



Presque Isle City Council Meeting
Thursday, November 3rd, 2022
5:15 PM
Sargent Family Community Center

AGENDA

2023 Budget Workshop

Airport
Resource Management
Employee Benefits
Insurance

NEW BUSINESS

1. Approval for EDA Grant administration by NMDC

EXECUTIVE SESSION

Pursuant to 1 M.R.S.A. § 405(6)(D) to discuss Negotiations

Adjournment

PRESQUE ISLE CITY COUNCIL MEETING

For:

November 3, 2022

AGENDA ITEM # 1

SUBJECT

NEW BUSINESS: Administration of the Aerospace Research Park EDA Grant

INFORMATION

1) Memorandum

REQUESTED ACTION

BE IT RESOLVED by Councilor _____, seconded by Councilor _____ to authorize the City Manager to enter into a contract with NMDC in the amount of \$56,250 to administer the Aerospace Research Park EDA Grant.



City of Presque Isle, Maine

The Office of
Airport Director
Scott E. Wardwell
Email: scottw@flypresqueisle.com

MEMORANDUM

TO:	City Council
FROM:	Scott Wardwell, Airport Director
DATE:	October 28, 2022
RE:	Contract with NMDC for the Administration of the Aerospace Research Park EDA Grant.

A couple of weeks ago, City Council was briefed on the award of an Economic Development Administration (EDA) grant for the construction of a 16,000 square foot research hangar for Valt Enterprises, Inc. This is the first EDA grant award to the Presque Isle International Airport.

Given the complexity of this multimillion dollar project, the strict administration requirements of EDA and the anticipated workload of the Airport Department, the City Manager recommended that this grant be administered by the Northern Maine Development Commission (NMDC). NMDC has extensive experience with administering EDA grants. In addition, NMDC played a key role in this successful grant application process. It is also important that the administration of this grant go as smooth as possible as future EDA grant funding will be necessary to complete anticipated additional phases of the construction of the Aerospace Park. By freeing up the Airport Director from administering this grant, it will allow more time for him to go after additional federal funding for additional projects. As stated by the City of Presque Isle Auditor, in his presentation to City Council, getting additional funding for capital improvement projects at the Airport is crucial to supporting the development of a tourism industry in Aroostook County and the attraction of businesses in other industries to the area.

The Scope of Work provided by NMDC will be as follows:

- Execution of grant agreements and submission of support documentation
- Establish financial accounting and management systems to ensure compliance with funding sources and submit required periodic progress reports
- Complete Environmental Review Record (ERR)
 1. Submit project to federal and state agencies
 2. Obtain written comments on impact
 3. ERR Clearance Letter needed before obligation of funds can occur
- Develop written procedures for procurement transactions and bonding

- Solicit competitive bids
 1. Engineering services
 2. Construction of building and groundwork
 3. Equipment Procurement
 4. Other goods and services
- Pre-construction conference, bid award, contract and Notice to Proceed
- Attend construction progress meetings
- Review weekly payrolls and track job creation
- Conduct employee interviews for Davis-Bacon Wage Rate Compliance
- Monthly requests for reimbursement
- Registry of Deeds filing for EDA interest in real property
- Post-construction closeout reports, program monitoring, document files, etc..

NMDC will be paid at an hourly rate of \$85/hr. They will also be reimbursed for travel expenses.

RESOLVE:

BE IT RESOLVED by _____ and seconded by _____ that the City Council authorizes the City Manager to enter into a contract with the Northern Maine Development Commission in an amount not to exceed \$56,250. Source of the funding to come from a portion of the Covid Relief funding received by the Presque Isle International Airport.