

City of Fayetteville Staff Review Form

2019-0090

Legistar File ID

2/19/2019

City Council Meeting Date - Agenda Item Only
N/A for Non-Agenda Item

Summer Fallen

1/30/2019

AIRPORT SERVICES (760)

Submitted By

Submitted Date

Division / Department

Action Recommendation:

Staff requests approval of a Budget Adjustment and for the Aviation Division to execute a task order in the amount of \$30,440 for Garver, LLC to complete design, bidding, and construction phase services for the proposed Beacon and Wind Cones project at Fayetteville – Drake Field Airport. Staff also requests approval for the Aviation Division to submit an Arkansas Department of Aeronautics (ADA) grant application in an amount not to exceed \$250,000 for 80% of the eligible costs for the proposed Beacon and Wind Cones project at Fayetteville – Drake Field Airport.

Budget Impact:

5550.760.3960-5314.00	Airport
Account Number	Fund
15029.1	Airport Engineering Consultant Services
Project Number	Project Title
Budgeted Item? <u>Yes</u>	Current Budget \$ 16,861.00
	Funds Obligated \$ 1,334.67
	Current Balance \$ 15,526.33
Does item have a cost? <u>Yes</u>	Item Cost \$ 30,440.00
Budget Adjustment Attached? <u>Yes</u>	Budget Adjustment \$ 27,966.00
	Remaining Budget \$ 13,052.33

V20180321

Purchase Order Number: _____

Previous Ordinance or Resolution # _____

Change Order Number: _____

Approval Date: _____

Original Contract Number: _____

Comments:



MEETING OF FEBRUARY 19, 2019

TO: Lioneld Jordan, Mayor

THRU: Don Marr, Chief of Staff
Staff/Contract Review Committee

FROM: Summer Fallen, Airport Services Manager

DATE: February 19, 2019

SUBJECT: Beacon and Wind Cones – Garver Task Order and ADA Grant Application

RECOMMENDATION:

Staff requests approval of a Budget Adjustment and for the Aviation Division to execute a task order in the amount of \$30,440 for Garver, LLC to complete design, bidding, and construction phase services for the proposed Beacon and Wind Cones project at Fayetteville – Drake Field Airport. Staff also requests approval for the Aviation Division to submit an Arkansas Department of Aeronautics (ADA) grant application in an amount not to exceed \$250,000 for 80% of the eligible costs for the proposed Beacon and Wind Cones project at Fayetteville – Drake Field Airport.

BACKGROUND:

The Airport's existing rotating beacon has passed its useful life. The beacon has required excessive maintenance over the last few years, and is no longer able to be controlled from the ATCT. The Airport has reviewed multiple options regarding replacement of the rotating beacon, including replacement of the beacon on the existing tower located on the west side of the airfield. However, the view of the existing beacon is partially blocked from aircraft approaching from the west of the Airport. Therefore, the Aviation Division is proposing a new beacon to be located on the east side of the airfield. The new beacon will be installed on a new monopole.

During a recent Part 139 inspection, the FAA requested that the Airport relocate its two Wind Cones to a new location outside of the Runway's Object Free Area (ROFA). The Wind Cones had already exceeded their useful life and the Aviation Division was already considering upgrading the Wind Cones to LED, as one of the Wind Cones was currently not functioning. In order to site the Wind Cones in an FAA approved location and to upgrade them to a more sustainable LED technology, the Aviation division is proposing to construct new Wind Cones as part of the Beacon project. One of the Wind Cones will be constructed as a Primary Wind Cone with a Segmented Circle.

DISCUSSION:

Approval of Task Order 12 will authorize Garver to proceed with design services and bidding services. The project will advertise for bids in Spring 2019. Upon receipt of bids, the Aviation Division will update the ADA grant application with the as-bid amounts, not to exceed \$250,000 (the ADA maximum for an 80/20 grant), and submit it to the Department of Aeronautics for award.

When the ADA Grant is awarded, the Aviation Division will come back to City Council to seek approval to accept the bids, execute the construction contract, and approve the budget adjustment to recognize a grant received from the Arkansas Department of Aeronautics (ADA).

A complete breakdown of the expected project funding is included below. All costs associated with this task order are included in the total project cost.

BUDGET/STAFF IMPACT:

Engineering Services:	\$30,440.00		
<i>Construction (Estimated):</i>	<i>\$281,060.00</i>	ADA (80%):	\$250,000.00
<u>Administration and Other Costs:</u>	<u>\$1,000.00</u>	<u>City (20%):</u>	<u>\$62,500.00</u>
TOTAL:	\$312,500.00	TOTAL:	\$312,500.00

Attachments:

Staff Review Form
City Council Memo
Garver Task Order 12
ADA Grant Application
Budget Adjustment

APPENDIX A-12

**TASK ORDER 12
FAYETTEVILLE – DRAKE FIELD (FYV)
BEACON AND WIND CONES**

This TASK ORDER is made as of February 19, 2019 by and between the CITY OF FAYETTEVILLE of Fayetteville, Arkansas hereinafter referred to as “CITY OF FAYETTEVILLE,” and GARVER, LLC, hereinafter referred to as “GARVER”, in accordance with the provisions of the AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES executed on April 21, 2015.

Under this Task Order, the CITY OF FAYETTEVILLE intends to make the following improvements for the Beacon and Wind Cones project.

Construct a new Airfield Beacon on a monopole at a location to be determined by the Engineer in conjunction with the FAA and Airport. Construct a new secondary and a new primary wind cone at a location to be determined by the Engineer in conjunction with the FAA and Airport.

GARVER will provide professional services related to these improvements as described herein.

SECTION 1 - SCOPE OF SERVICES

GARVER will provide services as detailed in Exhibit A-12.

SECTION 2 – PAYMENT

For the work described under SECTION 1 - SCOPE OF SERVICES, the CITY OF FAYETTEVILLE will pay GARVER on a lump sum and cost plus basis.

The table below presents a summary of the fee amounts and fee types for this contract.

WORK DESCRIPTION	FEE AMOUNT	FEE TYPE
Design Services	\$12,700	Lump Sum
Bidding Services	\$5,440	Lump Sum
Construction Phase Services	\$12,300	Cost + FF
TOTAL FEE	\$30,440	

Design Services and Bidding Services:

The lump sum amount to be paid under this agreement is \$18,140. For informational purposes, a breakdown of GARVER's estimated costs is included in Exhibit B-12 with approximate current hourly rates for each employee classification.

On-Site Construction Observation Services:

The CITY OF FAYETTEVILLE will pay GARVER, for time spent on the project, at the unburdened hourly payroll rate of each of GARVER's personnel during the performance of these services for work time directly connected with the project, plus payroll and general overhead costs of 191.29% of the unburdened hourly rate, plus direct reimbursable expenses normal and necessary for the completion of the project, plus a fixed fee of \$1,587.30. Estimated cost of these services, including the fixed fee is \$12,300.00. The actual total fee may not exceed this estimate without approval from the CITY OF FAYETTEVILLE. For informational purposes, a breakdown of GARVER's estimated costs is included in Exhibit B-12 with approximate current hourly rates for each employee classification. Underruns in any phase may be used to offset overruns in another phase as long as the overall contract amount is not exceeded.

Expenses other than salary costs that are directly attributable to performance of our professional services will be billed as follows:

1. Direct cost for travel, long distance and wireless communications, outside reproduction and presentation material preparation, and mail/courier expenses.
2. Charges similar to commercial rates for reports, plan sheets, presentation materials, etc.
3. The amount allowed by the federal government for mileage with an additional \$0.05 for survey trucks/vans.

Additional Services (Extra Work). For work not described or included in Section 1 – Scope of Services but requested by the CITY OF FAYETTEVILLE in writing, the CITY OF FAYETTEVILLE will pay GARVER, for time spent on the project, at the rates shown in Exhibit B-12 for each classification of GARVER's personnel, plus overhead, plus 15% profit, plus reimbursable expenses including but not limited to printing, courier service, reproduction, and travel.

SECTION 3 –EXHIBITS

- 3.1 The following Exhibits are attached to and made a part of this Agreement:
- 3.1.1 Exhibit A-12 Scope of Services
 - 3.1.2 Exhibit B-12 Rate Schedule & Manhour Tables

This Agreement 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.

Approval and acceptance of this Task Order, including attachments listed in SECTION 3 –EXHIBITS, shall incorporate this document as part of the Agreement. Garver is authorized to begin performance upon receipt of a copy of this Task Order signed by the CITY OF FAYETTEVILLE. The effective date of this Task Order shall be the last date written below.

CITY OF FAYETTEVILLE, ARKANSAS

GARVER

By : _____
Mayor, Lioneld Jordan

By:  _____

ATTEST:

By: _____
City Clerk

Title: _____ Senior Vice President

**EXHIBIT A-12 – SCOPE OF SERVICES
FAYETTEVILLE – DRAKE FIELD (FYV)
BEACON AND WIND CONES**

1.1 General

Generally, the scope of services includes design, bidding, and construction phase services for the improvements at Fayetteville – Drake Field. Improvements will consist of construction of a new airfield beacon on a monopole, a new primary wind cone, and a new secondary wind cone.

1.2 Design Services

1.2.1 General

GARVER will prepare detailed construction drawings, specifications, instructions to bidders, general provisions and special provisions, all based on guides furnished to GARVER by the CITY OF FAYETTEVILLE and FAA. Contract Documents (Plans, Specifications, and Estimates) will be prepared for award of one (1) construction contract. These designs shall conform to the standards of practice ordinarily used by members of GARVER's profession practicing under similar conditions and shall be submitted to the FAA office from which approval must be obtained. Detailed specifications shall be developed using FAA "Standards for Specifying Construction for Airports" AC 150/5370-10 (latest edition) or other appropriate standards approved for use by the FAA. A specimen copy of the General Provisions will be obtained by GARVER from the Department of Labor as appropriate for incorporation into the specifications for the proposed project.

1.2.2 Site Visit

GARVER civil and electrical staff engineers will make one (1) site visit during the design phase to document existing conditions.

1.2.3 Utility Coordination

As necessary, GARVER will coordinate with the Airport and FAA to locate and protect any existing utilities or Navigational Aid cables.

GARVER will coordinate with the applicable electrical utility for the necessary utility service to power the proposed airfield beacon.

1.2.4 Facility Siting

GARVER will coordinate with the FAA and Part 139 inspector for facility siting. Beacon siting will be completed in accordance with the FAA Advisory Circulars utilizing topographic information from online sources.

1.2.5 Airspace Analysis

GARVER will prepare and submit the project to the FAA and Part 139 Inspector for airspace clearance on the Obstruction Evaluation and Airport Airspace Analysis (OE/AAA) website and coordinate approval with FAA representatives. An airspace determination will be made of the beacon and both wind cones.

1.2.6 Quality Control

GARVER will establish a Quality Control Plan (QCP) for the project. The QCP will outline schedules, project goals, and team member responsibilities. GARVER will also provide QC reviews at the preliminary and final design stages. QC reviews will be completed by a senior construction observer and Aviation project manager. Weekly internal progress meetings will be held during the preliminary and final design phases to ensure adequate quality control throughout the design phases.

1.2.7 Construction Safety & Phasing Plans (CSPP)

GARVER will develop a construction safety and phasing plan (CSPP). During development of the CSPP, GARVER will hold a meeting at the airport to obtain feedback regarding flight operations during construction. After receiving comments from the meeting, GARVER will develop a preliminary CSPP for the CITY OF FAYETTEVILLE's review prior to submission to the FAA. Upon CITY OF FAYETTEVILLE approval, this plan will be submitted to the FAA for review.

1.2.8 Airfield Electrical

GARVER will design the infrastructure extensions required to power the wind cones off of the existing runway circuit. GARVER will also design the required power infrastructure for the proposed beacon.

1.3 Bidding Services

GARVER will assist the CITY OF FAYETTEVILLE in advertising for and obtaining bids or negotiating proposals for one prime contract for construction, materials, equipment and services; and, where applicable, maintain a record of prospective bidders to whom Bidding Documents have been issued, attend a pre-bid conference and receive and process deposits for Bidding Documents. The CITY OF FAYETTEVILLE will pay advertising costs outside of this contract. GARVER will issue addenda as appropriate to interpret, clarify or expand the Bidding Documents. GARVER will consult with and advise the CITY OF FAYETTEVILLE as to the acceptability of subcontractors, suppliers and other persons and organizations proposed by the prime contractor(s) (herein called "Contractor(s)") for those portions of the work as to which such acceptability is required by the Bidding Documents. GARVER will consult with the CITY OF FAYETTEVILLE concerning and determine the acceptability of substitute materials and equipment proposed by Contractor(s) when substitution prior to the award of contracts is allowed by the Bidding Documents. GARVER will attend the bid opening, prepare bid tabulation sheets and assist the CITY OF FAYETTEVILLE in evaluating bids or proposals and in assembling and awarding contracts for construction, materials, equipment and services. GARVER will assist the CITY OF FAYETTEVILLE in the execution of all contract documents and furnish a sufficient number of executed documents for the CITY OF FAYETTEVILLE, Contractor and FAA.

1.4 Construction Phase Services

During the construction phase of work, GARVER will accomplish the following:

1. Support the CITY OF FAYETTEVILLE's improvement plan by accomplishing preliminary planning, and/or engineering work as directed by the CITY OF FAYETTEVILLE. The work shall include the preparation of opinions of costs, preliminary plans, applications for local, state, and federal funds, and services required to support the CITY OF FAYETTEVILLE's applications for funds.
2. Issue a Notice to Proceed letter to the Contractor and attend preconstruction meeting.

3. Attend progress/coordination meetings with the CITY OF FAYETTEVILLE /Contractor.
4. Evaluate and respond to construction material submittals and shop drawings. Corrections or comments made by GARVER on the shop drawings during this review will not relieve Contractor from compliance with requirements of the drawings and specifications. The check will only be for review of general conformance with the design concept of the project and general compliance with the information given in the contract documents. The Contractor will be responsible for confirming and correlating all quantities and dimensions, selecting fabrication processes and techniques of construction, coordinating his work with that of all other trades, and performing his work in a safe and satisfactory manner. GARVER's review shall not constitute approval of safety precautions or constitute approval of construction means, methods, techniques, sequences, procedures, or assembly of various components. When certification of performance characteristics of materials, systems or equipment is required by the Contract Documents, either directly or implied for a complete and workable system, GARVER shall be entitled to rely upon such submittal or implied certification to establish that the materials, systems or equipment will meet the performance criteria required by the Contract Documents.
5. Consult with and advise the CITY OF FAYETTEVILLE during the construction period. GARVER will submit, when requested by the CITY OF FAYETTEVILLE, written reports to the CITY OF FAYETTEVILLE on the progress of the construction including any problem areas that have developed or are anticipated to develop. In addition, GARVER shall supply to CITY OF FAYETTEVILLE such periodic reports and information as may be required by the FAA.
6. Issue instructions to the Contractor on behalf of the CITY OF FAYETTEVILLE and issue necessary clarifications (respond to RFIs) regarding the construction contract documents.
7. Review the Contractor's progress payment requests based on the actual quantities of contract items completed and accepted, and will make a recommendation to the CITY OF FAYETTEVILLE regarding payment. GARVER's recommendation for payment shall not be a representation that GARVER has made exhaustive or continuous inspections to (1) check the quality or exact quantities of the Work; (2) to review billings from Subcontractors and material suppliers to substantiate the Contractor's right to payment; or (3) to ascertain how the Contractor has used money previously paid to the Contractor.
8. Maintain a set of working drawings and prepare and furnish record drawings.
9. Provide part-time resident construction observation services for the 28-calendar-day construction contract performance time. The proposed fee is based on approximately 10 hours per week during the construction contract performance time. If the construction time extends beyond the time established in this agreement or if the CITY OF FAYETTEVILLE wishes to increase the time or frequency of the observation, the CITY OF FAYETTEVILLE will pay GARVER an additional fee agreed to by the CITY OF FAYETTEVILLE and GARVER.
10. When authorized by the CITY OF FAYETTEVILLE, prepare change orders or supplemental agreements, as appropriate, for ordering changes in the work from that originally shown on the Plans and Specifications. If re-design or substantial engineering is required in the preparation of these documents, payment for extra services involved will be made in addition to the payment provided in basic engineering services.
11. Participate in final project inspection, prepare punch list, review final project closeout documents, and submit final pay request.
12. Update the Airport's ALD to show the new locations of the beacon and wind cones.

Construction observation services will be provided by GARVER's Resident Project Representative, who will provide or accomplish the following:

- Consult with and advise the CITY OF FAYETTEVILLE during the construction period.
- Maintain a file of quantities incorporated into the work, test reports, certifications, shop drawings and submittals, and other appropriate information.



APPENDIX B-12
FYV BEACON AND WINDCONES
Garver Hourly Rate Schedule: July 2018 - June 2019

Classification	Rates
Engineers / Architects	
E-1	\$ 35.00
E-2	\$ 40.60
E-3	\$ 49.10
E-4	\$ 57.40
E-5	\$ 70.00
E-6	\$ 87.80
E-7	\$ 116.70
Planners / Environmental Specialist	
P-1	\$ 42.20
P-2	\$ 52.90
P-3	\$ 65.80
P-4	\$ 75.00
P-5	\$ 86.70
P-6	\$ 99.00
P-7	\$ 119.60
Designers	
D-1	\$ 32.70
D-2	\$ 38.30
D-3	\$ 45.50
D-4	\$ 52.90
Technicians	
T-1	\$ 25.50
T-2	\$ 32.30
T-3	\$ 39.40
Surveyors	
S-1	\$ 15.65
S-2	\$ 20.65
S-3	\$ 27.80
S-4	\$ 39.90
S-5	\$ 52.90
S-6	\$ 60.20
2-Man Crew (Survey)	\$ 60.55
3-Man Crew (Survey)	\$ 76.20
2-Man Crew (GPS Survey)	NA
3-Man Crew (GPS Survey)	NA
Construction Observation	
C-1	\$ 30.80
C-2	\$ 39.60
C-3	\$ 48.50
C-4	\$ 59.60
Management / Administration	
M-1	\$ 119.60
X-1	\$ 20.00
X-2	\$ 27.20
X-3	\$ 37.90
X-4	\$ 48.30
X-5	\$ 59.30
X-6	\$ 75.60
X-7	\$ 90.00

APPENDIX B-12

**CITY OF FAYETTEVILLE
FYV BEACON AND WIND CONES**

CONSTRUCTION PHASE SERVICES

WORK TASK DESCRIPTION	E-4	E-3	E-2	E-1	D-1	T-1	C-1
	\$57.40	\$49.10	\$40.60	\$35.00	\$32.70	\$25.50	\$30.80
	hr	hr	hr	hr	hr	hr	hr
1. Construction Phase Services							
Preconstruction Meeting	3						3
Progress Meetings (1)	2						
Submittal Reviews				8			
Coordination with Owner	4						
Contractors RFIs	2			6			
Progress Payments (2)	2			6			
Record Drawings	1			2		4	
Part-Time Observation (10hr/wk)							40
Reconciliation Change Order	1			2			
Final Inspection / Punch List	2			4			4
ALD Update	1			2			
Subtotal - Materials Testing Services	18	0	0	30	0	4	47

Hours	18	0	0	30	0	4	47
Salary Costs	\$1,033.20	\$0.00	\$0.00	\$1,050.00	\$0.00	\$102.00	\$1,447.60

SUBTOTAL - SALARIES: \$3,632.80

**LABOR AND GENERAL
ADMINISTRATIVE OVERHEAD \$6,949.18**

DIRECT NON-LABOR EXPENSES

Document Printing/Reproduction/Assembly	\$70.72
Postage/Freight/Courier	\$0.00
Travel Costs (4 Trips @ \$15/Trip)	\$60.00

SUBTOTAL - DIRECT NON-LABOR EXPENSES: \$130.72

SUBTOTAL: \$10,712.70

PROFESSIONAL FEE \$1,587.30

TOTAL FEE: \$12,300.00

State Airport Aid Application – Page 1

The City/County of Fayetteville, herein called "Sponsor", hereby makes application to the Arkansas Department of Aeronautics for State funds pursuant to Act 733 of 1977, for the purpose of aiding in financing a project for the development of a municipal airport located in the city of Fayetteville Arkansas, Washington county.

Date of Request: January 30, 2019

Name of Airport: Fayetteville – Drake Field (FYV)

Name and address of City/County Commission sponsoring request:

City of Fayetteville
113 W. Mountain Street
Fayetteville, AR 72701

Phone Number: 479-575-8330

Fax Number: 479-585-8257

Person to Contact about project:

Summer Fallen, Airport Services Manager
City of Fayetteville
Fayetteville – Drake Field

Phone Number: 479-718-7642

Cell Number: _____

Fax Number: 479-718-7646

Name and address of Engineering Firm (if applicable):

Garver
2049 E. Joyce Blvd.
Suite 400
Fayetteville, AR 72703

Contact Person: Adam White

Phone/Fax Number: 479-527-9100

Describe the work to be accomplished: The Airport's existing rotating beacon has passed its useful life. The Airport has reviewed multiple options regarding replacement of the rotating beacon, including replacement of the beacon on the existing tower located on the west side of the airfield. However, the view of the existing beacon is partially blocked from aircraft approaching from the west of the Airport. Therefore, the Aviation Division is proposing a new beacon to be located on the east side of the airfield. During a recent Part 139 inspection, the FAA requested that the Airport relocate its two Wind Cones to a new location outside of the Runway's Object Free Area (ROFA). The Aviation division is proposing to construct new LED Wind Cones as part of the Beacon project. One of the Wind Cones will be constructed as a Primary Wind Cone with a Segmented Circle.

State and Local Project Costs:
 Please indicate:

- 50-50% Match
- 80-20% Match
- 90-10% Match
- 100

Federal AIP Projects:

AIP Number: N/A

- 95-5% Match
- 90-10% Match

Total Cost of Project: \$312,500.00
 Local Share/Funds: \$62,500.00
 Local Share/In-Kind: _____
 State Share: \$250,000.00

Total Cost of Project: _____
 Federal Share: _____
 State Share: _____
 Local Share: _____

State Airport Aid Application – Page 2

Provide the information listed below as it applies to your project:

Funding:

Source of Funds: Arkansas Department of Aeronautics (80%) City of Fayetteville (20%)

Source of In-Kind Services: N/A

Estimated starting date of project: May 1, 2019

Estimated completion date of project: December 31, 2019

Project will be for: New Airport Existing Airport

Is land to be leased or purchased? N/A

Description of land and cost per acre: N/A

Provide the Federal AIP Grant Number (if applicable): N/A

State Legislators for your area:

State Senator: Greg Leding

State Representative: Denise Garner

State Airport Aid Application – Page 3

The sponsor agrees to furnish the Arkansas Department of Aeronautics a copy of the legal instrument affecting use of the property for an airport. In application for a new landing site or expansion of existing facility, the FAA Form 7480-1, *Notice of Landing Area Proposal*, must be approved by the FAA before review for grant can be made by the State. Applications for hangar construction or renovation funds must include a signed lease agreement. This agreement must be in compliance with all FAA grant assurances. The application must be based on bids and include a calculated return on investment.

No land, hangars, or buildings purchased with State Grant funds may be sold or disposed of without State Aeronautics Commission prior approval. All requests for sale or disposal of property will be considered on an individual case basis. No hangar (funded by a grant from the Department of Aeronautics) shall be used for non-aviation purposes without State Aeronautics Commission prior approval. All requests for non-aviation use will be considered on a case-by-case basis. Failure to receive prior approval from A.D.A. concerning land and/or building use could result in the commission requesting grant refund from the Sponsor. Additionally, all hgr/building grant applications must include proof of insurance coverage.

No airport accepting State Grant funding may issue an Exclusive Rights lease.

All applications for navigational aids (such as NDB or ILS) must have FAA site approval before a state grant can be approved.

All Grant applications involving Federal Airport Improvement Program (AIP) funding must be accompanied by the approved FAA grant agreement with grant number assigned.

If this project is approved by the Arkansas Department of Aeronautics, and is accepted by the sponsor, it is agreed that all developments and construction shall meet standard FAA construction practices as outlined in the specifications of this agreement. Runways, Taxiways, Parking Ramps, etc. shall have a base and a thickness that will accommodate the weight of aircraft expected to operate at this airport.

All grant applicants (City and/or County) are totally responsible for compliance with all Federal, State, County, and City laws, Statutes, Ordinances, Rules, Regulations, and Executive Orders concerning contracts and purchases for which this grant is approved and issued.

It is understood and agreed that the sponsor shall start this project immediately upon award of grant. It is also agreed that this project shall be completed within one year from the date of acceptance of this grant by the Arkansas Department of Aeronautics. Applications for extension will be entertained if circumstances beyond the sponsor’s control occur. Amendment requests are to be made only under extraordinary circumstances.

Funds will be disbursed according to Department procedures and final inspection of completed project (See payment instruction page). Payment of grant funds are contingent upon the Department’s annual appropriation.

IN WITNESS WHEREOF, the sponsor has caused this Application for State Airport Aid to be duly executed in its name, this 19th day of February, 2019.

Mr. Lioneld Jordan
Name of Sponsor

Authorized Signature

Mayor
Title