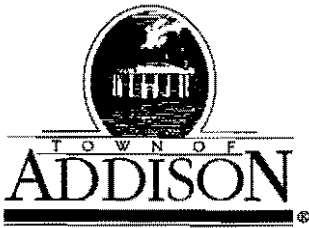


AIRPORT 2003 Addison Airport Master Plan - TX DOT AGREEMENTS

Agreement - Realignment of Richard Byrd Drive

[Redacted]



**Public Works / Engineering**  
 16801 Westgrove • P.O. Box 9010  
 Addison, Texas 75001  
 Telephone: (972) 450-2871 • Fax: (972) 450-2837

# LETTER OF TRANSMITTAL

DATE	7/31/03	JOB NO.
ATTENTION		
RE:	TX DOT Realignment of Airport Parkway Richard Byrd Drive	

TO Carmen Moran

**GENTLEMAN:**

**WE ARE SENDING YOU**

- Attached
- Under separate cover via \_\_\_\_\_ the following items:
- Shop Drawings
- Prints
- Plans
- Samples
- Specifications
- Copy of letter
- Change order
- \_\_\_\_\_

COPIES	DATE	NO.	DESCRIPTION
1			Amendment #2 to Airport Project Participation Agreement with TX DOT
1			Agreement with HNTB for Engineering Services for Re-alignment of Airport Parkway
1			Agreement with HNTB for Engineering for Pavement Repair of apron on south side of Hangers on Richard Byrd Drive.

**THESE ARE TRANSMITTED as checked below:**

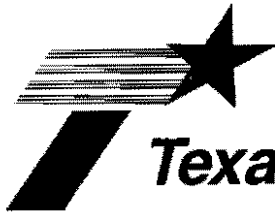
- For approval
- For your use
- As requested
- For review and comment
- FOR BIDS DUE \_\_\_\_\_ 19\_\_\_\_
- Approved as submitted
- Approved as noted
- Returned for corrections
- \_\_\_\_\_
- Resubmit \_\_\_\_\_ copies for approval
- Submit \_\_\_\_\_ copies for distribution
- Return \_\_\_\_\_ corrected prints
- PRINTS RETURNED AFTER LOAN TO US

REMARKS for your files

COPY TO \_\_\_\_\_

SIGNED: J. P. [Signature]

*If enclosures are not as noted, please notify us at once.*



# Texas Department of Transportation

AVIATION DIVISION

125 E. 11TH STREET • AUSTIN, TEXAS 78701-2483 • 512/ 416-4500 • FAX 512/416-4510

July 24, 2003

Mr. Michael Murphy  
Director of Public Works  
Town of Addison  
PO Box 9010  
Addison, Texas 75001

Re: TxDOT Number 0118ADDON

Dear Mr. Murphy:

We are pleased to return to you the completed Amendment Number 02 to the Airport Project Participation Agreement between the Town of Addison and the Texas Department of Transportation.

If you have any questions concerning the document, or if we can be of assistance to you, feel free to contact me at 512-416-4512.

Sincerely,

Allison Martin  
Grant Manager

Enclosure

**TEXAS DEPARTMENT OF TRANSPORTATION  
AIRPORT PROJECT PARTICIPATION AGREEMENT**

(Federally Assisted Airport Development)

TxDOT Project No.: AP ADDISON 4  
TxDOT CSJ No.: 0118ADDON  
TxDOT Contract No. : 1XXFA099

Amendment No. 02 to the Agreement

**Part I - Identification of the Project**

TO:           The Town of Addison, Texas

FROM:        The State of Texas, acting through the Texas Department of Transportation

The Town of Addison, Texas, hereinafter referred to as the "Sponsor," and the Texas Department of Transportation, hereinafter referred to as the "State," have entered into an Airport Project Participation Agreement TxDOT CSJ Number 0118ADDON, executed by the Sponsor on November 26, 2001, and by the State on November 29, 2001, for the development of the Addison Municipal Airport, hereinafter referred to as the "Airport".

The project is described as follows: Airport Master Plan update; and conduct obstacle evaluation to conform to FAA 405 standards at the Addison Municipal Airport.

It is in the mutual interest of the Sponsor and the State to increase the agreement for \$30,000 to include reimbursement of 90% of the costs associated with non-destructive testing, geotechnical sampling, laboratory testing, and engineering analysis for Runway 15-33 and Taxiway "A", to evaluate the pavement strength and condition at the Addison Municipal Airport.

Part II - Offer of Financial Assistance, as changed by Amendment No. 01, estimates total project costs to be \$300,000; and financial assistance is currently limited to \$213,000 in federal funds and \$87,000 in local sponsor funds.

The following amendment to the Airport Project Participation Agreement shall become effective upon execution of this Amendment by the Sponsor and the State.

The Airport Project Participation Agreement is amended as follows:

1. On Part II, Item No. 2 of the Agreement, change Amount A, estimated total project costs, and any further references in the Agreement to Amount A, to \$330,000.

2. On Part II, Item No. 2 of the Agreement, change Amount B, estimated total project costs eligible for federal financial assistance, and any further references in the Agreement to Amount B, to \$330,000.
3. On Part II, Item 3 of the Agreement, change Amount C, the maximum obligation of the United States payable under this offer, and any further references in the Agreement to Amount C, to \$240,000.
4. On Part II, Item 4 of the Agreement, change Amount D, Sponsor's share of the estimated total project costs, and any further references in the Agreement to Amount D, to \$90,000.
5. On Part I, Item 2 of the Agreement, the project description should read as follows: Airport Master Plan update; conduct obstacle evaluation to conform to FAA 405 standards; and the state will reimburse the sponsor 90% for costs associated with non-destructive testing, geotechnical sampling, laboratory testing, and engineering analysis for Runway 15-33 and Taxiway "A", to evaluate the pavement strength and condition at the Addison Municipal Airport.

All other terms and conditions of the agreement are unchanged and remain in full force and effect.

This Amendment to the Airport Project Participation Agreement between the Town of Addison, Texas, and the Texas Department of Transportation is mutually agreed to and accepted.

Executed this 17<sup>th</sup> day of July, 2003.

The Town of Addison, Texas

Sponsor

Michele L. Corino

Witness Signature

Ron Whitehead

Sponsor Signature

Exec. Secretary

Witness Title

City Manager

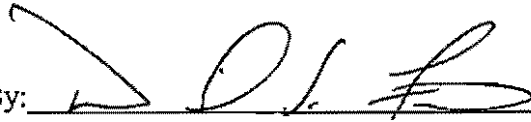
Sponsor Title

**Execution by the State**

Executed by and approved for the Texas Transportation Commission for the purpose and effect of activating and/or carrying out the orders, established policies or work programs and grants heretofore approved and authorized by the Texas Transportation Commission.

STATE OF TEXAS  
TEXAS DEPARTMENT OF TRANSPORTATION

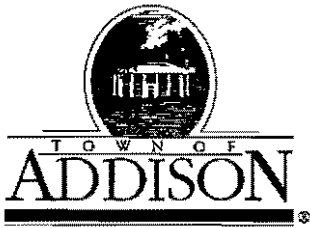
By: \_\_\_\_\_



David S. Fulton, Director  
Aviation Division  
Texas Department of Transportation

Date: \_\_\_\_\_

7/22/03



**Public Works / Engineering**  
 16801 Westgrove • P.O. Box 9010  
 Addison, Texas 75001  
 Telephone: (972) 450-2871 • Fax: (972) 450-2837

# LETTER OF TRANSMITTAL

DATE	4/29/03	JOB NO.
ATTENTION		
RE	Addison Airport	
	Obstruction Survey	

TO Allison Martin  
Tx DOT Aviation Division

**GENTLEMAN:**

**WE ARE SENDING YOU**

- Shop Drawings
- Copy of letter
- Attached
- Prints
- Change order
- Under separate cover via \_\_\_\_\_ the following items:
- Plans
- Samples
- Specifications
- \_\_\_\_\_

*Project Participation*

COPIES	DATE	NO.	DESCRIPTION
2			Originals of Amendment No. 1 to Agreement with Tx DOT Aviation Division for Airport Master Plan Update

**THESE ARE TRANSMITTED as checked below:**

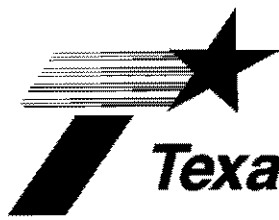
- For approval
- For your use
- As requested
- For review and comment
- FOR BIDS DUE \_\_\_\_\_ 19\_\_\_\_
- Approved as submitted
- Approved as noted
- Returned for corrections
- \_\_\_\_\_
- Resubmit \_\_\_\_\_ copies for approval
- Submit \_\_\_\_\_ copies for distribution
- Return \_\_\_\_\_ corrected prints
- PRINTS RETURNED AFTER LOAN TO US

**REMARKS** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**COPY TO** \_\_\_\_\_

**SIGNED:** *J. P. [Signature]*

*If enclosures are not as noted, please notify us at once.*



# Texas Department of Transportation

AVIATION DIVISION

125 E. 11TH STREET • AUSTIN, TEXAS 78701-2483 • 512/416-4500 • FAX 512/416-4510

April 28, 2003

Mr. Michael Murphy  
Director of Public Works, Town of Addison  
16801 Westgrove Drive  
Addison, Texas 75001

TxDOT Project No.: AP ADDISON 4  
TxDOT CSJ No.: 0118ADDON  
Fund Source: 4002000006

Dear Mr. Murphy:

Enclosed are two copies of Amendment Number 01 to the Airport Project Participation Agreement between the Town of Addison and the Texas Department of Transportation for this project. This amendment will increase the agreement by \$70,000 for the obstacle evaluation.

The sponsor's share of the total project costs is estimated to be \$87,000. Our records indicate we have received \$80,000. We are requesting the additional funds of \$7,000. Please remit payment to the address as follows not later than May 13, 2003:

Texas Department of Transportation  
P.O. Box 5020  
Austin, Texas 78763.

Attn.: Diana Ruiz

We request that you proceed as expeditiously as possible to execute the Agreement and return the Agreement no later than May 13, 2003. **Please return both copies of the fully signed and witnessed documents to the:**

Texas Department of Transportation - Aviation Division  
125 E. 11<sup>th</sup> Street  
Austin, Texas 78701-2483

Sincerely,

Allison Martin  
Grant Manager  
cc: Diana Ruiz



TOWN OF ADDISON  
PAYMENT AUTHORIZATION MEMO

COPY

DATE: 4/29/03

Claim # \_\_\_\_\_

Check \$ 7,000

Vendor No. \_\_\_\_\_

Vendor Name Texas Dept. of Transportation

Address PO. Box 5020

Address Austin

Address Texas

Zip Code 78763

Attn: Diana Ruiz

INVOICE # OR DESCRIPTION	FUND	DEPT	OBJ	PROJ	SAC	AMOUNT
	(00)	(000)	(00000)	(00000)	(000)	(\$000,000.00)
<u>4/28/03 Letter</u>	<u>17</u>	<u>625</u>	<u>56570</u>	<u>54201</u>		<u>\$ 7,000.00</u>

TOTAL \$ 7,000.00

EXPLANATION Town's share of cost to perform an obstacle evaluation at both ends of the runway. Letter of April 28, 2003 attached requesting additional funds of \$ 7,000.00 to cover Town's share (10%).

[Signature]  
Authorized Signature

\_\_\_\_\_  
Finance

copy

**TEXAS DEPARTMENT OF TRANSPORTATION  
AIRPORT PROJECT PARTICIPATION AGREEMENT**

(Federally Assisted Airport Development)

TxDOT Project No.: AP ADDISON 4  
TxDOT CSJ No.: 0118ADDON  
TxDOT Contract No. : 1XXFA099

Amendment No. 01 to the Agreement

**Part I - Identification of the Project**

TO: The Town of Addison, Texas

FROM: The State of Texas, acting through the Texas Department of Transportation

The Town of Addison, Texas, hereinafter referred to as the "Sponsor," and the Texas Department of Transportation, hereinafter referred to as the "State," have entered into an Airport Project Participation Agreement TxDOT CSJ Number 0118ADDON, executed by the Sponsor on November 26, 2001, and by the State on November 29, 2001, for the development of the Addison Municipal Airport, hereinafter referred to as the "Airport".

The project is described as follows: Airport Master Plan update and conduct obstacle evaluation to conform to FAA 405 standards at the Addison Municipal Airport.

It is in the mutual interest of the Sponsor and the State to increase the agreement by \$70,000 for the obstacle evaluation.

Part II - Offer of Financial Assistance, estimates total project costs to be \$230,000; and financial assistance is currently limited to \$150,000 in federal funds and \$80,000 in local sponsor funds.

The following amendment to the Airport Project Participation Agreement shall become effective upon execution of this Amendment by the Sponsor and the State.

The Airport Project Participation Agreement is amended as follows:

1. On Part II, Item No. 2 of the Agreement, change Amount A, estimated total project costs, and any further references in the Agreement to Amount A, to \$300,000.00.
2. On Part II, Item No. 2 of the Agreement, change Amount B, estimated project costs eligible for federal financial assistance, and any further references in the Agreement to Amount

B, to \$300,000.00.

3. On Part II, Item 3 of the Agreement, change Amount C, the maximum obligation of the United States payable under this offer, and any further references in the Agreement to Amount C, to \$213,000.00.

4. On Part II, Item 4 of the Agreement, change Amount D, Sponsor's share of the estimated design costs, and any further references in the Agreement to Amount D, to \$87,000.00.

All other terms and conditions of the agreement are unchanged and remain in full force and effect.

This Amendment to the Airport Project Participation Agreement between the Town of Addison, Texas, and the Texas Department of Transportation is mutually agreed to and accepted.

Executed this 29 day of April, 2003.

The Town of Addison, Texas

Sponsor

Michelle L. Corwin  
Witness Signature

R. Whitehead  
Sponsor Signature

Michelle L. Corwin  
Witness Title Executive Secretary  
to City Manager

CITY MANAGER  
Sponsor Title

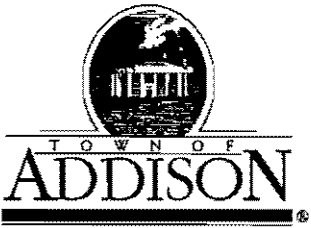
**Execution by the State**

Executed by and approved for the Texas Transportation Commission for the purpose and effect of activating and/or carrying out the orders, established policies or work programs and grants heretofore approved and authorized by the Texas Transportation Commission.

STATE OF TEXAS  
TEXAS DEPARTMENT OF TRANSPORTATION

By: \_\_\_\_\_

Date: \_\_\_\_\_



**Public Works / Engineering**  
 16801 Westgrove • P.O. Box 9010  
 Addison, Texas 75001  
 Telephone: (972) 450-2871 • Fax: (972) 450-2837

# LETTER OF TRANSMITTAL

DATE <u>12-18-01</u>	JOB NO.
ATTENTION	
RE: <u>Addison Airport</u>	

TO Carmen Moran

**GENTLEMAN:**

**WE ARE SENDING YOU**

- Attached
- Under separate cover via \_\_\_\_\_ the following items:
- Shop Drawings
- Prints
- Plans
- Samples
- Specifications
- Copy of letter
- Change order
- \_\_\_\_\_

COPIES	DATE	NO.	DESCRIPTION
<u>1</u>			<u>Original of Agreement between TX DOT Addition Division and Coffman Assoc for Airport Master Plan Update</u>

**THESE ARE TRANSMITTED as checked below:**

- For approval
- For your use
- As requested
- For review and comment
- FOR BIDS DUE \_\_\_\_\_ 19\_\_\_\_
- Approved as submitted
- Approved as noted
- Returned for corrections
- \_\_\_\_\_
- Resubmit \_\_\_\_\_ copies for approval
- Submit \_\_\_\_\_ copies for distribution
- Return \_\_\_\_\_ corrected prints
- PRINTS RETURNED AFTER LOAN TO US

REMARKS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

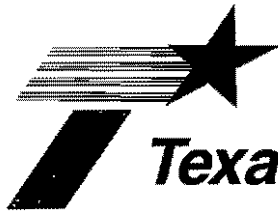
\_\_\_\_\_

\_\_\_\_\_

COPY TO \_\_\_\_\_

SIGNED: [Signature]

*If enclosures are not as noted, please notify us at once.*



# Texas Department of Transportation

AVIATION DIVISION

125 E. 11TH STREET • AUSTIN, TEXAS 78701-2483 • 512/416-4500 • FAX 512/416-4510

*Re Airport  
Master Plan Update*

December 13, 2001

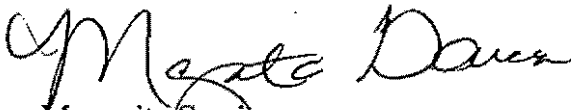
Mr. Michael Murphy  
Director of Public Works  
16801 Westgrove Drive  
Addison, TX 75001

Dear Mr. Murphy:

We are pleased to return to you the completed agreement between the Texas Department of Transportation, agent for Town of Addison, and Coffman Associates for Professional Services for TxDOT CSJ No. 0118ADDON.

If you have any questions concerning the documents, or if we can be of assistance to you, feel free to contact me.

Sincerely,

  
Margarita Garcia  
Grant Manager

Enclosures

Mr. Michael Murphy  
Director of Public Works  
16801 Westgrove Drive  
Addison Texas 75001 Mr. Michael Murphy  
Director of Public Works  
16801 Westgrove Drive  
Addison Texas 75001 Mr. Michael Murphy

**AGREEMENT  
BETWEEN  
SPONSOR AND CONSULTANT  
FOR  
PROFESSIONAL SERVICES**

**TxDOT Contract No.: 1X1FA099  
TxDOT Project No.: ADDISON 4  
TxDOT CSJ No.: 0118ADDON**

**STATE OF TEXAS §**

**KNOW ALL MEN BY THESE PRESENTS**

**COUNTY OF TRAVIS §**

THIS AGREEMENT, made, entered into and executed by and between the Town of Addison, hereinafter called the "Sponsor," acting by and through the Texas Department of Transportation hereinafter called the "Agent" and Coffman Associates hereinafter called the "Consultant."

**W I T N E S S E T H**

The Sponsor intends to: prepare a master plan at the Addison Airport hereinafter called the "Project."

**A G R E E M E N T**

The Sponsor and the Consultant, in consideration of the mutual covenants and agreements herein contained, do mutually agree as follows:

Pursuant to the terms of the Airport Project Participation Agreement entered into by and between Agent and Sponsor, Agent agrees to employ the Consultant on behalf of the Sponsor. The Consultant agrees to perform professional consulting services in connection with the project as stated in the sections to follow. Upon rendition of such services, the Agent agrees to pay to the Consultant compensation for these services as agreed herein. All services performed under this Agreement shall be performed under the direct supervision of the Agent. The Agent will act as referee in all questions arising under the terms of this Agreement between the parties hereto, and the Agent's decisions shall be final and binding.

**AGREEMENT  
BETWEEN  
SPONSOR AND CONSULTANT  
FOR  
PROFESSIONAL SERVICES**

**TxDOT Contract No.: 1X1FA099  
TxDOT Project No.: ADDISON 4  
TxDOT CSJ No.: 0118ADDON**

**STATE OF TEXAS §**

**KNOW ALL MEN BY THESE PRESENTS**

**COUNTY OF TRAVIS §**

THIS AGREEMENT, made, entered into and executed by and between the Town of Addison, hereinafter called the "Sponsor," acting by and through the Texas Department of Transportation hereinafter called the "Agent" and Coffman Associates hereinafter called the "Consultant."

**WITNESSETH**

The Sponsor intends to: prepare a master plan at the Addison Airport hereinafter called the "Project."

**AGREEMENT**

The Sponsor and the Consultant, in consideration of the mutual covenants and agreements herein contained, do mutually agree as follows:

Pursuant to the terms of the Airport Project Participation Agreement entered into by and between Agent and Sponsor, Agent agrees to employ the Consultant on behalf of the Sponsor. The Consultant agrees to perform professional consulting services in connection with the project as stated in the sections to follow. Upon rendition of such services, the Agent agrees to pay to the Consultant compensation for these services as agreed herein. All services performed under this Agreement shall be performed under the direct supervision of the Agent. The Agent will act as referee in all questions arising under the terms of this Agreement between the parties hereto, and the Agent's decisions shall be final and binding.



## SECTION 1 - SCOPE OF SERVICES

### 1.1. Services of the Agent

1.1.1. The Agent will furnish items as listed in Attachment A, "Services to be provided by the Agent" attached hereto and made a part of this agreement.

### 1.2. Services of the Consultant

1.2.1. The Consultant will furnish consulting and/or surveying services as set forth in Attachment B, "Basic Services to be provided by the Consultant," attached hereto and made a part of this agreement. The Consultant shall perform in a satisfactory manner, as determined by the Sponsor and Agent, the services generally outlined and specifically indicated in Attachment B.

1.2.2. All items of work included within this contract shall be completed within twenty-four months from the date of the written notice to proceed with the contract terminating at that time. No payment will be made to the consultant for work completed after that date without a written extension of the contract period approved by the State. Reason for consideration of contract extension will be excessive delays in review of work by the state or changes or delays caused by the Sponsor. In the event that the contract is terminated, the Sponsor will be notified immediately as to the reason for contract termination.

## SECTION 2 - PROGRESS

2.1. After execution of this Agreement, the Consultant shall not proceed with the work for outlined under "Scope of Services" until authorized in writing by the Agent to proceed.

2.2. The Consultant shall, from time to time during the progress of the work, confer with the Agent. The Consultant shall prepare and present such information and studies as are shown in Attachment B.

2.3. At the request of the Agent or the Consultant, conferences shall be conducted at locations designated by the Agent. When requested by the Agent, these conferences shall also include inspection of the Consultant's services and work.

2.4. The work will be subject to periodic review by the Federal Aviation Administration (FAA) and/or Agent.

2.5. The Consultant shall prepare a "Work Schedule" as Attachment C, attached hereto and made a part of this agreement. This work schedule will be sufficiently complete to show that the Consultant's "Scope of Services" under this Agreement can be accomplished within the specified time. This "Work Schedule" will provide specific work sequence and definite review times by the Agent and the Consultant of the work performed. It is of primary importance to the Sponsor

and the Agent that the services within this contract be provided according to the agreed upon Work Schedule, Attachment C. Undue delays within the control of the Consultant may be considered as reason for termination of the contract as provided in Section 9.

2.6. Should the Agent desire to suspend the work, but not terminate the Agreement, this may be done by thirty (30) days notice of suspension of work given by the Agent in writing to that effect, and the work may be reinstated by Agent and shall be resumed by Consultant in full force and effect upon receipt by the Consultant from the Agent of sixty (60) days notice in writing to that effect.

2.7. If work is suspended for more than six months at the request of the Sponsor or the Agent the Agreement may be renegotiated at the request of the Consultant or unilaterally terminated by the Consultant.

2.8. All employees of the Consultant shall have such knowledge and experience as will enable them to perform the duties assigned to them. Any employee of the Consultant, who, in the opinion of the Agent, is unable to perform the work, or whose conduct becomes detrimental to the work, shall immediately be removed by the Consultant from association with the Project.

2.9. The Consultant certifies that Consultant has adequate qualified personnel for performance of the services required under this Agreement, or will be able to obtain such personnel from sources other than the Agent or Sponsor.

2.10. The Consultant shall prepare monthly progress reports in sufficient detail to support the progress of the work and vouchers requesting monthly payments.

2.11. The Consultant shall furnish all equipment, materials and supplies required to perform the work under this Agreement except as provided herein.

### SECTION 3 - CHANGES OF WORK

3.1. The Agent will have the right to make changes and alterations in the services of the Consultant as may be considered necessary or desirable. Changes and/or alterations that reduce the lump sum fee will be negotiated between the Agent and the Consultant. Changes and/or alterations that increase the lump sum fee will be handled as Additional Services as stated in Section 4. Such changes and alterations shall not be considered as a waiver of any conditions of the Agreement, nor shall they invalidate any of the provisions thereof. The Consultant shall perform the work as changed or altered.

3.2. When required to do so by the Agent, the Consultant shall make such revisions as are necessary to correct Consultant's errors or omissions in the work. No additional compensation shall be paid for this work.

3.3. If the Agent requests change to work previously completed by the Consultant and

accepted by the Agent, the Consultant shall make such changes as directed by the Agent. This will be considered additional work and paid for as specified in Section 4 - Additional Services.

#### SECTION 4 - ADDITIONAL SERVICES

4.1. When authorized by a supplemental Agreement, the Consultant will furnish additional services as listed in Attachment D, "Additional Services to be Provided by the Consultant," attached hereto and made a part of this agreement.

4.1.1. Compensation for such services will be in accordance with Section 5 - Payments to the Consultant.

4.2. If the Consultant is of the opinion that any work Consultant has been directed to perform is beyond the scope of this Agreement and constitutes extra work, Consultant shall promptly notify the Agent in writing prior to performing the extra work.

4.2.1. In the event the Agent finds that such work does constitute extra work, the Agent shall so advise the Consultant, in writing, and pursuant to a supplemental Agreement shall provide extra compensation to the Consultant for doing this work as additional services covered in Section 5 - Payments to the Consultant.

#### SECTION 5 - PAYMENTS TO THE CONSULTANT

5.1. Methods of Payment for Services and Expenses of Consultant

5.1.1. For Basic Services. Agent shall pay Consultant for Basic Services as set forth in Attachment B, "Basic Services to be Provided by the Consultant," attached hereto and made a part of this agreement rendered under Section 1 as follows:

5.1.1.1. A lump sum fee of \$230,000.00 for all Basic Services furnished under Section 1 and as set forth in Attachment B.

5.1.1.2. The lump sum amount shall be allocated to the phases of the Project as set forth in Attachment E, "Lump Sum Fee Distribution to Consultant," attached hereto and made a part of this agreement.

5.1.2. For Additional Services. Agent shall pay Consultant for work rendered under Section 4 - Additional Services in accordance with the provisions of the Supplemental Agreement to Consulting Services Agreement pertaining to the service provided.

5.2. Times of Payments

5.2.1. Partial payments shall be made monthly in proportion to those parts of the services that have been accomplished, as evidenced by monthly statements submitted by the Consultant to the Agent. In no case shall the partial payments be in excess of the value of the services completed at the time the statement is rendered.

5.2.2. The Consultant shall submit a monthly statement as directed by the Agent showing an estimate of the Basic Services rendered and the actual approved Additional Services rendered, except for the Deliverable Phase. Deliverable Phase statements shall be submitted only once following completion of all tasks associated with the Deliverable Phase.

### 5.3. Other Provisions Concerning Payments

5.3.1. Payments to the Consultant for Additional Services rendered will be based upon itemized and certified statements detailed to show the names of the employees and the time worked. Monthly statements should include authorized non-salary expenses with supporting itemized invoices for additional services.

5.3.2. Statements and supporting documents will be submitted to the Agent no more than monthly. TxDOT provided payments forms must be submitted with or as an Consultant's statement. Upon receipt and approval of each statement, the Agent shall pay the amount which is due and payable as provided herein within thirty (30) days of invoice receipt.

5.3.3. Final payment of any money due will be made to the Consultant after satisfactory completion of all services and obligations covered in this Agreement and acceptance of the work by the Agent.

### 5.4. Maximum Amount of Payment

5.4.1. The maximum amount allowable for payment under the Professional Consulting Services Agreement is \$230,000.00.

## SECTION 6 - SUBCONTRACTORS

6.1. The Consultant shall not sublet or transfer any portion of the work under this Agreement unless specifically approved in writing by the Agent. Subcontractors shall comply with the provisions of this Agreement and all state and federal regulations as applicable. Subcontracts, may at the option of the Agent, require written approval of content. The Consultant shall provided to the Agent a copy of the executed Agreement between the Consultant and subcontractor.

6.2. In the event the Consultant provides any of the services set out in this Agreement by subcontracting the same with a subcontractor, the Consultant shall take all steps necessary and appropriate to ensure that said subcontractor indemnifies the Sponsor, Agent, and at the option of

the Consultant, the Consultant for liability arising from any acts or omissions of said subcontractor, it being the express intention of the parties hereto that any liability for said acts or omissions shall be the responsibility of said subcontractor. In the event that Consultant does not take such appropriate and necessary steps to ensure the indemnification described in this provision, Consultant shall assume such liability as is described in this provision, and hereby agrees to so indemnify the Sponsor or Agent for such acts or omissions of said subcontractor as are described herein.

6.3. The Consultant shall pay the subcontractor for work performed within 10 days after the Consultant receives payment for the work performed by the subcontractor. Also, any retained monies on a subcontractor's work shall be paid to the subcontractor within 10 days after satisfactory completion of all the subcontractor's work. Completion of the subcontractor's work shall include test, maintenance and other similar periods that are the responsibility of the subcontractor.

#### SECTION 7 - CIVIL RIGHTS COMPLIANCE

7.1. The Consultant shall comply with the provisions of Attachment F, "Special Provision Contractor Contractual Requirements Title VI Assurances," attached hereto and made a part of this agreement.

#### SECTION 8 - DISADVANTAGED BUSINESS ENTERPRISE REQUIREMENTS

8.1. The Consultant shall comply with the provisions of Attachment G, "Disadvantaged Business Enterprise (DBE) Assurances," attached hereto and made a part of this agreement. For any additional services DBE goals will be amended and a new plan filed.

#### SECTION 9 - TERMINATION OF AGREEMENT

9.1. The Agreement may be terminated upon the occurrence of any of the following conditions:

9.1.1. By mutual Agreement and consent of both parties in writing.

9.1.2. By the Agent by notice in writing to the Consultant as consequence of failure by the Consultant to perform the services herein set forth in a satisfactory manner and within the limits provided, with proper allowances being made for circumstances beyond the control of the Consultant.

9.1.3. By either party, upon the failure of the other party to fulfill its obligations as set forth in Section 1 - Scope of Services.

9.1.4. By the Agent for reasons of its own and not subject to the mutual consent of the Consultant by delivering a written Notice of Termination to the Consultant, which shall take effect on the tenth (10th) day following receipt.

9.1.5. By the condition stipulated in Section 2.7.

9.1.6. By the situation stipulated in Attachment G, Disadvantaged Business Enterprise (DBE).

9.1.7. By the condition stipulated in Attachment H, "Child Support Certification" attached hereto and made a part of this agreement.

9.1.8. By satisfactory completion of all services and obligations described herein.

9.2. Should the Agent terminate this Agreement, no fees other than fees due and payable at the effective date of termination, shall thereafter be paid to the Consultant. In determining the value of the work performed by the Consultant prior to termination, the Agent shall be the sole judge. Payment for work at termination will be based on work completed at that time.

9.3. If the Consultant defaults in performance of this Agreement or the Agent terminates the Agreement for fault on the part of the Consultant, the Agent will give consideration to the actual costs incurred by the Consultant in performing work to date of default, the amount of work required which was satisfactorily complete to date of default, the value of the work which is usable to the Sponsor, the cost to the Sponsor of employing another firm to complete the work required and the time required to do so, and other factors which affect the value to the Sponsor of the work performed at time of default.

9.4. The termination of this Agreement and payment of an amount in settlement as prescribed above shall extinguish all right, duties, obligations and liabilities of the Sponsor, Agent, and Consultant under this Agreement with regard to payment only. If the termination of this Agreement is due to the failure of the Consultant to fulfill Agreement obligations, the Agent may take over the project and prosecute the work to completion by Agreement or otherwise. In such case, the Consultant shall be liable for any additional costs for professional services resulting from the Consultant's default.

## SECTION 10 - DISPUTES

10.1. The Consultant shall be responsible for the settlement of all contractual and administrative issues arising out of procurements made by the Consultant in support of the work authorized herein.

10.2. Any dispute concerning the work performed hereunder, the cost of work performed hereunder, or any nonprocurement issue shall be settled in accordance with Title 43, Texas

Administrative Code, Section 1.68, "Contract Claim Procedure."

#### SECTION 11 - COMPLIANCE WITH LAWS

11.1. The Consultant shall comply with applicable federal, state and local laws, statutes, ordinances, rules and regulations, and the orders and decrees of courts, or administrative bodies or tribunals in any matter affecting the performance of this Agreement, including, without limitation, worker's compensation laws, minimum and maximum salary and wage statutes and regulations, and licensing laws and regulations. When required, the Consultant shall furnish the Agent with satisfactory proof of Consultant's compliance.

#### SECTION 12 - INDEMNITY

12.1. The Consultant shall save harmless the State and its officers and employees from all claims and liability due to activities of itself, its agents, or employees, performed under this Agreement and which are caused by or result from error, omission, or negligent act of the Consultant or of any person employed by the Consultant. The Consultant shall also save harmless the State from any and all expense, including, but not limited to, attorney fees which may be incurred by the State as a result of such activities by the provider or employees.

12.2 Section 12.1 above is expressly applicable to all items, clauses, codicils, and addenda of this Agreement.

#### SECTION 13 - CONSULTANT'S WARRANT

13.1. The Consultant warrants that Consultant has not employed or retained any company or persons, other than a bona fide employee working solely for the Consultant, to solicit or secure this Agreement and that Consultant has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the Consultant, any fee, commission, percentage, brokerage fee, gifts, or any other consideration, contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, the Agent shall have the right to annul this Agreement without liability or, in its discretion, to deduct from the Agreement price or compensation, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift or contingent fee.

#### SECTION 14 - SUCCESSORS AND ASSIGNS

14.1. The Sponsor and the Consultant each binds itself, its successors, executors, administrators and assigns to the other party to this Agreement and to the successors, executors, administrators, and assigns of such other party in respect to all covenants of this Agreement.

Neither the Sponsor nor the Consultant shall assign, sublet, or transfer its interest in this Agreement without written consent of the other.

#### SECTION 15 - INSPECTION OF CONSULTANT'S BOOKS AND RECORDS

15.1. The Agent may, for purpose of termination of the Agreement prior to completion, examine the books and records of the Consultant for the purpose of checking the amount of the work performed by the Consultant at the time of Agreement termination. The Consultant shall maintain all books, documents, papers, accounting records and other evidence pertaining to cost incurred and shall make such materials available at the Consultant's office during the Agreement period and for three years from the date of final payment under the Agreement, for inspection by the Agent, the Federal Aviation Administration and the U.S. Department of Transportation, Office of Inspector General. The Comptroller General of the United States, or any of its duly authorized representatives, shall have access to any books, documents, papers and records of the Consultant which are directly pertinent to this Agreement for the purpose of making audit, examinations, excerpts and transcriptions.

#### SECTION 16 - WARRANTIES OF SIGNATORY

16.1. The undersigned signatory or signatories for the Consultant hereby represent and warrant that the signatory is an officer of the firm for which the signatory has executed this Agreement and that the signatory has full and complete authority to enter into this Agreement on behalf of the Consultant. The above-stated representations and warranties are made for the purpose of inducing the Sponsor to enter into this Agreement.

#### SECTION 17 - INSURANCE

17.1. The Consultant shall procure and maintain insurance for protection from claims under worker's compensation acts, claims for damages because of bodily injury including personal injury, sickness or disease or death of any and all employees or of any other person and from claims or damages because of injury to or destruction of property including loss of use resulting therefrom. The Consultant shall furnish the Agent a completed Certificate of Insurance provided and approved by the Agent prior to beginning work under this Agreement.

#### SECTION 18- ENTIRE AGREEMENT

18.1. This Agreement together with the Attachments, Exhibits and Special Provisions identified herein constitutes the entire Agreement between the Sponsor and the Consultant and supersedes all prior written or oral understandings. This Agreement and said Attachments, Exhibits, and Special Provisions may only be amended, supplemented, modified or canceled by a duly executed written instrument.



## SECTION 19 - CHILD SUPPORT CERTIFICATION

19.1. Under Section 231.006 of the Family Code, the Consultant certifies that the individual or business entity named in this Agreement is eligible to receive the specified grant or payment and acknowledges that this Agreement may be terminated and payment withheld if this certification is inaccurate. The Consultant further acknowledges that he or she has read Attachment G and has provided the names and social security numbers required therein.

## SECTION 20 - APPLICABLE LAW

20.1. Under Section 22.055 (b), Transportation Code, Chapter 22, this Agreement is made pursuant to the law governing the making of Agreements by or on behalf of the State of Texas.

## SECTION 21 – BUY TEXAS

21.1. The Consultant shall buy Texas products and materials for used in providing the services authorized in this Agreement when these products and materials are available at a comparable price and in a comparable period of time. When requested by the Agent the Consultant shall furnish documentation of these purchases or a description of good faith efforts to do so.

## SECTION 22– DEBT TO THE STATE

22.1. If the Comptroller is currently prohibited from issuing a warrant to the Consultant because of a debt owed to the State, then the Consultant agrees that any payments owing under the Agreement will be applied towards the debt or delinquent taxes until the debt or delinquent taxes are paid in full.

## SECTION 23 - VENUE

23.1. Venue for resolution by a court of competent jurisdiction of any dispute arising under the terms of this Agreement, or for enforcement of any of the provisions of this Agreement, is specifically set by Agreement of the parties hereto in Travis County, Texas.

IN WITNESS WHEREOF, the parties to this Agreement for Professional Consulting Services have signed or caused their respective names to be signed to triplicate counterparts hereof on the \_\_\_\_\_ day of \_\_\_\_\_, 2001.

CONSULTANT

By: Jeanette V. Coffman Name: Jeanette V. Coffman

Title: Coffman Associates, Inc. 237 N.W. Blue Parkway  
(Name of Firm) (Address)

Lee's Summit, MO 64063 816-524-3500  
(City, State, Zip) (Area Code & Phone Number)

THE STATE OF MISSOURI

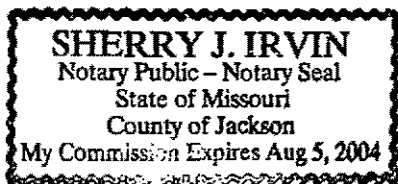
COUNTY OF Jackson

Before me, the undersigned authority, on this day personally appeared Jeanette V. Coffman known to me to be the Consultant named in this Agreement, or the Consultant's authorized representative, and is the person whose name is subscribed to the foregoing instrument and acknowledged to me that he/she has authority to execute and has executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this 19th day of November, A.D. 2001.

Sherry J. Irvin  
Notary Public, State of Missouri

My Commission expires Aug. 5, 2004



SHERRY J. IRVIN  
Notary Public - State of Missouri  
County of Jackson  
My Commission Expires Aug 5, 2004

ACCEPTANCE OF THE STATE

Executed by and approved for the Texas Transportation Commission, agent for the Sponsor, for the purpose and effect of activating and/or carrying out the orders, established policies or work programs heretofore approved and authorized by the Texas Transportation Commission.

By: Karon Wiedemann Date: 12/11/01

Karon Wiedemann, Director Grant Management  
Aviation Division  
Texas Department of Transportation

ATTACHMENT A  
SERVICES TO BE PROVIDED BY THE AGENT  
TXDOT CSJ NO.: 0118ADDON

Agent shall do the following in a timely manner so as not to delay the services of the Consultant:

1. Provide sufficient criteria and information as to the Agent's requirements for the Project including but not limited to, design objectives, capacity and performance requirements, and budget constraints; identify design and construction standards which the Agent will require to be used for the Project.
2. Make available plans, specifications, maps, field notes, aerial photos, previous reports, statistics, and other data in the Agent's possession relative to the existing facilities and to the Project.
3. Furnish the Consultant appropriate data in the Agent's or Sponsor's possession including, but not limited to, soils and foundation investigations, boundary and other surveys, environmental assessments or environmental impact statements, and planning or engineering reports.
4. Examine all studies, reports, sketches, drawings, specifications, proposals, and other documents presented by the Consultant.
5. Designate in writing a person to act as the Agent's representative with respect to the services to be rendered under this Agreement. Such person shall have complete authority to transmit instructions, receive information, interpret and define the Agent's policies and decisions with respect to materials, equipment, elements and systems pertinent to the Consultant's services, and such other authority as granted to the representative by the Agent.
6. Give prompt written notice to the Consultant whenever the Agent observes or otherwise becomes aware of any development that affects the scope or timing of the Consultant's services, or any defect in the work of the Consultant(s).
7. Direct the Consultant to provide necessary Additional Services as stipulated in Section 4 of this Agreement or other services as required.

## ATTACHMENT B SCOPE OF SERVICES

### ADDISON AIRPORT ADDISON, TEXAS AIRPORT MASTER PLAN UPDATE TXDOT CSJ NO.: 0118ADDON

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The Addison Airport Master Plan Update Scope of Services has been prepared to provide a detailed element and task description of the study efforts. The objective of the Airport Master Plan Update is to provide the Town of Addison (Sponsor), community, and public officials with proper guidance for future development of the airport. The Airport Master Plan Update will be prepared in accordance with Federal Aviation Administration (FAA) *Advisory Circular 150/5070-6A, Airport Master Plans*, and other appropriate orders and advisory circulars. Consultant shall provide the Sponsor professional planning services in all phases of the Project to which this Agreement applies as hereinafter provided. These services will include serving as the Sponsor's professional planning representative for the project, providing professional planning consultation and advice incidental thereto, and attending conferences and meetings with the Agent (Texas Department of Transportation - Aviation Division), FAA, Sponsor, and other interested parties as needed to review available data and to clarify and define the requirements of the Project. The Planning Advisory Committee (PAC) which has been established for the F.A.R. Part 150 Noise Compatibility Study will also serve as the PAC for the Master Plan Study. Following is the detailed "Scope of Services" for the preparation of the Airport Master Plan. Written authorization to proceed with the Project will be issued by the Agent.

### **BASIC SERVICES**

#### **ELEMENT 1 - INVENTORY**

##### **Task 1.1 - Prepare Workbooks**

**Description:** Notebooks will be provided to the PAC for use during the study. A standard three-ring notebook will be used with a format designed to allow working papers to be inserted as the study progresses.

##### **Responsibilities:**

Consultant: Design and print workbooks for the committee.

Sponsor: Review and comment prior to distribution.

Product: Workbooks in sufficient number to meet study requirements. Fifty (50) copies are budgeted.

### **Task 1.2. - Prepare Study Initiation Brochures**

**Description:** Coordinate with the F.A.R. Part 150 in producing one thousand (1,000) Study Initiation Brochures for general distribution to the public and interested parties. The brochure will be designed in color and will provide an overview of the important elements in Part 150 and Airport Master Planning, goals and objectives of the study.

#### **Responsibilities:**

- Consultant:** Information pertinent to Airport Master Plan Update will be included with the F.A.R. Part 150 study initiation brochures.
- Sponsor:** Review and approve for distribution.
- Product:** Up to One Thousand (1,000) Study Initiation Brochures (printed under the Part 150 contract).

### **Task 1.3 - Attend Kick-off Meeting**

**Description:** Attend a kickoff meeting with the Agent and the Sponsor and other interested parties to present and discuss schedule, technical approach, and salient issues as pertains to the Project.

#### **Responsibilities:**

- Consultant:** Coffman Associates representatives will attend kick-off meeting to discuss issues, schedule and technical approach.
- Sponsor:** Attend kick-off meeting.
- Product:** Present and discuss schedule, technical approach, and planning issues.

### **Task 1.4 - Identify Airport Planning Issues Through On-Site Investigation**

Conduct an on-site inventory of the Addison Airport. The investigation will include interviews with Town staff, airport staff, airport businesses, air traffic control, and other airport tenants. The inventory will also include the collection of all materials relevant to the master plan study including documents and on-site facility inspections. This task will develop an inventory of existing facilities and their current condition, including but not limited to:

- a. Runways, taxiways, aprons, and related lighting, marking, signage, and NAVAIDS.
- b. General aviation and other terminal buildings and areas by function.
- c. Aviation fuel and aircraft servicing systems.
- d. Utilities, including water, gas, electric, telephone, drainage, and sewage.
- e. Automobile access to the airport, auto circulation, and parking

Other information to be obtained includes:

- Existing and planned or proposed land uses both on and immediately adjacent to airport property, including height hazard and compatible land use zoning.
- Compile information on the use of the airspace and how air traffic is managed.
- Determine historical meteorological data, including wind direction and velocity, annual ceiling and visibility conditions, temperature, and precipitation.

The purpose of this element is to not only obtain a thorough understanding of the airport and its environs, but to also identify any pertinent issues which will need to be addressed in later parts of the study.

***Responsibilities:***

**Consultant:** Coffman Associates will obtain all relevant existing documents, perform on-site inspection of facilities, conduct interviews with local officials.

**Sponsor:** Assist Consultants with collection of data, including coordinating any necessary interviews with tenants. Assist Consultant with identification of relevant land use control documents.

**Product:** Data on airport facilities, operations, airspace and air traffic control, population and economy for input to later tasks.

**Task 1.5 - Obtain Elevations for Airport Obstruction Analysis**

Obtain elevations of ground and structures within the vicinity of the airport. This task will require the compilation of data provided by the North Central Texas Council of Governments (NCTCOG) mapping project and/or any other available sources to develop an understanding of obstructions which could influence approach procedures at Addison Airport. The area of analysis will be limited to the Federal Aviation Regulation (F.A.R.) Part 77 Imaginary Surfaces applicable to the Addison Airport

***Responsibilities:***

**Consultant:** Coffman Associates will obtain NCTCOG mapping data from the Town of Addison and ready it for further analysis.

**Sponsor:** Obtain mapping information from the NCTCOG for the area described above.

**Product:** Data on obstructions in the area of the airport for input to later tasks.

## **Task 1.6 - Conduct After Hours Operational Count**

**Description:** To assist in the determination of aircraft operations when the tower is closed, conduct observations of aircraft activity at Addison Airport. During observation periods, aircraft takeoffs and landings will be logged by the following types:

- Small aircraft (less than 12,500 pounds)
  - ⇒ single engine piston
  - ⇒ twin engine piston
  - ⇒ turboprop
  - ⇒ jet
  - ⇒ helicopter
  
- Large aircraft (over 12,500 pounds)
  - ⇒ piston
  - ⇒ turboprop
  - ⇒ business jet
  - ⇒ commercial jet
  - ⇒ helicopter

In addition, jet aircraft will be logged by N-number, make, and model for future referral and survey. Up to one week of activity will be observed for periods between the hours when the airport traffic control (ATC) is closed. The observation periods will be designed to encompass weekends as well as weekdays to obtain a representation of the aircraft mix for use in later Elements. The observation period will correspond to the period of time as the F.A.R. Part 150 Study aircraft noise measurements and radar flight tracking.

### ***Responsibilities:***

**Consultant:** Obtain from sponsor's sources the observation of operational activity after the tower is closed at Addison Airport.

**Sponsor:** Provide consultant with operational counts through observed activity.

**Product:** Adequate observations of operational aircraft operations and aircraft mix tabulated for use in estimating existing and future operational mix and to assist in determining critical aircraft. This information will also be utilized in developing an estimate of nighttime operations for input to the F.A.R. Part 150 noise analysis.

## **Task 1.7 - Inventory Financial and Administrative Data**

**Description:** Gather documents which affect the financial management of airport operations and capital development to confirm the structure, constraints, requirements and opportunities for financing the Master Plan capital improvement program. The documents gathered and preliminarily reviewed will be used to complete subsequent tasks of the Financial Analysis in Element 6. Interview key Town and airport management officials to identify the legal documents and



agreements that affect financial management of the Addison Airport. Gather the following documents along with any additional documents identified during the interview and review on a preliminary basis.

- Historical, detailed (account-by-account) financial statements and audit reports for the past year.
- Detailed (account-by-account) year-to-date financial statements for the current year with budget remaining amounts.
- Most recent operating and capital budgets.
- Fixed asset schedules showing description, date of acquisition, cost, annual depreciation, estimated useful life and funding sources.
- Current capital improvement and major maintenance programs.
- Official statements for debt issues related to airport facilities, if any.
- Rates and charges schedules and calculation work sheets.
- Lease log with lessee name, private use or type of business, term, lease amount and square footage.
- FBO lease agreements.
- Hangar lease agreements.
- Aviation use land leases.
- Commercial/Industrial non-aviation use leases.
- Other Airport lease, concession, use and privilege agreements.
- FAA, state and local grant records.
- Monthly historical aviation activity statistics for the three most recent past years and the current year-to-date including aircraft operations (take-offs and landings), fuel flowage gallons and any air cargo statistics by air carrier.

***Responsibilities:***

***Consultant:*** Assemble data based on latest information available.

***Sponsor:*** Assist in collection of data.

***Product:*** Input to later analysis.

**Task 1.9 - Working Paper No. 1, Inventory**

***Description:*** Assemble information from work efforts in Element 1, and organize these findings into a working paper describing existing conditions in the airport area. This working paper will represent a draft version of Chapter One of the Airport Master Plan Update.

***Responsibilities:***

**Consultant:** Coffman Associates is responsible for completing the narrative and graphics for the working paper and distribution to the PAC and Sponsor. This working paper will be sent approximately ten (10) days prior to the PAC meeting via U.S. priority mail.

Sponsor: Review and comment.

Product: A working paper covering the items outlined in the inventory element. Fifty (50) copies will be printed for distribution to the PAC and Sponsor.

## **ELEMENT 2 - AVIATION FORECASTS**

### **Task 2.1 - Develop Elements to Supplement Aviation Demand Forecasts**

*Description:* Element 3 of the F.A.R. Part 150 contract contains the majority of forecasting components required for the master plan. This task will provide additional forecasting elements necessary for development of the Airport Master Plan Update. The analysis will include surveying airport operators (eg. based aircraft owners, airport businesses, and transient operators), and development of airport peak operations analysis. The purpose of the survey is to obtain numbers and types of aircraft based at the airport, number and type of operations performed by based and transient aircraft operators, and facility preferences to be used in developing facility requirements under Task 3. Peak operations forecasts are key in determining airport capacity and landside facility development.

#### *Responsibilities:*

Consultant: Coffman Associates will be responsible for producing, distributing, and analyzing airport tenant, business, and transient user surveys. analyses in this task. The consultant will also provide an operational peaking forecast.

Sponsor: Provide consultant with address list of airport businesses, tenants, and other individuals operating at the airport. The sponsor will also be asked to place transient surveys at airport businesses to be returned to the consultant for analysis.

Product: A detailed analysis from airport surveys and airport peaking operations.

### **Task 2.2 - Working Paper No. 2, Aviation Forecasts**

*Description:* Develop a working paper summarizing the results of all tasks in this element. This paper will contain the results from the airport survey and peak operations forecasts. This working paper will represent a draft version of Chapter Two of the Noise Exposure Maps document.

#### *Responsibilities:*

Consultant: Coffman Associates will prepare the working paper and all related graphics and distribute to PAC members and the Sponsor. This working paper will be sent approximately ten (10) days prior to the PAC meeting via U.S. priority mail.

Sponsor/TxDOT//FAA: Review and concur with aviation forecasts.

**Product:** A working paper covering Element 3. Up to fifty (50) copies will be printed for distribution to the PAC and the Sponsor.

### **ELEMENT 3 - FACILITY REQUIREMENTS**

The purpose of this study element is to convert basic capacity needs into types and quantities of actual physical facilities required to meet short, intermediate, and long term forecast demands in aviation activity, and if necessary, to identify short-term corrective strategies for problems that demand immediate attention.

#### **Task 3.1 - Determine Airfield Capacity and Delay**

**Description:** Using the FAA's airfield capacity/delay model, estimate current and future levels of airfield capacity and delay for Addison Airport. These analyses will be based on the existing airfield configuration, aviation demand forecasts, and an analysis of airspace capacity potential and constraints.

##### ***Responsibilities:***

**Consultant:** Calculate existing and future airfield capacity and delay.

**Sponsor:** Review.

**Product:** Estimate of both existing and future airfield capacity as well as delays to be expected.

#### **Task 3.2. - Determine Critical Aircraft**

**Description:** Using the results of the operational activity observations (Task 1.6), user survey (Task 2.1), and the aviation demand forecasts (Task 2.1), identify specific aircraft that have the potential to be examined as critical aircraft (at least 250 annual operations) for runway length (both takeoffs and landings), weight (pavement strength), or approach speed and wingspan (ARC). This is anticipated to involve a refined breakdown of the operational aircraft mix to identify business and commercial jet aircraft operations, by aircraft model and trip length.

##### ***Responsibilities:***

**Consultant:** Determine potential critical aircraft at Addison Airport.

**Sponsor:** Review.

**Product:** Identification of critical aircraft for use in determining various facility requirements.

### **Task 3.3 - Determine Critical Runway Length and Design Standards**

**Description:** Using the potential critical aircraft identified in Task 3.2, determine the critical runway length and other runway design standards for Addison Airport. The runway length analysis will examine the landing and takeoff length requirements at the mean maximum temperature of the hottest month and for landing in wet and slippery conditions of various types of jet aircraft that frequent the airport on a regular basis. The analysis will also take into account the trip length and typical payload of the aircraft. FAA runway length design software, as well as runway length tables for specific aircraft, will be consulted. Other design standards will be determined in accordance with *FAA Advisory Circular 150/5300-13, Airport Design*, through Change 6. The adequacy of the existing runway in meeting the design standards will be evaluated.

#### ***Responsibilities:***

**Consultant:** Identify runway length and design standards the runway.

**Sponsor:** Review.

**Product:** Description of the critical runway lengths and other runway design standards required to meet aviation demands at the airport through the planning period.

### **Task 3.4 - Analyze Airport Obstructions**

**Description:** Using mapping information obtained in Task 1.5, develop a detailed three dimensional map of obstructions in the vicinity of the airport. The analysis will present critical obstructions to the existing runway and those which could limit other runway options (Element 4.1).

#### ***Responsibilities:***

**Consultant:** Identify obstructions.

**Sponsor:** Review.

**Product:** Develop a three dimensional depiction of structures in the vicinity of the airport.

### **Task 3.5 - Prepare Other Airfield Facility Requirements**

**Description:** Using relevant information from other tasks, determine and prepare a preliminary list of other airfield facility requirements needed to meet projected demands for the airport for current and future conditions. Facility requirements to meet aviation demand for the airfield will include (but not be limited to) taxiways, lighting, navigational aids (including the capability of Global Positioning System [GPS] technology), marking and signage. These facility requirements will be developed in the form of gross areas and basic units and will be compared to those that presently exist to identify the future development items needed to maintain adequate service, function and operations of the airport.

***Responsibilities:***

***Consultant:*** Identify other specific airfield facility needs for the airport.

***Sponsor:*** Review.

***Product:*** Detailed description of all airfield facilities required to meet aviation demands at the airport through the planning period.

**Task 3.6 - Prepare Landside Facility Requirements**

**Description:** Using current FAA and TxDOT planning criteria, develop a set of facility requirements addressing the landside facilities necessary to support the airfield and its related activity. Requirements for facilities such as fuel storage, aircraft rescue and firefighting facilities (ARFF), airport administration, maintenance, air taxi, and general aviation terminal facilities, FBO areas, apron areas, hangars and revenue support facilities will be developed under this task.

***Responsibilities:***

***Consultant:*** Identify specific landside area facility needs for the airport.

***Sponsor:*** Review.

***Product:*** Detailed description of facility requirements necessary for landside development to support forecast aviation demand at the airport through the planning period.

**Task 3.7 - Prepare Facility Requirements Working Paper**

**Description:** Organize background information, analysis, and findings of the facility requirements work effort and prepare a detailed working paper for the master plan in narrative and graphical format. Up to 50 copies of the working paper will be prepared for distribution.

***Responsibilities:***

***Consultant:*** Develop complete graphics and narrative for the working paper. Responsible for the distribution of the working paper to the PAC members. This working paper will be sent approximately ten (10) days prior to the PAC meeting via U.S. priority mail.

***Sponsor:*** Review. Coordinate with the Consultant as necessary.

***Product:*** Fifty (50) copies of the working paper for the master plan covering the items outlined in the Facility Requirements element.

## **ELEMENT 4 - AIRPORT ALTERNATIVES**

Using the Facility Requirements determined under the previous element, alternative development scenarios for Addison Airport will be identified. These scenarios must take into account the development needs of the airport to meet projected aviation demand levels as determined in the forecasting element and meet airfield, general aviation area, revenue support area and terminal area capacity needs established under the facility requirements element.

### **Task 4.1 - Identify Potential Airfield Alternatives**

**Description:** On the basis of the airfield facility requirements established in preceding elements, formulate airfield development alternatives. These alternatives will be based on concepts for development within existing airport boundaries or with the expansion of airport boundaries which show all necessary development during the planning period and beyond. This analysis will also consider obstructions within the vicinity of the airport as detailed in Tasks 1.5 and 3.4. Specific alternatives will be addressed with relation to the runway length and design standards. These will include:

- Runway and safety area extensions.
- Potential for developing a new west side runway.
- Re-using pavements which are now displaced thresholds.
- Development of west side parallel taxiway for use as runway when primary runway is closed.

#### ***Responsibilities:***

**Consultant:** Develop airfield development options for the airport.

**Sponsor:** Review.

**Product:** A series of development options, each of which meets the forecast airfield facility demands.

### **Task 4.2 - Identify Potential Landside Alternatives**

**Description:** Based on the landside facility requirements determined under the previous element, formulate preliminary development alternatives. These alternatives will be based on concepts for development within or beyond existing airport boundaries which show all necessary development during the planning period and beyond.

#### ***Responsibilities:***

**Consultant:** Develop landside development options for the airport.

**Sponsor:** Review.

*Product:* A series of landside alternatives which fulfill the facility requirements to meet forecast demand levels.

#### **Task 4.3 - Determine Preliminary Runway Development Costs**

**Description:** Using labor and materials price data from recent construction projects at the airport, in the local community and the region, prepare preliminary cost estimates for each runway development alternative.

##### ***Responsibilities:***

*Consultant:* Develop cost estimates for various alternatives.

*Sponsor:* Provide the Consultant unit costs from previous construction projects.

*Product:* Preliminary development cost estimates for airport development alternatives.

#### **Task 4.4 - Prepare Alternatives Noise Analysis**

**Description:** Prepare a comparative analysis of the potential noise exposure for each of the on-airport runway alternatives. Noise exposure contours will be developed for the existing baseline condition, and the long term condition. Noise exposure contours will also be developed for up to three (3) alternative scenarios. The most current version of the FAA Integrated Noise Model (INM) will be used to produce noise contours for mapping onto a base map of the area.

##### ***Responsibilities:***

*Consultant:* Generate noise exposure contours.

*Sponsor:* Review.

*Product:* DNL contours for existing and future baseline conditions. DNL contours for up to three runway development alternative scenarios.

#### **Task 4.5 - Alternatives Evaluation**

**Description:** Utilizing the information developed above, prepare a detailed comparative evaluation and the supporting rationale that systematically eliminates those alternatives with the least potential and establishes a single recommended program for development of the airport facilities. The analysis will consider safety, functional efficiency, operational costs, as well as the development costs and environmental considerations. This evaluation will be presented to Town Staff, airport administration, the PAC, TxDOT, and the FAA, and the public for input prior to making a final concept recommendation.

***Responsibilities:***

*Consultant:* Evaluate the alternatives formulated for the airfield and landside facilities.

*Sponsor:* Review.

*Product:* Alternatives evaluation for determining recommended airport concept.

**Task 4.6 - Prepare Alternatives Working Paper**

**Description:** A working paper describing the various airfield and landside development alternatives will be prepared for the master plan for submission to the PAC for review and comment. The working paper will detail the analysis involved in the assessment of the alternatives and outline the advantages and disadvantages of each to enable the logical and systematic evaluation of each alternative concept. Up to 50 copies of the working paper will be prepared for distribution.

***Responsibilities:***

*Consultant:* Develop complete graphics and narrative for the working paper. Responsible for the distribution of the working paper to the PAC members. This working paper will be sent approximately ten (10) days prior to the PAC meeting via U.S. priority mail.

*Sponsor:* Review. Coordinate with the Consultant as necessary.

*Product:* Fifty (50) copies of the working paper for the master plan covering the items outlined in the Airport Alternatives element.

**ELEMENT 5 - ENVIRONMENTAL CONDITIONS**

**Task 5.1 - Conduct Environmental Inventory**

**Description:** Collect and review information on the baseline environmental conditions and concerns for Addison Airport and its immediate environs. The reconnaissance will be limited to conditions relevant to evaluation of "footprint" impacts (e.g., wetlands) because assessment of potential operational issues (e.g., surface aircraft noise) will depend upon information to be developed later in the Master Plan process, once aviation activity forecasts are available. The evaluation will be performed in accordance with FAA Orders 5050.4A and 1050.1D. Factors to be reviewed include but are not limited to:

- a. Noise sensitive receptors near the airport.
- b. Sensitive biota, including wildlife and endangered species
- c. Section 4f lands, prime farmland, and protected habitat, such as wetlands
- d. Historical and archeological sites
- e. Areas susceptible to air or water pollution by airport construction activities
- f. Potential water resources impacts, including flood hazard



- g. Possible displacement of residences, farms, or businesses

The environmental conditions will be derived from existing reports, and coordination with federal and state agencies. The intent of this task is not to assess environmental impacts, but to inventory potential environmental sensitivities.

***Responsibilities:***

***Consultant:*** Coordinate with appropriate environmental agencies and assemble baseline data.

***Sponsor:*** Provide and/or assist in collection of data.

***Product:*** Input to later analysis.

**Task 5.2 - Prepare Environmental Overview Working Paper**

**Description:** A working paper will be developed detailing the environmental concerns which may require additional environmental analysis.

***Responsibilities:***

***Consultant:*** Develop narrative and graphics for the working paper. Responsible for distribution of the working paper to the PAC members. This working paper will be sent approximately ten (10) days prior to the PAC meeting via U.S. priority mail.

***Sponsor:*** Review. Coordinate with the Consultant as necessary.

***Product:*** Fifty (50) copies of the working paper for the master plan covering the items outlined in the Environmental Overview element.

**ELEMENT 6 - AIRPORT PLANS**

The purpose of this study element is to update the set of Airport Layout Plans for Addison Airport. All plans are prepared in a format that is readily acceptable to TxDOT and the FAA and can be utilized by the Town of Addison staff in carrying out implementation. Blackline prints (22" x 34") will be provided as necessary for Town of Addison, TxDOT, and FAA review. The AutoCAD drawings file (on a CD) will be delivered at the completion of this project to the Town of Addison. A reproducible vellum will be provided upon completion of the final plan. A narrative is also included in the report to better describe the intended functions of the proposed development items.

**Task 6.1 - Airport Layout Drawing**

**Description:** Using the results of the alternatives analysis developed under the preceding element, and *FAA AC 150/5300-13, Airport Design*, Change 6, Appendix 7, Section 2 an Airport Layout Drawing (ALD) will be prepared utilizing AutoCAD Software. The ALD will reflect updated physical features, wind data tabulation, location of airfield facilities (runway, taxiways, nav aids) and

existing general aviation development. Development of ultimate airfield facilities, including runway(s), taxiways and navigational aids, property and runway protection zone boundaries, and revenue support areas, will also be shown. Guidelines for the preparation of an ALD as defined by TxDOT and the FAA Southwestern Region will be followed.

***Responsibilities:***

***Consultant:*** Prepare the Airport Layout Drawing for the airport.

***Sponsor:*** Review.

***Product:*** An updated ALD for the airport which meets federal guidelines.

**Task 6.2 - Prepare Landside Facility Drawing(s)**

**Description:** Prepare a landside facility drawing for the airport reflecting recommended development in the landside areas as resulting from the recommendations of this study. The landside facility drawing will be updated in accordance with *FAA AC 150/5300-13, Airport Design, Change 6, Appendix 7, Section 5*. These drawing will also depict through-the-fence properties.

***Responsibilities:***

***Consultant:*** Prepare landside facility drawing for the airport.

***Sponsor:*** Review.

***Product:*** Updated plans reflecting the development of the landside areas at the airport.

**Task 6.3 - F.A.R. Part 77 Airspace and Inner Approach Surface Drawings**

**Description:** Prepare F.A.R. Part 77 airport airspace and the inner portion of the approach surface drawings in accordance with *FAA AC 150/5300-13, Airport Design, Change 6, Appendix 7, Sections 3 and 4*. Obstruction information will be obtained from the analysis provided for in Task 3.4, the existing approach plans, and the current Airport Obstruction (OC) chart.

***Responsibilities:***

***Consultant:*** Prepare the F.A.R. Part 77 airspace and inner approach surface drawings for the airport.

***Sponsor:*** Review.

***Product:*** Airspace and inner approach surface drawings for the airport which meet federal guidelines.

#### **Task 6.4 - Exhibit A - Airport Property Map**

**Description:** Prepare an airport property map, incorporating the existing development. This map will include the appropriate graphics and information to indicate the type of acquisition (i.e. federal funds, surplus property, local funds only, etc.) of various land areas within the airport's boundaries. Details will be limited to the depiction of existing facilities (i.e. runways, taxiways, runway protection zones, and terminal facilities) which justify the retention of airport property. This work effort will produce a new "Exhibit A - Property Map." This task will not include the acquisition of new boundary surveys, as they will be provided by the sponsor and/or TxDOT. The Property Map will be updated in conformance with the standards of *AC 150/5300-13, Airport Design, Change 6, Appendix 7, Section 7.*

#### ***Responsibilities:***

**Consultant:** Prepare airport property map for the airport.

**Sponsor:** Provide appropriate data and review property map.

**Product:** Airport Property Map for the airport.

#### **Task 6.5 - Prepare Airport Land Use Drawing**

**Description:** The Airport Land Use Drawing will be prepared in accordance with *FAA AC 150/5300-13, Airport Design, Change 5, Appendix 7, Section 6.* The on- and off-airport land uses will be depicted by general use categories. The long range noise exposure contours from the recommended alternative will be superimposed. Off-airport coverage will include all land uses within the 65 DNL contour as well as immediately adjacent land uses on all sides of the airport.

#### ***Responsibilities:***

**Consultant:** Prepare airport land use drawing for the airport

**Sponsor:** Review.

**Product:** Airport Land Use Drawing.

#### **Task 6.6 - Prepare Airport Plans Working Paper**

**Description:** Using the results of the preceding tasks in this element, prepare a set of reproducible drawings to reflect the airport layout concepts as defined in Element 4. In addition, reduced plans will be printed and included in the final report. The drawings will form the basis of a working paper which will describe in narrative form the proposed development and its preliminary scheduling. Up to 50 copies of the working paper for the master plan will be prepared for distribution.

***Responsibilities:***

***Consultant:*** Develop complete graphics and narrative for the working paper. Responsible for the distribution of the working paper to the PAC members. This working paper will be sent approximately ten (10) days prior to the PAC meeting via U.S. priority mail.

***Sponsor:*** Review. Coordinate with Consultant as necessary.

***Product:*** Thirty (50) copies of the working paper for the master plan covering the items outlined in the Airport Plans element. This working paper will become a chapter in the final report.

**ELEMENT 7 - FINANCIAL MANAGEMENT PROGRAM**

The purpose of this study element is to establish a strategic financial management program to provide airport development requirements necessary to meet aviation activity demands during the planning period at the airport. This will include developing schedules, a Capital Improvement Program, and Financial Implementation Plan.

**Task 7.1 - Prepare Airport Development Cost Estimates**

**Description:** Based upon the previous evaluations and technical meetings, refine the airport development cost estimates to reflect the revised requirements and schedule of development associated with the recommended airport concepts for the airport.

***Responsibilities:***

***Consultant:*** Refine all development costs.

***Sponsor:*** Review.

***Product:*** Cost estimates for the improvements proposed as a part of the selected master plan concepts.

**Task 7.2 - Capital Improvement Program Analysis**

**Description:** Prepare a preliminary financial analysis of up to three capital improvement program (CIP) alternative scenarios. This preliminary evaluation includes considering Addison Airport's overall capability to fund the CIP and finance Airport operations. The analysis will identify potential funding sources that are practical alternatives for financing the capital development projects. This preliminary analysis will include the following steps:

- Review financial and legal information gathered during the inventory of financial information related to financial condition, airport policies, administrative regulations, grant

status, and airport user agreements which affect the financial feasibility of implementing the capital improvement program.

- Review the aviation forecast and the proposed development concept. Review development costs and facility requirement schedules to consider possible revisions in the development scope and timing.
- Develop summary level financial projections of funding sources, funding requirements and other information to provide the basis for assessing preliminary financial plans of the CIP alternatives. Revenue and capital funding projections will be compared with operating & maintenance expense and capital expenditure projections to identify a balanced approach for developing and funding the program.

***Responsibilities:***

***Consultant:*** Develop capital improvement program scenarios and perform preliminary financial analysis.

***Sponsor:*** Provide input and review.

***Product:*** A recommended Capital Improvement Program with financing schedules which indicate whether the potential sources of funding will be reasonably available in the amounts and time frame required to support the CIP.

**Task 7.3 - Financial Implementation Plan**

**Description:** Prepare a detailed financial plan for implementation of the Master Plan. The Financial Implementation Plan resulting from this task will present reasonable guidelines for matching projected financial resources with financial needs on a project by project basis, and will include the following steps:

- Develop projection of operating & maintenance expenses -- review historical O&M expenses and identify trends and anticipated increases/decreases. Review the potential effect of the selected CIP on projected O&M expenses. Interview Town of Addison management to develop appropriate O&M projection assumptions and to identify other anticipated changes.
- Develop projection of operating revenues -- review historical revenues (including concessions, parking, car rentals, general aviation fees, FBO activities, fuel flowage, hangar leases, commercial/industrial and other leases) and determine trends for future projections. Interview Town of Addison management to develop appropriate revenue assumptions.
- Develop projection of capital improvement expenditures -- review the selected CIP project list with construction cost estimates, escalation rates and scheduling of expenditures to determine the annual need for capital funding. Interview Town of Addison management and review the proposed Master Plan to develop appropriate projection assumptions.

- Determine funding sources for the financial plan and develop projection for financing the CIP – review the summary of potential funding sources developed in the Preliminary Financial Analysis task (including federal and state grants, economic development funds, debt funding, net revenues, bank financing, Town subsidies and other sources) with Town of Addison and airport management and determine sources to be used for financing the program. Develop projection of capital financing based on the annual amount and availability of funds. Interview Town of Addison and airport management to develop appropriate projection assumptions.

***Responsibilities:***

***Consultant:*** Prepare a Financial Implementation Plan suitable for the Master Plan.

***Sponsor:*** Provide input and review.

***Product:*** Detailed Financial Implementation Plan.

**Task 7.4 - Economic Benefit Analysis**

**Description:** Utilizing surveys and current Airport Economic Impact Models, identify and measure the impacts of economic activity related to the Addison Airport. The three primary impact indicators: (a) employment, (b) payroll, and (c) economic activity (operating expenses or expenditures by firms and government agencies). In addition, the study will measure the induced (or multiplier) effects of the primary impacts, using the Regional Input-Output Multiplier System (RIMS II) developed by the U.S. Department of Commerce. The following categories of economic impact will be analyzed:

- ▶ Direct impacts of suppliers of aviation services.
  - Airport concessionaires
  - Ground transportation
  - Air cargo and courier
  - Government agencies
  - Fixed base operators
  - General aviation aircraft owners
  - Helicopter services
- ▶ Direct impacts of aviation manufacturing firms or other major aviation-related employers on or nearby the airport.
- ▶ Indirect impacts of aviation from expenditures by travelers and tourists that arrive in the area by air.
- ▶ Impacts of aviation on the various sectors of the local economy not necessarily involved in air transport, due to multiplier effects as aviation dollars are spent and re-spent.
- ▶ Estimate of tax revenues created by aviation activity.

***Responsibilities:***

- Consultant:*** Conduct a detailed analysis of the economic benefit of the Addison Airport.
- Sponsor:*** Assist the Consultant in obtaining the data necessary to conduct the economic analysis.
- Product:*** Detailed Economic Benefit Analysis report and PowerPoint color presentation on CD-ROM.

**Task 7.5 - Prepare Financial Program Working Paper**

**Description:** Prepare a detailed financial working paper which outlines the overall airport capital improvement program for the selected airport master plan concept. Organize narrative and graphical presentations of the information in this working paper to allow for a final review and adjustment of the overall master plan concept. Up to 50 copies of the working paper for the master plan will be prepared for distribution.

***Responsibilities:***

- Consultant:*** Develop complete graphics and narrative for the working paper. Responsible for the distribution of the working paper to the PAC members. This working paper will be sent approximately ten (10) days prior to the PAC meeting via U.S. priority mail.
- Sponsor:*** Review. Coordinate with Consultant as necessary.
- Product:*** Fifty (50) copies of the working paper for the master plan covering the items outlined in the Financial Program element. This working paper will become a chapter in the final report.

**ELEMENT 8 - PUBLIC COORDINATION AND COMMUNICATION**

**Task 8.1 - Planning Advisory Committee (PAC) Meetings**

**Description:** The Consultant and Sponsor will meet with the PAC to review working papers, to discuss study findings, and to identify issues deserving further study. Comments received during these meetings will be considered and evaluated and where appropriate additional analysis will be conducted in order to respond to those comments in the revised working papers. Graphic displays and handout materials will be prepared as needed to facilitate the meetings. Four (4) PAC meetings have been budgeted. These meetings will be held in conjunction with the F.A.R. Part 150 PAC meetings.

At various points in the study, representatives of different interest groups serving on the PAC may be called together to meet as ad hoc "subcommittees". (These groups may include, for example, citizen and neighborhood representatives, airport users, or local land use planners.) These meetings

will be convened when in-depth discussion of issues particularly relevant to those interest groups is needed. These meetings will be held during the trips for the PAC meetings. It is anticipated that meetings with the citizens and neighborhood subcommittee will be held during each PAC meeting trip.

***Responsibilities:***

Consultant: Distribute meeting notices to PAC. Provide presentations and necessary graphics at the meetings. Prepare summary minutes.

Sponsor: Arrange for meeting room. Coordinate jointly with Consultant.

Product: Four (4) PAC Meetings with summary minutes.

**Task 8.2 - Local Coordination and City Council Briefing Meetings**

***Description:*** Meet with and give presentations to the Sponsor or other local groups as directed by the Sponsor. Meetings are expected to involve status reports on the study and presentations of final recommendations. Three (3) local coordination meetings and three (3) City Council briefing trips have been budgeted during the study. It has been assumed that these meetings would be held on trips other than the planned PAC meetings.

***Responsibilities:***

Consultant: Provide presentations and necessary graphics at the meetings. Prepare summary minutes as appropriate.

Sponsor: Coordinate jointly with Consultant.

Product: Three (3) local coordination meeting and three (3) City Council briefing trips.

**Task 8.3 - Public Information Workshops**

***Description:*** The working papers prepared for the Airport Master Plan Update Study will be presented to the general public at public information workshops. The workshops will be held after the PAC meetings (on the same days). Four workshops have been budgeted.

Notification of the workshops will be accomplished using press releases, newspaper advertising, and direct mailings to interested citizens, neighborhood associations, and other groups in the area that may have an interest in the Airport Master Plan Update Study.

***Responsibilities:***

Consultant: Prepare press releases for Sponsor. Prepare mock-ups of newspaper advertisements. Prepare direct mail meeting announcements as directed. Provide



facilitation, technical presentations, and related graphics for the meetings. Prepare summary minutes of meetings.

**Sponsor:** Provide names for mailing list. Review, approve, and send press releases to local media. Approve mock-ups of meeting advertisements. Arrange and pay for placement of ads in local newspapers. Arrange and pay for meeting room. Mail flyers announcing meetings to people on mailing list.

**Product:** News releases, meeting advertisements, display boards and charts, direct mail flyers, four (4) sets of public information workshops, summary minutes.

#### **Task 8.4 – Draft Final Master Plan Report**

**Description:** Upon completion of a review of all draft working papers, a draft final document incorporating the appropriate revisions will be printed. Up to 50 copies of the draft final plan will be submitted.

##### ***Responsibilities:***

**Consultant:** Prepare and print 50 copies of the draft final master plan report.

**Sponsor:** Coordinate distribution of draft final report to appropriate Town of Addison officials and provide final comments.

**Product:** Draft Final Master Plan Report (50 copies).

#### **Task 8.5 – Final Master Plan Report**

**Description:** Upon completion of a review of the "Draft" Final Master Plan Report and the incorporation of appropriate revisions, a final master plan report will be printed. Fifty (50) copies of the final plan will be submitted. The finals will include twenty (20) comb bound reports, twenty (20) compact disc copies, and ten (10) three ring bound reports. In addition, one reproducible set of Airport Plans will be provided to the town.

##### ***Responsibilities:***

**Consultant:** Prepare and print 50 copies of the final master plan report.

**Sponsor:** Coordinate distribution of final report to appropriate Town, County, state, and federal officials.

**Product:** Final Master Plan Report (50 copies). Twenty comb bound, twenty compact discs, and ten three ring bound reports. Reproducible set of Airport Plans.

### **Task 8.6 - Airport Master Plan Summary Brochure**

**Description:** Prepare narrative and graphics for a brochure summarizing the updated Airport Master Plan. The brochure will summarize the study process, forecasts, and the recommendations of the plan. It will include a summary of capital costs required to meet proposed development. The brochure will be printed in full color and will not exceed eight pages. It will be designed for widespread distribution to the public.

#### ***Responsibilities:***

Consultant: Design, write, and print a summary report.  
Sponsor: Review and distribute.  
Product: One thousand (1,000) copies of summary brochure.

### **Task 8.7 - Economic Benefit Analysis Summary Brochure**

**Description:** Prepare narrative and graphics for a brochure summarizing the Economic Benefit Study. The brochure will summarize the analysis and findings of the Study. The brochure will be printed in full color and will not exceed eight pages. It will be designed for widespread distribution to the public.

#### ***Responsibilities:***

Consultant: Design, write, and print a summary report.  
Sponsor: Review and distribute.  
Product: One thousand (1,000) copies of summary brochure.

## **SPECIAL SERVICES**

### **ELEMENT 9 - PAVEMENT STRENGTH ANALYSIS**

The purpose of this study element is to establish the strength of various pavement sections at the Addison Airport.

#### **Task 9.1 - Pavement Strength Analysis**

**Description:** This task consists of coring and evaluating several pavement sections at the Addison Airport. The pavement corings will be tested and evaluated in accordance with applicable ASTM and FAA standards. Up to 32 corings will be obtained. Seven (7) on the Runway, eight (8) on the parallel taxiway, and seventeen (17) at other apron and taxiway locations. The 32 cores will be tested for compressive strength and eight (8) companion cores will be tested for tensile strength.

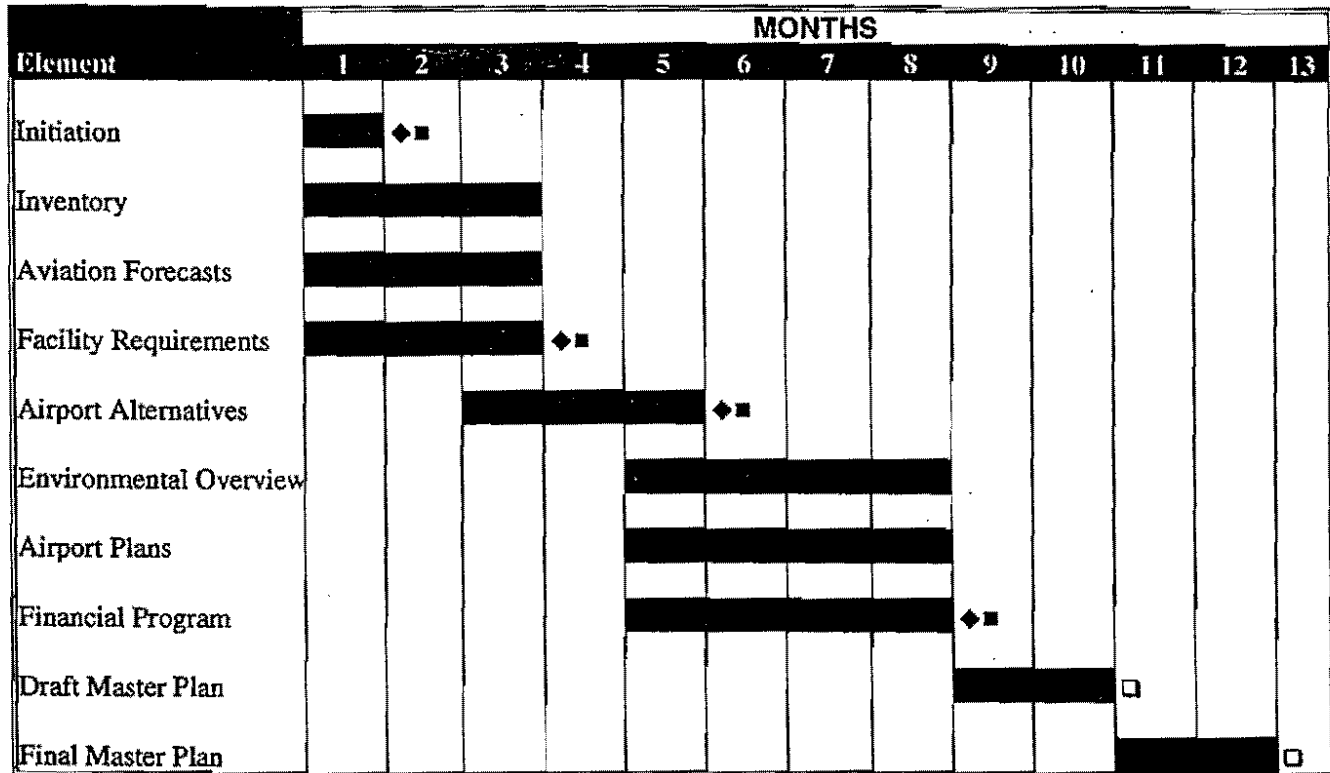
Results of both the compressive and tensile strength tests will be used to evaluate the flexural strength of the pavement at each location. The flexural strength for single wheel loads (SWL, dual wheel loads (DWL), and dual tandem wheel loads (DTWL) will be calculated for each location. A letter style report will be prepared and included in an appendix to the master plan report which will address 1.) Thickness and brief visual description of each core; 2.) Compressive and tensile strength test results; and 3.) Pavement strength for SWL, DWL, and DTWL at each location.

***Responsibilities:***

- Consultant: Conduct pavement corings, evaluate corings, and prepare a pavement strength analysis report.
- Sponsor: Review. Coordinate with Consultant as necessary. Provide airport access to the pavement testing firm and coordinate runway closures for testing.
- Product: Pavement strength analysis report for inclusion as an appendix to the master plan report.

# EXHIBIT C PROJECT SCHEDULE For ADDISON AIRPORT AIRPORT MASTER PLAN STUDY UPDATE

TxDOT CSJ NO.: 0118ADDON



Legend	
◆	Planning Advisory Committee Meeting (4)
■	Public Information Workshop (4)
□	Local Coordination/City Council Briefings (Up to 4)

ATTACHMENT D  
ADDITIONAL SERVICES TO BE PROVIDED BY THE CONSULTANT

If authorized by supplemental agreement by Agent, Consultant shall furnish or obtain from others additional services of the types listed hereinafter. These services are not included as part of the Basic Services to be Provided by the Consultant. Compensation for additional services will be in addition to compensation for services performed under Section 4 - Scope of Services.

1. Boundary, land, and right-of-way surveys, establishment of monuments; and, related office computations and drafting.
2. Preparation of property or easement descriptions and related drawings.
3. Assistance to the Agent and Sponsor as an expert witness in any litigation with third parties arising from the development or construction of the project.
4. Appearance before regulatory agencies.
5. Preparation of Environmental Impact Assessment Reports and assistance to the Agent in preparing for and attending public hearings.
6. Preparation of site selection studies
7. Additional copies of reports, plans, specifications, and documents above the number specified to be furnished under the Basic Services.
8. Travel and subsistence for the Consultant and Consultant's staff beyond that normally required under the Basic Services, when authorized by the Agent.
9. Preparation of feasibility or ratemaking studies.
10. Any other services required for the project, authorized in writing by the Agent, and not otherwise provided for in this Agreement.

ATTACHMENT E

COST SUMMARY

Addison Airport

Prepared By Coffman Associates, Inc.

November 7, 2001

TxDOT CSJ NO.: 0118ADDON

ELEMENT/TASK	Principal/ Project Manager \$1,290	Professional \$850	Support \$500	Expenses	Subconsultant	TOTAL
<b><u>BASIC SERVICES</u></b>						
<b>Element 1 - Inventory</b>						
1.1 Prepare Workbooks	0	0	2	\$500	\$0	\$1,500
1.2 Prepare Study Initiation Brochures	0	1	2	\$0	\$0	\$1,850
1.3 Attend Kick-off Meeting	1	0	0	\$750	\$500 (1)	\$2,540
1.4 Identify Issues/On-site Investigation	1	5	0	\$2,000	\$0	\$7,540
1.5 Obtain Obstruction Elevation Survey	0	2	2	\$500	\$0	\$3,200
1.6 Conduct After Hours Operational Count	0	1	0	\$0	\$0	\$850
1.8 Inventory Financial and Administrative Data	0	2	0	\$0	\$0	\$1,700
1.9 Prepare Working Paper, Inventory	1	4	5	\$940	\$1,000 (1)	\$9,130
<b>Subtotal - Element 1</b>	<b>3</b>	<b>15</b>	<b>11</b>	<b>\$4,690</b>	<b>\$1,500</b>	<b>\$28,310</b>
<b>Element 2 - Aviation Forecasts</b>						
2.1 Develop Elements to Supplement Aviation Demand Forecasts	0	3	1	\$1,050	\$0	\$4,100
2.2 Prepare Working Paper, Forecasts	1	2	3	\$940	\$1,000 (1)	\$6,430
<b>Subtotal - Element 2</b>	<b>1</b>	<b>5</b>	<b>4</b>	<b>\$1,990</b>	<b>\$1,000</b>	<b>\$10,530</b>
<b>Element 3 - Facility Requirements</b>						
3.1 Determine Airfield Capacity and Delay	0	1	0	\$0	\$0	\$850
3.2 Determine Critical Aircraft	0	2	0	\$0	\$0	\$1,700
3.3 Determine Critical Runway Length and Design Standards	0	2	0	\$0	\$0	\$1,700
3.4 Analyze Airport Obstructions	0	5	5	\$0	\$0	\$6,750
3.5 Prepare Other Airfield Facility Requirements	0	2	0	\$0	\$0	\$1,700
3.6 Prepare Landside Facility Requirements	0	2	0	\$0	\$0	\$1,700
3.7 Prepare Working Paper, Facility Requirements	1	4	4	\$940	\$1,000 (1)	\$8,630
<b>Subtotal - Element 3</b>	<b>1</b>	<b>18</b>	<b>9</b>	<b>\$940</b>	<b>\$1,000</b>	<b>\$23,030</b>
<b>Element 4 - Airport Alternatives</b>						
4.1 Identify Potential Airfield Alternatives	0	2	0	\$0	\$0	\$1,700
4.2 Identify Potential Landside Alternatives	0	2	0	\$0	\$0	\$1,700
4.3 Determine Preliminary Runway Development Costs	0	1	0	\$0	\$0	\$850
4.4 Prepare Alternatives Noise Analysis	0	3	2	\$0	\$0	\$3,550
4.5 Alternatives Evaluation	0	2	1	\$0	\$0	\$2,200
4.6 Prepare Working Paper, Airport Alternatives	1	4	5	\$940	\$1,000 (1)	\$9,130
<b>Subtotal - Element 4</b>	<b>1</b>	<b>14</b>	<b>8</b>	<b>\$940</b>	<b>\$1,000</b>	<b>\$19,130</b>
<b>Element 5 - Environmental Overview</b>						
5.1 Conduct Environmental Inventory	0	5	2	\$500	\$0	\$5,750
5.2 Prepare Working Paper, Environmental Overview	1	4	5	\$940	\$1,000 (1)	\$9,130
<b>Subtotal - Element 5</b>	<b>1</b>	<b>9</b>	<b>7</b>	<b>\$1,440</b>	<b>\$1,000</b>	<b>\$14,880</b>
<b>Element 6 - Airport Plans</b>						
6.1 Airport Layout Drawing	0	2	10	\$500	\$0	\$7,200
6.2 Landside Facility Drawing	0	1	5	\$0	\$0	\$3,350
6.3 Airspace and Inner Approach Surface Drawings	0	1	3	\$0	\$0	\$2,350
6.4 Exhibit A - Airport Property Map	0	1	2	\$0	\$0	\$1,850
6.5 Airport Land Use Drawing	0	1	2	\$0	\$0	\$1,850
6.6 Prepare Working Paper, Airport Plans	1	3	5	\$940	\$1,000 (1)	\$8,280
<b>Subtotal - Element 6</b>	<b>1</b>	<b>9</b>	<b>27</b>	<b>\$1,440</b>	<b>\$1,000</b>	<b>\$24,880</b>

**Element 7 - Financial Management Program**

7.1	Prepare Airport Development Cost Estimates	0	2	0	\$0	\$0	\$1,700
7.2	Capital Improvement Program Analysis	0	2	0	\$0	\$0	\$1,700
7.3	Financial Implementation Plan	0	3	0	\$0	\$0	\$2,550
7.4	Economic Benefit Analysis	0	0	0	\$0	\$14,200 (2)	\$14,200
7.5	Prepare Working Paper, Financial Plan	1	4	5	\$940	\$1,000 (1)	\$9,130
<b>Subtotal - Element 7</b>		<b>1</b>	<b>11</b>	<b>5</b>	<b>\$940</b>	<b>\$15,200</b>	<b>\$29,280</b>

**Element 8 - Public Coordination and Communication**

8.1	Planning Advisory Committee (PAC) Meetings	0	6	0	\$4,500	\$0	\$9,600
8.2	Local Coordination and City Council Briefing Meetings	5	6	1	\$4,670	\$3,000 (1)	\$19,720
8.3	Public Information Workshops	0	4	2	\$2,000	\$0	\$6,400
8.4	Prepare Draft Final Master Plan Report	1	4	5	\$4,000	\$1,000 (1)	\$12,190
8.5	Prepare Final Master Plan Report	0	2	5	\$4,000	\$0	\$8,200
8.6	Master Plan Summary Brochure	0	2	4	\$1,000	\$1,000 (1)	\$5,700
8.7	Economic Benefit Summary Brochure	0	2	4	\$1,000	\$1,000 (1)	\$5,700
<b>Subtotal - Element 8</b>		<b>6</b>	<b>26</b>	<b>21</b>	<b>\$21,170</b>	<b>\$6,000</b>	<b>\$67,510</b>

<b>TOTAL BASIC SERVICES</b>		<b>15</b>	<b>107</b>	<b>92</b>	<b>\$33,550</b>	<b>\$27,700</b>	<b>\$217,550</b>
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**SPECIAL SERVICES**

**Element 9 - Pavement Strength Analysis**

9.1	Pavement Strength Analysis	0	1	0	\$500	\$11,100 (3)	\$12,450
<b>Subtotal - Element 9</b>		<b>0</b>	<b>1</b>	<b>0</b>	<b>\$500</b>	<b>\$11,100</b>	<b>\$12,450</b>

<b>TOTAL SPECIAL SERVICES</b>		<b>0</b>	<b>1</b>	<b>0</b>	<b>\$500</b>	<b>\$11,100</b>	<b>\$12,450</b>
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<b>PROJECT TOTAL (BASIC AND SPECIAL SERVICES)</b>		<b>15</b>	<b>108</b>	<b>92</b>	<b>\$34,050</b>	<b>\$38,800</b>	<b>\$230,000</b>
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- (1) Liz Oliphant
- (2) Dr. Lee McPheters
- (3) Reed Engineering Group

ATTACHMENT E  
LUMP SUM FEE DISTRIBUTION TO THE CONSULTANT  
TxDOT CSJ NO.: 0118ADDON

Subject to the limitations of Section 5, Paragraph 3.2 and other provisions of this agreement the lump sum fee for Basic Services as provided under Section 5 - Payments to the Consultant shall be distributed on the basis of the following percentages of the total lump sum fee for the phases of the Project.

1. Inventory	12.309 percent
2. Aviation Demand Forecasts	04.578 percent
3. Facility Requirements	10.013 percent
4. Airport Alternatives	08.317 percent
5. Environmental Overview	06.470 percent
6. Airport Plans	10.817 percent
7. Financial Management Program	12.731 percent
8. Public Coordination/Deliverables	67.510 percent
9. Pavement Strength Analysis	05.413 percent
<u>Totals</u>	<u>100.000 percent</u>



**ATTACHMENT F  
SPECIAL PROVISION  
CONTRACTOR CONTRACTUAL REQUIREMENTS  
TITLE VI ASSURANCES  
TxDOT CSJ No.: 0118ADDON**

During the performance of this contract, the contractor, for himself, its assignees and successors in interest (hereinafter referred to as the "contractor" agrees as follows:

1. Compliance with Regulations. The contractor shall comply with the regulations relative to nondiscrimination in federally assisted programs of the Department of Transportation (hereinafter "DOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
2. Nondiscrimination. The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
3. Solicitations for Subcontractors, Including Procurement of Materials and Equipment. In all solicitations either by competitive bidding or negotiation made by contractor for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.
4. Information and Reports. The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto and shall permit access to its books, records, accounts, other sources of information, and its facilities, as may be determined by the Agent or the Federal Aviation Administration (FAA) to be pertinent to ascertain compliance with such Regulations, orders, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to the sponsor or the FAA, as appropriate, and shall set forth what efforts it has made to obtain the information.
5. Sanctions for Noncompliance. In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, the Agent shall impose such contract sanctions as it or the FAA may determine to be appropriate, including, but not limited to:
  - (a) withholding of payments to the contractor under the contract until the contractor complies, and/or
  - (b) cancellation, termination, or suspension of the contract, in whole or in part.

6. Incorporation of Provisions. The contractor shall include the provisions of paragraphs 1 through 5 in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the Agent or the FAA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the Agent to enter into such litigation to protect the interests of the Agent and Sponsor and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

**ATTACHMENT G**  
**DISADVANTAGED BUSINESS ENTERPRISE (DBE) ASSURANCES**  
**TxDOT CSJ No.: 0118ADDON**

1. Policy. It is the policy of the United States Department of Transportation (DOT) that Disadvantaged Business Enterprises (DBE), as defined in 49 CFR Part 26, Subpart A, be given the opportunity to compete fairly for contracts and subcontracts financed in whole or in part with Federal funds under this agreement. Consequently, the DBE requirements of 49 CFR Part 26 apply to this agreement.
  
2. DBE Obligations. The contractor will offer DBEs, as defined in 49 CFR Part 26, Subpart A, the opportunity to compete fairly for contracts and subcontracts financed in whole or in part with Federal funds provided under this agreement. In this regard, all contractors will make a good faith effort in accordance with 49 CFR Part 26 to meet the contract DBE goal. Contractors shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of DOT-assisted contracts. The Contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT assisted contracts. The requirements of this provision shall be physically included in any subcontract.
  
3. Project DBE Participation Goal and Good Faith Effort. The bidder/proposer shall make good faith efforts, as defined in Appendix A of 49 CFR Part 26, Regulations of the Office of the Secretary of Transportation, to subcontract 0 percent of the dollar value of the prime contract to DBEs. A bidder for this solicitation that qualifies as a DBE, may receive credit toward the DBE goal for work performed by his/her own forces and work subcontracted to DBEs. The DBE bidder must report any subcontracts to non-DBEs. The apparent successful competitor will be required to submit information concerning the DBE(s) that will participate in the contract. Eligible DBEs are firms certified as such by the Department in accordance with 49 CFR Part 26. The information will include: (1) the name and address of each DBE; (2) a description of the work to be performed by each named firm; and (3) the dollar value of the work of the contract. If the bidder fails to achieve the contract goal stated herein, it will be required to provide documentation demonstrating that it made good faith efforts in attempting to do so. A bid that fails to meet these requirements will be considered nonresponsive. If the Director of Aviation determines that the apparent successful competitor has failed to meet the good faith effort requirements, they will be given an opportunity for reconsideration by the Director of the Construction Division.
  
4. Counting DBE Participation Toward Meeting the Goals. The Texas Department of Transportation through the Division of Aviation, hereinafter called the "Agent," will count DBE participation toward the goals in accordance with the guidelines outlined below.
  - a. Once a firm is determined to be an eligible DBE under 49 CFR Part 26, the total amount paid to the DBE for work performed with his/her own forces is counted toward the DBE goal. When a DBE subcontracts part of the work of its contract to another firm, the value of the subcontracted work may be counted toward DBE goals only if the subcontractor is itself a DBE. Work that a DBE subcontracts to a non-DBE firm does not count toward DBE goals. An eligible DBE is defined for this program as one that is currently certified by the Texas Department of

Transportation.

b. The Agent and its contractors will count toward the DBE goals a portion of the total dollar value of a contract with a certified DBE joint venture equal to the distinct, clearly defined portion of the work of the contract performed by the DBE.

c. Only expenditures to the DBE that performs a commercially useful function in the work of a contract will be counted toward the DBE goals. A DBE is considered to perform a commercially useful function when it is responsible for execution of the work of the contract and carrying out its responsibilities by actually performing, managing, and supervising the work involved. To determine whether a DBE is performing a commercially useful function, the Agent and its contractors will evaluate the amount of work subcontracted, industry practices, and other relevant factors. When a DBE is presumed not to be performing a commercially useful function, the DBE may present evidence to rebut this presumption.

d. Consistent with normal industry practices, a DBE may enter into subcontracts. If a DBE contractor subcontracts a significantly greater portion of the work of the contract than would be expected on the basis of normal industry practices, the DBE shall be presumed not to be performing a commercially useful function. The DBE may present evidence to the Agent to rebut this presumption.

e. The Agent and its contractors will count toward the DBE goals 60 percent of expenditures for materials and supplies required under a contract and obtained from a DBE regular dealer, and 100 percent of such expenditures obtained from a DBE manufacturer.

f. For purposes of this DBE program, a manufacturer is a firm that operates or maintains a factory or establishment that produces on the premises the materials, supplies, articles or equipment required under the contract and of the general character described by the specifications. Brokers, packagers, manufacturers' representatives or persons who arrange or expedite transactions shall not be regarded as manufacturers.

g. For purposes of this DBE program, a regular dealer is a firm that owns, operates, or maintains a store, warehouse, or other establishment in which the materials, supplies, articles or equipment of the general character described by the specifications and required under the contract are bought, kept in stock, and regularly sold or leased to the public in the usual course of business. To be a regular dealer, the firm must be an established regular business that engages in, as its principal business, and in its own name, the purchase and sale of the products in question. A regular dealer in such bulk items as steel, cement, gravel, stone and petroleum products need not keep such products in stock, if it owns or operates distribution equipment for the product. Brokers, packagers, manufacturers' representatives or other persons who arrange or expedite transactions shall not be regarded as regular dealers. Any supplementing of regular dealers own distribution equipment shall be by a long-term lease agreement and not on an adhoc or contract-by-contract basis.

h. The Agent and its contractors may count toward the DBE goals the following expenditures to DBE firms that are not manufacturers or regular dealers provided that the fee or

commission is determined by the Agent to be reasonable and not excessive as compared with fees customarily allowed for similar services:

(1) The fees or commissions charged by a DBE for providing a bona fide service, such as professional, technical, consultant or managerial services, and assistance in the procurement of materials or supplies required for performance of the contract, provided that the fee or commission is determined by the Agent to be reasonable and not excessive as compared with fees customarily allowed for similar services.

(2) The fees charged for delivery of material and supplies required on a job site (but not the cost of the materials and supplies themselves) when the hauler, trucker, or delivery service is not also the manufacturer or a regular dealer in the materials and supplies.

(3) The fees or commission charged for providing any bonds or insurance specifically required for the performance of the contract.

5. Conditional Award. If the successful bidder for a federal-aid contract is determined to be acceptable, the Agent will conditionally award the contract. The condition of the award is that within 14 days after the date of the award, the bidder must furnish to the Agent names and addresses of the DBE subcontractors that are intended to be used, a description of the work each subcontractor is to perform, the dollar value of each proposed subcontract, and a tentative agreement for each DBE firm submitted, signed by an officer of the contractor and an officer of the proposed DBE firm. A contractor who does not meet the contract goal, in whole or in part, must submit within the 14 days, documentation showing the steps taken to obtain DBE participation ("Good Faith Effort").

Such documentation is to be submitted directly to the Agent's Grant Administrator. The Agent's Grant Administrator will evaluate the contractor's documented efforts and will determine whether or not they constitute compliance with the contract DBE requirements and are acceptable. Should the bidder to whom the contract is conditionally awarded refuse, neglect or fail to meet the goals or furnish acceptable documentation, the bid bond filed with the bid may become the property of the State, not as a penalty, but as liquidated damages to the Agent.

6. Conditional Acceptance of Proposal. If the successful proposer for a federal-aid professional services contract is determined to be acceptable, the Agent will conditionally accept the proposal. The condition of the acceptance is that prior to the execution of a professional services contract, the proposer must furnish to the Agent names and addresses of the DBE subcontractors that are intended to be used, a description of the work each subcontractor is to perform, the dollar value of each proposed subcontract, and a tentative agreement for each DBE firm submitted, signed by an officer of the contractor and an officer of the proposed DBE firm. A professional service provider who does not meet the contract goal, in whole or in part, must submit prior to execution of the contract, documentation showing the good faith efforts made to meet the DBE goal.

Such documentation is to be submitted directly to the Aviation Division. TxDOT's Aviation

Division will evaluate the professional service provider's documented efforts and will determine whether or not they constitute compliance with the contract DBE requirements and are acceptable. If the Director of the Aviation Division determines that the professional service provider has failed to meet the good faith effort requirements, the professional service provider will be given an opportunity for reconsideration by the Director of the Construction Division. Should the professional service provider whose proposal has been conditionally accepted refused, neglect or fail to make a good faith effort to meet the goals or furnish acceptable documentation, the Agent may then conditionally accept the proposal of the second selected proposer.

7. Required Reporting of DBE Participation. The contractor shall submit on a monthly basis reports of DBE participation to meet the goal and for race-neutral DBE participation, and submit a final report on the completion of the project. Only actual payments made to DBEs are to be reported. Reports for race-neutral DBE participation on contracts with no DBE goal are required.

8. Sanctions for Noncompliance. In the event of the contractor's noncompliance with the DBE requirements of this contract, the Agent may impose one or more of the following contract sanctions :

- a. cancellation, termination or suspension of the contract, in whole or in part, and/or
- b. withholding of payments to the contractor under the contract until the contractor complies, and/or
- c. other remedies as FAA or the Agent deems appropriate.

**ATTACHMENT H  
CHILD SUPPORT STATEMENT  
FOR NEGOTIATED CONTRACTS AND GRANTS  
TxDOT CSJ No.: 0118ADDON**

Under Section 231.006, Family Code, the vendor or applicant certifies that the individual or business entity named in this Agreement, bid, or application is eligible to receive the specified grant, loan, or payment and acknowledges that this Agreement may be terminated and payment may be withheld if this certification is inaccurate.

List below the name and social security number of the individual or sole proprietor and each partner, shareholder, or owner with an ownership interest of at least 25% of the business entity submitting the bid or application.

Jeanette V. Coffman - 512-42-8448

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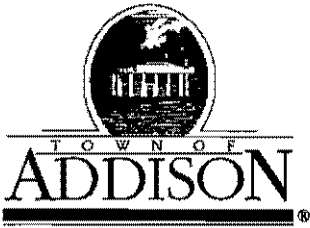
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Section 231.006, Family Code, specifies that a child support obligor who is more than 30 days delinquent in paying child support and a business entity in which the obligor is a sole proprietor, partner, shareholder, or owner with an ownership interest of at least 25 percent is not eligible to receive payments from state funds under a Agreement to provide property, materials, or services; or receive a state-funded grant or loan.

A child support obligor or business entity ineligible to receive payments described above remains ineligible until all arrearage have been paid or the obligor is in compliance with a written repayment Agreement or court order as to any existing delinquency.

Except as provided by Section 231.302(d), Family Code, a social security number is confidential and may be disclosed only for the purposes of responding to a request for information from an agency operating under the provisions of Parts A and D of Title IV of the federal Social Security Act (42 USC Section 601-617 and 651-669).

GSD, 10-95



**Public Works / Engineering**  
 16801 Westgrove • P.O. Box 9010  
 Addison, Texas 75001  
 Telephone: (972) 450-2871 • Fax: (972) 450-2837

# LETTER OF TRANSMITTAL

DATE	12-4-01	JOB NO.
ATTENTION		
RE:	Airport Participation Agreement	
	Addison Airport Master Plan Update	

TO Carmen Moran

**GENTLEMAN:**

**WE ARE SENDING YOU**

- Attached
- Under separate cover via \_\_\_\_\_ the following items:
- Shop Drawings
- Prints
- Plans
- Samples
- Specifications
- Copy of letter
- Change order
- \_\_\_\_\_

COPIES	DATE	NO.	DESCRIPTION
1			1 copy of Agreement with TX DOT (original)

**THESE ARE TRANSMITTED as checked below:**

- For approval
- For your use
- As requested
- For review and comment
- FOR BIDS DUE \_\_\_\_\_ 19\_\_\_\_
- Approved as submitted
- Approved as noted
- Returned for corrections
- \_\_\_\_\_
- Resubmit \_\_\_\_\_ copies for approval
- Submit \_\_\_\_\_ copies for distribution
- Return \_\_\_\_\_ corrected prints
- PRINTS RETURNED AFTER LOAN TO US

**REMARKS** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

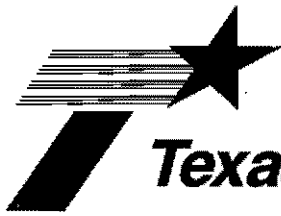
\_\_\_\_\_

**COPY TO** \_\_\_\_\_

**SIGNED:** *Jeffrey*

*If enclosures are not as noted, please notify us at once.*





# Texas Department of Transportation

AVIATION DIVISION

125 E. 11TH STREET • AUSTIN, TEXAS 78701-2483 • 512/416-4500 • FAX 512/416-4510

November 29, 2001

Mr. Michael Murphy  
Director of Public Works  
Town of Addison  
PO Box 9010  
Addison, Texas 75001

RE: TxDOT Number: 0118ADDON

Dear Mr. Murphy:

We are pleased to return to you the completed Airport Project Participation Agreement between the Town of Addison and the Texas Department of Transportation.

For this project, the assigned Grant Manager is Anna Saldaña; she will handle the execution of the contracts involved for the project. The assigned Project Manager is Bruce Ehly; he will handle all technical and management aspects of the airport master plan project. You may contact either for assistance, as you need.

We look forward to the successful completion of this important project. Please call me if you have any questions at 512-416-4512 or 1-800-687-4568 (800-68-PILOT).

Sincerely,

Allison Martin  
Grant Manager

cc: Bruce Ehly  
Ben Guttery, FAA TxADO

**TEXAS DEPARTMENT OF TRANSPORTATION**  
**AIRPORT PROJECT PARTICIPATION AGREEMENT**  
**(Federally Assisted Airport Development Grant)**

TxDOT CSJ No.:0118ADDON  
TxDOT Project No.:AP ADDISON 4  
TxDOT Contract No. : 1XXFA099

**Part I - Identification of the Project**

TO:           The Town of Addison, Texas

FROM:        The State of Texas, acting through the Texas Department of Transportation

This Agreement is made and entered into by and between the Texas Department of Transportation, (hereinafter referred to as the "State"), for and on behalf of the State of Texas, and the Town of Addison, Texas, (hereinafter referred to as the "Sponsor"), under the authority granted and in compliance with the provisions of Title 49 United States Code, Section 47101 et seq., and under V.T.C.A. Transportation Code, Title 3, Chapters 21-22, et seq. (Vernon and Vernon Supp).

The project is described as follows: Airport Master Plan update at the Addison Municipal Airport.

The Sponsor applies for federal financial assistance and desires the State to act as the Sponsor's agent in matters connected with the project described above.

The parties, by this Agreement, do fix their respective responsibilities, with reference to each other, with reference to the accomplishment of the project and with reference to the United States.

Pursuant to and for the purpose of carrying out the provisions of Title 49 U.S.C., and in consideration of (a) the Sponsor's adoption and ratification of the representations and assurances contained in the Airport Project Participation Agreement and its acceptance of this Offer as provided, and (b) the benefits to accrue to the United States and the public from the accomplishment of the project and compliance with the assurances and conditions provided, **THE TEXAS DEPARTMENT OF TRANSPORTATION, FOR AND ON BEHALF OF THE UNITED STATES, FEDERAL AVIATION ADMINISTRATION (HEREINAFTER REFERRED TO AS THE "FAA"), OFFERS AND AGREES** to pay, as the United States share of the allowable costs incurred in accomplishing the project, ninety percentum of all allowable project costs. This grant is made on and subject to the following terms and conditions:

## Part II - Offer of Financial Assistance

1. The allowable costs of the project shall not include any costs determined by the State to be ineligible for consideration as to allowability under Title 49 U.S.C., the V.T.C.A. Transportation Code, Title 3, Chapters 21-22, et seq., (Vernon and Vernon Supp), and the Airport Zoning Act, Tex. Loc. Govt. Code Ann. §§ 241.001 et seq. (Vernon and Vernon Supp).
2. It is estimated that total project costs will be approximately \$230,000.00 (Amount A). It is further estimated that approximately \$150,000.00 (Amount B) of the project costs will be eligible for federal financial assistance, and that federal financial assistance will be for ninety percent (65%) of the eligible project costs. Final determination of federal eligibility of total project costs will be determined by the State in accordance with federal guidelines following completion of project.

In the event that federal funds are unavailable, this Agreement shall automatically be voided and become of no force and effect, except that unexpended or unencumbered moneys actually deposited by the Sponsor and held with the State for project purposes shall be returned to the Sponsor.

3. The maximum obligation of the United States payable under this offer shall be \$150,000.00 (Amount C).

This grant should not be construed as block grant funds for the Sponsor, but as a grant for funding of the scope items as listed on page one of this agreement. It is the intent of the State to provide funding to complete the approved work items of this grant and not to amend the scope of work to include items outside of the current determined needs of this project. Scope of work may be amended as necessary to fulfill the unforeseen needs of this specific development project within the spirit of the approved scope, subject to the availability of state, federal, and/or local funds.

4. It is estimated that the Sponsor's share of the total project costs will be \$80,000.00 (Amount D). The Sponsor specifically agrees that it shall pay any project costs, which exceed the sum of the federal share (Amount C).

It is further agreed that the Sponsor will reimburse the State for any payment or payments made by the State in behalf of the Sponsor which are in excess of the federal percentage of financial participation as stated in Part II-2. The State shall refund to the Sponsor, at the financial closure of the project, any excess funds provided by the Sponsor.

5. It is mutually understood and agreed that if, during the life of the project, the State determines that the grant amount exceeds the expected needs of the sponsor by \$5,000 or five (5%) percent, whichever is greater, the grant amount can be unilaterally reduced by letter from the State advising of the budget change and a refund of the sponsor share of

the reduction will be done. If there is an overrun in the eligible project costs, the State may not increase the grant to cover the amount of overrun. The Sponsor is responsible for all overruns. The State will not authorize expenditures in excess of the dollar amounts identified in this Agreement and any amendments, without the consent of the Sponsor.

Payment of the United States share of the allowable project costs will be made in accordance with the provisions of such regulations and procedures as the State and the FAA, shall prescribe. Final determination of the United States share will be based upon the final audit of the total amount of allowable project costs and settlement will be made for any upward or downward adjustments to the Federal share of costs.

6. Sponsor's share of project costs (Amount D) shall be paid initially in cash when requested by the State. At project closeout, Sponsor will be reimbursed for any credited amounts that exceed Sponsor's share.
7. Sponsor, by executing this Agreement certifies, and upon request, shall furnish proof to the State that it has sufficient funds to meet its share of the costs. The Sponsor grants to the State and federal government the right, upon advance written request during reasonable and regular business hours, to audit any books and records of the Sponsor to verify funds. In addition, the Sponsor shall disclose the source of all funds for the project and its ability to finance and operate the project.

Following the execution of this Agreement and upon written demand by the State, the Sponsor's financial obligation (Amount D) shall be due and payable to the State. State may request the Sponsor's financial obligation in partial payments. Should the Sponsor fail to pay the obligation, either in whole or in part, within 30 days of written demand, the State may exercise its rights under Part V-7. Likewise, should the State be unwilling or unable to pay its obligation in a timely manner, the failure to pay shall be considered a breach and the Sponsor may exercise any rights and remedies it has at law or equity.

### **PART III - Sponsor Responsibilities**

1. In accepting the Agreement, the Sponsor guarantees that:
  - a. it will comply with the Attachment A, Certification of Airport Fund, attached and made a part of this Agreement; and
  - b. it will comply with the Attachment B, Airport Assurances (9/99)(State Modified 9/99), attached and made a part of this Agreement; and
  - c. it will, in the operation of the facility, comply with all applicable state and federal laws, rules, regulations, procedures, covenants and assurances required by the State of Texas or the FAA in connection with the federal grant; and
  - d. the Airport or navigational facility which is the subject of this Agreement shall be controlled for a period of at least 20 years, and improvements made or acquired

under this project shall be operated, repaired and maintained in a safe and serviceable manner for the useful life of said improvements, not to exceed 20 years; and

- e. consistent with safety and security requirements, it shall make the airport or air navigational facility available to all types, kinds and classes of aeronautical use without unjust discrimination between such types, kinds and classes and shall provide adequate public access during the term of this Agreement; and
- f. it shall not grant or permit anyone to exercise an exclusive right for the conduct of aeronautical activity on or about an airport landing area. Aeronautical activities include, but are not limited to scheduled airline flights, charter flights, flight instruction, aircraft sales, rental and repair, sale of aviation petroleum products and aerial applications. The landing area consists of runways or landing strips, taxiways, parking aprons, roads, airport lighting and navigational aids; and
- g. it shall not permit non-aeronautical use of airport facilities, unless noted on an approved Airport Layout Plan, without prior approval of the State/FAA; and
- h. it shall not enter into any agreement nor permit any aircraft to gain direct ground access to the Sponsor's airport from private property adjacent to or in the immediate area of the airport. Further, Sponsor shall not allow aircraft direct ground access to private property. Sponsor shall be subject to this prohibition, commonly known as a "through-the-fence operation," unless an exception is granted in writing by the State due to extreme circumstances; and
- i. it will acquire all property interests identified as needed for the purposes of this project and comply with all applicable state and federal laws, rules, regulations, procedures, covenants and assurances required by the State of Texas or the FAA in connection with the federal grant in the acquisition of such property interests; and that airport property identified within the scope of this project and Attorney's Certificate of Airport Property Interests shall be pledged to airport use and shall not be removed from such use without prior written approval of the State; and
- j. the Sponsor shall submit to the State annual statements of airport revenues and expenses as requested; and
- k. all fees collected for the use of an airport or navigational facility constructed with funds provided under the program shall be reasonable and nondiscriminatory. The proceeds of such fees shall be used solely for the development, operation and maintenance of the Sponsor's system of airport(s) or navigational facility(ites). Sponsor shall not be required to pledge income received from the mineral estate to airport use unless state and/or federal funds were used to acquire the mineral estate of airport lands or any interests therein; and
- l. an Airport Fund shall be established by resolution, order or ordinance in the treasury of the Sponsor, or evidence of the prior creation of an existing airport fund or a properly executed copy of the resolution, order, or ordinance creating

such a fund shall be submitted to the State. Such fund may be an account within another fund, but must be accounted for in such a manner that all revenues, expenses, retained earnings, and balances in the account are discernible from other types of moneys identified in the fund as a whole. All fees, charges, rents, and money from any source derived from airport operations must be deposited in said Airport Fund and shall not be diverted to the general revenue fund or any other revenue fund of the Sponsor. All expenditures from the Airport Fund shall be solely for airport or airport system purposes. Sponsor shall be ineligible for a subsequent grant or loan by the State unless, prior to such subsequent approval of a grant or loan, Sponsor has complied with the requirements of this subparagraph; and

- m. the Sponsor shall operate runway lighting at least at low intensity from sunset to sunrise; and
- n. insofar as it is reasonable and within its power, Sponsor shall adopt and enforce zoning regulations to restrict the height of structures and use of land adjacent to or in the immediate vicinity of the airport to heights and activities compatible with normal airport operations as provided in Tex. Loc. Govt. Code Ann. §§ 241.001 et seq. (Vernon and Vernon Supp.). Sponsor shall also acquire and retain aviation easements or other property interests in or rights to use of land or airspace, unless Sponsor can show that acquisition and retention of such interests will be impractical or will result in undue hardship to Sponsor. Sponsor shall be ineligible for a subsequent grant or loan by the State unless Sponsor has, prior to such subsequent approval of a grant or loan, adopted and passed an airport hazard zoning ordinance or order approved by the State; and
- o. it will provide upon request of the State, the engineering or planning consultant, and the FAA copies of any maps, plans, or reports of the project site, applicable to or affecting the above project; and
- p. after reasonable notice, it will permit the State, the FAA, and any consultants and contractors associated with this project, access to the project site, and will obtain permission for the State, the FAA, and consultants and contractors associated with this project, to enter private property for purposes necessary to this project; and
- q. all development of an airport constructed with program funds shall be consistent with the Airport Layout Plan approved by the State and maintained by the Sponsor. A reproducible copy of such plan, and all subsequent modifications, shall be filed with the State for approval; and
- r. it shall take all steps, including litigation if necessary, to recover funds spent fraudulently, wastefully, or in violation of Federal antitrust statutes, or misused in any other manner in any project upon which Federal and State funds have been expended. For the purposes of this grant agreement, the term "funds" means funds, however used or disbursed by the Sponsor or Agent that were originally paid pursuant to this or any other grant agreement. It shall obtain the approval of the State as to any determination of the amount of such funds. It shall return the

recovered share, including funds recovered by settlement, order or judgment, to the State. It shall furnish to the State, upon request, all documents and records pertaining to the determination of the amount of the funds or to any settlement, litigation, negotiation, or other efforts taken to recover such funds. All settlements or other final positions of the Sponsor, in court or otherwise, involving the recovery of such funds shall be approved in advance by the State.

2. The Sponsor certifies to the State that it will have acquired clear title in fee simple to all property upon which construction work is to be performed, or have acquired a leasehold on such property for a term of not less than 20 years, prior to the advertisement for bids for such construction or procurement of facilities that are part of the above project, and within the time frame of the project, a sufficient interest (easement or otherwise) in any other property which may be affected by the project.
3. The Sponsor, to the extent of its legal authority to do so, shall save harmless the State, the State's agents, employees or contractors from all claims and liability due to activities of the Sponsor, the Sponsor's agents or employees performed under this agreement. The Sponsor, to the extent of its legal authority to do so, shall also save harmless the State, the State's agents, employees or contractors from any and all expenses, including attorney fees which might be incurred by the State in litigation or otherwise resisting the claim or liabilities which might be imposed on the State as the result of such activities by the Sponsor, the Sponsor's agents or employees.
4. The Sponsor's acceptance of this Offer and ratification and adoption of the Agreement incorporated shall be evidenced by execution of this instrument by the Sponsor, and the Agreement shall comprise a contract, constituting the obligations and rights of the State of Texas and the Sponsor with respect to the accomplishment of the project and the operation and maintenance of the airport. Such Agreement shall become effective upon execution of this instrument and shall remain in full force and effect for a period of at least 20 years.
5. The Sponsor and not the State shall, for all purposes, be the "Sponsor" of the project identified above as defined in Title 49 U.S.C. Sponsor agrees to assume responsibility for operation of the facility in compliance with all applicable state and federal requirements including any statutes, rules, regulations, assurances, procedures or any other directives before, during and after the completion of this project.
6. The Sponsor shall have on file with the State a current and approved Attorney's Certificate of Airport Property Interests and Exhibit A property map.
7. The Sponsor shall have on file with the State, Attachment C, Certification Regarding Drug-Free Workplace Requirements, attached and made part of this agreement.

#### **Part IV- Nomination of the Agent**

1. The Sponsor designates the State as the party to apply for, receive and disburse all funds

used, or to be used, in payment of the costs of the project, or in reimbursement to either of the parties for costs incurred.

2. The State agrees to assume the responsibility to assure that all aspects of the grant are done in compliance with all applicable state and federal requirements including any statutes, rules, regulations, assurances, procedures or any other directives, except as otherwise specifically provided.
3. The State shall, for all purposes in connection with the project identified above, be the Agent of the Sponsor. The Sponsor grants the State a power of attorney to act as its agent to perform the following services:

**Receiving Disbursing Agent:**

- a. apply for, accept, receive, and deposit with the State Treasury any and all project funds granted, allowed, and paid or made available by the State and/or the United States under Title 49 U.S.C. and congressional appropriation;
- b. receive, review, approve and process Sponsor's reimbursement requests for approved project costs; and
- c. pay to the Sponsor, from granted funds, the portion of any approved reasonable and eligible project costs incurred by the Sponsor that are in excess of the Sponsor's share.

**Paying Agent:**

- d. receive, review, approve and pay invoices and payment requests for services and materials supplied in accordance with State executed contracts;

**Contracting Agent:**

- e. advertise for professional engineering and/or planning services for, but not limited to, the preparation of planning studies, plans and specifications for the above project and for the management of the construction of the above project; certify consultant selection procedures; provide notification of contract award for professional services; and negotiate professional services fees; and execute, on behalf of the Sponsor, a professional services agreement as related to this project;
- f. administer Disadvantage Business Enterprises (DBE) and/or Historically Underutilized Business (HUB) Programs in accordance with federal and state regulations.

**Contract Management Agent:**

- g. exercise such supervision and direction of the project work as the State reasonably finds appropriate. Where there is an irreconcilable conflict or difference of opinion, judgment, order or direction between the State and the Sponsor, any engineer, contractor, or materialman, the State shall issue a written order, which shall prevail and be controlling;



- h. coordinate and review plans.

#### PART V - Recitals

1. The State and the Sponsor shall obtain an audit as required by federal or state regulations.
2. The Sponsor, and not the State, shall be the contractual party to all construction and professional service contracts entered into for the accomplishment of this project. The power of attorney, as granted by the Sponsor to the State in Part IV - Nomination of Agent, is a limited power to perform acts in connection with airport improvements as specified in or necessitated by this Agreement.
3. The Sponsor agrees to pursue and enforce contract items, which are required by federal and/or state regulations, laws and orders to insure satisfactory performance of contract vendors. Such items include, but are not limited to, bid bonds, payment bonds, and performance bonds. Pursuit and enforcement of contract items may require litigation and other remedies of law.
4. The United States and the State of Texas shall not be responsible or liable for damage to property or injury to persons which may arise from, or be incidental to, compliance with this grant agreement.
5. This Agreement is executed for the sole benefit of the contracting parties and is not intended or executed for the direct or incidental benefit of any third party. Furthermore, the State shall not be a party to any other contract or commitment, which the Sponsor may enter into or assume, or have entered into or have assumed, in regard to the above project.
6. If the Sponsor fails to comply with the conditions of the grant, the State may, by written notice to the Sponsor, suspend the grant in whole or in part. The notice of suspension shall contain the following:
  - a. The reasons for the suspension and the corrective action necessary to lift the suspension;
  - b. A date by which the corrective action must be taken;
  - c. Notification that consideration will be given to terminating the grant after the corrective action date.

In the case of suspension or termination, the Sponsor may request the State to reconsider the suspension or termination. Such request for reconsideration shall be made within 45 days after receipt of the notice of suspension or termination.

7. This Agreement is subject to the applicable provisions of Title 49 U.S.C., the V.T.C.A. Transportation Code, Title 3, Chapters 21- 22, et seq., (Vernon and Vernon Supp.), and the Airport Zoning Act, Tex. Loc. Govt. Code Ann. §§ 241.001 et seq. (Vernon and

Vernon Supp.). Failure to comply with the terms of this Agreement or with the rules and statutes shall be considered a breach of this contract and will allow the State to pursue the remedies for breach as stated below.

- a. Of primary importance to the State is compliance with the terms and conditions of this Agreement. If, however, after all reasonable attempts to require compliance have failed, the State finds that Sponsor is unwilling and/or unable to comply with any of the terms and conditions of this Agreement, the State may pursue any of the following remedies: (1) require a refund of any money expended pursuant to the Agreement, (2) deny Sponsor's future requests for aid, (3) request the Attorney General to bring suit seeking reimbursement of any money expended on the project pursuant to the Agreement, provided however, these remedies shall not limit the State's authority to enforce its rules, regulations or orders as otherwise provided by law, (4) declare this Agreement null and void, or (5) any other remedy available at law or in equity.
  - b. Venue for resolution by a court of competent jurisdiction of any dispute arising under the terms of this Agreement, or for enforcement of any of the provisions of this Agreement, is specifically set by Agreement of the parties in Travis County, Texas.
8. The State reserves the right to amend or withdraw this Agreement at any time prior to acceptance by the Sponsor. The acceptance period cannot be greater than 30 days after issuance unless extended by the State, which extension shall not be unreasonably be denied or delayed.
  9. This Agreement constitutes the full and total understanding of the parties concerning their rights and responsibilities in regard to this project and shall not be modified, amended, rescinded or revoked unless such modification, amendment, rescission or revocation is agreed to by both parties in writing and executed by both parties.
  10. All commitments by the Sponsor and the State are subject to constitutional and statutory limitations and restrictions binding upon the Sponsor and the State (including §§ 5 and 7 of Article 11 of the Texas Constitution, if applicable) and to the availability of funds which lawfully may be applied.
  11. The Sponsor's acceptance of this Agreement and ratification and adoption of the Airport Project Participation Agreement shall be evidenced by execution of this instrument by the Sponsor. This Offer and Acceptance shall comprise a Grant Agreement, as provided by the Title 49 U.S.C., constituting the contractual obligations and rights of the United States, the State of Texas and the Sponsor with respect to the accomplishment of the Project and compliance with the assurances and conditions as provided.

Part VI - Acceptance of the Sponsor

The Town of Addison, Texas, does ratify and adopt all statements, representations, warranties, covenants and agreements constituting the described project and incorporated materials referred to in the Agreement, and does accept the Offer, and agrees to all of the terms and conditions of the Agreement.

Executed this 26<sup>th</sup> day of November, 2001.

The Town of Addison, Texas  
Sponsor

Michelle L. Conrad  
Witness Signature

R. Whitlance  
Signature

EXECUTIVE SECRETARY  
Witness Title

City Manager  
Title

Certificate of Sponsor's Attorney

I, Kenneth C. Dyer acting as attorney for Addison, Texas, do certify that I have fully examined the Agreement and the proceedings taken by the Sponsor, and find that the manner of acceptance and execution, of the Agreement by the Sponsor, is in accordance with the laws of the State of Texas.

Dated at 11/27/2001, Texas, this \_\_\_\_\_ day of \_\_\_\_\_, 2001.

M. E. Murphy  
Witness Signature


Kenneth C. Dyer  
Attorney's Signature

DIRECTOR OF PUBLIC WORKS  
Witness Title

**Part VII - Acceptance of the State**

Executed by and approved for the Texas Transportation Commission for the purpose and effect of activating and/or carrying out the orders, established policies or work programs and grants heretofore approved and authorized by the Texas Transportation Commission.

STATE OF TEXAS  
TEXAS DEPARTMENT OF TRANSPORTATION

By: 

David S. Fulton, Director  
Aviation Division  
Texas Department of Transportation

Date: 11/28/61

**CERTIFICATION OF AIRPORT FUND**

The Sponsor does certify that an Airport Fund has been established for the Sponsor, and that all fees, charges, rents, and money from any source derived from airport operations will be deposited for the benefit of the Airport Fund and will not be diverted for other general revenue fund expenditures or any other special fund of the Sponsor and that all expenditures from the Fund will be solely for airport purposes. Such fund may be an account as part of another fund, but must be accounted for in such a manner that all revenues, expenses, retained earnings, and balances in the account are discernible from other types of moneys identified in the fund as a whole.

The Town of Addison, Texas  
(Sponsor)

By: 

Title: City Manager

Date: 11-26-01

**A. General**

1. These assurances shall be complied with in the performance of grant agreements for airport development, airport planning, and noise compatibility program grants for airport sponsors.
2. These assurances are required to be submitted as part of the project Airport Project Participation Agreement (hereinafter referred to as "APPA") by sponsors requesting funds under the provisions of Title 49, U.S.C., subtitle VII, as amended. As used herein, the term "public agency sponsor" means a public agency with control of a public-use airport; the term "private sponsor" means a private owner of a public-use airport; and the term "sponsor" includes both public agency sponsors and private sponsors.
3. Upon acceptance of the grant offer by the sponsor, these assurances are incorporated in and become part of the grant agreement.

**B. Duration and Applicability.**

1. **Airport development or Noise Compatibility Program Projects Undertaken by a Public Agency Sponsor.** The terms, conditions and assurances of the grant agreement shall remain in full force and effect throughout the useful life of the facilities developed or equipment acquired for an airport development or noise compatibility program project, or throughout the useful life of the project items installed within a facility under a noise compatibility program project, but in any event not to exceed twenty (20) years from the date of acceptance of a grant offer of Federal funds for the project. However, there shall be no limit on the duration of the assurances regarding Exclusive Rights and Airport Revenue so long as the airport is used as an airport. There shall be no limit on the duration of the terms, conditions, and assurances with respect to real property acquired with federal funds. Furthermore, the duration of the Civil Rights assurance shall be specified in the assurances.
2. **Airport Development or Noise Compatibility Projects Undertaken by a Private Sponsor.** The preceding paragraph 1 also applies to a private sponsor except that the useful life of project items installed within a facility or the useful life of the facilities developed or equipment acquired under an airport development or noise compatibility program project shall be no less than ten (10) years from the date of acceptance of Federal aid for the project.
3. **Airport Planning Undertaken by a Sponsor.** Unless otherwise specified in the grant agreement, only Assurances 1, 2, 3, 5, 6, 13, 18, 30, 32, 33, and 34 in section C apply to planning projects. The terms, conditions, and assurances of the grant agreement shall remain in full force and effect during the life of the project.

**C. Sponsor Certification.** The sponsor hereby assures and certifies, with respect to this grant that:

1. **General Federal Requirements.** It will comply with all applicable Federal laws, regulations, executive orders, policies, guidelines, and requirements as they relate to the project, acceptance and use of Federal funds for this project including but not limited to the following:

**Federal Legislation**

- a. Title 49, U.S.C., subtitle VII, as amended.
- b. Davis-Bacon Act - 40 U.S.C. 276(a), *et seq.*<sup>1</sup>
- c. Federal Fair Labor Standards Act - 29 U.S.C. 201, *et seq.*
- d. Hatch Act - 5 U.S.C. 1501, *et seq.*<sup>2</sup>
- e. Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 Title 42 U.S.C. 4601, *et seq.*<sup>1,2</sup>
- f. National Historic Preservation Act of 1966 - Section 106 - 16 U.S.C. 470(f).<sup>1</sup>
- g. Archeological and Historic Preservation Act of 1974 - 16 U.S.C. 469 through 469c.<sup>1</sup>
- h. Native Americans Grave Repatriation Act - 25 U.S.C. Section 3001, *et seq.*
- i. Clean Air Act, P.L. 90-148, as amended.
- j. Coastal Zone Management Act, P.L. 93-205, as amended.
- k. Flood Disaster Protection Act of 1973 - Section 102(a) - 42 U.S.C. 4012a.<sup>1</sup>
- l. Title 49, U.S.C., Section 303, (formerly known as Section 4(f))
- m. Rehabilitation Act of 1973 - 29 U.S.C. 794.
- n. Civil Rights Act of 1964 - Title VI - 42 U.S.C. 2000d through d-4.
- o. Age Discrimination Act of 1975 - 42 U.S.C. 6101, *et seq.*
- p. American Indian Religious Freedom Act, P.L. 95-341, as amended.
- q. Architectural Barriers Act of 1968 - 42 U.S.C. 4151, *et seq.*<sup>1</sup>
- r. Power plant and Industrial Fuel Use Act of 1978 - Section 403- 2 U.S.C. 8373.<sup>1</sup>
- s. Contract Work Hours and Safety Standards Act - 40 U.S.C. 327, *et seq.*<sup>1</sup>
- t. Copeland Antikickback Act - 18 U.S.C. 874. <sup>1</sup>
- u. National Environmental Policy Act of 1969 - 42 U.S.C. 4321, *et seq.*<sup>1</sup>
- v. Wild and Scenic Rivers Act, P.L. 90-542, as amended.
- w. Single Audit Act of 1984 - 31 U.S.C. 7501, *et seq.*<sup>2</sup>
- x. Drug-Free Workplace Act of 1988 - 41 U.S.C. 702 through 706.

**Executive Orders**

- Executive Order 11246 - Equal Employment Opportunity<sup>1</sup>
- Executive Order 11990 - Protection of Wetlands
- Executive Order 11998 - Flood Plain Management
- Executive Order 12372 - Intergovernmental Review of Federal Programs.
- Executive Order 12699 - Seismic Safety of Federal and Federally Assisted New Building Construction<sup>1</sup>
- Executive Order 12898 - Environmental Justice

#### Federal Regulations

- a. 14 CFR Part 13 - Investigative and Enforcement Procedures.
- b. 14 CFR Part 16 - Rules of Practice For Federally Assisted Airport Enforcement Proceedings.
- c. 14 CFR Part 150 - Airport noise compatibility planning.
- d. 29 CFR Part 1 - Procedures for predetermination of wage rates.<sup>1</sup>
- e. 29 CFR Part 3 - Contractors and subcontractors on public building or public work financed in whole or part by loans or grants from the United States.<sup>1</sup>
- f. 29 CFR Part 5 - Labor standards provisions applicable to contracts covering federally financed and assisted construction (also labor standards provisions applicable to non-construction contracts subject to the Contract Work Hours and Safety Standards Act).<sup>1</sup>
- g. 41 CFR Part 60 - Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor (Federal and federally assisted contracting requirements).<sup>1</sup>
- h. 49 CFR Part 18 - Uniform administrative requirements for grants and cooperative agreements to state and local governments.<sup>1</sup>
- i. 49 CFR Part 20 - New restrictions on lobbying.
- j. 49 CFR Part 21 - Nondiscrimination in federally-assisted programs of the Department of Transportation - effectuation of Title VI of the Civil Rights Act of 1964.
- k. 49 CFR Part 23 - Participation by Disadvantage Business Enterprise in Airport Concessions.
- l. 49 CFR Part 24 - Uniform relocation assistance and real property acquisition for Federal and federally assisted programs.<sup>1,2</sup>
- m. 49 CFR Part 26 - Participation By Disadvantaged Business Enterprises in Department of Transportation Programs.
- n. 49 CFR Part 27 - Nondiscrimination on the basis of handicap in programs and activities receiving or benefiting from Federal financial assistance.<sup>1</sup>
- o. 49 CFR Part 29 - Government wide debarment and suspension (non-procurement) and government wide requirements for drug-free workplace (grants).
- p. 49 CFR Part 30 - Denial of public works contracts to suppliers of goods and services of countries that deny procurement market access to U.S. contractors.
- q. 49 CFR Part 41 - Seismic safety of Federal and federally assisted or regulated new building construction.<sup>1</sup>

#### Office of Management and Budget Circulars

- a. A-87 - Cost Principles Applicable to Grants and Contracts with State and Local Governments.
- b. A-133 - Audits of States, Local Governments, and Non-Profit Organizations
  - (1) These laws do not apply to airport planning sponsors.
  - (2) These laws do not apply to private sponsors.
  - (3) 49 CFR Part 18 and OMB Circular A-87 contain requirements for State and Local Governments receiving Federal assistance. Any requirement levied upon State and Local Governments by this regulation and circular shall also be applicable to private sponsors receiving Federal assistance under Title 49, United States Code.

Specific assurances required to be included in grant agreements by any of the above laws, regulations or circulars are incorporated by reference in the grant agreement.

- 2. **Responsibility and Authority of the Sponsor.**
  - a. **Public Agency Sponsor:** It has legal authority to apply for the grant, and to finance and carry out the proposed project; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body authorizing the filing of the APPA, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the APPA and to provide such additional information as may be required.
  - b. **Private Sponsor:** It has legal authority to apply for the grant and to finance and carry out the proposed project and comply with all terms, conditions, and assurances of this grant agreement. It shall designate an official representative and shall in writing direct and authorize that person to file this APPA, including all understandings and assurances contained therein; to act in connection with this APPA; and to provide such additional information as may be required.
- 3. **Sponsor Fund Availability.** It has sufficient funds available for that portion of the project costs which are not to be paid by the United States. It has sufficient funds available to assure operation and maintenance of items funded under the grant agreement which it will own or control.
- 4. **Good Title.**
  - a. It, a public agency or the Federal government, holds good title, satisfactory to the Secretary, to the landing area of the airport or site thereof, or will give assurance satisfactory to the Secretary that good title will be acquired.
  - b. For noise compatibility program projects to be carried out on the property of the sponsor, it holds good title satisfactory to the Secretary to that portion of the property upon which Federal funds will be expended or will give assurance to the Secretary that good title will be obtained.
- 5. **Preserving Rights and Powers.**
  - a. It will not take or permit any action which would operate to deprive it of any of the rights and powers necessary to perform any or all of the terms, conditions, and assurances in the grant agreement without the written approval of the Secretary, and will act promptly to acquire, extinguish or modify any outstanding rights or claims of right of

- others which would interfere with such performance by the sponsor. This shall be done in a manner acceptable to the Secretary.
- b. It will not sell, lease, encumber, or otherwise transfer or dispose of any part of its title or other interests in the property shown on Exhibit A to this APPA or, for a noise compatibility program project, that portion of the property upon which Federal funds have been expended, for the duration of the terms, conditions, and assurances in the grant agreement without approval by the Secretary. If the transferee is found by the Secretary to be eligible under Title 49, United States Code, to assume the obligations of the grant agreement and to have the power, authority, and financial resources to carry out all such obligations, the sponsor shall insert in the contract or document transferring or disposing of the sponsor's interest, and make binding upon the transferee all of the terms, conditions, and assurances contained in this grant agreement.
  - c. For all noise compatibility program projects which are to be carried out by another unit of local government or are on property owned by a unit of local government other than the sponsor, it will enter into an agreement with that government. Except as otherwise specified by the Secretary, that agreement shall obligate that government to the same terms, conditions, and assurances that would be applicable to it if it applied directly to the FAA for a grant to undertake the noise compatibility program project. That agreement and changes thereto must be satisfactory to the Secretary. It will take steps to enforce this agreement against the local government if there is substantial non-compliance with the terms of the agreement.
  - d. For noise compatibility program projects to be carried out on privately owned property, it will enter into an agreement with the owner of that property, which includes provisions, specified by the Secretary. It will take steps to enforce this agreement against the property owner whenever there is substantial non-compliance with the terms of the agreement.
  - e. If the sponsor is a private sponsor, it will take steps satisfactory to the Secretary to ensure that the airport will continue to function as a public-use airport in accordance with these assurances for the duration of these assurances.
  - f. If an arrangement is made for management and operation of the airport by any agency or person other than the sponsor or an employee of the sponsor, the sponsor will reserve sufficient rights and authority to insure that the airport will be operated and maintained in accordance Title 49, United States Code, the regulations and the terms, conditions and assurances in the grant agreement and shall insure that such arrangement also requires compliance therewith.
6. **Consistency with Local Plans.** The project is reasonably consistent with plans (existing at the time of submission of this APPA) of public agencies that are authorized by the State in which the project is located to plan for the development of the area surrounding the airport.
  7. **Consideration of Local Interest.** It has given fair consideration to the interest of communities in or near where the project may be located.
  8. **Consultation with Users.** In making a decision to undertake any airport development project under Title 49, United States Code, it has undertaken reasonable consultations with affected parties using the airport at which project is proposed.
  9. **Public Hearings.** In projects involving the location of an airport, an airport runway, or a major runway extension, it has afforded the opportunity for public hearings for the purpose of considering the economic, social, and environmental effects of the airport or runway location and its consistency with goals and objectives of such planning as has been carried out by the community and it shall, when requested by the Secretary, submit a copy of the transcript of such hearings to the Secretary. Further, for such projects, it has on its management board either voting representation from the communities where the project is located or has advised the communities that they have the right to petition the Secretary concerning a proposed project.
  10. **Air and Water Quality Standards.** In projects involving airport location, a major runway extension, or runway location it will provide for the Governor of the state in which the project is located to certify in writing to the Secretary that the project will be located, designed, constructed, and operated so as to comply with applicable air and water quality standards. In any case where such standards have not been approved and where applicable air and water quality standards have been promulgated by the Administrator of the Environmental Protection Agency, certification shall be obtained from such Administrator. Notice of certification or refusal to certify shall be provided within sixty days after the project APPA has been received by the Secretary.
  11. **Pavement Preventive Maintenance.** With respect to a project approved after January 1, 1995, for the replacement or reconstruction of pavement at the airport, it assures or certifies that it has implemented an effective airport pavement maintenance-management program and it assures that it will use such program for the useful life of any pavement constructed, reconstructed or repaired with Federal financial assistance at the airport. It will provide such reports on pavement condition and pavement management programs as the Secretary determines may be useful.
  12. **Terminal Development Prerequisites.** For projects which include terminal development at a public use airport, as defined in Title 49, it has, on the date of submittal of the project grant request, all the safety equipment required for certification of such airport under section 44706 of Title 49, United States Code, and all the security equipment required by rule or regulation, and has provided for access to the passenger enplaning and deplaning area of such airport to passengers enplaning and deplaning from aircraft other than air carrier aircraft.
  13. **Accounting System, Audit, and Record Keeping Requirements.**
    - a. It shall keep all project accounts and records which fully disclose the amount and disposition by the recipient of the proceeds of the grant, the total cost of the project in connection with which the grant is given or used, and the amount or nature of that portion of the cost of the project supplied by other sources, and such other financial records pertinent to the project. The accounts and records shall be kept in accordance with an accounting system that will facilitate an effective audit in accordance with the Single Audit Act of 1984.
    - b. It shall make available to the Secretary and the Comptroller General of the United States, or any of their duly authorized representatives, for the purpose of audit and examination, any books, documents, papers, and records of the recipient that are pertinent to the grant. The Secretary may require that an appropriate audit be conducted by a



recipient. In any case in which an independent audit is made of the accounts of a sponsor relating to the disposition of the proceeds of a grant or relating to the project in connection with which the grant was given or used, it shall file a certified copy of such audit with the Comptroller General of the United States not later than six (6) months following the close of the fiscal year for which the audit was made.

14. **Minimum Wage Rates.** It shall include, in all contracts in excess of \$2,000 for work on any projects funded under the grant agreement which involve labor, provisions establishing minimum rates of wages, to be predetermined by the Secretary of Labor, in accordance with the Davis-Bacon Act, as amended (40 U.S.C. 276a-276a-5), which contractors shall pay to skilled and unskilled labor, and such minimum rates shall be stated in the invitation for bids and shall be included in proposals or bids for the work.
15. **Veteran's Preference.** It shall include in all contracts for work on any project funded under the grant agreement which involve labor, such provisions as are necessary to insure that, in the employment of labor (except in executive, administrative, and supervisory positions), preference shall be given to Veterans of the Vietnam era and disabled veterans as defined in Section 47112 of Title 49, United States Code. However, this preference shall apply only where the individuals are available and qualified to perform the work to which the employment relates.
16. **Conformity to Plans and Specifications.** It will execute the project subject to plans, specifications, and schedules approved by the Secretary. Such plans, specifications, and schedules shall be submitted to the Secretary prior to commencement of site preparation, construction, or other performance under this grant agreement, and, upon approval of the Secretary, shall be incorporated into this grant agreement. Any modification to the approved plans, specifications, and schedules shall also be subject to approval of the Secretary, and incorporated into the grant agreement.
17. **Construction Inspection and Approval.** It will provide and maintain competent technical supervision at the construction site throughout the project to assure that the work conforms to the plans, specifications, and schedules approved by the Secretary for the project. It shall subject the construction work on any project contained in an approved project APPA to inspection and approval by the Secretary and such work shall be in accordance with regulations and procedures prescribed by the Secretary. Such regulations and procedures shall require such cost and progress reporting by the sponsor or sponsors of such project as the Secretary shall deem necessary.
18. **Planning Projects.** In carrying out planning projects:
  - a. It will execute the project in accordance with the approved program narrative contained in the project APPA or with the modifications similarly approved.
  - b. It will furnish the Secretary with such periodic reports as required pertaining to the planning project and planning work activities.
  - c. It will include in all published material prepared in connection with the planning project a notice that the material was prepared under a grant provided by the United States.
  - d. It will make such material available for examination by the public, and agrees that no material prepared with funds under this project shall be subject to copyright in the United States or any other country.
  - e. It will give the Secretary unrestricted authority to publish, disclose, distribute, and otherwise use any of the material prepared in connection with this grant.
  - f. It will grant the Secretary the right to disapprove the sponsor's employment of specific consultants and their subcontractors to do all or any part of this project as well as the right to disapprove the proposed scope and cost of professional services.
  - g. It will grant the Secretary the right to disapprove the use of the sponsor's employees to do all or any part of the project.
  - h. It understands and agrees that the Secretary's approval of this project grant or the Secretary's approval of any planning material developed as part of this grant does not constitute or imply any assurance or commitment on the part of the Secretary to approve any pending or future request for a Federal airport grant.
19. **Operation and Maintenance.**
  - a. The airport and all facilities which are necessary to serve the aeronautical users of the airport, other than facilities owned or controlled by the United States, shall be operated at all times in a safe and serviceable condition and in accordance with the minimum standards as may be required or prescribed by applicable Federal, state and local agencies for maintenance and operation. It will not cause or permit any activity or action thereon which would interfere with its use for airport purposes. It will suitably operate and maintain the airport and all facilities thereon or connected therewith, with due regard to climatic and flood conditions. Any proposal to temporarily close the airport for non-aeronautical purposes must first be approved by the Secretary.  
  
In furtherance of this assurance, the sponsor will have in effect arrangements for:
    - (1) Operating the airport's aeronautical facilities whenever required;
    - (2) Promptly marking and lighting hazards resulting from airport conditions, including temporary conditions; and
    - (3) Promptly notifying airmen of any condition affecting aeronautical use of the airport.Nothing contained herein shall be construed to require that the airport be operated for aeronautical use during temporary periods when snow, flood or other climatic conditions interfere with such operation and maintenance. Further, nothing herein shall be construed as requiring the maintenance, repair, restoration, or replacement of any structure or facility which is substantially damaged or destroyed due to an act of God or other condition or circumstance beyond the control of the sponsor.
  - b. It will suitably operate and maintain noise compatibility program items that it owns or controls upon which Federal funds have been expended.
20. **Hazard Removal and Mitigation.** It will take appropriate action to assure that such terminal airspace as is required to protect instrument and visual operations to the airport (including established minimum flight altitudes) will be adequately cleared and

protected by removing, lowering, relocating, marking, or lighting or otherwise mitigating existing airport hazards and by preventing the establishment or creation of future airport hazards.

21. **Compatible Land Use.** It will take appropriate action, to the extent reasonable, including the adoption of zoning laws, to restrict the use of land adjacent to or in the immediate vicinity of the airport to activities and purposes compatible with normal airport operations, including landing and takeoff of aircraft. In addition, if the project is for noise compatibility program implementation, it will not cause or permit any change in land use, within its jurisdiction, that will reduce its compatibility, with respect to the airport, of the noise compatibility program measures upon which Federal funds have been expended.
22. **Economic Nondiscrimination.**
- a. It will make the airport available as an airport for public use on reasonable terms and without unjust discrimination to all types, kinds and classes of aeronautical activities, including commercial aeronautical activities offering services to the public at the airport.
  - b. In any agreement, contract, lease, or other arrangement under which a right or privilege at the airport is granted to any person, firm, or corporation to conduct or to engage in any aeronautical activity for furnishing services to the public at the airport, the sponsor will insert and enforce provisions requiring the contractor to-
    - (1) furnish said services on a reasonable, and not unjustly discriminatory, basis to all users thereof, and
    - (2) charge reasonable, and not unjustly discriminatory, prices for each unit or service, provided that the contractor may be allowed to make reasonable and nondiscriminatory discounts, rebates, or other similar types of price reductions to volume purchasers.
  - c. Each fixed-based operator at the airport shall be subject to the same rates, fees, rentals, and other charges as are uniformly applicable to all other fixed-based operators making the same or similar uses of such airport and utilizing the same or similar facilities.
  - d. Each air carrier using such airport shall have the right to service itself or to use any fixed-based operator that is authorized or permitted by the airport to serve any air carrier at such airport.
  - e. Each air carrier using such airport (whether as a tenant, nontenant, or subtenant of another air carrier tenant) shall be subject to such nondiscriminatory and substantially comparable rules, regulations, conditions, rates, fees, rentals, and other charges with respect to facilities directly and substantially related to providing air transportation as are applicable to all such air carriers which make similar use of such airport and utilize similar facilities, subject to reasonable classifications such as tenants or nontenants and signatory carriers and nonsignatory carriers. Classification or status as tenant or signatory shall not be unreasonably withheld by any airport provided an air carrier assumes obligations substantially similar to those already imposed on air carriers in such classification or status.
  - f. It will not exercise or grant any right or privilege which operates to prevent any person, firm, or corporation operating aircraft on the airport from performing any services on its own aircraft with its own employees [including, but not limited to maintenance, repair, and fueling] that it may choose to perform.
  - g. In the event the sponsor itself exercises any of the rights and privileges referred to in this assurance, the services involved will be provided on the same conditions as would apply to the furnishing of such services by commercial aeronautical service providers authorized by the sponsor under these provisions.
  - h. The sponsor may establish such reasonable, and not unjustly discriminatory, conditions to be met by all users of the airport as may be necessary for the safe and efficient operation of the airport.
  - i. The sponsor may prohibit or limit any given type, kind or class of aeronautical use of the airport if such action is necessary for the safe operation of the airport or necessary to serve the civil aviation needs of the public.
23. **Exclusive Rights.** It will permit no exclusive right for the use of the airport by any person providing, or intending to provide, aeronautical services to the public. For purposes of this paragraph, the providing of the services at an airport by a single fixed-based operator shall not be construed as an exclusive right if both of the following apply:
- a. It would be unreasonably costly, burdensome, or impractical for more than one fixed-based operator to provide such services, and
  - b. If allowing more than one fixed-based operator to provide such services would require the reduction of space leased pursuant to an existing agreement between such single fixed-based operator and such airport.
- It further agrees that it will not, either directly or indirectly, grant or permit any person, firm, or corporation, the exclusive right at the airport to conduct any aeronautical activities, including, but not limited to charter flights, pilot training, aircraft rental and sightseeing, aerial photography, crop dusting, aerial advertising and surveying, air carrier operations, aircraft sales and services, sale of aviation petroleum products whether or not conducted in conjunction with other aeronautical activity, repair and maintenance of aircraft, sale of aircraft parts, and any other activities which because of their direct relationship to the operation of aircraft can be regarded as an aeronautical activity, and that it will terminate any exclusive right to conduct an aeronautical activity now existing at such an airport before the grant of any assistance under Title 49, United States Code.
24. **Fee and Rental Structure.** It will maintain a fee and rental structure for the facilities and services at the airport which will make the airport as self-sustaining as possible under the circumstances existing at the particular airport, taking into account such factors as the volume of traffic and economy of collection. No part of the Federal share of an airport development, airport planning or noise compatibility project for which a grant is made under Title 49, United States Code, the Airport and Airway Improvement Act of 1982, the Federal Airport Act or the Airport and Airway Development Act of 1970 shall be included in the rate basis in establishing fees, rates, and charges for users of that airport.
25. **Airport Revenues.**
- a. All revenues generated by the airport and any local taxes on aviation fuel established after December 30, 1987, will be expended by it for the capital or operating costs of the airport; the local airport system; or other local facilities which are owned or operated by the owner or operator of the airport and which are directly and substantially related to the actual air transportation of passengers or property; or for noise mitigation purposes on or off the airport. Provided, however, that if covenants or assurances in debt obligations issued before September 3, 1982, by the owner or operator of the airport, or provisions enacted before September 3, 1982, in governing statutes controlling

- the owner or operator's financing, provide for the use of the revenues from any of the airport owner or operator's facilities, including the airport, to support not only the airport but also the airport owner or operator's general debt obligations or other facilities, then this limitation on the use of all revenues generated by the airport (and, in the case of a public airport, local taxes on aviation fuel) shall not apply.
- b. As part of the annual audit required under the Single Audit Act of 1984, the sponsor will direct that the audit will review, and the resulting audit report will provide an opinion concerning, the use of airport revenue and taxes in paragraph (a), and indicating whether funds paid or transferred to the owner or operator are paid or transferred in a manner consistent with Title 49, United States Code and any other applicable provision of law, including any regulation promulgated by the Secretary or Administrator.
  - c. Any civil penalties or other sanctions will be imposed for violation of this assurance in accordance with the provisions of Section 47107 of Title 49, United States Code.
26. **Reports and Inspections.** It will:
- a. submit to the Secretary such annual or special financial and operations reports as the Secretary may reasonably request and make such reports available to the public; make available to the public at reasonable times and places a report of the airport budget in a format prescribed by the Secretary;
  - b. for airport development projects, make the airport and all airport records and documents affecting the airport, including deeds, leases, operation and use agreements, regulations and other instruments, available for inspection by any duly authorized agent of the Secretary upon reasonable request;
  - c. for noise compatibility program projects, make records and documents relating to the project and continued compliance with the terms, conditions, and assurances of the grant agreement including deeds, leases, agreements, regulations, and other instruments, available for inspection by any duly authorized agent of the Secretary upon reasonable request; and
  - d. in a format and time prescribed by the Secretary, provide to the Secretary and make available to the public following each of its fiscal years, an annual report listing in detail:
    - (i) all amounts paid by the airport to any other unit of government and the purposes for which each such payment was made; and
    - (ii) all services and property provided by the airport to other units of government and the amount of compensation received for provision of each such service and property.
27. **Use by Government Aircraft.** It will make available all of the facilities of the airport developed with Federal financial assistance and all those usable for landing and takeoff of aircraft to the United States for use by Government aircraft in common with other aircraft at all times without charge, except, if the use by Government aircraft is substantial, charge may be made for a reasonable share, proportional to such use, for the cost of operating and maintaining the facilities used. Unless otherwise determined by the Secretary, or otherwise agreed to by the sponsor and the using agency, substantial use of an airport by Government aircraft will be considered to exist when operations of such aircraft are in excess of those which, in the opinion of the Secretary, would unduly interfere with use of the landing areas by other authorized aircraft, or during any calendar month that-
- a. Five (5) or more Government aircraft are regularly based at the airport or on land adjacent thereto; or
  - b. The total number of movements (counting each landing as a movement) of Government aircraft is 300 or more, or the gross accumulative weight of Government aircraft using the airport (the total movement of Government aircraft multiplied by gross weights of such aircraft) is in excess of five million pounds.
28. **Land for Federal Facilities.** It will furnish without cost to the Federal Government for use in connection with any air traffic control or air navigation activities, or weather-reporting and communication activities related to air traffic control, any areas of land or water, or estate therein, or rights in buildings of the sponsor as the Secretary considers necessary or desirable for construction, operation, and maintenance at Federal expense of space or facilities for such purposes. Such areas or any portion thereof will be made available as provided herein within four months after receipt of a written request from the Secretary.
29. **Airport Layout Plan.**
- a. It will keep up to date at all times an airport layout plan of the airport showing (1) boundaries of the airport and all proposed additions thereto, together with the boundaries of all offsite areas owned or controlled by the sponsor for airport purposes and proposed additions thereto; (2) the location and nature of all existing and proposed airport facilities and structures (such as runways, taxiways, aprons, terminal buildings, hangars and roads), including all proposed extensions and reductions of existing airport facilities; and (3) the location of all existing and proposed nonaviation areas and of all existing improvements thereon. Such airport layout plans and each amendment, revision, or modification thereof, shall be subject to the approval of the Secretary which approval shall be evidenced by the signature of a duly authorized representative of the Secretary on the face of the airport layout plan. The sponsor will not make or permit any changes or alterations in the airport or any of its facilities which are not in conformity with the airport layout plan as approved by the Secretary and which might, in the opinion of the Secretary, adversely affect the safety, utility or efficiency of the airport.
  - b. If a change or alteration in the airport or the facilities is made which the Secretary determines adversely affects the safety, utility, or efficiency of any federally owned, leased, or funded property on or off the airport and which is not in conformity with the airport layout plan as approved by the Secretary, the owner or operator will, if requested, by the Secretary (1) eliminate such adverse effect in a manner approved by the Secretary; or (2) bear all costs of relocating such property (or replacement thereof) to a site acceptable to the Secretary and all costs of restoring such property (or replacement thereof) to the level of safety, utility, efficiency, and cost of operation existing before the unapproved change in the airport or its facilities.
30. **Civil Rights.** It will comply with such rules as are promulgated to assure that no person shall, on the grounds of race, creed, color, national origin, sex, age, or handicap be excluded from participating in any activity conducted with or benefiting from funds received from this grant. This assurance obligates the sponsor for the period during which Federal financial assistance is extended to the program, except where Federal financial assistance is to provide, or is in the form of personal property or real property or interest therein or structures or improvements thereon in which case the assurance obligates the sponsor or any

transferee for the longer of the following periods: (a) the period during which the property is used for a purpose for which Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits, or (b) the period during which the sponsor retains ownership or possession of the property.

- 31. Disposal of Land.**
- a. For land purchased under a grant for airport noise compatibility purposes, it will dispose of the land, when the land is no longer needed for such purposes, at fair market value, at the earliest practicable time. That portion of the proceeds of such disposition which is proportionate to the United States' share of acquisition of such land will, at the discretion of the Secretary, 1) be paid to the Secretary for deposit in the Trust Fund, or 2) be reinvested in an approved noise compatibility project as prescribed by the Secretary.
  - b. (1) For land purchased under a grant for airport development purposes (other than noise compatibility), it will, when the land is no longer needed for airport purposes, dispose of such land at fair market value or make available to the Secretary an amount equal to the United States' proportionate share of the fair market value of the land. That portion of the proceeds of such disposition which is proportionate to the United States' share of the cost of acquisition of such land will, (a) upon application to the Secretary, be reinvested in another eligible airport improvement project or projects approved by the Secretary at that airport or within the national airport system, or (b) be paid to the Secretary for deposit in the Trust Fund if no eligible project exists.  
(2) Land shall be considered to be needed for airport purposes under this assurance if (a) it may be needed for aeronautical purposes (including runway protection zones) or serve as noise buffer land, and (b) the revenue from interim uses of such land contributes to the financial self-sufficiency of the airport. Further, land purchased with a grant received by an airport operator or owner before December 31, 1987, will be considered to be needed for airport purposes if the Secretary or Federal agency making such grant before December 31, 1987, was notified by the operator or owner of the uses of such land, did not object to such use, and the land continues to be used for that purpose, such use having commenced no later than December 15, 1989.
  - c. Disposition of such land under (a) or (b) will be subject to the retention or reservation of any interest or right therein necessary to ensure that such land will only be used for purposes which are compatible with noise levels associated with operation of the airport.
- 32. Engineering and Design Services.** It will award each contract, or sub-contract for program management, construction management, planning studies, feasibility studies, architectural services, preliminary engineering, design, engineering, surveying, mapping or related services with respect to the project in the same manner as a contract for architectural and engineering services is negotiated under Title IX of the Federal Property and Administrative Services Act of 1949 or an equivalent qualifications-based requirement prescribed for or by the sponsor of the airport.
- 33. Foreign Market Restrictions.** It will not allow funds provided under this grant to be used to fund any project which uses any product or service of a foreign country during the period in which such foreign country is listed by the United States Trade Representative as denying fair and equitable market opportunities for products and suppliers of the United States in procurement and construction.
- 34. Policies, Standards, and Specifications.** It will carry out the project in accordance with policies, standards, and specifications approved by the Secretary including but not limited to the advisory circulars listed in the Current FAA Advisory Circulars for AIP projects, dated 7/1/99 and included in this grant, and in accordance with applicable state policies, standards, and specifications approved by the Secretary.
- 35. Relocation and Real Property Acquisition.** (1) It will be guided in acquiring real property, to the greatest extent practicable under State law, by the land acquisition policies in Subpart B of 49 CFR Part 24 and will pay or reimburse property owners for necessary expenses as specified in Subpart B. (2) It will provide a relocation assistance program offering the services described in Subpart C and fair and reasonable relocation payments and assistance to displaced persons as required in Subpart D and E of 49 CFR Part 24. (3) It will make available within a reasonable period of time prior to displacement, comparable replacement dwellings to displaced persons in accordance with Subpart E of 49 CFR Part 24.
- 36. Access By Intercity Buses.** The airport owner or operator will permit, to the maximum extent practicable, intercity buses or other modes of transportation to have access to the airport, however, it has no obligation to fund special facilities for intercity buses or for other modes of transportation.
- 37. Disadvantaged Business Enterprises.** The recipient shall not discriminate on the basis of race, color, national origin or sex in the award and performance of any DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR Part 26. The Recipient shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure non discrimination in the award and administration of DOT-assisted contracts. The recipient's DBE program, as required by 49 CFR Part 26, and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the recipient of its failure to carry out its approved program, the Department may impose sanctions as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801).

**CURRENT FAA ADVISORY CIRCULARS FOR AIP/PFC PROJECTS**

Updated on: 7/1/99

The following apply to both AIP and PFC Projects

**NUMBER**

70/7460-1J  
150/5000-13

150/5100-14C  
150/5200-30A, CHG 1 & 2  
150/5200-33

**TITLE**

Obstruction Marking and Lighting  
Announcement of Availability—RTCA Inc., Document RTCA-221, Guidance and Recommended Requirements for Airport Surface Movement Sensors  
Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects  
Airport Winter Safety and Operations  
Hazardous Wildlife Attractants On or Near Airports

150/5210-5B	Painting, Marking and Lighting of Vehicles Used on an Airport
150/5210-7B	Aircraft Fire and Rescue Communications
150/5210-13A	Water Rescue Plans, Facilities, and Equipment
150/5210-14A	Airport Fire and Rescue Personnel Protective Clothing
150/5210-15	Airport Rescue & Firefighting Station Building Design
150/5210-18	Systems for Interactive Training of Airport Personnel
150/5210-19	Driver's Enhanced Vision System (DEVIS)
150/5220-4B	Water Supply Systems for Aircraft Fire and Rescue Protection
150/5220-10B	Guide Specification for Water/Foam Type Aircraft Rescue and Firefighting Vehicles
150/5220-13B	Runway Surface Condition Sensor Specification Guide
150/5220-16B	Automated Weather Observing Systems for NonFederal Applications
150/5220-17A	Design Standards for Aircraft Rescue Firefighting Training Facilities
150/5220-18	Buildings for Storage and Maintenance of Airport Snow and Ice Control Equipment and Materials
150/5220-19	Guide Specification for Small, Dual-Agent Aircraft Rescue and Firefighting Vehicles
150/5220-20, CHG 1	Airport Snow and Ice Control Equipment
150/5220-21A	Guide Specification for Lifts Used to Board Airline Passengers With Mobility Impairments
150/5300-13, CHG 1, 2, 3, 4, 5	Airport Design
150/5300-14	Design of Aircraft Deicing Facilities
150/5300-15	Use of Value Engineering for Engineering Design of Airport Grant Projects
150/5320-5B	Airport Drainage
150/5320-6D	Airport Pavement Design and Evaluation
150/5320-12C	Measurement, Construction, and Maintenance of Skid Resistant Airport Pavement Surfaces
150/5320-14	Airport Landscaping for Noise Control Purposes
150/5320-16	Airport Pavement Design for the Boeing 777 Airplane
150/5325-4A, CHG 1	Runway Length Requirements for Airport Design
150/5340-1G	Standards for Airport Markings
150/5340-4C, CHG 1 & 2	Installation Details for Runway Centerline Touchdown Zone Lighting Systems
150/5340-5B, CHG 1	Segmented Circle Airport Marker System
150/5340-14B, CHG 1 & 2	Economy Approach Lighting Aids
150/5340-17B	Standby Power for Non-FAA Airport Lighting Systems
150/5340-18C, CHG 1	Standards for Airport Sign Systems
150/5340-19	Taxiway Centerline Lighting System
150/5340-21	Airport Miscellaneous Lighting Visual Aids
150/5340-23B	Supplemental Wind Cones
150/5340-24, CHG 1	Runway and Taxiway Edge Lighting System
150/5340-27A	Air-to-Ground Radio Control of Airport Lighting Systems
150/5345-3D	Specification for L821 Panels for Remote Control of Airport Lighting
150/5345-5A	Circuit Selector Switch
150/5345-7D, CHG 1	Specification for L824 Underground Electrical Cable for Airport Lighting Circuits
150/5345-10E	Specification for Constant Current Regulators Regulator Monitors
150/5345-12C	Specification for Airport and Heliport Beacon
150/5345-13A	Specification for L841 Auxiliary Relay Cabinet Assembly for Pilot Control of Airport Lighting Circuits
150/5345-26B, CHG 1 & 2	Specification for L823 Plug and Receptacle, Cable Connectors
150/5345-27C	Specification for Wind Cone Assemblies
150/5345-28D, CHG 1	Precision Approach Path Indicator (PAPI) Systems
150/5345-39B, CHG 1	FAA Specification L853, Runway and Taxiway Centerline Retroreflective Markers
150/5345-42C, CHG 1	Specification for Airport Light Bases, Transformer Housings, Junction Boxes and Accessories
150/5345-43E	Specification for Obstruction Lighting Equipment
150/5345-44F, CHG 1	Specification for Taxiway and Runway Signs
150/5345-45A	Lightweight Approach Light Structure
150/5345-46A	Specification for Runway and Taxiway Light Fixtures
150/5345-47A	Isolation Transformers for Airport Lighting Systems
150/5345-49A	Specification L854, Radio Control Equipment
150/5345-50, CHG 1	Specification for Portable Runway Lights
150/5345-51, CHG 1	Specification for Discharge-Type Flasher Equipment
150/5345-52	Generic Visual Glideslope Indicators (GVGI)
150/5345-53A, (including addendum)	Airport Lighting Equipment Certification Program
150/5360-9	Planning and Design of Airport Terminal Facilities at NonHub Locations
150/5360-12A	Airport Signing & Graphics
150/5360-13, CHG 1	Planning and Design Guidance for Airport Terminal Facilities
150/5370-2C	Operational Safety on Airports During Construction
150/5370-6B	Construction Progress and Inspection Report-Airport Grant Program
150/5370-10A CHG 1, 2, 3, 4, 5, 6, 7, 8, 9	Standards for Specifying Construction of Airports
150/5370-11, CHG 1	Use of Nondestructive Testing Devices in the Evaluation of Airport Pavements
150/5370-12	Quality Control of Construction for Airport Grant Projects

150/5390-2A  
150/5390-3

Heliport Design  
Vertiport Design

ATTACHMENT C

**CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS**

- A. The grantee certifies that it will or will continue to provide a drug-free workplace by:
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
  - (b) Establishing an ongoing drug-free awareness program to inform employees about-
    - (1) The dangers of drug abuse in the workplace;
    - (2) The grantee's policy of maintaining a drug-free workplace;
    - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
    - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
  - (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
  - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will-
    - (1) Abide by the terms of the statement; and
    - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
  - (e) Notifying the agency in writing, within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notices shall include the identification number(s) of each affected grant;
  - (f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted-
    - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
    - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
  - (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

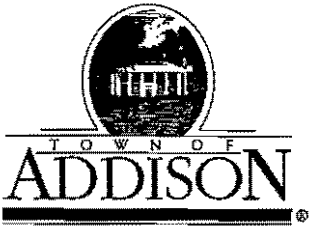
Place of Performance (Street address, city, county, state, zip code)

5300 Belt Line Road  
Addison, Dallas County, Texas  
75001

Check  if there are workplaces on file that are not identified here.

Signed: Ron Whitehead Dated: 11-26-01

Ron Whitehead, City Manager  
Typed Name and Title of Sponsor Representative



**Public Works / Engineering**

16801 Westgrove • P.O. Box 9010

Addison, Texas 75001

Telephone: (972) 450-2871 • Fax: (972) 450-2837

**LETTER OF TRANSMITTAL**

DATE	11-27-01	JOB NO.
ATTENTION		
RE:	Addison Airport	
	0118 ADDON	
	AP ADDISON 4	

TO Allison Martin  
TX DOT Aviation Division  
Austin, TX

**GENTLEMAN:**

**WE ARE SENDING YOU**

- Attached
- Under separate cover via \_\_\_\_\_ the following items:
- Shop Drawings
- Prints
- Plans
- Samples
- Specifications
- Copy of letter
- Change order
- \_\_\_\_\_

COPIES	DATE	NO.	DESCRIPTION
2			Airport Participation Agreement for Airport Master Plan Update with Original Signatures

**THESE ARE TRANSMITTED as checked below:**

- For approval
- For your use
- As requested
- For review and comment
- FOR BIDS DUE \_\_\_\_\_ 19\_\_\_\_
- Approved as submitted
- Approved as noted
- Returned for corrections
- \_\_\_\_\_
- Resubmit \_\_\_\_\_ copies for approval
- Submit \_\_\_\_\_ copies for distribution
- Return \_\_\_\_\_ corrected prints
- PRINTS RETURNED AFTER LOAN TO US

**REMARKS** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

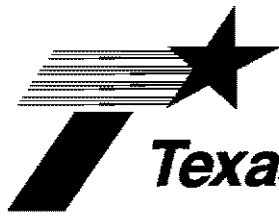
\_\_\_\_\_

**COPY TO** \_\_\_\_\_

**SIGNED:** J. Pierce

*If enclosures are not as noted, please notify us at once.*





# Texas Department of Transportation

AVIATION DIVISION

125 E. 11TH STREET • AUSTIN, TEXAS 78701-2483 • 512/416-4500 • FAX 512/416-4510

November 13, 2001

Mr. Michael Murphy  
Director of Public Works, Town of Addison  
16801 Westgrove Drive  
Addison, Texas 75001

TxDOT CSJ No.: 0118ADDON  
Fund Source: 4002000006  
Project No. : AP ADDISON 4

Dear Mr. Murphy:

Enclosed are several documents that must be completed by the Town of Addison in order to initiate the airport development project for the Addison Municipal Airport. Please review the instructions in this transmittal letter for completing the documents **and return the documents not later than November 28, 2001**. We are most pleased to provide any assistance possible to help complete this project in a timely manner.

Enclosed are two copies of the Airport Project Participation Agreement (APPA) between the Town of Addison, as airport sponsor, and the Texas Department of Transportation, Aviation Division, as your agent for this project.

We request that you proceed as expeditiously as possible to execute the Agreement and complete the certifications. It will be necessary for your attorney to endorse your acceptance of the Agreement to assure that it has been accepted in accordance with local laws. Both copies of the Agreement should have original signatures for acceptance. Please return both copies of the fully signed Agreements to the Aviation Division. We will return an executed copy to you for your records.

Texas Department of Transportation - Aviation Division  
125 E. 11th St.  
Austin, Texas 78701-2483.

The sponsor's share of the negotiated airport master plan project costs is \$80,000.00. Please remit payment to the address as follows by November 28, 2001:

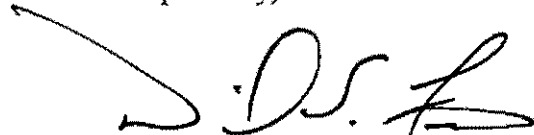
Texas Department of Transportation  
P.O. Box 5020  
Austin, Texas 78763.

Attn.: Diana Ruiz

Mr. Michael Murphy  
November 13, 2001  
Page Two

If you have questions concerning the enclosed documents, please contact **Allison Martin** at 1-800-687-4568. The Texas Department of Transportation looks forward to working with you on this important project for your community.

Respectfully,

A handwritten signature in black ink, appearing to read "D.S. Fulton", with a long, sweeping underline that extends to the left.

David S. Fulton  
Director

cc: Mr. Jay R. Nelson

am

**TOWN OF ADDISON  
PAYMENT AUTHORIZATION MEMO**

DATE: 11-20-01

Claim # \_\_\_\_\_

Check \$ 80,000.00

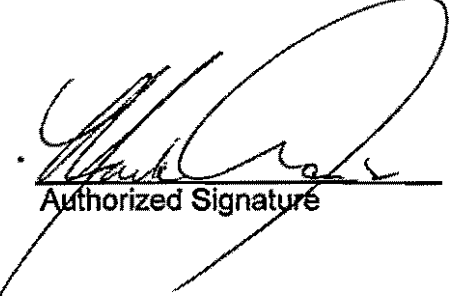
Vendor No. \_\_\_\_\_  
 Vendor Name Texas Department of Transportation  
 Address P.O. Box 5020  
 Address Austin  
 Address Texas  
 Zip Code 78763

Attn: Diana Ruiz

INVOICE # OR DESCRIPTION	FUND	DEPT	OBJ	PROJ	SAC	AMOUNT
	(00)	(000)	(00000)	(00000)	(000)	(\$000,000.00)
<u>11/13/01 Letter</u>	<u>12</u>	<u>625</u>	<u>56570</u>	<u>54201</u>		<u>15,000.00</u>
<u>"</u>	<u>12</u>	<u>623</u>	<u>56040</u>	<u>64300</u>		<u>65,000.00</u>

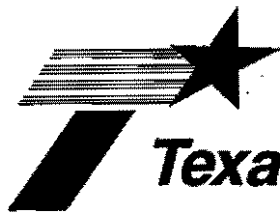
TOTAL \$80,000.00

EXPLANATION Town's share of cost for the Airport Master Plan Update (\$150,000 Tx DOT + \$80,000 Town = \$230,000 Total Cost). Letter of 11/13/01 from Tx DOT requesting payment attached. Resolution R01-024 stating \$80,000.00 in Town funds is available also attached.

  
 Authorized Signature

*check mailed  
12-4-01*

Finance \_\_\_\_\_



# Texas Department of Transportation

AVIATION DIVISION

125 E. 11TH STREET • AUSTIN, TEXAS 78701-2483 • 512/416-4500 • FAX 512/416-4510

November 13, 2001

Mr. Michael Murphy  
Director of Public Works, Town of Addison  
16801 Westgrove Drive  
Addison, Texas 75001

TxDOT CSJ No.: 0118ADDON  
Fund Source: 4002000006  
Project No. : AP ADDISON 4

Dear Mr. Murphy:

Enclosed are several documents that must be completed by the Town of Addison in order to initiate the airport development project for the Addison Municipal Airport. Please review the instructions in this transmittal letter for completing the documents and **return the documents not later than November 28, 2001**. We are most pleased to provide any assistance possible to help complete this project in a timely manner.

Enclosed are two copies of the Airport Project Participation Agreement (APPA) between the Town of Addison, as airport sponsor, and the Texas Department of Transportation, Aviation Division, as your agent for this project.

We request that you proceed as expeditiously as possible to execute the Agreement and complete the certifications. It will be necessary for your attorney to endorse your acceptance of the Agreement to assure that it has been accepted in accordance with local laws. Both copies of the Agreement should have original signatures for acceptance. Please return both copies of the fully signed Agreements to the Aviation Division. We will return an executed copy to you for your records.

Texas Department of Transportation - Aviation Division  
125 E. 11th St.  
Austin, Texas 78701-2483.

The sponsor's share of the negotiated airport master plan project costs is \$80,000.00. Please remit payment to the address as follows by November 28, 2001:

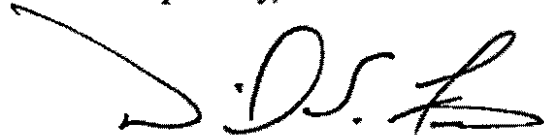
Texas Department of Transportation  
P.O. Box 5020  
Austin, Texas 78763.

Attn.: Diana Ruiz

Mr. Michael Murphy  
November 13, 2001  
Page Two

If you have questions concerning the enclosed documents, please contact Allison Martin at 1-800-687-4568. The Texas Department of Transportation looks forward to working with you on this important project for your community.

Respectfully,

A handwritten signature in black ink, appearing to read "D.S. Fulton", with a long, sweeping underline that extends to the left.

David S. Fulton  
Director

cc: Mr. Jay R. Nelson

am



Post Office Box 9010

Addison, Texas 75001-9010

5300 Belt Line Road

(972) 450-7000  
FAX (972) 450-7043

Jim,  
Mailed out  
4-17-01.

Bill

**TO WHOM IT MAY CONCERN**

Please be advised that the attached document is a true and correct copy of Resolution No. R01-024, duly passed by the Addison City Council on the 10th day of April, 2001.

Duly certified by Carmen Moran, City Secretary for the Town of Addison on the 17th day of April, 2001.

  
City Secretary

ATTEST:

SEAL

**RESOLUTION NO. R01-024**

**A RESOLUTION BY THE CITY COUNCIL OF THE TOWN OF ADDISON,  
TEXAS, AUTHORIZING THE USE OF FEDERAL FUNDS FOR A MASTER  
PLAN UPDATE FOR ADDISON AIRPORT AND DIRECTING THE CITY  
MANAGER TO EXECUTE THE AGREEMENTS WITH THE TEXAS  
DEPARTMENT OF TRANSPORTATION.**

**WHEREAS, the TOWN OF ADDISON intends to make certain  
improvements to the Addison Airport; and**

**WHEREAS, the general description of the project is described as: Master  
Plan Update; and**

**WHEREAS, the TOWN OF ADDISON is currently eligible for federal Non-  
Primary Entitlement of \$150,000; and**

**WHEREAS, the total project cost is estimated to be \$230,000; and**

**WHEREAS, the TOWN OF ADDISON has available and will provide up to  
\$80,000 of the project costs with local Airport funds, and understands that the  
above mentioned entitlement funds cannot be increased;**

**NOW, THEREFORE, BE IT RESOLVED, that the TOWN OF ADDISON  
hereby requests federal Non-Primary Entitlement funds from the Texas  
Department of Transportation for these improvements;**


AND, BE IT FURTHER RESOLVED, that the TOWN OF ADDISON hereby directs the City Manager to execute on behalf of the TOWN OF ADDISON, at the appropriate time, and with the appropriate authorizations of this governing body, all contracts and agreements with the Texas Department of Transportation, and such other parties as shall be necessary and appropriate for the implementation of the improvements to the Addison Airport.

DULY PASSED BY THE CITY COUNCIL OF THE TOWN OF ADDISON, TEXAS, this the 10<sup>th</sup> day of April, 2001.



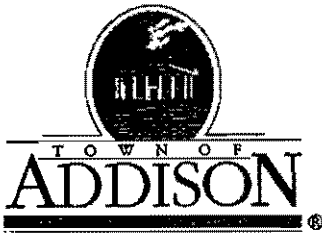
Mayor

ATTEST:



City Secretary





Post Office Box 9010

Addison, Texas 75001-9010

5300 Belt Line Road

(972) 450-7000  
FAX (972) 450-7043


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DULY PASSED BY THE CITY COUNCIL OF THE TOWN OF ADDISON, TEXAS, this the 10<sup>th</sup> day of April, 2001.



Mayor

ATTEST:



City Secretary



**Public Works / Engineering**

16801 Westgrove • P.O. Box 9010

Addison, Texas 75001-9010

Telephone: (972) 450-2871 • Fax: (972) 450-2837

**LETTER OF TRANSMITTAL**

DATE	11-14-01	JOB NO.	
ATTENTION			
RE:	Airport Master Plan Update		

TO Ken Dippel  
Carol St. Thompson

**GENTLEMAN:**

**WE ARE SENDING YOU**

Shop Drawings

Copy of letter

Attached

Prints

Change order

Under separate cover via \_\_\_\_\_ the following items:

Plans

Samples

Specifications

\_\_\_\_\_

COPIES	DATE	NO.	DESCRIPTION
1			Airport Participation Agreement w Letter
1			Resolution R01-024

**THESE ARE TRANSMITTED as checked below:**

For approval

For your use

As requested

For review and comment

FOR BIDS DUE \_\_\_\_\_ 19\_\_\_\_

Approved as submitted

Approved as noted

Returned for corrections

\_\_\_\_\_

Resubmit \_\_\_\_\_ copies for approval

Submit \_\_\_\_\_ copies for distribution

Return \_\_\_\_\_ corrected prints

PRINTS RETURNED AFTER LOAN TO US

**REMARKS** The agreement will need your signature.  
Please review. Resolution authorizing funding  
and City Mgr signature attached. Looks Ok  
to me. Please call

**COPY TO** \_\_\_\_\_

**SIGNED:** Jim Price