Fairfield County Airport Authority Board Meeting  
3430 Old Columbus Rd NW  
Carroll, Ohio 43112  
Minutes for August 13, 2018  

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, Jon Kochis, Pat Ferguson, Bill McNeer, Rick Szabrak, Michael Kaper, and Bill Fagan. Also present were Staci Knisley, James Shadd, and George Brock.  

Opportunity for the Public to Address the Board  
There were no public comments.  

Approval of Minutes for the July 9, 2018 meeting  
On motion of Rick Szabrak and second of Pat Ferguson, the Fairfield County Airport Authority Board voted to approve the minutes from the July 9, 2018 meeting.  

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

Historical Aircraft Squadron (HAS) update  
There was no update given.  

Airport Manager Update  

a. Monthly Board Report  
   
   Jim Shadd presented Sundowner Aviation’s monthly report, see attached to minutes.  
   
   He reported that hangar occupancy is down 2 for July. Fuel sales are up slightly, jet fuel specifically.  
   
   Mr. McNeer asked Mr. Shadd to follow-up regarding the jet traffic.  
   
   There was an FAA incident. Alan Dupler, a current tenant flew out of Columbus Air Space which is a Temporary Flight Restriction (TFR). There is no update from the FAA. He was flying out of Fairfield County Airport to the Newark Airport.  

Standing Committee Updates:  

1. Airport Improvement – Jon Kochis  
   
   a. Crawford Murphy Tilly (CMT) Engineer’s Report  
   
      Mr. Kochis presented the Engineer’s report, see attached to minutes.
FY2018 ODOT grant
Mr. Kochis reported that there will be very little impact to the runway during the FY2018 ODOT lighting rehabilitation.

FY2018 FAA grant
Mr. Kochis reported that the grant documents are expected shortly. County Administrator Carri Brown will sign on behalf of the Board of Commissioners.

FY2019 ODOT grant
Mr. Kochis reported that the projects have been released but no official award for the Rehabilitation of the Terminal Apron project. CMT has proposed an agreement for services to start the design and bid construction phase.

Approval of the agreement with Crawford Murphy & Tilly, Inc. with the not to exceed costs of $48,000 for the services of providing design, bid and construction phase engineering for the Rehabilitate Apron A and II project

On motion of Jon Kochis and second of Bill McNeer, the Fairfield County Airport Authority Board voted to approve the agreement with Crawford Murphy & Tilly, Inc. with the not to exceed costs of $48,000 for the services of providing design, bid and construction phase engineering for the Rehabilitate Apron A and II project.

Discussion: Mr. Kochis reported that the project will start in May of 2019.

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

b. Runway Protection Zone (RPZ) Tree Trimming

Mr. Kochis reported that he met with one property owner, Mr. & Mrs. Cooper. They are getting very disrupted by the pipeline. They are a little hesitant to agree to trim their trees but have started discussions with him and his wife. Mr. Cooper has a steep hill of about 70-foot decline. He suggested to create a path. This path would create future access for the Airport maintenance and would take care of the tall trees.

Mr. Kochis has not made contact yet with Mr. Paulus, another property owner that his trees are in the RPZ. There is already a current agreement in place with Mr. Wacker. He has been told that the agreement is hard to enforce. Once he gets his contact information, he will contact Mr. Wacker.
c. **FAA Supplemental Funding Opportunity**

   Mr. Kochis worked with Greg Heaton with CMT to discuss projects for the FAA Supplemental Funding Opportunity. Fairfield County Airport is in the 3rd tier for priority on this funding. The following projects will be applied for:

   - Project 1 is to build the Airport access road coming off the existing private drive, continuing the drive through the end of the terminal which will likely mean partial acquisition of Mr. Johnson’s (Gun Club) property and an additional easement. If the FAA agrees to this project, the next logical step is to talk to Meijer and the County Engineer’s Office to build the road. The project is estimated at $1,000,000.

   - Project 2 is to build the Airport access road, to build a pad, and phase 2 would be for a 50-foot-wide hangar.

   Mr. Kochis reported that he talked to Jeremiah Upp, County Engineer about the safety of the traffic entrance to Claypool Street, north of the Airport property. With new businesses coming in, the traffic will be busy.

d. **Tax Assessments**

   Mr. Kochis reported that there have been informal conversations that look hopeful for the Airport. He is hopeful that there is a reduction in valuation. He is also hopeful to hear from the Ohio Tax Commission by the end of August.

e. **Capital Improvement**

   - **Storm Water System Rehab**
     Mr. Kochis reported that Kull Excavating will be out this week to start on Phase 2.

   - **Maintenance Building – Roof Repair**
     Mr. Kochis reported that this project will start on August 17 and will be completed by August 25.

2. **Community Relations – Michael Kaper & Rick Szabrak**

   - **Email Inquiry**
     Mr. Kaper reported that he received an email inquiry related to ultra-light use. Sundowner Aviation responded.

   - **50 year Anniversary Celebration**
Mr. Szabrak reported that he, Mr. McNeer, and Mr. Kaper met regarding the Airport 50-year Anniversary Celebration. They discussed partnering with Veteran organizations and HAS for possible “pay for flights”. They would like to bring in food trucks and entertainment. They also discussed asking OSU & OU to talk about future programs related to aviation. It is possible we could partner with Motts Museum. This would not be an Air Show. If there are no conflicts, they would like to have it on May 18, 2019, Armed Forces Day.

Mr. Kochis stated that he can contact his military contacts to see if they would be interested in participating.

Mr. Ferguson will coordinate a meeting with HAS to meet with Mr. Szabrak, Mr. McNeer, and Mr. Kaper.

3. **Web – Bill McNeer & Rick Szabrak**
   Mr. Szabrak asked that Mr. Shadd get him updated pictures for the website.

   *Mr. Szabrak left the meeting at 6:37 p.m.*

4. **Facilities and Grounds – Michael Kaper & Bill Fagan**
   a. **Snow Plow Truck**
      Mr. Kochis reported that the Engineer’s Office is ready to transfer their snow plow truck to the Airport. They replaced and repaired things that were necessary. He recommends that the truck is not CDL registered, to keep it inside the Airport only. It will be stored in Hangar# F7. The Engineer’s Office is in search of a broom to attach to the snow truck.

      Mr. Ferguson recommended a thrower be purchased for the snow truck.

   b. **Terminal Heating/Cooling**
      Mr. Kochis reported that the balance and return airs are now corrected in the Terminal. The thermostats are relocated and the copper tube was cracked for the rear unit. It is due to stuff being stored in that room. He recommends that the room be cleaned up and control access.

5. **FBO Liaison – Pat Ferguson**
   a. **Hangar #F7**
      Mr. Ferguson reported that Pat Rooney & Lonnie Watts helped him clean out Hangar # F7. He appreciated their help. There was an old sign in the hangar. It was sold as scrap for $50 and deposited into the Airport Operations fund.
Fuel Card Reader
The current estimate is approximately $14,000. There are 4 different companies in the State of Ohio that use our fuel system that we can get estimates for the replacement. He will solicit estimates.

6. Finance - Glenn Burns
   a. Financial Reports
      Ms. Knisley asked the Board to review the financial reports and asked if there are any questions. She reported that the fuel for July is not reconciled.

   b. Payment of Bills

   Approval for payment of bills totaling $2,920.33

   On motion of Jon Kochis and second of Bill Fagan, the Fairfield County Airport Authority Board voted to approve the payment of bills totaling $2,920.33. (See invoice summary attached to minutes)

   Voting aye thereon: Kochis, Fagan, Burns, McNeer, Kaper, and Ferugson
   Absent was Szabrack.
   Motion passed.

7. Security – Jon Kochis & Bill McNeer
   Mr. McNeer recommended that tenants to keep their hangars locked.

8. Tenant Relations – Glenn Burns & Bill Fagan
   Ms. Knisley reported that exit letters were sent to tenants that vacated.

   Mr. Kochis reported that Steve Slater has made changes to Hangar A. He added a restroom and built an office/training area. The upgrades are very nice. Mr. Kochis hopes that the ODOT grant pavement project, that also the pavement around Hangar A be added to the project. There are 4-inch cracks that need repaired.

   Mr. McNeer asked that Mr. Shadd follow-up and have the rental rates of other airports and update the board at the September meeting.

Old Business
a. Cracks in Pavement around Tarmac
   Mr. Kochis recommended that the Board find someone to get this work done.

   Mr. Ferguson will check with Mr. Russell Emerson or another private contractor.
b. **HB34 – allows County Prosecutor to represent FCAA Board with agreement**

Mr. Kochis reported that HB34 has been approved by the Governor and is about to come law. He and Mr. Kaper will meet with the Prosecutor’s Office on Thursday to discuss an agreement for services.

Mr. Kaper added that there could be costs the agreement. It is at the Prosecutor’s discretion. Our use of outside counsel has been minimal.

**New Business**

a. **State Auditor Recommendation**

Mr. Kochis reported that the State Auditor has made recommendations on how the Airport should follow under the county umbrella.

Ms. Knisley reported that currently the County Auditor’s Office files a report with the State Annually on behalf of the Airport. The State Auditor has now classified the Airport as a blended unit of the County Auditor. The Airport will have a more detailed audit in the future. She and County Administrator Carri Brown are working with the County Auditor’s Office and the State Auditor’s Office to work out the details which includes the funding structure.

**Informational Items**

- Fairfield County United Way Silent Auction & Cookout – Thursday, September 13

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

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

a. Process to change Landing Pattern in September (target date of December/January for completion)
b. Insurance expires 12/15/18
c. FBO contract expires 12/31/2018

*Mr. Kochis reported that he has a draft agreement ready to go. After their meeting with the Prosecutor’s Office, he will have the Prosecutor or our current legal counsel to review it for October’s advertisement and public bid.*

*Ms. Knisley added that the Board of Commissioners will also be a party to this agreement.*

d. HAS authorization for use of 3 unoccupied hangars expires 12/31/18
e. Storm Water Plan – Review and Approve annually - February 2019
f. 50-year Anniversary – June 18, 2019
g. HAS lease agreement w/Commissioners expires on 12/31/19
h. Doug Majors Noxious Weed Control agreement expires 12/31/2020
i. FAA lease for space expires 9/30/2022
j. Lease with Board of Commissioners to operate facilities expires on 11/16/2022

**Adjournment**

On motion of Bill McNeer and second of Michael Kaper, the Fairfield County Airport Authority Board voted to adjourn at 7:01 p.m.
Next meeting is scheduled for Monday, September 10, 2018 at 6:00 p.m.

Meeting minutes for the August 13, 2018 meeting were approved on September 10, 2018

Aye
Glenn Burns

Aye
Bill Fagan

Aye
Rick Szabrak

Aye
Jon Kochis

Aye
Michael Kaper

Aye
William McNeer

Aye
Pat Ferguson

Staci A. Knisley, Airport Clerk
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Monthly Board Report 2018
Fairfield County Airport Authority
Board Meeting, August 13, 2018

Engineer's Summary Report

1. FY 18 ODOT Aviation Grant Project

   Project scope: Taxiway B & D LED edge lighting system, with anchored maintenance pads around each light

   Project Estimated Cost: $378,742
   ODOT Share (95%): $359,805
   Local Share (5%): $18,937

   Submittals have been approved. Contractor and ODOT preconstruction meeting to be scheduled for early September, with anticipated start of construction Mid-September. Delivery of fixtures and regulators from manufacturer has delayed the start of construction.

2. FAA FY18 Grant Application

   FAA FY 18 project includes Taxiway Delta reconstruction – design only. Design to begin in earnest in late summer/early fall with Geotech and survey. FAA grant application submitted July 3. FAA grant documents expected shortly.

3. FY 19 ODOT Aviation Grant Project

   ODOT has released the project approved for FY19 funding and LHQ was selected again with the Rehabilitation of the Terminal Apron project. Project scope includes a 2” mill and asphalt overlay of the terminal apron pavements.

   Preliminary schedule calls for plans and specifications review by ODOT in November 2018, bidding in February 2019, and construction start May 2019. CMT has prepared a design and construction agreement for this project.

4. Action Items:

   a. Review CMT’s scope and fee for the design and construction phase services for the Rehabilitate Terminal Apron project. Approve if acceptable.
STANDARD AGREEMENT FOR PROFESSIONAL SERVICES

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

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

Provide Design, Bid and Construction Phase Engineering Services for Rehabilitate Apron A and I1 at Fairfield County Airport.

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

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

□ At the lump sum amount of $______.

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

IT IS FURTHER MUTUALLY AGREED:

Fees for services will be invoiced for time and expenses with the total fee not to exceed $48,000, within written authorization of the Client and a corresponding change in the scope of services attached.

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

IN WITNESS WHEREOF, the parties hereto have affixed their hands and seals this 13th day of August, 2018.

CLIENT:

[Signature]

Name and Title: Glenn R. Buens

CMT Job No. __________________________

ENGINEER:

[Signature]

Name and Title: Greg E. Heaton, Vice President

CRAWFORD, MURPHY & TILLY, INC.

8/13/2018
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.

8/13/2018
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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, 2019.

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 CMT by another company shall be invoiced at actual cost plus ten percent.
ATTACHMENT C

FAIRFIELD COUNTY AIRPORT
LANCASTER, OHIO

Rehabilitate Apron A & I1
Design, Bid and Construction Phase Engineering Services

SCOPE OF WORK

Location: Fairfield Country Airport
Owner: Fairfield County Airport Authority

The consultant shall provide professional services for the design, bid and construction phase services for the Rehabilitate Apron A & I1 pavements at the Fairfield County Airport. The scope generally includes the pavement repairs, milling and overlaying of the Apron A & I1 areas.

The Airport has been awarded funding from the ODOT FY19 Airport Improvement Program. Professional services to be provided by the consultant shall include, at a minimum, civil engineering services required to accomplish the following items:

TASK 1
DESIGN PHASE ENGINEERING SERVICES

1. Compile and field verify the existing site conditions and other data obtained through surveys and other information obtained or provided by the Airport.

2. Develop construction technical specifications and ODOT contract requirements using ODOT base specifications and format. Develop front end documents and prepare final bidding and contract documents including exhibit preparation for those documents. CMT will prepare all technical specifications for inclusion into the final bidding documents.

3. Prepare bidding documents, including plans and specifications, for the project Rehabilitate Apron A and I1 pavement areas in accordance with FAA and ODOT requirements.

4. Prepare a Safety and Phasing Plan, as required, 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 construction project at the Fairfield County Airport.
TASK 2
BIDDING PHASE ENGINEERING SERVICES

1. Assist the Airport in placing the advertisement for the construction project. The consultant's fee includes the costs associated with placing the advertisement in the local paper.

2. The consultant shall attend the pre-bid meeting and shall be available to respond to questions from potential bidders.

3. Assist the Airport in plan and specification distribution to prospective bidders.

4. Assist the Airport in reviewing the bids for conformance with the contract.

TASK 3
CONSTRUCTION PHASE ENGINEERING SERVICES

1. Participate in a pre-construction meeting for the project and prepare meeting minutes.

2. Review Contractor's shop drawings, certifications and test results for general conformance with construction documents.

3. Ensure the Contractor remains in compliance with the submitted Safety and Phasing Plan. The Safety and Phasing Plan has been submitted to the FAA-ADO for review. Review the Contractor's submitted Safety Plan Compliance Document.

4. Respond to Contractor's Request for Information (RFIs)

5. Prepare and address design changes, RFIs, and project Change Orders as may be required.

6. Prepare record of final quantities and provide "Record" drawings on AutoCAD Release 2018.

7. Provide part-time construction observation services to observe the construction work for compliance with the contract documents. The consultant shall maintain project photos and track quantities for the project. Construction observation shall be limited to two site visits during construction.

8. Review and approve Contractor pay requests.

9. Participate in the final inspection. Document all punch list items and provide follow-up coordination to help ensure that all punch list items are completed within 30 calendar days.

10. Prepare project closeout documentation for the grant closeout paperwork.
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<td>Project Management</td>
<td>$207</td>
<td>$207</td>
<td>$207</td>
<td>$207</td>
</tr>
<tr>
<td>8</td>
<td>Final Inspection</td>
<td>$207</td>
<td>$207</td>
<td>$207</td>
<td>$207</td>
</tr>
<tr>
<td>9</td>
<td>Project Closeout</td>
<td>$207</td>
<td>$207</td>
<td>$207</td>
<td>$207</td>
</tr>
</tbody>
</table>

### Time Period of Project

- **Years:** 2018, 2019, 2020, 2021
- **Total:** $12,200
- **Total Direct Labor:** $35,725
- **Total Direct Material:** $5,800
- **Total Direct Expense:** $7,020
- **Total Indirect:** $2,680
- **Total Other Expense:** $1,620
- **Total Other Direct:** $3,300
- **Total Other Indirect:** $1,620
- **Total Other Direct Expense:** $3,300
- **Total Other Indirect Expense:** $1,620

### Summary

- **Total Direct Labor:** $35,725
- **Total Direct Material:** $5,800
- **Total Direct Expense:** $7,020
- **Total Indirect:** $2,680
- **Total Other Expense:** $1,620
- **Total Other Direct:** $3,300
- **Total Other Indirect:** $1,620
- **Total Other Direct Expense:** $3,300
- **Total Other Indirect Expense:** $1,620

**Note:** The calculated total matches the given total of $48,000.
<table>
<thead>
<tr>
<th>Vendor</th>
<th>Description</th>
<th>Amount</th>
<th>Date</th>
<th>Service Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sundowner Aviation</td>
<td>77.40 gallons of diesel, 106.90 gallons of regular gasoline</td>
<td>$298.00</td>
<td>7/16/2018</td>
<td>7/16/2018</td>
</tr>
<tr>
<td>Sundowner Aviation</td>
<td>72.90 gallons of diesel</td>
<td>$758.25</td>
<td>7/1/2018</td>
<td>7/1/2018</td>
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<tr>
<td>CMT</td>
<td>Renovated taxiway b lighting - design &amp; bid</td>
<td>$738.10</td>
<td>5/26-6/30</td>
<td>5/26-6/30</td>
</tr>
<tr>
<td>Red Holder</td>
<td>10% for hangars rented in July</td>
<td>$1,361.50</td>
<td>7/11/17</td>
<td>7/11/17</td>
</tr>
<tr>
<td>TBD</td>
<td>July fuel sales</td>
<td>m/a</td>
<td>7/11/17</td>
<td>7/11/17</td>
</tr>
</tbody>
</table>

**Total Invoices for 08.13.18:** $2,920.33

**Board Meeting:**