

Action: Approved | Denied | Other
 Date Action Taken: 9/12/2022
 Verified By: [Signature]
 Clerk's Note: NA

**City of Wasilla
 Action Memorandum No. 22-35**

Contract Amendment To HDL Engineering Consultants In The Amount Of \$90,000 For Airport Master Plan Design Services.

Originator: Robert L. Walden, Deputy Director of Public Works
 Date: 8/30/2022

Agenda of: 9/12/2022

Route to:	Department Head	Signature	Date
X	Public Works Director	<u>[Signature]</u>	8/31/22
X	Finance Director	<u>[Signature]</u>	9/31/22
X	Deputy Administrator	<u>[Signature]</u>	9/2/22
X	City Clerk	<u>[Signature]</u>	9/2/2022
X	Mayor	<u>[Signature]</u>	9/2/22

Fiscal Impact: yes or no

Funds Available: yes or no

Account name/number/amount:

Airport Apron Improvements 330.4379.437.45.05 \$90,000

Attachments: HDL Proposal (8 pages)
 HDL Fee Spreadsheet (5 pages)

Summary Statement: This is a continuation of the HDL Engineering Consultants' term contract for airport design and construction administration services awarded through Request for Proposal 0110-0-20020/AG. The term contract allows the procurement of engineering services as projects are identified.

This contract amendment is for the purpose of beginning work on the City's Airport Master Plan. The project will inventory the airport condition, scope future needs, forecast current and future aviation activity, and perform planning analyses for future improvements.

The City was notified in July 2022 that federal funding through the Federal Aviation Administration had been requisitioned for Wasilla to update its master plan. The City must apply for the grant and that process is currently underway. The federal grant is anticipated to fund this project in the long term.

Staff Recommendation: Approve the Action Memorandum.

August 25, 2022

Robert Walden, PE
Deputy Director of Public Works
City of Wasilla
290 Herning Avenue
Wasilla, Alaska 99654

Subject: Proposed Scope and Budget
Wasilla Airport Master Plan Update

Dear Mr. Walden:

HDL Engineering Consultants, LLC (HDL) is pleased to present this proposal to the City of Wasilla for professional engineering and planning services for Wasilla's Airport Master Plan (AMP) Update. The purpose of the project is to inventory the airport condition, scope future needs, forecast current and future aviation activity, perform planning level analysis for future improvements, and update the Master Plan document to provide a plan that meets the needs of the City, Wasilla Airport users, and the flying public. The project will also update Airport Layout Plan (ALP) to reflect the results of the master planning process. The AMP Update will be accomplished in two phases. Phase 1, Conditions and Needs Assessment and Phase 2, AMP Update. The following scope of services addresses Phase 1 Conditions and Needs Assessment.

SCOPE OF WORK

Task 1 – Survey

We will produce base maps using existing aerial imagery and mapping provided by the City of Wasilla or other sources, and supported by existing topographic maps and other data to show major physiographic features and land contours. The base maps will be used to illustrate information identified during the study, such as existing property owners, land uses, political boundaries, transportation systems, airport property lines, location of any existing landfill, sewage lagoon, or transfer stations, and other features as appropriate. In addition, recent Apron D and Apron E Phase 1 expansions and underground and aboveground utilities will be as-built surveyed. Utilities will be clearly identified by owner, type, and location. HDL will research land use, lease lot interests, and adjacent land ownership. The mapping will also contain design information to support report graphics. Mapping will be produced at a scale and format determined adequate to display the information at public meetings. Where possible and appropriate, base mapping will be produced in a geographic information system compatible format.

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202 West Elmwood Avenue, Palmer, Alaska 99645

907.564.2120
907.746.5230

Civil
Engineering

Geotechnical
Engineering

Transportation
Engineering

Aviation
Engineering

W/WW
Engineering

Environmental
Services

Surveying &
Mapping

Construction
Administration

Material
Testing

Deliverables:

- Draft Base Map
- Final Base Map

Task 2 – Public Involvement

The purpose of this task is to inform the community of the AMP update, gather input, and learn issues related to the operation, maintenance, and use of the airport. HDL will meet with the City of Wasilla to discuss strategies for public involvement for the project. Following the meeting, HDL will produce a Public Involvement Plan (PIP) that identifies project stakeholders, outlines preferred methods of communication, and preferred meeting locations.

Project Website. HDL will develop and maintain a project website for the duration of the project. The website will be linked to the City of Wasilla's website and will be designed to keep the public informed of the latest project developments and provide an opportunity for the public to comment on the project.

Identification of Stakeholders. HDL will work closely with the City to identify key stakeholders and develop a project mailing and email list of persons, agencies and organizations with interests in the Wasilla Airport. The mailing and email lists shall be periodically updated throughout the course of the project and will include all lessees and tenants, all tie-down holders on the City's tie-down list, business operating at the airport, all air carriers that can be identified that regularly use or have used the airport, and resource and governmental agencies. The list will also include any other interested people who wish to be added to the list, including but not limited to homeowner associations or businesses and civic groups the vicinity of the airport.

Airport Advisory Commission Meetings. Quarterly, HDL will attend regularly scheduled Airport Advisory Commission meetings to discuss progress, and issues, identified. The AAC is scheduled to meet monthly and will be actively consulted on issues throughout the master planning process and be sent copies of all work products for review.

Interviews. HDL will conduct up to 60 hours of interviews with airport maintenance staff, airport management, leaseholders, the air operators that use the Airport, and the FAA. We will meet with the helicopter operators at the airport and discuss issues related to helicopter use, including any recommendations to resolve issues including traffic pattern conflicts.

Public Meetings. HDL will conduct two (2) public meetings to inform the public about the AMP update and solicit concerns and perceptions with respect to the airport and adjacent aviation facilities issues and needs. We will organize the meetings and notify the public and project stakeholders of the meeting date, place, and time. Meetings will be advertised in local newspapers, postings by the city, and on the project website. HDL will prepare all meeting materials in coordination with the city including presentation materials, attendance lists, and comment sheets for written comments. HDL will be available to assist in



making oral presentations at the public meetings and to answer questions from the public regarding the AMP update.

Deliverables:

- Draft Public Involvement Plan
- Final Public Involvement Plan
- Stakeholder List
- Draft Public Meeting Announcements
- Final Public Meeting Announcements
- Public Meeting Documentation
- Interview Notes
- Scoping Summary Report

Task 3 – Airport Inspection

HDL will complete an inspection to inventory and evaluate airport conditions including existing facilities; airfield surfaces; lighting, vis aids, and nav aids; fuel and other support facilities; gates and fencing; solid waste removal; access, circulation, and parking; marking; based air carriers; and utilities. This information will include facility type, age, condition and physical dimensions. HDL will invite airport maintenance personnel to participate in the inspection.

HDL will meet and discuss fire and emergency response capabilities available at the airport with the Central Mat-Su Fire Department Chief.

Deliverables:

- Airport Inspection Report

Task 4 – Issues Identification

Based on the results of the interviews and airport inventory, HDL will compile a brief summary of maintenance and user concerns and issues that the future Master Plan and Land Use Assessment should consider.

Deliverables:

- Issues Identification Summary

Task 5 – Socioeconomic Evaluation

HDL will compile and analyze key socioeconomic characteristics associated with air transportation demand. The evaluation will detail the history of the airport, and provide population forecasts for 5, 10, and 20 years based on current trends and projected growth. Seasonal fluctuations in population will also be taken into consideration. We will consider whether trends identified will affect the local economy and



demands on air transportation service. The analysis will include a depiction of land ownership at the airport.

Deliverables:

- Evaluation Report

Task 6 – Aviation Activity Forecast

HDL will compile information concerning historical and current aircraft operations and forecast future air traffic data. Forecasting methodology will be developed specific to the airport, following AC 150/5070-6B and AC 150/5300-13. Methodology will be submitted to FAA for general concurrence with the proposed approach. Following approval of the forecasting methodology, HDL will compile historical and current aircraft operations, passenger enplanement, and cargo data including data for air taxi, air charter, military, and general aviation. HDL will contact air carriers, air taxi, and air cargo operators to obtain the most current activity data. An evaluation of trends in traffic activity will be completed to estimate future growth rates, changes in aircraft types and frequency of service. Special operational features will also be reviewed, such as increased seasonal activity.

The forecast will be based population trends identified in the Socioeconomic Evaluation and interviews with airport operators and users. General aviation activity will also be modeled using FAA's Model for Estimating General Aviation Operations at Non-Towered Airports Using Towered and Non-Towered Airport Data, GRA, Inc, July 2001. Data analysis shall include a breakdown of the fleet mix by type and air carrier, local and itinerant operations, enplanements, and air cargo. The forecast and a written explanation for variances from the Terminal Area Forecast will be submitted in writing to the FAA for review and approval.

HDL will produce new 5, 10, and 20-year aviation activity forecasts of operations and enplanements broken down by general aviation, commercial, and military aviation activity (if any) and by specific aircraft type. The forecast will identify potential changes in fleet mix and will identify the design aircraft.

Design Aircraft. Based on the analysis and results of the forecast and the breakdown of the fleet mix, HDL will establish the near term and ultimate critical aircraft.

The draft and final Aviation Activity Forecast will be submitted to the FAA for review and approval.

Deliverables:

- Draft Forecast Methodology
- Final Forecast Methodology
- Draft Forecast of Aviation Activity
- Final Forecast of Aviation Activity



Task 7 – Determine Airport Facility Standards

HDL will identify the airport standards to which the airport should be developed. The task will include the design Airport Reference Code (ARC) and the Runway Design Code to be used and a compiled list of dimensional standards for improvements including but not limited to:

- Air field requirements (runway, safety areas, taxiways, lighting, and apron areas)
- Approach and departure surface dimensions and requirements for proposed and future approach category
- General aviation needs (fixed base operations, aircraft storage, automobile parking, buildings, road access), transient and permanent aircraft parking and tie-down areas
- General airport access
- Other building area and land use requirements (lease lot identification and development)
- Helicopter aprons
- Security (gate, access control, and fencing)

Deliverables:

- Facility Standards Report

Task 8 – Preliminary Environmental Overview

The purpose of this task is to identify planning level environmental issues. HDL will identify major environmental impact categories within a study area developed by the City of Wasilla. The overview will consider the resource impact categories discussed in FAA Order 5050.4B and 1050.1F. A memorandum summarizing identified environmental resources present within the study area and issues identified will be developed. This information will be included in the Conditions and Needs Assessment Report.

Deliverables:

- Preliminary Environmental Overview Memorandum

Task 9 – Demand-Capacity and Facility Requirements

HDL will prepare a demand-capacity analysis of the airport following AC 150/5070-6B and AC 150/5300-13A. Airside capacity will be calculated and compared against the aircraft demand forecasts to determine the need and timing of improvements. Based on the forecast of aviation activity, HDL will identify the facilities needed to satisfy aviation demand and address deficiencies in standards. An analysis of airside requirements based on forecasts, demand and capacity projections, and other applicable data including primary and potential economic activities will be performed. Other facilities needs such as instrument approach procedures; navigational and visual aids, runways, taxiways, aprons, and safety areas will be identified. This identification process will require development of airside, landside, and non-aviation requirements necessary to meet overall demand.

Deliverables:

- Demand-Capacity and Facility Requirements Report

Task 10 – Financial Assessment and Maintenance Cost Generation

HDL will conduct a financial assessment of the airport to determine the daily, quarterly, and annual operating revenues and costs associated with the airport, including but not limited to, tie-down and lease revenues and staffing, operations, and maintenance costs. This assessment will identify financial inefficiencies in the operating practices due to the existing condition of the airport and operating procedures related to staffing and maintenance.

Deliverables:

- Financial Assessment and Maintain Cost Generation Summary

Task 11 – Land Use Assessment and Economic Development

HDL will develop a Land Use and Economic Development Report for airport properties using information generated to develop the AMP. The report will identify lands necessary for long-term airport and economic development and those that are unnecessary for airport purposes. Potential availability of land for economic development, community purposes, and eligible surplus properties will be identified. The report will provide recommendations for the aircraft operations area, passenger terminal area, commercial development, airport/airline support, general aviation, aviation support services, reserved land, and include a discussion of existing structures and their conformance with proposed land use recommendations.

HDL will review existing avigation easements and obstructions, and meet with airport staff to discuss additional easements that may be needed to protect existing and future airspace.

Deliverables:

- Land Use Assessment and Economic Development Report

Task 12 – Conditions and Needs Assessment Report

HDL will prepare a draft Conditions and Needs Assessment Report that summarizes the findings in the aforementioned tasks.

Deliverables:

- Draft Conditions and Needs Assessment Report
- Final Conditions and Needs Assessment Report



Wasilla Airport Master Plan Update
August 25, 2022

ASSUMPTIONS

- The City will provide Word Documents and AutoCAD files from the 2013 Wasilla Airport Master Plan.
- We will reuse existing aeronautical survey data, plats, and Borough LIDAR mapping.
- Utilities shown on the base mapping will be a combination of record and surveyed locations.
- Public meetings will be held at the Wasilla Public Library or the Menard Sports Center. Public meeting supplies include up to \$500 in refreshments for meeting attendees.
- Inspection assumes one two-day inspection of the existing Wasilla Airport.
- Aviation activity counts, whether in-person or by automatic counter, will not be required for the aviation activity forecast.
- No agency scoping/consultation included at this stage of the project.
- The City will provide copies of all airport aviation easements. We have not included effort to perform an exhaustive title search of surrounding properties.
- Presentations to the City Council, Matanuska Susitna Borough, and other agencies or groups are not anticipated.
- No geotechnical or environmental field work will be performed.

COST PROPOSAL

We propose to provide the aforementioned services on a time and expenses basis using our published hourly labor rates and receiving reimbursement for subcontracts and expenses at cost plus 10 percent. Based on the scope and schedule, we expect the cost of our services not to exceed \$94,045 as detailed on the attached worksheet.

We have prepared our estimate based on the time required to perform the proposed scope of services based on previous experience. Additional budget may be necessary if additional services are requested or required.

If you have any questions regarding this proposal, please contact me.

Sincerely,

HDL Engineering Consultants, LLC

David Lundin, PE

Principal/Civil & Environmental Engineer

e: DLundin@HDLalaska.com | o: 907.746.5230



Wasilla Airport Master Plan Update
August 25, 2022

Attach: HDL Fee Spreadsheet (13 pages)
Northern Economic Fee Spreadsheet (1 page)

CC: Heather Campfield, HDL
Mark Swenson, PE, HDL



FIRM: HDL Engineering Consultants, LLC			PROJECT TITLE: Wasilla Airport AMP Update		DATE: 8/25/2022	
TASK	TASK No.	LABOR (or FP)	EXPENSES	FIRM'S TOTAL PRICE	*SUB-CONTRACTS	PRICE PLUS SUBS
Survey - Base Maps	1	\$8,660	\$0	\$8,660	\$0	\$8,660
Public Involvement	2	\$45,750	\$1,320	\$47,070	\$0	\$47,070
Airport Inspection	3	\$24,105	\$220	\$24,325	\$0	\$24,325
Issues Identification	4	\$13,990	\$0	\$13,990	\$0	\$13,990
Socioeconomic Evaluation	5	\$0	\$0	\$0	\$0	\$0
Aviation Activity Forecast	6	\$0	\$0	\$0	\$0	\$0
Airport Facility Standards	7	\$0	\$0	\$0	\$0	\$0
Preliminary Environmental Overview	8	\$0	\$0	\$0	\$0	\$0
Demand-Capacity & Facility Requirements	9	\$0	\$0	\$0	\$0	\$0
Financial Assessment & Maintenance Cost Generation	10	\$0	\$0	\$0	\$0	\$0
Land Use & Economic Development Report	11	\$0	\$0	\$0	\$0	\$0
Conditions and Needs Assessment	12	\$0	\$0	\$0	\$0	\$0
<p>*Subcontractors for negotiated professional or technical services, products, etc. (Commodity items available to the general public at market prices, equipment use, and unit priced items are generally included in estimate as expenses.)</p>						
ESTIMATED TOTALS		LABOR (or FP)	EXPENSES	FIRM'S TOTAL PRICE	*SUB-CONTRACTS	PRICE PLUS SUBS
FOR FIRM:		\$92,505	\$1,540	\$94,045	\$0	\$94,045

COST ESTIMATE PER TASK

FIRM: 0		PROJECT TITLE: Wasilla Airport AMP Update								
TASK NO: 1	TASK DESCRIPTION: Survey - Base Maps							DATE: 8/25/2022		
GROUP:		METHOD OF PAYMENT: FP <input type="checkbox"/> FPPE <input type="checkbox"/> T&E <input checked="" type="checkbox"/> CPFF <input type="checkbox"/>			PREPARED BY: Robert L Walden, PE					
SUB-TASK NO.	SUB-TASK DESCRIPTION	LABOR HOURS PER JOB CLASSIFICATION								
		Survey Manager	Sr. Land Surveyor	Project Surveyor	Survey Tech.	1-Man Crew	2-Man Crew	Clerical		
	Management & Coordination									
	Utilities									
	As-Built Apron D and E Ph1	6	12		24		32			
	Compile Imagery and Lidar Data									
	Land Use Research									
	Base Map									
	QA/QC									
TOTAL LABOR HOURS		6	12	0	24	0	32	0		
* LABOR RATES (\$/HR)		\$170.00	\$150.00	\$100.00	\$70.00	\$65.00	\$130.00	\$45.00		
LABOR COSTS (\$)		\$1,020.00	\$1,800.00	\$0.00	\$1,680.00	\$0.00	\$4,160.00	\$0.00		
EXPENSES					COMMENTS: See scope letter dated August 23, 2022.					
SUB-TASK NO.	ITEM(S)	QUANTITY	UNIT PRICE	TOTAL PRICE						
	Survey Materials	1		\$0.00						
				\$0.00						
				\$0.00						
				\$0.00						
				\$0.00						
	Markup at 10%			\$0.00						
TOTAL EXPENSES:					\$0	FIRM'S TOTAL EXPENSES				
FIRM'S TOTAL COST OF LABOR (or Fixed Price):					\$8,660					
SUB-CONTRACTORS: Firm Initials and Price Per Task					\$0	FIRM'S TOTAL COST (no Subcontracts or Fee)				
FIRM:				Subtotal	10% Markup					
AMOUNT:				\$0	\$0	TOTAL SUBCONTRACTOR PRICES:				
						\$0				

* Labor Rates shall be direct labor (base pay) only if Method of Payment is CPFF; otherwise, Labor Rates shall be total rates (i.e. base pay + benefits + overhead + profit.)

COST ESTIMATE PER TASK

FIRM: 0		PROJECT TITLE: Wasilla Airport AMP Update								
TASK NO:	2	TASK DESCRIPTION: Public Involvement							DATE:	8/25/2022
GROUP:	METHOD OF PAYMENT: FP <input type="checkbox"/> FPPE <input type="checkbox"/> T&E <input checked="" type="checkbox"/> CPFF <input type="checkbox"/>							PREPARED BY: Mark Swenson/Heather Campfield		
SUB-TASK NO.	SUB-TASK DESCRIPTION	LABOR HOURS PER JOB CLASSIFICATION								
		Project Manager	Sr. Aviation Engineer	Aviation Engineer	Public Involvement Manager	Public Involvement Specialist	Engineering Assistant	Technical Editor	Drafter/Designer	
	Management and Coordination									
	Public Involvement Plan									
	Draft PIP	5	10	25						
	Final PIP	5	10	25						
	Project Website				10					
	Identification of Stakeholders					20				
	AAC Meeting (up to 3)									
	Meeting Prep	1	1		10	20				
	Attend Meetings			6	6	6				
	Follow Up	1	1							
	Interviews									
	Interview Coordination				10	40				
	Airport Maintenance				2	4				
	Airport Management				1	2				
	Leaseholders				20	40				
	Operators				2	4				
	FAA				2	4				
	Interview Documentation				5	15				
	Public Meetings (Up to 2)									
	Mtg Coord and Announcements			5						
	Develop Meeting Materials	2	5	5		10				
	(2) Public Meetings	2	2	8	8					
	Prepare Meeting Summaries			5		10				
	Compile Public Comments			15		10				
TOTAL LABOR HOURS		16	29	94	76	185	0	0	0	
* LABOR RATES (\$/HR)		\$120.00	\$180.00	\$125.00	\$110.00	\$100.00	\$90.00	\$75.00	\$85.00	
LABOR COSTS (\$)		\$1,920	\$5,220	\$11,750	\$8,360	\$18,500	\$0	\$0	\$0	
EXPENSES										
SUB-TASK NO.	ITEM(S)	QUANTITY	UNIT PRICE	TOTAL PRICE	COMMENTS: See scope letter dated August 23, 2022.					
	Public Notices	2	\$100.00	\$200.00						
	Postage for Mailer Notifications	400	\$0.50	\$200.00						
	Meeting Materials	2	\$150.00	\$300.00						
	Public Meeting Refreshments	2	\$250.00	\$500.00						
				\$0.00						
				\$0.00	FIRM'S TOTAL COST OF LABOR (or Fixed Price):					\$45,750
	Markup at 10%			\$120.00	FIRM'S TOTAL EXPENSES					\$1,320
				TOTAL EXPENSES:	\$1,320	FIRM'S TOTAL COST (no Subcontracts or Fee)				\$47,070
SUB-CONTRACTORS: Firm Initials and Price Per Task										
FIRM:				Subtotal	10% Markup					
AMOUNT:				\$0	\$0	TOTAL SUBCONTRACTOR PRICES:				\$0

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COST ESTIMATE PER TASK

FIRM: 0		PROJECT TITLE: Wasilla Airport AMP Update											
TASK NO: 3	TASK DESCRIPTION: Airport Inspection							DATE: 8/25/2022					
GROUP:	METHOD OF PAYMENT: FP <input type="checkbox"/> FPPE <input type="checkbox"/> T&E <input checked="" type="checkbox"/> CPFF <input type="checkbox"/>					PREPARED BY: Mark Swenson/Heather Campfield							
SUB-TASK NO.	SUB-TASK DESCRIPTION	LABOR HOURS PER JOB CLASSIFICATION											
		Project Manager	Sr. Aviation Engineer	Aviation Engineer	Planning Manager	Planning Specialist	Engineering Assistant	Technical Editor	Drafter/Designer				
	Management and Coordination												
	Kickoff Meeting w/ City of Wasilla		5	5									
	Inventory												
	Research/Gather Data	1	2	10	10	10	10						
	Field Investigation			40		5	5						
	Emergency Responder Interviews			10		10	10						
	Develop Airport Inventory			30									
	Develop Utility Inventory			10									
	Inspection Report			30									
TOTAL LABOR HOURS		1	7	135	10	25	25	0	0				
* LABOR RATES (\$/HR)		\$120.00	\$180.00	\$125.00	\$110.00	\$100.00	\$90.00	\$75.00	\$85.00				
LABOR COSTS (\$)		\$120.00	\$1,260.00	\$16,875.00	\$1,100.00	\$2,500.00	\$2,250.00	\$0.00	\$0.00				
EXPENSES													
SUB-TASK NO.	ITEM(S)	QUANTITY	UNIT PRICE	TOTAL PRICE	COMMENTS: See scope letter dated August 23, 2022.								
	Inspection Supplies	1	\$200.00	\$200.00									
				\$0.00									
				\$0.00									
				\$0.00									
				\$0.00									
	Markup at 10%			\$20.00	FIRM'S TOTAL COST OF LABOR (or Fixed Price):								
				\$220	FIRM'S TOTAL EXPENSES								
					FIRM'S TOTAL COST (no Subcontracts or Fee)								
					\$24,325								
SUB-CONTRACTORS: Firm Initials and Price Per Task													
FIRM:					Subtotal	10% Markup							
AMOUNT:					\$0	\$0	TOTAL SUBCONTRACTOR PRICES:						
					\$0								

* Labor Rates shall be direct labor (base pay) only if Method of Payment is CPFF; otherwise, Labor Rates shall be total rates (i.e. base pay + benefits + overhead + profit.)

