

AIRPORT ENV. ASSESS PH I



TOWN OF
ADDISON
INCORPORATED 1856

PUBLIC WORKS DEPARTMENT

Post Office Box 144 Addison, Texas 75001

(972) 450-2871

16801 Westgrove

September 26, 1997

Mr. Ron Hartline, P.E.
Project Manager
Camp Dresser & McKee Inc.
12770 Coit Road, Suite 800
Dallas, Texas 75251

Re: Addison Airport Phase I ESA

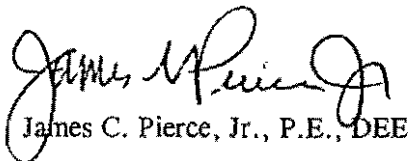
Dear Mr. Hartline:

Attached is a signed original of the contract for the Addison Airport Phase I ESA.

I will be the Town's project manager for this project. Please contact me at 972-450-2879 to arrange for a kickoff meeting at your earliest convenience.

Yours very truly,

Town of Addison


James C. Pierce, Jr., P.E., DEE

cc: John Baumgartner, City Engineer

September 11, 1997

Mr. John Baumgartner, P.E.
Town of Addison
Public Works Department
P.O. Box 144
Addison, Texas 75001

Re: Contract Documents
Addison Airport
Phase I Environmental Site Assessment

Dear Mr. Baumgartner:

Attached are two signed copies of the final contract agreement for the Addison Airport Phase I ESA. I have included all comments requested by both parties and the document is now being submitted for your review and approval.

If you have any questions concerning this agreement, please phone me at 972-308-9000. We look forward to starting work on this project in the very near future.

Sincerely,

CAMP DRESSER & McKEE INC.



Ron Hartline, P. E.
Project Manager

Enclosure

9-26-97
One original to
Carmen Moran for
her file.



Joe Johnson
HATI
972-248-7733
x 105

TRANSMITTAL FORM

TO: Addison Airport of Texas
 4505 Claire Chennault
 Addison, Texas

Attention: Joe Johnson
 Job:
 Subject

We Are Sending You: Attached Under separate cover Via:

- Copy of Letter Prints Change Order Specifications
 Shop Drawings Plans Samples Tenant Invitation Letters

Item No.	No of Copies	Reference No.	Description
			Joe:
			Tenant invitation letters for Phase I ESA kick off meeting are
			for distribution by AATI. Please distribute these letters to
			tenants as soon as possible so that they can make plans to attend
			the meeting. If you have any question, please give me a call.

Action Taken/Requested:

For Your Approval For Your Review For Your Information
 For your File As Noted on Each Submittal _____

Remarks:

DATE: October 22, 1997

BY: *Ran Hart* 1

10-14-97 Joe Johnson

Letter "approval/comment"

Mailing List

Will meet with Sam @ 1:30 today & get back to me.

IMPORTANT MESSAGE

FOR Jim

DATE 10/16 TIME 10:08 A.M.
P.M.

M Joe Johnson

OF _____

PHONE 248-7733
AREA CODE NUMBER EXTENSION

FAX

MOBILE
AREA CODE NUMBER TIME TO CALL

TELEPHONED	<input checked="" type="checkbox"/>	PLEASE CALL	<input checked="" type="checkbox"/>
CAME TO SEE YOU	<input checked="" type="checkbox"/>	WILL CALL AGAIN	<input type="checkbox"/>
WANTS TO SEE YOU	<input type="checkbox"/>	RUSH	<input type="checkbox"/>
RETURNED YOUR CALL	<input type="checkbox"/>	WILL FAX TO YOU	<input type="checkbox"/>

MESSAGE Letter - OK
Cond Dates -

Joe will work on getting us a mailing list

SIGNED J

Called 10-17
re Dates for meeting
mailing list

TO: James Pierce, P.E.

DATE: 07 October 1997

COMPANY: Town of Addison

FROM: Ron Hartline

JOB NO./DESCRIPTION: 10551-22271-RT.TSK3

REMARKS:

James,

Attached is a copy of the tenant presentation slides CDM proposes to use during the upcoming Addison Airport tenant meeting. Please review these slides at your convenience and forward any comments you might have to my attention. If you have any questions, please give me a call.

FACSIMILE

NUMBER OF PAGES

(Including cover sheet): 9

FAX NUMBER: 972-450-2837

CAMP DRESSER & MCKEE INC.

*Banner Place
12770 Coit Road, Suite 800
Dallas, TX 75251-1314
(972) 308-9000 FAX: (972) 960-2313*

*Addison Airport
Environmental Site
Assessment*

Kickoff Meeting

(Date)

***Town of Addison**
Camp Dresser & McKee Inc.*

Agenda

- ✈ Introduction*
- ✈ Description of the Project*
- ✈ Purpose of the Project*
- ✈ Tenant Responsibilities*
- ✈ Town / AATI Responsibilities*
- ✈ Discussion & Questions*

OK

Town of Addison

Introduction

- Logistics
 - Sign-In Sheet
 - Meeting Length
- Purpose of the Meeting
 - Describe the Environmental Site Assessment Process
 - Introduce the Project Team
 - Town of Addison
 - Addison Airport of Texas, Inc. (AATI)
 - Review Responsibilities

Delimitations
~~*Delimitations*~~

Town of Addison

And Purpose Description of the Project

- Introduction of the CDM Team
- Key Elements of the Project
 - Site Interviews +1
 - Site Assessment +2
 - Review of Background Data
 - Development of Report

+3

Town of Addison

Purpose of the Project

- ① → Identify Any Areas of Environmental Concern That May Be Present on the Property
- ② → Assess Impact of Findings on Future Airport Management Plans
- ③ → Develop Remedies to Meet Future Airport Management Plans
- Assess and Improve Operations to Reduce Environmental Liabilities

Town of Addison

Definitions

- more*
- ~~Environmental Site Assessment (ESA)~~
 - Evaluate the Conditions of a Site to Determine If There Have Been Impacts to Soil, Surface Water or Groundwater as a Result of Current or Previous Activities
 - Used to Identify Areas That May Affect Use, Development, or Airport Management and Decision Making

Town of Addison

Project Elements

- *Background Data Collection*
 - *Town and AATI Files*
 - *Tenant Files, If Available*
 - *Computerized Search of Regulators' Files*
 - *Aerial Photographs to Determine Development Patterns and Areas of Potential Concern*
 - *Discussions With Long-Term Employees*

Town of Addison

Project Elements (continued)

- *On-Site Interviews*
 - *About 30 Minutes to 1 Hour*
 - *Complete Site Inspection Form*
 - *Additional Questions to Confirm Activities*
 - *Field Visit Schedule Sheet*
 - *Set up Schedule in 4-Hour Blocks*
 - *Need to Fill in a Time Slot*

Town of Addison

Project Elements (continued)

- ✦ *Site Assessment*
 - ✦ *Tour of Facility*
 - ✦ *Evaluate Potential Impacts to the Environment*
 - *Stains, Spills, Leaks, Oily Sheens, UST'S*
 - ✦ *Evaluate Activities for Consistency With Regulations*

Town of Addison

Project Elements (continued)

- ✦ *Exit Interview*
 - ✦ *Review Results of Site Assessment*
 - ✦ *Discuss Any Areas of Concern*
 - ✦ *Answer Questions*

Town of Addison

Project Elements (continued)

- *Develop Site Assessment Report*
 - *Description of the Process*
 - *Description of the Results*
 - *Recommendation for Improvements*

Town of Addison

Project Schedule

- *Begin Data Collection*
- *Begin Field Visits*
- *Complete Field Visits*
- *Develop Draft Report*
- *Presentation of Findings*

Town of Addison

Tenant Responsibilities

- *Available for Interview/Site Assessment*
 - *Assist CDM With Completing Site Inspection Form While on Site*
 - *Provide Access to the Facility(s)*
 - *Provide Accurate Information*

Town of Addison

Tenant Responsibilities (continued)

- *Provide Follow-up Information*
 - *May Need to Confirm or Recheck Information*
- *Long-Term*
 - *Reduce or Eliminate Liability*
 - *Minimize Future Liabilities*

Town of Addison

Town/ AATI Responsibilities

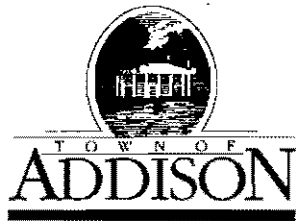
- *Provide Assistance with Tenant Coordination*
- *Provide Access to Files and Data*
- *Similar to Tenants for Own Facilities*
 - *Assist CDM With Completing Site Inspection Form*
 - *Available for Interviews and Site Assessment*
 - *Long-term Reduction of Liabilities*

Town of Addison

Questions
Discussion and Review

- *General Discussion*
- *Question and Answer Session*
- *Tenant Schedule Signup*

Town of Addison



Public Works / Engineering
 16801 Westgrove • P.O. Box 144
 Addison, Texas 75001
 Telephone: (214) 450-2871 • Fax: (214) 931-6643

LETTER OF TRANSMITTAL

DATE	10-6-97	JOB NO.
ATTENTION	Joe Johnson	
RE:	Addison Airport Phase I Environmental Assessment	

TO AATI

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			Proposed letter to Tenants
1			Kick off meeting agenda

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 review of comments

COPY TO _____

SIGNED: Jim Lewis

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

October --, 1997

Dear _____ :

The Town of Addison is in the process of developing a business plan to assist in optimizing the management and operation of Addison Airport beyond the year 2000. As part of this process, the Town needs to determine the current environmental condition of the airport so that environmental liabilities, if any, can be addressed during the planning process. In order to define the current environmental conditions of the Addison Airport site, the Town has selected Camp Dresser & McKee Inc. (CDM), to conduct a Phase I Environmental Site Assessment (ESA).

The purpose of the ESA will be to assist in identifying, documenting and accurately describing environmental concerns and liabilities that might be present. CDM will accomplish this through a series of personal interviews, historical record searches, regulatory records searches, and an on-site inspection of all site facilities and tenant operations.

To kickoff the ESA, the Town is hosting a meeting for Addison Airport tenants on _____, 1997, at _____. We invite and encourage you to attend the meeting. You may also wish to invite other personnel from your staff whom you feel would benefit from attending the meeting. On _____, you will receive information regarding:

- Description and Purpose of the ESA.
- Project Coordination between the Town/AATI, CDM and Tenants.
- Opportunities for Tenant Involvement.
- Tenant and Town Responsibilities.
- Project Schedule.

I look forward to seeing you at the first ESA meeting. If you have any questions, please call me at (972) 450-2879.

Sincerely,

James C. Pierce, Jr., P.E

Town of Addison
 Addison Airport Phase I Environmental Site Assessment
 Town/AATI/Tenant Kick-Off Meeting

Date
 Location
 Time

Agenda

- | | | | |
|----|---|--|---------|
| 1. | Welcome/Introduction
— Sign in Sheet
— Purpose of the Meeting
— Meeting Length
— Introduction of Key Town and AATI Staff
— Review Responsibilities | John Baumgartner, P.E.
Town of Addison
Director of Public Works | 10 Min. |
| 2. | Description of the Project
— Introduction of the CDM Team
— Highlights of the Project | Ron Hartline, P.E., Project Manager
Camp Dresser & McKee Inc. (CDM) | 5 Min. |
| 3. | Project Details
— Purpose of Site Assessment <ul style="list-style-type: none"> - Definitions and Terms - Use of the Information — Project Elements <ul style="list-style-type: none"> - Data Gathering - Interviews - Site Inspections - Exit Interviews - Report Development — Project Schedule | Dan Viscardi, Technical
Director, CDM | 15 Min. |
| 4. | Tenant Responsibilities
— Interview/Site Visit Assistance
— Follow-up Information
— Long-term Operational/Environmental Issues | Dan Viscardi | 10 Min. |
| 5. | AATI/Town Responsibilities
— Use of Information
— Confidentiality
— Tenant Coordination Assistance
— Training and Assistance | John Baumgartner, P.E.
/James Pierce, Jr., P.E.
Town of Addison | 10 Min. |
| 6. | Discussion and Review
— Question and Answer Session
— Calendar for Interviews
— Tenant Schedule Signup | Ron Hartline, P.E. | 5 Min. |

For further information call:

James Pierce, Jr., P.E., Town of Addison, Project Manager (972) 450-2879 or
 Ron Hartline, P.E., Camp Dresser & McKee Inc., Project Manger (972) 308-9000

Facsimile

TO: James Pierre, P.E.

Date 10/3/97

COMPANY Town of Addison

FROM Ron Hartline

JOB NO./DESCRIPTION 10551-22271 - RT. TSKY

REMARKS:

The corrected tenout invitation letter and meeting agenda are attached for your review. I have also almost completed the presentation slides that we will use during the meeting. I should be able to get you a copy of the slides by Monday so you can review and approve their contents. If you have any questions, please feel free to give me a call.



Number of Pages
(including cover sheet):

3

FAX NUMBER: 972-450-2857

CAMP DRESSER & MCKEE INC.

Banner Place

12770 Colt Road, Suite 800

Dallas, Texas 75251

(972) 308-9000 FAX: (972) 950-2313

NOTE: If there are any problems with this fax transmission, please call

Check Here if Originals can be discarded

October 2, 1997

Dear _____ :

The Town of Addison (~~Town~~) is in the process of developing ^a business plans to assist in ~~optimizing the management and~~ operation of Addison Airport beyond the year 2000. As part of this process, the Town needs to determine the current environmental condition of the airport so that environmental liabilities, if any, can be addressed during the planning process. In order to define the current environmental conditions of the Addison Airport site, the Town has selected Camp Dresser & McKee Inc. (CDM), to conduct a Phase I Environmental Site Assessment (ESA) ~~of the Airport.~~

The purpose of the ESA will be to assist in identifying, documenting and accurately describing environmental concerns and liabilities that might be present, ~~if any. The ESA will include completion of personal interviews, historical record searches, regulatory records searches, an on-site inspection of all site facilities and tenant operations, and development of a report on the findings of the assessment.~~

CDM will accomplish this through

~~Prior to starting the ESA, the Town is holding a kick-off meeting with Town/AATI staff and tenants. As a current tenant of Addison Airport, you are invited and encouraged to attend the meeting, which is scheduled as follows:~~

To kick off the start of

hosting

for Addison Airport

bold

*on _____,
at _____*

~~Date:
Place:
Time:~~

You may also wish to invite other personnel from your staff whom you feel would benefit from attending the meeting. ~~At the meeting,~~ you will receive information regarding:

On the (date)

- Description and Purpose of the ESA.
- Project Coordination between the Town/AATI, CDM and Tenants.
- Opportunities for Tenant Involvement.
- Tenant and Town Responsibilities.
- Project Schedule.

I look forward to seeing you at the first ESA meeting. If you have any questions, please call me at (972) 450-~~2871~~.

2879

Sincerely,

James C. Pierce, Jr., P.E

Town of Addison
 Addison Airport Phase I Environmental Site Assessment
 Town/AATI/Tenant Kick-Off Meeting

Date
 Location
 Time

Agenda

- | | | | |
|----|---|--|---------|
| 1. | Welcome/Introduction
— Sign in Sheet
— Purpose of the Meeting
— Meeting Length
— Introduction of Key Town and AATI Staff
— Review Responsibilities | John Baumgartner, P.E.
Town of Addison
Director of Public Works | 10 Min. |
| 2. | Description of the Project
— Introduction of the CDM Team
— Highlights of the Project | Ron Hartline, P.E., Project Manager
Camp Dresser & McKee Inc. (CDM) | 5 Min. |
| 3. | Project Details
— Purpose of Site Assessment
- Definitions and Terms
- Use of the Information
— Project Elements
- Data Gathering
- Interviews
- Site Inspections
- Exit Interviews
- Report Development
— Project Schedule | Dan Viscardi, Technical
Director, CDM | 15 Min. |
| 4. | Tenant Responsibilities
— Interview/Site Visit Assistance
— Follow-up Information
— Long-term Operational/Environmental Issues | Dan Viscardi | 10 Min. |
| 5. | AATI/Town Responsibilities
— Use of Information
— Confidentiality
— Tenant Coordination Assistance
— Training and Assistance | John Baumgartner, P.E.
/James Pierce, Jr., P.E.
Town of Addison | 10 Min. |
| 6. | Discussion and Review of the
Calendar for Interviews
— Tenant Schedule Signup | Ron Hartline, P.E. | 5 Min. |

→ For further information call:

James Pierce, Jr., P.E., Town of Addison, Project Manager (972) 450-2871 or
 Ron Hartline, P.E., Camp Dresser & McKee Inc., Project Manger (972) 308-9000

1100SDATAIRLHADDISONITOWN.LTR

7. Questions and answers

CDM *Camp Dresser & McKee Inc.*

Dallas

TO: James Pierce, P.E.

DATE: 02 October 1997

COMPANY: Town of Addison

FROM: Ron Hartline, P.E.

JOB NO./DESCRIPTION: 10551-22271-RT.TSK4

REMARKS:

James:

Attached is an example tenant invitation letter I prepared for the Addison Airport project. Please review this letter at your convenience so that we can finalize a meeting date and begin distributing letters to tenants. I have also included a meeting agenda for your review and approval. Upon your review and approval of the agenda items, I will begin preparing a slide show presentation that we can use during the meeting.

If you have any questions, please give me a call. I look forward to beginning work on this project.

FACSIMILE

Post-it® Fax Note		7671	Date	10/2	# of pages	3
To	Mary Rosenbleeth		From	Jim Pierce		
Co./Dept.			Co.			
Phone #			Phone #			
Fax #	972-450-7043		Fax #			

NUMBER OF PAGES

(Including cover sheet): 3

FAX NUMBER: 972-450-2837

CAMP DRESSER & MCKEE INC.

*Banner Place
12770 Coit Road, Suite 800
Dallas, TX 75251-1314
(972) 308-9000 FAX: (972) 960-2313*

NOTE: If there are any problems with this fax transmission, please call.

Jim- it was a little stilted so I softened it a bit. let me know if you can't read it.

October 2, 1997

Thanks,
Mary

Dear

The Town of Addison (Town) is in the process of developing business plans to assist in optimizing the ~~management and~~ operation of Addison Airport beyond the year 2000. As part of this process, the Town needs to determine the current environmental condition of the airport so that environmental liabilities, if any, can be addressed during the planning process. In order to define the current environmental conditions of the Addison Airport site, the Town has selected Camp Dresser & McKee Inc. (CDM), to conduct a Phase I Environmental Site Assessment (ESA) of the Airport.

The purpose of the ESA will be to assist in identifying, documenting and accurately describing environmental concerns and liabilities that might be present. The ESA will include completion of personal interviews, historical record searches, regulatory records searches, an on-site inspection of all site facilities and tenant operations, and development of a report on the findings of the assessment.

accomplish
CDM will do

this through a series

To kick off the start of the ESA, Prior to starting the ESA, the Town is holding a kick-off meeting with Town/AATI staff and tenants. As a current tenant of Addison Airport, you are invited and encouraged to attend the meeting which is scheduled as follows:

for all Addison Airport
you

at Board

~~Date
Place
Time~~

You may also wish to invite other personnel from your staff whom you feel would benefit from attending the meeting. At the meeting, you will receive information regarding:

On the (date)

- Description and Purpose of the ESA.
- Project Coordination between the Town/AATI, CDM and Tenants.
- Opportunities for Tenant Involvement.
- Tenant and Town Responsibilities.
- Project Schedule.

I look forward to seeing you at the first ESA meeting. If you have any questions, please call me at (972) 450-2871.

Sincerely,

James C. Pierce, Jr., P.E

Post-it® Fax Note	7671	Date	10/2	# of Pages	2
To	Jim Pierce	From	Mary R		
Co./Dept.		Co.			
Phone #		Phone #	4-7035		
Fax #	2834	Fax #			

Scope of Work for Limited Phase I Environmental Assessment of Addison Airport

Project Background

The Town of Addison is in the process of developing future business plans to assist in optimizing the management and operation of Addison Airport once the current operating agreement with Addison Airport of Texas, Inc. (AATI) expires on December 31, 2000. As part of this process, the Town of Addison needs to determine the current environmental condition of the airport so that environmental liabilities can be addressed during the planning process. In order to define current environmental conditions of the Addison Airport site, the Town has selected Camp Dresser & McKee Inc. (CDM), hereinafter referred to as CONSULTANT, to conduct a Phase I Environmental Site Assessment of the Addison Airport facility. The purpose of this assessment will be to assist in identifying, documenting and accurately describing environmental concerns and liabilities present at Addison Airport, if any.

Site Description

According to information provided by the Town of Addison, 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 Phase I Environmental Assessment for Addison Airport will be conducted by CONSULTANT 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. Using the Standard and Town of Addison Request for Proposal requirements, the CONSULTANT 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, CONSULTANT 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 Miles (Kilometers)
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 the CONSULTANT 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.

Task 2 – Compilation of Existing Historical Information

Existing historical information relevant to the Environmental Assessment of the Addison Airport site will be compiled by the CONSULTANT, from the following sources, as available. Review and acquisition of these documents will be performed according to current Standard requirements.

- Review of historical aerial photographs.
- Texas Natural Resource Conservation Commission records.
- Town of Addison Fire Department spills and materials storage records.

Contacts with these sources will be documented by CONSULTANT. Any concerns identified during regulatory and historical records review will be summarized for inclusion in the final Phase I report. The CONSULTANT will plot all areas of historical concern on the Master Layout Plan that will be developed for the project.

CONSULTANT will also provide the Town of Addison with a list of site and tenant operational use categories that are commonly associated with environmental concerns at airports. A Town of Addison representative will then assemble a list of past and current tenants who may have performed similar operations and activities at the airport. These tenant lists will be developed using Town of Addison and AATI file records. CONSULTANT will then review the list to identify tenants and operations that may require more in-depth historical study during the project.

Historical information and regulatory records review for off-site properties will not be performed during this project.

Task 3 – Visual Site Survey, Site Data Collection and Tenant/Town of Addison Staff Interviews

CONSULTANT will conduct an initial on-site work session with Addison Airport tenant representatives and appropriate Town of Addison and AATI staff to explain the environmental assessment process, define roles and responsibilities, and develop a schedule for facility visits. OWNER will assist CONSULTANT as necessary in scheduling tenants to attend the on-site work session and subsequent facility inspections.

CONSULTANT will conduct a detailed visual site survey of all accessible interior and exterior areas of the Addison Airport site located within the airport boundary identified on the attached Addison Airport Master Plan Update drawing (A.6). All buildings shown in red on this drawing will be inspected for environmental concerns during this project. Color photographs will be taken of all areas of environmental concern identified and a standard site survey data collection form will be completed by CONSULTANT for each facility. CONSULTANT assumes that either a Town of Addison Staff member or AATI representative will escort CONSULTANT during the inspection of the site buildings to unlock buildings/hangers and assist in obtaining rapid access to all the facilities requiring inspection.

Follow-up contacts and interviews will be conducted by CONSULTANT, as necessary, with tenant and current/previous AATI and Town of Addison staff during site visits to collect pertinent supplemental detailed information. CDM has budgeted up to eight (8) hours of labor to complete any required interviews.

The CONSULTANT will meet with Town of Addison staff to discuss problems encountered during the visual site survey and will provide discussions concerning initial findings. The CONSULTANT will not notify tenants of the findings of our investigation activities without Town of Addison's prior approval.

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

Task 4 – Data Management/Facility Mapping

Mapping of areas of concern will be done as an overlay on an existing Addison Airport layout plan. OWNER will provide CONSULTANT a copy of the Addison Airport layout plan as an AutoCAD .DWG file with associated .SHX file font data. CONSULTANT will provide to OWNER copies of any spreadsheet files developed to compile relevant information collected in Task 2 and 3.

Task 5 – Report

A report will be prepared which summarizes the findings of Tasks 1 through 4 and provides recommendations on further investigative activities needed to characterize areas of likely soil, sediment, surface water and/or groundwater contamination that might be identified at the site. Potential sources of contamination associated with current and past activities at the Addison Airport site will be identified. Likely contaminated areas will then be prioritized for possible additional investigative activities and preliminary cost estimates will be developed. An action plan schedule will be developed for recommended investigative activities consistent with the schedule for lease renewal or termination in the year 2000.

The project report will follow the Standard report outline format, expanded as appropriate for the Addison Airport Phase I Environmental Assessment and will include all applicable maps, spreadsheets, field notes, site photographs and other relevant information acquired during the project.

A draft report will be provided to OWNER within 103 days of issuance of notice to proceed by OWNER to CONSULTANT. OWNER will provide comments on draft report to CONSULTANT within 15 days. The report will be finalized as mutually agreed upon by CONSULTANT and OWNER within 10 days of receipt of OWNER's comments on draft report. Thirty copies of the final report will be provided to the OWNER.

Task 6 – Meetings and Presentations

CONSULTANT will meet with OWNER as necessary throughout the course of the project to discuss project progress and other issues that may develop during the course of the work. One (1) public presentation meeting with the 2001 committee has also been included in the estimated costs for this project.

Project Schedule

CONSULTANT shall perform the scope of services described above in an efficient and timely manner in accordance with the attached estimated project schedule. The schedule is based on an estimated start date of September 8, 1997. CONSULTANT will complete the project in accordance with this schedule following receipt of written notice to proceed from OWNER.

Project Limitations

The CONSULTANT has made the following assumptions during the development of the scope of work and cost proposal for this project.

- 1) CONSULTANT 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 the CONSULTANT, 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 CONSULTANT and the OWNER.
- 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 OWNER's request.
- 5) CONSULTANT 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.

ESTIMATED PROJECT COSTS

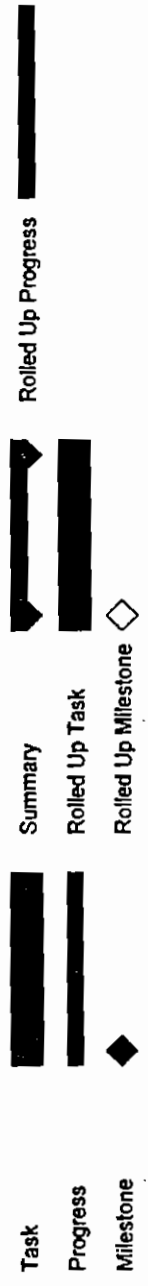
Phase I Environmental Site Assessment

Addison Airport
Addison, Texas

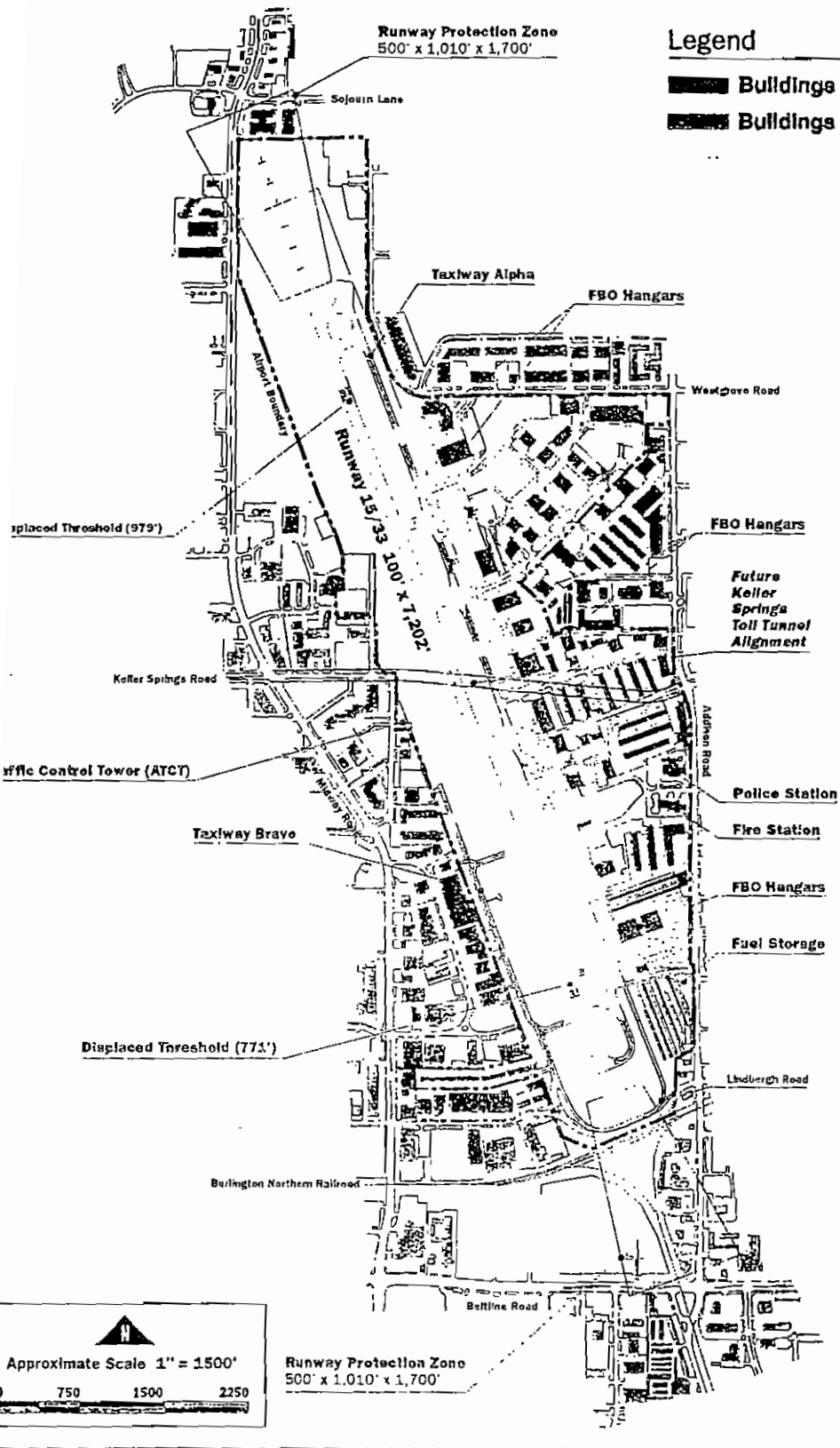
ESTIMATED PROJECT COSTS		TASK 1 Regulatory Database Search and Regulatory Records Search		TASK 2 Compilation of Existing Historical Information		TASK 3 Visual Site Survey, Site Data Collection and Tenant/Town of Addison Staff Reviews		TASK 4 Data Management/ Facility Mapping		TASK 5 Report Preparation Services		TASK 6 Meetings and Presentations	
Personnel	Labor Rate	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost
Officer in Charge/Principal	\$150.00	0	0.00	0	0.00	3	450.00	1	150.00	4	600.00	0	0.00
Project Director	\$140.00	0	0.00	2	280.00	8	1120.00	1	140.00	6	840.00	0	0.00
Senior Engineer/Scientist	\$125.00	0	0.00	0	0.00	0	0.00	0	0.00	5	625.00	0	0.00
Project Manager	\$90.00	7	630.00	30	2700.00	58	5220.00	8	720.00	30	2700.00	5	450.00
Engineer/Scientist	\$75.00	5	375.00	20	1500.00	45	3375.00	2	150.00	40	3000.00	0	0.00
Field Technician	\$55.00	0	0.00	0	0.00	2	110.00	0	0.00	3	165.00	0	0.00
Drafting	\$55.00	0	0.00	0	0.00	0	0.00	5	275.00	10	550.00	0	0.00
Administrative Support	\$45.00	1	45.00	2	90.00	3	135.00	3	135.00	3	135.00	0	0.00
Clerical	\$45.00	0	0.00	3	135.00	10	450.00	5	225.00	8	360.00	3	135.00
Total Labor by Task		13	1050.00	67	4705.00	129	10860.00	25	1785.00	111	9255.00	16	1765.00
TOTAL LABOR													
OTHER DIRECT COSTS													
Description of Services		Est. Cost	Est. Cost	Est. Cost	Est. Cost	Est. Cost	Est. Cost	Est. Cost	Est. Cost	Est. Cost	Est. Cost	Est. Cost	Est. Cost
Copies		30.00	200.00	200.00	300.00	300.00	40.00	40.00	150.00	500.00	500.00	150.00	150.00
Fax		0.00	20.00	20.00	50.00	50.00	15.00	20.00	20.00	50.00	50.00	20.00	20.00
Postage		10.00	20.00	20.00	60.00	60.00	10.00	10.00	30.00	30.00	30.00	30.00	30.00
Equipment/Supplies		10.00	20.00	20.00	200.00	200.00	25.00	25.00	100.00	100.00	100.00	100.00	100.00
Telephone		800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Regulatory Database Search		0.00	200.00	200.00	800.00	800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Aerial Photographs of Site		0.00	0.00	0.00	100.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Airfare		0.00	0.00	0.00	100.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Hotel Room		0.00	0.00	0.00	100.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Rental Car		0.00	0.00	0.00	100.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Per Diem		0.00	0.00	0.00	20.00	20.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Vehicle Mileage		0.00	75.00	75.00	100.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total ODC's by Task		820.00	555.00	1720.00	1720.00	1720.00	170.00	170.00	1360.00	1360.00	1360.00	1360.00	1360.00
TOTAL COST BY TASK		1900.00	5280.00	12610.00	1965.00	1965.00	10815.00	10815.00	10815.00	10815.00	10815.00	10815.00	10815.00
TOTAL PROJECT COST											34816.00		

**Addison Airport
Limited Phase I Environmental Assessment
Estimated Project Schedule**

ID	Task Name	Duration	Start	Finish	September	October	November	December	January	February
1	Signed Agreement Delivered to CDM	1d	Mon 9/8/97	Mon 9/8/97						
2	Schedule Town of Addison/AATI/Tenant Planning Meeting	14d	Mon 9/8/97	Thu 9/25/97						
3	Town of Addison/AATI/Tenant Planning Meeting	1d	Thu 9/25/97	Thu 9/25/97						
4	Arrange Site Visits	5d	Thu 9/25/97	Wed 10/1/97						
5	Regulatory Database and Records Search	10d	Mon 9/8/97	Fri 9/19/97						
6	Compile Existing Historical Information	30d	Fri 9/19/97	Thu 10/30/97						
7	Visual Site Survey & Town of Addison/AATI/Tenant Interviews	5d	Wed 10/1/97	Tue 10/7/97						
8	Meeting with Town of Addison Concerning Initial Findings	1d	Wed 10/15/97	Wed 10/15/97						
9	Data Management/Facility Mapping	15d	Tue 10/7/97	Mon 10/27/97						
10	Develop Draft Report	30d	Tue 10/7/97	Mon 11/17/97						
11	Review of Draft Report by Town of Addison	15d	Mon 11/17/97	Fri 12/5/97						
12	Develop Final Report	10d	Fri 12/5/97	Thu 12/18/97						
13	Contract Completion Date	0d	Fri 12/19/97	Fri 12/19/97						



Project: Addison.pro
Date: Wed 7/23/97



Legend

- Buildings on Airport
- Buildings off Airport

Addison
Airport
Master Plan
Update

Addison

Addison, Texas

Figure A3 Existing Airport Layout

Source: Digital Aerial Survey provided by Aerial Data Service/Tulsa, Ok. (Sept. 1995)
 Airport Obstruction Chart Addison Airport, Dallas, Tx./OC 768 (Dec. 1993)
 Addison Airport Layout Plan (ALP) 1993



Post Office Box 144 Addison, Texas 75001-0144

5300 Belt Line Road

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

Date: September 30, 1997
To: Jim Pierce
From: Mark Fadden *MF*
Re: Airport businesses

Attached are two lists regarding airport businesses that are on or near the airport grounds. If you need any further assistance, please contact me at (972) 450-7038.

Jef Copy

AGREEMENT

THIS AGREEMENT is made by and between Camp Dresser & McKee Inc, hereinafter called "ENGINEER", and the Town of Addison, Texas, hereinafter called "OWNER".

WHEREAS, Owner desires Engineer to perform certain work and services set forth in Section 2, Scope of Services.

WHEREAS, the Engineer has expressed a willingness to perform said work and services, hereinafter referred to only as "services", specified in said Scope of Services, and enumerated under Section 2, of this Agreement.

NOW, THEREFORE, all parties agree as follows:

Section 1. General

Engineer shall furnish and pay for all labor, tools, materials, equipment, supplies, transportation and management necessary to perform all services set forth in "Section 2." hereof for the Owner in accordance with the terms, conditions and provisions of the Scope of Services. Owner may, at any time, stop any services by the Engineer upon giving Engineer written notice. Engineer shall be bound to Owner by the terms, conditions and responsibilities toward the Owner for Engineer's services set forth in this Agreement.

Section 2. Scope of Services

The following services, when authorized in writing by a Notice to Proceed, shall be performed by the Engineer in accordance with the Owner's requirements for the performance of a Phase I Environmental Site Assessment of Addison Airport. A detailed description of the scope of work developed for this project is provided as Attachment A to this agreement.

Section 3. Payment

Owner shall pay Engineer for all services authorized in writing as properly performed by Engineer on the basis herein described, subject to additions or deletions for changes or extras agreed upon in writing.

Basis of Compensation

Payment shall be made monthly by Owner to Engineer based upon properly prepared invoice statements submitted by Engineer for work performed. Owner shall remit payment to Engineer within 30 days of Engineer's submission of properly prepared invoice statement for services completed. Compensation for performing basic services will be on the basis of actual salary cost (defined below) times a multiplier of 2.5, however, such salary cost shall not exceed the hourly billing rates set forth on the Estimated Project Costs Schedule

(Attachment A) attached hereto and made a part hereof for all purposes. Direct non-labor expenses (defined below) will be charged to Owner at cost. Attachment A_ outlines the estimated labor, outside professional services, and other direct costs required to complete this project. The maximum fee to perform the Phase I Environmental Assessment at Addison Airport will be \$ 34,815.00.

Salary cost is defined as the cost of salaries of engineers, technicians, draftsmen, stenographers, surveyors, clerks, laborers, etc. for time directly chargeable to the project, plus social security contributions, unemployment, excise and payroll taxes, employment compensation insurance, medical and other insurance benefits, sick leave, vacation, holiday pay, and contributions to a pension or retirement plan.

Direct non-labor expenses are defined as all non-labor expenses incurred by the Engineer which are directly chargeable to this project. These expenses include the cost of supplies, transportation, equipment, travel, communications, reproductions, and similar incidentals.

Section 4. Responsibilities

- a. Engineer shall be responsible for the professional quality, technical accuracy, and the coordination of all design, drawings, specifications, plans and other services furnished by Engineer under this Agreement. Engineer shall, without additional compensation, correct or review any errors or omissions in the design, drawings, specifications, plans and other services.
- b. Neither Owner's review, approval or acceptance of, nor payment for any of the services required under this Agreement, shall be construed to operate as a waiver if any rights under this Agreement or of any cause of action arising out of the performance of this Agreement, and Engineer shall be and remain liable to Owner in accordance with applicable law for all damages to Owner caused by Engineer's negligent performance of any of the services furnished under this Agreement.
- c. The rights and remedies of Owner under this Agreement are as provided by law.

Section 5. Time for Performance

- a. Engineer shall perform all services as provided for under this Agreement in a proper, efficient and professional manner in accordance with the Owner's requirements. As time is of the essence for this Agreement, such services shall be completed according to the schedule shown in Attachment A.
- b. In the event Engineer's performance of this Agreement is delayed or interfered with by acts of the Owner or others, Engineer may request an extension of time for the performance of same as hereinafter provided, but shall not be entitled to any increase in fee or price, or to damages or additional compensation as a consequence of such delays.
- c. No allowance of any extension of time, for any cause whatever, shall be claimed or

made to the Engineer, unless Engineer shall have made written request upon Owner for such extension within 14 calendar days after the cause for such extension occurred, and unless Owner and Engineer have agreed in writing upon the allowance of additional time to be made.

Section 6. Documents

- a. All instruments of service (including plans, specifications, drawings, reports, designs, computations, computer programs, estimates, surveys, other data or work items, etc.) prepared under this Agreement shall be submitted for approval of the Owner. All instruments of service shall be professionally sealed as may be required by law or by Owner.
- b. Such instruments of service, together with necessary supporting documents, shall be delivered to Owner, and Owner shall have unlimited rights, for the benefit of Owner, in all instruments of service, including the right to use same on any other work of Owner without additional cost to Owner. If, in the event Owner uses such instruments of service on any work of Owner other than that specified in the Scope of Services, defined in Section 2, provided Engineer completes this Agreement, under those circumstances Owner hereby agrees to protect, defend, indemnify and hold harmless the Engineer, their officers, agents, servants and employees (hereinafter individually and collectively referred to as "Indemnities"), from and against suits, actions, claims, losses, liability or damage of any character, and from and against costs and expenses, including, in part, attorney fees incidental to the defense of such suits, actions, claims, losses, damages or liability on account of injury, disease, sickness, including death, to any person or damage to property including, in part, the loss of use resulting therefrom, arising from any inaccuracy, such use of such instruments of service with respect to such other work except where Engineer participates in such other work.
- c. Engineer agrees to and does hereby grant to Owner a royalty-free license to all such instruments of service which Engineer may cover by copyright and to all designs as to which Engineer may assert any rights or establish any claim under the design patent or copyright laws. Engineer, after completion of the project, agrees to furnish the originals of all such instruments of service to the Owner. The license granted herein by Engineer shall survive termination of this Agreement for any reason.

Section 7. Termination

- a. Owner may suspend or terminate this Agreement for cause or without cause at any time by giving written notice to the Engineer. In the event suspension or termination is without cause, payment to Engineer, in accordance with the terms of this Agreement, will be made on the basis of services reasonably determined by Owner to be satisfactorily performed to date of suspension or termination. Such payment will be due upon delivery of all instruments of service to Owner.

- b. Should the Owner require a material modification of its contract with Engineer, and in the event Owner and Engineer fail to agree upon such modification to this Agreement, Owner shall have the option of terminating this Agreement and the Engineer's services hereunder at no additional cost other than the payment to Engineer, in accordance with the terms of this Agreement, for the services reasonably determined by Owner to be properly performed by the Engineer prior to such termination date.

Section 8. Insurance

- a. Engineer shall provide and maintain Workman's Compensation and Employer's Liability Insurance for the protection of Engineer's employees, as required by law. Engineer shall also provide and maintain in full force and effect during the term of this Agreement, insurance (including, but not limited to, insurance covering the operation of automobiles, trucks and other vehicles) protecting Engineer and Owner against liability from damages because of injuries, including death, suffered by any person or persons other than employees of Engineer, and liability for damages to property, arising from or growing out of Engineer's operations in connection with the performance of this Agreement.
- b. Such insurance covering personal and bodily injuries or death shall be in the sum of not less than Two Hundred Fifty Thousand Dollars (\$250,000.00) for one (1) person, and not less than Three Hundred Thousand Dollars (\$300,000.00) for any one (1) occurrence. Insurance covering damages to property shall be in the sum of not less than Three Hundred Thousand dollars (\$300,000.00) for any one (1) occurrence, and Three Hundred Thousand Dollars (\$300,000.00) aggregate.
- c. Engineer shall also provide and maintain Professional Liability Insurance coverage to protect Engineer and Owner from liability arising out of the performance of professional services, if any, under this Agreement. Such coverage shall be in the sum of \$3,000,000.00 per claim/aggregate.
- d. A signed Certificate of Insurance, satisfactory to Owner, showing compliance with the requirements of this Section shall be furnished to Owner before any services are performed under this Agreement, and shall further indicate that each and every policy for liability insurance coverage as required herein includes a "Contractual Liability Coverage" endorsement covering the Agreement under "Section 9" hereof. Such Certificate of Insurance shall provide for ten (10) days written notice to Owner prior to the cancellation or modification of any insurance referred to therein.
- e. Owner shall be named as "additional insured" party on the Engineer's General and Automobile Liability Insurance Policies.

Section 9. Indemnification For Injury and Performance

Engineer further specifically obligates itself to Owner in the following respects, to wit:

The Engineer hereby agrees to protect, defend, indemnify and hold harmless the Owner, their officers, agents, servants and employees (hereinafter individually and collectively referred to as "Indemnities"), from and against suits, actions, claims, losses, liability or damage of any character, and from and against costs and expenses, including, in part, attorney fees incidental to the defense of such suits, actions, claims, losses, damages or liability on account of injury, disease, sickness, including death, to any person or damage to property including, in part, the loss of use resulting thereof, and to the extent arising from any negligent act, error or omission of the Engineer, its officers, employees, servants, agents or subcontractors, or anyone else under the Engineer's direction and control, and arising out of, occurring in connection with, resulting from or caused by the performance or failure of performance of any work or services called for by this Agreement, or from conditions created by the performance or non-performance of any work or services called for by this Agreement, or from conditions created by the performance or non-performance of said work or services.

The Engineer is not responsible for the actions of the Owner's contractor to perform the construction of the improvements covered under this Agreement.

Acceptance and approval of the final plans by the Owner shall not constitute nor be deemed a release of this responsibility and liability of Engineer, its employees, associates, agents and Engineers for the accuracy or competency of their designs, working drawings and specifications, or other documents and work; nor shall such approval be deemed to be an assumption of such responsibility by the Owner for any defect in the designs, working drawings and specifications, or other documents prepared by Engineer, its employees, contractor, agents and Engineers.

Section 10. Indemnification For Unemployment Compensation

Engineer agrees that it is an independent contractor and not an agent of the Owner, and that Engineer is subject, as an employer, to all applicable Unemployment Compensation Statutes, so as to relieve Owner of any responsibility or liability from treating Engineer's employees as employees of Owner for the purpose of keeping records, making reports or payments of Unemployment Compensation taxes or contributions. Engineer further agrees to indemnify and hold Owner harmless and reimburse it for any expenses or liability incurred under said Statutes in connection with employees of Engineer.

Section 11. Indemnification For Performance

Engineer shall defend and indemnify Owner against and hold Owner and the premises harmless from any and all claims, suits or liens based upon or alleged to be based upon the non-payment of labor, tools, materials, equipment, supplies, transportation and management costs incurred by Engineer in performing this Agreement.

Section 12. Assignment

Engineer shall not assign or sublet this Agreement, or any part thereof, without the prior written consent of Owner.

Section 13. Applicable Laws

Engineer shall comply with all Federal, State, County and Municipal laws, ordinances, regulations, safety orders, resolutions and building codes relating or applicable to services to be performed under this Agreement.

Section 14. Default of Engineer

In the event Engineer fails to comply or becomes disabled and unable to comply with the provisions of this Agreement as to the quality or character of the service or time of performance, and the failure is not corrected within ten (10) days after written notice by Owner to Engineer, Owner may, at its sole discretion without prejudice to any other right or remedy:

- a. Terminate this Agreement and be relieved of the payment of any further consideration to Engineer except for all work determined by Owner to be satisfactorily completed prior to termination. Payment for work satisfactorily completed shall be for actual costs, including reasonable salaries and travel expenses of Engineer to and from meetings called by Owner at which Engineer is required to attend, but shall not include any loss of profit of Engineer. In the event, of such termination, Owner may proceed to complete the services in any manner deemed proper by Owner, either by the use of its own forces or by resubletting to others. In either event, the Engineer shall be liable for all costs in excess of the total contract price under this Agreement incurred to complete the services herein provided for and the costs so incurred may be due or that may thereafter become due to Engineer under and by virtue of this Agreement.
- b. Owner may, without terminating this Agreement or taking over the services, furnish the necessary materials, equipment, supplies and/or help necessary to remedy the situation, at the expense of the Engineer.

Section 15. Adjustments in Services

No claims for extra services, additional services or changes in the services will be made by Engineer without a written agreement with Owner prior to the performance of such services.

Section 16. Execution Becomes Effective

This Agreement will be effective upon execution of the contract by and between Engineer and Owner.

Section 17. Agreement Amendments

This Agreement contains the entire understanding of the parties with respect to the subject matter hereof and there are no oral understandings, statements, or stipulations bearing upon the meaning or effect of this Agreement which have not been incorporated herein. This Agreement may only be modified, amended, supplemented or Waived by a written

instrument executed by the parties except as may be otherwise provided therein.

Section 18. Written Notices

All notices, demands and communications hereunder shall be in writing and may be served or delivered personally upon the party for whom intended, or mailed to the party for whom intended at the address set forth on the signature page of this Agreement. The address of a party may be changed by notice given pursuant to this Section.

Section 19. Limitation of Liability

Engineer's total liability to Owner for any and all injuries, claims, losses, expenses or damages whatsoever arising out of or in any way related to this agreement or any work order issued hereunder, from any cause or causes, including, but not limited to Engineer's wrongful act, omissions, negligence, errors, strict liability, breach of contract or warranty, shall not exceed the amount of the available, unexhausted and applicable insurance coverage plus the total/aggregate amount of fee actually paid to Engineer by Owner under this agreement plus five hundred thousand dollars (\$ 500,000.00). This limitation of liability shall not apply to any claims that are finally determined to have arisen out of the Engineer's sole negligence or wilful misconduct in the performance of its services under this agreement or any work order issued hereunder.

Section 20. Gender and Number

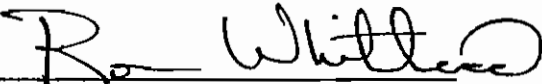
The use of any gender in this Agreement shall be applicable to all genders, and the use of singular number shall include the plural conversely.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on this _____ day of _____, 1997.

OWNER:


ENGINEER

Town of Addison, Texas

By: 

Ron Whitehead
City Manager

5300 Beltline Road
P.O. Box 144
Addison, Texas 75001-0144

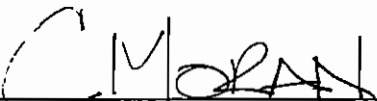
By: 

Mike Tilly, P.E.
Associate

12770 Coit Rd., Suite 800
Dallas, Texas 75251

Witness:

Witness:


City Secretary


Secretary

Approved by Council on August 26, 1997.

Scope of Work for Limited Phase I Environmental Assessment of Addison Airport

Project Background

The Town of Addison is in the process of developing future business plans to assist in optimizing the management and operation of Addison Airport once the current operating agreement with Addison Airport of Texas, Inc. (AATI) expires on December 31, 2000. As part of this process, the Town of Addison needs to determine the current environmental condition of the airport so that environmental liabilities can be addressed during the planning process. In order to define current environmental conditions of the Addison Airport site, the Town has selected Camp Dresser & McKee Inc. (CDM), hereinafter referred to as CONSULTANT, to conduct a Phase I Environmental Site Assessment of the Addison Airport facility. The purpose of this assessment will be to assist in identifying, documenting and accurately describing environmental concerns and liabilities present at Addison Airport, if any.

Site Description

According to information provided by the Town of Addison, 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 Phase I Environmental Assessment for Addison Airport will be conducted by CONSULTANT 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. Using the Standard and Town of Addison Request for Proposal requirements, the CONSULTANT 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, CONSULTANT 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.

	<u>Minimum Search Distance</u> <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 the CONSULTANT 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.

Task 2 – Compilation of Existing Historical Information

Existing historical information relevant to the Environmental Assessment of the Addison Airport site will be compiled by the CONSULTANT, from the following sources, as available. Review and acquisition of these documents will be performed according to current Standard requirements.

- Review of historical aerial photographs.
- Texas Natural Resource Conservation Commission records.
- Town of Addison Fire Department spills and materials storage records.

Contacts with these sources will be documented by CONSULTANT. Any concerns identified during regulatory and historical records review will be summarized for inclusion in the final Phase I report. The CONSULTANT will plot all areas of historical concern on the Master Layout Plan that will be developed for the project.

CONSULTANT will also provide the Town of Addison with a list of site and tenant operational use categories that are commonly associated with environmental concerns at airports. A Town of Addison representative will then assemble a list of past and current tenants who may have performed similar operations and activities at the airport. These tenant lists will be developed using Town of Addison and AATI file records. CONSULTANT will then review the list to identify tenants and operations that may require more in-depth historical study during the project.

Historical information and regulatory records review for off-site properties will not be performed during this project.

Task 3 – Visual Site Survey, Site Data Collection and Tenant/Town of Addison Staff Interviews

CONSULTANT will conduct an initial on-site work session with Addison Airport tenant representatives and appropriate Town of Addison and AATI staff to explain the environmental assessment process, define roles and responsibilities, and develop a schedule for facility visits. OWNER will assist CONSULTANT as necessary in scheduling tenants to attend the on-site work session and subsequent facility inspections.

CONSULTANT will conduct a detailed visual site survey of all accessible interior and exterior areas of the Addison Airport site located within the airport boundary identified on the attached Addison Airport Master Plan Update drawing (A.6). All buildings shown in red on this drawing will be inspected for environmental concerns during this project. Color photographs will be taken of all areas of environmental concern identified and a standard site survey data collection form will be completed by CONSULTANT for each facility. CONSULTANT assumes that either a Town of Addison Staff member or AATI representative will escort CONSULTANT during the inspection of the site buildings to unlock buildings/hangers and assist in obtaining rapid access to all the facilities requiring inspection.

Follow-up contacts and interviews will be conducted by CONSULTANT, as necessary, with tenant and current/previous AATI and Town of Addison staff during site visits to collect pertinent supplemental detailed information. CDM has budgeted up to eight (8) hours of labor to complete any required interviews.

The CONSULTANT will meet with Town of Addison staff to discuss problems encountered during the visual site survey and will provide discussions concerning initial findings. The CONSULTANT will not notify tenants of the findings of our investigation activities without Town of Addison's prior approval.

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

Task 4 – Data Management/Facility Mapping

Mapping of areas of concern will be done as an overlay on an existing Addison Airport layout plan. OWNER will provide CONSULTANT a copy of the Addison Airport layout plan as an AutoCAD .DWG file with associated .SHX file font data. CONSULTANT will provide to OWNER copies of any spreadsheet files developed to compile relevant information collected in Task 2 and 3.

Task 5 – Report

A report will be prepared which summarizes the findings of Tasks 1 through 4 and provides recommendations on further investigative activities needed to characterize areas of likely soil, sediment, surface water and/or groundwater contamination that might be identified at the site. Potential sources of contamination associated with current and past activities at the Addison Airport site will be identified. Likely contaminated areas will then be prioritized for possible additional investigative activities and preliminary cost estimates will be developed. An action plan schedule will be developed for recommended investigative activities consistent with the schedule for lease renewal or termination in the year 2000.

The project report will follow the Standard report outline format, expanded as appropriate for the Addison Airport Phase I Environmental Assessment and will include all applicable maps, spreadsheets, field notes, site photographs and other relevant information acquired during the project.

A draft report will be provided to OWNER within 103 days of issuance of notice to proceed by OWNER to CONSULTANT. OWNER will provide comments on draft report to CONSULTANT within 15 days. The report will be finalized as mutually agreed upon by CONSULTANT and OWNER within 10 days of receipt of OWNER's comments on draft report. Thirty copies of the final report will be provided to the OWNER.

Task 6 – Meetings and Presentations

CONSULTANT will meet with OWNER as necessary throughout the course of the project to discuss project progress and other issues that may develop during the course of the work. One (1) public presentation meeting with the 2001 committee has also been included in the estimated costs for this project.

Project Schedule

CONSULTANT shall perform the scope of services described above in an efficient and timely manner in accordance with the attached estimated project schedule. The schedule is based on an estimated start date of September 8, 1997. CONSULTANT will complete the project in accordance with this schedule following receipt of written notice to proceed from OWNER.

Project Limitations

The CONSULTANT has made the following assumptions during the development of the scope of work and cost proposal for this project.

- 1) CONSULTANT 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 the CONSULTANT, 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 CONSULTANT and the OWNER.
- 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 OWNER's request.
- 5) CONSULTANT 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.

ESTIMATED PROJECT COSTS

Phase I Environmental Site Assessment

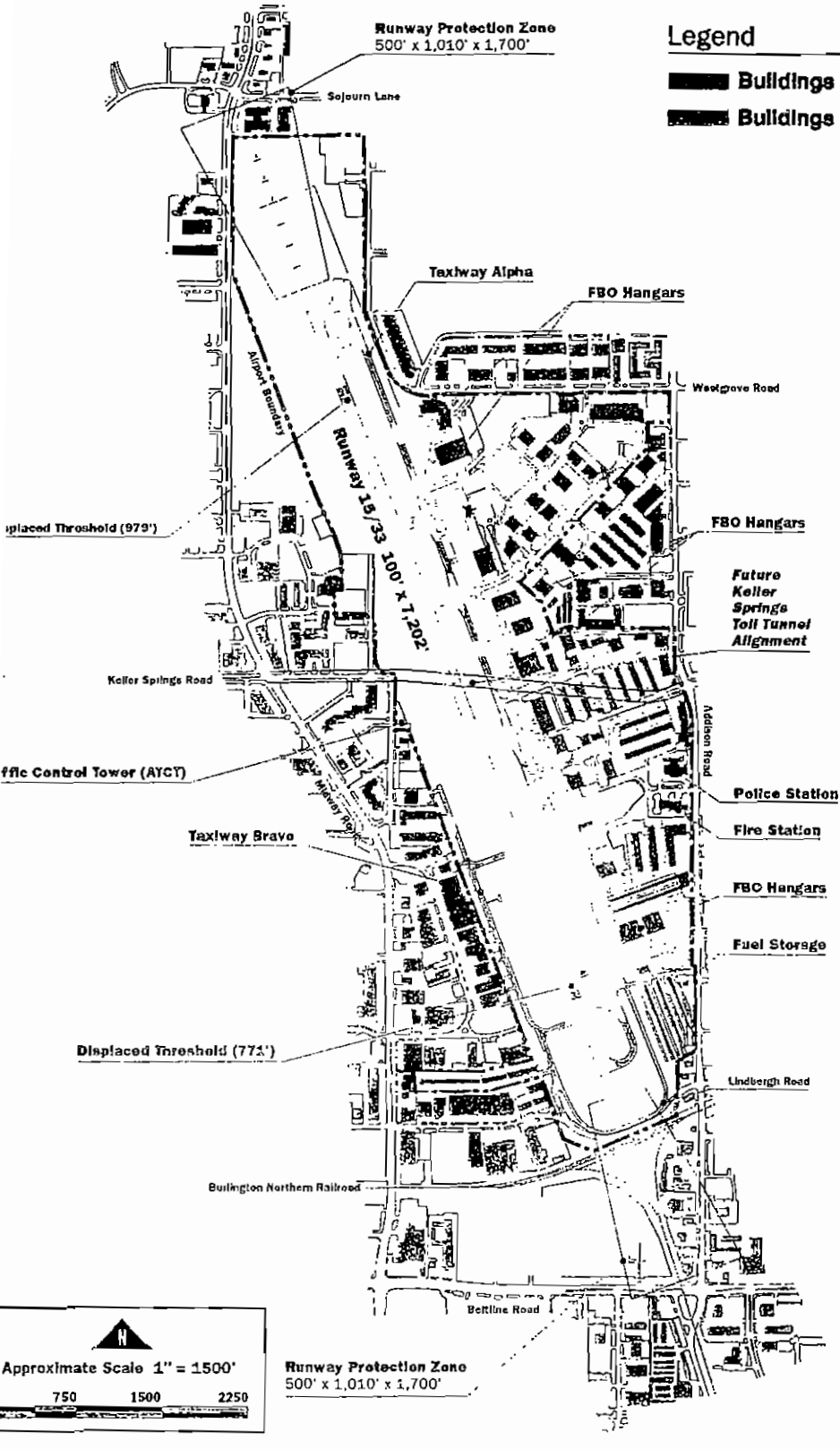
Addison Airport
Addison, Texas

ESTIMATED PROJECT COSTS Jul-97		TASK 1 Regulatory Database Search and Regulatory Records Search		TASK 2 Compilation of Existing Historical Information		TASK 3 Visual Site Survey, Site Data Collection and Tenant/Town of Addison Staff Reviews		TASK 4 Data Management/ Facility Mapping		TASK 5 Report Preparation Services		TASK 6 Meetings and Presentations	
		Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost
DIRECT LABOR													
Personnel	Labor Rate												
Officer in Charge/Principal	\$150.00	0	0.00	0	0.00	3	450.00	1	150.00	4	600.00	0	0.00
Project Director	\$140.00	0	0.00	2	280.00	8	1120.00	1	140.00	8	1120.00	8	1120.00
Senior Engineer/Scientist	\$125.00	0	0.00	0	0.00	0	0.00	0	0.00	5	625.00	0	0.00
Project Manager	\$90.00	7	630.00	30	2700.00	58	5220.00	8	720.00	30	2700.00	5	450.00
Engineer/Scientist	\$75.00	5	375.00	20	1500.00	45	3375.00	2	150.00	40	3000.00	0	0.00
Field Technician	\$55.00	0	0.00	0	0.00	2	110.00	0	0.00	3	165.00	0	0.00
Drafting	\$55.00	0	0.00	0	0.00	0	0.00	5	275.00	10	550.00	0	0.00
Administrative Support	\$45.00	1	45.00	2	90.00	3	135.00	3	135.00	3	135.00	0	0.00
Clerical	\$45.00	0	0.00	3	135.00	10	450.00	5	225.00	8	360.00	3	135.00
Total Labor by Task		13	1050.00	67	4705.00	129	10860.00	25	1795.00	111	9255.00	18	1705.00
OTHER DIRECT COSTS													
Description of Services													
			Est. Cost		Est. Cost		Est. Cost		Est. Cost		Est. Cost		Est. Cost
Copies			30.00		200.00		300.00		40.00		500.00		150.00
Fax			0.00		20.00		20.00		15.00		50.00		20.00
Postage			10.00		20.00		60.00		10.00		90.00		30.00
Equipment/Supplies			0.00		20.00		200.00		80.00		50.00		100.00
Telephone			10.00		20.00		20.00		25.00		30.00		20.00
Regulatory Database Search			800.00		0.00		0.00		0.00		0.00		0.00
Aerial Photographs of Site			0.00		200.00		0.00		0.00		0.00		0.00
Airfare			0.00		0.00		800.00		0.00		0.00		0.00
Hotel Room			0.00		0.00		100.00		0.00		0.00		0.00
Rental Car			0.00		0.00		100.00		0.00		0.00		0.00
Per Diem			0.00		0.00		20.00		0.00		0.00		0.00
Vehicle Mileage			0.00		75.00		100.00		0.00		40.00		20.00
Total ODC's by Task			850.00		555.00		1750.00		170.00		760.00		1360.00
TOTAL COST BY TASK			1900.00		5260.00		12610.00		1965.00		10015.00		3065.00
TOTAL PROJECT COST												34815.00	

**Addison Airport
Limited Phase I Environmental Assessment
Estimated Project Schedule**

ID	Task Name	Duration	Start	Finish	September	October	November	December	January	February
1	Signed Agreement Delivered to CDM	1d	Mon 9/8/97	Mon 9/8/97						
2	Schedule Town of Addison/AATI/Tenant Planning Meeting	14d	Mon 9/8/97	Thu 9/25/97						
3	Town of Addison/AATI/Tenant Planning Meeting	1d	Thu 9/25/97	Thu 9/25/97						
4	Arrange Site Visits	5d	Thu 9/25/97	Wed 10/1/97						
5	Regulatory Database and Records Search	10d	Mon 9/8/97	Fri 9/19/97						
6	Compile Existing Historical Information	30d	Fri 9/19/97	Thu 10/30/97						
7	Visual Site Survey & Town of Addison/AATI/Tenant Interviews	5d	Wed 10/1/97	Tue 10/7/97						
8	Meeting with Town of Addison Concerning Initial Findings	1d	Wed 10/15/97	Wed 10/15/97						
9	Data Management/Facility Mapping	15d	Tue 10/7/97	Mon 10/27/97						
10	Develop Draft Report	30d	Tue 10/7/97	Mon 11/17/97						
11	Review of Draft Report by Town of Addison	15d	Mon 11/17/97	Fri 12/5/97						
12	Develop Final Report	10d	Fri 12/5/97	Thu 12/18/97						
13	Contract Completion Date	0d	Fri 12/19/97	Fri 12/19/97						





Legend

- Buildings on Airport
- Buildings off Airport



Figure A.3 Existing Airport Layout

Source: Digital Aerial Survey provided by Aerial Data Service/Tulsa, Ok. (Sept. 1995)
 Airport Obstruction Chart Addison Airport, Dallas, Tx./OC 768 (Dec. 1993)
 Addison Airport Layout Plan (ALP) 1993

JFK Copy

ATTACHMENT A

Scope of Work for Limited Phase I Environmental Assessment of Addison Airport

Project Background

The Town of Addison is in the process of developing future business plans to assist in optimizing the management and operation of Addison Airport once the current operating agreement with Addison Airport of Texas, Inc. (AATI) expires on December 31, 2000. As part of this process, the Town of Addison needs to determine the current environmental condition of the airport so that environmental liabilities can be addressed during the planning process. In order to define current environmental conditions of the Addison Airport site, the Town has selected Camp Dresser & McKee Inc. (CDM), hereinafter referred to as CONSULTANT, to conduct a Phase I Environmental Site Assessment of the Addison Airport facility. The purpose of this assessment will be to assist in identifying, documenting and accurately describing environmental concerns and liabilities present at Addison Airport, if any.

Site Description

According to information provided by the Town of Addison, 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 Phase I Environmental Assessment for Addison Airport will be conducted by CONSULTANT 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. Using the Standard and Town of Addison Request for Proposal requirements, the CONSULTANT has developed the following scope of work for this project.

*Meeting -
turn Curt
Horn*

*Send out Notice
of Meeting -
many sanitise
to have list from
water records &
tax records*

*-13 Oligphant
Pub Relations consultant
innant List
many
a Fly*

*met -
Police & courts
Court Room Paula Dale
reference center*

*Cathryn Tucker,
Chris' Seely
will look for
a list.*

Task 1 — Regulatory Database Search

To evaluate potential on-site and off-site sources of contamination, CONSULTANT 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.

	<u>Minimum Search Distance</u> <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 the CONSULTANT 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.

Task 2 — Compilation of Existing Historical Information

Existing historical information relevant to the Environmental Assessment of the Addison Airport site will be compiled by the CONSULTANT, from the following sources, as available. Review and acquisition of these documents will be performed according to current Standard requirements.

- Review of historical aerial photographs.
- Texas Natural Resource Conservation Commission records.
- Town of Addison Fire Department spills and materials storage records.

Contacts with these sources will be documented by CONSULTANT. Any concerns identified during regulatory and historical records review will be summarized for inclusion in the final Phase I report. The CONSULTANT will plot all areas of historical concern on the Master Layout Plan that will be developed for the project.

CONSULTANT will also provide the Town of Addison with a list of site and tenant operational use categories that are commonly associated with environmental concerns at airports. A Town of Addison representative will then assemble a list of past and current tenants who may have performed similar operations and activities at the airport. These tenant lists will be developed using Town of Addison and AATI file records. CONSULTANT will then review the list to identify tenants and operations that may require more in-depth historical study during the project.

Historical information and regulatory records review for off-site properties will not be performed during this project.

Task 3 – Visual Site Survey, Site Data Collection and Tenant/Town of Addison Staff Interviews

CONSULTANT will conduct an initial on-site work session with Addison Airport tenant representatives and appropriate Town of Addison and AATI staff to explain the environmental assessment process, define roles and responsibilities, and develop a schedule for facility visits. OWNER will assist CONSULTANT as necessary in scheduling tenants to attend the on-site work session and subsequent facility inspections.

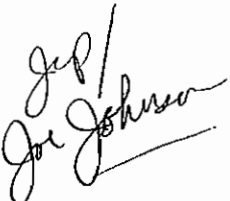
CONSULTANT will conduct a detailed visual site survey of all accessible interior and exterior areas of the Addison Airport site located within the airport boundary identified on the attached Addison Airport Master Plan Update drawing (A.6). All buildings shown in red on this drawing will be inspected for environmental concerns during this project. Color photographs will be taken of all areas of environmental concern identified and a standard site survey data collection form will be completed by CONSULTANT for each facility.

CONSULTANT assumes that either a Town of Addison Staff member or AATI representative will escort CONSULTANT during the inspection of the site buildings to unlock buildings/hangers and assist in obtaining rapid access to all the facilities requiring inspection.

Follow-up contacts and interviews will be conducted by CONSULTANT, as necessary, with tenant and current/previous AATI and Town of Addison staff during site visits to collect pertinent supplemental detailed information. CDM has budgeted up to eight (8) hours of labor to complete any required interviews.

The CONSULTANT will meet with Town of Addison staff to discuss problems encountered during the visual site survey and will provide discussions concerning initial findings. The CONSULTANT will not notify tenants of the findings of our investigation activities without Town of Addison's prior approval.

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



Called 9/30 - will
send in reg mail 10/1/97

Tulsa
918-585-
8844
Cody
Fussel
Fuss - sell

Task 4 – Data Management/Facility Mapping

Mapping of areas of concern will be done as an overlay on an existing Addison Airport layout plan. OWNER will provide CONSULTANT a copy of the Addison Airport layout plan as an AutoCAD .DWG file with associated .SHX file font data. CONSULTANT will provide to OWNER copies of any spreadsheet files developed to compile relevant information collected in Task 2 and 3.

Task 5 – Report

A report will be prepared which summarizes the findings of Tasks 1 through 4 and provides recommendations on further investigative activities needed to characterize areas of likely soil, sediment, surface water and/or groundwater contamination that might be identified at the site. Potential sources of contamination associated with current and past activities at the Addison Airport site will be identified. Likely contaminated areas will then be prioritized for possible additional investigative activities and preliminary cost estimates will be developed. An action plan schedule will be developed for recommended investigative activities consistent with the schedule for lease renewal or termination in the year 2000.

The project report will follow the Standard report outline format, expanded as appropriate for the Addison Airport Phase I Environmental Assessment and will include all applicable maps, spreadsheets, field notes, site photographs and other relevant information acquired during the project.

A draft report will be provided to OWNER within 103 days of issuance of notice to proceed by OWNER to CONSULTANT. OWNER will provide comments on draft report to CONSULTANT within 15 days. The report will be finalized as mutually agreed upon by CONSULTANT and OWNER within 10 days of receipt of OWNER's comments on draft report. Thirty copies of the final report will be provided to the OWNER.

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ESTIMATED PROJECT COSTS

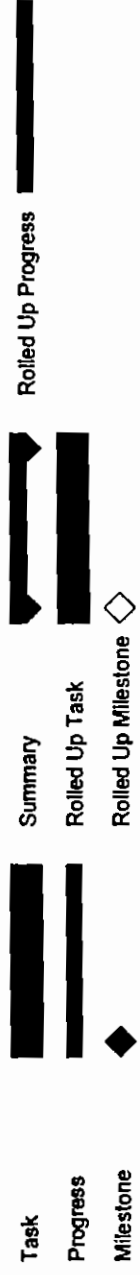
Phase I Environmental Site Assessment

Addison Airport
Addison, Texas

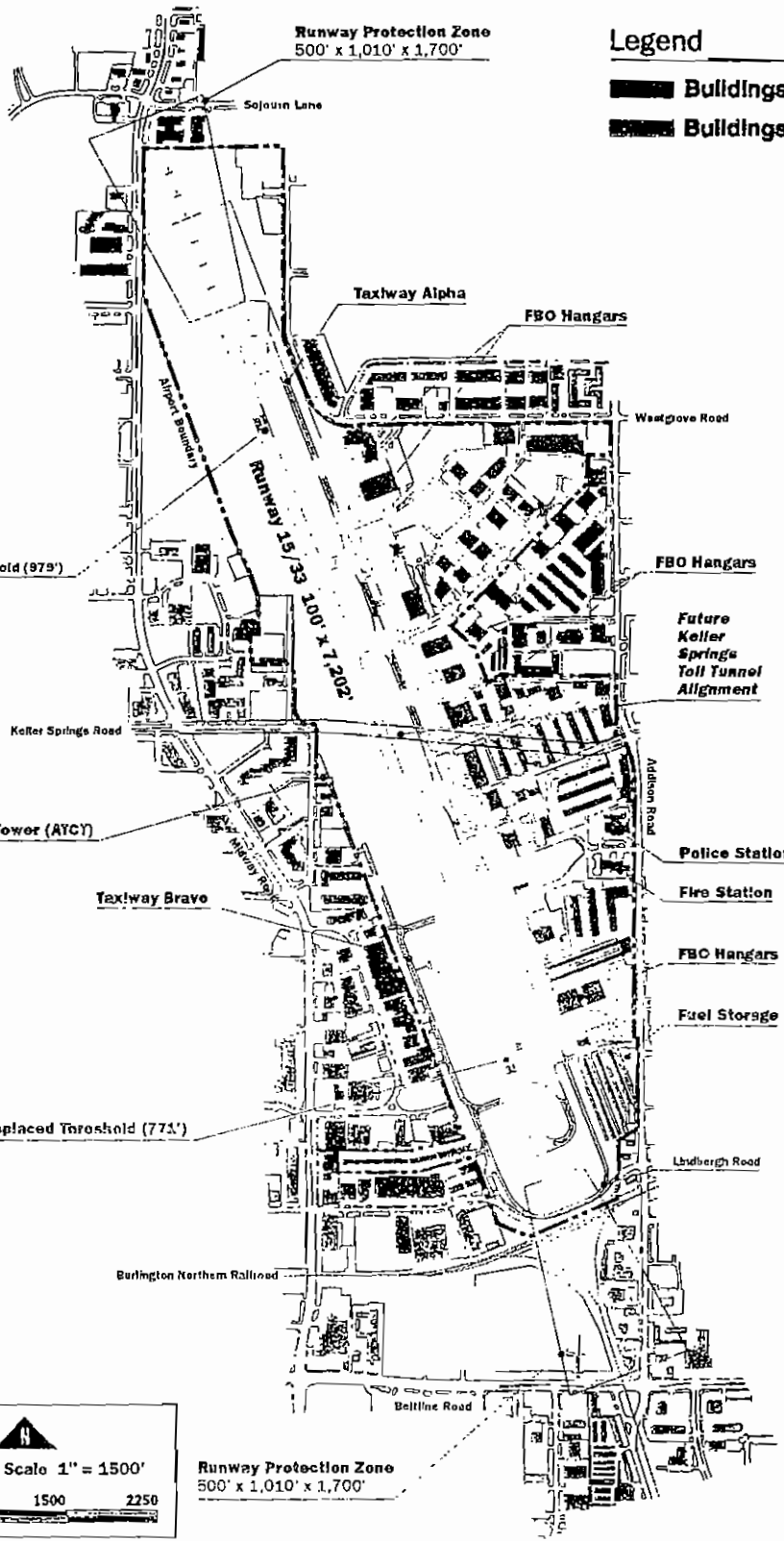
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Project Manager	7	\$90.00	30	2700.00	58	5220.00	8	720.00	30	2700.00	5	450.00
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												29370.00
OTHER DIRECT COSTS												
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Copies		30.00		200.00		300.00		40.00		500.00		150.00
Fax		0.00		20.00		50.00		15.00		50.00		20.00
Postage		10.00		20.00		60.00		10.00		90.00		30.00
Equipment/Supplies		0.00		20.00		20.00		80.00		50.00		100.00
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Regulatory Database Search		800.00		0.00		0.00		0.00		0.00		0.00
Aerial Photographs of Site		0.00		200.00		0.00		0.00		0.00		0.00
Airfare		0.00		0.00		800.00		0.00		0.00		0.00
Hotel Room		0.00		0.00		100.00		0.00		0.00		0.00
Rental Car		0.00		0.00		100.00		0.00		0.00		0.00
Per Diem		0.00		0.00		100.00		0.00		0.00		0.00
Vehicle Mileage		0.00		75.00		100.00		0.00		0.00		0.00
Total ODC's by Task		850.00		555.00		1750.00		170.00		760.00		1360.00
TOTAL COST BY TASK		1900.00		5260.00		12610.00		1965.00		10015.00		3065.00
										(At Cost)		6445.00
												34816.00

**Addison Airport
Limited Phase I Environmental Assessment
Estimated Project Schedule**

ID	Task Name	Duration	Start	Finish	September	October	November	December	January	February
1	Signed Agreement Delivered to CDM	1d	Mon 9/8/97	Mon 9/8/97						
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13	Contract Completion Date	0d	Fri 12/19/97	Fri 12/19/97						



Project: Addison.pro
Date: Wed 7/23/97



Legend

- Buildings on Airport
- Buildings off Airport

Approximate Scale 1" = 1500'
 0 750 1500 2250

Runway Protection Zone
 500' x 1,010' x 1,700'

**Addison
 Airport
 Master Plan
 Update**

Addison, Texas

Figure A3 Existing Airport Layout

Source: Digital Aerial Survey provided by Aerial Data Service/Tulsa, Ok. (Sept. 1995)
 Airport Obstruction Chart Addison Airport, Dallas, Tx./OC 768 (Dec. 1993)
 Addison Airport Layout Plan (ALP) 1993