

**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, February 4, 2025 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 4, 2025**

- I. APPROVE AGENDA – ACTION ITEM**
- II. PUBLIC COMMENT (10 Minutes Allotted)**
- III. FRIEDMAN MEMORIAL AIRPORT AUTHORITY MEETING MINUTES OF:**
  - A. February 4, 2025 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 – **Attachment #2**
  - B. Profit & Loss, ATCT Traffic Operations Count and Enplanement Data for January – **Attachment #3 - #5**
  - C. Review Correspondence
- VI. ACTION ITEMS**
  - A. NEW BUSINESS
    - 1. Appointment of FMAA Board Officers **ACTION ITEM**
    - 2. Surplus Property Disposal – Consideration of Approval – **Attachment #6 ACTION ITEM**
    - 3. SRE Equipment Acquisition – Consideration of Award – **Attachment #7 - #8 ACTION ITEM**
    - 4. Ardurra Task Order 25-02 – Consideration of Approval – **Attachment #9 ACTION ITEM**
  - B. CONTINUING BUSINESS
    - 1. None
- VII. UPDATES AND DISCUSSION**
  - A. NEW BUSINESS
    - 1. Miscellaneous
      - i. None
    - 2. Construction and Capital Projects
      - i. None
    - 3. Airport Planning Projects
      - i. None
  - B. CONTINUING BUSINESS
    - 1. Miscellaneous
      - i. Air Traffic Control Replacement Project – Update and Discussion – **Attachment #10**
    - 2. Construction and Capital Projects
      - i. None
    - 3. Airport Planning Projects
      - i. None
- VIII. PUBLIC COMMENT**
- IX. ADJOURNMENT**

## FMAA Meeting Brief 03-04-2025

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

- A. February 4, 2025 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 – **Attachment #2**

- 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 ATCT Traffic Operations Record comparison by month

**Attachment #5** are Enplanements, Deplanements and Seat Occupancy data

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

#### January 2025

Total Non-Federal Revenue	January, 2025	\$834,342
Total Non-Federal Revenue	January, 2024	\$854,042
Total Non-Federal Revenue	FY '25 thru January	\$2,362,838
Total Non-Federal Revenue	FY '24 thru January	\$2,252,479
Total Non-Federal Expenses	January, 2025	\$404,848
Total Non-Federal Expenses	January, 2024	\$440,715

## FMAA Meeting Brief 03-04-2025

Total Non-Federal Expenses	FY '25 thru January	\$1,745,436
Total Non-Federal Expenses	FY '24 thru January	\$1,708,690
Net Income excluding Federal Programs	FY '25 thru January	\$617,402
Net Income excluding Federal Programs	FY '24 thru January	\$543,789
Net Income to include Federal Programs	FY '25 thru January	\$610,096
Net Income to include Federal Programs	FY '24 thru January	\$817,035

### C. Review Correspondence

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

### A. NEW BUSINESS

#### 1. Appointment of FMAA Board Officers – **ACTION ITEM**

The current, two-year term for the FMAA Board Chair expired on February 28, 2025, and the terms for Vice-Chair, Secretary, and Treasurer expire on March 31, 2025. This agenda item provides the Board the opportunity to discuss a direction for the next term of these positions.

**ACTION REQUESTED: Motion to approve appointment of new FMAA Board Officers as determined by the Board.**

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

Airport staff have identified one item for surplus disposal. This item is no longer needed for airport operational purposes. A description of the identified item is included as ATTACHMENT 6. Staff are requesting Board review of the description and declaration of the item as surplus property. Once the items are declared surplus, staff will move forward with the disposal of the item. The disposal process will follow all applicable local, state, and federal surplus disposal requirements.

Because the 2012 Wausau Runway Plow was procured using FAA Airport Improvement Program (AIP) funds, FAA requires that airport sponsors looking to dispose of FAA AIP acquired equipment follow very stringent guidelines. As discussed with the Board last summer, there are basically two means of disposal. One, if the airport sponsor intends to sell the equipment, Fair Market Value must be determined and when sold, the airport sponsor must repay the FAA the federal share of the sale price (93.75% for FMAA). The second method, and the method preferred by the FAA, is the airport sponsor donates the equipment to another airport. Considering the cumbersome and costly process of disposing using the Fair Market Value process and limited financial return to the airport, donation is the most prudent option. The Idaho Falls Regional Airport (KIDA) in Idaho Falls, ID has expressed a need for this plow and Staff recommends donating the vehicle to this airport.

**ACTION REQUESTED: Motion to declare 2012 Wausau Runway Plow as surplus property and approve donation to Idaho Falls Regional Airport.**

## FMAA Meeting Brief 03-04-2025

3. SRE Equipment Acquisition – Consideration of Notice to Award to M-B Companies for Procurement of New Snow Removal Equipment (MB4) – **Attachment #7-#8 ACTION ITEM**

As discussed at the February meeting, Staff continues to modernize and enhance our snow removal equipment fleet. At the February meeting, Staff sought Board support and concurrence to perform the necessary due diligence and coordination with our engineer and M-B Companies to confirm an intent to order a new Front Mount Snow Blower with Carrier Vehicle (MB4). The current lead times for delivery are approximately 16 months. The initial concurrence by the Board allowed Staff to finalize procurement and contractual details with M-B over the last month.

Presented for Board review and approval are the Notice of Award (Attachment #7) and the Procurement Agreement through Sourcewell (Attachment #8) of which we are a member.

**ACTION REQUESTED: Motion to Approve the Notice of Award to M-B Companies in the amount of \$902,729.53 and execution of the Procurement Agreement under the Sourcewell Contract for the order and acquisition of a new MB4 Front Mount Blower with Chassis.**

4. Ardurra Work Order 25-02 – Consideration of Approval – **Attachment #9 ACTION ITEM**

GA Terminal/Pilots Lounge and Lift Station.

This project includes the design, bidding, and construction administration of both a GA Terminal/Pilot's Lounge and a Sewer Lift Station. The Pilot's Lounge will be located south the existing general aviation parking lot. There is currently no gravity sewer in this area and in order to provide restrooms, a sewer lift station is required as part of the building. The intent is to bid each project in early summer with the goal to start construction in the fall so the facility could be operational in late spring/early summer of 2026.

Ardurra Task Order 25-02, attached as ATTACHMENT #9, is for the amount \$365,931.23. 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 Evectio and came in at the amount of \$393,570.

Based on a comparison of the Ardurra fee vs. the IFE, staff is recommending approval of the Ardurra fee in the amount of \$365,931.23. This project is accounted for in the FY '25 budget and is eligible for reimbursement with our FAA AIP/BIL Entitlement funds at 95%

**Action Requested: Motion to approve Ardurra Task Order 25-02 in the amount of \$365,931.23.**

### B. CONTINUING BUSINESS

1. None.

**VII. UPDATES AND DISCUSSION**

**A. NEW BUSINESS**

1. Miscellaneous
  - i. None
1. Construction and Capital Projects
  - i. None
2. Airport Planning Projects
  - i. None

**B. CONTINUING BUSINESS**

2. Miscellaneous
  - i. Air Traffic Control Replacement Project – Update and Discussion – **Attachment #10**

As was recently discussed in the February 2025 meeting, staff have been working with the FAA VISTA siting team to determine the best path forward in choosing an alternative location for a replacement Air Traffic Control Tower (ATCT). As a reminder, in April 2024, the VISTA team identified a location on the west side of the airport that placed the ATCT near the Airport Operations Building. This location is consistent to the one identified in current Airport Master Plan and the FAA-approved 2018 Airport Layout Plan. It was determined that the tower be 85' tall and cost approximately \$10mm. At the recent request of the FAA, the Airport, again, conducted another VISTA site analysis for an ATCT located further away from the runway that would reflect full Airport Design Standards. That new site would require the ATCT to be approximately 140' tall and carry a price tag between \$25-30mm.

Staff is seeking board concurrence in recommending the first Air Traffic Control site to the VISTA siting team. Next steps would include environmental review.

3. Construction and Capital Projects
  - i. None
4. Airport Planning Projects
  - i. None

**VIII. PUBLIC COMMENT**

**IX. ADJOURNMENT**

**MINUTES OF A REGULAR MEETING  
OF THE  
FRIEDMAN MEMORIAL AIRPORT AUTHORITY  
February 4, 2025  
5:30 P.M.**

**IN ATTENDANCE:**

**BOARD MEMBERS:**

Board Chair – Martha Burke, Vice Chair – Muffy Davis, Secretary – Angenie McCleary, Board Members – Dale Bathum, Dustin Stone, Jacob Greenberg, Treasurer – Ron Fairfax

**FRIEDMAN MEMORIAL AIRPORT STAFF:**

Airport Director – Chris Pomeroy, Deputy Director, Operations & Maintenance – Tim Burke, Deputy Director, Finance & Administration – Brian Blackburn, Security Manager – Steve Guthrie, Business Operations Coordinator – Eliana Wolper, 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 (0:55)**

Airport Director Pomeroy requested to add an update about to the Air Traffic Control Tower to the agenda as item # 7. A motion to approve the agenda as amended.

**MOTION:** *Made by Board Member Bathum to approve the agenda as amended. Seconded by Board Member Stone.*

**PASSED UNANIMOUSLY**

**II. PUBLIC COMMENT (1:24)**

None

**III. EXECUTIVE SESSION I.C. §74-206 (1),(b) Evaluation of employee matters (1:45)**

A motion to enter executive session.

**MOTION:** *Made by Board Member Greenberg to go into Executive Session. Seconded by Vice Chair Davis.*

**PASSED UNANIMOUSLY**

**IV. ACTION ITEMS (a vote may occur but is not required to be taken) (9:00)**

**A. Business resulting from Executive Session ACTION ITEM**

Board Chair Burke reported that she had received a request for resignation from Airport Director Pomeroy and that will accept his resignation with great gratitude and sadness. Board Chair Burke reported that the board will meet with Airport Director Pomeroy in another executive session to discuss next steps. Jim Laski confirmed that Board Chair Burke was able to accept the resignation as Chair and that a vote was not needed.

**V. APPROVE FMAA MEETING MINUTES (10:10)**

- A. January 7, 2025, Regular Meeting – Motion to Approve – **Attachment #1 ACTION ITEM**

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

***PASSED WITH BOARD MEMBER STONE ABSTAINING***

**VI. REPORTS**

(11:00)

- A. Chair Report

Board Chair Burke introduced Board Member Dustin Stone as the replacement for Board Member Linnett and stated she thinks he will be a great addition to the FMAA Board.

- B. Blaine County Report

Vice Chair Davis thanked Airport Director Pomeroy for his service to the airport. Secretary McCleary thanked Airport Director Pomeroy and wished him the best in his new position.

- C. City of Hailey Report

No report given.

- D. Fly Sun Valley Report

No report given.

- E. Airport Team Reports (see PowerPoint Presentation)

(14:25)

Deputy Director of Operations & Maintenance Burke gave an update on Airport Operations training including an ARFF leadership conference, Scott Beaver attending a lighting training in Ohio, Oliver Nordlie attending the Northwest Association of Airport Executives Conference, Nick Carnes attending Airport Certified Employee OPS Training, and Deano Miller and Jessie Gillette attending International Aviation Snow Symposium in April in Buffalo, NY.

Deputy Director of Operations & Maintenance Burke recognized fleet manager, Jesse Gillette, for being asked to teach a mechanics course for snow removal MD.

Vice Chair Davis commended the airport operations team on their snow removal efforts in the recent snow storms.

Airport Director Pomeroy reported that there were no security or finance reports for this meeting.

Airport Director Pomeroy reported that finalized 2024 enplanements were 11.3% above 2023. January operations were up 31% over January 2024.

Airport Director Pomeroy reported on his trip to the Idaho statehouse in the prior month with representations of the Idaho Airport Manager's Association with focus on air service to small communities. IAMA is working to think of creative ideas for funding for Idaho airports in the future.

Airport Director Pomeroy stated it has been a pleasure to work with this airport for the last 9 years. He thanked the Board for their support and thanked the FMA Staff for their support and dedication.

Board Member Bathum asked Airport Director Pomeroy about forecasting for operations and enplanements. Airport Director Pomeroy stated that forecasting is done every few months for enplanements based on load factors and available seats. Forecasting for operations is more difficult given how much of the traffic at the

airport is General Aviation traffic which is non-scheduled. There are not major fluctuations being seen in any portion of the traffic.

Airport Director Pomeroy commented that the airport had been fully operational through the previous weekend's storm and Deputy Director of Operations & Maintenance Burke confirmed that the airport has not closed for weather related reasons in 5 years.

## **VII. AIRPORT STAFF BRIEF**

- A. Noise Complaints in January.
  - B. Profit & Loss, ATCT Traffic Operations Count and Enplanement Data **(See Attachment #3-#5)**
  - C. Review Correspondence
- None

## **VIII. ACTION ITEMS**

### **A. NEW BUSINESS**

- 1. ITD Division of Aeronautics Grant Offer – Attachment #5-#7 ACTION ITEM (25:29)

Airport Director Pomeroy stated the Idaho Transportation Department of Division of Aeronautics has extended a grant offer to the airport. This is the third year in a row that SUN has received a grant offer from the State of Idaho. SUN's grant amount is \$15,000 and the grant funds are being administered through the Idaho Airport Aid Program (IAAP).

The \$15,000 of grant funds will be forthcoming upon acceptance of the grant agreement and will be used to help reimburse the airport for the replacement of the rotating beacon.

**MOTION:**        *Made by Vice Chair Davis to accept the ITD Division of Aeronautics grant offer in the amount of \$15,000 by the City of Hailey and Blaine County 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 ITD Division of Aeronautics grant offer. Motion seconded by Board Member Greenberg.*

**PASSED UNANIMOUSLY**

### **B. CONTINUING BUSINESS**

- 1. None

## **IX. UPDATES AND DISCUSSION**

### **A. NEW BUSINESS (28:20)**

- 1. New SRE Equipment Acquisition – Discussion

Airport Director Pomeroy reported that as part of continuing efforts to update and modernize the snow removal equipment fleet, staff would like to procure an additional, new MD4 snow blower. Procurement is expected to cost \$905,000, use airport funds, and take 500 days to receive. The item is budgeted in the FY2026 budget. He sought Board concurrence to initiate the procurement process to get in line for



the blower. Staff will present a completed purchase agreement at a future board meeting. Board unanimously supported moving forward with the order.

2. Request for Qualifications (RFQ) for On-Call Airport Planning Services – Discussion

Airport Director Pomeroy stated that our contract with current On-Call Airport Planning Services provider, Mead and Hunt, is expiring. FMAA is required to follow an FAA selection process and would like to publish the RFQ by the end of February for a new On-Call Planning consultant. He would like to give applicants one month to complete Statements of Qualifications and will consider putting together a selection committee if multiple responses are received. He sought Board concurrence to publish the RFQ. Board was unanimously supportive.

3. Request for Proposals (RFP) for New Parking Lot Equipment – Discussion

Airport Director Pomeroy reported that the current parking lot equipment is from 2017 and requires extensive maintenance for continued operation. Staff would like to issue a request for proposals for new parking lot equipment. Parking lot consultant, Chris Johnson, will assist in developing and issuing the RFP. New technology may be able to provide efficiency, better auditing, and better financial tracking. Airport Director Pomeroy sought Board concurrence to initiate the RFP process.

Vice Chair Davis asked how much the current parking lot equipment cost when it was purchased in 2017. Airport Director Pomeroy stated that he believes it was in the \$200,000 range.

Board Member Bathum clarified that this impacts the parking lot gates and Airport Director Pomeroy specified that it impacts the gates into and out of the parking lot and ticket machines.

Board unanimously supported moving forward.

Board Member Stone commented that there are a lot of projects and was reassured by Board member Greenberg and Vice Chair Davis that we have the resources to complete all of the ongoing projects.

4. Pilot Lounge – Discussion

Airport Director Pomeroy reported on efforts to develop a General Aviation Pilot Lounge for use by existing airport hangar tenants to replace the port-a-potty that is currently available to tenants. General planning stages have been completed, including siting and building type. Ardurra is developing a scope of work and cost estimate for the facility. An Independent Fee Estimate will be prepared and compared to the Ardurra estimate. Airport Director Pomeroy asked the Board for concurrence to move forward with the next phase. Board member Greenberg commented that this is long overdue.

Airport Director Pomeroy stated that this is eligible for FAA funds and that the FAA is supportive of the project. He stated that the airport is in a good financial position to move forward with this project now.

Vice Chair Davis asked if the project includes showers and restrooms. Airport Director Pomeroy stated that it will include restrooms, showers, and a place to rest, but be a fairly basic facility.

Board unanimously supported moving forward.

5. Airport Planning Study – Discussion

Chair Burke stated that the airport is constricted, and that the airport is operating with Modifications of Standards with the permission of the FAA. Modifications of standards are common across the country and not a safety concern. The airport has told the FAA that expansion of the airport is not practical. This lead to the compromise of the Dual Path forward to consider a relocation site if the airport was not able to meet the standards with Modifications of Standards. In 2008, the airport completed a site selection

process and feasibility study for a new airport location but the FAA decided that it was out of their funding capacity. The Dual Path is continuing to this day.

Last April, the FAA asked FMA to meet all design standards at this existing airport site without modifications of standards. It is not physically or financially possible to meet standards at the existing site. The Board and Staff have been in negotiations with the FAA that resulted in a compromise. The Board has agreed to complete a new Airport Planning Study to determine if the current site can be improved and reduce modifications of standards. The new study will update the previous 2008 site study. It will examine options for improving the existing airport, including currently underway projects such as the new FBO, new ATCT, and terminal renovation. It will also update prior alternative site studies.

A draft scope of work will be completed by Staff and presented to the Board at a future meeting.

Airport Director Pomeroy stated that a scope of work has been under development for the past few months with our team of consultants in cooperation with the FAA. He expects a preliminary draft will be available in the next month or two.

Jim Laski and Peter Kirsch, special legal counsel, concur that Chair Burke and Airport Director Pomeroy presented an accurate account of what has occurred and the current status.

#### 6. ATCT Replacement Project – Discussion

Airport Director Pomeroy summarized the process undertaken in the Air Traffic Control Tower replacement project to this point, including a virtual siting study in April 2024. The FAA Airports District Office requested a reanalysis of the chosen location for the replacement tower. Two weeks ago, another analysis of a site was conducted which resulted in a tower height of 145' and an estimated cost of \$30 million dollars. The FAA indicated that this is their preferred option, but Airport Director Pomeroy recommended that the Board go ahead with an environmental assessment pending determination of ATCT site.

The siting team requested concurrence on analysis of the new site and Airport Director Pomeroy would like to provide a conditional acceptance that it will be included in the environmental assessment.

Board Member Stone asked where documentation for the sites can be found. Airport Director Pomeroy stated that documentation is available for all of the sites but documentation has not been finalized with the FAA's request for reanalysis and preference for new site.

#### 7. Appointment of FMAA Board Officers – Discussion

Jim Laski stated that the Board is required to have four appointed board officers, consisting of a Chair, Vice Chair, Secretary, and Treasurer, elected for two-year terms that are voted on in March of odd years. Board appointments will need to be voted on at the March FMAA Board Meeting.

Vice Chair Davis asked if they could vote to keep their current elections.

Airport Director Pomeroy summarized the current situation with the current presidential administration withholding federal funding. He stated that grant entitlements and funds under contract are safe but is concerned about the 2022 Bipartisan Infrastructure Law Funds which need to be spent this year. There are projects lined up for these funds. The situation is rapidly changing, and Peter Kirsch and Chris will continue to monitor and update the Board. Peter Kirsch added that airports should be cautious as the news and policies being proposed may or may not be lawful.

1. None

**X. PUBLIC COMMENT**

(1:01:00)

John Strauss, resident of Blaine County, encouraged the Board to reach out to stakeholders for feedback on the GA pilot lounge project.

**XI. EXECUTIVE SESSION I.C. §74-206 (1),(b) Evaluation of employee matters**

(1:02:00)

A motion to enter executive session.

**MOTION:** *Made by Vice Chair Davis to go into Executive Session. Seconded by Board Member Stone.*  
**PASSED UNANIMOUSLY**

**XII. ACTION ITEMS – Continued**

A motion to name Tim Burke as interim airport director

**Motion:** *Made by Board Member Greenberg to direct staff and council to enter negotiations with Tim Burke as interim director. Seconded by Vice Chair David.*

**PASSED UNANIMOUSLY**

**XIII. ADJOURNMENT**

The February 4, 2025, Regular Meeting of the Friedman Memorial Airport Authority was adjourned at 7:09 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 Noise Inquiry Form

**Date Received:** 18-Feb-2025 08:01 MST

**Who is submitting (Community Member or Airport Authority on behalf of community member):** Friedman Memorial Airport Staff (on behalf of a community member's verbal or voicemail complaint)

## Contact Information:

- **Name:** Suzanne Wrede
- **Phone Number for call back:** On File    **Email:** On File
- **Address:** Bellevue, Idaho
- **Do you wish to be contacted by the Airport?** Yes

## Noise Incident Information

- **Time of incident:** 2025-Feb-16 01:49
- **Type of Incident (Overflight, Low Flying, Circling, Hovering, Vibration/Rumbling, Late Night/Early Morning, Sustained Noise, Frequency of Flights, Unusually Loud, Other):** Flying over home Late night/Early Morning
- **Comments:** The City of Bellevue would like to better understand the nature of a recent late night arrival over Bellevue on Saturday night, SkyWest 5875 from Denver. It appears that it didn't depart Denver until 11:22PM, well after SUN's noise abatement guidelines, and rattled over Bellevue at 1:45 AM.

We would appreciate details about why this occurred and if there is a material change to policy that influenced this disregard for the SUN voluntary noise abatement guidelines or any other factors about which our community should be aware.

Thank you,

Suzanne Wrede  
Bellevue Alderman

- **Attachments, if any (photo, video, recording):** clip\_image001.png

## Important Information:

### Public Records Law

- Per Idaho's Public Records Laws, all correspondence sent by or to Friedman Memorial Airport staff may be subject to public disclosure. All submissions using this form are a matter of public record.
- Entries submitted without names or complaints that do not directly correlate to aircraft operations at Friedman Memorial Airport may not be considered for review.

### Jurisdiction of Airspace

- The Friedman Memorial Airport Authority (FMAA) does not hold jurisdiction over federal airspace, flight plans, patterns, or paths of aircraft. The Federal Aviation Administration (FAA) has sole authority for U.S. national airspace and the regulations that govern flight operations. Consequently, FMAA cannot reroute flights, establish enforceable curfews, or discriminate against aircraft operators regardless of the time of day, aircraft type, or operation type. Air Traffic Controllers (ATC), alone, have the authority to direct aircraft into/out of airports, and pilots, alone, are responsible for ensuring that their flights, including ground operations, are conducted in accordance with the FAA's established regulations.
- Further, in 1990, Congress enacted the Aircraft Noise and Capacity Act (ANCA), which prohibits airports from restricting flights by time of day, frequency, aircraft type, or location. Since FMAA is an open-access, public-use airport, it *cannot* discriminate against any aircraft using this facility 24/7. To do otherwise violates the Interstate Commerce Clause of the U.S. Constitution.
- FMAA does, however, proactively manage a highly effective noise abatement program and voluntary curfew. Airport management contacts all pilots whose operations violate the voluntary curfew. The airport uses this opportunity to educate the aircraft operator on these operations' adverse effects on the community.

I have read and understood the above information:

TB

**Outcome/Resolution (Airport response)**

Airport Director responded to the inquiry:

"Suzanne,

There has been no change in "policy" as it relates to our voluntary noise abatement program. As we discussed during your visit to the airport on January 8, as an interstate commerce facility and recipient of federal funding, the airport is obligated by federal law to be open to the flying public 24/7/365. I believe I was very clear on point. We further discussed, and I was also very clear, that our voluntary noise abatement program at SUN is just that, voluntary. The Authority has no ability or authority to implement a mandatory curfew in compliance with the federal 1990 Airport Noise and Capacity Act nor can the Authority pursue punitive action against operators who do not comply with a voluntary program. To do so would be a major violation of our sponsor obligations and grant assurances which we discussed. While relatively rare, some airport operations should be expected to occur during our voluntary noise abatement hours between 11 pm and 7 am – most that do are commonly LifeFlight or late airline flights.

The arrival of the DEN flight which is the subject of your inquiry is very easy to explain. The Denver International Airport (DEN) was experiencing delays all day and night due to winter weather including dense fog and snow. Flight delays due to winter weather is very common and often times result in trickle down delays across the system. The DEN arrival was hung up in systematic winter weather delays and landed later than its scheduled time. That is the simple explanation. I experienced interrupted travel and significant delays myself due to winter weather on my flight home Friday night and had an unexpected overnight stay in Boise Friday night and drive back to Hailey Saturday afternoon. I am sure you can appreciate that the passengers who had to endure the winter weather and long day of travel interruptions were happy their flight was able to land in SUN as their original destination, albeit late.

R,  
Chris

Chris Pomeroy, C.M.  
Airport Director"

# Friedman Memorial Airport Noise Inquiry Form

Date Received: 23-Feb-2025 09:22 MST

Who is submitting (Community Member or Airport Authority on behalf of community member): I am a community member

## Contact Information:

- Name: Matthew Marks
- Phone Number for call back: On File Email: On File
- Address: 441 Glendale Rd, Bellevue, Idaho, 83313
- Do you wish to be contacted by the Airport? Yes

## Noise Incident Information

- Time of incident: 2025-Feb-22 09:19
- Type of Incident (Overflight, Low Flying, Circling, Hovering, Vibration/Rumbling, Late Night/Early Morning, Sustained Noise, Frequency of Flights, Unusually Loud, Other): Flying over home
- Comments: Planes have been flying directly over my house now for two days. This is very concerning and disturbing. What has changed? Thank you for your time.
- Attachments, if any (photo, video, recording):

## Important Information:

### Public Records Law

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- Entries submitted without names or complaints that do not directly correlate to aircraft operations at Friedman Memorial Airport may not be considered for review.

### Jurisdiction of Airspace

- The Friedman Memorial Airport Authority (FMAA) does not hold jurisdiction over federal airspace, flight plans, patterns, or paths of aircraft. The Federal Aviation Administration (FAA) has sole authority for U.S. national airspace and the regulations that govern flight operations. Consequently, FMAA cannot reroute flights, establish enforceable curfews, or discriminate against aircraft operators regardless of the time of day, aircraft type, or operation type. Air Traffic Controllers (ATC), alone, have the authority to direct aircraft into/out of airports, and pilots, alone, are responsible for ensuring that their flights, including ground operations, are conducted in accordance with the FAA's established regulations.
- Further, in 1990, Congress enacted the Aircraft Noise and Capacity Act (ANCA), which prohibits airports from restricting flights by time of day, frequency, aircraft type, or location. Since FMAA is an open-access, public-use airport, it *cannot* discriminate against any aircraft using this facility 24/7. To do otherwise violates the Interstate Commerce Clause of the U.S. Constitution.
- FMAA does, however, proactively manage a highly effective noise abatement program and voluntary curfew. Airport management contacts all pilots whose operations violate the voluntary curfew. The airport uses this opportunity to educate the aircraft operator on these operations' adverse effects on the community.



I have read and understood the above information:

**Outcome/Resolution (Airport response)**

Dep. Director Burke called back the resident to address concerns.

The Federal Aviation Administration (FAA) occasionally adjusts and fine-tunes various flight procedures within the National Airspace System for continued increased safety, efficiency, and/or aircraft separation requirements as required by Federal Aviation Regulations (FARs). Recently, the FAA adjusted departure procedures for southbound departing aircraft leaving SUN, that now have them make a climbing right-hand turn, westbound, towards Magic Reservoir and the Camas Prairie which creates a larger diversion between arriving and departing aircraft.

The airport investigated flight tracks over the area - approximately 5,000 ft above sea level - and observed that aircraft are between 8,500-9000 ft above sea level when climbing over this vicinity. This is on par with normal aircraft climb performance and is far outside of and above SUN's 5-mile radius/2,500ft high, Class Delta airspace. The airspace above this area is controlled by the FAA's Salt Lake City Air Route Traffic Control Center (SLC ARTCC).

It's important to note that the Federal Aviation Administration has complete and exclusive sovereignty and jurisdiction over all airspace in the United States. Likewise, states and local governments may not regulate aviation safety or airspace. In 1990, Congress enacted the Aircraft Noise and Capacity Act (ANCA), prohibiting airports from restricting flights by time of day, frequency, aircraft type, or location. Consequently, because SUN is a public and open-access airport, it cannot discriminate against or take punitive action against any aircraft using this facility or its airspace 24/7.0 do so would violate the Commerce Clause of the US Constitution and Federal Grant Assurances.

# Friedman Memorial Airport

## Profit & Loss Budget vs. Actual (COMBINED '25)

8:40 AM

02/24/2025

Accrual Basis

### Ordinary Income/Expense

#### Income

#### 4000-00 · AIRCARRIER

4000-01 · Aircarrier - Lease Space	195,123.41	529,885.00	-334,761.59	36.82%
4000-02 · Aircarrier - Landing Fees	100,086.33	286,355.00	-186,268.67	34.95%
4000-03 · Aircarrier - Gate Fees	0.00	0.00	0.00	0.0%
4000-04 · Aircarrier - Utility Fees	120.00	360.00	-240.00	33.33%
4010-07 · Aircarrier - '14 PFC App	0.00	440,000.00	-440,000.00	0.0%
4010-08 · Aircarrier - '25 PFC App	37,665.34			

#### Total 4000-00 · AIRCARRIER

332,995.08	1,256,600.00	-923,604.92	26.5%
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#### 4020-00 · TERMINAL AUTO PARKING REVENUE

4020-01 · Automobile Parking - Terminal	311,569.01	900,000.00	-588,430.99	34.62%
4020-02 · Automobile Parking - Passes	580.00	600.00	-20.00	96.67%

#### Total 4020-00 · TERMINAL AUTO PARKING REVENUE

312,149.01	900,600.00	-588,450.99	34.66%
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#### 4030-00 · AUTO RENTAL REVENUE

4030-01 · Automobile Rental - Commission	230,576.66	728,300.00	-497,723.34	31.66%
4030-02 · Automobile Rental - Lease Space	11,656.32	34,000.00	-22,343.68	34.28%
4030-03 · Automobile Rental - Auto Prkng	26,107.32	72,000.00	-45,892.68	36.26%
4030-04 · Automobile Rental - Utilities	557.91	2,500.00	-1,942.09	22.32%
4030-00 · AUTO RENTAL REVENUE - Other	0.00	0.00	0.00	0.0%

#### Total 4030-00 · AUTO RENTAL REVENUE

268,898.21	836,800.00	-567,901.79	32.13%
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#### 4040-00 · TERMINAL CONCESSION REVENUE

4040-01 · Terminal Shops - Commission	16,138.40	44,000.00	-27,861.60	36.68%
4040-03 · Terminal Shops - Utility Fees	557.89	2,500.00	-1,942.11	22.32%
4040-10 · Advertising - Commission	22,357.40	45,000.00	-22,642.60	49.68%
4040-11 · Vending Machines - Commission	2,024.67	7,350.00	-5,325.33	27.55%
4040-12 · Terminal ATM	200.00	600.00	-400.00	33.33%

#### Total 4040-00 · TERMINAL CONCESSION REVENUE

41,278.36	99,450.00	-58,171.64	41.51%
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#### 4050-00 · FBO REVENUE

4050-01 · FBO - Lease Space	98,976.52	199,838.00	-100,861.48	49.53%
4050-02 · FBO - Overnight Parking Fees	61,215.75	561,673.00	-500,457.25	10.9%
4050-04 · FBO - Commission	14,231.62	58,122.00	-43,890.38	24.49%
4050-07 · FBO - Miscellaneous	0.00	0.00	0.00	0.0%

#### Total 4050-00 · FBO REVENUE

174,423.89	819,633.00	-645,209.11	21.28%
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#### 4060-00 · FUEL FLOWAGE REVENUE

4060-01 · Fuel Flowage - FBO	163,901.91	464,500.00	-300,598.09	35.29%
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#### Total 4060-00 · FUEL FLOWAGE REVENUE

163,901.91	464,500.00	-300,598.09	35.29%
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#### 4070-00 · TRANSIENT LANDING FEES REVENUE

4070-01 · Landing Fees - Commercial	6,558.74			
4070-02 · Landing Fees - Non-Comm./Gov't	277,655.38	607,000.00	-329,344.62	45.74%

#### Total 4070-00 · TRANSIENT LANDING FEES REVENUE

284,214.12	607,000.00	-322,785.88	46.82%
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#### 4080-00 · HANGAR REVENUE

4080-01 · Land Lease - Hangar	365,184.12	783,400.00	-418,215.88	46.62%
4080-02 · Land Lease - Hangar/Trans. Fee	15,425.00	100,000.00	-84,575.00	15.43%
4080-03 · Hangar/Utilities (E8,11,24)	321.97	500.00	-178.03	64.39%
4080-05 · Land Lease - FMA Hangar Rentals	25,649.00	50,000.00	-24,351.00	51.3%

#### Total 4080-00 · HANGAR REVENUE

406,580.09	933,900.00	-527,319.91	43.54%
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#### 4090-00 · TIEDOWN PERMIT FEES REVENUE

4090-01 · Tiedown Permit Fees (FMA)	33,288.00	37,000.00	-3,712.00	89.97%
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#### Total 4090-00 · TIEDOWN PERMIT FEES REVENUE

33,288.00	37,000.00	-3,712.00	89.97%
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#### 4100-00 · CARGO CARRIERS REVENUE



	Oct '24 - Jan 25	Budget	\$ Over Budget	% of Budget
4100-02 · Cargo Carriers - Tiedown	0.00	5,500.00	-5,500.00	0.0%
Total 4100-00 · CARGO CARRIERS REVENUE	0.00	5,500.00	-5,500.00	0.0%
4110-00 · MISCELLANEOUS REVENUE				
4110-01 · Misc. Revenue	11,750.00	2,000.00	9,750.00	587.5%
4110-09 · Miscellaneous Expense Reimburse	572.91			
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	12,322.91	2,000.00	10,322.91	616.15%
4120-00 · GROUND TRANSP. PERMIT REVENUE				
4120-01 · Ground Transportation Permit	22,450.00	24,000.00	-1,550.00	93.54%
4120-02 · GTSP - Trip Fee	1,930.00	0.00	1,930.00	100.0%
Total 4120-00 · GROUND TRANSP. PERMIT REVENUE	24,380.00	24,000.00	380.00	101.58%
4400-00 · TSA/SECURITY				
4400-02 · Terminal Lease	14,141.68	42,425.00	-28,283.32	33.33%
4400-03 · Security Prox. Cards	26,650.00	33,500.00	-6,850.00	79.55%
Total 4400-00 · TSA/SECURITY	40,791.68	75,925.00	-35,133.32	53.73%
4450-00 · RANCH REVENUE				
4450-01 · Ranch House Rent	2,400.00	7,200.00	-4,800.00	33.33%
4450-02 · Ranch Lease	18,000.00	54,000.00	-36,000.00	33.33%
Total 4450-00 · RANCH REVENUE	20,400.00	61,200.00	-40,800.00	33.33%
4500-00 · IDAHO STATE GRANT PROGRAM REV.				
4500-23 · SUN-23	0.00	0.00	0.00	0.0%
4500-24 · SUN-24	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	281,641.35	250,000.00	31,641.35	112.66%
4520-07 · Interest Revenue - '14 PFC	0.00	0.00	0.00	0.0%
4520-11 · Interest Revenue - Leases	0.00	0.00	0.00	0.0%
4520-12 · Interest Revenue - CFC	3,238.58	0.00	3,238.58	100.0%
4520-13 · Interest Revenue - '25 PFC	275.61			
Total 4520-00 · INTEREST REVENUE	285,155.54	250,000.00	35,155.54	114.06%
4600-00 · Relief Grants Oper.				
4600-01 · Coronavirus Relief Grants Oper.	0.00	0.00	0.00	0.0%
4600-02 · CRRSA/ARPA Operational	805,913.71	900,000.00	-94,086.29	89.55%
Total 4600-00 · Relief Grants Oper.	805,913.71	900,000.00	-94,086.29	89.55%
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	0.00	0.00	0.00	0.0%
Total 4750-00 · Terminal Area Plan (TAP)	0.00	0.00	0.00	0.0%
4752-00 · CARES Act				
4752-01 · CARES Act	0.00	0.00	0.00	0.0%
Total 4752-00 · CARES Act	0.00	0.00	0.00	0.0%
4753-00 · AIP '53 - Rehabilitate Runway				
4753-01 · AIP '53 - Rehabilitate Runway	-54,233.11	0.00	-54,233.11	100.0%
Total 4753-00 · AIP '53 - Rehabilitate Runway	-54,233.11	0.00	-54,233.11	100.0%
4756-00 · AIP '56 - Rehab Runway Phase 2				
4756-01 · AIP '56 - Rehab Runway Phase 2	-60,381.96	0.00	-60,381.96	100.0%
Total 4756-00 · AIP '56 - Rehab Runway Phase 2	-60,381.96	0.00	-60,381.96	100.0%
4758-00 · AIP '58 - Rehab Runway Phase 3				
4758-01 · AIP '58 - Rehab Runway Phase 3	0.00	0.00	0.00	0.0%
Total 4758-00 · AIP '58 - Rehab Runway Phase 3	0.00	0.00	0.00	0.0%

	Oct '24 - Jan 25	Budget	\$ Over Budget	% of Budget
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%
4761-00 · AIP '61 - Airfield Pavement Etc				
4761-01 · AIP '61 - Airfield Pavement Etc	-271,397.18	0.00	-271,397.18	100.0%
Total 4761-00 · AIP '61 - Airfield Pavement Etc	-271,397.18	0.00	-271,397.18	100.0%
4850-00 · CFC Pass-through Revenue	78,579.97	0.00	78,579.97	100.0%
Total Income	2,899,260.23	7,274,108.00	-4,374,847.77	39.86%
Gross Profit	2,899,260.23	7,274,108.00	-4,374,847.77	39.86%
Expense				
5000 · EXPENDITURES				
5000-00 · "A" EXPENSES				
5000-01 · Salaries - Airport Director	61,111.52	183,335.00	-122,223.48	33.33%
5010-00 · Salaries - Deputy Director F&A	42,760.39	131,250.00	-88,489.61	32.58%
5010-01 · Salaries - Admin Coordinator	23,531.60	71,492.00	-47,960.40	32.92%
5010-04 · Salaries - Business Ops Coord	8,863.01	73,500.00	-64,636.99	12.06%
5020-00 · Salaries - Deputy Director O&M	51,462.24	155,311.00	-103,848.76	33.14%
5030-00 · Salaries - ARFF/OPS Specialist	208,235.65	618,478.00	-410,242.35	33.67%
5030-01 · Salaries - Parking Specialists	44,222.64	113,400.00	-69,177.36	39.0%
5040-00 · Salaries - Security Manager	36,261.34	111,302.00	-75,040.66	32.58%
5050-00 · Salaries- Seasonal-Snow Removal	36,173.83	50,000.00	-13,826.17	72.35%
5050-01 · Salaries - Seasonal - Arpt Host	3,933.25	5,000.00	-1,066.75	78.67%
5050-02 · Salaries - Merit Increase	0.00	0.00	0.00	0.0%
5050-03 · Salaries - One-time Pay	29,511.56	35,000.00	-5,488.44	84.32%
5050-04 · Salaries - ARFF Coverage	756.00	2,500.00	-1,744.00	30.24%
5060-01 · Overtime - General	1,979.55	15,000.00	-13,020.45	13.2%
5060-02 · Overtime - Snow Removal	5,978.31	45,000.00	-39,021.69	13.29%
5070-05 · Compensated Absenses Accrued	0.00	0.00	0.00	0.0%
5100-00 · Retirement	56,477.82	184,970.00	-128,492.18	30.53%
5110-00 · Social Security/Medicare	40,671.02	123,208.00	-82,536.98	33.01%
5120-00 · Life Insurance	394.06	2,000.00	-1,605.94	19.7%
5130-00 · Medical Insurance	94,286.00	260,000.00	-165,714.00	36.26%
5160-00 · Workman's Compensation	21,309.00	20,000.00	1,309.00	106.55%
5170-00 · Unemployment Claims	0.00	0.00	0.00	0.0%
Total 5000-00 · "A" EXPENSES	767,918.79	2,200,746.00	-1,432,827.21	34.89%
6000 · "B" EXPENDITURES				
6000-0 · "B" EXPENSES - ADMINISTRATIVE				
6000-00 · TRAVEL EXPENSE				
6000-01 · Travel	5,640.44	50,000.00	-44,359.56	11.28%
Total 6000-00 · TRAVEL EXPENSE	5,640.44	50,000.00	-44,359.56	11.28%
6010-00 · SUPPLIES/EQUIPMENT EXPENSE				
6010-01 · Supplies/Equipment - Office	3,291.36	8,000.00	-4,708.64	41.14%
6010-02 · Supplies/Equipment - Parking	673.46	1,000.00	-326.54	67.35%
6010-03 · Supplies/Equipment - Computer	8,617.81	30,000.00	-21,382.19	28.73%
Total 6010-00 · SUPPLIES/EQUIPMENT EXPENSE	12,582.63	39,000.00	-26,417.37	32.26%
6020-00 · INSURANCE				
6020-01 · Insurance	59,416.00	120,000.00	-60,584.00	49.51%
Total 6020-00 · INSURANCE	59,416.00	120,000.00	-60,584.00	49.51%
6030-00 · UTILITIES				
6030-01 · Utilities - Gas/Terminal	1,964.00	23,000.00	-21,036.00	8.54%
6030-02 · Utilities - Gas/AOB & Cold Stor	1,424.00	10,000.00	-8,576.00	14.24%

	Oct '24 - Jan 25	Budget	\$ Over Budget	% of Budget
6030-03 · Utilities - Elect./Runway&PAPI	1,976.72	5,500.00	-3,523.28	35.94%
6030-04 · Utilities - Elec./AOB & Cold St	3,255.58	10,000.00	-6,744.42	32.56%
6030-05 · Utilities - Electric/Terminal	20,985.57	72,000.00	-51,014.43	29.15%
6030-06 · Utilities - Telephone	6,298.39	23,000.00	-16,701.61	27.38%
6030-07 · Utilities - Water	1,943.22	10,000.00	-8,056.78	19.43%
6030-08 · Utilities - Garbage Removal	8,815.05	15,000.00	-6,184.95	58.77%
6030-09 · Utilities - Sewer	3,668.04	10,000.00	-6,331.96	36.68%
6030-11 · Utilities - Electric/Tower	2,516.22	7,000.00	-4,483.78	35.95%
6030-12 · Utilities - Elec./Brdfld.Hghl	195.96	800.00	-604.04	24.5%
6030-13 · Utilities - Elec. Exit Booth	409.82	1,500.00	-1,090.18	27.32%
6030-15 · Utilities - Elec/AWOS	1,458.74	3,500.00	-2,041.26	41.68%
6030-16 · Utilities - Elec. Wind Cone	108.82	200.00	-91.18	54.41%
6030-17 · Utilities - Elec./Gas- Hangar	1,988.90	7,000.00	-5,011.10	28.41%
6030-20 · Utilities - Ranch	-1,298.48	60,000.00	-61,298.48	-2.16%
<b>Total 6030-00 · UTILITIES</b>	<b>55,710.55</b>	<b>258,500.00</b>	<b>-202,789.45</b>	<b>21.55%</b>
<b>6040-00 · SERVICE PROVIDER</b>				
6040-01 · Service Provider - General	129.95	0.00	129.95	100.0%
6040-02 · Service Provider - Term. Serv.	2,823.76	7,000.00	-4,176.24	40.34%
6040-03 · Service Provider - AOB Services	41,917.70	81,000.00	-39,082.30	51.75%
6040-04 · Service Provider-Ops./Airfield	12,311.96	20,000.00	-7,688.04	61.56%
6040-13 · Service Provider-Parking Lot	28,736.46	85,000.00	-56,263.54	33.81%
<b>Total 6040-00 · SERVICE PROVIDER</b>	<b>85,919.83</b>	<b>193,000.00</b>	<b>-107,080.17</b>	<b>44.52%</b>
<b>6050-00 · PROFESSIONAL SERVICES</b>				
6050-01 · Professional Services - Legal	57,929.94	250,000.00	-192,070.06	23.17%
6050-02 · Professional Serv. - Audit/Fina	78,032.31	133,350.00	-55,317.69	58.52%
6050-03 · Professional Services - Enginee	3,175.61	40,000.00	-36,824.39	7.94%
6050-04 · Professional Services - HR	4,375.46	15,000.00	-10,624.54	29.17%
6050-05 · Professional Services - Gen.	9,842.69	20,000.00	-10,157.31	49.21%
6050-10 · Prof. Srvc.-IT/Comp. Support	56,102.50	170,000.00	-113,897.50	33.0%
6050-12 · Prof. Serv.- Planning Air Serv.	666.25	2,000.00	-1,333.75	33.31%
6050-13 · Prof. Serv.-Website Hosting	949.98	1,200.00	-250.02	79.17%
6050-15 · Prof. Serv.-Web Maint-Outreach	1,818.11	30,000.00	-28,181.89	6.06%
6050-17 · Prof. Serv. - Airspace Consult.	0.00	40,000.00	-40,000.00	0.0%
6050-18 · Prof. Services - Approach Maint	0.00	20,000.00	-20,000.00	0.0%
6050-19 · Prof. Serv.-ATCT Relocation	0.00	25,000.00	-25,000.00	0.0%
6050-21 · Professional Services - Other	6,459.00	45,000.00	-38,541.00	14.35%
<b>Total 6050-00 · PROFESSIONAL SERVICES</b>	<b>219,351.85</b>	<b>791,550.00</b>	<b>-572,198.15</b>	<b>27.71%</b>
<b>6060-00 · MAINTENANCE-OFFICE EQUIPMENT</b>				
6060-04 · Maintenance - Copier	281.55	2,000.00	-1,718.45	14.08%
6060-05 · Maintenance - Phone	0.00	1,400.00	-1,400.00	0.0%
<b>Total 6060-00 · MAINTENANCE-OFFICE EQUIPMENT</b>	<b>281.55</b>	<b>3,400.00</b>	<b>-3,118.45</b>	<b>8.28%</b>
<b>6070-00 · RENT/LEASE OFFICE EQUIPMENT</b>				
6070-02 · Rent/Lease - Postage Meter	660.42	1,500.00	-839.58	44.03%
<b>Total 6070-00 · RENT/LEASE OFFICE EQUIPMENT</b>	<b>660.42</b>	<b>1,500.00</b>	<b>-839.58</b>	<b>44.03%</b>
<b>6080-00 · DUES/MEMBERSHIPS</b>				
6080-01 · Dues/Memberships	6,190.00	15,000.00	-8,810.00	41.27%
6080-07 · Cove Canal Assoc Dues - Ranch	0.00	3,200.00	-3,200.00	0.0%
<b>Total 6080-00 · DUES/MEMBERSHIPS</b>	<b>6,190.00</b>	<b>18,200.00</b>	<b>-12,010.00</b>	<b>34.01%</b>
<b>6090-00 · POSTAGE</b>				
6090-01 · Postage/Courier Service	220.61	1,166.00	-945.39	18.92%
<b>Total 6090-00 · POSTAGE</b>	<b>220.61</b>	<b>1,166.00</b>	<b>-945.39</b>	<b>18.92%</b>
<b>6100-00 · EDUCATION/TRAINING</b>				
6100-01 · Education/Training - Admin.	591.75	10,000.00	-9,408.25	5.92%
6100-02 · Education/Training - OPS	900.49	20,000.00	-19,099.51	4.5%

	Oct '24 - Jan 25	Budget	\$ Over Budget	% of Budget
6100-03 · Education/Training - ARFF	10,235.84	15,000.00	-4,764.16	68.24%
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%
<b>Total 6100-00 · EDUCATION/TRAINING</b>	<b>11,728.08</b>	<b>48,000.00</b>	<b>-36,271.92</b>	<b>24.43%</b>
<b>6101-00 · PUBLIC OUTREACH/ADS/COMMUNICATI</b>				
6101-01 · Advertising/Social Media/Sponso	5,762.24	30,000.00	-24,237.76	19.21%
6101-02 · Public Outr/Comm - Noise Abatem	0.00	500.00	-500.00	0.0%
6101-03 · Public Outr/Comm - SAAC	8,348.28	10,000.00	-1,651.72	83.48%
6101-00 · PUBLIC OUTREACH/ADS/COMMUNICATI - Other	0.00	0.00	0.00	0.0%
<b>Total 6101-00 · PUBLIC OUTREACH/ADS/COMMUNICATI</b>	<b>14,110.52</b>	<b>40,500.00</b>	<b>-26,389.48</b>	<b>34.84%</b>
<b>6110-00 · CONTRACTS</b>				
6110-02 · Contracts - FMAA	19,500.00	84,000.00	-64,500.00	23.21%
6110-16 · Contracts - Prkg Mngt Fee/Ops	4,138.16	30,000.00	-25,861.84	13.79%
6110-17 · Contracts - Landing Fee Equip.	14,068.86	17,305.00	-3,236.14	81.3%
6110-18 · Contracts - Vector Commissions	36,095.20	78,910.00	-42,814.80	45.74%
<b>Total 6110-00 · CONTRACTS</b>	<b>73,802.22</b>	<b>210,215.00</b>	<b>-136,412.78</b>	<b>35.11%</b>
<b>6130-00 · MISCELLANEOUS EXPENSES</b>				
6130-01 · Misc. - General	7,187.72	15,000.00	-7,812.28	47.92%
6140-01 · Merchant Fees	176.54	600.00	-423.46	29.42%
6150-03 · Interest expense - leases	0.00	0.00	0.00	0.0%
<b>Total 6130-00 · MISCELLANEOUS EXPENSES</b>	<b>7,364.26</b>	<b>15,600.00</b>	<b>-8,235.74</b>	<b>47.21%</b>
<b>Total 6000-0 · "B" EXPENSES - ADMINISTRATIVE</b>	<b>552,978.96</b>	<b>1,790,631.00</b>	<b>-1,237,652.04</b>	<b>30.88%</b>
<b>6001 · "B" EXPENSES - OPERATIONAL</b>				
<b>6500-00 · SUPPLIES/EQUIPMENT-OPERATIONS</b>				
6500-01 · Supplies/Equipment - General	1,154.12	13,500.00	-12,345.88	8.55%
6500-02 · Supplies/Equipment - Tools	2,621.63	20,000.00	-17,378.37	13.11%
6500-03 · Supplies/Equipment-ClothingOps	1,718.41	4,000.00	-2,281.59	42.96%
6500-04 · Supplies/Equipment - Janitorial	13,905.08	42,000.00	-28,094.92	33.11%
6500-07 · Supplies/Equipment-ClothingPark	0.00	2,000.00	-2,000.00	0.0%
<b>Total 6500-00 · SUPPLIES/EQUIPMENT-OPERATIONS</b>	<b>19,399.24</b>	<b>81,500.00</b>	<b>-62,100.76</b>	<b>23.8%</b>
<b>6505-00 · EQUIP/VEHICLE - LEASE/RENTAL</b>				
6505-01 · Eq./Vehi Lease/Rental - General	115,857.66	98,264.00	17,593.66	117.9%
<b>Total 6505-00 · EQUIP/VEHICLE - LEASE/RENTAL</b>	<b>115,857.66</b>	<b>98,264.00</b>	<b>17,593.66</b>	<b>117.9%</b>
<b>6510-00 · FUEL/LUBRICANTS</b>				
6510-01 · General	875.00			
6510-02 · Fuel	25,081.16	65,000.00	-39,918.84	38.59%
6510-03 · Lubricants	192.00	7,000.00	-6,808.00	2.74%
<b>Total 6510-00 · FUEL/LUBRICANTS</b>	<b>26,148.16</b>	<b>72,000.00</b>	<b>-45,851.84</b>	<b>36.32%</b>
<b>6520-00 · VEHICLES/MAINTENANCE</b>				
6520-01 · R/M Equipment - General	12,356.40	80,000.00	-67,643.60	15.45%
6520-06 · R/M Equip. -'85 Ford Dump	0.00	2,000.00	-2,000.00	0.0%
6520-17 · R/M Equip. '01 Case 921 Ldr.	0.00	1,500.00	-1,500.00	0.0%
6520-20 · R/M Equip. - '02 Kodiak Blower	0.00	3,000.00	-3,000.00	0.0%
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	0.00	1,500.00	-1,500.00	0.0%
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	10,000.00	-10,000.00	0.0%
6520-32 · R/M Equip. - '09 Mini Truck	55.96	1,000.00	-944.04	5.6%
6520-34 · R/M Equip. - '12 Case 921F Load	0.00	1,500.00	-1,500.00	0.0%
6520-36 · R/M Equip. - '10 Toyota Forklif	0.00	1,000.00	-1,000.00	0.0%
6520-37 · R/M Equip. - '15 Tool Cat	0.00	0.00	0.00	0.0%
6520-38 · R/M Equip. - '15 Wausau Broom	19.87	6,000.00	-5,980.13	0.33%
6520-39 · R/M Equip. - Boss Spreader	0.00	250.00	-250.00	0.0%

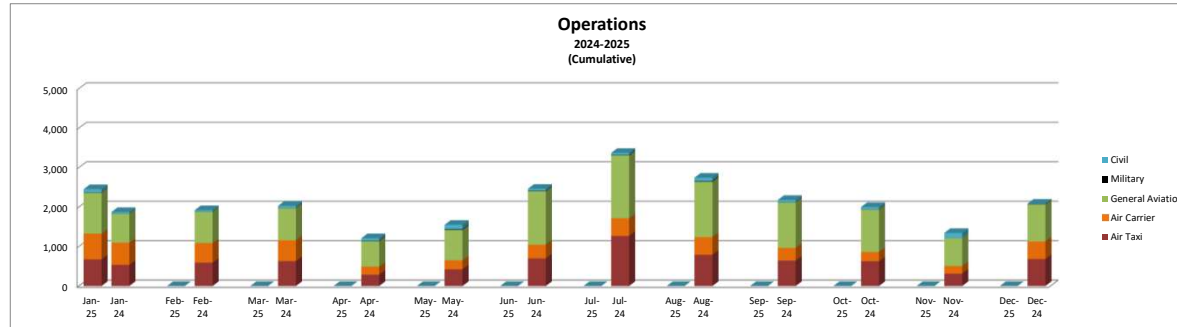
	Oct '24 - Jan 25	Budget	\$ Over Budget	% of Budget
6520-40 · R/M Equip. - '17 Ford-350 Super	4,382.17	3,000.00	1,382.17	146.07%
6520-41 · R/M Equip. - '17 Kodiak Blower	94.98	3,000.00	-2,905.02	3.17%
6520-43 · R/M Equip. - '18 279D Skid St.	0.00	0.00	0.00	0.0%
6520-44 · R/M Equip. - '18 Cat 972M Ldr	0.00	0.00	0.00	0.0%
6520-45 · R/M Equip. - '19 Oshkosh Broom	0.00	0.00	0.00	0.0%
6520-46 · R/M Equip. - '20 Chev. 1500 PU	0.00	1,500.00	-1,500.00	0.0%
6520-47 · R/M Equip. - '19 Cat 972M Ldr	480.81	1,500.00	-1,019.19	32.05%
6520-48 · R/M Equip.-'18 New Holland Trac	0.00	0.00	0.00	0.0%
6520-49 · R/M Equip. - '21 MB Combo	377.40	15,000.00	-14,622.60	2.52%
6520-50 · R/M Equip. - '22 MB Combo	377.40	15,000.00	-14,622.60	2.52%
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	-714.57	500.00	-1,214.57	-142.91%
6520-53 · R/M Equip. - '22 F-350	0.00	1,500.00	-1,500.00	0.0%
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	0.00	1,500.00	-1,500.00	0.0%
6520-56 · R/M Equip. - '99 Econoline Van	0.00	500.00	-500.00	0.0%
6520-57 · R/M Equip. - '24 F-350	199.95	2,000.00	-1,800.05	10.0%
6520-58 · R/M Equip. - '23 972 Loader	0.00	1,500.00	-1,500.00	0.0%
6520-59 · R/M Equip. - '23 NorstarTrailer	0.00	500.00	-500.00	0.0%
6520-60 · R/M Equip. - '24 MB5 Combo	0.00	15,000.00	-15,000.00	0.0%
6520-61 · R/M Equip. - '17 MT6 Trackless	1,588.89	5,000.00	-3,411.11	31.78%
6520-62 · R/M Equip - '24 299 Skidsteer	-57.14	2,500.00	-2,557.14	-2.29%
6520-00 · VEHICLES/MAINTENANCE - Other	0.00	0.00	0.00	0.0%
<b>Total 6520-00 · VEHICLES/MAINTENANCE</b>	<b>19,162.12</b>	<b>187,750.00</b>	<b>-168,587.88</b>	<b>10.21%</b>
<b>6530-00 · ARFF MAINTENANCE</b>				
6530-01 · ARFF Maint. Gen/Supplies	188.04	10,000.00	-9,811.96	1.88%
6530-04 · ARFF Maint. - Radios	28.39	10,000.00	-9,971.61	0.28%
6530-05 · ARFF MAint. - '03 E-One	0.00	2,500.00	-2,500.00	0.0%
6530-06 · ARFF Maint. - '20 Oshkosh Strik	36,740.31	2,500.00	34,240.31	1,469.61%
6530-08 · ARFF Maint. - '24 Oshkosh Strik	0.00	0.00	0.00	0.0%
<b>Total 6530-00 · ARFF MAINTENANCE</b>	<b>36,956.74</b>	<b>25,000.00</b>	<b>11,956.74</b>	<b>147.83%</b>
<b>6540-00 · REPAIRS/MAINTENANCE - BUILDING</b>				
6540-01 · R/M Bldg. - General	0.00	1,500.00	-1,500.00	0.0%
6540-02 · R/M Bldg. - Terminal	68,828.54	150,000.00	-81,171.46	45.89%
6540-03 · R/M Bldg. - Terminal Concession	0.00	6,000.00	-6,000.00	0.0%
6540-04 · R/M Bldg. - Cold Storage	0.00	1,500.00	-1,500.00	0.0%
6540-05 · R/M Bldg. - AOB/SHOP	10,412.31	40,200.00	-29,787.69	25.9%
6540-06 · R/M Bldg. - Hangars	2,296.60	5,000.00	-2,703.40	45.93%
6540-07 · R/M Bldg. - Tower	3,178.55	13,000.00	-9,821.45	24.45%
6540-10 · R/M Bldg. - Ranch	0.00	15,000.00	-15,000.00	0.0%
6540-00 · REPAIRS/MAINTENANCE - BUILDING - Other	0.00	0.00	0.00	0.0%
<b>Total 6540-00 · REPAIRS/MAINTENANCE - BUILDING</b>	<b>84,716.00</b>	<b>232,200.00</b>	<b>-147,484.00</b>	<b>36.48%</b>
<b>6550-00 · REPAIRS/MAINTENANCE - AIRSIDE</b>				
6550-01 · R/M - General	3,265.27	8,000.00	-4,734.73	40.82%
6550-02 · R/M - Airfield/Runway	864.35	40,000.00	-39,135.65	2.16%
6550-03 · R/M - Airfield/Runway - Deice	53,331.84	115,000.00	-61,668.16	46.38%
6550-04 · R/M - Lights	9,725.69	25,000.00	-15,274.31	38.9%
<b>Total 6550-00 · REPAIRS/MAINTENANCE - AIRSIDE</b>	<b>67,187.15</b>	<b>188,000.00</b>	<b>-120,812.85</b>	<b>35.74%</b>
<b>6551-00 · REPAIRS/MAINTENANCE - LANDSIDE</b>				
6551-01 · RM - General	3.75	10,500.00	-10,496.25	0.04%
6551-02 · R/M - Parking Lot	13,512.98	25,000.00	-11,487.02	54.05%
6551-03 · R/M - Landscaping	1,734.58	15,000.00	-13,265.42	11.56%
6551-04 · R/M - Ranch	1,342.13	100,000.00	-98,657.87	1.34%
<b>Total 6551-00 · REPAIRS/MAINTENANCE - LANDSIDE</b>	<b>16,593.44</b>	<b>150,500.00</b>	<b>-133,906.56</b>	<b>11.03%</b>

	Oct '24 - Jan 25	Budget	\$ Over Budget	% of Budget
<b>6560-00 · SECURITY EXPENSE</b>				
6560-01 · Security - General	3,000.00	10,500.00	-7,500.00	28.57%
6560-02 · Security - Law Enf. Offi. (LEO)	0.00	5,000.00	-5,000.00	0.0%
6560-03 · Security - Subscription Licen.	19,486.80	60,000.00	-40,513.20	32.48%
6560-04 · Security - Perim./Access/CCTV	11,244.17	24,000.00	-12,755.83	46.85%
6560-05 · Security - Professional Serv.	0.00	19,000.00	-19,000.00	0.0%
<b>Total 6560-00 · SECURITY EXPENSE</b>	<b>33,730.97</b>	<b>118,500.00</b>	<b>-84,769.03</b>	<b>28.47%</b>
<b>6570-00 · REPAIRS/MAINT.-AERONAUTICAL EQU</b>				
6570-01 · R/M Aeronautical Equip - NDB/DME	1,498.10	10,000.00	-8,501.90	14.98%
6570-02 · R/M Aeronautical Equip. - Tower	1,096.05	8,000.00	-6,903.95	13.7%
6570-04 · R/M Aeron. Equip. - AWOS/ATIS	2,193.10	8,500.00	-6,306.90	25.8%
<b>Total 6570-00 · REPAIRS/MAINT.-AERONAUTICAL EQU</b>	<b>4,787.25</b>	<b>26,500.00</b>	<b>-21,712.75</b>	<b>18.07%</b>
<b>Total 6001 · "B" EXPENSES - OPERATIONAL</b>	<b>424,538.73</b>	<b>1,180,214.00</b>	<b>-755,675.27</b>	<b>35.97%</b>
<b>Total 6000 · "B" EXPENDITURES</b>	<b>977,517.69</b>	<b>2,970,845.00</b>	<b>-1,993,327.31</b>	<b>32.9%</b>
<b>7000 · "C" EXPENSES</b>				
<b>7001-00 · CAPITAL EXPENDITURES</b>				
7001-01 · Land	0.00	0.00	0.00	0.0%
7001-02 · Buildings and Improvements	0.00	450,000.00	-450,000.00	0.0%
7001-03 · Airfield & General Improvements	0.00	2,000,000.00	-2,000,000.00	0.0%
7001-04 · Office Equipment	0.00	0.00	0.00	0.0%
7001-05 · Maintenance Equipment /Vehicle	0.00	310,000.00	-310,000.00	0.0%
7001-06 · Assessments/Plans/Studies	1,447.70	0.00	1,447.70	100.0%
7001-09 · Security Equipment	0.00	35,000.00	-35,000.00	0.0%
7001-10 · SRE Aquisition Non-AIP	0.00	0.00	0.00	0.0%
7001-12 · Network Equipment	47,770.00	30,000.00	17,770.00	159.23%
7001-99 · CONTINGENCY	0.00	2,000,000.00	-2,000,000.00	0.0%
<b>Total 7001-00 · CAPITAL EXPENDITURES</b>	<b>49,217.70</b>	<b>4,825,000.00</b>	<b>-4,775,782.30</b>	<b>1.02%</b>
<b>7549-00 · AIP '49 - SRE Aqu., Pavement Ma</b>				
7549-01 · AIP '49 - Eligible	0.00	0.00	0.00	0.0%
<b>Total 7549-00 · AIP '49 - SRE Aqu., Pavement Ma</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>7553-00 · AIP '53 - Rehab RW, TW &amp; Apron</b>				
7553-01 · AIP '53 - Eligible	1,091.38	0.00	1,091.38	100.0%
<b>Total 7553-00 · AIP '53 - Rehab RW, TW &amp; Apron</b>	<b>1,091.38</b>	<b>0.00</b>	<b>1,091.38</b>	<b>100.0%</b>
<b>7556-00 · AIP '56 - Rehab Runway Phase 2</b>				
7556-01 · AIP '56 - Eligible	5,328.53	0.00	5,328.53	100.0%
<b>Total 7556-00 · AIP '56 - Rehab Runway Phase 2</b>	<b>5,328.53</b>	<b>0.00</b>	<b>5,328.53</b>	<b>100.0%</b>
<b>7558-00 · AIP '58 - Rehab Runway Phase 3</b>				
7558-01 · AIP '58 - Eligible	0.00	0.00	0.00	0.0%
<b>Total 7558-00 · AIP '58 - Rehab Runway Phase 3</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>7559-00 · AIP '59 - Acquire Land</b>				
7559-01 · AIP '59 - Eligible	1,672.00	0.00	1,672.00	100.0%
<b>Total 7559-00 · AIP '59 - Acquire Land</b>	<b>1,672.00</b>	<b>0.00</b>	<b>1,672.00</b>	<b>100.0%</b>
<b>7560-00 · AIP '60 - Development Addendum</b>				
7560-01 · AIP '60 - Eligible	0.00	0.00	0.00	0.0%
<b>Total 7560-00 · AIP '60 - Development Addendum</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>7561-00 · AIP '61 - Airfield Pavement Etc</b>				
7561-01 · AIP '61 - Airfield Pavement Etc	486,339.94	0.00	486,339.94	100.0%
<b>Total 7561-00 · AIP '61 - Airfield Pavement Etc</b>	<b>486,339.94</b>	<b>0.00</b>	<b>486,339.94</b>	<b>100.0%</b>
<b>Total 7000 · "C" EXPENSES</b>	<b>543,649.55</b>	<b>4,825,000.00</b>	<b>-4,281,350.45</b>	<b>11.27%</b>
<b>Total 5000 · EXPENDITURES</b>	<b>2,289,086.03</b>	<b>9,996,591.00</b>	<b>-7,707,504.97</b>	<b>22.9%</b>
<b>9999-00 · Depreciation</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>9999-01 · Amortization</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>9999-02 · Donation of assets</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>

	Oct '24 - Jan 25	Budget	\$ Over Budget	% of Budget
Total Expense	2,289,086.03	9,996,591.00	-7,707,504.97	22.9%
Net Ordinary Income	610,174.20	-2,722,483.00	3,332,657.20	-22.41%
Other Income/Expense				
Other Expense				
6140-00	78.00			
Total Other Expense	78.00			
Net Other Income	-78.00	0.00	-78.00	100.0%
Net Income	610,096.20	-2,722,483.00	3,332,579.20	-22.41%

**Friedman Memorial Airport  
January 2025**

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	2025
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	2,455
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	1,905	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	2,031	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	1,211	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	1,552	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	2,464	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	3,374	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	2,746	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	2,181	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	2,003	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	1,346	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	2,087	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>29,102</b>	<b>26,211</b>	<b>25,210</b>	<b>24,775</b>	<b>2,455</b>



ATCT Operations Change (January 2025 vs. January 2024)			
	2025	2024	% Change
Air Taxi	675	536	25.9%
Air Carrier	654	562	16.4%
General Aviation	1,036	731	41.7%
Military	6	2	200.0%
Civil	84	44	90.9%
Total	2,455	1,875	30.9%
YTD Total	2,455	1,875	30.9%



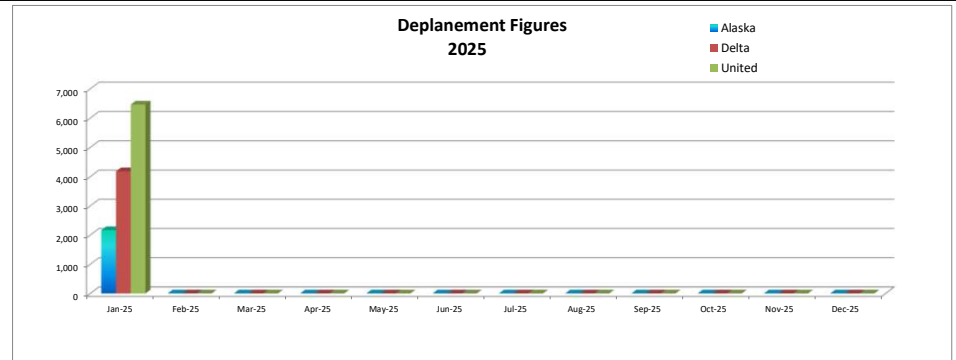
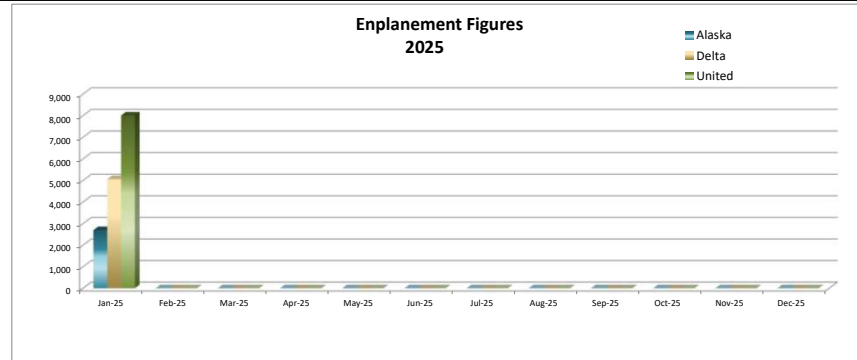
**FRIEDMAN MEMORIAL AIRPORT  
JANUARY 2025**

2025 Enplanements																		
Date	Alaska Airlines					Delta Airlines					United Airlines					Total Enp.	Prior Year Total Enp.	Total % Change
	Revenue	Non-Revenue	Total	Prior Year	Total %	Revenue	Non-Revenue	Total	Prior Year	Total %	Revenue	Non-Revenue	Total	Prior Year	Total %			
Jan-25	2,612	86	2,698	2,127	26.8%	4,944	117	5,061	4,488	12.8%	7,884	121	8,005	8,167	-2.0%	15,764	14,782	6.6%
<b>Totals</b>	<b>2,612</b>	<b>86</b>	<b>2,698</b>	<b>2,127</b>	<b>26.8%</b>	<b>4,944</b>	<b>117</b>	<b>5,061</b>	<b>4,488</b>	<b>12.8%</b>	<b>7,884</b>	<b>121</b>	<b>8,005</b>	<b>8,167</b>	<b>-2.0%</b>	<b>15,764</b>	<b>14,782</b>	<b>6.6%</b>

Legend for Chart:

2025 Deplanements																		
Date	Alaska Airlines					Delta Airlines					United Airlines					Total Dep.	Prior Year Total Dep.	Total % Change
	Revenue	Non-Revenue	Total	Prior Year	Total %	Revenue	Non-Revenue	Total	Prior Year	Total %	Revenue	Non-Revenue	Total	Prior Year	Total %			
Jan-25	2,099	69	2,168	1,788	21.3%	4,083	99	4,182	3,766	11.0%	6,336	128	6,464	6,609	-2.2%	12,814	12,163	5.4%
<b>Totals</b>	<b>2,099</b>	<b>69</b>	<b>2,168</b>	<b>1,788</b>	<b>21.3%</b>	<b>4,083</b>	<b>99</b>	<b>4,182</b>	<b>3,766</b>	<b>11.0%</b>	<b>6,336</b>	<b>128</b>	<b>6,464</b>	<b>6,609</b>	<b>-2.2%</b>	<b>12,814</b>	<b>12,163</b>	<b>5.4%</b>

Legend for Chart:

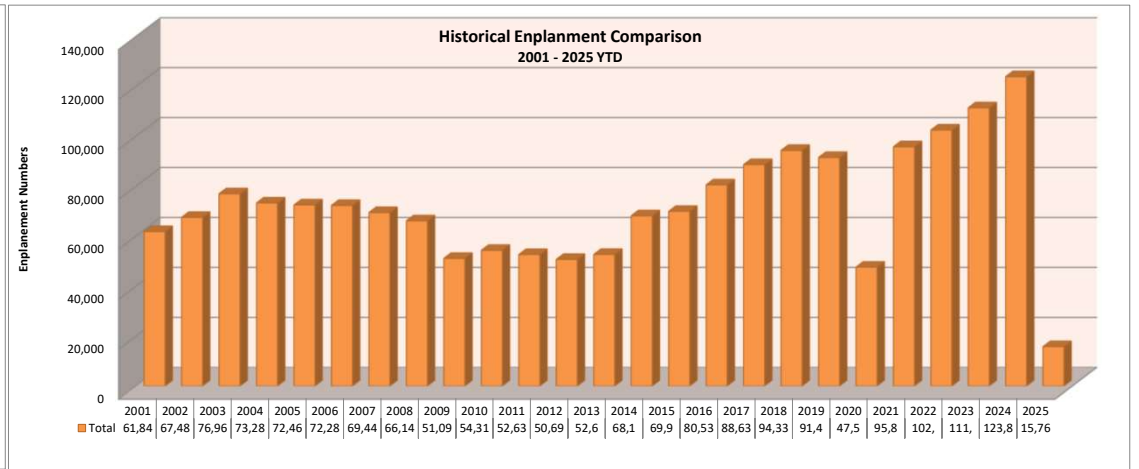
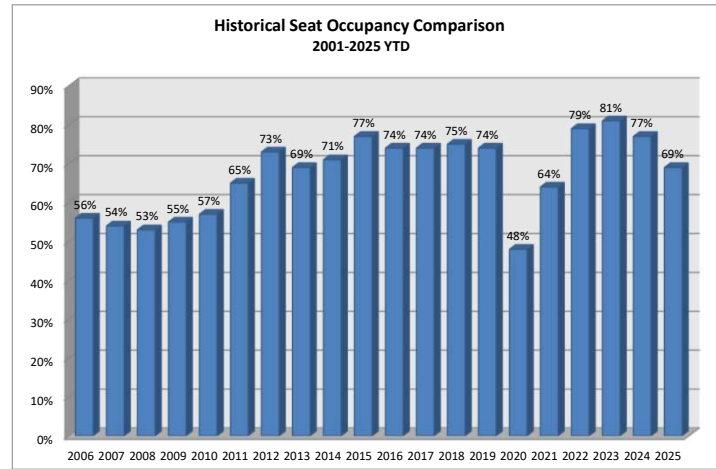


# FRIEDMAN MEMORIAL AIRPORT

## JANUARY 2025

2025 Seat Occupancy																		
Date	Alaska Airlines				Delta Airlines				United Airlines				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	% Change Total	% Change Total	Change in Load Factor %
Jan-25	50	3,800	2,698	71%	98	6,860	5,061	74%	174	12,180	8,005	66%	22,840	15,764	69%	8%	7%	-1%
Totals	50	3,800	2,698	71%	98	6,860	5,061	74%	174	12,180	8,005	66%	22,840	15,764	69%	8%	7%	-1%
Note: *Preliminary available seat calculations based on scheduled flights. Actual available seat calculations will be updated periodically when official DOT numbers are obtained.																		

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



## Surplus Property

### Wasau Runway Plow

- 2012
- Serial # 26583



**NOTICE OF AWARD**Dated: March 4, 2025

TO: M-B Companies, Inc.  
(BIDDER)

ADDRESS: 201 MB Lane  
Chilton, WI 53014

OWNER'S PROJECT NO. \_\_\_\_\_

OWNER: Friedman Memorial Airport

OWNERS' CONTRACT NO. \_\_\_\_\_

CONTRACT FOR: Procurement of MB4 Front Mount Blower  
(Insert name of Contract as it appears in the Bidding Documents)

You are notified that your Bid (Contract #222955) dated December 1, 2022, submitted to the Minnesota Department of Administration for the above Contract has been considered. You have been awarded a contract for the above referenced project for Nine Hundred Two Thousand Seven Hundred Twenty-Nine Dollars and Fifty Three Cents (\$902,729.53).

See attached Price Schedule for specific options included.

Three unexecuted copies of the proposed Procurement Agreement accompany this Notice of Award.

You must comply with the following conditions precedent within 15 days of the date of receipt of this Notice of Award:

1. You must deliver to the Owner 3 fully executed counterparts of the Procurement Agreement including all the Contract Documents.
2. Other Conditions and Precedents.

Submit FAA Buy American Waiver Information  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Failure to comply with these conditions within the time specified will entitle Owner to consider your Bid abandoned, to annul this Notice of Award and to declare your Bid Security forfeited.

COPY to ENGINEER

Within ten days after you comply with those conditions, Owner will return to you one fully signed counterpart of the Procurement Agreement with the Contract Documents attached.

#### ACCEPTANCE OF AWARD

Friedman Memorial Airport Authority  
(OWNER)

M-B Companies  
(CONTRACTOR)

By: \_\_\_\_\_  
(OWNER)

By: \_\_\_\_\_  
(AUTHORIZED SIGNATURE)

\_\_\_\_\_  
(TITLE)

\_\_\_\_\_  
(TITLE) (DATE)

## PROCUREMENT AGREEMENT

THIS AGREEMENT is dated as of the 4th day of March the year 2025 by and between the **Friedman Memorial Airport Authority, 1616 Airport Circle, Hailey, ID 83333** (hereinafter called Owner) and **M-B Companies, Inc., 201 MB Lane, Chilton, WI 53014** (hereinafter called Contractor).

Owner and Contractor, in consideration of the mutual covenants hereinafter set forth, agree as follows:

### **Article 1      GOODS AND SERVICES**

Contractor shall furnish all Goods, Special Services and other services as specified or indicated in the Contract Documents. The Goods and Special Services to be furnished are generally described by Schedule, or part thereof as identified in the Notice of Award as follows:

#### Procurement of MB4 Snow Blower & Chassis

The Project for which the Goods and Special Services under the Contract Documents may be the whole or only a part is generally described as follows:

Procurement of MB4 Snow Blower & Chassis  
Sourcewell Procurement Contract #111522

### **Article 2      ENGINEER**

The Goods have been specified by the Ardurra Group, 1144 South Silverstone Way, Suite 320, Meridian, Idaho 83642-6703, who is hereinafter called Engineer and who will assume all duties and responsibilities and will have the rights and authority assigned to Engineer in the Contract Documents in connection with completion of the Work in accordance with the Contract Documents.

### **Article 3      POINT OF DELIVERY**

The place where the Goods are to be delivered to the point of delivery, designated as the Airport Operations Building, Friedman Memorial Airport, Hailey, Idaho.

### **Article 4      CONTRACT TIME**

- 4.1 The Goods are to be delivered to the point of delivery, commissioned and ready for Owner's acceptance on or before **500 calendar days** from the effective date of the Procurement Agreement. Work encompassed by this Agreement as identified in Article 1 above shall be Complete and ready for Final Payment, in accordance with the following:

- 4.2 All Shop Drawings and samples required by the Contract Documents shall be submitted to Engineer for review and approval.
- 4.3 Liquidated Damages. Owner and Contractor recognize that time is of the essence of this Agreement and that Owner will suffer financial loss if the Goods are not delivered at the point of delivery and ready for acceptance of delivery by Owner before the time specified in paragraph 4.1 above, plus any extensions thereof allowed. They also recognize that the timely performance of services by other parties involved in proving in a legal or arbitration proceeding the actual loss suffered by Owner if the Goods are not delivered on time. Accordingly, instead of requiring any such proof, Owner and Contractor agree that as liquidated damages for delay (but not as a penalty) Contractor shall pay Owner **Five Hundred and 00/100 dollars (\$500.00) for each day** that expires after the time specified in paragraph 4.1 for delivery of acceptable Goods.

## **Article 5 CONTRACT PRICE**

Owner shall pay Contractor for furnishing the Goods and Special Services and for performing other services in accordance with the Contract Documents in current funds as follows: See copy of Contractor's Price Schedule marked Exhibit 2, attached.

## **Article 6 PAYMENT PROCEDURES**

Contractor shall submit Applications for Payment to the Engineer. Applications for Payment will be processed by Engineer.

- 6.1 Progress Payments. Owner shall make progress payments on account of the Contract Price in accordance with the basis of Contractor's Applications for Payment as provided below.
- 6.1.1 Upon receipt of the first Application for Payment accompanied by the Engineer's recommendation of payment, Owner shall pay to Contractor an amount equal to 95% of the Contract Price.
- 6.1.2 The Contractor is notified and accepts by execution of the Procurement Agreement, that progress payments may not be made for up to 60 (sixty) days from the date of receipt of the payment request by the Owner. Owner shall within sixty days after receipt of each Application for Payment with Engineer's recommendation pay Contractor the amount recommended; but in the case of the Application for Payment upon Owner's acceptance of delivery of the Goods, said sixty day period may be extended for so long as is necessary for Owner to examine the bill of sale and other documentation submitted therewith. Owner shall notify

Contractor promptly of any deficiency in the documentation and shall not unreasonably withhold payment.

- 6.2 Final Payment. Upon receipt of the final Application for Payment accompanied by Engineer's recommendation of payment, Owner shall pay the remainder of the Contract Price as recommended by Engineer. If the Application and accompanying documentation are appropriate as to form and substance, Owner shall, within sixty days after receipt thereof, pay Contractor the amount recommended by the Engineer.
- 6.3 Payments to Subcontractors. The Contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than 30 days from the receipt of each payment the Contractor receives from the Owner. The Contractor agrees further to return retainage payments to each subcontractor within 30 days after the subcontractors work is satisfactorily completed. Any delay or postponement of payment from the above referenced timeframe may occur only for good cause following written approval of the Owner. Failure by the Contractor to carry out these requirements shall be a material breach of the agreement.

#### **Article 7 INTEREST**

All amounts not paid when due shall bear interest at the rate of 5 percent per annum.

#### **Article 8 CONTRACTOR'S REPRESENTATIONS**

In order to induce Owner to enter into this Agreement, Contractor makes the following representations:

- 8.1 Contractor has familiarized himself with the nature and extent of the Contract Documents and has given Engineer written notice of all conflicts, errors or discrepancies that he has discovered in the Contract Documents and the written resolution thereof by the Engineer is acceptable to the Contractor.
- 8.2 Contractor has familiarized himself with all local conditions and Federal, State and local laws, ordinances, rules and regulations that in any manner may affect cost, production and delivery of the Goods and furnishing Special Services and other services in connection therewith.
- 8.3 Contractor does not require additional information from Owner or Engineer to enable Contractor to furnish Goods, Special Services and other services at the Contract Price, within the Contract Time and in accordance with the other terms and conditions of the Contract Documents, but subject to Contractor's right to request interpretations and clarifications.



- 8.4 Contractor has correlated the results of all such observations, examinations, investigations and resolutions with the terms of the Contract Documents.
- 8.5 The Contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Agreement. The Contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of DOT assisted contracts. Failure by the Contractor to carry out these requirements is a material breach of this Agreement, which may result in the termination of this Agreement or such other remedy as the recipient deems appropriate.
- 8.6 The Contractor will ensure that the following clause is placed in every subcontract to which the Contractor is a party:

The Contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Agreement. The Contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of DOT assisted contracts. Failure by the Contractor to carry out these requirements is a material breach of this Agreement, which may result in the termination of this Agreement or such other remedy as the recipient deems appropriate.

## **Article 9 CONTRACT DOCUMENTS**

The Contract Documents which comprise the entire Procurement Agreement between Owner and Contractor consist of the following:

- 9.1 This Agreement, pages 1 to 6, inclusive.
- 9.2 Exhibits to this Agreement, 1 to 2, inclusive.
- 9.3 Performance and payment bonds.
- 9.4 Certificates of Insurance.
- 9.5 Notice of Award.
- 9.6 Contract Documents bearing the title: **Sourcewell Contract #111522**, effective February 6, 2023, attached as Exhibit 1.
- 9.7 **Contractor's MB4 Price Schedule**, attached as Exhibit 2.

- 9.8 Documentation submitted by Contractor prior to Notice of Award.
- 9.9 Any Modification, including Change Orders, duly delivered after execution of Procurement Agreement.

There are no Contract Documents other than those listed above in this Article 9. The Contract Documents may only be altered, amended or repealed by written agreement of both parties.

## **Article 10 MISCELLANEOUS**

- 10.1 No assignment by a party hereto of any rights under or interests in the Contract Documents will be binding on another party hereto without the written consent of the party sought to be bound; and specifically, but without limitation, moneys that may become due and moneys that are due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment no assignment will release or discharge the assignor from any duty or responsibility under the Contract Documents.
- 10.2 Owner and Contractor each binds himself, his partners, successors, assigns and legal representatives to the other party hereto, his partners, successors, assigns and legal representatives in respect to all covenants, agreements and obligations contained in the Contract Documents.
- 10.3 The Contractor, in consideration of securing the business of constructing public works in this state, recognizing that the business in which he is engaged is of a transitory character, and that in the pursuit thereof, his property used therein may be without the state when taxes, excises, or license fees to which he is liable becomes payable, agrees:
- 10.3.1 To pay promptly when due all taxes, (other than on real property), excises and license fees due to the state, its subdivisions, and municipal and quasi-municipal corporations therein, accrued or accruing during the term to this Agreement, whether or not the same shall be payable at the end of such term;
- 10.3.2 That if the said taxes, excises, and licenses fees are not payable at the end of said term, but liability for the payment thereof exists, even though the same constitute liens upon his property, to secure the same to the satisfaction of the respective officers charged with the collection thereof; and
- 10.3.3 That, in the event of his default in the payment or securing of such taxes, excises, and licenses fees, to consent that the department, officer, board, or taxing unit entering into this Agreement may withhold from any payment due him hereunder

the estimated amount of such accrued and accruing taxes, excises, and license fees for the benefit of all taxing units to which said Contractor is liable.

IN WITNESS WHEREOF, the parties hereto have signed this Agreement in triplicate. One counterpart each has been delivered to Owner, Contractor, and Engineer. All portions of the Contract Documents have been signed or identified by Owner and Contractor or by Engineer on their behalf.

This Agreement will be effective on \_\_\_\_\_, 2025.

Owner:

Contractor:

Friedman Memorial Airport Authority

M-B Companies, Inc.

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

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

Name: \_\_\_\_\_

Name: \_\_\_\_\_

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

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

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

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

Attest \_\_\_\_\_

Address for giving notices:

Address for giving notices:

1616 Airport Circle

\_\_\_\_\_

Hailey, Idaho 83333

\_\_\_\_\_



**Solicitation Number: RFP #111522****CONTRACT**

This Contract is between Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 (Sourcewell) and ASH North America, Inc., dba Aebi Schmidt North America, 201 M-B Lane, Chilton, WI 53014 (Supplier).

Sourcewell is a State of Minnesota local government unit and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) that offers cooperative procurement solutions to government entities. Participation is open to eligible federal, state/province, and municipal governmental entities, higher education, K-12 education, nonprofit, tribal government, and other public entities located in the United States and Canada. Sourcewell issued a public solicitation for Airport Runway Equipment with Related Supplies and Services from which Supplier was awarded a contract.

Supplier desires to contract with Sourcewell to provide equipment, products, or services to Sourcewell and the entities that access Sourcewell's cooperative purchasing contracts (Participating Entities).

**1. TERM OF CONTRACT**

- A. **EFFECTIVE DATE.** This Contract is effective upon the date of the final signature below.
- B. **EXPIRATION DATE AND EXTENSION.** This Contract expires February 3, 2027, unless it is cancelled sooner pursuant to Article 22. This Contract may be extended one additional year upon the request of Sourcewell and written agreement by Supplier.
- C. **SURVIVAL OF TERMS.** Notwithstanding any expiration or termination of this Contract, all payment obligations incurred prior to expiration or termination will survive, as will the following: Articles 11 through 14 survive the expiration or cancellation of this Contract. All other rights will cease upon expiration or termination of this Contract.

**2. EQUIPMENT, PRODUCTS, OR SERVICES**

- A. **EQUIPMENT, PRODUCTS, OR SERVICES.** Supplier will provide the Equipment, Products, or Services as stated in its Proposal submitted under the Solicitation Number listed above.

Supplier's Equipment, Products, or Services Proposal (Proposal) is attached and incorporated into this Contract.

All Equipment and Products provided under this Contract must be new and the current model. Supplier may offer close-out or refurbished Equipment or Products if they are clearly indicated in Supplier's product and pricing list. Unless agreed to by the Participating Entities in advance, Equipment or Products must be delivered as operational to the Participating Entity's site.

This Contract offers an indefinite quantity of sales, and while substantial volume is anticipated, sales and sales volume are not guaranteed.

B. **WARRANTY.** Supplier warrants that all Equipment, Products, and Services furnished are free from liens and encumbrances, and are free from defects in design, materials, and workmanship. In addition, Supplier warrants the Equipment, Products, and Services are suitable for and will perform in accordance with the ordinary use for which they are intended. Supplier's dealers and distributors must agree to assist the Participating Entity in reaching a resolution in any dispute over warranty terms with the manufacturer. Any manufacturer's warranty that extends beyond the expiration of the Supplier's warranty will be passed on to the Participating Entity.

C. **DEALERS, DISTRIBUTORS, AND/OR RESELLERS.** Upon Contract execution and throughout the Contract term, Supplier must provide to Sourcewell a current means to validate or authenticate Supplier's authorized dealers, distributors, or resellers relative to the Equipment, Products, and Services offered under this Contract, which will be incorporated into this Contract by reference. It is the Supplier's responsibility to ensure Sourcewell receives the most current information.

### **3. PRICING**

All Equipment, Products, or Services under this Contract will be priced at or below the price stated in Supplier's Proposal.

When providing pricing quotes to Participating Entities, all pricing quoted must reflect a Participating Entity's total cost of acquisition. This means that the quoted cost is for delivered Equipment, Products, and Services that are operational for their intended purpose, and includes all costs to the Participating Entity's requested delivery location.

Regardless of the payment method chosen by the Participating Entity, the total cost associated with any purchase option of the Equipment, Products, or Services must always be disclosed in the pricing quote to the applicable Participating Entity at the time of purchase.

A. **SHIPPING AND SHIPPING COSTS.** All delivered Equipment and Products must be properly packaged. Damaged Equipment and Products may be rejected. If the damage is not readily apparent at the time of delivery, Supplier must permit the Equipment and Products to be

returned within a reasonable time at no cost to Sourcewell or its Participating Entities. Participating Entities reserve the right to inspect the Equipment and Products at a reasonable time after delivery where circumstances or conditions prevent effective inspection of the Equipment and Products at the time of delivery. In the event of the delivery of nonconforming Equipment and Products, the Participating Entity will notify the Supplier as soon as possible and the Supplier will replace nonconforming Equipment and Products with conforming Equipment and Products that are acceptable to the Participating Entity.

Supplier must arrange for and pay for the return shipment on Equipment and Products that arrive in a defective or inoperable condition.

Sourcewell may declare the Supplier in breach of this Contract if the Supplier intentionally delivers substandard or inferior Equipment or Products.

B. SALES TAX. Each Participating Entity is responsible for supplying the Supplier with valid tax-exemption certification(s). When ordering, a Participating Entity must indicate if it is a tax-exempt entity.

C. HOT LIST PRICING. At any time during this Contract, Supplier may offer a specific selection of Equipment, Products, or Services at discounts greater than those listed in the Contract. When Supplier determines it will offer Hot List Pricing, it must be submitted electronically to Sourcewell in a line-item format. Equipment, Products, or Services may be added or removed from the Hot List at any time through a Sourcewell Price and Product Change Form as defined in Article 4 below.

Hot List program and pricing may also be used to discount and liquidate close-out and discontinued Equipment and Products as long as those close-out and discontinued items are clearly identified as such. Current ordering process and administrative fees apply. Hot List Pricing must be published and made available to all Participating Entities.

#### **4. PRODUCT AND PRICING CHANGE REQUESTS**

Supplier may request Equipment, Product, or Service changes, additions, or deletions at any time. All requests must be made in writing by submitting a signed Sourcewell Price and Product Change Request Form to the assigned Sourcewell Supplier Development Administrator. This approved form is available from the assigned Sourcewell Supplier Development Administrator. At a minimum, the request must:

- Identify the applicable Sourcewell contract number;
- Clearly specify the requested change;
- Provide sufficient detail to justify the requested change;

- Individually list all Equipment, Products, or Services affected by the requested change, along with the requested change (e.g., addition, deletion, price change); and
- Include a complete restatement of pricing documentation in Microsoft Excel with the effective date of the modified pricing, or product addition or deletion. The new pricing restatement must include all Equipment, Products, and Services offered, even for those items where pricing remains unchanged.

A fully executed Sourcewell Price and Product Change Request Form will become an amendment to this Contract and will be incorporated by reference.

## **5. PARTICIPATION, CONTRACT ACCESS, AND PARTICIPATING ENTITY REQUIREMENTS**

A. PARTICIPATION. Sourcewell's cooperative contracts are available and open to public and nonprofit entities across the United States and Canada; such as federal, state/province, municipal, K-12 and higher education, tribal government, and other public entities.

The benefits of this Contract should be available to all Participating Entities that can legally access the Equipment, Products, or Services under this Contract. A Participating Entity's authority to access this Contract is determined through its cooperative purchasing, interlocal, or joint powers laws. Any entity accessing benefits of this Contract will be considered a Service Member of Sourcewell during such time of access. Supplier understands that a Participating Entity's use of this Contract is at the Participating Entity's sole convenience and Participating Entities reserve the right to obtain like Equipment, Products, or Services from any other source.

Supplier is responsible for familiarizing its sales and service forces with Sourcewell contract use eligibility requirements and documentation and will encourage potential participating entities to join Sourcewell. Sourcewell reserves the right to add and remove Participating Entities to its roster during the term of this Contract.

B. PUBLIC FACILITIES. Supplier's employees may be required to perform work at government-owned facilities, including schools. Supplier's employees and agents must conduct themselves in a professional manner while on the premises, and in accordance with Participating Entity policies and procedures, and all applicable laws.

## **6. PARTICIPATING ENTITY USE AND PURCHASING**

A. ORDERS AND PAYMENT. To access the contracted Equipment, Products, or Services under this Contract, a Participating Entity must clearly indicate to Supplier that it intends to access this Contract; however, order flow and procedure will be developed jointly between Sourcewell and Supplier. Typically, a Participating Entity will issue an order directly to Supplier or its authorized subsidiary, distributor, dealer, or reseller. If a Participating Entity issues a purchase order, it may use its own forms, but the purchase order should clearly note the applicable Sourcewell



contract number. All Participating Entity orders under this Contract must be issued prior to expiration or cancellation of this Contract; however, Supplier performance, Participating Entity payment obligations, and any applicable warranty periods or other Supplier or Participating Entity obligations may extend beyond the term of this Contract.

Supplier's acceptable forms of payment are included in its attached Proposal. Participating Entities will be solely responsible for payment and Sourcewell will have no liability for any unpaid invoice of any Participating Entity.

**B. ADDITIONAL TERMS AND CONDITIONS/PARTICIPATING ADDENDUM.** Additional terms and conditions to a purchase order, or other required transaction documentation, may be negotiated between a Participating Entity and Supplier, such as job or industry-specific requirements, legal requirements (e.g., affirmative action or immigration status requirements), or specific local policy requirements. Some Participating Entities may require the use of a Participating Addendum, the terms of which will be negotiated directly between the Participating Entity and the Supplier or its authorized dealers, distributors, or resellers, as applicable. Any negotiated additional terms and conditions must never be less favorable to the Participating Entity than what is contained in this Contract.

**C. SPECIALIZED SERVICE REQUIREMENTS.** In the event that the Participating Entity requires service or specialized performance requirements not addressed in this Contract (such as e-commerce specifications, specialized delivery requirements, or other specifications and requirements), the Participating Entity and the Supplier may enter into a separate, standalone agreement, apart from this Contract. Sourcewell, including its agents and employees, will not be made a party to a claim for breach of such agreement.

**D. TERMINATION OF ORDERS.** Participating Entities may terminate an order, in whole or in part, immediately upon notice to Supplier in the event of any of the following events:

1. The Participating Entity fails to receive funding or appropriation from its governing body at levels sufficient to pay for the equipment, products, or services to be purchased; or
2. Federal, state, or provincial laws or regulations prohibit the purchase or change the Participating Entity's requirements.

**E. GOVERNING LAW AND VENUE.** The governing law and venue for any action related to a Participating Entity's order will be determined by the Participating Entity making the purchase.

## **7. CUSTOMER SERVICE**

**A. PRIMARY ACCOUNT REPRESENTATIVE.** Supplier will assign an Account Representative to Sourcewell for this Contract and must provide prompt notice to Sourcewell if that person is changed. The Account Representative will be responsible for:

- Maintenance and management of this Contract;
- Timely response to all Sourcewell and Participating Entity inquiries; and
- Business reviews to Sourcewell and Participating Entities, if applicable.

B. BUSINESS REVIEWS. Supplier must perform a minimum of one business review with Sourcewell per contract year. The business review will cover sales to Participating Entities, pricing and contract terms, administrative fees, sales data reports, performance issues, supply issues, customer issues, and any other necessary information.

## **8. REPORT ON CONTRACT SALES ACTIVITY AND ADMINISTRATIVE FEE PAYMENT**

A. CONTRACT SALES ACTIVITY REPORT. Each calendar quarter, Supplier must provide a contract sales activity report (Report) to the Sourcewell Supplier Development Administrator assigned to this Contract. Reports are due no later than 45 days after the end of each calendar quarter. A Report must be provided regardless of the number or amount of sales during that quarter (i.e., if there are no sales, Supplier must submit a report indicating no sales were made).

The Report must contain the following fields:

- Participating Entity Name (e.g., City of Staples Highway Department);
- Participating Entity Physical Street Address;
- Participating Entity City;
- Participating Entity State/Province;
- Participating Entity Zip/Postal Code;
- Participating Entity Contact Name;
- Participating Entity Contact Email Address;
- Participating Entity Contact Telephone Number;
- Sourcewell Assigned Entity/Participating Entity Number;
- Item Purchased Description;
- Item Purchased Price;
- Sourcewell Administrative Fee Applied; and
- Date Purchase was invoiced/sale was recognized as revenue by Supplier.

B. ADMINISTRATIVE FEE. In consideration for the support and services provided by Sourcewell, the Supplier will pay an administrative fee to Sourcewell on all Equipment, Products, and Services provided to Participating Entities. The Administrative Fee must be included in, and not added to, the pricing. Supplier may not charge Participating Entities more than the contracted price to offset the Administrative Fee.

The Supplier will submit payment to Sourcewell for the percentage of administrative fee stated in the Proposal multiplied by the total sales of all Equipment, Products, and Services purchased

by Participating Entities under this Contract during each calendar quarter. Payments should note the Supplier's name and Sourcewell-assigned contract number in the memo; and must be mailed to the address above "Attn: Accounts Receivable" or remitted electronically to Sourcewell's banking institution per Sourcewell's Finance department instructions. Payments must be received no later than 45 calendar days after the end of each calendar quarter.

Supplier agrees to cooperate with Sourcewell in auditing transactions under this Contract to ensure that the administrative fee is paid on all items purchased under this Contract.

In the event the Supplier is delinquent in any undisputed administrative fees, Sourcewell reserves the right to cancel this Contract and reject any proposal submitted by the Supplier in any subsequent solicitation. In the event this Contract is cancelled by either party prior to the Contract's expiration date, the administrative fee payment will be due no more than 30 days from the cancellation date.

## **9. AUTHORIZED REPRESENTATIVE**

Sourcewell's Authorized Representative is its Chief Procurement Officer.

Supplier's Authorized Representative is the person named in the Supplier's Proposal. If Supplier's Authorized Representative changes at any time during this Contract, Supplier must promptly notify Sourcewell in writing.

## **10. AUDIT, ASSIGNMENT, AMENDMENTS, WAIVER, AND CONTRACT COMPLETE**

A. **AUDIT.** Pursuant to Minnesota Statutes Section 16C.05, subdivision 5, the books, records, documents, and accounting procedures and practices relevant to this Contract are subject to examination by Sourcewell or the Minnesota State Auditor for a minimum of six years from the end of this Contract. This clause extends to Participating Entities as it relates to business conducted by that Participating Entity under this Contract.

B. **ASSIGNMENT.** Neither party may assign or otherwise transfer its rights or obligations under this Contract without the prior written consent of the other party and a fully executed assignment agreement. Such consent will not be unreasonably withheld. Any prohibited assignment will be invalid.

C. **AMENDMENTS.** Any amendment to this Contract must be in writing and will not be effective until it has been duly executed by the parties.

D. **WAIVER.** Failure by either party to take action or assert any right under this Contract will not be deemed a waiver of such right in the event of the continuation or repetition of the circumstances giving rise to such right. Any such waiver must be in writing and signed by the parties.

E. **CONTRACT COMPLETE.** This Contract represents the complete agreement between the parties. No other understanding regarding this Contract, whether written or oral, may be used to bind either party. For any conflict between the attached Proposal and the terms set out in Articles 1-22 of this Contract, the terms of Articles 1-22 will govern.

F. **RELATIONSHIP OF THE PARTIES.** The relationship of the parties is one of independent contractors, each free to exercise judgment and discretion with regard to the conduct of their respective businesses. This Contract does not create a partnership, joint venture, or any other relationship such as master-servant, or principal-agent.

### **11. INDEMNITY AND HOLD HARMLESS**

Supplier must indemnify, defend, save, and hold Sourcewell and its Participating Entities, including their agents and employees, harmless from any claims or causes of action, including attorneys' fees incurred by Sourcewell or its Participating Entities, arising out of any act or omission in the performance of this Contract by the Supplier or its agents or employees; this indemnification includes injury or death to person(s) or property alleged to have been caused by some defect in the Equipment, Products, or Services under this Contract to the extent the Equipment, Product, or Service has been used according to its specifications. Sourcewell's responsibility will be governed by the State of Minnesota's Tort Liability Act (Minnesota Statutes Chapter 466) and other applicable law.

### **12. GOVERNMENT DATA PRACTICES**

Supplier and Sourcewell must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by or provided to Sourcewell under this Contract and as it applies to all data created, collected, received, maintained, or disseminated by the Supplier under this Contract.

### **13. INTELLECTUAL PROPERTY, PUBLICITY, MARKETING, AND ENDORSEMENT**

#### **A. INTELLECTUAL PROPERTY**

1. *Grant of License.* During the term of this Contract:
  - a. Sourcewell grants to Supplier a royalty-free, worldwide, non-exclusive right and license to use the trademark(s) provided to Supplier by Sourcewell in advertising and promotional materials for the purpose of marketing Sourcewell's relationship with Supplier.
  - b. Supplier grants to Sourcewell a royalty-free, worldwide, non-exclusive right and license to use Supplier's trademarks in advertising and promotional materials for the purpose of marketing Supplier's relationship with Sourcewell.
2. *Limited Right of Sublicense.* The right and license granted herein includes a limited right of each party to grant sublicenses to their respective subsidiaries, distributors, dealers,

resellers, marketing representatives, and agents (collectively “Permitted Sublicensees”) in advertising and promotional materials for the purpose of marketing the Parties’ relationship to Participating Entities. Any sublicense granted will be subject to the terms and conditions of this Article. Each party will be responsible for any breach of this Article by any of their respective sublicensees.

**3. *Use; Quality Control.***

- a. Neither party may alter the other party’s trademarks from the form provided and must comply with removal requests as to specific uses of its trademarks or logos.
- b. Each party agrees to use, and to cause its Permitted Sublicensees to use, the other party’s trademarks only in good faith and in a dignified manner consistent with such party’s use of the trademarks. Upon written notice to the breaching party, the breaching party has 30 days of the date of the written notice to cure the breach or the license will be terminated.

**4. *Termination.*** Upon the termination of this Contract for any reason, each party, including Permitted Sublicensees, will have 30 days to remove all Trademarks from signage, websites, and the like bearing the other party’s name or logo (excepting Sourcewell’s pre-printed catalog of suppliers which may be used until the next printing). Supplier must return all marketing and promotional materials, including signage, provided by Sourcewell, or dispose of it according to Sourcewell’s written directions.

**B. PUBLICITY.** Any publicity regarding the subject matter of this Contract must not be released without prior written approval from the Authorized Representatives. Publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Supplier individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this Contract.

**C. MARKETING.** Any direct advertising, marketing, or offers with Participating Entities must be approved by Sourcewell. Send all approval requests to the Sourcewell Supplier Development Administrator assigned to this Contract.

**D. ENDORSEMENT.** The Supplier must not claim that Sourcewell endorses its Equipment, Products, or Services.

## **14. GOVERNING LAW, JURISDICTION, AND VENUE**

The substantive and procedural laws of the State of Minnesota will govern this Contract. Venue for all legal proceedings arising out of this Contract, or its breach, must be in the appropriate state court in Todd County, Minnesota or federal court in Fergus Falls, Minnesota.

## 15. FORCE MAJEURE

Neither party to this Contract will be held responsible for delay or default caused by acts of God or other conditions that are beyond that party's reasonable control. A party defaulting under this provision must provide the other party prompt written notice of the default.

## 16. SEVERABILITY

If any provision of this Contract is found by a court of competent jurisdiction to be illegal, unenforceable, or void then both parties will be relieved from all obligations arising from that provision. If the remainder of this Contract is capable of being performed, it will not be affected by such determination or finding and must be fully performed.

## 17. PERFORMANCE, DEFAULT, AND REMEDIES

A. PERFORMANCE. During the term of this Contract, the parties will monitor performance and address unresolved contract issues as follows:

1. *Notification.* The parties must promptly notify each other of any known dispute and work in good faith to resolve such dispute within a reasonable period of time. If necessary, Sourcewell and the Supplier will jointly develop a short briefing document that describes the issue(s), relevant impact, and positions of both parties.
2. *Escalation.* If parties are unable to resolve the issue in a timely manner, as specified above, either Sourcewell or Supplier may escalate the resolution of the issue to a higher level of management. The Supplier will have 30 calendar days to cure an outstanding issue.
3. *Performance while Dispute is Pending.* Notwithstanding the existence of a dispute, the Supplier must continue without delay to carry out all of its responsibilities under the Contract that are not affected by the dispute. If the Supplier fails to continue without delay to perform its responsibilities under the Contract, in the accomplishment of all undisputed work, the Supplier will bear any additional costs incurred by Sourcewell and/or its Participating Entities as a result of such failure to proceed.

B. DEFAULT AND REMEDIES. Either of the following constitutes cause to declare this Contract, or any Participating Entity order under this Contract, in default:

1. Nonperformance of contractual requirements, or
2. A material breach of any term or condition of this Contract.

The party claiming default must provide written notice of the default, with 30 calendar days to cure the default. Time allowed for cure will not diminish or eliminate any liability for liquidated or other damages. If the default remains after the opportunity for cure, the non-defaulting party may:

- Exercise any remedy provided by law or equity, or
- Terminate the Contract or any portion thereof, including any orders issued against the Contract.

## 18. INSURANCE

A. REQUIREMENTS. At its own expense, Supplier must maintain insurance policy(ies) in effect at all times during the performance of this Contract with insurance company(ies) licensed or authorized to do business in the State of Minnesota having an "AM BEST" rating of A- or better, with coverage and limits of insurance not less than the following:

1. *Workers' Compensation and Employer's Liability.*

Workers' Compensation: As required by any applicable law or regulation.

Employer's Liability Insurance: must be provided in amounts not less than listed below:

Minimum limits:

\$500,000 each accident for bodily injury by accident

\$500,000 policy limit for bodily injury by disease

\$500,000 each employee for bodily injury by disease

2. *Commercial General Liability Insurance.* Supplier will maintain insurance covering its operations, with coverage on an occurrence basis, and must be subject to terms no less broad than the Insurance Services Office ("ISO") Commercial General Liability Form CG0001 (2001 or newer edition), or equivalent. At a minimum, coverage must include liability arising from premises, operations, bodily injury and property damage, independent contractors, products-completed operations including construction defect, contractual liability, blanket contractual liability, and personal injury and advertising injury. All required limits, terms and conditions of coverage must be maintained during the term of this Contract.

Minimum Limits:

\$1,000,000 each occurrence Bodily Injury and Property Damage

\$1,000,000 Personal and Advertising Injury

\$2,000,000 aggregate for products liability-completed operations

\$2,000,000 general aggregate

3. *Commercial Automobile Liability Insurance.* During the term of this Contract, Supplier will maintain insurance covering all owned, hired, and non-owned automobiles in limits of liability not less than indicated below. The coverage must be subject to terms no less broad than ISO Business Auto Coverage Form CA 0001 (2010 edition or newer), or equivalent.

Minimum Limits:

\$1,000,000 each accident, combined single limit

4. *Umbrella Insurance.* During the term of this Contract, Supplier will maintain umbrella coverage over Employer's Liability, Commercial General Liability, and Commercial Automobile.

Minimum Limits:

\$2,000,000

5. *Network Security and Privacy Liability Insurance.* During the term of this Contract, Supplier will maintain coverage for network security and privacy liability. The coverage may be endorsed on another form of liability coverage or written on a standalone policy. The insurance must cover claims which may arise from failure of Supplier's security resulting in, but not limited to, computer attacks, unauthorized access, disclosure of not public data – including but not limited to, confidential or private information, transmission of a computer virus, or denial of service.

Minimum limits:

\$2,000,000 per occurrence

\$2,000,000 annual aggregate

Failure of Supplier to maintain the required insurance will constitute a material breach entitling Sourcewell to immediately terminate this Contract for default.

B. CERTIFICATES OF INSURANCE. Prior to commencing under this Contract, Supplier must furnish to Sourcewell a certificate of insurance, as evidence of the insurance required under this Contract. Prior to expiration of the policy(ies), renewal certificates must be mailed to Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 or sent to the Sourcewell Supplier Development Administrator assigned to this Contract. The certificates must be signed by a person authorized by the insurer(s) to bind coverage on their behalf.

Failure to request certificates of insurance by Sourcewell, or failure of Supplier to provide certificates of insurance, in no way limits or relieves Supplier of its duties and responsibilities in this Contract.

C. ADDITIONAL INSURED ENDORSEMENT AND PRIMARY AND NON-CONTRIBUTORY INSURANCE CLAUSE. Supplier agrees to list Sourcewell and its Participating Entities, including their officers, agents, and employees, as an additional insured under the Supplier's commercial general liability insurance policy with respect to liability arising out of activities, "operations," or "work" performed by or on behalf of Supplier, and products and completed operations of Supplier. The policy provision(s) or endorsement(s) must further provide that coverage is primary and not excess over or contributory with any other valid, applicable, and collectible insurance or self-insurance in force for the additional insureds.

D. WAIVER OF SUBROGATION. Supplier waives and must require (by endorsement or otherwise) all its insurers to waive subrogation rights against Sourcewell and other additional insureds for losses paid under the insurance policies required by this Contract or other



insurance applicable to the Supplier or its subcontractors. The waiver must apply to all deductibles and/or self-insured retentions applicable to the required or any other insurance maintained by the Supplier or its subcontractors. Where permitted by law, Supplier must require similar written express waivers of subrogation and insurance clauses from each of its subcontractors.

E. UMBRELLA/EXCESS LIABILITY/SELF-INSURED RETENTION. The limits required by this Contract can be met by either providing a primary policy or in combination with umbrella/excess liability policy(ies), or self-insured retention.

## **19. COMPLIANCE**

A. LAWS AND REGULATIONS. All Equipment, Products, or Services provided under this Contract must comply fully with applicable federal laws and regulations, and with the laws in the states and provinces in which the Equipment, Products, or Services are sold.

B. LICENSES. Supplier must maintain a valid and current status on all required federal, state/provincial, and local licenses, bonds, and permits required for the operation of the business that the Supplier conducts with Sourcwell and Participating Entities.

## **20. BANKRUPTCY, DEBARMENT, OR SUSPENSION CERTIFICATION**

Supplier certifies and warrants that it is not in bankruptcy or that it has previously disclosed in writing certain information to Sourcwell related to bankruptcy actions. If at any time during this Contract Supplier declares bankruptcy, Supplier must immediately notify Sourcwell in writing.

Supplier certifies and warrants that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated by the State of Minnesota; the United States federal government or the Canadian government, as applicable; or any Participating Entity. Supplier certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this Contract. Supplier further warrants that it will provide immediate written notice to Sourcwell if this certification changes at any time.

## **21. PROVISIONS FOR NON-UNITED STATES FEDERAL ENTITY PROCUREMENTS UNDER UNITED STATES FEDERAL AWARDS OR OTHER AWARDS**

Participating Entities that use United States federal grant or FEMA funds to purchase goods or services from this Contract may be subject to additional requirements including the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 C.F.R. § 200. Participating Entities may have additional requirements based on specific funding source terms or conditions. Within this Article, all

references to “federal” should be interpreted to mean the United States federal government. The following list only applies when a Participating Entity accesses Supplier’s Equipment, Products, or Services with United States federal funds.

A. **EQUAL EMPLOYMENT OPPORTUNITY.** Except as otherwise provided under 41 C.F.R. § 60, all contracts that meet the definition of “federally assisted construction contract” in 41 C.F.R. § 60-1.3 must include the equal opportunity clause provided under 41 C.F.R. §60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 C.F.R. §, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 C.F.R. § 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.” The equal opportunity clause is incorporated herein by reference.

B. **DAVIS-BACON ACT, AS AMENDED (40 U.S.C. § 3141-3148).** When required by federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. § 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 C.F.R. § 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-federal entity must report all suspected or reported violations to the federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. § 3145), as supplemented by Department of Labor regulations (29 C.F.R. § 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-federal entity must report all suspected or reported violations to the federal awarding agency. Supplier must be in compliance with all applicable Davis-Bacon Act provisions.

C. **CONTRACT WORK HOURS AND SAFETY STANDARDS ACT (40 U.S.C. § 3701-3708).** Where applicable, all contracts awarded by the non-federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. §§ 3702 and 3704, as supplemented by Department of Labor regulations (29 C.F.R. § 5). Under 40 U.S.C. § 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of

not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. § 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence. This provision is hereby incorporated by reference into this Contract. Supplier certifies that during the term of an award for all contracts by Sourcewell resulting from this procurement process, Supplier must comply with applicable requirements as referenced above.

D. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT. If the federal award meets the definition of “funding agreement” under 37 C.F.R. § 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 C.F.R. § 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency. Supplier certifies that during the term of an award for all contracts by Sourcewell resulting from this procurement process, Supplier must comply with applicable requirements as referenced above.

E. CLEAN AIR ACT (42 U.S.C. § 7401-7671Q.) AND THE FEDERAL WATER POLLUTION CONTROL ACT (33 U.S.C. § 1251-1387). Contracts and subgrants of amounts in excess of \$150,000 require the non-federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. § 7401- 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. § 1251- 1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA). Supplier certifies that during the term of this Contract will comply with applicable requirements as referenced above.

F. DEBARMENT AND SUSPENSION (EXECUTIVE ORDERS 12549 AND 12689). A contract award (see 2 C.F.R. § 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 C.F.R. §180 that implement Executive Orders 12549 (3 C.F.R. § 1986 Comp., p. 189) and 12689 (3 C.F.R. § 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. Supplier certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

G. BYRD ANTI-LOBBYING AMENDMENT, AS AMENDED (31 U.S.C. § 1352). Suppliers must file any required certifications. Suppliers must not have used federal appropriated funds to pay any

person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Suppliers must disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the non-federal award. Suppliers must file all certifications and disclosures required by, and otherwise comply with, the Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352).

H. RECORD RETENTION REQUIREMENTS. To the extent applicable, Supplier must comply with the record retention requirements detailed in 2 C.F.R. § 200.333. The Supplier further certifies that it will retain all records as required by 2 C.F.R. § 200.333 for a period of 3 years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

I. ENERGY POLICY AND CONSERVATION ACT COMPLIANCE. To the extent applicable, Supplier must comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

J. BUY AMERICAN PROVISIONS COMPLIANCE. To the extent applicable, Supplier must comply with all applicable provisions of the Buy American Act. Purchases made in accordance with the Buy American Act must follow the applicable procurement rules calling for free and open competition.

K. ACCESS TO RECORDS (2 C.F.R. § 200.336). Supplier agrees that duly authorized representatives of a federal agency must have access to any books, documents, papers and records of Supplier that are directly pertinent to Supplier's discharge of its obligations under this Contract for the purpose of making audits, examinations, excerpts, and transcriptions. The right also includes timely and reasonable access to Supplier's personnel for the purpose of interview and discussion relating to such documents.

L. PROCUREMENT OF RECOVERED MATERIALS (2 C.F.R. § 200.322). A non-federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. § 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

M. FEDERAL SEAL(S), LOGOS, AND FLAGS. The Supplier cannot use the seal(s), logos, crests, or reproductions of flags or likenesses of Federal agency officials without specific pre-approval.

N. NO OBLIGATION BY FEDERAL GOVERNMENT. The U.S. federal government is not a party to this Contract or any purchase by a Participating Entity and is not subject to any obligations or liabilities to the Participating Entity, Supplier, or any other party pertaining to any matter resulting from the Contract or any purchase by an authorized user.

O. PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS. The Contractor acknowledges that 31 U.S.C. 38 (Administrative Remedies for False Claims and Statements) applies to the Supplier's actions pertaining to this Contract or any purchase by a Participating Entity.

P. FEDERAL DEBT. The Supplier certifies that it is non-delinquent in its repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowance, and benefit overpayments.

Q. CONFLICTS OF INTEREST. The Supplier must notify the U.S. Office of General Services, Sourcewell, and Participating Entity as soon as possible if this Contract or any aspect related to the anticipated work under this Contract raises an actual or potential conflict of interest (as described in 2 C.F.R. Part 200). The Supplier must explain the actual or potential conflict in writing in sufficient detail so that the U.S. Office of General Services, Sourcewell, and Participating Entity are able to assess the actual or potential conflict; and provide any additional information as necessary or requested.

R. U.S. EXECUTIVE ORDER 13224. The Supplier, and its subcontractors, must comply with U.S. Executive Order 13224 and U.S. Laws that prohibit transactions with and provision of resources and support to individuals and organizations associated with terrorism.

S. PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT. To the extent applicable, Supplier certifies that during the term of this Contract it will comply with applicable requirements of 2 C.F.R. § 200.216.

T. DOMESTIC PREFERENCES FOR PROCUREMENTS. To the extent applicable, Supplier certifies that during the term of this Contract will comply with applicable requirements of 2 C.F.R. § 200.322.

## **22. CANCELLATION**

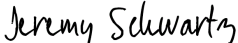
Sourcewell or Supplier may cancel this Contract at any time, with or without cause, upon 60 days' written notice to the other party. However, Sourcewell may cancel this Contract immediately upon discovery of a material defect in any certification made in Supplier's

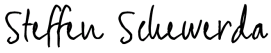
111522-AEB

Proposal. Cancellation of this Contract does not relieve either party of financial, product, or service obligations incurred or accrued prior to cancellation.


Sourcewell


ASH North America, Inc., dba  
Aebi Schmidt North America

DocuSigned by:  
  
By: C0FD2A139D06489...  
Jeremy Schwartz  
Title: Chief Procurement Officer  
Date: 2/2/2023 | 1:25 PM CST

DocuSigned by:  
  
By: EEA41C97ACAA48F...  
Steffen Schewerda  
Title: CEO - North America  
Date: 2/6/2023 | 9:09 AM CST

Approved:

DocuSigned by:  
  
By: 7E42B8F817A64CC...  
Chad Coauette  
Title: Executive Director/CEO  
Date: 2/6/2023 | 9:41 AM CST

DocuSigned by:  
  
By: 13E4347365294F6...  
Sarah Blashe  
Title: CFO – North America  
Date: 2/3/2023 | 2:16 PM CST

# RFP 111522 - Airport Runway Equipment with Related Supplies and Services

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## Vendor Details

Company Name:	Aebi Schmidt North America
Does your company conduct business under any other name? If yes, please state:	Meyer Products, Swenson Spreader LLC, MB Companies Inc, Monroe Truck Equipment Inc, Monroe Towmaster LLC, Aebi Schmidt Canada, LLC
Address:	201 MB Lane Chilton, Wisconsin 53014
Contact:	Jason Bartuseck
Email:	jason.bartuseck@aebi-schmidt.com
Phone:	330-904-4720
HST#:	

## Submission Details

Created On:	Tuesday September 27, 2022 09:17:54
Submitted On:	Tuesday November 15, 2022 12:47:59
Submitted By:	Jason Bartuseck
Email:	jason.bartuseck@aebi-schmidt.com
Transaction #:	886fa738-149b-4609-9e03-4b69a9d97584
Submitter's IP Address:	165.225.57.38

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## Specifications

**Table 1: Proposer Identity & Authorized Representatives**

**General Instructions** (applies to all Tables) Sourcewell prefers a brief but thorough response to each question. Do not merely attach additional documents to your response without also providing a substantive response. Do not leave answers blank; respond "N/A" if the question does not apply to you (preferably with an explanation).

Line Item	Question	Response *	
1	Proposer Legal Name (one legal entity only): (In the event of award, will execute the resulting contract as "Supplier")	ASH North America, Inc Holding company for all North American organizations	*
2	Identify all subsidiary entities of the Proposer whose equipment, products, or services are included in the Proposal.	M-B Companies, Inc., Monroe Truck Equipment Swenson Spreaders, LLC Aebi Schmidt Aebi Schmidt Canada, LLC	*
3	Identify all applicable assumed names or DBA names of the Proposer or Proposer's subsidiaries in Line 1 or Line 2 above.	M-B Co Aebi Schmidt Canada ELP MTE Monroe Swenson	*
4	Provide your CAGE code or Unique Entity Identifier (SAM):	M-B Companies unique entity identifier - IDHMAYZXTA6475 M-B Companies CAGE - 66234	*
5	Proposer Physical Address:	201 M-B Lane Chilton, WI 53014	*
6	Proposer website address (or addresses):	www.aebi-schmidt.com www.m-bco.com	*
7	Proposer's Authorized Representative (name, title, address, email address & phone) (The representative must have authority to sign the "Proposer's Assurance of Compliance" on behalf of the Proposer and, in the event of award, will be expected to execute the resulting contract):	Our organization requires two signatures on all documents  Steffen Schewerda CEO - North America 201 MB Lane Chilton, WI 53014 steffen.schewerda@aebi-schmidt.com 920-898-1062  Sarah Blashe CFO - North America 201 MB Lane Chilton, WI 53014 sarah.blashe@aebi-schmidt.com 920-898-1008	*
8	Proposer's primary contact for this proposal (name, title, address, email address & phone):	Jason Bartuseck Vice President After Sales - North America 201 MB Lane Chilton, WI 53014 jason.bartuseck@aebi-schmidt.com 330-904-4720	*
9	Proposer's other contacts for this proposal, if any (name, title, address, email address & phone):	Steve Mueller Inside Sales Manager - M-B Companies Airport Division 201 MB Lane Chilton, WI 53014 steve.mueller@aebi-schmidt.com 920-898-1077  Simon Boucher Director of Sales - Aebi Schmidt Canada 1186 Route 321N St-Andre-Avellin, QC, J0V 1W0 simon.boucher@aebi-schmidt.com 819-983-5000	



**Table 2: Company Information and Financial Strength**

Line Item	Question	Response *
10	Provide a brief history of your company, including your company's core values, business philosophy, and industry longevity related to the requested equipment, products or services.	<p>The privately held Aebi Schmidt Group is the world's largest and oldest manufacturer of municipal maintenance equipment, dating back to 1883.</p> <p>Group vision for the Aebi Schmidt Group is to be the global leader in intelligent solutions for customers to fulfill their mission of clean and safe infrastructure of demanding areas.</p> <p>Group mission is to improve customers performance with dependable solutions and first class service. To allow our employees to thrive in an environment of team spirit, long-term development and growth mindset.</p> <p>The formation of the company dates back to 1883 in which the Aebi mechanical workshop was founded in Burgdorf, Switzerland. In 1920, Alfred Schmidt Sr. started the Schmidt workshop in St. Blasien, Germany. In 1936, Schmidt launched its first snowplow into the market. Fast forward to 2007, Aebi and Schmidt were brought together under the umbrella of Aebi Schmidt Holding AG. In 2015, the group entered the North America market with the acquisition of Meyer Products, LLC and Swenson Spreader, LLC to start the holding company ASH North America. In 2018, the group added M-B Companies, Inc. to the mix. M-B Companies has four divisions (Brush, Airport, Attachments, Pavement Marking) with four separate manufacturing plants.</p> <p>In 2019, Aebi Schmidt North America formed a new Canadian business called Aebi Schmidt Canada to support sales into Canada. In 2020, the group added to the portfolio by acquiring Quebec, Canada-based Equipements Lourds Papineau, Inc (ELP), which manufactures heavy duty snow and ice equipment for use in the harsh Canadian winters.</p> <p>In late 2021, Aebi Schmidt took the next step in growth by acquiring Monroe Truck Equipment based in Monroe, Wisconsin. Monroe Truck is an industry leading truck equipment manufacturer, upfitter and distributor with over 60 years of expertise.</p> <p>The Aebi Schmidt group has more than \$800 million in annual sales, 14 production facilities across the globe, over 3,000 employees, with a presence in 90 countries throughout the world.</p> <p>More information about M-B Companies, Inc.:</p> <p>M-B Companies, Inc. From clearing snow to painting lines for roads, M-B Companies, Inc. manufactures the highest quality products for many industries. Utilizing the latest in innovation and technology, M-B is the trusted manufacturer of airport runway maintenance equipment, pavement striping equipment, various size truck, tractor and loader attachment equipment, replacement brushes, and much more. The origin of M-B Companies, Inc. dates back to 1907. The company was formed by three German craftsmen, brothers Otto and Fred Meili and Paul Blumberg. Not surprising, they adopted the name "MB", which is still used today. The Meili brothers were inventors and Blumberg was an expert metalworker. They started the company in a small shop in New Holstein, Wisconsin, building agricultural implements. The Meili brothers and Blumberg were inventing and building a variety of equipment from road graders to paint strippers. In fact, the firm was one of the first Ford dealerships in the state of Wisconsin. As the company evolved, its destiny as a broom and striper manufacturer became evident. M-B built its first broom (a horse drawn model) in 1922. Through some ownership changes, M-B has enjoyed steady growth, including the construction in 1974 of an additional facility in Chilton, Wisconsin. In 2003, M-B acquired the Pro Chip family of wood and brush chippers. In 2004, M-B acquired the Lafarge Road Marking Equipment Division, located in Montgomery, Pennsylvania. In 2011, M-B released five (5) new products in the Airport Snow Removal Equipment market. In 2017, the Pavement Marking Division relocated to a new facility located in Muncy, Pennsylvania, and services customers across North America. M-B continues to focus on key niche markets and providing equipment to meet the needs of independent contractors, governmental agencies, and other road, turf, grounds maintenance and airport maintenance organizations around the world. In 2021, M-B Companies expanded their facility and opened up the North America Headquarters for the Aebi Schmidt Group.</p> <p>Aebi Schmidt Core Values (exhibit attached in document section)</p>

		<p>Excellence - we exceed customer expectations to achieve results  Innovation - we break new grounds  Accountability - we take ownership for our actions  Passion - we strive to make a difference  Customer Focus - we build sustainable relationships  Collaboration - we are stronger together as a team</p> <p>Key Points to Business Philosophy:</p> <p>Sustainability  Sustainability doesn't just happen by itself. It comes from how we think and act and ultimately how consistent we are about it. As a company, it is our responsibility to invest in the progress and in the future. But that also applies to our customers: everything we develop and produce also needs their commitment when put into practice.  Sustainability is an essential part of our business activities. Our customers expect it of us, and we are convinced that sustainable companies are a step ahead of the rest and are more successful long term.  Our economic, social, and environmental targets are being implemented along the entire value chain. We care about protecting the environment and use resources sparingly. As an industry leading employer, we continue to invest in sustainable technologies. We will act in a responsible and credible way along the entire value chain. This has resulted in valuable progress being made in recent years in terms of environmental awareness at our plants, in our processes and in our machines.</p> <p>Code of Conduct</p> <p>The code of conduct defines the corporate responsibility and applicable ethical standards by which we operate and addresses issues such as data privacy, environmental protection, fair competition and anti-corruption. By having a clear definition of responsibilities, risk management and efficient control systems, the Aebi Schmidt Group makes sure that all statutory provisions and industry standards in a complex regulatory environment is observed.</p> <p>Overview</p> <p>Aebi Schmidt North America offers long-lasting, time-tested brands with product offerings that have depth and breadth in the snow and ice industry. All the products offered along with the core values and business philosophy allow us to be considered the perfect partner for Sourcwell participating entities.</p>	
11	What are your company's expectations in the event of an award?	<p>We intend to offer our Sourcwell contract to all member and non-member entities. It will be our lead contract over any current state contract that we hold. We will promote Sourcwell to encourage non-participating entities to become members. We expect to help customers get the products they want and need rather than what is lowest bid by means of this contract and allow customers to purchase products that provide them with a lower total cost of ownership rather than the lower acquisition costs which most traditional bids offer.</p> <p>We intend to work with our contract administrator to provide training for our customer network to help them use the Sourcwell contract. We also intend to work into Canada with CANOE and further expand our reach into that market. We will continue to promote the Sourcwell contract on our literature as we have with past contracts and on our websites and in our trade show booths.</p>	*
12	Demonstrate your financial strength and stability with meaningful data. This could include such items as financial statements, SEC filings, credit and bond ratings, letters of credit, and detailed reference letters. Upload supporting documents (as applicable) in the document upload section of your response.	<p>Aebi Schmidt does not publish independent financial information as a privately held organization. Attached in the documents section is the 2021 Annual Report. Inside cover to page 5 covers most of the financial details. The numbers in the report are prior to the acquisition of Monroe Truck Equipment. 2021 produced a record high of order entry across our organization and a small growth in sales over 2020.</p> <p>Overall coming out of the Covid pandemic, the Aebi Schmidt Group is in solid financial shape and looking to grow over the upcoming years.</p>	*
13	What is your US market share for the solutions that you are proposing?	Our industry does not report sales individually, defining an exact market share is not feasible. We feel for the solutions that we provide in the airport runway equipment space we own around 60-70% market share in the United States.	*
14	What is your Canadian market share for the solutions that you are proposing?	The industry does not report individually so an exact market share is not feasible. We feel for the solutions we provide in the airport runway equipment space we provide about 35-40% of the products in Canada	*
15	Has your business ever petitioned for bankruptcy protection? If so, explain in detail.	No	*

16	How is your organization best described: is it a manufacturer, a distributor/dealer/reseller, or a service provider? Answer whichever question (either a) or b) just below) best applies to your organization. a) If your company is best described as a distributor/dealer/reseller (or similar entity), provide your written authorization to act as a distributor/dealer/reseller for the manufacturer of the products proposed in this RFP. If applicable, is your dealer network independent or company owned? b) If your company is best described as a manufacturer or service provider, describe your relationship with your sales and service force and with your dealer network in delivering the products and services proposed in this RFP. Are these individuals your employees, or the employees of a third party?	We would be best described as a manufacturer and service provider. We have outside sales team members that are direct employees of the organization. In most cases, we sell directly to the end users of the products and in a small amount of cases our salespeople work with hand selected dealers/distributors. The dealers are all third party. We have partnered with select dealers that represent our brands in their local markets.	*
17	If applicable, provide a detailed explanation outlining the licenses and certifications that are both required to be held, and actually held, by your organization (including third parties and subcontractors that you use) in pursuit of the business contemplated by this RFP.	Our industry does not require licenses or certifications to do business. We do hold certifications of good standing in states that require them. We also have ISO certifications in many of our manufacturing plants. M-B Companies ISO 9001 certificate is included in the documents section of the response.	*
18	Provide all "Suspension or Debarment" information that has applied to your organization during the past ten years.	M-B Companies did have a brief debarment from 4/30/21 to 6/21/21 for a period of non-compliance due to an oversight causing a lapse in worker compensation filings with the State of New York for out of state individuals working in New York. During this time period M-B did not have any people working in the state and have rectified this issue. Included is the documentation of the situation and actions taken. This is no longer an issue.	*

**Table 3: Industry Recognition & Marketplace Success**

Line Item	Question	Response *	
19	Describe any relevant industry awards or recognition that your company has received in the past five years	M-B Companies meets all of the requirements for the Airport Snow and Ice Control equipment advisory circular that provides guidance to assist airport operations in the procurement of snow and ice control equipment for airport use. This allows airport to use FAA grant money to purchase equipment.	*
20	What percentage of your sales are to the governmental sector in the past three years	95% of our sales for products represented in this response have been to the governmental sector.	*
21	What percentage of your sales are to the education sector in the past three years	Less than 5% of our sales of products in this response would be to the education sector. We have sold products to some university airfields.	*
22	List any state, provincial, or cooperative purchasing contracts that you hold. What is the annual sales volume for each of these contracts over the past three years?	For equipment in this response, we hold contracts with the state of Minnesota, Costars in Pennsylvania, and a Defense and Finance Accounting Service contract.  Costars Contract - 2020 - \$0 / 2021 - \$3,042,262 / 2022 - \$0 Minnesota State Contract - 2020 - \$6,191,048 / 2021 - \$7,897,266 / 2022 - \$18,623,572 DFAS contract - \$18,236,320 total over three years - 6 million per year average  We also hold many other state and cooperative contracts in other business segments. We currently hold four Sourcwell contracts as well.	*
23	List any GSA contracts or Standing Offers and Supply Arrangements (SOSA) that you hold. What is the annual sales volume for each of these contracts over the past three years?	We do not currently hold any GSA contracts or standing offer or supply agreements at this time.	*

**Table 4: References/Testimonials**

**Line Item 24.** Supply reference information from three customers who are eligible to be Sourcewell participating entities.

Entity Name *	Contact Name *	Phone Number *	
Denver International Airport	Steve Ricci	720-391-5946	*
Dulles International Airport	Jon Gordon	703-572-2871	*
Baltimore Washington International Airport	Don Addison	410-859-7680	*
Ronald Reagan Washington National Airport	Chris Beiro	703-417-8322	
Ted Stevens International Airport	Phil Petrie	907-748-2320	

**Table 5: Top Five Government or Education Customers**

**Line Item 25.** Provide a list of your top five government, education, or non-profit customers (entity name is optional), including entity type, the state or province the entity is located in, scope of the project(s), size of transaction(s), and dollar volumes from the past three years.

Entity Name	Entity Type *	State / Province *	Scope of Work *	Size of Transactions *	Dollar Volume Past Three Years *	
City of Chicago	Government	Illinois - IL	Airport snow removal equipment	\$524,240	\$27,784,750	*
Denver International Airport	Government	Colorado - CO	Airport snow removal equipment	\$850,000	\$18,498,739	*
DFAS, US Military	Government	District of Columbia - DC	Airport snow removal equipment	\$500,000	\$18,236,320	*
St. Louis Lambert International Airport	Government	Missouri - MO	Airport snow removal equipment	\$850,000	\$7,274,641	*
State of Alaska	Government	Alaska - AK	Airport snow removal equipment	\$45,000 - 950,000	\$4,501,510	*

**Table 6: Ability to Sell and Deliver Service**

Describe your company's capability to meet the needs of Sourcewell participating entities across the US and Canada, as applicable. Your response should address in detail at least the following areas: locations of your network of sales and service providers, the number of workers (full-time equivalents) involved in each sector, whether these workers are your direct employees (or employees of a third party), and any overlap between the sales and service functions.

Line Item	Question	Response *	
26	Sales force.	<p>M-B Companies Sales force consists of two regional sales managers that cover the United States. We also have an internal team of two inside salespeople and two parts salespeople.</p> <p>Aebi Schmidt Canada Our Canadian organization has four outside salespeople in the field. They also have a few internal sales support personnel.</p> <p>Our organization has over 60 years of experience combined selling our equipment to airport customers.</p> <p>In our North America sales organization, we have 33 outside salespeople across the United States and Canada and 23 internal sales support people. We have one of the largest and most robust sales forces in order to stay close to our customers and to provide them the service and support they need. Also, with over 250 dealer/distributors all with outside salespeople across the United States and Canada we have many people representing the Aebi Schmidt brands.</p>	*
27	Dealer network or other distribution methods.	Both of our organizations that sell equipment to airports sell direct to the customers. In just a few cases do we have outside representation selling to the end users. The pieces of equipment are very technical and custom, so it is best to have factory trained staff selling the equipment to the end user.	*

28	Service force.	<p>We have the largest and most experienced service force in the airport sector. Our field service team consists of 12 individuals that respond in person to customer warranty and field service claims. These technicians will diagnose the problem, order factory direct parts and perform the service necessary. The technicians are located all across the lower forty-eight of the United States along with one in Alaska and three in Canada.</p> <p>We also have a number of internal service people across our business units that accept incoming calls from customers and dealers to support them with ordering parts.</p> <p>We believe if we don't provide proper service and support that customer will not come back, we are looking for long-term customer/manufacturer partnerships to grow the business.</p>	*
29	Describe the ordering process. If orders will be handled by distributors, dealers or others, explain the respective roles of the Proposer and others.	Our organizations will handle the orders directly. Aebi Schmidt North America will handle the sales process with customers from end to end. We will provide the quote, accept the purchase order, deliver the product and provide any necessary service needed.	*
30	Describe in detail the process and procedure of your customer service program, if applicable. Include your response-time capabilities and commitments, as well as any incentives that help your providers meet your stated service goals or promises.	As a company we understand that service and support is what helps us get repeat orders. We put a tremendous amount of focus on making sure the customer has what they need for support. Our service team is the first line of support for our airport equipment customers. Our service team can be reached via cell phone 24 hours a day. Our office customer service support people can be reached anytime between the hours of 7:30am - 4:30 pm CST. Our customer support team can work with our engineering team to solve any problems in an expedited manner. If parts orders are placed by 2 pm CST, the order will be shipped next day for in stock parts. Our goal is to resolve customer issues as quickly as possible and all 1500 employees in North America have the understanding that our customers come first and are always top priority.	*
31	Describe your ability and willingness to provide your products and services to Sourcewell participating entities in the United States.	We are fully able and eager to offer products and services to Sourcewell participating entities in the United States.	*
32	Describe your ability and willingness to provide your products and services to Sourcewell participating entities in Canada.	We are fully able and eager to offer products and services to Sourcewell participating entities in Canada.	*
33	Identify any geographic areas of the United States or Canada that you will NOT be fully serving through the proposed contract.	We are able to service all geographic areas through this contract.	*
34	Identify any Sourcewell participating entity sectors (i.e., government, education, not-for-profit) that you will NOT be fully serving through the proposed contract. Explain in detail. For example, does your company have only a regional presence, or do other cooperative purchasing contracts limit your ability to promote another contract?	We can service any customer that would be purchasing equipment related to this proposal.	*
35	Define any specific contract requirements or restrictions that would apply to our participating entities in Hawaii and Alaska and in US Territories.	No restrictions working with entities in Hawaii, Alaska or in other U.S. territories.	*

Table 7: Marketing Plan

Line Item	Question	Response *
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36	<p>Describe your marketing strategy for promoting this contract opportunity. Upload representative samples of your marketing materials (if applicable) in the document upload section of your response.</p>	<p>Aebi Schmidt North America's marketing strategy to promote the Sourcewell contract will include a multi-pronged approach as outlined below:</p> <p><b>Selling Strategy</b> Once awarded, Aebi Schmidt will schedule sales meetings to train the inside and outside salespeople across all Aebi Schmidt brands on the specifics of the Sourcewell contract including pricing, the bidding process and other procedures. The sales team will be provided tools to effectively communicate the award to all dealers, contractors, nonprofits and government agencies throughout the U.S. and Canada to ensure the success of the contract.</p> <p><b>Marketing Strategy</b> Leveraging Aebi Schmidt's current marketing strategy for its North America brands, the Sourcewell contract will be promoted through an aggressive multi-channel approach utilizing digital and traditional initiatives.</p> <p><b>Digital Strategy</b> <b>Website</b>  <ul style="list-style-type: none"> <li>- Add content to Aebi Schmidt's corporate and individual branded websites reflecting the award, adding the Sourcewell logo in high- traffic locations.</li> <li>- Create a Sourcewell dedicated landing page on each website to house all important information for Sourcewell customers</li> <li>- Create landing page and data capture form for municipal/government website visitors interested in receiving emails with Sourcewell information</li> <li>- Optimize websites with key words and updated metadata as needed to increase search engine response for Sourcewell</li> <li>- Blog announcing award on the Aebi Schmidt Group corporate blog (<a href="https://blog-en.aebischmidt.com/">https://blog-en.aebischmidt.com/</a>)</li> </ul> </p> <p><b>Email marketing</b>  <ul style="list-style-type: none"> <li>- Execute "onboarding" email campaign for all airports in our CRM.</li> <li>- Series of emails that will educate the Aebi Schmidt North America team on the Sourcewell award, its customers, and important contract information</li> <li>- Emails highlighting "good to know" contract information, products that are performing well on contract, and other relevant information so that our team can better serve Sourcewell members</li> <li>- Add Sourcewell logo on pre- and post-tradeshows email campaigns</li> <li>- Series of emails to inform and promote the Sourcewell contract to customers and prospects</li> <li>- Email drip campaign for visitors providing contact information on website landing page/data capture form</li> <li>- Emails highlighting information and products performing well on contract</li> </ul> </p> <p><b>Social</b>  <ul style="list-style-type: none"> <li>- Celebrate and promote Sourcewell award through organic and paid posts on Facebook, LinkedIn and Instagram channels across all brands</li> <li>- Include Sourcewell logo on social posts when relevant to provide continued social presence for Sourcewell and brands.</li> </ul> </p> <p><b>Traditional Strategy</b> <b>Trade Journal Advertising / Literature</b>  <ul style="list-style-type: none"> <li>- Use of Sourcewell logo in trade magazine advertisements</li> <li>- Update product literature to include the Sourcewell logo</li> </ul> </p> <p><b>Trade Shows</b>  <ul style="list-style-type: none"> <li>- Include Sourcewell logo on signage at tradeshows</li> <li>- Support trade shows with pre-show mailers, emails, and other digital promotion – including social posts – that include the Sourcewell logo</li> </ul> </p> <p><b>Earned Media/Public Relations Strategy</b> Aebi Schmidt will utilize unpaid, or earned, media to promote the Sourcewell contract. This includes garnering publicity in a variety of media outlets.  <ul style="list-style-type: none"> <li>- Press release distribution and media outlet follow-up announcing the award</li> <li>- Blog post with award announcement on Aebi Schmidt website (see website tactics)</li> <li>- Additional blog posts with "how to" and "best practice" information regarding the contract</li> <li>- Pitch stories for editorial placement in trade publications airports.</li> </ul> <p>We will also ask to work with our Sourcewell representative to schedule training sessions with our salespeople. We want to partner closely with Sourcewell to promote the program across our network.</p> <p>Attached in the document section will be a few examples of marketing materials.</p> </p>
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37	Describe your use of technology and digital data (e.g., social media, metadata usage) to enhance marketing effectiveness.	<p>Aebi Schmidt North America is supported with strong digital marketing strategies executed through corporate and brand websites, content marketing, email automation, digital display and search ads, social media platforms, and emerging technologies, such as geo-fenced marketing. Key strategies and initiatives are detailed below.</p> <p>Content/Email Marketing -- Creating valuable content is a key initiative for Aebi Schmidt. Offering value-added content geared to educating prospects and customers on relevant topics helps them better perform their jobs and endears them to Aebi Schmidt's brands. The cookie-obtained data we gather via these efforts helps to understand the needs of end users, which leads to product innovation and timely marketing. Aebi Schmidt also intends to use content marketing in support of our salespeople by providing qualified leads through lead-generation tools such as data-capture forms and gated content.</p> <p>Automated Email campaigns are an offshoot of the content strategy and are often used in support of product-specific marketing and events, such as trade shows. The goal of email automation is to offer customers and/or prospects the right products, at the right times and prices, in addition to tracking activity on calls-to-action.</p> <p>Search Engine Marketing (SEM) -- Aebi Schmidt North America has focused on improving search engine performance and ranking by optimizing (SEO) all its websites for improved organic results. By focusing on new content, improved metadata, updating descriptions with keywords and phrases, more strategic labeling of files, etc., improvements have been realized in organic results. Once awarded, Aebi Schmidt plans to modify its search engine strategies in support of the Sourcwell award, thereby making it easier for stakeholders to find the products and services they seek.</p> <p>Digital Display, Search and Banner Advertising -- On a limited basis, Aebi Schmidt uses digital display and search advertising to help create awareness of products and special promotions. In-depth keyword research and search analytics are used to develop ad targeting to best reach audience segments at the optimum cost or bid. Additionally, websites with available advertising space that are relevant to target audiences may be used for banner ads.</p> <p>Social Media -- Aebi Schmidt North America and its brands leverage their presence on Facebook, LinkedIn, YouTube and Instagram to build brand and product awareness, while creating a strong relationship with end-users and key influencers. Organic content is posted regularly and strategic paid social campaigns with highly targeted segmentation are used. Social media channels also represent a means for Aebi Schmidt's customers and prospects to engage in two-way dialog -- social channels are used as an extension of customer service efforts, with responses provided to all posted questions</p>	*
38	In your view, what is Sourcwell's role in promoting contracts arising out of this RFP? How will you integrate a Sourcwell-awarded contract into your sales process?	<p>Sourcwell Promotion</p> <p>Sourcwell can support the promotion of contracts through regular communications to drive membership with Sourcwell and to inform existing members of new vendors and products on awarded contracts. Sourcwell can also provide vendors with marketing information that can be shared out through the variety of communication channels.</p> <p>Sales Process</p> <p>Throughout the length of the contract, the Aebi Schmidt North America marketing team will regularly communicate with the sales team regarding the contract to reinforce the information they received during training provided at beginning of contract. Reiterating the pricing, bidding process and procedures will help the sales team keep Sourcwell top-of-mind.</p> <p>The sales team will schedule sales calls with customers, including the top airports from Aebi Schmidt's CRM system to inform them of the Sourcwell contract and explain the benefits if they are not Sourcwell members.</p>	*
39	Are your products or services available through an e-procurement ordering process? If so, describe your e-procurement system and how governmental and educational customers have used it.	<p>We have just started working on implementing an ecommerce platform for our customers. We anticipate having a solution for our customers during the contract period. All customers will have their own login, and which will take them to their specific machines they have. This way they can see all their instruction manuals, repair manuals, bill of materials and drawings. This will make it easy to determine which parts they will need to order for repairs.</p>	*

**Table 8: Value-Added Attributes**

Line Item	Question	Response *	
40	Describe any product, equipment, maintenance, or operator training programs that you offer to Sourcwell participating entities. Include details, such as whether training is standard or optional, who provides training, and any costs that apply.	<p>All of the equipment included in the response include initial startup and training in the pricing. We offer two types of audit services. The first type is a one-day machine audit looking over the machine to determine if it needs any part repair/replacement or service work. We also offer a "wet" audit which is a replacement of all necessary fluids and a normal audit of the machine. We also offer paid training for technicians or operating staff. Additionally, we offer onsite labor/repair work at an hourly rate for any machines out of warranty. Finally, we do offer extended warranty programs for our equipment. All of these added programs are priced out in our pricing details.</p>	*

41	Describe any technological advances that your proposed products or services offer.	<p>We offer telematics programs as an add on for our airport equipment. Information regarding this technology is included in the attachments section and pricing is included in the pricing pages.</p> <p>A new advancement that has just taken place this year is the introduction of a new unit called the MB5C unit. This is an integrated multi-tasking unit that has the capability for the broom to cradle in line with machine, so when it is stored the footprint width is much smaller than previous units. This is the first piece of multi-tasking equipment with these capabilities.</p>	*
42	Describe any "green" initiatives that relate to your company or to your products or services, and include a list of the certifying agency for each.	<p>Aebi Schmidt also has a full commitment to sustainability in our factories.</p> <p>The following green initiatives were utilized during construction of the new manufacturing and office spaces in our recently completed plant expansion and North America corporate headquarters.</p> <p>Additional wall insulation = R29 to reduce heating/cooling costs Additional roof insulation = R43 to reduce heating/cooling costs</p> <p>Foundation insulation = R7.5 to substantially reduce heat loss through the floor</p> <p>High efficiency windows in both buildings</p> <p>Toilets and urinals with low GPF (low consumption per flush)</p> <p>LED lighting throughout both new spaces (ultra-low energy consumption units)</p> <p>Occupancy sensing light controls in offices and restrooms (lights turn on when someone enters and turn off after a pre-determined time)</p> <p>All exterior lighting is LED controlled by a photo eye</p> <p>VFD air compressors (variable speeds to supply the correct amount of air when required)</p> <p>State of the art Powder Coat system (the system uses energy only when required to perform a process) Switch to Zirconium based pre-treatment for both wet and powder paint lines (biodegradable product can be sent directly to sanitary sewer without a pre-treatment requirement)</p> <p>Multi-stream recycling compactor (cardboard, paper, plastic and glass can be recycled in the same container)</p> <p>All of our North America factories have LED lighting throughout.</p> <p>All factories have segregated waste material containers for metal and cardboard scrap to get recycled.</p> <p>Organizational commitment to reduce paper consumption by 30%.</p> <p>Our locations in Germany, Austria, Sweden and Norway are powered by up to 100% sustainably produced electric.</p> <p>In the Netherlands, we produce more than 54% of our electricity requirements.</p> <p>We have 8 projects in development in our organization for e-vehicles devices and modules.</p> <p>Pictures of our waste containers included in documents section along with a copy of our annual report which talks about sustainability and corporate responsibility on pages 26-38.</p>	*
43	Identify any third-party issued eco-labels, ratings or certifications that your company has received for the equipment or products included in your Proposal related to energy efficiency or conservation, life-cycle design (cradle-to-cradle), or other green/sustainability factors.	<p>Aebi Schmidt does not have any third-party issued eco labels, ratings or certifications for the equipment that is included in this proposal.</p> <p>In an effort to be more sustainable, we do offer electric powered spreaders and v-boxes to help protect the environment from harmful CO2 output. We are also working with chassis manufacturers to ensure that our equipment will work with the electric vehicles of the future.</p> <p>Ensuring that the PTO of these vehicles have the power necessary to work with plows, and other attachments.</p>	*
44	Describe any Women or Minority Business Entity (WMBE), Small Business Entity (SBE), or veteran owned business certifications that your company or hub partners have obtained. Upload documentation of certification (as applicable) in the document upload section of your response.	<p>Aebi Schmidt North America does not carry any WMBE designations directly. Aebi Schmidt does strive to work with organizations that do hold certifications. Approximately 6% of the parts we source for production of our equipment are from WMBE or SBE organizations. Attached you will see documentation and a letter of our intent and the some of the suppliers we work with.</p> <p>Aebi Schmidt North America does have dealers that we work with that are WMBE and/or SBE orientated.</p> <p>One such dealer we provide product to for the city of Chicago is Steve's Equipment Services. Attached in the documents is their MBE certification with the city of Chicago.</p>	*
45	What unique attributes does your company, your products, or your services offer to Sourcewell participating entities? What makes your proposed solutions unique in your industry as it applies to Sourcewell participating entities?	<p>We offer after sales service programs for our products that no other business in the airport sector can match. We have the largest service team that travels to support our customers. As a company, we understand that the equipment that is supplied on this contract is mission critical and needs to have as little down time as possible. Our service organization is the strongest in the industry.</p>	*



**Table 9: Warranty**

**Describe in detail your manufacturer warranty program, including conditions and requirements to qualify, claims procedure, and overall structure. You may upload representative samples of your warranty materials (if applicable) in the document upload section of your response in addition to responding to the questions below.**

Line Item	Question	Response *	
46	Do your warranties cover all products, parts, and labor?	Our warranties cover all equipment that we manufacture. There are third party components such as drive trains or third-party chassis that would be covered under those manufacturer's warranties. During the covered warranty period for all Aebi Schmidt products all labor and parts are covered at 100%. If the warranty work is not performed by Aebi Schmidt staff, then we will pay 75% of the posted labor rate. Documents attached.	*
47	Do your warranties impose usage restrictions or other limitations that adversely affect coverage?	There are no usage restrictions during the warranty coverage period.	*
48	Do your warranties cover the expense of technicians' travel time and mileage to perform warranty repairs?	Yes, all warranties cover the expense of our technicians travel time and mileage.	*
49	Are there any geographic regions of the United States or Canada (as applicable) for which you cannot provide a certified technician to perform warranty repairs? How will Sourcewell participating entities in these regions be provided service for warranty repair?	No, there is not a region that we cannot provide technician support.	*
50	Will you cover warranty service for items made by other manufacturers that are part of your proposal, or are these warranties issues typically passed on to the original equipment manufacturer?	Items such as chassis or engines are covered by the other manufacturers warranties. We will support and service if needed as our service team are certified to work on all engines that we sell.	*
51	What are your proposed exchange and return programs and policies?	Our manufactured units are custom pieces of equipment and are not eligible for return or exchange. Part returns or exchanges are accepted. The customer is responsible for the freight to return items and a 30% restocking fee unless the part being returned was shipped by error (wrong part) from Aebi Schmidt North America. Our goal is customer satisfaction so we will do our best to work with our customers at all times within reason.	*
52	Describe any service contract options for the items included in your proposal.	We offer many services for our airport equipment: Extended warranty packages Machine audit programs - review of the machines for part malfunctions or service work needed. General machine repair service by the hour or contract. Machine "wet" audits - same as a machine audit with all fluid work included. Operator and technician training classes Annual maintenance packages	*

**Table 10: Payment Terms and Financing Options**

Line Item	Question	Response *	
53	Describe your payment terms and accepted payment methods.	Our preferred payment method is electronic funds transfer. We will also accept credit cards with a service fee of 3% on orders under \$10,000, check payments and ACH transactions.	*
54	Describe any leasing or financing options available for use by educational or governmental entities.	<p>We offer both financing and leasing options for our customers through the Alliance Funding group. The program is for any transaction from 300,000 to 25 million. Flexible terms ranging from 24 to 96 months repayment of loans or leases for heavy equipment and smaller loans from 5,000 to 250,000 for less expensive items with repayment terms of 3 to 18 months.</p> <p>We have also started working with NCL government and their financing team to offer programs to our customers. This is particularly nice for customers who need to bid their financing as well as NCL has a Sourcwell contract for financing.</p> <p>We will include literature for all programs in our attachments.</p>	*
55	Describe any standard transaction documents that you propose to use in connection with an awarded contract (order forms, terms and conditions, service level agreements, etc.). Upload a sample of each (as applicable) in the document upload section of your response.	<p>Standard documents include:</p> <p>Price quotation in approved Sourcwell format with our Sourcwell member number</p> <p>We supply our standard terms and conditions with all quotes. Upon machine delivery we provide all warranty information and contact information of anyone who would be needed to be contacted for support</p> <p>Included in the documents section is our standard terms and conditions documents along with our insurance documents.</p>	*
56	Do you accept the P-card procurement and payment process? If so, is there any additional cost to Sourcwell participating entities for using this process?	We accept credit cards for any parts orders. We do accept this type of payment with a 3% fee. Most often our products are beyond the threshold of any credit card or p-card so most often orders are placed via Purchase Order number and paid through an EFT transaction.	*

**Table 11: Pricing and Delivery**

Provide detailed pricing information in the questions that follow below. Keep in mind that reasonable price and product adjustments can be made during the term of an awarded Contract as described in the RFP, the template Contract, and the Sourcewell Price and Product Change Request Form.

Line Item	Question	Response *	
57	Describe your pricing model (e.g., line-item discounts or product-category discounts). Provide detailed pricing data (including standard or list pricing and the Sourcewell discounted price) on all of the items that you want Sourcewell to consider as part of your RFP response. If applicable, provide a SKU for each item in your proposal. Upload your pricing materials (if applicable) in the document upload section of your response.	All of our pricing provided shows a list price and the Sourcewell member price, which is discounted from the list. Pricing is uploaded in the documents section.	*
58	Quantify the pricing discount represented by the pricing proposal in this response. For example, if the pricing in your response represents a percentage discount from MSRP or list, state the percentage or percentage range.	The discount being provided is two percent off of the list price for equipment, twenty percent off service audits and training, one percent discount on extended warranties and ten percent off of parts. This is our largest discount provided anywhere. On some units a 1% discount is more than 90k in savings from list price.	*
59	Describe any quantity or volume discounts or rebate programs that you offer.	We will offer an additional two percent discount on orders of three or more units.	*
60	Propose a method of facilitating "sourced" products or related services, which may be referred to as "open market" items or "nonstandard options". For example, you may supply such items "at cost" or "at cost plus a percentage," or you may supply a quote for each such request.	Each request for a sourced, open market or nonstandard product will be quoted at the time of each request. The member will be provided with our method of calculating the price through a quote for each request.	*
61	Identify any element of the total cost of acquisition that is NOT included in the pricing submitted with your response. This includes all additional charges associated with a purchase that are not directly identified as freight or shipping charges. For example, list costs for items like pre-delivery inspection, installation, set up, mandatory training, or initial inspection. Identify any parties that impose such costs and their relationship to the Proposer.	All elements included in the total cost of acquisition are included in this response. All options when it comes to installation, set up, mandatory training and initial inspection is included in the pricing.	*
62	If freight, delivery, or shipping is an additional cost to the Sourcewell participating entity, describe in detail the complete freight, shipping, and delivery program.	All freight is hauled from the manufacturing plant to the end user in the continental United States and Canada. If the shipment comes from overseas, it will be shipped via ship transport and then hauled once landed in North America. The pricing for freight is a price per mile from the factory to the end user.	*
63	Specifically describe freight, shipping, and delivery terms or programs available for Alaska, Hawaii, Canada, or any offshore delivery.	Alaska, Hawaii, Canada and the U.S. Islands orders will be shipped based on the best delivery option to the area and the type of unit. Orders can be shipped via boat or even air if required.	*
64	Describe any unique distribution and/or delivery methods or options offered in your proposal.	Customers can arrange their own freight if they request. We would still be onsite for the startup and training as that is included in our pricing.	*

**Table 12: Pricing Offered**

Line Item	The Pricing Offered in this Proposal is: *	Comments
65	c. better than the Proposer typically offers to GPOs, cooperative procurement organizations, or state purchasing departments.	The pricing offered for Sourcewell members is our best pricing offered on any contract.

**Table 13: Audit and Administrative Fee**

Line Item	Question	Response *	
66	Specifically describe any self-audit process or program that you plan to employ to verify compliance with your proposed Contract with Sourcewell. This process includes ensuring that Sourcewell participating entities obtain the proper pricing, that the Vendor reports all sales under the Contract each quarter, and that the Vendor remits the proper administrative fee to Sourcewell. Provide sufficient detail to support your ability to report quarterly sales to Sourcewell as described in the Contract template.	The Accounting and IT teams will be responsible for establishing, using, auditing and maintaining the procedure for recording sales to Sourcewell members in order to ensure our ability to report member sales to Sourcewell quarterly and submit the appropriate fee. The management team will receive monthly reports that will identify Sourcewell member orders, pricing, invoicing, and administrative fee to be submitted to Sourcewell. Additionally, the Audit team at the Aebi Schmidt Group will be advised of the contract requirements so that they can periodically audit for adherence to the contract, including pricing, sales reports, administrative fee submittals, etc. We have documented price lists that will be shared with our dealers and salespeople, which will be input into our financial system for orders labeled as Sourcewell with the contract number attached. Each quarter our controllers will roll up all of the sales and ensure the proper administrative fees are sent from our organization to Sourcewell.	*
67	If you are awarded a contract, provide a few examples of internal metrics that will be tracked to measure whether you are having success with the contract.	Aebi Schmidt North America utilizes the A3 project management process when defining sales targets for our business units, sales team members. Within each A3, targets for sales budgets and growth are broken down. We have created milestones (KPIs) for business units and individual regional territories. One milestone specific to Sourcewell will be created to track progress, usage, understanding, etc. Once awarded each business will be provided a sales growth target for "Sourcewell sales." Meetings are held monthly to track progress of these goals. All opportunities in the Salesforce CRM system will be labeled as "Sourcewell" opportunities and that data will be tracked. We will develop KPIs for these opportunities to ensure progress is being made with these opportunities and they are trending in the direction of a sale. Metrics will be tracked, baselines for closing percentage are established and expectations will be set. Each salesperson in our organization will have a target established for sales created using Sourcewell.	*
68	Identify a proposed administrative fee that you will pay to Sourcewell for facilitating, managing, and promoting the Sourcewell Contract in the event that you are awarded a Contract. This fee is typically calculated as a percentage of Vendor's sales under the Contract or as a per-unit fee; it is not a line-item addition to the Member's cost of goods. (See the RFP and template Contract for additional details.)	Aebi Schmidt North America proposes to pay Sourcewell a 1.5% fee on all sales to Sourcewell members. The 1.5% is exclusive of freight costs. This is a substantial amount based on the cost of the products included on the proposal.	*

**Table 14A: Depth and Breadth of Offered Equipment Products and Services**

Line Item	Question	Response *	
69	Provide a detailed description of the equipment, products, and services that you are offering in your proposal.	We offer a full line of airport runway snow and ice equipment and related supplies and services. Included in the attachments is sales literature and specifications of the equipment we are offering.	*
70	Within this RFP category there may be subcategories of solutions. List subcategory titles that best describe your products and services.	All of the products we are proposing fall within the scope of the RFP. We don't have any subcategories at this time.	*

Table 14B: Depth and Breadth of Offered Equipment Products and Services

Indicate below if the listed types or classes of equipment, products, and services are offered within your proposal. Provide additional comments in the text box provided, as necessary.

Line Item	Category or Type	Offered *	Comments	
71	Plows;	<input checked="" type="radio"/> Yes <input type="radio"/> No	We are offering multiple runway plows.	*
72	Blowers;	<input checked="" type="radio"/> Yes <input type="radio"/> No	We are offering three different blowers	
73	Brushes and sweepers;	<input checked="" type="radio"/> Yes <input type="radio"/> No	We are offering a full line of brushes and sweepers including multi-tasking equipment.	
74	Anti-icing equipment and deicing equipment;	<input checked="" type="radio"/> Yes <input type="radio"/> No	We are offering anti-icing both through multi-tasking equipment and stand-alone spray units.	
75	Rubber removal equipment;	<input type="radio"/> Yes <input checked="" type="radio"/> No	We do not offer this equipment	
76	Runway closure markers;	<input type="radio"/> Yes <input checked="" type="radio"/> No	We do not offer this equipment	
77	Runway traction equipment;	<input type="radio"/> Yes <input checked="" type="radio"/> No	We do not offer this equipment	
78	Equipment accessories and technology related to production of a turn-key solution complementary to the solutions described in Lines 71-77 above.	<input checked="" type="radio"/> Yes <input type="radio"/> No	We offer full turnkey products	*
79	Complementary offering of parts, supplies, and services, related to the upkeep, repair, or maintenance of equipment described in Lines 71-77 above.	<input checked="" type="radio"/> Yes <input type="radio"/> No	We offer parts and service for all of our equipment offered.	*

Table 15: Exceptions to Terms, Conditions, or Specifications Form

**Line Item 80. NOTICE:** To identify any exception, or to request any modification, to the Sourcwell template Contract terms, conditions, or specifications, a Proposer must submit the exception or requested modification on the **Exceptions to Terms, Conditions, or Specifications Form** immediately below. The contract section, the specific text addressed by the exception or requested modification, and the proposed modification must be identified in detail. Proposer's exceptions and proposed modifications are subject to review and approval of Sourcwell and will not automatically be included in the contract.

Contract Section	Term, Condition, or Specification	Exception or Proposed Modification
		no exceptions

Documents

Ensure your submission document(s) conforms to the following:

- 1. Documents in PDF format are preferred. Documents in Word, Excel, or compatible formats may also be provided.
- 2. Documents should NOT have a security password, as Sourcwell may not be able to open the file. It is your sole responsibility to ensure that the uploaded document(s) are not either defective, corrupted or blank and that the documents can be opened and viewed by Sourcwell.
- 3. Sourcwell may reject any response where any document(s) cannot be opened and viewed by Sourcwell.
- 4. If you need to upload more than one (1) document for a single item, you should combine the documents into one zipped file. If the zipped file contains more than one (1) document, ensure each document is named, in relation to the submission format item responding to. For example, if responding to the Marketing Plan category save the document as "Marketing Plan."

- [Pricing](#) - Pricing and Salesforce.zip - Monday November 14, 2022 09:08:16
- [Financial Strength and Stability](#) - Company Information.zip - Saturday November 12, 2022 16:05:35
- [Marketing Plan/Samples](#) - Marketing.zip - Saturday November 12, 2022 16:05:55
- [WMBE/MBE/SBE or Related Certificates](#) - MBE.zip - Saturday November 12, 2022 16:07:32
- [Warranty Information](#) - Warranty Information.zip - Saturday November 12, 2022 16:06:19
- [Standard Transaction Document Samples](#) - Standard documents.zip - Saturday November 12, 2022 16:12:28
- [Upload Additional Document](#) - Products.7z - Monday November 14, 2022 15:07:33

## Addenda, Terms and Conditions

### PROPOSER AFFIDAVIT AND ASSURANCE OF COMPLIANCE

I certify that I am the authorized representative of the Proposer submitting the foregoing Proposal with the legal authority to bind the Proposer to this Affidavit and Assurance of Compliance:

1. The Proposer is submitting this Proposal under its full and complete legal name, and the Proposer legally exists in good standing in the jurisdiction of its residence.
2. The Proposer warrants that the information provided in this Proposal is true, correct, and reliable for purposes of evaluation for contract award.
3. The Proposer, including any person assisting with the creation of this Proposal, has arrived at this Proposal independently and the Proposal has been created without colluding with any other person, company, or parties that have or will submit a proposal under this solicitation; and the Proposal has in all respects been created fairly without any fraud or dishonesty. The Proposer has not directly or indirectly entered into any agreement or arrangement with any person or business in an effort to influence any part of this solicitation or operations of a resulting contract; and the Proposer has not taken any action in restraint of free trade or competitiveness in connection with this solicitation. Additionally, if Proposer has worked with a consultant on the Proposal, the consultant (an individual or a company) has not assisted any other entity that has submitted or will submit a proposal for this solicitation.
4. To the best of its knowledge and belief, and except as otherwise disclosed in the Proposal, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest. An organizational conflict of interest exists when a vendor has an unfair competitive advantage or the vendor's objectivity in performing the contract is, or might be, impaired.
5. The contents of the Proposal have not been communicated by the Proposer or its employees or agents to any person not an employee or legally authorized agent of the Proposer and will not be communicated to any such persons prior to Due Date of this solicitation.
6. If awarded a contract, the Proposer will provide to Sourcewell Participating Entities the equipment, products, and services in accordance with the terms, conditions, and scope of a resulting contract.
7. The Proposer possesses, or will possess before delivering any equipment, products, or services, all applicable licenses or certifications necessary to deliver such equipment, products, or services under any resulting contract.
8. The Proposer agrees to deliver equipment, products, and services through valid contracts, purchase orders, or means that are acceptable to Sourcewell Members. Unless otherwise agreed to, the Proposer must provide only new and first-quality products and related services to Sourcewell Members under an awarded Contract.
9. The Proposer will comply with all applicable provisions of federal, state, and local laws, regulations, rules, and orders.
10. The Proposer understands that Sourcewell will reject RFP proposals that are marked "confidential" (or "nonpublic," etc.), either substantially or in their entirety. Under Minnesota Statutes Section 13.591, subdivision 4, all proposals are considered nonpublic data until the evaluation is complete and a Contract is awarded. At that point, proposals become public data. Minnesota Statutes Section 13.37 permits only certain narrowly defined data to be considered a "trade secret," and thus nonpublic data under Minnesota's Data Practices Act.
11. Proposer its employees, agents, and subcontractors are not:
  1. Included on the "Specially Designated Nationals and Blocked Persons" list maintained by the Office of Foreign Assets Control of the United States Department of the Treasury found at: <https://www.treasury.gov/ofac/downloads/sdnlist.pdf>;
  2. Included on the government-wide exclusions lists in the United States System for Award Management found at: <https://sam.gov/SAM/>; or
  3. Presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated

by the State of Minnesota; the United States federal government or the Canadian government, as applicable; or any Participating Entity. Vendor certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this solicitation.

☒ By checking this box I acknowledge that I am bound by the terms of the Proposer's Affidavit, have the legal authority to submit this Proposal on behalf of the Proposer, and that this electronic acknowledgment has the same legal effect, validity, and enforceability as if I had hand signed the Proposal. This signature will not be denied such legal effect, validity, or enforceability solely because an electronic signature or electronic record was used in its formation. - Jason Bartuseck, Vice President After Sales - North America, ASH North America

The Proposer declares that there is an actual or potential Conflict of Interest relating to the preparation of its submission, and/or the Proposer foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the bid.

☒ Yes    ☐ No

The Bidder acknowledges and agrees that the addendum/addenda below form part of the Bid Document.

Check the box in the column "I have reviewed this addendum" below to acknowledge each of the addenda.

File Name	I have reviewed the below addendum and attachments (if applicable)	Pages
Addendum_3_Airport_Runway_Eqpt_RFP_111522 Tue October 25 2022 01:23 PM	<input checked="" type="checkbox"/>	1
Addendum_2_Airport_Runway_Eqpt_RFP_111522 Mon October 24 2022 03:59 PM	<input checked="" type="checkbox"/>	1
Addendum_1_Airport_Runway_Eqpt_RFP_111522 Mon October 17 2022 11:06 AM	<input checked="" type="checkbox"/>	1







M-B Companies, Inc.  
 Airport Maintenance Products  
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 Phone: +1 920 849 2313 | Fax: +1 920 849 2629  
 www.m-bco.com  
 sales.mb@aebi-schmidt.com

Verisys Registrars®  
 Helpful Auditing  
 ISO 9001 2015 Certified

11/8/2022

<b>Quotation For:</b>			
Customer	Friedman Memorial Airport	Date	1/3/2025
Address	1616 Airport Circle	Quotation #:	Sourcewell 111522
City, State, Zip Code	Hailey ID, 83333	Customer ID:	
Point of Contact	Tim Burke	Quotation valid until:	4/30/2025
Phone and Email Address		Prepared by:	Jessie Carr

**Comments or Special Instructions:**

Delivery charges will be figured based on end user location and current ship rates.

Startup and Training charges will be included at end user location

Final quote to end user will include this information.

PRODUCT CODE	DESCRIPTION	QTY	UNIT LIST PRICE	EXT. AMOUNT	Sourcewell price, 2% discount
MB4 Blower	Custom Chassis Snow Blower - The MB4 chassis is designed to host the M-B MH7500 snow blower head and can be equipped to interchange for use with front plows, front brooms, tow brooms, and other equipment as desired. MB4 High Performance Airport Snow Blower design provides more than 1,000 HP to power snow blower head. The standard 755 HP electronic turbocharged T4F EPA emission certified auxiliary engine provides its entire 755 HP to the impeller drive. The hydrostatic blower ribbon is powered by the chassis engine. The ribbon is independently reversible and the speed is independent of impeller speed. Unique programming assures ribbon speed is automatically adjusted to compensate for vehicle speed. The efficient use of power from both engines provides a capacity up to 7500 tons per hour and cast distances in excess of 150 feet. Head cutting height is 58 inches and the 52.5" diameter ribbon has a cutting width is 102 inches. The 59" diameter fabricated impeller includes replaceable blades, mechanical drive and shear bolts to protect impeller and impeller drive. The rotating impeller housing and discharge chute allow adjustable cast direction, rotating 140 degrees from standard flat cast right. Steel cutting edge, pneumatic casters, integrated carbide skid shoes, and rubber side containment blades are standard.	1	\$ 845,132.00	\$ 845,132.00	\$ 828,229.36
<i>Bulleted Items are Included or are features of the Base Unit</i>					
<ul style="list-style-type: none"> <li>Rear engine type chassis with four wheel Tru-Trac™ 4x4 drive</li> <li>Standard 164 inch wheel base with sharp steering axle cramp angles efficiently provide small turning circles</li> <li>Butterfly type hood enclosure for both chassis and auxiliary engines, opens with power assist for maintenance and repair access</li> <li>496 HP electronic turbocharged diesel T4F EPA emission certified chassis engine, includes ether start</li> <li>Allison RDS 4000, 6 speed transmission</li> <li>M-B "Torque Flow" transfer case featuring the Eaton Tru-Trac automatic differential. Single speed produces a wide torque / speed range. for low speed torque and speeds up to 45 MPH. Automatically and constantly proportions torque delivery between front and rear axles. Uses helical gears for positive and smooth torque transmission.</li> <li>M-B 29,000 pound front driving / steering axle with limited slip differential</li> <li>Dana 23,000 pound rear driving axle with limited slip differential</li> <li>Tapered spring suspension for smoother ride and increased driver control</li> <li>ABS air brake control system (4-channel) with automatic traction control</li> <li>Dual 125 gallon fuel tanks for drive and snow blower engines for up to 12 hours of operation</li> <li>445/65R22.5 LR L traction tread front and rear tires</li> <li>M-B two-man, air ride cab: Panoramic view. All flat glass for easy and local replacement. Forward slope windshield. Four windshield wipers with three motor system for reduced linkage issues and to provide better snow removal on windshield. Air-ride driver and passenger seats with adjustable lumbar support. Standard features include FMVSS compliant lighting, side light bars, heated windshield, cab heater, heated power mirrors, power windows, and FAA approved strobes on cab and rear engine enclosure.</li> <li>Operator friendly, cab integrated microprocessor CAN bus controls with MDC (Monitor, Diagnose, Control) color screen display for chassis and equipment, with CAN joystick for attachment operation</li> <li>1 yr warranty included in base unit.</li> <li>Consult M-B prior to order to confirm choice of options.</li> </ul>					
			SUBTOTAL	\$ 845,132.00	\$ 828,229.36
			OTHER		
			TOTAL	\$ 845,132.00	\$ 828,229.36

Price for base unit:

OPTIONS

		List Price		Sourcewell Price
<b>Chassis Options</b>				
Four wheel steering with 27,000 pound rear drive/steer axle	1	\$ 22,003.00	\$ 22,003.00	\$ 21,562.94
Engine oil pan heater, pad type	1	\$ 776.00	\$ 776.00	\$ 760.48
Engine block heater, immersion type	1	\$ 537.00	\$ 537.00	\$ 526.26
Battery trickle charger, 1.5 amp	1	\$ 622.00	\$ 622.00	\$ 609.56
Battery charger, 20 amp	1	\$ 707.00	\$ 707.00	\$ 692.86
Battery heater, pad type	1	\$ 1,146.00	\$ 1,146.00	\$ 1,123.08
Remote battery jump start lugs	1	\$ 384.00	\$ 384.00	\$ 376.32
Remote air fill port	1	\$ 232.00	\$ 232.00	\$ 227.36
Hydraulic oil tank heater, pad type	1	\$ 652.00	\$ 652.00	\$ 638.96
Fuel heater, immersion tank type	1	\$ 776.00	\$ 776.00	\$ 760.48
Coolant filter	1	\$ 236.00	\$ 236.00	\$ 231.28
Rear bumper chevron striping		\$ 385.00	\$ -	\$ -
Eight inch reflective stripe	1	\$ 918.00	\$ 918.00	\$ 899.64
Numbers and lettering on unit	1	\$ 674.00	\$ 674.00	\$ 660.52
Rustproofing: under floor, fenders and battery box	1	\$ 925.00	\$ 925.00	\$ 906.50
Rear mounted pintle hook		\$ 256.00	\$ -	\$ -
Spare chassis tire and wheel		\$ 2,682.00	\$ -	\$ -
<b>Chassis Cab Options</b>				
Air Conditioning	1	\$ 4,043.00	\$ 4,043.00	\$ 3,962.14
Dual Core Heater		\$ 2,554.00	\$ -	\$ -
Deluge System (Requires side door wipers)	1	\$ 2,298.00	\$ 2,298.00	\$ 2,252.04
Side door window wipers	1	\$ 923.00	\$ 923.00	\$ 904.54
Heated option for side door window wipers	1	\$ 408.00	\$ 408.00	\$ 399.84
Heated option for windshield wipers	1	\$ 597.00	\$ 597.00	\$ 585.06
Radio, AM/FM with weather band and CD player	1	\$ 697.00	\$ 697.00	\$ 683.06
Rear view camera system, color (Includes rear facing LED flood lights)	1	\$ 2,238.00	\$ 2,238.00	\$ 2,193.24
Golight Strkyer remote spot light on cab, (1)	1	\$ 927.00	\$ 927.00	\$ 908.46
HID lights on cab light bar, flood, (2)	1	\$ 1,966.00	\$ 1,966.00	\$ 1,926.68
HID lights on cab light bar, trapezoid, (2)	1	\$ 1,829.00	\$ 1,829.00	\$ 1,792.42
HID lights on cab light bar, spot, (2)	1	\$ 1,843.00	\$ 1,843.00	\$ 1,806.14
LED lights on cab light bar, flood, (2)	1	\$ 1,158.00	\$ 1,158.00	\$ 1,134.84
LED lights on cab light bar, trapezoid, (2)	1	\$ 1,085.00	\$ 1,085.00	\$ 1,063.30
LED lights on cab light bar, spot, (2)	1	\$ 1,092.00	\$ 1,092.00	\$ 1,070.16
Rear facing LED flood lights, (2)		\$ 411.00	\$ -	\$ -
Amber snow plow lights on cab light bar, (2)	1	\$ 565.00	\$ 565.00	\$ 553.70
Fire extinguisher, 2A:10BC, 5 lb. with mounting bracket		\$ 288.00	\$ -	\$ -
Fire extinguisher, 10A:40BC, 10 lb. with mounting bracket		\$ 350.00	\$ -	\$ -
<b>Snow Blower Options:</b>				
800 HP T4F Snowblower Engine in place of 755 HP T4F Snowblower engine	1	\$ 6,371.00	\$ 6,371.00	\$ 6,243.58
496 HP T4F Snowblower Engine in place of 755 Hp T4F Snowblower Engine. Capacity up to 4000 tons per hour with a cast distance up to 100 feet.		\$ (30,061.00)	\$ -	\$ -
Loading chute with directional flipper control for dump truck or spot casting		\$ 16,647.00	\$ -	\$ -
Poly cutting edge in place of steel cutting edge		\$ 760.00	\$ -	\$ -
<b>Blower Engine Options:</b>				
Blower engine oil pan heater, pad type	1	\$ 776.00	\$ 776.00	\$ 760.48
Blower engine block heater, immersion type	1	\$ 531.00	\$ 531.00	\$ 520.38
Hydraulic oil tank heater, pad type	1	\$ 652.00	\$ 652.00	\$ 638.96
Coolant filter	1	\$ 463.00	\$ 463.00	\$ 453.74
<b>Snow Blower Spare Parts:</b>				
Steel cutting edge	1	\$ 229.00	\$ 229.00	\$ 224.42
Poly cutting edge		\$ 885.00	\$ -	\$ -
Carbide skid shoes (2)	1	\$ 498.00	\$ 498.00	\$ 488.04
Pneumatic caster assembly	1	\$ 956.00	\$ 956.00	\$ 936.88
Shear bolt kit (5 sets, 10 total)	1	\$ 232.00	\$ 232.00	\$ 227.36
Options Subtotal			\$ 62,965.00	\$ 61,705.70
Total from Base unit			\$ 845,132.00	\$ 828,229.36
Total Unit Price			\$ 908,097.00	\$ 889,935.06

Discount off Total Unit Price, exclusive of freight, Quantity 3+ units; deduct: 2%

**Delivery Starting Point**

**Chilton, WI 53014**

**Delivery Ending Point**

**Hailey, ID 83333**

Delivery price determined by calculated mileage between points (Yahoo Maps) and current shipping rates

		List Price	Sourcewell Price
3%	\$ 26,698.05	\$ 881,398.95	\$ 863,237.01
1698	\$ 13.00	\$ 22,074.00	\$ 22,074.00

**TOTAL**

**\$ 903,472.95 \$ 885,311.01**

Additional Options

Autolube

\$ 10,014.00 \$ 9,813.72

115" wide blower head vs standard

\$ 7,760.00 \$ 7,604.80

"Avalanche Mode" upgrade for pile work

Included at N/C

**TOTAL WITH ADDITIONAL OPTIONS**

**\$ 902,729.53**

Contact: Steve Mueller

201 MB Lane

Chilton, WI 53014

Phone (920) 898-1077 Fax (920) 849-2629

E-mail: [steve.mueller@aebi-schmidt.com](mailto:steve.mueller@aebi-schmidt.com)

## **TASK ORDER 25-02**

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

### **Hailey, Idaho**

### **Pilot's Lounge/GA Terminal**

In accordance with of the MASTER SERVICES AGREEMENT by and between Ardurra Group, Inc. ("Consultant") and the **Friedman Memorial Airport Authority** ("Client") dated February 2025 ("Agreement"), the parties agree as follows:

#### **SPECIFIC PROJECT DATA**

Task Order Number: 25-02

Project Number: 250021

Project Name: Pilot's Lounge/GA Terminal

Date of Task Order: March 4, 2025

#### **SCOPE OF SERVICES**

Attached as Exhibit A

#### **BASIS FOR PAYMENT**

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

• <b>Tasks 1-4 (Lump Sum)</b>	<b>\$189,664.20</b>
• <b><u>Task 5-8 (Time and Materials)</u></b>	<b><u>\$176,267.03</u></b>
• <b>Total Fee</b>	<b>\$365,931.23</b>

#### **APPROVAL AND ACCEPTANCE**

Approval and Acceptance of this Task Order, including the attachments listed above, shall incorporate this Task Order as part of the Agreement. The clauses contained in the Agreement are incorporated by reference and remain in full force and are applicable with this Task Order.

**IN WITNESS WHEREOF**, the parties voluntarily and knowingly execute and agree to bind the parties to the terms of this Task Order.

FOR: FRIEDMAN MEMORIAL AIRPORT AUTHORITY

\_\_\_\_\_

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

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

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

FOR: ARDURRA GROUP, INC.

\_\_\_\_\_

By: Jared Norton, P.E.

Title: Aviation Services Manager - Northwest

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



## **TASK ORDER 25-02**

### **EXHIBIT A – Scope of Work**

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

### **Hailey, Idaho**

#### **General Aviation Terminal/Pilot's Lounge (Design and Construction)**

The airport intends to proceed with project tasks related to construct a General Aviation Terminal/Pilot's Lounge building. The building is anticipated to be approximately 1,500 to 2,000 square feet (sf) including rest rooms, concessions area, and flight planning area. Utilities including power, communication, gas, water, and sewer will need to be extended to the building site. The rest rooms will require the design and installation of a sewer lift station to connect to the gravity sewer in the area. The project will also require landscaping to conform to city code and site lighting to conform to the "Dark Sky" ordinance. The existing general aviation parking lot will be utilized for the building, and it is not anticipated any additional parking will be required.

Ardurra will serve as the prime consultant and will lead the civil, utility, and landscape design as well coordinate the overall project. Ruscitto/Latham/Blanton Architectura P.A. (RLB) will serve as the architects and structural engineers as a subconsultant to Ardurra. RLB will subcontract with the Mechanical, Electrical, and Plumbing (MEP) subconsultants to complete the building design including the site lighting.

Work associated with this project includes the design, bidding, and construction phases. It is anticipated an FAA Airport Improvement Program (AIP) grant will fund 95% of eligible project costs (match for non-hub airports in Idaho in FY25 and FY26 is 95%). The Friedman Memorial Airport will provide all other required funds. The estimated construction budget for the work items is approximately \$1M.

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 1-5 & 7-8) will be provided on a Lump Sum (LS) basis. Services associated with the construction (Phases 6) will be provided on a time and materials (T&M) basis.

#### **CONTRACTS AND BIDDING:**

There will be two sets of bidding and construction documents produced for the project. One set will be produced for the building, utilities, landscaping and site lighting. A second set of documents will be produced for the sewer lift station. 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	February 2025
Complete Fee Analysis	February 2025
Contract Negotiation Complete	February 2025
Contract Approval	March 2025
Complete Schematic Design	March 2025
Submit for City of Hailey Design Review	April 2025
Complete Design Development	May 2025
Complete Construction Documents and Plans Available	July 2025
Open Bids	August 2025
Award Project	October 2025
Start Construction	November 2025
Complete Construction	July 2026
Closeout	Winter 2026

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 Task Order, including a detailed Scope of Work. Review the Scope with Owner and FAA and modify it as necessary, based on comments received. The Task 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.
  - 1.4.1 Survey: The services of a surveying subconsultant will be required to collect topographic data to support the design of the proposed project. Existing topographic information will be required for the pavement, existing ground, drainage, and utilities throughout the project site.
  - 1.4.2 Architectural: The services of an architectural subconsultant will be required to design and oversee the construction of the GA Terminal/Pilot's Lounge. The architectural subconsultant will also provide structural, MEP, site lighting, and cost estimating services as part of their contract.
- 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 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 Ardurra in coordination with RLB will conduct an initial kickoff/programming meeting with the airport and project stakeholders to confirm building elements and site location/restrictions.

- 2.3 Coordinate environmental clearance with FAA Helena ADO Environmental Specialist. It is assumed this project can be cleared via a documented Categorical Exclusion (CATEX) checklist.
- 2.4 Airport Layout Plan (ALP) Pen and Ink Revision. While the current project is included in the current CIP, the GA Terminal is not shown in the proposed location on the current ALP. In order to be eligible for FAA reimbursement, a Pen and Ink revision to the ALP drawings will be necessary. Ardurra will update and submit this documentation to the FAA.
- 2.5 Prepare an exhibit illustrating the project(s) and submit to FAA for Initial Project Airspace Review into OE/AAA website.
- 2.6 Coordinate field survey with airport. The majority of the project site is located inside the airport perimeter fence and is not accessible without an escort. It is assumed the airport will escort the survey personnel as needed for the site survey. Ardurra will coordinate with both the Airport and surveyor to coordinate the initial escort, and the surveyor will coordinate directly with the Airport for any additional access that is required.
- 2.7 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 will include Schematic Design (SD) and Design Development (DD) services of the architect. More specifically Phase 3 services shall include:

- 3.1 Conduct Kickoff meeting with City of Hailey staff to discuss the project elements and address any potential issues.
- 3.2 Design site grading and utility extensions required to serve the proposed building location. Coordinate with City of Hailey and utility companies to determine responsibility and cost of utility extensions.
- 3.3 Prepare a preliminary landscape and irrigation design for the project site.
- 3.4 Develop a preliminary Construction Safety and Phasing Plan (CSPP) for the project. The preliminary CSPP shall be submitted to Owner and FAA for review and comment as early in the project development process as possible. Coordination with the airport and users is anticipated in the formulation of the CSPP.
- 3.5 Design sewer lift station. Ardurra will design the sewer lift station in coordination with the City of Hailey and in accordance with Idaho Department of Environmental Quality (DEQ) requirements for lift stations with a capacity of less than 2,500 gallons per day (GPD) without Supervisory Control and Data Acquisition (SCADA) monitoring. If capacity of greater than 2,500 GPD or SCADA monitoring is required, an amendment will be necessary for additional design and permitting services.
  - 3.5.1 Coordinate with City of Hailey on lift station location and design including obtaining a “will serve” letter as required for Task 3.5.3.
  - 3.5.2 Conduct Pre-Design Meeting with Idaho DEQ for lift station design.

- 3.5.3 Prepare Preliminary Engineering Report (PER) as required for DEQ submittal. The PER will define the hydraulic capacity of the lift station, provide installation specifications and details including materials and lift station configuration, main tie-in connection detail, equipment and controls description, state/site specific installation location conditions such as soil and groundwater conditions derived from owner-provided site geotechnical report. The PER will require a "will serve" letter from the City of Hailey prior to submittal to DEQ.
- 3.5.4 Prepare preliminary lift station drawings including lift station site footprint and layout with proposed force main connection point to existing sewer.
- 3.5.5 Coordinate with Idaho DEQ for the design and permitting of the lift station, force main, and connection to the City of Hailey's existing sewer main.
- 3.6 Develop preliminary plans for City of Hailey Design Review submittal. The design review requires the following elements:
  - Vicinity Map
  - Site Plan
  - Staging/Contractor Parking Plan
  - Exterior Light Plan
  - Landscape Plans
  - Floor Plan
  - Utility Plan
  - Drainage Plan
  - Detailed Building Elevations
  - Colored Renderings

Ardurra will provide the Vicinity Map, Site Plan, Staging/Contractor Parking Plan (the CSPP will be used for this plan), Landscape Plan, Utility Plan including the proposed sewer lift station, and Drainage Plan. RLB will provide all other required plans and renderings of the building including the Exterior Lighting Plan.
- 3.7 Submit plans to the Airport and FAA for review and comment. Meet with the Airport and stakeholders to review the plans and obtain additional direction prior to Design Review submittal.
- 3.8 Update plans with Airport, stakeholder, and FAA comments.
- 3.9 Prepare Design Review Submittal including City of Hailey Design Review Application. Coordinate with RLB and City of Hailey for Design Review submittal.
- 3.10 Prepare 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.
- 3.11 Revise preliminary cost estimates, based on the preliminary design.

- 3.12 Coordinate internally with Ardurra staff during this phase of the project to discuss key aspects of the design.
- 3.13 Conduct internal quality control review by a project manager outside of the project team.
- 3.14 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 Meet with Airport and stakeholders to review City Design Review Comments.
- 4.2 Revise GA Terminal/Pilot's Lounge plans to reflect comments from the Owner, FAA and City of Hailey Design Review.
- 4.3 Prepare final design and construction plans for the GA Terminal/Pilot's Lounge. It is anticipated there will be 15 sheets in the drawing set.
- 4.4 Prepare final construction specifications and bid documents for the GA Terminal/Pilot's Lounge based on the current version of FAA AC 150/5370-10 "Standards for Specifying Construction on Airports".
- 4.5 Finalize lift station design.
  - 4.5.1 Prepare final plans. Plans will include electrical control panel, site overview, site plans, pumps, example cut sheets for proposed equipment and materials, mechanical piping, valve vaults plan and section views, clean-out details, and flow meter.
  - 4.5.2 Prepare final construction specifications and bid documents for the GA Terminal/Pilot's Lounge based on the current version of FAA AC 150/5370-10 "Standards for Specifying Construction on Airports".
  - 4.5.3 Coordinate Permit Review. Review set will be provided to the Airport at 100% Issue for Permit levels for comment. This task includes assistance with Idaho DEQ and City of Hailey for permitting submittal and review comment responses. It is assumed one plan set will be required to include location and layout with separate wet well, pump, and electrical specifications. It is also assumed that the City of Hailey will not require flow monitoring.
- 4.6 Prepare a final engineer's opinion of probable construction cost, based on the final design for each project.
- 4.7 Prepare one Engineer's Design Report for the project in conformance with FAA guidelines and submit with plans and specifications for FAA review.
- 4.8 Submit final design package for the GA Terminal/Pilot's Lounge including drawings, 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. Submit one complete set of final documents to the Owner and one set of final documents to the FAA.

- 4.9 Submit final design package for the Lift Station including drawings, specifications and design report to Owner, City of Hailey, Idaho DEQ, and FAA for final review and comment. Revise drawings and specifications based on final review comments and prepare 100% documents. Submit one complete set of final documents to the Owner and one set of final documents to the FAA.
- 4.10 Coordinate internally with Ardurra staff during this phase of the project to discuss key aspects of the design(s).
- 4.11 Conduct internal quality control review by a project manager outside of the project team.
- 4.12 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 GA Terminal/Pilot's Lounge project and one quote package required for the sewer lift station. 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 for each project to familiarize bidders and interested parties with the construction project scope and requirements. It is assumed the Pre-Bid Conferences will be held sequentially to reduce travel costs. Prepare and issue minutes of each conference after the meeting. The meetings will be held at the Airport. It is assumed two members of the project team will attend the Pre-Bid Conferences. 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 Openings 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 each 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 for the sewer lift station. 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 for the sewer lift station, 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 of the lift station is scheduled for the fall of 2025 or spring of 2026 and is anticipated to take approximately 4 weeks. The construction of the GA Terminal/Pilot's Lounge is anticipated to take approximately 8 months and is planned to start in September of 2025 to finish foundations and framing before winter. Construction phase services shall more specifically include the following work tasks:

- 6.1 Provide pre-construction coordination for the GA Terminal/Pilot's Lounge 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 Architect will attend the Pre-Construction Conference. This task includes travel time.
- 6.2 Review, comment on, and process Contractors' material submittals with assistance from the Architect, 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 an RPR as needed 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 RPR will be onsite full time during project startup and utility work which anticipated to take up to four weeks. After initial project startup, the architect will make weekly site visits to monitor and document the work.
- 6.4 Provide office administration support and assistance to the RPR and architect with senior design, management or other personnel as field activities may require.
- 6.5 Review and approve Contractor monthly Payment Applications. Submit approved Payment Applications to the Owner for approval and payment. It is assumed the GA Terminal/Pilot's Lounge will have up to ten (10) Payment Applications including the final. The lift station is anticipated to have up to three (3) Payment Applications.



- 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 City of Hailey for commissioning and acceptance of the Sewer Lift Station.
- 6.10 Coordinate with the Owner and FAA throughout the construction process (GA Terminal/Pilot’s Lounge: 8 Months of construction, Sewer Lift Station: 6 Weeks of construction).

## **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 with Disadvantaged Business Enterprise (DBE) annual reporting for FY 2025 and FY2026. 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 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.



**EXHIBIT B**

Friedman Memorial Airport													GA Terminal and Lift Station	
Task Order #25-02														
Labor Worksheet														
January 14, 2025														
Phase	Description	Personnel Hours											Total Hours	Total Cost
		Prin	PM	PE	PE	EI	PL	LA	LAIT	CM	RPR	Adm.		
		JN	NC	MS	JC	GG	WR	JS	AT			JH		
		\$90	\$89	\$46	\$54	\$36	\$66	\$61	\$40	\$52	\$39	\$31		
Phase 1 - Administration														
1.1	Evaluate Project Scope and Schedule with Owner		4	4									8	\$1,757
1.2	Prepare SOW, Fee and Work Order	1	4	8							4		17	\$3,047
1.3	IFE Coordination		4										4	\$1,159
1.4	Subconsultant Management													
1.4.1	Survey		2	4							2		8	\$1,377
1.4.2	Architectural		2	4							2		8	\$1,377
1.5	Coordinate with Owner and FAA		4										4	\$1,159
1.6	Project Management, Invoicing & Admin.		16								16		32	\$6,239
Subtotal, Phase 1		1	36	20	0	0	0	0	0	0	24		81	\$16,116
Phase 2 - Planning and Formulation														
2.1	Pre Design Conference		2	2									4	\$878
2.2	Initial Kickoff/Programming Meeting		4	4		4							12	\$2,219
2.3	Coordinate Environmental Clearance		2			24	16						42	\$6,791
2.4	ALP Pen and Ink Revisions		4				12						16	\$3,739
2.5	Initial Project Airspace Review		1			4							5	\$752
2.6	Coordinate Field Survey		1	2									3	\$589
2.7	Internal Coordination		2	2	2	2	2						10	\$1,892
Subtotal, Phase 2		0	16	10	2	34	30	0	0	0	0	0	92	\$16,859
Phase 3 - Preliminary Design														
3.1	Kickoff Meeting		4	4		4							12	\$2,219
3.2	Design Site Grading and Utility Extensions			2		10							12	\$1,454
3.3	Preliminary Landscape and Irrigation Design							4	24				28	\$3,932
3.4	Preliminary CSPP		2			12							14	\$1,966
3.5	Design Sewer Lift Station												0	
3.5.1	Liftstation Location and Design				4	4							8	\$1,167
3.5.2	Pre-Design Meeting				4	4							8	\$1,167
3.5.3	Prepare Preliminary Engineering Report				16	40							56	\$7,441
3.5.4	Prepare Preliminary Lift station Drawings				2	16							18	\$2,201
3.5.5	Coordinate with Idaho DEQ				2	2							4	\$584
3.6	Preliminary Plans for Design Review Submittal		1	2		30							33	\$4,054
3.7	Submit Plans for Airport and FAA		2	2		2							6	\$1,109
3.8	Update Plans with Airport, stakeholder, and FAA comments		1	2		8							11	\$1,513
3.9	Prepare Design Review Submittal		1	8		4							13	\$1,947
3.10	Preliminary Construction Specification and Bid Documents		1	4		16							21	\$2,736
3.11	Revise Preliminary Cost Estimates		1			4							5	\$752
3.12	Internal Coordination		4	4		4							12	\$2,219
3.13	Internal Quality Control Review	4											4	\$1,170
3.14	Coordinate with Owner and FAA		4	4									8	\$1,757
Subtotal, Phase 3		4	21	32	28	160	0	4	24	0	0	0	273	\$39,387
Phase 4 - Final Design														
4.1	Review City Design Review Comments		2	2		2							6	\$1,109
4.2	Revise GA Terminal/Pilot's Lounge Plans		1	2		8							11	\$1,513
4.3	Final Design and Construction Plans		2	8		30		2	20				62	\$8,251
4.4	Final Construction Specification and Bid Documents		2	12		8							22	\$3,296
4.5	Finalize Lift Station Design												0	
4.5.1	Prepare Final Plans				8	20							28	\$3,720
4.5.2	Prepare Final Construction Specifications and Bid Documents		2	12	4	4							22	\$3,539

**EXHIBIT B**

Friedman Memorial Airport Task Order #25-02													GA Terminal and Lift Station	
Labor Worksheet													January 14, 2025	
Phase	Description	Personnel Hours											Total Hours	Total Cost
		Prin	PM	PE	PE	EI	PL	LA	LAIT	CM	RPR	Adm.		
		JN	NC	MS	JC	GG	WR	JS	AT			JH		
		\$90	\$89	\$46	\$54	\$36	\$66	\$61	\$40	\$52	\$39	\$31		
4.5.3	Coordinate Permit Review				8								8	\$1,410
4.6	Final Construction Cost Estimate		1			4							5	\$752
4.7	Engineer's Design Report		1	8									9	\$1,485
4.8	Submit GA Terminal Final Design Package		2	4		8							14	\$2,101
4.9	Submit Lift Station Final Design Package		1		8	8							17	\$2,624
4.10	Internal Coordination		4	4	4	4							16	\$2,924
4.11	Internal Quality Control Review	4											4	\$1,170
4.12	Coordinate with Owner and FAA		4	4									8	\$1,757
<b>Subtotal, Phase 4</b>		<b>4</b>	<b>22</b>	<b>56</b>	<b>32</b>	<b>96</b>	<b>0</b>	<b>2</b>	<b>20</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>232</b>	<b>\$35,652</b>
<b>Subtotal, Phases 1-4</b>		<b>9</b>	<b>95</b>	<b>118</b>	<b>62</b>	<b>290</b>	<b>30</b>	<b>6</b>	<b>44</b>	<b>0</b>	<b>0</b>	<b>24</b>	<b>678</b>	<b>\$108,014</b>
<b>Phase 5 - Bidding</b>														
5.1	Administer Public Bid Advertisement Process		2	4		8							14	\$2,101
5.2	Pre-Bid Conference		8	12		8							28	\$5,035
5.3	Address Contractor Questions and Addenda		2	8		8							18	\$2,699
5.4	Bid Opening		2	4		4							10	\$1,639
5.5	Prepare Recommendation of Award		4	8		4							16	\$2,816
5.6	Bid Tabulations		1	2		4							7	\$1,051
5.7	Administer Quote Process		2	4		12							18	\$2,563
5.8	Review and Analysis of Bids/Quotes for Sewer Lift Station		2	4		8							14	\$2,101
5.9	Notice of Award(s), Construction Agreement(s), and Other Documents		2	4		8							14	\$2,101
5.10	Coordinate with Owner and FAA		4	4									8	\$1,757
<b>Subtotal, Phase 5</b>		<b>0</b>	<b>29</b>	<b>54</b>	<b>0</b>	<b>64</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>147</b>	<b>\$23,864</b>
<b>Phase 6 - Construction Administration</b>														
6.1	Pre Construction Coordination		8	24	12	12				12	40		108	\$16,493
6.2	Submittal Review			4	8	4				24			40	\$6,535
6.3	Construction Inspection										220		220	\$27,804
6.4	Office Construction Administration		12	24						40			76	\$13,838
6.5	Process Pay Requests			20						20			40	\$6,375
6.6	Substantial and Final Completion Inspections			20						20			40	\$6,375
6.7	Certified Payroll Review		4			40				8			52	\$7,135
6.8	Prepare Change Orders		4	8						8	4		24	\$4,215
6.9	Coordinate with the City of Hailey		4	8	8								20	\$3,764
6.10	Coordinate with FAA and Owner		8	8									16	\$3,514
<b>Subtotal, Phase 6</b>		<b>0</b>	<b>40</b>	<b>116</b>	<b>28</b>	<b>56</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>132</b>	<b>264</b>	<b>0</b>	<b>636</b>	<b>\$96,048</b>
<b>Phase 7 - Closeout</b>														
7.1	Prepare Record Drawings		1	2		10							13	\$1,744
7.2	Prepare Final Construction Report		2	4		8							14	\$2,101
7.3	Coordinate with Contractor		2	4	8								14	\$2,587
7.4	Close Out Documentation		2	4	4								10	\$1,882
<b>Subtotal, Phase 7</b>		<b>0</b>	<b>7</b>	<b>14</b>	<b>12</b>	<b>18</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>51</b>	<b>\$8,314</b>
<b>Phase 8 - Additional Services</b>														
8.1	Grant Administration													
8.1.1	Prepare Grant Application		2	4		10							16	\$2,332
8.1.2	Prepare FAA Certifications			1		2							3	\$380
8.1.3	Prepare Annual SF 271 and 425		2	4									6	\$1,177
8.1.4	Prepare Annual Performance Reports			4									4	\$597
8.1.5	Provide Grant Budget Updates to Owner		4	4									8	\$1,757
8.2	DBE Administration						4						4	\$860
8.3	A-133 Annual Audit		4	4									8	\$1,757

# EXHIBIT B

Friedman Memorial Airport Task Order #25-02													GA Terminal and Lift Station	
Labor Worksheet													January 14, 2025	
Phase	Description	Personnel Hours											Total Hours	Total Cost
		Prin	PM	PE	PE	EI	PL	LA	LAIT	CM	RPR	Adm.		
		JN	NC	MS	JC	GG	WR	JS	AT			JH		
		\$90	\$89	\$46	\$54	\$36	\$66	\$61	\$40	\$52	\$39	\$31		
Subtotal, Phase 8		0	12	21	0	12	4	0	0	0	0	0	49	\$8,861
Subtotal, Phase 5-8		0	88	205	40	150	4	0	0	132	264	0	883	\$137,087
Total, Phase 1-8		9	183	323	102	440	34	6	44	132	264	24	1561	\$245,101

## EXHIBIT B

Friedman Memorial Airport			GA Terminal and Lift Station	
Task Order #25-02				
Hours & Fees Summary			January 14, 2025	
Tasks 1-4, Lump Sum				
1. Personnel Costs				
Classification	Title	Hours	Rate/Hour	Cost
Prin	Principal	9	\$90.00	\$810.00
PM	Project Manager	95	\$89.14	\$8,468.30
PE	Project Engineer	118	\$45.94	\$5,420.92
PE	Sewer Project Engineer	62	\$54.21	\$3,361.02
EI	Engineer Intern	290	\$35.53	\$10,303.70
PL	Planner	30	\$66.11	\$1,983.30
LA	Landscape Architect	6	\$61.44	\$368.64
LAIT	Landscape Architect Intern	44	\$40.15	\$1,766.60
CM	Construction Manager	0	\$52.10	\$0.00
RPR	Resident Project Representative	0	\$38.87	\$0.00
Adm.	Administrative Assistant	24	\$30.79	\$738.96
Totals:		678		
			Labor Cost	\$33,221.44
			Overhead	\$55,679.13
			Total Profit	\$19,113.62
			Total Labor Cost	\$108,014.20
2. Subconsultant Fees				
RLB - Architect, Structural, MEP				\$72,000.00
Galena-Benchmark - Survey				\$9,000.00
Subtotal, Subconsultant Fees:				\$81,000.00
3. Reimbursable Expenses				
Description	Number	Unit Cost	Cost	
Vehicle Travel (Per Mile)	300	\$0.70	\$210.00	
Lodging (Per Night)	1	\$180.00	\$180.00	
Meals (Day Trips - Per Day)	1	\$60.00	\$60.00	
Per Diem (On Site Personnel - Per Day)	0	\$0.00	\$0.00	
Document Reproduction (Lump Sum)	1	\$150.00	\$150.00	
Shipping, Postage, Telephone, Misc. (Lump Sum)	1	\$50.00	\$50.00	
Subtotal, Reimbursable Expenses			\$650.00	
TOTAL FEE, TASKS 1-4 (1+2+3):				\$189,664.20

## EXHIBIT B

Friedman Memorial Airport			GA Terminal and Lift Station	
Task Order #25-02				
Hours & Fees Summary			January 14, 2025	
Tasks 5-8, Time and Materials				
1. Personnel Costs				
Classification	Title	Hours	Rate/Hour	Cost
Prin	Principal	0	\$90.00	\$0.00
PM	Project Manager	88	\$89.14	\$7,844.32
PE	Project Engineer	205	\$45.94	\$9,417.70
PE	Sewer Project Engineer	40	\$54.21	\$2,168.40
EI	Engineer Intern	150	\$35.53	\$5,329.50
PL	Planner	4	\$66.11	\$264.44
LA	Landscape Architect	0	\$61.44	\$0.00
LAIT	Landscape Architect Intern	0	\$40.15	\$0.00
CM	Construction Manager	132	\$52.10	\$6,877.20
RPR	Resident Project Representative	264	\$38.87	\$10,261.68
Adm.	Administrative Assistant	0	\$30.79	\$0.00
Totals:		883		
			Total Labor	\$42,163.24
			Overhead	\$70,665.59
			Total Profit	\$24,258.20
			Total Labor Cost	\$137,087.03
2. Subconsultant Fees				
RLB - Architect, Structural, MEP				\$25,000.00
Subtotal, Subconsultant Fees:				\$25,000.00
3. Reimbursable Expenses				
Description	Number	Unit Cost	Cost	
Vehicle Travel (Per Mile)	3,000	\$0.70	\$2,100.00	
Rental Vehicles - (Per Day)	0	\$0.00	\$0.00	
Lodging (Per Night)	30	\$250.00	\$7,500.00	
Meals (Day Trips - Per Day)	3	\$60.00	\$180.00	
Per Diem (On Site Personnel - Per Day)	30	\$80.00	\$2,400.00	
Document Reproduction (Lump Sum)	1	\$500.00	\$500.00	
Shipping, Legal Notice, Telephone, Misc. (Lump Sum)	1	\$1,500.00	\$1,500.00	
Subtotal, Reimbursable Expenses			\$14,180.00	
TOTAL FEE, TASKS 5-8 (1+2+3):				\$176,267.03
TOTAL FEE, TASKS 1-8 (1+2+3):				\$365,931.23

## Site Option #1











## Site Option #2

