

**GROVE MUNICIPAL AIRPORT MANAGING AUTHORITY
SPECIAL SESSION MEETING**

OCTOBER 11, 2023

3:00 P.M.

GROVE REGIONAL AIRPORT
CONFERENCE ROOM
GROVE, OK 74344

- Call Meeting to Order
- Roll Call
- Public Comments
- Approval of Minutes from Special Meetings September 13, 2023.
- Discussion and/or Action Regarding the Purchase Order/ Reconciliation Detail

AGENDA ITEMS:

1. Discussion and/or action to discuss airport construction issues with the Fire Chief.
2. Discussion and/or action with respect to approval of a land lease between GMAMA and James & Amy Wright for 304 W. Airport Drive.
3. Discussion and/or action regarding billing issues with Garver Engineering.
4. Discussion and/or approval to pay Invoice 22A03374-5 for \$2,506 to Garver Engineering.
5. Discussion and action to approve an on-call services contract (renewal) with Garver Engineering for FY23-24 that would commence on July 1, 2023. This is for any miscellaneous tasks not covered by a CIP project or other ancillary contracts between Garver, GMAMA and/or the City of Grove.
6. Discussion and/or action to request RFQs for engineering services.

Report from Airport Manager

Trustees Reports

Julie McCarthy
Mark Lee
Monte Meier
Ivan Devitt
Mike Coon

Adjournment

**GROVE MUNICIPAL AIRPORT MANAGING AUTHORITY
SPECIAL SESSION MEETING
SEPTEMBER 13, 2023, 3:00 P.M.
GROVE CITY HALL, ROOM 7
GROVE, OK 74344**

The Grove Municipal Airport Managing Authority met in Special Session on Wednesday, September 13, 2023 at 3:00 p.m.

Present: Lee, Meier, McCarthy, Devitt and Coon

Debbie Bottoroff, Deric Douthit and Darren Cook were also present.

Approval of Minutes from Special Joint Meeting on August 9 2023:

Meier made a motion to approve the minutes as presented. Lee seconded the motion. All ayes.

Approval of Minutes from Special Meeting on August 24, 2023:

Devitt made a motion to approve the minutes as presented. Meier seconded the motion. All ayes.

Discussion and Approval of the Reconciliation and Purchase Order Detail:

Meier made motion to approve as presented. Devitt seconded the motion. All ayes.

Agenda Items:

1. **Election of Officers:**

Board Chairman – Devitt made a motion to elect Julie McCarthy as chairman. Meier seconded the motion. All ayes.

Vice Chairman - Meier made a motion to elect Mark Lee as vice chairman. McCarthy seconded the motion. All ayes.

Secretary/Treasurer – Coon made a motion to elect Monte Meier as secretary/treasurer. Devitt seconded the motion. All ayes.

Chairman: Julie McCarthy

Vice-Chairman: Mark Lee

Secretary/Treasurer: Monte Meier

Trustee: Ivan Devitt

Trustee: Mike Coon

McCarthy declared the motion carried.

2. **Discussion and/or action with respect to a Revised Notice of Posting for the Grove Municipal Airport Managing Authority's Special scheduled meetings for the remained of the calendar year.**

After a brief discussion with city staff, the board voiced concerns regarding the acoustics in room 7 of city hall. The board noted they moved their meetings to city hall in order to

accommodate city staff, making it more convenient for them to attend GMAMA meetings. Unfortunately, many members have a hard time hearing in this room and have requested to move the meetings back to the airport conference room. After the first of the year, when city staff move to the new NEO building, city staff noted they would have a better room for the board to meet there. McCarthy made a motion to move the meeting back to the airport conference room. Meier seconded the motion. All ayes. McCarthy declared the motion carried.

3. Discussion and action regarding removal of Berwin Kock from bank account 11618601, Grand Savings Bank and adding additional signers.

McCarthy made a motion to remove Berwin Kock from the Grand Savings bank account # 11618601 and to add Monte Meier, Ivan Devitt and Mike Coon. Lee seconded the motion. All ayes. McCarthy declared the motion carried.

**Lisa will take the minutes to the bank after the meeting minutes have been approved to set up the paperwork for signatures.*

4. Discussion and/or action with respect to approval of a land lease between GMAMA and James & Amy Wright for 304 W. Airport Drive.

The city attorney made a suggestion to the wording of the land lease agreement. The board voted to table this item until the change was made. Lisa will add this again to the October agenda.

5. Discussion and action to approve an on-call services contract (renewal) with Garver Engineering for FY23-24 that would commence on July 1, 2023. This is for any miscellaneous tasks not covered by a CIP project or other ancillary contracts between Garver, GMAMA and/or the City of Grove.

Bart Gilbreath and Matt Rank from Garver were present to answer questions regarding the contract. After a lengthy conversation regarding invoices, the board decided to table this item again until a resolution could be made. Bart noted he would send a detailed report of the meeting with GMAMA and city staff regarding the approval of work in question. Meier noted we cannot move forward with the CIP until the contract is approved. McCarthy made a motion to table the item. Lee seconded the motion. Ayes: Devitt and Coon. Nay: Meier. McCarthy declared the motion carried.

Board Reports:

Lee – No report.

McCarthy- No reports

Meier- No report

Devitt- No report

Coon- No report

Adjournment:


McCarthy made a motion to adjourn the meeting at 3:52 p.m. Devitt seconded the motion. All ayes. McCarthy declared the meeting adjourned.


11:48 AM

10/09/23

Grove Regional Airport
Reconciliation Summary
GROVE MUNICIPAL AIRPORT, Period Ending 09/30/2023

	<u>Sep 30, 23</u>
Beginning Balance	78,918.25
Cleared Transactions	
Checks and Payments - 30 items	-31,317.79
Deposits and Credits - 7 items	40,702.18
Total Cleared Transactions	<u>9,384.39</u>
Cleared Balance	<u><u>88,302.64</u></u>
Uncleared Transactions	
Checks and Payments - 1 item	-130.59
Deposits and Credits - 1 item	207.90
Total Uncleared Transactions	<u>77.31</u>
Register Balance as of 09/30/2023	<u><u>88,379.95</u></u>
New Transactions	
Deposits and Credits - 1 Item	7,879.19
Total New Transactions	<u>7,879.19</u>
Ending Balance	<u><u>96,259.14</u></u>

 10-9-23


10-9-23

Grove Regional Airport Reconciliation Detail

GROVE MUNICIPAL AIRPORT, Period Ending 09/30/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						78,918.25
Cleared Transactions						
Checks and Payments - 30 items						
Bill Pmt -Check	09/01/2023	Debit	Arrow Energy- Jet F...	X	-26,938.67	-26,938.67
Bill Pmt -Check	09/01/2023	Debit	Petroleum Marketer...	X	-963.68	-27,902.35
Bill Pmt -Check	09/01/2023	Debit	PSO	X	-886.18	-28,788.53
Bill Pmt -Check	09/01/2023	Debit	Bolt Fiber Optics- Int...	X	-203.46	-28,991.99
Bill Pmt -Check	09/01/2023	Debit	Casey's Gas Station...	X	-129.48	-29,121.47
Bill Pmt -Check	09/01/2023	Debit	Bolt Fiber Optics- F...	X	-75.99	-29,197.46
Bill Pmt -Check	09/01/2023	Debit	GMSA	X	-56.73	-29,254.19
Bill Pmt -Check	09/12/2023	Debit	Deluxe Business Sy...	X	-332.39	-29,586.58
Bill Pmt -Check	09/12/2023	Debit	REC - East FBO ha...	X	-230.17	-29,816.75
Bill Pmt -Check	09/12/2023	Debit	Bolt Fiber Optics- Int...	X	-190.68	-30,007.43
Bill Pmt -Check	09/12/2023	Debit	Lowe's - new FBO st...	X	-158.90	-30,166.33
Bill Pmt -Check	09/12/2023	Debit	Napa Auto Parts- fu...	X	-147.88	-30,314.21
Bill Pmt -Check	09/12/2023	Debit	Lakeland Office Sup...	X	-145.25	-30,459.46
Bill Pmt -Check	09/12/2023	Debit	REC- Hangar C	X	-135.09	-30,594.55
Bill Pmt -Check	09/12/2023	7708	Randy James- call o...	X	-100.00	-30,694.55
Bill Pmt -Check	09/12/2023	Debit	Turtle Stop for lawn ...	X	-97.22	-30,791.77
Bill Pmt -Check	09/12/2023	Debit	Lakeland Office Sup...	X	-91.01	-30,882.78
Bill Pmt -Check	09/12/2023	Debit	Wal-Mart - Coffee, r...	X	-90.51	-30,973.29
Bill Pmt -Check	09/12/2023	Debit	AT & T- after hrs ph...	X	-60.00	-31,033.29
Bill Pmt -Check	09/12/2023	Debit	Turtle Stop	X	-55.32	-31,088.61
Bill Pmt -Check	09/12/2023	Debit	The Woodshed Fuel...	X	-53.98	-31,142.59
Bill Pmt -Check	09/12/2023	Debit	REC- Fuel farm	X	-42.51	-31,185.10
Bill Pmt -Check	09/12/2023	Debit	Oklahoma Environm...	X	-30.00	-31,215.10
Bill Pmt -Check	09/12/2023	Debit	The Paper Clip- coff...	X	-28.08	-31,243.18
Bill Pmt -Check	09/12/2023	Debit	Dollar General	X	-23.02	-31,266.20
Bill Pmt -Check	09/12/2023	Debit	Grove Post Office	X	-19.20	-31,285.40
Bill Pmt -Check	09/12/2023	Debit	Braum's - dinner Lisa	X	-10.91	-31,296.31
Bill Pmt -Check	09/12/2023	Debit	Turtle Stop- weede...	X	-8.75	-31,305.06
Bill Pmt -Check	09/12/2023	Debit	On Cue- Stillwater	X	-7.73	-31,312.79
Bill Pmt -Check	09/12/2023	Debit	At Link Services Em...	X	-5.00	-31,317.79
Total Checks and Payments					-31,317.79	-31,317.79
Deposits and Credits - 7 items						
Deposit	08/26/2023			X	909.64	909.64
Deposit	09/07/2023			X	9,728.74	10,638.38
Deposit	09/12/2023			X	11,402.39	22,040.77
Deposit	09/18/2023			X	4,472.15	26,512.92
Deposit	09/21/2023			X	4,848.01	31,360.93
Deposit	09/29/2023			X	9,329.98	40,690.91
Deposit	09/30/2023			X	11.27	40,702.18
Total Deposits and Credits					40,702.18	40,702.18
Total Cleared Transactions					9,384.39	9,384.39
Cleared Balance					9,384.39	88,302.64
Uncleared Transactions						
Checks and Payments - 1 item						
Bill Pmt -Check	09/12/2023	Debit	Quill Corporation		-130.59	-130.59
Total Checks and Payments					-130.59	-130.59
Deposits and Credits - 1 item						
Deposit	09/30/2023				207.90	207.90
Total Deposits and Credits					207.90	207.90
Total Uncleared Transactions					77.31	77.31
Register Balance as of 09/30/2023					9,461.70	88,379.95

11:48 AM

10/09/23

Grove Regional Airport Reconciliation Detail

GROVE MUNICIPAL AIRPORT, Period Ending 09/30/2023

Type	Date	Num	Name	Clr	Amount	Balance
New Transactions						
Deposits and Credits - 1 item						
Deposit	10/05/2023				7,879.19	7,879.19
Total Deposits and Credits					7,879.19	7,879.19
Total New Transactions					7,879.19	7,879.19
Ending Balance					17,340.89	96,259.14

Grove Regional Airport
Profit & Loss
 July 1 through October 9, 2023

	Jul 1 - Oct 9, 23
Income	
TRANS FROM CITY GENERAL FUND	4,000.00
HANGAR 1 LEASE	2,534.52
FUEL SALES	
100LL Fuel Sales	20,294.80
Jet A Fuel Sales	79,710.35
Total FUEL SALES	100,005.15
INTEREST INCOME	30.98
LAND LEASE REVENUES	720.00
MISCELLANEOUS INCOME	319.43
T HANGAR RENTALS	240.00
Total Income	107,850.08
Cost of Goods Sold	
COST OF GOODS SOLD (Costs of items purchased and then sold to customers)	71,249.76
Total COGS	71,249.76
Gross Profit	36,600.32
Expense	
Dues and Subscriptions	935.06
MATERIALS AND SUPPLIES	
Facilities Maint./Material (Building Maintenance & Repair)	9,132.11
Commodities	
Office Supplies & Tools (Office supplies expense)	130.59
Total Commodities	130.59
Airport Maintenance & Material (RW/TW repair.)	963.68
Total MATERIALS AND SUPPLIES	10,226.38
OTHER SERVICES AND CHARGES	
CONTRACT SERVICES (Fueling services and related.)	
Credit Card Processing Fees	1,762.91
CONTRACT SERVICES (Fueling services and related.) - Other	-100.00
Total CONTRACT SERVICES (Fueling services and related.)	1,662.91
Utilities	6,079.34
Website Maint	75.00
Miscellaneous Charges (Miscellaneous expenses not categorized elsewhere. Use m...	252.76
Travel/Mileage/Related	72.62
Total OTHER SERVICES AND CHARGES	8,142.63
PERSONNEL SERVICES	
FICA/Medicare Contrib	540.54
OK Public Emp Retirement	1,016.40
Salaries & Wages	7,930.57
Total PERSONNEL SERVICES	9,487.51
Total Expense	28,791.58
Net Income	7,808.74

* remember: we were closed
for 3 mos. too!

11:54 AM

10/09/23

Accrual Basis

Grove Regional Airport

Profit & Loss

October 1 - 9, 2023

	<u>Oct 1 - 9, 23</u>
Income	
HANGAR 1 LEASE	275.00
FUEL SALES	
100LL Fuel Sales	4,521.29
Jet A Fuel Sales	1,689.57
Total FUEL SALES	<u>6,210.86</u>
Total Income	6,485.86
Cost of Goods Sold	
COST OF GOODS SOLD (Costs of Items purchased and then sold to customers)	<u>4,865.50</u>
Total COGS	<u>4,865.50</u>
Gross Profit	1,620.36
Expense	
OTHER SERVICES AND CHARGES	
CONTRACT SERVICES (Fueling services and related.)	
Credit Card Processing Fees	285.65
Total CONTRACT SERVICES (Fueling services and related.)	<u>285.65</u>
Total OTHER SERVICES AND CHARGES	<u>285.65</u>
Total Expense	<u>285.65</u>
Net Income	<u><u>1,334.71</u></u>

Agenda Item 1:

Land Lease Approval

*No. 2 has been corrected.

AIRCRAFT HANGAR SITE LEASE AGREEMENT

THIS LEASE AGREEMENT is made and entered into this day of 1st day of December, 2023 between the GROVE MUNICIPAL AIRPORT MANAGING AUTHORITY, hereinafter referred to as the "Authority", and James and/or Amy Wright, hereinafter referred to as the "Lessee", with respect to the following facts:

1. That the Grove Municipal Airport Managing Authority is the owner of that certain real property commonly known as the Grove Municipal Airport, located in the City of Grove, County of Delaware, and State of Oklahoma.
2. That the Grove Municipal Airport Managing Authority has let to the Authority, who shall be the "Lessor", and the "Lessee" desires to lease from the Authority that certain real property hereinafter referred to as "premises", and the Authority the right to sublet the premises.
3. The parties desire to enter into a lease agreement defining their respective rights, duties, and liabilities relating to the premises.

NOW, THEREFORE, in consideration of the mutual covenants, promises, agreements, understandings, terms conditions, and provisions set forth herein, The Authority and Lessee agree as follows:

1. The Authority hereby leases, rents, and demises to the Lessee the following real estate premises situated in Grove, Delaware County, Oklahoma: **304 W. Airport Drive, Site 3 West**. The term of this lease shall be for a minimum of 30 years commencing at 12:01: o'clock A. M. on the **1st day of December, 2023**, and ending the **1st day of December, 2053** at 12:00 midnight unless otherwise extended by the parties in writing.
2. In the event of new construction, it is mutually agreed and understood that the Lessee has entered into a certain proposal for the construction of a hangar upon the above-described real property upon which construction will begin when and if the detailed engineering plan, submitted to the City Building Inspector and the Authority, is approved. In this respect it is understood and agreed by and between the parties that in the event that the detailed engineering plans are not approved by the city Building Inspector and the Authority, then this agreement shall be null and void. See exhibit B (minimum standards) attached hereto and made a part thereof.

It is further agreed and understood by the parties that the Lessee shall have a period not to exceed **twelve (12) months from the effective date of the lease to complete the construction of said building**. In the event said building is not completed within said twelve (12) month period, then, and in that event, Lessee agrees to pay the Authority a Fifty Dollar (\$50.00) per day penalty until said building is completed. In this respect, Lessee may request a thirty (30) day extension to complete said construction and if granted in writing, said penalty is waived during said extension period.

It is further agreed and understood by the parties that the airport hangar building is and shall hereinafter at all times be and remain the property of the Lessee subject to any chattel mortgages executed by Lessee in favor of any financial institution.

3. It is further understood and agreed by and between the parties that in addition to the payment by the Lessee of the cost of construction of the airport hangar building located on the above-described real property. Lessee will pay as rental for the above-described lands to the Authority during the term hereof, the sum of **18 Cents per square foot per year of the land leased (3,968 Square Feet)**, payable annually in advance, the first of said payments being due on the first day of January thereafter during the primary terms hereof. It is understood and agreed by and between the parties that time is of the essence of this contract and Lessee does hereby bind themselves to pay promptly said rental payments for the full term hereof. It is further understood and agreed that there shall be a mandatory site lease rate cost review every fifth year, for the duration of the lease, for possible rate adjustment, up or down, based on inflation factors and airport improvements and be comparable to rates charged at similar airports in the area.
4. Lessee does covenant and agree as part of the consideration for this Lease, to keep the aforesaid hangar building in good appearance and repair during the term hereof and insured against loss, damage or Acts of Nature.
5. It is further agreed by and between the parties that The Lessee may not sublet or assign this lease without written consent of the Authority. The Authority will provide a response within 30 days of receipt of the request.
6. Lessee further agrees to pay all personal property taxes levied against the structure.
7. It is further agreed by and between the parties that Lessee shall keep all premises and every part thereof and all buildings and improvements of any kind located thereon free and clear of any and all mechanic's or material man's liens for or arising out of or in connection with work of labor done, services performed, materials or appliances used or furnished for or in connection with any operation of Lessee, any alterations, improvements, repairs, or additions which Lessee may make or permitted by the Lessee on or about the premises, or any obligations of any kind incurred by the Lessee shall at all times be promptly and fully paid and discharge all claims on which any such lien may or could be based and shall indemnify the Authority and all premises and all the buildings and improvements thereon against all such liens and claims of liens or suits or other proceedings pertaining thereto.
8. It is further agreed by and between the parties that Lessee shall not use or permit the premises or any part thereof to be used for any primary purpose or purposes other than aviation purposes and/or storage of an aircraft. The FAA may disapprove an AIP grant to the airport if there are existing hangars at the airport being used for non-aeronautical purposes. In the event the hangar is empty, it may not be used for non-aviation purposes or storage without approval of the

9. Authority and will be subject to Fair Market Value rates. Upon signing the lease agreement, Lessee has a period of six months from date of signing to obtain an aircraft. Any extension must be pre-approved by the Lessor. The demised premises are hereby leased, and no use shall be made or permitted, nor acts done which will cause a cancellation of any insurance policy covering the buildings located thereon or any part thereof, nor about the demised premises, nor articles which may be prohibited by standard form of fire insurance policies. Lessee shall, at their own expense, comply with all requirements pertaining to the demised premises of any insurance organization or company necessary for the maintenance of insurance that is herein provided covering any building or appurtenances at any time located on the demised premises. The hangar may not be used as a residence or temporary housing. Any violation of this agreement will be cause for termination of Site Lease.
10. It is further agreed by and between the parties that Lessee obligation herein above set forth are hereby considered to be covenants on the part of the Lessee, and lessee does hereby covenant and agree to perform all the above duties as part of the consideration hereof.
11. It is further agreed by and between the parties that the Authority shall furnish to the Lessee the right to use the taxiway provided by the Authority for ingress and egress from the hangar building to the runway of the Grove Municipal Airport, and further to provide Lessee with parking space for use of said hangar building.
12. It is further agreed by and between the parties that the Authority shall not be responsible for any loss, injury, death, or damage to persons or property which at any time may be suffered or sustained by Lessee or by any person whomsoever may at any time be using or occupying or visiting the demised premises, or be in on or about the same whether such loss, injury, death, or damage shall be caused by or in any way result from or arise out of any act, omission, or negligence of Lessee or of the occupant, visitor, or user of any portion of the premises or shall result from or be caused by any other matter or thing whether of the same kind as or of a different kind than the matters or things above set forth, and Lessee shall indemnify the Authority against all claims, liabilities, loss, or damage whatsoever on account of any such loss, injury, death, or damage.
13. Lessee further covenants and agrees to pay all utility bills concerning the use of the building located on the above-described real property, including telephone bill, and to save the Authority harmless from all such expenses.
14. It is further agreed and understood that Lessee shall not have the right to place upon the above-described land any additions, buildings, or facilities without prior written consent of the Authority.
15. It is expressly agreed and understood by and between the parties that the balance of the lands of the airport facilities of the Grove Municipal Airport Managing Authority and the City of Grove other than those described and hereby leased, may be used, occupied, and dealt with by the Authority as it shall see fit from time to time; and it is expressly agreed that only the land herein above described by metes

and bounds are leased hereby and that Lessee shall not have right with regard to the balance of the lands of the Grove Municipal Airport except the right to use the taxi way above referred to and the parking space, and the runway in accordance with Federal Aviation Administration regulations.

16. Lessee does hereby covenant and agree to operate the premises in a good and workmanlike manner and further covenant and agree that they will neither commit waste nor permit waste to be committed upon the land hereby leased and further covenant that they will see to the maintenance and proper usage by themselves and their employees of the facilities leased and the proper use of the Grove Municipal Airport by their employees.
17. Lessee further agrees that in their operation and use of the Grove Municipal Airport, they will not, on the grounds of race, color, or national origin discriminate or permit discrimination against any person or group of persons in any manner prohibited by Part 21 of the Department of Transportation regulations.
18. The building is to be moved in its entirety no later than 90 days after the date of lease expiration.
19. It is further understood and agreed that nothing herein contained shall be construed to grant or authorize the granting of an exclusive right within the meaning of Section 308A of the Federal Aviation Act of 1958.
20. This agreement shall extend to, bind and inure to the benefit of the parties hereto and to their respective heirs, successors, executors, administrators, and assigns.
21. No hangar building or any part thereof, is to be used as a permanent residence.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and affixed their respective signatures on the date first above written.

GROVE MUNICIPAL AIRPORT MANAGING AUTHORITY

“LESSOR”

Lisa M. Jewett
Grove Municipal Airport Managing Authority
Airport Manager

Date

“LESSEE”
James and/or Amy Wright

DBA Jaws Aviation, LLC
6341 W. 68th
Grove, OK 74344 : (325) 277-5363

Date

Agenda Item 3:

Correspondence backup from Garver
Engineering



4300 South J.B. Hunt Drive
Suite 240
Rogers, AR 72758
TEL 479.257.9188
www.GarverUSA.com

October 6, 2023

Lisa Jewett
Grove Regional Airport
335 Airport Drive
Grove, OK 74344

Re: GMJ Westside Utility Development – Project Progress and Contract Timeline

Lisa,

Below is a list of the contract timeline and project decisions in a chronological list of events leading up to the Garver contract amendment request for informational purposes:

- | | |
|------------------------|---|
| June 2, 2022 | Initial contract between the City of Grove and Garver executed for \$41,990 to provide a utility master plan. Scope of this original contract did not include evaluation of fire suppression requirements, water flow capacity, or potential water upgrades to handle fire suppression at the hydrant or sprinkler level. [Exhibit A] |
| August 19, 2022 | Garver was informed that hangar construction at Grove will require sprinkler fire suppression per the Fire Marshal. |
| August 19, 2022 | Garver replied to the airport noting that Garver disagrees with the Fire Marshal's interpretation of IBC/NFPA. That Garver's official position is, "sprinklers are only required if the hangar is greater than 10,000 sf, performs maintenance, or a requirement of the insurance." |
| August 31, 2022 | CIP meeting with airport, city staff. During this meeting Garver reviewed the topics of fire suppression, concern of the requirements, and initial concept of hangar area layout. |
| September 23, 2022 | Garver is told Fire Marshal still will require sprinkling. |
| Early Nov – Nov. 7, 22 | Garver requested hydrant flow data and received it on 11/7 from the PW Dir. [Exhibit C] |
| November 8, 2022 | Garver, the airport, and the FAA visited about utility projects. FAA determined that utility projects are not FAA eligible as stand-alone, and an |

aviation improvement must be made to have FAA pay for utility extensions.
[Exhibit B]

- November 18, 2022 Additional Meeting in Grove to finalize CIP items and discuss water system implications with airport, city staff, and Garver. It was discussed at this time that additional evaluation of the water system, flow, and sprinkling requirements were outside of the scope of the original contract and would require an amendment. City Manager and PW Dir directed Garver to proceed. It was also determined that a taxilane project extension would be completed to have the FAA participate in funding the partial utility extension. [Exhibit D]
- November 28, 2022 Garver visited with airport about overages. Airport said to keep running total and submit amendment when done. [Exhibit E]
- December 8, 2022 Awaiting meeting with fire chief/marshal. City reports back that fire chief will not meet as he has nothing to discuss. [Exhibit F]
- January 2023 Garver aviation employes Garver water to start looking at the flow issues and potential remedies.
- January 16, 2023 Garver water asks for psi requirements, utility map, and tower information.
- January 19, 2023 Requested information received.
- January 25, 2023 CIP submitted to OAC/FAA. CIP had been held up since Fall 2022 awaiting direction on suppression and utility issues.
- February 23, 2023 Grove and Garver meeting to discuss findings of water investigation. At this time city directed Garver to provide alternatives for meeting fire marshal requirements.
- March 3, 2023 City manager emails Garver providing additional requested information as well as request for justification of contract overages for west utility and on-call contracts. [Exhibit G]
- March 9, 2023 Garver submits to City and airport findings of alternatives to meet requirements. [Exhibit H]
- March 16, 2023 City requests costs to be assembled for options of alternatives prior to meeting. [Exhibit I]
- June 14, 2023 Garver submits cost evaluation. [Exhibit J]

Mrs. Jewett
October 6, 2023
Page 3 of 3

June 30, 2023 Garver submits contract amendment to airport for overages out of scope. Amendment value is \$10,200 – bringing total contract to \$52,190.00.

August 29, 2023 City requested list of what amendment includes – Garver submitted list. [Exhibit K]

September 13, 2023 City manager says they have not received list of amendment scope.

Please call me if you have any questions.

Sincerely,

GARVER

Bart Gilbreath, P.E.
Electrical Resiliency and Illumination Leader

Attachments: Exhibit A – Work Order No. 22A03371 – MSA
 Exhibit B – GMJ'S 2023 Plans (Email)
 Exhibit C – Hydrant Testing Log Airport (Email)
 Exhibit D – GMJ Fire Suppression (Email)
 Exhibit E – GMJ Westside Utility and On-Call Budget Statuses (Email)
 Exhibit F – Site Plan (Email)
 Exhibit G – Airport Water Flow – Fire Suppression (Email)
 Exhibit H – GMJ Westside Water Utility (Email)
 Exhibit I – GMJ Westside Water Utility (Reply Email)
 Exhibit J – GMJ Water Utility Extension (Email)
 Exhibit K – GMJ West Utilities Amendment Scope



Work Order No. 22A03371

to the

Master Agreement

For

Professional Services

**Grove Regional Airport
City of Grove – Grove, Oklahoma**

**Westside Hangar Utility Development
Master Plan
Project No. 22A03371**



This WORK ORDER ("Work Order") is made by and between the City of Grove, Oklahoma (hereinafter referred to as "Owner") and Garver, LLC, (hereinafter referred to as "Garver" or "Engineer") in accordance with the provisions of the MASTER AGREEMENT FOR PROFESSIONAL SERVICES executed on _____ (the "Agreement").

Under this Work Order, the Owner intends to create a **Westside Hangar Development Utility Master Plan**.

Garver will provide professional services related to these improvements as described herein. Terms not defined herein shall have the meaning assigned to them in the Agreement.

SECTION 1 - SCOPE OF SERVICES

- 1.1 Garver shall provide the Services outlined in Exhibit A.
- 1.2 In addition to those obligations set forth in the Agreement, Owner shall:
- 1.2.1 Give thorough consideration to all documents and other information presented by Garver and informing Garver of all decisions within a reasonable time so as not to delay the Services.
 - 1.2.2 Make provision for the Personnel of Garver to enter public and private lands as required for Garver to perform necessary preliminary surveys and other investigations required under the applicable Work Order.
 - 1.2.3 Obtain the necessary lands, easements and right-of-way for the construction of the work. All costs associated with securing the necessary land interests, including property acquisition and/or easement document preparation, surveys, appraisals, and abstract work, shall be borne by the Owner outside of this Agreement, except as otherwise described in the Services under Section 1.1.
 - 1.2.4 Furnish Garver such plans and records of construction and operation of existing facilities, available aerial photography, reports, surveys, or copies of the same, related to or bearing on the proposed work as may be in the possession of Owner. Such documents or data will be returned upon completion of the Services or at the request of Owner.
 - 1.2.5 Furnish Garver a current boundary survey with easements of record plotted for the project property.
 - 1.2.6 Pay all plan review and advertising costs in connection with the project.
 - 1.2.7 Provide legal, accounting, and insurance counseling services necessary for the project and such auditing services as Owner may require.
 - 1.2.8 Furnish permits, permit fees, and approvals from all governmental authorities having jurisdiction over the project and others as may be necessary for completion of the project.



SECTION 2 – PAYMENT

For the Services set forth above, Owner will pay Garver as follows:

WORK DESCRIPTION	FEE AMOUNT	FEE TYPE
Westside Hangar Development Utility Master Plan	\$41,990.00	LUMP SUM
TOTAL FEE	\$41,990.00	

The lump sum amount to be paid under this Work Order is \$41,990. For informational purposes, a breakdown of Garver's estimated costs is included herein with approximate current hourly rates for each employee classification.

Any unused portion of the fee, due to delays beyond Garver's control, will be increased six percent (6%) annually with the first increase effective on or about July 1, 2023.

As directed by the Owner, some billable Services may have been performed by Garver prior to execution of this Work Order. Payment for these Services will be made in accordance with the fee arrangement established herein, as approved by the Owner.

Additional Services (Extra Work). For services not described or included in Section 2, but requested by the Owner in writing or otherwise permitted under Section 4, the Owner will pay Garver as expressly set forth in the applicable Amendment, or in the event the Amendment is silent, for the additional time spent on the Project, at the rates shown in this Exhibit B for each classification of Garver's personnel (may include contract staff classified at Garver's discretion) plus reimbursable expenses including but not limited to printing, courier service, reproduction, and travel. The rates shown in Exhibit B will be increased annually with the first increase effective on or about [month day, year].

Garver shall provide Owner notice when Garver is within ten percent (10%) of the not-to-exceed amount. In which event, Owner may direct Garver to proceed with the Services up to the not-to-exceed budgetary threshold before ceasing performance of the Services or increase the not-to-exceed amount with notice to Garver. Underruns in any phase may be used to offset overruns in another phase as long as the overall Work Order amount is not exceeded. In no event shall the not-to-exceed amount be interpreted as a guarantee the Services can be performed for the not-to-exceed budgetary threshold.



SECTION 3 – EXHIBITS

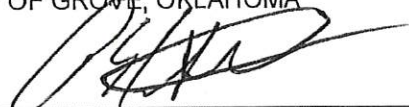
- 3.1 The following Appendices are attached to and made a part of this Work Order:
 - 3.1.1 Exhibit A - Scope of Services
 - 3.1.2 Exhibit B – Fee Spreadsheet / Unit Rates

This Work Order may be executed in two (2) or more counterparts each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

The effective date of this Work Order shall be the last date written below.

CITY OF GROVE, OKLAHOMA

GARVER, LLC

By: 
 Signature

By: 
 Signature

Digitally signed by Mark E. Williams
 Date: 2022.04.14 09:53:16-0500'

Name: Andrew Stewart
Printed Name


Name: Mark E. Williams, PE
Printed Name

Title: Chairman

Title: Midwest Aviation Director

Date: June 2, 2022

Date: April 14, 2022

Attest: 

Attest: 





**EXHIBIT A
(SCOPE OF SERVICES)**

Generally, the Scope of Services includes the following professional services for improvements to the Westside Hangar Utility Development Master Plan at Grove Municipal Airport, Grove OK. Professional services will consist primarily of the development of a master plan for the west hangar area coordinating the area layout, utility corridor(s), and area drainage shown in Exhibit A.1.

- Project Administration
- Utility Master Plan
 - 90% Report
 - 100% Report

1. PROJECT ADMINISTRATION

- 1.1. Garver will serve as the Owner's representative for the project and furnish consultation and advice to the Owner during the performance of this service. Garver will attend conferences alone or with Owner's representatives, local officials, state and federal agencies, and others regarding the scope of the proposed project, its general design, functions, and impacts. Garver will update the Airport Capital Improvement Plan (ACIP) for new BIL federal funding opportunities.

2. UTILITY MASTER PLAN SERVICES

- 2.1. Owner / Agency Coordination: Garver's project manager and/or design team will coordinate with the Owner as necessary to coordinate design decisions, site visits, document procurement, or other design needs.

2.2. Quality Control

2.2.1. Garver will develop a project specific quality control plan. The quality control plan will include the project background and scope, stakeholder contact information, project team and roles, design criteria, project schedule, and quality control procedures.

2.2.2. Garver will complete a quality control review prior to any design submission to Owner and/or FAA. Internal progress meetings will be held during all design phases to ensure adequate quality control throughout the design phases.

2.3. Existing Conditions Review

2.3.1. Record Document Review: Garver will review record document data from the vicinity of the construction site to evaluate existing conditions. Record document data may include record drawings, record surveys, utility maps, GIS data, and previous design reports.

2.3.2. Site Visits: Garver's engineers will perform one (1) site visit to the project site to review existing conditions and evaluate survey and record document data.

2.4. Drainage Analysis

2.4.1. Garver will develop hydrologic and hydraulic models of the airfield drainage system within the project limits for the 10, and 100 year storms. Autodesk Storm and Sanitary Analysis will be utilized to complete interconnected pond analysis for all drainage areas. Modeling methodology and parameters will be selected in accordance with standard engineering



practice and Owner standards. Modeling parameters, such as areas, slopes, drainage paths, distances, etc. will be obtained from surveys, planimetric contour maps and aerial photos and verified by field investigation.

2.4.2.A pre-development model will be developed to include drainage infrastructure that is known to be functional. Damaged or non-functional drainage infrastructure will not be included in the pre-development model. Garver will also develop a post-development model to manage runoff from the project site. The post-development model may include the expansion of the existing detention areas as well as potential onsite mitigation options.

2.4.3. Garver will develop a brief drainage analysis and this information will be included in the Engineer's Report. The drainage analysis report will include the following:

- Pre-development Drainage Methodology and Results
- Conceptual Post-development Drainage Methodology and Results
- Overall Drainage Recommendations

2.5. Geometric Design: Garver will provide geometric design in accordance with FAA AC 150/5300-13 (latest edition) or other local standards. The following design criteria will be used for airfield design:

- Airplane Design Group (ADG) – 2/I
- Taxiway Design Group (TDG) – III

2.6. Modeling: Garver will develop preliminary vertical alignments based on the requirements of FAA AC 150/5300-13 (latest edition). Upon the completion of vertical alignments, assemblies will be developed based on the pavement design and corridors will be modeled for each taxilane alignment. Modeling will include all surface changes from centerline of corridor to tie into existing grade for the project site. At the completion of individual corridor developments, all corridors will be combined into a final grading surface. Modeling will be an iterative process to determine the most efficient design solution.

2.7. Utility Corridor Design and Coordination: Garver will coordinate with the Owner and applicable utility owners for utility corridor and relocation design. In addition to the utilities listed below, Garver will also design infrastructure for future utility extensions. Consideration shall be given to the use of pumps and lift stations.

- Storm Sewer
- Sanitary Sewer
- Water
- Electrical
- Gas



2.8. Engineer's Report: Garver will prepare an Engineer's Report to outline the project's design criteria and design considerations. The report will discuss design decisions of all major project parameters. A summary of the sections to be included in the Engineer's Report are shown below:

- Executive Summary
- Project Background
- Existing Conditions
 - Existing Development Plans
 - Site Survey
 - Existing Utilities
 - Project Photographs
- Applicable AIP Standards
- Geometric Design
- Drainage Design
- Environmental Considerations
- Utility Design
- Miscellaneous Design Items
- Development Phasing
- Engineer's Opinion of Probable Cost
- Appendices & Exhibits

2.9. Quantities and Engineer's Opinion of Probable Cost: Garver will develop detailed quantities in PDF format for use in construction cost estimating for each design phase. Quantities will be completed by pay item. Upon the completion of quantity development, Garver will review previous cost data and market conditions and complete an Engineer's Opinion of Probable Cost.

2.10. Development Phasing: Garver will develop up to six (6) development phases with approximate boundaries, work items, probable cost and continuity design.

2.11. Design Services Submission and Meeting Summary: The following design submittal phases shall be included in the fee summary. A summary of each design phase and the associated review meetings is included below.

2.11.1. West Hangar Development Utility Master Plan

2.11.1.1. Garver will develop 90% engineer's report and submit these to the Owner for review. It is anticipated that the Owner will review the design submission within four weeks.

2.11.1.2. At the completion of the Owner review period, Garver will meet with the Owner in-person to review the 90% report and to receive Owner comments and direction.

2.11.1.3. Based on Owner comments and direction, Garver will develop 100% report and submit these to the Owner as the final deliverable.



3. PROJECT DELIVERABLES

3.1. The following deliverables will be submitted to the parties identified below. Unless otherwise noted below, all deliverables shall be electronic.

- 90% Report to the Owner.
- 100% Report to the Owner.
- Other electronic files as requested.

4. ADDITIONAL SERVICES

4.1. The following items are not included under this agreement but will be considered as additional services to be added under Amendment if requested by the Owner.

- New topographic survey. Owner shall provide current topographic survey data in electronic format and/or DTM for modeling use.
- Geotechnical investigation, report, and/or recommendations.
- Redesign for the Owner's convenience or due to changed conditions after previous alternate direction and/or approval.
- Deliverables beyond those listed herein.
- Engineering design for bidding or construction including utility relocation.
- Fleet mix development or other operational reporting or forecasting.
- Pavement design.
- Hangar design.
- Engineering, architectural, or other professional services beyond those listed herein.
- Retaining walls or other significant structural design.
- Preparation of a Storm Water Pollution Prevention Plan (SWPPP).
- Construction Administration Services, On-Site Construction Observation, and/or Construction Materials Testing.
- Environmental Handling and Documentation, including wetlands identification or mitigation plans or other work related to environmentally or historically (culturally) significant items.
- Coordination with FEMA and preparation/submittal of a CLOMR and/or LOMR.
- Services after construction, such as warranty follow-up, operations support, and Part 139 inspection support.

5. SCHEDULE

- Garver shall begin work under this Agreement within ten (10) days of a notice to proceed.
- Garver shall complete and submit the 90% report within ninety (90) calendar days of the notice to proceed.
- Garver shall submit the revised 100% report within thirty (30) calendar days of receipt of the 90% comments.

EXHIBIT A

DEVELOPMENT AREA

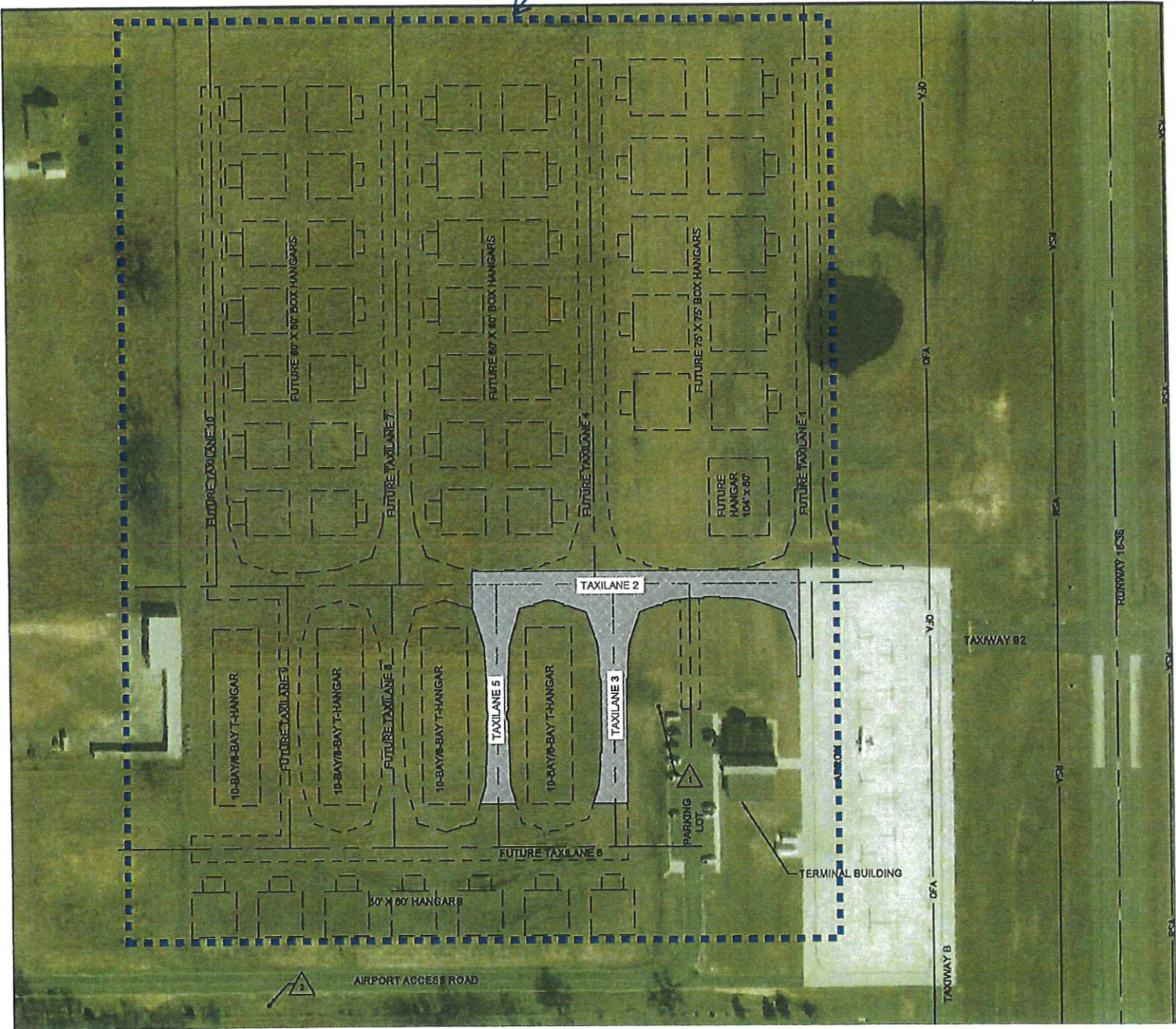


EXHIBIT A



Exhibit B

Grove Municipal Airport (GMJ), Grove, OK
West Side Hangar Development Utility Master Plan
Garver Hourly Rate Schedule: July 2022 - June 2023

Classification	Rates
Engineers / Architects	
E-1.....	\$ 121.00
E-2.....	\$ 140.00
E-3.....	\$ 170.00
E-4.....	\$ 199.00
E-5.....	\$ 242.00
E-6.....	\$ 297.00
Management/Administration	
X-1.....	\$ 69.00
X-2.....	\$ 95.00

Agreement for Professional Services
West Side Hangar Development Utility Master Plan

Garver Project No. 22A03371

EXHIBIT A

Exhibit B

Grove Municipal Airport (GMJ), Grove, OK
West Side Hangar Development Utility Master Plan

Westside Hangar Development Utility Master Plan

WORK TASK DESCRIPTION	E-6	E-5	E-3	E-2	E-1	X-2
	hr	hr	hr	hr	hr	hr
1. Project Administration						
Coordination with Client	1	4				
Client Kickoff Meeting		2	2			
External Coordination (Subs, Utilities, Etc.)			6			
Internal Design Kickoff Meeting		2	2		2	
Site Visit (2 people, 1 trip)		6			8	
Prepare for Report Review Meeting		2				
Attend Report Review Meeting (2 People, virtual)		2	2			
Prepare and Distribute Report Review Meeting Minutes and Tasks			1			
CIP Updates		2				6
Subtotal - Project Administration	1	20	13	0	8	6
2. Utility Master Plan						
Existing Conditions Review		2	4		8	
Drainage Analysis			6	30		
Develop Geometric Layout			2		14	
Modelling			4		24	
Utility Corridor Design			4		12	
Draft Report			4		16	
Phasing Plan (Up To 6 Development Phases)			4		20	
Construction Cost Analysis			2		8	
Prepare Exhibits for Appendices			2		20	
Quality Control (QC) Review	2	8	8			
Address Revisions per QC Review			2		8	
Owner Review Meeting (1 Person, On-site)		6				
Incorporate Review Comments and Submit Final Report			2		4	
Subtotal - Utility Master Plan	2	16	44	30	132	0

Hours	3	36	57	30	140	6
Salary Costs	\$891.00	\$8,712.00	\$9,690.00	\$4,200.00	\$18,940.00	\$570.00

SUBTOTAL - SALARIES: \$41,003.00

DIRECT NON-LABOR EXPENSES

Document Printing/Reproduction/Assembly	\$290.00
Postage/Freight/Courier	\$150.00
Office Supplies/Equipment	\$50.00
Travel Costs	\$497.00

SUBTOTAL - DIRECT NON-LABOR EXPENSES: \$987.00

SUBTOTAL: \$41,990.00

TOTAL FEE: \$41,990.00

Owings, Veronica A.

From: Kennedy, Lauren T (FAA) <Lauren.T.Kennedy@faa.gov>
Sent: Tuesday, November 8, 2022 4:44 PM
To: Gilbreath, William (Bart); groveairport@groveemail.com
Cc: McGraw, Sean P.; Owings, Veronica A.
Subject: RE: GMJ's 2023 Plans

Hi Bart,

Unfortunately utility projects are not eligible as stand-alone projects per the AIP handbook. They must be tied directly to a hangar project or some other eligible development project in order to be funded. Given this information, please revise the CIP accordingly.

As for the updated CIP with supplemental documents, end of November / early December will be sufficient. There is no need for a draft ahead of time!

If you have any questions or require any additional information please reach out!

Thank you,

Lauren Kennedy
Program Manager
AR/OK Airports District Office
FAA Southwest Region
Office: (817) 222-5756
Email: lauren.t.kennedy@faa.gov

From: Gilbreath, William (Bart) <WBGilbreath@GarverUSA.com>
Sent: Thursday, November 3, 2022 11:43 AM
To: Kennedy, Lauren T (FAA) <Lauren.T.Kennedy@faa.gov>; groveairport@groveemail.com
Cc: McGraw, Sean P. <SPMcGraw@GarverUSA.com>; Owings, Veronica A. <VAOwings@GarverUSA.com>
Subject: RE: GMJ's 2023 Plans

Lauren,

The airport is still investigating the cost on the CIP for this utility relocation project. Apparently the fire Marshall may require sprinkling of all future hangars. We will not have the final CIP ready by the Nov 15 date; but we can provide a draft. Would you like a draft or is submitting something later this month / early Dec sufficient?

Thanks,

Bart Gilbreath, PE, LEED AP
Garver
479-287-4613

From: Kennedy, Lauren T (FAA) <Lauren.T.Kennedy@faa.gov>
Sent: Tuesday, October 18, 2022 3:19 PM

EXHIBIT B

To: Gilbreath, William (Bart) <WBGilbreath@GarverUSA.com>; groveairport@groveemail.com
Cc: McGraw, Sean P. <SPMcGraw@GarverUSA.com>; Owings, Veronica A. <VAOwings@GarverUSA.com>
Subject: RE: GMJ's 2023 Plans

Hi Bart,

Thank you for your quick response. Yes that will be fine! I will look up what funding is available in the meantime and be ready to discuss next week.

Thank you,

Lauren Kennedy
Program Manager
AR/OK Airports District Office
FAA Southwest Region
Office: (817) 222-5756
Email: lauren.t.kennedy@faa.gov

From: Gilbreath, William (Bart) <WBGilbreath@GarverUSA.com>
Sent: Tuesday, October 18, 2022 3:13 PM
To: Kennedy, Lauren T (FAA) <Lauren.T.Kennedy@faa.gov>; groveairport@groveemail.com
Cc: McGraw, Sean P. <SPMcGraw@GarverUSA.com>; Owings, Veronica A. <VAOwings@GarverUSA.com>
Subject: RE: GMJ's 2023 Plans

Lauren,

Thank you for the email. We are currently working on the items you have requested below.

The airport is planning a Westside Utility Relocation project using either FY23 NPE or AIG monies. We are still working on the CIP to figure out which pot we are needing to pull from. The airport manager is on vacation and I am at a conference this week. Can we circle back with you next week on more specifics on these items?

Thanks,

Bart Gilbreath, PE, LEED AP
Garver
479-287-4613

From: Kennedy, Lauren T (FAA) <Lauren.T.Kennedy@faa.gov>
Sent: Tuesday, October 18, 2022 11:16 AM
To: groveairport@groveemail.com
Cc: Gilbreath, William (Bart) <WBGilbreath@GarverUSA.com>
Subject: GMJ's 2023 Plans

Hi Lisa,

I am Grove's new program manager! Excited to be working with you and your team.

This email covers two separate but related topics.

EXHIBIT B

First, this serves as a reminder to please verify in writing (email is OK) the airport's plans for its FY-2023 AIP project by **October 21, 2022**. If the airport is not planning to pursue an FY-2023 AIP project, please advise accordingly so that this office can carryover the airport's entitlement funds. If the airport is planning on pursuing a project please confirm the funding plan and provide a schedule.

Second, this also serves as reminder that, this office is requesting the airport's submission of its 2023 Five-year Capital Improvement Plan (CIP) by **November 10, 2022**. By definition, a 2023 CIP should show an airport's planned work items for FY-2024 thru FY-2028.

If you have any questions or would like to discuss this further, please don't hesitate to contact me.

Lauren Kennedy

Program Manager

AR/OK Airports District Office

FAA Southwest Region

Office: (817) 222-5756

Email: lauren.t.kennedy@faa.gov

Owings, Veronica A.

From: Deric Douthit <ddouthit@cityofgroveok.gov>
Sent: Monday, November 7, 2022 12:14 PM
To: McGraw, Sean P.; Grove Regional Airport; Gilbreath, William (Bart)
Subject: FWD: Airport Hydrant Flow data
Attachments: Hydrant Testing Log Airport Dr.xlsx

Attached is the flow data collect by our fire department Friday. We have budgeted in \$40,000 for water and the same for gas. GMSA does not have any hydrants and very few fittings for a 6" line, however we should have several feet of 6" pvc. This pipe was purchased for another project and what's left could be used on this project but the monies would have to be replaced.

Thank you,

Deric Douthit
Public Works Director
City of Grove/GMSA
918-786-6107 ph
918-786-8939 fx
Hours: M - F 8:00 - 4:30

From: "grove fire" <groveokfire@outlook.com>
Sent: 11/4/22 3:31 PM
To: "ddouthit@cityofgroveok.gov" <ddouthit@cityofgroveok.gov>
Subject: Airport Hydrant Flow data

Sent from [Mail](#) for Windows

EXHIBIT C

2022 City of Grove Hydrant Testing Log

Date:	Hydrant Location:	Static Reading (in PSI)	Residual Reading (in PSI)	Pitot Reading (in PSI)	Shoulder Type	Repair Needed	Outlet Coefficient	Diameter of outlet	GPM
11/4/2022	1st Hydrant East of Ford Rd southside of road	48	28	20	round	no	0.9	2.5	750.65
	2nd Hydrant East of Ford Rd south side of road	48	24	26	round	no	0.9	2.5	855.87
	3rd Hydrant East of Ford Rd south side of road	45	30	24	round	no	0.9	2.5	822.29
	4th Hydrant East of Ford Rd south side of road	45	35	28	round	no	0.9	2.5	888.18
	5th Hydrant East of Ford Rd south side of road	45	35	26	round	no	0.9	2.5	855.87
	Aviation Lane	40	28	18	round	no	0.9	2.5	712.13
					round	no	0.9	2.5	0.00
					round	no	0.9	2.5	0.00
					round	no	0.9	2.5	0.00
					round	no	0.9	2.5	0.00
					round	no	0.9	2.5	0.00
					round	no	0.9	2.5	0.00
					round	no	0.9	2.5	0.00
					round	no	0.9	2.5	0.00
					round	no	0.9	2.5	0.00
					round	no	0.9	2.5	0.00
					round	no	0.9	2.5	0.00
					round	no	0.9	2.5	0.00
					round	no	0.9	2.5	0.00
					round	no	0.9	2.5	0.00
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					square	no	0.8	2.5	0.00
					square	no	0.8	2.5	0.00
					square	no	0.8	2.5	0.00
					square	no	0.8	2.5	0.00
					square	no	0.8	2.5	0.00
					square	no	0.8	2.5	0.00
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					square	no	0.8	2.5	0.00
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					square	no	0.8	2.5	0.00
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					square	no	0.8	2.5	0.00
					round	no	0.9	2.5	0.00
					round	no	0.9	2.5	0.00

Owings, Veronica A.

From: Gilbreath, William (Bart)
Sent: Monday, November 28, 2022 11:07 AM
To: Lisa M. Jewett (groveairport@groveemail.com); dbottoroff@cityofgroveok.gov; Deric Douthit; Berwin Kock
Cc: Gilbreath, William (Bart); McGraw, Sean P.; Owings, Veronica A.; Smith, Carly D.; Kaminski, Joe B.
Subject: GMJ Fire Suppression

Follow Up Flag: Follow up
Flag Status: Completed

Meeting held on November 18, 2022 at Grove Regional Airport Terminal to discuss CIP and fire suppression requirements. Attendees included Deric Douthit and Debbie Bottoroff with the City of Grove; Berwin Kock and Lisa Jewett with GMJ; and Bart Gilbreath, Sean McGraw, Joe Kaminski, Veronica Owings, and Carly Smith with Garver. Items and actions discussed include:

- Setting up meeting with fire marshal for the week of Nov 28 – Dec 2. Debbie to determine fire marshal availability.
- To serve hangars (5900 sqft or less) with fire hydrant coverage, the flow needs to be 1000 GPM at 20 PSI. Currently flow tests at Ford Rd. almost meet requirements but it is uncertain if the flow tests at hangar sites would meet it or not.
 - Until this can be confirmed it was determined no hangars need be built.
- Larger transient hangar (max of 9800 sf) will need 2000 GPM at 20 PSI flow. The system will have to be upgraded to achieve this. This will be the design standard.
- Individual hangar sprinkling will be determined at the time of hangar construction; but the system will be designed to handle this.
- Existing hangar that needs electricity could be fed overhead from behind the hangar. Lisa to coordinate utility meeting with Garver and tenant and PSO.
- FAA will not fund dedicated utility extension project; however, will tie one to a taxilane or hangar project.
 - Garver to provide cost estimate of Phase 1 design to include taxilane and utility extension by Dec 2.
 - Garver to provide supplement to this summary with more technical approach by Dec 2.
 - After Garver provides cost estimate; city to determine if they can cash flow the costs of Phase 2 or if it will need delayed on the CIP.
- CIP will be updated
 - Priority
 - Taxilane and Utility Phase 2
 - Fencing and Access Control
 - Taxilane and Utility Phase 3
 - Exact years to be determined based on budget estimates.
 - CIP to be submitted in draft to FAA by mid-Dec
 - Will visit with FAA about the taxilane / utility tie



Bart Gilbreath, PE, LEED AP
Senior Project Manager
Aviation Team

☎ 479-257-9188
📠 479-871-5647

Owings, Veronica A.

From: Gilbreath, William (Bart)
Sent: Monday, November 28, 2022 2:42 PM
To: McGraw, Sean P.
Cc: Gilbreath, William (Bart)
Subject: FW: GMJ Westside Utility and On-Call Budget Statuses

I talked to Lisa. We are just going to keep a running total and submit one amendment when done.

Bart Gilbreath, PE, LEED AP
Garver
479-287-4613

From: Gilbreath, William (Bart)
Sent: Friday, November 18, 2022 7:15 PM
To: Lisa M. Jewett (groveairport@groveemail.com) <groveairport@groveemail.com>
Cc: McGraw, Sean P. <SPMcGraw@GarverUSA.com>; Gilbreath, William (Bart) <wbgilbreath@garverusa.com>
Subject: GMJ Westside Utility and On-Call Budget Statuses

Lisa,

I have reviewed the current status of the utility masterplan project and the on-call. Due to the additional meetings, research, estimates, and travel as a result of the fire suppression situation, we have exceeded the budget for our services for the utility project and are about to max out the \$7500 on the on-call.

Do you want us to submit an amendment request at this time for the additional scope or would you prefer us to wait to settle the topic based on our timeline outlined today and submit a final amendment at the end? We are roughly \$8,400 above the two project's budgets to date, not including today and the next few weeks.

Please let me know how you would like us to proceed.

Thanks,



Bart Gilbreath, PE, LEED AP
Senior Project Manager
Aviation Team

☎ 479-257-9188
📠 479-871-5647

Owings, Veronica A.

From: Debbie Bottoroff <dbottoroff@cityofgroveok.gov>
Sent: Thursday, December 8, 2022 1:03 PM
To: Gilbreath, William (Bart); ddouthit@cityofgroveok.gov
Cc: Berwin Kock; Reed, Mike
Subject: RE: site plan

Bart - I apologize for not getting back to you and Lisa on the meeting with the Fire Chief and Fire Marshal. I visited with the Chief and he advised he has nothing new to report; per the State Fire Marshal's office he cannot make a decision on whether a hangar needs to be sprinkled until he reviews the building plans.

Thanks

Debbie Bottoroff
City Manager
City of Grove
104 W. 3rd Street
Grove, OK 74344
918-786-6107
918-786-8939 (fax)

From: "Gilbreath, William (Bart)" <WBGilbreath@GarverUSA.com>
Sent: 12/8/22 12:38 PM
To: "ddouthit@cityofgroveok.gov" <ddouthit@cityofgroveok.gov>
Cc: Berwin Kock <bkock@cityofgroveok.gov>, Debbie Bottoroff <dbottoroff@cityofgroveok.gov>
Subject: RE: site plan

I called Lisa this morning.

We were waiting for Debbie to confirm a meeting time with the fire marshal. Do we have options for that meeting yet?

Bart Gilbreath, PE, LEED AP
Garver
479-287-4613

From: Deric Douthit <ddouthit@cityofgroveok.gov>
Sent: Thursday, December 8, 2022 12:37 PM
To: Gilbreath, William (Bart) <WBGilbreath@GarverUSA.com>

EXHIBIT F

Cc: Berwin Kock <bkock@cityofgroveok.gov>; Debbie Bottoroff <dbottoroff@cityofgroveok.gov>

Subject: site plan

Bart,

I just wanted to make sure you are not needing any information from me regarding the site plan for the airport. Berwin asked me earlier where we were with this. I told him I would reach out to see what the status was. Could you please advise on where we are and what is needed?

Thank you,

Deric Douthit

Public Works Director

City of Grove/GMSA

918-786-6107 ph

918-786-8939 fx

Hours: M - F 8:00 - 4:30

EXHIBIT G

Owings, Veronica A.

From: Debbie Bottoroff <dbottoroff@cityofgroveok.gov>
Sent: Friday, March 3, 2023 3:39 PM
To: Gilbreath, William (Bart)
Cc: Darren Cook; Deric Douthit; Reed, Mike; Airport, Lisa; Stephens, TJ; Trumbull, Ed
Subject: Airport water flow - fire suppression

Follow Up Flag: Flag for follow up
Flag Status: Completed

Bart - per your request Mike Reed, Fire Chief and Deric Douthit, Public Works Director took flow readings from the hydrants, the results are:
West Aviator Lane Hydrant - 731.64 gpm
East Aviator Lane Hydrant - 769.19 gpm

These same fire hydrants were tested several weeks ago with the nearest tower open, these new test results were performed with the tower isolated. The test results are what was expected, with not much variations since we have a gravity based system with no pressure zones.

Adding several thousand of feet of water line, boring under the road, etc will cost tax payers thousands of dollars, and there is no guarantee fire suppression will not be required. Grove has provided Garver with adequate information to realize it is not economical to continue down this path.

It is time to stop wasting time and money analyzing this idea. Instead we need to move forward with the fact that it is up to the Fire Chief/Fire Marshal to make the decision whether fire suppressant is required or not. Their decision is based on the plans and the use of the building which is the same practice they use on all commercial buildings within the city limits.

Also, I was informed that the amount approved on the contracts has been exceeded by \$25,000, please provide a detailed invoice on the overages for the West Side Utilities Contract and On-Call contract. Council will have to approve any amendments to the City's contract, the question they will have is 'How did this happen and who approved exceeding the contract values?'

Thank you.

Debbie Bottoroff
City Manager
City of Grove

104 W. 3rd Street
Grove, OK 74344
918-786-6107
918-786-8939 (fax)

EXHIBIT G

Owings, Veronica A.

From: Gilbreath, William (Bart)
Sent: Thursday, March 9, 2023 1:36 PM
To: Lisa M. Jewett (groveairport@groveemail.com); Debbie Bottoroff; Berwin Kock; Deric Douthit
Cc: Tromble, Evan M.; Kaminski, Joe B.; Smith, Carly D.; Owings, Veronica A.; Styron, Benjamin S. (Ben); Roberson, Adam, P; Gilbreath, William (Bart)
Subject: GMJ West Side Water Utility

Follow Up Flag: Flag for follow up
Flag Status: Completed

Lisa, Debbie, Berwin, Deric:

Please see the information below from our water engineer and our fire suppression engineer. This information is calculated for the hangar scenario that we are currently evaluating. We are trying to meet the flow requirements at the hangar development for either scenario: sprinkled or unsprinkled, given the fire marshal has reserved approval until building plans can be reviewed.

Based on this we will have to upgrade the system in order to meet the fire suppression requirements by hydrant or by sprinkler. This is important to do before we extend any utilities as they would be extended undersized. The extension design and construction project is slated for this fall.

Please review the information below. I would like to schedule a Zoom meeting next week to discuss our path forward. I want to be sure we are headed the right direction. Please let me know when a good date and time would be to discuss further.

Flow Requirements

The anticipated flow rate requirements for the two scenarios (hangars with and without sprinkler systems) are listed below:

- Unsprinkled: 2,250 gpm
- Sprinkled: 1,500 gpm

The flow rate for the unsprinkled building is based on typical hangar construction for 10,000 square feet. The flow rate for the sprinkled building is based on experience with sprinkler designs for similar buildings and includes a total of 1,000 gpm for the sprinkler system and an additional 500 gpm at an adjacent hydrant. For both scenarios, we would need to provide the required flow for a minimum of two hours.

Infrastructure Alternatives

There are two alternatives to provide adequate peak flow and volume for fire protection. The first alternative is storage. For this application, a ground storage tank and associated booster pump station would be recommended. Based on the 2,250 gpm rate for unsprinkled buildings, the total volume for a two-hour duration would be 270,000 gallons. Two advantages to a storage tank and pump station alternative would be that improvements would be limited to on-site and the booster pumps could be sized to provide adequate flow and pressure.

The other alternative is making improvements to the off-site water distribution system to increase the peak flow capacity to the site. The cost associated with this alternative could vary significantly based on the extent of the

EXHIBIT H

improvements necessary. On-site pumping facilities may be required to provide adequate pressure for building sprinkler systems if they are required. In general, 40 psi is a good rule-of-thumb when identifying needs for sprinkler systems.

Thanks,



Bart Gilbreath, PE, LEED AP
Leader
Electrical Resiliency & Illumination

☎ 479-287-4613
📠 479-871-5647

EXHIBIT I

Owings, Veronica A.

From: Debbie Bottoroff <dbottoroff@cityofgroveok.gov>
Sent: Thursday, March 16, 2023 5:52 PM
To: Gilbreath, William (Bart); Lisa M. Jewett (groveairport@groveemail.com); Berwin Kock; Deric Douthit
Cc: Tromble, Evan M.; Kaminski, Joe B.; Smith, Carly D.; Owings, Veronica A.; Styron, Benjamin S. (Ben); Roberson, Adam, P
Subject: RE: GMJ West Side Water Utility

Follow Up Flag: Flag for follow up
Flag Status: Completed

Bart - please provide cost estimates for each of the two options regarding the adequate peak flow and volume for fire protection for the City's review prior to us meeting.

Thanks

Debbie Bottoroff
City Manager
City of Grove
104 W. 3rd Street
Grove, OK 74344
918-786-6107
918-786-8939 (fax)

From: "Gilbreath, William (Bart)" <WBGilbreath@GarverUSA.com>
Sent: 3/9/23 1:37 PM
To: "Lisa M. Jewett (groveairport@groveemail.com)" <groveairport@groveemail.com>, Berwin Kock <berwin_k@yahoo.com>, Deric Douthit <ddouthit@cityofgroveok.gov>, "dbottoroff@cityofgroveok.gov" <dbottoroff@cityofgroveok.gov>
Cc: "Tromble, Evan M." <EMTromble@GarverUSA.com>, "Kaminski, Joe B." <JBKaminski@GarverUSA.com>, "Smith, Carly D." <CDSmith@GarverUSA.com>, "Owings, Veronica A." <VAOwings@GarverUSA.com>, "Styron, Benjamin S. (Ben)" <BSStyron@GarverUSA.com>, "Roberson, Adam, P" <APRoberson@GarverUSA.com>
Subject: GMJ West Side Water Utility

Lisa, Debbie, Berwin, Deric:

Please see the information below from our water engineer and our fire suppression engineer. This information is calculated for the hangar scenario that we are currently evaluating. We are

EXHIBIT I

trying to meet the flow requirements at the hangar development for either scenario: sprinkled or unsprinkled, given the fire marshal has reserved approval until building plans can be reviewed.

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Please review the information below. I would like to schedule a Zoom meeting next week to discuss our path forward. I want to be sure we are headed the right direction. Please let me know when a good date and time would be to discuss further.

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The other alternative is making improvements to the off-site water distribution system to increase the peak flow capacity to the site. The cost associated with this alternative could vary significantly based on the extent of the improvements necessary. On-site pumping facilities may be required to provide adequate pressure for building sprinkler systems if they are required. In general, 40 psi is a good rule-of-thumb when identifying needs for sprinkler systems.

Thanks,



Bart Gilbreath, PE, LEED AP

Leader

Electrical Resiliency & Illumination

☎ 479-287-4613

☎ 479-871-5647

EXHIBIT J

Owings, Veronica A.

From: Gilbreath, William (Bart)
Sent: Wednesday, June 14, 2023 5:40 PM
To: dbottoroff@cityofgroveok.gov; Deric Douthit
Cc: Lisa M. Jewett (groveairport@groveemail.com); Berwin Kock; Roberson, Adam, P; Smith, Carly D.; Owings, Veronica A.; Tromble, Evan M.; Dalaeli, Josef N.; Kaminski, Joe B.; Gilbreath, William (Bart)
Subject: GMJ Water Utility Extension

Debbie / Deric,

We have finalized our review of the two options for the water situation on the west side of the airport with respect to the service of the hangars and fire suppression, be it sprinkled or hydrant. These two options included a fire suppression storage system with dedicated pump house and backup generator as well as improving the existing utility system in place. We were able to estimate the project cost for the storage system but due to limited information on the existing water system we are having to propose an additional evaluation to further determine what is needed to the existing lines to meet the requirements.

Option 1: Storage Tank and Pump House \$1,600,000 (including design and bidding)
Option 2: Existing Water Line Evaluation \$40,000

Please let me know if you need additional information or how you would like to proceed.

Thanks,



Bart Gilbreath, PE, LEED AP
Leader
Electrical Resiliency & Illumination
☎ 479-287-4613
📠 479-871-5647

EXHIBIT K

Owings, Veronica A.

From: Gilbreath, William (Bart)
Sent: Tuesday, August 29, 2023 1:11 PM
To: Lisa M. Jewett (groveairport@groveemail.com)
Cc: Owings, Veronica A.; Roberson, Adam, P
Subject: GMJ West Utilities Amendment Scope

Lisa,

A couple weeks back you said that Debbie was wanting a list of what the amendment scope included.

Generally the items below are what the \$10,200 increase includes:

- Fire suppression and storage evaluation
- Data request and information coordination with the city
- Additional hydraulic modeling
- Additional meetings / phone calls
- Cost estimation and options narratives
- CIP estimate updates as related to the utility adjustments

Please let me know if the city needs anything else to process the amendment.

Thanks,



Bart Gilbreath, PE, LEED AP
Leader
Electrical Resiliency & Illumination
479-287-4613

Agenda Item 4:

Invoice from Garver Engineering



4300 South JB Hunt Dr
 Rogers, AR 72758
 TEL 479.257.9188

www.GarverUSA.com

INVOICE

Lisa Jewett
 Grove Municipal Airport Managing Authority
 335 Airport Drive
 Grove, OK 74344

July 24, 2023
 Project No: 22A03374
 Invoice No: 22A03374-5
Final Invoice

Project: Grove Regional Airport On-Call 2022-2023

Professional Engineering Services through July 14, 2023

	Contract Amount	Total Billed to Date	Previous Billings	Current Billing
Hourly Services				
General On-Call	\$10,000.00	\$9,991.17	\$7,485.17	\$2,506.00
Totals	\$10,000.00	\$9,991.17	\$7,485.17	\$2,506.00
		Total Amount This Invoice		\$2,506.00

Authorized by: Bart Gilbreath

Bart Gilbreath, PE, LEED AP
 Senior Project Manager

Payment Remittance:

For delivery via regular US Postal Service:
 Garver, LLC
 PO Box 736556
 Dallas, TX 75373-6556

For delivery via overnight courier service:
 JPMorgan Chase (TX1-0029)
 Attn: Garver, LLC PO Box 736556
 14800 Fyre Road, 2nd Floor
 Fort Worth, TX 76155

Attachment to Invoice: 22A03374-5

Garver Project: 22A03374

July 24, 2023

Grove Regional Airport On-Call 2022-2023
Period Ending: July 14, 2023

General On-Call

Personnel	Hours	Bill Rate	Amount
E-5	8.00	\$242.00	\$1,936.00
X-2	6.00	\$95.00	\$570.00
Labor			\$2,506.00
Due This Invoice:			
General On-Call			\$2,506.00

**Miscellaneous Info
and Reports from
Airport Manager**

GROVE MUNICIPAL AIRPORT MANAGING AUTHORITY

The Grove Municipal Airport Managing Authority, a public authority established by the City of Grove, Delaware County, Oklahoma, to operate, manage and own public property known as the Grove Regional Airport, publishes notices to the public of its regularly scheduled meetings.

All Regular Meetings will be held at 3:00 p.m. on the 2nd Wednesday of each month, in the conference room at the Grove Regional Airport.

Special Meetings may be held from time to time. Notice of Special Meetings will be posted 48 hours in advance at the places shown below.

The Grove Municipal Airport Managing Authority (GMAMA) is composed of five members, who are as follows:

Name	Trustee Position	Term Expiration	Contact No.
Mark Lee	Trustee	8-31-24	918-786-9016
Julie McCarthy	Trustee	8-31-25	918-787-2440
Monte Meier	Trustee	8-31-26	580-222-1160
Ivan Devitt	Trustee	8-31-27	918-791-8328
Mike Coons	Trustee	8-31-28	831-970-6135

Any of the above listed members may be contacted by the public for information or matters to be placed on the agenda for meetings.

Updated this 31st day of August 2023.


Lisa M. Jewett
Airport Manager

NOTICES POSTED: Community Center – Grove
Grove Municipal Airport
www.groveregionalairport.com

100 LL Fuel Sales

	2017-18	2018-19	2019-20	2020-2021	2021-2022	2022-2023	2023-2024
July	5564	3005	2,480.90	3,180.00	1,655.30	2,310.00	1,157.00
August	3286	4001	2,728.00	1,927.98	1,786.00	4,504.91	500.00
Sept	1630	3137	1,650.00	2163	2254	5983.56	2194
October	2763	1700	1,624.00	1,298.53	2,245.00	3,775.00	
Nov	5245	3059	2,128.00	1,570.00	1,846.00	2,544.15	
Dec	2520	1566	1,194.00	1,500.00	1,339.00	1,888.00	
January	2302	2554	1,978.55	747.47	861.00	2,137.00	
February	3199	2406	1,749.00	575.00	1,221.00	2,138.00	
March	5903	1200	1,242.00	500.00	1,216.00	2,209.00	
April	2409	3854	900.00	1,717.60	1,188.00	2,844.30	
May	3764	3864	2,940.00	1,514.00	1,440.00	2,845.00	
June	3870	3877	2,870.60	2,215.00	2,232.00	3,960.00	
Total For Year	42456.93	34223	23,485.05	18,908.58	19,283.30	37,138.92	3,851.00
Average/ Month	3538	3627	2,135.00	1,575.72	1,606.94	3,094.91	1,283.67

Jet A Monthly Fuel Sales

	2016-17	2017-18	2018-19	2019-20	2020-2021	2021-2022	2022-2023	2023-24
July	5,743.00	5464.00	3005.00	4,033.56	10,569.00	7,902.00	10,370.00	5,964.87
August	4,162.00	3286.00	4001.00	1,500.00	1,187.72	7,700.00	6,882.60	2,700.00
Sept	6,465.00	1630.00	3137.00	4,879.00	2,464.13	7,428.03	8,487.70	7,638.00
Oct	8,987.00	2763.00	1700.00	3,457.00	3,869.84	6,567.00	8,007.00	
Nov	3,438.00	5245.00	3059.00	1,544.00	2,508.00	4,041.00	6,127.59	
Dec	5,158.00	2520.00	1566.00	1,200.00	1,233.00	3,655.00	3,585.00	
Jan	2,744.00	2303.00	2554.00	3,242.07	1,200.30	2,376.00	6,108.00	
Feb	1,177.00	3199.00	2406.00	1,573.00	1,975.00	3,804.00	4,807.00	
March	5,541.00	5903.00	1200.00	2,444.00	2,819.00	4,812.00	3,831.50	
April	4,212.00	2409.00	3854.00	0.00	3,109.00	4,171.00	5,507.00	
May	3,251.00	3764.00	3500.00	2,500.00	3,847.95	6,187.65	6,660.00	
June	4,232.00	3870.00	3877.00	5,111.40	6,975.00	8,095.00	9,687.00	
Total for Year	55,114.00	42456.00	33859.00	31,484.03	41,757.94	66,738.68	80,060.39	16,302.87
Total for Month	4,592.00	3538.00	3688.00	2,623.67	3,479.83	5,561.56	6,671.70	5,434.29

Sales Summarized by Product

Site: Grove Municipal Airport

Created on (UTC):

Terminal: M4000-4000858

Start Date: 9/1/2023

End Date: 9/30/2023

Name	Total Amount	Total Units	Total Count
100 LL	\$11297.34	2193.660	54
Jet A	\$34292.85	7637.610	68

Running Totals

Number of Sales: 122

Sale Total: \$45590.19

Units Total: 9831.270

October 2023 Airport Manager's Report

Earlier in the month, two individuals were crossing Runway 36 pulling a large 5th wheel camper and a trailer with 4 wheelers on it. A pilot was landing on 18. He was very angry because he could see them as he was landing. He threatened to call the FAA and actually left without getting the fuel he stopped for. I was able to talk to him and calm him down. I sent out an email, not naming the individuals, noting anyone transporting or driving large vehicles across the runway must let the office know before doing so. Said individual sent me a text message apologizing for the mishap.

We opened the runway up on the 15th of October. At some point during construction, the crews cut a line feeding the taxiway lights near the end of RW 18. They are working to repair this issue at their cost.

The REIL lights were tested and are working. They have been shut off until the FAA can schedule a fly over to commission them.

The city attorney submitted a letter to me and the board at the last meeting regarding the land acquisition issue. The OAC and FAA have reviewed this. A Zoom meeting between the OAC, FAA, city staff and the airport manager is scheduled for Tuesday, October 10th at 2:30pm to discuss the letter.

Just a reminder that I will be on vacation from October 25th to November 3rd.

The OAC was here on Thursday, October 5th for a routine pavement inspection. It went very well and then they completed a walk thru with Olsson Engineering, Emery Sapp construction crews, Third Generation Electric, Deric Douthit (city) and board members Monte Meier and Mike Coon. All went well. The permanent stripping will be scheduled towards the end of the month.

The rain proved to show the removal of the gate on the west side was a good decision. There was no flooding at all on the pavement last week in front of the hangars.

Tony Small (local large animal vet) sent his pilot in to talk to me about building a large hangar. He is willing to wait and build here as long as it's within the next year.

July 2023 Airport Manager's Report

Runway Rehab Project:

Timeline:

July 27 to 29 — Crack repair (due to weather this is a little delayed on completion)

August 10 to 15 — Chip Seal

August 16 — Asphalt Test Strip

August 17 to 24 — Asphalt Overlay

Electrical Items — on going effort for the replacement of the runway electrical system. Plus, the reconfiguration of lights at the Taxiway A5 Removal location.

Earthwork — nearly complete with all grading efforts for the Part 77 areas.

LED Edge Lights

Here is an update on the LED edge lights, per the FAA AC design guidance: they have requirements on mixing of light sources and state that LED light fixtures must not be interspersed with incandescent lights of the same type. Alt 1 (new LED taxiway edge lights) was not awarded in this project; so, the taxiways will remain incandescent. Therefore, the 5 new lights being installed where the existing Taxiway A5 connector was removed will need to be installed as incandescent. Since these 5 lights were in the base bid as LED and the remaining taxiways are going to remain incandescent, the contractor is going to install these 5 lights with the old incandescent fixtures and leave the 5 LED fixtures with the airport as spares to be used in the future.

All of this will be included in a change order that should be wrapped up before the end of the week.

Change Orders

Change Order 01 — Revised Mulch type and Alt 2 scope. This was executed at the award or the project.

Change Order 02 — Change of light type (incandescent lights to be used at the Taxiway A5 removal location). This needs to be processed yet.

West Gate

The west gate on the highway has been removed and the drainage has been dug. Concrete should be poured for the drainage ditch this week.