



Finance Committee Agenda

Monday, June 15, 2026

Immediately following Infrastructure Committee
City Hall, Council Chambers, 73 Harlow St.

- 1. Executive Session – 36 M.R.S.A. Section 841(2) – Hardship Abatement Application**

- 2. Workout Agreement Follow-Up – 129 Bolling Drive – Khan**

- 3. Workout Agreement – 88 Sidney Street – Shaw**

- 4. Workout Agreement – 145 Thornton Road – Bowden**

- 5. Personal Property Tax Write-Off Requests**

- 6. Bids/Purchases**
 - a. Audit Services – Finance – CBIZ CPAs - \$210,000 (1-year option)
 - b. Waive Bid Process – FBO Software Platform – Airport – GMSTEK, LLC - \$280,644.71 (5-year contract)

CITY OF BANGOR MAINE MATURED TAX OR UTILITY LIEN POLICY

It is the City of Bangor's policy to administer a tax and utility collection and lien policy that is fair and consistent for those that have fallen behind on taxes or utility charges and also for the residents and taxpayers of the City. Further, it is the City's policy to collect, to the greatest extent possible, all property taxes and utility charges due to the City in a timely manner, unless nonpayment of certain charges is deemed to be in the best interest of the City, and in accordance with applicable State statutes. In accordance with the policy, the City will work with individual taxpayers who make a good faith effort to meet their obligations. To ensure that system is fair, however, the City will not release its ownership interest in a property with matured liens, unless the taxpayer pays all amounts due to the City with respect to that property.

Per State law, the City becomes the owner of a property on the date of automatic foreclosure, whether or not the property remains occupied. This Policy will refer to the owner or owners of record at the time of foreclosure as the "taxpayer" or "former owner" of the property in order to avoid confusion.

1.0 Purpose

This policy does not affect the applicability of the Maine Statutes, case law of the State of Maine, or any other law governing tax or utility liens. Instead, it offers guidance on how staff should process any property with a matured tax or utility lien and informs taxpayers of how they can expect such a property to be processed. In that regard, this policy comes into effect only after a tax or utility lien has matured, said maturity renders title to and ownership of the property to the City. This policy deals only with two issues: (A) when the City should take possession of a property with matured liens, and (B) when the City should release its ownership in such a property.

2.0 Definitions

As used in this policy, the following terms have the following definitions:

Former owner(s): the owner or owners of record at the time of foreclosure or, if deceased, the former owner's heirs, devisees, or personal representatives.

Matured lien: a recorded tax or utility lien that has passed the allowed redemption period for the taxpayer to pay the outstanding amounts. Once matured, the lien automatically passes title ownership to the City.

Municipal Bill of Sale: the instrument used by the City to transfer ownership of a mobile home located on the land of another, which is considered personal property by statute, back to the taxpayer.

Possession: the City taking official action to take formal custody of a property with a matured lien. The City may have title ownership of a property without exercising its right to take possession of the property.

Quitclaim Deed: a term used in this policy as shorthand for “Municipal Quitclaim Deed,” which is an instrument used by the City to release any title that it may have to a real property. This is the method by which the City will transfer its ownership rights to real property with a matured lien to another party.

Tax Acquired Property: property whose title has passed to the City due to a matured lien.

Tax lien: a recorded legal claim against the property of a taxpayer that fails to pay real estate or development district property taxes owed to the City.

Taxpayer(s): the term taxpayer(s) is used to describe the owner of the property prior to the tax or utility lien maturing. This term is used instead of “owner” to avoid confusion.

Utility lien: a recorded legal claim against the property of a taxpayer that fails to pay sewer or stormwater utility charges owed to the City.

Workout Agreement: an agreement between the City and a Taxpayer establishing conditions and payment of amounts owed.

3.0 Policy:

3.1. Release of Ownership Interest

The City will recommend releasing a matured lien before taking possession of a property if the taxpayer pays their taxes in full.

If a taxpayer has the opportunity to sell a property with a matured lien before the City takes possession, staff may recommend the sale without payment of all other charges due by the taxpayer. The City would require payment by the purchaser or the taxpayer in full of all charges related to the subject property.

The above requirement applies to any request for the City to release its interest in a property due to a matured lien.

3.2 Possession

A variety of factors will be considered in making determination as to whether or not the City should take possession of a property with a matured lien, such as:

- Willingness and demonstrated ability of the taxpayer(s) to pay all amounts on a subject property due to the City,
- The ratio of the amount owed the City to the assessed value of the property,
- The impact of the property within the neighborhood,
- The condition of the property including its overall appearance,
- Exploration of other options to meet obligations to the City, such as execution of a workout agreement,
- The property “type.”

The following are the various property types that will be considered:

- Vacant - Buildings and land which are vacant.
 - o If a building is vacant, consideration will be given to whether the taxpayer has registered under the City’s

Vacant Building Registration Ordinance and paid all related registration fees.

- Commercial Properties - This category includes not only properties utilized in the conduct of business but also properties used for residential and commercial rental purposes.
- Taxpayer-Occupied Residences – These are single-family residences in which the taxpayer lives.

It is not the City's desire to take possession of taxpayer-occupied single-family residences unless the continued occupancy of the residence poses a direct and immediate threat to the health, safety and welfare of the residents or unless the City determines that the taxpayer/resident is unwilling or unable to meet their obligations to the City.

Staff will also take into consideration if possession of a property may create a significant legal or financial liability to the City such as, but not limited to, if a property may have hazardous material or other environmental impact issues.

The ultimate question in determining whether the City should take possession of a property is the following: what is in the best interest of the City and its residents at-large.

3.3 Partial Payment

The City will not accept partial payments on an account with a matured lien unless the taxpayer has entered into a payment arrangement with the City or they provide with the payment a signed Partial Payment Waiver form indicating they agree the City does not waive its rights or in the case of the taxpayer's primary residence, the Tax Collector may accept a partial payment if it is determined that the taxpayer is making a good faith effort to redeem the property. The City may also accept a partial payment received on behalf of the taxpayer(s) from a recorded¹ mortgage holder which is paying on the most recent tax or utility charges even if there are matured liens against the property. If the recorded mortgage holder attempts to pay any other charges, the same requirements described above will take effect.

¹ Recorded is defined as a documented mortgage interest in the property which has been filed at the Penobscot Registry of Deeds.

Should the taxpayer send partial payments, without signing a Partial Payment Waiver, of their tax or utility charges to the City, acceptance of these partial payments shall not be deemed a waiver of the City's right to foreclosure on any matured tax or utility liens. Staff will notify the taxpayer of the City's continued right to foreclose on the property, whether or not partial payments have been accepted by the City.

3.4 Exceptions

Exceptions to this policy may be made by the City Council or the Finance Committee on a case-by-case basis.

4.0 Procedure

4.1 Staff Responsibility

A review committee consisting of staff representatives from Treasury, Finance, Economic Development, and Legal will review a listing of all property with matured liens prepared by the Tax Collector. Staff will focus its review efforts on the most delinquent accounts first, beginning with vacant properties and then moving to occupied properties. Staff may also consult with other Departments as needed.

Once a preliminary list of properties has been identified, staff will move forward with the following procedures:

- Tax Collector will, through inquiry, determine whether or not the Police Department has had recent contact at the address.
- The Code Enforcement Officer and/or the Housing Officer, will determine if the property is occupied.
- The Code Enforcement Officer and/or Housing Officer will conduct an exterior assessment (i.e. drive by) to determine the apparent condition and status of the property. In addition, staff will leave notification, with contact information, at the property that the City is considering taking possession of the property.
- The Tax Collector will verify that all legally required notices have been sent. If necessary, the Tax Collector will take the necessary steps to remedy any notification issues.

- Staff will prepare a recommendation to retain or dispose of the property to present to the Finance Committee.

4.2 Finance Committee Review

The Finance Committee will review the information and determine what if any recommendation should be made to the City Council. Staff recommendations will typically take one of the following positions;

- Recommend taking Possession.
- Recommend entering into a Workout Agreement.

If the Staff recommendation is for the City to accept payment in full and release of the City's ownership interest back to the taxpayer, the item will be placed on an upcoming City Council agenda, without Finance Committee review.

4.3 Council Action

Nothing in this policy shall limit the discretion of the City Council to either take possession of a specific property or take some other action based upon the Council's evaluation of that property and its determination of what action, if any, is in the best interest of the City of Bangor and its citizens.

5.0 Disposition of Tax Acquired Property

5.1 The City Authorizes the Property to be Deeded Back to the Taxpayer

If the City Council authorizes the property be deeded back to the taxpayer or subsequent owner, the Legal Department should prepare a municipal quitclaim deed or municipal bill of sale. Further, the Legal Department should ensure that all documents are properly executed and that any quitclaim deed or municipal bill of sale is recorded with the Penobscot County Registry of Deeds.

5.2 The City Has Taken Possession of the Property

If the City Council authorizes taking possession of a property, the Tax Collector or Housing Officer must notify the Assessing, Code, Risk Management, Police, Fire, and Public Works Departments. This notification ensures that departments are aware of the ownership change and that the property is insured. Community and Economic Development shall be responsible for maintaining the property until disposition.

The Housing Officer, in association with the Code Enforcement Officer, should conduct a complete interior/exterior inspection and secure the property. The inspection shall be used to gauge the condition of the property for further recommendation of disposition as well as personal property notification, per the City's outlined disposition process in the Personal Property Process.

As needed, Staff may also recommend demolishing unsafe or dangerous buildings or portions of buildings on the property or may recommend that the demolition be a requirement of any disposal.

In determining its recommendation to retain or dispose of a property, Staff should consider what would be in the best interests of the City. A number of factors should guide staff in determining its recommendation for the appropriate disposition of the property. Those factors include, but are not limited to the following:

- Whether the property is a "buildable" lot;
- Design concept compatible with the neighborhood characteristics;
- The condition of any structures thereon;
- Neighborhood density;
- Zoning;
- The value of the lot;
- The City's long-term plans, if any, for the neighborhood.

At least 90 days prior to listing a tax-acquired property for sale, Staff shall send a written notice to the last known address of the former owner, by United States Postal Service certified mail, return receipt requested, and first-class mail, of the

sale process outlined in this section. The State Tax Assessor has prepared notices and instructions that must be used by Staff to inform former owners of this sales process.

When selling a tax-acquired property, Staff shall:

- List the property with the City's contracted real estate broker or agent at the highest reasonable price the broker or agent anticipates the property will sell at;
- Convey the property via quitclaim deed to the successful buyer within twelve months after listing; and
- Pay to the former owner any sale proceeds in excess of:
 - The sum of all taxes owed on the property;
 - The sum of all taxes that would have been assessed on the property during the period following foreclosure when the property is owned by the City;
 - All accrued interest;
 - Fees, including advertising, mailing, recording, property listing and real estate broker's or agent's fees;
 - Any other expenses incurred by the City in selling, maintaining, or improving the property, including, but not limited to, documented administrative costs and reasonable attorney's fees;
 - The cost to the City of the lien and foreclosure process, including, but not limited to, reasonable attorney's fees; and
 - Unpaid sewer and stormwater utility lien charges and reasonable fees imposed by the City; and

Provide to the former owner a written accounting of the amount of excess sale proceeds itemizing any of the foregoing deductions at the former owner's request.

If the City's contracted broker or agent is unwilling to list a property, the City will reach out to at least two other brokers or agents. If no broker or agent is willing to list the property or if a broker or agent is unable to sell the property within twelve months, staff may take the following steps to sell the property, as long as the City pays to the former owner any excess sales proceeds as calculated above:

- a. If the lot for sale is a vacant, non-buildable lot, Staff may offer the property directly to an abutter(s) for proposals.

b. If (a) above does not apply and staff recommends that the property be sold, the Community & Economic Development Department should prepare and publish a Request for Proposals (RFP). As part of this process, Staff may consider requiring a minimum bid which factors in:

- The amounts written off upon taking possession,
- The assessed value of the property,
- The condition of the property and the costs incurred for securing and maintaining the property.

Upon review of the RFP submissions, Staff shall recommend the proposal that it believes best fits the interests and needs of the City. To that end, staff should consider the following factors before making a recommendation:

- The proposed uses of the land or property;
- The ability of the proposed buyer(s) to fund any necessary construction or rehabilitation;
- The amount the proposed buyer is willing to invest in the property;
- The design concept of any building or structure and only those concepts that best preserve the existing neighborhood characteristics;
- The experience or capability of the proposed buyer to complete the proposed project.

To be eligible for staff recommendation, the proposed buyer(s) or entity shall be current on all of its outstanding obligations to the City, including amounts due for taxes, utilities, code enforcement violations or liens, or any other amounts due.

All final decisions on the disposition of property shall be made by the City Council. The Community and Economic Development Department and Legal Department shall:

- Prepare all final sale documents;
- Prepare the Quitclaim Deed or Municipal Bill of Sale;
- Attend the sale closing;
- Ensure that all sale paperwork is executed;
- Ensure that full payment is received.

If the City chooses to retain a tax-acquired property for municipal use, the City shall procure an appraisal report from an appraiser licensed to provide real estate appraisals in Maine showing the value of the tax-acquired property being retained. The appraiser may not hold elected or appointed office in the City or be otherwise employed by the City. The City, after providing the notice required in Section 6.0, shall pay to the former owner any excess sale proceeds as calculated in this section, substituting the value of the tax-acquired property as shown in the appraisal report for the selling price of the tax-acquired property. The appraisal report must be prepared within 120 days before the time the excess sales proceeds are paid.

All documents between the City and the Buyer shall be executed within ninety days of the Council decision. Failure of the buyer(s) to execute said documents within the required timeline may result in the City retaining ownership of the property or disposing of it in another manner.

Any conveyance by the City shall be by a Municipal Quitclaim Deed or Municipal Bill of Sale.

6.0 Notices

If, after the sale of a tax-acquired property, there exist any sale proceeds as described in Section 5.2, the City shall send written notice of its intent to pay the former owner the excess sale proceeds at least 30 days prior to the disbursement of those proceeds. The notice must be sent by first-class mail and certified mail, return receipt requested, to the last known address of the former owner and the last known address of each record holder of an interest in the tax-acquired property.

If the City is unable to locate the former owner of a tax-acquired property after reasonable diligence in order to send the above notice, the City shall place a notice

in a newspaper of general circulation in Penobscot County once a week for three consecutive weeks. The notice shall include the name of the former owner, a description of the tax-acquired property that was sold, the amount of the excess sale proceeds (as calculated using the checklist attached to this policy), and the date by which the excess sale proceeds must be claimed.

If, after the City provides the notice as described in the above paragraph, a former owner fails to claim the excess sale proceeds within 30 days of the final published notice, the City shall transfer the excess sale proceeds to the Unclaimed Property Fund under Title 33 M.R.S. §2141.

Within 10 days of payment of any excess sale proceeds to the former owner, the City shall record in the Penobscot County Registry of Deeds a notice signed by the municipal officers. The notice must include the name of the former owner to whom the excess sale proceeds were paid, the amount of the excess sale proceeds, the date on which the excess sale proceeds were paid to the former owner, a description of the tax-acquired property that was sold, and a statement that receipt of the excess sale proceeds by the former owner is deemed to be a waiver of the former owner's right to commence any action challenging the taking pursuant to 36 M.R.S. §946-B.

7.0 Legal Rights

This policy is not intended to create legal rights on the part of Bangor residents or taxpayers. Failure of the City to follow the guidelines or procedures established by this policy shall not constitute a defense or bar to the City's foreclosure of matured tax or utility liens, or to any legal title derived from such foreclosures. Failure of the City to follow the guidelines or procedures established by this policy shall not constitute a defense or bar to the City's collection of any taxes, utility charges, or other charges owed.

8.0 Policy Administration

Annually, the Finance Committee shall review this policy and provide direction as to any proposed amendments.

Documenting Fees Associated with the Sale of Tax-Acquired Properties

Staff shall accurately document any fees associated with the tax lien, foreclosure, and sale of any tax-acquired property by utilizing this list of fees.

Per 36 M.R.S. §943-C, the City may charge for the following:

1. The sum of all taxes owed, including those taxes assessed on the property after the foreclosure by the City.
2. The sum of all sewer and stormwater utility charges, including those utility charges assessed on the property after the foreclosure by the City.
3. All accrued interest on the taxes and utility charges associated with a tax-acquired property.
4. Any advertising fees.
5. Mailing fees.
6. Recording fee for the cost of recording the notice at the Penobscot County Registry of Deeds.
7. Any property listing fees.
8. Real estate broker or agent fees, to the extent these fees are not included in the broker or agent fee agreement with the City.
9. Any fees associated with selling the property.
10. Any fees associated with maintaining the property, including insurance fees, mowing fees, etc.
11. Any fees associated with improving the property.
12. Documented administrative costs and reasonable attorney's fees.
13. Any costs to the City to lien the property.
14. Any costs to the City to foreclose on the property.

All fees associated with all tax-acquired properties should be documented. Some fees may need to be estimated and assessed prior to actually charging the fee, due to filing and notice requirements.



TREASURY DIVISION

CITY OF BANGOR

To: Members of the Finance Committee
From: Janelle Emerson, Tax Collector
Date: June 15, 2026
Re: Workout Agreement – 129 Bolling Drive – Farzana Khan - Update

At the meeting dated May 18, 2026, the Finance Committee requested some additional information before making a decision on the request for a workout agreement for 129 Bolling Drive, assessed to Farzana Khan. This property currently has 13 years of outstanding taxes and owes approximately \$66,050.00, with multiple matured tax and utility liens. The property's assessed value is currently \$292,600.00

The original workout agreement request was for quarterly payments of \$1,100.00 and in addition to the quarterly payments, it required all new charges to be paid on time.

After the meeting, the City's Tax Collector, contacted Mr. Khan, who is assisting his sister with this process and discussed the workout agreement request further. During this discussion we discussed that Ms. Khan was not receiving the Homestead Exemption, this application was mailed out and returned back to the City to take effect for future tax years. 129 Bolling Drive is the only property that Ms. Khan owns, however, it is a two unit building. She occupies one unit and the other unit is currently vacant. Per, Mr. Khan they had tenants occupying the unit approximately 4 or 5 years ago and they did significant damage to the unit. He is in hopes that eventually they can get the unit repaired and occupied to bring in further income. We also discussed the amount of their request for their quarterly payments. Where the quarterly payments totaled just shy of a tax year, we discussed if he thought it was possible to reconsider their payment amount. They were able to adjust the quarterly payment amount to \$1,200.00, which totals enough to cover what they typically get billed for a tax year.

To summarize, they are requesting a workout agreement calling for an increased minimum payment of \$1,200.00 per quarter. The terms of the agreement would also require all new charges to be paid on time. This agreement would be for a one year term and if all of the terms of the agreement are met, they may request a new agreement for the remainder of what is owed.

Staff recommends approval.



TREASURY DIVISION

CITY OF BANGOR

To: Members of the Finance Committee
From: Janelle Emerson, Tax Collector
Date: June 15, 2026
Re: Workout Agreement – 88 Sidney Street - Edward Shaw

In an attempt to clean up the City's matured property, the Matured Property Group, made up of City staff, met and discussed properties with matured liens. We began with reviewing properties that were vacant land, then vacant buildings, and now we are working on properties that are occupied. The group agreed upon mailing out letters to a few taxpayers based mostly on the number of outstanding tax years owed.

After receiving this recent letter from the City's Tax Collector, Mr. Shaw contacted City staff regarding the delinquent taxes for his property located at 88 Sidney Street. This property currently has 11 years of outstanding taxes and owes approximately \$20,500.00, including multiple matured tax and utility liens. Currently the property's assessed value is \$122,400.00. Mr. Shaw is receiving the Homestead Exemption reducing his taxable value to \$97,400.00.

Mr. Shaw is interested in redeeming his property and has proposed a workout agreement calling for a minimum payment of \$600.00 per quarter, which totals enough to cover what he typically is billed for a tax year. The terms of the agreement would also require all new charges to be paid on time and the agreement would be for 1 year. If all terms of the agreement have been met at the end of the 1-year expiration, he may request a new agreement for the remainder of what is owed.

Staff recommends approval.



TREASURY DIVISION

CITY OF BANGOR

To: Members of the Finance Committee
From: Janelle Emerson, Tax Collector
Date: June 15, 2026
Re: Workout Agreement – 145 Thornton Road - Mary Grace Bowden

In an attempt to clean up the City's matured property, the Matured Property Group, made up of City staff, met and discussed properties with matured liens. We began with reviewing properties that were vacant land, then vacant buildings, and now we are working on properties that are occupied. The group agreed upon mailing out letters to a few taxpayers based mostly on the number of outstanding tax years owed.

After receiving this recent letter from the City's Tax Collector, Ms. Bowden contacted City staff regarding the delinquent taxes for her property located at 145 Thornton Road. This property currently has 18 years of outstanding taxes and owes approximately \$69,500.00, including multiple matured tax and utility liens. Currently the property's assessed value is \$178,600.00. Ms. Bowden is receiving the Homestead Exemption reducing her taxable value to \$153,600.00.

Ms. Bowden is interested in redeeming her property and has proposed a workout agreement calling for a minimum payment of \$650.00 per quarter, which totals enough to cover what she typically is billed for a tax year. The terms of the agreement would also require all new charges to be paid on time and the agreement would be for 1 year. If all terms of the agreement have been met at the end of the 1-year expiration, she may request a new agreement for the remainder of what is owed.

Staff recommends approval.



TREASURY DIVISION

CITY OF BANGOR

To: Members of the Finance Committee
From: Janelle Emerson, Tax Collector
Date: June 15, 2026
Re: Personal Property Tax Write-offs - Overlay Balance

The City's Overlay account, established during the budget process, is used to write-off assessment abatements, hardship abatements or other tax write-offs. If the account has an unused balance near the end of a fiscal year, staff recommends to the Council that the balance be used to write-off uncollectible accounts.

Currently, there is a balance of approximately \$213,000 remaining in the account. Staff would recommend that a portion of this balance, approximately \$128,806, be used to write-off uncollectible personal property accounts.

The accounts in question are no longer being assessed personal property. They represent businesses that are closed, were sold or previously owned by corporations that are now dissolved. There is little recourse a municipality can take for unpaid personal property and our previous attempts have been unsuccessful. Staff is recommending writing off these accounts as the cost of tracking down the related equipment and owners will most likely exceed any potential payments. The 91 accounts in question have an average balance due of just under \$1,450.

If approved, this request will assist in staff's ongoing "clean up" of long term outstanding accounts and leave only accounts that were in business and assessed for Fiscal Year 2025 forward.

While write-offs such as these are unavoidable, it is important to note that the City's overall collection rate for personal property taxes is over 99%.



CITY OF BANGOR **AWARD RECOMMENDATION**

BID ITEMS: FY27 Audit Services

DEPARTMENT: City Wide

BUDGET AMOUNT: 210,000 **AMOUNT OF AWARD:** 210,000
(1-year option)

ACCOUNT: Various

VENDOR(S) RECOMMENDED: CBIZ CPAs

Past Experience with Vendor : Excellent Good Fair
 Poor None

OTHER COMMENTS:

On March 6, 2026, the City issued a Request for Proposals (RFP) for independent audit services covering fiscal years 2026, 2027, and 2028. The selected auditor will be responsible for expressing an opinion on the fair presentation of the City's basic financial statements in accordance with generally accepted accounting principles (GAAP) and auditing standards applicable to governmental entities.

The City received two proposals. Pricing for a three-year contract ranged from \$200,000 to \$233,000 annually. Both firms also submitted optional pricing for a one-year contract, with costs ranging from \$210,000 to \$220,000.

Interviews were conducted with both firms. Both respondents provided complete and thorough proposals and demonstrated the qualifications and experience necessary to perform the required services. Following evaluation of the proposals and interviews, staff determined that awarding a one-year contract would best serve the City's interests at this time and recommends selecting CBIZ CPAs.



CITY OF BANGOR

City of Bangor Bid Tabulation

Bid: Audit Services

Proposal No. P26-38

Bid Opening: April 1, 2026

	CBIZ CPAs	Runyan Kersteen Ouellette	Runyan Kersteen Ouellette
	Providence, RI	South Portland, ME	South Portland, ME
Audit Services Year One Price	\$ 210,000.00	\$ 200,000.00	\$ 220,000.00
Audit Services Year Two Price	\$ 217,000.00	\$ 216,000.00	
Audit Services Year Three Price	\$ 224,000.00	\$ 233,000.00	



Memorandum

To: Finance Committee

From: Jose F. Saavedra, Airport Director

CC: Stephanie Kimball, Interim City Finance Director
Carollyn Lear, City Manager

Re: Request to Waive Bid Process and Sole Source FBO Software Platform

Date: June 9, 2026

The Airport utilizes a specialized customer relationship management database and software to manage daily orders and sales transactions of the airport-owned Fixed Based Operator (FBO). Over time the system has experienced challenges and most recently has experienced significant failures that are preventing the deployment of updated rates and fees for FY27. While the airport was exploring replacement of the current software, the system failures and lack of timely technical support from the vendor have expedited the need to procure and transition to an alternate product.

Given the specialized nature of the system and the urgent need to deploy a replacement, staff reviewed potential options that would meet the Airport's operational needs and implementation timeline. Based on that evaluation, staff recommends waiving the bid process and sole sourcing the X-1 FBO software platform offered by GMSTEK, LLC, along with the associated maintenance and service programs required to support FBO operations and aircraft handling activities.

The new software will replace the Airport's existing FBO software and provide continued support for airport operations. Funding for this software is included in the Airport's annual operating budget and does not require additional budget appropriations. The total cost for software and equipment will be paid over a five-year period, with the first-year expense totaling \$71,019, inclusive of start-up cost. The total cost is \$280,644.71 (see table below).

X-1 Contract			5%	5%	5%	5%
Cost		Year 1	Year 2	Year 3	Year 4	Year 5
Start-Up	\$ 24,699.68	\$ 24,699.68	\$ -	\$ -	\$ -	\$ -
Monthly Cost	\$ 3,743.30	\$ 44,919.60	\$ 47,165.58	\$ 49,523.86	\$ 52,000.05	\$ 54,600.05
Annual Fee	\$ 1,400.00	\$ 1,400.00	\$ 1,470.00	\$ 1,543.50	\$ 1,620.68	\$ 1,701.71
Yearly Total		\$ 71,019.28	\$ 48,635.58	\$ 51,067.36	\$ 53,620.73	\$ 56,301.76
5-Yr Contract Total						\$ 280,644.71

Airport staff will be available at the meeting to answer any questions.



CITY OF BANGOR ORDER

06/22/2026

Date: 06/22/2026

Item No:

Assigned to Councilor:

Authorizing Waiving the Bid Process and Sole Sourcing the X-1 FBO Software Platform offered by GMSTEK, LLC, along with the Associated Maintenance and Service Programs Required to Support FBO Operations and Aircraft Handling Activities for Bangor International Airport (BGR).

Be it Ordered by the City Council of the City of Bangor that the Airport is authorized to waive the bid process and purchase the X-1 FBO software platform offered by GMSTEK, LLC, along with the associated maintenance and service programs required to support FBO operations and aircraft handling activities for Bangor International Airport.