AVCON, INC.
Engineers & Planners

320 Bayshore Drive, Suite A
Niceville, Florida 32578
Phone: (850) 678-0050
www.avconinc.com

MEMORANDUM

Date: November 4, 2026

To: File 2024.0268.03

CC: Meeting attendees (noted below)

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

Reference: **Minutes from Pre-Construction Conference on November 4, 2026**
RSA, ROFA & OFZ Improvements Project
Tri-County Airport
FDOT Fin 449860-1; Contract G2K15

MINUTES

A Pre-Construction Conference was held on November 4, 2026 at 3:00 pm CT at the Tri-County Airport with the following attendees:

- Jack Locke — Tri-County Airport
- Ross Bixby — Southeast Construction Co. LLC
- Drew Spann — Southeast Construction Co. LLC
- Josh Caldwell — AVCON, 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 bring portions of the airfield not currently meeting state and federal grading and clearance standards into compliance.
2. **Staging and Access:** The Contractor shall utilize the existing perimeter gate and stabilize the staging area as needed. The perimeter gate shall utilize a contractor lock in series with the airport's lock and ensure the gate is locked whenever the Contractor leaves the site. Vehicles shall have operating rotating beacons at all times inside the airport fence. Access to the south end of the runway shall be per the route shown in the plans and it is recommended that pavement crossings to the infield areas occur adjacent to the hold bar markings. Barricades and runway closure markers shall be installed after a Notice-To-Airmen (NOTAM) is established and the runway is deemed closed and prior to other construction activities. The Contractor shall be responsible for controlling all dust from their activities.
3. **Work Hours:** Contractor work hours shall generally be from dawn to dusk during weekdays.

4. **Scope of Work:** The project will include the Base Bid, plus Additive Bid Alternates 1 & 2. The Base Bid shall include proper erosion protection with double-silt fence along the eastern project limits to protect against any erosion into the wetland areas east and south of the project limits. The project will include grading improvements along both sides of Runway 1-19 for the project limits shown in the plans. A typical section provides the grading requirements within the Runway Safety Area (RSA) necessary to comply with applicable grading standards. Excess material from the grading work along Runway 1-19 shall be stockpiled in the area adjacent to the staging area. The grading limits along the runway will receive sod.

   The base bid includes grading improvements to remove a portion of the existing mound northwest of Runway 1-19. In lieu of stockpiling material in the staging area and traveling on the public roadway or the airfield, AVCON will provide guidance on disposal of excess material from this north area in the vicinity. Access to this site will be through a gate adjacent to and northwest of the grading limits. This area will be seeded when complete. No millet seed shall be permitted in the sod or seed.

   Additive Alternate 1 includes tree and shrub removal in the areas shown in the plans. For vegetation located in wetlands, the Contractor shall comply with the specifications which require removal at ground level with roots to remain. Additive Alternate 2 includes regrading of the west ditch along the parallel taxiway to facilitate the drainage of stormwater to the south end of the runway. The regraded ditch shall be sodded. AVCON to provide upstream and downstream elevations to facilitate the longitudinal grading.

5. **Runway Closures:** The Contactor shall monitor for aircraft operations at all times. Safety is paramount. The runway shall be open to traffic from starting Fridays at 6:00 pm through Mondays at 7:00 am. The Contractor shall notify the airport manager of scheduled closures at least 48 hours prior to allow NOTAMs to be issued. Prior to opening the runway and taxiways to traffic, the Contractor is responsible for cleaning (i.e. sweeping) the pavements to ensure they are clean and there is no foreign object debris (FOD) on the pavements. FOD can be deleterious to aircraft.

   The contract includes a Temporary Demobilization/Re-mobilization pay item which may or may not be utilized. If needed to allow for a scheduled aircraft departure or landing, the airport will notify the Contractor at least 24 hours in advance. The Contractor will be required to clean/sweep the pavements, then remove the runway closure markers and barricades. The temporary runway opening is anticipated to last no more than two hours. These markers and barricades will need to be reinstalled prior to commencing construction activities.

6. **Permits:** The Contractor is responsible for applicable NPDES permits required for the project.

7. **Unit Price Contract:** The contract is a unit price contract and is subject to a reconciliation change order based on actual quantities completed. Payment for the Mobilization bid price shall be subject to the limitations contained in the Mobilization specification.

8. **Project Schedule:** The project schedule was discussed and includes 35 calendar days to substantial completion and 14 days from final punchlist for final completion. The Contractor shall advise AVCON of rain days as they occur so adjustments can be made to the contract time. Liquidated damages are $500/day. The tentative Notice-To-Proceed date is November 16; however, this is subject to change.

9. **Submittals:** Submittals are somewhat limited and include a project schedule as well as shop drawings for runway closure markers, barricades, seeding, and sod.

10. **Pay Applications:** The Contractor will submit an AIA pay application form with actual quantities completed reflected. These quantities will be confirmed by AVCON. The Contractor anticipates a single pay application

based on the short schedule. Record drawings shall be updated as needed and final close-out requirements are provided in Special Provision No. 7. A one-year warranty will commence upon final acceptance.

11. **Construction Coordination:** On-site meetings and will be scheduled as needed and AVCON will be perfoming site visits during construction. Requests for Information/Clarifications (RFIs) shall be submitted to AVCON. AVCON may issue supplemental instructions (ESIs) and the Contractor shall advise of any impacts to contract time or price. Otherwise, these ESIs shall become part of the contract.
12. **Project Contacts:** Contact information was provided to all parties.
13. **Site Visit:** A site visit was conducted following the meeting by all participants.

14. 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.

RSA, ROFA & OFZ Improvements Project
Tri-County Airport

PRE-CONSTRUCTION CONFERENCE

November 4, 2026 - 3:00 pm CT

AGENDA

I. Introduction

A. Owner — Tri-County Airport Authority
B. Funding Agency — FDOT District 3
C. Contractor — Southeast Construction Co. LLC
D. Engineer — AVCON, INC.
E. Sign-In Sheet

II. Purpose

A. Clarification of project scope, schedule, safety and security
B. Questions

III. Scope of Work

A. Staging Area & Access
    1. Existing gate; Maintain perimeter fence at all times
    2. Staging area & stabilization
    3. FOD & dust control
    4. Work hours
    5. Vehicles & equipment:
        a. Company identification
        b. Rotating beacon
    6. Access to Runway 01-19
    7. Maintenance of Traffic: Barricades & closed runway markers

B. Project Description
    1. Base Bid—Civil/Site Preparation
        a. Erosion control; Double silt fence
        b. Runway closure
        c. Grading improvements:
            - South Runway 01-19; Typical section, both sides
            - North Runway 19; mound in approach
        d. Wetland protection
        e. Stripping & stockpiling
        f. Sodding & seeding
    2. Additive Alternate 1 – Tree & shrub removal
    3. Additive Alternate 2 – Ditch grading west of parallel taxiway

C. Construction/Airport Safety:
    1. Aircraft monitoring – visual; radio; Maintain awareness
    2. Runway Closure Schedule:
        a. Mondays at 7:00 am through Friday at 6:00 pm
        b. 48-hour notification requirement for closures
        c. Airport Notice-To-Airmen (NOTAM) required
        d. Cleaning and inspection of pavement surfaces at least one hour prior to re-opening to traffic
    3. Temporary Demobilization/Remobilization Item:
        a. Temporarily opening Runway 01-19 on a weekday when requested
        b. Minimum 24-hour notice from airport
        c. Sweeping/cleaning of all airfield pavements
        d. Removal of barricades and runway closure markers
        e. Not to exceed a two-hour closure window
        f. Eight temporary openings included in bid; may or may not be utilized
    4. Safety, Safety, Safety

IV. Permits

A. Contractor responsible for all required Construction Permits, including NPDES:
    1. Notice of Intent
    2. Stormwater Pollution Prevention Plan

V. Administration

A. Conformed Documents – Unit Price Contract
    1. Mobilization payment (per 101-2.2)
        a. Month 1 - $15,000 (50% of bid price)
        b. Month 2 - $10,901.75 (billed to 10% of total contract amount)
        c. Project Completion - $4,098.25 (remainder of bid price)

B. Project Schedule:
    1. Anticipated Notice-To-Proceed
    2. Contract Time changes – document rain dates
    3. Substantial Completion—35 calendar days
    4. Final Completion—14 calendar days from punchlist
    5. Liquidated Damages: $500/day

C. Submittals
    1. Project schedule
    2. Shop drawings: runway closure markers, barricades, sod, seed

D. Pay Application requirements
    1. Monthly; submit completed quantities and AVCON will verify
    2. Partial release of lien; AIA cover sheet
    3. Review of record drawings
    4. Final payment: per requirements of Special Provision No. 7

E. Warranty

VI. Construction meetings

A. On-site as needed; TBD
B. Requests for Information (RFIs)
C. Engineer Supplemental Instructions (work directives)

VII. Project Contacts

A.	Airport	Mark Wilson 850-281-2239 Manager@KBCR.gov
B.	AVCON	Lee Lewis 850-585-7030 VCLewis@avconinc.com Josh Caldwell 256-510-2307 JCaldwell@avconinc.com
C.	Southeast Construction	Ross Bixby 334-360-2418 Ross@SoutheastConstructionCo.com

VIII. Questions & Answers

End of Agenda

November 4, 2026 @ 3:00 pm CT
AVCON Project #: 2024.0268.03

KBCR Tri-County Airport
Serving the Northwest Florida Panhandle

Sign-In Sheet

Pre-Construction Conference
RSA, ROFA& OFZ Improvements
Tri-County Airport

INITIALS	NAME	REPRESENTING	TELEPHONE	E-MAIL ADDRESS
JL	Jack Locke	KBCR	850-239-0039	HJackL64@gmail.com
	~~Brenda Wilson~~	~~KBCR~~	~~850-703-6808~~	~~BWilson@KBCR.gov~~
	~~Mark Wilson~~	~~KBCR~~	~~850-281-2230~~	~~Manager@KBCR.gov~~
RB	Ross Bixby	Southeast Construction Co. LLC	334-360-2418	Ross@SoutheastConstructionCo.com
JC	Josh Caldwell	AVCON	256-510-2307	JCaldwell@avconinc.com
VL	Lee Lewis	AVCON	850-585-7030	VCLewis@avconinc.com
	Drew Spann	SEC	334-248-2747	Drew@Southeastconstructco.com