

CROSSVILLE MEMORIAL AIRPORT – WHITSON FIELD

AIRPORT OPERATIONS COUNTING PROGRAM

Work Authorization Number 09-22

Date: April 5, 2022

Atkins No. 1000xxxx

(Project Identification No.)

It is agreed to undertake the following work pursuant to the terms and condition of the Agreement For Professional Airport Services between the City of Crossville (OWNER) and Atkins (ENGINEER) dated the 5th day of April 2022, and which is incorporated herein by reference and whose terms and conditions shall govern and control this Contract unless stated herein.

Scope of Services:

The ENGINEER shall provide professional services for the *Airport Operations Counting Program* at the Crossville Memorial Airport – Whitson Field (the Project). Services of the ENGINEER are more particularly described in Attachment A, “Engineer’s Scope of Services”.

Time of Performance:

The services of the ENGINEER under this Work Authorization No. 09-22 shall commence when the OWNER has executed this Work Authorization and all services and work required shall be rendered and completed by the ENGINEER in a timely manner as follows:

1. Operations data collection is expected to begin in June 2022 with the successful installation of the necessary third-party equipment.
2. Based on the scope of work, the project is anticipated to be complete in July 2023. Project closeout is anticipated to immediately follow the completion of the work.

The OWNER may grant extensions of time to the ENGINEER for the performance and completion of services and work under this Work Authorization if there are delays due to circumstances reasonably beyond the control of the ENGINEER.

Compensation:

The OWNER shall compensate the ENGINEER under the herein described Scope of Services a lump sum amount of **Fifty six thousand Nine Hundred and Sixty dollars (\$56,960.00)** for Basic Services as estimated by the ENGINEER and set forth in Attachment B, "Engineer's Estimate of Compensation Basic Services". Progress payments to the ENGINEER for Basic Services shall be by an estimate of percent complete.

Agreed as to Scope of Services, Time of Performance and Compensation:

OWNER: **City of Crossville**

ENGINEER: **Atkins**

Signature

Signature



Printed Name

Gavin Fahnestock

Printed Name

Position

Project Manager

Position

Date

April 5, 2022

Date

ATTACHMENT A
ENGINEER'S SCOPE OF SERVICES
AIRPORT OPERATIONS COUNTING PROGRAM
CROSSVILLE MEMORIAL AIRPORT – WHITSON FIELD
WORK AUTHORIZATION NO. 09-22
April 5, 2022

I. SCOPE OF SERVICES: AIRPORT OPERATIONS COUNTING PROGRAM

For the purposes of scope definition and CONSULTANT fee development, the Airport Operations Counting Program has been divided into tasks identified below. Any modifications and/or revisions to these tasks will constitute a change in the project scope and may require a revision to the compensation to be paid to the CONSULTANT. These tasks will begin once the AIRPORT provides the CONSULTANT with a written Notice to Proceed.

Background: The City of Crossville (OWNER) has contracted with a third-party (Virtower) to obtain an operations counting system at Crossville Memorial Airport – Whitson Field. The purpose of this system is to provide accurate operations data for use in the Airport Layout Plan Narrative and a variety of future projects. Accurate operations data will aid in the justification of future capacity-enhancing projects at the airport. The CONSULTANT will aid in the set-up, data collection, and reporting of the new operations counting system.

Task 1: Project Management

This task involves the internal management of the contract including project bookkeeping, billing, and coordination with project stakeholders. The Project Manager (PM) will be readily available to the project team and the Tennessee Aeronautics Division (TAD) to oversee necessary project related elements. The PM will keep TAD and the OWNER advised of the work progress, schedule, and anticipated review dates. The PM will be the CONSULTANT's main point of contact and will be responsible for ensuring that the project's goals and objectives are met within the agreed upon schedule. The program schedule has been included in Attachment D.

Note: CONSULTANT fee related to project management has been divided amongst Tasks 2 and 3.

Task 2: Operations Counting

1. Software Set-Up and Coordination

This section provides time for the CONSULTANT to coordinate with Virtower on equipment installation, data recording procedures, and software understanding.

2. Software Monitoring and Data Tracking

The CONSULTANT will collect the data provided by Virtower regularly over a one-year period. This effort will ensure data collection is conducted properly and organized into a usable interface.

3. Bi-Monthly Reporting

The CONSULTANT will provide TAD and the OWNER with a bi-monthly technical memorandum, in electronic format, for the 12-month period of this study. The reports will present the previous two (2) months' operations data for CSV in numerical and graphical format. The report will note any issues, discrepancies, or other unusual circumstances pertinent to the operations data collection process. The following data will be included in the bi-monthly reporting:

- Aircraft Type (by manufacturer and model)
- Taxiway Design Group (TDG)
- Airplane Design Group (ADG)
- Airplane Approach Category (AAC)
- Number of Operations

The CONSULTANT will perform up to two (2) rounds of review and edits per report. A total of six (6) reports will be generated by the CONSULTANT.

4. Quality Control (QC)

This section accounts for time allocated to the CONSULTANT to ensure all deliverables and project work meet the high standards and expectations of the OWNER as well as TAD. A thorough three-step QC process will be conducted on all deliverables under this task.

Assumptions:

- All deliverables will be provided to the OWNER and TAD for review and comment
- Up to two (2) rounds of revisions will be made to all deliverables, as necessary
- All deliverables for this project will be in electronic format
- All meetings for this project will be held virtually
- No survey work will be necessary for this task

Task 3: Airport Layout Plan (ALP) Narrative Update

This task will update and complete the Forecast of Aviation Activity chapter of the on-going ALP narrative project.

1. Forecast of Aviation Activity

This section provides an overview of historical activity levels at the airport to build a context for the forecast of aviation demand. Using the 12-months of operations data collected through Virtower software, the CONSULTANT will update the current Forecast of Aviation Activity chapter of the on-going ALP narrative.

2. Critical Aircraft

The CONSULTANT will draft a new critical aircraft section of the ALP narrative using the accurate operations data collected through the Virtower software. This section will include a summary of the existing aircraft operations, a determination of existing critical aircraft, and a projected future critical aircraft. Critical aircraft general information and dimensional characteristics will also be included.

3. TAD Coordination

The CONSULTANT will facilitate submittal of the Forecast of Aviation Activity section with TAD. The CONSULTANT will complete up to one (1) round of review and comment on the Forecast

of Aviation Activity section.

4. Quality Control (QC)

This section accounts for time allocated to the CONSULTANT to ensure all deliverables and project work meet the high standards and expectations of the OWNER as well as TAD. A thorough three-step QC process will be conducted on all deliverables under this task.

Assumptions:

- All deliverables will be provided to the OWNER and TAD for review and comment
- Up to one (1) round of revisions will be made to all deliverables, as necessary
- All deliverables for this project will be in electronic format
- All meetings for this project will be held virtually
- No survey work will be necessary for this task

End of Attachment A

ATTACHMENT B
AIRPORT OPERATIONS COUNTING PROGRAM
CROSSVILLE MEMORIAL AIRPORT – WHITSON FIELD
WORK AUTHORIZATION NO. 09-22

	Position Labor Rates - Hourly	Project Manager \$195.00	Sr. Planner II \$125.00	Sr. Planner I \$110.00	Planner II \$110.00	Planner I \$75.00	TOTALS
Task Description							
001	Project Management	0	0	0	0	0	0
	<i>PM costs have been divided into Tasks 2 and 3</i>						
002	Ops Counting	26	38	72	0	140	276
	Software Set-Up Coordination	4	8			8	20
	Software Monitoring & Data Tracking		2	16		36	54
	Bi Monthly Reporting			36		96	132
	Quality Control (QC)	2	16	8			26
	Project Administration	20	4				24
	Client Meetings & Coordination		8	12			20
003	ALP Update	24	32	36	48	64	204
	Forecast of Aviation Activity			4	40	16	60
	Critical Aircraft			2	8	16	26
	TAD Coordination		16			24	40
	Quality Control (QC)	4		18			22
	Project Administration	18	4				22
	Client Meetings & Coordination	2	12	12		8	34
	Total Man-Hours	50	70	108	48	204	480
	Sub-Total Labor Cost	\$9,750.00	\$8,750.00	\$11,880.00	\$5,280.00	\$15,300.00	\$50,960.00
Expenses							
	Equipment	\$6,000.00					\$6,000.00
	Total Fee (Time and Materials)	\$15,750.00	\$8,750.00	\$11,880.00	\$5,280.00	\$15,300.00	\$56,960.00

End of Attachment B

**ATTACHMENT C
VIRTOWER SYSTEM QUOTE
CROSSVILLE MEMORIAL AIRPORT – WHITSON FIELD
WORK AUTHORIZATION NO. 09-22**



QUOTE 50
MAR 25, 2022
DUE: APR 24, 2022

CITY OF CROSSVILLE

ATTN: CITY OF CROSSVILLE
392 NORTH MAIN STREET
CROSSVILLE, TN 38555
UNITED STATES

VIRTOWER LLC

13721 JETPORT COMMERCE PKWY
SUITE 2
FORT MYERS FL 33913

SUMMARY	QUANTITY	RATE	AMOUNT
VTaaS-500-YB	1	\$6,000.00	\$6,000.00
VirTower Airport Operations Tracking Software			
Service cost: \$500 per month. \$6,000 Yearly.			
	RECURRING		\$6,000.00
	Yearly		

End of Attachment C

**ATTACHMENT D
PROGRAM SCHEDULE
CROSSVILLE MEMORIAL AIRPORT – WHITSON FIELD
WORK AUTHORIZATION NO. 09-22**

Program Schedule:

- Notice To Proceed (NTP):05/16/2022
- System Purchasing:05/17/2022
- System Installation:05/23/2022
- Data Recording Commences:05/30/2022
- 1st Operations Report:08/26/2022
- 2nd Operations Report:10/28/2022
- 3rd Operations Report:12/30/2022
- 4th Operations Report:02/24/2023
- 5th Operations Report:04/28/2024
- 6th Operations Report:06/30/2024
- Forecast and Critical Aircraft Update:07/12/2023

End of Attachment D