

REQUESTS FOR COUNCIL ACTION/DISCUSSION

Finance Committee

- 22-131-6/13 – Amend Ord. 82-22 – Account Numbers
- 22-132-6/13 – Expenditure – Renovate Restrooms – Mason Custom Builders (ARPA Funds)
- 22-133-6/13 – Expenditure – Restroom Flooring – Ohio Garage Interiors (ARPA Funds)
- 22-134-6/13 – Expenditure – Replace Council Service Counter – Mason Custom Bldrs. (ARPA)
- 22-135-6/13 – Amend Ord. 60-22 – Increase P.O. – Wichert Insurance
- 22-136-6/13 – Amend Res. 153-21 – PY21 CDBG Grant Activity No. 3
- 22-137-6/13 – Bids, 2022-2023 Equipment & General Pavement Services
- 22-138-6/13 – Increase Expenditure – Point Spring & Driveshaft – Sanitation Dept.
- 22-139-6/13 – Task Order #7 – Delta Airport Consultants
- 22-140-6/13 – Transfer 0.1874 Acres City Lot 9374 to Medina City Development Corp.
- 22-141-6/13 – City / CIC Reimbursement Agreement

6/13/22

REQUEST FOR COUNCIL ACTION

From: Finance Dept.

No. RCA 22-131-6/13

Date: June 7, 2022

Committee: Finance + Council

Subject: Amend Ord. 82-22 – Account Numbers

Summary and background:

Ord. 82-22 stated that sufficient funds in the amount of \$1,610,000 were available in Account No. 108-0610-54411.

Funds should have been broken down as follows:

\$493,940 in Account No. 380-689-54411 (grant)

\$350,000.00 in Account No. 108-0689-54411 (County share)

\$766,060.00 in Account No. 108-0689-54411 (City share)

Estimated Cost: N/A

Suggested Funding:

Sufficient Funds in Account: see above

Transfer Needed From:

To:

New Appropriation Needed into Account:

Emergency Clause Requested: Yes No

Reason:

COUNCIL USE ONLY:

Committee Recommendation:

Ord./Res.:
Date:

Ord. 124-22
6-13-22

Kathy Patton

To: Lilly Selva
Subject: RE: ORD 82-22

From: Lilly Selva <lselva@medinaoh.org>
Sent: Tuesday, June 7, 2022 9:23 AM
To: Kathy Patton <kpatton@medinaoh.org>
Subject: ORD 82-22

Hi Kathy,

I'm so sorry to be such a pest. ORD 82-22, SEC 2 should have been broken down between the following accounts:

\$ 1,610,000.00 is available:
\$ 493,940 is available in account 380-689-54411 (grant)
\$ 350,000.00 is available in account 108-0689-54411 (county share) and
\$ 766,060.00 is available in account 108-0689-54411 (city share)

Can this be done as a "clerical error" or, should an RCA be written to make the change? The original RCA (22-085-4/11) was correctly written with this breakdown.

Take care;
Lilly Selva
Finance Department
330.722.9057

OK Approved
5-31-2022

REQUEST FOR COUNCIL ACTION

No. RCA-22-132-6/13
Finance Only

FROM: Nino Piccoli Service Director
DATE: May 27, 2022
SUBJECT: Expenditure Approval

SUMMARY AND BACKGROUND:

Respectfully requesting Council approval to renovate the restroom facilities located on the main floor at City Hall. The facilities need upgrading for sanitary purposes. The scope of work involves adding backerboard and tiles to all walls, installation of new toilet partitions, new fans/vents new toilet carrier brackets, toilets and lavatory sinks. The contractor performing the work upon approval is Mason Custom Builders.

This request qualifies as an ARPA project.

Suggested Funding: \$24,000.00

- Sufficient funds in Account No. 171-0743-53322
- 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:

Finance
Only

OK
D. Harrell
5-31-2022

REQUEST FOR COUNCIL ACTION

No. RCA 22-133-6/13
Finance Only

FROM: Nino Piccoli Service Director
DATE: May 27, 2022
SUBJECT: Expenditure Approval

SUMMARY AND BACKGROUND:

Respectfully requesting Council approval for the removal and replacement of the existing flooring in the restrooms being renovated on the main floor at City Hall. The scope of work involves the removal of the vinyl flooring and installation of an epoxy flooring similar to the other floors in Medina City Buildings. The contractor performing the work upon approval is Ohio Garage Interiors.

This request qualifies as an ARPA project.

Suggested Funding: \$4000.00

- Sufficient funds in Account No. 171-0743-53322
- 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: _____
Finance Only

OK
26 Harwell
5-31-2022

REQUEST FOR COUNCIL ACTION

No. RCA 22-134-6/13
Finance Only

FROM: Nino Piccoli Service Director
DATE: May 27, 2022
SUBJECT: Expenditure Approval

SUMMARY AND BACKGROUND:

Respectfully requesting Council approval for the removal and replacement of the existing Service Counter located at the Council Offices. The scope of work involves the existing service counter replaced with new white laminate service counter and shelving unit on the office side. Front face to match existing counters, interior to have triple shelving with individual swing doors. The contractor performing the work upon approval is Mason Custom Builders.

This request qualifies as an ARPA project.

Suggested Funding: \$4,750.00

- Sufficient funds in Account No. 171-0743-53322
- 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:
FINANCE ONLY

OK
D.H. Hanwell
6/6/22

REQUEST FOR COUNCIL ACTION

No. RCA 22-135-6/13

Committee: Finance

FROM: Mayor Dennis Hanwell

DATE: June 6, 2022

SUBJECT: Amendment to Ordinance 60-22

SUMMARY AND BACKGROUND:

Respectfully request Medina City Council to amend Ordinance 60-22 to add liability insurance coverage for two additional Unmanned Aircraft (drones). The coverage would be added to the contract with Wichert Insurance, which was approved at March 28, 2022 Council meeting. Additional cost would be \$2,163.00 for coverage through March 31, 2023.

Estimated Cost: \$2,163.00

Suggested Funding:

- Sufficient funds in Account No.
- Transfer needed from Account No. _____ to Account No. _____

NEW APPROPRIATION needed in Account No. _____

Emergency Clause Requested: NO

Reason: To add coverage for two additional drones

COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.
Date:

ORDINANCE NO. 60-22

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH WICHERT INSURANCE FOR THE CITY'S PROPERTY AND GENERAL LIABILITY INSURANCE FOR THE PERIOD OF APRIL 1, 2022 THROUGH MARCH 31, 2023, AND DECLARING AN EMERGENCY.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MEDINA, OHIO:

- SEC. 1:** That the Mayor is hereby authorized and directed to enter into a contract with Wichert Insurance for the City's Property and General Liability Insurance for the period of April 1, 2022 through March 31, 2023.
- SEC. 2:** That the funds to cover this expenditure in the estimated amount not to exceed \$192,558.00 are available in each appropriate budget.
- SEC. 3:** That in accordance with Ohio Revised Code §5705.41(D), at the time that the contract or order was made and at the time of execution of the Finance Director's certificate, sufficient funds were available or in the process of collection, to the credit of a proper fund, properly appropriated and free from any previous encumbrance.
- SEC. 4:** That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance 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 Ordinance shall be considered an emergency measure necessary for the immediate preservation of the public peace, health and safety, and for the further reason the previous agreement expires on March 31, 2022; wherefore, this Ordinance shall be in full force and effect immediately upon its passage and signature by the Mayor.

PASSED: March 28, 2022

SIGNED: James A. Shields
President of Council Pro-Tem

ATTEST: Kathy Patton
Clerk of Council

APPROVED: March 28, 2022

SIGNED: John M. Coyne, III
Acting Mayor



PO
22-1101

Customer	City of Medina
Acct #	124
Date	05/19/2022
Customer Service	Denise Arison
Page	1 of 1

City of Medina
132 North Elmwood Ave
P.O. Box 703
Medina, OH 44258

Payment Information	
Invoice Summary	\$ 2,163.00
Payment Amount	
Payment for:	Invoice#1442431
UAV0009262002	



Customer: City of Medina

Invoice	Effective	Transaction	Description	Amount
1442431	04/14/2022	Policy change	Policy #UAV0009262002 04/01/2022-04/01/2023 Allianz Global Risks US Insurance Company Unmanned Aircraft Additional Drones added to policy Due Date: 6/10/2022	2,163.00
Please allow adequate mailing time for your payment to reach us by the due date. We encourage you to take advantage of our online payment options to avoid cancellation notice. You can remit payment here: https://wichert-cuyahogafalls.epaypolicy.com				Total \$ 2,163.00

Wichert Insurance Services 1200 Graham Road Cuyahoga Falls, OH 44224	(330)929-8686 webinfo@wichert.com	Date 05/19/2022
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Named Insured: City of Medina
 Policy Number: UAV0009262022
 Effective Date: 04/14/2022

Endorsement Number
 11

AIRCRAFT ENDORSEMENT

In consideration of an additional premium of \$2,163 Included, this endorsement modifies the policy to which it is attached as follows:

Coverages for the aircraft described below are added to the policy:

The limit of the Company's liability against such coverage shall be as stated herein, subject to all of the terms of this policy having reference thereto. If more than one aircraft is insured hereunder, the terms of this policy shall apply separately to each.

PART 1 - LIABILITY COVERAGES AND LIMITS

The limit of the Company's liability provide for each coverage in PART 1 shall not exceed:

Coverage 1: Scheduled Aircraft

Limit of Liability - Each Occurrence Bodily Injury and Property Damage

\$ 1,000,000

PART 3 - PHYSICAL DAMAGE COVERAGE AND LIMITS

Coverage 9: Physical Damage to Scheduled Aircraft

ID/Reg No.	Make & Model	Year Built	Insured Value	Deductible
11U3G3700SJ008/FA3HXCA3L3	DJI Phantom 4 Pro Plus	-----	\$0	\$0
189CF31BA20979/FA3HXC79HE	DJI Phantom 4 Pro Plus	-----	\$0	\$0

All other provisions of this policy remain the same.

REQUEST FOR COUNCIL ACTION

No. RCA 22-136-6/13

FROM: Barbara Dzur

Committee: Finance

DATE: June 3, 2022

SUBJECT: Amendment of Resolution No. 153-21

SUMMARY AND BACKGROUND:

Due to a change in leadership in the Let's Make a Difference Program, the PY-21 Community Development Block Grant Activity No. 3, needs to be amended from \$18,000 for machinery and equipment for Lawn Mowing Program to the following:

Lawn Mowing Program Equipment and Service	\$2,450.00
To purchase new lawn mowing equipment for the community mowing program for at-risk children in grades 6 thru 8, and provide service and maintenance on current equipment. Students are paid for their work by a stipend from a grant from United Way that allows for money to be set aside for their eighth grade Washington trip. Program will be supervised by Let's Make A Difference Board Members	
Enrichment Activities for At-Risk Low-Income Children	\$15,500.00
To pay for enrichment activities, such as field trips, swimming lessons, and on-site programming for children in grades 1 thru 5, and for community events for families to build relationships with children's support systems. The Let's Make A Difference Board of Directors will coordinate all enrichment activities.	
Total	\$18,000.00

All funding is available in the 2021 CDBG budget.

Council is asked to approve the amendment with the Emergency Clause so that all activities can begin as soon as possible this summer.

Estimated Cost: \$18,000

Suggested Funding: 2021 CDBG Grant

- sufficient funds in Account No.
- transfer needed from Account No. to Account No.
- NEW APPROPRIATION needed in Account No.

Emergency Clause Requested: yes

Reason:

COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.

Date:

RESOLUTION NO. 153-21

AN ORDINANCE AMENDING RESOLUTION NO. 92-21, PASSED JUNE 14, 2021, SECTION 1, RELATIVE TO THE SMALL CITIES PY21 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM, AND DECLARING AN EMERGENCY.

WHEREAS: Resolution No. 92-21, passed June 14, 2021 authorized the filing of an application for grant assistance from the Ohio Development Services Agency, Office of Housing and Community Development, in connection with the Small Cities PY21 Community Development Block Grant (CDBG) Program; and

WHEREAS: Section 1 of Resolution 92-21, passed June 14, 2021 currently reads in part as follows:

PY17 CDBG Allocation Grant

Activity No. 1	Code Enforcement	\$30,000
Activity No. 2	Public Service	\$40,500
Activity No. 3	Parks	\$70,000
Activity No. 5	Fair Housing	\$ 3,500
Activity No. 6	Administration	<u>\$ 6,000</u>
		\$150,000

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

SEC. 1: That Section 1 of Resolution 92-21, passed June 14, 2021, be amended to read in part as follows:

PY21 CDBG Allocation Grant

Activity No. 1	Code Enforcement	\$49,375
Activity No. 2	Public Service (Public Transit)	\$73,125
Activity No. 3	Machinery for Lawn Mowing Program	\$18,000
Activity No. 4	Fair Housing	\$ 3,500
Activity No. 5	Administration	<u>\$ 6,000</u>

\$150,000

SEC. 2: 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. 3: That this Ordinance shall be considered an emergency measure necessary for the immediate preservation of the public peace, health and safety, and for the further reason it needs to be submitted before September 15, 2021; wherefore, this Ordinance shall be in full force and effect immediately upon its passage and signature by the Mayor.

PASSED: September 13, 2021

SIGNED: John M. Coyne, III
President of Council

ATTEST: Kathy Patton
Clerk of Council

APPROVED: September 13, 2021

SIGNED: Dennis Hanwell
Mayor

OK Approved
6-7-2022

REQUEST FOR COUNCIL ACTION

No. RCA 22-137-6/13

FROM: Nino Piccoli Service Director

Committee: Finance

DATE: June 3, 2022

SUBJECT: 2022-2023 Equipment and General Pavement Services

SUMMARY AND BACKGROUND:

Respectfully request Council's authorization to advertise, bid and award a contract for the 2022-2023 Equipment and Asphalt General Paving Services Program. Additionally, we would like Council's authorization to include an option to extend this contract for a second year (2024)

Thank you for your consideration.

Estimated Cost:

Suggested Funding: Various Service Department accounts.

Sufficient funds in Account No.

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:

RCA 22-138-6/13

Finance
Only

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: 5/31/2022

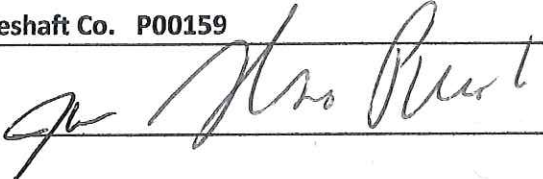
Department: Sanitation

Amount: \$25,000.00

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

Account Number: 514-0543-53321

Vendor: Point Spring & Driveshaft Co. P00159

Department Head/Authorized Signature: 

Item/Description:

Truck Parts

Increase PO# 2022000782 From \$15,000.00 to \$25,000.00

Due to the large increase in truck parts

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.

OK
B. Hammel
6-7-2022

REQUEST FOR COUNCIL ACTION

NO. RCA 22-139-6/13

FROM: Greg Huber, Patrick Patton

DATE: June 7, 2022

COMMITTEE
REFERRAL: Finance

SUBJECT: Delta Airport Consultants Task Order #7 – Airport Narrative Report and ALP 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 #7 for that agreement (attached). Task Order #7 is for an Airport Triggering Event Narrative Report and ALP Sheet Update. This Task Order provides planning services to depict proposed property acquisition (Tott's Farm) and future aeronautical development for a corporate facility layout.

This report will be funded primarily by a Federal Aviation Administration (FAA) grant. Please be advised, this grant will cover 90% of the costs for the report and ALP Update through the FAA's Airport Improvement Program (AIP) for the Medina Municipal Airport. That grant application was approved by Council in Resolution #57-22.

In addition, the City anticipates receiving a future grant from the Ohio Department of Transportation – Department of Aviation (ODOT) to cover 5% of the total costs. The funding structure is thus as follows:

FAA Grant:	\$168,750
ODOT Grant:	\$ 9,375.
City Funds:	\$ 9,375.
TOTAL	\$187,500.

Thank you for your consideration.

ESTIMATED COST: \$187,500

SUGGESTED FUNDING:

FAA Grant:	\$168,750
ODOT Grant:	\$ 9,375.
City Funds:	\$ 9,375 Account 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:

**TASK ORDER NO. SEVEN-REVISED (7R)
PROFESSIONAL SERVICES AGREEMENT**



PROJECT: Airport "Triggering Event" Narrative Report and ALP Sheet Updates

AIRPORT: Medina Municipal Airport

DELTA PROJECT NO.: 21066

DATE OF ISSUANCE: May 20, 2022

ATTACHMENTS: 1) Scope of Services

METHOD OF PAYMENT: Planning Services - Lump Sum

TASK ORDER AMOUNT:

Original: \$ 335,000

Revised: \$ 182,500

PROJECT DESCRIPTION:

- Prepare an Airport "Triggering Event" Narrative Report
- Update the current FAA-accepted ALP drawings

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.

ACCEPTED: Digitally signed by Douglas E Sander
Date: 2022.05.19 16:51:34
by: _____
-04'00'

Douglas E. Sander, P.E., C.M.
Vice President
Delta Airport Consultants, Inc.
20545 Center Ridge Road, Suite 450
Cleveland, Ohio 44116

APPROVED:

by: _____

Dennis Hanwell
Mayor
City of Medina
132 North Elmwood Avenue
Medina, Ohio 44256



Airport "Triggering Event" Narrative Report and ALP Sheet Updates
Medina Municipal Airport
Delta Project No. 21066

May 20, 2022

PHASE	DETAILED TASKS
PLANNING SERVICES	Scope of Services and Contract Scoping Meeting Owner Coordination Review Agency Coordination Subconsultant Coordination Inventory of Existing Conditions- Data Collection Inventory of Existing Conditions- Environmental Considerations Inventory of Existing Conditions- Aerial Surveys and Mapping Forecasts of Aviation Demand Facility Requirements Proposed Development Concepts Cost Estimates/Summary of Funding Sources Revise ALP Sheets to Reflect Tott's Farm Development Prepare Airport Master Plan Report Meeting: Project Kick Off Meeting and Site Visit Meeting: Present Draft Forecast Meeting: Present Draft Development Concepts Meeting: One Unanticipated Meeting

ITEMS NOT INCLUDED IN SCOPE:

- ALP or Exhibit 'A' preparation to FAA SOP 2.00 or 3.00 standards
- Planning effort or analysis on areas other than Tott's Farm parcel
- Environmental Field Work
- Surveying or obstruction analysis other than Tott's Farm parcel
- Field Surveys of Adjacent Parcels
- Public Hearing
- Aerial Surveying

MEMO



DATE: May 20, 2022

TO: Patrick Patton, P.E. City of Medina, Ohio

FROM: Mary Ashburn Pearson Delta Airport Consultants, Inc.

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

RE: Reference Information

TASK ORDER NO. SEVEN-REVISED (7R)

Airport "Triggering Event" Narrative Report and ALP Sheet Updates

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) Labor Detail
 - 2) Fee Summary
 - 3) Scope of Work
 - 4) Subconsultant Proposals

REFERENCE INFORMATION 1
LABOR DETAIL



**DELTA AIRPORT
CONSULTANTS, INC.**

Airport "Triggering Event" Narrative Report and ALP Sheets Update
Medina Municipal Airport
Delta Project No. 21066

May 20, 2022

TASKS	PRIN	PM	DP	PA
PLANNING SERVICES	0	221	232	214

REFERENCE INFORMATION 2
FEE SUMMARY



**DELTA AIRPORT
CONSULTANTS, INC.**

Airport "Triggering Event" Narrative Report and ALP Sheets Update
Medina Municipal Airport
Delta Project No. 21066

May 20, 2022

FEE SUMMARY		
Planning Services		\$182,500
	LUMP SUM TOTAL:	\$182,500

REFERENCE INFORMATION 3
SCOPE OF WORK



**DELTA AIRPORT
CONSULTANTS, INC.**

MEDINA MUNICIPAL AIRPORT (1G5)

AIRPORT "TRIGGERING EVENT" NARRATIVE REPORT AND ALP UPDATE

SCOPE OF WORK (SOW)

Delta Project No. 21066

Revised May 2022

PROJECT BACKGROUND

In an effort to establish a plan for the future development of the Medina Municipal Airport (1G5), the City of Medina, in conjunction with the Federal Aviation Administration (FAA) Great Lakes Region, Detroit Airports District Office, has elected to develop an Airport Triggering Event Narrative Report and ALP Update consistent with guidance presented in FAA Advisory Circular (AC) 150/5070-6B, *Airport Master Plans*, as appropriate, and this scope of work (SOW). The Triggering Event Narrative Report is to include a planning effort for the 30± acre property adjoining the airport owned by Totts Farm, LLC ("Totts parcel"). The City is currently in the process of acquiring the parcel and this SOW is prepared with the assumption that it is to be a part of airport property when the planning effort is implemented.

The ALP drawings graphically depict the findings and recommendations contained in the "Triggering Event" document. This SOW includes updates to Sheet 3 (Future/Ultimate Airport Layout Plan), 4 (Future/Ultimate Terminal Area Plan), 12 (Airport Property Plan), 13 (Historical Land Acquisition Plan) and 14 (Airport Land Use and Zoning Plan) of the existing (2006) ALP set to reflect the purchase of the Totts parcel and the proposed aviation-related development on the parcel.

The Report and ALP Update focus only on the 30± acre Totts parcel and are to examine FAA design standards and future facility development requirements and assess the current and future needs of airport users for this future area of the airfield. The primary goal of the SOW described herein is to provide an Airport Triggering Event Narrative Report and update five sheets of the current FAA-accepted ALP drawing set to emphasize, justify, and incorporate current and feasible airport improvements regarding the siting and development of corporate aircraft facilities on the Tott's parcel. Updating the ALP drawings and providing proper justification in the associated report provides justification, purpose, and need for the sponsor's acquisition of the referenced property interest as depicted in the airport sponsor's Airport Capital Improvement Program (ACIP).



The FAA and City have requested that this Airport Triggering Event Narrative Report and ALP Update primarily focus on facility planning within the Tott's parcel only, and exclude analyses associated with the remainder of the airport property, including the terminal building area, runways, taxiways, and other ancillary future development depicted on the current FAA-accepted ALP drawings.

The current ALP drawings and associated Narrative Report were prepared and accepted by the FAA in 2006.

The Airport Master Plan and ALP drawings were updated in 1998 and accepted by the FAA in 2001. The 1998 update depicted a future Runway 9-27 extension on the ALP drawings, bringing the future/ultimate proposed runway length to 4,000 feet. The 1998 update also proposed development within the terminal area to plan for the growing demand for aircraft storage hangars and to document a land release granted by the FAA several years earlier. Approximately 38 acres of land released by the City of Medina was developed into the Portside Corporate Park. Portside Corporate Park has since flourished and is nearly fully occupied with light manufacturing buildings. The businesses located at the industrial park use the airport daily and some have based their aircraft at the Airport.

Since the 2006 update, the airport is experiencing a demand for growth beyond the growth proposed in the 2006 Master Plan. This is due to exponential business and residential growth along State Route 18 (Medina Road) between Interstate 71 and Interstate 77. This commercial and residential development has caused an increase in demand for hangar storage at the Airport and is driving the need for the Triggering Event Narrative Report and ALP Update.

This Airport Triggering Event Narrative Report and ALP Update is limited to analysis of the Totts parcel and options to construct future corporate-type box hangar facilities that have more access to the main runway, Runway 9-27. The goal and objective of this Triggering Event Narrative Report and ALP Update is to better accommodate the growing demand for aircraft storage hangars and provide more efficient access to Runway 9-27 from the terminal building area.

The Medina Municipal Airport is owned and operated by the City of Medina, also known as the Airport Sponsor. The City of Medina is to be referred to as the "Owner" within the context of this SOW. Delta Airport Consultants, Inc. is to be referred to as the "Consultant" in this SOW. The "Owner" and "Consultant" reference is consistent with contractual language of City of Medina so that this SOW may be incorporated into the contract documents if desired.

SCOPE OF WORK TASK ELEMENTS

Tasks included in this SOW are excerpted from the most current FAA Airport Master Plans Advisory Circular, Part II: *Elements of Master Plan Studies*, and are as follows:

Task 1: Study Design

Task 2: Inventory of Existing Conditions



- Task 3: Forecasts of Aviation Demand
- Task 4: Facility Requirements
- Task 5: Proposed Development Concepts
- Task 6: Cost Estimates/Summary of Funding Sources and Implementation Feasibility Analysis
- Task 7: Airport Layout Drawing Set
- Task 8: Documentation
- Task 9: Meetings/Public Involvement
- Task 10: Project Schedule

TASK 1: STUDY DESIGN

1.1 Project Definition

The study design includes preparation of this SOW for development of the Airport Triggering Event Narrative Report and ALP Update. The project was fully scoped in March 2022 and was then re-scoped in May 2022 at the request of the Owner and FAA, including the preparation of one draft and one final SOW in coordination with the Owner and FAA and an agreed-upon project planning budget and target project schedule for the proposed planning work. These documents form the basis of the agreement to provide professional services for this project. The study design is to also identify previous studies and reports regarding the airport and the long-term objectives of this study effort and state the Owner's goals and objectives of this study effort.

Per FAA requirements, the Owner is to be responsible for having an independent fee estimate (IFE) review of the Professional Services Agreement contract completed.

1.2 Project Coordination

1.2.1 Owner Coordination

Regular project status briefings are to take place throughout the course of the project. These briefings are to take place in person or via a telephone call or email between the Owner's project manager and the Consultant's project manager or designated secondary points of contact. Monthly project status reports are to be included with each invoice detailing the percent complete by major project element, work completed during the previous reporting period, problems and solutions, and schedule adjustments.



Owner Secondary Point of Contact	Consultant Primary Point of Contact
Patrick Patton, PE, City Engineer	Mary Ashburn Pearson, AICP, D.A.C.
132 N. Elmwood Avenue	2700 Polo Parkway
Medina, OH 44256	Richmond, VA 23113
ppatton@medinaoh.org	mapearson@deltaairport.com
330-721-4721	804-955-4556

Owner Primary Point of Contact	Consultant Secondary Point of Contact
Greg Huber, Airport Mgr./Law Director	Steven A. Potoczak, D.A.C.
132 N. Elmwood Avenue	20545 Center Ridge Road, Suite 450
Medina, OH 44256	Cleveland, OH 44116
gghuber@medinaoh.org	spotoczak@deltaairport.com
330-722-9070	440-895-0465

1.2.2 Review Agency Coordination

The Consultant is plans to coordinate with the FAA in conjunction with, on behalf of, and at the request of the Owner throughout the course of the project. This coordination effort has been initiated with the development of this SOW and continues through project delivery and closeout. Elements of this coordination include comment review and response/revision and re-submittal of draft and final Working Papers, Triggering Event Narrative Report and ALP Update Report, and ALP drawing sheets as appropriate. Preparation of these documents is to be coordinated closely with the FAA and Owner. Final documents are to reflect appropriate responses to comments received from review agencies on draft materials.

1.2.3 Team Coordination

This effort includes coordination among the project team for purposes of tracking the progress of the Airport Triggering Event Narrative Report and ALP Update Report and ALP Drawing Set. Managing the various technical work tasks among the project team is necessary for a successful project and includes:

- Developing and documenting the project plan
- Organizing the project team, including subconsultants
- Launching the project activities
- Executing project activities
- Monitoring and controlling the project
- Managing/mitigating risks



TASK 2: INVENTORY OF EXISTING CONDITIONS

The initial step in the inventory process is data collection which is limited to the 30± acre Totts parcel, including a review of previous, available planning, environmental, and other issue-specific studies undertaken for the airport to determine their continued validity, and an on-site visual inspection and “windshield survey.” Federal and state aviation plans, as well as information from airport tenants, are to be investigated as appropriate.

2.1 Data Collection

Plan & Report Collection and Review: The Consultant is to identify and review existing airport planning documents to assist in developing a comprehensive base of information to be used in the planning process. The Owner is to provide the Consultant with copies of existing electronic or hard copy files which may be of assistance in developing the Airport Triggering Event Narrative Report and ALP Update report as well as reports or studies which contain information related to the planning topics identified within this SOW. This information may include documents such as, but not limited to, the following:

- Current and Previous Planning Studies Including Regional and Local Studies
- Recent National Environmental Policy Act (NEPA) documents
- Ohio Airports Focus Study (2014) or Current System Plan Study
- Current (2006) Airport Layout Plan and Narrative Report
- Airport Vicinity Land Use Plans
- Airport Pavement Management plans and Construction Documents

The local comprehensive plan is to be reviewed as appropriate to identify potential conflicts with the proposed airport development on the Tott’s parcel, including existing zoning protections, and how they may be resolved. It is understood that a resolution, including specific recommendations for zoning ordinance revisions, is not required with this effort.

Information provided by the Owner from recent federally and state funded projects is to be included.

Annual operations are to be sourced from the FAA 5010-1 Master Record which reports almost 80,000 annual operations in 2020¹. Based aircraft are to be sourced from the FAA National Inventory Database and Owner records.

Existing Facilities Review: The Consultant is to conduct an on-site visual inspection of the Tott’s parcel and review available secondary sources to prepare a description and inventory of existing conditions on the parcel.

Marr-Arnold is responsible for this effort with support from Delta Airport Consultants, Inc. who is to attend the initial site visit/windshield survey.

¹ The 2014 Ohio Airports Focus Study reports 79,685 annual operations at 1G5.



2.2 Environmental Considerations

The purpose of this task is to identify elements of the environment which may be affected by the improvements depicted on the Tott's parcel using available maps, prior environmental documents, and readily available information online. The inventory is a planning-level evaluation of the known and available environmental conditions on the airport and is not to include fieldwork. The level of effort is intended to provide documentation identifying environmental elements that may require more in-depth evaluation during subsequent environmental processing (which would occur in a separate environmental effort). Environmental site assessments (ESAs) or other field surveys conducted by the City during its acquisition of the Tott's Farm property are to be referenced in this section of the report. (For example, there is a known oil well on the property).

The environmental elements are to be documented in accordance with FAA Order 5050.4B, *NEPA Implementing Instructions for Airport Projects*. The environmental elements are to be identified including existing conditions, order of magnitude potential impact, and elements requiring further evaluation in a follow-up (separate) environmental effort.

Marr-Arnold is responsible for this effort with support from Delta Airport Consultants, Inc.

2.3 Aerial Surveys and Mapping

The Consultant is to conduct a **limited amount of aerial surveying and mapping** to provide current planimetric and topographic data on the Tott's parcel. Contour intervals of 2' are to be produced on the parcel. It is understood this task is required to be in compliance with FAA ACs 150/5300-16A, 17C, and 18B. This SOW does not include aerial surveying and mapping other than on the 30± acre Tott's parcel.

The boundary of the Tott's parcel is to be surveyed as part of this scope of work, including a new plat of survey and a new legal description for recording with Medina County.

The Consultant (Delta Airport Consultants, Inc.) is to be responsible for coordination with the surveying sub-consultants for the purposes of this planning effort.

TASK 3: FORECAST OF AVIATION DEMAND

3.1 Forecasts

Operations and demand forecasts are to be developed for short-, intermediate-, and long-term planning timeframes (i.e., 5-, 10-, and 20-years).



The growth rates for the forecasting effort are to be generated with consideration to industry data (both state and national), forecasts prepared during the 2014 Ohio Airports Focus Study, historical activity, and local and regional economic data. The forecasts are to be compared to the FAA's current Terminal Area Forecast (TAF).

Operational fleet mix is to be determined by review of readily available operations activity records such as FAA Form 5010-1, airport management records, and interviews with tenants and users, and the FAA's Traffic Flow Management System Counts (TFMSC).

3.2 Design Aircraft

As documented on the 2006 Future/Ultimate ALP, the Beechcraft King Air 200 is the critical aircraft for Runway 9-27, and a generic B-I aircraft is assigned for Runway 1-19. The 2006 Future/Ultimate ALP identifies the ARC for 1G5 to be B-II.

The critical, or design, aircraft, is to be determined for the airport including a recommendation for Airport Reference Code (ARC) for the new 20-year planning period. A critical aircraft for the proposed corporate development areas is also to be identified. Beyond the identification of an airport-wide critical aircraft, the planning effort does not include a review of airside elements (runways, taxiways, RPZs, etc.) and the associated safety area dimensions for areas other than the Tott's parcel.

3.3 Deliverable

Working Paper #1 includes the Inventory and Forecast of Aviation Demand chapters. One paper and one digital copy of the draft working paper, and one paper and one digital copy of the working paper, to both the FAA and the City, are included in this SOW. The FAA is to provide concurrence of the Forecast prior to finalization and submittal of Working Paper #2.

Marr-Arnold is responsible for this Task 3 effort with support from Delta Airport Consultants, Inc.

TASK 4: FACILITY REQUIREMENTS

This task is to focus on facility recommendations on the 30± acre Tott's parcel. **No other facility or design standard reviews are included in this SOW.**

Within this task, current and forecasted activity levels are to be compared to the airport's operational capacity and existing facilities with a focus on accommodating the growing demand for single-engine and multi-engine turboprop aircraft, small corporate jets and helicopters. (Note that an emergency medical [(life flight)] helicopter facility operated by University Hospitals, UH AirMed, Inc. with two helicopters is located at 1G5. No previous Airport Master Plan accounts for helicopter parking or a facility of this nature.)



4.1 Airfield Facilities Requirements

Utilizing current FAA planning criteria and other available planning documents, the Consultant is to review the facility needs for the Tott's parcel based on existing and projected future activity and the airport's role in the local, regional, and national aviation system. This analysis could include:

- FAA Design Standards
- Aircraft Storage Requirements
- Apron and Tie-Down Requirements
- Pavement Strength and Condition of Apron Areas
- Fueling Facilities (as applicable)
- Maintenance Facilities (as applicable)
- Helicopter Facilities (as applicable)
- Utilities
- Fencing and Security
- Airport Access and Roadways
- Automobile Parking

This effort does not include facility analysis or recommendations for areas outside of the Tott's parcel, including the terminal area and the specific items listed below:

- FAA Design Standards outside of the Tott's parcel
- Existing Runway Safety Areas
- Existing Runway Object-Free Areas
- Runway Designation
- Runway Length/Width
- Existing Runway Protection Zones
- Taxiway Requirements for existing taxiways
- Airfield Lighting Systems
- Visual and Navigational Approach Aids
- Pavement Strength and Condition of Runways and Taxiways

The runway/taxiway orientation, disposition, and improvement recommendations as depicted on the 2006 Future/Ultimate ALP are to be carried over to the new ALP without further planning analysis.

Future requirements provide the basis for evaluating alternative development actions that may be adopted to satisfy the need for improved facilities. The facility requirements analysis for the airport focuses on a number of specific issues that are most important to the airport's future growth and development. The objective of the facility requirements analysis is to provide that each of the airport's functional aviation areas has long-term flexibility and growth potential to enable it to respond to changing demand scenarios. Facility requirements are generally tied to the 5-, 10-, and 20-year demand forecasts developed as part of this study. Recommendations



made during the 2014-2015 Wildlife Hazard Assessment (FAA AIP Grant No. 3-39-0053-012-2013, Conduct Wildlife Hazard Assessment) are to be referenced in this chapter of the report (for example, perimeter fence for wildlife purposes) if they apply to the development proposed on the Tott's parcel.

Marr-Arnold is responsible for this Task 4 effort with support from Delta Airport Consultants, Inc.

TASK 5: PROPOSED DEVELOPMENT CONCEPTS

5.1 Development Concepts

This planning effort, including the preparation of the development concepts, is limited to the 30± acre Tott's parcel. Up to three development concepts are to be prepared and evaluated to determine the optimum size and timing of facility development that is most appropriate to accommodate existing and forecasted demand. A set of criteria is to be established based on FAA standards to evaluate alternatives and determine their relative advantages and disadvantages. Order of magnitude costs of each development concept is to be presented along with a recommendation from the Consultant.

This task also identifies order of magnitude costs of the major capital improvements needed to accommodate staged aviation demand at the airport. Using standard unit costs estimates, the break-down includes estimates of land, legal, engineering, administrative, and construction costs.

Development concepts are not to include areas outside of the Tott's parcel and do not include the existing runway or taxiway network.

Delta Airport Consultants, Inc. is responsible for this Task 5 effort with support from Marr-Arnold.

5.2 Deliverable

Working Paper #2 is to include the Facility Requirements and Proposed Development Concepts chapters. One paper copy and one digital copy of the draft working paper, and one paper and one digital copy of the working paper to both the FAA and the City, are included in this SOW. The FAA is to provide concurrence of Working Paper #2 prior to preparation of the *Cost Estimates/Summary of Funding Sources* chapter, and preparation and submittal of the ALP Drawings.



TASK 6: COST ESTIMATES / SUMMARY OF FUNDING SOURCES

An overall development program is to be prepared for short-range (1-5 years); intermediate-range (6-10 years), and long-range (11-20 years) planning periods for the improvements on the Tott's parcel recommended in Working Paper #2. Capital cost estimates (in current year dollars) are to be developed to reflect the short-range airport development projects and are to be based on the recommended plan of development (the Preferred Alternative).

Budget-level cost estimates are to be used as a basis for evaluating the economic feasibility of the proposed short-range development and form the basis for the FAA capital plans.

Cost estimates for programming purposes are to include:

- Land acquisition estimates (if applicable) based on real property assessed value, as available (online City/County tax records and available appraisals)
- Engineer's Estimate of Probable Construction Costs
- Engineering/Administrative Fees

A brief summary of possible funding sources is to be provided to highlight the Owner's ability to provide the local funding share necessary to accomplish the plan of development. Beyond the funding source summary noted above, the data provided in this section is to be presented in tables with minimal accompanying text. Cost estimates for each development item are to be included in the appendices. **No cost estimates beyond what is recommended on the Tott's parcel are included in this SOW.**

Marr-Arnold is responsible for this Task 6 effort with support from Delta Airport Consultants, Inc.

TASK 7: UPDATE AIRPORT LAYOUT PLAN DRAWING SET

This task includes updating five ALP Sheets from the approved 2006 ALP set (Sheet 3 [Future/Ultimate Airport Layout Plan], 4 [Future/Ultimate Terminal Area Plan], 12 [Airport Property Plan], 13 [Historical Land Acquisition Plan] and 14 [Airport Land Use and Zoning Plan]) to reflect the City's acquisition of the Tott's parcel and the proposed development in this area.

These updates are the extent of revisions to these five drawings. The updates are not to be conducted to conform with FAA ARP Standard Operating Procedure (SOP) 2.00 or SOP 3.00.

This scope of work does not include updates to the 2006 ALP set beyond what is described in this section.

Delta Airport Consultants, Inc. is responsible for this Task 7 effort with support from Marr-Arnold.



TASK 8: DOCUMENTATION

8.1 Triggering Event Narrative and ALP Update Report Document

The Consultant is to prepare an Airport Triggering Event Narrative and ALP Update report to summarize the planning process and document the findings of the elements outlined in this SOW. The report is to bring together pertinent facts, conclusions, and recommendations, and is to be written so that it can be easily understood by the general public. The format of the report is based on the individual sections developed as technical elements of this project.

Documents are to be distributed in both digital and hard copy format (one copy each for both FAA and the Owner).

Deliverable quantities included within this scope are noted below.

- Working Paper #1 – 1 hard copy and 1 digital (pdf) to Owner and FAA
- Working Paper #2 – 1 hard copy and 1 digital (pdf) to Owner and FAA
- Draft Airport Master Plan Report (1 hard copy and 1 digital (pdf) to Owner and FAA
- Airport Master Plan Report – 1 hard copy and 1 digital (pdf) to Owner and FAA
- The cost for up to twelve (12) additional hard copies of Working Paper #1 and Working Paper #2 are included in this proposal, as may be required by the Owner or for the Planning Advisory Committee

8.2 ALP Drawings

The five ALP sheets which are to be revised to reflect the City's acquisition of the Tott's parcel and the proposed development on the Tott's parcel are to consist of 24" x 36" sheets. The ALP sheets are to be provided in draft, paper copy form for FAA airspace review and Owner approval.

The documentation includes the following:

- Draft copies of five revised ALP sheets – 4 paper copies (Owner 4) and electronic (PDF) copy for Owner and FAA
- Future/Ultimate ALP Sheets for Airspace Review – 1 paper copy and 1 electronic (PDF) copy for FAA
- Revised ALP Sheets for Conditional Approval – 3 paper copies once approved; 1 each distributed to FAA, Owner, and Delta
- Approved Revised ALP Sheets – 2 electronic copies (Owner 1, FAA 1)
- Scanned copy of signed approved Future/Ultimate ALP Sheet (Owner 1, FAA 1)



TASK 9: MEETINGS

9.1 Owner-Agency Meetings

9.1.1 Meeting #1: Project Kick-off and Site Visit

A kick-off meeting with the Owner, FAA, and Consultant is to be held following the issuance of the Notice-to-Proceed. This initial meeting is intended to review the goals and objectives of the project as stated in this SOW, explain the planning process and related design standards, review the target project schedule, and introduce the project team. Pending national and local guidance related to the ongoing COVID-19 pandemic, it is intended that Meeting #1 be held in person.

Following the kick-off meeting, a site visit is to be conducted for the purposes of data collection, compiling inventory information, and interviewing users and pilots, as appropriate, to determine demand for improved airport facilities. Key elements of this visit include a "windshield" survey of the Tott's farm parcel to collect photos and information on the airside and landside facilities. The Owner is to coordinate and schedule interviews with tenants, users, and other key stakeholders as appropriate.

9.1.2 Meeting #2: Present Draft Forecasts of Aviation Demand

The second meeting is to occur following the completion of the Forecasts of Aviation Demand task. This is to allow the Owner and FAA to review the preliminary forecasts for operations and based aircraft. The discussion is intended to provide feedback on those proposed forecasts, methodology, and chosen critical aircraft before submittal to FAA. Meeting handouts documenting the study's technical analysis may be distributed in advance of meetings to facilitate review as deemed appropriate by the Owner and Consultant. The Consultant is to develop handouts as appropriate to facilitate a productive dialog. The Consultant may also develop graphics as deemed appropriate to convey the project information during project meetings.

It is intended that this presentation be conducted virtually.

9.1.3 Meeting #3: Present Draft Proposed Development Concepts

The third meeting is to occur during the Proposed Development Concept task. This is to allow the Owner and FAA to review the preliminary future facility needs and draft concepts. The discussion is intended to provide input on improvements to be presented on the revised 2006 Future/Ultimate Airport Layout Plan sheet. A preferred development alternative is to be selected by the Owner.

Meeting handouts documenting the study's technical analysis may be distributed in advance of meetings to facilitate review as deemed appropriate by the Owner and Consultant. The Consultant may also develop graphics as deemed appropriate to convey the project information during project meetings. It is intended that this presentation be conducted virtually.



9.1.4 Unanticipated Meeting

Up to three unanticipated, virtual meetings are included in this scope.

TASK 10: TARGET PROJECT SCHEDULE

Submission of the project deliverables (Narrative Report and revised ALP sheets) is anticipated to occur within 18 months after receipt of Notice-to-Proceed, subject to agency review periods. The target project schedule is included on the following page.



TARGET FAA PROJECT SCHEDULE

Airport: Medina Municipal Airport (1G5)
Location: Medina, Ohio
Project: Triggering Event Narrative Report and ALP Update

#	ITEM	DATE
1.	Submit FAA Grant Application for Funding	April 11, 2022
2.	Accept FAA Grant Offer/Engineering Contract Executed by Sponsor	July 2022
3.	Issue Notice to Proceed	August 2022
4.	Task 1: Study Design	Winter/Spring 2022
5.	Task 2: Inventory of Existing Conditions	Sept.-Oct. 2022
6.	Task 3: Forecasts of Aviation Demand <i>-Submittal of Working Paper 1 to Owner and FAA</i>	Nov.-Dec. 2022 Jan. 2023
7.	Task 4: Facility Requirements	Feb. 2023
8.	Task 5: Proposed Development Concepts <i>-Submittal of Working Paper 2 to Owner and FAA</i>	Mar-Apr. 2023 May-June 2023
9.	Task 6: Cost Estimates/Summary of Funding Sources	August 2023
10.	Task 7: Revise ALP Sheets to Reflect Tott's Farm Development	August 2023
11.	Task 8: Documentation (Final Report and Revised ALP Sheets)	Sept. 2023
12.	Task 9: Meetings <i>Project Kick-Off and Site Visit (in-person)</i> <i>Present Draft Forecasts of Aviation Demand (virtual)</i> <i>Present Draft Proposed Development Concepts (virtual)</i> <i>One unanticipated meeting (virtual)</i>	Ongoing Sept. 2022 Dec. 2022 May 2023 TBD
13.	Close Out Project and FAA Planning Grant (on or before)	August 2024



REFERENCE INFORMATION 4
SUBCONSULTANT PROPOSALS



**DELTA AIRPORT
CONSULTANTS, INC.**

From: Doug Jewel <dougj@cunninghamengineering.com>
Sent: Wednesday, May 18, 2022 5:53 PM
To: Mary Ashburn Pearson <mapearson@deltaairport.com>
Cc: Steven A. Potoczak <SPotoczak@deltaairport.com>; Cheryl A. Rodriguez <CRodriguez@deltaairport.com>; Nils Johnson <nils@cunninghamengineering.com>; Dan Cunningham <danc@cunninghamengineering.com>; Office1 <office1@cunninghamengineering.com>; Kristin Granakis <kristing@cunninghamengineering.com>
Subject: RE: 19-218 Medina Municipal Airport - Totts Farm LLC

Mary/Steve,

Per our conversations regarding a scaled back proposal for Medina Municipal Airport:

TASK 1:

Boundary Retracement of PPN 033-12A-03-017 now in the name of Totts Farm, LLC (30.1 Ac +/-). To include new plat of survey and new legal description suitable for recording with Medina County. This will also include finding/marking or resetting perimeter corner pins around the Totts Farm, LLC parcel only.

COST → \$5,350.00

TASK 2:

Digital geo-referenced planimetric and topographic mapping of PPN 033-12A-03-017 currently in the name of Totts Farm, LLC (30.1 Ac +/-). Project area will include a buffer zone around the Totts Farm, LLC property (approximately 50-foot). Mapping data to be primarily developed from existing aerial mapping (flight date - 09/05/2020). Contouring will be at 2-foot intervals and suitable for planning purposes. We will also include mapping of existing utilities located on/across said Totts Farm, LLC property. All mapping to be delivered in AutoCAD (dwg) format.

COST → \$6,150.00

TOTAL (this proposal) = \$11,500.00

Stay Safe – Stay Healthy – Regards,

Douglas S. Jewel, P.E., P.S.
Survey Department Manager
Cunningham & Associates, Inc.
203 West Liberty Street
Medina, OH 44256
(330) 725-5980
(330) 725-8019 Fax

Medina Municipal Airport (1GS) - Airport Triggering Event Narrative Report and ALP Update --Marr Arnold Planning Fee Estimate
 March 8, 2022
 Revised May 16, 2022

TASKS	Labor Hours				Labor Cost				Project Expenses and Subconsultants				Percent of Total Cost per Task	
	Project Manager/Senior Planner A	Senior Planner B	Total		Project Manager/Senior Planner A	Senior Planner B	Total		Travel	Direct Costs	Phone/Print /misc	Subconsultant		Total
Task 1 - Study Design														
1.1 Project Definition	4	2	6	\$911	\$607	\$304	\$911		\$0	\$0	\$0	\$0	\$0	\$911
1.2 Project Coordination	10	10	20	\$3,037	\$1,518	\$1,518	\$3,037		\$0	\$0	\$0	\$0	\$0	\$3,037
	14	12	26	\$3,947	\$2,126	\$1,822	\$3,947		\$0	\$0	\$0	\$0	\$0	\$3,947
Subtotal														
Task 2 - Inventory of Existing Conditions														
2.1 Plan & Report Collection and Review	2	16	18	\$2,733	\$304	\$2,429	\$2,733		\$50	\$50	\$0	\$0	\$50	\$2,783
2.2 Environmental Considerations	2	10	12	\$1,822	\$304	\$1,518	\$1,822		\$0	\$0	\$0	\$0	\$0	\$1,822
2.3 Aerial Surveys and Mapping	0	0	0	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$0
Subtotal	4	26	30	\$4,555	\$607	\$3,947	\$4,555		\$50	\$50	\$0	\$0	\$50	\$4,605
Task 3 - Forecast of Aviation Demand														
3.1 Forecast	4	54	58	\$8,806	\$607	\$8,199	\$8,806		\$50	\$50	\$0	\$0	\$50	\$8,856
3.2 Design Aircraft	1	8	9	\$1,366	\$152	\$1,215	\$1,366		\$0	\$0	\$0	\$0	\$0	\$1,366
3.3 Deliverable	2	64	66	\$9,717	\$304	\$9,717	\$10,021		\$0	\$0	\$0	\$0	\$0	\$10,021
Subtotal	7	126	133	\$20,133	\$1,063	\$19,130	\$20,133		\$50	\$50	\$0	\$0	\$50	\$20,243
Task 4 - Facility Requirements														
4.1 Airfield Facility Requirements	2	18	20	\$3,037	\$304	\$2,733	\$3,037		\$50	\$50	\$0	\$0	\$50	\$3,087
Subtotal	2	18	20	\$3,037	\$304	\$2,733	\$3,037		\$50	\$50	\$0	\$0	\$50	\$3,087
Task 5 - Proposed Development Concepts														
5.1 Development Concepts (Up to 3)	0	0	0	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$0
5.2 Deliverable	2	2	4	\$607	\$304	\$304	\$607		\$0	\$0	\$0	\$0	\$0	\$607
Subtotal	2	2	4	\$607	\$304	\$304	\$607		\$0	\$0	\$0	\$0	\$0	\$607
Task 6 - Cost Estimates/Summary of Funding Sources														
Summary of funding sources and documentation of cost estimates	2	10	12	\$1,822	\$304	\$1,518	\$1,822		\$0	\$0	\$0	\$0	\$0	\$1,822
Subtotal	2	10	12	\$1,822	\$304	\$1,518	\$1,822		\$0	\$0	\$0	\$0	\$0	\$1,822
Task 9 - Meetings/Public Involvement														
9.1.1 Meeting #1 Project Kick-off and Site Visit	2	16	18	\$2,733	\$304	\$2,429	\$2,733	\$451	\$50	\$50	\$0	\$0	\$501	\$3,233
9.1.2 Meeting #2 Present Draft Forecasts of Aviation Demand	0	8	8	\$1,215	\$0	\$1,215	\$1,215	\$451	\$50	\$50	\$0	\$0	\$601	\$1,715
9.1.3 Meeting #3 Present Draft Proposed Development Concepts	0	0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9.1.4 Meeting #4 Present Draft ALP	0	0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9.1.5 Unanticipated Meeting (Up to 3)	0	3	3	\$455	\$0	\$455	\$455	\$0	\$0	\$0	\$0	\$0	\$0	\$455
Subtotal	2	27	29	\$4,433	\$304	\$4,099	\$4,433	\$901	\$100	\$100	\$0	\$0	\$1,001	\$5,404
TOTAL	38	221	254	\$88,564	\$5,010	\$83,554	\$88,564	\$901	\$250	\$250	\$0	\$0	\$1,151	\$89,715
	13%	87%			13%	87%								

\$39,715

OK
DST/Hansen
6-7-2022

REQUEST FOR COUNCIL ACTION

No. RCA 22-140-6/13

FROM: Kimberly Marshall, Economic Development Director Committee: Finance

DATE: June 7, 2022

SUBJECT: Transfer of 0.1874 Acres City Lot 9374 to the Medina City Development Corporation

SUMMARY AND BACKGROUND:

In 2017, the city entered into an agreement with the Medina City Schools to create a TIF district which will help offset the cost of the future parking facility near Medina City Hall by capturing property tax revenues of new construction within that district.

Ordinance 130-18 Authorized the Law Director to transfer 0.2576 acres that fronts Liberty Street to the Medina City development Corporation.

In an effort to move forward with a downtown redevelopment project, the city has completed a lot split which created City Lot 9374 aka PPN 028-19A-21-391

This is to request the city to transfer that property to the Medina City Development Corporation aka our CIC, so that the CIC can enter into a Ground Lease with the developer. The project will allow for mixed used which includes, retail on the first floor and residential on the upper floors.

We respectfully request council to authorize the Law director to prepare all the necessary paperwork accordingly.

The Medina City Development Corporation has prepared a Reimbursement Agreement to reimburse the city for the value of the land.

Reference RCA 19-155-9/9

Estimated Cost:

Suggested Funding:

Sufficient funds in Account No.

- 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:



Mike Kovack
Medina County Auditor

[Tax Bill](#) [Aerial Imagery](#) [Parcel Viewer](#) [Transfers](#) [Tax Distribution](#) [Tax Map](#)

 [Print This Page](#)

Parcel Information

Parcel Number	028-19A-21-391
Owner Name	CITY OF MEDINA
Location	W LIBERTY ST 028 - Medina City (Medina City SD)
Property Class	640 Property Class Codes
Acreage	0.187400
Legal Description	CITY LOT 9374 WH .1874 AC
Tax Mailing Address	CITY OF MEDINA P O BOX 703 132 N ELMWOOD ST MEDINA, OH 44258 USA

Value

Land Value	54,520
CAUV Value	0
Building Value	9,040
Total Value	63,560

Taxable Value

Taxable Land Value	19,080
Taxable CAUV Value	0
Taxable Building Value	3,160
Taxable Total Value	22,240

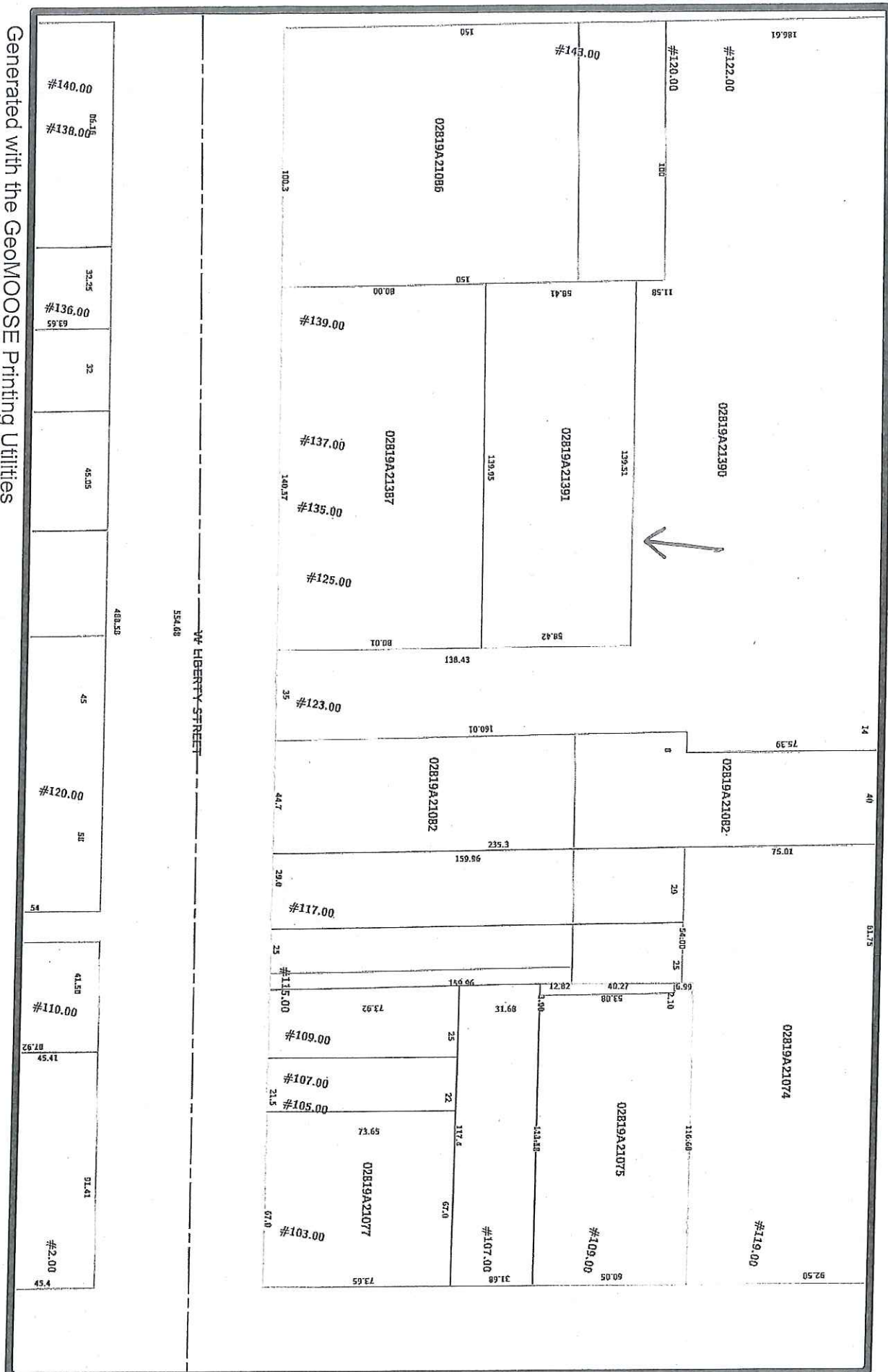
Other Improvements Sketch - Card Number 001

1 PAVING

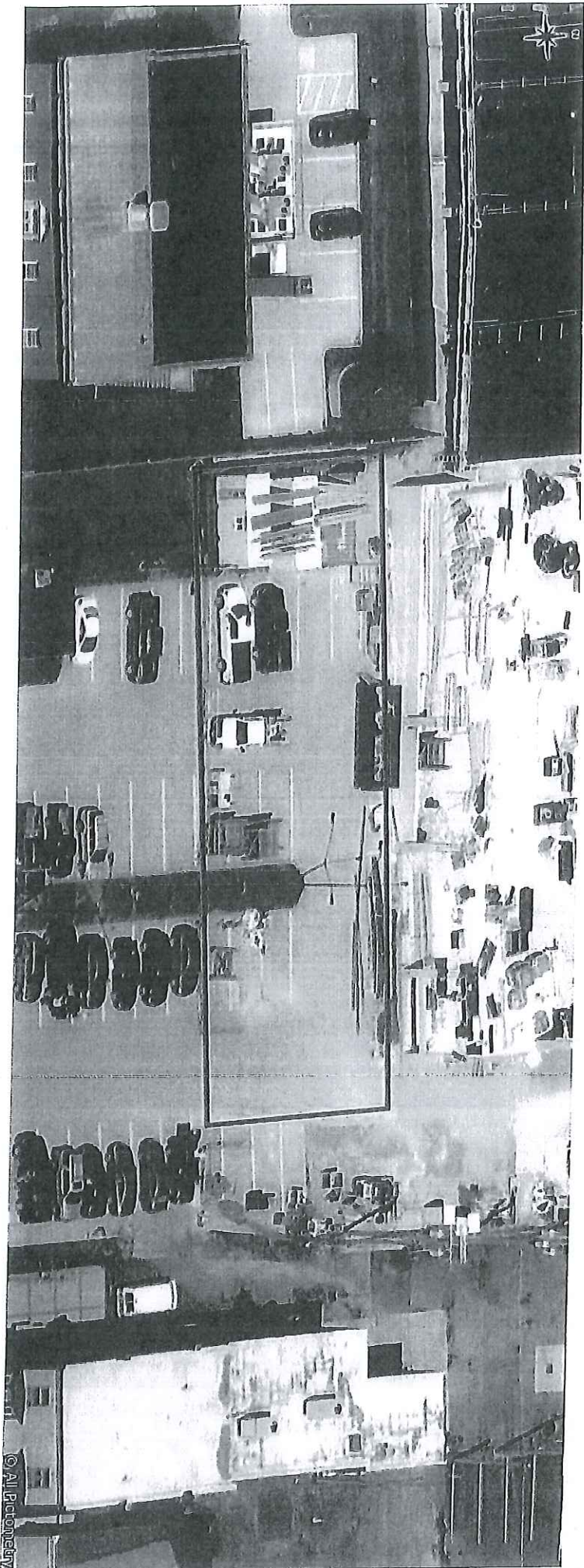
Other Improvements

Card Number	Key	Improvement	Width	Length	Area	Year Built
001	01	Paving - Concrete	0	0	6800	1985

Map



City Lot 9374



© All Photography

04/20/2020

0223 11-21

REPLAT OF MEDINA CITY LOTS 9212 THROUGH 9214

CREATING MEDINA CITY LOTS 9372 THROUGH 9374
BEING A REPLAT OF THE WHOLE OF CITY LOTS 9212 THROUGH 9214
AS SHOWN BY PLAT RECORDED IN DOCUMENT 2018PFL000044 OF
MEDINA COUNTY RECORDERS RECORDS
IN THE CITY OF MEDINA, COUNTY OF MEDINA, AND STATE OF OHIO

ACCEPTANCE

KNOW ALL MEN BY THESE PRESENTS, THAT THE CITY OF MEDINA, BY DENNIS HANWELL, MAYOR, OWNER OF THE LANDS SHARBAROED WITHIN THIS SUBDIVISION AND DO HEREBY DEED, LAY OUT AND SUBDIVISION TO BE MY FREE ACT AND SHOW AND GRANT EASEMENTS AS SHOWN ACCORDING TO THE STREETS AS BELOW. I CERTIFY THAT THESE ARE NO DELINQUENT TAXES OR ASSESSMENTS AGAINST THE LANDS WITHIN THIS SUBDIVISION.

DENNIS HANWELL
MAYOR
COUNTY OF MEDINA, OHIO
DATE: 02/24/2021



APPROVALS:

THIS PLAT WAS DULY ACCEPTED BY ORDINANCE NO. 11-21 OF THE MEDINA CITY COUNCIL AT A REGULAR MEETING HELD ON THE 20th DAY OF FEBRUARY 2021.

APPROVED FOR TRANSFER THIS 24th DAY OF MARCH 2021
MAYOR DENNIS HANWELL

RECEIVED AND RECORDED THIS 14th DAY OF MARCH 2021
AT 3:58 A.M.
RECORDED IN PLAT DOCUMENT NO. 2021 PL 000016
FEE: \$15.00

CERTIFICATION:
I HEREBY CERTIFY THIS DRAWING TO BE OF A SURVEY MADE BY ME AND/OR OTHERS UNDER MY DIRECT SUPERVISION AND TO BE TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.
DISTANCES ARE GIVEN IN FEET AND DECIMAL PARTS THEREOF. BEARINGS ARE REFERENCED TO AN ASSUMED MERIDIAN AND ARE USED TO INDICATE ANGLES ONLY.

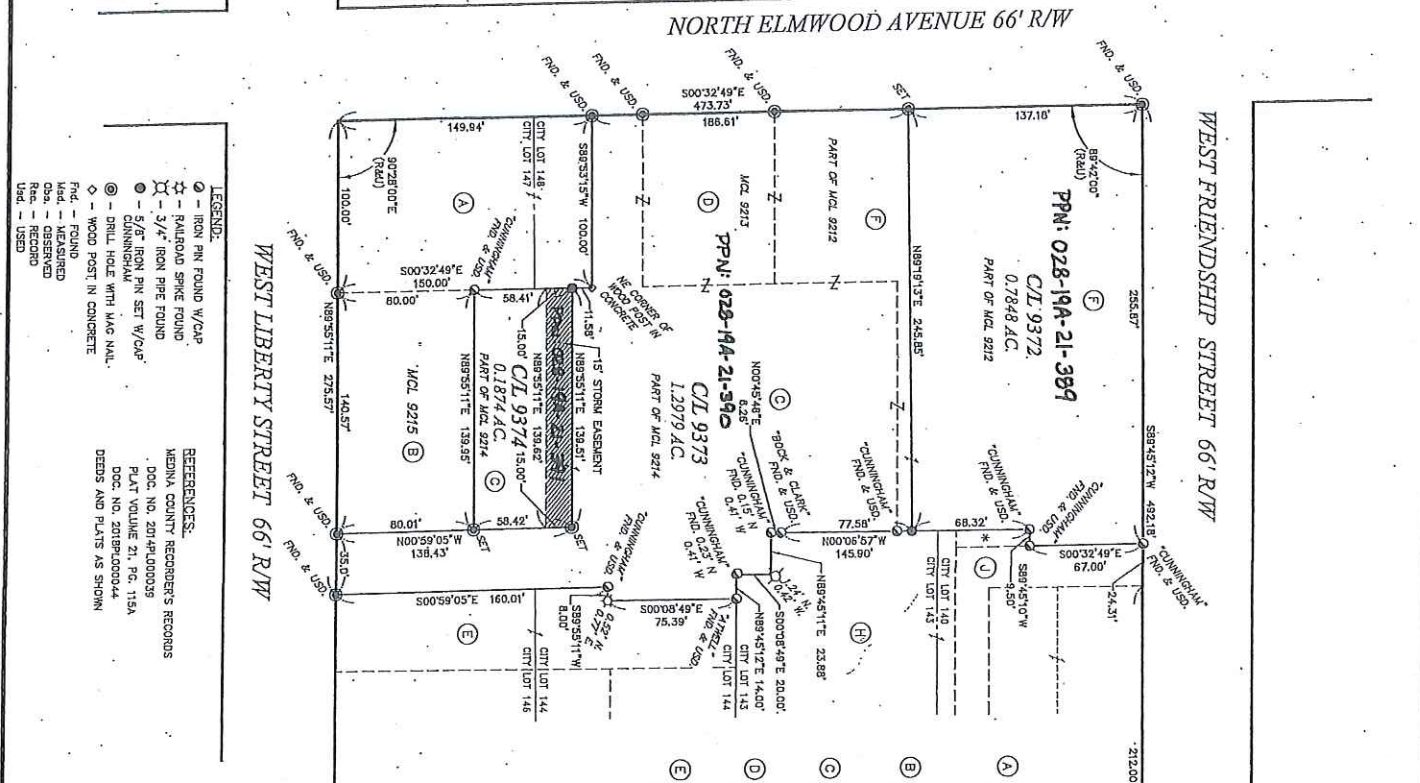
05 January 2021
DATE

PLAT OF MEDINA C/L 9212 THROUGH 9214

COUNTY OF MEDINA STATE OF OHIO

CUNNINGHAM & ASSOCIATES, INC.
CIVIL ENGINEERING and SURVEYING
203 W. LIBERTY ST. MEDINA, OHIO 44226 330-725-3980

DEPARTMENT:	11-113
DATE:	11-21
SCALE:	1"=50'
PROJECT NO.:	2021-11-21
CITY:	MEDINA
TOWNSHIP:	
TRACT:	
LOT NUMBER:	C/L 9212 THRU C/L 9215
PROP OWNER:	CITY OF MEDINA



LEGEND:
 ○ IRON PIN FOUND W/ CAP
 ✖ RAILROAD SPIKE FOUND
 ● 3/4" IRON PIPE FOUND
 ○ 5/8" IRON PIN SET W/ CAP
 ⊗ CLANNINGHAM
 ⊙ DRILL HOLE WITH WOOD NAIL
 ⊕ WOOD POST IN CONCRETE

REFERENCES:
 MEDINA COUNTY RECORDERS RECORDS
 DOC. NO. 2018PFL000035
 PLAT VOLUME 21, PG. 115A
 DOC. NO. 2018PFL000044
 DEEDS AND PLATS AS SHOWN

BEARINGS ARE TO AN ASSUMED MERIDIAN AND ARE USED TO DENOTE ANGLES ONLY.

Scale: 1" = 50'

2021PFL000016
 MEDINA COUNTY RECORDERS
 02/17/2021 02:58 PM
 REC'D - 4238

09 3/9/2021

OK
As Attorney
6-7-2022

REQUEST FOR COUNCIL ACTION

No. RCA 22-141-6/13

FROM: Kimberly Marshall, Economic Development Director Committee: Finance

DATE: June 7, 2022
SUBJECT: City / CIC Reimbursement Agreement

SUMMARY AND BACKGROUND:

This request is to authorize the Mayor to enter into a Reimbursement Agreement with the Medina City Development Corporation.

The Medina City Development Corporation agrees to reimburse the city for two parcels known as: PPN 028-19A-21-387 (0.2576 acres) previously transferred via Ordinance 130-18 PPN 028-19A-21-391 aka as City Lot 9374 (0.1874 acres)

The Medina City Development Corporation engaged Spalding/Emig Company to conduct a market value appraisal of the two above parcels and the report was completed in April 2021.

The Medina City Development Corporation is in the process of finalizing a Ground Lease for the Liberty View Project. The Developer has agreed to a monthly ground Lease schedule. The Medina City Development Corporation will reimburse the city on a quarterly basis.

The Medina City Development Corporation has prepared a Reimbursement Agreement to reimburse the city for the value of the land. (See attached)

Estimated Cost:
Suggested Funding:
Sufficient funds in Account No.
 • 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:

REIMBURSEMENT AGREEMENT

This REIMBURSEMENT AGREEMENT (“**Agreement**”) is made and entered into as of April __, 2022 by and between Medina City Development Corporation, an Ohio Non-Profit Corporation (“**MCDC**”) and the City of Medina, an Ohio Municipal Corporation (the “**City**”).

WHEREAS, the City has transferred certain real property (the “**Development Property**”) to the MCDC for the purpose of facilitating the construction and redevelopment of the Development Property into a community driven mixed-use development (the “**Project**”). The Development Property is further described on Exhibit A, attached hereto and made a part hereof;

WHEREAS, MCDC engaged Spalding/Emig Company to conduct a market value appraisal of the Development Property, which concluded that the most supportable market value of the Development Property is \$333,750.00;

WHEREAS, MCDC issued a Request for Proposals and Qualifications for the development of the Project and _____ (“**Developer**”) was selected as the Developer;

WHEREAS, commensurate with the execution and delivery of this Agreement, MCDC and Developer shall enter into that certain Ground Lease for the Development Property (the “**Ground Lease**”), wherein MCDC shall lease the Development Property to Developer and Developer shall develop the Development Property in accordance with the terms and conditions of the Ground Lease;

WHEREAS, as contemplated in the Ground Lease, Developer shall pay to MCDC as “Rent” for the Development Property, those amounts set forth on Exhibit B, attached hereto and made a part hereof, commencing on the Rent Commencement Date (as defined in the Ground Lease) and continuing on the first day of each month thereafter during the term of the Ground Lease; and

WHEREAS, in furtherance of the Project, MCDC agrees to reimburse the City for the Development Property as more fully set forth herein.

NOW, THEREFORE, for and in consideration of Ten Dollars (\$10.00) and other valuable consideration and the mutual benefits contained in the Ground Lease and this Agreement, the receipt and legal sufficiency of which are hereby acknowledged, the City and MCDC hereby agree as follows:

1. Definitions. All initially capitalized terms used but not defined or modified herein shall have the meanings ascribed thereto in the Ground Lease.

2. Reimbursement. MCDC agrees to reimburse the City for all Rent collected by MCDC under the Ground Lease on a quarterly basis in accordance with the reimbursement schedule attached to and made part of this Agreement as Exhibit C.

3. **Successors and Assigns.** This Agreement is binding upon, and shall inure to the benefit of, the parties hereto and their respective successors and assigns.

4. **Amendment and Waiver.** The provisions of this Agreement may be amended and waived only with the prior written consent of both parties.

5. **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Ohio, without regard to conflicts of law principles.

6. **Severability.** Whenever possible, each provision of this Agreement shall be interpreted in such manner as to be effective and valid under applicable law, but if any provision of this Agreement is held to be prohibited by or invalid under applicable law, such provision shall be ineffective only to the extent of such prohibition or invalidity, without invalidating the remainder of this Agreement.

7. **Counterparts; Electronic Transmission.** This Agreement may be executed in separate counterparts (including by means of facsimile, email of a .pdf or similar file or other electronic transmission), each of which shall be deemed to be an original and all of which taken together shall constitute one and the same agreement. This Agreement, to the extent signed and delivered by means of a facsimile machine, email of a .pdf or similar file or other electronic transmission, shall be treated in all manner and respects and for all purposes as an original agreement and shall be considered to have the same binding legal effect as if it were the original signed version thereof delivered in person.

[Remainder of page is intentionally left blank. Signatures appear on the following pages.]

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date set forth above.

Medina City Development Corporation,
an Ohio Non-Profit Corporation

By: _____

Its: _____

Date: _____

City of Medina, Ohio,
an Ohio Municipal Corporation

By: _____

Its: Mayor

Date: _____

Exhibit A

Development Property

Parcel 1

Situated in the City of Medina, County of Medina, and State of Ohio: And known as being the whole of Medina City Lot 9215 as recorded in Plat Document No. 2018PL000044 of the Medina County Recorder's Records, containing 0.2576 acres of land be the same more or less but subject to all legal highways,

Permanent Parcel No. 028-19A-21-387

Parcel 2

Situated in the City of Medina, County of Medina, State of Ohio and being known the whole of Medina City Lot 9374, as shown by plat as recorded in Document No 2021PL, 2021 PL 000016, of Medina County Recorder's Records, containing 0.1874 Acres of land, more or less but subject to all legal highways and all covenants and agreements of record.

Permanent Parcel No. 028-19A-21-391

Exhibit B

Ground Lease Rent Schedule

Years		Annual	Monthly	Years	Total
Begin	End				
1	6	\$ 4,000.00	\$ 333.33	6	\$ 24,000.00
7	12	\$ 4,000.00	\$ 333.33	6	\$ 24,000.00
13	18	\$ 6,000.00	\$ 500.00	6	\$ 36,000.00
19	24	\$ 7,000.00	\$ 583.33	6	\$ 42,000.00
25	30	\$ 8,000.00	\$ 666.67	6	\$ 48,000.00
31	36	\$ 9,000.00	\$ 750.00	6	\$ 54,000.00
37	42	\$ 10,000.00	\$ 833.33	6	\$ 60,000.00
43	48	\$ 11,000.00	\$ 916.67	6	\$ 66,000.00
49	50	\$ 12,000.00	\$ 1,000.00	2	\$ 24,000.00
					\$ 378,000.00

Exhibit C

Reimbursement Rent Schedule

Years		Annual	Quarterly	Years	Total
Begin	End				
1	6	\$ 4,000.00	\$ 1,000.00	6	\$ 24,000.00
7	12	\$ 4,000.00	\$ 1,000.00	6	\$ 24,000.00
13	18	\$ 6,000.00	\$ 1,500.00	6	\$ 36,000.00
19	24	\$ 7,000.00	\$ 1,750.00	6	\$ 42,000.00
25	30	\$ 8,000.00	\$ 2,000.00	6	\$ 48,000.00
31	36	\$ 9,000.00	\$ 2,250.00	6	\$ 54,000.00
37	42	\$ 10,000.00	\$ 2,500.00	6	\$ 60,000.00
43	48	\$ 11,000.00	\$ 2,750.00	6	\$ 66,000.00
49	50	\$ 12,000.00	\$ 3,000.00	2	\$ 24,000.00
					\$ 378,000.00