

REQUESTS FOR COUNCIL ACTION/DISCUSSION


Finance Committee

- 22-009-1/24 – Expenditure Over \$15,000 – Conway Data, Inc. – Economic Development
- 22-010-1/24 – Expenditure – Lake County Sewer – Street Dept.
- 22-011-1/24 – Expenditure – Signal Service Company – Street Dept.
- 22-012-1/24 – Expenditure – Goodyear Tire and Rubber Co. – Sanitation Dept.
- 22-013-1/24 – Authorization for Medina Fiber to locate facilities on City owned property
- 22-014-1/24 – FAA Grant Approvals – Cares Act & American Rescue Plan
- 22-015-1/24 – Approve Task Order #6 – Delta Airport Consultants

1/24/22

REQUEST FOR COUNCIL ACTION

NO. RCA 21-205-10/25

FROM: Patrick Patton 

COMMITTEE REFERRAL: Finance

DATE: October 19, 2021

SUBJECT: Preliminary Legislation with the Ohio Department of Transportation for a Signal Timing Project on US 42

The Ohio Department of Transportation (ODOT) has selected the US 42 corridor between Union Street and Lafayette Road for a signal timing project. Once completed ODOT's consultant will implement the new timing program.

Please note, part of this study includes an equipment inspection. If it is determined that the existing City equipment must be upgraded to implement the new timing, we may be eligible for additional funding to purchase these items.

This request asks for Council's authorization to accept the attached agreement, and have the Mayor sign the agreement as the City's representative.

ODOT also submitted what they call a "Kickoff Document". At the end of that document there is a confirmation statement that we will have to sign in order to start the project (attached). The confirmation statement reads as follows:

"This funding is federal safety funds. If this funding is issued to your community, the Local is required to fix any issues found during the required inspection. All items identified by ODOT's contractor must be repaired by the Local at the Local's expense within four weeks of notification.

In addition, the Local must maintain the timing developed during the project for a minimum of one year, unless there is sound engineering judgment to change from the recommended timings and notification sent to ODOT. Failure to maintain the timing may impact future federal funding provided to the city"

This request also asks for Council's authorization to permit the Mayor to sign this confirmation statement.
10-25-21 Pat - Only looks @ US 42 - Needs to be expanded.

Thank you for your consideration.

ESTIMATED COST: No cost for the study, potentially some costs if equipment upgrades are necessary that aren't covered through this program.

SUGGESTED FUNDING:

Sufficient Funds in Account Number:

Transfer Needed From:
To:

New Appropriation:

Emergency Clause Requested: No

Reason:

COUNCIL USE ONLY:

COMMITTEE RECOMMENDATION:

Council Action Taken: *10/25/21 JS/DS Tabled*

Ord./Res. Number:

Date:

PRELIMINARY LEGISLATION
(LPA-ODOT-Let Project Agreement)
(CONSENT)

Ordinance/Resolution # : _____
PID No. : _____
County/Route/Section : _____
Agreement No: _____

The following is a/an _____ enacted by the _____ of _____
(Motion/Ordinance/Resolution) (Local Public Agency)
County, Ohio, hereinafter referred to as the Local Public Agency (LPA).

SECTION I – Project Description

WHEREAS, the (LPA/STATE) has determined the need for the described project:

The State and LPA have determined the need to complete the upgrade of the signal timing system on US 42 by providing traffic signal equipment and to execute and maintain an agreement between ODOT and _____.

NOW THEREFORE, be it ordained by the _____ of _____ County, Ohio.
(LPA)

SECTION II – Consent Statement

Being in the public interest, the LPA gives consent to the Director of Transportation to complete the above described project as detailed in the LPA-ODOT-Let Agreement entered into between the parties, if applicable.

SECTION III – Cooperation Statement

The LPA shall cooperate with the Director of Transportation in the development and construction of the above described project and shall enter into a LPA Federal ODOT Let Project Agreement, if applicable, as well as any other agreements necessary to develop and construct the Project.

The State shall assume and bear 100% of all of the costs of the improvement.

The LPA agrees to pay 100% of the cost of those features requested by the LPA which are determined by the State and Federal Highway Administration to be unnecessary for the Project.

SECTION IV Authority to Sign

The LPA hereby authorizes _____ of said _____ to
(Signature authority) (LPA-or its division, department or agency)
enter into and execute contracts with the Director of Transportation which are necessary to develop plans for and to complete the above-described project; and to execute contracts with ODOT pre-qualified consultants for the preliminary engineering phase of the Project.

PID No.: _____

Upon request of ODOT, the _____ is also empowered to execute any appropriate documents to affect the assignment of all rights, title, and interests of the _____ to ODOT arising from any agreement with its consultant in order to allow ODOT to direct additional or corrective work, recover damages due to errors or omissions, and to exercise all other contractual rights and remedies afforded by law or equity.

(Signature authority)

(LPA)

SECTION V – Utilities and Right-of-Way Statement

The LPA agrees that all right-of-way required for the described project will be acquired and/or made available in accordance with current State and Federal regulations. The LPA also understands that right-of-way costs include eligible utility costs.

The LPA agrees that all utility accommodation, relocation and reimbursement will comply with the current provisions of 23 CFR 645 and the ODOT Utilities Manual.

SECTION VI – Maintenance

Upon completion of the Project, and unless otherwise agreed, the LPA shall: (1) provide adequate maintenance for the Project in accordance with all applicable State and Federal law, including, but not limited to, Title 23, U.S.C., Section 116; (2) provide ample financial provisions, as necessary, for the maintenance of the Project; (3) maintain the right-of-way, keeping it free of obstructions; and (4) hold said right-of-way inviolate for public highway purposes.

SECTION VII-Emergency measure

(as applicable)

The _____ is hereby declared to be an emergency measure to expedite the highway project and to promote highway safety. Following appropriate legislative action, it shall take effect and be in force immediately upon its passage and approval, otherwise it shall take effect and be in force from and after the earliest period allowed by law.

(Motion/Ordinance/Resolution)

Passed: _____, 2_____.
(Date)

Attested: _____
(Clerk)

(Contractual Agent of LPA – title)

10/19/2021

10/19/2021

**CERTIFICATE OF COPY
STATE OF OHIO**

_____ of _____ County, Ohio
(LPA)

I, _____, as Clerk of the _____
(LPA)
of _____ County, Ohio, do hereby certify that the foregoing is a true and correct copy of
_____ adopted by the legislative Authority of the said
(Motion/Ordinance/Resolution)
_____ on the _____ day of _____, 2____.
(LPA)

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my official seal, if applicable,
this _____ day of _____ 2____.

SEAL

(Clerk)

_____ of _____ County, Ohio
(LPA)

(If the LPA is designated as a City then the "City Seal" is required. If no Seal, then a letter stating "No Seal is required to accompany the executed legislation.)



ODOT SIGNAL TIMING CORRIDOR INFORMATION

Corridor name, County-Route-Section (Begin to End MM):

Medina US 42 Court Street SLM 16.70-17.50

Jurisdiction providing info: City of Medina

Primary Contact with contact info for jurisdiction:

TBD

Secondary Contact:

TBD

Access to cabinets with standard key? Choose an item.

Pre-notification for cabinet access required? Choose an item.

If so, who?

Who will be responsible for implementing the timing (Agency, Consultant, Other)?

TBD

Functional Class: Arterial

Parent (Zero Offset) Intersection location:

TBD

Would you like to change the Parent location? Choose an item.

If yes, which intersection? TBD

Is the corridor near a facility that creates large fluctuations of volumes at certain times of day (i.e.—mall, shopping center, sports complex, school, special events)? If so, list the locations and times of known volumes:

TBD

Does the corridor require detailed counts and studies to create weekend plans?

Choose an item.

Corridor speed(s) for traffic modeling: 35?

Do any intersections need investigated for conversion to PT/PM or PT LTs?

TBD

Are you open to lagging left turns, if it optimizes the corridor performance?

Choose an item.

Should Leading Pedestrian Intervals be implemented along the corridor?

Choose an item. *(LPI's are phases where all approaches are red and pedestrians get an exclusive pedestrian interval prior to the signal phase going green for vehicular traffic, usually a few seconds)*

If yes, at which intersections? [Click here to enter text.](#)

Pedestrians: Choose an item.

Is there Emergency Vehicle Preemption? Choose an item.

If yes, which intersections: TBD

Is there Railroad Preemption? No

If yes, which intersections: N/A

Select Minimum Green value to use from the following ranges:

Movement	Minimum Green (sec)	ODOT Recommendations (sec)
Mainline Through	20-30	20
Side street Through	8-12	10
All Left Turns	6-8	7

Mainline Through: Choose an item.

Side Street Through: Choose an item.

All Left Turns: Choose an item.

Select Walk time value (sec) to use:

Walk time: Choose an item.

Cycle length (sec)

Minimum: Choose an item.

Maximum: Choose an item.

Does the system operate in either Responsive or Adaptive Mode? Choose an item.

Equipment Type(s)

Cabinets: Choose an item.

Controllers: Choose an item.

Controller model(s):

List any current or upcoming projects along the route or that may use the route as a diversion route with any additional comments on the work (provide plans if applicable):

Upcoming projects?

List any planned maintenance activities and dates if available (i.e.—at a certain intersection, a 3-section VSH will be replaced by a 5-section VSH in two weeks):

TBD

If issues are found by the consultant during the Equipment Inspection, does the jurisdiction have staff and/or funding to repair? Note: To continue with the timing project/funding, there needs to be up front commitment to fix problems across all jurisdictions. Choose an item. The issues that are found must be fixed within 4 weeks of the Equipment Inspection delivery by the consultant. What timeframe can the jurisdiction commit to fix the issue? Choose an item.

If the corridor is across multiple jurisdictions, are all maintenance responsibilities agreed upon: Choose an item.

Notes on timings or exceptions for certain intersections (i.e.—adjusted offset at a certain intersection to provide for a link to clear out so an off ramp could empty): TBD, ODOT priority is to keep exit ramp traffic backing up onto IR 90 mainline

Notes on notable problems areas (i.e.—traffic always backs up in a certain area at a time of day, etc.):

TBD

Additional Documentation given to the consultant (i.e.—existing plans, historical counts, and historical Synchro files): Please provide existing signal as-built plans or construction plans

Additional General Comments:

TBD

Notes:

- No half-cycling allowed
- Yellow Change and Red Clearance Intervals for ODOT maintained signals shall follow TEM 403-2
- Split/Offsets shall be in seconds, not percent
- Offset Referenced to the End of Green

For Local (non-ODOT) corridors:

This funding is federal safety funds. If this funding is issued to your community, the Local is required to fix any issues found during the required inspection. All items identified by ODOT's contractor must be repaired by the Local at the Local's expense within four weeks of notification.

In addition, the Local must maintain the timing developed during the project for a minimum of one year, unless there is sound engineering judgment to change from the recommended timings and notification sent to ODOT. Failure to maintain the timing may impact future federal funding provided to the city.

Consideration: If your pedestrian clearance intervals (flashing Don't Walk) or vehicular clearance interval (Yellow & All Red Time) have not been updated recently, there is a chance your cycle length, and therefore side street delay, will need to increase.

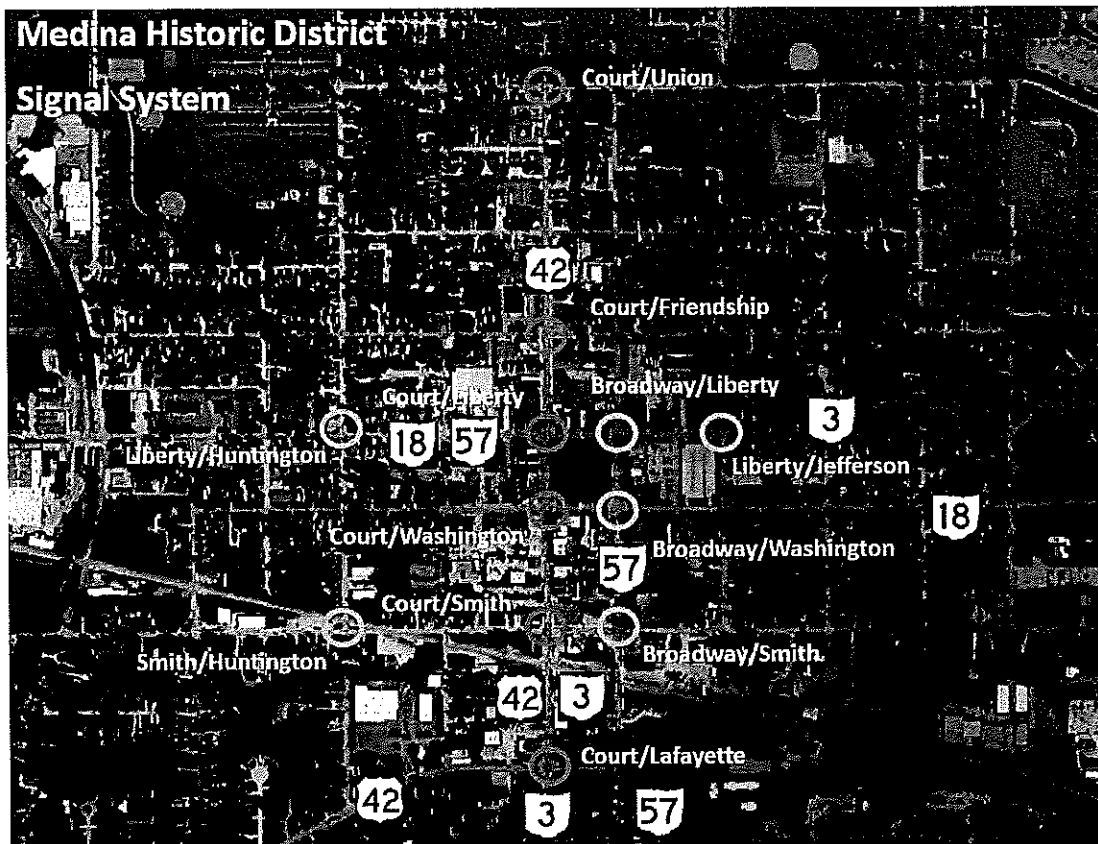
Signature: _____ Date: _____

Signal Timing Project Scope: D3-MED-US-42 (City of Medina); Consultant: DGL, PID 113846

This project will provide optimized traffic signal timings for the following signals listed below:

Main Street	Cross Street	Maintaining Agency
US-42 (S Court St)	Lafayette Rd.	City of Medina
US-42 (S Court St)	Smith Rd.	City of Medina
US-42 (S Court St)	Washington St. (SR-18 E)	City of Medina
US-42 (N Court St)	Liberty St. (SR-18 W)	City of Medina
US-42 (N Court St)	Friendship St.	City of Medina
US-42 (N Court St)	Union St.	City of Medina
SR 3 (E Washington St)	Broadway St.	City of Medina
SR 3 (E Liberty St)	Broadway St.	City of Medina
SR 3 (E Liberty St)	Jefferson St.	City of Medina
SR 18 (W Liberty St)	Huntington St.	City of Medina
SR 57 (S Broadway St)	Smith Rd	City of Medina
Smith Rd	Huntington St.	City of Medina

Map



Task 1: Equipment Inspection - A field inspection should be conducted to identify any detectors, pushbuttons or other appurtenances that are not operational that could affect system operation. The inspection shall be performed by an International Municipal Signal Association (IMSA) certified Level II Field Technician (minimum) traffic signal inspector. Included shall be a confirmation that internal controller clocks are synchronized (system parent and local clocks). A list of deficiencies will be provided to the maintaining agency identifying any problems. Prior to commencing any additional work, repairs must be made by the maintaining agency in order for the system to work as intended. The consultant shall report to the maintaining agency, systems that show excessive clock drift during the inspection. The maintaining agency will consider this information to determine if physical system changes are required to prevent future clock drifting from affecting system operation. If non-ODOT signals are involved, include a summary that indicates a list of intersections with controller type, cabinet type, and time sync capabilities.

As part of the equipment inspection, the technician shall fill out the ODOT Traffic Signal Timing Inspection Form, included in *Appendix F*. Overlaps shall be identified as either hard wired into a parent phase, or driven via load switch and controller software. If a central signal system is in use, it shall be noted and verified as operational. If Leading Pedestrian Intervals (LPI) are desired for an intersection that is not suitable for implementation, district and central office contacts shall be notified. LPI programming information can be found [here](#).

Task 2: Counts – The consultant shall provide 24-hour Automatic Traffic Recorder (ATR) road volume counts at a critical location(s). These counts should then be evaluated and used to determine when weekday and weekend timing plan changes are necessary and if/when the system should be set to free operation. The consultant shall determine the AM Peak, off peak, PM Peak and Midday hours for the timing plans and models based off the 24-hour critical location count(s). If authorized, consultant shall determine weekend off peak and weekend peak hours for the timing plans and models based off the 24-hour critical location count(s). Once determined, the consultant shall contract with a traffic data video processing company to improve efficiency in obtaining necessary traffic counts for the remaining intersections listed for the proposed timing plan hours (typically only 4 noncontiguous hours' worth of turning movement counts at each intersection are required to create a weekday plan).

Turning movement counts will be provided to the maintaining agency and ODOT in a format that can be input directly into Synchro 10 and the [ODOT signal warrant spreadsheet](#), or Jamar Petra Pro and PC Warrants for Windows to save additional time/money and improving data entry accuracy. Pedestrian counts should be included in the typical turning movements counts.

Summarize counts used in the model per the ODOT standard spreadsheet in *Appendix E*.

The consultant should compare counts to the Office of Technical Services seasonal adjustment factors charts to determine if adjustments should be made based upon the time of year the counts are taken.

During the Covid-19 pandemic, an informal report comparing data collection vs. a recent historical count shall be done. A determination to use adjustment factors will be made at that point between all stakeholders—ODOT District & CO and Local Agency (if applicable).

Task 3: Measures of Effectiveness (existing timing) - The consultant shall perform travel time studies documenting existing conditions. Generally, four to six sets of travel time studies shall be made, one for each of the weekday AM, Midday, PM and off-peak timing plans; as well as the off-peak and peak weekend periods, if authorized, identified from the ATR counts. See Task 5.ii. for required proposed models.

Each travel time study shall have at least 6 bi-directional timing runs when following the Floating Car Method. All travel time studies shall be made using Institute of Transportation Engineers (ITE) recommendations and shall be accomplished using a GPS-based automated device using Tru-Traffic OR using Inrix Analytics (dataset of M-F and/or Sat-Sun with minimum one month of comparable data).

Task 4: Timing Parameters - Minimum green times shall be per local agency policy or, in the absence of a policy, shall be provided per the typical times listed below:

Movement	Minimum Green (s)
Mainline Through	20-30
Side street Through	8-12
All Left Turns	6-8

Vehicle clearance intervals (Y+R) shall be calculated per ODOT Traffic Engineering Manual (TEM), Section 403-2. Pedestrian clearance intervals shall be calculated per the Ohio Manual of Uniform Traffic Devices (OMUTCD) 4E.06 and adhere to the criteria in the Office of Traffic Operations Signal Design Reference Packet (SDRP). Where applicable - authorization may be given to update railroad preemption clearance intervals.

Peak-hour factors for each intersection/timing plan shall be calculated based upon traffic volumes. Right turn on red will be allowed in the model when the condition is allowable in the field.

Note: One critical intersection should always be forced to have an offset of zero in all timing plans. This will allow the critical intersection to always be at the proper offset when timing plan changes are implemented. This will be the Zero Offset intersection in the synchro base model.

Task 5: Modeling – The initial complete and optimized base Synchro model shall be emailed to Charles.Fisher@dot.ohio.gov and Patrick.Mead@dot.ohio.gov of the Office of Traffic Operations (OTO) for review and approval PRIOR to any timing plans being created. This initial model shall include the correct minimum initials, vehicular clearance, pedestrian intervals, and aerial background image. With the model shall be an “Existing Geometrics and Signal Layout” diagrams including intersection phasing. This is a one page per intersection diagram with an aerial of the intersection showing the signal layout (and phase diagram). An example template is in *Appendix*

C.

The time of day models should use the highest volume hour. Model approval and/or required revisions will be returned typically within two weeks to the consultant via email. The time of day models should be complete with the various applicable local timing parameters including:

- a. Min Initials;
- b. Min Splits;
- c. Pedestrian Intervals;
- d. Yellow Time;
- e. Red Time;
- f. Vehicle Extension/Min Gaps

The models shall use a csv data file for the counts and read accordingly for each Time of Day plan. The specific tasks related to modeling are:

(i) Field Work - shall be performed, if necessary, to gather necessary model parameters, including basic geometrics, lane use, turn lane storage length, intersection widths (red calculation), pedestrian crossing widths, lane widths, intersection spacing, signal phasing, etc.

(ii) Model Creation - Shall consist of the physical creation of the Synchro 10 timing model using already gathered volume information and field work information. ODOT Office of Traffic Operations will provide the Synchro template and checklist that shall be used to create the models (<http://www.dot.state.oh.us/Divisions/Operations/Traffic/miscellaneous/Pages/Synchro-Template.aspx>). The Synchro Model checklist shall be filled out, signed, and submitted along with the model. A base model should be created and submitted to ODOT for review/approval as described above. The consultant may at his/her discretion create the other timing plan models; however, they shall be revised accordingly based upon any comments received from ODOT on the submitted base model. Models shall be created for each of the following timing plans with checkmarks:

- Weekday AM peak
- Weekday MID peak
- Weekday PM peak
- Weekday Off peak
- Weekend Off peak (if authorized)
- Weekend peak (if authorized)

(iii) Model Check/Calibration - shall consist, when necessary, of making vehicle and driver parameter changes to ensure the model accurately represents real-world conditions. If available, upon request, ODOT will provide initial INRIX speed data for the corridor.

(iv) Bandwidth Check – Tru-Traffic shall be utilized during the Measure of Effectiveness of the proposed timing plans (the post runs) to verify that the timing plan is being properly implemented by the signal system.

(v) Timing Table Creation- shall consist of making easily readable timing tables for use in the field (or via download) to program controllers with optimized timing plans. Existing controller timings will be provided at each intersection, if requested, such timings should then be summarized into the spreadsheet for ease of reviews and to compare existing to proposed timing. Included shall be cycle lengths, splits, offsets, local timing parameters (min, max, recalls, yellow, red, ped timing, memory settings, etc). Also included shall be plan transition times (time when a plan is scheduled to begin). The standard ODOT timing tables are provided in *Appendix D*.

Note: The implementation of a new timing plan (plan transition time) should normally occur at least a half hour prior to when it is needed. The implementation of a new timing plan can cause a lack of coordination for 2-4 cycle lengths, so this disruption should be completed prior to the onset of peak hours.

Task 6: Field Timing Plan Implementation – The maintaining agency or an equipment vendor will install the new timing plans. Consultant should review installed timings via database print outs and/or field checks to insure they are correct in the controller.

Task 7: Field Observation and Timing Adjustment Recommendations – The consultant shall make field observations of implemented, optimized signal timings. The recommended timing adjustments shall be submitted to the maintaining agency for approval. The maintaining agency or an equipment vendor will install the recommended timing adjustments.

Task 8: Measures of Effectiveness (optimized timing) - The consultant shall perform travel time studies documenting optimized conditions. Generally, four to six sets of travel time studies shall be made, one for each of the weekday AM, Midday, PM and off-peak timing plans; as well as the off-peak and peak weekend periods, if authorized, identified from the ATR counts. See Task 5.ii. for required proposed models.

Each travel time study shall have at least 6 bi-directional timing runs. All travel time studies shall be made using ITE recommendations and shall be accomplished using a GPS based automated device using Tru-Traffic OR using Inrix Analytics (dataset of M-F and/or Sat-Sun with minimum one month of comparable data to existing data).

The optimized travel time runs shall be performed as nearly as practical on the same days and times as the existing condition runs.

Task 9: Meetings - The consultant shall attend a pre-meeting with ODOT Office of Traffic Operations and the maintaining agency, and a post implementation meeting. The pre-meeting can be performed via conference call if this is agreed upon by all parties prior to the meeting. The ODOT Signal Timing Kick-Off Document shall be completely filled out and signed by the maintaining agency prior to the pre-meeting. After the pre-meeting, the consultant shall submit a project schedule to both ODOT Office of Traffic Operations and the maintaining agency for approval. At the post implementation meeting, the local agency, ODOT Office of Traffic Operations, and the consultant shall review the reports and discuss changes to be made.

Task 10: Deliverables -

Deliverables (I – XIV) shall be supplied by the consultant to ODOT Office of Traffic Operations via a consultant provided ftp site for every project without regard to who maintains/operates the signals.

All deliverables shall be separately provided to the maintaining agency for any signal system not maintained by ODOT.

As noted earlier, project tasks will vary by location. In those cases, the deliverables will be adjusted as appropriate. The following deliverables shall be provided:

- I. **Operational Report:** This report will be provided for every signal timing project. The following shall be included in the operational report:
 - a. Brief executive report
 - i. Include summarized tables showing before/after Measurements of Effectiveness (MOEs) using Tru-Traffic or Inrix Analytics.
 - b. Estimated Signal Retiming Benefits Summary
 - i. See specific template for Tru-Traffic vs. Inrix Analytics on ODOT Signal Timing website
 - c. Existing Geometrics and Signal Layout/Phasing (one per intersection).
 - i. This is one page per intersection and the format will be provided (the same document that was provided with the Synchro model review).
 - d. Signal timing summary of existing and proposed timings.
 - e. Summarized traffic counts.
 - f. Traffic signal timing inspection forms.
 - g. Screen shot of the time space diagram (TSD) for each timing plan. The TSD shall have the flows and queue features activated.
- II. **Electronic**
 - II. A copy of the .SYN and .SIM files for the proposed timings (one each for every timing plan)
 - a. Include the aerial image used in the model.
 - III. A signal system layout diagram, per Visio example
 - IV. Tru-Traffic files (if applicable)
 - V. Signal Timing spreadsheets; Original and PDF
 - VI. Existing Geometrics and Signal Layout/Phasing files in Visio
 - VII. Summarized Volume spreadsheets and charts; Original and PDF
 - VIII. Traffic Signal Timing and Inspection Reports
 - IX. Estimated Signal Retiming Benefits Spreadsheet; Original and PDF
 - X. .CSV volume data file used for the Synchro time of day models
 - XI. Photos
 - a. Include pictures taken of signal heads, cabinets, controller, detection, approaches, etc.
 - XII. Turn Movement Counts in ODOT Signal Warrant spreadsheet format (or Jamar Petra Pro

- format or PC Warrants for Windows)
- XIII. Access to traffic data video processing account for ODOT
 - XIV. Intersection Summary Diagram
 - a. Include existing Geometrics and Signal Layout/Phasing information as well as intersection timing data and setting for each re-timed intersection. Example in *Appendix G*.

RCA 22-009-1/24
Finance Only
1-6-2022

City of Medina
Board of Control/Finance Committee Approval
Administrative Code: 141

- Department Heads can authorize expenditures up to \$1,500.00 (requisition)
- Board of Control authorizes expenditures from \$1,500.01 to \$15,000.00 (BOC form).
- Finance Committee authorizes expenditures from \$15,000.01 to \$25,000.00 (BOC form).
- Council authorizes expenditures/bids over \$25,000.00 (RCA form). Board of Control awards all bids, unless otherwise specified in authorizing ordinance. (Ord. 101-05)

Date: 1/6/2022

Department: Economic Development

Amount: \$23,750.00

B.O.C. Approval Date: _____
(Finance Use Only)

Account Number: 143-0748-52214

Vendor: Conway Data, Inc

Department head/Authorized signature: Kimberly Marshall

Item/Description:

(5) Full Page (Full Color) Ads - City of Medina, Marketing Campaign in Site Selection Magazine

Price also includes digital assets 468X60 Banner on their website for 12 months

MARCH, MAY, JULY, SEPTEMBER, & NOVEMBER 2022 EDITIONS

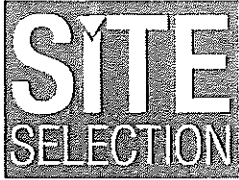
FINANCE COMMITTEE APPROVAL: (expenditures from \$15,000.01 to \$25,000.00)

Date Approved/Denied by Finance Committee: _____

Date to Finance: _____

Clerk of council

- Please have all BOC items for the agenda to the Mayor's Office before 5 p.m. on Friday before the scheduled BOC meeting.
 - Please have all Finance Committee items for the agenda to the Clerk of Council's Office before 5 p.m. on Tuesday before the scheduled Finance Committee meeting.
- Thank you.



MAGAZINE

PRINT INSERTION ORDER

Site Selection is a product of Conway Data, Inc.

6625 The Corners Parkway, Suite 200,
 Peachtree Corners, GA 30092 USA
 1-770-446-6996
 1-770-263-8825

CLIENT INFORMATION

City of Medina, Office of Economic Development
 Contact Name Kimberly Marshall
 132 North Elmwood Ave.
 Medina, OH 44256
 330.764.3319
kmarshall@medinaoh.org
www.medinaoh.org/economic-development

AGENCY INFORMATION

Contact Name
 Street Address
 City, State Zip
 Phone Number
 Fax Number

CUSTOMER NUMBER:

64080

DATE	UNITED STATES REGIONAL DIRECTOR	INTERNATIONAL DIRECTOR	EMAIL ADDRESS			PHONE	
December 21, 2021	Mike Glennon		Mike.Glennon@conway.com			770.325.3493	
		Details					
Issue	March 2022	May 2022	July 2022	September 2022	November 2022		
Size	1.00	1.00	1.00	1.00	1.00		
Shape	Full Page	Full Page	Full Page	Full Page	Full Page		
Bleed							
Color	4-Color	4-Color	4-Color	4-Color	4-Color		
Position	Far Forward-Right Hand Page	Ohio Spotlight	Far Forward-Right Hand Page	Far Forward-Right Hand Page	Far Forward-Right Hand Page		
Art	New	New	New	New	New		
Art Deadline	2/11/2022	4/15/2022	6/10/2022	8/12/2022	10/14/2022		
Gross	\$	\$	\$	\$	\$	\$	\$
Agency	\$	\$	\$	\$	\$	\$	\$
Net	\$ 4,750	\$ 4,750	\$ 4,750	\$ 4,750	\$ 4,750	\$	\$

Notes

***No cancellation after signed insertion order. *Customer to receive 468x60 banner on SS.com for 12 months- No Charge**

Mike Glennon

2/21/2021

Authorized By

Date

Regional Director

Date

OK
D. Hanney
1-13-2021

REQUEST FOR COUNCIL ACTION

No. RCA 22-010-1/24
Finance

FROM: Nino Piccoli Service Director

DATE, January 12, 2022

SUBJECT: EXPENDITURE APPROVAL

SUMMARY AND BACKGROUND:

Respectfully requesting Council's authorization for a Purchase Order for Lake County Sewer Co. in the amount of \$65,000.00. This expenditure will be used in the Street department for the repairs on the City Storm Sewer system.

Suggested Funding: \$65,000

- Sufficient funds in Account No.
- ~~Transfer needed~~ from Account No. 105-0610-53319 to Account No.
- NEW APPROPRIATION needed in Account No.

Emergency Clause Requested: NO
Reason:

COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.
Date:

OK
H. Hernandez
1-13-2022

REQUEST FOR COUNCIL ACTION

No. RCA 22-011-1/24
Finance

FROM: Nino Piccoli Service Director

DATE: January 13, 2022

SUBJECT: Expenditure Approval - *Street Dept*

SUMMARY AND BACKGROUND:

Respectfully requesting Council's authorization for a Purchase Order for Signal Service Company in the amount of \$60,000.00. This expenditure will be used for emergency repairs and maintenance to the City Traffic system.

Suggested Funding: \$60,000

- Sufficient funds in Account No.
- ~~Transfer needed~~ from Account No. 105-0610-53321 to Account No.
- NEW APPROPRIATION needed in Account No.

Emergency Clause Requested:

Reason:

COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.

Date:

*OK Hamel
1-14-2022*

REQUEST FOR COUNCIL ACTION

No. RCA 22-012-1/24
Finance

FROM: Nino Piccoli Service Director
DATE: January 14, 2022
SUBJECT: Expenditure Approval

SUMMARY AND BACKGROUND:

Respectfully requesting Council's authorization for the purchase of supplies from Goodyear Tire And Rubber Company. New and Commercial Recap truck tires are available to the City at or below State Bid pricing. Goodyear has provided excellent products and service to the City of Medina for numerous years. *Sanitation*

Suggested Funding: \$45,000.00

- Sufficient funds in Account No. 514-0543-53321
- Transfer needed from Account No. _____ to Account No. _____
- NEW APPROPRIATION needed in Account No. _____

Emergency Clause Requested: NO
Reason:

COUNCIL USE ONLY:
Committee Action/Recommendation:

Council Action Taken:

Ord./Res.
Date:

OK
D. H. Howard
1-18-2022

REQUEST FOR COUNCIL ACTION

NO. RCA 22-013-1/24

FROM: Patrick Patton 

DATE: January 18, 2022

COMMITTEE REFERRAL: Finance

SUBJECT: Authorization for Medina Fiber to locate their facilities on City owned property

This request is for Council's authorization to allow Medina Fiber to install a cabinet and power service facilities on City owned property located at 1000 Wadsworth Road (Fire Station #3). Due to existing underground utilities located in the right of way (tree lawn), there is limited area to locate these facilities within the right of way. This requests asks Council's authorization to allow Medina Fiber to install these facilities within the City property adjacent to the back side of the public sidewalk.

Please note, an easement for this area must between the City and Medina Fiber must be completed and recorded. In order to prepare the easement, a survey must be completed. Medina Fiber has agreed to fund the cost of this survey. They request that the City permit the installation of these facilities prior to the issuance of an easement in order to allow their current project to continue without interruption.

Thank you for your consideration

ESTIMATED COST: None

SUGGESTED FUNDING:

Sufficient Funds in Account Number:

Transfer Needed from Account Number: To Account Number:

New Appropriation Account Number:

Emergency Clause Requested: No
Reason:

COUNCIL USE ONLY:

COMMITTEE RECOMMENDATION:

Council Action Taken: Ord./Res. Number:

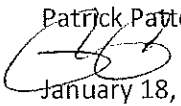
Date:

OK
Do Hammett
1-18-2022

REQUEST FOR COUNCIL ACTION

NO. RCA 22-014-1/24

FROM: Patrick Patton, Greg Huber

DATE:  January 18, 2022

COMMITTEE REFERRAL: Finance

SUBJECT: Grant Award: FAA Cares Act and American Rescue Plan

This request is for Council's authorization to accept the following two (2) grants from the Federal Aviation Administration (FAA):

1. 3-39-0053-17-2020 is Cares Act (Coronavirus Aid, Relief, and Economic Security Act) for \$30,000.
2. 3-39-0053-19-2022 is ARPA (American Rescue Plan Act) for \$32,000.

These grants grant can be for costs related to operations, personnel, cleaning, sanitation, janitorial services, combating the spread of pathogens at the airport, and debt service payments. The City is eligible to receive a total of \$62,000 in funding, and there is no local match required. Previously the City accepted FAA Grant #3-39-0053-18-2021 in the amount of \$13,000 (Res. #36-21); combined the City has received \$75,000 from the FAA.

Finally, please note that this requests asks the Mayor be authorized to enter into an agreement with the FAA to accept the grant.

Thank you for your consideration

ESTIMATED COST: None (no grant match)

SUGGESTED FUNDING:

Sufficient Funds in Account Number:

Transfer Needed from Account Number:

To Account Number:

New Appropriation Account Number:

Emergency Clause Requested: No
Reason:

COUNCIL USE ONLY:

COMMITTEE RECOMMENDATION:

Council Action Taken:

Ord./Res. Number:

Date:



U.S. Department
of Transportation
Federal Aviation
Administration

Airports Division
Great Lakes Region
Michigan, Ohio

FAA DET ADO
11677 South Wayne Road
Suite 107
Romulus, MI 48174

CARES Act Grant Transmittal Letter

May 22, 2020

Mr. Greg Huber
132 North Elmwood St.
P.O. Box 703
Medina, Ohio, 44258

Dear Mr. Huber:

Please find the following electronic CARES Act Grant Offer, Grant No. 3-39-0053-017-2020 for the Medina Municipal Airport. This letter outlines expectations for success. Please read and follow the instructions carefully.

To properly enter into this agreement, you must do the following:

- a. The governing body must provide authority to execute the grant to the individual signing the grant; i.e. the sponsor's authorized representative.
- b. The sponsor's authorized representative must execute the grant, followed by the attorney's certification, **no later than June 4, 2020** in order for the grant to be valid.
- c. You may not make any modification to the text, terms or conditions of the grant offer.
- d. The grant offer must be electronically signed by the sponsor's legal signatory authority and then the grant offer will be routed via email to the sponsor's attorney. Once the attorney has electronically attested to the grant, an email with the executed grant will be sent to all parties.

Subject to the requirements in 2 CFR § 200.305, each payment request for reimbursement under this grant must be made electronically via the Delphi eInvoicing System. Please see the attached Grant Agreement for more information regarding the use of this System. The terms and conditions of this agreement require you drawdown and expend these funds within four years.

An airport sponsor may use these funds for any purpose for which airport revenues may be lawfully used. CARES grant recipients should follow the FAA's Policy and Procedures Concerning the Use of Airport Revenues ("Revenue Use Policy"), 64 Federal Register 7696 (64 FR 7696), as amended by 78 Federal Register 55330 (78 FR 55330). The Revenue Use Policy defines permitted uses of airport revenue. In addition to the detailed guidance in the Revenue Use Policy, the CARES Act states the funds may not be used for any purpose not related to the airport.

With each payment request you are required to upload directly to Delphi:

- An invoice summary, even if you only paid a single invoice, and
- The documentation in support of each invoice covered in the payment request.

For the final payment request, in addition to the requirement listed above for all payment requests, you are required to upload directly to Delphi:

- A final financial report summarizing all of the costs incurred and reimbursed, and
- An SF-425, and

- A narrative report.

The narrative report will summarize the expenses covered by the CARES Act funds and state that all expenses were in accordance with the FAA's Policy and Procedures Concerning the Use of Airport Revenues and incurred after January 20, 2020.

As a condition of receiving Federal assistance under this award, you must comply with audit requirements as established under 2 CFR part 200. Subpart F requires non-Federal entities that expend \$750,000 or more in Federal awards to conduct a single or program specific audit for that year. Note that this includes Federal expenditures made under other Federal-assistance programs. Please take appropriate and necessary action to assure your organization will comply with applicable audit requirements and standards.

Once you have drawn down all funds and uploaded the required documents to Delphi, notify Katherine (Katy) Delaney by email that the grant is administratively and financially closed. Katherine (Katy) Delaney is readily available to assist you and your designated representative with the requirements stated herein. We sincerely value your cooperation in these efforts.

Sincerely,

Stephanie R. Swann
Stephanie R. Swann (May 22, 2020 13:57 EDT)

[ADO has discretion to delegate signature authority to Program Manager]



U.S. Department
of Transportation
Federal Aviation
Administration

Airports Division
Great Lakes Region
Michigan, Ohio

FAA DET ADO
Detroit Airport District
Office:
11677 S Wayne Rd, Ste 107
Romulus, MI 48174-1412

Airport Rescue Grant Transmittal Letter

December 15, 2021

Mayor Dennis Hanwell
132 North Elmwood St.
PO Box 703
Medina, OH 44258

Dear Mayor Hanwell:

Please find the following electronic Airport Rescue Grant Offer, Grant No. 3-39-0053-019-2022 for Medina Municipal Airport: This letter outlines expectations for success. Please read and follow the instructions carefully.

To properly enter into this agreement, you must do the following:

- a. The governing body must provide authority to execute the grant to the individual signing the grant; i.e. the sponsor's authorized representative.
- b. The sponsor's authorized representative must execute the grant, followed by the attorney's certification, no later than **January 7, 2022** in order for the grant to be valid.
- c. You may not make any modification to the text, terms or conditions of the grant offer.
- d. The grant offer must be digitally signed by the sponsor's legal signatory authority and then routed via email to the sponsor's attorney. Once the attorney has digitally attested to the grant, an email with the executed grant will be sent to all parties.

Subject to the requirements in 2 CFR §200.305, each payment request for reimbursement under this grant must be made electronically via the Delphi eInvoicing System. Please see the attached Grant Agreement for more information regarding the use of this System. The terms and conditions of this agreement require you draw down and expend these funds within four years.

An airport sponsor may use these funds for costs related to operations, personnel, cleaning, sanitization, janitorial services, combating the spread of pathogens at the airport, and debt service payments. Please refer to the [Airport Rescue Grants Frequently Asked Questions](#) for further information.

With each payment request you are required to upload an invoice summary directly to Delphi. The invoice summary should include enough detail to permit FAA to verify compliance with the American Rescue Plan Act (Public Law 117-2). Additional details or invoices may be requested by FAA during the review of your payment requests.

As part of your final payment request, you are required to include in Delphi:

- A signed SF-425, *Federal Financial Report*
- A signed closeout report (a sample report is available [here](#)).

Until the grant is completed and closed, you are responsible for submitting a signed and dated SF-425 annually, due 90 days after the end of each Federal fiscal year in which this grant is open (due December 31 of each year this grant is open).

As a condition of receiving Federal assistance under this award, you must comply with audit requirements as established under 2 CFR part 200. Subpart F requires non-Federal entities that expend \$750,000 or more in Federal awards to conduct a single or program specific audit for that year. Note that this includes Federal expenditures made under other Federal-assistance programs. Please take appropriate and necessary action to assure your organization will comply with applicable audit requirements and standards.

I am readily available to assist you and your designated representative with the requirements stated herein. The FAA sincerely values your cooperation in these efforts.

Sincerely,

Stephanie R. Swann

Stephanie R. Swann (Dec 15, 2021 16:40 EST)

Stephanie R. Swann
Deputy Manager

[ADO has discretion to delegate signature authority to Program Manager]

RESOLUTION NO. 36-21

A RESOLUTION AUTHORIZING AN APPLICATION FOR GRANT ASSISTANCE FROM THE FEDERAL AVIATION ADMINISTRATION (FAA) FOR FAA CRRSAA AIRPORT FUNDING, AND DECLARING AN EMERGENCY.

WHEREAS: The City of Medina, Ohio intends to apply to the Federal Aviation Administration (FAA) for FAA CRRSAA Airport Funding for the Medina Municipal Airport.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MEDINA, OHIO:

SEC. 1: That the Council of the City of Medina, Ohio hereby approves the filing an application for grant assistance to the Federal Aviation Administration (FAA) for FAA CRRSAA Airport Funding for the Medina Municipal Airport.

SEC. 2: That the Mayor of the City of Medina, Ohio is hereby authorized and directed to execute and file an application with the appropriate authority and to provide all information and documentation required in the application process:

SEC. 3: That if the Grant is awarded to the City, the Mayor is hereby authorized to accept the Grant and enter into an agreement with the Federal Aviation Administration for the implementation and administration of the Grant.

SEC. 4: That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Resolution were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with the law.

SEC. 5: That this Resolution shall be considered an emergency measure necessary for the immediate preservation of the public peace, health and safety, and for the further reason the FAA intends on beginning distribution of these funds in mid-March, 2021; wherefore, this Resolution shall be in full force and effect immediately upon its passage and signature by the Mayor.

PASSED: March 8, 2021

SIGNED: John M. Coyne, III
President of Council

ATTEST: Kathy Patton
Clerk of Council

APPROVED: March 9, 2021

SIGNED: Dennis Hanwell
Mayor

Kathy Patton
36-21
3-8-21

REQUEST FOR COUNCIL ACTION

OK
to Handled
1-18-2022

NO. RCA 21-015-1/24

FROM: Greg Huber, Patrick Patton

DATE: January 18, 2022

COMMITTEE
REFERRAL: Finance

SUBJECT: Delta Airport Consultants Task Order #6 – Airport ALP and APM “Pena and Ink” Update

In 2020 City Council approved Ordinance 22-20 which authorized a professional services agreement with Delta Airport Consultants, Inc. This request asks for approval of Task Order #6 for that agreement (attached). Task Order #6 is for an ALP and APM “Pena and Ink” Update. This Task Order provides planning services to depict proposed property acquisition (Tott’s Farm) and future aeronautical development for a corporate facility layout.

Thank you for your consideration.

ESTIMATED COST: \$27,500

SUGGESTED FUNDING: TBD

Sufficient Funds in Account Number:

Transfer Needed from Account Number:

To Account Number:

New Appropriation Account Number:

Emergency Clause Requested: No
Reason:

COUNCIL USE ONLY:

COMMITTEE RECOMMENDATION:

Council Action Taken:

Ord./Res. Number:

Date:



September 10, 2021

Mr. Patrick Patton, P.E.
City Engineer
City of Medina
132 N. Elmwood Avenue
Medina, Ohio 44256

Subject: Task Order No. Six (6)
ALP and APM "Pen and Ink" Update
Medina Municipal Airport
City of Medina

Dear Mr. Patton:

Please find enclosed two executed copies of proposed Task Order No. Six (6) to our Agreement for Professional Services between the City of Medina and Delta Airport Consultants, Inc. The Task Order provides Planning Services for a "Pen and Ink" Update to the Airport Layout Plan (ALP) and Airport Property Map (APM) to depict both the proposed property acquisition of the Totts Farm and future aeronautical development for a corporate facility layout.

The total fee for the Planning Services is \$27,500. If the Task Order is acceptable to the Owner, please sign each original copy, keep one (1) for your files, and forward one (1) for our files.

If you should have any questions concerning this matter, please do not hesitate to contact our office.

Sincerely,

Steven A. Potoczak
Project Manager

Enclosures: 1. Task Order No. Six (6) 2 copies
cc: Mr. Greg Huber, City of Medina
Reference: Delta Project No. 21058

TASK ORDER NO. SIX (6)
PROFESSIONAL SERVICES AGREEMENT



PROJECT: ALP and APM "Pen and Ink" Update

AIRPORT: Medina Municipal Airport

DELTA PROJECT NO.: 21058

DATE OF ISSUANCE: August 25, 2021

ATTACHMENTS: 1) Scope of Services

METHOD OF PAYMENT: Planning Services - Lump Sum

TASK ORDER AMOUNT: \$ 27,500

PROJECT DESCRIPTION: ▪ Prepare "Pen and Ink" Update to the Airport Layout Drawing, Terminal Area Plan, and Airport Property Map to depict both the acquisition of the Totts Farm and future aeronautical development for a corporate facility layout.

The original Agreement for Professional Services between the City of Medina (OWNER) and Delta Airport Consultants, Inc., (CONSULTANT) for Professional Services at Medina Municipal Airport dated June 24, 2019, shall govern all TASK ORDERS executed under this Agreement unless modified in writing and agreed to by CONSULTANT and OWNER.

<p>ACCEPTED: Digitally signed by Douglas E Sander</p> <p>by: <u> Date: 2021.08.25 13:52:34 -04'00'</u></p> <p>Douglas E. Sander, PE Vice President Delta Airport Consultants, Inc. 20545 Center Ridge Road, Suite 450 Cleveland, OH 44116</p>	<p>APPROVED:</p> <p>by: _____</p> <p>Dennis Hanwell Mayor City of Medina 132 North Elmwood Avenue Medina, OH 44256</p>
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ATTACHMENT 1
SCOPE OF SERVICES



**DELTA AIRPORT
CONSULTANTS, INC.**

ALP and APM "Pen and Ink" Update
Medina Municipal Airport
Delta Project No. 21058

August 25, 2021

PHASE	DETAILED TASKS
PLANNING SERVICES	Scope of Services and Contract Owner Coordination Development Concept Proposal Update Airport Layout Drawing Update Terminal Area Plan Update Airport Property Map Review Agency Coordination

ITEMS NOT INCLUDED IN SCOPE:

- Property surveys
- Site Visits
- More than one round of review comments from review agencies
- Achieving compliance with FAA S.O.P. 2.00 and 3.00
- Activity forecasting
- Narrative Report

MEMO



DATE: August 25, 2021

TO: Patrick Patton, PE

City of Medina, Ohio

FROM: Mary Ashburn Pearson, AICP

Delta Airport Consultants, Inc.

RE: Reference Information

TASK ORDER NO. SIX (6)

ALP and APM "Pen and Ink" Update

Medina Municipal Airport

Please find attached, for your use during review, reference information and backup calculations to support the professional services fee for the above referenced project.

Reference Information: 1) Fee Summary
2) Labor Detail
3) Scope of Work

REFERENCE INFORMATION 1
FEE SUMMARY



ALP and APM "Pen and Ink" Update
Medina Municipal Airport
Delta Project No. 21058

August 25, 2021

FEE SUMMARY	
Planning Services	\$27,500
LUMP SUM TOTAL:	\$27,500

REFERENCE INFORMATION 2
LABOR DETAIL



ALP and APM "Pen and Ink" Update
Medina Municipal Airport
Delta Project No. 21058

August 25, 2021

TASKS	PRIN	PM	DP	PA
PLANNING SERVICES	0	54	36	54

REFERENCE INFORMATION 3
SCOPE OF WORK



**DELTA AIRPORT
CONSULTANTS, INC.**

**SCOPE OF WORK
FOR
ALP AND APM "PEN AND INK" UPDATE**

**Medina Municipal Airport
Medina, Ohio**

DELTA PROJECT NO. 21058

AUGUST 2021

The following is a detailed scope of work to provide Planning Services for a "Pen and Ink" Update to the Airport Layout Plan (ALP) and Airport Property Map (APM) to depict both the proposed property acquisition of the Totts Farm (Parcel 033-12A-03-017, 30 ± acres) and a future aeronautical development concept for a corporate facility layout at the Medina Municipal Airport (1G5).

This scope of work does not include the preparation of property surveys, site visits, achieving compliance with the Federal Aviation Administration's (FAA) S.O.P. 2.00 and 3.00, addressing more than one round of review comments from review agencies, activity forecasting, or preparation of a narrative report.

1. **Scoping and Contract Coordination:** Delta is to coordinate with the Airport Owner to review and develop the project scope and budget. Includes scope formulation based upon review of the existing airport conditions and discussions with the Owner. This item includes contract preparation.
2. **Owner Coordination:** This task includes general project-related coordination with the City and Airport Manager. This task does not include any on-site meetings but does include electronic/virtual and telephone correspondence during the project.
3. **Development Concept Proposal:** Delta will prepare one (1) exhibit of a conceptual corporate facility layout on the property proposed to be acquired. This task does not include any on-site meetings.
4. **"Pen and Ink" Update of Airport Layout Drawing (ALD), Terminal Area Plan (TAP), Airport Property Map (APM):** The ALP sheets are to be updated as applicable to depict the new airport boundary and acquisition of the previously mentioned parcel and the proposed development concept for future corporate facility layout.
5. **Review Agency Coordination:** Coordination with the FAA for agency review and concurrence/approval of the updated ALD, TAP, and APM. This task does include electronic/virtual and telephone correspondence during the life of the project. This task includes one revision of the proposed concept based on FAA comments.



DELIVERABLES: Deliverables include the following in both print (one (1) copy) and digital format:

- Development Concept Proposal Exhibit
- Draft "Pen and Ink" Update of ALD, TAP, APM
- Final "Pen and Ink" Update of ALD, TAP, APM

SCHEDULE AND POINT OF CONTACT

It is anticipated that the planning services can be completed in 60 days from receipt of Notice-to-Proceed, subject to agency review periods.

City Primary Point of Contact

PRIMARY

Mr. Patrick Patton, P.E.
City Engineer
(330) 721-4721
ppatton@medinaoh.org

Consultant Point of Contact

PRIMARY

Steven A. Potoczak
Project Manager
(440) 895-0465
spotoczak@deltaairport.com

SECONDARY

Mary Ashburn Pearson, AICP
Project Manager
(804) 955-4556
mapearson@deltaairport.com





MEMO

September 17, 2021

TO: Dennis Hanwell, Mayor, City of Medina, OH

FROM: Mary Ashburn Pearson, AICP, Delta Airport Consultants, Inc.

CC: Steven A. Potoczak, Delta Airport Consultants, Inc.

RE: Tott's Farm, LLC Property Acquisition and Airport Development Concept

TASK ORDER NO.: 6

PROJECT NAME: Delta Project 21058

AIRPORT NAME: Medina Municipal Airport

Per City request, Delta has prepared the attached exhibits depicting the proposed acquisition of the approximately 30-acre parcel owned by Tott's Farm, LLC (Tax Map 033-12A-017) by the City of Medina, and future aeronautical development on the property.

The development concept includes:

- Acquisition of the full Tott's Farm, LLC parcel by the City of Medina
- Terminal Area Development on the northern portion of the parcel, to be completed in phases as dictated by demand and funding availability
 - Future Development (Intended in 0 to 5 years)
 - Relocation of the existing fuel facility, and vehicle access from Medina Road
 - Demolition of the existing maintenance hangar (Building 8) and construction of new maintenance hangar, accessible from Medina Road
 - Construction of aircraft parking adjacent to the terminal building
 - Approximately 8 tie-down locations
 - Sized for Group II circulation
 - Construction of taxiway providing runway access
 - Ultimate Development (within 20 years and as demand dictates)
 - Construction of up to five corporate hangars and associated automobile parking and access
 - Construction of taxiway system to provide access to runway

20545 CENTER RIDGE ROAD, SUITE 450, CLEVELAND, OHIO 44116

P. (440) 895-0465 F. (440) 895-0466 WWW.DELTAairport.com



- Relocation of the existing AWOS to the southern portion of the parcel
 - Intended in 0 to 5 years
 - New location will encourage unobstructed 500' radius critical area

Delta is available as needed to discuss the development concept.

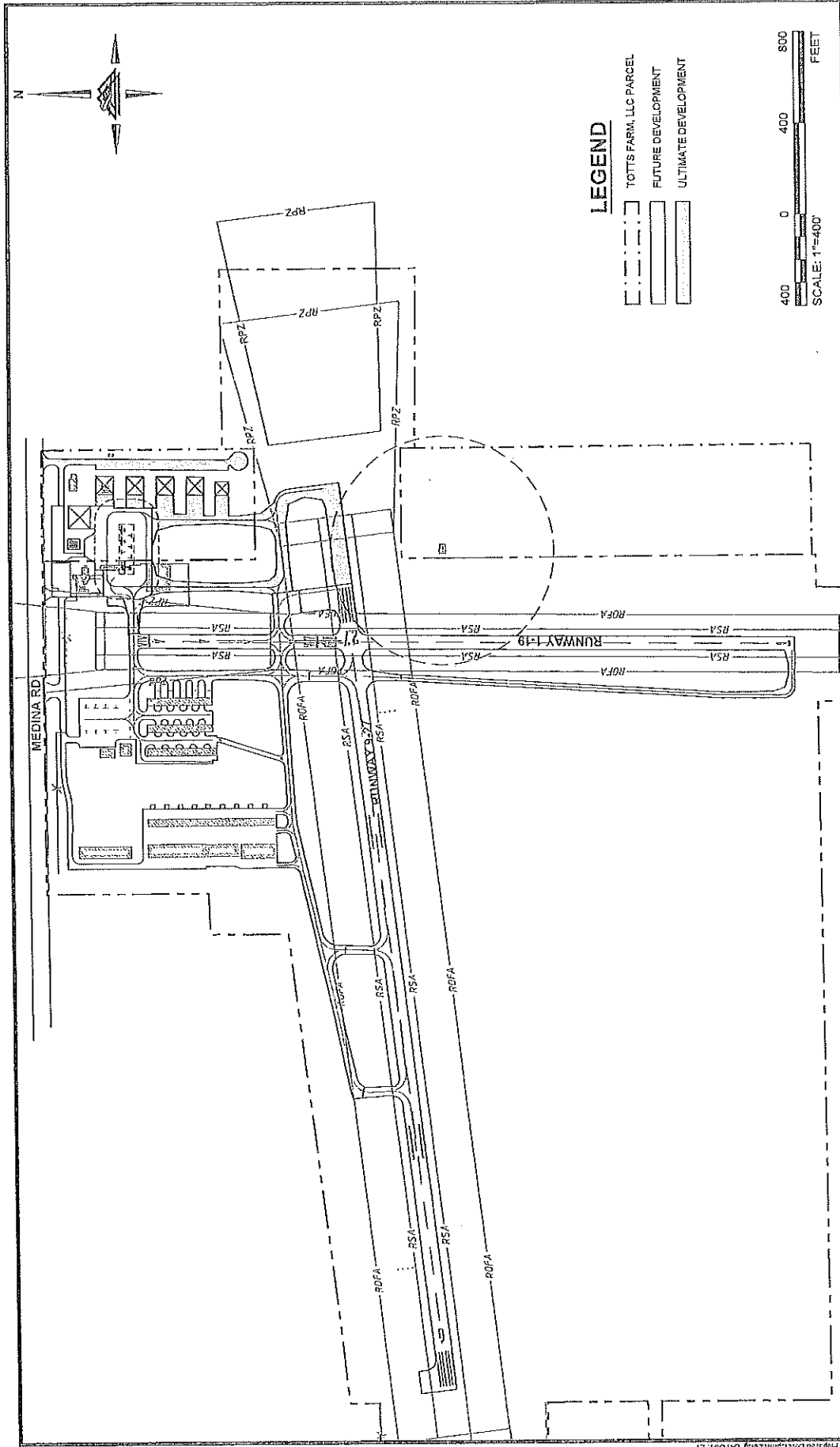
Upon City concurrence with the draft concept and receipt of executed Task Order 6, the concept is to be added as appropriate to the existing Airport Layout Plan (ALP), Terminal ALP, and Airport Property Map (APM) for submittal to the Federal Aviation Administration (FAA).

Section 3-81 of the Airport Improvement Program (AIP) Handbook explains federal funding eligibility for land acquisition costs. When acquiring land for an AIP-assisted project, the airport sponsor must comply with 49 CFR Part 24, *Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally-Assisted Programs* and FAA Advisory Circular (AC) 150/5100-17, Land Acquisition and Relocation Assistance for AIP-Assisted Projects.

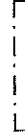


Before land acquisition takes place, current FAA guidance requires:

- Section 163 screening (if required by FAA)
- National Environmental Policy Act (NEPA) review (likely an Environmental Assessment)
- Land services conducted per the federal guidance noted above

Federal reimbursement for land services costs and land acquisition costs would occur after the sponsor has submitted evidence that it will obtain good title to the land (typically a signed purchase agreement).



LEGEND

-  TOTTS FARM, LLC PARCEL
-  FUTURE DEVELOPMENT
-  ULTIMATE DEVELOPMENT

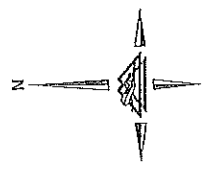
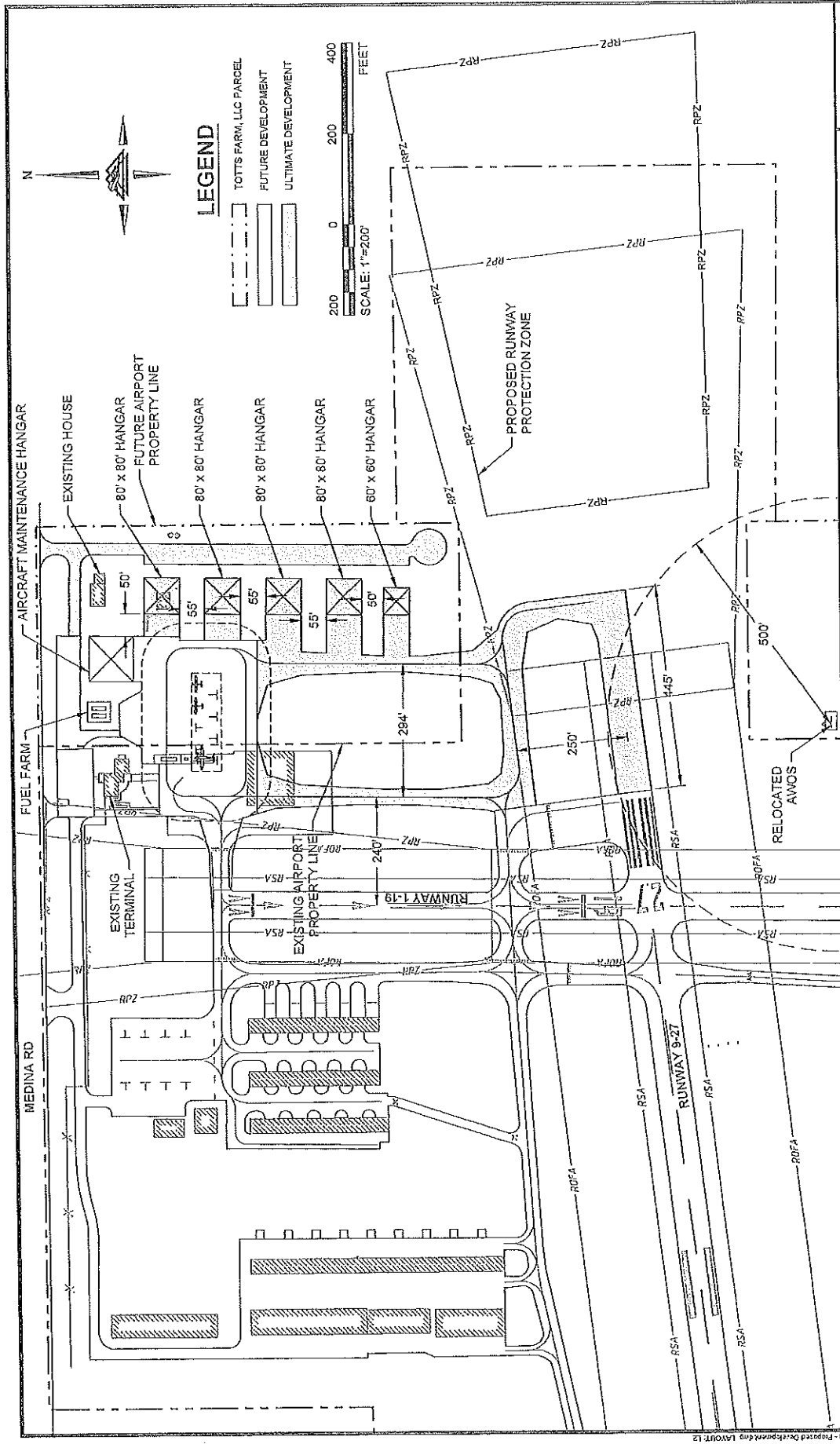


PROPOSED DEVELOPMENT - CONCEPT
MEDINA MUNICIPAL AIRPORT

EXHIBIT
 1

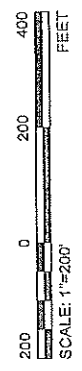
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LEGEND

- TOTTS FARM, LLC PARCEL
- FUTURE DEVELOPMENT
- ULTIMATE DEVELOPMENT



PROPOSED DEVELOPMENT - CONCEPT - TERMINAL AREA
MEDINA MUNICIPAL AIRPORT

NO.	DESCRIPTION	DATE
001	ISSUED FOR PERMITS	AUGUST 2021
002	ISSUED FOR PERMITS	AUGUST 2021
003	ISSUED FOR PERMITS	AUGUST 2021
004	ISSUED FOR PERMITS	AUGUST 2021
005	ISSUED FOR PERMITS	AUGUST 2021
006	ISSUED FOR PERMITS	AUGUST 2021
007	ISSUED FOR PERMITS	AUGUST 2021
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077	ISSUED FOR PERMITS	AUGUST 2021
078	ISSUED FOR PERMITS	AUGUST 2021
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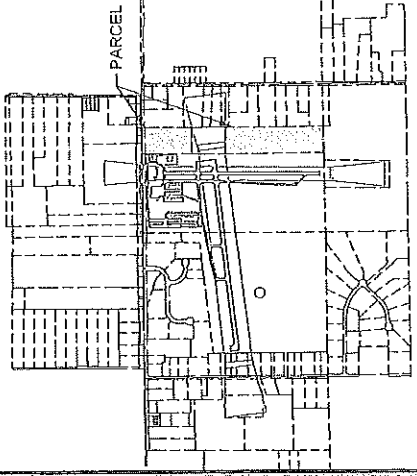
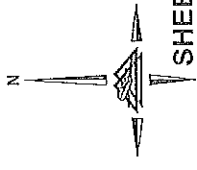
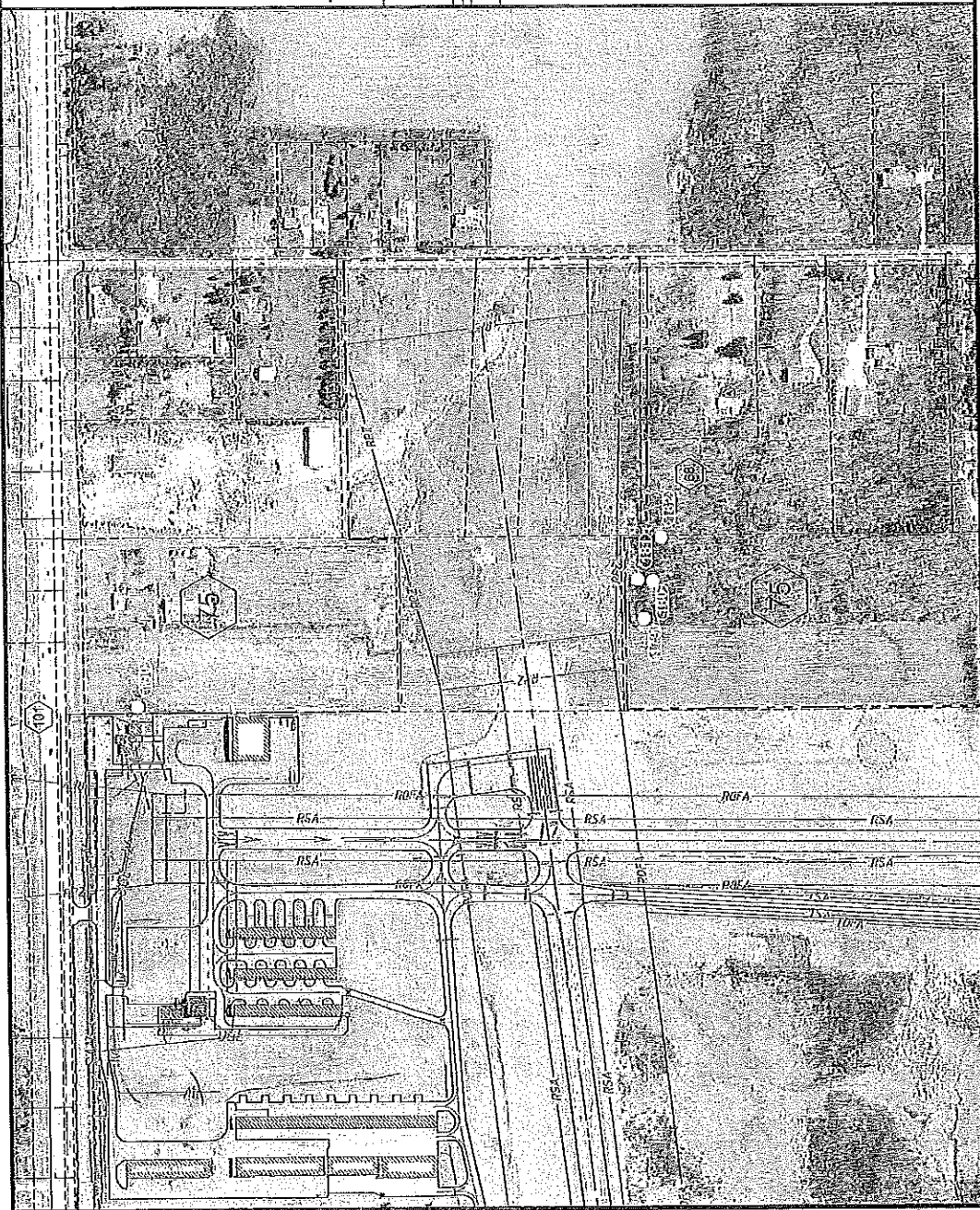




PARCEL 75 - MEDINA RD - TOTTS FARM LLC
MEDINA MUNICIPAL AIRPORT

DRAWN BY: NRB | CHECKED BY: NRB | DATE: APRIL 2021

PARCEL
75

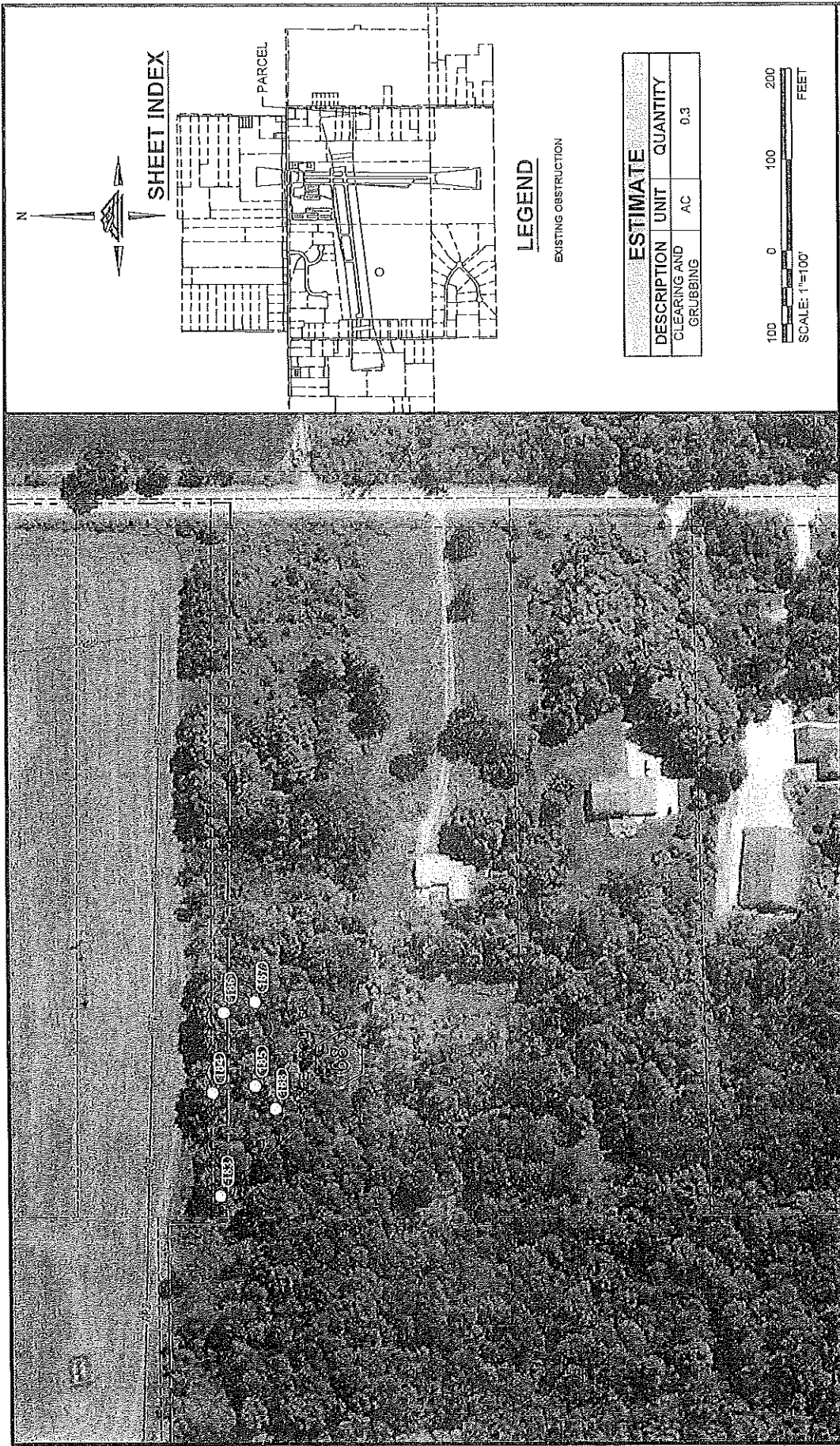


LEGEND

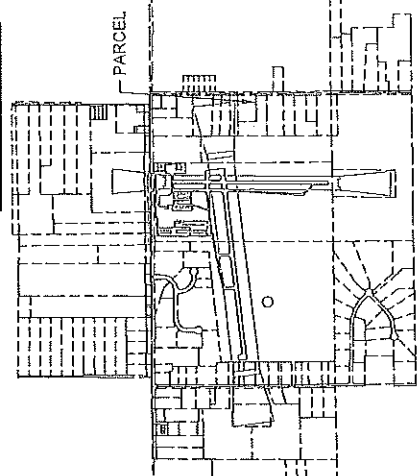
EXISTING OBSTRUCTION

ESTIMATE		
DESCRIPTION	UNIT	QUANTITY
TREE REMOVAL	EA	5





SHEET INDEX



LEGEND

EXISTING OBSTRUCTION

ESTIMATE		
DESCRIPTION	UNIT	QUANTITY
CLEARING AND GRUBBING	AC	0.3

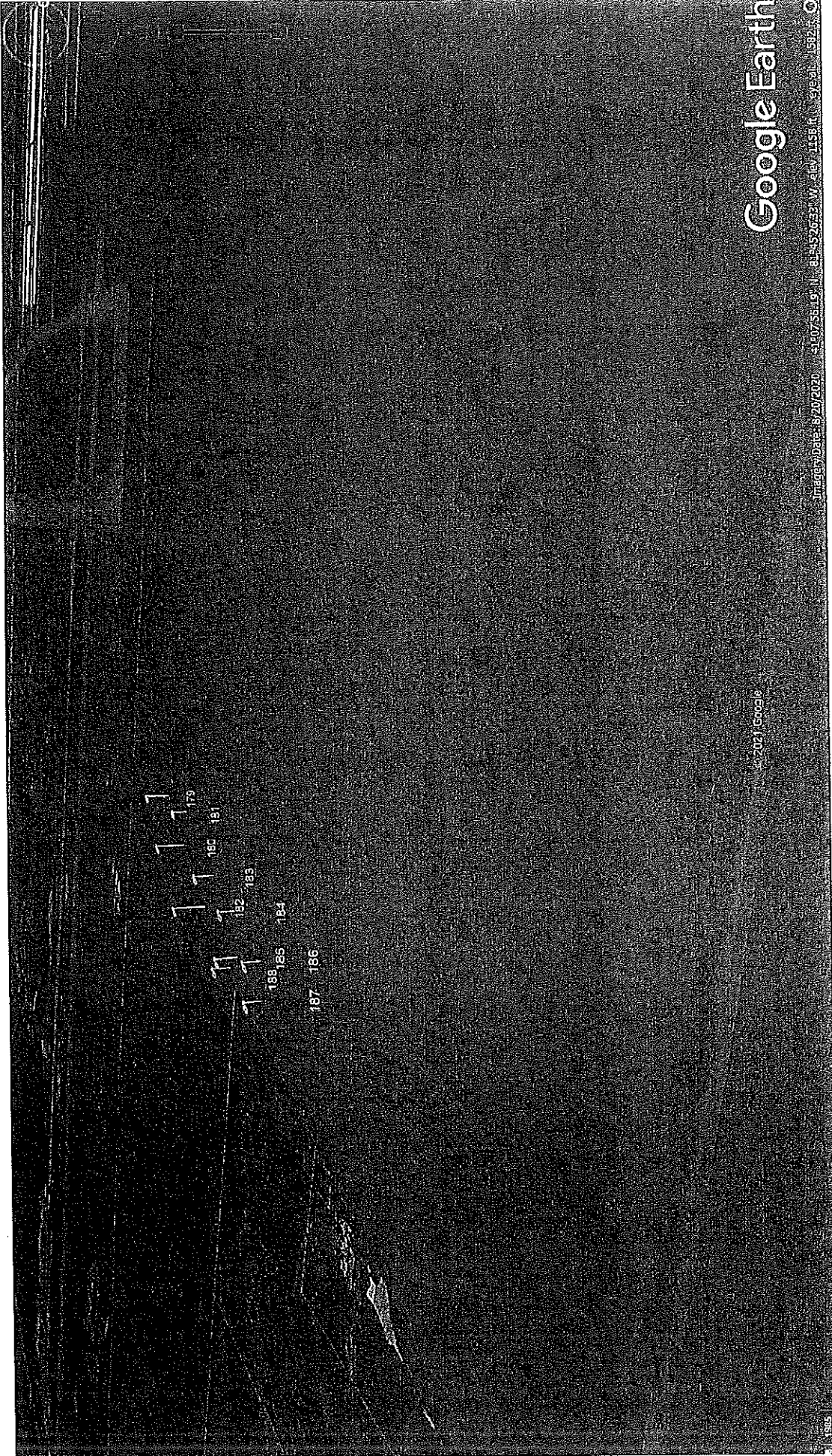


**PARCEL 68 - 5326 BEACH RD - STIKA, MATTHEW J. & SARAH G.
MEDINA MUNICIPAL AIRPORT**

**PARCEL
68**



DRAWN BY: _____ DATE: _____
 CHECKED BY: _____ DATE: _____
 SCALE: _____
 DATE: APRIL 2021

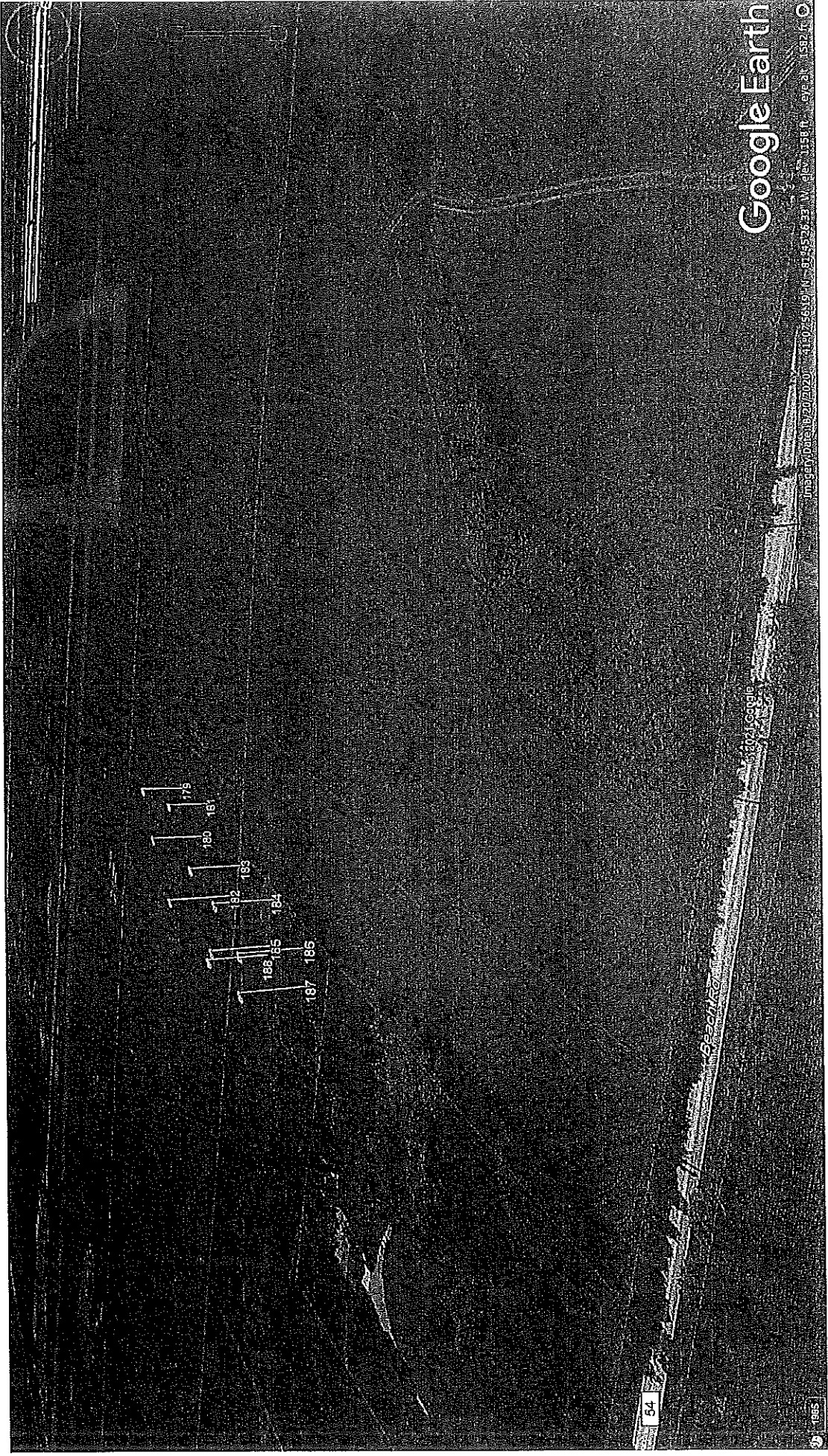


Google Earth

Imagery Date: 8/20/2020 +107.5619° N 81.452633° W elev. 1158 ft eyebal. 1562 ft

© 2021 Google

1805

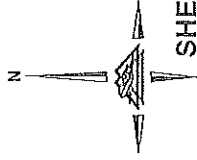
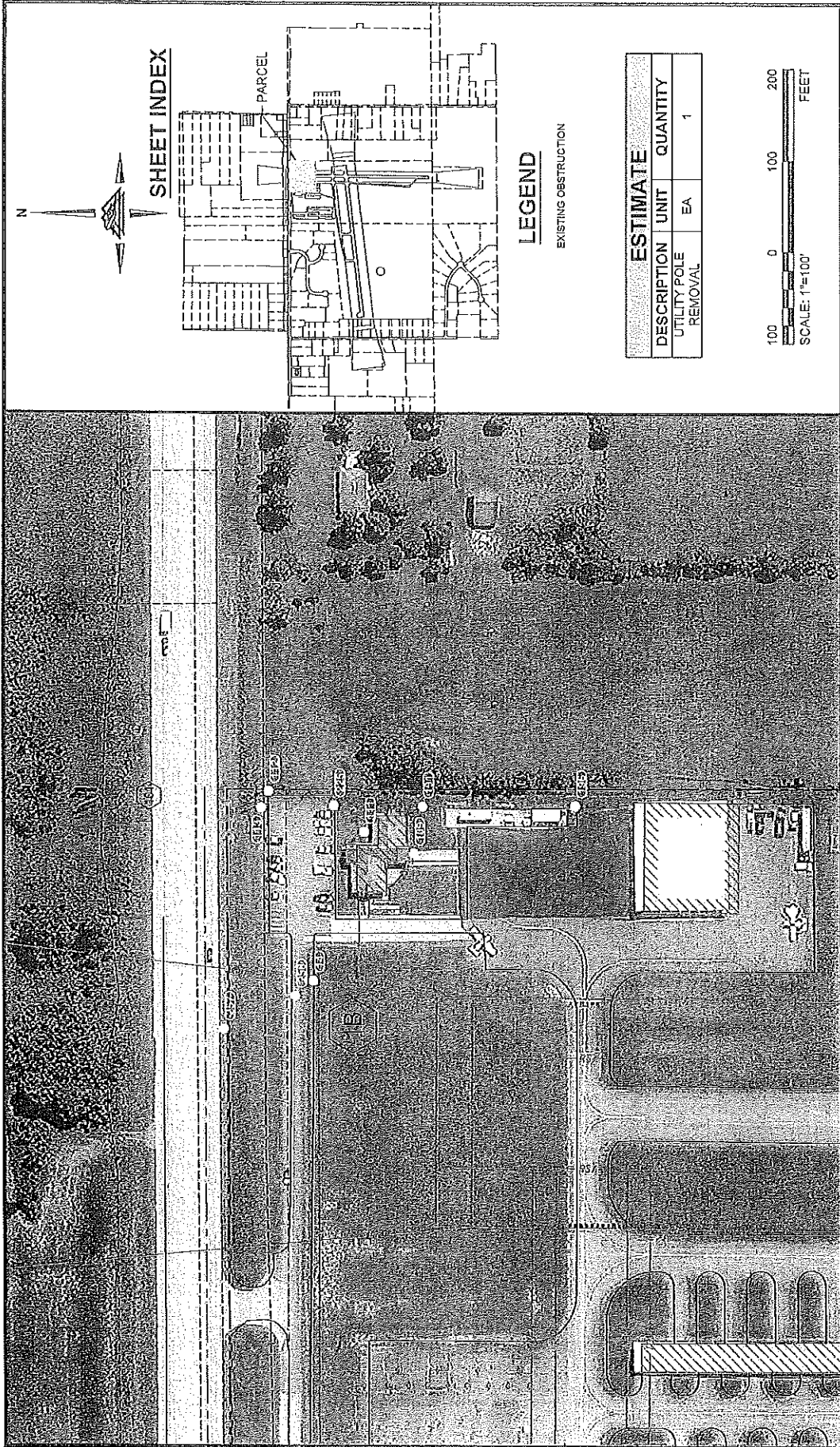


Google Earth

Imagery Date: 16/20/2020 11:50:26 AM 33.113817, -150.256394 N, 67.552633 W, elev. 113817, eye 311, US2276 ©

54

© 1985



SHEET INDEX

PARCEL

LEGEND

EXISTING OBSTRUCTION

ESTIMATE		
DESCRIPTION	UNIT	QUANTITY
UTILITY POLE REMOVAL	EA	1



**PARCEL 1B - AIRPORT PROPERTY
MEDINA MUNICIPAL AIRPORT**



DRAWN BY: [blank] CHECKED BY: [blank] DATE: [blank] SCALE: [blank] DATE: [blank]

PARCEL
1B