

**SOUTH CENTRAL REGIONAL AIRPORT AGENCY**

Meeting of the Board

**October 29, 2018 - 6:00 p.m.**

Pella Public Safety Complex

614 Main Street

**Agenda**

1. Call to Order
2. Approval of the September 25, 2018 minutes
3. Call to the public (limited to 3 minutes per person)
4. Public Hearing: "HOLD HEARING ON THE INTENT TO ACQUIRE AGRICULTURAL PROPERTY AND AUTHORIZING ACQUISITION OF THE NECESSARY PROPERTY INTERESTS THEREOF FROM TITLEHOLDERS FOR PROPERTY NEEDED FOR THE SOUTH CENTRAL REGIONAL AIRPORT AGENCY BY GIFT, NEGOTIATION, OR EMINENT DOMAIN"
5. Resolution No. 26 entitled, "HOLD HEARING ON THE INTENT TO ACQUIRE AGRICULTURAL PROPERTY AND AUTHORIZING ACQUISITION OF THE NECESSARY PROPERTY INTERESTS THEREOF FROM TITLEHOLDERS FOR PROPERTY NEEDED FOR THE SOUTH CENTRAL REGIONAL AIRPORT AGENCY BY GIFT, NEGOTIATION, OR EMINENT DOMAIN"
6. Resolution No. 27 entitled, "RESOLUTION APPROVING TASK ORDERS #3 THROUGH #11 WITH HDR ENGINEERING, INC."
7. Resolution No. 28 entitled, "RESOLUTION APPROVING AMENDMENT FOR TASK ORDER #1 WITH HDR ENGINEERING, INC."
8. Motion to go into Closed Session pursuant to Iowa Code Chapter 21 Section 5 sub paragraph 1. j. to discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property. The minutes and the audio recording of a session closed under this paragraph shall be available for public examination when the transaction discussed is completed.
9. Action may be taken on any item discussed in Closed Session after the Closed Session
10. Staff reports
11. Discussion of next meeting date/time
12. Adjourn

South Central Regional Airport Agency  
Meeting Minutes  
September 25, 2018

Committee Members Present: Dr. David Barnes, Pamela Blomgren, Randy Borgerding, James Hansen, Sid Pinney, and Joe Warrick. Absent: None

SCRAA Staff Present: Mike Nardini, Pella City Administrator, and Mike Schrock, Oskaloosa City Manager.

SCRAA Staff Absent: David Shanahan, Mahaska County Engineer

Meeting called to order by Chairman Hansen at 6:00 p.m. in the Oskaloosa Council Chambers, 220 South Market Street, Oskaloosa, Iowa.

It was moved by Blomgren, seconded by Borgerding to approve the June 20, 2018 minutes. Motion carried 6-0.

Chairman Hansen opened the call to the public. Comments were received from Ms. Alicia Groenendyk; Mr. John Bandstra; and Mr. John DeRooi.

It was moved by Barnes, seconded by Blomgren to approve a resolution to set a hearing on the intent to acquire agricultural property and authorize acquisition of the necessary property interests thereof from titleholders for property needed for the South Central Regional Airport Agency by gift, negotiation, or eminent domain. The hearing was set for October 29, 2018 beginning at 6:00pm in the Pella Public Safety Complex, 614 Main Street, Pella, Iowa. Motion carried 6-0.

No staff reports were presented.

The date for the next meeting is set for 6:00pm on October 29, 2018 at the Pella Public Safety Complex, 614 Main Street, Pella, Iowa.

The meeting adjourned at 6:09 p.m.

Minutes prepared by Mike Schrock

ITEM: #4 & #5

SUBJECT: Resolution titled: "HOLD HEARING ON THE INTENT TO ACQUIRE AGRICULTURAL PROPERTY AND AUTHORIZING ACQUISITION OF THE NECESSARY PROPERTY INTERESTS THEREOF FROM TITLEHOLDERS FOR PROPERTY NEEDED FOR THE SOUTH CENTRAL REGIONAL AIRPORT AGENCY BY GIFT, NEGOTIATION, OR EMINENT DOMAIN"

DATE: October 29, 2018

**BACKGROUND:**

In 2012, Mahaska County, the City of Oskaloosa, and the City of Pella approved a 28E Agreement to construct a proposed regional airport. The proposed project involves the consolidation of the existing Oskaloosa and Pella municipal airports into a shared regional airport capable of meeting the current and future aeronautical needs of businesses and industries in our region. After evaluating nine potential sites for the proposed regional airport, in 2013 the South Central Regional Airport Agency (SCRAA) Board selected Site 'A' as the primary site and Site 'B' as the alternate site for the proposed regional airport. In addition, the Board also authorized proceeding with the environmental assessment for the project.

The environmental assessment involved project reviews from numerous federal and state agencies. In addition, the general public and the area local governments were offered an extensive period of time to review the project and submit comments or concerns. Furthermore, an environmental public hearing was also conducted for the project. As a part of the environmental public hearing process, the SCRAA also responded to all inquiries received. Finally, after a lengthy review process, in June of 2017 the Federal Aviation Administration (FAA) issued a 'Finding of No Significant Impact' (FONSI) for the regional airport's environmental assessment. This finding supported and validated the public purpose for the proposed regional airport.

It is important to also understand that the environmental assessment was one aspect of the FAA aviation planning documents which are required to build the regional airport. The other aviation planning studies which took place from 2012 to 2017 included the following: site selection analysis, aviation forecasts for the new airport, development of a layout plan for the regional airport, and the formation of a master plan for the proposed airport. Even though the project has received the required approvals from the FAA, the SCRAA is still required to satisfy Iowa code requirements for land acquisition.

**Public Hearing – Agenda Item #4**

This public hearing is intended to satisfy the requirements of Iowa Code Chapter 6B. Specifically, this chapter of the code requires government agencies proposing to acquire agricultural land under power of eminent domain for a public improvement project to give notice of intent to commence the project to all owners of agricultural land whose properties may be acquired in whole or in part for the project. In addition, the SCRAA is also required to hold a public hearing before commencing with the land acquisition process. The purpose of tonight's public hearing is to give persons interested in the proposed project an opportunity to present their views regarding the project and the proposed acquisition of agricultural property.

It is also important to note, a public information meeting was held in Pella, Iowa on April 5, 2018. The purpose of that meeting was to provide potential property owners with an overview of the land acquisition process. As a part of this meeting, all potentially impacted property owners were provided notice of the meeting. In addition, the staff of HDR responded to the inquiries received.

**Resolution – Agenda Item #5**

This resolution authorizes the acquisition of private agriculture property needed for the project, including acquisition by eminent domain (condemnation) if necessary. In addition, the resolution also authorizes the acquisition of all other private property needed for the proposed regional airport.

ATTACHMENTS: Resolution

REPORT PREPARED BY: Staff

RECOMMENDED ACTION: Conduct public hearing and approve resolution

**Date: October 29, 2018**

**RESOLUTION NO. 26**

**HOLD HEARING ON THE INTENT TO ACQUIRE AGRICULTURAL PROPERTY AND AUTHORIZING ACQUISITION OF THE NECESSARY PROPERTY INTERESTS THEREOF FROM TITLEHOLDERS FOR PROPERTY NEEDED FOR THE SOUTH CENTRAL REGIONAL AIRPORT AGENCY BY GIFT, NEGOTIATION, OR EMINENT DOMAIN**

**WHEREAS**, under the provisions of Chapter 6B of the Iowa Code, a governmental body which proposes to acquire agricultural land under power of eminent domain for a public improvement project is required to give notice of intent to commence the project to all owners and record contract purchasers of such agricultural land whose properties may be acquired in whole or in part for the project (See Sections 6A.21(a) and 6B.2A of the Iowa Code); and

**WHEREAS**, the South Central Regional Airport Agency (SCRAA) has within its land acquisition public, a proposed improvement to be known as the South Central Regional Airport Agency (hereinafter referred to as “airport”); and

**WHEREAS**, on March 4, 2015, the Federal Aviation Administration (FAA) gave a conditional approval to the Airport Layout Plan; and

**WHEREAS**, the proposed development and property needed is set forth on the Airport Layout Plan-Exhibit A Property Map; and

**WHEREAS**, on June 9, 2017, the FAA issued a Finding of No Significant Environmental Impact/Record of Decision; and

**WHEREAS**, on April 5, 2018, a Public Information Meeting was held in Pella, Iowa with an overview of the land acquisition process; and

**WHEREAS**, in accordance with Section 6B.2A of the Iowa Code, before SCRAA can proceed with the portion of the airport which affects agricultural land, the SCRAA must:

- (a) Hold a public hearing, giving persons interested in the proposed project the opportunity to present their views and objections regarding the project, and regarding the proposed acquisition of agricultural property for the project by gift, negotiation or eminent domain.
- (b) Adopt a resolution to approve the project and authorize acquisition of agricultural property for the project by eminent domain.

**Agenda Item Number:** \_\_\_\_\_

**Date: October 29, 2018**

- (c) Mail notices as required by Iowa Code Section 6B.2A to all property owners and contract purchasers of record of agricultural land with any potential for any form of property acquisition activity for this project and publish notice as specified in the Iowa Code.

**NOW, THEREFORE, BE IT RESOLVED BY THE SCRAA:**

1. That all objections and endorsements having been fully reviewed and considered, the hearing providing the opportunity for public input on the question of proceeding with the South Central Regional Airport Agency project and on the acquisition or condemnation of agricultural property and property interests for said Project is now concluded and closed.

2. That there is a reasonable expectation that the South Central Regional Airport Agency will be able to achieve its public purpose, comply with all applicable standards, and obtain the necessary permits.

3. That the purpose and need for the publicly owned airport facility project as set forth in the Airport Layout Plan and the proposed placement as set forth in Airport Layout Plan-Exhibit A Property Map are hereby approved.

4. That acquisition of private agricultural property needed for this Project, including acquisition by eminent domain (condemnation) if necessary, is hereby authorized. That acquisition of all other private property and property interests needed for this project, including acquisition by condemnation if necessary, is hereby authorized.

PASSED and APPROVED this 29<sup>th</sup> day of October 2018.

\_\_\_\_\_  
Jim Hansen, Board Chairperson

ATTEST:

\_\_\_\_\_  
David Barnes, Secretary

ITEM: #6

SUBJECT: Resolution Approving Task Orders #3 through #11 with HDR Engineering, Inc.

DATE: October 29, 2018

**BACKGROUND:**

This resolution approves task orders #3 through #11 with HDR Engineering, Inc. for land acquisition services for the proposed regional airport.

Listed below is a summary of the scope of services for the task orders:

**Scope of Services**

*Ownership Report and Acquisition Plats*

HDR will summarize the need for each proposed acquisition/easement. HDR will also coordinate with the county abstractor to develop an ownership report which will also document existing liens for each parcel for the proposed regional airport. HDR will also prepare acquisition plats and descriptions for all proposed easements and fee title acquisitions.

*Property Appraisals*

HDR and their subcontractors will conduct appraisals for each property proposed for the regional airport. The appraisals will be conducted in accordance with the Uniform Appraisal Standards for Federal Land Acquisition projects. In addition, HDR will also coordinate with the Federal Aviation Administration (FAA) Central Region Airports Division during the appraisal process.

*Property Negotiations*

HDR will handle all property negotiations for the proposed regional airport. All negotiations will be in accordance with federal and state requirements. It is important to note, if condemnation is initiated, the applicable task order will cease and the South Central Regional Airport Agency (SCRAA) will either be billed on an hourly basis, or a new task order will be initiated for the condemnation proceedings.

*Assistance with Grant Applications*

HDR will assist the SCRAA's staff with the preparation and submission of grant applications to the FAA.

*Time Period for Task Order*

Each task order will be valid for five years from the date of the SCRAA's master agreement with HDR, or through November 2022.

## Not-to-Exceed Fees

Listed below is a not-to-exceed fee amount for each individual task order. Please note, the order and timing of services for each task will be determined by the SCRAA Board.

|                                      |                         |
|--------------------------------------|-------------------------|
| Task Order 03 - Vos Parcels          | \$ 32,856               |
| Task Order 04 – Van Heukelom Parcels | 46,267                  |
| Task Order 05 – Barnard Parcels      | 32,065                  |
| Task Order 06 – DeRooi Parcels       | 32,065                  |
| Task Order 07 – Hasselman Parcels    | 40,999                  |
| Task Order 08 – Prine Parcels        | 34,065                  |
| Task Order 09 – Rempe Parcels        | 35,065                  |
| Task Order 10 – Van Zomeran Parcels  | 32,065                  |
| Task Order 11 – Wichhart Parcels     | <u>44,272</u>           |
| <b>Total Not-to-Exceed Fees</b>      | <b><u>\$329,719</u></b> |

## Other Pertinent Information

This resolution approves the above task orders and also allows the Chairman of the SCRAA to sign each individual task order once financing is secured.

ATTACHMENTS: Resolution, Proposed Task Orders #3 through #11

REPORT PREPARED BY: Staff

RECOMMENDED ACTION: Approve resolution



## RESOLUTION NO. 27

### RESOLUTION APPROVING TASK ORDERS #3 THROUGH #11 WITH HDR ENGINEERING, INC.

WHEREAS, the South Central Regional Airport Agency (SCRAA) approved an engineering services agreement HDR Engineering, Inc. on November 15, 2017; and

WHEREAS, task orders #3 through #11 are for land acquisition services for the proposed regional airport; and

WHEREAS, the proposed fees for task orders #3 through #11 are a not-exceed-amount and listed as follows; and

|                                      |                         |
|--------------------------------------|-------------------------|
| Task Order 03 - Vos Parcels          | \$ 32,856               |
| Task Order 04 – Van Heukelom Parcels | 46,267                  |
| Task Order 05 – Barnard Parcels      | 32,065                  |
| Task Order 06 – DeRooi Parcels       | 32,065                  |
| Task Order 07 – Hasselman Parcels    | 40,999                  |
| Task Order 08 – Prine Parcels        | 34,065                  |
| Task Order 09 – Rempe Parcels        | 35,065                  |
| Task Order 10 – Van Zomeran Parcels  | 32,065                  |
| Task Order 11 – Wichhart Parcels     | <u>44,272</u>           |
| <b>Total Not-to-Exceed Fees</b>      | <b><u>\$329,719</u></b> |

WHEREAS, the time period each task order will be valid is for five years from the date of the SCRAA's master agreement with HDR, or through November 2022.

NOW, THEREFORE, it is hereby resolved by the Board of the South Central Regional Airport Agency that task orders #3 through #11 with HDR Engineering, Inc. be approved. The Board Chairman is hereby authorized to execute the proposed amendment on behalf of the South Central Regional Airport Agency once financing for each task order is secured.

Passed and approved this 29<sup>th</sup> day of October, 2018.

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Jim Hansen, Board Chairman

ATTEST:

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David Barnes, Secretary/Treasurer

## **EXHIBIT A**

### **TASK ORDER 03: Vos Parcels**

#### **Scope of Work**

This Task Order pertains to an Agreement by and between South Central Regional Airport Agency (SCRAA), (“OWNER”), and HDR Engineering, Inc. (“ENGINEER”), dated November 15, 2017, (“the Agreement”). Engineer shall perform services on the project described below as provided herein and in the Agreement. This Task Order shall not be binding until it has been properly signed by both parties. Upon execution, this Task Order shall supplement the Agreement as it pertains to the project described below.

TASK ORDER NUMBER: 03

PROJECT NAME: South Central Regional Airport Development

**PART 1.0 PROJECT DESCRIPTION:** The South Central Regional Airport Agency desires to acquire a sufficient property interest in order to develop and construct the South Central Regional Airport.

Parcels 13 and 20 as shown on the South Central Regional Airport Exhibit A-Airport Property Map, March 2015 (latest version) as accepted by FAA.

The FAA issued a Finding of No Significant Environmental Impact (FONSI) determination in June 2017. The proposed acquisition is shown on the Airport’s Exhibit A property map and on the Airport Layout Plan (ALP) approved by FAA in March 2015.

**PART 2.0 SCOPE OF SERVICES TO BE PERFORMED BY ENGINEER ON THE PROJECT:** The South Central Regional Airport Agency (Sponsor) desires to retain the services of HDR Inc. (Consultant) to provide property acquisition and project coordination services, as needed, for the project.

The Consultant will complete the work tasks in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act (Uniform Act) and Iowa statutes relating to Iowa State Code 6B. Guidance provided in FAA AC 150/5100-17 Chg. 6 will be referenced.

Prior to the initiation of work, a telephone conference call will be scheduled with the FAA Airports Division Central Region land acquisition specialist. The telephone conference call shall include, at minimum, the Sponsor’s Attorney, Sponsor Staff and Consultant representative (s), Appraisers, and Acquisition Agent.

#### **1. RIGHT OF WAY ACQUISITION ADMINISTRATION AND PUBLIC HEARING**

The Consultant will summarize the need for the proposed acquisition to include the property interest (easements and fee title) to be acquired. The Sponsor will review and approve all property interest needs prior to the development of right-of way documents. The Sponsor's attorney will also prepare all necessary legal documents used for acquisition and title clearing purposes.

- There are no residential dwelling units located on the parcels proposed for acquisition.
- The Sponsor and consultant acknowledge and agree that the licensed real estate agents are required to adhere to Federal and State of Iowa statutes; the rules of the Supreme Court of Iowa as they may pertain to real estate agents; the rules and regulations promulgated by the Iowa Real Estate Commission; and the Iowa Administrative Rules and regulations in regards to a real estate agents conduct, responsibilities and duties.

## 2. REPORT OF OWNERSHIP AND LIENS

The consultant will coordinate with the local County Abstractor to develop and provide a report of current property ownership and existing liens on affected properties.

## 3. RIGHT-OF-WAY ACQUISITION PLATS AND DESCRIPTIONS

The Consultant will prepare acquisition plats and descriptions for the proposed easements and fee title acquisitions.

## 4. PARCEL FILE

The Consultant will develop a parcel file for each property proposed for acquisition. The parcel file will include the following information as may be required.

- Plats of Survey; Acquisition Plats (to include legal description)
- Summary of the proposed acquisition
- Record of ownership and liens
- Contact record to include correspondence, notes, telephonic & email communication
- Area computation work sheets
- Conveyance documents:
  - Summary of contacts/Conversation Reports
  - Offer to Purchase
  - 10-Day Waiver

- Warranty Deed
- Real Estate Purchase Agreement
- Avigation Easement
- Clearing documents as directed by the Sponsor's attorney
- Release of Tenant Interest and Leasehold Claims

## 5. PROPERTY APPRAISALS

The Consultant will use the services of a certified appraiser and review appraiser. The Appraiser will prepare, sign and furnish to the consultant and sponsor appraisal documentation following accepted appraisal principles and techniques in accordance with the Uniform Appraisal Standards for Federal Land Acquisition projects (USPAP), FAA AC 150/5100-17 and 49 CFR Part 24 requirements. The appraisal work may commence after preliminary title searches and abstracts upon the identification of the fee interest, leaseholds, and any encumbrances on the property to be acquired, and upon securing adequate property descriptions. The appraisal and review appraisal after review and approval by the Sponsor will be sent to FAA Central Region Airports Division for review and concurrence. After FAA concurrence, copies of the appraisal, review appraisal and/or compensation estimates are provided to the owner.

## 6. ACQUISITION NEGOTIATIONS

The Consultant and/or their designated representative will negotiate in good faith.

- The negotiator will make personal and private contacts with each property owner and tenant (the parties) or their representative to explain the effect of the acquisition, answer questions, present a written offer, and consider counter offers and to make approval offers for administrative settlements. Non-resident property owners will be contacted by certified or registered mail.
- It is anticipated that the property will have been acquired within 90 days after a written offer has been sent or delivered to the owner and tenant. Negotiations will be considered complete upon concurrence of one of the following: (1) the parties accept the offer, (2) the parties accept an administrative settlement, (3) the parties fail or refuse to accept the offer or administrative settlement, and/or (4) in the judgment of the consultant, negotiations have reached an impasse.
- The consultant will notify the Sponsor when negotiations have reached an impasse or cannot be acquired by a negotiated agreement. If the Sponsor decides to initiate condemnation actions, the consultant will provide a copy of the parcel file to the Sponsor's attorney. The Sponsor/Sponsor's attorney will provide written notice to the parties that the parcel is being prepared for condemnation.

- If condemnation is initiated, this task order will cease and the Sponsor will be billed on an hourly basis or a new task order will be opened for the condemnation proceedings.
- The consultant will continue to negotiate an agreement while condemnation documentation is being prepared by the Sponsor's attorney. After the condemnation documents have been prepared, filed and served; negotiations by the Consultant will cease.

#### 7. EXHIBIT A PROPERTY MAP/AIP GRANT APPLICATION

The consultant will update the Airport Exhibit A property map and coordinate with the Sponsor's attorney regarding the Certification of Title. The consultant will assist the Sponsor in preparing a grant application for submission to FAA.

- PART 3.0 OWNER'S RESPONSIBILITIES: The Sponsors attorney is responsible for the preparation of closing documents, title opinion and approving payments to the property owners and tenants.
- PART 4.0 PERIODS OF SERVICE: Five (5) years from date shown on Master Agreement
- PART 5.0 ENGINEER'S FEE: Attachment 1
- PART 6.0 OTHER: (To Be Determined)

This Task Order is executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

South Central Regional Airport Agency

“OWNER”

BY: \_\_\_\_\_

NAME: Jim Hansen

TITLE: Chair

ADDRESS: 825 Broadway Street  
Pella, IA 50219

HDR ENGINEERING, INC.

“ENGINEER”

BY: \_\_\_\_\_

NAME: Jason Kjenstad

TITLE: Vice President

ADDRESS: 6300 S. Old Village Place, Ste 100  
Sioux Falls, SD 57108

# ATTACHMENT 1



South Central Regional Airport Agency | Task Order 03 - Vos Parcels

| Personnel  | Steve Hoff        | Jerry Searle | Stephen Sykes       | Dave Rupiper                                  | Carla Schweback   | Crystal Lyon    |  |   |                   |  |  |   |                  |
|--|-------------------|--------------|---------------------|---|-------------------|-----------------|--|---|-------------------|--|--|---|------------------|
| Rate Category/Description  | Project Principal | FAA Lead     | ROW Project Manager | Lead Designer                                 | Accountant        | Admin Assistant |  |   |                   |  |  |   |                  |
| Direct Rate  | \$80.93           | \$61.80      | \$44.45             | \$50.00                                       | \$33.63           | \$26.00         |  |   |                   |  |  | Total Hours                               | Total Cost       |
|  |                   |              |                     |   |                   |                 |  |   |                   |  |  |   |                  |
| <b>TASK 1 – Right of Way Acquisition Administration and Public Hearing</b>         |                   |              |                     |   |                   |                 |  |   |                   |  |  |   |                  |
| Project Setup and Close-Out  | 2                 |              |                     |   | 4                 | 4               |  |   |                   |  |  | 10  | \$ 400           |
| Project Accounting and Invoicing (12 month project duration)                       |                   |              |                     |   | 10                |                 |  |   |                   |  |  | 10  | \$ 336           |
| Project Coordination w/ Client   |                   | 2            | 8                   | 2   |                   |                 |  |   |                   |  |  | 12  | \$ 579           |
| <b>Subtotals</b>   | <b>2</b>          | <b>2</b>     | <b>8</b>            | <b>2</b>                                      | <b>14</b>         | <b>4</b>        |  |   |                   |  |  | <b>32</b>                                 | <b>\$ 1,316</b>  |
|  |                   |              |                     |   |                   |                 |  |   |                   |  |  | <b>Task Expenses</b>                      | <b>\$ 600</b>    |
|  |                   |              |                     |   |                   |                 |  |   |                   |  |  | <b>Task Total Cost</b>                    | <b>\$ 1,916</b>  |
|  |                   |              |                     |   |                   |                 |  |   |                   |  |  |   |                  |
| <b>TASK 2 –Report of Ownership and Liens</b>                                       |                   |              |                     |   |                   |                 |  |   |                   |  |  |   |                  |
|  |                   |              | 2                   |   |                   |                 |  |   |                   |  |  | 2   | \$ 89            |
| <b>Subtotals</b>   |                   |              | <b>2</b>            |   |                   |                 |  |   |                   |  |  | <b>2</b>                                  | <b>\$ 89</b>     |
|  |                   |              |                     |   |                   |                 |  |   |                   |  |  | <b>Task Expenses</b>                      | <b>\$ 200</b>    |
|  |                   |              |                     |   |                   |                 |  |   |                   |  |  | <b>Task Total Cost</b>                    | <b>\$ 289</b>    |
|  |                   |              |                     |   |                   |                 |  |   |                   |  |  |   |                  |
| <b>TASK 3 – Right-of-Way Acquisition Plats and Descriptions</b>                    |                   |              |                     |   |                   |                 |  |   |                   |  |  |   |                  |
|  |                   |              | 2                   |   |                   |                 |  |   |                   |  |  | 2   | \$ 89            |
| <b>Subtotals</b>   |                   |              | <b>2</b>            |   |                   |                 |  |   |                   |  |  | <b>2</b>                                  | <b>\$ 89</b>     |
|  |                   |              |                     |   |                   |                 |  |   |                   |  |  | <b>Task Expenses</b>                      | <b>\$ 7,000</b>  |
|  |                   |              |                     |   |                   |                 |  |   |                   |  |  | <b>Task Total Cost</b>                    | <b>\$ 7,089</b>  |
|  |                   |              |                     |   |                   |                 |  |   |                   |  |  |   |                  |
| <b>TASK 4 – Parcel File</b>  |                   |              |                     |   |                   |                 |  |   |                   |  |  |   |                  |
| Plats of Survey; Acquisitions Plats (to include legal Description)                 |                   |              |                     |   |                   |                 |  |   |                   |  |  |   |                  |
| Summary of the Proposed Acquisition  |                   |              | 3                   |   |                   |                 |  |   |                   |  |  |   | \$ 133           |
| Record of Ownership and Liens  |                   |              | 3                   |   |                   |                 |  |   |                   |  |  |   | \$ 133           |
| Contact Record to Included Correspondence, Notes, Telephonic & Email Communication |                   |              | 3                   |   |                   |                 |  |   |                   |  |  |   | \$ 133           |
| Area Computation Work Sheets   |                   |              | 3                   |   |                   |                 |  |   |                   |  |  |   | \$ 133           |
| Conveyance Documents   |                   |              | 2                   | 2   |                   | 10              |  |   |                   |  |  |   | \$ 449           |
| <b>Subtotals</b>   |                   |              | <b>14</b>           | <b>2</b>                                      |                   | <b>10</b>       |  |   |                   |  |  | <b>26</b>                                 | <b>\$ 982</b>    |
|  |                   |              |                     |   |                   |                 |  |   |                   |  |  | <b>Task Expenses</b>                      | <b>\$ 600</b>    |
|  |                   |              |                     |   |                   |                 |  |   |                   |  |  | <b>Task Total Cost</b>                    | <b>\$ 1,582</b>  |
|  |                   |              |                     |   |                   |                 |  |   |                   |  |  |   |                  |
| <b>TASK 5 – Property Appraisals</b>  |                   |              |                     |   |                   |                 |  |   |                   |  |  |   |                  |
|  |                   |              | 2                   |   |                   |                 |  |   |                   |  |  | 2   | \$ 89            |
| <b>Subtotals</b>   |                   |              | <b>2</b>            |   |                   |                 |  |   |                   |  |  | <b>2</b>                                  | <b>\$ 89</b>     |
|  |                   |              |                     |   |                   |                 |  |   |                   |  |  | <b>Task Expenses</b>                      | <b>\$ 7,600</b>  |
|  |                   |              |                     |   |                   |                 |  |   |                   |  |  | <b>Task Total Cost</b>                    | <b>\$ 7,689</b>  |
|  |                   |              |                     |   |                   |                 |  |   |                   |  |  |   |                  |
| <b>TASK 6 – Acquisition Negotiations</b>   |                   |              |                     |   |                   |                 |  |   |                   |  |  |   |                  |
|  |                   | 4            | 20                  |   |                   |                 |  |   |                   |  |  | 24  | \$ 1,136         |
| <b>Subtotals</b>   |                   | <b>4</b>     | <b>20</b>           |   |                   |                 |  |   |                   |  |  | <b>24</b>                                 | <b>\$ 1,136</b>  |
|  |                   |              |                     |   |                   |                 |  |   |                   |  |  | <b>Task Expenses</b>                      | <b>\$ 2,500</b>  |
|  |                   |              |                     |   |                   |                 |  |   |                   |  |  | <b>Task Total Cost</b>                    | <b>\$ 3,636</b>  |
|  |                   |              |                     |   |                   |                 |  |   |                   |  |  |   |                  |
| <b>TASK 7 – Exhibit A Property Map/AIP Grant Application</b>                       |                   |              |                     |   |                   |                 |  |   |                   |  |  |   |                  |
|  |                   | 4            |                     | 10  |                   | 12              |  |   |                   |  |  | 26  | \$ 1,059         |
| <b>Subtotals</b>   |                   | <b>4</b>     |                     | <b>10</b>                                     |                   | <b>12</b>       |  |   |                   |  |  | <b>26</b>                                 | <b>\$ 1,059</b>  |
|  |                   |              |                     |   |                   |                 |  |   |                   |  |  | <b>Task Expenses</b>                      | <b>\$ 272</b>    |
|  |                   |              |                     |   |                   |                 |  |   |                   |  |  | <b>Task Total Cost</b>                    | <b>\$ 1,331</b>  |
|  |                   |              |                     |   |                   |                 |  |   |                   |  |  |   |                  |
| <b>Totals</b>  | <b>2</b>          | <b>10</b>    | <b>48</b>           | <b>14</b>                                     | <b>14</b>         | <b>26</b>       |  |   |                   |  |  | <b>114</b>                                | <b>\$ 4,760</b>  |
|  |                   |              |                     |   |                   |                 |  |   |                   |  |  |   |                  |
|  |                   |              |                     |   |                   |                 |  |   |                   |  |  | Direct Labor                              | \$ 4,760         |
|  |                   |              |                     |   |                   |                 |  |   |                   |  |  | Overhead (156.48%)                        | \$ 7,448.89      |
|  |                   |              |                     |   |                   |                 |  |   |                   |  |  | Total Labor                               | \$ 12,209.17     |
|  |                   |              |                     |   |                   |                 |  |   |                   |  |  | Fixed Fee (15%)                           | \$ 1,831.37      |
|  |                   |              |                     |   |                   |                 |  |   |                   |  |  | Facilities Capital Cost of Money (.3537%) | \$ 43.18         |
|  |                   |              |                     |   |                   |                 |  |   |                   |  |  | <b>Total Expenses</b>                     | <b>\$ 18,772</b> |
|  |                   |              |                     |   |                   |                 |  |   |                   |  |  | <b>Total Cost</b>                         | <b>\$ 32,856</b> |
|  |                   |              |                     |   |                   |                 |  |   |                   |  |  |   |                  |
| <b>Expenses</b>  |                   |              |                     |   |                   |                 |  |   |                   |  |  |   |                  |
| <b>TASK 1 – Right of Way Acquisition Administration &amp; Public Hearing</b>       |                   |              |                     | <b>TASK 2 – Report of Ownership and Liens</b> |                   |                 |  | <b>TASK 3 – Right of Way Acquisition Plats and Descriptions</b> |                   |  |  | <b>TASK 4 – Parcel File</b>               |                  |
| Direct Expenses  |                   |              |                     | Direct Expenses                               |                   |                 |  | Direct Expenses   |                   |  |  | Direct Expenses                           |                  |
| Mileage  | \$500.00          |              |                     | Mileage                                       | \$200.00          |                 |  | Garden  | \$7,000.00        |  |  |   | \$500.00         |
| Printing   | \$100.00          |              |                     | Abstracts                                     |                   |                 |  |   |                   |  |  |   | \$100.00         |
| Printing   |                   |              |                     | Printing                                      |                   |                 |  |   |                   |  |  |   |                  |
| <b>Total Direct Costs</b>  | <b>\$600.00</b>   |              |                     | <b>Total Direct Costs</b>                     | <b>\$200.00</b>   |                 |  | <b>Total Direct Costs</b>                                       | <b>\$7,000.00</b> |  |  | <b>Total Direct Costs</b>                 | <b>\$600.00</b>  |
| <b>TASK 5 – Property Appraisals</b>  |                   |              |                     | <b>TASK 6 – Acquisition Negotiations</b>      |                   |                 |  | <b>TASK 7 – Exhibit A Property Map/AIP Grant Application</b>    |                   |  |  |   |                  |
| Direct Expenses  |                   |              |                     | Direct Expenses                               |                   |                 |  | Direct Expenses   |                   |  |  | Total Hours                               |                  |
| Appraisals   | \$6,000.00        |              |                     | Legal   | \$2,500.00        |                 |  |   | \$272.00          |  |  | 114                                       |                  |
| Review Appraisals  | \$1,600.00        |              |                     |   |                   |                 |  |   |                   |  |  |   |                  |
| <b>Total Direct Costs</b>  | <b>\$7,600.00</b> |              |                     | <b>Total Direct Costs</b>                     | <b>\$2,500.00</b> |                 |  | <b>Total Direct Costs</b>                                       | <b>\$272.00</b>   |  |  | <b>Total Cost</b>                         |                  |

## **EXHIBIT A**

### **TASK ORDER 04: VanHeukelom Parcels**

#### **Scope of Work**

This Task Order pertains to an Agreement by and between South Central Regional Airport Agency (SCRAA), (“OWNER”), and HDR Engineering, Inc. (“ENGINEER”), dated November 15, 2017, (“the Agreement”). Engineer shall perform services on the project described below as provided herein and in the Agreement. This Task Order shall not be binding until it has been properly signed by both parties. Upon execution, this Task Order shall supplement the Agreement as it pertains to the project described below.

TASK ORDER NUMBER: 04

PROJECT NAME: South Central Regional Airport Development

PART 1.0      PROJECT DESCRIPTION: The South Central Regional Airport Agency desires to acquire a sufficient property interest in order to develop and construct the South Central Regional Airport.

Parcels 5,6,7,8,23,24,and 25 as shown on the South Central Regional Airport Exhibit A-Airport Property Map, March 2015 (latest version) as accepted by FAA.

The FAA issued a Finding of No Significant Environmental Impact (FONSI) determination in June 2017. The proposed acquisition is shown on the Airport’s Exhibit A property map and on the Airport Layout Plan (ALP) approved by FAA in March 2015.

PART 2.0      SCOPE OF SERVICES TO BE PERFORMED BY ENGINEER ON THE PROJECT: The South Central Regional Airport Agency (Sponsor) desires to retain the services of HDR Inc. (Consultant) to provide property acquisition and project coordination services, as needed, for the project.

The Consultant will complete the work tasks in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act (Uniform Act) and Iowa statutes relating to Iowa State Code 6B. Guidance provided in FAA AC 150/5100-17 Chg. 6 will be referenced.

Prior to the initiation of work, a telephone conference call will be scheduled with the FAA Airports Division Central Region land acquisition specialist. The telephone conference call shall include, at minimum, the Sponsor’s Attorney, Sponsor Staff and Consultant representative (s), Appraisers, and Acquisition Agent.



1. RIGHT OF WAY ACQUISITION ADMINISTRATION AND PUBLIC HEARING

The Consultant will summarize the need for the proposed acquisition to include the property interest (easements and fee title) to be acquired. The Sponsor will review and approve all property interest needs prior to the development of right-of way documents. The Sponsor's attorney will also prepare all necessary legal documents used for acquisition and title clearing purposes.

- There are no residential dwelling units located on the parcels proposed for acquisition.
- The Sponsor and consultant acknowledge and agree that the licensed real estate agents are required to adhere to Federal and State of Iowa statutes; the rules of the Supreme Court of Iowa as they may pertain to real estate agents; the rules and regulations promulgated by the Iowa Real Estate Commission; and the Iowa Administrative Rules and regulations in regards to a real estate agents conduct, responsibilities and duties.

2. REPORT OF OWNERSHIP AND LIENS

The consultant will coordinate with the local County Abstractor to develop and provide a report of current property ownership and existing liens on affected properties.

3. RIGHT-OF-WAY ACQUISITION PLATS AND DESCRIPTIONS

The Consultant will prepare acquisition plats and descriptions for the proposed easements and fee title acquisitions.

4. PARCEL FILE

The Consultant will develop a parcel file for each property proposed for acquisition. The parcel file will include the following information as may be required.

- Plats of Survey; Acquisition Plats (to include legal description)
- Summary of the proposed acquisition
- Record of ownership and liens
- Contact record to include correspondence, notes, telephonic & email communication
- Area computation work sheets
- Conveyance documents:
  - Summary of contacts/Conversation Reports

- Offer to Purchase
- 10-Day Waiver
- Warranty Deed
- Real Estate Purchase Agreement
- Avigation Easement
- Clearing documents as directed by the Sponsor's attorney
- Release of Tenant Interest and Leasehold Claims

## 5. PROPERTY APPRAISALS

The Consultant will use the services of a certified appraiser and review appraiser. The Appraiser will prepare, sign and furnish to the consultant and sponsor appraisal documentation following accepted appraisal principles and techniques in accordance with the Uniform Appraisal Standards for Federal Land Acquisition projects (USPAP), FAA AC 150/5100-17 and 49 CFR Part 24 requirements. The appraisal work may commence after preliminary title searches and abstracts upon the identification of the fee interest, leaseholds, and any encumbrances on the property to be acquired, and upon securing adequate property descriptions. The appraisal and review appraisal after review and approval by the Sponsor will be sent to FAA Central Region Airports Division for review and concurrence. After FAA concurrence, copies of the appraisal, review appraisal and/or compensation estimates are provided to the owner.

## 6. ACQUISITION NEGOTIATIONS

The Consultant and/or their designated representative will negotiate in good faith.

- The negotiator will make personal and private contacts with each property owner and tenant (the parties) or their representative to explain the effect of the acquisition, answer questions, present a written offer, and consider counter offers and to make approval offers for administrative settlements. Non-resident property owners will be contacted by certified or registered mail.
- It is anticipated that the property will have been acquired within 90 days after a written offer has been sent or delivered to the owner and tenant. Negotiations will be considered complete upon concurrence of one of the following: (1) the parties accept the offer, (2) the parties accept an administrative settlement, (3) the parties fail or refuse to accept the offer or administrative settlement, and/or (4) in the judgment of the consultant, negotiations have reached an impasse.
- The consultant will notify the Sponsor when negotiations have reached an impasse or cannot be acquired by a negotiated agreement. If the Sponsor decides to initiate condemnation actions, the consultant will provide a copy of the parcel file to the Sponsor's attorney. The Sponsor/Sponsor's

attorney will provide written notice to the parties that the parcel is being prepared for condemnation.

- If condemnation is initiated, this task order will cease and the Sponsor will be billed on an hourly basis or a new task order will be opened for the condemnation proceedings.
- The consultant will continue to negotiate an agreement while condemnation documentation is being prepared by the Sponsor's attorney. After the condemnation documents have been prepared, filed and served; negotiations by the Consultant will cease.

#### 7. EXHIBIT A PROPERTY MAP/AIP GRANT APPLICATION

The consultant will update the Airport Exhibit A property map and coordinate with the Sponsor's attorney regarding the Certification of Title. The consultant will assist the Sponsor in preparing a grant application for submission to FAA.

- PART 3.0 OWNER'S RESPONSIBILITIES: The Sponsors attorney is responsible for the preparation of closing documents, title opinion and approving payments to the property owners and tenants.
- PART 4.0 PERIODS OF SERVICE: Five (5) years from date shown on Master Agreement
- PART 5.0 ENGINEER'S FEE: Attachment 1
- PART 6.0 OTHER: (To Be Determined)

This Task Order is executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
"OWNER"

BY:

NAME:

TITLE:

ADDRESS:

\_\_\_\_\_  
Jim Hansen

\_\_\_\_\_  
Chair

\_\_\_\_\_  
825 Broadway Street  
Pella, IA 50219

HDR ENGINEERING, INC.

\_\_\_\_\_  
"ENGINEER"

BY:

NAME:

TITLE:

ADDRESS:

\_\_\_\_\_  
Jason Kjenstad

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
6300 S. Old Village Place, Ste 100  
Sioux Falls, SD 57108

# ATTACHMENT 1



South Central Regional Airport Agency | Task Order **04** - Van Heukelom Parcels

| Personnel  | Steve Hoff                                    | Jerry Searle | Stephen Sykes       | Dave Rupiper  | Carla Schweback   | Crystal Lyon    |  |  |                                    |  |             |  |
|--|---|--------------|---------------------|---------------|---|-----------------|--|--|------------------------------------|--|-------------|--|
| Rate Category/Description  | Project Principal                             | FAA Lead     | ROW Project Manager | Lead Designer | Accountant  | Admin Assistant |  |  |                                    |  |             |  |
| Direct Rate  | \$80.93                                       | \$61.80      | \$44.45             | \$50.00       | \$33.63   | \$26.00         |  |  |                                    |  | Total Hours | Total Cost   |
|  |   |              |                     |               |   |                 |  |  |                                    |  |             |  |
| <b>TASK 1 – Right of Way Acquisition Administration and Public Hearing</b>         |   |              |                     |               |   |                 |  |  |                                    |  |             |  |
| Project Setup and Close-Out  | 2   |              |                     |               | 4   | 4               |  |  |                                    |  | 10          | \$ 400   |
| Project Accounting and Invoicing (12 month project duration)                       |   |              |                     |               | 10  |                 |  |  |                                    |  | 10          | \$ 336   |
| Project Coordination w/ Client   |   | 6            | 8                   | 4             |   |                 |  |  |                                    |  | 18          | \$ 926   |
| <b>Subtotals</b>   | <b>2</b>                                      | <b>6</b>     | <b>8</b>            | <b>4</b>      | <b>14</b>   | <b>4</b>        |  |  |                                    |  | <b>38</b>   | <b>\$ 1,663</b>                                    |
|  |   |              |                     |               |   |                 |  |  |                                    |  |             |  |
|  |   |              |                     |               |   |                 |  |  |                                    |  |             | Task Expenses \$ 1,100                             |
|  |   |              |                     |               |   |                 |  |  |                                    |  |             | Task Total Cost \$ 2,763                           |
| <b>TASK 2 –Report of Ownership and Liens</b>                                       |   |              |                     |               |   |                 |  |  |                                    |  |             |  |
|  |   |              | 2                   |               |   |                 |  |  |                                    |  | 2           | \$ 89  |
| <b>Subtotals</b>   |   |              | <b>2</b>            |               |   |                 |  |  |                                    |  | <b>2</b>    | <b>\$ 89</b>                                       |
|  |   |              |                     |               |   |                 |  |  |                                    |  |             | Task Expenses \$ 500                               |
|  |   |              |                     |               |   |                 |  |  |                                    |  |             | Task Total Cost \$ 589                             |
| <b>TASK 3 – Right-of-Way Acquisition Plats and Descriptions</b>                    |   |              |                     |               |   |                 |  |  |                                    |  |             |  |
|  |   | 2            | 2                   | 2             |   |                 |  |  |                                    |  | 6           | \$ 313   |
| <b>Subtotals</b>   |   | <b>2</b>     | <b>2</b>            | <b>2</b>      |   |                 |  |  |                                    |  | <b>6</b>    | <b>\$ 313</b>                                      |
|  |   |              |                     |               |   |                 |  |  |                                    |  |             | Task Expenses \$ 13,000                            |
|  |   |              |                     |               |   |                 |  |  |                                    |  |             | Task Total Cost \$ 13,313                          |
| <b>TASK 4 – Parcel File</b>  |   |              |                     |               |   |                 |  |  |                                    |  |             |  |
| Plats of Survey; Acquisitions Plats (to include legal Description)                 |   |              |                     |               |   |                 |  |  |                                    |  |             |  |
| Summary of the Proposed Acquisition  |   |              | 2                   | 2             |   |                 |  |  |                                    |  |             | \$ 189   |
| Record of Ownership and Liens  |   |              | 2                   |               |   |                 |  |  |                                    |  |             | \$ 89  |
| Contact Record to Included Correspondence, Notes, Telephonic & Email Communication |   |              | 2                   |               |   |                 |  |  |                                    |  |             | \$ 89  |
| Area Computation Work Sheets   |   |              | 2                   |               |   |                 |  |  |                                    |  |             | \$ 89  |
| Conveyance Documents   |   |              | 2                   |               |   | 10              |  |  |                                    |  |             | \$ 349   |
| <b>Subtotals</b>   |   |              | <b>10</b>           | <b>2</b>      |   | <b>10</b>       |  |  |                                    |  | <b>22</b>   | <b>\$ 805</b>                                      |
|  |   |              |                     |               |   |                 |  |  |                                    |  |             | Task Expenses \$ 600                               |
|  |   |              |                     |               |   |                 |  |  |                                    |  |             | Task Total Cost \$ 1,405                           |
| <b>TASK 5 – Property Appraisals</b>  |   |              |                     |               |   |                 |  |  |                                    |  |             |  |
|  |   | 2            | 2                   |               |   |                 |  |  |                                    |  | 4           | \$ 213   |
| <b>Subtotals</b>   |   | <b>2</b>     | <b>2</b>            |               |   |                 |  |  |                                    |  | <b>4</b>    | <b>\$ 213</b>                                      |
|  |   |              |                     |               |   |                 |  |  |                                    |  |             | Task Expenses \$ 7,600                             |
|  |   |              |                     |               |   |                 |  |  |                                    |  |             | Task Total Cost \$ 7,813                           |
| <b>TASK 6 – Acquisition Negotiations</b>   |   |              |                     |               |   |                 |  |  |                                    |  |             |  |
|  |   | 10           | 40                  |               |   |                 |  |  |                                    |  | 50          | \$ 2,396   |
| <b>Subtotals</b>   |   | <b>10</b>    | <b>40</b>           |               |   |                 |  |  |                                    |  | <b>50</b>   | <b>\$ 2,396</b>                                    |
|  |   |              |                     |               |   |                 |  |  |                                    |  |             | Task Expenses \$ 2,500                             |
|  |   |              |                     |               |   |                 |  |  |                                    |  |             | Task Total Cost \$ 4,896                           |
| <b>TASK 7 – Exhibit A Property Map/AIP Grant Application</b>                       |   |              |                     |               |   |                 |  |  |                                    |  |             |  |
|  |   | 4            |                     | 18            |   | 12              |  |  |                                    |  | 34          | \$ 1,459   |
| <b>Subtotals</b>   |   | <b>4</b>     |                     | <b>18</b>     |   | <b>12</b>       |  |  |                                    |  | <b>34</b>   | <b>\$ 1,459</b>                                    |
|  |   |              |                     |               |   |                 |  |  |                                    |  |             | Task Expenses \$ 444                               |
|  |   |              |                     |               |   |                 |  |  |                                    |  |             | Task Total Cost \$ 1,903                           |
| <b>Totals</b>  | <b>2</b>                                      | <b>24</b>    | <b>64</b>           | <b>26</b>     | <b>14</b>   | <b>26</b>       |  |  |                                    |  | <b>156</b>  | <b>\$ 6,937</b>                                    |
|  |   |              |                     |               |   |                 |  |  |                                    |  |             |  |
|  |   |              |                     |               |   |                 |  |  |                                    |  |             | Direct Labor \$ 6,937                              |
|  |   |              |                     |               |   |                 |  |  |                                    |  |             | Overhead (156.48%) \$ 10,854.52                    |
|  |   |              |                     |               |   |                 |  |  |                                    |  |             | Total Labor \$ 17,791.20                           |
|  |   |              |                     |               |   |                 |  |  |                                    |  |             | Fixed Fee (15%) \$ 2,668.68                        |
|  |   |              |                     |               |   |                 |  |  |                                    |  |             | Facilities Capital Cost of Money (.3537%) \$ 62.93 |
|  |   |              |                     |               |   |                 |  |  |                                    |  |             | Total Expenses \$ 25,744                           |
|  |   |              |                     |               |   |                 |  |  |                                    |  |             | Total Cost \$ 46,267                               |
|  |   |              |                     |               |   |                 |  |  |                                    |  |             |  |
| <b>Expenses</b>  |   |              |                     |               |   |                 |  |  |                                    |  |             |  |
| <b>TASK 1 – Right of Way Acquisition Administration &amp; Public Hearing</b>       | <b>TASK 2 – Report of Ownership and Liens</b> |              |                     |               | <b>TASK 3 – Right of Way Acquisition Plats and Descriptions</b> |                 |  |  | <b>TASK 4 – Parcel File</b>        |  |             |  |
| Direct Expenses  | Direct Expenses                               |              |                     |               | Direct Expenses   |                 |  |  | Direct Expenses                    |  |             |  |
| Mileage \$1,000.00   | Mileage \$500.00                              |              |                     |               | Garden \$13,000.00  |                 |  |  | \$500.00                           |  |             |  |
| Printing \$100.00  | Abstracts Printing                            |              |                     |               |   |                 |  |  | \$100.00                           |  |             |  |
| <b>Total Direct Costs \$1,100.00</b>   | <b>Total Direct Costs \$500.00</b>            |              |                     |               | <b>Total Direct Costs \$13,000.00</b>                           |                 |  |  | <b>Total Direct Costs \$600.00</b> |  |             |  |
| <b>TASK 5 – Property Appraisals</b>  | <b>TASK 6 – Acquisition Negotiations</b>      |              |                     |               | <b>TASK 7 – Exhibit A Property Map/AIP Grant Application</b>    |                 |  |  |                                    |  |             |  |
| Direct Expenses  | Direct Expenses                               |              |                     |               | Direct Expenses   |                 |  |  | Total Hours 156                    |  |             |  |
| Appraisals \$6,000.00  | Legal \$2,500.00                              |              |                     |               | \$444.00  |                 |  |  |                                    |  |             |  |
| Review Appraisals \$1,600.00   |   |              |                     |               |   |                 |  |  |                                    |  |             |  |
| <b>Total Direct Costs \$7,600.00</b>   | <b>Total Direct Costs \$2,500.00</b>          |              |                     |               | <b>Total Direct Costs \$444.00</b>                              |                 |  |  | <b>Total Cost</b>                  |  |             |  |

## **EXHIBIT A**

### **TASK ORDER 05: Barnard Parcels**

#### **Scope of Work**

This Task Order pertains to an Agreement by and between South Central Regional Airport Agency (SCRAA), (“OWNER”), and HDR Engineering, Inc. (“ENGINEER”), dated November 15, 2017, (“the Agreement”). Engineer shall perform services on the project described below as provided herein and in the Agreement. This Task Order shall not be binding until it has been properly signed by both parties. Upon execution, this Task Order shall supplement the Agreement as it pertains to the project described below.

TASK ORDER NUMBER: 05

PROJECT NAME: South Central Regional Airport Development

**PART 1.0 PROJECT DESCRIPTION:** The South Central Regional Airport Agency desires to acquire a sufficient property interest in order to develop and construct the South Central Regional Airport.

Parcel18 as shown on the South Central Regional Airport Exhibit A-Airport Property Map, March 2015 (latest version) as accepted by FAA.

The FAA issued a Finding of No Significant Environmental Impact (FONSI) determination in June 2017. The proposed acquisition is shown on the Airport’s Exhibit A property map and on the Airport Layout Plan (ALP) approved by FAA in March 2015.

**PART 2.0 SCOPE OF SERVICES TO BE PERFORMED BY ENGINEER ON THE PROJECT:** The South Central Regional Airport Agency (Sponsor) desires to retain the services of HDR Inc. (Consultant) to provide property acquisition and project coordination services, as needed, for the project.

The Consultant will complete the work tasks in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act (Uniform Act) and Iowa statutes relating to Iowa State Code 6B. Guidance provided in FAA AC 150/5100-17 Chg. 6 will be referenced.

Prior to the initiation of work, a telephone conference call will be scheduled with the FAA Airports Division Central Region land acquisition specialist. The telephone conference call shall include, at minimum, the Sponsor’s Attorney, Sponsor Staff and Consultant representative (s), Appraisers, and Acquisition Agent.

#### **1. RIGHT OF WAY ACQUISITION ADMINISTRATION AND PUBLIC HEARING**

The Consultant will summarize the need for the proposed acquisition to include the property interest (easements and fee title) to be acquired. The Sponsor will review and approve all property interest needs prior to the development of right-of way documents. The Sponsor's attorney will also prepare all necessary legal documents used for acquisition and title clearing purposes.

- There are no residential dwelling units located on the parcels proposed for acquisition.
- The Sponsor and consultant acknowledge and agree that the licensed real estate agents are required to adhere to Federal and State of Iowa statutes; the rules of the Supreme Court of Iowa as they may pertain to real estate agents; the rules and regulations promulgated by the Iowa Real Estate Commission; and the Iowa Administrative Rules and regulations in regards to a real estate agents conduct, responsibilities and duties.

## 2. REPORT OF OWNERSHIP AND LIENS

The consultant will coordinate with the local County Abstractor to develop and provide a report of current property ownership and existing liens on affected properties.

## 3. RIGHT-OF-WAY ACQUISITION PLATS AND DESCRIPTIONS

The Consultant will prepare acquisition plats and descriptions for the proposed easements and fee title acquisitions.

## 4. PARCEL FILE

The Consultant will develop a parcel file for each property proposed for acquisition. The parcel file will include the following information as may be required.

- Plats of Survey; Acquisition Plats (to include legal description)
- Summary of the proposed acquisition
- Record of ownership and liens
- Contact record to include correspondence, notes, telephonic & email communication
- Area computation work sheets
- Conveyance documents:
  - Summary of contacts/Conversation Reports
  - Offer to Purchase
  - 10-Day Waiver

- Warranty Deed
- Real Estate Purchase Agreement
- Avigation Easement
- Clearing documents as directed by the Sponsor's attorney
- Release of Tenant Interest and Leasehold Claims

## 5. PROPERTY APPRAISALS

The Consultant will use the services of a certified appraiser and review appraiser. The Appraiser will prepare, sign and furnish to the consultant and sponsor appraisal documentation following accepted appraisal principles and techniques in accordance with the Uniform Appraisal Standards for Federal Land Acquisition projects (USPAP), FAA AC 150/5100-17 and 49 CFR Part 24 requirements. The appraisal work may commence after preliminary title searches and abstracts upon the identification of the fee interest, leaseholds, and any encumbrances on the property to be acquired, and upon securing adequate property descriptions. The appraisal and review appraisal after review and approval by the Sponsor will be sent to FAA Central Region Airports Division for review and concurrence. After FAA concurrence, copies of the appraisal, review appraisal and/or compensation estimates are provided to the owner.

## 6. ACQUISITION NEGOTIATIONS

The Consultant and/or their designated representative will negotiate in good faith.

- The negotiator will make personal and private contacts with each property owner and tenant (the parties) or their representative to explain the effect of the acquisition, answer questions, present a written offer, and consider counter offers and to make approval offers for administrative settlements. Non-resident property owners will be contacted by certified or registered mail.
- It is anticipated that the property will have been acquired within 90 days after a written offer has been sent or delivered to the owner and tenant. Negotiations will be considered complete upon concurrence of one of the following: (1) the parties accept the offer, (2) the parties accept an administrative settlement, (3) the parties fail or refuse to accept the offer or administrative settlement, and/or (4) in the judgment of the consultant, negotiations have reached an impasse.
- The consultant will notify the Sponsor when negotiations have reached an impasse or cannot be acquired by a negotiated agreement. If the Sponsor decides to initiate condemnation actions, the consultant will provide a copy of the parcel file to the Sponsor's attorney. The Sponsor/Sponsor's attorney will provide written notice to the parties that the parcel is being prepared for condemnation.



- If condemnation is initiated, this task order will cease and the Sponsor will be billed on an hourly basis or a new task order will be opened for the condemnation proceedings.
- The consultant will continue to negotiate an agreement while condemnation documentation is being prepared by the Sponsor's attorney. After the condemnation documents have been prepared, filed and served; negotiations by the Consultant will cease.

#### 7. EXHIBIT A PROPERTY MAP/AIP GRANT APPLICATION

The consultant will update the Airport Exhibit A property map and coordinate with the Sponsor's attorney regarding the Certification of Title. The consultant will assist the Sponsor in preparing a grant application for submission to FAA.

- PART 3.0 OWNER'S RESPONSIBILITIES: The Sponsors attorney is responsible for the preparation of closing documents, title opinion and approving payments to the property owners and tenants.
- PART 4.0 PERIODS OF SERVICE: Five (5) years from date shown on Master Agreement
- PART 5.0 ENGINEER'S FEE: Attachment 1
- PART 6.0 OTHER: (To Be Determined)

This Task Order is executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

South Central Regional Airport Agency

“OWNER”

BY:

NAME:

TITLE:

ADDRESS:

\_\_\_\_\_

Jim Hansen

Chair

825 Broadway Street  
Pella, IA 50219

HDR ENGINEERING, INC.

“ENGINEER”

BY:

NAME:

TITLE:

ADDRESS:

\_\_\_\_\_

Jason Kjenstad

Vice President

6300 S. Old Village Place, Ste 100  
Sioux Falls, SD 57108

# ATTACHMENT 1



South Central Regional Airport Agency | Task Order 05 - Barnard Parcels

| Personnel  | Steve Hoff                                    | Jerry Searle | Stephen Sykes       | Dave Rupiper                             | Carla Schweback   | Crystal Lyon    |  |  |                                    |  |             |  |
|--|---|--------------|---------------------|--|---|-----------------|--|--|------------------------------------|--|-------------|--|
| Rate Category/Description  | Project Principal                             | FAA Lead     | ROW Project Manager | Lead Designer                            | Accountant  | Admin Assistant |  |  |                                    |  |             |  |
| Direct Rate  | \$80.93                                       | \$61.80      | \$44.45             | \$50.00                                  | \$33.63   | \$26.00         |  |  |                                    |  | Total Hours | Total Cost                                       |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             |  |
| <b>TASK 1 – Right of Way Acquisition Administration and Public Hearing</b>         |   |              |                     |  |   |                 |  |  |                                    |  |             |  |
| Project Setup and Close-Out  | 2   |              |                     |  | 4   | 4               |  |  |                                    |  | 10          | \$ 400   |
| Project Accounting and Invoicing (12 month project duration)                       |   |              |                     |  | 10  |                 |  |  |                                    |  | 10          | \$ 336   |
| Project Coordination w/ Client   |   | 4            | 8                   | 2  |   |                 |  |  |                                    |  | 14          | \$ 703   |
| <b>Subtotals</b>   | <b>2</b>                                      | <b>4</b>     | <b>8</b>            | <b>2</b>                                 | <b>14</b>   | <b>4</b>        |  |  |                                    |  | <b>34</b>   | <b>\$ 1,439</b>                                  |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             |  |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>Task Expenses</b>                             |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>\$ 600</b>                                    |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>Task Total Cost</b>                           |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>\$ 2,039</b>                                  |
| <b>TASK 2 –Report of Ownership and Liens</b>                                       |   |              |                     |  |   |                 |  |  |                                    |  |             |  |
|  |   |              | 2                   |  |   |                 |  |  |                                    |  | 2           | \$ 89  |
| <b>Subtotals</b>   |   |              | <b>2</b>            |  |   |                 |  |  |                                    |  | <b>2</b>    | <b>\$ 89</b>                                     |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>Task Expenses</b>                             |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>\$ 200</b>                                    |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>Task Total Cost</b>                           |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>\$ 289</b>                                    |
| <b>TASK 3 – Right-of-Way Acquisition Plats and Descriptions</b>                    |   |              |                     |  |   |                 |  |  |                                    |  |             |  |
|  |   | 1            | 2                   | 2  |   |                 |  |  |                                    |  | 5           | \$ 251   |
| <b>Subtotals</b>   |   | <b>1</b>     | <b>2</b>            | <b>2</b>                                 |   |                 |  |  |                                    |  | <b>5</b>    | <b>\$ 251</b>                                    |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>Task Expenses</b>                             |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>\$ 6,000</b>                                  |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>Task Total Cost</b>                           |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>\$ 6,251</b>                                  |
| <b>TASK 4 – Parcel File</b>  |   |              |                     |  |   |                 |  |  |                                    |  |             |  |
| Plats of Survey; Acquisitions Plats (to include legal Description)                 |   |              |                     |  |   |                 |  |  |                                    |  |             |  |
| Summary of the Proposed Acquisition  |   |              | 2                   |  |   |                 |  |  |                                    |  |             | \$ 89  |
| Record of Ownership and Liens  |   |              | 2                   |  |   |                 |  |  |                                    |  |             | \$ 89  |
| Contact Record to Included Correspondence, Notes, Telephonic & Email Communication |   |              | 2                   |  |   |                 |  |  |                                    |  |             | \$ 89  |
| Area Computation Work Sheets   |   |              | 2                   |  |   |                 |  |  |                                    |  |             | \$ 89  |
| Conveyance Documents   |   |              | 2                   |  |   | 10              |  |  |                                    |  |             | \$ 349   |
| <b>Subtotals</b>   |   |              | <b>10</b>           |  |   | <b>10</b>       |  |  |                                    |  | <b>20</b>   | <b>\$ 705</b>                                    |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>Task Expenses</b>                             |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>\$ 600</b>                                    |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>Task Total Cost</b>                           |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>\$ 1,305</b>                                  |
| <b>TASK 5 – Property Appraisals</b>  |   |              |                     |  |   |                 |  |  |                                    |  |             |  |
|  |   | 1            | 2                   |  |   |                 |  |  |                                    |  | 3           | \$ 151   |
| <b>Subtotals</b>   |   | <b>1</b>     | <b>2</b>            |  |   |                 |  |  |                                    |  | <b>3</b>    | <b>\$ 151</b>                                    |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>Task Expenses</b>                             |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>\$ 7,600</b>                                  |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>Task Total Cost</b>                           |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>\$ 7,751</b>                                  |
| <b>TASK 6 – Acquisition Negotiations</b>   |   |              |                     |  |   |                 |  |  |                                    |  |             |  |
|  |   | 4            | 24                  |  |   |                 |  |  |                                    |  | 28          | \$ 1,314   |
| <b>Subtotals</b>   |   | <b>4</b>     | <b>24</b>           |  |   |                 |  |  |                                    |  | <b>28</b>   | <b>\$ 1,314</b>                                  |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>Task Expenses</b>                             |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>\$ 2,500</b>                                  |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>Task Total Cost</b>                           |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>\$ 3,814</b>                                  |
| <b>TASK 7 – Exhibit A Property Map/AIP Grant Application</b>                       |   |              |                     |  |   |                 |  |  |                                    |  |             |  |
|  |   | 6            |                     | 4  |   | 12              |  |  |                                    |  | 22          | \$ 883   |
| <b>Subtotals</b>   |   | <b>6</b>     |                     | <b>4</b>                                 |   | <b>12</b>       |  |  |                                    |  | <b>22</b>   | <b>\$ 883</b>                                    |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>Task Expenses</b>                             |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>\$ 272</b>                                    |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>Task Total Cost</b>                           |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>\$ 1,155</b>                                  |
| <b>Totals</b>  | <b>2</b>                                      | <b>16</b>    | <b>48</b>           | <b>8</b>                                 | <b>14</b>   | <b>26</b>       |  |  |                                    |  | <b>114</b>  | <b>\$ 4,831</b>                                  |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             |  |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>Direct Labor</b>                              |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>\$ 4,831</b>                                  |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>Overhead (156.48%)</b>                        |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>\$ 7,559.67</b>                               |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>Total Labor</b>                               |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>\$ 12,390.75</b>                              |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>Fixed Fee (15%)</b>                           |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>\$ 1,858.61</b>                               |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>Facilities Capital Cost of Money (.3537%)</b> |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>\$ 43.83</b>                                  |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>Total Expenses</b>                            |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>\$ 17,772</b>                                 |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>Total Cost</b>                                |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>\$ 32,065</b>                                 |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             |  |
| <b>Expenses</b>  |   |              |                     |  |   |                 |  |  |                                    |  |             |  |
| <b>TASK 1 – Right of Way Acquisition Administration &amp; Public Hearing</b>       | <b>TASK 2 – Report of Ownership and Liens</b> |              |                     |  | <b>TASK 3 – Right of Way Acquisition Plats and Descriptions</b> |                 |  |  | <b>TASK 4 – Parcel File</b>        |  |             |  |
| Direct Expenses  | Direct Expenses                               |              |                     |  | Direct Expenses   |                 |  |  | Direct Expenses                    |  |             |  |
| Mileage \$500.00   | Mileage \$200.00                              |              |                     |  | Garden \$6,000.00   |                 |  |  | \$500.00                           |  |             |  |
| Printing \$100.00  | Abstracts                                     |              |                     |  |   |                 |  |  | \$100.00                           |  |             |  |
|  | Printing                                      |              |                     |  |   |                 |  |  |                                    |  |             |  |
| <b>Total Direct Costs \$600.00</b>   | <b>Total Direct Costs \$200.00</b>            |              |                     |  | <b>Total Direct Costs \$6,000.00</b>                            |                 |  |  | <b>Total Direct Costs \$600.00</b> |  |             |  |
| <b>TASK 5 – Property Appraisals</b>  |   |              |                     | <b>TASK 6 – Acquisition Negotiations</b> |   |                 |  | <b>TASK 7 – Exhibit A Property Map/AIP Grant Application</b> |                                    |  |             |  |
| Direct Expenses  |   |              |                     | Direct Expenses                          |   |                 |  | Direct Expenses  |                                    |  |             | Total Hours 114                                  |
| Appraisals \$6,000.00  |   |              |                     | Legal \$2,500.00                         |   |                 |  | \$272.00   |                                    |  |             |  |
| Review Appraisals \$1,600.00   |   |              |                     |  |   |                 |  |  |                                    |  |             |  |
| <b>Total Direct Costs \$7,600.00</b>   | <b>Total Direct Costs \$2,500.00</b>          |              |                     |  | <b>Total Direct Costs \$272.00</b>                              |                 |  |  | <b>Total Cost</b>                  |  |             |  |

## **EXHIBIT A**

### **TASK ORDER 06: DeRooi Parcels**

#### **Scope of Work**

This Task Order pertains to an Agreement by and between South Central Regional Airport Agency (SCRAA), (“OWNER”), and HDR Engineering, Inc. (“ENGINEER”), dated November 15, 2017, (“the Agreement”). Engineer shall perform services on the project described below as provided herein and in the Agreement. This Task Order shall not be binding until it has been properly signed by both parties. Upon execution, this Task Order shall supplement the Agreement as it pertains to the project described below.

TASK ORDER NUMBER: 06

PROJECT NAME: South Central Regional Airport Development

**PART 1.0 PROJECT DESCRIPTION:** The South Central Regional Airport Agency desires to acquire a sufficient property interest in order to develop and construct the South Central Regional Airport.

Parcel 14 as shown on the South Central Regional Airport Exhibit A- Airport Property Map, March 2015 (latest version) as accepted by FAA.

The FAA issued a Finding of No Significant Environmental Impact (FONSI) determination in June 2017. The proposed acquisition is shown on the Airport’s Exhibit A property map and on the Airport Layout Plan (ALP) approved by FAA in March 2015.

**PART 2.0 SCOPE OF SERVICES TO BE PERFORMED BY ENGINEER ON THE PROJECT:** The South Central Regional Airport Agency (Sponsor) desires to retain the services of HDR Inc. (Consultant) to provide property acquisition and project coordination services, as needed, for the project.

The Consultant will complete the work tasks in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act (Uniform Act) and Iowa statutes relating to Iowa State Code 6B. Guidance provided in FAA AC 150/5100-17 Chg. 6 will be referenced.

Prior to the initiation of work, a telephone conference call will be scheduled with the FAA Airports Division Central Region land acquisition specialist. The telephone conference call shall include, at minimum, the Sponsor’s Attorney, Sponsor Staff and Consultant representative (s), Appraisers, and Acquisition Agent.

#### **1. RIGHT OF WAY ACQUISITION ADMINISTRATION AND PUBLIC HEARING**

The Consultant will summarize the need for the proposed acquisition to include the property interest (easements and fee title) to be acquired. The Sponsor will review and approve all property interest needs prior to the development of right-of way documents. The Sponsor's attorney will also prepare all necessary legal documents used for acquisition and title clearing purposes.

- There are no residential dwelling units located on the parcels proposed for acquisition.
- The Sponsor and consultant acknowledge and agree that the licensed real estate agents are required to adhere to Federal and State of Iowa statutes; the rules of the Supreme Court of Iowa as they may pertain to real estate agents; the rules and regulations promulgated by the Iowa Real Estate Commission; and the Iowa Administrative Rules and regulations in regards to a real estate agents conduct, responsibilities and duties.

## 2. REPORT OF OWNERSHIP AND LIENS

The consultant will coordinate with the local County Abstractor to develop and provide a report of current property ownership and existing liens on affected properties.

## 3. RIGHT-OF-WAY ACQUISITION PLATS AND DESCRIPTIONS

The Consultant will prepare acquisition plats and descriptions for the proposed easements and fee title acquisitions.

## 4. PARCEL FILE

The Consultant will develop a parcel file for each property proposed for acquisition. The parcel file will include the following information as may be required.

- Plats of Survey; Acquisition Plats (to include legal description)
- Summary of the proposed acquisition
- Record of ownership and liens
- Contact record to include correspondence, notes, telephonic & email communication
- Area computation work sheets
- Conveyance documents:
  - Summary of contacts/Conversation Reports
  - Offer to Purchase
  - 10-Day Waiver

- Warranty Deed
- Real Estate Purchase Agreement
- Avigation Easement
- Clearing documents as directed by the Sponsor's attorney
- Release of Tenant Interest and Leasehold Claims

## 5. PROPERTY APPRAISALS

The Consultant will use the services of a certified appraiser and review appraiser. The Appraiser will prepare, sign and furnish to the consultant and sponsor appraisal documentation following accepted appraisal principles and techniques in accordance with the Uniform Appraisal Standards for Federal Land Acquisition projects (USPAP), FAA AC 150/5100-17 and 49 CFR Part 24 requirements. The appraisal work may commence after preliminary title searches and abstracts upon the identification of the fee interest, leaseholds, and any encumbrances on the property to be acquired, and upon securing adequate property descriptions. The appraisal and review appraisal after review and approval by the Sponsor will be sent to FAA Central Region Airports Division for review and concurrence. After FAA concurrence, copies of the appraisal, review appraisal and/or compensation estimates are provided to the owner.

## 6. ACQUISITION NEGOTIATIONS

The Consultant and/or their designated representative will negotiate in good faith.

- The negotiator will make personal and private contacts with each property owner and tenant (the parties) or their representative to explain the effect of the acquisition, answer questions, present a written offer, and consider counter offers and to make approval offers for administrative settlements. Non-resident property owners will be contacted by certified or registered mail.
- It is anticipated that the property will have been acquired within 90 days after a written offer has been sent or delivered to the owner and tenant. Negotiations will be considered complete upon concurrence of one of the following: (1) the parties accept the offer, (2) the parties accept an administrative settlement, (3) the parties fail or refuse to accept the offer or administrative settlement, and/or (4) in the judgment of the consultant, negotiations have reached an impasse.
- The consultant will notify the Sponsor when negotiations have reached an impasse or cannot be acquired by a negotiated agreement. If the Sponsor decides to initiate condemnation actions, the consultant will provide a copy of the parcel file to the Sponsor's attorney. The Sponsor/Sponsor's attorney will provide written notice to the parties that the parcel is being prepared for condemnation.

- If condemnation is initiated, this task order will cease and the Sponsor will be billed on an hourly basis or a new task order will be opened for the condemnation proceedings.
- The consultant will continue to negotiate an agreement while condemnation documentation is being prepared by the Sponsor's attorney. After the condemnation documents have been prepared, filed and served; negotiations by the Consultant will cease.

#### 7. EXHIBIT A PROPERTY MAP/AIP GRANT APPLICATION

The consultant will update the Airport Exhibit A property map and coordinate with the Sponsor's attorney regarding the Certification of Title. The consultant will assist the Sponsor in preparing a grant application for submission to FAA.

- PART 3.0 OWNER'S RESPONSIBILITIES: The Sponsors attorney is responsible for the preparation of closing documents, title opinion and approving payments to the property owners and tenants.
- PART 4.0 PERIODS OF SERVICE: Five (5) years from date shown on Master Agreement
- PART 5.0 ENGINEER'S FEE: Attachment 1
- PART 6.0 OTHER: (To Be Determined)

This Task Order is executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

South Central Regional Airport Agency

“OWNER”

BY:

NAME:

TITLE:

ADDRESS:

Jim Hansen

Chair

825 Broadway Street  
Pella, IA 50219

HDR ENGINEERING, INC.

“ENGINEER”

BY:

NAME:

TITLE:

ADDRESS:

Jason Kjenstad

Vice President

6300 S. Old Village Place, Ste 100  
Sioux Falls, SD 57108



## H2R

| Personnel  | Steve Hoff        | Jerry Searle | Stephen Sykes       | Dave Rupiper                           | Carla Schweback | Crystal Lyon    |  |  |  |  |  |                             |              |
|--|-------------------|--------------|---------------------|--|-----------------|-----------------|--|--|--|--|--|-----------------------------|--------------|
| Rate Category/Description  | Project Principal | FAA Lead     | ROW Project Manager | Lead Designer                          | Accountant      | Admin Assistant |  |  |  |  |  | Total Hours                 | Total Cost   |
| Direct Rate  | \$80.93           | \$61.80      | \$44.45             | \$50.00                                | \$33.63         | \$26.00         |  |  |  |  |  |                             |              |
|  |                   |              |                     |  |                 |                 |  |  |  |  |  |                             |              |
| TASK 1 – Right of Way Acquisition Administration and Public Hearing                |                   |              |                     |  |                 |                 |  |  |  |  |  |                             |              |
| Project Setup and Close-Out  | 2                 |              |                     |  | 4               | 4               |  |  |  |  |  | 10                          | \$ 400       |
| Project Accounting and Invoicing (12 month project duration)                       |                   |              |                     |  | 10              |                 |  |  |  |  |  | 10                          | \$ 336       |
| Project Coordination w/ Client   |                   | 4            | 8                   | 2                                      |                 |                 |  |  |  |  |  | 14                          | \$ 703       |
| Subtotals  | 2                 | 4            | 8                   | 2                                      | 14              | 4               |  |  |  |  |  | 34                          | \$ 1,439     |
| Task Expenses  |                   |              |                     |  |                 |                 |  |  |  |  |  |                             | \$ 600       |
| Task Total Cost  |                   |              |                     |  |                 |                 |  |  |  |  |  |                             | \$ 2,039     |
|  |                   |              |                     |  |                 |                 |  |  |  |  |  |                             |              |
| TASK 2 –Report of Ownership and Liens  |                   |              |                     |  |                 |                 |  |  |  |  |  |                             |              |
|  |                   |              | 2                   |  |                 |                 |  |  |  |  |  | 2                           | \$ 89        |
| Subtotals  |                   |              | 2                   |  |                 |                 |  |  |  |  |  | 2                           | \$ 89        |
| Task Expenses  |                   |              |                     |  |                 |                 |  |  |  |  |  |                             | \$ 200       |
| Task Total Cost  |                   |              |                     |  |                 |                 |  |  |  |  |  |                             | \$ 289       |
|  |                   |              |                     |  |                 |                 |  |  |  |  |  |                             |              |
| TASK 3 – Right-of-Way Acquisition Plats and Descriptions                           |                   |              |                     |  |                 |                 |  |  |  |  |  |                             |              |
|  |                   | 1            | 2                   | 2                                      |                 |                 |  |  |  |  |  | 5                           | \$ 251       |
| Subtotals  |                   | 1            | 2                   | 2                                      |                 |                 |  |  |  |  |  | 5                           | \$ 251       |
| Task Expenses  |                   |              |                     |  |                 |                 |  |  |  |  |  |                             | \$ 6,000     |
| Task Total Cost  |                   |              |                     |  |                 |                 |  |  |  |  |  |                             | \$ 6,251     |
|  |                   |              |                     |  |                 |                 |  |  |  |  |  |                             |              |
| TASK 4 – Parcel File   |                   |              |                     |  |                 |                 |  |  |  |  |  |                             |              |
| Plats of Survey; Acquisitions Plats (to include legal Description)                 |                   |              |                     |  |                 |                 |  |  |  |  |  |                             |              |
| Summary of the Proposed Acquisition  |                   |              | 2                   |  |                 |                 |  |  |  |  |  |                             | \$ 89        |
| Record of Ownership and Liens  |                   |              | 2                   |  |                 |                 |  |  |  |  |  |                             | \$ 89        |
| Contact Record to Included Correspondence, Notes, Telephonic & Email Communication |                   |              | 2                   |  |                 |                 |  |  |  |  |  |                             | \$ 89        |
| Area Computation Work Sheets   |                   |              | 2                   |  |                 |                 |  |  |  |  |  |                             | \$ 89        |
| Conveyance Documents   |                   |              | 2                   |  |                 | 10              |  |  |  |  |  |                             | \$ 349       |
| Subtotals  |                   |              | 10                  |  |                 | 10              |  |  |  |  |  | 20                          | \$ 705       |
| Task Expenses  |                   |              |                     |  |                 |                 |  |  |  |  |  |                             | \$ 600       |
| Task Total Cost  |                   |              |                     |  |                 |                 |  |  |  |  |  |                             | \$ 1,305     |
|  |                   |              |                     |  |                 |                 |  |  |  |  |  |                             |              |
| TASK 5 – Property Appraisals   |                   |              |                     |  |                 |                 |  |  |  |  |  |                             |              |
|  |                   | 1            | 2                   |  |                 |                 |  |  |  |  |  | 3                           | \$ 151       |
| Subtotals  |                   | 1            | 2                   |  |                 |                 |  |  |  |  |  | 3                           | \$ 151       |
| Task Expenses  |                   |              |                     |  |                 |                 |  |  |  |  |  |                             | \$ 7,600     |
| Task Total Cost  |                   |              |                     |  |                 |                 |  |  |  |  |  |                             | \$ 7,751     |
|  |                   |              |                     |  |                 |                 |  |  |  |  |  |                             |              |
| TASK 6 – Acquisition Negotiations  |                   |              |                     |  |                 |                 |  |  |  |  |  |                             |              |
|  |                   | 4            | 24                  |  |                 |                 |  |  |  |  |  | 28                          | \$ 1,314     |
| Subtotals  |                   | 4            | 24                  |  |                 |                 |  |  |  |  |  | 28                          | \$ 1,314     |
| Task Expenses  |                   |              |                     |  |                 |                 |  |  |  |  |  |                             | \$ 2,500     |
| Task Total Cost  |                   |              |                     |  |                 |                 |  |  |  |  |  |                             | \$ 3,814     |
|  |                   |              |                     |  |                 |                 |  |  |  |  |  |                             |              |
| TASK 7 – Exhibit A Property Map/AIP Grant Application                              |                   |              |                     |  |                 |                 |  |  |  |  |  |                             |              |
|  |                   | 6            |                     | 4                                      |                 | 12              |  |  |  |  |  | 22                          | \$ 883       |
| Subtotals  |                   | 6            |                     | 4                                      |                 | 12              |  |  |  |  |  | 22                          | \$ 883       |
| Task Expenses  |                   |              |                     |  |                 |                 |  |  |  |  |  |                             | \$ 272       |
| Task Total Cost  |                   |              |                     |  |                 |                 |  |  |  |  |  |                             | \$ 1,155     |
| Totals   | 2                 | 16           | 48                  | 8                                      | 14              | 26              |  |  |  |  |  | 114                         | \$ 4,831     |
|  |                   |              |                     |  |                 |                 |  |  |  |  |  |                             |              |
| Direct Labor   |                   |              |                     |  |                 |                 |  |  |  |  |  |                             | \$ 4,831     |
| Overhead (156.48%)   |                   |              |                     |  |                 |                 |  |  |  |  |  |                             | \$ 7,559.67  |
| Total Labor  |                   |              |                     |  |                 |                 |  |  |  |  |  |                             | \$ 12,390.75 |
| Fixed Fee (15%)  |                   |              |                     |  |                 |                 |  |  |  |  |  |                             | \$ 1,858.61  |
| Facilities Capital Cost of Money (.3537%)  |                   |              |                     |  |                 |                 |  |  |  |  |  |                             | \$ 43.83     |
| Total Expenses   |                   |              |                     |  |                 |                 |  |  |  |  |  |                             | \$ 17,772    |
| Total Cost   |                   |              |                     |  |                 |                 |  |  |  |  |  |                             | \$ 32,065    |
|  |                   |              |                     |  |                 |                 |  |  |  |  |  |                             |              |
| Expenses   |                   |              |                     |  |                 |                 |  |  |  |  |  |                             |              |
| TASK 1 – Right of Way Acquisition Administration & Public Hearing                  |                   |              |                     | TASK 2 – Report of Ownership and Liens |                 |                 |  | TASK 3 – Right of Way Acquisition Plats and Descriptions |  |  |  | TASK 4 – Parcel File        |              |
| Direct Expenses  |                   |              |                     | Direct Expenses                        |                 |                 |  | Direct Expenses  |  |  |  | Direct Expenses             |              |
| Mileage \$500.00   |                   |              |                     | Mileage \$200.00                       |                 |                 |  | Garden \$6,000.00  |  |  |  | \$500.00                    |              |
| Printing \$100.00  |                   |              |                     | Abstracts                              |                 |                 |  |  |  |  |  |                             |              |
| Total Direct Costs \$600.00  |                   |              |                     | Total Direct Costs \$200.00            |                 |                 |  | Total Direct Costs \$6,000.00                            |  |  |  | Total Direct Costs \$600.00 |              |
| TASK 5 – Property Appraisals   |                   |              |                     | TASK 6 – Acquisition Negotiations      |                 |                 |  | TASK 7 – Exhibit A Property Map/AIP Grant Application    |  |  |  | -                           |              |
| Direct Expenses  |                   |              |                     | Direct Expenses                        |                 |                 |  | Direct Expenses  |  |  |  | Total Hours 114             |              |
| Appraisals \$6,000.00  |                   |              |                     | Legal \$2,500.00                       |                 |                 |  | \$272.00   |  |  |  |                             |              |
| Review Appraisals \$1,600.00   |                   |              |                     |  |                 |                 |  |  |  |  |  |                             |              |
| Total Direct Costs \$7,600.00  |                   |              |                     | Total Direct Costs \$2,500.00          |                 |                 |  | Total Direct Costs \$272.00                              |  |  |  | Total Cost                  |              |

## **EXHIBIT A**

### **TASK ORDER 07: Hasselman Parcels**

#### **Scope of Work**

This Task Order pertains to an Agreement by and between South Central Regional Airport Agency (SCRAA), (“OWNER”), and HDR Engineering, Inc. (“ENGINEER”), dated November 15, 2017, (“the Agreement”). Engineer shall perform services on the project described below as provided herein and in the Agreement. This Task Order shall not be binding until it has been properly signed by both parties. Upon execution, this Task Order shall supplement the Agreement as it pertains to the project described below.

TASK ORDER NUMBER: 07

PROJECT NAME: South Central Regional Airport Development

PART 1.0      PROJECT DESCRIPTION: The South Central Regional Airport Agency desires to acquire a sufficient property interest in order to develop and construct the South Central Regional Airport.

Parcels 9,10,11, and 12 as shown on the South Central Regional Airport Exhibit A- Airport Property Map, March 2015 (latest version) as accepted by FAA.

The FAA issued a Finding of No Significant Environmental Impact (FONSI) determination in June 2017. The proposed acquisition is shown on the Airport’s Exhibit A property map and on the Airport Layout Plan (ALP) approved by FAA in March 2015.

PART 2.0      SCOPE OF SERVICES TO BE PERFORMED BY ENGINEER ON THE PROJECT: The South Central Regional Airport Agency (Sponsor) desires to retain the services of HDR Inc. (Consultant) to provide property acquisition and project coordination services, as needed, for the project.

The Consultant will complete the work tasks in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act (Uniform Act) and Iowa statutes relating to Iowa State Code 6B. Guidance provided in FAA AC 150/5100-17 Chg. 6 will be referenced.

Prior to the initiation of work, a telephone conference call will be scheduled with the FAA Airports Division Central Region land acquisition specialist. The telephone conference call shall include, at minimum, the Sponsor’s Attorney, Sponsor Staff and Consultant representative (s), Appraisers, and Acquisition Agent.

1. RIGHT OF WAY ACQUISITION ADMINISTRATION AND PUBLIC HEARING

The Consultant will summarize the need for the proposed acquisition to include the property interest (easements and fee title) to be acquired. The Sponsor will review and approve all property interest needs prior to the development of right-of way documents. The Sponsor's attorney will also prepare all necessary legal documents used for acquisition and title clearing purposes.

- There are no residential dwelling units located on the parcels proposed for acquisition.
- The Sponsor and consultant acknowledge and agree that the licensed real estate agents are required to adhere to Federal and State of Iowa statutes; the rules of the Supreme Court of Iowa as they may pertain to real estate agents; the rules and regulations promulgated by the Iowa Real Estate Commission; and the Iowa Administrative Rules and regulations in regards to a real estate agents conduct, responsibilities and duties.

2. REPORT OF OWNERSHIP AND LIENS

The consultant will coordinate with the local County Abstractor to develop and provide a report of current property ownership and existing liens on affected properties.

3. RIGHT-OF-WAY ACQUISITION PLATS AND DESCRIPTIONS

The Consultant will prepare acquisition plats and descriptions for the proposed easements and fee title acquisitions.

4. PARCEL FILE

The Consultant will develop a parcel file for each property proposed for acquisition. The parcel file will include the following information as may be required.

- Plats of Survey; Acquisition Plats (to include legal description)
- Summary of the proposed acquisition
- Record of ownership and liens
- Contact record to include correspondence, notes, telephonic & email communication
- Area computation work sheets
- Conveyance documents:
  - Summary of contacts/Conversation Reports

- Offer to Purchase
- 10-Day Waiver
- Warranty Deed
- Real Estate Purchase Agreement
- Avigation Easement
- Clearing documents as directed by the Sponsor's attorney
- Release of Tenant Interest and Leasehold Claims

## 5. PROPERTY APPRAISALS

The Consultant will use the services of a certified appraiser and review appraiser. The Appraiser will prepare, sign and furnish to the consultant and sponsor appraisal documentation following accepted appraisal principles and techniques in accordance with the Uniform Appraisal Standards for Federal Land Acquisition projects (USPAP), FAA AC 150/5100-17 and 49 CFR Part 24 requirements. The appraisal work may commence after preliminary title searches and abstracts upon the identification of the fee interest, leaseholds, and any encumbrances on the property to be acquired, and upon securing adequate property descriptions. The appraisal and review appraisal after review and approval by the Sponsor will be sent to FAA Central Region Airports Division for review and concurrence. After FAA concurrence, copies of the appraisal, review appraisal and/or compensation estimates are provided to the owner.

## 6. ACQUISITION NEGOTIATIONS

The Consultant and/or their designated representative will negotiate in good faith.

- The negotiator will make personal and private contacts with each property owner and tenant (the parties) or their representative to explain the effect of the acquisition, answer questions, present a written offer, and consider counter offers and to make approval offers for administrative settlements. Non-resident property owners will be contacted by certified or registered mail.
- It is anticipated that the property will have been acquired within 90 days after a written offer has been sent or delivered to the owner and tenant. Negotiations will be considered complete upon concurrence of one of the following: (1) the parties accept the offer, (2) the parties accept an administrative settlement, (3) the parties fail or refuse to accept the offer or administrative settlement, and/or (4) in the judgment of the consultant, negotiations have reached an impasse.
- The consultant will notify the Sponsor when negotiations have reached an impasse or cannot be acquired by a negotiated agreement. If the Sponsor decides to initiate condemnation actions, the consultant will provide a copy of the parcel file to the Sponsor's attorney. The Sponsor/Sponsor's

attorney will provide written notice to the parties that the parcel is being prepared for condemnation.

- If condemnation is initiated, this task order will cease and the Sponsor will be billed on an hourly basis or a new task order will be opened for the condemnation proceedings.
- The consultant will continue to negotiate an agreement while condemnation documentation is being prepared by the Sponsor's attorney. After the condemnation documents have been prepared, filed and served; negotiations by the Consultant will cease.

#### 7. EXHIBIT A PROPERTY MAP/AIP GRANT APPLICATION

The consultant will update the Airport Exhibit A property map and coordinate with the Sponsor's attorney regarding the Certification of Title. The consultant will assist the Sponsor in preparing a grant application for submission to FAA.

PART 3.0      OWNER'S RESPONSIBILITIES: The Sponsors attorney is responsible for the preparation of closing documents, title opinion and approving payments to the property owners and tenants.

PART 4.0      PERIODS OF SERVICE: Five (5) years from date shown on Master Agreement

PART 5.0      ENGINEER'S FEE: Attachment 1

PART 6.0      OTHER: (To Be Determined)

This Task Order is executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

South Central Regional Airport Agency

“OWNER”

BY:

NAME:

TITLE:

ADDRESS:

Jim Hansen

Chair

825 Broadway Street  
Pella, IA 50219

HDR ENGINEERING, INC.

“ENGINEER”

BY:

NAME:

TITLE:

ADDRESS:

Jason Kjenstad

Vice President

6300 S. Old Village Place, Ste 100  
Sioux Falls, SD 57108

# ATTACHMENT 1



South Central Regional Airport Agency | Task Order 07 - Hasselman Parcels

| Personnel  | Steve Hoff                                    | Jerry Searle | Stephen Sykes       | Dave Rupiper                             | Carla Schweback   | Crystal Lyon    |  |  |                                    |  |             |  |
|--|---|--------------|---------------------|--|---|-----------------|--|--|------------------------------------|--|-------------|--|
| Rate Category/Description  | Project Principal                             | FAA Lead     | ROW Project Manager | Lead Designer                            | Accountant  | Admin Assistant |  |  |                                    |  |             |  |
| Direct Rate  | \$80.93                                       | \$61.80      | \$44.45             | \$50.00                                  | \$33.63   | \$26.00         |  |  |                                    |  | Total Hours | Total Cost                                       |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             |  |
| <b>TASK 1 – Right of Way Acquisition Administration and Public Hearing</b>         |   |              |                     |  |   |                 |  |  |                                    |  |             |  |
| Project Setup and Close-Out  | 2   |              |                     |  | 4   | 4               |  |  |                                    |  | 10          | \$ 400   |
| Project Accounting and Invoicing (12 month project duration)                       |   |              |                     |  | 10  |                 |  |  |                                    |  | 10          | \$ 336   |
| Project Coordination w/ Client   |   | 6            | 8                   | 4  |   |                 |  |  |                                    |  | 18          | \$ 926   |
| <b>Subtotals</b>   | <b>2</b>                                      | <b>6</b>     | <b>8</b>            | <b>4</b>                                 | <b>14</b>   | <b>4</b>        |  |  |                                    |  | <b>38</b>   | <b>\$ 1,663</b>                                  |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>Task Expenses</b>                             |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>\$ 600</b>                                    |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>Task Total Cost</b>                           |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>\$ 2,263</b>                                  |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             |  |
| <b>TASK 2 –Report of Ownership and Liens</b>                                       |   |              |                     |  |   |                 |  |  |                                    |  |             |  |
|  |   |              | 2                   |  |   |                 |  |  |                                    |  | 2           | \$ 89  |
| <b>Subtotals</b>   |   |              | <b>2</b>            |  |   |                 |  |  |                                    |  | <b>2</b>    | <b>\$ 89</b>                                     |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>Task Expenses</b>                             |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>\$ 200</b>                                    |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>Task Total Cost</b>                           |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>\$ 289</b>                                    |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             |  |
| <b>TASK 3 – Right-of-Way Acquisition Plats and Descriptions</b>                    |   |              |                     |  |   |                 |  |  |                                    |  |             |  |
|  |   | 2            | 2                   | 2  |   |                 |  |  |                                    |  | 6           | \$ 313   |
| <b>Subtotals</b>   |   | <b>2</b>     | <b>2</b>            | <b>2</b>                                 |   |                 |  |  |                                    |  | <b>6</b>    | <b>\$ 313</b>                                    |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>Task Expenses</b>                             |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>\$ 9,000</b>                                  |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>Task Total Cost</b>                           |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>\$ 9,313</b>                                  |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             |  |
| <b>TASK 4 – Parcel File</b>  |   |              |                     |  |   |                 |  |  |                                    |  |             |  |
| Plats of Survey; Acquisitions Plats (to include legal Description)                 |   |              |                     |  |   |                 |  |  |                                    |  |             |  |
| Summary of the Proposed Acquisition  |   |              | 2                   | 2  |   |                 |  |  |                                    |  |             | \$ 189   |
| Record of Ownership and Liens  |   |              | 2                   |  |   |                 |  |  |                                    |  |             | \$ 89  |
| Contact Record to Included Correspondence, Notes, Telephonic & Email Communication |   |              | 2                   |  |   |                 |  |  |                                    |  |             | \$ 89  |
| Area Computation Work Sheets   |   |              | 2                   |  |   |                 |  |  |                                    |  |             | \$ 89  |
| Conveyance Documents   |   |              | 2                   |  |   | 10              |  |  |                                    |  |             | \$ 349   |
| <b>Subtotals</b>   |   |              | <b>10</b>           | <b>2</b>                                 |   | <b>10</b>       |  |  |                                    |  | <b>22</b>   | <b>\$ 805</b>                                    |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>Task Expenses</b>                             |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>\$ 600</b>                                    |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>Task Total Cost</b>                           |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>\$ 1,405</b>                                  |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             |  |
| <b>TASK 5 – Property Appraisals</b>  |   |              |                     |  |   |                 |  |  |                                    |  |             |  |
|  |   | 2            | 2                   |  |   |                 |  |  |                                    |  | 4           | \$ 213   |
| <b>Subtotals</b>   |   | <b>2</b>     | <b>2</b>            |  |   |                 |  |  |                                    |  | <b>4</b>    | <b>\$ 213</b>                                    |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>Task Expenses</b>                             |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>\$ 7,600</b>                                  |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>Task Total Cost</b>                           |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>\$ 7,813</b>                                  |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             |  |
| <b>TASK 6 – Acquisition Negotiations</b>   |   |              |                     |  |   |                 |  |  |                                    |  |             |  |
|  |   | 10           | 40                  |  |   |                 |  |  |                                    |  | 50          | \$ 2,396   |
| <b>Subtotals</b>   |   | <b>10</b>    | <b>40</b>           |  |   |                 |  |  |                                    |  | <b>50</b>   | <b>\$ 2,396</b>                                  |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>Task Expenses</b>                             |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>\$ 2,500</b>                                  |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>Task Total Cost</b>                           |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>\$ 4,896</b>                                  |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             |  |
| <b>TASK 7 – Exhibit A Property Map/AIP Grant Application</b>                       |   |              |                     |  |   |                 |  |  |                                    |  |             |  |
|  |   | 4            |                     | 16                                       |   | 12              |  |  |                                    |  | 32          | \$ 1,359   |
| <b>Subtotals</b>   |   | <b>4</b>     |                     | <b>16</b>                                |   | <b>12</b>       |  |  |                                    |  | <b>32</b>   | <b>\$ 1,359</b>                                  |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>Task Expenses</b>                             |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>\$ 272</b>                                    |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>Task Total Cost</b>                           |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>\$ 1,631</b>                                  |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>Task Total Cost</b>                           |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>\$ 4,896</b>                                  |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             |  |
| <b>TOTALS</b>  |   |              |                     |  |   |                 |  |  |                                    |  |             |  |
|  | <b>2</b>                                      | <b>24</b>    | <b>64</b>           | <b>24</b>                                | <b>14</b>   | <b>26</b>       |  |  |                                    |  | <b>154</b>  | <b>\$ 6,837</b>                                  |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>Direct Labor</b>                              |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>\$ 6,837</b>                                  |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>Overhead (156.48%)</b>                        |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>\$ 10,698.04</b>                              |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>Total Labor</b>                               |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>\$ 17,534.72</b>                              |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>Fixed Fee (15%)</b>                           |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>\$ 2,630.21</b>                               |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>Facilities Capital Cost of Money (.3537%)</b> |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>\$ 62.02</b>                                  |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>Total Expenses</b>                            |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>\$ 20,772</b>                                 |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>Total Cost</b>                                |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>\$ 40,999</b>                                 |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             |  |
| <b>Expenses</b>  |   |              |                     |  |   |                 |  |  |                                    |  |             |  |
| <b>TASK 1 – Right of Way Acquisition Administration &amp; Public Hearing</b>       | <b>TASK 2 – Report of Ownership and Liens</b> |              |                     |  | <b>TASK 3 – Right of Way Acquisition Plats and Descriptions</b> |                 |  |  | <b>TASK 4 – Parcel File</b>        |  |             |  |
| Direct Expenses  | Direct Expenses                               |              |                     |  | Direct Expenses   |                 |  |  | Direct Expenses                    |  |             |  |
| Mileage \$500.00   | Mileage \$200.00                              |              |                     |  | Garden \$9,000.00   |                 |  |  | \$500.00                           |  |             |  |
| Printing \$100.00  | Abstracts                                     |              |                     |  |   |                 |  |  | \$100.00                           |  |             |  |
|  | Printing                                      |              |                     |  |   |                 |  |  |                                    |  |             |  |
| <b>Total Direct Costs \$600.00</b>   | <b>Total Direct Costs \$200.00</b>            |              |                     |  | <b>Total Direct Costs \$9,000.00</b>                            |                 |  |  | <b>Total Direct Costs \$600.00</b> |  |             |  |
| <b>TASK 5 – Property Appraisals</b>  |   |              |                     | <b>TASK 6 – Acquisition Negotiations</b> |   |                 |  | <b>TASK 7 – Exhibit A Property Map/AIP Grant Application</b> |                                    |  |             |  |
| Direct Expenses  |   |              |                     | Direct Expenses                          |   |                 |  | Direct Expenses  |                                    |  |             | Total Hours 154                                  |
| Appraisals \$6,000.00  |   |              |                     | Legal \$2,500.00                         |   |                 |  | \$272.00   |                                    |  |             |  |
| Review Appraisals \$1,600.00   |   |              |                     |  |   |                 |  |  |                                    |  |             |  |
| <b>Total Direct Costs \$7,600.00</b>   | <b>Total Direct Costs \$2,500.00</b>          |              |                     |  | <b>Total Direct Costs \$272.00</b>                              |                 |  |  | <b>Total Cost</b>                  |  |             |  |

## **EXHIBIT A**

### **TASK ORDER 08: Prine Parcels**

#### **Scope of Work**

This Task Order pertains to an Agreement by and between South Central Regional Airport Agency (SCRAA), (“OWNER”), and HDR Engineering, Inc. (“ENGINEER”), dated November 15, 2017, (“the Agreement”). Engineer shall perform services on the project described below as provided herein and in the Agreement. This Task Order shall not be binding until it has been properly signed by both parties. Upon execution, this Task Order shall supplement the Agreement as it pertains to the project described below.

TASK ORDER NUMBER: 08

PROJECT NAME: South Central Regional Airport Development

PART 1.0      PROJECT DESCRIPTION: The South Central Regional Airport Agency desires to acquire a sufficient property interest in order to develop and construct the South Central Regional Airport.

Parcels 16 and 17 as shown on the South Central Regional Airport Exhibit A-Airport Property Map, March 2015 (latest version) as accepted by FAA.

The FAA issued a Finding of No Significant Environmental Impact (FONSI) determination in June 2017. The proposed acquisition is shown on the Airport’s Exhibit A property map and on the Airport Layout Plan (ALP) approved by FAA in March 2015.

PART 2.0      SCOPE OF SERVICES TO BE PERFORMED BY ENGINEER ON THE PROJECT: The South Central Regional Airport Agency (Sponsor) desires to retain the services of HDR Inc. (Consultant) to provide property acquisition and project coordination services, as needed, for the project.

The Consultant will complete the work tasks in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act (Uniform Act) and Iowa statutes relating to Iowa State Code 6B. Guidance provided in FAA AC 150/5100-17 Chg. 6 will be referenced.

Prior to the initiation of work, a telephone conference call will be scheduled with the FAA Airports Division Central Region land acquisition specialist. The telephone conference call shall include, at minimum, the Sponsor’s Attorney, Sponsor Staff and Consultant representative (s), Appraisers, and Acquisition Agent.

#### **1. RIGHT OF WAY ACQUISITION ADMINISTRATION AND PUBLIC HEARING**



The Consultant will summarize the need for the proposed acquisition to include the property interest (easements and fee title) to be acquired. The Sponsor will review and approve all property interest needs prior to the development of right-of way documents. The Sponsor's attorney will also prepare all necessary legal documents used for acquisition and title clearing purposes.

- There are no residential dwelling units located on the parcels proposed for acquisition.
- The Sponsor and consultant acknowledge and agree that the licensed real estate agents are required to adhere to Federal and State of Iowa statutes; the rules of the Supreme Court of Iowa as they may pertain to real estate agents; the rules and regulations promulgated by the Iowa Real Estate Commission; and the Iowa Administrative Rules and regulations in regards to a real estate agents conduct, responsibilities and duties.

## 2. REPORT OF OWNERSHIP AND LIENS

The consultant will coordinate with the local County Abstractor to develop and provide a report of current property ownership and existing liens on affected properties.

## 3. RIGHT-OF-WAY ACQUISITION PLATS AND DESCRIPTIONS

The Consultant will prepare acquisition plats and descriptions for the proposed easements and fee title acquisitions.

## 4. PARCEL FILE

The Consultant will develop a parcel file for each property proposed for acquisition. The parcel file will include the following information as may be required.

- Plats of Survey; Acquisition Plats (to include legal description)
- Summary of the proposed acquisition
- Record of ownership and liens
- Contact record to include correspondence, notes, telephonic & email communication
- Area computation work sheets
- Conveyance documents:
  - Summary of contacts/Conversation Reports
  - Offer to Purchase
  - 10-Day Waiver

- Warranty Deed
- Real Estate Purchase Agreement
- Avigation Easement
- Clearing documents as directed by the Sponsor's attorney
- Release of Tenant Interest and Leasehold Claims

## 5. PROPERTY APPRAISALS

The Consultant will use the services of a certified appraiser and review appraiser. The Appraiser will prepare, sign and furnish to the consultant and sponsor appraisal documentation following accepted appraisal principles and techniques in accordance with the Uniform Appraisal Standards for Federal Land Acquisition projects (USPAP), FAA AC 150/5100-17 and 49 CFR Part 24 requirements. The appraisal work may commence after preliminary title searches and abstracts upon the identification of the fee interest, leaseholds, and any encumbrances on the property to be acquired, and upon securing adequate property descriptions. The appraisal and review appraisal after review and approval by the Sponsor will be sent to FAA Central Region Airports Division for review and concurrence. After FAA concurrence, copies of the appraisal, review appraisal and/or compensation estimates are provided to the owner.

## 6. ACQUISITION NEGOTIATIONS

The Consultant and/or their designated representative will negotiate in good faith.

- The negotiator will make personal and private contacts with each property owner and tenant (the parties) or their representative to explain the effect of the acquisition, answer questions, present a written offer, and consider counter offers and to make approval offers for administrative settlements. Non-resident property owners will be contacted by certified or registered mail.
- It is anticipated that the property will have been acquired within 90 days after a written offer has been sent or delivered to the owner and tenant. Negotiations will be considered complete upon concurrence of one of the following: (1) the parties accept the offer, (2) the parties accept an administrative settlement, (3) the parties fail or refuse to accept the offer or administrative settlement, and/or (4) in the judgment of the consultant, negotiations have reached an impasse.
- The consultant will notify the Sponsor when negotiations have reached an impasse or cannot be acquired by a negotiated agreement. If the Sponsor decides to initiate condemnation actions, the consultant will provide a copy of the parcel file to the Sponsor's attorney. The Sponsor/Sponsor's attorney will provide written notice to the parties that the parcel is being prepared for condemnation.

- If condemnation is initiated, this task order will cease and the Sponsor will be billed on an hourly basis or a new task order will be opened for the condemnation proceedings.
- The consultant will continue to negotiate an agreement while condemnation documentation is being prepared by the Sponsor's attorney. After the condemnation documents have been prepared, filed and served; negotiations by the Consultant will cease.

#### 7. EXHIBIT A PROPERTY MAP/AIP GRANT APPLICATION

The consultant will update the Airport Exhibit A property map and coordinate with the Sponsor's attorney regarding the Certification of Title. The consultant will assist the Sponsor in preparing a grant application for submission to FAA.

- PART 3.0 OWNER'S RESPONSIBILITIES: The Sponsors attorney is responsible for the preparation of closing documents, title opinion and approving payments to the property owners and tenants.
- PART 4.0 PERIODS OF SERVICE: Five (5) years from date shown on Master Agreement
- PART 5.0 ENGINEER'S FEE: Attachment 1
- PART 6.0 OTHER: (To Be Determined)

This Task Order is executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

South Central Regional Airport Agency

“OWNER”

BY: \_\_\_\_\_

NAME: Jim Hansen

TITLE: Chair

ADDRESS: 825 Broadway Street  
Pella, IA 50219

HDR ENGINEERING, INC.

“ENGINEER”

BY: \_\_\_\_\_

NAME: Jason Kjenstad

TITLE: Vice President

ADDRESS: 6300 S. Old Village Place, Ste 100  
Sioux Falls, SD 57108

# ATTACHMENT 1



South Central Regional Airport Agency | Task Order 08 - Prine Parcels

| Personnel  | Steve Hoff        | Jerry Searle | Stephen Sykes       | Dave Rupiper                                  | Carla Schweback | Crystal Lyon    |  |   |  |  |             |  |
|--|-------------------|--------------|---------------------|---|-----------------|-----------------|--|---|--|--|-------------|--|
| Rate Category/Description  | Project Principal | FAA Lead     | ROW Project Manager | Lead Designer                                 | Accountant      | Admin Assistant |  |   |  |  |             |  |
| Direct Rate  | \$80.93           | \$61.80      | \$44.45             | \$50.00                                       | \$33.63         | \$26.00         |  |   |  |  | Total Hours | Total Cost                                       |
|  |                   |              |                     |   |                 |                 |  |   |  |  |             |  |
| <b>TASK 1 – Right of Way Acquisition Administration and Public Hearing</b>         |                   |              |                     |   |                 |                 |  |   |  |  |             |  |
| Project Setup and Close-Out  | 2                 |              |                     |   | 4               | 4               |  |   |  |  | 10          | \$ 400   |
| Project Accounting and Invoicing (12 month project duration)                       |                   |              |                     |   | 10              |                 |  |   |  |  | 10          | \$ 336   |
| Project Coordination w/ Client   |                   | 4            | 8                   | 4   |                 |                 |  |   |  |  | 16          | \$ 803   |
| <b>Subtotals</b>   | <b>2</b>          | <b>4</b>     | <b>8</b>            | <b>4</b>                                      | <b>14</b>       | <b>4</b>        |  |   |  |  | <b>36</b>   | <b>\$ 1,539</b>                                  |
|  |                   |              |                     |   |                 |                 |  |   |  |  |             | <b>Task Expenses</b>                             |
|  |                   |              |                     |   |                 |                 |  |   |  |  |             | <b>Task Total Cost</b>                           |
|  |                   |              |                     |   |                 |                 |  |   |  |  |             |  |
| <b>TASK 2 – Report of Ownership and Liens</b>                                      |                   |              |                     |   |                 |                 |  |   |  |  |             |  |
|  |                   |              | 2                   |   |                 |                 |  |   |  |  | 2           | \$ 89  |
| <b>Subtotals</b>   |                   |              | <b>2</b>            |   |                 |                 |  |   |  |  | <b>2</b>    | <b>\$ 89</b>                                     |
|  |                   |              |                     |   |                 |                 |  |   |  |  |             | <b>Task Expenses</b>                             |
|  |                   |              |                     |   |                 |                 |  |   |  |  |             | <b>Task Total Cost</b>                           |
|  |                   |              |                     |   |                 |                 |  |   |  |  |             |  |
| <b>TASK 3 – Right-of-Way Acquisition Plats and Descriptions</b>                    |                   |              |                     |   |                 |                 |  |   |  |  |             |  |
|  |                   | 1            | 2                   |   |                 |                 |  |   |  |  | 3           | \$ 151   |
| <b>Subtotals</b>   |                   | <b>1</b>     | <b>2</b>            |   |                 |                 |  |   |  |  | <b>3</b>    | <b>\$ 151</b>                                    |
|  |                   |              |                     |   |                 |                 |  |   |  |  |             | <b>Task Expenses</b>                             |
|  |                   |              |                     |   |                 |                 |  |   |  |  |             | <b>Task Total Cost</b>                           |
|  |                   |              |                     |   |                 |                 |  |   |  |  |             |  |
| <b>TASK 4 – Parcel File</b>  |                   |              |                     |   |                 |                 |  |   |  |  |             |  |
| Plats of Survey; Acquisitions Plats (to include legal Description)                 |                   |              |                     |   |                 |                 |  |   |  |  |             |  |
| Summary of the Proposed Acquisition  |                   |              | 2                   |   |                 |                 |  |   |  |  |             | \$ 89  |
| Record of Ownership and Liens  |                   |              | 2                   |   |                 |                 |  |   |  |  |             | \$ 89  |
| Contact Record to Included Correspondence, Notes, Telephonic & Email Communication |                   |              | 2                   |   |                 |                 |  |   |  |  |             | \$ 89  |
| Area Computation Work Sheets   |                   |              | 2                   |   |                 |                 |  |   |  |  |             | \$ 89  |
| Conveyance Documents   |                   |              | 2                   |   |                 | 10              |  |   |  |  |             | \$ 349   |
| <b>Subtotals</b>   |                   |              | <b>10</b>           |   |                 | <b>10</b>       |  |   |  |  | <b>20</b>   | <b>\$ 705</b>                                    |
|  |                   |              |                     |   |                 |                 |  |   |  |  |             | <b>Task Expenses</b>                             |
|  |                   |              |                     |   |                 |                 |  |   |  |  |             | <b>Task Total Cost</b>                           |
|  |                   |              |                     |   |                 |                 |  |   |  |  |             |  |
| <b>TASK 5 – Property Appraisals</b>  |                   |              |                     |   |                 |                 |  |   |  |  |             |  |
|  |                   | 1            | 2                   |   |                 |                 |  |   |  |  | 3           | \$ 151   |
| <b>Subtotals</b>   |                   | <b>1</b>     | <b>2</b>            |   |                 |                 |  |   |  |  | <b>3</b>    | <b>\$ 151</b>                                    |
|  |                   |              |                     |   |                 |                 |  |   |  |  |             | <b>Task Expenses</b>                             |
|  |                   |              |                     |   |                 |                 |  |   |  |  |             | <b>Task Total Cost</b>                           |
|  |                   |              |                     |   |                 |                 |  |   |  |  |             |  |
| <b>TASK 6 – Acquisition Negotiations</b>   |                   |              |                     |   |                 |                 |  |   |  |  |             |  |
|  |                   | 6            | 24                  |   |                 |                 |  |   |  |  | 30          | \$ 1,438   |
| <b>Subtotals</b>   |                   | <b>6</b>     | <b>24</b>           |   |                 |                 |  |   |  |  | <b>30</b>   | <b>\$ 1,438</b>                                  |
|  |                   |              |                     |   |                 |                 |  |   |  |  |             | <b>Task Expenses</b>                             |
|  |                   |              |                     |   |                 |                 |  |   |  |  |             | <b>Task Total Cost</b>                           |
|  |                   |              |                     |   |                 |                 |  |   |  |  |             |  |
| <b>TASK 7 – Exhibit A Property Map/AIP Grant Application</b>                       |                   |              |                     |   |                 |                 |  |   |  |  |             |  |
|  |                   | 4            |                     | 4   |                 | 12              |  |   |  |  | 20          | \$ 759   |
| <b>Subtotals</b>   |                   | <b>4</b>     |                     | <b>4</b>                                      |                 | <b>12</b>       |  |   |  |  | <b>20</b>   | <b>\$ 759</b>                                    |
|  |                   |              |                     |   |                 |                 |  |   |  |  |             | <b>Task Expenses</b>                             |
|  |                   |              |                     |   |                 |                 |  |   |  |  |             | <b>Task Total Cost</b>                           |
|  |                   |              |                     |   |                 |                 |  |   |  |  |             |  |
| <b>Totals</b>  | <b>2</b>          | <b>16</b>    | <b>48</b>           | <b>8</b>                                      | <b>14</b>       | <b>26</b>       |  |   |  |  | <b>114</b>  | <b>\$ 4,831</b>                                  |
|  |                   |              |                     |   |                 |                 |  |   |  |  |             | <b>Direct Labor</b>                              |
|  |                   |              |                     |   |                 |                 |  |   |  |  |             | <b>Overhead (156.48%)</b>                        |
|  |                   |              |                     |   |                 |                 |  |   |  |  |             | <b>Total Labor</b>                               |
|  |                   |              |                     |   |                 |                 |  |   |  |  |             | <b>Fixed Fee (15%)</b>                           |
|  |                   |              |                     |   |                 |                 |  |   |  |  |             | <b>Facilities Capital Cost of Money (.3537%)</b> |
|  |                   |              |                     |   |                 |                 |  |   |  |  |             | <b>Total Expenses</b>                            |
|  |                   |              |                     |   |                 |                 |  |   |  |  |             | <b>Total Cost</b>                                |
|  |                   |              |                     |   |                 |                 |  |   |  |  |             |  |
| <b>Expenses</b>  |                   |              |                     |   |                 |                 |  |   |  |  |             |  |
| <b>TASK 1 – Right of Way Acquisition Administration &amp; Public Hearing</b>       |                   |              |                     | <b>TASK 2 – Report of Ownership and Liens</b> |                 |                 |  | <b>TASK 3 – Right of Way Acquisition Plats and Descriptions</b> |  |  |             | <b>TASK 4 – Parcel File</b>                      |
| Direct Expenses  |                   |              |                     | Direct Expenses                               |                 |                 |  | Direct Expenses   |  |  |             | Direct Expenses                                  |
| Mileage \$500.00   |                   |              |                     | Mileage \$200.00                              |                 |                 |  | Garden \$8,000.00   |  |  |             | \$500.00   |
| Printing \$100.00  |                   |              |                     | Abstracts                                     |                 |                 |  |   |  |  |             |  |
|  |                   |              |                     | Printing                                      |                 |                 |  |   |  |  |             | \$100.00   |
| <b>Total Direct Costs \$600.00</b>   |                   |              |                     | <b>Total Direct Costs \$200.00</b>            |                 |                 |  | <b>Total Direct Costs \$8,000.00</b>                            |  |  |             | <b>Total Direct Costs \$600.00</b>               |
| <b>TASK 5 – Property Appraisals</b>  |                   |              |                     | <b>TASK 6 – Acquisition Negotiations</b>      |                 |                 |  | <b>TASK 7 – Exhibit A Property Map/AIP Grant Application</b>    |  |  |             |  |
| Direct Expenses  |                   |              |                     | Direct Expenses                               |                 |                 |  | Direct Expenses   |  |  |             | Total Hours 114                                  |
| Appraisals \$6,000.00  |                   |              |                     | Legal \$2,500.00                              |                 |                 |  | \$272.00  |  |  |             |  |
| Review Appraisals \$1,600.00   |                   |              |                     |   |                 |                 |  |   |  |  |             |  |
| <b>Total Direct Costs \$7,600.00</b>   |                   |              |                     | <b>Total Direct Costs \$2,500.00</b>          |                 |                 |  | <b>Total Direct Costs \$272.00</b>                              |  |  |             | <b>Total Cost</b>                                |

## **EXHIBIT A**

### **TASK ORDER 09: Rempe Parcels**

#### **Scope of Work**

This Task Order pertains to an Agreement by and between South Central Regional Airport Agency (SCRAA), (“OWNER”), and HDR Engineering, Inc. (“ENGINEER”), dated November 15, 2017, (“the Agreement”). Engineer shall perform services on the project described below as provided herein and in the Agreement. This Task Order shall not be binding until it has been properly signed by both parties. Upon execution, this Task Order shall supplement the Agreement as it pertains to the project described below.

TASK ORDER NUMBER: 09

PROJECT NAME: South Central Regional Airport Development

**PART 1.0 PROJECT DESCRIPTION:** The South Central Regional Airport Agency desires to acquire a sufficient property interest in order to develop and construct the South Central Regional Airport.

Parcels 19,21, and 22 as shown on the South Central Regional Airport Exhibit A-Airport Property Map, March 2015 (latest version) as accepted by FAA.

The FAA issued a Finding of No Significant Environmental Impact (FONSI) determination in June 2017. The proposed acquisition is shown on the Airport’s Exhibit A property map and on the Airport Layout Plan (ALP) approved by FAA in March 2015.

**PART 2.0 SCOPE OF SERVICES TO BE PERFORMED BY ENGINEER ON THE PROJECT:** The South Central Regional Airport Agency (Sponsor) desires to retain the services of HDR Inc. (Consultant) to provide property acquisition and project coordination services, as needed, for the project.

The Consultant will complete the work tasks in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act (Uniform Act) and Iowa statutes relating to Iowa State Code 6B. Guidance provided in FAA AC 150/5100-17 Chg. 6 will be referenced.

Prior to the initiation of work, a telephone conference call will be scheduled with the FAA Airports Division Central Region land acquisition specialist. The telephone conference call shall include, at minimum, the Sponsor’s Attorney, Sponsor Staff and Consultant representative (s), Appraisers, and Acquisition Agent.

#### **1. RIGHT OF WAY ACQUISITION ADMINISTRATION AND PUBLIC HEARING**

The Consultant will summarize the need for the proposed acquisition to include the property interest (easements and fee title) to be acquired. The Sponsor will review and approve all property interest needs prior to the development of right-of way documents. The Sponsor's attorney will also prepare all necessary legal documents used for acquisition and title clearing purposes.

- There are no residential dwelling units located on the parcels proposed for acquisition.
- The Sponsor and consultant acknowledge and agree that the licensed real estate agents are required to adhere to Federal and State of Iowa statutes; the rules of the Supreme Court of Iowa as they may pertain to real estate agents; the rules and regulations promulgated by the Iowa Real Estate Commission; and the Iowa Administrative Rules and regulations in regards to a real estate agents conduct, responsibilities and duties.

## 2. REPORT OF OWNERSHIP AND LIENS

The consultant will coordinate with the local County Abstractor to develop and provide a report of current property ownership and existing liens on affected properties.

## 3. RIGHT-OF-WAY ACQUISITION PLATS AND DESCRIPTIONS

The Consultant will prepare acquisition plats and descriptions for the proposed easements and fee title acquisitions.

## 4. PARCEL FILE

The Consultant will develop a parcel file for each property proposed for acquisition. The parcel file will include the following information as may be required.

- Plats of Survey; Acquisition Plats (to include legal description)
- Summary of the proposed acquisition
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- Conveyance documents:
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  - Offer to Purchase
  - 10-Day Waiver

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- Release of Tenant Interest and Leasehold Claims

## 5. PROPERTY APPRAISALS

The Consultant will use the services of a certified appraiser and review appraiser. The Appraiser will prepare, sign and furnish to the consultant and sponsor appraisal documentation following accepted appraisal principles and techniques in accordance with the Uniform Appraisal Standards for Federal Land Acquisition projects (USPAP), FAA AC 150/5100-17 and 49 CFR Part 24 requirements. The appraisal work may commence after preliminary title searches and abstracts upon the identification of the fee interest, leaseholds, and any encumbrances on the property to be acquired, and upon securing adequate property descriptions. The appraisal and review appraisal after review and approval by the Sponsor will be sent to FAA Central Region Airports Division for review and concurrence. After FAA concurrence, copies of the appraisal, review appraisal and/or compensation estimates are provided to the owner.

## 6. ACQUISITION NEGOTIATIONS

The Consultant and/or their designated representative will negotiate in good faith.

- The negotiator will make personal and private contacts with each property owner and tenant (the parties) or their representative to explain the effect of the acquisition, answer questions, present a written offer, and consider counter offers and to make approval offers for administrative settlements. Non-resident property owners will be contacted by certified or registered mail.
- It is anticipated that the property will have been acquired within 90 days after a written offer has been sent or delivered to the owner and tenant. Negotiations will be considered complete upon concurrence of one of the following: (1) the parties accept the offer, (2) the parties accept an administrative settlement, (3) the parties fail or refuse to accept the offer or administrative settlement, and/or (4) in the judgment of the consultant, negotiations have reached an impasse.
- The consultant will notify the Sponsor when negotiations have reached an impasse or cannot be acquired by a negotiated agreement. If the Sponsor decides to initiate condemnation actions, the consultant will provide a copy of the parcel file to the Sponsor's attorney. The Sponsor/Sponsor's attorney will provide written notice to the parties that the parcel is being prepared for condemnation.



- If condemnation is initiated, this task order will cease and the Sponsor will be billed on an hourly basis or a new task order will be opened for the condemnation proceedings.
- The consultant will continue to negotiate an agreement while condemnation documentation is being prepared by the Sponsor's attorney. After the condemnation documents have been prepared, filed and served; negotiations by the Consultant will cease.

#### 7. EXHIBIT A PROPERTY MAP/AIP GRANT APPLICATION

The consultant will update the Airport Exhibit A property map and coordinate with the Sponsor's attorney regarding the Certification of Title. The consultant will assist the Sponsor in preparing a grant application for submission to FAA.

- PART 3.0 OWNER'S RESPONSIBILITIES: The Sponsors attorney is responsible for the preparation of closing documents, title opinion and approving payments to the property owners and tenants.
- PART 4.0 PERIODS OF SERVICE: Five (5) years from date shown on Master Agreement
- PART 5.0 ENGINEER'S FEE: Attachment 1
- PART 6.0 OTHER: (To Be Determined)

This Task Order is executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

South Central Regional Airport Agency

“OWNER”

BY:

NAME:

TITLE:

ADDRESS:

Jim Hansen

Chair

825 Broadway Street  
Pella, IA 50219

HDR ENGINEERING, INC.

“ENGINEER”

BY:

NAME:

TITLE:

ADDRESS:

Jason Kjenstad

Sr. Vice President

6300 S. Old Village Place, Ste 100  
Sioux Falls, SD 57108

South Central Regional Airport Agency | Task Order **09** - Rempe Parcels

| Personnel  | Steve Hoff                                    | Jerry Searle | Stephen Sykes       | Dave Rupiper  | Carla Schweback   | Crystal Lyon    |  |  |                                    |  |             |                     |
|--|---|--------------|---------------------|---------------|---|-----------------|--|--|------------------------------------|--|-------------|---------------------|
| Rate Category/Description  | Project Principal                             | FAA Lead     | ROW Project Manager | Lead Designer | Accountant  | Admin Assistant |  |  |                                    |  |             |                     |
| Direct Rate  | \$80.93                                       | \$61.80      | \$44.45             | \$50.00       | \$33.63   | \$26.00         |  |  |                                    |  | Total Hours | Total Cost          |
| <b>TASK 1 – Right of Way Acquisition Administration and Public Hearing</b>         |   |              |                     |               |   |                 |  |  |                                    |  |             |                     |
| Project Setup and Close-Out  | 2   |              |                     |               | 4   | 4               |  |  |                                    |  | 10          | \$ 400              |
| Project Accounting and Invoicing (12 month project duration)                       |   |              |                     |               | 10  |                 |  |  |                                    |  | 10          | \$ 336              |
| Project Coordination w/ Client   |   | 4            | 8                   | 4             |   |                 |  |  |                                    |  | 16          | \$ 803              |
| <b>Subtotals</b>   | <b>2</b>                                      | <b>4</b>     | <b>8</b>            | <b>4</b>      | <b>14</b>   | <b>4</b>        |  |  |                                    |  | <b>36</b>   | <b>\$ 1,539</b>     |
| <b>Task Expenses</b>   |   |              |                     |               |   |                 |  |  |                                    |  |             | <b>\$ 600</b>       |
| <b>Task Total Cost</b>   |   |              |                     |               |   |                 |  |  |                                    |  |             | <b>\$ 2,139</b>     |
| <b>TASK 2 –Report of Ownership and Liens</b>                                       |   |              |                     |               |   |                 |  |  |                                    |  |             |                     |
|  |   |              | 2                   |               |   |                 |  |  |                                    |  | 2           | \$ 89               |
| <b>Subtotals</b>   |   |              | <b>2</b>            |               |   |                 |  |  |                                    |  | <b>2</b>    | <b>\$ 89</b>        |
| <b>Task Expenses</b>   |   |              |                     |               |   |                 |  |  |                                    |  |             | <b>\$ 200</b>       |
| <b>Task Total Cost</b>   |   |              |                     |               |   |                 |  |  |                                    |  |             | <b>\$ 289</b>       |
| <b>TASK 3 – Right-of-Way Acquisition Plats and Descriptions</b>                    |   |              |                     |               |   |                 |  |  |                                    |  |             |                     |
|  |   | 1            | 2                   |               |   |                 |  |  |                                    |  | 3           | \$ 151              |
| <b>Subtotals</b>   |   | <b>1</b>     | <b>2</b>            |               |   |                 |  |  |                                    |  | <b>3</b>    | <b>\$ 151</b>       |
| <b>Task Expenses</b>   |   |              |                     |               |   |                 |  |  |                                    |  |             | <b>\$ 9,000</b>     |
| <b>Task Total Cost</b>   |   |              |                     |               |   |                 |  |  |                                    |  |             | <b>\$ 9,151</b>     |
| <b>TASK 4 – Parcel File</b>  |   |              |                     |               |   |                 |  |  |                                    |  |             |                     |
| Plats of Survey; Acquisitions Plats (to include legal Description)                 |   |              |                     |               |   |                 |  |  |                                    |  |             |                     |
| Summary of the Proposed Acquisition  |   |              | 2                   |               |   |                 |  |  |                                    |  |             | \$ 89               |
| Record of Ownership and Liens  |   |              | 2                   |               |   |                 |  |  |                                    |  |             | \$ 89               |
| Contact Record to Included Correspondence, Notes, Telephonic & Email Communication |   |              | 2                   |               |   |                 |  |  |                                    |  |             | \$ 89               |
| Area Computation Work Sheets   |   |              | 2                   |               |   |                 |  |  |                                    |  |             | \$ 89               |
| Conveyance Documents   |   |              | 2                   |               |   | 10              |  |  |                                    |  |             | \$ 349              |
| <b>Subtotals</b>   |   |              | <b>10</b>           |               |   | <b>10</b>       |  |  |                                    |  | <b>20</b>   | <b>\$ 705</b>       |
| <b>Task Expenses</b>   |   |              |                     |               |   |                 |  |  |                                    |  |             | <b>\$ 600</b>       |
| <b>Task Total Cost</b>   |   |              |                     |               |   |                 |  |  |                                    |  |             | <b>\$ 1,305</b>     |
| <b>TASK 5 – Property Appraisals</b>  |   |              |                     |               |   |                 |  |  |                                    |  |             |                     |
|  |   | 1            | 2                   |               |   |                 |  |  |                                    |  | 3           | \$ 151              |
| <b>Subtotals</b>   |   | <b>1</b>     | <b>2</b>            |               |   |                 |  |  |                                    |  | <b>3</b>    | <b>\$ 151</b>       |
| <b>Task Expenses</b>   |   |              |                     |               |   |                 |  |  |                                    |  |             | <b>\$ 7,600</b>     |
| <b>Task Total Cost</b>   |   |              |                     |               |   |                 |  |  |                                    |  |             | <b>\$ 7,751</b>     |
| <b>TASK 6 – Acquisition Negotiations</b>   |   |              |                     |               |   |                 |  |  |                                    |  |             |                     |
|  |   | 6            | 24                  |               |   |                 |  |  |                                    |  | 30          | \$ 1,438            |
| <b>Subtotals</b>   |   | <b>6</b>     | <b>24</b>           |               |   |                 |  |  |                                    |  | <b>30</b>   | <b>\$ 1,438</b>     |
| <b>Task Expenses</b>   |   |              |                     |               |   |                 |  |  |                                    |  |             | <b>\$ 2,500</b>     |
| <b>Task Total Cost</b>   |   |              |                     |               |   |                 |  |  |                                    |  |             | <b>\$ 3,938</b>     |
| <b>TASK 7 – Exhibit A Property Map/AIP Grant Application</b>                       |   |              |                     |               |   |                 |  |  |                                    |  |             |                     |
|  |   | 4            |                     | 4             |   | 12              |  |  |                                    |  | 20          | \$ 759              |
| <b>Subtotals</b>   |   | <b>4</b>     |                     | <b>4</b>      |   | <b>12</b>       |  |  |                                    |  | <b>20</b>   | <b>\$ 759</b>       |
| <b>Task Expenses</b>   |   |              |                     |               |   |                 |  |  |                                    |  |             | <b>\$ 272</b>       |
| <b>Task Total Cost</b>   |   |              |                     |               |   |                 |  |  |                                    |  |             | <b>\$ 1,031</b>     |
| <b>Totals</b>  | <b>2</b>                                      | <b>16</b>    | <b>48</b>           | <b>8</b>      | <b>14</b>   | <b>26</b>       |  |  |                                    |  | <b>114</b>  | <b>\$ 4,831</b>     |
| <b>Direct Labor</b>  |   |              |                     |               |   |                 |  |  |                                    |  |             | <b>\$ 4,831</b>     |
| <b>Overhead (156.48%)</b>  |   |              |                     |               |   |                 |  |  |                                    |  |             | <b>\$ 7,559.67</b>  |
| <b>Total Labor</b>   |   |              |                     |               |   |                 |  |  |                                    |  |             | <b>\$ 12,390.75</b> |
| <b>Fixed Fee (15%)</b>   |   |              |                     |               |   |                 |  |  |                                    |  |             | <b>\$ 1,858.61</b>  |
| <b>Facilities Capital Cost of Money (.3537%)</b>                                   |   |              |                     |               |   |                 |  |  |                                    |  |             | <b>\$ 43.83</b>     |
| <b>Total Expenses</b>  |   |              |                     |               |   |                 |  |  |                                    |  |             | <b>\$ 20,772</b>    |
| <b>Total Cost</b>  |   |              |                     |               |   |                 |  |  |                                    |  |             | <b>\$ 35,065</b>    |
| <b>Expenses</b>  |   |              |                     |               |   |                 |  |  |                                    |  |             |                     |
| <b>TASK 1 – Right of Way Acquisition Administration &amp; Public Hearing</b>       | <b>TASK 2 – Report of Ownership and Liens</b> |              |                     |               | <b>TASK 3 – Right of Way Acquisition Plats and Descriptions</b> |                 |  |  | <b>TASK 4 – Parcel File</b>        |  |             |                     |
| Direct Expenses  | Direct Expenses                               |              |                     |               | Direct Expenses   |                 |  |  | Direct Expenses                    |  |             |                     |
| Mileage \$500.00   | Mileage \$200.00                              |              |                     |               | Garden \$9,000.00   |                 |  |  | \$500.00                           |  |             |                     |
| Printing \$100.00  | Abstracts                                     |              |                     |               |   |                 |  |  |                                    |  |             |                     |
| <b>Total Direct Costs \$600.00</b>   | <b>Total Direct Costs \$200.00</b>            |              |                     |               | <b>Total Direct Costs \$9,000.00</b>                            |                 |  |  | <b>Total Direct Costs \$600.00</b> |  |             |                     |
| <b>TASK 5 – Property Appraisals</b>  | <b>TASK 6 – Acquisition Negotiations</b>      |              |                     |               | <b>TASK 7 – Exhibit A Property Map/AIP Grant Application</b>    |                 |  |  | <b>-</b>                           |  |             |                     |
| Direct Expenses  | Direct Expenses                               |              |                     |               | Direct Expenses   |                 |  |  | Total Hours 114                    |  |             |                     |
| Appraisals \$6,000.00  | Legal \$2,500.00                              |              |                     |               | \$272.00  |                 |  |  |                                    |  |             |                     |
| Review Appraisals \$1,600.00   |   |              |                     |               |   |                 |  |  |                                    |  |             |                     |
| <b>Total Direct Costs \$7,600.00</b>   | <b>Total Direct Costs \$2,500.00</b>          |              |                     |               | <b>Total Direct Costs \$272.00</b>                              |                 |  |  | <b>Total Cost</b>                  |  |             |                     |

## **EXHIBIT A**

### **TASK ORDER 10: VanZomeran Parcels**

#### **Scope of Work**

This Task Order pertains to an Agreement by and between South Central Regional Airport Agency (SCRAA), (“OWNER”), and HDR Engineering, Inc. (“ENGINEER”), dated November 15, 2017, (“the Agreement”). Engineer shall perform services on the project described below as provided herein and in the Agreement. This Task Order shall not be binding until it has been properly signed by both parties. Upon execution, this Task Order shall supplement the Agreement as it pertains to the project described below.

TASK ORDER NUMBER: 10

PROJECT NAME: South Central Regional Airport Development

**PART 1.0 PROJECT DESCRIPTION:** The South Central Regional Airport Agency desires to acquire a sufficient property interest in order to develop and construct the South Central Regional Airport.

Parcel 15 as shown on the South Central Regional Airport Exhibit A- Airport Property Map, March 2015 (latest version) as accepted by FAA.

The FAA issued a Finding of No Significant Environmental Impact (FONSI) determination in June 2017. The proposed acquisition is shown on the Airport’s Exhibit A property map and on the Airport Layout Plan (ALP) approved by FAA in March 2015.

**PART 2.0 SCOPE OF SERVICES TO BE PERFORMED BY ENGINEER ON THE PROJECT:** The South Central Regional Airport Agency (Sponsor) desires to retain the services of HDR Inc. (Consultant) to provide property acquisition and project coordination services, as needed, for the project.

The Consultant will complete the work tasks in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act (Uniform Act) and Iowa statutes relating to Iowa State Code 6B. Guidance provided in FAA AC 150/5100-17 Chg. 6 will be referenced.

Prior to the initiation of work, a telephone conference call will be scheduled with the FAA Airports Division Central Region land acquisition specialist. The telephone conference call shall include, at minimum, the Sponsor’s Attorney, Sponsor Staff and Consultant representative (s), Appraisers, and Acquisition Agent.

#### **1. RIGHT OF WAY ACQUISITION ADMINISTRATION AND PUBLIC HEARING**

The Consultant will summarize the need for the proposed acquisition to include the property interest (easements and fee title) to be acquired. The Sponsor will review and approve all property interest needs prior to the development of right-of way documents. The Sponsor's attorney will also prepare all necessary legal documents used for acquisition and title clearing purposes.

- There are no residential dwelling units located on the parcels proposed for acquisition.
- The Sponsor and consultant acknowledge and agree that the licensed real estate agents are required to adhere to Federal and State of Iowa statutes; the rules of the Supreme Court of Iowa as they may pertain to real estate agents; the rules and regulations promulgated by the Iowa Real Estate Commission; and the Iowa Administrative Rules and regulations in regards to a real estate agents conduct, responsibilities and duties.

## 2. REPORT OF OWNERSHIP AND LIENS

The consultant will coordinate with the local County Abstractor to develop and provide a report of current property ownership and existing liens on affected properties.

## 3. RIGHT-OF-WAY ACQUISITION PLATS AND DESCRIPTIONS

The Consultant will prepare acquisition plats and descriptions for the proposed easements and fee title acquisitions.

## 4. PARCEL FILE

The Consultant will develop a parcel file for each property proposed for acquisition. The parcel file will include the following information as may be required.

- Plats of Survey; Acquisition Plats (to include legal description)
- Summary of the proposed acquisition
- Record of ownership and liens
- Contact record to include correspondence, notes, telephonic & email communication
- Area computation work sheets
- Conveyance documents:
  - Summary of contacts/Conversation Reports
  - Offer to Purchase
  - 10-Day Waiver

- Warranty Deed
- Real Estate Purchase Agreement
- Avigation Easement
- Clearing documents as directed by the Sponsor's attorney
- Release of Tenant Interest and Leasehold Claims

## 5. PROPERTY APPRAISALS

The Consultant will use the services of a certified appraiser and review appraiser. The Appraiser will prepare, sign and furnish to the consultant and sponsor appraisal documentation following accepted appraisal principles and techniques in accordance with the Uniform Appraisal Standards for Federal Land Acquisition projects (USPAP), FAA AC 150/5100-17 and 49 CFR Part 24 requirements. The appraisal work may commence after preliminary title searches and abstracts upon the identification of the fee interest, leaseholds, and any encumbrances on the property to be acquired, and upon securing adequate property descriptions. The appraisal and review appraisal after review and approval by the Sponsor will be sent to FAA Central Region Airports Division for review and concurrence. After FAA concurrence, copies of the appraisal, review appraisal and/or compensation estimates are provided to the owner.

## 6. ACQUISITION NEGOTIATIONS

The Consultant and/or their designated representative will negotiate in good faith.

- The negotiator will make personal and private contacts with each property owner and tenant (the parties) or their representative to explain the effect of the acquisition, answer questions, present a written offer, and consider counter offers and to make approval offers for administrative settlements. Non-resident property owners will be contacted by certified or registered mail.
- It is anticipated that the property will have been acquired within 90 days after a written offer has been sent or delivered to the owner and tenant. Negotiations will be considered complete upon concurrence of one of the following: (1) the parties accept the offer, (2) the parties accept an administrative settlement, (3) the parties fail or refuse to accept the offer or administrative settlement, and/or (4) in the judgment of the consultant, negotiations have reached an impasse.
- The consultant will notify the Sponsor when negotiations have reached an impasse or cannot be acquired by a negotiated agreement. If the Sponsor decides to initiate condemnation actions, the consultant will provide a copy of the parcel file to the Sponsor's attorney. The Sponsor/Sponsor's attorney will provide written notice to the parties that the parcel is being prepared for condemnation.

- If condemnation is initiated, this task order will cease and the Sponsor will be billed on an hourly basis or a new task order will be opened for the condemnation proceedings.
- The consultant will continue to negotiate an agreement while condemnation documentation is being prepared by the Sponsor's attorney. After the condemnation documents have been prepared, filed and served; negotiations by the Consultant will cease.

#### 7. EXHIBIT A PROPERTY MAP/AIP GRANT APPLICATION

The consultant will update the Airport Exhibit A property map and coordinate with the Sponsor's attorney regarding the Certification of Title. The consultant will assist the Sponsor in preparing a grant application for submission to FAA.

- PART 3.0 OWNER'S RESPONSIBILITIES: The Sponsors attorney is responsible for the preparation of closing documents, title opinion and approving payments to the property owners and tenants.
- PART 4.0 PERIODS OF SERVICE: Five (5) years from date shown on Master Agreement
- PART 5.0 ENGINEER'S FEE: Attachment 1
- PART 6.0 OTHER: (To Be Determined)

This Task Order is executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

South Central Regional Airport Agency

“OWNER”

BY: \_\_\_\_\_

NAME:

Jim Hansen

TITLE:

Chair

ADDRESS:

825 Broadway Street  
Pella, IA 50219

HDR ENGINEERING, INC.

“ENGINEER”

BY: \_\_\_\_\_

NAME:

Jason Kjenstad

TITLE:

Vice President

ADDRESS:

6300 S. Old Village Place, Ste 100  
Sioux Falls, SD 57108



# ATTACHMENT 1



South Central Regional Airport Agency | Task Order 10 - Van Zomerer Parcels

| Personnel  | Steve Hoff                                    | Jerry Searle | Stephen Sykes       | Dave Rupiper                             | Carla Schweback   | Crystal Lyon    |  |  |                                    |  |             |  |
|--|---|--------------|---------------------|--|---|-----------------|--|--|------------------------------------|--|-------------|--|
| Rate Category/Description  | Project Principal                             | FAA Lead     | ROW Project Manager | Lead Designer                            | Accountant  | Admin Assistant |  |  |                                    |  |             |  |
| Direct Rate  | \$80.93                                       | \$61.80      | \$44.45             | \$50.00                                  | \$33.63   | \$26.00         |  |  |                                    |  | Total Hours | Total Cost   |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             |  |
| <b>TASK 1 – Right of Way Acquisition Administration and Public Hearing</b>         |   |              |                     |  |   |                 |  |  |                                    |  |             |  |
| Project Setup and Close-Out  | 2   |              |                     |  | 4   | 4               |  |  |                                    |  | 10          | \$ 400   |
| Project Accounting and Invoicing (12 month project duration)                       |   |              |                     |  | 10  |                 |  |  |                                    |  | 10          | \$ 336   |
| Project Coordination w/ Client   |   | 4            | 8                   | 2  |   |                 |  |  |                                    |  | 14          | \$ 703   |
| <b>Subtotals</b>   | <b>2</b>                                      | <b>4</b>     | <b>8</b>            | <b>2</b>                                 | <b>14</b>   | <b>4</b>        |  |  |                                    |  | <b>34</b>   | <b>\$ 1,439</b>                                    |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             |  |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>Task Expenses \$ 600</b>                        |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>Task Total Cost \$ 2,039</b>                    |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             |  |
| <b>TASK 2 –Report of Ownership and Liens</b>                                       |   |              |                     |  |   |                 |  |  |                                    |  |             |  |
|  |   |              | 2                   |  |   |                 |  |  |                                    |  | 2           | \$ 89  |
| <b>Subtotals</b>   |   |              | <b>2</b>            |  |   |                 |  |  |                                    |  | <b>2</b>    | <b>\$ 89</b>                                       |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>Task Expenses \$ 200</b>                        |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>Task Total Cost \$ 289</b>                      |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             |  |
| <b>TASK 3 – Right-of-Way Acquisition Plats and Descriptions</b>                    |   |              |                     |  |   |                 |  |  |                                    |  |             |  |
|  |   | 1            | 2                   | 2  |   |                 |  |  |                                    |  | 5           | \$ 251   |
| <b>Subtotals</b>   |   | <b>1</b>     | <b>2</b>            | <b>2</b>                                 |   |                 |  |  |                                    |  | <b>5</b>    | <b>\$ 251</b>                                      |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>Task Expenses \$ 6,000</b>                      |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>Task Total Cost \$ 6,251</b>                    |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             |  |
| <b>TASK 4 – Parcel File</b>  |   |              |                     |  |   |                 |  |  |                                    |  |             |  |
| Plats of Survey; Acquisitions Plats (to include legal Description)                 |   |              |                     |  |   |                 |  |  |                                    |  |             |  |
| Summary of the Proposed Acquisition  |   |              | 2                   |  |   |                 |  |  |                                    |  |             | \$ 89  |
| Record of Ownership and Liens  |   |              | 2                   |  |   |                 |  |  |                                    |  |             | \$ 89  |
| Contact Record to Included Correspondence, Notes, Telephonic & Email Communication |   |              | 2                   |  |   |                 |  |  |                                    |  |             | \$ 89  |
| Area Computation Work Sheets   |   |              | 2                   |  |   |                 |  |  |                                    |  |             | \$ 89  |
| Conveyance Documents   |   |              | 2                   |  |   | 10              |  |  |                                    |  |             | \$ 349   |
| <b>Subtotals</b>   |   |              | <b>10</b>           |  |   | <b>10</b>       |  |  |                                    |  | <b>20</b>   | <b>\$ 705</b>                                      |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>Task Expenses \$ 600</b>                        |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>Task Total Cost \$ 1,305</b>                    |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             |  |
| <b>TASK 5 – Property Appraisals</b>  |   |              |                     |  |   |                 |  |  |                                    |  |             |  |
|  |   | 1            | 2                   |  |   |                 |  |  |                                    |  | 3           | \$ 151   |
| <b>Subtotals</b>   |   | <b>1</b>     | <b>2</b>            |  |   |                 |  |  |                                    |  | <b>3</b>    | <b>\$ 151</b>                                      |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>Task Expenses \$ 7,600</b>                      |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>Task Total Cost \$ 7,751</b>                    |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             |  |
| <b>TASK 6 – Acquisition Negotiations</b>   |   |              |                     |  |   |                 |  |  |                                    |  |             |  |
|  |   | 4            | 24                  |  |   |                 |  |  |                                    |  | 28          | \$ 1,314   |
| <b>Subtotals</b>   |   | <b>4</b>     | <b>24</b>           |  |   |                 |  |  |                                    |  | <b>28</b>   | <b>\$ 1,314</b>                                    |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>Task Expenses \$ 2,500</b>                      |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>Task Total Cost \$ 3,814</b>                    |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             |  |
| <b>TASK 7 – Exhibit A Property Map/AIP Grant Application</b>                       |   |              |                     |  |   |                 |  |  |                                    |  |             |  |
|  |   | 6            |                     | 4  |   | 12              |  |  |                                    |  | 22          | \$ 883   |
| <b>Subtotals</b>   |   | <b>6</b>     |                     | <b>4</b>                                 |   | <b>12</b>       |  |  |                                    |  | <b>22</b>   | <b>\$ 883</b>                                      |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>Task Expenses \$ 272</b>                        |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>Task Total Cost \$ 1,155</b>                    |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             |  |
| <b>Totals</b>  | <b>2</b>                                      | <b>16</b>    | <b>48</b>           | <b>8</b>                                 | <b>14</b>   | <b>26</b>       |  |  |                                    |  | <b>114</b>  | <b>\$ 4,831</b>                                    |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             |  |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | Direct Labor \$ 4,831                              |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | Overhead (156.48%) \$ 7,559.67                     |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | Total Labor \$ 12,390.75                           |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | Fixed Fee (15%) \$ 1,858.61                        |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | Facilities Capital Cost of Money (.3537%) \$ 43.83 |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>Total Expenses \$ 17,772</b>                    |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             | <b>Total Cost \$ 32,065</b>                        |
|  |   |              |                     |  |   |                 |  |  |                                    |  |             |  |
| <b>Expenses</b>  |   |              |                     |  |   |                 |  |  |                                    |  |             |  |
| <b>TASK 1 – Right of Way Acquisition Administration &amp; Public Hearing</b>       | <b>TASK 2 – Report of Ownership and Liens</b> |              |                     |  | <b>TASK 3 – Right of Way Acquisition Plats and Descriptions</b> |                 |  |  | <b>TASK 4 – Parcel File</b>        |  |             |  |
| Direct Expenses  | Direct Expenses                               |              |                     |  | Direct Expenses   |                 |  |  | Direct Expenses                    |  |             |  |
| Mileage \$500.00   | Mileage \$200.00                              |              |                     |  | Garden \$6,000.00   |                 |  |  | \$500.00                           |  |             |  |
| Printing \$100.00  | Abstracts Printing                            |              |                     |  |   |                 |  |  | \$100.00                           |  |             |  |
| <b>Total Direct Costs \$600.00</b>   | <b>Total Direct Costs \$200.00</b>            |              |                     |  | <b>Total Direct Costs \$6,000.00</b>                            |                 |  |  | <b>Total Direct Costs \$600.00</b> |  |             |  |
| <b>TASK 5 – Property Appraisals</b>  |   |              |                     | <b>TASK 6 – Acquisition Negotiations</b> |   |                 |  | <b>TASK 7 – Exhibit A Property Map/AIP Grant Application</b> |                                    |  |             |  |
| Direct Expenses  | Direct Expenses                               |              |                     |  | Direct Expenses   |                 |  |  | Total Hours 114                    |  |             |  |
| Appraisals \$6,000.00  | Legal \$2,500.00                              |              |                     |  | \$272.00  |                 |  |  |                                    |  |             |  |
| Review Appraisals \$1,600.00   |   |              |                     |  |   |                 |  |  |                                    |  |             |  |
| <b>Total Direct Costs \$7,600.00</b>   | <b>Total Direct Costs \$2,500.00</b>          |              |                     |  | <b>Total Direct Costs \$272.00</b>                              |                 |  |  | <b>Total Cost</b>                  |  |             |  |

## **EXHIBIT A**

### **TASK ORDER 11: Wichhart Parcels**

#### **Scope of Work**

This Task Order pertains to an Agreement by and between South Central Regional Airport Agency (SCRAA), (“OWNER”), and HDR Engineering, Inc. (“ENGINEER”), dated November 15, 2017, (“the Agreement”). Engineer shall perform services on the project described below as provided herein and in the Agreement. This Task Order shall not be binding until it has been properly signed by both parties. Upon execution, this Task Order shall supplement the Agreement as it pertains to the project described below.

TASK ORDER NUMBER: 11

PROJECT NAME: South Central Regional Airport Development

PART 1.0      PROJECT DESCRIPTION: The South Central Regional Airport Agency desires to acquire a sufficient property interest in order to develop and construct the South Central Regional Airport.

Parcels 1,2,3,4,26, and 27 as shown on the South Central Regional Airport Exhibit A- Airport Property Map, March 2015 (latest version) as accepted by FAA.

The FAA issued a Finding of No Significant Environmental Impact (FONSI) determination in June 2017. The proposed acquisition is shown on the Airport’s Exhibit A property map and on the Airport Layout Plan (ALP) approved by FAA in March 2015.

PART 2.0      SCOPE OF SERVICES TO BE PERFORMED BY ENGINEER ON THE PROJECT: The South Central Regional Airport Agency (Sponsor) desires to retain the services of HDR Inc. (Consultant) to provide property acquisition and project coordination services, as needed, for the project.

The Consultant will complete the work tasks in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act (Uniform Act) and Iowa statutes relating to Iowa State Code 6B. Guidance provided in FAA AC 150/5100-17 Chg. 6 will be referenced.

Prior to the initiation of work, a telephone conference call will be scheduled with the FAA Airports Division Central Region land acquisition specialist. The telephone conference call shall include, at minimum, the Sponsor’s Attorney, Sponsor Staff and Consultant representative (s), Appraisers, and Acquisition Agent.

1. RIGHT OF WAY ACQUISITION ADMINISTRATION AND PUBLIC HEARING

The Consultant will summarize the need for the proposed acquisition to include the property interest (easements and fee title) to be acquired. The Sponsor will review and approve all property interest needs prior to the development of right-of way documents. The Sponsor's attorney will also prepare all necessary legal documents used for acquisition and title clearing purposes.

- There are no residential dwelling units located on the parcels proposed for acquisition.
- The Sponsor and consultant acknowledge and agree that the licensed real estate agents are required to adhere to Federal and State of Iowa statutes; the rules of the Supreme Court of Iowa as they may pertain to real estate agents; the rules and regulations promulgated by the Iowa Real Estate Commission; and the Iowa Administrative Rules and regulations in regards to a real estate agents conduct, responsibilities and duties.

2. REPORT OF OWNERSHIP AND LIENS

The consultant will coordinate with the local County Abstractor to develop and provide a report of current property ownership and existing liens on affected properties.

3. RIGHT-OF-WAY ACQUISITION PLATS AND DESCRIPTIONS

The Consultant will prepare acquisition plats and descriptions for the proposed easements and fee title acquisitions.

4. PARCEL FILE

The Consultant will develop a parcel file for each property proposed for acquisition. The parcel file will include the following information as may be required.

- Plats of Survey; Acquisition Plats (to include legal description)
- Summary of the proposed acquisition
- Record of ownership and liens
- Contact record to include correspondence, notes, telephonic & email communication
- Area computation work sheets
- Conveyance documents:
  - Summary of contacts/Conversation Reports

- Offer to Purchase
- 10-Day Waiver
- Warranty Deed
- Real Estate Purchase Agreement
- Avigation Easement
- Clearing documents as directed by the Sponsor's attorney
- Release of Tenant Interest and Leasehold Claims

## 5. PROPERTY APPRAISALS

The Consultant will use the services of a certified appraiser and review appraiser. The Appraiser will prepare, sign and furnish to the consultant and sponsor appraisal documentation following accepted appraisal principles and techniques in accordance with the Uniform Appraisal Standards for Federal Land Acquisition projects (USPAP), FAA AC 150/5100-17 and 49 CFR Part 24 requirements. The appraisal work may commence after preliminary title searches and abstracts upon the identification of the fee interest, leaseholds, and any encumbrances on the property to be acquired, and upon securing adequate property descriptions. The appraisal and review appraisal after review and approval by the Sponsor will be sent to FAA Central Region Airports Division for review and concurrence. After FAA concurrence, copies of the appraisal, review appraisal and/or compensation estimates are provided to the owner.

## 6. ACQUISITION NEGOTIATIONS

The Consultant and/or their designated representative will negotiate in good faith.

- The negotiator will make personal and private contacts with each property owner and tenant (the parties) or their representative to explain the effect of the acquisition, answer questions, present a written offer, and consider counter offers and to make approval offers for administrative settlements. Non-resident property owners will be contacted by certified or registered mail.
- It is anticipated that the property will have been acquired within 90 days after a written offer has been sent or delivered to the owner and tenant. Negotiations will be considered complete upon concurrence of one of the following: (1) the parties accept the offer, (2) the parties accept an administrative settlement, (3) the parties fail or refuse to accept the offer or administrative settlement, and/or (4) in the judgment of the consultant, negotiations have reached an impasse.
- The consultant will notify the Sponsor when negotiations have reached an impasse or cannot be acquired by a negotiated agreement. If the Sponsor decides to initiate condemnation actions, the consultant will provide a copy of the parcel file to the Sponsor's attorney. The Sponsor/Sponsor's

attorney will provide written notice to the parties that the parcel is being prepared for condemnation.

- If condemnation is initiated, this task order will cease and the Sponsor will be billed on an hourly basis or a new task order will be opened for the condemnation proceedings.
- The consultant will continue to negotiate an agreement while condemnation documentation is being prepared by the Sponsor's attorney. After the condemnation documents have been prepared, filed and served; negotiations by the Consultant will cease.

#### 7. EXHIBIT A PROPERTY MAP/AIP GRANT APPLICATION

The consultant will update the Airport Exhibit A property map and coordinate with the Sponsor's attorney regarding the Certification of Title. The consultant will assist the Sponsor in preparing a grant application for submission to FAA.

PART 3.0 OWNER'S RESPONSIBILITIES: The Sponsors attorney is responsible for the preparation of closing documents, title opinion and approving payments to the property owners and tenants.

PART 4.0 PERIODS OF SERVICE: Five (5) years from date shown on Master Agreement

PART 5.0 ENGINEER'S FEE: Attachment 1

PART 6.0 OTHER: (To Be Determined)

This Task Order is executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

South Central Regional Airport Agency

“OWNER”

BY: \_\_\_\_\_

NAME: Jim Hansen

TITLE: Chair

ADDRESS: 825 Broadway Street  
Pella, IA 50219

HDR ENGINEERING, INC.

“ENGINEER”

BY: \_\_\_\_\_

NAME: Jason Kjenstad

TITLE: Sr. Vice President

ADDRESS: 6300 S. Old Village Place, Ste 100  
Sioux Falls, SD 57108

# ATTACHMENT 1



South Central Regional Airport Agency | Task Order 11 - Wichart Parcels

| Personnel  | Steve Hoff                                    | Jerry Searle | Stephen Sykes       | Dave Rupiper  | Carla Schweback   | Crystal Lyon    |  |  |                                    |  |  |  |                     |
|--|---|--------------|---------------------|---------------|---|-----------------|--|--|------------------------------------|--|--|--|---------------------|
| Rate Category/Description  | Project Principal                             | FAA Lead     | ROW Project Manager | Lead Designer | Accountant  | Admin Assistant |  |  |                                    |  |  | Total Hours                                      | Total Cost          |
| Direct Rate  | \$80.93                                       | \$61.80      | \$44.45             | \$50.00       | \$33.63   | \$26.00         |  |  |                                    |  |  |  |                     |
| <b>TASK 1 – Right of Way Acquisition Administration and Public Hearing</b>         |   |              |                     |               |   |                 |  |  |                                    |  |  |  |                     |
| Project Setup and Close-Out  | 2   |              |                     |               | 4   | 6               |  |  |                                    |  |  | 12   | \$ 452              |
| Project Accounting and Invoicing (12 month project duration)                       |   |              |                     |               | 24  |                 |  |  |                                    |  |  | 24   | \$ 807              |
| Project Coordination w/ Client   |   | 2            | 4                   | 4             |   |                 |  |  |                                    |  |  | 10   | \$ 501              |
| <b>Subtotals</b>   | <b>2</b>                                      | <b>2</b>     | <b>4</b>            | <b>4</b>      | <b>28</b>   | <b>6</b>        |  |  |                                    |  |  | <b>46</b>  | <b>\$ 1,761</b>     |
|  |   |              |                     |               |   |                 |  |  |                                    |  |  | <b>Task Expenses</b>                             | <b>\$ 1,100</b>     |
|  |   |              |                     |               |   |                 |  |  |                                    |  |  | <b>Task Total Cost</b>                           | <b>\$ 2,861</b>     |
| <b>TASK 2 – Report of Ownership and Liens</b>                                      |   |              |                     |               |   |                 |  |  |                                    |  |  |  |                     |
|  |   |              | 1                   |               |   |                 |  |  |                                    |  |  | 1  | \$ 44               |
| <b>Subtotals</b>   |   |              | <b>1</b>            |               |   |                 |  |  |                                    |  |  | <b>1</b>   | <b>\$ 44</b>        |
|  |   |              |                     |               |   |                 |  |  |                                    |  |  | <b>Task Expenses</b>                             | <b>\$ 500</b>       |
|  |   |              |                     |               |   |                 |  |  |                                    |  |  | <b>Task Total Cost</b>                           | <b>\$ 544</b>       |
| <b>TASK 3 – Right-of-Way Acquisition Plats and Descriptions</b>                    |   |              |                     |               |   |                 |  |  |                                    |  |  |  |                     |
|  |   | 2            | 2                   | 4             |   |                 |  |  |                                    |  |  | 8  | \$ 413              |
| <b>Subtotals</b>   |   | <b>2</b>     | <b>2</b>            | <b>4</b>      |   |                 |  |  |                                    |  |  | <b>8</b>   | <b>\$ 413</b>       |
|  |   |              |                     |               |   |                 |  |  |                                    |  |  | <b>Task Expenses</b>                             | <b>\$ 13,000</b>    |
|  |   |              |                     |               |   |                 |  |  |                                    |  |  | <b>Task Total Cost</b>                           | <b>\$ 13,413</b>    |
| <b>TASK 4 – Parcel File</b>  |   |              |                     |               |   |                 |  |  |                                    |  |  |  |                     |
| Plats of Survey; Acquisitions Plats (to include legal Description)                 |   |              |                     |               |   |                 |  |  |                                    |  |  |  |                     |
| Summary of the Proposed Acquisition  |   |              | 4                   | 2             |   |                 |  |  |                                    |  |  |  | \$ 278              |
| Record of Ownership and Liens  |   |              | 4                   |               |   |                 |  |  |                                    |  |  |  | \$ 178              |
| Contact Record to Included Correspondence, Notes, Telephonic & Email Communication |   |              | 4                   |               |   |                 |  |  |                                    |  |  |  | \$ 178              |
| Area Computation Work Sheets   |   |              | 4                   |               |   |                 |  |  |                                    |  |  |  | \$ 178              |
| Conveyance Documents   |   |              | 4                   |               |   | 10              |  |  |                                    |  |  |  | \$ 438              |
| <b>Subtotals</b>   |   |              | <b>20</b>           | <b>2</b>      |   | <b>10</b>       |  |  |                                    |  |  | <b>32</b>  | <b>\$ 1,249</b>     |
|  |   |              |                     |               |   |                 |  |  |                                    |  |  | <b>Task Expenses</b>                             | <b>\$ 600</b>       |
|  |   |              |                     |               |   |                 |  |  |                                    |  |  | <b>Task Total Cost</b>                           | <b>\$ 1,849</b>     |
| <b>TASK 5 – Property Appraisals</b>  |   |              |                     |               |   |                 |  |  |                                    |  |  |  |                     |
|  |   |              | 1                   |               |   |                 |  |  |                                    |  |  | 1  | \$ 44               |
| <b>Subtotals</b>   |   |              | <b>1</b>            |               |   |                 |  |  |                                    |  |  | <b>1</b>   | <b>\$ 44</b>        |
|  |   |              |                     |               |   |                 |  |  |                                    |  |  | <b>Task Expenses</b>                             | <b>\$ 7,600</b>     |
|  |   |              |                     |               |   |                 |  |  |                                    |  |  | <b>Task Total Cost</b>                           | <b>\$ 7,644</b>     |
| <b>TASK 6 – Acquisition Negotiations</b>   |   |              |                     |               |   |                 |  |  |                                    |  |  |  |                     |
|  |   | 4            | 28                  | 4             |   |                 |  |  |                                    |  |  | 36   | \$ 1,692            |
| <b>Subtotals</b>   |   | <b>4</b>     | <b>28</b>           | <b>4</b>      |   |                 |  |  |                                    |  |  | <b>36</b>  | <b>\$ 1,692</b>     |
|  |   |              |                     |               |   |                 |  |  |                                    |  |  | <b>Task Expenses</b>                             | <b>\$ 2,500</b>     |
|  |   |              |                     |               |   |                 |  |  |                                    |  |  | <b>Task Total Cost</b>                           | <b>\$ 4,192</b>     |
| <b>TASK 7 – Exhibit A Property Map/AIP Grant Application</b>                       |   |              |                     |               |   |                 |  |  |                                    |  |  |  |                     |
|  |   | 4            |                     | 10            |   | 12              |  |  |                                    |  |  | 26   | \$ 1,059            |
| <b>Subtotals</b>   |   | <b>4</b>     |                     | <b>10</b>     |   | <b>12</b>       |  |  |                                    |  |  | <b>26</b>  | <b>\$ 1,059</b>     |
|  |   |              |                     |               |   |                 |  |  |                                    |  |  | <b>Task Expenses</b>                             | <b>\$ 444</b>       |
|  |   |              |                     |               |   |                 |  |  |                                    |  |  | <b>Task Total Cost</b>                           | <b>\$ 1,503</b>     |
| <b>Totals</b>  | <b>2</b>                                      | <b>12</b>    | <b>56</b>           | <b>24</b>     | <b>28</b>   | <b>28</b>       |  |  |                                    |  |  | <b>150</b>                                       | <b>\$ 6,262</b>     |
|  |   |              |                     |               |   |                 |  |  |                                    |  |  | <b>Direct Labor</b>                              | <b>\$ 6,262</b>     |
|  |   |              |                     |               |   |                 |  |  |                                    |  |  | <b>Overhead (156.48%)</b>                        | <b>\$ 9,799.25</b>  |
|  |   |              |                     |               |   |                 |  |  |                                    |  |  | <b>Total Labor</b>                               | <b>\$ 16,061.55</b> |
|  |   |              |                     |               |   |                 |  |  |                                    |  |  | <b>Fixed Fee (15%)</b>                           | <b>\$ 2,409.23</b>  |
|  |   |              |                     |               |   |                 |  |  |                                    |  |  | <b>Facilities Capital Cost of Money (.3537%)</b> | <b>\$ 56.81</b>     |
|  |   |              |                     |               |   |                 |  |  |                                    |  |  | <b>Total Expenses</b>                            | <b>\$ 25,744</b>    |
|  |   |              |                     |               |   |                 |  |  |                                    |  |  | <b>Total Cost</b>                                | <b>\$ 44,272</b>    |
| <b>Expenses</b>  |   |              |                     |               |   |                 |  |  |                                    |  |  |  |                     |
| <b>TASK 1 – Right of Way Acquisition Administration &amp; Public Hearing</b>       | <b>TASK 2 – Report of Ownership and Liens</b> |              |                     |               | <b>TASK 3 – Right of Way Acquisition Plats and Descriptions</b> |                 |  |  | <b>TASK 4 – Parcel File</b>        |  |  |  |                     |
| Direct Expenses  | Direct Expenses                               |              |                     |               | Direct Expenses   |                 |  |  | Direct Expenses                    |  |  |  |                     |
| Mileage \$1,000.00   | Mileage \$500.00                              |              |                     |               | Garden \$13,000.00  |                 |  |  | \$500.00                           |  |  |  |                     |
| Printing \$100.00  | Abstracts Printing                            |              |                     |               |   |                 |  |  | \$100.00                           |  |  |  |                     |
| <b>Total Direct Costs \$1,100.00</b>   | <b>Total Direct Costs \$500.00</b>            |              |                     |               | <b>Total Direct Costs \$13,000.00</b>                           |                 |  |  | <b>Total Direct Costs \$600.00</b> |  |  |  |                     |
| <b>TASK 5 – Property Appraisals</b>  | <b>TASK 6 – Acquisition Negotiations</b>      |              |                     |               | <b>TASK 7 – Exhibit A Property Map/AIP Grant Application</b>    |                 |  |  |                                    |  |  |  |                     |
| Direct Expenses  | Direct Expenses                               |              |                     |               | Direct Expenses   |                 |  |  | Total Hours 150                    |  |  |  |                     |
| Appraisals \$6,000.00  | Legal \$2,500.00                              |              |                     |               | \$444.00  |                 |  |  |                                    |  |  |  |                     |
| Review Appraisals \$1,600.00   |   |              |                     |               |   |                 |  |  |                                    |  |  |  |                     |
| <b>Total Direct Costs \$7,600.00</b>   | <b>Total Direct Costs \$2,500.00</b>          |              |                     |               | <b>Total Direct Costs \$444.00</b>                              |                 |  |  | <b>Total Cost</b>                  |  |  |  |                     |

ITEM: #7

SUBJECT: Resolution Approving Amendment for Task Order #1 with HDR Engineering, Inc.

DATE: October 29, 2018

**BACKGROUND:**

This resolution approves an amendment for Task Order #1 with HDR Engineering, Inc. As background, the South Central Regional Airport Agency (SCRAA) approved Task Order #1 for engineering services with HDR Engineering, Inc. on December 13, 2017 with a not-to-exceed fee total of \$24,749. Task Order #1 was for a public information meeting to satisfy Iowa Code Chapter 6B requirements for governments planning to acquire agricultural properties. HDR conducted the public information meeting on April 25, 2018 and essentially completed the services outlined in Task Order #1. Since April 25, 2018, HDR staff has been performing general services for the SCRAA for the proposed regional airport.

This proposed amendment is for general project services such as preparing grant applications, preparing Federal Aviation Administration (FAA) ACIP data sheets, preparing site maps, responding to inquiries from the public and government agencies, and attending meetings with the SCRAA Executive Committee and FAA. The proposed fees for the amendment to Task Order #1 are \$34,006, and if approved by the Board, the total fees for Task Order #1 will be a not-to-exceed amount of \$58,755.

It is also important to note, HDR will track the costs of this proposed amendment as they may be eligible for inclusion in a federal grant for "Project Formulation Costs."

ATTACHMENTS: Resolution, Proposed Amendment

REPORT PREPARED BY: Staff

RECOMMENDED ACTION: Approve resolution



## **RESOLUTION NO. 28**

### **RESOLUTION APPROVING AMENDMENT FOR TASK ORDER #1 WITH HDR ENGINEERING, INC.**

WHEREAS, the South Central Regional Airport Agency (SCRAA) approved Task Order #1 for engineering services with HDR Engineering, Inc. on December 13, 2017 with a not-to-exceed fee total of \$24,749; and

WHEREAS, Task Order #1 was for a public information meeting to satisfy Iowa Code Chapter 6B requirements for governments planning to acquire agricultural properties; and

WHEREAS, HDR Engineering, Inc. completed Task Order #1 on April 25, 2018; and

WHEREAS, since April 25, 2018, HDR staff has been performing general services for the SCRAA for the proposed regional airport; and

WHEREAS, this proposed amendment is for general project services such as preparing grant applications, preparing Federal Aviation Administration (FAA) ACIP data sheets, preparing site maps, responding to inquiries from the public and government agencies, and attending meetings with the SCRAA Executive Committee and FAA; and

WHEREAS, the proposed fees for the amendment to Task Order #1 shall not exceed \$34,006, bringing the total fees for Task Order #1 to a not-to-exceed amount of \$58,755; and

WHEREAS, HDR will track the costs of this proposed amendment as they may be eligible for inclusion in a federal grant for "Project Formulation Costs."

NOW, THEREFORE, it is hereby resolved by the Board of the South Central Regional Airport Agency that the proposed amendment to Task Order #1 with HDR Engineering, Inc. be approved. The Board Chairman is hereby authorized to execute the proposed amendment on behalf of the South Central Regional Airport Agency.

Passed and approved this 29<sup>th</sup> day of October, 2018.

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Jim Hansen, Board Chairman

ATTEST:

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David Barnes, Secretary/Treasurer

AMENDMENT TO AGREEMENT  
FOR  
ENGINEERING SERVICES

WHEREAS:

HDR ENGINEERING, INC. ("HDR") entered into an Agreement on January 18, 2018 to perform engineering services for Public Information Meeting – Iowa Code 6B ("Task Order 1");

South Central Regional Airport Agency (SCRAA) desires to amend this Agreement in order for HDR to perform services beyond those previously contemplated;

HDR is willing to amend the agreement and perform the additional engineering services.

NOW, THEREFORE, HDR and SCRAA do hereby agree:

The Agreement and the terms and conditions therein shall remain unchanged other than those sections and exhibits listed below;

Part 2.0 Scope of Work: Additional services: Amendment Number One  
Exhibit A shall be replaced with the following: Attachment 1 Task Order One-Amendment 1

IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of the day and year written below:

HDR ENGINEERING, INC. ("HDR")

South Central Regional Airport Agency ("SCRAA")

By:\_\_\_\_\_

By:\_\_\_\_\_

Title:\_\_\_\_\_

Title:\_\_\_\_\_

Date:\_\_\_\_\_

Date:\_\_\_\_\_

## H2R

South Central Regional Airport Agency | Task Order 1 - Amendment 1

|  |                   |              |  |                                 |                 |                 |                |  |  |  |             |   |
|--|-------------------|--------------|--|---------------------------------|-----------------|-----------------|----------------|--|--|--|-------------|---|
| Personnel  | Steve Hoff        | Jerry Searle |  | Dave Rupiper                    | Carla Schwebach | Crystal Lyon    |                |  |  |  |             |   |
| Rate Category/Description                          | Project Principal | FAA Lead     |  | Lead Designer                   | Accountant      | Admin Assistant | Graphic Artist |  |  |  |             |   |
| Direct Rate  | \$87.41           | \$63.96      |  | \$51.75                         | \$36.20         | \$26.91         | \$40.00        |  |  |  | Total Hours | Total Cost  |
|  |                   |              |  |                                 |                 |                 |                |  |  |  |             |   |
| TASK 8 – General Planning/Engineering Services     |                   |              |  |                                 |                 |                 |                |  |  |  |             |   |
|  |                   | 120          |  | 64                              | 14              |                 |                |  |  |  | 198         | \$ 11,494   |
| Subtotals  |                   | 120          |  | 64                              | 14              |                 |                |  |  |  | 198         | \$ 11,494   |
|  |                   |              |  |                                 |                 |                 |                |  |  |  |             | Task Expenses \$ 750                                |
|  |                   |              |  |                                 |                 |                 |                |  |  |  |             | Task Total Cost \$ 12,244                           |
|  |                   |              |  |                                 |                 |                 |                |  |  |  |             |   |
|  |                   |              |  |                                 |                 |                 |                |  |  |  |             |   |
|  |                   |              |  |                                 |                 |                 |                |  |  |  |             | Direct Labor \$ 11,494                              |
|  |                   |              |  |                                 |                 |                 |                |  |  |  |             | Overhead (156.48%) \$ 17,985.81                     |
|  |                   |              |  |                                 |                 |                 |                |  |  |  |             | Total Labor \$ 29,479.81                            |
|  |                   |              |  |                                 |                 |                 |                |  |  |  |             | Fixed Fee (15%) \$ 4,421.97                         |
|  |                   |              |  |                                 |                 |                 |                |  |  |  |             | Facilities Capital Cost of Money (.3537%) \$ 104.27 |
|  |                   |              |  |                                 |                 |                 |                |  |  |  |             | Total Expenses \$ 750                               |
|  |                   |              |  |                                 |                 |                 |                |  |  |  |             | Total Cost \$ 34,006                                |
| Expenses   |                   |              |  |                                 |                 |                 |                |  |  |  |             |   |
| TASK 1 – FAA/SCRAA Coordination Public Involvement |                   |              |  | TASK 2 – Verify Property Owners |                 |                 |                |  |  |  |             |   |
| Direct Expenses                                    |                   |              |  | Direct Expenses                 |                 |                 |                |  |  |  |             |   |
| Mileage  | \$500.00          |              |  | Mileage                         |                 |                 |                |  |  |  |             |   |
| Printing   | \$250.00          |              |  | Printing                        |                 |                 |                |  |  |  |             |   |
| Total Direct Costs                                 | \$750.00          |              |  | Total Direct Costs              |                 |                 |                |  |  |  |             |   |
|  |                   |              |  |                                 |                 |                 |                |  |  |  |             |   |
|  |                   |              |  |                                 |                 |                 |                |  |  |  |             |   |
|  |                   |              |  |                                 |                 |                 |                |  |  |  |             |   |
|  |                   |              |  |                                 |                 |                 |                |  |  |  |             |   |
|  |                   |              |  |                                 |                 |                 |                |  |  |  |             |   |