

City of Fayetteville Staff Review Form

2021-0691

Legistar File ID

9/21/2021

City Council Meeting Date - Agenda Item Only
N/A for Non-Agenda Item

Summer Fallen

9/2/2021

AIRPORT SERVICES (760)

Submitted By

Submitted Date

Division / Department

Action Recommendation:

Airport-Staff is requesting approval for the Aviation Division to apply for an 80/20 Arkansas Department of Aeronautics grant in the amount of \$352,181.75 to fund the rehabilitation of the fuel farm.

Budget Impact:

Account Number		Fund	
Project Number		Project Title	
Budgeted Item?	<u>No</u>	Current Budget	\$ -
		Funds Obligated	\$ -
		Current Balance	\$ -
Does item have a cost?	<u>No</u>	Item Cost	\$ -
Budget Adjustment Attached?	<u>No</u>	Budget Adjustment	\$ -
		Remaining Budget	\$ -

V20210527

Purchase Order Number: _____

Previous Ordinance or Resolution # _____

Change Order Number: _____

Approval Date: _____

Original Contract Number: _____

Comments:



MEETING OF SEPTEMBER 21, 2021

TO: Mayor and City Council

THRU: Susan Norton, Chief of Staff
Terry Gulley, Transportation Services Director

FROM: Summer Fallen, Airport Director

DATE: September 2nd, 2021

SUBJECT: Fuel Farm Rehabilitation- Arkansas Department of Aeronautics Grant

RECOMMENDATION:

Staff is requesting approval for the Aviation Division to apply for an 80 / 20 Arkansas Department of Aeronautics grant in the amount of \$352,181.75 to fund the rehabilitation of the fuel farm.

BACKGROUND:

The fuel farm for the airport continues to have multiple failures that hinder the ability for the airport to extract fuel, which in turn causes availability issues for the flying community. The age of the equipment presents an issue when attempting to purchase replacement parts and service providers often can't address issues due to this. The new AFPA 407 update mandates additional over-fill protection devices to be installed, which will also be added with the funding provided.

BUDGET/STAFF IMPACT:

No budget or staff impacts at this time. Upon receipt of the Arkansas Department of Aeronautics grant the Airport Division will seek approval from Council to execute the 80/20 grant acceptance with the City's match not to exceed \$102,181.75, execute a construction contract with the lowest responsive and responsible bidder, execute a construction phase services task order with Garver, and budget adjustment.

Attachments:

Staff Review Form
City Council Memo
ADA Application



CITY OF
FAYETTEVILLE
ARKANSAS

September 21st, 2021

Jerry Chism
Arkansas Department of Aeronautics
2315 Crisp Drive
Hangar 8
Little Rock, AR 72202

Re: Fayetteville-Drake Field Fuel Farm Rehabilitation

Dear Mr. Chism:

Thanks to the past help of the Arkansas Department of Aeronautics, Fayetteville-Drake Field continues to prosper. In an effort to provide quality service and fuel availability for our customers, Fayetteville-Drake Field Airport is pursuing a grant to rehabilitate the current fuel farm in hopes to insure its reliability and compliance.

Enclosed is a request for the rehabilitation of the fuel farm as well as the detailed price estimate that address all the needs at this time.

We respectfully request your consideration of the grant in the amount of \$352,181.75. We greatly appreciate the assistance you have given the Airport on past projects, and we look forward to working with you on the project as well.

Please call me or Summer Fallen if you have any questions or comments.

Sincerely,

Mr. Lioneld Jordan
Mayor
City of Fayetteville

State Airport Aid Application – Page 1

The City/County of Fayetteville, herein called "Sponsor", hereby makes application to the Arkansas Department of Aeronautics for State funds pursuant to Act 733 of 1977, for the purpose of aiding in financing a project for the development of a municipal airport located in the city of Fayetteville Arkansas, county.

Date of Request: 9-21-2021

Name of Airport: Fayetteville Executive Airport (FYV)

Name and address of City/County Commission sponsoring request:

City of Fayetteville
113 W. Mountain Street
Fayetteville, AR 72701

Phone Number: 479-575-8330
 Fax Number: 479-585-8257

Person to Contact about project:

Summer Fallen
Airport Director
Fayetteville-Drake Field

Phone Number: 479-718-7644
 Cell Number: _____
 Fax Number: 479-718-7646

Name and address of Engineering Firm (if applicable):

Garver
2049 E. Joyce Blvd.
Suite 400
Fayetteville, AR 72703

Contact Person: Adam White

Phone/Fax Number: 479-527-9100

Describe the work to be accomplished: The fuel farm for the airport continues to have multiple failures that hinder the ability for the airport to extract fuel, which in turn causes availability issues for the flying community. The age of the equipment presents an issue when attempting to purchase replacement parts and service providers often can't address issues due to this. The new AFPA 407 update mandates additional over-fill protection devices to be installed, which will also be added with the funding provided.

State and Local Project Costs:
 Please indicate:

- 50-50% Match
- 80-20% Match
- 90-10% Match
- 100%

Total Cost of Project \$352,181.75
 Local Share/Funds \$102,181.75
 Local Share/In-Kind _____
 State Share \$250,000.00

Federal AIP Projects:

AIP Number: _____

- 95-5% Match
- 90-10% Match

Total Cost of Project: _____
 Federal Share: _____
 State Share: _____
 Local Share: _____

State Airport Aid Application – Page 2

Provide the information listed below as it applies to your project:

Funding:

Source of Funds: Arkansas Department of Aeronautics (80%) City of Fayetteville (20%)

Source of In-Kind Services: N/A

Estimated starting date of project: November 1st, 2021

Estimated completion date of project: May 31st, 2022

Project will be for: New Airport Existing Airport

Is land to be leased or purchased? N/A

Description of land and cost per acre: N/A

Provide the Federal AIP Grant Number (if applicable): N/A

State Legislators for your area:

State Senator: Greg Leding

State Representative: Denise Garner

State Airport Aid Application – Page 3

The sponsor agrees to furnish the Arkansas Department of Aeronautics a copy of the legal instrument affecting use of the property for an airport. In application for a new landing site or expansion of existing facility, the FAA Form 7480-1, *Notice of Landing Area Proposal*, must be approved by the FAA before review for grant can be made by the State. Applications for hangar construction or renovation funds must include a signed lease agreement. This agreement must be in compliance with all FAA grant assurances. The application must be based on bids and include a calculated return on investment.

No land, hangars, or buildings purchased with State Grant funds may be sold or disposed of without State Aeronautics Commission prior approval. All requests for sale or disposal of property will be considered on an individual case basis. No hangar (funded by a grant from the Department of Aeronautics) shall be used for non-aviation purposes without State Aeronautics Commission prior approval. All requests for non-aviation use will be considered on a case-by-case basis. Failure to receive prior approval from A.D.A. concerning land and/or building use could result in the commission requesting grant refund from the Sponsor. Additionally, all hgr/building grant applications must include proof of insurance coverage.

No airport accepting State Grant funding may issue an Exclusive Rights lease.

All applications for navigational aids (such as NDB or ILS) must have FAA site approval before a state grant can be approved.

All Grant applications involving Federal Airport Improvement Program (AIP) funding must be accompanied by the approved FAA grant agreement with grant number assigned.

If this project is approved by the Arkansas Department of Aeronautics, and is accepted by the sponsor, it is agreed that all developments and construction shall meet standard FAA construction practices as outlined in the specifications of this agreement. Runways, Taxiways, Parking Ramps, etc. shall have a base and a thickness that will accommodate the weight of aircraft expected to operate at this airport.

All grant applicants (City and/or County) are totally responsible for compliance with all Federal, State, County, and City laws, Statutes, Ordinances, Rules, Regulations, and Executive Orders concerning contracts and purchases for which this grant is approved and issued.

It is understood and agreed that the sponsor shall start this project immediately upon award of grant. It is also agreed that this project shall be completed within one year from the date of acceptance of this grant by the Arkansas Department of Aeronautics. Applications for extension will be entertained if circumstances beyond the sponsor's control occur. Amendment requests are to be made only under extraordinary circumstances.

Funds will be disbursed according to Department procedures and final inspection of completed project (See payment instruction page). *Payment of grant funds are contingent upon the Department's annual appropriation.*

IN WITNESS WHEREOF, the sponsor has caused this Application for State Airport Aid to be duly executed in its name, this _____ day of _____, 20__ .

Name of Sponsor

Authorized Signature

Title

APPLYING FOR PAYMENT OF APPROVED GRANT FUNDS

After your grant has been approved and you are ready for a partial or final payment of an amount up to the grant award, please provide the following documents to our office:

FOR 50-50%, 80-20%, 90-10% AND 100% STATE AIRPORT AID GRANTS, YOU MUST PROVIDE:

Letter requesting Payment (partial/final) stating completion of the project with the total amount of the project and the state share of the grant. Must be signed by City/County official or Airport Commissioner.

Invoices for all cash expenses (copies). Engineering estimates/payment requests or contracts are not acceptable to auditors and cannot be accepted by our agency.

Canceled checks to match all invoices – front and back of checks.

Copy of Deed, Title Insurance, Legal Fees (Land Purchases Only).

Daily time sheets for ALL in-kind work used as match for grant. The auditors will accept only ONE day of in-kind services on ONE Daily Report Form. The form must be filled out completely and signed by Supervisor and City/County Official. – **No Exceptions!**

An expense sheet outlining expenses/or a tape showing how the amount requested for payment was totaled.

FOR GRANTS MATCHING FEDERAL FUNDS, YOU MUST PROVIDE:

Letter requesting payment (final only) stating completion of the project. Must be signed by City/County Official or Airport Commissioner.

Copy of final Federal Aviation Administration Reimbursement Form (FAA form 271 or computer generated form accepted by the FAA).

NOTE: All City/County Airports participating in **Block grants** with the ADA must submit all payment requests to our office. The FAA will not process your payment of these grants.

WHAT YOU NEED TO RETAIN FOR YOUR FILES FOR AUDIT PURPOSES:

Original signed application requesting funds.

Letter of approval from State Office.

All amendment request/letter granting approval or denial of amendments.

Letter requesting payment (partial/final) or extension of time request for project.

All documents (originals) submitted to State office for final payment of grants.

Copy of State Warrant – Warrant is presented on final inspection and payment of grant.

A copy of plans, deeds or any documents submitted to State Office used for approval of grant.

If you have any questions concerning the process of submitting documentation for payment of your grant, please call our office at 1-501-376-6781. Ask for Jerry Chism.

ARKANSAS DEPARTMENT OF AERONAUTICS
STATE AIRPORT AID GRANT CLASSIFICATIONS

CURRENT JUNE, 2017

SAAG 95-5% or 90-10% MATCH (FAA-STATE) FAA AIRPORT IMPROVEMENT PROGRAM

- * Available to airports approved for Federal funding by FAA (NPIAS Airports)
- * Limit of 5% or 10% (depending on FAA grant type) of total project cost – State share not to exceed \$250,000.
- * FAA federal grant number required and all FAA Grant Assurances apply.
- * State Grant Application (5% or 10%) reviewed after Project completion and AIP (95% or 90%) paid. SEE REMARK BELOW.

SAAG 50-50% MATCH (STATE - LOCAL)

- * Available to all public owned / public use airports
- * Limited to 50% of total project cost - State share not to exceed \$200,000.
- * Limit of one 50% grant per airport per fiscal year
- * Cash and/or In-kind Match required (in-kind requires pre-approval)

SAAG 80-20% MATCH (STATE - LOCAL)

- * Available to all public owned / public use airports
- * Limited to 80% of total project cost - State share not to exceed \$250,000.
- * Limit of one 80% grant per airport per fiscal year
- * Cash and/or In-kind Match required (in-kind requires pre-approval)

SAAG 90-10% MATCH (STATE - LOCAL)

- * Available to all public owned / public use airports
- * Limited to 90% of total project cost - State share not to exceed \$150,000.
- * Limit of one 90% grant per airport per fiscal year
- * Cash and/or In-kind Match required (in-kind requires pre-approval)

SAAG 100% GRANT (STATE ONLY)

- * Available to all public owned / public use airports
- * Emergency requests only – limited to disaster areas – declared by the Governor
- * Application must be based on Governor's Disaster Declaration. Insurance payments and other financial help will be reviewed before awarding grant.

REMARKS:

- * All requests submitted must be based on actual need and will be prioritized by Staff/Commission. Safety projects being priority # 1!
- * Sponsor must have current CIP on file at ADA before grant application will be considered
- * Sponsor is limited to one AIP-matching grant per project per fiscal year. (i.e.: FAA “phased” projects receive one grant per fiscal year)
- * Sponsor must notify ADA **BEFORE** submitting application to FAA for AIP grant. This notification will outline the scope and cost of the proposed Fed-funded project. ADA will issue a letter stipulating agreement/disagreement with the project. This letter **MUST** be included in the ADA grant app. If ADA does not agree with project, sponsor may still continue but **without expectation of receiving ADA funding.**
- * All in kind match requires Pre-Approval (NO in-kind on buildings) All buildings funded must certify insurance coverage.
- * Source of local match funds must be reported on 'The State Application Form' and will be reviewed by Staff & Commission for approval during the Application Process. (*Normally local match funding will come from city or county budgets.*)
- * All Insurance, FEMA and other similar funding sources **must be used before** Department of Aeronautics Grant Funds.
- * To comply with FAA Grant Assurances (and State) all revenue generated at or by the Airport must be accounted for and used by the Airport for improvements and Operations. All Public Owned Airports **are expected to make every effort** to be self sustaining.

REMINDER:

- ** The **FY2018** \$15,000,000.00 Grant Program is authorized for one (1) year, July 2017– June 2018 . The one year Appropriation, set at \$15,000,000.00, allows the agency to disburse that amount only if revenue is available.
- ** State-only funded projects should be started ***immediately after Commission approval*** and completed within one year. After project completion and required documentation is submitted, sponsor will be reimbursed up to the approved grant amount.
- ** Read application instructions carefully to make sure all required documentation is included in submittal.
- ** Required payoff documentation includes invoices as well as the front AND back of cancelled checks along with as-built drawings if applicable.
- ** A 50% payment may be requested only after 50% of TOTAL PROJECT is completed.

JUNE 1, 2017

Daily Report

Date: _____

Page _____ of _____

Location: _____

Grant Number: _____

Supervisor: _____

Job Description: _____

Name	Labor Cost				Equipment Cost				Materials Cost			
	SS#	Hours	Rate	Cost	Type	Hours	Rate	Cost	Type	Hours	Rate	Cost

SUB TOTAL _____

SUB TOTAL _____

SUB TOTAL _____

TOTAL COST _____

SIGNATURE OF SUPERVISOR

SIGNATURE OF CITY/COUNTY OFFICIAL

Grant Application Requirements for Terminal Buildings, Hangars, & T-Hangars

Completed grant application, signed by airport sponsor, should include:

- Signed cover letter on City/County letterhead requesting grant
- Copy of FAA form 7460-1 “Notice of Proposed Construction/Alteration” (Airspace Form)
- Copy of Bid Tab
- Copy of Lease Agreement signed by tenant(s) where applicable
- Plan drawings showing structure and location on facility
- Hangars other than T-hangars should accommodate aviation business/industry

NOTE: *Proof of insurance coverage for the completed building/hangar must be submitted with request for final payment of grant*

All structures must meet FAA airspace and construction guidelines for airports. If project grant is approved by the Arkansas Department of Aeronautics, and is accepted by the sponsor, it is agreed that all work shall meet or exceed State, city/county/local codes and construction shall meet standard FAA construction practices. It is also strongly recommended that all construction correspond with objectives/needs identified in the airport masterplan/CIP.

Recommendation of Minimum Standards for the Construction of Aircraft Hangars

The following is a list of items that the Department of Aeronautics recommends be included in the construction of aircraft hangars:

T-hangars

1. Finished concrete floor that is impermeable to water seepage
2. Metal Frame which meets current State code requirements
3. Metal exterior siding 26 ga. minimum
4. Interior insulation (including doors when feasible) for all fully enclosed T-Hangars.
5. Tracking for roller doors must be placed in concrete
6. Must be designed to prevent drainage infiltration
7. Termite/pest protection

Maintenance Hangars

- 1 Concrete floor with subgrade moisture barrier
- 2 Minimum concrete strength of 4000 psi
- 3 Metal Frame Which meets current State code requirements
- 4 Metal exterior siding 26 ga minimum
- 5 Interior insulation including ceiling and doors
- 6 Heating system
- 7 Tracking for roller doors must be placed in concrete
- 8 Must be designed to prevent drainage infiltration
- 9 Termite/pest protection
- 10 Door opening must accommodate maximum aircraft size reasonably expected in 20 year plan.

All mechanical and electrical work should meet or exceed existing State codes. All hangars should also have a paved apron approach. Current State of Arkansas code requirements are as follows:

70 mph wind loading

Seismic requirements depending upon Zone I, II, or III

Deflection Loading:

Ceiling L/180

Dead + Live L/120

Lateral Drift L/120

Minimum collateral load + 3#/sq. ft.

Minimum Live Load 20#/sq. ft. except in southern most areas of the State.