

16130 6/13/23

### TASK ORDER APPROVAL FORM

CONTRACT #: C19-2792-AP

TASK ORDER #: 14

TASK ORDER AMOUNT: \$ Lump Sum fee of \$25,185.00

CONTRACT: C19-2792-AP  
AVCON, INC.  
GENERAL AVIATION ENGINEERING SERVICES FOR VPS  
EXPIRES: 3/26/2024

OFFERED BY CONSULTANT:

AVCON INC.

FIRM'S NAME

Virgil C. "Lee" Lewis, P.E.

REPRESENTATIVE'S PRINTED NAME

  
SIGNATURE

Vice-President

TITLE

June 12, 2023

DATE

**RECOMMENDED FOR APPROVAL  
(Department Director)**

  
SIGNATURE Tracy Stage A.A.E.

Airports Director

TITLE

6-20-23  
DATE

**APPROVED BY OKALOOSA COUNTY  
(Per Purchasing Manual)**

- \$25,000 or less approved by Purchasing Manager
- \$25,001 to \$50,000 approved by OMB Director
- Between \$50,001 and \$100,000 approved by Purchasing Director and County Administrator
- In excess of \$100,000 approved by the Board.

DeRita Mason

Digitally signed by DeRita Mason  
Date: 2023.06.20 09:36:47 -05'00'

PURCHASING MANAGER

DATE

Faye Douglas

Digitally signed by Faye Douglas  
Date: 2023.06.20 10:16:39 -05'00'

OMB Director/DATE

DATE

COUNTY ADMINISTRATOR (if applicable)

DATE

CHAIRMAN (if applicable)

DATE

## TASK ORDER

CEW South Apron Utilization Study  
Bob Sikes Airport  
June 2023

Task Order No. 14  
AVCON Project No. 2023.050.04

AVCON, INC., a Florida Corporation (hereinafter "CONSULTANT") agrees to perform and complete the following services (hereinafter "Services") for **Okaloosa County Board of County Commissioners** (hereinafter "CLIENT"), in accordance with the terms and conditions of the Agreement for Professional Architectural, Engineering, and Aviation Planning Services (Contract No.: C19-2792-AP), dated March 28, 2019, all of which terms and conditions are incorporated herein by reference.

1. **Task Location:** Bob Sikes Airport –Okaloosa County, Florida
2. **Task Name:** CEW South Apron Utilization Study
3. **Task Description/Scope of Services:** CONSULTANT shall perform professional planning services identified in Section B of **Exhibit "A"** and attached hereto.
4. **Compensation:** All work performed under Section B as described in Item 3 above shall be compensated for on a Lump Sum basis as derived in **Exhibit "B"** and attached hereto. The Lump Sum fee shall be *Twenty-Five Thousand, One Hundred Eighty-Five and 00/100 dollars (\$25,185.00 LS)* and shall include all job-related travel costs, reprographic costs, printing/plotting costs, telephone/facsimile charges, and mail charges required to perform the work specified. Progress payments shall be made monthly and shall be by an estimate of the percent complete in accordance with the project progress.
5. **Schedule:** A schedule of 45 calendar days is anticipated from the date of the project Notice-To-Proceed (NTP) to submit the draft utilization study identified in Task 7 of Exhibit "A." For any unreasonable delays in obtaining required materials to be provided by others, such as review comments, the anticipated design schedule shall be extended an equivalent number of days.
6. **Deliverables:** Deliverables shall include the following:
  - Three (3) hard copies and digital copy of draft utilization study.
  - Three (3) hard copies and digital copy of final utilization study.
7. **Other Considerations:** Services of the CONSULTANT shall be under the direction of Chad Rogers, P.E. of Okaloosa County Airports.

Accepted by:

**CLIENT:**

**Okaloosa County Board of  
County Commissioners**

By: 

Printed Name: Tracy Stage A.A.E.

Title: Airports Director

Date: 6-20-23

**CONSULTANT:**

**AVCON, INC.**

By: 

Printed Name: Virgil C. "Lee" Lewis, P.E.

Title: Vice-President

Date: 6/12/2023

**EXHIBIT "A"**  
**SCOPE OF SERVICES - AVCON, INC.**  
**Professional Planning Services**

**CEW South Apron Utilization Study**  
**Bob Sikes Airport**  
**June 2023**

**SECTION A: PURPOSE**

This scope of services describes professional aviation planning services to be performed by AVCON, INC. ("CONSULTANT") to prepare an Apron Utilization Study for the South Apron at Bob Sikes Airport. The project limits are identified in **Exhibit C** and measures approximately 1,350 ft by 250 ft.

This Apron Utilization Study will be developed in accordance with a request from the Federal Aviation Administration (FAA) prior to the potential funding of the South Apron Rehabilitation project. This study will be performed using recommendations in the Airport Cooperative Research Program (ACRP) Report 113, *Guidebook on General Aviation Facility Planning*. This study will entail a comprehensive analysis of current apron facilities at the Airport.

**SECTION B: DESCRIPTION OF TASKS**

- 1. Overall Project Coordination:** CONSULTANT shall coordinate Okaloosa County to ensure that the project scope, budget, and schedule are consistent with County objectives. CONSULTANT shall coordinate additional design and phasing considerations with the County during the design phase.
- 2. Kick-Off Meeting, Airport Manager Interview, and Collection of Data:** The task includes a kick-off meeting with representatives of the County and CONSULTANT. The purpose of this meeting is to discuss the purpose and methodologies of the study. CONSULTANT will also be gathering information during this meeting such as:
  - Whether the Airport's based aircraft are logged into the database [www.basedaircraft.com](http://www.basedaircraft.com)
  - The number of itinerant aircraft visiting the Airport annually
  - Percentage of based aircraft and itinerant aircraft routinely parking on the apron
  - Location and size of areas used to store based and itinerant aircraft
  - Events that occur on the airport annually, monthly, weekly that might draw additional aircraft
- 3. Evaluation of Existing Apron Layouts:** Based on discussions with the Airport management during the kick-off meeting, an illustration will be produced that will show how the apron is currently being utilized. This will specifically illustrate where based aircraft and itinerant aircraft are currently stored on the apron. If there is currently an aircraft parking area for larger than what is typically normal at the Airport, this will also be illustrated. If there are notable events that routinely occur on the Airport for which apron space is necessary, this too will be noted and illustrated.

**SCOPE OF SERVICES - AVCON, INC.**  
**Apron Utilization Study**  
**June 2023**

4. **Traffic Flow Management System Counts:** The FAA Traffic Flow Management System Count data will be queried for at least the full year prior to the Notice to Proceed for this study to determine the aircraft mix at the Airport. The TFMSC is a data base kept by the FAA for those Instrument Flight Rules (IFR) operations where a flight plan was filed for the operation and the Airport was part of that operation either as an origin or as a destination, or where the operation was caught on radar. The TFMSC does not capture Visual Flight Rule (VFR) flights. Not all operations have flight plans, in fact, most of the operations at the Airport are not captured by TFMSC. However, a significant number do, especially the larger or corporate aircraft. The TFMSC does provide a range of aircraft types that are documented to use the Airport.
5. **Analysis of Data and Development of the Number of Aircraft Parking Spaces:** The data collected from the based aircraft study and the TFMSC will be used in conjunction with the ACRP Report 113, *Guidebook on General Aviation Facility Planning*, to determine the number of itinerant and based aircraft parking spaces currently required on the Airport and for the next five years.
6. **Proposed New Apron Layout:** Based on the existing apron(s) at the Airport and the required number of aircraft storage spaces required on the apron as developed in Task 5, a proposed new apron layout plan will be developed to meet these requirements. This plan will not only address the number of aircraft parking areas for both based and itinerant aircraft, it will also address access to those areas as well as to the aprons from the taxiway system in general.
7. **Documentation and Development of the Report:** This task will construct the previously developed analyses into a document that will report the findings of the study and present a proposed means of moving forward with the apron utilization at the Airport. The report will include exhibits, tables, and an Executive Summary.
8. **Coordination of Apron Utilization Study with FAA:** Upon completion of the Study, CONSULTANT will coordinate the study with the FAA to establish future funding eligibility. CONSULTANT shall also update the Study based on comments provided by the FAA.

**SECTION C: ASSUMPTIONS AND EXCLUSIONS**

The County will gather and input based aircraft data in the FAA based aircraft database.

**SECTION D: OUT-OF-POCKET EXPENSES**

All job-related travel, job-related reprographic costs and supplies, interim review document printing, fax and long distance charges, mail and express mail services, and printing and plotting costs associated with the design and preparation of design documents shall be included in the lump sum budgets for which the work is a part.

**SECTION E: ADDITIONAL SERVICES**

Additional services may be added to this contract during the course of work based upon agreed fees at the labor rates identified in the contract. No work shall be undertaken in accordance with any additional service tasks without the written authorization of Okaloosa County.

**END OF SCOPE**

**EXHIBIT B  
PROFESSIONAL SERVICES COMPENSATION**

**Bob Sikes Airport  
Apron Utilization Study**

**PLANNING LABOR**

6/1/2023

|  | Position:       | Project Manager/ Sr. Planner | Planner | Sr. Designer | Clerical | Total |         |    |         |     |          |
|--|-----------------|------------------------------|---------|--------------|----------|-------|---------|----|---------|-----|----------|
|  | Rate (\$/Hour): | \$165                        | \$150   | \$120        | \$50     | Hours | Cost    |    |         |     |          |
| <b>TASK 1: Overall Project Coordination</b>  |                 |                              |         |              |          |       |         |    |         |     |          |
| Task 1.1 - Coordinate Project Progress with Airport                                      |                 | 6                            | \$990   | 0            | \$0      | 0     | \$0     | 0  | \$0     | 6   | \$990    |
| <b>Sub-total Task 1</b>  |                 | 6                            | \$990   | 0            | \$0      | 0     | \$0     | 0  | \$0     | 6   | \$990    |
| <b>TASK 2: Kick-off Meeting, Airport Manager Interview, and Collection of Data</b>       |                 |                              |         |              |          |       |         |    |         |     |          |
| Task 2.1 - Kick-off Meeting  |                 | 4                            | \$660   | 2            | \$300    | 0     | \$0     | 2  | \$100   | 8   | \$1,060  |
| Task 2.2 - Airport Manager Interview   |                 | 4                            | \$660   | 0            | \$0      | 0     | \$0     | 0  | \$0     | 4   | \$660    |
| Task 2.3 - Collection of Data  |                 | 1                            | \$165   | 0            | \$0      | 0     | \$0     | 1  | \$50    | 2   | \$215    |
| <b>Sub-total Task 2</b>  |                 | 9                            | \$1,485 | 2            | \$300    | 0     | \$0     | 3  | \$150   | 14  | \$1,935  |
| <b>TASK 3: Analysis of Existing Apron Layouts</b>  |                 |                              |         |              |          |       |         |    |         |     |          |
| Task 3.1 - Analysis of Existing Apron Layouts  |                 | 4                            | \$660   | 4            | \$600    | 8     | \$960   | 0  | \$0     | 16  | \$2,220  |
| <b>Sub-total Task 3</b>  |                 | 4                            | \$660   | 4            | \$600    | 8     | \$960   | 0  | \$0     | 16  | \$2,220  |
| <b>TASK 4: Traffic Flow Management System Counts</b>                                     |                 |                              |         |              |          |       |         |    |         |     |          |
| Task 4.1 Traffic Flow Management System Counts   |                 | 4                            | \$660   | 12           | \$1,800  | 0     | \$0     | 0  | \$0     | 16  | \$2,460  |
| <b>Sub-total Task 4</b>  |                 | 4                            | \$660   | 12           | \$1,800  | 0     | \$0     | 0  | \$0     | 16  | \$2,460  |
| <b>TASK 5: Analysis of Data and Development of the Number of Aircraft Parking Spaces</b> |                 |                              |         |              |          |       |         |    |         |     |          |
| Task 5.1 - Analysis of Data  |                 | 2                            | \$330   | 6            | \$900    | 0     | \$0     | 0  | \$0     | 8   | \$1,230  |
| Task 5.2 - Development of Number of Aircraft Parking Spaces                              |                 | 2                            | \$330   | 8            | \$1,200  | 8     | \$960   | 0  | \$0     | 18  | \$2,490  |
| <b>Sub-total Task 5</b>  |                 | 4                            | \$660   | 14           | \$2,100  | 8     | \$960   | 0  | \$0     | 26  | \$3,720  |
| <b>TASK 6: Proposed New Apron Layout</b>   |                 |                              |         |              |          |       |         |    |         |     |          |
| Task 6.1 - Proposed New Apron Layout   |                 | 2                            | \$330   | 8            | \$1,200  | 16    | \$1,920 | 0  | \$0     | 26  | \$3,450  |
| <b>Sub-total Task 6</b>  |                 | 2                            | \$330   | 8            | \$1,200  | 16    | \$1,920 | 0  | \$0     | 26  | \$3,450  |
| <b>TASK 7: Documentation and Development of the Report</b>                               |                 |                              |         |              |          |       |         |    |         |     |          |
| Task 7.1 - Documentation and Development of the Report                                   |                 | 8                            | \$1,320 | 20           | \$3,000  | 16    | \$1,920 | 16 | \$800   | 60  | \$7,040  |
| <b>Sub-total Task 7</b>  |                 | 8                            | \$1,320 | 20           | \$3,000  | 16    | \$1,920 | 16 | \$800   | 60  | \$7,040  |
| <b>TASK 8: Coordinating Report with FAA</b>  |                 |                              |         |              |          |       |         |    |         |     |          |
| Task 8.1 - Receive FAA Comments and Provide Responses                                    |                 | 4                            | \$660   | 4            | \$600    | 0     | \$0     | 0  | \$0     | 8   | \$1,260  |
| Task 8.2 - Incorporate FAA Comments into Report  |                 | 2                            | \$330   | 8            | \$1,200  | 4     | \$480   | 2  | \$100   | 16  | \$2,110  |
| <b>Sub-total Task 8</b>  |                 | 6                            | \$990   | 12           | \$1,800  | 4     | \$480   | 2  | \$100   | 24  | \$3,370  |
| <b>TOTAL LUMP SUM - ALL PLANNING LABOR</b>   |                 | 43                           | \$7,095 | 72           | \$10,800 | 52    | \$6,240 | 21 | \$1,050 | 188 | \$25,185 |

# Untitled Map

Write a description for your map.

## EXHIBIT "C" - PROJECT LIMITS

### Legend

- 📍 North Okaloosa Fire District
- 📍 US FAA

CEW Apron  
Utilization Plan  
Project Limits

North Okaloosa Fire District US FAA

