

AGENDA
LAKE CHELAN AIRPORT BOARD
February 28, 2013

1. Approve Minutes of the February 14, 2013 Airport Board Meeting
2. Approve Claim & Payroll Warrants (Reviewed by Steele)
3. Lake Chelan Airport Runway Extension Project 2013A-01

MINUTES OF THE FEBRUARY 14, 2013
AIRPORT BOARD MEETING
Chelan City Hall, 135 East Johnson Street, Chelan, Washington

PRESENT: Airport Board President Goedde; Airport Board Members Cooney, Harper, Higgins, Isenhart, and Morehouse; Airport Manager Schmidt, and Airport Board Secretary Gallucci.
ABSENT/EXCUSED: McCardle and Steele.

Mr. Goedde called the meeting to order at 7:37 p.m.

WARRANTS AND MINUTES: Mr. Cooney moved to approve Claim Warrants No. 5666 - 5670 totaling \$6,099.16; Payroll Warrants No. 2742 – 2746 totaling \$4,108.09 and Voided Payroll Warrants 2739 – 2741. Second by Ms. Isenhart. Motion passed unanimously.

AIRPORT LAYOUT PLAN: Mr. Schmidt stated there has been some movement on the Airport Layout Plan. Additionally, the Lake Chelan Airport's Federal Grant funding will continue being matched at 95%.

Mr. Cooney stated he had heard complaints about the disrepair of the airport and lack of overall airport maintenance. He stated it would be wise to fix the broken items and make the airport sparkle. Mr. Morehouse and Ms. Isenhart concurred.

There being no further business the meeting adjourned at 7:42 p.m.

Prepared by:

Attested to:

Date approved by Airport Board:

Peri S. Gallucci
Airport Board Secretary

Robert R. Goedde
Airport Board President

AGENDA BILL NO. 2013A-01

BUSINESS OF THE CITY COUNCIL
CHELAN, WASHINGTON

SUBJECT: Lake Chelan Airport Runway
Extension Project

FOR AGENDA OF: February 28, 2013
Revised:

ORIGINATOR: Paul Schmidt
Airport Board Manager

DATE SUBMITTED: February 22, 2013
Revised:

APPROVED: *Paul Schmidt by*
Airport Board Manager: *Pen Halber*

MEETING DATE(S) AND EXHIBITS:

- February 28, 2013
1. USKH Task Form Amendment
2. FY2013 Estimated Budget

EXPENDITURE REQUIRED: Budget Line No.	AMOUNT BUDGETED:	APPROPRIATION REQUIRED:
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***** SUMMARY STATEMENT/ISSUES *****

The Lake Chelan Airport Runway Project is progressing and we hope to begin the Federal land acquisition process later this year and into 2014. In doing so, the Federal Aviation Administration (FAA) has requested the Airport Layout Plan (ALP) be updated to reflect the proposed changes before any land acquisition or improvements can be started. In doing so, our Airport Consultant, USKH, has been tasked with updating the Airport Layout Plan, which is an amendment to the original design contract. The total cost for the ALP update has been estimated at \$38,550, with the FAA match at 95% (\$36,623) and the Chelan Airport at 5% (\$1,928). FAA has already approved the increase in Federal Funds for this task.

- | | |
|--|--|
| <input type="checkbox"/> Public Hearing | <input type="checkbox"/> Quasi-Judicial Matter |
| <input type="checkbox"/> Closed Record Appeal/Decision | <input checked="" type="checkbox"/> Legislative Matter |
| <input type="checkbox"/> Recommendation from Staff | <input type="checkbox"/> Other: _____ |

Suggested Motion:
I move to authorize the Lake Chelan Airport Manager to sign the attached Scope of Work & Fee Approval with USKH to complete the Lake Chelan Airport Layout Plan and Environmental Assessment in the amount not to exceed \$38,550.



TASK FORM

Scope of Work & Fee Approval

WORK ORDER NUMBER: 1146701	PROJECT NAME: Engineering and Support Services
CLIENT: City of Chelan – Lake Chelan Airport	ALP and Draft EA Update
ADDRESS: PO Box 1669	
CITY: City of Chelan	STATE: WA ZIP CODE: 98816
PHONE: 509-682-4037	FAX: 509-674-4097
CLIENT CONTACT: Paul Schmidt	E-MAIL: pschmidt@cityofchelan.us
LEGAL OWNERS: City of Chelan	LEGAL DESCRIPTION: Lake Chelan Airport

DESCRIPTION OF WORK:
 USKH will provide additional engineering and support services for the Airport Layout Plan (ALP) and Draft Environmental Update project. This work will be amended under the existing grant and will be completed under Task 2.3 of the original Scope of Services. A scope and fee are attached to this task order that detail the approved services by the Federal Aviation Administration (FAA), dated September 11, 2012 and October 10, 2012, respectively. The work will be completed in the following tasks:

- Task 1 – Contract Administration
- Task 2 – Preliminary ALP Update
- Task 3 – Final ALP Update
- Task 4 – Draft EA Update

The professional services contract fee will be a lump sum (fixed lump-sum payment) contract for the ALP and Draft EA update (Tasks 1-4), including reimbursable direct expenses for services.

COST OF WORK:			
LUMP SUM:		TIME and MATERIALS (with estimated maximum)	\$ N/A
	\$38,550		
	(FAA Match = \$36,623)		
	City Match = \$1,928)		

PROJECT COMPLETION DATE: March 2013.

I/We (herein "Client") have read the foregoing work order including the terms and conditions. Said order is in all respects correct and reflects the understanding of the parties and I/We agree to be bound thereby. By signing below, each Client agrees and acknowledges that he is jointly and severally bound to the terms of this Agreement.

DATE: _____, 2013	DATE: _____, 2012
COMPANY <u>City of Chelan</u>	COMPANY _____
SIGNATURE: _____	BY: _____
NAME & TITLE <u>Paul Schmidt, City Administrator</u>	TITLE: _____
DATE: _____, 2013	USKH STANDARD BILLING RATES
<u>USKH Inc.</u>	ATTACHED: YES <u>x</u> NO _____
SIGNATURE: _____	OTHER ATTACHMENTS: YES <u>x</u> NO _____
NAME & TITLE <u>Jeffrey Logan, P.E., Principal</u>	NOTES: This project will abide by all contractual agreements approved under the USKH Contract for Professional Services, approved by the City on September 4, 2009.

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> 2515 A Street | <input type="checkbox"/> Anchorage, Alaska 99503 | <input type="checkbox"/> Phone (907) 276-4245 | <input type="checkbox"/> Fax (907) 258-4653 |
| <input type="checkbox"/> 544 4th Avenue, Suite 102 | <input type="checkbox"/> Fairbanks, Alaska 99701 | <input type="checkbox"/> Phone (907) 452-2128 | <input type="checkbox"/> Fax (907) 452-4225 |
| <input type="checkbox"/> 3031 Clinton Drive, Suite 200 | <input type="checkbox"/> Juneau, Alaska 99801 | <input type="checkbox"/> Phone (907) 790-2901 | <input type="checkbox"/> Fax (907) 790-3901 |
| <input type="checkbox"/> 351 W. Parks Highway, Suite 200 | <input type="checkbox"/> Wasilla, Alaska 99654 | <input type="checkbox"/> Phone (907) 376-7815 | <input type="checkbox"/> Fax (907) 376-7819 |
| <input checked="" type="checkbox"/> 621 W. Mallon, Suite 309 | <input type="checkbox"/> Spokane, Washington 99201 | <input type="checkbox"/> Phone (509) 328-5139 | <input type="checkbox"/> Fax (509) 328-0423 |
| <input type="checkbox"/> 313 D Street, Suite 200 | <input type="checkbox"/> Lewiston, Idaho 83501 | <input type="checkbox"/> Phone (208) 746-2661 | <input type="checkbox"/> Fax (208) 746-6825 |
| <input type="checkbox"/> 2376 Main Street, Suite 2 | <input type="checkbox"/> Ferndale, Washington 98248 | <input type="checkbox"/> Phone (360) 312-1815 | <input type="checkbox"/> Fax (360) 312-0124 |
| <input type="checkbox"/> 5 North Colville Street | <input type="checkbox"/> Walla Walla, Washington 99362 | <input type="checkbox"/> Phone (509) 522-4843 | <input type="checkbox"/> Fax (509) 522-1902 |

**Chelan Municipal Airport
EA and ALP Update Projects
Chelan, Washington**

November 8, 2012

2013 ESTIMATED BUDGET				
Project Summary		AGENCY MATCH AMOUNT		
Project	Fee	FAA (90%)	WSDOT (2.5%)	Sponsor (7.5% Max.)*
ALP Update	\$39,970.00	\$35,973	\$999.25	\$2,997.75
** Land Acquisition Support - Federal Appraisals, Appraisal Reviews, EDDA Phase I, Survey, Land Negotiations/Coordination, FAA Closeout Report Ect. (Does not include Land Acquisition)	\$70,000.00	\$63,000	\$1,750.00	\$5,250.00
TOTAL	\$109,970.00	\$98,973.00	\$2,749.25	\$8,247.75

* Sponsor match may vary from 5% to 7.5%, dependent on WSDOT Aviation's match.

** Sponsor may choose to split this amount between FY13 a FY 14.