

**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 3, 2026 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

February 3, 2026

I. APPROVE AGENDA – ACTION ITEM

II. PUBLIC COMMENT (10 Minutes Allotted)

III. FRIEDMAN MEMORIAL AIRPORT AUTHORITY MEETING MINUTES OF:

A. January 6, 2026 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 January **Attachment #2**
- B. Profit & Loss, ATCT Traffic Operations Count and Enplanement Data for December – **Attachment #3 - #5**
- C. Review Correspondence

VI. ACTION ITEMS – Continued

- A. NEW BUSINESS
 - 1. ATCT Relocation - Woolpert Task Order – Consideration of Approval – **Attachment #6 - #7 ACTION ITEM**
 - 2. Turo P2P Car Sharing Services Contract – Consideration of Approval – **Attachment #8 ACTION ITEM**
- B. CONTINUING BUSINESS
 - 1. None

VII. UPDATES AND DISCUSSION

- A. NEW BUSINESS
 - 1. Employee Handbook Updates – Discussion
 - 2. Economic Impact Study – Discussion
 - 3. Hidden Disabilities Sunflower Program - Discussion
- B. CONTINUING BUSINESS
 - 1. None

VIII. PUBLIC COMMENT

IX. ADJOURNMENT

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

FMAA Meeting Brief 02-03-2026

III. FRIEDMAN MEMORIAL AIRPORT AUTHORITY MEETING MINUTES OF:

- A. January 6, 2026 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 January – **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 for December.

Attachment #5 are Enplanements, Deplanements and Seat Occupancy data for December.

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

FMAA Meeting Brief 02-03-2026

December 2025

Total Non-Federal Revenue	December, 2025	\$583,252
Total Non-Federal Revenue	December, 2024	\$454,281
Total Non-Federal Revenue	FY '26 thru December	\$1,702,549
Total Non-Federal Revenue	FY '25 thru December	\$1,562,928
Total Non-Federal Expenses	December, 2025	\$1,237,738
Total Non-Federal Expenses	December, 2024	\$1,358,843
Total Non-Federal Expenses	FY '26 thru December	\$1,320,898
Total Non-Federal Expenses	FY '25 thru December	\$1,267,975
Net Income excluding Federal Programs	FY '26 thru December	\$464,812
Net Income excluding Federal Programs	FY '25 thru December	\$204,085
Net Income to include Federal Programs	FY '26 thru December	\$-1,746,131
Net Income to include Federal Programs	FY '25 thru December	\$117,787

C. Review Correspondence

1. None.

VI. ACTION ITEMS – Continued

A. NEW BUSINESS

1. ATCT Relocation – Woolpert Work Order XX-XX – Consideration of Approval – **Attachment #6 - #7 ACTION ITEM**

As previously discussed, the current ATCT at the Friedman Memorial (SUN) Airport is not compliant with FAA line-of-sight (LOS), building code, or Americans with Disability Act (ADA) requirements and due to the aging infrastructure has become cost prohibitive to maintain. It is located on the east side of Runway 13/31 and is within the runway object free area (ROFA). Therefore, it is in the best interest of the Sponsor and FAA to vacate and demolish the existing ATCT and construct a new ATCT to meet operational LOS and look-down angle, improve energy efficiency and meet current standards for accessibility, life safety, fire protection and building codes.

In June of 2024, Woolpert was selected to provide consulting services to the Airport for projects associated with the ATCT. In October 2025, Woolpert prepared a Scope of Work for ATCT design and bidding services, which was submitted to the FAA for review in January.

FMAA Meeting Brief 02-03-2026

Per FAA requirements, an Independent Fee Estimate (IFE) was completed to assist with fee negotiations between the airport and Woolpert. The IFE was completed by Evectio and came in at the amount of \$2,148,744.00 while Woolpert proposal was \$2,060,651.10, \$88,092.90 (4.2%) below the IFE.

After review and negotiation, staff has determined Woolpert's proposed fee to be fair, reasonable, and justified. Staff recommends Board approval of the fee proposal while staff works with the FAA for final approval. Staff will then enter into a Work Order with Woolpert in the amount of \$2,060,651.10.

Action Requested: Motion to approve Woolpert fee estimate for Air Traffic Control Tower (ATCT) relocation design and bidding services in the amount of \$2,060,651.10, pending FAA concurrence, and authorize staff to enter into the Work Order upon receipt of FAA concurrence

2. Turo P2P Car Sharing Services Contract – Consideration of Approval – **Attachment #8**

ACTION ITEM

Turo is a peer-to-peer (P2P), app-based vehicle-sharing service that allows individuals to rent their personal vehicles to one another for a fee. For comparison, it operates similarly to AirBNB or VRBO in the short-term housing market. Based on its business model and Idaho State law, Turo is not classified as a Rental Automobile Concessionaire (RAC) in the same manner as the Airport's on-site rental car tenants.

For several years, Airport staff and legal counsel were not comfortable with Turo operating at SUN in order to respect the RAC agreements currently in place. As a result, Turo has not been expressly regulated or prohibited, allowing it to operate without fees, revenue sharing, or operational rules. This has created an uneven playing field for RAC tenants who carry overhead at SUN and operate under formal agreements.

Airport staff worked closely with RAC tenants and, with their support and concurrence, determined it would be beneficial to the overall rental car ecosystem to formally contract with Turo rather than ignore its presence. A contract would allow the Airport to collect a 10 percent fee on gross revenue, assess applicable parking fees, establish reasonable conduct expectations, and define where Turo may operate on Airport property. Many peer airports have realized increased revenue through similar agreements.

Action Requested: Motion to direct Airport staff and legal counsel, with the support of our RAC partners, to enter into contract negotiations with Turo.

B. CONTINUING BUSINESS

1. None

VII. UPDATES AND DISCUSSION

A. NEW BUSINESS

1. Employee Handbook Updates – Discussion

The Friedman Memorial Airport Employee Handbook has not been updated since its adoption in February 2020. Since that time, several minor changes in organizational practices have occurred, including caps on accrued and banked PTO, the addition of newly recognized federal holidays, and updates to conduct expectations related to cybersecurity and social media activity. Other changes include updates to payroll and timekeeping practices. Airport staff are currently working with Human Resources and Airport legal counsel to review and vet the proposed updates prior to bringing the revised handbook to the Board for review and consideration.

2. SUN Economic Impact Study – Discussion

While the FY2027 budget development process has not yet begun, staff are considering a SUN-specific Economic Impact Study to better quantify the airport's contribution to the local and regional economy. This would include metrics such as employment supported, payroll, total economic output, and other measurable indicators of the airport's overall economic value.

The most recent economic impact study was conducted in 2019 by ITD's Aeronautics Division at a statewide level. That study found Idaho's airport system supports more than 33,460 jobs, generates \$1.3 billion in labor income, and contributes approximately \$2.4 billion to the state's GDP. Total economic output from Idaho airports was estimated at \$4.9 billion, driven largely by commercial service, general aviation activity, and visitor spending. Within that analysis, SUN was identified as the second-largest economic engine in the state, trailing only Boise Airport, with our estimated economic output exceeding \$305 million.

With Board support, staff would work with leading national firms to obtain cost estimates for a SUN-specific study, allowing for accurate budgeting as part of the FY2027 process. Staff may also explore coordination with other interested parties, such as the Air Service Board and Fly Sun Valley Alliance, to share costs.

Staff welcome Board feedback on the potential value and benefits of pursuing this study.

2. Hidden Disabilities Sunflower Program – Discussion

Brought to our attention by Idaho State Senator Ron Taylor, airport staff are exploring possible participation in the "Hidden Disabilities Sunflower Program."

The program is an internationally recognized initiative that supports travelers with non-visible disabilities such as autism, anxiety, PTSD, and sensory processing disorders.

Participants may choose to wear a sunflower-branded lanyard, badge, or lapel to discreetly signal to trained staff that they may benefit from additional patience, assistance, or understanding while traveling.

Training for staff includes computer-based training videos that can easily be incorporated into the Airport's existing badging software. The goal is to train all FMAA employees, as well

FMAA Meeting Brief 02-03-2026

as tenants operating within the public terminal building, including airline, rental car, and janitorial staff.

B. CONTINUING BUSINESS

1. None.

VIII. PUBLIC COMMENT

IX. ADJOURNMENT

**MINUTES OF A REGULAR MEETING
OF THE
FRIEDMAN MEMORIAL AIRPORT AUTHORITY**
January 6, 2026
5:30 P.M.

IN ATTENDANCE:

BOARD MEMBERS:

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

FRIEDMAN MEMORIAL AIRPORT STAFF:

Airport Director – Tim Burke, Deputy Director, Operations & Maintenance – Alex Everman, Deputy Director, Administration and Finance – Brian Blackburn, Business Operations Coordinator – Eliana Wolper, Administrative Coordinator II – Janice Hicks

AIRPORT LEGAL COUNSEL:

Lawson Laski Clark PLLC – Jim Laski

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

I. APPROVE AGENDA

(Part 1: 4:00)

A motion to approve the agenda moving item 6 to after the minutes.

MOTION: *Made by Board Member Greenberg to approve the agenda moving item 6 to after the minutes and then following as presented. Seconded by Vice Chair Davis.*
PASSED UNANIMOUSLY

II. PUBLIC COMMENT

(Part 1: 4:35)

None

III. EXECUTIVE SESSION – I.C. § 74-206 (1),(f) to communicate with legal counsel to discuss legal ramifications for controversy imminently likely to be litigated.

IV. APPROVE FMAA MEETING MINUTES

(1:00)

A. December 2, 2025, Regular Meeting – Motion to Approve – **Attachment #1 ACTION ITEM**

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

V. REPORTS

(1:52)

A. Chair Report

No report given.

B. Blaine County Report

No report given.

C. City of Hailey Report

No report given.

Airport Director Burke requested that we move ahead the first Action Item to allow the consultants who were attending the meeting virtually to present prior to other reports.

D. Fly Sun Valley Report

Carol Waller of Fly Sun Valley Alliance reported that the airport has welcomed new flights including American Airlines service to Phoenix and Chicago and Alaska Airlines service to San Diego.

E. Airport Team Reports (see PowerPoint Presentation)

(1:23:24)

Airport Director Burke delivered his state of the airport report giving the highlights of what the airport had accomplished in the previous year. In December, Staff welcomed American Airlines during a heavy snowstorm, there was live music in the terminal during the holiday season with thanks to Walt Denekis and his band who raised \$1160 to donate to the Hunger Coalition, and parking was busier than ever before with the parking lot hitting full capacity.

Airport Director Burke stated that it was a busy year with a transition of airport leadership when previous Airport Director Pomeroy left and Steve Guthrie's retirement. The airport has several new employees and had many internal promotions. Projects from 2025 include the beginning of the Airport Optimization and Infrastructure Study, the start of American Airlines Service, making progress on the replacement Air Traffic Control Tower, the acquisition of the an ARPT situational awareness display for the existing ATCT, finalization of the Environmental Assessment for the new GA Development, installation of a new PARCs system, changes in how overnight aircraft parking is collected, modernization of the vehicle fleet including changing ARFF trucks to being PFAS free, the welcoming of Life Flight at the airport, and handling the increase in noise complaints related to helicopter operations.

Looking forward, Staff will be completing preventative pavement maintenance, working with consultants and architects on potential terminal renovation, investing in a diesel generator to serve as a back-up for the lighting system, and groundbreaking of the new tower and the new FBO.

Airport Director Burke thanked staff, tenants, employees, and all stakeholders for their coordination in making it a successful year. Director Burke stated that the biggest challenge facing the airport is the cost of housing in the Wood River Valley. Moving forward, it will be important to evaluate wages, salaries, and benefits to ensure that the airport remains a competitive employer. He pointed out that the airport runs with an incredibly small team compared to other airports of similar size. Airport Director Burke stated that he believes it will be important for the Board to consider investing in a salary survey from a specialized firm focused on the aviation industry.

VI. AIRPORT STAFF BRIEF

A. Noise Complaints in December (**See Attachment #2**)

B. Profit & Loss, ATCT Traffic Operations Count and Enplanement Data (**See Attachment #3-#5**)

C. Review Correspondence

1. None.

VII. ACTION ITEMS

A. NEW BUSINESS

(2:15)

1. Annual Audit of Acceptance of FMAA Financial Statements and other Financial Information—**Attachment #6 and #7 ACTION ITEM**

Airport Director Burke introduced Lori Harberd.

Lori Harberd CPA with Rexroat, Harberd & Associates stated she is contracted with the airport to prepare the financial statements and related notes from financial records. Please reference associated PowerPoint. She discussed the end of year adjustments as well as the reasons for them. She went through Net Position, statements of cash flow and statements of revenue and expenses. She also referenced Budget to Actual.

Treasurer Fairfax pointed out a small error in the report in which it said traffic decreased instead of increased that will be corrected.

Morgan Browning with Sorren presented a PowerPoint prepared to summarize the annual audits. Please reference associated PowerPoint. He reviewed the Independent Auditor's Report, with a reporting of a clean opinion on the audit. He reviewed the Report on Internal Control over Financial Reporting and on Compliance, with no compliance or control findings on the audit. He reviewed the report covering Airport Improvement Program compliance, with no control findings on the audit. He reviewed the PFC Compliance report, with no control findings on the audit. Grants and federal awards were significant audit items along with operating revenues, the PFC program (which has its own compliance requirements), capital assets, salaries & wages, accounts payable, and fraud considerations. He stated that there were no proposed current or past audit adjustments so this is a clean audit.

The Board discussed the PFC finding and correction on the previous audit, how PFC collection and disbursement works, if airport funds are additionally insured beyond FDIC protections, airport investments, and that the audit did not raise any red flags.

MOTION: Made by Board Member Stone to approve Draft Financial Statements and direct Staff/Auditor to finalize for distribution to appropriate government agencies. Seconded by Board Member Bathum.

PASSED UNANIMOUSLY

a. **Treasurer's Report**

Treasurer Fairfax gave a report looking at the year to year changes in the finances of the airport. He gave a 15 year look back at how income has changed between airlines, rental cars, general aviation, and the role of the federal government. Treasurer Fairfax outlined changes in total income and how much income came from each source.

The Board discussed how to use this information for optimizing income streams in the future. They also discussed how our parking revenue compares to other airports where it is also common for parking to be the primary income source.

Treasurer Fairfax also discussed changes to expenses. Expenses have not increased on the same scale that income has increased. Increases can be seen in professional services, legal services, and operating expenses. Salaries have not increased much, only increasing 95% over 15 years.

(50:42)

2. Ardurra Task Order 26-02 – Consideration of Approval –**Attachment #8 - #9 ACTION ITEM**

Airport Director Burke presented Ardurra Task Order 26-02 related to the taxiway and pavement maintenance project scheduled for the spring. Burke reminded everyone about a hard closure necessary to complete this work in the spring from May 26th – May 28th. This project includes design, bidding, and construction administration. Maintenance items include crack sealing, seal coating, and remarking.

The IFE came back under the FAA required 10% of the fee estimate submitted by Ardurra.

MOTION: Made by Vice Chair Davis to approve Ardurra Task Order 26-02 in the amount of \$260,862.15. Seconded by Board Member Mollineaux.

PASSED UNANIMOUSLY

3. Ardurra Task Order 26-03 – Consideration of Approval – *Attachment #10 ACTION ITEM*

Airport Director Burke presented Ardurra Task Order 26-03 related to the terminal planning study. This study is to review possible renovations to the existing terminal footprint either through increasing passenger screening capacity or baggage screening capacity.

This study will be paid for by a grant from the Idaho Transportation Department.

The Board discussed potential outcomes of these renovations.

MOTION: Made by Secretary McCleary to approve Ardurra Task Order 26-03 in the amount of \$194,677.31. Seconded by Board Member Mollineaux.

PASSED UNANIMOUSLY

4. Surplus Property Disposal – Consideration of Approval - *Attachment #11 ACTION ITEM*

Airport Director Burke presented five items identified for surplus property disposal. Director Burke stated that advertising for this property disposal, advertising will be expanded to other areas of Idaho, given the value of the items for disposal. There are two loaders, a tractor, a lawnmower and a dump truck. None of these items were procured using Federal funding so Staff will follow the state disposal process.

MOTION: Made by Board Member Greenberg to approve the property list to declare items on the list as surplus property and approve the sealed bid process for disposal. Seconded by Board Member Mollineaux.

PASSED UNANIMOUSLY

5. Airport Rates and Charges: Credentialing/Badging – Consideration of Approval **ACTION ITEM**

Airport Director Burke presented proposed changes to the Rates and Charges for airport badging. Currently airport badge holders are charged multiple times per year, which is complex and laborious for airport staff. Further, these rates have not been updated since 2014. This change proposes simplifying the fee structure by consolidating fees charges into a one-time fee upon badge issuance. The proposed rate includes a \$6 increase per two year badge which is only to cover airport costs.

MOTION: Made by Board Member Stone to approve the proposed Rates and Charges schedule for credentialing/badging. Seconded by Vice Chair Davis.

PASSED UNANIMOUSLY

B. CONTINUING BUSINESS

1. None

VIII. UPDATES AND DISCUSSION

(1:37:22)

A. NEW BUSINESS

1. Spring Airport Closure – **Attachment #12**

Airport Director Burke stated that there will a hard closure of the airport from 9AM on Tuesday, May 26th through 8PM Thursday, May 28th for completion of pavement maintenance. There will be public outreach prior to the closure so the public is aware. The airport will remain open for helicopter air ambulance operations.

The Board discussed how to complete outreach to the GA community via AOPA, NBAA, and NOTAMs. Additionally, the tower will be open and controlling the airspace so they will be able to prevent any unexpected landings.

B. CONTINUING BUSINESS

1. Miscellaneous

i. New Website Request for Proposals (RFP) – Discussion – **Attachment #13**

Airport Director Burke stated that Staff believes it is time for an update to the website to improve usability, accessibility, and overall functionality. Staff would like to go out to RFP for a new website developer with priority given to local developers. Once the RFP process is completed staff will bring a successful proposal and a cost to the Board. The Board expressed support for going out for RFP.

2. Construction and Capital Projects

i. GA Pilot Lounge – Update

Airport Director Burke stated that construction on the pilot's lounge is on schedule and vertical construction should be starting shortly.

ii. ATC Tower – Update

Airport Director Burke stated that the draft environmental assessment for the air traffic control tower replacement project has completed final review with the FAA. Staff will open the draft for 30 days of public comment. The public comment period will include a Notice of Availability in the newspaper. Relevant comments will be addressed.

The Board recommended adding a press release and other public outreach so that the public comment period is more widely known.

3. Airport Planning Projects

i. Airport Infrastructure and Optimization Study – Update

Airport Director Burke stated that Staff is still waiting for FAA approval on submitted Aviation Activity Forecasts. Typically review takes 45 days and the airport's submission has been with the FAA for more than 100 days. The FAA has begun the review process but there are many additional steps before approval.

IX. PUBLIC COMMENT

(01:49:57)

None

X. ADJOURNMENT

The January 6, 2026, Regular Meeting of the Friedman Memorial Airport Authority was adjourned at 7:39 p.m.

Angenie McCleary, Secretary

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

Friedman Memorial Airport Noise Inquiry Form

Date Received: 29-Jan-2026 07:05 MST

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

Contact Information:

- **Name:** Kim Gittins
- **Phone Number for call back:** On File **Email:** On File
- **Address:** [43.518675,-114.314648](tel:43.518675,-114.314648)
- **Do you wish to be contacted by the Airport?** Yes

Noise Incident Information

- **Time of incident:**
- **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, Low flying, Late night/Early Morning, Frequency of Flights, Unusually loud
- **Comments:** Middle of the night about 3:00 am Helicopter landed at with commercial or private airport. Flew very close to my home and very loud. Also, week of the 19th verbal helicopters flying low and loud to and from the airport between 2pm and 3pm to with pick up or gas up and left one headed Northeast another flying de/ north. I've seen this more than a few times especially this past few weeks, planes flying out north which is uncommon, one flight flew over east side of Hailey low and continued flying north. Thought must have come from Twin or SLC During Summer saw 2 Black military type helicopter fly up almost at the same time continued low through valley then headed North East ODD and concerning

Please call with any questions

Airport seems like it's handling more planes and a lot more helicopters then is safe for our community.

PS was on Toe of the Hill trail summer before last. Airplane flying really and over Founders Field like it was trying to land fly right over where it was on trail and then fly Lee nearly straight up up and went out Croy canyon.

Thank you

Kim Gittins

208-309-0039 please leave a message if I can not pick your call up.

- **Attachments, if any (photo, video, recording):**

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:

Outcome/Resolution (Airport response)

Airport Director responded:

Hi Ms. Gittins,

Thanks for reaching out to the Friedman Memorial Airport through our Noise Comment form.

I looked into your query about the late-night helicopter operation. This was an air ambulance operation conducted by Life Flight Networks which is an emergency medivac provider. The helicopter was likely returning to base from a life-safety mission. Because these helicopters respond to life-safety emergencies across southern Idaho, and dependent on weather, are available 24/7/365, sometimes, they occasionally operate at odd hours of the day. Given the urgency of air ambulance missions, it would not be appropriate for the Airport Authority to request that they not operate, nor do we have the legal authority to mandate those changes.

In the interest of being straightforward, I should note that as a federally obligated and public-use airport, we must remain open 24/7 and cannot impose quiet hours, minimum altitudes, specific departure or arrival paths, spacing requirements, or other operational restrictions. We also cannot limit access to any type of aircraft regardless of the type of operation or time of day. There are no exemptions to this.

Regarding military operations over our community that occurred last summer, without more specific information like time and date, I am unable to investigate or provide perspective. I will share that the United States military is exempt from just about everything. There is nothing illegal about them – or anybody else – from transiting through the airspace over our community.

Finally, I wanted to address the perceived increase in flight operations. The data simply doesn't support that claim. Our airport hovers right around 25,000 annual operations (take offs and landings) per year. This is down significantly from the early 2000s when the airport experienced over 55,000 takeoffs and landings. In 2007, we were at nearly 51,000. In 2010; around 30,000.

In calendar year 2025, I believe we finished right around 25,000. By most comparable metrics, we simply are not a "busy" airport.

Below is a diagram to help depict air traffic trends over the years.

FAA regulations grant “pilots in command” the ultimate authority in how and in what manner to operate their aircraft. Pilots, alone, are responsible for ensuring that their flights, including ground operations and chosen direction of flight are conducted in accordance with the FAA’s established regulations. The Friedman Memorial Airport Authority (FMAA) does not hold any 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.

I hope this information provides perspective.

Respectfully,

Tim Burke
Airport Director

Friedman Memorial Airport
Profit & Loss Budget vs. Actual (COMBINED '26)

3:56 PM

01/27/2026

Accrual Basis

	Oct - Dec 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000-00 · AIRCARRIER				
4000-01 · Aircarrier - Lease Space	159,034.02	530,000.00	-370,965.98	30.01%
4000-02 · Aircarrier - Landing Fees	84,332.85	300,000.00	-215,667.15	28.11%
4000-03 · Aircarrier - Gate Fees	0.00	0.00	0.00	0.0%
4000-04 · Aircarrier - Utility Fees	90.00	360.00	-270.00	25.0%
4010-07 · Aircarrier - '14 PFC App	0.00	0.00	0.00	0.0%
4010-08 · Aircarrier - '25 PFC App	90,448.69	514,000.00	-423,551.31	17.6%
Total 4000-00 · AIRCARRIER	333,905.56	1,344,360.00	-1,010,454.44	24.84%
4020-00 · TERMINAL AUTO PARKING REVENUE				
4020-01 · Automobile Parking - Terminal	262,585.53	900,000.00	-637,414.47	29.18%
4020-02 · Automobile Parking - Passes	0.00	600.00	-600.00	0.0%
Total 4020-00 · TERMINAL AUTO PARKING REVENUE	262,585.53	900,600.00	-638,014.47	29.16%
4030-00 · AUTO RENTAL REVENUE				
4030-01 · Automobile Rental - Commission	106,969.85	800,000.00	-693,030.15	13.37%
4030-02 · Automobile Rental - Lease Space	9,041.76	35,000.00	-25,958.24	25.83%
4030-03 · Automobile Rental - Auto Prkng	19,967.34	75,000.00	-55,032.66	26.62%
4030-04 · Automobile Rental - Utilities	677.85	2,500.00	-1,822.15	27.11%
4030-00 · AUTO RENTAL REVENUE - Other	0.00	0.00	0.00	0.0%
Total 4030-00 · AUTO RENTAL REVENUE	136,656.80	912,500.00	-775,843.20	14.98%
4040-00 · TERMINAL CONCESSION REVENUE				
4040-01 · Terminal Shops - Commission	12,632.58	47,000.00	-34,367.42	26.88%
4040-03 · Terminal Shops - Utility Fees	677.87	2,500.00	-1,822.13	27.12%
4040-04 · Pay Phones - Commission	0.00	60,000.00	-60,000.00	0.0%
4040-10 · Advertising - Commission	19,842.75	6,000.00	13,842.75	330.71%
4040-11 · Vending Machines - Commission	190.15	0.00	190.15	100.0%
4040-12 · Terminal ATM	150.00	600.00	-450.00	25.0%
Total 4040-00 · TERMINAL CONCESSION REVENUE	33,493.35	116,100.00	-82,606.65	28.85%
4050-00 · FBO REVENUE				
4050-01 · FBO - Lease Space	50,871.24	198,000.00	-147,128.76	25.69%
4050-02 · FBO - Overnight Parking Fees	0.00	0.00	0.00	0.0%
4050-03 · FBO - Landing Fees - Trans.	137.50			
4050-04 · FBO - Commission	21,491.68	55,000.00	-33,508.32	39.08%
4050-07 · FBO - Miscellaneous	0.00	0.00	0.00	0.0%
Total 4050-00 · FBO REVENUE	72,500.42	253,000.00	-180,499.58	28.66%
4060-00 · FUEL FLOWAGE REVENUE				
4060-01 · Fuel Flowage - FBO	103,754.25	500,000.00	-396,245.75	20.75%
Total 4060-00 · FUEL FLOWAGE REVENUE	103,754.25	500,000.00	-396,245.75	20.75%
4070-00 · TRANSIENT REVENUE				
4070-01 · Parking Fees - Non-Comm./Gov't	116,932.50	410,000.00	-293,067.50	28.52%
4070-02 · Landing Fees - Non-Comm./Gov't	123,401.35	600,000.00	-476,598.65	20.57%
Total 4070-00 · TRANSIENT REVENUE	240,333.85	1,010,000.00	-769,666.15	23.8%
4080-00 · HANGAR REVENUE				
4080-01 · Land Lease - Hangar	198,999.62	774,000.00	-575,000.38	25.71%
4080-02 · Land Lease - Hangar/Trans. Fee	36,868.75	50,000.00	-13,131.25	73.74%
4080-03 · Hangar/Utilities (E8,11,24)	164.65	500.00	-335.35	32.93%
4080-05 · Land Lease - FMA Hangar Rentals	12,824.50	50,000.00	-37,175.50	25.65%
Total 4080-00 · HANGAR REVENUE	248,857.52	874,500.00	-625,642.48	28.46%

	Oct - Dec 25	Budget	\$ Over Budget	% of Budget
4090-00 · TIEDOWN PERMIT FEES REVENUE				
4090-01 · Tiedown Permit Fees (FMA)	755.00	36,000.00	-35,245.00	2.1%
Total 4090-00 · TIEDOWN PERMIT FEES REVENUE	755.00	36,000.00	-35,245.00	2.1%
4100-00 · CARGO CARRIERS REVENUE				
4100-01 · Cargo Carriers - Landing Fees	0.00	0.00	0.00	0.0%
4100-02 · Cargo Carriers - Tiedown	0.00	0.00	0.00	0.0%
4100-00 · CARGO CARRIERS REVENUE - Other	0.00	0.00	0.00	0.0%
Total 4100-00 · CARGO CARRIERS REVENUE	0.00	0.00	0.00	0.0%
4110-00 · MISCELLANEOUS REVENUE				
4110-01 · Misc. Revenue	0.00	2,000.00	-2,000.00	0.0%
4110-05 · Misc. Incident/Accident	0.00	0.00	0.00	0.0%
4110-09 · Miscellaneous Expense Reimburse	0.00	0.00	0.00	0.0%
4900-00 · GAIN/LOSS ON EQUIP. DISP.	0.00	0.00	0.00	0.0%
Total 4110-00 · MISCELLANEOUS REVENUE	0.00	2,000.00	-2,000.00	0.0%
4120-00 · GROUND TRANSP. PERMIT REVENUE				
4120-01 · Ground Transportation Permit	1,000.00	24,000.00	-23,000.00	4.17%
4120-02 · GTSP - Trip Fee	1,500.00	5,000.00	-3,500.00	30.0%
4120-00 · GROUND TRANSP. PERMIT REVENUE - Other	0.00	0.00	0.00	0.0%
Total 4120-00 · GROUND TRANSP. PERMIT REVENUE	2,500.00	29,000.00	-26,500.00	8.62%
4400-00 · TSA/SECURITY				
4400-02 · Terminal Lease	10,786.49	30,000.00	-19,213.51	35.96%
4400-03 · Security Prox. Cards	29,440.00	40,000.00	-10,560.00	73.6%
4400-00 · TSA/SECURITY - Other	0.00	0.00	0.00	0.0%
Total 4400-00 · TSA/SECURITY	40,226.49	70,000.00	-29,773.51	57.47%
4450-00 · RANCH REVENUE				
4450-01 · Ranch House Rent	4,800.00	7,200.00	-2,400.00	66.67%
4450-02 · Ranch Lease	13,500.00	54,000.00	-40,500.00	25.0%
Total 4450-00 · RANCH REVENUE	18,300.00	61,200.00	-42,900.00	29.9%
4500-00 · IDAHO STATE GRANT PROGRAM REV.				
4500-24 · SUN-24	0.00	0.00	0.00	0.0%
4500-26 · IDOT F208SUN	0.00	15,000.00	-15,000.00	0.0%
Total 4500-00 · IDAHO STATE GRANT PROGRAM REV.	0.00	15,000.00	-15,000.00	0.0%
4520-00 · INTEREST REVENUE				
4520-01 · Interest Revenue - General	204,843.40	600,000.00	-395,156.60	34.14%
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	3,825.68	0.00	3,825.68	100.0%
4520-13 · Interest Revenue - '25 PFC	148.73	0.00	148.73	100.0%
Total 4520-00 · INTEREST REVENUE	208,817.81	600,000.00	-391,182.19	34.8%
4600-00 · Relief Grants Oper.				
4600-01 · Coronavirus Relief Grants Oper.	0.00	0.00	0.00	0.0%
4600-02 · CRRSA/ARPA Operational	0.00	0.00	0.00	0.0%
Total 4600-00 · Relief Grants Oper.	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%
Total 4752-00 · CARES Act				
Total 4753-00 · AIP '53 - Rehabilitate Runway				
Total 4756-00 · AIP '56 - Rehab Runway Phase 2				
Total 4758-00 · AIP '58 - Rehab Runway Phase 3				
Total 4759-00 · AIP '59 - Acquire Land for Appr				
Total 4760-00 · AIP '60 - CARES Dev. Addendum				

	Oct - Dec 25	Budget	\$ Over Budget	% of Budget
4761-00 · AIP '61 - Airfield Pavement Etc				
4761-01 · AIP '61 - Airfield Pavement Etc	-436,930.46	700,000.00	-1,136,930.46	-62.42%
Total 4761-00 · AIP '61 - Airfield Pavement Etc	-436,930.46	700,000.00	-1,136,930.46	-62.42%
4762-00 · AIP '62 - Airfield AGIS				
4762-01 · AIP '62 Airfield AGIS	-16,419.86	600,000.00	-616,419.86	-2.74%
Total 4762-00 · AIP '62 - Airfield AGIS	-16,419.86	600,000.00	-616,419.86	-2.74%
4763-00 · AIP '63 - Infrastructure/Optimi				
4763-01 · AIP '63 Infrastructure/Optimi	-214,178.93	902,000.00	-1,116,178.93	-23.75%
Total 4763-00 · AIP '63 - Infrastructure/Optimi	-214,178.93	902,000.00	-1,116,178.93	-23.75%
4764-00 · AIP '64 - GA Terminal				
4764-01 · AIP '64 - GA Terminal	-236,266.70	740,000.00	-976,266.70	-31.93%
Total 4764-00 · AIP '64 - GA Terminal	-236,266.70	740,000.00	-976,266.70	-31.93%
4800-00 · Current Year AIP	0.00	2,700,000.00	-2,700,000.00	0.0%
4850-00 · CFC Pass-through Revenue	45,059.00	400,000.00	-354,941.00	11.27%
Total Income	843,949.63	12,766,260.00	-11,922,310.37	6.61%
Gross Profit	843,949.63	12,766,260.00	-11,922,310.37	6.61%
Expense				
5000 · EXPENDITURES				
5000-00 · "A" EXPENSES				
Total 5010-00 · Salaries - Admin Salaries	147,344.08	558,819.00	-411,474.92	26.37%
Total 5020-00 · Salaries - Operations Salaries	241,185.94	1,001,700.00	-760,514.06	24.08%
Total 5030-00 · Salaries - Seasonal Salaries	16,377.24	65,000.00	-48,622.76	25.2%
Total 5040-00 · Salaries - Overtime	7,225.63	40,000.00	-32,774.37	18.06%
5050-00 · Salaries - Adjustment/Merit	0.00	83,276.00	-83,276.00	0.0%
5060-00 · Salaries - One-time Pay	31,694.72	41,513.00	-9,818.28	76.35%
5070-00 · Compensated Absenses Accrued	0.00	0.00	0.00	0.0%
5100-00 · Retirement	46,820.13	200,242.00	-153,421.87	23.38%
5110-00 · Social Security/Medicare	32,924.86	136,959.00	-104,034.14	24.04%
5120-00 · Life Insurance	286.97	2,000.00	-1,713.03	14.35%
5130-00 · Medical Insurance	75,075.29	290,000.00	-214,924.71	25.89%
5160-00 · Workman's Compensation	0.00	20,000.00	-20,000.00	0.0%
Total 5000-00 · "A" EXPENSES	598,934.86	2,439,509.00	-1,840,574.14	24.55%
6000 · "B" EXPENDITURES				
6000-0 · "B" EXPENSES - ADMINISTRATIVE				
6000-00 · TRAVEL EXPENSE				
6000-01 · Travel	13,877.26	50,000.00	-36,122.74	27.76%
Total 6000-00 · TRAVEL EXPENSE	13,877.26	50,000.00	-36,122.74	27.76%
6010-00 · SUPPLIES/EQUIPMENT EXPENSE				
6010-01 · Supplies/Equipment - Office	2,484.28	8,200.00	-5,715.72	30.3%
6010-02 · Supplies/Equipment - Parking	0.00	700.00	-700.00	0.0%
6010-03 · Supplies/Equipment - Computer	7,759.57	30,000.00	-22,240.43	25.87%
Total 6010-00 · SUPPLIES/EQUIPMENT EXPENSE	10,243.85	38,900.00	-28,656.15	26.33%
6020-00 · INSURANCE				
6020-01 · Insurance	0.00	133,000.00	-133,000.00	0.0%
Total 6020-00 · INSURANCE	0.00	133,000.00	-133,000.00	0.0%
6030-00 · UTILITIES				
6030-01 · Utilities - Gas/Terminal	1,473.00	12,000.00	-10,527.00	12.28%
6030-02 · Utilities - Gas/AOB & Cold Stor	1,194.00	8,000.00	-6,806.00	14.93%
6030-03 · Utilities - Elect./Runway&PAPI	1,382.11	6,000.00	-4,617.89	23.04%
6030-04 · Utilities - Elec./AOB & Cold St	2,499.70	10,000.00	-7,500.30	25.0%
6030-05 · Utilities - Electric/Terminal	13,525.22	62,000.00	-48,474.78	21.82%
6030-06 · Utilities - Telephone	4,998.12	23,000.00	-18,001.88	21.73%

	Oct - Dec 25	Budget	\$ Over Budget	% of Budget
6030-07 · Utilities - Water	1,638.49	18,000.00	-16,361.51	9.1%
6030-08 · Utilities - Garbage Removal	11,656.67	24,000.00	-12,343.33	48.57%
6030-09 · Utilities - Sewer	3,503.46	10,000.00	-6,496.54	35.04%
6030-11 · Utilities - Electric/Tower	1,440.11	7,000.00	-5,559.89	20.57%
6030-12 · Utilities - Elec./Brdfrd.Hghl	128.59	600.00	-471.41	21.43%
6030-13 · Utilities - Elec. Exit Booth	207.22	1,500.00	-1,292.78	13.82%
6030-15 · Utilities - Elec/AWOS	832.55	3,500.00	-2,667.45	23.79%
6030-16 · Utilities - Elec. Wind Cone	81.20	330.00	-248.80	24.61%
6030-17 · Utilities - Elec./Gas- Hangar	1,203.98	6,000.00	-4,796.02	20.07%
6030-20 · Utilities - Ranch	10,359.17	80,000.00	-69,640.83	12.95%
Total 6030-00 · UTILITIES	56,123.59	271,930.00	-215,806.41	20.64%
6040-00 · SERVICE PROVIDER				
6040-01 · Service Provider - General	0.00	0.00	0.00	0.0%
6040-02 · Service Provider - Term. Serv.	15,976.93	8,000.00	7,976.93	199.71%
6040-03 · Service Provider - AOB Services	35,099.13	75,000.00	-39,900.87	46.8%
6040-04 · Service Provider-Ops./Airfield	344.00	18,000.00	-17,656.00	1.91%
6040-13 · Service Provider-Parking Lot	23,460.41	85,000.00	-61,539.59	27.6%
Total 6040-00 · SERVICE PROVIDER	74,880.47	186,000.00	-111,119.53	40.26%
6050-00 · PROFESSIONAL SERVICES				
6050-01 · Professional Services - Legal	16,745.00	250,000.00	-233,255.00	6.7%
6050-02 · Professional Serv. - Audit/Fina	59,186.25	140,000.00	-80,813.75	42.28%
6050-03 · Professional Services - Enginee	7,228.72	75,000.00	-67,771.28	9.64%
6050-04 · Professional Services - HR	660.00	16,000.00	-15,340.00	4.13%
6050-05 · Professional Services - Gen.	13,095.73	20,000.00	-6,904.27	65.48%
6050-10 · Prof. Srvcs.-IT/Comp. Support	45,630.00	170,000.00	-124,370.00	26.84%
6050-12 · Prof. Serv.- Planning Air Serv.	0.00	2,000.00	-2,000.00	0.0%
6050-13 · Prof. Serv.-Website Hosting	120.00	1,200.00	-1,080.00	10.0%
6050-15 · Prof. Serv.-Web Maint-Outreach	177.38	30,000.00	-29,822.62	0.59%
6050-17 · Prof. Serv. - Airspace Consult.	0.00	40,000.00	-40,000.00	0.0%
6050-19 · Prof. Serv.-ATCT Relocation	2,310.00	25,000.00	-22,690.00	9.24%
6050-21 · Professional Services - Other	5,613.55	45,000.00	-39,386.45	12.48%
Total 6050-00 · PROFESSIONAL SERVICES	150,766.63	814,200.00	-663,433.37	18.52%
6060-00 · MAINTENANCE-OFFICE EQUIPMENT				
6060-01 · Maint.-Office Equip./Gen.	315.68			
6060-04 · Maintenance - Copier	788.86	2,000.00	-1,211.14	39.44%
6060-05 · Maintenance - Phone	0.00	1,000.00	-1,000.00	0.0%
Total 6060-00 · MAINTENANCE-OFFICE EQUIPMENT	1,104.54	3,000.00	-1,895.46	36.82%
6070-00 · RENT/LEASE OFFICE EQUIPMENT				
6070-02 · Rent/Lease - Postage Meter	330.21	1,500.00	-1,169.79	22.01%
Total 6070-00 · RENT/LEASE OFFICE EQUIPMENT	330.21	1,500.00	-1,169.79	22.01%
6080-00 · DUES/MEMBERSHIPS				
6080-01 · Dues/Memberships	2,093.75	20,000.00	-17,906.25	10.47%
6080-07 · Cove Canal Assoc Dues - Ranch	0.00	3,200.00	-3,200.00	0.0%
Total 6080-00 · DUES/MEMBERSHIPS	2,093.75	23,200.00	-21,106.25	9.03%
6090-00 · POSTAGE				
6090-01 · Postage/Courier Service	272.29	1,200.00	-927.71	22.69%
Total 6090-00 · POSTAGE	272.29	1,200.00	-927.71	22.69%
6100-00 · EDUCATION/TRAINING				
6100-01 · Education/Training - Admin.	4,537.60	10,000.00	-5,462.40	45.38%
6100-02 · Education/Training - OPS	1,827.50	32,000.00	-30,172.50	5.71%
6100-03 · Education/Training - ARFF	11,524.30	16,000.00	-4,475.70	72.03%
6100-06 · Education - Security	0.00	3,000.00	-3,000.00	0.0%

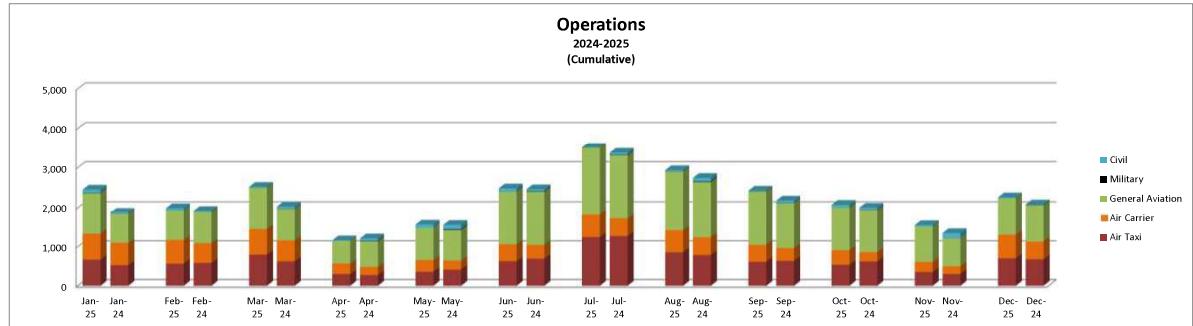
	Oct - Dec 25	Budget	\$ Over Budget	% of Budget
Total 6100-00 · EDUCATION/TRAINING	17,889.40	61,000.00	-43,110.60	29.33%
6101-00 · PUBLIC OUTREACH/ADS/COMMUNICATI				
6101-01 · Advertising/Social Media/Sponso	5,883.31	30,000.00	-24,116.69	19.61%
6101-03 · Public Outr/Comm - SAAC	11,395.75	15,000.00	-3,604.25	75.97%
6101-00 · PUBLIC OUTREACH/ADS/COMMUNICATI - Other	0.00	0.00	0.00	0.0%
Total 6101-00 · PUBLIC OUTREACH/ADS/COMMUNICATI	17,279.06	45,000.00	-27,720.94	38.4%
6110-00 · CONTRACTS				
6110-02 · Contracts - FMAA	29,000.00	84,000.00	-55,000.00	34.52%
6110-03 · Contracts - FBO/Fee Collection	0.00	0.00	0.00	0.0%
6110-16 · Contracts - Prkg Mngt Fee/Ops	5,110.88	15,000.00	-9,889.12	34.07%
6110-17 · Contracts - Landing Fee Equip.	0.00	18,000.00	-18,000.00	0.0%
6110-18 · Contracts - Vector Commissions	27,735.43	78,000.00	-50,264.57	35.56%
Total 6110-00 · CONTRACTS	61,846.31	195,000.00	-133,153.69	31.72%
6130-00 · MISCELLANEOUS EXPENSES				
6130-01 · Misc. - General	8,921.28	15,000.00	-6,078.72	59.48%
6130-99 · HOLDER ACCT FOR DW POs	7,214.58			
6140-01 · Merchant Fees	202.88	600.00	-397.12	33.81%
6150-03 · Interest expense - leases	0.00	0.00	0.00	0.0%
Total 6130-00 · MISCELLANEOUS EXPENSES	16,338.74	15,600.00	738.74	104.74%
Total 6000-0 · "B" EXPENSES - ADMINISTRATIVE	423,046.10	1,839,530.00	-1,416,483.90	23.0%
6001 · "B" EXPENSES - OPERATIONAL				
6500-00 · SUPPLIES/EQUIPMENT-OPERATIONS				
6500-01 · Supplies/Equipment - General	580.35	10,000.00	-9,419.65	5.8%
6500-02 · Supplies/Equipment - Tools	3,287.79	20,000.00	-16,712.21	16.44%
6500-03 · Supplies/Equipment-ClothingOps	1,757.84	4,000.00	-2,242.16	43.95%
6500-04 · Supplies/Equipment - Janitorial	7,634.67	45,000.00	-37,365.33	16.97%
6500-07 · Supplies/Equipment-ClothingPark	581.15	2,000.00	-1,418.85	29.06%
Total 6500-00 · SUPPLIES/EQUIPMENT-OPERATIONS	13,841.80	81,000.00	-67,158.20	17.09%
6505-00 · EQUIP/VEHICLE - LEASE/RENTAL				
6505-01 · Eq./Vehi Lease/Rental - General	56,893.12	100,000.00	-43,106.88	56.89%
Total 6505-00 · EQUIP/VEHICLE - LEASE/RENTAL	56,893.12	100,000.00	-43,106.88	56.89%
6510-00 · FUEL/LUBRICANTS				
6510-01 · General	147.69	0.00	147.69	100.0%
6510-02 · Fuel	7,770.81	55,000.00	-47,229.19	14.13%
6510-03 · Lubricants	0.00	7,000.00	-7,000.00	0.0%
Total 6510-00 · FUEL/LUBRICANTS	7,918.50	62,000.00	-54,081.50	12.77%
Total 6520-00 · VEHICLES/MAINTENANCE	13,859.81	150,000.00	-136,140.19	9.24%
6530-00 · ARFF MAINTENANCE				
6530-01 · ARFF Maint. Gen/Supplies	1,061.45	15,000.00	-13,938.55	7.08%
6530-04 · ARFF Maint. - Radios	260.00	10,000.00	-9,740.00	2.6%
6530-06 · ARFF Maint. - '20 Oshkosh Strik	0.00	2,500.00	-2,500.00	0.0%
6530-08 · ARFF Maint. - '24 Oshkosh Strik	0.00	2,500.00	-2,500.00	0.0%
Total 6530-00 · ARFF MAINTENANCE	1,321.45	30,000.00	-28,678.55	4.41%
6540-00 · REPAIRS/MAINTENANCE - BUILDING				
6540-01 · R/M Bldg. - General	26.23	1,500.00	-1,473.77	1.75%
6540-02 · R/M Bldg. - Terminal	41,729.46	200,000.00	-158,270.54	20.87%
6540-03 · R/M Bldg. - Terminal Concession	0.00	2,000.00	-2,000.00	0.0%
6540-04 · R/M Bldg. - Cold Storage	87.96	1,000.00	-912.04	8.8%
6540-05 · R/M Bldg. - AOB/SHOP	6,226.24	50,000.00	-43,773.76	12.45%
6540-06 · R/M Bldg. - Hangars	0.00	5,000.00	-5,000.00	0.0%
6540-07 · R/M Bldg. - Tower	3,668.60	18,000.00	-14,331.40	20.38%
6540-10 · R/M Bldg. - Ranch	0.00	15,000.00	-15,000.00	0.0%

	Oct - Dec 25	Budget	\$ Over Budget	% of Budget
6540-00 · REPAIRS/MAINTENANCE - BUILDING - Other	0.00	0.00	0.00	0.0%
Total 6540-00 · REPAIRS/MAINTENANCE - BUILDING	51,738.49	292,500.00	-240,761.51	17.69%
6550-00 · REPAIRS/MAINTENANCE - AIRSIDE				
6550-01 · R/M - General	1,786.68	8,000.00	-6,213.32	22.33%
6550-02 · R/M - Airfield/Runway	4,206.15	40,000.00	-35,793.85	10.52%
6550-03 · R/M - Airfield/Runway - Deice	29,911.23	120,000.00	-90,088.77	24.93%
6550-04 · R/M - Lights	7,367.60	25,000.00	-17,632.40	29.47%
Total 6550-00 · REPAIRS/MAINTENANCE - AIRSIDE	43,271.66	193,000.00	-149,728.34	22.42%
6551-00 · REPAIRS/MAINTENANCE - LANDSIDE				
6551-01 · RM - General	47.76	1,000.00	-952.24	4.78%
6551-02 · R/M - Parking Lot	4,552.63	35,000.00	-30,447.37	13.01%
6551-03 · R/M - Landscaping	504.98	10,000.00	-9,495.02	5.05%
6551-04 · R/M - Ranch	1,710.50	100,000.00	-98,289.50	1.71%
Total 6551-00 · REPAIRS/MAINTENANCE - LANDSIDE	6,815.87	146,000.00	-139,184.13	4.67%
6560-00 · SECURITY EXPENSE				
6560-01 · Security - General	3,402.42	10,000.00	-6,597.58	34.02%
6560-02 · Security - Law Enf. Offi. (LEO)	0.00	5,000.00	-5,000.00	0.0%
6560-03 · Security - Subscription Licens.	6,130.38	60,000.00	-53,869.62	10.22%
6560-04 · Security - Perim./Access/CCTV	3,603.00	30,000.00	-26,397.00	12.01%
6560-05 · Security - Professional Serv.	0.00	15,000.00	-15,000.00	0.0%
Total 6560-00 · SECURITY EXPENSE	13,135.80	120,000.00	-106,864.20	10.95%
6570-00 · REPAIRS/MAINT.-AERONAUTICAL EQU				
6570-01 · R/M Aeronautical Equip - NDB/DME	1,498.10	8,500.00	-7,001.90	17.63%
6570-02 · R/M Aeronautical Equip. - Tower	4,224.87	15,000.00	-10,775.13	28.17%
6570-04 · R/M Aeron. Equip. - AWOS/ATIS	2,193.10	8,500.00	-6,306.90	25.8%
Total 6570-00 · REPAIRS/MAINT.-AERONAUTICAL EQU	7,916.07	32,000.00	-24,083.93	24.74%
Total 6001 · "B" EXPENSES - OPERATIONAL	216,712.57	1,206,500.00	-989,787.43	17.96%
Total 6000 · "B" EXPENDITURES	639,758.67	3,046,030.00	-2,406,271.33	21.0%
7000 · "C" EXPENSES				
7001-00 · CAPITAL EXPENDITURES				
7001-01 · Land	0.00	0.00	0.00	0.0%
7001-02 · Buildings and Improvements	56,792.07	460,000.00	-403,207.93	12.35%
7001-03 · Airfield & General Improvements	194,159.00	200,000.00	-5,841.00	97.08%
7001-04 · Office Equipment	0.00	0.00	0.00	0.0%
7001-05 · Maintenance Equipment /Vehicle	0.00	210,000.00	-210,000.00	0.0%
7001-06 · Assessments/Plans/Studies	18,341.90	0.00	18,341.90	100.0%
7001-09 · Security Equipment	0.00	35,000.00	-35,000.00	0.0%
7001-10 · SRE Aquisition Non-AIP	726,755.00	900,000.00	-173,245.00	80.75%
7001-12 · Network Equipment	0.00	30,000.00	-30,000.00	0.0%
7001-99 · CONTINGENCY	0.00	2,000,000.00	-2,000,000.00	0.0%
Total 7001-00 · CAPITAL EXPENDITURES	996,047.97	3,835,000.00	-2,838,952.03	25.97%
7500-00 · IDAHO STATE GRANT PROGRAM				
7500-25 · '25 ITD Grant (Rotating Beacon)	48.04	0.00	48.04	100.0%
Total 7500-00 · IDAHO STATE GRANT PROGRAM	48.04	0.00	48.04	100.0%
Total 7553-00 · AIP '53 - Rehab RW, TW & Apron	0.00	0.00	0.00	0.0%
Total 7556-00 · AIP '56 - Rehab Runway Phase 2	0.00	0.00	0.00	0.0%
Total 7558-00 · AIP '58 - Rehab Runway Phase 3	0.00	0.00	0.00	0.0%
Total 7559-00 · AIP '59 - Acquire Land	0.00	0.00	0.00	0.0%
Total 7560-00 · AIP '60 - Development Addendum	0.00	0.00	0.00	0.0%
7561-00 · AIP '61 - Airfield Pavement Etc				
7561-01 · AIP '61 - Airfield Pavement Etc	4,074.98	0.00	4,074.98	100.0%
Total 7561-00 · AIP '61 - Airfield Pavement Etc	4,074.98	0.00	4,074.98	100.0%

	Oct - Dec 25	Budget	\$ Over Budget	% of Budget
7562-00 · AIP '62 Airfield AGIS				
7562-01 · AIP '62 - Airfield AGIS	2,282.17	0.00	2,282.17	100.0%
Total 7562-00 · AIP '62 Airfield AGIS	2,282.17	0.00	2,282.17	100.0%
7563-00 · AIP '63 Infrastructure&Optim				
7563-01 · AIP '63 Infrastructure&Optim	174,290.72	743,000.00	-568,709.28	23.46%
Total 7563-00 · AIP '63 Infrastructure&Optim	174,290.72	743,000.00	-568,709.28	23.46%
7564-00 · AIP '64 GA Terminal				
7564-01 · AIP '64 GA Terminal_Eligible	167,889.09	1,386,125.00	-1,218,235.91	12.11%
7564-02 · AIP '64 GA Terminal_NonEligible	6,754.09			
Total 7564-00 · AIP '64 GA Terminal	174,643.18	1,386,125.00	-1,211,481.82	12.6%
8500-00 · Capital Imp. Program (CIP)				
8501-00 · CIP - General	0.00	2,850,000.00	-2,850,000.00	0.0%
Total 8500-00 · Capital Imp. Program (CIP)	0.00	2,850,000.00	-2,850,000.00	0.0%
Total 9002-00 · PFC 25-11-C-00-SUN	0.00	0.00	0.00	0.0%
Total 7000 · "C" EXPENSES	1,351,387.06	8,814,125.00	-7,462,737.94	15.33%
Total 5000 · EXPENDITURES	2,590,080.59	14,299,664.00	-11,709,583.41	18.11%
Total Expense	2,590,080.59	14,299,664.00	-11,709,583.41	18.11%
Net Ordinary Income	-1,746,130.96	-1,533,404.00	-212,726.96	113.87%

Friedman Memorial Airport
December 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	1,990
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	2,523
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	1,163
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	1,559
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	2,486
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	3,508
August	6,479	6,917	5,513	5,707	5,722	6,087	6,196	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	2,939
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	2,429
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	2,077
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	1,548
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	2,261
Totals	50,858	55,897	44,739	45,032	43,607	43,002	50,712	33,836	31,699	32,350	30,555	28,269	32,140	23,307	24,815	26,716	26,692	26,571	24,577	24,067	29,102	26,211	25,210	24,775	26,938



ATCT Operations Change (December 2025 vs. December 2024)			
	2025	2024	% Change
Air Taxi	707	683	3.5%
Air Carrier	597	447	33.6%
General Aviation	933	937	-0.4%
Military	0	6	-100.0%
Civil	24	14	71.4%
Total	2,261	2,087	8.3%
YTD Total	26,938	22,688	18.7%

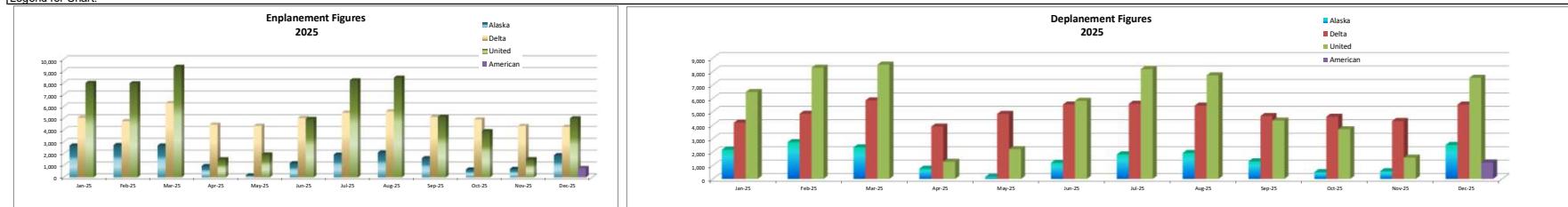
FRIEDMAN MEMORIAL AIRPORT
December 2025

Date	2025 Enplanements										American Airlines												
	Alaska Airlines					Delta Airlines					United Airlines					American Airlines					Total Enp.	Prior Year Total Enp.	Total % Change
Revenue	Non-Revenue	Total	Prior Year Month	Total % Change	Revenue	Non-Revenue	Total	Prior Year Month	Total % Change	Revenue	Non-Revenue	Total	Prior Year Month	Total % Change	Revenue	Non-Revenue	Total	Prior Year Month	Total % Change	Total Enp.	Prior Year Total Enp.	Total % Change	
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%	NA	NA	NA	NA	NA	15,764	14,782	6.6%
Feb-25	2,660	82	2,742	2,393	14.6%	4,670	95	4,765	3,416	39.5%	7,868	105	7,973	7,934	0.5%	NA	NA	NA	NA	NA	15,480	13,743	12.6%
Mar-25	2,613	90	2,703	2,359	14.6%	6,156	130	6,286	3,672	71.2%	9,226	144	9,370	9,570	-2.1%	NA	NA	NA	NA	NA	18,359	15,601	17.7%
Apr-25	898	69	967	657	47.2%	4,355	116	4,471	3,628	23.2%	1,495	44	1,539	2,102	-26.8%	NA	NA	NA	NA	NA	6,977	6,387	9.2%
May-25	166	2	168	200	-16.0%	4,232	142	4,374	3,455	26.6%	1,885	61	1,946	1,919	1.4%	NA	NA	NA	NA	NA	6,488	5,574	16.4%
Jun-25	1,154	52	1,206	1,210	-0.3%	4,908	123	5,031	3,481	44.5%	4,878	78	4,956	4,483	10.6%	NA	NA	NA	NA	NA	11,193	9,174	22.0%
Jul-25	1,865	71	1,936	2,121	-8.7%	5,409	76	5,485	3,766	45.6%	8,125	98	8,223	7,332	12.2%	NA	NA	NA	NA	NA	15,644	13,219	18.3%
Aug-25	2,067	39	2,106	2,057	2.4%	5,503	95	5,598	3,936	42.2%	8,342	105	8,447	7,411	14.0%	NA	NA	NA	NA	NA	16,151	13,404	20.5%
Sep-25	1,557	71	1,628	1,797	-9.4%	5,016	101	5,117	3,817	34.1%	5,038	92	5,130	4,154	23.5%	NA	NA	NA	NA	NA	11,875	9,768	21.6%
Oct-25	632	46	678	646	5.0%	4,766	142	4,908	4,033	21.7%	3,833	86	3,919	2,507	56.3%	NA	NA	NA	NA	NA	9,505	7,186	32.3%
Nov-25	673	49	722	450	60.4%	4,210	144	4,354	3,620	20.3%	1,510	36	1,546	1,347	14.8%	NA	NA	NA	NA	NA	6,622	5,417	22.2%
Dec-25	1,798	85	1,883	1,143	64.7%	4,153	123	4,276	3,792	12.8%	4,891	112	5,003	4,674	7.0%	788	9	797	0	0.0%	11,959	9,609	24.5%
Totals	18,695	742	19,437	17,160	13.3%	58,322	1,404	59,726	45,104	32.4%	64,975	1,082	66,057	61,600	7.2%	788	9	797	0	0.0%	146,017	123,864	17.9%

Legend for Chart:

Date	2025 Deplanements										American Airlines										Total Dep.	Prior Year Total Dep.	Total % Change
	Alaska Airlines					Delta Airlines					United Airlines					American Airlines					Total Dep.	Prior Year Total Dep.	Total % Change
Revenue	Non-Revenue	Total	Prior Year Month	Total % Change	Revenue	Non-Revenue	Total	Prior Year Month	Total % Change	Revenue	Non-Revenue	Total	Prior Year Month	Total % Change	Revenue	Non-Revenue	Total	Prior Year Month	Total % Change	Total Dep.	Prior Year Total Dep.	Total % Change	
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%	NA	NA	NA	NA	NA	12,814	12,163	5.4%
Feb-25	2,657	78	2,735	2,471	10.7%	4,765	88	4,853	3,447	40.8%	8,156	120	8,276	8,258	0.2%	NA	NA	NA	NA	NA	15,864	14,176	11.9%
Mar-25	2,264	81	2,345	2,126	10.3%	5,692	153	5,845	3,400	71.9%	8,366	144	8,510	8,797	-3.3%	NA	NA	NA	NA	NA	16,700	14,323	16.6%
Apr-25	689	69	758	494	100.0%	3,769	126	3,895	3,230	20.6%	1,220	58	1,278	1,813	-29.5%	NA	NA	NA	NA	NA	5,931	5,537	7.1%
May-25	143	6	149	204	-27.0%	4,696	146	4,842	3,754	29.0%	2,162	52	2,214	2,022	9.5%	NA	NA	NA	NA	NA	7,205	5,980	20.5%
Jun-25	1,149	50	1,199	1,318	-9.0%	5,438	101	5,539	3,777	46.7%	5,739	75	5,814	5,456	6.6%	NA	NA	NA	NA	NA	12,552	10,551	19.0%
Jul-25	1,759	66	1,825	1,813	0.7%	5,526	67	5,593	3,520	58.9%	8,069	106	8,175	7,705	6.1%	NA	NA	NA	NA	NA	15,593	13,038	19.6%
Aug-25	1,866	60	1,926	2,019	-4.6%	5,354	103	5,457	3,599	51.6%	7,603	106	7,709	6,975	10.5%	NA	NA	NA	NA	NA	15,092	12,593	19.8%
Sep-25	1,228	76	1,304	1,545	-15.6%	4,554	129	4,683	3,485	34.4%	4,261	80	4,341	3,429	26.6%	NA	NA	NA	NA	NA	10,328	8,459	22.1%
Oct-25	480	24	504	530	-4.9%	4,489	140	4,629	3,789	22.2%	3,594	100	3,694	2,231	65.6%	NA	NA	NA	NA	NA	8,827	6,550	34.8%
Nov-25	539	34	573	435	31.7%	4,166	143	4,309	3,535	21.9%	1,537	44	1,581	1,366	15.7%	NA	NA	NA	NA	NA	6,463	5,336	21.1%
Dec-25	2,450	77	2,527	1,574	60.5%	5,420	112	5,532	4,849	14.1%	7,410	117	7,527	7,389	1.9%	1,214	7	1221	0	0.0%	16,807	13,812	21.7%
Totals	17,323	690	18,013	16,317	10.4%	57,952	1,407	59,359	44,151	34.4%	64,453	1,130	65,583	62,050	5.7%	1,214	7	1,221	0	0.0%	144,176	122,518	17.7%

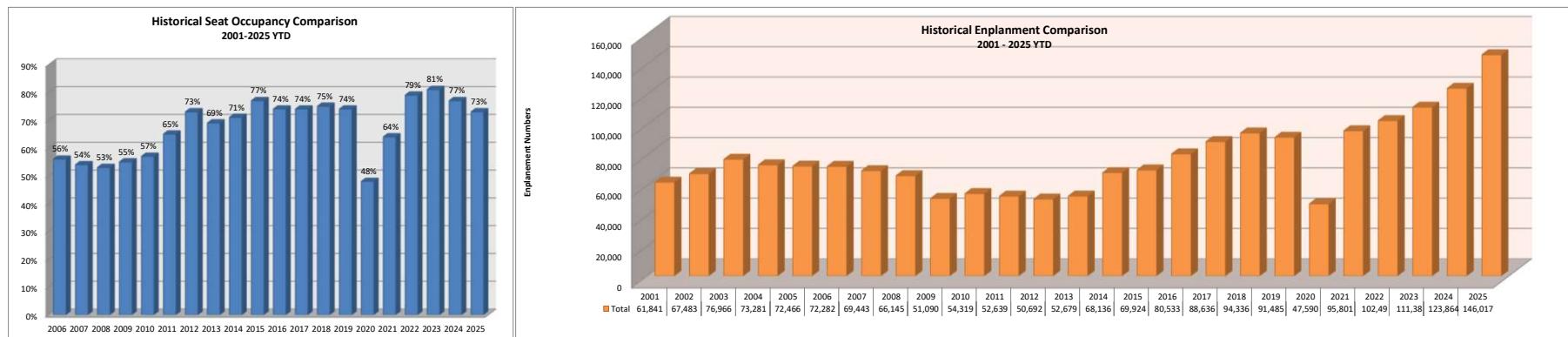
Legend for Chart:



FRIEDMAN MEMORIAL AIRPORT
December 2025

Date	2025 Seat Occupancy																Seat Occupancy Totals		Seat Occupancy Totals Prior Year Comparison			
	Alaska Airlines				Delta Airlines				United Airlines				American Airlines				Seat Occupancy Totals		% Change Total Seats Available	% Change Total Seats Occupied	Change in Load Factor %	
	Departure Flights	Seats Available*	Seats Occupied	Percent Occupied	Departure Flights	Seats Available*	Seats Occupied	Percent Occupied	Departure Flights	Seats Available*	Seats Occupied	Percent Occupied	Departure Flights	Seats Available*	Seats Occupied	Percent Occupied	Total Seats Available	Total Seats Occupied	Total Percent Occupied	% Change Total Seats Available	% Change Total Seats Occupied	Change in Load Factor %
Jan-25	50	3,800	2,698	71%	98	6,860	5,061	74%	174	12,180	8,005	66%	NA	NA	NA	NA	22,840	15,764	69%	8%	7%	-1%
Feb-25	48	3,648	2,742	75%	93	6,510	4,765	73%	151	10,570	7,973	75%	NA	NA	NA	NA	20,728	15,480	75%	13%	13%	0%
Mar-25	44	3,344	2,703	81%	112	7,840	6,286	80%	166	11,620	9,370	81%	NA	NA	NA	NA	22,804	18,359	81%	22%	18%	-3%
Apr-25	21	1,596	967	61%	90	6,300	4,471	71%	32	2,240	1,539	69%	NA	NA	NA	NA	10,136	6,977	69%	21%	9%	-7%
May-25	4	304	168	55%	93	6,510	4,374	67%	48	3,360	1,946	58%	NA	NA	NA	NA	10,174	6,488	64%	29%	16%	-7%
Jun-25	22	1,672	1,206	72%	90	6,300	5,031	80%	102	7,140	4,956	69%	NA	NA	NA	NA	15,112	11,193	74%	23%	22%	0%
Jul-25	30	2,280	1,936	85%	93	6,510	5,485	84%	161	11,276	8,223	73%	NA	NA	NA	NA	20,066	15,644	78%	26%	18%	-5%
Aug-25	31	2,356	2,106	89%	93	6,516	5,598	86%	154	10,786	8,447	78%	NA	NA	NA	NA	19,658	16,151	82%	23%	20%	-2%
Sep-25	30	2,280	1,628	71%	90	6,306	5,117	81%	92	6,446	5,130	80%	NA	NA	NA	NA	15,032	11,875	79%	28%	22%	-4%
Oct-25	11	836	678	81%	92	6,440	4,908	76%	78	5,460	3,919	72%	NA	NA	NA	NA	12,736	9,505	75%	53%	32%	-11%
Nov-25	15	1,140	722	63%	86	6,020	4,354	72%	30	2,100	1,546	74%	NA	NA	NA	NA	9,260	6,622	72%	37%	22%	-8%
Dec-25	47	3,572	1,883	53%	100	7,000	4,276	61%	132	9,240	5,003	54%	24	1,536	797	52%	21,348	11,959	56%	35%	24%	0%
Totals	353	26,828	19,437	72%	1,130	79,112	59,726	75%	1,320	92,418	66,057	71%	24	1,536	797	52%	199,894	146,017	73%	23%	17%	-2%

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





01/xx/2026

Tracy Stoner
 Federal Aviation Administration
 Helena Airports District Office
 2725 Skyway Drive
 Helena, MT 59602

Re: Consultant Services Contract Record of Negotiation
 Friedman Memorial Airport – ATCT and Base Building (Design & Bidding)

Dear Ms. Stoner:

The Friedman Memorial Airport Authority and Woolpert have negotiated a Work Order under a Master Services Agreement (MSA) for the performance of professional services related to improvements to the Friedman Memorial Airport. This Work Order includes professional services associated with the following project elements:

- Design & Bidding for the ATCT and Base Building

Pursuant to that effort, the Friedman Memorial Airport Authority contracted with Evectio, a qualified firm, to prepare an independent estimate of man-hours and fees based on the approved Scope of Work. This independent estimate was compared with the fee proposed by Woolpert.

Enclosed is a detailed Record of Negotiation and comparison analysis of the fee submitted by Woolpert and the independent fee estimate submitted by Evectio. As shown on the analysis, Woolpert's final total project fee is \$2,060,651.10 and Evectio's is \$2,148,744.00. The fee proposed by Woolpert is \$88,092.90 less, or 4.2% lower. We will forward a complete copy of the Work Order directly to you once it is signed.

Based on our analysis of the negotiation process, we feel that Woolpert's fee is fair, reasonable and justified and we would like to move forward. Please review the attached Record of Negotiation and, if acceptable, provide your concurrence and approval of the fee. If you have any questions, please contact me at 208-721-3074.

Sincerely,

Tim Burke
 Airport Director

Enclosures

cc: Dave Washino, Woolpert
 Nathan Cuvla, Ardurra

HAILEY, IDAHO ➔ iFLYSUN.COM

**RECORD OF NEGOTIATION
FRIEDMAN MEMORIAL AIRPORT**

1/29/2026

Following is the Chronology of Project Formulation and a Record of Negotiations for Professional Services for FY 26 ATCT and Base Building Design and Bidding.

Prepared by: Tim Burke
Airport Director
Friedman Memorial Airport

From: Information contained in public files and provided by Woolpert.

1. The consulting firm of Woolpert was selected in June of 2024 to provide consulting services to the Airport for projects associated with the ATCT. This selection was completed in accordance with FAA AC 150/5100-14E.
2. In October, Woolpert began preparation of a Scope of Work and proposed Work Order for design and bidding services relative to the relocation of the ATCT. This Scope of Work was submitted for FAA review on January 28, 2026.
3. Evetico was retained in December 2025 to provide an independent fee estimate (IFE) for the Agreement. A copy of the approved Scope of Work and blank fee spreadsheet was provided to Evetico for use in developing the IFE.
4. The IFE was received from Evetico on December 23, 2025.
5. Woolpert submitted a proposed fee on January 15, 2025.
6. A comparison of fees was finalized on January 16, 2026. Evetico's independent estimate totaled \$2,148,744.00. Woolpert's fee proposal is \$2,060,651.10. This is a difference of \$88,092.90 or 4.2% less than Evetico's IFE. A detailed analysis of the differences is included in the attached spreadsheet. The following general observations were made:
 - Evetico total fee for Phases 1-3 is \$1,565,665.00. Woolpert's total fee for Phases 1-3 is \$1,446,770.00 or 7.9% lower than Evetico.
 - Evetico subconsultant fees were \$542,619.00. Woolpert's subconsultant fees were \$555,171.10 or 2.3% higher than Evetico's.
 - Evetico overall reimbursable expenses are \$40,460.00. Woolpert's overall reimbursable expenses are \$58,710.00 or 36.8% higher than Evetico.
7. After negotiation, all differences are deemed to be acceptable. The costs proposed by Woolpert are determined to be fair, reasonable and justified.

FEE COMPARISON

FRIEDMAN MEMORIAL AIRPORT
AIP GRANT #TBD
INDEPENDENT FEE EVALUATION
ATCT AND BASE BUILDING

DETAILED COMPARISON

LOADED LABOR	DESCRIPTION	WOOLPERT	EVETICO	DIFFERENCE
TASK				
1	Preliminary Design	\$443,010.00	\$594,690.00	(\$151,680.00)
2	Design	\$908,540.00	\$922,100.00	(\$13,560.00)
3	Bidding	\$95,220.00	\$48,875.00	\$46,345.00
	Loaded Labor Subtotal - Tasks 1-3	\$1,446,770.00	\$1,565,665.00	(\$118,895.00)
	Subconsultant Services	\$555,171.10	\$542,619.00	\$12,552.10
	Reimbursables	\$58,710.00	\$40,460.00	\$18,250.00
TOTAL		\$2,060,651.10	\$2,148,744.00	\$ (88,092.90)
			% DIFFERENCE	-4.2%

APPROVED SCOPE OF WORK

**SCOPE OF WORK
FOR
SUN ATCT and Base Building
Friedman Memorial Airport, Hailey, Idaho
SUN ATCT 100% Design, Bidding and Funding Support**

This is an Appendix attached to, made a part of, and incorporated by reference with the upcoming Consulting Contract between Friedman Memorial Airport and Woolpert for providing professional services for the remainder of this scope the Friedman Memorial Airport is indicated as "Sponsor" and Woolpert is indicated as "Project Manager." Site selection for the Friedman Memorial (SUN) Airport Traffic Control Tower (ATCT) was completed in April 2024, identifying Site 2, with a 101ft tower height. See Exhibit 1.0 for the latest rendering. The estimated construction budget for this project is \$15,000,000 and does not include administrative, legal, or professional fees.



EXHIBIT NO. 1

This scope supports design of a 3-position ATCT cab and small base building (BB) and is estimated to be completed in 12 months (September 2025 – August 2026). It shall consist of consulting and engineering services and bidding by the Project Manager for the Sponsor and include:

- Advocacy and support to prepare the Sponsor to receive full funding
- 2026 Infrastructure, Investment and Jobs Act (IIJA) Grant Submission
- Expedited schedule to support early commissioning
- Support including in-person attendance for Stakeholder Meetings
- Full color renderings of building exterior options
- Design Charrettes with the Sponsor and City of Hailey
- FAA Coordination and Design Reviews

- ➔ Negotiations with the FAA for Reimbursable Agreements
- ➔ Design Development (30%, 60%, 90%, and 100%) and Review
- ➔ Bidding



EXHIBIT NO. 2

PROJECT DESCRIPTION

The current ATCT at the Friedman Memorial (SUN) Airport is not compliant with FAA line-of-sight (LOS), building code or Americans with Disability Act (ADA) requirements and due to the aging infrastructure has become cost prohibitive to maintain. It is located on the east side of Runway 13/31 and is within the runway object free area (ROFA). See Exhibits 2 and 3 for picture of the current ATCT and a rendering of the new ATCT location.

Therefore, it is in the best interest of the Sponsor and FAA to vacate the existing ATCT and construct a new ATCT and BB, to meet operational LOS and look-down angle, improve energy efficiency and meet current standards for accessibility, life safety, fire protection and building codes. The new ATCT and BB will improve operational efficiency and decrease energy costs. The new ATCT and BB design will include the following:

- Size: 66' Cab Floor / 101' total building height to top of lightning protection
 - ➔ Base Building Equipment Rooms
 - ➔ Elevator and Stairway
 - ➔ First Floor Restroom, Communication Room, and Lobby
 - ➔ Second Floor FAA Equipment, Workspace and Data Room
 - ➔ Third Floor Air Traffic Manager Office
 - ➔ Fourth Floor Breakroom and Restroom

- Fifth Floor Catwalk and Plenum Space
- Sixth Floor Cab
- Roof and Communication Antenna
- Site Design
 - Grading, drainage, storm water management, erosion control
 - Utilities
 - Road and pedestrian access, parking, building access
 - Conduit between existing ATCT and new ATCT for Airport Lighting Panel and other services.
- Sponsor provided support/information
 - Utility plans
 - Drawings for FAA and Airport field cabling
 - Adjacent geotechnical reports



EXHIBIT NO. 3

The engineering fees will be broken into two parts. **Part A-Basic Services** includes a Preliminary Design, Schematic Design Phase and Bidding Phase and **Part B-Special Services**, which includes design services to be completed by subconsultants including Structural engineering, Civil engineering, Topographical Survey, Geotechnical Investigation, and Cost estimating.

PART A - BASIC SERVICES consists of the Preliminary Design and Schematic Design Phases all invoiced on a lump sum basis.

1.0 Preliminary Design Phase

The Design Phase for the 30% Deliverable of the Construction Documents will identify key project elements and resolve the critical path work items to begin full design of the project. This includes evaluating and specifying the structural building and its interior and exterior features and site layout.



1.01 Coordinate and attend Meetings with the Sponsor and FAA. Meetings with the Sponsor and the FAA will take place to determine critical project dates, establish the proposed design schedule and AIP development schedule, review environmental component(s), determine the feasibility of the proposed project and establish the need for topographical surveying, pavement investigation and/or geotechnical testing. Various meetings during the design phase will also be conducted to review the progress of the design, discuss construction details and proposed time frame of construction and identify any special requirements for the project. It is anticipated that there will be up to six (6) meetings with the Sponsor and/or the FAA throughout the course of the design. Meeting and Site Visit Schedule details can be found in section 1.22.

1.02 Prepare Project Scope of Work and Contract. This task includes establishing the scope of work through meetings outlined above. Fees will be negotiated with the Sponsor and may be subject to an independent fee estimate conducted by a third party hired by the Sponsor. This task also includes drafting the contract for the work to be completed by the Project Manager for the Sponsor once negotiations are complete.

1.03 Site and ATCT assessment. Project Manager will establish a small team to travel to SUN and evaluate Site 2 and the existing ATCT. Team will inventory equipment and data requirements in the ATCT in support of the new ATCT. A thorough evaluation of Site 2 will also be conducted to evaluate site limitations and challenges (i.e. security, fire truck access, parking, rotating beacon, etc.).

1.04 Design Charettes. This task includes conducting a workshop with the Sponsor to develop the design alternatives which will be analyzed further for viability and cost. This task includes the Project Manager's preparation of up to two (2) workshop alternatives based on building shape, size, location, and interior/program options for the construction of the tower. Rough order of magnitude (ROM) cost estimates will be completed for each design alternative, along with pros and cons. The Project Manager will then meet with the Sponsor to select two final design concepts and present them to the Airport Board and then to the city of Hailey during a city council meeting for final approval prior to moving forward with the design.

Prior to the workshop, the Project Manager will provide a portfolio of previous design precedents with applicable costs and investigate the existing Terminal to gather and produce concepts for a unified campus environment. First, there will be an internal design charette with the design team. The Project Manager will then meet in-person with the Sponsor to conduct a workshop design charrette meeting. This is a collaborative session with project stakeholders and the design team to capture the wants and needs of the Sponsor, but to also brainstorm and develop creative solutions/ideas for the project. The charrette will gather useable information for the design team that reflect the desires of the Sponsor and Community. The process will elicit participant feedback while exploring the many project design potentials. This will be an all-day meeting including input from the Civil and Structural Engineer. From there we will meet with the Mayor and City Council, tailoring the concept with feedback from the airport. This in-person meeting will last approximately 8 hours.

The Project Manager will produce design options and conceptual graphics in preparation for each meeting and will support one additional virtual meeting for consolidating, recapping, and finalizing the basic aesthetics and program of the tower. Minutes from each of the Design Charrette meetings will be distributed to the stakeholders. In the event more meetings are necessary to reach two (2) alternatives or final design, or additional aesthetic changes are being requested after the final concept is chosen,



additional fee will be requested. The final deliverable will be a set of renderings for the city of Hailey's approved alternative.

1.05 Provide Project Coordination. The Project Manager shall provide project management and coordination services to ensure the completion of the schematic design and contract documents. These duties include and are estimated to take 8 hours per week throughout the duration of this phase, estimated at 40 weeks:

- Time the Project Manager spends planning, organizing, securing and scheduling resources, and providing instruction to staff to meet project objectives as defined in the approved scope of work.
- The Project Manager will analyze the budget semi-monthly to ensure budget and staffing needs are on track to meet design schedules within budget.
- Maintaining project files as necessary and other items necessary in day-to-day project coordination.
- Establish ACC Hub (Autodesk Construction Cloud) for model collaboration environment.
- Host Site, Datum, and Architectural Revit models to ACC hub for live linking between teams.
- Develop BxP (BIM execution plan) for the project.
- Coordinate site location coordinates with the civil team to ensure model alignment with geo located coordinates.
- Host BIM kickoff meeting with consultants to review BIM approach.
- Establish model best practices with Architecture model (establish work sets, issuance coordination, phase mapping etc.)
- Ensure Project Manager models are all live hosted on ACC and linked into all other relevant models.
- Review coordination / preliminary clash detection with the design team leaders.
- Validating project criteria requirements
- Site investigation to ensure civil site work is coordinated with MEP IT & FP engineers designs.
- Review and validate design analysis.
- Coordinate Construction Drawing setup, organization and progress.
- Conduct coordination with Civil, Architecture, Interior Design, MEP, Fire Protection and Structural design to confirm location and space requirements for chases, columns, equipment sizes, equipment clearances, etc. and all other design elements for the project.
- Coordination with Fire Protection Engineer on special requirements meet FAA requirements and NFPA 101.
- Schedule analysis.
- Securement of design resources.
- Providing instruction to design team to meet project objectives as defined in the approved scope of work.
- Analyze the budget semi-monthly to ensure budget and staffing needs are on track to meet design schedule.
- Miscellaneous correspondence to third parties (FAA; DOT; Building Departments; Airport Authority; etc.)
- Maintain project files to ensure proper project closeout.
- Manage Sponsor's design expectations throughout the project.
- The Project Manager will prepare and submit monthly invoices.
- The Project Manager and design team shall thoroughly review requirements of governmental Authorities Having Jurisdiction (AHJ) over the Project and Sponsor [or Airport authority – private client] requirements for incorporation into the construction documents.



The Project Manager will complete the following tasks:

- Provide the Sponsor with a Project Status Report (PSR) monthly via stakeholder meetings. Project Status Report (PSR) will report on the Project Manager's progress and any problems that may arise while performing the work. The PSR must include an update of the project schedule, as described in this section, when schedule changes are expected.
- Submit for acceptance and maintain, a design schedule detailing the scheduled performance of the work.
- Create and maintain a Quality Control Checklist (QCC) for the project. The QCC shall include personnel, project milestone checking and peer review procedures at each phase of the project.
- Develop and maintain a question/answer log for design staff and client input.
- Obtain specific design requirements of the Sponsor, the Airport Board, and any local design requirements.

1.06 Coordinate Civil Engineering. This task includes preparing the requirements for the Civil Engineering sub-contractor's scope of the project. Negotiating with the Civil engineering subconsultant firm for a cost to perform the work and executing the subcontract. Civil engineering subconsultant to provide Survey services under their scope. A review of all deliverables from the subconsultant will be performed internally before releasing them to the client. **See Part B Special Services for subconsultant scopes.**

1.07 Coordinate Structural Engineering. This task includes preparing the requirements for the structural design elements of the project, including structural design requirements of the building. Negotiating with the structural engineering firm for a cost to perform the work is also included in this task. A review of all deliverables from the subconsultant will be performed internally before releasing them to the client. **See Part B Special Services for subconsultant scopes.**

1.08 Coordinate Geotechnical Investigation. The requirements of the geotechnical investigation shall be established in accordance with FAA AC 150/5320-6 (current edition), *Airport Pavement Design and Evaluation*. This task includes negotiating with the geotechnical Engineering firm for a cost to perform the work. Furthermore, the requirements of the geotechnical investigation shall be established to gather enough data for the structural engineer to properly design the tower and base building foundation. A review of all deliverables from the subconsultant will be performed internally before releasing them to the client. **See Part B Special Services for subconsultant scopes.**

1.09 Coordinate Estimating Services. This task includes preparing the requirements for a 3rd Party Estimating Firm to perform a 30% estimate for the building design. Negotiating with an estimating firm for a cost to perform the work is also included in this task. The cost estimate shall be thoroughly reviewed and in Uniformat Level 2 and CSI format per the Designer Guidelines. **See Part B Special Services for subconsultant scopes.**

1.10 Mechanical, Electrical, Plumbing (MEP), Telecommunication and Fire/Life Safety Engineering. This task includes preparing the requirements for the mechanical, electrical, plumbing, telecommunication and fire/life safety design elements of the project, and coordination with the Sponsor. The Project Manager will work with local jurisdictions to ensure water pressure, incoming power, water, sewer, and communication lines work with the initial design. The Project Manager will also commence design of the transformer, chiller, and generator size and location in coordination with the overall site design. All applicable local, State, and FAA MEP code requirements will be reviewed during this task as well per the



DGP (Designer Guidelines and Procedures) Document from the Sponsor.

1.11 Prepare Preliminary Cost Estimating. This task includes creating a preliminary rough order of magnitude (ROM) opinion of probable construction cost, a preliminary working days estimate, a preliminary overall project schedule, and a preliminary overall project budget. The ROM opinion of probable construction cost will be based upon the most current information available at the time of preparation. Work to refine these estimates will be ongoing through the project. A subconsultant will be contracted to provide professional estimating for the project at the 30%, 60% and 90% intervals defined further in section 2.14.

1.12 Prepare 2026 Infrastructure Investment and Jobs Act (IIJA) Terminal and FCT Grant Applications. This task consists of preparing the federal grant applications. The two (2) applications will be submitted during the initial portion of the project. Preparation of the application includes the following:

- Prepare program narrative, discussing the purpose, funding plan, timeline, and operational efficiency of the work.
- Include the ROM opinion of probable construction cost and supporting documentation.
- Prepare the 2026 IIJA Airport Terminal and FCT Project Information, FAA form 5100-144 (dated 09/2023 or latest edition) forms.

The Project Manager shall submit the grant applications to the Sponsor for approval and signature. After obtaining the necessary signature, the Sponsor or Project Manager shall forward a copy of the signed application to the FAA for further processing.

1.13 Review Existing Documents. The Project Manager will gather and review existing available documentation that may be relevant to the project, including, but not limited to, record drawings (as-builts), FAA Equipment inventory and drawings, design reports, final reports, utility reports/maps and previous surveys. The Project Manager may use relevant information from this review to advocate and submit funding requirements and coordinate the design and topographical survey for the project.

1.14 Coordinate Topographical, Aeronautical and Obstruction. This task includes preparing the requirements, establishing the limits of the survey area and scheduling time for the survey to be completed. The Civil Engineer sub-contractor is expected to visit the project site to spot check existing survey and coordinate the survey activities with the Sponsor. This scope does not include any additional survey work, if needed, to verify the accuracy of the existing surveys. The Civil Engineer will provide the Survey services with the scope of services, either in house or by additional subconsultant.

1.15 Coordinate Utility Service Installation with Local Utility Companies. This task includes meeting and coordinating with local utility agencies who are expected to be affected by the project. The Project Manager will furnish plans to the agencies at the 30% review stage of the design, or as requested, to enable the agencies to coordinate efforts for the installation or relocation of any utilities, as necessary.

1.16 Coordination with Local Government and Preparation of Permits. This task involves meeting and coordinating with local JHA'S including the "wrap around meeting". This includes meetings with local government departments and may include the following:

- Pre-application consultation
- Interdepartmental reviews



- Engagement with Local Authorities
- Potential Public Hearings
- Coordination with Government and Regulatory Agencies
- Coordination with FAA
- Coordination with the Department of Public Works
- Coordination with the Fire Department

1.17 FAA Reimbursable Agreements. A reimbursable agreement is a contractual agreement between the Sponsor and FAA for materials, supplies, equipment, and services the FAA provides to the Sponsor. The Project Manager will meet with FAA representatives to advocate and negotiate timelines and overall funding requirements for up to two (2) reimbursable agreements to cover FAA telco line requirements, and the FAA's design review, equipment relocation and installation. Four (4) Meetings will be held to discuss labor and travel costs, negotiate fees and responsibility and communicate demarcations between the FAA and Sponsor.

1.18 Conceptual Design (15%). Conceptual Design will develop space programming, identify the functional requirements for the new ATCT and BB, and be in accordance with FAA Orders. This will include considerations for the FAA equipment, Sponsor equipment, cab, mechanical and electrical systems, communication antenna, Air Traffic space and sizing of support spaces. It will include a well-developed site plan with exterior lighting.

It will also include a conceptual programming and site layout effort to identify the preliminary requirements for the new ATCT and BB so that the infrastructure (electric, gas, water, sanitary sewer, storm water, communication, security, etc.) in the new project area can be adequately sized to accommodate the service lines for these future planned facilities.

This task will include a Conceptual Design coordination with the Sponsor to review the design and a separate meeting to brief the Airport Board. Once the 15% deliverable is finalized, the design team will support an in-person meeting to brief and seek approval from Hailey's Design Review Board. Feedback and comments from key stakeholders will be assessed, and alternatives and costing options will be provided, for a final decision by the sponsor. Sponsor comments and decisions will be incorporated into the Schematic Design (30%) Plans.

1.19 Preliminary Design (30%). This task will include internal design team meetings every two (2) weeks for three (3) months and an in-person Preliminary Design meeting with the Sponsor, Airport Board and local city/county representatives to review the design. Feedback and comments from key stakeholders will be assessed, and alternatives and costing options will be provided, for a final decision by the sponsor. Sponsor comments and decisions will be incorporated into the Schematic Design (60%) Plans. There shall be one bound and printed set in 11x17 format that will be delivered to the airport. This task also consists of the following:

- ATCT Design will be in accordance with all applicable FAA, Building Codes, NFPA, and local codes
- assessment of structural calculations for, including wind loads
- Develop Architectural BIM360 model for all of the design team to work from the same background
- Architectural Floor Plans, Elevations, and Building Sections
- Conduct initial coordination with MEP and Structural design to confirm location and space



requirements for chases, columns, equipment sizes, equipment clearances, etc.

- ➔ Provide recommendations related to site and building/floor plan layout
- ➔ Two (2) Design Option Elevation Renderings for sponsor review will be provided. One (1) Elevation Rendering will be selected by the Sponsor. Design Team will then provide three (3) more refined renderings from different perspectives directions.
- ➔ Provide preliminary design of structural framing for roof, columns, and walls for Building Code prescribed loading
- ➔ Provide recommended foundation system based on Geotechnical report provided by sub-consultant
- ➔ Provide preliminary design narrative of sanitary sewer and vent systems
- ➔ Prepare preliminary plumbing narrative of water distribution, sanitary and vent plans, natural gas distribution
- ➔ Provide preliminary design narrative of heating systems and HVAC systems
- ➔ Perform preliminary HVAC load and ventilation calculations
- ➔ Provide preliminary design narrative for electrical distribution system based on equipment layouts. The narrative will indicate an estimated number of circuits
- ➔ Provide preliminary light fixture selections and other lighting controls
- ➔ Provide preliminary design narrative for site lighting and electrical site plan
- ➔ Prepare preliminary electrical narrative of power plans, lighting plans, and schedules
- ➔ Provide preliminary performance-based design for the following communications and security systems: horizontal cabling distribution, Voice Over Internet Protocol (VOIP), access control, security cameras and communications room layout. Design for additional communications or security systems can be provided as an Additional Service
- ➔ Communications narrative will show design criteria, identify major equipment, and general notes for project specific requirements. This will be delegated design to the Contractor who will perform final detailed design and submit shop drawings
- ➔ Provide preliminary code summary and life safety narrative
- ➔ Provide preliminary performance-based design narrative of fire alarm, fire suppression, and fire pump systems. This will be delegated design to the Contractor who will perform final detailed design, hydraulic calculations, and submit shop drawings.

1.20 Public Outreach

The Friedman Memorial Airport (SUN) sits in a picturesque Wood River Valley in Hailey, Idaho. Due to the natural beauty surrounding the airport, public outreach will be a vital part of the design process to ensure broad acceptance of the new facilities infrastructure. A critical element of the outreach program will involve developing public information materials. The materials and outreach will serve as important sources of information for interested parties so that they can provide informed input to the planning process. Woolpert will develop a project-specific website that can be accessed through a link on the Airport's website, will include pertinent project information, and provide an interface for the public to provide comment regarding the ATCT. The website and dedicated URL will be maintained by Woolpert for the duration of the project.

1.21 Preliminary Design – Deliverables

This proposal is based on providing the following items during or at the completion of the Preliminary design phase.

Deliverables: The following table provides a check list of anticipated project deliverable items to be provided under the Phase 1 – Preliminary Design:



PHASE 1 – PRELIMINARY DESIGN	TO FAA and ITD	TO SPONSOR
1.01 Meeting Agendas, AIP Development Schedule and Meeting Minutes from Pre-Design Meetings	✓	✓
1.02 Scope of Work and Draft Contract for the Sponsor		✓
1.04 Portfolio of Previous Precedent Designs		✓
1.04 Two Design Charrette Alternatives and ROM's		✓
1.04 Approved Alternative Design Renderings		✓
1.05 Design Schedule, PSR, Monthly Invoicing, and other PM design coordination elements		✓
1.08 Geotech Report		✓
1.11 Preliminary Cost Estimate	✓	✓
1.12 2026 IIJA Terminal and FCT Grant Applications	✓	✓
1.18 15% Conceptual Design		✓
1.19 30% Design Documents		✓
1.20 Public Outreach Website		✓

1.22 MEETING AND SITE VISIT SCHEDULE

This proposal is based on the following Meetings/Site Visit Schedule and estimated durations indicated for this phase. Project delays and changes during the design may affect these estimated durations and will be addressed as Additional Services if required.

Twenty-Four (24) FAA, Stakeholder and Sponsor meetings are anticipated for this phase of work. The Project Manager has defined the specifics of the meeting; who will attend; location; and anticipated travel requirements for each meeting. Note: Onsite meetings are referenced in the table below as SITE and Team's Conferences are referenced as TC. It is assumed that Project Manager will be traveling from Denver, CO to Hailey, ID for all site visits.

- **MEETING 1: KICKOFF MEETING** The Project Manager shall meet with the Sponsor to have an initial project kickoff review meeting to be sure the Engineer fully comprehends the Sponsor's vision, timeline and requirements for the project.
- **MEETINGS 2-7: STAKEHOLDER MEETINGS** The Project Manager shall meet with the Sponsor, Airport Board, City of Hailey and FAA stakeholders every month during design to discuss project status and coordinate key milestones. The Project Manager will prepare the agenda, supporting documentation, and develop/disseminate minutes for each meeting.
- **MEETING 8: SITE and ATCT ASSESSMENT** Project Manager will bring a team onsite to evaluate the equipment and connectivity in the existing ATCT, and Site 2 for the new ATCT.
- **MEETING 9: PRELIMINARY DESIGN CHARETTE** A meeting will be held with the Sponsor to gather preferences and narrow down design options.
- **MEETING 10: INTERNAL DESIGN CHARETTE** An internal meeting will be held with the design team to evaluate alternatives to support sponsor preferences.
- **MEETING 11: DESIGN CHARETTE** A meeting will be held with the Sponsor and Project Manager. This will be an in-person, all-day meeting and will include civil and structural engineering.
- **MEETING 12: DESIGN APPROVAL** The Project Manager will finalize the two (2) alternatives and present them to the Airport Board for final alternative selection. After final selection, the Project Manager will work with Hailey City Council and Mayor for final approval.



- **MEETING 13: FAA 2026 IIJA GRANT APPLICATION REVIEW MEETING** Once the Project Manager has finalized the Draft IIJA Grant Applications, a review meeting will take place with the Sponsor.
- **MEETINGS 14-17: FAA REIMBURSABLE AGREEMENT MEETINGS** Once the Sponsor and Project Manager review the new two (2) Reimbursable Agreements, up to four (4) meetings with FAA Western Service Area Program Requirements Group (PRG) will be scheduled to discuss the scope and overall funding costs to finalize and approve.
- **MEETING 18: HAILEY DESIGN BOARD REVIEW MEETING** Design team will support an onsite review meeting to obtain exterior lighting and 15% design approval.
- **MEETINGS 19-24: DESIGN TEAM MEETINGS** Design team will meet every two weeks to support a preliminary design (30%).
- **MEETINGS 25: CONCEPTUAL DESIGN REVIEW MEETING** A 15% Review meeting will be held with the Sponsor, and all other stakeholders, to review design elements of the facility.
- **MEETINGS 26: PRELIMINARY DESIGN REVIEW MEETING** A 30% Review meeting will be held with the Sponsor, and all other stakeholders, to review design elements of the facility.
- **MEETINGS 27: PUBLIC OUTREACH WEBSITE REVIEW MEETING** The Project Manager will set up a meeting with the sponsor for a final review of the website.

Meeting/ Site Visit	Program Director	Project Manager	ATCT Program Manager	FAA Equipment Consultant	Architect Lead	Engineer Disciplines (5 total)	Architect Project Manager
MEETING 1: KICKOFF							
LOCATION: Teams	✓ TC	✓ TC	✓ TC	✓ TC	✓ TC		✓ TC
MEETING LENGTH	1	1	1	1	1		1

MEETINGS 2-7: STAKEHOLDER							
Meeting/ Site Visit	Program Director	Project Manager	ATCT Program Manager	FAA Equipment Consultant	Architect Lead	Engineer Disciplines (5 total)	Architect Project Manager
LOCATION: Hailey, ID	✓ TC	✓ TC	✓ TC		✓ TC		
MEETING LENGTH	2	2	2		2		

Meeting/ Site Visit	Program Director	Project Manager	ATCT Program Manager	FAA Equipment Consultant	Architect Lead	Engineer Disciplines (5 total)	Architect Project Manager
MEETING 8: SITE & ATCT ASSESSMENT							
LOCATION: Teams		✓ Site	✓ Site	✓ Site	✓ Site		
MEETING LENGTH		8	8	8	8		
HOTEL		✓	✓	✓			



AIRFARE		✓	✓	✓	✓		
RENTAL		✓	✓	✓	✓		

MEETING 9: PRELIMINARY DESIGN CHARETTE

LOCATION: Teams		✓ TC	✓ TC		✓ TC		✓ TC
MEETING LENGTH		2	2		2		2

MEETING 10: INTERNAL DESIGN CHARETTE

LOCATION: Teams		✓ TC	✓ TC		✓ TC		✓ TC
MEETING LENGTH		4	4		4		4

MEETING 11: DESIGN CHARETTE

LOCATION: Teams		✓ Site	✓ Site		✓ Site	✓ TC	✓ Site
MEETING LENGTH		8	8		8	8	8
HOTEL		✓	✓		✓		✓
AIRFARE		✓	✓		✓		✓
RENTAL		✓	✓		✓		✓

Meeting/ Site Visit	Program Director	Project Manager	ATCT Program Manager	FAA Equipment Consultant	Architect Lead	Engineer Disciplines (5 total)	Architect Project Manager
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MEETING 12: DESIGN APPROVAL

LOCATION: Teams		✓ Site			✓ Site		✓ Site
MEETING LENGTH		8			8		8
HOTEL		✓			✓		✓
AIRFARE		✓			✓		✓
RENTAL		✓			✓		✓



MEETING 13: FAA 2026 IIJA GRANT APPLICATION REVIEW MEETINGS							
LOCATION: Teams		✓TC	✓TC				
MEETING LENGTH		2	2				

MEETINGS 14-17:FAA REIMBURSABLE AGREEMENTS							
LOCATION: Teams		✓TC	✓TC	✓TC			
MEETING LENGTH		2	2	2			

MEETING 18: HAILEY DESIGN BOARD REVIEW MEETING							
LOCATION: Teams		✓Site	✓Site		✓Site		
MEETING LENGTH		8	8		8		
HOTEL		✓	✓		✓		
AIRFARE		✓	✓		✓		
RENTAL		✓	✓		✓		

Meeting/ Site Visit	Program Director	Project Manager	ATCT Program Manager	FAA Equipment Consultant	Architect Lead	Engineer Disciplines (5 total)	Architect Project Manager
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MEETINGS 19-24: DESIGN TEAM							
LOCATION: Teams		✓TC	✓TC	✓TC	✓TC	✓TC	✓TC
MEETING LENGTH		2	2	2	2	2	2

MEETING 25: CONCEPTUAL DESIGN REVIEW							
LOCATION: Teams		✓TC	✓TC	✓TC	✓TC		✓TC
MEETING LENGTH		1	1	1	1		1



MEETING 26: SCHEMATIC DESIGN REVIEW							
LOCATION: Teams		✓Site	✓Site	✓Site	✓Site		
MEETING LENGTH		8	8	8	8		
HOTEL		✓	✓	✓	✓		
AIRFARE		✓	✓	✓	✓		
RENTAL/ MILEAGE		✓	✓	✓	✓		

MEETING 27: PUBLIC OUTREACH WEBSITE REVIEW							
LOCATION: Teams	✓TC	✓TC	✓TC		✓TC		
MEETING LENGTH	2	2	2		2		

2.0 Schematic Design Phase

2.01 Analyze Topographic Survey Data. This task includes analyzing the topographical survey data and preparing the data for use with computer modeling. This will include the following tasks:

- Input raw survey data into Autodesk Civil 3D to sort data into the Engineer's standard layers for efficient analysis.
- Verify surveyor horizontal and vertical control.
- Verify survey data from as-built conditions.
- Sort all data points by layers and descriptions for computer modeling.
- Prepare triangulated irregular network (TIN surface model) of existing ground contours, pavement edges, roadways, electrical equipment, drainage features, buildings, fences, and other miscellaneous entities.
- Generate three-dimensional contour model from TIN surface model.
- Prepare and process data for spot elevations, grading and/or paving cross sections.

2.02 Analyze Geotechnical Investigation Data. This task includes analyzing the geotechnical investigation report. This will include the following tasks:

- Review Geotechnical Engineer recommendations.
- Determine on-site sources and quantities of suitable material for embankment.
- Determine appropriate data for benching design.
- Input data for computer modeling with topographical survey data.
- Prepare soil information for incorporation on the construction plans.

2.03 Analyze Structural Design Features. Upon completion of the geotechnical investigation, the Structural Engineer will analyze the data to provide design requirements. The Project Manager will hold discussions with the Structural Engineer to ensure that all design elements are thoroughly considered and implemented.



2.04 Develop On-Site Grading Plans. This task includes developing potential on-site embankment area grading plans to place excavated material from the project site. It is anticipated two to three different grading options will be developed during this task. Through the sub-contracted Civil Engineer, On-site surveyors will be used to develop the grading plans and associated quantities for all potential embankment areas.

2.05 Prepare Existing Utility Inventory. This task includes reviewing record drawings and consulting with the Sponsor and local utility companies to identify all utilities within the project site. The Construction Plans will include, to the maximum extent possible, the surveyed locations of observable utility features and the locations identified by utility locates.

2.06 Coordinate Utility Service Installation with Local Utility Companies. This task includes meeting and coordinating with local utility agencies who are expected to be affected by the project. The Project Manager will furnish plans to the agencies at the 90% review stages of the design, or as requested, to enable the agencies to coordinate efforts for the installation or relocation of any utilities, as necessary.

2.07 Prepare Preliminary Contract Documents. This task includes preparing the Preliminary Contract Documents, including Contract Proposal, Bid Bond, Contractor Information Sheet, Subcontractor/Material Supplier List, Disadvantaged Business Utilization Commitment, DBE Participation form, Certification of Non-Segregated Facilities, Equal Employment Opportunity Report Statement, Buy America Certification, Buy America Waiver Request, Buy America Conformance Listing, Bid Proposal, Contract, Payment Bond, Performance Bond, Notice of Award, Notice to Proceed, Notice of Contractor's Settlement, General Provisions, FAA AC 150/5370-2 (Current Edition), *Operational Safety on Airports During Construction*, and Wage Rates. The wage rates will be updated at the time of advertisement to reflect the most current wage rates available. Preparation will include establishing the location for the bid opening, dates for advertising and description of the work schedule. Also included in the Preliminary Contract Documents, and covered under separate tasks below, are the Construction Safety and Phasing Plan, Technical Specifications, and Special Provisions. Preliminary Contract Documents will be prepared during the design phase and submitted to the Sponsor for review.

2.08 Prepare Construction Safety and Phasing Plan (CSPP). This task includes meeting with the Sponsor to discuss the current operations of the airport to assist in determining how the proposed construction phasing of the project will affect these operations. From these meetings, a complete Construction Safety and Phasing Plan (CSPP) will be developed to ensure safety compliance when coordinating construction activities and airport operations. The CSPP will be developed in accordance with the requirements of FAA AC 150/5370-2 (Current Edition), *Operational Safety on Airports During Construction*. A construction phasing plan that meets the requirements of the AC and operational needs of the airport will be developed and included in the Contract Documents. This plan will also identify any nighttime work, continuous working times, or other unusual conditions that could affect the Contractor's normal progress on the project. The draft CSPP will be submitted at 95% complete for ADO review. Upon preliminary approval from the ADO, the CSPP will be submitted to FAA for OE/AAA coordination.

2.09 Prepare Preliminary Construction Plans. The following tables provide an estimate of design drawings that will be provided per design discipline for the completed bid drawing package. Note: this is an estimate and may fluctuate higher or lower depending on the specific needs of the design team.



LIST OF ANTIPOATED DRAWINGS FOR PROJECT

SITE/CIVIL - Plan Name/Description	# Sheets
Index of Drawings, Summary of Approximate Quantities and General Notes	1
Survey Control Plan	1
Geotechnical Investigation Plan	2
Safety Plan	1
Construction Layout Plan	1
Construction Phasing Plan	4
Environmental Requirements and Details	1
Demolition Plan	4
Geometric Layout Plan	4
Overall Grading and Drainage Plan	1
Grading and Drainage Plan	4
Pavement Plan and Profile	4
Extended Safety Area Plan and Profile	3
On-Site Borrow Grading and Drainage Plan	2
Typical Sections	3
Pavement Marking Plan	1
Pavement Marking Details	1
Drainage Plan and Profile	4
Drainage Details	2
Seeding and Erosion Control Plan	2
Seeding and Erosion Control Details	2
Fencing Layout Plan	1
Fencing Details	2
Electrical Demolition Plan	8
Electrical Layout Plan	8
Electrical Details	2
CIVIL Total (Estimated)	69

Architecture and Interior Design - Plan Name/Description

Architecture and Interior Design - Plan Name/Description	# Sheets
Title Sheet	1
Index Of Drawings and General Notes	1
Partition Type Details	1
Code Summary	1
Life Safety Plans	1
Abbreviations and Reference Plan	1
Overall Floor Plans (With Enlarged Plans as Needed, E.G., Equipment Rooms, Restrooms)	11
Reflected Ceiling Plans, With Details as Needed	9
Roof Plan, With Details as Needed, Including Roof Drainage and Roof Access to Meet	1
Exterior Elevations, With Details as Needed	4
Building and Wall Sections, With Details as Needed	4
Casework Sections and Details	1
Interior Elevations, Finish Plans, Finish Schedules, With Details as Needed	4
Signage Plans, Schedule, and Details	9
Cab Slatwall Consoles	2
Elevator	2
Architectural Total (Estimated)	53

Structural - Plan Name/Description

Sheets



Structural General Notes	5
Special Inspections	2
Floor Plans	9
Foundation Details and Plans	7
Framing Elevations	6
Braced Frame at Cab Details	3
Pre-Cast Stair Plan Details	1
Steel Details	5
Cab Roof and Floor Details	4
Structural Total (Estimated)	42

Plumbing - Plan Name/Description	# Sheets
Plumbing Notes and Legends	1
First Floor Sanitary, Waste and Vent Plan	1
Domestic Water and Gas Plan	8
Plumbing Details	2
Plumbing Schedules	1
Waste and Vent Riser Diagrams	1
Domestic Water and Gas Riser Diagrams	2
Base Building and Cab Roof	2
Cab Mullions	1
Plumbing Total (Estimated)	19

Mechanical - Plan Name/Description	# Sheets
Mechanical Notes and Legends	1
Mechanical HVAC Plans	8
Mechanical Piping Plans	2
Mechanical Details	2
Mechanical Schedules	1
Mechanical Total (Estimated)	14

Electrical and Telecommunications - Plan Name/Description	# Sheets
Electrical Notes and Legends	1
Lighting Plan	11
Power Plan	11
Electrical Details	2
Electrical One-Line Diagram and Details	1
Electrical Schedules	2
Electrical Site Lighting Plan	1
Electrical Site Power Plan	1
Electrical Site Details	1
Communications Plan	1
Security System Plan	1
Communications/Security Details	1
Engine Generator and Ups Plans	4
Grounding Plan To Support Building and Meet Faa Standards	11
Faa Equipment Rack Elevations	2
Cross Connect Racks and Wiring Plans for Faa Equipment	2
Backbone Wiring Plans for Faa Equipment	4



Lightning Protection	1
Cab Mullions	1
Electrical & Communications Total (Estimated)	59

Fire Suppression and Life Safety- Plan Name/Description	# Sheets
Life Safety – Code Summary	1
Life Safety Plan	1
Fire Alarm Notes and Legend	1
Fire Alarm Plan	11
Fire Alarm Riser Diagram, Operational Matrix, and Details	1
Fire Suppression Notes and Legend	1
Fire Suppression Plan	11
Fire Suppression Details	2
Fire Suppression Fire Pump Details	1
Fire Suppression and Life Safety Total (Estimated)	30
Total Drawings for Project (Estimate)	286

2.10 Prepare Preliminary Technical Specifications. This task includes assembling the technical specifications necessary for the project. Standard FAA specifications will be utilized where possible, with the guidance from FAA Order 6480.7 Air Traffic Control Tower and Terminal Approach Control Facility Design Guidelines, FAA Order 6480.4 Air Traffic Control Tower Siting Process and FAA 1600.69 FAA Facility Security Management Program. Additional specifications will be prepared to address work items for materials that are not covered by the standard FAA specifications. The standard specifications to be utilized shall include, but are not limited to, the following or equivalent 3-part specifications:

- Item C-100 Contractor Quality Control Program (CQCP)
- Item C-102 Temporary Air and Water Pollution, Soil Erosion and Siltation Control
- Item C-105 Mobilization
- Item C-110 Method of Estimating Percentage of Material Within Specification Limits (PWL)
- Item P-101 Preparation/Removal of Existing Pavements
- Item P-151 Clearing and Grubbing
- Item P-152 Excavation, Subgrade and Embankment
- Item P-153 Controlled Low-Strength Material (CLSM)
- Item P-154 Subbase Course
- Item P-155 Lime-Treated Subgrade
- Item P-156 Cement Treated Subgrade
- Item P-157 [Cement][Lime] Kiln Dust Treated Subgrade
- Item P-158 Fly ash Treated Subgrade
- Item P-207 In-Place Full Depth Reclamation (FDR) Recycled asphalt Aggregate Base Course
- Item P-208 Aggregate Base Course
- Item P-209 Crushed Aggregate Base Course
- Item P-210 Caliche Base Course
- Item P-211 Lime Rock Base Course
- Item P-212 Shell Base Course
- Item P-213 Sand-Clay Base Course
- Item P-217 Aggregate-Turf Runway/Taxiway
- Item P-219 Recycled Concrete Aggregate Base Course
- Item P-220 Cement Treated Soil Base Course



- ↗ Item P-304 Cement Treated Aggregate Base Course (CTB)
- ↗ Item P-306 Lean Concrete Base Course
- ↗ Item P-307 Cement Treated Permeable Base Course (CTPB)
- ↗ Item P-401 asphalt Mix Pavement
- ↗ Item P-403 Plant Mix asphalt Pavements (Colorado Modified)
- ↗ Item P-403 asphalt Mix Pavement [Base] [Leveling] [Surface] Course
- ↗ Item P-404 Fuel Resistant asphalt Mix Pavement
- ↗ Item P-501 Cement Concrete Pavement
- ↗ Item P-602 Emulsified asphalt Prime Coat
- ↗ Item P-603 Emulsified asphalt Tack Coat
- ↗ Item P-604 Compression Joint Seals for Concrete Pavements
- ↗ Item P-605 Joint Sealants for Pavements
- ↗ Item P-606 Adhesive Compounds, Two-Component for Sealing Wire and Lights in Pavement
- ↗ Item P-608 Emulsified asphalt Seal Coat
- ↗ Item P-608-R Rapid Cure Seal Coat
- ↗ Item P-609 Chip Seal Coat
- ↗ Item P-610 Concrete for Miscellaneous Structures
- ↗ Item P-620 Runway and Taxiway Marking
- ↗ Item P-621 Saw-Cut Grooves
- ↗ Item P-623 Emulsified asphalt Spray Seal Coat
- ↗ Item P-626 Emulsified asphalt Slurry Seal Surface Treatment
- ↗ Item P-629 Thermoplastic Coal Tar Emulsion Surface Treatment
- ↗ Item P-630 Refined Coal Tar Emulsion Without Additives, Slurry Seal Surface Treatment
- ↗ Item P-631 Refined Coal Tar Emulsion with Additives, Slurry Seal Surface Treatment
- ↗ Item P-632 asphalt Pavement Rejuvenation
- ↗ Item D-701 Pipe for Storm Drains and Culverts
- ↗ Item D-702 Slotted Drains
- ↗ Item D-705 Pipe Underdrains for Airports
- ↗ Item D-751 Manholes, Catch Basins, Inlets and Inspection Holes
- ↗ Item D-752 Concrete Culverts, Headwalls and Miscellaneous Drainage Structures
- ↗ Item D-754 Concrete Gutters, Ditches and Flumes
- ↗ Item F-161 Wire Fence with Steel Posts (Class C and D Fence)
- ↗ Item F-162 Chain Link Fences
- ↗ Item F-163 Wildlife Deterrent Fence Skirt
- ↗ Item F-164 Wildlife Exclusion Fence
- ↗ Item T-901 Seeding
- ↗ Item T-903 Sprigging
- ↗ Item T-904 Sodding
- ↗ Item T-905 Topsoil
- ↗ Item T-908 Mulching
- ↗ Item L-101 Airport Rotating Beacons
- ↗ Item L-103 Airport Beacon Towers
- ↗ Item L-107 Airport Wind Cones
- ↗ Item L-108 Underground Power Cable for Airports
- ↗ Item L-109 Airport Transformer Vault and Vault Equipment
- ↗ Item L-110 Airport Underground Electrical Duct Banks and Conduits
- ↗ Item L-115 Electrical Manholes and Junction Structures
- ↗ Item L-119 Airport Obstruction Lights



- Item L-125 Installation of Airport Lighting Systems

Additional Non-FAA specifications will include, but are not limited to, the following items:

- Item P-159 Watering
- Item P-222 Soil Sterilization
- Item P-601 Crack Repair with Major Crack Repair
- Item P-619 Rubber Removal
- Item P-640 Aircraft Tiedown Anchors
- Item D-703 Cured in Place Pipe (CIPP)
- Item D-710 Rock Riprap
- Item D-750 Trench Drains (Cast in Place)
- Item D-750 Trench Drains (Modular)
- Item G-100 Sustainability Requirements
- Item L-135 Establishing PAPI Facilities
- Item L-139 Temporary Construction Marking and Lighting
- Item L-400 Install Temporary Threshold with Outboard Threshold Lights
- Item U-100 Subsurface Utility Engineering and Location
- 01140 Work Restrictions
- 01290 Payment Procedures
- 00 31 32 Geotechnical Data
- 01 10 00 Summary
- 01 21 00 Allowances
- 01 25 00 Substitution Procedures
- 01 26 00 Contract Modification Procedures
- 01 29 00 Payment Procedures
- 01 31 00 Project Management and Coordination
- 01 32 00 Construction Progress Documentation
- 01 32 33 Photographic Documentation
- 01 33 00 Submittal Procedures
- 01 40 00 Quality Requirements
- 01 42 00 References
- 01 50 00 Temporary Facilities and Controls
- 01 60 00 Product Requirements
- 01 73 00 Execution
- 01 77 00 Closeout Procedures
- 01 78 23 Operation and Maintenance Data
- 01 78 39 Project Record Documents
- 01 79 00 Demonstration and Training
- 01 91 13 General Commissioning Requirements
- 02 10 00 Maintenance of Existing Conditions
- 02 41 19 Selective Demolition
- 03 10 00 Concrete forming and Accessories
- 03 20 00 Concrete Reinforcing
- 03 30 00 Cast-In-Place Concrete
- 03 41 00 Precast Structural Concrete
- 03 35 01 Concrete Finishing (Interior)
- 05 12 00 Structural Steel Framing



- ↗ 05 31 00 Steel Decking
- ↗ 05 40 00 Cold-formed Metal Framing
- ↗ 05 50 00 Metal Fabrications
- ↗ 05 51 13 Metal Pan Stairs/ Floor Plate Stairs/ Grating
- ↗ 05 52 13 Pipe and Tube Railings
- ↗ 07 14 16 Cold-Fluid Applied Waterproofing
- ↗ 07 21 00 Thermal Insulation
- ↗ 07 21 19 Foamed-In-Place Insulation
- ↗ 07 25 00 Weather Barriers
- ↗ 07 42 13 Metal Composite Material (MCM) System
- ↗ 07 54 23 Thermoplastic-Polyolefin (TPO) Roofing
- ↗ 07 62 00 Sheet Metal Flashing and Trim
- ↗ 07 71 00 Roof Specialties
- ↗ 07 72 00 Roof Accessories
- ↗ 07 81 23 Intumescence Fireproofing
- ↗ 07 84 13 Penetration Firestopping
- ↗ 07 84 43 Joint Firestopping
- ↗ 07 92 00 Joint Sealants
- ↗ 08 11 13 Hollow Metal Frames and Doors
- ↗ 08 41 13 Aluminum-Framed Entrances and Storefronts
- ↗ 08 71 00 Hollow Metal Door Hardware
- ↗ 08 80 00 Glazing
- ↗ 09 29 00 Gypsum Board
- ↗ 09 51 13 Acoustical Panel Ceiling
- ↗ 09 65 13 Resilient Base and Accessories
- ↗ 09 68 13 Tile Carpeting
- ↗ 09 91 23 Interior Painting
- ↗ 09 93 00 Staining and Transparent Finishes
- ↗ 09 96 46 Intumescence Painting
- ↗ 10 44 13 Fire Protection Cabinets & Defibrillators
- ↗ 10 44 16 Fire Extinguishers
- ↗ 12 24 13 Roller Window Shades
- ↗ 12 32 13 Manufactured Wood-Veneer-Faced Casework
- ↗ 12 36 61 Solid Surface Fabrication
- ↗ 14 20 00 Elevators
- ↗ 14 28 00 Elevator Equipment and Controls
- ↗ 21 13 13 Wet-Pipe Sprinkler System
- ↗ 22 05 00 Basic Plumbing Requirements
- ↗ 22 05 03 Through Penetration Firestopping
- ↗ 22 05 29 Plumbing Supports and Anchors
- ↗ 22 05 50 Seismic Requirements for Equipment and Supports
- ↗ 22 05 53 Plumbing Identification
- ↗ 22 07 19 Plumbing Piping Insulation
- ↗ 22 10 00 Plumbing Piping
- ↗ 22 10 30 Plumbing Specialties
- ↗ 23 05 00 Basic HVAC Requirements
- ↗ 23 05 03 Through Penetration Firestopping
- ↗ 23 05 13 Motors



- ↗ 23 05 48 HVAC Vibration Isolation
- ↗ 23 05 53 HVAC Identification
- ↗ 23 05 93 Testing, Adjusting and Balancing
- ↗ 23 07 13 Ductwork Installation
- ↗ 23 09 00 Controls
- ↗ 23 31 00 Ductwork
- ↗ 23 33 00 Ductwork Accessories
- ↗ 23 34 16 Centrifugal Fans
- ↗ 23 36 00 Air Terminal Units
- ↗ 23 37 00 Air Inlets and Outlets
- ↗ 23 82 00 Terminal Heat Transfer Units
- ↗ 26 05 19 Low-Voltage Electrical Power Conductors and Cables
- ↗ 26 05 26 Grounding and Bonding for Electrical Systems
- ↗ 26 05 29 Hangers and Supports for Electrical Systems
- ↗ 26 05 34 Conduit
- ↗ 26 05 37 Boxes
- ↗ 26 05 53 Identification for Electrical Systems
- ↗ 26 22 00 Low-Voltage Transformers
- ↗ 26 24 16 Panelboards
- ↗ 26 27 16 Electrical Cabinets and Enclosures
- ↗ 26 27 17 Equipment Wiring
- ↗ 26 27 26 Wiring Devices
- ↗ 26 29 13 Enclosed Controllers
- ↗ 27 71 90 Communication Cable
- ↗ 28 31 11 Digital, Addressable Fire-Alarm System

The following specific items will be covered within the specifications.

- ↗ Slat Wall Consoles
- ↗ Equipment and Cross Connect Racks
- ↗ Eye Wash Station
- ↗ Engine Generator
- ↗ Uninterruptible Power Supply (UPS)
- ↗ Elevator
- ↗ Cab Glass
- ↗ Refrigerator
- ↗ Microwave
- ↗ TV Monitor
- ↗ ESD Carpet
- ↗ Security Cameras

2.11 Prepare Preliminary Special Provisions. This task includes preparing the preliminary Special Provisions to address, or expound on, site conditions that require additional clarification. These include, but are not limited to: Haul Roads, Airport Security, Radio Communications, Work Schedule, Contractor's Quality Control Program, Sequencing of the Work, Closure of Air Operations Areas, Accident Prevention, Underground Cables/Utilities, Insurance, Indemnification, Sales and Use Taxes, Permits and Compliance with Laws, Executed Contracts, Subletting or assigning of Contracts, Qualification of Disadvantaged Business Enterprises, Liquidated Damages, Acceptance Testing, Grade Control and Surface Tolerance, Construction Management Plan, and Instruction Manuals.



2.12 Compile/Submit Permits. This task includes identifying potential federal, state and local permits needed for the project. Permits are anticipated to be required for, but are not limited to life safety, foundations, overall building, grading, access, hauling, batch plants, fencing, various building systems, construction dewatering, permanent dewatering, and stormwater management construction plans and associated permits (SWMP). When applicable, the Project Manager will assist the Sponsor to compile information and submit permits that are required to be obtained by the Sponsor.

2.13 Calculate Estimated Quantities. This task includes calculating all necessary quantities for the various work items. Quantities must be consistent with the specifications and acceptable quantity calculation practices.

2.14 Prepare Estimate of Probable Construction Cost. Using the final quantities calculated following the completion of the construction plans and specifications, the Project Manager will prepare the construction cost estimate. The estimate will be based on information obtained from previous projects, contractors, material suppliers and other available databases.

2.15 Prepare Engineer's Design Report and Modification of Standards. This task includes preparation of the Engineer's Design Report in accordance with current FAA Northwest Mountain Region Engineer's Design Report guidelines. The Engineer's Design Report will include a detailed summary of the project, photographs and descriptions of existing site conditions, estimate of project costs, and a schedule for the completion of the design, bidding, and construction. Modifications of the FAA standards, as necessary, for the project will be prepared for preliminary review. The approved Modifications of Standards (MOS) will be included in the Engineer's Design Report and submitted on the MOS website (See Task 2.12 below) to the FAA and Sponsor. The Engineer's Design Report will also contain any alternative design concepts that were investigated and evaluated.

2.16 Prepare Engineer's Design Memorandum. During the preparation of the plans and specifications, a design memorandum will be prepared. The memorandum will include a description of the work, summary of the project, and a schedule for the completion of the design, bidding, and construction. The Engineer's cost estimate will be included with the memorandum. One copy of the final Engineer's Design Memorandum will be sent to the Sponsor and ITD Aeronautics.

2.17 Prepare and Submit Modification of Standards on MOS Website. This task includes Modifications of Standards (MOS) website access coordination with the Sponsor and FAA. Modifications of the FAA standards, as necessary, for the project must be compiled and submitted to the MOS website for approval. Revisions will be completed as needed.

2.18 Review Schematic Design Plans at 60%, 90% and 100%. The Project Manager will conduct in-person meetings with all stakeholders for a thorough review of the 60%, 90% and 100% Design, and Technical Specifications. This task will also include a separate meeting with the Sponsor and SUN Aviation Board representatives to review the design. While it is anticipated that local FAA representatives will support these in-person meetings, there will be a need to review these documents with various Headquarters and Western Service Area FAA Offices to obtain their concurrence and document their support for the 60%, 90% and 100% design (see section 2.20). Feedback and comments from key stakeholders will be assessed, and alternatives and costing options will be provided, for a final decision by the sponsor. Sponsor comments and decisions will be incorporated into the Final 100% Schematic Design Plans.



2.19 FAA Reviews at 60%, 90% and 100%. FAA Reviews are driven by the signed Reimbursable Agreement and require electronic and hard copy design and specification packages to be sent to numerous offices in the FAA Western Service Area and Headquarters. The FAA will provide formal comments, by discipline, to support the FAA personnel and FAA equipment moving into the new ATCT and TRACON. The Project Manager will prepare a written response to each stage's review and establish meetings with the FAA to support a discussion by all engineering disciplines to reach final resolution. FAA comments will be coordinated with the sponsor prior to the decision to incorporate changes into the subsequent stage of the design.

2.20 Provide In-House Quality Control. The Project Manager has an established quality control program that will provide both experienced and thorough reviews of all project submittals and will also provide engineering guidance to the design team throughout design development from an experienced, senior-level Professional Engineer.

Prior to each review set of Construction Plans, Specifications, Contract Documents, and Engineer's Design Report being submitted to the Sponsor and FAA, a thorough, in-house quality control review of the documents will be conducted. This process will include an independent review of the Construction Plans, Specifications, Contract Documents, and Engineer's Design Report being submitted by a licensed Professional Engineer other than the Engineer who performed the design of the project. Comments will be offered by the Engineer that performed the review, and revisions to the Construction Plans, Specifications, Contract Documents, and Engineer's Design Report will be made accordingly.

In addition to the 60%, 90%, and 100% reviews, the Engineer's in-house quality control program also provides engineering guidance to the design team throughout the project design in an attempt to steer the project in a manner that provides the best engineering judgment.

At the 90% design review, the independent review will re-evaluate the CATEX boundary.

2.21 Prepare and Submit Construction Plans, Specifications, Contract Documents, and Engineer's Design Report. A final set of Construction Plans (11" x 17"), Specifications, Contract Documents, and the Engineer's Design Report will be prepared and submitted to the Sponsor and the FAA. These documents will incorporate all revisions, modifications, and corrections identified during the final review. Paper and electronic copies will be provided.

2.22 ARCHITECTURAL 60% - 100%

Architectural and Interior Design:

- Floor plans
- Reflected Ceiling Plans
- Interior and Exterior Elevations
- Interior and Exterior Details
- Building and Wall sections
- Design Options Renderings
- Interior Finish Presentation / Options
- Finish Plans / Finish Schedule and Details
- Interior Signage Plans and Details
- Casework Sections and Details
- Decorative light fixture selection



- Finish Schedule, legend and details coordinated with Sponsor
- Architectural Specifications - Divisions 2 thru 14
- Restrooms Plans and Details
- Cab slatwall consoles
- FAA equipment layout
- Coordinate with FAA and elevator manufacturer to ensure elevator meets NFPA 101 egress requirements.
- Coordinate with the building department; Authority Having Jurisdiction (AHJ); and Zoning Department on specific items pertaining to the project.
- Prepare building permit application for submission. Provide a maximum of two building departments questions and provide written responses and resubmissions of application.
- Specifications

2.23 PLUMBING 60% - 100%

Plumbing Design:

- Design interior plumbing systems, sanitary sewer, vent systems, trench drains in hangar, oil/water separator, and natural gas distribution system.
- Select restroom and breakroom fixtures in coordination with the Project Manager and provide fixture schedule.
- Prepare plumbing drawings to include general notes, water distribution, sanity and vent plans, natural gas distribution plans, schedules, isometric risers, and details.
- Specifications will be provided in manual format and coordinated with Architecture.
- Provide written response to Client review comments (if required).
- Participate in virtual internal design team meetings, QC, and discipline coordination as required.
- Design Eye Wash for Electrical Room.
- Specifications

2.24 MECHANICAL 60% - 100%

Mechanical Design:

- Design heating systems and HVAC systems. Coordinate air distribution systems with design team for ceiling and lighting layouts.
- Perform HVAC load and ventilation calculations.
- Design redundant cooling systems to support FAA equipment requirements.
- Prepare mechanical drawings to include general notes, heating plans, HVAC plans, schedules, and details.
- Prepare basic Sequence of Operation for HVAC equipment. Detailed control diagrams are not included.
- Provide mechanical and electrical COMCheck to demonstrate compliance with energy code.
- Specifications

2.25 ELECTRICAL 60% - 100%

Electrical Design:

- Design of engine generator, UPS and control diagrams.
- Design of lightning protection.
- Grounding design and plans to support building and FAA equipment (FAA-STD-19)



- Finalize basic Sequence of Operation for HVAC equipment. Detailed control diagrams are not included.
- Update electrical COMCheck (if required).
- Provide final electrical drawings to include general notes, power plans, lighting plans, one-line diagram, schedules, and details.
- Coordinate with Civil on site electrical requirements.
- Coordinate with local electrical company for power distribution and transformer requirements.
- Coordinate and ensure power requirements for aviation electronic equipment under MEL are provided in the design.
- Specifications

2.26 TELECOMMUNICATION 60% - 100%

Telecommunication Design:

- Finalize performance-based based for communications, security systems and FAA equipment for ATCT and TRACON.
- Design
- Provide final communications drawings showing design criteria, locations of major equipment, and general notes for project specific requirements. This will be delegated design to the Contractor who will perform final detailed design and submit shop drawings
- Specifications

2.27 FIRE PROTECTION & LIFE SAFETY. 60% - 100%

Fire Protection & Life Safety Design services:

- Provide final code summary and life safety plans.
- Update fire suppression system calculations (if required).
- Provide final fire protection performance-based drawings to include general notes, fire alarm plans, fire suppression plans, riser diagrams, operational matrix, schedules, and details.
- Design to support FAA's NFPA 101 requirements for stairwell and egress.
- Specifications

2.28 PRELIMINARY DESIGN – DELIVERABLES

This proposal is based on providing the following items during or at the completion of the Schematic design phase.

DELIVERABLES: The following table provides a check list of project deliverable items to be provided under the Phase 2 – 60% - 100% Design:

PHASE 2 - DELIVERABLES	TO FAA and ITD	TO SPONSOR
2.08 Preliminary Contract Documents for Sponsor's Review		✓
2.09 CSPP at 95% Complete	✓	✓
2.11 Engineer's Design Memorandum	✓	✓
2.16 60%, 90% and 100% Construction Review Plans, Specifications, Contract Documents, and Engineer's Design Report	✓	✓
2.22 Final Construction Plans, Specifications and Contract Documents for bidding and Engineer's Design Report	✓	✓



2.29 MEETING AND SITE VISIT SCHEDULE

This proposal is based on the following Meetings/Site Visit Schedule and estimated durations indicated for this phase. Project delays and changes during the design may affect these estimated durations and will be addressed as Additional Services if required.

Twenty-three (23) design team, FAA and Sponsor meetings are anticipated for this phase of work. The Project Manager has defined the specifics of the meeting; who will attend; location; and anticipated travel requirements for each meeting. Note: Onsite meetings are referenced in the below table as SITE and Team's Conferences are referenced as TC. It is assumed that Project Manager will be traveling from Denver, CO to Hailey, ID for all site visits.

- **MEETINGS 1-3: 60%, 90% and 100% Plan Review Meetings** A review of the 60%, 90% and 100% review set will be held in person. Acceptance signs off with approved notations on the design documents at this phase (plans, elevations, etc.) is required by the Sponsor within 5 working days of the review meeting for the team to move forward.
- **MEETINGS 4-6: FAA Comments Review at 60%, 90% and 100% Meetings** Separate reviews of the 60%, 90% and 100% design will be held via teleconference with the Western Service Area Engineering team (3 meetings). All of the Project Manager's engineering disciplines will work with the FAA's engineering disciplines to discuss comments and responses and reach a final decision. Acceptance signs off from the FAA on the design documents at each phase (plans, elevations, etc.) is required by the Sponsor within 5 working days of the review meeting for the team to move forward.
- **MEETINGS 7-23: Bi-Weekly Design Team Meetings** Design Team Meetings will be held biweekly for 6 months to ensure an efficient and effective design that meets FAA requirements. The Project Manager will develop minutes and track actions for the team.

Meeting/Site Visit	Project Manager	ATCT Program Manager	FAA Equipment Consultant	Architect Lead	Mechanical & Plumbing Engineers(2)	Electrical Engineer	Fire/Life Safety Engineer	Telecom Engineer
MEETING 1-3: 60%, 90% and 100% Plan Review								
LOCATION: Hailey, ID	✓ Site	✓ Site	✓ Site	✓ Site	✓ TC	✓ TC	✓ TC	✓ TC
MEETING LENGTH	8	8	8	8	2	2	2	2
HOTEL	✓	✓	✓	✓				
AIRFARE	✓	✓	✓	✓				
RENTAL/ MILEAGE	100	100	100	100				

MEETINGS 4-6: FAA 60%, 90% and 100% Comments Review								
LOCATION: Teams	✓ TC							
MEETING LENGTH	2	2	2	2	2	2	2	2



Meeting/ Site Visit	Project Mgr.	ATCT Program Manager	FAA Equipment Consultant	Architect Lead	Architect Project Manager	Mechanical & Plumbing Engineers(2)	Electrical Engineer	Fire Life Safety Engineer	Telecom Engineer
MEETINGS 7-23: DESIGN TEAM									
LOCATION: Teams	✓TC	✓TC	✓TC	✓TC	✓TC	✓TC	✓ TC	✓ TC	✓ TC
MEETING LENGTH	1	1	1	1	1	1	1	1	1

PART A – BASIC SERVICES – BIDDING

3.01 Provide Bid assistance. The Project Manager will assist the Sponsor, as needed, with the preparation of any required bidding documents. Included as part of this task, the PM will prepare a legal advertisement for publication in multiple websites/newspapers, (or other form of regularly published media) as a solicitation for bids. Additionally, the Project Manager will advertise the project Invitation for Bids on their website and directly notify potential contractors and plan rooms in order to maximize project exposure and generate interest in the project.

3.02 Prepare/Conduct Pre-Bid Meeting. The Project Manager will conduct the pre-bid meeting and pre-bid site visit in sequence with the Sponsor and contract document requirements. As a part of this meeting, the Project Manager will also discuss the environmental plan sheet, surveyed areas, and environmental commitments. The Project Manager will prepare an agenda for the meeting and secure sign-in sheets of all attendants. The Project Manager will scribe meeting minutes and distribute to the Sponsor with the sign-in sheets.

3.03 Prepare Addenda. Any necessary addenda will be issued to clarify and modify the project, as required, and based on questions or comments that may arise from potential contractors during the bidding process. Any necessary addenda will be reviewed with the Sponsor prior to being issued. The addenda will meet all design and construction standards, as required.

3.04 Consult with Prospective Bidders. During the bidding process, the Project Manager shall be available to clarify bidding issues with contractors and suppliers and for consultation with the various entities associated with the project.

3.05 Address RFI's from Prospective Bidders. During the bidding process, the Project Manager and the design team shall be available to clarify bidding issues as submitted in writing from contractors and/or suppliers and for consultation with the sponsor building departments associated with the project.

3.06 attend Bid Opening. The Project Manager shall attend the bid opening for the project, which will be conducted by the Sponsor if the Sponsor requests. If Sponsor secures bids electronically, a public bid opening will not be attended.

3.07 Review Bid Proposals. Upon the opening of submitted bid proposals by the Sponsor, the Project Manager shall review all the bid proposals submitted. A cost analysis of the bid prices will be completed



and tabulated for civil quantities; the contractor's qualifications to perform the work will be evaluated; review of suspension and debarment rules on the www.Sam.gov website; verification of proposed DBE subcontractors; Buy American compliance analysis/review, and project funding review. Inclusion of bid guarantee, acknowledgment of addenda, and in-state licensure verification shall be completed. Check references and document compliance and DBE license status with state.

3.08 Prepare Recommendation of Award. The Project Manager shall prepare a Recommendation of Award for the Sponsor to accept or reject the bids received with a summary of the items listed above. If rejection is recommended, the Project Manager will supply an explanation for their recommendation and possible alternative actions the Sponsor can pursue to complete the project.

3.09 Provide Bids to FAA. The project Bid tab and letter of recommendation must be provided to the FAA for review and acceptance prior to the award of the contract.

DELIVERABLES: The following table provides a check list of project deliverable items to be provided under the Phase 3 – Bidding:

PHASE 3 – BIDDING PHASE DOCUMENTS	TO FAA	TO SPONSOR
3.01 Required Bidding Documents		✓
3.02 Pre-Bid Meeting Agenda & Pre-Bid Meeting Minutes	✓	✓
3.03 Addenda and address RFI's		✓
3.06 Bid Tabulations	✓	✓
3.06 Check all reference documents		✓
3.07 Recommendation of Award	✓	✓
3.08 Provide Bid summarization to the FAA	✓	✓

3.10 MEETING AND SITE VISIT SCHEDULE

This proposal is based on the following Meetings/Site Visit Schedule and estimated durations indicated for this phase. Project delays and changes during the design may affect these estimated durations and will be addressed as Additional Services if required.

Three (3) meetings are anticipated for this phase of work. The Project Manager has defined the specifics of the meeting; who will attend; location; and anticipated travel requirements for each meeting. Note: Onsite meetings are referenced in the below table as SITE and Team's Conferences are referenced as TC. It is assumed that Project Manager will be traveling from Denver, CO to Hailey, ID for all site visits.

MEETING 1: The Project Manager and design team lead personnel shall attend the pre-bid meeting. Questions will be addressed by the prospective bidders and a site visit will be conducted if warranted.

MEETING 2: Attend the Bid opening if a public Bid opening is requested by Owner.

MEETING 3: The Project Manager will meet with the Sponsor to review the bid results and the letter of recommendation. This meeting may also review any potential discrepancies with the bids and the need to disqualify any of the bidders.



Meeting/Site Visit	ATCT Program Manager	Project Manager	FAA Equipment Consultant	Architect Lead	Structural	Mechanical, Electrical, Fire Protection/Life Safety
MEETING 1: Prebid Meeting						
LOCATION (Site)	✓TC	✓Site	✓TC	✓Site	✓TC	✓TC
MEETING LENGTH	3	8	3	8	3	3
HOTEL		✓		✓		
AIRFARE		✓		✓		
RENTAL/MILEAGE		✓		✓		

Meeting/Site Visit	ATCT Program Manager	Project Manager	FAA Equipment Consultant	Architect Lead	Structural	Mechanical, Electrical, Fire Protection/Life Safety
MEETING 2: Bid Opening						
LOCATION (Site)	✓TC	✓TC	✓TC	✓TC		
MEETING LENGTH	1	1		1		

MEETING 3: Client Bid Review and Recommendation Meeting						
LOCATION (Site)	✓TC	✓TC		✓TC		
MEETING LENGTH	3	3		3		

EX Reimbursable Costs During Design and Bidding. This section includes reimbursable items such as auto rental, lodging, per diem, and other miscellaneous expenses incurred in order to complete **Part A – Basic Services**.

PART B - SPECIAL SERVICES consists of direct subcontract costs, such as structural engineering, and validation of the SD cost estimate.

Special Considerations

The following special considerations are required for this project but will be completed by subconsultants to the Project Manager. The cost of this work will be included in the engineering contract agreement with the Sponsor and the costs are in addition to the engineering fees outlined above.

Civil Engineering:

Civil Engineering site work will be sub-contracted to Ardurra. They will perform all necessary designs for site plan, including but not limited to grading and drainage design, erosion and sedimentation control, utility layout, stormwater management, screen walls, sidewalk, curb and gutter, parking spaces, landscape



architecture, and access road to the site including fire truck access.

Geotechnical Investigation. Soil samples for analysis must be taken on the selected site for both the project site and all potential on-site borrow sources. Investigation and testing will also be performed to facilitate the pavement design per FAA Advisory Circular (AC) 150/5320-6 (Current Edition), Airport Pavement Design and Evaluation. as mentioned under the project description, the geotechnical investigation will include the following:

- Perform a geologic reconnaissance of the project site
- Soil boring and laboratory testing at project location
- Visual inspection and documentation of each soil boring
- Soil Classification/Atterberg Limits, Liquid Limit (LL), Plastic Limit (PL), Plasticity Index (PI)
- Hydrometer and Water-Soluble Sulfates/Corrosivity
- Moisture/Density Relations
- Swell/Consolidation Potential
- California Bearing Ratio
- Moisture content, density of undisturbed fine-grained samples.

Topographical Survey: Survey will be required in order to complete the design of the project and will be completed on the selected site. Survey will include the following:

- Verification of the existing pavement elevations and infrastructure located within the project area.
- Verification of the existing terrain to create an accurate topographical drawing.
- All existing utilities in the project limits from locates performed prior to surveying operations.
- During design, there may be the need to verify other existing survey information or extend the limits of the existing survey.

Structural Engineering: This will include utilizing a licensed structural engineer to design the required structural elements of the project area for the selected site. This includes the following:

The scope of this proposal is to progress the design and construction documents of the SUN ATCT to a 100% Construction Documents set. Each of the scope items below will be further developed to be commensurate with a 100% CD level of progress.

- General Services
 - a. Virtual design team meetings as required.
 - b. Coordination with Project Manager and other design team members (i.e. – Civil, MEP, etc.)
 - c. Revit modeling of structural elements as required to produce structural construction documents.
- Structural Analysis, Design & Construction Documents
 - a. Foundation design.
 - b. Conceptual detailing of the exterior cladding that is approved by the Friedman Memorial Airport, City of Hailey and Blaine County.
 - c. Cold formed framing design for base building.
 - d. Structural steel design for the base building roof, Tower Shaft, and the Tower Cab.
 - e. 100% CD structural drawings.
 - f. Structural specifications. Foundation Design



Validation of Schematic Design (SD) Cost Estimate (30%, 60% and 90%). Due to fluctuating inflationary costs and the unique construction of an ATCT, TRACON and BB, a specialized cost estimating subconsultant will be utilized to contact local vendors in the Sun Valley area for budget quotations on the most expensive or unique portions of the project.

Assumptions

The scope of services and the associated fees are based on services provided from September 2025 to August 2026 and the following rates and assumed responsibilities of the Project Manager and Sponsor.

1. Reimbursable expenses are based on the following rates:
 - Per diem for lodging and meals & incidentals is based on the US General Services Administration's (GSA) current rates for the project location. Local taxes and fees have been calculated and included in addition to the GSA lodging rate.
 - Rental car/vehicle use rate of \$150.00/day.
2. It is anticipated there will be a minimum number of trips and site visits to the airport to facilitate the completion of the various phases listed in this scope. The number of trips, as well as the anticipated lengths and details of the trips, are included at the end of each phase above.
3. The Sponsor will furnish escorts, as needed, for the Project Manager to conduct field work.
4. The Sponsor will coordinate with tenants as required to facilitate field evaluations.
5. All engineering work will be performed using accepted engineering principles and practices and provide quality products that meet or exceed industry standards. Dimensional criteria will be in accordance with FAA AC 150/5300-13 (Current Edition), *Airport Design*, and related circulars. Construction specifications will be in accordance with FAA AC 150/5370-10 (Current Edition), *Standard Specifications for Construction of Airports*, and the Northwest Mountain Region's Regional Updates for Specifying Construction of Airports and related circulars. Standard FAA specifications will be utilized where possible, with the guidance from FAA Order 6480.7 Air Traffic Control Tower and Terminal Approach Control Facility Design Guidelines, FAA Order 6480.4 Air Traffic Control Tower Siting Process and FAA 1600.69 FAA Facility Security Management Program. Project planning, design, and construction will further conform to all applicable standards, including all applicable current FAA Advisory Circulars and Orders required for use in AIP- and IIJA-funded projects and other national, state, or local regulations and standards, as identified and relevant to an airfield design and construction project.
6. The Project Manager will utilize the following plan standards for the project:
 - Plans will be prepared using the Project Manager's standards unless the Sponsor provides its own standards upon Notice to Proceed.
 - Plan elevations will be vertical datum NAVD 88 derived from the existing control network.



- Plan coordinates will be based on horizontal datum NAD 83/2011 State Plane Coordinates derived from the existing control network.
- All plans will be stamped and signed by a state-licensed Professional Engineer, or Professional Land Surveyor, as required.
- Plans prepared by subconsultants will be prepared using the same base maps, the same coordinate systems and the same plan layout and format as plans prepared by the Project Manager.
- The guidance included in FAA Memorandum, *FAA Review of Construction Plans and Specifications for AIP Funded Projects*, will be reviewed, incorporated, and will supplement the Engineer's standards.

7. Because the Project Manager has no control over the cost of construction-related labor, materials, or equipment, the Project Manager's opinions of probable construction costs will be made based on experience and qualifications as a practitioner of his/her profession. The Project Manager does not guarantee that proposals for construction, construction bids, or actual project construction costs will not vary from Project Manager's estimates of construction cost.

Additional Services

The following items are not included under this agreement but will be considered as extra work:

- Redesign for the Sponsor's convenience, or due to changed conditions or due to late Sponsor/Stakeholder requirements or after previous alternate direction and/or approval.
- Submittals or deliverables in addition to those listed herein.
- If a project audit occurs, the Project Manager is prepared to assist the Sponsor in gathering and preparing the required materials for the audit.
- Serving as an expert witness for the Owner in any litigation, surety claim, contractor bond activation, or other proceeding involving the project.
- Legal, surety, or insurance support, coordination, and representation.
- Extension of project beyond agreed upon schedule at time of contract. Re-initiation and ramp-up efforts following extended client review time, client directed project stop, hold, or extension.
- Design changes due to code or regulatory updates after project notice to proceed.
- LEED, WELL, Green Building Institute, or other sustainability credentialing activity.
- Additional services required to recover from Client directed work stoppages.
- Value engineering, cost estimating, or opinion of Probable Construction Cost/Material Take-Offs.
- Preparation of As-Built, Record Drawings, or Post Construction Survey.
- Furniture, Fixtures, and Equipment selection, Bid Package Assistance, and Procurement and Installation services.

Extra Work will be as directed by the Sponsor in writing for an additional fee as agreed upon by the Sponsor and the Project Manager.



WOOLPERT'S FEES

FEES BREAKDOWN

PART A. BASIC SERVICES (Lump Sum)		CONTRACT HOURS	PHASE FEE	REIMBURSABLE COSTS	TOTAL COST
1.0	Preliminary Design Phase (Lump Sum)	1872	\$ 443,010.00	\$ 39,240.00	\$ 482,250.00
2.0	Design Phase (Lump Sum)	3990	\$ 908,540.00	\$ 16,560.00	\$ 925,100.00
3.0	Bidding Phase (Lump Sum)	388	\$ 95,220.00	\$ 2,910.00	\$ 98,130.00
		6249		Subtotal \$ 1,446,770.00	\$ 587,190.00
					1,532,960.00
SUBCONSULTANT 1					\$ 247,000.00
Structural Engineering					
SUBCONSULTANT 2					\$ 10,290.00
Aiken - ATCT Construction Cost Estimating					
SUBCONSULTANT 3					\$ 56,500.00
Geotechnical Engineering					
SUBCONSULTANT 4					\$ 190,911.00
Ardura - Civil Engineering					
				Subtotal \$ 584,500.00	
					SUBCONSULTANT MULTIPLIER 1.149

TOTAL **6,250.0** **\$ 1,446,770.00** **\$ 5** **\$ 58,710.00** **\$ 5** **\$ 2,060,651.50**

INDEPENDENT FEE ESTIMATE

Labor Category	Total Hours	Billing Rate	Total Cost
1.0 Preliminary Design Phase: (Lump Sum)			
Prgrm Dir II	17 hrs.	\$ 340.00 /hr	\$ 5,780.00
Engineer Project Mgr III	492 hrs.	\$ 300.00 /hr	\$ 147,600.00
Engineer Project Mgr III	134 hrs.	\$ 300.00 /hr	\$ 40,200.00
Consultant I	78 hrs.	\$ 260.00 /hr	\$ 20,280.00
Arch Project Mgr III	198 hrs.	\$ 280.00 /hr	\$ 55,440.00
Arch Project Mgr II	142 hrs.	\$ 250.00 /hr	\$ 35,500.00
Arch Project Mgr II	102 hrs.	\$ 225.00 /hr	\$ 22,950.00
Architectural Designer II	360 hrs.	\$ 175.00 /hr	\$ 63,000.00
BL Sr Engineer	88 hrs.	\$ 215.00 /hr	\$ 18,920.00
BL Sr Engineer	88 hrs.	\$ 215.00 /hr	\$ 18,920.00
BL Sr Engineer	150 hrs.	\$ 175.00 /hr	\$ 32,500.00
BL Sr Engineer	146 hrs.	\$ 215.00 /hr	\$ 31,390.00
BL Sr Designer	22 hrs.	\$ 175.00 /hr	\$ 3,850.00
BL Engineer	22 hrs.	\$ 195.00 /hr	\$ 4,290.00
BL Engineer	64 hrs.	\$ 195.00 /hr	\$ 12,480.00
BL Eng in Training (EIT)	224 hrs.	\$ 160.00 /hr	\$ 33,920.00
BL Eng in Training (EIT)	44 hrs.	\$ 215.00 /hr	\$ 9,440.00
Project Financial Analyst	40 hrs.	\$ 130.00 /hr	\$ 5,200.00
Project Coordinator II	90 hrs.	\$ 130.00 /hr	\$ 11,700.00
BL BIM Technician	16 hrs.	\$ 185.00 /hr	\$ 2,960.00
SUBTOTAL			\$ 594,690.00
Reimbursables			
Auto Rental	18 Day	\$ 100.00 /Day	\$ 1,800.00
Lodging + Tax & Fees	18 Day	\$ 300.00 /Day	\$ 5,400.00
Per Diem	18 Day	\$ 60.00 /Day	\$ 1,080.00
Travel & Airline Costs	18 Trip	\$ 800.00 /Trip	\$ 14,400.00
SUBTOTAL			\$ 22,680.00
PHASE SUBTOTAL			\$ 617,370.00

LABOR HOUR BREAKDOWN

TASK		LABOR CATEGORY																				
Start Date:	End Date:	Program Director	Project Manager	ATCT Program Mgr	FAA Equip Consultant	Architect Lead	Architect PM			Plumbing Engineer	Mechanical Engineer	Electrical Engineer	Telecom Engineer	FP&LS Engineer	QC	FP&LS Engineer	Plumbing Engineer		Senior BIM Engineer			
Start Date: 08/01/2023	End Date: 08/31/2023	Prgrm Dir II	Engineer Project Mgr III	Engineer Project Mgr III	Consultant I	Arch Project Mgr III	Arch Project Mgr II	Arch Project Mgr I	Architectural Designer II	BL Sr Engineer	BL Sr Engineer	BL Sr Engineer	BL Sr Designer	BL Engineer	BL Eng in Training (EIT)	BL Sr Engineer	Project Financial Analyst	Project Coordinator II	BL BIM Technician	Phase Item Costs		
1.0 Preliminary Design Phase: (Lump Sum)																						
1.01 Coordinate and Attend Meetings with the Sponsor and FAA	2	6	2			2																
1.02 Prepare Project Scope of Work and Contract	2	8	4	2		8	2															
1.03 Site and ATCT Assessment			2	2			2															
1.04 Design Charettes			4	2		4	4	8														
1.05 Provide Project Coordination (September 2025 - August 2026)			320															40	40			
1.06 Coordinate Civil Engineering			2				4															
1.07 Coordinate Structural Engineering			2				4															
1.08 Coordinate Geotechnical Investigation			2				4															
1.09 Coordinate Estimating Services			1				2	2														
1.10 Mechanical, Electrical, Plumbing (MEP), Telecommunications and Fire/Life Safety	6	6	4	12	16	60	24	24	54	54	8	6	36	80	16			8		\$ 3,640.00		
1.11 Prepare Preliminary Cost Estimating	2	2	4	2	4	8	4	4	4	4	4	4	4	4	4							
1.12 Prepare 2026 IUA Terminal Grant Application		4																	4			
1.13 Review Existing Documents	2	2	2	2	4	4	12															
1.14 Coordinate Topographical, Aeronautical and Obstruction	1					2		4														
1.15 Coordinate Utility Service Installation with Local Utility Companies			4	2		6	4	4														
1.16 Coordinate with Local Government and Preparation of Permits			4			4	4															
1.17 FAA Requirements Agreements			4	4	4	4																
1.18 Site Design	12	8	10	24	34	120	16	16	32	6	6	12	60	12								
1.19 Preliminary Design (30%)		16	12	16	32	32	160	24	24	40	8	8	16	80	16							
1.20 Public Outreach	8	8	8																40			
1.21 Preliminary Design - Deliverables			4	2		4	2												2			
1.22 Meeting and Site Visit Schedule	15	84	76	38	74	36																
TOTALS	17	492	134	78	198	142	102	360	88	88	150	146	22	22	64	224	44	40	90	16	\$ 598,330.00	
PERCENTAGE	ES	1%	19%	5%	3%	8%	5%	4%	14%	3%	3%	6%	1%	2%	2%	3%	1%	0%	0%	0%	0%	

TASK		LABOR CATEGORY																				
Start Date:	End Date:	Project Manager	ATCT Program Mgr	FAA Equip Consultant	Architect Lead	Architect PM			Plumbing Engineer	Mechanical Engineer	Electrical Engineer	Telecom Engineer	FP&LS Engineer	FP&LS Engineer	Plumbing Engineer		Senior BIM Engineer					
Start Date: 08/01/2023	End Date: 08/31/2023	Engineer Project Mgr III	Engineer Project Mgr III	Consultant I	Arch Project Mgr III	Arch Project Mgr II	Arch Project Mgr I	Architectural Designer II	BL Sr Engineer	BL Sr Engineer	BL Sr Engineer	BL Engineer	BL Engineer	BL Eng in Training (EIT)	BL Sr Engineer	Project Financial Analyst	Project Coordinator II	BL BIM Technician	Phase Item Costs			
2.0 Design Phase (Lump Sum)																						
2.01 Analyze Topographic Survey Data	1				1		4	6														\$ 4,610.00
2.02 Analyze Geotechnical Investigation Data	2				2	2	4															\$ 2,560.00
2.03 Analyze Structural Design Features	2	2			4	8		</td														

OPERATING AGREEMENT FOR
PEER-TO-PEER CAR SHARING OPERATOR

THIS PEER-TO-PEER VEHICLE SHARING OPERATING AGREEMENT ("Agreement"), is made and entered into this day of _____, 2024 ("Effective Date") by and between _____ (the "Authority" [can replace with Airport or other term as applicable]) and TURO INC., a Delaware Corporation, with its principal place of business located at 111 Sutter Street, Suite 1200, San Francisco, CA 94104 ("Operator"). Authority and Operator are sometimes individually referred to as "Party" and collectively as "Parties" in this Agreement.

WHEREAS the Authority owns and operates the _____ Airport; and

WHEREAS Operator is seeking a permit to be issued by Authority authorizing Operator to enable its Peer-to-Peer Vehicle Sharing marketplace to connect Owners with Airport Customers via a Reservation in which Vehicles are delivered to the Airport; and

NOW, THEREFORE, in consideration of the covenants and conditions hereinafter contained to be kept and performed by the parties hereto, it is mutually agreed as follows:

1) **DEFINITIONS.** The following definitions shall apply to this Agreement at all times:

- a) "Airport" means _____
- b) "Airport Customer" shall mean any person who makes a Reservation for Peer-to-Peer Vehicle Sharing and selects the Airport for delivery or return of a Shared Vehicle.
- c) "Commencement Date" shall mean the later of either: a) thirty (30) days from the Effective Date, or b) thirty (30) days after all required approvals are obtained by the Authority.
- d) "Designated Areas" shall mean one or more specific areas on Airport property as identified in Exhibit A attached hereto and incorporated by reference, identifying where Owners operating under this Agreement may deliver or pick up Vehicles as outlined under this Agreement.

- e) "Digital Network" shall mean any online-enabled technology application service, website, or system offered or used by a Peer-to-Peer Car Sharing Operator which enables the sharing of Vehicles.
- f) "Peer-to-Peer Car Sharing" An arms-length, remote, web-based, or mobile transaction where a Shared Vehicle Owner allows a third party to use the Shared Vehicle(s) for a fee. This includes, but is not limited to, Reservations made through Operator's: (i) website, (ii) mobile application, or (iii) any other platform that connects Shared Vehicle Owners with Airport Customers seeking to reserve the Shared Vehicle(s).
- g) "Owner(s)" means an individual or company that owns, leases, or otherwise has control over a Vehicle and uses Operator's Digital Network to share the Owner's Vehicle with Airport Customers
- h) "Reservation" means an online electronic reservation completed for an Airport Customer through Operator's Peer-to-Peer Vehicle Sharing Digital Network between an Owner and an Airport Customer where the Owner delivers the Vehicle to the Airport
- i) "Shared Vehicle or Vehicle" A licensed motor vehicle that has been shared or is available to be shared by a Shared Vehicle Owner through Operator's Digital Network.

2) **TERM/RENEWAL OPTIONS.** This Agreement, and the privileges and obligations granted and imposed herein shall take effect on the Commencement Date and shall remain in effect for a period of one (1) year thereafter ("Term"). **Operator is also hereby granted an option to renew this Agreement for one (1) consecutive additional period of one (1) year, subject to the sole discretion and consent of the Authority; provided that Operator shall notify the Airport Director's office in writing at least thirty (30) days in advance of the end of the Term of Operator's desire to extend this Agreement.** Either Party may terminate this Agreement, at any time, for any

reason, by giving no less than thirty (30) days prior written notice thereof to the other Party.

3) **FEES /PAYMENT REQUIREMENTS.**

- a) **Fees.** As consideration for entering into this Agreement, Operator shall pay to Authority a monthly permit fee which shall be equal to **ten percent (10%)** of Operator's Gross Receipts collected from Airport Customers through the end of the preceding month ("**Permit Fee**").
- b) **Gross Receipts.** "**Gross Receipts**" shall mean and include all sums paid or payable to Operator, including payments to Owners, for providing Vehicle Sharing services to Airport Customers and for all ancillary activities allowed under this Agreement, except for sums specifically excluded in Section 3.(b) (ii) below, regardless of how any sum may be represented to the Airport Customer, how or where Operator received the order for the Vehicle Sharing transaction, where the Shared Vehicle is obtained, or where the Shared Vehicle is returned, whether for cash, credit, or other form of payment, in its performance of its business at the Airport including, without limitation:
 - i) **Inclusions.**
 - (1) Charges booking fees for Vehicle Sharing services, GPS and other electronic devices, ski racks, child restraints, additional driver fees and all other transactions and charges of whatever nature derived from or incidental to Operator's operation under this Agreement;
 - (2) Charges for protection plans offered incidental to a Reservation;
 - (3) All amounts charged to Operator's Airport Customers at the commencement of a Reservation for the cost of furnishing and/or replacing fuel provided by Shared Vehicle Owners;

- (4) Any delivery fee charges to pick-up and drop off a Shared Vehicle; and
- (5) Any young driver fee charges by Operator.

ii) Specific Exclusions. There shall be no exclusions from Gross Receipts except for the following:

- (1) The amount of any federal, state, local, sales, or other taxes separately stated on the Vehicle Sharing agreement and collected from the Airport Customer and remitted to the taxing authority;
- (2) The amount of any sum received as insurance proceeds or a judicial judgment or settlement attributable to a Shared Vehicle, or to restore damage to Shared Vehicles, or to restore a tangible loss, theft conversion, or the like;
- (3) The amount of any sale of Operator's capital assets or trade fixtures;
- (4) The amount of State road tolls and government-issued fines or citations that are (a) paid by Operator and charged back to the Airport Customer or (b) received by Operator as payment on behalf of the Airport Customer;
- (5) Any amounts received for any Reservation cancellation fees; and
- (6) Any amounts received by Operator from Airport Customers which are fully passed through to Shared Vehicle Owners including, but not limited to, post-trip reimbursements, smoking fees, cleaning fees.

c) Payment Requirements and Reports.

- i) Within twenty (20) days after the close of any calendar month, Operator shall submit its operations report to Authority for the previous calendar month (the “**Monthly Report**”). The Monthly Report shall be in an agreed-upon electronic or paper format (as specified by Authority) and shall be in the form attached hereto as Exhibit C, attached hereto and incorporated by reference, and shall show such detail and breakdowns of Gross Receipts and any applicable exceptions, as may be required by Authority. All such information shall be accurate at all times.
- ii) Operator agrees to pay Authority all Permit Fees within twenty-five (25) days after the close of any calendar month. All monetary obligations under this Agreement shall be made payable to [REDACTED], or any other location designated by Authority in writing. All payments shall be made in legal tender of the United States.
- iii) Interest On Delinquent Payments. If not paid within twenty-five (25) days from invoicing, all payments required to be made to Authority hereunder shall bear interest at the lesser of either (i) the rate of eighteen percent (18%) per year from the date due to the date of payment, calculated on a daily basis; or the highest rate allowable by Law.
- iv) Audit Rights. Operator agrees and covenants that the Authority, or other authorized designee of Authority, may examine any records or accounts pertaining to the commercial activity conducted hereunder and maintained by Operator. Any such examination shall be at the sole expense of Authority and will be allowed at a mutually agreeable time which is specified in a written request from Authority for same and shall be conducted during normal business hours of Operator.

4) **OPERATIONS.** Authority grants Operator the non-exclusive right to use the Designated Areas in order to perform the operating privileges herein, subject to the terms and conditions set forth in this Agreement.

- a) Designated Area: Owners shall not pick up or drop off Airport Customer(s) at the Airport in any location other than the Designated Areas identified in Exhibit A. Owners and Airport Customers shall use the Designated Areas in the same manner as any other individual operating at the Airport and shall be responsible for any applicable parking fees.
- b) Rights of Ingress and Egress: Owners shall have the non-exclusive rights of ingress and egress across Airport property to conduct their permitted operations hereunder, provided that such ingress and egress activity: (i) shall not impede or interfere, in any way, with the operations of the Airport or the use of the Airport by its tenants, passengers or employees; (ii) shall be in the Designated Areas and roadways designated by Airport; and (iii) may be temporarily suspended by Airport in the event of an emergency or a threat to the Airport during the time period of such emergency or threat.
- c) Changes to Airport: Operator acknowledges and agrees that: (i) the Authority shall have the right, at all times, to change, alter and expand the Airport, including the terminals, roadways and Designated Areas; and (ii) the Authority has made no representations, warranties and/or covenants to Operator regarding the design, construction, passenger or automobile traffic, or views of the Airport. The Airport may from time to time undergo renovation, construction and other Airport modifications; and the Authority may adopt regulations relating to security or other operational matters that may affect Operator's business. Notwithstanding the foregoing, Authority shall, in good faith, notify Operator as far in advance as possible of any changes, restrictions, alterations (or the like) which may directly affect the Designated Area.
- d) Operator shall inform all Owners who operate at the Airport of the requirements set forth in this Agreement. Operator shall work in good faith with the Authority to address any instances of Owners who (i) fail to cooperate with the Authority's request to provide information to confirm that they are authorized to operate at

the Airport, (ii) fail to use the Designated Areas in accordance with this Agreement, or (iii) engage in any conduct that causes harm to the Airport.

- e) In the event an Owner violates the terms of this Agreement, the following violation warning system shall be followed, which will restart at the beginning of each calendar year:
 - i) 1st Offense - Verbal warning to Owner;
 - ii) 2nd Offense - Written warning to Owner requiring the Owner to agree to full compliance of rules in writing; and
 - iii) 3rd Offense - Owner will be restricted from delivering Shared Vehicles to the Airport for a period of one (1) month.

5) **PROHIBITED ACTIVITIES**. Notwithstanding other provisions herein, Operator shall not, without the Authority's prior written consent: (a) cause or permit anything to be done in or about the Designated Areas or the Airport, or bring or keep anything thereon which would be reasonably likely to (i) create a nuisance; (ii) obstruct or interfere with the rights of others at the Airport; (b) commit any waste upon the Designated Areas or the Airport; (c) use or allow the Designated Areas to be used for any improper, immoral, unlawful or reasonably objectionable purpose; (d) obstruct the sidewalk, passageways, stairways in front of, within or adjacent to, the Designated Areas and roadways; or (e) perform an action reasonably likely to materially injure the reputation, appearance or image of the Airport or the Authority. Operator shall provide the Authority with name, address, telephone and email address for at least one qualified representative authorized to represent and act for Operator in matters pertaining to its operation.

- a) The following activities are also prohibited by Owners:
 - i) Allowing operation of a Vehicle on Airport roadways by an unauthorized driver;
 - ii) Transporting an Airport Customer in an unauthorized vehicle;
 - iii) Picking up or dropping off a Vehicle at any location other than the Designated Area;

- iv) Failing to provide information, or providing false information to police, Airport security or Airport personnel;
- v) Displaying to an Airport official Reservation information in an altered or fictitious form;
- vi) Soliciting Airport Customers on Airport property;
- vii) Failing to operate a Vehicle in a safe manner;
- viii) Failing to comply with posted speed limits and traffic control signs;
- ix) Using profane or vulgar language;
- x) Soliciting of any activity prohibited by applicable laws, rules or regulations;
- xi) Operating a vehicle which is not in a safe mechanical condition or which lacks mandatory safety equipment; and
- xii) Engaging in any criminal activity.

6) **FEDERAL CIVIL RIGHTS/ NONDISCRIMINATION REQUIREMENTS.** During the performance of this contract, the Operator agrees to comply with the Federal Civil Rights and Nondiscrimination Requirements set forth in Exhibit D attached hereto and incorporated by reference.

7) **NO EXCLUSIVITY.** Operator acknowledges and agrees that it has no exclusive rights to conduct the business described herein, and that Airport has the right, at all times, to arrange with others for similar activities at the Airport.

8) **INDEMNIFICATION.** Operator hereby waives any third-party claim against the Authority and the Airport for, but not limited to, loss of anticipated profits, direct or indirect out-of-pocket losses or any other damages of any kind or nature which may be raised by any suit or other proceedings, directly or indirectly, relating to this Agreement, its performance or its termination. Operator agrees to indemnify and hold harmless Authority from and against all loss or expense (including costs and attorney's fees) by reason of liability imposed by law upon Operator for damages (including any strict or statutory liability and any liability under Workers' Compensation Laws) because of bodily injury, including death, at the time therefrom, sustained by any person or

persons, or damage to property, including loss of use thereof, arising out of, or in consequence of, the use of the premises, whether such injuries to persons or damage to property is due, or claimed to be due, to the negligence of Operator, its agents, employees and/or independent contractors, Authority, its Authority, officers and employees, except only such injury or damage as shall have been occasioned by the gross negligence or willful misconduct of Authority.

- 9) **INSURANCE**. Operator shall maintain the limits and coverages defined in Exhibit B attached hereto and incorporated by reference, at all times during the Term of this Agreement and any renewal option. At its own expense, the following described insurance coverage and limits covering Operator's commercial activities and assumed liability, as set forth in Exhibit B .
- 10) **DAMAGE TO PREMISES**. Operator agrees and covenants to correct and repair, or pay to Authority the cost of correction and repair, any and all damage to Airport property caused by Operator, its employees, agents and/or independent contractors, Airport Customers, invitees, upon written notification by the Authority of such damage, or upon written notification by the Authority of the reasonable charges for any labor, material, engineering services or other cost occasioned thereby, notwithstanding that such written notification may be made after this Agreement terminates, or such damage occurs thereafter.

- 11) **DEFAULT/TERMINATION**.

- a) **Default**: Upon failure of Operator to fully perform any covenant or obligation or to comply with any condition of this Agreement, the Authority may notify Operator thereof, in writing, and declare Operator in default hereunder. Operator shall have ten (10) business days after receipt of said notice within which the declared default may be cured without prejudice to the privileges of Operator. Notwithstanding the foregoing in the event any such default cannot be cured within such ten (10) day period of time, Operator shall be afforded an extension of time to cure provided

that Operator has in good faith started to cure any such default. Failure of Operator to cure the default within said period, or pay the rates/fees as required, shall constitute grounds for suspension and/or termination.

b) Termination: The Authority may terminate this Agreement and the privileges granted hereunder for whatever reasons it deems advisable, including default as set forth above, and Operator may relinquish all its operating privileges by providing written notification by CERTIFIED U.S. MAIL of such termination or relinquishment at least thirty (30) days prior to the effective date thereof. The Parties agree that any termination or relinquishment exercised pursuant to this Section shall not, in and of itself, give rise to any liability or claim for loss or damages of any kind.

12) **NOTICES**. All notices, requests, demands, and any other communications required hereunder shall be in writing and shall be deemed to have been duly delivered if personally delivered or sent by registered or certified mail, return receipt requested, or via recognized overnight courier, pre-paid with written proof of delivery:

If to Authority:

Attn.:

If to Operator:

Turo Inc.
111 Sutter Street, 12th Floor
San Francisco, CA 94104
Attn: Legal - Airports

13) **CONFORMITY WITH APPLICABLE LAW.** Operator agrees and covenants to observe and promptly comply with applicable provisions of any and all Federal and State Laws or Special Acts, and all Authority ordinances, codes or regulations; with authorizations or restrictions, and with all applicable Airport rules, regulations, and policies of the Authority issued pursuant thereto.

14) **GOVERNING LAW AND VENUE.** This Agreement shall become valid when executed and shall be construed according to the laws of the State of [REDACTED]. Venue for any action brought pursuant to this Agreement shall be in [REDACTED], [REDACTED].

15) **NO ASSIGNMENT.** Operator shall not assign, encumber or otherwise transfer, whether voluntarily or involuntarily or by operation of law, this Agreement, or any right hereunder, without Authority's prior written consent, which consent will not be unreasonably withheld, delayed or conditioned (the term "**Transfer**" shall mean any such assignment, encumbrance, or transfer), except in connection with a merger (including a reincorporation merger), consolidation, reorganization, stock sale or exchange, sale of all or substantially all of Operator's assets or a similar transaction. The consent to one Transfer shall not be deemed a consent to any subsequent Transfers. Any Transfer made without Authority's consent shall constitute a default hereunder and shall be voidable at Authority's election.

16) **WAIVER.** No waiver by Authority at any time of any of the terms or conditions of this Agreement, or acquiescence in any breach hereof, shall be deemed a waiver or acquiescence at any time thereafter of the same or of any other terms, conditions or breach hereof.

17) **AMENDMENTS.** All duties, obligations and liabilities of Authority and Operator, with respect to the privileges granted, are expressly set forth herein and this Agreement can only be amended in writing by both Parties.

18) **COUNTERPARTS.** This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties have set their hands the day and year first above written.

Turo Inc.

By: _____ Date _____

Name: _____

Title: _____

Airport:

By: _____ Date _____

Name: _____

Title: _____

EXHIBIT A
DESIGNATED AREA

EXHIBIT B

INSURANCE REQUIREMENTS

EXHIBIT C

MONTHLY REPORT

EXHIBIT D

FEDERAL CIVIL RIGHTS/ NONDISCRIMINATION REQUIREMENTS