#### Regular Meeting to order

Glenn Burns 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: Glenn Burns, Jon Kochis, Bill McNeer, Bill Fagan, Scott Richardson, Michael Kaper, and Tom Brennan.

Also present were Staci Knisley, Ben Cooley, Al Moyer, Ben Cooley, and Ian Coil.

#### Opportunity for the Public to Address the Board

None.

#### Approval of the Minutes for the April 10, 2023, Meeting

On motion of Bill McNeer and second of Jon Kochis, the Fairfield County Airport Authority Board voted to approve the minutes from the April 10, 2023, meeting.

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

#### Historical Aircraft Squadron (HAS) update

None.

### <u>Fixed Base Operator (FBO)/Airport Management update with Sundowner Aviation – Monthly Board Report</u>

#### a. Monthly Report

No monthly report received. Mr. Coil will check on getting the report to the Board for today's minutes.

Mr. Coil stated that he has had good feedback related to the construction project. It seems to be going smoothly. Keeping the runway open has helped.

#### **Standing Committee Updates:**

#### Airport Improvement - Jon Kochis & Tom Brennan

a. Engineer's Summary Report - Crawford Murphy Tilly, Inc. (CMT)

Mr. Cooley reviewed the Engineer's Summary report; see attached to minutes.

Mr. Cooley reported on the Taxiway Rehab project. The work should be starting in May. The project will partially close the taxiway during certain times but will not affect the runway. The runway will not be closed. CMT will notify the Airport during the times of the taxiway being closed.

Mr. Kochis reviewed the change order for Rock River Construction for the Airfield Drainage project. There will be more concrete added, and the color dye will be changed. The color change was his choice to match the current. He recommends approval.

### • Approval of change order for Rock River Construction in the amount of \$10,550 for the Airfield Drainage Project

On motion of Jon Kochis and second of Michael Kaper, the Fairfield County Airport Authority Board voted to approve of change order for Rock River Construction in the amount of \$10,550 for the Airfield Drainage Project; see attached to minutes.

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

Mr. Cooley reported that there will be one (1) more change order that we assume will be a deduct before the completion.

Mr. Kochis reported that the crossover taxiway A was damaged due to saturated ground not due to the project. They stripped the asphalt and laid a drainage pipe. The asphalt will be added back in with the rehab taxiway work.

Mr. Kochis reported that the grade work estimates to remove the Election House roadbed were still about \$90,000 even with the vendor Rock River on site. We will have to go through the grant process to get this approved and completed.

#### b. Storm Water System Repair

Mr. Kochis reported that there was another drainage pipe blow out. Contractors are too busy right now to repair. It is not impacting anything right now but eventually it will be repaired.

#### c. <u>Obstruction Removal Project</u> Nothing new to report.

#### d. Master Plan Hangar Build

Mr. Kochis reported that the Board of Commissioners are moving forward on financing and funding the construction of the T-hangars and commercial box hangars. It is estimated at a \$5 million project. They are upfronting \$1.7 million out of the general fund and bonding \$3,100,000. The bonds will be closing on or about June 20<sup>th</sup>. The Request for Qualifications (RFQ) for architectural and engineering services should be ready to go at the end of June. The Board of Commissioners will be the contracting authority for the hangar building. There will be a panel to evaluate the RFQ if any of the Airport Board members

are interested. He hopes the design bid packet for Invitation to Bid (ITB) will be out by September or October. The materials may delay the process of getting built in 2023. There will be separate utility meters for each new hangar. There will be an application and new lease process for the commercial box hangar tenants.

Ms. Knisley reported that there are currently 24 tenants on the waiting list.

Mr. Kochis stated that the new T-hangars will be given to those on the waiting list first. If the waiting list is exhausted, current T-hangar tenants can move in.

Mr. Coil stated that he gets 3-5 people interested in storing their airplane. He expects the T-hangars to be filled up quickly.

Mr. Kochis stated that the new T-hangars will be given to those on the waiting list first. If the waiting list is exhausted, current T-hangar tenants can move and sign a new lease.

Mr. Kochis reported that the new hangar revenue will be deposited into the debt service fund. The 1<sup>st</sup> payment of the bond will be due in June of 2024. It is unlikely rent is generated by then. The Board of Commissioners asked if the Airport could contribute any monies towards the 2024 payment.

Ms. Knisley and Mr. Kochis will review the cash projection. They will make a recommendation of what the Airport Board can financially contribute to the debt service payment.

#### Community Relations - Michael Kaper

Mr. Kaper reported that he had a few email inquiries. He forwarded them on to the Airport Manager. They have done a great job answering the inquiries.

#### Facilities and Grounds - Bill Fagan & Michael Kaper

#### a. Hangar J LED lights & Canopies

Mr. Kochis reported that we are paying for the rental of a lift and other materials for the LED lights. Jimmy Shadd, commercial tenant in Hangar J, will do the actual installation of the LED lights.

Mr. Kochis has authority to approve up to \$2,500 in costs. He will move forward with the project.

Mr. Fagan reported that he is a vendor that will be looking at the canopies near the man door of Hangar J. The vendor will be working with Mr. Shadd.

#### 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

Mr. Kochis asked about the Northeast Ohio Natural Gas invoice for \$1,122 from December 15, 2022, through January 15, 2023.

Ms. Knisley reported that the invoice is for the new garage for our storage. It was an estimated amount and should be reconciled by the end of the year.

Mr. Kochis also noticed that the electric costs are decreasing. There is seasonal electric usage in the Hangar O row.

Mr. Kochis recommended approval of appropriating \$40,000 to contractual services for the repair of the internet out here and any future unknown costs.

### • Approval to appropriate from unappropriated into a major expenditure object category for contractual services in the amount of \$40,000

On motion of Jon Kochis and seconded by Bill McNeer, the Fairfield County Airport Autority voted to approve to appropriate from unappropriated into a major expenditure object category for contractual services in the amount of \$40,000; see attached to minutes.

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

#### b. Payment of Bills

#### Motion to approve retroactively April payment of invoices totaling \$ 63,862.67

On motion of Jon Kochis and second of Michael Kaper, the Fairfield County Airport Authority Board motioned to approve retroactively April invoices totaling \$ 63,862.67; see attached to minutes.

Voting aye thereon: Kochis, Kaper, Burns, Brennan, McNeer, Fagan, and Richardson

Motion passed.

#### Approval for payment of application number 2 from Rock River Construction for \$579,078.28

On motion of Jon Kochis and second of Bill Fagan, the Fairfield County Airport Authority Board voted to approve payment of application number 2 from Rock River Construction for \$579,078.28; see attached to minutes.

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

#### Security & Safety – Jon Kochis & Bill McNeer

Mr. Kochis reported that the cameras are in and are working well.

#### Tenant Relations - Glenn Burns & Bill Fagan

The board reviewed the following reports:

- Rent Status Spreadsheet
- Hangar Waiting List

Ms. Knisley reported earlier that there are now 24 people on the waiting list.

#### Web - Bill McNeer & Tom Brennan

Mr. Brennan will coordinate and post something on our website when the new hangars are announced.

Mr. Kochis stated that we can share the news after the Board of Commissioners share it on social media. We work with our vendor Webchick for the Airport website, and we do have a Facebook. He will get the password for Facebook and pass it on to Mr. Brennan.

#### **Old Business**

**a.** Potential Air Show hosted by Steve Clapper Nothing new to report.

#### **New Business**

None.

#### **Informational**

a. Thank you letter received from Eagle Scout Andrew.

Mr. Kochis reviewed the thank you letter to the Board. Andrew, a young Eagle Scout, needed dirt for his project. The project was for a handicapped entrance at Lake Loretta, Alley Park. He thanked the board for the donation of fill dirt. The airport had excess amounts of fill dirt.

#### b. OAA Conference - Mr. McNeer and Mr. Kochis attended.

Mr. McNeer asked Mr. Cooley to report on the airport system planning that was discussed at the conference.

Mr. Cooley reported that ODOT is not doing pavement condition index (PCI) inspections any longer. The State System Plan will be updated again. They are renewing the process. ODOT will ask for a lot of updated information to be inputted in their online system called Blackcat.

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

The Board reviewed the following calendar of dates:

- a. Petroleum Underground Tank UST Certificate of Coverage expires 6/30/23
- **b.** CMT Master agreement expires 9/9/2023 (option to extend one (1) more year)
- c. Blue Lightning Initiative report due annually within 30 days of 9/30/23
- d. Noxious Weed Control Agreement with Douglas Majors expires 12/31/23
- e. EAA lease renewal with the Board of Commissioners expiration date of 2/28/24
- f. OTTER/UST renewal expires 6/30/24
- g. HAS moving and snow removal contract expires on 9/30/2024
- h. FBO Agreement expires 12/31/2024
- 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
- 1. Lease agreement with Board of Commissioners to operate facilities -10/25/2027
- m. FAA lease for space expires 9/30/2032

#### Adjournment

On motion of Bill McNeer and second of Tom Brennan, the Fairfield County Airport Authority Board voted to adjourn at 5:52 p.m.

Next Regular Meeting is Monday, June 12, 2023, at 5:00 p.m. @ the Airport Terminal, 3430 Old Columbus Road, NW, Carroll, Ohio 43112

Meeting minutes for the May 8, 2023, meeting was approved on June 12, 2023.

Glenn Burns

Bill Fagan

Com Brennan

Fairfield County Airport Authority Board Meeting 3430 Old Columbus Road, NW, Carroll, Ohio 43112

Minutes for May 8, 2023

Jon Kochis

Michael Kaper

William McNeer

Scott Richardson

Staci A. Knisley, Airport Clerk

#### Fairfield County Airport Authority Board Meeting, May 8, 2023

#### **Engineer's Summary Report**

#### 1. FY 21 FAA AIP Grants

**Master Plan – Nearing completion.** All documents and ALP submitted to FAA for review. Pending further comments or direction prior to closeout.

Rehab Taxiway B – Design Improve Airfield Drainage – Design

FY21 Grant closeout draft submitted to FAA, final comments to address.

#### 2. FY 22 FAA AIP Grant

#### **Rehab Taxiway B - Construction**

Additional construction funds will be requested from FAA at closeout. Anticipated dates for work would follow drainage project May -June, schedule confirmation with Shelly Co. in the coming months. **Contract signed by Shelly has been forwarded for approval and signatures.** 

Improve Airfield Drainage – Construction. Rock River Construction work is underway. Small culvert and ditch grading work complete, large culvert install is underway and through the runway. Anticipate pavement patch work this week. Pay App #1 has been reviewed and is submitted for board approval and payment.

#### 3. FY 23 FAA AIP Grant

Master Drainage Report

CMT has prepared a scope and fee document highlighting the upcoming Airport Master Drainage Study efforts. Work will be completed in summer and fall 2023.

- 4. OH FY 22 State grant application Obstruction Removal (East).
  - a. East End Phase 1 Plans 100% complete –Removal from FAA obstruction database completed, CMT to review and confirm.
  - b. East End Phase 2 Work is still pending, further efforts delayed until favorable response to removal or trimming of trees.
- 5. OH FY 23 State grant application West Obstruction Removal.
  - a. Work complete, final approval pending CMT survey and review. Upload of obstruction data to FAA database pending.
- 6. OH FY 24 State grant application Runway 28 RSA Clearing
  - a. ODOT grant application drafted for the removal of Election House Road roadbed and general grading around the east Runway Safety Area which is a penetration to 20:1 surface.
- 7. Other discussion items:
- 8. Action Items:



#### **CHANGE ORDER**

Order No. <u>3</u>
Date: <u>April 24, 2023</u>

Project: Improve Airfield Drainage
Fairfield County Airport

Owner: Fairfield County Airport Authority
Contractor: Rock River Construction Ltd

The following changes are hereby made to the Contract Documents:

#### Costs associated with pavement patching

Item No.		Item Description	Unit	Quantity	Unit Values	Extended Values
AVEM	ENT PATC	HING				
11	P-401	Asphalt Surface Course, 4-Inch	TON	-110	\$230.00	-\$25,300
11A	P-610	Concrete	SY	400	\$86.00	\$34,400
		Concrete Coloring Dye	LS	1	\$1,450	\$1,450

		Total Add \$ 10,550.00
Original Contract Price:		\$ 1,090,820.00 \$ 44,705.00
Previous Adjustments: Adjustment This Change Order:		\$ 10,550.00 \$ 1,146,075,00
Total Adjusted Contract Price:		<u></u>
Change to Contract Time:		NONE
Approved: Labor Rypell Contractor	Momson Title	3 may 23 Date
Approved: Da Jao	Project Manager	5/7/2023
Consultant	Title	Date
Approved:	~	5/8/2023
Authority	Title	Date

#### FR2023-05.08.v

A resolution to appropriate from unappropriated funds into a major expenditure category for contractual services, Fund# 7800 – Fairfield County Airport Authority Board

WHEREAS, additional appropriations are necessary for repairs; and

**WHEREAS,** appropriations from unappropriated funds will allow the budget to increase in the major category expense for contractual services for org# 80780000; and

NOW THEREFORE, BE IT RESOLVED BY THE AIRPORT AUTHORITY BOARD, COUNTY OF FAIRFIELD, STATE OF OHIO:

**Section 1**. Appropriate from unappropriated funds as follows in major expenditure object categories:

Contractual Services

\$ 40,000

Org# 80780000

Motion by:

Jon Kochis

Seconded by:

Bill McNeer

Ayes:

Kochis, McNeer, Burns, Fagan, Brennan, Kaper, and Richardson

Nays:

None

Abstentions: None

Absent:

None

Resolution passed on May 8, 2023

Staci A. Knisley, Airport Clerk

For Auditor's Office Use Only:

Section 1: Update the expenditure object lines for appropriations as follows:

80780000

543000

contract repairs

\$40,000

## a tyler erp solution

# YEAR-TO-DATE BUDGET REPORT

FOR 2023 04

JOURNAL DETAIL 2023 4 TO 2023 4

FOR 2023 04					COCKNAC DE ALC	TE 2023 # 10 2023	4 6707
ACCOUNTS FOR: 7800 AIRPORT OPERATIONS	ORIGINAL APPROP	REVISED BUDGET YTD	EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
80780000 AIRPORT OPERATIONS							
80780000 530000 CONTRACTUAL SERVIC	175,000	185,682	73,586.85	14,495.82	110,851.02	1,244.00	99.3%
2023/04/00020 04/03/2023 API 2023/04/000020 04/03/2023 API 2023/04/00023 04/10/2023 API 2023/04/000245 04/10/2023 API 2023/04/000569 04/17/2023 API 2023/04/000570 04/17/2023 API 2023/04/000940 04/24/2023 API 2023/04/000940 04/24/2023 API 2023/04/000940 04/24/2023 API 2023/04/000940 04/24/2023 API 2023/04/000940 04/24/2023 API	1,500.00 VND 00 53.00 VND 00 1,001.14 VND 00 450.00 VND 00 220.00 VND 00 9.95 VND 01 41.00 VND 00 8,333.33 VND 00 2,500.00 VND 00 2,500.00 VND 00	009331 PO 22006733 016659 PO 23000234 005790 PO 23000186 001671 PO 23000152 001281 PO 23000234 016659 PO 23000234 007099 PO 23000234 007552 PO 23000001 003668 PO 2300001	CRAWFORD SUNRUSH OHIO DEF OHIO AVJ PORTA KI SUNRUSH SUNRUSH SUNRUSH HISTORIC LOCAL WA	HY & TI TAXATIO ASSN  ATION L RCRAFT ERVICE	scope to prepare hangar & econ drinking water/services 3/8/23 sales tax for fuel sales - 3/1 membership dues/conferences KO rental for portable toilet 4/2 drinking water/services 4/2023 drinking water/services 4/5/23 Airport manager/FBO services 5 snow plowing/mowing 5/2023 trash disposal for Airport 4/2		5372237 5372265 5372625 5372590 5373130 5373235 5373235 537373747 5373747 5373747
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80780000 553000 COMMUNICATIONS/TEL	2,100	2,278	711.74	177.96	1,565.98	.00	100.0%
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# **FAIRFIELD COUNTY**



# YEAR-TO-DATE BUDGET REPORT

FOR 2023 04

JOURNAL DETAIL 2023 4 TO 2023 4

ACCOUNTS FOR:		ORIGINAL	REVISED				AVATI AR: F	PCT
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TOTAL AIRPORT OPERATIONS	SNC	712,800	725,140	178,426.98	63,862.67	520,065.41	26,648.00	96.3%
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# **FAIRFIELD COUNTY**



# YEAR-TO-DATE BUDGET REPORT

FOR 2023 04

JOURNAL DETAIL 2023 4 TO 2023 4

*	GRAND TOTAL	
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,	63,862.67	MTD EXPENDED
	520,065.41	ENCUMBRANCES
	26,648.00	AVATLABLE BUDGET
	96.3%	PCT USED

\*\* END OF REPORT - Generated by Emylee Noel Gussler \*\*



23000645

May 8, 2023

Dr. Glenn Burns, Board President Fairfield County Airport Authority 3430 Old Columbus Rd Carroll, OH 43112

Re: 20092212.00

Fairfield County Airport Lancaster, OH Improve Airfield Drainage Application for Payment / Invoice

Dear Mr. Burns:

Enclosed is the contractor's second application for payment and invoice for work on the above project completed through April 30, 2023 in the amount of \$579,078.28.

We have reviewed this request and application and found it to be consistent with our records for the project value including full payment of retainage. Please review and process this application/invoice for execution and payment.

Please return one copy of the executed document for our records. Feel free to contact our office if you have any questions.

Abrahamas Brahamas

Sincerely,

CRAWFORD, MURPHY & TILLY, INC.

Ben Cooley, PE Project Manager

5.9.23

Enclosures: Rock River Construction - Application Payment #2

Copy:

Centered in Value

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PayApp Ver.2006-08-09

Application Summary - Sheet 1 of 1

Approved by: \$

Funding Agency (if applicable)

(Date)

8 MAY 2023

			From (Contractor):	Rock River Construction,	onstruction, L'	Ę
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	125	5	\$10.00	\$1,250.00	125	8
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	125	빌	\$130.00	\$18,250.00	125	.23
	585	ӈ	\$1,436.00	\$840,060.00	585	\$84
	-	গ্ৰ	\$5,000.00	\$5,000.00		.85
	80	느	\$51.00	\$3,060.00	. 09	83
	-	ā	\$2,500.00	\$2,500.00	1	\$2
	2	ā	\$6,000.00	\$12,000.00	2	15
Ì	2	Acre	\$2,900.00	\$5.800.00		\$5
	7000	Š	\$0.50		7000	\$3
				THE PROPERTY OF THE PARTY OF TH		ı

Remove Existing Pipe. 12-Inch Remove Existing Pipe, 72-Inch

Pavement Removal

Mobilization

r)

Rip Rap

\$1,750.00

87.50%

\$0.00

100.00%

\$14,000.00 \$12,250,00 \$25,300.00

\$0.00

100.00%

\$2,500.00

%00.0

\$0.00

. S0.00

\$12,250.00 \$25,300,00

Crushed aggregate base course, 11-Inch

0

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7

Asphalt Surface course

Pavement Marking Pipe, RCP, 12 Inch

12

£

100.00% 100.00%

\$16,250.00

\$840,060,00

\$840,060.00

\$18,250,00

. \$3,080,00

\$5,000.00

Precast concrete flared end section, 12 Inch

6 Inch underdrain

16

5

inlet, ODOT 2-2

Box Culvert, 72"x108"

14

33

Concrete Box Culvert End Section

\$0.00 \$0.00

\$0.00 \$0.00 \$0.00

100.00%

\$5,000.00 \$3,080.00 \$2,500.00

100.00% 100.00%

\$10,800.00

81.54%

\$47,700.00

\$47,700,00 \$14,000.00

\$1,250.00

\$0.00

100.00% 87.50%

\$1,250.00

\$750.00

\$0.00

100.00% 100.00%

\$70,000.00

\$70,000,00 54,000,00

\$5,250.00

\$5,250,00

\$0.00 \$0.00

\$5,000,00 \$4,000.00

\$100.00

\$100.00

\$5,000.00

Installation & Removal of silt fence

6

Temporary Ditch Check

Intet Protection

\$2,000.00

Balance to Finish

Percent Complete

Total Quantities Completed/ Stored to Date

Materials Presently Stored (not In C)

Value

Description

Sper.

Bld Ilom No.

O

Wa (Engineer): Crawford, Murphy & Trily

Application Date

N

Contractor's Application For Payment No.

Fairfield County Airport Authority

Improve Airfield Drainage

Owner's Contract No.:

Application Period:

Engineer's Project No.:

ш

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\$0.00 \$0.00

100.00% 100.00% 100.00%

\$2,000.00

Total

\$220.00

97.90% 90.22%

\$10,280.00

\$10,280.00 \$7,988,75

4112

\$10,500.00

\$2.50 \$3.85 \$4.40

SF R ş

4200 2300 1900

\$866.25

\$0.00

\$0.00

100.00% 100.00% 100.00%

\$12,000.00

\$12,000,00

\$5,800,00 \$3,500,00

\$2,500.00

\$5,600.00 \$3,500.00

\$0.00

\$802.80

107.21%

\$8,962.80

. \$8,962.80

2037

\$8,360.00 \$8,855.00

2075

\$7,988,75

Temporary Marking, Yellow Temporary Marking, White

narking Removal

60#1 CO #1 CO #1

Mulching Seeding

20

19

60 7

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Bid Item No.	Spec. No	Description	Bid Quantity	Unit	Ural Price	Bid Value	Estimated Quantity Installed	Value	Materials Presently Stored (not in C)	Total Quantities Completed/ Stored to Date	Percent Complete	Balance to Finish
CO #1		Install Relocated Threshold Lights	1	LS	\$8,300,00	\$8,300.00	1 1	\$8,300.00		\$8,300.00	100.00%	\$0.00
CO#2		Excavation	1000	CY	\$17.00	\$17,000.00	1000	\$17,000,00		\$17,000.00	100.00%	\$0.00
CO#2		Reduction - Remove Existing 72-Inch pipe	-304	LF	\$100.00	-\$30,400.00	-304	-530,400.00		-\$30,400.00	100.00%	\$0.00
CO#2		Reduction unused gipe - 12 Inch RCP	-7	LF	\$130,00	-\$910,00	1 to 12	\$910.00		-\$910.00	100.00%	\$0.00
CO #2		LSM in existing pipe under runway	1	LS	\$15,000.00	\$15,000.00		\$15,000.00		\$15,000.00	100.00%	\$0.00
CO #2		Crush existing 72" pipe in place	1	LS	\$8,000.00	\$8,000.00	20.0	58,000.00		\$8,000.00	100,00%	\$0.00
CO#3		Asphalt Surface course	-110	TON	\$230.00	-\$25,300.00	110	\$25,300.00		-\$25,300.00	100,00%	\$0.00
CO #3		Concrete	400	SY	\$86.00	\$34,400.00	\$ 350**	\$30,100.00		\$30,100.00	87.50%	\$4,300.00
CO #3		Concrete Coloring Dye	1	LS	\$1,450.00	\$1,450.00	of the	\$1,450.00		\$1,450,00	100,00%	\$0.00
								177865E				

PayApp Ver.2006-08-09

Progress Estimate - Sheet 2 of 2