



Date: May 4, 2018  
To: Chris Huff, Purchasing Agent  
From: Lawrence Bowron, Transportation Director  
Subject: Airport Strategic Business Plan implementation

This memo is in reference to awarding the contract for implementation of certain goals and objectives established in the Airport Strategic Business Plan (ASBP). Based on the collective results of the RFP selection committee I concur that the contract should be awarded to R.A. Wiedemann & Associates, Inc.

The ASBP was completed by Aviation Management Consulting Group in December of 2017, presented to the City Commission in a 2018 February workshop and uses a logical and disciplined structure to set up goals, objectives, and action plans that will drive the day-to-day operation and management of the W.K. Kellogg Airport. The completed ASBP will serve as a valuable planning tool, management tool and communication tool for many years. The objectives for each goal are organized over a period of 5 years from 2018 through 2022.

The scope of work for this contract is focused on the objectives that were to be developed beginning in FY18. Funds for this project have been approved by the Battle Creek TIFA Board and are available in the 580.20.5370.801.010 business unit.

If you have any questions or need additional information please call me at extension 2632. And once again, thank you for the continued support of the WK Kellogg Airport!