

AGENDA
LEXINGTON COUNTY COUNCIL
Committee Meetings
Tuesday, October 26, 2010
Second Floor - County Administration Building
212 South Lake Drive, Lexington, SC 29072
Telephone - 803-785-8103 -- FAX 803-785-8101

***Times are tentatively scheduled committee meetings that may run behind or ahead of schedule; therefore, the times could change by as much as 30 minutes. Also, if time permits, Council may elect to enter into Executive Session to discuss contractual, legal, personnel matters, etc.**

12:30 p.m. - 12:45 p.m. - Economic Development

- (1) Inducement Resolution R10-08 for ABMA, LLC - Economic Development -
Chuck Whipple, Manager **A**
- (2) Ordinance 10-01 - An Ordinance Authorizing the Execution of a Fee Agreement Between
Lexington County and ABMA, LLC; Joint Park Designation, and Matters Related Thereto
- 1st Reading - Economic Development - Chuck Whipple, Manager **B**
- (3) Old Business/New Business
- (4) Adjournment

12:45 p.m. - 1:35 p.m. - Planning & Administration

- (1) Library Request - Library Services - Dan MacNeill, Director **C**
- (2) Zoning Text Amendment T10-02 - Comprehensive Administrative Update (Goal 2)
- 2nd Reading - Planning & GIS - Charlie Compton, Director..... **D**
- (3) Zoning Map Amendment M10-01 - Fairway Ridge Dr., P/O Amicks Ferry Rd., and P/O
Timberlake Dr. - Community Development - Walt McPherson..... **E**
- (4) Old Business/New Business
- (5) Adjournment

1:35 p.m. - 1:40 p.m. - Justice

- (1) Bulletproof Vest Partnership Grant Award (Goal 1) - Sheriff's Department -
Col. Allan Paavel **F**
- (2) Old Business/New Business
- (3) Adjournment

1:40 p.m. - 1:50 p.m. - Health & Human Services

- (1) DHEC EMS Grant-in-Aid - Public Safety/EMS Grant Award (Goal 1) - Chief Brian Hood..... **G**
- (2) FY09 Citizens Corp (CERT) Grant Award (Goal 1) - Public Safety/Emergency
Preparedness - Bruce Rucker, Director of Public Safety **H**

- (3) Old Business/New Business
- (4) Adjournment

1:50 p.m. - 2:15 p.m. - Public Works

- (1) Roadside Memorial Signs - Public Works - John Fechtel, Director.....**I**
- (2) FY2009-2010 Annual County Transportation Committee (CTC) Report - Public Works -
Jim Starling, Engineering Associate III.....**J**
- (3) Disadvantaged Business Enterprises (DBE) Report for 2009-2010 for Lexington County
“C” Fund Projects - Jim Starling, Engineering Associate III **K**
- (4) Old Business/New Business
- (5) Adjournment

2:15 p.m. - 2:25 p.m. - Airport

- (1) Revised Airport Master Plan for the Lexington County Airport at Pelion (Goal 2) -
Katherine Hubbard, County Administrator**L**
- (2) Old Business/New Business
- (3) Adjournment

2:25 p.m. - 4:15 p.m. - Committee of the Whole

- (1) EOC/ECC Project Update (Goal 1) - Joe Mergo, Deputy County Administrator
- (2) Goal #1 Update - Vice-Chairman Banning
- (3) Goal #2 Update - Councilman Derrick
- (4) Possible Executive Session if Time Permits
- (5) Old Business/New Business
- (6) Adjournment

GOALS

- 1. Provide for public services to citizens of Lexington County.**
- 2. Manage growth to meet needs of Lexington County.**
- 3. Provide innovative Financial Management.**

Economic Development

B. Banning, Sr., Chairman
B. Derrick, V Chairman
D. Summers
J. Kinard

Justice

S. Davis, Chairman
J. Carrigg, Jr., V Chairman
B. Derrick
B. Keisler
J. Kinard

Public Works

B. Derrick, Chairman
J. Carrigg, Jr., V Chairman
B. Keisler
B. Banning, Sr.
J. Kinard

Committee of the Whole

J. Kinard, Chairman
B. Banning, Sr., V Chairman
B. Derrick
S. Davis
D. Summers
B. Keisler
J. Jeffcoat
J. Carrigg, Jr.
T. Cullum

Planning & Administration

J. Carrigg, Jr., Chairman
B. Derrick, V Chairman
B. Banning, Sr.
T. Cullum
J. Kinard

Health & Human Services

J. Jeffcoat, Chairman
D. Summers, V Chairman
B. Keisler
B. Banning, Sr.
J. Kinard

Airport

T. Cullum, Chairman
D. Summers, V Chairman
S. Davis
J. Jeffcoat
J. Kinard

A G E N D A
LEXINGTON COUNTY COUNCIL
Tuesday, October 26, 2010
Second Floor - Dorothy K. Black Council Chambers - County Administration Building
212 South Lake Drive, Lexington, South Carolina 29072
Telephone - 803-785-8103 FAX - 803-785-8101

4:30 P.M. - COUNCIL CHAMBERS

Call to Order/Invocation
Pledge of Allegiance

The Green Business Certificates - Presented by Synithia Williams, Environmental Coordinator and Amanda St. John, Recycling Coordinator

Chairman's Report

Administrator's Report

Employee Recognition - Katherine Hubbard, County Administrator

AppointmentsM

Bids/Purchases/RFPs

- (1) Window Replacements for the Lexington County Summary Court Center **N**
- (2) Liquefied Petroleum (LP) Gas - Countywide **O**
- (3) Roof Replacement at Oak Grove and South Congaree Fire Stations - Public Safety/
Fire Service..... **P**
- (4) Central Control Touch Panel & Installation (Jail Locking System) - Sheriff's Department **Q**

November and December 2010 Schedule.....R

**Approval of Minutes - Minutes for the Special Called Meeting of September 14, 2010 and
Regular Meeting of September 28, 2010..... S**

Ordinance

- (1) Ordinance 10-05 - Landscape and Open Space Ordinance Amendments - 3rd Reading..... **T**

Committee Reports

Economic Development, B. Banning, Sr., Chairman

- (1) Inducement Resolution R10-08 for ABMA, LLC - **Tab A**
- (2) Ordinance 10-01 - An Ordinance Authorizing the Execution of a Fee Agreement Between Lexington County and ABMA, LLC; Joint Park Designation, and Matters Related Thereto - 1st Reading - **Tab B**

Planning & Administration, J. Carrigg, Jr., Chairman

- (1) Zoning Text Amendment T10-02 - Comprehensive Administrative Update - 2nd Reading - **Tab D**

Justice, S. Davis, Chairman

- (1) Bulletproof Vest Partnership Grant Award - **Tab F**

Health & Human Services, J. Jeffcoat, Chairman

- (1) DHEC EMS Grant-in-Aid - Public Safety/EMS Grant Award - **Tab G**
- (2) FY09 Citizens Corp (CERT) Grant Award - **Tab H**

Public Works, B. Derrick, Chairman

- (1) FY2009-2010 Annual County Transportation Committee (CTC) Report - **Tab J**
- (2) Disadvantaged Business Enterprises (DBE) Report for 2009-2010 for Lexington County "C" Fund Projects - **Tab K**

Airport, T. Cullum, Chairman

- (1) Revised Airport Master Plan for the Lexington County Airport at Pelion - **Tab L**

Budget Amendment Resolutions

OLD BUSINESS/NEW BUSINESS

EXECUTIVE SESSION/LEGAL BRIEFING

MATTERS REQUIRING A VOTE AS A RESULT OF EXECUTIVE SESSION

ADJOURNMENT

Document not available at this time.

Document not available at this time.

MEMORANDUM

TO: Katherine Hubbard, County Administrator
FROM: Dan MacNeill
RE: Hours Adjustment for Library Position
DATE: October 19, 2010

Katherine-

The Library has a position in the Technical Services department (the department which orders, catalogs, and processes all material for the public) in which the staff member has notified me that she plans to retire at the end of January 2011.

This person has worked for us for 25 years and she has worked 30 hours per week for the entire 25 years. The position is a Library Assistant II (Grade 4), and given that she has worked 30 hours per week she has received health insurance.

It has always been my plan to change the number of hours for this position to 40 hours per week when the present employee retired. We have the same number of staff in Technical Services now as we had in 1999. The workload has certainly increased since that time, and we have more backlogs at times now that affect how quickly we can get materials on the shelves for the public. The increased 10 hours per week will help alleviate this situation.

Because the present employee has received salary increases over her 25-year tenure, her present salary at 30 hours per week is higher than a new employee would receive at 40 hours per week. Below are the figures documenting this:

	<u>Current Position (30 hrs/week)</u>	<u>Position at 40 hrs/week</u>
Base Salary:	\$25,557	\$24,340
FICA (7.56%)	1,956	1,863
State Retirement (9.39%)	2,400	2,286
Workers Comp (.76%)	195	185
Health Insurance	7,800	7,800
Total	\$37,908	\$36,474

As you can see, increasing the hours from 30 to 40 per week will give us the advantage of having 10 more hours of staff work time and decrease the budget for this position by \$1,434.

I would like the opportunity to present my request for this change to County Council for their consideration.



COUNTY OF LEXINGTON, SOUTH CAROLINA

Community Development

County Administration Building, 4th Floor
212 South Lake Drive, Suite 401, Lexington, SC 29072
(803)785-8121

ZONING TEXT AMENDMENT APPLICATION # **T10-02**

Section(s) of the Zoning Ordinance that are affected:

All sections of the Zoning Ordinance including but not limited to vesting, definitions, principal activity descriptions, accessory activities, permitted activity by district, permitted access by street classification, parking, buffering restrictions, signs, and administration.

Reason for the request: Comprehensive review of the text for needed updates.

Submitted on behalf of: County Council Planning Commission

Printed Name: Charles M. Compton Title: Planning Director

Signature: Signature on file

08/13/10	Application Received		9/23/10	Newspaper Advertisement
10/21/10	Planning Commission			

Planning Commission Recommendation: _____

08/24/10	First Reading	10/12/10	Public Hearing	Second Reading	Third Reading
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Results: _____

Make the following changes and additions to:

Section 11.33 Existing Permits

Building permits ~~or zoning permits~~ lawfully issued before the effective date of this Ordinance or subsequent amendments shall remain in effect **for as long as provided by the Lexington County Building Code.** ~~that such building, structure, or activity is substantially underway and being diligently pursued within six months of the issuance of the permit. If such does not occur, then the permit shall automatically lapse and the provisions of this Ordinance shall apply.~~ **Zoning permits lawfully issued before the effective date of amendments to this Ordinance shall remain in effect as long as provided for in Section 121.10.**

Make the following changes and additions to:

Section 12.10 Definitions

Grandfathered Residential Use: residential use in existence or permitted for construction ~~by~~ **before** the dates below:

- Dutch Fork Planning Area – August ~~13~~**14**, 1980
- Eastern Lexington County Planning Area – August ~~13~~**14**, 1980
- Central Lexington County Planning Area – December ~~8~~**9**, 1986
- Northern Lexington County Planning Area – August ~~1~~**2**, 1989
- Western Lake Murray Lexington County Planning Area – March ~~20~~**21**, 1989
- Southern Lexington County Planning Area – January ~~12~~**13**, 1998
- Western Lexington County Planning Area – November 14, 2001

An abandoned residential structure which is derelict or uninhabitable for a continuous period of 12 months or greater shall not be considered a grandfathered use. An uninhabited residence shall not in and of itself constitute abandonment.

Make the following changes and additions to:

Section 21.10 Description of Principal Activities

Child or Adult Day Care include any facility for the regular care, supervision, or guidance of pre-teenage children, senior citizens, or adults with disabilities, which is subject to registration or licensing by the South Carolina Department of Social Services. Regular care, supervision, or guidance of no more than 6 such individuals may qualify as a Home Occupation under Section 21.22.

Communication Towers (Limited) include those used for telephone transmittal. The buildings attendant to such use may be included in this activity as long as the size does not exceed 300 square feet.

Vegetation. Towers to preserve existing vegetation.

Illumination. Towers shall be illuminated only to the extent required by applicable federal or state statute or regulation.

Co-location. Satisfactory evidence shall be submitted that alternative towers, buildings, or other structures are not available for use within the communication tower site search area that are structurally capable of supporting the intended wireless communication antenna or meeting

the necessary height criteria, or provide a location free of interference from other communication towers. The applicant for a new tower shall sign an instrument, maintained by the County, agreeing to encourage and promote the joint use of telecommunications towers within the County and, to that extent, committing that there shall be no unreasonable act or omission that would have the effect of excluding, obstructing or delaying joint use of any tower where fair and reasonable market compensation is offered for such use.

Color. Towers shall be light gray, except as otherwise required by applicable federal or state statute or regulation.

Fall zone letter required. A tower must be designed such that, in the event of structural failure, it would not fall within a public right-of-way or on to adjoining property. A signed letter from a registered professional structural engineer certifying to this will be required.

Communication Towers (Extensive) include those used for radio, ~~and television, and telephone~~ transmittal. The buildings attendant to such use may be incorporated into the Business Services activity.

Vegetation. Towers to preserve existing vegetation.

Illumination. Towers shall be illuminated only to the extent required by applicable federal or state statute or regulation.

Color. Towers shall be light gray, except as otherwise required by applicable federal or state statute or regulation.

Fall zone letter required. A tower must be designed such that, in the event of structural failure, it would not fall within a public right-of-way or on to adjoining property. A signed letter from a registered professional structural engineer certifying to this will be required.

Nursing Homes include convalescent homes, convalescent hospitals and clinics. Skilled care is typically provided to residents/patients. (See also “Retirement Centers.”)

Retirement Centers/Assisted Living Facilities include those complexes offering a combination of housing options, support services, light retail/personal services, and/or medical services on-site. Activities may take place under one roof or in a separate buildings. (See also “Nursing Homes.”)

Make the following changes and additions to:

Section 21.21 Partial List of Accessory Activities

- j. Vehicles without a current license plate or vehicles under repair for longer than 30 days, are an allowed accessory activity to residential use only if fully screened from the road right-of-way and any surrounding properties.

In the case of a single vehicle on a property meeting this description, a cloth automotive cover may be used provided that it is designed and sold specifically for use as a car/truck cover **and is in excellent condition**. A Tarpaulin may not be used as screening. For multiple cars, total screening must be provided as described in Article 2, Section 23.30 Screening.

Make the following changes and additions to:

21.31 Chart of Permitted Activities by District

R1	R2	R3	D	RA	RD	LC	C1	C2	ID	LR	ACTIVITIES
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Child or Adult Day Care
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Communication Towers (Limited)
					✓				✓	✓	Communication Towers (Extensive)
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Nursing Homes
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Retirement Centers/Assisted Living

Make the following changes and additions to:

22.02 Chart of Permitted Access by Street Classification

The following chart designates the street classifications necessary to access each of the major activities. A principal activity which is restricted from access to a specific street classification may not locate where the activity is reachable only through the use of a street with such a restricted classification.

If a street right-of-way has been annexed by a municipality, the access necessary for a major activity will be determined by using the street classification in existence before the annexation.

There are limits placed on some activities allowed to access a Limited Local (LL) street classification. The last column in the chart describes the specific nature of these limits where they exist. They are expressed in either maximum number of dwelling units (DU) per acre, maximum number of beds per acre, or maximum floor area ratio (FAR). A floor area ratio is an expression of the total floor area of a structure or building, including useable basements, compared to the total lot area. For example, a 1000 square foot building on a 10,000 square foot lot would have a floor area ratio of .10.

A	C	L	RL6	RL5	RL4	LL & Max. Limits	ACTIVITIES
✓	✓	✓	✓	✓	✓		Child or Adult Day Care
✓	✓	✓	✓	✓	✓	✓	Communication Towers (Limited)
✓	✓	✓				✓ .03 FAR	Communication Towers (Extensive)
✓	✓	✓	✓	✓	✓	✓ 12 Beds/acre	Nursing Homes
✓	✓	✓	✓	✓	✓	✓ 6 DU/acre	Retirement Centers/Assisted Living

Make the following changes and additions to:

22.20 Parking

ACTIVITY

Communication Towers (Limited)
Communication Towers (Extensive)

MINIMUM NUMBER of PARKING SPACES

no minimum established
no minimum established

Make the following changes and additions to:

23.50 Chart of Buffering Restrictions

ACTIVITIES		HEIGHT (#/1)	BUFFER	SETBACKS from		SCREENING	
				Adjoining Property	Road R. O. W.	Total	Partial
Child or Adult Day Care	R	¼	30	50	30	50	75
	I	3					
Communication Towers (Limited)	R	1	30	50	30	50*	100*
	I	4					
* Screening requirements apply to the first 20 feet of the tower above the ground.							
Communication Towers (Extensive)	R	1	30	50	30	50*	100*
	I	4					
* Screening requirements apply to the first 20 feet of the tower above the ground.							
Hospitals	R	¼	70	100	50	150	225
	I	3					
Nursing Homes	R	½/¼	30/50#	50/70#	30	50/100#	70/150#
	I	3		10*	30		
* Setback may be reduced to 10' if a minimum 20' line of sight is maintained. # This extra protection shall be afforded in all districts, but only relative to Residential Detached and Mobile Home activity already in use on surrounding properties. In such cases the extent of this extra protection, if any, shall be determined in accordance with Special Rule #1 as if the Residential Detached or Mobile Home activity was a Grandfathered Residential Use within an Intensive Development District.							
Retirement Centers/Assisted Living	R	½/¼	100 30/50#	10*50/10070#	30	120/80#	180/120#
	I	3		10*	30		
* Setback may be reduced to 10' if a minimum 20' line of sight is maintained. # This extra protection shall be afforded in all districts, but only relative to Residential Detached and Mobile Home activity already in use on surrounding properties. In such cases the extent of this extra protection, if any, shall be determined in accordance with Special Rule #1 as if the Residential Detached or Mobile Home activity was a Grandfathered Residential Use within an Intensive Development District.							

Make the following changes and additions to:

**ARTICLE 2 - APPLICATION OF REGULATIONS, Chapter 3. Buffering Restrictions
and renumber this Chapter as necessary.**

23.00 Purpose

Buffering restrictions are a key component of this Ordinance which strives to achieve compatibility of neighboring activities. To accomplish this goal each principal activity classification has a separate set of recommended maximum buffering restrictions which address height, buffer, setbacks, and screening. These principal activity categories will find themselves located in projects containing varying degrees of intensity depending on the layout, size, shape, design, etc. of the specific activity itself, the accessory activities, and the associated buildings and structures. Determination of the ideal buffering restrictions for each specific principal activity will be subject to a process outlined in this Chapter. Likewise subdivisions and other new developments which may contain a variety of activities will be given internal flexibility with the application of these restrictions in order to achieve a maximum level of creativity in the formation of their project layout.

23.560 Chart of **Maximum Buffering Restrictions**

The columnar chart below lists the **maximum** buffering restrictions defined in this chapter as they apply to ~~specific~~ the list of principal activities. The procedure for determining the actual buffering restrictions that will apply to a particular project or site shall be as outlined in the following paragraphs.

A request for a zoning permit which utilizes the maximum buffering restrictions as published shall be approved with respect to the requirements of this Chapter. A request for a zoning permit which proposes to utilize buffering restrictions less than the maximum numbers listed must employ the following procedure:

If the owner of any protected property wishes to sanction the selection of a lesser specific restriction, such consent shall be noted on a form provided by Lexington County. This consent shall become valid only upon verification by the Zoning Administrator and attachment to the applicable zoning permit.

If the process outlined above does not produce the buffering restriction desired by the applicant requesting a zoning permit, the applicant may request that the Board of Zoning Appeals serve as the arbiter with respect to their application for a restriction less than the maximum. Such a request will be heard at a regularly scheduled meeting of the Board with at least 15 days notice to both the applicant and any protected property owners involved.

In the development of a subdivision or other new development which may contain a variety of activities, the internal buffering restrictions shall be determined by the design of the project. Internal shall be defined as those buffering restrictions intended to determine the relationship between properties contained wholly within the boundaries of the project. Buffering restrictions with respect to surrounding properties shall be determined as outlined in the previous paragraphs. Setbacks from internal rights-of-way for roads to be constructed as part of the project may also be reduced provided all off-street parking requirements, sight distances, and applicable Building Code restrictions are met.

Following are general rules and special rules for interpreting the chart:

Make the following changes and additions to:

Section 26.53 Specialty Signs

Residential/Commercial/Industrial Subdivision and Residential Development Signs are permanent signs displaying no information other than the name of the subdivision, group housing development, apartment/condominium complex, or mobile home park. Such signs may be either single signs or gateway signs (paired signs on each side of an entrance). These signs shall not exceed 100 square feet each in display area, and shall not exceed a height of 6 feet. However, the display area and height restrictions are not intended to apply to the entire decorative structure on which the sign is displayed. Within the same project, a single sign or pair of gateway signs must be at least 300 feet from another single sign or pair of gateway signs. Such signs shall also be exempt from the **area and height limitations in Section 26.55 and the** 10-foot setback restriction of Section 26.51, but still must comply with the engineering criteria found in the Lexington County Land Development Manual and the Driveway Restrictions found in Section 22.10 of this Ordinance. A sign can be located in a road right-of-way median if such sign complies with all engineering criteria found in the Lexington County Land Development Manual.

Make the following changes and additions to:

ARTICLE 12 – ADMINISTRATION

Delete Section 121.04 and renumber this Chapter as needed:

121.04 Power to Arbitrate

~~Where buffering restrictions and performance standards apply, the Zoning Administrator shall act as the initial arbiter wherein surrounding property owners conflict or consent with regard to the application of these regulations or standards. A decision by the Zoning Administrator to relax either the buffering restrictions or performance standards shall be based upon the written consent of the neighboring and affected property owner(s), upon forms provided by the Zoning Administrator. This consent shall be called a zoning waiver and shall become valid only upon verification by the Zoning Administrator and attachment to an applicable zoning permit.~~

122.60 Standards for Variances

The Board ~~shall not~~ **may** grant a variance ~~unless if~~ it makes **the following** findings as follows:

- a. There are extraordinary and exceptional conditions pertaining to the particular piece of property;
- b. These conditions do not generally apply to other property in the vicinity;
- c. Because of these conditions, the application of the ordinance to the particular piece of property would effectively prohibit or unreasonably restrict the utilization of the property; and
- d. The authorization of a variance will not be of substantial detriment to adjacent property or to the public good, and the character of the district will not be harmed by the granting of the variance.

The Board shall also consider the following when hearing a variance request in these sections of the Ordinance:

Section 22.10, Driveway and Street Restrictions – Many of the regulations found in this section are based upon laws of physics and engineering standards that help achieve sight lines, sight distances, etc. that provide for safer movement of motorists and pedestrians. Such restrictions should not be decreased without the support of a qualified engineering study.

Chapter 5. Signs, from Article 2, Application of Regulations – This Chapter contains many standards that implement comprehensive aesthetic and safety initiatives of Lexington County. Most of these regulations are articulated in a manner that provides an equal opportunity for all to advertise their activity and many help businesses avoid becoming a nonconformity upon annexation into a municipality. The Board should not approve a variance that destroys this equitable balance of opportunity, that damages the County’s aesthetic and safety initiatives, or that creates a nonconformity problem for a business in future years.

123.20 Extent of Amendment Granted

The County Council may grant a ~~more restrictive~~ zoning amendment that allows fewer principal activities than formally requested by the applicant, but may not grant an ~~less restrictive zoning~~ amendment that allows more principal activities ~~than formally requested by the applicant~~.



COUNTY OF LEXINGTON, SOUTH CAROLINA

Community Development

County Administration Building, 4th Floor
212 South Lake Drive, Suite 401, Lexington, SC 29072
(803)785-8121

ZONING MAP AMENDMENT APPLICATION # **M10-01**

Address and/or description of the property for which the amendment is requested:

Amicks Ferry Road from the intersection of Three Oak Lane to the intersection of Ballentine Lane; Timberlake Drive from the intersection of Amicks Ferry Road to the intersection of Club Court; and Fairway Ridge Dr.

Zoning Classifications: (Current) Local (L) (Proposed) Residential Local Four (RL4)

Reason for the request: To change the street classification to be consistent with the surrounding residential area.

Even though this request will be carefully reviewed and considered, the burden of proving the need for the amendment rests with the applicant.

Date of Application: 7/14/2010 Applicant: Property Owner Authorized Agent

Phone #(s): home 803-345-6785 _____

Signature: Signature on file Printed Name: George L. Duke

Street/Mailing Address: 637 Webster Pointe Chapin SC 29036

7/14/10	Application Received
8/05/10	Newspaper Advertisement
8/03/10	Notices Mailed

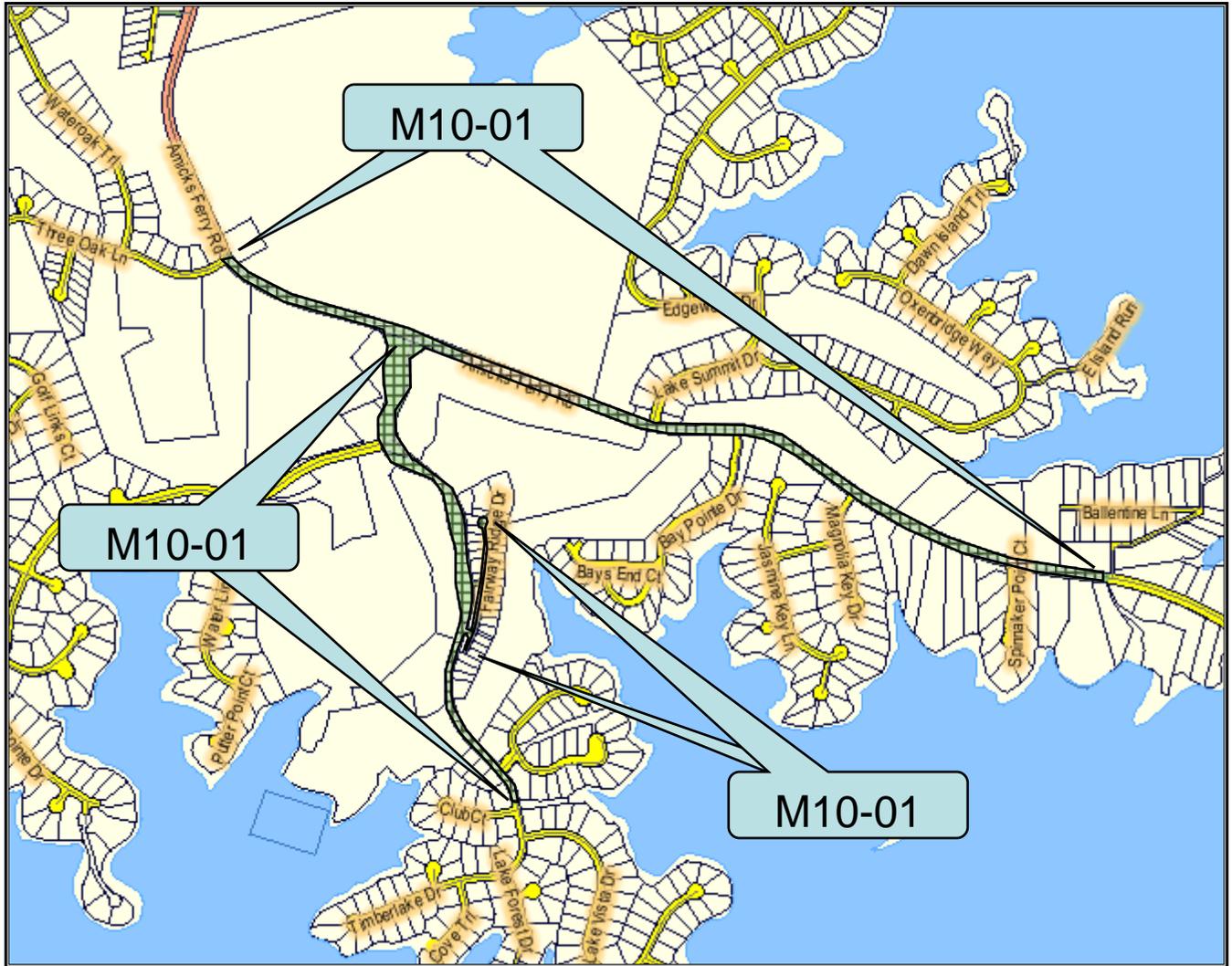
7/14/10	Fee Received
8/09/10	Property Posted
9/16/10	Planning Commission

Planning Commission Recommendation: The Planning Commission recommended denial of the request as submitted and suggested consideration of other Street Classifications available, such as RL6 and RL5, to implement a more creative plan that allows a wider variety of residential development envisioned by the original Timberlake Master Plan. There was also concern expressed for the impact of such a restrictive change in zoning on some of the property values that have evolved under the current zoning.

7/27/10	First Reading	8/24/10	Public Hearing	Second Reading	Third Reading
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Results: _____

Zoning Map Amendment Application M10-01



ZONING LEGEND

	I - Interstate		RL5 - Residential Local 5		ID - Intensive Development
	A - Arterial Road		RL6 - Residential Local 6		PD - Planned Development
	C - Collector Road		LC - Limited Commercial		R1 - Low Density Residential
	L - Local Road		C1 - Neighborhood Commercial		R2 - Medium Density Residential
	LL - Limited Local Road		C2 - General Commercial		R3 - High Density Residential
	RL4 - Residential Local 4		D - Development		RD - Restrictive Development

Zoning Map Amendment Application M10-01



NOTE: Road boundary lines are approximate and may appear distorted in an oblique view.

Zoning Map Amendment Application M10-01



NOTE: Road boundary lines are approximate and may appear distorted in an oblique view.

**COUNTY OF LEXINGTON
BULLETPROOF VEST PROGRAM
Annual Budget
Fiscal Year - 2010-11**

Object Code	Revenue Account Title	Actual 2008-09	Received Thru May 2009-10	Amended Budget Thru May 2009-10	Projected Revenues Thru Jun 2009-10	Requested 2010-11	Approved 2010-11	Awarded 2010-11
*L/E - Bulletproof Vest Program 2414:								
Revenues:								
457000	Federal Grant Income	848	0	2,259	2,259	4,000	4,000	9,849
461000	Investment Interest	1	2	0	0	0	0	0
801000	Op Trn From General Fund/LE	848	2,259	2,259	2,259	4,000	4,000	9,850
** Total Revenue		1,697	2,261	4,518	4,518	8,000	8,000	19,699
***Total Appropriation					4,613	8,000	8,000	19,699
FUND BALANCE								
Beginning of Year								
					<u>95</u>	<u>0</u>	<u>0</u>	<u>0</u>
FUND BALANCE - Projected								
End of Year								
					<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

This grant is split 50% coming from USDOJ and 50% is the County's match.

Fund 2414
Division: Law Enforcement
Organization: 151200 - Operations

Object Code	Expenditure Classification	2008-09 Expend	2009-10 Expend (May)	2009-10 Budgeted (May)	2010-11 Requested	BUDGET 2010-11 Approved	2010-11 Awarded
Personnel							
* Total Personnel		0	0	0	0	0	0
Operating Expenses							
525600	Uniforms & Clothing	2,474	0	4,613	8,000	8,000	19,699
529903	Contingency	0	0	0	0	0	0
* Total Operating		2,474	0	4,613	8,000	8,000	19,699
** Total Personnel & Operating		2,474	0	4,613	8,000	8,000	19,699
Capital							
** Total Capital		0	0	0	0	0	0
*** Total Budget Appropriation		2,474	0	4,613	8,000	8,000	19,699

DUBOSE, ADAM

From: owner-bvp-list@ojp.usdoj.gov on behalf of BVP [bvp@usdoj.gov]
Sent: Thursday, October 07, 2010 11:46 AM
To: BVP-list
Subject: Bulletproof Vest Partnership FY 2010 Award Announcement

The Bureau of Justice Assistance (BJA) is pleased to inform you that your agency will receive an award under the Fiscal Year (FY) 2010 Bulletproof Vest Partnership (BVP) solicitation. These funds have been posted to your account in the BVP system. For questions regarding the BVP Program or your award, please do not hesitate to contact the BVP Help Desk at vests@usdoj.gov or 1-877-758-3787.

A complete list of FY 2010 BVP awards is available at: <http://www.ojp.usdoj.gov/bvpbasi/>

The FY 2010 award funds may be used for National Institute of Justice (NIJ) compliant armored vests which were ordered on or after April 1, 2010. The deadline to request payments from the FY 2010 award funds is August 31, 2012, or until all available 2010 awards funds have been requested.

BJA is also announcing a financial hardship waiver request for all FY 2010 BVP funds. Previously, a jurisdiction was only able to request up to 50% the cost of a vest with their available BVP funds. Now, during the payment request process, jurisdictions may request a waiver and receive up to 100% of the cost of each vest submitted for reimbursement.

Jurisdictions requesting a waiver of the 50% match requirement may not use BVP funds toward the purchase of any vest with a total unit cost greater than \$1,200; excluding taxes, shipping and handling fees (if any) to maximize funding for all eligible jurisdictions.

Additionally, jurisdictions requesting a waiver have to meet criteria of financial or natural disaster hardship. The jurisdictions have to cite the source of their financial hardship during the waiver request process. Jurisdictions will be expected to keep documentation substantiating the financial hardship for four years and realize the waiver requests are open to Bureau of Justice Assistance and Office of the Inspector General audits.

Finally, all applicant jurisdictions, requesting a waiver of the 50% match, would be required to certify that the jurisdiction's Chief Executive Officer formally accepts the request for the waiver and confirms the waiver justification provided. The certification must list the highest elected official from the requesting jurisdiction in order to be approved. Thank You.

BVP Program Support Team

State	Jurisdiction Name	Award Amount
PA	UPPER MERION TOWNSHIP	\$1,662.00
PA	UPPER PERK POLICE DISTRICT	\$1,687.50
PA	UPPER SOUTHAMPTON TOWNSHIP	\$3,975.00
PA	VENANGO COUNTY	\$7,950.00
PA	WARMINSTER TOWNSHIP	\$4,921.30
PA	WARREN CITY	\$2,100.00
PA	WARWICK TOWNSHIP	\$1,000.00
PA	WAYNESBORO BOROUGH	\$4,791.00
PA	WEST CHESTER BOROUGH	\$4,316.00
PA	WEST CONSHOHOCKEN BOROUGH	\$5,225.00
PA	WEST EARL TOWNSHIP	\$1,747.50
PA	WEST HEMPFIELD TOWNSHIP	\$5,582.43
PA	WEST NORRITON TOWNSHIP	\$280.00
PA	WEST PIKELAND TOWNSHIP	\$3,095.00
PA	WEST SHORE REGIONAL POLICE DEPARTMENT	\$3,517.50
PA	WEST VINCENT TOWNSHIP	\$443.96
PA	WESTMORELAND COUNTY	\$2,927.25
PA	WESTTOWN TOWNSHIP	\$1,430.00
PA	WHITEMARSH TOWNSHIP	\$963.60
PA	WILKES BARRE CITY	\$3,281.60
PA	WILLIAMSPORT CITY	\$4,619.00
PA	WRIGHT TOWNSHIP	\$2,050.00
PA	WYOMISSING BOROUGH	\$8,040.00
PA	YEADON BOROUGH	\$3,125.00
PA	YORK CITY	\$17,600.00
PR	HATO REY	\$19,178.33
PR	MUNICIPALITY OF CAROLINA	\$41,390.59
PR	PONCE MUNICIPALITY	\$26,148.54
PR	PUERTO RICO	\$585,537.98
RI	BRISTOL TOWN	\$1,428.13
RI	BURRILLVILLE TOWN	\$7,575.00
RI	CENTRAL FALLS CITY	\$7,200.00
RI	EAST PROVIDENCE CITY	\$11,724.50
RI	HOPKINTON TOWN	\$7,959.73
RI	JOHNSTON TOWN	\$12,650.00
RI	LITTLE COMPTON TOWN	\$4,000.00
RI	NARRAGANSETT TOWN	\$6,737.50
RI	NORTH PROVIDENCE TOWN	\$10,295.00
RI	RICHMOND TOWN	\$1,240.00
RI	SMITHFIELD	\$7,150.00
RI	SOUTH KINGSTOWN TOWN	\$3,337.50
RI	WARWICK CITY	\$37,120.00
RI	WEST WARWICK TOWN	\$3,620.00
RI	WESTERLY TOWN	\$3,230.73
RI	WOONSOCKET CITY	\$7,800.00
SC	CHARLESTON COUNTY AVIATION AUTHORITY	\$3,439.01
SC	AIKEN CITY	\$12,629.48
SC	AIKEN COUNTY	\$15,550.92
SC	ANDERSON CITY	\$4,327.50
SC	ANDERSON COUNTY	\$15,109.69
SC	BARNWELL CITY	\$700.00
SC	BARNWELL COUNTY	\$6,412.50
SC	BEAUFORT CITY	\$1,298.96

State	Jurisdiction Name	Award Amount
SC	BENNETTSVILLE CITY	\$368.06
SC	BISHOPVILLE CITY	\$700.00
SC	CALHOUN COUNTY	\$3,295.60
SC	CAYCE CITY	\$4,365.38
SC	CHARLESTON CITY	\$23,650.00
SC	CHESTER COUNTY	\$2,138.25
SC	CHESTERFIELD COUNTY	\$17,014.80
SC	CLARENDON COUNTY	\$4,608.90
SC	CLEMSON CITY	\$2,517.50
SC	COLUMBIA CITY	\$12,212.68
SC	DORCHESTER COUNTY	\$31,562.33
SC	DUNCAN TOWN	\$186.98
SC	FOLLY BEACH CITY	\$1,187.22
SC	GEORGETOWN CITY	\$1,250.00
SC	GEORGETOWN COUNTY	\$5,208.96
SC	GREENWOOD CITY	\$313.84
SC	GREER CITY	\$6,682.37
SC	HORRY COUNTY	\$4,357.32
SC	JASPER COUNTY	\$5,788.01
SC	LANCASTER CITY	\$5,619.70
SC	LANCASTER COUNTY	\$5,540.40
SC	LAURENS COUNTY	\$9,227.68
SC	LEXINGTON COUNTY	\$9,849.21
SC	MAULDIN CITY	\$5,666.76
SC	MOUNT PLEASANT TOWN	\$6,895.63
SC	MYRTLE BEACH CITY	\$12,640.50
SC	NEWBERRY CITY	\$1,467.77
SC	NEWBERRY COUNTY	\$20,587.50
SC	NORTH AUGUSTA CITY	\$5,541.75
SC	NORTH CHARLESTON CITY	\$25,619.87
SC	ORANGEBURG COUNTY	\$17,334.00
SC	PROSPERITY TOWN	\$1,383.50
SC	RICHLAND COUNTY	\$21,325.37
SC	ROCK HILL CITY	\$4,821.24
SC	SALUDA TOWN	\$3,400.00
SC	SIMPSONVILLE CITY	\$4,563.72
SC	SOUTH CAROLINA	\$90,435.62
SC	SPARTANBURG CITY	\$12,657.50
SC	SPARTANBURG COUNTY	\$14,355.72
SC	SUMTER CITY	\$20,078.00
SC	SURF SIDE BEACH	\$6,174.60
SC	TEGA CAY CITY	\$183.46
SC	TRAVELERS REST CITY	\$611.82
SC	WEST COLUMBIA CITY	\$3,876.13
SC	WILLIAMSTON TOWN	\$2,114.19
SD	BROOKINGS CITY	\$5,400.00
SD	BROWN COUNTY	\$1,687.50
SD	BRULE COUNTY	\$1,310.00
SD	CLAY COUNTY	\$2,796.00
SD	DAVISON COUNTY	\$648.00
SD	LINCOLN COUNTY	\$2,282.00
SD	MINNEHAHA COUNTY	\$1,006.60
SD	PIERRE CITY	\$11,477.50



Section Status > Current Status > Jurisdiction Current Status

OMB #1121-0235
(Expires: 10/31/2006)

1. Registration

- 1.1 [Contact Information](#)
- 1.2 [Change Password](#)

2. Application

- 2.1 [Pre Application](#)
- 2.2 [Manage Application](#)
- 2.3 [Review Application](#)
- 2.4 [Submit Application](#)

3. Receipts

- 3.1 [Manage Receipts](#)
- 3.2 [Receipt Reports](#)

4. Payment

- 4.1 [Bank Information](#)
- 4.2 [Print Bank Form](#)
- 4.3 [Request Payment](#)
- 4.4 [Payment History](#)

5. Status

- 5.1 [Current Status](#)
- 5.2 [LEA Status](#)
- 5.3 [Application History](#)



BVP HELP DESK
(Toll-Free 1-877-758-3787)
(Toll 1-301-595-4595)

LEXINGTON COUNTY, SC

This "Status" page shows any pending actions that must be completed prior to program deadlines. It also provides you with payment(s) status for tracking your requests for approved funds.

- Red **X**'s indicate your attention is needed in order to complete a task for action.

Current Activity Status		
Application	✔ Approved by BVP	View Details
Available Funds	\$12,107.95 available for additional requests.	View Details

Balance Summary	
Total Amount Awarded	\$53,304.19
Total Payments Made	\$41,196.24
Payments on Hold	\$0.00
Amount Available for Additional Requests	\$12,107.95

Only the Chief Executive Officer (CEO) or authorized designee (employee of the jurisdiction) has the authority to submit requests for payment. Contractors and third party vendors may not complete the vest receipt section, nor may they submit the request for payment.

If your jurisdiction has vests on applications with remaining funds, click on 'Report Receipt of Vests' to report additional receipts.

Regular Funding				
Fiscal Year	Funds Name	Amount Approved	Funds Available	Action
2007	Regular Fund	\$4,117.67	\$0.00	Report Receipt of Vests
2009	Regular Fund	\$2,258.74	\$2,258.74	
2010	Regular Fund	\$9,849.21	\$9,849.21	
Totals:		\$16,225.62	\$12,107.95	

COUNTY OF LEXINGTON Grant Request Summary Form

Title of Grant: DHEC EMS Grant-in-Aid

Fund: 2520 DHEC/EMS Grant-in-Aid **Department:** 131400 PS / Emergency Medical Services
No. Title No. Title

Type of Summary: Grant Application Grant Award X

Grant Overview: The DHEC EMS Grant-in-Aid Program is intended to provide financial assistance to counties to improve and upgrade the EMS System in order to reduce injuries and the loss of life. All DHEC licensed ambulance services who provide emergency treatment and transport services are eligible to receive grant funds. Grant funds are awarded on a 94.5% state / 5.5% county matching fund basis.

EMS budgeted for the grant funding and match for this program in the budget process, so this application will not require any additional funds. The grant application has been approved by DHEC to allow us to purchase (6) Type IV Rescue Vests, (1) Laptop Computer with related accessories, (1) Multi-Function Printer with accessories, (2) Paramedic Tuition cost and \$10,000 toward the EMS portion of the CAD/AVL System for one ambulance.

Grant Period: July 1, 2010 to June 30, 2011

Responsible Departmental Grant Personnel: Chief T. Brian Hood

Date Grant Information Released: August 1, 2010 **Date Grant Application Due:** September 24, 2010

Grant Expenditures (Please attach a detailed budget with Excel spreadsheet, Overview, Line Item Narratives, etc.):

Personnel	\$	-	
Operating	\$	10,936.00	
Capital	\$	15,958.00	* Award Amount: \$25,414.66
Total	\$	<u>26,894.00</u>	

Local Match Required: Yes No

If Yes, What is the Percentage / Amount:

<u>94.5</u>	<u>\$25,415.00</u>
5.5	\$1,479.00
%	\$ Amount

Requirements at the End of this Grant (please explain in detail):

None

Dept. Preparer:	MH	10/13/2010
Dept. Approval:	TBH	10/13/2010
Finance Approval:	AD	10/15/2010
	<i>Initials</i>	<i>Date</i>

**COUNTY OF LEXINGTON
DHEC - EMS GRANT-IN-AID
Annual Budget
Fiscal Year - 2010-11**

Object Code	Revenue Account Title	Actual 2008-09	Received Thru May 2009-10	Amended Budget Thru May 2009-10	Projected Revenues Thru Jun 2009-10	Requested 2010-11	Approved 2010-11	Awarded 2010-11
*DHEC - EMS Grant-In-Aid 2520:								
Revenues:								
459100	DHEC - EMS Grant-In-Aid	38,336	0	31,376	31,376	35,000	35,000	25,415
461000	Investment Interest	6	1	0	1	0	0	0
801000	Op Trn from General Fund	2,231	1,826	1,826	531	1,925	1,925	1,479
**Total Revenue		40,573	1,827	33,202	31,908	36,925	36,925	26,894
***Total Appropriation					33,202	36,925	36,925	26,894
FUND BALANCE								
Beginning of Year								
					<u>1,294</u>	<u>0</u>	<u>0</u>	<u>0</u>
FUND BALANCE - Estimated								
End of Year								
					<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Fund: 2520
Division: Public Safety
Organization: 131400 - Emergency Medical Services

Object Code	Expenditure Classification	2008-09 Expend	2009-10 Expend (May)	2009-10 Amended (May)	2010-11 Requested	2010-11 Approved	2010-11 Awarded
BUDGET							
Personnel							
* Total Personnel		0	0	0	0	0	0
Operating Expenses							
525210	Conference, Meeting & Training Expense	10,800	0	0	33,971	33,971	10,000
529903	Contingency	0	0	0	0	0	936
536029	DHEC - Gold Cross Ambulance Grant	5,472	0	3,920	2,954	2,954	0
* Total Operating		16,272	0	3,920	36,925	36,925	10,936
** Total Personnel & Operating		16,272	0	3,920	36,925	36,925	10,936
Capital							
540010	Minor Software	0	0	0	0	0	0
	All Other Equipment	23,976	29,201	29,282	0	0	0
5AB451	(6) Type IV Rescue Vest						1,008
5AB452	(1) CAD AVL System for (1) Ambulance						10,000
5AB453	(1) Multi-function Printer & Accessories						950
5AB454	(1) Laptop & Accessories						4,000
** Total Capital		23,976	29,201	29,282	0	0	15,958
***Total Budget Appropriation		40,248	29,201	33,202	36,925	36,925	26,894

SECTION V. – PROGRAM OVERVIEW

**EMERGENCY MEDICAL SERVICES DIVISION
GRANT-IN-AID**

The DHEC EMS Grant-in-Aid Program is intended to provide financial assistance to counties to improve and upgrade the EMS system in order to reduce injuries and the loss of life. All DHEC licensed ambulance services that provide emergency treatment and transport services are eligible to receive grant funds. Grant funds are awarded on a 94.5% state / 5.5% county matching fund basis.

SECTION VI. C. – OPERATING LINE NARRATIVES

525210 – CONFERENCE, MEETING & TRAINING EXPENSE **\$10,000**

These funds will be used to cover the tuition cost for (2) two students to attend the upcoming paramedic course.

2 students x \$5,000 each = \$10,000

SECTION VI. D. – CAPITAL LINE ITEM NARRATIVE

5AB451 – (6) TYPE IV RESCUE VEST **\$1,008**

These rescue vests are needed to better ensure the paramedic's safety and the safety of the patient when that patient is in the water. We have six EMS personnel that are specialty trained in water rescue and these vests will be used by these team members when we have a patient that needs emergency care and assistance to reach a land surface.

$$6 \times 157 = \$942 \text{ plus applicable sales tax } (\$65.94) = \$1,007.94$$

5AB452 – (1) CAD AVL SYSTEM FOR (1) AMBULANCE **\$10,000**

To assist with 911 calls during the day hours of 7:00am to 7:00pm, we have an agreement with one private ambulance service to help us; that service is Gold Cross. To allow dispatch and EMS management to monitor their location to a pending call it is imperative for that unit to have the same AVL (Automated Vehicle Locator) system as our county ambulances. This equipment will be installed in their unit at our cost, but it is capable of being uninstalled in the event the service of Gold Cross is no longer needed.

5AB453 – (1) MULTI-FUNCTION PRINTER AND ACCESSORIES **\$950**

The administration of EMS needs a commercial grade multi-function printer to allow for printing, faxing and scanning.

5AB454 – (1) LAPTOP AND ACCESSORIES **\$4,000**

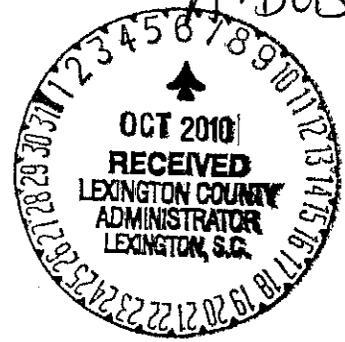
This laptop will replace the current laptop used by the EMS Director.



C. Earl Hunter, Commissioner

Promoting and protecting the health of the public and the environment.

September 24, 2010



County Administrator
Lexington County
County Administration Building
Lexington, SC 29072

Dear County Administrator:

I am pleased to notify you that your EMS grant-in-aid application for assistance has been approved, the amount of **\$25,414.66** and is made a part of the contract (FY 2011). **Enclosed is a copy of the approved contract for your file. Please notify the service(s) in your county that the FY2011 GIA application has been approved.**

Please be advised that **the contract is effective immediately and that the contract ends on April 30, 2011 and that invoices received after April 30, 2011 will not be accepted.** Since this is a reimbursement contract, the expenditures must be made, and invoices and reports must be received in the Finance Department of DHEC prior to the end of the contract for reimbursement.

I wish you great success in completing this project and I am willing to assist in any phase of this program.

Sincerely,

Sonia B. Wright
Program Coordinator II
Division of EMS and Trauma

Attachment

EM-1-412
48800 62710

EMERGENCY MEDICAL SERVICES CONTRACT

BETWEEN

SOUTH CAROLINA DEPARTMENT OF HEALTH AND ENVIRONMENTAL CONTROL

AND

LEXINGTON COUNTY

The parties of this contract agree as follows:

A. SCOPE OF SERVICES:

The Contractor agrees to submit for approval a county application (DHEC form 1061) for grant in aid for the purpose of upgrading and/or expanding the Emergency Medical Services within the county. The Contractor will purchase the equipment and/or training programs based on the county application as approved by DHEC.

Mailing Address of Contractor: County Administrator
Lexington County
County Administration Building
Lexington, SC 29072

Contractor FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN)

57-6000-379

B. TIME OF PERFORMANCE:

The contract shall be effective July 1, 2010, or when signed by all parties, whichever is later, and will terminate June 30, 2011.

C. COMPENSATION:

1. DHEC agrees to reimburse the Contractor an amount not to exceed 94.5 percent of the cost for approved equipment and training referred to on DHEC form 1061 for grant in aid. Basis for payment is actual expenditures for authorized purchases; however, in no event will the total amount to be reimbursed under this Contract exceed \$25,414.66, or subsequent reductions or increases approved by the Budget and Control Board and/or General Assembly. Notification of any subsequent reductions or increase will be provided under separate letter.
2. Funds shall not be used, and the Contractor will not be reimbursed, for expenditures made prior to the effective date of this Contract, or for obligations incurred after the conclusion date for the grant period.
3. The contractor must receive DHEC approval of a properly-submitted DHEC Form 1061 **BEFORE** making any expenditures or incurring any obligations to be reimbursed under this contract. The Contractor will not be reimbursed for any expenditures made or obligations incurred in violation of this procedure.

Travel

Reimbursement to contractors for travel expenses will be made in accordance with regulations established for State employees travel and in accordance with guidelines established by DHEC. The maximum amount of the contract must include all travel expenses. Please see Section F., Term and Condition #10.

D. METHOD OF PAYMENT:

The Contractor shall provide DHEC a written reimbursement request which must include a compliance report as set forth in section E below. It must also include invoice(s) indicating that the equipment/training has been received/completed and the corresponding canceled check(s). An original, fully executed contract must be received by DHEC before any payments can be made. **ALL INVOICES FOR REIMBURSEMENT MUST BE SUBMITTED NO LATER THAN APRIL 30, 2011. INVOICES RECEIVED AFTER APRIL 30, 2011 WILL NOT BE ACCEPTED.**

E. COMPLIANCE REPORTS:

1. The Contractor shall submit a formal letter indicating that they have met all the terms of the contract regarding the implementation of the grant application as outlined in this contract. This should be done at the time of request for reimbursement.
2. A written statement, signed by the county government official verifying that state funds were not used to replace local county funds for EMS.
3. A statement from the authorizing county official that state or local purchasing requirements were followed in the purchase of the equipment.

F. TERMS AND CONDITIONS:

1. Contractor must agree to make positive efforts to use small and minority owned businesses and individuals. DHEC Form 128 is for use in providing this information.
2. None of the work or services covered by this Contract shall be subcontracted without the prior written approval of DHEC; provided, however, nothing herein shall be construed to limit the ability of this hospital to contract with physicians to provide on-call services for its Emergency Department.
3. Any change to this Contract is considered an amendment to the contract, which must be mutually agreed to and executed in the same manner as the contract.
4. Records with respect to all matters covered by this Contract shall be retained by the Contractor for 6 years after the end of the Contract period, and shall be available for audit and inspection for any time such audit is deemed necessary by DHEC. If audit has begun but is not completed at the end of the 6-year period, or if audit findings have not been resolved at the end of the 6-year period, the records shall be retained until resolution of the audit findings.
5. Notwithstanding any other provision of the contract:
 - a. Subject to the provisions contained below, this Contract may be terminated by either party providing written notice of that intent to the Contractor thirty (30) days in advance.
 - b. Funds for this Contract are payable from State and/or Federal and/or other appropriations. In the event sufficient appropriations are not made to pay the charges under this Contract, it shall terminate without any further obligation by DHEC.
 - c. DHEC may terminate this Contract for cause, default or negligence on the part of the Contractor at any time without thirty days advance written notice.
6. The Contractor certifies that he/she is not an employee of a South Carolina State Agency.
7. No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in relation to activities carried out under this contract on the grounds of race, age, health status, handicap, color, sex, religion or national origin. This included the provision of

language assistance services to individuals of limited English proficiency eligible for services provided by DHEC.

8. The Contractor agrees that neither the contractor, its employees nor agents are covered by any professional or tort liability insurance maintained by DHEC.
9. **DRUG FREE WORK PLACE:**
The Contractor certifies to DHEC that it will provide a drug-free workplace by:
 - a. publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the person's workplace and specifying the actions that will be taken against employees for violations of the prohibition;
 - b. establishing a drug-free awareness program to inform employees about:
 - (1) the dangers of drug abuse in the workplace;
 - (2) the contractor's policy of maintaining a drug-free workplace;
 - (3) any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) the penalties that may be imposed upon employees for drug violations;
 - c. making it a requirement that each employee to be engaged in the performance of the contract be given a copy of the statement required by item a.;
 - d. notifying the employee in the statement required by item a., that as a condition of employment on the contract or grant, the employee will:
 - (1) abide by the terms of the statement and
 - (2) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after the conviction;
 - e. notifying DHEC within 10 days after receiving notice under item d.(2) from an employee or otherwise receiving actual notice of the conviction;
 - f. imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee convicted, as required by Section 44-107-50 (SC Code of Laws); and
 - g. making a good faith effort to continue to maintain a drug-free workplace through implementation of items a.,b.,c.,d.,e. and f.
10. Contractor's travel expenses, including room and board, incurred in connection with the services described in Scope of Work, will be limited to reimbursement at the standard State rate in effect during the period of this agreement and will be included within the maximum amount of the contract.
11. Neither party shall be liable for any claims, demands, expenses, liabilities and losses (including reasonable attorney's fees) which may arise out of any acts or failures to act by the other party, its employee or agents, in connection with the performance of services pursuant to this contract.
12. The Agreement, any dispute, claim, or controversy relating to the agreement and all the rights and obligations of the parties shall, in all respects, be interpreted, construed, enforced and governed by and under the laws of the State of South Carolina, except its choice of law rules. All disputes, claims or controversies relating to the Agreement shall be resolved in accordance with the South Carolina Procurement Code, Section 11-35-10, et. seq., or in the absence of jurisdiction, only in the Court of Common Pleas for, or a federal court located in Richland County, South Carolina

13. Contractor certifies that they have not been debarred or suspended under OMB Circular A-133 Compliance Supplement or otherwise from doing business with any governmental entity.
14. Contractors who expend any funds obtained from, or passed through DHEC, must provide quarterly compliance reports outlining the status of the project, compliance with the scope of services and expenditures to the proper program area of DHEC. The Contractor is subject to site visits from DHEC in an effort to monitor compliance.
15. Contractors who are not required to obtain a single or program specific audit may be required to obtain limited scope audits if the quarterly compliance reports, site visits and other information obtained by the department raise reasonable concern regarding compliance with contract conditions. Such engagements may not be paid for by DHEC pass through funds.
16. DHEC have sole ownership and copyright for any tangible product (report, survey, film, etc.) developed under this contract.
17. The Contractor agrees to abide by DHEC's Confidentiality Policy, which states that all information about personal facts and circumstances of DHEC employees, clients, or members of the public is confidential and will not be disclosed without written authorization of the individual to which it pertains, unless disclosure is required by law, or otherwise required in accordance with this agreement and released to the Contractor after DHEC Office of General Counsel review. If confidential information is disclosed pursuant to a properly completed authorization, documentation of the disclosure and a copy of the authorization must be maintained and made available for DHEC inspection and audit. In addition, confidential agency information and action shall not be disclosed unless DHEC authorizes the disclosure in writing, or the disclosure is required by law.

The types of information that generally must be kept confidential include, but are not limited to, personal information about job applicants, DHEC employees, DHEC clients or members of the public, such as names, social security numbers, addresses, telephone numbers, medical or disability information, financial status and information, account or identification numbers issued by government agencies or private financial institutions, other identifying information, or confidential business information.

The Family Privacy Protection Act may place additional restrictions on the collection and disclosure of personal information. Information that is otherwise available to the public under the Freedom of Information Act may be released in accordance with State law.

Protected Health Information about DHEC clients generally cannot be disclosed without proper authorization by the client or his/her parent or legal guardian, or pursuant to a specific exception under the Health Insurance Portability and Accountability Act (45 CFR Parts 160 and 164).

The Contractor and the Contractor's employees/agents may be required to sign DHEC's Confidentiality Agreement (DHEC form #0321), a copy of which is attached hereto. Alternatively, if the Contractor desires to rely upon an existing Confidentiality Agreement signed by its employees/agents, a copy of the Confidentiality Agreement must first be provided to the DHEC Contract Officer for evaluation, and the Contracting Party must provide written verification that all employees/agents who may have access to DHEC confidential information in the course of performing this agreement have executed the Confidentiality Agreement. The Contractor must ensure that confidential information released to the Contractor's employees/agents is limited to the information minimally necessary in order to meet its obligations under this agreement.

Unauthorized disclosure of confidential information may result in termination of this agreement and may be grounds for fines, penalties, imprisonment, injunctive action, civil suit, or debarment from doing business with the State. The Contractor must immediately notify the Region Health

Director and DHEC HIPAA Privacy Officer of any unauthorized disclosure of a DHEC client's protected health information which occurs in the course of performing this agreement. Unauthorized disclosure of other types of confidential information not consisting of protected health information must be immediately reported to the DHEC Contract Officer, 2600 Bull Street, Columbia, S. C. 29201.

18. The provisions of the Contract are contingent upon any possible revision of State or Federal regulations and requirements governing Preventive Health and Health Services Block Grant.
19. The contractor must maintain a method of accounting that is adequate to properly classify and identify all reimbursable expenses related to their activities. This must be done using a system of fund accounting as required by Financial Accounting Standards Board (FASB) 117 for all not-for-profit organizations utilizing donor restricted grants for specific purposes.
20. The contractor must maintain supporting documentation which identifies expenditures by date, location, amount vendor, method of payment and purpose relative to the terms of the contract.
21. **PREVENTING AND REPORTING FRAUD, WASTE AND ABUSE.**

SCDHEC has procedures and policies concerning the prevention and reporting of fraud, waste and abuse (FWA) in agency-funded programs, including but not limited to those funded by federal grants such as Medicaid. No agency employee, agent, or contractor shall direct, participate in, approve, or tolerate any violation of federal or state laws regarding FWA in government programs.

Federal law prohibits any person or company from knowingly submitting false or fraudulent claims or statements to a federally funded program, including false claims for payment or conspiracy to get such a claim approved or paid. The False Claims Act includes "whistleblower" remedies for employees who are retaliated against in their employment for reporting violations of the Act. Under State law, persons may be criminally prosecuted for false claims made for health care benefits, for Medicaid fraud, for insurance fraud, or for using a computer in a fraud scheme or to obtain money or services by false representations. Additional information regarding the federal and state laws prohibiting false claims and SCDHEC's policies and procedures regarding false claims may be obtained from the agency's Contract Officer or Bureau of Business Management.

Any employee, agent, or contractor of SCDHEC who submits a false claim in violation of federal or state laws will be reported to appropriate authorities.

If the Contractor, Contractor's agents or employees have reason to suspect FWA in agency programs, this information should be reported in confidence to the agency. A report may be made by writing to the Office of Internal Audits, SCDHEC, 2600 Bull Street, Columbia, South Carolina 29201; or by calling the Agency Fraud, Waste and Abuse Hotline at 803-896-0650 or toll-free at 1-866-206-5202. The Contractor is required to inform Contractor's employees of the existence of DHEC's policy prohibiting FWA and the procedures for reporting FWA to the agency.

22. The Eligible Items-FY 2011 is attached as **Attachment A** hereto and specifically incorporated by reference into this contract.
23. Failure to comply with this contract, the S.C. Department of Health and Environmental Control (DHEC) Guidelines for Emergency Medical Services Improvement and Upgrading of EMS System which are attached as **Attachment B** hereto and specifically incorporated by reference into this contract, will result in suspension or termination of the contract and all payments under this contract. Contractor will be responsible for repayment to DHEC of any funds provided for equipment or training found not to be in compliance with this contract and the provisions of the approved application (DHEC form 1061).

The parties to this contract hereby agree to any and all provisions of the contract as stipulated above.

AS TO DHEC:

BY: Patricia M. Luker

TITLE: Deputy Commissioner

DATE: 9/1/10

AS TO CONTRACTOR:

BY: [Signature]

TITLE: COUNTY ADMINISTRATOR

DATE: 8/20/10

CONTRACT NUMBER: _____

SCEIS P.O. # _____



DHEC Confidentiality Agreement

I understand that the South Carolina Department of Health and Environmental Control (DHEC) has a legal and ethical responsibility to maintain confidentiality of information as to personal facts and circumstances of DHEC employees, clients, or other citizens given or made available to DHEC in administration of the agency's programs and services.

DHEC's Confidentiality Policy states that Information about personal facts and circumstances of DHEC employees, clients and other citizens will be kept confidential and will not be disclosed without the individual's written authorization, except as required by law or as required to perform agency responsibilities. Protected Health Information that identifies an individual generally cannot be released unless properly authorized by the client or his/her legal representative, or pursuant to a specific exception under the Health Insurance Portability and Accountability Act (45 CFR Parts 160 and 164). The Family Privacy Protection Act and other state and federal laws may place additional limitations on disclosure of personal information.

Information that is made available to the public under the Freedom of Information Act must be disclosed in accordance with State law. However, the Freedom of Information Act protects information of a personal nature such that public disclosure would constitute an unreasonable invasion of privacy. The types of information that generally must be kept confidential include, but are not limited to: protected personal information of job applicants, DHEC employees, or members of the public, such as names, social security numbers, addresses, telephone numbers, financial status and information, account or identification numbers issued by government agencies or private financial institutions, confidential business information, vital records information, social security numbers, and health information that identifies individuals.

I understand that during the course of my employment, volunteer services, or contract performance with DHEC, I may see or hear confidential information and/or protected health information.

By signing this agreement, I understand and agree that I will not disclose confidential information or protected health information unless the disclosure complies with DHEC policies and is required to perform my responsibilities. I will not access or view any information other than what is required to do my job. If I have any questions about whether I need access to certain information, or whether certain information should be disclosed, I will immediately ask my supervisor for clarification. I will immediately report any unauthorized disclosure of protected health information or other confidential information as required by DHEC Policy, or as required by terms in any contract or agreement with DHEC to which I am a party.

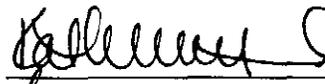
I will not discuss any confidential information or protected health information obtained in the course of my relationship with DHEC with any person or in any location outside of my area of responsibility in DHEC, except as otherwise required or permitted by law. I will not make any unauthorized copy or disclosure of this information, or remove or transfer this information to any unauthorized location.

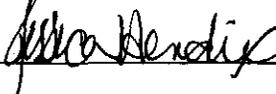
I agree that my obligations under this Agreement regarding confidential and protected health information will continue after termination of my employment/volunteer assignment/contract affiliation with DHEC.

DHEC Confidentiality Agreement

I understand that violation of this Agreement may result in termination of my volunteer, contractual and/or work relationship with DHEC and may be grounds for disciplinary action, fines, penalties, imprisonment or civil suit to be brought against me.

I have read the above Agreement and agree to comply with all its terms.

Signature:  Date: 8/20/10

Witness:  Date: 8/20/10

Work Location: _____



Lexington County Public Safety Department
Emergency Management Division

TO: Adam DuBose
Grants Manager

FROM: Thomas B. Collins *Tom Collins*
Emergency Manager

REF: 2009 CERT Grant Information

DATE: October 14, 2010

The South Carolina Law Enforcement Division (SLED) has released the 2009 CERT Grant Award Information. Lexington County will be receiving an award in the amount of \$4,333.00. They have enclosed the Grant Award document which requires the signature of the County Administrator as official acceptance of the Award. Once SLED receives the signed Award document they will forward the grant application to our office.

The deadline to submit the signed award to SLED is Friday, October 29, 2010. As a result of the short time frame, we would like to request that the Award document be submitted to and brought out at the October 26, 2010 County Council meeting.

Thank you for your attention to this matter.

**COUNTY OF LEXINGTON
CITIZEN CORPS GRANT
Annual Budget
Fiscal Year - 2010-11**

Object Code	Revenue Account Title	Actual 2008-09	Received Thru May 2009-10	Amended Budget Thru May 2009-10	Projected Revenues Thru Jun 2009-10	Requested 2010-11	Approved 2010-11	Awarded 2010-11
* Citizen Corps Grant 2480:								
Revenues:								
457000	Federal Grant Income	4,873	9,521	4,773	9,692	4,773	4,773	4,333
** Total Revenue		4,873	9,521	4,773	9,692	4,773	4,773	4,333
***Total Appropriation					4,773	4,773	4,133	4,333
FUND BALANCE								
Beginning of Year								
					<u>(5,559)</u>	<u>(640)</u>	<u>(640)</u>	<u>(640)</u>
FUND BALANCE - Projected								
End of Year								
					<u>(640)</u>	<u>(640)</u>	<u>0</u>	<u>(640)</u>

Fund: 2480
Division: Public Safety
Organization: 131101 Emergency Preparedness

Object Code	Expenditure Classification	2008-09 Expend	2009-10 Expend (May)	2009-10 Amended (May)	2010-11 Requested	BUDGET 2010-11 Approved		2010-11 Awarded
Personnel								
* Total Personnel		0	0	0	0	0	0	0
Operating Expenses								
520800	Outside Printing	3,342	1,797	1,800	0	0	0	400
521200	Operating Supplies	1,247	0	0	4,023	4,023	4,023	2,633
525600	Uniforms & Clothing	284	1,432	1,432	750	110	110	1,300
* Total Operating		4,873	3,229	3,232	4,773	4,133	4,133	4,333
** Total Personnel & Operating		4,873	3,229	3,232	4,773	4,133	4,133	4,333
Capital								
All Other Equipment		0	1,373	1,541	0	0	0	0
** Total Capital		0	1,373	1,541	0	0	0	0
*** Total Budget Appropriation		4,873	4,602	4,773	4,773	4,133	4,133	4,333

SECTION III – PROGRAM OVERVIEW

Citizen Corps/CERT

The Citizens Emergency Response Teams (CERT) Program provides for the development, training and exercising of Citizen Emergency Response Teams located throughout the County.

The Citizens Coordinating Council will serve as the Local Emergency Planning Committee (LEPC) and will address matters that pertain to SARA, Title III.

SECTION VI. C. – OPERATING LINE ITEM NARRATIVES

520800- OUTSIDE PRINTING **\$400**

These funds will be used for printing CERT brochures for public outreach:

200 Brochures @ \$1.869 / ea	=	\$373.80
SC tax		<u>\$26.17</u>
		\$399.97

521200- OPERATING SUPPLIES **\$2,633**

These funds will be used to purchase Backpacks for CERT Members.

40 Backpacks @ \$60.00	=	\$2,400.00
Shipping & Handling		<u>\$60.00</u>
		\$2,460.00
Tax		<u>\$172.20</u>
Total		\$2,632.20

525600- UNIFORMS/CLOTHING **\$1,300**

These funds will be used to purchase Uniforms for the CERT Members.

50 Golf Shirts @ \$20/ea	=	\$1,000.00
7% SC tax =		<u>\$70.00</u>
		\$1,070.00

40 caps @ \$5.00/ea	=	\$200.00
7% SC tax =		<u>\$14.00</u>
		\$214.00

Shipping/Handling		\$16.00
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SOUTH CAROLINA LAW ENFORCEMENT DIVISION

MARK SANFORD
Governor



REGINALD I. LLOYD
Director

October 4, 2010

Thomas Collins
Lexington County Emergency Management
212 South Lake Drive, Suite B03
P.O. Box 667
Lexington, SC 29072

RE: Fiscal Year 2009 Citizen Corps Program
Grant Number: 9CCP01 – Lexington
Project Name: Citizen Corps – Local Allocation

Total Amount of Award: \$ 4,333.00

Dear Mr. Collins:

We are pleased to provide you with the original and one copy of the grant award approved by this office in the amount of \$4,333.00. This award will be effective upon **final approval** of the grant application budget and program narrative. Final approval of the grant application will be sent to you in the form of a Grant Adjustment Notice. **No funds are to be obligated or expended until receipt of the Grant Adjustment Notice.** In order to accept this award, it is necessary that the Official Authorized to Sign return the original grant award with an original signature no later than **October 29, 2010**. The signed original should be sent to the following address:

South Carolina Law Enforcement Division
Attn: Chris Perez
Citizen Corps Program
Post Office Box 21398
Columbia, South Carolina 29221-1398

As a reminder, the Request for Payment/Quarterly Fiscal Report is due within 30 days of the end of every calendar quarter. The **final** Request for Payment/Quarterly Fiscal Report is due 45 days after the end of the grant period. Semi-annual Progress Reports are due within 30 days after the end of the reporting period, until the expiration of the grant.

Sincerely,

Chris Perez, Citizen Preparedness Coordinator
South Carolina Law Enforcement Division

Enclosure



An Accredited Law Enforcement Agency

P.O. Box 21398 / Columbia, South Carolina 29221-1398 / (803) 737-9000 / Fax (803) 896-7041

SOUTH CAROLINA LAW ENFORCEMENT DIVISION
CITIZEN CORPS PROGRAM
POST OFFICE BOX 21398
COLUMBIA, SOUTH CAROLINA 29221-1398

GRANT AWARD

Subgrantee: Lexington County Emergency Management
Project Title(s): Citizen Corps Program
Grant Period: 09/24/2010-09/24/2011 **Date of Award:** 09/24/2010
Total Amount of Award: \$4,333.00 **Grant Number:** 9CCP01 – Lexington

In accordance with the provisions of Federal Fiscal Year 2009 State Homeland Security Grant Program, the South Carolina Law Enforcement Division (SLED) hereby awards to the foregoing Subgrantee a grant in the amount shown above. The CFDA number is 97.067 and SLED's federal grant number is 2009-SS-T9-0084.

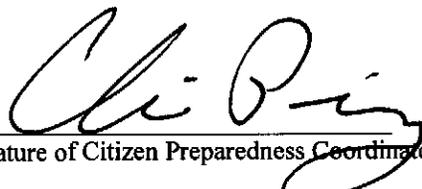
Payment of Funds: The original signed copy of this Award must be signed by the *Official Authorized to Sign* in the space below and returned to SLED **no later than October 29, 2010**. The grant shall be effective upon return of this form and final approval by SLED of the grant budget and program narrative. Final approval of the grant application will be sent in the form of a Grant Adjustment Notice. **No funds are to be obligated or expended until receipt of the Grant Adjustment Notice.** Grant funds will be disbursed to subgrantees (according to the approved project budget and narrative) upon clearance of special conditions and receipt of evidence that funds have been invoiced and products received and/or that funds have been expended (i.e., invoices, contracts, itemized expenses, etc.).

Conditions: I certify that I understand and agree that funds will only be expended for those projects outlined in the funding amounts as individually listed above. I also certify that I understand and agree to comply with the general and fiscal terms and conditions of the grant including special conditions; to comply with provisions of the Act governing these funds and all other federal laws; that all information is correct; that there has been appropriate coordination with affected agencies; that I am duly authorized to commit the applicant to these requirements; that costs incurred prior to grant application approval will result in the expenses being absorbed by the subgrantee; and that all agencies involved with this project understand that all federal funds are limited to the specified performance period.

Supplantation: The Act requires that subgrantees provide assurance that subgrant funds will not be used to supplant or replace local or state funds or other resources that would otherwise have been available for homeland security activities. In compliance with that mandate, I certify that the receipt of federal funds through SLED shall in no way supplant or replace state or local funds or other resources that would have been made available for homeland security activities.

ACCEPTANCE FOR THE SUBGRANTEE

Signature of Official Authorized to Sign



Signature of Citizen Preparedness Coordinator

Mercado, Norma

From: Collins, Tom
Sent: Tuesday, October 05, 2010 11:07 AM
To: Mercado, Norma
Subject: FW: 2009 CCP Grant Awards

Importance: High

Follow Up Flag: Follow up
Flag Status: Flagged

From: Perez, Christopher [mailto:cperez@sled.sc.gov]
Sent: Monday, October 04, 2010 5:45 PM
To: druth@aikencountysc.gov; bamberg9@bellsouth.net; melissae@bcgov.net; nmarino@berkeleycountysc.gov; chaynes@charlestoncounty.org; rick.peterson@cherokeecountysc.com; emdarby@chestercounty.org; cocepa@colletoncounty.org; rabson@bellsouth.net; TMcKnight@dorchestercounty.net; sandyksx@bellsouth.net; shodge@georgetowncountysc.org; swendelken@greenvillecounty.org; eric@co.greenwood.sc.us; speeples@hamptoncountysc.org; BastianA@HorryCounty.org; dplayer@lancastercountysc.net; LeeES5@sc.rr.com; Collins, Tom; mcgrants@bellsouth.net; ablack@oconeesc.com; Smith, John; ellisn@rcgov.us; Steadman, Robert; rswofford@spartanburgcounty.org; Cooks, Tiffany; Dean Canty
Subject: 2009 CCP Grant Awards
Importance: High

Good afternoon everyone,

I'm pleased to announce that the grant award letters for the 2009 CCP Grant have been mailed. You should receive those in a few days: be sure to read through the documents and sign the attached grant award and return it to me (be sure to keep a copy for yourself). Just like last year, we will send out the grant application once we've received your signed grant award. If you prefer to received an electronic copy of the grant application, please be sure to let me know. If you have any questions, please don't hesitate to call or email me. We've raised the number of Citizen Corps Councils in the state to 35, which is very exciting! We're hoping to add more in the very near future! Thank you for all you do, and thanks for your patience through this grant process.

Have a great day,

Chris Perez
Citizen Preparedness Coordinator
S.C. Law Enforcement Division
Office of Homeland Security
4400 Broad River Rd
Columbia, SC 29210
Office: 803-331-6154
Fax: 803-896-2646



COUNTY OF LEXINGTON
PUBLIC WORKS DEPARTMENT
ENGINEERING

M E M O R A N D U M

DATE: October 15, 2010
TO: Katherine Hubbard, County Administrator
FROM: John Fechtel, Director of Public Works/Assistant County Administrator
RE: Roadside Memorial Signs

Councilman Johnny Jeffcoat and I met with Representative Chip Huggins and the father of a girl that was hit by a vehicle and killed while walking on Archers Lane in the Irmo area. Archers Lane is a County maintained road. The family would like to have a memorial sign placed in memory of their daughter.

SCDOT has a policy for roadside memorial signs (attached) for SCDOT maintained roads. I explained to the family that we do not have a policy to allow memorials on County roads. If County Council approved a policy, we could handle this type of request in the future.

If approved, I would recommend that it is limited in scope and not allow other requests such as SCDOT does with sections of roads, interchanges, etc. Also, I recommend the family pay for the cost of the sign to include installation. SCDOT has established a \$250.00 fee for this service. I recommend a similar fee to be established.

Attached is a draft policy for Council to consider, along with the SCDOT examples of the sign.

County of Lexington

Roadside Memorial Signs

Family Members can purchase a memorial plaque to stand for two years.

The County of Lexington will allow immediate family members to apply for a new standard roadside memorial sign to honor loved ones who were lost in traffic crashes on County maintained roads.

The 30” x 24” main sign will read “DRIVE SAFELY”. A 24” x 12” memorial plaque will include the phrase “IN MEMORY OF” followed by the victim’s name. An anonymous identification such as “A LOVED ONE” can also be used. Attached is an image of the sign and plaque.

- Immediate family members (parents, children, spouse, siblings, grandparents, or grandchildren) may request a memorial by filling out the Memorial Signs Application. The application must include a copy of the accident report issued by the investigating law enforcement agency. Information on how to obtain a report is available on the SC Department of Motor Vehicles website.

Completed applications should be mailed to the following address:

Lexington County Public Works
Attn: Engineering Department
440 Ballpark Road
Lexington, SC 29072

- The fee for manufacturing, erecting, and maintaining the sign will be established by County Council.
- Applications should be made within one year of the crash date unless an exception is granted by the Director of Public Works.
- For an additional small fee, a section of road (no less than 1000 ft) can have two (2) signs erected. In the case of multiple victims, a larger sign may be used to include all names on the plaque.
- In the event of conflicting wishes among immediate family members, no sign will be erected or the sign will be removed if it is already in place.
- Signs will be installed on the right-hand side of the road. No signs will be erected in the median or on the left-hand side of the road.

- Public Works will make every effort to install the signs at the approximate location of the crash site. However, signs will not be placed in front of a residence or business and cannot create a distraction from traffic control devices.
- Lexington County Public Works can only erect signs on County maintained roads. The County does not have the authority to place them on any other roads.
- Public Works reserves the right to temporarily remove or relocate a sign at any time for road maintenance or construction.
- No signs will be erected for victims who were directly involved in criminal activity that led to their deaths, such as DUI, reckless driving, fleeing law enforcement officers, etc.

Approved by County Council on _____.
(Date)

Main Sign



Memorial Plaque



SCDOT Roadside Memorial Application

1. Name and address of person requesting sign: (Please Print or Type)

Requestor's Name _____

Street Address _____

City _____ State _____ ZIP code _____

Telephone Number _____

2. Relationship to deceased: _____

3. Location of crash site: _____
City _____ County _____

4. Date of fatal crash: _____

5. Victim's name to appear on memorial plaque:

First:

Last:

or check here to use the standard message "A LOVED ONE"

Please include an additional form for each victim involved in the crash and be sure to attach a copy of the police report with the application.

I have reviewed SCDOT's guidelines for the placement of roadside memorial signs. I understand that failure to meet the requirements or objections from family members may necessitate removal of the sign. After 2 years, the memorial plaque will be removed and sent to the address provided above.

signature

date

Please make checks payable to SCDOT
Please submit the application with police report to:

SCDOT
Attn: Roadside Memorial, Room 205
PO Box 191
Columbia, SC 29202



COUNTY OF LEXINGTON
PUBLIC WORKS DEPARTMENT
ENGINEERING

Memorandum

To: Katherine Hubbard, County Administrator
From: Jim Starling, Engineering Associate III
Date: 10/20/2010
Re: FY 2009-2010 Annual County Transportation Committee (CTC) Report

The attachment contains the FY 2009-2010 Lexington County Annual "C"-Fund Report and a letter from SCDOT requesting the report. The CTC (County Council) is required to submit the report to SCDOT annually for preparation and submittal to the General Assembly.

The report contains information regarding funds received and expended during FY 2009-2010, along with individual project descriptions. Lexington County fell short of meeting the required 25% expenditures on the SCDOT maintenance system during FY 2009-2010 and will have to make up the difference during the current FY 2010-2011.

Please have this placed on the October 26th, 2010 agenda for review by the Public Works Committee. Pending approval by the Public Works Committee, the report will need to be presented to full Council.

LEXINGTON COUNTY ANNUAL C FUND REPORT

JULY 2009-JUNE 2010

REPORT DATE: OCTOBER 15, 2010

INCOME AND EXPENSES

Balance of Funds as of July 1, 2009		\$ 5,415,795.00
Income:		
Funds Received for Period July 1, 2009 through June 30, 2010	\$ 2,642,075.00	
Interest Earned for Period July 1, 2009 through June 30, 2010	\$ 31,705.00	
Donor County Funds Received Period July 1, 2009 through June 30, 2010	\$ 1,287,576.00	
Project Refunds for Period July 1, 2009 through June 30, 2010	\$ 29,218.00	
Total Income		<u>\$ 3,990,574.00</u>
Expenses:		
Administrative Expenses	\$ -	
Local Paving Project Expenditures	\$ 1,776,733.00	
State Road Project Expenditures	\$ 216,748.00	
State Road Match Expenditures	\$ 324,000.00	
Total Expenditures		<u>\$ 2,317,481.00</u>
Balance of Funds as of June 30, 2010		<u>\$ 7,088,888.00</u>

FUNDING COMMITMENTS

Local Paving Projects	\$ 2,905,842.00	
State Road Projects	\$ 181,425.00	
State Road Match Projects	\$ 176,000.00	
Total Committed Funds		<u>\$ 3,263,267.00</u>
Total Uncommitted Funds Available for New Projects		<u>\$ 3,825,621.00</u>
Uncommitted Funds as Percent of Total Income =	96%	

LEXINGTON COUNTY ANNUAL C FUND REPORT

JULY 2009-JUNE 2010
REPORT DATE: OCTOBER 15, 2010

LOCAL PAVING PROJECTS

LOCAL ROUTE	PROJECT DESCRIPTION	WORK TYPE	RESPONSIBLE AGENCY	BUDGET	TOTAL EXPENDITURES	CURRENT FISCAL YEAR EXPENDITURES	REMAINING BUDGET
Road Resurfacing	Road Resurfacing	Resurfacing	County	\$ 1,419,526	\$ 343,467	\$ 343,467	\$ 1,076,059
Gilbert Elementary School	Turn Lane for Gilbert Elementary School	Turn Lane	School Dist	\$ 25,000	\$ -	\$ -	\$ 25,000
Dogwood Road, 1&2	From Pine Street to existing pavement	Paving	County	\$ 919,795	\$ 125,513	\$ 6,979	\$ 794,282
John Kinard Court and Circle	From Long Pine Road to dead end	Paving	County	\$ 100,506	\$ 89,529	\$ -	\$ 10,977
Elbert Taylor Road,#1 & 2	From Calks Ferry Road westerly for 1.0 miles	Paving	County	\$ 150,027	\$ 15,550	\$ 15,550	\$ 134,477
Line Striping Program	Painting centerlines, edgelines, and placing RPMs	Line Striping	County	\$ 200,000	\$ -	\$ -	\$ 200,000
Jim Rucker Road	From Highway 6 to Calvary Church Road	Paving	County	\$ 1,226,964	\$ 960,279	\$ 643,947	\$ 266,685
Tanya Lane	From Bradley Drive to dead end	Paving	County	\$ 21,700	\$ 5,950	\$ -	\$ 15,750
Payne Lane	From Hallmark Drive to end County Maintenance	Paving	County	\$ 334,076	\$ 310,177	\$ 226,224	\$ 23,899
Dunn Lane	From Mac Circle to dead end	Paving	County	\$ 35,880	\$ 26,300	\$ -	\$ 9,580
Backman Drive	From Memorial Drive to Congaree Drive	Paving	County	\$ 57,680	\$ 17,320	\$ -	\$ 40,360
Jayne Lane	From Pine Street to dead end	Paving	County	\$ 241,727	\$ 215,229	\$ 192,004	\$ 26,498
Pleasant Court	From Kittie Drive to dead end	Paving	County	\$ 59,621	\$ 58,158	\$ -	\$ 1,463
Martin Neese Road	From Hwy 6 to I.W. Hutto Road	Paving	County	\$ 22,500	\$ 10,860	\$ -	\$ 11,640
Taylor Road	Taylor Road Railroad Crossing Improvements- Cayce	Crossing Improvement	Cayce	\$ 275,000	\$ 275,000	\$ 233,324	\$ -
Gilbert-Church Street Stabilization	Stabilization of Church Street	Road Project	Gilbert	\$ 10,000	\$ -	\$ -	\$ 10,000
Holmes Street- West Columbia	Storm drainage improvements to Holmes Street	Storm drainage improv	West Columbia	\$ 23,410	\$ -	\$ -	\$ 23,410
LIDAR Mapping	Provides mapping information	Laser Data Imaging	County	\$ 96,000	\$ 96,000	\$ 96,000	\$ -
Stonewall Court	Portion of engineering design for paving	Engineering for paving	Chapin	\$ 5,000	\$ -	\$ -	\$ 5,000
Saxe Gotha Drive	Paving a portion of Saxe Gotha Drive for LC Recreation	Paving	LC Recreation	\$ 100,000	\$ -	\$ -	\$ 100,000
Colonial Drive	Paving a portion of Colonial Drive	Paving	County	\$ 75,000	\$ 19,238	\$ 19,238	\$ 55,762
Sandy Lane and Spruce Lane	Paving	Paving	County	\$ 75,000	\$ -	\$ -	\$ 75,000

TOTALS

EXPENDITURES FOR LOCAL PAVING PROJECTS AS PERCENTAGE OF ANNUAL C-FUND ALLOTMENT INCOME = 67%

LEXINGTON COUNTY ANNUAL C FUND REPORT

JULY 2009-JUNE 2010
REPORT DATE: OCTOBER 15, 2010

STATE ROAD PROJECTS

LOCAL ROUTE	PROJECT DESCRIPTION	WORK TYPE	RESPONSIBLE AGENCY	BUDGET	TOTAL EXPENDITURES	CURRENT FISCAL YEAR EXPENDITURES	REMAINING BUDGET
Pine Plain Road (1793)	From Frontage Road to exist. Pvm. (S1930)	Paving	SCDOT	\$ 4,115,900	\$ 4,114,900	\$ -	\$ 1,000
Summerhad Ave (Hwy 391)	School Dist 3 traffic light	Traffic Light	School Dist 3	\$ 40,027	\$ 40,026	\$ 40,026	\$ 1
Blossom Street (S32-1156)	Jesse's Way Bicycle Lane Sign Dedication	Sign installation	SCDOT	\$ 250	\$ 250	\$ 250	\$ -
Harsey's Bridge (SC-302)	Harsey's Bridge Sign Dedication	Sign installation	SCDOT	\$ 250	\$ 250	\$ 250	\$ -
North Lake Drive (SC-6)	J. Jeffcoat Walkway across Lake Murray Dam Sign Ded.	Sign installation	SCDOT	\$ 500	\$ 500	\$ 500	\$ -
Carlisle Street (S32-772)	Town of Irmo Enhancement Grant-sidewalk improvement	Sidewalk Placement	Irmo	\$ 57,000	\$ 33,394	\$ -	\$ 23,606
I.W. Hutto Road (S32-248)	School Dist 4 turn lane	Turn Lane	School Dist 4	\$ 75,000	\$ -	\$ -	\$ 75,000
Church Street (US-321)	Town of Swansea Enhan -Swansea Entrance Plaza	Beautification Project	Swansea	\$ 50,000	\$ 14,764	\$ 14,764	\$ 35,236
SC 302 and US 178	Town of Pelion 08 Enhancement Streetscape	Streetscape	Pelion	\$ 70,000	\$ 49,999	\$ 49,999	\$ 20,001
12th St, S-2, US1, SC32	W Cola Enhn 06, Ph II, III, IV, State St, Meeting St,	Streetscape	West Columbia	\$ 108,750	\$ 82,169	\$ 45,919	\$ 26,581
Fish Hatchery Rd (S32-73)	Intersection Improvement	Intersection Improvement	County	\$ 65,040	\$ 65,040	\$ 65,040	\$ -
TOTALS				\$ 4,582,717	\$ 4,401,292	\$ 216,748	\$ 181,425

STATE ROAD PROJECTS

LOCAL ROUTE	PROJECT DESCRIPTION	WORK TYPE	RESPONSIBLE AGENCY	CTC MATCH FUNDS COMMITTED	EXPENDITURES	CURRENT FISCAL YEAR EXPENDITURES	REMAINING BUDGET	YEAR EXPENDITURES IN EXCESS OF MATCH AMOUNT*
SCDOT Match Program	SCDOT Matching Funds	SCDOT Projects	SCDOT	\$ 500,000	\$ 324,000	\$ 324,000	\$ 176,000	\$ (176,000)
TOTALS				\$ 500,000	\$ 324,000	\$ 324,000	\$ 176,000	\$ (176,000)

EXPENDITURES FOR STATE ROAD PROJECTS AND MATCH PROJECTS IN EXCESS OF MATCH AMOUNT AS PERCENTAGE OF ANNUAL C-FUND ALLOTMENT TOTAL INCOME = 8%
 * Note: For match programs only CTC expenditures in excess of match amounts may be applied towards meeting the 25% requirement for expenditure on the state highway system.

CTC Chairman: _____

Date: _____



South Carolina
Department of Transportation

August 16, 2010

RECEIVED

AUG 17 2010

LEXINGTON COUNTY
ENGINEERING DEPARTMENT

Mr. James E. Kinard, Jr., Chairman
Lexington County Council
515 Basil Road
Swansea, South Carolina 29160

RE: Requirements for Submission of the CTC Annual C Fund Report

Dear Chairman Kinard:

The C Program Administration Office is taking this opportunity to share with all Self-Administered County Transportation Committees (CTC) the requirements of Section D of the State C Fund law (12-28-2740) regarding the submission of annual reports. This law requires CTCs administering their own C funds to provide a general account of all expenditures to the Department each year. The report is to include a description of each project and a general accounting of all expenditures made in connection with each project. SCDOT compiles the individual reports into an annual statewide report, which is then submitted to the General Assembly. This report is to include activities for the 2009/2010 state fiscal year (July 1, 2009 through June 30, 2010).

The requirement of the C fund law as it relates to the minimum amount each CTC is required to spend on the state highway system is delineated in Section C. This section states, "At least twenty-five percent of a county's apportionment of C funds, based on a biennial averaging (rolling two-year average) of expenditures, must be expended on the state highway system for construction, improvements, and maintenance." SCDOT match guidelines have stipulated the CTCs matching portion will not count towards their 25% minimum; however, those monies that the CTCs elect to spend above and beyond the offered match amount will count. As last year, to distinguish between the two, expenditures on the state system for match programs will be recorded separately. A standardized annual report is attached for informational purposes. Please note that any activity on the state system should include the appropriate state road number.

Please submit your report, based on the format provided, signed by the CTC chairman to my attention no later than October 15, 2010. The C Program Administration office will review and assemble the reports for submission to the General Assembly.



Mr. James E. Kinard, Jr.

Page 2

August 16, 2010

If you have any further questions or need additional assistance regarding the reporting requirements, do not hesitate to contact me at 803-737-0230.

Sincerely,

A handwritten signature in black ink, appearing to read "Herbert J. Cooper". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Herbert J. Cooper, P.E.
Local Program Administrator

HJC:bmf

ec: Ron Patton, Chief Engineer for Planning, Location and Design
J. C. Watson, Chief Engineer for Operations
Brian W. Keys, Assistant Chief Engineer for Planning, Location and Design
cc: ✓ John Fachtel, Director, Lexington County Public Works
File: PC/HJC

XXXX CTC ANNUAL C FUND REPORT
JULY 1, 2009 - JUNE 30, 2010

INCOME AND EXPENSES

Balance of Funds as of July 1, 2009		\$ 300,000
Income:		
Funds Received for Period July 1, 2009 through June 30, 2010	\$ 980,000	
Interest Earned for Period July 1, 2009 through June 30, 2010	\$ 20,000	
Total Income		\$ 1,000,000
Expenses:		
Administrative Expenses	\$ 2,000	
Local Paving Project Expenditures	\$ 200,000	
State Road Project Expenditures	\$ 400,000	
State Road Match Expenditures	\$ 350,000	
Total Expenditures		\$ 952,000
Balance of Funds as of June 30, 2010		\$ 348,000

FUNDING COMMITMENTS

Local Paving Projects	\$ 20,000	
State Road Projects	\$ 200,000	
State Road Match Projects	\$ -	
Total Committed Funds		\$ 220,000
Total Uncommitted Funds Available for New Projects		\$ 128,000

LOCAL PAVING PROJECTS

LOCAL ROUTE	PROJECT DESCRIPTION	WORK TYPE	RESPONSIBLE AGENCY	BUDGET	TOTAL EXPENDITURES	CURRENT FISCAL YEAR EXPENDITURES	REMAINING BUDGET
	Welsly Rd, Wateree Dr, & Marsh Ct	Resurface	Town of Latta	\$ 40,000	\$ 30,000	\$ 20,000	\$ 10,000
	Various Streets in Linders Pond Subdiv	Sidewalk Repair	County	\$ 30,000	\$ 30,000	\$ 30,000	\$ -
C-183	Hopkins Rd South of SC 519	Reconstruction	County	\$ 200,000	\$ 190,000	\$ 150,000	\$ 10,000
TOTALS				\$ 270,000	\$ 250,000	\$ 200,000	\$ 20,000

EXPENDITURES FOR LOCAL PAVING PROJECTS AS PERCENT OF TOTAL INCOME = 20.0%

STATE ROAD PROJECTS

ROAD - ROUTE	PROJECT DESCRIPTION	WORK TYPE	RESPONSIBLE AGENCY	BUDGET	EXPENDITURES	CURRENT FISCAL YEAR EXPENDITURES	REMAINING BUDGET
S-182	Reed Street between Main and Oak Streets	Resurface	SCDOT	\$ 100,000	\$ 100,000	100,000	\$ -
SC 133	Reimbursement for Turn Lanes at Meadowfield School	Turn Lanes	School District	\$ 200,000	\$ 200,000	200,000	\$ -
S-239	Lowter Road East of Ward	Grade, Drain, Pave	SCDOT	\$ 300,000	\$ 100,000	100,000	\$ 200,000
TOTALS				\$ 600,000	\$ 400,000	400,000	\$ 200,000

STATE ROAD MATCH PROJECTS

ROAD - ROUTE	PROJECT DESCRIPTION	WORK TYPE	RESPONSIBLE AGENCY	CTC PROGRAM MATCH FUNDS COMMITTED	EXPENDITURES	CURRENT FISCAL YEAR EXPENDITURES	REMAINING BUDGET	CURRENT FISCAL YEAR EXPENDITURES IN EXCESS OF MATCH AMOUNT*
	SMP 06 Project, S-138, S-47, SC 324	Resurfacing	SCDOT	\$ 300,000	\$ 350,000	\$ 50,000	\$ -	\$ 50,000
	SMP 08 Project - S-122, S-49, S-48, S-322	Resurfacing	SCDOT	\$ 300,000	\$ 300,000	\$ 300,000	\$ -	\$ -
TOTALS				\$ 600,000	\$ 650,000	\$ 350,000	\$ -	\$ 50,000 *

EXPENDITURES FOR STATE ROAD PROJECTS AND MATCH PROJECTS IN EXCESS OF MATCH AMOUNT AS PERCENT OF TOTAL INCOME = 45.0%

* Note: For match programs only CTC expenditures in excess of match amounts may be applied towards meeting the 25% requirement for expenditure on the state highway system

CTC Chairman: _____

Date: _____



COUNTY OF LEXINGTON
PUBLIC WORKS DEPARTMENT
ENGINEERING

Memorandum

To: Katherine Hubbard, County Administrator
From: Jim Starling, Engineering Associate III
Date: 10/20/2010
Re: DBE Report for FY 2009-2010 for Lexington County C-Fund Projects

The attachment contains the Disadvantaged Business Enterprises (DBE) Report for FY 2009-2010 for Lexington County "C"-Fund Projects. State Law requires that an effort be made or that a goal be established to expend a certain percentage of C-Funds on DBEs. The goal is to expend 5% on Women Business Enterprises (WBE) and 5% on Minority Business Enterprises (MBE) on an annual basis.

Lexington County awarded a contract to a DBE during FY 2009-2010, however no funds were expended to this DBE during FY 2009-2010. Lexington County has also incorporated the following statement into our specifications for all of our C-Fund projects.

MBE/WBE: This contract is being financed through the State C-Fund Program which is subject to state laws regarding Minority and/or Women Business Enterprises. Such business, organizations, and individuals owning and controlling same shall hereinafter be referred to as "MBE/WBE". The overall goal for participation for this contract is at least 5% of the contract bid price for MBE and 5% of the contract bid price for WBE. The successful bidder must demonstrate their attempt to meet this goal and provide verification if the goal cannot be met. The successful bidder must also provide the names of all MBE/WBE's used on the project along with the associated dollar amount.

Names of certified MBEs and WBEs can be found on SCODT's website.

This statement defines Lexington County's DBE goal and should enable Lexington County to meet these DBE goals in the future.

Please have this placed on the October 26th, 2010 agenda for review by the Public Works Committee. Pending approval by the Public Works Committee, the report will need to be presented to full Council.



COUNTY OF LEXINGTON
PUBLIC WORKS DEPARTMENT
ENGINEERING

October 19, 2010

Mr. Herbert J. Cooper, P.E.
Local Program Administrator
SCDOT
P.O. Box 191
Columbia, SC 29202-0191

Re: Lexington CTC State Set-Aside DBE Report for FY 2009-2010

Dear Mr. Cooper:

Please find the Lexington CTC Annual Set-Aside DBE Report for FY 2009-2010. There were no funds expended by Lexington CTC on DBEs during FY 2009-2010. However, Lexington CTC did bid out and award an exclusive DBE Line Striping Project during the later part of FY 2009-2010. The original contract amount was \$199,730; however, due to the inability of the contractor to secure thermoplastic material, the contract has been reduced to \$114,905. These funds should be expended to the DBE during the current FY 2010-2011 and will be reflected on next year's DBE report.

Also, in an effort to meet the requested DBE goals (5% MBE and 5% WBE), Lexington County has incorporated the following statement on all of our C-Fund Project Bidders Schedule regarding the goal.

MBE/WBE: This contract is being financed through the State C-Fund Program which is subject to state laws regarding Minority and/or Women Business Enterprises. Such business, organizations, and individuals owning and controlling same shall hereinafter be referred to as "MBE/WBE". The overall goal for participation for this contract is at least 5% of the contract bid price for MBE and 5% of the contract bid price for WBE. The successful bidder must demonstrate their attempt to meet this goal and provide verification if the goal cannot be met. The successful bidder must also provide the names of all MBE/WBE's used on the project along with the associated dollar amount.

Names of certified MBEs and WBEs can be found on SCODT's website.

This is a relatively new practice by the Lexington CTC and has only been incorporated into a few of our contracts so the DBE information for FY 2009-2010 is limited. However, it is now being incorporated into all C-Fund contracts and will be reflected in future DBE reports, pending the use of DBEs by our awarded contractors. The Lexington CTC also intends to continue bidding and awarding exclusive DBE contracts similar to the Line Striping Contract in an effort to meet the DBE goals.

Sincerely,

James E. Kinard, Jr.
CTC Chairman
Lexington County



South Carolina
Department of Transportation

August 9, 2010

Mr. James E. Kinard, Jr.
Lexington County Transportation Committee
515 Basil Road
Swansea, South Carolina 29160

RECEIVED

AUG 10 2010

LEXINGTON COUNTY
ENGINEERING DEPARTMENT

RE: Reporting of the State Set-Aside Fiscal Year 2009/2010

Dear Chairman Kinard:

The State Set-Aside Law (South Carolina Code Section 12-28-2930) refers to the allocation of state source highway funds for construction and renovation projects to firms owned and controlled by disadvantage ethnic minorities or women. Included with this letter is a copy of the code section for your information. The law applies to all programs under which SCDOT or **counties** expend money derived from "state source highway funds (including C Funds)" on "highway, bridge and building construction and building renovation contracts." This includes self administered programs and local paving projects. The set-aside law provides in part that:

Of total state source highway funds, including revenues generated by Section 12-28-2740 (the C Fund Law), expended in a fiscal year, the Department of Transportation and **counties** shall ensure that not less than:

1. Five percent are expended through direct contracts with an estimate value of \$250,000.00 or less with MBEs
2. Five percent are expended through direct contracts with an estimated value of \$250,000.00 or less with WBEs

Furthermore, the set-aside law requires the Department to issue an annual report listing all contracts awarded pursuant to this section. The listings must be both chronological and by name of participating firms. Entries must include file numbers, locations, and dollar amounts. Any contracts awarded through the normal bid process to certified MBEs or WBEs may count toward the set-asides. Subcontracts entered into between prime contracts and certified MBE/WBEs without regard to these provisions may be counted toward the set-asides as well. If no MBE or WBE firms are available to perform a contract, the Department shall record this fact.

These requirements will only be applicable to the contracts, which the CTC possesses total control, (i.e. local paving projects or projects administered by those entities other than SCDOT on the state system). Please coordinate with these local entities to obtain the necessary information. The Department is administering the set-aside law statewide and complying with this regulation on all other contracts being accomplished on the state system, which utilize C funds. A listing of qualified MBE/WBE firms can be found on the SCDOT website under "Doing business with the SCDOT/Contractor-Consultant/Prequalified Contractors." Firms with DBE or WBE shown adjacent to the company name have already been prequalified by SCDOT.



Mr. James E. Kinard, Jr.
Page 2
August 9, 2010

Examples of an annual report for MBEs and WBEs are also attached for your information. Please submit your information to my attention in a similar format no later than September 30, 2010, for those activities from July 1, 2009, to June 30, 2010. List only those projects having certified MBE/WBE participation. If no contracts or subcontract exist with MBEs or WBEs for your county for the past fiscal year, please indicate this on the form and submit as requested.

If you have any questions or need additional assistance regarding the set-aside program, please contact me at 803-737-0230.

Sincerely,



Herbert J. Cooper, P.E.
Local Program Administrator

HJC:cg

cc: ~~John~~ Fechtel, Director of Public Works, Lexington County
ec: Ron Patton, Chief Engineer for Planning, Location and Design
J. C. Watson, Chief Engineer for Operations
Brian W. Keys, Assistant Chief Engineer for Planning, Location and Design
File: L:/Set-Aside

**Lexington County Airport at Pelion
Scope of Work Comparison
Master Plan Update Vs. Airport Layout Plan**

There is a significant level of detail difference between a Master Plan Update and Airport Layout Plan Update. An Airport Layout Plan Set (ALP) is an element within a master plan update, and keeping the ALP current is a legal requirement for Federal assistance. An airport master plan is defined as a “comprehensive study of the airport and typically describes short-, medium- and long-term plans for airport development”. An ALP update is considered an appropriate alternative to a full master plan update ‘whenever the fundamental assumptions of the previous master plan have not changed; there have not been any major changes in airport activity; or improvements have had unanticipated consequences’. Further an ALP update is deemed appropriate when it concerns the ‘examination of a single development item (e.g. runway safety area improvements)’. An ALP update involves fewer elements and less detail than a full master plan study. An ALP update will typically involve only the aviation demand forecasts, which relies on pre-approved forecasts (i.e. FAA Terminal Area Forecast, State Aviation System Plan Forecasts, NPIAS, etc.), an assessment of facility requirements, a facility implementation and financing plan (Capital Improvement Plan only) and airport layout plan drawing set. A small narrative report will be included with the ALP set to support development graphically represented in the Airport Layout Plan set. **(FAA AC 150/5070-6B, Airport Master Plans)**

Below is a comparison of the elements associated with the proposed Lexington County Airport Master Plan Update and Airport Layout Plan Update.

Airport Master Plan Tasks	Airport Layout Plan Tasks
<p>Element 1: Project Initiation</p> <ul style="list-style-type: none"> • Task 1.1 – Project Scoping • Task 1.2 – Technical Advisory Committee 	<p>As part of an Airport Layout Plan update (ALPU), a Technical Advisory Committee is no longer required. No longer included in SOW.</p>
<p>Element 2: Inventory of Existing Conditions</p> <ul style="list-style-type: none"> • Task 2.1 – Review and Evaluate Existing Documents • Task 2.2 – Inventory of Airport Physical Facilities • Task 2.3 – Analysis of Airspace Environment and Obstructions • Task 2.4 – Tenant Interviews and Questionnaires • Task 2.5 – Evaluation of Vicinity Land Use/Existing Land Use Controls • Task 2.6- Natural Features Inventory (Environmental Review) 	<p>Task 1: Inventory of Existing Conditions</p> <ul style="list-style-type: none"> • This task will include an inventory trip combined with a “Project Kick-off Meeting” to obtain information on the site and gather pertinent documentation. • Includes Establishment of Existing Critical Aircraft (500 annual operations or greater) • Review of existing County land use and zoning data. • No Tenant Interviews or Questionnaires will be performed, and • A Natural Features Inventory is not included.

**Lexington County Airport at Pelion
Scope of Work Comparison
Master Plan Update Vs. Airport Layout Plan**

<p>Element 3: Aviation Activity Forecasts (New Forecasts Developed)</p> <ul style="list-style-type: none"> • Task 3.1 – Analysis of Historic and Current Air Traffic Activity • Task 3.2 – Identification and analysis of Factors and Opportunities Affecting Activity Levels; <ul style="list-style-type: none"> • Evaluation of NextGen Technology and VLJs. • Impacts of Fuel Prices, War in Afghanistan and Iraq, global terrorism, changes in the GA market, GA security requirements, impacts of the recession, etc. • Task 3.3 – Develop new General Aviation Activity Forecasts <ul style="list-style-type: none"> • Local vs. Itinerant • Military Operations • Instrument Operations • Fleet Mix • Based Aircraft, etc • Task 3.4 – Aircraft Peaking Analysis <ul style="list-style-type: none"> • Peak Month, Day and Hour Operations • Peak Fuel Demand • Peak Month, Day and Hour Pilot and Passenger demand • Aircraft and Automobile parking requirements, etc 	<p>Task 2: Aviation Forecasts and Critical Aircraft Determination</p> <ul style="list-style-type: none"> • Existing forecasts (SC DOA System Plan and FAA Terminal Area Forecast) will be used to identify aircraft operations (local and itinerant), based aircraft information, and Instrument Activity • From this information, the consultant determine the future critical aircraft, fleet mix data and limited peak aircraft activity in order to identify existing and future facility requirements (e.g. aircraft parking, fuel, hangar space, etc.)
<p>Element 4: Capacity Assessment and Facility Requirements</p> <ul style="list-style-type: none"> • Task 4.1 – Airfield Capacity • Task 4.2 – Design Aircraft Identification • Task 4.3 – Airfield Facility Requirements – included a full analysis of runway length requirements based upon FAA AC 150/5325-4B, Runway Length Analysis. • Task 4.4 – General Aviation Facilities • Task 4.5 – Airport Support Facilities • Task 4.6 – Land Area and Landside Requirements 	<p>Task 3: Determination of Facility Requirements Includes:</p> <ul style="list-style-type: none"> • Brief overview of runway length requirements • Wind Coverage Evaluation • Review of facility design and separation requirements • Review of Part 77 surfaces, and instrument approach and lighting requirements • Aircraft Storage Facilities, Aircraft Parking, Terminal and Circulation requirements will also be determined. • No Airfield Capacity Evaluation will be provided.

**Lexington County Airport at Pelion
Scope of Work Comparison
Master Plan Update Vs. Airport Layout Plan**

<p>Element 5: Airport Alternatives Analyses</p> <ul style="list-style-type: none"> • Task 5.1 – Develop Potential Airport Land Use • Task 5.2 – Develop Potential Airfield Alternatives • Task 5.3 – Develop General Aviation Alternative Development • Task 5.4 – Develop Potential Landside Alternatives • Task 5.5 –Develop Potential Airport Support Facilities • Task 5.6 – Determine Preliminary Impacts associated with each alternative and provide Development Costs for comparison 	<p>Task 4: Noise Contours and Land Use Analysis Since the Owner indicated that a Land Use Evaluation was a priority, it was included in the ALP Update.</p> <p>Task 4 includes:</p> <ul style="list-style-type: none"> • Land Acquisition or Sale of Existing Property • Highest and Best use of existing airport property • Review of adjacent land including current use and zoning to determine compatibility • Noise Contours based upon operational forecasts and fleet mix will be developed for 65, 70 and 75 DNL levels and will be included in ALP. • On and Off Airport land use recommendations will be presented to the OWNER for review and approval before incorporating into ALP set.
<p>Element 6: Alternatives Refinement</p> <ul style="list-style-type: none"> • Refined Alternative Analysis – based upon input from TAC, Staff, County Council and Public will provide a revision of some proposed development options and/or combination of proposed development options to address short, medium and long-term demand and associated requirements • Task 6.2 – Noise Contours and Land Use Compatibility • Task 6.3 – Environmental Action Plan which included review of each project per requirements outlined in FAA Order 1050.1E including identification of potential impacts associated with proposed development and mitigation options. • Task 6.4 – Provide Preliminary list of Capital Improvements based upon preferred development and order of magnitude cost estimates 	<p>An Airport Layout Plan does not include an Alternatives Analyses. The ALP is strictly based upon forecast and facility requirements identified in Tasks 2 & 3 as well as noise contours and land use evaluation outlined in Task 4.</p>
<p>Element 7: Airport Layout Plan Drawing Set</p>	<p>Task 6: Airport Layout Plan Drawing Set – No Change from Master Plan Update</p>

**Lexington County Airport at Pelion
Scope of Work Comparison
Master Plan Update Vs. Airport Layout Plan**

<p>Element 8: Implementation Plan</p> <ul style="list-style-type: none"> • Task 8.1 – Refine Airport Development Phasing (short, medium and long-term) • Task 8.2 – Refine Airport Development Cost Estimates (based up current engineering and contractor estimates for similar work) • Task 8.3 – Funding Analysis (estimated FAA, State, Local and third party funding sources identified for each proposed project) • Task 8.4 – Five Year Financial Plan (Cash Flow and Financial Feasibility Analysis requires review and forecast of airport operating revenues and expenses based upon anticipated growth as well as expected funding) 	<p>Task 5: Capital Improvement Plan</p> <ul style="list-style-type: none"> • Projects associated with the preferred alternative will be identified • Cost Estimates and an anticipated breakdown of funding will be provided. • Projects will be phased into one of three general development phases (short, medium and long-term) • A Cash Flow and/or Financial Feasibility Analysis will not be provided.
<p>Element 9: Airport Business and Marketing Plan</p>	<p>Airport Business and Marketing Plan</p> <ul style="list-style-type: none"> • Includes forecast data that would originally been included under Element 3, Aviation Activity Data, of the original Master Plan Update scope of work since it was eligible for Federal Funding. However, by downgrading this project to an Airport Layout Plan Update, aircraft forecast data must now be incorporated into the Business Plan Element. This would include the following: <ul style="list-style-type: none"> ▪ Factors and Opportunities affecting Activity Levels ▪ Forecasts of Regional Growth and Aviation Activity Trends ▪ Regional Activity Forecasts including aviation activity mix, and ▪ Impacts of projected new airport usage on airport services.

**Lexington County Airport at Pelion
Scope of Work Comparison
Master Plan Update Vs. Airport Layout Plan**

<p>Element 10: Public Involvement and Meetings</p> <ul style="list-style-type: none"> • Task 10.1 – Project Website • Task 10.2 – Public Information Meeting • Task 10.3 – Technical Advisory Committee Meetings (5 meetings). One of which will be the Inventory Site Visit and Project Kick-Off Meeting • Task 10.4 – County Council Briefings (5 meetings) • Task 10.5 – Coordination Meetings (2 meetings) 	<p>Task 8: Meetings and Coordination</p> <ul style="list-style-type: none"> • No Project Website • No Public Information Meeting • No Technical Advisory Committee • Three (3) Planned Meetings with Staff/OWNER as well as County Council Briefing. One of which will be the inventory site visit/”Project Kick-off Meeting” • Coordination Meetings will be either held via teleconference or combined with the three other trips.
<p>Element 11: Documentation and Deliverables</p> <ul style="list-style-type: none"> • Task 11.1 – Working Paper 1 (Inventory and Forecasts) – 15 sets, approximately 80 pages • Task 11.2 – Working Paper 2 (Demand/Capacity and Facility Requirements) – 15 sets, approximately 55 pages • Task 11.3 – Working Paper 3 (Alternatives Analysis and Partial Refined Alternatives), 15 sets, approximately 75 pages • Task 11.4 – Working Paper 4 (Remaining Refined Alternatives, ALP set and Implementation Plan) – 15 Sets, approximately 35 pages • Task 11.5 – Project Deliverables • Master Plan Working Papers • Initial Agency Draft Report Submittal • FAA Regional Circulation Submittal • Final Submittal (15 sets at approximately 300 page total) and 15 sets of 15 24’ x 32’ Airport Layout Plan Set • 4 Sets of CDs – Electronic Files of Narrative Report and conditionally approved ALP set • Executive Summary/Marketing Brochure (Electronic Deliverable Only) 	<p>Task 7: Project Documentation</p> <ul style="list-style-type: none"> • Working Paper 1 (inventory, forecast and facility requirements) – 5 sets, approximately 40 pages • Working Paper 2 (Land Use and Noise Analysis, ALP Set and Capital improvement Program), 5 sets, approximately 40 pages • Draft Submittal 5 sets at 70 pages and 1 full set ALP set • Final Draft Submittal: <ul style="list-style-type: none"> • Initial Agency Review <ul style="list-style-type: none"> ○ 7 sets of Narrative Report (70 pages) – Owner, SCDOA and FAA ○ 4 Copies of Full Size ALP Set • FAA Circularization Review <ul style="list-style-type: none"> ○ 10 sets of Full Size ALP • Final Submittal <ul style="list-style-type: none"> ○ 8 color reproductions of Final Narrative Report ○ 2 Signed ALP Sets (Full-Size), and ○ 1-Electronic Copy of Narrative Report and ALP Set • An executive summary and marketing brochure is now included in the Airport Business Marketing Cost Estimate
	<p>Airport Design Alternatives Analyses, if desired – these tasks were initially included in the original Master Plan Update Scope of Work. Require formal approval by the OWNER before work can begin.</p>

**Lexington County Airport at Pelion
Scope of Work Comparison
Master Plan Update Vs. Airport Layout Plan**

	<p>Task 1: Environmental Overview/Assessment Will be required in support of airport design alternative development including runway length requirements, land use acquisition, facility development, etc.</p>
	<p>Task 2: Airport Alternatives (2)</p> <ul style="list-style-type: none"> • Provides the OWNER the opportunity to evaluate two (2) potential airport design development scenarios based upon forecast demand and facility requirements. • Requires an additional meeting with OWNER and Staff.
	<p>Task 3: Additional Project Documentation This involves additional documentation needed in support of supplemental tasks.</p>
	<p>Task 4: Additional Meeting(s) and Coordination As part of the Alternatives Analysis or at the request of the OWNER, an additional meeting could be added. This includes time for preparation and material development.</p>

Note: The Airport Layout Plan Scope of Work was written in a format preferred by the FAA to facilitate the review process.

EXHIBIT "A"

AIRPORT MASTER PLAN UPDATE SCOPE OF SERVICES LEXINGTON COUNTY AIRPORT AT PELION PELION, SOUTH CAROLINA

Project Background

Introduction

The Lexington County Airport at Pelion (6J0) is a general aviation (GA) airport which is owned and operated by Lexington County, South Carolina. The airport was previously owned by the Town of Pelion, and was sold to the County in December 2004. The airport supports a variety of GA and sport aeronautical operations and is home to eleven (11) based aircraft. However, according to airport management, there is currently a waiting list for aircraft hangar storage. The airport is located approximately two (2) miles north of the Town of Pelion and features a single runway, Runway 18-36, with dimensions of 4335 x 60 feet that currently supports single and twin-engine aircraft. The airport is also equipped with a 100LL fuel farm, tie-downs and T-Hangars. Annual operations as of September 2009 were 6,300 with approximately 144 operations associated with military activity.

Key Issues

Key considerations which will be evaluated as part of this study include demand for additional amenities including aircraft storage facilities, fuel facilities, navigational aids and lighting, runway, taxiway and apron improvements, etc. Further, Lexington County has requested that a Marketing and Business development study be included as part of this master plan process in an effort to identify strategic marketing initiatives for future airport development. Thus, in an effort to address key issues impacting the airport and surrounding communities, the LPA Group Incorporated (the Consultant) will review, validate and utilize pertinent existing documentation produced with regard to the airport to supplement the master plan analyses described herein.

Project Objective

The overall goal of a Master Plan Update is to provide guidelines for future airport development that will satisfy aviation demand in a cost-effective, feasible manner while addressing aviation, environmental and socioeconomic issues of the community. Thus, an Airport Master Plan presents both short and long-term development and graphically displays proposed development in the FAA-required Airport Layout Plan Set while the narrative report provides the data and logic associated with the proposed development. Airport objectives will be based upon an initial evaluation of the airport and its surrounding environment and will also include meetings with airport and county staff, local officials and

a master plan technical advisory committee (TAC). However, the airport master plan objectives should be flexible to assure an unbiased and objective basis for the final project.

The master planning activities will provide a five-year capital improvement program for future development of the airport, as well as an overview of land use compatibility issues in the airport environs. In addition, this planning effort will result in the development of a computerized Airport Layout Plan drawing set meeting FAA criterion, including an updated property map. As such, the Master Plan Update will provide the Lexington County Council members with a comprehensive overview of the airport's needs over the next twenty years, including issues relating to the timing and costs of proposed development based upon appropriate activity triggers.

Some of the specific issues to be evaluated as part of this master plan process are delineated below, and specific tasks were incorporated into this scope of services in an effort to address these considerations. This listing is not intended to be an exhaustive recitation of items that require consideration within the master plan update but rather identifies major concerns or issues that should be addressed in support of the Sponsor's long-term airport goals. Some specific goals and objectives to be considered include:

- Evaluate existing airport infrastructure and make recommendations for future development
- Evaluate the airport facility layout for conformance with Federal Aviation Administration (FAA) Advisory Circular (AC) 150/5300-13, Airport Design.
- Assess any short-term actions and recommendations to ensure that they do not preclude long-term planning objectives
- Assess the operational efficiency, effectiveness and safety of the airport
- Establish the framework for continuous planning process
- Evaluate the aviation needs of the community and users
- Assess the needs of current tenants and requirements necessary to attract new tenants
- Assist the airport in supporting aviation demand within the region.
- Assess community land use goals and regional aviation needs
- Evaluate whether current County Land Use Overlay Zones are consistent with Federal Aviation Regulations in an effort to prohibit incompatible land use encroachment.
- Identify existing and alternative funding sources for airport infrastructure development
- Identify and evaluate potential markets and provide a strategic marketing plan for future development
- Evaluate long-term development options for general aviation and airport support facilities while maximizing access to these facilities.
- Evaluate the airfield development options that address critical aircraft and runway length requirements, runway safety area standards and future airfield capacity.

As noted, the preceding list is not intended to be an exhaustive list of issues but does present an overview of the number of key considerations that need to be addressed in this master plan update.

Project Approach

The Airport Master Plan development is an involved process that charts the course for the Master Plan Update production. Input from involved parties including airport and county staff, tenants, members of the community, FAA, and South Carolina Division of Aeronautics (SCDOA) is essential. During the course of this analysis, the Consultant will utilize the following technical references:

- Airport Master Plans (AC 150/5300-6B)
- Airport Design (AC 150/5300-13)
- Runway Length Requirements for Airport Design (AC 150/5325-4B)
- National Environmental Policy Act (NEPA) Implementing Instructions for Airport Actions Order 65050.4B
- Environmental Impacts: Policies and Procedures Order 1050.1E
- Hazardous Wildlife Attractants On or Near an Airport (AC 150/5200-33B)
- Noise Control and Compatibility Planning for Airport (APP-600)
- 2008 South Carolina Airport Systems Plan, etc.

Detailed information with regard to the master plan update and business plan project approach is outlined in the following elements and tasks.

Element 1 – Project Initiation

Task 1.1 Project Scoping

A scope of work and man-hour estimate for the project will be developed in accordance with the current version of FAA Advisory Circular 150/5070–6B, *Airport Master Plans*. This scope will identify major tasks as well as delineate general elements of work to be conducted under each of the project activities. The man-hour estimate will define the estimated time and cost for each task and element in the scope, as well as define the anticipated costs that may include, but not be limited to, travel, lodging, meals, presentation materials, printing and graphics, wind and weather data, and coordination costs for the scoping process which is anticipated to include a coordination meeting with the representatives of the airport, SCDOA, and the FAA Airports District Office (ADO). This task will also involve the development of a project timeline for each of the tasks delineated in the scope.

It is important to note that a notice to proceed cannot be issued until written approval of this scope and fee is received from both FAA and SCDOA.

Task 1.2 Technical Advisory Committee

A Technical Advisory Committee will be created to provide technical review of the working papers and to provide input into the entire master plan process. In addition, this committee will provide insight into existing market conditions within the Lexington metropolitan statistical area (MSA) and provide information necessary to effectively market the Airport's existing and future facilities. As part of this study, members of the TAC, Chamber of Commerce and Economic Development Council will be asked to obtain information from selected local corporations that may have an interest in the airport. This committee will be assembled by County staff, and is anticipated to include representatives from the

Airport, FAA, SCDOA, South Carolina Aeronautics Commission (District 2), Lexington County Council, Town of Pelion (including representation for economic development), Lexington County, airport tenants and public/community representatives. It is recommended that the technical advisory committee be limited to eleven (11) individuals in addition to FAA, SCDOA and Airport Management representatives to facilitate the overall master plan process.

Element 2 – Inventory of Existing Conditions

Task 2.1 Review and Evaluate Existing Documents

Existing documents including previous planning studies, design drawings, inspection reports, airfield pavement data, airfield pavement evaluation reports, leases, obstruction charts, approach plates, and as-built drawings of structures on the airport will be obtained and analyzed for their content. Documents to be obtained and reviewed include, but may not be limited to:

- Previous Airport Master Plan/Noise Compatibility Studies
- Current Airport Layout Plan Drawings (digital required)
- Current GIS/Mapping Information (provided by Lexington County)
- FAA Terminal Area Forecasts
- 2008 South Carolina Airport System Plan
- FAA 5010 Form (Airport Master Records)
- Area Socioeconomic Data
- As-Built Drawings of Airport Buildings and Facilities
- NOAA Obstruction Chart
- Area Land Use and Zoning Information
- Airfield PCI Study (if available)
- Historic Fuel Capacity and Demand Data
- Current Capital Improvement Program
- Airport Property Map and Detailed Property Information, including last title search documentation (if available), etc

Task 2.2 Inventory Airport Physical Facilities

The physical facilities inventory will consist of an on-site review of existing airport facilities with attention being paid to their size, condition, use, configuration, and adequacy of these facilities under current operating conditions. This information will be used to evaluate the effectiveness of the individual facility, and any interrelationships between developed uses on the airfield and how they may be affected by changes designed to improve airport operations and/or capacity. Additionally, the evaluation of existing facilities will serve as the basis for identifying any facilities that are in need of immediate attention, if any. Included in this inventory will be the identification of property owned by the airport, type of ownership (fee simple or avigation easement) and the manner in which this property is being used. The following represents the key elements to be addressed:

- Land Holdings

- Airfield Facilities
- Fixed Based Operators (FBOs)/Aircraft Maintenance/General Aviation Facilities
- Landside Facilities
- Support Facilities
- Airport Access
- Weather Data

Task 2.3 Airspace Environment/Obstructions

Air traffic control facilities involved in and/or responsible for handling traffic into and out of the airport will be identified, and procedures as they relate to the airport reviewed. An inventory of the area airspace will be undertaken with emphasis on the identification of airways, restricted areas, intersections, and obstructions in the airport vicinity. This task will identify operational limitations due to traffic interactions with other airports, military operating areas (MOAs) and restricted areas (RAs), if applicable, reserved airspace, missed approach courses, noise abatement procedures, airfield facilities and design, existing or programmed navigational aids (NAVAIDs), and topography and obstructions at, or in the vicinity of the airport. This data will be generated from existing sources of information.

Task 2.4 Tenant Interviews and Questionnaires

As part of the data gathering process, airport tenants will be interviewed or requested to complete a questionnaire. Either the interview or questionnaire will solicit information such as a description of current facilities, levels of activity, including fuel data, if applicable, conducted from the airport, perceived airport needs, future plans, type of aircraft used, and anticipated fleet additions and changes in order to identify the existing and potential critical aircrafts. A listing of airport tenants will be used to identify persons to interview and/or provide with a questionnaire, as well as for follow-up discussions on an as-needed basis.

Task 2.5 Vicinity Land Use/ Existing Land Use Controls

A review will be conducted of existing land use mapping, identification of airport ownership (i.e. Fee Simple or Easement), aerial photography, comprehensive plans, zoning controls, and other documentation pertaining to current and future land use in the vicinity of the airport. A windshield survey, particularly in the vicinity of the approaches to the airport, will be conducted to verify this information and to provide additional knowledge of the airport environs. Existing zoning districts (Lexington County) code will be reviewed to determine locations where potential non-compatible land uses could develop. Local planning officials will be interviewed to identify the potential for future residential, commercial, and industrial development in the vicinity of the airport and particularly along the extended centerline of the runway. Existing zoning controls will be reviewed. Also, subdivision regulations, building codes, and other documentation pertaining to land use management in the vicinity of the airport will be reviewed. Attention will be paid to those requirements including height restrictions and building/zoning codes that could affect the future development of the airport or adjacent parcels of land.

Task 2.6 Natural Features Inventory

An inventory of natural resources including wetlands, streams, biotic communities, protected species, floodplains, coastal resources, farmlands, and land use will be conducted in order to assess potential environmental impacts and to assist in the development of alternatives. The inventory will use existing information such as maps, prior environmental documents, and the internet in order to provide an overview of sensitive environmental resources within and adjacent to the airport. The FAA environmental checklist will also be used as a guide for identifying potential environmental constraints on airport development.

Element 3 – Aviation Activity Forecasts

Task 3.1 Historic and Current Air Traffic Activity

Data on historic and current air traffic activity at the airport will be assembled and organized. Information concerning the level of activity associated with general aviation operations by local and itinerant categories, military operations, training operations including touch and go operations, fuel sales (in gallons) and based aircraft by aircraft type will be sought. Information concerning peak hourly operations, daily, monthly, and annual activity will be based upon historical data as well as information obtained from airport records, airport users, FBO, SCDOA, and sources at the FAA. Existing records of general aviation activity at 6J0 to be compiled include:

- Annual operations;
- Operations by activity (e.g. military, training including percent touch of go activity, corporate, etc.)
- Operations by category of aircraft (single engine, multi-engine, helicopter, etc.);
- Number of based aircraft by type (single-engine, multi-engine, etc.)
- Critical Aircraft and associated operations;
- Overnight parked aircraft;
- Peak month operations.

Task 3.2 Factors and Opportunities Affecting Activity Levels

This task will analyze potential changes in business and economic patterns, or in possible based operators at the airport to determine any potentially significant factors (i.e. implementation of NextGen technology and VJJs) that could impact the level or type of activity at 6J0. The master plan will provide a realistic assessment of airport expansion capability as well as new facility development as a result of demand.

The FAA Forecasting Branch (APO-110) in Washington requires that all master plan forecasts include a discussion of the impact of the events of September 11th. Further, the FAA recommends evaluating the impacts of global terrorism, rising fuel prices, airline mergers, as well as the impacts of the Iraqi War on the state of the U.S. aviation industry related to changes in commercial and general aviation activity, and aviation security, including new GA security requirements, that have occurred at **6J0** since September 11, 2001. This information will provide a baseline analysis for future growth related to the financial and

economic risks currently impacting the industry as a whole.

Task 3.3 General Aviation Forecasts

The Airport Master Plan Update will develop aviation activity forecasts based upon socio-economic projections, past trends, and existing FAA Terminal Area (TAF) and SC DOA (system plan) forecasts in addition to existing activity levels. This analysis will result in either the re-validation of a past forecast or the establishment of newer forecasts. Forecasts of general aviation activity will be prepared for the 5, 10, and 20-year planning horizons and will provide individual projections of the following:

- Annual General Aviation Operations (Local vs. Itinerant)
- Annual Military Operations (Local vs. Itinerant)
- Annual Instrument Operations
- Total Annual Aircraft Operations
- Annual Operational Fleet Mix
- Based Aircraft Totals
- Based Aircraft Fleet Mix

Task 3.4 Aircraft Peaking Analysis

A key factor in determining the demand for future facilities consists of the peaking characteristics of demand. This relates to those times of the day, month, and/or year where the activity level of aircraft operations or the number of pilots/GA passengers exceeds average values. These peaks are key elements in determining the sizing of airside and landside facilities. The items to be assessed will include:

- Average and peak month for operations and GA pilots/passengers,
- Average-day pilots/passengers and operations,
- Average-day peak month pilots/passengers and operations,
- Peak hour operations and pilots/passengers,
- Peak month pilots/passengers, and
- Peak month operations.

Forecasts will be forwarded to the FAA for review and approval¹. Once approved, Task 4 will be initiated.

¹ As of December 2009, the FAA's most current TAF for 6J0 shows zero growth in operations through the year 2030. FAA approval of a forecast greater than 10-15% of the TAF may require coordination and approval with FAA Headquarters.

Element 4 – Capacity Assessment/Facility Requirements

Task 4.1 Airfield Capacity

The FAA’s methodology for assessing airfield capacity and delay, as delineated in FAA Advisory Circular 150/5060-5, will be used to assess airfield capacity. Based on the forecast developed under Task 3, a brief capacity assessment will be performed to determine existing and future airfield capacity related to existing and anticipated changes in operations and fleet mix as defined within the aviation activity forecasts. A review will be conducted to compare the determined airport capacity to that contained in the previous airport master plan update. This comparison to the previous analysis will assist in validating the airfield configuration, including runway configuration, parallel taxiways and exit taxiways, weather conditions, aircraft fleet mix, current and forecast operations for the 5, 10, and 20-year planning horizons and the percentage of local touch-and-go operations. The result of the capacity assessment will be expressed in terms of hourly and annual service volume of the airfield. Additionally, the hourly capacity of the airport will be identified for both VFR and IFR conditions. This assessment will evaluate the existing airfield configuration in terms of its adequacy to meet the forecast design group and approach categories as identified within the Aviation Activity Forecasts.

Task 4.2 Design Aircraft Identification

Using information generated through user interviews as well as historic data, the critical aircraft or design aircraft will be determined. The design aircraft represents either a single aircraft or family of aircraft that equals or exceeds 500 annual operations. Further, using forecast operations and fleet mix information from Task 3, the future design aircraft or family of aircraft will be determined. This information will be used to determine existing and future airfield facility requirements and airfield dimensional and pavement strength criteria.

Task 4.3 Airfield Facility Requirements

Using the results of the airfield capacity and delay analysis (Task 4.1), as well as other relevant information and airfield planning criteria, a preliminary listing of airfield facility requirements necessary to meet projected levels of demand for the 5, 10, and 20-year time frames will be determined and prepared. These facility requirements will be based upon both accepted airport planning criteria, and the Aviation Activity Forecasts for the airport, as well as the knowledge and expertise of LPA, airport management, and TAC members. Airfield facility needs to be assessed include:

- Runways, taxiways/taxilanes, and aprons (length, width, size and/or strength),
- Lighting and marking,
- Aircraft parking aprons (size & strength),
- Navigational aids (electronic and visual), and
- Security Requirements.

Airfield facility needs will be identified in terms of linear feet, strength, etc. and will be compared to existing facilities to identify excess or deficient facility capacity or capability. The output of the aviation forecasts will be accounted for in the analysis of airfield facility needs, particularly as it relates to runway

length and dimensional layout requirements, taxiway development needs and overall airfield lighting needs. Where appropriate, the airfield facilities will be linked to activity demand thresholds or triggers as a means of determining the point at which demand is sufficient to warrant the improvement.

Task 4.4 General Aviation Facilities

Using the results of previous tasks and accepted planning criteria, the master plan will determine and prepare a preliminary listing of general aviation facility requirements necessary to meet both current and projected levels of demand for the 5, 10, and 20-year planning horizons. General aviation facility requirements to be assessed include:

- Aircraft apron and parking area,
- Aircraft storage hangars,
- T-hangars,
- Conventional hangars,
- Fixed Base Operator (FBO) facilities, and
- Access and vehicle parking areas.

Facility requirements will be expressed in terms of gross area, linear measurement or other basic units, and will be compared to existing facilities to identify excess or deficient capacity by facility on the airfield. This assessment will quantify future development items needed to maintain an adequate level of service, function, and operation at the airport, and will utilize activity or demand level triggers as a means of identifying when improvements are necessary.

Task 4.5 Airport Support Facilities

Using information provided by existing studies, and aviation planning criteria established under preceding elements, LPA will develop a set of facility requirements addressing the airport facilities necessary to support the airfield, terminal/fixed base operator area, general aviation areas and their related activity. Requirements for facilities such as aircraft fueling, airport maintenance, ground access, and vehicle parking will be developed under this task, as needed.

Task 4.6 Land Area and Landside Requirements

During this element, LPA will consider the highest and best use of property needed to accommodate the future development of the airport. An overview of adjacent parcels will also be undertaken to identify property that might be required for inclusion into the airport property envelope should some aspect of the master plan require additional land area for development, or to meet FAA design criteria.

The purpose of this element is to support the airport's efforts to maximize sustainable development that will generate revenue for airport activities. As a result, LPA will analyze the existing characteristics of the airport's landside facilities, including:

- Land uses
- Development restrictions related to the transfer or disposition of property, current leases or adjacency to airport facilities

- General development areas as identified in the previous Airport Master Plan
- Ownership patterns and the physical condition of adjacent properties
- Building conditions
- Overall site circulation and external connections
- Condition and ownership of adjacent properties
- On-site parking
- Infrastructure capacity
- Open space and recreation amenities

This element will focus on verifying baseline data and identifying any recent landside improvement projects since the previous master plan. LPA will also assess any new data on building conditions and the airport property.

The analysis will result in two supporting graphics: a map of current landside uses and facilities and a graphic that illustrates opportunities and constraints. The opportunities and constraints portion of the analysis will form the basis of the landside alternatives developed in Element 5.

Element 5 – Airport Alternatives Analyses

Task 5.1 Identify Potential Airport Land Use

As part of the alternatives analysis, the consultant will evaluate the highest and best use of existing airport property. Further, an overview of adjacent parcels will be reviewed to identify property that might be required as a result of potential future development, FAA requirements and/or compatible land use. On-airport property will further be segregated into aviation or non-aviation land uses to provide a base for airside and landside development options. Possible changes to local ordinances will be considered as a result of the land use and subsequent airfield alternative analyses.

Task 5.2 Identify Potential Airfield Alternatives

On the basis of the airport facility requirements established in preceding elements, a maximum of three (3) preliminary airfield development alternatives will be developed for this master plan update. These alternatives may include such items as runway improvements (e.g. relocation), taxiway improvements, as well as actions to address possible design related deficiencies on the airport. Further, alternatives will be developed in relation to potential installation of instrument procedures and minimums at the airport, and the requirements associated with these improvements, will be based on schemes for development within existing airport boundaries, or within expanded airport boundaries. The preliminary development concepts will show necessary runway and taxiway development during the 20-year planning period as well as required changes to infrastructure to accommodate each airfield option evaluated. This element will be conducted simultaneously with the following elements and will result in a series of overall concepts for the current airport site and adjacent properties. Airfield alternatives will be analyzed based on their ability to satisfy the identified facility requirements, environmental considerations, engineering factors, cost, phasing, political viability, and ease of implementation.

Task 5.3 Identify General Aviation Alternative Development

Based on general aviation facility requirements determined under a previous element, a maximum of three (3) preliminary general aviation area development options will be developed within existing airport boundaries. The general aviation alternatives analysis will show development necessary to accommodate the demand expected over the 20-year planning period. It is expected that the general aviation area development options will consider the optimum location of general aviation terminal facilities. This task will be conducted simultaneously with other tasks in this element and will result in a series of overall concepts. General aviation alternatives will be evaluated on the basis of their efficiency in meeting identified facility requirements, engineering factors, ease of implementation, costs, phasing, airside and landside accessibility, and environmental considerations leading to the selection of the option or combination of options which best satisfy the identified need.

Task 5.4 Identify Potential Landside Alternatives

Drawing from feedback gathered earlier in the study, the consulting team will work with the TAC and County staff to confirm guiding themes and principles for development of the landside alternatives including non-aviation development concepts for additional on-airport revenue generation. The focus of the landside and non-aviation development will include recommendations for sustainable/green development and possibly the use of alternative energy sources for the airport and its users (i.e. solar, wind, etc.). Principles may include, but not be limited to: sustainability, revenue generation, sense of place, job creation, market viability, and overall physical character.

Based upon the established themes, the team will in conjunction with the TAC develop up to three (3) landside scenarios. Development of the alternatives will be closely coordinated with the County Council as well as Lexington County Community and Economic Development Departments to ensure that each scenario incorporates economically viable options.

During the second TAC meeting (Alternatives Workshop), the team will review the scenarios and ask members to identify preferred design and planning elements. Since each alternative is likely to reflect a key guiding theme, the team anticipates that the final scenario will contain a mix of these concepts.

Task 5.5 Identify Potential Airport Support Facilities

Based on the ultimate airfield configuration and other changes proposed in the master plan, there may be a need to reconsider the placement of some support facilities at the airport. This may include such facilities as the fuel farm, maintenance facilities, etc. This analysis will identify the key airport support facilities at 6J0 and define alternatives to address these and other issues that may arise in the planning process. Airport support facility alternatives will be evaluated on the basis of their efficiency in meeting identified facility requirements, engineering factors, impact on other airport development options, ease of implementation, costs, phasing, airside and landside accessibility and environmental considerations leading to the selection of the options best satisfying the identified need.

Task 5.6 Determine Preliminary Impacts and Development Costs

Using labor and materials price data from recent construction projects within the airport vicinity, and cost schedules provided by the FAA Southern Region, preliminary order of magnitude cost estimates associated with the airport development alternatives will be prepared for comparison purposes only. Cost estimates at this point would be limited to 2010 dollars and to only those analyses required to effectively evaluate potential development scenarios.

Element 6 – Alternatives Refinement

Task 6.1 Refined Alternative Analysis

Based on input from the airport/County staff, County Council and Technical Advisory Committee, as well as any comments from the public, refinements to the analysis of alternatives will be made to address any issues raised or direction received during the review process. This task may result in the revision of options or the combination of individual alternatives into a new development alternative for implementation. This task will identify the rationale for the refinement of the alternative, and each refinement will be discussed and reviewed using similar criteria to that used to evaluate the initial set of alternatives. Once refined alternatives have been approved by the airport Sponsor, they cannot be revised without additional scope and fee.

Task 6.2 Noise Contours and Land Use Compatibility

Noise contours will be generated for the airport using the FAA's Integrated Noise Model (INM) – Version 7.0 and will be based on activity levels, aircraft type, and/or previous analyses. The noise contours will be generated to depict the 65, 70, and 75 DNL levels. Noise exposure contours will be prepared for the base year and a future year level of activity (20-year planning horizon) only.

For illustrative purposes, the noise contours developed will be overlaid onto the digital drawing base and/or the aerial photography. A description of the results will be provided with any land use impacts identified. When comparing existing and planned land uses of the Airport Master Plan Update, recommendations will be made to ensure that compatibility exists. Suggestions for improvement to, or the refinement of existing land use management techniques, that have been previously identified, will be considered for possible use to mitigate the impact of future development on the airport.

Task 6.3 Environmental Action Plan

According to the individual airport and the individual project within the master plan, the FAA's Airports District Office (ADO) Environmental Program Manager will determine the level of documentation for each project in accordance with FAA Order 1050.1E. For each project in the preferred alternatives the following information will be provided:

- Potential environmental impacts to natural resources;
- Environmental documentation required based on FAA Order 1050.E. If a project will most likely require a categorical exclusion, an environmental assessment, or an environmental impact statement level of documentation.
- Anticipated state and federal regulatory requirements;

- Potential mitigation measures or options for associated environmental impacts for the proposed project.

Task 6.4 Identify Capital Improvements

Based upon the findings identified in Task 6.1, a list of capital improvements including environmental, design, land acquisition, mitigation, support facilities, etc. will be identified. This will allow both LPA and the County to obtain a "snapshot" of all proposed projects in conjunction with anticipated order of magnitude costs in 2010 dollars. It is important to note that these costs will differ to some degree with the costs provided in the Financial Feasibility section of this report, but their use is primarily to identify all potential projects associated with the preferred development option.

Element 7 – Airport Layout Plan Drawing Set

Task 7.1 Draft Airport Layout Plan Drawing Set

An approved Airport Layout Plan serves as the blueprint for future airport development and is legally required for the airport to receive financial assistance under the terms of the Airport and Airway Improvement Act of 1982 (AIP), as amended. Using the recommended development options of the refined alternatives task and the standards outlined in FAA AC 150/5300-13, "Airport Design," the current Airport Layout Plan (ALP) drawing set will be updated. Development of ultimate airfield facilities will be based on short, intermediate, and long-term requirements which incorporate both airside and landside improvements. To provide an accurate base for the development of the ALP, available rectified aerial photography and digital mapping information will be used. All components of the Airport Layout Plans Set described herein will be developed in accordance with the provisions of AC 150/5070-6B, *Airport Master Plans*, and the ALP Checklist provided by the FAA Southern Region.

Title Sheet

A title sheet will be updated, and information concerning the airport including project number, client name and location maps will be included on this sheet.

Airport Layout Plan

The ALP will be updated to reflect the recommended development of future needs as identified in this study. Information on this portion of the ALP set will include, but not be limited to, the physical layout of the airport and of the physical facilities developed thereon. Also to be incorporated on the ALP sheet will be the building and facilities data, runway protection zones, taxiway systems, navigational aid critical areas, building elevations, topography, roads and parking areas, wind rose/wind coverage, declared distances table, and the airport boundary. Object, building, and any other obstruction heights will be taken from existing sources of information.

Existing and proposed modifications to FAA design standards will be identified and delineated in table format along with either the waiver allowing the modification or the proposed method of addressing the modification. A table listing any modifications (existing and proposed) along with their proposed disposition will be incorporated onto the ALP and in the narrative chapter. The scale of the drawing will be defined at the time the ALP set is commenced and will be determined so as to provide a clearly

legible drawing. Information that cannot be included on the ALP sheet due to sheet size and scaling limitations shall be incorporated onto a separate Airport Layout Plan Data sheet. This may include Airport Data, Runway Data, Wind Roses, notes, etc.

Terminal Area Plan

The terminal area plan for the airport will be updated to reflect existing and recommended development of future general aviation needs as identified in this study. The terminal concept will focus on flexibility for future expansion. The plan will include recommendations for access and parking, buildings, hangars, FBO facilities, and entrance roads, as well as necessary security access to the airfield.

Airport Airspace Drawings

The Airport Airspace Drawings will depict all obstacle clearance surfaces associated with the ultimate airport configuration, and approaches will be generated and superimposed on mapping. Fifty (50) foot contour intervals will be shown for all sloping imaginary surfaces. These sheets will depict objects that violate the obstacle clearance surfaces that have not been identified on the ALP or approach sheets. The top elevation of each obstruction will be identified on each sheet as will the disposition of the obstruction. The dimensions of the approach surfaces and transitional surfaces will be charted. The Airport Airspace drawings will depict, in plan and profile view, the full length of all approach surfaces without the use of match lines or truncated depictions.

Inner Portion of Approach Surface Drawings

An Inner Portion of the Approach Surface Drawing will be prepared for each runway end (four runway ends) depicting the area out to where the approach surface reaches a 100-foot height above the runway end. The drawings will depict the airport property, location of roadways, structures, natural ground elevations and other man-made or natural features within the limits of inner portion of the approach surface. The drawings will also detail objects that penetrate approach surfaces or violate obstacle clearance criteria. Obstructions will be listed numerically in an obstruction table for each approach with data describing the obstruction type, top elevation, allowable elevation, amount of penetration, and proposed dispositions. Additionally, the drawings will depict the configuration of required safety areas off each runway end. Plan views will be superimposed on aerial photos or a detailed line drawing.

Runway Departure Surfaces Drawing

This drawing depicts the applicable departure surfaces as defined in Appendix 2 of FAA AC 150/5300-13. The surfaces are shown for runway end(s) designated primarily for instrument departures.

The Runway Departure Surfaces Drawing will depict the plan and profile views of the departure surfaces for each runway end that is designated primarily for instrument departures. The drawing will also detail objects that penetrate departure surfaces or violate obstacle clearance criteria. Obstructions will be listed numerically in an obstruction table for each departure surface with data describing the obstruction type, top elevation, allowable elevation, amount of penetration, and proposed dispositions. Plan views will be superimposed on aerial photos for base maps.

Land Use Plan

A land use plan for the area within the boundaries of the airport will be updated, based on the identified overall development concepts and property data. Included in the drawing will be the identification of existing and future aviation related, non-aviation related, environmental and conservation, industrial, commercial, or other uses as required. Information developed as part of Tasks 2, 4, and 6 will be incorporated into this drawing. This sheet will also depict the existing and future noise contours generated as part of Task 6 and will help to guide the long-term development of the airport.

Airport Property Map

An airport property map will be updated to reflect parcels acquired either through fee simple purchase, or easements purchased by the airport with both federal and state funds, as well as, with local sources of funding. In addition, the property map will also identify additional property required to meet the demands identified in this master plan. Data for development of this property map will be taken from existing sources of information provided by the County.

Task 7.2 Final Airport Layout Plan Drawing Set

LPA will revise the ALP drawing set to reflect final review comments received South Carolina Division of Aviation and Federal Aviation Administration, as appropriate. After obtaining final comments and approval from SCDOA and FAA, the Consultant will present the final report and drawing set to the Lexington County Council for acceptance into the County Comprehensive Plan.

Element 8 - Implementation Plan

Task 8.1 Refine Airport Development Phasing Schedule

An initial development schedule will be prepared based upon the demand requirements. A priority system will be developed and adopted for use in this study considering the urgency of need, ease of implementation, logic of sequence, and economic viability. The objective is to establish an efficient order for project development and implementation. Recommended airport development over the 20-year planning period will be classified in three general development phases. These phases represent the short-, intermediate-, and long-term planning periods.

Particular focus will be given to detailing estimated costs for short-term (2011-2015) development projects. In the first five years, development costs will be shown on a year-to-year basis and prepared at a level of detail consistent with master planning, and a 5-Year Capital Improvement Program (CIP) will be developed. Projects relating to capacity enhancement will be highlighted in the phased development plan. Development phasing will provide a general understanding of the financial requirements by phase over the 20-year planning period. However, by linking development projects to future demand levels, an added degree of implementation flexibility will be achieved.

Task 8.2 Refine Airport Development Cost Estimates

Based upon the selected development concepts, cost estimates will be created for each of the airport development projects. Cost estimates will be based on a variety of sources, including actual project

estimates, published engineering indices, government agencies, and similar airport construction projects in the area. In addition to the actual construction costs, financial consideration must be given to the engineering and design work, plus minor construction items and contingencies, which have not been specifically enumerated. For planning purposes, the base construction cost will be increased to reflect the anticipated engineering, testing, survey, and inspection costs, as well as for unknown contingencies.

Task 8.3 –Funding Analysis

Prepare a detailed funding plan for the recommended capital improvements identified in the Master Plan Update with an emphasis on the short-term (five years) planning period. Proposed projects will be evaluated to determine eligibility for funding by Federal Aviation Administration Airport Improvement Program, South Carolina Division of Aeronautics, and other alternative funding sources including third party funding, bonds, loans, etc. The local funding requirement will be estimated and potential opportunities for satisfying the local share requirement will be identified.

Task 8.4 – Prepare Five Year Financial Plan

Compile airport's historical revenues and expenses for the past three (3) to five (5) years, if available, in order to identify historical trends. The airport budget process will also be reviewed. Prepare order of magnitude estimate of airport revenues that would be generated by the traffic forecasted in the Master Plan Update and the improvements completed within the five-year planning period. Conduct financially feasible cash flow analysis to estimate future revenues and expenses to assess airport's financial self-sufficiency in connection with the projects recommended in the Master Plan Update.

Analyze historical operating revenues and expenses and provide budget projects for years 1 through 5 to determine if county can achieve its estimated local participation funding allocation. Identify potential revenue sources including revenue generated from leasing available land for aviation and non-aviation use as well as fuel flowage fees, hangar and building leases, etc. In an effort to determine the likelihood of the airport to be financially self sufficient, a forecast of airports operating revenues and expenses will document a year to year financial net balance as well as cumulate balance over the forecast period.

Element 9 – Airport Business and Marketing Plan

During initial discussions with members of the Lexington County Staff, representatives indicated their desire that a business and marketing plan be developed for the airport in an effort to attract additional business and industry in an effort to make the airport self-sufficient. The business plan can be used to support other uses of property around the airport and set the foundation for future reimbursement.

Effective market planning involves selecting appropriate target groups and formulating a market mix to achieve marketing objectives and financial targets. Market planning starts with identifying the mission, value and vision statements for the airport in an effort to establish where the airport wants to be. The market analysis also evaluates strengths, weaknesses, opportunities and threats (SWOT) to assess where the airport is now in an effort to identify marketing strategies which should be developed.

Task 9.1 Identify Marketing Objectives

Marketing objectives are time bound statements of intended future results and statements of intended future costs. Thus, as part of this analysis, the following objectives should be addressed:

1. Identify those elements of the strategic marketing management process that precede strategic decision making at the airport
2. Identify and address existing products and services
3. Identify and address existing customers and markets (i.e. new fixed base operator (FBO), commercial tenant, etc.)
4. Identify and address what product and market emphasis that the airport should pursue
5. Identify the strategy or strategies (i.e. low-cost producer, differentiation and focus) that the County/airport should implement and pursue, etc.

Task 9.2 Identify County/Airport Mission, Values and Vision Statements

To accurately determine the overall business development plan for the airport and market strategy, the consultant must with the assistance of Lexington County staff determine the long-term mission, values and ultimate vision for the airport within the community. This information will provide the “backbone” for the development of the long-term business plan and marketing initiatives.

Task 9.3 Identify Problem Statement

To achieve the mission, values and vision for the airport, the County must adopt a sound strategic marketing management plan and implement specific strategies for success. In order to assess the airport marketing environment, a SWOT (strengths, weaknesses, opportunities and threats) analysis will be performed.

Task 9.4 Service Strategy

This task will review the current market conditions for airport facilities and services within Lexington County and within the local region. The project team will identify existing alternative/competing airports including demand for and supply of aircraft tie-downs and hangar space, airport user/tenant requirements, navigational aids, and regional employment and business trends. This information will be collected through contact with airport managers and or municipal officials, aircraft sales and registration data and other sources. Based upon the information obtained, the review will estimate the likely demand for future airport facilities and services at the airport and will include such items as return on investment, useful features/benefits, service life cycles, service selection criteria, etc.

Task 9.5 Marketing Analysis

A market analysis will be performed to determine the nature of business activities in the community. A variety of factors will be considered using available information (i.e. local economic trends, business transactions, population movement, and the availability of state funding for new job creation, etc.). The results of the Market Analysis will be incorporated into the business plan.

Task 9.6 Marketing Plan

A marketing plan will be developed to address an overall sales strategy, advertising and promotion, and public relations associated with the proposed development. The market analysis will identify target industries and tenants, showcase available products, develop effective advertising campaign, market expansion needs of existing clients/tenants, and evaluate the potential for adjacent land development. The marketing plan should be coupled with existing community marketing efforts to avoid duplication of efforts and achieve a cohesive marketing strategy for the local region.

Task 9.7 Financial Plan

The financial plan component of the business plan will include assumptions, financial statements, capital requirements, use of funds, and an exit/payback strategy to determine the viability of proposed marketing and business development incentives at Lexington County Airport at Pelion.

A written narrative summarizing the results of the Business Plan for Lexington County Airport at Pelion with supporting tables and graphics will be provided as an appendix to the Master Plan Update Report.

Element 10 – Public Involvement/Meetings

The following approach facilitates a process of maximum public input with minimum public conflict. The public involvement components will provide an opportunity for public input, technical advisory committee meetings to gain valuable insight into the master planning process, public information meetings to ensure information is imparted and solicited from the general public, project updates, and County Council Briefings.

Task 10.1 Provide Content for County Web Site

As a key element of the Master Plan Update public involvement process, LPA will be responsible for providing electronic information to Lexington County staff to be uploaded to the county website throughout the 18-month project. LPA will provide content describing the master planning process, the time frame for the study and key points where public meetings will be held, local and consultant contacts, and the overall goals and objectives of the Lexington County Airport at Pelion Master Plan Update. Over the course of the study, this site will also be used to highlight issues important to the airport and the community. From time to time, project documents will be posted for public review.

Task 10.2 Public Information Meeting

A Public Information Meeting will be conducted to inform the public and interested stakeholders about the ongoing status of the project and to solicit public comment throughout the project's implementation. The Consultant will coordinate the meeting logistics and facilitate the public meeting as appropriate. One (1) such meeting has been budgeted over the course of the study. This meeting will be held following the development of preliminary alternatives concepts.

Comment cards will be developed and used at the meeting to give the attendees an opportunity to provide input on the information being shared by the project team at the public information meeting. Color graphic displays employing a combination of presentation boards and/or PowerPoint, and pertinent handout material necessary to describe the evaluations and findings of interim submittals of

the master plan study, will be prepared for the meeting, as appropriate. Advertising for these meetings will be done by the County, and may be accomplished using press releases and direct mailings to interested public groups within Lexington County.

Task 10.3 Technical Advisory Committee Meetings

Five (5) such meetings have been budgeted over the course of the study. These meetings/workshops will be held at key points during the master planning process typically following the distribution of associated working papers. Estimated timing of TAC meetings are as follows:

- Meeting 1 – Project Kick-Off Meeting to be held during Airport Inventory Site Visit
- Meeting 2 – Inventory and Forecast (Working Paper 1)
- Meeting 3 – Preliminary Alternative Development Workshop (Working Paper 2)
- Meeting 4 – Alternative Development (Working Paper 3)
- Meeting 5 – Recommended Airport Development and Business Market Plan (Working Paper 4)

Color graphic displays employing a PowerPoint format, and pertinent handout material necessary to describe the evaluations and findings of interim submittals of the master plan study, will be prepared for each of the Technical Advisory Committee meetings. Each member of the Technical Advisory Committee will be provided with a three-ring notebook to use for filing draft working papers. TAC Meetings will be conducted to review the materials prepared in the working papers, as well as to establish revisions. Comments received during these meetings will be considered in preparing the final report documents.

Task 10.4 County Council Briefings

A maximum of five (5) County Council meetings will be attended by representative team members during the course of the project. These briefings are seen as key opportunities to allow for the interaction between the County Council and the Consultant at key milestones in the project. It is anticipated that these meetings will occur following each scheduled Technical Advisory Committee Meeting.

Task 10.5 Coordination Meetings

To respond to issues that will arise over the course of the planning study, as well as to brief airport representatives and representatives of the FAA, two (2) project coordination meetings (outside of other meetings, sessions, or briefings outlined in Element 10) have been budgeted. Coordination meetings are seen as key opportunities to allow for the discussion between the airport and the Consultant at one of several key milestones in the project.

Typically, the coordination meeting can be conducted during such milestones as the preparation of the aviation activity forecasts, the alternatives analysis/refined alternatives process, and during the preparation of the capital improvement program and financial plan. However, these coordination meetings can be changed at any time or during any portion of the project.

Element 11 – Documentation and Deliverables

Project documentation/deliverables will consist of both the Master Plan Narrative Report and Airport Layout Plan Drawing Set. As part of this project, four working papers, which will make up the draft Master Plan Narrative Report, will be provided at key points in the master plan process. Both the Master Plan Narrative Report and ALP drawing set will be produced in a draft and final report format.

Planned submittals associated with this project are shown as follows:

Task 11.1 Working Paper 1

The first working paper will discuss the issues and information obtained during the inventory phase of the project, as well as the findings of the analyses conducted for the aviation activity forecast task. This working paper will present, in narrative and graphic format, information relating to airport facilities, the access system serving the airport, environmental features affecting the current airport property and tracts immediately adjacent to the airport, airspace and obstruction considerations, and data related to land use compatibility. Also, the draft working paper will address the historic and current activity levels, factors impacting 6J0, and the findings of the analytical portions of the forecast process. As noted in Element 3, *Aviation Activity Forecasts*, forecasts must be submitted to FAA for review and approval. If the aviation activity forecasts exceed 10% within the initial 10-year forecast period, forecasts will need to be submitted to FAA Headquarter for final approval.

Task 11.2 Working Paper 2

Working Paper 2 will document the information and evaluations of the capacity assessment process and the facility requirements. This working paper will present, in narrative and graphic format, information regarding existing airport capacity, runway length needs, and required facilities necessary to meet future levels of activity.

Task 11.3 Working Paper 3

The third draft working paper will document the analyses and findings of the preliminary alternatives analysis. This working paper will focus on the alternatives developed to address the development options associated with the airfield, general aviation terminal area, and all other airport facilities and uses as well as considering the interrelationships between airport uses and the impacts that development of individual facilities have on the other facilities and alternatives for other airport uses. As such, this working paper will present, in narrative and graphic format, a chapter which compares the various development alternatives explored for 6J0.

Task 11.4 Working Paper 4

The fourth draft working paper will document the analyses and findings of the refined alternatives analysis, Airport Layout Plan, and the Implementation Plan/Financial Feasibility Analysis, and the Airport Business and Marketing Plan. As such, this working paper will present, in narrative and graphic format, refinements to the Airport Alternatives chapter, information regarding the Airport Layout Plan drawings, and the results of the financial and business planning analyses conducted as part of the previous elements.

Task 11.5 Project Deliverables

Master Plan Working Papers

A maximum of fifteen (15) copies of each draft working paper will be prepared with supporting graphic exhibits and tables for distribution to the representatives of the Technical Advisory Committee for their review. Each draft Working Paper will be prepared in black and white. However, the final Master Plan Report will include some color supporting graphics previously produced in black and white. As part of the Working Paper 4 submittal, two (2) full size sets of the draft ALP in addition to the 11 x 17" ALP sheets included in the narrative report will be submitted to the County for initial review. Comments received will be incorporated before submitting the final draft submittal to FAA and SCDOA for their initial review.

Working papers will be distributed to allow a minimum of seven days or additional time as agreed by the Consultant and Lexington County for review by County staff and members of the Technical Advisory Committee. Additionally, an electronic version of the draft working papers will be posted on the project website for public review.

Initial Agency Draft Report Submittal

Review comments received during the study process will be incorporated as appropriate into the draft working papers, which will be combined to create the Lexington Airport at Pelion Master Plan Update Narrative Report. This report will highlight the corrections and improvements made during the draft working papers.

Five (5) final draft copies of the complete Master Plan Narrative Report will be prepared and provided as follows: one (1) to FAA; two (2) to SCDOA, and two (2) to the County for final review. Four (4) sets of the Airport Layout Planning Set will be prepared and submitted as follows: two (2) to FAA and two (2) to SCDOA for initial review

FAA Circulation Submittal

After receiving and addressing initial SCDOA comments and FAA comments, nine (9) full size ALP sets and associated Southern Region Airport Layout Plan Checklist will be submitted to the FAA Regional Office for Circulation and Review. Note: All parties must sign the checklist prior to execution of the Engineering Agreement.

Final Submittal

After receiving and addressing final FAA and SCDOA comments, fifteen (15) copies of the final ALP drawing set will be sent to FAA Airports District Office for final approval/signature for distribution to FAA Regional Offices, SCDOA Offices, the County and the Consultant. The Consultant will submit eleven (11) hard copies of the narrative report to the County, two (2) hard copies to SCDOA, and two (2) hard copies to FAA ADO. Digital copies of the master plan report, ALP set, and Executive Summary will be delivered to the FAA, SCDOA and the County. The report text, tables and graphics will be provided using Microsoft Word, Excel, and Adobe Acrobat and PageMaker. The ALP package will be created using AutoCAD 2010 software.

Executive Summary/Marketing Brochure

A color marketing brochure will be prepared which highlights existing facilities at the airport and within the community as well as planned development. This brochure will provide a narrative and graphical presentation for future development which can be used by the County as a marketing tool for the attraction of new businesses to the area. Ten hard copies and an electronic copy will be provided and distributed to the client.

EXHIBIT B - PROJECT COST BREAKDOWN
SUMMARY OF PROJECT COSTS
Master Plan Update
Lexington County Airport at Pelion

Master Plan Elements	\$ 149,303
Airport Business and Marketing Plan Element	\$ 23,579
Expenses	<u>\$ 12,960</u>
TOTAL PROJECT COST	\$ 185,842

EXHIBIT B - PROJECT COST BREAKDOWN
Master Plan Update
Lexington County Airport at Pelion

LPA 2010 Billing Rates

\$ 201.00 \$ 171.00 \$ 171.00 \$ 144.00 \$ 108.00 \$ 82.00 \$ 76.00

TASK	HOURS								LPA LABOR COST (\$)	LPA EXPENSES (\$)	TOTAL COST (\$)
	Principal	Project Manager	Sr. Planner Arch/Eng	Planner Arch/Eng	Designer	Technician	Technical Assistant	Total Hours			
Element 1: Project Initiation											
1.1 Project Scoping			4					4	\$ 684		\$ 684
1.2 Technical Advisory Committee			4					4	\$ 684		\$ 684
TOTAL BUDGET FOR ELEMENT 1	0	8	0	0	0	0	0	8	\$ 1,368	\$ -	\$ 1,368
Element 2: Inventory of Existing Conditions											
2.1 Review and Evaluate Existing Documents			1	4				5	\$ 747		\$ 747
2.2 Inventory Airport Physical Facilities			1	8		8		17	\$ 1,979	\$ 350	\$ 2,329
2.3 Airspace Environment/Obstructions			1	8		4		13	\$ 1,651		\$ 1,651
2.4 Tenant Interviews and Questionnaires				12				12	\$ 1,728	\$ 717	\$ 2,445
2.5 Vicinity Land Use/Existing Land Use Controls				4		8		12	\$ 1,232		\$ 1,232
2.6 Natural Features Inventory				6	12	2		20	\$ 2,324		\$ 2,324
TOTAL BUDGET FOR ELEMENT 2	0	0	3	42	12	22	0	79	\$ 9,661	\$ 1,067	\$ 10,728
Element 3: Aviation Activity Forecasts											
3.1 Historic and Current Air Traffic Activity			2	16			4	22	\$ 2,950		\$ 2,950
3.2 Factors and Opportunities Affecting Activity Levels			1	8				9	\$ 1,323		\$ 1,323
3.3 General Aviation Forecasts			6	20				26	\$ 3,906		\$ 3,906
3.4 Aircraft Peaking Analysis			2	12				14	\$ 2,070		\$ 2,070
TOTAL BUDGET FOR ELEMENT 3	0	0	11	56	0	0	4	71	\$ 10,249	\$ -	\$ 10,249
Element 4: Capacity Assessment/Facility Requirements											
4.1 Airfield Capacity			1	5				6	\$ 891		\$ 891
4.2 Design Aircraft Identification			0	5				5	\$ 720		\$ 720
4.3 Airfield Facility Requirements			2	16		8		26	\$ 3,302		\$ 3,302
4.4 General Aviation Requirements			2	8		4		14	\$ 1,822		\$ 1,822
4.5 Airport Support Facilities			2	8		4		14	\$ 1,822		\$ 1,822
4.6 Land Area and Landside Requirements			2	8		8		18	\$ 2,150		\$ 2,150
TOTAL BUDGET FOR ELEMENT 4	0	0	9	50	0	24	0	83	\$ 10,707	\$ -	\$ 10,707
Element 5: Airport Alternatives											
5.1 Identify Potential Airport Land Use											
5.2 Identify Potential Airfield Alternatives		1	4	6		8		19	\$ 2,375		\$ 2,375
5.3 Identify General Aviation Facility Alternatives		1	6	8		16		31	\$ 3,661		\$ 3,661
5.4 Identify Potential Landside Alternatives		1	4	8		8		21	\$ 2,663		\$ 2,663
5.5 Identify Potential Airport Support Facilities		1	2	4		8		15	\$ 1,745		\$ 1,745
5.6 Determine Preliminary Impacts and Development Costs		1	8	16		4		29	\$ 4,171		\$ 4,171
TOTAL BUDGET FOR ELEMENT 5	0	5	24	42	0	44	0	115	\$ 14,615	\$ -	\$ 14,615
Element 6: Alternatives Refinement											
6.1 Refined Alternative Analysis		2		16		8		26	\$ 3,302		\$ 3,302
6.2 Noise Contours and Land Use Compatibility			2	8		6		16	\$ 1,986		\$ 1,986
6.3 Environmental Action Plan				8	10			18	\$ 2,232		\$ 2,232
6.4 Identify Capital Improvements				8				8	\$ 1,152		\$ 1,152
TOTAL BUDGET FOR ELEMENT 6	0	2	2	40	10	14	0	68	\$ 8,672	\$ -	\$ 8,672
Element 7: Airport Layout Plan Drawings											
7.1 Development of Draft Airport Layout Plans Set				16	160	60		236	\$ 24,504		\$ 24,504
7.2 Development of Final Airport Layout Plans Set				8	40	25		73	\$ 7,522		\$ 7,522
TOTAL BUDGET FOR ELEMENT 7	0	0	0	24	200	85	0	309	\$ 32,026	\$ -	\$ 32,026
Element 8: Implementation Plan											
8.1 Refine Airport Development Phasing Schedule		2		24				26	\$ 3,798		\$ 3,798
8.2 Refine Airport Development Cost Estimates		2		24				26	\$ 3,798		\$ 3,798
8.3 Funding Analysis		1		12				13	\$ 1,899		\$ 1,899
8.4 Prepare Five Year Financial Plan		6		24				30	\$ 4,482		\$ 4,482
TOTAL BUDGET FOR ELEMENT 8	0	11	0	84	0	0	0	95	\$ 13,977	\$ -	\$ 13,977
Element 9: Airport Business and Marketing Plan											
9.1 Identify Marketing Objectives			3	8				11	\$ 1,665		\$ 1,665
9.2 Identify County/Airport Mission, Values and Vision Statements			3	8				11	\$ 1,665		\$ 1,665
9.3 Identify Problem Statement			3	8				11	\$ 1,665		\$ 1,665
9.4 Service Strategy			6	24				30	\$ 4,482		\$ 4,482
9.5 Market Analysis			6	24				30	\$ 4,482		\$ 4,482
9.6 Marketing Plan			6	24		8		38	\$ 5,138		\$ 5,138
9.7 Financial Plan			6	24				30	\$ 4,482		\$ 4,482
TOTAL BUDGET FOR ELEMENT 9	0	0	33	120	0	8	0	161	\$ 23,579	\$ -	\$ 23,579

EXHIBIT B - PROJECT COST BREAKDOWN
Master Plan Update
Lexington County Airport at Pelion

LPA 2010 Billing Rates

\$ 201.00 \$ 171.00 \$ 171.00 \$ 144.00 \$ 108.00 \$ 82.00 \$ 76.00

TASK	HOURS								LPA LABOR COST (\$)	LPA EXPENSES (\$)	TOTAL COST (\$)
	Principal	Project Manager	Sr. Planner Arch/Eng	Planner Arch/Eng	Designer	Technician	Technical Assistant	Total Hours			
Element 10: Public Involvement/Meetings											
10.1 Provide Content for County Web Site				10					10	\$ 1,440	\$ 1,440
10.2 Public Information Meeting	4		8	8			8		28	\$ 3,980	\$ 636
10.3 Technical Advisory Committee Meetings			20	20			16		56	\$ 7,612	\$ 3,505
10.4 County Council Briefings	10		20	20			4		54	\$ 8,638	\$ 80
10.5 Coordination Meeting	4			16					20	\$ 3,108	\$ 32
TOTAL BUDGET FOR ELEMENT 10	18	0	48	74	0	28	0	168	\$ 24,778	\$ 4,253	\$ 29,031
Element 11: Documentation and Deliverables											
11.1 Working Paper 1			4	16			8		28	\$ 3,644	\$ 548
11.2 Working Paper 2			4	16			8		28	\$ 3,644	\$ 503
11.3 Working Paper 3			4	16			8		28	\$ 3,644	\$ 848
11.4 Working Paper 4			4	16			8		28	\$ 3,644	\$ 653
11.5 Business Development/ Marketing Brochure			2	8					10	\$ 1,494	\$ 40
11.6 Project Deliverables /Final Documents			8	24	10	10	6		58	\$ 7,180	\$ 4,760
TOTAL BUDGET FOR ELEMENT 11	0	0	26	96	10	42	6	180	\$ 23,250	\$ 7,350	\$ 30,600
MISCELLANEOUS EXPENSES											\$ 290
TOTAL BUDGET FOR LPA TASKS	18	26	156	628	232	267	10	1337	\$ 172,882	\$ 12,960	\$ 185,842

EXPENSES

REPRODUCTION

	# DWGS @	#PAGES @	Unit Cost	#SETS	TOTAL
	2	0.3			
Working Paper 1		75		15	\$ 337.50
Exhibits	5			15	\$ 150.00
Working Paper 2		45		15	\$ 202.50
Exhibits	10			15	\$ 300.00
Working Paper 3		55		15	\$ 247.50
Exhibits	20			15	\$ 600.00
Working Paper 4		25		15	\$ 112.50
Exhibits	15			15	\$ 450.00
Client Internal Review Draft Airport Layout Plan Sets	15		\$3.00	2	\$ 90.00
Draft Technical Report (submittal to FAA/SCDOA)		250		5	\$ 375.00
Exhibits	50			5	\$ 500.00
Initial Draft Airport Layout Plan Drawing submittal	15		\$3.00	4	\$ 180.00
Business Development and Marketing Brochure		2	\$2.00	10	\$ 40.00
Final Draft Airport Layout Plan Drawings	15		\$3.00	9	\$ 405.00
Final Technical Report Report		250		15	\$ 1,125.00
Exhibits	50			15	\$ 1,500.00
Final Airport Layout Plan Drawings	15		\$3.00	15	\$ 675.00
Project Notebooks			\$4.00	15	\$ 60.00
TOTAL REPRODUCTION					\$ 7,350.00

POSTAGE/DELIVERY

	# PCKGS @	# PCKGS @			
	\$ 20.00	\$ 5.00			
	12	10			\$ 290.00
TOTAL POSTAGE/DELIVERY					\$ 290.00

TRAVEL

	#People	#Days	Airfare \$	Car Rental \$	Lodging \$	Per Diem \$	Car Mileage \$	Parking \$	
Inventory of Existing Conditions	2	1	\$ 450.00	\$ 65.00	\$ 125.00	\$ 46.00	\$ 16.00	\$ 15.00	\$ 717.00
Public Involvement									
Public Information Meeting (1) (combined trip with TAC Meeting)	2	1	\$ 450.00	\$ -	\$ 125.00	\$ 46.00	\$ -	\$ 15.00	\$ 636.00
Technical Advisory Committee Meetings (5)	2	5	\$ 2,250.00	\$ 325.00	\$ 625.00	\$ 230.00	\$ -	\$ 75.00	\$ 3,505.00
County Council Briefings (5) (combined trip with TAC Meeting)	2	5	\$ -	\$ -	\$ -	\$ -	\$ 80.00	\$ -	\$ 80.00
Coordination Meetings (2) (combined both meetings with TAC trips)	2	2	\$ -	\$ -	\$ -	\$ -	\$ 32.00	\$ -	\$ 32.00
TOTAL TRAVEL									\$ 4,970.00
ROUND TRIP MILEAGE (Columbia to Lexington Pelion Airport)	32	Miles							
METEOROLOGICAL DATA (includes temperature data)									\$ 350.00
TOTAL EXPENSES									\$ 12,960.00

EXHIBIT "A"

AIRPORT LAYOUT PLAN UPDATE SCOPE OF SERVICES LEXINGTON COUNTY AIRPORT AT PELION PELION, SOUTH CAROLINA

Introduction

Lexington County, South Carolina (OWNER) has engaged THE LPA GROUP INCORPORATED (CONSULTANT) to perform an update of the existing Airport Layout Plan (ALP) Drawing Set and Narrative Report on file for Lexington County Airport at Pelion (Airport Identifier: 6J0). By completing this assignment, documents required for Federal Aviation Administration (FAA) review and conditional approval of future airport development plans will be created.

The Lexington County Airport at Pelion is a general aviation (GA) airport which is owned and operated by Lexington County, South Carolina. The airport was previously owned by the Town of Pelion, and was sold to the County in December 2004. The airport supports a variety of GA and sport aeronautical operations and is home to eleven (11) based aircraft. However, according to airport management, there is currently a waiting list for aircraft hangar storage. The airport is located approximately two (2) miles north of the Town of Pelion and features a single runway, Runway 18-36, with dimensions of 4335 x 60 feet that currently supports single and twin-engine aircraft. The airport is also equipped with a 100LL fuel farm, tie-downs and T-Hangars. Annual operations as of September 2009 were 6,300 with approximately 144 operations associated with military activity.

This update will follow guidelines contained in FAA Advisory Circulars (AC) 150/5300-13, *Airport Design*, and AC 150/5070-6B, *Airport Master Plans*, and will identify improvements necessary to accommodate aviation activity 20 years into the future. An ALP Drawing Set and Narrative Report will be the final products of this study.

The Narrative Report will explain the reasoning behind and the important features of the ALP Drawing Set, and document the planning standards used. The report will consist of the following sections:

- Inventory of Existing Conditions,
- Forecasts of Aviation Demand and Critical Aircraft Determination,
- Facility Requirements,
- Airport Noise Contours and Land Use Analysis,
- Capital Improvement Plan, and
- Airport Plans.

Since the airport was recently acquired from the Town of Pelion, the OWNER requested that an airport business plan be incorporated into this project. As a result, an Airport Business Plan will also be incorporated as an appendix to the Narrative Report.

EXHIBIT "A"

Completion of the work elements will result in:

1. A schedule of airport improvements correlated with an identified specific volume of activity based upon existing forecasts (e.g. South Carolina Department of Aviation (SCDOA) Airport System Plan, FAA General Aviation Forecasts, etc.), which would mandate action to accomplish the needed improvement within the twenty-year planning period.
2. A realistic and workable Capital Improvement Program that identifies items necessary to maintain or improve airport facilities.
3. Current Airport Layout Plan drawings that graphically depicts existing conditions at the airport in addition to recommended improvements, and
4. An Airport Business Plan that identifies opportunities for existing and future airport and business development.

The scope of services for the 6J0 ALP Update assignment is discussed in greater detail in the following sections.

Airport Layout Plan Update

Task 1: Inventory of Existing Conditions

Pertinent data from the FAA, SC DOA, OWNER, and other available sources will be collected and compiled.

Subjects included in the inventory effort are:

- Airside areas and general conditions;
- Landside areas and general conditions;
- Ground access and parking;
- Airspace structure and navigational aids (NAVAIDS);
- Instrument approach data;
- Climatological data (including updated wind rose and temperature data obtained from nearest weather station);
- Historical aviation activity;
- Airport role/user profile;
- Existing airport property data including any boundary survey; and
- County land use and zoning data.

In addition, aircraft operational data will be reviewed in order to establish the existing critical aircraft that regularly uses the airport (500 or more annual operations). This information will later be used for a variety of purposes, including the evaluation and determination of runway length, existing terminal area and landside requirements.

Known environmental considerations will be noted during the Inventory; however, a detailed environmental overview of potential impacts will only be prepared as an optional task or in a separate environmental study.

EXHIBIT "A"

Task 2: Aviation Forecasts and Critical Aircraft Determination

Forecasts of future levels of aviation activity are the basis for effective planning decisions in airport planning. For this project, the current SC DOA (system plan) forecast for 6J0 will be used to provide a timetable for facility improvements, recommended development and phasing for capital improvements.

The forecast will include the following elements:

- Local and itinerant operations,
- Based aircraft, and
- Instrument Activity

In addition utilizing information provided in both the SC DOA (system plan) and FAA Terminal Area Forecasts, the following information will be determined by the CONSULTANT to assist in identification of facility requirements:

- Aircraft fleet mix,
- Existing and Future Critical aircraft, and
- Peak Aircraft Activity Characteristics

Forecasts will be forwarded to the FAA for review and approval. Once approved, Task 3 will be initiated.

Task 3: Facility Requirements

Task 3 of the ALP Update is to determine what, if any, additional facilities will be required to accommodate forecast activity. The primary focus of this task will be to assess the ability of existing general aviation facilities to meet current and future demand. The existing and future critical aircraft anticipated to use 6J0 over the course of the planning period (20 years) will be identified and used to determine the Airport Reference Code (ARC). This will then provide the airport design standards as defined FAA Advisory Circular 150/5300-13, *Airport Design*, FAR Part 77, other FAA Advisory Circulars, and FAA Orders as appropriate. This element will be critical in the update of the ALP drawing set and will consider the following requirements:

- Brief overview of critical aircraft runway length requirements
- Wind coverage (to verify appropriate crosswind coverage);
- Runway and taxiway width;
- Consideration of pavement needs and strength required;
- Runway and taxiway separation standards;
- FAR Part 77 Imaginary Surfaces; and
- Instrument approach and lighting needs.

Additional analyses will be conducted to determine updated requirements for the following facilities:

- Aircraft storage facilities,
- Tie-down and Transient parking aprons,
- Terminal area facilities, and
- Access, circulation, and parking.

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Task 4: Noise Contours and Land Use Analysis

During the project scoping development process, the OWNER indicated that the Land Use component of this project is a priority. As part of this task, the CONSULTANT will consider the acquisition and/or sale of property to accommodate bringing parcels into their highest and best use. An overview of adjacent parcels will be undertaken to identify property that might be required for inclusion into the airport property envelope should some aspect of the land use analysis determine that additional land area is needed for development or to meet FAA criteria.

Noise contours will be generated for the airport using the FAA's Integrated Noise Model (INM) – Version 7.0 and will be based on activity levels, aircraft type, and/or previous analyses. The noise contours will be generated to depict the 65, 70, and 75 DNL levels. Noise exposure contours will be prepared for the base year and a future year level of activity (20-year planning horizon) only.

For illustrative purposes, the noise contours developed will be overlaid onto the digital drawing base and/or the available aerial photography. A description of the results will be provided with any land use impacts identified. When comparing existing and planned land uses of the Airport Layout Plan Update, recommendations will be made to ensure that compatibility exists. Suggestions for improvement to, or the refinement of existing land use management techniques, that have been previously identified, will be considered for possible use to mitigate the impact of future development on the airport.

The on- and off-airport land use recommendations will be presented to the OWNER for their review and comment. Owner comments will be reviewed, addressed as appropriate, and incorporated into a "preferred" land use configuration that will be included in the Land Use Drawing of the ALP Plans Set. Impacts to airfield facilities as a result of this analysis will also be incorporated into the drawing set, as appropriate.

Task 5: Capital Improvement Program

This task will update the OWNER's Airport Capital Improvement Plan (CIP) that is submitted to the FAA and SC DOA annually. The CIP lists the costs and associated phasing of planned improvements at 6J0 and is required by outside agencies when applying for Federal and State grants.

Developments recommended for 6J0 over the 20-year planning period will be classified in three general development phases. These phases represent the short (0-5 years), intermediate (6-10 years), and long-term (11-20 years) planning periods and coincide with the FAA fiscal year (October to September). Development phasing will illustrate the various facilities required during the short, intermediate, and long-term planning periods and will also provide an understanding of the financial requirements during the 20-year planning period. The development costs for projects within the short-term planning period will be broken into amounts eligible for Federal and State grant-in-aid programs and amounts requiring local participation. Furthermore, the project costs and breakdown for each short-term project will be tallied to demonstrate the annual project costs by each agency along with local contributions. Cost estimates will be provided for projects that occur within the intermediate and long-term planning periods; however, a yearly phasing and funding breakdown will not be provided. Rather, all projects

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within the intermediate and long-term development periods will be tallied to show the overall expenditure amount for each planning period.

Task 6: Airport Plans

The ALP Drawing Set will be produced in accordance with FAA AC 150/5070-6B, *Airport Master Plans*. All drawings will be prepared in AutoCAD digital drawing format. Shading and other techniques will be used to indicate the phasing (existing and ultimate) of airport improvement projects. The ALP Drawing Set will include topographic mapping used in the previous ALP Update, and the most recent and readily available aerial photography and the most current obstruction survey information available through SC DOA. All drawings will conform to the *FAA Southern Region's ALP Checklist*, dated May 2004.

Drawings to be included in the drawing set are as follows:

- Title Sheet,
- Airport Layout Drawing,
- Terminal Area Drawing,
- Inner Portion of the Approach Surface Drawing(s),
- Airport Airspace Drawing(s),
- Departure Surface Drawing,
- Land Use Drawing, and
- Airport Property Map.

A detailed description of each sheet follows.

Title Sheet - A title sheet will be updated, and information concerning the airport including project number, client name and location maps will be included on this sheet.

Airport Layout Drawing - The ALP will be updated to reflect the recommended development of future needs as identified in this study. Information on this portion of the ALP set will include, but not be limited to, the physical layout of the airport and of the physical facilities developed thereon. Also to be incorporated on the ALP sheet will be the building and facilities data, runway protection zones, taxiway systems, navigational aid critical areas, building elevations, topography, roads and parking areas, wind rose/wind coverage, and the airport boundary. Object, building, and any other obstruction heights will be taken from existing sources of information.

Existing and proposed modifications to FAA design standards will be identified and delineated in table format along with either the waiver allowing the modification or the proposed method of addressing the modification. A table listing any modifications (existing and proposed) along with their proposed disposition will be incorporated onto the ALP and in the narrative chapter. The scale of the drawing will be defined at the time the ALP set is commenced and will be determined so as to provide a clearly legible drawing. Information that cannot be included on the ALP sheet due to sheet size and scaling limitations shall be incorporated onto a separate Airport Layout Plan Data sheet. This may include Airport Data, Runway Data, Wind Roses, notes, etc.

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Terminal Area Drawing – The terminal area drawing for the airport will be updated to reflect existing and recommended development of future general aviation needs as identified in this study. The terminal concept will focus on flexibility for future expansion. The drawing will include recommendations for access and parking, buildings, hangars, FBO facilities, and entrance roads, as well as necessary security access to the airfield.

Inner Portion of the Approach Surface Drawings - An Inner Portion of the Approach Surface Drawing will be prepared for each runway end (four runway ends) depicting the area out to where the approach surface reaches a 100-foot height above the runway end. The drawings will depict the airport property, location of roadways, structures, natural ground elevations and other man-made or natural features within the limits of inner portion of the approach surface. The drawings will also detail objects that penetrate approach surfaces or violate obstacle clearance criteria. Obstructions will be listed numerically in an obstruction table for each approach with data describing the obstruction type, top elevation, allowable elevation, amount of penetration, and proposed dispositions. Additionally, the drawings will depict the configuration of required safety areas off each runway end. Plan views will be superimposed on aerial photos or a detailed line drawing.

Known obstructions to navigable airspace off-airport will be identified through the use of digital mapping provided by the Owner, the most current obstruction survey provided by SC DOA, and the current FAA Digital Obstacle File. An obstruction survey is not included as part of this scope of services.

Runway Departure Surfaces Drawings - This drawing depicts the applicable departure surfaces as defined in Appendix 2 of FAA AC 150/5300-13. The surfaces are shown for runway end(s) designated primarily for instrument departures. The Runway Departure Surfaces Drawing will depict the plan and profile views of the departure surfaces for each runway end that is designated primarily for instrument departures. The drawing will also detail objects that penetrate departure surfaces or violate obstacle clearance criteria. Obstructions will be listed numerically in an obstruction table for each departure surface with data describing the obstruction type, top elevation, allowable elevation, amount of penetration, and proposed dispositions. Plan views will be superimposed on aerial photos for base maps.

Airport Airspace Drawing - The Airport Airspace Drawings will depict all obstacle clearance surfaces associated with the ultimate airport configuration, and approaches will be generated and superimposed on mapping. Fifty (50) foot contour intervals will be shown for all sloping imaginary surfaces. These sheets will depict objects that violate the obstacle clearance surfaces that have not been identified on the ALP or approach sheets. The top elevation of each obstruction will be identified on each sheet as will the disposition of the obstruction. The dimensions of the approach surfaces and transitional surfaces will be charted. The Airport Airspace drawings will depict, in plan and profile view, the full length of all approach surfaces without the use of match lines or truncated depictions. All known obstructions to navigable airspace off-airport will be identified through the use of the current FAA Digital Obstacle File.

Land Use Drawing – A land use plan for the area within the boundaries of the airport will be updated, based on the findings of the land use analysis and property data. Included in the drawing will be the identification of existing and future aviation related, non-aviation related, environmental and

EXHIBIT "A"

conservation, industrial, commercial, or other uses as required. Information developed as part of earlier elements will be incorporated into this drawing. This sheet will also depict the existing and future noise contours generated as part of Task 4 and will help to guide the long-term development of the airport. The Land Use Drawing will be prepared in coordination with the current update of the Lexington County Comprehensive Land Use and Transportation Plan.

Airport Property Map - This drawing will be prepared at an appropriate scale and will depict the existing airport property boundary as well as future acquisition areas proposed as part of this ALP Update. The previously approved ALP property map will be used as the starting point for this effort. This sheet will be updated to include information for any new parcels that have been acquired since the approval of the previous airport layout plan update. Data gathered and shown on the previously approved ALP property map is assumed to be accurate and will therefore not be audited or rectified as a part of this effort. A new boundary survey and Title Search are not included as part of this project. However, the OWNER will validate all previous airport property transactions. Any information obtained from the OWNER during the validation effort will be used to update the Property Map Drawing, as required.

Task 7: Project Documentation

Project documentation (deliverables) will consist of both the ALP Drawing Set and the Narrative Report. The Narrative Report will briefly explain the reasoning behind the important features of the drawing set. It will document the planning standards, design criteria, and assumptions employed in the previously described tasks. The ALP Drawing Set and Narrative Report will be produced in draft, final draft, and final form.

The planned submittals for this project are:

1 - Working Paper 1 Submittal

Upon completion of Task 2, the CONSULTANT will submit five (5) copies of the airport inventory and forecast draft documentation to the OWNER for review and comments. OWNER comments will be addressed as required and the revised Working Paper 1 will be submitted to the FAA for their review and approval of the forecast. This approval may require consent from FAA Headquarters.

2 - Working Paper 2 Submittal

Upon completion of Task 5, the CONSULTANT will submit five (5) copies of the facility requirements, land use analysis, and airport capital improvement plan documentation to the OWNER for review and comments. Working Paper 2 will focus on the updated requirements and on- and off-airport land use recommendations developed to address the highest and best uses of airport property. The resulting CIP will include a listing of costs and associated phasing of planned improvements at 6J0. Comments and suggestions that are derived from the review process and from the anticipated coordination meeting with the OWNER will be incorporated into the draft submittal, as appropriate.

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3 - Draft Submittal

Upon completion of Task 6, the Consultant will provide:

To the Owner:

- (5) Black-and-white reproductions of the Draft Narrative Report; and
- (1) Complete set of Draft ALP Drawing Set.

4 - Final Draft Submittal

Following receipt and incorporation of comments on the Draft Submittal, the Consultant will provide:

To the Owner:

- (5) Black-and-white reproductions of the Final Draft Narrative Report; and (1) Complete set of Final Draft ALP Drawing Set.

To SC DOA:

- (1) Black-and-white reproduction of the Final Draft Narrative Report; and
- (2) Sets of Final Draft ALP (Owner changes incorporated) for SCDOA initial review.

To FAA:

- (1) Black-and-white reproduction of the Final Draft Narrative Report; and
- (1) Set of Final Draft ALP (Owner changes incorporated) for FAA ADO initial review;
- (10) Sets of Final Draft ALP (FAA ADO changes incorporated) for FAA circulation and review.

5 - Final Submittal

Following receipt and incorporation of comments on the Final Draft Submittal, the CONSULTANT will provide:

To the OWNER:

- (8) Color reproductions of Final Narrative Report;
- (2) Sets of final ALP (OWNER and Agency changes incorporated) and (1) electronic copy for the OWNER.

To SC DOA:

- (1) Color reproduction of Final Narrative Report;
- (2) Sets of final ALP (OWNER and Agency changes incorporated) and (1) electronic copy for SCDOA.

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To FAA:

- (1) Color reproduction of Final Narrative Report; and
- (9) Sets of final ALP (OWNER and Agency changes incorporated) and (1) electronic copy for FAA conditional approval and distribution.

Task 8: Meetings and Coordination

Three (3) meetings with the OWNER, one of which will occur as part of the inventory/site visit, are associated with this ALP Update scope of services. The CONSULTANT will provide appropriate staff and materials for the meetings.

The CONSULTANT will coordinate with FAA and SC DOA officials as necessary during the course of this project in order to clarify requirements, understand needs, and gain consensus on changes necessary.

Airport Business and Marketing Plan

During initial discussions with members of the Lexington County Staff, representatives indicated their desire that a business and marketing plan be developed for the airport in an effort to attract additional business and industry in an effort to make the airport self-sufficient. The business plan can be used to support other uses of property around the airport and set the foundation for future reimbursement.

Effective market planning involves selecting appropriate target groups and formulating a market mix to achieve marketing objectives and financial targets. Market planning starts with identifying the mission, value and vision statements for the airport in an effort to establish where the airport wants to be. The market analysis also evaluates strengths, weaknesses, opportunities and threats (SWOT) to assess where the airport is now in an effort to identify marketing strategies which should be developed.

Aviation Activity Forecasts

To identify internal and external opportunities and threats needed in support of the market analysis, service strategy and market plan, aviation activity forecasts in addition to those provided in the Airport Layout Plan Update are warranted. This forecast analysis will include:

- Factors and Opportunities affecting Activity Levels,
- Forecasts of Regional Growth and Aviation Activity Trends,
- Regional Activity Forecasts including aviation activity mix, and
- Impacts of projected new airport usage on airport services

This information combined with data provided in **Task 2, Aviation Activity and Critical Aircraft Determination**, will be used to support the SWOT analysis in the Airport Business Plan to define potential future aviation growth at the airport.

Identify Marketing Objectives

Marketing objectives are time bound statements of intended future results and statements of intended future costs. Thus, as part of this analysis, the following objectives should be addressed:

1. Identify those elements of the strategic marketing management process that precede strategic decision making at the airport
2. Identify and address existing products and services
3. Identify and address existing customers and markets (i.e. new fixed base operator (FBO), commercial tenant, etc.)
4. Identify and address what product and market emphasis that the airport should pursue
5. Identify the strategy or strategies (i.e. low-cost producer, differentiation and focus) that the County/airport should implement and pursue, etc.

Identify County/Airport Mission, Values and Vision Statements

To accurately determine the overall business development plan for the airport and market strategy, the consultant must with the assistance of Lexington County staff determine the long-term mission, values

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and ultimate vision for the airport within the community. This information will provide the "backbone" for the development of the long-term business plan and marketing initiatives.

Identify Problem Statement

To achieve the mission, values and vision for the airport, the County must adopt a sound strategic marketing management plan and implement specific strategies for success. In order to assess the airport marketing environment, a SWOT (strengths, weaknesses, opportunities and threats) analysis will be performed.

Service Strategy

This task will review the current market conditions for airport facilities and services within Lexington County and within the local region. The project team will identify existing alternative/competing airports including demand for and supply of aircraft tie-downs and hangar space, airport user/tenant requirements, navigational aids, and regional employment and business trends. This information will be collected through contact with airport managers and or municipal officials, aircraft sales and registration data and other sources. Based upon the information obtained, the review will estimate the likely demand for future airport facilities and services at the airport and will include such items as return on investment, useful features/benefits, service life cycles, service selection criteria, etc.

Marketing Analysis

A market analysis will be performed to determine the nature of business activities in the community. A variety of factors will be considered using available information (i.e. local economic trends, business transactions, population movement, and the availability of state funding for new job creation, etc.). The results of the Market Analysis will be incorporated into the business plan.

Marketing Plan

A marketing plan will be developed to address an overall sales strategy, advertising and promotion, and public relations associated with the proposed development. The market analysis will identify target industries and tenants, showcase available products, develop effective advertising campaign, market expansion needs of existing clients/tenants, and evaluate the potential for adjacent land development. The marketing plan should be coupled with existing community marketing efforts to avoid duplication of efforts and achieve a cohesive marketing strategy for the local region.

Financial Plan

The financial plan component of the business plan will include assumptions, financial statements, capital requirements, use of funds, and an exit/payback strategy to determine the viability of proposed marketing and business development incentives at Lexington County Airport at Pelion.

A written narrative summarizing the results of the Business Plan for Lexington County Airport at Pelion with supporting tables and graphics will be provided as an appendix to the Airport Layout Plan Narrative Report.

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Airport Alternatives Analyses

The following supplemental tasks are not included in the base Scope of Services. During the course of the assignment, the OWNER may chose to add supplemental tasks, as necessary, or under recommendation of the CONSULTANT, SC DOA, or FAA. Supplemental Tasks would require formal approval to begin. The supplemental tasks include:

Task 1: Environmental Overview/Assessment

In previous discussions, the OWNER, Lexington County, requested as part of the ALP update to evaluate runway length requirements as well as land use development and acquisition. In support of proposed development and to provide the OWNER options for future development, additional environmental review will be required to determine the viability of proposed development.

Task 2: Airport Alternatives (2)

The purpose of this task to develop two (2) land use/development alternatives, which may consist of potential airfield and landside building areas, existing developable acreage and potential land acquisition development. The alternatives will be screened using qualitative analysis based upon, but not limited to, the following criteria:

- Operational effectiveness and efficiency
- Airspace considerations
- Landside operational effectiveness
- Site flexibility
- Environmental and terrain conditions
- Minimum site requirements, and
- Construction/phasing issues

These alternatives will be presented in both a Working Paper and through an additional meeting with the OWNER to determine a final development concept, which will form the basis for the ALP update and outline future development at the airport through the twenty-year planning period.

Task 3: Additional Project Documentation

As a result of additional tasks, supplementary documentation will be provided in support of the Environmental Overview and proposed Alternatives Analysis.

Task 4: Additional Meeting and Coordination

As part of the Alternatives Analysis, an additional meeting (1) with the OWNER is recommended to discuss potential options and impacts. The CONSULTANT will provide appropriate staff and materials for the meetings.

The CONSULTANT will coordinate with FAA and SC DOA officials as necessary during the course of this project in order to clarify requirements, understand needs, and gain consensus on changes necessary.

EXHIBIT B - PROJECT COST BREAKDOWN

Airport Layout Plan Update, Business Plan and Airport Alternatives Analyses

Summary

Lexington County Airport at Pelion

Airport Layout Plan Labor Cost	\$ 75,086.00
Airport Layout Plan Expenses	\$ 3,879.00
Subtotal	\$ 78,965.00
Airport Business Plan Labor Cost	\$ 26,801.00
Airport Business Plan Expenses	\$ 40.00
Subtotal	\$ 26,841.00
Airport Alternatives Labor Cost	\$ 15,322.00
Airport Alternatives Expenses	\$ 1,037.20
Subtotal	\$ 16,359.20
TOTAL	\$ 122,165.20

Exhibit B - Fee Schedule
Airport Layout Plan Update
Lexington Airport at Pelion
18-Oct-10

THE LPA GROUP INCORPORATED
Billing Rates

\$ 201.00 \$ 171.00 \$ 144.00 \$ 108.00 \$ 82.00 \$ 76.00

TASK	HOURS							LPA LABOR COST (\$)	LPA EXPENSES (\$)	TOTAL COST (\$)
	Principal	PM/Sr. Plnr/Arch/Eng	Planner /Arch/Eng	Designer	Technician	Technical Assistance	Total Hours			
Task 1: Inventory of Existing Conditions	0	16	16	16	0	2	50	\$ 6,920.00	\$ 994.00	\$ 7,914.00
Task 2: Aviation Forecasts and Critical Aircraft	0	2	12	0	0	0	14	\$ 2,070.00	\$ -	\$ 2,070.00
Task 3: Facility Requirements	0	8	24	4	0	0	36	\$ 5,256.00	\$ -	\$ 5,256.00
Task 4: Noise Contours and Land Use Analysis	0	8	32	16	0	0	56	\$ 7,704.00	\$ -	\$ 7,704.00
Task 5: Capital Improvement Program	0	24	24	8	0	0	56	\$ 8,424.00	\$ -	\$ 8,424.00
Task 6: Airport Plans	0	0	24	200	64	0	288	\$ 30,304.00	\$ -	\$ 30,304.00
Task 7: Project Documentation	0	12	24	8	0	2	46	\$ 6,524.00	\$ 1,299.00	\$ 7,823.00
Task 8: Meetings (3) and Coordination	0	36	12	0	0	0	48	\$ 7,884.00	\$ 1,586.00	\$ 9,470.00
TOTAL BUDGET FOR LPA TASKS	0	106	168	252	64	4	594	\$ 75,086.00	\$ 3,879.00	\$ 78,965.00

EXPENSES:

REPRODUCTION	#DWGS @	#Pages @	Unit	# SETS	TOTAL
	\$ 1.00	\$ 0.10	Cost		
Working Paper 1		35		5	\$ 17.50
Exhibits	5			5	\$ 25.00
Working Paper 2		35		5	\$ 17.50
Exhibits	5			5	\$ 25.00
Draft Submittal		70		5	\$ 35.00
Exhibits	10			5	\$ 50.00
Final Draft Submittal		70		7	\$ 49.00
Exhibits	10			7	\$ 70.00
Draft Airport Layout Plan Drawings	15		\$ 2.00	13	\$ 390.00
Final Submittal		70		10	\$ 70.00
Exhibits	10			10	\$ 100.00
Final Airport Layout Plan Drawings	15		\$ 2.00	13	\$ 390.00
TOTAL REPRODUCTION					\$ 1,239.00

POSTAGE/DELIVERY

#PKGS @ # PKGS @
\$ 20.00 \$ 5.00
3

TOTAL POSTAGE/DELIVERY \$ 60.00

TRAVEL:

	# People	#Days	Airfare	Car	Lodging	Per Diem	Parking	
Total Meetings (3)			\$ 400.00	\$ 65.00	\$ 115.00	\$ 46.00	\$ 16.00	
Inventory of Existing Conditions & Meeting Staff Coordination, Airport Board and City Council (2 additional meetings)	1	2	\$ 400.00	\$ 130.00	\$ 115.00	\$ 92.00	\$ 32.00	\$ 769.00
	1	4	\$ 800.00	\$ 260.00	\$ 230.00	\$ 184.00	\$ 64.00	\$ 1,538.00
SUBTOTAL TRAVEL								\$ 2,307.00

MILEAGE (Columbia Office to Lexington Airport) 32 Miles @ \$0.50 (3-roundtrips) \$ 48.00

METEOROLOGICAL DATA (wind data only) \$ 225.00

TOTAL EXPENSES \$ 3,879.00

Exhibit B - Fee Schedule
Airport Business Plan
Lexington Airport at Pelion
18-Oct-10

THE LPA GROUP INCORPORATED
Billing Rates \$ 201.00 \$ 171.00 \$ 144.00 \$ 108.00 \$ 82.00 \$ 76.00

TASK	HOURS							LPA LABOR COST (\$)	LPA EXPENSES (\$)	TOTAL COST (\$)
	Principal	PM/Sr. Plnr/Arch/Eng	Planner /Arch/Eng	Designer	Technician	Technical Assistance	Total Hours			
Task 1: Airport Business Plan	0	35	140	0	8	0	183	\$ 26,801.00	\$40.00	\$ 26,841.00

EXPENSES:

REPRODUCTION	#DWGS @ \$ 1.00	#Pages @ \$ 0.10	Unit Cost	# SETS	TOTAL
Business Development and Marketing Brochure		2	\$2.00	10	\$40.00
TOTAL REPRODUCTION					\$40.00

Exhibit B - Fee Schedule
Airport Alternatives Analyses
Lexington Airport at Pelion
18-Oct-10

THE LPA GROUP INCORPORATED
Billing Rates

\$ 201.00 \$ 171.00 \$ 144.00 \$ 108.00 \$ 82.00 \$ 76.00

TASK	HOURS							LPA LABOR COST (\$)	LPA EXPENSES (\$)	TOTAL COST (\$)
	Principal	PM/Sr. Plnr/Arch/Eng	Planner /Arch/Eng	Designer	Technician	Technical Assistance	Total Hours			
Task 1: Environmental Overview		2	12		8		22	\$ 2,726.00	\$ -	\$ 2,726.00
Task 2: Airport Alternatives		8	20		24		52	\$ 6,216.00	\$ -	\$ 6,216.00
Task 3: Additional Project Documentation		4	8		8		20	\$ 2,492.00	\$ 252.20	\$ 2,744.20
Task 4: Additional Meeting (1) and Coordination		16	8				24	\$ 3,888.00	\$ 785.00	\$ 4,673.00
TOTAL BUDGET FOR LPA TASKS	0	30	48	0	40	0	118	\$ 15,322.00	\$ 1,037.20	\$ 16,359.20

EXPENSES:

REPRODUCTION	#DWGS @ \$ 1.00	#Pages @ \$ 0.10	Unit Cost	# SETS	TOTAL
Working Paper 1 (Additional Pages)		6		5	\$ 3.00
Exhibits	2			5	\$ 10.00
Working Paper 2 (Additional Pages)		5		5	\$ 2.50
Exhibits	3			5	\$ 15.00
Working Paper 3		15		5	\$ 7.50
Exhibits	1			5	\$ 5.00
Draft Submittal (Additional Pages)		26		5	\$ 13.00
Exhibits (Est. of Additional Pages)	6			5	\$ 30.00
Final Draft Submittal (Estimate of Additional Pages)		26		7	\$ 18.20
Exhibits (Additional Pages)	6			7	\$ 42.00
Final Submittal		26		10	\$ 26.00
Exhibits	6			10	\$ 60.00
TOTAL REPRODUCTION					\$ 232.20

Additional POSTAGE/DELIVERY

#PKGS @ \$ 20.00 # PKGS @ \$ 5.00
1

TOTAL POSTAGE/DELIVERY \$ 20.00

TRAVEL:

	# People	#Days	Airfare \$	Car \$	Lodging \$	Per Diem \$	Parking \$	
Staff Coordination, Airport Board and City Council (1-meeting)	1	2	\$ 400.00	\$ 65.00	\$ 115.00	\$ 46.00	\$ 16.00	\$ 769.00
SUBTOTAL TRAVEL								\$ 769.00

MILEAGE (Columbia Office to Lexington Airport - Roundtrip) 32 Miles @ \$0.50 (1-Roundtrip only) \$ 16.00

TOTAL EXPENSES \$ 1,037.20

LINE ITEM BREAKDOWN
SECTION B - CALCULATION OF FEDERAL AND STATE FUNDING
LEXINGTON COUNTY AIRPORT AT PELION
FAA A.I.P.

Description	Project Total Cost	FAA Eligible	FAA Percentage	FAA Share (\$)¹	Anticipated Funding Participation		Local Percentage	Local Share (\$)
					State Percentage	State Share (\$)²		
Airport Layout Plan Update	\$ 78,965.00	\$ 78,965.00	95%	\$ 75,000.00	2.50%	\$ 1,982.50	2.50%	\$ 1,982.50
Airport Business and Marketing Plan	\$ 26,841.00	\$ -	0%	\$ -	50%	\$ 13,420.50	50%	\$ 13,420.50
Subtotal	\$ 105,806.00	\$ 78,965.00		\$ 75,000.00		\$ 15,403.00		\$ 15,403.00
Airport Alternatives Analyses	\$ 16,359.20	\$ -	0%	\$ -	0%	\$ -	100%	\$ 16,359.20
Total	\$ 122,165.20	\$ 78,965.00		\$ 75,000.00		\$ 15,403.00		\$ 31,762.20

Notes:

¹FAA FY 2011 Funding for the ALP Update will not be available for disbursement until March 2011 at the earliest since FAA Funding has still not been authorized.

²State share of funding should be available when requested.

APPLICATION FOR FEDERAL ASSISTANCE

2. DATE SUBMITTED		Applicant Identifier 3-45-0067-0XX-2011	
3. DATE RECEIVED BY STATE		State Application Identifier	
4. DATE RECEIVED BY FEDERAL AGENCY		Federal Identifier	
1. TYPE OF SUBMISSION:			
Application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		Preapplication <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction	
5. APPLICANT INFORMATION			
Legal Name: LEXINGTON COUNTY, SOUTH CAROLINA		Organizational Unit: LEXINGTON COUNTY, SOUTH CAROLINA	
Organizational DUNS: 030115885		Department: DEPARTMENT OF PUBLIC WORKS	
Address: Street: 212 SOUTH LAKE DRIVE		Division: LEXINGTON COUNTY AIRPORT at PELION	
City: LEXINGTON		Name and telephone number of the person to be contacted on matters involving this application (give area code)	
County: LEXINGTON		Prefix: MR. First Name: JIM	
State: SC Zip Code: 29072-3437		Middle Name:	
Country: UNITED STATES		Last Name: STARLING	
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 57 - 6000379		Suffix: ENGINEERING ASSOCIATE III, DPW	
		Email: jstarling@lex-co.com	
		Phone Number (give area code) 803-785-8201 Fax Number (give area code) 803-785-8593	
8. TYPE OF APPLICATION: <input type="checkbox"/> New <input type="checkbox"/> Continuation <input checked="" type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) <input type="checkbox"/> <input type="checkbox"/> Other (specify)		7. TYPE OF APPLICANT: (See back of form for Application Types) B; COUNTY Other (specify)	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: TITLE (Name of Program): 20 - 106 AIRPORT IMPROVEMENT PROGRAM		9. NAME OF FEDERAL AGENCY: FEDERAL AVIATION ADMINISTRATION	
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.): TOWN OF PELION, SOUTH CAROLINA COUNTY OF LEXINGTON, SOUTH CAROLINA		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: AIRPORT LAYOUT PLAN UPDATE	
13. PROPOSED PROJECT Start Date: ASAP Ending Date:		14. CONGRESSIONAL DISTRICTS OF: a. Applicant SECOND b. Project SECOND	
15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
a. Federal	\$75,000	a. Yes. <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE: _____	
b. Applicant	\$31,771	b. No. <input checked="" type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372	
c. State	\$15,395	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
d. Local		17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?	
e. Other		<input type="checkbox"/> Yes. If "Yes" attach an explanation. <input checked="" type="checkbox"/> No	
f. Program Income			
g. TOTAL	\$122,165		
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.			
a. Authorized Representative			
Prefix MRS.	First Name KATHERINE	Middle Name L.	
Last Name HUBBARD		Suffix	
b. Title: COUNTY ADMINISTRATOR		c. Telephone Number (give area code) 803-785-8100	
d. Signature of Authorized Representative		e. Date Signed	

PART III - BUDGET INFORMATION - CONSTRUCTION**SECTION A - GENERAL**

1. Federal Domestic Assistance Catalog No.

20-106

2. Functional or Other Breakout

Airport Improvement Program**SECTION B - CALCULATION OF FEDERAL GRANT**

Cost Classification	Use only for revisions		Total Amount Required
	Latest Approved Amount	Adjustment + or (-)	
1. Administration expense			
2. Preliminary expense			
3. Land, structures, right-of-way			
4. Architectural engineering basic fees			
5. Other architectural engineering fees			\$122,165
6. Project inspection fees			
7. Land development			
8. Relocation expenses			
9. Relocation payments to Individuals and businesses			
10. Demolition and removal			
11. Construction and project improvement			
12. Equipment			
13. Miscellaneous			
14. Total (Line 1 through 13)			\$122,165
15. Estimated Income (if applicable)			
16. Net Project Amount (Line 14 minus 15)			\$122,165
17. Less: Ineligible Exclusions			
18. Add: Contingencies			
19. Total Project Amt. (Excluding Rehabilitation Grants)			\$122,165
20. Federal Share requested of Line 19			\$75,000
21. Add Rehabilitation Grants Requested (100 Percent)			
22. Total Federal grant requested (Lines 20 & 21)			\$75,000
23. Grantee share			\$31,771
24. Other shares			\$15,395
25. Total project (Lines 22, 23 & 24)			\$122,165

SECTION C - EXCLUSIONS

26. Classification	Ineligible for Participation (1)	Excluded from Contingency Provision (2)
a.	\$	\$
b.		
c.		
d.		
e.		
f.		
g.	\$	\$

SECTION D - PROPOSED METHOD OF FINANCING NON-FEDERAL SHARE

27. Grantee Share	
a. Securities	
b. Mortgages	
c. Appropriations (By Applicant)	\$31,771
d. Bonds	
e. Tax Levies	
f. Non Cash	
g. Other (Explain)	
h. TOTAL -Grantee Share	\$31,771
28. Other Shares	
a. State	\$15,395
b. Other	
c. Total Other Shares	\$15,395
29. TOTAL	\$47,165

SECTION E - REMARKS

PART IV PROGRAM NARRATIVE (ATTACH - SEE INSTRUCTIONS)

LINE ITEM BREAKDOWN
SECTION B - CALCULATION OF FEDERAL GRANT
LEXINGTON COUNTY AIRPORT AT PELION
FAA A.I.P. 3-45-0067-0XX-2011 PREAPPLICATION (REVISED)

	TASK TOTAL COST	FAA %	FAA SHARE	STATE %	STATE SHARE	LOCAL %	LOCAL SHARE
<u>Line Item 5 - Other A/E Fees</u>							
ALP Update	\$78,965.00	95%	\$75,000.00	2.5%	\$1,974.13	2.5%	\$1,990.88
Airport Business and Marketing Plan	\$26,841.00	0%	\$0.00	50%	\$13,420.50	50%	\$13,420.50
Supplemental Tasks (if requested)							
Airport Alternatives Analyses	\$16,359.20	0%	\$0.00	0%	\$0.00	100%	\$16,359.20
TOTAL PROJECT	\$122,165.20		\$75,000.00		\$15,394.63		\$31,770.58

PART IV
PROGRAM NARRATIVE

LEXINGTON COUNTY AIRPORT AT PELION
FAA A.I.P. 3-45-0067-0XX-2011 PREAPPLICATION

AIRPORT LAYOUT PLAN UPDATE

Lexington County Airport at Pelion (6J0) supports a variety of GA and sport aeronautical operations and is home to eleven (11) based aircraft. The airport is located approximately two (2) miles north of the Town of Pelion and features a single runway, Runway 18-36, with dimensions of 4335 x 60 feet that currently supports single and twin-engine aircraft. Annual operations as of September 2009 were 6,300 with approximately 144 operations associated with military activity.

As a requirement of Federal Aviation Administration (FAA) grant assurances and funding, an airport must have an approved airport layout plan set on file. Since the Town of Pelion, SC sold the Airport to Lexington County in December 2004, an updated Airport Layout Plan and narrative report is deemed necessary. By completing this assignment, documents required for FAA review and conditional approval of future airport development plans will be created. This update will follow guidelines contained in FAA Advisory Circulars (AC) 150/5300-13, Airport Design, and AC 150/5070-6B, Airport Master Plans, and will identify improvements necessary to accommodate aviation activity 20 years into the future.

The current ALP set was conditionally approved in 2005, however it was prepared in 2003 based on 2002 data. Therefore, the information in the ALP set is almost 10 years old. Since that time there have been many changes that justify this planning effort, the primary one being the change in ownership of the Airport. In December 2004, Lexington County purchased the Airport from the Town of Pelion. Additionally, the installation of a self-serve fueling station along with an apron expansion, construction of a County emergency response center located adjacent to the Airport, renovations to the terminal building, rehabilitation of the airfield lighting and a portion of the apron have all contributed to changes to the daily operations of the Airport. According to the County's Planning and Economic Development Departments, the area of the County in which the Airport lies is primed for development and the Airport could benefit from that growth. This planning effort will prepare the County for that growth and develop a plan to protect airspace while accommodating the needs of the community.



APPOINTMENTS BOARDS & COMMISSIONS

October 26, 2010

DEBBIE SUMMERS

Children's Shelter - Glenda Sweatman - Term expired 6/30/10 - Eligible for reappointment - *Confirmed desire NOT to serve another term* - Nomination form for Mr. Rob Winchester attached

BOBBY KEISLER

Museum Commission - Issac D. Porter - Term expires 11/01/10

JOHN CARRIGG

Assessment Appeals Board - Kenneth Brad Matthews - Term expired 9/21/10 - Eligible for reappointment - *Confirmed desire to serve another term*

Children's Shelter - Garrett Huddle - Term expired 6/30/10 - Eligible for reappointment - *Confirmed desire NOT to serve another term*

Museum Commission - Vacant - Term expired 11/01/06

BILL BANNING

Museum Commission - Robert A. Werts - Term expires 11/01/10 - *Confirmed desire NOT to serve another term*

TODD CULLUM

Board of Zoning Appeals - Stanley Smith - Term expires 12/31/13 - Resigned due to job relocation

Health Services District - Vacant - Term expired 3/10/09

AT LARGE

Midlands Authority for Conventions, Sports & Tourism:

Lodging Industry Representative - E.L. "Bert" Pooser - Term expired 6/30/10 - Not eligible for reappointment



LEXINGTON COUNTY COUNCIL

BOARD/COMMISSION NOMINATION FORM

Name of Board/Commission:

Nominee: Rob Winchester

Address: 105 Bison Place, Lexington SC 29072

Employed by: ROWIN PARTNERS LLC

Address: 105 Bison Place, Lexington SC 29072

Home Telephone: Business Telephone: 803-233-6877

Mobile Phone: 803-518-9804 Fax Number: 803-233-1746

Email Address: rob@rowin-partners.com

Is nominee aware of board/commission activities and responsibilities? yes

Background information (include education, community service activities, previous service on county boards/commissions or any other boards/commissions on which you are currently serving):

- Bachelor's DEGREE: WESTERN MICHIGAN UNIVERSITY - GRAD DATE 1995

- Coach - Varsity Basketball (2008 - Present)

- Boy Scout LEADER - Boy Scouts of America (2010)

- Active Church Member (ongoing)

- President of Home Owners Association (2009 - Present)

- Founder & General Manager: Rowin Partners LLC (May 2008)

- No previous county boards/commissions service

Submitted by: Debbie Summers

Council District Number: 4

Date: 10-19-10

Please return completed form to:
 Lexington County Council
 212 South Lake Drive, Suite 601
 Lexington, SC 29072
 Or Fax to 803-785-8101
 For questions call 803-785-8103

COUNTY OF LEXINGTON

Procurement Services

MEMORANDUM

(O) 785-8166

(F) 785-2240

DATE: October 16, 2010

TO: Katherine L. Hubbard
County Administrator

FROM: Jeffrey A. Hyde
Interim Procurement Manager

SUBJECT: **Window Replacements for Lexington County Summary Court Center**
B11015-09/30/10H
Building Services

Competitive bids were solicited and advertised for the Window Replacements for Lexington County Summary Court Center. A mandatory pre-bid meeting was held on July 14, 2010, in which fifteen (15) contractors were represented.

We received six (6) bids on September 30, 2010 (see attached Certified Bid Tabulation).

The bids were evaluated by Michael S. McMurphy, AIA , with CJMW Architects; Mark Ackers, Interim Building Services Manager; and Jeffrey A. Hyde, Interim Procurement Manager. It is our recommendation to award this project to the lowest responsive, responsible bidder – Core Construction Company, Inc., in the amount of \$177,829.00, for the base bid and both alternates (replacing existing exterior doors and replacing mini-blinds at each operable window).

County funds are appropriated in the following account:

4511-111300-5AA318	Old Courthouse (Summary Court Center)	\$930,000.00
--------------------	---------------------------------------	--------------

I concur with the above recommendation and further recommend that this bid be placed on County Council's agenda for their next scheduled meeting on October 26, 2010.

copy: Larry Porth, Director of Finance/Assistant County Administrator
Mark Ackers, Interim Building Services Manager

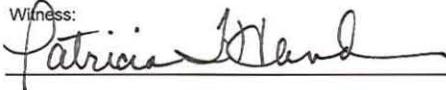
TABULATION OF BIDS

LEXINGTON COUNTY COURTHOUSE WINDOW REPLACEMENT
 PROJECT BID # B11015-09/30/10 H
 BIDS RECEIVED: 3:00 PM, SEPTEMBER 30, 2010

ARCHITECT: CJMW ARCHITECTURE
 201 WEST MAIN STREET, LEXINGTON, SC 29072
 ARCHITECT'S COMMISSION NO. 10-5020

BIDDER:	ADD 1	BID BOND	BID AMOUNT	ALT. 1	ALT. 2	WINDOW INSTALLER
84 BUILDING PRODUCTS	X	X	\$169,249.60	\$7,889.00	\$6,000.00	
CAROLINA WRECKING	X	X	\$213,000.00	\$5,250.00	\$7,460.00	
CORE CONSTRUCTION CO., INC.	X	X	\$165,990.00	\$7,034.00	\$4,805.00	
FIRST CLASS CONSTRUCTION, LLC			DID NOT BID			
FOUR BUILDERS PLUS			DID NOT BID			
HOME DEPOT			DID NOT BID			
HUSS, INC.	X	X	\$257,190.00	-\$5,300.00	\$6,250.00	
IDEAL CONSTRUCTION COMPANY	X	X	\$195,587.00	\$9,900.00	\$3,900.00	
LINDLER CONSTRUCTION CO., INC.	X	X	\$121,986.00	\$4,140.00	\$7,068.00	3-LGP
PREFERRED CONSTRUCTION CO., INC.			DID NOT BID			
SHENANDOAH RESTORATIONS, INC.			DID NOT BID			
LINDLER CONSTRUCTION - DISCOVERED AN ERROR AND WITHDREW BID BY PHONE CALL 9/30/10 AT 3:40 P.M. AND FAX AT 5:09 P.M.						

Witness:



Certified to be a true copy



 Michael S. McMurphy, AIA

COUNTY OF LEXINGTON

Procurement Services

MEMORANDUM

(O) 785-8319

(F) 785-2240

DATE: October 15, 2010

TO: Katherine L. Hubbard
County Administrator

FROM: Jeffrey A. Hyde
Interim Procurement Manager

**SUBJECT: Liquefied Petroleum (LP) Gas – Term Contract
C11001-07/13/10S
Countywide**

Competitive bids were solicited and advertised for a countywide term contract for Liquefied Petroleum (LP) Gas. We received three (3) responsive bids and one (1) no bid on July 13, 2010. This procurement was previously approved by County Council on August 24, 2010.

The contractor, Palmetto Propane, has since been unable to provide a performance bond as required by the bid documents and contract. It is our recommendation to re-award the contract to Ferrellgas LP., as they are the second low responsive bidder meeting the specifications for an estimated yearly cost, including applicable sales tax, of \$ 52,000.00. Ferrellgas LP., have stated that they have the required bonding capabilities to perform on this contract.

We recommend that this term contract be awarded for the initial period of three (3) years with the option to extend the contract for two (2) additional one (1) year periods, if deemed to be in the best interest of the County.

I concur with the above recommendation and further recommend that this bid be placed on County Council's agenda for their next scheduled meeting on October 26, 2010.

copy: Larry Porth, Director of Finance/Assistant County Administrator
Tom Collins, Public Safety/Emergency Management Director
Rod Pimental, Central Stores Inventory Manager
Chris Folsom, Animal Services
Chief Russell Rawl, Fire Service Coordinator
Nikki Rodgers, Communications Coordinator
John Fachtel, Director of Public Works / Assistant County Administrator
Chief T. Brian Hood, Public Safety/EMS Director

Dave Eger, Director of Solid Waste Management
William Kazmierczak, Fleet Services Manager
Mark Akers, Interim Building Services Manager
Chief Keith Kirchner, Assistant Sheriff
Colonel Alan Paavel, Sheriff's Department
Sylvia Dillon, Sheriff's Department

COUNTY OF LEXINGTON

BID TABULATION

C11001-07/13/10S

Liquefied Petroleum (LP) Gas

Item #	Quantity	Description	Airgas National Welders		Palmetto Propane, Inc.		Barnes Oil & Propane		Ferrell Gas	
			Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	1	Price factor +/-		No Bid	\$0.24	\$0.24	\$0.40	\$0.40	\$ 0.2999	\$ 0.2999
		Subtotal		No Bid		\$0.24		\$0.40		\$ 0.2999
		Total		No Bid		\$0.24		\$0.40		\$ 0.2999

** This contract has been awarded based on price per gallon factor. This price factor is applied to the weekly publication of the South Carolina Business Opportunities (SCBO), LP Gas Opis Average. This OPIS report may be obtained from the South Carolina Business Opportunities posted weekly on the website.

Bids opened July 13, 2010 @ 3:00 PM

Angela M. Seymour
Procurement Officer

COUNTY OF LEXINGTON

Procurement Services

MEMORANDUM

(O) 785-8166

(F) 785-2240

DATE: October 15, 2010

TO: Katherine L. Hubbard
County Administrator

FROM: Jeffrey A. Hyde
Interim Procurement Manager

SUBJECT: **Roof Replacements at Oak Grove and South Congaree Fire Stations**
B11017-09/24/10H
Public Safety/ Fire Service

Competitive bids were solicited and advertised for Roof Replacements at Oak Grove and South Congaree Fire Stations. A pre-bid meeting was held on September 13, 2010, in which ten (10) contractors were represented.

We received four (4) responsive bids on October 01, 2010 (see attached Bid Tabulation).

The bids were evaluated by Mr. Rob Lyon, Lyon and Associates, LLC; Mark Ackers, Interim Building Services Manager; Russell Rawl, Fire Service Coordinator; and Jeffrey A. Hyde, Interim Procurement Manager. It is our recommendation to award this project to the lowest responsive, responsible bidder – Davco Roofing and Sheet Metal, for items # 1, # 2, #11, #13, and # 14, for an amount not to exceed \$251,650.00.

County funds are appropriated in the following accounts:

1000-131500-5AB448	Roof Repair – South Congaree Fire Station	\$125,825.00
1000-131500-5AB449	Roof Repair – Oak Grove Fire Station	\$125,825.00

I concur with the above recommendation and further recommend that this bid be placed on County Council's agenda for their next scheduled meeting on October 26, 2010.

copy: Larry Porth, Director of Finance/Assistant County Administrator
Mark Ackers, Interim Building Services Manager
Russell Rawl, Fire Service Coordinator

County of Lexington

Bid Tabulation

BID # : B11017-09/24/10H

Roof Replacements for Oak Grove and South Congaree Fire Stations

Item	Qty	U/M	Description	Lloyd Roofing Co., Inc.		Watts & Assoc. Roof		C.E. Bourne & Co.		Davco Roofing & SM	
				Unit Total	Total Cost	Unit Total	Total Cost	Unit Total	Total Cost	Unit Total	Total Cost
1	1	JOB	Roof Replacements for Oak Grove Fire Station - All Roofs	\$ 140,150.00	\$ 140,150.00	\$ 133,050.00	\$ 133,050.00	\$ 145,812.00	\$ 145,812.00	\$ 124,800.00	\$ 124,800.00
2	1	JOB	Roof Replacements for South Congaree Fire Station - All Roofs	\$ 140,150.00	\$ 140,150.00	\$ 133,050.00	\$ 133,050.00	\$ 145,812.00	\$ 145,812.00	\$ 124,800.00	\$ 124,800.00
3	1	JOB	Roof Replacements for Oak Grove Fire Station - Metal Roof Only	\$ 93,500.00	\$ 93,500.00	\$ 85,860.00	\$ 85,860.00	\$ 102,128.00	\$ 102,128.00	\$ 82,800.00	\$ 82,800.00
4	1	JOB	Roof Replacements for South Congaree Fire Station - Metal Roof Only	\$ 93,500.00	\$ 93,500.00	\$ 85,860.00	\$ 85,860.00	\$ 102,128.00	\$ 102,128.00	\$ 82,800.00	\$ 82,800.00
5	1	JOB	Roof Replacements for Oak Grove Fire Station - Low Slope/Modified Bitumen Roof Only	\$ 46,650.00	\$ 46,650.00	\$ 47,375.00	\$ 47,375.00	\$ 43,684.00	\$ 43,684.00	\$ 42,000.00	\$ 42,000.00
6	1	JOB	Roof Replacements for South Congaree Fire Station - Low Slope/Modified Bitumen Roof Only	\$ 46,650.00	\$ 46,650.00	\$ 47,375.00	\$ 47,375.00	\$ 43,684.00	\$ 43,684.00	\$ 42,000.00	\$ 42,000.00
7	1	JOB	Roof Replacements for Oak Grove Fire Station + Alternate # 1 - All Roofs	\$ 131,850.00	\$ 131,850.00	\$ 119,100.00	\$ 119,100.00	\$ 147,485.00	\$ 147,485.00	\$ 118,800.00	\$ 118,800.00
8	1	JOB	Roof Replacements for South Congaree Fire Station + Alternate # 1 - All Roofs	\$ 131,850.00	\$ 131,850.00	\$ 119,100.00	\$ 119,100.00	\$ 147,485.00	\$ 147,485.00	\$ 118,800.00	\$ 118,800.00
9	1	JOB	Roof Replacements for Oak Grove Fire Station + Alternate # 1 - Metal Roof Only	\$ 85,200.00	\$ 85,200.00	\$ 71,800.00	\$ 71,800.00	\$ 103,801.00	\$ 103,801.00	\$ 78,000.00	\$ 78,000.00
10	1	JOB	Roof Replacements for South Congaree Fire Station + Alternate # 1 - Metal Roof Only	\$ 85,200.00	\$ 85,200.00	\$ 71,800.00	\$ 71,800.00	\$ 103,801.00	\$ 103,801.00	\$ 78,000.00	\$ 78,000.00
11	1	JOB	Discount for All Roofs		\$ 500.00		\$ 4,000.00		\$ 500.00		\$ 2,000.00
12	1	JOB	Discount for All Roofs utilizing alternate # 1		\$ 500.00		\$ 3,500.00		\$ 500.00		\$ 1,500.00
13	1	LF	Wood Nailer Replacement	\$ 3.25		\$ 5.00		\$ 4.50		\$ 2.50	
14	1	EA	Cementitious wood fiber deck Replacement	\$ 250.00		\$ 300.00		\$ 150.00		\$ 250.00	

Bids Received: October 1, 2010 @ 3:00 PM

Jeffrey A. Hyde
Interim Procurement Manager

COUNTY OF LEXINGTON

Procurement Services

MEMORANDUM

(O) 785-8319

(F) 785-2240

DATE: October 13, 2010

TO: Katherine L. Hubbard
County Administrator

FROM: Jeffrey A. Hyde
Interim Procurement Manager

SUBJECT: **Central Control Touch Panel & Installation (Jail Locking System)**
B11018-09/23/10S
Sheriff's Department

Competitive bids were solicited and advertised for the Central Control Touch Panel and Installation (for the Jail Locking System) for the Sheriff's Department. A pre-bid meeting was held on September 13, 2010, in which three (3) potential vendors attended. We received one (1) responsive bid and two (2) no bids on September 23, 2010.

The bids were evaluated by Major JB Quig, Detention Bureau Commander; Lt. Kevin Jones, Support Services Supervisor; Mr. Andre Johnson, LCSD IT Division Manager; Sylvia Dillon, LCSD Finance Manager; and Angela M. Seymour, Procurement Officer. It is our recommendation that this solicitation be awarded to Montgomery Technology Systems, LLC, as the lowest responsive bidder. The total cost, including applicable sales tax, is \$33,636.00 (see attached bid tabulation).

Funds are appropriated in the following account:

1000-151300-5AB233	(1) Touch Panel Control System	\$35,991.00
--------------------	--------------------------------	-------------

I concur with the above recommendation and further recommend that this bid be placed on County Council's agenda for their next scheduled meeting on October 26, 2010.

copy: Larry Porth, Director of Finance/Assistant County Administrator
Sylvia Dillon, LCSD Finance Manager
Major JB Quig, Detention Bureau Commander
Lt. Kevin Jones, Support Services Supervisor

County of Lexington

Bid Tabulation

BID # : B11018-09/23/10S

Central Control Touch Panel and Installation

Item	Qty	U/M	Description	Maner Builders Supply Company, Inc.		Cornerstone Detention Products		Montgomery Technology Systems, LLC.	
				Unit Total	Total Cost	Unit Total	Total Cost	Unit Total	Total Cost
1	1	LT	Central Control Touch Panel and Installation		No Bid		No Bid	\$ 33,636.00	\$ 33,636.00

Options

1	1	HR	Labor Rate		No Bid		No Bid	\$ 95.00	\$ 95.00
2	1	EA	Central Control Touch Panel without warranty		No Bid		No Bid	\$ 33,636.00	\$ 33,636.00

**Maner Builders Supply Company, Inc. "no bid" this project because they felt that they could not meet specifications.

**Cornerstone Detention Products "no bid" this project because they felt that they could not meet specifications.

Bids Received: September 23, 2010 @ 3:00 PM

Angela M. Seymour
Procurement Officer



County of Lexington County Council

212 South Lake Drive, Suite 601
Lexington, South Carolina 29072

TELEPHONE: (803) 785-8103 FAX: (803) 785-8101

MEMORANDUM

TO: County Council

FROM: Diana Burnett

DATE: October 26, 2010

RE: November & December 2010 Schedule

As the holidays are fast approaching, Council may want to review the scheduled meeting dates for the months of November and December. At present Council is scheduled to meet November 9 and 23 and December 14 and 28. County offices will be closed on November 11 (Veteran's Day), November 25 and 26 (Thanksgiving), December 24, 27 and 28 (Christmas).

If Council wishes to make revisions to the November and December meeting schedule, it would be helpful to make a decision as soon as possible so that staff can plan accordingly. Of course, the Chairman can always call a special meeting if needed.

Thank you.

November 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9 Council Meeting	10	11 Veteran's Day Holiday (Offices Closed)	12	13
14	15	16	17	18	19	20
21	22	23 Council Meeting	24	25 Thanksgiving Day Holiday (Offices Closed)	26 Thanksgiving Day Holiday (Office Closed)	27
28	29	30				

December 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2 SCAC Legislative Conference, Charleston	3 SCAC Legislative Conference, Charleston	4
5	6	7	8	9	10	11
12	13	14 Council Meeting	15	16	17	18
19	20	21	22	23	24 Christmas Holiday (Offices Closed)	25
26	27 Christmas Holiday (Offices Closed)	28 Christmas Holiday (Offices Closed) Council Meeting	29	30	31	

Minutes are left out intentionally until approved by Lexington County Council. Upon Council's approval, the minutes will be available on the Internet.

ORDINANCE #10-05

An Ordinance Amending the LEXINGTON COUNTY LANDSCAPE AND OPEN SPACE ORDINANCE

Pursuant to the authority granted by the Constitution of the State of South Carolina and General Assembly of the State of South Carolina, be it ordained and enacted by the Lexington County Council as follows:

Amendments to the Landscape and Open Space Ordinance are to be considered that would update the restrictions contained therein and as a minimum address the following issues:

1. Increase the scope of the Ordinance to include all multi-dwelling unit activities.
2. Insure that the scope of the Ordinance complies with the Vested Rights Act of South Carolina.
3. Make changes to the clearcutting section to insure compliance with the most recently adopted South Carolina Law which addresses local regulation of development affecting forest land.
4. Modify the amendment procedures to better replicate other County ordinances.

Make the following changes and additions to:

Article 1 – Authority

1.3 Scope of Regulations

Except as otherwise stated, the regulations set forth herein shall apply to all Residential Attached (~~3 or more~~) dwelling units **and Mobile Home Parks**, as defined within the Lexington County Zoning Ordinance; all residential and non-residential subdivisions, as defined and regulated within Article 4; and all non-residential development within the unincorporated area of Lexington County, with the exception of the following development conditions/activities:

- a. Any public road construction or utility construction project, except as described in Article 3, Section 4 Service Areas/Utilities.
- b. Any land used for Crops and Animal Operations, as defined in the Lexington County Zoning Ordinance. These definitions include the raising of trees, vines, field, forage, or other plant crops intended to provide food or fiber. However, processing areas/buildings, transport and warehousing, and retail or wholesale activities related to crops and animal operations are not exempt from the terms of this Ordinance. Section 3.1.7 Clearcutting, further defines the exemptions allowed for timber harvesting.
- c. Non-residential development containing a parking lot that is used as a display/storage area greater than 10,000 square feet shall be exempt from the provisions of Article 3, Section 3 Parking Lots, within the display area only (i.e., automobile, boat and craft dealerships; truck terminals; etc.).

Some of the residential activities, exempted above from the scope of these regulations, must follow the requirements of Article 3, Section 7 Scenic Corridor Protection.

1.3.1 New Activities

Upon the effective date of this Ordinance, any building, structure, or tract of land shall be used, constructed, or developed only in accordance with the applicable regulations contained herein.

A landscape permit shall be effective for two years from the date of the approval. Five one-year extensions of the landscape permit will be granted provided the obligations of the permit continue to be met, and provided there have been no amendments to these regulations that prohibit approval.

1.3.2 Existing Activities

Any activity legally established prior to the effective date of this Ordinance which does not comply with its regulations shall be subject to the Nonconforming Use provisions of Article 5.

1.3.3 Existing Permits

Building permits or zoning permits lawfully issued before the effective date of this Ordinance or subsequent amendments shall remain in effect for as long as provided by the Lexington County Building Code and the Lexington County Zoning Ordinance. ~~that such building, structure, or activity is substantially underway and being diligently pursued within six months of the issuance of the permit. If such does not occur, then the permit shall automatically lapse and the provisions of this Ordinance shall apply.~~ Landscape permits lawfully issued before the effective date of amendments to this Ordinance shall remain in effect as long as provided for in Section 1.3.1.

Make the following changes and additions to:

Section 1. General (found in Article 3 – Landscaping Requirements)

3.1.7 Clearcutting

Silviculture is the science of managing the establishment, growth, composition, and quality of forest vegetation for the full range of forest resource objectives, which often include wildlife, water, recreation, aesthetics, etc. Stands of trees and forests are sometimes managed purely for timber where clearcutting is often practiced to regenerate certain species that require sunlit conditions. Even in a silvicultural planned clearcut, virtually all trees may be removed to achieve the environment desired, including certain light and soil conditions.

Timber harvesting is recognized as a practice beneficial to individual property owners, and also to the local economy. However, trees are also recognized as playing a key role in the quality of the economic and environmental future of the County. It is the intent of this section of this Ordinance to have a reasonable review of clearcutting, ~~in conjunction with timber harvesting activities,~~ which exempts sustainable forest management activities while offering opportunities for the assessment of development activities in order to preserve ~~allows for equitable financial gain to property owners while preserving~~ that part of the vegetative environment that is essential to the quality of life of the general population.

a. Exemptions: Any forestry activity **on forestland**, ~~including tree harvesting, which is being conducted in accordance with the *Best Management Practices for Forestry* as established and amended by the South Carolina Forestry Commission and as part of an ongoing forest management program~~ **that meets at least one of the following requirements as defined under Section 48-23-205 of the South Carolina Code of Laws**, does not require a review by the Landscape Administrator:

- taxed on the basis of its present use value as forestland;
- managed in accordance with a forest management plan;
- certified under the Sustainable Forestry Initiative, the Forest Stewardship Council, the American Forest Foundations Tree Farm System, or any other nationally recognized forest certification system;
- subject to a legally binding conservation easement under which the owner limits the right to develop or subdivide the land; or
- managed and harvested in accordance with the best management practices established by the State Commission of Forestry.

For the purpose of this exemption, forestry activity includes, but is not limited to, timber harvesting; site preparation; controlled burning; tree planting; applications of fertilizers, herbicides, and pesticides; weed control; animal damage control; fire control; insect and disease control; forest road construction; and any other generally accepted forestry practices.

In order for Lexington County ~~To help insure that this exemption is respected by everyone,~~ a simple notification by telephone, FAX, or e-mail of ~~the a~~ proposed clearcut associated with sustainable forest management ~~activity will~~ **should** be made to the Landscape Administrator. **Failure to remember to inform the Landscape Administrator is not considered a violation of this Ordinance and** ~~Notification is not expected for activities such as thinning; shelter wood, salvage, or seed tree cuts; or insect and disease control measures.~~

Lexington County may deny any permits for development of a site for a period of 3 years after the completion of a tree harvest if there was a willful intent ~~by the applicant~~ to exercise this forestry exemption to circumvent any provisions of this Ordinance.

b. Clearcutting associated with development may occur only after the provisions of this Ordinance have been met for the proposed development. This would typically involve a developer submitting a plan to the Landscape Administrator for review and approval, either for himself or on behalf of the property owner. In forest management terms this ~~will include~~ **is considered** a development cut because it is considered the final harvest without plans for ~~regeneration of trees~~ **future sustainable forest management activities**. If there is an unexpected need for the property owner to harvest timber and the intent is to develop the property or market the property for development, the harvest must be reviewed by the Landscape Administrator to ensure there is no loss of essential water quality protection, beneficial trophy tree preservation, or vegetation along designated Scenic Corridors. This review is not intended to prevent equitable financial gain to the property owner, but to ensure the activity does not cause irreplaceable damage to the long-term benefits to the County or the property owner.

~~c. Clearcutting that occurs with no immediate intention of development will be reviewed by the Landscape Administrator to ensure that there is no loss of essential short-term water quality protection or beneficial long-term trophy tree preservation. This review will be done very quickly if there is an unexpected need by the property owner for prompt assistance. This assessment is not intended to prevent equitable financial gain to the property owner, but to ensure that the activity does not cause irreplaceable damage to the long-term benefits to the County or the property owner in the following two areas of concern:~~

~~Water quality protection: The stormwater runoff after timber harvesting must meet the water quality requirements of Lexington County. Since the water quality protections for the stormwater runoff from an undeveloped tract of land is generally not as rigid as the protection needed for developed property, preserving larger riparian buffers may not be required as a part of the *Best Management Practices for Forestry (BMPs)*; but should be considered as a way to enhance the value of the property for future development. This would especially be true if the lack of adequate riparian buffers causes future development to construct more expensive alternate methods to achieve required water quality protection. Therefore, following BMPs as established and amended by the South Carolina Forestry Commission will be considered sufficient for timber harvesting, but may not be sufficient for the future development of the property.~~

~~Trophy tree preservation: This requirement involves identifying irreplaceable groupings of trophy trees that can easily be included in future development plans as value-added amenities. It is not the intent of this Ordinance to require the preservation of every trophy tree on a piece of property or to imprudently leave isolated trophy trees that are not good candidates for long-term survival. The Appendix of this Ordinance contains the criteria for trophy trees, including a list of those trees that are not considered worthy of protection regardless of size.~~

~~Sediment and Erosion Protection: At all times, timber harvesting activities must provide sediment and erosion protection for adjoining properties and public roadways in accordance with BMPs. Even though those practices do not include a visual buffer, Lexington County will require a minimum visual buffer as follows:~~

Scenic Corridor 1:	25 feet
Scenic Corridor 2 and 3:	20 feet (where the road right-of-way is 50 feet wide)
	15 feet (where the road right-of-way is 66 feet wide)
All other roads:	10 feet
Adjoining property:	10 feet

~~Within all visual buffers, except those along Scenic Corridors, the careful harvesting of single trees is permitted as long as the basic integrity of the buffer is maintained. The visual buffers along roads will be measured from the platted rights-of-way where they exist. On roads without platted rights-of-way, they will be measured from the prescriptive easement. That easement is interpreted to include the actual roadway as well as any adjacent drainage ditch systems that are part of the roadway.~~

The following notes are not part of this Ordinance but are inserted here to help explain the previous section:

Water quality protection: The stormwater runoff after “clearcutting associated with future development” must meet the water quality requirements of Lexington County. Since the water quality protections for the stormwater runoff from an undeveloped tract of land is generally not as rigid as the protection needed for developed property, preserving larger riparian buffers may not be required as a part of the *Best Management Practices for Forestry (BMPs)*; but should be considered as a way to enhance the value of the property for future development. This would especially be true if the lack of adequate riparian buffers causes future development to construct more expensive alternate methods to achieve required water quality protection. Therefore, following BMPs as established and amended by the South Carolina Forestry Commission will be considered sufficient for timber harvesting, but may not be sufficient for the future development of the property.

Trophy tree preservation: This requirement involves identifying irreplaceable groupings of trophy trees that can easily be included in future development plans as value-added amenities. It is not the intent of this Ordinance to require the preservation of every trophy tree on a piece of property or to imprudently leave isolated trophy trees that are not good candidates for long-term survival. The Appendix of this Ordinance contains the criteria for trophy trees, including a list of those trees that are not considered worthy of protection regardless of size.

Make the following changes and additions to:

Section 3. Amendments (found in Article 6 – Administration)

6.3.2 Procedures

Amendments to this Ordinance may be proposed by the Lexington County Council, ~~or the Lexington County Planning Commission, or by an interested party.~~

- a. An application for amendment shall be filed with the Landscape Administrator.
- b. These regulations may be amended after notice and public hearing in the same manner as prescribed by law for their original adoption.

This Ordinance shall be effective from the date that it is approved.

Enacted this ____ day of _____, 2010.

James E. Kinard, Jr.
Chair, Lexington County Council

ATTEST:

Diana W. Burnett, Clerk

First Reading: July 27, 2010
Second Reading: _____
Public Hearing: August 24, 2010
Third and Final Reading: _____
Filed w/Clerk of Court: _____