

LAKE CHELAN AIRPORT BOARD  
March 12, 2015

1. Call to Order
2. Agenda Changes
3. Minutes
  - A. Approve Minutes of the February 26, 2015 Airport Board Meeting (Gallucci)
4. Consent Agenda
  - A. Approve Claim & Payroll Warrants (Reviewed by Morehouse)
5. Action Items
  - A. Land Acquisition Professional Services Agreement Task Order No. 1 2015A-01  
with J-U-B Engineers Recommendation (Schmidt)
6. Airport Manager Comments
7. Adjournment

MINUTES OF THE FEBRUARY 26, 2015  
AIRPORT BOARD MEETING  
Chelan City Hall, 135 East Johnson Street, Chelan, Washington

1. **CALL TO ORDER:**

The meeting was called to order at 7:06 p.m.

**PRESENT:**

Airport Board President Goedde, Members Cooney, Harper, Higgins, Isenhart, McCardle, Morehouse, Steele, Manager Schmidt, Secretary Gallucci, and Treasurer Grant.

2. **AGENDA CHANGES:**

A. None.

3. **MINUTES:**

Ms. McCardle moved to approve the minutes as follows. Second by Mr. Isenhart. Motion passed unanimously.

A. Minutes from the February 12, 2015 Airport Board Meeting

4. **CONSENT AGENDA:**

Ms. McCardle moved to approve the consent agenda as follows. Second by Ms. Isenhart. Motion passed unanimously.

A. February 26, 2015 Claim Warrant No. 6029 – 6035 totaling \$19,596.81 and Payroll Warrants No. 3005 - 3008 totaling \$717.32.

5. **ACTION ITEMS:**

A. None.

6. **AIRPORT MANAGER COMMENTS:**

A. None.

7. **ADJOURNMENT:**

There being no further business, the meeting adjourned at 7:07 p.m.

Prepared by:

Attested to:

Date approved by Airport Board:

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Peri Gallucci  
Airport Board Secretary

\_\_\_\_\_  
Robert R. Goedde  
Airport Board President

AGENDA BILL NO. 2015A-01

BUSINESS OF THE LAKE CHELAN AIRPORT BOARD  
CHELAN, WASHINGTON

SUBJECT: Land Acquisition Professional Services Agreement Task Order No. 1 with J-U-B Engineers, Inc.

- EXHIBITS
1. Proposed Professional Services Agreement
  2. Fee Estimate

FOR AGENDA OF: March 12, 2015

ORIGINATOR: Paul Schmidt  
Airport Manager

APPROVED: *Paul*  
Airport Manager:

Reviewed by Attorney: No

EXPENDITURE REQUIRED:	AMOUNT BUDGETED:	APPROPRIATION REQUIRED:	FINANCE DIRECTOR:
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**AUTHORITY: RCW 35A.11.010 Rights, powers, and privileges. "Each city governed under this optional municipal code...and, by and through its legislative body, such municipality may contract and be contracted with..."**

\*\*\*\*\* SUMMARY STATEMENT/ISSUES \*\*\*\*\*

Task Order No. 1 of the City's Professional Services Agreement with J-U-B Engineers, Inc. is for property acquisition at the Lake Chelan Airport. This process is highly specialized and must comply with all FAA conditions requiring a consultant with a high level of expertise. The land acquisition process will involve buying three parcels from a single property owner and is to begin immediately with a targeted conclusion by the end of 2015. Fee estimates for the land acquisition services are \$88,690 with the City receiving 90% reimbursement from the FAA.

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Public Hearing                       Legislative Matter                       Other: \_\_\_\_\_

Suggested Motion:

**I move to recommend the City enter into the Professional Services Agreement with J-U-B Engineers, Inc. for land acquisition for the Lake Chelan Airport subject to final FAA review and approval.**



J-U-B ENGINEERS, INC.

**EXHIBIT A**

**J-U-B ENGINEERS, Inc.  
AGREEMENT FOR PROFESSIONAL SERVICES**

**Task Order No. 1  
J-U-B Project No: 70-14-037  
Lake Chelan Municipal Airport**

DATE: February 27, 2015

**PROJECT DESCRIPTION:**

This project consists of the acquisition of land to comply with FAA Order 5100.38D, which requires airports to ensure compatible land use of runway approach and transitional zones for flight safety. The proposed project involves the acquisition of three parcels: the Orchard Heights property (Parcel No. 272303210050, 17.98 acres) and two Sikes Orchards properties, (Parcel No. 272303210100, 9.93 acres and 272303210150, 10.32 acres). These properties, totaling 38.23 acres, are within the boundaries of the runway approach zones, transitional zones, and RPZ's of Runway 20. See attached Exhibit A Property Map.

**RE:** Master Agreement for Professional Services between the City of Chelan (CLIENT) and J-U-B ENGINEERS, Inc., (J-U-B), dated November 14, 2014.

Upon execution of this Task Order by CLIENT and J-U-B in the space provided below, this Task Order will service as authorization for J-U-B to carry out and complete the services set forth below in accordance with the Terms and Conditions of the Master Agreement between the CLIENT and J-U-B.

Section 1.01 Services as follows:

**BASIC SERVICES**

1.01.A Land Acquisition Services: Upon the CLIENT's Authorization to Proceed to conduct Land Acquisition Services in accordance with FAA AC 150/5100-17 Chg.6, J-U-B shall:

1. Develop scope of services, schedule and contract. Conduct a pre-acquisition conference with FAA, WSDOT Aviation and CLIENT.
2. J-U-B shall oversee project tasks and coordinate with CLIENT representatives to manage the scope, schedule, budget and work plan for the land acquisition services. J-U-B invoices will be prepared and submitted to the CLIENT on a monthly basis and will include a brief status report outlining work accomplished during the billing period. It is assumed that the project will last ten (10) months.
  - The Consultant will conduct monthly Sponsor/FAA briefings. The meetings will take place via teleconference and last for up to one (1) hour.
  - The Consultant will conduct four (4) in person meetings to discuss key project issues. Meetings will take place in Chelan and be attended by up to two (2) consultant staff.

- Assist CLIENT in preparation of FAA quarterly performance reports, one (1) annual SF 425/271 submittal, and one (1) annual DOORS DBE report.
3. Obtain limited liability title reports for the three (3) parcels involved in the land acquisition.
  4. Coordinate submittals and grant applications to FAA to include submittal of a grant application for the acquisitions based on appraised values.
  5. Prepare a 3-year DBE Plan Update and submit to FAA for approval.
  6. Perform an Environmental Site Assessment Phase I for the three (3) fee acquisition parcels including three (3) buildings.
  7. Perform appraisals of the three (3) parcels in accordance with the Uniform Relocation and Real Property Acquisition Act.
  8. Perform review appraisals of three (3) parcels in accordance with the Uniform Relocation and Real Property Acquisition Act.
  9. Prepare a relocation plan for the Sikes Orchards properties in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act and FAA Advisory Circular 150/5100-17 Chg. 6. Prepare a general notice, eligibility notice, and 90 day notice
  10. Prepare boundary surveys for the three (3) parcels to be acquired. Prepare property boundary drawings, set pins, and file record of survey.
  11. Prepare Determinations of Value for CLIENT approval. Prepare offer letters and negotiation documents.
  12. Provide property negotiations on behalf of the CLIENT. Provide telephone communication with each property owner to discuss and schedule survey, appraisal and negotiation visits. Prepare and present up to three (3) written offers for each of the two land owners. Present the property owner's rights and entitlements on the acquisition of their property. Persons to be displaced shall be provided notice of relocation eligibility. Provide telephone follow-up with each property owner to answer any additional questions. Prepare Summary of Just Compensation. Prepare and provide Negotiations Contact Records to document compliance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act and in accordance with FAA Advisory Circular 150/5100-17 Chg 6.
  13. Prepare an updated Exhibit "A" Property Map in accordance with ARP SOP 3.00.
  14. Prepare final property negotiations closeout documentation and report.

**Assumptions**

- Any revisions to the current Exhibit A Property Map necessary for grant purposes shall be made temporarily as pen-and-ink changes. The final Exhibit A will be prepared at the completion of the land acquisition.
- Environmental Site Assessment Phase II services are not included in this scope of services.
- Surveys of existing structures for the presence of lead based paint or asbestos, along with mitigation measures are not included in this scope of services.
- Obstruction surveys, removal of obstructions, and building removal or demolition are not included in this scope of services. Services related to these tasks will be determined pending negotiations with property owners associated with these acquisitions.
- If negotiations breakdown after three (3) meetings, procedures for condemnation, or administrative settlements will be conducted at the Owner's request upon issuance of a supplemental agreement.

Section 1.02 Schedule of Services to be Performed as follows:

Services are anticipated to be completed by January 31, 2016.

Section 3.01 Basic Services Compensation as follows:

The CLIENT shall compensate J-U-B for Section 1.01.A on the basis of a lump sum amount of Eighty Eight Thousand, Six Hundred Ninety Dollars and No Cents (\$88,690.00)

In witness whereof, the CLIENT and J-U-B here to have made and executed this Task Order.

**SIGNATURES**

**CLIENT:**

**Lake Chelan Airport**

\_\_\_\_\_  
By: Bob Goedde

Title: President

**ENGINEER:**

**J-U-B ENGINEERS, Inc.**

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By: Chuck A. Larson, P.E.

Title: Vice President

