

**Regular Meeting to order**

Michael Kaper called the Regular Meeting to order at 5:00 p.m. with the Pledge of Allegiance. The meeting was held with the following Board Members present: Michael Kaper, Scott Richardson, Bill Fagan, Jon Kochis, and Tom Brennan. Absent was Glenn Burns. (Board Member Glenn Burns joined the meeting at 5:17 p.m.)

Also present were Staci Knisley, Al Moyer, Pat Rooney, Ben Riggs, and Ian Coil.

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

None.

**Approval of the Minutes for the January 8, 2024, Meeting**

On motion of Bill Fagan and second of Jon Kochis, the Fairfield County Airport Authority Board voted to approve the minutes from the January 8, 2024, meeting.

Voting aye thereon: Fagan, Kochis, Kaper, Brennan, and Richardson.

Absent was Glenn Burns.

Motion passed.

**Historical Aircraft Squadron (HAS) update**

Mr. Moyer reported that the Airport trucks were maintained and repaired by HAS.

Mr. Kochis thanked HAS for their work.

Mr. Kochis reported that he is working on the light purchase that was recommended last month by HAS.

**Fixed Base Operator (FBO)/Airport Management update with Sundowner Aviation – Monthly Board Report**

a. Monthly Report

Mr. Coil presented the FBO Monthly report; see attached to minutes.

Standing Committee Updates:

**Airport Improvement – Jon Kochis & Tom Brennan**

a. Engineer’s Summary Report – Crawford Murphy Tilly, Inc. (CMT)

Mr. Kochis reviewed the engineer’s report; see attached to minutes.

Mr. Kochis reported that the ODOT FY22 grant obstruction removal project for Phase I is complete. Phase II may not be completed due to the lack of cooperation of property owners. The grant is reimbursable, but it is likely we will not be able to spend it all before the grant ends.

Mr. Kochis recommended the CMT agreement for the FY24 FAA grant project be approved tonight. The agreement is for the Runway 10/28 Rehabilitation (Crackseal Project)

**Approval of agreement for the engineering services for the Runway 10/28 Rehabilitation (Crackseal) project CMT with a not to exceed of \$35,000**

On motion of Jon Kochis and second of Scott Richardson, the Fairfield County Airport Authority Board voted to approve the agreement for the engineering services for the Runway 10/28 Rehabilitation (Crackseal) project CMT with a not to exceed of \$35,000; see attached to minutes.

Voting aye thereon: Kochis, Richardson, Kaper, Brennan, and Fagan.

Absent was Glenn Burns.

Motion passed.

b. Storm Water System Repair

Mr. Kochis reported that Kull Excavating completed the drainage project. In the spring, after Rock River gets completed with spreading dirt, we may continue with the ditch line. We will continue to use the Engineer’s Office to mow the ditch line a couple times a year. Before the ditch line project, HAS parking lot needs repaired due to the water line work done by the county. The repair would be out of local dollars.

Mr. Kochis added that the water and sewer line project is completed outside of fencing. He recommended that HAS get their internet buried soon.

c. Obstruction Removal Project

Nothing new to report.

d. Master Plan Hangar Build

Mr. Kochis reported that the Master Plan Hangar design is about 99% completed. The fencing project will be started next week and there will be a gap left so there will be access to the new commercial hangars.

**Fairfield County Airport Authority Board Meeting  
3430 Old Columbus Road, NW, Carroll, Ohio 43112  
Minutes for February 12, 2024**

*Glenn Burns joined the meeting at 5:17 p.m.*

e. Access Road request for Capital FAA grants

Mr. Kochis reported that Fairfield County Capital grant request to the FAA for the new access road had been denied. Fairfield County in general did gain a lot from the capital budget.

**Community Relations – Michael Kaper**

Mr. Kaper reported that he received an email related to helicopter rides.

Mr. Coil stated that their operation is only allowed to give a ride if interested in an aircraft on how it works.

Mr. Kochis addressed to Mr. Coil that cleanliness and tidiness in the terminal needs improved.

**Facilities and Grounds – Bill Fagan & Michael Kaper**

a. Annual Fire Extinguisher discussion

Mr. Coil reported that Silco Fire & Security inspected the fire extinguishers. The company that used to do it was bought out by Silco.

Mr. Kochis recommended that the Airport use the vendor that the county use, American Fire Protection.

b. Spraying fence line

Mr. Fagan asked about spraying the fence line.

Mr. Kochis will contact Fairfield County Soil & Water to see if they are going to spray the fence line for the Airport this year. If they decline, we will have to solicit quotes. It takes a special license to spray. There might be an opportunity for one of the facilities employees to get this license.

c. Painting Hangar O

Mr. Fagan recommended that Hangar O be painted this year.

Ms. Knisley stated that the painting was included in the 2024 budget.

**Fixed Base Operator (FBO) Liaison – Scott Richardson**

Nothing new to report.

**Finance - Glenn Burns & Staci Knisley**

a. Financial Reports

The Board reviewed the following financial reports:

- Revenue/Expense Summary
- Cash Projection
- Purchase Order list
- Smart Card fuel report
- Utility cost report

b. Payment of Bills

**Motion to approve retroactively January payment of invoices totaling \$45,395.16**

On motion of Jon Kochis and second of Bill Fagan, the Fairfield County Airport Authority Board motioned to approve retroactively January invoices totaling \$45,395.16; see attached to minutes.

Voting aye thereon: Kochis, Fagan, Burns, Richardson, Brennan, and Kaper.  
Motion passed.

**Security & Safety – Jon Kochis**

Mr. Kochis reported that the fence will be temporarily open during the fence project. He will ask the contractor to look at the gates out here also.

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

The board reviewed the following reports:

- Rent Status Spreadsheet
- Hangar Waiting List
- Water & Sewer new meters

Mr. Kochis reported that the new meters are being installed. He will contact the tenants in Hangar A, HAS, and Hangar J related to the meters. There will be a landlord tenant form that needs approved by the tenants. Gorsuch Aviation is not included in this.

- Review of Request of Proposals (RFP) 4 commercial hangars

Mr. Kochis reviewed the two (2) proposals from Sundowner Aviation. He recommends starting the process to assign the hangars to Sundowner Aviation. He asked Mr. Coil to make any comments regarding his proposals.

Mr. Coil stated that they prefer the 2 hangars near the road.

Mr. Kochis stated that a lease might be approved before the actual construction.

Mr. Kochis stated that tenants on the waiting list can now submit proposals for the other 2 hangars. The base rent for the hangars is \$1,500 per month. The design for the hangars is insulated but not heated at this time. It could be an addendum at later time during the construction.

Mr. Brennan recommended the 2 commercial hangars be posted as available on our airport webpage and even signs here at the Terminal.

### Old Business

- a. Potential Air Show hosted by Steve Clapper

Mr. Richardson reported that he has nothing new to report. He asked that this be removed from future agendas until an update is given by Mr. Clapper.

- b. Committees

Mr. Kochis recommended that committees be discussed on the March agenda. The Board of Commissioners should be appointed a new Airport Board member soon.

### New Business

- a. April Board Meeting

Dr. Burns asked the Board to consider changing the Monday, April 8, 2024 meeting to a different date. A few members wish to view the Solar Eclipse that evening. The board discussed a few dates and landed on Monday, April 15, 2024.

Ms. Knisley will make the proper public notifications for the change in the date.

**Approval to cancel the meeting on Monday, April 8, 2024 meeting and to reschedule the meeting on Monday, April 15, 2024**

**Fairfield County Airport Authority Board Meeting  
3430 Old Columbus Road, NW, Carroll, Ohio 43112  
Minutes for February 12, 2024**

On motion of Glenn Burns and seconded by Tom Brennan, the Fairfield County Airport Authority Board voted to cancel the meeting on Monday, April 8, 2024, meeting and to reschedule the meeting for Monday, April 15, 2024.

Voting aye thereon: Burns, Brennan, Kaper, Richardson, Fagan, and Kochis.  
Motion passed.

**Informational**

Mr. Kochis reported that SAS Aviation is having ongoing discussions about building a hangar beside Hangar A, on the HAS side. It would be a land lease where the airport would get the hangar back at the end of the lease.

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

The Board reviewed the following calendar of dates:

- a. ODOT/OAA FY2024 grant – winning bidder selected by 3/15/2024
- b. OTTER/UST renewal expires 6/30/24
- c. Petroleum Underground Tank – UST Certificate of Coverage – expires 6/30/24
- d. CMT Master agreement expires 9/9/2024
- e. Blue Lightning Initiative – report due annually within 30 days of 9/30/24
- f. HAS mowing and snow removal contract expires on 9/30/2024
- g. FBO Agreement expires 12/31/2024
- h. Noxious Weed Control Agreement with Douglas Majors – expires 12/31/24
- i. Insurance Agreement expires 12/31/2025
- j. Legal services agreement with County Prosecutor – expires 12/31/2025
- k. Hangar J Lease agreement expires 12/31/26
- l. EAA lease renewal with the Board of Commissioners – expiration date of 12/31/26
- m. Lease agreement with Board of Commissioners to operate facilities – 10/25/2027
- n. Hangar A Lease expires 4/30/2032 with an option to renew
- o. FAA lease for space expires 9/30/2032

**Adjournment**

On motion of Tom Brennan and second of Jon Kochis, the Fairfield County Airport Authority Board voted to adjourn at 5:54 p.m.

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**Next Regular Meeting is Monday, March 11, 2024, at 5:00 p.m. @ the Airport Terminal, 3430 Old Columbus Road, NW, Carroll, Ohio 43112**

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***Meeting minutes for February 12, 2024 meeting were approved on March 11, 2024.***

Fairfield County Airport Authority Board Meeting  
3430 Old Columbus Road, NW, Carroll, Ohio 43112  
Minutes for February 12, 2024

Aye  
Glenn Burns

Aye  
Bill Fagan

Aye  
Tom Brennan

Aye  
Jon Kochis

Absent  
Michael Kaper

Aye  
John S. Smith

Aye  
Scott Richardson

Staci A. Knisley  
Staci A. Knisley, Airport Clerk

# Monthly Board Report 2024

ITEM	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
T HANGAR	72/72											
OCCUPANCY												
R HANGAR	6/6											
OCCUPANCY												
NEW LEASES	0											
OVERNIGHT	0											
FUEL SALES	\$16,575.27											
100L	2838.12											
FUEL SALES	\$21,228.68											
JET A	3908.30											
# OPERATIONS	2250											
HANGAR	0											
ISSUES												
PUBLIC	0											
COMMENTS												
FAA	0											
INCIDENTS												

16575  
2838



**Fairfield County Airport Authority  
Board Meeting, February 12, 2024**

**Engineer's Summary Report**

1. FY 21 FAA AIP Grants  
**Master Plan –FAA review should be done, no comments yet.**
2. FY 22 FAA AIP Grant  
**Rehab Taxiway B – Construction** Grant closeout submitted.  
**Improve Airfield Drainage – Construction.** Rock River Construction will correct some seeding and grade issues in the Spring 2024 late April at the earliest.  
Grant closeout submitted.
3. FY 23 FAA AIP Grant - Master Drainage Report  
**Only minor comments received on previous report, CMT to proceed with closeout.**
4. OH FY 22 State grant – Obstruction Removal (East).
  - a. East End - Phase 1 Plans 100% complete
  - b. East End - Phase 2 – Work is still pending, further efforts delayed until favorable response to removal or trimming of trees. **No updates until property easement/access changes.**
5. OH FY 23 State grant – West Obstruction Removal.
  - a. Approach update and PAPI mitigation approved. **March 2024 publication of the updated approach. CMT is working with FAA to refine approach minimums once flight check is confirmed and Election House Road is removed.**
6. OH FY 24 State grant – Runway 28 RSA Clearing
  - a. Removal of Election House Road roadbed and general grading around the east Runway Safety Area which is a penetration to 20:1 surface. **Utility potholing completed today, final bidding documents to be finalized in the coming week.**
7. FY 24 FAA AIP Grant – Runway 10/28 Crackseal
  - a. **CMT contract for engineering services on the runway rehab project. Agreement submitted for review and discussion. Bidding anticipated April or May 2024.**
8. FY 24 FAA AIP Grant – Apron and Taxiway Rehab
  - a. Bidding documents to be finalized this month. Utility coordination completed and comments have been addressed.
9. Other discussion items:
10. Action Items:
  - a. Approved CMT contract for Runway Rehab engineering

**2024 STANDARD AGREEMENT FOR PROFESSIONAL SERVICES**

**THIS AGREEMENT** made between Fairfield County Airport Authority, whose address is 3430 Old Columbus Road, Carroll, Ohio, 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 professional Engineering design, bid and construction phase services for the Runway 10/28 Rehabilitation (Crackseal) project at the Fairfield County Airport. Scope of Work includes evaluation and analysis of existing conditions, design of rehabilitation, bidding assistance, and construction administration. Project coordination with FAA will also be accomplished including airspace evaluation and CSPP documentation.**

**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. Total estimated fee \$35,000.00.
- 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:**

Fee shall be invoices at a not-to-exceed basis of no more than \$35,000.00.

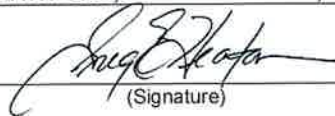
The **CLIENT** and the **ENGINEER** each binds himself, his partners, successors, executors, administrators and assignees to each other party hereto in respect to all the covenants and agreements herein and, except as above, neither the **CLIENT** nor the **ENGINEER** shall assign, sublet or transfer 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 Ohio. This **AGREEMENT** is subject to the General Conditions attached hereto.

**IN WITNESS WHEREOF**, the parties hereto have affixed their hands and seals this 12<sup>th</sup> day of Feb, 2024.

**CLIENT:**

Fairfield County Airport Authority Board  
 \_\_\_\_\_  
 (Client Name)  
  
 \_\_\_\_\_  
 (Signature)  
Glenn R. Burns  
 \_\_\_\_\_  
 (Name and Title)  
2/12/2024  
 \_\_\_\_\_  
 Date

**ENGINEER:**

CRAWFORD, MURPHY & TILLY, INC.  
 \_\_\_\_\_  
  
 \_\_\_\_\_  
 (Signature)  
Greg E. Heaton, Vice President  
 \_\_\_\_\_  
 (Name and Title)  
2/12/2024  
 \_\_\_\_\_  
 Date

**CMT Job No.** TBD

**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, irrespective of the number of or amount of such claims, suits, or judgments.~~

8. Risk Allocation  Check box if this 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.

9. Project Schedule and Scope

Based on the schedule objectives provided by **CLIENT**, **ENGINEER** will develop a schedule of important milestones as necessary for the project for **CLIENT'S** review and approval. **ENGINEER** will monitor performance of services for conformance with the schedule and will notify **CLIENT** of any necessary changes to or deviations from the schedule. Where required by approved project schedule, **ENGINEER** will present the required deliverables and complete the required tasks at the appropriate intervals for **CLIENT'S** review and approval prior to payment.

**CRAWFORD, MURPHY & TILLY, INC.**  
**STANDARD SCHEDULE OF HOURLY CHARGES**  
**JANUARY 1, 2024**

Classification	Regular Rate
Principal	\$ 290
Project Engineer II Project Architect II Project Manager II Project Environmental Scientist II Project Structural Engineer II	\$ 280
Project Engineer I Project Architect I Project Manager I Project Environmental Scientist I Project Structural Engineer I	\$ 240
Sr. Structural Engineer II Sr. Architect II	\$ 225
Sr. Technician II	\$ 200
Aerial Mapping Specialist	\$ 195
Sr. Engineer I Sr. Architect I Sr. Structural Engineer I Land Surveyor	\$ 195
Technical Manager II Environmental Scientist III	\$ 180
Sr. Technician I	\$ 175
Sr. Planner I GIS Specialist Engineer I Architect I Structural Engineer I	\$ 175
Environmental Scientist II Technician II	\$ 150
Planner I Technical Manager I Environmental Scientist I Technician I Project Administrative Assistant	\$ 125
Administrative/Accounting Assistant	\$ 85

If the completion of services on the project assignment requires work to be performed on an overtime basis, labor charges above are subject to a 15% premium. These rates are subject to change upon reasonable and proper notice. In any event this schedule will be superseded by a new schedule effective January 1, 2025.

Out of pocket direct costs will be added at actual cost for blueprints, supplies, transportation and subsistence and other miscellaneous job-related expenses directly attributable to the performance of services. A usage charge may be made when specialized equipment is used directly on the project. Subconsultant services furnished to CMT by another company will be invoiced at actual cost, plus ten percent.

**SCOPE OF WORK**  
**DESIGN AND CONSTRUCTION PHASE SERVICES**  
**Runway 10/28 Rehabilitation**

**FAIRFIELD COUNTY AIRPORT**  
**LANCASTER, OHIO**

**February 11, 2024**

**GENERAL**

The FAA has approved the application for a Fiscal Year 2024 grant for the Fairfield County Airport (SPONSOR). The scope of the project includes the rehabilitation (crackseal) of Runway 10/28. The scope of services to be provided by Crawford, Murphy & Tilly, Inc. (CONSULTANT) are described below.

**PHASE I. CONTRACT ADMINISTRATION**

This phase involves those activities required for defining the scope of project administration and project closeout work, including (but not limited to) the following activities:

**1.0 Project Scoping**

**1.1 Preliminary Meetings with the SPONSOR**

CONSULTANT shall confer with the SPONSOR on, and ascertain, project requirements, finances, schedules, and other pertinent matters and shall meet with ~~FAA if needed and other~~ concerned agencies and parties on matters affecting the project and shall arrive at a mutual understanding of such matters with the SPONSOR. The CONSULTANT and SPONSOR shall discuss what type of environmental documentation (Environmental Assessment or Categorical Exclusion) will be needed for the project and included in the work scope. Meetings with the SPONSOR shall also determine the need for topographical surveying and pavement/geotechnical testing.

**1.2 Prepare Project Scope of Work and Proposal**

This includes preparing the scope of work and fee proposal and negotiating the contract scope and fee with the SPONSOR. This also includes coordination with SUBCONSULTANTS for scopes and fees ~~and coordination with DBE firms.~~

**2.0 Prepare Contract and Subcontracts**

This includes preparing the CONSULTANT-SPONSOR contract and preparing SUBCONSULTANT contracts.

**3.0 Project Coordination**

CONSULTANT shall coordinate with the SUBCONSULTANTS, SPONSOR, FAA and other applicable agencies to complete the work elements in Phase 1.

**~~4.0 DBE Plan or Update~~**

~~Update the annual Disadvantage Business Enterprise goals to reflect the current project. Research the current state highway certified DBE listings and area contractors to determine the availability of potential DBE contractors. Prepare preliminary construction estimates and establish the potential DBE work items.~~

~~Finalize the DBE goal work sheets for the SPONSOR for submittal to the FAA Civil Rights Office for approval.~~

#### 5.0 Grant Application and Administration

The Application may be prepared after the project design has been completed and the bids accepted or the FAA may require the Application to be completed early during the design phase. Preparation of the Application will include the following:

- Prepare Federal 424 form
- Prepare Project Funding Summary
- Prepare Program Narrative, discussing the Purpose and Need of the work and the Method of Accomplishment
- Prepare Preliminary Estimate
- Prepare the SPONSORs Certification (Attachments 1, 2, 3, 4, and 5)
- Attach the current Grant Assurances (check with FAA for current copy)
- Prepare an exhibit to be submitted with application
- Obtain photographs of project site to be submitted with application.
- All documents required for the ODOT grant application.

The CONSULTANT will submit the Application to the SPONSOR for approval and signatures. After obtaining the necessary signatures, the SPONSOR will forward at least three copies of the signed Application to FAA for further processing.

#### 6.0 Project Closeout

Prepare the FAA Project Financial Closeout Forms and Report and submit to the SPONSOR for submittal at the conclusion of the project.

### **PHASE II. PRELIMINARY DESIGN (30%)**

#### 7.0 Topographical Surveying

~~7.1 Coordination to collect existing data and locate utilities. This task includes data collection and such as review of as-builts and available existing survey information in order to gather information on existing topography and utility information. This also includes coordination for field utility locates with SPONSORs and FAA. Coordination will be done with survey field crews to establish survey limits and coordination, survey schedule and available survey control information.~~

#### 7.2 Survey control

~~Survey control will be based on existing USGS control information and used for design surveys. The CONSULTANT shall provide a drawing showing the location of the existing or established control for the project. The CONSULTANT shall perform necessary bench loop and traverse procedures to verify accuracy of vertical and horizontal control points. If applicable the CONSULTANT shall establish runway end coordinates and runway centerline alignments and tie these into the project survey control.~~

#### 7.3 Field work

~~Limits of survey work are shown on an attached site plan. Includes pavement limits and elevations, storm sewer inlets, building edges, and lighting.~~

#### 7.4 Convert survey data for design software

This work includes analyzing the topographical surveying data and preparing the data for use with computer modeling. Included are the following separate tasks:

- Establish design coordinate plan to be used for CADD drawings
- Input raw survey data into the computer program in order to sort data into company standard layers for efficient analyzing
- Verify survey data from previous project with latest field survey
- Sort all data points by layers and description for computer modeling
- Verify surveyor horizontal and vertical control
- Prepare digital terrain model (DTM) of existing ground contours, pavement edges, roadways, electrical equipment, drainage features, buildings, fences and other miscellaneous entities
- Generate three dimensional contour model from the DTM.
- Prepare and process data for pavement profiles, grading and/or paving cross sections, and drainage features

#### 8.0 Geotechnical Investigation

##### 8.1 Coordination to schedule geotechnical work

This task includes data collection and such as review of as-builts and available existing geotechnical information in order to gather information on existing soil conditions and past geotechnical or pavement test results. Coordination will be done with the geotechnical sub-CONSULTANT to schedule work and establish any work constraint parameters.

##### 8.2 Establish project testing requirements

The CONSULTANT shall determine the type and frequency of geotechnical testing required for the project. The testing shall consider such items as pavement type, design methodology, type of wheel loading, and weight of design aircraft (e.g. greater than or less than 60,000lbs). The CONSULTANT shall use this information to perform the following tasks:

- Determine soil boring locations and frequency of testing.
- Develop a project sketch showing location and coordinates of borings
- Determine soil sampling locations and types of soils testing required.

##### 8.3 Field work

See attached work scope for subCONSULTANT. The SPONSOR will escort and provide access to geotechnical firm during normal daytime hours.

##### 8.4 Analyze data

After receiving the testing report from the geotechnical firm, the CONSULTANT will analyze the data and any existing geotechnical data received from SPONSOR, consisting of the following tasks:

- Review geotechnical recommendations
- Determine appropriate data for pavement design.
- Prepare pavement data and soil information for incorporation on plan sheets
- Evaluate existing pavement sections for potential recycling and reuse



## 8.0 Utilities

The CONSULTANT shall design utility relocations in accordance with the requirements of the appropriate utility companies. Utility coordination shall be completed by the CONSULTANT. Coordination with the pipeline companies shall also be completed by the CONSULTANT.

## 9.0 Prepare Project Geometrics

The CONSULTANT shall design the RSA grading in accordance with the requirements of the Federal Aviation Administration (FAA) Airport Design Advisory Circular (AC) 150/5300-13B for an Airport Reference Code B-II facility.

CONSULTANT shall complete a project layout sheet that will depict the proposed improvements.

## 10.0 Prepare FAA Pavement Design Report and FAA Form 5100

This task will consist of using information obtained in the Geotechnical Investigation, and calculate the required pavement sections required to support the design vehicle or aircraft using FAA Advisory Circular 150/5320-6F, Airport Pavement Design and Evaluation.

The following effort will be completed under this task:

- Calculate and determine critical design aircraft based on current and forecasted aircraft fleet mix.
- Verify the pavement section based on accepted FAA pavement design programs.
- Verify frost design
- Evaluate interim and ultimate pavement strength (<60K; >60K; >100K)
- Evaluate effects of pavement profile on adjacent operational areas and future runway/taxiway pavement rehabilitation
- Calculate sub-excavation or undercutting subgrade for stabilization if necessary
- Prepare Life Cycle Cost analysis
- Prepare pavement design narrative to describe the design procedure, historic design, and justification for FAA and SPONSOR
- Prepare FAA Pavement Design Form 5100 for each separate pavement section

## 11.0 Prepare Preliminary Surface Drainage Analysis

Preliminary surface drainage design will be completed in accordance with standard engineering practices, local requirements, and in accordance with the FAA Advisory Circular 150/5320-5D, Airport Drainage. The CONSULTANT will also determine which drainage permits will be needed by the proposed development.

## 12.0 Prepare Preliminary Cost Estimate

### 12.1 Calculate estimated preliminary quantities

The CONSULTANT will calculate necessary quantities for the various work items. Quantities will be consistent with the specifications and acceptable quantity calculation practices.

### 12.2 Prepare preliminary costs estimate

## 13.0 Prepare Preliminary Design Report

During the preparation of the preliminary plans and specifications, a design report will be prepared. The report will include the summary of the project, geometrics, pavement and electrical design, drainage design, pavement marking, phasing plans and a project schedule. The report will also contain any alternative design concepts that were investigated and evaluated. A construction operation plan will be



included as well as an engineer's cost estimate. This report will discuss all bid packages. The Standard FAA for this report is as follows:

- Introduction
- Project Background/Purpose and Need
- Airport Operational Safety (reference Federal Advisory Circular 150/5370-2G & SOP 1.00)
- Design Geometrics (reference Federal Advisory Circular 150/5300-13A)
- Pavement Design Analysis (reference Federal Advisory Circular 150/5320-6F)
- Drainage Considerations (reference Federal Advisory Circular 150/5320-5D)
- Electrical Considerations (reference Federal Advisory Circular 150/5340-30J & 5340-18G)
- Pavement Marking Considerations (reference Federal Advisory Circular 150/5340-1M)
- Design Alternatives and Layout Sheets
- Design Recommendations
- Construction Estimate
- Project Schedule Summary

#### 14.0 Prepare FAA Form 7460

CONSULTANT will complete the form as per Federal Aviation Administration Guidelines and will send the form to the SPONSOR to be submitted to the FAA.

#### 15.0 Prepare ALP Update

The CONSULTANT will update the Airport Layout Plan to reflect the proposed development and other necessary items. The CONSULTANT will send the updated ALP to the SPONSOR for submittal to the FAA.

16.0 Prepare Environmental Documentations Categorical Exclusion. The CONSULTANT will perform a Categorical Exclusion (CAT X) Document for the site development project.

#### 16.1 Site visit and coordination

This subtask will involve conducting an on-site visit to determine the type of environmental documentation needed. The task will also include contact with agencies which may have jurisdiction in the proposed development. This may include local farmers, Native Americans, socially or economically disadvantaged individuals, etc. This subtask will also include coordination with various local, state, and federal agencies.

#### 16.2 Environmental documentation

This subtask will involve preparation of the environmental document. The format for this document will follow the procedures as set forth in Federal Aviation Administration (FAA) Order 5050B. Copies of the final document will be distributed to the FAA for review and finding. If there are any impacts which require extensive research the additional work shall be done under a separate Task Order.

#### 17.0 Project Coordination

CONSULTANT shall coordinate with the SUBCONSULTANTS, SPONSOR, FAA and other applicable agencies to complete the work elements in Phase II.

#### 18.0 Project Meetings

The CONSULTANT will arrange and lead the meetings as described in the subtasks below. The CONSULTANT will produce drawings and handouts as needed for the purpose of conducting each meeting.

#### 18.1 Present preliminary design, alternatives and recommendations to SPONSOR

The CONSULTANT will prepare for and conduct a meeting with the SPONSOR to present the findings of the preliminary engineering phase and any alternatives and recommendations for the project.

#### 18.2 Coordination meetings

The CONSULTANT shall conduct additional coordination meeting(s) at the Airport (or other named site) as needed.

### **PHASE III. FINAL DESIGN (60%, 90% AND FINAL)**

#### 19.0 Prepare Preliminary Plans

Preliminary plans will be prepared depicting items of work within the project area. The following list of drawings will be used as a guideline. Additional drawings may be added during the design phase, if required.

General:

- Cover Sheet, Sheet Index & Symbols
- Legend & Abbreviations
- General Notes
- Project Layout Plan
- Survey Control Plan
- Project Quantity Tables
- Construction & Phasing Plan

Geotechnical:

- Plan & Log of Soil Borings

Civil:

- General
- Civil Legend
- Erosion Control Plans
- Erosion Control Details
- Storm Water Management Plans
- Demolition Plans
- Demolition Details
- Geometrics
- Existing Contours
- Grading & Drainage Plans
- Intersection Details
- Plan & Profiles
- Typical Sections
- Paving Details

Storm Sewer:

- Plan & Profiles
- Drainage Details
- Inlet Layout Plan

Electrical:

Electrical Plans  
Electrical Details

Utilities:

Existing Conditions  
Electric Utility  
Communication Utility  
Gas Utility  
Water/Sanitary Utility  
Pipeline  
Other

Marking:

Marking Plans  
Marking Details  
Signing Plans  
Signing Details

## 20.0 Prepare Preliminary Specifications

The CONSULTANT will assemble the technical specifications necessary for the intended work. Standard FAA specifications will be utilized where possible. Additional specifications will be prepared to address work items or materials that are not covered by the FAA specifications.

### 20.1 Prepare preliminary technical specifications

### 20.2 Prepare preliminary contract documents

The CONSULTANT will prepare the preliminary contract documents including invitation for bids, instruction to bidders, proposal, equal employment opportunity clauses, construction contract agreement, performance bond, payment bond, ~~State Requirements~~, Federal Requirements, Preliminary Bid Schedule, Wage Rates, and general provisions. Preparation will include establishing the location for the bid opening, dates for advertisement, and description of the work schedule. Preliminary contract documents will be prepared as early as possible during the design phase and submitted to the SPONSOR for review by the SPONSOR. Also review and incorporate the SPONSOR's general provisions and contract clauses, as required.

### 20.3 Prepare preliminary special provisions

The CONSULTANT will prepare Special Provisions to address, or expand on, conditions that require additional clarification. They will include but are not limited to the following items:

- Description of Work
- Haul Roads/Project Access
- Airport Security
- Work Schedule
- Additional Quality Control Requirements
- Pre-Construction Conference
- Sequencing of the Work
- Closure of AOA's
- Accident Prevention
- Underground Cables/Utilities
- Guarantees/Insurance/Taxes/Permits

- Contracts/Subcontracts
- Additional DBE Information
- Liquidated Damages
- Construction Operational Plan
- Safety Standards and Impacts
- Additional Acceptance Testing Issues
- Grade Control and Surface Tolerance for Paving Work
- The Construction Management Plan
- Operation and Maintenance Manuals for Equipment
- Special Testing Considerations
- Project Closeout Forms
- Construction Superintendent
- Contractor Insurance Requirements
- Sales Tax Exemption
- Security Requirements
- Precedence of Specifications
- Disposal of waste Materials
- Contract Time
- Temp Facilities for Contractor

#### ~~21.0 Prepare Final Surface Drainage Analysis and Final Storm Sewer Design~~

~~Using the findings from the preliminary drainage analysis completed in Phase 2, final surface drainage and storm sewer design will be completed in accordance with standard engineering practices, local requirements, and in accordance with the FAA Advisory Circular 150/5320-5D, Airport Drainage.~~

#### ~~22.0 Prepare Lighting Layout and Circuit Calculations~~

~~The CONSULTANT will establish the lighting layouts and equipment necessary to meet FAA criteria and standards and to meet the National Electrical Code. Included for this work item are the following tasks:~~

- ~~• Layout light locations~~
- ~~• Site visit to inventory existing equipment~~
- ~~• Determine functional characteristics of proposed system (e.g. voltage/current, facility control, etc)~~
- ~~• Design new home run circuiting in coordination with the location of the vault~~
- ~~• Determine sign legends and sign sizes if not being reused~~
- ~~• Calculate voltage drop and estimate wire size to meet the National Electrical Code~~
- ~~• Layout conduit locations and sizes~~
- ~~• Calculate fault current~~
- ~~• Calculate regulator, transformer, and control equipment sizes~~
- ~~• Design a new airfield lighting control system and control panels~~
- ~~• Prepare narrative discussion (layout, equipment selection, sizes, electrical calculations)~~

#### ~~23.0 Update Airport Guidance Sign Plan~~

~~The taxiway guidance sign plans will have to be updated to include new guidance signs. Copies of the airport guidance sign plan will be forwarded to the SPONSOR for submission to the FAA for approval.~~

#### ~~24.0 Erosion Control Plan~~

~~The CONSULTANT will develop an Erosion Control Plan for the project that is in accordance with BEST management practices. The plan will detail types of erosion control measures recommended for the site in addition to other information needed for the NPDES permitting application. This information shall include (but not limited to):~~

- Project Location
- Size of Disturbance of Project
- Amount of Impervious Surface
- Hydrologic Classification of Site
- Receiving Waters
- Site Drainage Overview

#### 25.0 Compile and Submit Permits

During the course of the design phase, the CONSULTANT will determine if Storm Water Management Construction Permit or special use permit will be required. If a Storm Water Management Construction Permit is required, the CONSULTANT will include the necessary Application in the project contract documents and specifications, for submittal by the Contractor.

The CONSULTANT will also coordinate, and assist the SPONSOR, with any permits and/or applications required by the jurisdictional authority. Special use permits that can be identified during the design phase of the project will be identified in the Special Provisions of the Contract Documents for the Contractor's benefit. The SPONSOR will pay for the costs for permits and/or application fees.

#### 26.0 Prepare Certification of Engineering and Modification of Standards

The CONSULTANT will complete the CONSULTANT Certification verifying the plans and specifications were developed in accordance with Federal guidelines. For all known modifications the CONSULTANT will prepare a Request for Modification of Federal Construction Standards if found to be necessary for the project. There are no known MOS at this time. Any unforeseen modification to standards will be completed as an amendment to this contract. The certification will discuss modifications required under the Bid Packages. The Certification will be submitted to the SPONSOR for acceptance. Signed copies will be forwarded to the FAA along with final plans, contract documents, specifications and Engineer's Report. This will also be part of the Final Engineering Design Report.

#### 27.0 Prepare Cost Estimate at 60% Complete

##### 27.1 Calculate estimated quantities

The CONSULTANT will calculate necessary quantities for the various work items. Quantities will be consistent with the specifications and standard quantity calculation practices.

##### 27.2 Prepare cost estimate

28.0 Conduct Plan Review at 60% Complete. Following preparation of the preliminary plans, the CONSULTANT will review the project with the SPONSOR.

##### 29.0 Update Plans to 90%

##### 30.0 Update Specifications to 90%

##### 31.0 Conduct Plan Review at 90% Complete

Following the completion of the plans and specifications, the Engineer will submit a set of drawings and specifications to the SPONSOR for their review. A meeting will be scheduled to make a final inspection of the project. The project will be reviewed with FAA to obtain their concurrence with the design.

#### 32.0 Prepare Final Plans and Specifications

A final set of plans, specifications and contract documents will be prepared which incorporates revisions, modifications and corrections determined during the SPONSOR's review of the 90% submittal.

#### 33.0 Prepare and Submit Final Estimated Cost Estimate

##### 33.1 Calculate estimated final quantities

##### 33.2 Prepare final cost estimate

Using the final quantities calculated following the completion of the plans and specifications, the CONSULTANT will prepare the construction cost estimate. The estimate will be based on information obtained from previous projects, contractors, material suppliers, and other databases available.

#### ~~34.0 Prepare and Submit Final Engineers Design Report~~

#### ~~35.0 Prepare and Submit a Construction Management Report (for paving projects over 250k)~~

#### 36.0 Prepare Advertisement for Bids

Required advertisement dates, and bidding dates will be established. CONSULTANT will submit a copy to the SPONSOR for distribution to the local and selected publications of the pending project. The SPONSOR shall pay for the associated cost of advertising.

#### 37.0 Project Coordination (coordination with SPONSOR, State, FAA, etc.)

CONSULTANT shall coordinate with the SUBCONSULTANTS, SPONSOR, State, FAA and other applicable agencies to complete the work elements in Phase III.

#### 38.0 Project Meetings

The CONSULTANT will arrange and lead the meetings as described in the subtasks below. The CONSULTANT will produce drawings and handouts as needed for the purpose of conducting each meeting.

##### 38.1 Final design review

The CONSULTANT will prepare and conduct a meeting at the Airport to present the final design documents.

##### 38.2 Coordination meetings (with FAA, Local Agencies, subCONSULTANTS etc.)

The CONSULTANT shall conduct additional coordination meeting(s) at the SPONSOR (or other named site) as needed. All meetings will be virtual.

### **PHASE IV. BID ADMINISTRATION**

#### 39.0 Furnish Bid Documents

CONSULTANT shall prepare, reproduce and distribute bidding documents to interested contractors and suppliers. The CONSULTANT shall keep a current list of plan holders and distribute this to interested parties upon request. This task also includes coordination required to facilitate these requests.

#### 40.0 Respond to Bidders Questions

During the bidding process, the CONSULTANT will be available to clarify bidding issues with contractors and suppliers, and for consultation with the various entities associated with the project. This item also includes contacting bidders to generate interest in the project.

#### 41.0 Prepare and Distribute Addendums

CONSULTANT shall issue addenda as appropriate to interpret, clarify, or change the bidding documents as required by the SPONSOR or FAA. Addenda will be made available to the plan holders either through mail, electronic mail, hand delivering or via facsimile transmission. Any addenda that are generated as a sole result of the SPONSORs error or omission will be considered as extra services and the CONSULTANT shall be reimbursed for this effort as an amendment to this contract.

#### 42.0 Pre-Bid Conference

CONSULTANT shall arrange for and conduct Pre-Bid Conference. The Project Manager and Project Engineer will attend and conduct the Pre-Bid Meeting with potential contractors and the SPONSOR to review the project and answer questions. The meeting will be conducted at the airport and will include a site inspection and meeting minutes will be prepared and distributed.

#### 43.0 Bid Opening

CONSULTANT shall attend the bid opening at the site, as identified in the Bid Advertisement and to process the bid documents.

#### 44.0 Bid Review and Bid Tabulation

CONSULTANT shall advise SPONSOR as to the acceptability of any subcontractors, suppliers, and other persons and organizations proposed by the bidders and as to the acceptability of substitute materials and equipment proposed by bidders. The CONSULTANT shall prepare a spreadsheet that includes all bid items for the purpose evaluating the lowest bidder. The CONSULTANT shall input the as-bid unit prices into the spreadsheet and to verify mathematical computations of the bids. The CONSULTANT will then provide recommendations to the SPONSOR as to the name of the Apparent Low Bidder

#### 45.0 Prepare Recommendation for Award

The CONSULTANT will prepare a recommendation of award for the SPONSOR to accept or reject the bids as submitted. If rejection is recommended, the CONSULTANT will supply an explanation for their recommendation and possible alternative actions the SPONSOR can pursue to complete the project. Once the Contract Award is made the CONSULTANT will distribute the bid tabulations on request of the SPONSOR.

### **Design and Bidding Schedule**

The design for this project will take approximately 60 days to complete, not including SPONSOR and FAA review periods. The design schedule will be coordinated with the SPONSOR. It is anticipated competitive bids will be received for the project in early 2024 and a grant for construction will be awarded in FAA fiscal year 2024.

### **SPONSOR Responsibilities**

The SPONSOR shall be responsible to provide the following information and activities:

- ~~• Provide access to the project site and assist with locating any known utilities.~~
- Provide a single point of contact with authority to review all documents and make decisions.
- ~~• Provide concurrence with the aircraft fleet mix.~~
- Provide any known record drawing information to the CONSULTANT.
- Provide coordination regarding construction safety and phasing plan reviews and project scheduling with airport tenants.

- ~~Provide guidance on funding mechanism and its requirements.~~
- ~~Provide escort for all field work.~~

## **PHASE V. PRE-CONSTRUCTION**

### 46.0 Pre-Construction Conference

CONSULTANT shall arrange for and conduct the pre-construction conference. The project manager will establish this meeting to review FAA and project specific requirements prior to commencing construction. The meeting will be conducted at the Airport and will seek to include the SPONSOR, FAA, contractor, subcontractors, Airport tenants affected by construction, and utility companies. This task will include the following:

- Schedule meeting, send invitations, provide meeting materials, and prepare pre-meeting exhibits and materials.
- Obtain and review the project construction schedules from the contractor or contractors prior to presentation at the preconstruction conference.
- Provide the contractor with a list of required submittals that they must provide and discuss at the pre-construction conference.
- Preside at the pre-construction conference, prepare a detailed record of the conference, submit the record to the attendees for review and comment, and distribute the final record.

### ~~47.0 Prepare Construction Management Plan (CMP)~~

~~The project engineer will prepare the Construction Management Plan (CMP). The CMP summarizes project responsibilities of the CONSULTANT and includes the names of the resident project representatives and qualifications. The CMP also outlines the materials testing requirements, as set forth in the construction documents and contained in Federal Advisory Circular 150/5370-10H. The CMP will summarize the types and frequency of testing required for quality acceptance, in addition to the credentials of those performing the testing. A preliminary copy of the CMP will be submitted to the SPONSOR and FAA for approval. After review, the CMP may be revised or issued to the contractor for use.~~

### 48.0 Prepare Project Files

The CONSULTANT will verify that the construction contracts are in order, ~~the contractor has met or made a good faith effort toward Disadvantaged Business Enterprise (DBE) goals,~~ the contractor has provided proof of insurance and the bonds have been completed, and the contractor has been provided with adequate copies of the construction plans.

The construction plans will be updated to include all addenda items issued during bidding. The quantity sheets, testing sheets, and construction report format will be prepared.

## **PHASE VI. CONSTRUCTION ADMINISTRATION**

### 49.0 Construction Management

The engineer agrees to provide the management engineering services required for the execution of the contracted work. A project manager (PM) will be assigned to the project and will be responsible for the



overall administration and review of construction progress, as well as pay requests. The PM will review and provide comment on project compliance issues for quality control testing performed by the Contractor.

The PM will review the project on an ongoing basis and will make site visits semi-monthly to monitor construction activities. These services shall include, but are not limited to, the following:

- Check construction activities to obtain compliance with plans and specifications.
- Provide interpretation of plans and specifications.
- ~~Supervise and coordinate sub-consultant contracts for field inspection and testing.~~
- Review shop drawings and contractor submitted certificates for compliance with design concepts.
- Review all final pay estimates and explanation of variation between the contract and final quantities.
- ~~Review weekly progress reports.~~
- Prepare and recommend approval of change orders.
- Meet with the SPONSOR for consultation and advice during construction.
- Schedule and send notifications for the final construction inspection, attend the final construction inspection, and make recommendations for acceptance of work.
- Verify that all testing required by the specifications is performed, and review all materials reports prepared in accordance with the Construction Management Plan.
- Update record drawings during the course of construction from redline or working drawings.
- Review payroll reports and monitor contractor's compliance with paying employees, per the prevailing wage rates.
- ~~Monitor contractor's compliance with Disadvantaged Business Enterprise program.~~

## **PHASE VII. RESIDENT ENGINEERING**

### **50.0 Resident Engineering**

This task will include full part-time resident engineering, observation, and construction administration for the duration of the project (at an average of two (2) site visits per week). A dedicated resident project representative (RPR) will be assigned to this project, as will inspectors. The RPR will be on-site to coordinate and schedule staff, answer questions, observe quality control activities, process progress reports and pay requests, and record as-built changes. Additionally, the RPR will monitor compliance with plans and specifications, acquire field measurements, provide entries in the construction diary, assist in pay request processing, report non-compliance issues to SPONSOR, and record as-built changes.

The RPR shall maintain a construction diary to record the construction history of the project. The diary will be made available to the SPONSOR upon request for review during inspections or visits. The project diary should include, but not be limited to, the following information - weather conditions, job site conditions, work in progress, general location of work, equipment in use, contractors work force and hours worked, delivered materials, tests performed, failed tests (if any) and action taken, instructions to contractors, record of visitors to project and verbal or written instructions given, record of telephone conversations and any verbal instructions received or authorizations granted, engineering field force activity and hours worked, and any delays to construction and the reason for delays. The diary should be in a bound book of good quality that is easy to handle and carry.

Resident Engineering services provided shall include, but are not limited to, the following:

- Check construction activities for compliance with plans and specifications.
- Make necessary acceptance tests in accordance with the cited requirements and standard methods of FAA, ASTM, and AASHTO. Observe contractor testing; record all test results on the appropriate forms; prepare a summary and disposition of all testing and materials inspection; and record all deviating tests. CONSULTANT shall conduct materials inspections and acceptance

tests required by the FAA and observe and evaluate all such tests made by the contractor in the field and laboratory as necessary in accordance with plans and specifications. CONSULTANT shall furnish copies of all test reports to the SPONSOR. Monitor contractor's performance of the required quality control tests. The RPR shall immediately bring any non-compliance issues to the attention of the contractor and SPONSOR.

- The RPR shall notify the contractor of any failure of the work or materials to conform to the requirements of the contract, plans, or specifications. The RPR may reject nonconforming materials and will notify the contractor to suspend any work in question, until such issues can be referred to the SPONSOR for a final decision.
- Maintain daily records of the contractor's progress and activities during the course of construction and include progress of all work. These records will document work in progress, quality and quantity of materials delivered, test locations and results, instructions provided the contractor, weather conditions, equipment use, labor requirements, safety problems, and required changes.
- Prepare change orders which include a cost estimate, cost/price analysis and record of negotiations. CONSULTANT shall prepare and negotiate all necessary interpretations and clarifications, additions and deletions to change orders, and supplemental agreements as required. CONSULTANT shall submit copies to SPONSOR and FAA for approval and signature before proceeding with the work. Any additional design would not be considered in the scope of this task order.
- Evaluate and determine the acceptability of substitute materials and equipment proposed by the contractor. CONSULTANT shall evaluate the contractor's suggestions on drawing or specification modification and report those suggestions to the SPONSOR.
- Furnish the SPONSOR and FAA with periodic construction progress and inspection reports.
- Review contractor's weekly submitted payrolls for compliance with Federal and State law on classification and wage rates; check and submit reports on shop drawings and construction submittals; and prepare and maintain necessary records of construction progress.
- Receive from contractor and review the required maintenance and operating instructions, schedules, guarantees, bonds, inspection certificates, tests, approvals, etc.
- Prepare and submit periodic estimates, including the final estimate, during the construction project. The CONSULTANT will determine the amount owed to the contractor and shall recommend those payment amounts in writing to the contractor. The CONSULTANT will submit periodic payment recommendations to the SPONSOR for concurrence and FAA for payment. The payment recommendations will demonstrate that work has progressed to the point indicated for payment and that, to the CONSULTANT's best knowledge, information, and belief, the quality of such work is in accordance with the contract documents. The CONSULTANT, as an experienced and qualified professional, will make payment recommendations from information that is gathered during on-site visits, provided by the contractor, reviewed from payment applications and accompanying data and schedules, and/or measured in the field.
- When the project is complete and ready for final acceptance, the CONSULTANT shall arrange for inspection of the finished work by the FAA, SPONSOR, contractor. After final inspection and acceptance, the CONSULTANT shall prepare and submit the final cost estimate for the work to the SPONSOR for consideration.
- Inspect the project in order to monitor the contractor's compliance to the project plans and specifications.
- Monitor the contractor's compliance with the Construction Operations and Safety Plan and immediately bring any non-compliance issues to the attention of the contractor.
- Establish and conduct weekly construction progress meetings with the contractor to discuss pertinent construction issues such as schedules, runway and taxiway closures, materials submittals, mix design approvals, secured area access, and the need for traffic control or gate guards.

Contractor on-site construction time of 5 calendar days. Working schedule assumed is five (5) working days per week with no overnight work. Additional two (2) weeks prior for precontract duties, two (2) weeks after substantial completion, and two (2) weeks post construction.

## **PHASE VIII. POST CONSTRUCTION SERVICES**

### **60.0 Final Inspection and Documentation**

#### **60.1 Final Inspection**

Schedule and conduct a final inspection with the SPONSOR, contractor, ~~and State and FAA representatives~~ to determine whether the project has reached substantial completion and verify that the work is in accordance with the plans and specifications. The CONSULTANT will document items found to be deficient and will provide the contractor a listing of those items.

#### **60.2 Final Punch List**

Prepare a punch list correspondence to include the deficient items and will forward the correspondence to the contractor. It will state the items in need of correction and will request a schedule for completion. The CONSULTANT will send a copy to the SPONSOR and include a copy in the Grant Closeout Report.

#### **60.3 Final Construction Certifications**

Once all of the punch list items have been completed to the satisfaction of the SPONSOR ~~and FAA~~, prepare a Certification of Construction Acceptance for the project. This certification will also be included in the closeout report.

### **61.0 Project Closeout – As-Built Plans, Equipment Manuals, Materials Book**

#### ~~61.1 — As-Built Plans~~

~~The project team will collaboratively assemble the project as-built plans. The as-built plans will specify field constructed conditions included as part of this project, such as any field surveying required to compute final quantities. Any drawings will become record information.~~

#### ~~61.2 — Equipment Manuals~~

~~The project team will collaboratively assemble the equipment operation manuals for the project. The project equipment manuals will be collected and bound into one document for use by the Airport.~~

#### ~~61.3 — Final Report~~

~~The project team will collaboratively assemble the final report for the project. The final report will include an accounting for all quality acceptance testing performed as part of this project. This will include a summary of passing tests, as well as failing tests and corrective measures taken to in order to achieve satisfactory results. Other components of the report will include a summarization of the project description, periodic draws on the grant, change orders and amendments, project certifications, documentation of final project acceptance.~~

## **EXPENSES**

The Engineer will incur certain project-related expenses during the bid phase services which may include but will not be limited to: meals, lodging, on-site vehicle use, mileage cost, tolls, overnight shipping, plans, photocopies, file boxes, surveying charges, photographic materials, equipment rental, and miscellaneous materials. These expenses will be included in the Engineer's contract with the Sponsor.

**CRAWFORD, MURPHY & TILLY, INC.**  
**CONTRACT ATTACHMENT - EXHIBIT A - 2024 PROFESSIONAL SERVICES COST ESTIMATE**  
**CLIENT**  
**FAIRFIELD COUNTY AIRPORT AUTHORITY**  
**PROJECT NAME**  
**Runway 10/28 Crackseal**  
**CMT JOB NO.**  
**TBD**

Prep By	BDC
DATE	02/11/24
Approved by	
DATE	02/11/24

TASK NO.	TASKS   CLASSIFICATIONS	CURRENT YEAR 2023 HOURLY RATES															TOTAL									
		Principal	Proj Mgr II	Proj Eng II	Proj Arch II	Sciencist I	Proj Mgr I	Proj Arch I	Proj Engr	Sr. Architect II	Sr. Structural Eng II	Sr. Technician II	Aerial Mapping Specialist	Sr. Eng I	Sr. Arch I	Envr Scientist III		Technical Manager II	Sr. Technician I	Eng I Arch I	Struc Eng	GIS Specialist	Sr. Planner I	Technician II	Envr Scientist II	Proj Admin Asst
		\$290	\$280	\$240	\$225	\$200	\$195	\$195	\$195	\$180	\$175	\$175	\$175	\$175	\$150	\$125	TOTAL									
1	CONTRACT ADMINISTRATION		2	4													6									
2	PRELIMINARY DESIGN			4													24									
3	FINAL DESIGN			8													32									
4	BID ADMINISTRATION			8													24									
5	PRE-CONSTRUCTION			8													16									
6	CONSTRUCTION ADMINISTRATION			12													28									
7	RESIDENT ENGINEERING			8													24									
8	POST CONSTRUCTION SERVICES			8													16									
9																										
10																										
11																										
12																										
13																										
14																										
15	TOTAL MAN HOURS		2	52													170									
	SUBTOTAL - BASE LABOR EFFORT		\$560	\$12,480													\$34,620									
TASKS (CONTINUED)		DIRECT EXPENSE & REIMBURSABLES															TOTAL									
		TOTAL LABOR EFFORT	TRAVEL MILEAGE	MEALS & LODGING	PRINTING	EQUIP-MENT	MISC	SURVEY MTL	SUBS ADMIN	OTHER EXP	OTHER EXP	TOTAL EXPENSE	TOTAL FEE													
1	CONTRACT ADMINISTRATION	\$1,520											\$1,520													
2	PRELIMINARY DESIGN	\$4,620											\$4,620													
3	FINAL DESIGN	\$6,360											\$6,360													
4	BID ADMINISTRATION	\$5,040	\$50								\$50		\$5,090													
5	PRE-CONSTRUCTION	\$3,400											\$3,400													
6	CONSTRUCTION ADMINISTRATION	\$5,840	\$150								\$150		\$5,990													
7	RESIDENT ENGINEERING	\$4,360											\$4,360													
8	POST CONSTRUCTION SERVICES	\$3,480											\$3,480													
9																										
10																										
11																										
12																										
13																										
14																										
15	TOTALS	\$34,620	\$200										\$34,820													
	TIME PERIOD OF PROJECT	2024	2025	2026	2027	TOTAL	EST % OF OT HRS INCLUDED ABOVE						\$200	\$34,820												
	PERCENTAGE OF WORK TO BE PERFORMED BY YEAR	100%				100%	AVERAGE OVERTIME RATE - PREMIUM							MULTI-YEAR + OT												
	WEIGHTING FACTOR FOR 5% ANNUAL ADJUSTMENT	1.0000				1.0000	OT ADJUSTMENT FACTOR							MULTPLR & AMT												
	ESTIMATED CONTINGENCY													1.0000												
	ROUNDING																									
	TOTAL FEE													\$180												
														\$35,000												

**MATH CROSS CHECK IS OK**

# FAIRFIELD COUNTY



## YEAR-TO-DATE BUDGET REPORT

FOR 2024 01

JOURNAL DETAIL 2024 1 TO 2024 1

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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### 80780000 AIRPORT OPERATIONS

80780000 530000 CONTRACTUAL SERVIC	175,000	183,598	27,741.33	27,741.33	154,546.00	1,311.00	99.3%
2024/01/000667 01/08/2024 API	75.45	005790	PO 23000186	OHIO DEPT OF TAXATIO	sales tax for fuel sales 11/1-		5391280
2024/01/000664 01/16/2024 API	889.50	005790	PO 23000186	OHIO DEPT OF TAXATIO	sales tax for fuel sales 12/1-		5391981
2024/01/000664 01/16/2024 API	4,166.00	012226	PO 24000368	ARTHUR J GALLAGHER C	liability insurance for airport		5392023
2024/01/000664 01/16/2024 API	220.00	001281	PO 24000328	PORTA KLEEN	rental for portable toilet AIR		5391916
2024/01/000664 01/16/2024 API	35.00	016659	PO 24000385	SUNRUSH WATER	drinking water services 12/13/		5392066
2024/01/000666 01/16/2024 API	44.95	016659	PO 24000385	SUNRUSH WATER	drinking water services 12/2024		5392066
2024/01/000666 01/16/2024 API	9.95	016659	PO 24000385	SUNRUSH WATER	drinking water services 1/2024		5392066
2024/01/000957 01/22/2024 API	2,500.00	005552	PO 24000342	HISTORICAL AIRCRAFT	snow plowing/mowing 1/2024		5392418
2024/01/000957 01/22/2024 API	8,333.33	007099	PO 24000354	SUNDOWNER AVIATION L	FBO/airport management service		5392428
2024/01/000957 01/22/2024 API	413.82	003668	PO 24000338	LOCAL WASTE SERVICE	trash disposal for airport 1/2		5392398
2024/01/001365 01/29/2024 API	220.00	001281	PO 24000328	PORTA KLEEN	rental for portable toilet 1/5		5393008
2024/01/001365 01/29/2024 API	2,500.00	005552	PO 24000342	HISTORICAL AIRCRAFT	snow plowing/mowing 2/2024		5393065
2024/01/001365 01/29/2024 API	8,333.33	007099	PO 24000354	SUNDOWNER AVIATION L	FBO/airport management service		5393072

### 80780000 541001 ELECTRIC/UTILITIES

80780000 541001 ELECTRIC/UTILITIES	30,000	36,464	2,203.28	2,203.28	28,660.75	5,600.00	84.6%
2024/01/000223 01/08/2024 API	57.14	003823	PO 23000343	NORTHEAST OHIO NATUR	3430 OLD COLUMBUS - 11/10-12/1		5391261
2024/01/000223 01/08/2024 API	69.18	003823	PO 23000343	NORTHEAST OHIO NATUR	3383 OLD COLUMBUS - 11/9-12/14		5391262
2024/01/000223 01/08/2024 API	57.14	003823	PO 23000343	NORTHEAST OHIO NATUR	3383 OLD COLUMBUS - AIRPORT BU		5391263
2024/01/000957 01/22/2024 API	101.10	023650	PO 24000516	FAIRFIELD CO UTILITI	3430 OLD COLUMBUS 11/30-12/29/		5392465
2024/01/000957 01/22/2024 API	101.10	023650	PO 24000516	FAIRFIELD CO UTILITI	3383 OLD COLUMBUS RD 11/30-12/		5392466
2024/01/000958 01/22/2024 API	44.76	001373	PO 23000309	SOUTH CENTRAL POWER	3383 COLUMBUS LANCASTER 12/6/2		5392367
2024/01/000958 01/22/2024 API	412.66	001373	PO 23000309	SOUTH CENTRAL POWER	RUNWAY LIGHTS 12/6-1/7		5392368
2024/01/000958 01/22/2024 API	204.41	001373	PO 23000309	SOUTH CENTRAL POWER	HANGAR P 12/6-1/7		5392369
2024/01/000958 01/22/2024 API	183.05	001373	PO 23000309	SOUTH CENTRAL POWER	HANGAR Q 12/6-1/7		5392370
2024/01/000958 01/22/2024 API	140.60	001373	PO 23000309	SOUTH CENTRAL POWER	HANGAR O 12/6-1/7/24		5392371
2024/01/000958 01/22/2024 API	72.29	001373	PO 23000309	SOUTH CENTRAL POWER	HANGAR G 12/6-1/7/24		5392372
2024/01/000958 01/22/2024 API	58.75	001373	PO 23000309	SOUTH CENTRAL POWER	HANGAR F 12/6-1/7/24		5392373
2024/01/000958 01/22/2024 API	133.32	001373	PO 23000309	SOUTH CENTRAL POWER	MOPED ASOS 12/6-1/7/24		5392374
2024/01/000958 01/22/2024 API	237.51	001373	PO 23000309	SOUTH CENTRAL POWER	TERMINAL 2 12/6-1/7/24		5392375
2024/01/001365 01/29/2024 API	57.14	003823	PO 23000343	NORTHEAST OHIO NATUR	3383 OLD COLUMBUS RD - 12/14-1		5393049
2024/01/001365 01/29/2024 API	59.29	003823	PO 23000343	NORTHEAST OHIO NATUR	3383 OLD COLUMBUS RD - 12/14-1		5393050
2024/01/001365 01/29/2024 API	213.84	003823	PO 23000343	NORTHEAST OHIO NATUR	3430 OLD COLUMBUS RD 12/14-1/1		5393051

### 80780000 543000 REPAIR AND MAINTEN

80780000 543000 REPAIR AND MAINTEN	100,000	119,536	15,249.87	15,249.87	19,759.92	84,526.35	29.3%
2024/01/000664 01/16/2024 API	192.02	008908	PO 24000496	MID STATE TIRE CO IN	repairs @ Airport 27485 INVOIC		5392009
2024/01/000664 01/16/2024 API	425.00	045750	PO 24000520	EVERSOLE BUILDERS IN	repairs @ Airport 12/11/23		5392088
2024/01/000664 01/16/2024 API	80.00	000189	PO 24001758	STROHMEYER, CHARLES	replaced water heater drain va		5391913
2024/01/000665 01/16/2024 API	4,100.00	013655	PO 23005090	KULL, AARON	DIG & REPLACE 30 FT OF 12 IN T		5392031
2024/01/000957 01/22/2024 API	5,000.00	005100	PO 24002257	OHIO BELL TELEPHONE	RELOCATION OF TELEPHONE LINE @		5392417
2024/01/000957 01/22/2024 API	5,000.00	013655	PO 23005090	KULL, AARON	stormwater/blow hole repairs @		5392445
2024/01/001366 01/29/2024 API	4,809.20	018007	PO 23007762	NITTRO ROOFING & CONS	House @ Airport - roof repair		5393148



# FAIRFIELD COUNTY



## YEAR-TO-DATE BUDGET REPORT

FOR 2024 01

JOURNAL DETAIL 2024 1 TO 2024 1

ACCOUNTS FOR: 7800 AIRPORT OPERATIONS	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
80780000 543000 REPAIR AND MAINTEN 2024/01/001366 01/29/2024 API	143.65 VND 018007	PO 24002526	NITRO ROOFING & CONS	Airport - roof repair @ House		5393148	
80780000 553000 COMMUNICATIONS/TEL 2024/01/000069 01/08/2024 API	2,100	2,394	187.84	187.84	106.00	2,100.00	12.3%
80780000 554000 ADVERTISING	187.84 VND 074480	PO 23000495	A T & T INC	monthly phone services 11/20-1		5391352	
80780000 558000 TRAVEL REIMBURSEME 2024/01/000068 01/08/2024 API	2,000	2,900	.00	.00	1,800.00	1,100.00	62.1%
80780000 560000 MATERIALS & SUPPLI	200	286	12.84	12.84	222.96	50.00	82.5%
80780000 561000 GENERAL OFFICE SUP	12.84 VND 080643	PO 23000500	KNISLEY, STACI A	reimbursement for travel 11/13		1582787	
80780000 562600 FUEL (GASOLINE/DIE	25,000	35,148	.00	.00	22,847.91	12,300.00	65.0%
80780000 574000 EQUIPMENT, SOFTWAR	500	600	.00	.00	200.00	400.00	33.3%
80780000 574000 EQUIPMENT, SOFTWAR	525,000	579,557	.00	.00	454,556.53	125,000.00	78.4%
80780000 574300 FURNITURE & FIXTUR	10,000	10,000	.00	.00	.00	10,000.00	.0%
80780000 574300 FURNITURE & FIXTUR	5,000	5,000	.00	.00	.00	5,000.00	.0%
80780000 590310 REFUNDS OF HANGAR	3,000	3,000	.00	.00	.00	3,000.00	.0%
TOTAL AIRPORT OPERATIONS	877,800	978,483	45,395.16	45,395.16	682,700.07	250,387.35	74.4%
TOTAL AIRPORT OPERATIONS	877,800	978,483	45,395.16	45,395.16	682,700.07	250,387.35	74.4%
TOTAL EXPENSES	877,800	978,483	45,395.16	45,395.16	682,700.07	250,387.35	