

Fairfield County Airport Authority Board Meeting
3430 Old Columbus Rd NW
Carroll, Ohio 43112
Minutes for June 12, 2017

Meeting to order

Glenn Burns called the meeting to order at 6:00 p.m. with the Pledge of Allegiance. Board Members present at the meeting were Glenn Burns, Pat Ferguson, Rick Szabrak, and Bill McNeer. (Jon Kochis present at 6:41 p.m.) Board member Michael Kaper was absent. Also present were Staci Knisley, Ben Cooley, Pat Rooney, and Steven Slater.

Opportunity for the Public to Address the Board

No member of the public addressed the Board.

Approval of Minutes for the May 8, 2017 Meeting

On motion of Bill McNeer and second of Rick Szabrak, the Fairfield County Airport Authority Board voted to approve the minutes from the May 8, 2017 meeting.

Voting aye thereon: McNeer, Szabrak, Burns, Fagan, and Ferguson. Motion passed.

Historical Aircraft Squadron (HAS) update

Mr. Ferguson reported that the grass cutting has slowed down. There were 76 cub scouts that visited. There was a wedding and reception held last weekend.

Airport Manager Update

Mr. Rooney reported that the map in the supplement will be changed on December 17. The chart will be changed in the 99th edition.

Mr. Rooney presented Sundowner Aviation's Monthly Board Report. (See attached to minutes) He reported that everything is down 30% this year. He believes it is due to the low ceilings and cross winds in the weather. Corporate traffic is picking up and jet fuel sales are up slightly. There is a corporate company that is building a factory near the Airport. He will get more information and give it to Mr. Szabrak.

Mr. Rooney reported that the coke vending machine is obsolete. The county owns the machine. Sundowner fills the machine and earns commission. Sundowner would like to purchase a combination machine and dispose of both machines.

Mr. Szabrak reported that there is a combination machine at Sam's Club for \$2,500.

Mr. Rooney will do further research and purchase a combination vending machine paid by Sundowner.

Ms. Knisley will follow-up on how to properly dispose of the machines.

Standing Committee Updates:

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

There was nothing new to report.

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

There was nothing new to report.

3. **FBO Liaison – Pat Ferguson**

Mr. Ferguson reported that the fence repairs are in process. Fence Solutions will repair both fences. The 1st fence repair was due to a vehicle accident. Insurance has covered the first repair.

Mr. Ferguson reported that there is a pot hole near the lot that feeds into the roadway at HAS. The Board approved the HAS lot to be restriped and sealed. He recommends that the pot hole gets repaired at the same time.

Approval of a pot hole repair located at HAS with the not to exceed costs of \$500

On motion of Bill McNeer and second of Bill Fagan, the Fairfield County Airport Authority Board approved the pot hole repair at HAS with the not to exceed costs of \$500.

Voting aye thereon: McNeer, Fagan, Burns, and Szabrak.

Abstained: Ferguson

Motion passed.

Mr. Ferguson thanked Steve Slater for painting the Airport sign.

Mr. Ferguson reported that the Maintenance Hangar truss inspection is finished. Wes Brendsel, the inspector will email him the report when it is completed.

Mr. Ferguson reported there was a sink hole on the other side of the taxiway (100 yards north and 80 yards east of the fuel farm). It was around 5 feet by 5 feet around and 6 feet deep. He authorized it to be inspected and repaired by Dave Cain Excavating. There was a pipe that had separated. The invoice for \$903 is on the agenda to be approved for payment.

Mr. Ferguson reported that the new zero turn mower was picked up and is working well.

Ms. Knisley will follow up on the inventory with the County Auditor by disposing of the old one and adding the new one.

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Mr. Ferguson recommended that the snow plowing contract be continued as is. Nothing further needs amended.

4. Finance - Glenn Burns

a. Financial Reports

Ms. Knisley asked the Board to review the financial reports.

b. Payment of Bills

• **Approval for payment of bills totaling \$ 13,444.80**

On motion of Bill McNeer and second of Rick Szabrak, the Fairfield County Airport Authority Board voted to approve the payment of bills totaling \$13,444.80 (See invoice summary attached to minutes)

*Voting aye thereon: McNeer, Szabrak, Burns, Ferguson, and Fagan.
Motion passed.*

5. Security/Internet – Jon Kochis (absent) & Bill McNeer

Mr. McNeer reported that he has nothing new to report on security.

Ms. Knisley reported that telephone lines 740-687-7109 & 740-687-7137 will be disconnected. They are no longer being used. Lonnie Watts is in the process of checking to see if 740-681-7458 (Purvis Credit Card line) can be also used as the fax. 740-687-7138 is the current fax line.

Mr. Purvis reported that the fuelmaster line 740-653-1926 is still needed. This is the line that runs through a modem. Fuelmaster is the software that downloads fuel reports.

6. Airport Improvement – Jon Kochis

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

Mr. Cooley reviewed the Engineer's Summary Report with the Board. (See attached to minutes)

Mr. Cooley reported that the Shelly Company is paying for the Claypool Electric work on the gate loop repair.

Mr. Rooney reported that the Runway 28 PAPI's were pulled and are now back. They are waterproof and working.

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Mr. Cooley reported that this was unforeseen underground issues. The Jess Howard Electric proposal of \$4,175 will take care of this. This amount is being submitted to the FAA to see if it could be added to the FY16 FAA grant.

(Board Member Jon Kochis arrived at 6:41 p.m.)

Mr. Kochis reported that he was told that the way PAPI's are typically designed, did not work with our water cable. The design recommendation is to move the PAPI's above ground. There is no charge from CMT for the design.

Approval to move the PAPI's above ground for the not to exceed cost of \$4,175 with Jess Howard Electric Company

On motion of Jon Kochis and second of Bill McNeer the Fairfield County Airport Authority Board voted to have Jess Howard Electric Company move the PAPI's above ground with the not to exceed costs of \$4,175.

*Voting aye thereon: Kochis, McNeer, Burns, Fagan, Ferguson, and Szabrak.
Motion passed.*

Mr. Cooley will follow up with Jess Howard Electric regarding the bumpy grass areas that need to be fixed.

Mr. Kochis reported that the FAA entitlement will only cover the Taxiway D Reconstruction Project if we save it for the next 3 Fiscal Years. In FY2020 there will be enough cash to complete the project. He recommends that this be designed this year and put out for bid. He is in hopes that the bids come out lower and that the FAA will approve it sooner. FY2017 FAA entitlement will cover the design.

Approval of the Contract for Engineering Design Phase Services for Construction of Taxiway D project

On motion of Jon Kochis and second of Rick Szabrak, the Fairfield County Airport Authority Board voted to approve the contract for the Engineering Design Phase Services for Construction of Taxiway D project.

*Voting aye thereon: Kochis, Szabrak, Burns, McNeer, Ferguson, and Fagan.
Motion passed.*

- b. **Medflight Property (Board of Commissioners potential purchase)**

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Mr. Kochis reported that the Environmental Review Phase I is in process. Bennett & Williams is the county's Environmental Engineer on the project. The property is a good use for future office space for lease for a short term to a business that is aviation related. Medflight would like a letter of intent that the county will not lease to another medical helicopter service for 5 years. The Prosecutor's Office is drafting a Memorandum of Understanding (MOU) Agreement between the Airport Board and the Board of Commissioners. The MOU will allow the Airport to use the property and state the reduction in appropriations. The old helicopter pad is about 2,800 square feet. He recommends that a Pole Barn be built for the Airport Maintenance equipment that is currently stored in hangars. He estimates that the costs will be around \$50,000 and will be approximately 45 by 60 feet with 2 bays and 2 doors. There might be a termite issue. An inspection will be done. It has a back-up generator and has newer air conditioning.

c. LED Lighting for Hangars

Mr. Kochis reported that this project is complete.

d. Capital Improvement Projects

Mr. Kochis asked the Board to keep the capital projects on the agenda until they are completed. He is meeting with Jonathan Ferbrache with Soil & Water to prioritize the Stormwater list.

Capital Project List:

- Stormwater System Rehab
 - Ditch Work – Project 2 Infield, Project 2 outfall, Project 7 Dipping
 - Concrete Work – Repair work to drains and joints
 - Pavement Crack rehab – see paving
- Apron Paving
 - Areas identified on ODOT report/non grant eligible
- Northwest parcel development
 - Tree Clearing
- Maintenance Building
 - Roof repair

e. Tax Assessment

He is still working with the Auditor's Office on the assessment of the Airport properties. There will likely be an increase in the Airport's yearly tax payments.

Mr. Kochis is leaving the Airport Management a questionnaire to fill out after it rains. This is part of the Stormwater Management. The goal is to fill one out every quarter and give it to Ms. Knisley.

7. Web – Bill McNeer & Rick Szabrak

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a. Website Update

Mr. Szabrak reported that the website update will be up and running in July. (Mr. Szabrak left the meeting at 7:13 p.m.)

8. Tenant Relations – Glenn Burns & Bill Fagan

• Rent Status

Ms. Knisley reported that a letter has been sent to the tenant in P15. He is paid up through February.

Old Business

The Board reviewed the following old business.

- a. Radio Frequency License received (see attached to minutes)
Mr. McNeer gave a copy of Airport management to display at terminal.
- b. FY2018 Ohio Airport Grant Program Application postmarked May 1, 2017
- c. Farm Leases (seedless crop amendments)
- d. Special Counsel for future pipeline easements

New Business

- a. Fuel Tank registration
Ms. Knisley will mail completed registration.

Informational Items

- a. FAA letter regarding insect control application

Calendar of Upcoming Events/Other

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

- a. FAA/ODOT workshop on 8/2/2017 (more info to come)
- b. Pville farming lease expires 12/31/17
- c. Doug Majors farming lease expires 12/31/17
- d. Oath of Office 01/08/2018
- e. Storm Water Plan – Review and Approve annually - February 2018
- f. Insurance expires 12/15/18
- g. HAS lease agreement w/Commissioners expires on 12/31/19
- h. Eversole lease with Commissioners expires on 10/26/2020
- i. FAA lease for space expires 9/30/2022

Adjournment

On motion of Bill McNeer and second of Bill Fagan, the Fairfield County Airport Authority Board voted to adjourn at 7:24 p.m.

Next meeting is scheduled for July 10, 2017 at 6:00 p.m.

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Meeting minutes for the June 12, 2017 meeting were approved on July 10, 2017.

Aye
Glenn Burns

Absent
Bill Fagan

Aye
Rick Szabrak

Aye
Jon Kochis

Aye
Michael Kaper

Aye
William McNeer

Aye
Pat Ferguson

Staci A. Knisley
Staci A. Knisley, Airport Clerk

MONTHLY BOARD REPORT

May ~~APRIL~~ 2017

*June 12, 2017
Board Mtg*

ITEM	QUANTITY	REMARKS
T HANGAR OCCUPANCY	61/72	
R HANGAR OCCUPANCY	6/6	
NEW LEASES	1	
OVERNIGHT/WEEKLY HANGR	2	
FUEL SALES 100LL	4190.81	
FUEL SALES JET	1519.5	
NUMBER OF OPERATIONS	2427	
HANGAR MAINTENANCE ISSUES	NONE	
PUBLIC COMMENTS	none	
INCIDENTS REPORTED TO FAA	Notification from FAA Parachuting dropped	

Summary for Payment of Bills

Vendor	Amount	Inv#	Description	Service Dates
Sundowner Aviation	\$859.73	n/a	fees paid for May fuel sales	5/1-5/31/2017
Sundowner Aviation	\$1,522.40	n/a	10% fees paid for May hangar rent	5/1-5/31/2017
Precision Overhead Door, Inc	\$200.00	17974	R4 hangar inspection, repaired wires	5/10/2017
Jess Howard Electric	\$645.00	144788	repairs to fuses, adjustments, and other - Al Moyer contact	5/23/2017
Crawford Murphy Tilly	\$2,038.63	113321	professional services for rehab of runway 10/28 lighting project	2/25-3/31/2017
Crawford Murphy Tilly	\$780.00	113503	professional services for rehab of runway 10/28 lighting project	4/1-4/28/2017
Crawford Murphy Tilly	\$1,673.95	113502	professional services for rehab of runway 10/28 lighting project - design phase	4/1-4/28/2017
Crawford Murphy Tilly	\$107.50	113313	professional services for runway 10/28 overlay	2/25-3/31/2017
Crawford Murphy Tilly	\$615.00	113495	professional services for runway 10/28 overlay	4/1-4/28/2017
Crawford Murphy Tilly	\$142.65	113494	professional services for VGS1 (PAPs) runway 10/28	4/1-4/28/2017
Crawford Murphy Tilly	\$230.00	113322	provide AGIS Data Collection, survey, and submission for runway 10/28 lighting rehab	2/25-3/31/2017
Dave Cain Excavating, LTD	\$903.00	5.26.17	sink hole repair	
Fairfield Soil & Water	\$3,726.94	2016-25	sparying invoice	5/8-6/6
Total Invoices for 06.12.17 Board Meeting	\$13,444.80			

**Fairfield County Airport Authority
Board Meeting, June 12, 2017**

Engineer's Summary Report

1. FY 2015 Projects – close-out submitted 3/13/17
PAPI Rehab & Wildlife Assessment
WHSA final report has been submitted to FAA for review, no comment or comment or acceptance to date.

2. FY 16 Projects
 ODOT Aviation Grant Runway Rehabilitation.
 Contractor: The Shelly Company.
 Runway overlay work complete. Final pay application received.
 Claypool Electric schedule to complete gate loop repair next week.

 FY 16 FAA Grant – Runway Edge Lighting Rehabilitation
 Contractor: Jess Howard Electric.
 Punchlist inspection complete, final items to be addressed Spring 2017.
 AGIS (FAA survey requirements) survey completed, data processing underway.

3. FY 18 ODOT Aviation Grant Application
 State grant program application submitted in April. Application included apron pavement rehabilitation, Taxiway B relighting.
 Notifications will be made prior to end of ODOT FY17 (June 30).

4. Action Items:
 - a. Taxiway D Reconstruction (design) - CMT contract
 - b. Jess Howard Electric Proposed Work Order \$4,175.00 (to be included in final close out for FAA grant)



JESS HOWARD ELECTRIC COMPANY ENGINEERING & CONTRACTING

EQUAL OPPORTUNITY EMPLOYER

P.O. BOX 400 • 6630 TAYLOR RD. • BLACKLICK, OHIO 43004

PHONE (614) 861-1300 • FAX (614) 861-1830

STATE OF OHIO LICENSE NO: 18390

- 4. Furnish and install the power feeders from the hand hole and back to the PAPI units. splice same with underground weatherproof splice kits. backfill, grade and seed.

Total cost.....\$4,175.00

Please give me a call if you have any questions.

Sincerely yours,

Mel Haywood
Vice President

PRIMARY

TRANSFORMERS • SUBSTATIONS
POLE LINE • CONSTRUCTION

INDUSTRIAL

MOTORS • COMPENSATORS
RECTIFIERS • ALL OTHER
FACTORY EQUIPMENT

COMMERCIAL

LIGHTING
& WIRING

RESIDENTIAL

THE LATEST WIRING
FOR MODERN LIVING



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STATE OF OHIO LICENSE NO: 18390

March 17, 2017

Mr. Greg Heaton
Crawford Murphy and Tilly
8101 N. High Street Suite 150
Columbus OH 43235

Re: Fairfield County Airport
Runway rehabilitation and PAPI projects

Dear Mr. Heaton:

Enclosed please find our quote to remove the existing electrical equipment that is presently installed in a below ground hand hole installed for the runway 10 PAPI system that is causing voltage outage due to the vault filling up with water and shorting out same.

ITEMS OF WORK

1. Remove the existing 480 volt single phase transfer and maintenance disconnect switch from the existing hand hole that is filling up with water.
2. Trench and install 2-1 1/2" continuous duct from the existing vault to a new above ground control station with a precast concrete pad with 6" stone base.
3. Furnish and install 1-30 amp 400 volt, single phase fused disconnect switch in a NEMA 3R enclosure, and 1-3KVA 480 volt to 120/240 volt weatherproof transformer on the new equipment rack with the necessary conduit and wiring.
Note: The above equipment rack will be installed with the 2" frangible couplings as per FAA specifications.

PRIMARY

TRANSFORMERS • SUBSTATIONS
POLE LINE • CONSTRUCTION

INDUSTRIAL

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RECTIFIERS • ALL OTHER
FACTORY EQUIPMENT

COMMERCIAL

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STANDARD AGREEMENT FOR PROFESSIONAL SERVICES

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

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

Engineering Design Phase Services for Construct Taxiway D at Fairfield County Airport

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

- On a time and expense basis in accordance with the attached Schedule of Hourly Charges which is subject to change at the beginning of each calendar year. Reimbursable direct expenses will be invoiced at cost. Professional or Subconsultant services performed by another firm will be invoiced at cost plus ten percent, not to exceed \$52,150.00.
- 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:

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

IN WITNESS WHEREOF, the parties hereto have affixed their hands and seals this 10th day of June, 2017.

CLIENT:

Fairfield County Airport Authority
(Client Name)


(Signature)

Glenn R. Buens President
(Name and Title)

ENGINEER:

CRAWFORD, MURPHY & TILLY, INC.


(Signature)

Greg E. Heaton, Vice President
(Name and Title)

CMT Job No. 17650-01

STANDARD GENERAL CONDITIONS
Crawford, Murphy & Tilly, Inc.

1. Standard of Care

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

2. Reuse of Document

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

3. Termination

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

4. Parties to the Agreement

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

5. Construction and Safety

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

6. Payment

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

7. Indemnification for Release of Pollutants

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

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

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

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

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

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

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

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

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

May 15, 2017

ATTACHMENT 1

**FAIRFIELD COUNTY AIRPORT
LANCASTER, OHIO**

**Design Phase Engineering Services for
Construct Taxiway D**

SCOPE OF WORK

Engineering Design Phase Services
Location: Fairfield County Airport
Owner: Fairfield County Airport Authority

The Engineer shall provide professional services to design the project Construct Taxiway D at the Fairfield County Airport.

The Airport is pursuing funding from the FAA Airport Improvement Program.

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

**TASK 1
PRELIMINARY DESIGN PHASE**

1. The consultant shall provide Project Management including the development, maintenance and communication of project budget and schedule. The consultant shall prepare Quality Action Plan to document staff assignments, schedule milestones, project success factors and project budget.
2. The consultant shall conduct a soils investigation to determine type and strength of the soils within the project limits.
3. The consultant shall perform a topographic survey. A site drawing will be developed from the topographic survey.
4. The consultant shall develop taxiway geometry based on FAA criteria.
5. The consultant shall develop taxiway profiles, including safety areas, and proposed typical sections.
6. The consultant shall design airfield pavements using FAA design rational. The critical aircraft and the number of passes shall be based upon the existing and anticipated aircraft mixture using the airport.

TASK 2
DESIGN DOCUMENT PREPARATION

1. Conduct a kick off coordination meeting with Airport Authority, the Airport Manager, and affected tenants, to start the design phase. The Engineer will prepare and distribute minutes of the meeting within 7 calendar days.
2. Field verify the existing site conditions and data obtained through visual surveys and investigation along with documentation and other record data obtained or provided by the Airport Authority and airport management for accuracy.
3. Review existing airport record drawings. Show utilities within the area of improvements that are found during the site reconnaissance survey. Review record drawings and existing topographic drawings of site; identify removal and relocation items to be addressed, if any.
4. Prepare and file the required FAA forms for the airspace renew at Fairfield County Airport.
5. Develop plans and specifications task specific for the project. Develop preliminary project phasing based on airport user requirements, identify site constraints; develop preliminary cost estimate for construction.
6. Attend coordination design review meetings with Airport Authority or Airport Manager for development of the construction plans and specifications. A maximum of two (2) coordination meetings are anticipated.
7. Prepare civil calculations, quantity calculations, and estimates of probable construction costs for all of the work elements.
8. Provide preliminary construction plans and statements of probable construction costs for the design work at 100% completion for review by the Airport Manager/Staff and FAA (up to three sets of review plans will be provided for the review). Plans for construction of the project, including summary of quantities, construction activities plan, site plan, demolition plan, proposed improvement plan, sequence of construction and phasing, cross sections, drainage, electrical and associated project details shall be included. Review comments will be incorporated into the construction plans.
9. Advise the Authority/Airport of any adjustment of the statement of probable construction costs caused by changes in scope, design requirements, or construction costs for the 100% complete drawings and specifications.
10. Provide interoffice administration and coordination for the design services including interoffice meetings attended by Project Manager and Staff for general day-to-day project related administrative tasks. Coordination and exchange of information with the Owner, Airport, FAA staff and sub consultants (if needed) who are a part of the design team is included in this task.

11. Prepare a Safety and Phasing Plan, revising the plan to include any comments provided by the Airport during the review process. The Safety and Phasing Plan shall be submitted to the FAA-ADO for review and acceptance following the 70% review submittal. Prepare and file the required FAA 7460 form for this project at Fairfield County Airport.
12. Prepare the construction drawings on AutoCAD Release 2012 and specifications in Word for Windows. Provide one hard copy version for Airport Authority records at the time of bidding.
13. Develop construction technical specifications and Federal contract requirements using FAA base specifications and format. Develop front end documents and prepare final bidding and contract documents including exhibit preparation for those documents, i.e. geotechnical reports, etc. CMT will prepare all technical specifications for inclusion into the final bidding documents. Review submittals to be provided at 100%.

Prep By	BDC
DATE	
Apprvd	GEH
DATE	05/15/17

CONTRACT ATTACHMENT - EXHIBIT A - 2017 PROFESSIONAL SERVICES COST ESTIMATE
CLIENT Crawford, Murphy & Tilly, Inc.
 Fairfield County Airport
PROJECT NAME Construct Taxiway D - Design Engineering
CMT JOB NO. 17650-01

TASK NO.	TASKS CLASSIFICATIONS	CURRENT YEAR 2016 HOURLY RATES											TOTAL						
		PRINCIPAL	SR PROJECT ENGR	PROJECT ENGR	SENIOR ARCHITECT	SENIOR ENGINEER	SENIOR ENGINEER	SENIOR ARCHITECT	SENIOR TECHNICAL MANAGER	ARCHITECT	ENGINEER	LAND SURVEYOR		SENIOR PLANNER GIS SPECIALIST	SENIOR TECHNICIAN	TECHNICAL MGR PLANNER	TECHNICIAN II	TECHNICIAN I	ADMIN ASSISTANT ACCOUNTANT
1	Project Development	\$200	\$195	\$165	\$135	\$125	\$115	\$135	\$115	\$125	\$80	\$100	\$75	\$50					9
2	Data Collection/ Records review		1	4			4							2					2
3				2										4					10
4	Site Plan/Phasing Plans			8										12	8				40
5	Existing Conditions/Demolition Plan Sheets			3										16					35
6	Plan and Profiler/Typical Sections Sheets			2										8					42
7	Cross Sections/Drainage Sheets			10										4					54
8	Electrical Plan/Detail Sheets			4										24					36
9																			
10	Contract Documents/Technical Specifications		2	4										16					50
11	Cost Estimates & Quantity Take-off		1	4										4					13
12																			
13	CSPP Submittal														8				16
14																			
15																			
	TOTAL MAN HOURS		4	41										90	16				305
	SUBTOTAL - BASE LABOR EFFORT		\$780	\$6,765										\$11,250	\$1,280				\$36,355

TASKS (CONTINUED)	DIRECT EXPENSE & REIMBURSABLES											TOTAL LABOR EFFORT	TOTAL FEE							
	TRAVEL MILEAGE	MEALS & LODGING	PRINTING	EQUIPMENT	MISC	SURVEY MTL	SUBS ADMIN	OTHER EXP	OTHER EXP	SUBS ADMIN	OTHER EXP									
1 Project Development	\$100																		\$100	\$1,305
2 Data Collection/ Records review	\$100																		\$5,600	\$6,890
3																				
4 Site Plan/Phasing Plans	\$100																		\$5,050	\$9,890
5 Existing Conditions/Demolition Plan Sheets																			\$5,010	\$4,335
6 Plan and Profiler/Typical Sections Sheets																				\$6,750
7 Cross Sections/Drainage Sheets																				\$4,680
8 Electrical Plan/Detail Sheets	\$100																		\$100	\$5,170
9																				\$1,815
10 Contract Documents/Technical Specifications			\$200																	\$1,560
11 Cost Estimates & Quantity Take-off																				\$11,050
12																				\$47,405
13 CSPP Submittal																				
14																				
15																				
	TOTALS	\$400	\$200	\$200	\$950	\$9,500	\$950	\$11,050	\$47,405											
	PERCENTAGE OF WORK TO BE PERFORMED BY YEAR	2017	2018	2019	2020	EST % OF OT HRS INCLUDED ABOVE					MULTIPLYER + OT									
	WEIGHTING FACTOR FOR 5% ANNUAL ADJUSTMENT	100%	100%	100%	100%	AVERAGE OVERTIME RATE PREMIUM					1.0000									
	ESTIMATED CONTINGENCY	1.0000	1.0000	1.0000	1.0000	OT ADJUSTMENT FACTOR					10%									
	ROUNDING																			
	TOTAL FEE					MATH CROSS CHECK IS OK														

ULS License
Aeronautical and Fixed License - WPVB282 - Fairfield County

Call Sign	WPVB282	Radio Service	AF - Aeronautical and Fixed
Status	Active	Auth Type	Regular

Dates

Grant	05/10/2017	Expiration	06/11/2027
Effective	05/10/2017	Cancellation	

Control Points

1	3430 Old Columbus Road, FAIRFIELD, Carroll, OH P: (740)654-7001
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Licensee

FRN	0002997369	Type	Governmental Entity
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Licensee

Fairfield County 3430 Old Columbus Rd NW Lancaster, OH 43112 ATTN William McNeer Jr.	P:(740)654-7001
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Contact

Fairfield County Airport Authority Board William P McNeer Jr 3430 Old Columbus Rd. Carroll, OH 43112 ATTN William P. McNeer J.	P:(740)654-7001
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Coast and Ground Data

Station Class	FAA		
Associated Aeronautical Enroute Station		Ground Station	
Coast Station Selective Calling Number		Coast Station	
Is this station available to any aircraft desiring to use it?			Yes
Is this station open to Public Correspondence?			

Ownership and Qualifications

Radio Service Type	Fixed, Mobile
Regulatory Status	Common Carrier Interconnected No

Alien Ownership

The Applicant answered "No" to each of the Alien Ownership questions.

Basic Qualifications

The Applicant answered "No" to each of the Basic Qualification questions.

Demographics

Race White

Ethnicity Not Hispanic or Latino

Gender

Male