



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 notate 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. | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| 2. This fund has a structural imbalance. | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| 3. Account string has been verified/confirmed. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> 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.

CREO - Division of Economic Equity & Inclusion

Contractor Utilization Plan Approval Form

Prepared by: Sara Hurst

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.

Date: 11/24/25

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|-------------------------------------|--|
| 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: mwash@hntb.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

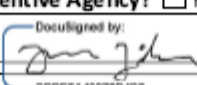
Construction Employment Program: ☐ Yes: Workforce goals are 10% Minority & 2% Women. There are over 800 Workforce hours and project cost is \$300,000 or more.
☒ No: Workforce hours are less than 800 and project cost is less than \$300,000.

| | |
|----------------------------|--|
| 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: | | | |
| <input checked="" type="checkbox"/> Approved | | <input type="checkbox"/> Disapproved | |
| 13 % MBE | 13 % WBE | ____ % DBE | |
| The Request for Good Faith Efforts Waiver is: | | | |
| <input type="checkbox"/> Approved | | <input type="checkbox"/> Disapproved | <input checked="" type="checkbox"/> Not Applicable |
| Appeal Sent to FICB or Incentive Agency? <input type="checkbox"/> Yes _____ FICB _____ Incentive Agency <input checked="" type="checkbox"/> No | | | |
| CREO Signature:  | | Date: 12/16/2025 | |
| Comments: CREO KC approves this CUP at 13% MBE and 13% WBE - TJJ | | | |



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.