

MASON CITY AIRPORT COMMISSION REGULAR MEETING

Monday, February 10th, 2025 @ 4:00 P.M.

The Joni E. Dunn Meeting Room

New Terminal Building

AGENDA

1. Approval of Minutes
 - January 13th Regular Meeting
2. Approve Warrants
3. Commercial Terminal Landscaping Project
 - Approve Foth Task Order #55- Landscaping Design/Bid/Construction Services
4. Water Connection Improvement Project
 - Approve Foth Task Order #56 - Design/Bid Services
5. Operations Report
6. Agenda items for Next Meeting
 - March 10th Regular Meeting
7. Adjourn



MEMORANDUM

Date: February 7th, 2024
To: Members of the Airport Commission and Attorney Jim Locher
From: David Sims, Airport Manager
RE: Monday, February 10th, 2025 @ 4:00 PM.

3. **Commercial Terminal Landscaping Project**

Please see attached Task Order #55 from Foth Infrastructure for Design, Bidding, and Construction Services for the Terminal Landscaping Project.

Commission Action Requested:

- Approve Foth Task Order #55- Landscaping Design/Bid/Construction Services

4. **Water Connection Improvement Project**

Please see attached Task Order #56 from Foth Infrastructure for Design Services for the Water Connection Improvement Project.

Commission Action Requested:

- Approve Foth Task Order #56- Water Connection Design Services

MASON CITY AIRPORT COMMISSION REGULAR MEETING

Monday, January 13, 2025 @ 4:00 P.M.

The Joni E. Dunn Meeting Room

New Terminal Building

MINUTES

Chair Gary Wattnem called the meeting of the Mason City Airport Commission to order at 4:00 PM. Commissioners Guetzko, Haas, Rodamaker, and Weiner were present.

Also in attendance were:

David Sims, Airport Manager

Michael Moeller, Airport Attorney

Dawn Gourley, Airport Administrative Assistant

1. Approval of Minutes

December 9th Regular Meeting

Motion by Commissioner Rodamaker, seconded by Commissioner Guetzko to Approve the Minutes from the December 9th, 2024, Regular Meeting. Motion passed unanimously.

Approval of Minutes

December 18th Special Meeting

Motion by Commissioner Weiner, seconded by Commissioner Haas to Approve the Minutes from the December 18th, 2024, Special Meeting. Motion passed unanimously.

2. Approve Warrants

Motion by Commissioner Rodamaker, seconded by Commissioner Guetzko to Approve the Warrants. Motion passed unanimously.

3. City of Clear Lake Water Connection

Airport Manager Sims and Clear Lake Water Superintendent Adam Theiss provided information to the Commission about a required change to the Airport's water connection to the City of Clear Lake.

4. Fiscal Year 2026 Preliminary Operating Budget

Airport Manager Sims presented the Preliminary FY2026 Operating Budget to the Airport Commission.

Motion by Commissioner Rodamaker, seconded by Commissioner Weiner to Approve to Preliminary Operating Budget as Presented. Motion passed unanimously.

5. Operations Report

Airport Manager Sims gave updates on end of the year passenger numbers and current schedule.

6. Agenda Items for Next Meeting

Next Regular meeting to be February 10th.

7.Adjourn

Meeting adjourned at 4:19 PM.

Secretary, David L. Guetzko



MASON CITY MUNICIPAL AIRPORT
WARRANTS FOR THE MONTH OF January 2025

		Invoice Total	Reimbursement \$
Absolute Waste	Garbage and recycling services	\$ 131.71	
Alliant Energy	Missing invoice from December Batch	\$ 47.75	
Amazon	Battery Replacements for Battery Backups, Floor Mats	\$ 517.09	
Central Lock Security	Repair Door Handle on FBO Shop Office Door	\$ 270.00	
Cintas	Janitorial Supplies	\$ 33.36	
City of Clear Lake	Monthly Water Usage	\$ 571.06	
Clear Lake Sanitary District	Sanitary Services	\$ 439.71	
Consolidated Energy	Diesel and Gasoline	\$ 800.18	
Dan's Overhead Doors	Service Hangar Door	\$ 1,761.90	
Electronic Engineering	Cellular Booster System for Terminal	\$ 5,968.76	
Foth	Construct Passenger Terminal - Construction Services	\$ 18,509.87	
Foth	Terminal Demolition Plan - Construction Services	\$ 1,500.00	
Generator System Services	Fire Station Generator Repair	\$ 4,733.07	
J&J Machining	Labor	\$ 50.00	
Mason City Tire Service	Tires for 2017 Ford F250	\$ 1,110.93	
McDowell and Sons Contractors	Terminal Demolition Project (100% Reimbursable)	\$ 21,660.00	\$ 21,660.00
Menards	Shop Supplies, Drill Press, Supplies to build a new work bench, Janitorial Supplies, Anchor Wedges	\$ 671.06	
MN-Iowa Electric Motors Equipment	Overhaul T-Hangar Motor and Brake	\$ 514.85	
NAPA	Diesel Fuel Additive	\$ 117.48	
Nassco	Janitorial Supplies	\$ 762.15	
North Central International, LLC	Labor for repairs to snow plow	\$ 607.70	
North Iowa Air Service	Replacement Fuel Hoses for Fuel Farm Tanks to Replace Expiring Hoses	\$ 3,245.38	
OnMedia	2025 Marketing Campaign (80% State Reimbursable)	\$ 6,240.00	\$ 4,992.00
SkyBlue Solutions	Office phone and guest internet services	\$ 265.48	
VanWall Equipment	Knob for Tractor	\$ 12.70	
Verizon	Cell phone charge	\$ 24.37	
Visual Edge IT	Monthly copier charges	\$ 35.85	
	TOTAL	\$ 70,602.41	\$ 26,652.00
	Total minus reimbursements	\$ 43,950.41	

TASK ORDER NO. 55

For

Foth Infrastructure & Environment, LLC

In accordance with Section III, paragraph A of the Contract between Owner and Consultant for Professional Services dated **September 11, 2023** ("Contract"), Owner and Consultant agree as follows:

Specific Project Data

A. Title: **Terminal Area Landscaping Package
Design, Bidding, and Construction Phase Services**

B. Description:

Landscaping of the terminal area was excluded from the construction contract for the new terminal building. As permanent stabilization surrounding the new terminal and old terminal site continues, the time is appropriate to proceed with developing bid documents and procuring a contractor to complete landscaping installation in the upcoming 2025 fall planting season. With this task order, the Consultant will modify the previously developed landscape design, prepare bid documents, administer the bidding process, and provide construction administration services.

1. Services of Consultant

See Attachment No. 1 – Scope of Services and Attachment

2. Owner’s Responsibilities

Owner’s responsibilities in accordance with Attachment 3, of the Contract between Owner and Consultant for Professional Services, dated September 11, 2023.

3. Times for Rendering Services

<u>Task</u>	<u>Completion Date</u>
Sign Task Order	February 10, 2025
Plans Available to Bidders	April 14, 2025
Receive Bids	May 12, 2025
Construction Administration	July 2025 – October 2025

4. Payments to Engineer

METHOD OF PAYMENT, LUMP SUM:

The total compensation for services identified under Section 1 of the Task Order shall be **\$19,800** based on the following distribution:

PHASE	COMPENSATION
Project Management	\$2,000
Bid Document Preparation	\$3,500
Bid Letting Services	\$3,500
Construction Administration	\$10,800
Total	\$19,800

The Effective Date of this Task Order is February 10, 2025

OWNER:

**Airport Commission
of the City of Mason City, Iowa**

CONSULTANT:

Foth Infrastructure and Environment, LLC

Signature Date

Adam Wilhelm 2/3/2025

Signature Date

Gary Wattnem
Name

Adam Wilhelm
Name

Commission Chair
Title

Client Director
Title

Designated Representative for Task Order:

Designated Representative for Task Order:

David Sims
Name

Ryan Turner
Name

Airport Manager
Title

Project Engineer
Title

TASK ORDER No. 55
Exhibit A - SCOPE OF SERVICES

Terminal Area Landscaping Package
Design, Bidding, and Construction Phase Services

The scope of services to be performed by the Consultant includes detailed work, services, materials, equipment and supplies necessary to provide complete plans and specifications for installation of landscaping around the terminal parking lot and roadways. Refer to Exhibit 1 of this scope for a project definition exhibit. Scope includes administrating the bidding process along with construction administration services.

The Consultant shall complete the scope of services in accordance with generally accepted standards of practice and shall include all work necessary to complete the tasks outlined in this agreement.

TASK A – PROJECT MANAGEMENT

A1.1 Project Management and Administration

The Consultant will be responsible for the development and tracking of the scope of services for the duration of this contract. This includes task identification, staff scheduling and coordination, including subcontractors of Consultant, project communications, monthly progress reporting and invoicing, and other elements of the project. The duration is assumed to be 6 months for this scope of services.

A1.2 Project Development Team Meetings

The Consultant will maintain communications with Airport Staff and various other representatives designated by the Airport. The project team will meet periodically to review progress and to discuss specific elements of the design (assume two such meetings). The meetings will also serve to establish schedules, update project goals, update design parameters, promote a dialogue between the various entities, improve the decision-making process, and expedite design development. The Consultant will prepare minutes of meetings and keep documentation of other communications. For budget purposes it is assumed that the meetings will be attended by an average of two staff members of the Consultant team.

The following project meetings are included with the Scope of Services:

- ✧ Initial Project Kick-Off – 1 Meeting
- ✧ Design Progress Review– 1 Meeting (Virtual)

TASK B – SURVEY AND MAPPING

Consultant to utilize prior survey and design drawings for base mapping. No additional survey is required.

TASK C – GEOTECHNICAL SERVICES

Geotechnical work is not included with the scope.

TASK D – DESIGN SERVICES

D1.1 Preliminary Plan Preparation

Preliminary bid documents will be developed as part of this task. Plans to include:

- Standalone landscaping set of plans based on landscaping plan that was included in the terminal bid package as for reference only.
- Landscaping installation details
- Site access, staging area, and cover sheet.

D1.2 Project Manual

Under this task, the Consultant will prepare a project manual specific to the construction requirements. The project manuals will include front-end documents and special provisions. The Statewide Urban Design and Specifications (SUDAS) standard specifications will be utilized for the detailed construction technical specifications related to the project.

D1.3 Engineer's Estimate of Probable Costs

The Consultant will prepare an opinion of probable construction cost for the project and compare the cost to the Airport's current project budget. The Consultant will, if necessary, make recommendations pertaining to modifications in the project to address budgetary concerns. Preliminary opinions of probable project costs will be based on representative major project elements, historical bid information, and current bidding climate.

D1.5 Prepare Final Submittal

The Consultant will finalize all plans and specifications for use in obtaining bids from interested Contractors.

TASK E – BID LETTING SERVICES

The Consultant will coordinate and manage the letting process of the project. The work tasks to be performed or coordinated by the Consultant include the following:

E1.1 Printing of Plans and Specifications

This task consists of printing and handling of the Plans and Specifications. For budget purposes it is estimated that 8 half-size (11"x17") plan sets and specifications will be duplicated and assembled by the Consultant. Three sets will be delivered to the Airport for their use and internal distribution. An electronic PDF set of plans and specifications will be included with the hard copies. This task also includes dissemination of the contract documents and maintaining a "plan holders" list during the bidding phase.

E1.2 Notice of Project

The Consultant will prepare the formal Notice of Hearing and Notice to Bidders. The Airport will take care of publication of the Notice of Hearing in the Globe Gazette. The Consultant will provide the Notice to Bidders to the Iowa Construction Update Network for distribution to the membership.

E1.3 Attend Pre-Bid Meeting

The Consultant will coordinate, schedule and oversee a Pre-Bid meeting. The Consultant will produce minutes from these meetings and disseminate minutes to attendees and interested parties.

E1.4 Plan Clarification and Addenda

The Consultant and Subconsultants will be available to answer questions from Contractors prior to the lettings and will develop addenda as appropriate to interpret, clarify or amend the bidding documents. The Consultant will distribute addenda to plan holders.

E1.5 Letting, Bid Tabs, and Award Recommendation

The Consultant shall be present when the bids and proposals are opened, prepare tabulations of bid, and advise on the responsiveness of the bidders. The Consultant will assist the Airport in reviewing the bid tabulations and making the award of contract.

E1.6 Conformed Plans

The Consultant will prepare conformed plan sets and project manuals for use and reference during the construction of the project. The conformed documents will include all addenda to the bid documents.

The Consultant will complete and distribute the following conformed sets:

- Airport - Two hard copy sets of Conformed Drawings and Specifications for internal use.
- Airport – Five additional sets of Conformed Drawing and Specifications for distribution to the selected Contractor.
- PDF files of the conformed documents

TASK F – CONSTRUCTION ADMINISTRATION SERVICES

1.0 CONSTRUCTION ADMINISTRATION SERVICES

F1.1 General Administration of Construction Contract

Consultant shall consult with and advise Owner and act as Owner's representative as provided in the General Specifications of the construction documents. The extent and limitations of the duties, responsibilities and authority of Consultant as assigned in said General Specifications shall not be modified except as Consultant may otherwise agree in writing. All of Owner's instructions to Contractor(s) shall be issued through Consultant who shall have authority to act on behalf of Owner to the extent provided in said General Specifications except as otherwise provided in writing.

F1.2 Construction Meetings

- a. The Consultant shall schedule and conduct a pre-construction meeting; prior to the start of construction. Meeting attendees will include the Owner, Owner's Contractor, subcontractors, utility companies, up to two members of the Consultant team, and other interested parties.
- b. Regular construction progress meetings are not anticipated. For this project two virtual meetings are budgeted. The purpose of the meetings is to facilitate open communications between the Owner, Consultant, Contractor, and key stakeholders. The Consultant shall prepare agendas, keep record of conversations and decisions made at the weekly meetings, and distribute minutes to all stakeholders.

1.3 Site Visits

In connection with observations of the work of Contractor(s) while it is in progress:

- a. The Project Engineer or Landscape Architect shall make visits to the site at intervals appropriate to the various construction milestones as the Consultant deems necessary. These milestone visits will allow the representative to observe as an experienced and qualified design professional the progress and quality of the various aspects of the Contractor's work. Based on information

obtained during such visits and on such observations, the Consultant shall determine, in general, if such work is proceeding in accordance with the Plans, and the Consultant shall keep the Owner informed of the progress of the work.

- b. The purpose of the visits to the site will be to enable the Consultant to better carry out his duties and responsibilities during the construction phase and, in addition, by exercise of the Project Engineer or Landscape Architect's efforts as an experienced and qualified design professional, to provide for the Owner a greater degree of confidence that the completed work of the Contractor will conform to the construction contract documents, and that the integrity of the design concept as reflected in the construction contract documents has been implemented and preserved by the Contractor.
- c. The Project Engineer or Landscape Architect shall not during such visits supervise, direct, or have control over the Contractor's work, nor shall the Project Engineer or Landscape Architect have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected by the Contractor for safety precautions and programs incident to the work or for any failure of the Contractor to comply with laws, rules, regulations, ordinances, codes, or orders applicable to the Contractor furnishing and performing his work.
- d. During such visits, the Project Engineer or Landscape Architect may disapprove of or reject the Contractor's work while it is in progress if the Project Engineer or Landscape Architect believes that such work will not produce a completed project that conforms to the construction contract documents, or that it will prejudice the integrity of the design concept of the project as reflected in the construction contract documents.

The estimated number of such visits by the Project Engineer or Landscape Architect is **four**. Milestone visits by the Project Engineer or Landscape Architect:

- One site visit for planting and soils install.
- One site visit review for substantial completion.
- One site visit for project closeout.
- One site visit for warranty review approximately 1 year following project completion.

Additional visits by the Project Engineer or Landscape Architect may be made, as requested or required, but shall be beyond this scope of services.

1.4 Shop Drawings

Consultant shall develop a Shop Drawing Log and provide to the Contractor prior to the pre-construction meeting. Consultant shall review Shop Drawings, samples and other data, which Contractor(s) are required to submit, but only for conformance with the design concept of the construction contract documents. Shop Drawing Log will be maintained throughout the course of the project and will be provided to the Contractor and Owner.

1.5 Request For Information (RFI)

Consultant shall review and respond to RFI's submitted by Contractor.

1.6 Inspections and Tests

Not Required

1.7 Contractor Payroll, Labor Standards Review, and DBE Monitoring

Not Required

1.8 Applications for Payment

Based on Consultant's on-site observations as an experienced and qualified design professional, on information provided by the Resident Project Representative, and on review of applications for payment and accompanying data and schedules:

- a. Consultant shall determine the amounts owing to Contractor(s) and recommend in writing payments to Contractor(s) in such amounts. Such recommendations of payment shall constitute a representation to Owner, based on such documented observations and review, that the work has progressed to the point indicated, and that, to the best of Consultant's knowledge, information and belief, the quality of such work is generally in accordance with the construction contract documents (subject to an evaluation of such work as a functioning whole prior to or upon substantial completion, to the results of any subsequent tests called for in the construction contract documents and to any other qualifications stated in the recommendation). In the case of unit price work, Consultant recommendations of payment shall include final determinations of quantities and classifications of such work (subject to subsequent adjustments allowed by the construction contract documents). Documentation of progress of work to include but not limited to daily diary entries, field measurements of constructed work, and delivery tickets of materials brought to the site and incorporated into the project. It is estimated that there will be **three** applications for payment for this project, completed on a monthly basis.
- b. By recommending any payment Consultant shall not thereby be deemed to have represented that exhaustive, continuous or detailed reviews or examinations have been made by Consultant to check the quality or quantity of Contractor(s)' work as it is furnished and performed beyond the responsibilities specifically assigned to Consultant in this Agreement and the construction contract documents. Consultant's review of Contractor(s)' work for the purposes of recommending payments shall not impose on Consultant responsibility to supervise, direct or control such work or for the means, methods, techniques, sequences, or procedures of construction or safety precautions or programs incident thereto or Contractor(s) compliance with laws, rules, regulations, ordinances, codes or orders applicable to their furnishing and performing the work. It shall also not impose responsibility on Consultant to make any examination to ascertain how or for what purposes any Contractor has used the monies paid on account of the contract price as set forth in agreement between Contractor and Owner, or to determine that title to any of the work, materials or equipment has passed to Owner free and clear of any lien, claims, security interests or encumbrances, or that there may not be other matters at issue between Owner and Contractor that might affect the amount that should be paid.

1.9 Change Orders

The Consultant shall issue necessary interpretations and clarifications of the construction contract documents and in connection therewith, prepare change orders as required. Inclusive of this task is the work required to conduct a cost analysis for items that prices are not already established prior to negotiation with contractor on change order pricing. For purposes of this contract up to 1 change order(s) will be processed during the construction, along with a final change order at the completion of the construction contract.

1.10 Disputes Between Owner and Contractor

Consultant shall act as initial interpreter of the requirements of the construction contract documents and judge of the acceptability of the work there under and make decisions on all claims of Owner and Contractor(s) relating to the acceptability of the work or the interpretation of the requirements of the construction contract documents pertaining to the execution and progress of the work. Consultant shall advise and assist the Owner in settling disputes between the Owner and the Contractor. Such advice and assistance shall not include preparation for or testimony during any litigation, which might arise following such dispute or preparation for or participation during mediation, if required. Such preparation for or testimony during litigation or mediation, should it be necessary, shall be considered outside the scope of this contract.

1.11 Final Project Inspection

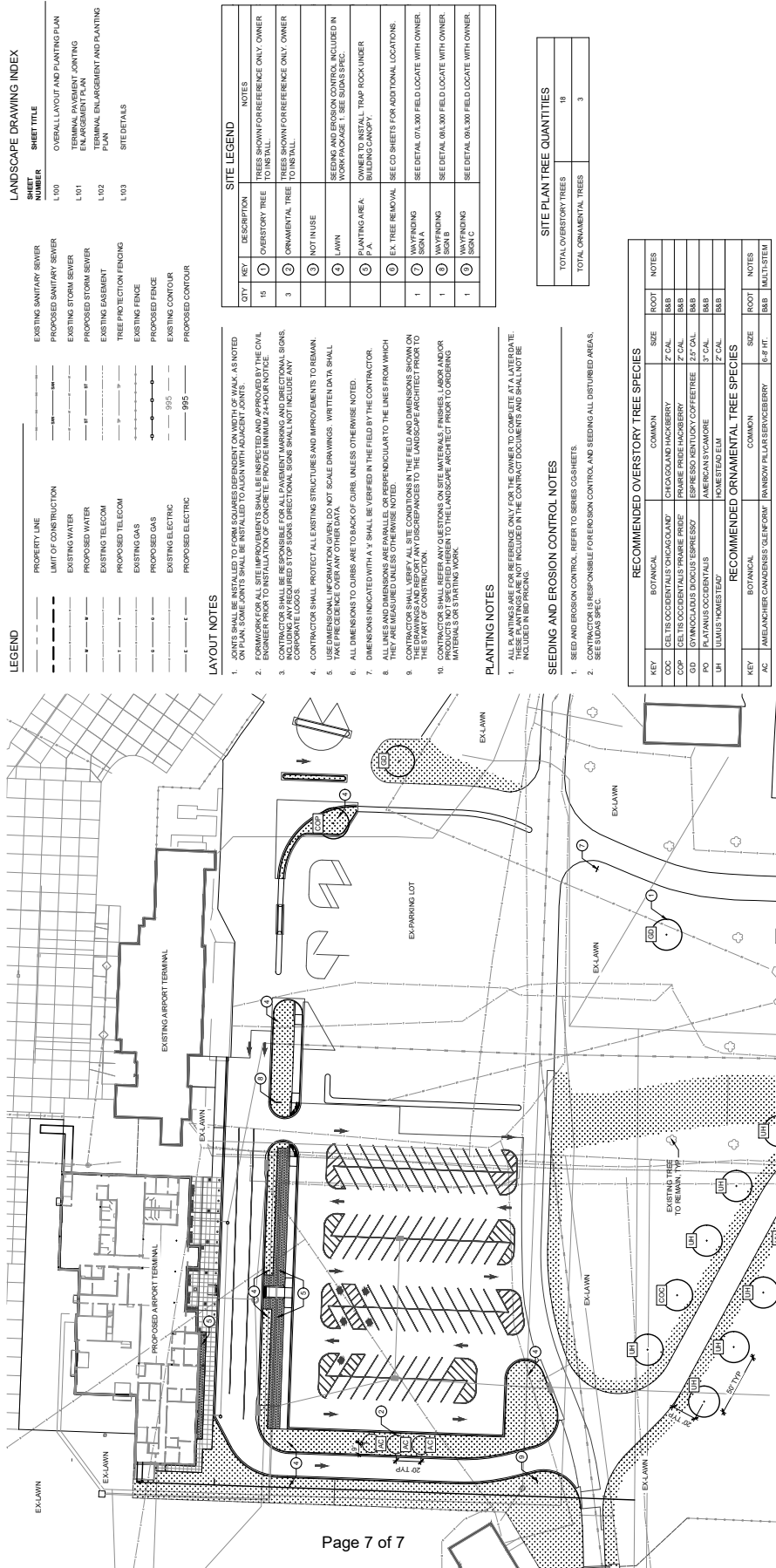
Consultant shall conduct a final project review to determine if the work is substantially complete and to determine if the completed work is acceptable, so that Consultant may recommend, in writing, final

payment to Contractor(s) and may give written notice to Authority and the Contractor(s) that the work is acceptable (subject to any conditions therein expressed).

TASK G – Construction Observation Services

Resident Project Representative services are not anticipated to be required for this project and are excluded from the scope of services. Refer to Task F for construction site visits to be performed by the project engineer or landscape architect.

Project Definition Exhibit



TASK ORDER NO. 56

For

Foth Infrastructure & Environment, LLC

In accordance with Section III, paragraph A of the Contract between Owner and Consultant for Professional Services dated **September 11, 2023** ("Contract"), Owner and Consultant agree as follows:

Specific Project Data

A. Title: **Airport Water Main Entrance Improvements Preliminary Design Services**

B. Description:

The City of Clear Lake Engineering and Water Department in conjunction with the Iowa Department of National Resources (IDNR) is requiring the Airport to install an above ground master water main meter and backflow preventer to control what is defined in the Iowa Administrative Code as a cross-connection. Cross-connection control prevents backflow or backsiphonage of contaminants into a public water supply. Included with this project is the preliminary utility design, and the preliminary design of a pre-engineered above ground facility to support the equipment as required by the City of Clear Lake and the IDNR to control the cross-connection. The Consultant shall perform preliminary engineering design in support of this project. It is anticipated that bidding documents and bidding services will be executed in a separate task order.

1. Services of Consultant

See Attachment No. 1 – Scope of Services and Attachment

2. Owner's Responsibilities

Owner's responsibilities in accordance with Attachment 3, of the Contract between Owner and Consultant for Professional Services, dated September 11, 2023.

3. Times for Rendering Services

<u>Task</u>	<u>Completion Date</u>
Sign Task Order	February 10, 2025
Preliminary Design Submittal	March 28, 2025

TASK ORDER No. 56
Exhibit A - SCOPE OF SERVICES

Airport Water Main Entrance Improvements
Preliminary Design Phase Services

The scope of services to be performed by the Consultant includes detailed work, services, materials, equipment and supplies necessary to provide preliminary plans for installation of an above ground and enclosed water main meter and backflow preventer. Refer to Exhibit 1 of this scope for a project definition exhibit.

The Consultant shall complete the scope of services in accordance with generally accepted standards of practice and shall include all work necessary to complete the tasks outlined in this agreement.

TASK A – PROJECT MANAGEMENT

A1.1 Project Management and Administration

The Consultant will be responsible for the development and tracking of the scope of services for the duration of this contract. This includes task identification, staff scheduling and coordination, including subcontractors of Consultant, project communications, monthly progress reporting and invoicing, and other elements of the project. The duration is assumed to be 2 months for this scope of services.

A1.2 Project Development Team Meetings

The Consultant will maintain communications with Airport Staff and various other representatives designated by the Airport. The project team will meet periodically to review progress and to discuss specific elements of the design (assume three such meetings). The meetings will also serve to establish schedules, update project goals, update design parameters, promote a dialogue between the various entities, improve the decision-making process, and expedite design development. The Consultant will prepare minutes of meetings and keep documentation of other communications. For budget purposes it is assumed that the meetings will be attended by an average of two staff members of the Consultant team.

The following project meetings are included with the Scope of Services:

- ✧ Project Kick-Off Meeting – 1 Meeting (Virtual)
- ✧ Preliminary Design Review – 1 Meeting (Virtual)

A1.3 City of Clear Lake Communication

Coordination with the City of Clear Lake and Iowa Department of Natural Resources (IDNR) will be required to ensure that all aspects of the project follow local and state requirements. It is anticipated that IDNR coordination will be filtered through the City of Clear Lake. This task includes the submittal of preliminary plans to the City of Clear Lake for review.

TASK B – SURVEY AND MAPPING

The Consultant will perform field and office tasks required to collect topographic information deemed necessary to complete the scope of services. The Airport will provide aerial photographic and other available mapping of the project area. The specific survey tasks to be performed include the following:

B1.1 Topographic Survey

The Consultant will perform topographic surveys required to establish horizontal and vertical locations of existing features by use of total station or GPS survey as needed. The area to be surveyed includes approximately 3 acres of airfield and landside turfgrass and farmland areas. The extents of the topographic survey shall include the proposed project areas as defined on the Project Area Exhibit at the end of this scope.

B1.2 Supplemental Utility Surveys

The Consultant will perform utility surveys within the identified project area. Consultant will contact the local FAA System Support Center (SSC), utility owners of record, and the “one call” representative and request that buried utilities be marked in the field. Establish coordinates and elevations (if possible) for utilities that fall within the limits of the project and are visible or have been marked on the ground by others. Show utility name and describe the utility on the plans.

Utilities to be surveyed may include, but are not limited to: underground electrical and communication (Airport / FAA), public utilities, sanitary sewer, water main and storm sewer. Storm sewer surveys will include intake type and condition, storm sewer alignment, material, elevations, and other pertinent information as required to complete any necessary improvements to the storm sewer system within the project limits.

B1.3 Property Ownership and Research

Research City and County records including right-of-way strip maps, subdivision plats, section corner ties, and surveys, locate existing boundary corner monuments, establish property lines, right-of-way lines, section lines, and easements, determine ownership of the properties affected by the project. Prepare a drawing with property lines, right-of-way lines, section lines, and easements within the project area as shown on the existing plats and other documents of record along with the land corner monuments and boundary corner monuments located in field. Review property ownership information from public records and add property owner names to the project mapping for public display and plan preparation purposes.

B1.4 Survey Data Processing

Utilizing the survey data obtained in the above tasks, the Consultant will develop a survey base map for use in design of the project. The Consultant will use software to extract all visible linear and point features into the survey base map file. Features will include fence, trees, located utilities, and an approximate 25' x 25' grid of points within turf areas. These 3D features will be used to create AutoCAD Civil 3DTerrain models for use by the project design team.

TASK C – GEOTECHNICAL SERVICES

Geotechnical work is not included with the scope.

TASK D – DESIGN SERVICES

D1.0 Preliminary Design

D1.1 Code Analysis

The Consultant shall review all applicable code requirements with the authorities having jurisdiction (AHJ) to determine material and equipment requirements to control the cross-connection. The City of Clear Lake and the Iowa Department of Natural Resources (IDNR) are the anticipated authorities.

D1.2 Preliminary Utility Relocation Design

1. The consultant shall design the water main relocation (connection to the existing main), water main riser sections, and water main equipment necessary to complete the installation of an above ground water meter and backflow preventer. The design shall be in compliance with AHJ code requirements.
2. The consultant shall provide recommendations for a pre-engineered/pre-fabricated facility to house the above ground water equipment and piping. Two pre-engineered options shall be presented with recommendations by the Consultant to Airport Staff. One option shall be a heated enclosure (Hot Box), and the other option shall be a heated walk-in facility. Both options shall be pre-engineered/pre-fabricated and shall delegate performance requirements to the contractor. Limited foundation slab design for the pre-engineered facility has been included with this task.
3. The consultant shall design a secondary electric service to the facility, electrical heating equipment to maintain a minimum temperature, interior and exterior lighting, outlets as required, and means of communicating a local low-temperature alarm or status light local to the facility. Coordination with Alliant Energy shall be included with this task.

D1.3 Preliminary Plans Preparation

Preliminary plans for the construction of the proposed improvements will be developed under this task. This phase will include:

- Prepare preliminary drawings, outline specifications, and other written descriptions of the project for review by the Airport and other stakeholders. Preliminary phase documents for review include:
 - Cover sheets
 - Civil Site Plan Sheets
 - Electrical Site Plan & Detail Sheets.
 - Water equipment facility, foundation slab details, with water riser and proposed water equipment.

D1.4 Engineer's Estimate of Probable Costs

The Consultant will prepare an opinion of probable construction cost for the project and compare the cost to the Airport's current project budget. The Consultant will, if necessary, make recommendations pertaining to modifications in the project to address budgetary concerns. Preliminary opinions of probable project costs will be based on representative major project elements, historical bid information, and current bidding climate. The Consultant will identify proposed material lead times and make recommendations for any Airport procurement prior to bidding to achieve the required construction completion timeframe.

D1.5 Airport Water Supply Review

Utilizing the existing water supply data from the study performed in 2021, the consultant shall analyze how the newly installed equipment will impact campus wide available potable and fire-protection flow rates. The consultant shall update the proposed water main improvement model developed in 2021, to determine if project improvements impact available flow rates to future aircraft storage facilities. The consultant shall deliver an updated memo that provides recommendations for future water main improvements.

TASK E – BID LETTING SERVICES

Bidding services have not been included with this task order. It is anticipated that this project will be incorporated and bid under a separate task order.

TASK F – CONSTRUCTION ADMINISTRATION SERVICES

Construction administration services have not been included with this task order. A task order for construction administration services shall be considered near the time of bid.

TASK G – CONSTRUCTION OBSERVATION SERVICES

Construction observation services have not been included with this task order. A task order for construction observation services shall be considered near the time of bid.

ADDITIONAL SERVICES

Additional Services not included in the agreement. If authorized under a supplemental or separate task order, the Consultant shall furnish or obtain from others the following services:

1. Final plans and project specifications for the construction of the proposed improvement.
2. Structural footing and foundation design.
3. Civil site design services do not encompass modeling of any site grading or drainage improvements. Civil site design services do not encompass a fully developed access driveway.
4. SCADA or design of additional controls. Communication shall be limited to a local low-temperature status alarm or light as indicated in Task D1.2.3.
5. Architectural Design Services
6. Updates to existing water supply and water demand data obtained from the City of Clear Lake in 2021.

Project Definition Exhibit



Enplanements	2020	2021	2022	2023	2024	2025	% 24-25
January	547	188	519	420	275	576	109%
February	506	195	497	389	326		
March *!	329	361	644	565	435		
April	58	435	553	412	514		
May	117	641	737	415	575		
June	237	847	659	526	531		
July	280	1003	708	584	660		
August	250	902	376	507	674		
September	302	798	307	509	521		
October	320	759	349	445	557		
November	250	821	393	510	705		
December	328	777	527	484	796		
Total for Year	3524	7727	6269	5766	6569	576	109%

Deplanements	2020	2021	2022	2023	2024	2025	% 24-25
January	543	226	608	419	331	543	64%
February	503	197	500	394	309		
March *!	391	434	831	606	479		
April	61	528	640	430	538		
May	133	676	794	449	609		
June	270	889	841	543	656		
July	325	1070	638	596	672		
August	271	920	372	553	692		
September	341	867	317	487	591		
October	309	806	358	476	583		
November	265	837	333	439	746		
December	282	793	546	443	795		
Total for Year	3694	8243	6778	5835	7001	543	64%

* COVID-19 restrictions begin March 12, 2020

! SkyWest Airlines begins operations March 1, 2021