

**NORTH CENTRAL REGIONAL AIRPORT AUTHORITY
BOARD OF TRUSTEES MEETING
AGENDA**

**Special Meeting
City Council Chambers
414 Manvel Ave, Chandler, OK**

**February 9, 2024
Friday
3:00 p.m.**

- I. Call to Order/Roll Call/Establish Quorum**
- II. Consent Agenda**
 - A. Approval of Minutes for Meeting on January 12, 2024**
 - B. Financial Report Review**
- III. Consideration, Discussion and Possible Action on Item(s) Removed from the Consent Agenda.**
- IV. Update from Tyler McDonald on Amendment 14 for construction services.**
- V. Update from Joe Eschelle of Oklahoma Turnpike Authority on Turnpike Expansion.**
- VI. Consideration, Discussion and Possible Action on appraisals of hangars for the prospect of selling.**
- VII. Consideration, Discussion and Possible Action on the ramp to the North and transformer relocation.**
- VIII. Consideration, Discussion and Possible Action on developing guidelines for the contract for mowing.**
- IX. Consideration, Discussion and Possible Action on Terminal ramp and Fuel farm.**
- X. Consideration, Discussion and Possible Action on aircraft inventory.**
- XI. New Business**
- XII. Adjourn**

Pursuant to 25 O.S. Section 311 (A) (9), this Agenda was posted in prominent public view at the principal office of the City of Chandler located at 414 Manvel, at 3:00 p.m. on Wednesday February 7, 2024.

Jason Orr, City Manager

MINUTES
NORTH CENTRAL REGIONAL AIRPORT AUTHORITY
BOARD OF TRUSTEES
MEETING
January 12, 2024

- I. Call to Order/Roll Call/Establish Quorum-** Chairman Acord called the meeting to order at 3:06 p.m. Members present: Ray Acord, Randy Carr, Bob Foster, and Michael Pieper. Members absent- Erik Frost
- II. Consent Agenda-** Motion was made by Carr, seconded by Pieper to approve the consent agenda items A-C. Carr-yea, Pieper-yea, Foster-yea, Acord- yea. Motion Carried.
 - A. Approval of Minutes for Meeting on October 13, 2023**
 - B. Sign Lease for Canaan Gardner**
 - C. Financial Report Review**
- III. Consideration, Discussion and Possible Action on Item(s) Removed from the Consent Agenda-** No items removed from Consent Agenda.
- IV. Update from Tyler McDonald of LBR Inc., Airport Consultant on 5-year Capital Improvement Plan (CIP) and possible action on CIP priorities.** Motion made by Pieper, seconded by Foster to approve CIP Plan 1/12/24. Pieper-yea, Foster-yea, Carr-yea, Acord-yea. Motion Carried. Tyler advised the Board of the funding availability for the terminal project. Board was advised of a BIL grant that could be applied for if design and engineering phase were to be completed on the terminal project.
- V. Update from Oklahoma Turnpike Authority on Turnpike Expansion. -** Turnpike Authority representative was not available, confirmation they will come to February meeting.
- VI. Consideration, Discussion and Possible Action on Steve Orr’s proposal to purchase hanger currently belonging to the Trust Authority.-** Motion was made by Foster, seconded by Carr to table the discussion on selling hangar to the next meeting to do research. Acord-yea, Pieper-yea, Carr-yea, Foster yea. Motion carried.
- VII. Consideration, Discussion and Possible Action on the Inspection from Oklahoma Aeronautics.-** Discussion was made about having dirt and tree work done to be compliant with the inspection. Progress has also been made such as signs for the fuel pump etc., to be compliant with the inspection.
- VIII. Consideration, Discussion and Possible Action on contract for mowing of the airport.-** Motion made by Carr, seconded by Pieper for the Airport board to have authority to seek contracts for mowing of Chandler Municipal Airport, and developing guidelines for the mowing contract. Carr-yea, Pieper-yea, Foster-yea, Acord-yea. Motion Carried.
- IX. Consideration, Discussion and Possible Action on Papi light outage.-** No Motion made. Discussed the funds used to reset and adjust Papi lights and how to avoid future outages.
- X. New Business-** Motion made by Pieper, second by Carr to authorize LBR to make a proposal for the engineering for the terminal project. Pieper-yea, Carr-yea, Foster-yea, Acord-yea. Motion Carried.

Discussion was made to have quarterly inventory on the current aircraft hangered at Chandler Municipal Airport.

Discussion was made to talk to the County Commissioner about the relocation and extension of the county road to accommodate the fence project to the south along the Airport property line.

XI. Adjourn- Motion was made by Foster to adjourn, seconded by Carr. Acord-yea, Pieper-yea, Foster-yea, Carr-yea. Motion carried. The Chandler Regional Airport meeting adjourned at 4:46 p.m.

Chairman

Stephanie Carmichael, Secretary

BUDGET REPORT
CALENDAR 1/2024, FISCAL 7/2024

ACCOUNT TITLE	TOTAL BUDGET	MTD EXPENSES	YTD EXPENSES	ENCUMBERED (OPEN PO'S)	UNENCUMBERED BALANCE	PERCENT EXPENDED
11-00-5040 AIRPORT - CAPITAL OUTLAY	100,000.00	.00	43,008.43	.00	56,991.57	43.01
11-00-5042 AIRPORT - DEBT SVC EXPENSE	.00	.00	.00	.00	.00	.00
11-00-5120 AIRPORT - DEPRECIATION EXPENSE	.00	.00	.00	.00	.00	.00
11-00-5160 AIRPORT - FUEL	35,000.00	.00	40,080.00	.00	5,080.00-	114.51
11-00-5164 AIRPORT - HANGAR EXPENSE	.00	.00	.00	.00	.00	.00
11-00-5170 AIRPORT - INSURANCE	5,000.00	.00	2,475.50	.00	2,524.50	49.51
11-00-5190 AIRPORT - MAINT & OPERATIONS	15,000.00	2,192.48	16,014.89	.00	1,014.89-	106.77
11-00-5240 AIRPORT - PROFESSIONAL & CONSU	8,000.00	.00	.00	.00	8,000.00	.00
11-00-5370 AIRPORT - SUPPLIES / MISC	.00	.00	.00	.00	.00	.00
11-00-5400 AIRPORT - TELEPHONE / DATA	5,000.00	397.35	2,776.77	.00	2,223.23	55.54
11-00-5440 AIRPORT - UTILITIES	6,500.00	424.03	3,732.77	.00	2,767.23	57.43
11-00-5998 AIRPORT - PROFIT HANDLER	.00	.00	.00	.00	.00	.00
	=====	=====	=====	=====	=====	=====
DIFFERENCE	174,500.00	3,013.86	108,088.36	.00	66,411.64	61.94
	=====	=====	=====	=====	=====	=====
PROOF	174,500.00	3,013.86	108,088.36	.00	66,411.64	61.94
	=====	=====	=====	=====	=====	=====

REVENUE REPORT
CALENDAR 1/2024, FISCAL 7/2024

PCT OF FISCAL YTD 58.3%

ACCOUNT NUMBER	ACCOUNT TITLE	FISCAL ESTIMATE	PTD BALANCE	YTD BALANCE	PERCENT RECVD	YR ESTIMATED NOT YET RECVD
11-00-4000	AIRPORT - PRIOR YR SUPRLUS FWD	291,100.00	.00	.00	.00	291,100.00
11-00-4106	AIRPORT - FUEL SALES	50,000.00	4,558.75	39,513.22	79.03	10,486.78
11-00-4110	AIRPORT - GAIN ON SALE ASSETS	.00	.00	.00	.00	.00
11-00-4121	AIRPORT - GRANTS / CAPITAL	90,000.00	.00	19,530.00	21.70	70,470.00
11-00-4128	AIRPORT - HANGAR RENTAL REVENU	30,000.00	2,775.00	19,425.00	64.75	10,575.00
11-00-4220	AIRPORT - MISC INCOME	.00	.00	.00	.00	.00
11-00-4225	AIRPORT - SALES TAX	80,000.00	11,927.73	64,107.02	80.13	15,892.98
11-00-4999	AIRPORT - TRANSFERS IN	.00	.00	.00	.00	.00
		=====	=====	=====	=====	=====
	DIFFERENCE	541,100.00	19,261.48	142,575.24	26.35	398,524.76
		=====	=====	=====	=====	=====
		=====	=====	=====	=====	=====
	PROOF	541,100.00	19,261.48	142,575.24	26.35	398,524.76
		=====	=====	=====	=====	=====

TREASURER'S REPORT
CALENDAR 1/2024, FISCAL 7/2024

ACCOUNT TITLE	BEG BAL	DISBURSED	RECEIVED	BALANCE
AIRPORT - CASH	315,801.67	3,035.53	19,283.15	332,049.29
Report Total	315,801.67	3,035.53	19,283.15	332,049.29

AMENDMENT NO. 14

This Amendment, made as of the _____ day of _____, 2024, by and between the City of Chandler and LBR Inc., shall be made a part of the Agreement for Professional Airport Consulting Services between said parties and dated September 5, 2006.

- 1. The following service shall be added to Section I. A.1:
 - A. Provide Grant Administration for AIP Project 3-40-0015-019-2024, "Construct Apron and Taxiway and Grade Runway 17-35 Safety Area" at Chandler Regional Airport.*
 - B. Provide Construction Administration for the above project.*
 - C. Provide Inspection for the above project.*
 - D. Provide Construction Testing for the above project.*
 - E. Provide As-Built Survey for the above project.*

- 2. The following fee shall be added to Section V. B. as related to the above item:
 - 1A. A fixed fee of \$ 7,900.00
 - 1B. A fixed fee of \$ 24,420.00
 - 1C. \$80.00 per hour, not to Exceed \$68,000.00 (Estimated at 10 hours per day, 85 working days)
 - 1D. Actual Cost Plus a Fixed Fee of \$1,000.00, Not to Exceed \$11,000.00
 - 1E. A fixed fee of \$ 1,800.00

In witness whereof, the parties hereto have made and executed this Amendment the day and year first written above.

LBR INC.

North Central Regional Airport Authority



 President

 President

ATTEST



 Secretary

 Clerk



 Clerk

**CHANDLER REGIONAL
AIRPORT CONSTRUCT
APRON AND TAXILANE
AND GRADE RUNWAY 17-
35 SAFETY AREA**

**SCOPE OF
SERVICES**

2.1 General

Generally, the scope of services includes preliminary and final design, survey, Geotech, grant administration, construction testing, construction inspection, construction administration, and environmental coordination for improvements to Chandler Regional Airport. Improvements will consist primarily of constructing apron and taxilane and grading Runway 17-35 safety areas. Pavement shall be designed and bid in concrete.

2.7 Construction Administration

During the construction phase of work, the consultant shall accomplish the following:

1. Provide Construction Management Program to contractor, testing lab, inspector, and FAA.
2. Prepare for and conduct preconstruction meeting.
3. Attend progress/coordination meetings with Owner/Contractor. One (1) progress meetings is anticipated in this scope of work and an additional one (1) on-site meeting to answer contractor related questions during construction.
4. Evaluate and respond to construction material submittals and shop drawings. Corrections or comments made by the consultant during this review will not relieve the contractor from compliance with requirements of the drawings and specifications. The check will only be for review of general compliance with the design concept of the project and general compliance with the information given in the contract documents. The contractor will be responsible for confirming and correlating all quantities and dimensions, selecting fabrication processes and techniques of construction, coordinating their work with that of all other trades, and performing their work in a safe and satisfactory manner. Consultant review shall not constitute approval of safety precautions or constitute approval of construction means, methods, techniques, sequences, procedures, or assembly of various components. When certification of performance characteristics of materials, systems or equipment is required by contract documents, either directly or implied for a complete and workable system, the consultant shall be entitled to rely upon such submittal or implied certification to establish that the materials, systems or equipment will meet performance criteria required by contract documents.
5. Issue instructions to the contractor on behalf of the Owner and issue necessary clarifications (respond to RFIs) regarding the construction contract documents.
6. Coordinate with Contractor and Inspector on any construction issues that arise.
7. Coordinate and review Contractor's certified payrolls.
8. When authorized by the Owner, prepare change orders for changes in the work from that originally provided for in the construction contract documents. If redesign or substantial engineering or surveying is required in the preparation of these change order documents, the Owner will pay the consultant an additional fee to be agreed upon by the Owner and consultant.

9. Review the contractor's progress payment requests based on the actual quantities of contract items completed and accepted and will make a recommendation to the Owner regarding payment. The consultant recommendation for payment shall not be a representation that the consultant has had exhaustive or continuous inspections to (1) check the quality of exact quantities of the Work; (2) to review billings from Subcontractors and material suppliers to substantiate the Contractor's right to payment; or (3) to ascertain how the Contractor has used money previously paid to the Contractor.
10. Provide full-time resident construction observation services for the 80-working day construction contract performance time. The proposed fee is based on 10 hours per day for the 80 working days that work is expected to be performed by the contractor. If the construction time extends beyond the time established in this agreement or if the Owner wishes to increase the time or frequency of the observation, the Owner will instruct the Engineer in writing and pay an additional per hour fee.
11. Participate in final project inspection and prepare punch list.
12. Provide final acceptance inspection to verify punch list completion and provide final project report.
13. Maintain a set of working drawings and prepare and furnish as-built drawings.
14. Provide field survey for the as-built construction for use in final quantities and for the ALD update.
15. Provide an As-Built ALD update.

Construction observation services will be provided by the Consultant Resident Project Representative, who will provide or accomplish the following:

- Consult with and advise the Owner during the construction period.
- Direct the making of sufficient material tests by an approved testing laboratory to demonstrate compliance with specifications during construction. The testing laboratory will be contracted by the Engineer.
- Maintain a file of quantities incorporated in the work, test reports, certifications, shop drawings and submittals, and other appropriate information.
- Maintain a project diary which will contain information pertinent to each site visit.

The proposed fee for Construction Phase Services is based on a 85-working day construction contract performance time. If the construction time extends beyond the time established in this agreement, and the Owner wants the Consultant to continue the applicable Construction Phase Services, the Owner will instruct the Consultant in writing and pay an additional fee agreed upon at that time.

In performing construction observation services, the Consultant will endeavor to protect the Owner against defects and deficiencies in the work of the Contractor(s); but the Consultant can not guarantee the performance of the Contractor(s), nor be responsible for the actual supervision of construction operations or for the safety measures that the Contractor(s) takes or should take. However, if at any time during construction the Consultant observes that the Contractor's work does not comply with the construction contract documents, the Consultant will notify the Contractor of such non-compliance and instruct them to correct the deficiency and/or stop work, as appropriate for the situation. The Consultant will also record the observance, the discussion, and the actions taken. If the Contractor continues without satisfactory corrective action, the Consultant will notify the Owner immediately, so that appropriate action under the Owner's contract with the Contractor can be taken.

2.8 Construction Testing

The Consultant shall contract with a Construction Testing Laboratory for all materials and acceptance testing for the project. The testing laboratory shall have all the required certifications in the specifications and have appropriate experience with FAA specifications and required testing.

The testing laboratory shall submit to the Consultant the results of all testing and consult with the Consultant on any failed testing and required remediation for the Contractor to perform.

2.9 Grant Administration Services

Grant Application: Engineer will prepare FAA grant applications for this project.

FAA Quarterly Report: Engineer will FAA quarterly reports for the Owner's execution and submittal.

Requests for Reimbursement: Engineer will prepare FAA request for reimbursement forms for Owner's execution and submittal.

Grant Closeout Documentation: Engineer will prepare all FAA grant closeout documentation for Owner's execution and submittal.

2.10 Project Deliverables

The following will be submitted to the Owner, or others as indicated, by Engineer:

1. Preliminary Design Documents (1 copy to Owner and FAA)
2. Final Plans and Specifications (1 copy to Owner and FAA)
3. Preconstruction meeting documentation
4. Preconstruction photos
5. Construction progress photos
6. Construction Management Program
7. FAA Form 5370-1, Construction Progress and Inspection Report- Submitted weekly to FAA, Contractor and Owner
8. Final Inspection Report
9. Construction Testing Summary
10. Electronic files as requested.

2.11 Compensation and Billing

The project is being designed in a 2023 FAA grant and constructed in a 2024 FAA grant. These fees will be divided into two separate contract amendments, one for each grant year. The Owner will pay the Consultant for the following categories of work for the project:

Construction

1. Construction Inspection- Hourly Rate, not-to-exceed fee
2. Construction Testing- Actual cost plus a fixed fee
3. Grant and Construction Administration- Lump sum fee

Project billing will be based on work completed in the project. Project billing will occur approximately monthly.

2.12 Extra Work

The following items are not included under this agreement but will be considered as extra work:

1. Redesign for the Owner's convenience or due to changed conditions after previous alternate direction and/or approval.
2. Design of any utilities relocation.
3. Environmental Handling and Documentation other than categorical exclusion documentation, including wetlands identification or mitigation plans or other work related to environmentally or historically (culturally) significant items.

Extra Work will be as directed by the Owner in writing for an additional fee as agreed upon by the Owner and Engineer.