

Charlottesville Albemarle Airport Authority Board Meeting

Wednesday, November 16th, 2016 at 10:30 p.m. in the Airport Terminal - Lower Level Conference Room

AGENDA

Call to Order

Consent Agenda

- 1. Minutes August 2016
- 2. Financial Statements -September 2016 (Unaudited)
- 3. Airport Statistics July 2016, August 2016, September 2016
- 4. Construction Contract for Phase 1 Step Replacement Project
- 5. FAA Grant for Runway/Taxiway Rehabilitation Project

Matters from the Public

All person desiring to make presentations as part of the MATTERS FROM THE PUBLIC section of the Agenda are requested to advise the administrative office prior to commencement of the meeting to assist the Chairman in conducting the meeting in an efficient and productive manner; allowing for maximum input. Speakers are encouraged to limit remarks to five minutes. Additional time may be granted solely at the discretion of the Chairman unless such presentation is extended by reason of the Authority's request for additional information.

Action Items

- 1. Resolution No. 2016-11: Re-appointment of FY16 Audit Committee
- 2. Ratification for Work Orders for Delta Airport Consultants and Talbert & Bright for the Runway Taxiway Rehabilitation Project (Construction)
- 3. Approve Amendment to FY16 and FY17 Capital Budgets
- 4. Ratification for Work Order for Talbert & Bright for Engineering Construction Administration and Project Inspection Fees for Phase 1 Step Replacement Project

Information Items

- 1. Executive Director's Update
 - a. Parking Feasibility Update/Rental Car Agreement Update
 - b. Personnel Update
 - c. Construction Update
 - d. Marketing and Air Service Update

Next Scheduled Meeting: Wednesday, January 18th, 10:30 a.m., Airport Lower Level Conference Room

Adjourn



Charlottesville Albemarle Airport Authority Board Meeting Friday, August 12th, 2016 at 3:00 p.m. in the Charlottesville City Hall - Basement Conference Room

MINUTES

Members Present: Donald Long, Maurice Jones, Tom Foley Members Absent: None Staff Present: Melinda Crawford, Executive Director; Penny Shifflett, Director of Finance; Bill Pahuta, Deputy Director; Stirling Williams, Director of Landside Operations; Kristin Birdzell, Executive Secretary Others Present: Lisa Robertson, Deputy City Attorney, Jorge Gonzales and Allen McDonald (RS&H) Call to Order at 3:03pm by Mr. Long

Consent Agenda

1. Minutes – May 2016

Motion to approve 2016 Minutes made by Mr. Foley Seconded by Mr. Long Unanimous approval by Board

- 2. Financial Statements –June 2016 (Unaudited)
 - a. Mrs. Crawford described the example of a balance sheet created by Airport Staff as requested by the Board.
 - b. Mrs. Crawford cited CHO Commission member Brian Campbell's previous inquiry about not including depreciation information. She explained that there were items that were not anticipated as part of the original budget, and, rather, these items were determined during the annual audit. Mrs. Crawford also brought attention to the topic of bringing on a financial advisor for the Airport's investments. Staff will bring this back to the Board for discussion at a future date.
- 3. Airport Statistics June 2016
 - a. Overall statistics were significantly up
- 4. Executive Director updated Contract with Amendments

Motion to approve Consent Agenda made by Mr. Jones Seconded by Mr. Foley Unanimous approval by Board

Matters from the Public: Jorge Gonzales and Allen McDonald at RS&H shared interest in CHO's upcoming parking lot construction projects.

Employee Recognition:

Penny Shifflett and Kevin Sullivan are celebrating 5 years at CHO.

Mr. Stirling Williams and Mrs. Penny Shifflett have received their C.M. (Certified Member) accreditation from the AAAE (American Association of Airport Executives)

Action Items:

- 1. RECOMMENDATION: Award of Custodial and Window Cleaning Services Contact and Authorization of Resolution No. 2016-6 "Administration of Busy Bee's 2016 Contract"
 - a. Busy Bee was deemed the best value for the Airport. The first year cost of custodial services came in at \$151,000. Staff agreed their contract will be evaluated every year in lieu of automatically increasing their annual fee by 5% which was implied in their original proposal.

Motion to Award of Custodial and Window Cleaning Services Contact and Authorization of Resolution No. 2016-6 "Administration of Busy Bee's 2016 Contract" made by Mr. Foley Seconded by Mr. Jones Unanimous approval by Board

- - 2. RECOMMENDATION: Award of Multi-Trade Technician Contract and Authorization of Resolution No. 2016-7 "Administration of VIP Customs' 2016 Service Contract"
 - a. VIP Customs was the lowest bidder after an RFP process.

Motion to Award of Multi-Trade Technician Contract and Authorization of Resolution No. 2016-7 "Administration of VIP Customs' 2016 Service Contract" made by Mr. Jones Seconded by Mr. Foley Unanimous approval by Board

- 3. RECOMMENDATION: Resolution No. 2016-8 "CHO's 2016 Air Service Incentive Program"
 - a. This is a renewal of the expired program, and it serves as a great marketing tool when seeking to acquire new or expanded air services

Motion to Approve Resolution No. 2016-8 "CHO's 2016 Air Service Incentive Program" made by Mr. Foley Seconded by Mr. Jones Unanimous approval by Board

- 4. RECOMMENDATION: Amend Employee Cost Saving Incentive Program
 - At the last Board meeting, it was suggested by legal counsel that Staff takes each instance of possible employee-suggested revenue increase on a case-by-case basis. Annual reporting of the program has also been included in the guidelines.

Motion to Amend Employee Cost Saving Incentive Program made by Mr. Foley Seconded by Mr. Jones Unanimous approval by Board

- 5. RECOMMENDATION: Resolution No. 2016-9 "Authorizing the Executive Director to Accept the Federal Aviation Administration Grant and to Award the Construction Contract for Runway 3-21 Rehabilitation Project"
 - a. This resolution will allow Mrs. Crawford to accept the grant when it comes in and to execute the construction contract with Chemung associated with the project.

Motion to approve Resolution No. 2016-9 "Authorizing the Executive Director to Accept the Federal Aviation Administration Grant and to Award the Construction Contract for Runway 3-21 Rehabilitation Project" made by Mr. Jones Seconded by Mr. Foley

Unanimous approval by Board

6. RECOMMENDATION: Resolution No. 2016-10 "Authorizing the Executive Director to Award the Construction Contract and Approve the Engineering Service Fees for Phase 1 - Step Replacement Project"

- a. This project will be taking place in phases; Phase 1 (the construction for the replacement of two sets of stairs) has been advertised with Bids closing on September first.
- b. This resolution will allow Mrs. Crawford to award and execute construction and engineering contracts when bids are received for the project

Motion to approve Resolution No. 2016-10 "Authorizing the Executive Director to Award the Construction Contract and Approve the Engineering Service Fees for Phase 1 - Step Replacement Project" made by Mr. Jones

Seconded by Mr. Foley

Unanimous approval by Board

- 7. RECOMMENDATION: Approve Amendment to FY 2017 Operating Budget
 - a. At the last meeting, Staff did not have the final numbers concerning the insurance program, the funding for the grounds-keeping position, and a few smaller items were not in the budget as presented in May.

Motion to Approve Amendment to FY 2017 Operating Budget made by Mr. Foley Seconded by Mr. Jones Unanimous approval by Board

Information Items

- 1. Discussion of 2016 Audit Committee Membership
 - a. CHO staff has been notified that an Audit Committee member has retired. Mr. Bill Kehoe, former CHO Board Chairman, has suggested Craig Lafonowicz to take their place.

Motion to appoint Craig Lafonowicz to serve the balance of term of the retired Audit Committee member made by Mr. Foley Seconded by Mr. Jones Unanimous approval by Board

- 2. Executive Director's Update
 - a. Parking Feasibility Update/Rental Car Agreement Update
 - a. The rental car agreement is on hold until Staff has more information on the parking feasibility study
 - b. Personnel Update
 - a. Mr. Brantley Ussery left the marketing department leaving that position vacant.
 - c. Construction Update
 - a. The remarking of the Air Carrier Ramp at Gate 5 has been completed and will allow American Airlines to begin push back operations.
 - b. Triturator Project- A notice-to-proceed has been issued and the equipment has been ordered
 - d. Marketing and Air Service Update
 - a. Delta is adding another flight to Atlanta

Next Scheduled Meeting: TBD - Airport Lower Level Conference Room

Adjourn at 3:48pm

Approved Minutes- 8/12/2016

Charlottesville-Albemarle Airport Authority Financial Statements (unaudited) As of September 30, 2016 Charlottesville-Albemarle Airport Authority Profit & Loss Notes As of September 30, 2016

\$10K and 10% change

Revenues:

A. <u>Airline Landing Revenue</u>:-- year-to-date revenue = \$170,217 Budgeted = \$153,195 This revenue line item is computed by multiplying a landing fee by the weight of the plane. The Airlines put larger aircraft into the schedule and additional flights have also been sporadically added to the schedule.

Expenses:

B. <u>Various Expense Line Items:</u>-- The contract with Buzy Bee for janitorial services did not begin until September 1, 2016. This resulted in decreased expenses in the Terminal cost center under Janitorial Contract, but also resulted in corresponding increased expenses in Wages and Overtime in the Parking and Terminal cost centers due to airport staff and temporary employees picking up the extra duties during the request for proposal process.

Administrative:

- C. <u>Wages:--</u> year-to-date expenses = \$138,330 Budgeted = \$154,407Expenses are lower in this category due to a vacancy in the marketing department and the unfilled intern positions.
- D. <u>Professional Fees and Advertising and Promotion Expenses:</u> Expenses in both of these line items are under budget due to timing of events. There are anticipated expenses in both of these areas that will occur in the next few months.

Net Income

September year-to-date net income before other income = 100,770.

11/8/2016

Charlottesville Albemarte Airport Authority Profit & Loss Statement For the Three Months Ending Friday, September 30, 2016

*

\$ 10K

2017 Profit and Loss Profit and Loss Statement

Q
-
0
2
ø
<u> </u>

Charlottesville Albernarle Airport Authority **Profit & Loss Statement** For the Three Months Ending Friday, September 30, 2016

Budget Amount
40,480.00
700.00
2,920.00
2,096.00
7,936.00
63.00
383.00
375.00
933.00
30.00
647.00
498.00
6,941.00
1,395.00
1,809.00
190.00
334.00
11,000.00
10.00
17.00
10,544.00
\$107,275.00

2017 Profit and Loss Profit and Loss Statement

N

စ
5
Ñ
8
-
Ť

Charlottesville Albemarle Airport Authority **Profit & Loss Statement** For the Three Months Ending Friday, September 30, 2016

	Current Period Amount	Current Period Budget Amount	(Under) Over Budget	Percentade	Y-T-D Amount	Υ-T-D Budget Amount	(Under) Over	
Airfield Expenses			200	offering of		NINNIIV JAAnna	puoger	rercentage
	55,057.06	54,020.00	1,037.06	1.92%	128.578.71	126 046 00	2 522 71	2010
	3,407.52	4,000.00	(592.48)	-14.81%	7.734.76	8,000 00	() CE5 24)	2.01/0
	4,260.90	4,464.00	(203.10)	-4.55%	9.785.98	10.332.00	(546 D2)	20.02 A
	2,793.62	2,797.00	(3.38)	-0.12%	9.139.28	8 391 00	201010) 20872	0/ D7.C-
	6,974.50	6,866.00	108.50	1.58%	20.923 50	20.592.00	331 50	0.32.00
-ong Term Disability	29.02	27.00	2.02	7.48%	87.07	81.00	20.100	7 10.170
	527.44	544.00	(16.56)	-3.04%	1.534.00	1 632 00		2000 B
	2,298.10	2,400.00	(101.90)	-4.25%	6 681 71	7 200 00	(1518.20)	0,00,0- 1,000 F
	576.47	572.00	4.47	0.78%	2,209,35	1 716 00	103 25	0/07.1- 7037.0C
	41.80	20.00	21.80	109.00%	96.22	80.00	26.22	7022.03
nsurance Expense	2,723.10	2,723.00	0.10	0.00%	8 169 30	8 169 00	12.00	% IC.00
Airfield Lighting Maintenance	00.00	860.00	(860.00)	-100.00%	731.88	2.580.00	(1 848 12)	-71 62%
Maint. Airfield Equipment	9,835.62	8,732.00	1,103.62	12.64%	25.640.58	19.796.00	5 844 58	20 52 %
Maint. Equipment Purchase	515.99	388.00	127.99	32.99%	1,456.49	1.164.00	292.49	25.13%
	1,371.96	956.00	415.96	43.51%	1,571.93	2,868.00	(1.296.07)	-45 19%
Arrield Grounds Maintenance	0.00	1,479.00	(1,479.00)	-100.00%	1,043.50	4,437,00	(3.393.50)	-76.48%
	32,200.00	35,000.00	(2,800.00)	-8.00%	76,600.00	85,000.00	(8,400.00)	-9.88%
venicie Expense Gas and Oil	0.00	4,466.00	(4,466.00)	-100.00%	5,257.94	13,398.00	(8,140.06)	-60.76%
Payroll Processing Fees	243.50	190.00	53.50	28.16%	602.75	570.00	32.75	5.75%
	0.00	783.00	(783.00)	-100.00%	00.0	2,349.00	(2.349.00)	-100.00%
	00.0	842.00	(842.00)	-100.00%	00.00	2,526.00	(2,526,00)	-100.00%
	00.0	0.00	0.00	0.00%	2,600.00	1,750.00	850.00	48.57%
Juliornis - Maintenance	869.39	668.00	201.39	30.15%	1,343.06	2,004.00	(660.94)	-32.98%
	0.00	658.00	(658.00)	-100.00%	0.00	1,974.00	(1,974.00)	-100.00%
Emergency Exercises	00.0	350.00	(350.00)	-100.00%	83.19	350.00	(266.81)	-76.23%
OU WITZ SUPPlies & WINC.	5,0/2.00	0.00	5,072.00	0.00%	10,144.00	5,072.00	5.072.00	100.00%
:	48.46	2,286.00	(2,237.54)	-97.88%	6,452.26	6,858.00	(405.74)	-5.92%
ARFF I raining Supplies	1,577.70	1,108.00	469.70	42.39%	1,798.04	3,324.00	(1.525.96)	-45.91%
	0.00	438.00	(438.00)	-100.00%	0.00	1,314.00	(1.314 00)	-100 00%
-	133.94	250.00	(116.06)	-46.42%	133.94	750,00	(616.06)	-82 14%
Security Access Control	11,672.40	5,039.00	6,633,40	131.64%	11,672.40	15,119,00	(3.446.60)	-22 80%
security Background Processing	0.00	566.00	(566.00)	-100.00%	1,500.00	1,698.00	(198.00)	-11.66%
l otal Airfield Expenses	C117 720 10	00 007 07 70	The DOA FAL					

2017 Profit and Loss Profit and Loss Statement

ო

ø
<u> </u>
0
Q
00
-

Charlottesville Albemarle Airport Authority **Profit & Loss Statement** For the Three Months Ending Friday, September 30, 2016

4

		For the I hree	Three Months Ending Friday, September 30, 2016	ay, September (30, 2016			
	Current Period Amount	Current Period Budget Amount	(Under) Over Budget	Darrantara	Y-T-D Amonut	Y-T-D Budart Amount	(Under) Over	
Terminal Expenses		NINGIN CORDER	10000		IIIOUIIC	Ilinoilly Jahond	pudger	Percentage
Wages	67,242.41	62,529.00	4,713,41	7.54%	163,273,82	150 301 00	12 072 82	8 6301 (A)
Overtime - Terminal	3,398.38	4,000.00	(601.62)	-15.04%	12 543 03	8 000 000	A 5A2 02	CO.00 ()
Payroll Taxes	5,155.59	5,127.00	28.59	0.56%	12.707.74	12.222.00	485 74	3 07%
Retirement	3,106.49		(5.51)	-0.18%	10,161,02	9.336.00	825.02	8 84%
Health Ins./Supp.	8,692.50		108.50	1.26%	26,077.50	25.752.00	325,50	1 26%
Long Term Disability	29.02		(11.98)	-29.22%	87.06	124.00	(36.94)	-29.79%
Life Insurance	550.54		14.54	2.71%	1,599.37	1.608.00	(8 63)	-0.54%
Util - Electric	15,280.36		2,080.36	15.76%	42,655.86	39,600,00	3.055.86	% 200
Util - Telephone	829.29	800.00	29.29	3.66%	2,966.54	2.400.00	566.54	23.61%
Util - Water	2,425.53		(1,074.47)	-30.70%	8,168.24	10,500.00	(2.331.76)	-22.21%
	2,698.28		(301.72)	-10.06%	8,971.89	9,000.00	(28.11)	-0.31%
Insurance Expense	2,678.13		0.13	0.00%	8,034.39	8,034.00	0.39	0.00%
Maintenance	4,930.66		(69.34)	-1.39%	22,689.97	15,000.00	7.689.97	51.27%
Maint. Equipment Purchase	0.00		(00.00)	-100.00%	00.0	1,800.00	(1,800.00)	-100.00%
	2,160.00		1,201.00	125.23%	2,307.32	2,877.00	(569.68)	-19.80%
VVelding Fabrication	0.00		(200.00)	-100.00%	0.00	600.00	(00.00)	-100.00%
	674.58		(4,325.42)	-86.51%	6,591.02	15,000.00	(8,408.98)	-56.06%
l erminal Landscaping	0.00		(1,050.00)	-100.00%	1,081.50	5,070.00	(3.988.50)	-78.67%
	92.05		(1,394.95)	-93.81%	427.99	4,461.00	(4,033.01)	-90.41%
baggage Claim Maint.	0.00		(958.00)	-100.00%	380.10	2,874.00	(2.493.90)	-86.77%
	0.00		(2,586.00)	-100.00%	3,582.40	7,758.00	(4.175.60)	-53.82%
Payroll Processing Fees	243.50		53.50	28.16%	602.75	570.00	32.75	5.75%
Equication - Public Safety	0.00	1,596.00	(1,596.00)	-100.00%	50.00	4,788.00	(4,738.00)	-98.96%
LIEVATOR ESCAPATOR MAINTENANCE	4,697.93		1,236.93	35.74%	10,411.68	10,383.00	28.68	0.28%
FIVAC Maintenance	10,466.68		4,829.68	85.68%	16,007.02	16,911.00	(903.98)	-5.35%
rids iviaintenance	1,250.00		(1,250.00)	-50.00%	1,250.00	5,000.00	(3,750.00)	-75.00%
NADA Maintenance	0.00	2,083.00	(2,083.00)	-100.00%	00.00	6,249.00	(6,249.00)	-100.00% (A)
	13,965.76	12,583.00	1,382.76	10.99%	21,923.82	37,749.00	(15,825.18)	-41.92%
Direct Suche	1,018.63	2,467.00	(1,448.37)	-58.71%	6,819.15	7,401.00	(581.85)	-7.86%
Terminal Docing Suctom	00.012	00.662	20.00	7.84%	1,755.00	765.00	00.066	129.41%
Travel - Dublic Sefety		2,3/0.00	(2,3/5.00)	-100.00%	0.00	7,125.00	(7,125.00)	-100.00%
Travel - Fublic Salety		00.0cc,1	(1,348.00)	-86.97%	757.30	4,650.00	(3,892.70)	-83.71%
Education Operations	(55.55)		(53.53)	%00.0	747.32	450.00	297.32	66.07%
Lucauori - Operauoris	0.00		(600.00)	-100.00%	585.00	1,100.00	(515.00)	-46.82%
	0.00		(000.00)	-100.00%	00.0	1,800.00	(1,800.00)	-100.00%
	1,325.8/	625.00	700.87	112.14%	2,213.12	1,875.00	338.12	18.03%
Sarety Einet Atd Summing	0.00	1,125.00	(1, 125.00)	-100.00%	7,677.48	3,375.00	4,302.48	127.48%
Truiter Evenance	112.12		(620.88)	-84.70%	112.12	2,199.00	(2,086.88)	-94.90%
i owing Expense 2004 Deht Service - Terminal	0.00 30 666 63	62.00 30 667 00	(62.00)	-100.00%	185.00	186.00	(1.00)	-0.54%
Total Touminol European			(0.37)	%00.0	118,999.89	119,001.00	(1.11)	0.00%
i otal i el linital Expenses	\$133,114.40	\$ZU3,056.00	(\$9,941.60)	4.90%	\$524,403.41	\$563,894.00	(\$39,490.59)	-7.00%

2017 Profit and Loss Profit and Loss Statement

11/8/2016		Charle For the Three	Charlottesville Albemarle Airport Authority Profit & Loss Statement For the Three Months Ending Friday, September 30, 2016	Airport Authorit atement ay, September	y 30, 2016	٩		ŝ
A ad an a factor of the second se	Current Period Amount	Current Period Budget Amount	(Under) Over Budget	Percentage	Y-T-D Amount	Y-T-D Budget Amount	(Under) Over Budget	Percentage
Administrative Expenses Wages	58,917.37	66,175.00	(7,257.63)	-10.97%	138.330.15	154.407.00	(16 076 85)	-10 41%
Overtime - Admin	1,482.23	650.00	832.23	128.04%	4,149,40	2.200.00	1.949.40	88.61%
Payroll Taxes	4,468.69	5,142.00	(673.31)	-13,09%	10,460.35	12,071.00	(1,610.65)	-13.34%
Retirement	2,942.76	3,381.00	(438.24)	-12.96%	9,537.39	10,143.00	(605.61)	-5.97%
Health Ins./Supp.	3,436.00	3,859.00	(423.00)	-10.96%	10,308.00	11,577.00	(1,269.00)	-10,96%
Long Lerm Disability	0.00	19.00	(19.00)	-100,00%	0.00	58.00	(58.00)	-100,00%
Lire insurance Util - Telephone	527.74 1 105.06	572.00	(44.26)	-7.74%	1,538.71	1,716.00	(177.29)	-10.33%
Insurance Expense	4,152.41	1.972.00	2.180.41	110.57%	R 072 27	4,3%0.00 F 016.00	104.10	2.37%
Office Supplies	792.69	792.00	0.69	0.09%	3,362.39	2,376.00	2,130.27 986.39	4151%
Office Expenses	1,134.82	1,794.00	(659.18)	-36.74%	4,430.61	5,382.00	(951.39)	-17.68%
Payroll Processing Fees	243.50	190.00	53.50	28.16%	602.75	570.00	32.75	5.75%
I ravel-Admin & Marketing	2,628.73	1,083.00	1,545.73	142.73%	11,964.96	3,249.00	8,715.96	268.27%
coucauori Computer Expense	300.12 9 037 78	750.00 8 269 00	(383.88) 1 668 78	-51.18%	2,261.12	2,250.00	11.12	0.49%
Equipment Lease	0.00	500.00	(500.00)	-100.00%	20,308.96	24,811.00	1,497.96	6.04%
Dues & Subs-Admin & Marketing	125.00	1,050.00	(925.00)	-88.10%	2.530.00	3,150,00	(131.38)	-49.10%
Banking Fees	(30.00)	0.00	(30.00)	0.00%	0.00	0.00	0.00	%00.01-
Service Fees	0.00	00.0	0.00	0.00%	72.87	0.00	72.87	0.00%
Human Resources	441.60	1,647.00	(1,205.40)	-73.19%	5,797.20	5,166.00	631.20	12.22%
Inceutig Expense Postade	00.04	00.00	(00.112)	-81.78%	438.42	774.00	(335.58)	-43.36%
Shipping	156.81		(43.10)	21 60%	21 724	00.070	(54.01)	-9.39%
Professional Fees	361.00	11.950.00	(11.589.00)	%96'98''	19.675.95	35 850.00	(132.85)	-22.14%
Advertising & Promotions	4,979.88	25,048.00	(20,068,12)	-80.12%	34,496.73	57 244 00	(00,411,01)	20 7484
Speical Events	811.12	1,315.00	(503.88)	-38.32%	811.12	3,945.00	(3.133.88)	-79.44%
Air service Development	170.88	2,000.00	(1,829.12)	-91.46%	3,420.88	6,000.00	(2,579.12)	-42.99%
Total Admin. Expenses	\$99,199.19		(\$40,882.81)	-29.18%	\$304,823.09	\$355,928.00	(\$51,104.91)	-14.36%
Total Operating Expenses	\$538,490,14	\$593,905.00	(\$55,414.86)	-9.33%	\$1,469,700.58	\$1,579,669.00	(\$109,968.42)	-6.96%
Net Inc. Bef. Other Income	41,655.57	(52,666.00)	94,321.57	-179.09%	100,770.32	00'266'2	92,773.32	1160.10%
Other Income: Coverage Fund	17,706.42	17,706.42	0.0	0.00%	53.119.26	53,119,26	00.0	%UU 0
Net Inc. Aft. Other Income	\$59,361.99	(\$34,959.58)	\$94,321.57	-269.80%	\$153,889.58	\$61,116.26	\$92,773.32	151.80%
Other Expense:								
Depreciation & Amort. Derrec & Amort	¢230 740 23							
	10.041,9000	\$0.00	\$339,/40.62	0.00%	\$1,018,899.01	\$0.00	\$1,018,899.01	0.00%

2017 Profit and Loss Profit and Loss Statement

n

ω	Percentage -1515.35%
	(Under) Over Budget (\$926,125.69)
	Y-T-D Budget Amount \$61,116.26
ty r 30, 2016	Y-T-D Amount (\$865,009,43)
Airport Authori atement ay, September	Percentage 702.01%
Charlottesville Albemarle Airport Authority Profit & Loss Statement ² or the Three Months Ending Friday, September 30, 2016	(Under) Over Budget (\$245,419.05)
Charl For the Three	Current Period Budget Amount (\$34,959.58)
	Current Period Amount (\$280,378.63)
11/8/2016	Net Inc. (Loss) After D & A

No balance sheet available until FY financials are closed. Fieldwork for FY16 audit is still in progress.



Operating Statistics-Fiscal Year 2017

	2006	-	20,756	51,074 1,235	14,711 1,877	69,653	185,182	181,819	\$6%	333,417	1,571,506	99,679 1,085,976 39,571 1,499,164	2,724,390	0 451,162	5,378,543
	2007	1000	21,394	1,378	17,584 2,032	76,306	185,689	182,344	\$665	314,081	2,003,507 1,700,145 1,478,901 1,507,761 1,653,472 1,571,506	93,676 93,676 1,160,810 56,538 1,594,701	2,905,725	0 442,741	5,656,817
	2008	-	23,640	1,773	20,013 2,916	88,228	168,966	168,971	\$6%	299,343	1,307,761	79,189 1,047,298 71,542 1,608,962	2,806,991	0 375,378	4,827,224
	2009		20,675	158,1	18,075 3,354	83,223	177,659	177,160	65%	294,076	1,478,901	71,860 833,494 67,114 1,456,843	2,429,311	0 \$02,703	4,613,199
Year	2010	2	19,412	1,984	17,294 3,087	83,171	196,060	195,867	69%	286,136	1,700,145	69,178 911,363 73,901	2,546,422	0 561,104	5,281,662
Calendar Year	2011		18,615 39 204	1,754	20,486 3,118	82,367	215,869	213,692	72%	299,182	2,003,507	62,519 942,165 53,611 1,639,075	2,697,370	0 638,226	6,048,867
Caler	2012		17,493	2,297	20,324 4,063	77,738	232,571	231,466	74.82%	310,789	2,193,373	60,275 969,423 86,510 1,745,200	2,861,408	0 0	7,019,797
	2013		17,382	2,034	18,809 3,457	72,706	227,874	226,294	76%	299,226	2,134,028	55,862 969,930 72,238 1,843,362	2,941,392 2,861,408 2,697,370 2,546,422 2,429,311 2,806,991 2,905,725 2,724,390	0 0	6,880,432 7,019,797 6,048,867 5,281,662 4,613,199 4,827,224 5,656,817 5,378,543
FV	2014		20,214	1,881	20,040 4,147	77,067	238,398	232,164	18%	307,522	2,604,747	56,862 1,008,861 63,084 1,982,735	3,111,542	0 767,875	7,288,497
ß	2015		20,049	1,883	19,525 3,754	73,993	261,631	261,168	81%	322,555	2,906,401	51,552 998,910 66,988 2,107,002	3,224,452	0 712,785	8,161,735
FV	2016		20,049	1,883	19,525 3,754	£66,ET	261,631	261,168	81%	322,555	2,906,401	51,552 998,910 66,988 2,107,002	3,224,452	0 712,785 ¢ 2015	8,161,735
			6% -18%	29%	-24% 149%	%00"	361	596	4%	3%	4%	-21% -6% -26%	3%	0% 0% in mid Augus	%iL
FYTD	2016		1,477 2.212	123	1,689 134	5,635	22,681	22,525	80%	28,376	244,198	5,399 66,756 5,664 174,256	252,075	0 0% 0 0% egan operations in mid August 2015	786,793
FYTD	2017		1,570 1.811	159	1,280 334	5,154	24,191	23,757	83%	29,121	253,153	4,271 62,919 4,185 189,503	260,878	121,052 0 dwinds, LLC. b	845,509
			6% -18%	29%	-24% 149%	%6-	7%	5%6	4%	3%	4%	-21% -6% 9%	3%	0% 0% FY15, and Tai	%aL
July	2015		1,477 2.212	123	1,689 134	5,635	22,681	22,525	80%	28,376	244,198	5,399 66,756 5,664 174,256	252,075	0 0 Peration at end of I	786,793
July	2016		1,570 1811	159	1,280 334	5,154	24,191	23,757	83%	29,121	253,153	4,271 62,919 4,185 189,503	260,878	121,052 0 0% 121,052 0 0 0% 0 The Market cessed operation at end of FY15, and Tailwinds, LLC. b	845,509
		Aircraft Operations litherant:	Air Carrier/Taxi General Aviation	Military	General Aviation Military	Total Operations	Enplaned Passengers	Deplaned Passengers	Enplaned Load Factor	Available Seats	Parking Revenue	FBO Fuel Gallons Pumped GA-100LL GA/Corporate Jet-A Military Jet-A Atriine	Total Fuel	Food'BeverageRetail Taihinds, LLC. The Narket Note:	Rental Car Revenue ⁴ *Concessionable revenue-not gross
		Aircraft Itinerant.		I ocal.								FBO F		FoodB	*Concessi



Operating Statistics-Fiscal Year 2017

	August	August			FYTD		FY	FY	M		Calendar Year	dar Y	ear				
	2016	2015	500	2017	2016		2016	2015	2014	2013	2012	2011	2010	2009	2008	2007	2006
		ø															
Air Carrier/Taxi	1,853	1,571	18%	3,423	3,048	12%	20,049	20,049	20,214	17,382	17,493	18,615	19,412	20,675	23,640	21,394	20,756
General Avanon Military	179	2,150	-270	338	4,542 269	-10%	1,883	28,782 1,883	30,785 1,881	31,024 2,034	33,561 2,297	38,394 1,754	41,394 1,984	39,288 1,831	39,886 1.773	33,918 1.378	31,074 1.235
General Aviation Military	1,392 252	1,212 218	15% 16%	2,672 586	2,901 352	-8% 66%	19,525 3,754	19,525 3,754	20,040 4,147	18,809 3,457	20,324 4,063	20,486 3,118	17,294 3,087	18,075 3,354	20,013 2,916	17,584 2,032	14,711 1,877
Total Operations	5,757	5,277	9%	10,911	10,912	%0	13,993	73,993	77,067	72,706	<i>71,7</i> 38	82,367	83,171	83,223	88,228	76,306	69,653
Enplaned Passengers	26,053	23,211	12%	50,244	45,892	946 9	261,631	261,631	238,398	227,874	232,571	215,869	196,060	177,659	168,966	185,689	185,182
Deplaned Passengers	26,620	23,959	11%	50,377	46,484	89%	261,168	261,168	232,164	226,294	231,466	213,692	195,867	177,160	168,971	182,344	181,819
Enplaned Load Factor	81%	80°%	1%	82%	9608	2%	81%	81%	28%	76%	74.82%	72%	9669	65%	56%	20%	56%
Available Seats	32,292	28,977	9611	61,413	57,353	3.ol	322,555	322,555	307,522	299,226	310,789	299,182	286,136	294,076	299,343	314,081 3	333,417
Parking Revenue	264,964	251,299	59%	518,117	495,497	5%	2,906,401	2,906,401	2,604,747	2,134,028 2,193,373 2,003,507 1,700,145 1,478,901 1,507,761 1,653,472 1,571,506	,193,373 2,	003,507 1,	700,145 1,	478,901 1,4	507,761 1,0	653,472 1,5	71,506
FBO Fuel Gallons Pumped GA -100LL GAKCorporate Jet-A Military Jet-A Airline	5,224 74,975 4,543 217,794	5,544 80,291 3,280 195,436	-6% -7% 39%	9,495 137,894 8,728 407,297	10,943 147,047 8,944 369,692	-13% -6% -2%	51,552 998,910 66,988 2,107,002	51,552 998,910 66,988 2,107,002	56,862 1,008,861 63,084 1,982,735	55,862 969,930 72,238 1,843,362 1,	60,275 969,423 86,510 1,745,200 1,	62,519 942,165 5 53,611 1,639,075 1,4	69,178 71,860 911,363 833,494 73,901 67,114 1,491,980 1,456,843		79,189 1,047,298 1, 71,542 1,608,962 1,	93,676 93,676 1,160,810 1,0 56,538 1,594,701 1,4	99,679 1,085,976 39,571 1499,164
Total Fuel	302,536	284,551	6%	563,414	536,626	59%	3,224,452	3,224,452	3,111,542	2,941,392 2,861,408 2,697,370 2,546,422 2,429,311 2,806,991 2,905,725	,861,408 2,	697,370 2,	546,422 2,	429,311 2,6	\$06,991 2,9	905,725 2,7	2,724,390
e/Retail Tailwinds, LLC. The Market Note:	123,195 43,841 181% 244,247 0 0 0% 0 The Market ceased operation at end of FX15, and Taihwinda,	43,841 0 operation at end	181% 0% of FY15, and		43,841 457% (43,841 457% 712,78 0 0% 712,78	457% 0% erations in mid	0 712,785 d- August 2015	0 712,785	0 767 <u>,</u> 875	0 669,869	0 0,089	0 638,226	0 561,104	0 502,703 2	0 375,378	0 442,741 45	0 451,162
Rental Car Revenue ⁴ *Concessionable revenue-not gross	880,575	785,120	12%	1,726,084	1,571,913	10%	8,161,735	8,161,735	7,288,497	6,880,432 7,019,797 6,048,867 5,281,662 4,613,199 4,827,224 5,656,817 5,378,543	(,019,797 6,	,048,867 5,	281,662 4,	613,199 4,1	827,224 5,	656,817 5,3	178,543



Operating Statistics-Fiscal Year 2017

	September September	September		FYTD	FYTD		FV	FY	FY		Calendar Year	dar Y	ear				
	2016	2015		2017	2016		2016	2015	2014	2013	2012	2011	2010	2009	2008	2007	2006
Aircraft Operations Itinerant:														SIL			
Air Carrier/Taxi General Aviation Military Loval	ыт 1,909 2л 2250 ту 222	1,603 1,669 139	19% 35% 60%	5,332 6,142 560	4,651 6,011 408	15% 2% 37%	20,049 28,782 1,883	20,049 28,782 1,883	20,214 30,785 1,881	17,382 31,024 2,034	17,493 33,561 2,297	18,615 38,394 1,754	19,412 41,394 1,984	20,675 39,288 1,831	23,640 39,886 1,773	21,394 33,918 1,378	20,756 31,074 1,235
General Avlation Military	ən 1,034 ry 334	751 120	38% 178%	3,706 920	3,652 472	1% 95%	19,525 3,754	19,525 3,754	20,040 4,147	18,809 3,457	20,324 4,063	20,486 3,118	17,294 3,087	18,075 3,354	20,013 2,916	17,584 2,032	14,711 1,877
Total Operations	as 5,749	4,282	34%	16,660	15,194	10%	13,993	73,993	77,067	72,706	77,738	82,367	83,171	83,223	88,228	76,306	69,653
Enplaned Passengers	rs 25,846	23,985	8%	76,090	69,877	966	261,631	261,631	238,398	227,874	232,571	215,869	196,060	177,659	168,966	185,689	185,182
Deplaned Passengers	rs 25,992	23,940	9%6	76,369	70,424	8%	261,168	261,168	232,164	226,294	231,466	213,692	195,867	177,160	168,971	182,344	181,819
Emplaned Lond Factor	ər 81%	83%	-3%	81%	81%	960	81%	81%	78%	76%	74.82%	72%	69%	659%	56%	59%	56%
Available Seats	45 32,084	28,776	11%	93,497	86,129	000	322,555	322,555	307,522	299,226	310,789	299,182	286,136	294,076	299,343	314,081	333,417
Parking Revenue	ue 277,621	255,274	9%	795,738	750,771	6%	2,906,401	2,906,401	2,604,747	2,134,028 2	2,193,373 2,003,507 1,700,145 1,478,901 1,507,761 1,653,472 1,571,506	003,507 1,	700,145 1,	478,901 1,	507,761 1	653,472 1,	571,506
FBO Fuel Gallons Pumped GA-100LL GA/Corporate Jet-A Military Jet-A Military Jet-A	L 4,355 A 94,034 A 4,311 w 191,773	4,738 92,921 1,868 194,080	-8% 1% 131% -1%	13,850 231,928 13,039 599,070	15,681 239,968 10,812 563,772	-12% -3% 21% 6%	51,552 998,910 66,988 2,107,002	51,552 998,910 66,988 2,107,002	56,862 1,008,861 63,084 1,982,735	55,862 969,930 72,238 1,843,362 1	60,275 969,423 86,510 1,745,200 1,	62,519 942,165 53,611 1,639,075 1,	69,178 911,363 73,901 1,491,980 1,	71,860 833,494 1, 67,114 1,456,843 1,	79,189 93,676 1,047,298 1,160,810 71,542 56,538 1,608,962 1,594,701		99,679 1,085,976 39,571 1,499,164
Total Fuel	el 294,473	293,607	0 ₀ 0	857,887	830,233	396	3,224,452	3,224,452	3,111,542	2,941,392 2,861,408 2,697,370 2,546,422 2,429,311 2,806,991 2,905,725 2,724,390	,861,408 2,	697,370 2,	546,422 2,	,429,311 2,	806,991 2	905,725 2,	724,390
FoodBeveroge/Retail Taihvinds, LLC. The Marker Note:		118,861 89,658 33% 363,108 0 0 0% 0 The Market ceased operation at end of FV15, and Tailwinda,	33% 0% d of FY15, an	363,108 0 nd Tailwinda, 1	133,499 0 LLC. began op	172% 0% erations in mid	133,499 172% 0 0 0% 712,785 LLC. begue operations in mid- August 2015	0 712,785	0 767,875	0 669,869	0 0	0 638,226	0 561,104	0 502,703	0 375,378	0 442,741 4	0 451,162
Rental Car Revenue ⁴ *Concessionable revenue-not gross	\$09,780	766,139	9%9	2,535,864	2,338,052	968	8,161,735	8,161,735	7,288,497	6,880,432 7,019,797 6,048,867 5,281,662 4,613,199 4,827,224 5,656,817 5,378,543	,0 19,797 6,	,048,867 5,	281,662 4,	,613,199 4,	827,224 5	656,817 5,	378,543



TO:	Members of the Charlottesville Albemarle Airport Authority	
FROM:	Melinda C. Crawford, Executive Director	
DATE:	November 16, 2016	
SUBJECT:	Consent Agenda Item #4: Construction Contract for Phase 1 – Step Replacement Project	

BACKGROUND: During the August 12, 2016 Board Meeting, the Board passed Resolution 2016-10 that authorized the Executive Director to act on behalf of the Authority in making a final decision for award of a construction contract for the Project to the lowest responsive and responsible bidder, if such bid is within funding available for the Project, and thereafter, the Executive Director is hereby designated as the Board's agent for administration of said contract, including, without limitation: executing the Contract on behalf of the Authority; giving of notices and approvals required of the Authority, and exercising and enforcing such other rights as may be authorized or reserved to the Authority within the Contract. Contract modifications shall be made in accordance with state law and within the Executive Director's contracting authority. All decisions and contractual obligations made by the Executive Director on behalf of the Authority shall be conditioned upon the availability and appropriation of funds by the Authority to support continuing performance of the Contract.

FOLLOW UP: Linco Inc's bid in the amount of \$441,800 was determined to be the lowest responsive and responsible bidder. The contract has been executed. Copies of the contract and the bid tabulation sheet are attached for review.

PRIOR ACTION:	August 2016 – Resolution No. 2016–10 "Executive Director Authorization to Award the Construction Contract and Approve Engineering Service Fees for Phase 1 - Step Replacement Project"		
FUNDING:	State:* \$ 353,440 Local: \$ 88,360 Total: \$ 441,800		
FINANCIAL IMPACT:	* The state's portion will be funded from the Airport's VDOA entitlements.		
ATTACHMENTS:	 Linco Inc. Contract Bid Tabulation Sheet 		
PRESENTATION:	N/A		



SwAM #652169 DBE #L443

September 21, 2016

Charlottesville-Albemarle Airport Authority 100 Bowen Loop Suite 200 Charlottesville, VA 22911 Attn: Penny Shifflett, C.M.

Re: Stair Replacement Long-Term Parking Lot

Enclosed, please find executed contract, insurance certificate and payment & performance bonds for this project.

Per our conversation at the pre-construction meeting, the notice to proceed date will be established after receipt of delivery dates for the pre-cast concrete treads.

Sincerely,

Guy Wright Project Manager

CHARLOTTESVILLE- ALBEMARLE AIRPORT AUTHORITY CONTRACT FOR CONSTRUCTION

This Contract for construction, entered into this _____ day of September, 2016, is entered into by and between the Charlottesville Albemarle Airport Authority, a political subdivision of the Commonwealth of Virginia ("Authority") and Linco, Inc. ("Contractor"). This contract is the result of a competitive sealed bidding procurement procedure, referenced as Authority IFB No. 2016-100 (8/5/2016)("IFB").

RECITALS:

Whereas, the Authority intends to construct the Project and is engaging the Contractor to perform labor, materials, equipment, supervision and other construction services for the Project; and

Whereas, the Authority's engagement of the Contractor is based upon the Contractor's representations to the Authority that it: (i) is experienced in the type of construction services for which the Authority is engaging the Contractor to perform; (ii) is authorized and licensed to perform the construction services required for the Project; (iii) is qualified, willing and able to perform the construction services which will meet the Project; (iv) has the expertise and ability to provide construction services which will meet the Authority's objectives and requirements set forth within the IFB; (v) Contractor has reviewed and familiarized itself with the Contract Documents and agrees to be bound by the terms, conditions and requirements therein specified, and (vi) by signing and submitting its Bid to the Authority, Contractor has made these representations.

NOW, THEREFORE, for good and valuable consideration, the parties agree as follows:

SECTION ONE: ADDRESSES AND AUTHORIZED REPRESENTATIVES

The names and addresses of the contacts for the Authority and the Contractor are as set forth following below. Unless otherwise directed by the Authority or the Contractor within a notice given to the other, notices required by the Contract Documents shall be given to their respective Contact persons, at the address(es) herein provided.

Authority's Project Representative:

Authority:

Contact:	Bill Pahuta	Contact: Chuck Boldt
E-mail:	bpahuta@gocho.com	E-mail: cboldt@gocho.com
Address:	100 Bowen Loop, Suite 200	
	Charlottesville, VA 22911	
	: (434) 973-8342 (o)	Telephone: (434) 270-1579 (c)
Telephone	: (434) 981-7944 (c)	
Fax:	(434) 974-7476	
Contracto	t :	
Contact:	Linco. Inc	
E-mail	lincoinc@comcast.net	
Address:	TEILIS LANE	
	Waynesboro VA 2298	0
Telephone	540-949-0370	
Fax:	540-949.0653	
Contractor	's Virginia License #: _2705099	5966
	N: 54-1736633	
SCC ID #	04357471	
	- man all - a a	

SECTION TWO: PROJECT IDENFICATION INFORMATION

- a. Project Title: Stair Replacement for Long Term Parking Lot
- b. Project Code- PC #: 2016-100 Stair Replacement LT Lot

The Project Code (PC #) indicated above is required to be shown for identification purposes on all project-related material, correspondence and documents including but not limited to: Notices, Requests for Payment, Submittals, Requests For Information, minutes of meetings, correspondence, Schedule of Values and Certificate For Payment, test reports, and related materials.

SECTION THREE: PROJECT SCOPE OF WORK

The Contractor shall furnish, or cause to be furnished, and shall pay for out of the Contract Price: all project management, supervision, financing, goods, products, materials, equipment, systems, labor, services, permits, licenses, machinery, tools, water, heat, utilities, transportation and other items or services necessary for completion of the scope of work described within the Contract Documents.

SECTION FOUR: CONTRACT DOCUMENTS

The "Contract Documents" that set forth the terms, conditions, requirements of the parties' agreement and the scope of work for the Project to be performed by the Contractor, are (collectively) all of the following, each of which is incorporated by reference as if set forth herein verbatim:

- a. This Contract for Construction;
- b. The IFB (all terms, conditions, requirements and instructions)
- c. Contractor's Bid (all bid forms and materials submitted therewith)
- d. Post Bid Modification(s), if any, listed below: N/A
- e. Left blank intentionally
- f. Project construction plans (sometimes referred to as "drawings") dated July 21, 2016
- g. Project Specifications dated July 21, 2016

SETION FIVE: TIME FOR COMPLETION

The Contractor shall commence performance of the scope of Work for the Project on the date specified within a Notice to Proceed ("Commencement Date") given by the Authority following execution of this Contract for construction by both parties.

The Contractor shall achieve Substantial Completion of its scope of Work for the Project, within 90 calendar days inclusive of normal weather conditions after the Commencement Date.

The Contractor shall achieve Final Completion of its scope of Work for the Project, within 30 days after the date of Substantial Completion.

SECTION SIX: COMPENSATION TO THE CONTRACTOR

The Owner agrees to pay and the Contractor agrees to accept, as full and complete payment for the timely and completed performance of the scope of work for the Project, the following compensation:

Base Bid: \$435,500; Alternate 1: \$2,000; Alternate 2: \$4,300

SECTION EIGHT: AUTHORIZATION TO TRANSACT BUSINESS

The Contractor represents and warrants that certifies that, if it is organized as a stock or non-stock corporation, limited liability company, business trust, or limited partnership, or if it is registered as a registered limited liability partnership, then it is authorized to transact business in the Commonwealth of Virginia as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the Code of Virginia, or as otherwise required by law. The Contractor shall not allow its existence to lapse, and shall not cause or allow any certificate of authority or registration to transact business in the Contract. The Authority shall have the right to void this Contract if the Contractor, for any reason, loses the legal authorization or status allowing it to transact business within the Commonwealth.

SECTION SEVEN: PAYMENTS TO CONTRACTOR Schedule of Values

The Contractor's Schedule of Values shall be used as the basis for Contractor's application(s) for partial payments. The Schedule of Values shall be submitted to and approved by the Authority prior to the Contractor's application for any partial payment, and an approved Schedule of Values shall be a condition precedent to the Authority's obligation to accept or make payment of any such application. The Schedule of Values shall include a detailed itemization of the basic items included in the scope of Work for the Project, listed as may be applicable to this particular Project unless a unit price has been established for any item(s). The Schedule of Values shall aggregate the total compensation specified in the Bid; shall be supported by such data as Authority may require in order to substantiate its correctness; and shall include proper shares of overhead and profit. The Schedule of Values shall be updated whenever a Change Order modifies the Contractor's compensation, or modifies the scope of work for the Project; the updated Schedule of Values shall be submitted to the Authority prior to the Contractor's next application for partial payment following the date of any such Change Order. The Authority's receipt of an updated Schedule of Values shall be a condition precedent to the Authority's obligation to accept or make payment of any applications for payment following a Change Order.

Partial (Progress) Payments

Upon receipt from the Contractor of a properly and accurately documented application for partial payment, on form(s) provided by the Authority, the Authority will make monthly progress payments to the Contractor on the basis of its percentage of completion of its scope of Work for the Project, based on the most recently updated Schedule of Values, as of the last day of the month preceding the application for payment. The Authority shall be entitled to verify the correctness of the matters set forth within the application, prior to any payment becoming due and payable to Contractor therefor.

Contractor's applications for payment shall contain a cost breakout showing the amount of money due to all subcontractors and suppliers performing work or providing materials/ equipment during the preceding calendar month. The Authority shall not make monthly partial payments to Contractor, when any application demonstrates that the value of work completed during the preceding calendar month does not exceed one thousand dollars (\$1,000.00) or when the time remaining for performance of the contract is less than 45 days, with the exception of final payment. After the time allowed for completion of the Project is reached, and unless an extension of time is allowed, the Authority may withhold partial payments. All amounts withheld may be included in the final payment. Partial payment will not be made based on the value of any materials or equipment before they have been incorporated into the Project in a permanent manner, except as otherwise specified below. The delivered cost of equipment and non-perishable materials delivered at the work site, or in a certified bonded, adequately insured warehouse approved by the Authority, and tested for adequacy, may be included in an application for partial payment. Contractor shall furnish written evidence satisfactory to the Authority that the Contractor is the unconditional owner of such material or equipment, and that such material and equipment will be utilized within the Project.

All materials, equipment, and work covered by partial payments made to the Contractor shall become the sole property of the Authority. This provision shall not be construed as relieving the Contractor from the sole responsibility for the safety and protection of all materials, equipment and work upon which payments have been made, or the restoration or replacement of any damaged or stolen work, equipment or property, or as a waiver of the right of the Authority to require the fulfillment of all terms, conditions, requirements and instructions within the Contract Documents.

Retainage

Under the provisions of Virginia Code Sec. 2.2-4333 and 2.2-4334 the Contractor shall be paid at least ninety-five percent (95%) of an earned sum, when payment is due, with no more than five percent (5%) being retained to ensure faithful performance of the contract. All amounts withheld as retainage may be included in the final payment. Any subcontract that provides for similar progress payments shall be subject to the provisions of this paragraph.

The Authority shall not be required to escrow any retainage, unless the Contractor, as part of its Bid, notified the Authority that it desired an escrow procedure and then, within fifteen calendar days after the notice executes and submits to the Authority an escrow form provided by the Authority. If the escrow agreement form is not submitted within the fifteen-day period, the Contractor shall forfeit his rights to the use of the escrow account procedure.

Withholding of Payment

The Authority may decline to approve, or because of subsequent discovered evidence may nullify or adjust, in whole or in part, any previously approved application for payment, to such extent as may be necessary to protect the Authority from loss on account of:

- Failure to obtain approval of a project schedule, failure to maintain an update project schedule, or failure to maintain a level of performance within ten percent (10%) of an approved project schedule
- Defective work not remedied
- Claims filed, notices of claim received, or other reasonable evidence indicating probable filing of claims against the Contractor
- Failure of Contractor to make payments to subcontractors or suppliers of labor, materials or equipment
- Authority's reasonable doubt that the remaining scope of work for the Project can be completed for the balance then remaining unpaid
- Damage to another contractor
- Failure to provide as-built drawings and specifications when required by the Contract Document
- Unsatisfactory prosecution or performance of work by the Contractor or its subcontractors

- Reasonable indication that the Project will not be completed within the time required by the Contract Documents
- Failure to maintain as-built drawings and specifications up to date on a monthly basis

Final Payment

Final payment, which will include amounts withheld as retainage, less any amounts due to or claimed by the Authority, shall not become due until the Contractor delivers to the Authority (i) a record set of as-built drawings and specifications (ii) an affidavit of payment of claims, on a form provided by the Authority, and (iii) an invoice or other application for payment, on a form provided by the Authority, provided to the Authority within 60 days of the date of Final Completion certified by the Authority pursuant to the provisions of the Contract Documents. Within thirty (30) days after the date on which all of these conditions have been satisfied, final payment will be made to the Contractor. All prior estimates and payments, including those relating to Extra Work, shall be subject to correction or adjustment by the final payment.

Release of Claims

The acceptance by the Contractor of any partial payment, and of final payment, shall operate as a release of claims to the Authority for all claims and liability to the Contractor for work done or furnished in connection with the Project. No certification for payment issued by the Authority's Representative, and no payment whatsoever, or partial or entire use or occupancy of the Project by the Authority, shall constitute an acceptance of any equipment or materials not in accordance with the terms, conditions, requirements and instructions of the Contract Documents, nor shall it operate to relieve the Contractor of responsibility for faulty materials, equipment or workmanship, or operate to release the Contractor or its surety from any obligation under the Contact or the Performance or Payment Bonds.

SECTION EIGHT: TERMINATION

Bankruptcy or Insolvency of Contractor

The Authority may terminate this contract for construction, upon written notice to the Contractor, if the Contractor is adjudged as bankrupt, makes a general assignment for the benefit of its creditors, or if a receiver is appointed on account of Contractor's insolvency.

Material breach by Contractor

The Authority may terminate this contract for construction, if the Contractor commits a material breach of its obligations under the Contract Documents ("material default"). Without limiting any other circumstances in which Contractor's acts or omissions may constitute a material breach of its obligations, each of the following shall be deemed a material default by Contractor: (i) Contractor's refusal or repeated failure, except in cases for which an extension of time is provide, to supply enough properly skilled workmen or proper materials and equipment; (ii) Contractor's failure to make prompt payment to subcontractors or suppliers of labor, materials or equipment; (iii) Contractor's disregard of federal, state or Authority laws, ordinances or regulations. The effective date of termination shall be no sooner than ten (10) days following written notice of default given by the Authority to the Contractor.

Rights and obligations after termination

Upon termination of the Contract the Authority shall take possession of the work site and of all plant, materials, tools, equipment and other property thereon. The Authority may take any actin necessary to ensure the cleanup of the site, protection of serviceable materials, removal of hazards,

and other action necessary to leave a safe worksite. Authority may finish the work by whatever method the Authority deems expedient, and in that event, Contractor shall not be entitled to receive any further payment. If the expense of finishing the work, including compensation for additional managerial, administrative or construction services shall exceed the unpaid balance of the terminated contract, then upon demand the Contractor shall pay the difference to the Authority, together with any other expenses incurred by the Authority in connection with termination of the contract and completion of the work.

In the event of a termination resulting from a material breach by the Contractor, the Contractor and its surety shall be liable for all legal fees incurred by the Authority in connection with such termination and any subsequent litigation. Such liability for legal fees shall be in addition to any and all damages for the breach that may be allowed to the Authority. Should it be judicially determined that the Authority improperly terminated this contract for construction for cause, then such termination shall be deemed to be a termination for the convenience of the Authority.

Termination by Authority for Convenience

The Authority may terminate this contract for construction, in whole or in part, at any time, and without cause, upon giving the Contractor notice of such termination. Upon receipt of a notice of such termination for cause, the Contractor shall immediately cease work and remove from the site all labor forces and such of the Contractor's materials as the Authority elects not to purchase or to assume. The Contractor shall take such steps as Authority may require to assign to the Authority the Contractor's interest in subcontracts and purchase orders designated by the Authority. After all such steps have been taken to the Authority's satisfaction, the Contractor shall receive, as full and final compensation for termination and assignment the following: (i) all amounts otherwise due to the Contractor from the Authority as of the termination date; (ii) amounts due to the Contractor for work performed in accordance with the Contract Documents subsequent to the latest approved Schedule of Values and approved application for payment, through the date of termination; (iii) reasonable compensation for the actual cost of demobilization incurred by the Contractor as a direct result of such termination. Contractor shall not be entitled to any compensation or damages for lost profits, or for any other type of contractual compensation or damages other than those provided by the preceding sentence. Upon payment of the foregoing, Authority shall have no further obligations to Contractor of any nature. In no event shall termination for convenience of the Authority terminate the obligations of the Contractor's surety on its payment and performance bonds.

SECTION NINE: MISCELLANEOUS

No waiver of rights

No failure on the part of the Authority to enforce any of the terms, conditions, requirements or instructions set forth in the Contract Documents shall be construed as, or deemed to be, a waiver of the right to enforce such terms, conditions, requirements or instructions. No waiver by the Authority of any default or failure to perform by the Contractor shall be construed as or deemed to be a waiver of any other or subsequent default or failure to perform. The acceptance or payment of any rentals, fees, charges or invoices by the Authority, or the performance by the Authority of its contractual obligations shall not operate as, be construed as, or be deemed any waiver of the Authority of any legal or contractual rights or remedies.

Severability

In the event that any term, condition, requirement or instruction within the Contract Documents, or the application thereof to any person or circumstances, shall be held by court of competent jurisdiction to be invalid or unenforceable, the remaining provisions of the Contract Documents, and the application of such provisions to any person or circumstances other than those to which it has been held invalid or unenforceable, shall not be affected thereby.

Headings

Section, article and paragraph headings contained within the Contract Documents have been inserted only as a matter of convenience and for reference, and they in no way define, limit, expand, or describe the scope or intent of any term, condition, requirement or instruction.

Binding Effect

The terms, conditions, requirements and instructions within the Contract Documents shall bind and inure to the benefit of the parties to this agreement and their heirs, successors, and assigns.

Entire Agreement

The terms, conditions, requirements and instructions set forth within the Contract Documents represent the entire agreement between the Authority and the Contractor, and there are no other agreements or understandings between them as to the Project described herein, which have not been set forth within the Contract Documents.

IN WITNESS WHEREOF, the parties hereto on the day and year written below have executed this agreement in three (3) counterparts, each of which shall, without proof or accountancy for the other counterparts, be deemed on original thereof. Each party represents and warrants that the individuals whose signatures are affixed following below have been duly and legally authorized to execute this agreement on behalf of such party, and agrees to be bound hereby.

For the CONTRACTOR By: 🟒 (Signature in ink) (date)

Print Name: Amanda C. Carson

Title: Vice Pres, dent Date: 9/14/16

For the AUTHORITY: 9/20/16 ker By: (signature in ink) (date)

Print Name:

Executive Director

Date: 9/2/0/16

APPROVED AS TO FORM: Office of the Charlottesylle City Attorney

By:

Then obertson Lisa Robertson, Esq. Chief Deputy City Attorney

Bids Opened By: Witnesses	LINCO		Bid Opening Date: Bid Opening Time: Bid Opening Location:	Talbert & Bright Project No.	Stair Replacement Charlottesville-Albemarle Airport Charlottesville, VA	BID OPENING CHECKLIST
Penus	BID	SEALED	9/1/2016 2:00 p.m. Airport Tern		irport	
Si ani Wo	SIGNATURE	PROPOSAL	9/1/2016 2:00 p.m. Airport Terminal Conference Room			
C	BID BOND		æ Room			
D William	FORM	COMPLETE BID				
	BID \$1435,500					
	ALTERNATE 1					
	ALTERNATE 2 \$ 4,300					



TO: Members of the Charlottesville Albemarle Airport Authority
 FROM: Melinda C. Crawford, Executive Director
 DATE: November 16, 2016
 SUBJECT: Consent Agenda Item #5 – Acceptance of FAA Grant for "Runway 3-21 Rehabilitation Project"

BACKGROUND: In accordance with the Board approved Airport Capital Improvement Plan, an application in the amount of \$13,224,145 was submitted to the FAA in July 2016 requesting funding for the Runway 3-21 Rehabilitation Project. During the August 12, 2016 Board Meeting, the Board passed Resolution 2016-9 that authorized the Executive Director to act on behalf of the Authority to accept the FAA Grant when offered.

FOLLOW UP: On September 20, 2016, the FAA extended a grant offer in the amount of \$11,872,035 for "Rehabilitate Runway (Construction): Rehabilitate Taxiway (Construction). The grant was executed and awarded and will fund the construction costs and engineering fees for the project.

PRIOR ACTION:	August 2016 – Resolution No. 2016–9 "Executive Director Authorization to
	Accept FAA Grant and Award of Construction Contract to Chemung for
	Runway 3-21 Rehabilitation Project"

FUNDING:	FAA	\$ 11,872,035
	State:	\$ 1,319,115
	Local:	<u>\$0</u>
	Total:	\$ 13.191,150

FINANCIAL IMPACT: The FAA grant will allow for the FAA to provide 90% funding of the project, with the remaining 10% being funded with 8% from the Virginia Department of Aviation (VDOA) entitlement funds. It should be noted that the Authority anticipates using its VDOA entitlements to fund its 2% portion of the project as allowed by VDOA.

ATTACHMENTS: 1) FAA Grant AIP No: 3-15-0004-046-2016

PRESENTATION: N/A

U.S. Department	
of Transportation Federal Aviation Administration	
	GRANT AGREEMENT
	Part I – Offer
Date of Offer	SEP 2 0 2016
Airport/Planning Area	Charlottesville-Albemarle Airport
AIP Grant Number	3-51-0004-046-2016
DUNS Number	097417349
TO: Charlottesville-Albemarle	Airport Authority
(honsis called the (Conserved))	

- (herein called the "Sponsor")
- FROM: The United States of America (acting through the Federal Aviation Administration, herein called the "FAA")

WHEREAS, the Sponsor has submitted to the FAA a Project Application dated August 26, 2016, for a grant of Federal funds for a project at or associated with the Charlottesville-Albemarle Airport, which is included as part of this Grant Agreement; and

WHEREAS, the FAA has approved a project for the Charlottesville-Albemarle Airport (herein called the "Project") consisting of the following:

Rehabilitate Runway (Construction); Rehabilitate Taxiway (Construction)

which is more fully described in the Project Application.

NOW THEREFORE, According to the applicable provisions of the former Federal Aviation Act of 1958, as amended and recodified, 49 U.S.C. 40101, et seq., and the former Airport and Airway Improvement Act of 1982 (AAIA), as amended and recodified, 49 U.S.C. 47101, et seq., (herein the AAIA grant statute is referred to as "the Act"), the representations contained in the Project Application, and in consideration of (a) the Sponsor's adoption and ratification of the Grant Assurances dated March 2014, and the Sponsor's acceptance of this Offer, and (b) the benefits to accrue to the United States and the public from the accomplishment of the Project and compliance with the Grant Assurances and conditions as herein provided,

THE FEDERAL AVIATION ADMINISTRATION, FOR AND ON BEHALF OF THE UNITED STATES, HEREBY OFFERS AND AGREES to pay ninety (90) percent of the allowable costs incurred accomplishing the Project as the United States share of the Project.

This Offer is made on and SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:

CONDITIONS

 Maximum Obligation. The maximum obligation of the United States payable under this Offer is \$11,872,035.

The following amounts represent a breakdown of the maximum obligation for the purpose of establishing allowable amounts for any future grant amendment, which may increase the foregoing maximum obligation of the United States under the provisions of 49 U.S.C. § 47108(b):

\$0 for planning
 \$11,872,035 for airport development or noise program implementation
 \$0 for land acquisition.
 \$14
 \$14
 \$15
 \$16
 \$16
 \$17
 \$16
 \$17
 \$16
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 \$17
 <l

2. <u>Period of Performance</u>. The period of performance begins on the date the Sponsor formally accepts this agreement. Unless explicitly stated otherwise in an amendment from the FAA, the end date of the project period of performance is 4 years (1,460 calendar days) from the date of formal grant acceptance by the Sponsor.

The Sponsor may only charge allowable costs for obligations incurred prior to the end date of the period of performance (2 CFR § 200.309). Unless the FAA authorizes a written extension, the sponsor must submit all project closeout documentation and liquidate (pay off) all obligations incurred under this award no later than 90 calendar days after the end date of the period of performance (2 CFR § 200.343).

The period of performance end date does not relieve or reduce Sponsor obligations and assurances that extend beyond the closeout of a grant agreement.

- 3. Ineligible or Unallowable Costs. The Sponsor must not include any costs in the project that the FAA has determined to be ineligible or unallowable.
- Indirect Costs Sponsor. Sponsor may charge indirect costs under this award by applying the indirect cost rate identified in the project application and as accepted by the FAA to allowable costs for Sponsor direct salaries and wages.
- 5. Determining the Final Federal Share of Costs. The United States' share of allowable project costs will be made in accordance with the regulations, policies and procedures of the Secretary. Final determination of the United States' share will be based upon the final audit of the total amount of allowable project costs and settlement will be made for any upward or downward adjustments to the Federal share of costs.
- 6. <u>Completing the Project Without Delay and in Conformance with Requirements</u>. The Sponsor must carry out and complete the project without undue delays and in accordance with this agreement, and the regulations, policies and procedures of the Secretary. The Sponsor also agrees to comply with the assurances which are part of this agreement.
- 7. <u>Amendments or Withdrawals before Grant Acceptance</u>. The FAA reserves the right to amend or withdraw this offer at any time prior to its acceptance by the Sponsor.
- Offer Expiration Date. This offer will expire and the United States will not be obligated to pay any part of the costs of the project unless this offer has been accepted by the Sponsor on or before September 21, 2016, or such subsequent date as may be prescribed in writing by the FAA.
- 9. Improper Use of Federal Funds. The Sponsor must take all steps, including litigation if necessary, to recover Federal funds spent fraudulently, wastefully, or in violation of Federal antitrust statutes, or misused in any other manner in any project upon which Federal funds have been expended. For the purposes of this grant agreement, the term "Federal funds" means funds however used or dispersed by the Sponsor that were originally paid pursuant to this or any other Federal grant agreement. The Sponsor must obtain the approval of the Secretary as to any determination of the amount of the Federal share of

such funds. The Sponsor must return the recovered Federal share, including funds recovered by settlement, order, or judgment, to the Secretary. The Sponsor must furnish to the Secretary, upon request, all documents and records pertaining to the determination of the amount of the Federal share or to any settlement, litigation, negotiation, or other efforts taken to recover such funds. All settlements or other final positions of the Sponsor, in court or otherwise, involving the recovery of such Federal share require advance approval by the Secretary.

- United States Not Liable for Damage or Injury. The United States is not responsible or liable for damage to property or injury to persons which may arise from, or be incident to, compliance with this grant agreement.
- 11. System for Award Management (SAM) Registration And Universal Identifier.
 - A. Requirement for System for Award Management (SAM): Unless the Sponsor is exempted from this requirement under 2 CFR 25.110, the Sponsor must maintain the currency of its information in the SAM until the Sponsor submits the final financial report required under this grant, or receives the final payment, whichever is later. This requires that the Sponsor review and update the information at least annually after the initial registration and more frequently if required by changes in information or another award term. Additional information about registration procedures may be found at the SAM website (currently at http://www.sam.gov).
 - B. Requirement for Data Universal Numbering System (DUNS) Numbers
 - 1. The Sponsor must notify potential subrecipient that it cannot receive a contract unless it has provided its DUNS number to the Sponsor. A subrecipient means a consultant, contractor, or other entity that enters into an agreement with the Sponsor to provide services or other work to further this project, and is accountable to the Sponsor for the use of the Federal funds provided by the agreement, which may be provided through any legal agreement, including a contract.
 - 2. The Sponsor may not make an award to a subrecipient unless the subrecipient has provided its DUNS number to the Sponsor.
 - 3. Data Universal Numbering System: DUNS number means the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D & B) to uniquely identify business entities. A DUNS number may be obtained from D & B by telephone (currently 866–705–5771) or on the web (currently at http://fedgov.dnb.com/webform).
- 12. <u>Electronic Grant Payment(s)</u>. Unless otherwise directed by the FAA, the Sponsor must make each payment request under this agreement electronically via the Delphi elnvoicing System for Department of Transportation (DOT) Financial Assistance Awardees.
- **13.** Informal Letter Amendment of AIP Projects. If, during the life of the project, the FAA determines that the maximum grant obligation of the United States exceeds the expected needs of the Sponsor by \$25,000 or five percent (5%), whichever is greater, the FAA can issue a letter amendment to the Sponsor unilaterally reducing the maximum obligation.

The FAA can also issue a letter to the Sponsor increasing the maximum obligation if there is an overrun in the total actual eligible and allowable project costs to cover the amount of the overrun provided it will not exceed the statutory limitations for grant amendments. The FAA's authority to increase the maximum obligation does not apply to the "planning" component of condition No. 1.

The FAA can also issue an informal letter amendment that modifies the grant description to correct administrative errors or to delete work items if the FAA finds it advantageous and in the best interests of the United States.

An informal letter amendment has the same force and effect as a formal grant amendment.

- 14. <u>Air and Water Quality</u>. The Sponsor is required to comply with all applicable air and water quality standards for all projects in this grant. If the Sponsor fails to comply with this requirement, the FAA may suspend, cancel, or terminate this grant.
- 15. Financial Reporting and Payment Requirements. The Sponsor will comply with all federal financial reporting requirements and payment requirements, including submittal of timely and accurate reports.
- 16. Buy American. Unless otherwise approved in advance by the FAA, the Sponsor will not acquire or permit any contractor or subcontractor to acquire any steel or manufactured products produced outside the United States to be used for any project for which funds are provided under this grant. The Sponsor will include a provision implementing Buy American in every contract.
- 17. Maximum Obligation Increase For Primary Airports. In accordance with 49 U.S.C. § 47108(b), as amended, the maximum obligation of the United States, as stated in Condition No. 1 of this Grant Offer:
 - A. May not be increased for a planning project;
 - B. May be increased by not more than 15 percent for development projects;
 - C. May be increased by not more than 15 percent for land project.
- 18. Audits for Public Sponsors. The Sponsor must provide for a Single Audit in accordance with 2 CFR Part 200. The Sponsor must submit the Single Audit reporting package to the Federal Audit Clearinghouse on the Federal Audit Clearinghouse's Internet Data Entry System at http://harvester.census.gov/facweb/. The Sponsor must also provide one copy of the completed 2 CFR Part 200 audit to the Airports District Office.
- 19. Suspension or Debarment. When entering into a "covered transaction" as defined by 2 CFR § 180.200, the Sponsor must:
 - A. Verify the non-federal entity is eligible to participate in this Federal program by:
 - 1. Checking the excluded parties list system (EPLS) as maintained within the System for Award Management (SAM) to determine if non-federal entity is excluded or disqualified; or
 - 2. Collecting a certification statement from the non-federal entity attesting they are not excluded or disqualified from participating; or
 - 3. Adding a clause or condition to covered transactions attesting individual or firm are not excluded or disqualified from participating.
 - B. Require prime contractors to comply with 2 CFR § 180.330 when entering into lower-tier transactions (e.g. Sub-contracts).
 - C. Immediately disclose to the FAA whenever the Sponsor: (1) learns they have entered into a covered transaction with an ineligible entity or (2) suspends or debars a contractor, person, or entity.

20. Ban on Texting While Driving.

- A. In accordance with Executive Order 13513, Federal Leadership on Reducing Text Messaging While Driving, October 1, 2009, and DOT Order 3902.10, Text Messaging While Driving, December 30, 2009, the Sponsor is encouraged to:
 - Adopt and enforce workplace safety policies to decrease crashes caused by distracted drivers including policies to ban text messaging while driving when performing any work for, or on behalf of, the Federal government, including work relating to a grant or subgrant.
 - 2. Conduct workplace safety initiatives in a manner commensurate with the size of the business, such as:

- a. Establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving; and
- b. Education, awareness, and other outreach to employees about the safety risks associated with texting while driving.
- B. The Sponsor must insert the substance of this clause on banning texting while driving in all subgrants, contracts and subcontracts.

21. Trafficking in Persons.

- A. Prohibitions: The prohibitions against trafficking in persons (Prohibitions) apply to any entity other than a State, local government, Indian tribe, or foreign public entity. This includes private Sponsors, public Sponsor employees, subrecipients of private or public Sponsors (private entity). Prohibitions include:
 - 1. Engaging in severe forms of trafficking in persons during the period of time that the agreement is in effect;
 - 2. Procuring a commercial sex act during the period of time that the agreement is in effect; or
 - 3. Using forced labor in the performance of the agreement, including subcontracts or subagreements under the agreement.
- B. In addition to all other remedies for noncompliance that are available to the FAA, Section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)), allows the FAA to unilaterally terminate this agreement, without penalty, if a private entity
 - 1. Is determined to have violated the Prohibitions; or
 - 2. Has an employee who the FAA determines has violated the Prohibitions through conduct that is either:
 - a. Associated with performance under this agreement; or
 - b. Imputed to the Sponsor or subrecipient using 2 CFR part 180, "OMB Guidelines to Agencies on Government wide Debarment and Suspension (Nonprocurement)," as implemented by the FAA at 2 CFR part 1200.

22. AIP Funded Work Included in a PFC Application:

Within 90 days of acceptance of this award, Sponsor must submit to the Federal Aviation Administration an amendment to any approved Passenger Facility Charge (PFC) application that contains an approved PFC project also covered under this grant award. The alrport sponsor may not make any expenditure under this award until project work addressed under this award is removed from an approved PFC application by amendment.

- 23. <u>Exhibit "A" Property Map</u>. The Exhibit "A" Property Map dated August 16, 2010, is incorporated herein by reference or is submitted with the project application and made part of this grant agreement.
- 24. <u>Pavement Maintenance Management Program</u>. The Sponsor agrees that it will implement an effective airport pavement maintenance management program as required by Grant Assurance Pavement Preventive Management. The Sponsor agrees that it will use the program for the useful life of any pavement constructed, reconstructed, or repaired with federal financial assistance at the airport. The Sponsor further agrees that the program will
 - A. Follow FAA Advisory Circular 150/5380-6, "Guidelines and Procedures for Maintenance of Airport Pavements," for specific guidelines and procedures for maintaining airport pavements, establishing an

effective maintenance program, specific types of distress and its probable cause, inspection guidelines, and recommended methods of repair;

- B. Detail the procedures to be followed to assure that proper pavement maintenance, both preventive and repair, is performed;
- C. Include a Pavement Inventory, Inspection Schedule, Record Keeping, Information Retrieval, and Reference, meeting the following requirements:
 - 1. Pavement Inventory. The following must be depicted in an appropriate form and level of detail:
 - a. Location of all runways, taxiways, and aprons;
 - b. Dimensions;
 - c. Type of pavement, and;
 - d. Year of construction or most recent major rehabilitation.
 - 2. Inspection Schedule.
 - a. Detailed Inspection. A detailed inspection must be performed at least once a year. If a history of recorded pavement deterioration is available, i.e., Pavement Condition Index (PCI) survey as set forth in the Advisory Circular 150/5380-6, the frequency of inspections may be extended to three years.
 - b. Drive-By Inspection. A drive-by inspection must be performed a minimum of once per month to detect unexpected changes in the pavement condition. For drive-by inspections, the date of inspection and any maintenance performed must be recorded.
 - Record Keeping. Complete information on the findings of all detailed inspections and on the maintenance performed must be recorded and kept on file for a minimum of five years. The type of distress, location, and remedial action, scheduled or performed, must be documented. The minimum information is:
 - a. Inspection date;
 - b. Location;
 - c. Distress types; and
 - d. Maintenance scheduled or performed.
 - 4. Information Retrieval System. The Sponsor must be able to retrieve the information and records produced by the pavement survey to provide a report to the FAA as may be required.

25. Project which Contain Paving Work in Excess of \$500,000. The Sponsor agrees to:

- A. Furnish a construction management program to the FAA prior to the start of construction which details the measures and procedures to be used to comply with the quality control provisions of the construction contract, including, but not limited to, all quality control provisions and tests required by the Federal specifications. The program must include as a minimum:
 - 1. The name of the person representing the Sponsor who has overall responsibility for contract administration for the project and the authority to take necessary actions to comply with the contract.
 - 2. Names of testing laboratories and consulting engineer firms with quality control responsibilities on the project, together with a description of the services to be provided.

- 3. Procedures for determining that the testing laboratories meet the requirements of the American Society of Testing and Materials standards on laboratory evaluation referenced in the contract specifications (D 3666, C 1077).
- 4. Qualifications of engineering supervision and construction inspection personnel.
- A listing of all tests required by the contract specifications, including the type and frequency of tests to be taken, the method of sampling, the applicable test standard, and the acceptance criteria or tolerances permitted for each type of test.
- 6. Procedures for ensuring that the tests are taken in accordance with the program, that they are documented daily, and that the proper corrective actions, where necessary, are undertaken.
- B. Submit at completion of the project, a final test and quality assurance report documenting the <u>summary results</u> of all tests performed; highlighting those tests that indicated failure or that did not meet the applicable test standard. The report must include the pay reductions applied and the reasons for accepting any out-of-tolerance material. Submit interim test and quality assurance reports when requested by the FAA.
- C. Failure to provide a complete report as described in paragraph b, or failure to perform such tests, will, absent any compelling justification; result in a reduction in Federal participation for costs incurred in connection with construction of the applicable pavement. Such reduction will be at the discretion of the FAA and will be based on the type or types of required tests not performed or not documented and will be commensurate with the proportion of applicable pavement with respect to the total pavement constructed under the grant agreement.
- D. The FAA, at its discretion, reserves the right to conduct independent tests and to reduce grant payments accordingly if such independent tests determine that sponsor test results are inaccurate.

The Sponsor's acceptance of this Offer and ratification and adoption of the Project Application incorporated herein shall be evidenced by execution of this instrument by the Sponsor, as hereinafter provided, and this Offer and Acceptance shall comprise a Grant Agreement, as provided by the Act, constituting the contractual obligations and rights of the United States and the Sponsor with respect to the accomplishment of the Project and compliance with the assurances and conditions as provided herein. Such Grant Agreement shall become effective upon the Sponsor's acceptance of this Offer.

UNITED STATES OF AMERICA FEDERAL AVIATION ADMINISTRATION (Signature) Matthew J. Thys (Typed Name) Manager, Washington Airports District

Office (Title of FAA Official)

PART II - ACCEPTANCE

The Sponsor does hereby ratify and adopt all assurances, statements, representations, warranties, covenants, and agreements contained in the Project Application and incorporated materials referred to in the foregoing Offer, and does hereby accept this Offer and by such acceptance agrees to comply with all of the terms and conditions in this Offer and in the Project Application.

Charlottesville-Albemarle Airport Authority (Name of Sponsor) 10 (Signature of Sponsor's Authorized Official) Ielinda Crawtord By: or Printed Name of Sponsor's Authorized Official) Divor Title: BLOGHTING.

CERTIFICATE OF SPONSOR'S ATTORNEY

I, Lisa Roberts acting as Attorney for the Sponsor do hereby certify:

That in my opinion the Sponsor is empowered to enter into the foregoing Grant Agreement under the laws of the State of Virginia. Further, I have examined the foregoing Grant Agreement and the actions taken by said Sponsor and Sponsor's official representative has been duly authorized and that the execution thereof is in all respects due and proper and in accordance with the laws of the said State and the Act. In addition, for grants involving projects to be carried out on property not owned by the Sponsor, there are no legal impediments that will prevent full performance by the Sponsor. Further, it is my opinion that the said Grant Agreement constitutes a legal and binding obligation of the Sponsor in accordance with the terms thereof.

Dated at Charlottesullottocation) this 21 st day of September

(Attorney must sign and date same day or after sponsor execution date)

¹ Knowingly and willfully providing false information to the Federal government is a violation of 18 U.S.C. Section 1001 (False Statements) and could subject you to fines, imprisonment, or both.
ASSURANCES

AIRPORT SPONSORS

A. General.

- a. These assurances shall be complied with in the performance of grant agreements for airport development, airport planning, and noise compatibility program grants for airport sponsors.
- b. These assurances are required to be submitted as part of the project application by sponsors requesting funds under the provisions of Title 49, U.S.C., subtitle VII, as amended. As used herein, the term "public agency sponsor" means a public agency with control of a public-use airport; the term "private sponsor" means a private owner of a public-use airport; and the term "sponsor" includes both public agency sponsors and private sponsors.
- c. Upon acceptance of this grant offer by the sponsor, these assurances are incorporated in and become part of this grant agreement.

B. Duration and Applicability.

1. Airport development or Noise Compatibility Program Projects Undertaken by a Public Agency Sponsor.

The terms, conditions and assurances of this grant agreement shall remain in full force and effect throughout the useful life of the facilities developed or equipment acquired for an airport development or noise compatibility program project, or throughout the useful life of the project items installed within a facility under a noise compatibility program project, but in any event not to exceed twenty (20) years from the date of acceptance of a grant offer of Federal funds for the project. However, there shall be no limit on the duration of the assurances regarding Exclusive Rights and Airport Revenue so long as the airport is used as an airport. There shall be no limit on the duration of the terms, conditions, and assurances with respect to real property acquired with federal funds. Furthermore, the duration of the Civil Rights assurance shall be specified in the assurances.

2. Airport Development or Noise Compatibility Projects Undertaken by a Private Sponsor.

The preceding paragraph 1 also applies to a private sponsor except that the useful life of project items installed within a facility or the useful life of the facilities developed or equipment acquired under an airport development or noise compatibility program project shall be no less than ten (10) years from the date of acceptance of Federal aid for the project.

3. Airport Planning Undertaken by a Sponsor.

Unless otherwise specified in this grant agreement, only Assurances 1, 2, 3, 5, 6, 13, 18, 25, 30, 32, 33, and 34 in Section C apply to planning projects. The terms, conditions, and assurances of this grant agreement shall remain in full force and effect during the life of the project; there shall be no limit on the duration of the assurances regarding Exclusive Rights and Airport Revenue so long as the airport is used as an airport.

C. Sponsor Certification.

The sponsor hereby assures and certifies, with respect to this grant that:

1. General Federal Requirements,

It will comply with all applicable Federal laws, regulations, executive orders, policies, guidelines, and requirements as they relate to the application, acceptance and use of Federal funds for this project including but not limited to the following:

FEDERAL LEGISLATION

- a. Title 49, U.S.C., subtitle VII, as amended.
- b. Davis-Bacon Act 40 U.S.C. 276(a), et seq.¹
- c. Federal Fair Labor Standards Act 29 U.S.C. 201, et seq.
- d. Hatch Act 5 U.S.C. 1501, <u>et seq.</u>²
- e. Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 Title 42 U.S.C. 4601, <u>et seq.¹²</u>
- f. National Historic Preservation Act of 1966 Section 106 16 U.S.C. 470(f).¹
- g. Archeological and Historic Preservation Act of 1974 16 U.S.C. 469 through 469c.¹
- h. Native Americans Grave Repatriation Act 25 U.S.C. Section 3001, et seq.
- i. Clean Air Act, P.L. 90-148, as amended.
- j. Coastal Zone Management Act, P.L. 93-205, as amended.
- k. Flood Disaster Protection Act of 1973 Section 102(a) 42 U.S.C. 4012a.¹
- I. Title 49, U.S.C., Section 303, (formerly known as Section 4(f))
- m. Rehabilitation Act of 1973 29 U.S.C. 794.
- n. Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252) (prohibits discrimination on the basis of race, color, national origin);
- o. Americans with Disabilities Act of 1990, as amended, (42 U.S.C. § 12101 et seq.), prohibits discrimination on the basis of disability).
- p. Age Discrimination Act of 1975 42 U.S.C. 6101, et seq.
- q. American Indian Religious Freedom Act, P.L. 95-341, as amended.
- r. Architectural Barriers Act of 1968 -42 U.S.C. 4151, et seq.¹
- s. Power plant and Industrial Fuel Use Act of 1978 Section 403- 2 U.S.C. 8373.¹
- t. Contract Work Hours and Safety Standards Act 40 U.S.C. 327, et seq.¹
- u. Copeland Anti-kickback Act 18 U.S.C. 874.1
- v. National Environmental Policy Act of 1969 42 U.S.C. 4321, et seq.¹
- w. Wild and Scenic Rivers Act, P.L. 90-542, as amended.
- x. Single Audit Act of 1984 31 U.S.C. 7501, et seq.²
- y. Drug-Free Workplace Act of 1988 41 U.S.C. 702 through 706.
- z. The Federal Funding Accountability and Transparency Act of 2006, as amended (Pub. L. 109-282, as amended by section 6202 of Pub. L. 110-252).

EXECUTIVE ORDERS

- a. Executive Order 11246 Equal Employment Opportunity¹
- b. Executive Order 11990 Protection of Wetlands
- c. Executive Order 11998 Flood Plain Management

- d. Executive Order 12372 Intergovernmental Review of Federal Programs
- e. Executive Order 12699 Seismic Safety of Federal and Federally Assisted New Building Construction¹
- f. Executive Order 12898 Environmental Justice

FEDERAL REGULATIONS

- a. 2 CFR Part 180 OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement).
- b. 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. [OMB Circular A-87 Cost Principles Applicable to Grants and Contracts with State and Local Governments, and OMB Circular A-133 - Audits of States, Local Governments, and Non-Profit Organizations].^{4, 5, 6}
- c. 2 CFR Part 1200 Nonprocurement Suspension and Debarment
- d. 14 CFR Part 13 Investigative and Enforcement Procedures14 CFR Part 16 Rules of Practice For Federally Assisted Airport Enforcement Proceedings.
- e. 14 CFR Part 150 Airport noise compatibility planning.
- f. 28 CFR Part 35- Discrimination on the Basis of Disability in State and Local Government Services.
- g. 28 CFR § 50.3 U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964.
- h. 29 CFR Part 1 Procedures for predetermination of wage rates.¹
- i. 29 CFR Part 3 Contractors and subcontractors on public building or public work financed in whole or part by loans or grants from the United States.¹
- j. 29 CFR Part 5 Labor standards provisions applicable to contracts covering federally financed and assisted construction (also labor standards provisions applicable to non-construction contracts subject to the Contract Work Hours and Safety Standards Act).¹
- k. 41 CFR Part 60 Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor (Federal and federally assisted contracting requirements).¹
- I. 49 CFR Part 18 Uniform administrative requirements for grants and cooperative agreements to state and local governments.³
- m. 49 CFR Part 20 New restrictions on lobbying.
- n. 49 CFR Part 21 Nondiscrimination in federally-assisted programs of the Department of Transportation effectuation of Title VI of the Civil Rights Act of 1964.
- o. 49 CFR Part 23 Participation by Disadvantage Business Enterprise in Airport Concessions.
- p. 49 CFR Part 24 Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs.¹²
- q. 49 CFR Part 26 Participation by Disadvantaged Business Enterprises in Department of Transportation Programs.
- r. 49 CFR Part 27 Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance.¹

- s. 49 CFR Part 28 Enforcement of Nondiscrimination on the Basis of Handicap in Programs or Activities conducted by the Department of Transportation.
- t. 49 CFR Part 30 Denial of public works contracts to suppliers of goods and services of countries that deny procurement market access to U.S. contractors.
- u. 49 CFR Part 32 Governmentwide Requirements for Drug-Free Workplace (Financial Assistance)
- v. 49 CFR Part 37 Transportation Services for Individuals with Disabilities (ADA).
- w. 49 CFR Part 41 Seismic safety of Federal and federally assisted or regulated new building construction.

SPECIFIC ASSURANCES

Specific assurances required to be included in grant agreements by any of the above laws, regulations or circulars are incorporated by reference in this grant agreement.

FOOTNOTES TO ASSURANCE C.1.

- ¹ These laws do not apply to airport planning sponsors.
- ² These laws do not apply to private sponsors.
- ³ 49 CFR Part 18 and 2 CFR Part 200 contain requirements for State and Local Governments receiving Federal assistance. Any requirement levied upon State and Local Governments by this regulation and circular shall also be applicable to private sponsors receiving Federal assistance under Title 49, United States Code.
- ⁴ On December 26, 2013 at 78 FR 78590, the Office of Management and Budget (OMB) issued the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in 2 CFR Part 200. 2 CFR Part 200 replaces and combines the former Uniform Administrative Requirements for Grants (OMB Circular A-102 and Circular A-110 or 2 CFR Part 215 or Circular) as well as the Cost Principles (Circulars A-21 or 2 CFR part 220; Circular A-87 or 2 CFR part 225; and A-122, 2 CFR part 230). Additionally it replaces Circular A-133 guidance on the Single Annual Audit. In accordance with 2 CFR section 200.110, the standards set forth in Part 200 which affect administration of Federal awards issued by Federal agencies become effective once implemented by Federal agencies or when any future amendment to this Part becomes final. Federal agencies, including the Department of Transportation, must implement the policies and procedures applicable to Federal awards by promulgating a regulation to be effective by December 26, 2014 unless different provisions are required by statute or approved by OMB.
- ⁵ Cost principles established in 2 CFR part 200 subpart E must be used as guidelines for determining the eligibility of specific types of expenses.
- ⁶ Audit requirements established in 2 CFR part 200 subpart F are the guidelines for audits.

2. Responsibility and Authority of the Sponsor.

a. Public Agency Sponsor:

It has legal authority to apply for this grant, and to finance and carry out the proposed project; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

b. Private Sponsor:

It has legal authority to apply for this grant and to finance and carry out the proposed project and comply with all terms, conditions, and assurances of this grant agreement. It shall designate an official representative and shall in writing direct and authorize that person to file this application, including all understandings and assurances contained therein; to act in connection with this application; and to provide such additional information as may be required.

3. Sponsor Fund Availability.

It has sufficient funds available for that portion of the project costs which are not to be paid by the United States. It has sufficient funds available to assure operation and maintenance of items funded under this grant agreement which it will own or control.

4. Good Title.

- a. It, a public agency or the Federal government, holds good title, satisfactory to the Secretary, to the landing area of the airport or site thereof, or will give assurance satisfactory to the Secretary that good title will be acquired.
- b. For noise compatibility program projects to be carried out on the property of the sponsor, it holds good title satisfactory to the Secretary to that portion of the property upon which Federal funds will be expended or will give assurance to the Secretary that good title will be obtained.

5. Preserving Rights and Powers.

- a. It will not take or permit any action which would operate to deprive it of any of the rights and powers necessary to perform any or all of the terms, conditions, and assurances in this grant agreement without the written approval of the Secretary, and will act promptly to acquire, extinguish or modify any outstanding rights or claims of right of others which would interfere with such performance by the sponsor. This shall be done in a manner acceptable to the Secretary.
- b. It will not sell, lease, encumber, or otherwise transfer or dispose of any part of its title or other interests in the property shown on Exhibit A to this application or, for a noise compatibility program project, that portion of the property upon which Federal funds have been expended, for the duration of the terms, conditions, and assurances in this grant agreement without approval by the Secretary. If the transferee is found by the Secretary to be eligible under Title 49, United States Code, to assume the obligations of this grant agreement and to have the power, authority, and financial resources to carry out all such obligations, the sponsor shall insert in the contract or document transferring or disposing of the sponsor's interest, and make binding upon the transferee all of the terms, conditions, and assurances contained in this grant agreement.
- c. For all noise compatibility program projects which are to be carried out by another unit of local government or are on property owned by a unit of local government other than the sponsor, it will enter into an agreement with that government. Except as otherwise specified by the Secretary, that agreement shall obligate that government to the same terms, conditions, and assurances that would be applicable to it if it applied directly to the FAA for a grant to undertake the noise compatibility program project. That agreement and changes thereto must be satisfactory to the Secretary. It will take steps to enforce this agreement against the local government if there is substantial non-compliance with the terms of the agreement.

- d. For noise compatibility program projects to be carried out on privately owned property, it will enter into an agreement with the owner of that property which includes provisions specified by the Secretary. It will take steps to enforce this agreement against the property owner whenever there is substantial non-compliance with the terms of the agreement.
- e. If the sponsor is a private sponsor, it will take steps satisfactory to the Secretary to ensure that the airport will continue to function as a public-use airport in accordance with these assurances for the duration of these assurances.
- f. If an arrangement is made for management and operation of the airport by any agency or person other than the sponsor or an employee of the sponsor, the sponsor will reserve sufficient rights and authority to insure that the airport will be operated and maintained in accordance Title 49, United States Code, the regulations and the terms, conditions and assurances in this grant agreement and shall insure that such arrangement also requires compliance therewith.
- g. Sponsors of commercial service airports will not permit or enter into any arrangement that results in permission for the owner or tenant of a property used as a residence, or zoned for residential use, to taxi an aircraft between that property and any location on airport. Sponsors of general aviation airports entering into any arrangement that results in permission for the owner of residential real property adjacent to or near the airport must comply with the requirements of Sec. 136 of Public Law 112-95 and the sponsor assurances.

6. Consistency with Local Plans.

The project is reasonably consistent with plans (existing at the time of submission of this application) of public agencies that are authorized by the State in which the project is located to plan for the development of the area surrounding the airport.

7. Consideration of Local Interest.

It has given fair consideration to the interest of communities in or near where the project may be located.

8. Consultation with Users.

In making a decision to undertake any airport development project under Title 49, United States Code, it has undertaken reasonable consultations with affected parties using the airport at which project is proposed.

9. Public Hearings.

In projects involving the location of an airport, an airport runway, or a major runway extension, it has afforded the opportunity for public hearings for the purpose of considering the economic, social, and environmental effects of the airport or runway location and its consistency with goals and objectives of such planning as has been carried out by the community and it shall, when requested by the Secretary, submit a copy of the transcript of such hearings to the Secretary. Further, for such projects, it has on its management board either voting representation from the communities where the project is located or has advised the communities that they have the right to petition the Secretary concerning a proposed project.

10. Metropolitan Planning Organization.

In projects involving the location of an airport, an airport runway, or a major runway extension at a medium or large hub airport, the sponsor has made available to and has provided upon request to the metropolitan planning organization in the area in which the airport is located, if any, a copy of the proposed amendment to the airport layout plan to depict the project and a copy of any airport master plan in which the project is described or depicted.

11. Pavement Preventive Maintenance.

With respect to a project approved after January 1, 1995, for the replacement or reconstruction of pavement at the airport, it assures or certifies that it has implemented an effective airport pavement maintenance-management program and it assures that it will use such program for the useful life of any pavement constructed, reconstructed or repaired with Federal financial assistance at the airport. It will provide such reports on pavement condition and pavement management programs as the Secretary determines may be useful.

12. Terminal Development Prerequisites.

For projects which include terminal development at a public use airport, as defined in Title 49, it has, on the date of submittal of the project grant application, all the safety equipment required for certification of such airport under section 44706 of Title 49, United States Code, and all the security equipment required by rule or regulation, and has provided for access to the passenger enplaning and deplaning area of such airport to passengers enplaning and deplaning from aircraft other than air carrier aircraft.

13. Accounting System, Audit, and Record Keeping Requirements.

- a. It shall keep all project accounts and records which fully disclose the amount and disposition by the recipient of the proceeds of this grant, the total cost of the project in connection with which this grant is given or used, and the amount or nature of that portion of the cost of the project supplied by other sources, and such other financial records pertinent to the project. The accounts and records shall be kept in accordance with an accounting system that will facilitate an effective audit in accordance with the Single Audit Act of 1984.
- b. It shall make available to the Secretary and the Comptroller General of the United States, or any of their duly authorized representatives, for the purpose of audit and examination, any books, documents, papers, and records of the recipient that are pertinent to this grant. The Secretary may require that an appropriate audit be conducted by a recipient. In any case in which an independent audit is made of the accounts of a sponsor relating to the disposition of the proceeds of a grant or relating to the project in connection with which this grant was given or used, it shall file a certified copy of such audit with the Comptroller General of the United States not later than six (6) months following the close of the fiscal year for which the audit was made.

14. Minimum Wage Rates.

It shall include, in all contracts in excess of \$2,000 for work on any projects funded under this grant agreement which involve labor, provisions establishing minimum rates of wages, to be predetermined by the Secretary of Labor, in accordance with the Davis-Bacon Act, as amended (40 U.S.C. 276a-276a-5), which contractors shall pay to skilled and unskilled labor, and such minimum rates shall be stated in the invitation for bids and shall be included in proposals or bids for the work.

15. Veteran's Preference.

It shall include in all contracts for work on any project funded under this grant agreement which involve labor, such provisions as are necessary to insure that, in the employment of labor (except in executive, administrative, and supervisory positions), preference shall be given to Vietnam era veterans, Persian Gulf veterans, Afghanistan-Iraq war veterans, disabled veterans, and small business concerns owned and controlled by disabled veterans as defined in Section 47112 of Title

49, United States Code. However, this preference shall apply only where the individuals are available and qualified to perform the work to which the employment relates.

16. Conformity to Plans and Specifications.

It will execute the project subject to plans, specifications, and schedules approved by the Secretary. Such plans, specifications, and schedules shall be submitted to the Secretary prior to commencement of site preparation, construction, or other performance under this grant agreement, and, upon approval of the Secretary, shall be incorporated into this grant agreement. Any modification to the approved plans, specifications, and schedules shall also be subject to approval of the Secretary, and incorporated into this grant agreement.

17. Construction Inspection and Approval.

It will provide and maintain competent technical supervision at the construction site throughout the project to assure that the work conforms to the plans, specifications, and schedules approved by the Secretary for the project. It shall subject the construction work on any project contained in an approved project application to inspection and approval by the Secretary and such work shall be in accordance with regulations and procedures prescribed by the Secretary. Such regulations and procedures shall require such cost and progress reporting by the sponsor or sponsors of such project as the Secretary shall deem necessary.

18. Planning Projects.

In carrying out planning projects:

- a. It will execute the project in accordance with the approved program narrative contained in the project application or with the modifications similarly approved.
- b. It will furnish the Secretary with such periodic reports as required pertaining to the planning project and planning work activities.
- c. It will include in all published material prepared in connection with the planning project a notice that the material was prepared under a grant provided by the United States.
- d. It will make such material available for examination by the public, and agrees that no material prepared with funds under this project shall be subject to copyright in the United States or any other country.
- e. It will give the Secretary unrestricted authority to publish, disclose, distribute, and otherwise use any of the material prepared in connection with this grant.
- f. It will grant the Secretary the right to disapprove the sponsor's employment of specific consultants and their subcontractors to do all or any part of this project as well as the right to disapprove the proposed scope and cost of professional services.
- g. It will grant the Secretary the right to disapprove the use of the sponsor's employees to do all or any part of the project.
- h. It understands and agrees that the Secretary's approval of this project grant or the Secretary's approval of any planning material developed as part of this grant does not constitute or imply any assurance or commitment on the part of the Secretary to approve any pending or future application for a Federal airport grant.

19. Operation and Maintenance.

a. The airport and all facilities which are necessary to serve the aeronautical users of the airport, other than facilities owned or controlled by the United States, shall be operated at all times in a safe and serviceable condition and in accordance with the minimum standards as may be

required or prescribed by applicable Federal, state and local agencies for maintenance and operation. It will not cause or permit any activity or action thereon which would interfere with its use for airport purposes. It will suitably operate and maintain the airport and all facilities thereon or connected therewith, with due regard to climatic and flood conditions. Any proposal to temporarily close the airport for non-aeronautical purposes must first be approved by the Secretary. In furtherance of this assurance, the sponsor will have in effect arrangements for-

- 1) Operating the airport's aeronautical facilities whenever required;
- 2) Promptly marking and lighting hazards resulting from airport conditions, including temporary conditions; and
- 3) Promptly notifying airmen of any condition affecting aeronautical use of the airport. Nothing contained herein shall be construed to require that the airport be operated for aeronautical use during temporary periods when snow, flood or other climatic conditions interfere with such operation and maintenance. Further, nothing herein shall be construed as requiring the maintenance, repair, restoration, or replacement of any structure or facility which is substantially damaged or destroyed due to an act of God or other condition or circumstance beyond the control of the sponsor.
- b. It will suitably operate and maintain noise compatibility program items that it owns or controls upon which Federal funds have been expended.

20. Hazard Removal and Mitigation.

It will take appropriate action to assure that such terminal airspace as is required to protect instrument and visual operations to the airport (including established minimum flight altitudes) will be adequately cleared and protected by removing, lowering, relocating, marking, or lighting or otherwise mitigating existing airport hazards and by preventing the establishment or creation of future airport hazards.

21. Compatible Land Use.

It will take appropriate action, to the extent reasonable, including the adoption of zoning laws, to restrict the use of land adjacent to or in the immediate vicinity of the airport to activities and purposes compatible with normal airport operations, including landing and takeoff of aircraft. In addition, if the project is for noise compatibility program implementation, it will not cause or permit any change in land use, within its jurisdiction, that will reduce its compatibility, with respect to the airport, of the noise compatibility program measures upon which Federal funds have been expended.

22. Economic Nondiscrimination.

- a. It will make the airport available as an airport for public use on reasonable terms and without unjust discrimination to all types, kinds and classes of aeronautical activities, including commercial aeronautical activities offering services to the public at the airport.
- b. In any agreement, contract, lease, or other arrangement under which a right or privilege at the airport is granted to any person, firm, or corporation to conduct or to engage in any aeronautical activity for furnishing services to the public at the airport, the sponsor will insert and enforce provisions requiring the contractor to-
 - 1) furnish said services on a reasonable, and not unjustly discriminatory, basis to all users thereof, and
 - 2) charge reasonable, and not unjustly discriminatory, prices for each unit or service,

provided that the contractor may be allowed to make reasonable and nondiscriminatory discounts, rebates, or other similar types of price reductions to volume purchasers.

- a.) Each fixed-based operator at the airport shall be subject to the same rates, fees, rentals, and other charges as are uniformly applicable to all other fixed-based operators making the same or similar uses of such airport and utilizing the same or similar facilities.
- b.) Each air carrier using such airport shall have the right to service itself or to use any fixed-based operator that is authorized or permitted by the airport to serve any air carrier at such airport.
- c.) Each air carrier using such airport (whether as a tenant, non-tenant, or subtenant of another air carrier tenant) shall be subject to such nondiscriminatory and substantially comparable rules, regulations, conditions, rates, fees, rentals, and other charges with respect to facilities directly and substantially related to providing air transportation as are applicable to all such air carriers which make similar use of such airport and utilize similar facilities, subject to reasonable classifications such as tenants or non-tenants and signatory carriers and non-signatory carriers. Classification or status as tenant or signatory shall not be unreasonably withheld by any airport provided an air carrier assumes obligations substantially similar to those already imposed on air carriers in such classification or status.
- d.) It will not exercise or grant any right or privilege which operates to prevent any person, firm, or corporation operating aircraft on the airport from performing any services on its own aircraft with its own employees [including, but not limited to maintenance, repair, and fueling] that it may choose to perform.
- e.) In the event the sponsor itself exercises any of the rights and privileges referred to in this assurance, the services involved will be provided on the same conditions as would apply to the furnishing of such services by commercial aeronautical service providers authorized by the sponsor under these provisions.
- f.) The sponsor may establish such reasonable, and not unjustly discriminatory, conditions to be met by all users of the airport as may be necessary for the safe and efficient operation of the airport.
- g.) The sponsor may prohibit or limit any given type, kind or class of aeronautical use of the airport if such action is necessary for the safe operation of the airport or necessary to serve the civil aviation needs of the public.

23. Exclusive Rights.

It will permit no exclusive right for the use of the airport by any person providing, or intending to provide, aeronautical services to the public. For purposes of this paragraph, the providing of the services at an airport by a single fixed-based operator shall not be construed as an exclusive right if both of the following apply:

- a. It would be unreasonably costly, burdensome, or impractical for more than one fixed-based operator to provide such services, and
- b. If allowing more than one fixed-based operator to provide such services would require the reduction of space leased pursuant to an existing agreement between such single fixed-based operator and such airport. It further agrees that it will not, either directly or indirectly, grant or permit any person, firm, or corporation, the exclusive right at the airport to conduct any aeronautical activities, including, but not limited to charter flights, pilot training, aircraft

rental and sightseeing, aerial photography, crop dusting, aerial advertising and surveying, air carrier operations, aircraft sales and services, sale of aviation petroleum products whether or not conducted in conjunction with other aeronautical activity, repair and maintenance of aircraft, sale of aircraft parts, and any other activities which because of their direct relationship to the operation of aircraft can be regarded as an aeronautical activity, and that it will terminate any exclusive right to conduct an aeronautical activity now existing at such an airport before the grant of any assistance under Title 49, United States Code.

24. Fee and Rental Structure.

It will maintain a fee and rental structure for the facilities and services at the airport which will make the airport as self-sustaining as possible under the circumstances existing at the particular airport, taking into account such factors as the volume of traffic and economy of collection. No part of the Federal share of an airport development, airport planning or noise compatibility project for which a grant is made under Title 49, United States Code, the Airport and Airway Improvement Act of 1982, the Federal Airport Act or the Airport and Airway Development Act of 1970 shall be included in the rate basis in establishing fees, rates, and charges for users of that airport.

25. Airport Revenues.

- a. All revenues generated by the airport and any local taxes on aviation fuel established after December 30, 1987, will be expended by it for the capital or operating costs of the airport; the local airport system; or other local facilities which are owned or operated by the owner or operator of the airport and which are directly and substantially related to the actual air transportation of passengers or property; or for noise mitigation purposes on or off the airport. The following exceptions apply to this paragraph:
 - If covenants or assurances in debt obligations issued before September 3, 1982, by the owner or operator of the airport, or provisions enacted before September 3, 1982, in governing statutes controlling the owner or operator's financing, provide for the use of the revenues from any of the airport owner or operator's facilities, including the airport, to support not only the airport but also the airport owner or operator's general debt obligations or other facilities, then this limitation on the use of all revenues generated by the airport (and, in the case of a public airport, local taxes on aviation fuel) shall not apply.
 - 2) If the Secretary approves the sale of a privately owned airport to a public sponsor and provides funding for any portion of the public sponsor's acquisition of land, this limitation on the use of all revenues generated by the sale shall not apply to certain proceeds from the sale. This is conditioned on repayment to the Secretary by the private owner of an amount equal to the remaining unamortized portion (amortized over a 20-year period) of any airport improvement grant made to the private owner for any purpose other than land acquisition on or after October 1, 1996, plus an amount equal to the federal share of the current fair market value of any land acquired with an airport improvement grant made to that airport on or after October 1, 1996.
 - 3) Certain revenue derived from or generated by mineral extraction, production, lease, or other means at a general aviation airport (as defined at Section 47102 of title 49 United States Code), if the FAA determines the airport sponsor meets the requirements set forth in Sec. 813 of Public Law 112-95.
 - a.) As part of the annual audit required under the Single Audit Act of 1984, the sponsor will direct that the audit will review, and the resulting audit report will provide an opinion concerning, the use of airport revenue and taxes in paragraph (a), and indicating whether funds paid or transferred to the owner or operator are paid or transferred in a

manner consistent with Title 49, United States Code and any other applicable provision of law, including any regulation promulgated by the Secretary or Administrator.

b.) Any civil penalties or other sanctions will be imposed for violation of this assurance in accordance with the provisions of Section 47107 of Title 49, United States Code.

26. Reports and Inspections.

It will:

- a. submit to the Secretary such annual or special financial and operations reports as the Secretary may reasonably request and make such reports available to the public; make available to the public at reasonable times and places a report of the airport budget in a format prescribed by the Secretary;
- for airport development projects, make the airport and all airport records and documents affecting the airport, including deeds, leases, operation and use agreements, regulations and other instruments, available for inspection by any duly authorized agent of the Secretary upon reasonable request;
- c. for noise compatibility program projects, make records and documents relating to the project and continued compliance with the terms, conditions, and assurances of this grant agreement including deeds, leases, agreements, regulations, and other instruments, available for inspection by any duly authorized agent of the Secretary upon reasonable request; and
- d. In a format and time prescribed by the Secretary, provide to the Secretary and make available to the public following each of its fiscal years, an annual report listing in detail:
 - 1) all amounts paid by the airport to any other unit of government and the purposes for which each such payment was made; and
 - 2) all services and property provided by the airport to other units of government and the amount of compensation received for provision of each such service and property.

27. Use by Government Aircraft.

It will make available all of the facilities of the airport developed with Federal financial assistance and all those usable for landing and takeoff of aircraft to the United States for use by Government aircraft in common with other aircraft at all times without charge, except, if the use by Government aircraft is substantial, charge may be made for a reasonable share, proportional to such use, for the cost of operating and maintaining the facilities used. Unless otherwise determined by the Secretary, or otherwise agreed to by the sponsor and the using agency, substantial use of an airport by Government aircraft will be considered to exist when operations of such aircraft are in excess of those which, in the opinion of the Secretary, would unduly interfere with use of the landing areas by other authorized aircraft, or during any calendar month that –

- a. by gross weights of such aircraft) is in excess of five million pounds Five (5) or more Government aircraft are regularly based at the airport or on land adjacent thereto; or
- b. The total number of movements (counting each landing as a movement) of Government aircraft is 300 or more, or the gross accumulative weight of Government aircraft using the airport (the total movement of Government aircraft multiplied.

28. Land for Federal Facilities.

It will furnish without cost to the Federal Government for use in connection with any air traffic control or air navigation activities, or weather-reporting and communication activities related to air traffic control, any areas of land or water, or estate therein, or rights in buildings of the sponsor as the Secretary considers necessary or desirable for construction, operation, and maintenance at

Federal expense of space or facilities for such purposes. Such areas or any portion thereof will be made available as provided herein within four months after receipt of a written request from the Secretary.

29. Airport Layout Plan.

- a. It will keep up to date at all times an airport layout plan of the airport showing:
 - boundaries of the airport and all proposed additions thereto, together with the boundaries of all offsite areas owned or controlled by the sponsor for airport purposes and proposed additions thereto;
 - the location and nature of all existing and proposed airport facilities and structures (such as runways, taxiways, aprons, terminal buildings, hangars and roads), including all proposed extensions and reductions of existing airport facilities;
 - 3) the location of all existing and proposed nonaviation areas and of all existing improvements thereon; and
 - 4) all proposed and existing access points used to taxi aircraft across the airport's property boundary. Such airport layout plans and each amendment, revision, or modification thereof, shall be subject to the approval of the Secretary which approval shall be evidenced by the signature of a duly authorized representative of the Secretary on the face of the airport layout plan. The sponsor will not make or permit any changes or alterations in the airport or any of its facilities which are not in conformity with the airport layout plan as approved by the Secretary and which might, in the opinion of the Secretary, adversely affect the safety, utility or efficiency of the airport.
 - a.) If a change or alteration in the airport or the facilities is made which the Secretary determines adversely affects the safety, utility, or efficiency of any federally owned, leased, or funded property on or off the airport and which is not in conformity with the airport layout plan as approved by the Secretary, the owner or operator will, if requested, by the Secretary (1) eliminate such adverse effect in a manner approved by the Secretary; or (2) bear all costs of relocating such property (or replacement thereof) to a site acceptable to the Secretary and all costs of restoring such property (or replacement thereof) to the level of safety, utility, efficiency, and cost of operation existing before the unapproved change in the airport or its facilities except in the case of a relocation or replacement of an existing airport facility due to a change in the Secretary's design standards beyond the control of the airport sponsor.

30. Civil Rights.

It will promptly take any measures necessary to ensure that no person in the United States shall, on the grounds of race, creed, color, national origin, sex, age, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in any activity conducted with, or benefiting from, funds received from this grant.

a. Using the definitions of activity, facility and program as found and defined in §§ 21.23 (b) and 21.23 (e) of 49 CFR § 21, the sponsor will facilitate all programs, operate all facilities, or conduct all programs in compliance with all non-discrimination requirements imposed by, or pursuant to these assurances.

b. Applicability

1) Programs and Activities. If the sponsor has received a grant (or other federal assistance) for any of the sponsor's program or activities, these requirements extend to all of the

sponsor's programs and activities.

- 2) Facilities. Where it receives a grant or other federal financial assistance to construct, expand, renovate, remodel, alter or acquire a facility, or part of a facility, the assurance extends to the entire facility and facilities operated in connection therewith.
- 3) Real Property. Where the sponsor receives a grant or other Federal financial assistance in the form of, or for the acquisition of real property or an interest in real property, the assurance will extend to rights to space on, over, or under such property.
- c. Duration.

ð.

The sponsor agrees that it is obligated to this assurance for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the assurance obligates the sponsor, or any transferee for the longer of the following periods:

- 1) So long as the airport is used as an airport, or for another purpose involving the provision of similar services or benefits; or
- 2) So long as the sponsor retains ownership or possession of the property.
- d. Required Solicitation Language. It will include the following notification in all solicitations for bids, Requests For Proposals for work, or material under this grant agreement and in all proposals for agreements, including airport concessions, regardless of funding source:

"The **(Name of Sponsor)**, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises and airport concession disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."

- e. Required Contract Provisions.
 - It will insert the non-discrimination contract clauses requiring compliance with the acts and regulations relative to non-discrimination in Federally-assisted programs of the DOT, and incorporating the acts and regulations into the contracts by reference in every contract or agreement subject to the non-discrimination in Federally-assisted programs of the DOT acts and regulations.
 - 2) It will include a list of the pertinent non-discrimination authorities in every contract that is subject to the non-discrimination acts and regulations.
 - 3) It will insert non-discrimination contract clauses as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a sponsor.
 - 4) It will insert non-discrimination contract clauses prohibiting discrimination on the basis of race, color, national origin, creed, sex, age, or handicap as a covenant running with the land, in any future deeds, leases, license, permits, or similar instruments entered into by the sponsor with other parties:
 - a.) For the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and

- b.) For the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
- f. It will provide for such methods of administration for the program as are found by the Secretary to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the acts, the regulations, and this assurance.
- g. It agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the acts, the regulations, and this assurance.

31. Disposal of Land.

- a. For land purchased under a grant for airport noise compatibility purposes, including land serving as a noise buffer, it will dispose of the land, when the land is no longer needed for such purposes, at fair market value, at the earliest practicable time. That portion of the proceeds of such disposition which is proportionate to the United States' share of acquisition of such land will be, at the discretion of the Secretary, (1) reinvested in another project at the airport, or (2) transferred to another eligible airport as prescribed by the Secretary. The Secretary shall give preference to the following, in descending order, (1) reinvestment in an approved noise compatibility project, (2) reinvestment in an approved project that is eligible for grant funding under Section 47117(e) of title 49 United States Code, (3) reinvestment in an approved airport development project that is eligible for grant funding under Sections 47114, 47115, or 47117 of title 49 United States Code, (4) transferred to an eligible sponsor of another public airport to be reinvested in an approved noise compatibility project at that airport, and (5) paid to the Secretary for deposit in the Airport and Airway Trust Fund. If land acquired under a grant for noise compatibility purposes is leased at fair market value and consistent with noise buffering purposes, the lease will not be considered a disposal of the land. Revenues derived from such a lease may be used for an approved airport development project that would otherwise be eligible for grant funding or any permitted use of airport revenue.
- b. For land purchased under a grant for airport development purposes (other than noise compatibility), it will, when the land is no longer needed for airport purposes, dispose of such land at fair market value or make available to the Secretary an amount equal to the United States' proportionate share of the fair market value of the land. That portion of the proceeds of such disposition which is proportionate to the United States' share of the cost of acquisition of such land will, (1) upon application to the Secretary, be reinvested or transferred to another eligible airport as prescribed by the Secretary. The Secretary shall give preference to the following, in descending order: (1) reinvestment in an approved noise compatibility project, (2) reinvestment in an approved project that is eligible for grant funding under Sections 47117, of title 49 United States Code, (3) reinvestment in an approved airport development project that is eligible for grant funding under Sections 47114, 47115, or 47117 of title 49 United States Code, (4) transferred to an eligible sponsor of another public airport to be reinvested in an approved noise compatibility project at that airport, and (5) paid to the Secretary for deposit in the Airport and Airway Trust Fund.
- c. Land shall be considered to be needed for airport purposes under this assurance if (1) it may be needed for aeronautical purposes (including runway protection zones) or serve as noise buffer land, and (2) the revenue from interim uses of such land contributes to the financial self-sufficiency of the airport. Further, land purchased with a grant received by an airport operator or owner before December 31, 1987, will be considered to be needed for airport purposes if the Secretary or Federal agency making such grant before December 31, 1987, was

notified by the operator or owner of the uses of such land, did not object to such use, and the land continues to be used for that purpose, such use having commenced no later than December 15, 1989.

d. Disposition of such land under (a) (b) or (c) will be subject to the retention or reservation of any interest or right therein necessary to ensure that such land will only be used for purposes which are compatible with noise levels associated with operation of the airport.

32. Engineering and Design Services.

It will award each contract, or sub-contract for program management, construction management, planning studies, feasibility studies, architectural services, preliminary engineering, design, engineering, surveying, mapping or related services with respect to the project in the same manner as a contract for architectural and engineering services is negotiated under Title IX of the Federal Property and Administrative Services Act of 1949 or an equivalent qualifications-based requirement prescribed for or by the sponsor of the airport.

33. Foreign Market Restrictions.

It will not allow funds provided under this grant to be used to fund any project which uses any product or service of a foreign country during the period in which such foreign country is listed by the United States Trade Representative as denying fair and equitable market opportunities for products and suppliers of the United States in procurement and construction.

34. Policies, Standards, and Specifications.

It will carry out the project in accordance with policies, standards, and specifications approved by the Secretary including, but not limited to, the advisory circulars listed in the Current FAA Advisory Circulars for AIP projects, dated December 31, 2015 and included in this grant, and in accordance with applicable state policies, standards, and specifications approved by the Secretary.

35. Relocation and Real Property Acquisition.

- a. It will be guided in acquiring real property, to the greatest extent practicable under State law, by the land acquisition policies in Subpart B of 49 CFR Part 24 and will pay or reimburse property owners for necessary expenses as specified in Subpart B.
- b. It will provide a relocation assistance program offering the services described in Subpart C and fair and reasonable relocation payments and assistance to displaced persons as required in Subpart D and E of 49 CFR Part 24.
- c. It will make available within a reasonable period of time prior to displacement, comparable replacement dwellings to displaced persons in accordance with Subpart E of 49 CFR Part 24.

36. Access By Intercity Buses.

The airport owner or operator will permit, to the maximum extent practicable, intercity buses or other modes of transportation to have access to the airport; however, it has no obligation to fund special facilities for intercity buses or for other modes of transportation.

37. Disadvantaged Business Enterprises.

The sponsor shall not discriminate on the basis of race, color, national origin or sex in the award and performance of any DOT-assisted contract covered by 49 CFR Part 26, or in the award and performance of any concession activity contract covered by 49 CFR Part 23. In addition, the sponsor shall not discriminate on the basis of race, color, national origin or sex in the administration of its DBE and ACDBE programs or the requirements of 49 CFR Parts 23 and 26. The sponsor shall take all necessary and reasonable steps under 49 CFR Parts 23 and 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts, and/or concession contracts. The sponsor's DBE and ACDBE programs, as required by 49 CFR Parts 26 and 23, and as approved by DOT, are incorporated by reference in this agreement. Implementation of these programs is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the sponsor of its failure to carry out its approved program, the Department may impose sanctions as provided for under Parts 26 and 23 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1936 (31 U.S.C. 3801).

38. Hangar Construction.

If the airport owner or operator and a person who owns an aircraft agree that a hangar is to be constructed at the airport for the aircraft at the aircraft owner's expense, the airport owner or operator will grant to the aircraft owner for the hangar a long term lease that is subject to such terms and conditions on the hangar as the airport owner or operator may impose.

39. Competitive Access.

- a. If the airport owner or operator of a medium or large hub airport (as defined in section 47102 of title 49, U.S.C.) has been unable to accommodate one or more requests by an air carrier for access to gates or other facilities at that airport in order to allow the air carrier to provide service to the airport or to expand service at the airport, the airport owner or operator shall transmit a report to the Secretary that-
 - 1) Describes the requests;
 - 2) Provides an explanation as to why the requests could not be accommodated; and
 - 3) Provides a time frame within which, if any, the airport will be able to accommodate the requests.
- b. Such report shall be due on either February 1 or August 1 of each year if the airport has been unable to accommodate the request(s) in the six month period prior to the applicable due date.



FAA Airports

Current FAA Advisory Circulars Required for Use in AIP Funded and PFC Approved Projects

Updated: 12/31/2015

NUMBER	TITLE			
70/7460-1L	Obstruction Marking and Lighting			
150/5020-1	Noise Control and Compatibility Planning for Airports			
150/5070-6B Changes 1- 2	Airport Master Plans			
150/5070-7 Change 1	The Airport System Planning Process			
150/5100-13B	Development of State Standards for Nonprimary Airports			
150/5200-28E	Notices to Airmen (NOTAMS) for Airport Operators			
150/5200-30C Change 1	Airport Winter Safety And Operations			
150/5200-31C Changes 1-2	Airport Emergency Plan			
150/5210-5D	Painting, Marking, and Lighting of Vehicles Used on an Airport			
150/5210-7D	Aircraft Rescue and Fire Fighting Communications			
150/5210-13C	Airport Water Rescue Plans and Equipment			
150/5210-14B	Aircraft Rescue Fire Fighting Equipment, Tools and Clothing			
150/5210-15A	Aircraft Rescue and Firefighting Station Building Design			
150/5210-18A	Systems for Interactive Training of Airport Personnel			

View the most current versions of these ACs and any associated changes at: http://www.faa.gov/airports/resources/advisorycirculars

NUMBER	TITLE			
150/5210-19A	Driver's Enhanced Vision System (DEVS) Ground Vehicle Operations on Airports			
150/5220-10E	Guide Specification for Aircraft Rescue and Fire Fighting (ARFF) Vehicles			
150/5220-16D	Automated Weather Observing Systems (AWOS) for Non-Federal Applications			
150/5220-17B	Aircraft Rescue and Fire Fighting (ARFF) Training Facilities			
150/5220-18A	Buildings for Storage and Maintenance of Airport Snow and Ice Control Equipment and Materials			
150/5220-20A	Airport Snow and Ice Control Equipment			
150/5220-21C	Aircraft Boarding Equipment			
150/5220-22B	Engineered Materials Arresting Systems (EMAS) for Aircraft Overruns			
150/5220-23	Frangible Connections			
150/5220-24	Foreign Object Debris Detection Equipment			
150/5220-25	Airport Avian Radar Systems			
150/5220-26 Change 1	Airport Ground Vehicle Automatic Dependent Surveillance - Broadcast (ADS-B) Out Squitter Equipment			
150/5300-7B	FAA Policy on Facility Relocations Occasioned by Airport Improvements of Changes			
150/5300-13A Change 1	Airport Design			
150/5300-14C	Design of Aircraft Deicing Facilities			
150/5300-16A	General Guidance and Specifications for Aeronautical Surveys: Establishment of Geodetic Control and Submission to the National Geodetic Survey			
150/5300-17C	Standards for Using Remote Sensing Technologies in Airport Surveys			
150/5300-18C	Survey and Data Standards for Submission of Aeronautical Data Using Airports GIS			
150/5300-18B Change 1	General Guidance and Specifications for Submission of Aeronautical Surveys to NGS: Field Data Collection and Geographic Information System (GIS) Standards			
150/5320-5D	Airport Drainage Design			
150/5320-6E	Airport Pavement Design and Evaluation			

NUMBER	TITLE			
150/5320-12C Changes 1-8	Measurement, Construction, and Maintenance of Skid Resistant Airport Pavement Surfaces			
150/5320-15A	Management of Airport Industrial Waste			
150/5235-4B	Runway Length Requirements for Airport Design			
150/5335-5C	Standardized Method of Reporting Airport Pavement Strength - PCN			
150/5340-1L	Standards for Airport Markings			
150/5340-5D	Segmented Circle Airport Marker System			
150/5340-18F	Standards for Airport Sign Systems			
150/5340-26C	Maintenance of Airport Visual Aid Facilities			
150/5340-30H	Design and Installation Details for Airport Visual Aids			
150/5345-3G	pecification for L-821, Panels for the Control of Airport Lighting			
150/5345-5B	Circuit Selector Switch			
150/5345-7F	Specification for L-824 Underground Electrical Cable for Airport Lighting Circuits			
150/5345-10H	pecification for Constant Current Regulators and Regulator Monitors			
150/5345-12F	ecification for Airport and Heliport Beacons			
150/5345-13B	Specification for L-841 Auxiliary Relay Cabinet Assembly for Pilot Control of Airport Lighting Circuits			
150/5345-26D	FAA Specification For L-823 Plug and Receptacle, Cable Connectors			
150/5345-27E	Specification for Wind Cone Assemblies			
150/5345-28G	Precision Approach Path Indicator (PAPI) Systems			
150/5345-39D	Specification for L-853, Runway and Taxiway Retro reflective Markers			
150/5345-42H	Specification for Airport Light Bases, Transformer Housings, Junction Boxes, and Accessories			
150/5345-43G	Specification for Obstruction Lighting Equipment			
150/5345-44K	Specification for Runway and Taxiway Signs			
150/5345-45C	Low-Impact Resistant (LIR) Structures			

3

NUMBER	TITLE			
150/5345-46D	Specification for Runway and Taxiway Light Fixtures			
150/5345-47C	ecification for Series to Series Isolation Transformers for Airport Lighting stems			
150/5345-49C	Specification L-854, Radio Control Equipment			
150/5345-50B	Specification for Portable Runway and Taxiway Lights			
150/5345-51B	Specification for Discharge-Type Flashing Light Equipment			
150/5345-52A	Generic Visual Glideslope Indicators (GVGI)			
150/5345-53D	Airport Lighting Equipment Certification Program			
150/5345-54B	Specification for L-884, Power and Control Unit for Land and Hold Short Lightin Systems			
150/5345-55A	Specification for L-893, Lighted Visual Aid to Indicate Temporary Runway Closure			
150/5345-56B	pecification for L-890 Airport Lighting Control and Monitoring System (ALCM			
150/5360-12F	Airport Signing and Graphics			
150/5360-13 Change 1	Planning and Design Guidelines for Airport Terminal Facilities			
150/5360-14	Access to Airports By Individuals With Disabilities			
150/5370-2F	Operational Safety on Airports During Construction			
150/5370-10G	Standards for Specifying Construction of Airports			
150/5370-11B	Use of Nondestructive Testing in the Evaluation of Airport Pavements			
150/5370-13A	Off-Peak Construction of Airport Pavements Using Hot-Mix Asphalt			
150/5370-15B	Airside Applications for Artificial Turf			
150/5370-16	Rapid Construction of Rigid (Portland Cement Concrete) Airfield Pavements			
150/5370-17	Airside Use of Heated Pavement Systems			
1 50/5380-6C	Guidelines and Procedures for Maintenance of Airport Pavements			
150/5380-9	Guidelines and Procedures for Measuring Airfield Pavement Roughness			
150/5390-2C	Heliport Design			

4 N

NUMBER	TITLE
150/5395-1A	Seaplane Bases

*

THE FOLLOWING ADDITIONAL APPLY TO AIP PROJECTS ONLY

Updated: 12/31/2015

NUMBER	TTILE
150/5100-14E, Change 1	Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects
150/5100-17 Changes 1 - 6	Land Acquisition and Relocation Assistance for Airport Improvement Program Assisted Projects
150/5300-15A	Use of Value Engineering for Engineering Design of Airports Grant Projects
150/5320-17A	Airfield Pavement Surface Evaluation and Rating (PASER) Manuals
150/5370-12B	Quality Management for Federally Funded Airport Construction Projects
150/5380-6C	Guidelines and Procedures for Maintenance of Airport Pavements
150/5380-7B	Airport Pavement Management Program
150/5380-9	Guidelines and Procedures for Measuring Airfield Pavement Roughness

OMB Number: 4040-0004 Expiration Date: 08/31/2016

Application for Federal Assistance SF-424						
* 1. Type of Submission	* 2. Type of Application	* If Revision, select appropriate letter(s):				
Preapplication	- Select One -					
Application	Continuation	* Other (Specify)				
Changed/Corrected Application	Revision					
* 3. Date Received:	4. Application Identi	fier:				
	СНО					
5a. Federal Entity Identifier:	* 5b.	Federal Award Identifier:				
3-51-0004						
State Use Only:						
6. Date Received by State:	7. Sta	te Application Identifier:				
8. APPLICANT INFORMATION:						
* a. Legal Name: Charlottesville-Alber						
* b. Employer/Taxpayer Identification	Number (EIN/TIN):	*c, Organizational DUNS:				
54-1262262		09-741-7349				
d, Address: * Street1: 100 Bowen Loop						
Street 2: Suite 200 * City: Charlottesville						
* City: Charlottesville County: Albemarle						
* State: Virginia						
Province:						
Country: USA		*Zip/ Postal Code: 22911				
e. Organizational Unit:						
Department Name:		Division Name:				
		on matters involving this application:				
Prefix: Ms.	First Nan	ne: Melinda				
Middle Name:						
* Last Name: Crawford Suffix:						
Title: Executive Director						
Organizational Affiliation:						
* Telephone Number: (434) 973-8342	Fa	x Number: (434) 974-7476				
* Email: mcrawford@gocho.com						

e R

OMB Number: 4040-0004 Expiration Date: 08/31/2016

,

Application for Federal Assistance SF-424
*9. Type of Applicant 1: Select Applicant Type:
X. Other (specify)
Type of Applicant 2: Select Applicant Type:
- Select One -
Type of Applicant 3: Select Applicant Type:
- Select One -
* Other (specify): Airport Authority
* 10. Name of Federal Agency: Department of Transportation / FAA / WADO
11. Catalog of Federal Domestic Assistance Number:
20.106
CFDA Title:
Airport Improvement Program
*12. Funding Opportunity Number:
Title:
13. Competition Identification Number:
Title:
14. Areas Affected by Project (Cities, Counties, States, etc.):
City of Charlottesville, Albemarte County, Commonwealth of Virginia
* 15. Descriptive Title of Applicant's Project
Runway 3-21 Rehabilitation - Construction Phase
Attach supporting documents as specified in agency instructions.
rement on portion of a perment in agency man dellons,

Application for Federal Assistance SF-424					
16. Congressional D	Istricts Of:				
*a. Applicant: VA-005	*a. Applicant: VA-005 *b. Program/Project: 5 & 7				
Attach an additional lis	st of Program/Project Con	gressional Districts if need	led.		
17. Proposed Project					
*a. Start Date: 09/01/	2016	*	b. End Date: 09/01/	2017	
18. Estimated Fundin	ng (\$):				
*a. Federal	11,872,035.00				
*b. Applicant	263,824.00				
*c. State	1,055,292.00				
*d. Local					
*e. Other					
*f. Program Income					
*g. TOTAL	13,191,151.00				
*19. is Application St	bject to Review By Stat	e Under Executive Order	12372 Process?		
a. This application	was made available to the	e State under the Executiv	e Order 12372 Proc	ess for review on	
b. Program is subj	ect to E.O. 12372 but has	not been selected by the S	State for review.		
c. Program is not c	overed by E.O. 12372				
*20. Is the Applicant	Delinquent On Any Fede	ral Debt? (If "Yes", prov	ride explanation on	next page.)	
🗖 Yes 🗾 I	No ·				
herein are true, comple with any resulting term	te and accurate to the be s if I accept an award. I ar	st of my knowledge. I also	provide the required itious, or fraudulent	ns** and (2) that the statements I assurances** and agree to comply statements or claims may subject me	
I AGREE					
** The list of certification agency specific instruct		internet site where you m	ay obtain this list, is	contained in the announcement or	
Authorized Represen	tative:				
Prefix: Ms.		*First Name: Melino	la		
Middle Name:					
*Last Name: Crawford	l				
Suffix:					
*Title: Executive Direc	tor				
*Telephone Number: (434) 973-8342 Fax Number: (434) 974-7476					
* Email: mcrawford@g	ocho.com				
*Signature of Authorize	*Signature of Authorized Representative: *Date Signed:				
Mehdo	Mehde Carto 8/2/11/19				
	- mar pr	igv			

•



U.S. Department of Transportation Federal Aviation Administration

Application for Federal Assistance (Development and Equipment Projects)

PART II - PROJECT APPROVAL INFORMATION

Part II - SECTION A					
The term "Sponsor" refers to the applicant name provided in box 8 of the associated SF-424 form.					
Item 1. Does Sponsor maintain an active registr (www.SAM.gov)?	ration in the System for Award Management	X Yes	No		
Item 2. Can Sponsor commence the work identi grant is made or within six months after	ified in the application in the fiscal year the the grant is made, whichever is later?	X Yes	No		
Item 3. Are there any foreseeable events that we provide attachment to this form that lists	ould delay completion of the project? If yes, the events.	Yes	🕅 No	🗆 N/A	
Item 4. Will the project(s) covered by this request environment that require mitigating measures mitigating measures to this application a environmental document(s).	sures? If yes, attach a summary listing of	Yes	X No	□n/a	
Item 5. Is the project covered by this request inc Charge (PFC) application or other Feder identify other funding sources by checkin		🗋 Yes	No	🗆 N/A	
The project is included in an approve	ed PFC application.				
If included in an approved PFC	application,				
does the application only addres	ss AIP matching share? Yes No				
The project is included in another Federal Assistance program. Its CFDA number is below.					
Item 6. Will the requested Federal assistance in 2 CFR Appendix VII to Part 200, States a Indirect Cost Proposals?	clude Sponsor indirect costs as described in and Local Government and Indian Tribe	Yes	No No	□ N/A	
If the request for Federal assistance inclute the Sponsor proposes to apply:	udes a claim for allowable indirect costs, select t	he applicat	le indirec	t cost rate	
De Minimis rate of 10% as perm	itted by 2 CFR § 200.414.				
Negotiated Rate equal to on	% as approved by (Date) (2 CFR part 200, appendix VII).	(the	Cogniza	nt Agency)	
Note: Refer to the instructions for limitation	ons of application associated with claiming Spon	sor indirec	costs.		

PART II - SECTION B

Certification Regarding Lobbying

The declarations made on this page are under the signature of the authorized representative as identified in box 21 of form SF-424, to which this form is attached. The term "Sponsor" refers to the applicant name provided in box 8 of the associated SF-424 form.

The Authorized Representative certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Sponsor, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Authorized Representative shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The Authorized Representative shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Sponsor hereby represents and certifies as follows: 1. Compatible Land Use – The Sponsor has taken the following actions to assure compatible usage of land adjacent to or in the vicinity of the airport: Albemarle County zoning code includes protection for the airport from erection of tall structures and incompatible land use. 2. Defaults – The Sponsor is not in default on any obligation to the United States or any agency of the United States Government relative to the development, operation, or maintenance of any airport, except as stated herewith: None 3. Possible Disabilities – There are no facts or circumstances (including the existence of effective or proposed leases, use arrangements or other level instruments of other level instruments of the Airport or the origination or states or the origination or the development or the origination or the origination or the origination or proposed leases, use arrangements or other level instruments of facts or circumstances (including the existence of effective or proposed leases, use arrangements or other level instruments of the origination or t

PART II - SECTION C

3. Possible Disabilities – There are no facts or circumstances (including the existence of effective or proposed leases, use agreements or other legal instruments affecting use of the Airport or the existence of pending litigation or other legal proceedings) which in reasonable probability might make it impossible for the Sponsor to carry out and complete the Project or carry out the provisions of the Grant Assurances, either by limiting its legal or financial ability or otherwise, except as follows:

None

4. Consistency with Local Plans – The project is reasonably consistent with plans existing at the time of submission of this application) of public agencies that are authorized by the State in which the project is located to plan for the development of the area surrounding the airport.

Yes

5. Consideration of Local Interest – It has given fair consideration to the interest of communities in or near where the project may be located.

Yes

6. Consultation with Users – In making a decision to undertake an airport development project under Title 49, United States Code, it has consulted with airport users that will potentially be affected by the project (§ 47105(a)(2)).

Yes

7. Public Hearings -- In projects involving the location of an airport, an airport runway or a major runway extension, it has afforded the opportunity for public hearings for the purpose of considering the economic, social, and environmental effects of the airport or runway location and its consistency with goals and objectives of such planning as has been carried out by the community and it shall, when requested by the Secretary, submit a copy of the transcript of such hearings to the Secretary. Further, for such projects, it has on its management board either voting representation from the communities where the project is located or has advised the communities that they have the right to petition the Secretary concerning a proposed project.

N/A

8. Air and Water Quality Standards – In projects involving airport location, a major runway extension, or runway location it will provide for the Governor of the state in which the project is located to certify in writing to the Secretary that the project will be located, designed, constructed, and operated so as to comply with applicable and air and water quality standards. In any case where such standards have not been approved and where applicable air and water quality standards have been promulgated by the Administrator of the Environmental Protection Agency, certification shall be obtained from such Administrator. Notice of certification or refusal to certify shall be provided within sixty days after the project application has been received by the Secretary.

N/A

PART II - SECTION C (Continued)
9. Exclusive Rights There is no grant of an exclusive right for the conduct of any aeronautical activity at any airport owned or controlled by the Sponsor except as follows:
None
10. Land – (a) The sponsor holds the following property interest in the following areas of land, which are to be developed or used as part of or in connection with the Airport subject to the following exceptions, encumbrances, and adverse interests, all of which areas are identified on the aforementioned property map designated as Exhibit "A". [1]
See Exhibit A, Airport Property Map on file at the Washington ADO
The Sponsor further certifies that the above is based on a title examination by a qualified attorney or title company and that such attorney or title company has determined that the Sponsor holds the above property interests.
(b) The Sponsor will acquire within a reasonable time, but in any event prior to the start of any construction work under the Project, the following property interest in the following areas of land on which such construction work is to be performed, all of which areas are identified on the aforementioned property map designated as Exhibit "A". [1]
N/A
(c) The Sponsor will acquire within a reasonable time, and if feasible prior to the completion of all construction work under the Project, the following property interest in the following areas of land which are to be developed or used as part of or in connection with the Airport as it will be upon completion of the Project, all of which areas are identified on the aforementioned property map designated as Exhibit "A". [1]
N/A

¹ State the character of property interest in each area and list and identify for each all exceptions, encumbrances, and adverse interests of every kind and nature, including liens, easements, leases, etc. The separate areas of land need only be identified here by the area numbers shown on the property map.

PART III - BUDGET INFORMATION - CONSTRUCTION

SECTION A - GENERAL

1. Federal Domestic Assistance Catalog Number: 20.106

2. Functional or Other Breakout:

Airport Improvement Program

Cost Classification	Latest Approved Amount (Use only for revisions)	Adjustment + or (-) Amount (Use only for revisions)	Total Amount Required
1. Administration expense			\$ 30,004
2. Preliminary expense			
3. Land, structures, right-of-way			
4. Architectural engineering basic fees			596,134
5. Other Architectural engineering fees			100,000
6. Project inspection fees			497,868
7. Land development			
8. Relocation Expenses			
9. Relocation payments to Individuals and Businesses			
10. Demolition and removal			
11. Construction and project improvement			11,967,145
12. Equipment			
13. Miscellaneous			
14. Subtotal (Lines 1 through 13)			\$ 13,191,151
15. Estimated Income (if applicable)			
16. Net Project Amount (Line 14 minus 15)			13,191,151
17. Less: Ineligible Exclusions (Section C, line 23 g.)			
18. Subtotal (Lines 16 through 17)			\$ 13,191,151
19. Federal Share requested of Line 18			11,872,035
20. Grantee share			263,824
21. Other shares			1,055,292
22. TOTAL PROJECT (Lines 19, 20 & 21)			\$ 13,191,151

	SECTION C - EXCLUSIONS		
	23. Classification (Description of non-participating work)	Amount Ineligible for Participation	
a .			
b.			
С.			
d.			
е.			
f.			
g.	Total		

SECTION D - PROPOSED METHOD OF FINANC	ING NON-FEDERAL SHARE
24. Grantee Share - Fund Categories	Amount
a. Securities	
b. Mortgages	
c. Appropriations (by Applicant)	263,824
d. Bonds	
e. Tax Levies	
f. Non-Cash	
g. Other (Explain):	
h. TOTAL - Grantee share	\$ 263,824
25. Other Shares	Amount
a. State	1,055,292
b. Other	
c. TOTAL - Other Shares	\$ 1,055,292
26. TOTAL NON-FEDERAL FINANCING	\$ 1,319,116

SECTION E – REMARKS (Attach sheets if additional space is required)

4

.

PART IV -- PROGRAM NARRATIVE (Suggested Format)

PROJECT: Runway 3-21 Rehabilitation - Construction Phase	
The second	
AIRPORT: Charlottesville-Albernarle Airport (KCHO)	
1. Objective:	
The Runway 3-21 and Taxiway A pavement have reached the end to maintain an adequate pavement condition and extend its useful I the Construction and Construction Administration.	
2. Benefits Anticipated:	
The rehabilitation will improve the safety of the airfield by reducing t pavement, and consolidate all rehabilitation actions into one project	
3. Approach: (See approved Scope of Work in Final Application)	
The design has maximized the use of available funding. Bid alterna	tives/bid options have been developed.
•••	
4. Geographic Location: Albemarle County, Virginia, United States of America	
 4. Geographic Location: Albemarle County, Virginia, United States of America 5. If Applicable, Provide Additional Information: 	
Albemarle County, Virginia, United States of America	

PROJECT COST SUMMARY - Alternate One REVISED

Rehabilitate Runway 3-21 (Construction) Charlottesville-Albemarle Airport Charlottesville, VA

ę

AIP PROJECT NO. 3-51-0004-041-Pending STATE PROJECT NO. CF-0004-Pending DELTA PROJECT NO. 13057

SPONSOR: Charlottesville-Albemarle Airport Authority

GRANT	AMOUNTS
FAA (90%)	\$11,872,035.00
STATE (8%)	\$1,055,292.00
SIAIE (0%)	\$1,000,2 <i>0</i> 2.00
LOCAL (2%)	\$263,824.00
TOTAL	\$13,191,151.00

DATE: 8/25/2016

FAA REIMBURSEMENT REQUEST NO.

			BUDGET	COST THIS	TOTAL COST	%
LINE	CLASSIFICATION		AMOUNT	REQUEST	TO DATE	COMP
a,	ADMINISTRATION	1	[[[
	DBE Plan		\$10,000.00	\$0.00	\$0.00	
	IFE		\$10,000.00	\$0.00	\$0.00	
	Owner Administration		\$10,003.75	\$0.00	\$0.00	
		Subtotal:	\$30,003.75	\$0.00	\$0.00	0%
đ.	ARCHITECTURAL ENGINEERING FEES					
	Delta Construction Admin - Alternate 1		\$596, 134.00	\$0.00	\$0.00	
		Subtotal:	\$596,134.00	\$0.00	\$0.00	0%
e.	OTHER ARCHITECTURAL ENGINEERING FEES			1		
	FAA Reimbursable Agreement #		\$100,000.00	\$0.00	\$0.00	
		Subtotal:	\$100,000.00	\$0.00	\$0.00	0%
f.	PROJECT INSPECTION FEES		•			
	ТВІ		\$497,868.25	\$0.00	\$0.00	
		Subtotai:	\$497,868.25	\$0.00	\$0.00	0%
ĸ	CONSTRUCTION AND PROJECT IMPROVEMENT	COST				
	Contractor Name - Alternate #1- Chemung		\$11,957,145.00	\$0.00	\$0.00	
	Utility Relocation/Connections		\$10,000.00	\$0.00	\$0.00	
	Owner/FAA Furnished Materials	L	\$0.00	\$0.00	\$0.00	
		Subtotal:	\$11,967,145.00	\$0.00	\$0.00	0%
		TOTALS:	\$13,191,151.00	\$0.00	\$0.00	0%
		FAA	\$11,872,035.00		\$0.00	
		STATE	\$1,055,292.00		\$0.00	
		LOCAL	\$263,824.00		\$0.00	
		TOTAL:	\$13,191,151.00		\$0.00	0%



TO:	Members of the Charlottesville Albemarle Airport Authority
FROM:	Melinda C. Crawford, Executive Director
DATE:	November 16, 2016
SUBJECT:	Action Item #1: Resolution 2016-11Re-appointment of the 2016 Membership of the Audit Committee
RECOMMENDATION:	For the Board to approve the Resolution Re-appointment of the 2016 Membership of the Audit Committee

BACKGROUND: Attached is a proposed resolution re-appointing the 2016 membership of the Audit Committee. This was originally established at the March 2016 meeting, however, one of the members, Susan Perry Williams resigned. The Board decided at the August 2016 meeting to appoint Craig Lefanowicz as her replacement. This resolution simply updates the 2016 membership.

PRIOR ACTION:	Resolution 2016-1
FUNDING:	N/A
FINANCIAL IMPACT:	N/A
ATTACHMENTS:	Attachment #1 - Proposed Resolution Re-appointment of the 2016 Membership of the Audit Committee
PRESENTATION:	N/A



TO:Members of the Charlottesville Albemarle Airport AuthorityFROM:Melinda C. Crawford, Executive DirectorDATE:November 16, 2016SUBJECT:Action Item #2 – Ratification of Work Orders for Delta Airport Consultants
and Talbert & Bright – Runway/Taxiway Rehabilitation Project
(Construction Phase)

RECOMMENDATION: Ratification of Approval of Work Authorizations for Delta Airport Consultants to perform Engineering Construction Administration Services in the not-to-exceed amount of \$596,134 and Talbert & Bright to perform Resident Project Representative Services in the not-to-exceed amount of \$487,418 for the Runway/Taxiway Rehabilitation Project.

BACKGROUND: In accordance with the Board approved Airport Capital Improvement Plan, an application in the amount of \$13,224,145 was submitted to the FAA in July 2016 requesting funding for the Runway 3-21 Rehabilitation Project. All FAA grant applications require firm bid prices so the project was bid in accordance with state and federal guidelines. The bid from Chemung was identified as the bid offering the best value for the Authority.

In addition to the construction costs for this project, the application as noted in Attachment #1 also contained costs for engineering construction administration and project inspection services. The work orders for these services were subject to an Independent Fee Estimate Review as required by the FAA, and an FAA grant was processed/accepted that included these fees.

Resolution 2016-9 authorized the Executive Director to accept the FAA grant when offered and to execute the related construction contract to Chemung in an amount not to exceed \$11,957,145 with the understanding that the two work orders for engineering services for this project would be brought back to the Board for ratification.

PRIOR ACTION:	January 2015 – Board awarded a Professional Engineering Service contract to Delta Airport Consultants
	January 2015 - Board awarded a Professional Engineering Service contract to Talbert & Bright.
	May 2016: Board approved the 6 year Airport Capital Improvement Plan which included the above referenced project that was comprised of the

construction costs, engineering fees, and miscellaneous expenses.
August 2016: – Resolution No. 2016–9 "Executive Director Authorization to Accept FAA Grant and Award of Construction Contract to Chemung for Runway 3-21 Rehabilitation Project"

FUNDING :	FAA	\$ 975,196.80
	State:	\$ 108,355.20
	Local:	<u>\$ 00</u>
	Total:	\$ 1,083,552.00

FINANCIAL IMPACT: The FAA grant will allow for the FAA to provide 90% funding of the project, with the remaining 10% being funded with 8% from the Virginia Department of Aviation (VDOA) entitlement funds. It should be noted that the Authority anticipates using its VDOA entitlements to fund its 2% portion of the project as allowed by VDOA.

ATTACHMENTS: #1 – Work Order with Delta Airport Consultants for Runway/Taxiway Rehabilitation Project (Construction) #2 - Work Order with Talbert & Bright for Runway/Taxiway Rehabilitation Project (Construction)

PRESENTATION: None

PROJECT ORDER NO. 1 - Revised 2

PROFESSIONAL SERVICES AGREEMENT

PROJECT: Runway 3-21 Rehabilitation

DELTA PROJECT NO: 13057/106

DATE OF ISSUANCE: August 25, 2016

ATTACHMENTS:

Fee Summary (5 pages) Fee Schedule (1 page) Subconsultant Proposals (18 pages)

METHOD OF PAYMENT: Construction Administration: Unit Price + Fixed Fee, Not to Exceed

TASK ORDER AMOUNT: Runwa

Runway: \$ 448,854 Taxiway: \$ 147,280

PROJECT DESCRIPTION: Construction Administration Services

The original Agreement for Professional Engineering Services between the Charlottesville-Albemarle Airport Authority (SPONSOR) and Delta Airport Consultants, Inc., (CONSULTANT) for Professional Services at the Charlottesville-Albemarle Airport dated April 22, 2015 and renewed April 22, 2016, shall govern all PROJECT TASK ORDERS executed under this Agreement unless modified in writing and agreed to by CONSULTANT and SPONSOR.

ACCEPTED:

by

Susan E. Winslow Vice President

Delta Airport Consultants 9711 Farrar Ct. Suite 100 Richmond, Va 23236 **APPROVED:**

Melde (New by_

Melinda Crawford Executive Director

Charlottesville-Albemarle Airport Authority 100 Bowen Loop, Suite 200 Charlottesville, Va 22911

FEE SUMMARY

Construction Administration Services

Project Title:	Runway 3-21 Rehabilitation				
Airport Name:	Charlottesville-Albemarle Airport				
Airport Location:	Charlottesville, Virginia				
Delta Airport Consultants,		AIP Project No.	3-51-0004-pending		
9711 Farrar Court, Suite		State Project No.	pending		
Richmond, VA 23236		Delta Project No.	13057		

Date: June 17, 2016 Revised: June 23, 2016 Revised: August 25, 2017

RUNWAY	120 Days	
Construct	tion Observation	\$177,624
	dministration	\$44,730
Resident	Project Representative (by others)	\$0
	Miscellaneous	\$10,000
Printing		\$4,000
Materials	Testing (S&ME)	\$85,000
Construct	tion Surveys (RGA)	\$33,900
	Built Surveys (Woolpert)	\$44,600
Per Diem	(by others)	\$0
Fixed Fee		\$49.000

Runway Budget:

\$448,854

TAXIWAY	60 Days	(assumes concurrent awar	d)
Constructi	on Observation		\$68,448
Project Ad	Iministration		\$13,112
Resident I	Project Representative	(by others)	\$0
	liscellaneous		\$3,000
Printing			\$1,000
Materials '	Testing (S&ME)		\$29,000
Constructi	on Surveys (RGA)		\$16,720
Per Diem	(by others)		\$0
Fixed Fee			\$16,000

•

Taxiway Budget:

\$147,280

COMBINED:

\$596,134

Construction Administration Services RUNWAY

AIP Project No. <u>3-51-0004-pending</u> State Project No. <u>pending</u> Delta Project No. <u>13057</u>

FEE SUMMARY

Project Title:	Runway 3-21 Rehabilitation
Airport Name:	Charlottesville-Albemarle Airport
Airport Location:	Charlottesville, Virginia

Delta Airport Consultants, Inc.

N

Date: June 17, 2016 Revised: June 23, 2016 Revised: August 25, 2017

		PRIN	PM/RP	DP	PP/PA	CLER	Fie Re
Description	No.	(hr)	(hr)	(hr)	(hr)	(hr)	(1
RUNWAY	120 Ca	lendar Days	5				
Construction Observation							
Preconstruction Conference	1	0	12	12	4	4	
Site Visits/Progress Meetings & Notes	16	12	132	48	12	12	
Construction Correspondence	10	0	60	40 24	60	0	
Requests for Information	20	0	12	10	20	0	
RPR Coordination/ Os	20	4	60	60	40	0	
Shop Drawing Review & Coordination		Ő	40	80	60	0	
Contractor QC Plan Review		0	-40	12	8	ő	
Review Test Results		0	60	40	60	0	
Review Contractor Pay Request	10	0 0	20	-+0	20	0	
Owner/FAA/State Coordination	10	4	80	Ď	40	ő	
Pre-Final Inspection	1	0	12	0	-0	2	
Final Inspection	1	0	12	ő	ő	2	
		20	504	286	324	20	
roject Administration							
Subconsultant Coordination		~		40	40		
Coordinate Award & Contract Forms		0	8	16	12	4	
Project Applications		0	8	0	8 8	2	
FAA 7460 Form		0	8	0	8	2	
Released for Construction Documents		0	2	0		2	
QA/Construction Management Plan		0	4	8 0	40 12	ů ů	
Agency Coordination (County, DCR)		4	24	12	12	4	
FAA Pay Request/Budget Summary		0	24 12	12	0 36	0	
Construction/Record Drawings		0	8	12	24	8	
Project Closeout / Final Report / ALP Update		0	8	4	12	12	
· · · · · · · · · · · · · · · · · · ·		4	90	52	168	34	
asident Project Representative							
Primary Field Representative				by othe	rs		979 (979-d S-1674)
Supplemental Field Representative							
Pre/Post (Badging, Mobilize, etc.)		-		by othe			
		0	0	0	0	0	

HOURS x RATES

Construction Administration Services RUNWAY

Project Title:	Runway 3-21 Rehabilitation	
Airport Name:	Charlottesville-Albemarle Airport	
Airport Location:	Charlottesville, Virginia	
Delta Airport Consultants, Inc.	AIP Project No.	3-51-0004-pending
	State Project No.	pending
	Delta Project No.	13057

Date: June 17, 2016 Revised: June 23, 2016 Revised: August 25, 2017

RUNWAY

	Est	Est	Rates
escription	Hours	Cost	2017
Construction Observation			
Principal	20	\$4,700	\$235
Proj Mgr/Registered Prof	504	\$102,312	\$203
Design Professional	286	\$36,036	\$126
Proj Production/Administration	324	\$33,696	\$104
Clerical	20	\$880	\$44
Resident Project Representative	0	\$0	\$94
Subtotal:	1154	\$177,624	
Project Administration			
Principal	4	\$940	
Proj Mgr/Registered Prof	90	\$18,270	
Design Professional	52	\$6,552	
Proj Production/Administration	168	\$17,472	
Clerical	34	\$1,496	
Resident Project Representative	0	\$0	
Subtotal:	348	\$44,730	
Resident Project Representative			
Principal	0	\$0	
Proj Mgr/Registered Prof	0	\$0	
Design Professional	0	\$0	
Proj Production/Administration	0	\$0	
Clerical	0	\$0	
Resident Project Representative	0	\$0	
Subtotal:	0	\$0	

Construction Administration Services TAXIWAY

FEE SUMMARY

,	Project Title:	Proj
	Airport Name:	Airpo
	Airport Location:	Airpr
	Airport Location:	Alipo

Delta Airport Consultants, Inc.

AIP Project No.	3-51-0004 endin
State Project No.	pending
Delta Project No.	13057

		PRIN	PM/RP	DP	PP/PA	CLER	Field Rej
Description	No.	(hr)	(hr)	(hr)	(hr)	(hr)	(hr
ΤΑΧΙΨΑΥ	60 Ca	lendar Days	1				
Construction Observation							
Preconstruction Conference	0			with F	RW		New york and the second se
Site Visits/Progress Meetings & Notes	4	0	48	0	8	8	
Construction Correspondence		0	18	8	18	0	
Requests for Information	5	0	10	10	10	0	(
RPR Coordination/ Qs		4	20	40	20	0	
Shop Drawing Review & Coordination		0	12	24	40	0	(
Contractor QC Plan Review				—— with R			
Review Test Results		0	20	10	30	0	0
Review Contractor Pay Request	2	0	4	0	4	0	0
Owner/FAA/State Coordination		0	40	0	20	0	0
Pre-Final Inspection	1	0	12	0	0	2	(
Final Inspection	1	0	12	0	0	2	(
		4	196	92	150	12	0
Project Administration							
Subconsultant Coordination		0	4	8	8	4	0
Coordinate Award & Contract Forms		0	8	0	8	2	0
Project Applications		0	8	0	8	2	0
FAA 7460 Form			n an		W		
Released for Construction Documents							
QA/Construction Management Plan			-	with R		4	
Agency Coordination (County, DCR)		0	8	4	8	4	0
FAA Pay Request/Budget Summary		0	4	0	12	0	0
Construction/Record Drawings Project Closeout / Final Report / ALP Update		Preserve a pre-			W		
Project Closeout / Final Report / ALP Opdate		0	32	with R	44	12	0

Supplemental Field Representative Pre/Post (Badging, Mobilize, etc.)

		by other	S		
	******	by other	s		
an an an an Arrest frank and a second second second		with RW			
0	0	0	0	0	0

HOURS x RATES

Construction Administration Services TAXIWAY

Project Title: Airport Name: Airport Location:

Delta Airport Consultants, Inc.

Runway 3-21 Rehabilitation Charlottesville-Albemarle Airport Charlottesville, Virginia

AIP Project No.	3-51-0004-pending
State Project No.	pending
Delta Project No.	13057

Date: June 17, 2016 Revised: June 23, 2016 Revised: August 25, 2017

RUNWAY

	Est	Est	Rates
escription	Hours	Cost	2017
Construction Observation			
Principal	4	\$940	\$235
Proj Mgr/Registered Prof	196	\$39,788	\$203
Design Professional	92	\$11,592	\$126
Proj Production/Administration	150	\$15,600	\$104
Clerical	12	\$528	\$44
Resident Project Representative	0	\$0	\$94
Subtotal:	454	\$68,448	
Project Administration			
Principal	0	\$0	
Proj Mgr/Registered Prof	32	\$6,496	
Design Professional	12	\$1,512	
Proj Production/Administration	44	\$4,576	
Clerical	12	\$528	
Resident Project Representative	0	\$0	
Subtotal:	100	\$13,112	
Resident Project Representative			
Principal	0	\$0	
Proj Mgr/Registered Prof	0	\$0	
Design Professional	0	\$0	
Proj Production/Administration	0	\$0	
Clerical	0	\$O	
Resident Project Representative	0	\$0	
Subtotal:	0	\$0	

2017 FEE SCHEDULE

Delta Airport Consultants, Inc. Date: April 21, 2016

Item	2017
Work Hours Billing Rates (with overhead)	
Principal	\$235
Project Manager/Registered Professional	\$203
Design Professional (Engineer/Planner)	\$126
Project Production/Administration	\$104
Clerical	\$44
Field Representative	\$94
Direct Nonsalary Expenses	
Automobile (per mile)	Federal Gov. guidelines
Aircraft (per mile)	Federal Gov. guidelines
Per Diem - Resident Project Rep	Federal Gov. guidelines
Long term - meals & lodging (per cal day)	
Airline, Rental Car, Charter, etc.	Direct
Printing	Direct
Bid Advertisement	Direct
Meals, Lodging, etc. (short term)	Direct
Miscellaneous	Direct
Subcontracted Services	Direct
Delta Profit	Fixed Fee

Notes:

1. Billing rates for future years will be increased by 3% annually.

2. Billing rates based on estimated 2017 salaries (i.e.: 2016 salaries plus 3% inflation).

3. Work hour rates include labor overhead, general & administrative overhead per FAA AC 150/5100-14E, paragraph 4-10



June 15, 2016

Delta Airport Consultants, Inc. 9711 Farrar Court Suite 100 Richmond, Virginia 23236

Attention: Ms. Susan E. Winslow, P.E.

Reference: Proposal for Construction Materials Acceptance Testing Runway 3-21 Rehabilitation Charlottesville Albernarle Airport Charlottesville, Virginia 22911 AIP No.: 3-51-0004- Pending S&ME Proposal Number 34-1600225

Dear Ms. Winslow:

S&ME, Inc. (S&ME) appreciates the opportunity to present this proposal to provide materials acceptance testing services for the referenced project. This proposal includes a summary of our understanding of the project, our proposed scope of services, and an estimated fee. Our Agreement for Services (Form AS-071) is attached and is incorporated as part of this proposal.

PROJECT INFORMATION

Our understanding of the project is based on the following:

- Request for Proposal from Ms. Susan E. Winslow, PE, dated June 9, 2016.
- Bid Plans and Specifications downloaded from Delta Airport Consultants, Inc. Info Exchange site.
- S&ME Geotechnical Exploration Report dated March 20, 2015 (S&ME Project No.: 1305-14-119).

We understand that rehabilitation of existing runway 3-21 at the Charlottesville-Albemarle Airport will

include overlaying the runway and taxiway plus widening the taxiway shoulders. We understand that the contract time for the runway is 120 days with double shift anticipated for 20 days. Taxiway contract time is 60 days. We understand construction is anticipated to begin June 2017. The materials testing services will include the following materials and approximate quantities:

- 5,000 cubic yards of P-152 Unclassified Embankment
- 1,000 cubic yards of P-154 Base Course
- 48,000 tons of P-401 Bituminous Surface Course
- 8,000 tons of P-403 Bituminous Surface Course
- 2,000 linear feet of pipe backfill

Proposal for Construction Materials Acceptance Testing Delta Airport Consultants, Inc.

June 15, 2016 Page 2

We have broken out pricing to show testing costs for the runway and taxiway. Attached to our proposal is also a copy of our AAASHTO Accreditation including ASTM D3666 as requested.

SCOPE OF SERVICES

Based on review of the provided documents and our experience on similar projects, we understand the following services will be required.

- FAA P-152 Unclassified Embandment Acceptance Testing- Our personnel can perform laboratory testing of proposed fill and backfill to determine material's classification and standard or modified Proctor moisture/density relationship. These laboratory tests will be required for each type of fill material used. Fill placement will be observed to document maximum lift thicknesses, moisture content, and in-place soil density for comparison to project specification requirements.
- FAA P-154 Base Course Acceptance Testing Our personnel can perform field density tests on P-154 after compaction to determine the in-place moisture and degree of compaction achieved. Field density testing will be performed by the nuclear method (ASTM D6938) and / or the sand cone method (ASTM D1556). Moisture testing will be performed by the nuclear method (ASTM D6938).
- FAA P-401 and P-403 Asphalt Testing Our personnel can perform the required QA testing per the FAA P-401 and P-403 Plant Mixed Bituminous Pavement specifications. Typically, QA testing is performed in the contractor's laboratory, utilizing the contractor's equipment. Contractor will obtain asphalt cores and return them to the laboratory for testing. QA testing typically involves the following: Marshall bulk sampling of the mix, Maximum Theoretical Specific Gravity and air void calculations of the mix, and specific gravity testing of the cores. S&ME will review Job Mix Formulas and submittals. S&ME can also perform inspection of asphalt plants as necessary.
- Utility Pipe Backfill Our personnel can perform in-place density tests of backfill soils within the pipe utility trenches. Field density testing will be performed by the nuclear method (ASTM D6938) and / or the sand cone method (ASTM D1556). Soil moisture testing will be performed by the nuclear method (ASTM D6938). In addition, we will perform one-point Proctors in the field to confirm and / or adjust the laboratory modified Proctor moisture / dry density values, as appropriate.
- Reporting Our personnel will prepare daily field reports. These reports will summarize our field
 personnel's preliminary observations and testing results. This information will be transmitted to our
 office, reviewed by an S&ME project manager, and issued in a formal report, when applicable.

S&ME will assign a Project Manager to be committed to oversight of our services during construction of the project. All test data will be reviewed by the Project Manager and formal reports will be submitted to the appropriate parties.

EXCLUDED SERVICES

Unless the scope of work outlined in this proposal is modified in writing, the following items are specifically excluded from our Scope of Services.

Proposal for Construction Materials Acceptance Testing Delta Airport Consultants, Inc.

June 15, 2016 Page 3

- Asphalt observations/testing in the field during paving operations, and obtaining asphalt cores. We understand the asphalt subcontractor will perform their own quality control testing during placement and that any additional tests will be performed by others. If any of these services are required, please contact us so that we can modify this proposal, or provide an additional proposal, for these services.
- Directing of any contractor's or subcontractor's work.
- Any aspect of site safety other than safety of S&ME employees.

CLIENT RESPONSIBILITIES

We ask that you be responsible for the following:

- Plans and Specifications Provide us with current project plans and specifications, including any
 revised or additional drawings/directives that are produced during construction of the project.
- Scheduling Provide us with the name of the individual who will be responsible for scheduling and directing our testing services. Provide, or instruct your appointed representative to provide, a minimum 24-hour notice for our services. When our services will be needed on weekends and/or holidays (Memorial Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas Day, and New Year's Day), we require a minimum 48-hour notification.
- Report Distribution Provide us with all applicable names and addresses for report distribution.
- Orientation or Passes We understand security badging is required by the airport. Please provide
 us with contacts to schedule these safety classes and orientation. Time and expenses for these items
 will be billed at the unit rates shown on the cost estimate.

COMPENSATION

Costs for testing services will be based on actual quantities of work performed and the attached unit rates. We have based our cost estimate on project documents, past experience with similar scale projects and our understanding of the contract time for construction of the runway and taxiway. We have estimated a total testing cost of approximately \$114,000. To break this up, we would estimate: \$75,000 for the runway and \$29,000 for the taxiway. Please note that the total testing cost is dependent on many factors, and is significantly influenced by the actual construction schedule. If the actual construction schedule varies from that provided, the total cost for testing services will also vary. We will not exceed the estimated testing fee without your authorization.

Please note that our invoice payment terms are 30-days net. Once a contract is agreed upon and you receive our first invoice, we ask that you verify our invoice headings, descriptions, and mailing address to assure prompt payment.

AUTHORIZATION

This Our Agreement for Services (Form AS-071) is attached and is incorporated as a part of this proposal. Please indicate your acceptance of our proposal by signing the forms and returning them to our office. We will execute both and return one copy for your files. We will then proceed with the performance of services.

Proposal for Construction Materials Acceptance Testing Delta Airport Consultants, Inc.

June 15, 2016 Page 4

If you elect to accept our proposal by issuing a purchase order, then please reference this proposal number and date. Your purchase order will be an acceptance of our Agreement of Services and an authorization to proceed with the performance of our services. The terms and conditions included in any purchase order shall not apply, as our agreement is for services that are not compatible with purchase order agreements.

If this proposal is transmitted to you via email, and if you choose to accept this proposal by email, your reply email acceptance will serve as your representation to S&ME that you have reviewed the proposal and the associated Agreement for Services (Form AS-071) and hereby accept both as written:

This proposal is solely intended for the basic services as described in the Scope of Services. The Scope of Services may not be modified or amended unless the changes are first agreed to by the client and S&ME. Use of this proposal and resulting documents, including final report is limited to the above referenced project and client. No other use is authorized by S&ME.

CLOSURE

We appreciate the opportunity to submit this proposal and look forward to working with you on this project. If you have any questions concerning information presented herein, please contact us at your convenience.

Sincerely,

S&ME, Inc.

Eric J. Shaffer, P.E. Senior Project Manager

Senior Engineer Review: John R. Browning, P.E.

Attachments: Cost Estimate AASHTO Accreditation Agreement for Services, Form AS-071



COST ESTIMATE FOR MATERIAL TESTING SERVICES **Charlottesville- Albemarle Airport Runway 3-21 Rehabilitation** Charlottesville, VA 22911 34-1600225

					and the second second					
T.	P-152 Earthwork (unclassified excave	tion f	5800 CY)							
Ш.	Technician;	6	days X	8	brs/day X	5	65.00	/bowr	s	3,120.00
b.	Technician OT;	6	days X	2	hrs/day X	s	97.50	/how	\$	1,170.00
c.	Technician (sample pickup);	1	days X	8	hrs/day X	\$	65.00	Aour	S	520.00
đ.	Soil - (Proctor) - Modified Effort; esch			2	sampleX	\$	225.00	/each	5	450.00
с.	Per Diem	б	х			\$	135.00	/day	s	810.00
f.	Trip Charges	2	trips X			\$	700.00	/trip	s	1,400.00
								Subtotal :	s	7,470.90
IL.	P-154 Base Course (1,000 CY)									
8.	Technician;	3	days X	8	hrs/day X	5	65.00	Thour	5	1,560.00
b.	Technician OT;	3	days X	2	hrs/day X	\$	97.50	hour	\$	585.00
C.	Soil - (Proctor) - Modified Effort; each			i	sampleX	2	225.00	/each	\$	225.00
d.	Per Diem	3	х			s	135.00	/day	5	405.00
€.	Trip Charges	L	trips X			5	700.00	Itrip	\$	700.00
								Subtotal :	5	3,475.00
III.			-		inspection)					
а.	Asphalt Lab Technician;	50	days X	8	hrs/day X	S	75.00	/hour	\$	30,000.00
Ъ.	Technician OT;	50	days X	2	hrs/day X	5	112.50		S	1,250.00
C.	Per Diem	50	х			\$	135.00		S	6,750.00
d.	Trip Charges	25	trips X			5	700.00	/trip	5	17,500.00
								Subtotal :	5	65,500.00
1V.	P-403 Asphalt (8000 tons- includes 1 da	w test	(mints							
8.	Asphalt Lab Technician;	9	days X	8	hrs/day X	s	75.00	Annute	s	5,400.00
Ъ.	Technician OT:	9	days X	2	hrs/day X		112.50		5	2,025.00
C.	Per Diem	9	X	-	man or thing you	5	135.00		s	1,215.00
d.	Trip Charges	4	trips X			S	700.00		s	2,800.00
		,	diffe at			10	100700	Subtotal :	S	11,440.00
ν.	Pipe Backfill (2000 LF)									223770.00
a.	Technician;	8	days X	8	hrs/day X	s	65.00	Anner	s	4,160.00
Ъ.	Technician OT;	8	days X	2	hrs/day X	s	97.50		s	1,560.00
E.	Per Diem	8	X	-	j =	ŝ	135,00		s	1,080.00
d.	Trip Charges	2	trips X			-	700.00	5	s	1,400.00
			2					Subtotal :	5	8,200.00
VL.	Support Staff									
в.	Senior Professional P5;			50	hours X	\$	175.00	/hour	\$	8,750.00
b.	Administrative Support;			40	hours X	\$	50.00	Aour	5	2,000.00
c.	Senior Geotechnical Engineer Site Visits	P4;		4	visits X	\$1	750.00	/esch	5	7,000.00
								Subtotal :	\$	17,750.00

TOTAL ESTIMATED COST: \$ 113,835.00



ROUDABUSH, GALE & ASSOCIATES, INC. A PROFESSIONAL CORPORATION Service Dependent 1984 914 MON INCELLO ROAD CHARLOYTDESVILLE VIGINIA 2002

WILLIAM J. LEOBETTER, LS CHRISTOPHER C. MULLIGAN, P.E. ANMY M. GEORGE LA J. CLINT HARMON, L.S. DAVID A. JORDAN, L.S. BRIAN D. JAMISON, L.S.

ŝ

PHONE (434) 977-0205 EAX (434) 296-5220 INFO@ROUDABUSH.COM

June 15, 2016

Mrs. Susan Winslow Delta Airport Consultants, Inc. 9711 Farrar Court, Suite 100 Richmond, Virginia 23236

Re: Request for proposal: Construction and As-Built Surveys Runway 3-21 Rehab

Dear Mrs. Winslow,

Thank you for the opportunity to provide you with surveying services for your upcoming project. Please see proposal below.

1. Task I

Runway on Call: Provide Survey Services as necessary from 11:00 pm-5:00 am

Field Surveying 80 Hours at \$206/hr = \$16,480

Office Computations 40 Hours at S110/hr = \$4,400

Light Rentals As needed at \$315/night

2. Task 2

Taxiway on Call: Provide Survey Services as necessary during normal operating hours.

Field Surveying 40 Hours at \$155/hr = \$6,200

Office Computations 20 Hours at \$110/hr = \$2,200

3. Task 3

Runway As-Builts-Provide cross sections on a 50' interval of Runway 3-21 from station 8+00 - 80+00. Work will be performed from 1:00 to 5:00 am. (2 crews, 6 hours per night for 5 nights)

Field Surveying 60 Hours at \$206/hr = \$12,360

Office Computations 6 Hours at \$110/hr = \$660

4. Task 4

Taxiway As-Builtz-Provide cross sections on a 50' interval of taxiways A,C,F, and G.

Field Surveying 32 Hours at \$155/hr = \$4,969

Office Computations 4 Hours at \$110/hr = \$440

5. Task 5

Provide locations of new drainage structures and ditches.

Field Surveying 16 Hours at \$155/hr = \$2,480

Office Computations 4 Hours at \$110/hr = \$440

Price Breakdown

Field Surveying (day) 88 Hours at \$155/hr = \$13,640

Field Surveying (night) 140 Hours at \$206/hr = \$28,840

Office Computations 74 Hours at \$110/hr = \$8,140

Light Rental (5 nights)=\$1,575

Total Price to provide fieldwork and office computations = \$52,195

Additional Light Rental may be required for on call work and is not included in this proposal

Roudabush Gale & Associates is in compliance with Title VI Assurances.

Thank you for the opportunity to provide this quote and we look forward to working with you on this project. If you have any questions do not hesitate to call.

Sincerely,

Brian Jamison

Km Alm



June 17, 2016

Susan Winslow, P.E. Delta Airport Consultants, Inc. 9711 Farrar Court, Suite 100 Richmond, VA 23236

RE: Response to Request for As-Built AGIS Survey for Runway 03-21 Rehabilitation at the Charlottesville-Albemarle Airport

Dear Ms. Winslow:

Woolpert Inc. appreciates the opportunity to propose on Surveying and Mapping services at the Charlottesville-Albemarle Airport, in Charlottesville, Virginia.

Woolpert understands the requirements for obtaining the necessary airport survey entities as part of the tasks for runway as-built surveys. I hope that the information below will assist you in identifying Woolpert as the most capable firm for this project.

Woolpert has been providing professional surveying services since 1911 and GPS services since 1987. Our history of aviation services spans an entire century—dating back to work performed for Orville Wright. The depth of our services includes projects for the military, public and private airports, airport tenants, the FAA, state aviation departments, and private developers. Consider the benefits of working with an established professional services consulting firm that is an innovator in Information Technology, Geographic Information Systems (GIS), and Surveying/Global Positioning Systems (GPS). Woolpert is an industry leader in these fields and is nationally recognized for our performance in meeting our clients' needs. With a staff of over 650 professional and technical personnel to draw from, Woolpert can dedicate the appropriate expertise and resources to meet the needs of your project.



11001 CARVEL CONVOISI BOULEVARD, SUITE TO CHARLOTTE TO 1512 700-526 (2001)

June 17, 2016

Page 2

As one of the nation's most distinguished geospatial services firms, Woolpert has worked with both the FAA and the NGS on the development of the FAA Airports GIS System. Woolpert has worked hard at developing solid working relationships with the FAA at many levels, including the ADOs, Regional Offices and at Headquarters, which will be extremely valuable given the time sensitive nature of this project. Woolpert has worked directly with the FAA in the development of Airport GIS (AGIS) and national geospatial standards (Advisory Circulars 150/5300-16A, -17C, and -18B) and also worked closely with the FAA Office of Airports to develop the FAA's first webbased, geospatial training program (IDLE) on the three AGIS Advisory Circulars for use throughout the aviation industry. Woolpert currently has 21 staff available and who have completed the advanced IDLE Level III training, providing Delta Airport Consultants with the level of expert knowledge necessary to successfully complete this project and any subsequent initiatives.

Over the past decade, the demand for new geospatial data for instrument approach procedures, and facility management has increased significantly and Woolpert has completed similar projects at more than 1200 airports in 47 different states. The majority of this work has been provided in direct support of the FAA's Air Traffic Organizations (ATO), Satellite Augmentation System Team (AJW-431) and WAAS



Woolpert WAAS - LPV Projects (2005-2012)

program office but also includes successful support to multiple state aviation departments, airport sponsors, military installations and consultants across the country and overseas. Our experience on the technical components of this project, accompanied by strong relationships with multiple stakeholders in the FAA will benefit the schedule and cost of this project, in conjunction with speedier approval of deliverables and the ability to directly connect with the right people if the need arises.

I hope that the attached Scope of Services and Fee proposal will describe the work to be performed, as well as assist you in identifying Woolpert as the most qualified firm for this project and how it will benefit Delta Airport Consultants and the airport.

Thanks again for the opportunity and please feel free to contact me if you have any questions.

June 17, 2016

Page 3 Sincerety,

WOOLPERT, INC.

Paul 7. ann

Paul F. Akers, PSM Project Manager

Ale May

Thomas F. Mochty, PS Aviation Practice Leader Senior Vice President

Attachments

SCOPE OF SERVICES -GIS AS-BUILT SURVEY AT CHARLOTTESVILLE-ALBEMARLE AIRPORT (CHO) IN CHARLOTTESVILLE, VIRGINIA

The surveying and mapping information collected during this project will be used for Airport Construction As-Builts. The project includes the collection of data at Charlottesville-Albemarle Airport (CHO) in Charlottesville, Virginia.

Delta Airport Consultants is requesting an aerial survey and mapping to provide as-built planimetric and topographic data. It is understood that this survey is required to be in compliance with FAA AC 150/5300-16, 17, and 18. Planimetric data and contour intervals of 1' will be produced for the runway and taxiway construction areas as depicted on the mapping limits exhibit below.

The project work flow is summarized as follows where each milestone will initiate the completion of the following tasks:

- I. Establishment of the necessary photo control.
- 2. Acquisition of stereo aerial imagery.
- 3. Compile base mapping (topographic and planimetric) with 1 foot contour intervals for the runway and taxiway construction areas as depicted in the mapping limits below.
- 4. Development of AutoCAD deliverables (Delta CAD standards and 18B compliant)

The tasks identified above list the major milestones of the data development and delivery process. In completing those tasks, the following technical steps will be completed. Woolpert will be completing these technical tasks in order to provide Delta Airport Consultants with the geospatial information they require for as-built/record survey purposes.

Woolpert understands that the Airport is planning to rehabilitate Runway 03/21. Delta Airport Consultants is requesting an aeronautical survey that meets or exceeds the standards outlined in the FAA Advisory Circulars 150/5300-16A, -17C and -18B. The survey specifications utilized will adhere to the requirements for a Construction - Airside Survey, per Advisory Circular 150/5300-18B, Chapter 2.6, Section 2.6.1.

AC 150/5300-18B 3.2 Advantages of Data Compliance

"Complying with these standards provides the airport sponsor the opportunity to "clean house" and properly classify the data they maintain. These specifications provide the framework for developing and maintaining the data about the airport so it can be shared with the FAA and other users. Complying with these specifications provides the following benefits to the sponsor."

- Uniform data distribution procedure complying with FAA requirements
- Clear digital distribution methods for airport staff to consistently use
- · Flexibility to meet changing expectations and technical requirements of end-users
- · Creating documentation and data-quality information for the data sets

- Automate the distribution methods to the greatest extent possible so the data can be delivered on demand
- Available "raw" data can be quickly implemented into other projects and used appropriately (i.e. documentation)

Survey Specifications and Standards

The airport collection of aerial imagery of the survey area will be performed in accordance with the appropriate FAA guidance. All survey data collected by the Consultant/Surveyor will meet the accuracy requirements in the current Advisory Circulars AC 150/5300 as listed below. All data will be in the proper format for the National Geodetic Survey (NGS) to validate the accuracy and approve the collected data:

- Federal Aviation Administration. Advisory Circular: General Guidance and Specifications for Aeronautical Surveys: Establishment of Geodetic Control and Submission to the National Geodetic Survey. AC No. 150/5300-16A. Washington: February 13, 2006. Hereia referred to as AC-16A.
- Federal Aviation Administration. Advisory Circular: General Guidance and Specifications for Aeronautical Surveys: Airport Imagery Acquisition and Submission to the National Geodetic Survey. AC No. 150/5300-17C. Washington: September 30, 2011. Herein referred to as AC-17C.
- Federal Aviation Administration. Advisory Circular: General Guidance and Specifications for Aeronautical Surveys to NGS: Field Data Collection and Geographic Information System (GIS) Standards. AC No. 150/5300-18B. Washington: May 21, 2009. Herein referred to as AC-18B.

Survey Scope of Work

Task 1.1: Planning and Preparations

Woolpert will perform research on all available aeronautical websites, including but not limited to AVN, AirNAV and NASR. Research will also be performed on all NGS geodetic control marks within the area. Woolpert will also coordinate with the airport manager or appropriate facility staff to schedule the survey and all airside activities.

Task 1.2: Geodetic Control Survey

Woolpert will perform field reconnaissance of the existing control in an attempt to recover all existing control within the immediate area of the airport while paying particular attention to highly stable and undisturbed High Accuracy Reference Network (HARN) stations and Second Order, Class II or better vertical benchmarks. A full recovery log, digital photographs, and DDPROC recovery description will be developed for each recovered station whether the station is included in the GPS survey or not.

As part of our initial research for Primary and/or Secondary Airport Control Stations (PACS/SACS), we reviewed the National Spatial Reference System (NSRS) database for evidence of existing geodetic control on the airfield. CHO does possess geodetic control marks published as PACS and SACS. These marks will be utilized for the basis of control.

Task 1.3 Photogrammetric Control Survey

The aerial data collection process begins with the establishment of ground control to support the aerial mapping, obstruction analysis and the orthophotography rectification. The field crews will install control targets with paint or reflective material, or will find photo identifiable (PID) locations visible in the imagery. All ground control locations will be determined based upon the optimum location, quality, and accuracy for controlling the aero-triangulation solution.

Task 1.4: Runway Surveys

Woolpert will perform measuring the centerline profile of the runways. The profiles will be reduced to points at 10 foot stations along the centerline of runway 03/21 and will also include 10 foot offsets to either side of the runway centerlines. The profile survey and deliverables will be conducted in accordance to AC-18B.

If an existing runway endpoint monument does not already exist at each runway end for runway 03/21, a survey nail and washer, pre-stamped with the letters 'WOOLPERT 2016' will be set to aid in future identification. A field recovery sketch and five digital photographs as required by AC-18B will be developed for each runway end, displaced threshold, and stop-way. Woolpert will determine runway lengths from the positions of the runway end points using NGS' INVERSE3D software. Runway lengths will be computed while at the airport and will also be compared to the lengths published in the airport facility directory.

Task 1.5: Navigation Aids (NAVAIDS) Inventory

Woolpert will identify and survey all newly constructed electronic and visual NAVAIDs located within the Mapping Limits as depicted below, along with their associated runway abeam points as required in AC-18B.

Woolpert will determine the horizontal and/or vertical positions of each NAVAID using conventional total station surveys, RTK GPS, Static GPS, or a combination thereof.

Task 1.6: Aerial Imagery Acquisition and Geo-referencing

Aerial imagery is required for both Quality Control (QC) purposes and efficient feature extraction. The Woolpert photogrammetry team will develop a flight plan, coordinate the acquisition of the photography, process and utilize the imagery.

Woolpert photogrammetrists will build a flight layout based on the specifications outlined in the RFP and after reviewing topographic/planimetric mapping limits for CHO.

The photography flight crew will collect the imagery as defined in the flight layout, encompassing the mapping limits as described below. The planned imagery will be collected at 1"= 300' photo scale. After the processing and development of the aforementioned aerial photography, the imagery will be scanned for use in a softcopy environment. The scanned image will be checked for completeness, cleanliness, and image quality at the workstation and will conform to Intel TIFF (continuous tone raster graphics/non-compressed) file format. The scanned image will then be geo-referenced (aerial-triangulated) in soft-copy format to fix the imagery to real-world coordinates by utilizing the previously established ground control features or targets. Once the imagery is geo-referenced, the stereo models produced will be utilized for obstruction analysis and mapping.

Task 1.7: Obstruction Analysis

Not Included.

Task 1.8: Ortho Imagery

Woolpert shall provide two copies of ortho-rectified imagery in 0.25 ft/pixel resolution for the entire project area. Orthophotography data will be provided in the following formats; TIFF format raster files accompanied by TFW image header files. In addition, Woolpert will provide four copies of 1"=400', 40" x 40" enlargements from a high altitude spot shot of the airport property.

In support of the data collection efforts and government photogrammetric analysis and acceptability determination, Woolpert will acquire and submit the required deliverables as specified in AC 150/5300-17C "General Guidance and Specifications for Aeronautical Surveys: Airport Imagery Acquisition and Submission to the National Geodetic Survey." Woolpert will collect digital stereo aerial imagery covering the entire area of analysis including required sidelap and overlap. Woolpert will deliver a final imagery acquisition report for both existing and proposed projects to the NGS for acceptance. The imagery will be used by the NGS for government verification ensuring the survey data adheres to the quality requirements set forth by FAA AC 150/5300-18B. Submission of field data will not occur without NGS ASP acceptance of aerial imagery.

Task 1.9: Reporting and Deliverable Development

Table 2 provides a breakdown of the deliverable requirements defined in the Advisory Circulars and the scope of this project. The National Geodetic Survey (NGS) will receive copies of deliverables for validation of the survey. Due to the staggered deliveries required, they have been placed in order and the triggers for each are identified.

Table 2: Required Deliverables						
Deliverable	Initiation Information	Comments				
Statement of Work (SOW)	Official Notice to Proceed, or Execution of contract	Outlines the project tasks and deliverables to be completed. Delivered to the FAA GIS system via the web portal.				
Survey Work and Quality Control Plan	Official Notice to Proceed, or Execution of contract	Defines survey and project operation details and quality control practices. Delivered to the FAA GIS system via the web portal.				
Imagery Acquisition Plan	Official Notice to Proceed, or Execution of contract	Defines technical aspects for acquisition of the stereo aerial photography. Delivered to the FAA GIS system via the web portal.				

Acrial Photography Report	Completion of Aerial Triangulation	Required for the NGS to use during the validation of the survey data submitted to the FAA via external hard drive.				
Final Project Report	Completion of imagery analysis and reductions of all survey data.	The report is a compilation of project summary and digital data collected during the survey project. Delivered to FAA GIS system via the web portal.				
Digital Data Delivery	Completion of imagery analysis and reductions of all survey data.	The survey data collected during the survey project will be formatted to allow the data to be digested directly into the FAA's Airport GIS system via the web portal. Submitted simultaneous to Final Surveyor Report.				

All data submissions to the FAA will be through the program's web site at http://airportsgis.faa.gov. Imagery will be submitted directly to NGS at the address listed in AC 150/5300-17C on an appropriately labeled recordable media such as CD, DVD, portable hard drive etc., with the label identifying the airport and company contact information.

Task 1.10: Topographic and Planimetric mapping

Woolpert will collect imagery which will be utilized to provide 1"=30' scale digital terrain model (DTM) and planimetric mapping and 1' contours for the area depicted in the mapping limits exhibit below.

The features collected will be delivered in Delta CAD standards format and AC-18B compliant features. Woolpert technicians then verify that the raw data meets or exceeds the applicable ASPRS Class II, and that the generated contours are consistent with the DTM data.

Task 1.11: 18B Compliant Mapping Feature Attribution

The topographic and planimetric mapping created in Task 1.10 above will be supplemented by ground surveys and the resulting features will be translated to the Geographic Information System – GIS format in accordance with AC-18B. Basic Features as required in Table 2-1 from AC 150/5300-18B (see Appendix A) within the FAA standards will be extracted from the imagery and ground surveys. Woolpert will not be responsible for population of attribution outside of basic feature description. The volume of attributes defined in the FAA GIS standards is not exclusively collectable from either field or imagery acquisition. Woolpert will provide well defined and visible attributes for all features collected as part of the FAA GIS compliant mapping submittal. Calculable attributes will also be provided for each feature and included in the final data set.

Mapping Limits



Task 1.12: Collect and Format Master Plan Data to AGIS Standards Not included.

Task 1.13: Airport Mapping (field locations)

Not included.

Task 1.14: Set PACS and SACS

Not included.

Project Schedule

Project will be completed within ninety (90) days from imagery acquisition.

The Survey will comply with the Delta Airport Consultants Request for Proposal: As Built AGIS Surveys Runway 3/21 Rehabilitation Charlottesville-Albemarle Airport AIP Project No. 3-51-0004 Pending Dated: June 9, 2016

APPENDIX A: COST ESTIMATE

Estimate	
Task Description	Fee Estimate
1.1 - Planning and Preparations	\$6,300.00
1.2 - Geodetic Control Survey	\$3,700.00
1.3 - Photogrammetric Control Survey	\$3,200.00
1.4 – Runway Surveys	\$1,700.00
1.5 - NAVAID Survey	\$500.00
1.6 - Aerial Imagery Acquisition and Geo-referencing	\$7,200.00
1.7 – Obstruction Analysis	n/a
1.8 - Ortho Imagery and Deliverables	\$4,200.00
1.9 – Deliverable Development	\$3,800.00
1.10 - Topographic and Planimetric Mapping	\$5,800.00
1.11 - 18B Compliant Mapping Feature Attribution	\$4,900.00
1.12 - Collect and Format Master Plan Data to AGIS Standards	n/a
1.13 - Airport Mapping (field locations)	n/a
Direct Expenses	3,300.00
Total =	\$44,600.00

TALBERT & BRIGHT

WORK AUTHORIZATION FOR PROFESSIONAL SERVICES

Charlottesville-Albemarle Airport Rehabilitate Runway 3-21 & Taxiways A, C, E, & G Inspection (RPR) Services ALTERNATE I

> Work Authorization No.: 16-02 June 27, 2016 TBI Project No.: 2215-1602

It is agreed to undertake the following work in accordance with the provisions of our Contract for Professional Services.

Description of Work Authorization: Talbert & Bright shall provide Professional Services as described in the attached Scope of Services.

Time Schedule: The schedule for the above referenced work shall be completed per the attached Scope of Services.

Cost of Services: The method of billing and payment for Professional Services shall be in accordance with the attached Scope of Services.

Approved:

Vitness

201

Charlottesville-Albemarle For: **Airport Authority**

Neda Title:

For: aht

Title: Vice President

2016 Date:

Date: September 28, 2016

It

SCOPE OF SERVICES

Project Title:	Rehabilitate Runway 3-21 & Taxiways A, C, E & G – Inspection (RPR) Services ALTERNATE I
Project Location:	Charlottesville-Albemarle Airport
Prepared For:	Charlottesville-Albemarle Airport Authority
TBI Project No.:	2215-1602
Date:	September 2, 2016

Description:

Construction of the project will include the rehabilitation of Runway 3-21 and Taxiways A, C, E & G - ALTERNATE I as shown on the plans developed by Delta Airport Consultants identified as Project No. 13057.

Services:

- A) Preliminary (Phase 01) will include scope of work preparation, coordination with and development of the independent fee review package, and attendance at one (1) preconstruction meeting
- B) Construction Administration (Phase 06) will include the following services during the 180 calendar day construction project, review of daily/weekly FAA reports, construction correspondence, 4 construction observation visits and 4 reports, as well as calls/coordination with the Resident Project Representatives (RPR). The other tasks not mentioned here that are included in Attachment 1 Manhour and Fee Estimate for which zero hours are assigned are not included in this scope of services and will not be performed without an amendment to this scope of services agreed upon and executed by both the airport sponsor and Talbert & Bright.
- C) Resident Project Representative (Phase 51) will provide full-time Field Inspection will be during the construction and for the verification of quantities relative to the contractors pay requests. Field Inspection will include:
 - Insuring that critical phases of the work are completed in accordance with applicable plans and specifications.
 - Coordinating the Contractor's activities with the Owner and Engineer.
 - Coordinating daily records of construction activities and preparing inspection reports.
 - Review the contractor's pay requests for accuracy.
 - Attend all on-site meetings and attend final and punch list inspections.
 - Project close out reports and documentation.

It is anticipated that two inspectors will be utilized to cover the anticipated daytime and nighttime work requirements.

D) Subconsultant Services

- No subconsultant services are anticipated for this Scope of Services.
- E) Invoicing will be completed monthly based on services rendered and/or estimated percentage complete. See Attachment 1 for project fees.
- F) Schedule: Anticipated Project Milestones are noted below:

Notice to Proceed Summer 2017

G) Attachments:

• Attachment 1 Manhour & Fee Estimate

TALBERT & BRIGHT

MANHOUR ESTIMATE - ALTERNATE I

Rehabilitate Runway 3-21 & Taxiways A,C,E, & G - Inspection (RPR) Services Charlottesville-Albemarle Airport

TBI Project No.: 2215-1602

September 2, 2016

PHASE	DESCRIPTION	PRIN	PMGR	ENG3	TCH5	PMA3
01	PRELIMINARY					
	Scope of work preparation	2	4	0	2	4
	Request for proposals & coordination with subs	0	0	0	0	0
	Grant applications	0	0	0	0	0
	Coordinate independent fee review	2	2	0	0	2
	Coordinate construction contracts	0	0	0	0	0
	Pre-construction meeting (1)	0	8	0	0	0
	Prepare and distribute meeting minutes	0	0	0	0	0
	SUBTOTAL	4	14	0	2	б
06	CONSTRUCTION ADMINISTRATION					
	Construction management program	0	0	0	0	0
	Review general construction item submittals	Ő	0	Ō	0	0
	Review daily/weekly FAA reports	Õ	8	12	Õ	0
	Review field modification proposals	ŏ	õ	0	Ō	0
	Construction correspondence	2	8	20	8	20
	Calls/coordination with RPR and Contractor	4	30	50	0	12
	Coordinate with state/local inspectors	0	0	0	0	0
	Coordinate with geotechnical inspector	0	0	0	0	0
	Review geotechnical testing reports	0	0	0	0	0
	P-401 submittal review	0	0	0	0	0
	Compute/verify percent within limits	0	0	0	0	0
	Review contractor pay requests (#)	0	0	0	0	0
	Process certified payroll (#)	0	0	0	0	0
	Construction observation site visits (4)	0	32	0	4	4
	Construction observation reports (4)	0	8	0	3	3
	Final inspection	0	0	0	0	0
	Punchlist inspection	0	0	0	0	0
	Regulatory Permit Coordination (Photos, Reports)	0	0	0	0	0
	Coordinate with surveyor (as-built)	0	0	0	0	0
	Review as-built survey for grade verification	0	0	0	0	0
	Record drawings	0	0	0	0	0
	Process reimbursement requests FAA & DOAV (#)	0	0	0	0	0
	Final report	0	0	0	0	0
	DBE reports	0	0	0	0	0
	FAA quarterly reports	0	0	0	0	0
	Grant administration & project closeout	0	0	0	0	0
	SUBTOTAL	6	86	82	15	39

TALBERT & BRIGHT

FEE ESTIMATE

Rehabilitate Runway 3-21 & Taxiways A,C,E, & G - Inspection (RPR) Services Charlottesville-Albemarle Airport

TBI Project No.: 2215-1602

September 2, 2016

PHASE DESCRIPTION

01	PRELIMINARY					
	DIRECT LABOR			RATE	MANHOURS	AMOUNT
	Principal	PRIN	\$	184.00	4	\$ 736.00
	Project Manager	PMGR	\$	172.00	14	\$ 2,408.00
	Engineer III	ENG3	\$	103.00	0	\$ -
	Technician V	TCH5	\$	98.00	2	\$ 196,00
	Administrative	PMA3	\$	108.00	6	\$ 648.00
	SUBTOTAL					\$ 3,988.00
01	PRELIMINARY					
	DIRECT EXPENSE			RATE	UNITS	AMOUNT
	Travel	MI	\$	0.54	500	\$ 270.00
	Copying	EA	\$	0.25	0	\$ -
	Reproduction	EA	\$	3.00	0	\$ -
	Shipping/Postage	MO	\$	50.00	1	\$ 50.00
	Tolls, Meals, Supplies	MO	\$	50,00	1	\$ 50.00
	SUBTOTAL					\$ 370.00
06	CONSTRUCTION ADMINISTRATION					
	DIRECT LABOR			RATE	MANHOURS	AMOUNT
	Principal	PRIN	\$	184.00	6	\$ 1,104.00
	Project Manager	PMGR	\$	172.00	86	\$ 14,792.00
	Engineer III	ENG3	\$	103.00	82	\$ 8,446.00
	Technician V	TCH5	\$	98.00	15	\$ 1,470.00
	Administrative	PMA3	\$	108.00	39	\$ 4,212.00
	SUBTOTAL					\$ 30,024.00
06	CONSTRUCTION ADMINISTRATION					
	DIRECT EXPENSE			RATE	UNITS	AMOUNT
	Travel	MI	\$	0.54	1,000	\$ 540.00
	Copying	EA	\$	0.25	100	\$ 25.00
	Reproduction	EA	\$	3.00	12	\$ 36.00
	Shipping/Postage	MO	\$	50.00	6	\$ 300.00
	Tolls, Meals, Supplies	MO	\$	50.00	6	\$ 300.00
	SUBTOTAL					\$ 1,201.00
21	FIXED FEE - RESIDENT PROJECT REPRE	SENTATIVE				
	FIXED FEE			TIMATE	ADMIN	AMOUNT
	Resident Project Rep	EA	\$ 3	330,000.00	15%	\$ 49,500.00
	SUBTOTAL					\$ 49,500.00

MANHOUR ESTIMATE - RPR

Rehabilitate Runway 3-21 & Taxiways A,C,E, & G - Inspection (RPR) Services Charlottesville-Albemarle Airport

TBI Project No.: 2215-1602

September 2, 2016

PHASE	DESCRIPTION	CAI	2 DAYS 180	RPR
51	RESIDENT PROJECT REPRESENTATIVE			
	Preconstruction activities			40
	Project Inspection - RPR 1	Hours / CD :	12	2,160
	Project Inspection - RPR 2	Hours / CD :	12	2,160
	Project closeout activities			40
	SUBTOTAL			4,400

TALBERT & BRIGHT

FEE ESTIMATE - RPR

Rehabilitate Runway 3-21 & Taxiways A,C,E, & G - Inspection (RPR) Services Charlottesville-Albemarle Airport

TBI Project No.: 2215-1602

September 2, 2016

PHASE DESCRIPTION

51	RESIDENT PROJECT REPRESENTATIVE DIRECT LABOR Inspector SUBTOTAL	RPR	\$	RATE 75.00	MANHOURS 4,400	\$	AMOUNT 330,000.00 330,000.00
51	RESIDENT PROJECT REPRESENTATIVE DIRECT EXPENSE Per Diem - RPR 1 Per Diem - RPR 2 Travel (Mob and DeMob) Copying Reproduction Shipping/Postage Tolls,Meals,Supplies SUBTOTAL	PD PD MI EA EA MO MO	*****	RATE 197.00 0.54 0.25 3.00 50.00 50.00	UNITS 180 180 1,000 500 50 6 6	* * * * * * *	AMOUNT 35,460.00 35,460.00 125.00 150.00 300.00 300.00 72,335.00

TALBERT & BRIGHT

AMOUNT

PROFESSIONAL FEE SUMMARY

Rehabilitate Runway 3-21 & Taxiways A,C,E, & G - Inspection (RPR) Services Charlottesville-Albemarle Airport

TBI Project No.: 2215-1602

September 2, 2016

PHASE DESCRIPTION

01 01 06 06 21	Preliminary Preliminary Construction Administration Construction Administration Resident Project Representative	LABOR EXPENSE LABOR EXPENSE FIXED FEE	\$ \$ \$ \$	3,988.00 370.00 30,024.00 1,201.00 49,500.00
	FIXED FEE TOTAL		\$	85,083.00
PHASE	DESCRIPTION			AMOUNT
51 51	Resident Project Representative Resident Project Representative TIME & EXPENSE TOTAL	LABOR EXPENSE	\$ \$ \$	330,000.00 72,335.00 402,335.00
	TOTAL PROJECT		\$	487,418.00



TO:	Members of the Charlottesville-Albemarle Airport Authority
FROM:	Melinda C. Crawford, Executive Director
DATE:	November 16, 2016
SUBJECT:	Action Item #3: Amended FY16 and FY17 Capital Budgets
RECOMMENDATION:	For the Board to approve the FY16 and FY17 Capital Budgets as amended.
BACKGROUND:	In the previous FY16 and FY17 Capital Budget, the project for the Runway and Taxiway Rehabilitation was phased over the two fiscal years. The FAA was able to give the airport a grant for the entire project in FY16. This means a shift in FAA entitlements as originally, FY16 and FY17 entitlements were scheduled for the project. Now, only FY16 entitlements are allocated to the project and the total project costs needed to be moved to FY16. An escalator project was moved from FY16 to FY17. The funding source changed for the heating and cooling upgrade in FY17. A line item was added in FY17 for a skid unit related to the all-terrain ARFF/EMS unit.
PRIOR ACTION:	Previously approved budgets
FUNDING:	As noted by the columns on the spreadsheets in Attachment #1
FINANCIAL IMPACT:	The FY16 Capital budget increased \$2,783,847. The FY17 Capital budget decreased \$3,337,681.
ATTACHMENTS:	Attachment #1 FY16 and FY17 previous and amended capital budgets
PRESENTATION:	None

May 11, 2018		F1 K	Nor K			P	
	AlP Projects			Not	1	r	
	TOTAL	FAA			QTATE		
PROJECT	COST	Disc	ENT	DISC	-	PFC Ent Reimb	AUHOKITY
FISCAL YEAR 2016:							
RW 3-21 & TW Rehab - Constr	9,807,304	4,378,324	4,448,250	6	980.730 (14	(to seek reimb next PFC enh)	FC ech)
Rehab North and South Ingress/Egrees from parking -Design	200,000						200.000
Escalators Replacement Gate 5	800,000		1		480.000		120 000
Plumbing Update	60,000			5		48.000	
Rental Car Ticket Counter Rehab	200,000						
Ticketing Rehab	250,000						260,000
Entrence Doors (3) sets	150,000				120 000		
Bus. Critr/Wall Exit Lane Design/furnishing (\$20K FY14/\$15K FY15)	200,000				160.000		
Runway, Textway Merking	78,435			ŧ	2021	877.09	100/0#
Analysis and Design of former Gate 1 roof area	30,000	1			24 000	041140	/00'CI
Cost Benefit Analysis Parking Deck	25,000	!			00011-7		000 900
State Entitlement Debt Service (VDA Portion)	20,000				000		
Pedeatrien Access Study	30,000			÷	20202		
SCBA Mask Fit Test Machine	14,000				11 200		
Replacement ARFF Protective Clothing	13,000				10.400		nno's
Radio Upgrade Albemarie County?? [Tom Hanson)	20,000				16.000		1 000
Internel radio replacement	50,000				40.000		10 000
Replace Safety Vehicles (1)	50,000			-			20,000
Airfield friction testing equipment	59,347				47.478		11 860
Airfield Painting Equipment	19,000				15,200		3 800
Baggage Claim Repave	17.000				13.600		3 400
Baggage Claim Drainage Improvement	17,000			-	7.608		505 0
Security system upgrade	55,000				44.000		11 000
Mower Replacement	40,000						AD AN
Taligate Spreader	8,000						000 W
Terminal Technology (FIDS)	10,000						
Fire Gear Contaminate Extractor	8,500		1		6,800		1,700
· · · · · · · · · · · · · · · · · · ·	12,059.586	4,378,324	4,448,250	•	2,027,015	110.748	1.095.249
та Милинининининининининининининининининини	100%	36%	37%	%0	17%	*	%6
FAA entitlements carried forward			2,468,615				
FAA entitiements available for FY 16			1,979,635				-
FAA entitlements carried forward						1	
Sky Year Capital Plan May 11, 2016							
--	--------------	---------	-----------	-------	-----------	---------------	-----------
lay 11, 2016		04	1.20	nu		9	
	AIP Projecte	1.1	0	1	2	r	
	TOTAL	FAA			67ATE		
PROJECT	COST	DISC	ENT	DISC	ENT	DEC Ent Daint	AUTHONITY
FISCAL YEAR 2017:							
RW 3-21 & TW Rehab - Constr (up to \$13M)	3,182,686	873,426	2.000.000		319 270		
Repayment of 2 VDOA Land Acquisition Bridge Loans	469,971	3				276 077	00 00
LT/ST Parking Rehab/Economy Seal - Dealgn&Construct	2,000,000				-	1100010	200000
Rehab North and South Ingress/Egress from parking-Construction	700,000	-	1	-	200.000		
Covered Sidewalks (two sections)	400,000	-					
Covered Ticket Spitters Parking	100,000			-	denimo.		000/08
Heating and Cooling upgrade (inc \$135K tower and pumps)	600,000	•		5			
Generator Phase 2	600,000	*			noninet	400 004	120,000
Rental Car Covered Walkway	300,000			-	-		000'001
Jet Bridge Refurbishment	200,000						300,000
AAAE IET (Badging/SiDA prooram)	126,000				066'82	130,070	40,000
Enerov Modification - Windows	100 000			-			125,000
Security Sustem I Investa Dheea 2	100,000	-			*	80,000	20,000
Crackeed Sashnat Markins TM//Dame	100,000			-		80,000	20,000
Cid Kinakhi isa rahah	000'001	-		- 44-		80,000	20,000
Via revivues telau	90'000				40,000		10,000
Barlese Detrine I AA Vahiala Jaja ASA vahiala.	nonine				40,000		10,000
All Tamia ABEE(2146 1 tak	000'98			·			36,000
	36,000				28,000	5044)	7,000
oku okasi Losdar (can move around)	60,000				48,000		12,000
Kepters Admin Vehicle (Impala reprecement)	30,000				• •		30,000
State Entruement Leon Service (VDA Portion)	50,000	3			50,000		
UIA (of seeloost/orack-filt/reamping)	50,000	+			1		50,000
	80,000				64,000		18,000
Gutter Keplacement for Old Terminal (Firehouse)	18,000						18.000
South End Hangars (Heat)	16,000				12,800		3.200
Art Program Cases	10,000				8,000	-	2 000
Busthog	23,000						23,000
	9,392,667	873,426	2,000,000	,	2,000,000	1.146.047	3.373 194
	100%	8%	21%	9%	21%	12%	36%
FAA entitiements carried forward	•						
FAA antitlements available for FY 17			000 000 6				
FAA entitlements carried forward							

CHARLOTTESVILLE ALBEMARLE AIRPORT AUTHORITY	1	4					
our reur ceptual reur	AIP Pro acts						
PROJECT	COST	Disc	ENT	DISC	ENT	PFC Ent Reimb	AUTHORITY
FISCAL YEAR 2016:		,				-	
RW 3-21 & TW Rehab - Constr	13,181,151	7,423,785	4,448,250		1,319,115	(to seek reimb next PFC app)	PFC app)
Rehab North and South Ingress/Egress from parking -Design	200,000						200,000
Plumbing Update	60,000	C	7		1	48,000	12,000
Rental Car Ticket Counter Rehab	200,000	014-1	4				200,000
Ticketing Rehab	250,000	X)(X)	anne-				250,000
Entrance Doors (3) sets	150,000	、 、 、 、 、 、	20		120,000		30,000
Bus. Critr/Wall Exit Lane Design/furnishing (\$20K FY14/\$15K FY15)	200,000	うたく			160,000		40,000
Rumway, Taxiway Marking	78,435	S Z				62,748	15,667
Analysis and Design of former Gate 1 roof area	30,000	-	1		24,000	1	8,000
Cost Benefit Anatysis Parking Deck	25,000		1				25,000
State Entitlement Debt Service (VDA Portion)	50,000			ł	50,000		
Pedestrian Access Study	30,000						30,000
SCBA Mask Fit Test Machine	14,000	Shares - ar fill college			11.200		2,800
Replacement ARFF Protective Clothing	13,000				10,400		2,600
Radio Upgrade Albemarle County?? (Tom Hanson)	20,000				18,000		4,000
Internai radio rapiacement	50,000				40,000	-	10,000
Replace Safety Vehicles (1)	50,000		1			3	50,000
Airfield friction testing equipment	59,347				47,478		11,869
Airfield Painting Equipment	19,000	1			15,200		3,800
Baggage Claim Repave	17,000				13,600		3,400
Baggage Claim Drainage Improvement	17,000				2,608		9,393
Security system upgrade	55,000				44,000		11,000
Mower Replacement	40,000						40,000
Teligate Spreader	6,000						6,000
Terminal Technology (FIDS)	10,000						10,000
Fire Gear Contaminate Extractor	8,600				6,800		1,700
	14,643,433	7,423,785	4,448,250	•	1,885,400	110,748	975,249
	100%	50%	30%	%0	13%	1%	7%
FAA entitlements carried forward			2,468,615				
FAA entitlements available for FY 16			1,979,635				

CHARLOTTESVILLE ALBEMARLE AIRPORT AUTHORITY Sk Year Capital Plan							
November 16, 2016	AIP Projects			e Granama Anna Anna Anna Anna Anna Anna Anna Ann			
	TOTAL	FAA			OTATE		a di Attanta di Attanta di Atta
PROJECT	COBT	DISC	ENT	DISC	ENT	PEC Ent Reimb	AUTHORITY
FIBCAL YEAR 2017;		-					
Repayment of 2 VDOA Land Acquisition Bridge Losns	213,886	E				474 400	
LT/ST Parking Rehab/Economy Seal - Design&Construct	2,000,000			-	-		42,787
Rehab North and South Ingress/Egress from parking-Construction	200'002				Fan non		2,000,000
Escalators Replacement Gate 5	600,000						140,000
Covered Sidewalks (two sections)	400,000	Divinal	114			-	120,000
Covered Ticket Spitters Parking	100,000	1 2 10.	0		non'nye	0 Gimbia	4
Heating and Cooling upgrade (inc \$136K tower and pumpe)	600,000		0	1	SUOVED.	5	
Rental Car Covered Walkway	300,000				,		120,000
Jet Bridge Refurbishment	200,000				000 00		300,000
AAAE IET (Badging/SIDA program)	126,000				100'07	0/0/001	40,000
Energy Modification - Windows	100,000		•				125,000
Security System Upgrade Phase 2	100.000				,	20,000	20,000
Crackeeal, Sestcoat, Marking TW/Ramp	100,000					80,000	20,000
Old Firehouse rehab	50,000					80,000	20,000
Internal radio replacement	50,000	- Mill of Annual and			40,000		10,000
Replace Parting LOA Vehicle (old CSO vehicle)	36,000	i	•		200104		10,000
All Terrain ARFF/EMS Unit	35,000						35,000
Fire EMS skid unit for the all ternain UTV	11,000		-	-	000'87		2,000
Skid Steer Loader (can move around)	60.000				e, aut		2,200
Replace Admin Vehicle (impela replacement)	30.000				48,000		12,000
State Entitlement Debt Service (VDA Portion)	20,000				60.000		30,000
QTA lot seakcoaticrack-fill/reatriping)	50,000		-				
Loader	80.000	-	8			+	20,000
Gutter Replacement for Old Terminel (Firehouse)	16,000				00		16,000
South End Hangars (Heat)	16,000						18,000
Art Program Cases	10,000	-			12,000		3,200
Bushhog	23,000		•		nnn'o		2,000
and the second							23,000
	6,054,986		2 1 1	-	1,689,530	1,021,259	3,344,187
	100%	0%	%	%0	28%	17%	66%
FAA entitiemente carried forward				-	-		
FAA entitlements available for FY 17		}	0000000				
Fåå entitiemente verried freuerid							



TO:	Members of the Charlottesville Albemarle Airport Authority
FROM:	Melinda C. Crawford, Executive Director
DATE:	November 16, 2016
SUBJECT:	Action Item #4 – Ratify the approval of the Construction Administration Work Order and Project Inspection Fees – Parking Step Project

RECOMMENDATION: The Board ratifies the approval of the work order for Talbert & Bright for construction administration in the not-to-exceed amount of \$63,529 and approval of project inspection fees to be performed by the airport's seasonal employee in an amount not to exceed \$7,500 as related to the approved Parking Step Project.

BACKGROUND:	The project has been approved. The construction contract has been awarded, and the engineering service fees have been approved. The action item at the August 12, 2016 meeting recommended authorization of the use of a seasonal employee to perform project inspection fees, but the resolution itself did not contain the wording, nor did it address the engineering construction administration aspect of the project.
PRIOR ACTION:	Board approved the FY17 Capital Budget that contained a \$700,000 construction project for the "Rehab North and South Ingress/Egress from the Parking." Resolution 2016-10 passed at the August 12, 2016 meeting that authorized the award of the construction contract and the engineering service fees for the Step Replacement Project.
FUNDING:	State: \$ 560,000 Local: \$ 140,000 Total: \$ 700,000
FINANCIAL IMPACT:	This project will be funded from State Entitlements (80%) and Airport Funds (20%).N/A. No new financial impact. Capital Project approved in entirety.
ATTACHMENTS:	#1 – Work Order with Talbert & Bright – Stair Replacement for

Work Order with Talbert & Bright – Stair Replacement for ITACHNENI Long Term Parking Lot - Construction Phase Services.

PRESENTATION: None

SCOPE OF SERVICES

Project Title:	Stair Replacement for Long Term Parking Lot Construction Phase Services
Project Location:	Charlottesville-Albemarle Airport
Project Sponsor:	Charlottesville-Albemarle Airport Authority
TBI Project No.:	2215-1603
Date:	August 8, 2016

Description:

This scope is for the construction administration phase for the replacement of the stairs between the existing long term parking lot and the terminal building designed and bid as part of TBI Project No. 2215-1502.

Talbert & Bright will provide construction administrative services for the project as outlined below.

Services:

- A) Preliminary (Phase 01) includes project scoping and start up services. This shall also include seeking proposals for subconsultant services, contract preparation and project set up coordination.
- B) Construction Administration (Phase 06) will include on-site and interoffice coordination with the contractor for the duration of the 90 calendar day construction project, plan interpretation to ensure proper installation and construction, and coordination with subconsultants for geotechnical and architectural services. Also included is the review of material submittals, review of geotechnical testing reports for earthwork, drainage and concrete items, the processing of contractor pay requests, the preparation of record drawings, and project closeout activities.
- C) Subconsultant Services will be procured for this project. The services to be subcontracted include:
 - Acceptance Testing (Phase 71) will include compaction and density/strength testing to ensure the foundation/embankment, stone and concrete materials are installed per the contract specifications. The Geotechnical subconsultant will perform all required for acceptance testing.
 - Architectural Services (Phase 72) will include attendance at pre-construction meeting, material submittal review, answering contractor's questions, 2 site visits throughout construction, and attendance at final inspection.
- D) Project Closeout includes the administrative portion of closing the project

- E) Invoicing will be completed based on estimated percentage complete for Fixed Fee phases and time spent/costs incurred for Time & Expense phases. See Attachment 1 for project fees.
- F) Schedule: Project milestones are noted below:
 - Work Authorization Approval August 2016 • Advertise for Bids August 7, 2016 • **Construction Contracts** September 2016 • • Pre-Construction Conference September 2016 **Construction Notice to Proceed** October 1, 2016 • Substantial Completion December 31, 2016
 - Project Close Out •

January 31, 2017

G) Attachments:

- Attachment 1 Manhour & Fee Estimate
- Attachment 2 Subconsultant Proposals

TALBERT & BRIGHT

MANHOUR ESTIMATE

Stair Replacement Long Term Parking Lot - Construction Phase Services Charlottesville-Albemarle Airport

TBI Project No.: 2215-1603

August 8, 2016

PHASE	DESCRIPTION	PRIN	PMGR	PMA4	ENG3	TCH5	ADM4
01	PRELIMINARY						
	Scope of Work	2	1	1	0	2	0
	Subconsultant Coordination	1	2	1	0	2	0
	Construction Contract Coordination	1	2	0	0	0	2
	Pre-Construction Meeting (1)	0	8	0	8	2	2
	Prepare and Distribute Meeting Minutes	0	1	0	2	2	4
	SUBTOTAL	4	14	2	10	8	8
06	CONSTRUCTION ADMINISTRATION						
	Review General Construction Item Submittals	0	2	0	10	0	2
	Submittal Response Notifications / Letters	0	2	0	6	2	2
	Review of Field Modification Proposals	1	2	0	4	0	0
	Construction Observation Visits (6)	6	12	0	36	2	2
	Construction Observation Reports (6)	0	3	0	6	2	12
	Review Contractor Daily Reports	0	10	0	30	0	2
	Construction Correspondence	1	2	4	10	2	6
	Calls/Coordination with Owner and Contractor	2	8	2	20	4	4
	Contractor Pay Requests (3)	0	3	12	10	0	3
	Coordination with Geotechnical Sub	0	2	0	4	2	0
	Review Geotechnical Testing Reports	0	2	0	4	0	0
	Local and Owner Coordination	0	8	8	12	2	· 0
	Final Inspection (1)	8	8	0	0	0	0
	Punchlist Inspection (1)	0	6	0	0	0	0
	Record Drawings	0	2	0	8	12	0
	SUBTOTAL	18	72	26	160	28	33

ł.

-

FEE ESTIMATE

Stair Replacement Long Term Parking Lot - Construction Phase Services Charlottesville-Albemarle Airport

TBI Project No.: 2215-1603

August 8, 2016

PHASE DESCRIPTION

01	PRELIMINARY				
	DIRECT LABOR		RATE	MANHOURS	AMOUNT
	Principal	PRIN	\$ 184.00	4	\$ 73 6.0 0
	Project Manager	PMGR	\$ 172.00	14	\$ 2,408.00
	PM Assistant	PMA4	\$ 135.00	2	\$ 270.00
	Engineer III	ENG3	\$ 103.00	10	\$ 1,030.00
	Technician V	TCH5	\$ 98.00	8	\$ 784.00
	Adminstrative	ADM4	\$ 68.00	8	\$ 544.00
	SUBTOTAL				\$ 5,772.00
01	PRELIMINARY				
	DIRECT EXPENSE		RATE	UNITS	AMOUNT
	Travel	MI	\$ 0,54	200	\$ 108.00
	Copying	EA	\$ 0,25	5,000	\$ 1 ,250.00
	Reproduction	EA	\$ 3,00	100	\$ 300.00
	Internet/Phone/Fax	MO	\$ 50.00	2	\$ 100.00
	Shipping/Postage	MO	\$ 50.0 0	2	\$ 100.00
	Misc	MO	\$ 50.00	2	\$ 100.00
	SUBTOTAL				\$ 1,958.00
06	CONSTRUCTION ADMINISTRAT	ION			
	DIRECT LABOR		RATE	MANHOURS	AMOUNT
	Principal	PRIN	\$ 184.00	18	\$ 3,312.00
	Project Manager	PMGR	\$ 172.00	72	\$ 12,384.00
	PM Assistant	PMA4	\$ 135.00	26	\$ 3,510,00
	Engineer III	ENG3	\$ 103.00	160	\$ 16,480.00
	Technician V	TCH5	\$ 98.00	28	\$ 2,744.00
	Adminstrative	ADM4	\$ 68,00	33	\$ 2,244.00
	SUBTOTAL				\$ 40,674.00
06	CONSTRUCTION ADMINISTRATI	ON			
	DIRECT EXPENSE		RATE	UNITS	AMOUNT
	Travel	MI	\$ 0.54	1,600	\$ 864.00
	Copying	EA	\$ 0.25	2,500	\$ 625.00
	Reproduction	EA	\$ 3,00	100	\$ 300.00
	Internet/Phone/Fax	MO	\$ 50.00	4	\$ 200.00
	Shipping/Postage	MO	\$ 50.00	4	\$ 200.00
	Misc	MO	\$ 50.00	4	\$ 200.00
	SUBTOTAL				\$ 2,389.00

.

File: 2215-1603 Stair Replacment Long Term PLot - MH Sheet: FEE!

Attachment 1-2

i.

TALBERT & BRIGHT

FEE ESTIMATE - SUBCONTRACTED SERVICES Stair Replacement Long Term Parking Lot - Construction Phase Services Charlottesville-Albemarke Airport

TBI Project No.: 2215-1603

August 8, 2016

PHASE	DESCRIPTION		AMOUNT
71 72	Acceptence Testing Architectural SUBTOTAL	\$ \$ \$	1,930.00 10,806.00 12,736.00

PROFESSIONAL FEE SUMMARY

Stair Replacement Long Term Parking Lot - Construction Phase Services Charlottesville-Albemarle Airport

TBI Project No.: 2215-1603

August 8, 2016

PHAS	E DESCRIPTION	TYPE OF SERVICE	AMOUNT
01	Preliminary	DIRECT LABOR	\$ 5,772.00
01	Preliminary	DIRECT EXPENSE	\$ 1,958.00
	FIXED FEE TOTAL		\$ 7,730.00
PHASE	B DESCRIPTION	TYPE OF SERVICE	
			AMOUNT
06	Construction Administration	DIRECT LABOR	\$ 40,674.00
06	Construction Administration	DIRECT EXPENSE	\$ 2,389.00
71	Acceptance Testing	SUBCONTRACTED SERVICE	\$ 1,930.00
72	Architectural	SUBCONTRACTED SERVICE	\$ 10,806.00
	TIME & EXPENSE TOTAL		\$ 55,799.00
	TOTAL PROJECT		\$ 63,529.00

Attachment 1-4



"Setting the Standard for Service"

Geotechnical • Construction Materials • Environmental • Facilities

August 8, 2016

Mr. Christopher Jaeger, P.E. **Talbert & Bright** 10105 Krause Road Chesterfield, VA 23832

ECS Proposal No. 28:1533-CP

Reference: Proposal for QA Materials Testing Services and Special Inspections CHO Stairway Replacement for Long Term Parking Charlottesville, Virginia

Dear Mr. Jaeger,

As requested, ECS Mid-Atlantic, LLC (ECS) is pleased to present the following estimated cost proposal for providing materials and construction QA observation testing for the stair replacement project connecting the long term parking lot with the airport terminal at the CHO Airport in Albemarle County, Virginia.

PROJECT DESCRIPTION

We understand that the project consists of the construction of new concrete stairways on the western slope along the long term parking lot. Additionally, new sections of concrete sidewalks will be installed and electrical conduit placed.

The anticipated scope of services for this project is outlined in Appendix I of this proposal. It is expected that our services will be required to perform compaction testing on subgrade prior to stone placement for concrete stairs and sidewalk and concrete testing and sampling.

We have prepared this proposal using Plan Sheet 5 prepared by Talbert & Bright dated July 25, 2016 and conversations with your office. A construction schedule was not available at the time this proposal was prepared. However, we understand the project is scheduled to start on October 1, 2016 and last for 90 calendar days. For estimating purposes, we have assumed a technician on-site for part time as needed testing for the duration of the project. We have assumed two (2) days with a nuclear gauge for compaction testing and five (5) concrete pours that will have four (4) compressive strength cylinders cast for each concrete pour.

4004 Hunterstand Court, Sulte 102, Charlottesville, Virginia 22911 • T: 434-973-3232 • F: 434-973-3238 • www.ecslimited.com ECS Capitol Services, PLLC • ECS Carolines, LLP • ECS Central, PLLC • ECS Florida, LLC • ECS Mid-Atlantic, LLC • ECS Midwest, LLC • ECS Southeast, LLC • ECS Texas, LLP

ELECTRONIC REPORTING AND NON-COMPLIANCE ITEMS

In order to ensure the accuracy of data reporting, ECS will utilize advanced communications and information technology to reduce the time from actual field reporting to the distribution of an approved report. During each day of construction activities, ECS field technicians electronically enter test data into ETHEL (ECS Technician Handheld Electronic Logbook) while in the field. The test data is then transmitted to the branch office via wireless technology. The field report is completed by faxing the sketch or other attachments (directly from the site where available) and the completed report is entered into our database and released into FRED (Field Report Electronic Distribution).

Once in FRED, the electronic copy of the field report is reviewed by first the Project and then the Principal Engineer. Upon final review, electronic signatures and a seal (as appropriate) are applied to the report. The report is then printed, mailed, faxed or emailed to those on the distribution list and an electronic copy is archived on our servers for rapid retrieval. This system makes it possible to provide all project reports on a CD-ROM at the end of the project. The implementation of FRED has significantly improved efficiency in the review and approval process of reports through the office, while allowing managers to efficiently monitor progress of the project. Additionally, ECS facilitates daily communication between field personnel and management staff and regular site visits to ensure project awareness and reporting accuracy.

We are generally able to submit soils laboratory results within 48 hours of testing, and concrete laboratory testing within 24 hours. Our daily field reports usually can be sent within 24 to 36 hours of the performance date. If deficiencies or non-compliance in procedures or materials are recognized in the field, the general contractor will be verbally notified as soon as possible so that the problem may be resolved prior to the performance of additional work. Deficient laboratory results are reported by facsimile or email to the client, structural engineer, and general contractor by the Project Engineer. Copies of reports will be forwarded to each party designated by the client, at no extra charge, as part of our service.

QUALIFICATIONS & EXPERIENCE

ECS is a group of affiliated geotechnical, environmental, and construction materials engineering firms headquartered in Chantilly, Virginia with 45 offices across the Eastern United States. Since the start in 1988, we have earned a solid reputation for providing thorough, cost-conscious, and competitively-priced engineering analysis and construction materials testing and special inspection services.

ECS employs over 1200 personnel, with over 400 in the Commonwealth of Virginia. ECS is an employee owned firm with the primary owners being geotechnical engineers. ECS is fully committed to providing high quality and innovative engineering services.



ECS MID-ATLANTIC, LLC

ECS has performed numerous geotechnical engineering and special inspection services for large commercial, residential, industrial and governmental projects throughout the state. Our knowledge of the geologic conditions and construction practices in the area, and our practical approach to solving design and construction problems, have earned ECS a reputation as a leader in our fields of expertise.

ACCREDITATIONS

Our laboratories participate in proficiency sample testing programs for soils, concrete, and masonry which are administered by the American Association of State Highway and Transportation Officials (AASHTO), Construction Materials Engineering Council (CMEC), Materials Reference Laboratory (AMRL) and the Cement and Concrete Reference Laboratory (CCRL). These external agencies also perform regular on-site assessments for our soils and concrete laboratories. The on-site assessments, as well as our internal quality assurance program, have led to accreditation by AASHTO and CMEC.

TECHNICIAN CERTIFICATIONS

In order to meet the requirements of local Special Inspections programs, ECS has developed in house training programs that produce certified technicians at all levels. ECS Mid-Atlantic currently has staff holding the following certifications and registrations available for Special Inspection projects:

ACI Level I Concrete Inspector WACEL Level I Concrete Inspector WACEL Level II Concrete Inspector WACEL Structural Masonry Inspector WACEL Level I Soils Inspector WACEL Level II Soils Inspector VDOT Soils, Aggregate & Asphalt WACEL Foundation Technician WACEL Structural Steel Inspector WACEL Structural Steel Inspector WACEL Structural Steel Technician FACE Company Certified Floor Flatness AISC Certified Welding Inspector Registered Professional Engineers, Geologists and Soil Scientists

This unprecedented depth in certified technical staff makes ECS well equipped to provide quality testing and inspection services.

ECS MID-ATLANTIC, LLC



TECHNICAL + CONSTRUCTION NATERIALS + ENVIRONMENTAL + FACILITIES

UNIT RATE SCHEDULE

All services provided for this project will be billed in accordance with the unit rate schedule provided in Appendix II of this proposal. It is our belief that all required services have been included in our unit price list.

The services will be rendered portal to portal from our office in Charlottesville, Virginia. Our unit rates are based on an 8 hour workday, Monday through Friday. Overtime in excess of 8 hours per day, or outside normal business hours of 7:00 a.m. to 4:00 p.m. or on weekends and holidays will be involced at a rate of 1.5 times the normal hourly rate. Scheduling should occur prior to 3:00 p.m. on the day before services are required.

Because our services are largely provided on an on-call basis, we cannot accept any responsibility for falling to observe and test a specific area if proper notification has not been provided. Normally, the contractor is responsible for coordinating these services. The services provided by ECS in no way relieve the contractor of his responsibility to perform his work in accordance with the approved plans and specifications.

TOTAL NOT TO EXCEED WITHOUT AUTHORIZATION

The estimated cost to provide materials testing and construction engineering services as described in our scope of services is **\$1,930.00**. This estimated cost proposal is the product of careful consideration of information available to us during preparation of this proposal.

Any and all deviations from the estimated durations are not included in our estimated cost and will be considered as an addition to our budget estimate. Additional site visits for the specific task of retesting failed tests are also not included in the estimated cost. The total estimated cost for this project is outlined in Appendix II.

BILLING AND CONTRACT CONDITIONS

Invoices will be issued on a monthly basis and will provide a week by week breakdown of billing units, unless modified by request of the client. They are normally processed on or around the 10th of each month and represent costs incurred during the previous month. These invoices will also display a <u>monthly cumulative summary</u> of project costs to date. This monthly summary will serve as a means of monitoring job expenses as they relate to job progress. We request that payment be rendered within 30 days of receipt of the invoice.

ECS MID-ATLANTIC, LLC



August 8, 2016

SUMMARY AND ACCEPTANCE

Our insurance carrier requires that we receive written authorization prior to initiation of work, and a signed contract prior to the release of any work product. This letter is the agreement for our services. Your acceptance of this proposal may be indicated by signing and returning the enclosed copy to us. We are pleased to have this opportunity to offer our services and look forward to working with you on the project.

Respectfully,

ECS Mid-Atlantic, LLC

Steven J. Crouch, C.P.G

Environmental Geologist

B. Scott Gresham, P.E. Vice President Charlottesville Branch Manager

Attachments: Appendix I - Scope of Services Appendix II - Project Unit Rates Appendix III - Proposal Acceptance

ECS MID-ATLANTIC, LLC GEDTECHNICAL + CONSTRUCTION MATERIAL + ENVERONMENTAL + FACILITIES



APPENDIX I - SCOPE OF SERVICES

Earthwork/Foundations: Ι.

- Perform appropriate laboratory testing on materials proposed for use as fill, 1. backfill, and paving subgrade in accordance with project specifications. Testing may include:
 - a. Grain Size Distribution, ASTM D-422
 - Liquid and Plastic (Atterberg) Limits, D-4318 b.
 - Proctor Moisture Density Relationships ASTM D-698 OR Proctor Moisture C. Density Relationships ASTM D-1557 OR VTM-1
 - Additional testing as specified. d.
- Monitor excavation operations to verify removal of unsuitable materials including 2. trash, debris, frozen soil, problem clays or stones with a maximum dimension greater than 6 inches.
- Observe conditions at bottom of excavations prior to foundation preparation, 3. including visual observation and other testing of subgrades; note seepage of water and suggest and observe corrective measures at problem areas.
- Observe placement of fill and backfill (including backfill in utility trenches) to verify 4. compliance with project requirements. Perform in-place density tests as required by project specifications, and verify that each lift is properly placed and compacted prior to placement of additional fill.
- Document that dimensions of foundation elements and report compliance with 5. design specifications and approved drawings.
- Where deficiencies are noted during fill or backfill placement, suggest and observe 6. remedial actions, including reworking and recompacting of materials.
- Provide documentation of daily events in the field and notify the appropriate 7. persons immediately upon recognition of deficiencies.

Cast-In-Place Concrete: Π.

- Test and report concrete for compliance with local building codes, generally 1. accepted construction practices, and specific project requirements.
- Observe placement of reinforcing steel and document proper size, grade, spacing 2. cover, cleanliness, length, location and type of splices, and report compliance with project plans and specifications.

ECS MID-ATLANTIC, LLC



- 3. Confirm that the contractor has provided proper storage and curing facilities for the first 24 hours after casting of cylinders.
- 4. Visually observe formwork, shoring and reshoring to document compliance with Contract Documents and sound construction practices.
- 5. Observe placement of concrete and document procedures with regard to forming, vibration, and curing.
- 6. Provide a supply of standard cylinder molds at the site.
- 7. Sample concrete at the frequency stated in the project specifications and perform the following tests and functions:
 - a. Confirm mix design
 - b. Slump
 - c. Air Content
 - d. Temperature
 - e. Batch-to-placement time
 - f. Cast test cylinders

Sampling, testing, and curing of specimens in the field shall be performed in accordance with applicable ASTM guidelines and project requirements. Additional tests shall be performed as needed in the event deficiencies are encountered. Compliance with extreme weather procedures will also be documented.

8. Cure and test compressive strength of concrete cylinders in the laboratory as directed by the project specifications and in accordance with ASTM C-31/39.

ECS MID-ATLANTIC, LLC



1. Soil Testing, Site Preparation, & Utility	Line Backfi	U-200	Quantity	Linits	Unit Cost	Est: Total
1 Subgrade Strip Check and Compaction Testing	2 trip(s) @ 3		6	HR	\$34.00	\$204.00
2 Nuclear Gauge Rentel	2 trip(s) @ 1	ea	2	EA	\$10.00	\$20.00
3 Standard Proctor (ASTM D698)		- 1	1	EA	\$85.00	\$85.00
4 Sieve Analysis			1	EA	\$60.00	\$60.00
5 Milesoe	2 trip(8) @ 3	miles	6	M	\$0.60	\$3,60
			Subto	otal Earthwo	rk Preparation:	\$372.60
2. Concrete			Quantity	Units.	- Unif Cost .:	Est. Total
1 Concrete Technician	5 trip(s) @ 4		20	HR	\$34.00	\$680.00
2 Concrete Cylinders			20	EA	\$10.00	\$200.00
3 Cylinder Pick Up When Not Onsite		- 1	5	TRIP	\$35.00	\$35.00
4 Milesge	5 trip(s) @ 3	miles	15	M	\$0.60	\$9.00
				Sut	ototal Asphalt :	\$924.00
. Eogineering anti Administration			Quantity	Units	Unit Cost	Est, Tatel
1 Project Engineer/Report Review			3.5	HR	\$85.00	\$297.50
2 Principal Report Review			2	HR	\$130.00	\$260.00
3 Clerical			2	HR	\$36.00	\$72.00
			Subtotal Eng	ineering & A	dministration:	\$629.50

APPENDIX II - PROJECT UNIT RATES

ESTIMATED TOTAL: \$1,926.10

NOTES:

a. The above estimate assumes part time, as-scheduled, single-technician support.

;

b. Additional site visits based on incomplete work, cancellations and re-inspections will be invoiced at unit rates shown above. The services described above will be rendered portal-to-portal from our office in Charlottesville, Virginia. Unit rates are based on a normal 8 hour work day, Monday through Friday, between normal business hours of 7:00 a.m. to 4:00 p.m.

c. Contractor scheduling to support the next day's construction activities should be made via telephone through the Charlotteeville office prior to 3:00 p.m.

ECS MID-ATLANTIC, LLC



8

August 8, 2016

PROJECT UNIT RATES

FIELD SERVICES

DESCRIPTION	UNIT RATE
Engineering Technician (Solis, Concrete, Masonry, & Asphalt)	\$34.00 / hour
Senior Technician	\$40.00 / hour
Structural Steel Inspector	\$75.00 / hour
Mileage (portal to portal)	\$0.60 / mile

ENGINEERING/ADMINISTRATIVE SERVICES

DESCRIPTION	UNIT RATE		
Secretary	\$36.00 / hour		
Project Manager	\$85.00 / hour		
Principal Engineer, P.E.	\$130.00 / hour		

LABORATORY and RELATED SERVICES

DESCRIPTION	UNIT RATE
Concrete Compression Test (ASTM C39)	\$10.00 / each
Compression Test, 2" Grout or Mortar Cubes	\$12.00 / each
Grout Prism Test	\$14.00 / each
Nuclear Gauge Rental	\$10.00 / day
Standard Proctor (ASTM D698)	\$85.00 / each
Atterberg Limits Testing (ASTM D4318)	\$60.00 / each
Full Gradation, soils (ASTM D1140)	\$60.00 / each
Full Gradation, aggregates (ASTM D422)	\$60.00 / each
-#200 Wash (ASTM D1140)	\$50.00 / each
Specific Gravity (ASTM D854)	\$40.00 / each

ECS MID-ATLANTIC, LLC



i

ĵ

[RE:]	Charlottesville-Albernarle Airport Landside Stair Replacement Construction Phase				
[TO:]	Jeff Tarkington Talbert & Bright, Inc.				

[DATE:] August 08, 2016

ı.



2011-02

PRICE STUDIOS is pleased to present the following proposal to Talbert & Bright, Inc. for professional architectural and engineering services for a proposed stair reconstruction project at Charlottesville-Albemarle Airport in Charlottesville, Virginia. This proposal includes our efforts for basic construction administration services for the stair reconstruction project being bid in August 2016.

This proposal does not include civil engineering, landscape architecture, geotechnical services engineering, surveying, landscape design &/or procurement services.

Please let us know if you need any clarifications regarding the described scope of services or proposed fees. We look forward to working with you on this exciting project and in creating something special for Charlottesville-Albemarte Airport.

Regards,

J. Sydnor Tetterton, AIA, LEED AP

Principal

CHO Stair Replacement CA Phase Proposal - Price Studios #2011-02 Page 2

PROJECT TEAM

PRICE STUDIOS proposes to provide architectural and engineering construction phase services for the referenced project. To complete our team, we intend to work with the following consultants to provide the services outlined in this proposal:

Structural Engineering Draper Aden

NOTE: Landscape Design, detailed cost estimating + Furniture selection &/or procurement services may be provided as an additional service based on scope requirements.

The following consultants or services are assumed to be contracted to the Client or Owner with their work coordinated with PRICE STUDIOS:

- Geotechnical or Environmental Studies (If reports are required and not on file)
- Special Inspections and Construction Phase Testing
- Signage & Wayfinding Design
- Surveying

PROJECT SCOPE

The project scope generally includes exterior, land side stair replacement to be located at the Charlottesville-Albermarle Airport in Charlottesville, Virginia.

CONSTRUCTION ADMINISTRATION PHASE

The scope of services is as follows:

- A. Review and respond to Requests for Information (RFI's)
- B. Review and process construction submittals
- C. Attend pre-construction meeting.
- D. Provide two periodic site visits.
- E. Attend a final site meeting and review the contractor's punch list.

PROPOSED FEES

Basic A&E Services - Reference fee breakdown in Exhibit A.

CHO Stair Replacement CA Phase Proposal - Price Studios #2011-02 Page 3 Our fee for the scope of work described above is scheduled to be billed at the end of each month or based on the completion of the current phase of work – NET 30. Should the project terminate before completion of services listed, PRICE STUDIOS shall be compensated for the work completed to date, regardless of the quantity of payments made to that point.

Additional services, if required, can be billed on a Time and Materials Basis according to current hourly rate schedules or based as an approved lump sum fee.

The structural engineer's scope of work is limited to RFI and submittal reviews. Site visits will be handled as an additional service.

All expenses have been estimated & included in the proposed lump sum; these include reproduction costs, delivery charges and any travel costs. Mileage was calculated based on the current Federal Rate.

It is assumed that the client or sponsor will handle any requisite printing and reproduction costs outside of Price Studio's internal reproduction needs.

See the enclosed Exhibit A for a break-down of the proposed fee.

Taibert & Bright, Inc.

Sydnor Tetterton, AIA Principal

EXHIBIT A Estimated Work hours

24

Client: Talbert & Bright, Inc. Owner: Charlottesville-Albermarie Airport

Charlottesville-Albermarie Airport (CHO) Charlottesville, Virginia Stair Replacement Project - Construction Phase

Price Studios Project No. 2011-02

Date: August 2016

.

Date: August 2016			PRIN	PM/RP	DP	PP/PA
Description	N	0.	(hr)	(hr)	(hr)	(hr)
CONSTRUCTION PHASE questions (RFI's)			2	12	4	2
submittals			2	8	4	2
Pre-construction Meeting		1	0	8	0	0
Site Visit #1		1	Ō	6	0	0
Site Visit #2		1	Ō	6	0	0
Final Site Visit (punch list)		i	Ő	8	0	0
	Subtotal:	4	4	48	8	4

.

EXHIBIT A Summary of Fees

1

Client: Talbert & Bright, Inc. Owner: Chariottesville-Albermarie Airport

Charlottesville-Albermarle Airport (CHO) Charlottesville, Virginia Stair Replacement Project - Construction Phase

Price Studios Project No. 2011-02

Date: August 2016

Est Hrs	Hourly Rate	Est Cost	Totals
4	\$210	840	
48	\$155	7,440	
8	\$135	1,080	1
4	\$86	340	
64		\$9,700	\$9,700
Γ	Lun	np Sum Fee:	\$9,700
	Hrs 4 48 8 4	Hrs Rate 4 \$210 48 \$155 8 \$135 4 \$86 64	Hrs Rate Cost 4 \$210 840 48 \$155 7,440 8 \$135 1,080 4 \$85 340

EXHIBIT A

 (\hat{x})

Client: Talbert & Bright, Inc. Owner: Chartotteaville-Albermarte Airport

Charlottesville-Albermarle Alroort (CHO) Charlottesville, Virginia Stair Replacement Project - Construction Phase

Price Studios Project No. 2011-02

Date: August 2016 Description			Est Cost	Totals
Reimbursable Expenses Travel & Miscellaneous		Ô	346	
Printing: in-house only		0	100	
food: (4) trips x (1) staff	4	15	60	1
Structural Engineer			600	
Estimate Cost & Fixed Fee		_	\$1,106	\$1,106

Budget Amount: \$1,106

SUMMARY OF DESIGN SERVICES FEES

EXHIBIT A Cilent: Talbert & Bright, Inc. Owner: Charlottesville-Albermarie Alrport

Charlottesville-Albermarle Airport (CHO) Charlottesville, Virginia

Price Studios Project No. 2011-02

FEE: CA fee + Reimbursable Expenses \$10,806.

TALBERT & BRIGHT

WORK AUTHORIZATION FOR PROFESSIONAL SERVICES

Charlottesville-Albemarte Airport Stair Replacement for Long Term Parking Lot Construction Phase Services

> Work Authorization No.: 16-03 August 8, 2016 TBI Project No.: 2215-1603

It is agreed to undertake the following work in accordance with the provisions of our Contract for Professional Services.

<u>Description of Work Authorization:</u> Talbert & Bright shall provide Professional Services as described in the attached Scope of Services.

<u>Time Schedule:</u> The schedule for the above referenced work shall be completed per the attached Scope of Services.

<u>Cost of Services:</u> The method of billing and payment for Professional Services shall be in accordance with the attached Scope of Services.

Approved:

For: Charlottesville-Albemarie Airport Authority

Title:

1121 1

For: albert & Bright

Title: Vice President

Date:

2014

Date: September 6, 2016

Witness:

441 Witness

November, 2016

- 1. Executive Director's Update
 - a. Parking Feasibility Update/Rental Car Agreement Update Staff is working with the consultant to wrap up the preliminary parking feasibility study. When a decision is made about whether or not to proceed with the construction of a parking deck that will also house the rental car "ready and return" lot, then an RFP for rental car services will be pursued.
 - b. Personnel Update The recruitment/interview process for the vacant marketing assistant position is underway. Last month, one of the maintenance techs resigned to take a position at an airport in northern Virginia.
 - c. Construction Update
 - a. Runway 3-21Rehabilitation Construction Project The FAA was able to assist with the funding of both the rehabilitation of the runway and taxiway system. The contractor will be surveying the project and working with the engineers to perform the preliminary work on the project.
 - b. Triturator Project The project is being wrapped up and training is being provided to the tenants.
 - c. Step Rehabilitation Project The southernmost set of steps have been removed and work is underway on the two remaining sets.
 - d. Marketing and Air Service Update To be provided