

FINANCE COMMITTEE AGENDA
September 28, 2026
Council Rotunda

Finance Committee (6:00 p.m.)

1. Assignment of Requests for Council Action
2. 26-054-2/23 & 9/28 – Municipal Airport – Hangar Lease Agreement
3. 26-185-9/28 – Increase P.O. #26-235 – Hall Public Safety – Police
4. 26-186-9/28 – 2026 Codification Update
5. 26-187-9/28 – Expenditure – HSH – Service Dept.
6. 26-188-9/28 – Delta Airport Consultants Task Order #3 – Airport
7. 26-189-9/28 – City Hall / Police Dept. / Municipal Court Facility Study Agreement
8. 26-190-9/28 – Granger Rd. Water Line Emergency work – Fechko
9. 26-191-9/28 - \$75,000 Exp. to MMHA for Next Step-Up Shelter 2027
10. 26-192-9/28 – Increase P.O. #26-420 – Atlantic Emergency Solutions – Fire Dept.

REQUESTS FOR COUNCIL ACTION/DISCUSSION

Finance Committee

- 26-185-9/28 – Increase P.O. #26-00235 – Hall Public Safety - Police
- 26-186-9/28 – 2026 Codification Update
- 26-187-9/28 – Expenditure to HSH – Service Dept.
- 26-188-9/28 – Delta Airport Consultants Task Order #3
- 26-189-9/28 – City Hall / Police Dept. / Municipal Court Facility Study
- 26-190-9/28 – Granger Rd. Water Line – Emergency Excavation & Dewatering - Fechko
- 26-191-9/28 – Appropriate \$75,000 for 2027 Operating of Next Step-Up Shelter-MMHA
- 26-192-9/28 – Increase P.O. #26-420 – Atlantic Emergency Solutions – Fire Dept.

9/28/26

REQUEST FOR COUNCIL ACTION

From: Gregory A. Huber, Law Director

No. RCA 26-054, 2/23 + 9/28

Date: September 15, 2026

Committee: Finance

Subject: **Medina Municipal Airport Hangar Lease Agreement
(Non-Commercial Operations with Construction Addendum)**

Summary and background:

This is a proposed lease agreement between the City of Medina and Cold Stream Air Services, Inc. for construction of a ten-unit hangar facility at the airport.

Estimated Cost:

Suggested Funding:

Sufficient Funds in Account:

Transfer Needed From:

To:

New Appropriation Needed into Account:

Emergency Clause Requested: Yes ___ No ___

Reason:

COUNCIL USE ONLY:

Committee Recommendation:

Ord./Res.:

Date:

HANGAR LEASE AGREEMENT

(Non-Commercial Operations with Construction Addendum)

This Lease ("Lease") is made and entered into this _____ day of _____, 2026 by and between the **CITY OF MEDINA, OHIO**, an Ohio municipal corporation, with an address at 132 N. Elmwood Avenue, Medina, Ohio 44256 (hereinafter referred to as "Landlord"), and **COLD STREAM AIR SERVICES, INC.**, an Ohio Corporation, with an address at 2050 Medina Road, Medina, Ohio 44256 (hereinafter referred to as "Tenant").

RECITALS

A. Landlord is the owner of the Medina Municipal Airport (the "Airport") in Sharon, Township, Ohio.

B. Tenant desires to lease an undeveloped portion of commercial land at the Airport being 0.40367 acres, more or less, and identified as Medina County, Ohio parcel number 033-12A-07-01 (the "Premises"). The Premises are depicted on **Exhibit A** attached hereto.

C. Tenant has represented to the Landlord that upon execution of this Lease, Tenant shall promptly develop the Premises by constructing an aircraft hangar and related improvements pursuant to the Construction Addendum (the "Addendum") attached hereto and incorporated herein by this reference.

NOW, THEREFORE, it is agreed as follows:

1. **Premises.** The Landlord hereby leases the Premises to Tenant for and as an undeveloped aircraft hangar site to be developed by Tenant with construction of a T-hangar building (the "Hangar") for storage of a aircraft and related site improvements ("Site Improvements"). The Hangar is to be developed with divisions into separate T-hangar units, each intended to be suitable for housing a single aircraft (one aircraft per T-Hangar within the Hangar) to be stored and operated at the Airport. The Site Improvements and Hangar are to be developed as provided in the Addendum.

2. **Purposes.** Following development of the Hangar and Site Improvements, Tenant shall use and occupy the Premises solely for the following purposes and no others: (a) operation of aircraft owned or leased solely by Tenant, itself, or renters of the respective individual T-Hangar units constituting a part of the Hangar (hereinafter "T-Hangar Renters" and individually each a "T-Hangar Renter"); (b) inside hangar storage of aircraft owned by Tenant and/or inside hangar storage of aircraft owned by a T-Hangar Renter with terms not exceeding the Term of this Lease; (c) self-performed minor service and self-performed minor maintenance of aircraft owned by Tenant or self-performed minor service performed by the T-Hangar Renter on such T-Hangar Renter's aircraft.. For purposes hereof, the phrase "aircraft owned by Tenant" shall mean aircraft in which the Tenant has at least a fifty-one percent (51%) ownership interest or where the aircraft is leased or used at least on a fifty-one percent (51%) basis by Tenant. For purposes hereof, the phrase "aircraft owned by a T-Hangar Renter" shall mean aircraft in which the T-Hangar Renter

has at least a fifty-one percent (51%) ownership interest or where the aircraft is leased or used at least on a fifty-one percent (51%) basis by such T-Hangar Renter.

3. Prohibited Purposes. In addition to other uses that are prohibited, Tenant shall not use or occupy the Premises or any part thereof, nor permit any portion of the Premises or any T-Hangar to be used, for any of the following purposes: (a) service or maintenance by Tenant or any T-Hangar Renter on any aircraft or aircraft component not owned by the Tenant performing self-service or self-maintenance or by such T-Hangar Renter performing self-service or self-maintenance; (b) outside storage of aircraft or other items (for example, "tie-downs" at the Premises are not permitted); (c) fueling or self-fueling of any aircraft; (d) storage of non-aeronautical items or personal property (including, but not limited to, by way of example trailers, cars, boats, furniture; (c) any use that is not specifically authorized in Section 2 above.

4. Term of Lease. The term ("Term") of this Lease shall be for a period of forty-five (45) years commencing on the _____ day of _____, 2026 (the "Commencement Date") and continuing for forty-five (45) years, unless earlier terminated under the provisions of this Agreement.

(a) Right of First Refusal. To the extent permitted by applicable law and applicable FAA guidelines and rules, the Tenant has the first right to renew the Lease for up to one (1), twenty (20) year term after the original term, if any. Renewal of the Lease is not automatic and is subject to renegotiation based on the most current market rate and lease provisions as updated by the Landlord from time to time. Landlord and Tenant shall act in good faith in regard to negotiations.

5. Rent; Utilities; Real Estate Taxes & Assessments.

(a) Rent. Tenant shall pay Landlord base rent ("Base Rent") for the Premises in the amount of One Thousand Eight Hundred and NO/100ths Dollars (\$1,800.00) per annum in monthly installments of One Hundred Fifty and NO/100ths Dollars (\$150.00) each, due in advance on the first day of each month commencing the month after the effective date of this Lease. Per annum Base Rent shall be increased (but not decreased) as of each fifth anniversary of the Commencement Date to the then fair market field rent ("Fair Market Field Rent") determined by Landlord to be applicable for hangar lease sites at the Airport. Fair Market Field Rent may be determined by independent appraisal or other bona fide valuation method determined by Landlord to fix Fair Market Field Rent for various lease sites at the Airport. Base Rent and other amounts payable by Tenant to Landlord shall be delivered to: Medina Airport Manager, City of Medina, 132 North Elmwood Avenue, Medina, Ohio 44256.

(b) Utilities. In addition to Base Rent, Tenant shall pay for all utility services used or consumed at the Premises, including but not limited to, water, electric, communication/data, gas, and sewer. In the event the Premises is not separately metered for any particular utility or service, Landlord shall have the right to assess a monthly charge estimated in good faith by Landlord. The utility charges shall be due and payable monthly with installments of Base Rent.

(c) Real Estate Taxes and Assessments. Tenant shall pay, before any fine, penalty, interest or cost may be added thereto, or become due or be imposed by operation of law for the

non-payment thereof, all real estate taxes, assessments and other governmental impositions (collectively "Impositions") related to the Premises during the Term; provided, however, that if, by law, any Imposition may at the option of the taxpayer be paid in installments (whether or not interest shall accrue on the unpaid balance of such Imposition) Tenant, with Landlord's prior written consent, may exercise the option to pay the same (and any accrued interest on the unpaid balance of such Imposition) in installments and, in such event, shall pay such installments as may become due during the Term as the same respectively become due and before any fine, penalty, further interest or cost may be added thereto; provided, further, however, that the amount of all installments of any such Imposition which are to become due and payable after the expiration of the Term shall be paid on or before the date of such expiration. It is further provided that any Imposition, other than Impositions which have been converted into installment payments by Tenant, relating to a fiscal period of the taxing authority, a part of which period is included in a period of time after the expiration of the Term, shall be apportioned between Landlord and Tenant as of the expiration of the Term.

Tenant shall have the right to contest the amount or validity, in whole or in part, of any Imposition by appropriate proceedings diligently conducted in good faith but only after payment of such Imposition unless such payment would operate as a bar to such contest or interfere materially with the prosecution thereof, in which event, Tenant may postpone or defer payment of such Imposition if neither the Premises nor any part thereof would by reason of such postponement or deferment be in danger of being forfeited or lost. Upon the termination of any such proceedings, Tenant shall pay the amount of such Imposition or part thereof as finally determined in such proceedings the payment of which may have been deferred during the prosecution of such proceedings, together with any costs, fees, interest, penalties or other liabilities in connection therewith.

Landlord shall use reasonable efforts to obtain real estate tax assessments for the Premises which are segregated from the remainder of Landlord's properties. In the event that such segregated assessments are obtained, Landlord shall cooperate with Tenant in requesting the appropriate public authorities to send all notices relating to Impositions directly to Tenant during the Term; Tenant shall promptly deliver to Landlord copies of all such notices received by Tenant. If Landlord is unable to obtain real estate tax assessments for the Premises segregated from the remainder of Landlord's properties, Landlord will provide Tenant with documentation indicating the portion of real estate tax assessments applicable to the Premises and Tenant shall pay such Imposition directly to the public authority before the same becomes due.

6. Access Fee. The Tenant acknowledges the right of the Landlord to impose access fees ("Access Fee(s)") at the Airport chargeable monthly on a per occupied aircraft hangar basis. An access fee is potentially chargeable at a point where the Tenant is leasing the property described herein and at the same time, the Tenant is not a Fixed Base Operator at Medina Municipal Airport. For the purposes of this Agreement, the term "occupied aircraft hangar basis" or "occupied hangar basis" means any aircraft hangar or hangar unit that is in use with an aircraft being stored/hangered for any period of time during the particular billing month. The Access Fee is not prorated for any partial month or partial storage period during a month. For avoidance of doubt, each aircraft storage space in a larger building (such as a T-hangar building having multiple individual aircraft storage units) is treated as an aircraft hangar with each separate storage space charged the Access Fee. As of the date of this Lease, the Access Fee is charged at \$100.00 per month (or portion of a

month) per aircraft hangar on an occupied hangar basis. It is understood that the Access Fee is fixed on a non-discriminatory/uniform basis and may be reasonably adjusted from time to time by the Landlord. The Premises is conclusively presumed to be occupied by an aircraft each month unless the Tenant establishes the same was at no time occupied by an aircraft during such month.

7. Delinquent Payment. In the event Tenant is more than five (5) days late in paying any amount of Base Rent, Access Fees or any other payment due under this Lease, then without the need for any further notice to Tenant, Tenant shall pay Landlord a late charge equal to five percent (5%) of the delinquent amount. In addition, any amount due from Tenant to Landlord hereunder which is not paid within thirty (30) days of the date due shall bear interest at a monthly rate of percent (1.0%). The payment of such late charge or interest by Tenant shall not constitute a waiver of any default by Tenant hereunder.

8. Assignment; Subletting.

(a) Except as provided herein, the Tenant shall not assign this lease, nor permit the transfer thereof by law or otherwise, nor, except as expressly provided in this Lease, sublet the Premises, any T-Hangar, or any part thereof, without prior written consent of the Landlord.

(b) Notwithstanding the foregoing but otherwise subject to this Lease after completion of construction of all improvements and T-Hangars, Tenant may enter long term subleases of specific individual aircraft T-hangars to separate subtenants at market rates from time to time provided: (1) the term of any sublease may not exceed the remaining term of this Lease; (2) each subtenant shall be obligated to comply with the terms of this Lease regarding use of T-Hangars, including, but not limited to, prohibitions against servicing any aircraft other than the subtenant's; (3) each subtenant shall also comply with all applicable rules and regulations of the Airport promulgated by the Airport Manager or Landlord from time to time; (4) each subtenant shall be responsible for the Access Fee pertaining to the subtenant's subleased T-Hangar unless paid by the Tenant directly; (5) each Tenant shall obtain appropriate aircraft insurance for their aircraft kept in or at their subleased T-Hangar; (5) Tenant shall provide Landlord with a continuously updated register of all subtenants (with name, address and contact phone number), their T-Hangar identification, their aircraft (including make, model and tail number registered with the FAA); and (6) Tenant is responsible for any failure of any subtenant to comply with the rules and regulations of the Airport and any failure to comply with Lease where applicable to the T-Hangar subleased to such subtenant.

(c) To the extent that Tenant desires to structure individual T-Hangar long-term use by individual subtenants during the term of this lease utilizing a cooperative entity structure whereby the right to a specific t-hangar's use is assigned to the user as a member of the cooperative entity. Landlord will negotiate in good faith with Tenant to come to mutually acceptable terms, provided the cooperative entity and its members/t-hangar users assure their compliance with the terms and conditions of this Lease.

9. Landlord Access. Landlord has the right to access the Premises at any time for fire, electrical or safety inspections, compliance review, and/or maintenance or in the case of an emergency. Except in the case of an emergency, Landlord shall provide 24-hour notice (which notice may be

phone, email or otherwise) of intended entry. Locks provided may not be modified or changed. Any hangar locked with owner provided locks must have a duplicate key placed with the Landlord or the Airport Manager appointed by the Landlord.

10. Alterations. After completion of construction under the Addendum, Tenant shall make no structural alterations or additions to the Premises without prior written consent of the Landlord and all alterations, additions and improvements in any manner fastened to the Premises, shall become a part of the Premises and shall be surrendered to the Landlord at the termination of this Lease, whether terminated by lapse of the time or otherwise, without compensation to the Tenant. Notwithstanding the foregoing, Landlord shall have the right to require that Tenant remove alterations, additions and improvements from the Premises leaving the same in good condition and repair. Such removal shall be at Tenant's sole cost. Should Tenant fail to remove alterations, additions and improvements as required by Landlord, Landlord may do so at Tenant's cost and expense. Tenant shall pay such cost and expense within ten (10) days of Landlord's submission of an invoice therefor.

11. Damage, Injury or Loss. All personal property on the Premises of Tenant, its subtenants, invitees or licensees shall be at the risk of the Tenant only, and the Landlord shall not be liable for any damages to or loss of such property, or to the Premises or to Tenant, or to any other persons or property, caused by water, fire, electricity, wind, sewage, gas or odors or by any act or neglect of other tenants, occupants or the employees of the Landlord, or any other person, or caused in any other manner whatsoever.

12. Combustible and/or Hazardous Materials. Tenant shall not or allow any person to dispense fuel into aircraft or vehicles on the Premises: fuel stored outside of aircraft or vehicle fuel tanks, shall be limited to five (5) gallons and stored only in U.L. approved storage containers. No other combustible materials shall be stored in the Premises. Tenant shall conduct itself and its activities on or at any portion of the Premises and cause all invitees, licensees, contractors and agents to act, in such a manner as to (i) not release or permit the release of any Hazardous Material; (ii) not unlawfully store, use or dispose of any Hazardous Material; and (iii) not create any nuisance or unreasonable interference with or disturbance of other tenants or users of the Airport or Landlord. "Hazardous Material" means any hazardous, explosive, radioactive or toxic substance, material or waste which is or becomes regulated by any local governmental authority, the state in which the Premises is located or the United States, including, without limitation, any material or substance which is (A) defined or listed as a "hazardous waste," "extremely hazardous waste," "restricted hazardous waste," "hazardous substance," "hazardous material," "pollutant" or "contaminant" under any Law, (B) petroleum or a petroleum derivative, (C) a flammable explosive, (D) a radioactive material, (E) a polychlorinated biphenyl, (F) asbestos or an asbestos derivative, or (G) a carcinogen. Tenant hereby shall indemnify, defend and hold Landlord harmless from and against any and all claims, losses and costs arising from or asserted in connection with: (i) Tenant's breach of any of the covenants set forth in this Section 12 and/or (ii) to the extent caused or allowed by Tenant, or any agent, employee, contractor, invitee or licensee of Tenant, the presence on, under, or the escape, seepage, leakage, spillage, discharge, emission, release from, onto or into the Premises, the building, the land surrounding, the atmosphere, or any watercourse, body of water or ground water, of any Hazardous Material. The undertaking and indemnification set forth in this Section 12 shall survive the termination of this Lease.

13. Waste; Rubbish. The Tenant shall promptly remove from the Premises all waste and rubbish regularly and upon being notified so to do either be the Landlord or by any State or Municipal authority. In the event of the Tenant fails to remove any of such waste, rubbish, or to properly dispose of or deposit such items, the Landlord may, at Landlord's option, remove the same and any expense incurred in so doing shall become part of the rental of the Premises herein leased and shall be payable to the Landlord upon demand.

14. Maintenance and Repair. It shall be Tenant's obligation to maintain the Premises and all improvements and buildings upon the Premises, both exterior and interior, in good, safe condition and repair at all times. Tenant will keep the floors clean from oil or other stains. Any inside or outside fixtures and other improvements, such as lights, antennas or other improvements must be approved by Landlord in writing. Landlord shall not be responsible for the cost of making any repairs, alternations or improvements at or upon the Premises. The cost of all improvements and repairs of the Premises and keeping of the same in good order and repair shall be paid by the Tenant except as to such repairs as are made necessary by such damages as Tenant can affirmatively show by clear and convincing evidence resulted from the fault or negligence of Landlord.

15. Obstructions; Signage. Neither the Tenant nor Tenant's employees, invitees or licensees shall obstruct in any way the areas, aprons and taxiways around the Premises and shall not without first receiving the written consent of said Landlord place signage on the outside of the buildings upon Premises nor upon the balance of the exterior areas on the grounds surrounding said buildings.

16. Surrender. The Tenant shall, at the termination of this Lease whether by lapse of time or otherwise, return said Premises to the Landlord in as good condition as when received with the building and improvements thereon constructed and maintained as contemplated by this Lease and the Addendum, loss by ordinary wear, tear, fire and casualty or the elements excepted, and by midnight of the date of termination of this Lease shall remove all rubbish, waste material and all the Lessee's property from the Premises, and shall surrender all keys to said premises in Tenant's possession whether such keys were provided by the Landlord or by the Tenant.

17. Insurance. Tenant shall, during the entire term of this Lease, keep in full force and affect the following insurance:

- (a) Aircraft Liability Insurance with limits of liability shall not be less than \$100,000.00 per person and \$1,000,000.00 per accident.
- (b) Comprehensive general public liability insurance against claims for personal injury, bodily injury, death or property damage occurring on or in the Premises, with a combined single limit of not less than Three Million Dollars (\$3,000,000.00), or the equivalent thereof.
- (c) A copy of each policy or a certificate of insurance shall be delivered to the Landlord at the inception of the Term and thereafter upon Landlord's request.

- (d) The amount of insurance shall be increased as Landlord may reasonably require from time to time to account for inflation or generally increased insurance recommendation by Landlord's insurance advisor.

18. Compliance with Law; Rules and Regulations. Tenant shall promptly comply with and shall cause each licensee and invitee at the Premises to comply with, all present and future laws, ordinances, orders, rules, regulations and requirements of all federal, state and municipal governments, courts, departments, commissions, boards and offices, any national or local Board of Fire Underwriters, or any other body exercising functions similar to those of any of the foregoing, foreseen or unforeseen, ordinary as well as extraordinary, which may be applicable to the Premises or to the use or manner of use of the Premises or any part thereof. Tenant shall comply and cause each licensee and invitee at the Premises with all rules and regulations issued by Landlord and/or Airport Manager from time to time, including, but not limited to regulations concerning signage, Minimum Standards of Operation, and security and operations. Tenant specifically acknowledges that Tenant is familiar with the FAA grant assurances that are imposed upon the Landlord from time to time in connection with grants obtained by Landlord (the "Grant Assurances"). The Grant Assurances as modified from time to time are incorporated herein by reference and Tenant agrees to comply with such Grant Assurances so far as applicable to or imposed upon the Premises and/or activities thereat. Copies of Grant Assurances are also available upon request from time to time from the Landlord by written request.

19. Entire Agreement. This Lease and the attached hereto and documents incorporated by reference express the entire agreement of the parties thereto. The Tenant hereby expressly agrees that the Landlord has made no statement or promises, has not entered into any undertaking verbal or otherwise, in conflict with this lease or that invalidates, changes or enlarges any of its provisions or that makes Landlord liable for any damage; that Landlord has made no promises or representations except such are endorsed hereon respecting the condition of the leases premises, and that the taking possession of said Premises by the Tenant, shall be conclusive evidence as condition, any exception to be noted and agreed to by Tenant and Landlord, under the terms of this Lease, so far as Tenant would reasonably be able to determine from the careful visual examination of the Premises for the express purpose of review of its condition, when possession of the same was taken.

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LANDLORD:
CITY OF MEDINA, OHIO

By: _____
Name: _____
Title: Mayor

TENANT:
COLD STREAM AIR SERVICES, INC.,

By: _____
Name: _____
Title: _____

Approved as to Form:

Gregory Huber, City of Medina, Law Director

STATE OF OHIO)
)SS:
COUNTY OF MEDINA)

The foregoing instrument was acknowledged before me this _____ day of _____, 2026 by James A. Shields, the Mayor of **CITY OF MEDINA, OHIO**, an Ohio municipal corporation, on behalf of same.

Notary Public

STATE OF OHIO)
)SS:
COUNTY OF MEDINA)

The foregoing instrument was acknowledged before me this _____ day of _____, 2026 by Ronald Waldron, the President of **COLD STREAM AIR SERVICES, INC.**, an Ohio Corporation, on behalf of the corporation.

Notary Public

EXHIBIT A

(SITE/LEGAL DESCRIPTION)

EXHIBIT B

LEASE CONSTRUCTION ADDENDUM (TENANT CONSTRUCTION)

This is the Construction Addendum ("Addendum") referred to in the Ground Lease (the "Lease") made between **CITY OF MEDINA**, an Ohio municipal corporation, as Landlord, and **COLD STREAM AIR SERVICES INC.**, an Ohio corporation, as Tenant, pursuant to which Tenant is ground leasing certain land from Landlord at the Medina Airport ("Airport") owned by the Landlord. Capitalized terms used herein, unless otherwise defined in this Addendum, shall have the respective meanings assigned to them in the Lease.

Landlord and Tenant agree as follows:

1. **Premises Improvements.** Subject to the provisions of the Lease and this Addendum, Tenant shall cause to be constructed an aircraft hangar building with ten (10) T-Hangar units separated by common walls (the "Hangar") together with associated concrete or blacktop apron areas upon the Premises providing access from the Hangar (and each constituent T-Hangar) to aircraft taxiways ("Tenant's Construction Work") substantially in accordance with the final specifications and plans for the Premises that are to be prepared by Tenant and submitted to the Landlord for general approval (the "Plans") with the same thereafter submitted for all other required governmental permits and approvals prior to commencement of construction. Such Plans shall not be modified or amended without Landlord's written consent first obtained and all other governmental approvals obtained as provided by applicable law (the Hangar facility specifications, and the plans, as finally approved collectively referred to herein as the "Final Plans"). All Work shown in the Final Plans is included in Tenant's Construction Work and together with Tenant's fixtures and equipment not shown in the Final Plans ("Tenant Equipment"), are entirely Tenant's responsibility at Tenant's cost (the "Tenant Cost").

Subject to the provisions of the Lease and this Addendum, Tenant shall substantially complete Tenant's Construction Work, at Tenant's sole cost and expense, by twenty-four (24) months after the commencement of this contract ("Completion Date"). The Completion Date shall be extended for such period of time as is equal to the period of delays caused by any force majeure event, including, but not limited to delays caused by strikes and/or lockouts (not caused by Tenant or Tenant's contractors, subcontractors or material suppliers), unusual delays by governmental authorities, unavailability or shortage of materials, adverse weather conditions not reasonably contemplated, fire and other casualty, acts of God, and any other causes beyond the reasonable control of Tenant and not due to Tenant's negligence or lack of diligence ("Excusable Delays").

2. **Landlord Not Responsible for Tenant/Third Party Equipment or other Property.** Landlord shall have no responsibility or liability for any damage or loss to or of property or equipment of Tenant or of any third party placed on or at the Premises at any time.

3. **Substantial Completion.** The terms "substantial completion", substantially complete" or "substantial completion of Tenant's Construction Work", wherever used in this Addendum or the Lease, shall mean the full completion of Tenant's Construction Work except for

such minor items ("Punch List Items") that are to be fully completed by Tenant within a reasonable time in the exercise of diligent effort. Promptly upon substantial completion of Tenant's Construction Work, Landlord shall have the right, but not the obligation, to inspect Tenant's Construction Work for compliance with the requirements of this Addendum.

4. **Defects In Construction.** Tenant's Construction Work shall be performed with new materials and in good workmanlike manner. Tenant shall have the full and unqualified responsibility for all defects in design, construction, workmanship and materials in Tenant's Construction Work, notwithstanding any inspection thereof by Landlord or any Landlord designee of the detailed plans and specifications or the work, and notwithstanding the completion of Tenant's Construction Work or the commencement of the Lease term. Tenant's Construction Work shall be designed, constructed and performed, in accordance with all applicable laws, codes, rules and regulations and the requirements of the appropriate governmental authorities and all zoning laws.

5. **Certain Obligations Of Tenant During Construction.**

(a) Tenant shall pay all operating and other costs relating to the Premises, and the construction thereof, including the cost of water, heat, electricity, and other utilities used in and at the Premises.

(b) Tenant's Construction Work shall be performed by qualified licensed general contractors or subcontractors, in accordance with the terms, conditions and provisions of this Addendum.

(c) At all times during the performance of Tenant's Construction Work and continuing until the Commencement Date, Tenant shall maintain in full force and effect a policy of builder's risk insurance, at Tenant's sole cost and expense, insuring Tenant's Construction Work and all materials stored (including, but not limited to, Tenant's fixtures, equipment, supplies or other property which shall be stored at Tenant's sole risk) on the Premises or elsewhere or in transit against loss or damage by fire and other perils included in extended insurance coverage, including, without limitation, theft, vandalism, malicious mischief, transit, collapse, flood and earthquake, to one hundred percent (100%) of the replacement costs thereof at the time of loss.

(d) Tenant hereby agrees that Landlord shall not be responsible for claims, suits, obligations, liabilities, injuries, loss or damages arising out of or incurred in the course of Tenant's Construction Work ("Claims"). Tenant shall indemnify, defend and hold harmless Landlord from and against all Claims. The foregoing indemnity shall survive termination or expiration of this Lease.

(e) Tenant shall not permit or suffer any mechanic's lien or attested accounts to be filed or claimed with respect to the Premises or Tenant's interest therein or Tenant's Construction Work.

(f) Landlord shall have the right, but not the obligation, to engage a consultant or advisor or to appoint a designee ("Landlord's Construction Consultant"), at Landlord's

sole cost and expense, to observe and inspect the progress of Tenant's Construction Work. Tenant shall reasonably cooperate with Landlord's Construction Consultant and shall make diligent good faith efforts to keep Landlord's Construction Consultant informed as to the progress of Tenant's Construction Work. Tenant shall make reasonable efforts to notify Landlord's Construction Consultant in advance of progress meetings relating to Tenant's Construction Work and shall permit Landlord's Construction Consultant to attend such meetings.

6. **Miscellaneous.**

(a) During the course of construction Tenant shall comply with all rules and regulations of the Landlord and applicable to the Airport and Airport property, including, but not limited to, all rules relating to safety, access and security.

(b) Landlord has no agreement with Tenant and has no obligation to do or perform any work with respect to the Premises. Any other work at or in the Premises which Tenant may be permitted by Landlord to perform prior to Commencement Date shall be done at Tenant's sole cost and expense and in accordance with the terms and conditions of the Lease; shall be completed pursuant to plans and specifications reasonably acceptable to Landlord; and all in accordance with all applicable building codes and laws, and without unreasonable interference with the operations of Landlord or the Airport. Any additional work or alterations to the Premises desired by Tenant after the Commencement Date shall be subject to the provisions of the Lease.

(c) The persons signing this Addendum on behalf of Landlord and Tenant warrants and represents he or she has the authority to do so.

(d) With respect to any amounts owed by Tenant hereunder and not paid when due or Tenant's failure to perform its obligations hereunder, Landlord shall have all of the rights and remedies granted to Landlord under the Lease for non-payment by Tenant of any amounts owed thereunder or failure by Tenant to perform its obligations thereunder.

IN WITNESS WHEREOF, Landlord and Tenant have caused this Addendum to be executed as of the date of the Lease.

LANDLORD:
CITY OF MEDINA

TENANT:
COLD STREAM AIR SERVICES, INC.

By: _____
Name: _____
Title: _____

By: _____
Name: _____
Title: _____

REQUEST FOR COUNCIL ACTION

From: Gregory A. Huber, Law Director

No. RCA 26-054-2/23

Date: February 18, 2026

Committee: Finance

Subject: Medina Municipal Airport

Summary and background: Request that Medina City Council approve a Lease Agreement and Construction Addendum for the Mayor's signature. These agreements permit the construction of a building that includes ten new airplane hangars.

Estimated Cost:

Suggested Funding:

Sufficient Funds in Account:

Transfer Needed From:

To:

New Appropriation Needed into Account:

Emergency Clause Requested: Yes ___ No ___

Reason:

COUNCIL USE ONLY:

Committee Recommendation: 2/23/26 ~~RH/SH~~ HOL -bring back 3-9-26

Ord./Res.:

Date:

HANGAR LEASE AGREEMENT

(Non-Commercial Operations with Construction Addendum)

This Lease ("Lease") is made and entered into this _____ day of _____, 2026 by and between the **CITY OF MEDINA, OHIO**, an Ohio municipal corporation, with an address at 132 N. Elmwood Avenue, Medina, Ohio 44256 (hereinafter referred to as "Landlord"), and **COLD STREAM AIR SERVICES, INC.**, an Ohio Corporation, with an address at 2050 Medina Road, Medina, Ohio 44256 (hereinafter referred to as "Tenant").

RECITALS

A. Landlord is the owner of the Medina Municipal Airport, Medina Township, Ohio.

B. Tenant desires to lease an undeveloped portion of commercial property at the Airport being 0.40367 acres, more or less, and identified as Medina County, Ohio Parcel number 033-12A-07-01 (the "Premises"). The Premises are depicted on Exhibit A attached hereto.

C. Tenant has represented to the Landlord that upon execution of this Lease, Tenant shall promptly develop the Premises by constructing an aircraft hangar and related improvements pursuant to the Construction Addendum (the "Addendum") attached hereto and incorporated herein by this reference.

NOW, THEREFORE, it is agreed as follows:

1. Premises. The Landlord hereby leases the Premises to Tenant for and as an undeveloped aircraft hangar site to be developed by Tenant with construction of a T-hangar building (the "Hangar") for storage of a aircraft and related site improvements ("Site Improvements"). The Hangar is to be developed with divisions into separate T-hangar units, each intended to be suitable for housing a single aircraft (one aircraft per T-Hangar within the Hangar) to be stored and operated at the Airport. The Site Improvements and Hangar are to be developed as provided in the Addendum.

2. Purposes. Following development of the Hangar and Site Improvements, Tenant shall use and occupy the Premises solely for the following purposes and no others: (a) operation of aircraft owned or leased solely by Tenant, itself, or renters of the respective individual T-Hangar units constituting a part of the Hangar (hereinafter "T-Hangar Renters" and individually each a "T-Hangar Renter"); (b) inside hangar storage of aircraft owned by Tenant and/or inside hangar storage of aircraft owned by a T-Hangar Renter with terms not exceeding the Term of this Lease; (c) self-performed minor service and self-performed minor maintenance of aircraft owned by Tenant or self-performed minor service performed by the T-Hangar Renter on such T-Hangar Renter's aircraft.. For purposes hereof, the phrase "aircraft owned by Tenant" shall mean aircraft in which the Tenant has at least a fifty-one percent (51%) ownership interest or where the aircraft is leased or used at least on a fifty-one percent (51%) basis by Tenant. For purposes hereof, the phrase "aircraft owned by a T-Hangar Renter" shall mean aircraft in which the T-

Hangar Renter has at least a fifty-one percent (51%) ownership interest or where the aircraft is leased or used at least on a fifty-one percent (51%) basis by such T-Hangar Renter.

3. Prohibited Purposes. In addition to other uses that are prohibited, Tenant shall not use or occupy the Premises or any part thereof, nor permit any portion of the Premises or any T-Hangar to be used, for any of the following purposes: (a) service or maintenance by Tenant or any T-Hangar Renter on any aircraft or aircraft component not owned by the Tenant performing self-service or self-maintenance or by such T-Hangar Renter performing self-service or self-maintenance; (b) outside storage of aircraft or other items (for example, "tie-downs" at the Premises are not permitted); (c) fueling or self-fueling of any aircraft; (d) storage of non-aeronautical items or personal property (including, but not limited to, by way of example trailers, cars, boats, furniture; (c) any use that is not specifically authorized in Section 2 above.

4. Term of Lease. The term ("Term") of this Lease shall be for a period of thirty-five (35) years commencing on the _____ day of _____, 2026 (the "Commencement Date") and continuing for thirty (30) years, unless earlier terminated under the provisions of this Agreement.

- (a) Right of First Refusal. The Tenant has the first right to renew the Lease for up to one (1), twenty (20) year term consecutive to the original term, if any. Renewal of the Lease is not automatic and is subject to renegotiation based on the most current market rate and lease provisions as updated by the Landlord from time to time. Landlord and Tenant shall act in good faith.

5. Rent; Utilities; Real Estate Taxes & Assessments.

(a) Rent. Tenant shall pay Landlord base rent ("Base Rent") for the Premises in the amount of One Thousand Eight Hundred and NO/100ths Dollars (\$1,800.00) per annum in monthly installments of One Hundred Fifty and NO/100ths Dollars (\$150.00) each, due in advance on the first day of each month commencing _____. Per annum Base Rent shall be increased (but not decreased) as of each fifth anniversary of the Commencement Date to the then fair market field rent ("Fair Market Field Rent") determined by Landlord to be applicable for hangar lease sites at the Airport. Fair Market Field Rent may be determined by independent appraisal or other bona fide valuation method determined by Landlord to fix Fair Market Field Rent for various lease sites at the Airport. Base Rent and other amounts payable by Tenant to Landlord shall be delivered to: Medina Airport Manager – c/o Cold Stream Air Services, _____.

(b) Utilities. In addition to Base Rent, Tenant shall pay for all utility services used or consumed at the Premises, including but not limited to, water, electric, communication/data, gas, and sewer. In the event the Premises is not separately metered for any particular utility or service, Landlord shall have the right to assess a monthly charge estimated in good faith by Landlord. The utility charges shall be due and payable monthly with installments of Base Rent.

(c) Real Estate Taxes and Assessments. Tenant shall pay, before any fine, penalty, interest or cost may be added thereto, or become due or be imposed by operation of law for the non-payment thereof, all real estate taxes, assessments and other governmental impositions (collectively "Impositions") related to the Premises during the Term; provided, however, that if, by law, any Imposition may at the option of the taxpayer be paid in installments (whether or not interest shall accrue on the unpaid balance of such Imposition) Tenant, with Landlord's prior written consent, may exercise the option to pay the same (and any accrued interest on the unpaid balance of such Imposition) in installments and, in such event, shall pay such installments as may become due during the Term as the same respectively become due and before any fine, penalty, further interest or cost may be added thereto; provided, further, however, that the amount of all installments of any such Imposition which are to become due and payable after the expiration of the Term shall be paid on or before the date of such expiration. It is further provided that any Imposition, other than Impositions which have been converted into installment payments by Tenant, relating to a fiscal period of the taxing authority, a part of which period is included in a period of time after the expiration of the Term, shall be apportioned between Landlord and Tenant as of the expiration of the Term.

Tenant shall have the right to contest the amount or validity, in whole or in part, of any Imposition by appropriate proceedings diligently conducted in good faith but only after payment of such Imposition unless such payment would operate as a bar to such contest or interfere materially with the prosecution thereof, in which event, Tenant may postpone or defer payment of such Imposition if neither the Premises nor any part thereof would by reason of such postponement or deferment be in danger of being forfeited or lost. Upon the termination of any such proceedings, Tenant shall pay the amount of such Imposition or part thereof as finally determined in such proceedings the payment of which may have been deferred during the prosecution of such proceedings, together with any costs, fees, interest, penalties or other liabilities in connection therewith.

Landlord shall use reasonable efforts to obtain real estate tax assessments for the Premises which are segregated from the remainder of Landlord's properties. In the event that such segregated assessments are obtained, Landlord shall cooperate with Tenant in requesting the appropriate public authorities to send all notices relating to Impositions directly to Tenant during the Term; Tenant shall promptly deliver to Landlord copies of all such notices received by Tenant. If Landlord is unable to obtain real estate tax assessments for the Premises segregated from the remainder of Landlord's properties, Landlord will provide Tenant with documentation indicating the portion of real estate tax assessments applicable to the Premises and Tenant shall pay such Imposition directly to the public authority before the same becomes due.

6. Access Fee. The Tenant acknowledges the right of the Landlord to impose access fees ("Access Fee(s)") at the Airport chargeable monthly on a per occupied aircraft hangar basis. For the purposes of this Agreement, the term "occupied aircraft hangar basis" or "occupied hangar basis" means any aircraft hangar or hangar unit that is in use with an aircraft being stored/hangered for any period of time during the particular billing month. The Access Fee is not prorated for any partial month or partial storage period during a month. For avoidance of doubt, each aircraft storage space in a larger building (such as a T-hangar building having multiple individual aircraft storage units) is treated as an aircraft hangar with each separate storage space

charged the Access Fee. As of the date of this Lease, the Access Fee is charged at \$100.00 per month (or portion of a month) per aircraft hangar on an occupied hangar basis. It is understood that the Access Fee is fixed on a non-discriminatory/uniform basis and may be reasonably adjusted from time to time by the Landlord. The Premises is conclusively presumed to be occupied by an aircraft each month unless the Tenant establishes the same was at no time occupied by an aircraft during such month.

7. Delinquent Payment. In the event Tenant is more than five (5) days late in paying any amount of Base Rent, Access Fees or any other payment due under this Lease, then without the need for any further notice to Tenant, Tenant shall pay Landlord a late charge equal to five percent (5%) of the delinquent amount. In addition, any amount due from Tenant to Landlord hereunder which is not paid within thirty (30) days of the date due shall bear interest at a monthly rate of percent (1.0%). The payment of such late charge or interest by Tenant shall not constitute a waiver of any default by Tenant hereunder.

8. Assignment; Subletting. The Tenant shall not assign this lease, nor permit the transfer thereof by law or otherwise, nor, except as expressly provided in this Lease, sublet the Premises, any T-Hangar, or any part thereof, without prior written consent of the Landlord. Short term subleasing of T-Hangars to third parties for aircraft storage pursuant to Section 2 is not prohibited provided such otherwise complies with this Lease. FOR AVOIDANCE OF DOUBT, UNDER NO CIRCUMSTANCE MAY TENANT EFFECTUATE OR ATTEMPT TO EFFECTUATE AN OWNERSHIP OR LEASEHOLD STRUCTURE OR ENTITY STRUCTURE (SUCH AS A SO-CALLED COOPERATIVE OR CONDOMINIUM OR INTERVAL OWNERSHIP STRUCTURE OR SIMILAR ARRANGEMENT) WHEREBY ANY PERSON OR ENTITY WOULD HAVE THE RIGHT TO USE ONE OR MORE T-HANGARS OWNED OR CONTROLLED BY THE ENTITY BY VIRTUE OF OWNERSHIP OF AN INTEREST IN THE ENTITY AS OPPOSED TO BECOMING A DIRECT T-HANGAR SUBTENANT. FURTHER NO T-HANGAR RENTER IS PERMITTED TO DIRECTLY OR INDIRECTLY CONCURRENTLY LEASE MORE THAN ONE T-HANGAR AT THE PREMISES WITHOUT THE PRIOR WRITTEN CONSENT OF THE LANDLORD.

9. Landlord Access. Landlord has the right to access the Premises at any time for fire, electrical or safety inspections, compliance review, and/or maintenance or in the case of an emergency. Except in the case of an emergency, Landlord shall provide 24-hour notice (which notice may be phone, email or otherwise) of intended entry. Locks provided may not be modified or changed. Any hangar locked with owner provided locks must have a duplicate key placed with the Landlord or the Airport Manager appointed by the Landlord.

10. Alterations. After completion of construction under the Addendum, Tenant shall make no structural alterations or additions to the Premises without prior written consent of the Landlord and all alterations, additions and improvements in any manner fastened to the Premises, shall become a part of the Premises and shall be surrendered to the Landlord at the termination of this Lease, whether terminated by lapse of the time or otherwise, without compensation to the Tenant. Notwithstanding the foregoing, Landlord shall have the right to require that Tenant remove alterations, additions and improvements from the Premises leaving the same in good condition and repair. Such removal shall be at Tenant's sole cost. Should Tenant fail to remove

alterations, additions and improvements as required by Landlord, Landlord may do so at Tenant's cost and expense. Tenant shall pay such cost and expense within ten (10) days of Landlord's submission of an invoice therefor.

11. Damage, Injury or Loss. All personal property on the Premises of Tenant, its subtenants, invitees or licensees shall be at the risk of the Tenant only, and the Landlord shall not be liable for any damages to or loss of such property, or to the Premises or to Tenant, or to any other persons or property, caused by water, fire, electricity, wind, sewage, gas or odors or by any act or neglect of other tenants, occupants or the employees of the Landlord, or any other person, or caused in any other manner whatsoever.

12. Combustible and/or Hazardous Materials. Tenant shall not or allow any person to dispense fuel into aircraft or vehicles on the Premises: fuel stored outside of aircraft or vehicle fuel tanks, shall be limited to five (5) gallons and stored only in U.L. approved storage containers. No other combustible materials shall be stored in the Premises. Tenant shall conduct itself and its activities on or at any portion of the Premises and cause all invitees, licensees, contractors and agents to act, in such a manner as to (i) not release or permit the release of any Hazardous Material; (ii) not unlawfully store, use or dispose of any Hazardous Material; and (iii) not create any nuisance or unreasonable interference with or disturbance of other tenants or users of the Airport or Landlord. "Hazardous Material" means any hazardous, explosive, radioactive or toxic substance, material or waste which is or becomes regulated by any local governmental authority, the state in which the Premises is located or the United States, including, without limitation, any material or substance which is (A) defined or listed as a "hazardous waste," "extremely hazardous waste," "restricted hazardous waste," "hazardous substance," "hazardous material," "pollutant" or "contaminant" under any Law, (B) petroleum or a petroleum derivative, (C) a flammable explosive, (D) a radioactive material, (E) a polychlorinated biphenyl, (F) asbestos or an asbestos derivative, or (G) a carcinogen. Tenant hereby shall indemnify, defend and hold Landlord harmless from and against any and all claims, losses and costs arising from or asserted in connection with: (i) Tenant's breach of any of the covenants set forth in this Section 12 and/or (ii) to the extent caused or allowed by Tenant, or any agent, employee, contractor, invitee or licensee of Tenant, the presence on, under, or the escape, seepage, leakage, spillage, discharge, emission, release from, onto or into the Premises, the building, the land surrounding, the atmosphere, or any watercourse, body of water or ground water, of any Hazardous Material. The undertaking and indemnification set forth in this Section 12 shall survive the termination of this Lease.

13. Waste; Rubbish. The Tenant shall promptly remove from the Premises all waste and rubbish regularly and upon being notified so to do either be the Landlord or by any State or Municipal authority. In the event of the Tenant fails to remove any of such waste, rubbish, or to properly dispose of or deposit such items, the Landlord may, at Landlord's option, remove the same and any expense incurred in so doing shall become part of the rental of the Premises herein leased and shall be payable to the Landlord upon demand.

14. Maintenance and Repair. It shall be Tenants obligation to maintain the Premises and all improvements and buildings upon the Premises, both exterior and interior, in good, safe condition and repair at all times. Tenant will keep the floors clean from oil or other stains. Any

inside or outside fixtures and other improvements, such as lights, antennas or other improvements must be approved by Landlord in writing. Landlord shall not be responsible for the cost of making any repairs, alternations or improvements at or upon the Premises. The cost of all improvements and repairs of the Premises and keeping of the same in good order and repair shall be paid by the Tenant except as to such repairs as are made necessary by such damages as Tenant can affirmatively show by clear and convincing evidence resulted from the fault or negligence of Landlord.

15. Obstructions; Signage. Neither the Tenant nor Tenant's employees, invitees or licensees shall obstruct in any way the areas, aprons and taxiways around the Premises and shall not without first receiving the written consent of said Landlord place signage on the outside of the buildings upon Premises nor upon the balance of the exterior areas on the grounds surrounding said buildings.

16. Surrender. The Tenant shall, at the termination of this Lease whether by lapse of time or otherwise, return said Premises to the Landlord in as good condition as when received with the building and improvements thereon constructed and maintained as contemplated by this Lease and the Addendum, loss by ordinary wear, tear, fire and casualty or the elements excepted, and by midnight of the date of termination of this Lease shall remove all rubbish, waste material and all the Lessee's property from the Premises, and shall surrender all keys to said premises in Tenant's possession whether such keys were provided by the Landlord or by the Tenant.

17. Insurance. Tenant shall, during the entire term of this Lease, keep in full force and affect the following insurance:

- (a) Aircraft Liability Insurance with limits of liability shall not be less than \$100,000.00 per person and \$1,000,000.00 per accident.
- (b) Comprehensive general public liability insurance against claims for personal injury, bodily injury, death or property damage occurring on or in the Premises, with a combined single limit of not less than Three Million Dollars (\$3,000,000.00), or the equivalent thereof.
- (c) A copy of each policy or a certificate of insurance shall be delivered to the Landlord at the inception of the Term and thereafter upon Landlord's request.
- (d) The amount of insurance shall be increased as Landlord may reasonably require from time to time to account for inflation or generally increased insurance recommendation by Landlord's insurance advisor.

18. Compliance with Law; Rules and Regulations. Tenant shall promptly comply with and shall cause each licensee and invitee at the Premises to comply with, all present and future laws, ordinances, orders, rules, regulations and requirements of all federal, state and municipal governments, courts, departments, commissions, boards and offices, any national or local Board of Fire Underwriters, or any other body exercising functions similar to those of any of the foregoing, foreseen or unforeseen, ordinary as well as extraordinary, which may be applicable to

the Premises or to the use or manner of use of the Premises or any part thereof. Tenant shall comply and cause each licensee and invitee at the Premises with all rules and regulations issued by Landlord and/or Airport Manager from time to time, including, but not limited to regulations concerning signage, Minimum Standards of Operation, and security and operations. Tenant specifically acknowledges that Tenant is familiar with the FAA grant assurances that are imposed upon the Landlord from time to time in connection with grants obtained by Landlord (the "Grant Assurances"). The Grant Assurances as modified from time to time are incorporated herein by reference and Tenant agrees to comply with such Grant Assurances so far as applicable to or imposed upon the Premises and/or activities thereat. Copies of Grant Assurances are also available upon request from time to time from the Landlord by written request.

19. Entire Agreement. This Lease and the attached hereto and documents incorporated by reference express the entire agreement of the parties thereto. The Tenant hereby expressly agrees that the Landlord has made no statement or promises, has not entered into any undertaking verbal or otherwise, in conflict with this lease or that invalidates, changes or enlarges any of its provisions or that makes Landlord liable for any damage; that Landlord has made no promises or representations except such are endorsed hereon respecting the condition of the leases premises, and that the taking possession of said Premises by the Tenant, shall be conclusive evidence as condition, any exception to be noted and agreed to by Tenant and Landlord, under the terms of this Lease, so far as Tenant would reasonably be able to determine from the careful visual examination of the Premises for the express purpose of review of its condition, when possession of the same was taken.

[The remainder of this page intentionally left blank]

LANDLORD:
CITY OF MEDINA, OHIO

By: _____
Name: _____
Title: Mayor

TENANT:
COLD STREAM AIR SERVICES, INC.,

By: _____
Name: _____
Title: _____

Approved as to Form:

Gregory Huber, City of Medina, Law Director

STATE OF OHIO)
)SS:
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 2026 by _____, the Mayor of **CITY OF MEDINA, OHIO**, an Ohio municipal corporation, on behalf of same.

Notary Public

STATE OF OHIO)
)SS:
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 2026 by _____, the _____ of **COLD STREAM AIR SERVICES, INC.**, an Ohio Corporation, on behalf of the corporation.

Notary Public

EXHIBIT A

(SITE/LEGAL DESCRIPTION)

EXHIBIT B

LEASE CONSTRUCTION ADDENDUM **(TENANT CONSTRUCTION)**

This is the Construction Addendum ("Addendum") referred to in the Ground Lease (the "Lease") made between **CITY OF MEDINA**, an Ohio municipal corporation, as Landlord, and **COLD STREAM AIR SERVICES INC.**, an Ohio corporation, as Tenant, pursuant to which Tenant is ground leasing certain land from Landlord at the Medina Airport ("Airport") owned by the Landlord. Capitalized terms used herein, unless otherwise defined in this Addendum, shall have the respective meanings assigned to them in the Lease.

Landlord and Tenant agree as follows:

1. **Premises Improvements.** Subject to the provisions of the Lease and this Addendum, Tenant shall cause to be constructed an aircraft hangar building with ____ T-Hangar units separated by common walls (the "Hangar") having dimensions of approximately _____ upon the Premises together with associated concrete apron areas upon the Premises providing access from the Hangar (and each constituent T-Hangar) to aircraft taxiways ("Tenant's Construction Work") substantially in accordance with the final specifications and plans for the Premises that are to be prepared by Tenant and submitted to the Landlord for general approval (the "Plans") with the same thereafter submitted for all other required governmental permits and approvals prior to commencement of construction. Such Plans shall not be modified or amended without Landlord's written consent first obtained and all other governmental approvals obtained as provided by applicable law (the Hangar facility specifications, and the plans, as finally approved collectively referred to herein as the "Final Plans"). All Work shown in the Final Plans is included in Tenant's Construction Work and together with Tenant's fixtures and equipment not shown in the Final Plans ("Tenant Equipment"), are entirely Tenant's responsibility at Tenant's cost (the "Tenant Cost").

Subject to the provisions of the Lease and this Addendum, Tenant shall substantially complete Tenant's Construction Work, at Tenant's sole cost and expense, on or before _____ 2026 ("Completion Date"). The Completion Date shall be extended for such period of time as is equal to the period of delays caused by any force majeure event, including, but not limited to delays caused by strikes and/or lockouts (not caused by Tenant or Tenant's contractors, subcontractors or material suppliers), unusual delays by governmental authorities, unavailability or shortage of materials, adverse weather conditions not reasonably contemplated, fire and other casualty, acts of God, and any other causes beyond the reasonable control of Tenant and not due to Tenant's negligence or lack of diligence ("Excusable Delays").

2. **Landlord Not Responsible for Tenant/Third Party Equipment or other Property.** Landlord shall have no responsibility or liability for any damage or loss to or of property or equipment of Tenant or of any third party placed on or at the Premises at any time.

3. **Substantial Completion.** The terms "substantial completion", substantially complete" or "substantial completion of Tenant's Construction Work", wherever used in this

Addendum or the Lease, shall mean the full completion of Tenant's Construction Work except for such minor items ("Punch List Items") that are to be fully completed by Tenant within a reasonable time in the exercise of diligent effort. Promptly upon substantial completion of Tenant's Construction Work, Landlord shall have the right, but not the obligation, to inspect Tenant's Construction Work for compliance with the requirements of this Addendum.

4. **Defects In Construction.** Tenant's Construction Work shall be performed with new materials and in good workmanlike manner. Tenant shall have the full and unqualified responsibility for all defects in design, construction, workmanship and materials in Tenant's Construction Work, notwithstanding any inspection thereof by Landlord or any Landlord designee of the detailed plans and specifications or the work, and notwithstanding the completion of Tenant's Construction Work or the commencement of the Lease term. Tenant's Construction Work shall be designed, constructed and performed, in accordance with all applicable laws, codes, rules and regulations and the requirements of the appropriate governmental authorities and all zoning laws.

5. **Certain Obligations Of Tenant During Construction.**

(a) Tenant shall pay all operating and other costs relating to the Premises, and the construction thereof, including the cost of water, heat, electricity, and other utilities used in and at the Premises.

(b) Tenant's Construction Work shall be performed by qualified licensed general contractors or subcontractors, in accordance with the terms, conditions and provisions of this Addendum.

(c) At all times during the performance of Tenant's Construction Work and continuing until the Commencement Date, Tenant shall maintain in full force and effect a policy of builder's risk insurance, at Tenant's sole cost and expense, insuring Tenant's Construction Work and all materials stored (including, but not limited to, Tenant's fixtures, equipment, supplies or other property which shall be stored at Tenant's sole risk) on the Premises or elsewhere or in transit against loss or damage by fire and other perils included in extended insurance coverage, including, without limitation, theft, vandalism, malicious mischief, transit, collapse, flood and earthquake, to one hundred percent (100%) of the replacement costs thereof at the time of loss.

(d) Tenant hereby agrees that Landlord shall not be responsible for claims, suits, obligations, liabilities, injuries, loss or damages arising out of or incurred in the course of Tenant's Construction Work ("Claims"). Tenant shall indemnify, defend and hold harmless Landlord from and against all Claims. The foregoing indemnity shall survive termination or expiration of this Lease.

(e) Tenant shall not permit or suffer any mechanic's lien or attested accounts to be filed or claimed with respect to the Premises or Tenant's interest therein or Tenant's Construction Work.

(f) Landlord shall have the right, but not the obligation, to engage a consultant or advisor or to appoint a designee ("Landlord's Construction Consultant"), at Landlord's sole cost and expense, to observe and inspect the progress of Tenant's Construction Work. Tenant shall reasonably cooperate with Landlord's Construction Consultant and shall make diligent good faith efforts to keep Landlord's Construction Consultant informed as to the progress of Tenant's Construction Work. Tenant shall make reasonable efforts to notify Landlord's Construction Consultant in advance of progress meetings relating to Tenant's Construction Work and shall permit Landlord's Construction Consultant to attend such meetings.

6. **Miscellaneous.**

(a) During the course of construction Tenant shall comply with all rules and regulations of the Landlord and applicable to the Airport and Airport property, including, but not limited to, all rules relating to safety, access and security.

(b) Landlord has no agreement with Tenant and has no obligation to do or perform any work with respect to the Premises. Any other work at or in the Premises which Tenant may be permitted by Landlord to perform prior to Commencement Date shall be done at Tenant's sole cost and expense and in accordance with the terms and conditions of the Lease; shall be completed pursuant to plans and specifications reasonably acceptable to Landlord; and all in accordance with all applicable building codes and laws, and without unreasonable interference with the operations of Landlord or the Airport. Any additional work or alterations to the Premises desired by Tenant after the Commencement Date shall be subject to the provisions of the Lease.

(c) The persons signing this Addendum on behalf of Landlord and Tenant warrants and represents he or she has the authority to do so.

(d) With respect to any amounts owed by Tenant hereunder and not paid when due or Tenant's failure to perform its obligations hereunder, Landlord shall have all of the rights and remedies granted to Landlord under the Lease for non-payment by Tenant of any amounts owed thereunder or failure by Tenant to perform its obligations thereunder.

IN WITNESS WHEREOF, Landlord and Tenant have caused this Addendum to be executed as of the date of the Lease.

**LANDLORD:
CITY OF MEDINA**

By: _____
Name: _____
Title: _____

TENANT:
COLD STREAM AIR SERVICES INC.

By: _____
Name: _____
Title: _____

RCA 26-185-7/28
Finance
Only

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

- Department Heads can authorize expenditures up to \$2,000.00 (requisition)
- Board of Control authorizes expenditures from \$2,000.01 to \$20,000.00 (BOC form).
- Finance Committee authorizes expenditures from \$20,000.01 to \$35,000.00 (BOC form).
- Council authorizes expenditures/bids over \$35,000.01 (RCA form). Board of Control awards all bids, unless otherwise specified in authorizing ordinance. (Ord. 77-23)

Date: 9/8/2026 Department: POLICE

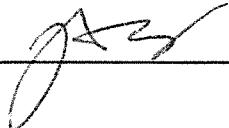
Amount requested: \$1,000.00 BOC Approval Date: _____
Fill below for increases only (Finance Use Only)

Increase Amount: \$1,000.00 PO Number to increase: 26-00235

New PO Total with increase: \$27,000.00

Account Number: 106-0102-53321

Vendor: Hall Public Safety Vendor #: H00133

Department Head/Authorized Signature:  

Item/Description:
Increase PO 26-00235 to cover vehicle upfit

FINANCE COMMITTEE APPROVAL: (expenditures from \$20,000.01 to \$35,000.00)

Date Approved/Denied by Finance Committee: _____

Clerk of council Date to Finance: _____

- 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.

ORDINANCE NO. _____

AN ORDINANCE TO APPROVE, ADOPT AND ENACT
CURRENT REPLACEMENT PAGES TO THE
CODIFIED ORDINANCES OF THE CITY OF MEDINA,
OHIO.

WHEREAS: Various ordinances of a general and permanent nature have been passed which should be included in the Codified Ordinances of the City of Medina, Ohio; and

WHEREAS: Certain traffic and misdemeanor ordinances should be revised to comply with current State law; and

WHEREAS: The codification of such ordinances, together with the new matter to be adopted, the matters to be amended and those to be repealed are before the Council.

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

SEC. 1: That the ordinances of the City of Medina, Ohio, of a general and permanent nature, as revised, recodified, rearranged and consolidated into component codes, titles, chapters and sections within the 2026 Replacement Pages to the Codified Ordinances, which are hereby attached to this Ordinance as Exhibit A, are hereby approved and adopted.

SEC. 2: The following sections of the Traffic and General Offenses Codes, as amended, are hereby approved and adopted as amended or enacted so as to conform to enactments of the Ohio General Assembly:

Traffic Code

- 301.02 Agricultural tractor and traction engine. (Added)
- 301.03 Alley. (Added)
- 301.04 Arterial street or highway. (Added)
- 301.05 Autocycle. (Added)
- 301.06 Beacon. (Added)
- 301.07 Bicycle. (Added)
- 301.08 Bicycle box. (Added)
- 301.09 Bicycle lane. (Added)
- 301.10 Bicycle signal face. (Added)
- 301.11 Bicycle signal sign. (Added)
- 301.12 Bikeway. (Added)
- 301.13 Bus. (Added)
- 301.14 Business district. (Added)
- 301.15 Busway. (Added)

Traffic Code (Cont.)

- 301.16 Cab-enclosed motorcycle. (Added)
- 301.17 Chauffeured limousine. (Added)
- 301.18 Child care center. (Added)
- 301.19 Commercial tractor. (Added)
- 301.20 Controlled-access highway. (Added)
- 301.21 Crosswalk. (Added)
- 301.22 Driver or operator. (Added)
- 301.23 Driveway. (Added)
- 301.24 Electric bicycle. (Added)
- 301.25 Electronic. (Added)
- 301.26 Emergency vehicle. (Added)
- 301.27 Explosives. (Added)
- 301.28 Expressway. (Added)
- 301.29 Farm machinery. (Added)
- 301.30 Flammable liquid. (Added)
- 301.31 Freeway. (Added)
- 301.32 Funeral escort vehicle. (Added)
- 301.33 Gross weight. (Added)
- 301.34 Highway maintenance vehicle. (Added)
- 301.35 Highway traffic signal. (Added)
- 301.36 Hybrid beacon. (Added)
- 301.37 In-road warning light. (Added)
- 301.38 Intersection. (Added)
- 301.39 Lane-use control signal. (Added)
- 301.40 Laned highway. (Added)
- 301.41 Limited driving privileges. (Added)
- 301.42 Local authorities. (Added)
- 301.43 Low-speed micromobility device. (Added)
- 301.44 Median. (Added)
- 301.45 Motor-driven cycle or motor scooter. (Added)
- 301.46 Motor vehicle. (Added)
- 301.47 Motorcycle. (Added)
- 301.48 Motorized bicycle or moped. (Added)
- 301.49 Motorized wheelchair. (Added)
- 301.50 Multi-wheel agricultural tractor. (Added)
- 301.51 Natural resources officer. (Added)
- 301.52 Operate. (Added)
- 301.53 Parked or parking. (Added)
- 301.54 Pedestrian. (Added)
- 301.55 Person. (Added)
- 301.56 Pole trailer. (Added)
- 301.57 Police officer. (Added)
- 301.58 Predicate motor vehicle or traffic offense. (Added)
- 301.59 Private road. (Added)
- 301.60 Public safety vehicle. (Added)
- 301.61 Railroad. (Added)
- 301.62 Railroad sign or signal. (Added)
- 301.63 Residence district. (Added)
- 301.64 Ridesharing arrangement. (Added)
- 301.65 Right-of-way. (Added)

Traffic Code (Cont.)

- 301.66 Road service vehicle. (Added)
- 301.67 Roadway. (Added)
- 301.68 Roundabout. (Added)
- 301.69 Rural mail delivery vehicle. (Added)
- 301.70 Safety zone. (Added)
- 301.71 School bus. (Added)
- 301.72 Semitrailer. (Added)
- 301.73 Shared-use path. (Added)
- 301.74 Shoulder. (Added)
- 301.75 Sidewalk. (Added)
- 301.76 Site roadway open to public travel. (Added)
- 301.77 Standing. (Added)
- 301.78 State. (Added)
- 301.79 State highway. (Added)
- 301.80 State route. (Added)
- 301.81 Stop. (Added)
- 301.82 Stop intersection. (Added)
- 301.83 Stopping. (Added)
- 301.84 Street or highway. (Added)
- 301.85 Through highway. (Added)
- 301.86 Thruway. (Added)
- 301.87 Traffic. (Added)
- 301.88 Traffic control device. (Added)
- 301.89 Traffic control signal. (Added)
- 301.90 Trailer. (Added)
- 301.91 Train. (Added)
- 301.92 Truck. (Added)
- 301.93 Two-stage bicycle turn box. (Added)
- 301.94 Type A family child care home. (Added)
- 301.95 Urban district. (Added)
- 301.96 Vehicle. (Added)
- 301.97 Waste collection vehicle. (Added)
- 301.98 Wildlife officer. (Added)
- 303.083 Impounding Vehicles on Public Property. (Amended)
- 313.02 Through Highways; Stop and Yield Right-of-Way Signs. (Amended)
- 313.03 Traffic Signal Indications. (Amended)
- 313.04 Lane-Use Control Signal Indications. (Amended)
- 313.09 Driver's Duties Upon Approaching Ambiguous or Non-Working Traffic Signal.
(Amended)
- 313.10 Unlawful Purchase, Possession or Sale. (Amended)
- 313.11 Portable Signal Preemption Devices Prohibited. (Amended)
- 313.12 Bicycle Symbol Signal Indications. (Added)
- 331.33 Obstructing Intersection, Crosswalk or Grade Crossing. (Amended)
- 331.35 Occupying Travel Trailer, Fifth Wheel Vehicle, or Manufactured or Mobile Home
While in Motion. (Amended)
- 331.38 Stopping for School Bus; Discharging Children. (Amended)
- 331.39 Driving Across Grade Crossing. (Amended)
- 331.401 Slow-Moving Vehicles or Equipment Crossing Railroad Tracks.
(Added)

Traffic Code (Cont.)

- 331.44 Restrictions on the Operation of School Buses. (Amended)
- 333.01 Driving or Physical Control While Under the Influence. (Amended)
- 333.03 Maximum Speed Limits; Assured Clear Distance Ahead. (Amended)
- 333.11 Electronic Wireless Communication Device Use Prohibited While Driving. (Amended)
- 335.09 Display of License Plates or Validation Stickers; Registration. (Amended)
- 337.24 Motor Vehicle Stop Lights. (Amended)
- 371.01 Right of Way in Crosswalk. (Amended)
- 371.03 Crossing Roadway Outside Crosswalk; Diagonal Crossings at Intersections. (Amended)
- 371.11 Persons Operating Motorized Wheelchairs. (Deleted)
- 371.12 Electric Personal Assistive Mobility Devices. (Amended)

General Offenses Code

- 505.20 Definitions. (Added)
- 505.21 Tags to Be Worn By Dogs. (Added)
- 505.22 Transfer of Dog Ownership. (Added)
- 505.23 Requirement to Properly Confine or Restrain A Dog. (Added)
- 505.24 Vicious, Dangerous and Nuisance Dog Acts. (Added)
- 505.25 Vicious and Dangerous Dog Ownership Requirements. (Added)
- 505.26 Rabies Quarantine. (Added)
- 505.27 Duties After Dog Bites Person. (Added)
- 505.28 Dogs With Blind, Deaf or Mobility Impaired Person. (Added)
- 505.29 Sale and Transportation of Dogs. (Added)
- 505.30 Possession of Certain Dogs by Convicted Felons Prohibited. (Added)
- 505.31 Barking and Howling Dogs. (Added)
- 513.01 Drug Abuse Definitions. (Amended)
- 513.12 Drug Paraphernalia. (Amended)
- 513.16 Adult Use Cannabis Control. (Amended)
- 517.01 Gambling Definitions. (Amended)
- 525.02 Falsification. (Amended)
- 525.15 Assaulting Police Dog or Horse or An Assistance Dog. (Amended)
- 529.08 Hours of Sale or Consumption. (Amended)
- 533.15 Dissemination of Private Sexual Images. (Repealed)
- 545.01 Theft and Fraud Definitions. (Amended)

Fire Prevention Code

- 1519.04 Possession, Sale or Discharge Prohibited; Exceptions. (Amended)
- 1519.06 Safety Requirements for Fireworks Showroom Structures. (Amended)
- 1519.07 Manufacturing or Wholesale Sale Without a License; Prohibitions. (Amended)
- 1519.08 Purchasers to Comply with Law; Unauthorized Purchases. (Amended)

SEC. 3: 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. 4: That this Ordinance shall be in full force and effect at the earliest period allowed by law.

PASSED: _____

SIGNED: _____
President of Council

ATTEST: _____
Clerk of Council

APPROVED: _____

SIGNED: _____
Mayor

RCA 26-187-9/28
Finance
Only

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

- Department Heads can authorize expenditures up to \$2,000.00 (requisition)
- Board of Control authorizes expenditures from \$2,000.01 to \$20,000.00 (BOC form).
- Finance Committee authorizes expenditures from \$20,000.01 to \$35,000.00 (BOC form).
- Council authorizes expenditures/bids over \$35,000.00 (RCA form). Board of Control awards all bids, unless otherwise specified in authorizing ordinance. (Ord. 77-23)

Date: 9/21/2026

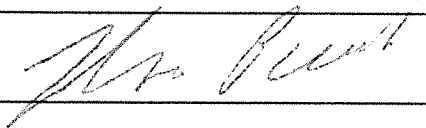
Department: Service

Amount: \$34,425.00

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

Account Number: 513-0533-54414

Vendor: HSH 00235

Department Head/Authorized Signature: NP 

Item/Description:

6" x 35' 50' Concrete Pavement repair due to Water Break 969 N. Court (9/7/26)

FINANCE COMMITTEE APPROVAL: (expenditures from \$20,000.01 to \$35,000.00)

Date Approved/Denied by Finance Committee: _____

Clerk of council

Date to Finance: _____

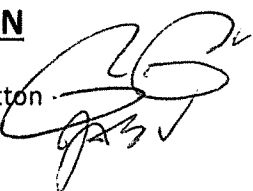
- Please have all BOC items for the agenda to the Mayor's Office before 5 p.m. on Friday before the scheduled BOC meeting.
 - Please have all Finance Committee items for the agenda to the Clerk of Council's Office before 5 p.m. on Tuesday before the scheduled Finance Committee meeting.
- Thank you.

Revised: 4/25/2023

REQUEST FOR COUNCIL ACTION

NO. RCA 26-188-9/28

FROM: Greg Huber, Patrick Patton



DATE: September 21, 2026

COMMITTEE

REFERRAL:

Finance

SUBJECT: Delta Airport Consultants Task Order #3-- Design Services Airport Runway Edge Lighting Replacement

In 2024 City Council approved Ordinance 86-24 which authorized a professional services agreement with Delta Airport Consultants, Inc. This request asks for approval of Task Order #3 for that agreement (attached). Task Order #3 is for the design services to develop the plans and construction documents needed in order to replace the runway lights for both runway 9/27 and runway 1/19. Upon approval, Delta will complete the following tasks (please refer to the attached for a detailed description of the proposed tasks):

- Develop Bid Documents
- Coordinate Bidding Phase Services
- Complete Procurement Administrative Services

A recently awarded FAA grant is covering 95% of the total project costs which will include the acquisition of the SRE, local administrative costs (i.e., advertisement costs, contract review, etc.) and Delta's \$145,000 task order. The funding breakdown for this task order is as follows:

- FAA Grant: \$137,750 (95%)
- Local Match: \$ 7,250 (10%)
- TOTAL: \$145,000 (100%)

This request asks for Council approval to this task order, and to authorize the Mayor to sign all necessary agreements pertaining to this task order. Thank you for your consideration.

ESTIMATED COST: \$145,000

SUGGESTED FUNDING: \$137,750 in 147-0659-54413 (grant)
\$ 7,250 in 547-0659-54413 (City share)

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. THREE (3)
PROFESSIONAL SERVICES AGREEMENT**



PROJECT: Reconstruct Runway 9/27 and Runway 1/19 MIRLs

AIRPORT: Medina Municipal Airport

DELTA PROJECT NO.: 25089

DATE OF ISSUANCE: April 6, 2026

ATTACHMENTS: 1) Scope of Services
2) Estimated Plan Sheets

METHOD OF PAYMENT: Design - Lump Sum

TASK ORDER AMOUNT: \$140,000

PROJECT DESCRIPTION:

- Replace Runway 9/27 MIRLs
- Replace Runway 1/19 MIRLs
- Replace cabling and Constant Current Regulators

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 April 22, 2024, shall govern all TASK ORDERS executed under this Agreement unless modified in writing and agreed to by CONSULTANT and OWNER.

ACCEPTED BY:

Digitally signed by Douglas E Sander
Date: 2026.04.06 10:43:56 -04'00'

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

APPROVED BY:

Jim A. Shields
Mayor
City of Medina
PO Box 703
Medina, OH 44258-0703

**ATTACHMENT 1
SCOPE OF SERVICES**



Reconstruct Runway 9/27 and Runway 1/19 MIRLs
Medina Municipal Airport
Delta Project No. 25089

April 6, 2026

PHASE	DETAILED TASKS
CONSTRUCTION DOCUMENTS (CD)	Scope of Services and Contract Scoping Coordination/Meetings Grant Applications and Funding Assistance Categorical Exclusion (CATEX) Document and Sketch Pre-Design Meetings Evaluate Existing Conditions Erosion and Sediment Control Electrical and Lighting Control Phasing Plan CSPP Document and FAA Form 7460 Final Quantities and Estimates Owner Coordination FAA/State Coordination and Documentation Final Design Report Design Meetings Final Specifications Quality Control and Design Review Review Comment Responses Print, Seal, and Coordinate Signature Sets Reimbursement Requests

Excluded from Proposal:

Bidding Phase Services
Construction Phase Services
Airfield Guidance Signs, Taxiway Lights, Windcones, Beacon, PAPIs, PCLS

ATTACHMENT 2
ESTIMATED PLAN SHEETS



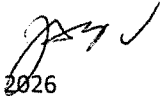
Reconstruct Runway 9/27 and Runway 1/19 MIRLs
 Medina Municipal Airport
 Delta Project No. 25089

April 6, 2026

		Base Scope	Schematic	Design Development	Construction Documents
DISCIPLINE	SHEET DESCRIPTION	NO.	SHEETS INCLUDED		
GENERAL	Cover Sheet	1			•
	General Layout	1			•
	General Notes	1			•
PHASING	Phasing Overview	1			•
	Phasing Notes & Details	1			•
CIVIL	Demolition and Erosion & Sediment Control Layout	5			•
	Erosion & Sediment Control Notes	1			•
	Erosion & Sediment Control Details	1			•
ELECTRICAL	Lighting, Signs, Misc. Electrical Layout	5			•
	Lighting, Signs, Misc. Electrical Details	3			•
	GRAND TOTAL	20			

REQUEST FOR COUNCIL ACTION

NO. RCA 26-189-9/28

FROM: Patrick Patton 

DATE: September 22, 2026

COMMITTEE

REFERRAL: Finance

SUBJECT: City Hall-Police Department-Municipal Court Facility Study

With regards to the above captioned project, I request Council authorization to enter into an agreement with Richard L. Bowen & Associates to complete a needs analysis and facility study of City Hall, Police Department and the Municipal Court.

As detailed in the attached scope, Bowen will complete a needs assessment covering programming, building systems and operations to determine scope and construction budget for the renovation and/or expansion of the City Hall and Police Department. In addition, they will also complete a feasibility study exploring options to determine the scope and construction budget for the renovation and/or expansion of the City Hall and Police Department building.

The study will take 18-24 weeks once authorization to proceed is issued.

Thank you for your consideration.

ESTIMATED COST: \$151,500

SUGGESTED FUNDING:

Sufficient Funds in Account Number: 301-0707-52224

Transfer Needed from: To:

Emergency Clause Requested: No

Reason: .

COUNCIL USE ONLY:

COMMITTEE RECOMMENDATION:

Council Action Taken:

Ord./Res. Number:

Date:



PROPOSAL FOR ARCHITECTURAL
& ENGINEERING SERVICES
CITY OF MEDINA
CITY HALL AND POLICE FEASIBILITY STUDY
JOB# 14109.00
CONTACT: Robyn Wolf, Bowen

Mayor Jim Shields
City of Medina
132 N Elmwood Ave,
Medina, OH 44256
(330) 725-8861

September 18, 2026

Dear Mayor Shields:

The firm of Richard L. Bowen + Associates Inc. (the "Architect") is pleased to submit this Proposal for your consideration on the above-captioned project (the "Project").

SCOPE OF THE PROJECT AND BASIC SERVICES

City of Medina (the "Owner" or "City") intends to initiate planning services to include:

1. Needs assessments covering programming, building systems and operations to determine scope and construction budget for the renovation and/or expansion of the City Hall and Police Department.
2. Feasibility study exploring options to determine the scope and construction budget for the renovation and/or expansion of the City Hall and Police Department building.

This program and concept study will provide information that the city may use to develop a request for qualifications to procure detailed design and engineering services.

The Bowen Team includes the following consultants:

- Mission Critical Partners (Operations and Technology)
- HEAPY Engineering (Mechanical, Electrical, Plumbing)
- Kabil & Associates (Civil and Structural)
- NV5 (Cost estimating)

This Proposal is to provide Architectural and Engineering services as described below:

SCOPE OF SERVICES

A. Needs Assessment, Programming & Feasibility Study:

1. Needs Assessment:
 - a. Complete one (1) visit each to the existing City Hall, Police Station, and former Municipal Court buildings and sites to verify existing spaces and perform a general overview assessment of existing conditions (interior and exterior). Review of the former Municipal Court building will be limited to verification of spaces and area. These site visit investigations are not intended to be an exhaustive check or detailed

inspection of the existing conditions but rather to allow the Architect and Engineers, as an experienced professional, to become generally familiar with the facility in order to render its services. If a more extensive verification of existing conditions and information provided by it, the Owner shall request that such services be provided by the Architect as Additional Services in accordance with the terms of this Agreement.

- b. Evaluate the current age of existing MEPT systems, expected service life, overall physical condition, operational issues, serviceability, and current code violations, and assess utility needs including electricity, water, sewer, gas, fiber, and copper, in the existing City Hall and Police Station. Evaluation of building systems in the former Municipal Court building is excluded.
- c. Review existing drawings and documents related to the condition of the existing facilities.
- d. Create electronic measured floor plans of existing space layout based on field investigation.
- e. Facilitate a maximum of six (6) in-person meetings with the City and Police to complete a needs survey for the project areas.
- f. Facilitate virtual meetings as required to finalize program.
- g. Develop a written Program of Requirements for the project areas.
- h. Investigate applicable building codes to the extent necessary to determine modifications required for the new program. Recommendations will be provided in narrative format.
- i. Complete initial evaluations of the existing City Hall, Police, and former Municipal Court building sites, to identify zoning considerations, appropriate size for program, and location within community. These evaluations will not include site surveys, environmental studies (wetlands, cultural, etc.), geotechnical investigations, lien searches, or other regulatory investigations unless indicated. Evaluation of additional sites will be additional services.
- j. Attend and present at a maximum of two (2) public meetings to collect feedback from the community.
- k. Complete a Law Enforcement Operational Assessment as delineated in Attachment A – Mission Critical Partners Scope of Work, dated August 17, 2026.
- l. Complete a Public Safety Technology Assessment as delineated in Attachment A – Mission Critical Partners Scope of Work, dated August 17, 2026.

2. Feasibility Study

- a. Create conceptual architectural floor plans for the project areas based on the program, including any building additions and site/parking revisions that may be required, for one (1) renovation and/or expansion concept utilizing the existing buildings and sites. Concept will be developed through an iterative process with input from and in collaboration with the city team.
- b. Complete one (1) site concept plan for each for the renovation and/or expansion concept.
- c. Plans for reuse of the existing buildings for departments or entities other than City Hall and Police programs are an additional service.
- d. Facilitate virtual meetings as required to finalize conceptual plans and recommendations.
- e. Facilitate a maximum of two (2) in-person meetings to present conceptual plans and recommendations.
- f. Complete a conceptual level cost estimate based on the program, narratives, and conceptual plans for one (1) renovation and/or expansion concept.
- g. Facilitate a maximum of two (2) in-person meetings to present conceptual plans and recommendations. This includes one (1) public meeting and presentation.

B. Deliverables (electronic PDF-format):

1. Feasibility report, including:

- a. Program of Requirements.
- b. Existing conditions narratives.
- c. Conceptual site layout.
- d. Conceptual architectural floor plans.
- e. Conceptual cost estimate.

C. Owner Provided Information:

1. Existing buildings and site drawings.
2. If available, other existing property information including environmental and hazardous materials, survey, and geotechnical reports.
3. Operations and maintenance data for existing MEPT systems including utility bills.
4. Operational and staff data, organizational charts, programs, etc.

PROJECT SCHEDULE

The Architect's staff is prepared to perform the professional services for the Project on a mutually agreed upon schedule that meets the Owner's requirements once a signed copy of this Proposal has been received by the Architect. Anticipated Notice to Proceed and activity durations as follows:

Activity	Duration	
Kick-Off / Contract / NTP	October 20, 2026	Dependent upon Council approval
Needs Assessment	6 – 8 weeks	
Feasibility Study	10 – 12 weeks	
Final Report	2 – 4 weeks	

PROFESSIONAL SERVICES FEE

Basic Services:

A lump sum of **One Hundred Forty-Nine Thousand Dollars and Zero Cents (\$149,000.00).**

Architecture	\$	55,294.00	
Engineering	\$	32,760.00	
Operations	\$	53,596.00	
Cost Estimating	\$	7,350.00	
Total	\$	149,000.00	Lump sum
Reimbursables (not to exceed)	\$	2,500.00	Not to Exceed

Normal reimbursable expenses such as travel, drawing reproduction, color printing or shipping are in addition to Professional Fees and will be invoiced at 1.0 times direct cost.

Additional Services

The following items are **not included** in the Project Scope at this time but could be provided for an additional fee:

- Evaluation of additional sites beyond those included above.
- Reuse plan for existing building and sites for entities or departments other than the City Hall and Police programs.
- Detailed assessment of the existing building engineering systems and utilities.
- Detailed assessment of the existing sites and utilities.
- Site assessment of new sites.
- Environmental and hazardous materials investigations and reports.
- Architectural design and detailing.
- Interior design.
- Furniture, fixtures, and equipment design and selection.
- Structural engineering.
- Mechanical, Electrical, and Plumbing engineering.
- Design or analysis of mechanical or electrical infrastructure to serve any additional floors or square footage.
- Civil engineering and Landscape design.

- Construction documents.
- Bid administration.
- Construction administration.
- Surveys, soil borings or geotechnical reports.
- As-built drawings.
- Specialty lighting design.
- Site electrical design.
- Design of security, energy management and data systems.
- Physical models or renderings unless noted otherwise.
- Signage and graphics.
- Regulatory agency approvals.

This proposal shall remain in effect for ninety (90) days, unless the Architect agrees to another time period in writing.

If this Proposal meets with your approval, this document will be incorporated into the Agreement between the Architect and the Owner for this Project, unless otherwise amended in writing and signed by both parties.

Very truly yours,

RICHARD L. BOWEN + ASSOCIATES INC.



Allan L. Renzi, AIA
President

Accepted by Owner:

Name/Title

Date

Print Name and
Title Here:

cc: Accounting
 Contract File
 Mayor
 Police Chief
 Service Director
 R. Wolf, Project Manager

Scope of Work

Mission Critical Partners (MCP) understands that Bowen has identified the need for specialized public safety operations and technology expertise to support the needs assessment and feasibility study for the Medina City Hall, Police Department, and Municipal Court facilities. As a subconsultant, MCP will work collaboratively with Bowen to evaluate current law enforcement operations, identify future operational and technology requirements, and provide planning recommendations that inform the overall facility assessment and feasibility analysis. MCP understands that the police department does also operate and staff a dispatch operation within its department, which will be part of the overall assessment of the law enforcement operations and technology.

MCP's services will focus on assessing police operational workflows, staffing, specialized technology systems, security considerations, and long-term service delivery needs; providing input into functional space programming; and coordinating law enforcement-specific technology, low-voltage infrastructure, equipment spaces, and communications requirements with the architectural and engineering team. These efforts will help ensure that the proposed co-located Police Department, City Hall, and Municipal Court facilities support efficient operations, secure public and staff interactions, resilient public safety technology infrastructure, and the flexibility to accommodate future organizational growth over the next 20 to 30 years. MCP's recommendations will be integrated into Bowen's overall evaluation of renovation, expansion, and new facility alternatives, providing the City with a comprehensive basis for comparing options and selecting a preferred long-term solution.

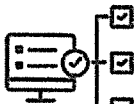
Task 1: Law Enforcement Operational Assessment

MCP will assess the police department operations to identify operational, functional, security, and workflow requirements that should influence the planning and design of a new co-located public safety and municipal services facility. The assessment will focus on how the Police Department interfaces with City Hall, Municipal Court, and the public while maintaining appropriate operational separation and security.

Activities will include:

- Review the existing organizational structure, staffing, operational procedures, facility documentation, and available planning documents.
- Assess how the existing Police Department facility supports current operations, identifying operational constraints, security vulnerabilities, workflow inefficiencies, and opportunities for improvement.
- Support Bowen in stakeholder interviews and operational workshops with police leadership, command staff, records personnel, investigations, patrol, detention, property and evidence personnel, and other City representatives, as appropriate.
- Evaluate existing operational workflows, public interactions, prisoner movement, evidence handling, staff circulation, secure circulation, and functional adjacencies.
- Evaluate operational relationships and shared service opportunities between the Police Department, City Hall, and Municipal Court while maintaining appropriate operational separation and security.
- Identify future operational needs, projected staffing and service demands, organizational growth assumptions, technology trends, and service delivery considerations over a 20- to 30-year planning horizon.
- Develop operational recommendations that improve efficiency, officer and staff safety, public accessibility, security, and long-term flexibility.

- Provide technical support during public meetings related to police operational planning, as requested by Bowen.
- Provide advisory support to Bowen on potential alternate site considerations for the police department.



Task 1 Deliverables:

- Stakeholder engagement
- Existing Law Enforcement Operations Assessment
- Operational Findings and Recommendations
- Functional Relationships and Adjacency Narrative
- Future Operational Requirements and Planning Considerations

Timeframe estimate: Approximately 6 – 8 weeks, which runs concurrently with Task 2

Task 2: Public Safety Technology Assessment

MCP will assess the technology infrastructure and specialized law enforcement and emergency communications systems required to support the Police Department within the proposed co-located facility. The assessment will establish operational, facility, and infrastructure requirements necessary to support current and future public safety technologies while coordinating with Bowen and the design team. The assessment will identify opportunities to improve operational efficiency, resiliency, interoperability, and service delivery while ensuring the facility can accommodate future technology expansion and evolving law enforcement practices.

MCP will:

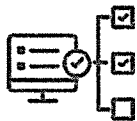
- Assess existing technology systems and identify deficiencies, operational risks, and infrastructure constraints affecting future facility planning.
- Identify technology infrastructure requirements associated with renovation, expansion, and new facility alternatives.
- Evaluate interoperability between public safety technology systems and shared municipal infrastructure where appropriate.
- Develop planning criteria for telecommunications rooms, equipment spaces, radio infrastructure, structured cabling, and technology pathways.
- Coordinate technology infrastructure requirements with Bowen and the MEP design team.

Areas of evaluation include:

- **Public safety communications systems:** Call-handling equipment (CHE), Land mobile radio (LMR), radio dispatch support spaces, distributed antenna systems (DAS), bi-directional amplifiers (BDA), public safety communications coverage, and radio tower/antenna infrastructure.
- **Public safety systems and applications:** Computer-Aided Dispatch (CAD), Records Management System (RMS), evidence management, digital evidence, computer forensics, and interview room recording systems.
- **Physical security systems:** Access control, video surveillance, intrusion detection, and integrated security monitoring.

- **Network and telecommunications infrastructure:** Structured cabling, fiber optic backbone, telecommunications systems, network connectivity, mobile computing, wireless connectivity, and redundant communications pathways.
- **Technology infrastructure and support spaces:** Main distribution frame/Intermediate distribution frame (MDF/IDF) rooms, telecommunications and equipment rooms, equipment racks and cabinets, technology pathways, and associated support spaces.
- **Critical infrastructure requirements:** Emergency power interfaces, resiliency, redundancy, cybersecurity, and continuity of operations considerations for mission-critical technology systems.
- **Operational technology:** Audio/visual (A/V) systems for training, briefing, emergency operations, and other specialized law enforcement technology requirements. 24/7 use workstations and other technologies within the emergency communications department.
- **Technology lifecycle and future readiness (high level):** System lifecycle, maintainability, scalability, interoperability, and future technology expansion.

MCP will collaborate with Bowen and the mechanical, electrical, and plumbing (MEP) engineers to define specialized public safety technology infrastructure requirements, including telecommunications pathways, equipment rooms, low-voltage systems, emergency power interfaces, radio infrastructure, and technology support spaces. MCP will provide planning criteria for resilient technology systems, future expansion, maintainability, and continuity of operations while ensuring that facility infrastructure appropriately supports law enforcement operations.



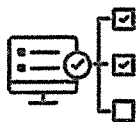
Task 2 Deliverables:

- Stakeholder engagement
- Existing Public Safety Technology Assessment
- Technology Systems Narrative
- Technology Infrastructure Requirements
- Conceptual Technology Requirements Matrix
- Equipment Space and Telecommunications Planning Criteria
- Radio, Antenna, and Communications Infrastructure Recommendations
- Low-Voltage and Technology Coordination

Timeframe estimate: Approximately 10 – 12 weeks, which runs concurrently with Task 1

Task 3: Draft and Final Report

MCP will support Bowen with the development of a detailed final report summarizing the findings, with recommendations for the best course of action. The report will include conceptual designs, preliminary cost estimates, financial analysis, and any other relevant documentation necessary to make informed decisions.



Task 3 Deliverables:

- Final report contributions, which will include operations assessment and technology assessment
- Up to two hours in person with the Project Manager (PM)/ subject-matter experts (SMEs)

Timeframe estimate: Approximately 2 – 4 weeks

Optional Support Services

MCP can provide the following services based on specific scoping and pricing:

- Courts modernization
 - Programming and design support
 - Technology and infrastructure assessment
 - Requirements development
 - Procurement support
 - Implementation oversight
 - Testing, commissioning and training
- Public safety programming support
 - Develop detailed operational space requirements, room data sheets, and planning criteria for specialized law enforcement spaces.
 - Review and validate architectural programming documents to ensure alignment with operational workflows, staffing, security, and future growth.
 - Provide programming recommendations for specialized public safety functions, including evidence, detention, investigations, communications, technology, and training spaces.
- Public safety technology design coordination
 - Collaborate with Bowen and the design team throughout design to integrate public safety technology systems into the facility.
 - Review design documents at key milestones and provide recommendations regarding technology infrastructure, equipment rooms, low-voltage systems, telecommunications pathways, radio infrastructure, and security systems.
 - Support technology planning for resiliency, redundancy, future expansion, interoperability, and continuity of operations.
- Construction Administration
 - Review technology-related submittals, shop drawings, and requests for information (RFIs) for conformance with project requirements.
 - Participate in construction progress meetings and coordinate with the project team regarding public safety technology implementation.
 - Conduct substantial completion inspections, technology system verification, and punch list reviews related to specialized law enforcement systems.
- Post-construction migration
 - Develop a technology transition and occupancy plan to support the migration of public safety operations into the new facility.
 - Coordinate sequencing for relocation of mission-critical technology systems to minimize operational disruptions and maintain continuity of service.
 - Support technology system acceptance, operational readiness, staff orientation, and move-in activities prior to facility occupancy.



- Cybersecurity Assessment
 - Evaluate the cybersecurity posture of proposed public safety technology systems and identify risks associated with network architecture, connected devices, and operational technology.
 - Provide recommendations for secure system architecture, network segmentation, access controls, and alignment with applicable public safety cybersecurity best practices.
 - Develop cybersecurity design considerations to improve resilience, support continuity of operations, and protect critical public safety technology assets.

REQUEST FOR COUNCIL ACTIONNO. RCA 26-190-9/28FROM: Patrick Patton 

DATE: September 22, 2026

COMMITTEE

REFERRAL: FinanceSUBJECT: Granger Road Water Line – Emergency Excavation and Dewatering

This request is for Council's approval to accept a proposal from Fechko Excavating to dewater and excavate two bore pits originally constructed to facilitate the installation of a water line under the Rocky River on Granger Road. The original contractor has not been able to complete this project.

Thank you for your consideration.

ESTIMATED COST: \$44,018.54

SUGGESTED FUNDING: City share: 108 - 0610 - 54414

Sufficient Funds in Account Number:

Transfer Needed From:
To:

New Appropriation:

Emergency Clause Requested:



Reason:

The existing bore pits are directly adjacent to the roadway. They are large, open, deep excavations that constitute a danger to the public

COUNCIL USE ONLY:

COMMITTEE RECOMMENDATION:

Council Action Taken:

Ord./Res. Number:

Date:

Ord. 154-26
9-28-26



FECHKO EXCAVATING, LLC.
865 WEST LIBERTY STREET, SUITE 120
MEDINA, OHIO 44256
OFFICE: 330.722.2890
FAX: 330.722.5701

PROPOSAL

DATE: 09/22/2026

CUSTOMER & PROJECT INFORMATION

CUSTOMER: CITY OF MEDINA

PROJECT: GRANGER RD WATERLINE – PART 1

ATTN: FRED HIMMELREICH

PROPOSAL ITEMS

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
10	DEWATER, MUCK EXISTING PITS, INSTALL BOXES & STONE	1.000	LS	\$20,227.49	\$20,227.49
20	#57 LIMESTONE FOR PIT BOTTOM	30.000	CY	\$ 64.51	\$1,935.30
30	TRENCH BOXES RENTAL (4 EA)	1.000	MONT	\$11,208.75	\$11,208.75
40	STEEL PLATES RENTAL (16 EA)	1.000	MONT	\$8,967.00	\$8,967.00
50	FLUSH & CAMERA CASING PIPE	1.000	LS	\$1,680.00	\$1,680.00
GRAND TOTAL					\$44,018.54

PROPOSAL NOTES:

- Item #10 includes Dewatering of existing Bore & Receiving Pits, Mucking approximately 4' deep, Installing 2' of #57 Limestone (Item #20), Installing Trench Boxes & Steel Plates, and Mobilization.
- Item #20 includes #57 Limestone material costs. Approximately 2' Deep, 20' Long x 8' Wide (Receiving Pit) and 24' Long x 10' Wide (Bore Pit)
- Item #30 includes 2 EA 20' x 8' Boxes and 2 EA 24' x 10' Boxes.
- Muck/Spoils to be stockpiled onsite.
- Removal of Existing Trench Box by others.
- Pricing includes installation only. Removal of the proposed Trench Boxes and Plates is excluded and will be included in Part 2.

REQUEST FOR COUNCIL ACTION

No. RCA 26-191-9/28

FROM: Mayor Jim Shields *JS*

Committee: Finance

DATE: September 22, 2026

SUBJECT: \$75,000 for 2027 Operating of the Next Step-Up Shelter

SUMMARY AND BACKGROUND:

Respectfully request Council appropriate \$75,000.00 to help support the MMHA Next Step Up Shelter in 2027 from an account to be determined. Previously, \$50,000.00 was disbursed from the National Opioid Settlement Funds from the city to support the Next Step Up Shelter in 2026. Opioid Settlement Funds can be used for people in treatment and recovery which includes housing overseen by the Medina Metropolitan Housing Authority. However, the account currently does not have sufficient funds to cover this request. Additionally, in the past, the City has used these funds to assist local recovery programs through Hope Recovery Community. Hope Recovery will soon be requesting funds from the Opioid Settlement funds for their Hope Works- work training program.

The Medina Metropolitan Housing Authority is also working with the County Commissioners, the City of Brunswick, and the City of Wadsworth to support same. Attached you will find the data and stats from Next Step Up from February 2025- August 2026.

Estimated Cost: \$75,000.00

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:

COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken: Ord./Res. Date:

Next Step Up Statistics & Impact

February 2025 – August 2026

- 364 Number of Total Guests
- 74% of Guest from Medina County
- 42 Children
- 11 Veterans
- 59 Guests successfully exited NSU with lease agreements
- 83 Guests gained meaningful employment
- 98 Guests self-resolved to family & friends
- 27 Dogs & 13 Cats Housed at NSU
- 30 Days – Average length of stay at NSU
- 12% of Guests return to NSU

Medina Statistics

- February 2025 – August 2026 – 186 Medina residents stayed at NSU
- February 2025 – August 2026 – 22 NSU Guests (out of 59 guests total) have successfully found housing in Medina
- January 2026 – August 2026 – MMHA Emergency Housing Team has received 573 calls / 81 per month from Medina residents who are experiencing a housing crisis (street homelessness or imminent risk of homelessness)
- January 2026 – August 2026 – 38 NSU guests have secured meaningful employment in Medina

Impact Story

Recently, a Guest entered Next Step Up directly from jail. He had no rental history and had never lived on his own but immediately got to work on his goals once in shelter. Through working with his case manager, he was able to obtain employment and find himself his own housing. With the help of a Rapid Rehousing voucher, he successfully signed his own lease in Medina and moved out of the Shelter into his very first rental unit.

NSU Budget Information

2027 NSU Funding Request - \$75,000

Additional NSU Funding Requests:

1. City of Medina
2. City of Brunswick
3. Medina County
4. Mental Health & Recovery Board
5. Job & Family Services
6. Medina County Opioid Settlement Grant
7. Westfield Foundation / Local Foundations & Grants
8. Bingo Fundraiser – February 26, 2027
9. Local Organizations & Churches

Medina Metropolitan Housing Authority
Operating Statement
Program: Next Step Up Project: Consolidated

	<u>Budget FY2027</u>	<u>Actual FYE June 2026</u>	<u>Budget FY2026</u>	<u>Actual FYE June 2025</u>	<u>Budget FY2025</u>	<u>Actual FYE June 2024</u>
INCOME						
Construction Funding	0	48,497	0	1,447,382	0	112,716
Operating Income	75,000	653,941	300,000	457,779	601,200	0
Donations	761,700	275,001	401,580	0	0	0
Total Income	836,700	977,439	701,580	1,905,161	601,200	112,716
EXPENSES						
Salaries Admin	544,848	378,072	446,796	164,251	381,552	0
Employee Benefit Administration	142,152	88,688	133,464	39,911	45,292	0
Other Expenses Admin	84,000	79,601	86,400	114,836	50,400	16,771
Utilities	6,300	4,813	3,720	3,455	26,820	1,118
Maintenance	57,000	51,199	28,200	62,313	39,000	1,817
Insurance & Taxes	2,400	2,437	3,000	0	12,000	0
Management Fee	0	0	0	0	24,000	0
Depreciation & Amortization	0	86,618	0	24,801	0	0
Total Expenses	836,700	691,428	701,580	409,567	579,064	19,706
Surplus (Deficit)	0	286,011	0	1,495,594	22,136	93,010

RCA 26-192-9/28
Finance
Only

City of Medina

Board of Control/Finance Committee Approval

Administrative Code: 141

• Department Heads can authorize expenditures up to \$2,000.00 (requisition)

• Board of Control authorizes expenditures from \$2,000.01 to \$20,000.00 (BOC form).

• Finance Committee authorizes expenditures from \$20,000.01 to \$35,000.00 (BOC form).

• Council authorizes expenditures/bids over \$35,000.01 (RCA form). Board of Control awards all bids, unless otherwise specified in authorizing ordinance. (Ord. 77-23)

Date: 9/23/2026 Department: Fire

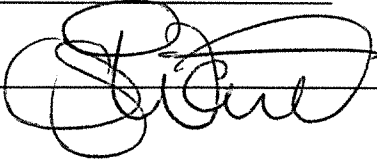
Amount requested: \$6,000 BOC Approval Date:
Fill below for increases only (Finance Use Only)

Increase Amount: \$6,000 PO Number to increase: 26-420

New PO Total with increase: \$32,000

Account Number: See below

Vendor: Atlantic Emergency Solutions Inc. #A01373

Department Head/Authorized Signature: 

Item/Description:

Line 1: 107-0110-53321 - Maintenance of Equipment - \$3,000 (\$19,000)

Line 3: 107-0110-53313 - Operating Supplies - \$3,000 (\$11,000)

FINANCE COMMITTEE APPROVAL: (expenditures from \$20,000.01 to \$35,000.00)

Date Approved/Denied by Finance Committee:

Clerk of council Date to Finance:

- 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.