

AIRPORT ESA UPDATION / CDM

CONSENT AGENDA

#2a - Approval of the Minutes for the October 24, 2000, Council Meeting.

approved
#2b - Consideration of a Resolution authorizing the City Manager to enter into an agreement in the amount of \$18,000.00 with Camp Dresser & McKee (CDM) for Addison Airport Phase I Environmental Site Assessment Update.

#2c - Consideration of a Resolution authorizing the City Manager to enter into an agreement in an amount not to exceed \$173,965.90 with Houston-Galveston Area Council (HGAC) to purchase one ambulance and five Ford Taurus sedans.

#2d - Consideration of a Resolution authorizing the City Manager to enter into a license agreement with TXU to allow 8' high pedestrian trail lights to be installed in the Easement Park.

#2e - Award of bid in the amount of \$34,669.68 to Andrews Building Services for custodial services for Addison buildings for one year with options for two one year extensions.

#2f - Consideration of a Resolution authorizing the City Manager to approve an entertainment expenditure.

**TOWN OF ADDISON
PAYMENT AUTHORIZATION MEMO**

DATE: 10/16/01

Claim # _____

Check \$ 900.00

Vendor No. _____
 Vendor Name Camp Dresser & McKee Inc.
 Address P.O. Box 74594
 Address Dept. No. 44
 Address Chicago, IL
 Zip Code 60690

| INVOICE # OR DESCRIPTION | FUND | DEPT | OBJ | PROJ | SAC | AMOUNT |
|--------------------------|------|-------|---------|---------|-------|----------------|
| | (00) | (000) | (00000) | (00000) | (000) | (\$000,000.00) |
| 80089201 / 2 REVISED | 12 | 620 | 56570 | | | \$ 900.00 |
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| | | | | | | |

TOTAL \$ 900.00

EXPLANATION Update of Limited Phase 1 Environmental
Site Assessment for Addison Airport
Project Complete - Final Payment


 Authorized Signature

 Finance

CDM Camp Dresser & McKee Inc.

consulting
engineering
construction
operations

One Glen Lakes
8140 Walnut Hill Lane, Suite 1000
Dallas, Texas 75231
Tel: 214 346-2800 Fax: 214 987-2017

ADDISON, TX 10551
JAMES PIERCE
PROJECT MANAGER
PUBLIC WORKS/ENGINEERING
16801 WESTGROVE
ADDISON, TX 75001-9010

INVOICE

Please Remit To:

P.O. BOX 74594
DEPARTMENT NO. 44
CHICAGO, IL 60690

MARCH 29, 2001

INVOICE NUMBER: 80089201/2 -- Revised
PROJECT NUMBER: 31553

Amount Due
This Invoice:

~~\$4,500.00~~
\$900.00

PLEASE INCLUDE INVOICE NUMBER ON ALL CORRESPONDENCE

This is to invoice for Professional Engineering Services in accordance with the proposal dated November 6, 2000 between Camp Dresser & McKee, Inc. and the Town of Addison for the Update Limited Phase I Environmental Site Assessment of Addison Airport.

Services from December 31, 2000 through March 17, 2001.

| | |
|--|-----------------------------------|
| Lump Sum Amount: \$ | 18,000.00 |
| Percent Complete: | 100.00% |
| Billed ITD: \$ | 18,000.00 |
| Less Previously ^{paid} Invoiced: \$ | 13,500.00 \$ 17,100.00 |
| Amount Due: \$ | 4,500.00 \$ 900.00 |

Total: \$ ~~4,500.00~~ \$ 900.00

Upper Limit: \$ 18,000.00
Billed to Date: \$ 18,000.00
Dollars Remaining: \$ 0.00

Project Complete
OK to pay
Jeffrey
10-16-01

CDM Fax

CDM Camp Dresser & McKee Inc.

2021 LAKESHORE DRIVE, SUITE 110
NEW ORLEANS, LA 70122
Telephone: 504-832-7272
Fax: 504-832-7282

| | | | |
|--|-------------------------|--------|-----------------|
| To: | <i>Mr. Jim Perce</i> | From: | MOONYEEN HOOPER |
| Organization: | CDM | Date: | <i>10-16-01</i> |
| Fax No.: | <i>972-450-2837</i> | Time: | |
| Re: | <i>Past Due Balance</i> | Job #: | |
| # of Pages: (including cover sheet) | <i>2</i> | | |

• Message:

Mr. Perce, here is the last invoice that was sent. It was shortpaid by \$900 pending receipt of revised final report.

Per our conversation, the report has been finalized and accepted.

Please advise when payment will be processed.

Thanks.



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 | 9/21/01 | JOB NO. |
| ATTENTION | | |
| RE: | Airport Environmental Assessment Update | |
| | | |
| | | |
| | | |
| | | |

TO Dave Pearce

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 |
|--------|------|-----|---|
| 5 | | | Phase I Environmental Assessment Update - Addison Airport - Aug. 2001 Prepared by CDM |
| | | | |
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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 Chris Terry
Mark Acevedo (with copy)

SIGNED: J Pearce

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

Jim Pierce

From: Jim Pierce
Sent: Wednesday, July 11, 2001 10:25 AM
To: David Pearce (E-mail)
Cc: Chris Terry; Mark Acevedo
Subject: Airport Environmental Assessment Update

CDM has called and requested final comments on the report so they can finalize it, close out the project and receive final payment. Please let me have your comments as soon as possible. Thanks,

Jim Pierce, P.E.
Assistant Public Works Director
PO Box 9010
Addison, TX 75001-9010
972-450-2879

Jim Pierce

From: Chris Terry
Sent: Monday, June 11, 2001 2:37 PM
To: Jim Pierce
Cc: Mark Acevedo
Subject: RE: Airport Fuel Farm Phase II Environmental Assessment

Jim,

Mark seemed to indicate to me that this should be completed prior to October so we may have to go ahead with it as a mid-year budget adjustment. Please confirm this with Mark.

Chris

-----Original Message-----

From: Jim Pierce
Sent: Monday, June 11, 2001 9:37 AM
To: Randy Moravec
Cc: Bryan Langley; Chris Terry; Michael Murphy; Mark Acevedo
Subject: Airport Fuel Farm Phase II Environmental Assessment

Randy: Is there still time to get a mid-year budget adjustment of \$40,000 to do the above? If not, is there some other way it can be funded? We really would like to move ahead on this project. Please advise. Thanks, Jim.

Jim Pierce, P.E.
Assistant Public Works Director
PO Box 9010
Addison, TX 75001-9010
972-450-2879

Bot Owens

5-21-01

Did no sampling -
Action Plan

Provided Guidance

Engr Science & Tech

EAT did Tank farm Sampling

Everything closed

Wells need to be plugged

Todd Frazee

972-484-1420

Worked on 2 LPST cases -

6 or 7 LPST cases -

Tx Pro Air - Tanks Removed
Late 80's

LPST - just sat
Bank had foreclosed on Tx Pro Air
Recd closure last year

#2 - 12 Tank Battery AATI leased &
Sub leased.

The only thing left is to plug wells on
case #2

CDM Camp Dresser & McKee Inc.

consulting
engineering
construction
operations

One Glen Lakes
8140 Walnut Hill Lane, Suite 1000
Dallas, Texas 75231
Tel: 214 346-2800 Fax: 214 987-2017

May 16, 2001

Mr. Jim Pierce, P.E.
Assistant Public Works Director
Town of Addison
16801 Westgrove Drive
P.O. Box 9010
Addison, Texas 75001-9010

Re: Phase I Environmental Assessment Update
Addison Airport

Dear Mr. Pierce:

Thank you for allowing me the opportunity to attend the meeting yesterday between the Town of Addison and Washington Group. The meeting was informative and allowed me to gain a better understanding of the relationship that exists between the Town of Addison, Washington Group, and the former lessee.

Based on discussions during the meeting, the call to action appears to be mutual between the parties involved. Once the Phase I Environmental Site Assessment has been finalized, a subsurface investigation should be performed to determine the extent of contamination in the tank farm area. At that point, a decision should be made as to which Texas Natural Resource Conservation Commission (TNRCC) program the "site" should be entered into. Each program has the potential to benefit different objectives of the Town of Addison, and Camp Dresser & McKee (CDM) has extensive experience negotiating and reporting in each program.

I would welcome the opportunity to meet with you again to discuss your comments on the Phase I and provide a proposal and workplan for future subsurface investigation activities. In addition, CDM can provide an evaluation as to which TNRCC program would best meet the short-term and long-term objectives of the Town of Addison.

Thank you again for your time, and please do not hesitate to call me with any questions or concerns you may have.

Sincerely,
CAMP DRESSER & MCKEE INC.



Charles Summers
Project Manager/TNRCC CAPM 1316

c: Mark Acevedo

Airport Env. Assess. Update 5-15-01
Charlie Summons, Mark Dore P. J.P. Sam
Lundgren, Paul Wild

The EAS update does not establish a baseline
How do we close out the report?

Next Step?

Sam read from the 98 Ex Summary.

Tank liability issues? Who should clean up?

Who is liable? Tanks are registered by operators
Last Sept, Mark paid TWCC annual fees for the tanks
Fuel Certificates needed - Do they have them?
Moving quickly will be difficult (on cleanup).

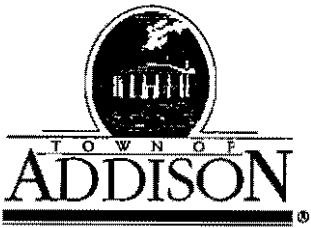
* J.P. Contact Sam's Env. Consultant for results
of their work. (Environmental Innovations, LLC.

Robert Owens 972-966-2523

Abandoned tanks need to be removed

Summary: D. Pearce will send comments on
the update & recommend that the recommendations
be implemented. Especially with the fuel farm.

We need to go ahead with the fuel farm
Phase 2.



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 | 5-8-01 | JOB NO. |
| ATTENTION | | |
| RE: | Addison Airport | |
| | | |
| | | |
| | | |
| | | |
| | | |

TO Dave Pearce
Washington/ Staubach

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 | 2/98 | | Phase I Environmental Assessment for Addison Airport prepared by CDM |
| 1 | 2/98 | | Appendix J, Site Photographs (Separate binder) |
| | | | |
| | | | |
| | | | |

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- Submit _____ copies for distribution
- Return _____ corrected prints
- PRINTS RETURNED AFTER LOAN TO US

REMARKS _____

COPY TO Mark Acevedo

SIGNED: [Signature]

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

Jim Pierce

From: David_Pearce@staubach.com
Sent: Tuesday, May 08, 2001 9:25 AM
To: cterry@ci.addison.tx.us
Cc: jhill@cowlesthompson.com; jpierce@ci.addison.tx.us; macevedo@ci.addison.tx.us; rmoravec@ci.addison.tx.us
Subject: Re: PHASE I UPDATE REVIEW AND COMMENT

I just sent an email requesting the Phase I Environmental Assessment accomplished by Camp Dresser & McKee which was dated February 1998. (listed below) I must have the report and ample time to review it before comments can be made. As soon as I receive the 1998 report I will proceed.
Thanks
Dave

Mark,
I am still in need of the Throughout the current draft update, there are references to the 1998 report. I can not make comments to the draft update until given ample time to review of the 1998 report. Do you have a copy or can you steer me to where I can get one?
Let me know when or where to acquire it.
Thanks!
Dave

Jim Pierce

From: Chris Terry
Sent: Tuesday, May 08, 2001 9:04 AM
To: 'David_Pearce@staubach.com'
Cc: Mark Acevedo; Jim Pierce; Randy Moravec; 'jhill@cowlesthompson.com'
Subject: PHASE I UPDATE REVIEW AND COMMENT

Dave,

I received a copy of your e-mail regarding the environmental assessment and your concerns that the Phase I Update does not adequately address the condition of the existing fuel farm. I think it is important that we receive your final review and comment on the Phase I Update before we proceed further. As you know, this study is still in draft form and if there are areas that need further analysis I believe we can raise such issues with CDM before their final product is submitted. Please coordinate this with Mark and Jim Pierce. If you could have this review and comment to Mark or Jim by next Tuesday, 5/15/01 we can then sit down and discuss it more thoroughly.

Thanks.

Jim Pierce

From: Chris Terry
Sent: Tuesday, May 08, 2001 8:38 AM
To: Jim Pierce; Mark Acevedo; Michael Murphy; Randy Moravec; 'jhill@cowlesthompson.com'
Cc: Ron Whitehead
Subject: FW: Underground Fuel Tanks

FYI -

I would like to meet with the five of you to recap this issue and make sure we are all on the same page. Mark, please set up a meeting for us before the end of the week.

Thanks.

-----Original Message-----

From: David_Pearce@staubach.com [mailto:David_Pearce@staubach.com]
Sent: Monday, May 07, 2001 6:47 PM
To: macevedo@ci.addison.tx.us
Cc: cterry@ci.addison.tx.us; jhill@cowlesthompson.com
Subject: Underground Fuel Tanks

Mark,

Per request, I will be contacting Sam Lundgren and Paul Wild to gather some tentative dates that they could meet with Camp Dresser & McKee here at Addison. In reviewing this request however, I am not sure if we have a definitive meeting objective. I thought it might help to recap some of the history surrounding this area and perhaps you can fill in the blanks before we have such a meeting.

As I understand it, a baseline of the Fuel Farm condition was requested by the Town prior to Washington/Staubach taking over the Management of this area. There was a Phase I Environmental Assessment accomplished by Camp Dresser & McKee which was dated February 1998, but nothing after that date that would address the Fuel Farm condition. A Phase I Environmental Update was then requested and Camp Dresser & McKee was contracted to accomplish this assessment.

I arrived in December 2000 and voiced a concern about the condition of the fuel farm. It was pretty much understood that we all knew there was some issues surrounding the fuel farm but know one really knew the depth of the problem. None-the-less, we were able to acquire temporary pollution liability insurance while waiting for the Camp Dresser & McKee Phase I Environmental Assessment. That Phase I Update report was submitted to the Town in February 1, 2001 in draft form.

The report highlighted a number of environmental concerns. I was requested to comment on the report but was finding it difficult to define the magnitude of the deficiencies identified. During my review a copy of the report was sent to Terry Payne & Co., Inc. Washington Group International's insurance underwriters, to finalize the pollution insurance.

Terry Payne & Co., Inc., responded with the below comments:

"It appears that several of the underground storage tanks presented for quotation are out of compliance with 1998 EPA requirements. As I advised you, the EPA required all UST owners to upgrade their tanks to meet anti-corrosion standards by 1998.

Many of these USTs are shown to be of single walled, bare steel construction. Bare steel=single walled steel without benefit of corrosion protection methods such as cathodic protection (anodes) or re-lined with fiberglass.

Perhaps the 1998 upgrades were not reflected on the information submitted.

In the meantime, we are unable to proceed with your request to quote as it appears that the majority of tanks fail to meet our minimum underwriting requirements."

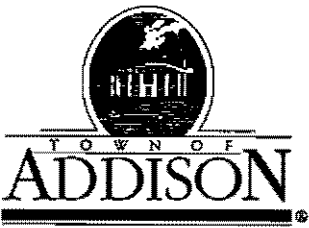
"We submitted the following pages from Attachment E - Regulatory Database Review you provided to us from the 2/01/01 Camp Dresser & McKee Inc. report: pages 34-40, 44-46, 52-56".

"Dave, please advise if the 1998 EPA required upgrades mentioned above have been complied with and if so provide the appropriate information/documentation".

Since that time I have made effort to acquire the requested information but it appears that many of the UST's are not compliant and that the problems compounded as further investigation was made. This was when Washington Group International was contracted to assess the fuel farm condition.

It is my understanding that Washington Group International was to proceed with an assessment of the existing fuel farm to determine the magnitude of the environmental deficiencies and compliance concerns. To do that, Sam Lundgren and Paul Wild from Washington Group International performed a site visit and are currently in the process of proposing cost estimates for removing the abandoned USTs, engineering and design of a fuel farm and final removal of the remaining USTs after a new fuel farm is constructed.

To this date, it is my opinion that the existing fuel farm is not compliant with EPA standards for USTs. Additionally, I believe that we will find contaminated soil around the 29 USTs that will require remediation or mitigation. It is my recommendation that we proceed with the assessment currently being conducted by Washington Group International and complete the recommended testing of those areas. Upon completion you will have an accurate baseline and be able to better assess options to resolving any issues surrounding the underground fuel farm.



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 | 5-7-01 | JOB NO. |
| ATTENTION | | |
| RE: | Airport Environmental Assessment Update Report | |
| | | |
| | | |
| | | |

TO Liz Oliphant

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 | | | Conclusions & Recommendations - DRAFT |
| | | | |
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- For approval
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- For review and comment
- FOR BIDS DUE _____ 19____
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- Approved as noted
- Returned for corrections
- _____
- Resubmit _____ copies for approval
- Submit _____ copies for distribution
- Return _____ corrected prints
- PRINTS RETURNED AFTER LOAN TO US

REMARKS Please call if you have any questions

COPY TO _____

SIGNED: Jim Prew

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

**TOWN OF ADDISON
PAYMENT AUTHORIZATION MEMO**

DATE: 4-9-01

Claim # _____

Check \$ 3,600.00

Vendor No. _____
 Vendor Name Camp Dresser & McKee Inc.
 Address P.O. Box 74594
 Address Dept. No. 44
 Address Chicago, IL
 Zip Code 60690

| INVOICE # OR DESCRIPTION | FUND | DEPT | OBJ | PROJ | SAC | AMOUNT |
|--------------------------|-----------|------------|--------------|---------|-------|-------------------|
| | (00) | (000) | (00000) | (00000) | (000) | (\$000,000.00) |
| <u>80089201/2</u> | <u>12</u> | <u>620</u> | <u>56570</u> | | | <u>\$3,600.00</u> |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

TOTAL \$ 3,600.00

EXPLANATION Update of Limited Phase 1 Environmental Site Assessment for Addison Airport



 Authorized Signature

 Finance

CDM Camp Dresser & McKee Inc.

consulting
engineering
construction
operations

One Glen Lakes
8140 Walnut Hill Lane, Suite 1000
Dallas, Texas 75231
Tel: 214 346-2800 Fax: 214 987-2017

INVOICE

Please Remit To:

P.O. BOX 74594
DEPARTMENT NO. 44
CHICAGO, IL 60690

ADDISON, TX
JAMES PIERCE
PROJECT MANAGER
PUBLIC WORKS/ENGINEERING
16801 WESTGROVE
ADDISON, TX 75001-9010

MARCH 29, 2001

INVOICE NUMBER: 80089201/2
PROJECT NUMBER: 31553

Amount Due
This Invoice:

\$ 4,500.00

PLEASE INCLUDE INVOICE NUMBER ON ALL CORRESPONDENCE

This is to invoice for Professional Engineering Services in accordance with the proposal dated November 6, 2000 between Camp Dresser & McKee, Inc. and the Town of Addison for the Update Limited Phase I Environmental Site Assessment of Addison Airport.

Services from December 31, 2000 through March 17, 2001.

| | | |
|------------------------------|----------------------|----------|
| Lump Sum Amount: \$ | 18,000.00 | |
| Percent Complete: | 100.00% | 95% |
| Billed ITD: \$ | 18,000.00 | 17,100 |
| Less Previously Invoiced: \$ | 13,500.00 | - 13,500 |
| Amount Due: \$ | 4,500.00 | \$ 3,600 |

Total: \$

~~4,500.00~~
\$ 3,600

Upper Limit: \$ 18,000.00
Billed to Date: \$ 18,000.00
Dollars Remaining: \$ 0.00

OK to pay
James
4-9-01

Recd from Mark
8-7-01



Memo

To: Mark Acevedo, Administrator Facilities & Fleet Services
From: David C. Pearce, Airport Director
CC: Darci Neuzil, Assistant Director
Date: 3/25/2001
Re: February 1, 2001, Draft Phase I Environmental Site Assessment-Camp Dresser & McKee Report

Comments: Below are comments concerning the Camp Dresser & McKee Draft Phase I Environmental Site Assessment report dated February 1, 2001. The Phase I accomplished exactly it's purpose, which was to identify areas requiring further attention.

The Draft Phase I Environmental Site Assessment Update Report, dated February 1, 2001, by Camp Dresser & McKee, is complete as written. As intended, the report assesses and identifies compliance with EPA regulatory guidance and outlines the general environmental conditions of Addison Airport. Additionally, the report clearly indicates areas of concern and identified problems that require additional investigations and actions.

The report highlights concerns with the underground fuel storage tanks and fuel farm area, specifically referencing previous fuel spills, irregularities with registration documents and identified tank leakage. The report also emphasizes that the extent of contamination needs to be identified, documented, reported and if required, a cleanup plan initiated with corrective actions. Furthermore, some other areas mentioned are possible sanitary sewer and storm sewer contamination and apparent storm water runoff problems from several inappropriate hazardous materials storage receptacles.

With Airport management and operation now clearly under the control of the Town of Addison, accomplishing a required Phase II Environmental Site Assessment would be a timely action, which would limit future liability from previous management decisions and operational practices. The Phase II investigation and study would determine the extent of the any environment deficiencies or contamination, categorize the hazards they present and allow determination of appropriate corrective action, remediation or mitigation.

My recommendations are as follows:

- Accept the Draft Camp Dresser & McKee February 2001 Phase I Environmental as complete
- Engage Washington Group International to continue with this work and accomplish the Phase II Environmental with primary focus on the Fuel Farm site
- Focus attention on removing the unused/abandoned USTs
- Engage an Engineering Firm (or Washington Group International) to design and construct an above ground Fuel Farm
- Remove the remaining in-use fuel USTs
- Complete the remaining portions of the Phase II on the airport
- Initiate all corrective actions outlined in Phase II

Washington Group International stands ready to perform any and all of the above listed requirements. Because time is of the essence, we are ready to move forward immediately and assign an experienced environmental expert on site while accomplishing these needed functions. We anxiously await your reply.

Jim Pierce

From: Jim Pierce
Sent: Tuesday, February 27, 2001 10:02 AM
To: David Pearce (E-mail)
Cc: Chris Terry; Mark Acevedo
Subject: Airport Environmental Assessment Update

Dave: We would like to complete Environmental Assessment Update Project. I have some comments on the report and would like to have any that you may have. Perhaps then we could all meet and discuss, and return all comments to the consultant for finalization. Please advise.

Jim Pierce, P.E.
Assistant Public Works Director
PO Box 9010
Addison, TX 75001-9010
972-450-2879

Call Dave Pearce

Jim Pierce

From: Chris Terry
Sent: Tuesday, February 20, 2001 11:10 AM
To: Jim Pierce
Subject: RE: Addison Airport Phase I

Ask me again on Monday at our CIP meeting. I will try to review and give you my comments at that time.

THanks.

-----Original Message-----

From: Jim Pierce
Sent: Tuesday, February 20, 2001 9:10 AM
To: Chris Terry; David Pearce (E-mail)
Subject: FW: Addison Airport Phase I

Comments gentlemen? Jim Pierce.

-----Original Message-----

From: Summers, William [mailto:SummersWC@cdm.com]
Sent: Wednesday, February 14, 2001 3:02 PM
To: 'jpierce@ci.addison.tx.us'
Subject: RE: Addison Airport Phase I

Jim: Just wondering if you had a chance to comment on the draft Phase I report. Absolutely no rush at all, just let me know if you require my assistance. We can finalize immediately upon your acceptance.

thanks, Charlie

-----Original Message-----

From: jpierce@ci.addison.tx.us [mailto:jpierce@ci.addison.tx.us]
Sent: Wednesday, January 24, 2001 4:39 PM
To: Summers, William
Cc: cterry@ci.addison.tx.us; mmurphy@ci.addison.tx.us
Subject: RE: Addison Airport Phase I

Charlie: The middle of next week will be fine. I would like to have 4 copies if possible. Jim.

-----Original Message-----

From: Summers, William [mailto:SummersWC@cdm.com]
Sent: Wednesday, January 24, 2001 1:56 PM
To: 'jpierce@ci.addison.tx.us'
Subject: Addison Airport Phase I

Mr. Pierce,

My name is Charlie Summers with Camp Dresser & McKee in Dallas. I wanted to inform you that Ron Hartline is no longer employed by CDM and that I will be your new contact regarding the Phase I ESA for the Addison Airport. I noticed a letter in the file from Ron addressed to you requesting a 35 day extension on the Phase I due to problems we were having with access to some

of the buildings. Was this tension acceptable to you? I currently have a draft copy of the report in front of me which I hope to forward to you by the middle of next week for your comments. I was not sure if you and Ron had set a specified due date at the 35 day mark. Please let me know if a draft to you next week will or will not fit your schedule.

Thank you so much for your time. My direct line at CDM is 214-346-2823 - please call or email anytime with questions or comments

Charlie Summers.

Addison!

JIM PIERCE, P.E.
Assistant Public Works Director
(972) 450-2879
(972) 450-2837 FAX
jpierce@ci.addison.tx.us

Town of Addison 16801 Westgrove Dr. P.O. Box 9010, Addison, Texas 75001-9010

Mark - Would you
like to review/
add comments?

Jim _____

2-27-01

Jim -

Blue tabs indicate my comments
I concur w/ your comments as well.

Mark 2-28-01

Jim Pierce

From: Chris Terry
Sent: Tuesday, February 20, 2001 11:10 AM
To: Jim Pierce
Subject: RE: Addison Airport Phase I

Ask me again on Monday at our CIP meeting. I will try to review and give you my comments at that time.

THanks.

-----Original Message-----

From: Jim Pierce
Sent: Tuesday, February 20, 2001 9:10 AM
To: Chris Terry; David Pearce (E-mail)
Subject: FW: Addison Airport Phase I

Comments gentlemen? Jim Pierce.

-----Original Message-----

From: Summers, William [mailto:SummersWC@cdm.com]
Sent: Wednesday, February 14, 2001 3:02 PM
To: 'jpierce@ci.addison.tx.us'
Subject: RE: Addison Airport Phase I

Jim: Just wondering if you had a chance to comment on the draft Phase I report. Absolutely no rush at all, just let me know if you require my assistance. We can finalize immediately upon your acceptance.

thanks, Charlie

-----Original Message-----

From: jpierce@ci.addison.tx.us [mailto:jpierce@ci.addison.tx.us]
Sent: Wednesday, January 24, 2001 4:39 PM
To: Summers, William
Cc: cterry@ci.addison.tx.us; mmurphy@ci.addison.tx.us
Subject: RE: Addison Airport Phase I

Charlie: The middle of next week will be fine. I would like to have 4 copies if possible. Jim.

-----Original Message-----

From: Summers, William [mailto:SummersWC@cdm.com]
Sent: Wednesday, January 24, 2001 1:56 PM
To: 'jpierce@ci.addison.tx.us'
Subject: Addison Airport Phase I

Mr. Pierce,

My name is Charlie Summers with Camp Dresser & McKee in Dallas. I wanted to inform you that Ron Hartline is no longer employed by CDM and that I will be your new contact regarding the Phase I ESA for the Addison Airport. I noticed a letter in the file from Ron addressed to you requesting a 35 day extension on the Phase I due to problems we were having with access to some

of the buildings. Was this dimension acceptable to you? I currently have a draft copy of the report in front of me which I hope to forward to you by the middle of next week for your comments. I was not sure if you and Ron had set a specified due date at the 35 day mark. Please let me know if a draft to you next week will or will not fit your schedule.

Thank you so much for your time. My direct line at CDM is 214-346-2823 - please call or email anytime with questions or comments

Charlie Summers.



Camp Dresser & McKee Inc.

consulting
engineering
construction
operations

One Glen Lakes
8140 Walnut Hill Lane, Suite 1000
Dallas, Texas 75231
Tel: 214 346-2800 Fax: 214 987-2017

February 1, 2001

Mr. Jim Pierce, P.E.
Town of Addison
16801 Westgrove Drive
P.O. Box 9010
Addison, Texas 75001-9010

Dear Mr. Pierce,

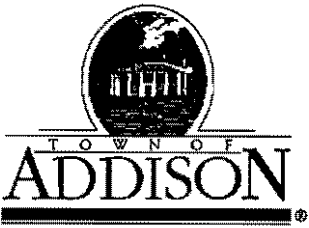
Thank you for your time last Thursday in discussing the Addison Airport, Phase I ESA Update. I have attached some business cards as I will be your new contact at Camp Dresser & McKee in the absence of Ron Hartline.

We sincerely appreciate the opportunity to provide professional environmental consulting services to the Town of Addison. Please feel free to call me with any questions or concerns regarding the current site assessment or any future work.

Sincerely,

CAMP DRESSER & MCKEE

Charles Summers
Project Manager



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 | 2-1-01 | JOB NO. |
| ATTENTION | | |
| RE: | Addison Airport | |
| | Phase I Environmental Assessment Update | |
| | | |
| | | |

TO David Pearce
Washington - Staubach

- GENTLEMAN:**
WE ARE SENDING YOU
- Attached
 - Shop Drawings
 - Copy of letter
 - Prints
 - Change order
 - Under separate cover via _____ the following items:
 - Plans
 - Samples
 - Specifications
 - _____

| COPIES | DATE | NO. | DESCRIPTION |
|--------|------|-----|-------------------------------|
| 1 | | | Above referenced DRAFT Report |
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- 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 David - Please let me have your comments.
If it would help to see the original Phase I ESA,
let me know

COPY TO Chris Terry (with Draft)

SIGNED: Jim Peirce
972-450-2879

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

Jim Pierce

To: Summers, William
Cc: Chris Terry; Michael Murphy
Subject: RE: Addison Airport Phase I

Charlie: The middle of next week will be fine. I would like to have 4 copies if possible. Jim.

-----Original Message-----

From: Summers, William [mailto:SummersWC@cdm.com]
Sent: Wednesday, January 24, 2001 1:56 PM
To: 'jpierce@ci.addison.tx.us'
Subject: Addison Airport Phase I

Mr. Pierce,

My name is Charlie Summers with Camp Dresser & McKee in Dallas. I wanted to inform you that Ron Hartline is no longer employed by CDM and that I will be your new contact regarding the Phase I ESA for the Addison Airport. I noticed a letter in the file from Ron addressed to you requesting a 35 day extension on the Phase I due to problems we were having with access to some of the buildings. Was this extension acceptable to you? I currently have a draft copy of the report in front of me which I hope to forward to you by the middle of next week for your comments. I was not sure if you and Ron had set a specified due date at the 35 day mark. Please let me know if a draft to you next week will or will not fit your schedule.

Thank you so much for your time. My direct line at CDM is 214-346-2823
-
please call or email anytime with questions or comments

Charlie Summers.

TOWN OF ADDISON
PAYMENT AUTHORIZATION MEMO

DATE: 1-16-01

Claim # _____

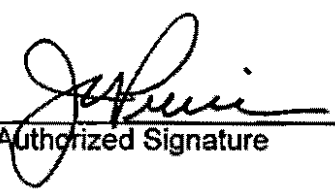
Check \$ 13,500.00

Vendor No. _____
 Vendor Name Camp Dresser & McKee Inc.
 Address P.O. Box 74594
 Address Dept. No. 44
 Address Chicago, IL
 Zip Code 60690

| INVOICE # OR DESCRIPTION | FUND | DEPT | OBJ | PROJ | SAC | AMOUNT |
|--------------------------|------|-------|---------|---------|-------|----------------|
| | (00) | (000) | (00000) | (00000) | (000) | (\$000,000.00) |
| # 8008319411 | 12 | 620 | 56570 | | | 13,500.00 |
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TOTAL \$ 13,500.00

EXPLANATION Update of Limited Phase I Environmental
Site Assessment for Addison Airport



 Authorized Signature

 Finance

CDM Camp Dresser & McKee Inc.

consulting
engineering
construction
operations

One Glen Lakes
8140 Walnut Hill Lane, Suite 1000
Dallas, Texas 75231
Tel: 214 346-2800 Fax: 214 987-2017

ADDISON, TX
DR. JIM PIERCE
PROJECT MANAGER
PUBLIC WORKS/ENGINEERING
16801 WESTGROVE DRIVE
ADDISON, TX 75001-0144

INVOICE

Please Remit To:

PO BOX 74594
DEPARTMENT NO. 44
CHICAGO, IL 60690

DECEMBER 30, 2010

INVOICE NUMBER: 80083194/1
PROJECT NUMBER: 31553

Amount Due
This Invoice:

\$13,500.00

PLEASE INCLUDE INVOICE NUMBER ON ALL CORRESPONDENCE

This is to invoice for Professional Engineering Services in accordance with the proposal dated November 6, 2000 between Camp Dresser & McKee, Inc. and the Town of Addison for the Update Limited Phase I Environmental Site Assessment of Addison Airport.

| | | |
|---------------------------|----|-----------|
| Lump Sum Amount: | \$ | 18,000.00 |
| Percent Complete: | | 75.00% |
| Billed ITD: | \$ | 13,500.00 |
| Less Previously Invoiced: | \$ | 0.00 |
| Amount Due: | \$ | 13,500.00 |

Total: \$ 13,500.00

OK to pay
J. Pierce
1-16-01

| | | |
|--------------------|----|-----------|
| Upper Limit: | \$ | 18,000.00 |
| Billed to Date: | \$ | 13,500.00 |
| Dollars Remaining: | \$ | 4,500.00 |

41 days in 00
125 days (90+35)
41
84

11-16-00 Notice to proceed sent
11-20-00 Notice received
3-26-01 - Due Date

CDM Fax

CDM Camp Dresser & McKee Inc.

One Glen Lakes
8140 Walnut Hill Lane, Suite 1000
Dallas, TX 75231
214-346-2800
214-987-2017

| | |
|---------------------------------|---------------------------|
| To: Jim Pierce, P.E. | From: Ron Hartline |
| Company: Town of Addison | Total # Pages: 3 |
| Fax No.: 972-450-2837 | Date: 1/13/01 |
| Re: | Time: |
| Job #: | Work Group #: |

● **Message:**

Jim,

Attached is the schedule extension request that we discussed during our last phone conversation. Also, since the airport management has now changed, I need the a new contact that we can schedule access with. It is my understanding that Zane left with AATI. Please send the new contact name and phone number as soon as possible so that we can complete field activities.

Thanks for the help.

Ron Hartline

cc Chris Terry
Mike Murphy
David Pearce

CDM Camp Dresser & McKee Inc.

consulting
engineering
construction
operations

One Glen Lakes
8140 Walnut Hill Lane, Suite 1000
Dallas, Texas 75231
Tel: 214 346-2800 Fax: 214 987-2017

January 3, 2001

Mr. Jim Pierce, P.E.
Town of Addison
16801 Westgrove Drive
Addison, Texas 75001-0144

Re: Request for Schedule Extension
Addison Airport Update Limited Phase I Environmental Site Assessment

Dear Mr. Pierce:

Camp Dresser & McKee Inc. (CDM) is submitting this letter to notify the Town of Addison (Town) that we have encountered numerous difficulties in obtaining "rapid" access to the Addison Airport property to allow completion of the Update Limited Phase I Environmental Site Assessment of this property. We are currently about 80 % complete with the airport site inspection activities, but still have several onsite facilities that need to be visited and inspected before we can complete the project. Therefore, due to these difficulties, CDM is requesting a 35-day extension to our schedule to allow us to complete the project. A phone call list showing our extensive efforts to obtain access is attached to this letter for your review.


If this schedule extension is acceptable to the Town, please sign in the space provide below and return this letter to my attention. If you have any additional questions or need additional information regarding the access problems we have encountered, please phone me at 214-346-2800.

Sincerely,

CAMP DRESSER & MCKEE INC.



Ron Hartline, P.E.
Project Manager


Accepted By:
Town of Addison

1/4/01 Asst Public Wks
Date/Title Director

Phone Call List

12/5/00 @ 1630 - Called Zane Ryan to set up time to begin the Visual Site Survey. He wanted a list of all facilities we wished to visit.

12/6/00 @ 1345 - Called Zane, no answer, left message.

12/7/00 @ 0835 - Zane hadn't returned call. I called again and left message.

12/7/00 @ 1630 - Zane hadn't returned call. I called again and got hold of him. He told me to call back tomorrow at 1000 to see if he had anyone that could escort me.

12/8/00 @ 1000 - Zane has not found anyone to escort me yet. He is to call me back.

12/8/00 @ 1155 - Doug Irvin of airport security called and said we could start Monday (12/11/00) at 0800.

12/11/00 - Was on-site from 800 to 1430. Doug had to leave early for a meeting. We agreed to meet again Wednesday (12/13/00) @ 0830.

12/13/00 @ 0830 - Called Doug but a maintenance worker answered his mobile phone and I was told Doug wouldn't be in until the afternoon.

12/13/00 @ 1315 - Called Doug and he agreed to meet the following day @ 0830.

12/13/00 @ 1535 - Doug called and said to meet at 1030 instead of 0830.

12/14/00 @ 1030 - Doug was not at the airport as scheduled. An AATI employee said he would be in @ 1100.

12/14/00 - Was on-site for Visual Site Survey from 1100 to 1515. Doug had to leave early again for a meeting. We agreed to meet the following day @ 1200.

12/15/00 @ 1200 - Met Doug to perform Visual Site Survey. Was on-site until only 1600 because Doug had other things he had to do.

12/18/00 - Performed visual Site Survey from 1000 to 1600. Also met with Zane and requested information regarding SWPPP, Spill Response Plan, testing done on floor drains, removal of aboveground waste oil tanks, and any other remedial activities conducted since the previous Phase I. Doug said he would get the information before leaving for surgery on Thursday.

12/21/00 @ 0845 - Called Zane and left message.

12/21/00 @ 1245 - Called Doug to see if we could finish the Visual Site Survey on 12/22/00. He said he wouldn't have time until at least 12/27 or 12/28 and to call him back at that time.

12/21/00 @ 1255 - Zane called me and left me a message while I was out to lunch. He asked that I call him back but he did not indicate whether he had the information I requested.

12/21/00 @ 1330 - I returned Zane's call but no answer so I left message.

12/27/00 @ 0900 - Still no response from Zane. I also called Doug to see when I could get back on site to finish Visual Site Survey but there was no answer on his mobile so I left a message.

12/27/00 @ 1130 - Still no response from Doug.

Addison!

JIM PIERCE, P.E.
Assistant Public Works Director
(972) 450-2879
(972) 450-2837 FAX
jpierce@ci.addison.tx.us

Town of Addison 16801 Westgrove Dr. P.O. Box 9010, Addison, Texas 75001-9010

11-16-00

Chris - We will need assistance from AATI in the form of Zane Ryan to escort CDM around for the visual site survey. Shall I contact Sam and ask for this assistance or go directly to Zane. Would you like to make the contact with Sam? Do I manage this project or Mark Acevedo?

Jim

Addison!

RECEIVED

JIM PIERCE, P.E.
Assistant Public Works Director
(972) 450-2879
(972) 450-2837 FAX
jpierce@ci.addison.tx.us

Town of Addison 16801 Westgrove Dr. P.O. Box 9010, Addison, Texas 75001-9010

NOV 17 2000
Assistant City Manager

11-16-00

Chris - We will need assistance from AATT in the form of Zane Ryan to escort CDM around for the visual site survey. Shall I contact Sam and ask for this assistance or go directly to Zane. Would you like to make the contact with Sam? Do I manage this project or Mark Acevedo?

1 Do not contact Sam,

2 talk to ZANE

3 If is managing this project.

4 Call Chris on problems.





LETTER OF TRANSMITTAL

| | | |
|-----------|--|---------|
| DATE | 11-16-00 | JOB NO. |
| ATTENTION | | |
| RE: | Amendment to Agreement to Update Limited Phase I Environmental Site Assessment | |
| | | |
| | | |
| | | |

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

TO Ron Hartline
CDM

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 |
|--------|------|-----|-------------|
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THESE ARE TRANSMITTED as checked below:

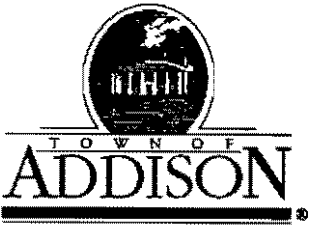
- For approval
- For your use
- As requested
- For review and comment
- FOR BIDS DUE _____ 19____
- Approved as submitted
- Approved as noted
- Returned for corrections
- _____
- Resubmit _____ copies for approval
- Submit _____ copies for distribution
- Return _____ corrected prints
- PRINTS RETURNED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

REMARKS Please consider this your notice to proceed

COPY TO Chris Terry
Mike Murphy
Mark Acevedo, w attach.

SIGNED: [Signature]

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



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 | 11-16-00 | JOB NO. |
| ATTENTION | | |
| RE | Amendment to Agreement to Update Limited Phase I Environmental Site Assessment | |
| | | |
| | | |
| | | |

TO Ron Hartline
CDM

GENTLEMAN:

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- _____

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|--------|------|-----|-------------|
| 1 | | | Re above |
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- For review and comment
- FOR BIDS DUE _____ 19____
- Approved as submitted
- Approved as noted
- Returned for corrections
- _____
- Resubmit _____ copies for approval
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- Return _____ corrected prints
- _____
- PRINTS RETURNED AFTER LOAN TO US

REMARKS Please consider this your notice to proceed

COPY TO Chris Terry
Mike Murphy
Mark Acovedo, w attach.

SIGNED: Jeffrey

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



LETTER OF TRANSMITTAL

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

| | |
|---|---------|
| DATE <u>11-16-00</u> | JOB NO. |
| ATTENTION | |
| RE: <u>Airport Update of Environmental Assessment</u> | |
| | |
| | |
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| | |

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>Amendment to Agreement between CDM & TOA to Update Limited Phase I ESA, Addison Airport</u> |
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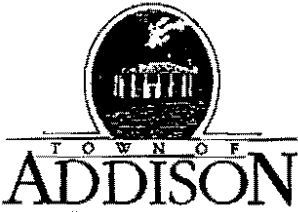
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 - Approved as submitted
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 - Return _____ corrected prints
 - PRINTS RETURNED AFTER LOAN TO US

REMARKS _____

COPY TO _____

SIGNED: Jim Lucci

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



PUBLIC WORKS DEPARTMENT

(972) 450-2871

Post Office Box 9010 Addison, Texas 75001-9010

16801 Westgrove

November 10, 2000

Mr. Sam Stuart, President
Addison Airport of Texas, Inc.
4505 Claire Chennault
Addison, TX 75001

Re: Addison Airport Environmental Issues

Dear Mr. Stuart:

As you may know, the Agreement for the Operation and Management of Addison Airport, between the Town of Addison and Washington Staubach Addison Airport Venture, requires the Town of Addison to provide the Operator a copy of all environmental reports. The purpose of this is to establish an environmental "baseline" of conditions on the Airport.

We have a copy of your Addison Airport Action Plan dated May 19, 1998. However we do not have copies of results of investigative work, and reports that followed and resulted from the action plan, such as:

- Spill Prevention, Control and Countermeasures Plan (SPCC)
- Emergency Spill Response Plan
- Soil Sampling and Analysis Results
- Underground Storage Tank (Fuel Farm) Investigations and Reports
- Storm Water Pollution Prevention Plan
- Floor Drain Connections to the Sanitary Sewer
- Septic Tank Investigations

This is to request copies of the above at your earliest convenience so that they can be turned over to the new operator pursuant to our agreement. Thank you for your attention to this matter.

Very truly yours,

Town of Addison

James C. Pierce, Jr., P.E.
Assistant Public Works Director

cc: Chris Terry, Assistant City Manager
Michael E. Murphy, P.E., Director of Public Works

Agenda Item
What Recommendations were done

November 7, 2000

MEMORANDUM

To: Chris Terry, Assistant City Manager
Through: Mike Murphy, P.E., Director of Public Works
From: Jim Pierce, P.E., Assistant Public Works Director
Subject: Addison Airport Phase I Environmental Site Assessment Update

The Agreement for the Operation and Management of Addison Airport requires the City to "obtain and deliver to Operator a Phase I environmental site assessment, and if recommended in the Phase I assessment, a Phase II environmental report, no later than January 31, 2001."

The Town of Addison has previously contracted with Camp Dresser & McKee (CDM) for a Phase I Environmental Site Assessment of the Airport that was completed in February, 1998.

Attached is a proposal from CDM that will update the February, 1998 report and document any new environmental concerns and/or conditions that may have occurred on the property since then. CDM has proposed a lump sum fee of \$18,000.00 for this project. Funding would be from the Airport Fund.

Assuming approval at the November 14, 2000 council meeting, a draft Phase I report update will be available for review before January 31, 2001. If a Phase II environmental report is recommended, it would follow the completion of the Phase I report update as a separate project.

Staff recommends that the City Manager be authorized to accept CDM's proposal to update the February 1998 Airport Phase I Environmental Site Assessment for a lump sum fee of \$18,000.00.

November 6, 2000

Mr. Jim Pierce, P.E.
Town of Addison
16801 Westgrove Drive
Addison, Texas 75001-0144

Re: Amendment to Agreement Between Camp Dresser & McKee Inc. and
the Town of Addison
Proposal to Update Limited Phase I Environmental Site Assessment
Addison Airport
Addison, Texas

Dear Mr. Pierce:

Pursuant to your request, Camp Dresser & McKee Inc. (CDM) is pleased to present the following proposal for updating the Limited Phase I Environmental Site Assessment (ESA) that we previously performed for the Town of Addison at Addison Airport. It is our understanding that a new airport operator has been selected to manage the airport for the Town of Addison and that the ESA now needs to be updated to serve as a general environmental baseline before they take control of the airport.

The purpose of the update will be to verify any changes in the environmental conditions noted during the previous ESA and to assist in identifying, documenting and accurately describing any new environmental concerns and/or conditions that may have occurred on the property, if any, since the ESA was completed in February 1998.

Site Description

The Addison Airport site contains a total of 368 acres of land. The site has been improved to support general aviation activities for corporate jets and private aircraft. Improvements to the facility include FBO terminal buildings, office buildings, maintenance shops, airplane hangers, several fuel farms, paved aprons, runways, taxiways, roads, and parking lots.

Scope of Work

With the exception of the Project Limitations discussed in this proposal, the Update Phase I Environmental Assessment for Addison Airport (Update) will be conducted by CDM consistent with the American Society for Testing and Materials (ASTM)

E1527-94 Standard Practice for Environmental Site Assessments (Standard). This practice was developed by ASTM to define good commercial and customary practices for use in conducting an Environmental Assessment of commercial real estate. The minimum performance requirement governing any conflict or discrepancy associated with the conduct of this project is the ASTM standard. Though a newer ASTM Standard has been developed for performing ESA's, CDM will utilize the same Standard that was utilized during the performance of the original ESA to maintain continuity of the documents. Using the Standard, CDM has developed the following scope of work for this project.

Task 1 - Regulatory Database Search

To evaluate potential on-site and off-site sources of contamination, CDM will perform a regulatory database search as detailed in the Standard. The regulatory records will include the following databases and search radiuses. Minimum search distances are from the airport site boundary.

| | Minimum Search Distance <u>Miles (Kilometers)</u> |
|--|--|
| Federal NPL site list | 1.0 (1.6) |
| Federal CERCLIS list | 0.5 (0.8) |
| Federal RCRA TSD facilities list | 1.0 (1.6) |
| Federal RCRA generators list | 0.25 (0.4) |
| Federal ERNS list | 0.05 (0.08) |
| TNRCC lists of hazardous waste sites Identified for investigation or remediation (NPL and CERCLIS equivalents) | 1.0 (1.6) |
| TNRCC landfill and/or solid waste disposal site lists | 0.5 (0.8) |
| TNRCC leaking UST lists | 0.5 (0.8) |
| TNRCC registered UST lists | 0.25 (0.4) |

Potential on-site sources of contamination will be identified by CDM during our review of database records in order to direct subsequent review of other regulatory and historical records. Potential off-site sources of contamination will be noted but will not be further investigated during this project. CDM will compare the results of the database records to the database information discussed in the original ESA and note any changes.

Task 2 - Compilation of Existing Historical Information

Existing historical information relevant to the Update will be compiled by the CDM, from the following sources, as available. Review and acquisition of these documents

will be performed in accordance with ASTM Standard. CDM assumes that this information will be provided in a rapid manner by the parties listed.

- # Texas Natural Resource Conservation Commission records.
- # Town of Addison Fire Department spills and materials storage records.
- # Town of Addison Environmental/Health Department Records.
- # Environmental Records Maintained by the current Airport operator.

Contacts with these sources will be documented by CDM. Any concerns identified during regulatory and historical records review will be compared to the findings of the original ESA and any changes will be summarized for inclusion in the final Update report. Historical information and regulatory records review for off-site properties will not be performed during this project.

Task 3 - Visual Site Survey

With the exception of all T-hangars and the Town of Addison Police, Fire and Maintenance facilities, all accessible interior and exterior areas of the Addison Airport property will be reinspected during this project. The boundaries of the Update will be consistent with the boundaries outlined in the original ESA. Color photographs will be taken of any new areas of environmental concern identified during the inspection or areas where the environmental conditions may have changed since the original ESA was completed. CDM assumes that either a Town of Addison Staff member or AATI representative will escort CDM during the inspection of the site buildings to unlock buildings/hangars and assist in obtaining rapid access to all the facilities requiring inspection. Detailed interviews will not be conducted during the site visits. Site interviews will be limited to general discussions with available facility staff and written field notes.

The Town of Addison will assist CDM as necessary in scheduling access to tenant facilities and subsequent facility inspections. Any written or verbal access requests to facilities will be provided to airport tenants by the Town of Addison or the Airport Operator.

CDM will not conduct a visual site inspection of any off-site properties during this project.

Task 4 - Report

A letter report will be prepared which will summarize any new environmental concerns and/or changed environmental conditions that are noted during the update. Changed environmental conditions will be based upon a comparison of current conditions and the conditions that were noted in the original ESA. The letter report will also provide recommendations for any further investigative activities needed to characterize any new areas of likely soil, sediment, surface water and/or groundwater contamination that might be identified at the site since the previous ESA was completed.

The letter report will include any applicable maps, field notes, site photographs and other relevant information acquired during the project but will be limited to only document the changes identified since the original ESA was completed.

A draft letter report will be provided to Town of Addison within 60 days of issuance of notice to proceed by Town of Addison to CDM. Town of Addison will provide comments on the draft report to CDM within 15 days. The report will be finalized as mutually agreed upon by CDM and Town of Addison within 10 days of receipt of Town of Addison's comments on draft report. Ten copies of the final report will be provided to the Town of Addison.

Task 6 - Meetings and Presentations

CDM will meet with Town of Addison as necessary throughout the course of the project to discuss project progress and other issues that may develop during the course of the work. No other public meetings or presentations have been included in this proposal.

Project Limitations

The CDM has made the following assumptions during the development of the scope of work and budget for this project.

- 1) CDM cannot assume responsibility for the manner in which submitted recommendations and/or suggestions will be carried out to assure elimination of hazards or the fulfillment of a property Owner's obligations under any local, State or Federal laws or by modifications or changes thereto.

- 2) Because geologic and soil formations are inherently random, variable, and indeterminate in nature, the professional services rendered by CDM, and opinions provided with respect to such services under this Agreement (including opinions regarding potential cleanup costs) are not guaranteed to be a representation of actual site conditions or contamination which are subject to change with time as a result of natural or man-made processes.
- 3) No sample collection or testing activities will be performed during this assessment. These services will be performed, as needed, under a separate contract between CDM and the Town of Addison.
- 4) Asbestos, Radon gas, lead based paint, lead in drinking water, florescent light ballasts which may contain PCB's, formaldehyde in building materials and wetlands assessment are not included in this assessment. These environmental issues are not included in ASTM 1527-94 and most of these issues require the acquisition of samples to properly evaluate conditions. These environmental issues can be added to the scope of work for this project at Town of Addison's request.
- 5) CDM will not perform a visual inspection of any off-site or adjacent properties during the course of this project and will not review available historical or regulatory information for any off-site facilities of concern identified.
- 6) The Town of Addison Police, Fire and Maintenance Facilities and all T-Hangars will not be inspected or addressed during this project.

Project Schedule

CDM will perform the scope of services described above in an efficient and timely manner. CDM proposes to complete the scope of work outlined within 90 days of receipt of written notice to proceed from the Town of Addison. This schedule assumes rapid access to tenant facilities and assumes that all facilities can be inspected in a two week time frame.

Budget

CDM will perform the services outlined in this proposal in accordance with the terms and conditions of the contract between the Town of Addison and CDM. CDM will perform the services outlined for the lump sum fee of \$18,000.00.

Mr. Jim Pierce, P.E.
November 6, 2000
Page 6

We appreciate the opportunity to provide this proposal to the Town of Addison. If you have any questions regarding the scope of work proposed, please feel free to phone me at 214-346-2800.

Sincerely,

CAMP DRESSER & McKEE INC.

Ron Hartline, P.E.
Client Officer

Accepted By:
Ron Whitehead
City Manager
Town of Addison

Date

Phase 1 Environmental Site Assessment Update

**Addison Airport
Addison, Texas**

| ESTIMATED PROJECT COSTS | | TASK 1 Regulatory Database Search and Regulatory Records Search | | TASK 2 Compilation of Existing Historical Information | | TASK 3 Visual Site Survey | | TASK 4 Report Preparation Services | |
|----------------------------------|-------------------|--|------------------|--|------------------|-------------------------------------|------------------|---|------------------|
| DIRECT LABOR | | Hours | Cost | Hours | Cost | Hours | Cost | Hours | Cost |
| <i>Personnel</i> | <i>Labor Rate</i> | | | | | | | | |
| Officer in Charge/Vice President | \$150.00 | 0 | 0.00 | 1 | 150.00 | 1 | 150.00 | 3 | 450.00 |
| Project Director | \$140.00 | 0 | 0.00 | 6 | 840.00 | 6 | 840.00 | 6 | 840.00 |
| Senior Engineer/Scientist | \$125.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| Project Manager | \$90.00 | 7 | 630.00 | 10 | 900.00 | 40 | 3600.00 | 0 | 0.00 |
| Engineer/Scientist | \$85.00 | 5 | 425.00 | 30 | 2550.00 | 10 | 850.00 | 20 | 1700.00 |
| Drafting | \$55.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 10 | 550.00 |
| Administrative Support | \$45.00 | 1 | 45.00 | 2 | 90.00 | 3 | 135.00 | 3 | 135.00 |
| Clerical | \$45.00 | 0 | 0.00 | 3 | 135.00 | 8 | 360.00 | 8 | 360.00 |
| Total Labor by Task | | 12 | 1100.00 | 47 | 4665.00 | 67 | 6935.00 | 29 | 4035.00 |
| OTHER DIRECT COSTS | | | | | | | | | |
| Description of Services | | | Est. Cost | | Est. Cost | | Est. Cost | | Est. Cost |
| Copies | | | 30.00 | | 150.00 | | 100.00 | | 150.00 |
| Fax | | | 0.00 | | 40.00 | | 50.00 | | 50.00 |
| Postage | | | 10.00 | | 40.00 | | 60.00 | | 90.00 |
| Equipment/Supplies | | | 60.00 | | 80.00 | | 180.00 | | 100.00 |
| Telephone | | | 10.00 | | 0.00 | | 20.00 | | 30.00 |
| Regulatory Database Search | | | 800.00 | | 0.00 | | 0.00 | | 0.00 |
| Vehicle Mileage | | | 0.00 | | 75.00 | | 100.00 | | 40.00 |
| Total ODCs by Task | | | 910.00 | | 385.00 | | 510.00 | | 460.00 |
| | | | | | | | | TOTAL ODCs | 2265.00 |
| TOTAL COST BY TASK | | | 2010.00 | | 5050.00 | | 6445.00 | | 4495.00 |
| TOTAL COST | | | | | | | | | 18000.00 |

on 14th
agenda

CDM Fax

CDM Camp Dresser & McKee Inc.

One Glen Lakes
8140 Walnut Hill Lane, Suite 1000
Dallas, TX 75231
214-346-2800 (Office Phone)
214-987-2017 (Office Fax)

Ext.
2862

| | |
|--------------------------|--------------------|
| To: Jim Pierce | From: Ron Hartline |
| Company: Town of Addison | Total # Pages: |
| Fax No.: 972-450-2839 | Date: 11/6/00 |
| Re: | Time: |
| Job #: | Work Group #: |

● Message:

Jim,
The proposal for the Phase I EIS update is attached for your review. Please give me a call if you have any questions concerning the scope of work presented. I will forward the original via mail.

Ron Hartline

cc Chris
Mark

November 6, 2000

Mr. Jim Pierce, P.E.
Town of Addison
16801 Westgrove Drive
Addison, Texas 75001-0144

Re: Amendment to Agreement Between Camp Dresser & McKee Inc. and
the Town of Addison
Proposal to Update Limited Phase I Environmental Site Assessment
Addison Airport
Addison, Texas

Dear Mr. Pierce:

Pursuant to your request, Camp Dresser & McKee Inc. (CDM) is pleased to present the following proposal for updating the Limited Phase I Environmental Site Assessment (ESA) that we previously performed for the Town of Addison at Addison Airport. It is our understanding that a new airport operator has been selected to manage the airport for the Town of Addison and that the ESA now needs to be updated to serve as a general environmental baseline before they take control of the airport.

The purpose of the update will be to verify any changes in the environmental conditions noted during the previous ESA and to assist in identifying, documenting and accurately describing any new environmental concerns and/or conditions that may have occurred on the property, if any, since the ESA was completed in February 1998.

Site Description

The Addison Airport site contains a total of 368 acres of land. The site has been improved to support general aviation activities for corporate jets and private aircraft. Improvements to the facility include FBO terminal buildings, office buildings, maintenance shops, airplane hangers, several fuel farms, paved aprons, runways, taxiways, roads, and parking lots.

Scope of Work

With the exception of the Project Limitations discussed in this proposal, the Update Phase I Environmental Assessment for Addison Airport (Update) will be conducted by CDM consistent with the American Society for Testing and Materials (ASTM)

Mr. Jim Pierce, P.E.

November 6, 2000

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E1527-94 Standard Practice for Environmental Site Assessments (Standard). This practice was developed by ASTM to define good commercial and customary practices for use in conducting an Environmental Assessment of commercial real estate. The minimum performance requirement governing any conflict or discrepancy associated with the conduct of this project is the ASTM standard. Though a newer ASTM Standard has been developed for performing ESA's, CDM will utilize the same Standard that was utilized during the performance of the original ESA to maintain continuity of the documents. Using the Standard, CDM has developed the following scope of work for this project.

Task 1 - Regulatory Database Search

To evaluate potential on-site and off-site sources of contamination, CDM will perform a regulatory database search as detailed in the Standard. The regulatory records will include the following databases and search radiuses. Minimum search distances are from the airport site boundary.

| | Minimum Search Distance <u>Miles (Kilometers)</u> |
|--|--|
| Federal NPL site list | 1.0 (1.6) |
| Federal CERCLIS list | 0.5 (0.8) |
| Federal RCRA TSD facilities list | 1.0 (1.6) |
| Federal RCRA generators list | 0.25 (0.4) |
| Federal ERNS list | 0.05 (0.08) |
| TNRCC lists of hazardous waste sites identified for investigation or remediation (NPL and CERCLIS equivalents) | 1.0 (1.6) |
| TNRCC landfill and/or solid waste disposal site lists | 0.5 (0.8) |
| TNRCC leaking UST lists | 0.5 (0.8) |
| TNRCC registered UST lists | 0.25 (0.4) |

Potential on-site sources of contamination will be identified by CDM during our review of database records in order to direct subsequent review of other regulatory and historical records. Potential off-site sources of contamination will be noted but will not be further investigated during this project. CDM will compare the results of the database records to the database information discussed in the original ESA and note any changes.

Task 2 - Compilation of Existing Historical Information

Existing historical information relevant to the Update will be compiled by the CDM, from the following sources, as available. Review and acquisition of these documents

Mr. Jim Pierce, P.E.
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Page 3

will be performed in accordance with ASTM Standard. CDM assumes that this information will be provided in a rapid manner by the parties listed.

- Texas Natural Resource Conservation Commission records.
- Town of Addison Fire Department spills and materials storage records.
- Town of Addison Environmental/Health Department Records.
- Environmental Records Maintained by the current Airport operator.

Contacts with these sources will be documented by CDM. Any concerns identified during regulatory and historical records review will be compared to the findings of the original ESA and any changes will be summarized for inclusion in the final Update report. Historical information and regulatory records review for off-site properties will not be performed during this project.

Task 3 - Visual Site Survey

With the exception of all T-hangars and the Town of Addison Police, Fire and Maintenance facilities, all accessible interior and exterior areas of the Addison Airport property will be reinspected during this project. The boundaries of the Update will be consistent with the boundaries outlined in the original ESA. Color photographs will be taken of any new areas of environmental concern identified during the inspection or areas where the environmental conditions may have changed since the original ESA was completed. CDM assumes that either a Town of Addison Staff member or AATI representative will escort CDM during the inspection of the site buildings to unlock buildings/hangars and assist in obtaining rapid access to all the facilities requiring inspection. Detailed interviews will not be conducted during the site visits. Site interviews will be limited to general discussions with available facility staff and written field notes.

The Town of Addison will assist CDM as necessary in scheduling access to tenant facilities and subsequent facility inspections. Any written or verbal access requests to facilities will be provided to airport tenants by the Town of Addison or the Airport Operator.

CDM will not conduct a visual site inspection of any off-site properties during this project.

Mr. Jim Pierce, P.E.
November 6, 2000
Page 4

Task 4 - Report

A letter report will be prepared which will summarize any new environmental concerns and/or changed environmental conditions that are noted during the update. Changed environmental conditions will be based upon a comparison of current conditions and the conditions that were noted in the original ESA. The letter report will also provide recommendations for any further investigative activities needed to characterize any new areas of likely soil, sediment, surface water and/or groundwater contamination that might be identified at the site since the previous ESA was completed.

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Mr. Jim Pierce, P.E.

November 6, 2000

Page 5

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Budget

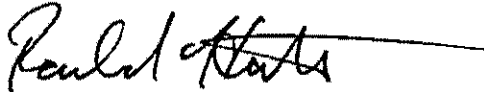
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Mr. Jim Pierce, P.E.
November 6, 2000
Page 6

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Sincerely,

CAMP DRESSER & McKEE INC.



Ron Hartline, P.E.
Client Officer



Accepted By:
Ron Whitehead
City Manager
Town of Addison

11-14-00
Date

cc Mark Acevedo 5/8/01