analysis of any future lease negotiations will be brought forward at the time that a Lease is recommended for City Council consideration.

**Options:**

- A. Appoint Council members Hamon and Steinbeck to the Airport Restaurant Proposal Selection Committee and to act as the Lease Negotiation Subcommittee on behalf of the City Council.
- B. Amend, modify, or reject the above option.