

# NOTICE OF A REGULAR MEETING OF THE FRIEDMAN MEMORIAL AIRPORT AUTHORITY

**PLEASE TAKE NOTICE** that a regular meeting of the Friedman Memorial Airport Authority shall be held Tuesday, January 6, 2014 at 5:30 p.m. at the **Blaine County Courthouse Annex Meeting Room, Hailey, Idaho**. The proposed Agenda for the meeting is as follows:

## AGENDA January 6, 2015

- |       |   |  |                       |
|-------|---|--|-----------------------|
| I.    | APPROVE AGENDA  |  |                       |
| II.   | PUBLIC COMMENT (10 Minutes Allotted)  |  |                       |
| III.  | APPROVE FRIEDMAN MEMORIAL AIRPORT AUTHORITY MEETING MINUTES OF:                           |  |                       |
|       | A. December 2, 2014 Regular Meeting – Attachment #1                                       |  | ACTION                |
| IV.   | REPORTS   |  |                       |
|       | A. Chairman Report  |  | DISCUSSION            |
|       | B. Blaine County Report   |  | DISCUSSION            |
|       | C. City of Hailey Report  |  | DISCUSSION            |
|       | D. Airport Manager Report   |  | DISCUSSION            |
|       | E. Communication Director Report  |  | DISCUSSION            |
| V.    | AIRPORT STAFF BRIEF (5 Minutes Allotted)  |  |                       |
|       | A. Noise Complaints   |  |                       |
|       | B. Parking Lot Update   |  |                       |
|       | C. Profit & Loss, ATCT Traffic Operations Count and Enplanement Data – Attachments #2- #4 |  |                       |
|       | D. Review Correspondence – Attachment #5  |  |                       |
|       | E. Airport Commercial Flight Interruptions  |  |                       |
|       | F. Employee of the 2 <sup>nd</sup> Quarter, 2014 – Attachment #6                          |  |                       |
|       | G. Employee of the 3 <sup>rd</sup> Quarter, 2014 – Attachment #7                          |  |                       |
| VI.   | UNFINISHED BUSINESS   |  |                       |
|       | A. Airport Solutions  |  |                       |
|       | 1. Existing Site  |  |                       |
|       | a. Plan to Meet 2015 Congressional Safety Area Requirement                                |  |                       |
|       | i. Formulation  |  | DISCUSS/DIRECT        |
|       | ii. Project 1 Relocate Hangar Taxiway/Overlay Apron/Security Fence Improvements           |  | DISCUSSION            |
|       | iii. Project 2 Relocate/Extend Taxiway B and Runway Safety Area Grading                   |  | DISCUSSION            |
|       | iv. Project 3 Terminal Reconfiguration  |  | DISCUSS/DIRECT        |
|       | v. Project 4 Airport Operations Building  |  | DISCUSS/DIRECT        |
|       | vi. Project 5 Terminal Apron Reconstruction/Site Preparations                             |  | DISCUSS/DIRECT        |
|       | vii. Project 6 Relocate Taxiway B/Remove Taxiway A/North Apron                            |  | DISCUSS/DIRECT        |
|       | viii. Facility Acquisitions   |  | DISCUSS/DIRECT        |
|       | ix. Work Order 14-08 Acquire Snow Removal Equipment – Attachment #8                       |  | DISCUSS/DIRECT/ACTION |
|       | x. Work Order 14-09 Terminal Parking Lot Improvements – Attachment #9                     |  | DISCUSS/DIRECT/ACTION |
|       | xi. Work Order 14-10 Rehabilitate Runway – Attachment #10                                 |  | DISCUSS/DIRECT/ACTION |
|       | xii. Future Projects  |  | DISCUSS/DIRECT        |
|       | b. Retain/Improve/Develop Air Service   |  |                       |
|       | i. Fly Sun Valley Alliance Update   |  | DISCUSS/DIRECT        |
|       | c. SUN Instrument Approach Improvements – Phase 2 Update – Attachment #11                 |  | DISCUSS/DIRECT        |
|       | B. Master Plan Update   |  | DISCUSS/DIRECT        |
|       | C. Independent Board Member Selection Process   |  | DISCUSS/DIRECT        |
| VII.  | NEW BUSINESS  |  |                       |
|       | A. Website Privacy Policy Statement – Attachment #12                                      |  | DISCUSS/DIRECT/ACTION |
| VIII. | PUBLIC COMMENT  |  |                       |
| IX.   | EXECUTIVE SESSION – I.C. §67- 2345  |  |                       |
| X.    | ADJOURNMENT   |  |                       |

### III. APPROVE FRIEDMAN MEMORIAL AIRPORT AUTHORITY MEETING MINUTES

#### A. December 2, 2014 Regular Meeting – Attachment #1

BOARD ACTION: 1. Action

### IV. REPORTS

#### A. Chairman Report

This item is on the agenda to permit a Chairman report if appropriate.

BOARD ACTION: 1. Discussion

#### B. Blaine County Report

This item is on the agenda to permit a County report if appropriate.

BOARD ACTION: 1. Discussion

#### C. City of Hailey Report

This item is on the agenda to permit a City report if appropriate.

BOARD ACTION: 1. Discussion

#### D. Airport Manager Report

This item is on the agenda to permit an Airport Manager report if appropriate.

BOARD ACTION: 1. Discussion

#### E. Communication Director Report

This item is on the agenda to permit a Communication Director report if appropriate.

BOARD ACTION: 1. Discussion

### V. AIRPORT STAFF BRIEF (5 Minutes Allotted)

#### A. Noise Complaints:

LOCATION	DATE	TIME	AIRCRAFT TYPE	INCIDENT DESCRIPTION	ACTION TAKEN
Chanterelle	12/28	9:40 am	Jet	Caller reported the aircraft approached to low over her house.	Unable to ID. Caller stated that she did not want a return call, "...because I know nothing will come of it..."

Lwr Brdfrd Rd	12/20	2:25 pm	Mltpl arct	Caller did not believe aircraft should be approaching FMA in what he considered to be poor visibility conditions.	Ops Chief spoke with caller and briefly explained ATC operations. Ops Chief recommended caller contact FAA FSDO in Boise, if he wanted to formalize a safety concern. Caller expressed gratitude for the opportunity to talk with someone and better understand flight operations at FMA. Caller was invited to the airport at any time of his choosing, for a more detailed insight.
Chanterelle	12/14	1:37 am	Twin Turbine	Late night ops.	This was a Life Flight. Caller notified by Ops Chief.

**Note:** The Noise Complaints Section of the Staff Brief does not reflect occasions where aircraft operators have responded exceptionally to FMA Noise Abatement criteria. Staff offers a couple of examples:

- 1) On December 18, a pilot contacted Staff to let us know that he had no alternative (due to forecasted weather conditions) than to arrive after 11:30 pm. He had intended to then immediately depart, thus doubling the problem. Upon discussion with Staff, he stated that it was not his desire to unnecessarily disrupt the community and he would remain in Hailey overnight and depart the following day, weather permitting.
- 2) On December 19, Staff became aware of a pilot who refused a 4:00 am departure from FMA, so that passengers could be picked up elsewhere and returned to SUN early in the morning. The pilot advised that he would only depart the night before, at additional expense, and overnight at that destination, in order to meet the passenger's early morning FMA arrival schedule. This pilot stated clearly that his decision was solely out of consideration for the community.

While Staff does not routinely report these circumstances, we are routinely aware of them. These experiences, while not reported in the Staff Brief, fortify the position that the Voluntary Noise Abatement Program does in fact work.

## B. Parking Lot Update

### The Car Park Gross/Net Revenues

Month	FY 2013 Gross	FY 2013 Net	FY 2014 Gross	FY 2014 Net	FY 2015 Gross	FY 2015 Net
November	\$12,152.00	\$4,130.00	\$14,877.00	\$5,671.70	\$24,459.00	\$13,223.66

**C. Profit & Loss, ATCT Traffic Operations Count and Enplanement Data - Attachments #2 - #4**

Attachment #2 is Friedman Memorial Airport Profit & Loss Budget vs. Actual. Attachment #3 is 2001 - 2015 ATCT Traffic Operations data comparison by month. Attachment #4 is 2014 Enplanement, Deplanement and Seat Occupancy data. The following revenue and expense analysis is provided for Board information and review:

<b>October 2013/2014</b>			
Total Non-Federal Revenue	October, 2014		\$218,140.19
Total Non-Federal Revenue	October, 2013		\$206,399.39
Total Non-Federal Revenue	FY '15 thru October		\$218,140.19
Total Non-Federal Revenue	FY '14 thru October		\$206,399.39
Total Non-Federal Expenses	October, 2014		\$238,790.49
Total Non-Federal Expenses	October, 2013		\$225,559.75
Total Non-Federal Expenses	FY '15 thru October		\$238,790.49
Total Non-Federal Expenses	FY '14 thru October		\$225,559.75
Net Income to include Federal Programs	FY '15 thru October		\$-1,616,563.38
Net Income to include Federal Programs	FY '14 thru October		\$-90,938.72

**D. Review Correspondence - Attachment #5**

Attachment #5 is information included for Board review.

**E. Airport Commercial Flight Interruptions Thru December 20**

<u><b>Airline</b></u>	<u><b>Flight Cancellations</b></u>	<u><b>Flight Diversions</b></u>
Horizon Air	0	2
Delta	4	4
United Express	0	0

**F. Employee of the 2<sup>nd</sup> Quarter, 2014 – Attachment #6**

Ms. Chelsey Gough, Horizon Air, was selected as the Employee of the 2<sup>nd</sup> Quarter, 2014. Customer service, knowledge of the airport, responsibility, flexibility and professionalism are among the qualities considered in the selection process. Chelsey is a Horizon Air Passenger Service Agent/Trainer and a leader and role model for new agents. Her dedication to making sure the passengers have a great experience traveling through the airport specifically attributes to her selection as Employee of the Quarter. It is a pleasure to have Chelsey as part of the Horizon Air Team and to announce her nomination and selection as Employee of the Quarter.

#### **G. Employee of the 3<sup>rd</sup> Quarter, 2014 – Attachment #7**

Ms. Annette Carraway, Atlantic Aviation, was selected as the Employee of the 3<sup>rd</sup> Quarter, 2014. Customer service, knowledge of the airport, responsibility, flexibility and professionalism are among the qualities considered in the selection process. Annette is a Customer Service Representative for Atlantic Aviation since September 30, 2013. Her pleasant personality and efforts in taking care of the customers specifically attribute to her selection as Employee of the Quarter. It is a pleasure to have Annette as part of the Atlantic Aviation Team and to announce her nomination and selection as Employee of the Quarter.

### **VI. UNFINISHED BUSINESS**

#### **A. Airport Solutions**

##### **1. Existing Site**

##### **a. Plan to Meet 2015 Congressional Safety Area Requirement**

###### **i. Formulation**

The formulation project is complete and the grant closeout process is underway. This item will be removed from future Board agendas until closeout is complete.

BOARD ACTION: 1. Discuss/Direct

###### **ii. Project 1 – Relocate Hangar Taxilane/Overlay Apron/Security Fence Improvements**

All project work is complete. The grant closeout process is underway, including final payment, as-constructed drawings, documentation and preparation of the final report. This item will be removed from future Board agendas until closeout is complete.

BOARD ACTION: Discussion

###### **iii. Project 2 – Relocate/Extend Taxiway B and Runway Safety Area Grading**

All project work is complete. The project closeout process is underway. This item will be removed from future Board agendas until closeout is complete.

BOARD ACTION: Discussion

###### **iv. Project 3 Terminal Reconfiguration**

Work began on Project 3 on November 3, 2014. Initial construction efforts have included footing excavation and construction for the two building additions, along with demolition and utility work. Despite the cold weather, the contractor is making good progress. A brief progress update will be provided at the meeting.

BOARD ACTION: 1. Discuss/Direct

**v. Project 4 Airport Operations Building**

Project 4 is also progressing, with ongoing work on foundations and footings. Steel framing is scheduled for delivery in January, with framing construction beginning immediately after it arrives. Despite inclement weather, the project is still on schedule with no major concerns at this time. A brief progress updated will be provided at the meeting.

BOARD ACTION: 1. Discuss/Direct

**vi. Project 5 Terminal Apron Reconstruction/Site Preparation**

Project 5 is substantially complete. The contractor and consultants are working on final payment and project documentation. Closeout will begin after Project 6 design is complete.

BOARD ACTION: 1. Discuss/Direct

**vii. Project 6 Relocate Taxiway B/Remove Taxiway A/North Apron**

Design of this project is well underway. A 65% design review package was submitted to Staff and FAA on December 17. Dave Mitchell (T-O) will provide a project update at the meeting, including proposed project phasing.

BOARD ACTION: 1. Discuss/Direct

**viii. Facility Acquisitions**

The Forest Service facility and the five hangars proposed for demolition must be removed to accommodate construction planned in Project 6. After considering the best approach to this work, Staff and consultants feel it should be bid as a part of Project 6. The current consultant Scope of Work for Project 6 does not include services related to this effort. An amendment to that Scope of Work will be prepared and presented to the Board for approval at the February meeting.

BOARD ACTION: 1. Discuss/Direct

**ix. Work Order 14-08, Snow Removal Equipment Acquisition – Attachment #8**

This project consists of acquiring a snow removal “prime mover with snow sweeper attachments (air blowers and a 22-foot wide hydrostatic drive runway broom).” The acquisition is an approved PFC project and was included in the Airport’s 2015 budget with an estimated cost of \$500,000. We have the opportunity to purchase the needed piece of equipment by “piggy-backing” on an acquisition completed by Idaho Falls Regional Airport, which will allow the purchase without a separate bidding process. Included at Attachment #8 is a proposed Work Order for T-O Engineers to assist with the acquisition and delivery of the equipment. Staff has reviewed the fee and feels that it is fair and reasonable. Please note that this is a time and materials fee with a “not to exceed” amount – the actual fee may end up lower. The acquisition and this work order will be discussed at the meeting with the goal of receiving authorization to move forward with the Work Order and equipment acquisition.

BOARD ACTION:

1. Authorize Chair to execute Work Order
2. Authorize Staff to proceed with equipment acquisition

**x. Work Order 14-09, Terminal Parking Lot Improvements – Attachment #9**

During the closure planned for Spring 2015, improvements to the terminal parking lot will be made, including repaving and reconfiguring the upper parking area and installing new lighting. The project will also include landscaping improvements along the entrance to the airport, on the bank between the two lots and on the bank adjacent to the Airport Operations Building. The project is not eligible for AIP or PFC funding and was included in the airport’s 2015 budget with a total anticipated project cost of \$625,000. Work Order 14-09 is included at Attachment #9. This work order includes professional services necessary to design, bid and construct the project. Staff has reviewed the scope of work in detail but has only completed a cursory review of the fee. The project and work order will be discussed at the meeting.

BOARD ACTION:

1. Authorize Chair to execute Work Order with a “not to exceed” amount of \$58,420.00, subject to Staff and Legal Counsel review.

**xi. Work Order 14-10, Runway Rehabilitation – Attachment #10**

Though in very good condition overall, the pavement on Runway 13-31 is in need of preventative maintenance; specifically, a surface seal and re-marking. As has been discussed with the Board on several occasions, Staff is planning to take advantage of the Spring 2015 closure to complete this work. This approved PFC project was included in the Airport's 2015 budget with an estimated cost of \$200,000. For construction phasing and coordination reasons, the project will be included as a separate bid schedule in Project 6. Work Order 14-10 is included at Attachment #10. This work order includes professional services necessary to design, bid and construct the project. Staff has reviewed the scope of work in detail but has only completed a cursory review of the fee. The project and work order will be discussed at the meeting.

BOARD ACTION: 1. Authorize Chair to execute Work Order with a not to exceed amount of \$24,655.00, subject to Staff and Legal Counsel review.

**xii. Future Projects**

Staff and consultants are beginning work on a scope of work and fee for additional remodel and tenant build out in the terminal building. This will include space for the TSA, a public lounge and conference room and remodel and/or expansion of the airline space in the terminal building. A brief presentation will be made at the meeting, with presentation of the full scope at the February meeting.

BOARD ACTION: 1. Discuss/Direct

**b. Retain/Improve/Develop Air Service**

**i. Fly Sun Valley Alliance Update**

This item is on the agenda to permit a Fly Sun Valley Alliance report if appropriate.

BOARD ACTION: 1. Discuss/Direct

**c. SUN Instrument Approach Improvements – Phase 2 Update – Attachment #11**

Dailey Airspace Consulting (DAC) was in Hailey for a site visit December 4 and 5, 2014.

DAC continues to look at optimization of the existing RNAV (GPS) W and RNAV X approaches. The site visit provided DAC an opportunity to see firsthand the terrain and environment around the airport as potential improvements are considered. Especially helpful during the trip was time spent in a flight simulator flying existing approaches and potential approach/missed approach tracks. Time in the flight simulator was supplemented with an actual local flight verifying procedures. Insight gained from this site visit is invaluable for DAC's analysis. A special thanks to John Strauss from Glass Cockpit Aviation for offering the use of his simulator and aircraft as well as valuable local input regarding existing procedures.

The development of a draft report and procedures design remains tentatively scheduled for delivered by the end of February 2015. A project update and report on final findings remains tentatively scheduled for the March 2015 FMAA Regular Board Meeting.

BOARD ACTION: 1. Discuss/Direct

**B. Master Plan Update**

Progress Report

- The Preliminary Master Plan activity forecasts will be submitted to the FAA Helena Airports District Office (ADO) in early January for initial FAA comment.
- The Consultant Team will initiate work on the next step of the Master Plan, *Facility Requirements*, in January.
- The Consultant Team tentatively plans to submit a second round of working papers in late February, and will attend the March 3<sup>rd</sup> Board Meeting to present the following work products:
  - Finalized Forecasts
  - Draft Facility Requirements
  - Initial Discussion of Future SUN Development Alternatives

BOARD ACTION: 1. Discuss/Direct

**C. Independent Board Member Selection Process**

As this Board packet is being assembled, Staff has received four resumes of individuals interested in the Independent Board Member position. The deadline for submittal of resumes is end of business December 31<sup>st</sup>. At the request of the Selection Committee, Airport Staff will forward all material to the Selection Committee for their use and will also send the material to all Board Members. The Committee is anticipating the need for a Special Board meeting mid-January to the end of January for the purpose of interviewing interested individuals. The Committee will review resumes and develop an interview process for the Special Board meeting. It would be very helpful if Board members would bring their January calendars to the Board meeting next week.

BOARD ACTION: 1. Discuss/Direct

**VII. NEW BUSINESS**

**A. Website Privacy Policy Statement – Attachment #12**

Attachment #12 is a draft Privacy Policy Statement for the Friedman Memorial Airport Authority website. The Privacy Policy outlines the types of information we gather when people visit iflysun.com, the official website of the Friedman Memorial Airport, as well as some of the steps we take to safeguard it.

BOARD ACTION: 1. Approve the draft Privacy Policy and direct Staff to post the Policy on the FMA Website

**VIII. PUBLIC COMMENT**

**IX. EXECUTIVE SESSION - I.C. §67- 2345**

**X. ADJOURNMENT**

**MINUTES OF A REGULAR MEETING ATTACHMENT #1  
OF THE  
FRIEDMAN MEMORIAL AIRPORT AUTHORITY\***

**December 2, 2014  
5:30 P.M.**

**IN ATTENDANCE:**

**BOARD MEMBERS:** Chairman – Ron Fairfax, Vice-Chairman – Don Keirn, Board – Lawrence Schoen, Fritz Haemmerle, Jacob Greenberg, Angenie McCleary, Pat Cooley  
**FRIEDMAN MEMORIAL AIRPORT STAFF:** Airport Manager – Rick Baird, Emergency/Operations Chief – Peter Kramer, Contracts/Finance Administrator – Lisa Emerick, ASC/Special Projects Coordinator/Executive Assistant – Steve Guthrie, Administrative Assistant – Cecilia Vega  
**CONSULTANTS:** T-O Engineers – Dave Mitchell; R/L/B – Nick Latham; Mead & Hunt – Evan Barrett, Todd Hardin, Matt Dubbe, Mark McFarland  
**AIRPORT TENANTS/PUBLIC:** Glass Cockpit Aviation – John Strauss; Atlantic Aviation – Mike Rasch; FSVA – Walt Denekas, Carol Waller, Eric Seder; Pam & Ed Jenkins, Bob Leahy, Evan Stelma, Donna Serrano, Len Harlig, Chuck Matthiesen, Michelle Griffith, Peter Hendricks, Rich Pogue, Baird Gourlay, James Stireman, Larry Plott, Bob Crosby, Diane Shay  
**PRESS:** Idaho Mountain Express – Greg Moore

**CALL TO ORDER:**

The meeting was called to order at 5:35 p.m. by Chairman Fairfax.

**I. APPROVE AGENDA**

The agenda was approved as presented.

**II. PUBLIC COMMENT**

No public comment was made.

**III. APPROVE FMAA  
MEETING MINUTES**

**A. Amended September 29, 2014 Special Meeting (See Brief)**

The September 29, 2014 Friedman Memorial Airport Authority Meeting Minutes were approved with the following changes:

**V. UNFINISHED BUSINESS**

**A. Airport Solutions**

**1. Existing Site**

**a. Plan to Meet 2015 Congressional Safety Area Requirement (See Brief)**

**ii. Project 4 ARFF/Ops Building Relocation – Accept Lowest Responsive Bidder**

**MOTION:**

*Made by Vice-Chairman Keirn to award Project 4 ARFF/Ops Building Relocation including Alternatives 1, 2, 3, and 4 to Barry Hayes Construction, LLC in an amount not to exceed \$3,514,921, subject to FAA concurrence. Seconded by Board Member McCleary.*

**PASSED UNANIMOUSLY**

**MOTION:**

***Made by Board Member McCleary to approve the September 29, 2014 Special Meeting Minutes as amended. Seconded by Board Member Greenberg.***

**PASSED**

**BOARD MEMBER SCHOEN ABSTAINED**

**BOARD MEMBER HAEMMERLE ABSTAINED**

**B. A. October 9, 2014 Regular Meeting (See Brief)**

The October 9, 2014 Friedman Memorial Airport Authority Meeting Minutes were approved with the following changes:

**V. UNFINISHED BUSINESS**

**A. Airport Solutions**

**1. Existing Site**

**a. Plan to Meet 2015 Congressional Safety Area Requirement (See Brief)**

**vi. Project 5 Terminal Apron Reconstruction/Site Preparations**

Board Member Schoen discussed **asked Airport Staff** how the change order process works with **Airport Staff**.

**MOTION:**

***Made by Board Member McCleary to approve the October 9, 2014 Regular Meeting Minutes as amended. Seconded by Board Member Haemmerle.***

**PASSED UNANIMOUSLY**

**C. B. November 4, 2014 Regular Meeting (See Brief)**

The November 4, 2014 Friedman Memorial Airport Authority Meeting Minutes were approved with the following changes:

**V. UNFINISHED BUSINESS**

**A. Airport Solutions**

**1. Existing Site**

**b. Retain/Improve/Develop Air Service**

**i. Fly Sun Valley Alliance Update (See Brief)**

Board Member Schoen asked if **the regional jets used at Boise were the same as those** also used **regional jets at their airport at FMA**.

Engineer Mitchell answered that Boise uses **a mix of 737s, A319s, the same and mostly larger** and regional jets **and a mix of 737s and A319s**.

**MOTION:**

***Made by Board Member McCleary to approve the November 4, 2014 Friedman Memorial Airport Meeting Minutes as amended. Seconded by Board Member Haemmerle.***

**PASSED UNANIMOUSLY**

**IV. REPORTS**

**A. Chairman Report**

No report was given.

**B. Blaine County Report**

No report was given.

**C. City of Hailey Report**

No report was given.

**D. Airport Manager Report**

Airport Manager Baird briefed the Board on the budgeting and audit process.

**E. Communications Director Report**

Airport Manager Baird reported on the following items:

- The November Coffee Talk was not well attended although they had a couple people stop and ask questions
- The November Airport Tour was well attended
- The new "Pardon Our Mess" campaign for the Terminal Reconfiguration Project has begun
- Campaign to encourage local flying and air service improvement continue to be advertised in local newspapers, on a local TV station, and on our website

Board Member Schoen asked how much of the marketing budget can be used for non-local media.

Airport Manager Baird answered that he plans to have the company that develops our advertising campaigns, Marketing by Design, give the Board a presentation in January or February regarding the Airport's specific advertisement targeting strategy.

Board Member McCleary suggested that Staff coordinate our campaign efforts with Fly Sun Valley Alliance and the Sun Valley Marketing Alliance as well.

**V. AIRPORT STAFF BRIEF**

**A. Noise Complaints (See Brief)**

**B. Parking Lot Update (See Brief)**

**C. Profit & Loss, ATCT Traffic Operations Count and Enplanement Data (See Brief)**

**D. Review Correspondence (See Brief)**

**E. Airport Commercial Flight Interruptions**

**VI. UNFINISHED BUSINESS**

**A. Airport Solutions**

**1. Existing Site**

**a. Plan to Meet 2015 Congressional Safety Area Requirement (See Brief)**

**i. Formulation (See Brief)**

T-O Engineer Dave Mitchell updated the Board on the current status of the RSA Formulation Project.

**ii. Project 1 Relocate Hangar Taxiway/Overlay Apron/Security Fence Improvements (See Brief)**

Engineer Mitchell updated the Board on the current status of Project 1 of the RSA Improvements Project.

**iii. Project 2 Relocate/Extend Taxiway B and Runway Safety Area Grading (See Brief)**

Engineer Mitchell updated the Board on the current status of Project 2 of the RSA Improvements Project.

**iv. Project 3 Terminal Reconfiguration (See Brief)**

Engineer Mitchell updated the Board on the current status of Project 3 of the RSA Improvements Project.

**v. Project 4 Airport Operations Building (See Brief)**

Engineer Mitchell and Scott Carry updated the Board on the current status of Project 4 of the RSA Improvements Project.

**vi. Project 5 Terminal Apron Reconstruction/Site Preparations (See Brief)**

Engineer Mitchell updated the Board on the current status of Project 5 of the RSA Improvements Project.

**vii. Project 6 Relocate Taxiway B/Remove Taxiway A/North Apron (See Brief)**

Engineer Mitchell and Airport Manager Baird updated the Board on the current status of Project 6 of the RSA Improvements Project and requested the Board approve the negotiated total fee of \$895,265 for the project.

The Board discussed aspects of Airport Manager Baird's presentation and request for approval, including the discrepancy between the bid amount and Reid Middleton's independent fee estimate, the negotiation process, and whether or not the cost outcomes of Project 2 effected the cost estimation of Project 6.

**MOTION:** *Made by Board Member Haemmerle to approve the negotiated fee and authorize Chair to sign Work Order 14-06, RSA Improvements – Project 6 with a Not-To-Exceed of \$895,265, once the FAA Reasonableness of Cost Determination and concurrence with award are received. Seconded by Board Member Cooley.*

**PASSED UNANIMOUSLY**

**viii. Facility Acquisitions (See Brief)**

Engineer Mitchell updated the Board on the current status of the facility acquisition part the RSA Improvements Project.

**ix. Future Projects (See Brief)**

Engineer Mitchell updated the Board on the current status of upcoming future projects of the RSA Improvements Project.

The Board discussed technical aspects of Engineer Mitchell's presentation including whether or not there will be drainage issues after the reconfiguration and the timeline of completion for Project 6.

**b. Retain/Improve/Develop Air Service**

**i. Fly Sun Valley Alliance Update (See Brief)**

Fly Sun Valley Alliance representative, Carol Waller, updated the Board on the following items:

- Overall, seat capacity from June to October was up 27% compared to the same time last year and enplanements were up 30%.
- FSVA is currently concentrating on making sure the current service is successful.
- FSVA has also developed marketing campaigns for the Magic Valley area.

Board Member Schoen asked what FSVA realistically anticipates can be done regarding improvements to the bussing service.

Carol Waller answered that FSVA has been working with Sun Valley Express in a partnership to improve the bussing service this year.

**c. SUN Instrument Approach Improvements – Phase 2 Update**

Airport Manager Baird updated the Board on Phase 2 of the Sun Instrument Approach Improvements Project.

**B. Master Plan Update (See Brief)**

Mead & Hunt representatives Evan Barrett and Mark McFarland briefed the Board on the development of the Master Plan Update.

Board Member Haemmerle asked when the portion of the Master Plan that focuses on the dual path forward will be developed.

Mr. McFarland answered that once facility needs and requirements are identified then the alternative analysis will begin and that analysis will address airport relocation alternatives.

The Board discussed technical aspects of Mr. Barrett's presentation on the Draft Inventory of Existing Facilities portion of the Master Plan Update including:

- Why snow storage was not mentioned or listed under the inventory of existing facilities
- The limitations of the existing facility versus the FAA requirements
- Whether or not the Master Plan will identify a time when expansion will be necessary due to future heavier traffic
- Whether or not the Board will have an opportunity to suggest edits and changes to the Draft Inventory of Existing Facilities document

The Board discussed technical aspects of Mr. Barrett's presentation on the Draft Commercial Service Forecasts Technical Memorandum portion of the Master Plan Update including:

- Whether or not there could be another reconfiguration possible within the existing footprint once the current reconfiguration is complete
- The understanding that expansion outside of the existing footprint is not viewed as a favorable option
- What economic factors were used to calculate the rate of increase for future enplanements and whether or not the rate of increase is unique to FMA
- Whether or not there is another way to develop the trend analysis that will give it more credibility by incorporating more variables and data from years prior to 2008
- Whether to reject using projection tools that are not normally used in the industry

Chairman Fairfax opened the discussion for public comment.

Len Harlig suggested that the Board ask the consultants how they are determining the increase in projected enplanements at a rate that is substantially higher than the projected population increase for Blaine County and what factors they are using to determine those additional enplanements.

Ed Jenkins pointed out possible areas within the Airport's footprint that could be used as snow storage sites. He also suggested that the Board not pursue the acquisition of 40 acres of Mr. Eccles property and instead, let the money that would have been used to purchase land, grow in a savings account towards relocating the Airport.

Pam Jenkins commented that in a recent conversation with Airport Manager Baird she learned that a relocated airport would cost between \$180 million and \$200 million to build and suggested that the Board review the \$380 million estimated cost of building a replacement airport.

Board Member Haemmerle agreed with Mr. Harlig's suggestion and asked the consultants to explain how they determined the increase in projected enplanements at next month's Board meeting.

#### **C. Independent Board Member Selection Process (See Brief)**

Board Member Schoen briefed the Board on the Independent Board Member Selection Process and asked the Board to approve the Applicant Guidelines For Selection of Seventh Independent Member Of Friedman Memorial Airport Authority and the Independent Board Member advertisement.

Board Member Haemmerle commented that he is comfortable with the applicant criteria document and briefed the Board that he has received comments from interested applicants regarding a reluctance to apply due to the requirement of having to be evaluated before the full Board rather than a subcommittee.

The Board discussed the draft applicant criteria document and agreed to edit the language of criteria #9 to say "With respect to airport relocation, understand the positions of both owners and the concepts behind the dual path forward."

Board Member McCleary expressed concern that she does not feel that this is a good time to be soliciting for or selecting a new Independent Board Member as the Independent Member is currently the Chairman and the Board is embarking on an important two-year reconfiguration process.

Board Member Haemmerle disagreed with Board Member McCleary's concerns and commented that the Joint Powers Agreement clearly states when the Board must move forward with new members and it is always beneficial to bring in a new perspective in any political process.

Board Member Greenberg commented that he has the same concerns as Board Member McCleary and would not be uncomfortable allowing Ron Fairfax to remain as the Independent Board Member.

Chairman Fairfax commented that he will be re-applying for the Independent Board Member position.

**MOTION:** *Made by Board Member Haemmerle to approve for distribution the Independent Board Member selection advertisement. Seconded by Vice-Chairman Keirn.*

**PASSED UNANIMOUSLY**

Airport Attorney Laski commented that Chairman Fairfax's term expires on December 31, 2014 and suggested that the Board make a motion to extend his term at the January Board meeting in order to allow the Board sufficient time to complete the Independent Board Member Selection Process.

**MOTION:** *Made by Board Member Schoen to extend the term of the Independent Board Member indefinitely until the Independent Board Member Selection Process is completed. Seconded by Vice-Chairman Keirn.*

**WITHDRAWN**

Board Member Haemmerle suggested that the motion be amended to replace the word indefinitely to two months as that should be sufficient time to complete the selection process.

Airport Attorney Laski advised that the Board must extend Chairman Fairfax's term for the full two-year period; however, once the selection process is complete the Board can unanimously end his term if a new Independent Member is selected.

**MOTION:** *Made by Board Member Schoen to reappoint the Independent Board Member for a two-year term or until such time as the Board chooses to replace him with an Independent Member that would be selected by the Independent Member Selection Process. Seconded by Vice-Chairman Keirn.*

**NOT PASSED**

Board Member Haemmerle expressed concern that the Independent Board Member Selection Process will be delayed as some Board Members do not agree that this process should proceed at this time.

Board Member Cooley suggested that the Board schedule a special meeting to conduct open interviews and include that in the motion.

**MOTION:**

***Made by Board Member Schoen to amend the original motion as follows:***

***Made by Board Member Schoen to reappoint the Independent Board Member for a two-year term. The ongoing Independent Board Member Selection process will be completed by the date of the February FMAA meeting. Seconded by Vice-Chairman Kelrn.***

**PASSED UNANIMOUSLY**

Board Member McCleary commented that she supports the Board's decision to proceed with the selection process, she would never sabotage the process by deliberately trying to delay the selection of an Independent Member and she finds the implication that she would act as such offensive and unjustified.

The Board discussed whether or not Chairman Fairfax should be included in the interview process and agreed that he should be interviewed along with the rest of the applicants.

**VII. PUBLIC COMMENT**

Walt Denekas commented that conducting a transparent process at the time it is supposed to be conducted is very important. He agreed with Board Member McCleary that this is a difficult time to welcome new Board Members and it will be disruptive but following the public process is important.

**VIII. ADJOURNMENT**

The December 2, 2014 Regular Meeting of the Friedman Memorial Airport Authority was adjourned at approximately 7:59 p.m.

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Lawrence Schoen, Secretary

\* *Additional resources/materials that should be reviewed with these meeting minutes include but are not limited to the Friedman Memorial Airport Authority Board Packet briefing, the PowerPoint presentation prepared for this meeting and any referenced attachments.*

9:56 AM

12/23/14

Accrual Basis

# Friedman Memorial Airport

## Profit & Loss Budget vs. Actual Combined

### October 2014

Ordinary Income/Expense	Oct 14	Budget	\$ Over Budget	% of Budget
Income				
4000-00 · AIRCARRIER				
4000-01 · Aircarrier - Lease Space	7,043.37	84,600.00	-77,556.63	8.3%
4000-02 · Aircarrier - Landing Fees	7,535.60	120,101.00	-112,565.40	6.3%
4000-03 · Aircarrier - Gate Fees	100.00	1,200.00	-1,100.00	8.3%
4000-04 · Aircarrier - Utility Fees	30.00	7,600.00	-7,570.00	0.4%
4010-06 · Aircarrier - '12 PFC App	22,689.53			
4010-07 · Aircarrier - '14 PFC App	0.00	250,000.00	-250,000.00	0.0%
Total 4000-00 · AIRCARRIER	37,398.50	463,501.00	-426,102.50	8.1%
4020-00 · TERMINAL AUTO PARKING REVENUE				
4020-01 · Automobile Parking - Terminal	0.00	100,100.00	-100,100.00	0.0%
Total 4020-00 · TERMINAL AUTO PARKING REVENUE	0.00	100,100.00	-100,100.00	0.0%
4030-00 · AUTO RENTAL REVENUE				
4030-01 · Automobile Rental - Commission	19,998.00	390,000.00	-370,002.00	5.1%
4030-02 · Automobile Rental - Counter	1,050.00	12,800.00	-11,750.00	8.2%
4030-03 · Automobile Rental - Auto Prkg	22,666.22	60,900.00	-38,233.78	37.2%
4030-04 · Automobile Rental - Utilities	0.00	1,000.00	-1,000.00	0.0%
Total 4030-00 · AUTO RENTAL REVENUE	43,714.22	464,700.00	-420,985.78	9.4%
4040-00 · TERMINAL CONCESSION REVENUE				
4040-01 · Terminal Shops - Commission	0.00	1,200.00	-1,200.00	0.0%
4040-02 · Terminal Shops - Lease Space	220.34	6,120.00	-5,899.66	3.6%
4040-03 · Terminal Shops - Utility Fees	0.00	600.00	-600.00	0.0%
4040-10 · Advertising - Commission	1,335.00	33,000.00	-31,665.00	4.0%
4040-11 · Vending Machines - Commission	679.83	12,000.00	-11,320.17	5.7%
4040-12 · Terminal ATM	11.10			
Total 4040-00 · TERMINAL CONCESSION REVENUE	2,246.27	52,920.00	-50,673.73	4.2%
4050-00 · FBO REVENUE				
4050-01 · FBO - Lease Space	17,559.34	231,500.00	-213,940.66	7.6%
4050-02 · FBO - Tiedown Fees	16,897.50	375,000.00	-358,102.50	4.5%
4050-03 · FBO - Landing Fees - Trans.	14,902.43	345,000.00	-330,097.57	4.3%
4050-04 · FBO - Commission	781.72	20,000.00	-19,218.28	3.9%
Total 4050-00 · FBO REVENUE	50,140.99	971,500.00	-921,359.01	5.2%
4060-00 · FUEL FLOWAGE REVENUE				
4060-01 · Fuel Flowage - FBO	9,581.16	200,000.00	-190,418.84	4.8%
Total 4060-00 · FUEL FLOWAGE REVENUE	9,581.16	200,000.00	-190,418.84	4.8%
4070-00 · TRANSCIENT LANDING FEES REVENUE				
4070-02 · Landing Fees - Non-Comm./Gov't	200.06	500.00	-299.94	40.0%
Total 4070-00 · TRANSCIENT LANDING FEES REVENUE	200.06	500.00	-299.94	40.0%
4080-00 · HANGARS REVENUE				

9:56 AM

12/23/14

Accrual Basis

# Friedman Memorial Airport

## Profit & Loss Budget vs. Actual Combined

### October 2014

	Oct 14	Budget	\$ Over Budget	% of Budget
4080-01 · Land Lease - Hangar	61,409.32	430,100.00	-368,690.68	14.3%
4080-02 · Land Lease - Hangar/Trans. Fee	70.20	1,000.00	-929.80	7.0%
4080-03 · Land Lease - Hangar/Utilities	136.74	1,400.00	-1,263.26	9.8%
4080-20 · Land Lease - Government Revenue	1,176.53	7,150.00	-5,973.47	16.5%
<b>Total 4080-00 · HANGARS REVENUE</b>	<b>62,792.79</b>	<b>439,650.00</b>	<b>-376,857.21</b>	<b>14.3%</b>
4090-00 · TIEDOWN PERMIT FEES REVENUE				
4090-01 · Tiedown Permit Fees (FMA)	12,229.00	10,000.00	2,229.00	122.3%
<b>Total 4090-00 · TIEDOWN PERMIT FEES REVENUE</b>	<b>12,229.00</b>	<b>10,000.00</b>	<b>2,229.00</b>	<b>122.3%</b>
4100-00 · POSTAL CARRIERS REVENUE				
4100-01 · Postal Carriers - Landing Fees	1,012.32	12,000.00	-10,987.68	8.4%
4100-02 · Postal Carriers - Tiedown	2,970.00			
<b>Total 4100-00 · POSTAL CARRIERS REVENUE</b>	<b>3,982.32</b>	<b>12,000.00</b>	<b>-8,017.68</b>	<b>33.2%</b>
4110-00 · MISCELLANEOUS REVENUE				
4110-06 · Misc. - Security-Prox. Cards	17,720.00	27,000.00	-9,280.00	65.6%
<b>Total 4110-00 · MISCELLANEOUS REVENUE</b>	<b>17,720.00</b>	<b>27,000.00</b>	<b>-9,280.00</b>	<b>65.6%</b>
4120-00 · GROUND TRANSP. PERMIT REVENUE				
4120-01 · Ground Transportation Permit	0.00	12,000.00	-12,000.00	0.0%
4120-02 · GTSP - Trip Fee	260.00	3,200.00	-2,940.00	8.1%
<b>Total 4120-00 · GROUND TRANSP. PERMIT REVENUE</b>	<b>260.00</b>	<b>15,200.00</b>	<b>-14,940.00</b>	<b>1.7%</b>
4400-00 · TSA				
4400-02 · Terminal Lease	545.37	6,545.00	-5,999.63	8.3%
<b>Total 4400-00 · TSA</b>	<b>545.37</b>	<b>6,545.00</b>	<b>-5,999.63</b>	<b>8.3%</b>
4510-00 · DOT/Small Community Air Service				
4510-01 · Small Community Air Service	0.00	200,000.00	-200,000.00	0.0%
<b>Total 4510-00 · DOT/Small Community Air Service</b>	<b>0.00</b>	<b>200,000.00</b>	<b>-200,000.00</b>	<b>0.0%</b>
4520-00 · INTEREST INCOME				
4520-06 · Interest Income - '12 PFC	6.54			
4600-00 · Interest Income - General	564.41	10,000.00	-9,435.59	5.6%
<b>Total 4520-00 · INTEREST INCOME</b>	<b>570.95</b>	<b>10,000.00</b>	<b>-9,429.05</b>	<b>5.7%</b>
4739-00 · AIP 39 - Safety Area Proj. Imp.				
4739-01 · AIP '39 Project I	4,199.00			
<b>Total 4739-00 · AIP 39 - Safety Area Proj. Imp.</b>	<b>4,199.00</b>			
4740-00 · AIP 40 - Safety Area Proj. Imp.				
4740-01 · AIP '40 Project II	-84,475.00	9,375,000.00	-9,459,475.00	-0.9%
<b>Total 4740-00 · AIP 40 - Safety Area Proj. Imp.</b>	<b>-84,475.00</b>	<b>9,375,000.00</b>	<b>-9,459,475.00</b>	<b>-0.9%</b>
4741-00 · AIP 41 - Project TBD				
4741-01 · AIP '41 Project TBD	0.00	7,500,000.00	-7,500,000.00	0.0%

# Friedman Memorial Airport

## Profit & Loss Budget vs. Actual Combined

### October 2014

	Oct 14	Budget	\$ Over Budget	% of Budget
Total 4741-00 - AIP 41 - Project TBD	0.00	7,500,000.00	-7,500,000.00	0.0%
Total Income	161,105.63	19,848,616.00	-19,687,510.37	0.8%
Gross Profit	161,105.63	19,848,616.00	-19,687,510.37	0.8%
Expense				
EXPENDITURES				
"A" EXPENSES				
5000-01 - Salaries - Airport Manager	13,075.00	156,900.00	-143,825.00	8.3%
5010-00 - Salaries - Contracts/Finance Adm	7,685.60	88,841.37	-81,155.77	8.7%
5010-01 - Salaries - Office Assist.	14,776.67	176,404.04	-161,627.37	8.4%
5020-00 - Salaries - ARFF/OPS Chief	7,685.60	88,841.37	-81,155.77	8.7%
5030-00 - Salaries - ARFF/OPS Specialist	25,095.21	323,743.52	-298,648.31	7.8%
5040-00 - Salaries-ASC/Sp.Prjct./Ex. Assi	5,757.43	63,740.68	-57,983.25	9.0%
5050-00 - Salaries - Temp.	0.00	20,000.00	-20,000.00	0.0%
5050-02 - Salaries - Merit Increase	0.00	22,247.13	-22,247.13	0.0%
5060-01 - Overtime - General	0.00	2,000.00	-2,000.00	0.0%
5060-02 - Overtime - Snow Removal	0.00	15,000.00	-15,000.00	0.0%
5060-04 - OT - Security	0.00	2,500.00	-2,500.00	0.0%
5100-00 - Retirement	8,600.19	111,481.32	-102,881.13	7.7%
5110-00 - Social Security/Medicare	5,494.29	73,456.68	-67,962.39	7.5%
5120-00 - Life Insurance	137.18	1,500.00	-1,362.82	9.1%
5130-00 - Medical Insurance	14,608.24	183,000.00	-168,391.76	8.0%
5160-00 - Workman's Compensation	0.00	15,000.00	-15,000.00	0.0%
Total "A" EXPENSES	102,915.41	1,344,656.11	-1,241,740.70	7.7%
"B" EXPENDITURES				
"B" EXPENSES - ADMINISTRATIVE				
6000-00 - TRAVEL EXPENSE				
6000-01 - Travel	1,186.03	15,000.00	-13,813.97	7.9%
Total 6000-00 - TRAVEL EXPENSE	1,186.03	15,000.00	-13,813.97	7.9%
6010-00 - SUPPLIES/EQUIPMENT EXPENSE				
6010-01 - Supplies - Office	871.79	13,000.00	-12,128.21	6.7%
6010-03 - Supplies - Computer	120.00			
Total 6010-00 - SUPPLIES/EQUIPMENT EXPENSE	991.79	13,000.00	-12,008.21	7.6%
6020-00 - INSURANCE				
6020-01 - Insurance - Liability	9,700.00	11,237.60	-1,537.60	86.3%
6020-02 - Insurance - Public Officials	4,867.72	4,489.10	378.62	108.4%
6020-03 - Insurance-Bldg/Unlic.Veh./Prop	46,329.00	33,962.50	12,366.50	136.4%
6020-04 - Insurance - Licensed Vehicles	6,276.00	6,659.40	-383.40	94.2%
Total 6020-00 - INSURANCE	67,172.72	56,348.60	10,824.12	119.2%
6030-00 - UTILITIES				
6030-01 - Utilities - Gas/Terminal	73.47	13,000.00	-12,926.53	0.6%

# Friedman Memorial Airport

## Profit & Loss Budget vs. Actual Combined

### October 2014

	Oct 14	Budget	\$ Over Budget	% of Budget
6030-02 · Utilities - Gas/Maintenance	88.24	9,500.00	-9,411.76	0.9%
6030-03 · Utilities - Elect./Runway&PAPI	497.19	6,700.00	-6,202.81	7.4%
6030-04 · Utilities - Elec./Office/Maint.	725.08	11,000.00	-10,274.92	6.6%
6030-05 · Utilities - Electric/Terminal	2,033.99	30,000.00	-27,966.01	6.8%
6030-06 · Utilities - Telephone	1,639.58	12,000.00	-10,360.42	13.7%
6030-07 · Utilities - Water	80.28	1,200.00	-1,119.72	6.7%
6030-08 · Utilities - Garbage Removal	1,184.89	8,500.00	-7,315.11	13.9%
6030-09 · Utilities - Sewer	267.40	2,500.00	-2,232.60	10.7%
6030-10 · Utilities - Elec./Sewer	8.25	750.00	-741.75	1.1%
6030-11 · Utilities - Electric/Tower	312.53	6,000.00	-5,687.47	5.2%
6030-12 · Utilities - Elec./Brdfld.Hghl	48.01			
6030-15 · Utilities - Elec/AWOS	189.67	2,000.00	-1,810.33	9.5%
6030-16 · Utilities - Elec. Wind Cone	8.67	210.00	-201.33	4.1%
6030-17 · Utilities - Elec.- Hangar	130.88			
6040-01 · Service Provider - Weather	0.00	2,000.00	-2,000.00	0.0%
6040-02 · Service Provider - Term. Music	75.80	1,000.00	-924.20	7.6%
6040-03 · Service Provider - Internet/ISP	450.00	6,500.00	-6,050.00	6.9%
6040-05 · Service Provider - ISP/Terminal	150.00	2,000.00	-1,850.00	7.5%
6040-06 · Service Provider - SSI Movement	9,850.00	12,000.00	-2,150.00	82.1%
6040-07 · Serv. Provider - Arpt Ins. Soft	0.00	3,750.00	-3,750.00	0.0%
<b>Total 6030-00 · UTILITIES</b>	<b>17,813.93</b>	<b>130,610.00</b>	<b>-112,796.07</b>	<b>13.6%</b>
<b>6050-00 · PROFESSIONAL SERVICES</b>				
6050-01 · Professional Services - Legal	980.00	35,000.00	-34,020.00	2.8%
6050-02 · Professional Services - Audit	0.00	30,000.00	-30,000.00	0.0%
6050-03 · Professional Services - Enginee	0.00	10,000.00	-10,000.00	0.0%
6050-04 · Professional Services - ARFF	3,000.00	2,000.00	1,000.00	150.0%
6050-07 · Professional Services - Archite	0.00	1,000.00	-1,000.00	0.0%
6050-08 · Professional Services - Securit	0.00	4,000.00	-4,000.00	0.0%
6050-10 · Prof. Svcs.-IT/Comp. Support	675.00	14,000.00	-13,325.00	4.8%
6050-11 · Professional Services - Wildlif	0.00	1,000.00	-1,000.00	0.0%
6050-12 · Prof. Serv.- Planning Air Serv.	805.00	15,000.00	-14,195.00	5.4%
6050-15 · Prof. Serv. - Public Outreach	2,228.35	20,000.00	-17,771.65	11.1%
<b>Total 6050-00 · PROFESSIONAL SERVICES</b>	<b>7,688.35</b>	<b>132,000.00</b>	<b>-124,311.65</b>	<b>5.8%</b>
<b>6060-00 · MAINTENANCE-OFFICE EQUIPMENT</b>				
6060-01 · Maint.-Office Equip./Gen.	0.00	10,000.00	-10,000.00	0.0%
6060-04 · Maintenance - Copter	669.21			
6060-05 · Maintenance - Phone	119.10			
<b>Total 6060-00 · MAINTENANCE-OFFICE EQUIPMENT</b>	<b>788.31</b>	<b>10,000.00</b>	<b>-9,211.69</b>	<b>7.9%</b>
<b>6070-00 · RENT/LEASE OFFICE EQUIPMENT</b>				
6070-01 · Rent/Lease - Office Equip./Gen	0.00	3,400.00	-3,400.00	0.0%
6070-02 · Rent/Lease - Postage Meter	0.00	1,400.00	-1,400.00	0.0%
<b>Total 6070-00 · RENT/LEASE OFFICE EQUIPMENT</b>	<b>0.00</b>	<b>4,800.00</b>	<b>-4,800.00</b>	<b>0.0%</b>
<b>6080-00 · DUES/MEMBERSHIPS/PUBLICATIONS E</b>				

# Friedman Memorial Airport

## Profit & Loss Budget vs. Actual Combined

### October 2014

	Oct 14	Budget	\$ Over Budget	% of Budget
6080-01 · Dues/Memberships/Publications	3,738.26	15,000.00	-11,261.74	24.9%
6080-02 · Membership - Internet/Website	30.48			
6080-04 · Airport Marketing	1,954.37	25,000.00	-23,045.63	7.8%
6080-06 · Marketing - SCASDP	1,116.88	225,000.00	-223,883.12	0.5%
Total 6080-00 · DUES/MEMBERSHIPS/PUBLICATIONS E	6,839.99	265,000.00	-258,160.01	2.6%
6090-00 · POSTAGE				
6090-01 · Postage/Courier Service	404.01	1,500.00	-1,095.99	26.9%
Total 6090-00 · POSTAGE	404.01	1,500.00	-1,095.99	26.9%
6100-00 · EDUCATION/TRAINING				
6100-01 · Education/Training - Admin.	0.00	25,000.00	-25,000.00	0.0%
6100-03 · Education/Training - ARFF	1,035.47			
6100-05 · Education - Neighborl Flight	297.50			
6100-07 · Education - Public Outreach	1,374.95			
Total 6100-00 · EDUCATION/TRAINING	2,707.92	25,000.00	-22,292.08	10.8%
6110-00 · CONTRACTS				
6110-01 · Contracts - General	1,000.00			
6110-02 · Contracts - FMAA	2,800.00	33,600.00	-30,800.00	8.3%
6110-03 · Contracts - SVA/Fee Collection	4,900.00	58,900.00	-54,000.00	8.3%
6110-04 · Contracts - COH LEO	272.00	10,000.00	-9,728.00	2.7%
6110-05 · Contracts - Janitorial	0.00	20,000.00	-20,000.00	0.0%
6110-06 · Electronic Filing System	1,150.00	13,800.00	-12,650.00	8.3%
6110-07 · Contracts - Snow Removal	0.00	15,000.00	-15,000.00	0.0%
6110-08 · Contracts - Eccles Tree Lights	0.00	30,000.00	-30,000.00	0.0%
6110-09 · Contracts - Website	240.00	350.00	-110.00	68.6%
6110-10 · Online Email Server Access	26.00	2,500.00	-2,474.00	1.0%
6110-11 · Contracts -Security CMS	3,550.00	50,000.00	-46,450.00	7.1%
Total 6110-00 · CONTRACTS	13,938.00	234,150.00	-220,212.00	6.0%
6120-00 · PERMITS				
6120-01 · Permits - General	0.00	100.00	-100.00	0.0%
Total 6120-00 · PERMITS	0.00	100.00	-100.00	0.0%
6130-00 · MISCELLANEOUS EXPENSES				
6130-01 · Misc. - General	548.53	6,500.00	-5,951.47	8.4%
6140-00 · Bank Fees	36.80	1,000.00	-963.20	3.7%
Total 6130-00 · MISCELLANEOUS EXPENSES	585.33	7,500.00	-6,914.67	7.8%
Total "B" EXPENSES - ADMINISTRATIVE	120,116.38	895,008.60	-774,892.22	13.4%
"B" EXPENSES - OPERATIONAL				
6500-00 · SUPPLIES/EQUIPMENT-ARFF/OPERATI				
6500-01 · Supplies/Equipment - General	111.25	10,000.00	-9,888.75	1.1%
6500-05 · Supplies/Equipment - Deice	0.00	15,000.00	-15,000.00	0.0%
6500-06 · Supplies/Equipment - ARFF	2,400.00	5,000.00	-2,600.00	48.0%

# Friedman Memorial Airport

## Profit & Loss Budget vs. Actual Combined

### October 2014

	Oct 14	Budget	\$ Over Budget	% of Budget
<b>Total 6500-00 · SUPPLIES/EQUIPMENT-ARFF/OPERATI</b>	2,511.25	30,000.00	-27,488.75	8.4%
<b>6510-00 · FUEL/LUBRICANTS</b>				
6510-01 · Fuel/Lubricants - General	0.00	45,000.00	-45,000.00	0.0%
6510-02 · Fuel	515.31			
<b>Total 6510-00 · FUEL/LUBRICANTS</b>	515.31	45,000.00	-44,484.69	1.1%
<b>6520-00 · VEHICLES/MAINTENANCE</b>				
6520-01 · R/M Equipment - General	224.35	25,000.00	-24,775.65	0.9%
6520-02 · R/M Equip. '93 Schmidt Snow	255.18			
6520-17 · R/M Equip. '01 Case 921 Ldr.	98.00			
6520-19 · R/M Equip. '02 Ford F-150 PU	134.95			
6520-30 · R/M Equip.-'05 Ford F-350	243.32			
<b>Total 6520-00 · VEHICLES/MAINTENANCE</b>	955.80	25,000.00	-24,044.20	3.8%
<b>6530-00 · ARFF MAINTENANCE</b>				
6530-01 · ARFF Maint. General	0.00	7,000.00	-7,000.00	0.0%
<b>Total 6530-00 · ARFF MAINTENANCE</b>	0.00	7,000.00	-7,000.00	0.0%
<b>6540-00 · REPAIRS/MAINTENANCE - BUILDING</b>				
6540-01 · R/M Bldg. - General	0.00	29,000.00	-29,000.00	0.0%
6540-02 · R/M Bldg. - Terminal	589.82			
6540-07 · R/M Bldg. - Tower	90.00			
<b>Total 6540-00 · REPAIRS/MAINTENANCE - BUILDING</b>	679.82	29,000.00	-28,320.18	2.3%
<b>6550-00 · REPAIRS/MAINTENANCE - AIRSIDE</b>				
6550-01 · R/M - General	0.00	12,000.00	-12,000.00	0.0%
6550-05 · R/M - Grounds	95.00			
<b>Total 6550-00 · REPAIRS/MAINTENANCE - AIRSIDE</b>	95.00	12,000.00	-11,905.00	0.8%
<b>6560-00 · SECURITY EXPENSE</b>				
6560-01 · Security	4,496.71	20,000.00	-15,503.29	22.5%
<b>Total 6560-00 · SECURITY EXPENSE</b>	4,496.71	20,000.00	-15,503.29	22.5%
<b>6570-00 · REPAIRS/MAINT.-AERONAUTICAL EQU</b>				
6570-01 · R/M Aeronautical Equip - NDB/DME	2,100.00	25,000.00	-22,900.00	8.4%
6570-04 · R/M Aeron. Equip. - AWOS/ATIS	2,850.00			
<b>Total 6570-00 · REPAIRS/MAINT.-AERONAUTICAL EQU</b>	4,950.00	25,000.00	-20,050.00	19.8%
<b>Total "B" EXPENSES - OPERATIONAL</b>	14,203.89	193,000.00	-178,796.11	7.4%
<b>Total "B" EXPENDITURES</b>	134,320.27	1,088,008.60	-953,688.33	12.3%
<b>"C" EXPENSES</b>				
<b>7000-00 · MISC. CAPITAL EXPENDITURES</b>				
7000-01 · Contingency	0.00	20,000.00	-20,000.00	0.0%
7000-05 · Computer Equipment/Software	0.00	30,000.00	-30,000.00	0.0%

# Friedman Memorial Airport

## Profit & Loss Budget vs. Actual Combined

### October 2014

	Oct 14	Budget	\$ Over Budget	% of Budget
7000-34 · Security Upgrades/Equipment	0.00	16,000.00	-16,000.00	0.0%
7000-41 · Terminal Air Service Support	0.00	20,000.00	-20,000.00	0.0%
7000-42 · Runway Improvements	0.00	200,000.00	-200,000.00	0.0%
7000-43 · Parking Lot Improvements	0.00	500,000.00	-500,000.00	0.0%
7000-44 · Materials for Bench Fabrication	0.00	2,000.00	-2,000.00	0.0%
7000-45 · Heavy Duty Shelving	0.00	2,500.00	-2,500.00	0.0%
7000-46 · Tower Roof	0.00	4,000.00	-4,000.00	0.0%
7000-47 · New Office Improvements	0.00	40,000.00	-40,000.00	0.0%
7000-48 · 139 Compliance Rep. Software	0.00	3,500.00	-3,500.00	0.0%
7000-49 · Heavy Duty Air Over Hydraulic J	0.00	4,000.00	-4,000.00	0.0%
7000-50 · Welding Equipment	0.00	4,500.00	-4,500.00	0.0%
7000-51 · Impact Compressor Gun	0.00	3,500.00	-3,500.00	0.0%
<b>Total 7000-00 · MISC. CAPITAL EXPENDITURES</b>	<b>0.00</b>	<b>850,000.00</b>	<b>-850,000.00</b>	<b>0.0%</b>
7539-00 · AIP '39 EXPENSE - Imp. ALP				
7539-03 · AIP '39 -AIP/PFC	4,030.08			
<b>Total 7539-00 · AIP '39 EXPENSE - Imp. ALP</b>	<b>4,030.08</b>			
7540-00 · AIP '40/PFC EXPENSE - Safety Ar				
7540-01 · AIP '40	0.00	9,375,000.00	-9,375,000.00	0.0%
7540-02 · AIP '40 Non-Eligible	10,263.76			
7540-03 · AIP '40 AIP/PFC	1,360,635.24			
7540-04 · AIP '40 Non Eligible - Terminal	176.73	990,750.00	-990,573.27	0.0%
7540-05 · AIP '40 AIP 40/PFC 14	0.00	401,000.00	-401,000.00	0.0%
7540-06 · AIP '40 Non-Eligible - OPS/Adm.	263.03			
<b>Total 7540-00 · AIP '40/PFC EXPENSE - Safety Ar</b>	<b>1,371,338.76</b>	<b>10,766,750.00</b>	<b>-9,395,411.24</b>	<b>12.7%</b>
7541-00 · AIP 41 Expense - Project TBD				
7541-01 · AIP '41 - Eligible	0.00	7,500,000.00	-7,500,000.00	0.0%
<b>Total 7541-00 · AIP 41 Expense - Project TBD</b>	<b>0.00</b>	<b>7,500,000.00</b>	<b>-7,500,000.00</b>	<b>0.0%</b>
9001-00 · PFC 14-09-C-00-SUN				
9001-02 · PFC '14 Acquire SRE	0.00	500,000.00	-500,000.00	0.0%
9001-03 · PFC '14 Master Plan	78,319.95	550,000.00	-471,680.05	14.2%
9001-04 · PFC '14 Relocate SW Taxiway By	148.84			
9001-05 · PFC '14 Relocate GA Apron	119.83			
9001-06 · PFC '14 Perimeter Fence Relocat	15.82			
9001-07 · PFC '14 RSA Grading	175.36			
9001-08 · PFC '14 Relocate Taxiway A & B	286.12			
9001-09 · PFC '14 Relocate Power to PAPI	4.80			
9001-10 · PFC '14 Relocate AWOS	1.34			
9001-11 · PFC '14 Relocate SRE/ARFF Bldg.	60,358.39			
9001-12 · PFC '14 Relocate Terminal Apron	21,953.37			
9001-13 · PFC '14 Relocate Cargo Apron	4,562.20			
9001-15 · PFC '14 Rehab Terminal Bldg.	3,351.63			
9001-20 · PFC '14 RETAINER	-4,231.94			
<b>9001-00 · PFC 14-09-C-00-SUN - Other</b>	<b>0.00</b>	<b>1,125,000.00</b>	<b>-1,125,000.00</b>	<b>0.0%</b>

9:56 AM

12/23/14

Accrual Basis

# Friedman Memorial Airport

## Profit & Loss Budget vs. Actual Combined

### October 2014

Total 9001-00 - PFC 14-09-C-00-SUN

Total "C" EXPENSES

Total EXPENDITURES

Total Expense

Net Ordinary Income

Other Income/Expense

Other Income

Finance Charges

Total Other Income

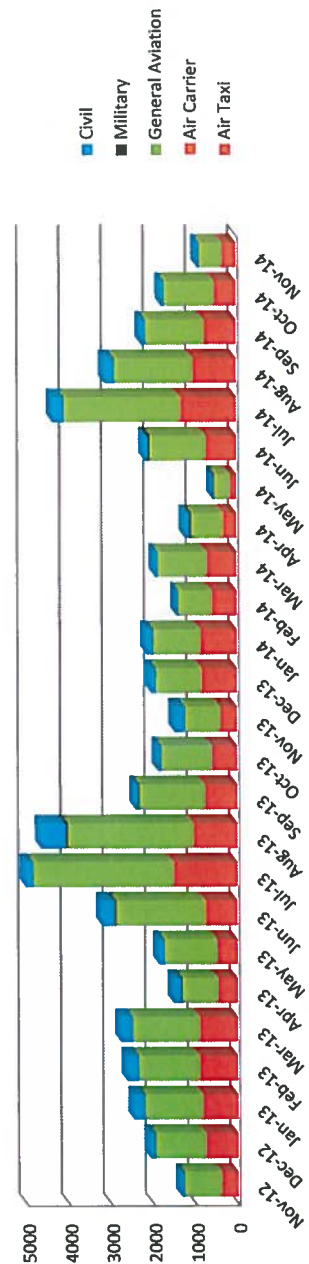
Net Other Income

Net Income

Oct 14	Budget	\$ Over Budget	% of Budget
165,065.71	2,175,000.00	-2,009,934.29	7.6%
1,540,434.55	21,291,750.00	-19,751,315.45	7.2%
1,777,670.23	23,724,414.71	-21,946,744.48	7.5%
1,777,670.23	23,724,414.71	-21,946,744.48	7.5%
-1,616,564.60	-3,875,798.71	2,259,234.11	41.7%
1.22			
1.22			
1.22	0.00	1.22	100.0%
<b>-1,616,563.38</b>	<b>-3,875,798.71</b>	<b>2,259,235.33</b>	<b>41.7%</b>

## ATCT Traffic Operations Record

Month	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
January	3,622	3,893	3,912	2,600	3,028	2,787	4,547	2,520	2,070	2,379	2,408	2,098	2,454	2,128	
February	4,027	4,498	3,073	3,122	3,789	3,597	3,548	2,857	2,244	2,647	2,117	2,205	2,612	1,417	
March	4,952	5,126	3,086	4,097	3,618	2,918	4,677	3,097	2,145	2,709	1,813	1,921	2,753	1,924	
April	2,494	3,649	2,213	2,840	2,462	2,047	2,581	2,113	1,724	1,735	1,604	1,513	1,509	1,210	
May	3,905	4,184	2,654	3,282	2,729	2,134	1,579	2,293	2,280	1,891	1,533	1,693	1,852	555	
June	4,787	5,039	4,737	4,438	3,674	3,656	5,181	3,334	2,503	3,019	2,898	2,761	3,203	2,164	
July	6,359	8,796	6,117	5,910	5,424	5,931	7,398	4,704	4,551	5,005	5,004	4,810	5,345	4,345	
August	6,479	6,917	5,513	5,707	5,722	6,087	8,196	4,570	4,488	4,705	4,326	3,823	4,644	3,114	
September	3,871	4,636	4,162	4,124	4,609	3,760	4,311	2,696	3,376	3,128	3,359	2,396	2,403	2,237	
October	3,879	3,656	3,426	2,936	3,570	3,339	3,103	2,134	2,145	2,012	1,886	1,658	1,874	1,760	
November	3,082	2,698	2,599	2,749	2,260	2,912	2,892	1,670	1,901	1,309	1,114	1,325	1,475	908	
December	3,401	2,805	3,247	3,227	2,722	3,834	2,699	1,848	2,272	1,811	2,493	2,066	2,016		
<b>Totals</b>	<b>50,858</b>	<b>55,897</b>	<b>44,739</b>	<b>45,032</b>	<b>43,607</b>	<b>43,002</b>	<b>50,712</b>	<b>33,836</b>	<b>31,699</b>	<b>32,350</b>	<b>30,555</b>	<b>28,269</b>	<b>32,140</b>	<b>21,762</b>	

Operations  
2012-2014 YTD  
(Cumulative)ATCT Operations Change  
(current month vs. same month last year)

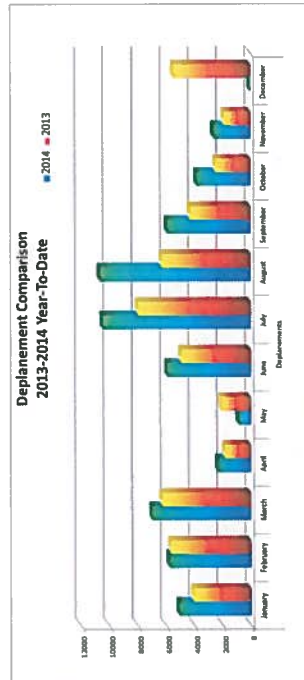
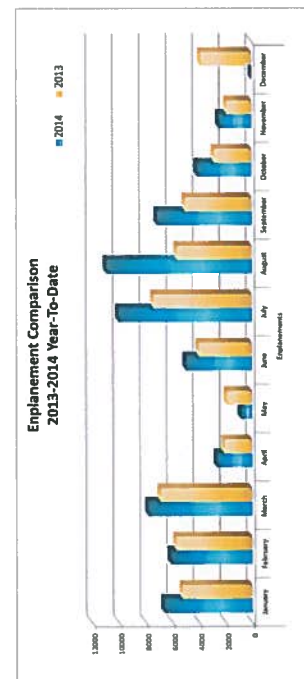
	2014	2013	% Change
Air Taxi	239	383	-38%
Air Carrier	86	0	0%
General Aviation	543	845	-36%
Military	0	1	-100%
Civil	40	246	-84%
Total	908	1475	-38.44%

Date	Alaska Airlines					Delta Airlines					United Airlines					Prior Year Total Exp.	Total % Change	
	Revenue	Non-Revenue	Total	Prior Year Month	Total % Change	Revenue	Non-Revenue	Total	Prior Year Month	Total % Change	Revenue	Non-Revenue	Total	Prior Year Month	Total % Change			
Jan-14	2,991	67	3,058	3,150	-3%	2,483	102	2,585	2,113	22%	965	27	992	0	0%	6,635	5,263	26.1%
Feb-14	2,871	76	2,947	3,374	-13%	2,249	62	2,311	2,366	-2%	841	13	854	0	0%	6,112	5,740	6.5%
Mar-14	3,187	98	3,285	3,717	-12%	3,275	119	3,394	3,185	7%	1,097	28	1,125	0	0%	7,804	6,902	13.1%
Apr-14	514	16	530	0	530%	2,011	107	2,118	2,114	0%	0	0	0	0	0%	2,648	2,114	25.3%
May-14	0	0	0	0	0%	792	31	823	1,925	-57%	0	0	0	0	0%	823	1,925	-57.2%
Jun-14	1,437	66	1,503	1,173	28%	3,368	97	3,465	2,847	22%	0	0	0	0	0%	4,968	4,020	23.6%
Jul-14	3,413	66	3,479	3,405	2%	4,144	115	4,259	4,014	6%	2,217	60	2,277	0	0%	10,015	7,419	35.0%
Aug-14	3,534	88	3,622	2,608	38%	4,486	110	4,596	3,062	50%	2,658	52	2,710	0	0%	10,928	5,670	92.7%
Sep-14	2,364	69	2,433	1,832	27%	3,781	117	3,898	3,214	21%	859	41	900	0	0%	7,131	5,046	41.3%
Oct-14	509	15	524	0	0%	3,465	108	3,573	2,844	26%	0	0	0	0	0%	4,097	2,844	44.1%
Nov-14	0	0	0	0	0%	2,381	82	2,463	1,892	30%	0	0	0	0	0%	2,463	1,892	30.2%
Totals	20,720	561	21,281	19,259	10%	32,435	1,050	33,485	27,684	21%	8,637	221	8,858	0	0%	63,624	46,943	35.5%

Legend for Chart:

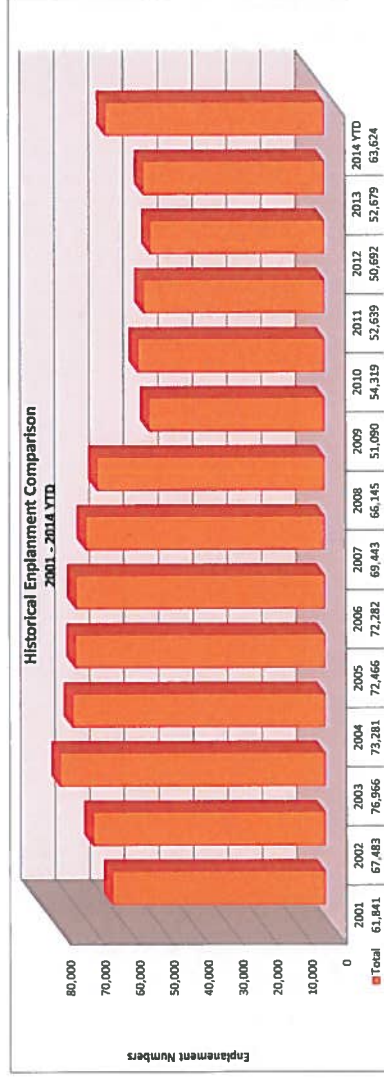
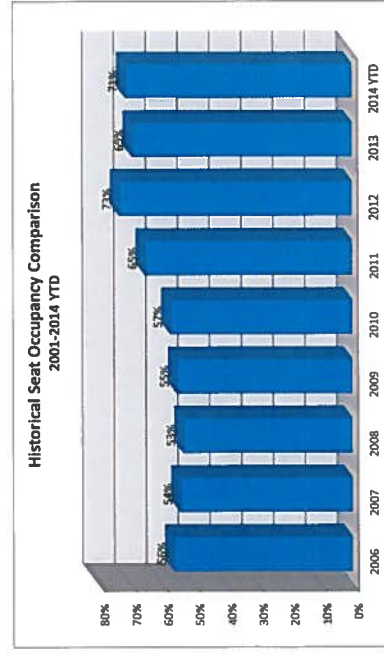
Date	Alaska Airlines				Delta Airlines				United Airlines				Prior Year Total Dep.	Total % Change	
	Revenue	Non-Revenue	Total	Total % Change	Revenue	Non-Revenue	Total	Total % Change	Revenue	Non-Revenue	Total	Total % Change			
Jan-14	2,366	66	2,432	1%	1,820	81	1,901	1,632	18%	696	23	719	0	5,052	25.4%
Feb-14	2,543	88	2,631	-20%	2,334	52	2,386	2,360	1%	711	12	723	0	5,740	5.654
Mar-14	2,940	91	3,031	-10%	2,815	111	2,926	2,891	1%	966	27	993	0	6,950	11.3%
Apr-14	408	17	425	425%	1,768	99	1,867	1,806	3%	0	0	0	0	2,292	26.9%
May-14	0	0	0	0	805	28	833	2,086	-60%	0	0	0	0	833	-60.1%
Jun-14	1,888	70	1,958	18%	3,832	96	3,928	3,242	21%	0	0	0	0	5,886	4,904
Jul-14	3,738	77	3,815	0%	4,308	87	4,395	4,137	6%	2,160	54	2,214	0	10,424	20.0%
Aug-14	3,775	104	3,879	29%	4,395	104	4,499	3,250	38%	2,192	41	2,233	0	10,611	31.0%
Sep-14	1,906	65	1,971	22%	3,226	111	3,337	2,665	25%	548	25	573	0	5,881	69.4%
Oct-14	544	18	562	0%	3,145	94	3,239	2,458	32%	0	0	0	0	3,801	37.5%
Nov-14	0	0	0	0%	2,489	79	2,568	1,870	37%	0	0	0	0	2,568	54.6%
Totals	20,108	596	20,704	8%	30,937	942	31,879	26,527	20%	7,273	182	7,455	0	60,038	31.4%

Legend for Chart:



Friedman Memorial Airport  
November 2014

2014 Seat Occupancy																
MO	Alaska Airlines					Delta Airlines					United Airlines					Comparison
	Departure	Seats Available*	Seats Occupied	Percent Occupied	Departure	Seats Available	Seats Occupied	Percent Occupied	Departure	Seats Available	Seats Occupied	Percent Occupied	Total Seats Available	Total Seats Occupied	Total Percent Occupied	
Jan-14	52	3,952	3,058	77%	74	3,390	2,585	76%	25	1,650	992	60%	8,992	6,635	74%	26%
Feb-14	44	3,344	2,947	88%	54	3,726	2,311	62%	19	1,254	854	68%	8,324	6,112	73%	6%
Mar-14	50	3,800	3,285	86%	71	4,899	3,394	69%	24	1,584	1,125	71%	10,283	7,804	76%	13%
Apr-14	9	684	530	77%	48	3,312	2,118	64%	0	0	0	0%	3,996	2,648	66%	25%
May-14	0	0	0	0%	20	1,380	823	60%	0	0	0	0%	1,380	823	60%	-57%
Jun-14	34	2,312	1,503	65%	80	5,520	3,465	63%	0	0	0	0%	7,832	4,968	63%	24%
Jul-14	62	4,216	3,479	83%	88	6,072	4,259	70%	60	4,200	2,277	54%	14,488	10,015	69%	35%
Aug-14	60	4,080	3,622	89%	86	5,934	4,596	77%	57	3,990	2,710	68%	14,004	10,928	78%	93%
Sep-14	49	3,332	2,333	70%	84	5,796	3,898	67%	32	2,112	900	43%	11,240	7,131	63%	41%
Oct-14	9	684	524	77%	62	4,278	3,573	84%	0	0	0	0%	4,962	4,097	83%	44%
Nov-14	0	0	0	0%	51	3,519	2,463	70%	0	0	0	0%	3,519	2,463	70%	30%
Totals	369	26,404	21,281	80.6%	718	47,826	33,485	70%	217	14,790	8,858	60%	89,020	63,624	71%	32%
Note: Total of 68 Seats Available on aircraft for summer months Total of 76 Seats Available on aircraft for winter months *Seats are capped at 68 during some periods in the summer due to weight and balance requirements and other times of the year seats may be capped due to environmental conditions																
Total of 66 Seats Available on aircraft from Jan. - June															Total of 70 Seats starting in July	
Total of 66 Seats Available on aircraft from Jan. - June															Total of 70 Seats starting in July	



## Rick Baird

**From:** Barbara Cook <barbara.cook@aaaee.org>  
**Sent:** Friday, December 12, 2014 5:32 PM  
**To:** Rick Baird  
**Subject:** Airport Report Today, December 15, 2014



DELIVERING THE NEWS YOU NEED ☐ AMERICAN ASSOCIATION OF AIRPORT  
 EXECUTIVES ☐ DECEMBER 15, 2014

## TOP STORIES IN THIS ISSUE

VOL. V, NUMBER 96

Omnibus Spending Bill, Security Measures Advance	<b>Highlight</b> AAAE Chapters To Increase Contribution To Foundation Scholarship Program
DOT Grants UAS Exemptions To Four Companies	No Lengthy Domestic Tarmac Delays In October
Moody's Raises Airport Sector Outlook	United To Equip Attendants With iPhone 6 Plus
IATA Increases Projection For Airline Profits	American To Add Wireless Service To RJs
Raleigh-Durham Partners To Promote International Service	Carl Newman, A.A.E., Named To Jackson, Miss., Post
Southwest Seeks Houston Hobby-Latin America Rights	Digicast Offers Part 139 Training
ANA To Launch Houston-Tokyo Flights	Did You Know

Need Help? Editorial Suggestions/Questions | Technical Assistance | E-mail Address Changes

### Omnibus Spending Bill, Security Measures Advance

The House on Dec. 11 approved an omnibus spending bill — H.R. 83 — that provides funding through September for the majority of the federal government, including DOT and FAA. The measure fully funds AIP and the Contract Tower Program in fiscal year 2015.

Due to disagreements between the Obama Administration and congressional Republicans on immigration policy, DHS, which has responsibility for immigration enforcement, is funded only until Feb. 27 under the legislation.

The Senate must still consider the House-passed measure. In order to given the Senate time to act and keep the government from shutting down, the House on Friday approved a seven-day continuing resolution, giving the Senate until midnight Dec. 17 to pass the funding measure and send it to the President.

## HIGHLIGHT

#### AAAE CHAPTERS TO INCREASE CONTRIBUTION TO FOUNDATION SCHOLARSHIP PROGRAM

To support growth of the AAAE Foundation scholarship program, the association's six regional chapters have agreed to increase their yearly contribution to the Foundation. The decision resulted from a special working group comprised of a representative from each chapter and a representative from the AAAE Executive Committee.

Separately, Congress has approved two aviation-security related bills to codify the Aviation Security Advisory Committee (ASAC) into permanent law and to reform TSA's acquisition process.

The ASAC bill would codify the committee and direct TSA to establish target subcommittees to address air cargo, general aviation, perimeter security/access control/exit lane security and technology, and security technology more broadly. The bill authorizes the ASAC in law for the first time — a move that bill supporters contend is necessary to ensure that the ASAC remains as a permanent forum for travel industry stakeholders to shape TSA security regulations and policies.

The TSA acquisition reform bills would require the agency to develop a multi-year strategic plan for security-related technology acquisitions, conduct a comprehensive analysis for purchases, and create an inventory tracking system.

## DOT Grants UAS Exemptions To Four Companies

DOT last week granted five exemptions for unmanned aircraft systems (UAS) operations to four companies that the agency said represent industries that promise to benefit from UAS technology.

The four companies that received exemptions want to fly UAS to perform operations for aerial surveying, construction site monitoring and oil rig flare stack inspections.

"Unmanned aircraft offer a tremendous opportunity to spur innovation and economic activity by enabling many businesses to develop better products and services for their customers and the American public," said DOT Secretary Anthony Foxx. "We want to foster commercial uses of this exciting technology while taking a responsible approach to the safety of America's airspace."

The commercial entities that received exemptions today are Trimble Navigation Limited, VDOS Global, Clayco and Woolpert (two exemptions). FAA earlier granted exemptions to seven film and video production companies.

Foxx said that the UAS in the proposed operations do not need an FAA-issued certificate of airworthiness because they do not pose a threat to national airspace users or national security. Those findings are permitted under Section 333 of the FAA Modernization and Reform Act of 2012.

The firms also asked the agency to grant exemptions from regulations that address general flight rules, pilot certificate requirements, manuals, maintenance and equipment mandates. In their petitions, the firms said they will operate UAS weighing less than 55 pounds and keep the UAS within line of sight at all times.

The AAAE Foundation funds one of the largest scholarship programs in the aviation industry. With the 2014 scholarship awards, the Foundation will have provided nearly \$3.5 million to more than 2,200 students since 1989.

AAAE Chair Randall Berg, A.A.E., who has made further expansion of the AAAE scholarship program one of his major initiatives, expressed appreciation for the working group's decision. "As a result of this action, I feel confident that the association's scholarship program will grow each year to meet the needs of the next generation of leaders," Berg said.

The scholarship working group also agreed that all A.A.E.s and/or sponsors must belong to their regional chapter as well as AAAE in order to participate in the "A.A.E." and/or "Endorsed by an A.A.E." scholarship categories.

To contribute to the Foundation, go to [www.aaae.org/foundation](http://www.aaae.org/foundation).

### FEATURED MEETING

#### 29th Annual Aviation Issues Conference

January 11 - 15, 2015 | Kohala Coast, HI

### UPCOMING EVENTS

#### 29th Annual Aviation Issues Conference

January 11 - 15, 2015 | Kohala Coast, HI

#### Southwest Chapter AAAE Accreditation Final Interview Workshop

January 24, 2015 | Monterey, CA  
Southwest Chapter AAAE Airport Management Short

## Rick Baird

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**From:** Joel Bacon <joel.bacon@aaae.org>  
**Sent:** Monday, December 15, 2014 2:28 PM  
**To:** Rick Baird  
**Subject:** Airport Alert: AAAE Questions Airline Opposition to PFCs, Senate Committee Assignments Announced



### **AAAE Questions Airline Opposition to PFCs, Senate Committee Assignments Announced**

**December 15, 2014**

In response to a [DOT report](#) today highlighting the collection by U.S. airlines of some \$960 million in baggage fees in the third quarter of 2014 alone, AAAE today issued a press release questioning the continued opposition of the airline industry to our efforts to modernize the PFC program. The text of the release follows for your review:

With airline baggage fee collections now reaching nearly \$1 billion a quarter according to [data released today](#) by the Department of Transportation, the American Association of Airport Executives (AAAE) once again questioned the continued opposition of the U.S. airline industry to a modest proposal from the airport community to modernize the local Passenger Facility Charge (PFC) program to provide airports additional local authority to address a large and growing infrastructure investment gap.

"The numbers released today by DOT highlight the significant disconnect that exists with our airline partners, who continue to oppose a long overdue adjustment in the arbitrary federal cap on local airport user fees while they grow increasingly reliant on baggage fees and other ancillary charges," AAAE President and CEO Todd Hauptli said today. "Airlines will likely collect more than \$3.5 billion in baggage fees in 2014 - an amount that dwarfs the \$2.5

billion that the nation would realize for critical airport infrastructure upgrades on an annual basis if our PFC proposal were adopted by Congress. Keep in mind that those resources would go directly to building infrastructure important to airlines."

Although PFCs are local airport user fees that must be justified locally, imposed locally, and used locally to enhance local airport facilities, they are subject to a federal cap of \$4.50, an amount last updated during the Clinton Administration in 2000. That \$4.50 is now worth about \$2.50 adjusted for inflation. The airport community is arguing to modernize the program by increasing the PFC to \$8.50 with indexing for inflation to restore lost purchasing power and ensure that airports don't lose ground in the future as costs increase.

AAAE noted the following key points culled from DOT data: the airlines generated almost \$2.7 billion in bag fee revenue in the first three quarters of 2014 - that's almost \$100 million more than the carriers collected from bag fees during the first three quarters of 2013; since bag fees are not taxed at the same 7.5 percent as other aviation excise taxes, the Airport and Airway Trust Fund has lost approximately \$200 million in foregone revenue so far this year; combined revenue from bag fees and reservation changes fees increased by almost \$200 million in the first three quarters of 2014 compared to the same time frame in 2013. Earlier this month, BTS reported that U.S. airlines carried almost 60 million domestic and international passengers in Sept. 2014 - a three percent increase from the same month last year. For the first nine months of the year, passenger levels increased from approximately 561 million in 2013 to more than 574 million in 2014.

"The fact that the airlines are collecting increased amounts of revenue from \$25 bag fees and \$200 change fees while passenger levels continue to rise undercuts the specious argument that a modernized PFC would have a dramatic impact on passenger demand," Hauptli added.

In 2013, U.S. carriers collected \$3.35 billion in baggage fees and \$2.8 billion from reservation change fees according to DOT. The staggering \$6 billion in fees collected does not include billions in other airline ancillary fees such as pet transportation, sale of frequent flyer award miles to airline business partners and standby passenger fees. To put those figures in perspective, federal investment in airport infrastructure through the Airport Improvement Program (AIP) for fiscal year 2015 will total around \$3.35 billion.

#### **Senate Committee Assignments**

Also of note today, additional clarity has emerged regarding committee assignments in the U.S. Senate for the 114th Congress, which will convene in January. A list of Republican and Democrats on the Commerce Committee, which will take on additional importance with the drafting of FAA reauthorization legislation, and the Appropriations Committee, which remains the forum for key debates on annual funding priorities for programs of importance to airports, follows. Decisions on subcommittee members and leaders should follow soon.

**Appropriations - Republicans**

Thad Cochran, Mississippi  
Mitch McConnell, Kentucky  
Richard Shelby, Alabama  
Lamar Alexander, Tennessee  
Susan Collins, Maine  
Lisa Murkowski, Alaska  
Lindsey Graham, South Carolina  
Mark Kirk, Illinois  
Roy Blunt, Missouri  
Jerry Moran, Kansas  
John Hoeven, North Dakota  
John Boozman, Arkansas  
Shelley Moore Capito, West Virginia  
Bill Cassidy, Louisiana  
James Lankford, Oklahoma  
Steve Daines, Montana

**Appropriations - Democrats**

Patrick Leahy, Vermont  
Barbara Mikulski, **RANKING**, Maryland  
Patty Murray, Washington  
Dianne Feinstein, California  
Richard Durbin, Illinois  
Jack Reed, Rhode Island  
John Tester, Montana  
Tom Udall, New Mexico  
Jeanne Shaheen, New Hampshire  
Jeff Merkley, Oregon  
Chris Coons, Delaware  
Brian Schatz, Hawaii  
Tammy Baldwin, Wisconsin

**Commerce, Science, and Transportation - Republicans**

John Thune, South Dakota  
Roger Wicker, Mississippi  
Roy Blunt, Missouri  
Marco Rubio, Florida  
Kelly Ayotte, New Hampshire  
Dean Heller, Nevada  
Ted Cruz, Texas  
Deb Fischer, Nebraska  
Dan Sullivan, Alaska  
Jerry Moran, Kansas  
Ron Johnson, Wisconsin  
Cory Gardner, Colorado  
Steve Daines, Montana

**Commerce, Science, and Transportation - Democrats**

Bill Nelson, **RANKING**, Florida  
Maria Cantwell, Washington  
Claire McCaskill, Missouri  
Amy Klobuchar, Minnesota  
Brian Schatz, Hawaii  
Ed Markey, Massachusetts  
Cory Booker, New Jersey  
Tom Udall, New Mexico  
Joe Manchin, West Virginia  
Gary Peters, Michigan

#### **Omnibus Summary**

As was noted in today's Washington Insider Update, the House on a 219-206 vote and the Senate on a 56-40 vote have now approved a FY 2015 omnibus spending bill that provides funding through the fiscal year for all federal departments and agencies outside of the Department of Homeland Security, which was funded only until February 27 under the terms of the legislation - H.R. 83. A summary of the legislation can be viewed [here](#).



[Joel Bacon](#), Executive Vice President  
[Brad Van Dam](#), Senior Vice President  
[Gwen Papineau Basaria](#), Staff Vice President

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AAAE | 601 Madison Street, Suite 400 | Alexandria | VA | 22314

## Rick Baird

**From:** Barbara Cook <barbara.cook@aaae.org>  
**Sent:** Tuesday, December 16, 2014 7:15 PM  
**To:** Rick Baird  
**Subject:** Airport Report Today, December 17, 2014



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**TOP STORIES IN THIS ISSUE**

VOL. V, NUMBER 97

Airline Baggage Fees Total Nearly \$1 Billion Per Quarter	<b>Highlight</b> Bruce Carter, A.A.E., Presented With Distinguished Service Award
Austin-Bergstrom Opens New Customs Area	AAAE Accreditation/Certification Academy Held
Fitch Praises MWAA's New Airline Agreement	Philadelphia International Creates COO Position
Cargolux To Add Export Services At Rickenbacker	Digicast Offers Part 139 Training
DOT Issues Guidance On Tarmac Delay Rule	Did You Know
FAA Proposes Fines For Alleged Hazmat Violations	

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### Airline Baggage Fees Total Nearly \$1 Billion Per Quarter

With airline baggage fee collections now reaching nearly \$1 billion a quarter, according to data released Dec. 15 by DOT, AAAE once again questioned the continued opposition of the U.S. airline industry to a proposal from the airport community to modernize the PFC program to provide airports additional local authority to address a large and growing infrastructure investment gap.

"The numbers released by DOT highlight the significant disconnect that exists with our airline partners, who continue to oppose a long overdue adjustment in the arbitrary federal cap on local airport user fees while they grow increasingly reliant on baggage fees and other ancillary charges," AAAE President and CEO Todd Hauptli said. "Airlines will likely collect more than \$3.5 billion in baggage fees in 2014, an amount that dwarfs the \$2.5 billion that the nation would realize for critical airport infrastructure upgrades on an annual basis, if our PFC proposal were adopted by Congress. Keep in mind that those resources would go directly to building infrastructure important to airlines."

PFCs are subject to a federal cap of \$4.50, an amount last updated during the Clinton Administration in 2000. That \$4.50 is now worth about \$2.50 adjusted for inflation, AAAE said. The airport community is arguing to modernize the program by

#### HIGHLIGHT

**BRUCE CARTER, A.A.E., PRESENTED WITH DISTINGUISHED SERVICE AWARD**

Bruce Carter, A.A.E., aviation director at Quad City International (Illinois), on Dec. 11 was presented with AAAE's Distinguished Service Award in recognition of his career-long leadership and contributions to the aviation industry.

The award was presented by AAAE Chair Randall Berg, A.A.E. "Bruce is a valued colleague who is well-known for his leadership in the nation's airport management community and the broader aviation industry," Berg said.

increasing the PFC to \$8.50 with indexing for inflation to restore lost purchasing power and ensure that airports don't lose ground in the future as costs increase.

AAAE noted the following key points culled from DOT data: the airlines generated almost \$2.7 billion in bag fee revenue in the first three quarters of 2014, a figure that's almost \$100 million more than the carriers collected from bag fees during the first three quarters of 2013; since bag fees are not taxed at the same 7.5 percent as other aviation excise taxes, the Airport and Airway Trust Fund has lost approximately \$200 million in foregone revenue so far this year; combined revenue from bag fees and reservation changes fees increased by almost \$200 million in the first three quarters of 2014 compared with the same time frame in 2013.

"The fact that the airlines are collecting increased amounts of revenue from \$25 bag fees and \$200 change fees while passenger levels continue to rise undercuts the specious argument that a modernized PFC would have a dramatic impact on passenger demand," Hauptli added.

### Austin-Bergstrom Opens New Customs Area

Austin-Bergstrom International on Dec. 15 held a ribbon-cutting to mark the opening of the airport's new, state-of-the-art Customs area that will more than double its capacity to process international arrivals.

The new facility is expected to speed processing from 200 passengers per hour to more than 400 per hour. It will be capable of up to 600 passengers an hour.

The opening of the Customs facility marks the completion of the lower level of the terminal addition project known as the Terminal East Infill. The upper level of the project will add a connection between the ticket lobby and East Concourse at Gate 5. It will provide more TSA screening lanes and will improve passenger flow through the airport. Completion of the Terminal East Infill is scheduled for the summer 2015.

### Fitch Praises MWAA's New Airline Agreement

The Metropolitan Washington Airports Authority's (MWAA) decision to allow revenue sharing between Washington Dulles International and Reagan Washington National airports as part of a new airline use and lease agreement is a "sound approach to managing two airports with different demand and cost profiles," according to Fitch Ratings.

MWAA announced last month that the new agreement will help to offset operating costs for Dulles International over 10 years. The agreement takes effect Jan. 1, 2015.

Fitch noted that, "The new agreement will begin to address some of the significant airline cost disparities that currently exist between the two airports, particularly over the next several years as Dulles' annual debt costs reach peak levels. At the same time, the new (agreement) will allow MWAA to maintain its overall sound underlying financial profile."

"Distinguished service is a hallmark of Bruce's career, and it is fitting that AAAE has recognized him for the numerous contributions he has made during his remarkable four decades in the industry."

Carter currently serves as second past president of the AAAE Board of Directors and is a past president of the Great Lakes Chapter-AAAE.

#### FEATURED MEETING

**AAAE/Great Lakes Chapter  
AAAE National Air Service  
Conference**  
March 8 - 10, 2015 | Tucson, AZ

#### UPCOMING EVENTS

**29th Annual Aviation Issues  
Conference**  
January 11 - 15, 2015 | Kohala  
Coast, HI  
**Southwest Chapter AAAE  
Accreditation Final Interview  
Workshop**  
January 24, 2015 | Monterey, CA  
**Southwest Chapter AAAE  
Airport Management Short  
Course**  
January 25 - 28, 2015 | Monterey,  
CA  
**Ninth Annual ARFF Training  
Alliance/AAAE Joint ARFF  
Chief's & Leadership School**  
January 27 - 30, 2015 | Ft.  
Lauderdale, FL  
**26th Annual AAAE/Southeast  
Chapter AAAE Airport Finance  
& Administration Conference**  
February 8 - 10, 2015 | Miami, FL  
**ACC/AAAE Airport Planning,  
Design and Construction  
Symposium**  
February 18 - 20, 2015 | Denver,  
CO  
**AAAE/ACI-NA Washington  
Legislative Conference**  
March 3 - 4, 2015 | Washington,  
DC  
**AAAE/FAA Basic Airport Safety  
and Operations Specialist  
School**  
March 3 - 4, 2015 | Phoenix, AZ  
**AAAE/Great Lakes Chapter  
AAAE Ground Handling**

## Cargolux To Add Export Services At Rickenbacker

After more than a year of successful import operations at Ohio's Rickenbacker International, Cargolux Airlines will begin using its fleet of Boeing 747-8 freighters for export services, effective Dec. 18.

"Cargolux has been a fantastic partner with Rickenbacker, and we couldn't be more enthusiastic about their decision to add export services," said Elaine Roberts, A.A.E., president and CEO of the Columbus Regional Airport Authority, which operates the airport.

Cargolux has been providing import services to Rickenbacker through Hong Kong since June 2013.

### Initiatives Workshop

March 8, 2015 | Tucson, AZ

### AAAE/Great Lakes Chapter AAAE National Air Service Conference

March 8 - 10, 2015 | Tucson, AZ

## DOT Issues Guidance On Tarmac Delay Rule

DOT has issued guidance regarding the tarmac delay rule and its application in situations concerning passengers who may have a serious illness, such as the Ebola Virus Disease (EVD).

The delay rule prohibits U.S. and foreign air carriers from allowing an aircraft to remain on the tarmac for more than three hours in the case of a domestic flight or four hours in the case of an international flight without providing passengers an opportunity to deplane.

DOT advised that the rule contains an exception for cases in which the pilot-in-command determines that there is a safety-related or security-related reason not to deplane passengers. When an airline is prevented from allowing passengers to deplane the aircraft at the directive of an appropriate government agency such as the Centers for Disease Control or Customs and Border Patrol, the exception to the rule is applicable.

## FAA Proposes Fines For Alleged Hazmat Violations

FAA is proposing civil penalties ranging from \$54,000 to \$91,000 against seven companies for allegedly violating federal hazardous materials regulations.

The cases are:

- 91,000 against New Chapter, Inc. of Brattleboro, Vermont. The agency alleged that New Chapter offered a shipment containing a five-gallon metal drum filled with a flammable resin solution to UPS for air transportation to Ohio. Workers at the UPS sort facility in Louisville, Kentucky, discovered that approximately three gallons of the resin had leaked from the drum. New Chapter is scheduled to meet with FAA in January to discuss the case.
- \$81,000 against Q.G. Investments, LLC of Sanford, Florida. The agency alleged that Q.G. Investments offered a shipment containing 46 packages of sparklers to United for air transportation from Orlando to Tanzania, Africa. Sparklers are explosive fireworks, which are forbidden aboard passenger-carrying aircraft. United's contract cargo handling company discovered the shipment at Orlando.



**Scott Condon**  
[scondon@aspentimes.com](mailto:scondon@aspentimes.com)

December 20, 2014

## Aspen airline service swells to nearly historic levels



A commercial passenger jet moves in for a landing at the Aspen-Pitkin County Airport last week. Commercial air service at the Aspen airport is on the rise.

### aspen airline service

- 195 flights per week during peak season, up 5% from last year.
- 33 flights will operate on Saturdays alone, the busiest travel day.

Thirty-three commercial airline flights flew into the Aspen-Pitkin County Airport on Saturday — more than any single day since the 1997-98 season, according to Bill Tomcich, president of Stay Aspen Snowmass, a central reservations agency for the area.

In addition, the service Saturday “may quite possibly be the most number of seats flown into (Aspen) on any single day since winter ’93/94, back when Continental used to fly up to 20 flights daily from their then-Denver-Stapleton hub,” Tomcich wrote in a memo to lodge operators. Tomcich is the business community’s liaison with the airline industry.

All the air carriers use planes with 66- or 70-seat capacity, according to Tomcich. The weekly total of seats into Aspen will be up roughly 5 percent for the busy holiday period, he said. For the season, the number of seats will be up about 8.7 percent, based on current schedules, he said.

The peak-season schedule runs from today through Jan. 5 with 195 flights each week. That is up 5 percent from the 187 flights per week during peak season last year.

Each week during the peak, United Airlines will fly 73 flights into Aspen from Denver, 27 direct flights each from Los Angeles, Chicago and Houston and 12 direct flights from San Francisco.

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American Airlines will fly 13 flights per week from Dallas-Fort Worth and another seven from Los Angeles during peak season.

Delta Air Lines is adding seven flights per week from Atlanta and two from Minneapolis.

The three carriers are combining to offer the same number of flights on Wednesdays and fewer flights on Thursdays, but activity on every other day is increased during peak season. Plus, they know where their bread is buttered. The airlines are offering 33 flights on Saturdays during peak season compared with 28 last season.

“The airlines have done a phenomenal job of fine-tuning their frequency to meet our market’s fluctuating demand, and those exact schedules continue to evolve,” Tomcich wrote to the lodging community.

The airlines are letting free-market factors sculpt their schedules. They aren’t getting subsidies for operations from the Aspen and Snowmass Village business community, Tomcich said in an interview.

“We avoid what’s called ‘MRGs’ that other resorts are doing,” he said. MRGs stand for minimum revenue guarantees, where communities and municipal governments guarantee an airline will make a certain amount of revenue off a flight, and if the flight falls short, the community group steps up to pay the airline the difference. Such programs are in place in Eagle County; Telluride/Montrose; Jackson, Wyoming; and other small mountain airport communities.

The Aspen and Snowmass Village business community did provide American and Delta airlines with one-time subsidies for their start-up service in a prior year, Tomcich said. That aid was oriented toward marketing help. Many other ski-resort towns provide an ongoing payment to help with airlines’ operations.

During the midwinter lull from Jan. 6 through Feb. 11, the airlines serving Aspen will scale back flights to 24 on Saturdays and 154 per week. That’s down slightly from last year.

The flight schedule ramps back up from Feb. 12 to the end of March with 32 flights on Saturdays, compared with 29 last season and 194 weekly, the same as last year.

For the season, there are 587 commercial flights scheduled into Aspen from Thursday through May 5. There were 579 over the same period last year. The biggest difference is that the airlines are offering more flights on the busiest days this season.

Tomcich said the airlines have also invested “heavily” to provide better ground transportation service for those inevitable times when weather makes it impossible to fly into Aspen.

“If guests are on a United commercial flight that either diverts or returns to Denver or if their flight from Denver is canceled, there is a much better chance this year that both they and their bags will be offered ground transportation to Aspen either on scheduled ... shuttles or privately chartered vehicles,” he wrote.

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## Rick Baird

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**From:** Steve.Engbrecht@faa.gov  
**Sent:** Monday, December 29, 2014 7:59 AM  
**To:** Rick Baird  
**Cc:** dmitchell@to-engineers.com; April Dieter  
**Subject:** RE: Terminal and Airport Operations Building

Thanks Rick. Hope you had a nice Christmas.

I've entered this project on our regional list for amendment using recovered discretionary funds.

I will forward your email to Dave Stelling as a reminder.

Steve Engbrecht, P.E.  
Civil Engineer  
Helena Airports District Office

Phone: (406) 449-5279  
Fax: (406) 449-5274  
Email: [steve.engbrecht@faa.gov](mailto:steve.engbrecht@faa.gov)

---

**From:** [rick@flyfma.com](mailto:rick@flyfma.com)  
**Sent:** Wednesday, December 24, 2014 3:53 PM  
**To:** Engbrecht, Steve (FAA)  
**Cc:** dmitchell@to-engineers.com; April Dieter  
**Subject:** Terminal and Airport Operations Building

Hi Steve:

First Happy Holidays. This is just a reminder that the terminal project schedule of values indicates that the project will run out of funds about mid-march and the AOB schedule of values indicates that project will be out of funds by the first of April. As you know we need to talk about a grant amendment using FY 15 funds or a grant amendment funded by recovered funds very soon after the new year. Project 6 design is progressing at a fast pace so AIP41 will be a discussion early in the new year as well. I guess our plates are full for next year before we ever get there. Very much looking forward to working with you in the new year, Rick.

Best Regards,



**Richard R. Baird**  
Friedman Memorial Airport  
Airport Manager  
(208) 788-4956 ext.106 Work  
(208) 720-1830 Mobile  
[Rick@flyfma.com](mailto:Rick@flyfma.com)  
P.O. Box 929  
Halley, ID 83333

## ATTACHMENT #6

To whom it may concern:

On behalf of Horizon Air I would like to nominate Chelsey Gough Horizon Air Passenger Service Agent/Trainer for the Friedman Memorial Airport employee of the quarter for the 2<sup>nd</sup> quarter of 2014. Chelsey goes above and beyond to make sure the passengers have a great experience traveling through our airport. She devotes her time to also making sure our agents are trained properly and always work safely. She is a leader and a role model for our new agents.

Sincerely,

Shawn J Schlosser  
Passenger Services Supervisor  
SUN-QX



ATTACHMENT #7  
RECEIVED

DEC 7 1 2014

FRIEDMAN MEMORIAL  
AIRPORT

November 1, 2014

I would like to nominate Annette Carraway, Customer Service Representative since September 30, 2013 as Employee of the 3rd Quarter, 2014. Annette is always cheerful according to our Operations Manager Brian Blackburn. I have seen many customer comments expressing gratitude for her efforts in taking care of the customer. She is always on time to work and gets along very well with her fellow workers.

Annette never complains about her duties or her fellow workers, she just is a pleasant person to be around, and serves the aviation needs of our airport users without fail.

Atlantic Aviation makes this nomination with pride in having Annette as a member of our airport team.

Michael T. Rasch, General Manager

ATLANTIC

ATLANTIC AVIATION SERVICES ▲ 208-788-9511 ▲ PO BOX 1085 ▲ HAILEY, ID 83333  
MAILING ADDRESS ▲ 2230 AVIATION DR. ▲ HAILEY, ID 83333



**Work Order 14-08**  
**Friedman Memorial Airport (SUN)**  
**Hailey, Idaho**  
**Acquire Snow Removal Equipment**

This Work Order shall be attached to, made a part of, and incorporated by reference into a Master Professional Services Agreement between the Friedman Memorial Airport Authority and T-O Engineers, Inc., dated October 14, 2013.

---

**SCOPE OF WORK**

The Scope of Work, dated December 15, 2014, for this effort is attached as **Exhibit A**. This document describes the anticipated work effort and schedule in detail.

**FEES**

Fees for services provided under this Work Order will be determined under the Contract Amount method as defined in the agreement. T-O Fees will be billed based on hourly rates and direct expenses incurred. A fee estimate is attached as **Exhibit B** to this Work Order.

The not-to-exceed fee for the described services is: **\$12,447.00**.



IN WITNESS WHEREOF, Client and Consultant have made and executed this WORK ORDER 14-08 to the AGREEMENT the day and year first above written.

FOR: FRIEDMAN MEMORIAL AIRPORT AUTHORITY

\_\_\_\_\_  
By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

FOR: T-O ENGINEERS, INC.

\_\_\_\_\_  
By: David A. Mitchell, P.E.  
Title: Aviation Services Manager/Vice President  
Date: \_\_\_\_\_

---

**EXHIBIT A**

**SCOPE OF WORK**

**FRIEDMAN MEMORIAL AIRPORT, HAILEY, IDAHO**

**FRIEDMAN MEMORIAL AIRPORT AUTHORITY (OWNER)**

**SNOW REMOVAL EQUIPMENT PROCUREMENT**

**DESCRIPTION OF PROJECT ELEMENTS:**

T-O Engineers propose to provide Professional Services Procurement of Snow Removal Equipment (SRE). More specifically, the SRE will consist of a prime mover with snow sweeper attachments (air blowers and a 22-foot wide hydrostatic drive runway broom).

The SRE procurement will be funded with financial assistance from the Passenger Facility Charge (PFC) program. The Owner will provide the remaining funds. The estimated total project budget is in the range of \$500,000.

The Owner intends to acquire this equipment through a cooperative acquisition with another airport in Idaho. Idaho State Law permits public entities to "piggy-back" on an acquisition by another public entity within the state. In this case, the Owner intends to purchase a piece of equipment identical to equipment acquired through a competitive bidding process by Idaho Falls Regional Airport in Idaho Falls, Idaho. The Supplier for that acquisition is Wausau Equipment Company, Inc. of New Berlin, Wisconsin. Man-hours and work effort described in this Agreement assume this type of acquisition from this supplier throughout. Any changes in the approach to the acquisition will require renegotiation of the scope and/or fee.

Professional services to be provided shall include primarily services related to equipment procurement. Procurement services will include: documentation of the need for the equipment; preparation of award documents; review of manufacturer submittals; other coordination regarding delivery and final inspection of the product with the Owner. Services will also include the overall coordination of all phases of the project with the Owner.

More specifically, engineering services include the following:

### **PHASE 1: CONTRACT ADMINISTRATION**

The following tasks shall be considered contract administration and shall include:

- 1.1 Prepare an Agreement for Professional Services and a Scope of Work narrative as an Exhibit to the Agreement. Identify the basis of fee calculation for various phases of work. Documents to be submitted for review and approval by the Owner.
- 1.2 Advise and coordinate with Owner regarding compliance documentation, procedure requirements, and general guidance with regard to the procurement process, Scope of Work and Engineering Services Contract.
- 1.3 General administration of the project to include preparation of monthly progress billings and coordination with Owner's administrative staff.

### **PHASE 2: PLANNING AND STUDY**

Planning and study phase services shall include:

- 2.1 Prepare calculations to document the need for the equipment and submit to the airport in the form of a letter report. Preparation of these calculations will be done in accordance with FAA AC 150/5220-20, Airport Snow and Ice Control Equipment.

### **PHASE 3: PRELIMINARY DESIGN**

No preliminary design services are required.

### **PHASE 4: FINAL DESIGN**

No final design services are required.

### **PHASE 5: AWARD**

Assist the Owner with preparation of award documents and coordination necessary to complete award to the equipment supplier. As described in the project description, bidding services are not necessary for this acquisition. Award phase services shall more specifically include:

- 5.1 Coordinate with Supplier and Owner prior to preparation of award documents.

- 5.2 Prepare Agreement and other contract documents, review Agreement, and insurance documents submitted by Supplier, and assist Owner and Supplier in processing Agreement documents.
- 5.3 Coordinate with owner throughout the award process and distribute copies of all executed contract documents.

**NOTE:** Consultant assumes an orderly and routine award process in preparation of man-hour estimates. If for any reason the project requires a bidding process of any kind, services related to that process will be negotiated and added to this scope by addendum.

## **PHASE 6: PROCUREMENT**

During the procurement phase of the contract, the Consultant shall administer all aspects of the procurement contract over which the Consultant can be expected to have realistic control in order to assist the Owner in monitoring and documenting the procurement process for specification and schedule compliance, quality assurance, and cost control. Procurement Phase Services shall more specifically include:

- 6.1 Prior to equipment delivery: identify anticipated submittals and submittal schedule, advise Supplier as to the requirements; review Supplier's submittals for compliance with specifications, identify any deviations noted, assist in coordination of resubmittals, clarify specifications and document submittal process.
- 6.2 Prior to equipment delivery: review Supplier's production and delivery schedule for compliance with contract requirement, identify any deviations noted and document delivery process.
- 6.3 Assist Owner as required or requested in communications with Supplier during the pre-delivery process.
- 6.4 Review Contractor Pay Requests (two anticipated) and submit to Owner for approval and signature.
- 6.5 Coordinate with Owner throughout Phase 6.
- 6.6 Participate in inspection/certification of compliance of equipment upon delivery and initial startup if requested by Owner.
- 6.7 Assist Owner in documentation of deficiencies if noted and coordination of their correction/resolution with supplier as requested by Owner.

6.8 Assist Owner with documentation of acceptance for final payment.

6.9 Travel time required for this phase.

**NOTE:** Consultant assumes an orderly and routine procurement process in preparation of man-hour estimates. Resolution of non-routine issues which may be associated with production or delivery delays, non-compliance with specifications, or other unanticipated conditions are considered Additional Services beyond the scope of man-hours and costs estimated to complete work described herein.

### **PHASE 7: OPERATIONAL**

The Operational Phase shall consist of preparation of documentation required to accomplish project closeout. Operational phase services shall include the following tasks:

- 7.1 Provide a Final Report for the contract prepared in accordance with minimum FAA Guidelines to document Procurement of Snow Removal Equipment.
- 7.2 Assist Sponsor with overall budget status analysis and reports, closeout documentation review, and coordination as requested by the Owner.

### **PHASE 8: ADDITIONAL SERVICES**

The following services, which can be defined at this time, shall be provided by Engineer as "Additional Services" to basic services required under Phases 1 through 7.

- 8.1 Prepare Contract Change Orders/Supplemental Agreements. All services associated with evaluation, negotiation, preparation, and processing of Contract Change Orders or Supplemental Agreements are considered to be an Additional Service.
- 8.2 Other Additional Services: Should the need for other additional services beyond those identified herein occur during the project, Consultant will provide required services on a time and materials cost basis in accordance with the Engineer's Prevailing Functional Fee Schedule.

**Profesional Services Agreement - Work Order 14-08**

**Exhibit B - Fee Calculation  
Friedman Memorial Airport (SUN)  
Snow Removal Equipment Procurement  
December 15, 2014**

**LABOR COSTS**

Task	Description	Personnel Hours					Fee
		Prin	PM	CM	Adm.	Total	
		\$165	\$125	\$120	\$45	Hours	
Phase 1 - Administration							
1.1	Scope of Work/Agreement	1	4		2	7	\$755.00
1.2	Owner Coordination	2	2			4	\$580.00
1.3	General Administration		6		4	10	\$930.00
Subtotal, Phase 1		3	12	0	6	21	\$2,265.00
Phase 2 - Planning and Study							
2.1	Prepare SRE Needs Documentation		1	4		5	\$605.00
Subtotal, Phase 2		0	1	4	0	5	\$605.00
Phase 3 - Engineering							
Subtotal, Phase 3		0	0	0	0	0	\$0.00
Phase 4 - Final Design							
Subtotal, Phase 4		0	0	0	0	0	\$0.00
Phase 5 - Award							
5.1	Supplier Communication/Coordination		4	4		8	\$980.00
5.2	Prepare Award Documents		1	4		5	\$605.00
5.3	Owner Coordination	1	2			3	\$415.00
Subtotal, Phase 5		1	7	8	0	16	\$2,000.00
Phase 6 - Delivery and Acceptance							
6.1	Submittal Review and Coordination		2	6		8	\$970.00
6.2	Supplier Communication/Coordination		2	4		6	\$730.00
6.3	Pay Requests		1	2		3	\$365.00
6.4	Owner Coordination	1	2	2		5	\$655.00
6.5	Inspection/Certification			6		6	\$720.00
6.6	Deficiency Coordination		1	4		5	\$605.00
6.7	Acceptance/Final Payment		1	2		3	\$365.00
6.8	Travel Time			5		5	\$600.00
Subtotal, Phase 6		1	9	31	0	41	\$5,010.00
Phase 7 - Closeout							
7.1	Final Report		1	6		7	\$845.00
7.2	Closeout Support/Documents		1	4		5	\$605.00
Subtotal, Phase 7		0	2	10	0	12	\$1,450.00
Phase 8 - Additional Services							
8.1	Change Orders/Supplemental Agreements		1	4		5	\$605.00
Subtotal, Phase 8		0	1	4	0	5	\$605.00
Total, All Phases		5	32	57	6	100	\$11,935.00

**Profesional Services Agreement - Work Order 14-08**

**Exhibit B - Fee Calculation  
Friedman Memorial Airport (SUN)  
Snow Removal Equipment Procurement  
December 15, 2014**

**SUMMARY**

**1. Personnel Costs**

Classification	Hours	Rate	Cost
Principal (Prin)	5	\$165.00	\$825.00
Project Manager (PM)	32	\$125.00	\$4,000.00
Construction Manager/Specifier (CM)	57	\$120.00	\$6,840.00
Administrative Assistant (Adm)	6	\$45.00	\$270.00
<b>Totals:</b>	<b>95</b>		<b>\$11,935.00</b>

**2. Subconsultant Fees**

None required.

**3. Reimbursable Expenses**

Description	Number	Unit Cost	Cost
Vehicle Mileage	340	\$0.55	\$187.00
Lodging (Per Night)	0	\$0.00	\$0.00
Meals (Lump Sum)	1	\$50.00	\$50.00
Printing/Shipping (Lump Sum)	1	\$200.00	\$200.00
Telephone, Fax, Misc. (Lump Sum)	1	\$75.00	\$75.00
<b>Subtotal, Reimbursable Expenses</b>			<b>\$512.00</b>

**TOTAL (1+2+3) \$12,447.00**



## **Work Order 14-09**

### **Friedman Memorial Airport (SUN)**

### **Hailey, Idaho**

### **Terminal Parking Lot Improvements**

This Work Order shall be attached to, made a part of, and incorporated by reference into a Master Professional Services Agreement between the Friedman Memorial Airport Authority and T-O Engineers, Inc., dated October 14, 2013.

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### **SCOPE OF WORK**

The Scope of Work, dated December 30, 2014 for this effort is attached as Exhibit A. This document describes the anticipated work effort and schedule in detail.

### **FEES**

Fees for services provided under this Work Order will be determined and billed as follows:

• Tasks 1-4, Lump Sum Method:	\$33,070.00
• <u>Tasks 5-8, Time and Materials Method:</u>	<u>\$25,350.00</u>
• <b>Total Fee:</b>	<b>\$58,420.00</b>

Fees for the phases of work will be calculated with the methods listed above, as defined in the Agreement. Fees have been calculated using Consultant's current Fee Schedule. A detailed Fee Proposal, dated December 30, 2014 is attached as Exhibit B.



IN WITNESS WHEREOF, Client and Consultant have made and executed this WORK ORDER 14-06 to the AGREEMENT the day and year first above written.

FOR: FRIEDMAN MEMORIAL AIRPORT AUTHORITY

By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

FOR: T-O ENGINEERS, INC.

By: \_\_\_\_\_ David A. Mitchell, P.E.  
Title: \_\_\_\_\_ Aviation Services Manager/Vice President  
Date: \_\_\_\_\_



## **WORK ORDER 14-09**

### **EXHIBIT A – Scope of Work**

### **Friedman Memorial Airport (SUN)**

### **Hailey, Idaho**

#### **Terminal Parking Lot Improvements**

This Scope of Work describes professional services to be provided in support of a project at Friedman Memorial Airport to improve the airport's terminal parking lot. This project will generally consist of removing the existing parking lot pavement on the upper lot at the airport and repaving, with associated grading improvements. The project will reconfigure the parking lot to maximize parking spaces and this reconfiguration will require removal of existing light fixtures and installation of new, along with new markings and signage. The project may also include the construction of new walkways and/or stairways for pedestrian traffic to and from the terminal. Finally, the project will include landscaping improvements around the edges of the parking lot and adjacent areas. Landscaping improvements include planting trees, shrubs and grasses with associated irrigation.

This project is driven in part by a multi-project effort at the airport to improve the Runway Safety Area. These Runway Safety Area improvements include an addition to the airport terminal, which eliminated the northern edge of the parking lot. To meet parking demand, this capacity must be replaced. The other driver for this project is the condition of the asphalt, which is very poor. The ongoing Runway Safety Area improvements effort includes a planned airport closure in Spring 2015, which is an excellent opportunity to complete this project without unduly impacting the traveling public.

The proposed parking lot configuration and landscaping were presented to City of Hailey Planning and Zoning during the design review process for the terminal expansion project and the Airport Operations Building project, another architectural project included in the Runway Safety Area improvements effort. This will serve as a starting point for this design.

#### **PROJECT APPROACH:**

The project will complete all of the proposed construction elements during the planned Spring 2015 closure, to the extent possible. This project is funded locally without federal assistance, therefore it will not be designed or bid subject to FAA requirements. Instead, the project will be designed and bid in accordance with Idaho Standards for Public Works construction, along with local requirements established by the airport. As it is a public works project, Idaho public bidding requirements will apply.

Professional services shall be provided during all elements of the project, including design, bidding, construction and closeout.

Design professional services to be provided shall include: civil, electrical and landscaping design; preliminary design; final design; and the overall coordination of all phases of the project with the Owner. Design Services and associated expenses (Tasks 1-4 below) will be provided on a lump sum basis. Basic planning for this design was completed during design of the Terminal Expansion and Airport Operations Building projects discussed above.



Services provided under this Work Order also will include bidding, construction inspection/administration, closeout and additional services necessary to complete the project. These services and associated expenses (Tasks 5-8 below) will be provided on a time and materials basis.

Professional services anticipated include services necessary to accomplish the following:

- Contract administration
- Preliminary design
- Final design
- Project bidding assistance and administration
- Construction inspection/administration
- Closeout
- Coordination of all elements of the Project with the Owner

### **CONTRACTS AND BIDDING:**

The bidding and construction documents will be structured with two bid schedules with associated construction phases, described below:

1. Schedule A: Parking Lot Improvements (during airport closure)
2. Schedule B: Landscaping Improvements (may be completed after airport reopens – parking lot will be open while this work is completed)

The documents will likely be structured so that contractors may bid one or both of the schedules. The documents will also allow the Owner the opportunity to award only portions of the project, if necessary for funding reasons. After bids are opened, Engineer and Owner will discuss award options. Award of all elements may not be possible. This Work Order does not include any services related to repackaging or re-bidding work elements at a later date. If such services are necessary, they will be added by amendment or considered an additional service to this agreement.

It is anticipated that the project will be completed during the spring of 2015. The project will be funded entirely with local funds.

### **AVAILABLE INFORMATION:**

- Design, construction and as-constructed drawings of the parking lot, prepared in 1995 by Toothman-Orton Engineering Co. (now T-O Engineers).
- Analysis and preliminary design completed during design of the Terminal Expansion and Airport Operations Building projects.



## **SCOPE OF PROFESSIONAL SERVICES**

### **TASK 1 - ADMINISTRATION**

During the course of the Project the following general administrative services shall be provided.

- 1.1 Prepare a Work Order specifically addressing this project. The Work Order shall include a detailed Scope of Professional Services narrative. Review the Scope with Owner and modify as necessary, based on comments received. The Work Order shall also include a detailed cost proposal based on estimates of professional service man hours, hourly rates and lump sum costs required to accomplish the design development and construction administration of the work.
- 1.2 Advise and coordinate with Owner through Phase 1 tasks.
- 1.3 Project management and administration to include monthly cost accounting and budget analysis, invoicing and monitoring of project progress.

### **TASK 2 – PRELIMINARY (35%) DESIGN**

The following Consultant tasks are necessary to complete the initial design of the project. This design will incorporate project formulation and planning completed under previous efforts.

- 2.1 Utilize topographic survey gathered in May of 2013, along with supplemental survey data gathered on several other occasions to design the project. Analyze the data in the areas of this project and prepare base drawings and digital terrain models for use in the analysis and design. Identify areas requiring additional survey data and, with the assistance of a qualified surveyor, collect additional data.
- 2.2 Review and summarize geotechnical information gathered during previous projects for the areas applicable to this project. It is anticipated that collection of additional data will not be necessary for this project. Analyze the available data relative to pavement, grading and drainage design.
- 2.3 Refine the parking lot layout and grading prepared during the previous design effort. This will consist of checking the layout and coordinating with Airport Staff to optimize the parking layout considering public parking, taxis, shuttles, rental cars and other uses of the lot. (Previous design was conceptual in nature and this effort will develop a design from that concept.)
- 2.4 With the assistance of a qualified electrical subconsultant, design the parking lot lighting, to include removal of existing fixtures and installation of new fixtures, with associated wiring.
- 2.5 Design concrete walkways and stairway for pedestrian traffic. Concrete shall include automatic snow melt, which will require the assistance of an electrical subconsultant, as well.
- 2.6 With the assistance of a qualified landscape architect, design landscape improvements.
- 2.7 Coordinate with Owner during this phase of the project as necessary, including one on-site meeting during the phase. This meeting will be completed in association with other travel to the airport (a separate trip will not be necessary).



### **TASK 3 – 65% DESIGN**

The 65% design services shall commence upon completion of Phase 2 tasks. Preliminary design phase services shall include:

- 3.1 Finalize parking lot design, including walkways and stairway.
- 3.2 Finalize lighting design.
- 3.3 Finalize landscaping design.
- 3.4 Develop an erosion and sediment control plan for the project, to be included in the bidding and construction drawings. This plan shall apply approved Best Management Practices for the State of Idaho.
- 3.5 Prepare preliminary construction specifications and bid documents. Specifications shall comply with Idaho Standards for Public Works Construction. Bid documents shall include Notice Inviting Bids, Bid Schedules, Agreement, forms and other contract documents and "boiler plate" items necessary to solicit bids and execute contracts following award.
- 3.6 Prepare a preliminary design and construction plan set to a completion level of approximately 65%. The anticipated number of sheets in this submittal is 8 sheets. Submit two sets to Owner for review and comment. Meet with Owner in Hailey to review the plans and obtain additional direction for completion of the design and construction plans.
- 3.7 Prepare preliminary cost estimates, based on preliminary design.
- 3.8 Coordinate with the Owner and during this phase of the project.

### **TASK 4 - FINAL DESIGN**

The Final Design task shall include the preparation of detailed construction plans and specifications, required design report, cost estimates and bid and contract documents suitable for obtaining competitive bids for construction of improvements. Final Design Services shall include the following work tasks:

- 4.1 Revise design to reflect comments from Owner at the 65% design review phase.
- 4.2 Prepare 95% design and construction plans. Total number of sheets is anticipated to be 8.
- 4.3 Prepare 95% construction specifications and bid documents.
- 4.4 Prepare a final engineer's opinion of probable construct cost, based on the final design.
- 4.5 Submit 95% design drawings, specifications and design report to Owner for final review and comment. An on-site design review meeting will not be necessary for this phase.
- 4.6 Revise drawings and specifications based on final review comments and prepare 100% (bid set) documents. Submit up to three complete sets of final documents to Owner.
- 4.7 Coordinate with the Owner during this phase of the project.

### **TASK 5 - BIDDING**

Assist the Owner in the competitive sealed bid and contractor selection process. This Task also includes services to prepare and process contract award and construction agreement documents for the Owner. Bidding phase services shall include the following tasks.



- 5.1 Administer the public bid advertisement process including bid document reproduction and distribution of documents to plan rooms, contractors and suppliers. Prepare notice inviting bids and coordinate with Airport Staff for publication. Maintain a “bidders list” and distribute plans as requested. Assist Owner in promoting contractor bidder interest in an appropriate geographic area for project work tasks.
- 5.2 Prepare a detailed Pre-Bid Conference agenda and conduct a Pre-Bid Conference to familiarize bidders and interested parties with the construction project scope and requirements. Prepare and issue minutes of the conference after the meeting. The meeting will be held at the Airport. It is assumed the project Principal and one additional staff member will attend the Pre-Bid Conference.
- 5.3 Respond to questions that arise during the Contractors’ bid preparation process. Issue addenda or other clarifications as required.
- 5.4 Assist the Owner in preparation for the project Bid Opening as required, including preparation of a Project Bid Summary form. It is anticipated that the Consultant will not attend and conduct the Bid Opening in Hailey. After opening bids, Consultant will receive copies from Owner and evaluate the qualifications of bidders and responsiveness to bidding criteria.
- 5.5 Prepare a detailed Bid Tabulation documenting bid results and submit to Owner.
- 5.6 Assist the Owner with review and analysis of bids received. Provide Engineer’s recommendation of award letter to Owner.
- 5.7 Prepare and distribute Notice of Award, Construction Agreement and other contract documents. Review Construction Agreement, bonds and insurance documents submitted by Contractor, and assist Owner and Contractor in processing documents for the project.
- 5.8 Coordinate with Owner throughout the bid and award process.
- 5.9 Travel time required for Task 5.

## **TASK 6 - CONSTRUCTION**

During construction, the Consultant shall administer all aspects of the construction contract over which the Consultant can be expected to have realistic control in order to assist the Owner in monitoring and documenting the construction process for design compliance, quality assurance, and cost control. Time for construction services assumes only part-time observation of this project. Part-time observation will include review of the project progress for approximately one hour per day during demolition and preparation, then full-time observation during paving operations. Daily checks will be performed by a resident project representative already stationed in Hailey in support of other projects. Any construction time overruns beyond the assumptions stated here may require additional Consultant time and associated fees. These additional fees will be negotiated by addendum to this Work Order. Construction services shall more specifically include the following work tasks.

- 6.1 Provide pre-construction coordination; prepare a detailed Pre-Construction Conference agenda and displays; conduct a Pre-Construction Conference on behalf of the Owner in Hailey; and



prepare and issue minutes of the Pre-Construction Conference. It is anticipated the Principal and one Resident Project Representative will attend the pre-construction conference.

- 6.2 Review, comment, and process Contractors' material submittals, particularly Work Schedule, Operational Safety Plan, mix designs for all materials and material and equipment materials. Assist Contractor as required to clarify specifications and submittal requirements. Coordinate construction activity schedule with Owner.
- 6.3 Provide one experienced part-time Resident Project Representatives during construction to monitor and document construction activities, conformance with schedules, plans and specifications; review and document construction quantities; document significant conversations, situations, events or changed conditions; document input or visits from local authorities and officials; and maintain a project diary. During paving operations, full-time observation will be provided.
- 6.4 Organize and conduct a total of up to three construction meetings with Owner, Contractor and others as appropriate. Contractor's schedule review and work progress will be discussed at these meetings. The Resident Project Representative will hold these meetings on or near the construction site at the airport.
- 6.5 Provide office administration support and assistance to the Resident Project Representatives with senior design, management or other personnel as field activities may require.
- 6.6 Review and approve Contractor pay requests. Submit approved pay requests to the Owner for approval and payment.
- 6.7 Monitor and coordinate Contractor Quality Control Program. Quality Assurance services will not be necessary for this project.
- 6.8 Conduct a Final Completion Inspection with the Owner and Contractor. Prepare a "punch list" of items remaining to be corrected or completed and provide to Contractor. Produce a final completion inspection certificate and document completion of "punch list" items.
- 6.9 Prepare, negotiate and process Contract Change Orders/Supplemental Agreements, as required. Man-hour estimates and costs are to be based on normal construction events as experienced by the Consultant for projects of this type and size.
- 6.10 Coordinate with Owner throughout the construction process. Submit required construction documentation, including weekly activity report forms, mix designs, change orders, etc.
- 6.11 Travel time required for Task 6.

## **TASK 7 – CLOSEOUT/DOCUMENTATION**

Task 7 shall consist of project closeout and documentation services. Operational phase services shall include the following tasks:



- 7.1 Prepare As-Constructed Revisions to Design and Construction Drawings for project improvements. Provide Owner with copies of Record Drawings, including one electronic copy (PDF).
- 7.2 Document the Project work and accomplishments in a Final Construction Memo. Rather than a formal report, this memo will provide a brief summary of the project and document significant project events, such as project start and completion, change orders, test results, etc.
- 7.3 Coordinate with Contractors on Owner's behalf to obtain lien releases from subcontractors and Prime Contractor in preparation to making final payment. Coordinate with Contractors, Owner and the Idaho State Tax Commission to obtain a tax release prior to releasing final retainage.

## **TASK 8 – ADDITIONAL SERVICES**

Consultant shall provide the following services as "Additional Services":

- 8.1 Coordinate with electrical subconsultant to assist with design of parking lot lights.
- 8.2 Coordinate with landscape architect to develop design of landscape improvements.
- 8.3 Assist the Owner with preparation of a Notice of Intent to be filed for the project Storm Water Pollution Prevention Plan (SWPPP). The Contractor will be responsible to file a separate Notice of Intent and comply with the SWPPP as shown in the plans. Consultant shall monitor the Contractor's performance of these tasks throughout construction.



## **PROJECT SCHEDULE**

The following dates summarize the target completion of significant project tasks.

ACTIVITY	COMPLETION
Scope of Work/Fee Approval	January 6, 2015
Initiate Design	January 7, 2015
Preliminary Design Complete	January 15, 2015
65% Design Complete	February 2, 2015
95% Design Complete	February 16, 2015
Final Design Complete/Advertise for Bids	February 23, 2015
Bid Opening	March 16, 2015
Award Project	April 1, 2015
Begin Phases 1 and 2 (Airport Closed)	April 26, 2015
Phase 1 Complete	May 20, 2015
Phase 2 Complete	June 15, 2015
Closeout	August 2015

Dates are subject to change, based on grant timing, weather and the needs of the Owner.

## EXHIBIT B

Friedman Memorial Airport Work Order # 14-09	Terminal Parking Lot Improvements
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Fee Summary	December 30, 2014
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### Tasks 1-4, Lump Sum

#### 1. Personnel Costs

Classification	Title	Hours	Rate/Hour	Cost
Prin	Principal	42	\$170.00	\$7,140.00
PM	Project Manager	0	\$135.00	\$0.00
SP	Senior Planner	0	\$140.00	\$0.00
CM	Construction Manager/Specifier	35.5	\$120.00	\$4,260.00
SV	Surveyor	0	\$130.00	\$0.00
DE	Design Engineer	10	\$120.00	\$1,200.00
EIT	Engineer-In-Training	160	\$75.00	\$12,000.00
EIT (OT)	Engineer-In-Training (Overtime)	0	\$97.50	\$0.00
Insp	Inspector	0	\$90.00	\$0.00
Insp (OT)	Inspector (Overtime)	0	\$117.00	\$0.00
Adm.	Administrative Assistant	4	\$65.00	\$260.00
<b>Totals:</b>		<b>251.5</b>		<b>\$24,860.00</b>

#### 2. Subconsultant Fees

Survey	\$1,000.00
Electrical	\$1,500.00
Landscape Architecture	\$4,000.00
Mark-up	10.0% \$650.00
<b>Subtotal, Subconsultant Fees:</b>	<b>\$7,150.00</b>

#### 3. Reimbursable Expenses

Description	Number	Unit Cost	Cost
Vehicle Travel (Per Mile)	600	\$0.60	\$360.00
Airline Travel (Per Trip)	0	\$1,200.00	\$0.00
Rental Vehicles - (Per Day, incl. fuel)	0	\$120.00	\$0.00
Lodging (Per Night)	0	\$120.00	\$0.00
Meals (Day Trips - Lump Sum)	1	\$100.00	\$100.00
Per Diem (On Site Personnel - Per Day)	0	\$0.00	\$0.00
Document Reproduction (Lump Sum)	1	\$500.00	\$500.00
Telephone, Fax, Postage, Misc. (Lump Sum)	1	\$100.00	\$100.00
<b>Subtotal, Reimbursable Expenses</b>			<b>\$1,060.00</b>

<b>TOTAL FEE, TASKS 1-4 (1+2+3):</b>	<b>\$33,070.00</b>
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## EXHIBIT B

**Friedman Memorial Airport** **Terminal Parking Lot Improvements**  
**Work Order # 14-09**

### Fee Summary

December 30, 2014

#### Tasks 5-8, Time and Materials

#### 4. Personnel Costs

Classification	Title	Hours	Rate/Hour	Cost
Prin	Principal	37	\$170.00	\$6,290.00
PM	Project Manager	0	\$130.00	\$0.00
SP	Senior Planner	0	\$140.00	\$0.00
CM	Construction Manager/Specifier	15	\$120.00	\$1,800.00
SV	Surveyor	0	\$130.00	\$0.00
DE	Design Engineer	0	\$120.00	\$0.00
EIT	Engineer-In-Training	146	\$75.00	\$10,950.00
EIT (OT)	Engineer-In-Training (Overtime)	0	\$97.50	\$0.00
Insp	Inspector	0	\$90.00	\$0.00
Insp (OT)	Inspector (Overtime)	0	\$117.00	\$0.00
Adm.	Administrative Assistant	0	\$65.00	\$0.00
<b>Totals:</b>		<b>198</b>		<b>\$19,040.00</b>

#### 5. Subconsultant Fees

Landscape Architect	\$1,000.00
Electrical	\$500.00
Mark-up	10.0% \$150.00
<b>Subtotal, Subconsultant Fees:</b>	<b>\$1,650.00</b>

#### 6. Reimbursable Expenses

Description	Number	Unit Cost	Cost
Vehicle Travel (Per Mile)	4,000	\$0.60	\$2,400.00
Rental Vehicles - (Per Month, incl. fuel)	0	\$1,650.00	\$0.00
Lodging (Per Night)	5	\$120.00	\$600.00
Meals (Day Trips - Lump Sum)	1	\$100.00	\$100.00
Per Diem (On Site Personnel - Per Day)	6	\$60.00	\$360.00
Document Reproduction (Lump Sum)	1	\$1,000.00	\$1,000.00
Telephone, Fax, Postage, Misc. (Lump Sum)	1	\$200.00	\$200.00
<b>Subtotal, Reimbursable Expenses</b>			<b>\$4,660.00</b>

**TOTAL FEE, TASKS 5-8 (4+5+6):** **\$25,350.00**

**TOTAL FEE, ALL TASKS:** **\$58,420.00**

**EXHIBIT B**

Friedman Memorial Airport										Terminal Parking Lot Improvements						
Work Order # 14-09																
Labor Worksheet										December 30, 2014						
Task	Description	Personnel Hours												Total Hours	Fee	
		Prin DM	PM NC	SP CP	CM CS	SV	DE	EIT DS	EIT (OT)	Insp DB	Insp (OT)	Adm. SV				
		\$170	\$130	\$140	\$120	\$130	\$120	\$75	\$98	\$90	\$117	\$65				
Task 1 - Administration																
1.1	Work Order	6												6	\$1,020	
1.2	Owner Coordination	2												2	\$340	
1.3	Project Management/Admin.	6										4	10	\$1,280		
Subtotal, Task 1		14	0	0	0	0	0	0	0	0	0	4	18	\$2,640		
Task 2 - Preliminary (35%) Design																
2.1	Survey	1						2						3	\$320	
2.2	Geotechnical Information Review							2						2	\$150	
2.3	Refine Parking Lot Layout	2					2	12						18	\$1,480	
2.4	Parking Lot Lighting	0.5						2						2.5	\$235	
2.5	Concrete Walkways/Stairway	1					4	16						21	\$1,850	
2.6	Landscape Design	0.5						4						4.5	\$385	
2.7	Owner Coordination	3												3	\$510	
Subtotal, Task 2		6	0	0	0	0	6	38	0	0	0	0	52	\$4,930		
Task 3 - 65% Design																
3.1	Finalize Parking Lot Design	1					4	12						17	\$1,550	
3.2	Finalize Lighting Design	0.5						1						1.5	\$160	
3.3	Finalize Landscape Design	0.5						2						2.5	\$235	
3.4	Erosion and Sediment Control Plan							4						4	\$300	
3.5	Preliminary Specs/Bid Documents	1			16									17	\$2,090	
3.6	65% Plans + Review Meeting	6						50						56	\$4,770	
3.7	Preliminary Cost Estimates				1			3						4	\$345	
3.8	Owner Coordination	2						2						4	\$490	
Subtotal, Task 3		11	0	0	17	0	4	74	0	0	0	0	106	\$9,940		
Task 4 - Final Design																
4.1	Revise Design	1			2			6						9	\$860	
4.2	95% Plans	2						30						32	\$2,590	
4.3	95% Specs/Bid Documents	1			12									13	\$1,810	
4.4	Final Estimates				0.5			2						2.5	\$210	
4.5	95% Design Submittal				1			2						3	\$270	
4.6	100% Design Revisions	1			2			6						9	\$860	
4.7	Owner Coordination	4			1			2						7	\$950	
Subtotal, Task 4		9	0	0	18.5	0	0	48	0	0	0	0	75.5	\$7,350		
SUBTOTAL, TASKS 1-4		42	0	0	35.5	0	10	160	0	0	0	4	251.5	\$24,860		

**EXHIBIT B**

Friedman Memorial Airport										Terminal Parking Lot Improvements									
Work Order # 14-09																			
Labor Worksheet										December 30, 2014									
Task	Description	Personnel Hours													Total Hours	Fee			
		Prin	PM	SP	CM	SV	DE	EIT	EIT	Insp	Insp	Adm.							
		DM	NC	CP	CS			DS	(OT)	DB	(OT)	SV							
		\$170	\$130	\$140	\$120	\$130	\$120	\$75	\$98	\$90	\$117	\$65							
Task 5 - Bidding																			
5.1	Pre-Bid Administration	2						6						8	\$790				
5.2	Pre-Bid Conference	1						3						4	\$395				
5.3	Questions/Addenda	2			4			6						14	\$1,420				
5.4	Bid Opening	1						1						2	\$245				
5.5	Bid Tabulations							3						3	\$225				
5.6	Bid Analysis/Recommendation of Award	0.5						2						2.5	\$235				
5.7	Award Documents	0.5			2			2						4.5	\$475				
5.8	Owner Coordination	2						4						6	\$640				
5.9	Travel Time	3						6						9	\$960				
Subtotal, Task 5		12	0	0	6	0	0	35	0	0	0	0	0	63	\$5,385				
Task 6 - Construction																			
6.1	Pre-Construction Coordination	2						8						10	\$940				
6.2	Submittal Review				2			4						6	\$540				
6.3	On-Site Observation (Part-Time)							40						40	\$3,000				
6.4	Meetings (3 Total)	2						6						8	\$790				
6.5	Office Administration/Support	2			6									8	\$1,060				
6.6	Pay Requests	1						2						3	\$320				
6.7	Quality Control/Assurance							2						2	\$150				
6.8	Final Completion Inspections	1						2						3	\$320				
6.9	Change Orders/Supplemental Agreements	1			1			4						6	\$590				
6.10	Owner Coordination	6						6						12	\$1,470				
6.11	Travel Time	3						12						15	\$1,410				
Subtotal, Task 6		18	0	0	9	0	0	86	0	0	0	0	0	113	\$10,590				
Task 7 - Closeout/Documentation																			
7.1	As-Constructed Drawings	0.5						8						8.5	\$685				
7.2	Final Construction Memo	1						4						5	\$470				
7.3	Closeout Documentation Support	0.5						1						1.5	\$160				
Subtotal, Task 7		2	0	0	0	0	0	13	0	0	0	0	0	15	\$1,315				
Task 8 - Additional Services																			
8.1	Electrical Coordination	2						4						6	\$640				
8.2	Landscape Architect Coordination	2						4						6	\$640				
8.3	SWPPP Coordination	1						4						5	\$470				
Subtotal, Task 8		5	0	0	0	0	0	12	0	0	0	0	0	17	\$1,750				
SUBTOTAL, TASKS 5-8		37	0	0	15	0	0	146	0	0	0	0	0	198	\$19,040				
TOTAL, ALL TASKS		79	0	0	50.5	0	10	306	0	0	0	0	4	449.5	\$43,900				

Professional Services Agreement, Work Order 14-10  
Rehabilitate Runway  
December 30, 2014



## **Work Order 14-10**

### **Friedman Memorial Airport (SUN)**

### **Hailey, Idaho**

### **Rehabilitate Runway**

This Work Order shall be attached to, made a part of, and incorporated by reference into a Master Professional Services Agreement between the Friedman Memorial Airport Authority and T-O Engineers, Inc., dated October 14, 2013.

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### **SCOPE OF WORK**

The Scope of Work, dated December 30, 2014 for this effort is attached as Exhibit A. This document describes the anticipated work effort and schedule in detail.

### **FEES**

Fees for services provided under this Work Order will be determined and billed as follows:

• Tasks 1-4, Lump Sum Method:	\$8,900.00
• <u>Tasks 5-8, Time and Materials Method:</u>	<u>\$15,755.00</u>
• <b>Total Fee:</b>	<b>\$24,655.00</b>

Fees for the phases of work will be calculated with the methods listed above, as defined in the Agreement. Fees have been calculated using Consultant's current Fee Schedule. A detailed Fee Proposal, dated December 30, 2014 is attached as Exhibit B.



IN WITNESS WHEREOF, Client and Consultant have made and executed this WORK ORDER 14-06 to the AGREEMENT the day and year first above written.

FOR: FRIEDMAN MEMORIAL AIRPORT AUTHORITY

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

FOR: T-O ENGINEERS, INC.

By: \_\_\_\_\_ David A. Mitchell, P.E.

Title: \_\_\_\_\_ Aviation Services Manager/Vice President

Date: \_\_\_\_\_



# **WORK ORDER 14-10**

## **EXHIBIT A – Scope of Work**

### **Friedman Memorial Airport (SUN)**

#### **Hailey, Idaho**

#### **Rehabilitate Runway**

This Scope of Work describes professional services to be provided in support of a project at Friedman Memorial Airport to rehabilitate Runway 13-31. This project will consist of sealing cracks, applying a surface seal coat to the asphalt and repainting the runway with temporary and permanent markings.

The pavement on Runway 13-31 is in very good condition, but is in need of surface maintenance to preserve its life. The airport is in the midst of a multi-year effort to improve the Runway Safety Area. This effort includes a planned airport closure in Spring 2015, which is an excellent opportunity to complete this project.

#### **PROJECT APPROACH:**

The project will complete all of the proposed construction elements during the planned Spring 2015 closure. This project is funded with Passenger Facility Charge (PFC) funding (no Airport Improvement Program funding will be used.) The project will, however be bid and constructed in conjunction with an AIP-funded project ("Project 6"). The runway rehabilitation will be designed under this Work Order, then attached to that project as a separate bid schedule.

Professional services shall be provided during all elements of the project, including design, bidding, construction and closeout.

Design professional services to be provided shall include civil design, preliminary design, final design, and the overall coordination of all phases of the project with the Owner. Design Services and associated expenses (Tasks 1-4 below) will be provided on a lump sum basis.

Services provided under this Work Order also will include bidding, construction inspection/administration, closeout and additional services necessary to complete the project. These services and associated expenses (Tasks 5-8 below) will be provided on a time and materials basis.

Professional services anticipated include services necessary to accomplish the following:

- Contract Administration
- Preliminary Design
- Final Design
- Project bidding assistance and administration
- Construction Inspection/Administration
- Closeout
- Coordination of all elements of the Project with the Owner



## **CONTRACTS AND BIDDING:**

As described above, the project will be attached to Project 6 as a separate schedule and bid and constructed as a part of that project.

After bids are opened, Engineer and Owner will discuss possible award options. If adequate funds are not available, the project may not be awarded. This Work Order does not include any services related to repackaging or re-bidding work elements at a later date. If such services are necessary, they will be added by amendment or considered an additional service to this agreement.

It is anticipated that the bulk of the project will be completed during the spring of 2015, when the runway is closed. A second phase to complete final pavement markings will be necessary in fall of 2015. This phase will require multiple temporary closures, scheduled around flights.

The project will be funded entirely with PFC funds.

## **AVAILABLE INFORMATION:**

- Design, construction and as-constructed drawings of the most recent runway reconstruction project, prepared in 2007 by Toothman-Orton Engineering Co. (now T-O Engineers).



## **SCOPE OF PROFESSIONAL SERVICES**

### **TASK 1 - ADMINISTRATION**

During the course of the Project the following general administrative services shall be provided.

- 1.1 Prepare a Work Order specifically addressing this project. The Work Order shall include a detailed Scope of Professional Services narrative. Review the Scope with Owner and modify as necessary, based on comments received. The Work Order shall also include a detailed cost proposal based on estimates of professional service man hours, hourly rates and lump sum costs required to accomplish the design development and construction administration of the work.
- 1.2 Advise and coordinate with Owner through Phase 1 tasks.
- 1.3 Project management and administration to include monthly cost accounting and budget analysis, invoicing and monitoring of project progress.

### **TASK 2 – PRELIMINARY DESIGN**

Due to the nature of this project, preliminary design will be simple and limited to the following tasks:

- 2.1 Examine the runway to quantify cracks in need of sealing and determine if any other repairs are necessary. This will be accomplished while staff are at the airport for other projects. (A separate trip will not be necessary.)
- 2.2 Identify the limits of pavement maintenance and develop a simple graphic to illustrate the area.
- 2.3 Identify possible surface seal options and discuss with Owner to select the preferred approach.

### **TASK 3 – 65% DESIGN**

The 65% design services shall include the following:

- 3.1 Check pavement markings relative to current FAA guidance and update as-constructed drawings as necessary for use in construction of this project.
- 3.2 Prepare a preliminary construction specification for only the pavement maintenance portions of the project (crack sealing and seal coat).
- 3.3 Prepare preliminary design and construction plans to a completion level of approximately 65%. The anticipated number of sheets in this submittal is three sheets. Submit to Owner for review and comment. Plans shall be submitted along with the Project 6 drawings prepared separately.
- 3.4 Prepare preliminary cost estimates, based on preliminary design.
- 3.5 Coordinate with the Owner during this phase of the project.

### **TASK 4 - FINAL DESIGN**

The Final Design task shall include the preparation of detailed construction plans and specifications to be included in the Project 6 design and construction documents. Final Design Services shall include the following work tasks:

- 4.1 Prepare final design and construction plans. Total number of sheets is anticipated to be three.



- 4.2 Prepare final construction specifications.
- 4.3 Prepare a final engineer's opinion of probable construct cost, based on the final design.
- 4.4 Coordinate with the Owner during this phase of the project.

## **TASK 5 - BIDDING**

As discussed above, this project will be bid in association with Project 6. Therefore, this Scope includes only services related directly to the pavement rehabilitation work. General bid coordination is included in Project 6 services.

- 5.1 Respond to questions specifically related to the pavement rehabilitation and markings that arise during the Contractors' bid preparation process. Issue addenda or other clarifications as required.
- 5.2 Prepare a detailed Bid Tabulation documenting bid results for the pavement rehabilitation bid schedule and submit to Owner.
- 5.3 Assist the Owner with review and analysis of bids received, relative to available funding.
- 5.4 Coordinate with Owner throughout the bid and award process.

## **TASK 6 - CONSTRUCTION**

During construction, the Consultant shall administer all aspects of the construction contract over which the Consultant can be expected to have realistic control in order to assist the Owner in monitoring and documenting the construction process for design compliance, quality assurance, and cost control. Time for construction services assumes full-time observation of the pavement rehabilitation elements only. It is assumed that the primary phase of construction will be completed in five days followed by a final markings phase in the fall. The final markings phase will include a total of 16 hours spread out over three days. Any construction time overruns beyond the assumptions stated here may require additional Consultant time and associated fees. These additional fees will be negotiated by addendum to this Work Order. Construction services shall more specifically include the following work tasks:

- 6.1 Answer questions and respond to RFIs pertaining to the runway rehabilitation prior to construction.
- 6.2 Review, comment, and process Contractors' material submittals for pavement rehabilitation and marking tasks. Assist Contractor as required to clarify specifications and submittal requirements.
- 6.3 Provide one experienced Resident Project Representative during construction to monitor and document construction activities, conformance with schedules, plans and specifications; review and document construction quantities; document significant conversations, situations, events or changed conditions; document input or visits from local authorities and officials; and maintain a project diary.
- 6.4 Provide office administration support and assistance to the Resident Project Representative with senior design, management or other personnel as field activities may require.



- 6.5 Review and approve Contractor monthly Pay Requests. Submit approved pay requests to the Owner for approval and payment.
- 6.6 Conduct Substantial Completion and Final Completion Inspections with the Owner and Contractor. Produce substantial and final completion inspection certificates and document "punch list" items. It is anticipated that senior design or management personnel will attend either the Substantial Completion or Final Inspection at the Airport.
- 6.7 Assist Owner with review of Contractor Wage and EEO documentation review.
- 6.8 Prepare, negotiate and process Contract Change Orders/Supplemental Agreements, as required. Man-hour estimates and costs are to be based on normal construction events as experienced by the Consultant for projects of this type and size.
- 6.9 Coordinate with Owner throughout the construction process. Submit required construction documentation, including weekly activity report forms, change orders, etc. Coordinate with Owner verbally concerning change orders, as required.
- 6.10 Travel time required for Task 6.

## **TASK 7 – CLOSEOUT/DOCUMENTATION**

Task 7 shall consist of project closeout and documentation services. Operational phase services shall include the following tasks:

- 7.1 Prepare As-Constructed Revisions to Design and Construction Drawings for project improvements. Provide Owner with copies of Record Drawings, including one electronic copy (PDF).
- 7.2 Document the project work and accomplishments in a description of the project, to be incorporated into the Project 6 final engineer's report.
- 7.3 Coordinate with Contractors on Owner's behalf to obtain lien releases from subcontractors and Prime Contractor in preparation to making final payment. Coordinate with Contractors, Owner and the Idaho State Tax Commission to obtain a tax release prior to releasing final retainage.

## **TASK 8 – ADDITIONAL SERVICES**

No Additional Services are anticipated for this project.



## **PROJECT SCHEDULE**

The following dates summarize the target completion of significant project tasks.

<b>ACTIVITY</b>	<b>COMPLETION</b>
Scope of Work/Fee Approval	January 6, 2015
Initiate Design	January 7, 2015
Preliminary Design Complete	January 15, 2015
65% Design Complete	February 2, 2015
95% Design Complete	February 16, 2015
Final Design Complete/Advertise for Bids	February 23, 2015
Bid Opening	March 16, 2015
Award Project	April 1, 2015
Begin Phase 1	May 12, 2015
Phase 1 Complete	May 17, 2015
Begin Phase 2	October 1, 2015
Phase 2 Complete	October 4, 2015
Closeout	December 2015

Dates are subject to change, based on grant timing, weather and the needs of the Owner.

## EXHIBIT B

<b>Friedman Memorial Airport</b> <b>Work Order # 14-10</b>		<b>Rehabilitate Runway</b>		
<b>Fee Summary</b>		<b>December 30, 2014</b>		
<b>Tasks 1-4, Lump Sum</b>				
<b>1. Personnel Costs</b>				
Classification	Title	Hours	Rate/Hour	Cost
Prin	Principal	16.5	\$170.00	\$2,805.00
PM	Project Manager	8	\$135.00	\$1,080.00
SP	Senior Planner	0	\$140.00	\$0.00
CM	Construction Manager/Specifier	13	\$120.00	\$1,560.00
SV	Surveyor	0	\$130.00	\$0.00
DE	Design Engineer	0	\$120.00	\$0.00
EIT	Engineer-In-Training	41	\$75.00	\$3,075.00
EIT (OT)	Engineer-In-Training (Overtime)	0	\$97.50	\$0.00
Insp	Inspector	0	\$90.00	\$0.00
Insp (OT)	Inspector (Overtime)	0	\$117.00	\$0.00
Adm.	Administrative Assistant	4	\$65.00	\$260.00
<b>Totals:</b>		<b>82.5</b>		<b>\$8,780.00</b>
<b>2. Subconsultant Fees</b>				
None Anticipated				\$0.00
Mark-up				10.0% \$0.00
<b>Subtotal, Subconsultant Fees:</b>				<b>\$0.00</b>
<b>3. Reimbursable Expenses</b>				
Description	Number	Unit Cost	Cost	
Vehicle Travel (Per Mile)	0	\$0.60	\$0.00	
Airline Travel (Per Trip)	0	\$1,200.00	\$0.00	
Rental Vehicles - (Per Day, incl. fuel)	0	\$120.00	\$0.00	
Lodging (Per Night)	0	\$120.00	\$0.00	
Meals (Day Trips - Lump Sum)	0	\$100.00	\$0.00	
Per Diem (On Site Personnel - Per Day)	0	\$0.00	\$0.00	
Document Reproduction (Lump Sum)	1	\$100.00	\$100.00	
Telephone, Fax, Postage, Misc. (Lump Sum)	1	\$20.00	\$20.00	
<b>Subtotal, Reimbursable Expenses</b>			<b>\$120.00</b>	
<b>TOTAL FEE, TASKS 1-4 (1+2+3):</b>				<b>\$8,900.00</b>

## EXHIBIT B

<b>Friedman Memorial Airport</b>	<b>Rehabilitate Runway</b>
<b>Work Order # 14-10</b>	

### Fee Summary

December 30, 2014

#### Tasks 5-8, Time and Materials

#### 4. Personnel Costs

Classification	Title	Hours	Rate/Hour	Cost
Prin	Principal	8.5	\$170.00	\$1,445.00
PM	Project Manager	8	\$130.00	\$1,040.00
SP	Senior Planner	0	\$140.00	\$0.00
CM	Construction Manager/Specifier	10	\$120.00	\$1,200.00
SV	Surveyor	0	\$130.00	\$0.00
DE	Design Engineer	0	\$120.00	\$0.00
EIT	Engineer-In-Training	102	\$75.00	\$7,650.00
EIT (OT)	Engineer-In-Training (Overtime)	0	\$97.50	\$0.00
Insp	Inspector	22	\$90.00	\$1,980.00
Insp (OT)	Inspector (Overtime)	0	\$117.00	\$0.00
Adm.	Administrative Assistant	0	\$65.00	\$0.00
<b>Totals:</b>		<b>150.5</b>		<b>\$13,315.00</b>

#### 5. Subconsultant Fees

None Anticipated	\$0.00
Mark-up	10.0% \$0.00
<b>Subtotal, Subconsultant Fees:</b>	<b>\$0.00</b>

#### 6. Reimbursable Expenses

Description	Number	Unit Cost	Cost
Vehicle Travel (Per Mile)	1,000	\$0.60	\$600.00
Rental Vehicles - (Per Month, incl. fuel)	0	\$1,650.00	\$0.00
Lodging (Per Night)	8	\$120.00	\$960.00
Meals (Day Trips - Lump Sum)	1	\$100.00	\$100.00
Per Diem (On Site Personnel - Per Day)	8	\$60.00	\$480.00
Document Reproduction (Lump Sum)	1	\$200.00	\$200.00
Telephone, Fax, Postage, Misc. (Lump Sum)	1	\$100.00	\$100.00
<b>Subtotal, Reimbursable Expenses</b>			<b>\$2,440.00</b>

<b>TOTAL FEE, TASKS 5-8 (4+5+6):</b>	<b>\$15,755.00</b>
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<b>TOTAL FEE, ALL TASKS:</b>	<b>\$24,655.00</b>
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# EXHIBIT B

Friedman Memorial Airport													Rehabilitate Runway			
Work Order # 14-10																
Labor Worksheet															December 30, 2014	
Task	Description	Personnel Hours												Total Hours	Fee	
		Prin	PM	SP	CM	SV	DE	EIT	EIT	Insp	Insp	Adm.				
		DM	NC	CP	CS		DS	(OT)	DB	(OT)	SV					
		\$170	\$130	\$140	\$120	\$130	\$120	\$75	\$98	\$90	\$117	\$85				
Task 1 - Administration																
1.1	Work Order	6												6	\$1,020	
1.2	Owner Coordination	1												1	\$170	
1.3	Project Management/Admin.	2										4		6	\$600	
Subtotal, Task 1		9	0	0	0	0	0	0	0	0	0	4		13	\$1,790	
Task 2 - Preliminary Design																
2.1	Examine Runway	2												2	\$340	
2.2	Rehab Limits		1					4						5	\$430	
2.3	Surface Seal Options	2	2		2									6	\$840	
Subtotal, Task 2		4	3	0	2	0	0	4	0	0	0	0		13	\$1,610	
Task 3 - 65% Design																
3.1	Check Pavement Markings		1					4						5	\$430	
3.2	Preliminary Specs				6									6	\$720	
3.3	Preliminary Plans	0.5	1					16						17.5	\$1,415	
3.4	Preliminary Cost Estimates				1			2						3	\$270	
3.5	Owner Coordination	1	1											2	\$300	
Subtotal, Task 3		1.5	3	0	7	0	0	22	0	0	0	0		33.5	\$3,135	
Task 4 - Final Design																
4.1	Final Plans	0.5	1					12						13.5	\$1,115	
4.2	Final Specifications	0.5			2									2.5	\$325	
4.3	Final Estimates				1			2						3	\$270	
4.4	Owner Coordination	1	1		1			1						4	\$495	
Subtotal, Task 4		2	2	0	4	0	0	15	0	0	0	0		23	\$2,205	
SUBTOTAL, TASKS 1-4		16.5	6	0	13	0	0	41	0	0	0	4		82.5	\$8,740	

# EXHIBIT B

Friedman Memorial Airport Work Order # 14-10													Rehabilitate Runway			
Labor Worksheet													December 30, 2014			
Task	Description	Personnel Hours													Total Hours	Fee
		Prin DM	PM NC	SP CP	CM CS	SV	DE	EIT DS	EIT (OT)	Insp DB	Insp (OT)	Adm. SV				
		\$170	\$130	\$140	\$120	\$130	\$120	\$75	\$98	\$90	\$117	\$65				
<b>Task 5 - Bidding</b>																
5.1	Questions/Addenda		1		2			2							5	\$520
5.2	Bid Tabulations							2							2	\$150
5.3	Review Bid Results	2													2	\$340
5.4	Owner Coordination	1	1												2	\$300
<b>Subtotal, Task 5</b>		<b>3</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11</b>	<b>\$1,310</b>
<b>Task 6 - Construction</b>																
6.1	Pre-Construction Coordination				2					2					4	\$420
6.2	Submittal Review				2					2					4	\$420
6.3	On-Site Observation							60		10					70	\$5,400
6.4	Office Administration/Support	1	1		2										4	\$540
6.5	Pay Requests									2					2	\$180
6.6	Substantial/Final Inspections		1					2		2					5	\$460
6.7	Wage/EEO Documentation							2							2	\$150
6.8	Change Orders/Supplemental Agreements		1		1			2							4	\$400
6.9	Owner Coordination	2	2					2		2					6	\$930
6.10	Travel Time							12							12	\$900
<b>Subtotal, Task 6</b>		<b>3</b>	<b>5</b>	<b>0</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>80</b>	<b>0</b>	<b>20</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>115</b>	<b>\$9,800</b>
<b>Task 7 - Closeout/Documentation</b>																
7.1	As-Constructed Drawings	0.5						6							6.5	\$685
7.2	Final Construction Memo		1					4		2					7	\$610
7.3	Closeout Documentation Support				1			2							3	\$270
<b>Subtotal, Task 7</b>		<b>0.5</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>14</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>18.5</b>	<b>\$1,565</b>
<b>Task 8 - Additional Services</b>																
	None Anticipated	2						4							6	\$840
<b>Subtotal, Task 8</b>		<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>\$840</b>
<b>SUBTOTAL, TASKS 5-8</b>		<b>8.5</b>	<b>8</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>102</b>	<b>0</b>	<b>22</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>150.5</b>	<b>\$13,315</b>
<b>TOTAL, ALL TASKS</b>		<b>25</b>	<b>16</b>	<b>0</b>	<b>23</b>	<b>0</b>	<b>0</b>	<b>143</b>	<b>0</b>	<b>22</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>233</b>	<b>\$22,055</b>

# SUN Approach Improvements – Ph. 2

- ▶ DAC site visit Dec. 4 and 5 2014
  - Provide invaluable insight regarding terrain and environment around SUN
- ▶ DAC access to flight simulator time and actual flight
  - Thank you John Strauss
- ▶ Unique knowledge gained during site visit being used in procedure analysis
- ▶ February 2015 (tentative) for draft report and designs



**Proposed Privacy Policy for the [www.iflysun.com](http://www.iflysun.com) website:**

The Privacy Policy outlines the types of information we gather when you visit iflysun.com, the official website of the Friedman Memorial Airport, as well as some of the steps we take to safeguard it.

**INFORMATION COLLECTION:**

- We do not collect personal information about you when you visit our website unless you choose to provide that information to us.
- We collect limited non-personally identifying information your browser makes available automatically whenever you visit a website. This information includes the Internet Address of your computer or network, the date, time and page you visited on our site, your browser and operating system, and the referring page (the last webpage you visited before clicking on a link to our site).
- We use the aggregated information from all of our visitors to measure server performance, analyze user traffic patterns and improve the content of our site.
- We sometimes track the keywords that are entered into our search engine to measure interest in specific topics, but we do not track which terms a particular user enters.
- Some of our online services require you to register for an account. We ask you for some personal information in order to create an account (typically your name, email address and a password for your account) and we will use that information to provide the service.

**INFORMATION YOU PROVIDE:**

- Information volunteered by you through any email you may send to us through the website is used to help us enhance our services, and may be shared with others for that purpose.
- We do not give, share, sell, rent or transfer any personal information to a third party, unless we have your consent.

**COOKIES:**

- We may use "cookies" when providing personalization services. A cookie is a text file that is placed on your hard disk by a Web page server. Cookies cannot be used to run programs or deliver viruses to your computer. Cookies are uniquely assigned to you, and can only be read by a web server in the domain that issued the cookie to you. We use cookies to improve quality of our service and not to track any personal information in that it tells the Web server that you have returned to a specific page.
- The use of cookies is a standard practice among Internet websites and most Internet web browsers may be customized to reject cookies, to only accept

or reject cookies by user intervention, or to delete cookies. However, some features may not function properly without cookies.

#### LINKS:

- The iflysun.com website uses link and search capabilities to navigate publicly available information from dozens of agencies and/or persons that are not part of the iflysun.com website and over whom the Airport Authority exercises no control.
- The privacy policies and procedures described here do not necessarily apply to those sites.
- We suggest contacting these sites directly for information on their data collection and distribution policies.

#### SITE SECURITY:

- We take appropriate security measures to protect unauthorized access, alteration or destruction of data.
- Anyone using this website expressly consents to such measures intended to prevent unauthorized attempts to upload, change information or otherwise cause damage to the site.

#### POLICY CHANGES:

- Please note that this Privacy Policy can change from time to time. We expect most such changes to be minor, but we will post those changes as they are made.