

CITY OF MERCED

"Gateway to Yosemite"



WELCOME TO YOUR REGIONAL AIRPORT AUTHORITY MEETING OF THE CITY OF MERCED

AUTHORITY MEMBERS

Janet Young Chair, Larry Morelock Vice-Chair, John Sundgren,
Russ Cowperthwaite, Alvin Osborn, Josh Franco and Rodrigo Flores.

AGENDA

**7:00 pm
COUNCIL CHAMBERS
678 WEST 18th STREET
MERCED, CALIFORNIA**

**TUESDAY
MARCH 19, 2013**

(www.cityofmerced.org)

STAFF REPORTS OR OTHER WRITTEN DOCUMENTATION RELATING TO EACH ITEM OF BUSINESS REFERRED TO ON THE AGENDA ARE ON FILE IN THE AIRPORT ADMINISTRATION OFFICE OF THE AIRPORT SUPERINTENDENT. ANY PERSON WHO HAS QUESTIONS CONCERNING ANY AGENDA ITEM MAY CALL THE AIRPORT SUPERINTENDENT AT (209) 385-6873 TO MAKE INQUIRY REGARDING THE NATURE OF THE ITEM DESCRIBED ON THE AGENDA. PRIOR TO EACH REGULAR REGIONAL AIRPORT AUTHORITY MEETING, A COMPLETE AGENDA PACKET IS AVAILABLE FOR REVIEW IN THE FOYER OUTSIDE THE COUNCIL CHAMBERS AND ON THE CITY'S WEBSITE AT WWW.CITYOFMERCED.ORG. ANY DOCUMENTS PROVIDED TO A MAJORITY OF THE COMMITTEE MEMBERS AFTER THIS AGENDA IS POSTED WILL BE AVAILABLE FOR PUBLIC INSPECTION IN THE CITY CLERK'S OFFICE DURING NORMAL BUSINESS HOURS.

FOR CITIZEN PARTICIPATION INSTRUCTIONS, PLEASE REFER TO THE CITY'S WEBSITE AT WWW.CITYOFMERCED.ORG. A HANDOUT IS ALSO AVAILABLE AT THE MEETING ADJACENT TO THE AGENDA. INDIVIDUAL AGENDA ITEMS MAY BE HEARD IN AN ORDER THAT IS DIFFERENT THAN THEY APPEAR ON THE AGENDA TO ACCOMMODATE MEETING PARTICIPANTS.

INFORMATION FOR INDIVIDUALS WITH DISABILITIES:

Accommodation for individuals with disabilities may be arranged by contacting the City Clerk's Office at 209-388-7100.

Assisted Hearing Devices Available for Hearing Impaired
Teletypewriter (TTY) 209-385-6816

THE PUBLIC HAS THE OPPORTUNITY TO ASK QUESTIONS OR COMMENT AT THE TIME SPECIFIC AGENDA ITEMS ARE CONSIDERED. NORMALLY, EACH AGENDA ITEM WILL HAVE A STAFF PRESENTATION, FOLLOWED BY COMMENTS OR QUESTIONS BY THE AIRPORT AUTHORITY MEMBERS. IF REQUESTED BY AN AUDIENCE MEMBER, THE CHAIRPERSON WILL THEN ALLOW THE PUBLIC TO MAKE COMMENTS OR ASK QUESTIONS. AFTER ANY PUBLIC INPUT, THE AUTHORITY MAY HAVE FURTHER DISCUSSION BEFORE TAKING ACTION TO THE NEXT AGENDA ITEM.

- A. CALL TO ORDER**
- B. ROLL CALL**
- C. WRITTEN PETITIONS AND COMMUNICATIONS**
- D. ORAL COMMUNICATIONS**

AT THIS TIME, ANY MEMBER OF THE AUDIENCE MAY COMMENT ON ANY MATTER NOT LISTED ON THE AGENDA. PLEASE STAND AND STATE YOUR NAME AND ADDRESS FOR THE RECORD. THE AUTHORITY WILL NOT TAKE ACTION ON THE ITEM THAT IS BROUGHT TO THEIR ATTENTION THIS EVENING. IF IT REQUIRES ACTION, IT WILL BE REFERRED TO STAFF AND/OR LISTED ON THE NEXT AUTHORITY AGENDA.

PLEASE BE BRIEF AND TO THE POINT. AVOID REPEATING WHAT PREVIOUS SPEAKERS HAVE SAID. IF TWO OR MORE INDIVIDUALS ARE HERE AS A GROUP AND WISH TO SPEAK ON ONE SIDE OF AN ISSUE, PLEASE SELECT A SINGLE SPOKESPERSON TO PRESENT YOUR VIEWS.

E. CONSENT CALENDAR

1. AIRPORT AUTHORITY MINUTES FOR FEBRUARY 19, 2013.

Recommendation: Adopt a motion to approve and file.

F. REPORTS

1. FAA GRANT APPLICATION FOR PAVEMENT MAINTENANCE PROJECT

Recommendation: Adopt a motion to approve.

2. HANGAR 16 REQUEST FOR PROPOSAL

Recommendation: For information and discussion only.

3. AIRPORT MANAGER'S REPORT

Recommendation: For information only.

G. AUTHORITY BUSINESS

1. POSSIBLE INCOMPATIBLE LAND USE ACTIVITY

Recommendation: Discussion as desired by Authority members.

2. OTHER BUSINESS FROM AUTHORITY MEMBERS

Authority members may introduce items to be calendared for a future agenda.

Recommendation: Discussion as desired by Authority members.

H. ADJOURNMENT:

TO THE NEXT AIRPORT AUTHORITY MEETING, TUESDAY APRIL 16, 2013 AT 7:00 PM IN THE CITY COUNCIL CHAMBERS, 678 WEST 18TH STREET MERCED, CA 95340.

**CITY OF MERCED
REGIONAL AIRPORT AUTHORITY MINUTES**

**SAM PIPES CONFERENCE ROOM
MERCED CIVIC CENTER
678 WEST 18TH STREET
MERCED, CA**

**TUESDAY
FEBRUARY 19, 2013**

A. CALL TO ORDER

Chair Janet Young called the meeting to order at 7:00 p.m.

B. ROLL CALL

Members present: Janet Young, Larry Morelock, John Sundgren, Russ Cowperthwaite, Al Osborn, Josh Franco and Rodrigo Flores.

Members absent: None

Staff Present: Ron Elliott and Jessica Cortright

C. WRITTEN PETITIONS AND COMMUNICATION

None

D. ORAL COMMUNICATIONS

Introduction of new authority member, Rodrigo Flores.

E. CONSENT CALENDAR

1. REGIONAL AIRPORT AUTHORITY MEETING MINUTES FOR JANUARY 15, 2013.

M/S/C -Morelock/Osborn motioned to approve and file the minutes for January 15, 2013 as submitted.

F. REPORTS

1. FAA GRANT APPLICATION

Ron Elliott explained that this item is being presented again due a change in pricing, and that the scope of work is included for board members review.

M/S/C - Osborn/Morelock motioned to approve the FAA Grant Application as presented.

2. TEMPORARY HANGAR RENT

Ron Elliott explained the request for a temporary rent fee adjustment to accommodate and maintain current tenants.

M/S/C – Sundgren/Cowperthwaite motioned to approve the Temporary Hangar Rent based on the distinctions and limitations presented.

3. AVIS/BUDGET RENTAL CAR LEASE AGREEMENT

Ron Elliott explained that the current lease agreement with Avis/Budget Car Rental will expire April 30, 2013 and presented the new negotiated lease terms for Rental Car Concessions at the Merced Regional Airport.

M/S/C – Morelock/Osborn motioned to approve the Avis/Budget Car Rental, LLC Lease Agreement as presented.

4. FAGUNDES FARMS AGRICULTURAL LEASE

Ron Elliott explained that the current agricultural lease agreement for 35 acres West of Thornton Road and South of Wardrobe Avenue with Todd Machado will expire April 2013. Machado expressed no interest in renewing this lease. Airport staff has negotiated lease terms with Fagundes Farms for an agricultural lease on the same 35 acres with an increase in the rental rate.

M/S/C – Flores/Sundgren motioned to approve the Fagundes Farms Agricultural Lease Agreement as presented.

5. GREAT LAKES CEO, CHUCK HOWELL – AIRLINE UPDATE

Great Lakes Airlines CEO, Chuck Howell explained how the Department of Transportation's decision to cut Essential Air Service in Ely, Nevada effects service to Merced Regional Airport and the need to cut to service to Las Vegas effective March 31, 2013. There was much discussion between the board and Mr. Howell about airline service logistics, flight schedules, marketing and future plans.

Presented as information only.

6. AIRPORT MANAGER'S REPORT

Airport Manager, Ron Elliott reviewed the January 2013 monthly report.

Presented as information only.

G. AUTHORITY BUSINESS

1. POSSIBLE INCOMPATIBLE LAND USE ACTIVITY

None.

2. OTHER BUSINESS FROM AUTHORITY MEMBERS

None.

H. ADJOURNMENT

Janet Young called the meeting adjourned at 8:00 PM until the next Regional Airport Authority meeting on Tuesday, March 19, 2013 at 7:00 pm in the Council Chambers at 678 W 18th Street, in the Civic Center.

Janet Young, Chairperson
Regional Airport Authority

To: Regional Airport Authority
From: Ronald K. Elliott, Airport Manager
Date: March 19, 2013
Re: **FAA GRANT APPLICATION - PAVEMENT MAINTENANCE 2013**

Discussion

The FAA “may” have discretionary funding coming available. In order to be eligible, a grant application must be submitted to ensure the project is “shovel ready.” The pavement maintenance project is already part of the Airport’s current Airport Capital Improvement Plan (ACIP) for 2013, but based on FAA priorities did not warrant “entitlement” funding. However, if the FAA does receive “discretionary” funding, the Airport will be able to complete this pavement maintenance project this year. Based on estimates from RS&H Consulting, the overall cost of the project will be \$340,075. If FAA “discretionary” funding does not become available this project will be ready for 2014 “entitlement” funding.

Costs and Funding: Funding for capital projects comes from matching City funds, capped at 5% for each FAA grant issued. Overall, the Pavement Maintenance Grant will cost the City \$17,004

SUMMARY/RECOMMENDATION:

Airport staff requests the Regional Airport Authority make a motion recommending the Merced City Council approve the FAA ACIP Grant application for the pavement maintenance project.

Attachment:
Grant Application

Application for Federal Assistance SF-424	
* 1. Type of Submission <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application * If Revision, select appropriate letter(s): <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation * Other (Specify) <input type="checkbox"/> Revision
* 3. Date Received: 4. Application Identifier:	
5a. Federal Entity Identifier:	* 5b. Federal Award Identifier:
State Use Only:	
6. Date Received by State:	7. State Application Identifier:
8. APPLICANT INFORMATION:	
* a. Legal Name:	
* b. Employer/Taxpayer Identification Number (EIN/TIN):	*c. Organizational DUNS:
d. Address:	
* Street1: Street 2: * City: County: * State: Province: Country: *Zip/ Postal Code:	
e. Organizational Unit:	
Department Name:	Division Name:
f. Name and contact information of person to be contacted on matters involving this application:	
Prefix:	First Name:
Middle Name:	
* Last Name:	
Suffix:	
Title:	
Organizational Affiliation:	
* Telephone Number:	
Fax Number:	
* Email:	

Application for Federal Assistance SF-424

9. Type of Applicant 1: Select Applicant Type:

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

11. Catalog of Federal Domestic Assistance Number:

CFDA Title:

12. Funding Opportunity Number:

Title:

13. Competition Identification Number:

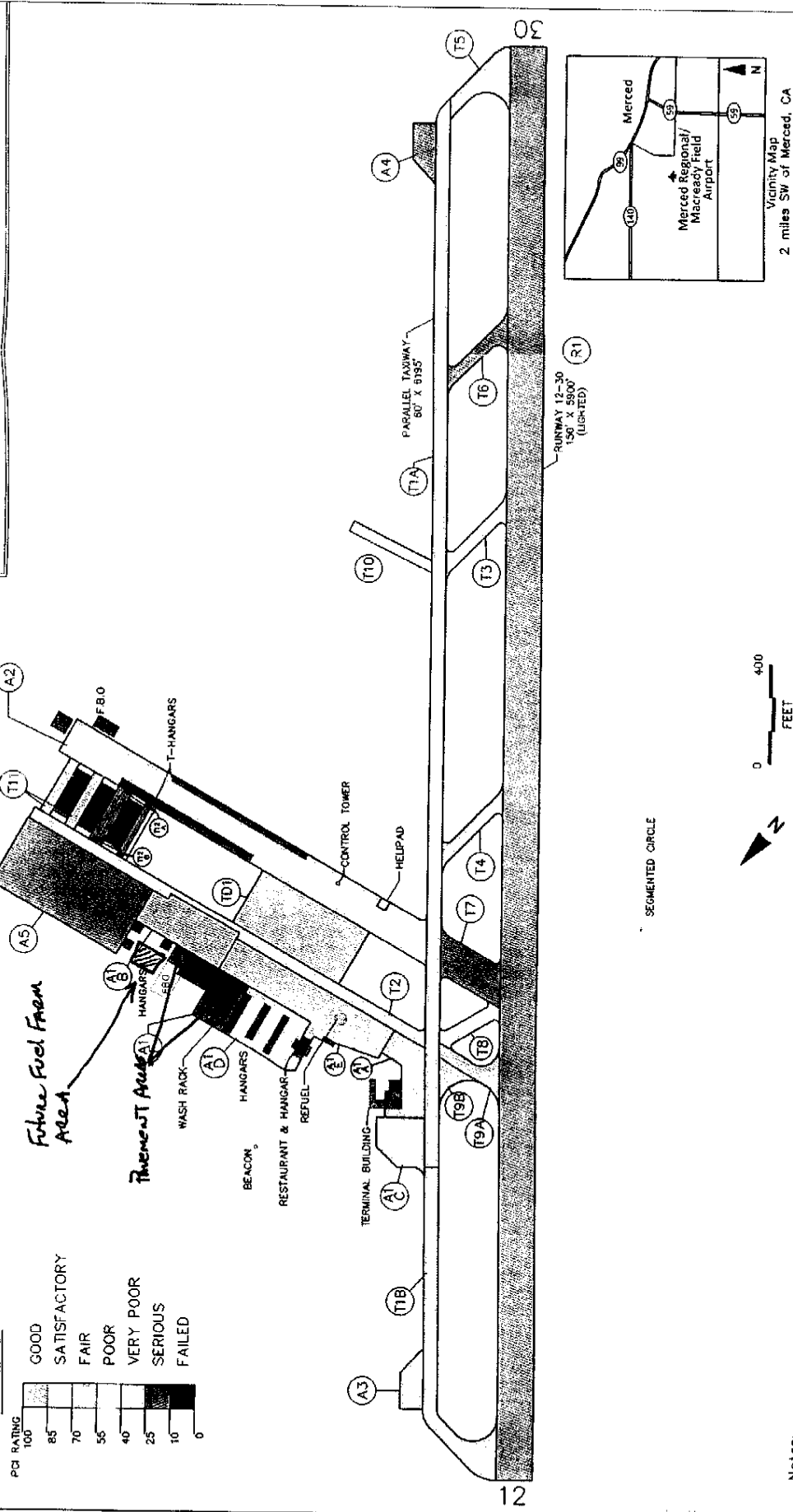
Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

* 15. Descriptive Title of Applicant's Project:

Attach supporting documents as specified in agency instructions.

CALTRANS Airport Pavement Management System, 2011



MERCED REGIONAL/MACREADY FIELD AIRPORT Merced, California Site Code: MCE	
FAA Site Number: 01896-A California Department of Transportation Project No. 63AK061	PCI RATING
Hill International	Mead Hunt
DATE: _____ REVISION: _____	DATE: 2/22/12 DATE: _____

- Notes:
1. Map intended for schematic representation of pavement condition. Do not scale.
 2. Private taxilanes and aprons as well as other non-publicly funded improvements are not shown.

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project:

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

*a. Federal

*b. Applicant

*c. State

*d. Local

(d) local

*e. Other

*f. Program Income

*g. TOTAL

***19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

a. This application was made available to the State under the Executive Order 12372 Process for review on

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372.

*20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)

Yes

No

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001).

**I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix:

*First Name:

Middle Name:

*Last Name:

Suffix:

*Title:

*Telephone Number:

Fax Number:

*Email:

*Signature of Authorized Representative:

Date Signed:

Application for Federal Assistance SF-424

*Applicant Federal Debt Delinquency Explanation

**PART II
PROJECT APPROVAL INFORMATION
SECTION A**

<p>Item 1. Does this assistance request require State, local, regional, or other priority rating?</p>	<p>Name of Governing Body Priority</p>
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<p>Item 2. Does this assistance request require State, local advisory, educational or health clearances?</p>	<p>Name of Agency or Board (Attach Documentation)</p>
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<p>Item 3. Does this assistance request require clearinghouse review in accordance with OMB Circular A-95?</p>	<p>(Attach Comments)</p>
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<p>Item 4. Does this assistance request require State, local, regional, or other planning approval?</p>	<p>Name of Approving Agency City of Merced Date / /</p>
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<p>Item 5. Is the proposed project covered by an approved comprehensive plan?</p>	<p>Check One: State <input type="checkbox"/> Local <input type="checkbox"/> Regional <input type="checkbox"/></p> <p>Location of plan</p>
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<p>Item 6. Will the assistance requested serve a Federal installation?</p>	<p>Name of Federal Installation Federal Population benefiting from Project</p>
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<p>Item 7. Will the assistance requested be on Federal land or installation?</p>	<p>Name of Federal Installation Location of Federal Land Percent of Project</p>
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<p>Item 8. Will the assistance requested have an impact or effect on the environment?</p>	<p>See instructions for additional information to be provided.</p>
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<p>Item 9. Will the assistance requested cause the displacement of individuals, families, businesses, or farms?</p>	<p>Number of: Individuals Families Businesses Farms</p>
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<p>Item 10. Is there other related Federal assistance on this project previous, pending, or anticipated?</p>	<p>See instructions for additional information to be provided.</p>
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

PART III – BUDGET INFORMATION – CONSTRUCTION**SECTION A – GENERAL**

1. Federal Domestic Assistance Catalog No 20.106
2. Functional or Other Breakout Pavement Maintenance Project (Apron Reconstruction and Rehabilitation)

SECTION B - CALCULATION OF FEDERAL GRANT

COST CLASSIFICATION	Use only for revisions		Total Amount Required
	Latest Approved amount	Adjustment + or (-)	
1. Administration expense	\$	\$	\$ 2000
2. Preliminary expense			
3. Land, structures, right-of-way			
4. Architectural engineering basic fees			96075
5. Other architectural engineering fees			
6. Project inspection fees			
7. Land development			
8. Relocation expenses			
9. Relocation payments to individuals and businesses			
10. Demolition and removal			
11. Construction and project improvement			242000
12. Equipment			
13. Miscellaneous			
14. Total (Lines 1 through 13)			
15. Estimated Income (if applicable)			
16. Net Project Amount (Line 14 minus 15)			
17. Less: Ineligible Exclusions			
18. Add: Contingencies			
19. Total Project Amt. (Excluding Rehabilitation Grants)			340075
20. Federal Share requested of Line 19			323071.25
21. Add Rehabilitation Grants Requested (100 percent)			
22. Total Federal grant requested (Lines 20 & 21)			323071.25
23. Grantee share			17003.75
24. Other shares			
25. Total project (Lines 22, 23, & 24)	\$	\$	\$340075

SECTION C - EXCLUSIONS

26. Classification	Ineligible for Participation (1)	Excluded from Contingency Provision (2)
a.	\$	\$
b.		
c.		
d.		
e.		
f.		
g. Totals	\$	\$

SECTION D - PROPOSED METHOD OF FINANCING NON-FEDERAL SHARE

27. Grantee Share	\$
a. Securities	
b. Mortgages	
c. Appropriations (By Applicant)	17003.75
d. Bonds	
e. Tax Levies	
f. Non Cash	
g. Other (Explain)	
h. Total – Grantee Share	17003.75
28. Other Shares	
a. State	
b. Other	
c. Total Other Shares	
29. TOTAL	\$ 17003.75

SECTION E - REMARKS

Empty space for remarks.

PART IV - PROGRAM NARRATIVE (ATTACH – SEE INSTRUCTIONS)

PART IV
PROGRAM NARRATIVE

(Suggested Format)

DEPARTMENT OF TRANSPORTATION - FEDERAL AVIATION ADMINISTRATION

OMB NO. 2120-0569

PROJECT: Pavement Maintenance Project

AIRPORT: Merced Regional Airport

1. Objective:

The objective of the Pavement Maintenance Project is to complete design efforts and assist in efforts for the selection of a Consultant to reconstruct or rehabilitate two pavement areas (apron) located next to the FBO and wash rack facilities. The pavement areas of concern comprise a total area of approximately 36,000 square feet. The asphalt shows extensive cracks, with areas that are unraveling or have failed. The failed pavement area has a Pavement Condition Index (PCI) of 13, as determined in the 2011 Airport Pavement Management System Update (APMS). The area to the west of the FBO is approximately 31,250 square feet in size and the area to the east of the FBO is approximately 15,000 square feet in size. The larger apron area will be reconstructed at full depth. The smaller pavement area near the FBO will be rehabilitated and receive an inch and a half mill and overlay.

2. Benefits Anticipated:

The failed pavement areas will be reconstructed or rehabilitated for its continued use as an aircraft / rotocraft parking area.

3. Approach: *(See approved Scope of Work in final Application)*

The following tasks will be completed:

- Preliminary design efforts through 30% design,
- 90% design,
- 100% (bid set) design,
- Bid / Award services,
- Construction administration services,

4. Geographic Location:

Merced Regional Airport (KMCE)
Merced, CA - Asphalt areas to the east and west of the FBO totaling 36,000 square feet.

5. If Applicable, Provide Additional Information:

A CatEx is anticipated and is in the process of being obtained.

6: Sponsor's Representative: *(Incl. address & tel. no.)*

John M. Bramble, 678 West 18th Street, Merced, CA 95340 209-385-6834
Ronald K. Elliott, 20 Macready Drive, Merced, CA 95340 209-385-6873

Merced Regional Airport / Macready Field
Exhibit A - Scope of Work
Apron Pavement Maintenance Project
March 2013

I. PROJECT DESCRIPTION

Merced Regional Airport Macready Field is a 450 acre publicly owned facility that serves the aviation needs of the City of Merced and surrounding areas of Merced County. The airport is owned by the City of Merced and operated through the City Manager's office. The Airport, has requested RS&H California, Inc. to conduct a pavement maintenance project for the apron pavement next to FBO and near the wash rack facility. Based on the most recent Airport Pavement Management System Update (APMS) conducted in April 2012, the apron is in poor to failed condition with a PCI of 13. The total pavement area of approximately 36,000 square feet will need to be either reconstructed or rehabilitated as part of this project.

Based on a telephonic conversation with the airport manager on February 11, 2013, it was understood that the apron near the FBO is seldom used and mostly by aircraft weighing 12,000 lbs. or less. The expected plan is to conduct full depth reconstruction for the large apron area and to rehabilitate the FBO apron by an inch and a half mill and overlay. A preliminary opinion of probable construction cost of approximately \$242,000 has been developed for the proposed improvements.

II. PROJECT TASKS

This pavement reconstruction project will involve the following major elements of work and are herein described as the scope of services to be provided under this Work Order:

A. Task 1: Preliminary Design

Task 1.1

The Consultant shall coordinate and attend one (1) pre-design meeting with the **Merced Regional Airport Macready Field** staff at the **Merced Regional Airport** to establish the preliminary design goals and methods.

Task 1.2

The Consultant shall collect, review, compile, and summarize available data related to the project. The Consultant will review the Merced Regional Airport Macready Field files and records to determine relevant information for the Airport to provide, such as the airport master plan, airport layout plan, pavement evaluation reports, aerial photogrammetry, survey data, previous design plans as-builts, specifications, and geotechnical investigation reports.

Task 1.3

The Consultant shall review available land survey data and develop a written land survey scope of services with fees for the Airport's authorized representatives review and approval prior to assigning any such services. All surveying activities will be coordinated with the Airport personnel prior to surveying, if requested. The Consultant shall coordinate and manage any additional land surveying services. The Consultant shall coordinate and review with the surveying subconsultant specific geometric criteria required for topography, profile and cross-sectional survey of existing drainage areas, above and below ground utilities, existing site improvements, and definition of any obvious topographic depressions. All survey data will be provided to the Merced Regional Airport, as required, in acceptable electronic format.

Task 1.4

RS&H shall review available geotechnical data and develop a written geotechnical scope of services with fees for the Airport's authorized representative's review and approval prior to assigning any such services, if requested. This scope of service shall include identification and layout of test locations and the required lab testing. All geotechnical test borings will be coordinated with Airport prior to boring. RS&H shall coordinate and manage any additional geotechnical services. A written geotechnical report shall be provided to the Airport's authorized representative at the conclusion of the geotechnical testing with conclusions and recommendations for his review and approval.

Task 1.5

The Consultant shall prepare 30-percent schematic drawings, plans, outline specifications, estimate of probable construction cost, and Preliminary Engineer's Report. The preliminary design shall evaluate and identify specific elements of the project for a technically and economically sound project. The development of the preliminary design will be in coordination with the Airport's authorized representative for their input.

Task 1.6

The Consultant shall conduct in-house quality control review of the preliminary design plans, specifications, estimate of probable construction cost, Engineer's Report prior to submittal to the Airport's authorized representative.

Task 1.7

The Consultant shall submit and distribute three (3) sets of the preliminary plans, specifications, estimate of probable construction cost, and Engineer's Report to the Airport for review, comment, and approval to proceed to 90% design.

Task 1.8

The Consultant shall coordinate and attend one (1) meeting via telephonic conference to review the preliminary design submittal. The Consultant will provide written minutes of the meeting and distribute to all attendees within five (5) working days of the meeting. The Airport's authorized representative will provide any additional written comments to the Consultant within seven days of the design review meeting.

B. Task 2: Not Used

C. Task 3: 90% Design

Task 3.1

The Consultant shall review all comments received from the Airport's authorized representative from 30% design submittal review and incorporate applicable comments into plans, specifications, estimate of probable construction cost, and Engineer's Report.

Task 3.2

The Consultant shall prepare 90% plans, specifications, estimate of probable construction cost, and Engineer's Report. The development of the 90% design documents will be in coordination with the Airport's authorized representative for their input.

Task 3.3

The Consultant shall conduct an in-house quality control review of the 90% design plans, specifications, estimate of probable construction cost, and Engineer's Report prior to submittal to the Airport.

Task 3.4

The Consultant shall submit and distribute three (3) sets of the 90% plans, specifications, estimate of probable construction cost, Engineer's Report to the Airport and FAA for review, comment, and approval to proceed to Bid Set design.

Task 3.5

The Consultant shall coordinate and attend one (1) meeting via telephonic conference to review the 90% design submittal. The Consultant will provide written minutes of the meeting and distribute to all attendees within five (5) working days of the meeting. The Airport's authorized representative will provide any additional written comments to the Consultant within seven days of the design review meeting.

D. Task 4: 100% (Bid Set) Design

Task 4.1

The Consultant shall review all comments received from the Airport's authorized representative(s) from 90% design submittal review and incorporate applicable comments into plans, specifications, estimate of probable construction cost, and Engineer's Report and provide a written report on each comment on how it will be incorporated into the documents, or why it was not applicable.

Task 4.2

The Consultant shall prepare Bid Set plans and technical specifications in accordance with FAA standards. Specifications shall be based on a unit price total cost construction contract. Front-end specification requirements and format shall be provided by the Merced Regional Airport including, but not limited to, the advertisement to bid, legal requirements, proposal, contract, bond forms, general provisions, labor rates, minority participation requirements, special conditions, insurance requirements, and any other pertinent and or required information.

Task 4.3

The Consultant shall prepare Bid Set Engineer's Report and estimate of probable construction costs.

Task 4.4

The Consultant shall conduct an in-house quality control review of the Bid Set design plans, specifications, estimate of probable construction cost, Engineer's Report, and related documentation prior to submittal to the Airport.

Task 4.5

The Consultant shall provide and distribute to the City; 5 sets of plans; one (1) set of electronic drawings on diskette; one (1) set of electronic specifications, Engineer's Report, and estimate of probable construction cost on diskette (Word and Excel) to the Airport's authorized representative; 5 sets of specifications, and three (3) Engineer's Reports; one (1) set of reproducible specifications, all for the Merced Regional Airport Macready Field bidding purposes. Comments requesting changes to the final plans, specifications, or Engineer's Report after this submittal to the Airport will be performed under a change order for additional time and cost, unless it is due to an error or omission by the Consultant.

E. Task 5: Bid/Award Services

Task 5.1

The Consultant shall attend a pre-bid conference at the Airport, receive comments, record the minutes of the conference and distribute to the Airport's authorized representative and prospective contractors.

Task 5.2

The Consultant shall issue all required addenda to revise plans, specifications and other contract documents prepared by the Consultant in order to (1) provide clarifications, (2) correct discrepancies, or (3) correct errors and/or omissions.

Task 5.3

The Consultant shall develop tabulation of all bids received and provide evaluation of checking for correctness, qualifications of apparent low bidder, DBE participation goals, etc., and make recommendations of award based solely on apparent low bidder. The Consultant cannot and does not guarantee that bids will not vary from the estimate.

F. Task 6: Construction Administration Services

Task 6.1

The Consultant shall participate in a preconstruction conference at the Merced Regional Airport Macready Field.

The Consultant shall not have control or charge of and shall not be responsible for construction means, methods, techniques, sequences or procedures or for the safety precautions and programs in connection with the project construction, for the acts or omissions of the contractor, subcontractors, any of their agents or subcontractor's employees, or any other person performing any of the work or for the failure of such persons to carry out the work in accordance with the contract documents.

Task 6.2

The Consultant shall review and approve or take other appropriate action upon the shop drawings, samples, and other submissions furnished by the contractor and submitted to the Consultant. The Consultant shall maintain a log of all contractor submittals which shall include the submittal date, the action taken, and the date returned.

Task 6.3

The Consultant shall prepare routine change orders as required; act as interpreter of the terms and conditions of the contract documents and judge of the performance thereunder by the parties thereto and make decisions on claims of the Merced Regional Airport and contractor relating to the execution and progress of the work and other matters and questions related thereto.

Task 6.4

The Consultant shall provide design clarification and recommendations to assist the Airport in resolving field problems relating to the construction. Evaluate contractor change and cost proposals and substitutions and recommend to the Merced Regional Airport Macready Field to either approve or disapprove the contractor's proposal or substitution.

Task 6.5

The Consultant shall review contractor applications for payment and supporting data, review the amount owed to the contractor and recommend approve in writing all payments to contractor in accordance with the contract documents.

Task 6.6

The Consultant shall perform, together with the Airport's authorized representative, a final inspection to determine if the project has been completed in accordance with the contract documents and if the contractor has fulfilled all of its obligations thereunder so that Consultant may recommend approval if applicable, in writing, of final payment to the contractor.

Task 6.7

Provide one set or reproducible drawings and CADD files "record drawings", which shall become the property of the Merced Regional Airport, corrected to show significant changes made in the work during the construction of the project. Such corrections shall be based upon "as-built" prints,

drawings, field sketches and other data furnished to the Consultant by the Airport and the contractor, and upon change orders issued during construction.

To avoid misunderstandings or questions, the Consultant understands and agrees that the Merced Regional Airport Macready Field shall have the responsibility for the general administration of the construction contract. Accordingly, the Consultant shall not have the authority or responsibility to issue direct instructions to the contractor, to reject work done by the contractor, or to require special inspections and/or tests. The Consultant, however, shall provide continuing counsel to the Airport's authorized representative throughout the construction of the Project.

G. TASK 7: Project Management

The following tasks shall be accomplished:

Task 7.1 Project Management

Progress reports will be made monthly to the Merced Regional Airport Macready Field staff during the entire duration of the project. The Consultant shall manage the project in a professional manner, will assign qualified individuals or subconsultants to the project, and shall complete the efforts within a reasonable time frame.

H. TASK 8: Resident Project Representative Services

Task 8.1 Project Startup and Schedule Coordination

The RPR will attend one meeting with the contractor and with an authorized airport representative about the construction and inform about the requirements of administering an FAA funded construction project. Samples of daily progress report will be given to the contractor which must be used by the contractor for preparing daily project report.

Review the progress schedules, schedule of Shop Drawing submittals and schedule of values prepared by the Contractor and consult with the Engineer concerning acceptability.

Task 8.2 Conferences and Meetings

Attend meetings with the Contractor, Owner and Engineer such as the preconstruction conference, weekly progress meetings, job conferences and other project related meetings, and prepare and circulate copies of minutes thereof.

Task 8.3 Shop Drawings and Samples

Perform the following duties relative to shop drawings and samples submittals:

- a. Record date of receipt of Shop Drawings and samples.
- b. Receive samples that are furnished at the site by the Contractor, and notify the Engineer of availability of samples for examination.
- c. Advise the Engineer and the Contractor of the commencement of any work requiring a shop drawing or sample for which a submittal has not been approved by the Engineer.

Task 8.4 Review of Work, Inspections and Tests

Perform the following:

- a. Conduct on-site observations of the Work in progress to assist the Engineer in determining if the Work is in general proceeding in accordance with the Contract Documents.

- b. Report to the Engineer whenever the RPR believes that any Work is unsatisfactory, faulty or defective or does not conform to the Contract Documents, or has been damaged, or does not meet the requirements of any inspection, test or approval required. Advise the Engineer of Work that the RPR believes should be corrected or rejected or should be uncovered for observation, or requires special testing, inspection or approval.
- c. Verify that tests, equipment and systems startups and operating and maintenance training are conducted in the presence of appropriate personnel, and that the Contractor maintains adequate records thereof; and observe, record and report to the Engineer appropriate details relative to the test procedures and startups.
- d. Accompany visiting inspectors representing public or other agencies having jurisdiction over the Project, record the results of those inspections and provide written reports of said visits to the Engineer.

Task 8.5 Interpretation of Contract Documents

RPR shall report to the Engineer when clarifications and interpretations of the Contract Documents are needed and transmit to the Contractor clarifications and interpretations as issued by the Engineer.

Task 8.6 Contract Modifications

Consider and evaluate the Contractor's suggestions for modifications in Drawings or Specifications and submit a report with the RPR's recommendations to the Engineer. Transmit to the Contractor decisions as issued by the Engineer.

Task 8.7 Project Records

Perform the following:

- a. Maintain, at the job site, orderly files for correspondence, reports of job conferences, Shop Drawings and samples, reproductions of original Contract Documents including all Work Directive Changes, Addenda, Change Orders, Field Orders, Supplemental Agreements, additional Drawings issued subsequent to the execution of the Contract, the Engineer's clarifications and interpretations of the Contract Documents, progress reports, contractor weekly payroll records, test reports, and other Project related documents.
- b. Keep a diary or log book, recording the Contractor hours on the job site, weather conditions, data relative to questions of Work Directive Changes, Change Orders, Supplemental Agreements or changed conditions, list of job site visitors, equipment on the site, daily activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures and send copies to the Engineer.
- c. Record names, addresses and telephone numbers of all the Contractors, Subcontractors and major suppliers of materials and equipment.
- d. Record and monitor quantities for preparing monthly estimates for progress payments to contractors.
- e. Develop and maintain a materials test record book.

Task 8.8 Project Reports

Perform the following:

- a. Furnish the Owner and Engineer periodic reports as required of progress of the Work and of the Contractor's compliance with the progress schedule and schedule of Shop Drawing and sample submittals.

- b. Consult with the Owner and Engineer in advance of scheduled major tests, inspections or start of important phases of the Work.
- c. Draft proposed Change Orders and Work Directive Changes, obtaining backup material from the Contractor and recommend to the Engineer Change Orders, Work Directive Changes, and Field Orders.
- d. Report immediately to the Owner and Engineer upon the occurrence of any accident.

Task 8.9 Payment Requests

Review applications for payment with the Contractor for compliance with the established procedure for their submission and forward with recommendations to the Engineer, noting particularly the relationship of the payment requested to the schedule of values, Work completed and materials and equipment delivered at the site but not incorporated in the Work.

Task 8.10 Project Closeout

Perform the following:

- a. Before the Engineer issues a Certificate of Substantial Completion, conduct a pre-final inspection and submit to the Contractor a punch list of observed items requiring completion or correction.
- b. Conduct a final inspection in the company of the Engineer, the Owner and the Contractor and prepare a final punch list of items to be completed or corrected.
- c. Observe that all items on the final punch list have been completed or corrected and make recommendations to the Engineer concerning acceptance.
- d. Prepare a final test book to be submitted to the FAA and the Owner.

III. MEETINGS

RS&H will prepare for and attend the following meetings:

- 1) Project Pre-design or Kick-off Meeting
- 2) Project 30% Design Review Meeting via Telephonic Conference
- 3) Project 90% Design Review Meeting via Telephonic Conference
- 4) Pre-Bid Conference at Merced Regional Airport
- 5) Pre-Construction Conference at Merced Regional Airport
- 6) Final Inspection Meeting.

The following meetings will be attended by RS&H as part of the RPR services:

- 1) Owner Staff Meetings (if required)
- 2) Weekly Site Meetings with the Owner and Contractors
- 3) Pre-Final Inspection Meeting

IV. DELIVERABLES

The Consultant will provide the following deliverables:

- 1) Three (3) Sets of 30% Plans and Specifications, Cost Estimate & Engineer's Report.
- 2) Three (3) Sets of 90% Plans and Specifications, Cost Estimate & Engineer's Report.
- 3) Five Sets of 100% (Bid Set) Plans

- 1 Set of Electronic Drawings on diskette
- 1 Set of Electronic Specifications
- 1 Electronic Engineer's Report
- 1 Electronic Cost Estimate on diskette
- 3 Sets of Specifications
- Three sets of Engineer's Report
- 4. Weekly Project Report to Owner (RPR services)
- 5. Weekly FAA Progress Report to Owner and FAA as required. (RPR services)

(Apron Rehabilitation) DESIGN AND CONSTRUCTION ADMINISTRATION AND RPR

SCOPE / TASK TITLE	PROJ OFCR/ DIRECTORS	PROJ MANAGER	SENIOR A/E	STAFF A/E	SENIOR TECHN	TECHN	ADMIN ASSIST	TOTAL
BASIC SERVICES (LUMP SUM)								
Task 1: Preliminary Design								
Task 1.1 Pre-Design Meeting w/Airport		8	8					16
Task 1.2 Assemble Available Data		1	2	4				7
Task 1.3 Coordinate Surveying Needs			2					2
Task 1.4 Coordinate Geotechnical Testing Needs			2					2
Task 1.5 Prepare 30% Design Plans, Specs & Eng. Report								
Plans								
Cover Sheet			0.5	2				2.5
Project Layout and General Notes		0.5	1	4				5.5
Phasing Plan and Notes		0.5	2	6				8.5
Pavement Sections		1	4	4				9
Demolition, Geometry and Paving Plan		1	2	6				9
Pavement Marking Plan		0.5	2	4				6.5
Outline Specifications		0.5	2					2.5
Estimate			2	4				6
Preliminary Engineer's Report		2	8					10
Task 1.6 30% Design In-House Q.C. Review		2						2
Task 1.7 Distribution of 30% Documents				1				1
Task 1.8 30% Design Review Meeting (Teleconference)			2	2				4
Task 7.1 Project Management	1	1						2
								0
TOTAL HOURS	1	18	39.5	37	0	0	0	96
BURDENED RATE	\$324.20	\$296.51	\$175.47	\$122.28	\$117.73	\$85.37	\$61.52	\$17,117
OTHER DIRECT NON-SALARY COSTS								
REPRODUCTION	# DWGS	# PAGES						
	@	@						
	\$1.60	\$0.10	#SETS					
Drawings	6		3					\$29
Reports/Specifications		40	3					\$12
TOTAL REPRODUCTION								\$41
POSTAGE/DELIVERY	# PCKGS	# PCKGS						
	@	@						
	\$15.00	\$3.00						
Drawings and Specifications	2							\$30
TOTAL POSTAGE/DELIVERY								\$30
SPECIALTY SUBCONSULTANTS								
Geotechnical Design Testing	Kleinfelder, Inc.							\$10,600
Surveying	Fremming, Parson & Pecchenino							\$6,000
								\$0
TOTAL SPECIALTY SUBCONSULTANTS								\$16,600
TRAVEL								
	Airfare @	Car @	Lodging @	Per Diem @	No. of			
	# People	# Days	\$200	\$65	\$125	\$41	Times	
Design Kickoff Meeting	2	1	\$400	\$65	\$0	\$82	1	\$547
Data Collection			\$0	\$0	\$0	\$0	1	\$0
Coordination Meeting			\$0	\$0	\$0	\$0	1	\$0
Alternatives Evaluation Report			\$0	\$0	\$0	\$0	1	\$0
								\$547
MILEAGE		Miles @	\$0.57					\$0
TOTAL ODC's								\$17,218
Total Proposed Fee for:	Task 1: Preliminary Design							\$34,335

SCOPE / TASK TITLE	PROJ OFCR/ DIRECTORS	PROJ MANAGER	SENIOR A/E	STAFF A/E	SENIOR TECHN	TECHN	ADMIN ASSIST	TOTAL
Task 2: Not Used								

SCOPE / TASK TITLE	PROJ OFCR/ DIRECTORS	PROJ MANAGER	SENIOR A/E	STAFF A/E	SENIOR TECHN	TECHN	ADMIN ASSIST	TOTAL
Task 3: 90% Design								
Task 3.1 Review and Incorporate 30% Comments		0.5	2	4				6.5
Task 3.2 Prepare 90% Plans, Specs & Eng. Report								0
Plans								0
Cover Sheet				0.5				0.5
Summary of Quantities, Abbreviations, Index, General Notes		1	2	4				7
Safety & Security Notes & Details		1	2	4				7
Project Layout Plan, H & V Ctrl, Bore Locations		0.5	2	4				6.5
Phasing Plan and Notes			1	2				3
Pavement Sections & Details		2	4	8				14
Demolition, Geometry and Paving Plan		0.5	1	2				3.5
Erosion & Sedimentation Control Plan & Details		0.5	2	4				6.5
Grading & Drainage Plan		2	8	16				26
Pavement Markings Plan & Details		0.5	1	2				3.5
Specifications		4	16					20
Estimate		1	2	4				7
Engineer's Report		1	4					5
Task 3.3 90% In-House Q.C. Review		4						4
Task 3.4 Distribution of 90% Documents				1				1
Task 3.5 90% Design Review Meeting (Teleconference)		2	2					4
Task 7.1 Project Management		1						1
								0
TOTAL HOURS	0	21	47	51.5	0	0	0	120
BURDENED RATE	\$324.20	\$296.51	\$175.47	\$122.28	\$117.73	\$85.37	\$61.52	\$20,771
OTHER DIRECT NON-SALARY COSTS								
REPRODUCTION	# DWGS	# PAGES						
	@	@						
	\$1.60	\$0.10	#SETS					
Drawings	10		3					\$48
Reports/Specifications		430	3					\$129
TOTAL REPRODUCTION								\$177
POSTAGE/DELIVERY	# PCKGS	# PCKGS						
	@	@						
	\$15.00	\$3.00						
Drawings and Specifications	2							\$30
TOTAL POSTAGE/DELIVERY								\$30
TRAVEL			Airfare @	Car @	Lodging @	Per Diem @	No. of	
	# People	# Days	\$200	\$65	\$125	\$41	Times	
Coordination Meeting			\$0	\$0	\$0	\$0	1	\$0
90% Review Meeting			\$0	\$0	\$0	\$0	1	\$0
								\$0
MILEAGE	0	Miles @	\$0.57					\$0
TOTAL ODC's								\$207
Total Proposed Fee for:	Task 3: 90% Design							\$20,978

SCOPE / TASK TITLE	PROJ OFCR/ DIRECTORS	PROJ MANAGER	SENIOR A/E	STAFF A/E	SENIOR TECHN	TECHN	ADMIN ASSIST	TOTAL
Task 4: 100% (Bid Set) Design								
Task 4.1 Review and Incorporate 90% Comments		0.5	2	4				6.5
Task 4.2 Prepare 100% Plans, Specs & Eng. Report								0
Plans								0
Cover Sheet				0.5				0.5
Summary of Quantities, Abbreviations, Index, General Notes			0.5	1				1.5
Safety & Security Notes & Details		0.5	1	2				3.5
Project Layout Plan, H & V Ctrl, Bore Locations			0.5	1				1.5
Phasing Plan and Notes		0.5	1	2				3.5
Pavement Sections & Details			0.5	1				1.5
Demolition, Geometry and Paving Plan			0.5	1				1.5
Erosion & Sedimentation Control Plan & Details			0.5	1				1.5
Grading & Drainage Plan		1	2	4				7
Pavement Markings Plan & Details			0.5	1				1.5
Specifications		0.5	2					2.5
Contract (Front End) Documents		3	12					15
Task 4.3 Prepare 100% Eng. Report & Estimate								0
Estimate			1	2				3
Engineer's Report			1	2				3
Task 4.4 100% In-House Q.C. Review			4					4
Task 4.5 Distribution of 100% Documents			1	2				3
Task 7.1 Project Management	1	1						2
TOTAL HOURS	1	12	27	22.5	0	0	0	62.5
BURDENED RATE	\$324.20	\$296.51	\$175.47	\$122.28	\$117.73	\$85.37	\$61.52	\$11,371
OTHER DIRECT NON-SALARY COSTS								
REPRODUCTION	# DWGS	# PAGES						
	@	@						
	\$1.60	\$0.10	#SETS					
Drawings	10		5					\$80
Reports/Specifications		430	5					\$215
TOTAL REPRODUCTION								\$295
POSTAGE/DELIVERY	# PCKGS	# PCKGS						
	@	@						
	\$15.00	\$3.00						
Drawings and Specifications	2							\$30
TOTAL POSTAGE/DELIVERY								\$30
TRAVEL			Airfare @	Car @	Lodging @	Per Diem @	No. of	
	# People	# Days	\$200	\$65	\$125	\$41	Times	
Coordination Meeting			\$0	\$0	\$0	\$0	1	\$0
Permitting Meeting			\$0	\$0	\$0	\$0	1	\$0
								\$0
MILEAGE	0	Miles @	\$0.57					\$0
TOTAL ODC's								\$325
Total Proposed Fee for:	Task 4: 100% (Bid Set) Design							\$11,696

SCOPE / TASK TITLE	PROJ OFCR/ DIRECTORS	PROJ MANAGER	SENIOR A/E	STAFF A/E	SENIOR TECHN	TECHN	ADMIN ASSIST	TOTAL
Task 5: Bid/Award Services								
Task 5.1 Pre-Bid Conference		8						8
Task 5.2 Addenda		1	2	4				7
Task 5.3 Bid Tabulation		1	4					5
Task 7.1 Project Management		1						1
TOTAL HOURS	0	11	6	4	0	0	0	21
BURDENED RATE	\$324.20	\$296.51	\$175.47	\$122.28	\$117.73	\$85.37	\$61.52	\$4,804
OTHER DIRECT NON-SALARY COSTS								
	# DWGS	# PAGES						
REPRODUCTION	@	@						
	\$1.60	\$0.10	#SETS					
Drawings								\$0
Reports/Specifications								\$0
TOTAL REPRODUCTION								\$0
	# PCKGS	# PCKGS						
POSTAGE/DELIVERY	@	@						
	\$15.00	\$3.00						
Drawings and Specifications								\$0
TOTAL POSTAGE/DELIVERY								\$0
TRAVEL								
	# People	# Days	Airfare @	Car @	Lodging @	Per Diem @	No. of	
			\$200	\$65	\$125	\$41	Times	
Pre-Bid Conference	1	1	\$200	\$65	\$0	\$41	1	\$306
Bid Opening			\$0	\$0	\$0	\$0	1	\$0
								\$306
MILEAGE		Miles @	\$0.57					\$0
TOTAL ODC's								\$306
Total Proposed Fee for:	Task 5: Bid/Award Services							\$5,110

SCOPE / TASK TITLE	PROJ OFCR/ DIRECTORS	PROJ MANAGER	SENIOR A/E	STAFF A/E	SENIOR TECHN	TECHN	ADMIN ASSIST	TOTAL
Task 6: Construction Administration								
Task 6.1 Pre-Construction Conference		8	8					16
Task 6.2 Shop Drawings			1					1
Task 6.3 Change Orders			2	4				6
Task 6.4 Clarifications		1	2	2				5
Task 6.5 Contractor Pay Requests		1	1					1.5
Task 6.6 Final Inspection		8	8					16
Task 6.7 Record Drawings			2					2
Task 7.1 Project Management		1						1
TOTAL HOURS	0	19	24	6	0	0	0	49
BURDENED RATE	\$324.20	\$296.51	\$175.47	\$122.28	\$117.73	\$85.37	\$61.52	\$10,430
OTHER DIRECT NON-SALARY COSTS								
REPRODUCTION	# DWGS	# PAGES						
	@	@						
	\$1.60	\$0.10	#SETS					
Drawings	10		3					\$48
Reports/Specifications		430	3					\$129
TOTAL REPRODUCTION								\$177
POSTAGE/DELIVERY	# PCKGS	# PCKGS						
	@	@						
	\$15.00	\$3.00						
Drawings and Specifications								\$0
TOTAL POSTAGE/DELIVERY								\$0
TRAVEL	# People	# Days	Airfare @	Car @	Lodging @	Per Diem @	No. of	
			\$200	\$65	\$125	\$41	Times	
Preconstruction Conference	2	1	\$400	\$65	\$0	\$82	1	\$547
Final Inspection	2	1	\$400	\$65	\$0	\$82	1	\$547
								\$1,094
MILEAGE	0	Miles @	\$0.57					\$0
TOTAL ODC's								\$1,271
Total Proposed Fee for:	Task 6: Construction Administration							\$11,701
TOTAL PROPOSED BASIC SERVICES FEE FOR:	Project Description							\$83,820

SCOPE / TASK TITLE	PROJ OFCR/ DIRECTORS	PROJ MANAGER	SENIOR A/E	STAFF A/E	SENIOR TECHN	TECHN	ADMIN ASSIST	TOTAL	
SPECIAL SERVICES (NOT-TO-EXCEED)									
Task 8: Resident Project Representation (RPR)									
Task 8.1 Project Startup and Schedule Coordination				8				8	
Task 8.2 Conferences and Meetings				6				6	
Task 8.3 Shop Drawings and Samples				4				4	
Task 8.4 Review of Work, Inspections and Tests				40				40	
Task 8.5 Interpretation of Contract Documents				2				2	
Task 8.6 Contract Modifications				2				2	
Task 8.7 Project Records				4				4	
Task 8.8 Project Reports				4				4	
Task 8.9 Payment Requests				2				2	
Task 8.10 Project Closeout				8				8	
TOTAL HOURS	0	0	0	80	0	0	0	80	
BURDENED RATE	\$324.20	\$296.51	\$175.47	\$122.28	\$117.73	\$85.37	\$61.52	\$9,870	
OTHER DIRECT NON-SALARY COSTS									
REPRODUCTION	# DWGS # PAGES								
	@ @								
	\$1.60	\$0.10	#SETS						
Drawings								\$0	
Reports/Specifications								\$0	
TOTAL REPRODUCTION								\$0	
POSTAGE/DELIVERY	# PCKGS # PCKGS								
	@ @								
	\$15.00	\$3.00							
Drawings and Specifications								\$0	
TOTAL POSTAGE/DELIVERY								\$0	
SPECIALTY SUBCONSULTANTS									
Geotechnical Construction Materials Testing	Name of Firm & DBE or Not							\$0	
								\$0	
								\$0	
TOTAL SPECIALTY SUBCONSULTANTS								\$0	
TRAVEL	Airfare @		Car @	Lodging @	Per Diem @	No. of			
	# People	# Days	\$200	\$65	\$125	\$41	Times		
RPR	1	10	\$200	\$650	\$1,125	\$410	1	\$2,385	
								\$2,385	
MILEAGE	0	Miles @	\$0.57						\$0
TELEPHONE	0	Months @	\$0.00						\$0
MAINTENANCE & FUEL	0	Months @	\$0.00						\$0
TRUCK LEASE	0	Months @	\$0.00						\$0
TOTAL ODC's								\$2,385	
Total Proposed Special Services Fee for:	Task 8: Resident Project Representation (RPR)							\$12,255	
TOTAL PROPOSED FEE FOR:	Project Description							\$96,075	

**U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**

**AIRPORT IMPROVEMENT PROGRAM
SPONSOR CERTIFICATION**

DRUG-FREE WORKPLACE

City of Merced

Merced Regional Airport

(Sponsor)

(Airport)

(Project Number)

Description of Work:

Runway Safety Area (RSA) Study to determine the best option to clear Merced Regional Airport's RSA.

Title 49, United States Code, section 47105(d), authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General requirements on the drug-free workplace within Federal grant programs are described in Title 49, Code of Federal Regulations, Part 29. Sponsors are required to certify they will be, or will continue to provide, a drug-free workplace in accordance with the regulation. The AIP project grant agreement contains specific assurances on the Drug-Free Workplace Act of 1988.

Except for the certified items below marked not applicable (N/A), the list includes major requirements for this aspect of project implementation, although it is not comprehensive, nor does it relieve the sponsor from fully complying with all applicable statutory and administrative standards.

	Yes	No	N/A
1. A statement has been or will be published notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the sponsor's workplace, and specifying the actions to be taken against employees for violation of such prohibition.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. An ongoing drug-free awareness program has been or will be established to inform employees about:			
a. The dangers of drug abuse in the workplace;			
b. The sponsor's policy of maintaining a drug-free workplace;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Any available drug counseling, rehabilitation, and employee assistance programs; and			
d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.			
3. Each employee to be engaged in the performance of the work has been or will be given a copy of the statement required within item 1 above.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Employees have been or will be notified in the statement required by item 1 above that, as a condition employment under the grant, the employee will:			
a. Abide by the terms of the statement; and	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.			

- | | Yes | No | N/A |
|---|-------------------------------------|--------------------------|--------------------------|
| 5. The FAA will be notified in writing within ten calendar days after receiving notice under item 4b above from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title of the employee, to the FAA. Notices shall include the project number of each affected grant. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. One of the following actions will be taken within 30 calendar days of receiving a notice under item 4b above with respect to any employee who is so convicted: | | | |
| a. Take appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, law enforcement, or other appropriate agency. | | | |
| 7. A good faith effort will be made to continue to maintain a drug-free workplace through implementation of items 1 through 6 above. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

I have prepared documentation shown below or attached hereto with site(s) for performance of work (street address, city, county, state, zip code). There are no such workplaces that are not identified below or in the attachment. I have prepared additional documentation for any above items marked "no" and attached it hereto. I certify that, for the project identified herein, responses to the forgoing items are accurate as marked and attachments are correct and complete.

	Location	Location	Location
<i>Street Address:</i>	678 West 18 th Street	20 Macready Drive	
<i>City:</i>	Merced	Merced	
<i>State:</i>	CA	CA	
<i>Zip code:</i>	95340	95340	

City of Merced

Name of Sponsor

Signature of Sponsor's Designated Official Representative

John M. Bramble

Type Name of Sponsor's Designated Official Representative

City Manager

Typed Title of Sponsor's Designated Official Representative

Date of Signature

STANDARD DOT TITLE VI ASSURANCES

_____ City of Merced _____ (hereinafter referred to as the Sponsor) hereby agrees that as a condition to receiving Federal financial assistance from the Department of Transportation (DOT), it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.) and all requirements imposed by 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 (hereinafter referred to as the "Regulations") to the end that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance and will immediately take any measures necessary to effectuate this agreement. Without limiting the above general assurance, the sponsor agrees concerning this grant that:

1. Each "program" and "facility" (as defined in Sections 21.23(e) and 21.23 (b)) will be conducted or operated in compliance with all requirements of the Regulations.
2. It will insert the clauses of Attachment 1 of this assurance in every contract subject to the Act and the Regulations.
3. Where Federal financial assistance is received to construct a facility, or part of a facility, the assurance shall extend to the entire facility and facilities operated in connection therewith.
4. Where Federal financial assistance is in the form or for the acquisition of real property or an interest in real property, the assurance shall extend to rights to space on, over, or under such property.
5. It will include the appropriate clauses set forth in Attachment 2 of this assurance, as a covenant running with the land, in any future deeds, leases, permits, licenses, and similar agreements entered into by the sponsor with other parties:
 - (a) for the subsequent transfer of real property acquired or improved with Federal financial assistance under this Project; and
 - (b) for the construction or use of or access to space on, over, or under real property acquired or improved with Federal financial assistance under this Project.
6. This assurance obligates the Sponsor 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:
 - (a) the period during which the property is used for a purpose for which Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits, or
 - (b) the period during which the sponsor retains ownership or possession of the property.

7. It will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he delegates specific authority to give reasonable guarantee that it, other sponsors, subgrantees, contractors, subcontractors, transferees, successors in interest, and other participants or Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations, and this assurance.

8. It agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Act, the Regulations, and this assurance.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining Federal financial assistance for this Project and is binding on its contractors, the sponsor, subcontractors, transferees, successors in interest and other participants in the Project. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Sponsor.

DATED _____

City of Merced
(Sponsor)

By _____
(Signature of Authorized Official)

CONTRACTOR CONTRACTUAL REQUIREMENTS

ATTACHMENT 1

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations.** The contractor shall comply with the Regulations relative to nondiscrimination in federally assisted programs of the Department of Transportation (hereinafter, "DOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

2. **Nondiscrimination.** The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment.** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.

4. **Information and Reports.** The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Sponsor or the Federal Aviation Administration (FAA) to be pertinent to ascertain compliance with such Regulations, orders, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to the sponsor or the FAA, as appropriate, and shall set forth what efforts it has made to obtain the information.

5. **Sanctions for Noncompliance.** In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, the sponsor shall impose such contract sanctions as it or the FAA may determine to be appropriate, including, but not limited to:

a. Withholding of payments to the contractor under the contract until the contractor complies, and/or

b. Cancellation, termination, or suspension of the contract, in whole or in part.

6. **Incorporation of Provisions.** The contractor shall include the provisions of paragraphs 1 through 5 in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations or directives issued Pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the sponsor or the FAA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the Sponsor to enter into such litigation to protect the interests of the sponsor and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

CLAUSES FOR DEEDS, LICENSES, LEASES, PERMITS OR SIMILAR INSTRUMENTS

ATTACHMENT 2

The following clauses shall be included in deeds, licenses, leases, permits, or similar instruments entered into by the Sponsor pursuant to the provisions of Assurances 5(a) and 5(b).

1. The (grantee, licensee, lessee, permittee, etc., as appropriate) for himself, his heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add "as a covenant running with the land") that in the event facilities are constructed, maintained, or otherwise operated on the said property described in this (deed, license, lease, permit, etc.) for a purpose for which a DOT program or activity is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) shall maintain and operate such facilities and services in compliance with all other requirements imposed pursuant to 49 CFR Part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation, and as said Regulations may be amended.

2. The (grantee, licensee, lessee, permittee, etc., as appropriate) for himself, his personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add "as a covenant running with the land") that: (1) no person on the grounds of race, color, or national origin shall be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land and the furnishing of services thereon, no person on the grounds of race, color, or national origin shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) shall use the premises in compliance with all other requirements imposed by or pursuant to 49 CFR Part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation, and as said Regulations may be amended.

The Merced Regional Airport
IS ACCEPTING PROPOSALS FOR HANGAR 16
Deadline: 4:00 pm on Friday, DATE, 2013

The Merced Regional Airport is now accepting proposals for lease or short-term rental of Hangar 16, at the Merced Regional airport.

Proposals must be submitted by **4:00 pm on Friday, DATE, 2013**. An original signature copy must be submitted to the Airport Office on the attached form (no faxes or e-mailed copies).

Hangar 16 is 1,900 square feet in size. It measures 47 ft 6 inches east-west, and 40 feet north-south. The hangar is fully compliant for maintenance activities, has electricity, but no plumbing or restrooms. It has swinging doors for aircraft, and a roll-up door at the rear. A small office is contained in the northeast corner inside the hangar. The hangar will be rented “as-is”, with no substantial changes or improvements. Proposals may be made for aircraft storage or maintenance, but proposals for commercial maintenance activities will be given priority.

Lease/rental proposals may be for short-term (“month to month”) or for a term lease. In any case, the minimum rent proposal is \$700.00 per month; Proposers are free to propose more. Tenant will be responsible for utility costs.

The City reserves the right to select the Proposal which is most advantageous overall to the City, in its sole judgment. The City may reject any or all proposals.

Questions may be directed to the Merced Regional Airport Office at 209-385-6873, or to the Airport Manager at elliott@cityofmerced.org.

PROPOSAL FOR HANGAR 16

Merced Regional Airport

Proposer Information

Name (contact) _____

Company Name (if applicable) _____

Address: _____

Telephone: _____ Cell: _____ Fax: _____ E-mail: _____

Proposed Use of Hangar

Circle One: Aircraft Storage only or Maintenance

If Proposed Use is Storage:

Aircraft: _____ Tail Number: _____

Aircraft Owner(s) [List all] _____

If Proposed Use is Maintenance:

Date Business Started: _____ Status (circle one) sole proprietorship partnership corporation

If partnership, attach partnership agreement. If corporation, provide corporation articles and current corporate filing.

Services to be provided: _____

Proposed Lease or Rental:

Proposed Term (circle one): month-to-month rental term lease

If Term Lease, state the requested term in months or years: _____

Proposed Rental Rate (per month): _____ **Minimum is not less than \$700.00
Tenant is responsible for utility costs.**

Understanding, Consent and Signature

Building condition: I understand that Hangar 16 is rented "as-is", without further improvements. The hangar has electricity but no plumbing or restroom, and may not be suitable for all purposes. It is my responsibility to obtain any necessary permits for alterations which may be needed for my use. I understand that if my proposal is selected, my Lease will contain other terms and provisions.

Consent: I understand that my proposal will become public information and hereby consent to that. I further understand that false statements may disqualify my proposal.

Signature: _____

Additional information and Submittal Deadline: Date

If you would like to attach additional information or detail, please staple it this form. Submit the completed Proposal to the address below.

Merced Regional Airport 20 Macready Drive Merced, California 95340



Merced Regional Airport

Manager's Report February 2013

OPERATIONS

Great Lakes Airlines enplaned 138 total passengers for the month of February. Airline revenue enplanements were down less than 1 percent from the month before. Compared to January 2012, enplanements were down 47 percent. There were 4 cancellations this month out of the 73 scheduled departures. No cancellations were due to weather issues.

CAPITAL PROJECTS AND CONSTRUCTION

Airport staff has been working with RS&H Consulting on the Federal Aviation Administration (FAA) Airport Capital Improvement Program (ACIP) Grant for 2011. This grant provides funding for a new commercial airline terminal study. The study will include site design and a needs assessment for the location and layout of a new airline terminal, aircraft parking apron, additional access roads, and vehicle parking needs. We're waiting on a letter from TSA regarding office space needs and current limitations. I spoke with Bob Benson, TSA Regional Director; he's working on the letter and awaiting a legal review from TSA attorneys. Nothing new to report since last month.

Additionally, airport staff has been working on the Federal Aviation Administration (FAA) Airport Capital Improvement Program (ACIP) grant for 2012. On June 27th, 2012 the FAA approved the Runway Safety Area (RSA) study to determine the best and most advantageous option for clearing the airport's RSA. FAA is asking the study be completed as soon as possible. Changing the RSA will only require an update to the Airport Layout Plan (ALP). The new/updated ALP was submitted to the FAA in January 2013 and is now being reviewed. The FAA's review of the updated ALP could take as long as six months. Grant closure will occur after the ALP has been reviewed and accepted by the FAA.

Construction of the new Medi-Flight Alert Facility is complete. Medi-Flight delivered their modular and has started efforts to bring the building up to City code.....sewer, electrical, water, phone, etc. Carter Construction will also do the upgrades on Medi-Flight's maintenance hangar as well. Contracts are now in place and work is moving forward to finish this project. Expected completion date is March 1, 2013.

OTHER

Renovations on Hangar BBQ have begun. Renovations approved in the Lease amendment approved by City Council on November 5, 2012 were started the last week in February 2013. According to the contractor, these renovations will be completed by the end of March 2013.

Legal and Airport staff are working with Gateway Air Center on consolidating numerous lease amendments into one lease. The Airport Manager, Ron Elliott, and Regional Airport Authority Chairperson, Janet Young, met with the President of Gateway Air Center, Tom Lopes, on February 26, 2013 to review and discuss the new lease. Mr. Lopes is currently reviewing the lease with his attorney. Mr. Lopes has requested 60 days to review with his attorney before meeting again.

To: Regional Airport Authority
From: Ronald K. Elliott, Airport Manager
Date: March 19, 2013
Re: Possible Incompatible Land Use Activity

No activity this month.

To: Regional Airport Authority
From: Ronald K. Elliott, Airport Manager
Date: March 19, 2013
Re: Other Business from the Authority

Authority members may introduce items to be calendared for a future meeting.