

AGENDA
AIRPORT ADVISORY COMMITTEE MEETING
October 5, 2015
6:00 P.M. at City Hall

1. Call to Order
2. Roll Call
3. Approval of Minutes-January 20, 2015
4. Approval of Agenda
5. Rural Infrastructure Grant Update (Nick Harwell/Don Ramdass)
6. Taxiway "A" Rehabilitation Widening/Extension & Drainage Update (Nick Harwell/Don Ramdass)
7. Runway 10-28 lighting upgrade (Don Ramdass/Nick Harwell)
 - a. Change Order #2 (Anderson Columbia)
 - b. Task Assignment (Passero Associates)
8. EB5 Program Discussion (Don Ramdass)
9. Other Business – Wildlife Activity
10. Next Meeting (TBA)
11. Adjournment

**CITY OF LAKE CITY
Airport Advisory Committee Meeting
January 20, 2015 6:00 P.M.**

MINUTES

Committee Members

- George Ward, Council Member – Chairman
- Zack Paulk, Council Member
- Wendell Johnson, City Manager
- Grayson Cason, Assistant City Manager
- Nick Harwell, Airport Manager

Others in attendance

- Josh Crapps-Acting City Attorney
- Don Ramdass-Passero and Associates
- Roland Luster-Department of Transportation
- Council Member/Mayor Stephen Witt
- Council Member/Vice-Mayor Melinda Moses
- Donna Duncan-Finance Director
- Audrey Sikes-City Clerk
- Katy McCrary-Deputy City Clerk

1. Call to Order

Chairman Ward called the meeting to order at 6:02 PM.

2. Roll Call

Chairman Ward asked Ms. Sikes to call roll. Attendance is indicated above.

3. Approval of Minutes-October 6, 2014

**Mr. Paulk made a motion to approve the October 6, 2014 minutes as presented.
Mr. Johnson seconded the motion. The motion carried on a voice vote.**

4. Approval of Agenda

**Mr. Johnson made a motion to approve the agenda as presented.
Mr. Paulk seconded the motion. The motion carried on a voice vote.**

5. Rural Infrastructure Grant Update (Nick Harwell/Don Ramdass)

Mr. Harwell reported a Pre-design Kick-off Meeting was held on January 9, 2014. A follow-up meeting with the project’s architect and Passero and Associates will be held on January 14, 2015.

Mr. Ramdass presented an overview on deliverables for HAECO’s facilities.

Mr. Harwell will be completing a quarterly report on the grant project.

6. Taxiway "A" Rehabilitation Widening/Extension & Drainage Update (Nick Harwell/Don Ramdass)

A project pre-construction meeting will be held on January 21, 2015. The Taxiway "A" Rehabilitation Widening/Extension & Drainage Project will move forward upon completion of the meeting.

7. Joint Airport Capital Improvement Program (JACIP) update (Nick Harwell/Roland Luster)

Mr. Harwell explained JACIP is a Florida Aviation Database developed by FDOT. Mr. Luster stated once a project begins all information relating to the project is housed in the JACIP database.

Mr. Luster identified four (4) projects for the next five (5) years identified by Passero and Associates. A brief overview was provided relating to each project.

Mr. Luster stated emergency funding will be sought for repair of the airport runway lighting.

8. Other Business

William Schretzmann addressed the committee regarding removal of a no trespass order placed against him by the airport.

Mr. Johnson denied Mr. Schretzmann's request to lift the no trespass order.

9. Next Meeting

The next meeting will be scheduled as needed.

10. Adjournment

There being no further business, the meeting adjourned at 6:48 PM.

Audrey Sikes, MMC City Clerk

Meeting Date
10-05-2015

City of Lake City Report to Council

AGENDA	
Section	7
Item No.	a

SUBJECT: Anderson Columbia Change Order #2 (Runway 10-28 Lighting) associated with the Design, Drainage, Rehabilitation/Extension of Taxiway A

DEPT. / OFFICE: Lake City Gateway Airport

Originator: Nick Harwell		
City Manager Wendell Johnson	Department Director Nick Harwell	Date October 1, 2015
Recommended Action: Approve Change Order #2		
Summary Explanation & Background: The runway lighting system servicing Lake City Gateway Airport associated with Runway 10-28 and one which is utilized for operations of larger contracted aircraft affiliated with the City of Lake City's major tenant HAECO, has experienced runway lighting failures over the past six (6) months. As a result, funding assistance for a complete new runway lighting system upgrade which included LED lighting was requested from the Florida Department of Transportation and granted in the amount of \$400,000.00. On August 17, 2015 City Council passed City Council Resolution No. 2015-047 authorizing the City of Lake City to enter into Supplemental Agreement #2 to include a Joint Participating Agreement (JPA) executed on September 18, 2015 committing \$400,000.00 from the Florida Department of Transportation with a local share in the amount of \$100,000.00.		
Alternatives: Not approve Change Order #2.		
Source of Funds: 341.60.542-060.63		
Financial Impact: \$458,244.19		
Exhibits Attached: -Change Order #2		

CHANGE ORDER NO. 2
 (September, 2015)
TW A Rehabilitation Project

FAA AIP 3-12-0039-020-2014
 FDOT FIN No. 431371-1-94-15
 PA Project No. 20070044.003R

CONTRACT DATE: December 11, 2014

CONTRACTOR:
 Anderson Columbia Construction, Inc.
 P. O. Box 1829
 Lake City, FL 32056

CONTRACT FOR:
 City of Lake City
 Lake City Gateway Airport (LCQ)
 Lake City, FL 32055

You are hereby authorized and directed to make the following change(s) in this Contract:

1. ADD the RW 10-28 Lighting & Signage Rehabilitation Base Bid as per the attachment:

<u>Description</u>	<u>TOTAL</u>
Base Bid – RW 10-28 Edge Lighting Rehabilitation (TAB A, attached, outlines the work included in this Change Order).	\$458,244.19

Original Contract Amount	\$ 6,448,959.68
Change Order No.1 Total (NOT TO EXCEED)	\$ 60,000.00
Change Order No. 2 Total	\$ 458,244.19
Contract Sum Including Change Order No.1	\$ 6,967,203.87

Funding Breakdown:

FAA (No Participation)	\$ 0.00
FDOT FIN 437389-1-94-15	\$366,595.35
<u>City (20%)</u>	<u>\$ 91,648.84</u>
TOTALS	\$458,244.19

Current Contract Time	420 calendar days
Contract Time Added This Change Order	0 calendar days
New Contract Time	420 calendar days

Signature of the Contractor indicates agreement with the terms of this Change Order, including any adjustments in the Contract Sum and /or Contract Time. Adjusted cost and time include all direct, indirect and impact costs and time for delays, disruption, inefficiency, acceleration and all other claims.

AGREED TO:

Passero Associates, LLC
 13453 N. Main Street, Suite 104
 Jacksonville, FL 32218

Anderson Columbia Construction, Inc.
 P. O. Box 1829
 Lake City, FL 32056

 Date: _____
 Patrick Honore, Project Engineer

 Date: _____
 Vice President E. Tony Williams, Jr.

APPROVED / AUTHORIZED BY:

City of Lake City, FL

Mayor: _____ Date: _____
 Stephen M. Witt

Attest: _____ Date: _____

Florida Department of Transportation

District Aviation Coordinator: _____ Date: _____
 Barbara Cloud

Meeting Date
10-05-2015

City of Lake City Report to Council

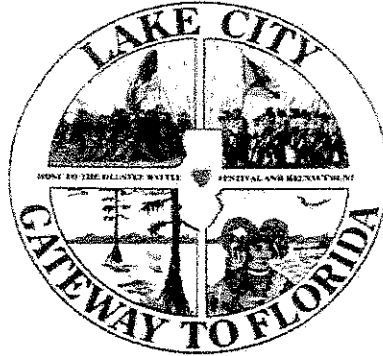
AGENDA	
Section	7
Item No.	6

SUBJECT: Passero Associates Task Assignment #7 (Runway 10-28 Lighting) associated with the Design, Drainage, Rehabilitation/Extension of Taxiway A

DEPT. / OFFICE: Lake City Gateway Airport

Originator: Nick Harwell		
City Manager Wendell Johnson	Department Director Nick Harwell	Date October 1, 2015
Recommended Action: Approve Task Assignment #7		
Summary Explanation & Background: The runway lighting system servicing Lake City Gateway Airport associated with Runway 10-28 and one which is utilized for operations of larger contracted aircraft affiliated with the City of Lake City's major tenant HAECO, has experienced runway lighting failures over the past six (6) months. As a result, funding assistance for a complete new runway lighting system upgrade which included LED lighting was requested from the Florida Department of Transportation and granted in the amount of \$400,000.00. On August 17, 2015 City Council passed City Council Resolution No. 2015-047 authorizing the City of Lake City to enter into Supplemental Agreement #2 to include a Joint Participating Agreement (JPA) executed on September 18, 2015 committing \$400,000.00 from the Florida Department of Transportation with a local share in the amount of \$100,000.00. Passero Associates, LLC. under its continuing services contract with the City of Lake City will provide construction administration, resident engineering, and periodic construction inspection in the amount of \$41,000.00.		
Alternatives: Not approve Task Assignement #7		
Source of Funds: 341.60.542-060.63		
Financial Impact: \$41,000.00		
Exhibits Attached: -SA No.15-06R		

City of Lake City



Lake City Gateway Airport

Runway 10-28 Edge Lighting System Rehabilitation

Construction Administration,
Resident Engineering, and
Periodic Construction Inspection

by

Passero Associates, LLC

Supplemental Agreement 15-06R

Runway 10-28 Edge Lighting System Rehabilitation

Construction Administration, Resident Engineering and Periodic Inspection

PASSERO ASSOCIATES (PA or "Consultant") agrees to perform the following services, in accordance with the terms and conditions of this Supplemental Agreement and the Basic Contract for Professional Consulting Services with the City of Lake City ("Client") (dated October 1, 2012), all of which terms and conditions are incorporated herein by reference:

Project Location: Lake City Gateway Airport, 3256 East US Highway 90, Lake City, Florida, 32055

Project Description: Construction phase of Runway 10-28 Edge Lighting System Rehabilitation.

Scope of Basic Services: Construction Administration, Resident Engineering and Periodic Inspection Services. (See Attachment "A" – Scope of Work.)

Scope of Special Services: None.

Client Project Coordinator: Mr. Nick Harwell, Airport Manager

PA Program Manager: Mr. Don Ramdass

PA Project Manager: Mr. David Harris, Sr. Construction Inspector

Basic Services Compensation and Method of Payment: \$ 41,000.00

Total Project Cost: Not-to-Exceed \$ 41,000.00

Schedule: Determined by Notice-to-Proceed.

Meetings: As needed and directed by the Client.

- Deliverables:**
- 1. Construction Administration.
 - 2. Periodic Construction (on-site) Inspection.
 - 3. Closeout Documents.

"Client" - City of Lake City

"Consultant" – Passero Associates, LLC

By: _____

By: _____

Wendell Johnson, ICMA, City Manager
Typed Name, Title

Andrew M. Holesko, CM, Vice President
Typed Name, Title

ATTEST:
BY: _____

ATTEST:
BY: _____

(Type/Printed Name and Title)

(Type/Printed Name and Title)

Date: _____

Date: _____

Attachment "A" – Scope of Work
Runway 10-28 Edge Lighting System Rehabilitation
Construction Administration, Resident Engineering and Periodic Inspection
Lake City Gateway Airport, Lake City, Florida

I. Project Description

The project will consist of the construction phase of Runway 10-28 Edge Lighting System Rehabilitation project, which will be a continuation of the Construction Phase of the Taxiway A Rehabilitation project by Construction Change Order.

II. Basic Services

Passero Associates (Consultant) will provide the following basic services to assist City of Lake City (City) with the construction phase of the Runway 10-28 Edge Lighting System Rehabilitation project at the Lake City Gateway Airport.

A. Construction Administration Phase

In the Construction Administration Phase, the Consultant shall assist the City in administering the construction contract with the selected contractor for compliance with the contract. In this task, project management, administrative, inspection and supporting staff will:

1. Assist the City in managing the technical and administrative components of the project.
2. Provide periodic updates to the City and airport staff, as requested throughout the life of the project.
3. Provide consultation and advice to the City during construction, including attendance at construction coordination meetings and other meetings required during the course of construction. Prepare, review, and distribute minutes of all meetings, if applicable.
4. Review, approve or take appropriate action on all contractor submittals, such as construction schedules and phasing schedules, shop drawings, product data, catalog cuts, and samples, for conformance with the construction contract requirements.
5. Review and take appropriate action on alternative construction methods proposed by the Contractor.
6. Review and process supplemental drawings and change orders necessary to properly execute the work within the intended scope and to accommodate changed field conditions.
7. Assist the City in resolving contractor claims and disputes.
8. Interpret the requirements of the contract documents and advise the Contractor of these requirements on behalf of the City.

9. Review and furnish the City one reproducible set of the record drawings (to be completed by the contractor) for the completed project.
10. Participate in the pre-final and final inspections of the completed project with City / Airport personnel, the FAA, the FDOT, and the Contractor.
11. Provide assistance to the City as an expert witness in any litigation that may arise from the development or construction of the project.

B. Resident Engineering and Periodic Construction Inspection Phase

In the Resident Engineering and Periodic Construction Inspection Phase, the Consultant shall provide on-site monitoring of construction procedures by resident project representatives, inspectors and supporting staff who will:

1. Maintain a project record in accordance with the requirements of the State of Florida Department of Transportation for aviation capital projects.
2. Review documents and submissions by contractors pertaining to scheduling and advise the City as to their acceptability.
3. Observe the work to determine conformance to the contract documents and to ascertain the need for correction or rejection of the work.
4. Attend, conduct, and prepare minutes for pre-construction conference, progress meetings, final inspection of the completed project, and any other special meetings as needed or requested.
5. Interpret the contract plans and specifications and monitor the construction activities to maintain compliance with the intent of the design.
7. Measure, compute or check quantities of work performed and quantities of materials in-place for partial and final payments to the Contractor.
8. Prepare and submit inspection reports of construction activity and problems encountered, as required by the City, the State of Florida Department of Transportation and the Federal Aviation Administration.
9. Prepare, review and approve periodic and final payments to Contractor.
10. Prepare final records, record drawings and certification of project completion.
11. Note: This is a field-based task. The assigned resident engineer / inspector will be providing periodic inspection services on the construction site, as needed, while the contractor is present.

C. Responsibilities/Duties of Inspection Staff

The contractor is solely responsible for the completion of the project in a quality and timely manner, in accordance with the contract documents. Passero Associates construction-phase work tasks are limited to those specified in this work authorization. At no time will Passero's responsibilities include supervision or direction of the actual work by the contractor, his employees, subcontractors or suppliers. The contractor should be aware that neither the approval of contractor shop drawings, nor the on-site presence of Passero field representatives, nor the observation of the work by Passero representatives shall excuse the contractor in any way from defects discovered in the work. The contractor is responsible for the project site safety. Passero staff will not control, direct or be responsible for construction means, methods, techniques, sequences (other than specified in the Construction Phasing Plan) or procedures in connection with the Contractor's work.

The on-site administration and inspection staff is responsible for periodic monitoring construction activity on the project and documenting their observations in a formal project record, including the following:

- Inspector's Daily Reports
- Field measure quantities
- Prepare Statement of Days Charged on a weekly basis
- Summary of Inspector's Daily Reports
- Preparation of FAA Quarterly Reports
- Prime/Subcontractor Work Summary
- Preparation of Material Acceptance Reports
- Certification and Testing Log Book
- Conduct project progress meetings with City and Contractors and prepare meeting minutes
- Review Subcontractor Approval Forms
- Review Weekly Payrolls for Prime/Subcontractors
- Preparation of Periodic Payment Request for Contractor
- Retain copies of EEO Monthly Utilization Reports for audit
- Preparation and review of Change Orders/Force Account work
- Maintain Redline "Record Drawings" and records as work progresses.

The administration and inspection staff is also responsible for the periodic monitoring construction activity as it relates to aircraft operations, reporting any violations to the City, coordinating Notice to Airmen (NOTAMS) as required with City or designated representatives, and to allow the construction of the project to be in compliance with the contract documents.

III. Special Services

Special services (such as environmental studies, specialized testing or other special studies, etc.) are services that often cannot be defined at the beginning of the project. If needed, special services shall be performed by the Consultant only as requested and approved by the City, in writing, prior to such services being rendered.

IV. Other

1. This project does not include the following services:
 - a. Any Permitting.
 - b. Preparation of any Design, Construction Plans, and Specifications.
 - c. Special services (such as environmental studies, permitting, traffic study or other special studies, etc.
2. The City is responsible for providing complete and thorough data in a timely fashion as requested by Passero, including all necessary data from Airport archives. Passero is not responsible for data that is not provided in the course of this Agreement

End of Scope of Services

DRAFT

October 5, 2015

Mr. Don Ramdass
Passero Associates
13453 N. Main Street, Suite 104
Jacksonville, FL 32218

Dear Don,

The purpose of this letter is to set forth the City of Lake City's directive to Passero Associates to engage outside third parties, as necessary, to provide research and analysis services leading to formal application for EB5 financing for construction of an aircraft hangar at the Lake City Gateway Airport.

This directive is given pursuant to the Engineering Services Agreement between the City of Lake City ("City") and Passero Associates pursuant to Resolution 2012-058, dated October 1, 2012 (the "Agreement"). As set forth in this Agreement, the City understands that any cost incurred by Passero Associates on the City's behalf in connection with this directive shall be the responsibility of the City in accordance with the terms of the Agreement.

This directive is supplemental to the Agreement and shall not be viewed as an amendment of any terms, provisions or requirements contained in the Agreement.

Sincerely,

Wendell Johnson
City Manager