



Date of Council Meeting: October 27, 2015

**TOWN OF LEESBURG
TOWN COUNCIL MEETING**

Subject: Airport Master Plan Update and Stormwater Management Plan/Drainage Study

Staff Contact: Tom Brandon, Capital Projects Manager, Public Works and Capital Projects
Scott Coffman, Airport Manager
Kathy Elgin, Chief Procurement Officer, Finance and Administrative Services

Council Action Requested: A resolution approving a task order for preparation of the Master Plan Update and Stormwater Management Plan/Drainage Study at the Leesburg Executive Airport and authorizing the Town Manager to execute the task order.

Staff Recommendation: Staff recommends that the Town Council approve a design and engineering services task order for the Airport Master Plan Update and Stormwater Management Plan/Drainage Study to Talbert and Bright, Inc. in the amount of \$391,966.50 and authorize the Town Manager to execute the task order.

Commission Recommendation: None.

Fiscal Impact: The Airport Master Plan project and Stormwater Management Plan / Drainage Study project are in the Fiscal Year 2016-2021 Capital Improvement Program. The Federal Aviation Administration provides funding for 90% and Virginia Department of Aviation provides funding for 8% respectively of the eligible costs under the existing grant awards. Town funds are required for the remaining 2% of the eligible project costs which is estimated to be \$8,000 plus all ineligible costs such as staff project management costs. Sufficient funding is appropriated in the currently adopted Fiscal Year 2016-2021 Capital Improvement Program for this task order contract. As a result, no additional appropriation is necessary.

Work Plan Impact: None. These services are part of the current work plan for the Department of Public Works and Capital Projects, and the Airport.

Executive Summary: The Airport Master Plan Update and Stormwater Management Plan/Drainage Study can be prepared by task order under the existing continuing services contract for Professional Airport Planning, Engineering, and Architectural Services for the Leesburg Executive Airport with Talbert & Bright, Inc. Under the terms of that contract, Town Council approval is required because the amount of the task exceeds \$100,000.

Background: The Leesburg Executive Airport Master Plan was last updated in 2005. The Federal Aviation Administration recommends that airport master plans be updated every ten

years. This master plan update will provide new forecasts for airport uses, identify long-term airport needs, and develop alternative development plans. A stormwater management plan/drainage study will also be prepared as part of this master plan update in order to address stormwater runoff, and water quality related to new stormwater regulations.

The Town of Leesburg has a continuing services contract with Talbert & Bright, Inc. to provide planning, engineering, and architectural services for the Leesburg Executive Airport. The amount of individual task orders assigned under this contract is limited to \$100,000 for projects that are wholly funded by the Town. Any tasks over \$100,000 that utilize federal funding from the Federal Aviation Administration (FAA) are allowable with an independent fee review and concurrence by the FAA of the independent fee review. Once the independent fee review is completed, the task order must be approved by Town Council since it exceeds the Town Managers signature authority.

This Airport Master Plan update is being funded through Federal Aviation Administration (FAA) and Virginia Department of Aviation grants. An independent fee estimate was prepared and was approved by the FAA.

PRESENTED October 27, 2015

RESOLUTION NO. _____

ADOPTED _____

A RESOLUTION: APPROVING A TASK ORDER FOR THE AIRPORT MASTER PLAN UPDATE AND STORMWATER MANAGEMENT PLAN/DRAINAGE STUDY TO TALBERT & BRIGHT, INC. IN THE AMOUNT OF \$391,966.50.

WHEREAS, the Airport Master Plan Update and Stormwater Management Plan/Drainage Study are funded capital projects; and

WHEREAS, The Town of Leesburg has an existing continuing services contract for Professional Airport Planning, Engineering, and Architectural Services for the Leesburg Executive Airport with Talbert & Bright, Inc.; and

WHEREAS, under the terms of the Professional Airport Planning, Engineering, and Architectural Services contract, federally funded projects in excess of \$100,000 in fees must have an independent fee review/estimate and must be approved by Town Council; and

WHEREAS, Talbert & Bright, Inc. has provided a task order proposal in the amount of \$391,966.50 for the Airport Master Plan Update and Stormwater Management Plan/Drainage Study project; and

WHEREAS, the Airport Master Plan Update and Stormwater Management Plan/Drainage Study includes federal funds from the Federal Aviation Administration and state funds from the Virginia Department of Aviation; and

WHEREAS, an independent fee estimate of the consultant's proposal was prepared for the Town and approved by the Federal Aviation Administration.

THEREFORE, RESOLVED by the Council of the Town of Leesburg in Virginia as follows:

A RESOLUTION: APPROVING A TASK ORDER FOR THE AIRPORT MASTER PLAN UPDATE AND STORMWATER MANAGEMENT PLAN/DRAINAGE STUDY TO TALBERT & BRIGHT, INC. IN THE AMOUNT OF \$391,966.50.

The Town Manager is authorized to execute a task order under the existing Professional Airport Planning, Engineering, and Architectural Services contract with Talbert & Bright, Inc., in a form approved by the Town Attorney, in the amount of \$391,966.50, for providing the planning and engineering services for the Airport Master Plan Update and Stormwater Management Plan/Drainage Study.

PASSED this ____ day of _____ 2015.

Kristen C. Umstattd, Mayor
Town of Leesburg

ATTEST:

Clerk of Council