

**GERALD R. FORD INTERNATIONAL AIRPORT AUTHORITY  
OPERATIONS AND MARKETING COMMITTEE  
Wednesday, December 9, 2020  
8:00 a.m.**

**AGENDA**

**NOTICE REGARDING ELECTRONIC PARTICIPATION:**

**MEMBERS OF THE PUBLIC WISHING TO LISTEN TO THE PROCEEDINGS OR PROVIDE PUBLIC COMMENT MAY DO SO BY USING THE FOLLOWING PHONE NUMBER AND CONFERENCE ID:**

**1-616-723-9108  
Conference ID: 303 242 20#**

***Anyone disrupting the meeting by using offensive language or actions may be removed***

- |      |   |             |
|------|---|-------------|
| 12-1 | Review of the October 21, 2020 Meeting Minutes  |             |
| 12-2 | Public Comment  |             |
| 12-3 | <b>Resolution 20-49:</b><br>Network Switch Replacement<br>(JJ Swain)                        | Resolution  |
| 12-4 | <b>Resolution 20-50:</b><br>Pavement Condition Index (PCI) Study Contract<br>(Clint Nemeth) | Resolution  |
| 12-5 | <b>Resolution 20-51:</b><br>On-Call Environmental Service Contract<br>(Michelle Baker)      | Resolution  |
| 12-6 | Commercial Development Update<br>(Stephen Clark)  | Information |
| 12-7 | Project/Construction Report<br>(Casey Ries)   | Information |
| 12-8 | Other   |             |

**GERALD R. FORD INTERNATIONAL AIRPORT AUTHORITY  
OPERATIONS AND MARKETING COMMITTEE MINUTES  
Wednesday, October 21, 2020  
8:01 a.m.**

Present: Floyd Wilson Jr., Doug Small (via Teams), Roger Morgan (via Teams), Dan Koorndyk

Also Present: Tory Richardson, Alex Peric, Casey Ries, Stephen Clark, Lisa Carr, Tom Cizauskas, Mary Kay Shaver, Margie Witbeck

Present via Audio Conferencing:

Lisa Carr, Maureen Lynch, Matt Zeilstra, Clint Nemeth, JJ Swain, Tim Haizlip, Jon Couchenour, Laura Feigel

Mr. Wilson announced that agenda item number 10-4.5, Resolution number 20-46, will be added to the agenda.

Mrs. Mary Kay Shaver announced that committee member electronic participation is permitted, though, votes from committee members not present on site, do not count. Board members joining virtually must state their name and physical location. Mr. Small announced he is participating from Kent County, Grand Rapids Township, MI and Mr. Morgan announced he is participating from Kent County, Rockford, MI.

**10-1 Meeting Minutes**

The Operations and Marketing Committee minutes of September 23, 2020 were approved as submitted. Motion by Mr. Koorndyk, supported by Mr. Wilson. Motion carried.

**10-2 Public Comment**

No public comment.

**10-3 Resolution 20-44: Airport Queue Management System**

Mr. Cizauskas reviewed Resolution 20-44 on behalf of Mr. Khattak. He said that the Xovis Company has been selected for installation of a TSA checkpoint queue management system. He said that the new system has capabilities to measure the overall passenger flows in the vicinity of the checkpoint, which includes the measurement of wait time, and passenger throughput at the TSA Checkpoint area, unlike the current system used. The system is also expandable to other areas of the airport.

Mr. Koorndyk asked if there was an opportunity to extend the contract and Mr. Cizauskas said that the contract is reviewed on an annual basis.

Mr. Small asked when it will be fully operational, and Mr. Cizauskas said by the end of 2020.

Motion by Mr. Koorndyk, supported by Mr. Wilson, the approval of an agreement between GFIAA and Xovis Company for installing TSA Checkpoint Queue Management System. Motion carried.

10-4 **Resolution 20-45: Security Guard Services**

Mrs. Carr stated that the original contract for DK Security was for a 3-year period with 2 optional years and staff is recommending a contract extension for the two optional years.

Mr. Wilson suggested training DK Security employees to be more customer service focused and work more in line with Experience Grand Rapids staff.

Motion by Mr. Koorndyk, supported by Mr. Wilson, the approval of contract extension with DK Security of Kentwood, MI to provide security guard services for an additional 2-year period. Motion carried.

10-4.5 **Resolution 20-46: Fuel Farm Standby Generator**

Mr. Ries presented Resolution 20-46 on behalf of Mr. Nemeth. He said the Aviation Fuel Farm does not currently have a back-up power source. A standby generator will allow for the fueling of aviation fuel trucks to maintain aircraft refueling operations during power outages. Staff is recommending Bazen Electric Company, as the two lowest bidders have withdrawn their bids as incomplete.

Motion by Mr. Koorndyk, supported by Mr. Wilson, the approval of a purchase order agreement with Bazen Electric Company in the amount of \$118,658.00 to supply and install a new standby generator to serve the Aviation Fuel Farm, to ratify authorization for the President and CEO to sign related documents, and to amend the capital budget. Motion carried.

10-5 **Snow Season Preparedness Presentation**

Mr. Haizlip reviewed the GFIA snow equipment and preparedness plan for the 2020/2021 winter season.

10-6 **General Aviation/FBO Report**

Mr. Clark presented a General Aviation/FBO report. He shared that year to date GA Operations have decreased by 43.43% year over year. He reviewed the total fuel flowage trend and shared jet fuel prices within 40 miles of GRR.

10-7 **Project/Construction Report**

Mr. Ries reviewed the project/construction report and pointed out that the Gerald R. Ford statue is complete. He said that all of the projects are tracking at or below the Board approved amount.

- 10-8 Closed session under Section 8(h) of the Open Meetings Act  
Motion by Member Koorndyk, supported by Member Wilson, to recess to a closed session pursuant to Section 8(h) of the Open Meetings Act to consider material exempt from discussion or disclosure by state or federal statute, specifically a written legal opinion by legal counsel regarding environmental issues.

Vote to recess to a closed session by roll call:

Yeas: Mr. Koorndyk, Mr. Wilson – 2

Nays: 0

\*Mr. Small and Mr. Morgan participated electronically but did not vote.  
Motion carried.

Vote to conclude closed session and return to public session:

Yeas: Mr. Koorndyk, Mr. Wilson – 2

Nays:0

\*Mr. Small and Mr. Morgan participated electronically but did not vote.  
Motion carried.

- 10-9 Other  
No other information was shared.

Meeting adjourned at 9:42 a.m.

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**RESOLUTION NO. 20-49  
NARRATIVE**

**Authority Board Meeting Date:** December 16, 2020

**Agenda Item No.**  
**12-3**

**Prepared by:** JJ Swain  
IT Manager

**Subject:** Network Switch Replacement

**DECISION/ACTION REQUESTED:**

Approval of the purchase of Network Switches from Presidio. The agreement includes 24 Network Switches, with 1 year of hardware maintenance.

**SUMMARY OF REQUEST:**

- The 2021 capital budget includes funds to implement projects identified in the IT masterplan, including network switch upgrade.
- Network switches have been standardized on Cisco 9300. A quote has been provided by the preferred Cisco vendor, to procure the necessary hardware, at the best price.
- The Authority will be utilizing a State of Michigan cooperative IT Contract.
- The switches being replaced are nearing end of life with Cisco.
- The IT staff, based on the IT Master Plan replacement schedule, is recommending ordering the switches at this time for the first quarter 2021 installation.

**FUNDING SOURCE:**

Airport Revenue    Federal/State Grant    Bond Proceeds    Other

**Total cost of REQUESTED ACTION:** Not to Exceed \$202,123.00

**COMMITTEE REVIEW/ACTION:**

Operations and Marketing    Finance and Legislative    Human Resources

**COMMITTEE REVIEW DATE:** December 9, 2020



**RESOLUTION NO. 20-50  
NARRATIVE**

|                                      |   |                                |
|--------------------------------------|---|--------------------------------|
| <b>Authority Board Meeting Date:</b> | December 16, 2020                             | <b>Agenda Item No.</b><br>12-4 |
| <b>Prepared by:</b>                  | Clint Nemeth, P.E.<br>Engineering Manager     |                                |
| <b>Subject:</b>                      | Pavement Condition Index (PCI) Study Contract |                                |

**DECISION/ACTION REQUESTED:**

Approval of a contract with Applied Pavement Technology, Inc. (APTech) to complete a Pavement Condition Index (PCI) Study on airport pavements not eligible for state funds and authorize the President & CEO to sign.

**SUMMARY OF REQUEST:**

- The FAA requires airports to maintain a pavement management maintenance program. Each year airport staff inspects pavements and pavement related records then submits a pavement management report to the FAA. A comprehensive third-party pavement evaluation has not been conducted since 2007.
- On June 4, 2020, the State of Michigan, Michigan Department of Transportation - Office of Aeronautics (AERO) contracted with Applied Pavement Technology, Inc. (APTech) to complete pavement inspection work at a number of airports including the Gerald R. Ford International Airport. The work completed under the AERO contract includes all runways, taxiways, aprons, and taxilanes.
- This contract will continue inspection work on all airfield pavements not eligible under the AERO contract. These pavements include airside shoulders and runway overruns, as shown in the attachment.
- Additionally, APTech will perform a structural evaluation and analysis to determine the current runway structural capacity and will report the Pavement Classification Number (PCN) of each runway for FAA publication.
- Furthermore, APTech will perform an investigation into the causes of expansion on several facilities requiring significant maintenance attention over the past few years. This investigation will include determining the potential cause(s), the current condition of repairs and measures taken to correct the impacts of this expansion, the likelihood of continued expansion, and recommendations for additional repairs and measures to address further expansion.
- Airport staff has reviewed the fee of \$147,657.00 and recommends the work be awarded to APTech on a cost-plus, not to exceed basis.
- This work was identified in the 2019 capital improvement budget and because of project coordination efforts with AERO is being executed in 2020 at a reduced cost to the airport.

**FUNDING SOURCE:**

Airport Revenue    Federal/State Grant    Bond Proceeds    Other

**Total cost of REQUESTED ACTION:** \$147,657.00

**COMMITTEE REVIEW/ACTION:**

Operations and Marketing    Finance and Legislative    Human Resources

**COMMITTEE REVIEW DATE:** December 9, 2020



| 2020 Gerald R. Ford International PMS Update                           |                        |                              |         |           |            |         |           |          |          |          |          |           |           |           | Applied Pavement Technology, Inc.<br>November 24, 2020 |                   |
|--|------------------------|------------------------------|---------|-----------|------------|---------|-----------|----------|----------|----------|----------|-----------|-----------|-----------|--|-------------------|
|  |                        | Kick-Off                     | Records | Inventory | Manual PCI | PAVER   | Customize | Analysis | M&R Plan | FWD      | PCNs     | Expansion | Reporting | Proj Mgmt |  |                   |
| Name   | Title                  | Estimated Labor Hours        |         |           |            |         |           |          |          |          |          |           |           |           | Total  | %                 |
|  |                        | Task 1                       | Task 2  | Task 3    | Task 4     | Task 5  | Task 6    | Task 7   | Task 8   | Task 9   | Task 10  | Task 11   | Task 12   | Task 13   |  |                   |
| Monty Wade   | Principal Investigator | 2                            |         |           |            |         |           |          | 4        |          | 6        | 16        | 8         | 2         | 38   | 2                 |
| Kyle Potvin  | Project Manager        | 4                            | 2       | 2         | 2          | 2       | 4         | 4        | 10       | 6        | 10       | 24        | 12        | 16        | 98   | 5                 |
| Jim Bruinsma   | Senior Engineer        |                              |         |           |            |         |           |          |          | 8        | 24       | 40        | 16        |           | 88   | 4                 |
| Jordan Hoekwater   | Engineer               | 3                            | 4       | 24        | 40         | 12      | 40        | 32       | 20       |          |          |           | 28        |           | 203  | 10                |
| Monika Fisher  | Engineer               |                              |         |           |            |         |           |          |          | 12       | 48       |           | 24        |           | 84   | 4                 |
| Alberto Albetjiani   | Engineer               |                              | 8       | 40        | 20         | 32      | 4         | 32       | 20       | 40       | 96       | 24        | 40        |           | 356  | 17                |
| Aric Foster  | Technician             |                              |         |           | 40         |         |           |          |          | 8        | 4        | 24        |           |           | 76   | 4                 |
| Keith Wittig   | Technician             |                              | 24      |           | 8          | 8       |           |          |          |          |          | 8         | 12        |           | 60   | 3                 |
| <b>Total Staffing Hours</b>  |                        | 9                            | 38      | 66        | 110        | 54      | 48        | 68       | 54       | 74       | 188      | 136       | 140       | 18        | 1003   |                   |
| Name   | Title                  | Estimated Labor Costs        |         |           |            |         |           |          |          |          |          |           |           |           | Total  | 2020<br>Base Rate |
|  |                        | Task 1                       | Task 2  | Task 3    | Task 4     | Task 5  | Task 6    | Task 7   | Task 8   | Task 9   | Task 10  | Task 11   | Task 12   | Task 13   |  |                   |
| Monty Wade   | Principal Investigator | \$170                        |         |           |            |         |           |          | \$339    |          | \$509    | \$1,356   | \$678     | \$170     | \$3,222  | \$84.78           |
| Kyle Potvin  | Project Manager        | \$285                        | \$143   | \$143     | \$143      | \$143   | \$285     | \$285    | \$713    | \$428    | \$713    | \$1,712   | \$856     | \$1,141   | \$6,989  | \$71.32           |
| Jim Bruinsma   | Senior Engineer        |                              |         |           |            |         |           |          |          | \$523    | \$1,568  | \$2,614   | \$1,045   |           | \$5,750  | \$65.34           |
| Jordan Hoekwater   | Engineer               | \$113                        | \$151   | \$906     | \$1,510    | \$453   | \$1,510   | \$1,208  | \$755    |          |          | \$1,057   |           |           | \$7,665  | \$37.76           |
| Monika Fisher  | Engineer               |                              |         |           |            |         |           |          |          | \$482    | \$1,927  |           | \$964     |           | \$3,373  | \$40.15           |
| Alberto Albetjiani   | Engineer               |                              | \$240   | \$1,199   | \$599      | \$959   | \$120     | \$959    | \$599    | \$1,199  | \$2,877  | \$719     | \$1,199   |           | \$10,669   | \$29.97           |
| Aric Foster  | Technician             |                              |         |           | \$1,197    |         |           |          |          | \$239    | \$120    | \$718     |           |           | \$2,274  | \$29.92           |
| Keith Wittig   | Technician             |                              | \$594   |           | \$198      | \$198   |           |          |          |          |          | \$198     | \$297     |           | \$1,486  | \$24.77           |
| <b>Total Unescalated APTech Direct Labor (UADL)</b>                    |                        | \$568                        | \$1,128 | \$2,248   | \$3,647    | \$1,753 | \$1,916   | \$2,453  | \$2,407  | \$2,871  | \$7,714  | \$7,317   | \$6,096   | \$1,311   | \$41,428   |                   |
| <b>Labor Escalation (3% per year)</b>                                  |                        |                              |         |           |            |         |           |          |          |          |          |           |           |           |  |                   |
| Year 2021 Escalation (50% Task 3, 75% Task 4, 75% Task 5, 100% Task 6) |                        |                              |         | \$34      | \$82       | \$39    | \$57      | \$74     | \$72     |          | \$231    | \$165     | \$183     | \$35      | \$973  |                   |
| <b>Total APTech Direct Labor (TADL)</b>                                |                        | \$568                        | \$1,128 | \$2,281   | \$3,729    | \$1,792 | \$1,973   | \$2,526  | \$2,479  | \$2,871  | \$7,945  | \$7,482   | \$6,279   | \$1,346   | \$42,401   |                   |
| APTech Overhead (OH) 171.42% of TADL                                   |                        | \$974                        | \$1,933 | \$3,911   | \$6,393    | \$3,073 | \$3,382   | \$4,330  | \$4,250  | \$4,921  | \$13,620 | \$12,826  | \$10,764  | \$2,307   | \$72,684   |                   |
| <b>Total Burdened APTech Labor Costs (TBALC)</b>                       |                        | \$1,542                      | \$3,061 | \$6,192   | \$10,123   | \$4,865 | \$5,355   | \$6,857  | \$6,729  | \$7,791  | \$21,566 | \$20,307  | \$17,043  | \$3,653   | \$115,085  |                   |
| Other Direct Costs   |                        | Estimated Other Direct Costs |         |           |            |         |           |          |          |          |          |           |           |           | Total  | Unit Rate         |
|  |                        | Task 1                       | Task 2  | Task 3    | Task 4     | Task 5  | Task 6    | Task 7   | Task 8   | Task 9   | Task 10  | Task 11   | Task 12   | Task 13   |  |                   |
| Materials and Supplies   |                        |                              |         |           |            |         |           |          |          |          |          |           |           |           |  |                   |
| Communications and Shipping  |                        |                              |         |           |            |         |           |          |          |          |          |           |           |           |  |                   |
| Travel   |                        |                              |         |           | \$2,060    |         |           |          |          | \$869    |          | \$827     |           |           | \$3,756  |                   |
| EDGE Data Collection Mob (\$4.30/mile)                                 |                        |                              |         |           |            |         |           |          |          |          |          |           |           |           |  |                   |
| EDGE Data Collection and Data Interpretation (\$14,400 per day)        |                        |                              |         |           |            |         |           |          |          |          |          |           |           |           |  |                   |
| FWD Mobilization, 580 miles @ \$2.60/mile                              |                        |                              |         |           |            |         |           |          |          | \$1,508  |          |           |           |           | \$1,508  |                   |
| FWD Testing, 3 Days @ \$2,400/day                                      |                        |                              |         |           |            |         |           |          |          | \$7,200  |          |           |           |           | \$7,200  |                   |
| Coring   |                        |                              |         |           |            |         |           |          |          |          |          | \$2,600   |           |           | \$2,600  |                   |
| Petrographic Examination   |                        |                              |         |           |            |         |           |          |          |          |          | \$6,000   |           |           | \$6,000  |                   |
| <b>Total Other Direct Costs (TODC)</b>                                 |                        |                              |         |           | \$2,060    |         |           |          |          | \$9,577  |          | \$9,427   |           |           | \$21,064   |                   |
| Overall Cost Summary   |                        | Estimated Overall Cost       |         |           |            |         |           |          |          |          |          |           |           |           | Total  |                   |
|  |                        | Task 1                       | Task 2  | Task 3    | Task 4     | Task 5  | Task 6    | Task 7   | Task 8   | Task 9   | Task 10  | Task 11   | Task 12   | Task 13   |  |                   |
| Total Burdened APTech Labor Costs (TBALC)                              |                        | \$1,542                      | \$3,061 | \$6,192   | \$10,123   | \$4,865 | \$5,355   | \$6,857  | \$6,729  | \$7,791  | \$21,566 | \$20,307  | \$17,043  | \$3,653   | \$115,085  |                   |
| Total Other Direct Costs (TODC)  |                        |                              |         |           | \$2,060    |         |           |          |          | \$9,577  |          | \$9,427   |           |           | \$21,064   |                   |
| <b>Total Estimated Cost</b>  |                        | \$1,542                      | \$3,061 | \$6,192   | \$12,183   | \$4,865 | \$5,355   | \$6,857  | \$6,729  | \$17,368 | \$21,566 | \$29,734  | \$17,043  | \$3,653   | \$136,149  |                   |
| Burdened Labor Fee 10% of TBALC  |                        | \$154                        | \$306   | \$619     | \$1,012    | \$486   | \$536     | \$686    | \$673    | \$779    | \$2,157  | \$2,031   | \$1,704   | \$365     | \$11,508   |                   |
| <b>TOTAL ESTIMATED COST AND FEE</b>                                    |                        | \$1,696                      | \$3,368 | \$6,811   | \$13,195   | \$5,351 | \$5,891   | \$7,542  | \$7,402  | \$18,148 | \$23,722 | \$31,765  | \$18,748  | \$4,019   | \$147,657  |                   |

**EXHIBIT B. PROJECT COST DETAILS**





**RESOLUTION NO. 20-51  
NARRATIVE**

|                                      |   |                                       |
|--------------------------------------|---|---------------------------------------|
| <b>Authority Board Meeting Date:</b> | December 16, 2020                       | <b>Agenda Item No.</b><br><b>12-5</b> |
| <b>Prepared by:</b>                  | Michelle Baker<br>Environmental Manager |                                       |
| <b>Subject:</b>                      | On-Call Environmental Service Contract  |                                       |

**DECISION/ACTION REQUESTED:**

Approval of contract with LimnoTech, Inc. to provide Environmental Consulting services on an as needed basis and authorize the President & CEO to sign.

**SUMMARY OF REQUEST:**

- The capital budget includes funds to have an Environmental Consultant provide assistance in a variety of environmental disciplines with the primary emphasis associated with administration of the Airport's NPDES storm water discharge permit.
- A public request for qualifications was issued on September 11, 2020.
- Eleven qualification statements were received by Purchasing on October 6, 2020 to provide on-call environmental services (see attached tabulation sheet). The two highest scoring firms, LimnoTech and GHD, were interviewed on November 10, 2020.
- The evaluation committee consisted of Casey Ries, Clint Nemeth, Michelle Baker, Tom Cizauskas and Board Member Floyd Wilson Jr. assisting with interviews. Selection criteria included overall qualifications of assigned personnel, firm experience in comparable facilities and demonstration of project understanding.
- As a result of the interviews in combination with submitted qualifications, the review committee is recommending a contract be awarded to LimnoTech of Ann Arbor, MI for a five-year on-call agreement.
- A scope of work and fee schedule have been negotiated for calendar year 2021. The scope of work assumes a level of effort associated with a full-scale deicing management system review, from collection through discharge, to confirm the system continues to operate as designed and to identify any potential operational modifications that may be required. The scope also includes the required monitoring, testing, and reporting associated with our NPDES permit and continued environmental sustainability program elements.
- The scope of work summary and fee breakdown is attached.
- This action includes 2021 funding via operating budget for the first year of the on-call agreement.

**FUNDING SOURCE:**

Airport Revenue    Federal/State Grant    Bond Proceeds    Other

**Total cost of REQUESTED ACTION: \$787,372**

**COMMITTEE REVIEW/ACTION:**

Operations and Marketing    Finance and Legislative    Human Resources

**COMMITTEE REVIEW DATE:** December 9, 2020

**VENDOR**

AECOM

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ASTI Environmental

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C&S Companies

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DLZ Michigan, Inc.

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Environmental Resources Group

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GHD Services Inc.

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Golder Associates Inc.

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Lakeshore Environmental, Inc.

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LimnoTech

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Material Testing Consultants, Inc.

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NTH Consultants, Ltd.

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**DRAFT 2020-2021 Season GFIA Environmental Services Scope of Work**  
LimnoTech, Prein&Newhof, Mead & Hunt, Barnes & Thornburg, and Underwater  
Construction Corporation

This document contains the proposed 2020-21 season scope of work prepared by LimnoTech, Prein&Newhof, Mead & Hunt, Barnes & Thornburg, Jacobs, Naturally Wallace, and Underwater Construction Corporation (the team) to provide professional environmental consulting services to the Gerald R. Ford International Airport Authority (GFIAA). The purpose of these services is to assist the Authority in complying with Clean Water Act requirements administered by the Michigan Department of Environment, Energy, and Great Lakes (EGLE) for the Gerald R. Ford International Airport (GFIA).

This scope provides task level descriptions and budget estimates for anticipated activities to be conducted during the January to December 2021 timeframe. There are inherent uncertainties associated with the renewal of the current National Pollutant Discharge Elimination System (NPDES) industrial permit and the transition of the current municipal separate storm sewer (MS4) Administrative Consent Order (ACO) to an individual MS4 permit. This scope of work has been developed using a reasonable level of conservatism and based on the current understanding of the potential direction of those efforts. Significant changes in direction may necessitate re-visiting this scope of work and budget.

**Task 1. NPDES Storm Water Permit Administration**

The following sub-tasks have been developed to support compliance with the requirements of the NPDES permit for the upcoming year.

*Task 1.1 Inspections*

- Conduct the quarterly comprehensive storm water inspections as required by the Permit and as described in Section 5.1 of the Stormwater Pollution Prevention Plan (SWPPP) including visual inspection of the GFIA drainage system, areas where significant materials are stored, handled or used, and structural and non-structural controls.
- Prepare reports summarizing the findings of the inspections. Findings and suggestions will be provided to GFIAA staff. The team will also prepare response documentation and conduct follow-up activities as necessary.
- Assist with additional required inspections, such as monthly outfall/Spill Prevention Control and Countermeasures (SPCC) inspections, as needed by GFIAA staff. Findings of and recommendations resulting from the inspections, including any reviews, will be conveyed to GFIAA staff and communicated to tenants as directed by GFIAA staff, including administering tenant communications and conducting follow-up activities as necessary.

*Task 1.2 Preparation of Required Reports/Documentation (ADF Best Management Practices and ADF Discharge Minimization Progress Tracking)*

- Assist GFIAA with the continuing implementation and refinement of best management practices to minimize the discharge of aircraft deicing fluid (ADF) to surface waters as required by the permit.

- Assist GFIAA with collecting information on aircraft and pavement deicer usage. The data will be entered into the project database, and subjected to basic data quality checks. Any apparent data discrepancies will be brought to the attention of GFIA for resolution. At the direction of GFIAA staff, the team will work with the carriers and fixed base operators (FBOs) to resolve questions regarding reporting data.
- Assist GFIAA staff with preparation of required reporting of: total Type I and Type IV ADF used at GFIA, total gallons of ADF recycled, and percent of total gallons of ADF used that was collected and prevented from being discharged to the environment.
- Collect and document data measurements on the performance of BMPs by the commercial carriers and FBOs (deicing practices) and GFIAA staff (mobile collection units and disposal/recycle).
- Provide record forms for monitoring of the mobile collection units and other collection BMPs that may be implemented. To the extent practical, the team will coordinate with carriers and FBOs to encourage them to adequately document the implementation of aircraft deicing BMPs so that their performance can be quantified.
- Enter BMP performance monitoring data into the project database. Basic quality assurance checks will be conducted, and discrepancies will be resolved through discussion with the entities providing the data.
- Analyze BMP monitoring data at the end of the deicing season to develop quantitative estimates of environmental benefits achieved in terms of reduced deicer usage, captured deicing runoff, and reduced pollutant loading through stormwater discharges.
- Prepare a report describing the results of the annual monitoring program as required by the permit and to be described in the 2020-2021 Deicing Management and Monitoring Plan including a summary of the performance and environmental benefits of the deicing BMPs, including information, measures, and data to demonstrate the extent to which the BMP are reducing ADF discharges to the unnamed tributaries to the Thornapple River and Plaster Creek.
- A draft report will be prepared and submitted for review and comment by GFIA. Reviewer comments will be incorporated into the final Report, which will be suitable for submittal to MDEQ by September 1, 2021 as required by the permit.
- Update the Deicing Management and Monitoring Plan for the 2021-2022 deicing season. The plan will be an update of the previous season's Plan, with changes to address findings and recommendations in the 2020-2021 ADF Discharge Minimization Progress Tracking Report.

#### *Task 1.3 Stormwater Discharge Monitoring*

- Provide, install, and maintain the equipment required for deicing event monitoring, including routine inspections of the monitoring equipment to assure it is working properly and efficiently.
- Provide day-to-day assistance as directed by GFIAA staff to support the implementation of the deicing management and monitoring program.
- Stormwater discharge monitoring activities will be conducted as required by the permit and will include twice monthly deicing event water quality monitoring at



outfalls 004, 007 and 011, and continuous flow monitoring at 004, 007 and 011, as needed and required.

- Monitoring data will be entered into the project database and quality assurance checks will be conducted. Data will be entered into the State of Michigan electronic Discharge Monitoring Report (MiWaters) system on a monthly basis for GFIA staff use in submitting the data as required by the permit.
- A \$10,000 contingency line item for capital acquisitions is included in this sub-task. This item will be used for purchases that may include monitoring equipment or other materials and equipment related to administration of the airport's NPDES permit.
- Collect additional samples upstream and downstream of the natural treatment system (NTS) periodically and during the twice-monthly deicing event and dry weather monitoring periods. Samples will be collected at the following locations:
  - Nutrient Addition System location (24 hour composite samples)
  - Location 011A (24 hour composite samples)

The intent is to gather flow, water quality, and nutrient dosing information to support the determination of dosing and uptake rates within the NTS as required by the December 22, 2016 Water Treatment Additive (WTA) Response/Approval issued by MDEQ.

Data collected at the nutrient dosing location will include influent flow rate (logged by the inline magmeter/flow meter), influent total organic carbon (TOC) concentration (estimated using inline refractometer and converted to estimated CBOD<sub>5</sub> concentration), and daily nutrient dosing rate. These data will be recorded using a data logger. Water quality monitoring will include the collection of 24 hour composite samples at the upstream (Nutrient Addition System) and downstream (011A) locations that will be analyzed for the following parameters:

- 5-day carbonaceous biochemical oxygen demand (CBOD<sub>5</sub>)
- ammonia nitrogen (NH<sub>3</sub>)
- Phosphorus (Total as P)
- Potassium

Data will be entered into the project database and quality assurance checks will be conducted.

The team will also provide support for the Nutrient Addition System including furnishing liquid nutrient solution. Liquid nutrient usage is estimated at 8,000 gallons for the season. Periodic site visits will be made to verify fluid level in the storage tank and observe usage rates during non-event periods.

#### *Task 1.4 Biofilm Observations*

- Provide support for the collection of monthly visual observations in the unnamed tributary and in the vicinity of Outfall 011 as required by the permit.

#### *Task 1.5 Meetings (participating team members to be determined as appropriate)*

- Participate in up to two (2) on-site project team planning meetings during the deicing season. These meetings will include training sessions for GFIA staff and tenants as required by the airport's deicing and stormwater management programs.



- Prepare and present up to one (1) briefing to GFIA management during the deicing season on the status of BMP implementation and performance.
- Prepare and present one (1) end of season briefing describing the results of the previous year's deicing management program.

### **Task 2. Preparation and Updating of the SWPPP**

The team will review and revise the existing SWPPP in accordance with requirements of the permit. Plan updates will be completed through a collaborative revision process with airport staff. Elements of the review will include:

- Source identification;
- Preventative measures and source controls, non-structural;
- Structural controls for prevention and treatment;
- Provisions for keeping plans current;
- Certified stormwater operator update;
- Signature and plan review provisions;
- Specification of record keeping provisions;
- Water quality standards; and
- Provision(s) for the prohibition of non-storm water discharges.

Findings and recommendations will be prepared and submitted for review and comment by GFIAA staff. If any revisions are necessary to the SWPPP, review comments will be incorporated into the SWPPP as specified by the permit and a draft plan will be prepared and submitted for review and comment by GFIAA staff.

### **Task 3. Pollution Incident Prevention Plan/ Spill Prevention, Control, and Countermeasures/ (PIPP/SPCC) Planning**

The team will review the airport's current, combined Pollution Incident Prevention Plan/Spill Prevention Control and Countermeasures (PIPP/SPCC) plan. Findings and recommendations will be prepared and submitted for review and comment by GFIAA staff. If no changes are needed to the PIPP/SPCC Plan, a memo stating such and certified by a Michigan Professional Engineer will be prepared for documentation. Otherwise, review comments will be incorporated into the PIPP/SPCC Plan as a result of the review.

### **Task 4. Regulatory Agency and Local Government Interactions**

The team will draft responses and other communications to regulatory agencies, local governments, and others as needed on behalf of GFIAA to inquiries regarding environmental issues pertaining to Airport activities.

### **Task 5. Initial Evaluation of the Deicing Management System**

The team will conduct an evaluation of the airport's existing deicing runoff control and treatment system. The purpose of the evaluation is to provide a characterization of operational performance relative to expectations, identify potential areas for improvements, and present recommendations to develop and implement priority improvements (if warranted). Components to be evaluated include aircraft deicing operations, MCU collection and apron collection systems (ACSS), and the natural treatment system (NTS). The evaluation will be conducted through five primary subtasks including:



identification of key questions to be addressed by the evaluation process; ADF application tracking; MCU operations, collection/temporary storage/recycling/release back to the storm system (ACS components); treatment performance (NTS components); and a summary of findings. Each subtask is described below.

#### *Task 5.1 Identification of Key Questions*

To ensure the evaluation is consistent with GFIAA staff expectations, the team will develop a list of questions to be addressed by the evaluation. The purpose of this subtask is to ensure that the evaluation is appropriately targeted to meet the airport's objectives. It is possible that additional questions may be identified as the evaluation progresses. A draft list of questions will be provided to GFIAA staff for critical review and comment. A final list of questions will be prepared following GFIAA review.

#### *Task 5.2 ADF Application Tracking*

Data on the locations and amounts of ADF applied will be critically important to quantitatively evaluating the system performance. The team will review ADF application information reported by the tenants to determine the adequacy of existing reporting to support addressing the questions identified in Task 5.1. Ideally, the data will provide the basis for developing meaningful relationships between weather, ADF usage, and collection rates. For example, current ADF reporting will be evaluated to determine if it supports comparisons of observed collection observations to ADF usage rates in each collection area. As part of this initial review, two deicing and two non-deicing event periods will be identified for detailed evaluation during the 2020-2021 season.

#### *Task 5.3 ACS Components*

The team will review MCU collection, recycling shipment, and information collected by the east and west ACS (TOC measurements) to assess the adequacy of available information to support the comparison of runoff collection information to ADF usage information. This information will be reviewed to support the evaluation described in Task 5.2. The team will also review the tank tracking forms maintained by GFIAA staff. The information will be used to evaluate diversion concentration set points used for collecting higher concentration runoff.

The team will continue to work with GFIAA staff to manage discharges of runoff from the ACS tanks to the storm sewer. Sampling will be conducted during three ACS tank discharge events to evaluate discharge characteristics from the ACS, track deicers through the system and through the NTS. Grab samples will be collected daily at three locations during the discharge events. Preliminary locations include immediately downstream of the ACS tank(s), immediately upstream of the NTS, and immediately downstream of the NTS. Sample collection will be timed to account for travel/residence time and will be analyzed for COD to support the characterization of oxygen demand content of the discharges through the system.

#### *Task 5.4 NTS Components*

The team will use the information collected as part of Tasks 1.3 and 5.3 to support the evaluation of NTS performance and characterization of oxygen demand content through the system. The team will also review the nutrient dosing system performance and evaluate hydraulic performance of the NTS.

#### *Task 5.5 Summary of Findings*



The team will prepare a report summarizing the evaluation of the existing system. The report will include a description of information reviewed, findings of each subtask, recommendations for further evaluation (if indicated), and recommendations for specific actions to improve operations and performance. The report will be delivered to GFIAA staff for review and comment. It is expected that the report will be provided by July 1, 2020.

#### **Task 6. General Assistance on Environmental Issues**

The team will provide assistance on environmental issues that may arise that include, but may not be limited to, regulatory research, technical research, response assistance, report preparation, review and comment on current GFIA policies and rules/regulations. The team will also provide general assistance as needed associated with other environmental issues that may arise, including sustainability, waste management, and interactions as necessary with airport tenants. The level of effort budgeted for this task does not include prolonged support activities associated with cleanup or remediation projects.

At GFIAA's option and direction, the team may conduct an inspection to document the condition of the 48-inch pipe and diffuser structure. The structure and discharge valves will be inspected in accordance with manufacturer recommendations to ensure proper operation. The inspection will be conducted by industrial divers and may include internal and external evaluations. The internal inspection, if conducted, will be accomplished using a remote operated vehicle (ROV) equipped with a video camera. The external inspection will be conducted using an underwater video camera. Video footage and written reports summarizing the inspections will be provided to GFIAA staff.

#### **Task 7. Municipal Separate Storm Sewer System (MS4) Stormwater Program**

The team will support GFIA's Storm Water Management Program (SWMP) to comply with the current MS4 Administrative Consent Order. GFIA submitted its application for the new MS4 permit in March 2015. As part of the application, GFIA requested guidance on modifying the SWMP to comply with the new permit. MDEQ has not fully responded and it is expected that GFIA will continue to operate under the current MS4 Administrative Consent Order and SWMP until MDEQ provides further clarification.

This task includes activities the team will provide for continued management and oversight services for stormwater management program activities at GFIA. Specific activities will include:

- Providing e-mail reminders to GFIAA staff about activities required for the airport's SWMP
- Compiling and evaluating documentation of activities and progress toward measurable goals, identifying activities needing attention from GFIAA staff, and incorporating information and documentation provided by GFIAA staff into the annual report document. Specific documentation will pertain to the six required minimum measures:
  - Public Education and Outreach
  - Public Involvement and Participation
  - Illicit Discharge Elimination Program (IDEP). IDEP sampling will be conducted at approximately one quarter of GFIA's existing outfalls in accordance with the GFIA Illicit Discharge Elimination Program Dry Weather Screening Plan.





- Post-Construction Stormwater Management Program
- Construction Stormwater Runoff Control and management (including compilation of required and existing construction stormwater permits and plans from contractors)
- Pollution Prevention and Good Housekeeping

### **Task 8. NPDES Stormwater Permit Application**

GFIA's current NPDES permit expired on October 1, 2019 and the application for renewal was submitted as required on April 4, 2019. Under this task the project team will provide support for the application package and renewal process. The anticipated elements of this task include the following:

- As requested by EGLE and directed by GFIAA, provide technical input and assistance to Permits Division staff in developing the draft permit. Team members will prepare for and participate in up to two teleconferences and one meeting with EGLE staff during development of the draft permit.
- Provide support to GFIAA staff in communications with interested stakeholders during the permit development process.
- The team will review the draft permit issued by EGLE for the public notice period and provide comments and justification as needed.
- The team will assist GFIAA staff and attend (as necessary and appropriate) one public meeting regarding the proposed permit.
- Comments received by EGLE during the public comment period will be reviewed by the team. Appropriate recommendations regarding GFIAA response actions will be provided.
- The team will review the final permit issued by EGLE and provide analysis as requested.

### **Task 9. MS4 Permit Application and Negotiation Support**

As noted in Task 6, GFIAA submitted its application for the new MS4 permit in March 2015. As part of the application, GFIAA requested guidance on modifying the SWMP to comply with the new permit. EGLE has not fully responded and it is expected that GFIAA will continue to operate under the current MS4 Administrative Consent Order and SWMP until EGLE provides further clarification.

This task has been developed to assist GFIAA staff with the MS4 permit application and program modification process if necessary. The anticipated elements of this task include the following:

- Provide support for discussions with EGLE District and/or Permits Division staff to identify an appropriate strategy for GFIA's MS4 permit requirements.
- As requested by EGLE and directed by GFIAA, provide technical input and assistance to Permits Division staff in developing the draft permit. Team members will prepare for and participate in up to two teleconferences and one meeting with EGLE staff during development of the draft permit.
- Provide support to GFIAA staff in communications with interested stakeholders during the permit development process.



- The team will review the draft permit issued by EGLE for the public notice period and provide comments and justification as needed.
- The team will assist GFIAA staff and attend (as necessary and appropriate) a public meeting or hearing regarding the proposed permit.
- Comments received by EGLE during the public comment period will be reviewed and analyzed by the team. Appropriate recommendations regarding GFIAA response actions will be provided.
- The team will review the final permit issued by EGLE for the public notice period and provide analysis as needed.
- Work with GFIAA staff on modifications to the SWMP to comply with new permit requirements.


### **Task 10. Project Management**


Project invoicing, budget tracking, and project status reports will be prepared and submitted monthly, describing activities during the reporting period, any problems encountered and their recommended solution, activities anticipated for the next reporting period, and project budget status.



**Gerald R. Ford International Airport Authority**

**2020 Major Project Coordination**

 Planning/Design

 Procurement/Construction

**Project Staff JAN FEB MAR APR MAY JUNE JULY AUG SEPT OCT NOV DEC Comments**


| Project                             | Staff               | JAN                                  | FEB | MAR | APR   | MAY | JUNE                | JULY | AUG | SEPT | OCT | NOV                        | DEC | Comments  |  |  |
|-------------------------------------|---------------------|--------------------------------------|-----|-----|-------|-----|---------------------|------|-----|------|-----|----------------------------|-----|---|--|--|
| Field Maintenance Fuel Farm Upgrade | CN                  |                                      |     |     |       |     |                     |      |     |      |     |                            |     | Project Complete  |  |  |
| Design - TowerPinkster              | Approved = <\$0.1 M | Construction - R.W. Mercer           |     |     |       |     | Approved = \$0.1 M  |      |     |      |     | Below Board Approval - Yes |     |   |  |  |
| Conference Room Renovation          | CR                  |                                      |     |     |       |     |                     |      |     |      |     |                            |     | Project Complete  |  |  |
| Design - DLZ of Michigan            | Approved = \$0.1 M  | Construction - Owen - Ames - Kimball |     |     |       |     | Approved = \$1.8 M  |      |     |      |     | Below Board Approval - Yes |     |   |  |  |
| Gateway Transformation - Phase 2    | CN/CR               |                                      |     |     |       |     |                     |      |     |      |     |                            |     | Substantially complete, Art, sponsorship, and punch list work ongoing   |  |  |
| Design - Alliance                   | Approved = \$2.0 M  | Construction - The Christman Company |     |     |       |     | Approved = \$17.5 M |      |     |      |     | Below Board Approval - Yes |     |   |  |  |
| Eastside FBO Apron                  | CN                  |                                      |     |     |       |     |                     |      |     |      |     |                            |     | Project Complete  |  |  |
| Design - C&S Companies              | Approved = \$0.5 M  | Construction - Kamminga & Roodvoets  |     |     |       |     | Approved = \$3.7 M  |      |     |      |     | Below Board Approval - Yes |     |   |  |  |
| Security System - AOA Gates         | CN/CR               |                                      |     |     |       |     |                     |      |     |      |     |                            |     | Substantially complete, punch list work ongoing                         |  |  |
| Design - Faith Group                | Approved = \$0.1 M  | Construction - Bazen Electric        |     |     |       |     | Approved = \$0.9 M  |      |     |      |     | Below Board Approval - Yes |     |   |  |  |
| President Ford Statue               | CR                  |                                      |     |     |       |     |                     |      |     |      |     |                            |     | Project Complete, open to the public!                                   |  |  |
| Design - TowerPinkster              | Approved = <\$0.1 M | Construction - Owen - Ames - Kimball |     |     |       |     | Approved = \$0.3 M  |      |     |      |     | Below Board Approval - Yes |     |   |  |  |
| Terminal Apron Expansion            | CN                  |                                      |     |     |       |     |                     |      |     |      |     |                            |     | Year 2 of a 2 year project - Project Complete                           |  |  |
| Design - C&S Companies              | Approved = \$2.0 M  | Construction - Kamminga & Roodvoets  |     |     |       |     | Approved = \$16.4 M |      |     |      |     | Below Board Approval - Yes |     |   |  |  |
| Dock                                | CN                  |                                      |     |     |       |     |                     |      |     |      |     |                            |     | Substantially complete, punch list work ongoing                         |  |  |
| Design - TowerPinkster              | Approved = \$0.3 M  | Construction - Owen - Ames - Kimball |     |     |       |     | Approved = \$4.9 M  |      |     |      |     | Below Board Approval - Yes |     |   |  |  |
| Administrative Office Renovation    | CR                  |                                      |     |     |       |     |                     |      |     |      |     |                            |     | Phase 1 - 2 office infill complete, Phase 2 - lobby renovation complete |  |  |
| Design - TowerPinkster              | Approved = <\$0.1 M | Construction - Owen - Ames - Kimball |     |     |       |     | Approved = \$0.2 M  |      |     |      |     | Below Board Approval - Yes |     |   |  |  |
| ELEVATE - IAB Phase 1               | CR/CN               |                                      |     |     |       |     |                     |      |     |      |     |                            |     | Phase 1 construction underway   |  |  |
| Design - Mead & Hunt                | Approved = \$2.7 M  | Construction - The Christman Company |     |     |       |     | Approved = \$8.4 M  |      |     |      |     | Below Board Approval - Yes |     |   |  |  |
| Airfield Pavement Maintenance       | CN/TH               |                                      |     |     |       |     |                     |      |     |      |     |                            |     | Project Complete  |  |  |
| Design - Staff                      | Approved = NA       | Construction - Kamminga & Roodvoets  |     |     |       |     | Approved = \$0.6 M  |      |     |      |     | Below Board Approval - Yes |     |   |  |  |
| Roof Repairs - ARFF                 | TH/TC               |                                      |     |     |       |     |                     |      |     |      |     |                            |     | Project deferred  |  |  |
| Design - Staff                      | Approved = NA       | Construction - deferred              |     |     |       |     | Budget = \$0.2 M    |      |     |      |     | Below Board Approval - Yes |     |   |  |  |
| ELEVATE - Concourse A Expansion     | CR/CN               |                                      |     |     |       |     |                     |      |     |      |     |                            |     | Design complete, construction start delayed due to COVID                |  |  |
| Design - Mead & Hunt                | Approved = \$7.8 M  | Construction - The Christman Company |     |     |       |     | Budget = \$89 M     |      |     |      |     | Below Board Approval - Yes |     |   |  |  |
| Operations Facility                 | CR/CN               |                                      |     |     |       |     |                     |      |     |      |     |                            |     | Site selection complete, design 90% complete                            |  |  |
| Design - DLZ of Michigan            | Approved = \$0.5 M  | Construction - TBD, GC Bid           |     |     |       |     | Budget = \$5 M      |      |     |      |     | Below Board Approval - Yes |     |   |  |  |
| North Parking Structure             | CR/DV               |                                      |     |     |       |     |                     |      |     |      |     |                            |     | Schematic design only, complete   |  |  |
| Design - Fishbeck                   | Approved = \$0.8 M  | Construction - TBD, future year      |     |     |       |     | Budget = \$TBD      |      |     |      |     | Below Board Approval - Yes |     |   |  |  |
| East Lot ConRAC                     | CR/DV               |                                      |     |     |       |     |                     |      |     |      |     |                            |     | Design stopped in schematic phase, continuation traffic dependant       |  |  |
| Design - Fishbeck                   | Approved = \$4.5 M  | Construction - Turner recommended    |     |     |       |     | Budget = \$58 M     |      |     |      |     | Below Board Approval - Yes |     |   |  |  |
| UPDATED 12/1/2020                   |                     | JAN                                  | FEB | MAR | APRIL | MAY | JUNE                | JULY | AUG | SEPT | OCT | NOV                        | DEC |   |  |  |

Staff assigned: Clint Nemeth (CN), Michelle Baker (MB), Tom Cizauskas (TC), Dan Vialllobos (DV), Lisa Carr (LC), Tim Haizlip (TH), Casey Ries (CR)

**Gerald R. Ford International Airport Authority**

**2020 Major Project Coordination**

 Planning/Design

 Procurement/Construction

| Project                              | Staff                                 | JAN | FEB | MAR | APR                                    | MAY | JUNE | JULY               | AUG | SEPT | OCT                        | NOV | DEC | Comments  |
|--------------------------------------|---------------------------------------|-----|-----|-----|--|-----|------|--------------------|-----|------|----------------------------|-----|-----|---|
| South Perimeter Road Reconstruction  | MB/CN                                 |     |     |     |  |     |      |                    |     |      |                            |     |     | Design continues, road construction delayed due to COVID          |
| Design - C&S Companies               | Approved = \$0.3 M                    |     |     |     | Construction - TBD, GC bid             |     |      | Budget = \$3.0 M   |     |      | Below Board Approval - Yes |     |     |   |
| South Perimeter Road, Drainage       | MB/CN                                 |     |     |     |  |     |      |                    |     |      |                            |     |     | Substantially complete, punch list work ongoing                   |
| Design - C&S Companies               | Included in above                     |     |     |     | Construction - Kamminga & Roodvoets    |     |      | Approved = \$0.4 M |     |      | Below Board Approval - Yes |     |     |   |
| Air Traffic Control Tower Relocation | CR/TR                                 |     |     |     |  |     |      |                    |     |      |                            |     |     | Planning efforts - Business case development, AFTIL 1/2 March '21 |
| Design - FAA                         | Approved = \$0.5 M, <i>study only</i> |     |     |     | Construction - FAA procurement         |     |      | Budget = \$0       |     |      | Below Board Approval - Yes |     |     |   |
| Pavement Condition Analysis          | CN/CR                                 |     |     |     |  |     |      |                    |     |      |                            |     |     | Initial airfield visual inspection work complete, state funded    |
| Design - AP Tech                     | Budget = \$0.35 M                     |     |     |     | Construction - N/A                     |     |      | Budget = N/A       |     |      | Below Board Approval - n/a |     |     |   |
| Economy Lot Resurfacing              | CN/CR                                 |     |     |     |  |     |      |                    |     |      |                            |     |     | Design for 2021 construction                                      |
| Design - Prein & Newhof              | Budget = \$0.18 M                     |     |     |     | Construction - TBD, <i>procurement</i> |     |      | Budget = \$2.0 M   |     |      | Below Board Approval - n/a |     |     |   |
| Aviation Fuel Farm Generator         | CN/CR                                 |     |     |     |  |     |      |                    |     |      |                            |     |     | Contract approved and construction started                        |
| Design - TowerPinkster               | On-call services                      |     |     |     | Construction - Bazen Electric          |     |      | Approved = \$0.1 M |     |      | Below Board Approval - Yes |     |     |   |
| On-call Environmental Services       | MB/CR                                 |     |     |     |  |     |      |                    |     |      |                            |     |     | 5-year selection process complete, contract to Board in December  |
| Design - LimnoTech                   | Approved = \$0.8 M                    |     |     |     | Construction - N/A                     |     |      | Budget = N/A       |     |      | Below Board Approval - Yes |     |     |   |
| Tenant Improvements                  | CN/MB                                 |     |     |     |  |     |      |                    |     |      |                            |     |     | WMAA Hangar, FBO facility, Site 15 Development                    |
| On-Call A/E Task Orders              | CN/CR                                 |     |     |     |  |     |      |                    |     |      |                            |     |     | As-needed minor project support                                   |
| UPDATED 12/1/2020                    |                                       | JAN | FEB | MAR | APRIL                                  | MAY | JUNE | JULY               | AUG | SEPT | OCT                        | NOV | DEC |   |

Staff assigned: Clint Nemeth (CN), Michelle Baker (MB), Tom Cizauskas (TC), Dan Viallobos (DV), Lisa Carr (LC), Tim Haizlip (TH), Casey Ries (CR)