

MASON CITY AIRPORT COMMISSION REGULAR MEETING

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

The Joni E. Dunn Meeting Room  
New Terminal Building

AGENDA

1. Approval of Minutes
  - February 10<sup>th</sup> Regular Meeting
2. Approve Warrants
3. Federal Aviation Administration Project – Construct Commercial Terminal
  - Accept Recommendation of Foth Engineering to Accept Work Package 2 as Complete
4. State Airport Improvement Program Fiscal Year 2025 (AIP) 9I250MCW100 – Construct Taxilane
  - Approve Foth Task Order #57 – Design and Bidding Services
5. Operations Report
6. Agenda items for Next Meeting
  - April 14th Regular Meeting
7. Adjourn



## MEMORANDUM

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

### 3. Federal Aviation Administration Project – Construct Commercial Terminal

Please see the attached letter from Foth Infrastructure recommending acceptance of Work Package 2 of the Commercial Terminal Building project. Work Package 2 consists of the Construction of the Terminal Building and the Passenger Boarding Bridge. Work Package 1 of this project covers the Parking Lot Expansion, which will remain open until final seeding can be accomplished this spring.

Commission Action Requested:

- Accept Recommendation of Foth Engineering to Accept Work Package 2 as Complete

### 4. State Airport Improvement Program Fiscal Year 2025 (AIP) 9I250MCW100 – Construct Taxilane

Please see attached Task Order #57 for Foth Infrastructure for Design and Bidding Services for the Construct GA Taxilane Project. As discussed at the last Commission meeting, this Task Order also includes final design and bidding services for the Water Service Improvement Project.

Commission Action Requested:

- Approve Foth Task Order #57 – Design and Bidding Services

MASON CITY AIRPORT COMMISSION REGULAR MEETING

**Monday, February 10, 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  
January 13<sup>th</sup> Regular Meeting**

Motion by Commissioner Haas, seconded by Commissioner Weiner to Approve the Minutes from January 13<sup>th</sup>, 2025, Regular Meeting. Motion passed unanimously.

**2. Approve Warrants**

Motion by Commissioner Weiner, seconded by Commissioner Haas to Approve the Warrants. Motion passed unanimously.

**3. Commercial Terminal Landscaping Project**

Motion by Commissioner Guetzko, seconded by Commissioner Rodamaker to Approve Foth Task Order #55 – Landscaping Design/Bid/Construction Services. Motion passed unanimously.

**4. Water Connection Improvement Project**

Motion by Commissioner Weiner, seconded by Commissioner Rodamaker to Approve Foth Task Order #56 – Design Services. Motion passed unanimously.

**5. Operations Report**

Airport Manager Sims gave updates on January passenger numbers, and an upcoming schedule change. The old terminal demolition project is on track for April completion. A Chamber Trip to Washington DC is coming up in May.

**6. Agenda Items for Next Meeting**

Next Regular meeting to be March 10<sup>th</sup>.

**7. Adjourn**

Meeting adjourned at 4:21 PM.

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Secretary, David L. Guetzko



**MASON CITY MUNICIPAL AIRPORT**  
**WARRANTS FOR THE MONTH OF February 2025**

		Invoice Total	Reimbursement \$
Absolute Waste	Garbage and recycling services	\$ 131.71	
Alliant Energy	January Electric and Gas Utilities	\$ 17,006.48	
Alpha Media	Publicity & Promotion <b>(80% State Reimbursable)</b>	\$ 5,600.00	\$ 4,480.00
BMC Aggregates	Sand for winter operations	\$ 2,428.26	
Blazek	Replace T-Hangar Motor in #35 with Rebuilt Motor from MN-IOWA Electric	\$ 580.00	
Central Lock Security	Replace Two Door Handles and Closer for Front Door	\$ 1,147.00	
Cintas	Janitorial Supplies	\$ 25.02	
City of Clear Lake	Monthly Water Usage	\$ 579.21	
Consolidated Energy	Diesel and Gasoline	\$ 4,122.10	
Dean Snyder Construction	Replacement Passenger Terminal	\$ 16,959.62	
Foth	Construct Passenger Terminal - Construction Services	\$ 10,874.29	
Foth	Terminal Area Landscape Package - Design Services	\$ 550.00	
Foth	Airport Water Main Entrance Improvements - Design Services	\$ 3,630.00	
Laird Law Firm	Professional Services through January 31, 2025	\$ 650.00	
McDowell and Sons Contractors	Terminal Demolition Project <b>(100% Reimbursable)</b>	\$ 28,500.00	\$ 28,500.00
Menards	Shop Supplies, Janitorial Supplies, Office Supplies	\$ 135.94	
MN-Iowa Electric Motors	Rebuild two Hangar Door Opener	\$ 999.70	
NAPA	Fuel Filters and Oil for F250, Air Filter	\$ 62.51	
Nassco	Janitorial Supplies	\$ 125.26	
SkyBlue Solutions	Office phone and guest internet services	\$ 265.48	
Titan Machinery	Equipment Repair	\$ 1,458.46	
VanWall Equipment	Replacement Mower blades	\$ 467.23	
Verizon	Cell phone charge	\$ 24.37	
Visit Mason City	2025 Travel Guide Ad <b>(80% State Reimbursed)</b>	\$ 995.00	\$ 796.00
Visual Edge IT	Monthly copier charges	\$ 37.09	
<b>TOTAL</b>		\$ 97,354.73	\$ 33,776.00
<b>Total minus reimbursements</b>		\$ <b>63,578.73</b>	



8191 Birchwood Court, Ste L  
Johnston, Iowa 50131  
foth.com

February 28, 2025

Mr. David Sims  
Mason City Municipal Airport  
9184 265th Street, Clear Lake, IA 50428

Re: Work Package 2 Acceptance and Early Release of Retained Funds

Replacement Passenger Terminal Project  
FAA AIP 3-19-0059-056 and 3-19-0059-057

Dear Dave:

It has been determined that the contract items associated with Work Package 2 on the above referenced project is complete and shall be accepted by the Airport Commission at the next regularly scheduled meeting. Work Package 2 is specifically associated with FAA AIP Grant Nos. 3-19-0059-056 (Terminal Building) and 3-19-0059-057 (Passenger Boarding Bridge).

Attached to this letter is the Work Package 2 'Notice of Acceptability of Work' for your records; Dean Snyder Construction Co. has been included in the Notice correspondence. It shall be noted that Work Package 1 has outstanding contract items, primarily related to final turfgrass stabilization, and is not being accepted by Foth at this time.

Pursuant to Iowa Code Section 573.28, Dean Snyder has requested the release of the Work Package 2 retained funds. The request was accompanied by a sworn statement from Dean Snyder that the proper notification was given to all known subcontractors, sub-subcontractors, and suppliers about Dean Snyder's request for early release of retained funds. The total value of Work Package 2 retained funds is \$638,055.41, which is 5% of the total contract and completed value of Work Package 2.

Upon acceptance of the Work Package 2 portion of the project by the Commission, the retainage release payment should be held for 30 days prior to release of the partial retainage. This 30-day waiting period is to allow any subcontractors or suppliers to make claims against the retainage. Additionally, prior to release of partial retainage, the engineer requests that the Airport validate that all Work Package 2 final closeout documentation from the contractor has been submitted per the requirements of the contract.

Accepting Work Package 2 will allow the Airport, Engineer, and Contractor to complete the final project closeout documentation necessary to close FAA AIP Grant Nos. 3-19-0059-056 and 3-19-059-057.

If you have any questions on this matter do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink that reads "Ryan Turner".

Foth Infrastructure & Environment, LLC  
Ryan Turner, PE  
Project Engineer  
Licensed in Iowa

Mr. David Sims  
Mason City Municipal Airport  
February 28, 2025  
Page 2

Enclosures

Attachment 1	Notice of Acceptability of Work
Attachment 2	Release of Early Retainage, Dean Snyder Sworn Statement
Attachment 3	Sample Pay Application 23 Summary – Work Package 2 Retainage Release

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NOTICE OF ACCEPTABILITY OF WORK

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PROJECT: **Replacement Passenger Terminal (Work Package 2)**

FAA AIP No: 3-19-0059-056 and 3-19-0059-057

OWNER: Airport Commission of the City of Mason City

CONTRACTOR: Dean Snyder Construction Co.

EFFECTIVE DATE OF THE CONSTRUCTION CONTRACT: February 1, 2023

ENGINEER: Foth Infrastructure & Environment, LLC, Johnston, Iowa

NOTICE DATE: February 28, 2025


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To: Airport Commission of the City of Mason City  
Owner

and To: Dean Snyder Construction Co.  
Contractor

From: Foth Infrastructure & Environment, LLC  
Engineer

The Engineer hereby gives notice to the above Owner and Contractor that the completed Work furnished and performed by Contractor associated with Work Package 2 (FAA Grant Nos. 3-19-0059-056 & 3-19-0059-057) of the Project referenced above, is acceptable, expressly subject to the provisions of the related Contract Documents, and the Agreement between Owner and Engineer for Professional Services dated September 11, 2023.

By:   
*Ryan Turner, PE*

Title: Project Engineer

Dated: February 28, 2025

ATTACHMENT 2

**NOTICE OF CONTRACTOR'S REQUEST  
FOR EARLY RELEASE OF RETAINED FUNDS**  
Sec. 573.28

You are hereby notified that Dean Snyder Construction will be requesting an early release of retained funds on a public improvement project or a highway, bridge, or culvert project designated as Mason City Municipal Airport Passenger Terminal Work Package 2 for which you have or may have provided labor or materials.

The request will be made pursuant to Iowa Code section 573.28. The request may be filed with the Mason City Municipal Airport after ten (10) calendar days from the date of this notice.

The purpose of the request is to have Mason City Municipal Airport release and pay funds for all work that has been performed and charged to Mason City Municipal Airport as of the date of this notice.

This notice is provided in accordance with Iowa Code section 573.28.

The above notice was sent to all known subcontractors, sub-subcontractors, and suppliers on 01/24/2025 and again on 2/28/2025

Signature



Seth Meyer (Print)

Project Manager (Title)

2/28/2025 (Date)



ATTACHMENT 3

MASON CITY AIRPORT COMMISSION REPLACEMENT PASSENGER TERMINAL PROJECT Pay Request 23 - 03/10/2025																						ESTIMATE NO.:	23
																						DATE:	03/10/25
																						D-1 ACCT. ID NO.:	FAA AIP/AG
																						D-2 ACCT. ID NO.:	FAA CARES
																						D-3 ACCT. ID NO.:	FAA ATP
																						D-4 ACCT. ID NO.:	MCW LOCAL
ITEM NO.	SPEC. NO.	ITEM	UNIT	UNIT PRICE	DIVISION 1 AIP/AG FUNDED				DIVISION 2 CARES FUNDED				DIVISION 3 ATP FUNDED				DIVISION 4 NOT FAA ELIGIBLE (LOCALLY FUNDED)				COMPLETED TO DATE		
					Bid Quantity	Bid Value	Quantity Complete	Value Complete	Bid Quantity	Bid Value	Quantity Complete	Value Complete	Bind Quantity	Bid Value	Quantity Complete	Value Complete	Bind Quantity	Value	Quantity Complete	Value Complete	Quantity	Value	Percent
Base Bid																							
1		MOBILIZATION	LS	\$ 64,000.00	0	\$ -	0.0	\$ -	1	\$ 64,000.00	1.00	\$ 64,000.00	0.0	\$ -	0.0	\$ -	0	\$ -	0	\$ -	1.00	\$64,000.00	100.0%
2		TRAFFIC CONTROL	LS	\$ 65,495.00	0	\$ -	0.0	\$ -	1	\$ 65,495.00	1.00	\$ 65,495.00	0.0	\$ -	0.0	\$ -	0	\$ -	0	\$ -	1.00	\$65,495.00	100.0%
3		CONSTRUCTION SURVEY	LS	\$ 43,000.00	0	\$ -	0.0	\$ -	1	\$ 43,000.00	1.00	\$ 43,000.00	0.0	\$ -	0.0	\$ -	0	\$ -	0	\$ -	1.00	\$43,000.00	100.0%
4		SWPPP, PREPARATION & MANAGEMENT	LS	\$ 12,000.00	0	\$ -	0.0	\$ -	1	\$ 12,000.00	1.00	\$ 12,000.00	0.0	\$ -	0.0	\$ -	0	\$ -	0	\$ -	1.00	\$12,000.00	100.0%
5		CLEARING & GRUBBING	LS	\$ 5,000.00	1	\$ 5,000.00	1.00	\$ 5,000.00	0	\$ -	0.0	\$ -	0.0	\$ -	0.0	\$ -	0	\$ -	0	\$ -	1.00	\$5,000.00	100.0%
6		TOPSOIL, ON SITE	CY	\$ 7.00	6,881	\$ 48,167.00	6,881.0	\$ 48,167.00	0	\$ -	0.0	\$ -	0.0	\$ -	0.0	\$ -	0	\$ -	0	\$ -	6,881.00	\$48,167.00	100.0%
7		EXCAVATION, CLASS 10, ROADWAY & BORROW	CY	\$ 6.50	14,740	\$ 96,505.00	14,847.0	\$ 96,505.50	0	\$ -	0.0	\$ -	0.0	\$ -	0.0	\$ -	0	\$ -	0	\$ -	14,847.00	\$96,505.50	100.7%
8		SUBBASE, MODIFIED, 6 IN.	SY	\$ 7.00	1,163	\$ 8,141.00	1,266.0	\$ 8,862.00	0	\$ -	0.0	\$ -	0.0	\$ -	0.0	\$ -	0	\$ -	0	\$ -	1,266.00	\$8,862.00	108.9%
9		SUBBASE, MODIFIED, 8 IN.	SY	\$ 8.75	9,211	\$ 80,596.25	9,211.0	\$ 80,596.25	0	\$ -	0.0	\$ -	0.0	\$ -	0.0	\$ -	0	\$ -	0	\$ -	9,211.00	\$80,596.25	100.0%
10		SUBBASE, GRANULAR, 12 IN.	SY	\$ 12.00	9,542	\$ 114,504.00	9,542.0	\$ 114,504.00	0	\$ -	0.0	\$ -	0.0	\$ -	0.0	\$ -	0	\$ -	0	\$ -	9,542.00	\$114,504.00	100.0%
11		REMOVAL OF PIPE CULVERT LESS THAN OR EQUAL TO 36 IN.	LF	\$ 10.00	70	\$ 700.00	62.0	\$ 620.00	0	\$ -	0.0	\$ -	0.0	\$ -	0.0	\$ -	0	\$ -	0	\$ -	62.00	\$620.00	88.6%
12		COMPACTION TESTING	LS	\$ 3,000.00	1	\$ 3,000.00	1.00	\$ 3,000.00	0	\$ -	0.0	\$ -	0.0	\$ -	0.0	\$ -	0	\$ -	0	\$ -	1.00	\$3,000.00	100.0%
13		TRENCH COMPACTION TESTING	LS	\$ 2,000.00	1	\$ 2,000.00	1.00	\$ 2,000.00	0	\$ -	0.0	\$ -	0.0	\$ -	0.0	\$ -	0	\$ -	0	\$ -	1.00	\$2,000.00	100.0%
14		SANITARY SEWER GRAVITY MAIN, TRENCHED, PVC, 8 IN.	LF	\$ 55.00	304	\$ 16,720.00	304.0	\$ 16,720.00	0	\$ -	0.0	\$ -	0.0	\$ -	0.0	\$ -	0	\$ -	0	\$ -	304.00	\$16,720.00	100.0%
15		SANITARY SEWER SERVICE STUB, PVC, 4 IN.	EA	\$ 1,200.00	1	\$ 1,200.00	1.0	\$ 1,200.00	0	\$ -	0.0	\$ -	0.0	\$ -	0.0	\$ -	0	\$ -	0	\$ -	1.00	\$1,200.00	100.0%
16		SANITARY SEWER SERVICE STUB, PVC, 6 IN.	EA	\$ 1,400.00	1	\$ 1,400.00	1.0	\$ 1,400.00	0	\$ -	0.0	\$ -	0.0	\$ -	0.0	\$ -	0	\$ -	0	\$ -	1.00	\$1,400.00	100.0%
17		STORM SEWER, TRENCHED, RCP, CLASS III, 12 IN.	LF	\$ 50.00	57	\$ 2,850.00	57.0	\$ 2,850.00	0	\$ -	0.0	\$ -	0.0	\$ -	0.0	\$ -	0	\$ -	0	\$ -	57.00	\$2,850.00	100.0%
18		STORM SEWER, TRENCHED, RCP, CLASS III, 15 IN.	LF	\$ 60.00	199	\$ 11,940.00	199.0	\$ 11,940.00	0	\$ -	0.0	\$ -	0.0	\$ -	0.0	\$ -	0	\$ -	0	\$ -	199.00	\$11,940.00	100.0%
19		STORM SEWER, TRENCHED, RCP, CLASS III, 18 IN.	LF	\$ 65.00	113	\$ 7,345.00	113.0	\$ 7,345.00	0	\$ -	0.0	\$ -	0.0	\$ -	0.0	\$ -	0	\$ -	0	\$ -	113.00	\$7,345.00	100.0%
20		STORM SEWER, TRENCHED, RCP, CLASS III, 24 IN.	LF	\$ 75.00	239	\$ 17,925.00	239.0	\$ 17,925.00	0	\$ -	0.0	\$ -	0.0	\$ -	0.0	\$ -	0	\$ -	0	\$ -	239.00	\$17,925.00	100.0%
21		STORM SEWER, TRENCHED, RCP, CLASS III, 30 IN.	LF	\$ 100.00	172	\$ 17,200.00	172.0	\$ 17,200.00	0	\$ -	0.0	\$ -	0.0	\$ -	0.0	\$ -	0	\$ -	0	\$ -	172.00	\$17,200.00	100.0%
22		PIPE APRON, CONCRETE, 30 IN.	EA	\$ 4,200.00	1	\$ 4,200.00	1.0	\$ 4,200.00	0	\$ -	0.0	\$ -	0.0	\$ -	0.0	\$ -	0	\$ -	0	\$ -	1.00	\$4,200.00	100.0%
23		SUBDRAIN, PVC, 8 IN.	LF	\$ 50.00	51	\$ 2,550.00	0.0	\$ -	0	\$ -	0.0	\$ -	0.0	\$ -	0.0	\$ -	0	\$ -	0	\$ -	0.00	\$0.00	0.0%
24		SUBDRAIN CLEANOUT, TYPE B	EA	\$ 700.00	1	\$ 700.00	0.0	\$ -	0	\$ -	0.0	\$ -	0.0	\$ -	0.0	\$ -	0	\$ -	0	\$ -	0.00	\$0.00	0.0%
25		SUBDRAIN CONNECTION TO STRUCTURE	EA	\$ 500.00	1	\$ 500.00	0.0	\$ -	0	\$ -	0.0	\$ -	0.0	\$ -	0.0	\$ -	0	\$ -	0	\$ -	0.00	\$0.00	0.0%
26		STORM SEWER SERVICE STUB, PVC, 10 IN.	EA	\$ 3,400.00	1	\$ 3,400.00	1.0	\$ 3,400.00	0	\$ -	0.0	\$ -	0.0	\$ -	0.0	\$ -	0	\$ -	0	\$ -	1.00	\$3,400.00	100.0%
27		WATER MAIN, TRENCHED, PVC, 8 IN.	LF	\$ 50.00	412	\$ 20,600.00	425.0	\$ 21,250.00	0	\$ -	0.0	\$ -	0.0	\$ -	0.0	\$ -	0	\$ -	0	\$ -	425.00	\$21,250.00	103.2%
28		WATER MAIN FITTINGS, DIP	LB	\$ 35.00	203	\$ 7,105.00	650.0	\$ 22,750.00	0	\$ -	0.0	\$ -	0.0	\$ -	0.0	\$ -	0	\$ -	0	\$ -	650.00	\$22,750.00	320.2%
29		WATER SERVICE STUB, TYPE K COPPER, 2 IN.	EA	\$ 1,200.00	1	\$ 1,200.00	1.0	\$ 1,200.00	0	\$ -	0.0	\$ -	0.0	\$ -	0.0	\$ -	0	\$ -	0	\$ -	1.00	\$1,200.00	100.0%
30		WATER SERVICE STUB, PVC, 6 IN.	EA	\$ 1,450.00	1	\$ 1,450.00	1.0	\$ 1,450.00	0	\$ -	0.0	\$ -	0.0	\$ -	0.0	\$ -	0	\$ -	0	\$ -	1.00	\$1,450.00	100.0%
31		VALVE, GATE, 6 IN.	EA	\$ 1,800.00	1	\$ 1,800.00	1.0	\$ 1,800.00	0	\$ -	0.0	\$ -	0.0	\$ -	0.0	\$ -	0	\$ -	0	\$ -	1.00	\$1,800.00	100.0%
32		CURB STOP AND BOX, 2 IN.	EA	\$ 1,200.00	1	\$ 1,200.00	1.0	\$ 1,200.00	0	\$ -	0.0	\$ -	0.0	\$ -	0.0	\$ -	0	\$ -	0	\$ -	1.00	\$1,200.00	100.0%
33		TAPPING VALVE ASSEMBLY, 8 IN.	EA	\$ 6,000.00	1	\$ 6,000.00	1.0	\$ 6,000.00	0	\$ -	0.0	\$ -	0.0	\$ -	0.0	\$ -	0	\$ -	0	\$ -	1.00	\$6,000.00	100.0%
34		FIRE HYDRANT ASSEMBLY	EA	\$ 5,200.00	3	\$ 15,600.00	2.0	\$ 10,400.00	0	\$ -	0.0	\$ -	0.0	\$ -	0.0	\$ -	0	\$ -	0	\$ -	2.00	\$10,400.00	66.7%
35		FIRE HYDRANT ASSEMBLY REMOVAL	EA	\$ 500.00	1	\$ 500.00	0.0	\$ -	0	\$ -	0.0	\$ -	0.0	\$ -	0.0	\$ -	0	\$ -	0	\$ -	0.00	\$0.00	0.0%
36		MANHOLE, SANITARY SEWER, SW-301, 48 IN.	EA	\$ 5,500.00	2	\$ 11,000.00	2.0	\$ 11,000.00	0	\$ -	0.0	\$ -	0.0	\$ -	0.0	\$ -	0	\$ -	0	\$ -	2.00	\$11,000.00	100.0%
37		MANHOLE, STORM SEWER, SW-401, 48 IN.	EA	\$ 5,650.00	1	\$ 5,650.00	1.0	\$ 5,650.00	0	\$ -	0.0	\$ -	0.0	\$ -	0.0	\$ -	0	\$ -	0	\$ -	1.00	\$5,650.00	100.0%
38																							



MASON CITY AIRPORT COMMISSION REPLACEMENT PASSENGER TERMINAL PROJECT Pay Request 23 - 03/10/2025																							ESTIMATE NO.:		23
																							DATE:		03/10/25
																							D-1 ACCT. ID NO:		FAA AIP/AG
																							D-2 ACCT. ID NO:		FAA CARES
																							D-3 ACCT.ID NO:		FAA ATP
																							D-4 ACCT. ID NO:		MCW LOCAL
ITEM NO.	SPEC. NO.	ITEM	UNIT	UNIT PRICE	DIVISION 1 AIP/AG FUNDED				DIVISION 2 CARES FUNDED				DIVISION 3 ATP FUNDED				DIVISION 4 NOT FAA ELIGIBLE (LOCALLY FUNDED)				COMPLETED TO DATE				
					Bid Quantity	Bid Value	Quantity Complete	Value Complete	Bid Quantity	Bid Value	Quantity Complete	Value Complete	Bind Quantity	Bid Value	Quantity Complete	Value Complete	Bind Quantity	Value	Quantity Complete	Value Complete	Quantity	Value	Percent		
1	0	Milling	SY	\$ 11.00	310	\$ 3,410.00	411	\$ 4,521.00	0	\$ -	0.0	\$ -	0	\$ -	0	\$ -					411	\$ 4,521.00	132.58%		
2	0	Pavement, HMA Surface Course, 1-1/2 In. (Bid Item 50)	TON	\$ 147.00	55	\$ 8,085.00	55	\$ 8,085.00	0	\$ -	0.0	\$ -	0	\$ -	0	\$ -					55	\$ 8,085.00	100.00%		
3	0	Pavement, HMA Leveling Course	TON	\$ 139.00	20	\$ 2,780.00	20	\$ 2,780.00	0	\$ -	0.0	\$ -	0	\$ -	0	\$ -					20	\$ 2,780.00	100.00%		
Change Order No. 11 - Construction Cost					\$	14,275.00	\$	15,386.00	\$	-	\$	-	\$	-	\$	-					\$	15,386.00			
Change Order No. 12																									
1		Baggage Handling System Card Readers and Access Control (Change Request 21)	LS	\$ 7,618.23	0	\$ -	0	\$ -	1	\$ 7,618.23	1.0	\$ 7,618.23	0	\$ -	0	\$ -					1	\$ 7,618.23	100.00%		
2		Pedestrian Gate (Plan Change 16)	LS	\$ 4,407.00	1	\$ 4,407.00	1	\$ 4,407.00	0	\$ -	0.0	\$ -	0	\$ -	0	\$ -					1	\$ 4,407.00	100.00%		
3		TSA Checkpoint Electric and Data Modifications (Plan Change 15)	LS	\$ 4,553.55	0	\$ -	0	\$ -	1	\$ 4,553.55	1.0	\$ 4,553.55	0	\$ -	0	\$ -					1	\$ 4,553.55	100.00%		
Change Order No. 12 - Construction Cost					\$	4,407.00	\$	4,407.00	\$	12,171.78	\$	12,171.78	\$	-	\$	-					\$	16,578.78			
Change Order No. 13																									
1		VRF System Circuiting and Emergency Power (Plan Change 17)	LS	\$ 7,648.57	0	\$ -	0	\$ -	1	\$ 7,648.57	1.0	\$ 7,648.57	0	\$ -	0	\$ -					1	\$ 7,648.57	100.00%		
Change Order No. 13 - Construction Cost					\$	-	\$	-	\$	7,648.57	\$	7,648.57	\$	-	\$	-					\$	7,648.57			
Change Order No. 14																									
1		Door 116C, 131A, and 118-1A Door Hardware and Functionality Modifications (Plan Change 18)	LS	\$ 11,271.88	0	\$ -	0	\$ -	1	\$ 11,271.88	1.0	\$ 11,271.88	0	\$ -	0	\$ -					1	\$ 11,271.88	100.00%		
Change Order No. 14 - Construction Cost					\$	-	\$	-	\$	11,271.88	\$	11,271.88	\$	-	\$	-					\$	11,271.88			
Change Order No. 15																									
1		Dual Cipher Lockset, Passenger Boarding Bridge (Plan Change 21)	LS	\$ 2,397.60	0	\$ -	0	\$ -	1	\$ 2,397.60	1.0	\$ 2,397.60	0	\$ -	0	\$ -					1	\$ 2,397.60	100.00%		
2		Gatehold Vestibule and Exit Lane Security Additions (Plan Change 22)	LS	\$ 6,822.00	0	\$ -	0	\$ -	1	\$ 6,822.00	1.0	\$ 6,822.00	0	\$ -	0	\$ -					1	\$ 6,822.00	100.00%		
Change Order No. 15 - Construction Cost					\$	-	\$	-	\$	9,219.60	\$	9,219.60	\$	-	\$	-					\$	9,219.60			
Total Construction Costs Including Change Orders - By Division					\$	1,491,979.94	\$	1,440,249.11	\$	11,401,078.25	\$	11,401,078.25	\$	1,358,500.00	\$	1,358,500.00	\$	-	\$	1,530.00	\$	14,201,357.36			

Pay Request Summary		
	Total Approved	Total Completed
Contract Price	\$12,752,029.99	
Approved Change Order 1	-\$14,390.05	
Approved Change Order 2	\$1,358,500.00	
Approved Change Order 3	\$8,677.00	
Approved Change Order 4	\$4,235.00	
Approved Change Order 5	\$4,500.00	
Approved Change Order 6	\$11,650.67	
Approved Change Order 7	\$27,718.85	
Approved Change Order 8	\$5,521.42	
Approved Change Order 9	\$24,080.75	
Approved Change Order 10	\$10,040.73	
Approved Change Order 11	\$14,275.00	
Approved Change Order 12	\$16,578.78	
Approved Change Order 13	\$7,648.57	
Approved Change Order 14	\$11,271.88	
Approved Change Order 15	\$9,219.60	
Revised Contract Price	\$14,251,558.19	\$14,201,357.36
	Materials Stored	\$0.00
	Division 1 Retainage	\$72,012.45
	Divisions 2 / 3 / 4 Retainage	\$0.00
	Total Earned Less Retainage	\$14,129,344.91
Pay Request 1	\$113,099.73	
Pay Request 2	\$520,210.15	
Pay Request 3	\$467,697.64	
Pay Request 4	\$995,162.16	
Pay Request 5	\$631,486.40	
Pay Request 6	\$1,239,400.15	
Pay Request 7	\$1,144,673.30	
Pay Request 8	\$840,638.59	
Pay Request 9	\$843,748.39	
Pay Request 10	\$1,028,544.48	
Pay Request 11	\$959,452.08	
Pay Request 12	\$1,295,792.12	
Pay Request 13	\$489,266.37	
Pay Request 14	\$490,693.75	
Pay Request 15	\$656,308.06	
Pay Request 16	\$1,329,068.03	
Pay Request 17	\$275,941.31	
Pay Request 18	\$51,053.84	
Pay Request 19	\$92,507.97	
Pay Request 20	\$1,850.84	
Pay Request 21	\$7,734.52	
Pay Request 22	\$16,959.62	
	Total Previously Approved	\$13,491,289.50
	Amount Due this Request	\$638,055.41
	Percent Complete	99.6%

THE AMOUNT RECOMMENDED FOR APPROVAL FOR PAYMENT IN ACCORDANCE WITH THE TERMS OF THE CONTRACT IS: \$638,055.41

MASON CITY MUNICIPAL AIRPORT																								
REPLACEMENT PASSENGER TERMINAL PROJECT																								
Pay Request 23 - 03/10/2025																								
		Division 1 - AIP/AIG				AIP/AIG SPLIT			Division 2 - CARES					Division 3 -				Division 4 -						
		AIP: 3-19-0059-054, AIG: 3-19-0059-058				(Total Costs Less Retainage)			CARES: 3-19-0059-056					ATP: 3-19-0059-057				NOT FAA ELIGIBLE (MCW LOCAL FUNDS)						
Pay Request	Stored Materials	Total Completed	Retainage	Total Less Retainage	Reimbursement this Pay Request	AIP 77%	AIG 23%	Stored Materials	Total Completed	Retainage	Total Less Retainage	Reimbursement this Pay Request	Stored Materials	Total Completed	Retainage	Total Less Retainage	Amount Paid this Pay Request	Stored Materials	Total Completed	Retainage	Total Less Retainage	Amount Paid this Pay Request	Total Paid to Contractor	Amount Paid to Contractor this Request
1	\$ -	\$ 6,592.20	\$ 329.61	\$ 6,262.59	\$ 6,262.59	\$ 4,822.19	\$ 1,440.40	\$ -	\$ 112,460.15	\$ 5,623.010	\$ 106,837.14	\$ 106,837.140	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 113,099.73	\$ 113,099.73
2	\$ -	\$ 91,425.20	\$ 4,571.26	\$ 86,853.94	\$80,591.35	\$ 66,877.53	\$ 19,976.41	\$ 183,463.00	\$ 391,753.77	\$ 28,760.83	\$ 546,455.94	\$ 439,618.80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 633,309.88	\$ 520,210.15
3	\$ -	\$ 358,483.20	\$ 17,924.16	\$ 340,559.04	\$ 253,705.10	\$ 262,230.46	\$ 78,328.58	\$ 234,853.00	\$ 565,619.08	\$ 40,023.60	\$ 760,448.48	\$ 213,992.54	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,101,007.52	\$ 467,697.64
4	\$ -	\$ 479,002.98	\$ 23,950.15	\$ 455,052.83	\$ 114,493.79	\$ 350,390.68	\$ 104,662.15	\$ -	\$ 1,705,583.92	\$ 85,279.20	\$ 1,620,304.72	\$ 859,856.24	\$ -	\$ 20,377.50	\$ 1,018.87	\$ 19,358.63	\$ 19,358.63	\$ -	\$ 1,530.00	\$ 76.50	\$ 1,453.50	\$ 1,453.50	\$ 2,096,169.68	\$ 995,162.16
5	\$ -	\$ 483,910.18	\$ 24,195.51	\$ 459,714.67	\$ 4,661.84	\$ 3,589.62	\$ 1,072.22	\$ -	\$ 2,365,399.25	\$ 118,269.97	\$ 2,247,129.28	\$ 626,824.56	\$ -	\$ 20,377.50	\$ 1,018.87	\$ 19,358.63	\$ -	\$ -	\$ 1,530.00	\$ 76.50	\$ 1,453.50	\$ -	\$ 2,727,656.08	\$ 631,486.40
6	\$ -	\$ 539,268.68	\$ 26,963.44	\$ 512,305.240	\$ 52,590.58	\$ 40,494.75	\$ 12,095.83	\$ -	\$ 3,614,672.48	\$ 180,733.63	\$ 3,433,938.85	\$ 1,186,809.57	\$ -	\$ 20,377.50	\$ 1,018.87	\$ 19,358.63	\$ -	\$ -	\$ 1,530.00	\$ 76.50	\$ 1,453.50	\$ -	\$ 3,967,056.22	\$ 1,239,400.15
7	\$ -	\$ 635,432.90	\$ 31,771.65	\$ 603,661.25	\$ 91,356.00	\$ 70,344.12	\$ 21,011.88	\$ -	\$ 4,723,427.53	\$ 236,171.37	\$ 4,487,256.15	\$ 1,053,317.30	\$ -	\$ 20,377.50	\$ 1,018.87	\$ 19,358.63	\$ -	\$ -	\$ 1,530.00	\$ 76.50	\$ 1,453.50	\$ -	\$ 5,111,729.53	\$ 1,144,673.30
8	\$ -	\$ 663,016.39	\$ 33,150.82	\$ 629,865.57	\$ 26,204.32	\$ 20,177.33	\$ 6,026.99	\$ -	\$ 5,580,726.76	\$ 279,036.34	\$ 5,301,690.42	\$ 814,434.27	\$ -	\$ 20,377.50	\$ 1,018.88	\$ 19,358.63	\$ -	\$ -	\$ 1,530.00	\$ 76.50	\$ 1,453.50	\$ -	\$ 5,952,368.12	\$ 840,638.59
9	\$ -	\$ 663,016.39	\$ 33,150.82	\$ 629,865.57	\$ -	\$ -	\$ -	\$ -	\$ 6,468,882.96	\$ 323,444.15	\$ 6,145,438.81	\$ 843,748.39	\$ -	\$ 20,377.50	\$ 1,018.88	\$ 19,358.63	\$ -	\$ -	\$ 1,530.00	\$ 76.50	\$ 1,453.50	\$ -	\$ 6,796,116.51	\$ 843,748.39
10	\$ -	\$ 685,786.39	\$ 34,289.32	\$ 651,497.07	\$ 21,631.50	\$ 16,656.26	\$ 4,975.25	\$ -	\$ 7,528,791.36	\$ 376,439.57	\$ 7,152,351.79	\$ 1,006,912.98	\$ -	\$ 20,377.50	\$ 1,018.87	\$ 19,358.63	\$ -	\$ -	\$ 1,530.00	\$ 76.50	\$ 1,453.50	\$ -	\$ 7,824,660.99	\$ 1,028,544.48
11	\$ -	\$ 685,786.39	\$ 34,289.32	\$ 651,497.07	\$ -	\$ -	\$ -	\$ -	\$ 8,538,740.92	\$ 426,937.05	\$ 8,111,803.87	\$ 959,452.08	\$ -	\$ 20,377.50	\$ 1,018.88	\$ 19,358.63	\$ -	\$ -	\$ 1,530.00	\$ 76.50	\$ 1,453.50	\$ -	\$ 8,784,113.07	\$ 959,452.08
12	\$ -	\$ 702,937.54	\$ 35,146.87	\$ 667,790.670	\$ 16,293.60	\$ 12,546.07	\$ 3,747.53	\$ -	\$ 9,885,581.47	\$ 494,279.07	\$ 9,391,302.40	\$ 1,279,498.52	\$ -	\$ 20,377.50	\$ 1,018.88	\$ 19,358.63	\$ -	\$ -	\$ 1,530.00	\$ 76.50	\$ 1,453.50	\$ -	\$ 10,079,905.19	\$ 1,295,792.12
13	\$ -	\$ 702,937.54	\$ 35,146.87	\$ 667,790.670	\$ -	\$ -	\$ -	\$ -	\$ 10,400,598.70	\$ 520,029.94	\$ 9,880,568.77	\$ 489,266.37	\$ -	\$ 20,377.50	\$ 1,018.88	\$ 19,358.63	\$ -	\$ -	\$ 1,530.00	\$ 76.50	\$ 1,453.50	\$ -	\$ 10,569,171.56	\$ 489,266.37
14		\$ 716,901.64	\$ 35,845.08	\$ 681,056.560	\$ 13,265.89	\$ 10,214.74	\$ 3,051.15	\$ -	\$ 10,903,154.34	\$ 545,157.72	\$ 10,357,996.62	\$ 477,427.86	\$ -	\$ 20,377.50	\$ 1,018.88	\$ 19,358.63	\$ -	\$ -	\$ 1,530.00	\$ 76.50	\$ 1,453.50	\$ -	\$ 11,059,865.31	\$ 490,693.75
15		\$ 1,084,094.96	\$ 54,204.75	\$ 1,029,890.212	\$ 348,833.65	\$ 268,601.91	\$ 80,231.74	\$ -	\$ 11,226,811.61	\$ 561,340.58	\$ 10,665,471.03	\$ 307,474.41	\$ -	\$ 20,377.50	\$ 1,018.88	\$ 19,358.63	\$ -	\$ -	\$ 1,530.00	\$ 76.50	\$ 1,453.50	\$ -	\$ 11,716,173.37	\$ 656,308.06
16		\$ 1,257,479.22	\$ 62,873.96	\$ 1,194,605.259	\$ 164,715.05	\$ 126,830.59	\$ 37,884.46	\$ -	\$ 11,318,098.83	\$ 565,904.94	\$ 10,752,193.89	\$ 86,722.86	\$ -	\$ 1,154,725.00	\$ 57,736.25	\$ 1,096,988.75	\$ 1,077,630.12	\$ -	\$ 1,530.00	\$ 76.50	\$ 1,453.50	\$ -	\$ 13,045,241.40	\$ 1,329,068.03
17		\$ 1,345,195.16	\$ 67,259.75	\$ 1,277,935.410	\$ 83,330.15	\$ 64,164.22	\$ 19,165.93	\$ -	\$ 11,344,242.42	\$ 567,212.12	\$ 10,777,030.30	\$ 24,836.41	\$ -	\$ 1,331,330.00	\$ 66,566.50	\$ 1,264,763.50	\$ 167,774.75	\$ -	\$ 1,530.00	\$ 76.50	\$ 1,453.50	\$ -	\$ 13,321,182.71	\$ 275,941.31
18		\$ 1,386,109.44	\$ 69,305.47	\$ 1,316,803.970	\$ 38,868.56	\$ 29,928.79	\$ 8,939.77	\$ -	\$ 11,357,069.03	\$ 567,853.45	\$ 10,789,215.58	\$ 12,185.28	\$ -	\$ 1,331,330.00	\$ 66,566.50	\$ 1,264,763.50	\$ -	\$ -	\$ 1,530.00	\$ 76.50	\$ 1,453.50	\$ -	\$ 13,372,236.55	\$ 51,053.84
19		\$ 1,429,126.63	\$ 71,456.33	\$ 1,357,670.300	\$ 40,866.33	\$ 31,467.07	\$ 9,399.26	\$ -	\$ 11,384,258.65	\$ 569,212.93	\$ 10,815,045.72	\$ 25,830.14	\$ -	\$ 1,358,500.00	\$ 67,925.00	\$ 1,290,575.00	\$ 25,811.50	\$ -	\$ 1,530.00	\$ 76.50	\$ 1,453.50	\$ -	\$ 13,464,744.52	\$ 92,507.97
20		\$ 1,431,074.88	\$ 71,553.74	\$ 1,359,521.140	\$ 1,850.84	\$ 1,425.15	\$ 425.69	\$ -	\$ 11,384,258.65	\$ 569,212.93	\$ 10,815,045.72	\$ -	\$ -	\$ 1,358,500.00	\$ 67,925.00	\$ 1,290,575.00	\$ -	\$ -	\$ 1,530.00	\$ 76.50	\$ 1,453.50	\$ -	\$ 13,466,595.36	\$ 1,850.84
21		\$ 1,436,818.88	\$ 71,840.94	\$ 1,364,977.940	\$ 5,456.80	\$ 4,201.74	\$ 1,255.06	\$ -	\$ 11,386,656.25	\$ 569,332.81	\$ 10,817,323.44	\$ 2,277.72	\$ -	\$ 1,358,500.00	\$ 67,925.00	\$ 1,290,575.00	\$ -	\$ -	\$ 1,530.00	\$ 76.50	\$ 1,453.50	\$ -	\$ 13,474,329.88	\$ 7,734.52
22		\$ 1,440,249.11	\$ 72,012.45	\$ 1,368,236.660	\$ 3,258.72	\$ 2,509.21	\$ 749.51	\$ -	\$ 11,401,078.25	\$ 570,053.91	\$ 10,831,024.34	\$ 13,700.90	\$ -	\$ 1,358,500.00	\$ 67,925.00	\$ 1,290,575.00	\$ -	\$ -	\$ 1,530.00	\$ 76.50	\$ 1,453.50	\$ -	\$ 13,491,289.50	\$ 16,959.62
23		\$ 1,440,249.11	\$ 72,012.45	\$ 1,368,236.660	\$ -	\$ -	\$ -	\$ -	\$ 11,401,078.25	\$ -	\$ 11,401,078.25	\$ 570,053.91	\$ -	\$ 1,358,500.00	\$ -	\$ 1,358,500.00	\$ 67,925.00	\$ -	\$ 1,530.00	\$ -	\$ 1,530.00	\$ 76.50	\$ 14,129,344.91	\$ 638,055.41

## TASK ORDER NO. 57

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: **Construct General Aviation Hangar Development Taxilane Design and Bidding Services, and**

**Airport Water Main Entrance Improvements  
Final Design and Bidding Services**

- B. Description:

The Mason City Airport Commission desires to construct general aviation taxilane pavement located west of the current box hangars to provide access for the development of box hangars and a t-hangar. Construction budget is approximately **\$521,000**. With this task order the consultant will prepare a set of documents for use in obtaining competitive bids. This project will be funded by FY 2025 Iowa DOT Airport Development project grant, which contributes 70% of the cost, up to \$382,760 of the eligible work.

Also included under the task order is the final design and bidding services of the Airport Water Main Entrance Improvements project to install an above ground master water meter entrance and backflow preventer. This project will be funded locally. This project shall be combined and be publicly bid with the general aviation taxilane development project.

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	March 10, 2025
Functional Design	March 28, 2025
Preliminary Plans Submittal	April 11, 2025
Check Plans Submittal	May 2, 2025
Plans Available to Bidders	May 12, 2025
Receive Bids	June 9, 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 **\$98,400** based on the following distribution:

PHASE	COMPENSATION
Taxilane Design and Bidding – DOT Funded	\$67,680
Utility Improvements Design and Bidding – Locally Funded	\$30,720
<b>Total</b>	<b>\$98,400</b>

The Effective Date of this Task Order is March 10, 2025.

**OWNER:**

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

\_\_\_\_\_  
Signature Date

Gary Wattnem \_\_\_\_\_  
Name

Commission Chair \_\_\_\_\_  
Title

Designated Representative for Task Order:

David Sims \_\_\_\_\_  
Name

Airport Manager \_\_\_\_\_  
Title

**CONSULTANT:**

**Foth Infrastructure and Environment, LLC**

*Adam Wilhelm 3/5/2025*  
\_\_\_\_\_  
Signature Date

Adam Wilhelm \_\_\_\_\_  
Name

Client Director \_\_\_\_\_  
Title

Designated Representative for Task Order:

Ryan Turner \_\_\_\_\_  
Name

Project Engineer \_\_\_\_\_  
Title

## **TASK ORDER No. 57**

### **Exhibit A - SCOPE OF SERVICES**

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#### **Construct General Aviation Hangar Development Taxilane Design & Bidding Phase Services & Airport Water Main Entrance Improvements Final Design and Bidding Phase Services**

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The scope of services to be performed by the Consultant includes detailed work, services, materials, equipment and supplies necessary to provide plans and specifications for the construction of taxilane pavement located west of the existing GA box hangars. The taxilane will provide access to several parcels which are being planned for 60' by 60' box hangars. To the west of the proposed taxilane a t-hangar is planned. Refer to the project area exhibit at the end of this scoping document for location and extents of the project. The Iowa DOT is providing funding for the design and construction of the taxilane under project number 9I250MCW100. Additional work to be included in the project is extension of utilities for the hangar development. This additional work is anticipated to be locally funded.

The final design and bidding services associated with the Airport Water Main Entrance Improvements project shall be included under this task order. Refer to Task Order No. 56 for the preliminary design tasks associated with this project. The Taxilane Development and Airport Water Entrance designs shall be combined into one plan set and project manual for public bidding. Ultimately, these projects shall be completed under one combined construction contract.

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

#### **TASK A – PROJECT MANAGEMENT**

##### **A1.0 PROJECT ADMINISTRATION**

###### **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 4 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, develop project goals, establish initial 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.

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

- ✧ Preliminary Plan Review– 1 Meeting
- ✧ Final Design Review– 1 Meeting

###### **A1.3 Quality Control Plan**

Establish a quality control plan for checking procedures for design disciplines and reviewing deliverables. Designate responsibility for implementation of the quality control plan and oversee its execution.

## **A2.0 PROJECT COORDINATION**

### **A2.1 Iowa DOT Coordination**

Throughout the scope of services, the Consultant will communicate with Iowa DOT Office of Aviation staff on design details, estimated cost, and proposed construction schedule. Anticipated coordination items include division of scope of work and eligibility for State funding.

## **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 Supplemental Control Surveys**

The Consultant will utilize existing Primary Airport Control (PAC) and Secondary Airport Control (SAC) point(s), as the benchmarks for establishing survey control for the topographic survey. Consultant will create and record accurate descriptions of the horizontal control points and benchmarks to be included with future project plans. Horizontal control will be in state-plane coordinates and vertical control per USGS datum.

### **B1.2 Topographic Survey**

The Consultant will perform topographic survey required to establish horizontal and vertical locations of existing features by use of GPS and total station. The area to be surveyed includes approximately eight (8) acres. The extents of supplementary topographic survey shall include the proposed project areas as defined on the Survey Area Exhibit at the end of this scope.

### **B1.3 Utility Surveys**

The Consultant will perform utility surveys required for the development of the scope of services, will contact Mason City Airport, utility owners of record and the “one call” representative, and request that buried utilities be marked in the field, and will 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. The Consultant will show the utility name and describe the utility on the plans.

Utilities to be surveyed may include, but are not limited to, underground electrical and communication, water, sewer, and storm sewer. Storm sewer surveys include intake type and condition, storm sewer alignment, material, elevations, and other pertinent information as required to complete the design of the improvements.

### **B1.4 Survey Data Processing and Base Map Development**

The Consultant will develop a survey base map for use in design of the project. Features will include edge of pavement, pavement markings, surface features, underground utilities and a digital terrain model.

## **TASK C – GEOTECHNICAL SERVICES**

Omitted from scope. Consultant to utilize prior geotechnical reports for work completed within the vicinity of the project area.

## **TASK D – DESIGN SERVICES**

### **D1.0 FUNCTIONAL DESIGN (30%)**

#### **D1.1 Taxilane Site Layout**

The Consultant will develop a site grading and paving plan to maximize the number of hangar development sites that can be constructed with the available project budget.



### **D1.2 Taxilane Utility Extension Plan**

The Consultant will develop a plan to provide water, sewer, electric, and communication utilities to the proposed hangars.

### **D1.3 Engineer's Opinion of Probable Construction Costs and Project Budget**

The Consultant will prepare an opinion of probable construction cost for the project. Estimated costs will be compared to the Airport's current project budget. The Consultant, during the functional design, will make recommendations pertaining to modification in the project to address budgetary concerns. Functional opinions of probable project costs will be based on representative major project elements, historical bid information, and current bidding climate.

## **D2.0 PRELIMINARY DESIGN (60%)**

### **D2.1 Preliminary Plan Preparation**

Preliminary Plans will be developed for the taxilane project. The tasks completed as part of functional design will serve as the basis for the preliminary design. Plans will be considered 60% complete at the time of the preliminary plan submittal to the airport.

The work to be performed by the Consultant under Preliminary Plan Preparation will consist of the following tasks:

#### **Preliminary Taxilane Sheets**

1. Preliminary Title and General Information Sheets (A Sheets). This task consists of assembling the preliminary title and general information sheets. The preliminary title sheets will include the following: Index of Sheets, Location Map, Project Number, and Site Layout Plan.
2. Typical Cross Sections and Details (B Sheets). These sheets will show the Typical Cross Sections and Details to be used for the proposed improvements as well as a preliminary determination of the areas that each Typical Section will apply. The Typical Cross Sections will include but not be limited to typical sections for the proposed paving and drainage improvements.
3. Removal Plans (D Sheets). These sheets will show a plan view of taxilane pavement, existing utilities, and miscellaneous features to be removed.
4. Plan View Layout (E Sheets). These sheets will show topographic base mapping, existing utility information, proposed airfield pavement, pavement markings, and proposed drainage improvements.
5. Reference Ties and Bench Marks (G Sheet). This sheet will show reference ties to the plan control points and the benchmark data used to develop the plans and to be preserved throughout construction of the project.
6. Construction Phasing (J Sheets). These sheets will show the construction staging, traffic control, and phasing to be implemented during construction.
7. Geometric and Staking Plan (L Sheets). Geometric layout of taxilane pavement. Horizontal and vertical data for use in staking out the paving (vertical data not shown on preliminary plans).
8. Preliminary Sanitary Sewer Design (MSA Sheets). These sheets will depict proposed sanitary sewer improvements including layout of future connections associated with the taxilane extension.
9. Preliminary Water Main Design (MWM Sheets). These sheets will depict proposed water main extension and service locations and include layout of future connections associated with the taxilane extension.

### **D2.2 Preliminary Engineer's Opinion of Probable Construction Costs and Project Budget (60%)**

The Consultant will prepare a preliminary 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.

### **D2.3 Quality Control – Preliminary Plans**

Review the preliminary plans for technical accuracy, as well as general constructability and conformance with the project design criteria.

### **D2.4 Plan Review and Field Review – Preliminary Design**

The Consultant will submit preliminary plans and budget to the Airport for review and comment. A Field Review will be held to discuss key issues and design concepts. The review will determine the completion of the plan design, identify needed adjustments, and confirm the proposed staging plans. Revisions will be noted for preparation of the final design.

For the 60% submittal, one (1) hard copy and a PDF of the half-size 11 x 17 plans will be submitted to the airport.

## **D3.0 CHECK AND FINAL PLANS**

### **D3.1 Incorporate Comments from Preliminary Plan Review**

The Consultant will respond to comments resulting from the Owners review of the preliminary plans. Recommended modifications will be incorporated into the 90% Check Plans.

### **D3.2 Check Plan Preparation**

90% Check Plans for the Taxilane Development and the Airport Water Main Entrance Improvements will be developed under this Task. The work to be performed by the Consultant under Check Plan Preparation will consist of preparation of a set of plans that are 90% complete. The sheets included in the Preliminary Plans will be further developed for the Check Plans.

### **Check Plan Taxilane Sheets (In Addition to Preliminary Civil Sheets listed on Task D2.1)**

1. Bid Items and Estimate Reference Notes (C Sheets). Bid items, tabulations, and estimate reference notes.
2. Erosion Control Plan (U Sheets). Plan view showing grading information, and any necessary erosion control measures for the proposed taxilane and utility construction. Plans will contain information necessary for development of a Storm Water Pollution Prevention Plan by the Contractor, and any necessary erosion control details.

### **Check Plan Airport Water Entrance Sheets**

<b>Sheet Title</b>	<b>Estimated No. of Sheets</b>
Construction Phasing Plan	1
Site Layout, Civil Utility, and Demolition Sheets	2
Utility Facility, Foundation Slab Details, and Water Riser Details	4
Electrical Site Plan and Details	3
SWPPP and Site Restoration Plan	1
Total Estimated Number of Sheets	<b>11</b>

### **D3.3 Project Manual**

Under this task, the Consultant will prepare a project manual specific to the construction requirements for the project. The project manuals will include front-end documents and special provisions. The Statewide Urban Design and Specifications (SUDAS) and CSI Master Format will be utilized for the detailed construction technical specifications related to the project. Additional technical specifications, such as a pre-engineered facility performance specification, and Airport specific forms and specifications will be included.

#### **D3.4 Engineer's Opinion of Probable Construction Costs and Project Budget (90%)**

The Consultant will revise the preliminary opinion of probable cost as necessary to reflect the 90% check plans. The 90% estimate shall incorporate the Airport Water Main Entrance scope of work.

#### **D3.5 Quality Control – Check Plans**

Review the check plans for technical accuracy, as well as general constructability and conformance with the project design criteria. The Consultant is responsible for ensuring that critical issues are discussed and resolved prior to final design efforts.

#### **D3.6 Plan Review**

The Consultant will submit 90% check plans, the project manual, and an updated cost estimate to the Airport for review and comment. Revisions will be noted for preparation of the final design.

For the 90% submittal, one (1) hard copy and a PDF of the half-size 11 x 17 plans and project manual will be submitted to the airport.

#### **D3.7 Prepare Final Submittal**

The Consultant will coordinate and incorporate 90% check plan comments by the Airport into the final construction documents for a single set of plans and specifications, including a final cost estimate.

### **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 10 half-size (11"x17") plan sets and specifications will be duplicated and assembled by the Consultant. One (1) set 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 complete the 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:

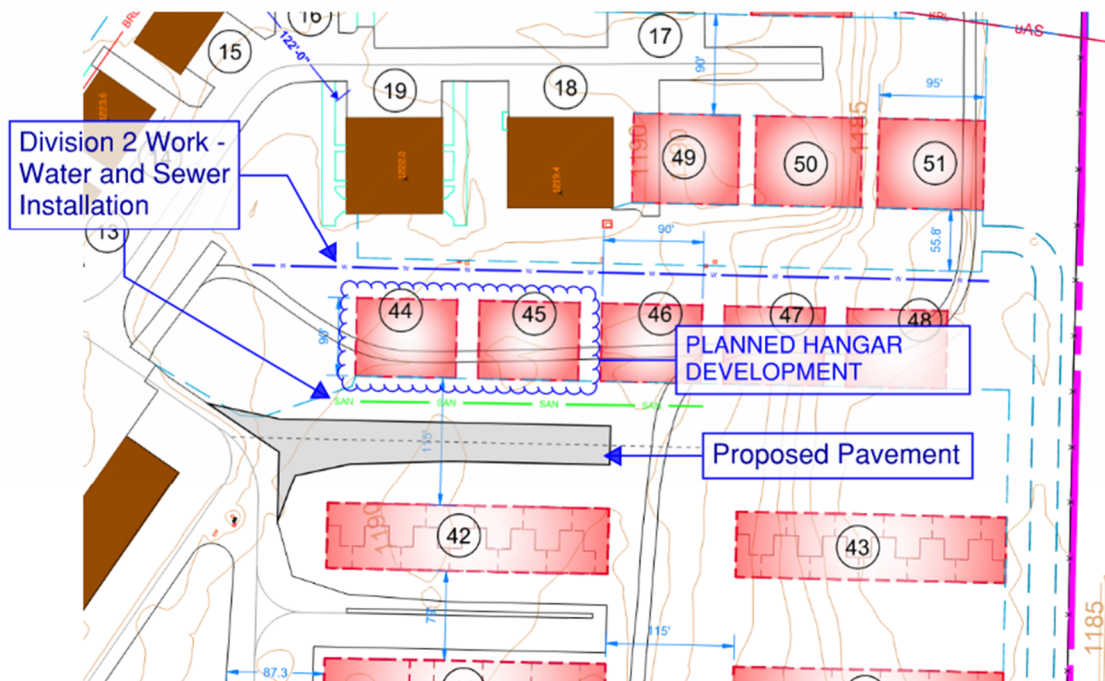
- Airport – One hard copy set of Conformed Drawings and Specifications for internal use.
- Contractor – Five additional sets of Conformed Drawing and Specifications for distribution to the selected Contractor.
- PDF files of the conformed documents

#### **ADDITIONAL SERVICES**

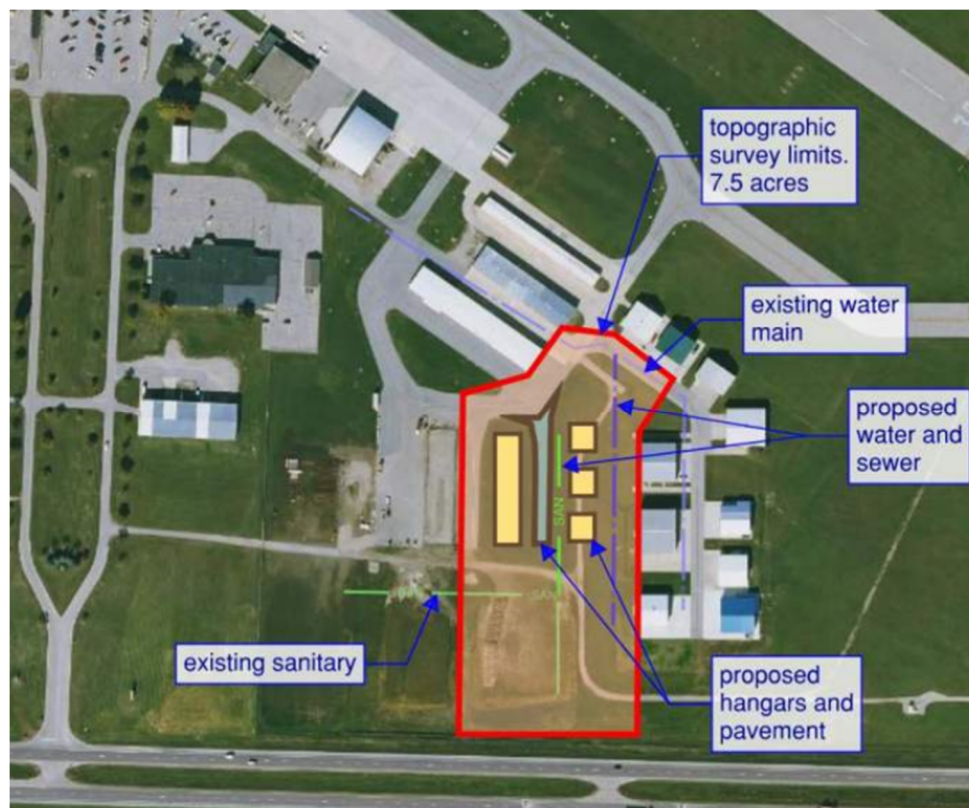
Additional Services not included in the agreement. If authorized under a Supplemental Task order, the Consultant shall furnish or obtain from others the following services:

1. Survey and Preliminary Design Tasks associated with the Airport Water Main Entrance Improvements project. This scope of work shall be covered under Task Order 56. The additional services listed in Task Order 56 shall apply to this task order as it relates to the Airport Water Main Entrance scope of work.
2. Construction administration and observation services.

### Project Area Exhibit (Taxilane Development)



### Survey Area Exhibit (Taxilane Development)





## Project Area Exhibit (Airport Water Entrance Improvements)



Enplanements	2020	2021	2022	2023	2024	2025	% 24-25
January	547	188	519	420	275	576	109%
February	506	195	497	389	326	509	56%
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	1085	81%

Deplanements	2020	2021	2022	2023	2024	2025	% 24-25
January	543	226	608	419	331	543	64%
February	503	197	500	394	309	469	52%
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	1012	58%

\* COVID-19 restrictions begin March 12, 2020

! SkyWest Airlines begins operations March 1, 2021