MEETING MINUTES

Project:	Construct Taxiway and Hangar Building	**Location:**	Teams Meeting
WBOA Project No.:	AIP 3-55-0106-10, 73C1002	**Date:**	January 19, 2022
Meeting Purpose:	30% Plan Review Meeting	**Time:**	1:00 PM
Meeting Organizer:	Jeremy Roberts - MSA		

Attendees:

Name, Affiliation	Yes	No	Name, Affiliation	Yes	No
Stacey Miller, BOA	X		David Carlson, City of Lancaster	X	
Jeremy Roberts, MSA	X		John Hauth, City of Lancaster	X	
Al Szymanski, MSA	X		Terry Bailie-Airport Advisory Committee	X	
Justin Weiss, MSA	X				

1. Safety Plan
   - A. Haul route will use existing driveway off STH 61 near south end of project area.
   - B. Very little, if any impact to existing air traffic, only when tie-ins occur.
     1. MSA provided brief description and indicated sheets are in the 30% plan set

2. Plans
   - A. Taxiway / Site Work
     1. Location set per ALP
     2. Pavement Limits – Showing paving to just beyond future hangar pad. Could be shortened due to cost.
        a. Due to funding concerns, show the taxiway beyond the new hangar as Alternate B
     3. Pavement Structure – Soils have low bearing pressure, incorporating that info into design. Likely will need geotextile fabric at a minimum, possibly a layer of larger aggregate on subgrade.
        a. MSA working through final section design yet, will provide update at 65% meeting
     4. Removal of remaining buildings and foundations
        a. City provided update on status of 4 parcels acquired and their structures. North parcel, only foundation remains. Next parcel south, City working with prospective "buyer" to move house, foundation would remain. Trailer home removed from next parcel, 2 foundations remain. Southern-most property, house and foundation remain, and likely will be there when construction begins. Will continue to monitor status during design
        b. All septic systems have been abandoned
        c. Remaining out-buildings and trash removed from site of 4 parcels.
        d. City will abandon water wells on parcels in spring
        e. Remaining work to remove foundations and backfill is eligible and will be done with project.
     5. Future hangar parking
        i. Project can provide this area now, minimal cost
        ii. Current estimate includes landscaping
        iii. Tie-down anchors not currently shown, but could be added
        a. If desired, City can do this work. Will not show in plans
        iv. When paved in future, will have to excavate and place base course
     6. Connector Taxiway to Runway
        i. Shown as Alternate B – Not eligible for federal funding. Cost would be 100% City
        a. Remove this work from plan set for this project

B. Hangar Building
   1. Three individual units, insulated and heated, lights and outlets
   2. Roof sloped to drain behind building, about 17'-8" tall in front, remains under 20' BRL
   3. Undercut entire building footprint and install sand to 2' below footings. This will minimize differential settling, common in silty soils.
      a. City in agreement with this item
   4. Due to center trusses, clear height in middle of unit limited to 12'
      a. MSA explained most aircraft utilizing these hangars are less than 12', so shouldn't be an issue, and if they are, can park nose-in to avoid any conflicts
   5. Walls between units will have full height metal panels. Remaining walls will have 8' tall panels
   6. No floor drains. Floor sloped slightly towards bi-fold door
   7. MSA added some discussion on roof runoff on west side of hangar. Two options, either overhang runoff onto landscaping rock or concrete sidewalk to eliminate erosion; or gutters and downspouts. City prefers no gutters. Terry mentioned around his large buildings he does breaker run covered with topsoil and seeding. City would like this as minimum but prefers concrete sidewalk. If cost prohibits, City would consider sidewalk at a later date with own crews.

C. Electrical & Heating
   1. Provide new service with meters for each hangar - Yes
   2. Lights above service doors
   3. Any need for exterior outlets? – No, tenants can open doors and run extension cord if necessary
   4. LP tanks for hangars. One for each unit, discussed City owned vs. tenant rented. Show City-owned tanks, one per hangar unit as part of project. Tenants free to buy LP from supplier of their choice. Leases would have to indicate how leftover LP handled if tenant vacates.
   5. Discussion about lights in front of hangars. Since bi-fold doors take up all space on east side of unit, need to explore options for lighting when pilots and aircraft outside at night. Terry said as a pilot, it would be very useful to not be in dark out in front of hangar. Suggested maybe motion-detected and tied to each individual unit to keep electrical simplified. MSA to discuss this issue with electrical designer in next phase of design.

3. Stormwater
   A. Drainage west of hangars will go to existing ditch along STH 61
   B. Drainage east of hangars will go to existing ditch along runway
      1. No concerns with drainage patterns proposed.
      2. MSA inquired if any existing drainage issues need correction. It was noted that behind (east of) lot that held trailer homes, there was some ponding. MSA to review during next phase of design.

4. Cost Estimate
   A. Base Bid – Taxiway
      1. Funding: 90% Federal, 5% State, 5% City
      2. Estimated Cost = $427,000
   B. Alternate A – Hangar Building
      1. Funding: 90% Federal, 10% City
      2. Estimated Cost = $950,000

C. Alternate B – Connector Taxiway Widening
    1. Funding: 100% City
    2. Estimated Cost = $45,000
D. Estimate shows total cost of construction, including part time building inspection and full-time civil site work inspection and testing
E. Contingencies somewhat high due to preliminary nature of estimate
F. Material and labor costs have increased dramatically since preliminary estimates in May 2021.
G. City noted throughout meeting that design decisions will be impacted by current budget provided by BOA of about $1.17 M. Ultimate awarded project will need to be at or under this value.

MEETING AGENDA / MINUTES

Project:	Construct Taxiway and Hangar Building	**Location:**	Lancaster City Hall /Teams Meeting
WBOA Project No.:	AIP 3-55-0106-10, 73C1002	**Date:**	March 22, 2022
Meeting Purpose:	65% Plan Review Meeting	**Time:**	1:00 PM
Meeting Organizer:	Jeremy Roberts - MSA		

Attendees:

Name, Affiliation	Yes	No	Name, Affiliation	Yes	No
Stacey Miller, BOA	X		David Carlson, City of Lancaster	X	
Jeremy Roberts, MSA	X		John Hauth, City of Lancaster	X	
Al Szymanski, MSA	X		Airport Advisory Committee (LeRoy Ihm, Terry Bailie, Bruce Fritz, Randy Peterson)	X	
Justin Weiss, MSA	X				

1. Safety Plan
   A. Haul route will use existing driveway off STH 61 near south end of project area.
   B. Very little, if any impact to existing air traffic, only when tie-ins occur.
   C. Status: Sending to Josh Cothren tomorrow for review, then into OE/AAA by end of week.

2. Plans
   A. Taxiway / Site Work
      1. Pavement Limits
         i. Removed work along connector taxiway to runway
         ii. Work beyond hangar now Alternate A
      2. Removal of remaining buildings and foundations – status
         i. John noted that a second house in currently in the process of being moved and the southern-most house is set to be torn down this spring. Anticipate by early summer, no buildings should remain
         ii. Removal plans will be updated accordingly
      3. Future hangar parking
         i. Project can provide this area now, minimal cost
         ii. Current estimate includes landscaping
         iii. Tie-down anchors – done by City at a later date
            a. Anchors could be either spiral type installed in soil, or auger a hole, set anchor and pour concrete. Small concrete pad around "eye" of tie down helps with maintenance

   B. Hangar Building
      1. Three individual units
      2. Roof sloped to drain behind building, about 17'-8" tall in front, remains under 20' BRL
      3. Undercut entire building footprint and install sand to 2' below footings, per plan detail
      4. Due to center trusses, clear height in middle of unit limited to 12'
      5. Walls between units will have full height metal panels. Remaining walls will have 8' tall panels
      6. No floor drains. Floor sloped slightly towards bi-fold door

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7. Concrete pads and piping provided for tenant to have LP tank installed.
8. There was a question about foundation type, indicated a 4' foundation wall is specified

C. Electrical
   1. Provide new service with meters for each hangar
      i. There was discussion about the fact that monthly meter charges are typically high and would it be cost effective for hangar tenant if each unit is metered. It was suggested only one meter be installed and City would include electric as part of lease agreement. Downfall is actual usage might be higher than what is included with lease and how does City track usage to properly charge tenants.
      ii. 3 separate meters is preferred by City, allows more flexibility for each tenant. MSA to check into meter charges with Alliant Energy and provide additional information at next meeting.
   2. Lights above service doors
   3. Light above each hangar door with motion sensor
   4. Solar panels to feed hangar building was discussed.
      i. If panels are mounted flush, no real structural concerns. If mounted on brackets, additional calcs would be needed for snow load from drifting.
      ii. Probably not incredibly feasible just for one building, but in future, City may consider solar installation to power terminal, lighting, etc for entire site.
      iii. MSA can look into and include cost effective provisions to set building up for future solar connections

3. Specifications
   A. Completion Date – allows for contractor flexibility, usually better prices
      1. October 6, 2023 – Currently up to 1 year lead time on structural steel
      2. Civil Work – 20 days to complete once started
      3. Hangar Building – 75 days to complete once started
      4. City is hopeful to get project built as soon as possible

4. Cost Estimate
   A. Estimate shows total cost of construction, including part time building inspection and full-time civil site work inspection and testing
   B. Base Bid (Hangar and Taxiway):
      1. Construction Estimate = $1,188,000
      2. Contingency (10%) = $118,800 (this will mostly go away by end of design)
      3. Construction Inspection and BOA Admin = $107,000
      4. TOTAL = $1,413,800
      5. Funding available 2022 (less design) = $1,040,000
      6. Additional funding available 2023 (BIL + AIP) = $288,800
      7. Local share: $25,200 (2022) + $14,500 (2023)
   C. Alternate A (additional taxiway and future hangar pad)
      1. Construction Estimate = $56,400
      2. Contingency (10%) = $5,600
      3. Construction Inspection and BOA Admin = $5,000
      4. TOTAL = $67,000
   D. Material and labor costs anticipated to remain high through 2022
   E. With current engineer's estimate, BOA anticipates the local share of project would be $40,668