

"HUB OF THE SOUTHWEST"

465 1st Avenue
P.O. Box 970
Holbrook, AZ 86025

OUR MISSION

City of Holbrook Government exists to provide ethical and responsible local government.

AGENDA

Regular City Council Meeting
6:00 p.m. March 12, 2020

1. CALL TO ORDER:
2. ROLL CALL:
3. PLEDGE OF ALLEGIANCE/INVOCATION:
4. CONSENT AGENDA: Tab 1
 - a. February 27, 2020 meeting minutes.
5. CALL TO THE PUBLIC FOR ITEMS ON THE AGENDA:
*A five-minute time limit per individual is available at this time for Agenda items.
6. NEW BUSINESS:
 - a. Northland Pioneer College Report - Betsy Wilson
 - b. Golf Course Annual Report - Steve Rutherford
 - c. Purchase approval for Airport Fuel Management System upgrade - Tim Kelley Tab 2
 - d. Proclamation: Happy Holbrook Month Tab 3
7. CALL TO THE PUBLIC FOR ITEMS NOT ON THE AGENDA:
*A three-minute time limit per individual is available at this time for non-agenda items.
8. SUMMARY OF CURRENT EVENTS:
Mayor:
Council Members:
City Manager:
9. SUBMISSION OF WRITTEN PETITION FOR ITEMS NOT ON THE AGENDA:
**Requests to have an item discussed on the Agenda.
10. ADJOURNMENT

Posted the 9th day of March 2020.



Lisa Hunt, Deputy City Clerk

*Individuals must submit a "Request to Address City Council" form to the City Clerk prior to the start of the meeting.

Anyone may address the City Council on any issue within the jurisdiction of the Council. City Council may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. § 38-431.01 (H), action taken as a result of public comment will be limited to directing City staff to study the matter, responding to any criticism, or scheduling the matter for further consideration and decision at a later date. Items on the agenda will not be heard or discussed in Call to the Public. Video or audio tapes or other overhead visual aids are not allowed during these public appearances. All speakers should begin their remarks by stating their name and address for the record.

**Requests to have an item discussed on a future agenda should be presented on the "Request and Petition of citizens to City of Holbrook Council" form during the Submission of Written Petition for Items Not on the Agenda to the Council at a regular meeting. Once this form is submitted, the Council will consider the petition and a response will be given within 31 days per the Holbrook City Charter Article II, Section 2.18.

Members of the public shall refrain from making personal, impertinent or slanderous remarks and from becoming boisterous. Unauthorized remarks from the audience, clapping, stomping of feet, yelling or any similar demonstrations are also prohibited. Violations of these rules may result in removal from the meeting. Individual members of the public body may respond to criticism made by those who have addressed the public body.

Pursuant to ARS 38-431.02, notice is hereby given to the Holbrook City Council, and to the General public that a meeting, which is open to the public, will be held on above-mentioned date, in the City Council Chambers, at 465 First Avenue, Holbrook, Arizona. Members of the City Council may choose to participate in this meeting telephonically. The City Council may adjourn into executive session, which will not be open to the public, to discuss certain matters in accordance with ARS 38-431.03. Electronic versions of this agenda can be found at www.ci.holbrook.az.us.

City of Holbrook
Council Action Form

Meeting Date: March 12, 2020

Tab: _____

To: Mayor and City Council

From: Tim Kelley, Airport Operator


Subject: Airport Fuel Management System Upgrade

Discussion: The current system is seven years old. It is no longer supported and is prone to failure. This is specialty equipment with limited purchase and service options.

Fiscal Impact: \$16,875.00 + tax.

Recommendation: Approve the purchase and installation of a QT M4000 Wi-Fi fuel terminal provided by Bassco Services Inc.

Submitted by: 
Tim Kelly, Airport Operator

Approved by: 
Ted Soltis, City Manager

Don's Petroleum Equipment Services

4083 West Avenue L, PMB# 232
 Lancaster, CA 93536
 661-810-0176 cell
 661-942-7753 fax

Proposal

DATE	Proposal #
3/7/2020	1487

NAME / ADDRESS
HOLBOOK AIRPORT 300 AIRPORT RD. HOLBOOK, AZ. 86025

DESCRIPTION	QTY	PROJECT	
		COST	TOTAL
QT POD M4000 SELF-SERVE FUELING TERMINAL	1	14,995.00	14,995.00T
1 HOSE CONTROL, WIRED ETHERNET CAPABILITY WIFI MODEM KIT	1	1,000.00	1,000.00T
FREIGHT	1	300.00	300.00
WEB-BASED SITEMINDER SUBSCRIPTION \$945 / YEAR PRICE DOES NOT INCLUDE INSTALLATION Out-of-state sale, exempt from sales tax		0.00%	0.00
		TOTAL	\$16,295.00

50% DEPOSIT UPON ACCEPTANCE OF PROPOSAL.
 BLANCE DUE WHEN EQUIPMENT SHIPS FROM MANUFACTURER.
 I ACCEPT THE TERMS OF THIS PROPOSAL.

 SIGNATURE DATE

PROPOSAL GOOD FOR 30 DAYS.

Don's Petroleum Equipment Services

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Proposal

DATE	Proposal #
3/7/2020	1486

NAME / ADDRESS
HOLBOOK AIRPORT 300 AIRPORT RD. HOLBOOK, AZ. 86025

DESCRIPTION	QTY	PROJECT	
		COST	TOTAL
SERVICE CALL TO INSTALL NEW QT POD M4000 FUEL TERMINAL	1	75.00	75.00
MILEAGE	1,100	1.00	1,100.00
TRAVEL TIME	20	75.00	1,500.00
SUBSISTENCE	2	650.00	1,300.00
LABOR	1	3,000.00	3,000.00
THIS QUOTE DOES NOT INCLUDE THE FOLLOWING: QT POD M4000 FUEL TERMINAL DESIGN LAYOUTS AND DRAWING PERMITS, IF NECESSARY CAT 5 LAN CABLE OR WIFI ROUTER TO FUEL TERMINAL			
THIS QUOTE DOES NOT WARRANT EXISTING EQUIPMENT TO BE IN OPERATING CONDITION Out-of-state sale, exempt from sales tax			
		0.00%	0.00

50% DEPOSIT UPON ACCEPTANCE OF PROPOSAL, BLANCE DUE
 UPON COMPLETION OF WORK.
 I ACCEPT THE TERMS OF THIS PROPOSAL.

TOTAL	\$6,975.00
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SIGNATURE _____ DATE _____

PROPOSAL GOOD FOR 30 DAYS.



AVIATION FUEL SYSTEMS SPECIALIST
9219 Viscount Row · Dallas, TX 75247 · 214-352-4432

3/5/20

Tim Kelley
Holbrook AZ

Tim

Bassco Services is pleased to offer you a proposal to furnish and install a QT M4000 fuel terminal to upgrade your current M3000 terminal.

Scope of Work:

- * Bassco Services will purchase a QT M4000 WiFi equipped terminal for Avgas.
- * Bassco will have the QT unit drop shipped to customer location.
- * Bassco tech will travel to site and supervise customer supplied electrician to remove old terminal and install new terminal. Bassco tech will remove all recoverable parts from M3000 and ship back to QT.
- * Bassco tech will do check out and start up on the system.

QT M4000 WiFi	\$15495 plus shipping (\$450)
Trade In	\$2000
Net Cost	\$13495.00* plus sales tax if required

Installation Cost	\$3380
Total	\$16875.00

Cell Modem Upgrade \$500

Please let me know if you have any questions.

Bob Duda
Bassco Services



Rebel Services, LLC

PO BOX 728
RIPLEY, MS 38663

mjames@rebelservices.net

(662) 512-0219

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CONFIDENTIAL--
Do not disseminate, distribute or
copy.

Proposal

**Expires 30 days from
Date of Proposal**

Proposal Date: 2/13/2020

Proposal #: 4434

Project:

Bill To:

HOLBROOK MUNICIPAL AIRPORT
MR. TIM KELLEY
300 OLD AIRPORT ROAD
HOLBROOK, AZ 86025

Description	Qty	Total
FUEL MANAGEMENT SYSTEM -UPGRADE- BASE SYSTEM - Base system includes single hose control & wired Ethernet Capability ___GATEWAY AGREEMENT RECEIVED ___MERCHANT NUMBERS COMPLETE	1	14,995.00
M4000 TRADE IN VALUE		-2,500.00
CELLULAR KIT HARDWARE **REQUIRES VERIZON UNLIMITED CELL DATA PLAN.....\$480.00 PER YEAR BILLED BY QTPOD AND NOT INCLUDED IN THIS ESTIMATE	1	900.00
M4000 FREIGHT	1	327.78
STCRB121 3/4X1/2" REDUCING BUSHING	4	3.08
1/2 STRAIGHT CONN SEAL TITE LT50-SC LIQUID TIGHT	8	27.84
ARL-LT75 3/4 INCH LT STR CONNECTOR ARLINGTON LIQUID SEAL TITE (TIGHT)	2	11.64
1/2 liquid tight PVC	4	2.68
3/4" SEALTITE-ANA34228	1	2.88



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Project:

Bill To:

HOLBROOK MUNICIPAL AIRPORT
MR. TIM KELLEY
300 OLD AIRPORT ROAD
HOLBROOK, AZ 86025

Description	Qty	Total
ANCHOR	6	7.79
TURC2-A20X-120VAC R4105 DPDT PLUG-IN RELAY	2	58.92
R4465 TURS2B SOCKET DIN/PNL MNT	2	26.66
ANCHOR	6	7.79
ELECTRICAL SUPPLIES	1	0.00



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Proposal Date: 2/13/2020

Proposal #: 4434

Project:

Bill To:

HOLBROOK MUNICIPAL AIRPORT
MR. TIM KELLEY
300 OLD AIRPORT ROAD
HOLBROOK, AZ 86025

Description	Qty	Total
M4000 REBEL SERVICES INSTALLATION	1	4,500.00
<p>SUBSCRIPTION FEE AND DATA PLAN ARE PROVIDED TO CUSTOMER THROUGH QTPOD: *SUBSCRIPTION FEE AND CELL DATA PLAN ARE MANDATORY AND BEGIN AT INSTALLATION (THESE ITEMS ARE NOT INCLUDED IN THIS PRICING AND PRICE LISTED HERE IS FOR INFORMATIONAL AND AWARENESS PURPOSES ONLY) AND WILL BE BILLED THROUGH QTPOD).</p> <p>ADDITIONAL COST ADDERS AS FOLLOWS:</p> <p>BASE PLAN: INCLUDES DATABASE HOSTING, WEB-BASED SITEMINDER ACCESS, DATA, 24/7 TECHNICAL SUPPORT, SOFTWARE UPDATES.....\$945.00 PER YEAR</p> <p>PREMIUM PLAN:INCLUDES DATABASE HOSTING, WEB-BASED SITEMINDER ACCESS, DATA, PARTS REPLACEMENT, 24/7 TECHNICAL SUPPORT, SOFTWARE UPDATES.....\$1,995 PER YEAR</p> <p>VERIZON UNLIMITED CELL DATA PLAN.....\$480.00 PER YEAR</p>		
M4000 UNIT AND INSTALL GROUP ***CHOSE UPGRADE OR FIRST TIME		18,372.06
		\$18,372.06

**If unforeseen issues or conditions become evident during service which might alter the pricing on the estimate, the customer will be notified immediately and customer approval will be required prior to proceeding. Estimate does NOT include Electrical service/power, wi-fi, internet, site prep, dirt work, concrete, electrical, meter calibration, soak test sampling, rental, permitting, sales tax or use tax. These items are the responsibility of the customer unless specifically stated and itemized on Estimate. Approval is required prior to any and all order placement or work being performed. Rebel Services, LLC retains ownership of all equipment/property/materials until all balances are paid in full including a 3% Monthly Delinquency Fee if applicable.

Please Note Estimate Does NOT include Freight - Will be billed actual Freight Cost

**A signed Confirmation of Order and A Desposit of 35% required to secure your order.

**A processing fee will be charged on all credit Card payments

SIGNATURE _____

Proclamation

Happy Holbrook Month

Whereas, on behalf of the citizens of Holbrook, we join in celebrating the month of “Happy Holbrook.”

Whereas, the Holbrook Council declares a “Month of Happiness” asking citizens to embrace exuberant behavior, a spirit of optimism and dedicate themselves to spending the 30 days soaking up happiness; and

Whereas, a Month of Happiness will help recognize simple pleasures, like a smile. The more in tune with one’s happiness, the more one is inspired to commit good deeds; and

Whereas, everyone coming together to honor happiness, will set a positive attitude for the future; and

Whereas, mental health is a worldwide issue, and happiness increases confidence and self-esteem, which leads to success and a healthy lifestyle; and

Whereas, this City is committed to working to support the welfare, happiness, and success of its citizens.

Now Therefore, be it resolved that the Holbrook City Council does hereby proclaim April 2020 to be “HAPPY HOLBROOK MONTH.”

In observance thereof, the Holbrook City Council calls upon the citizens of Holbrook to join in recognizing all those associated with making this endeavor a reality, and wishing them all the very best, and happiness in the future.

In witness whereof, I have hereunto set my hand and cause the Seal of the City of Holbrook to be affixed on this 12th day of March 2020.

J. Merrill Young, Mayor