

AGENDA
JERRY SUMNERS SR.
AURORA MUNICIPAL AIRPORT

REGULAR SESSION
CITY HALL COUNCIL CHAMBERS
WEDNESDAY
JANUARY 25, 2017 5:30 P.M.

I. CALL TO ORDER:

<i>II. ROLL CALL:</i>	Chairman:	Darrin Barton (2019)
	Vice Chairman:	Darold Farless (2017)
	Board Member:	Ike McRoberts (2017)
	Board Member:	Richard Werner (2018)
	Board Member:	Don Francisco (2018)
	Board Member:	Rita Engeldinger (2019)
	Board Member:	Jamie Holder (2018)
	FBO:	Justin Richmond
	Council Liaison:	Rosemary Henderson

III. APPROVAL OF MEETING MINUTES

- A. Approval of the Meeting Minutes of December 7, 2016

IV. OLD BUSINESS

- A. Update On Obstruction Removal Project 16-091B-1

V. NEW BUSINESS

- A. Consideration of Lochner Invoice #10869-5 (Obstruction Removal 16-091B-1) and Make Recommendation to City Council
- B. Consideration of Lochner Invoice #10869-6 (Obstruction Removal 16-091B-1) and Make Recommendation to City Council
- C. Consideration of Lochner Invoice #C00010869-C01 (Obstruction Removal 16-091B-1) and Make Recommendation to City Council

VI. Staff Reports

- A. Revenue and Expense Report
- B. FBO Report

VII. Correspondence

None

VIII. Audience Participation

IX. Adjournment

JERRY SUMNERS SR.
AURORA MUNICIPAL AIRPORT

PRESENTED BY: Administrator Donna Reed January 26, 2017

SUBJECT: Meeting Minutes

AGENDA NO. III.

AGENDA ITEM DESCRIPTION

A. Approval of the Meeting Minutes of December 7, 2016

AGENDA
JERRY SUMNERS SR.
AURORA MUNICIPAL AIRPORT

REGULAR SESSION MINUTES
CITY HALL COUNCIL CHAMBERS
WEDNESDAY
DECEMBER 7, 2016 5:30 P.M.

I. CALL TO ORDER:

Vice Chairman Darold Farless called the meeting to order. Time noted was approximately 5:32 p.m.

II. ROLL CALL:

Chairman:	Darrin Barton –noted absent
Vice Chairman:	Darold Farless
Board Member:	Ike McRoberts
Board Member:	Richard Werner
Board Member:	Don Francisco
Board Member:	Rita Engeldinger
Board Member:	Jamie Holder

Others in Attendance: Council Liaison Rosemary Henderson, Airport Administrator Donna Reed

III. APPROVAL OF MEETING MINUTES

A. Approval of the Meeting Minutes of September 13, 2016

Board Member Francisco made a motion to approve the minutes as submitted. Board Member Holder seconded the motion. All Members present voted in favor of the motion

B. Approval of the Meeting Minutes of November 2, 2016

Board Member McRoberts made a motion to approve the minutes as submitted. Board Member Francisco seconded the motion. All Members present voted in favor of the motion.

IV. OLD BUSINESS

None

V. NEW BUSINESS

A. Consideration of Lochner Invoice #10869-4 (Obstruction Removal 16-091B-1) and Make Recommendation to City Council

Board Member Francisco made a motion to make a recommendation to City Council to approve payment of invoice 10869-4. Board Member Holder seconded the motion. All Members present voted in favor of the motion.

- B. Consideration of Lochner Invoice #7330-13 Final (Sealcoat/Remark 15-091B-1) and Make Recommendation to City Council
Board Member Francisco made a motion to make a recommendation to City Council to approve payment of invoice 7330-13. Board Member McRoberts seconded the motion. All Members present voted in favor of the motion.
- C. Review Carpet Bids and Make Recommendation to City Council
Board Member McRoberts made a motion to table discussion of carpeting until FBO Richmond and City Manager Randall were present. Board Member Francisco seconded the motion. All Members voted in favor of the motion.

VI. Staff Reports

- A. Revenue and Expense Report
No discussion was held on this item
- B. FBO Report

VII. Correspondence

- A. MoDOT Notice of Pavement Management Evaluation
Administrator Reed advised that MoDOT would be in contact with the FBO to advise him of the date of the evaluation. She noted that since the runway and apron were just sealcoated there should be no problems with the evaluation
- B. FONSI
The Finding of No Significant Impact for the Obstruction Removal project was published and the affidavit submitted to MoDOT
- C. NPE
The report outlining the proposed use of the Non-Primary Entitlement funding was submitted to MoDOT

VIII. Audience Participation

None

IX. Adjournment

Board Member Francisco made a motion to adjourn. Board Member McRoberts seconded the motion. All Members were in favor of the motion. Time noted was approximately 5:48 p.m.

Airport Administrator Donna Reed

Airport Vice Chairman Darold Farless

Approved: _____

JERRY SUMNERS SR.
AURORA MUNICIPAL AIRPORT

PRESENTED BY: Administrator Donna Reed January 26, 2017

SUBJECT: Obstruction Removal

AGENDA NO. IV.

AGENDA ITEM DESCRIPTION

A. Update on Obstruction Removal Project

**JERRY SUMNERS, SR. MUNICIPAL AIRPORT
AURORA, MISSOURI**

OBSTRUCTION (TREE) REMOVAL

**MoDOT Project NO. 16-091B-1
LOCHNER JOB NO. 000010869**

**PRE-CONSTRUCTION MEETING
January 17th, 2017**

1. Project Personnel:

a. Introduction of Attendees and Project Roles:

- i) City/Airport – *Justin Richmond, Mike Randall, Donna Reed, Steve Andrews*
- ii) MoDOT – *Darrell Goth*
- iii) Engineer – *Chris Flageolle, Ian Wright*
- iv) Contractors – *Joey Young, Mark Wells*

Pre-construction meeting attendees list is included with these minutes.

2. Project Description:

Obstruction (Tree) Removal

3. Contracts are Executed

- a. DBE Goal: 0.0% -
- b. Contract Time: 45 Calendar Days
- c. Anticipated Notice to Proceed – Tuesday, January 17th, 2017
- d. Time Extension: Requested in writing and provide justification per Section 80-07 of the Contract General Provisions. Suggest summarizing delays due to weather, etc. on weekly intervals.
- e. Liquidated Damages: \$1,350.00 per calendar day
- f. Progress Schedule has been submitted by Contractor.
- g. Change Orders: Must be approved prior to construction. Any time adjustments must be included with the Change Order. The Engineer must do an independent cost analysis for supplemental items. Small overruns in the quantities can be made and paid for at the time they are performed with verbal approval from the City.

4. Operational Safety and Security:

- a. Sheets 2-5 of the Construction Drawings – Safety Plan.
- b. Any damage caused by the Contractor to existing pavements to remain in place will be repaired by the Contractor to an at least equivalent condition prior to the damages. The condition of the existing roads and adjacent areas that will be used for the Contractor access road shall be documented through videotape in the presence of the Engineer prior to beginning construction.
- d. Access to and from the project shall be accomplished as shown on pages 2-5. Barricades will be placed as shown on the Safety Plan. Check operation of barricades periodically to assure that lights are working properly. Changes to the safety plan as needed to coordinate with the airport and tenants shall be coordinated with the Engineer.
- e. Keep the project area free from loose or blowable debris at all times.
- f. Any noncompliance with the safety plan and security measures will result in suspension of all work on the project until compliance is met to the satisfaction of the Engineer.
- g. *Airport Manager will issue NOTAM for closure of airfield pavements as necessary.*

5. Labor Requirements:

- a. The Notice to All Employees and EEO posters are to be posted at the Contractors' staging area. Copies of the wage rates are to be included with the posters.
- b. The Contractor and all Subcontractors shall submit weekly payroll records to the Engineer for review against the wage rates. The Construction Observer will conduct random wage rate interviews of the Contractor and Subcontractors' employees.

6. Construction Observation:

Construction Observer Duties and Authority of the Engineer

- a. The authority of the Engineer is provided in the General Provisions Section 50-01 and Section 80-06. The Engineer has the authority to suspend the work wholly or in part due to weather, airport safety violation, or non-conformance with the Contract Documents.
- b. Lochner will be the Construction Observer for the project.
- c. Does not supervise or direct Contractor activities/procedures.
- d. Maintains record of material quantities, files of test reports, and daily diary.
- e. Any requests by the Contractor to change the Plans or Specifications which would benefit the project should be discussed with the Construction Observer prior to making such change. Observer will forward this request to the Engineer for review and approval.

7. Submittals:

Required material certifications and shop drawings must be submitted and approved prior to construction or installation of subject material.

- a. Direct all communication to Lochner –
Attn: Chris Flageolle, P.E. cflageolle@hwlochner.com (816) 945-5840
- b. Contractor shall submit submittal/shop drawings electronically.

8. Pay Estimates – compiled once a month

9. Radio Frequency to monitor during construction is 122.8

10. Open Discussion:

*Location of Force Main
Property Owners*

JERRY SUMNERS SR.
AURORA MUNICIPAL AIRPORT

PRESENTED BY: Administrator Donna Reed January 26, 2017

SUBJECT: Invoice Approval

AGENDA NO. V.

AGENDA ITEM DESCRIPTION

- A. Consideration of Lochner Invoice #10869-5 (Obstruction Removal 16-091B-1) and Make Recommendation to City Council
 - B. Consideration of Lochner Invoice #10869-6 (Obstruction Removal 16-091B-1) and Make Recommendation to City Council
 - C. Consideration of Lochner Invoice #C00010869-C01 (Obstruction Removal 16-091B-1) and Make Recommendation to City Council
-

LOCHNER

13439 Broadway Ext
 Suite 101
 Oklahoma City, OK 73114
 405.748.6651

December 15, 2016
 Invoice No: 000010869 - 5

Ms. Donna Elery
 Court Clerk/Airport Administrator
 City of Aurora, Missouri
 PO Box 30
 Aurora, MO 65605

Aurora, Missouri
 Runway 18-36 Obstruction Removal
 Project No. 16-091B-1
 Agreement Dated 08-09-16

Professional Services From November 12, 2016 Through December 09, 2016

Phase	01DES	Design Phase			Previous Billing	Current Billing
Billing Phase	Fee	Percent Complete	Earned			
Preliminary Phase	4,347.42	100.00	4,347.42	4,347.42	4,347.42	0.00
Design Phase	8,187.54	100.00	8,187.54	8,187.54	8,187.54	0.00
Bidding Phase	3,567.20	100.00	3,567.20	3,567.20	3,567.20	0.00
Admin. Assistance	924.71	100.00	924.71	924.71	924.71	0.00
Survey - Boundary	1,226.53	0.00	0.00	0.00	0.00	0.00
Permit/SWPPP	2,921.83	50.00	1,460.92	1,168.73	1,168.73	292.19
Environ. Assessment	7,834.35	100.00	7,834.35	7,834.35	7,834.35	0.00
Total Fee	29,009.58		26,322.14	26,029.95		292.19
Total Fee						292.19
Total this Task						\$292.19
Total this Phase						\$292.19

Phase	ZEXPS	Expenses Phase		
Reimbursable Expenses				
Postage/Shipping				
11/28/2016	United Parcel Service	Shipping Services		11.29
12/12/2016	United Parcel Service	Shipping Services		7.37
12/12/2016	United Parcel Service	Shipping Services		10.89
12/12/2016	United Parcel Service	Shipping Services		.35
Total Reimbursables				29.90
				29.90

Billing Limits	Current	Prior	To-Date
Total Billings	29.90	209.94	239.84
Limit			890.42
Remaining			650.58
Total this Phase			\$29.90

Phase	ZSUBS	Subconsultants Phase		
Billing Limits		Current	Prior	To-Date
Consultants		0.00	0.00	0.00
Limit				5,800.00
Remaining				5,800.00
Total this Phase				0.00

Retainage				
Current Retainage		6.44 (2.00 % of 322.09)		-6.44
Prior Retainage		524.80		
Retainage-To-Date		531.24		
TOTAL THIS INVOICE				\$315.65

Outstanding Invoices

Number	Date	Balance	Retainage	Now Due
2	9/21/2016	8,049.35	-160.99	7,888.36
3	10/19/2016	6,075.56	-121.51	5,954.05
4	11/16/2016	808.15	-16.16	791.99
Total		14,933.06	-298.66	14,634.40

LOCHNER

13439 Broadway Ext
 Suite 101
 Oklahoma City, OK 73114
 405.748.6651

January 13, 2017
 Invoice No: 000010869 - 6

Ms. Donna Elery
 Court Clerk/Airport Administrator
 City of Aurora, Missouri
 PO Box 30
 Aurora, MO 65605

Aurora, Missouri
 Runway 18-36 Obstruction Removal
 Project No. 16-091B-1
 Agreement Dated 08-09-16

Professional Services From December 10, 2016 Through January 06, 2017

Billing Phase	Fee	Percent Complete	Earned	Previous Billing	Current Billing
Preliminary Phase	4,347.42	100.00	4,347.42	4,347.42	0.00
Design Phase	8,187.54	100.00	8,187.54	8,187.54	0.00
Bidding Phase	3,567.20	100.00	3,567.20	3,567.20	0.00
Admin. Assistance	924.71	100.00	924.71	924.71	0.00
Survey - Boundary	1,226.53	0.00	0.00	0.00	0.00
Permit/SWPPP	2,921.83	60.00	1,753.10	1,460.92	292.18
Environ. Assessment	7,834.35	100.00	7,834.35	7,834.35	0.00
Total Fee	29,009.58		26,614.32	26,322.14	292.18
Total Fee					292.18
Total this Task					\$292.18
Total this Phase					\$292.18

Phase	ZEXPS	Expenses Phase	Current	Prior	To-Date
Billing Limits					
Total Billings			0.00	239.84	239.84
Limit					890.42
Remaining					650.58
Total this Phase					0.00

Phase	ZSUBS	Subconsultants Phase	Current	Prior	To-Date
Billing Limits					
Consultants			0.00	0.00	0.00
Limit					5,800.00
Remaining					5,800.00
Total this Phase					0.00

Retainage

Current Retainage	5.84 (2.00 % of 292.18)	-5.84
Prior Retainage	531.24	
Retainage-To-Date	537.08	

TOTAL THIS INVOICE \$286.34

Outstanding Invoices

Number	Date	Balance	Retainage	Now Due
5	12/15/2016	322.09	-6.44	315.65
Total		322.09	-6.44	315.65

JERRY SUMNERS SR.
AURORA MUNICIPAL AIRPORT

PRESENTED BY: Administrator Donna Reed January 26, 2017

SUBJECT: Revenue & Expense Report

AGENDA NO. VI.

AGENDA ITEM DESCRIPTION

A. Revenue & Expense Report
