

**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, September 7, 2021 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. **This meeting is open to the public, but attendees are STRONGLY ENCOURAGED to attend by web access. Instructions below:**

Please join the meeting from your computer, tablet, or smartphone.

<https://global.gotomeeting.com/join/723981309>

You can also dial in using your phone.

United States: 1 (312) 757-3121

Dial In Access Code: 723-981-309

The proposed Agenda for the meeting is as follows:

**AGENDA  
September 7, 2021**

- I. APPROVE AGENDA – ACTION ITEM**
- II. FRIEDMAN MEMORIAL AIRPORT AUTHORITY MEETING MINUTES OF:**
  - A. July 29, 2021 Special Meeting – Motion to Approve – **Attachment #1 ACTION ITEM**
  - B. August 3, 2021 Regular Meeting – Motion to Approve – **Attachment #2 ACTION ITEM**
- III. REPORTS**
  - A. Chairman Report
  - B. Blaine County Report
  - C. City of Hailey Report
  - D. Fly Sun Valley Alliance Report
  - E. Airport Manager Report
- IV. AIRPORT STAFF BRIEF (5 Minutes Allotted)**
  - A. Noise Complaints in August
  - B. Profit & Loss, ATCT Traffic Operations Count and Enplanement Data – **Attachment #3 – #5**
  - C. Airport Commercial Flight Interruptions (unofficial)
  - D. Review Correspondence
- V. ACTION ITEMS (a vote may occur but is not required to be taken)**
  - A. NEW BUSINESS
    - 1. Reschedule October FMAA Board Meeting – **ACTION ITEM**
    - 2. T-O Work Order 21-05 – Recommendation to Approve – **Attachment #6 ACTION ITEM**
    - 3. Auto Rental Contract – Recommendation to Approve – **Attachment #7 ACTION ITEM**
  - B. CONTINUING BUSINESS
    - 1. None
- VI. DISCUSSION AND UPDATES**
  - A. NEW BUSINESS
    - 1. None
  - B. CONTINUING BUSINESS
    - 1. Miscellaneous
      - i. Airport Minimum Standards and Rules and Regulations – Update
    - 2. Construction and Capital Projects
      - i. Air Traffic Control Tower Replacement – Update
    - 3. Airport Planning Projects
      - i. Environmental Assessment (Land Acquisition) – Update
      - ii. Terminal Area Plan – Update
- VII. PUBLIC COMMENT**
- VIII. EXECUTIVE SESSION      I.C. §74-206 (1),(c) To acquire an interest in real property which is not owned by a public agency**
- IX. ADJOURNMENT**

FRIEDMAN MEMORIAL AIRPORT AUTHORITY MEETINGS ARE OPEN TO ALL INTERESTED PARTIES. SHOULD YOU DESIRE TO ATTEND A BOARD MEETING AND NEED A REASONABLE ACCOMMODATION TO DO SO, PLEASE CONTACT THE AIRPORT MANAGER'S OFFICE AT LEAST ONE WEEK IN ADVANCE BY CALLING 208-788-4956 OR WRITING TO 1616 AIRPORT CIRCLE, HAILEY, IDAHO 83333.

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### III. FRIEDMAN MEMORIAL AIRPORT AUTHORITY MEETING MINUTES OF:

- A. July 29, 2021 Special Meeting – Motion to Approve – **Attachment #1 ACTION ITEM**
- B. August 3, 2021 Regular Meeting – Motion to Approve – **Attachment #2 ACTION ITEM**

### IV. REPORTS

#### A. Chairman Report

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

#### B. Blaine County Report

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

#### C. City of Hailey Report

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

#### D. Fly Sun Valley Alliance Report

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

#### E. Airport Manager Report

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

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

#### A. Noise Complaints in August

LOCATION	DATE	TIME	AIRCRAFT TYPE	INCIDENT	ACTION/RESPONSE
Chantrell, Bellevue	8/8/21	1:42 PM	Various	Caller stated aircraft noise seems to be more frequent than he remembers	Airport Operations director called back and left voicemail.  No further response.
Fox Hollow Gulch Rd, Bellevue	8/8/2021	12:07 PM	Various	Caller stated concerns about “increasing low flights and departure corridor violations from Friedman Airport.” Caller also stated she has looked at the “departure drawings” and it seems departing traffic is breaking to the West earlier than it did even last year. Further stated she’s occasionally called the noise line with no results or response. Something needs to be done.”	Airport Operations director called back and left voicemail.  No further response.  Spoke to tower and tower controllers have not observed any out of ordinary pattern. Unsure of the departure drawings the caller references. The voluntary noise abatement exhibit on the airport website shows this location under or near the preferred southbound

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					corridor. As a reminder, noise abatement corridors are for general reference only as the Airport Authority cannot regulate or implement specific flight tracks for aircraft to fly in the vicinity of the airport. Frequent overflights of both arriving and departing aircraft outside preferred corridors do occur as our noise abatement program can only be voluntary per federal law.
Woodside, Hailey	8/11/2021	1:39 PM	Jet	Aircraft flying north to south over downtown Hailey. Caller states he doesn't believe aircraft should be allowed to do this and that it's a major problem for the airspace.	Airport Operations director called back and spoke with caller about his concerns and answered questions. Caller stated he is new to the valley and thinks that the airport needs to reduce operations or move.
Little Indio, Hailey	8/16/2021	4:00 PM	Multiple aircraft	Caller stated that multiple aircraft are using airport on weekends without the community's approval. Further stated that community should be the ones allowed to decide who can land and when - not pilots. Caller stated she feels threatened by the airport and believes airport staff is being paid off to allow pilots to fly when and wherever they want.	<p>Caller admonished the airport for requesting location and contact information and did not want a call back.</p> <p>Note: this caller has called numerous times and expressed similar concerns. Airport staff has tried to make contact several times to provide details of the federal regulatory environment that governs airport operations however our efforts have been unsuccessful.</p>

### B. Profit & Loss, ATCT Traffic Operations Count and Enplanement Data - **Attachments #3 - #5**

**Attachment #3** is Friedman Memorial Airport Profit & Loss Budget vs. Actual (unaudited)

**Attachment #4** is 2001 - 2021 ATCT Traffic Operations Record comparison by month

**Attachment #5** is 2021 Enplanements, Deplanements and 2021 Seat Occupancy data

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

#### July 2021

<b>Total Non-Federal Revenue</b>	<b>July, 2021</b>	<b>\$857,031.21</b>
<b>Total Non-Federal Revenue</b>	<b>July, 2020</b>	<b>\$725,589.90</b>
<b>Total Non-Federal Revenue</b>	<b>FY '21 thru July</b>	<b>\$3,621,937.93</b>
<b>Total Non-Federal Revenue</b>	<b>FY '20 thru July</b>	<b>\$3,186,116.10</b>
<b>Total Non-Federal Expenses</b>	<b>July, 2021</b>	<b>\$240,533.69</b>

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Total Non-Federal Expenses	July, 2020	\$549,004.59
Total Non-Federal Expenses	FY '21 thru July	\$3,310,676.95
Total Non-Federal Expenses	FY '20 thru July	\$3,224,369.17
Net Income excluding Federal Programs	FY '21 thru July	-\$311,260.98
Net Income excluding Federal Programs	FY '20 thru July	-\$38,253.07
Net Income to include Federal Programs	FY '21 thru July	\$1,888,492.61
Net Income to include Federal Programs	FY '20 thru July	-\$367,393.94

### C. Airport Commercial Inbound Flight Interruptions (unofficial):

AIRLINE	FLIGHT CANCELLATIONS	FLIGHT DIVERSIONS
	August 2021	August 2021
Alaska Airlines	0	0
Delta	0	0
United	0	0

### D. Review Correspondence

None

## VI. ACTION ITEMS (a vote may occur but is not required to be taken)

### A. NEW BUSINESS

1. Reschedule October FMAA Board Meeting – **ACTION ITEM**
2. T-O Work Order 21-05 – Recommendation to Approve – **Attachment #6 ACTION ITEM**

As previously addressed by the Board, bids were opened for the Runway, Taxiway and Apron Rehabilitation project in July and the project was awarded by the Board to Western Construction in August.

This Work Order is for Construction Administration Services by T-O Engineers for the project. Construction Administration Services include FAA grant administration, full time construction inspection and documentation, Airport Geographical Information Survey (AGIS), and grant closeout services.

As part of the FAA approval process, an Independent Fee Estimate (IFE) was obtained from Jacobs Engineering. The IFE submitted by Jacobs was in the amount of \$605,809. The fee submitted by T-O Engineers for this Work Order is in the amount of \$569,060. As this work will be funded under the AIP 053, 056 and 057 grants, the work is eligible for 100% reimbursement from the FAA, no local funds are required.

**ACTION REQUESTED: Motion to approve T-O Work Order 21-05 for Construction Administration services on the Runway, Taxiway and Apron Rehabilitation project in the amount of \$569,060.**

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### 3. Auto Rental Contract – Recommendation to Approve – **Attachment #7 ACTION ITEM**

The current Auto Rental Contracts for Avis/Budget, Enterprise/National, and Hertz expire on October 1<sup>st</sup>. A new contract has been drafted and coordinated with the rental car companies. Each of the contracts are identical other than the number of parking spots allotted and the square footage of each company's office space at the terminal. The final draft contract included as **Attachment #7** is supported by the rental car agencies and airport staff. The draft contract has also been reviewed by the Finance Committee and Legal Counsel with both concurring with the new contract. Staff recommends execution of the new contract by the Board.

**ACTION REQUESTED: Motion to approve the new Auto Rental Contracts as included in the packet.**

### B. CONTINUING BUSINESS

1. None

## VII. DISCUSSION AND UPDATES

### A. NEW BUSINESS

1. None

### B. CONTINUING BUSINESS

1. Miscellaneous

#### i. Airport Minimum Standards and Rules and Regulations – Update

Staff continues to work with our consultant and Counsel to develop a DRAFT set of Minimum Standards. It is anticipated a draft suitable to begin stakeholder outreach and Board review will be available this month with a presentation by the consultant and Counsel to the Board at the Oct. meeting.

No presentation regarding the project is planned for this meeting.

#### 2. Construction and Capital Projects

#### i. Air Traffic Control Tower Replacement – Update

The selection committee met with our consultant on August 25 to review and discuss in detail the proposals for a remote/digital tower at SUN that were submitted by three vendors on July 1.

The committee will provide a full update to the Board at the meeting. It is expected the committee will be making the recommendation to the Board to schedule in-person (virtual) interviews by the selection committee with all three vendors.

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### 3. Airport Planning Projects

#### i. Environmental Assessment (Land Acquisition) – Update

The current findings of the Environmental Assessment remain consistent with the information presented at previous FMAA meetings. The FAA has accepted the revisions to the Section 106 Historic and Cultural Resources reports and indicated that they have no further comments at this time. The FAA has initiated consultation with regional tribes to request comments regarding the finding of no affect to historic and cultural resources.

The FAA has provided comments on the first two chapters of the Environmental Assessment and continues review of the remainder of the draft document. Revisions are underway for comments received to date.

Public release of the draft document for review and comment is expected after Staff and Board review following FAA approval. Completion of the Environmental Assessment process, including a Finding of No Significant Impact by the FAA, will follow after the public comment period.

No presentation regarding the project is planned for this meeting.

#### ii. Terminal Area Plan – Update

Mead & Hunt has continued to refine the Preferred Terminal Alternative and updated the drawings/cost estimates as follows:

- Phase 1 Terminal Expansion/Renovation (ticketing, bag screening/makeup and Security Checkpoint) = \$14.6M
- Phase 2 Terminal Expansion/Renovation (departure Lounge/bag claim) = \$7.8M

The team has developed goals for the terminal area alternatives and refined the parking layouts, vehicle circulation, SRE options, ATCT options and potential future rental car facilities.

Next Steps include Project List Development, FAA and Stakeholder Coordination, Financial Feasibility Analysis and Draft Report.

Mead & Hunt will be attending the meeting to present the refined concepts and answer any questions from the Board.

### **VIII. PUBLIC COMMENT**

### **IX. EXECUTIVE SESSION – I.C. §74-206 (1),(c) To acquire an interest in real property which is not owned by a public agency**

### **X. ADJOURNMENT**

**MINUTES OF A SPECIAL MEETING  
OF THE  
FRIEDMAN MEMORIAL AIRPORT AUTHORITY  
July 29, 2021  
1:00 P.M.**

ATTACHMENT 1

**IN ATTENDANCE:** **BOARD MEMBERS:** Board Chairman – Jacob Greenberg, Vice-Chair – Martha Burke, Board Members – Dick Fosbury, Sam Linnet, Rich Pogue  
**FRIEDMAN MEMORIAL AIRPORT STAFF:** Airport Director – Chris Pomeroy, Airport Sr. Administrative Coordinator – Jenna Elliott  
**AIRPORT LEGAL COUNSEL:** Lawson Laski Clark, PLLC – Jim Laski

**CALL TO ORDER:** The meeting was called to order at 1:00 p.m. by Chairman Greenberg

**I. APPROVE AGENDA**

**II. ACTION ITEMS**

**A. CONTINUING BUSINESS**

**1. Independent Board Member Selection Process – ACTION ITEM**

**a. Interviews**

- |           |                             |
|-----------|-----------------------------|
| (00:48)   | i. 1:00 p.m. John Strauss   |
| (39:02)   | ii. 1:45 p.m. Casey Finegan |
| (1:28:19) | iii. 2:30 p.m. Dale Bathum  |
| (2:14:41) | iv. 3:15 p.m. Craig Sabina  |

The Board conducted interviews for each of the interviewees listed above.

**III. EXECUTIVE SESSION**

**MOTION:** *Made by Vice-Chair Burke to enter into executive session pursuant to Idaho Code §74-206 paragraph 1(c) for consideration of candidates for the Independent Board Member position. Seconded by Board Member Linnet.*

(2:53:43)

**Roll Call Vote:**

<b>Board Vice-Chair Burke</b>	<b>Yes</b>
<b>Board Member Pogue</b>	<b>Yes</b>
<b>Board Member Fosbury</b>	<b>Yes</b>
<b>Board Member McCleary</b>	<b>Yes</b>
<b>Board Member Linnet</b>	<b>Yes</b>
<b>Board Chairman Greenberg</b>	<b>Yes</b>

**IV. ACTION ITEMS, CONT.**

**A. Independent Board Member Selection Process – ACTION ITEM**

(2:53:55)

**1. Candidate Selection**

**MOTION:** *Made by Board Member Fosbury to appoint John Strauss as the Independent Board Member. Seconded by Vice-Chair Burke.*  
**PASSED UNANIMOUSLY**

**V. ADJOURNMENT**

The July 29, 2021 Special Meeting of the Friedman Memorial Airport Authority was adjourned at approximately 4:25 p.m.

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Angenie McCleary, 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.

**MINUTES OF A REGULAR MEETING  
OF THE  
FRIEDMAN MEMORIAL AIRPORT AUTHORITY  
August 3, 2021  
5:30 P.M.**

**IN ATTENDANCE:**

**BOARD MEMBERS:** Board Chairman – Jacob Greenberg, Vice-Chair – Martha Burke, Board Members – Angenie McCleary, Dick Fosbury, Samuel Linnet, Richard Pogue  
**FRIEDMAN MEMORIAL AIRPORT STAFF:** Airport Director – Chris Pomeroy, Deputy Director Finance & Administration – Brent Davis, Deputy Director Operations & Maintenance – Tim Burke, Security Manager – Steve Guthrie, Airport Administrative Coordinators – Jenna Elliott and Jennifer Lyman  
**CONSULTANTS:** Studio 360 – Sarah Shepard

**CALL TO ORDER:** (0:00) The meeting was called to order at 5:31 p.m. by Chairman Greenberg

**I. APPROVE AGENDA** (0:18) The agenda was approved as presented.

**MOTION:** *Made by Vice-Chair Burke to approve the agenda. Seconded by Board Member Fosbury.*

**PASSED UNANIMOUSLY**

**II. PUBLIC COMMENT** (0:35) No Public Comment

**III. PUBLIC HEARING – ACTION ITEM** (1:11) A. FY '22 Budget – Motion to Approve – **Attachment #1-2 ACTION ITEM**

Deputy Director Finance & Administration Brent Davis briefly described the finalized proposed budget and stated the numbers have not changed since the July meeting presentation.

**PUBLIC COMMENT** (3:23) No Public Comment

(4:23) **MOTION:** *Made by Vice-Chair Burke to approve the proposed Friedman Memorial Airport Expenditure budget FY 2022 in the amount of \$25,302,712. Seconded by Board Member Fosbury.*

**PASSED UNANIMOUSLY**

**IV. APPROVE FMAA  
MEETING MINUTES**

(6:19) A. July 6, 2021 Regular Meeting – Motion to Approve – **Attachment #3 ACTION ITEM**

**MOTION:** *Made by Board Member McCleary to approve the board meeting minutes of the July 6, 2021 regular meeting. Seconded by Vice-Chair Burke.*

**PASSED UNANIMOUSLY**

**V. REPORTS**

(6:52) A. Chairman Report

No report given.

B. Blaine County Report

Board Member Fosbury reported the Blaine County Board of Commissioners discussed the CDC revised recommendations. He stated Commissioner McCleary will be meeting with the mayors to ensure the cities and county are in sync and watching for triggers for a mask mandate. Despite being surrounded by counties with low vaccination rates and higher infection rates, Board Member Fosbury feels Blaine County is fortunate there doesn't seem to be an immediate risk for high infection rates.

C. City of Hailey Report

Vice-Chair Burke confirmed her computer was hacked and the situation is being resolved. She thanked everyone who expressed concern. She reported the City of Hailey was recovering from intense weather that occurred on Sunday afternoon, which created some drainage problems. She believes the event to be a rare



occurrence and asks for the community's understanding and help with clean-up. However, if it should happen again, the city will need to address the situation.

D. Fly Sun Valley Alliance Report

(10:50) Carol Waller reported the winter schedule is being finalized with airplane partners and is expected to be set and published mid-August.

E. Airport Manager Report (see PowerPoint Presentation)

(12:09) Airport Manager Pomeroy reported that unofficial July 2021 Passenger Enplanements are approximately 2% higher than 2019 and 2021 year-to-date is expected to be little higher than 2019 year-to-date as well. July 2021 Operations are down about 6% from July 2019 Operations and up about 19% from July 2020. Year-to-date operations for 2021 is about 20% higher than 2019 and 33% higher than 2020.

Airport Manager Pomeroy gave an update on how the Fly-In event activity had 1,072 total takeoffs and landings, which was slightly less than 2018 and 2019. This decrease is believed to be largely due to families not attending the event.

Airport Manager Pomeroy stated he gave the congressional delegation a tour of the facility during the event, and they were impressed and awestruck in regard to the activity and number of aircraft currently at the airport.

The only negative impact to report was the smoke on Saturday, which resulted in the need to implement instrument operations. Commercial arrivals were slowed down significantly due to smoke; however, the event went well overall with very few commercial flight interruptions.

"On the Horizon", Airport Manager Pomeroy reported a more substantial report on the status of the Tower project is anticipated for the September meeting. The selection committee is scheduled to review the proposals that were submitted by vendors later in August. He stated there will be a detailed Terminal Area Plan update at next month's meeting as well.

Airport Manager Pomeroy reported the NWAAAE conference is scheduled for the full week of October 5<sup>th</sup> – 8<sup>th</sup> and therefore, will be requesting the October board meeting date be rescheduled.

Deputy Director Operations & Maintenance Tim Burke reported on the "Meet the Fleet" community event that is scheduled for Saturday, October 16<sup>th</sup>. This event, which is put on by the airport and involving local partners and municipalities, will enable relationship building and allow the community to get "up close and personal" with various vehicles and high-tech equipment. All members of the Board were in support of this event and encouraged proceeding with planning and advertising the event.

## VI. AIRPORT STAFF BRIEF

- A. Noise Complaints in July
- B. Profit & Loss, ATCT Traffic Operations Count and Enplanement Data (See **Attachment #4 – #6**)
- C. Airport Commercial Flight Interruptions (unofficial)
- D. Review Correspondence

## VII. ACTION ITEMS

### A. NEW BUSINESS

- (22:58) 1. Recommendation of Award – Runway, Taxiway and Apron Rehabilitation Project – **Attachment #7 – #8 ACTION ITEM.**

Airport Manager Pomeroy reported bids for the Runway, Taxiway and Apron Rehabilitation Project were opened and reviewed. He introduced Nathan Cuvala with T-O Engineers to give a more in-depth update.

Nathan Cuvala gave a description of how the runway project, consisting of runway rehabilitation, section 1 apron repaving, and taxiway and apron rehabilitation, will proceed. The construction phasing will consist of 4 phases and is anticipated to include a 30-day runway closure from mid-April 2022 to mid-May 2022. The entire project is expected to be completed late summer or early fall 2022.

Nathan Cuvala reported all three bids received were opened July 14<sup>th</sup> at 2:00 PM. The three bidders were Western Construction, Sunroc Corporation dba

Depatco, and Staker Parsons & Companies dba Idaho Materials Company. After reviewing all bids, T-O Engineers is recommending awarding the bid to Western Construction in the amount of \$7,258,144.50. This project will be 100% FAA funded/no local match, which is a trickle-down effect of Coronavirus relief for airports passed by Congress.

- (32:35) **MOTION:** *Made by Board Member Fosbury to approve award of the Runway, Taxiway and Apron Rehabilitation Project in the amount of \$7,258,144.50 to Western Construction, Inc. Seconded by Board Member Linnet.*
- (34:25) 2. Grant Offers from FAA – Consideration of Recommendation of Acceptance and Execution – **ACTION ITEM**  
Airport Manager Pomeroy explained the Runway, Taxiway and Apron Rehabilitation project and ARPA Grant Offers that are anticipated from the FAA.
- (36:57) **MOTION:** *Made by Board Member Fosbury to approve the execution of the FAA Grant Offers for the runway, taxiway and apron rehabilitation project and ARPA funds by the City of Hailey and Blaine Count as airport co-sponsors.*

*The action will further direct Staff and Legal Counsel to develop the appropriate City and County Resolutions to support acceptance of the FAA Grant Offers. Seconded by Vice-Chair Burke stating the movement reflects the Board's flexibility in the acceptance of the grant offers at whatever grant number is assigned to them upon issuance.*

**PASSED UNANIMOUSLY**

#### B. CONTINUING BUSINESS

1. None

### VIII. DISCUSSION AND UPDATES

#### A. NEW BUSINESS

1. None

#### B. CONTINUING BUSINESS

1. Miscellaneous
  - (38:24) i. Airport Minimum Standards and Rules and Regulations – Update  
Airport Manager Pomeroy reported the Minimum Standards and Rules and Regulations project is moving along. The first draft was received from the consultant and Staff and Attorney Kirsch and his legal team provided comments back to the consultant. The consultant then responded with additional comments and ideas, which will be reviewed and discussed by Staff and legal counsel at a meeting later in the week and a revised draft will be created. More information will be presented at the September meeting including a possible draft for the board to review.
  2. Construction and Capital Projects
    - (39:42) i. Air Traffic Control Tower Replacement – Update.  
Airport Manager Pomeroy reported the Project Selection Committee has a meeting to review the written proposals that were submitted by the various remote tower vendors the third week in August. The Denver consultants will attend the review meeting and an in-depth update is anticipated to be presented at the September meeting. Airport Manager Pomeroy stated vendor interviews would likely occur mid-September.
    3. Airport Planning Projects
      - (43:24) i. Environmental Assessment (Land Acquisition) – Update  
Airport Manager Pomeroy reported that they are waiting for review from the FAA and hope to get final review comments within a few weeks.
      - (46:36) ii. Terminal Area Plan – Update.  
Airport Manager Pomeroy reported the team is starting to look at cost

estimates based on the two phases. He stated they are also beginning to look at the parking lot impacts and the ability to accommodate additional snow removal equipment storage. Mead & Hunt is expected to give a detailed update to the Board at the September meeting.

**IX. PUBLIC COMMENT**

No Public Comment

**X. EXECUTIVE SESSION**

No Executive Session

**XI. ADJOURNMENT**

The August 3, 2021 Regular Meeting of the Friedman Memorial Airport Authority was adjourned at 6:17 p.m.

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Angenie McCleary, 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 '21)**

11:27 AM

08/30/2021

Accrual Basis

## Ordinary Income/Expense

## Income

## 4000-00 · AIRCARRIER

4000-01 · Aircarrier - Lease Space

4000-02 · Aircarrier - Landing Fees

4000-03 · Aircarrier - Gate Fees

4000-04 · Aircarrier - Utility Fees

4010-07 · Aircarrier - \*14 PFC App

Total 4000-00 · AIRCARRIER

## 4020-00 · TERMINAL AUTO PARKING REVENUE

4020-01 · Automobile Parking - Terminal

Total 4020-00 · TERMINAL AUTO PARKING REVENUE

## 4030-00 · AUTO RENTAL REVENUE

4030-01 · Automobile Rental - Commission

4030-02 · Automobile Rental - Lease Space

4030-03 · Automobile Rental - Auto Prkng

4030-04 · Automobile Rental - Utilities

Total 4030-00 · AUTO RENTAL REVENUE

## 4040-00 · TERMINAL CONCESSION REVENUE

4040-01 · Terminal Shops - Commission

4040-03 · Terminal Shops - Utility Fees

4040-10 · Advertising - Commission

4040-11 · Vending Machines - Commission

4040-12 · Terminal ATM

Total 4040-00 · TERMINAL CONCESSION REVENUE

## 4050-00 · FBO REVENUE

4050-01 · FBO - Lease Space

4050-02 · FBO - Overnight Parking Fees

4050-03 · FBO - Landing Fees - Trans.

4050-04 · FBO - Commission

4050-07 · FBO - Miscellaneous

Total 4050-00 · FBO REVENUE

## 4060-00 · FUEL FLOWAGE REVENUE

4060-01 · Fuel Flowage - FBO

Total 4060-00 · FUEL FLOWAGE REVENUE

## 4070-00 · TRANSIENT LANDING FEES REVENUE

4070-01 · Landing Fees - Commercial

4070-02 · Landing Fees - Non-Comm./Gov't

Total 4070-00 · TRANSIENT LANDING FEES REVENUE

## 4080-00 · HANGAR REVENUE

4080-01 · Land Lease - Hangar

4080-02 · Land Lease - Hangar/Trans. Fee

4080-03 · Hangar/Utilities (E8,11,24)

4080-05 · Land Lease - FMA Hangar Rentals

Total 4080-00 · HANGAR REVENUE

## 4090-00 · TIEDOWN PERMIT FEES REVENUE

4090-01 · Tiedown Permit Fees (FMA)

Total 4090-00 · TIEDOWN PERMIT FEES REVENUE

## 4100-00 · CARGO CARRIERS REVENUE

4100-01 · Cargo Carriers - Landing Fees

4100-02 · Cargo Carriers - Tiedown

Total 4100-00 · CARGO CARRIERS REVENUE

	Oct '20 - Jul 21	Budget	\$ Over Budget	% of Budget
4000-01 · Aircarrier - Lease Space	145,785.78	350,000.00	-204,214.22	41.65%
4000-02 · Aircarrier - Landing Fees	208,275.42	118,000.00	90,275.42	176.51%
4000-03 · Aircarrier - Gate Fees	0.00	0.00	0.00	0.0%
4000-04 · Aircarrier - Utility Fees	300.00	0.00	300.00	100.0%
4010-07 · Aircarrier - *14 PFC App	220,057.28	316,500.00	-96,442.72	69.53%
Total 4000-00 · AIRCARRIER	574,418.48	784,500.00	-210,081.52	73.22%
4020-01 · Automobile Parking - Terminal	303,235.00	266,000.00	37,235.00	114.0%
Total 4020-00 · TERMINAL AUTO PARKING REVENUE	303,235.00	266,000.00	37,235.00	114.0%
4030-01 · Automobile Rental - Commission	524,814.06	303,600.00	221,214.06	172.86%
4030-02 · Automobile Rental - Lease Space	24,621.40	29,900.00	-5,278.60	82.35%
4030-03 · Automobile Rental - Auto Prkng	54,303.90	85,000.00	-30,696.10	63.89%
4030-04 · Automobile Rental - Utilities	1,470.63	2,000.00	-529.37	73.53%
Total 4030-00 · AUTO RENTAL REVENUE	605,209.99	420,500.00	184,709.99	143.93%
4040-01 · Terminal Shops - Commission	8,990.67	5,000.00	3,990.67	179.81%
4040-03 · Terminal Shops - Utility Fees	1,470.60	2,000.00	-529.40	73.53%
4040-10 · Advertising - Commission	34,453.80	25,000.00	9,453.80	137.82%
4040-11 · Vending Machines - Commission	4,623.53	5,000.00	-376.47	92.47%
4040-12 · Terminal ATM	750.00	1,000.00	-250.00	75.0%
Total 4040-00 · TERMINAL CONCESSION REVENUE	50,288.60	38,000.00	12,288.60	132.34%
4050-01 · FBO - Lease Space	163,965.56	167,000.00	-3,034.44	98.18%
4050-02 · FBO - Overnight Parking Fees	303,333.75	205,000.00	98,333.75	147.97%
4050-03 · FBO - Landing Fees - Trans.	0.00	90,000.00	-90,000.00	0.0%
4050-04 · FBO - Commission	27,716.00	7,100.00	20,616.00	390.37%
4050-07 · FBO - Miscellaneous	0.00	0.00	0.00	0.0%
Total 4050-00 · FBO REVENUE	495,015.31	469,100.00	25,915.31	105.52%
4060-01 · Fuel Flowage - FBO	333,006.54	181,500.00	151,506.54	183.48%
Total 4060-00 · FUEL FLOWAGE REVENUE	333,006.54	181,500.00	151,506.54	183.48%
4070-01 · Landing Fees - Commercial	0.00	180,000.00	-180,000.00	0.0%
4070-02 · Landing Fees - Non-Comm./Gov't	521,153.00	200.00	520,953.00	260,576.5%
Total 4070-00 · TRANSIENT LANDING FEES REVENUE	521,153.00	180,200.00	340,953.00	289.21%
4080-01 · Land Lease - Hangar	624,110.06	682,000.00	-57,889.94	91.51%
4080-02 · Land Lease - Hangar/Trans. Fee	95,832.50	0.00	95,832.50	100.0%
4080-03 · Hangar/Utilities (E8,11,24)	670.60	1,500.00	-829.40	44.71%
4080-05 · Land Lease - FMA Hangar Rentals	32,817.52	30,000.00	2,817.52	109.39%
Total 4080-00 · HANGAR REVENUE	753,430.68	713,500.00	39,930.68	105.6%
4090-01 · Tiedown Permit Fees (FMA)	33,243.00	20,000.00	13,243.00	166.22%
Total 4090-00 · TIEDOWN PERMIT FEES REVENUE	33,243.00	20,000.00	13,243.00	166.22%
4100-01 · Cargo Carriers - Landing Fees	0.00	10,500.00	-10,500.00	0.0%
4100-02 · Cargo Carriers - Tiedown	5,472.00	3,000.00	2,472.00	182.4%
Total 4100-00 · CARGO CARRIERS REVENUE	5,472.00	13,500.00	-8,028.00	40.53%

	Oct '20 - Jul 21	Budget	\$ Over Budget	% of Budget
<b>4110-00 · MISCELLANEOUS REVENUE</b>				
4110-01 · Misc. Revenue	68,351.47	5,000.00	63,351.47	1,367.03%
<b>Total 4110-00 · MISCELLANEOUS REVENUE</b>	68,351.47	5,000.00	63,351.47	1,367.03%
<b>4120-00 · GROUND TRANSP. PERMIT REVENUE</b>				
4120-01 · Ground Transportation Permit	19,150.00	20,000.00	-850.00	95.75%
4120-02 · GTSP - Trip Fee	2,720.00	0.00	2,720.00	100.0%
<b>Total 4120-00 · GROUND TRANSP. PERMIT REVENUE</b>	21,870.00	20,000.00	1,870.00	109.35%
<b>4400-00 · TSA/SECURITY</b>				
4400-02 · Terminal Lease	34,839.19	40,365.00	-5,525.81	86.31%
4400-03 · Security Prox. Cards	30,940.00	36,000.00	-5,060.00	85.94%
<b>Total 4400-00 · TSA/SECURITY</b>	65,779.19	76,365.00	-10,585.81	86.14%
<b>4500-00 · IDAHO STATE GRANT PROGRAM REV.</b>				
4500-21 · SUN-21	0.00	15,000.00	-15,000.00	0.0%
<b>Total 4500-00 · IDAHO STATE GRANT PROGRAM REV.</b>	0.00	15,000.00	-15,000.00	0.0%
<b>4520-00 · INTEREST REVENUE</b>				
4520-01 · Interest Revenue - General	11,521.95	20,000.00	-8,478.05	57.61%
4520-07 · Interest Revenue - '14 PFC	19.41	0.00	19.41	100.0%
<b>Total 4520-00 · INTEREST REVENUE</b>	11,541.36	20,000.00	-8,458.64	57.71%
<b>4600-00 · CARES Act Grant Operational</b>				
4600-01 · CARES Act Grant Operational	1,999,999.94			
<b>Total 4600-00 · CARES Act Grant Operational</b>	1,999,999.94			
<b>4746-00 · AIP '46 Acquire SRE ARFF</b>				
4746-01 · AIP '46 Acquire SRE ARFF	-1,961.72	0.00	-1,961.72	100.0%
<b>Total 4746-00 · AIP '46 Acquire SRE ARFF</b>	-1,961.72	0.00	-1,961.72	100.0%
<b>4747-00 · AIP '47 - Acq.SRE/ARFF, Obs.Rem</b>				
4747-01 · AIP '47-Acq.SRE/ARFF&Obs. Remov	591,806.16	0.00	591,806.16	100.0%
<b>Total 4747-00 · AIP '47 - Acq.SRE/ARFF, Obs.Rem</b>	591,806.16	0.00	591,806.16	100.0%
<b>4748-00 · AIP '48 Land Acquisition</b>				
4748-01 · AIP '48 Land Acq.- RPZ - 65 Acr	-2,971.87	0.00	-2,971.87	100.0%
<b>Total 4748-00 · AIP '48 Land Acquisition</b>	-2,971.87	0.00	-2,971.87	100.0%
<b>4749-00 · AIP '49 - Acq. SRE/Pavement Mai</b>				
4749-01 · AIP '49 - Acq. SRE/Pavement Mai	-2,860.20	42,187.50	-45,047.70	-6.78%
<b>Total 4749-00 · AIP '49 - Acq. SRE/Pavement Mai</b>	-2,860.20	42,187.50	-45,047.70	-6.78%
<b>4750-00 · Terminal Area Plan (TAP)</b>				
4750-01 · Terminal Area Plan	120,975.80	30,000.00	90,975.80	403.25%
<b>Total 4750-00 · Terminal Area Plan (TAP)</b>	120,975.80	30,000.00	90,975.80	403.25%
<b>4751-00 · EA - Land Acq. - Approach Prote</b>				
4751-01 · EA - Land Acq. Approach Protect	129,958.52	160,000.00	-30,041.48	81.22%
<b>Total 4751-00 · EA - Land Acq. - Approach Prote</b>	129,958.52	160,000.00	-30,041.48	81.22%
<b>4753-00 · AIP '53 - Rehabilitate Runway</b>				
4753-01 · AIP '53 - Rehabilitate Runway	0.00	562,500.00	-562,500.00	0.0%
<b>Total 4753-00 · AIP '53 - Rehabilitate Runway</b>	0.00	562,500.00	-562,500.00	0.0%
<b>Total Income</b>	6,676,961.25	4,017,852.50	2,659,108.75	166.18%
<b>Gross Profit</b>	6,676,961.25	4,017,852.50	2,659,108.75	166.18%
<b>Expense</b>				
<b>EXPENDITURES</b>				
<b>"A" EXPENSES</b>				
5000-01 · Salaries - Airport Director	131,976.21	158,371.33	-26,395.12	83.33%
5010-00 · Salaries - Deputy Director F&A	85,833.40	115,274.00	-29,440.60	74.46%
5010-01 · Salaries - Admin Coordinator	102,026.61	122,803.20	-20,776.59	83.08%
5010-03 · Salaries - Sr Admin Coordinator	31,093.59	68,494.04	-37,400.45	45.4%
5020-00 · Salaries - Deputy Director O&M	81,326.49	113,859.20	-32,532.71	71.43%
5030-00 · Salaries - ARFF/OPS Specialist	411,842.66	456,040.00	-44,197.34	90.31%
5040-00 · Salaries- Security Manager	78,142.52	87,568.00	-9,425.48	89.24%
5050-00 · Salaries- Seasonal-Snow Removal	64,185.90	55,000.00	9,185.90	116.7%

	Oct '20 - Jul 21	Budget	\$ Over Budget	% of Budget
5050-01 · Salaries - Seasonal - Arpt Host	3,922.50	5,000.00	-1,077.50	78.45%
5050-03 · Salaries - One-time Pay	12,550.00			
5050-04 · Salaries - ARFF Coverage	1,100.00			
5060-01 · Overtime - General	0.00	2,000.00	-2,000.00	0.0%
5060-02 · Overtime - Snow Removal	18,266.90	45,000.00	-26,733.10	40.59%
5060-04 · OT - Security	0.00	5,000.00	-5,000.00	0.0%
5100-00 · Retirement	126,755.79	143,000.00	-16,244.21	88.64%
5110-00 · Social Security/Medicare	74,299.49	98,352.00	-24,052.51	75.54%
5120-00 · Life Insurance	578.49	2,000.00	-1,421.51	28.93%
5130-00 · Medical Insurance	186,172.43	256,640.00	-70,467.57	72.54%
5160-00 · Workman's Compensation	18,754.00	20,000.00	-1,246.00	93.77%
5170-00 · Unemployment Claims	46.83	0.00	46.83	100.0%
5180-00 · Prior year p/r corrections	-12,546.68			
<b>Total "A" EXPENSES</b>	<b>1,416,327.13</b>	<b>1,754,401.77</b>	<b>-338,074.64</b>	<b>80.73%</b>
<b>"B" EXPENDITURES</b>				
<b>"B" EXPENSES - ADMINISTRATIVE</b>				
<b>6000-00 · TRAVEL EXPENSE</b>				
6000-01 · Travel	0.00	37,400.00	-37,400.00	0.0%
<b>Total 6000-00 · TRAVEL EXPENSE</b>	<b>0.00</b>	<b>37,400.00</b>	<b>-37,400.00</b>	<b>0.0%</b>
<b>6010-00 · SUPPLIES/EQUIPMENT EXPENSE</b>				
6010-01 · Supplies - Office	5,167.65	8,000.00	-2,832.35	64.6%
6010-02 · Supplies - Parking	184.47	1,000.00	-815.53	18.45%
6010-03 · Supplies - Computer	5,893.63	6,000.00	-106.37	98.23%
<b>Total 6010-00 · SUPPLIES/EQUIPMENT EXPENSE</b>	<b>11,245.75</b>	<b>15,000.00</b>	<b>-3,754.25</b>	<b>74.97%</b>
<b>6020-00 · INSURANCE</b>				
6020-01 · Insurance	53,124.00	55,920.00	-2,796.00	95.0%
<b>Total 6020-00 · INSURANCE</b>	<b>53,124.00</b>	<b>55,920.00</b>	<b>-2,796.00</b>	<b>95.0%</b>
<b>6030-00 · UTILITIES</b>				
6030-01 · Utilities - Gas/Terminal	11,750.00	18,000.00	-6,250.00	65.28%
6030-02 · Utilities - Gas/AOB & Cold Stor	4,360.00	8,500.00	-4,140.00	51.29%
6030-03 · Utilities - Elect./Runway&PAPI	4,817.48	6,500.00	-1,682.52	74.12%
6030-04 · Utilities - Elec./AOB & Cold St	7,010.52	8,500.00	-1,489.48	82.48%
6030-05 · Utilities - Electric/Terminal	42,538.37	50,000.00	-7,461.63	85.08%
6030-06 · Utilities - Telephone	13,454.05	16,000.00	-2,545.95	84.09%
6030-07 · Utilities - Water	6,370.86	18,000.00	-11,629.14	35.39%
6030-08 · Utilities - Garbage Removal	11,178.60	14,500.00	-3,321.40	77.09%
6030-09 · Utilities - Sewer	4,428.29	4,100.00	328.29	108.01%
6030-11 · Utilities - Electric/Tower	6,750.90	5,500.00	1,250.90	122.74%
6030-12 · Utilities - Elec./Brdfrd.Hghl	385.52	500.00	-114.48	77.1%
6030-13 · Utilities - Elec. Exit Booth	1,291.61	2,500.00	-1,208.39	51.66%
6030-15 · Utilities - Elec/AWOS	3,193.84	4,000.00	-806.16	79.85%
6030-16 · Utilities - Elec. Wind Cone	113.40	150.00	-36.60	75.6%
6030-17 · Utilities - Elec./Gas- Hangar	2,582.97	3,500.00	-917.03	73.8%
6030-18 · Utilities - Lubricant Wst. Dspl	291.70	500.00	-208.30	58.34%
<b>Total 6030-00 · UTILITIES</b>	<b>120,518.11</b>	<b>160,750.00</b>	<b>-40,231.89</b>	<b>74.97%</b>
<b>6040-00 · SERVICE PROVIDER</b>				
6040-01 · Service Provider - General	238.19	0.00	238.19	100.0%
6040-02 · Service Provider - Term. Serv.	4,892.29	5,631.00	-738.71	86.88%
6040-03 · Service Provider - AOB Services	42,787.66	52,000.00	-9,212.34	82.28%
6040-04 · Service Provider-Ops./Airfield	13,350.00	15,996.00	-2,646.00	83.46%
<b>Total 6040-00 · SERVICE PROVIDER</b>	<b>61,268.14</b>	<b>73,627.00</b>	<b>-12,358.86</b>	<b>83.21%</b>
<b>6050-00 · PROFESSIONAL SERVICES</b>				
6050-01 · Professional Services - Legal	68,422.19	60,000.00	8,422.19	114.04%
6050-02 · Professional Serv. - Audit/Fina	47,642.00	70,000.00	-22,358.00	68.06%
6050-03 · Professional Services - Enginee	7,440.69	25,000.00	-17,559.31	29.76%

	Oct '20 - Jul 21	Budget	\$ Over Budget	% of Budget
6050-04 · Professional Services - HR	5,760.00	20,000.00	-14,240.00	28.8%
6050-05 · Professional Services - Gen.	194,100.00	10,000.00	184,100.00	1,941.0%
6050-10 · Prof. Svcs.-IT/Comp. Support	29,166.11	15,000.00	14,166.11	194.44%
6050-12 · Prof. Serv.- Planning Air Serv.	4,814.25	7,000.00	-2,185.75	68.78%
6050-13 · Prof. Serv.-Website Des.& Maint	4,830.95	4,000.00	830.95	120.77%
6050-15 · Prof. Serv.-Comm/Public Outreac	13,435.09	42,000.00	-28,564.91	31.99%
6050-17 · Prof. Serv. - Airspace Consult.	0.00	25,000.00	-25,000.00	0.0%
6050-18 · Prof. Services - Approach Maint	0.00	30,000.00	-30,000.00	0.0%
6050-19 · Prof. Serv.-ATCT Relocation	8,685.00	30,000.00	-21,315.00	28.95%
<b>Total 6050-00 · PROFESSIONAL SERVICES</b>	<b>384,296.28</b>	<b>338,000.00</b>	<b>46,296.28</b>	<b>113.7%</b>
<b>6060-00 · MAINTENANCE-OFFICE EQUIPMENT</b>				
6060-01 · Maint.-Office Equip./Gen.	17.09	0.00	17.09	100.0%
6060-04 · Maintenance - Copier	1,295.21	2,000.00	-704.79	64.76%
6060-05 · Maintenance - Phone	1,215.00	1,300.00	-85.00	93.46%
<b>Total 6060-00 · MAINTENANCE-OFFICE EQUIPMENT</b>	<b>2,527.30</b>	<b>3,300.00</b>	<b>-772.70</b>	<b>76.59%</b>
<b>6070-00 · RENT/LEASE OFFICE EQUIPMENT</b>				
6070-02 · Rent/Lease - Postage Meter	877.95	1,200.00	-322.05	73.16%
<b>Total 6070-00 · RENT/LEASE OFFICE EQUIPMENT</b>	<b>877.95</b>	<b>1,200.00</b>	<b>-322.05</b>	<b>73.16%</b>
<b>6080-00 · DUES/MEMBERSHIPS/PUBLICATIONS E</b>				
6080-01 · Dues/Memberships	9,281.76	6,000.00	3,281.76	154.7%
6080-04 · Publications	4,217.11	5,000.00	-782.89	84.34%
<b>Total 6080-00 · DUES/MEMBERSHIPS/PUBLICATIONS E</b>	<b>13,498.87</b>	<b>11,000.00</b>	<b>2,498.87</b>	<b>122.72%</b>
<b>6090-00 · POSTAGE</b>				
6090-01 · Postage/Courier Service	450.81	2,000.00	-1,549.19	22.54%
6090-00 · POSTAGE - Other	266.64			
<b>Total 6090-00 · POSTAGE</b>	<b>717.45</b>	<b>2,000.00</b>	<b>-1,282.55</b>	<b>35.87%</b>
<b>6100-00 · EDUCATION/TRAINING</b>				
6100-01 · Education/Training - Admin.	275.00	15,000.00	-14,725.00	1.83%
6100-02 · Education/Training - OPS	1,134.93	15,000.00	-13,865.07	7.57%
6100-03 · Education/Training - ARFF	13,739.08	14,500.00	-760.92	94.75%
6100-04 · Ed/Train. - ARFF Trienn. Drill	753.50	0.00	753.50	100.0%
6100-06 · Education - Security	515.00	3,000.00	-2,485.00	17.17%
6100-08 · Education/Training - HFD	0.00	5,000.00	-5,000.00	0.0%
<b>Total 6100-00 · EDUCATION/TRAINING</b>	<b>16,417.51</b>	<b>52,500.00</b>	<b>-36,082.49</b>	<b>31.27%</b>
<b>6101-00 · PUBLIC OUTREACH/COMMUNICATIONS</b>				
6101-01 · Advertising/Social Media/Sponso	24,125.36	35,000.00	-10,874.64	68.93%
6101-02 · Public Outr/Comm - Noise Abatem	0.00	500.00	-500.00	0.0%
6101-03 · Public Outr/Comm - SAAC	3,467.46	10,000.00	-6,532.54	34.68%
<b>Total 6101-00 · PUBLIC OUTREACH/COMMUNICATIONS</b>	<b>27,592.82</b>	<b>45,500.00</b>	<b>-17,907.18</b>	<b>60.64%</b>
<b>6110-00 · CONTRACTS</b>				
6110-02 · Contracts - FMAA	32,000.00	42,000.00	-10,000.00	76.19%
6110-03 · Contracts - FBO/Fee Collection	0.00	50,000.00	-50,000.00	0.0%
6110-16 · Contracts - Prkg Mngt Fee/Ops	150,559.26	165,000.00	-14,440.74	91.25%
6110-17 · Contracts - Landing Fee Equip.	0.00	15,000.00	-15,000.00	0.0%
6110-18 · Contracts - Vector Commissions	67,749.89			
<b>Total 6110-00 · CONTRACTS</b>	<b>250,309.15</b>	<b>272,000.00</b>	<b>-21,690.85</b>	<b>92.03%</b>
<b>6130-00 · MISCELLANEOUS EXPENSES</b>				
6130-01 · Misc. - General	302,002.38	15,000.00	287,002.38	2,013.35%
6130-19 · Misc. COVID-19	24,567.17	0.00	24,567.17	100.0%
6140-00 · Bank Fees	14,764.21	20,000.00	-5,235.79	73.82%
6140-01 · Merchant Fees	199.13			
<b>Total 6130-00 · MISCELLANEOUS EXPENSES</b>	<b>341,532.89</b>	<b>35,000.00</b>	<b>306,532.89</b>	<b>975.81%</b>
<b>Total "B" EXPENSES - ADMINISTRATIVE</b>	<b>1,283,926.22</b>	<b>1,103,197.00</b>	<b>180,729.22</b>	<b>116.38%</b>
<b>"B" EXPENSES - OPERATIONAL</b>				
<b>6500-00 · SUPPLIES/EQUIPMENT-OPERATIONS</b>				

	Oct '20 - Jul 21	Budget	\$ Over Budget	% of Budget
6500-01 · Supplies/Equipment - General	5,333.49	5,000.00	333.49	106.67%
6500-02 · Supplies/Equipment - Tools	5,321.14	5,000.00	321.14	106.42%
6500-03 · Supplies/Equipment - Clothing	1,925.40	5,000.00	-3,074.60	38.51%
6500-04 · Supplies/Equipment - Janitorial	19,830.12	22,000.00	-2,169.88	90.14%
<b>Total 6500-00 · SUPPLIES/EQUIPMENT-OPERATIONS</b>	<b>32,410.15</b>	<b>37,000.00</b>	<b>-4,589.85</b>	<b>87.6%</b>
6505-00 · EQUIP/VEHICLE - LEASE/RENTAL				
6505-01 · Eq./Vehi Lease/Rental - General	87,534.16	90,000.00	-2,465.84	97.26%
<b>Total 6505-00 · EQUIP/VEHICLE - LEASE/RENTAL</b>	<b>87,534.16</b>	<b>90,000.00</b>	<b>-2,465.84</b>	<b>97.26%</b>
6510-00 · FUEL/LUBRICANTS				
6510-01 · General	357.64	500.00	-142.36	71.53%
6510-02 · Fuel	37,055.80	50,000.00	-12,944.20	74.11%
6510-03 · Lubricants	1,968.08	6,600.00	-4,631.92	29.82%
<b>Total 6510-00 · FUEL/LUBRICANTS</b>	<b>39,381.52</b>	<b>57,100.00</b>	<b>-17,718.48</b>	<b>68.97%</b>
6520-00 · VEHICLES/MAINTENANCE				
6520-01 · R/M Equipment - General	3,583.84	9,000.00	-5,416.16	39.82%
6520-06 · R/M Equip. - '85 Ford Dump	2,954.39	2,500.00	454.39	118.18%
6520-08 · R/M Equip. - '96 Tiger Tractor	2,985.79	1,200.00	1,785.79	248.82%
6520-09 · R/M Equip. - '96 Oshkosh Swp.	2,266.66	3,500.00	-1,233.34	64.76%
6520-17 · R/M Equip. '01 Case 921 Ldr.	143.10	2,200.00	-2,056.90	6.51%
6520-18 · R/M Equip. - '97 Chevy Blazer	117.59	1,650.00	-1,532.41	7.13%
6520-19 · R/M Equip. '02 Ford F-150 PU	0.00	500.00	-500.00	0.0%
6520-20 · R/M Equip. - '02 Kodiak Blower	5,267.18	1,150.00	4,117.18	458.02%
6520-25 · R/M Equip. - '04 Batts De-Ice	101.02	6,000.00	-5,898.98	1.68%
6520-28 · R/M Equip.-'06 Case 621 Loader	35.34	2,500.00	-2,464.66	1.41%
6520-29 · R/M Equip.- '10 Waus Broom/Plow	5,439.22	15,500.00	-10,060.78	35.09%
6520-30 · R/M Equip.-'05 Ford F-350	53.18	1,600.00	-1,546.82	3.32%
6520-31 · R/M Equip. - '10 Oshkosh Blower	4,319.17	3,500.00	819.17	123.41%
6520-32 · R/M Equip. - '09 Mini Truck	60.98	350.00	-289.02	17.42%
6520-34 · R/M Equip. - '12 Case 921F Load	1,459.88	2,500.00	-1,040.12	58.4%
6520-35 · R/M Equip. - '14 Ford Explorer	160.17	600.00	-439.83	26.7%
6520-36 · R/M Equip. - '10 Toyota Forklif	0.00	700.00	-700.00	0.0%
6520-37 · R/M Equip. - '15 Tool Cat	394.32	1,800.00	-1,405.68	21.91%
6520-38 · R/M Equip. - '15 Wausau Broom	1,834.33	15,800.00	-13,965.67	11.61%
6520-39 · R/M Equip. - Boss Spreader	50.52	0.00	50.52	100.0%
6520-40 · R/M Equip. - '17 Ford-350 Super	1,492.36	500.00	992.36	298.47%
6520-41 · R/M Equip. - '17 Kodiak Blower	78.58	1,700.00	-1,621.42	4.62%
6520-42 · R/M Equip. - '18 Kodiak Attach.	0.00	0.00	0.00	0.0%
6520-43 · R/M Equip. - '18 279D Skid St.	3,240.21	4,000.00	-759.79	81.01%
6520-44 · R/M Equip. - '18 Cat 972M Ldr	0.00	2,000.00	-2,000.00	0.0%
6520-45 · R/M Equip. - '19 Oshkosh Broom	480.41	12,000.00	-11,519.59	4.0%
6520-46 · R/M Equip. - '20 Chev. 1500 PU	3,642.06	2,500.00	1,142.06	145.68%
6520-47 · R/M Equip. - '19 Cat 972M Ldr	2,657.40	15,000.00	-12,342.60	17.72%
6520-48 · R/M Equip.-'18 New Holland Trac	1,032.79	0.00	1,032.79	100.0%
6520-49 · R/M Equip. - '21 MB Combo	6,295.20	0.00	6,295.20	100.0%
<b>Total 6520-00 · VEHICLES/MAINTENANCE</b>	<b>50,145.69</b>	<b>110,250.00</b>	<b>-60,104.31</b>	<b>45.48%</b>
6530-00 · ARFF MAINTENANCE				
6530-01 · ARFF Maint. Gen/Supplies	3,439.31	10,000.00	-6,560.69	34.39%
6530-03 · ARFF Maint. - '87 Oshkosh	302.35	2,500.00	-2,197.65	12.09%
6530-04 · ARFF Maint. - Radios	3,495.71	1,500.00	1,995.71	233.05%
6530-05 · ARFF MAint. - '03 E-One	7,008.52	2,500.00	4,508.52	280.34%
6530-06 · ARFF Maint. - '20 Oshkosh Strik	2,209.78	2,000.00	209.78	110.49%
<b>Total 6530-00 · ARFF MAINTENANCE</b>	<b>16,455.67</b>	<b>18,500.00</b>	<b>-2,044.33</b>	<b>88.95%</b>
6540-00 · REPAIRS/MAINTENANCE - BUILDING				
6540-01 · R/M Bldg. - General	927.88	1,500.00	-572.12	61.86%
6540-02 · R/M Bldg. - Terminal	80,906.16	131,500.00	-50,593.84	61.53%



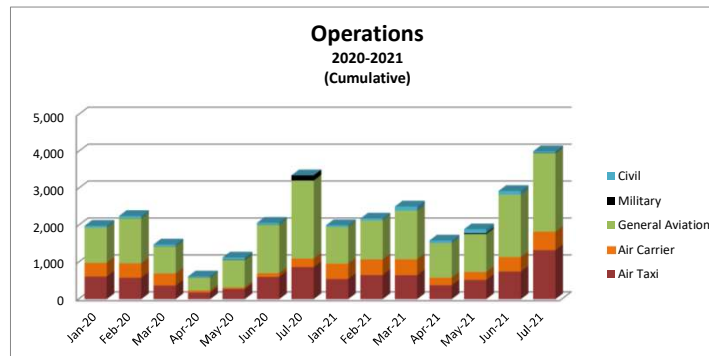
	Oct '20 - Jul 21	Budget	\$ Over Budget	% of Budget
6540-03 · R/M Bldg. - Terminal Concession	2,550.61	2,500.00	50.61	102.02%
6540-04 · R/M Bldg. - Cold Storage	629.77	2,000.00	-1,370.23	31.49%
6540-05 · R/M Bldg. - AOB/SHOP	13,690.24	20,000.00	-6,309.76	68.45%
6540-06 · R/M Bldg. - Hangars	588.19	2,000.00	-1,411.81	29.41%
6540-07 · R/M Bldg. - Tower	7,877.35	7,000.00	877.35	112.53%
6540-08 · R/M Bldg. - Parking Booth	120.00	1,000.00	-880.00	12.0%
<b>Total 6540-00 · REPAIRS/MAINTENANCE - BUILDING</b>	<b>107,290.20</b>	<b>167,500.00</b>	<b>-60,209.80</b>	<b>64.05%</b>
<b>6550-00 · REPAIRS/MAINTENANCE - AIRSIDE</b>				
6550-01 · R/M - General	4,730.71	3,000.00	1,730.71	157.69%
6550-02 · R/M - Airfield/Runway	19,441.22	60,000.00	-40,558.78	32.4%
6550-03 · R/M - Airfield/Runway - Deice	105,645.94	120,000.00	-14,354.06	88.04%
6550-04 · R/M - Lights	11,288.86	10,500.00	788.86	107.51%
<b>Total 6550-00 · REPAIRS/MAINTENANCE - AIRSIDE</b>	<b>141,106.73</b>	<b>193,500.00</b>	<b>-52,393.27</b>	<b>72.92%</b>
<b>6551-00 · REPAIRS/MAINTENANCE - LANDSIDE</b>				
6551-01 · RM - General	105.38	1,000.00	-894.62	10.54%
6551-02 · R/M - Parking Lot	4,454.03	8,000.00	-3,545.97	55.68%
6551-03 · R/M - Landscaping	5,122.11	10,000.00	-4,877.89	51.22%
<b>Total 6551-00 · REPAIRS/MAINTENANCE - LANDSIDE</b>	<b>9,681.52</b>	<b>19,000.00</b>	<b>-9,318.48</b>	<b>50.96%</b>
<b>6560-00 · SECURITY EXPENSE</b>				
6560-01 · Security - General	10,578.69	11,500.00	-921.31	91.99%
6560-02 · Security - Law Enf. Offi. (LEO)	0.00	10,000.00	-10,000.00	0.0%
6560-03 · Security - Subscription Licen.	52,023.05	60,988.00	-8,964.95	85.3%
6560-04 · Security - Perim./Access/CCTV	5,973.82	17,600.00	-11,626.18	33.94%
6560-05 · Security - Professional Serv.	2,250.00	15,400.00	-13,150.00	14.61%
6560-06 · Security - Prof. Services/IT	4,271.50	11,800.00	-7,528.50	36.2%
6560-00 · SECURITY EXPENSE - Other	144.99			
<b>Total 6560-00 · SECURITY EXPENSE</b>	<b>75,242.05</b>	<b>127,288.00</b>	<b>-52,045.95</b>	<b>59.11%</b>
<b>6570-00 · REPAIRS/MAINT.-AERONAUTICAL EQU</b>				
6570-01 · R/M Aeronautical Equip - NDB/DME	10,650.61	10,000.00	650.61	106.51%
6570-02 · R/M Aeronautical Equip. - Tower	5,360.22	8,000.00	-2,639.78	67.0%
6570-04 · R/M Aeron. Equip. - AWOS/ATIS	8,451.19	10,000.00	-1,548.81	84.51%
6570-05 · R/M Aeron. Equip/- Aircraft Ca	0.00	15,000.00	-15,000.00	0.0%
<b>Total 6570-00 · REPAIRS/MAINT.-AERONAUTICAL EQU</b>	<b>24,462.02</b>	<b>43,000.00</b>	<b>-18,537.98</b>	<b>56.89%</b>
<b>Total "B" EXPENSES - OPERATIONAL</b>	<b>583,709.71</b>	<b>863,138.00</b>	<b>-279,428.29</b>	<b>67.63%</b>
<b>Total "B" EXPENDITURES</b>	<b>1,867,635.93</b>	<b>1,966,335.00</b>	<b>-98,699.07</b>	<b>94.98%</b>
<b>"C" EXPENSES</b>				
<b>7001-00 · CAPITAL EXPENDITURES</b>				
7001-03 · Airfield & General Improvements	0.00	1,300,000.00	-1,300,000.00	0.0%
7001-05 · Maintenance Equipment /Vehicle	2,185.67	536,200.00	-534,014.33	0.41%
7001-06 · Assessments/Plans/Studies	5,378.99	90,000.00	-84,621.01	5.98%
7001-09 · Security Equipment	0.00	10,000.00	-10,000.00	0.0%
7001-10 · SRE Aquisition Non-AIP	7,702.55			
<b>Total 7001-00 · CAPITAL EXPENDITURES</b>	<b>15,267.21</b>	<b>1,936,200.00</b>	<b>-1,920,932.79</b>	<b>0.79%</b>
<b>7546-00 · AIP '46 EXPENSE - SRE/ARFF EQU</b>				
7546-01 · AIP '46 - Eligible	5,780.46	0.00	5,780.46	100.0%
7546-02 · AIP '46 - Non-Eligible	1,129.54	0.00	1,129.54	100.0%
<b>Total 7546-00 · AIP '46 EXPENSE - SRE/ARFF EQU</b>	<b>6,910.00</b>	<b>0.00</b>	<b>6,910.00</b>	<b>100.0%</b>
<b>7547-00 · AIP '47 EXPENSE - Acq. SRE/ARFF</b>				
7547-01 · AIP '47 - Eligible	685,515.79	0.00	685,515.79	100.0%
7547-02 · AIP '47 - Non-Eligible	22,000.00			
<b>Total 7547-00 · AIP '47 EXPENSE - Acq. SRE/ARFF</b>	<b>707,515.79</b>	<b>0.00</b>	<b>707,515.79</b>	<b>100.0%</b>
<b>7549-00 · AIP '49 - SRE Aqu., Pavement Ma</b>				
7549-01 · AIP '49 - Eligible	6,995.27	45,000.00	-38,004.73	15.55%
7549-03 · AIP '49 - Retainer - Eligible	34,740.70	0.00	34,740.70	100.0%
<b>Total 7549-00 · AIP '49 - SRE Aqu., Pavement Ma</b>	<b>41,735.97</b>	<b>45,000.00</b>	<b>-3,264.03</b>	<b>92.75%</b>

	Oct '20 - Jul 21	Budget	\$ Over Budget	% of Budget
7550-00 · Terminal Area Plan (TAP)				
7550-01 · AIP '50 - Eligible	137,152.00	30,000.00	107,152.00	457.17%
Total 7550-00 · Terminal Area Plan (TAP)	137,152.00	30,000.00	107,152.00	457.17%
7551-00 · EA - Land Acq - Approach Protec				
7551-01 · AIP '51 - Eligible	165,964.50	160,000.00	5,964.50	103.73%
Total 7551-00 · EA - Land Acq - Approach Protec	165,964.50	160,000.00	5,964.50	103.73%
7552-00 · CARES Act				
7552-01 · AIP '52 - Eligible	272.00	0.00	272.00	100.0%
Total 7552-00 · CARES Act	272.00	0.00	272.00	100.0%
8500-00 · Capital Imp. Program (CIP)				
8502-00 · Land Acq - Approach Protection				
8502-01 · CIP-Land Acqu-Approach Protecti	12,174.40	500,000.00	-487,825.60	2.44%
Total 8502-00 · Land Acq - Approach Protection	12,174.40	500,000.00	-487,825.60	2.44%
8503-00 · CIP 03-2021 Rehab RW, TW & Apro				
8503-01 · CIP 03-2020 Rehab RW, TW & Apro	416,509.07	600,000.00	-183,490.93	69.42%
Total 8503-00 · CIP 03-2021 Rehab RW, TW & Apro	416,509.07	600,000.00	-183,490.93	69.42%
8504-00 · CIP 04-2021 MB4 Snow Blower				
8504-01 · CIP 04-2021 MB4 Snow Blower	1,004.64			
Total 8504-00 · CIP 04-2021 MB4 Snow Blower	1,004.64			
Total 8500-00 · Capital Imp. Program (CIP)	429,688.11	1,100,000.00	-670,311.89	39.06%
Total "C" EXPENSES	1,504,505.58	3,271,200.00	-1,766,694.42	45.99%
Total EXPENDITURES	4,788,468.64	6,991,936.77	-2,203,468.13	68.49%
Total Expense	4,788,468.64	6,991,936.77	-2,203,468.13	68.49%
Net Ordinary Income	1,888,492.61	-2,974,084.27	4,862,576.88	-63.5%
Net Income	1,888,492.61	-2,974,084.27	4,862,576.88	-63.5%

**Friedman Memorial Airport  
July 2021**

ATTACHMENT 4

ATCT Traffic Operations Record																					
Month	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
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	2,019	2,172	1,987	2,001
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	1,914	1,187	2,253	2,185
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	1,860	2,016	1,480	2,512
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	1,257	1,116	616	1,590
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	1,442	1,174	1,127	1,894
June	4,787	5,039	4,737	4,438	3,674	3,656	5,181	3,334	2,503	3,019	2,898	2,761	3,203	2,164	2,387	2,475	2,502	2,552	2,292	2,069	2,931
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	5,033	4,266	3,356	4,005
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	3,175	3,260	2,859	0
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	2,036	2,224	2,235	2,692	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	1,939	1,670	1,571	2,212	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	1,135	1,392	1,328	1,365	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	2,217	2,033	1,960	2,051	0
<b>Totals</b>	<b>50,858</b>	<b>55,897</b>	<b>44,739</b>	<b>45,032</b>	<b>43,607</b>	<b>43,002</b>	<b>50,712</b>	<b>33,836</b>	<b>31,699</b>	<b>32,350</b>	<b>30,555</b>	<b>28,269</b>	<b>32,140</b>	<b>23,307</b>	<b>24,815</b>	<b>26,716</b>	<b>26,692</b>	<b>26,571</b>	<b>24,577</b>	<b>24,067</b>	<b>17,118</b>



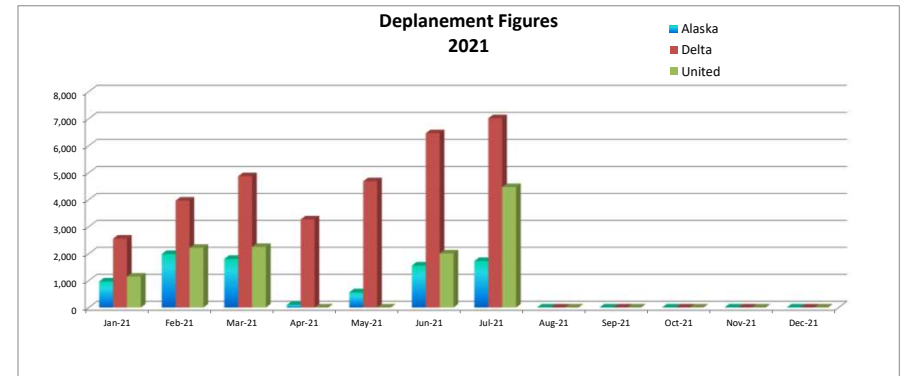
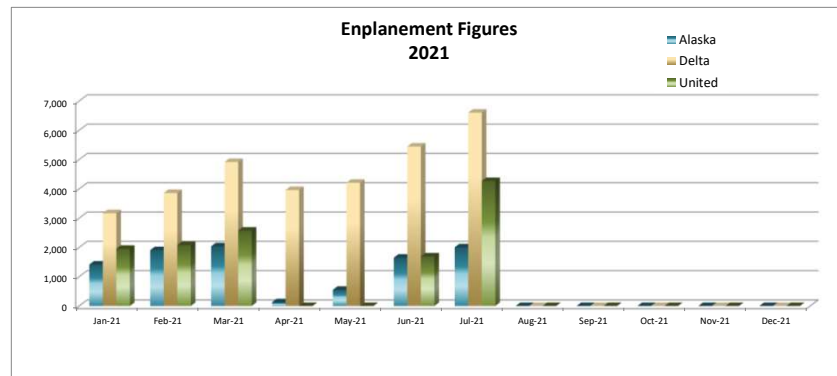
ATCT Operations Change (July 2020 vs. July 2021)			
	2021	2020	% Change
Air Taxi	1,327	868	52.9%
Air Carrier	501	231	116.9%
General Aviation	2,127	2,116	0.5%
Military	6	140	-95.7%
Civil	44	1	4300.0%
Total	4,005	3,356	19.3%
YTD Total	17,118	12,888	32.8%

**Friedman Memorial Airport  
July 2021**

**ATTACHMENT 5**

2021 Enplanements																		
Date	Alaska Airlines					Delta Airlines					United Airlines					Total Enp.	Prior Year Total Enp.	Total % Change
	Revenue	Non-Revenue	Total	Prior Year Month	Total % Change	Revenue	Non-Revenue	Total	Prior Year Month	Total % Change	Revenue	Non-Revenue	Total	Prior Year Month	Total % Change			
Jan-21	1,355	61	1,416	1,862	-24%	3,101	67	3,168	3,922	-19%	1,905	48	1,953	3,453	-43%	6,537	9,237	-29.2%
Feb-21	1,844	63	1,907	2,146	-11%	3,791	68	3,859	4,613	-16%	2,040	41	2,081	4,576	-55%	7,847	11,335	-30.8%
Mar-21	1,976	62	2,038	1,274	60%	4,860	58	4,918	2,659	85%	2,507	69	2,576	2,467	4%	9,532	6,400	48.9%
Apr-21	120	7	127	0	100%	3,907	53	3,960	107	3601%	0	0	0	0	100%	4,087	107	3719.6%
May-21	525	29	554	0	0%	4,137	70	4,207	220	1812%	0	0	0	0	0%	4,761	220	2064.1%
Jun-21	1,598	52	1,650	145	1038%	5,377	68	5,445	764	613%	1,642	51	1,693	220	670%	8,788	1,129	678.4%
Jul-21	1,943	61	2,004	859	133%	6,526	76	6,602	777	750%	4,175	91	4,266	1,728	147%	12,872	3,364	282.6%
Totals	9,361	335	9,696	6,286	54%	31,699	460	32,159	13,062	146%	12,269	300	12,569	12,444	1%	54,424	31,792	71.2%

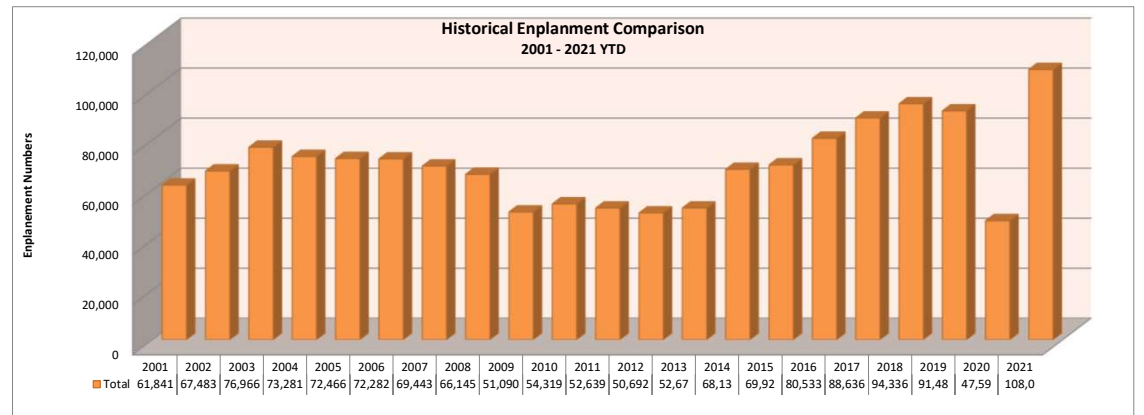
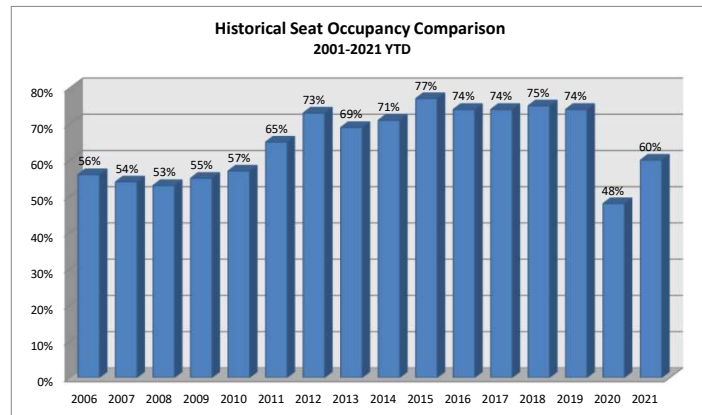
2021 Deplanements																		
Date	Alaska Airlines					Delta Airlines					United Airlines					Total Dep.	Prior Year Total Dep.	Total % Change
	Revenue	Non-Revenue	Total	Prior Year Month	Total % Change	Revenue	Non-Revenue	Total	Prior Year Month	Total % Change	Revenue	Non-Revenue	Total	Prior Year Month	Total % Change			
Jan-21	912	57	969	1,642	-41%	2,509	48	2,557	3,069	-17%	1,110	37	1,147	2,614	-56%	4,673	7,325	-36.2%
Feb-21	1,930	56	1,986	2,354	-16%	3,913	54	3,967	4,551	-13%	2,169	46	2,215	4,704	-53%	8,168	11,609	-29.6%
Mar-21	1,734	71	1,805	1,030	75%	4,814	56	4,870	2,284	113%	2,176	71	2,247	1,875	20%	8,922	5,189	71.9%
Apr-21	91	5	96	0	100%	3,212	58	3,270	107	2956%	0	0	0	0	100%	3,366	107	3045.8%
May-21	544	21	565	0	0%	4,605	77	4,682	203	2206%	0	0	0	0	0%	5,247	203	2484.7%
Jun-21	1,483	75	1,558	164	850%	6,384	76	6,460	793	715%	1,947	58	2,005	426	371%	10,023	1,383	624.7%
Jul-21	1,675	52	1,727	744	132%	6,948	67	7,015	964	628%	4,395	73	4,468	1,996	124%	13,210	3,704	256.6%
Totals	8,369	337	8,706	5,934	47%	32,385	436	32,821	11,971	174%	11,797	285	12,082	11,615	4%	53,609	29,520	81.6%



**Friedman Memorial Airport  
July 2021**

2021 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	% Change Total Seats Available	% Total Seats Occupied	Change in Load Factor %	
	Jan-21	32	2,432	1,416	58%	123	8,640	3,168	37%	57	3,996	1,953	49%	15,068	6,537	43%	14%	-29%	-27%
	Feb-21	39	2,964	1,907	64%	112	7,852	3,859	49%	58	4,060	2,081	51%	14,876	7,847	53%	1%	-31%	-24%
	Mar-21	36	2,736	2,038	74%	124	8,686	4,918	57%	58	4,060	2,576	63%	15,482	9,532	62%	21%	49%	12%
	Apr-21	3	228	127	56%	96	6,756	3,960	59%	0	0	0	0%	6,984	4,087	59%	229%	3720%	54%
	May-21	15	1,140	554	49%	93	6,516	4,207	65%	0	0	0	0%	7,656	4,761	62%	473%	2064%	46%
	Jun-21	30	2,280	1,650	72%	116	8,126	5,445	67%	44	3,086	1,693	55%	13,492	8,788	65%	301%	678%	31%
	Jul-21	31	2,356	2,004	85%	124	8,692	6,602	76%	92	6,446	4,266	66%	17,494	12,872	74%	100%	283%	36%
Totals	186	14,136	9,696	69%	788	55,268	32,159	58%	309	21,648	12,569	58%	91,052	54,424	60%	62%	71%	3%	

Note: \*Preliminary available seat calculations based on scheduled flights. Actual available seat calculations will be updated periodically when official DOT numbers are obtained.





**WORK ORDER 21-05**  
**Friedman Memorial Airport (SUN)**  
**Hailey, Idaho**  
**Rehabilitate Runway 13-31, Taxiway and Aprons**

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 September 19, 2019.

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**SCOPE OF PROFESSIONAL SERVICES:**

The Scope of Work dated July 2021 for this effort is attached as Exhibit A. This document describes the anticipated work effort and schedule in detail.

**FEES:**

Fees for services provided under this Work Order will be determined and billed on a Time and Materials basis as follows:

• <b>Task 1-5 (Time and Materials)</b>	<b>\$569,060.05</b>
• <b>Total Fee:</b>	<b>\$569,060.05</b>

Fees have been calculated using Consultant's current Fee Schedule. A detailed Fee Proposal dated August 4, 2021 is attached as Exhibit B.

IN WITNESS WHEREOF, Client and Consultant have made and executed this WORK ORDER 21-05 to the AGREEMENT the day and year first above written.

FOR: FRIEDMAN MEMORIAL AIRPORT AUTHORITY

By: Jacob Greenberg

Title: Friedman Memorial Airport Authority Chairman

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

FOR: T-O ENGINEERS, INC.

By: Dave Mitchell, P.E.

Title: Vice President

Date: August 24, 2021





## **WORK ORDER 21-05 EXHIBIT A – Scope of Work Friedman Memorial Airport (SUN) Hailey, Idaho**

### **Rehabilitate Runway 13-31, Taxiway B, Section 1 Apron and Section 3 Apron – Construction Services**

The airport intends to proceed with project tasks related to the rehabilitation of Runway 13-31, Taxiway B, Section 1 Apron and Section 3 Apron. This project will include the following elements.

- Rehabilitate Runway 13-31

Runway 13-31 is 100' wide and 7,550' long with a displaced threshold on the north end. The northern 6,950' of runway was constructed in 2007 with 6 inches of asphalt on 12 inches of P-207 while the southern 600' was constructed in 2005 with P-154, P-209 and a minimum of 6 inches of P-401. The runway has received routine maintenance since the original construction. The runway surface is in need of more extensive rehabilitation. The high-altitude environment and the frequent use of runway brooms to meet runway surface condition requirements has contributed to a loss of asphalt binder in the surface course. The runway will be rehabilitated with a 3" mill and inlay. Additional elements associated with Runway 13-31 are described below.

- Construct Blast Pad

Due to the surrounding terrain and displaced threshold, the majority of aircraft departures are to the south. The area north of the Runway 13 pavement end was constructed with asphalt millings. Over time, the frequent jet blast from southerly departures has eroded the surface. The airport is constantly adding material to repair the jet blast and meet runway grading requirements. An asphalt blast pad will be designed and constructed to reduce erosion and FOD on the north end of the runway.

- Construct Runway Shoulders

The existing runway currently has 20' shoulders constructed of millings. These shoulders will be replaced with paved shoulders as part of this project. The millings will be relocated to the outside of the paved shoulders.

- Runway Weather Information System

The airport would like to install a Runway Weather Information System on Runway 13-31 to better manage winter operations including the use of deicing chemicals on the runway. This system will be installed during the runway rehabilitation project.

- Replace Runway Lighting

The existing runway lights have met their useful life and will be replaced as part of this project.

- Relocate Perimeter Fence

Runway 13-31 currently has declared distances to account for both the displaced threshold and the perimeter fence south of the runway. The airport recently acquired additional land south

of the runway and the perimeter fence will be relocated outside the Runway 13-31 Runway Safety Area (RSA).

- Rehabilitate Section 1 Apron

The Section 1 Apron was constructed more than 15 years ago and has received routine maintenance during that time. The apron is need of more extensive rehabilitation. The existing pavement will be removed and the apron will be repaved with new asphalt.

- Rehabilitate Taxiway B and Section 3 Apron

Taxiway B, the Section 3 Apron, and all connecting taxiways were constructed in 2014 and 2015 and are due for pavement maintenance. These pavements will be crack sealed, fog sealed and remarked as part of this project.

This project was designed and bid as part of a separate Work Order. The project will be constructed in the spring of FY2022 with the majority of the work occurring in a 30-day airport closure. Work will take place 7 days a week with 14-hour workdays Monday through Friday, 12-hour workdays on weekends. During construction, multiple resident project representatives will be required, due to extended work hours and a very aggressive construction schedule.

Work associated with this project includes the construction and closeout phases. It is anticipated multiple FAA Airport Improvement Program (AIP) grants will fund at least 93.75% of eligible project costs (match for small hub and non-hub airports in Idaho is 93.75%). The Friedman Memorial Airport will provide all other required funds. The estimated construction budget for the work items is approximately \$7,300,000.

Professional services anticipated include services necessary to accomplish the following:

- Contract Administration
- Construction Administration and Inspection
- Closeout Documentation
- Grant Administration and Additional Services

Services and associated expenses will be provided on a time and materials (T&M) basis.

## **CONTRACTS AND BIDDING:**

Bidding was completed under a separate Work Order with one bid package.

## **AVAILABLE INFORMATION:**

- Design, construction and as-constructed drawings, survey data and geotechnical information from AIP 3-16-0016-032, 035, 036, 039, 040, 041, 043, 049 and 053 projects, prepared by T-O Engineers.
- Master Plan Report and Airport Layout Plan (ALP) drawings prepared by Mead & Hunt, 2018.

## PROJECT SCHEDULE:

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

ACTIVITY	COMPLETION
Submit Draft Scope to Owner and FAA	July 2021
Complete Independent Fee Estimate	August 2021
Contract Negotiation Complete	August 2021
Contract Approval	September 2021
Pre Construction Coordination	September 2021 – April 2022
Phase 1 and 2 Runway Closure	April – May 2022
Phase 3 and 4 Runway Closures	Summer/Fall 2022
Closeout	Winter 2022

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

## **SCOPE OF PROFESSIONAL SERVICES**

### **TASK 1 - ADMINISTRATION**

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

- 1.1 Project Formulation: Coordinate with the Airport to evaluate scope, budget and approach to project. Coordinate with subconsultants to assist evaluating scope and approach to project.
- 1.2 Work Order: Prepare a Work Order specifically addressing this project. The Work Order shall include a detailed Scope of Professional Services narrative. Review the Scope with the Airport and FAA. Modify the scope of work as necessary, based on comments received. The Work Order shall also include a detailed cost proposal based on estimates of professional service man hours and hourly rates.
- 1.3 IFE Coordination: Provide the scope of work and a blank cost proposal spreadsheet to the Airport. This information will be used in obtaining an Independent Fee Estimate from a third-party engineering consultant. One teleconference is anticipated to describe and discuss the project scope.
- 1.4 FAA/Owner Coordination: Advise and coordinate with Airport and FAA on administrative and management tasks.
- 1.5 Subconsultant Management: Coordinate with subconsultants regarding contracting procedures, contract execution with the subconsultants, and invoice subconsultant's work during the project. The Consultant will coordinate with subconsultants to ensure compliance with the project schedule, budget, and deliverables.
- 1.6 Project Schedule: Prepare and submit a project schedule for the Airport's approval. The schedule will include review and approval times required by the Airport and FAA. If required, the schedule will be adjusted as the project progresses, allowing for changes in scope, character, size, or delays. Any changes to the schedule must receive approval from the Airport and FAA.
- 1.7 Attend four (4) Airport Authority meetings to update the board on progress of the project. These meetings are held in Hailey and the Project Manager will attend.
- 1.8 Project Management and Administration: Project management and administration includes monthly cost accounting and budget analysis, invoicing, and monitoring of project progress.
- 1.9 Travel time required for Task 1. Travel time for Consultant Personnel associated with tasks listed in this Task. All trips are 5-hour roundtrips.

### **TASK 2 – PRE-CONSTRUCTION COORDINATION**

Prior to Construction, the Consultant shall provide pre-construction coordination services relative to this project.

- 2.1 Prepare FAA Cold Weather Waiver to allow construction to proceed in the event full AIP funding is not available prior to the planned runway closure in the Spring of 2022.
- 2.2 Coordinate with Owner to finalize Runway closure dates and times for Phase 1, 3 and 4. Owner will coordinate directly with airlines and provide information to Consultant.

- 2.3 Assist the Owner with preparation of a Notice of Intent to be filed for the project Storm Water Pollution Prevention Plan (SWPPP). The Contractor will be responsible to file a separate Notice of Intent and comply with the SWPPP as shown in the plans. Consultant shall monitor the Contractor's performance of these tasks throughout construction.
- 2.4 Prepare a Construction Management Plan (CMP) for the project, in accordance with FAA guidance. Clarify specification and document submittal requirements. Incorporate Contractor's Quality Control Plan into the CMP and submit final document to the FAA.
- 2.5 Prepare and submit Strategic Interruptions Service Level Agreement form no less than 45 days prior to closure of the runway.
- 2.6 Prepare Construction Documents by updating Bid Documents, including plans and specifications, with information from addenda issued during bidding. Distribute Construction Documents to Contractor, FAA and Owner.

### **TASK 3 – CONSTRUCTION ADMINISTRATION AND INSPECTION**

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 on a very aggressive schedule, in order to limit closure times and associated impact on operations and safety. Permitted work hours for this project will be 7 days per week at 14 hours per day on weekdays and 12 hours per day on weekends. Due to the size of the project and aggressiveness of the schedule, multiple field representatives will be required at all times. The total number of working days for this project is anticipated to be 55. 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:

- 3.1 Provide Pre-Construction Conference coordination; prepare a detailed Pre-Construction Conference agenda and presentation; 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 project manager and three Resident Project Representatives will attend the pre-construction conference.
- 3.2 Attend Quality Control/Quality Assurance Workshop, facilitated by the Contractor, and held immediately following the pre-construction conference. Prepare and distribute minutes.
- 3.3 Review, comment, and process Contractors' material submittals (including review of compliance with Buy American requirements), particularly Work Schedule, Operational Safety Plan/SPCD, Quality Control Plan, mix designs for all materials and material and equipment submittals. Assist Contractor as required, clarifying specifications and documenting submittal requirements. Coordinate construction activity schedule with Owner and Contractor, on a weekly basis.
- 3.4 Coordinate with Contractor and Owner for access to staging and stockpile areas prior to the start of construction.

- 3.5 During Phase 1, provide at least three experienced Resident Project Representatives (RPR) at all times during construction to monitor and document construction activities, conformance with schedules, plans and specifications; review and document construction quantities; document significant conversations, situations, events or changed conditions; document input or visits from local authorities and officials; prepare and submit routine inspection reports (FAA Form 5370-1); and maintain a project diary. During paving operations, an additional experienced staff member will also be onsite, for a total of four RPRs. RPRs will work a rotation of 5 days on and 2 days off with a minimum of 3 people onsite each day during Phase 1. During Phase 2 and 4, provide at least two experienced RPRs at all times. During Phase 3, provide one experienced RPR.
- 3.6 Utility Coordination: Coordinate with Idaho Power for the relocation of electrical vaults during Phase 1 of construction. Coordinate access to the site and timing of the work to minimize impacts to contractor operations. Idaho Power will design and complete this work under a separate agreement with the airport during the planned runway closure. Coordinate signing of the agreement and payment for the work by Idaho Power for reimbursement under the grant.
- 3.7 FAA Tech Ops Coordination: Coordinate with FAA Technical Operations personnel to schedule shut down of the PAPI prior to Phase 1 construction and to bring the PAPI back into service at the conclusion of Phase 1. Coordinate the nightly shutdown and return to service of the PAPI for the Phase 3 nighttime runway closures and Phase 4 intermittent daytime runway closures.
- 3.8 Organize and conduct twice weekly construction meetings with Owner, Contractor and others as appropriate during Phase 1 and . Contractor's schedule review and work progress will be discussed at all meetings. The lead RPR will hold these meetings on or near the construction site at the airport. Project Manager will attend one weekly meeting and be on-site for 4 hours each week to observe progress. Anticipate 10 total meetings during project duration.
- 3.9 Provide office administration support and assistance to the Resident Project Representatives with senior design, management or other personnel as field activities may require.
- 3.10 Review and respond to Contractor's Requests for Information (RFIs). Anticipate one hour each week for Project Manager and 2 hours each week for Professional Engineer, for 9 weeks of construction.
- 3.11 Review and approve up to six (6) Contractor monthly Pay Requests. Submit approved pay requests to the Owner for approval and payment.
- 3.12 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. Prepare PWL calculations for all P-401 placed on the project.
- 3.13 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. The project manager will attend both the Substantial Completion and the Final Inspection at the Airport. Prepare a letter requesting grant reimbursement up to 97.5% of the total grant amount following substantial completion.
- 3.14 Assist Owner with weekly review of Contractor Wage and EEO documentation review.

- 3.15 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.
- 3.16 Coordinate with Owner and FAA throughout the construction process. 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.
- 3.17 Travel time required for Task 3. Travel time for Consultant Personnel associated with tasks listed in this Task. All trips are 5-hour roundtrips.
  - 3.17.1 Pre-Construction Conference and Quality Workshop: Anticipate one trip for Project Manager, Project Engineer and lead RPR.
  - 3.17.2 Construction Services: Each RPR will travel to the site and then be allowed to travel home at the end of their work week, returning at the start of the next workweek and ultimately traveling home.
  - 3.17.3 Weekly Meetings: Anticipate one trip each week by the Project Manager during construction for a total of 9 weeks.
  - 3.17.4 Final Completion Inspection: Anticipate one trip for the Project Manager. It is assumed the lead RPR will already be on-site.

#### **Task 4 – CLOSEOUT**

Task 4 shall consist of project closeout and documentation services. Closeout services shall include the following tasks:

- 4.1 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.
- 4.2 Prepare an As-Constructed Airport Layout Plan (ALP) to document improvements.
- 4.3 Update Declared Distances. The relocation of the perimeter fence and access road will allow for a standard RSA on Runway 13-31 and remove the need for reduced Accelerate Stop Distance Available (ASDA) and Landing Distance Available (LDA) on Runway 13. To facilitate changes to the declared distances, a memorandum will be prepared and submitted to the FAA summarizing the changes and documenting the remaining declared distances. A Landing Area Proposal (LAP) will be prepared and submitted through the OEAAA web portal to update the declared distances in the National Airspace System (NAS).
- 4.4 Document the Project work and accomplishments in a Final Construction Report in accordance with FAA guidelines.
- 4.5 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.
- 4.6 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 5 – ADDITIONAL SERVICES**

Consultant shall provide the following services as “Additional Services”:

- 5.1 Assist the Owner with Grant Administration tasks.
  - 5.1.1 Update Grant Application for FAA-AIP funding assistance based on project bid results.
  - 5.1.2 Assist the Owner to prepare and process required certifications for submittal to the FAA.
  - 5.1.3 Assist the Owner with the preparation of annual SF 271 and SF 425.
  - 5.1.4 Assist the Owner with quarterly performance reports in accordance with Table 5-16 of FAA Order 5100.38D.
  - 5.1.5 Provide periodic project budget updates to the Owner during the progression of the work.
- 5.2 Provide subconsultant services required for the project. These services are anticipated to be performed by a qualified subconsultants and will include services in the following areas:
  - 5.2.1 Materials Testing. Subconsultant will provide testing necessary for quality assurance testing during construction, specifically for P-401, P-154, P-209 and P-610. Consultant's services will include coordination with the subconsultant to ensure that appropriate testing is completed.
  - 5.2.2 Electrical. Subconsultant will review electrical submittals associated with project and respond to Contractor Requests for Information (RFI) during construction.
- 5.3 Assist the OWNER in collecting and submitting project data into the FAA's AGIS system as a Construction Airside project following the As-Built AGIS workflow. Imagery and an obstruction survey will not be required as part of the project. All AGIS efforts will be performed in conformance with the current version of FAA Advisory Circular 150/5300-16, 17 & 18.
  - 5.3.1 Review AGIS Requirements with FAA to determine level of AGIS survey effort required. Review existing survey control information as well as existing and planned instrument approach procedures to determine aeronautical survey requirements.
  - 5.3.2 Prepare an AGIS Statement of Work to describe the work to be performed and submit Statement of Work through the AGIS portal. This task will also include coordination with the OWNER to setup and manage an AGIS account.
  - 5.3.3 Acquire required data via ground survey for the applicable tasks under the Construction-Airside column of Table 2-1 in FAA Advisory Circular 150/5300-18B. This will include validation of the relocated RW 17 PAPI.
  - 5.3.4 Review and perform QA/QC of as-built data collected.
  - 5.3.5 Compile and attribute survey data. This will include the attribution of data in accordance with FAA Advisory Circular 150/5300-18B.
  - 5.3.6 Upload and submit data via the FAA AGIS website. Coordinate FAA as required including the submission of reports. Prepare and submit an AGIS Final Report.
  - 5.3.7 Coordinate with the OWNER and FAA as required to complete the AGIS survey process.



- 5.4 Assist the Owner with Disadvantaged Business Enterprise (DBE) annual reporting for FY 2021 and 2022. Reporting will include review and analysis of the overall goal and previous awards and commitments for each fiscal year. If required, a corrective action plan will be prepared with specific steps and milestones to correct the problems identified in the analysis.
- 5.5 Assist and coordinate with independent auditors in locating appropriate documents for performing an A-133 annual audit. In addition to finding appropriate project files, answer questions concerning Contractor's wage rates and interview forms as required.



Friedman Memorial Airport (SUN) Rehabilitate Runway 13-31, Taxiway B, and Aprons																IFE Spreadsheet Exhibit B Basis of Cost Analysis August 4, 2021	
Labor Worksheet																	
Task	Description	Personnel Hourly															Labor Cost
		Prin	PM	PE	EIT	RPR 1	RPR 2	RPR 3	RPR 4	GIS PM	GIS Op	SM	Surv	PL	Adm.	Total	
		\$83.30	\$65.96	\$46.00	\$35.68	\$47.24	\$44.05	\$37.96	\$33.39	\$49.64	\$28.55	\$66.91	\$50.95	\$37.57	\$23.08	Hours	
Task 1 - Contract Administration																	
1.1	Project Formulation	1	8	4												13	\$ 794.98
1.2	Prepare Work Order	1	12	8											4	25	\$ 1,335.14
1.3	IFE Coordination		4												2	6	\$ 310.00
1.4	FAA and Owner Coordination		8	4	4											16	\$ 854.40
1.5	Subconsultant Management		8												4	12	\$ 620.00
1.6	Prepare Project Schedule		4												2	6	\$ 310.00
1.7	Attend Airport Authority Meetings for Project Updates		8													8	\$ 527.68
1.8	Project Management and Administration	4	24												12	40	\$ 2,193.20
1.9	Travel Time		20													20	\$ 1,319.20
Subtotal, Task 1		6	96	16	4	0	0	0	0	0	0	0	0	0	24	146	\$ 8,264.60
Task 2 - Pre-Construction Coordination																	
2.1	Prepare FAA Cold Weather Waiver		4	8	4											16	\$ 774.56
2.2	Coordinate Runway Closure Dates		8													8	\$ 527.68
2.3	Prepare Notice of Intent		2	8	4											14	\$ 642.64
2.4	Prepare Construction Management Plan		2	8	16											26	\$ 1,070.80
2.5	Prepare and Submit Strategic Interruptions Service Level Agreement		2	8	4											14	\$ 642.64
2.6	Prepare Construction Documents		2	8	16											26	\$ 1,070.80
Subtotal, Task 2		0	20	40	44	0	0	0	0	0	0	0	0	0	0	104	\$ 4,729.12
Task 3 - Construction Administration and Inspection																	
3.1	Pre-Construction Conference		4	12	4	8	8									36	\$ 1,688.88
3.2	Quality Control/Quality Assurance Workshop		4	4		4	4									16	\$ 813.00
3.3	Review Contractor Submittals		4	24	16											44	\$ 1,938.72
3.4	Coordinate Staging and Stockpile Access		2			8										10	\$ 509.84
3.5	Construction Inspection		36			550	550	450	550							2136	\$ 88,030.56
3.6	Utility Coordination		2	4		4										10	\$ 504.88
3.7	FAA Tech Ops Coordination		2	4		8										14	\$ 693.84
3.8	Weekly Construction Meetings		10													10	\$ 659.60
3.9	Office Assistance		10	40	20										20	90	\$ 3,674.80
3.10	Review Requests for Information		4	12	8											24	\$ 1,101.28
3.11	Review Contractor Pay Requests		6	12		12										30	\$ 1,514.64
3.12	Monitor Contractor Quality Control Program		4	8		4										16	\$ 820.80
3.13	Substantial and Final Completion Inspections		8													8	\$ 527.68
3.14	Review Contractor Certified Payroll		2	8		12									36	58	\$ 1,897.68
3.15	Prepare Change Orders and Supplemental Agreement		4	16		8										28	\$ 1,377.76
3.16	Coordinate with Owner and FAA	2	12	4		8										26	\$ 1,520.04
3.17	Travel Time															0	\$ -
3.17.1	Pre-Construction Conference Travel Time		5	5		5	5									20	\$ 1,016.25
3.17.2	Full-Time Representative Travel Time					50	50	50	50							200	\$ 8,132.00
3.17.3	Weekly Meetings Travel Time		50													50	\$ 3,298.00
3.17.4	Final Completion Inspection Travel Time		5													5	\$ 329.80
Subtotal, Task 3		2	174	153	48	681	617	500	600	0	0	0	0	0	56	2831	\$ 120,050.05

Friedman Memorial Airport (SUN)  
Rehabilitate Runway 13-31, Taxiway B, and Aprons  
Labor Worksheet

IFE Spreadsheet  
Exhibit B  
Basis of Cost Analysis  
August 4, 2021

Task	Description	Personnel Hourly															Labor Cost
		Prin	PM	PE	EIT	RPR 1	RPR 2	RPR 3	RPR 4	GIS PM	GIS Op	SM	Surv	PL	Adm.	Total	
		\$83.30	\$65.96	\$46.00	\$35.68	\$47.24	\$44.05	\$37.96	\$33.39	\$49.64	\$28.55	\$66.91	\$50.95	\$37.57	\$23.08	Hours	
Task 4 - Closeout																	
4.1	Prepare Record Drawings		2	4	16	8										30	\$ 1,264.72
4.2	Update ALP		4	8										24		36	\$ 1,533.52
4.3	Update Declared Distances		4	12										4		20	\$ 966.12
4.4	Engineers Final Construction Report		8	16	24	40										88	\$ 4,009.60
4.5	Obtain Lien Releases		2			8										10	\$ 509.84
4.6	Summarize Project Costs		2	4		4										10	\$ 504.88
Subtotal, Task 4		0	22	44	40	60	0	0	0	0	0	0	0	28	0	194	\$ 8,788.68
Task 5 - Additional Services																	
5.1	Assist Owner with Grant Administration Tasks															0	\$ -
5.1.1	Federal Grant Application		2	4										8		14	\$ 616.48
5.1.2	Prepare Sponsor Certifications		1	2										4		7	\$ 308.24
5.1.3	Prepare SF-271 and SF-425		4	8												12	\$ 631.84
5.1.4	Prepare Quarterly Performance Reports		2	8												10	\$ 499.92
5.1.5	Periodic Project Updates		8													8	\$ 527.68
5.2	Subconsultant Management															0	\$ -
5.2.1	Material Testing Subconsultant		2	4												6	\$ 315.92
5.2.2	Electrical Subconsultant		2	4												6	\$ 315.92
5.3	AGIS As-Built Workflow															0	\$ -
5.3.1	Review AGIS Requirements with FAA		2							4		1				7	\$ 397.39
5.3.2	Prepare AGIS Statement of Work		2							4	8	2				16	\$ 692.70
5.3.3	AGIS Survey		1	2						4		8	60			75	\$ 3,948.80
5.3.4	Perform QA/QC of As-Built Data			4						8	4					16	\$ 695.32
5.3.5	Compile Survey Data		2	4						4	40	2	4			56	\$ 1,994.10
5.3.6	Submit AGIS Data		1							2	4					7	\$ 279.44
5.3.7	Coordinate with Owner and FAA		4	2						4						10	\$ 554.40
5.4	Assist Owner with Annual DBE Reporting		2	8										8		18	\$ 800.48
5.5	Assist Owner with Annual Audit		4	4		4										12	\$ 636.80
Subtotal, Task 5		0	39	54	0	4	0	0	0	30	56	13	64	20	0	280	\$ 13,215.43
Total, Tasks 1-5 (Time & Materials)		8	351	307	136	745	617	500	600	30	56	13	64	48	80	3555	\$ 155,047.88

**Friedman Memorial Airport (SUN)**  
**Rehabilitate Runway 13-31, Taxiway B, and Aprons**

**IFE Spreadsheet**  
**Exhibit B**  
**Basis of Cost Analysis**  
**August 4, 2021**

**Fee Summary**

**Tasks 1-5 (Time & Materials)**

**1. Labor Costs**

Classification	Title	Hours	Rate/Hour	Cost
Prin	Principal	8	\$83.30	\$666.40
PM	Project Manager	351	\$65.96	\$23,151.96
PE	Project Engineer	307	\$46.00	\$14,122.00
EIT	Engineer-In-Training	136	\$35.68	\$4,852.48
RPR #1	RPR #1	745	\$47.24	\$35,193.80
RPR #2	RPR #2	617	\$44.05	\$27,178.85
RPR #3	RPR #3	500	\$37.96	\$18,980.00
RPR #4	RPR #4	600	\$33.39	\$20,034.00
GIS PM	GIS Project Manager	30	\$49.64	\$1,489.20
GIS Op	GIS Operator	56	\$28.55	\$1,598.80
SM	Survey Manager	13	\$66.91	\$869.83
Surv	Surveyor	64	\$50.95	\$3,260.80
PL	Planner	48	\$37.57	\$1,803.36
Adm.	Administrative Assistant	80	\$23.08	\$1,846.40
Subtotal, Raw Labor Costs		<b>3555</b>		<b>\$155,047.88</b>
			Overhead	\$206,136.16
			Profit	\$90,296.01
			<b>Total Labor</b>	<b>\$451,480.05</b>
			<b>Multiplier</b>	<b>2.91</b>

**2. Subconsultant Fees**

Quality Assurance	\$45,000.00
Electrical	\$5,000.00
Assumption of Risk	\$2,500.00
<b>Subtotal, Subconsultant Fees:</b>	<b>\$52,500.00</b>

**3. Reimbursable Expenses**

Description	Number	Unit Cost	Cost
Vehicle Travel (Per Mile)	9,000	\$0.65	\$5,850.00
Rental Vehicle for Construction (Per Month)	6	\$1,800.00	\$10,800.00
Lodging (Per Night)	180	\$160.00	\$28,800.00
Per Diem (Per Day)	180	\$66.00	\$11,880.00
Survey Equipment (Per Hour)	50	\$65.00	\$3,250.00
Document Reproduction (Lump Sum)	1	\$2,000.00	\$2,000.00
Phone, Fax, Postage, Construction Supplies (Lump Sum)	1	\$2,500.00	\$2,500.00
<b>Subtotal, Reimbursable Expenses</b>			<b>\$65,080.00</b>

**TASKS 1-5 TOTAL FEE:**

**\$569,060.05**

**AUTO RENTAL CONCESSION LEASE**

This Auto Rental Concession Lease ("Lease") is made this      day of      , between the **FRIEDMAN MEMORIAL AIRPORT AUTHORITY**, Blaine County, Idaho (hereinafter referred to as "Lessor") and [REDACTED] with its principal office at [REDACTED] and operating out of Friedman Memorial Airport (hereinafter referred to as "Concessionaire").

**WITNESSETH:**

WHEREAS, Lessor operates Friedman Memorial Airport located in the City of Hailey, State of Idaho (hereinafter called the "Airport") and,

WHEREAS, Concessionaire is engaged in the operation of an automobile rental business and is prepared, equipped and qualified to supply an adequate number of late model automobiles in good mechanical condition and appearance for the operation of an automobile rental business at said Airport, and

WHEREAS, ground transportation of passengers arriving at or departing from the Airport is an essential service to said passengers and to other patrons of the Airport, and,

WHEREAS, it is the intent and desire of the Lessor that air passengers shall have available to them their choice of varied types of ground transportation services, any one of which at their option they shall have the right to select and use, and,

WHEREAS, it is the desire of Lessor to make available to air passengers as a portion of said ground transportation at said Airport an automobile rental business, operated and conducted by Concessionaire, and,

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

**ARTICLE I**  
**PREMISES**

**A. DESCRIPTION OF DEMISED PREMISES.**

Concessionaire is hereby granted the use of the following-described areas as shown for demonstrative purposes on Exhibits A and B attached hereto and made a part hereof during the lease term, subject to the terms and conditions hereinafter set forth. Parking in the upper terminal lot is allocated equally among the vehicle rental concessionaires (10 stalls each for a total of 30 stalls) and by market share in the lower terminal parking lot (52 stalls total). The market share allocation will remain constant for the initial three (3) year term of this contract.

1. Customer service counter area in the terminal consisting of approximately 208 square feet.

2. Ten (10) car parking stalls in the upper terminal parking lot.
3. Twenty-six (26) parking stalls in the lower terminal lot.

No maintenance or servicing of any vehicles shall be performed in the car parking stall area, or anywhere on Airport property, without written approval of the Airport Manager.

**B. RENT FOR COUNTER SPACE AND STALL LOCATIONS.**

1. For the use of the counter space in the terminal the monthly rent shall be \$850.00.
2. For the use of 10 car parking stalls in the upper terminal lot the monthly rent shall be \$750.00
3. For the use of 26 car parking stalls in the lower terminal lot the monthly rent shall be \$1,690.
4. The first monthly payment shall be due on the first day of each month through the term of this Lease, subject to changes as provided in paragraph 6, below. If the rent due is not received within ten (10) days of the due date then interest of eighteen percent (18%) per annum shall be charged on the unpaid amount.
5. The counter space and parking stall rent shall be adjusted annually for inflation through the term of this Lease as set forth below. The computation of the adjustment of the annual rent shall be based upon the cost-of-living index as shown by the column in the "Consumer Price Index, All Items Index" for the Pacific Cities and United States City Average for all urban consumers, Class West-B/C, published monthly in the "Monthly Labor Review" of the United States Department of Labor, and as also found in the "Economic Indicators" published by the United States Government Printing Office for the Joint Economic Committee by the Council of Economic Advisors, or if this Index is discontinued, a successor index. The basic index number shall be that index number for August, 2021. The sums set forth in paragraphs 1 and 2, above, shall be increased by the percentage increase shown by the index of August of each year as compared to the basic index as set forth above.

**C. DESCRIPTION OF PRIVILEGES, USES AND RIGHTS.**

Lessor hereby grants to Concessionaire the following privileges, uses and rights, all of which shall be subject to the terms, conditions and covenants hereinafter set forth and all of which shall be exclusive in common with two other automobile rental concessionaires on the Airport.

1. The right, license and privilege to operate an automobile rental service for up to two brands at the Airport for the purpose of renting automobiles to airline passengers and such other persons who may request such service at the Airport.
2. The right of ingress to and egress from the demised premises over and across public roadways serving the passenger terminal building by Concessionaire, its agents, and servants, patrons and invitees, suppliers of service and furnishers

of material. Said right shall be subject to such rules and regulations as now or may hereafter have application at the Airport.

3. The right to install (or cause to be installed) and operate appropriate signs on the demised premises, provided that such installation shall be subject to the prior written approval of the Lessor.

#### **D. CONDITIONS OF GRANTING LEASE.**

The granting of this Lease and its acceptance by Concessionaire is conditioned upon the following covenants:

1. That no functional alteration of the premises or functional change in the uses of such premises shall be made which shall substantially adversely affect the use by Concessionaire of the demised premises, without the specific consent of the Concessionaire herein.
2. That the right to use said public Airport facilities in common with others authorized so to do shall be exercised only subject to and in accordance with the laws of the United States of America and the State of Idaho, and all rules and regulations of Lessor now in force or hereafter adopted.
3. That the concession granted by this Lease is NOT an exclusive concession and that Lessor shall have the right to deal with and perfect arrangements with a maximum of three Concessionaires for engaging in like activity at the Airport; however, any automobile rental concession granted by Lessor during the term of this Lease shall be subject to the terms of this Lease.
4. That Concessionaire is prohibited from transacting rental car business at any other point on the Airport unless written permission is obtained from Lessor, which permission, if given, shall require strict observation of all applicable provisions of this Lease.

### **ARTICLE II** **INSTALLATIONS BY LESSOR AND CONCESSIONAIRE**

#### **A. TERMINAL BUILDING SPACE.**

1. **Installations by Lessor.** In the terminal building Lessor will provide: Space of 197 square feet as depicted in Exhibit A.
2. **Installations by Concessionaire.** In the same terminal building area concessionaire shall provide:
  - a. All leasehold improvements not provided by Lessor including, but not limited to, display cabinets, interior partitions, additional lighting fixtures, decorations and all other fixtures, equipment and supplies.
  - b. All signs, equipment, furniture, furnishings and fixtures necessary in the proper conduct of Concessionaire's business.
  - c. Any improvements, facilities, signs, decorations, fixtures, equipment, supplies and cabinets furnished by Concessionaire shall be in keeping with the general decor of the terminal building and shall be subject to the written approval of Lessor prior to installation which approval shall not be unreasonably withheld or delayed.



**B. APPROVAL OF PLANS AND CONSTRUCTION.**

Prior to installation of any improvements in its exclusive space, Concessionaire shall submit to Lessor final plans and specifications, layout and architectural renderings for said improvements, which upon written approval by Lessor shall become a part thereof. Concessionaire shall make payment promptly, as due, to all persons supplying labor or materials for the prosecution of the work provided in making such installation and shall not permit any lien or claim to be filed or prosecuted against the Lessor on account of any labor or material furnished.

**C. ALTERATIONS, ADDITIONS OR REPLACEMENTS.**

Following any installations by Concessionaire, as hereinabove set forth, Concessionaire shall make no alterations, additions or replacements without written approval of Lessor. Concessionaire shall likewise obtain prior approval from Lessor before installing, at its own expense, any equipment which requires new electrical or plumbing connections or changes in those installed on the premises as of the date of occupancy thereof which approval shall not be unreasonably withheld or delayed.

**ARTICLE III**  
**OBLIGATIONS OF CONCESSIONAIRE**

**A. HOURS OF OPERATION.**

Concessionaire shall remain open for such periods during each day and such days during each week as may be necessary to meet reasonable demands of the traveling public and shall provide at least one person on duty one-half (1/2) hour after operations of the scheduled air carriers at the Airport and during the periods when passengers are leaving or arriving for the purpose of being bussed to or from the Twin Falls and/or Boise Airports as a result of scheduled air carrier diversions. Coverage for such diversion periods may be provided by personnel representing all or some of the automobile rental concessionaires; however, such pooling of coverage shall be subject to Lessor's approval. In the event that Lessor determines, in its sole discretion, that Concessionaire's failure to have at least one person on duty for the period beginning one-half (1/2) hour before commencement of operations by the scheduled air carriers at the Airport has contributed to congestion and/or inefficiency in the Terminal parking lot, Lessor shall give Concessionaire notice and Concessionaire shall immediately begin providing such morning coverage. Notwithstanding the foregoing, Airport Management may allow Concessionaire to operate revised hours upon request from Concessionaire.

**B. TYPE OF OPERATION.**

Concessionaire shall furnish service on a fair, reasonable and non-discriminatory basis to all users of the Airport. Service shall be prompt, courteous and efficient and shall be reasonably adequate to meet the demands for said service on the

Airport and shall maintain and make available a sufficient number of automobiles at the Airport for reasonably adequate public service each day of the year. Concessionaire shall maintain and operate the concession in a first-class manner and shall keep the premises in a safe, clean, orderly and inviting condition satisfactory to Lessor.

**C. NON-DISCRIMINATION.**

The Concessionaire assures that it will undertake an affirmative action program as required by 14 CFR Part 152, Subpart E, to insure that no person shall on the grounds of race, creed, color, national origin or sex be excluded from participating in any employment activities covered in 14 CFR Part 152, Subpart E. The Concessionaire assures that no person shall be excluded on these grounds from participating in or receiving the services or benefits of any program or activity covered by this subpart. The Concessionaire assures that it will require that its covered sub-organizations provide assurances to the Concessionaire that they similarly will undertake affirmative action programs and that they will require assurances from their sub-organizations, as required by 14 CFR Part 152, Subpart E, to the same effect.

Lessor shall notify Concessionaire in the event that regulations are issued by the U.S. Department of Transportation (DOT) implementing Section 511(h) of the Airport and Airway Improvement Act (AAIA) of 1982, as amended. Following such notification, Concessionaire shall be required to take all necessary and reasonable steps to achieve a disadvantaged business enterprise (DBE) goal of six percent (6%) of total expenditures throughout the term of this Lease. The DBE participation may be in the form of any legal arrangement meeting the eligibility standards in 49 CFR Part 23 and shall be counted toward the goal as set forth in those regulations.

Concessionaire shall be required to comply with other appropriate provisions of 49 CFR Part 23 implementing Section 511(h) of the AAIA.

Concessionaire shall submit such reports as may be required by Lessor in the form specified by Lessor for the purpose of demonstrating compliance with this section.

**D. PERSONNEL.**

Concessionaire shall at all times retain an active, qualified, competent, and experienced manager to supervise the concession operations and be authorized to represent and act for Concessionaire. Concessionaire shall be required to properly uniform or dress its attendants and employees; they shall be clean, courteous, efficient and neat in appearance at all times. Concessionaire shall not employ any person(s) in or about the concession premises who shall use improper language or act in a loud, boisterous or otherwise improper manner. Concessionaire shall maintain a close check over attendants and employees to insure the maintenance of high standards of service to the public, the performance of such obligations to be determined at the sole discretion of Lessor, which discretion shall not be unreasonably exercised. Concessionaire shall re-assign any employee whose conduct Lessor reasonably determines is detrimental to the best interests of the Airport.

**E. LAWS, ORDINANCES, ETC.**

Concessionaire shall observe and obey all laws, ordinances, regulations and rules and directives of federal, state, municipal governments and Lessor which may be applicable to its operation at the Airport.

**F. QUALITY OF RENTAL AUTOS.**

Concessionaire shall at all times maintain, at its own cost and expense, all its rental automobiles in good operating order and free from known mechanical defects; said automobiles shall be kept in a clean, neat and attractive condition inside and out. Concessionaire shall at no time rent vehicles more than three (3) model years old.

**G. SOLICITATION AND CONDUCT.**

Concessionaire shall prohibit its agents, servants and employees from engaging in any form of solicitation of its auto rental services on or about the Airport. Concessionaire, its agents, servants and employees shall so conduct said auto rental business on the Airport to maintain a friendly and cooperative, though competitive, relationship with other companies engaged in like business on said Airport; Concessionaire shall not engage in open public disputes, disagreements or conflicts which would tend to deteriorate the quality of the auto rental service of Concessionaire or its competitors or which would be incompatible to the best interests of the public at the Airport. Lessor shall have the right to resolve all such disputes, disagreements, or conflicts; and its determination thereof or the manner in which Concessionaire shall thereafter operate shall be binding upon Concessionaire.

**H. COST OF AUTO RENTAL OPERATIONS.**

Concessionaire shall bear at its own expense all cost of operating the concession and shall pay in addition to rental, all other costs connected with the use of the demised premises and facilities, including but not limiting the generality hereof, insurance, any and all taxes, and all permits and licenses required by law.

**I. MAINTENANCE.**

Concessionaire, shall, at its sole cost and expense, maintain the demised premises and every part thereof in good order and repair (including carpet), and in good and safe condition; shall repair all damages caused by its employees, patrons, or its operation of said services; shall maintain and repair all equipment on said premises; and shall repaint its own leased space when reasonably deemed necessary by Lessor, such repainting to require the prior approval of the Lessor. Concessionaire will not permit the accumulation on the demised premises of rubbish, debris, trash, waste material or anything detrimental to health or unsightly or likely to create a fire hazard, but will make prompt disposition thereof. Lessor shall be the sole judge of the quality of maintenance and upon written notice by Lessor to Concessionaire, Concessionaire shall be required to perform whatever maintenance Lessor reasonably deems necessary. If said maintenance is not undertaken by Concessionaire within ten (10) days after receipt of written notice, Lessor shall have

the right to enter on the demised premises and perform the necessary maintenance, the cost of which shall be borne and paid by Concessionaire as additional rent due hereunder.

**J. GASOLINE AND REPAIR SERVICES.**

Concessionaire shall not sell gasoline, repair services or related services on the Airport except that this prohibition shall not apply to fuel charges or repair services associated directly with Concessionaire's normal course or operations relating to its rental operation at the Airport.

**K. PUBLIC ADDRESS SYSTEM.**

Concessionaire shall permit the installation in its premises of the Airport public address system, and the reception thereon of flight announcements and other information, if Lessor deems such installation necessary.

**L. VENDING MACHINES.**

Concessionaire shall neither install nor operate vending machines and coin-operated amusement machines and devices.

**M. ENCUMBRANCES.**

Concessionaire shall not encumber the demised premises by mortgage, pledge, lien or otherwise.

**N. UTILITIES.**

Concessionaire shall promptly pay any charges for sewer, water, gas, electricity, telephone and all other charges for utilities which may be furnished to the demised premises at Concessionaire's order or consent.

**O. LIENS.**

Concessionaire agrees to pay, when due, all sums of money that become due for, or purport to be for, any labor, services, materials, supplies, utilities, furnishings, machinery or equipment which have been furnished or ordered with Concessionaire's consent to be furnished to or for the Concessionaire in, upon, or about the premises herein leased, which may be secured by any mechanic's, materialmen's or other lien against the premises herein leased or Lessor's interest therein, and will cause each such lien to be fully discharged and released at the time the performance of any obligation secured by any such lien matures or becomes due, provided that the Concessionaire may in good faith contest any mechanic's or other lien filed or established, and in such event may permit the item so contested to remain undischarged and unsatisfied during the period of such contest.

**P. FIRE PREVENTION.**

Concessionaire shall exercise due and reasonable care and caution to prevent and control fire on the premises and to that end shall install suitable fire extinguishers

throughout the premises in accordance with rules and regulations as set forth by the appropriate local fire control officials.

**Q. TERMINAL AREA PARKING.**

At no time shall Concessionaire park, stage or leave running any of its automobiles in any area of the Airport other than in its assigned parking stalls. **SUCH ACTION OR ACTIONS BY CONCESSIONAIRE SHALL BE AN EVENT OF DEFAULT PURSUANT TO ARTICLE X** and a fine will be assessed in the amount of \$35.00 per day per car.

**ARTICLE IV**  
**OBLIGATIONS OF LESSOR**

Lessor shall maintain the structure of the terminal building, the roof and outer walls. Lessor shall furnish heat, lights and janitorial service in the terminal building; however, Lessor shall not furnish janitorial services in or upon the demised premises and Lessor shall not be liable for any damage to property not caused by the negligence of the Lessor and shall not be liable or required to maintain watchmen or other security officers upon the specific premises. Lessor shall provide snow plowing service for Concessionaire's parking stalls. Plowing will occur as needed; however, priority will be given to the Airfield.

**ARTICLE V**  
**TERM OF LEASE**

1. The initial term of this Lease shall be for a period of three (3) years commencing on the 1st day of October, 2021 and ending with the 31st day of September, 2024.
2. Lessor shall have the option to extend the term of this Lease for not less than the entire Leased Premises on all of the provisions contained herein for one term of two (2) years (the "extended term") following expiration of the initial term, by giving to Concessionaire written notice of exercise of such option at least sixty (60) days before the expiration of the initial term. Notwithstanding the foregoing, the rental payable during the Extended Term hereof shall be established as set forth in Article I.B.5. The annual MAG will remain \$80,000 for the two year renewal period should it be exercised.

**ARTICLE VI**  
**FEES AND RENTALS**

**A. CONCESSIONAIRE FEE AND MINIMUM RENTAL.**

1. Concessionaire shall pay on a monthly basis to Lessor for the rights and privileges herein granted a fee of ten percent (10%) of all gross receipts for the month as hereinafter defined. At fiscal year-end, a true up of total payments and the agreed upon minimum annual rental of \$80,000.00 will occur. Any amount under the minimum annual rental will be due to the Airport by November 15<sup>th</sup> of each year.

2. Lessor reserves the right to implement a Customer Facility Charge ("CFC") after such CFC is implemented by way of a Board Resolution. In the event a CFC is approved by the Lessor, appropriate CFC language shall be incorporated into this Agreement via amendment.
3. Pass Through of Percentage Fee - Concessionaire acknowledges that the Percentage Fee payments by Concessionaire to the Lessor under this Agreement are for Concessionaire's use of the facilities and access to the Airport market, and that none of those payments reflects a fee that is imposed by the Lessor upon customers renting vehicles from Concessionaire. The Lessor does not require, but will not prohibit the separate statement of the Percentage Fee on customer invoices or rental contracts, provided that Concessionaire meets all the following conditions:
  - Such fee is titled "Concession Recovery Fee" and shall not exceed 11.11% of gross receipts;
  - Such fee shall be indicated immediately below all concessionable items and not immediately adjacent to taxes on customer invoices;
  - Concessionaire complies with all applicable laws including Federal Trade Commission requirements;
  - Concessionaire shall not identify, treat, or refer to the Concession Recovery Fee as a tax; and
  - Concessionaire shall not pass through, unbundle, or list any fees (other than a Concession Recovery Fee and Customer Facility Charge) payable to the Lessor as a separate item on its customer invoices, except with the Lessor's written approval.

#### **B. DEFINITION OF GROSS RECEIPTS.**

"Gross Receipts" shall mean all monies paid or payable to Concessionaire for all sales and services authorized under this lease agreement except only those items specifically set forth below under "Exclusions." Gross receipts shall include but not by definition be necessarily limited to the following:

1. The aggregate amount of all contracts written by and all monies paid or payable to Concessionaire for all sales and rentals made and services performed at the Airport or at any location within twenty five miles of the Airport, and all monies paid or payable for sales, rentals, services and exchanges made and performed as a result of passengers arriving by air as commercial or private passengers at the Airport or any location within twenty five miles of the Airport within forty eight hours of their arrival at the Airport.

#### **C. EXCLUSIONS.**

Gross Receipts shall exclude the following:

1. Charges to Concessionaire's customers for repairs to automobiles damaged by such customer.
2. Monies collected from such customers for federal, state, county, or municipal taxes now in effect, or hereafter levied.

3. Payments made to concessionaire by insurance companies to make the concessionaire whole for damage to one of the concessionaire's rental vehicles.
4. Proceeds from the sale of vehicles.
5. Amounts received as payment for red light tickets, parking tickets, tolls, tows, impound fees, lost key service calls, and flat tire service calls,
6. Customer Facility Charge, should one be implemented per Article VI, A2.
7. Uncollected items resulting from theft, conversion, illegal use of Concessionaire's automobiles, unless and until charges against such customers who have illegally used said automobiles are collected.

**D. TIMING AND AMOUNT OF PAYMENTS.**

Ten (10) percent of the month's gross receipts are due and payable to Lessor on or before the fifteenth (15th) day of the following calendar month of each and every month during the lease term. Any rentals and/or fees not received within ten (10) days of the due date shall bear interest at the rate of eighteen percent (18%) per annum. Concessionaire understands and agrees that should they have to pay interest due to late payments, the result in a sum may be in excess of ten percent (10%) of Concessionaire's annual gross receipts.

**E. RECORDS OF CONCESSIONAIRE.**

With respect to business done by it hereunder, Concessionaire shall have available at the Airport true and accurate accounts, records, books and data, which shall show all the gross receipts, as defined hereinabove, of said business upon and within said Airport. Concessionaire agrees to operate its business upon the Airport so that a duplicate rental agreement invoice, serially numbered, shall be issued with each sales or transaction, whether for cash or credit. Concessionaire further agrees to have available at the Airport reasonable books and records as Lessor may request. The duplicate rental agreement, invoices, and all other books and records of Concessionaire, as aforesaid, shall be open for inspection by authorized representatives of Lessor at all times reasonable during business hours. Concessionaire shall submit to Lessor a detailed statement showing gross receipts from the operation of the auto rental concession for the preceding calendar month on or before the twentieth (20th) day of each calendar month. These reports shall show such reasonable detail and breakdown as may be required by Lessor. Within sixty (60) days following the end of each fiscal year (October – September) of operation of the concession, Concessionaire shall submit to Lessor a statement of gross receipts from the concession for the preceding fiscal year of operation, such statement to be attested to by an authorized representative and to be accompanied by Concessionaire's payment covering any deficiency between payments made during the previous fiscal year and payments due for such year of operation. Concessionaire at its own expense shall supply all record forms in a reasonable type, style and form satisfactory to Lessor.

**F. AUDIT.**

For the purposes of determining accuracy of reporting gross receipts, Lessor may make a spot test audit and base its findings for the entire period upon such spot test; provided, however, that such spot test shall include at least twenty-five per cent (25%) of the total time of the period being audited. In addition, Lessor shall have the right during any one fiscal year of the Agreement to authorize two audits of Concessionaire's records pertaining to the concession. Such audits may be undertaken by a reputable firm of independent certified public accountants. The cost of such audits, including travel costs and per diem expenses of the auditors, are borne by Lessor, unless the results of such audits reveal an underpayment of more than three (3%) percent between the gross receipts reported in accordance with Paragraph D and the gross receipts as determined by audit for any twelve month period. In case of such discrepancy, the full cost of the audit shall be borne by Concessionaire.

## **ARTICLE VII**

### **INDEMNIFICATION AND INSURANCE**

#### **A. INDEMNIFICATION.**

Lessor shall stand indemnified by Concessionaire as herein provided. Concessionaire is and shall be deemed to be an independent contractor and operator responsible to all parties for its respective acts and omissions, and Lessor shall in no way be responsible therefore. In the use of the Airport, in the erection or construction of any improvements thereon, and in the exercise or enjoyment of the privileges herein granted, Concessionaire shall indemnify and save harmless the Lessor, the City of Hailey, Blaine County and their respective officials, servants, agents and employees from any and all claims, actions and losses that proximately result to the Lessor because of any negligence on the part of the Concessionaire. Said indemnity shall include all expenses, including attorneys' fees and court costs incidental to the investigation and defense of any of said claims, actions or losses.

#### **B. INSURANCE.**

The Concessionaire shall at its expense, procure and keep in force at all times during the term of this Lease, insurance written by an insurer satisfactory to the Lessor, insuring the Concessionaire, the Lessor, Blaine County and the City of Hailey against all costs, loss, liability and expense on account of injury or death of a person or persons or damage to or destruction of property caused by or connected with Concessionaire's use of the Airport with a combined bodily injury and property damage liability limit of not less than \$1,000,000 per occurrence.

The comprehensive general public liability and property damage insurance shall name Concessionaire, the Lessor, Blaine County and the City of Hailey as additional insureds and the Lessor shall be furnished with a Certificate to the effect that such insurance shall not be changed or canceled without thirty (30) days prior written notice to the Lessor. The Certificate of Insurance shall be delivered to Lessor prior to the commencement of this Agreement and annually thereafter throughout the term of this Agreement.



In the event that Lessor shall amend the minimum required amount of insurance to be carried by Airport tenants as found in the Minimum Standards for the Airport or as amended or a successor document, the required insurance amounts in this paragraph shall be adjusted to comply with these minimum requirements.

## **ARTICLE VIII**

### **DAMAGE OR DESTRUCTION OF PREMISES**

If the premises leased to Concessionaire under the terms of Article I, Paragraph A herein are partially damaged by fire, explosion, the elements, the public enemy, or other casualty, but not rendered untenable, the same will be repaired with due diligence by Lessor at its own cost and expense. If the damage shall be so extensive as to render such premises untenable, but capable of being repaired in thirty (30) days, the same shall be repaired with due diligence by Lessor at its own cost and expense, and the rent payable herein shall be paid proportionately to the time of such damage and thereafter cease until such time as the premises are fully restored. In the event said premises are completely destroyed by fire, explosion, the elements, the public enemy or other casualty, or so damaged that they will remain untenable for more than thirty (30) days, Lessor shall be under no obligation to repair and reconstruct the premises, and rent payable hereunder shall be paid proportionately to the time of such damage or destruction and shall thenceforth cease until such time as the premises may be fully restored. If within twelve (12) months after the time of such damage or destruction said premises shall not have been repaired or reconstructed, Concessionaire may give Lessor written notice of cancellation of the Agreement in its entirety as of the date of such damage or destruction.

## **ARTICLE IX**

### **TERMINATION OF AGREEMENT, CANCELLATION BY CONCESSIONAIRE AND ASSIGNMENT**

#### **A. TERMINATION.**

This Lease shall terminate at the end of the full term hereof, and Concessionaire shall have no further right or interest in any of the land or improvements hereby demised.

#### **B. CANCELLATION BY CONCESSIONAIRE.**

This Lease shall be subject to cancellation by Concessionaire upon one or more of the following events:

1. The permanent abandonment of the Airport as an air terminal.
2. The lawful assumption by the United States Government or any authorized agency thereof, of the operation, control, or use of the Airport, or any substantial part or parts thereof, in such a manner as substantially to restrict Concessionaire for a period of at least ninety (90) days from operating thereon.

3. Issuance by any court of competent jurisdiction of an injunction in any way preventing or restraining the use of the Airport, and the remaining in force of such injunction for a period of at least ninety (90) days.
4. The default by Lessor in the performance of any covenant or agreement herein required to be performed by Lessor and the failure of Lessor to remedy such default for a period of at least sixty (60) days after receipt from Concessionaire of written notice to remedy the same.
5. The complete destruction of the premises as outlined in Article VIII.

### **C. ASSIGNMENT AND TRANSFER.**

Concessionaire shall not assign, transfer, or sublease all or any part of its rights and/or premises hereunder without the written approval of Lessor.

## **ARTICLE X** **DEFAULT**

### **A. EVENTS OF DEFAULT.**

1. **Default in Rent.** Failure of Concessionaire to pay any rent or other charge within thirty (30) days after written notice by Lessor of such failure.
2. **Default in Other Covenants.** Failure of the Concessionaire to comply with any term or condition or fulfill any obligations of this Lease (other than the payment of rent or other charges) within thirty (30) days after written notice by Lessor specifying the nature of the default with reasonable particularity. If the default is of such nature that it cannot be completely remedied within the 30-day period, this provision shall be complied with if the Concessionaire begins correction of the default within the 30-day period and thereafter proceeds with reasonable diligence and in good faith to affect the remedy as soon is practicable.
3. **Insolvency.** Insolvency of Concessionaire; assignment by Concessionaire for the benefit of creditors; filing by Concessionaire of a voluntary petition in bankruptcy; an adjudication that Concessionaire is bankrupt or the appointment of a receiver of the properties of Concessionaire; filing of an involuntary petition of bankruptcy and failure of Concessionaire to secure a dismissal of the petition within thirty (30) days after filing; attachment of or the levying of execution of the leasehold interest and failure of the Concessionaire to secure discharge of the attachment or release of the levy of execution within ten (10) days.
4. **Abandonment.** Failure of the Concessionaire for fifteen (15) days or more to occupy the property for one or more of the purposes permitted under this Lease unless such failure is excused under other provisions of this Lease.
5. **Failure to report Gross Receipts.** Notwithstanding anything to the contrary contained in the foregoing default clause, the parties hereto agree that if the Concessionaire fails on two occasions during the term of this Lease to report a transaction included in the definition of Gross Receipts herein, the Lease shall be suspended for a period of 30 calendar days at the Lessor's discretion; however, the minimum annual rental is not prorated and/or adjusted as a result of the suspension. In the event the Concessionaire fails to report a transaction

included in the definition of Gross Receipts herein a third time, the Lease shall be terminated, at the discretion of the Lessor.

- 6. Repetitive Defaults.** Notwithstanding anything to the contrary contained in the foregoing default clause, the parties hereto agree that if the Concessionaire shall have defaulted in the performance of any (but not necessarily the same) terms or conditions of this Lease for two or more times during any 12 month period during the term hereof, then such conduct shall, at the election of the Lessor, represent a separate event of default which cannot be cured by the Concessionaire. Concessionaire acknowledges that the purpose of this provision is to prevent repetitive defaults by the Concessionaire under the Lease which work a hardship upon the Lessor and deprive the Lessor of the timely performance by the Concessionaire hereunder.

## **B. REMEDIES ON DEFAULT.**

In the event of a default, the Lessor at its option may terminate the Lease by notice in writing by certified mail to Concessionaire, the notice may be given before or within thirty (30) days after the running of the grace period for default and may be included in a notice of failure of compliance. If the property is abandoned by Concessionaire in connection with the default, termination shall be automatic and without notice.

- 1. Damages.** In the event of termination on default, Lessor shall be entitled to recover immediately, without waiting until the due date of any future rent or until the date fixed for expiration of the Lease term, the following amount as damages:

(a) Any excess of (a) the value of all of Concessionaire's obligations under this Lease including the obligation to pay rent from the date of default until the end of the term over (b) the reasonable rental value of the property for the same period figured as of the date of the default.

(b) The reasonable costs of re-entry and reletting, including without limitation the cost of any cleanup, refurbishing, removal of Concessionaire's property and fixtures, or any other expense occasioned by Concessionaire's failure to quit the premises upon termination and to leave them in the required condition, any remodeling cost, attorney's fees, court costs, broker commissions and advertising cost.

(c) The loss or reasonable rental value from the date of default until a new tenant has been, or with the exercise of reasonable efforts, could have been secured.

- 2. Re-entry after Termination.** If the Lease is terminated for any reason, Concessionaire's liability to Lessor for damages shall survive such termination, and the rights and obligations of the parties shall be as follows:

(a) Concessionaire shall vacate the property immediately, remove any property of Concessionaire, including any fixtures which Concessionaire is required to remove at the end of the lease term, perform any cleanup, alterations or other work required at the end of the term, and deliver all keys to Lessor.

(b) Lessor may re-enter, take possession of the Leased Premises, and remove all persons or property by legal action or by self-help with the use of reasonable force and without liability for damages.

3. **Reletting.** Following re-entry or abandonment, Lessor may relet the Leased Premises and in that connection may: (1) make any suitable alterations or refurbish the Leased Premises, or both, or change the character or use of the Leased Premises, but Lessor shall not be required to relet for any use or purpose (other than that specified in the Lease) which Lessor may reasonably consider injurious to the Leased Premises, or to any tenant which Lessor may reasonably consider objectionable, (2) re-let all or any part of the Leased Premises, alone or in connection with other properties, for a term longer or shorter than the term of this Lease, upon any reasonable terms and conditions, including the granting of some rent free occupancy or other rent concession.

### **ARTICLE XI** **ABATEMENT OF MINIMUM** **GUARANTEE**

#### **A. Long Term.**

In the event that one of the following conditions exists during the term hereof, the minimum annual guarantee hereinabove provided for shall be abated for the period of time the condition continues to exist:

1. If for any reason, the number of passengers deplaning on scheduled airline flights at the airport during any period of ninety (90) consecutive days, shall be less than fifty percent (50%) of the number of such deplaning passengers in the same period during the preceding calendar year;
2. If the operation of Concessionaire's car rental business at the airport through no fault of its own is affected by significant disruptions in the supply of automobiles, gasoline or other goods necessary for the operation therefore, and which results in a fifty percent (50%) decrease in Concessionaire's gross revenues (as defined herein) compared to the same period during the preceding calendar year for a period of at least ninety (90) consecutive days. In the event that a Concessionaire has not operated in the previous year, the average of the two other Concessionaires' decrease in gross revenues for the same period shall be attributed to that Concessionaire.

### **ARTICLE XII** **REDELIVERY**

Concessionaire shall make no unlawful or offensive use of said premises and will at the expiration of the term hereof or upon any sooner termination, without notice, quit and deliver up said premises to Lessor peaceably, quietly and in as good order and condition, reasonable use and wear thereof excepted, as the same now are or may hereafter be improved by Concessionaire or Lessor.

### **ARTICLE XIII**

## **HOLDING OVER**

In the event Concessionaire shall hold over and remain in possession of the premises herein leased after the expiration of this Agreement without any written renewal thereof, such holding over shall not be deemed to operate as a renewal or extension of said Agreement but shall create only a tenancy from month to month upon the terms contained herein which may be terminated at any time by Lessor.

## **ARTICLE XIV** **GENERAL PROVISIONS**

### **A. CONFLICTS BETWEEN CONCESSIONAIRES.**

In the event of a conflict between Concessionaire and any other Concessionaire or Concessionaire in the Terminal Building as to the services to be sold by respective Concessionaires or Concessionaires, Lessor shall decide which services may be sold by each Concessionaire or Concessionaire and Concessionaire and Concessionaire agree to be bound by such decision.

### **B. INSPECTION.**

Lessor, by its officers, employees, agents and representatives, shall have the right at all reasonable times to enter upon the demised premises for the purpose of inspecting same, for observing the performance by Concessionaire of its obligations hereunder, and for the doing of any act which Lessor may be obligated or have the right to do under this Lease.

### **C. ATTORNEY'S FEES.**

In the event a dispute should arise between the parties regarding the interpretation or enforcement of this Lease, the prevailing party in such dispute shall be entitled to recover from the other party its reasonable attorneys' fees and costs incurred in such dispute, whether or not a lawsuit is ever filed, and in any appeals and bankruptcy proceedings.

### **D. NON-WAIVER.**

Any waiver by Lessor or any breach of covenants herein contained to be kept and performed by Concessionaire shall not be deemed as a continuing waiver and shall not operate to bar or prevent Lessor from declaring a forfeiture for any succeeding breach either of the same or other condition or covenant.

### **E. INDEPENDENCE OF AGREEMENT.**

It is understood and agreed that nothing herein contained is intended or should be construed as in any way creating or establishing a relationship of co-partners between the parties hereto, or as constituting the Concessionaire as the agent, representative or employee of the Lessor for any purpose or in any manner whatsoever. Concessionaire is to be and shall remain an independent contractor with respect to all services performed hereunder.

### **F. QUIET ENJOYMENT.**

Lessor agrees that Concessionaire, upon payment of rent and all other charges and upon observation of the terms of this Lease, shall lawfully and quietly hold, occupy, and enjoy the demised premises during the full term of this Lease without hindrance or molestation from Lessor or anyone claiming by, through or under Lessor. Lessor's agreement is subject, however, to Concessionaire holding and enjoying said premises under conditions which may reasonably be anticipated in connection with the operation of aircraft or an Airport.

**G. INVALID PROVISIONS.**

In the event any covenant, condition or provision herein contained is held to be invalid by any court of competent jurisdiction, the invalidity of such covenant, condition or provision shall in no way affect any other covenant, condition or provisions herein contained; provided that the invalidity of such covenant, condition or provision does not materially prejudice either Lessor or Concessionaire in its respective rights and obligations contained in the valid covenants, conditions or provisions herein.

**H. PARAGRAPH HEADINGS.**

The paragraph headings contained herein are for convenience in reference and are not intended to define or limit the scope of any provision of this agreement.

**I. NOTICES.**

Notices to Lessor provided for herein shall be sufficient if sent by registered mail, postage prepaid, addressed to:

Friedman Memorial Airport Authority  
P.O. Box 929  
Hailey, Idaho 83333

and notices to Concessionaire, if sent by registered mail, postage prepaid, addressed to:



or to such other addresses as the parties may designate to each other in writing from time to time. In addition, Concessionaire shall at all times during this Lease provide Lessor with the name and off-duty phone number of its local manager.

**J. SUCCESSORS AND ASSIGNS.**

All of the terms, covenants and agreements herein contained shall be binding upon and shall inure to the benefit of successors and assigns to the respective parties hereto.

**K. WARRANTIES/GUARANTIES.**

Lessor makes no warranty, guaranty or averment of any nature whatsoever of the physical condition of the Lease Premises, and it is agreed that the Lessor will not be responsible for any loss, damage or cost which may be incurred by Concessionaire by reason of any such physical condition.

**L. SPONSOR'S ASSURANCE SUBORDINATION.**

This Lease shall be subordinate to the provisions of any existing or future agreement between the Lessor and the United States relative to the operation or maintenance of the Airport, the execution of which has been or may be required as a condition precedent to the expenditure of federal funds for the development of the Airport.

**M. IDAHO LAW.**

This Lease shall be construed and enforced under the laws of the State of Idaho.

**N. PRESUMPTION.**

This Agreement or any section thereof shall not be construed against any party due to the fact that said Agreement or any section thereof was drafted by said party.

**O. AMENDMENT.**

No amendment of this Lease shall be effective unless the amendment is in writing, signed by each of the parties.

IN WITNESS WHEREOF, the parties have hereunto set their hands this \_\_\_\_ day of \_\_\_\_\_, 2021.

**LESSOR:**  
**FRIEDMAN MEMORIAL AIRPORT AUTHORITY**

By \_\_\_\_\_  
Jacob Greenberg, Chairman

**CONCESSIONAIRE:**

By \_\_\_\_\_

STATE OF IDAHO )  
 ) ss.  
County of Blaine )

On this \_\_\_\_ day of \_\_\_\_\_, in the year 2021, before me, a Notary Public for the State of Idaho, personally appeared, JACOB GREENBERG, known or identified to me to be the Chairman of the Friedman Memorial Airport Authority that executed the said instrument, and acknowledged to me that such Friedman Memorial Airport Authority executed the same.

\_\_\_\_\_

Notary Public for \_\_\_\_\_

Residing at: \_\_\_\_\_

My commission expires: \_\_\_\_\_

STATE OF \_\_\_\_\_ )  
 ) ss.  
County of \_\_\_\_\_ )

On this \_\_\_\_ day of \_\_\_\_\_, in the year 2021, before me, a Notary Public for the State of \_\_\_\_\_, personally appeared \_\_\_\_\_, known or identified to me to be the \_\_\_\_\_ of the corporation that executed the instrument or the person who executed the instrument on behalf of said corporation, and acknowledged to me that such corporation executed the same.

\_\_\_\_\_

Notary Public for \_\_\_\_\_

Residing at: \_\_\_\_\_

My commission expires: \_\_\_\_\_