

**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, March 5, 2024 at 5:30 p.m. at the **Old Blaine County Courthouse Meeting Room** Hailey, Idaho.

This meeting is open to the public and attendees are able to attend in person or by web access. Web access instructions below:

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

<https://www.microsoft.com/en-us/microsoft-teams/join-a-meeting>

Meeting ID: 241 310 773 002

Meeting Passcode: TSKRDd

You can also dial in using your phone.

United States: 1 (208) 996-1013

Dial In Conference ID: 436 433 38#

The proposed Agenda for the meeting is as follows:

**AGENDA
March 5, 2024**

- I. APPROVE AGENDA – ACTION ITEM**
- II. PUBLIC COMMENT (10 Minutes Allotted)**
- III. FRIEDMAN MEMORIAL AIRPORT AUTHORITY MEETING MINUTES OF:**
 - A. February 6, 2024, Regular Meeting – Motion to Approve – **Attachment #1 ACTION ITEM**
- IV. REPORTS**
 - A. Chair Report
 - B. Blaine County Report
 - C. City of Hailey Report
 - D. Fly Sun Valley Alliance Report
 - E. Staff Team Report
- V. AIRPORT STAFF BRIEF (5 Minutes Allotted)**
 - A. Noise Complaints in February
 - B. Profit & Loss, ATCT Traffic Operations Count and Enplanement Data – **Attachment #2 - #4**
 - C. Airport Commercial Flight Interruptions (unofficial)
 - D. Review Correspondence
- VI. ACTION ITEMS (a vote may occur but is not required to be taken)**
 - A. NEW BUSINESS
 - 1. Ardurra Work Order 24-03 - Consideration of Approval – **Attachment #5 ACTION ITEM**
 - 2. Surplus Property Disposal - Consideration of Approval – **Attachment #6 ACTION ITEM**
 - 3. Ranch Management - Consideration of Lease Award - **ACTION ITEM**
 - B. CONTINUING BUSINESS
 - 1. None
- VII. UPDATES AND DISCUSSION**
 - A. NEW BUSINESS
 - 1. None
 - B. CONTINUING BUSINESS
 - 1. Miscellaneous
 - i. Future Aeronautical Development RFP – Update
 - 2. Construction and Capital Projects
 - i. Air Traffic Control Tower Replacement Project – Update
 - 3. Airport Planning Projects
 - i. None
- VIII. PUBLIC COMMENT**
- IX. ADJOURNMENT**

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III. FRIEDMAN MEMORIAL AIRPORT AUTHORITY MEETING MINUTES OF:

- A. February 6, 2024 Regular Meeting – Motion to Approve – **Attachment #1 ACTION ITEM**

IV. REPORTS

- A. Chair Report

This item is on the agenda to permit a Chair 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. Staff Team Report

This item is on the agenda to permit a Staff Team's report if appropriate.

V. AIRPORT STAFF BRIEF – (5 Minutes Allotted)

- A. Noise Complaints in February – NONE received as of 2/29/2024

LOCATION	DATE	TIME	AIRCRAFT TYPE	INCIDENT	ACTION/RESPONSE

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

Attachment #2 is Friedman Memorial Airport Profit & Loss Budget vs. Actual (unaudited)

Attachment #3 is ATCT Traffic Operations Record comparison by month

Attachment #4 are Enplanements, Deplanements and Seat Occupancy data

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

January 2024

Total Non-Federal Revenue	January, 2024	\$850,902
Total Non-Federal Revenue	January, 2023	\$740,228
Total Non-Federal Revenue	FY '24 thru January	\$2,846,287
Total Non-Federal Revenue	FY '23 thru January	\$1,981,667
Total Non-Federal Expenses	January, 2024	\$422,598
Total Non-Federal Expenses	January, 2023	\$376,725
Total Non-Federal Expenses	FY '24 thru January	\$1,683,988
Total Non-Federal Expenses	FY '23 thru January	\$1,502,476
Net Income excluding Federal Programs	FY '24 thru January	\$1,162,299
Net Income excluding Federal Programs	FY '23 thru January	\$479,191
Net Income to include Federal Programs	FY '24 thru January	\$858,258
Net Income to include Federal Programs	FY '23 thru January	\$84,218

C. Airport Commercial Inbound Flight Interruptions (unofficial):

AIRLINE	FLIGHT CANCELLATIONS	FLIGHT DIVERSIONS
	February 2024	February 2024
Alaska Airlines	1	1
Delta	0	0
United	2	5

D. Review Correspondence

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

A. NEW BUSINESS

1. Ardurra Work Order 24-03, Consideration of Approval – **Attachment #5 ACTION ITEM**
Apron and Taxilane Pavement Maintenance, Prepare Pavement Management Plan, Conduct Airport Geographical Information System (AGIS) Obstruction Survey, and Replace Rotating Beacon

This project includes a number of elements. The first element is to perform asphalt pavement maintenance, including crack repair, fog seal, and remark, of the Section 2 Apron and hangar taxilanes, Section 4 apron and taxilanes, and the perimeter of the terminal apron. The second element is to perform joint repair, spall repair, and crack repair on the concrete terminal apron. The third element includes preparation of a Pavement Management Plan where all pavements on the airfield will be inventoried and assigned a Pavement Condition Index (PCI) rating. The fourth element is to conduct an AGIS Obstruction Survey. This survey will supplement one that was completed more than a

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decade ago but also provide an additional survey of obstructions currently limiting existing approach procedures. The final element is to replace Rotating Beacon.

Ardurra Work Order 24-03, attached as ATTACHMENT 5, is for the amount \$399,265.73. This work order includes design, bidding, and construction services. Per FAA requirements, an Independent Fee Estimate (IFE) was completed to assist with fee negotiations between the airport and Ardurra. The IFE was completed by Jacobs and came in at the amount of \$400,692.

Based on a comparison of the Ardurra fee vs. the IFE, staff is recommending approval of the Ardurra fee in the amount of \$399,265.73. This project is accounted for in the FY '24 budget and is eligible for reimbursement with our FAA AIP Entitlement funds at 93.75%.

ACTION REQUESTED: Motion to approve Ardurra Work Order 24-03 in the amount of \$399,265.73.

2. Surplus Property Disposal – Consideration of Approval – **Attachment #6 ACTION ITEM**

Airport staff has identified several items for surplus disposal. These items are no longer needed for airport operations and/or maintenance purposes. A list of the identified items is attached as ATTACHMENT 6. Staff is requesting Board review of the attached list and declaration of the items as surplus property. Once the items are declared surplus, staff will move forward with the disposal of the items via a sealed bid process. The disposal process will follow all applicable local, state, and federal surplus disposal requirements.

ACTION REQUESTED: Motion to approve the property list and declare items on the list as surplus property.

3. Ranch Management - Consideration of Lease Award - **ACTION ITEM**

Pursuant to Board Direction, Staff issued a Request for Proposals (RFP) to solicit interested parties for Ranch Management of the Airport's Flying Hat Ranch Property on October 12, 2023.

The Airport received two responses to the RFP, one from the current Lessee Chad & Rick Lee and one from Dan Ratliffe of Alpine Cattle Company.

The Selection Committee assembled to review proposals and make recommendation of selection to the Board includes:

- Timothy Burke, Airport Deputy Director, Operations & Maintenance
- Nick Carnes, Airport Operations Super
- Lisa Horowitz, Hailey City Administrator
- Andrew Mentzer, Blaine County Sustainability Manager
- Chris Pomeroy, Airport Director

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The Committee reviewed the proposals, conducted interviews, and scored the proposals against the following criteria:

Experience, reputation, and competence of proposer	25 points
Familiarity with the airport and community	15 Points
Approach to agricultural operations including sustainability and resiliency	40 Points
Financial capability and plan of proposer	20 Points
Total	100 Points

A brief summary of the selection process and the recommendation of the Selection Committee will be provided at the meeting.

ACTION REQUESTED: Motion to approve the Selection Committee’s recommendation for a ranch management lease agreement.

B. CONTINUING BUSINESS

1. None.

VII. UPDATES AND DISCUSSION

A. NEW BUSINESS

1. None.

B. CONTINUING BUSINESS

1. Miscellaneous

i. Future Aeronautical Development RFP - Update

As the Board is aware, proposals for this project were due January 31, 2024. Four proposals were received.

The Selection Committee met on February 15 to begin an initial review of, and discussion regarding, the submittals. The Committee is scheduled to reconvene again on March 21 to continue review and discussion.

As a reminder from legal counsel at the last meeting, the “cone of silence” for the Board and selection committee as directed by legal counsel remains in place.

No additional updates by Staff are expected at this meeting unless the Board has any additional questions or would like further discussion.

For background, a copy of the full RFP and other supporting documents can be found on the airport website.

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2. Construction and Capital Projects

i. Air Traffic Control Tower Replacement – Update

As briefed to the Board at the last meeting, the next major step in the Air Traffic Control Tower replacement project is the virtual siting process which will take place onsite in early April.

Upon completion of the virtual siting process, the next major steps include environmental review and project design. Looking ahead to these next steps, it is appropriate to develop a formal Request for Qualifications (RFQ) for consulting services to support this work.

At this meeting, Staff will provide a general overview of the upcoming process and seek the Board's concurrence to develop the RFQ to be prepared for next project steps.

3. Airport Planning Projects

i. None

VIII. PUBLIC COMMENT

IX. ADJOURNMENT

**MINUTES OF A REGULAR MEETING
OF THE
FRIEDMAN MEMORIAL AIRPORT AUTHORITY
February 6, 2024
5:30 P.M.**

IN ATTENDANCE:

BOARD MEMBERS:

Board Chair – Martha Burke, Vice Chair – Muffy Davis, Secretary – Angenie McCleary, Board Members – John Strauss, Sam Linnet, Lindsay Mollineaux, Treasurer – Ron Fairfax

FRIEDMAN MEMORIAL AIRPORT STAFF:

Airport Director – Chris Pomeroy, Deputy Director, Operations & Maintenance – Tim Burke, Security Manager – Steve Guthrie, Business Operations Coordinator – Becca Lynn, Administrative Coordinator II – Janice Hicks

AIRPORT LEGAL COUNSEL:

Lawson Laski Clark PLLC – Jim Laski, Kaplan Kirsch & Rockwell LLP – Peter Kirsch

CALL TO ORDER: The meeting was called to order at 5:30 p.m. by Board Chair Burke

I. APPROVE AGENDA (0:40)

A motion to approve the agenda as presented.

MOTION: *Made by Board Member Greenberg to approve the agenda as presented. Seconded by Vice Chair Davis.*

PASSED UNANIMOUSLY

II. PUBLIC COMMENT (1:00)

None

III. APPROVE FMAA MEETING MINUTES (1:30)

- A. January 2, 2024, Regular Meeting – Motion to Approve – **Attachment #1 ACTION ITEM**
- B. January 25, 2024, **Special Meeting**– Motion to Approve – **Attachment #2 ACTION ITEM**

MOTION: *Made by Board Member Greenberg to approve the minutes as presented. Seconded by Board Member Linnet.*

PASSED UNANIMOUSLY

IV. REPORTS (2:42)

- A. Chair Report

Board Chair Burke complimented the airport operations crew for their hard work.

- B. Blaine County Report

No report given.

- C. City of Hailey Report

No report given.

D. Fly Sun Valley Report

Carol Waller reiterated Fly Sun Valley Alliance has implemented a community air service survey seeking input from the local community requesting feedback on current service as well as potential requests for additional services/destinations in the future. They are currently working on summer schedules.

E. Airport Team Reports (see PowerPoint Presentation) (6:41)

Deputy Director of Operations & Maintenance Burke stated the operations department is saving on diesel with the lack of snowfall this year, however still spending money on deice fluid due to the warmer temperatures.

Airport Director Pomeroy announced that Brian Blackburn has been brought on as the new Deputy Director of Finance and Administration and is a welcome addition to the team.

Airport Director Pomeroy reported December passenger enplanements were down 2.8% from 2022. Year-to-date enplanements were up 8.7% versus 2022. There were 111,387 enplanements for 2023 which is a record. Enplanements were 102,494 and 95,801 for 2022 and 2021 respectively.

Operations for January were down 6% from January 2023.

Airport Director Pomeroy stated in partnership with TSA, the airport would be hosting a pre-check event the first week of March. It will be held in the terminal. This has been advertised in the newspaper and social media. He stated over 50% of the airport's passengers have TSA pre-check.

Airport Director Pomeroy mentioned the airport received an energy audit from Idaho Power. This was a result of the climate action strategy. Friedman Memorial is one of the few airports in the country that has completed a climate action strategy proactively. From the report-items such as LED lighting, updated HVAC equipment and energy savings measures were a few of the things mentioned.

Last week, Airport Director Pomeroy attended the annual US Contract Tower Association policy board meeting in Florida. He is the Vice Chair within the Association. He stated every 5-7 years the FAA puts out a request for bid for the 262 contract towers that are currently being operated by contract air traffic control vendors. Those contracts are currently up for bid and on February 22, 2024, proposals are due back to the FAA. He also mentioned the system overall is facing staffing shortages across the system.

V. AIRPORT STAFF BRIEF

- A. Noise Complaints in January.
- B. Profit & Loss, ATCT Traffic Operations Count and Enplanement Data **(See Attachment #3-#5)**
- C. Airport Commercial Flight Interruptions (unofficial)
- D. Review Correspondence

VI. ACTION ITEMS

- A. NEW BUSINESS

1. None

B. CONTINUING BUSINESS

1. None

VII. UPDATES AND DISCUSSION

A. NEW BUSINESS

1. None

B. CONTINUING BUSINESS

(19:33)

1. Miscellaneous

- i. Future Aeronautical Development RFP - Update

Airport Director Pomeroy stated the proposals were due January 31, 2024, and 4 were received.

Peter Kirsch stated the committee is going to engage in a vigorous review of the proposals and make recommendations to the board in March. He stated because the proposals include proprietary information, the names will not be made public until the end of the process. Also, it's important to remind the board they are still operating under a cone of silence. Any inquiries that the board receives should be directed to Becca Lynn for record-keeping purposes.

Board Member Linnet inquired as to whether general discussions around airport policy would need to stay within the cone of silence. Peter Kirsch's response was that matters which are likely to be relevant to the committee's discussion would need to be part of the formal process.

Airport Director Pomeroy reiterated that the schedule posted is a tentative schedule and the airport has a responsibility to keep the process moving along. He said one of the goals is to be as transparent as possible.

- ii. Ranch Management RFP – Update

Airport Director Pomeroy stated proposals were due December 14, 2023. Two proposals were received. February 7th is the first committee meeting regarding this RFP and the committee is hoping to have a recommendation to the board during the next regularly scheduled meeting.

2. Construction and Capital Projects

- i. None

3. Airport Planning Projects

- i. None

VIII. PUBLIC COMMENT

(27:59)

None

IX. ADJOURNMENT

The February 6, 2024, Regular Meeting of the Friedman Memorial Airport Authority was adjourned at 05:58 p.m.

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.*

4:38 PM

02/26/24

Accrual Basis

Friedman Memorial Airport Profit & Loss Budget vs. Actual (COMBINED '24)

	Oct '23 - Jan 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000-00 · AIRCARRIER				
4000-01 · Aircarrier - Lease Space	169,850.65	514,451.00	-344,600.35	33.0%
4000-02 · Aircarrier - Landing Fees	93,789.89	263,900.00	-170,110.11	35.5%
4000-04 · Aircarrier - Utility Fees	120.00	360.00	-240.00	33.3%
4010-07 · Aircarrier - '14 PFC App	136,674.23	459,647.00	-322,972.77	29.7%
Total 4000-00 · AIRCARRIER	400,434.77	1,238,358.00	-837,923.23	32.3%
4020-00 · TERMINAL AUTO PARKING REVENUE				
4020-01 · Automobile Parking - Terminal	293,426.00	674,400.00	-380,974.00	43.5%
4020-02 · Automobile Parking - Passes	400.00	600.00	-200.00	66.7%
Total 4020-00 · TERMINAL AUTO PARKING REVENUE	293,826.00	675,000.00	-381,174.00	43.5%
4030-00 · AUTO RENTAL REVENUE				
4030-01 · Automobile Rental - Commission	221,667.41	899,000.00	-677,332.59	24.7%
4030-02 · Automobile Rental - Lease Space	11,456.64	29,000.00	-17,543.36	39.5%
4030-03 · Automobile Rental - Auto Prkng	25,497.68	70,000.00	-44,502.32	36.4%
4030-04 · Automobile Rental - Utilities	606.93	2,000.00	-1,393.07	30.3%
4030-00 · AUTO RENTAL REVENUE - Other	0.00	0.00	0.00	0.0%
Total 4030-00 · AUTO RENTAL REVENUE	259,228.66	1,000,000.00	-740,771.34	25.9%
4040-00 · TERMINAL CONCESSION REVENUE				
4040-01 · Terminal Shops - Commission	14,600.41	43,950.00	-29,349.59	33.2%
4040-03 · Terminal Shops - Utility Fees	606.95	2,000.00	-1,393.05	30.3%
4040-10 · Advertising - Commission	21,711.90	45,000.00	-23,288.10	48.2%
4040-11 · Vending Machines - Commission	1,488.95	7,350.00	-5,861.05	20.3%
4040-12 · Terminal ATM	200.00	600.00	-400.00	33.3%
Total 4040-00 · TERMINAL CONCESSION REVENUE	38,608.21	98,900.00	-60,291.79	39.0%
4050-00 · FBO REVENUE				
4050-01 · FBO - Lease Space	97,008.82	171,533.00	-74,524.18	56.6%
4050-02 · FBO - Overnight Parking Fees	67,106.25	423,255.00	-356,148.75	15.9%
4050-03 · FBO - Landing Fees - Trans.	0.00	0.00	0.00	0.0%
4050-04 · FBO - Commission	16,142.74	34,512.00	-18,369.26	46.8%
4050-07 · FBO - Miscellaneous	0.00	0.00	0.00	0.0%
Total 4050-00 · FBO REVENUE	180,257.81	629,300.00	-449,042.19	28.6%
4060-00 · FUEL FLOWAGE REVENUE				
4060-01 · Fuel Flowage - FBO	132,294.60	446,600.00	-314,305.40	29.6%
Total 4060-00 · FUEL FLOWAGE REVENUE	132,294.60	446,600.00	-314,305.40	29.6%
4070-00 · TRANSIENT LANDING FEES REVENUE				
4070-01 · Landing Fees - Commercial	0.00	0.00	0.00	0.0%
4070-02 · Landing Fees - Non-Comm./Gov't	164,811.85	577,535.00	-412,723.15	28.5%
Total 4070-00 · TRANSIENT LANDING FEES REVENUE	164,811.85	577,535.00	-412,723.15	28.5%
4080-00 · HANGAR REVENUE				
4080-01 · Land Lease - Hangar	358,448.80	668,720.00	-310,271.20	53.6%
4080-02 · Land Lease - Hangar/Trans. Fee	61,675.00	23,325.00	38,350.00	264.4%
4080-03 · Hangar/Utilities (E8,11,24)	260.93	0.00	260.93	100.0%
4080-05 · Land Lease - FMA Hangar Rentals	26,366.82	33,956.00	-7,589.18	77.6%
Total 4080-00 · HANGAR REVENUE	446,751.55	726,001.00	-279,249.45	61.5%
4090-00 · TIEDOWN PERMIT FEES REVENUE				
4090-01 · Tiedown Permit Fees (FMA)	32,626.00	37,000.00	-4,374.00	88.2%
Total 4090-00 · TIEDOWN PERMIT FEES REVENUE	32,626.00	37,000.00	-4,374.00	88.2%
4100-00 · CARGO CARRIERS REVENUE				
4100-02 · Cargo Carriers - Tiedown	3,312.00	5,500.00	-2,188.00	60.2%
Total 4100-00 · CARGO CARRIERS REVENUE	3,312.00	5,500.00	-2,188.00	60.2%
4110-00 · MISCELLANEOUS REVENUE				
4110-01 · Misc. Revenue	666.23	2,000.00	-1,333.77	33.3%
4900-00 · GAIN/LOSS ON EQUIP. DISP.	0.00	0.00	0.00	0.0%
4110-00 · MISCELLANEOUS REVENUE - Other	0.00	0.00	0.00	0.0%
Total 4110-00 · MISCELLANEOUS REVENUE	666.23	2,000.00	-1,333.77	33.3%
4120-00 · GROUND TRANSP. PERMIT REVENUE				
4120-01 · Ground Transportation Permit	20,200.00	24,000.00	-3,800.00	84.2%
4120-02 · GTSP - Trip Fee	1,660.00	5,000.00	-3,340.00	33.2%
Total 4120-00 · GROUND TRANSP. PERMIT REVENUE	21,860.00	29,000.00	-7,140.00	75.4%
4400-00 · TSA/SECURITY				
4400-02 · Terminal Lease	14,141.68	42,425.00	-28,283.32	33.3%
4400-03 · Security Prox. Cards	26,450.00	33,540.00	-7,090.00	78.9%
Total 4400-00 · TSA/SECURITY	40,591.68	75,965.00	-35,373.32	53.4%

Friedman Memorial Airport Profit & Loss Budget vs. Actual (COMBINED '24)

Accrual Basis

	Oct '23 - Jan 24	Budget	\$ Over Budget	% of Budget
4450-00 · RANCH REVENUE				
4450-01 · Ranch House Rent	2,400.00	7,200.00	-4,800.00	33.3%
4450-02 · Ranch Lease	13,500.00	36,000.00	-22,500.00	37.5%
Total 4450-00 · RANCH REVENUE	15,900.00	43,200.00	-27,300.00	36.8%
4500-00 · IDAHO STATE GRANT PROGRAM REV.				
4500-23 · SUN-23	0.00	0.00	0.00	0.0%
Total 4500-00 · IDAHO STATE GRANT PROGRAM REV.	0.00	0.00	0.00	0.0%
4520-00 · INTEREST REVENUE				
4520-01 · Interest Revenue - General	219,884.82	50,000.00	169,884.82	439.8%
4520-07 · Interest Revenue - '14 PFC	29.36	0.00	29.36	100.0%
4520-11 · Interest Revenue - Leases	0.00	0.00	0.00	0.0%
4520-12 · Interest Revenue - CFC	1,455.62	0.00	1,455.62	100.0%
Total 4520-00 · INTEREST REVENUE	221,369.80	50,000.00	171,369.80	442.7%
4600-00 · Coronavirus Relief Grants Oper.				
4600-01 · Coronavirus Relief Grants Oper.	593,748.13	3,686,743.00	-3,092,994.87	16.1%
Total 4600-00 · Coronavirus Relief Grants Oper.	593,748.13	3,686,743.00	-3,092,994.87	16.1%
4749-00 · AIP '49 - Acq. SRE/Pavement Mai				
4749-01 · AIP '49 - Acq. SRE/Pavement Mai	0.00	0.00	0.00	0.0%
Total 4749-00 · AIP '49 - Acq. SRE/Pavement Mai	0.00	0.00	0.00	0.0%
4750-00 · Terminal Area Plan (TAP)				
4750-01 · Terminal Area Plan	-13,369.35	0.00	-13,369.35	100.0%
Total 4750-00 · Terminal Area Plan (TAP)	-13,369.35	0.00	-13,369.35	100.0%
4752-00 · CARES Act				
4752-01 · CARES Act	55,071.39	0.00	55,071.39	100.0%
Total 4752-00 · CARES Act	55,071.39	0.00	55,071.39	100.0%
4753-00 · AIP '53 - Rehabilitate Runway				
4753-01 · AIP '53 - Rehabilitate Runway	-84,602.36	25,000.00	-109,602.36	-338.4%
Total 4753-00 · AIP '53 - Rehabilitate Runway	-84,602.36	25,000.00	-109,602.36	-338.4%
4756-00 · AIP '56 - Rehab Runway Phase 2				
4756-01 · AIP '56 - Rehab Runway Phase 2	-46,624.05	0.00	-46,624.05	100.0%
Total 4756-00 · AIP '56 - Rehab Runway Phase 2	-46,624.05	0.00	-46,624.05	100.0%
4758-00 · AIP '58 - Rehab Runway Phase 3				
4758-01 · AIP '58 - Rehab Runway Phase 3	-52,051.34	125,000.00	-177,051.34	-41.6%
Total 4758-00 · AIP '58 - Rehab Runway Phase 3	-52,051.34	125,000.00	-177,051.34	-41.6%
4759-00 · AIP '59 - Acquire Land for Appr				
4759-01 · AIP '59 - Acquire Land for Appr	0.00	0.00	0.00	0.0%
Total 4759-00 · AIP '59 - Acquire Land for Appr	0.00	0.00	0.00	0.0%
4760-00 · AIP '60 - CARES Dev. Addendum				
4760-01 · AIP '60 - CARES Dev. Addendum	0.00	0.00	0.00	0.0%
Total 4760-00 · AIP '60 - CARES Dev. Addendum	0.00	0.00	0.00	0.0%
4800-00 · Current Year AIP	0.00	2,345,068.00	-2,345,068.00	0.0%
4850-00 · CFC Pass-through Revenue	75,666.50	250,000.00	-174,333.50	30.3%
Total Income	2,780,378.08	12,066,170.00	-9,285,791.92	23.0%
Gross Profit	2,780,378.08	12,066,170.00	-9,285,791.92	23.0%
Expense				
5000 · EXPENDITURES				
5000-00 · "A" EXPENSES				
5000-01 · Salaries - Airport Director	58,201.43	174,604.00	-116,402.57	33.3%
5010-00 · Salaries - Deputy Director F&A	43,316.13	118,097.00	-74,780.87	36.7%
5010-01 · Salaries - Admin Coordinator	22,702.78	71,400.00	-48,697.22	31.8%
5010-03 · Salaries - Sr Admin Coordinator	0.00	0.00	0.00	0.0%
5010-04 · Salaries - Business Ops Coord	23,907.52	75,000.00	-51,092.48	31.9%
5020-00 · Salaries - Deputy Director O&M	49,305.12	140,872.00	-91,566.88	35.0%
5030-00 · Salaries - ARFF/OPS Specialist	196,473.76	579,488.00	-383,014.24	33.9%
5030-01 · Salaries - Parking Specialists	33,138.39	120,120.00	-86,981.61	27.6%
5040-00 · Salaries - Security Manager	35,333.83	100,954.00	-65,620.17	35.0%
5050-00 · Salaries- Seasonal-Snow Removal	23,089.42	76,000.00	-52,910.58	30.4%
5050-01 · Salaries - Seasonal - Arprt Host	3,912.00	5,000.00	-1,088.00	78.2%
5050-02 · Salaries - Merit Increase	54,520.01	118,127.00	-63,606.99	46.2%
5050-03 · Salaries - One-time Pay	0.00	5,000.00	-5,000.00	0.0%
5050-04 · Salaries - ARFF Coverage	926.90	9,600.00	-8,673.10	9.7%
5060-01 · Overtime - General	8,029.38	2,000.00	6,029.38	401.5%
5060-02 · Overtime - Snow Removal	311.27	45,000.00	-44,688.73	0.7%
5070-05 · Compensated Absences Accrued	0.00	0.00	0.00	0.0%
5100-00 · Retirement	59,030.21	171,178.00	-112,147.79	34.5%
5110-00 · Social Security/Medicare	39,490.00	121,120.00	-81,630.00	32.6%
5120-00 · Life Insurance	167.11	2,000.00	-1,832.89	8.4%
5130-00 · Medical Insurance	78,725.49	282,000.00	-203,274.51	27.9%

Friedman Memorial Airport Profit & Loss Budget vs. Actual (COMBINED '24)

	Oct '23 - Jan 24	Budget	\$ Over Budget	% of Budget
5160-00 · Workman's Compensation	18,765.00	23,000.00	-4,235.00	81.6%
5170-00 · Unemployment Claims	0.00	0.00	0.00	0.0%
Total 5000-00 · "A" EXPENSES	749,345.75	2,240,560.00	-1,491,214.25	33.4%
6000 · "B" EXPENDITURES				
6000-0 · "B" EXPENSES - ADMINISTRATIVE				
6000-00 · TRAVEL EXPENSE				
6000-01 · Travel	10,852.49	40,000.00	-29,147.51	27.1%
Total 6000-00 · TRAVEL EXPENSE	10,852.49	40,000.00	-29,147.51	27.1%
6010-00 · SUPPLIES/EQUIPMENT EXPENSE				
6010-01 · Supplies/Equipment - Office	2,697.69	8,000.00	-5,302.31	33.7%
6010-02 · Supplies/Equipment - Parking	206.17	1,000.00	-793.83	20.6%
6010-03 · Supplies/Equipment - Computer	5,855.31	40,000.00	-34,144.69	14.6%
Total 6010-00 · SUPPLIES/EQUIPMENT EXPENSE	8,759.17	49,000.00	-40,240.83	17.9%
6020-00 · INSURANCE				
6020-01 · Insurance	54,866.50	64,000.00	-9,133.50	85.7%
Total 6020-00 · INSURANCE	54,866.50	64,000.00	-9,133.50	85.7%
6030-00 · UTILITIES				
6030-01 · Utilities - Gas/Terminal	5,914.46	23,000.00	-17,085.54	25.7%
6030-02 · Utilities - Gas/AOB & Cold Stor	2,932.00	8,200.00	-5,268.00	35.8%
6030-03 · Utilities - Elect./Runway&PAPI	2,090.41	5,200.00	-3,109.59	40.2%
6030-04 · Utilities - Elec./AOB & Cold St	3,252.92	11,100.00	-7,847.08	29.3%
6030-05 · Utilities - Electric/Terminal	21,650.88	75,000.00	-53,349.12	28.9%
6030-06 · Utilities - Telephone	7,051.19	18,750.00	-11,698.81	37.6%
6030-07 · Utilities - Water	1,078.37	11,000.00	-9,921.63	9.8%
6030-08 · Utilities - Garbage Removal	5,888.82	14,500.00	-8,611.18	40.6%
6030-09 · Utilities - Sewer	3,419.52	5,500.00	-2,080.48	62.2%
6030-11 · Utilities - Electric/Tower	2,566.35	7,000.00	-4,433.65	36.7%
6030-12 · Utilities - Elec./Brdrfd.Hghl	164.58	1,200.00	-1,035.42	13.7%
6030-13 · Utilities - Elec. Exit Booth	452.84	2,200.00	-1,747.16	20.6%
6030-15 · Utilities - Elec/AWOS	1,152.98	3,800.00	-2,647.02	30.3%
6030-16 · Utilities - Elec. Wind Cone	36.83	100.00	-63.17	36.8%
6030-17 · Utilities - Elec./Gas- Hangar	2,458.17	7,000.00	-4,541.83	35.1%
6030-18 · Utilities - Lubricant Wst. Dspl	0.00	300.00	-300.00	0.0%
6030-20 · Utilities - Ranch	25,542.77	35,000.00	-9,457.23	73.0%
Total 6030-00 · UTILITIES	85,653.09	228,850.00	-143,196.91	37.4%
6040-00 · SERVICE PROVIDER				
6040-01 · Service Provider - General	12.10			
6040-02 · Service Provider - Term. Serv.	2,207.62	7,000.00	-4,792.38	31.5%
6040-03 · Service Provider - AOB Services	26,837.13	66,000.00	-39,162.87	40.7%
6040-04 · Service Provider-Ops./Airfield	11,021.00	20,000.00	-8,979.00	55.1%
6040-13 · Service Provider-Parking Lot	25,846.67	56,500.00	-30,653.33	45.7%
Total 6040-00 · SERVICE PROVIDER	65,924.52	149,500.00	-83,575.48	44.1%
6050-00 · PROFESSIONAL SERVICES				
6050-01 · Professional Services - Legal	59,084.53	100,000.00	-40,915.47	59.1%
6050-02 · Professional Serv. - Audit/Fina	61,998.66	127,000.00	-65,001.34	48.8%
6050-03 · Professional Services - Enginee	8,587.03	36,500.00	-27,912.97	23.5%
6050-04 · Professional Services - HR	3,306.25	15,000.00	-11,693.75	22.0%
6050-05 · Professional Services - Gen.	5,456.25	25,000.00	-19,543.75	21.8%
6050-10 · Prof. Svcs.-IT/Comp. Support	50,595.00	170,000.00	-119,405.00	29.8%
6050-12 · Prof. Serv.- Planning Air Serv.	0.00	8,000.00	-8,000.00	0.0%
6050-13 · Prof. Serv.-Website Hosting	245.00	1,200.00	-955.00	20.4%
6050-15 · Prof. Serv.-Web Maint-Outreach	3,282.29	30,000.00	-26,717.71	10.9%
6050-17 · Prof. Serv. - Airspace Consult.	0.00	35,000.00	-35,000.00	0.0%
6050-18 · Prof. Services - Approach Maint	0.00	35,000.00	-35,000.00	0.0%
6050-19 · Prof. Serv.-ATCT Relocation	4,290.00	30,000.00	-25,710.00	14.3%
6050-20 · Prof Services - New Approach	0.00	0.00	0.00	0.0%
6050-21 · Professional Services - Other	10,314.86	35,000.00	-24,685.14	29.5%
Total 6050-00 · PROFESSIONAL SERVICES	207,159.87	647,700.00	-440,540.13	32.0%
6060-00 · MAINTENANCE-OFFICE EQUIPMENT				
6060-01 · Maint.-Office Equip./Gen.	0.00	0.00	0.00	0.0%
6060-04 · Maintenance - Copier	535.68	2,000.00	-1,464.32	26.8%
6060-05 · Maintenance - Phone	1,336.00	1,287.00	49.00	103.8%
Total 6060-00 · MAINTENANCE-OFFICE EQUIPMENT	1,871.68	3,287.00	-1,415.32	56.9%
6070-00 · RENT/LEASE OFFICE EQUIPMENT				
6070-02 · Rent/Lease - Postage Meter	673.54	1,500.00	-826.46	44.9%
Total 6070-00 · RENT/LEASE OFFICE EQUIPMENT	673.54	1,500.00	-826.46	44.9%
6080-00 · DUES/MEMBERSHIPS				
6080-01 · Dues/Memberships	1,730.00	6,200.00	-4,470.00	27.9%
6080-04 · Publications	0.00	0.00	0.00	0.0%
6080-07 · Cove Canal Assoc Dues - Ranch	0.00	3,200.00	-3,200.00	0.0%
Total 6080-00 · DUES/MEMBERSHIPS	1,730.00	9,400.00	-7,670.00	18.4%

Friedman Memorial Airport

Profit & Loss Budget vs. Actual (COMBINED '24)

	Oct '23 - Jan 24	Budget	\$ Over Budget	% of Budget
6090-00 · POSTAGE				
6090-01 · Postage/Courier Service	219.00	1,000.00	-781.00	21.9%
Total 6090-00 · POSTAGE	219.00	1,000.00	-781.00	21.9%
6100-00 · EDUCATION/TRAINING				
6100-01 · Education/Training - Admin.	1,379.00	10,000.00	-8,621.00	13.8%
6100-02 · Education/Training - OPS	1,063.84	14,000.00	-12,936.16	7.6%
6100-03 · Education/Training - ARFF	10,861.38	20,000.00	-9,138.62	54.3%
6100-04 · Ed/Train. - ARFF Trienn. Drill	0.00	0.00	0.00	0.0%
6100-06 · Education - Security	0.00	3,000.00	-3,000.00	0.0%
6100-08 · Education/Training - HFD	0.00	0.00	0.00	0.0%
Total 6100-00 · EDUCATION/TRAINING	13,304.22	47,000.00	-33,695.78	28.3%
6101-00 · PUBLIC OUTREACH/ADS/COMMUNICATI				
6101-01 · Advertising/Social Media/Sponso	7,157.25	35,000.00	-27,842.75	20.4%
6101-02 · Public Outr/Comm - Noise Abatem	0.00	500.00	-500.00	0.0%
6101-03 · Public Outr/Comm - SAAC	4,058.06	10,000.00	-5,941.94	40.6%
Total 6101-00 · PUBLIC OUTREACH/ADS/COMMUNI...	11,215.31	45,500.00	-34,284.69	24.6%
6110-00 · CONTRACTS				
6110-02 · Contracts - FMAA	30,929.04	84,000.00	-53,070.96	36.8%
6110-16 · Contracts - Prkg Mngt Fee/Ops	-2,420.78	50,000.00	-52,420.78	-4.8%
6110-17 · Contracts - Landing Fee Equip.	13,659.09	16,800.00	-3,140.91	81.3%
6110-18 · Contracts - Vector Commissions	21,425.42	90,000.00	-68,574.58	23.8%
Total 6110-00 · CONTRACTS	63,592.77	240,800.00	-177,207.23	26.4%
6130-00 · MISCELLANEOUS EXPENSES				
6130-01 · Misc. - General	8,370.65	15,000.00	-6,629.35	55.8%
6140-00 · Bank Fees	0.00	0.00	0.00	0.0%
6140-01 · Merchant Fees	275.99	600.00	-324.01	46.0%
6150-03 · Interest expense - leases	0.00	0.00	0.00	0.0%
Total 6130-00 · MISCELLANEOUS EXPENSES	8,646.64	15,600.00	-6,953.36	55.4%
Total 6000-0 · "B" EXPENSES - ADMINISTRATIVE	534,468.80	1,543,137.00	-1,008,668.20	34.6%
6001 · "B" EXPENSES - OPERATIONAL				
6500-00 · SUPPLIES/EQUIPMENT-OPERATIONS				
6500-01 · Supplies/Equipment - General	821.63	13,500.00	-12,678.37	6.1%
6500-02 · Supplies/Equipment - Tools	5,719.66	20,000.00	-14,280.34	28.6%
6500-03 · Supplies/Equipment-ClothingOps	1,313.62	4,000.00	-2,686.38	32.8%
6500-04 · Supplies/Equipment - Janitorial	14,769.35	30,000.00	-15,230.65	49.2%
6500-07 · Supplies/Equipment-ClothingPark	29.98	2,000.00	-1,970.02	1.5%
Total 6500-00 · SUPPLIES/EQUIPMENT-OPERATIONS	22,654.24	69,500.00	-46,845.76	32.6%
6505-00 · EQUIP/VEHICLE - LEASE/RENTAL				
6505-01 · Eq./Vehi Lease/Rental - General	98,263.86	90,000.00	8,263.86	109.2%
Total 6505-00 · EQUIP/VEHICLE - LEASE/RENTAL	98,263.86	90,000.00	8,263.86	109.2%
6510-00 · FUEL/LUBRICANTS				
6510-02 · Fuel	21,116.09	75,000.00	-53,883.91	28.2%
6510-03 · Lubricants	155.96	10,000.00	-9,844.04	1.6%
Total 6510-00 · FUEL/LUBRICANTS	21,272.05	85,000.00	-63,727.95	25.0%
6520-00 · VEHICLES/MAINTENANCE				
6520-01 · R/M Equipment - General	17,878.74	75,000.00	-57,121.26	23.8%
6520-06 · R/M Equip. -'85 Ford Dump	0.00	6,000.00	-6,000.00	0.0%
6520-08 · R/M Equip. - '96 Tiger Tractor	0.00	1,000.00	-1,000.00	0.0%
6520-17 · R/M Equip. '01 Case 921 Ldr.	605.54	1,500.00	-894.46	40.4%
6520-20 · R/M Equip. - '02 Kodiak Blower	216.63	1,500.00	-1,283.37	14.4%
6520-25 · R/M Equip. - '04 Batts De-Ice	0.00	1,000.00	-1,000.00	0.0%
6520-28 · R/M Equip.-'06 Case 621 Loader	58.39	1,500.00	-1,441.61	3.9%
6520-29 · R/M Equip. - '10 Waus Broom/Plow	0.00	1,500.00	-1,500.00	0.0%
6520-30 · R/M Equip.-'05 Ford F-350	0.00	1,500.00	-1,500.00	0.0%
6520-31 · R/M Equip. -'10 Oshkosh Blower	0.00	9,000.00	-9,000.00	0.0%
6520-32 · R/M Equip. - '09 Mini Truck	0.00	1,000.00	-1,000.00	0.0%
6520-34 · R/M Equip. - '12 Case 921F Load	14.76	1,500.00	-1,485.24	1.0%
6520-35 · R/M Equip. - '14 Ford Explorer	0.00	0.00	0.00	0.0%
6520-36 · R/M Equip. - '10 Toyota Forklif	124.44	1,000.00	-875.56	12.4%
6520-37 · R/M Equip. - '15 Tool Cat	1,030.91	5,000.00	-3,969.09	20.6%
6520-38 · R/M Equip. - '15 Wausau Broom	360.29	6,000.00	-5,639.71	6.0%
6520-39 · R/M Equip. - Boss Spreader	0.00	250.00	-250.00	0.0%
6520-40 · R/M Equip. - '17 Ford-350 Super	594.73	1,500.00	-905.27	39.6%
6520-41 · R/M Equip. - '17 Kodiak Blower	0.00	1,500.00	-1,500.00	0.0%
6520-43 · R/M Equip. - '18 279D Skid St.	11.98	1,500.00	-1,488.02	0.8%
6520-44 · R/M Equip. - '18 Cat 972M Ldr	818.72	1,500.00	-681.28	54.6%
6520-45 · R/M Equip. - '19 Oshkosh Broom	0.00	6,000.00	-6,000.00	0.0%
6520-46 · R/M Equip. - '20 Chev. 1500 PU	2,146.73	1,500.00	646.73	143.1%
6520-47 · R/M Equip. - '19 Cat 972M Ldr	1,027.80	1,500.00	-472.20	68.5%
6520-48 · R/M Equip.-'18 New Holland Trac	0.00	1,500.00	-1,500.00	0.0%
6520-49 · R/M Equip. - '21 MB Combo	0.00	15,000.00	-15,000.00	0.0%
6520-50 · R/M Equip. - '22 MB Combo	0.00	15,000.00	-15,000.00	0.0%
6520-51 · R/M Equip. - '22 MB Deice Truck	0.00	5,000.00	-5,000.00	0.0%
6520-52 · R/M Equip. - '22 MB4 Blower	913.75	5,000.00	-4,086.25	18.3%
6520-53 · R/M Equip. - '22 F-350	22.89	1,500.00	-1,477.11	1.5%

Friedman Memorial Airport Profit & Loss Budget vs. Actual (COMBINED '24)

	Oct '23 - Jan 24	Budget	\$ Over Budget	% of Budget
6520-54 · R/M Equip. - '23 Expedition	0.00	1,500.00	-1,500.00	0.0%
6520-55 · R/M Equip. - '23 Ford Maverick	66.30	1,500.00	-1,433.70	4.4%
6520-56 · R/M Equip. - '99 Econoline Van	0.00	5,000.00	-5,000.00	0.0%
6520-57 · R/M Equip. - '24 F-350	0.00	5,000.00	-5,000.00	0.0%
6520-58 · R/M Equip. - '23 972 Loader	3,422.27			
Total 6520-00 · VEHICLES/MAINTENANCE	29,314.87	185,250.00	-155,935.13	15.8%
6530-00 · ARFF MAINTENANCE				
6530-01 · ARFF Maint. Gen/Supplies	55.96	10,000.00	-9,944.04	0.6%
6530-03 · ARFF Maint. - '87 Oshkosh	0.00	0.00	0.00	0.0%
6530-04 · ARFF Maint. - Radios	7,466.00	10,000.00	-2,534.00	74.7%
6530-05 · ARFF Maint. - '03 E-One	0.00	2,500.00	-2,500.00	0.0%
6530-06 · ARFF Maint. - '20 Oshkosh Strik	0.00	2,500.00	-2,500.00	0.0%
Total 6530-00 · ARFF MAINTENANCE	7,521.96	25,000.00	-17,478.04	30.1%
6540-00 · REPAIRS/MAINTENANCE - BUILDING				
6540-01 · R/M Bldg. - General	1,842.20	1,500.00	342.20	122.8%
6540-02 · R/M Bldg. - Terminal	45,074.92	112,000.00	-66,925.08	40.2%
6540-03 · R/M Bldg. - Terminal Concession	0.00	6,000.00	-6,000.00	0.0%
6540-04 · R/M Bldg. - Cold Storage	388.24	1,500.00	-1,111.76	25.9%
6540-05 · R/M Bldg. - AOB/SHOP	10,005.33	40,200.00	-30,194.67	24.9%
6540-06 · R/M Bldg. - Hangars	223.13	5,000.00	-4,776.87	4.5%
6540-07 · R/M Bldg. - Tower	2,877.78	10,000.00	-7,122.22	28.8%
6540-08 · R/M Bldg. - Parking Booth	0.00	0.00	0.00	0.0%
6540-10 · R/M Bldg. - Ranch	0.00	15,000.00	-15,000.00	0.0%
Total 6540-00 · REPAIRS/MAINTENANCE - BUILDING	60,411.60	191,200.00	-130,788.40	31.6%
6550-00 · REPAIRS/MAINTENANCE - AIRSIDE				
6550-01 · R/M - General	17,175.86	8,000.00	9,175.86	214.7%
6550-02 · R/M - Airfield/Runway	4,628.49	40,000.00	-35,371.51	11.6%
6550-03 · R/M - Airfield/Runway - Deice	52,784.62	120,000.00	-67,215.38	44.0%
6550-04 · R/M - Lights	5,292.02	25,000.00	-19,707.98	21.2%
Total 6550-00 · REPAIRS/MAINTENANCE - AIRSIDE	79,880.99	193,000.00	-113,119.01	41.4%
6551-00 · REPAIRS/MAINTENANCE - LANDSIDE				
6551-01 · RM - General	18,443.00	1,000.00	17,443.00	1,844.3%
6551-02 · R/M - Parking Lot	10,505.86	15,000.00	-4,494.14	70.0%
6551-03 · R/M - Landscaping	1,259.75	15,000.00	-13,740.25	8.4%
6551-04 · R/M - Ranch	6,441.33	100,000.00	-93,558.67	6.4%
Total 6551-00 · REPAIRS/MAINTENANCE - LANDSIDE	36,649.94	131,000.00	-94,350.06	28.0%
6560-00 · SECURITY EXPENSE				
6560-01 · Security - General	1,852.09	10,500.00	-8,647.91	17.6%
6560-02 · Security - Law Enf. Offi. (LEO)	2,546.60	8,000.00	-5,453.40	31.8%
6560-03 · Security - Subscription Licen.	20,263.80	60,000.00	-39,736.20	33.8%
6560-04 · Security - Perim./Access/CCTV	5,868.14	25,500.00	-19,631.86	23.0%
6560-05 · Security - Professional Serv.	0.00	19,000.00	-19,000.00	0.0%
6560-06 · Security - Prof. Services/IT	0.00	0.00	0.00	0.0%
Total 6560-00 · SECURITY EXPENSE	30,530.63	123,000.00	-92,469.37	24.8%
6570-00 · REPAIRS/MAINT.-AERONAUTICAL EQU				
6570-01 · R/M Aeronautical Equip. - NDB/DME	4,258.40	10,000.00	-5,741.60	42.6%
6570-02 · R/M Aeronautical Equip. - Tower	5,156.30	8,000.00	-2,843.70	64.5%
6570-04 · R/M Aeron. Equip. - AWOS/ATIS	4,258.40	8,500.00	-4,241.60	50.1%
Total 6570-00 · REPAIRS/MAINT.-AERONAUTICAL E...	13,673.10	26,500.00	-12,826.90	51.6%
Total 6001 · "B" EXPENSES - OPERATIONAL	400,173.24	1,119,450.00	-719,276.76	35.7%
Total 6000 · "B" EXPENDITURES	934,642.04	2,662,587.00	-1,727,944.96	35.1%
7000 · "C" EXPENSES				
7001-00 · CAPITAL EXPENDITURES				
7001-01 · Land	0.00	0.00	0.00	0.0%
7001-02 · Buildings and Improvements	0.00	694,740.00	-694,740.00	0.0%
7001-03 · Airfield & General Improvements	11,559.00	0.00	11,559.00	100.0%
7001-04 · Office Equipment	25,860.00	26,000.00	-140.00	99.5%
7001-05 · Maintenance Equipment /Vehicle	170,756.00	1,915,000.00	-1,744,244.00	8.9%
7001-06 · Assessments/Plans/Studies	3,076.15	1,060,000.00	-1,056,923.85	0.3%
7001-09 · Security Equipment	0.00	35,000.00	-35,000.00	0.0%
7001-10 · SRE Aquisition Non-AIP	0.00	1,100,000.00	-1,100,000.00	0.0%
7001-12 · Network Equipment	0.00	50,000.00	-50,000.00	0.0%
7001-99 · CONTINGENCY	0.00	1,000,000.00	-1,000,000.00	0.0%
Total 7001-00 · CAPITAL EXPENDITURES	211,251.15	5,880,740.00	-5,669,488.85	3.6%
7549-00 · AIP '49 - SRE Aqu., Pavement Ma				
7549-01 · AIP '49 - Eligible	0.00	0.00	0.00	0.0%
Total 7549-00 · AIP '49 - SRE Aqu., Pavement Ma	0.00	0.00	0.00	0.0%
7553-00 · AIP '53 - Rehab RW, TW & Apron				
7553-01 · AIP '53 - Eligible	4,027.19	0.00	4,027.19	100.0%
Total 7553-00 · AIP '53 - Rehab RW, TW & Apron	4,027.19	0.00	4,027.19	100.0%

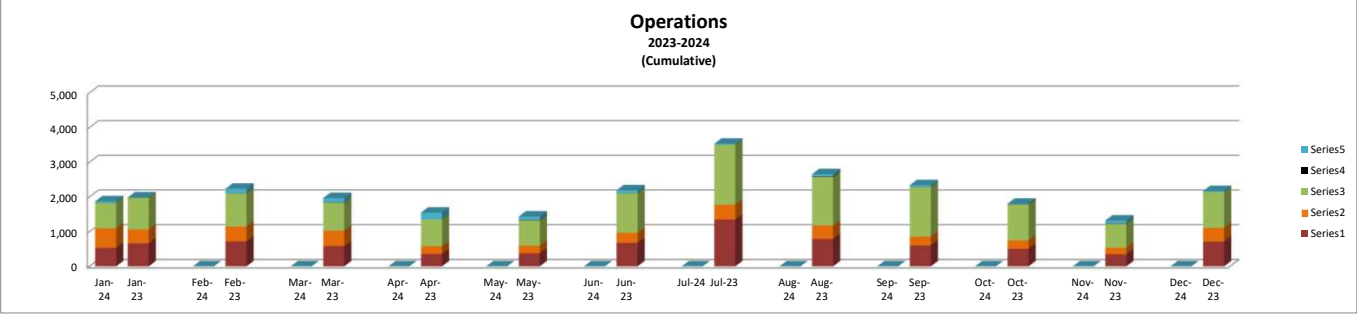
Friedman Memorial Airport

Profit & Loss Budget vs. Actual (COMBINED '24)

	Oct '23 - Jan 24	Budget	\$ Over Budget	% of Budget
7556-00 · AIP '56 - Rehab Runway Phase 2				
7556-01 · AIP '56 - Eligible	19,662.15	0.00	19,662.15	100.0%
Total 7556-00 · AIP '56 - Rehab Runway Phase 2	19,662.15	0.00	19,662.15	100.0%
7558-00 · AIP '58 - Rehab Runway Phase 3				
7558-01 · AIP '58 - Eligible	0.00	0.00	0.00	0.0%
Total 7558-00 · AIP '58 - Rehab Runway Phase 3	0.00	0.00	0.00	0.0%
7559-00 · AIP '59 - Acquire Land				
7559-01 · AIP '59 - Eligible	3,152.59			
Total 7559-00 · AIP '59 - Acquire Land	3,152.59			
7560-00 · AIP '60 - Development Addendum				
7560-01 · AIP '60 - Eligible	0.00	0.00	0.00	0.0%
Total 7560-00 · AIP '60 - Development Addendum	0.00	0.00	0.00	0.0%
8500-00 · Capital Imp. Program (CIP)				
8501-00 · CIP - General				
8501-01 · General	0.00	150,000.00	-150,000.00	0.0%
Total 8501-00 · CIP - General	0.00	150,000.00	-150,000.00	0.0%
Total 8500-00 · Capital Imp. Program (CIP)	0.00	150,000.00	-150,000.00	0.0%
Total 7000 · "C" EXPENSES	238,093.08	6,030,740.00	-5,792,646.92	3.9%
Total 5000 · EXPENDITURES	1,922,080.87	10,933,887.00	-9,011,806.13	17.6%
9999-00 · Depreciation	0.00	0.00	0.00	0.0%
9999-01 · Amortization	0.00	0.00	0.00	0.0%
9999-02 · Donation of assets	0.00	0.00	0.00	0.0%
Total Expense	1,922,080.87	10,933,887.00	-9,011,806.13	17.6%
Net Ordinary Income	858,297.21	1,132,283.00	-273,985.79	75.8%
Other Income/Expense				
Other Expense				
6140-00	39.00			
Total Other Expense	39.00			
Net Other Income	-39.00	0.00	-39.00	100.0%
Net Income	858,258.21	1,132,283.00	-274,024.79	75.8%

Friedman Memorial Airport
January 2024

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	2022	2023	2024
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	2,250	1,986	1,875
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	2,362	2,237	0
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	2,376	1,971	0
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	748	1,551	0
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	779	1,437	0
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	2,580	2,193	0
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	3,965	3,535	0
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	3,289	3,286	2,659	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	2,884	2,408	2,341	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	2,128	2,236	1,807	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	1,665	1,370	1,322	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	2,018	1,851	2,171	0
Totals	50,858	55,897	44,739	45,032	43,607	43,002	50,712	33,836	31,699	32,350	30,555	28,269	32,140	23,307	24,815	26,716	26,692	26,571	24,577	24,067	29,102	26,211	25,210	1,875

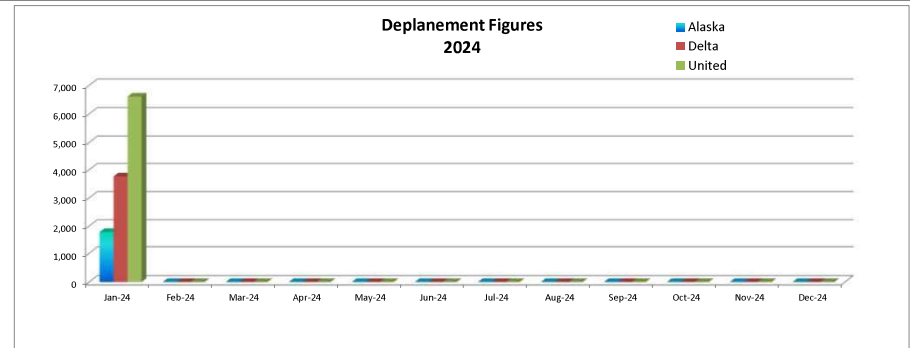
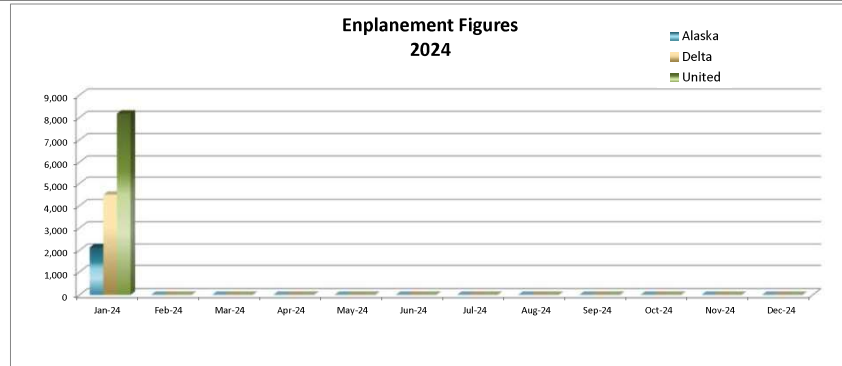


ATCT Operations Change (January 2024 vs. January 2023)			
	2024	2023	% Change
Air Taxi	536	663	-19.2%
Air Carrier	562	402	39.8%
General Aviation	731	919	-20.5%
Military	2	2	0.0%
Civil	44	0	0.0%
Total	1,875	1,986	-5.6%
YTD Total	1,875	1,986	-5.6%

**Friedman Memorial Airport
January 2024**

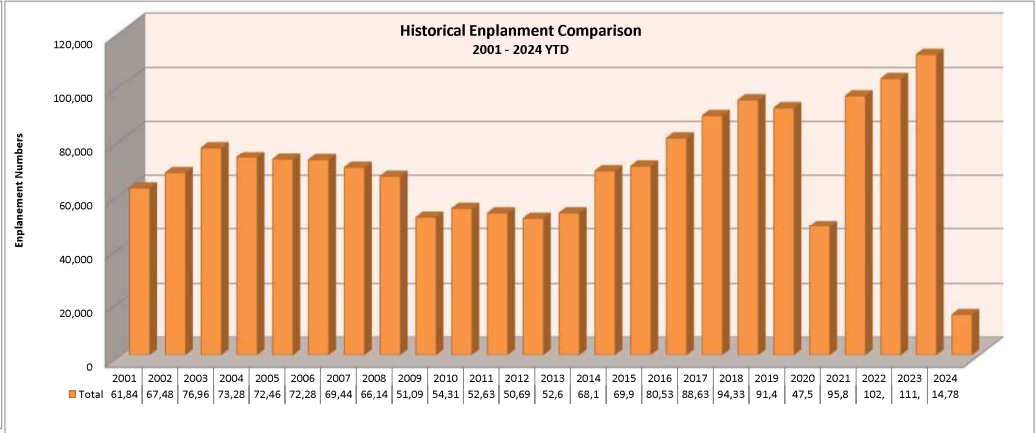
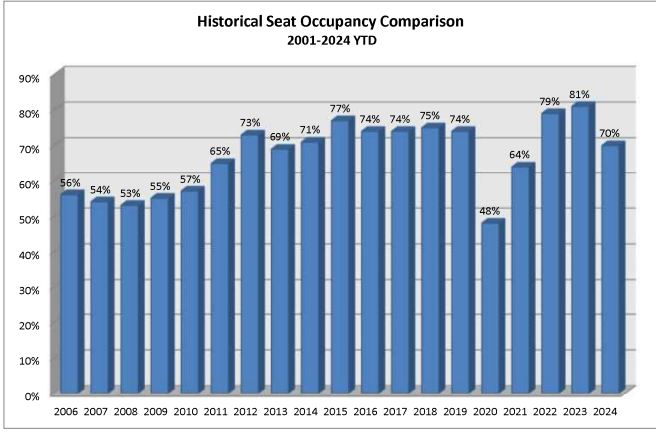
2024 Enplanements																		
Date	Alaska Airlines					Delta Airlines					United Airlines					Total Enp.	Prior Year Total Enp.	Total % Change
	Revenue	Non-Revenue	Total	Prior Year Month	Total % Change	Revenue	Non-Revenue	Total	Prior Year Month	Total % Change	Revenue	Non-Revenue	Total	Prior Year Month	Total % Change			
Jan-24	2,055	72	2,127	2,316	-8.2%	4,383	105	4,488	3,825	17.3%	8,041	126	8,167	5,919	38.0%	14,782	12,060	22.6%
Totals	2,055	72	2,127	2,316	-8.2%	4,383	105	4,488	3,825	17.3%	8,041	126	8,167	5,919	38.0%	14,782	12,060	22.6%
Legend for Chart:																		

2024 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-24	1,724	64	1,788	1,923	-7.0%	3,673	93	3,766	3,330	13.1%	6,477	132	6,609	5,020	31.7%	12,163	10,273	18.4%
Totals	1,724	64	1,788	1,923	-7.0%	3,673	93	3,766	3,330	13.1%	6,477	132	6,609	5,020	31.7%	12,163	10,273	18.4%
Legend for Chart:																		



Friedman Memorial Airport
January 2024

2024 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	% Change Total Seats Occupied	Change in Load Factor %
Jan-24	40	3,040	2,127	70%	92	6,440	4,488	70%	167	11,696	8,167	70%	21,176	14,782	70%	53%	23%	-17%
Totals	40	3,040	2,127	70%	92	6,440	4,488	70%	167	11,696	8,167	70%	21,176	14,782	70%	53%	23%	-17%
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 24-03 EXHIBIT A – Scope of Work Friedman Memorial Airport (SUN) Hailey, Idaho

Airfield Pavement Maintenance 2024, Rotating Beacon Replacement, Update Pavement Management Program, and AGIS Obstruction Survey

The airport intends to proceed with project tasks related to airfield pavement maintenance. Proposed project work is to include the following generally described improvements:

1. Section 2, Section 4, Central Bypass, and Taxiway Pavement Maintenance
The owner intends to crack seal, seal coat, and remark the Section 2 and Section 4 aprons and associated hangar taxiways.
2. Section 3 Terminal Apron Pavement Maintenance
The owner intends to repair spalls, repair cracked panels, and remark the Section 3 apron.
3. Replace Airport Rotating Beacon
The owner intends to replace the existing rotating beacon in its existing location utilizing the existing wiring.
4. Update Pavement Management Program (PMP)
The owner intends to update the existing pavement management program, including construction history, AutoCAD maps, visual PCI survey, PAVER database update, future PCI rating predictions, maintenance recommendations, capital projects plan, and present the updates in a final report.
5. Perform Airports Geographical Information Systems (AGIS) Airport Obstruction Chart Survey
The owner intends to perform an AGIS Airport Obstruction Chart Survey in accordance with FAA Advisory Circular (AC) 150/5300-18.

Work associated with these projects includes the design, bidding, and construction phases. It is anticipated an FAA Airport Improvement Program (AIP) grant will fund 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 \$400,000.

Professional services anticipated include services necessary to accomplish the following:

- Contract Administration
- Planning and Formulation
- Preliminary Design
- Final Design
- Bidding Assistance
- Procurement / Construction Services
- Closeout Documentation
- Grant Administration and Additional Services

Services and associated expenses for design (Phases 1-4) will be provided on a Lump Sum (LS) basis. Services associated with the construction or procurement (Phases 5-8) will be provided on a time and materials (T&M) basis.

CONTRACTS AND BIDDING:

There will be one set of bidding and construction/delivery documents produced for the pavement maintenance project. A second set of documents will be produced to procure the replacement of the rotating beacon by soliciting quotes from qualified contractors. The bidding and construction documents will be structured to allow flexibility in award, depending on available funding. This agreement does not include any services related to repackaging or re-bidding work elements at a later date. If such services are necessary, they will be added by amendment or considered an additional service to this agreement.

AVAILABLE INFORMATION:

- Design, construction and as-constructed drawings, survey data and geotechnical information from AIP 3-16-0018-032, 035, 036, 039, 040, 041, 043 and 053 projects, prepared by Ardurra (formerly 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	December 2023
Complete Fee Analysis	January 2024
Contract Negotiation Complete	January 2024
Contract Approval	January 2024
Complete Preliminary Design	February 2024
Advertise for Bids	March 2024
Complete Final Design and Plans Available	March 2024
Open Bids	April 2024
Airfield Pavement Maintenance Construction	June 2024
Rotating Beacon Replacement Construction	June 2024
Final Pavement Markings	September 2024
Closeout	Winter 2024

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

SCOPE OF PROFESSIONAL SERVICES

PHASE 1 - ADMINISTRATION

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

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

PHASE 2 – PLANNING AND FORMULATION

The following Consultant tasks shall be considered planning and formulation relative to this project:

- 2.1 Prepare for and participate in a pre-design conference with FAA personnel and the Owner. This conference shall be conducted according to current guidance from the FAA Northwest Mountain Region. The conference will take place via conference call. After the meeting, prepare notes to document what was discussed.
- 2.2 Coordinate environmental clearance with FAA Helena ADO Environmental Specialist. It is assumed these projects can be cleared via a documented Categorical Exclusion (CATEX) letter. A FAA CATEX checklist will not be required.
- 2.3 Coordinate pavement management investigation with airport. It is anticipated one trip by the pavement management subconsultant will be required to inventory the existing airfield pavements over a period of five days. Coordinate subconsultant escort and access to movement areas with airport operations. Airport operations will escort the pavement management personnel.
- 2.4 Review Pavement Management Plan produced by subconsultant and provide comments. Coordinate with subconsultant and Owner to provide existing files, progress of work, and final product.

- 2.5 Calculate Pavement Classification Rating (PCR) values for Runway 13-31 and Taxiway B per the guidance in AC 150/5335-5D Standardized Method of Reporting Airport Pavement Strength – PCR. This task includes reviewing previous design reports to determine pavement section thickness, developing a current aircraft fleet mix, and using the FAARFIELD airport pavement design software to calculate PCR values.
- 2.6 Develop a preliminary Construction Safety and Phasing Plan (CSPP) for the Pavement Maintenance project. The CSPP shall clearly describe the different construction phases and aircraft operations during each phase. The preliminary CSPP shall be submitted to FAA for review and comment as early in the project development process as possible. Coordination with the airport, users and airlines is anticipated in the formulation of the CSPP.
- 2.7 Prepare preliminary opinions of construction cost and construction time required to complete the construction of the various elements for each project. Summarize and submit to the Owner and FAA for review and discussion.
- 2.8 Coordinate with the Owner and FAA during this phase of the project. This will include one meeting in Hailey with the Airport Staff to observe and document the existing airfield beacon and pavement condition, discuss the preliminary CSPP(s) and refine the project approach, schedule, phasing, and budget. This task also includes review of existing drawing documentation to understand the condition of the existing beacon and circuiting. These discoveries will also be achieved by conversation with the maintenance personnel. This task includes travel time.
- 2.9 Coordinate internally with Ardurra staff during this phase of the project to discuss key aspects of the design.

PHASE 3 - PRELIMINARY DESIGN

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

- 3.1 Develop a pavement marking plan in compliance with AC 150/5340-1M Standards for Airport Markings.
- 3.2 Prepare an exhibit illustrating the project(s) and submit to FAA for Initial Project Airspace Review into OE/AAA website.
- 3.3 Prepare Pavement Maintenance preliminary construction specifications and bid documents. Specifications shall be based on the current version of FAA AC 150/5370-10 "Standards for Specifying Construction on Airports". Bid documents shall include Notice Inviting Bids, Bid Schedules, Agreement, forms, and other contract documents and "boilerplate" items necessary to solicit bids and execute contracts following award.
- 3.4 Prepare a preliminary design and construction plan set to a completion level of approximately 75% (estimate 12 sheets of which 6 are the CSPP sheets) for the Pavement Maintenance project.
- 3.5 Prepare Rotating Beacon Replacement preliminary construction specifications and procurement documents. Specifications shall be based on the current version of FAA AC 150/5370-10 "Standards for Specifying Construction on Airports". Bid documents shall include Request for Price,

- Bid Schedules, Agreement, forms, and other contract documents and “boilerplate” items necessary to solicit quotes and execute contracts following award.
- 3.6 Prepare a preliminary design and construction plan set to a completion level of approximately 75% (estimate 2 sheets) for the Rotating Beacon project.
 - 3.7 Submit plans to the Owner and FAA for review and comment. Meet with the Owner to review the plans and obtain additional direction for completion of the design and construction plans. This meeting will be held in Hailey with two members of the project team in attendance. This task includes travel time.
 - 3.8 Revise preliminary cost estimates, based on the preliminary design.
 - 3.9 Coordinate internally with Ardurra staff during this phase of the project to discuss key aspects of the design.
 - 3.10 Conduct internal quality control review by a project manager outside of the project team.
 - 3.11 Coordinate with the Owner and FAA during this phase of the project.

PHASE 4 - FINAL DESIGN

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

- 4.1 Revise Pavement Maintenance design to reflect comments from the Owner and FAA at the 75% design review phase.
- 4.2 Revise Rotating Beacon Replacement design to reflect comments from the Owner and FAA at the 75% design review phase.
- 4.3 Prepare final design and construction plans. It is anticipated there will be 15 sheets in the Pavement Maintenance drawing set. Prepare final construction specifications and bid documents based on the current version of FAA AC 150/5370-10 “Standards for Specifying Construction on Airports”.
- 4.4 Prepare final design and construction plans. It is anticipated there will be 5 sheets in the Rotating Beacon drawing set. Prepare final construction specifications and bid documents based on the current version of FAA AC 150/5370-10 “Standards for Specifying Construction on Airports”.
- 4.5 Prepare a final engineer’s opinion of probable construction cost, based on the final design for each project.
- 4.6 Prepare one Engineer’s Design Report for both Pavement Maintenance and Rotating Beacon Projects including plan review checklists in conformance with FAA guidelines and submit with plans and specifications for FAA review.
- 4.7 Submit final design drawings (estimate 20 sheets total for both projects), specifications and design report to Owner and FAA for final review and comment. Revise drawings and specifications based on final review comments and prepare 100% documents for both pavement maintenance and the rotating beacon. Submit one complete set of final documents to the Owner and one set of final documents to the FAA.

- 4.8 Coordinate internally with Ardurra staff during this phase of the project to discuss key aspects of the design(s).
- 4.9 Conduct internal quality control review by an aviation principal.
- 4.10 Coordinate with the Owner and FAA during this phase of the project.

PHASE 5 – BIDDING

Assist the Owner in the competitive sealed bid and contractor selection process. It is assumed there will be one bid package required for the pavement maintenance project and one quote package required for the beacon. Prepare and process contract award and construction agreement documents for the Owner. Bidding phase services shall include the following tasks:

- 5.1 Administer the public bid advertisement process including bid document reproduction and distribution of documents to plan rooms, contractors and suppliers. Prepare advertisement and notice of solicitation for each project and submit to the appropriate newspaper(s) for publication. Maintain a “bidders list” and distribute plans as requested. Assist Owner in promoting bidder interest in an appropriate geographic area for project work tasks.
- 5.2 Prepare a detailed Pre-Bid Conference agenda and conduct a Pre-Bid Conference to familiarize bidders and interested parties with the construction project scope and requirements. Prepare and issue minutes of the conference after the meeting. The meeting will be held at the Airport. It is assumed two members of the project team will attend the Pre-Bid Conference. This task includes travel time.
- 5.3 Respond to questions that arise during the Contractors’ bid preparation process. Issue addenda or other clarifications as required.
- 5.4 Assist the Owner in preparation for the project Bid Opening as required, including preparation of a Project Bid Summary form. It is not anticipated that the Consultant will attend the Bid Opening in Hailey.
- 5.5 Review bids and prepare Recommendation of Award. Personnel in Ardurra’s Meridian office will evaluate the qualifications of bidders, review the bid packages and forms submitted, and determine each Contractor’s responsiveness to bidding criteria, including compliance with Buy American requirements. Provide Engineer’s recommendation of award letter(s) to Owner.
- 5.6 Prepare a detailed Bid Tabulation documenting the bid results of the pavement maintenance project and submit to the Owner and FAA.
- 5.7 Administer the Request for Quotes (RFQ) process including bid document reproduction and distribution of documents to plan rooms, contractors and suppliers. Prepare notice of solicitation to solicit contractor quotes. Maintain a “bidders list” and distribute plans as requested. Assist Owner in promoting bidder interest in an appropriate geographic area for project work tasks.
- 5.8 Assist the Owner with review and analysis of bids/quotes received, in accordance with the AIP Handbook. Project. Prepare a detailed Quote Tabulation documenting the quote results and submit to the Owner and FAA Provide Engineer’s recommendation of award letter(s) to Owner.
- 5.9 Prepare and distribute Notice of Award(s), Construction Agreement(s) and other contract documents. Review Construction Agreement, bonds and insurance documents submitted by the

Contractors, and assist the Owner and Contractor in processing documents for the project.

- 5.10 Coordinate with the FAA and Owner throughout the bidding and award process. Submit bid documentation including copies of all executed contract documents as required by the FAA.

PHASE 6 – CONSTRUCTION ADMINISTRATION

During the construction phase, 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. Construction is scheduled for late Spring and will be accomplished with partial and/or full closures of Section 2, Section 3, and Section 4. The beacon replacement work will be accomplished during the spring/summer of 2024. The second application of markings will be applied to all areas in the fall. Construction phase services shall more specifically include the following work tasks:

- 6.1 Provide pre-construction coordination; for the Pavement Maintenance project prepare a detailed Pre-Construction Conference agenda and displays; conduct a Pre-Construction Conference on behalf of the Owner at the Friedman Memorial Airport and prepare and distribute minutes of the Pre-Construction Conference; advise the FAA of Pre-Construction Conference dates and include FAA items in conference agenda. Complete the FAA Pre-Construction conference checklist. The Project Manager and Resident Project Representative (RPR) will attend the Pre-Construction Conference. This task includes travel time.
- 6.2 Review, comment on, and process Contractors' material submittals (including review of compliance with Buy American requirements), particularly the Work Schedule and Operational Safety Plan. Assist Contractor as required, clarifying and documenting specification and submittal requirements, and re-review submittals as necessary. Coordinate construction activity schedule with the Owner.
- 6.3 Provide at least one full-time RPR 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; and maintain a project diary. It is anticipated the asphalt pavement maintenance will take place over a period of 7 consecutive days with 1 additional day, at least 30 days after application of the seal coat, for final markings. The concrete apron pavement maintenance will take place over a separate period of 7 days. This task includes travel time for the initial phase of construction and final apron markings.
- 6.4 Provide office administration support and assistance to the Resident Project Representative with senior design, management or other personnel as field activities may require.
- 6.5 Review and approve Contractor monthly Pay Requests. Submit approved pay requests to the Owner for approval and payment. For each project, Pavement Maintenance and Rotating Beacon Replacement, assume two (2) Pay Requests including Final per project.
- 6.6 Conduct Substantial Completion and Final Completion Inspections with the Owner and Contractor. Advise and coordinate inspection dates with the FAA. Produce substantial and final completion inspection certificates and document "punch list" items.
- 6.7 Assist the Owner with the review of Contractor Wage and EEO documentation review.
- 6.8 Prepare, negotiate and process Contract Change Orders/Supplemental Agreements, as required. Man-hour estimates and costs are to be based on normal construction events as experienced by

the Consultant for projects of this type and size.

- 6.9 Coordinate with the Owner and FAA throughout the construction process (Pavement Maintenance: 3 weeks of construction over a 4-month period, Beacon Replacement: 5 consecutive days).

PHASE 7 – CLOSEOUT

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

- 7.1 Prepare As-Constructed Revisions to Design and Construction Drawings. Provide Owner with copies of Record Drawings, including electronic copies (PDF) – one for Owner and one to be submitted to the FAA.
- 7.2 Document the Project work and accomplishments in a Final Construction Report in accordance with FAA guidelines, including all financial information, final FAA Forms SF 271 and SF 425, project certifications, etc.
- 7.3 Coordinate with the Contractor on the Owner's behalf to obtain lien releases from subcontractors and Prime Contractor(s) in preparation for final payment. Coordinate with Contractors, Owner and the Idaho State Tax Commission to obtain a tax release prior to releasing any retainage.
- 7.4 Assist the 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 closeout documentation, DBE accomplishment percentages, etc.

PHASE 8 – ADDITIONAL SERVICES

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

- 8.1 Assist the Owner with Grant Administration tasks.
 - 8.1.1 Prepare a Grant Application for submittal to FAA. Update the Grant Application for FAA-AIP funding assistance based on project bid results. Assist the Owner in the coordination of Grant Application submittal and process.
 - 8.1.2 Assist the Owner to prepare and process required certifications for submittal to the FAA.
 - 8.1.3 Assist the Owner with the preparation of annual SF 271 and SF 425.
 - 8.1.4 Assist the Owner with annual performance reports.
 - 8.1.5 Provide periodic project budget updates to the Owner during the progression of the work.
- 8.2 Assist the OWNER in collecting and submitting project data into the FAA's AGIS system as an Airport Obstruction Chart project. Imagery and an obstruction survey will 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. The imagery data required will be collected with the assistance of a subconsultant.
 - 8.2.1 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.
 - 8.2.2 Prepare required work plans including the Survey Work Plan, Quality Control Plan and Imagery Acquisition Plan. Submit the required plans through the AGIS portal.

- 8.2.3 Set ground control targets for aerial imagery acquisition. It assumed only one flight path will be required in order to acquire the required imagery for Runway 13-31 and one set of ground control targets will be required.
- 8.2.4 Acquire aerial imagery with full leaf coverage in accordance with FAA Advisory Circular 150/5300-17B. It is assumed one flight path will be required in order to acquire the required imagery. This work will be accomplished with the assistance of a subconsultant.
- 8.2.5 Acquire required data via ground survey for the Airport Obstruction Chart column of Table 2-1 in FAA Advisory Circular 150/5300-18B.
- 8.2.6 Review and perform QA/QC of data collected including imagery, as built and obstruction survey data.
- 8.2.7 Compile and attribute survey data. This will include the attribution of data in accordance with FAA Advisory Circular 150/5300-18B.
- 8.2.8 Upload and submit data via the FAA AGIS website. Coordinate with NGS and FAA as required including the submission of weekly reports. Prepare and submit a AGIS Final Report.
- 8.2.9 Coordinate with the OWNER and FAA as required to complete the AGIS survey process.
- 8.3 Provide the following services related to Federal Disadvantaged Business Enterprise requirements (DBE):
 - 8.3.1 Assist the Owner with Disadvantaged Business Enterprise (DBE) annual reporting for FY 2024 and FY2025. 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.
 - 8.3.2 Three Year DBE Goal Development: Develop the DBE goals for FY 2025-2027. Research and compile documentation on DBE and total firms within the market area. Serve as the numerator in contacting and consulting with business advocacy agencies. Calculate Three-Year DBE goals and develop a narrative summarizing the findings. Facilitate DBE Outreach for goal calculation. Submit a draft of the Three-Year DBE goal to the FAA ANM DBE Compliance Specialist. Coordinate with the FAA on the draft DBE goals. Consolidate all comments derived from Owner and FAA review. Prepare and submit the final Three-Year DBE Goals.
 - 8.3.3 Contact FAA to obtain the most recent revisions to Federal DBE Program requirements. Research and advise the Owner as to new program requirements and the Owners responsibilities as a grantee. Prepare a DBE program acceptable to the Owner and FAA per the requirements of the Federal DBE Program. Review contract documents and special provisions for compliance with Federal and FAA requirements.
- 8.4 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 Contractors wage rates and interview forms as required.

Surplus List 2/27/2024

Make: Bobcat
Year: 2015
Model: Toolcat 5600
Serial#: AHG812177
Hours: 1462



Make: Bobcat
Year: 2015
Model: 62" Bucket
Serial#: 7114585



Make: Bobcat
Year: 2013
Model: SB 200 - 72" Snow Blower
Serial#: 712906947



Make: Jenkins Steel
Model: 8 FT Dozer Blade



Make: WolfPaw
Model: Snow tires x4



Make: Tartar
Model: Arena Drag

