



CAMERON PARK AIRPORT DISTRICT  
BOARD OF DIRECTORS POLICY

Subject:  <b>CAPITAL PROJECT REQUEST FORM</b>  <b>AIRPORT UTILITY VEHICLE</b>	Policy Number: ..
	Date Adopted:

FY: 2020/2021

**CAMERON PARK AIRPORT CAPITAL BUDGET-PROJECT REQUEST FORM**

Project Name: Fuel Sales Management and Authorization System - EMV compliant	
Rank priority: <input type="checkbox"/> Low <input type="checkbox"/> Medium <input checked="" type="checkbox"/> High	Date of Submittal: September 14, 2020
Project Manager: Kevin Cooksy	Date Approved by CPAD Board:
<p><b>Budget Estimate: \$12,000</b></p> <p>Note: Funding for this critical item for fuel sales is not available in this FY budget. May need emergency funding if system has failures or we pass the deadline where EMV compliant credit card processing is required (appears to be April 2021 for aviation fuel stations). Two quotes are attached for the upgrade:</p> <ol style="list-style-type: none"> <li>1. Switch to new internet/cell phone based EMV compliant system in one step: \$11,945</li> <li>2. Switch in a two-step upgrade process if the current system fails before one step solution is available: \$12,266</li> </ol> <p>(include source and breakdown of costs in an attachment)</p> <p>Initiation Phase: 0</p> <p>Planning Phase: 0</p> <p>Execution Phase:</p> <ul style="list-style-type: none"> <li>- Setup: Cloud, database: \$3,180</li> <li>- Annual fee: \$1,240</li> </ul> <p>Delivery/Closure Phase:</p> <ul style="list-style-type: none"> <li>- Unit replacement: \$6,750</li> </ul>	
Included in CIP Capital Plan: It is part of a general fuel system upgrade plan, but likely will need to be done earlier and independently to be EMV compliant.	



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PROJECT TYPE (please select one classification from below)	
Consulting: <input type="checkbox"/>	Repair/Maintain: <input checked="" type="checkbox"/>
New Construction: <input type="checkbox"/>	Code or Infrastructure Deficiency: <input type="checkbox"/>
Staffing: <input type="checkbox"/>	



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PROJECT JUSTIFICATION
<p><b>Project Description:</b> Describe the scope, location, equipment identification.</p> <p>The current FuelMaster sale authorization system (POS) is 19 years old with an expected lifetime of 15 years. Without this system working self-service fuel sales would stop. This will bring fuel sales transactions into the current millennium with EMV compliance: chips, smartcards, proximity payments etc. Looks like EMV compliance may become mandatory soon (gas stations 10/1/2020 and aviation fuel stations by April 2021)</p> <p>There are a couple of options available for upgrading the fuel sale authorization system (POS)</p> <ul style="list-style-type: none"> <li>- FuelMaster provides a solution that uses the existing pedestal with just a replacement of the head <ul style="list-style-type: none"> <li>o A one step process available in 3-6 months</li> <li>o A slightly more expensive two step process if upgrade is needed now (about \$300)</li> </ul> </li> <li>- QTPod M4000: Switch to completely new fuel sales system. Seen attached quote from 2019 of \$14,995 as we don't have an M3000 to upgrade. QTPod M400 would also require a new installation as none of the existing POS system can be reused. Don't know what the engineering and installation cost will be.</li> <li>- Look for a used QTPod M4000 as M3000 are no longer supported. Credit card sales must be EMV compliant early 2021. No known used systems or current quotes available.</li> </ul>
<p><b>Project Justification and Consequences of not funding:</b> Describe how this project furthers CPAD goals and the negative impact of not funding.</p> <p>Self-service fuel sales require a credit card sales authorization system. Fuel sales is important to the operations at the airport and considered an essential service to airport users. Fuel sales does make up a significant part of the airport income. The project will upgrade an essential fuel sales system while saving CPAD to pay for two phone landlines and it will reduce the annual fee for the sales authorization service. Current system will not be repaired if it fails and would require at least a replacement of the head for a new system to support landlines.</p> <p>If the airport fuel authorization system is not EMV compliant by April 2021 the airport district may be exposed to additional financial risk as the district may be liable for fraudulent charges and additional fees or fines by the credit card companies</p> <p>Negative impact of not funding:</p> <ul style="list-style-type: none"> <li>- Old system may fail as it is 4 year over expected lifetime</li> <li>- Self-service fuel sales would have to stop until upgraded</li> <li>- No fuel income while system is down. A planned upgrade would minimize downtime.</li> <li>- Continued reliance on two phone landlines and archaic transactions to update prices and download transactions through modem dialup.</li> <li>- Liable for fraudulent charges</li> </ul>



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- Fines from credit card companies

**Project Schedule:** Describe the required schedule. Discuss implications of schedule delays.

- System needs to be ordered and an installation time needs to be scheduled.
- If upgrade needs to happen soon. The two-step upgrade will be required
- If upgrade can wait until late 2020 or early 2021 a one step process can be followed.
- Expect the upgrade can be done in one day once the equipment is available.

**Linkages:** If this project triggers another project or is linked to others, describe below.

Upgrading the fuel sales authorization system is indirectly tied to the overall fuel system replacement, but it needs to be done independent of the fuel system upgrade given the timeline of the AST fuel system.

Answer the following as they pertain to the project:

- 1. What other alternatives to this project have been considered and why were they discounted?**
  1. The proposed solution upgrading the FuelMaster system appears to be the cheapest both in equipment and installation.
  2. QTPod M4000 is also considered but appears to be a more expensive equipment and installation. The annual fee comparison between QTPod and FuelMaster appears to be about the same. Looks like the base fee for QTPod may be \$300/year less than FuelMaster and their premium plan is about \$750/year more.
- 2. Is this project expected to decrease/increase operating costs?**

How and by how much? Expect total decrease will be about \$2,800/year

The annual fee for FuelMaster fee will drop from the current \$1,675/year to \$1,240/year: decrease \$435. If a cell solution is provided annual fee will be around \$1,450 decrease \$225.

Two landlines can be eliminated (FuelMaster authorization line, and office dial up line): decrease \$2,400/year



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CONTINUOUS OPERATION AND MAINTENANCE	
<b>Permits:</b> Current and future No permits are needed if only the head is replaced. If a completely new unit is installed a permit is likely needed.	
<b>Insurance:</b> Current and future Already covered as general liability	
<b>Inspections and Fees:</b> Annual fee: \$1,240. First year fee included in upgrade price and also covers support the first year,	
<b>Maintenance:</b> Describe, cost. Current and future Same as today with receipt printer paper and maintenance of the pedestal. No known expenses to maintain. Software upgrades should be part annual fee (to be confirmed)	
<b>Lifetime:</b> 15-20 years	
PRIORITY (1-5)	
<b>Impact:</b> 1 necessary to preserve fuel self-service.	
<b>Legal Requirements:</b> 1 Expect EMV compliance to be required soon.	
<b>Safety:</b> 4. New payment methods supported will allow no touch operation.	
<b>Hazard:</b> 5. No hazard	
<b>Cost Benefit:</b> 1 Saving almost \$3,000 in annual fees and phone lines.	
PROJECT SUBMITTED By:	
<b>Name:</b> Knud J Kirkegaard	<b>Date:</b> 9/14/2020