

AGENDA
AIRPORT ADVISORY COMMITTEE MEETING
August 20, 2012
6:15 p.m. at City Hall

1. Call to Order
2. Roll Call
3. Approval of Minutes
 - a. December 19, 2011
 - b. January 23, 2012
4. Approval of Agenda
5. Evaluation Committee's Recommendation for Engineering Consulting Services
6. Discuss Decommission of Non Directional Beacon
7. Other Business
8. Next Meeting
9. Adjournment

3a

CITY OF LAKE CITY
Advisory Airport Committee
December 19, 2011 6:00 PM

MINUTES

Committee Members

- George Ward, Council Member – Chairman
- Jake Hill, Jr, Vice Mayor-Council Member
- Wendell Johnson, City Manager
- Grayson Cason, Assistant City Manager
- Nick Harwell, Airport Projects Manager

1. **CALL MEETING TO ORDER**
Mr. Ward called the meeting to order at 6:00 PM.

2. **ROLL CALL**
Chairman Ward asked Ms. Sikes to call roll. Attendance is indicated above.

3. **APPROVAL OF AGENDA**
Mr. Johnson made a motion to approve the agenda as presented. Mr. Hill seconded the motion. The motion carried on a voice vote.

4. **APPROVE CHANGE ORDER FOR ADDITIONAL WORK TO BE PERFORMED BY PASSERO ASSOCIATES, LLC.**
(See motion below item 6)

5. **APPROVE MANDESE WHITE CONSTRUCTION, INC. CHANGE ORDER NO. 7**
(see motion below item 6)

6. **ACCEPT FAA’S APPROVAL OF ADDITIONAL FUNDING FOR CHANGE ORDER NO. 7 AND ADDITIONAL WORK BY PASSERO AND ASSOCIATES**

The following motion covers items 4, 5 and 6: **Mr. Cason made a motion to recommend to City Council the approval of Change Order for additional work to be performed by Passero Associates, approval of Mandese White Construction Change Order No. 7 and to acceptance of FAA’s approval of additional funding for Change Order No. 7 and additional work by Passero and Associates. This motion identifies January 9, 2012 as the target meeting date. Mr. Harwell seconded the motion. A roll call vote was taken and the motion passed.**

7. **DISCUSS HANGAR LEASE RATES**
Mr. Johnson made a motion to recommend to City Council to reduce the Corporate hangar rates from \$.22 per square foot to \$.15 per square foot. The motion also provides for no additional rate modifications until the Cutter Study is completed. The motion also provides for reservation of one hanger for Corporate Leases in addition to the leases

being on a month to month basis. Mr. Cason seconded the motion and the motion carried unanimously on a voice vote.

8. IMAGE PLAN (NICK HARWELL)

This item will be revisited at the next meeting per Mr. Harwell.

9. OTHER BUSINESS

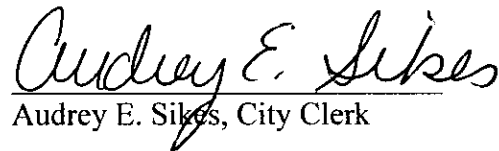
Members discussed a dedication date for the new terminal. The target date will be around March 1, 2012.

10. NEXT MEETING

Members will be notified of the next meeting date and time.

11. ADJOURNMENT

There being no further business, the meeting adjourned at 6:37 PM on a motion duly made and seconded.


Audrey E. Sikes, City Clerk

CITY OF LAKE CITY
Advisory Airport Committee
January 23, 2012 6:00 PM

MINUTES

Committee Members

- George Ward, Council Member – Chairman
- Jake Hill, Jr, Vice Mayor-Council Member
- Wendell Johnson, City Manager
- Grayson Cason, Assistant City Manager
- Nick Harwell, Airport Manager

1. **CALL MEETING TO ORDER**
Mr. Ward called the meeting to order at 6:00 PM.

2. **ROLL CALL**
Chairman Ward asked Ms. Sikes to call roll. Attendance is indicated above.

3. **APPROVAL OF AGENDA**
Members concurred to remove item 6 (Approve Internal/External Sign Package) from the agenda. **Mr. Johnson made a motion to approve the agenda as amended. Mr. Harwell seconded the motion. The motion carried on a voice vote.**

4. **APPROVAL TO PURCHASE A NEW AVGAS FUEL TRUCK (NICK HARWELL)**
Mr. Hill made a motion to recommend to City Council to authorize the competitive bidding process to purchase a new AVGAS fuel truck. The motion also approves appropriation of funds from 440-0130-542.64 in the amount of \$60,000 with the remainder of funds necessary from the Airport Reserve Fund. The motion also provides authorization to surplus the old AVGAS fuel truck in the event it is not financially feasible to trade in towards the purchase of the new unit. Mr. Harwell seconded the motion and the motion carried unanimously on a voice vote.

5. **PRE-APPLICATION AIRPORT IMPROVEMENT PLAN (AIP) SUBMITTAL (DON RAMDASS, PASSERO ASSOCIATES, LLC)**
Mr. Ramdass provided updates on the available grants and the deadlines for submittal as it relates to the FY 2012 Airport Improvement Program. **Mr. Cason made a motion authorizing City Manager Wendell Johnson to execute the FAA Grant Application for the Installation of a new AWOS system. The motion provides authorization for Mr. Ramdass to electronically submit the grant application to the FAA. Mr. Harwell seconded the motion and the motion carried unanimously on a voice vote.**

Mr. Johnson made a motion authorizing himself, on behalf of the City of Lake City, to execute the FAA Grant Pre-Application form for the design, topographic surveying, subsurface testing and permitting for the rehabilitation of 12,500LF of open airfield drainage ditches along taxiway “A” at the Airport. Mr. Hill seconded the motion and the motion carried unanimously on a voice vote.

6. OTHER BUSINESS

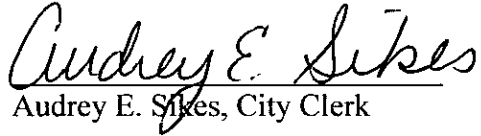
None

7. NEXT MEETING DATE

Members will be notified as to the next meeting date.

8. ADJOURNMENT

There being no further business, the meeting adjourned on a motion duly made and seconded.


Audrey E. Sikes, City Clerk

Meeting Date
8-20-2012

City of Lake City Report to Council

AGENDA	
Section	
Item No.	5

SUBJECT: Airport Engineering Services

DEPT. / OFFICE: Lake City Gateway Airport

Originator: Nick Harwell		
City Manager Wendell Johnson	Department Director Nick Harwell	Date August 20, 2012
Recommended Action: Approval of evaluation committee's recommendation for Airport Engineering Services, authorize the production and execution of a basic contract.		
Summary Explanation & Background: The City of Lake City/Lake City Gateway Airport contract for airport engineering services expired on July 16, 2012. In an effort to continue the development of Lake City Gateway Airport through its Airport Layout Plan (ALP) and Master plan, engineering services are required. With the approval to accept the evaluation committee's recommendation, Lake City Gateway Airport can begin moving forward with engineering services for its next major airport development project which consist of widening and extending Taxiway A (Alpha) to provide a full length taxiway. This project will not only provide a safer environment for arriving and departing aircraft, but will also encourage larger cooperate activity with the capability to taxi without having to back taxi onto the primary runway of 10-28.		
Alternatives: Do not award basic contract. When each project is designated, the City would advertise for an RFP. These projects may require engineering services.		
Source of Funds: 440-0130-542-30.31		
Financial Impact: No financial impact for a basic contract. The supplemental agreement defines the scope of work with cost.		
Exhibits Attached: See attached evaluation committee's ranking of the respondents.		

staff member for questions relating to this project. Any firm contacting members or staff of the City of Lake City shall be automatically disqualified from further consideration.

In reviewing the proposals, the selection criteria will include the following:

- Company/Firm Qualifications and Capabilities – The ability of the firm to perform services outlined in the scope of work.
- Qualifications and Abilities of Professional Personnel
- Client References for Similar Projects
- Experience on Similar Projects
- Firm Location – In order to receive the maximum number of points in this category, the firm must demonstrate an established office location in Columbia County, Florida for at least the past twelve (12) months. Non-local firms or firms using non-local subcontractors will receive points in this category but not the maximum number of points possible.

The City of Lake City reserves the following rights:

- To select a consultant based solely on the quality of the proposal (Statement of Qualifications).
- To prepare a short-list of qualified firms and to interview these firms as deemed necessary to select a General Engineering Consultant.
- To re-advertise or terminate this request at any time.
- To reject any and all proposals, to waive any minor informalities, and to make and award the contract in the best interest of the City.
- In order to be considered, firms must be able to demonstrate significant knowledge and experience in providing the type of consulting services requested, and shall have considerable experience with FAA standards of design and construction, airport development criteria, and advisory circulars, as well as FDOT airport project requirements.

The City of Lake City is not responsible for any costs incurred in the preparation of the submittals by interested companies.

RANKING CRITERIA:

EVALUATION CRITERIA	MAX POINTS
Company/Firm Qualifications and Capabilities	30
Qualifications and Abilities of Professional Personnel	30
Client References	15
Experience on Similar Projects	20
Firm Location	5
TOTAL POSSIBLE POINTS	100



GENERAL AIRPORT ENGINEERING SERVICES

RFQ-016-2012

	Nick Harwell	Grayson Cason	Rita Hollingsworth	Steve Roberts	TOTAL	AVG	RANK
URS CORPORATION	95	61	90	100	346	86.5	1
PASSERO ASSOCIATES, LLC	93	74	75	98	340	85	2
HOYLE, TANNER & ASSOCIATES, INC.	84	59	70	97	310	77.5	3

FIRM NAME:	RANKING:
URS CORPORATION	1
PASSERO ASSOCIATES, LLC	2
HOYLE, TANNER & ASSOCIATES, INC.	3

Michele Greene

From: Joyce Bruner
Sent: Thursday, August 16, 2012 9:58 AM
To: Audrey Sikes; Dentis Inman; Don Ramdass (DRamdass@passero.com); don weiffenbach; Gary Noland ; George Ward; Grayson Cason; Hannah Brown (hbrown@lakecityreporter.com); Herbert F Darby; Jake Hill; James Pearce ; john stanford; karl burkhardt; Michele Greene; Nick Harwell; Purchasing (Department); Radio Kuka (radiokuva@aol.com); Robert Bridges; Roland Luster (rolandjr.luster@dot.state.fl.us); Stephen Witt; Stew Lilker (StewLilker@ColumbiaCountyObserver.com); todd wilson; Tommy (tommy@965wjtk.com); Wendell Johnson; William Schretzman; Zack Mears
Subject: Airport Advisory Committee Meeting

NOTICE OF MEETING

An Airport Committee Meeting is scheduled for **Monday, August 20, 2012, at 6:15 p.m.** in the Council Chambers at City Hall. The agenda will be sent out prior to the meeting. Thank you.

Joyce Bruner
Executive Assistant

Office of the City Manager
City of Lake City
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Phone: 386-719-5768
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Email: brunerj@lcfla.com

**NOTICE OF MEETING
ADVISORY AIRPORT COMMITTEE
CITY OF LAKE CITY**

NOTICE IS HEREBY GIVEN that the Advisory Airport Committee for the City of Lake City, Florida will hold a meeting on Monday, August 20, 2012. The meeting is scheduled for 6:15 p.m. at City Hall, 205 North Marion Street, Lake City, Florida.

All interested persons are invited to attend.

AUDREY E SIKES, MMC.
City Clerk

CITY COUNCIL MEETING

THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA WILL MEET ON MONDAY, AUGUST 20, 2012 AT 7:00 P.M. IN THE COUNCIL CHAMBERS LOCATED ON THE SECOND FLOOR OF CITY HALL AT 205 NORTH MARION AVENUE, LAKE CITY, FLORIDA

All interested persons are invited to attend.

SPECIAL REQUIREMENTS: If you require special aid or services for any of the meetings identified above, as addressed in the American Disabilities Act, please contact the City Manager's Office at (386) 719-5768.

AUDREY E SIKES, MMC.
City Clerk