

**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, October 3, 2017 at 5:30 p.m. at the old Blaine County Courthouse Meeting Room Hailey, Idaho. All matters shall be considered Joint Decision Matters unless otherwise noted. The proposed Agenda for the meeting is as follows:

**AGENDA
October 3, 2017**

- I. APPROVE AGENDA**
- II. PUBLIC COMMENT (10 Minutes Allotted)**
- III. FRIEDMAN MEMORIAL AIRPORT AUTHORITY MEETING MINUTES OF:**
 - A. September 5, 2017 Regular Meeting – Motion to Approve – 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. Fly Sun Valley Alliance Report DISCUSSION
- V. AIRPORT STAFF BRIEF (5 Minutes Allotted)**
 - A. Noise Complaints
 - B. Profit & Loss, ATCT Traffic Operations Count and Enplanement Data – Attachments #2 – #4
 - C. Airport Commercial Flight Interruptions (unofficial)
 - D. Review Correspondence – Attachment #5
- VI. OLD BUSINESS**
 - A. CONSTRUCTION and CAPITAL Projects
 - a. Runway Pavement Maintenance – Update DISCUSSION
 - b. Terminal Air Carrier Apron and Parking Lot Improvements DISCUSSION/PUBLIC COMMENT/ACTION
 - i. Update
 - ii. Consider Approval of T-O Work Order 17-06 Bidding and Construction Service – Attachment #6
 - B. AIRPORT PLANNING Projects
 - a. Environmental Assessment DISCUSSION
 - Runway Protection Zone/Approach Protection and Planning – Update
 - C. MISC.
 - a. Parking Lot Management Contract - Update DISCUSSION
 - b. Communications Services RFQ - Update DISCUSSION
- VII. NEW BUSINESS**
 - A. Disadvantaged Business Enterprise (DBE) Program Policy Statement (49 CFR Part 26 Construction) – Consider Execution of Policy – Attachment #7 DISCUSSION/PUBLIC COMMENT/ACTION
 - B. FMAA Amended Regulation No. 94-1 Revision DISCUSSION
 - C. November Meeting – Consideration of Date Change DISCUSSION/PUBLIC COMMENT/ACTION
- VIII. PUBLIC COMMENT**
- IX. EXECUTIVE SESSION – I.C. §74-206 (c) To acquire an interest in real property which is not owned by a public agency**
I.C. §74-206 (f) To communicate with legal counsel to discuss legal ramifications for controversy imminently likely to be litigated
- X. ADJOURNMENT**

III. FRIEDMAN MEMORIAL AIRPORT AUTHORITY MEETING MINUTES OF:

A. September 5, 2017 Regular Meeting – Motion to Approve - 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. Fly Sun Valley Alliance Report

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

BOARD ACTION: 1. Discussion

V. AIRPORT STAFF BRIEF - (5 Minutes Allotted)

A. Noise Complaints

| LOCATION | DATE | TIME | AIRCRAFT TYPE | INCIDENT | ACTION/RESPONSE |
|-------------------|----------------------------|------------|---------------|---|---|
| Woodside, Hailey* | 7/13/2017 | 10:00 a.m. | Jet | Cessna 680 sat off the south end of runway 31 for approx. 50 minutes doing an engine power run. This is unacceptable being so close to Woodside | Occurred during Allen. Sometimes maintenance run-ups are necessary. Ops works with the maintenance crews to limit duration of these operations as much as feasible. The far south end of the airfield represents the best location for this type of activity with the least impact on surrounding neighbors. These types of maintenance run-ups are not common. |
| Woodside, Hailey* | 08/04, 08/06, 08/19, 08/22 | Various | Jets | Early or late operations, long aircraft holds at the end of the runway, | Follow-up made with operators regarding early and late operations, long aircraft delays at the end of the runway caused by IFR traffic due to smoke. Follow-up made via email. |
| Little Indio | 9/11/2017 | 9:08 a.m. | Jets/Props | Red and white tail dragger departing to the north before heading west. Also loud jet took off and went west bound as well. | Concerns stated about numerous planes and jets taking off this morning and also Friday 9/8. Commented the quality of life has been quickly diminishing over last 10 years due to increased traffic. Caller advised no response or call back was necessary. |
| Woodside, Hailey* | 9/15/2017 | 5:53 a.m. | Jets/Props | Beech C-99 departed before 6 a.m. | Letter sent to operator advising of our VNAP. Concern followed-up via email. |

*These complaints were submitted via our iflysun.com website. The complaints were unintentionally sent to spam by our email system. We believe the issue has been resolved. A response was sent to the individual who left the complaints regarding the August and September operations.

B. 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 - 2017 ATCT Traffic Operations data comparison by month. **Attachment #4** is 2017 Enplanement, Deplanement and Seat Occupancy data.

The following revenue and expense analysis is provided for Board information and review:

July 2016/2017

| | | |
|--|------------------|-----------------|
| Total Non-Federal Revenue | July 2017 | \$643,746.09 |
| Total Non-Federal Revenue | July 2016 | \$582,293.95 |
| Total Non-Federal Revenue | FY '17 thru July | \$2,685,888.92 |
| Total Non-Federal Revenue | FY '16 thru July | \$2,576,331.25 |
| Total Non-Federal Expenses | July, 2017 | \$205,226.27 |
| Total Non-Federal Expenses | July, 2016 | \$212,107.68 |
| Total Non-Federal Expenses | FY '17 thru July | \$2,283,870.32 |
| Total Non-Federal Expenses | FY '16 thru July | \$2,286,266.35 |
| Net Income to Include Federal Programs | FY '17 thru July | \$255,400.00 |
| Net Income to Include Federal Programs | FY '16 thru July | \$-1,014,520.66 |

C. Airport Commercial Flight Interruptions (unofficial):

| AIRLINE | FLIGHT CANCELLATIONS | FLIGHT DIVERSIONS |
|-----------------|---|-------------------|
| | August 31 through September 26 | |
| Alaska Airlines | 2 cancellations – one due to maintenance and one due to crew issues | None |
| Delta | 2 cancellations - due to weather and smoke | None |
| United | 1 cancellation – due to smoke | None |

D. Review Correspondence – Attachment #5

Attachment #5 is information included for Board review.

VI. OLD BUSINESS

A. CONSTRUCTION and CAPITAL Projects

a. Runway Pavement Maintenance – Update

Application of the final markings for the Runway Pavement Maintenance project was scheduled for September 18-20. Due to difficulty scheduling the work with the contractor, the decision was made to postpone the work until Spring 2018. This turned out to be an excellent decision, as the weather those days was very poor and it would have been impossible to paint. Staff and consultants are working now to schedule the work for the spring.

BOARD ACTION: 1. Discussion

b. Terminal Air Carrier Apron and Parking Lot Improvements

i. Update

At the September 5th FMAA meeting, the Board elected to award this project to Idaho Materials and Construction, subject to the availability of at least \$900,000 in discretionary funding. The grant offer was received on September 18, 2017 and included discretionary funds in this amount. The grant offer was accepted by both the City and County and returned to the FAA that day. Award of the project is moving forward, with work planned for Spring and Fall 2018. Utility relocations are necessary to complete the work, and these are being scheduled with Idaho Power, Intermountain Gas, and Century Link to complete this work this fall.

ii. Consider Approval of T-O Work Order 17-06 Bidding and Construction Service – Attachment #6

Included at **Attachment #6** is a proposed Work Order for T-O Engineers, for services related to this project. These services include, design of an additional option used in re-bidding the project, bidding and award services, construction administration and inspection services and other related tasks necessary to complete the project. The proposed total fee for this work order is \$382,443.20. This fee has been compared with an independent fee estimate and negotiated between Staff and T-O. The results of this negotiation will be presented at the meeting and the Board will be asked to approve the work order.

BOARD ACTION: 1. Discussion/Public Comment/Action
 Consider approval of Work Order 17-07 in the amount of \$382,443.20.

B. AIRPORT PLANNING PROJECTS

a. Environmental Assessment Runway Protection Zone/Approach Protection and Planning - Update

The Environmental Assessment (EA) is still on schedule for completion and submittal to the FAA in November. The cultural resources survey, biological survey and wetland delineation are complete or nearly complete and will be incorporated into the report following quality control review. Chapters 1-3 (Background, Purpose and Need and Alternatives Analysis) of the EA are complete in draft form and are being reviewed by the consultant now. Draft Chapters 1-3 and Chapter 4 (Affected Environment and Environmental Consequences) will be finalized and reviewed by the consultant and provide to Staff for staff review in early October. A public meeting for the EA will be held in mid-October or early November.

BOARD ACTION: 1. Discussion

C. MISC.

a. Parking Lot Management Contract – Update

At the last meeting, the Board accepted the recommendation of the finance/lease committee to select The Car Park for our parking lot management services. Since then, staff has been working with our parking consultant to develop a draft management agreement for negotiation with The Car Park. The draft management agreement is nearing completion for finance/lease committee review.

Staff recommends the finance/lease committee convene within the next few weeks to review and discuss the draft agreement before beginning negotiations with The Car Park.

BOARD ACTION: 1. Discussion

b. Communications Services RFQ – Update

Staff has been directed to develop a draft communications plan to assist the Board with the upcoming communications services RFQ process. Staff is reviewing plan options and will provide to communications selection committee members Schoen and Cooley for review, discussion, and consideration in October. It is anticipated the RFQ will be published in October as well with action by the Board for selection at either the November or December meeting.

BOARD ACTION: 1. Discussion

VII. NEW BUSINESS

A. Disadvantaged Business Enterprise (DBE) Program Policy Statement (49 CFR Part 26 Construction) – Consider Execution of Policy – Attachment #7

Last month staff requested and received authorization from the Board to allow the Airport Manager to sign and distribute the policy statement associated with the airport's concession DBE program in accordance with U.S. Department of Transportation, 49 CFR Part 23.

This month staff is requesting authorization for the same, this time for the airport's construction DBE program in accordance with U. S. Department of Transportation, 49 CFR Part 26. The policy ensures that DBEs, as defined in part 26, have an equal opportunity to receive and participate in DOT assisted contracts.

Attachment #7 includes the required policy statement.

BOARD ACTION: 1. Discussion/Public Comment/Action
Staff is requesting authorization for the Airport Manager to sign and distribute the Policy Statement.

B. FMAA Amended Regulation No. 94-1 Revision

FMAA Amended Regulation No. 94-1 governs and regulates ground transportation and baggage transport services at the airport. The Regulation has not been reviewed or updated since 2011. Staff is collaborating with the City of Hailey Police Department, Hailey legal counsel and airport counsel to update the Regulation to address and incorporate new statewide regulations dealing with "Transportation Network Companies (TNC)" (Uber type operations), as well as generally streamlining the Regulation.

It is anticipated that staff and counsel will have a draft version of a revised regulation for Board review at the November meeting. Once approved by the Board, the process for formal adoption will be begin, including two readings at subsequent Board meetings.

BOARD ACTION: 1. Discussion

C. November Meeting – Consideration of Date Change

The FAA Helena Airports District Office (ADO) is holding its annual conference in Helena, MT, on November 7 and 8. The next regularly scheduled Board meeting is scheduled for November 7. The Board Chairman and staff believe our continued attendance at this conference is warranted.

With this in mind, staff is asking the Board to consider rescheduling the November meeting date from November 7 to Oct. 31 to allow staff to attend the conference.

BOARD ACTION: 1. Discussion/Public Comment/Action

VIII. PUBLIC COMMENT

- IX. EXECUTIVE SESSION - I.C. §74-206 (c)** To acquire an interest in real property which is not owned by a public agency
- I.C. §74-206 (f)** To communicate with legal counsel to discuss legal ramifications for controversy imminently likely to be litigated

X. ADJOURNMENT

**MINUTES OF A REGULAR MEETING
OF THE
FRIEDMAN MEMORIAL AIRPORT AUTHORITY***

ATTACHMENT 1

**September 5, 2017
5:30 P.M.**

IN ATTENDANCE:

BOARD MEMBERS: Chairman – Don Keirn, Vice-Chairman – Jacob Greenberg, Secretary - Lawrence Schoen, Treasurer – Ron Fairfax, Board - Fritz Haemmerle, Pat Cooley, Board – Angenie McCleary via Conference Phone
FRIEDMAN MEMORIAL AIRPORT STAFF: Airport Manager – Chris Pomeroy, ASC/Special Project Coordinator/Executive Assistant – Steve Guthrie, Airport Operations Manager – Todd Emerick; Administrative Assistant/Alternate Security Coordinator – Roberta Christensen, Administrative Assistant – Cecilia Vega; Administrative Assistant/IT Systems Maintenance Coordinator – April Matlock
CONSULTANTS: T-O Engineers – Dave Mitchell; Centerlyne – Candace Crew; Sarah Shepard
AIRPORT TENANTS/PUBLIC: Atlantic Aviation – Brian Blackburn; Comp Plan – Len Harlig; GCA – John Strauss; FSVA – Carol Waller; FHR – Marc Reinemann
AIRPORT LEGAL COUNSEL: Lawson Laski Clark & Pogue, PLLC – Jim Laski
PRESS: Idaho Mountain Express – Joshua Murdock

CALL TO ORDER:

The meeting was called to order at 5:32 p.m. by Chairman Keirn.

I. APPROVE AGENDA

The agenda was approved as presented.

MOTION:

Made by Board Member Fairfax moved to approve the August 8, 2017 FMAA Regular Board Meeting Agenda as presented. Seconded by Board Member Haemmerle.

PASSED UNANIMOUSLY

**II. APPROVE FMAA
MEETING MINUTES**

A. August 8, 2017 Regular Meeting (See Brief)

The August 8, 2017 Friedman Memorial Airport Authority Meeting Minutes were approved as presented.

MOTION:

Made by Board Member Haemmerle to approve the August 8, 2017 Friedman Memorial Airport Authority Regular Meeting Minutes as presented. Seconded by Board Member Cooley.

PASSED UNANIMOUSLY

III. PUBLIC COMMENT

Chairman Keirn opened the discussion for public comment.

No public comment was made.

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 (See Power Point Presentation)

Airport Manager Pomeroy reported on the following:

- The Airport experienced heavy traffic for the eclipse weekend. Governor Otter approved the stationing of two National Guard helicopters at KSUN for this event. Friedman Memorial Airport did extensive coordination with the Federal Aviation Administration (FAA) Salt Lake City Center (SLCC), the airport tenants, and the ATCT to ensure a safe experience for the flying public.
- The Airport Manager will be traveling to Eugene, OR for a Northwest Chapter American Association of Airport Executives (NWAEE) meeting where he has been nominated for the Board of Directors.
- Representatives from the FAA Helena Airport District Office (ADO), Regional Airports Division Manager, Randy Fiertz and the Helena ADO Manager, Chuck Garrison will be visiting FMA on September 18, 2017.
- The smoke in the valley has caused flight interruptions and cancellations due to the poor visibility.

E. Fly Sun Valley Alliance Report

Fly Sun Valley Alliance (FSVA) representative, Carol Waller, reported that the winter flight schedule has been released and flights are being booked. She suggested a winter diversion transportation presentation in October with the airlines and transportation providers for a better understanding of the bussing procedures and to make suggestions for improvement.

Chairman Keirn asked if Sun Valley Company or United was responsible for marketing the Chicago flight.

Ms. Waller responded that marketing efforts were shared between United, Sun Valley Company, Visit Sun Valley, Limelight Hotel, and local advertisements by FSVA.

Board Member Schoen supported Ms. Waller's suggestion to have the airline and bussing operators present to brief the Board on cost and decision making for the diversion program.

Ms. Waller responded that she would work with Airport Manager Pomeroy on scheduling that presentation.

V. AIRPORT STAFF BRIEF

A. Noise Complaints (See Brief)

Board Member Cooley commented that the noise complaints for August were unusually high and asked if these were current or new aviation customers and pilots into the airport.

Airport Manager Pomeroy responded that there was an influx of new pilots for the solar eclipse and some were not familiar with the airport's Voluntary Noise Abatement Program (VNAP) even though information was circulated through the Airport website and Atlantic Aviation.

John Strauss with Glass Cockpit Aviation commented that he received ten calls from pilots who were referred to him from Atlantic Aviation and who were unfamiliar with the VNAP. He concluded that it was a challenge to get the information to the pilots and he complimented Airport Manager Pomeroy and Atlantic Aviation for their continued education effort.

Board Member Schoen asked why Atlantic Aviation was referring pilots to Mr. Strauss and why Atlantic Aviation was unable to advise their own clients on the VNAP rather than referring them to Airport Manager Pomeroy

Brian Blackburn, General Manager of Atlantic Aviation, commented that they do inform pilots of the VNAP and many will oblige; however, since they are a service provider, some pilots, especially repeat clients, will abide only if asked by an authoritative figure such as the Airport Manager.

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

Chairman Keim proposed that the Board consider including financial attachments 5, 6, and 7 of the Board Packet in future packets to replace the Profit & Loss Budget vs. Actual reports.

Board Member Haemmerle stated that distributing the additional financial information to the Finance Committee with their packet every month would be sufficient. He also suggested that Staff include a Balance Sheet for Board review in the packet on a quarterly basis.

Board Member Cooley agreed with Board Member Haemmerle and suggested that Staff also include the additional financial information in the Board Packet on a quarterly basis.

Board Member Schoen commented that he finds the information useful and would like to have it quarterly; however, the amount of financial information included as attachments 5, 6, and 7 in the packet is unusual for a monthly packet.

Board Member Fairfax agreed with the Board and commented that the Finance Committee found the additional financial information to be useful for this year's budgetary process and the year-end projections were actual numbers.

Vice-Chairman Greenberg agreed with Board Member Fairfax and commented that the additional financial information served as an effective forecasting model that consisted of actual and projected information and was useful to the Finance Committee as it enabled them to advise the Board on which decisions were preferable on specific projects. He also requested that the additional financial information be distributed to the Finance Committee on a monthly basis.

Chairman Keirn directed Staff to distribute the additional financial information to the Finance Committee every month and to include the financial information and Airport Balance Sheet in the Board Packet quarterly for the Board to review.

C. Airport Commercial Flight Interruptions (See Brief)

D. Review Correspondence (See Brief)

VI. OLD BUSINESS

A. CONSTRUCTION and CAPITAL Projects (See PPT)

a.) Runway Pavement Maintenance Update (See Brief & PPT)

Airport Manager Pomeroy briefed the Board on the Runway Pavement Maintenance Project scheduled for September 18-20 that consists of permanent markings required by the Federal Aviation Administration (FAA) Standards and reported that the Airport will implement rolling closures that will permit the contractor to work between scheduled commercial flights and minimize impact on Airport Operations.

b.) Terminal Air Carrier Apron and Parking Lot Improvements Update (See Brief & PPT)

Airport Manager Pomeroy and Airport Engineer Mitchell updated the Board on the Terminal Air Carrier Apron and Parking Lot Improvements. (See Power Point Presentation).

Board Member Haemmerle asked if the projected \$900,000 in discretionary funds was the actual number that the FAA would be awarding. He also inquired about the consequences if the project was awarded and the funds were not available and how would the Board proceed.

Airport Manager Pomeroy responded that he spoke with the FAA Civil Engineer/Compliance Specialist, Mr. Steve Engebrecht and while it was not a guarantee there was a high probability of obtaining the funds. He also stated that the award of the contract would be contingent upon receipt of the discretionary funds.

Board Member Fairfax asked if Schedule C could be eliminated as that amount could be used to remove the overall deficit in capital projects.

Airport Engineer Mitchell responded that Schedule C is not a required portion of the project; however, it would make sense to complete it as it will offer better utilization as well as easier snow removal operations for the sidewalk next to the parking lot that will be graded down for other parts of the project.

The Board discussed the financial aspects of Airport Engineer Mitchell's presentation including:

- Providing the Board with a project timeline and priority list of projects.
- The Finance Committee's confidence that the FMAA can be financially prudent even with the projected \$180,789 shortfall estimated for when capital projects are completed.
- The current status of the reserve funds using the cash summary projection included in Attachment #5 of the Board Packet.

Vice-Chairman Greenberg asked Airport Consultant Mitchell to clarify a statement made earlier regarding the fund availability for the RPZ project and the completion timeline. He asked what the impact of FAA funding is and if the Board will need to delay the project or finance it with Airport funds. He also asked if it was possible to negotiate the price with the contractor or if -it was contractually tied.

Airport Consultant Mitchell responded that the Board may develop a cash flow issue if they commence with the RPZ negotiations since there are upfront costs that may need to be paid by the airport and reimbursed with a future grant if the current grant is expended. He also responded that it would be difficult to negotiate a price reduction since the contractor is projecting future cost.

Board Member Schoen inquired on the validity of the terminal apron/parking lot contract time frame between the award of the project and when construction begins.

Airport Consultant Mitchell responded that the project bids are valid until the end of September.

Board Member Cooley commented that he felt comfortable accepting the bid from Idaho Materials and Construction for this project at the current price for future work.

Board Member Haemmerle commented on the ongoing projects at the Airport and asked Airport Manager Pomeroy if there would be a project hiatus.

Airport Manager Pomeroy responded that at the end of September, Staff will present to the Board a 5-year capital improvement program that will delineate future projects and timelines.

MOTION:

Made by Board Member Fairfax to award Schedules A, B, C, to Idaho Materials and Construction, Inc. in the amount of \$3,060,725.70 subject to FAA approval and availability of no less than \$900,000 FAA discretionary funding. Seconded by Board Member Haemmerle.

PASSED UNANIMOUSLY

B AIRPORT PLANNING Projects (See Brief & PPT)

a.) Environmental Assessment Runway Protection Zone/Approach Protection Update and Review of Draft Preferred Alternative (See Brief & PPT)

Airport Manager Pomeroy briefed the Board on the status of the Environmental Assessment Runway Protection Zone and Approach Protection and asked the Board to consider adopting the presented Preferred Alternative.

The Board agreed to approve the Preferred Alternative and move forward with the project.

C MISC.

a.) Parking Lot Management Services RFP Update – Approve Recommendations and Contract Negotiation

Airport Manager Pomeroy briefed the Board on the Parking Lot Management Services RFP Update and relayed to the Board that three proposals have been received and interviews have been completed. Following discussions with Staff and Mr. Chris Johnson from C.A. Johnson Consultants, the Financial Committee is recommending that the Board enter into a contract for Management Parking Lot Services with The Car Park.

Board Member Fairfax commented that entering into a Management Agreement rather than a concession agreement enables the Airport to establish more control over the parking lot employees and operations.

Chairman Keirn commended The Car Park on their interview presentation and opened the discussion for public comment.

No public comment was made.

MOTION:

Made by Board Member Cooley to accept the recommendation made by the Finance Committee to enter into contract negotiations with The Car Park for Parking Lot Management Services. Seconded by Vice-Chairman Greenberg.

PASSED UNANIMOUSLY

b.) Audit Services RFP Update – Approve Recommendations and Execute Engagement Letter

Airport Manager Pomeroy briefed the Board on the Audit Services RFP Update and relayed to the Board that four proposals have been received and the interviews have been completed. Following discussions with Staff and Ms. Laurie Harberd, CPA, Rexroat, Harberd & Associates, the Financial Committee is recommending that the Board execute an engagement letter with Harris & Company.

Vice-Chairman Greenberg explained the process that the Finance Committee assumed in order to be able to bring these recommendations to the Board. He stated that Mr. Chris Johnson was engaged to consult on the parking lot management services and Ms. Laurie Harberd, CPA assisted with the audit services. The discussion and interviews had spanned a couple of days for a few hours each day and he believes that the best candidates were chosen.

Chairman Keirn opened the discussion for public comment.

No public comment was made.

MOTION:

***Made by Vice-Chairman Greenberg to enter into contract negotiations with Harris & Co. for Audit Services and allow the Chairman to execute the Engagement Letter in the amount of \$21,500.
Seconded by Board Member Fairfax.***

PASSED UNANIMOUSLY

VII. NEW BUSINESS

A. Communications RFP Process

Airport Manager Pomeroy briefed the Board on the current service status with the communications firm, Centerlyne, and suggested that the Board appoint a selection committee comprised of Staff, City and County representatives to aid in the Request for Qualifications (RFQ) and selection process.

Board Member Schoen recalls being on the Selection Committee when Centerlyne was chosen as the Board's Communications Director and has reservations about seeking proposals so soon after the last RFQ process. He suggested that a communications plan that includes the Board's expectations and outcomes be drafted and executed.

Vice-Chairman Greenberg commented that the Airport Manager is guided by the Board and therefore the Board should decide what messages need to be circulated throughout the community as well as which methods to use to disseminate the information.

Board Member Fairfax recalled that previous communication directors had dispersed information to State Representatives and Congress and had targeted local users. At that time, the message to bring people to the Airport had been different. He commented that the firm needs to have the incentive to be able to guide the Board on effective marketing methods.

Board Member Haemmerle stated that informing the public should not include divulging an interpretation of disagreements between the City and County.

Board Member Cooley suggested that the Board establish a selection committee and create a communications plan outline as suggested by Board Member Schoen.

Chairman Keirn instructed Airport Manager Pomeroy to create a Communication Plan as well as an RFQ and appointed Board Member Schoen and Board Member Cooley to the Selection Committee.

B. Airport Concession Disadvantaged Business Enterprise (ACDBE) Program Policy Statement – Consider Execution of Policy

Airport Manager Pomeroy informed the Board that the ACDBE Policy Statement is required in accordance with the regulations of the U.S. Department of Transportation, 49 CFR Part 23 and that the policy ensures that ACDBEs have an equal opportunity to receive and participate in concession opportunities at the Airport. Airport Manager Pomeroy requested authorization to execute and distribute the Policy Statement.

Board Member Schoen requested that the policy be updated to include him in the organizational chart.

Chairman Keirn opened the discussion for public comment.

No public comment was made.

MOTION:

Made by Board Member Schoen to authorize Airport Manager Pomeroy to execute the ACDBE Policy Statement as amended and distribute the Policy Statement. Seconded by Vice-Chairman Greenberg.

PASSED UNANIMOUSLY

VIII. PUBLIC COMMENT

Mr. Len Harlig, asked if The Car Park will have a capital improvement responsibility.

Vice-Chairman Greenberg answered that the Parking Lot Management Agreement does not have a capital improvement responsibility; however, they do manage payroll per employee, signage, and ticketing supplies.

Board Member Fairfax added that this was a full management contract and The Car Park may provide equipment to the Airport through a capital lease.

Glass Cockpit Aviation owner, John Strauss, thanked the Finance Committee on their efforts and recommendations. He also commended the Board on their transparency and informed discussions.

IX. EXECUTIVE SESSION

I.C. §74-206 (a)(c)(f)

MOTION:

Made by Board Member Haemmerle to enter into Executive Session pursuant to Idaho Code §74-206 paragraph (a) to consider action regarding Airport Manager position, paragraph (c) to acquire an interest in real property and paragraph (f) to communicate with legal counsel to discuss legal ramifications for controversy imminently likely to be litigated. Seconded by Board Member Fairfax.

ROLL CALL VOTE:

| | |
|--------------------------------|------------|
| Chairman Keirn | Yes |
| Vice-Chairman Greenberg | Yes |
| Board Member Fairfax | Yes |
| Board Member Schoen | Yes |
| Board Member Haemmerle | Yes |
| Board Member Cooley | Yes |

PASSED UNANIMOUSLY

X. ADJOURNMENT

The September 5, 2017 Regular Meeting of the Friedman Memorial Airport Authority was adjourned at approximately 7:45 p.m.

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.*

Friedman Memorial Airport

Profit & Loss Budget vs. Actual (Combined '17)

October 2016 through July 2017

| Ordinary Income/Expense | Oct '16 - Jul 17 | Budget | \$ Over Budget | % of Budget |
|--|-------------------|-------------------|-------------------|---------------|
| Income | | | | |
| 4000-00 - AIRCARRIER | | | | |
| 4000-01 - Aircarrier - Lease Space | 70,434.30 | 88,750.00 | -18,315.70 | 79.4% |
| 4000-02 - Aircarrier - Landing Fees | 142,768.76 | 128,000.00 | 14,768.76 | 111.5% |
| 4000-03 - Aircarrier - Gate Fees | 1,000.00 | 2,000.00 | -1,000.00 | 50.0% |
| 4000-04 - Aircarrier - Utility Fees | 18,020.15 | 15,970.00 | 2,050.15 | 112.8% |
| 4000-05 - Aircarrier - Misc. | 0.00 | 4,000.00 | -4,000.00 | 0.0% |
| 4010-07 - Aircarrier - '14 PFC App | 319,688.09 | 280,000.00 | 59,688.09 | 123.0% |
| Total 4000-00 - AIRCARRIER | 551,911.30 | 498,720.00 | 53,191.30 | 110.7% |
| 4020-00 - TERMINAL AUTO PARKING REVENUE | | | | |
| 4020-01 - Automobile Parking - Terminal | 209,498.12 | 193,500.00 | 15,998.12 | 108.3% |
| Total 4020-00 - TERMINAL AUTO PARKING REVENUE | 209,498.12 | 193,500.00 | 15,998.12 | 108.3% |
| 4030-00 - AUTO RENTAL REVENUE | | | | |
| 4030-01 - Automobile Rental - Commission | 443,933.89 | 395,000.00 | 48,933.89 | 112.4% |
| 4030-02 - Automobile Rental - Counter | 22,288.20 | 22,500.00 | -211.80 | 99.1% |
| 4030-03 - Automobile Rental - Auto Prkng | 56,011.60 | 56,000.00 | 11.60 | 100.0% |
| 4030-04 - Automobile Rental - Utilities | 4,573.53 | 2,084.00 | 2,489.53 | 219.5% |
| Total 4030-00 - AUTO RENTAL REVENUE | 526,807.22 | 475,584.00 | 51,223.22 | 110.8% |
| 4040-00 - TERMINAL CONCESSION REVENUE | | | | |
| 4040-02 - Terminal Shops - Lease Space | 12.00 | | | |
| 4040-03 - Terminal Shops - Utility Fees | 1,252.45 | | | |
| 4040-10 - Advertising - Commission | 44,876.00 | 40,100.00 | 4,776.00 | 111.9% |
| 4040-11 - Vending Machines - Commission | 12,938.50 | 12,000.00 | 938.50 | 107.8% |
| 4040-12 - Terminal ATM | 343.50 | 250.00 | 93.50 | 137.4% |
| Total 4040-00 - TERMINAL CONCESSION REVENUE | 59,422.45 | 52,350.00 | 7,072.45 | 113.5% |
| 4050-00 - FBO REVENUE | | | | |
| 4050-01 - FBO - Lease Space | 205,822.32 | 208,000.00 | -2,177.68 | 99.0% |
| 4050-02 - FBO - Tiedown Fees | 322,148.54 | 368,500.00 | -46,351.46 | 87.4% |
| 4050-03 - FBO - Landing Fees - Trans. | 269,271.17 | 268,000.00 | 1,271.17 | 100.5% |
| 4050-04 - FBO - Commission | 21,627.03 | 15,500.00 | 6,127.03 | 139.5% |
| 4050-07 - FBO - Miscellaneous | 9,077.59 | | | |
| Total 4050-00 - FBO REVENUE | 827,946.65 | 860,000.00 | -32,053.35 | 96.3% |
| 4060-00 - FUEL FLOWAGE REVENUE | | | | |
| 4060-01 - Fuel Flowage - FBO | 261,697.08 | 244,000.00 | 17,697.08 | 107.3% |
| Total 4060-00 - FUEL FLOWAGE REVENUE | 261,697.08 | 244,000.00 | 17,697.08 | 107.3% |

Friedman Memorial Airport
Profit & Loss Budget vs. Actual (Combined '17)
October 2016 through July 2017

| | Oct '16 - Jul 17 | Budget | \$ Over Budget | % of Budget |
|---|------------------|------------|----------------|-------------|
| 4070-00 · TRANSIENT LANDING FEES REVENUE | | | | |
| 4070-02 · Landing Fees - Non-Comm./Gov't | 218.82 | 500.00 | -281.18 | 43.8% |
| Total 4070-00 · TRANSIENT LANDING FEES REVENUE | 218.82 | 500.00 | -281.18 | 43.8% |
| 4080-00 · HANGARS REVENUE | | | | |
| 4080-01 · Land Lease - Hangar | 446,994.23 | 428,000.00 | 18,994.23 | 104.4% |
| 4080-02 · Land Lease - Hangar/Trans. Fee | 5,301.40 | 4,590.00 | 711.40 | 115.5% |
| 4080-03 · Land Lease - Hang/Ul(E8,11,24) | 1,432.71 | 1,350.00 | 82.71 | 106.1% |
| Total 4080-00 · HANGARS REVENUE | 453,728.34 | 433,940.00 | 19,788.34 | 104.6% |
| 4090-00 · TIEDOWN PERMIT FEES REVENUE | | | | |
| 4090-01 · Tiedown Permit Fees (FMA) | 10,163.11 | 10,500.00 | -336.89 | 96.8% |
| Total 4090-00 · TIEDOWN PERMIT FEES REVENUE | 10,163.11 | 10,500.00 | -336.89 | 96.8% |
| 4100-00 · POSTAL CARRIERS REVENUE | | | | |
| 4100-01 · Postal Carriers - Landing Fees | 8,200.32 | 11,000.00 | -2,799.68 | 74.5% |
| 4100-02 · Postal Carriers - Tiedown | 2,970.00 | | | |
| Total 4100-00 · POSTAL CARRIERS REVENUE | 11,170.32 | 11,000.00 | 170.32 | 101.5% |
| 4110-00 · MISCELLANEOUS REVENUE | | | | |
| 4110-01 · Misc. Revenue | 13,355.87 | | | |
| 4110-05 · Misc. Incident/Accident | -5,645.00 | | | |
| 4110-06 · Misc. - Security-Prox. Cards | 0.00 | 30,800.00 | -30,800.00 | 0.0% |
| 4110-09 · Miscellaneous Expense Reimburse | 0.00 | | | |
| Total 4110-00 · MISCELLANEOUS REVENUE | 7,710.87 | 30,800.00 | -23,089.13 | 25.0% |
| 4120-00 · GROUND TRANSP. PERMIT REVENUE | | | | |
| 4120-01 · Ground Transportation Permit | 14,550.00 | 13,500.00 | 1,050.00 | 107.8% |
| 4120-02 · GTSP - Trip Fee | 2,640.00 | 3,000.00 | -360.00 | 88.0% |
| Total 4120-00 · GROUND TRANSP. PERMIT REVENUE | 17,190.00 | 16,500.00 | 690.00 | 104.2% |
| 4400-00 · TSA/Security | | | | |
| 4400-02 · Terminal Lease | 33,637.50 | 33,660.00 | -22.50 | 99.9% |
| 4400-03 · Security Prox. Cards | 32,832.00 | | | |
| Total 4400-00 · TSA/Security | 66,469.50 | 33,660.00 | 32,809.50 | 197.5% |
| 4510-00 · DOT/Small Community Air Service | | | | |
| 4510-02 · Small Community Air Serv. 2016 | 0.00 | 250,000.00 | -250,000.00 | 0.0% |
| Total 4510-00 · DOT/Small Community Air Service | 0.00 | 250,000.00 | -250,000.00 | 0.0% |

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Accrual Basis

Friedman Memorial Airport

Profit & Loss Budget vs. Actual (Combined '17)

October 2016 through July 2017

| | Oct '16 - Jul 17 | Budget | \$ Over Budget | % of Budget |
|---|------------------|--------------|----------------|-------------|
| 4520-00 · INTEREST INCOME | | | | |
| 4520-07 · Interest Income - '14 PFC | 12.87 | | | |
| 4600-00 · Interest Income - General | 10,720.82 | 1,250.00 | 9,470.82 | 857.7% |
| Total 4520-00 · INTEREST INCOME | 10,733.69 | 1,250.00 | 9,483.69 | 858.7% |
| 4742-00 · AIP 42 - Project Air Carr. Apr | | | | |
| 4742-01 · AIP '42 Air Carr. Apron | 97,147.59 | 97,147.59 | 0.00 | 100.0% |
| Total 4742-00 · AIP 42 - Project Air Carr. Apr | 97,147.59 | 97,147.59 | 0.00 | 100.0% |
| 4743-00 · AIP 43 - Air Carrier /Pkg. Lot | | | | |
| 4743-01 · AIP 43 - Air Carrier/Pkg. Lot | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 4743-00 · AIP 43 - Air Carrier /Pkg. Lot | 0.00 | 0.00 | 0.00 | 0.0% |
| Total Income | 3,111,815.06 | 3,209,451.59 | -97,636.53 | 97.0% |
| Gross Profit | 3,111,815.06 | 3,209,451.59 | -97,636.53 | 97.0% |
| Expense | | | | |
| EXPENDITURES | | | | |
| "A" EXPENSES | | | | |
| 5000-01 · Salaries - Airport Manager | 114,525.00 | 130,750.00 | -16,225.00 | 87.6% |
| 5000-02 · Salaries - Assist. Airpt. Manag | 0.00 | 63,750.00 | -63,750.00 | 0.0% |
| 5010-00 · Salaries - Contracts/Finance Adm | 83,002.42 | 79,922.13 | 3,080.29 | 103.9% |
| 5010-01 · Salaries - Office Assist. | 163,655.03 | 157,503.30 | 6,151.73 | 103.9% |
| 5020-00 · Salaries - ARFF/OPS Manager | 78,167.83 | 79,922.13 | -1,754.30 | 97.8% |
| 5030-00 · Salaries - ARFF/OPS Specialist | 277,053.83 | 283,977.36 | -6,923.53 | 97.6% |
| 5040-00 · Salaries-ASC/Sp.Prjct./Ex. Assl | 62,730.64 | 62,500.00 | 230.64 | 100.4% |
| 5050-00 · Salaries-Seasonal-Snow Removal | 23,099.50 | 38,000.00 | -14,900.50 | 60.8% |
| 5050-01 · Salaries - Seasonal - Arpt Host | 3,570.00 | | | |
| 5050-02 · Salaries - Merit Increase | 0.00 | 32,911.20 | -32,911.20 | 0.0% |
| 5060-01 · Overtime - General | 0.00 | 1,000.00 | -1,000.00 | 0.0% |
| 5060-02 · Overtime - Snow Removal | 60,438.29 | 20,000.00 | 40,438.29 | 302.2% |
| 5060-04 · OT - Security | 0.00 | 5,000.00 | -5,000.00 | 0.0% |
| 5100-00 · Retirement | 101,930.83 | 108,332.00 | -6,401.17 | 94.1% |
| 5110-00 · Social Security/Medicare | 64,717.08 | 70,833.32 | -6,116.24 | 91.4% |
| 5120-00 · Life Insurance | 1,293.80 | 1,415.00 | -121.20 | 91.4% |
| 5130-00 · Medical Insurance | 129,026.16 | 175,000.00 | -45,973.84 | 73.7% |
| 5170-00 · Workman's Compensation | 15,578.00 | 15,000.00 | 578.00 | 103.9% |
| 5170-00 · Unemployment Claims | 31.32 | | | |
| Total "A" EXPENSES | 1,178,819.73 | 1,325,816.44 | -146,996.71 | 88.9% |

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Accrual Basis

Friedman Memorial Airport

Profit & Loss Budget vs. Actual (Combined '17)

October 2016 through July 2017

| | Oct '16 - Jul 17 | Budget | \$ Over Budget | % of Budget |
|---|-------------------|-------------------|------------------|---------------|
| "B" EXPENDITURES | | | | |
| "B" EXPENSES - ADMINISTRATIVE | | | | |
| 6000-00 · TRAVEL EXPENSE | | | | |
| 6000-01 · Travel | 11,530.25 | 10,000.00 | 1,530.25 | 115.3% |
| Total 6000-00 · TRAVEL EXPENSE | 11,530.25 | 10,000.00 | 1,530.25 | 115.3% |
| 6010-00 · SUPPLIES/EQUIPMENT EXPENSE | | | | |
| 6010-01 · Supplies - Office | 7,344.28 | 6,800.00 | 544.28 | 108.0% |
| 6010-03 · Supplies - Computer | 2,843.37 | 3,000.00 | -156.63 | 94.8% |
| Total 6010-00 · SUPPLIES/EQUIPMENT EXPENSE | 10,187.65 | 9,800.00 | 387.65 | 104.0% |
| 6020-00 · INSURANCE | | | | |
| 6020-01 · Insurance - Liability | 11,640.00 | 10,400.00 | 1,240.00 | 111.9% |
| 6020-02 · Insurance - Public Officials | 5,402.26 | 5,600.00 | -197.74 | 96.5% |
| 6020-03 · Insurance-Bldg/Unlic.Veh./Prop | 40,615.60 | 40,500.00 | 115.60 | 100.3% |
| 6020-04 · Insurance - Licensed Vehicles | 4,673.00 | 7,000.00 | -2,327.00 | 66.8% |
| Total 6020-00 · INSURANCE | 62,330.86 | 63,500.00 | -1,169.14 | 98.2% |
| 6030-00 · UTILITIES | | | | |
| 6030-01 · Utilities - Gas/Terminal | 13,342.89 | 18,000.00 | -4,657.11 | 74.1% |
| 6030-02 · Utilities - Gas/AOB & Cold Stor | 6,491.13 | 9,000.00 | -2,508.87 | 72.1% |
| 6030-03 · Utilities - Elec./Runway&PAPI | 6,620.76 | 5,800.00 | 820.76 | 114.2% |
| 6030-04 · Utilities - Elec./AOB & Cold St | 8,620.52 | 10,300.00 | -1,679.48 | 83.7% |
| 6030-05 · Utilities - Electric/Terminal | 36,440.33 | 34,000.00 | 2,440.33 | 107.2% |
| 6030-06 · Utilities - Telephone | 13,155.51 | 10,500.00 | 2,655.51 | 125.3% |
| 6030-07 · Utilities - Water | 8,145.90 | 1,200.00 | 6,945.90 | 678.8% |
| 6030-08 · Utilities - Garbage Removal | 8,344.04 | 8,000.00 | 344.04 | 104.3% |
| 6030-09 · Utilities - Sewer | 2,959.02 | 3,400.00 | -440.98 | 87.0% |
| 6030-11 · Utilities - Electric/Tower | 4,685.95 | 5,400.00 | -714.05 | 86.8% |
| 6030-12 · Utilities - Elec./Brdfrd.Hghl | 380.64 | 580.00 | -199.36 | 65.6% |
| 6030-15 · Utilities - Elec/AWOS | 2,678.33 | 2,500.00 | 178.33 | 107.1% |
| 6030-16 · Utilities - Elec. Wind Cone | 99.30 | 125.00 | -25.70 | 79.4% |
| 6030-17 · Utilities - Elec./Gas-Hangar | 4,224.38 | 160.00 | 4,064.38 | 2,640.2% |
| Total 6030-00 · UTILITIES | 116,188.70 | 108,965.00 | 7,223.70 | 106.6% |
| 6040-00 · SERVICE PROVIDER | | | | |
| 6040-01 · Service Provider - General | 0.00 | 1,830.00 | -1,830.00 | 0.0% |
| 6040-02 · Service Provider - Term. Serv. | 4,943.90 | 750.00 | 4,193.90 | 659.2% |
| 6040-03 · Service Provider - AOB Services | 21,222.63 | 8,330.00 | 12,892.63 | 254.8% |
| 6040-04 · Service Provider - Operations | 15,022.00 | | | |
| 6040-05 · Service Provider - Internet Ter | 0.00 | 1,500.00 | -1,500.00 | 0.0% |
| 6040-06 · Service Provider - SSI Movement | 0.00 | 9,850.00 | -9,850.00 | 0.0% |
| 6040-07 · Serv. Provider - Security CMS | 0.00 | 83,300.00 | -83,300.00 | 0.0% |
| 6040-08 · Service Provider - Part 139 Arp | 0.00 | 3,000.00 | -3,000.00 | 0.0% |
| 6040-09 · Service Provider - Elec. Filing | 0.00 | 11,500.00 | -11,500.00 | 0.0% |

Friedman Memorial Airport

Profit & Loss Budget vs. Actual (Combined '17)

October 2016 through July 2017

| | Oct '16 - Jul 17 | Budget | \$ Over Budget | % of Budget |
|--|------------------|-------------------|-------------------|--------------|
| 6040-10 · Service Provider - Term. Flight | 0.00 | 5,150.00 | -5,150.00 | 0.0% |
| 6040-11 · Service Provider - Term. Satell | 0.00 | 5,000.00 | -5,000.00 | 0.0% |
| 6040-12 · Service Provider - Certif. Mana | 0.00 | 830.00 | -830.00 | 0.0% |
| Total 6040-00 · SERVICE PROVIDER | 41,188.53 | 131,040.00 | -89,851.47 | 31.4% |
| 6050-00 · PROFESSIONAL SERVICES | | | | |
| 6050-01 · Professional Services - Legal | 20,398.30 | 58,300.00 | -37,901.70 | 35.0% |
| 6050-02 · Professional Serv. - Audit/Fina | 33,273.88 | 43,000.00 | -9,726.12 | 77.4% |
| 6050-03 · Professional Services - Engin | 10,248.75 | 6,650.00 | 3,598.75 | 154.1% |
| 6050-04 · Professional Services - ARFF | 0.00 | 0.00 | 0.00 | 0.0% |
| 6050-05 · Professional Services - Gen. | 6,360.00 | 8,330.00 | -1,970.00 | 76.4% |
| 6050-08 · Professional Services - Secur | 0.00 | 3,330.00 | -3,330.00 | 0.0% |
| 6050-10 · Prof. Svcs.-IT/Comp. Support | 10,893.75 | 20,830.00 | -9,946.25 | 52.3% |
| 6050-12 · Prof. Serv.-Planning Air Serv. | 1,757.50 | 12,500.00 | -10,742.50 | 14.1% |
| 6050-13 · Prof. Serv.-Website Des.& Maint | 7,627.78 | 1,650.00 | 5,977.78 | 462.3% |
| 6050-15 · Prof. Serv.-Comm.Coord/Pub.Outr | 4,538.93 | 16,650.00 | -12,111.07 | 27.3% |
| Total 6050-00 · PROFESSIONAL SERVICES | 95,088.89 | 171,240.00 | -76,151.11 | 55.5% |
| 6060-00 · MAINTENANCE-OFFICE EQUIPMENT | | | | |
| 6060-01 · Maint.-Office Equip./Gen. | 15.50 | 0.00 | 15.50 | 100.0% |
| 6060-04 · Maintenance - Copier | 1,889.68 | 2,000.00 | -110.32 | 94.5% |
| 6060-05 · Maintenance - Phone | 1,215.00 | 1,500.00 | -285.00 | 81.0% |
| Total 6060-00 · MAINTENANCE-OFFICE EQUIPMENT | 3,120.18 | 3,500.00 | -379.82 | 89.1% |
| 6070-00 · RENT/LEASE OFFICE EQUIPMENT | | | | |
| 6070-02 · Rent/Lease - Postage Meter | 936.00 | 1,050.00 | -114.00 | 89.1% |
| Total 6070-00 · RENT/LEASE OFFICE EQUIPMENT | 936.00 | 1,050.00 | -114.00 | 89.1% |
| 6080-00 · DUES/MEMBERSHIPS/PUBLICATIONS E | | | | |
| 6080-01 · Dues/Memberships/Publications | 9,847.02 | 12,000.00 | -2,152.98 | 82.1% |
| 6080-04 · Airport Marketing | 20,671.11 | 17,000.00 | 3,671.11 | 121.6% |
| 6080-06 · Marketing - SCASDP | 0.00 | 20,830.00 | -20,830.00 | 0.0% |
| Total 6080-00 · DUES/MEMBERSHIPS/PUBLICATIONS E | 30,518.13 | 49,830.00 | -19,311.87 | 61.2% |
| 6090-00 · POSTAGE | | | | |
| 6090-01 · Postage/Courier Service | 1,074.85 | 1,650.00 | -575.15 | 65.1% |
| Total 6090-00 · POSTAGE | 1,074.85 | 1,650.00 | -575.15 | 65.1% |

Friedman Memorial Airport

Profit & Loss Budget vs. Actual (Combined '17)

October 2016 through July 2017

| | Oct '16 - Jul 17 | Budget | \$ Over Budget | % of Budget |
|--|-------------------|-------------------|--------------------|---------------|
| 6100-00 · EDUCATION/TRAINING | | | | |
| 6100-01 · Education/Training - Admin. | 5,110.00 | 12,500.00 | -7,390.00 | 40.9% |
| 6100-02 · Education/Training - OPS | 1,121.00 | 3,500.00 | -2,379.00 | 32.0% |
| 6100-03 · Education/Training - ARFF | 11,971.75 | 14,000.00 | -2,028.25 | 85.5% |
| 6100-04 · Ed/Train. - ARFF Trienn. Drill | 2,966.59 | 3,000.00 | -33.41 | 98.9% |
| 6100-05 · Education - Noise Abatement | 1,432.53 | 8,330.00 | -6,897.47 | 17.2% |
| 6100-06 · Education - Security | 0.00 | 8,330.00 | -8,330.00 | 0.0% |
| 6100-07 · Education - Public Outreach | 4,754.10 | | | |
| 6100-08 · Education/Training - HFD Coop. | 987.50 | | | |
| Total 6100-00 · EDUCATION/TRAINING | 28,353.47 | 49,660.00 | -21,306.53 | 57.1% |
| 6110-00 · CONTRACTS | | | | |
| 6110-01 · Contracts - General | 708.35 | | | |
| 6110-02 · Contracts - FMAA | 35,000.00 | 35,000.00 | 0.00 | 100.0% |
| 6110-03 · Contracts - FBO/Fee Collection | 49,000.00 | 49,000.00 | 0.00 | 100.0% |
| 6110-04 · Contracts - COH LEO | 0.00 | 4,150.00 | -4,150.00 | 0.0% |
| 6110-05 · Contracts - Janitorial | 0.00 | 40,800.00 | -40,800.00 | 0.0% |
| 6110-07 · Contracts - Snow Removal | 0.00 | 25,000.00 | -25,000.00 | 0.0% |
| 6110-08 · Contracts - Eccles Tree Lights | 47,500.00 | 30,000.00 | 17,500.00 | 158.3% |
| Total 6110-00 · CONTRACTS | 132,208.35 | 183,950.00 | -51,741.65 | 71.9% |
| 6120-00 · PERMITS | | | | |
| 6120-01 · Permits - General | 0.00 | 75.00 | -75.00 | 0.0% |
| 6120-02 · Permits - COH Impact Fee | 0.00 | 8,330.00 | -8,330.00 | 0.0% |
| Total 6120-00 · PERMITS | 0.00 | 8,405.00 | -8,405.00 | 0.0% |
| 6130-00 · MISCELLANEOUS EXPENSES | | | | |
| 6130-01 · Misc. - General | 9,819.43 | 7,000.00 | 2,819.43 | 140.3% |
| 6140-00 · Bank Fees | 292.31 | 2,500.00 | -2,207.69 | 11.7% |
| Total 6130-00 · MISCELLANEOUS EXPENSES | 10,111.74 | 9,500.00 | 611.74 | 106.4% |
| Total "B" EXPENSES - ADMINISTRATIVE | 542,837.60 | 802,090.00 | -259,252.40 | 67.7% |
| "B" EXPENSES - OPERATIONAL | | | | |
| 6500-00 · SUPPLIES/EQUIPMENT-OPERATIONS | | | | |
| 6500-01 · Supplies/Equipment - General | 1,978.99 | 2,050.00 | -71.01 | 96.5% |
| 6500-02 · Supplies/Equipment - Tools | 3,706.35 | 10,400.00 | -6,693.65 | 35.6% |
| 6500-03 · Supplies/Equipment - Clothing | 2,363.20 | 10,000.00 | -7,636.80 | 23.6% |
| 6500-04 · Supplies/Equipment - Janitorial | 13,546.23 | 16,700.00 | -3,153.77 | 81.1% |
| 6500-05 · Supplies/Equipment - Deice | 0.00 | 40,000.00 | -40,000.00 | 0.0% |
| 6500-06 · Supplies/Equipment - ARFF | 0.00 | 7,500.00 | -7,500.00 | 0.0% |
| Total 6500-00 · SUPPLIES/EQUIPMENT-OPERATIONS | 21,594.77 | 86,650.00 | -65,055.23 | 24.9% |

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Accrual Basis

Friedman Memorial Airport

Profit & Loss Budget vs. Actual (Combined '17)

October 2016 through July 2017

| | Oct '16 - Jul 17 | Budget | \$ Over Budget | % of Budget |
|---|------------------|------------------|------------------|---------------|
| 6510-00 - FUEL/LUBRICANTS | | | | |
| 6510-01 - General | 1,051.43 | 830.00 | 221.43 | 126.7% |
| 6510-02 - Fuel | 41,087.43 | 35,000.00 | 6,087.43 | 117.4% |
| 6510-03 - Lubricants | 2,086.95 | 2,000.00 | 86.95 | 104.8% |
| Total 6510-00 - FUEL/LUBRICANTS | 44,235.81 | 37,830.00 | 6,405.81 | 116.9% |
| 6520-00 - VEHICLES/MAINTENANCE | | | | |
| 6520-01 - R/M Equipment - General | 598.42 | 1,650.00 | -1,050.58 | 36.3% |
| 6520-06 - R/M Equip. - '85 Ford Dump | 190.65 | 750.00 | -559.35 | 25.4% |
| 6520-08 - R/M Equip. - '96 Tiger Tractor | 2,184.59 | 1,300.00 | 884.59 | 168.0% |
| 6520-09 - R/M Equip. - '96 Oshkosh Swp. | 2,470.60 | 2,700.00 | -229.40 | 91.5% |
| 6520-13 - R/M Equip. - Crafcro Crack Flr. | 0.00 | 900.00 | -900.00 | 0.0% |
| 6520-17 - R/M Equip. '01 Case 921 Ldr. | 1,482.24 | 300.00 | -256.86 | 14.4% |
| 6520-18 - R/M Equip. - '97 Chevy Blazer | 43.14 | 750.00 | -360.71 | 51.9% |
| 6520-19 - R/M Equip. '02 Ford F-150 PU | 389.29 | 700.00 | -310.71 | 51.3% |
| 6520-20 - R/M Equip. - '02 Kodiak Blower | 1,503.36 | 1,250.00 | 253.36 | 120.3% |
| 6520-24 - R/M Equip. - '01 Ford F-250 | 0.00 | 1,250.00 | -1,250.00 | 0.0% |
| 6520-25 - R/M Equip. - '04 Batts De-Ice | 2,371.54 | 1,750.00 | 621.54 | 135.5% |
| 6520-28 - R/M Equip.-'06 Case 621 Loader | 480.00 | 2,050.00 | -1,570.00 | 23.4% |
| 6520-29 - R/M Equip.- '10 Waus Broom/Plow | 14,612.08 | 4,600.00 | 10,012.08 | 317.7% |
| 6520-30 - R/M Equip.-'05 Ford F-350 | 4,741.32 | 1,250.00 | 3,491.32 | 379.3% |
| 6520-31 - R/M Equip. -'10 Oshkosh Blower | 4,754.42 | 2,500.00 | 2,254.42 | 190.2% |
| 6520-32 - R/M Equip. - '09 Mini Truck | 35.99 | 500.00 | -464.01 | 7.2% |
| 6520-34 - R/M Equip. - '12 Case 921F Load | 1,219.39 | 1,850.00 | -630.61 | 65.9% |
| 6520-35 - R/M Equip. - '14 Ford Explorer | 704.78 | 400.00 | 304.78 | 176.2% |
| 6520-37 - R/M Equip. - '15 Tool Cat | 1,236.63 | 1,800.00 | -563.37 | 68.7% |
| 6520-38 - R/M Equip. - '15 Wausau Broom | 1,751.02 | 2,800.00 | -1,048.98 | 62.5% |
| 6520-40 - R/M Equip. - '17 Ford-350 Super | 1,772.81 | | | |
| Total 6520-00 - VEHICLES/MAINTENANCE | 42,543.27 | 29,800.00 | 12,743.27 | 142.8% |
| 6530-00 - ARFF MAINTENANCE | | | | |
| 6530-01 - ARFF Maint. Gen/Supplies | 14,406.53 | 1,500.00 | 12,906.53 | 960.4% |
| 6530-03 - ARFF Maint. - '87 Oshkosh | 119.09 | 1,500.00 | -1,380.91 | 7.9% |
| 6530-04 - ARFF Maint. - Radios | 1,287.17 | 750.00 | 537.17 | 171.6% |
| 6530-05 - ARFF Maint. - '03 E-One | 907.75 | 1,750.00 | -842.25 | 51.9% |
| Total 6530-00 - ARFF MAINTENANCE | 16,720.54 | 5,500.00 | 11,220.54 | 304.0% |

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09/14/17

Accrual Basis

Friedman Memorial Airport

Profit & Loss Budget vs. Actual (Combined '17)

October 2016 through July 2017

| | Oct '16 - Jul 17 | Budget | \$ Over Budget | % of Budget |
|--|-------------------|---------------------|--------------------|---------------|
| 6540-00 · REPAIRS/MAINTENANCE - BUILDING | | | | |
| 6540-01 · R/M Bldg. - General | 508.97 | 250.00 | 258.97 | 203.6% |
| 6540-02 · R/M Bldg. - Terminal | 76,005.34 | 20,820.00 | 55,185.34 | 365.1% |
| 6540-03 · R/M Bldg. - Terminal Concession | 225.00 | 3,330.00 | -3,105.00 | 6.8% |
| 6540-04 · R/M Bldg. - Cold Storage | 2,508.35 | 830.00 | 1,678.35 | 302.2% |
| 6540-05 · R/M Bldg. - AOB/SHOP | 10,916.84 | 3,330.00 | 7,586.84 | 327.8% |
| 6540-06 · R/M Bldg. - Hangars | 938.23 | | | |
| 6540-07 · R/M Bldg. - Tower | 2,243.25 | 830.00 | 1,413.25 | 270.3% |
| 6540-08 · R/M Bldg. - Parking Booth | 1,404.66 | 410.00 | 994.66 | 342.6% |
| 6540-09 · R/M Bldg. - Landscaping | 0.00 | 3,330.00 | -3,330.00 | 0.0% |
| Total 6540-00 · REPAIRS/MAINTENANCE - BUILDING | 94,750.64 | 33,130.00 | 61,620.64 | 286.0% |
| 6550-00 · REPAIRS/MAINTENANCE - AIRSIDE | | | | |
| 6550-01 · R/M - General | 772.25 | 500.00 | 272.25 | 154.5% |
| 6550-02 · R/M - Airfield/Runway | 87,434.19 | 8,500.00 | 78,934.19 | 1,028.6% |
| 6550-03 · R/M - Runway | 0.00 | 3,000.00 | -3,000.00 | 0.0% |
| 6550-04 · R/M - Lights | 10,800.80 | 10,000.00 | 800.80 | 108.0% |
| 6550-05 · R/M - Grounds | 0.00 | 1,650.00 | -1,650.00 | 0.0% |
| Total 6550-00 · REPAIRS/MAINTENANCE - AIRSIDE | 99,007.24 | 23,650.00 | 75,357.24 | 418.6% |
| 6551-00 · REPAIRS/MAINTENANCE - LANDSIDE | | | | |
| 6551-02 · R/M - Parking Lot | 283.99 | | | |
| 6551-03 · R/M - Landscaping | 4,926.10 | | | |
| Total 6551-00 · REPAIRS/MAINTENANCE - LANDSIDE | 5,210.09 | | | |
| 6560-00 · SECURITY EXPENSE | | | | |
| 6560-01 · Security - General | 33,971.87 | 41,650.00 | -7,678.13 | 81.6% |
| 6560-02 · Security - Law Enf. Offi. (LEO) | 2,720.00 | | | |
| 6560-03 · Security - Subscription Licen. | 35,500.00 | | | |
| 6560-04 · Security - Perim./Access/CCTV | 3,482.36 | | | |
| Total 6560-00 · SECURITY EXPENSE | 75,674.23 | 41,650.00 | 34,024.23 | 181.7% |
| 6570-00 · REPAIRS/MAINT.-AERONAUTICAL EQU | | | | |
| 6570-01 · R/M Aeronautical Equip. - NDB/DME | 8,686.80 | 9,000.00 | -313.20 | 96.5% |
| 6570-02 · R/M Aeronautical Equip. - Tower | 9,042.33 | 5,250.00 | 3,792.33 | 172.2% |
| 6570-04 · R/M Aeron. Equip. - AWOS/ATIS | 8,746.80 | 9,000.00 | -253.20 | 97.2% |
| Total 6570-00 · REPAIRS/MAINT.-AERONAUTICAL EQU | 26,475.93 | 23,250.00 | 3,225.93 | 113.9% |
| Total "B" EXPENSES - OPERATIONAL | 426,212.52 | 281,460.00 | 144,752.52 | 151.4% |
| Total "B" EXPENDITURES | 969,050.12 | 1,083,550.00 | -114,499.88 | 89.4% |

Friedman Memorial Airport

Profit & Loss Budget vs. Actual (Combined '17)

October 2016 through July 2017

| | Oct '16 - Jul 17 | Budget | \$ Over Budget | % of Budget |
|--|-------------------|-------------------|--------------------|---------------|
| "C" EXPENSES | | | | |
| 7001-00 · CAPITAL EXPENDITURES | | | | |
| 7001-02 · Buildings and Improvements | 13,034.75 | 60,000.00 | -46,965.25 | 21.7% |
| 7001-03 · Airfield & General Improvements | 2,705.58 | | | |
| 7001-04 · Office Equipment | 0.00 | 3,000.00 | -3,000.00 | 0.0% |
| 7001-05 · Maintenance Equipment /Vehicle | 105,620.14 | 84,175.00 | 21,445.14 | 125.5% |
| 7001-06 · Assessments/Plans/Studies | 14,640.00 | 15,000.00 | -360.00 | 97.6% |
| Total 7001-00 · CAPITAL EXPENDITURES | 136,000.47 | 162,175.00 | -26,174.53 | 83.9% |
| 7110-00 · DOT/SCADGP | | | | |
| 7110-02 · DOT/SCASGP - FMAA | 11,341.32 | 250,000.00 | -238,658.68 | 4.5% |
| Total 7110-00 · DOT/SCADGP | 11,341.32 | 250,000.00 | -238,658.68 | 4.5% |
| 7541-00 · AIP 41 SA Ph. III -Runway/Term. | | | | |
| 7541-01 · AIP '41 | 0.00 | | | |
| 7541-02 · AIP '41 - Non-Eligible | 133,303.65 | | | |
| 7541-04 · AIP '41 - AIP FMA Portion | 0.00 | | | |
| 7541-07 · AIP '41 RETAINER | 9,375.00 | | | |
| 7541-08 · AIP '41 RETAINER PFC | 624.99 | | | |
| Total 7541-00 · AIP 41 SA Ph. III -Runway/Term. | 143,303.64 | | | |
| 7542-00 · AIP '42 EXPENSE - Air Carr. Apr | | | | |
| 7542-01 · AIP '42 - Eligible | 194,720.79 | 97,000.00 | 97,720.79 | 200.7% |
| 7542-02 · AIP '42 Non-Eligible | 12,981.39 | 6,500.00 | 6,481.39 | 199.7% |
| Total 7542-00 · AIP '42 EXPENSE - Air Carr. Apr | 207,702.18 | 103,500.00 | 104,202.18 | 200.7% |
| 7543-00 · AIP '43 EXPENSE - Air Carr. Apr | | | | |
| 7543-01 · AIP '43 - Eligible Air Carrier | 55,491.82 | 525,000.00 | -469,508.18 | 10.6% |
| 7543-02 · AIP '43 - Non-Eligible -Parking | 3,699.46 | 180,000.00 | -176,300.54 | 2.1% |
| Total 7543-00 · AIP '43 EXPENSE - Air Carr. Apr | 59,191.28 | 705,000.00 | -645,808.72 | 8.4% |
| 7544-00 · AIP '44 EXPENSE RPZ Acquisition | | | | |
| 7544-01 · AIP '44 - Eligible | 40,681.39 | | | |
| 7544-02 · AIP '44 - Non-Eligible | 2,712.11 | | | |
| Total 7544-00 · AIP '44 EXPENSE RPZ Acquisition | 43,393.50 | | | |
| 7545-00 · AIP '45 EXPENSE - TBD | | | | |
| 7545-01 · AIP '45 - Eligible | 51,032.39 | | | |
| 7545-02 · AIP '45 - Non-Eligible | 3,433.61 | | | |
| Total 7545-00 · AIP '45 EXPENSE - TBD | 54,466.00 | | | |

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09/14/17

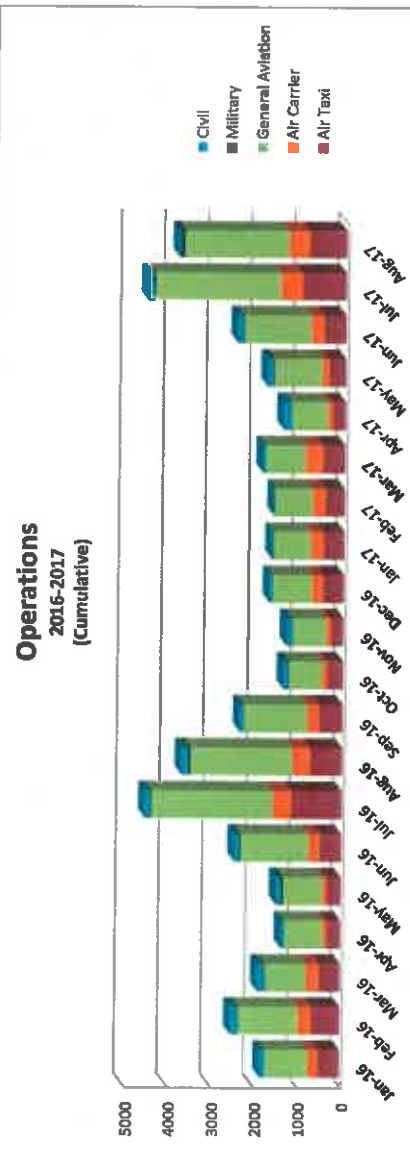
Accrual Basis

Friedman Memorial Airport
Profit & Loss Budget vs. Actual (Combined '17)
October 2016 through July 2017

| | Oct '16 - Jul 17 | Budget | \$ Over Budget | % of Budget |
|---|------------------|--------------|----------------|-------------|
| 9001-00 · PFC 14-09-C-00-SUN | | | | |
| 9001-02 · PFC '14 Acquire SRE | 416.25 | | | |
| 9001-03 · PFC '14 Master Plan | 48,593.39 | 125,000.00 | -76,406.61 | 38.9% |
| 9001-15 · PFC '14 Rehab Terminal Bldg. | 0.00 | | | |
| 9001-18 · PFC '14 Runway Rehabilitation | 4,137.18 | | | |
| | 53,146.82 | 125,000.00 | -71,853.18 | 42.5% |
| Total 9001-00 · PFC 14-09-C-00-SUN | 708,545.21 | 1,345,675.00 | -637,129.79 | 52.7% |
| Total "C" EXPENSES | 2,856,415.06 | 3,755,041.44 | -898,626.38 | 76.1% |
| Total EXPENDITURES | 2,856,415.06 | 3,755,041.44 | -898,626.38 | 76.1% |
| Total Expense | 255,400.00 | -545,589.85 | 800,989.85 | -46.8% |
| Net Ordinary Income | | | | |
| Net Income | 255,400.00 | -545,589.85 | 800,989.85 | -46.8% |

Friedman Memorial Airport
August 2017

| ATCT Traffic Operations Record | | | | | | | | | | | | | | | | | |
|--------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Month | 2001 | 2002 | 2003 | 2004 | 2005 | 2006 | 2007 | 2008 | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 |
| 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 | 2,249 | 1,842 | 1,665 |
| 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 | 2,268 | 2,533 | 1,629 |
| 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 | 2,023 | 1,917 | 1,895 |
| 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 | 1,337 | 1,380 | 1,426 |
| 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 | 668 | 1,501 | 1,802 |
| 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 | 2,184 | 2,387 | 2,475 | 2,502 |
| 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 | 4,159 | 4,562 | 4,573 |
| 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 | 2,932 | 3,719 | 3,873 |
| 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 | 2,292 | 2,379 | 0 |
| 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 | 1,789 | 1,377 | 0 |
| 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 | 1,229 | 1,314 | 0 |
| 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 | 1,545 | 1,482 | 1,717 | 0 |
| Totals | 50,858 | 55,897 | 44,739 | 45,032 | 43,607 | 43,002 | 50,712 | 33,836 | 31,699 | 32,350 | 30,555 | 28,269 | 32,140 | 23,307 | 24,815 | 26,716 | 19,365 |



| ATCT Operations Change (2017 vs. 2016) | | | |
|---|--------|--------|----------|
| | 2017 | 2016 | % Change |
| Air Taxi | 856 | 723 | 18% |
| Air Carrier | 476 | 424 | 12% |
| General Aviation | 2,429 | 2,317 | 5% |
| Military | 62 | 35 | 77% |
| Civil | 50 | 160 | -69% |
| Total | 3,873 | 3,719 | 4.14% |
| YTD Total | 19,365 | 19,307 | 0.33% |

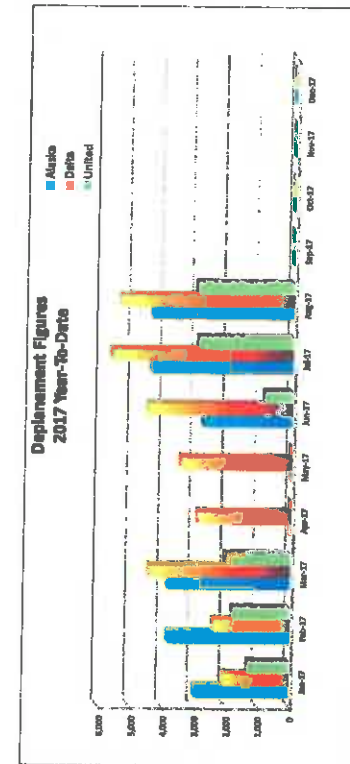
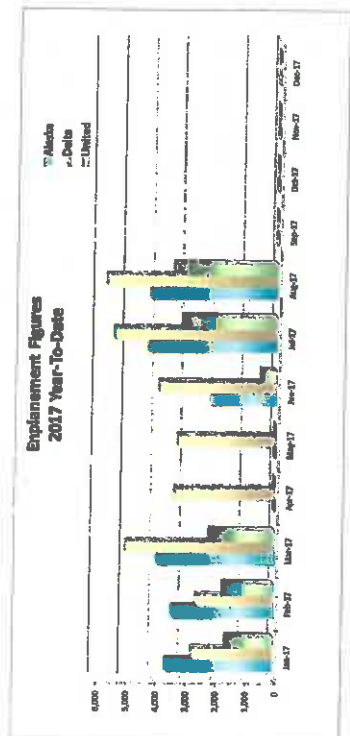
Frederick Memorial Airport
August 2017

| Date | Alaska Airlines | | | | | Delta Airlines | | | | | United Airlines | | | | |
|---------------|-----------------|-------------|---------------|------------------|----------------|----------------|-------------|---------------|------------------|----------------|-----------------|-------------|---------------|------------------|----------------|
| | 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-17 | 3,461 | 75 | 3,536 | 3,232 | 9% | 2,837 | 48 | 2,885 | 2,326 | 15% | 1,492 | 27 | 1,519 | 1,197 | 27% |
| Feb-17 | 3,272 | 68 | 3,340 | 3,407 | -2% | 2,470 | 86 | 2,556 | 3,262 | -22% | 1,628 | 19 | 1,646 | 1,850 | -11% |
| Mar-17 | 3,758 | 109 | 3,867 | 3,048 | 27% | 4,820 | 124 | 4,944 | 4,023 | 23% | 2,074 | 46 | 2,120 | 1,922 | 10% |
| Apr-17 | 0 | 0 | 0 | 0 | 0% | 3,231 | 108 | 3,339 | 3,327 | 0% | 0 | 0 | 0 | 0 | 0% |
| May-17 | 0 | 0 | 0 | 0 | 0% | 3,121 | 114 | 3,235 | 2,735 | 18% | 0 | 0 | 0 | 0 | 0% |
| Jun-17 | 2,058 | 47 | 2,105 | 1,893 | 11% | 3,776 | 104 | 3,880 | 3,825 | 1% | 454 | 19 | 473 | 299 | 58% |
| Jul-17 | 4,145 | 70 | 4,215 | 3,492 | 21% | 5,282 | 97 | 5,379 | 4,964 | 8% | 3,006 | 58 | 3,064 | 3,187 | -4% |
| Aug-17 | 4,103 | 83 | 4,186 | 3,640 | 15% | 5,582 | 72 | 5,654 | 5,196 | 9% | 3,321 | 81 | 3,402 | 3,506 | -3% |
| Totals | 20,797 | 482 | 21,248 | 18,712 | 14% | 30,919 | 763 | 31,672 | 28,668 | 7% | 11,973 | 280 | 12,223 | 11,961 | 2% |

Legend for Chart:

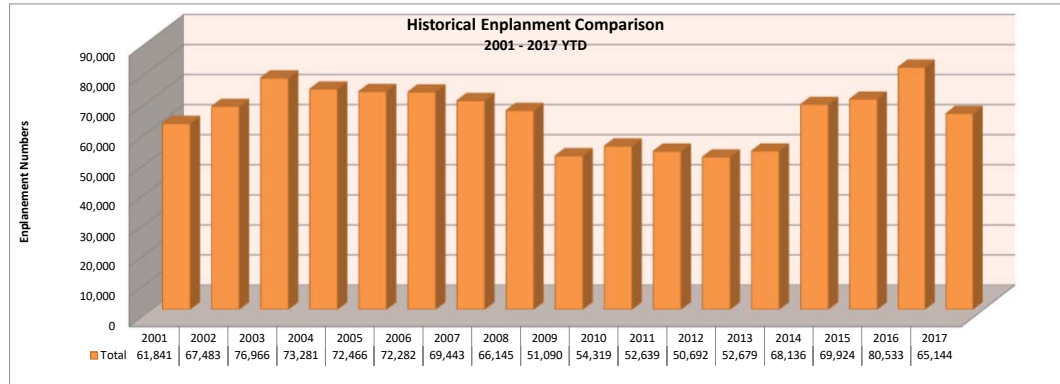
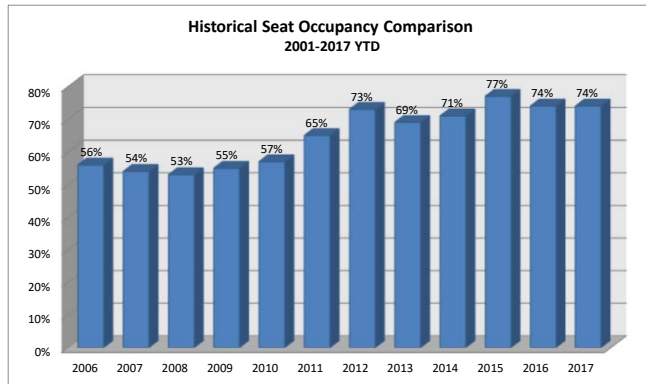
| Date | Alaska Airlines | | | | | Delta Airlines | | | | | United Airlines | | | | |
|---------------|-----------------|-------------|---------------|------------------|----------------|----------------|-------------|---------------|------------------|----------------|-----------------|-------------|---------------|------------------|----------------|
| | 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-17 | 2,822 | 80 | 2,902 | 2,589 | 12% | 2,004 | 49 | 2,053 | 1,888 | 9% | 1,238 | 38 | 1,276 | 780 | 62% |
| Feb-17 | 3,702 | 69 | 3,771 | 3,341 | 13% | 2,293 | 51 | 2,344 | 3,148 | -25% | 1,729 | 30 | 1,759 | 1,787 | -2% |
| Mar-17 | 3,700 | 100 | 3,800 | 3,033 | 25% | 4,268 | 118 | 4,386 | 4,005 | 10% | 1,851 | 31 | 1,882 | 1,866 | 7% |
| Apr-17 | 0 | 0 | 0 | 0 | 0% | 2,767 | 99 | 2,866 | 2,638 | 9% | 0 | 0 | 0 | 0 | 0% |
| May-17 | 0 | 0 | 0 | 0 | 0% | 3,318 | 114 | 3,432 | 2,865 | 19% | 0 | 0 | 0 | 0 | 0% |
| Jun-17 | 2,699 | 56 | 2,755 | 2,362 | 17% | 4,408 | 88 | 4,496 | 4,257 | 6% | 808 | 25 | 833 | 636 | 31% |
| Jul-17 | 4,302 | 77 | 4,379 | 3,740 | 17% | 5,539 | 98 | 5,637 | 5,275 | 7% | 2,869 | 52 | 2,921 | 3,198 | -9% |
| Aug-17 | 4,270 | 89 | 4,359 | 3,743 | 16% | 5,293 | 87 | 5,380 | 4,862 | 11% | 2,901 | 82 | 2,983 | 2,928 | 1% |
| Totals | 21,406 | 471 | 21,966 | 18,808 | 17% | 29,890 | 704 | 30,594 | 28,968 | 6% | 11,496 | 238 | 11,734 | 11,197 | 5% |

Legend for Chart:



**Friedman Memorial Airport
August 2017**

| 2017 Seat Occupancy | | | | | | | | | | | | | | | | | | | |
|--|--|------------------|----------------|------------------|--|-----------------|----------------|------------------|---|-----------------|----------------|------------------|-----------------------|----------------------|------------------------|---|--|--------------------------------------|--|
| Date | Alaska Airlines | | | | Delta Airlines | | | | United Airlines | | | | Seat Occupancy Totals | | | Seat Occupancy Totals Prior Year Comparison | | | |
| | Departure Flights | Seats Available* | Seats Occupied | Percent Occupied | Departure Flights | Seats Available | Seats Occupied | Percent Occupied | Departure Flights | Seats Available | Seats Occupied | Percent Occupied | Total Seats Available | Total Seats Occupied | Total Percent Occupied | Prior Year % Change Total Seats Available | Prior Year % Change Total Seats Occupied | Prior Year % Change Total % Occupied | |
| Jan-17 | 63 | 4,788 | 3,536 | 74% | 51 | 3,366 | 2,685 | 80% | 34 | 2,244 | 1,519 | 68% | 10,398 | 7,740 | 74% | 10% | 15% | 3% | |
| Feb-17 | 60 | 4,560 | 3,340 | 73% | 53 | 3,498 | 2,556 | 73% | 35 | 2,310 | 1,645 | 71% | 10,368 | 7,541 | 73% | -3% | -11% | -8% | |
| Mar-17 | 68 | 5,168 | 3,867 | 75% | 99 | 6,534 | 4,944 | 76% | 43 | 2,838 | 2,120 | 75% | 14,540 | 10,931 | 75% | 25% | 22% | -4% | |
| Apr-17 | 0 | 0 | 0 | 0% | 60 | 3,960 | 3,339 | 84% | 0 | 0 | 0 | 0% | 3,960 | 3,339 | 84% | -3% | 0% | 4% | |
| May-17 | 0 | 0 | 0 | 0% | 62 | 4,092 | 3,235 | 79% | 0 | 0 | 0 | 0% | 4,092 | 3,235 | 79% | 11% | 18% | 7% | |
| Jun-17 | 48 | 3,264 | 2,105 | 64% | 81 | 5,346 | 3,880 | 73% | 22 | 1,452 | 473 | 33% | 10,062 | 6,458 | 64% | 6% | 7% | 0% | |
| Jul-17 | 80 | 5,440 | 4,215 | 77% | 104 | 7,280 | 5,379 | 74% | 62 | 4,712 | 3,064 | 65% | 17,432 | 12,658 | 73% | 12% | 9% | -3% | |
| Aug-17 | 78 | 5,304 | 4,186 | 79% | 104 | 7,176 | 5,654 | 79% | 60 | 4,200 | 3,402 | 81% | 16,680 | 13,242 | 79% | 10% | 7% | -2% | |
| | | | | | | | | | | | | | | | | | | | |
| Totals | 397 | 28,524 | 21,249 | 74% | 614 | 41,252 | 31,672 | 77% | 256 | 17,756 | 12,223 | 69% | 87,532 | 65,144 | 74% | -2% | -4% | -1% | |
| Note: | Total of 68 Seats Available on aircraft for summer months Total of 76 Seats Available on aircraft for winter months | | | | Total of 66 Seats Available on aircraft from Jan. - June Total of 70 Seats starting in July | | | | Total of 76 Seats Available on aircraft | | | | | | | | | | |
| *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 | | | | | | | | | | | | | | | | | | | |



From: Spencer Dickerson [<mailto:Spencer.Dickerson@aaae.org>]

Sent: Thursday, September 14, 2017 2:30 PM

To: Spencer Dickerson <Spencer.Dickerson@aaae.org>

Subject: Good news on contract tower funding for FY '18

Importance: High

TO: Airports with FAA Contract Towers and ATC Contractors

The House passed this afternoon a package of eight FY 2018 appropriations bills that includes funding for DOT/FAA. Representatives voted 211-198 to pass the "octopus" after considering hundreds of amendments over the past two weeks. The "octopus" approps includes very good news to report on contract tower funding – **\$162 million** in statutory bill language for the FAA contract tower program (\$3 million more than the final FY 2017 mandatory spending for the program). That's the full amount of dedicated and guaranteed funding that will fund all current 253 FAA contract towers, including the 16 towers in cost share program, as well as spending flexibility for FAA to add several new start towers in FY '18.

The report from Committee on contract tower funding says - "The Committee recommendation includes \$162 million for the contract tower program, including the contract tower cost share program. The Committee continues to strongly support the FAA contract tower program a cost-effective and efficient way to provide air traffic control services to smaller airports across the country as validated by numerous audits of the Department of Transportation Office of Inspector General. In an effort to increase air traffic safety benefits throughout the national air transportation system, the Committee has provide dedicated funding over the past few years to add qualified airports annually to the program. The Committee expects FAA to continue to operate the 253 contract towers currently in the program, including the contract tower cost share program, as well as the qualified airports that are eligible to enter the program and any other airport that may qualify during the fiscal year. FAA is directed to provide the Committee with a plan for beginning operations at qualified towers during the fiscal year and a detailed report on the administrative and program management expenses for the program."

The Appropriations Committee report includes \$5 million to continue the remote tower program and deploy remote towers at two additional airports. The report includes a statement in support of remote towers and lays out what airports will be prioritized for construction of a remote tower: *"The Committee believes that the remote tower is a promising technology that will improve aviation safety, reduce capital costs, and increase operational efficiencies. In selecting airports to install a remote tower, the Committee directs the FAA to take into account the interest of the airport sponsor and to give priority to airports that are currently in the contract tower program that have aging towers in need of replacement or are non-towered airports that are viable candidates for the program."*

Thanks very much for your time and your excellent work with your House member(s).

Spencer Dickerson, C.M.
Senior Executive Vice President for Global Operations
AAAE/IAAE
601 Madison St., 4th Floor
Alexandria, VA 22314
phone 703/824-0500, ext. 130
sdickerson@aaae.org

Roberta Christensen

From: Chris Pomeroy
Sent: Friday, September 22, 2017 9:32 AM
To: Roberta Christensen
Subject: Fwd: UAS Law Alert: Federal Court Invalidates Local Drone Rules

Bert,

For review correspondence.

Thanks.
Chris

Chris Pomeroy
SUN Airport Manager

Begin forwarded message:

From: "Kaplan Kirsch & Rockwell LLP" <info@kaplankirsch.com>
Date: September 22, 2017 at 9:26:31 AM MDT
To: "Chris Palmer" <chris@iflysun.com>
Subject: UAS Law Alert: Federal Court Invalidates Local Drone Rules
Reply-To: info@kaplankirsch.com



FEDERAL COURT INVALIDATES LOCAL DRONE RULES

For the first time, a federal court has invalidated portions of a local ordinance regulating Unmanned Aircraft Systems (UAS) or "drones." On September 21,

2017, the U.S. District Court of the District of Massachusetts [ruled](#) that the Ordinance adopted by the City of Newton, Massachusetts impermissibly conflicted with the Federal Aviation Administration's regulations.

The [court's decision](#) should be closely parsed by local and state governments that have adopted, or are considering adopting, rules related to UAS. Importantly, the court held that the FAA "explicitly contemplate[d] state or local regulation of pilotless aircraft." Accordingly, in the court's view, local drone restrictions are presumptively enforceable, unless compliance with both local and federal regulations is impossible or if the local law "obstructs the objectives of federal regulation."

The City of Newton's Ordinance required owners of all drones under fifty-five pounds to register with the City Clerk's Office and pay a \$10.00 fee. Additionally, the Ordinance prohibited the operation of a drone (1) below 400 feet over private property without the permission of the private property owner; (2) over City property at any altitude without permission of the City; or (3) beyond visual line of sight of the drone's operator.

As to the registration requirement, the court concluded that the FAA intended to be the exclusive registrar of UAS, and that the City's parallel registration requirement was therefore preempted. The court recognized that there may be "some space" that would allow the City to require registration of *model* drones in light of the U.S. Court of Appeals for the [D.C. Circuit's recent ruling](#) that the FAA lacked such authority. However, the court did not consider that argument further because the City's Ordinance applied on its face to *all* drones.

The court found that the Ordinance's operational restrictions collectively amounted to a "wholesale ban on drone use in Newton" absent prior permission. While acknowledging that "Congress and the FAA may have contemplated co-regulation of drones to a certain extent," the court ruled that a total ban within the City's jurisdiction went too far. In particular, the court was concerned that the Ordinance attempted to regulate the use of navigable airspace above 400 feet to the extent City property was overflowed. The court also ruled that City could not impose "limits on the methods of piloting a drone beyond that which the FAA has already designated."

Notably, the plaintiff did not challenge, and the court did not consider, other aspects of the City's Ordinance, including the requirement for a permit to use City property for the landing or taking off of a drone, or restrictions on capturing a person's visual image or an audio recordings, using a drone to harass or annoy another person, or operations over emergency response efforts. The court also noted that the City may redraft the Ordinance to avoid conflict with FAA regulations and federal law.

This case is likely to become important precedent in challenges to other local drone restrictions throughout the United States. If you have any questions about this case or its implications, please do not hesitate to contact Eric Smith (esmith@kaplankirsch.com), John Putnam (jputnam@kaplankirsch.com), or Steven Osit (sosit@kaplankirsch.com).

Kaplan Kirsch & Rockwell publishes UAS Law Alerts to announce late-breaking developments in UAS- and drone-related legislation, regulation, and policy as a courtesy for our clients and colleagues. Nothing in the Alerts is intended as legal advice and readers are reminded to contact their legal counsel if they wish legal advice on the matters that appear in our Alerts.



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WORK ORDER 17-07 Friedman Memorial Airport (SUN) Hailey, Idaho

Bidding and Construction Services Terminal Apron Expansion & Access Road Realignment

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 PROFESSIONAL SERVICES

The scope of services for this project includes bidding and construction services for the Runway Rehabilitation project at the airport, as described in Exhibit A, attached.

FEES


Fees for this Work Order will be charged on a time and materials basis with a total fee not to exceed **\$382,443.20**. Detailed fee explanation is provided in Exhibit B, attached.

IN WITNESS WHEREOF, Client and Consultant have made and executed this WORK ORDER 17-07 to the AGREEMENT the day and year first above written.

FOR: FRIEDMAN MEMORIAL AIRPORT AUTHORITY

By: _____
Don Keirn
Title: _____
Chairman
Date: _____

FOR: T-O ENGINEERS, INC.


By: _____
David A. Mitchell, P.E.
Title: _____
Aviation Services Manager/Vice President
Date: _____
September 25, 2017



WORK ORDER 17-06

EXHIBIT A – Scope of Work

Friedman Memorial Airport (SUN)

Hailey, Idaho

Bidding and Construction Services

Terminal Apron Expansion & Access Road Realignment

This Scope of Work describes professional services to be provided in support of a project at Friedman Memorial Airport (SUN). The purpose of this project is to construct an additional aircraft parking space on the terminal aircraft parking apron at the airport. This expansion will require construction of a large retaining wall and significant modifications to the automobile parking lot at the terminal, as well.

The airport recently completed a large effort to improve the Runway Safety Area at the airport. This effort included construction of a new terminal apron, sized to accommodate three regional jet-size aircraft. This apron is functioning well, but demand currently exists for a fourth air carrier aircraft to remain overnight at the airport during certain portions of the year (summer and winter). Limited space is available on the airport to accommodate a fourth aircraft and all options to park such an aircraft would involve tugging or taxiing the aircraft to a different location on the airfield. Tugging or taxiing brings significant safety risks and also environmental impacts in additional fuel burn, noise, etc. For these reasons, the fourth aircraft will be accommodated adjacent to the terminal. In order to expand the apron, modifications to the parking lot are necessary. Expanding the apron will require, at a minimum, relocation of the existing exit from the parking lot. The airport has elected to make additional modifications to the parking lot as a part of this project, and the project reflects this.

This project was designed under a separate work order and was initially bid in May 2017. Only one bid was received and the cost of that bid exceeded the airport's budget for the work, therefore the decision was made to re-bid the project. This scope of work includes services to design an alternative to the north parking lot exit, in an attempt to reduce costs, along with services during bidding and construction.

PROJECT APPROACH:

Professional services provided under this work order shall include limited design services to design an alternative approach to the north apron exit and to re-package the project for a second bidding; along with services to administer the bidding process; construction administration and oversight; grant administration and closeout; coordination of utility relocations; and the overall coordination of all phases of the project with the Owner and the FAA. Professional Services and associated expenses (Tasks 1-6 below) will be provided on a time and materials basis.

The project will be completed under one construction contract.

AVAILABLE INFORMATION:

- Design plans and bidding documents prepared by T-O Engineers, dated June 2017.

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 FAA 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 Provide Scope of Work and blank cost proposal spreadsheet to Owner for use in obtaining an Independent Fee Estimator for review. One teleconference is anticipated to describe and discuss the project scope.
- 1.3 Advise and coordinate with Owner and FAA through the Phase 1 tasks.
- 1.4 Project management and administration to include monthly cost accounting and budget analysis, invoicing and monitoring of project progress.

TASK 2 – DESIGN

Prepare design drawings and related project elements related to an alternative configuration for the north exit from the airport's parking lot. The original design included reconfiguring the parking lot so that traffic entered the airport from the north and exited to the south. This option required significant improvements to the parking lot area and will be included in this re-bid package. Due to funding concerns, however, an alternative will be bid, which retains the current general configuration of the parking lot, entering from the south and exiting to the north. This task includes design services for this alternative, along with services necessary to repackage the project for bidding a second time. Also included is design of minor joint repairs on the existing apron. Edge spalls and failing joint sealant were discovered after the first project bid that will be repaired as part of this project, while the apron expansion is being constructed.

- 2.1 Design two separate access routes to and from the airport. The second alternative will provide a north exit road, including roadway geometry, grading and drainage design. The design will include consideration of placement for the parking payment booth and a second lane for credit card payment at the exit.
- 2.2 Prepare plans showing the proposed north exit road. Plans are anticipated to include plan and profile, grading drainage and pavement marking sheets. Also included will be a revised electrical and utility sheet. (Electrical design will be provided by a qualified electrical subconsultant.)
- 2.3 Prepare a plan for joint maintenance on the existing terminal aircraft apron. This maintenance will include repair of joint spalls and joint sealant, especially around the exterior edge of the apron. The plan will include a site plan and basic spall and joint repair details.
- 2.3 Revise the Construction Safety and Phasing Plan for the project, to include revisions to the original bid phasing plan and addition of sheets to describe phasing, should the north exit



alternative be awarded. The schedule and phasing for the project has been revised significantly, due to the re-bid process. Work was originally scheduled for Summer and Fall of 2017 and has been rescheduled to Spring 2018 and Fall 2018.

- 2.4 Revise and repackage the plan set from the original design to incorporate the design drawings described above, including the new design and sheets required for the alternate access entry and exit route, as well as incorporating addenda from the first bidding, along with other minor modifications to simplify the design and revise certain elements of the project. Also include a new layout for the existing north parking lot to change the direction of traffic flow and parking stalls. This also requires the relocation of four parking lot area lights and the conduit system between them.
- 2.5 Revise the specifications and bidding documents to reflect the new project elements and schedule. The original schedule for this project anticipated construction beginning in the spring and continuing until the fall of 2017. The re-bid includes a schedule with construction of the parking improvements in Spring of 2018 and the apron expansion in Fall of 2018.
- 2.6 Coordinate with FAA and Owner as needed during design development.

TASK 3 - 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 subtasks described below. Note: This Scope of Work and associated fees assume a routine bidding process. Services related to bid protests, negotiations or other similar irregularities are not included at this time.

- 3.1 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 distribute to pre-qualified contractors. Maintain a "bidders list" and distribute plans as requested. Assist Owner in promoting subcontractor bidder interest in an appropriate geographic area for project work tasks.
- 3.2 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 a Project Principal and Project Manager will attend the Pre-Bid Conference.
- 3.3 Respond to questions that arise during the Contractors' bid preparation process. Issue addenda or other clarifications as required.
- 3.4 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 (Project Manager) will attend and conduct the Bid Opening in Hailey. After opening bids, Consultant will take copies back to the Boise office, to evaluate the qualifications of bidders and responsiveness to bidding criteria, including compliance with Buy American requirements.
- 3.5 Prepare a detailed Bid Tabulation documenting bid results and submit to Owner and FAA.
- 3.6 Assist the Owner with review and analysis of bids received, in accordance with FAA requirements. Provide Engineer's recommendation of award letter to Owner and present to the Friedman Memorial Airport Authority board at a regular meeting. Extensive coordination,

- discussions, and negotiations were required to try to negotiate a solution to be able to fund and award the project.
- 3.7 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.
 - 3.8 Coordinate with FAA and Owner throughout the bid and award process. Submit bid documentation including copies of all executed contract documents as required by the FAA.
 - 3.9 Travel time required for Task 3.

TASK 4 - 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 completion of the project in three phases with multiple sub-phases. Full time construction observation will be provided during all phases. The total number of working days for this project is anticipated to be 107 working (149 calendar) 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:

- 4.1 Coordinate with the Contractor and others prior to construction. 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; advise the FAA of Pre-Construction Conference dates and include FAA items in conference agenda. Complete FAA Pre-Construction conference checklist. It is anticipated the Principal, Project Manager and Resident Project Representative will attend the pre-construction conference.
- 4.2 Prepare a construction management plan for the project, in accordance with FAA guidance.
- 4.3 Review, comment, and process Contractors' material submittals (including review of compliance with Buy American requirements), particularly Work Schedule, Operational Safety Plan, Quality Control Plan, mix designs for all materials and material and equipment materials. Assist Contractor as required, clarifying specification and documenting submittal requirements. Coordinate construction activity schedule with Owner.
- 4.4 Provide one experienced Resident Project Representative (RPR) during construction of project elements 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; prepare and submit routine inspection reports (FAA Form 5370-1); and maintain a project diary. RPR services are based upon a five (5) day workweek and a nine (9) hour working day. During asphalt and concrete paving operations, an additional experienced staff member will also be on site. A maximum of 9 days of paving is allotted for this task. Additional days or hours may be the basis for an Amendment to these services.

- 4.5 With the assistance of a qualified structural subconsultant, complete special inspections during construction of the retaining wall on the project. Special inspections include evaluation of reinforcing steel, formwork and other structural elements before concrete is poured.
- 4.6 With the assistance of a qualified electrical subconsultant, complete inspections of electrical improvements on the project. These are anticipated to include three visits to the site to inspect electrical work, plus review of electrical submittals and other general coordination.
- 4.7 Organize and conduct one construction meeting per week with Owner, Contractor and others as appropriate. Contractor's schedule review and work progress will be discussed at all meetings. The Resident Project Representative will hold these meetings on or near the construction site at the airport. Project Manager will be on site for meetings when critical items are taking place. A maximum of 16 construction meetings are allotted for this task. Additional meetings may be the basis for an Amendment to these services.
- 4.8 Provide office administration support and assistance to the Resident Project Representatives with senior design, management or other personnel as field activities may require.
- 4.9 Review and approve monthly Contractor Pay Requests. Submit approved pay requests to the Owner for approval and payment.
- 4.10 Monitor and coordinate Contractor Quality Control Program pursuant to current FAA specifications for Quality Control and Quality Assurance. This will include all required Quality Assurance testing, to be performed by a qualified testing laboratory.
- 4.11 Conduct Substantial Completion and Final Completion Inspections with the Owner and Contractor. Advise and coordinate with FAA of inspection dates. 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. Prepare a letter requesting grant reimbursement up to 97.5% following substantial completion.
- 4.12 Assist Owner with review of Contractor Wage and EEO documentation review.
- 4.13 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.
- 4.14 Coordinate with Owner and FAA throughout the construction process. The Principal or Project Manager will attend monthly Airport Authority Board Meetings while construction is underway to provide project updates to the Authority. (Travel time is noted in Task 4.15 below.) Submit required construction documentation, including weekly activity report forms, mix designs, change orders, etc. Coordinate with Owner and FAA verbally concerning change orders, as required. Additional meetings may be the basis for an Amendment to these services.
- 4.15 Travel time required for Task 4.

TASK 5 – CLOSEOUT/DOCUMENTATION

Task 5 shall consist of project closeout and documentation services. Operational phase services shall include the following tasks:

- 5.1 Prepare As-Constructed Revisions to Design and Construction Drawings for project improvements. Provide Owner with copies of Record Drawings, including two electronic copies (PDF) – one for Owner and one to be submitted to the FAA.
- 5.2 Prepare an As-Constructed Airport Layout Plan (ALP) to document improvements.
- 5.3 Document the Project work and accomplishments in a Final Construction Report in accordance with FAA guidelines.
- 5.4 Conduct final as-constructed survey to meet the requirements of Airport Geographic Information Systems (AGIS). This will include only the apron expansion area of the project. This work does not include aerial GIS work.
- 5.5 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 any retainage.
- 5.6 Assist Owner with overall budget status analysis and reports, closeout documentation review, and coordination with the FAA, as requested by the Owner. Assist in preparation of required project certifications.

TASK 6 – ADDITIONAL SERVICES

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

- 6.1 Assist the Owner with Grant Administration tasks.
 - 6.1.1 Coordinate with FAA regarding status of grant applied for and received by the Airport Authority previously.
 - 6.1.2 Assist the Owner to prepare and process required certifications for submittal to the FAA.
 - 6.1.3 Provide periodic project budget updates to Owner during prosecution of the work.
- 6.2 Assist the Owner with Disadvantaged Business Enterprise (DBE) reporting. Development of DBE goals is not necessary for this project, as the airport completed three-year goals separately. DBE services to be provided shall include annual reporting for FY 2017 and 2018 only.
- 6.3 Provide geotechnical services (Quality Control / Quality Assurance materials testing) required for the project. These services are anticipated to be performed by a qualified subconsultant and will be limited to testing necessary for quality assurance testing during construction, specifically for asphalt paving (the project will not include P-401 paving, but testing to the requirements of State of Idaho specifications will be required), P-501, P-610, P-154, structural fill compaction, and P-209 aggregate base construction. Consultant's services will include coordination with the subconsultant to ensure that appropriate testing is completed.
- 6.4 Coordinate with electrical and structural subconsultants for special inspections necessary during construction of the retaining wall and electrical improvements.
- 6.5 Assist and coordinate with independent auditors to locate appropriate documents for performing A-133 annual audit. In addition to finding appropriate project files, answer questions concerning Contractors wage rates and interview forms as required.
- 6.6 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.

- 6.7 Coordinate with public utilities regarding relocation of underground utilities in the project area. Utilities anticipated to be relocated include power, natural gas and telephone. The project also includes the relocation of an existing water valve, which will require coordination with the City of Hailey water department. A local utilities coordination consultant (professional engineer) will assist the Engineer with the local on-site coordination and representation at meetings.
- 6.8 Prepare and submit the following FAA forms related to the work included in this project:
- FAA Form 5010 (Airport Master Record) to reflect construction changes, including a graphic to be published in the Facilities Directory.

PROJECT SCHEDULE

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

| ACTIVITY | COMPLETION |
|--|--------------------|
| Scope of Work Approval | September 2017 |
| Complete Independent Fee Estimate Review | September 2017 |
| Grant Offer | September 2017 |
| Work Order Negotiation Complete | October 2017 |
| Start Construction | March 2018 |
| Phase 1 Complete | June 2018 |
| Phase 2 Complete | November 2018 |
| Phase 3 Complete (Final Markings) | Spring/Summer 2019 |
| Closeout | July 2019 |

Dates are subject to change, based upon grant timing, the weather, and operational schedule of the Airport.

EXHIBIT B

Friedman Memorial Airport **Bidding and Construction Services**
Work Order #17-06 **Terminal Apron Expansion & Access Road Realignment**

Hours & Fees Summary

September 25, 2017

Tasks 1-5, Time and Materials

1. Personnel Costs

| Classification | Title | Hours | Rate/Hour | Cost |
|----------------|--------------------------------|-------------|-----------|---------------------|
| Prin | Principal | 196 | \$200.00 | \$39,200.00 |
| PM | Project Manager | 693 | \$155.00 | \$107,415.00 |
| SP | Senior Planner | 1 | \$160.00 | \$160.00 |
| CM | Construction Manager/Specifier | 81 | \$135.00 | \$10,935.00 |
| SV | Surveyor | 50 | \$120.00 | \$6,000.00 |
| DE | Design Engineer | 206 | \$95.00 | \$19,570.00 |
| EIT | Engineer-In-Training | 1333 | \$90.00 | \$119,970.00 |
| EI | Engineer Intern | 112 | \$50.00 | \$5,600.00 |
| Insp | Inspector | 0 | \$105.00 | \$0.00 |
| Insp (OT) | Inspector (Overtime) | 0 | \$137.00 | \$0.00 |
| Adm. | Administrative Assistant | 10 | \$65.00 | \$650.00 |
| Totals: | | 2682 | | \$309,500.00 |

2. Subconsultant Fees

| | |
|---|--------------------|
| Geotechnical (QC/QA Testing) (max of 30 days on site assumed) | \$36,000.00 |
| Structural (site visits) | \$1,500.00 |
| Electrical (site visits) | \$1,740.00 |
| Landscape Architecture | \$500.00 |
| Utility Coordination | \$2,750.00 |
| Subconsultant Assumption of Risk & Liability | \$3,400.00 |
| Subtotal, Subconsultant Fees: | \$45,890.00 |

3. Reimbursable Expenses

| Description | Number | Unit Cost | Cost |
|---|--------|------------|--------------------|
| Vehicle Travel (Per Mile) | 8,520 | \$0.535 | \$4,558.20 |
| Rental Vehicles - (Per Day, incl. fuel) | 0 | \$0.00 | \$0.00 |
| Lodging (Per Night) | 113 | \$110.00 | \$12,430.00 |
| Meals (Day Trips - Lump Sum) | 25 | \$25.00 | \$625.00 |
| Per Diem (On Site Personnel - Per Day) | 115 | \$54.00 | \$6,210.00 |
| Document Reproduction (Lump Sum) | 1 | \$2,700.00 | \$2,700.00 |
| Telephone, Fax, Postage, Misc. (Lump Sum) | 1 | \$530.00 | \$530.00 |
| Subtotal, Reimbursable Expenses | | | \$27,053.20 |

TOTAL FEE, TASKS 1-4 (1+2+3):

\$382,443.20

EXHIBIT B

| | | | |
|---------------------------|--|--|--|
| Friedman Memorial Airport | | Bidding and Construction Services | |
| Work Order #17-06 | | Terminal Apron Expansion & Access Road Realignment | |
| Labor Worksheet | | September 25, 2017 | |

| Task | Description | Personnel Hours | | | | | | | | | | | | | | Total | Fee |
|-------------------------|--------------------------------------|-----------------|-------|-------|-------|-------|-------|--------|-------|---------|---------|---------|-------|--|--|-----------|-----|
| | | Prn DM | PM JH | SP NC | CM CS | SV SF | DE MJ | EIT SR | EI BF | Insp DB | Insp OT | Adm. SV | Hours | | | | |
| Task 1 - Administration | | | | | | | | | | | | | | | | | |
| 1.1 | Work Order | 5 | 3 | | | | | | | | | 2 | 10 | | | \$1,355 | |
| 1.2 | IFE Coordination | 2 | | | | | | | | | | | 2 | | | \$400 | |
| 1.3 | FAA/Owner Coordination | 2 | | | | | | | | | | | 2 | | | \$400 | |
| 1.4 | Project Management/Admin. | 8 | 12 | | | | | | | | | 8 | 28 | | | \$3,980 | |
| Subtotal, Task 1 | | 17 | 15 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 10 | 42 | | | \$6,375 | |
| Task 2 - Design | | | | | | | | | | | | | | | | | |
| 2.1 | North Exit Road Design | 4 | 20 | | | | 24 | 12 | | | | | 60 | | | \$7,260 | |
| 2.2 | North Exit Road Plans | 4 | 20 | | | | 24 | 12 | | | | | 60 | | | \$7,260 | |
| 2.3 | Joint Maintenance Design/Plan | | 6 | | | | 10 | 12 | 12 | | | | 40 | | | \$3,560 | |
| 2.4 | Plan Set Revisions | 6 | 16 | | | | 40 | 12 | 100 | | | | 174 | | | \$13,560 | |
| 2.5 | Specs/Bid Documents Revisions | 4 | 18 | | | | 40 | | | | | | 62 | | | \$8,990 | |
| 2.6 | FAA/Owner Coordination | 2 | | | | | | | | | | | 2 | | | \$400 | |
| Subtotal, Task 2 | | 20 | 80 | 0 | 40 | 0 | 98 | 48 | 112 | 0 | 0 | 0 | 392 | | | \$41,030 | |
| Task 3 - Bidding | | | | | | | | | | | | | | | | | |
| 3.1 | Pre-Bid Administration | 2 | | | | | | | | | | | 2 | | | \$400 | |
| 3.2 | Pre-Bid Conference | 4 | | | | | | | | | | | 4 | | | \$800 | |
| 3.3 | Questions/Addenda | 7 | 8 | 1 | 4 | | 16 | | | | | | 36 | | | \$4,860 | |
| 3.4 | Bid Opening | | 4 | | | | | | | | | | 4 | | | \$620 | |
| 3.5 | Bid Tabulations | | 4 | | | | | | | | | | 4 | | | \$620 | |
| 3.6 | Bid Analysis/Recommendation of Award | 12 | 16 | | 4 | | 2 | | | | | | 34 | | | \$5,610 | |
| 3.7 | Award Documents | | 2 | | 1 | | 2 | | | | | | 5 | | | \$635 | |
| 3.8 | FAA/Owner Coordination | 15 | 12 | | | | | | | | | | 27 | | | \$4,860 | |
| 3.9 | Travel Time | 6 | 6 | | | | | | | | | | 12 | | | \$2,130 | |
| Subtotal, Task 3 | | 46 | 52 | 1 | 9 | 0 | 20 | 0 | 0 | 0 | 0 | 0 | 129 | | | \$20,535 | |
| Task 4 - Construction | | | | | | | | | | | | | | | | | |
| 4.1 | Pre-Construction Coord & Meeting | 8 | 12 | | | | | 12 | | | | | 32 | | | \$4,540 | |
| 4.2 | Construction Management Plan | | 4 | | | | | 16 | | | | | 20 | | | \$2,060 | |
| 4.3 | Submittal Review | | 6 | | 4 | | 12 | | | | | | 22 | | | \$2,810 | |
| 4.4 | On-Site Observation | | 90 | | | | | 965 | | | | | 1055 | | | \$100,800 | |
| 4.5 | Structural Inspections | | 4 | | | | | | | | | | 4 | | | \$620 | |
| 4.6 | Electrical Inspections | | 4 | | | | | | | | | | 4 | | | \$620 | |
| 4.7 | On-Site Meetings | | 40 | | | | | 60 | | | | | 100 | | | \$11,600 | |

EXHIBIT B

| Friedman Memorial Airport Work Order #17-06 | | | | | | | | | | Bidding and Construction Services Terminal Apron Expansion & Access Road Realignment | | | | | | | | | | September 25, 2017 | | | | | | | | | |
|--|--|-----------------|----------|----------|----------|----------|----------|-----------|----------|---|--------------|------------|----------------|-----------|--|-----|--|--|--|--------------------|--|--|--|--|--|--|--|--|--|
| Labor Worksheet | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task | Description | Personnel Hours | | | | | | | | | | | | | | Fee | | | | | | | | | | | | | |
| | | Prin DM | PM JH | SP NC | CM CS | SV SF | DE MJ | EIT SR | El BF | Insp DB | Insp (OT) | Adm. SV | Total Hours | | | | | | | | | | | | | | | | |
| 4.8 | Office Administration/Support | 9 | 94 | | 20 | | | | | | | | 123 | \$19,070 | | | | | | | | | | | | | | | |
| 4.9 | Pay Requests | | 6 | | | | 12 | | | | | | 18 | \$2,070 | | | | | | | | | | | | | | | |
| 4.10 | Quality Control/Assurance | | 20 | | | | | | | | | | 20 | \$3,100 | | | | | | | | | | | | | | | |
| 4.11 | Substantial/Final Completion Inspections | | 8 | | | | | 10 | | | | | 18 | \$2,140 | | | | | | | | | | | | | | | |
| 4.12 | Contractor Wage/EEO Review | | 9 | | | | 40 | | | | | | 49 | \$5,195 | | | | | | | | | | | | | | | |
| 4.13 | Change Orders/Supplemental Agreements | 4 | 16 | | | | 24 | | | | | | 44 | \$5,560 | | | | | | | | | | | | | | | |
| 4.14 | FAA/Owner Coordination | 35 | 40 | | | | | | | | | | 75 | \$13,200 | | | | | | | | | | | | | | | |
| 4.15 | Travel Time | 48 | 126 | | | | | 126 | | | | | 300 | \$40,470 | | | | | | | | | | | | | | | |
| Subtotal, Task 4 | | 104 | 479 | 0 | 24 | 0 | 88 | 148 | 0 | 0 | 0 | 0 | 1994 | \$213,655 | | | | | | | | | | | | | | | |
| Task 5 - Closeout/Documentation | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5.1 | As-Constructed Drawings | 1 | 2 | | | | | 24 | | | | | 27 | \$2,670 | | | | | | | | | | | | | | | |
| 5.2 | As-Constructed ALP | 1 | 2 | | | | | 16 | | | | | 19 | \$1,950 | | | | | | | | | | | | | | | |
| 5.3 | Final Construction Report | 1 | 10 | | | | | 16 | | | | | 27 | \$3,190 | | | | | | | | | | | | | | | |
| 5.4 | AGIS Ground Survey | | | | | 50 | | | | | | | 50 | \$6,000 | | | | | | | | | | | | | | | |
| 5.5 | Final Payment Coordination | | 2 | | | | | 4 | | | | | 6 | \$670 | | | | | | | | | | | | | | | |
| 5.6 | Closeout Documentation Support | 2 | 4 | | 2 | | 2 | 4 | | | | | 12 | \$1,650 | | | | | | | | | | | | | | | |
| Subtotal, Task 5 | | 5 | 20 | 0 | 2 | 50 | 0 | 64 | 0 | 0 | 0 | 0 | 141 | \$16,130 | | | | | | | | | | | | | | | |
| Task 6 - Additional Services | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6.1 | Grant Administration | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6.1.1 | Grant Coordination | 2 | 6 | | | | | | | | | | 8 | \$1,330 | | | | | | | | | | | | | | | |
| 6.1.2 | Certifications | | 2 | | | | | 4 | | | | | 6 | \$670 | | | | | | | | | | | | | | | |
| 6.1.3 | Periodic Budget Updates | 2 | 4 | | | | | | | | | | 6 | \$1,020 | | | | | | | | | | | | | | | |
| 6.2 | DBE Documentation | | | | 4 | | | 4 | | | | | 8 | \$900 | | | | | | | | | | | | | | | |
| 6.3 | Geotechnical | | 9 | | | | | | | | | | 9 | \$1,395 | | | | | | | | | | | | | | | |
| 6.4 | Elect & Structural Sub Coordination | | 6 | | | | | | | | | | 6 | \$930 | | | | | | | | | | | | | | | |
| 6.5 | A-133 Audit Assistance | | 2 | | 2 | | | | | | | | 4 | \$580 | | | | | | | | | | | | | | | |
| 6.6 | SWPPP Coordination | | 4 | | | | | 8 | | | | | 12 | \$1,340 | | | | | | | | | | | | | | | |
| 6.7 | Public Utility Coordination | | 12 | | | | | 12 | | | | | 24 | \$2,940 | | | | | | | | | | | | | | | |
| 6.8 | FAA Forms | | 2 | | | | | 4 | | | | | 6 | \$670 | | | | | | | | | | | | | | | |
| Subtotal, Task 6 | | 4 | 47 | 0 | 6 | 0 | 0 | 32 | 0 | 0 | 0 | 0 | 89 | \$11,775 | | | | | | | | | | | | | | | |
| TOTAL ALL TASKS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 196 | 693 | 1 | 81 | 50 | 206 | 1333 | 112 | 0 | 0 | 10 | 2682 | \$309,500 | | | | | | | | | | | | | | | |

Friedman Memorial Airport
Hailey, Idaho

Disadvantaged Business Enterprise Program

**Friedman Memorial Airport Authority
Friedman Memorial Airport
Hailey, Idaho
DBE PROGRAM**

POLICY STATEMENT

Section 26.1, 26.3

Objectives / Policy Statement

The Friedman Memorial Airport has established a Disadvantaged Enterprise (DBE) Program in accordance with the regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26. The Friedman Memorial Airport has received Federal financial assistance from the Department of Transportation, and as a condition of receiving this assistance, the Friedman Memorial Airport has signed an assurance that it will comply with 49 CFR Part 26.

It is the policy of the Friedman Memorial Airport to ensure that DBEs, as defined in part 26, have an equal opportunity to receive and participate in DOT-assisted contracts. It is also our policy:

1. To ensure nondiscrimination in the award and administration of DOT-assisted contracts;
2. To create a level playing field on which DBEs can compete fairly for DOT-assisted contracts;
3. To ensure that the DBE program is narrowly tailored in accordance with applicable law;
4. To ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs;
5. To help remove barriers to the participation of DBEs in DOT-assisted contracts;
6. To promote the use of DBEs in all types of federally-assisted contracts and procurement activities conducted by recipients;
7. To assist in the development of firms that can compete successfully in the marketplace outside the DBE program;
8. To provide appropriate flexibility to recipients of Federal financial assistance in establishing and providing opportunities for DBEs.

Roberta Christensen has been delegated as the DBE Liaison Officer. In that capacity the Liaison Officer responsible for implementing all aspects of the DBE program. Implementation of the DBE program is accorded the same priority as compliance with all other legal obligations incurred by the Friedman Memorial Airport in its financial assistance agreements with the Department of Transportation.

Friedman Memorial Airport has disseminated this policy statement to the Friedman Memorial Airport Authority and all of the components of our organization. The Airport has distributed this statement to DBE and non-DBE business communities that perform work for us on DOT-assisted contracts by inclusion in solicitations of bids or requests for qualifications.

Chris Pomeroy
Manager, Friedman Memorial Airport

Date