

RESOLUTION NO 2026-082

CITY OF LAKE CITY, FLORIDA

A RESOLUTION OF THE CITY OF LAKE CITY, FLORIDA, AUTHORIZING TASK ASSIGNMENT NUMBER SEVEN (7) PURSUANT TO THE CONTINUING CONTRACT WITH PASSERO ASSOCIATES, LLC, A FLORIDA LIMITED LIABILITY COMPANY, TO PROVIDE PROFESSIONAL ENGINEERING SERVICES TO REPLACE EXISTING ROOF SYSTEMS ON HANGARS 1 AND 2 AT THE LAKE CITY GATEWAY AIRPORT; MAKING CERTAIN FINDINGS OF FACT IN SUPPORT OF THE CITY APPROVING SAID TASK ASSIGNMENT; RECOGNIZING THE AUTHORITY OF THE MAYOR TO EXECUTE AND BIND THE CITY TO SAID TASK ASSIGNMENT; DIRECTING THE MAYOR TO EXECUTE AND BIND THE CITY TO SAID TASK ASSIGNMENT; AUTHORIZING THE CITY MANAGER WITH THE CONSENT OF THE CITY ATTORNEY TO MAKE MINOR CHANGES TO THE SCOPE OF WORK OF THE TASK ASSIGNMENT PROVIDED SUCH CHANGES DO NOT INCREASE THE QUOTED PRICE IN THE TASK ASSIGNMENT; REPEALING ALL PRIOR RESOLUTIONS IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Lake City (the “City”) owns and operates the Lake City Gateway Airport (the “Airport”); and

WHEREAS, pursuant to City Council Resolution No 2022-091 the City of Lake City, Florida (“the “City”) and Passero Associates, LLC., a Florida limited liability company, (the “Vendor”) entered into that certain continuing contract for engineering services (the “Continuing Contract”); and

WHEREAS, the City has been awarded the Rural Infrastructure Fund Grant No. D0337 by the Florida Department of Commerce to support the replacement of existing roof systems on Hangar 1 and Hangar 2 leased to AAR Corp, a Delaware corporation or its affiliated company located at the Airport (the “Services”); and

WHEREAS, the Continuing Contract provides the Vendor shall provide services to the City only when requested and authorized in writing by the City; and

WHEREAS, each request from the City to the Vendor for services shall be for a specific project with the scope of the work defined by and embodied in a separate task assignment; and

WHEREAS, the City Council desires to enter into that certain task assignment pursuant to the Continuing Contract with the Vendor for the Services in furtherance of the Project, in

accordance with the terms and conditions of Task Assignment Number Seven (7) as set forth in Vendor's proposal (the "Proposal"), a copy of which is attached as an Exhibit hereto; and

WHEREAS, entering into an agreement between the City and the Vendor for the scope of work set forth in the Proposal attached hereto (the "Agreement") pursuant to the Continuing Contract with the Vendor for the Services in furtherance of the Project is in the public interest and in the interests of the City; and

WHEREAS, the City Council desires the City Manager, with the consent of the City Attorney, be authorized to consent to minor changes to the scope of work of the Agreement provided such changes do not increase the quoted price of the Agreement; now therefore

BE IT RESOLVED by the City of Lake City, Florida:

1. Approving the Agreement pursuant to the Continuing Contract with the Vendor for the Services in furtherance of the Project is in the public or community interest and for public welfare; and
2. In furtherance thereof, an Agreement containing the material terms of the Proposal and the Continuing Contract should be and is approved by the City Council of the City of Lake City; and
3. The Mayor of the City of Lake City is the officer of the City duly designated by the City's Code of Ordinances to enforce such rules and regulations as are adopted by the City Council of the City of Lake City; and
4. The Mayor of the City of Lake City is authorized and directed to execute on behalf of and bind the City to the terms of the Agreement; and
5. The City Manager, with the consent of the City Attorney, is authorized to agree to minor changes to the scope of work of the Agreement provided such changes do not increase the quoted price of the Agreement; and
6. All prior resolutions of the City Council of the City of Lake City in conflict with this resolution are hereby repealed to the extent of such conflict; and
7. This resolution shall become effective and enforceable upon final adoption by the City Council of the City of Lake City.

APPROVED AND ADOPTED, by an affirmative vote of a majority of a quorum present of the City Council of the City of Lake City, Florida, at a regular meeting, this ____ day of July, 2026.

BY THE MAYOR OF THE CITY OF LAKE CITY,
FLORIDA

Noah E. Walker, Mayor

ATTEST, BY THE CLERK OF THE CITY COUNCIL
OF THE CITY OF LAKE CITY, FLORIDA:

Audrey Sikes, City Clerk

APPROVED AS TO FORM AND LEGALITY:

Clay Martin, City Attorney

City of Lake City, Florida
Lake City Gateway Airport / LCQ



Hangars 1 & 2 Roof Replacement – Phase 1

**Professional Services Consisting of Existing Conditions Assessment and Document
Review in association with
Florida Department of Commerce Rural Infrastructure Fund Grant No. D0337**

**For
Lake City Gateway Airport (LCQ)**

**by
Passero Associates, LLC**
(Passero Project No. 20070044.0037)

Work Authorization 26-37
Date: July 7, 2026

Work Authorization 26-37
LCQ Hangars 1 & 2 Roof Replacement- Phase 1
Professional Services Consisting of Existing Conditions Assessment and Document Review
Lake City Gateway Airport (LCQ), Lake City, Florida

Passero Associates (PA or Consultant) agrees to perform the following services, in accordance with the terms and conditions of this Work Authorization and the Continuing Services Agreement for Professional Engineering Services with the City of Lake City (Client or City), dated October 1, 2022, of which all terms and conditions are incorporated herein by reference.

Project Location: Lake City Gateway Airport (LCQ), 3524 East US Highway 90, Lake City, Florida 32055.

Project Description: The project consists of replacement of the existing roof systems on Hangars 1 and 2 at the Lake City Gateway Airport, leased to AAR Airframe MRO, funded under Florida Department of Commerce Rural Infrastructure Fund Grant No. D0337.

Work is anticipated to include demolition and disposal of the existing roof system (generally consisting of metal roof panels and purlins), and installation of a new 24-gauge standing seam metal roof system supported on new light-gauge metal purlins spanning the existing rigid frames (the replacement is intended as an "in-kind" replacement).

The Scope of Work is further detailed in the base drawings created by the tenant's design team (C4 Design) dated June 2, 2026, attached for reference. See Attachment B, Reference Documents.

Client Project Manager: Ed Bunnell, Airport Director

PA Project Manager: Justin Vollenweider, AIA, Vice President

Basic Services Compensation and Method of Payment (Lump Sum)

\$15,620.00

Schedule: Services to begin upon receipt of a fully executed Work Authorization and Notice-to-Proceed from the City.

Meetings: See Attachment A, Scope of Work.

Deliverables: See Attachment A, Scope of Work.

"Client"
City of Lake City, Florida

By: _____

Noah Walker, Mayor

Name & Title

Date: _____

ATTEST:

By: _____

Audrey Sikes, City Clerk

Typed Name & Title

Date: _____

"Consultant"
Passero Associates, LLC

By: Bradley J. Wente

Bradley J. Wente, PE, President

Name & Title

Date: July 7, 2026

ATTEST:

By: Angela M. Witt

Angela Witt, Sr. Grants/Contracts Admin.

Typed Name & Title

Date: July 7, 2026

Attachment A - Scope of Work
LCQ Hangars 1 & 2 Roof Replacement – Phase 1
Professional Services Consisting of Existing Conditions Assessment and Document Review
Lake City Gateway Airport (LCQ), Lake City, Florida

1. Project Description

The project consists of replacement of the existing roof systems on Hangars 1 and 2 at the Lake City Gateway Airport, leased to AAR Airframe MRO, funded under Florida Department of Commerce Rural Infrastructure Fund Grant No. D0337.

Work is anticipated to include demolition and disposal of the existing roof system (generally consisting of metal roof panels and purlins), and installation of a new 24-gauge standing seam metal roof system supported on new light-gauge metal purlins spanning the existing rigid frames (the replacement is intended as an “in-kind” replacement).

The Scope of Work is further detailed in the base drawings created by the tenant’s design team (C4 Design) dated June 2, 2026, attached for reference. See Attachment B, Reference Documents.

2. Basic Services

Passero Associates (Consultant) will provide the following basic services to assist the City of Lake City (Sponsor) with professional services related to the LCQ Hangars 1 & 2 roof replacement:

A. Existing Conditions Assessment and Document Review

- Review the tenant bid set prepared by C4 Design dated June 2, 2026, the Factory Mutual wind criteria correspondence dated June 4, 2026, the executed Grant Agreement D0337 and its Scope of Work, and the available hangar photographs.
- Conduct a field visit to verify existing roof construction, existing rigid frame configuration and spacing, purlin-to-frame connections, and general roof geometry.
- Identify discrepancies between the existing conditions and the reference documents and confirm the design basis with the City.
- Visual assessment of existing structure, and documentation of observed conditions requiring repair. Assessment and documentation to be limited to what is visible from reasonable vantages.
- Client to provide lift access for assessment of roof purlins and roof panels from close vantage.

3. Other Considerations and Exclusions

- A. The following are excluded from the basic professional services. If during the project any of these services are required, Passero will identify the associated costs.
- Any item not explicitly outlined herein.
 - Design, Bidding, and Construction Phase Services.
 - Structural repairs of deficiencies observed during the assessment phase of the project are not included in the scope of the project (with the exception of those related to the roof purlins or metal deck).
 - It is assumed the new roof system will be limited to no greater than 5 percent heavier than the existing roof system (to avoid code required structural evaluation of entire structure).
 - Hazardous materials and asbestos consultation, identification, testing, or abatement design. The existing roof may contain regulated materials; survey and abatement design, if required, will be performed by others or added as an Additional Service.
 - Environmental testing and auditing.
 - Mechanical, electrical, and plumbing design or modifications.
 - Modifications to existing hangar doors.
 - Civil, site, grading, drainage, and utility design.
 - Geotechnical and subsurface investigation.
 - Special inspections and construction materials testing, other than preparation of the statement of special inspections. Threshold inspection, if applicable, by others.
 - Commissioning services.

- LEED certification and approval process.
 - Payment of any utility, permit, plan review, or agency fees.
 - Record documents and CAD files, unless otherwise included herein.
- B. The City is responsible for providing complete and accurate project data in a timely manner as requested by the Consultant, including available record drawings and archives. The Consultant is not responsible for data that is not provided in the course of this Agreement.
- C. Clarification of Responsibility:
- The City acknowledges and confirms that the Contractor, in accordance with the Contract Documents, is solely responsible for the completion of the Project in a quality and timely manner. Passero Associates' (Consultant's) construction administration work tasks for the Project are limited to those specified in this Work Order.
 - The City acknowledges and confirms that at no time will Passero Associates' responsibilities include supervision or direction of the actual work by the Contractor or its employees, subcontractors or suppliers.
 - The City confirms that the Contractor is aware that neither the approval of contractor shop drawings nor the presence of Passero field representatives nor the observation of the work by Passero representatives shall excuse the Contractor in any way from defects discovered in the Work.
 - The City acknowledges and confirms that the Contractor is responsible for project site safety. Passero staff will not control, direct or be responsible for construction means, methods, techniques, sequences (other than specified in the Construction Phasing Plan) or procedures in connection with the Contractor's work.

4. Schedule

Upon receipt of the Notice-to-Proceed from the City, the Consultant will immediately begin work. The schedule will be coordinated with the City to support the grant period and reimbursement requirements of Grant No. D0337, including timely completion of design, bidding, and the certification deliverables required for grant closeout.

5. Fee Summary

Passero Associates (PA) will provide professional services for the scope of work above for a fee of **\$15,620 (Fifteen Thousand Six Hundred Twenty Dollars and Zero Cents)**, unless there is a change in scope, complexity, character, or duration of the work to be performed by the Consultant. The fee is summarized below.

	Fee Schedule Summary	
2.B	Existing Conditions Assessment and Document Review	\$15,620
	Subtotal, Basic Services	\$15,620
	Total Professional Services Fee	\$15,620

End of Scope of Services

Attachment B - Reference Documents

Lake City Gateway Airport (LCQ) Hangars 1 & 2 Roof Replacement

The following documents are referenced in this Work Authorization and are provided under separate cover:

- C4 Design, AAR Airframe MRO Hangar 1 & 2 Roof Replacement, bid set dated June 2, 2026.
- Factory Mutual wind criteria correspondence (AAR / City of Lake City), dated June 4, 2026.
- Executed Grant Agreement No. D0337, State of Florida Department of Commerce and City of Lake City.