



City of Kansas City, Missouri

Docket Memo

Ordinance/Resolution #: 260006

Submitted Department/Preparer: Aviation

Revised 6/10/24

Docket memos are required on all ordinances initiated by a Department Director. More information can be found in [Administrative Regulation \(AR\) 4-1](#).

Executive Summary

Sponsor: Director of Aviation

Authorizing the Director of the Aviation Department to enter into a \$3,000,000.00 professional services contract with HNTB Corporation, for the Landside Design & Engineering MCI & MKC project at the Kansas City International Airport (MCI) and the Kansas City Downtown Airport – Wheeler Field (MKC); and appropriating \$3,300,000.00 from the Unappropriated Fund Balance of the Kansas City Aviation Fund.

Discussion

The CUP approved for this project is 13%MBE and 13%WBE. This is a 5-year on call project services will include, but are not limited to, engineering services for preliminary, design, bidding, and construction phases as well as incidental special services including geotechnical, materials testing, environmental documentation, state and federal permitting, land surveying and geospatial surveying for the landside of Kansas City International Airport (MCI) and Kansas City Downtown Airport - Wheeler Field (MKC).

Fiscal Impact

1. Is this legislation included in the adopted budget? Yes No
2. What is the funding source?
Aviation Fund - FY26-8300-627270-B-62MCIMKC – Landslide Engineering MCI & MKC
3. How does the legislation affect the current fiscal year?
\$3,300,000.00
4. Does the legislation have a fiscal impact in future fiscal years? Please note the difference between one-time and recurring costs.

NO

5. Does the legislation generate revenue, leverage outside funding, or deliver a return on investment?

NO

Office of Management and Budget Review

(OMB Staff will complete this section.)

1. This legislation is supported by the general fund. Yes No
2. This fund has a structural imbalance. Yes No
3. Account string has been verified/confirmed. Yes No

Additional Discussion (if needed)

The Aviation Fund has Unappropriated Fund Balance available to support the proposed amount. The unreserved fund balance of the Aviation Fund is \$107.2 million, as of FY26 Second Quarter Analysis.

Citywide Business Plan (CWBP) Impact

1. View the [Adopted 2025-2029 Citywide Business Plan](#)
2. Which CWBP goal is most impacted by this legislation?
Infrastructure and Accessibility (Press tab after selecting.)
3. Which objectives are impacted by this legislation (select all that apply):
 - Engage in thoughtful planning and redesign of existing road networks to ensure safety, access, and mobility of users of all ages and abilities.
 - Enhance the City's connectivity, resiliency, and equity through a better-connected multi-modal transportation system for all users.
 - Build on existing strengths while developing a comprehensive transportation plan for the future.
 - Develop environmentally sustainable infrastructure strategies that improve quality of life and foster economic growth.
 - Ensure adequate resources are provided for continued maintenance of existing infrastructure.
 - Focus on delivery of safe connections to schools.

Prior Legislation

N/A

Service Level Impacts

This project will promote the use of Charles B. Wheeler Downtown Airport (MKC) AND MCI.

Other Impacts

1. What will be the potential health impacts to any affected groups?
Aviation Engineering has reviewed the Priorities in the Kansas City Community Health Improvement Plan (KC-CHIP) and does not identify any negative impacts
2. How have those groups been engaged and involved in the development of this ordinance?
The Community within the Kansas City, Missouri area has been consistently engaged and involved with the Aviation Department Master Plan, which contributes to this ordinance
3. How does this legislation contribute to a sustainable Kansas City?
Continuous reconstruction of infrastructure at Kansas City International Airport is vital to the continuous operation of the Airport and the city's economic vitality
4. Does this legislation create or preserve new housing units?
No (Press tab after selecting)

Click or tap here to enter text.
Click or tap here to enter text.
5. Department staff certifies the submission of any application Affirmative Action Plans or Certificates of Compliance, Contractor Utilization Plans (CUPs), and

Letters of Intent to Subcontract (LOIs) to CREO prior to, or simultaneously with, the legislation entry request in Legistar.

Yes - I have submitted documents for CREO Review (Press tab after selecting)
Please attach or copy and paste CREO's review.

Contractor Utilization Plan Approval Form

e-Builder users: Approval Form must be completed and attached in PDF format where indicated. CUP/LOIs must be attached where indicated, or as supporting documents.

Prepared by: Sara Hurst

Date: 11/24/25

Contract/Project Number: 6225060059	Project Name: Landside Design & Engineering at MCI & MKC
Developer/Prime: HNTB CORPORATION	Contact Name: Matt Walsh
Address: 715 Kirk Dr KCMO 64105	Email: mwalsh@hnbt.com

Full Contract Value: \$ 3,000,000.00

Funding: City State Federal CO-OP Grant: Other:

Project Requirements: M/WBE DBE Section 3 N/A

Tax Incentive: LCRA TIF PIEA N/A Other:

Prevailing Wage: Yes No

Davis-Bacon: Yes No

Construction Employment Program: Yes: Workforce goals are 10% Minority & 2% Women. There are over 800 Workforce hours and project cost is \$300,000 or more.

No: Workforce hours are less than 800 and project cost is less than \$300,000.

Contract Goals:	Contractor Utilization Plan Achievement:
Self-Perform: ____ %	Self-Perform: ____ %
MBE: 13 %	MBE: 13 %
WBE: 13 %	WBE: 13 %
Non-certified firms: ____ %	Non-certified firms: ____ %

Contract Type (select one): Construction Design-Build Design Professional Professional Services
 General Services Facilities Maintenance/Repair/Renovation Concessions Co-operative
 Revenue Sharing Non-Municipal Agency Other Goods & Services Other _____

Project Manager: Mallie Hare

Email: mallie.hare@kcmo.org

Additional Information:

This document is submitted with all available facts. Intentionally falsifying this document or omitting pertinent facts is grounds for disciplinary action pursuant to KCMO Human Resources Rules & Policy Manual (eff. August 4, 2014).

FOR CIVIL RIGHTS & EQUAL OPPORTUNITY DEPARTMENT (CREO) USE ONLY:

The Contractor Utilization Plan is:

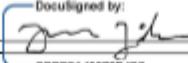
Approved Disapproved

13 % MBE 13 % WBE _____ % DBE

The Request for Good Faith Efforts Waiver is:

Approved Disapproved Not Applicable

Appeal Sent to FICB or Incentive Agency? Yes FICB Incentive Agency No

CREO Signature:  Date: 12/16/2025

Comments:

CDBERM49079480...

CREO KC approves this CUP at 13% MBE and 13% WBE - TJT



Contractor Utilization Plan (CUP) MUST be submitted to CREO prior to being posted on docket for review & approval from Council.

CREO EEI Contractor Utilization Plan Approval Form REVISED 12-01-2023

6. Does this legislation seek to approve a contract resulting from an Invitation for Bid?

No(Press tab after selecting)

Click or tap here to enter text.

7. Does this legislation seek to approve a contract resulting from a Request for Proposal/Qualification (RFP/Q)?

Yes(Press tab after selecting)

In an effort to prevent disclosure of confidential information, a separate communication will be provided to City Council members to reflect the top three proposers for the RFP/Q.