



FINANCIAL SERVICES
320 South Walnut St.
Appleton, WI 54911
920.832.1680

TO: County Board

CC: Abram Weber, Airport Director
Scott Volberding, Assistant Airport Director

FROM: Nicole Schoultz, Procurement Coordinator

DATE: January 9, 2025

RE: Sole Source Purchase

Pursuant to Outagamie County Ordinance 22-30(3) the County Board shall be notified of a Sole Source purchase.

The memo shall serve as intent for the Airport to sole source repairs to a damaged jet bridge from TK Airport Solutions in the amount of \$54,267.54.

The jet bridge was damaged by Unifi and Unifi's insurance will be covering the repair costs.

The jet bridge is a very specialized piece of equipment and must be repaired by the manufacturer. This ensures standards remain as original equipment manufacturer (OEM) standards.