

ORDINANCE NO. 18-22

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO TASK ORDER #6 TO THE AGREEMENT WITH DELTA AIRPORT CONSULTANTS, INC. FOR PROFESSIONAL SERVICES AT THE MEDINA MUNICIPAL AIRPORT RELATIVE TO THE AIRPORT ALP AND APM "PENA AND INK" UPDATE.

WHEREAS: The City sought proposals from qualified engineers to perform certain engineering services for the Medina Municipal Airport; and

WHEREAS: Ordinance No. 96-19, passed June 24, 2019, authorized an agreement with Delta Airport Consultants, Inc. to perform certain engineering services for projects.

NOW, THEREFORE, 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 Task Order #6 to the Agreement with Delta Airport Consultants, Inc. relative to the Airport ALP and APM "Pena and Ink" Update.

SEC. 2: That that a copy of the Task Order is marked Exhibit A, attached hereto and incorporated herein.

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 the funds to cover this order, in the amount of \$27,500.00 is available in Account No. 547-0658-54411.

SEC. 5: 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. 6: That this Ordinance shall be in full force and effect at the earliest period allowed by law.

PASSED: February 14, 2022

SIGNED: John M. Coyne, III
President of Council

ATTEST: Kathy Patton
Clerk of Council

APPROVED: February 15, 2022

SIGNED: Dennis Hanwell
Mayor

ORD. 18-27
Exh. A

**TASK ORDER NO. SIX (6)
PROFESSIONAL SERVICES AGREEMENT**



**DELTA AIRPORT
CONSULTANTS, INC.**

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.

ACCEPTED: Digitally signed by Douglas E Sander
by: Date: 2021.08.25 13:52:34 -04'00'

Douglas E. Sander, PE
Vice President
Delta Airport Consultants, Inc.
20545 Center Ridge Road, Suite 450
Cleveland, OH 44116

APPROVED:

by:

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

**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



**DELTA AIRPORT
CONSULTANTS, INC.**

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



**DELTA AIRPORT
CONSULTANTS, INC.**

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



**DELTA AIRPORT
CONSULTANTS, INC.**

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





**DELTA AIRPORT
CONSULTANTS, INC.**

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:

- o Acquisition of the full Tott's Farm, LLC parcel by the City of Medina
- o Terminal Area Development on the northern portion of the parcel, to be completed in phases as dictated by demand and funding availability
 - o 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
 - o Approximately 8 tie-down locations
 - o Sized for Group II circulation
 - Construction of taxiway providing runway access
 - o 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.DELTA-AIRPORT.COM



**DELTA AIRPORT
CONSULTANTS, INC.**

- 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.

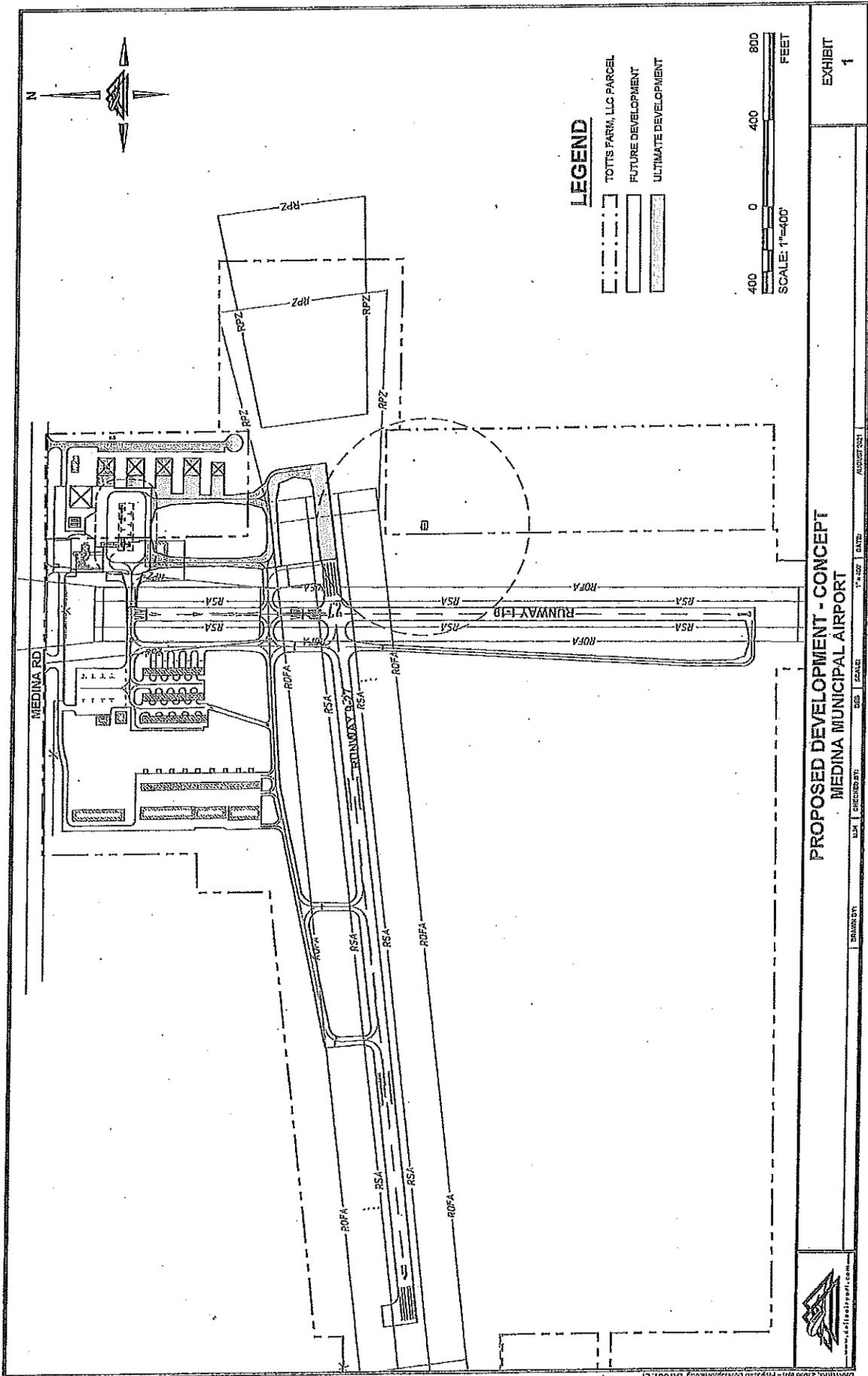
Upon City concurrence with the draft concept and receipt of executed Task Order 6, the concept is to be added as appropriate to the existing Airport Layout Plan (ALP), Terminal ALP, and Airport Property Map (APM) for submittal to the Federal Aviation Administration (FAA).

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) 150/5.100-17, Land Acquisition and Relocation Assistance for AIP-Assisted Projects.

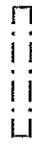
Before land acquisition takes place, current FAA guidance requires:

- 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

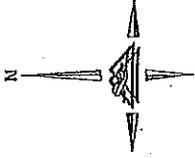
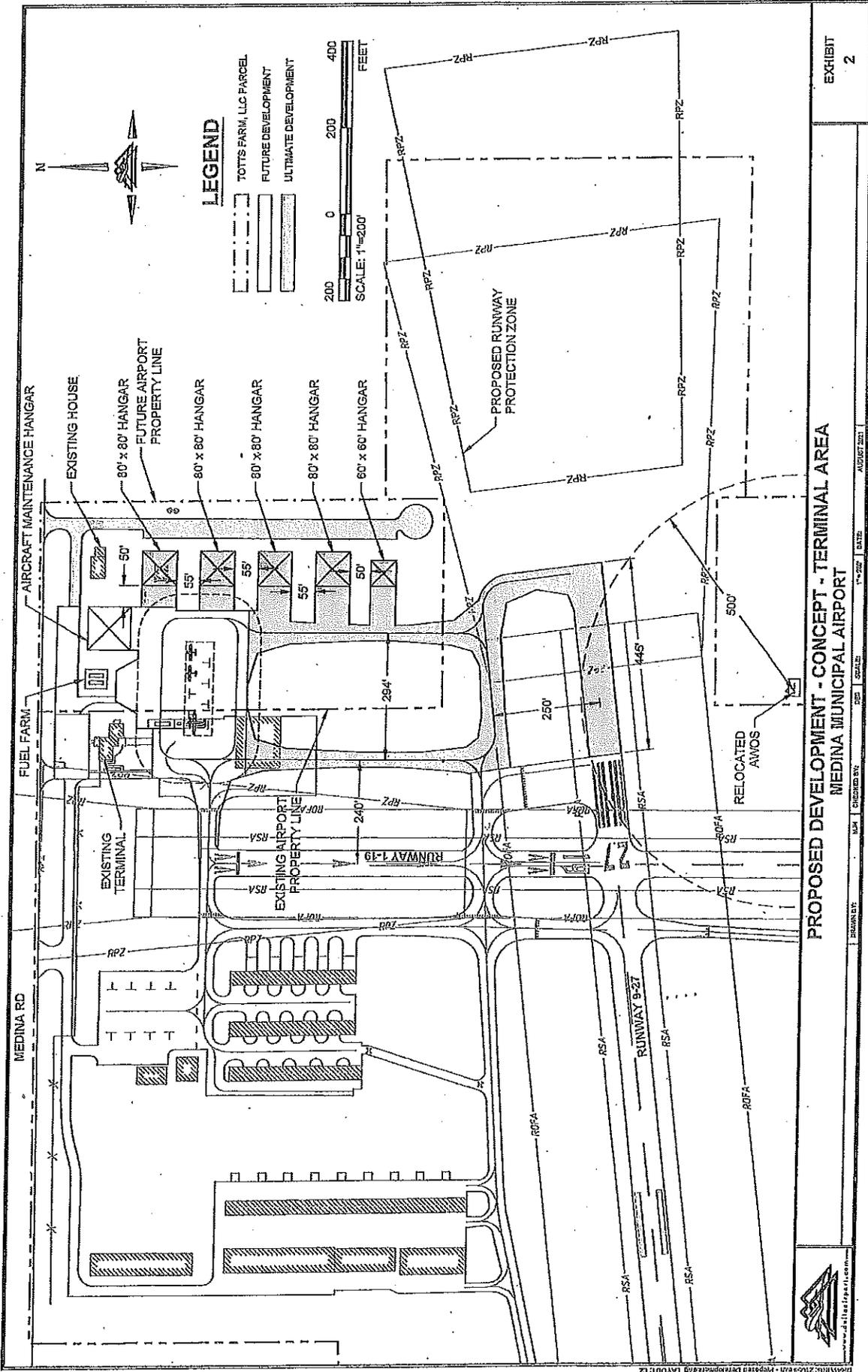


PROPOSED DEVELOPMENT - CONCEPT
MEDINA MUNICIPAL AIRPORT

EXHIBIT
1

DATE: 11/14/2023
SCALE: 1"=400'
DRAWN BY: [blank]
CHECKED BY: [blank]
DESIGNED BY: [blank]
DATE: 11/14/2023





LEGEND

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

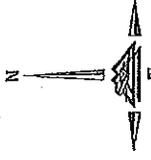


**PROPOSED DEVELOPMENT - CONCEPT - TERMINAL AREA
MEDINA MUNICIPAL AIRPORT**

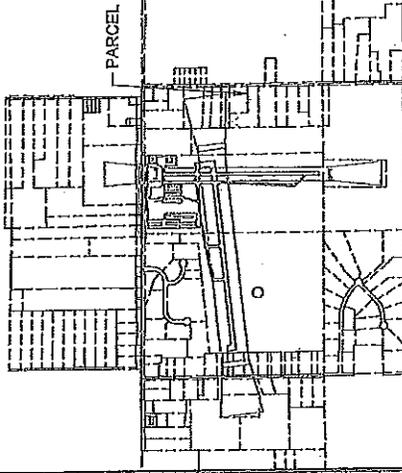
EXHIBIT
2

DATE: AUGUST 2021
SCALE: 1"=200'
DESIGNED BY: [Name]
DRAWN BY: [Name]





SHEET INDEX



LEGEND

EXISTING OBSTRUCTION

ESTIMATE		
DESCRIPTION	UNIT	QUANTITY
CLEARING AND GRUBBING	AC	0.3

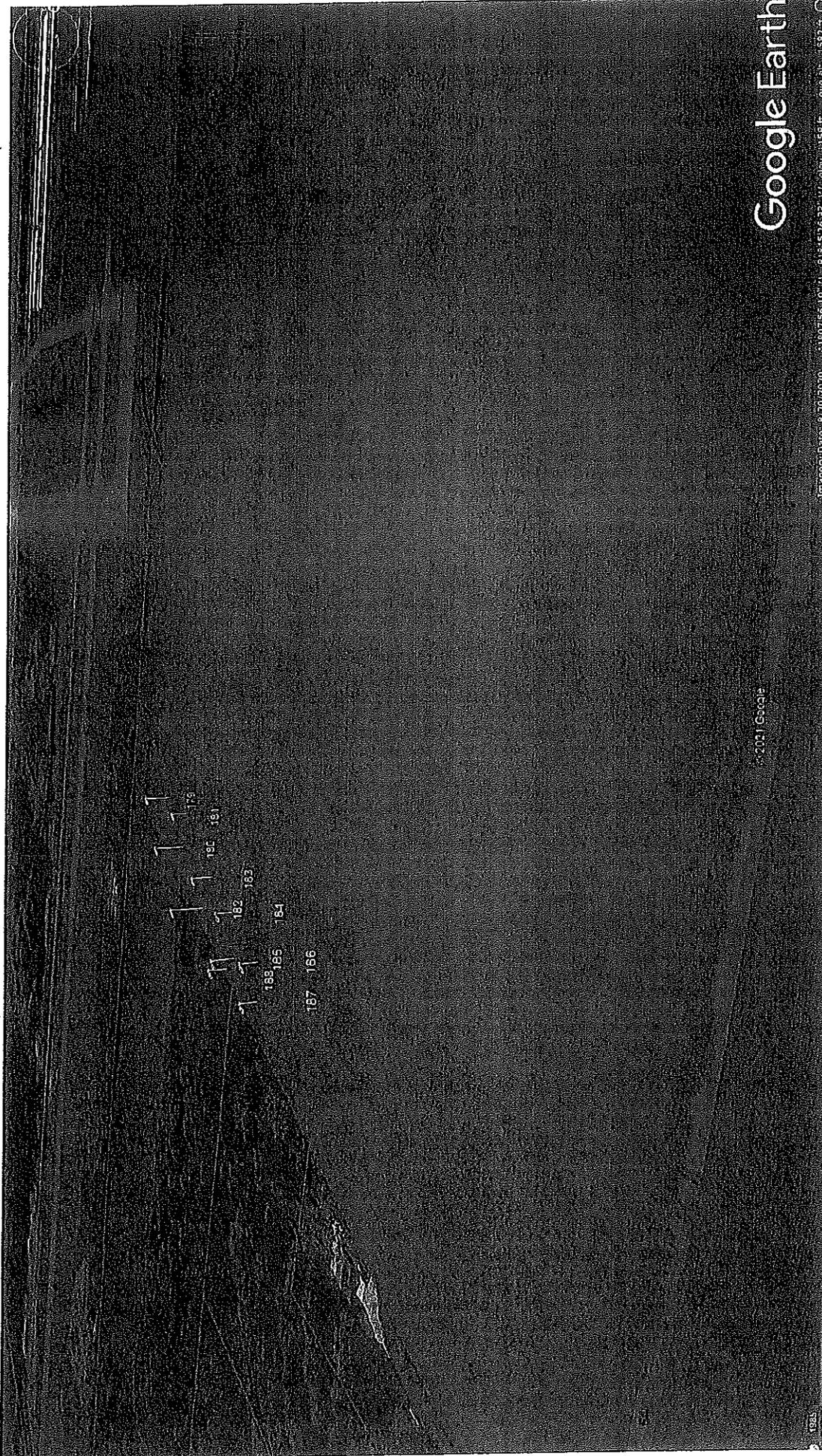


PARCEL 68 - 5326 BEACH RD - STIKA, MATTHEW J. & SARAH G.
MEDINA MUNICIPAL AIRPORT



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

PARCEL 68

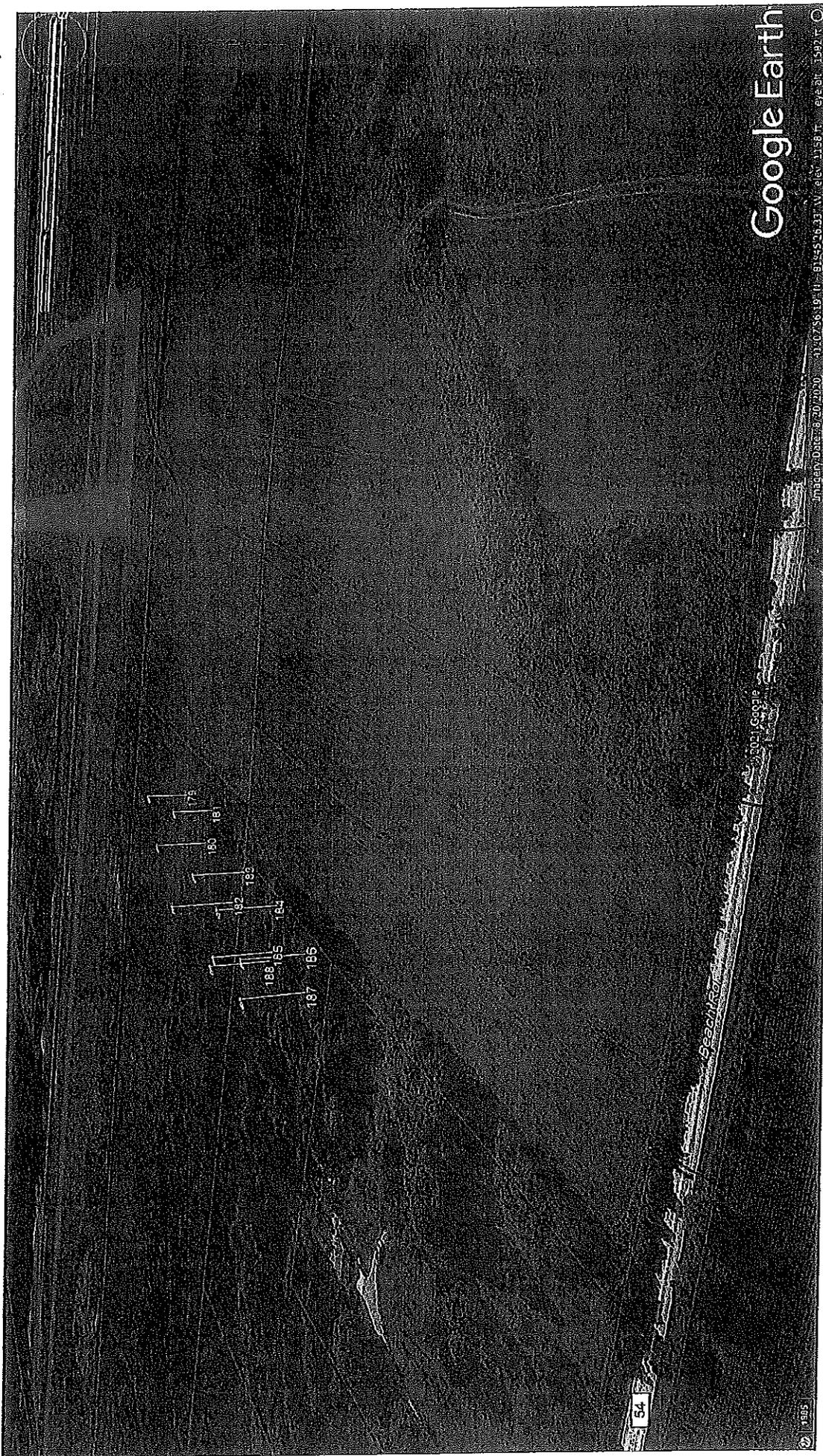


Google Earth

Gregory, Date: 6/20/2020 41.075619° N, 81°52'33" W, Elev: 1156 ft, Eye alt: 1592 ft

© 2021 Google

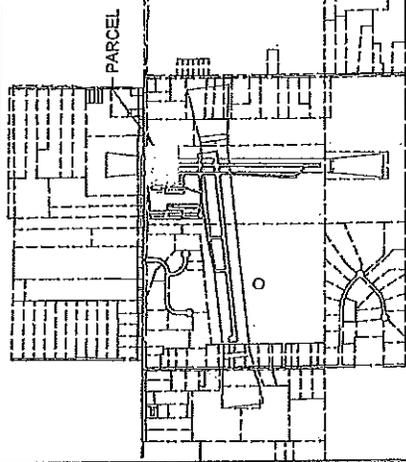
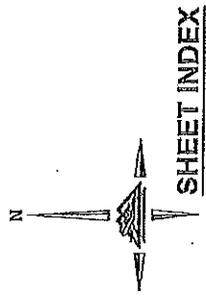
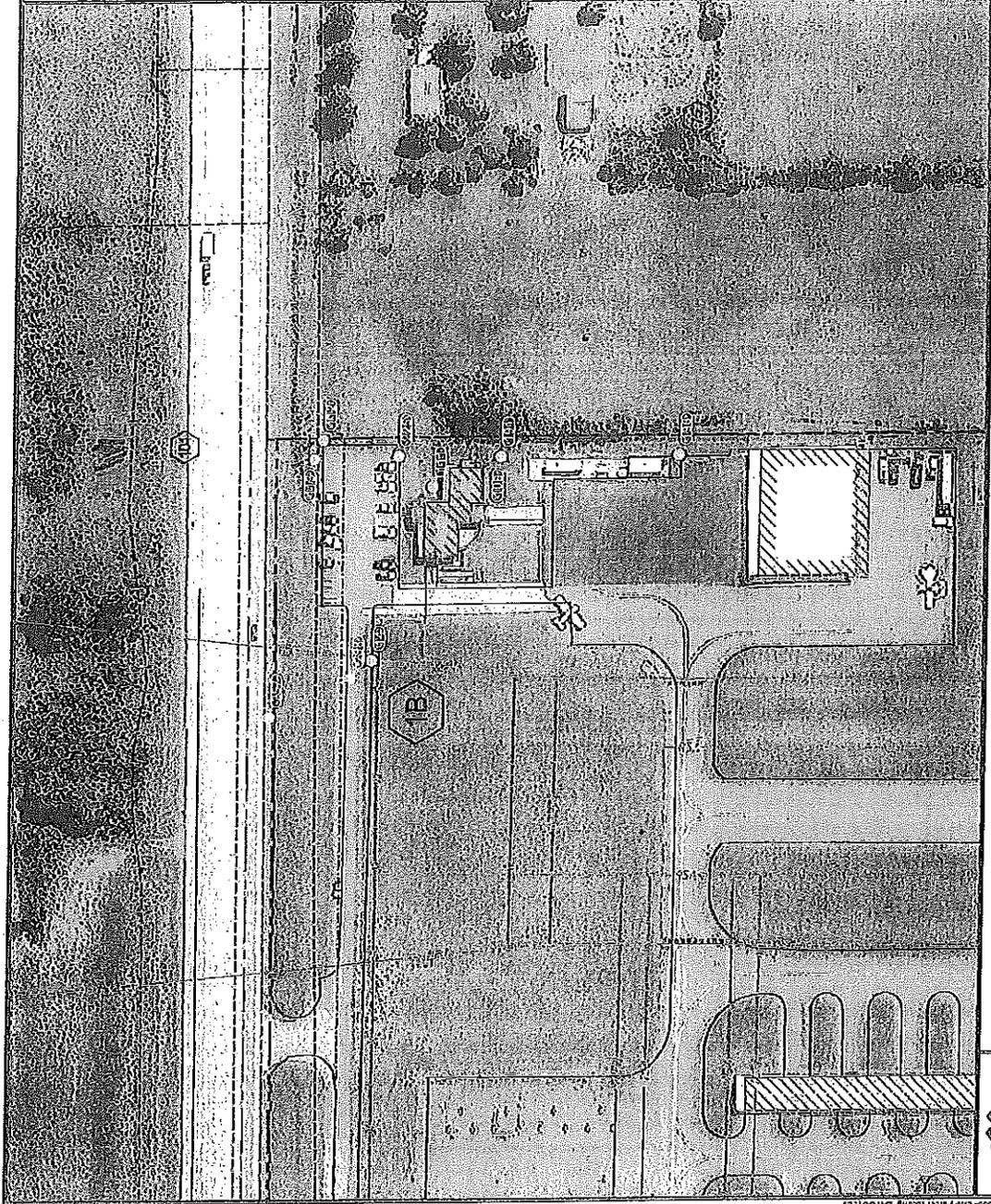
1885



Google Earth

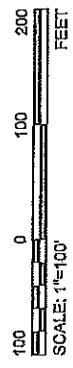
Imagery Date: 8/20/2010 11:07:36:19 (U) 81.452633° W, 66° 11:38' T eye Alt: 13497 ft

Beachville, WV



LEGEND
EXISTING OBSTRUCTION

ESTIMATE		
DESCRIPTION	UNIT	QUANTITY
UTILITY POLE REMOVAL	EA	1



PARCEL 1B - AIRPORT PROPERTY
MEDINA MUNICIPAL AIRPORT

PARCEL
1B

NO. 202 | DATE: APR. 2021

DRAWN BY:

CHECKED BY:

SCALE:

DATE:

