



MEMORANDUM

Date: September 19, 2025

To: File 2024.0268.01

CC: Meeting attendees (noted below)

From: Virgil C. "Lee" Lewis, P.E. AVCON, INC.; 850-585-7030

Reference: **Minutes from Pre-Construction Conference on September 19, 2025**
Hangar Site Improvements Project
Tri-County Airport
AVCON Task Order 3; FDOT Fin 423618-4; Contract G2U82

MINUTES

A Pre-Construction Conference was held on September 19, 2025 at 9:00 am CT at the Tri-County Airport with the following attendees:

- | | |
|----------------|-----------------------|
| • Jack Locke | Tri-County Airport |
| • Mark Wilson | Tri-County Airport |
| • Perry Bell | Gum Creek Farms, Inc. |
| • Patton Bell | Gum Creek Farms, Inc. |
| • Mark Collins | Gum Creek Farms, Inc. |
| • Lee Lewis | AVCON, INC. |

The following minutes represent a summary of the salient issues discussed. They are not intended to be a verbatim transcript of the meeting. These minutes are for informational purposes only. The following items were discussed:

1. **Introductions:** Following introductions, a general overview of the project was provided. The project will be funded solely by FDOT District 3 and is intended to provide the necessary infrastructure and grading to support a future hangar to be privately constructed by others to house large aircraft.
2. **Scope of Work:** The project will include the Base Bid, which includes the future hangar site and apron expansion, plus Additive Bid Alternate 2, which rehabilitates the existing asphalt apron. The Base Bid shall include proper erosion protection (i.e. double-silt fence) to protect against any erosion into the wetland areas south of the project limits. The new apron pavement shall be an asphalt section with a concrete portion at the door of the future hangar. The Base Bid shall include grading and sodding with some geotextile fabric to protect against erosion. Additive Bid Alternate 2 will include removal of existing asphalt, scarifying and recompacting the existing base and adding back two lifts of asphalt.

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3. **Staging and Access:** The Contractor shall install a new temporary access gate and stabilize the access needed to the staging area immediately west of the hangar footprint. Mr. Wilson noted that a septic tank is located on the south side of the existing building near the fence; however, the location of the drain lines are not known.
4. **Borrow Source:** A source for borrow materials is located south of the weather observation station in an area referred to colloquially as "Mount Bonifay." A geotechnical report of the material has been provided in the bidding documents. Mr. Wilson identified two gate locations the contractor may use; however, the contractor was made aware of the neighbor across the street who has been known to make the airport correct rutting, etc. The contractor indicated their desire to utilize an existing gate and was instructed to put their own separate lock in a daisy-chain configuration with the airport lock while the hauling activities are ongoing.
5. **Security Considerations:** Although the airport is not a Part 139 certified airport, airport security is an important part of the project. The contractor shall ensure all gate openings are closed and locked each evening prior to departing the premises.
6. **Sodding & Turf Reinforcement:** Once graded, the entire site will be subject to sodding as specified in the drawings. Sod will be used to stabilize slopes on pond banks and other areas. The soil type across the site is subject to erosion and a geotextile fabric is specified on the slopes to protect the areas receiving runoff from the new apron pavement.
7. **Apron Rehabilitation Considerations:** Once the asphalt is removed from the existing apron, the scarifying of the existing base will require some of the base material to be removed to allow the 4" asphalt layer to be placed and tie into existing the existing grades. Mr. Bell requested that proposed contours be provided for the rehabilitation of the existing apron on Sheet C-11. The asphalt paving is anticipated to include paving lanes extending across the existing apron and the new apron.
8. **Permitting:** A state stormwater permit is being coordinated with the Florida DEP and is anticipated shortly. The pond receiving the proposed stormwater runoff was originally permitted as a dry pond and there was some confusion on the permitting calculations formerly permitted. FDEP is being very supportive in the process and has communicated what they need to facilitate the permit approval. The contractor will be responsible for NPDES permitting and any other construction permits required.
9. **Notice-To-Proceed:** An NTP is anticipated immediately following the receipt of the state stormwater permit. A conformed set of drawings and the project manual will be provided following execution of the contract and receipt of the bonds.
10. **Contract:** The contract ultimately awarded will be a unit price contract. Davis Bacon wage rates will not apply. Payment and performance bonds are in process and will need to be submitted. Mr. Lewis noted that the plan set does not include Sheet c-07. It was intentionally omitted from the bid (and contract) set.
11. **Contract Times:** The contract times are 90 calendar days for substantial completion and 120 days for final completion per the bidding documents. These were incorrectly shown on the agenda. Liquidated damages are \$500/day. It was also mentioned that the apron rehabilitation work will require closure of the entire apron for up to a two-week period, although one week will be targeted subject to weather, etc.
12. **Submittals:** Shop drawings shall be submitted for all materials proposed for the project. Once NTP is identified, a project schedule shall be submitted to enable the airport to coordinate anticipated pavement closures with affected tenants.

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13. **Pay Applications:** Quantities should be submitted to AVCON for review and approval. Mr. Bell indicated that they will be submitting those around the 20th of each month. An AIA cover sheet will be attached to their spreadsheet.
14. **Contacts:** Mr. Collins will serve as the main point-of-contact for the contractor. Mr. Lewis will be the contact for all submittals, RFIS, and other issues which may arise.
15. **Subconsultants:** Currently, Turf Installers are anticipated to provide sodding, and Insight is anticipated to provide concrete construction.
16. **Meetings:** Progress meetings can be scheduled prior to the airport Board meetings each second Tuesday of the month as well as on an as-needed basis.

END OF MINUTES

The preceding minutes were prepared by Mr. Virgil C. "Lee" Lewis of AVCON, INC. (850-678-0050; e-mail: vclewis@avconinc.com). In the event that this document contains any misrepresentations or omissions, please notify the author so that the records may reflect an accurate accounting of the meeting.



Hangar Site Improvements Project Tri-County Airport

PRE-CONSTRUCTION CONFERENCE

September 19, 2025 - 9:00 am CT

AGENDA

I. Introduction

- | | |
|-------------------|------------------------------|
| A. Owner | Tri-County Airport Authority |
| B. Funding Agency | FDOT District 3 |
| C. Contractor | Gum Creek Farms, Inc. |
| D. Engineer | AVCON, INC. |
| E. Sign-In Sheet | |

II. Purpose

- A. Clarification of scope, safety and security
- B. Questions

III. Scope of Work

- A. Staging Area & Access
 - 1. Temporary Fence Gate and Stabilization
 - 2. Staging Area
 - 3. FOD & Dust Control
 - 4. Access & Hours
- B. Project Description
 - 1. Base Bid—Hangar Site (110' x 100') and Apron (160' x 112', nom.)
 - a. Barricades
 - b. Erosion Control; Double Silt Fence
 - c. Grading improvements; Wetland protection
 - d. Borrow source for embankment
 - e. Pavement Interfaces/Sections:
 - PCC: 10" on 8" on 12"
 - Asphalt: 4" (two lifts) on 8" on 12"
 - f. Mitered End Section; Clear vegetation
 - g. Sodding; Sodding with Pyramat geotextile fabric
 - 2. Bid Alternate 2 (Phase 2)—Apron Reconstruction (190' x 120')
 - a. Barricades; Less than two weeks
 - b. Tie-down removal; Tie-downs to remain
 - c. Sawcut and asphalt removal
 - d. Scarify and recompact base course
 - e. Asphalt: 4" (two lifts) on recompact base
 - f. Sodding
- C. Construction/Airport Safety
 - 1. Active operations; clearances
 - 2. Aircraft monitoring; awareness

IV. Permits

- A. FDEP Permit: Pending
- B. Contractor: Responsible for All Other Construction Permits

V. Administration

- A. Project Schedule
 - 1. Substantial Completion—60 calendar days
 - 2. Final Completion—150 calendar days
 - 3. Liquidated Damages
 - 4. Anticipated Notice-To-Proceed
- B. Conformed Documents
 - 1. Unit Price Contract
 - 2. Payment & Performance Bonds
 - 3. Conformed Set TBD
- C. Submittals
 - 1. Project schedule
 - 2. Shop drawings: Pavements, Sod & geotextile fabric, Other
 - 3. Subconsultants
- D. Pay Application requirements
 - 1. Approved quantities; AVCON will verify
 - 2. Partial release of lien; AIA cover sheet
 - 3. Review of record drawings

VI. Construction meetings

- A. On site as needed
- B. Progress schedule
- C. Submittal logs & Record drawings
- D. Requests for information
- E. Change Order

VII. Project Contacts

- | | | | |
|--------------------|--------------|--------------|--|
| A. AVCON | Lee Lewis | 850-585-7030 | VCLewis@avconinc.com |
| B. Airport | Mark Wilson | 850-281-2239 | Manager@KBCR.gov |
| C. Gum Creek Farms | David Wilson | 850-401-9085 | David@GumCreek.net |

VIII. Questions & Answers




End of Agenda

PRE-CONSTRUCTION SIGN-IN SHEET



September 19, 2025
AVCON Project #: 2024.0268.01

Future Hangar Site Improvements
Tri-County Airport, Florida

NAME	REPRESENTING	TELEPHONE	E-MAIL ADDRESS
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Ross Statham	KBCR	850.658.3513	rstatham@kbcrr.gov
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