

**Fairfield County Airport Authority Board Meeting**  
**3430 Old Columbus Rd NW**  
**Carroll, Ohio 43112**  
**Minutes for September 11, 2017**

**Meeting to order**

Glenn Burns called the meeting to order at 6:00 p.m. with the Pledge of Allegiance. Board Members present at the meeting were Glenn Burns, Bill McNeer, Jon Kochis, Pat Ferguson, and Bill Fagan. Board Members Michael Kaper and Rick Szabrak were absent. Also present were Staci Knisley, Pat Rooney, Al Moyer, Eric Meister, and Greg Heaton.

**Opportunity for the Public to Address the Board**

No member of the public addressed the Board.

**Approval of Minutes for the August 14, 2017 Meeting**

*On motion of Bill McNeer and second of Jon Kochis, the Fairfield County Airport Authority Board voted to approve the minutes from the August 14, 2017 meeting.*

*Discussion: Mr. Ferguson asked that on page 3, subsection d. that "pipeline" be changed to "culvert". Dr. Burns asked that on "on behalf of the Airport Board" be removed from the minutes on page 2, second paragraph.*

*Voting aye thereon: McNeer, Kochis, Burns, Fagan, and Ferguson*

*Absent were: Kaper and Szabrak*

*Motion passed.*

**Historical Aircraft Squadron (HAS) update**

There was no update at this time.

**Airport Manager Update**

Mr. Rooney presented the Monthly Board Report, see attached to minutes.

Mr. Rooney talked with Flight Standards District Office (FSDO) regarding changing the flight pattern to the right hand pattern. The FSDO has no problem with it. He also left a message with Mary Jagiello with the Federal Aviation Administration (FAA) Airport District Office (ADO). The chart supplement should be updated in October and map with the parachuting will be removed in early December 2017.

Mr. Heaton recommended that Mr. Rooney wait to talk to the ADO until the when the grant award season which is over in about a week. The grant award process is their first priority right now.

**Approval to dispose of the two (2) Airport owned vending machines with the intent to sell them by internet auction**

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On motion of Jon Kochis and second of Bill McNeer, the Fairfield County Airport Authority Board voted to approve to dispose the two (2) Airport owned vending machines with the intent to sell them by internet auction.

Voting aye thereon: Kochis, McNeer, Burns, Ferguson, and Fagan.

Absent were: Szabrak and Kaper

Motion passed.

Mr. Rooney reported that Sundowner Aviation is selling their aircrafts to owners that will lease them back to them. This will keep flying activity at the Airport. They are looking for a long term strategy for both themselves and the Airport. This makes it easy for the future owner of Sundowner Aviation to take over the business. This does not require any action.

Dr. Burns stated that the only difference is that the Airport Manager, Sundowner Aviation will not own the aircrafts, accessibility will be the same.

Mr. Rooney stated that he would like to exercise Sundowner Aviation's option to renew their FBO contract for one year, expiring December 2018.

**Standing Committee Updates:**

1. **Airport Improvement – Jon Kochis**

a. **Crawford Murphy Tilly (CMT) Engineer's Summary Report**

Mr. Heaton reviewed the Engineer's Summary Report with the Board, see attached to minutes.

Mr. Kochis reported that the ODOT FY2018 lighting grant project has been approved for \$388,037. This replaces all taxiway lights with LED's. A required match will be necessary in Calendar Year 2018.

Mr. Heaton reported that the grant includes the design for the spring construction. Grant documents will be distributed in 2018 after the projects are awarded by the bid process.

b. **Tax Assessments**

There is nothing new to report.

c. **Medflight Property update (parcel# 0130067910)**

Mr. Kochis reported that the Board of Commissioners has a tentative closing date of September 27, 2017. The Prosecutor's Office recommends that the County

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Board of Commissioners enter into a master agreement with the Airport Board which would encompass previous agreements and other items. The agreement will give the Airport Board authority to execute any and all contracts and leases that are connected to the Airport, including farming leases and the Historical Aircraft Squadron agreement once they expire.

d. Capital Improvement Projects

- Storm Water Rehabilitation

Mr. Kochis that he has request for proposals out for the Stormwater System Rehabilitation. This would include the infield ditch work and the concrete work of the main culvert.

- Northwest Parcel Development

Mr. Kochis has a request for proposals out for the tree clearing for the northwest parcel development area. There are old bales of hay that need removed, this work is also included in the proposal. He has one estimate for the tree clearing with Seals Construction, Inc. for \$17,302.05. There are additional amounts in the estimate to include the ditch work repairs. Next month there will be multiple quotes/proposals to approve. The tree clearing is highly suggested by the USDA since we used their service to determine the delineation the wetland. It will prevent future issues on development, all Utilities will be ready for development. The work, if approved will be done in November and December.

- Apron Paving

Nothing new to report on paving projects.

- Roof Repair – Maintenance Hangar

Mr. Kochis reported that Legacy Engineering completed the assessment. The final report is not finished by the Engineer but has verbally suggested simple repairs. The Mr. Kochis has engaged with Eversole Builders for an estimate.

e. FY2018 ODOT grant - contract with Crawford Murphy & Tilly

**Approval of agreement with Crawford Murphy & Tilly, Inc. to provide design, bid and construction phase engineering services for the rehabilitation of Taxiway B Lighting with a not to exceed of \$ 50,510**

*On motion of Jon Kochis and second of Bill Fagan, the Fairfield County Airport Authority Board voted to approve the agreement with Crawford Murphy & Tilly, Inc. to provide design, bid and*

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*construction phase engineering services for the rehabilitation of Taxiway B Lighting with a not to exceed of \$ 50,510.*

*Discussion: Mr. Kochis reported that the agreement includes engineering services for the rehabilitation of all taxiway lighting.*

*Voting aye thereon: Kochis, Fagan, Burns, McNeer, and Ferguson*

*Absent were: Kaper and Szabrak*

*Motion passed.*

2. **Community Relations – Michael Kaper (absent) & Rick Szabrak (absent)**

*There was nothing new to report.*

3. **Facilities and Grounds – Michael Kaper (absent) & Bill Fagan**

a. **Farm Leases**

Mr. Kochis reported that Mr. Kaper is working with the farming lessors regarding the seed restriction.

b. **MS4 Quarterly Inspections**

Mr. Kochis stated that the checklist for the inspections need filled out every quarter. They do not get turned in, but they should be on file.

Mr. Rooney reported he will do the inspection after it rains this week.

c. **Engineer mowing**

Mr. Kochis stated that Jonathan Febrache with Soil & Water recommend that the Airport contracts with the county engineer to mow the ditches once a year. There is a proposal of \$1,280 a mow the ditches one time in 2018.

**Approval to contract with the County Engineer to mow the ditches in 2018 one time for \$1,280**

*On motion of Bill Fagan and second of Jon Kochis, the Fairfield County Airport Authority voted to contract with the County Engineer to mow the ditches in 2018 one time for \$1,280.*

*Voting aye thereon: Fagan, Kochis, Burns, McNeer, and Ferguson*

*Absent were: Kaper and Szabrak*

*Motion passed.*

d. **Sundowner Aviation**

Mr. Fagan announced that Sundowner Aviation had a television appearance last Sunday on the “Out and About Columbus” show.

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Mr. Rooney stated that Fairfield County Airport is mentioned and you can also view it on YouTube.

4. **FBO Liaison – Pat Ferguson**

Mr. Ferguson reported that he meets with Mr. Rooney a few times a month to discuss matters that do not have to go through the Board.

5. **Finance - Glenn Burns**

a. **Financial Reports**

Ms. Knisley asked the Board to review the financial reports and asked if there are any questions.

b. **Payment of Bills**

Mr. McNeer asked for the Precision Overhead Door invoice to be clarified.

Mr. Rooney stated that the operator switch on the hangar doors were repaired.

**Approval for payment of bills totaling \$5,241.45**

*On motion of Jon Kochis and second of Bill McNeer, the Fairfield County Airport Authority Board voted to approve the payment of bills totaling \$5,241.45. (See invoice summary attached to minutes)*

*Voting aye thereon: Kochis, McNeer, Burns, Ferguson and Fagan*

*Absent were: Szabrak and Kaper*

*Motion passed.*

6. **Security/Internet – Jon Kochis & Bill McNeer**

Mr. Kochis reported that there is now a camera inside the terminal. Contact Mr. Kochis or County IT if you need to view anything. It is constantly recording and override is done about every 2 weeks. There are security cameras inside and outside of the Airport.

Mr. McNeer reported that he is an InfraGard with the FBI. He acts as a liaison between the public and private sector. There is an ISIS telegram channel called Lone Wolf that encourages acid attacks on public transport including the recent hurricane disaster area of Florida. They also target food stores and shopping malls. They list all shopping centers in the United States.

7. **Tenant Relations – Glenn Burns & Bill Fagan**

Ms. Knisley reported that O9 is vacating at the end of October. She is working with the P15 on the past due rent payments.

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Mr. Kochis reported that there was interest from a business that was interested in building a large hangar on Airport property. The business has contacted Rick Szabrak, Economic Development Director. Mr. Szabrak is working with the business.

**8. Web – Bill McNeer & Rick Szabrak (absent)**

- Website Update - *Nothing new to report.*

**Old Business**

The Board reviewed the following old business.

- a. Farm Leases (seedless crop amendments) – *Nothing new to report*
- b. Board Photo – next month if all members are in attendance the photo will be taken

**New Business**

- Historical Aircraft Squadron

Mr. Eric Meister with the Historical Aircraft Squadron (HAS) stated that he has spoken with Board Member Jon Kochis regarding the future maintenance of the Airport.

Mr. Kochis reported that there are many options. The debt service is about to expire for the building. The calendar year of 2018 HAS is still on board for maintenance and mowing. The company Agrosapes will be the back-up plan for snow plowing at the same rates that were approved in 2016. He asked that HAS give the Board notice if they are unable to do the maintenance and mowing any longer.

Mr. Moyer reported that the weeds are very high in front of the old platform on the Airport side of the fence. He asked the Board to contract with a company to get the weeds removed.

Mr. Ferguson will talk with one of the employees of Sundowner Aviation to remove the weeds if they will do it at a decent price.

- Tenant Rates

Mr. McNeer asked the Board to review 2018 tenant rates. He proposes that there are no increases in the rates for 2018.

Ms. Knisley will email the Board Members a copy of the proposed rates and will have it on October's Agenda.

**Informational Items**

- a. Ms. Knisley is out of office from September 21 through October 2.
- b. Bureau of Underground Storage Tanks (BUSTR) - update on new regulations
- c. Letters from ODOT – projects not funded:
  1. Pavement: TW “B”
  2. Pavement: Rehab West Apron
  3. Pavement: Rehab Terminal Apron

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Mr. Kochis stated he thinks ODOT will look favorably next year when we apply for the taxiway realignment. Near Hangar A, Steve Slater will be paving the grass section near the wall that faces east next to the hangar door. The concrete will be from HAS will to Hangar A (Due North Aviation).

d. FAA letter to TransCanada – Determination of Hazard to Air Navigation (Possible Pipeline)

Mr. Kochis reported that FAA rescinded their approval with TransCanada, the pipeline Company until the Board can work out an agreement. We will have to consider keeping our proposed runway and working with a pipeline in the ground which will increase our construction costs or if we are forced to abandon it we will be forever landlocked. The counterpoint is that we do not own any of the land but our neighbors that may have negotiations financially with TransCanada might be upset if we do not allow them to put the pipeline in. The proposed pipeline track crosses over the Greenfield Water District Wellfield. It crosses our runway 3 times which makes our costs go up. TransCanada has to come back to the table with us, Greenfield Township, and Economic Development.

Mr. Kochis stated that their connection point is on the Airport side of Route 33. Their easement is across Route 33. It could bisect our runway 3 times. They do not want to go under our runway. We have to decide if we want to change the FAA Airport Layout Plan (ALP). The proposed runway is 6,000 feet.

Mr. Heaton reported that the Pipeline Companies are regulated by Federal Energy Regulatory Commission (FERC). They could give a pipeline company imminent domain. He recommends that at a minimum that the FAA consider an allowance of expanding the runway.

**Calendar of upcoming events and other important dates**

The Board reviewed the following calendar of upcoming events and other dates.

a. FBO contract expires 12/31/17

Mr. McNeer stated that the contract states the Airport Authority Board and the Airport Manager reserve the rights to renegotiate any and all parts of the agreement.

Mr. Rooney stated that their intent is to renew the agreement under the same terms. He will send a letter asking for the extension to Ms. Knisley before October's meeting.

- b. Pville farming lease expires 12/31/17
- c. Doug Majors farming lease expires 12/31/17
- d. HAS authorization for use of 3 unoccupied hangars expires 12/31/17
- e. Oath of Office 01/08/2018
- f. Storm Water Plan – Review and Approve annually - February 2018
- g. Insurance expires 12/15/18
- h. HAS lease agreement w/Commissioners expires on 12/31/19
- i. Eversole lease with Commissioners expires on 10/26/2020
- j. FAA lease for space expires 9/30/2022

**Adjournment**

On motion of Bill McNeer and second of Jon Kochis, the Fairfield County Airport Authority Board voted to adjourn at 7:29 p.m.

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**Next meeting is scheduled for October 9, 2017 at 6:00 p.m.**

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*Meeting minutes for the September 11, 2017 meeting were approved on October 9, 2017.*

Aye  
Glenn Burns

Aye  
Bill Fagan

Aye  
Rick Szabrak

Aye  
Jon Kochis

Aye  
Michael Kaper

Aye  
William McNeer

Aye  
Pat Ferguson

Staci A. Knisley  
Staci A. Knisley, Airport Clerk



# MONTHLY BOARD REPORT

August ~~JULY~~ 2017

September 11, 2017  
Board mtg

ITEM	QUANTITY	REMARKS
T HANGAR OCCUPANCY	60/72	
R HANGAR OCCUPANCY	6/6	
NEW LEASES	2	
OVERNIGHT/WEEKLY HANGAR	0	
FUEL SALES 100LL	5623.53	
FUEL SALES JET	2606.9	
NUMBER OF OPERATIONS	4000	
HANGAR MAINTENANCE ISSUES	NONE	
PUBLIC COMMENTS	none	
INCIDENTS REPORTED TO FAA	RIGHT HAND PATTERN	

**Fairfield County Airport Authority  
Board Meeting, September 11, 2017**

**Engineer's Summary Report**

1. FY 16 Projects

ODOT Aviation Grant Runway Rehabilitation.

Contractor: The Shelly Company.

Work complete. (Last reporting)

FY 16 FAA Grant – Runway Edge Lighting Rehabilitation

Contractor: Jess Howard Electric.

Punchlist inspection complete.

AGIS (FAA survey requirements) survey completed, data processed and submitted to FAA's AGIS system. (Last reporting)

2. FY 18 ODOT Aviation Grant Application

State grant program results released. Rehabilitate Taxiway B Edge Lights selected. Design expected to start last 2017 with early 2018 bidding.

Project Estimated Cost: \$408,460

ODOT Share: \$388,037

3. Action Items:

Rehabilitate Taxiway B Edge Lights – Engineering design phase contract

**STANDARD AGREEMENT FOR PROFESSIONAL SERVICES**

**THIS AGREEMENT** made between Fairfield County Airport Authority whose address is 3430 Old Columbus Road, Carroll, Ohio, 43112, hereinafter called the **CLIENT** and Crawford, Murphy & Tilly, Inc., Consulting Engineers, 2750 West Washington Street, Springfield, Illinois 62702, hereinafter called the **ENGINEER**.

**WITNESSETH**, that whereas the **CLIENT** desires the following described professional engineering, land surveying or architectural services:

**Provide Design, Bid and Construction Phase Engineering Services for Rehabilitate Taxiway B Lighting at Fairfield County Airport.**

**NOW THEREFORE**, the **ENGINEER** agrees to provide the above described services and the **CLIENT** agrees to compensate the **ENGINEER** for these services in the manner checked below:

- On a time and expense basis in accordance with the attached Schedule of Hourly Charges which is subject to change at the beginning of each calendar year. Reimbursable direct expenses will be invoiced at cost. Professional or Subconsultant services performed by another firm will be invoiced at cost plus ten percent.
- At the lump sum amount of \$\_\_\_\_\_.

**IT IS MUTUALLY AGREED THAT**, payment for services rendered shall be made monthly in accordance with invoices rendered by the **ENGINEER**.

**IT IS FURTHER MUTUALLY AGREED:**

Fees for services will be invoiced for time and expenses with the total fee not to exceed \$50,510, without written authorization of the Client and a corresponding change in the scope of services attached.

The **CLIENT** and the **ENGINEER** each binds himself, his partners, successors, executors, administrators and assignees to each other party hereto in respect to all the covenants and agreements herein and, except as above, neither the **CLIENT** nor the **ENGINEER** shall assign, sublet or transfer any part of his interest in this **AGREEMENT** without the written consent of the other party hereto. This **AGREEMENT**, and its construction, validity and performance, shall be governed and construed in accordance with the laws of the State of Illinois. This **AGREEMENT** is subject to the General Conditions attached hereto.

**IN WITNESS WHEREOF**, the parties hereto have affixed their hands and seals this 11<sup>th</sup> day of September, 2017.

**CLIENT:**

FAIRFIELD COUNTY AIRPORT AUTHORITY

(Client Name)



(Signature)

President of the Board

(Name and Title)

**ENGINEER:**

CRAWFORD MURPHY & TILLY, INC.



(Signature)

Greg E. Heaton, Vice President

(Name and Title)

**CMT Job No.** 17650-01-00

9/8/2017

**STANDARD GENERAL CONDITIONS**  
**Crawford, Murphy & Tilly, Inc.**

1. Standard of Care

In performing its professional services hereunder, the **ENGINEER** will use that degree of care and skill ordinarily exercised, under similar circumstances, by members of its profession practicing in the same or similar locality. No other warranty, express or implied, is made or intended by the **ENGINEER'S** undertaking herein or its performance of services hereunder.

2. Reuse of Document

All documents including Drawings and Specifications prepared by **ENGINEER** pursuant to this Agreement are instruments of service. They are not intended or represented to be suitable for reuse by **CLIENT** or others on extensions of the Project or on any other project. Any reuse without written verification or adaptation by **ENGINEER** for the specific purpose intended will be at **CLIENT'S** sole risk and without liability or legal exposure to **ENGINEER**; and **CLIENT** shall indemnify and hold harmless **ENGINEER** from all claims, damages, losses and expenses including attorneys' fees arising out of or resulting therefrom.

3. Termination

This Agreement may be terminated by either party upon seven days prior written notice. In the event of termination, the **ENGINEER** shall be compensated by the client for all services performed up to and including the termination date, including reimbursable expenses, and for the completion of such services and records as are necessary to place the **ENGINEER'S** files in order and/or to protect its professional reputation.

4. Parties to the Agreement

The services to be performed by the **ENGINEER** under this Agreement are intended solely for the benefit of the **CLIENT**. Nothing contained herein shall confer any rights upon or create any duties on the part of the **ENGINEER** toward any person or persons not a party to this Agreement including, but not limited to any contractor, subcontractor, supplier, or the agents, officers, employees, insurers, or sureties of any of them.

5. Construction and Safety

The **ENGINEER** shall not be responsible for the means, methods, procedures, techniques, or sequences of construction, nor for safety on the job site, nor shall the **ENGINEER** be responsible for the contractor's failure to carry out the work in accordance with the contract documents.

6. Payment

Payment for services rendered shall be made monthly in accordance with invoices rendered by the **ENGINEER**. If payment is to be on a lump sum basis, monthly payments will be based on the portion of total services completed during the month. Invoices, or any part thereof, which are not paid within 30 days after the date of issue shall bear interest at the rate of 1-1/2% for each month or fraction thereof from the date 30 days after issue to time of payment. **CLIENT** will pay on demand all collection costs, legal expenses and attorneys' fees incurred or paid by **ENGINEER** in collecting payment, including interest, for services rendered.

7. Indemnification for Release of Pollutants

If this project does not involve pollutants, this provision will not apply. This provision may not be deleted if the project involves pollutants.

If, due to the nature of the service covered under this Agreement including the potential for damages arising out of the release of pollutants, **CLIENT** agrees that in the event of one or more suits or judgments against **ENGINEER** in favor of any person or persons, or any entity, for death or bodily injury or loss of or damage to property or for any other claimed injury or damages arising from services performed by **ENGINEER**, **CLIENT** will indemnify and hold harmless **ENGINEER** from and against liability to **CLIENT** or to any other persons or entities irrespective of Engineer's compensation and without limitation. It is understood that the total aggregate liability of **ENGINEER** arising from services performed by **ENGINEER** shall in no event exceed \$50,000 or the total compensation received under this agreement whichever is greater, no matter the number of or amount of such claims, suits, or judgments.

8. Risk Allocation – Check box  if this provision does not apply.

The total liability, in the aggregate, of the **ENGINEER** and **ENGINEER'S** officers, directors, employees, agents and consultants, and any of them, to **CLIENT** and anyone claiming by, through or under **CLIENT**, for any and all injuries, claims, losses, expenses or damages arising out of the **ENGINEER'S** services, the project or this agreement, including but not limited to the negligence, errors, omissions, strict liability or breach of contract of **ENGINEER** or **ENGINEER'S** officers, directors, employees, agents or consultants, or any of them, shall not exceed the total compensation received by **ENGINEER** under this agreement, or the total amount of \$50,000, whichever is greater.

**CRAWFORD, MURPHY & TILLY, INC.**  
**STANDARD SCHEDULE OF HOURLY CHARGES**  
**EFFECTIVE JANUARY 1, 2017**

<b>Classification</b>	<b>Regular Rate Per Hour</b>	<b>Overtime Rate Per Hour</b>
Principal	\$ 200	\$ 200
Senior Project Engineer/Manager	\$ 195	\$ 195
Project Engineer/Manager/Architect	\$ 165	\$ 165
Senior Engineer/Architect	\$ 135	\$ 155
Senior Technical Manager	\$ 125	\$ 145
Senior Planner/GIS Specialist	\$ 115	\$ 135
Engineer/Architect	\$ 115	\$ 135
Planner/Technical Manager	\$ 80	\$ 100
Land Surveyor	\$ 135	\$ 155
Senior Technician	\$ 125	\$ 145
Technician II	\$ 100	\$ 120
Technician I	\$ 75	\$ 90
Administrative Assistant/Accountant	\$ 50	\$ 60

If the completion of services on the project assignment requires work to be performed on an overtime basis, overtime rates will apply and the fee will be adjusted to include the additional premium costs. These rates are subject to change upon reasonable and proper notice. In any event this schedule will expire and be superseded by a new schedule on or about January 1, 2018.

To the amount charged at rates shown will be added the actual cost of blueprints, supplies, transportation and subsistence and other miscellaneous job related expenses directly attributable to the performance of services. A usage charge will be made when flow monitoring, sampling or level recording equipment, nuclear density equipment, GPS equipment, robotic total station or other similar specialized equipment are used directly on assignments.

Professional or subconsultant services furnished to the Crawford, Murphy & Tilly, Inc. by another company shall be invoiced at actual cost plus ten percent.

September 8, 2017

## ATTACHMENT 1

### FAIRFIELD COUNTY AIRPORT LANCASTER, OHIO

#### Design, Bid and Construction Phase Engineering Services for Rehabilitate Taxiway B Lighting

#### SCOPE OF WORK

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Engineering Design, Bid and Construction Phase Services

Location: Fairfield County Airport

Owner: Fairfield County Airport Authority

The Engineer shall provide professional services for the design, bid and construction phases for the project Rehabilitate Taxiway B Lighting at the Fairfield County Airport.

The Airport has been awarded funding from the ODOT FY18 Airport Improvement Program.

Professional services to be provided by the Engineer shall include civil engineering services required to accomplish the following items:

#### TASK 1 DESIGN PHASE SERVICES

1. Conduct a kick off coordination meeting with Airport Authority, the Airport Manager, and affected tenants, to start the design phase. The Engineer will prepare and distribute minutes of the meeting within 7 calendar days.
2. Field verify the existing site conditions and data obtained through visual surveys and investigation along with documentation and other record data obtained or provided by the Airport Authority and airport management for accuracy.
3. Review existing airport record drawings. Show utilities within the area of improvements that are found during the site reconnaissance survey. Review record drawings and existing topographic drawings of site; identify removal and relocation items to be addressed, if any.
4. Prepare and file the required FAA forms for the airspace at Fairfield County Airport.
5. Prepare an airfield lighting investigation summary report including recommendations for maintenance and rehabilitation of the system to prolong its serviceable life.

6. Develop plans and specifications task specific for the project. Develop preliminary project phasing based on airport user requirements, identify site constraints; develop preliminary cost estimate for construction.
7. Attend coordination design review meetings with Airport Authority or Airport Manager for development of the construction plans and specifications. A maximum of two (2) coordination meetings are anticipated.
8. Prepare civil calculations, quantity calculations, and estimates of probable construction costs for all of the work elements.
9. Provide preliminary construction plans and statements of probable construction costs for the design work at 100% completion for review by the Airport Manager/Staff and FAA (up to three sets of review plans will be provided for the review). Plans for construction of the project, including summary of quantities, construction activities plan, site plan, proposed improvement plan, sequence of construction and phasing, and associated project details shall be included. Review comments will be incorporated into the construction plans.
10. Advise the Authority/Airport of any adjustment of the statement of probable construction costs caused by changes in scope, design requirements, or construction costs for the 100% complete drawings and specifications.
11. Provide interoffice administration and coordination for the design and bid services including interoffice meetings attended by Project Manager and Staff for general day-to-day project related administrative tasks. Coordination and exchange of information with the Owner, Airport, FAA staff and sub consultants (if needed) who are a part of the design team is included in this task.
12. Prepare a Safety and Phasing Plan, revising the plan to include any comments provided by the Airport during the review process. The Safety and Phasing Plan shall be submitted to the FAA-ADO for review and acceptance following the 70% review submittal. Prepare and file the required FAA 7460 form for this project at Fairfield County Airport.
13. Prepare the construction drawings on AutoCAD Release 2016 and specifications in Word for Windows. Provide one hard copy version for Airport Authority records at the time of bidding.
14. Develop construction technical specifications and Federal contract requirements using FAA base specifications and format. Develop front end documents and prepare final bidding and contract documents including exhibit preparation for those documents, i.e. geotechnical reports, etc. CMT will prepare all technical specifications for inclusion into the final bidding documents. Review submittals to be provided at 100%.

**TASK 2**  
**PROPOSAL / BID DOCUMENT PREPARATION**

1. Assist the Airport Authority in placing the advertisement for the construction project. The consultant's fee includes the costs associated with placing the advertisement in the local paper.
2. Respond to potential bidder's questions and issue all bid addenda. All addenda shall be required to be issued at a minimum of 72 hours prior to advertised bid due date.
3. Assist the Airport Authority in plan and specification distribution to prospective bidders.
4. Attend the bid opening. Assist in reviewing the bids for errors in addition and/or extensions of unit process. Prepare bid tabulations and make recommendations concerning the lowest, best, responsive and responsible bid within 48 hours of receipt of the bid offers.
5. Prepare "Construction Set" or "Conformed Set" plans and specifications, which include all modifications from bid phase addenda for all items related to the project.

**TASK 3**  
**CONSTRUCTION PHASE ENGINEERING**

6. CMT will prepare and distribute the meeting agenda, participate in the pre-construction meeting and prepare the meeting minutes.
7. Review Contractor's shop drawings, certifications and test results for general conformance with construction documents.
8. Respond to Contractor's Request for Information (RFIs)
9. Prepare and track project bulletins to address design changes, RFIs, and project Change Orders as may be required.
10. Provide part-time (1 day per week on average) construction observation services to observe and monitor the construction work for compliance with the contract documents. The consultant shall review contractor quality control reports; maintain reports; project photos; and monitor and track quantities for the project. The anticipated construction period is 30 days.
11. On a weekly basis, if needed, provide to the City and Airport status reports on the project schedule and quantities used to date versus the projected schedule and quantities. Including a projected value to project completion.





