

**ORDINANCE NO. 128-22**

**AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO TASK ORDER #7 TO THE AGREEMENT WITH DELTA AIRPORT CONSULTANTS, INC. FOR PROFESSIONAL SERVICES AT THE MEDINA MUNICIPAL AIRPORT RELATIVE TO THE AIRPORT NARRATIVE REPORT AND ALP 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 #7 to the Agreement with Delta Airport Consultants, Inc. relative to the Airport Narrative Report and ALP 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 \$187,500.00 is available as follows: \$168,750 in Account No. 147-0652-54411, \$9,375 in Account No. 109-0652-54411, and \$9,375 in Account No. 547-0652-54411.

**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:** June 27, 2022

**SIGNED:** John M. Coyne, III  
President of Council

**ATTEST:** Kathy Patton  
Clerk of Council

**APPROVED:** June 28, 2022

**SIGNED:** Dennis Hanwell  
Mayor

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



**DELTA AIRPORT  
CONSULTANTS, INC.**

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

ORD. 128-22  
Exh. A

**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

6/28/2022

**ATTACHMENT 1  
SCOPE OF SERVICES**



**DELTA AIRPORT  
CONSULTANTS, INC.**

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

May 20, 2022

PHASE	DETAILED TASKS
<p>PLANNING SERVICES</p>	<p>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</p>

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

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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



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
<b>LUMP SUM TOTAL:</b>	<b>\$182,500</b>