

The City of Durant encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, notification to the City Clerk at least 48 hours prior to the scheduled meeting is encouraged in order to make the necessary accommodations. The City of Durant may waive the 48-hour rule if interpreters for the deaf (signing) or translation services for limited English proficient (LEP) individuals are not the necessary accommodation.

DURANT AIRPORT AUTHORITY

6:00 PM

**Roscoe J. Hatfield
Council Chambers,
300 West Evergreen,
Durant, Oklahoma**

February 14, 2023

AGENDA

CALL TO ORDER

ROLL CALL

ORDER OF BUSINESS

1. Consent Items

To help streamline meetings and allow the focus to be on other items requiring strategic thought, the "Consent Items" portion of the agenda groups the routine, procedural, and self-explanatory non-controversial items together. These items are voted on in a single motion (one vote). However, any Council member requesting further information on a specific item thus removes it from the "Consent Items" section for individual attention and separate vote.

- a. Consider Approval of Regular Meeting Minutes of January 10, 2023

2. Consider Items Removed from Consent

3. Information Items

- a. Airport Manager Monthly Report - January 2023

4. Administration

- a. Consider Approval of Request to Oklahoma Aeronautics Commission to Act as Its Agent for Purposes of Developing a Preliminary Engineering Report for the Apron Expansion Construction Project at Durant Eaker Field Airport and Authorize City Manager to Execute Request Letter
- b. Consider Approval of KSA Professional Services Fee Proposal for the AWOS Relocation/Replacement Project at the Durant Regional Airport
- c. Consider Approval of KSA Professional Services Fee Proposal for the Taxiway and Taxilane Markings at the Durant Regional Airport

- d. Discussion, Consideration, and Possible Action to Consider a Real Property Exchange with Southeastern Oklahoma State University Near Durant Regional Airport - Eaker Field

5. New Business

ADJOURNMENT

CERTIFICATE

This is to certify that in conformity with the Oklahoma Open Meeting Act, public notice of the date, time and place of this meeting was filed with the City Clerk of Durant on the 8th day of November, 2022 and that an agenda of said meeting was posted at the place of such meeting at 1:45 p.m. on the 10th day of February, 2023.



Cynthia J. Price, City of Durant



The City of Durant

Memorandum

Date: 2/14/2023
To: Mayor and City Council
From: Cynthia Price, City Clerk
Re: Consider Approval of Regular Meeting Minutes of January 10, 2023

Council Information / Action Requested

Approval of Regular Meeting Minutes of January 10, 2023

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:

1. Durant Airport Authority Minutes 01102023 cjp

This is to certify that in conformity with the Oklahoma Open Meeting Act, public notice of the date, time and place of this meeting was filed with the City Clerk of Durant on the 8th day of November 2022 and that an agenda of said meeting was posted at the place of such meeting at 2:50 p.m. on the 5th day of January 2023.



Cynthia J. Price, City of Durant

MINUTES OF THE MEETING OF DURANT AIRPORT AUTHORITY
January 10, 2023 AT 6:00 PM
Roscoe J. Hatfield Council Chambers
300 West Evergreen
Durant, Oklahoma

CALL TO ORDER

Vice Chairman Sherrer called the meeting to order at 7:35 p.m.

ROLL CALL

Present:

Trustee Steve Brittingham
Trustee Humphrey Miller
Trustee Curtis Morris
Vice Chairman Danny Sherrer
City Attorney Tom Marcum
City Manager Lisa Taylor
City Clerk Cynthia J. Price

Absent:

Chairman Oden Grube

ORDER OF BUSINESS

1. Consent Items

To help streamline meetings and allow the focus to be on other items requiring strategic thought, the "Consent Items" portion of the agenda groups the routine, procedural, and self-explanatory non-controversial items together. These items are voted on in a single motion (one vote). However, any Council member requesting further information on a specific item thus removes it from the "Consent Items" section for individual attention and separate vote.

- a. Consider Approval of Regular Meeting Minutes of December 13, 2022

Motion To: Approve Consent Item as Presented

Motion By: Humphrey Miller

Seconded By: Steve Brittingham

Ayes: Brittingham, Miller, Morris, Sherrer

Nays: None

Abstain: None

2. Consider Items Removed from Consent

3. Information Items

- a. Airport Directors Monthly Report - December 2022

4. Administration

5. New Business

ADJOURNMENT

Motion To: Adjourn Meeting

Motion By: Humphrey Miller

Seconded By: Steve Brittingham

Ayes: Brittingham, Miller, Morris, Sherrer

Nays: None

Abstain: None



The City of Durant

Memorandum

Date: 2/14/2023
To: Mayor and City Council
From:
Re: Information Items

Council Information / Action Requested

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:



The City of Durant

Memorandum

Date: 2/14/2023
To: Mayor and City Council
From: Joshua Matekovic, Operations Supervisor
Re: Airport Manager Monthly Report - January 2023

Council Information / Action Requested

Information only.

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:

1. Airport Monthly Report January 2023

Durant Airport Monthly Report – January 2023

Airport Monthly Sales	Jan. 2023		Jan. 2022	
Avgas 100LL -	3,109.46G	\$15,838.50	3,486.01G	\$16,825.01
Self-Serve 100LL -	1,178.19G	\$5,890.95	1,324.31G	\$6,444.04
Jet A W/Additive -	22,623G	\$114,683.60	19,679G	\$83,542.69
Total Sales -	26,910.65G	\$136,413.05	20,725.25G	\$94,614.45
Total Number of Sales -	175		189	
Parking/Misc. -	\$2,920	\$139,333.05	\$275	\$107,087.36

Current Fuel Prices

2023 100LL Full-Serve - \$5.30	2022 100LL Full-Serve - \$5.34
2023 100LL Self-Serve - \$5.00	2022 100LL Self-Serve - \$5.14
2023 Jet A W/Additive - \$5.10	2022 Jet A W/ Additive - \$4.59

Current Projects

The airport is still working with our AWOS technicians to get the AWOS running while we work on the relocation/replacement project. We had switched out outside radio with the inside radio and so far this seems to have solved our issue of losing the radio during cold weather. At this time the AWOS is running smoothly and we have not had as many interruptions in reporting.

We are currently working on a Utility Easement Corridor redesign for future expansion on the north side of the airport. At this time we have found that there are no easements for utilities. This will allow for the ability to have all utilities in a common located area to add ease for installing, extending or locating all utility lines in the future.

2023 Vs. 2022 Fuel Numbers

Jet A increase – 2,944G
 100LL F.S. Decrease – 376.55G
 100 S.S. Decrease – 146.12G



The City of Durant

Memorandum

Date: 2/14/2023
To: Mayor and City Council
From:
Re: Administration

Council Information / Action Requested

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:



The City of Durant

Memorandum

Date: 2/14/2023
To: Mayor and City Council
From: Joshua Matekovic, Operations Supervisor
Re: Consider Approval of Request to Oklahoma Aeronautics Commission to Act as Its Agent for Purposes of Developing a Preliminary Engineering Report for the Apron Expansion Construction Project at Durant Eaker Field Airport and Authorize City Manager to Execute Request Letter

Council Information / Action Requested

Approve Request to Oklahoma Aeronautics Commission to Act as Its Agent for Purposes of Developing a Preliminary Engineering Report for the Apron Expansion Construction Project at Durant Eaker Field Airport and Authorize City Manager to Execute Request Letter

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:

1. Oklahoma Aeronautics Commission Letter



THE CITY OF DURANT

Office of the City Manager

February ___, 2023

The Oklahoma Aeronautics Commission
110 N. Robinson, Suite 200
Oklahoma City, OK 73102

Dear Commission,

In accordance with Title 3, Section 85 (G)(3) of the Oklahoma Statute, the City of Durant (City) requests that the Oklahoma Aeronautics Commission (Commission) act as its agent as set forth in the above statute for a project that consists of developing a preliminary engineering report for the apron expansion construction at Durant Eaker Field Airport.

The responsibilities of the Commission shall be as stated in section 3 of the above statute;

The Commission shall be designated as the agent of this state or political subdivision of this state for the purpose of applying for, receiving, administering and disbursing federal funds and other public monies for the benefit of general aviation airports, except reliever airports, as may be available under applicable federal law or other laws. If requested by a political subdivision, the Commission may act as its or their agent in contracting for and supervising such planning, acquisition, construction, improvement, maintenance, or operation; and all political subdivisions are authorized to designate the Commission as their agent for the foregoing purposes. The Commission, as principal on behalf of the state, may enter into any contracts with the United States or with any person, which may be required in connection with a grant or loan of federal monies for municipal airport or air navigation facility purposes. All federal monies accepted under this section shall be accepted and transferred or expended by the Commission upon such terms and conditions as are prescribed by the United States. All monies received by the Commission pursuant to this section shall be deposited in the Oklahoma Aeronautics Commission Fund in the State Treasury and shall be paid out by the Commission in accordance with the terms and conditions of any agreement entered into under the provisions of this section.

Should you have any questions, please contact Airport Manager Joshua Matekovic at (580) 579-5024.

Sincerely,

Lisa Taylor
City Manager



The City of Durant

Memorandum

Date: 2/14/2023
To: Mayor and City Council
From: Joshua Matekovic, Operations Supervisor
Re: Consider Approval of KSA Professional Services Fee Proposal for the AWOS Relocation/Replacement Project at the Durant Regional Airport

Council Information / Action Requested

Approval of KSA Professional Services Fee Proposal for the AWOS Relocation/Replacement Project at the Durant Regional Airport

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:

1. 100853 DUA AWOS Exhibit A - Scope and Fee 20230117

EXHIBIT A

Durant Regional Airport (DUA) Durant, Oklahoma

Professional Service Fees for the AWOS Relocation/Replacement Project at the Durant Regional Airport

This proposal provides scope, schedule, and fee estimate for Professional Services related to the AWOS Relocation/Replacement Project at the Durant Regional Airport located in Durant, Oklahoma.

I. PROJECT SCOPE

The project includes the relocation of the airport's AWOS III – P/T system and professional services including grant administration.

The project consists of replacing the existing AWOS III – P/T that is at end of its useful life and replacing with a new AWOS III – P/T built using present day technology. The existing AWOS is experiencing frequent break downs due to age of the equipment. The system is hard to maintain with spares getting harder to find due to obsolescence. In addition, the location of the existing AWOS III – P/T has obstructions in the critical area and is in conflict with future improvements at the airport. All new equipment will be installed at the airport.

II. SCOPE OF SERVICES

A. GRANT ADMINISTRATION SERVICES

a. Engineer shall:

- i. Prepare one (1) preliminary Construction Safety & Phasing Plan (CSPP) and submit for airspace approval through the FAA OE/AAA portal.
- ii. Prepare one (1) FAA grant application packet.
- iii. Prepare FAA Request for Reimbursements (RFR) for each Engineer and Contractor Invoices/Pay Applications.
- iv. Prepare one (1) FAA grant closeout packet.

B. FINAL DESIGN SERVICES

The services provided below do not include preparation of preliminary design documents, submission of owner or funding agency review documents, preliminary coordination, or preliminary design comment period.

a. Engineer shall:

- i. Prepare final plans and performance specifications for the design and construction of the project following applicable FAA Advisory Circulars (AC) listed in the design requirements.
- ii. Prepare front end specifications.
- iii. Prepare non-technical specifications following applicable FAA Advisory Circulars (AC) listed in the design requirements.
- iv. Prepare technical specifications for the design and construction of the project following applicable FAA Advisory Circulars (AC) listed in the design requirements.
- v. Prepare one (1) Opinion of Probable Construction Costs (OPCC).

b. Design Requirements:

Specifications shall be in full compliance with all design and construction standards of the Federal Aviation Administration (FAA), as applicable. Specifically, the specifications shall be developed to conform with, but not limited to the most recent version of the following:

- i. AC 150//5300-13B Airport Design.
- ii. AC 150/5220-16E Automated Weather Observing Systems (AWOS) for non-federal applications.
- iii. FAA Order JO 7210.54C FAA Contract Tower Operation and Administration.
- iv. Memorandum – Updated Approval of Standalone and Backup Weather Equipment for Federal Contract Towers, Non-FAA Control Towers and Other Aviation Facilities.
- v. AC 150/5340-30H Design and Installation Details for Airport Visual Aids.
- vi. AC 150/5370-10H Standards for Specifying Construction of Airports.
- vii. AC 150/5370-2G Operational Safety on Airports During Construction.

C. BIDDING SERVICES

a. Engineer shall:

- i. Assist Owner in obtaining bids/proposals through use of online plan room, maintain a record of bidders, and issue addenda as necessary.
- ii. Conduct one (1) pre-bid meeting and respond to questions from bidders.
- iii. Attend one (1) bid opening conducted by the Owner.
- iv. Evaluate submitted bids for responsiveness and check references of lowest responsive bidder.
- v. Prepare one (1) bid tabulation and letter of recommendation.
- vi. Coordinate with prospective lowest bidder to compile construction contract documents.

D. CONSTRUCTION ADMINISTRATION SERVICES

The services provided below are based on a 45 calendar day construction contract time period. Any services needed beyond this time period will be considered additional services.

a. Engineer Shall:

- i. Conduct one (1) pre-construction meeting.
- ii. Review project schedules, submittals, shop drawings, samples, etc. required by the contractor contract documents and respond to Contractor RFIs as required.
- iii. Review and process two (2) contractor pay applications and associated certified payrolls.
- iv. Perform one (1) final inspection and prepare punchlist.
- v. Prepare one (1) construction close-out report.
- vi. Perform one (1) one year (1 yr) warranty inspection.
- vii. Coordinate with FAA for Commissioning
- viii. Set AWOS Calibration Monument

E. RESIDENT PROJECT REPRESENTATIVE SERVICES

The services provided below are for part-time construction observation services based on the time period specified in paragraph II. D. of this proposal.

a. Engineer's Representative shall:

- i. Perform four (4) weekly site visits and conduct one progress meeting with the contractor and airport.

- ii. Prepare weekly FAA construction progress reports.

F. PREPARATION OF DBE 3-YEAR GOALS

- a. Engineer's Representative shall:
 - i. Prepare updated triennial fiscal year goals for period of 2022, 2023, and 2024.

G. ADDITIONAL SERVICES

- a. Other items not specifically included in this proposal shall be considered additional services and subject to agreement between Owner and Engineer, including but not limited to the following:
 - i. Any Environmental coordination required beyond FAA approval of a CATEX.
 - ii. Preliminary Engineering Reports.
 - iii. Field surveys and topographic and utility mapping for design purposes.
 - iv. AWOS siting criteria studies.
 - v. Placement of advertisements/public notices for obtaining bids/proposals.
 - vi. Any Construction Administration Services beyond the time period specified in paragraph II. D. of this proposal.
 - vii. Any Resident Project Representative Services beyond the time period specified in paragraph II. E. of this proposal.

III. SCHEDULE

The Engineer will commence Professional Services for the execution of this work upon receipt of Notice to Proceed from the City. Below is the anticipated schedule of work:

ITEM	Calendar Days from Notice to Proceed	Project Schedule Deadlines
Notice to Proceed from Owner to KSA	0	2/6/2023
Complete Final Design Services (Including FAA and Owner Review)	60	4/5/2023
Advertise for Bids	62	4/7/2023
Pre-Bid Conference	76	4/21/2023
Open Bids	83	4/28/2023
Award Bid	90	5/5/2023
Submit Grant Application	97	5/12/2023
Execute Construction Contract	142	6/26/2023
Pre-Construction Conference	149	7/3/2023
Start Construction Phase	150	7/4/2023
Complete Construction Phase	210	9/2/2023
Submit Grant Closeout	240	10/2/2023

IV. FEES

The Engineer proposes to provide Professional Services described in Section II Scope of Services for **\$73,713.00** on a lump sum basis, see summary of related fees below. Any additional scope of work noted in the Owner and FAA review comments that is not specifically noted herein will require additional compensation by the Owner.

Summary of Engineering Related Fees			
CLIENT:	Durant Regional Airport		
PROJECT:	AWOS RELOCATION		
KSA NO.:	100853		
DATE:	1/17/2023		
Item No.	Description	Invoicing Method	Total Amount
Basic Services			
	Grant Administration Services	Lump Sum	\$ 9,785.00
	Preliminary & Final Design Services	Lump Sum	\$ 25,510.00
	Bidding Phase Services	Lump Sum	\$ 7,840.00
	Construction Administration Phase Services	Lump Sum	\$ 24,373.00
	Preparation of DBE 3-Year Goals	Lump Sum	\$ 6,205.00
		Subtotal:	\$ 73,713.00
Total Estimated Engineering Related Fees:			\$ 73,713.00

Man-Hour Calculation

CLIENT: Durant Regional Airport
PROJECT: AWOS RELOCATION
KSA NO.: 100853
DATE: 1/17/2023



PROJECTED MAN-HOURS

Item No.	Task Description	Principal in Charge	Sr. Project Manager	Sr. Project Engineer	Electrical Engineer	Sr. Aviation Planner	Senior Design Technician	Project Assistant	Sr. CAD Technician	Mileage & Expenses	Subconsultant Surveyor	Phase Totals
Grant Administration Services												\$ 9,785.00
0.00	NPIAS/CIP Update		1									
0.01	Prepare ODO		1			1						
0.02	Project Scope Consulting	1	1			2						
0.03	Prepare CATEx request		1			2			2			
0.04	Prepare CSPP & Airspace		2						4			
0.05	Prepare Sponsor Certification Forms		2					4				
0.05	Prepare Grant Application		2					4				
0.06	Prepare RFR for Invoices/Contractor Pay Apps		16									
0.07	Prepare Grant Closeout		4					4				
Subtotal												
Subtotal Projected Man-hours:		1	30	0	0	5	0	12	6			
Hourly Rate:		\$ 285	\$ 215	\$ 180	\$ 180	\$ 220	\$ 125	\$ 115	\$ 95			
Subtotal Estimated Cost:		\$ 285.00	\$ 6,450.00	\$ -	\$ -	\$ 1,100.00	\$ -	\$ 1,380.00	\$ 570.00	\$ -	\$ -	\$ 9,785.00
Preliminary & Final Design Services												\$ 25,510.00
1.00	Project Scope Consulting											
1.01	Project Site Visit by Technical Staff		8		8	2				\$ 500.00		
1.02	Coordinate with Vendor/Owner/Utility		2		1							
1.03												
1.04												
1.05	Prepare Final Plans											
	Cover Sheet		0.5	1			1					
	General Notes		0.5	1			2					
	CSPP with Notes & Schedule		1	2			4					
	Layout with Notes as Needed		1	2		2	4					
	Details		1	2			2					
	Electrical Layout		2		4	1			8			
	Electrical Details		1		2				8			
1.06	Internal Review		2									
1.07	Prepare Front End Specs		2	6								
1.08	Prepare Non-Technical Specs		4	6				4				
1.09	Prepare Technical Specs		4	8	8							
1.10	Prepare OPCC		2	4	2							
1.11	Internal Review		2									
1.12	QA/QC	2	2									
1.13	Produce Bid Set											
	Compile Documents to PDF		1	2			4					
	Seal Plans and Specs		0.5				1					
	Fill out Bidding Info Sheet		0.5	1								
	Upload to CivCast						1	2				
Subtotal												
Subtotal Projected Man-hours:		2	37	35	25	5	19	6	16			
Hourly Rate:		\$ 285	\$ 215	\$ 180	\$ 180	\$ 220	\$ 125	\$ 115	\$ 95			
Subtotal Estimated Cost:		\$ 570.00	\$ 7,955.00	\$ 6,300.00	\$ 4,500.00	\$ 1,100.00	\$ 2,375.00	\$ 690.00	\$ 1,520.00	\$ 500.00	\$ -	\$ 25,510.00

Man-Hour Calculation

CLIENT: Durant Regional Airport
PROJECT: AWOS RELOCATION
KSA NO.: 100853
DATE: 1/17/2023



PROJECTED MAN-HOURS

Item No.	Task Description	Principal in Charge	Sr. Project Manager	Sr. Project Engineer	Electrical Engineer	Sr. Aviation Planner	Senior Design Technician	Project Assistant	Sr. CAD Technician	Mileage & Expenses	Subconsultant Surveyor	Phase Totals
Bidding Phase Services												
2.00	Online Planroom Maintenance							2				\$ 7,840.00
2.01	Conduct Pre-Bid Conference & Minutes		8					1		\$ 200.00		
2.02	Respond to questions, RFIs, and Addenda		4	4	4		2	2				
2.03	Attend Bid Opening			2		2						
2.04	Evaluate Submitted Bid Proposals & References		1									
2.05	Prepare Bid Tabulation and Recommendation		2					4				
2.06	Coordinate with Low Bidder for Const. Contract Docs		2					4				
Subtotal												
Subtotal Projected Man-hours:		0	17	6	4	2	2	13	0			
Hourly Rate:		\$ 285	\$ 215	\$ 180	\$ 180	\$ 220	\$ 125	\$ 115	\$ 95			
Subtotal Estimated Cost:		\$ -	\$ 3,655.00	\$ 1,080.00	\$ 720.00	\$ 440.00	\$ 250.00	\$ 1,495.00	\$ -	\$ 200.00	\$ -	\$ 7,840.00
Construction Administration Phase Services												
3.00	Conduct Pre-Construction Conference		8			2		1		\$ 200.00		
3.01	Review Contractor Submittals		8	4	4							
3.02	Review Contractor's Pay Applications											
3.03	Review Certified Payrolls		2					8				
3.04	Conduct Construction Progress Meeting		2			8						
3.05	Engineer Site Visits During Construction		16									
3.06	Calibration Monument					1					\$ 1,950.00	
	KSA Markup										\$ 292.50	
3.07	Perform Pre-Final Inspection with Punch list					2						
3.08	Coordinate/Attend FAA Commissioning Inspection		2			2						
3.09	Perform Final Inspection with Punch list		8		8					\$ 500.00		
3.10	Prepare Construction Close-out Report		4					2				
3.11	Prepare As-Built Documents		1		1		2		2			
3.12	Perform 1yr warranty inspection		8							\$ 200.00		
3.13	Produce Construction Set											
	Printing and Binding						2	2				
Subtotal												
Subtotal Projected Man-hours:		0	59	4	13	15	4	13	2			
Hourly Rate:		\$ 285	\$ 215	\$ 180	\$ 180	\$ 220	\$ 125	\$ 115	\$ 95			
Subtotal Estimated Cost:		\$ -	\$ 12,685.00	\$ 720.00	\$ 2,340.00	\$ 3,300.00	\$ 500.00	\$ 1,495.00	\$ 190.00	\$ 900.00	\$ 2,242.50	\$ 24,373.00
Preparation of DBE 3-Year Goals												
5.00	Prepare DBE 3-Year Goals	1	8	16		6						\$ 6,205.00
Subtotal												
Subtotal Projected Man-hours:		1	8	16	0	6	0	0	0			
Hourly Rate:		\$ 285	\$ 215	\$ 180	\$ 180	\$ 220	\$ 125	\$ 115	\$ 95			
Subtotal Estimated Cost:		\$ 285.00	\$ 1,720.00	\$ 2,880.00	\$ -	\$ 1,320.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,205.00
Total												
Total Projected Man-hours:		4	151	61	42	33	25	44	24			
Hourly Rate:		\$ 285	\$ 215	\$ 180	\$ 180	\$ 220	\$ 125	\$ 115	\$ 95			
Total Estimated Cost:		\$ 1,140.00	\$ 32,465.00	\$ 10,980.00	\$ 7,560.00	\$ 7,260.00	\$ 3,125.00	\$ 5,060.00	\$ 2,280.00	\$ 1,600.00	\$ 2,242.50	\$ 73,713.00



The City of Durant

Memorandum

Date: 2/14/2023
To: Mayor and City Council
From: Joshua Matekovic, Operations Supervisor
Re: Consider Approval of KSA Professional Services Fee Proposal for the Taxiway and Taxilane Markings at the Durant Regional Airport

Council Information / Action Requested

Approval of KSA Professional Services Fee Proposal for the Taxiway and Taxilane Markings at the Durant Regional Airport

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:

1. 101555 DUA Markings Exhibit A - Scope and Fee 20230117

EXHIBIT A

Durant Regional Airport Durant, Oklahoma

Professional Service Fees for Taxiway and Taxilane Markings at the Durant Regional Airport

This proposal provides scope, schedule, and fee estimates for Professional Services related to the Taxiway and Taxilane Markings at the Durant Regional Airport located in Durant, Oklahoma.

I. PROJECT SCOPE

The project includes the design and construction of taxiway and taxilane pavement markings and professional services including grant administration.

II. SCOPE OF SERVICES

A. GRANT ADMINISTRATION SERVICES

- a. Engineer shall:
 - i. Prepare FAA environmental Categorical Exclusions (CATEX).
 - ii. Prepare one (1) preliminary Construction Safety & Phasing Plan (CSPP) and submit for airspace approval through the FAA OE/AAA portal.
 - iii. Prepare one (1) FAA grant application packet.
 - iv. Prepare FAA Request for Reimbursements (RFR) for each Engineer and Contractor Invoices/Pay Applications.
 - v. Prepare one (1) FAA grant closeout packet.

B. FINAL DESIGN SERVICES

The services provided below do not include preparation of preliminary design documents, submission of owner or funding agency review documents, preliminary coordination, or preliminary design comment period.

- a. Engineer shall:
 - i. Prepare final plans for the design and construction of the project following applicable FAA Advisory Circulars (AC) listed in the design requirements.
 - ii. Prepare front end specifications.
 - iii. Prepare non-technical specifications following applicable FAA Advisory Circulars (AC) listed in the design requirements.
 - iv. Prepare technical specifications for the design and construction of the project following applicable FAA Advisory Circulars (AC) listed in the design requirements.
 - v. Prepare one (1) Opinion of Probable Construction Costs (OPCC).

- b. Design Requirements:

Plans and specifications shall be in full compliance with the all design and construction standards of the FAA, as applicable. Specifically, the plans and specifications shall be developed to conform with, but not limited to the most recent version of the following:

- i. AC 150//5300-13B Airport Design.
 - ii. AC 150/5370-10H Standards for Specifying Construction of Airports.
 - iii. AC 150/5370-2G Operational Safety on Airports During Construction.

C. BIDDING SERVICES

- a. Engineer shall:

- i. Assist Owner in obtaining bids/proposals through use of online plan room, maintain a record of bidders, and issue addenda as necessary.
- ii. Conduct one (1) pre-bid meeting and respond to questions from bidders.
- iii. Attend one (1) bid opening conducted by the Owner.
- iv. Evaluate submitted bids for responsiveness and check references of lowest responsive bidder.
- v. Prepare one (1) bid tabulation and letter of recommendation.
- vi. Coordinate with prospective lowest bidder to compile construction contract documents.

D. CONSTRUCTION ADMINISTRATION SERVICES

The services provided below are based on a 7 calendar day construction contract time period. Any services needed beyond this time period will be considered additional services.

- a. Engineer Shall:
 - i. Conduct one (1) pre-construction meeting and respond to contractor questions.
 - ii. Review project schedules, submittals, shop drawings, samples, etc. required by the contractor contract documents and respond to Contractor RFIs as required.
 - iii. Review and process contractor pay applications and associated certified payrolls.
 - iv. Perform one (1) final inspection and prepare punchlist items.
 - v. Prepare one (1) construction close-out report.
 - vi. Perform one (1) one year (1 yr) warranty inspection.

E. RESIDENT PROJECT REPRESENTATIVE SERVICES

The services provided below are for part-time construction observation services based on the time period specified in paragraph II. D. of this proposal.

- a. Engineer's Representative shall:
 - i. Perform observation services for ten (10) hours.
 - ii. Prepare weekly FAA construction progress reports.

F. ADDITIONAL SERVICES

- a. Other items not specifically included in this proposal shall be considered additional services and subject to agreement between Owner and Engineer, including but not limited to the following:
 - i. Environmental coordination required beyond FAA approval of a CATEX.
 - ii. Performance of site visits not included above.
 - iii. Preparation of DBE updates including 1-yr goals, 3-yr goals, and Programs.
 - iv. Field surveys and topographic and utility mapping for design purposes.
 - v. Placement of advertisements/public notices for obtaining bids/proposals.
 - vi. Any Construction Administration Services beyond the time period specified in paragraph II. D. of this proposal.
 - vii. Any Resident Project Representative Services beyond the time period specified in paragraph II. D. and II. E. of this proposal.

III. SCHEDULE

The Engineer will commence Professional Services for the execution of this work upon receipt of Notice to Proceed from the City. Below is the anticipated schedule of work:

ITEM	Calendar Days from Notice to Proceed	Project Schedule Deadlines
Notice to Proceed from Owner to KSA	0	2/6/2023
Complete Final Design Services (Including FAA and Owner Review)	60	4/5/2023
Advertise for Bids	62	4/7/2023
Pre-Bid Conference	76	4/21/2023
Open Bids	83	4/28/2023
Award Bid	90	5/5/2023
Submit Grant Application	97	5/12/2023
Execute Construction Contract	142	6/26/2023
Pre-Construction Conference	149	7/3/2023
Start Construction Phase	150	7/4/2023
Complete Construction Phase	180	8/3/2023
Submit Grant Closeout	210	9/2/2023

IV. FEES

The Engineer proposes to provide Professional Services described in Section II Scope of Services for **\$37,475.00** on a lump sum basis, see summary of related fees below. Any additional scope of work noted in the Owner and FAA review comments that is not specifically noted herein will require additional compensation by the Owner.

Summary of Engineering Related Fees			
			
CLIENT:	Durant Regional Airport		
PROJECT:	Taxiway & Taxilane Markings		
KSA NO.:	101555		
DATE:	11/10/2022		
Item No.	Description	Invoicing Method	Total Amount
Basic Services			
	Grant Administration Services	Lump Sum	\$ 2,180.00
	Preliminary & Final Design Services	Lump Sum	\$ 14,150.00
	Bidding Phase Services	Lump Sum	\$ 7,735.00
	Construction Administration Phase Services	Lump Sum	\$ 13,410.00
		Subtotal:	\$ 37,475.00
	Total Estimated Engineering Related Fees:		\$ 37,475.00

Man-Hour Calculation

CLIENT: Durant Regional Airport
PROJECT: Taxiway & Taxilane Markings
KSA NO.: 101555
DATE: 11/10/2022



PROJECTED MAN-HOURS

Item No.	Task Description	Principal in Charge	Sr. Project Manager	Sr. Aviation Planner	Sr. Project Engineer	Project Assistant	Senior Design Technician	Mileage & Expenses	Phase Totals
Grant Administration Services									
0.00	Project Scope Consulting	1	1						
0.01	Prepare CATEX request		1	2					
0.02	Prepare CSPP & Airspace		2	4					
0.03	Prepare Grant Application								
0.04	Prepare RFR for Invoices/Contractor Pay Apps								
0.05	Prepare Grant Closeout								
Subtotal									
Subtotal Projected Man-hours:		1	4	6	0	0	0		
Hourly Rate:		\$ 285	\$ 215	\$ 220	\$ 180	\$ 115	\$ 95		
Subtotal Estimated Cost:		\$ 285.00	\$ 860.00	\$ 1,320.00	\$ -	\$ -	\$ -	\$ -	\$ 2,180.00
Preliminary & Final Design Services									
1.00	Project Scope Consulting								
1.01	Project Site Visit by Technical Staff		2	1				\$ 200.00	
1.02	Coordinate with Vendor/Owner/Utility								
1.03	Project Kickoff		1		1		2		
1.04	Base File Work								
1.05	Prepare Final Plans								
	Cover Sheet		0.5		1		2		
	General Notes		0.5		1		2		
	CSPP with Notes & Schedule		2		2		4		
	Project Layouts - Markings		1	2	4		8		
	Pavement Marking Details		1		2		4		
1.06	Internal Review		4						
1.07	Prepare Front End Specs		2		4				
1.08	Prepare Non-Technical Specs		2		4				
1.09	Prepare Technical Specs		2		4				
1.10	Prepare OPCC		1		4				
1.11	Internal Review		1						
1.12	QA/QC Plans and Specs	1	2						
1.13	Produce Bid Set								

Item No.	Task Description	Principal in Charge	Sr. Project Manager	Sr. Aviation Planner	Sr. Project Engineer	Project Assistant	Senior Design Technician	Mileage & Expenses	Phase Totals
	Compile Documents to PDF		1		2		4		
	Seal Plans and Specs		0.5				1		
	Fill out Bidding Info Sheet		0.5			1			
	Upload to CivCast					2			
Subtotal									
	Subtotal Projected Man-hours:	1	24	3	29	3	27		
	Hourly Rate:	\$ 285	\$ 215	\$ 220	\$ 180	\$ 115	\$ 95		
	Subtotal Estimated Cost:	\$ 285.00	\$ 5,160.00	\$ 660.00	\$ 5,220.00	\$ 345.00	\$ 2,565.00	\$ 200.00	\$ 14,150.00
Bidding Phase Services									
2.00	Online Planroom Maintenance					2			
2.01	Conduct Pre-Bid Conference & Minutes		8			1		\$ 200.00	
2.02	Respond to questions, RFIs, and Addenda		4		8	2			
2.03	Attend Bid Opening			2					
2.04	Evaluate Submitted Bid Proposals & References		1		2				
2.05	Prepare Bid Tabulation and Recommendation		2		2	4			
2.06	Coordinate with Low Bidder for Const. Contract Docs		1			4			
Subtotal									
	Subtotal Projected Man-hours:	0	16	2	12	13	0		
	Hourly Rate:	\$ 285	\$ 215	\$ 220	\$ 180	\$ 115	\$ 95		
	Subtotal Estimated Cost:	\$ -	\$ 3,440.00	\$ 440.00	\$ 2,160.00	\$ 1,495.00	\$ -	\$ 200.00	\$ 7,735.00
Construction Administration Phase Services									
3.00	Conduct Pre-Construction Conference		8			1		\$ 200.00	
3.01	Review Contractor Submittals		4		4				
3.02	Review Contractor's Pay Applications		2						
3.03	Review Certified Payrolls					2			
3.04	Conduct Construction Progress Meeting			2					
3.05	Engineer Site Visits During Construction		8					\$ 200.00	
3.06	Perform Pre-Final Inspection with Punch list			2					
3.07	Perform Final Inspection with Punch list		8					\$ 200.00	
3.08	Prepare Construction Close-out Report		2		4	2			
3.09	Prepare As-Built Documents		1		1		2		
3.10	Perform 1yr warranty inspection		8					\$ 200.00	
3.11	Produce Construction Set								
	Printing and Binding					2			
Subtotal									
	Subtotal Projected Man-hours:	0	41	4	9	7	2		
	Hourly Rate:	\$ 285	\$ 215	\$ 220	\$ 180	\$ 115	\$ 95		
	Subtotal Estimated Cost:	\$ -	\$ 8,815.00	\$ 880.00	\$ 1,620.00	\$ 805.00	\$ 190.00	\$ 800.00	\$ 13,410.00

Item No.	Task Description	Principal in Charge	Sr. Project Manager	Sr. Aviation Planner	Sr. Project Engineer	Project Assistant	Senior Design Technician	Mileage & Expenses	Phase Totals
Total Project									
	Total Projected Man-hours:	2	85	15	50	23	29		
	Hourly Rate:	\$ 285	\$ 215	\$ 220	\$ 180	\$ 115	\$ 95		
	Total Estimated Cost:	\$ 570.00	\$ 18,275.00	\$ 3,300.00	\$ 9,000.00	\$ 2,645.00	\$ 2,755.00	\$ 1,200.00	\$ 37,475.00



The City of Durant

Memorandum

Date: 2/14/2023
To: Mayor and City Council
From: Joshua Matekovic, Operations Supervisor
Re: Discussion, Consideration, and Possible Action to Consider a Real Property Exchange with Southeastern Oklahoma State University Near Durant Regional Airport - Eaker Field

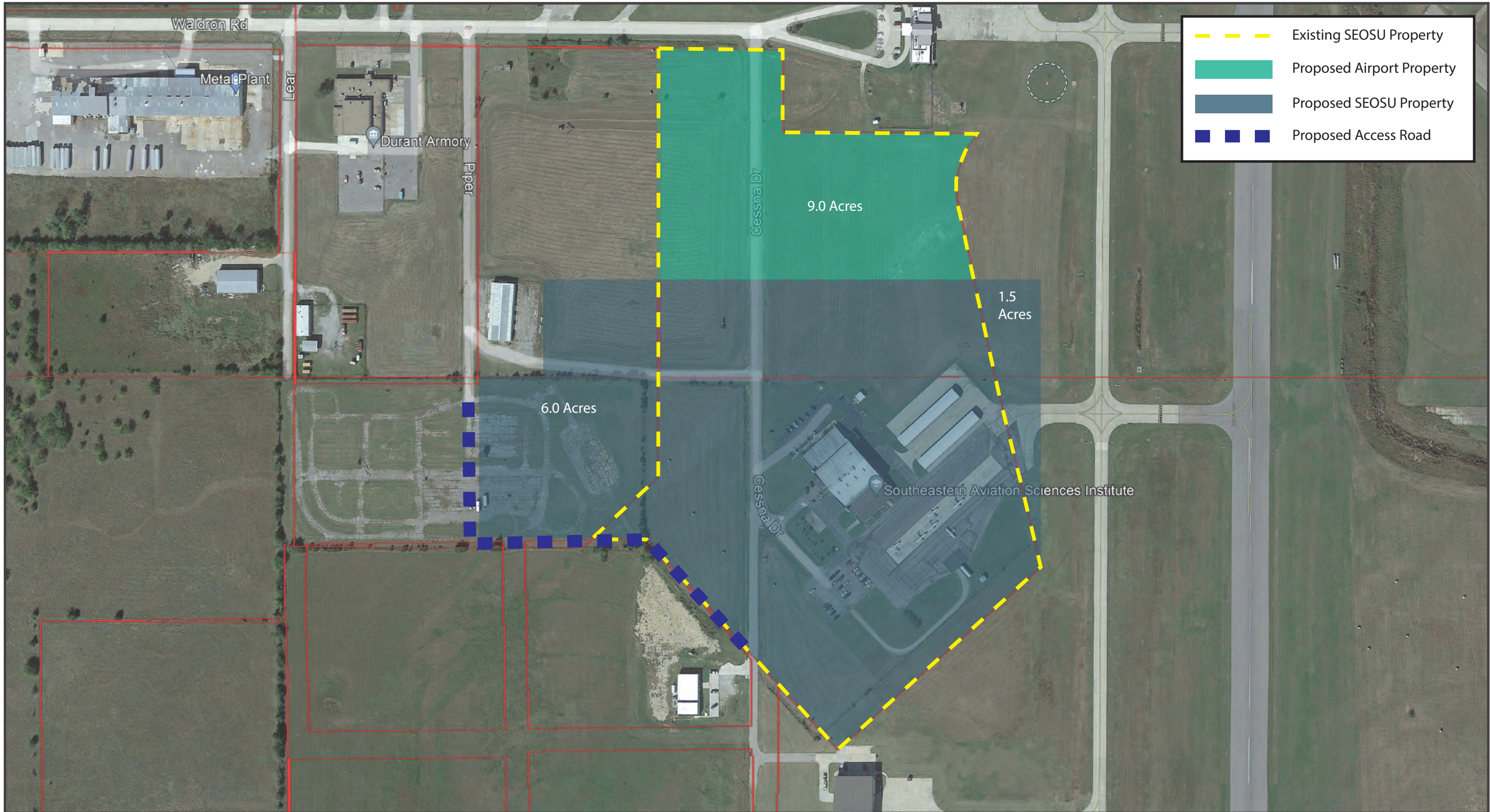
Council Information / Action Requested

Approval/Denial of Transaction or Direction to Staff to Continue to Negotiate and/or Gather Information for Future Consideration

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:

1. Airport - Durant - SOSU Land Swap



DURANT REGIONAL AIRPORT - EAKER FIELD

SEOSU PROPERTY SWAP (OPTION ONE)