



**RUTHERFORD COUNTY AIRPORT (FQD)
Work Authorization No.6**

**Fuel Farm Upgrade
Design/Bid and Construction Phase Services
January 30, 2026**

NPE WBS # TBD

**Contract for Professional Services
Dated January 26, 2022, Expires January 26, 2027**

Project Description

This work authorization includes the design/bid and construction phase services for the fuel farm upgrade at the Rutherford County Airport. During hurricane Helene, power outages at the airport prevented them from being able to fuel emergency relief aircraft. Upgrading the existing fuel farm system with emergency backup power has become a top priority for the airport. The existing fuel farm power is supplied from the existing terminal building. Installing a back up generator for the terminal building will incorporate the fuel farm equipment. See Exhibit No. 1 for fuel farm and terminal building location.

The construction effort for the fuel farm upgrade is anticipated to be 30 calendar days. It is anticipated that the contractor will complete the punch list items within 14-days of the final inspection. Project closeout will occur after the punch list is completed and is anticipated to be completed within 60-days.

All costs associated with the proposed transactions are eligible and reimbursable to the Owner under NPE Grants at a ratio of 100% Federal/State and 0% Local Match. The grant will be created after completion of this work authorization.

Scope of Services

Basic Services

The ENGINEER will provide the general Basic and Special Services listed below and in accordance with Section I & Section II of the General Provisions of the Contract for Professional Services, dated January 26, 2022 (AGREEMENT).

- 1. Project Management and Grant Administration:** Project Management shall generally consist of the following:

Rutherford County Airport
Fuel Farm Upgrade
(Design/Bid and Construction Phase Services)
Work Authorization No. 6



- a. Project Formulation: Consultation with OWNER, state and federal government agencies to clarify and define the requirements for the project and review available data, prepare and submit the proposed work authorization to the OWNER, and state agencies for acceptance.
- b. Grant Administration: CONSULTANT will provide assistance to the OWNER with the administration of project applications, grant applications, grant compliance issues, routine grant status reports, and correspondence and applications for funding reimbursements. Grant administration tasks will be performed in accordance with checklists published on the NCDOA website as of the date of this work authorization.
- c. Project Management: Provided by the CONSULTANT shall include routine management tasks such as preparation of progress reports for monthly airport meetings, invoicing to the OWNER, attendance to monthly meetings with the OWNER and sub consultant coordination.

Task Deliverables:

- Fully executed Work Authorization
- Monthly Progress Report for Airport Meetings
- Monthly Invoices
- Grant Documentation (pdf) as required by NCDOA checklists

2. Design / Contract Documents: The ENGINEER will provide the following Services.

- a. Prepare design plans/specifications and contract bid documents for the Fuel Farm Upgrade in conformance with current FAA Advisory Circular Guidance. It is anticipated that design drawings will generally consist of the following elements:
 - i. Cover & Index Sheet
 - ii. Construction Safety and Phasing Plan (CSPP)
 - iii. Site Layout Plan
 - iv. Electrical Plans (by Electrical Subconsultant)
- b. Prepare Technical Specifications in accordance with AC 150/5370-10H.
- c. Prepare for review and approval by OWNER, his legal counsel and other advisors contract agreement forms, general conditions and supplementary conditions, and

- (where appropriate) bid forms, invitation to bid and instructions to bidders, and assist in the preparation of other related documents.
- d. Prepare an Engineers report following NCDOA guidance provided, results of preliminary engineering evaluations for the manner that the work will be accomplished; and a project cost estimate based upon the final design.
 - e. Submit 90% drawings, specifications and cost estimate to OWNER and NCDOA for review and approval prior to bidding.
 - f. Prepare final design, contract drawings, specifications and contract documents.
 - g. Prepare and submit Construction Safety and Phasing Plan (CSPP) and required checklist from Appendix C of AC 150/5370-2G to NCDOA for review. ENGINEER will facilitate review process and address review comments to achieve NCDOA concurrence prior to submitting to FAA for 7460 for approval. The 7460 will be submitted and approved prior to construction.
 - h. ENGINEER will conduct a site visit to assess the existing conditions and to quantify the work item areas and quantities.
 - i. ENGINEER will prepare and submit a Simple Written Record for NEPA compliance.
 - j. ENGINEER will perform internal quality review of plans, specifications, and contract documents prior to advertising project.
3. **Electrical Engineer Assistance:** Design and preparation of electrical drawings and specifications for installation of a generator for backup power to the existing terminal and existing fuel farm. The fuel farm power is currently supplied from the terminal building. So, generator backup power for the terminal building will incorporate the fuel farm requirements. An automatic transfer switch is to be configured for automatic generator starting and switching between utility power and generator power. Electrical design preparation, bidding assistance, and construction administration assistance will be provided by Cheatham Associates, as a subconsultant to ENGINEER. These documents will be incorporated into the deliverables prepared by the ENGINEER. See Attachment 'C' for Cheatham Associates Engineering scope.
4. **Bidding Assistance:** The ENGINEER will provide the following informal Bidding services in accordance with FAA/State laws for the Fuel Farm Upgrade bid package:
- a. Includes solicitation of informal bids and bid tabulation and analysis, submittal of bids for NCDOA review and concurrence for recommendation of award.

5. **Construction Administration:** The ENGINEER will conduct the following Construction Administration Services during the 30-calander day contract time:
 - a. Preparation and coordination of construction contract between the OWNER and the Contractor to include verifying that all contractors and subs are and remain prequalified. Preparation and distribution of Released for Construction plans. Confirm approval of the 7460 prior to beginning construction.
 - b. Review and validate Contractor's applications for payment and recommend in writing payments to Contractor in such amounts. Preparation of change orders as required. All change orders shall be approved by NCDOA and the OWNER prior to execution.
 - c. Conduct a Pre-Construction Meeting prior to NTP. An invitation will be sent to NCDOA at least 5 business days prior to the meeting.
 - d. Conduct bi-weekly progress meetings and site inspections with the Contractor and stake-holders.
 - e. Conduct a Pre-Final inspection, develop Punch List and conduct a Final Inspection of the project for acceptance. The final inspection punch list will be shared with NCDOA as well as any issues discovered during the one-year warranty inspection.
6. **Project Close-Out:** The ENGINEER will provide the following Services:
 - a. Assemble, review, coordinate and submit final project documentation to NCDOA in accordance with AV-100.

Deliverables

The ENGINEER will provide the following project deliverables to the OWNER and NCDOT Division of Aviation:

Design / Pre-Construction

- Electronic copies, in PDF and/or AutoCAD format, of drawings and specifications produced under this contract.
- Electronic copies, in PDF, of design plans, specifications, and CSPP with checklist for 90% submittals
- Electronic copies, in PDF, of Engineer's Report
- 7460 submittal and approval
- Sponsor Concurrence
- Non-Collusion Affidavit
- Bid Tabulation and Recommendation of Contractor Award

- Construction Contract Documents
- Simple Written Record
- Signed NTP for construction from Sponsor to contractor.

Construction

- Progress Meetings minutes & attendance list as they occur
- Partial Waiver of Liens required for retainage reduction.
- Copies of change orders for review and concurrence.

Post-Construction

- All items in Section 4 of the AV-103 checklist
- Record Drawings
- Warranty Inspection Letter- Provided to the sponsor 1 month prior to the end of the warranty period.

Fee Schedule

The above services shall be provided and billed according to the below Fee Schedule.

Basic Services

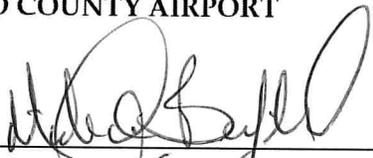
Project Management and Grant Administration	Lump Sum	\$ 20,377
Civil Design & Plan Preparation	Lump Sum	\$ 13,503
Electrical Engineer Assistance	At Cost	\$ 27,950
Bidding Assistance	Lump Sum	\$ 3,388
Construction Administration	Lump Sum	\$ 15,485
Project Close-Out	Lump Sum	\$ 3,380

The total fee of all anticipated work and expenses is **\$84,083** and is summarized in Attachment A and B Manhour Estimate and Direct Expenses. Miscellaneous additional work required but not contained in the above scope of services will be paid for in accordance with the current rate schedule at that time and will be subject to prior approval by the OWNER.

All other provisions of the AGREEMENT shall remain in full force and effect and unmodified other than as noted herein.



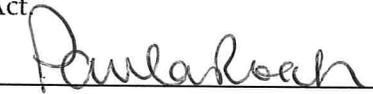
OWNER:
**RUTHERFORD COUNTY AIRPORT
AUTHORITY**

By: 
Typed Name: Michael Benfield
Title: Chairman
Date: 1/30/2026

ENGINEER:
ARDURRA GROUP NORTH CAROLINA

By: 
Typed Name: Brigid Williams
Title: Group Leader
Date: 1/30/2026

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act

By: 
Typed Name: Paula Roach
Title: Finance Director

ATTACHMENTS:

- Exhibit No. 1
- A: Manhour Summary
 - B: Direct Expenses
 - C: Subconsultant Proposal, Electrical Engineering



ATTACHMENT 'A'

PROJECT DESCRIPTION: WA#6 FOD, Fuel Farm Upgrade (Design/Bid and Construction Phase Services) DATE PREPARED: 1/30/2026

PREPARED BY: Greg Kershaw / Ardurra

TASK NUMBER	PHASE AND TASK DESCRIPTION	Employee Classifications						SUB-TOTAL
		Principal	Sr. Project Manager	Project Manager	Project Engineer	Senior Designer	Designer	
	4. Bidding Assistance							
a	Informal Solicitation		4					1
a	Bid Tabulations		2					2
a	Bid Analysis/Recommendations		2					2
a	Contract Award		2					2
	Task Subtotals	0	10	0	0	0	0	7
	5. Construction Administration							
a	Construction Contract Development	2	8					6
b	Project Documentation- Pay Applications, Change Orders		16					4
c	Pre-Construction Conference		6					6
d	Bi-weekly Progress Meetings/Project Coordination		10					4
e	Final Inspection		8					4
	Task Subtotals	2	48	0	0	0	0	18
	6. Project Close-Out							
a	Prepare and Submit Project Close-Out Documentation		10					4
	Task Subtotals	0	10	0	0	0	0	4
	TOTAL WORKDAYS/CATEGORY:	6.00	159.00	0.00	0.00	35.00	54.00	254.00
	RATES PER HOUR:	\$117.00	\$81.50	\$75.50	\$68.00	\$55.00	\$53.50	\$37.50
	PAYROLL BURDEN:	\$702.00	\$12,958.50	\$0.00	\$0.00	\$1,925.00	\$0.00	\$2,025.00
	TOTAL WORK HOURS:	254.00						
	TOTAL PAYROLL BURDEN:	\$17,610.50						
	GENERAL OVERHEAD @ 182.83%:	\$32,197.28						
	Cost of Capital @ 0.44 %	\$77.49						
	SUBTOTAL:	\$49,885.26						
	COMPARATIVE FEE @ 11%:	\$5,487.38						
	TOTAL:	\$55,372.64						
	DIRECT EXPENSES:	\$761.25						
	PRIME GRAND TOTAL:	\$56,133.89						
	Sub Consultant TOTAL:	\$27,950.00						
	GRAND TOTAL:	\$84,083.89						

- 1. Project Management and Grant Administration \$20,377.00
- 2. Civil Design & Plan Preparation \$13,503.00
- 3. Electrical Engineer Assistance \$27,950.00
- 4. Bidding Assistance \$3,388.00
- 5. Construction Administration \$15,485.00
- 6. Project Close-Out \$3,380.00

\$84,083.89

ATTACHMENT 'B' - DIRECT EXPENSES

PROJECT DESCRIPTION: WA#6 FQD, Fuel Farm Upgrade (Design/Bid and Construction Phase Services)

PREPARED BY: Greg Kershaw / Ardurra

DATE PREPARED: 1/30/2026

GENERAL PROJECT	ITEM	QTY	DESCRIPTION	UNIT COST	
	Travel:				
	1. Project Management and Grant Administration				
	Meetings (Roundtrip to Rutherford Airport - FQD)	3 Trip(s) @	150 miles @	\$0.725	\$326.25
	Printing	0 Xerox Copies (8.5"x11")	each @	\$0.14	\$0.00
	Printing	0 Xerox Copies (11"x17")	each @	\$0.34	\$0.00
	Printing	0 Bond (22"x34")	each @	\$0.42	\$0.00
	Postage	0 USPS/UPS postage		\$25.00	\$0.00
					1. Project Management and Grant Administration
					\$326.25
	2. Civil Design & Plan Preparation				
	Meetings (Roundtrip to Rutherford Airport - FQD)	1 Trip(s) @	150 miles @	\$0.725	\$108.75
	Printing	0 Xerox Copies (8.5"x11")	each @	\$0.14	\$0.00
	Printing	0 Xerox Copies (11"x17")	each @	\$0.34	\$0.00
	Printing	0 Bond (22"x34")	each @	\$0.42	\$0.00
	Postage	0 USPS/UPS postage		\$25.00	\$0.00
					2. Civil Design & Plan Preparation
					\$108.75
	4. Bidding Assistance				
	Meetings (Roundtrip to Rutherford Airport - FQD)	0 Trip(s) @	150 miles @	\$0.725	\$0.00
	Printing	0 Xerox Copies (8.5"x11")	each @	\$0.14	\$0.00
	Printing	0 Xerox Copies (11"x17")	each @	\$0.34	\$0.00
	Printing	0 Bond (22"x34")	each @	\$0.42	\$0.00
	Postage	0 USPS/UPS postage		\$25.00	\$0.00
					4. Bidding Assistance
					\$0.00
	5. Construction Administration				
	Meetings (Roundtrip to Rutherford Airport - FQD)	3 Trip(s) @	150 miles @	\$0.725	\$326.25
	Printing	0 Xerox Copies (8.5"x11")	each @	\$0.14	\$0.00
	Printing	0 Xerox Copies (11"x17")	each @	\$0.34	\$0.00
	Printing	0 Bond (22"x34")	each @	\$0.42	\$0.00
	Postage	0 USPS/UPS postage		\$25.00	\$0.00
					5. Construction Administration
					\$326.25
	6. Project Close-Out				
	Meetings (Roundtrip to Rutherford Airport - FQD)	0 Trip(s) @	150 miles @	\$0.725	\$0.00
	Printing	0 Xerox Copies (8.5"x11")	each @	\$0.14	\$0.00
	Printing	0 Xerox Copies (11"x17")	each @	\$0.34	\$0.00
	Printing	0 Bond (22"x34")	each @	\$0.42	\$0.00
	Postage	0 USPS/UPS postage		\$25.00	\$0.00
					6. Project Close-Out
					\$0.00
					Total
					\$761.25
	Subconsultants		Description		Cost
	Cheatham and Associates		3. Electrical Engineer Assistance		\$27,950.00
			Subconsultants		\$27,950.00



Cheatham and Associates, P.A.
Consulting Engineers

January 30, 2026

Greg Kershaw, PE
Ardurra
1213 W. Morehead Street, Suite 300
Charlotte, NC 28208

RE: Rutherford County Airport Fuel Farm Backup Power
Electrical Engineering Fee Proposal – Revision 1

Dear Greg,

Our updated proposal information follows. Our current understanding of the project criteria and expected tasks follows, along with the proposed fee.

Project Criteria

- A. Location: Rutherford County Airport, Rutherfordton, North Carolina.
- B. The airport wishes to install a generator for backup power to the existing fuel farm.
- C. Fuel farm power is currently supplied from the terminal building. So generator backup power for the terminal building will incorporate the fuel farm requirement.
- D. An automatic transfer switch is to be configured for automatic generator starting and switching between utility power and generator power.

Information to be Provided to Cheatham & Associates

- A. A copy of Ardurra's Prime Agreement with the Owner.
- B. Owner criteria for the project.
- C. AutoCAD DWG files of the airport around the vicinity of the fuel farm and terminal building for use as backgrounds for our electrical plans.
- D. Full copies of the past 12 months of power bills for the terminal building electrical service.
- E. Available record drawings of the terminal building.
- F. One copy of bid set drawings, specifications, and project manual.

Tasks

- A. On-going coordination with Ardurra's project team.
- B. Make a field investigation site visit for review of the existing facility electrical distribution system.
- C. Design and prepare electrical drawings and specifications for a review submittal.
- D. Incorporate review comments into the final design.
- E. Prepare final electrical drawings and specifications, sealed and signed, for bidding and construction.
- F. Respond to bid questions regarding electrical work.

- G. Review submittals and shop drawings.
- H. Respond to construction phase RFIs.
- I. Make one site visit for observation of installed electrical work. Prepare an electrical observation report for the visit.

Proposed Fee: \$ 27,950.00 lump sum.

Additional services can be provided as requested.

The Standard of Care for all professional services performed or furnished by Cheatham and Associates, P.A. (Consultant) under this Proposal will be the skill and care used by members of Consultant's profession practicing under similar circumstances at the same time and in the same locality. Consultant makes no warranties, express or implied, under this Agreement or otherwise in connection with Consultant's services.

Again, thank you for this opportunity. If you have any questions for us or require any discussion, contact me at your convenience.

Sincerely,



Mark A. Ciarrocca, P.E.