

**Fairfield County Airport Authority Board Meeting
3430 Old Columbus Road, NW, Carroll, Ohio 43112
Minutes for September 11, 2023**

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 Fagan, Scott Richardson, Michael Kaper, and Bill McNeer. Absent was Tom Brennan.

Also present were Staci Knisley, Al Moyer, Haylee Koester, Jeff Gerken, Ben Riggs, Ian Coil, and Ben Cooley.

Opportunity for the Public to Address the Board

Mr. Jeff Gerken spoke about being concerned about the lack of approaches at night. He asked if there is anyone who can expedite the March timeline or at least lift the current NOTAM.

Mr. Kochis stated that he had a letter from Congressman Balderson concerning the lack of approach timeline. March 21, 2024, is when it will the approach will be published. (See letter attached to minutes)

Approval of the Minutes for the August 14, 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 August 14, 2023, meeting.

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

Absent was: Tom Brennan

Motion passed.

Historical Aircraft Squadron (HAS) update

Mr. Moyer reported that the Kabota is running good. The old tractor will be looked at next week by Foltz Ag.

Mr. Moyer also reported that there is coil and other materials left by the pipeline and Rock River Construction at the east end of the airport.

Mr. Cooley will contact Rock River to get their materials.

Mr. Kochis will contact the pipeline related to the materials left.

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. He also reported that there was a car on the runway after the HAS Open House on September 2. He received calls from the FAA and the Sheriff Department that there was drag racing on the runway. The gates are now locked and will be opened in the next few weeks.

Mr. Coil reported that there is a wiring issue in one of the gates and a motor is bad.

Mr. Kochis asked Mr. Coil to contact Citywide Services.

Mr. Coil also indicated that the HAS Open House was a success.

Standing Committee Updates:

Airport Improvement – Jon Kochis & Tom Brennan (absent)

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

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

- FY23 FAA grant – master drainage study

Mr. Kochis asked if CMT took survey calculations on the new level of the creek after the pipeline had been removed.

Mr. Cooley reported that their subcontractors verified all our survey calculations.

Mr. Kochis stated that when the pipeline was removed it dropped the creek a few levels. He just wants to make sure it is verified.

Mr. Cooley stated that they will double check that area. He will make sure that information is in the report.

- FY23 ODOT grant – west obstruction removal

Mr. Kochis reported that on October 1 the remaining 5 trees will be cleaned up. He is waiting for a quote from Wildland Trees. This will not be grant eligible.

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Mr. Cooley stated the FY23 ODOT grant is exhausted and that local monies will need to be used.

- Hangar Development – Commissioner funded project

Mr. Cooley stated that CMT will look and try to get the pavement project for the apron expansion reimbursed by the FAA grants. The estimated costs are \$20,000. This will be brought on the FAA ACIP call but there is no promise we will be funded.

Plans and specs are underway. The timeline to start building is in Spring of 2024. T-hangars will likely be built first.

Approval of agreement with CMT for design and construction services for the Election House Road obstruction removal with a not to exceed of \$43,000.

On motion of Jon Kochis and second of Michael Kaper, the Fairfield County Airport Authority Board voted to approve the agreement with CMT for design and construction services for the Election House Road obstruction removal with a not to exceed of \$43,000; see attached to minutes.

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

Absent was: Tom Brennan

Motion passed.

b. Airport Capital Improvement Plan (ACIP) discussion

Mr. Cooley presented the draft ACIP to the Board; see attached to minutes.

Mr. Cooley asked the Board to prioritize the projects and to discuss any new projects if they are not on the plan.

Ms. Koester went over the master plan results with the Board.

- Short term/0-5 year

The hangar development for the T-hangars and box hangars is underway. Soon the removal of the pavement near the taxiway will be completed. This was a safety concern. Safety is one of the FAA's concerns and priorities.

- Medium term/5-15 year

Adding extensions to hangar rows and additional hangar development T-hangars and Corporate. Adding a fence on the north side and a new access/entrance road.

- Long term

Finishing hangar development on the south side and adding box hangars on the north side.

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Mr. Kochis reported that there is still growth on the south side. We are building the north side to be bigger scale development for corporate.

Mr. Cooley reported that the FAA is going to see the north side might be a concern. He believes they are going to start asking questions about the north side. He recommends that the Board start getting the north side ready such as environmental work. This is on the draft ACIP.

Mr. Cooley continued to review the draft ACIP with the Board.

Mr. Kochis stated that paving projects on the ACIP are not eligible for grants. The Board of Commissioners will fund the paving projects.

Mr. Cooley reminded the Board that the FAA has not approved the master plan yet. They are still in the review process.

Mr. Moyer asked Mr. Cooley about Taxiway signage and Taxiway A's lighting.

Ms. Koester said that signage and relocating taxiways are included in future projects.

Mr. Kochis stated that the FAA conference call is scheduled for October 30th at 10:30 a.m. He and Mr. Cooley will be on the call to discuss the draft ACIP.

The Board had no changes to the ACIP at this time.

- c. Storm Water System Repair
Nothing new to report.
- d. Obstruction Removal Project
Nothing new to report.
- e. Master Plan Hangar Build
Nothing new to report.

Community Relations – Michael Kaper

Mr. Kaper reported that he received a few inquiries related to employment and noise.

Facilities and Grounds – Bill Fagan & Michael Kaper

- a. Hangar P row painting

Mr. Fagan reported that painting in Hangar P Row will start in late October, early November. It will take about 2 weeks. Mr. Coil will notify the tenants.

b. Hangar J LED lights

Mr. Kochis reported that the Hangar J LED lights have been installed.

c. Terminal/Hangar repairs

Mr. Kochis will contact Proline Electric or another electrical company to come and repair the photo cell on the terminal and a light fixture in one of the hangars.

Fixed Base Operator (FBO) Liaison – Scott Richardson

Nothing new to discuss.

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 August payment of invoices totaling \$87,316.19.

On motion of Jon Kochis and second of Scott Richardson, the Fairfield County Airport Authority Board motioned to approve retroactively August invoices totaling \$87,316.19; see attached to minutes.

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

Absent was: Tom Brennan

Motion passed.

Approval of Webchick invoice for website design and maintenance in the amount of \$670.

On motion of Bill Fagan and second of Bill McNeer, the Fairfield County Airport Authority Board approved the Webchick invoice for website design and maintenance in the amount of \$670; see attached to minutes.

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

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Absent was: Tom Brennan

Motion passed.

Security & Safety – Jon Kochis & Bill McNeer

Mr. McNeer asked if Fairfield County Sheriff's office has the capability to view the security cameras.

Mr. Kochis reported that they do have the capability but do not watch our cameras live. Only certain deputies have access. Fairfield County Information Technology (IT) and Mr. Kochis also have access.

Tenant Relations – Glenn Burns & Bill Fagan

The board reviewed the following reports:

- Rent Status Spreadsheet
- Hangar Waiting List

Mr. Coil will make his 3rd attempt to contact Mr. Barnd to fill the vacant hangar. If he does not respond, he will go to the bottom of the list.

Mr. Kochis reported that the Prosecutor's office said we can make changes to the waiting list policy as we feel necessary to keep a productive manner.

Mr. McNeer reviewed the tail#s on the waiting list whether they were registered with the FAA or not.

Web – Bill McNeer & Tom Brennan (absent)

None.

Old Business

- a. Potential Air Show hosted by Steve Clapper

Mr. Richardson reported that Rickenbacker is having another Air Show in June of 2024. He has nothing new to report related to Mr. Clapper's plans.

- b. New hangar lease processes/select criteria.
Nothing new to report.

New Business

None.

Informational

- a. ODOT/OA FY2024 grant approved up to \$366,700.
Letter received.

Calendar of upcoming events and other important dates

The Board reviewed the following calendar of dates:

- a. Blue Lightning Initiative – report due annually within 30 days of 9/30/23

Mr. Coil reported that 5 of their staff have taken the training.

Mr. McNeer asked Mr. Coil to get more of the staff to take the training.

Mr. McNeer reported that he will file the report next month. He wants to have a final number including the Board Members.

- b. Noxious Weed Control Agreement with Douglas Majors – expires 12/31/23

Mr. Kochis reported he spoke with Mr. Majors. Mr. Majors expressed interest in renewing the agreement.

Mr. Kochis also reported that Soil & Water will not be doing weed control for the Airport anymore. He recommended we find other options.

- c. EAA lease renewal with the Board of Commissioners – expiration date of 2/28/24
- d. ODOT/OAA FY2024 grant – winning bidder selected by 3/15/2024
- e. OTTER/UST renewal expires 6/30/24
- f. Petroleum Underground Tank – UST Certificate of Coverage – expires 6/30/24
- g. CMT Master agreement expires 9/9/2024
- h. HAS mowing and snow removal contract expires on 9/30/2024
- i. FBO Agreement expires 12/31/2024
- j. Insurance Agreement expires 12/31/2025
- k. Legal services agreement with County Prosecutor – expires 12/31/2025
- l. Hangar J Lease agreement expires 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 Bill McNeer and second of Bill Fagan, the Fairfield County Airport Authority Board voted to adjourn at 6:07 p.m.

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Next Regular Meeting is Monday, October 9, 2023, at 5:00 p.m. @ the Airport Terminal, 3430 Old Columbus Road, NW, Carroll, Ohio 43112

Meeting minutes for September 11, 2023 was approved on October 9, 2023.

Aye
Glenn Burns

Aye
Bill Fagan

Aye
Tom Brennan

Aye
Jon Kochis

Absent
Michael Kaper

Aye
William McNeer

Aye
Scott Richardson

Staci A. Knisley
Staci A. Knisley, Airport Clerk



U.S. Department
of Transportation
**Federal Aviation
Administration**

Mission Support Services
800 Independence Ave. SW
Washington, D.C. 20591

The Honorable Troy Balderson
U.S. House of Representatives
Washington, DC 20515

Dear Congressman Balderson:

Thank you for your inquiry on July 10, 2023, on behalf of Mr. Jon Kochis, the Director of Facilities Operations at Fairfield County Airport in Lancaster, Ohio, referencing the restricted night operations and limited visibility to runways 10 and 28.

The Fairfield County Airport project to amend the instrument flight procedures (IFPs) with the use of a Vertical Glideslope Indicator (VGSI), and to bring the procedures to current criteria is scheduled for publication on March 21, 2024. The publication timeline will allow the Federal Aviation Administration (FAA) the required time to complete the procedural changes and safety risk review needed to mitigate the visual surface penetration using VGSI.

The FAA has been collaborating with the airport to confirm which obstacles are being removed from our database and which obstacles will require VGSI mitigation approval. The database validation will ensure the non-standard design process is completed on schedule and the safety panel has all the required information before performing an analysis and flight validation.

Even though the VGSI was installed in 2016, the procedural amendments and use of the VGSI to mitigate the visual surface penetrations require approval and flight validation. As such, the FAA will cancel the Notice to Air Missions on the March 21, 2024, publication date.

If you or your staff need further assistance, please contact Lauren R. Dudley, Assistant Administrator for Government and Industry Affairs, at (202) 267-3277.

Sincerely,

NATASHA A. DURKINS
Digitally signed by
NATASHA A. DURKINS
Date: 2023.08.01
15:08:44 -04'00'
Natasha A. Durkins
Vice President, Mission Support Services
Air Traffic Organization

**Fairfield County Airport Authority
Board Meeting, September 11, 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 FAA comments or direction prior to closeout. **No September Update.**

2. FY 22 FAA AIP Grant
Rehab Taxiway B - Construction
Additional construction funds will be requested from FAA at closeout.
Invoice 1 was submittal for approval and payment. Project complete.

Improve Airfield Drainage – Construction. Rock River Construction work is completed, project is substantially closed out.
Project complete, no further updates.

3. FY 23 FAA AIP Grant
Master Drainage Report
Survey of existing pipe structures and pipes completed. **Draft report will be available next month for airport board review and comment.** Additional review comments from local agencies will be collected as well.

4. OH FY 22 State grant application – Obstruction Removal (East).
 - a. East End - Phase 1 Plans 100% complete –Removal from FAA obstruction database completed.
 - b. East End - Phase 2 – Work is still pending, further efforts delayed until favorable response to removal or trimming of trees. **No September updates.**

5. OH FY 23 State grant application – West Obstruction Removal.
 - a. Approach update and PAPI mitigation approved. **March 2024 publication of latest information will be the soonest possible release. Additional removals will be continued later this year to get the last of the obstacle trees.**

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. **ODOT grant awarded for project. CMT to provide contract agreement, schedule for our efforts and a rough project description this week.**

7. Other discussion items:

8. Action Items:
 - a. Review and discuss latest version of ACIP and Master Plan Update improvements. Discuss priorities and project specifics.
 - b. Review and approval of CMT's contract for ODOT grant Election House Road removal project efforts.

2023 STANDARD AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT made between Fairfield County Airport Authority, Fairfield County Commissioners, whose address is 210 East Main Street, Lancaster, Ohio 43130, 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:

DESIGN AND CONSTRUCTION SERVICES FOR:
Obstruction Removal – Election House Road

See attached:
Scope of Work
Exhibit A – 2023 Professional Services Cost Estimate

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

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

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

IT IS FURTHER MUTUALLY AGREED:

The services, as described above, shall be limited to a maximum fee of \$43,000. Additional services will be provided upon request of the **CLIENT**, at the rates shown on the attached Standard Schedule of Hourly Charges.

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 ____ day of ____, 2023.

CLIENT:
Fairfield Co Airport Authority
(Client Name)
[Signature]
(Signature)
Glenn R. Burns, President
(Name and Title)
9-11-2023
Date

ENGINEER:
CRAWFORD, MURPHY & TILLY, INC.
[Signature]
(Signature)
Greg Heaton Vice President
(Name and Title)
9/11/2023
Date

CMT Job No. 23005983.00

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, 2023

Classification	Regular Rate
Principal	\$ 275
Project Engineer II Project Architect II Project Manager II Project Environmental Scientist II Project Structural Engineer II	\$ 265
Project Engineer I Project Architect I Project Manager I Project Environmental Scientist I Project Structural Engineer I	\$ 230
Sr. Structural Engineer II Sr. Architect II	\$ 215
Sr. Technician II	\$ 190
Aerial Mapping Specialist	\$ 185
Sr. Engineer I Sr. Architect I Sr. Structural Engineer I Land Surveyor	\$ 185
Technical Manager II Environmental Scientist III	\$ 170
Sr. Technician I	\$ 165
Sr. Planner I GIS Specialist Engineer I Architect I Structural Engineer I	\$ 165
Environmental Scientist II Technician II	\$ 140
Planner I Technical Manager I Environmental Scientist I Technician I Project Administrative Assistant	\$ 120
Administrative/Accounting Assistant	\$ 80

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, 2024.

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
OBSTRUCTION REMOVAL – ELECTION HOUSE ROAD

FAIRFIELD COUNTY AIRPORT
LANCASTER, OHIO

September 8, 2023

GENERAL

The Ohio Department of Transportation (ODOT) has approved the application for a Fiscal Year 2024 grant for the Fairfield County Airport (SPONSOR). The scope of the project includes the removal of the abandoned Election House roadbed located at the east end of Runway 10-28. Existing utilities located along the alignment of the abandoned roadbed will be lowered or relocated. The roadbed and surrounding area within the Runway Safety Area (RSA) will be graded, with excavation spoils hauled offsite or wasted in nearby low areas. 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 ODOT 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 ODOT specifications will be utilized where possible. Additional specifications will be prepared to address work items or materials that are not covered by the FAA ODOT 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 90 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/ODOT 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.~~

Schedule Assumed - Construction Administration ~~and RPR~~

Contractor on-site construction time of 15 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 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.

10 YEAR CAPITAL IMPROVEMENT PROGRAM (CIP) FY-2025 to FY-2034

Airport Name:	Fairfield County Airport	Date prepared:	September 7, 2023
Associated City:	Lancaster, OH	Prepared By:	Crawford, Murphy & Tilly, Inc.
Sponsor:	Fairfield County Airport Authority	Telephone No.:	614-468-1200
Airport ID:	LHQ		
	NPLAS No. 39-0044		
	Congressional District		
	Ohio 15th District		

Item #	Description	Fiscal Year	Total Cost	\$150,000/Year			\$150,000/Year			Local	Remarks/Item Justification
				Entitlement	Apportionment Discretionary	Infrastructure Funds	State Non-FAA	Local			
1	Rehabilitate East T/H Taxi-lanes	L23	\$40,000	\$0	\$0	\$0	\$0	\$0	\$40,000	Local Funding	
	Obstruction Removal - West Approach	S23	\$250,000	\$0	\$0	\$0	\$237,500	\$12,500	\$12,500	West Approach Clearing	
	Erection House Road - Obs Removal	S24	\$398,000	\$0	\$0	\$0	\$366,700	\$19,300	\$19,300		
2	Rehabilitate Runway 10/28	24	\$150,000	\$135,000	\$0	\$0	\$7,500	\$7,500	\$7,500	Crackseal	
3	Construct North Taxiway (680' x 35') and Apron (3,000 SY) - Environmental	24	\$175,000	\$157,500	\$0	\$0	\$8,750	\$8,750	\$8,750		
4	East T-Hangar Taxi-lanes - Design and Construction FAA	L24	\$185,500	\$0	\$166,950	\$0	\$9,275	\$9,275	\$1,106,400	8-unit adjacent to Hangar O and taxi-lane. Locally funded	
5	East T-Hangar and Taxi-lane - Local	L24	\$1,106,400	\$0	\$16,000	\$0	\$1,000	\$1,000	\$1,000	321 SY ->50' from Hangar Door	
6	Box Hangar Development - Apron Expansion FAA	L24	\$20,000	\$0	\$0	\$0	\$0	\$0	\$2,680,000	Box Hangar Building Development, Dual 60' x 60'	
7	Box Hangar Development - Local	L24	\$2,680,000	\$0	\$0	\$0	\$0	\$0	\$0		
8	Construct North Taxiway (680' x 35') and Apron (3,000 SY) - Design	25	\$75,000	\$67,500	\$0	\$0	\$3,750	\$3,750	\$3,750		
9A	Construct North Taxiway (680' x 35')	26	\$450,000	\$240,000	\$165,000	\$0	\$22,500	\$22,500	\$22,500		
9B	Construct North Apron (3,000 SY)	26	\$400,000	\$0	\$360,000	\$0	\$9	\$9	\$40,000		
7	Relocate Taxiway A1, A2, Rehabilitate Taxiway A3 - Design	27	\$95,000	\$85,500	\$0	\$0	\$4,750	\$4,750	\$4,750	Connecting Taxiways - Remove direct apron access	
8	Relocate Taxiway A1, A2, Rehabilitate Taxiway A3 - Construction	28	\$560,000	\$214,500	\$289,500	\$0	\$28,000	\$28,000	\$28,000		
9	Construct Entrance Drive - Environmental	29	\$150,000	\$135,000	\$0	\$0	\$7,500	\$7,500	\$7,500		
8	Construct Entrance Drive - Design	30	\$100,000	\$90,000	\$0	\$0	\$5,000	\$5,000	\$5,000		
9	Construct Entrance Drive - Construction	31	\$2,000,000	\$225,000	\$1,575,000	\$0	\$100,000	\$100,000	\$100,000		
10	Partial Perimeter Wildlife Fencing - Phase 1	32	\$250,000	\$150,000	\$75,000	\$0	\$12,500	\$12,500	\$12,500	North Side Property Line	
11	Partial Perimeter Wildlife Fencing - Phase 2	33	\$250,000	\$150,000	\$75,000	\$0	\$12,500	\$12,500	\$12,500	North Side Property Line	

Beacon?, Future ODOT projects?

DRAFT

Web Chick
1544 Bush Hill Dr
Lancaster, OH 43130 US
740-681-1769
webchick.crissy@gmail.com



INVOICE

BILL TO
William Neer
Fairfield County Airport

INVOICE # 2504
DATE 09/01/2023
DUE DATE 09/11/2023
TERMS Net 10

ACTIVITY	AMOUNT
Website Design Maintenance - \$625 (DISCOUNTED) Another year of unlimited updates - Covering October 2023-2024	625.00
Domain Renewals:Domain Domain	25.00
SSL SSL License Renewal or New	20.00

need to ADD SSL Fee in 2018

BALANCE DUE

\$670.00



YEAR-TO-DATE BUDGET REPORT

FOR 2023 08

JOURNAL DETAIL 2023 8 TO 2023 8

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	187,682	131,732.57	13,847.72	55,265.30	684.00	99.6%
2023/08/000191	08/07/2023 API	127.00	016659	PO 23000234	SUNRUSH WATER		drinking water/services 7/26	5381236
2023/08/000194	08/14/2023 API	200.00	001281	PO 23004965	PORTA KLEEN		rental for portable toilet at	5381147
2023/08/000537	08/14/2023 API	9.95	016659	PO 23000234	SUNRUSH WATER		drinking water/services 8/2023	5381735
2023/08/000982	08/21/2023 API	2,263.62	005790	PO 23000186	OHIO DEPT OF TAXATIO		sales tax for fuel sales 7/2023	5381664
2023/08/000982	08/21/2023 API	413.82	003668	PO 23000168	LOCAL WASTE SERVICE		trash disposal for airport 8/2	5382194
2023/08/001402	08/28/2023 API	2,500.00	005552	PO 23000001	HISTORICAL AIRCRAFT		snow plowing/mowing 9/2023	5382788
2023/08/001402	08/28/2023 API	8,333.33	007099	PO 23000372	SUNDOWNER AVIATION L		airport manager/FBO services 9	5382800

80780000 541001	ELECTRIC/UTILITIES	25,000	28,275	15,471.33	1,776.91	12,803.34	.00	100.0%
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2023/08/000540	08/14/2023 API	121.37	VND 023650	PO 23000469	FAIRFIELD CO UTILITI		3430 OLD COLUMBUS RD NW 6/30-8	5381746
2023/08/000540	08/14/2023 API	101.10	VND 023650	PO 23000469	FAIRFIELD CO UTILITI		3383 OLD COLUMBUS RD 6/30-8/1	5381747
2023/08/000983	08/21/2023 API	144.04	VND 001373	PO 23000309	SOUTH CENTRAL POWER		MOPED ASOS 7/7-8/6	5382155
2023/08/000983	08/21/2023 API	105.42	VND 001373	PO 23000309	SOUTH CENTRAL POWER		HANGAR Q 7/7-8/6/23	5382156
2023/08/000983	08/21/2023 API	89.14	VND 001373	PO 23000309	SOUTH CENTRAL POWER		HANGAR G 7/7-8/6/23	5382157
2023/08/000983	08/21/2023 API	77.22	VND 001373	PO 23000309	SOUTH CENTRAL POWER		HANGAR O 7/7-8/6/23	5382158
2023/08/000983	08/21/2023 API	65.86	VND 001373	PO 23000309	SOUTH CENTRAL POWER		HANGAR F 7/7-8/6/23	5382159
2023/08/000983	08/21/2023 API	40.82	VND 001373	PO 23000309	SOUTH CENTRAL POWER		3383 COLUMBUS LANCASTER 7/7-8/	5382160
2023/08/000983	08/21/2023 API	381.21	VND 001373	PO 23000309	SOUTH CENTRAL POWER		TERMINAL RUNWAY LIGHTS 7/7-8/6	5382161
2023/08/000983	08/21/2023 API	334.50	VND 001373	PO 23000309	SOUTH CENTRAL POWER		TERMINAL 2 7/7-8/6	5382162
2023/08/000983	08/21/2023 API	144.18	VND 001373	PO 23000343	NORTHEAST OHIO NATUR		HANGAR P 7/7-8/6/23	5382163
2023/08/001402	08/28/2023 API	57.14	VND 003823	PO 23000343	NORTHEAST OHIO NATUR		3430 OLD COLUMBUS RD - 7/12-8/	5382767
2023/08/001402	08/28/2023 API	57.14	VND 003823	PO 23000343	NORTHEAST OHIO NATUR		3430 OLD COLUMBUS RD 7/12-8/10	5382768
2023/08/001402	08/28/2023 API	57.77	VND 003823	PO 23000343	NORTHEAST OHIO NATUR		3383 OLD COLUMBUS RD 7/12-8/10	5382769

80780000 543000	REPAIR AND MAINTEN	65,000	101,200	14,722.51	5,085.00	75,079.55	11,397.94	88.7%
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2023/08/000539	08/14/2023 API	125.00	VND 004476	PO 23000350	PRECISION OVERHEAD D		checked gate operator 7/26/23	5381652
2023/08/000981	08/21/2023 API	275.00	VND 007834	PO 23006028	PIPEWORKS, LLC		camera in drainage tile @ airp	5382243
2023/08/000982	08/21/2023 API	4,685.00	VND 002204	PO 23005642	ACE FENCE AND DECK		Airport fence repair/replaceme	5382176
80780000 553000	COMMUNICATIONS/TEL	2,100	2,278	1,424.52	.00	853.20	.00	100.0%
80780000 554000	ADVERTISING	2,000	2,000	604.18	.00	1,195.82	200.00	90.0%
80780000 558000	TRAVEL REIMBURSEME	200	206	38.23	.00	117.90	50.00	75.7%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 08

JOURNAL DETAIL 2023 8 TO 2023 8

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
80780000 560000 MATERIALS & SUPPLI	25,000	25,000	7,260.13	724.75	11,301.71	6,438.16	74.2%
2023/08/000194 08/07/2023 API	104.49 VND	014612 PO 23000429	AG-PRO OHIO, LLC	supplies for airport	FILTERS F	5381221	
2023/08/000194 08/07/2023 API	107.71 VND	014612 PO 23000429	AG-PRO OHIO, LLC	supplies for airport	FILTERS A	5381222	
2023/08/000538 08/14/2023 API	20.57 VND	014612 PO 23000429	AG-PRO OHIO, LLC	SUPPLIES FOR JOHN	DEERE 5510 T	5381713	
2023/08/000538 08/14/2023 API	69.48 VND	014612 PO 23000429	AG-PRO OHIO, LLC	SUPPLIES FOR 5510	TRACTOR	5381714	
2023/08/000540 08/14/2023 API	279.00 VND	005545 PO 23000357	PURVIS BROTHERS INC	parts/supplies for fuel	pumps	5381660	
2023/08/000982 08/21/2023 API	79.66 VND	014612 PO 23000429	AG-PRO OHIO, LLC	supplies for airport	5510 TRAC	5382281	
2023/08/001402 08/28/2023 API	63.84 VND	001000 PO 23005767	CALANDRA INDUSTRIAL	PARTS FOR 5510	MOWER	5382726	
80780000 561000 GENERAL OFFICE SUP	500	500	.00	.00	100.00	400.00	20.0%
80780000 562600 FUEL (GASOLINE/DIE	400,000	400,000	312,066.93	46,502.46	87,933.07	.00	100.0%
2023/08/001402 08/28/2023 API	46,502.46 VND	005545 PO 23000358	PURVIS BROTHERS INC	fuel purchases - jet and	LL fu	5382787	
80780000 574000 EQUIPMENT, SOFTWAR	10,000	26,000	24,829.35	19,379.35	.00	1,170.65	95.5%
2023/08/000539 08/14/2023 API	79.35 VND	017160 PO 23005494	CEC TURF & TRACTOR	Zero Turn Mower - Diesel	/60 in	5381738	
2023/08/000981 08/21/2023 API	19,300.00 VND	017160 PO 23005494	CEC TURF & TRACTOR	Zero Turn Mower - Diesel	/60 in	5382332	
80780000 574300 FURNITURE & FIXTUR	5,000	5,000	.00	.00	.00	5,000.00	.0%
80780000 590310 REFUNDS OF HANGAR	3,000	3,000	679.00	.00	.00	2,321.00	22.6%
TOTAL AIRPORT OPERATIONS	712,800	781,140	508,828.75	87,316.19	244,649.89	27,661.75	96.5%
TOTAL AIRPORT OPERATIONS	712,800	781,140	508,828.75	87,316.19	244,649.89	27,661.75	96.5%
TOTAL EXPENSES	712,800	781,140	508,828.75	87,316.19	244,649.89	27,661.75	