

AIRPORT ADVISORY BOARD MEETING
Airport Improvement Planning
Fremont County Airport
October 19, 2015
10:00 am

Members Present: John Marietta, Chairman; Tom Schielf; Bruce Claremont; Jack Slagle; Jim Woolworth

Members Absent: Leonard Mino; Greg Tabuteau

Other Officials Present: County Commissioner, Ed Norden; County Manager, George Sugars; Director County Finance Office, Sunny Bryant; Airport Manager, Richard Baker; FAA Program Manager, Ronald Niehoff; Armstrong Consultants Project Manager, Jake Hoban; CDOT Aeronautics, Scott Storie; CDOT Aeronautics, Kaitlyn Westendorf

This meeting was held with FAA and State DOT officials to discuss planning and preparations for completing an Airport Wildlife Perimeter Fencing Project in 2016.

Discussion:

- As of 2016 the Airport has accumulated \$450 thousand in Federal Airport Improvement entitlement funds to be applied to a Wildlife Perimeter Fencing project. Chain-link perimeter fence has already been installed from Memorial Park around the north and west sides of the airfield. The 2016 project goal is to complete the perimeter fence across the south and east sides of the airfield.
- Total available funds for the fencing project are \$500,000 (\$450,000 federal entitlement, \$25,000 CDOT match and \$25,000 County match).
- Discussion followed on purpose of the fencing, exact routing of planned perimeter fencing around south and east side of the field and type of fencing to be installed (“chain-link” or “wildlife”).
- Ron Niehoff, FAA Program Manager, reviewed project requirements and responsibilities for all project events from initiation thru closeout. Those requirements with associated timing schedules are attached. The following points were emphasized during this review:
 - Contract time should be clearly discussed up front with contractors, in the “statement of work”, to avoid drawn out timing.
 - Punitive damages should be based on lost revenues to the airport if the project is not completed on schedule. For this project they would be minimal, however, they should be set high enough to prevent contractors from moving to another job prior to completion.
 - Final federal grant approval for this project is expected between March to June 2016, depending on congressional appropriation action.
 - Any engineering work done on the project prior to final grant approval is reimbursable after the grant is approved. Construction work, however, is not (construction work cannot proceed until the grant is approved).
 - “Local preference” provisions for selecting contractors are not permitted when using federal AIP grant money.
 - The County budget for 2016, which will include match money supporting this project, is finalized in December 2015. Following grant approval and recommendation of award expenditure of county funds must be approved by the Board of County Commissioners at a bi-monthly BOCC meeting.
 - State DOT emphasized that that there will be no state funds available to support supplemental project overruns should they occur.

Chairman John Marietta adjourned this planning meeting at 11:00 am.

Minutes submitted by Jim Woolworth

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Predesign Conference Checklist

Airport: Fremont County Airport **Location:** Canon City, Colorado
AIP Project No. 3-08-0009-015 **Fiscal Year:** 2016
Sponsor: _____ **Date:** _____
Consultant: _____ **Date:** _____
FAA: _____ **Date:** _____
Project Description: Install Wildlife Perimeter Fence

1. Scope of Work:

- a. Discuss scope of project including federally and non-Federally-funded work.
- b. AIP participation limits including identification of non-participating work.
- c. Discuss environmental mitigation requirements and environmental checklist requirements.
- d. Discuss Status of Airport Layout Plan and requirement for FAA Standards.
- e. Coordination of project with airport users and FBO's.
- f. Why is project being done at this time? Benefit or disadvantage to wait with construction?

Notes:

- Install perimeter Fence - Location and length
- Environmental documentation-Checklist need to be submitted to ADO by **January 15, 2016**.

Why is the project necessary? Why now?

2. Funding:

- a. Identify proposed project funding sources as applicable:
 - 1) State Apportionment.
 - 2) Entitlement (Primary and Nonprimary).
 - 3) Discretionary.
 - 4) Multi-year.
 - 5) Passenger Facility Charge Funds.
 - 6) Transfer of entitlement funds (timing of transfer documents).
 - 7) Grant Risk Level

Notes:

- \$450,000 FY14/15/16 entitlements
- 25,000 Fremont County
- 25,000 CDOT
- \$500,000 Total available funds
- All requests for payment must be through Delphi system.
- Payment requests must match invoice –including cents.
- Last payment request must result in \$.00 (zero cents) as final grant amount paid.

Grant Risk Assessment-completed in 2013. New Assessment to be completed in 2016. **Not a consultant task.**

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3. Engineering Fees:

- a. Amount of engineering fee eligible for Federal participation must be approved by ADO. ADO will make a "reasonableness of cost" determination.
- b. Design work performed prior to FAA approval is at consultant's/sponsor's own risk. Refer to Advisory Circular (AC) 150/5100-14 (Current addition) for consultant negotiation process.
- c. Sponsor should provide to the ADO:
 - 1) Detailed scope of work.
 - 2) Consultant estimate.
 - 3) Independent estimate.
 - 4) Cost analysis comparing estimate.
 - 5) Record of negotiations.
 - 6) Letter requesting approval of design and/or construction management fees
 - 7) Sponsor Certification for Selection of Consultants.
 - 8) Clarify subcontracts (survey, geotech, QA testing, etc.) as part of consultant's or stand-alone contract.

Notes:Preliminary and design phases

- Scope
- Engineering Fees
- Environmental Documentation
- Surveying (if needed)
- Grant Application
- 75% P&S Review
- Modification to Standards
- 95% P&S Review & Final documents
- CSPP

Bidding Phase

- PreBid Meeting
- Bid Opening
- Addenda
- Recommendation of Award

Construction Phase

- PreCon Mtg. & Weekly mtgs.
- Construction Duration & Phasing – onsite engineer(s)
- Employee Interviews/payroll review
- Change order(s)
- Periodic pay estimates

Project Closeout

- Final inspection
- Record Drawings
- Construction Report

Subconsultant anticipated? Included as part of Consultant's contract?

Separate contracts directly with Sponsor must get ADO Scope and Fee approval first.

4. Project Schedule:

- a. Develop a project schedule that identifies elements listed in the "AIP Development Schedule" form. (Appendix 1). The Sponsor, Consultant, and ADO Project Manager must all sign this schedule.
- b. Advise Sponsor that funding may be lost if project schedule is delayed and bids are not opened per the signed schedule.

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- c. Sponsor's Quarterly Performance Report tied to project schedule

Notes:

See Attached Development Schedule:

- Scope of work; IFE; Fee negotiations & contract
- Environmental documentation
- Grant Application
- Preliminary CSPP at 30%
- 60%-75% preliminary plans review-Modification to Standards
- 95% plans review & CSPP submittal for coordination
- FAA approval
- Advertise for Bids
- Bid opening
- Grant Offer
- Commence Construction
- Project closeout

5. Reimbursable Agreements:

- a. Determine if any FAA owned navigation aids need to be installed, moved, or altered as part of construction.
- b. Sponsor must initiate a reimbursable agreement with ATO-Planning and Requirements.
- c. Reimbursable agreements can take up to 24 months to develop and require advance payment to the FAA prior to starting work.
- d. New installations for Non-federal owned VGSI or REIL's for airports that have instrument approaches including an airport circling approach must be flight checked. A reimbursable agreement is established by the airport sponsor directly with the Flight Inspection group in Oklahoma. Contact Georgia Hines at (405) 854-8545 to establish a reimbursable. Typically, reimbursable agreements for flight checks of non-federally owned VGSI or REIL installations take much less time. (2 to 3 months)

Notes:

- None anticipated

6. Project Impacts on existing NAVAID's and Instrument Approach Procedures (IAP):

- a. Discuss design and construction Impacts on Navigational aids. Work in critical areas or changes to grading near equipment such as VOR, ILS Glide Slope and Localizer, RVR's or any other equipment need to be airspaced.
- b. For projects changing runway grade, runway location, or runway length, discuss impact to existing NAVAIDS and IAPs, including the possible need for surveying, submittal, and approval through Airports GIS, reimbursable agreements, and flight checks.
- c. Discuss Airspace submittal schedule.
- d. Discuss Impacts on project schedule if flight check is required after construction. Technical Operations reviews the project airspace case and makes the determination if flight checks required after construction.

Notes:

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7. Flight Check Requirements:

N/A

A flight check is required for installation of a new REIL (REIL replacement is exempted) or PAPI at airports have an instrument approach including circling approach. The Project Manager must notify the Non Federal Project Implementation Manager (PIM), Matt Gammon, (425) 203-4763, during the design phase. The airport must set up a reimbursable agreement directly with Flight Inspection, Georgia Hines, (405) 854-8545. Typical costs run \$5,000-\$12,000 and should be included in the grant request. The airport must submit a "Data Information for VGSI Facilities Form" for PAPI or VASI installations to the PIM when equipment is ready for flight check. The airport must have a representative available during flight check that can communicate with the Flight Inspection crew using VHF radio frequency 135.85 MHz, and make any adjustments to the equipment. Reference Engineering Guidance 2013-03 for additional information.

Notes:

- None anticipated

8. Airspace Requirements:

a. Identify items to be airspaced. The airspace process may take 60 days for each airspace case.

Potential items include:

- 1) Initial Project Airspace (see Engineering Guidance 2012-03)
- 2) Cranes, concrete pumps, drill equipment, or other equipment taller than typical construction equipment (reference AC 150/5370-2F, paragraph 104b.(14).
- 3) Batch Plants.
- 4) Construction Safety Phasing Plan.

Notes:

- CSPP- ADO will coordinate with other LOBs thru OE/AAA system
- Fence location-Sponsor/consultant. Identify location of all corners and high point along fence. Include sketch (GoogleEarth) showing alignment.
- Contractor must file 7460 for all large equipment (cranes, etc.)

9. Modification to Standards:

- a. Use current edition of applicable FAA Advisory Circulars and Northwest Mountain Region current Specification Notice. Any modification to standards must be approved by FAA.
- b. FAA Order 5300.1 requires all design modification to standards be submitted to FAA Headquarters office for approval. Processing time for HQ is 30 days and coordination with other FAA offices takes 60-90 days. (Appendix 2).
- c. Construction specification modifications can be approved by the ADO provided changes do not need HQ approval. These are listed in paragraph 11 of Order 5300-1.(Appendix 3).
- d. Modifications to General Provisions of AC 150/5370-10 may be made only to make them consistent with local law or regulation.

Notes:

- All modification to standard must be submitted NTL 75% design complete
- Submit MOS separately from Design Report to facilitate review and approvals
- Design mods submitted thru AGIS-approved by Headquarters.
- Construction mods approval by ADO or Regional Office.

10. Disadvantage Business Enterprise (DBE):

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- a. For grants that exceed \$250,000, insure sponsor's Disadvantaged Business Enterprise (DBE) plan is approved by Civil Rights and the project DBE goals are in conformance with the annual DBE.
- b. States in the Ninth Circuit Court of Appeals (Washington, Oregon, Idaho, Montana), no DBE goal should be included in the contract documents, however an approved plan is still required. Delete contract goals paragraph from FAA Standard Construction Contract Provisions.
- c. States in the Tenth Circuit Court of Appeals (Utah, Colorado, and Wyoming) must have a DBE goal, or be race neutral.
- d. ANM Civil Rights Office, Ricky Watson, Telephone: (310) 725-3940.

Notes:

- Goals are required for 2016, 2017 & 2018
- Submit goals to CRO ASAP-Due in August 2015.
- Both professional services and construction require DBE goals.

11. Federal Wage Rates:

Obtain latest Federal Wage Rates on internet <http://www.access.gpo.gov/davisbacon/>.

Notes:

12. Contract Provisions:

- a. Obtain latest copy of FAA Contract Provisions at: <http://www.faa.gov/airports/>

Notes:

13. Buy American Provisions:

- a. Discuss Buy American Provisions and requirements for waivers.

Notes:

14. Airport Construction Safety & Phasing Plan (CSSP):

- a. Provide a Construction Safety Phasing Plan. The plan may be incorporated into the plans and specifications; however an electronic copy must be submitted to the Airport District Office for coordination with other FAA lines of business using the airspace process. Plan should include:
 - 1) Plan sheets showing contractor construction routes, Issuance of Notices to Airmen (NOTAM) and Procedure NOTAMS, temporary marking and lighting, safety areas, OFZ, temporary threshold displacements, runway shutdowns, construction phasing, etc.
 - 2) Routing of aircraft.
 - 3) Address each applicable item identified in AC 150/5370-2. Include estimated dates that navigational aids will be shut down during construction.

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- 4) Discuss need for review of draft CSPP and timing of submittal of final CSPP for airspace coordination.
- b. Plan must be project and site specific –not generic discussions
- c. FAA Home/Airports/ Resources/Guidance and Policy/Standard Operating Procedures

Notes:

- Submit draft CSPP at 25% design
- Submit final version at 95% design.
- ADO will coordinate with other LOBs through OE/AAA system.
- Expect 45 day for response.
- Do not advertise until CSPP approved

15. Design Report:

- a. Review and discuss Design Report requirements.

Notes:

- MUST be submitted in conjunction with plans and specification when P&S are submitted for final review.
- Details narrative of all aspects of the project
- Cost estimate must include Total Project summary (administrative, engineering, construction, others)

16. Construction Management Plan:

N/A

- a. Construction management plans are required for all paving projects over \$500,000 as a grant special condition. Review plan requirements.

Notes:

- Not required

17. Plans and Specification Review:

- a. Prior to advertising and in accordance with the project schedule, submit following as a package for FAA review and acceptance: (Allow 3 weeks for FAA review for items 1-3 and 8 weeks for item 4)
 - 1) Engineer’s project cost estimate.
 - 2) Project Plans and Specifications.
 - 3) Design Report.
 - 4) Revised sign or marking plan on a Part 139 airport for approval by inspector.

Notes:

- All plans must include dimension (not just coordinates)
- Use FAA specifications.
- Modification to Standards at 75% review for approval so Mods must be complete

18. Coordination with ATCT Manager:

N/A

(TENANTS & NEIGHBORS MUST BE NOTIFIED)

- a. ADO Project Manager must contact Tower Manager and inform them of any projects that impact the National Airspace System. This should be done by phone call followed by e-mail

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and should include the approximate dates of construction. The ATO may initiate a Safety Risk Management evaluation of proposed change.

Notes:

- NA

19. Sponsor Coordination with other users and agencies:

- Advise airport users of construction activities and scheduled.
- Coordinate with State aeronautics.
- Coordinate with other agencies for construction permits, zoning, legal, or political issues.
- Issue NOTAM during construction activities.

Notes:

- Coordinate with FBO and tenants

20. Survey requirements for runway environment: N/A

Discuss survey requirements to assure flight procedure is available when facility is operational. Flight procedure development takes two years from the time the new design runway coordinates are entered into the AGIS system and verified by NGS. Any proposed procedure development or amendment must be coordinated with the Regional Airspace Procedures Team (RAPT) 2 years in advance. (Don Larson is our RAPT representative)

- As a general rule (reference Order 8260.19E, paragraph 8-58e), runway geometry changes equal to or greater than 50 feet along the longitudinal axis, 10 feet about the centerline axis, or threshold change of 3 feet vertically, require existing approach and/or departure procedures be amended and a survey is required in accordance with AC 150/5300-16/17&18, including imagery of the approach and departure surfaces. This is a general rule and revisions or amendments may be needed for threshold changes that are less than this. (Discuss runway geometry changes with the RAPT representative to verify when new procedure development or amendments would be required)
- FAA Memorandum, Airports Geographic Information System (Airports GIS) Transition Policy, dated August 23, 2012 provides guidance for phased implementation of Airports GIS, As-built surveys are required in accordance with AC 150/5300-16/17&18 for the following items listed below (items taken from the AGIS Transition Policy Table 1. Safety Critical Projects).
 - Relocate/move runway end more than 1 foot longitudinal, 1 foot transverse, or 6 inches vertical
 - Displaced thresholds
 - Extend/shorten/shift runway
 - Widen or extend runway
 - Add/modify stopway, clearway, or EMAS
 - Modify declared distances
 - New/revised instrument procedures
 - Install/relocate NAVAID (electronic or visual)
 - Changes to airport elevation or airport reference point
 - Airports currently listed as needing SMGCS charts

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For non-safety critical projects, listed in Table 2, airports must incorporate Airports GIS requirements for all small, medium, and large hub airports now, non-hub airports by FY 2014, and non-primary airports certified under Part 139 or with an ATCT by FY 2015.

Table 2. Non Safety Critical Projects include:

- Construct/reconstruct taxiway or apron
 - Reconstruct/rehab runway (Not required unless moving runway end by more than 1 foot by 1 foot by 6 inches vertical.
 - Acquire land
 - Acquire aviation or noise easement
 - AIP-funded wetlands, wildlife habitat, or other environmental mapping or delineation
 - Release land
 - Master Plan / ALP update (If aerial photography or obstruction surveys are included, they must be in conformance with the latest version of AC 150/5300-17 and -18.
 - Approved noise contours from a Part 150 study
 - Rehab / install lighting
 - Construct structure / building
 - Close any runway
 - Install fencing
 - Install / replace jet bridge
- c. As-built surveys for construction to meet grade requirements in AC 150/5370-10, Standards for Specifying Construction at Airports, do not get submitted through AGIS. These are the as-built surveys for meeting final pavement surface grade that are done by the contractor as part of the acceptance testing required by the contract specifications.

Notes:

- AGIS details not required
- Survey property line if needed
- Locate any obstruction that might interfere with installation

21. Application for Federal Assistance requirements: (BY 12/15/15)

- a. Discuss the requirements for the Application for Federal Assistance.

Notes:

- 1) Standard 424 form
 - 2) Project sketch showing work to be completed
 - 3) Project estimated budget
 - 4) Colored current Exhibit "A"
 - 5) Grant Assurances (may be replaced with grant is issued)
 - * 6) Verify sponsor's DUN and SAM (CCR) numbers
- Submit early to assure AIP funding is programmed
 - Sponsor must verify current DUNS number and SAMs Registration. Provide verification to ADO.
 - Must use new current Sponsor Certification forms
 - Include colored program sketch indicating each schedule or phase of work

22. Sponsor Certifications:

- a. Discuss required sponsor certifications:
- 1) Selection of Consultants.

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- 2) Plans and Specifications.
- 3) Equipment/Construction Contracts.
- 4) Drug Free Workplace.
- 5) Real Property Acquisition.
- 6) Certificate of Title.
- 7) Conflict of Interest

Notes:

- Include with Grant Application
- Use new format

- 23. Revised Sign and Surface Painted Hold Sign (SPHS) Plan:** *N/A*
- a. Submit a revised sign and SPHS marking plan to the Airports District Office.

Notes:

- NA

- 24. Airport Diagram Changes:** *N/A*
- a. Airport Diagrams must be changed for any project that changes airports geometry. The Airport Sponsor is responsible updating diagrams and coordinating changes with the Air Traffic Control Tower (for towered airports). Requirements for airport diagram changes are outlined in Order 7910.4C. Changes must be coordinated at least three months in advance to assure diagram changes are published within the 56 day publication schedule. The Sponsor or consultant should contact Chris Criswell, Federal Aviation Administration at: <https://nfdc.faa.gov/xwiki/bin/view/NFDC/ACC> to determine charting requirements in the Airport Facility Directory.

Notes:

- NA

- 25. Events conflicting with construction:**
- a. Identify any events at the airport that may conflict with project construction.

Notes:

- 26. Security:**
- a. Discuss how airport will maintain adequate level of security at all contractor access gates and any TSA requirements.

Notes:

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27. Project Closeout:

- a. Review project closeout requirements per Regional Guidance (for land, development, and equipment), including:
 - 1) Summary of Change Orders.
 - 2) Record Drawings.
 - 3) Summary of Testing (projects greater than \$300K)
 - 4) Before and After project photos.
 - 5) Updated Airport Master Record (FAA Form 5010)
 - 6) Revised or Updated ALP/Exhibit A Property Map/Sign Plan
 - 7) Non-expendable personal property form (equipment).

Notes:

- Final Construction Report –detail all installation/construction, administrative expenses, engineering fees, construction costs, and Cost Summary. Explain any ineligible costs. Include CO and details explanation.
- Record drawings submitted with final report. Drawings must be PE stamped in Colorado. Submit PDF version on CD.
- Update ALP (sheets 2, 3, 4, 5, 6, 11, 13, 15, 17, & 20). After FAA review, need 5 copies with ALP signed by Sponsor.

28. Strategic Interruptions Service Level Agreement: N/A

Discuss sponsor requirement to notify Planning and Requirements preferably 45 days in advance for any runway closures at all airports, significant taxiway closure at OEP airports (SEA,DEN,SLC,PDX) , or temporary shutdown of nav aids at any airport. A shutdown of NAS equipment must be reported for consecutive days in excess of 4 hours daily or for time periods greater than 24 hours, or for runway/taxiway closures greater than 24 hours. Reference NAS Strategic Event Interruptions Agreement. Assistance regarding the electronic form (Appendix 5), may be requested from Andrea Chay. Planning and Requirements, (425) 203 4788.

Notes:

- Only required if runway closure during construction

29. Other:

Notes:

AIP SCOPE MEETING SCHEDULE

Airport: Fremont County

Location: Canon City, Colorado

AIP Project No.: 3-08-0009-015-2016

Description: Install Wildlife Perimeter Fence

	Date of Planned Completion	Date of Actual Completion
1. Scoping Meeting	10/19/15	
2. Sponsor/Engineer Develop Scope of Work	11/12/15	
3. Sponsor/Engineer Submit Scope of Work to FAA for Review/Concurrence	11/16/15	
4. FAA Provides Comments/Concurrence for Scope of Work to Sponsor/Engineer	11/24/16	
5. Sponsor Submits Scope of Work for Independent Fee Review (required if fee is \$100K or more)	11/30/15	
6. Sponsor/Engineer Conduct Engineering Fee Negotiations	12/18/15	
7. Sponsor Submits Record of Negotiations to FAA for Review/Concurrence	12/31/15	
8. FAA Provides Comments/Concurrence in Engineering Fees to Sponsor	1/08/16	
9. Sponsor/Engineer Execute Contract	1/28/16	
10. Engineer Conducts Field Surveys		
11. Engineer Conducts Geotechnical Survey		
12. Sponsor Submits Project Application Package	12/15/15	
13. Design Meeting		

Sponsor's Signature _____ **Date** _____

Consultant's Signature _____ **Date** _____

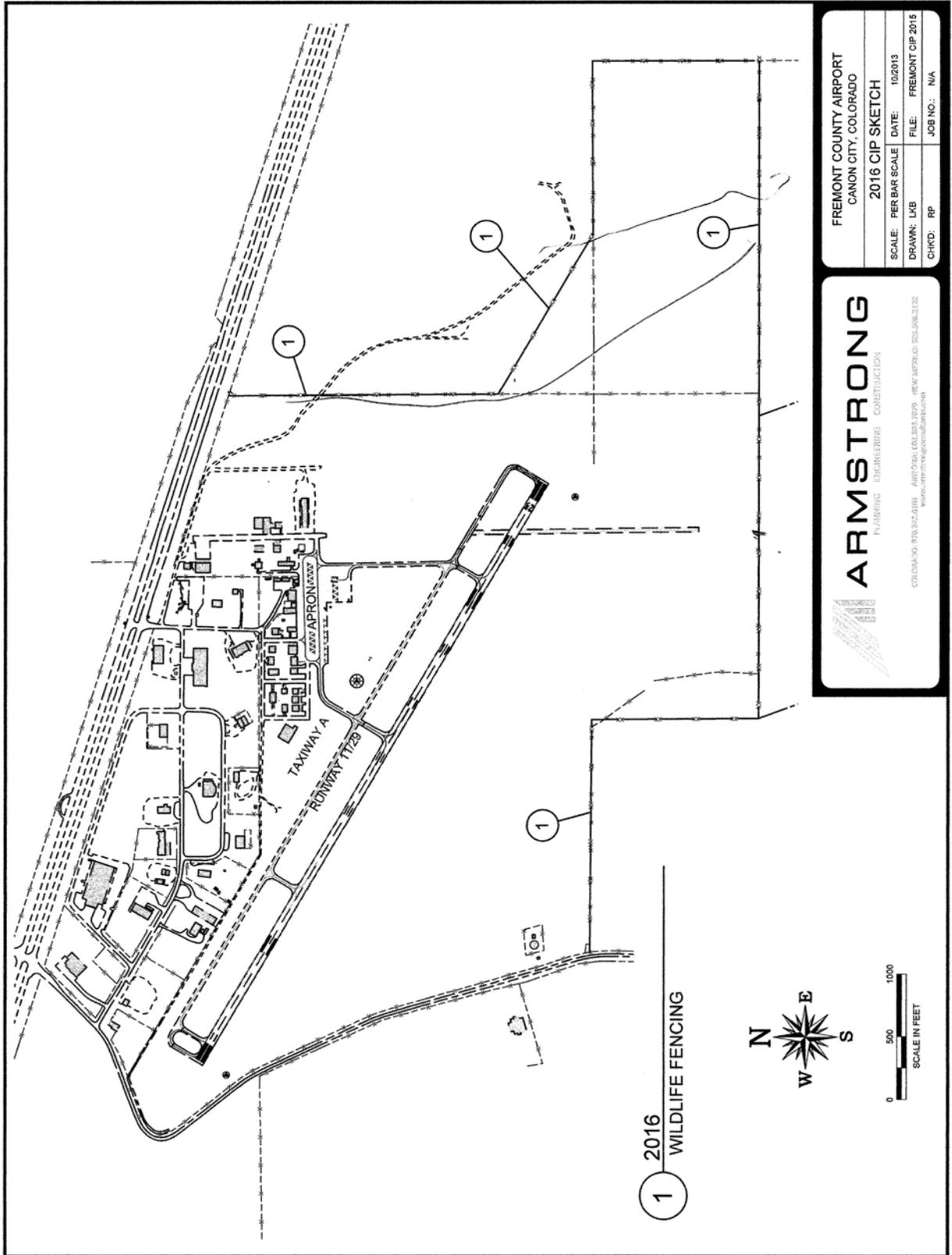
Consultant's Signature _____ **Date** _____

FAA's Signature _____ **Date** _____

AIP DEVELOPMENT PROJECT SCHEDULE

AIRPORT: Fremont County AIP NO: 3-08-0009-015-2016
 SPONSOR: _____ DATE: _____
 CONSULTANT: _____ DATE: _____
 FAA : _____ DATE: _____
 PROJECT DESCRIPTION: Install Wildlife Perimeter Fence

ITEM	DATE		COMMENTS
	ESTIMATED	ACTUAL	
1. Environmental Approved			
2. CIP Data Sheet Submitted	NA		
3. Work Scope and Record of Negotiations Submitted	12/31/15		
4. Signed Engineering Contact Approved by FAA	1/28/16		
5. DBE Plan and Goal Submitted to Civil Rights			
6. Construction Safety Plan Submitted for Airspace	2/15/16		
7. Modification to Standards Submitted			
8. Plans and Design Report Submitted	2/22/16		
9. Plans Reviewed by FAA and Returned with Comments	2/29/16		
10. Final Plans Accepted by FAA			
11. Advertising Date	3/01/16		
12. Bid Opening Date	3/30/16		
13. Recommendation of Award and Bid Tab Submitted			
14. Grant Application Submitted by Sponsor	12/15/15		
15. Grant Issued	5/20/16(2)		
16. Construction Management Plan Submitted	NA		
17. Mix Design Submitted (if applicable)	NA		
18. Construction Complete			
19. Acceptance Testing Submitted to FAA	NA		
20. Final Inspection			
21. ALP Revised and Submitted to FAA			
22. Exhibit "A" Revised and Submitted to FAA			
23. PAPI Flight Checked (if instrument approach)	NA		
24. Navaid Commissioned	NA		
25. Airport Facility Diagram Updated	NA		
26. Project Closeout Submitted to FAA	12/30/16		



FREMONT COUNTY AIRPORT CANON CITY, COLORADO			
2016 CIP SKETCH			
SCALE: PER BAR SCALE	DATE:	10/2013	
DRAWN: LKB	FILE:	FREMONT CIP 2015	
CHKD: RP	JOB NO.:	N/A	

ARMSTRONG
PLANNING ENGINEERING CONSTRUCTION

COLORADO: 970.242.2000 AUSTIN: 800.853.7079 4847 W. 147TH AVE. SUITE 2102
WWW.ARMSTRONGENGINEERINGCONSTRUCTION.COM