

**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, May 2, 2017 at 5:30 p.m. at the old Blaine County Courthouse Meeting Room Hailey, Idaho. All matters shall be considered Joint Decision Matters unless otherwise noted. The proposed Agenda for the meeting is as follows:

**AGENDA
May 2, 2017**

- I. **APPROVE AGENDA**
- II. **PUBLIC COMMENT (10 Minutes Allotted)**
- III. **FRIEDMAN MEMORIAL AIRPORT AUTHORITY MEETING MINUTES OF:**
 - A. April 4, 2017 Regular Meeting – Motion to Approve - Attachment #1 ACTION
- IV. **REPORTS**
 - A. Chairman Report DISCUSSION
 - B. Blaine County Report DISCUSSION
 - C. City of Hailey Report DISCUSSION
 - D. Airport Manager Report DISCUSSION
 - E. Communications Director Report (Centerlyne) DISCUSSION
 - F. Fly Sun Valley Alliance Report DISCUSSION
- V. **AIRPORT STAFF BRIEF (5 Minutes Allotted)**
 - A. Noise Complaints
 - B. Profit & Loss, ATCT Traffic Operations Count and Enplanement Data – Attachments #2 - #4
 - C. Airport Commercial Flight Interruptions
 - D. Review Correspondence – Attachment #5
- VI. **OLD BUSINESS**
 - A. **AIRPORT VOLUNTARY NOISE ABATEMENT PROGRAM**
 - a. Voluntary Noise Abatement Program Brochure – Update – Attachment #6 DISCUSSION
 - b. Airport Noise Modelling – Update DISCUSSION
 - B. **CONSTRUCTION and CAPITAL Projects**
 - a. Runway Safety Area Improvements Project – Update DISCUSSION
 - b. Terminal Air Carrier Apron and Parking Lot Improvements Update and Consider Approval of the following: DISCUSS/PUBLIC COMMENT/ACTION
 - 1. Proposed Work Order and Scope of Work for T-O Engineers Bidding and Construction Services – Attachment #7
 - 2. Proposed Work Order and Fee for Ruscitto Latham Blanton Parking Booth Professional Services – Attachment #8
 - 3. Award of Projects if Acceptable
 - C. **AIRPORT PLANNING Projects**
 - a. Airport Master Plan – Update DISCUSSION
 - b. Environmental Assessment for Runway Protection Zone Approach Protection – Consider Approval of the following: DISCUSS/PUBLIC COMMENT/ACTION
 - 1. Proposed Work Order and Fee for T-O Engineers Environmental Planning Services – Attachment #9
- VII. **PUBLIC COMMENT**
- VIII. **EXECUTIVE SESSION – I.C. §74-206 (c) To acquire an interest in real property which is not owned by a public agency**
I.C. §74-206 (f) To communicate with legal counsel to discuss legal ramifications for controversy imminently likely to be litigated
- IX. **ADJOURNMENT**

III. FRIEDMAN MEMORIAL AIRPORT AUTHORITY MEETING MINUTES OF:

A. April 4, 2017 Regular Meeting – Motion to Approve - Attachment #1

BOARD ACTION: 1. Action

IV. REPORTS

A. Chairman Report

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

BOARD ACTION: 1. Discussion

B. Blaine County Report

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

BOARD ACTION: 1. Discussion

C. City of Hailey Report

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

BOARD ACTION: 1. Discussion

D. Airport Manager Report

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

BOARD ACTION: 1. Discussion

E. Communications Director Report (Centerlyne)

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

BOARD ACTION: 1. Discussion

F. Fly Sun Valley Alliance Report

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

BOARD ACTION: 1. Discussion

V. AIRPORT STAFF BRIEF - (5 Minutes Allotted)

A. Noise Complaints

LOCATION	DATE	TIME	AIRCRAFT TYPE	INCIDENT DESCRIPTION	ACTION TAKEN
Hailey, Woodside	04/25/2017	7:05 am	Jet	Caller complained SkyWest departed late and sat on the apron with engines running for 45 minutes before departure.	Unable to verify operation. The airport manager was at the airport at 6:30 am. SkyWest did not start its engines until approx. 6:47 am then taxied to get deiced for approximately 12 minutes. The aircraft departed at 7:01 am.

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

Attachment #2 is Friedman Memorial Airport Profit & Loss Budget vs. Actual. Attachment #3 is 2001 - 2017 ATCT Traffic Operations data comparison by month. Attachment #4 is 2017 Enplanement, Deplanement and Seat Occupancy data.

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

February 2016/2017

Total Non-Federal Revenue	February 2017	\$198,978.67
Total Non-Federal Revenue	February 2016	\$233,894.79
Total Non-Federal Revenue	FY '17 thru February	\$1,226,017.49
Total Non-Federal Revenue	FY '16 thru February	\$1,291,784.90
Total Non-Federal Expenses	February, 2017	\$265,830.70
Total Non-Federal Expenses	February, 2016	\$253,669.11
Total Non-Federal Expenses	FY '17 thru February	\$1,265,640.48
Total Non-Federal Expenses	FY '16 thru February	\$1,293,647.72
Net Income to include Federal Programs	FY '17 thru February	\$-201,427.46
Net Income to include Federal Programs	FY '16 thru February	\$-391,133.48

C. Airport Commercial Flight Interruptions (unofficial):

AIRLINE	FLIGHT CANCELLATIONS	FLIGHT DIVERSIONS
	March 30, 2017 thru April 25, 2017	
Horizon Air	None	None
SkyWest (Delta and United)	None	2 Flights diverted (SLC and TWF) due to weather but were brought up to SUN later the same day.

D. Review Correspondence – Attachment #5

Attachment #5 is information included for Board review.

VI. OLD BUSINESS

A. AIRPORT VOLUNTARY NOISE ABATEMENT PROGRAM

a. Voluntary Noise Abatement Program Brochure – Update – Attachment #6

The Voluntary Noise Abatement Program Review Committee met for the last time on April 18, 2017. During that meeting, the Committee discussed additional revisions to the Voluntary Noise Abatement Program brochure including comments made by Board members at the April 2017 FMAA meeting. **Attachment #6** reflects the Committee's final revisions and recommendations for the brochure.

It was agreed upon by the committee that additional comments from the Board that were not incorporated into the final brochure would be addressed by staff and part of anticipated improvements to the airport's Voluntary Noise Abatement Program webpage.

BOARD ACTION: 1. Discussion

b. Airport Noise Modeling – Update

The noise modeling effort was also discussed at the April 18 Voluntary Noise Abatement Review Committee meeting. The committee was briefed of the Board's decision to dissolve the committee based on its intended role to review the Voluntary Noise Abatement Program and make revisions to the brochure. Staff also briefed the committee that future modeling efforts would be turned over to the Board, staff, and our noise consultant.

The committee provided input that modeling the upcoming busy summer and winter seasons seems to make the most sense. Holding off on accomplishing additional scenarios until this coming summer and winter would provide staff a better opportunity to collect activity data in real time versus going back in time and trying to dig up old data.

Staff will continue to coordinate with the Board regarding the best path forward with the modeling effort as appropriate.

BOARD ACTION: 1. Discussion

B. CONSTRUCTION and CAPITAL Projects

a. Runway Safety Area Improvements Project – Update

Staff and consultants continue to work with the FAA toward closing out the AIP '041 grant, the only task remaining for this effort. Drafts of the final documents will be submitted for FAA review prior to the meeting. The airport's FAA project engineer is on vacation until May 2 and will review them upon his return. No detailed discussion or update is planned for the meeting.

BOARD ACTION: 1. Discussion

b. Terminal Air Carrier Apron and Parking Lot Improvements Update and Consider Approval of the following:

1. Proposed Work Order and Scope of Work for T-O Engineers Bidding and Construction Services – Attachment #7

T-O Engineers' current work order for this project includes services only through design. A separate work order is necessary for bidding and construction services. A draft Scope of Work is included as **Attachment #7** for Board review. Board consideration is requested to approve this Scope of Work and direct Staff to move forward with an Independent Fee Estimate (IFE)/fee negotiation that will be brought before the Board for approval at the June meeting.

2. Proposed Work Order and Fee for Ruscitto Latham Blanton Parking Booth Professional Services – Attachment #8

As discussed at the April Board meeting, design and construction of the ticket booth for the parking lot is being completed as a separate project. Professional Services related to this effort were excluded from previous work orders with T-O Engineers so that final decisions about the booth could be made, and so that the ineligible costs of this design could be separated from the other services in the project. The proposed work order for ticket booth professional services and fee (primarily architectural, to be completed by Ruscitto Latham Blanton of Ketchum) is included as **Attachment #8** for Board review. If acceptable, approval of T-O's fee and authorization for the Chair to sign the work order to begin work on this project is requested.

3. Award of Projects if Acceptable

Bids for the apron and parking lot improvements are scheduled to be opened the morning of May 2. The ticket booth project is being bid separately with quotes also due May 2. Results will be shared with the Board at the meeting. If bids are acceptable, a recommendation of award will be made at the meeting with a request for the Board to approve award of both projects, subject to FAA and legal review.

BOARD ACTION: 1. Discuss/Public Comment/Action

C. AIRPORT PLANNING Projects

a. Airport Master Plan – Update

The Master Plan Report and Airport Layout Plan have been submitted to the FAA for review. Initial review of the documents will be conducted by the Helena Airports District Office (ADO). Comments received from the ADO will be addressed and the revised documents will then be submitted to the other FAA Lines of Business for review and comment. Total review time is expected to take 90-120 days. Once all comments have been coordinated and addressed with the FAA, the Board will be presented the final documents for signature which will then be forwarded to the ADO for their signature. Once signed by both the FAA and FMAA, the documents will be considered approved by the FAA.

Staff will keep the Board abreast of the process as appropriate.

BOARD ACTION: 1. Discussion

b. Environmental Assessment for Runway Protection Zone/Approach Protection – Consider Approval of the following:

1. Proposed Work Order and Fee for T-O Engineers Environmental Planning Services – Attachment #9

Based on the Board's direction to staff at the March 2017 meeting, the draft Scope of Work for this effort was submitted to the FAA for review and approval and the Independent Fee Estimate (IFE) process was also initiated. After coordination with FAA, the scope was forwarded to Landrum and Brown for completion of an IFE. The IFE was compared with T-O Engineers' proposed fee for the project, and the proposed fee from T-O was considerably lower than the IFE. The proposed work order, Scope of Work and fee are included as **Attachment #9** for Board review. If acceptable, approval of T-O's fee and authorization for the Chair to sign the work order to begin work on this project is requested.

BOARD ACTION: 1. Discuss/Public Comment/Action

VII. PUBLIC COMMENT

VIII. EXECUTIVE SESSION - I.C. §74-206 (c) To acquire an interest in real property which is not owned by a public agency

I.C. §74-206 (f) To communicate with legal counsel to discuss legal ramifications for controversy imminently likely to be litigated

IX. ADJOURNMENT

ATTACHMENT 1

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

**April 4, 2017
5:30 P.M.**

IN ATTENDANCE:

BOARD MEMBERS: Chairman – Don Keirn, Vice-Chairman – Jacob Greenberg, Secretary - Lawrence Schoen, Treasurer – Ron Fairfax, Board - Fritz Haemmerle, Angenie McCleary, Pat Cooley
FRIEDMAN MEMORIAL AIRPORT STAFF: Airport Manager – Chris Pomeroy, Contracts/Finance Administrator – Lisa Emerick, ASC/Special Projects Coordinator/Executive Assistant – Steve Guthrie, Airport Operations Manager – Todd Emerick; Administrative Assistant/Alternate Security Coordinator – Roberta Christensen, Administrative Assistant – Cecilia Vega; Airport Operations Specialists – Tyler Peterson, Jamie Hoover, Robert Perry, Greg Beaver
CONSULTANTS: T-O Engineers – Dave Mitchell; Centerlyne – Candace Crew
AIRPORT TENANTS/PUBLIC: Serco – George White; Len Harlig, Dick Fassino, Atlantic Aviation – Brian Blackburn; Enterprise Rent-A-Car – James Birmingham; WAC – Lisa Phillips; FSVA – Carol Waller; Glass Cockpit Aviation – John Strauss; FHR – Marc Reinemann; Bill Rae
AIRPORT LEGAL COUNSEL: Lawson Laski Clark & Pogue, PLLC – Jim Laski
PRESS: Idaho Mountain Express – Joshua Murdock

CALL TO ORDER:

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

I. APPROVE AGENDA

Vice-Chairman Greenberg proposed to amend the agenda with the following changes:

VII. NEW BUSINESS

- B. Consideration of Submitting AIP Grant Application AIP '43 – Apron Expansion; Runway Rehabilitation/Drainage Improvements; Environmental Assessment; Snow Removal Equipment Acquisition – Attachment #7
DISCUSS/PUBLIC COMMENT/ACTION**

MOTION:

Made by Vice-Chairman Greenberg to amend the agenda as proposed. Seconded by Board Member Cooley.

PASSED UNANIMOUSLY

II. PUBLIC COMMENT

No public comment was made.

**III. APPROVE FMAA
MEETING MINUTES**

A. April 4, 2017 Regular Meeting (See Brief)

The April 4, 2017 Friedman Memorial Airport Authority Meeting Minutes were approved with the following changes:

VII. OLD BUSINESS

C. Airport Planning Projects

- a. Noise Modeling – Update (See Brief & Power Point Presentation)**
Mr. Denekas agreed with Board Member McCleary and commented that it is not noise averages that need to be analyzed but the size and frequency of the spikes in noise levels throughout the year.

MOTION:

Made by Board Member McCleary to approve the April 4, 2017 Friedman Memorial Airport Authority Regular Meeting Minutes as amended. Seconded by Board Member Fairfax.

PASSED

BOARD MEMBER HAEMMERLE ABSTAINED

IV. REPORTS

A. Chairman Report

Chairman Keirn commented that there are significant financial and physical challenges that will be presented to the Board in the next few years and he hopes the Board maximizes its earning potential as future funding from the FAA is unpredictable.

B. Blaine County Report

No report was given.

C. City of Hailey Report

No report was given.

D. Airport Manager Report

Chairman Keirn presented a Special Performance Award to the Airport Operations Staff in recognition of their superior performance in snow removal operations this winter season. The recipients included Operations Manager Todd Emerick, Operations Specialist Tyler Peterson, Operations Specialist/Fleet Maintenance Robert Perry, Operations Specialist James Hoover, Operations Specialist/Security Trusted Agent Nick Carnes and Operations Specialist/ARFF Training Officer Greg Beaver.

Airport Manager Pomeroy reported on the following (See Power Point Presentation):

- Recap of the FAA Northwest Mountain Region Airports Conference that was attended by Chairman Keirn, Engineer Mitchell, Airport Manager Pomeroy, and Operations Manager Emerick.
- The continued aggressive congressional delegation outreach to the new government administration regarding the Contract Tower Program.
- SkyWest conducted test flights with the EMB-175 Next Generation Regional Jet for the eventual replacement option for the CRJ 700.

Airport Security Coordinator Steve Guthrie reported that the TSA will be installing an AIT (Advanced Imaging Technology) for passenger screening that is passenger friendly and completely funded by the TSA. Installation of the equipment should be complete as early as next Friday and operational by May 1st.

Airport Manager Pomeroy continued his report on the following (See Power Point Presentation):

- The SUN Airport Arts Commission will be installing new artwork at the Airport on May 18th.
- Reliability improvement options related to approach capabilities and reliability for new aircraft that may operate at the Airport in the future.
- Staff will be developing post-winter debriefs on this winter's snow removal and bussing operations to analyze for improvements for next winter.
- Activity planning for heavy air traffic in July and August has begun.
- Runway Pavement Maintenance is still scheduled to commence at 8:00 a.m. on June 5th and conclude at 7:00 p.m. on June 7th.

Chairman Keirn commented that the new approach procedures used by Alaska Airlines this winter have caused a significant increase in snow removal efforts at the Airport.

E. Communications Director Report

No report was given.

F. Fly Sun Valley Alliance Report

Fly Sun Valley Alliance representative Carol Waller reported that they hope to have the summer/fall air service schedule available to the public by the end of the week and commented that the summer/fall air service schedule will include an expansion of service for the convenience of the business community, residents and visitors.

Board Member Greenberg commented that with the continued expansion in air service the Board must be made aware of the Airport's capacity limitations and when those limitations are close to being reached.

V. AIRPORT STAFF BRIEF

A. Noise Complaints (See Brief)

B. Parking Lot Update (See Brief)

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

D. Airport Commercial Flight Interruptions (See Brief)

E. Review Correspondence (See Brief)

VI. OLD BUSINESS

A. Airport Voluntary Noise Abatement Program (See Brief & Power Point Presentation)

a. Voluntary Noise Abatement Program Update on Committee and Modeling

Airport Manager Pomeroy updated the Board on the status of the noise modeling project (See Power Point Presentation).

Chairman Keirn suggested that the Board develop possible scenarios for consideration rather than the VNAC.

Board Member Schoen suggested three possible noise modeling scenarios for the Board's consideration:

- Gather data during peak summer travel.
- Gather data during the winter season as sound travels differently in different temperatures.
- Gather data during deviations to the Voluntary Noise Abatement Program.

MOTION:

Made by Board Member Haemmerle to have the noise modelling scenario development be tasked to the FMAA. Seconded by Board Member Cooley.

PASSED UNANIMOUSLY

Airport Manager Pomeroy commented that he will still discuss scenario options with the VNAC at the Airport meeting and relay their thoughts and ideas to the Board for consideration.

Chairman Keirn commented that scenario options will be discussed in the May Board Meeting.

b. Voluntary Noise Abatement Program Brochure – Review and Approval (See Brief)

Airport Manager Pomeroy presented the Board with the Draft Voluntary Noise Abatement Program Brochure and asked the Board to review the brochure and consider it for approval.

Board Member McCleary suggested that the list of voluntary noise abatement (VNA) procedures on the brochure include a recommendation for flying within the zones that are illustrated on the flight zone map included in the brochure. She also asked that acronyms not be used in the brochure.

Board Member Schoen agreed with Board Member McCleary and suggested that the brochure be restructured and edited so it is more concise and consistent. He suggested that the map be adjusted so it is more legible. He commented that overall the brochure is sound and offered to submit suggested edits to Staff.

Board Member Haemmerle asked who the target audience is for the VNA brochure.

Airport Manager Pomeroy answered that the target audience for the brochure is the pilot community.

Board Member Haemmerle commented that the brochure is decent for its simplicity, but should be accessible to any individual who would like to know what the VNA procedures are.

Airport Manager Pomeroy commented that the VNA procedures posted on the Airport website will be less technical.

Chairman Keirn opened the discussion for public comment.

Glass Cockpit Aviation owner John Strauss commented that he agrees with the Board's comments and is looking forward to participating in the noise modeling discussion with the VNAC.

Airport Manager Pomeroy commented that Staff will revise the brochure and bring it before the Board for consideration at the next Board Meeting.

B. Construction and Capital Projects (See Brief & Power Point Presentation)

a. Runway Safety Area Improvements Project – Update (See Brief & Power Point Presentation)

b. Terminal Air Carrier Apron and Parking Lot Improvements – Update (See Brief & Power Point Presentation)

Engineer Mitchell briefed the Board on the status of the Terminal Air Carrier Apron and Parking Lot Improvements project.

The Board discussed technical aspects of Engineer Mitchell's presentation including apron unavailability during construction, completing most of the landscaping installation next spring rather than this fall, and construction management styles for each project.

Board Member McCleary asked how cost savings are implemented by bidding the apron, parking equipment, ticket booth, and landscaping projects separately rather than bidding them as one project.

Airport Manager Pomeroy answered that if the projects were sent out to bid as one project, all the federal requirements would need to be met for each portion of the project, whereas if the projects were sent out to bid separately, the federal requirements for the non-AIP eligible projects would not need to be met.

C. Airport Planning Projects

a. Airport Master Plan – Consideration of Comments/Approval (See Brief & Power Point Presentation)

Airport Manager Pomeroy updated the Board on the Master Plan Update (MPU) and asked the Board to consider approving the Draft Master Plan Update for distribution to the FAA and discussed the FAA's review process of the MPU with the Board.

Chairman Keirn opened the discussion to public comment.

Len Harlig asked if the language included in the MPU regarding the emphasis of the MPU as a planning document rather than an approved document of implementation is unique to this Airport's master planning process.

Airport Manager Pomeroy answered that the planning document language is unique to FMA.

Mr. Harlig asked why so much effort and planning is put towards a document that neither the Airport nor the FAA will commit to.

Board Member Haemmerle answered that the Board disagreed about the necessity of certain projects to be undertaken at this particular time, but agreed that, as time passed and projects became a necessity, it would be appropriate to have a plan in place for those projects.

Chairman Keirn commented that the MPU is a comprehensive plan and the financial figures currently represented in the document will be inconsequential when it is updated again in five years.

Airport Manager Pomeroy commented that the master planning process is critical to obtaining federal funding for future projects. If a future project is not included in the Airport Layout Plan, it will not be eligible for federal funding. He also commented that the FAA desires the master planning process to become a document that reflects the local community's mindset and approach towards the Airport.

Board Member Greenberg commented that the disclaimer language does not exclude the Board from accessing federal funds.

Board Member Schoen commented that he views the disclaimer language as mostly for local political consumption and in that respect, it may add value to the document and he understands the rationale for its inclusion. He suggested the following amendment "...the approval of this planning document by the Friedman

Memorial Airport Authority (FMAA) does not constitute **final** approval" in order to clarify that the Board supports the MPU; however, final approval from the Board is still needed before any project in the MPU moves into implementation.

Attorney Laski commented that since the Joint Powers Agreement terminates in 2020, perhaps the Board should consider adding "...or any successor document" to the end of the disclaimer.

The Board agreed to include Board Member Schoen's and Attorney Laski's amendments to the disclaimer language.

MOTION: *Made by Board Member Haemmerle approve the Draft Master Plan Update Chapter D, Chapter F and Executive Summary to include the new disclaimer language as amended and forward the document to the FAA for their consideration and approval.*

MOTION WITHDRAWN

MOTION: *Made by Board Member Schoen to accept and approve the Draft Master Plan Update including the proposed amendments as heard in this hearing tonight to Chapters D, F and the Executive Summary and the Airport Layout Plan map and authorize Staff to forward the accepted document to the FAA for their review. Seconded by Board Member Haemmerle.*

PASSED UNANIMOUSLY

- b. **Scope of Work – Environmental Assessment Runway Protection Zone/Approach Protection – Update (See Brief & Power Point Presentation)**
Airport Manager Pomeroy briefed the Board on the status of the RPZ/Approach Protection Land Acquisition Environment Assessment Scope of Work.

VII. NEW BUSINESS

- A. **Parking Lot Vending Services (See Brief & Power Point Presentation)**
Airport Manager Pomeroy suggested that the Board considered assigning the Board Lease/Finance Committee to meet and discuss details and scheduling related to the development of a Request for Proposals (RFP) for parking lot vending services.

Board Member Cooley asked Airport Manager Pomeroy to explain the difference between a management contract and a concession agreement.

Contracts/Finance Administrator Emerick answered that the management contract gives the Board control of the revenue while paying a management fee for the service, whereas with a concession agreement, the Board gets a percentage of the concessionaire's profits.

The Board agreed to develop an RFP for parking lot vending services and directed Staff to schedule a meeting with the Board Lease/Finance Committee.

- B. **Consideration of Submitting AIP Grant Application AIP '43 – Apron Expansion; Runway Rehabilitation/Drainage Improvements; Environmental Assessment; Snow Removal Equipment Acquisition (See Brief & Power Point Presentation)**
Airport Manager Pomeroy presented FY '17 AIP Grant Application and requested that the Board consider approval to sign and submit the application to the FAA and direct Staff and Legal Counsel to develop and process City and County resolutions.

Chairman Keirn opened the discussion for public comment. No public comment was made.

MOTION: *Made by Board Member Schoen to submit the fiscal year 2017 AIP Grant Application, authorize the Chair to sign the application and direct Staff to develop and process grant support resolutions from both owners. Seconded by Vice-Chairman Greenberg.*

PASSED UNANIMOUSLY

VIII. PUBLIC COMMENT

Glass Cockpit Aviation John Strauss commented that he appreciates the changes and improvements made to the website

**IX. EXECUTIVE SESSION –
I.C. §74-206 (a)(c)(f)**

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

ROLL CALL VOTE:

<i>Chairman Keirn</i>	Yes
<i>Vice-Chairman Greenberg</i>	Yes
<i>Board Member Fairfax</i>	Yes
<i>Board Member Schoen</i>	Yes
<i>Board Member Haemmerle</i>	Yes
<i>Board Member McCleary</i>	Yes
<i>Board Member Cooley</i>	Yes

PASSED UNANIMOUSLY

X. ADJOURNMENT

The April 4, 2017 Regular Meeting of the Friedman Memorial Airport Authority was adjourned at approximately 7:05 p.m.

Lawrence Schoen, Secretary

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

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

Ordinary Income/Expense	Oct '16 - Feb 17	Budget	\$ Over Budget	% of Budget
Income				
4000-00 · AIRCARRIER				
4000-01 · Aircarrier - Lease Space	35,217.15	106,500.00	-71,282.85	33.1%
4000-02 · Aircarrier - Landing Fees	60,348.31	165,000.00	-104,651.69	36.6%
4000-03 · Aircarrier - Gate Fees	500.00	2,400.00	-1,900.00	20.8%
4000-04 · Aircarrier - Utility Fees	3,237.27	20,000.00	-16,762.73	16.2%
4000-05 · Aircarrier - Misc.	0.00	4,800.00	-4,800.00	0.0%
4010-07 · Aircarrier - '14 PFC App	135,524.73	325,000.00	-189,475.27	41.7%
Total 4000-00 · AIRCARRIER	234,827.46	623,700.00	-388,872.54	37.7%
4020-00 · TERMINAL AUTO PARKING REVENUE				
4020-01 · Automobile Parking - Terminal	90,428.07	250,000.00	-159,571.93	36.2%
Total 4020-00 · TERMINAL AUTO PARKING REVENUE	90,428.07	250,000.00	-159,571.93	36.2%
4030-00 · AUTO RENTAL REVENUE				
4030-01 · Automobile Rental - Commission	220,052.78	500,000.00	-279,947.22	44.0%
4030-02 · Automobile Rental - Counter	11,144.10	27,000.00	-15,855.90	41.3%
4030-03 · Automobile Rental - Auto Prkng	35,005.80	64,500.00	-29,494.20	54.3%
4030-04 · Automobile Rental - Utilities	3,528.33	2,500.00	1,028.33	141.1%
Total 4030-00 · AUTO RENTAL REVENUE	269,731.01	594,000.00	-324,268.99	45.4%
4040-00 · TERMINAL CONCESSION REVENUE				
4040-02 · Terminal Shops - Lease Space	12.00			
4040-03 · Terminal Shops - Utility Fees	207.24			
4040-10 · Advertising - Commission	24,707.50	47,000.00	-22,292.50	52.6%
4040-11 · Vending Machines - Commission	7,517.26	17,000.00	-9,482.74	44.2%
4040-12 · Terminal ATM	101.50	300.00	-198.50	33.8%
Total 4040-00 · TERMINAL CONCESSION REVENUE	32,545.50	64,300.00	-31,754.50	50.6%
4050-00 · FBO REVENUE				
4050-01 · FBO - Lease Space	102,613.62	240,000.00	-137,386.38	42.8%
4050-02 · FBO - Tiedown Fees	91,546.40	500,000.00	-408,453.60	18.3%
4050-03 · FBO - Landing Fees - Trans.	113,340.74	330,000.00	-216,659.26	34.3%
4050-04 · FBO - Commission	9,694.94	18,000.00	-8,305.06	53.9%
Total 4050-00 · FBO REVENUE	317,195.70	1,088,000.00	-770,804.30	29.2%
4060-00 · FUEL FLOWAGE REVENUE				
4060-01 · Fuel Flowage - FBO	108,710.85	300,000.00	-191,289.15	36.2%
Total 4060-00 · FUEL FLOWAGE REVENUE	108,710.85	300,000.00	-191,289.15	36.2%

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

	Oct '16 - Feb 17	Budget	\$ Over Budget	% of Budget
4070-00 · TRANSIENT LANDING FEES REVENUE				
4070-02 · Landing Fees - Non-Comm./Gov't	218.82	500.00	-281.18	43.8%
Total 4070-00 · TRANSIENT LANDING FEES REVENUE	218.82	500.00	-281.18	43.8%
4080-00 · HANGARS REVENUE				
4080-01 · Land Lease - Hangar	212,758.60	450,000.00	-237,241.40	47.3%
4080-02 · Land Lease - Hangar/Trans. Fee	2,121.25	5,500.00	-3,378.75	38.6%
4080-03 · Land Lease - Hangar/Utilities	885.15	1,600.00	-714.85	55.3%
Total 4080-00 · HANGARS REVENUE	215,765.00	457,100.00	-241,335.00	47.2%
4090-00 · TIEDOWN PERMIT FEES REVENUE				
4090-01 · Tiedown Permit Fees (FMA)	9,835.21	12,000.00	-2,164.79	82.0%
Total 4090-00 · TIEDOWN PERMIT FEES REVENUE	9,835.21	12,000.00	-2,164.79	82.0%
4100-00 · POSTAL CARRIERS REVENUE				
4100-01 · Postal Carriers - Landing Fees	3,810.53	13,000.00	-9,189.47	29.3%
4100-02 · Postal Carriers - Tiedown	2,970.00			
Total 4100-00 · POSTAL CARRIERS REVENUE	6,780.53	13,000.00	-6,219.47	52.2%
4110-00 · MISCELLANEOUS REVENUE				
4110-01 · Misc. Revenue	13,142.52			
4110-05 · Misc. Incident/Accident	-417.53			
4110-06 · Misc. - Security-Prox. Cards	25,110.00	32,000.00	-6,890.00	78.5%
4110-09 · Miscellaneous Expense Reimburse	0.00			
Total 4110-00 · MISCELLANEOUS REVENUE	37,834.99	32,000.00	5,834.99	118.2%
4120-00 · GROUND TRANSP. PERMIT REVENUE				
4120-01 · Ground Transportation Permit	13,150.00	17,000.00	-3,850.00	77.4%
4120-02 · GTSP - Trip Fee	1,500.00			
Total 4120-00 · GROUND TRANSP. PERMIT REVENUE	14,650.00	17,000.00	-2,350.00	86.2%
4400-00 · TSA				
4400-02 · Terminal Lease	16,818.75	40,400.00	-23,581.25	41.6%
Total 4400-00 · TSA	16,818.75	40,400.00	-23,581.25	41.6%
4510-00 · DOT/Small Community Air Service				
4510-02 · Small Community Air Serv. 2016	0.00	500,000.00	-500,000.00	0.0%
Total 4510-00 · DOT/Small Community Air Service	0.00	500,000.00	-500,000.00	0.0%
4520-00 · INTEREST INCOME				
4600-00 · Interest Income - General	5,782.80	1,500.00	4,282.80	385.5%
Total 4520-00 · INTEREST INCOME	5,782.80	1,500.00	4,282.80	385.5%

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

	Oct '16 - Feb 17	Budget	\$ Over Budget	% of Budget
4742-00 · AIP 42 · Project TBD	97,147.59	187,500.00	-90,352.41	51.8%
4742-01 · AIP '42 Project TBD				
Total 4742-00 · AIP 42 · Project TBD	97,147.59	187,500.00	-90,352.41	51.8%
4743-00 · AIP 43 · Project TBD	0.00	1,992,200.00	-1,992,200.00	0.0%
4743-01 · AIP 43 Project TBD				
Total 4743-00 · AIP 43 · Project TBD	0.00	1,992,200.00	-1,992,200.00	0.0%
Total Income	1,458,272.28	6,173,200.00	-4,714,927.72	23.6%
Gross Profit	1,458,272.28	6,173,200.00	-4,714,927.72	23.6%
Expense				
EXPENDITURES				
"A" EXPENSES				
5000-01 · Salaries - Airport Manager	56,249.99	156,900.00	-100,650.01	35.9%
5000-02 · Salaries - Assist. Airt. Manag	0.00	85,000.00	-85,000.00	0.0%
5010-00 · Salaries - Contracts/Finance Adm	41,216.96	95,906.57	-54,689.61	43.0%
5010-01 · Salaries - Office Assist.	81,650.76	189,004.00	-107,453.24	43.1%
5020-00 · Salaries - ARFF/OPS Manager	38,438.09	95,906.57	-57,468.48	40.1%
5030-00 · Salaries - ARFF/OPS Specialist	135,833.15	340,772.84	-204,939.69	39.9%
5040-00 · Salaries-ASC/Sp.Prjct./Ex. Assl	30,667.12	75,000.00	-44,332.88	40.9%
5050-00 · Salaries-Seasonal-Snow Removal	19,849.50	38,000.00	-18,150.50	52.2%
5050-01 · Salaries - Seasonal - Arpt Host	3,570.00			
5050-02 · Salaries - Merit Increase	0.00	39,493.45	-39,493.45	0.0%
5060-01 · Overtime - General	0.00	2,000.00	-2,000.00	0.0%
5060-02 · Overtime - Snow Removal	44,702.74	20,000.00	24,702.74	223.5%
5060-04 · OT - Security	0.00	5,000.00	-5,000.00	0.0%
5100-00 · Retirement	53,919.48	130,000.00	-76,080.52	41.5%
5110-00 · Social Security/Medicare	33,836.56	85,000.00	-51,163.44	39.8%
5120-00 · Life Insurance	636.85	1,700.00	-1,063.15	37.5%
5130-00 · Medical Insurance	62,551.19	210,000.00	-147,448.81	29.8%
5160-00 · Workman's Compensation	15,578.00	15,000.00	578.00	103.9%
Total "A" EXPENSES	618,600.39	1,584,683.43	-966,083.04	38.0%
"B" EXPENDITURES				
"B" EXPENSES - ADMINISTRATIVE				
6000-00 · TRAVEL EXPENSE	4,200.05	12,000.00	-7,799.95	35.0%
6000-01 · Travel				
Total 6000-00 · TRAVEL EXPENSE	4,200.05	12,000.00	-7,799.95	35.0%

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

	Oct '16 - Feb 17	Budget	\$ Over Budget	% of Budget
6010-00 · SUPPLIES/EQUIPMENT EXPENSE				
6010-01 · Supplies - Office	3,946.97	13,000.00	-9,053.03	30.4%
6010-03 · Supplies - Computer	886.95			
Total 6010-00 · SUPPLIES/EQUIPMENT EXPENSE	4,833.92	13,000.00	-8,166.08	37.2%
6020-00 · INSURANCE				
6020-01 · Insurance - Liability	11,640.00	10,400.00	1,240.00	111.9%
6020-02 · Insurance - Public Officials	5,402.26	5,600.00	-197.74	96.5%
6020-03 · Insurance-Bldg./Unlic.Veh./Prop	39,509.60	40,500.00	-990.40	97.6%
6020-04 · Insurance - Licensed Vehicles	6,239.00	7,000.00	-761.00	89.1%
Total 6020-00 · INSURANCE	62,790.86	63,500.00	-709.14	98.9%
6030-00 · UTILITIES				
6030-01 · Utilities - Gas/Terminal	6,185.89	20,000.00	-13,814.11	30.9%
6030-02 · Utilities - Gas/Maintenance	5,013.14	10,000.00	-4,986.86	50.1%
6030-03 · Utilities - Elect./Runway&PAPI	3,903.73	7,000.00	-3,096.27	55.8%
6030-04 · Utilities - Elec./Office/Maint.	4,533.84	12,000.00	-7,466.16	37.8%
6030-05 · Utilities - Electric/Terminal	18,749.35	40,000.00	-21,250.65	46.9%
6030-06 · Utilities - Telephone	6,281.63	12,000.00	-5,718.37	52.3%
6030-07 · Utilities - Water	381.76	1,500.00	-1,118.24	25.5%
6030-08 · Utilities - Garbage Removal	4,442.50	10,000.00	-5,557.50	44.4%
6030-09 · Utilities - Sewer	1,354.75	4,000.00	-2,645.25	33.9%
6030-11 · Utilities - Electric/Tower	2,689.62	6,000.00	-3,310.38	44.8%
6030-12 · Utilities - Elec./Brdfrd.Hghl	228.14	700.00	-471.86	32.6%
6030-15 · Utilities - Elec/AWOS	1,430.62	3,000.00	-1,569.38	47.7%
6030-16 · Utilities - Elec. Wind Cone	54.60	150.00	-95.40	36.4%
6030-17 · Utilities - Elec. - Hangar	507.26	200.00	307.26	253.6%
Total 6030-00 · UTILITIES	55,756.83	126,550.00	-70,793.17	44.1%
6040-00 · SERVICE PROVIDER				
6040-01 · Service Provider - Weat/Flight	2,172.00	2,200.00	-28.00	98.7%
6040-02 · Service Provider - Term. Music	195.00	900.00	-705.00	21.7%
6040-03 · Service Provider - Internet AOB	3,765.00	10,000.00	-6,235.00	37.7%
6040-05 · Service Provider - Internet Ter	750.00	1,800.00	-1,050.00	41.7%
6040-06 · Service Provider - SSI Movement	9,850.00	9,850.00	0.00	100.0%
6040-07 · Serv. Provider - Security CMS	17,750.00	100,000.00	-82,250.00	17.8%
6040-08 · Service Provider - Part 139 Arp	3,000.00	3,000.00	0.00	100.0%
6040-09 · Service Provider - Elec. Filing	5,750.00	13,800.00	-8,050.00	41.7%
6040-10 · Service Provider - Term. Flight	1,050.00	6,200.00	-5,150.00	16.9%
6040-11 · Service Provider - Term. Satel	466.95	6,000.00	-5,533.05	7.8%
6040-12 · Service Provider - Certif. Mana	0.00	1,000.00	-1,000.00	0.0%
Total 6040-00 · SERVICE PROVIDER	44,748.95	154,750.00	-110,001.05	28.9%

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

	Oct '16 - Feb 17	Budget	\$ Over Budget	% of Budget
6050-00 · PROFESSIONAL SERVICES				
6050-01 · Professional Services - Legal	14,710.30	70,000.00	-55,289.70	21.0%
6050-02 · Professional Services - Audit	30,838.88	45,000.00	-14,161.12	68.5%
6050-03 · Professional Services - Engineer	125.00	8,000.00	-7,875.00	1.6%
6050-04 · Professional Services - ARFF	0.00	4,000.00	-4,000.00	0.0%
6050-05 · Professional Services - Gen.	3,800.00	10,000.00	-6,200.00	38.0%
6050-08 · Professional Services - Securit	540.00	4,000.00	-3,460.00	13.5%
6050-10 · Prof. Svcs.-IT/Comp. Support	6,167.50	25,000.00	-18,832.50	24.7%
6050-12 · Prof. Serv.- Planning Air Serv.	185.00	15,000.00	-14,815.00	1.2%
6050-13 · Prof. Serv.-Website Des.& Maint	4,289.05	2,000.00	2,289.05	214.5%
6050-15 · Prof. Serv.-Pub.Outreach/Comm.	368.00	20,000.00	-19,632.00	1.8%
6050-16 · Professional Services - SCASDP	995.00			
Total 6050-00 · PROFESSIONAL SERVICES	62,018.73	203,000.00	-140,981.27	30.6%
6060-00 · MAINTENANCE-OFFICE EQUIPMENT				
6060-01 · Maint.-Office Equip./Gen.	15.50	4,000.00	-3,984.50	0.4%
6060-04 · Maintenance - Copier	756.21			
6060-05 · Maintenance - Phone	1,215.00			
Total 6060-00 · MAINTENANCE-OFFICE EQUIPMENT	1,986.71	4,000.00	-2,013.29	49.7%
6070-00 · RENT/LEASE OFFICE EQUIPMENT				
6070-01 · RENT/LEASE OFFICE EQUIPMENT	312.00	1,400.00	-1,088.00	22.3%
6070-02 · Rent/Lease - Postage Meter	312.00	1,400.00	-1,088.00	22.3%
Total 6070-00 · RENT/LEASE OFFICE EQUIPMENT	624.00	2,800.00	-2,164.00	44.9%
6080-00 · DUES/MEMBERSHIPS/PUBLICATIONS E				
6080-01 · Dues/Memberships/Publications	6,737.67	15,000.00	-8,262.33	44.9%
6080-04 · Airport Marketing	10,327.77	20,000.00	-9,672.23	51.6%
6080-06 · Marketing - SCASDP	4,176.13	25,000.00	-20,823.87	16.7%
Total 6080-00 · DUES/MEMBERSHIPS/PUBLICATIONS E	21,241.57	60,000.00	-38,758.43	35.4%
6090-00 · POSTAGE				
6090-01 · Postage/Courier Service	831.07	2,000.00	-1,168.93	41.6%
Total 6090-00 · POSTAGE	831.07	2,000.00	-1,168.93	41.6%
6100-00 · EDUCATION/TRAINING				
6100-01 · Education/Training - Admin.	2,763.00	15,000.00	-12,237.00	18.4%
6100-02 · Education/Training - OPS	1,121.00	3,500.00	-2,379.00	32.0%
6100-03 · Education/Training - ARFF	6,156.75	17,000.00	-10,843.25	36.2%
6100-04 · Education/Training - Tri-Ann	0.00	3,000.00	-3,000.00	0.0%
6100-05 · Education - Neighborl Flight	0.00	10,000.00	-10,000.00	0.0%
6100-06 · Education - Security	0.00	10,000.00	-10,000.00	0.0%
6100-07 · Education - Public Outreach	2,183.58			
Total 6100-00 · EDUCATION/TRAINING	12,224.33	58,500.00	-46,275.67	20.9%

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Accrual Basis

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

	Oct '16 - Feb 17	Budget	\$ Over Budget	% of Budget
6110-00 · CONTRACTS				
6110-01 · Contracts - General	125.00			
6110-02 · Contracts - FMAA	17,500.00	42,000.00	-24,500.00	41.7%
6110-03 · Contracts - SVA/Fee Collection	24,500.00	58,900.00	-34,400.00	41.6%
6110-04 · Contracts - COH LEO	1,360.00	5,000.00	-3,640.00	27.2%
6110-05 · Contracts - Janitorial	21,500.00	50,000.00	-28,500.00	43.0%
6110-07 · Contracts - Snow Removal	17,799.00	25,000.00	-7,201.00	71.2%
6110-08 · Contracts - Eccles Tree Lights	17,500.00	30,000.00	-12,500.00	58.3%
Total 6110-00 · CONTRACTS	100,284.00	210,900.00	-110,616.00	47.6%
6120-00 · PERMITS				
6120-01 · Permits - General	0.00	100.00	-100.00	0.0%
6120-02 · Permits - COH Impact Fee	0.00	10,000.00	-10,000.00	0.0%
Total 6120-00 · PERMITS	0.00	10,100.00	-10,100.00	0.0%
6130-00 · MISCELLANEOUS EXPENSES				
6130-01 · Misc. - General	7,387.38	9,000.00	-1,612.62	82.1%
6140-00 · Bank Fees	144.00	3,000.00	-2,856.00	4.8%
Total 6130-00 · MISCELLANEOUS EXPENSES	7,531.38	12,000.00	-4,468.62	62.8%
Total "B" EXPENSES - ADMINISTRATIVE	378,760.40	931,700.00	-552,939.60	40.7%
"B" EXPENSES - OPERATIONAL				
6500-00 · SUPPLIES/EQUIPMENT-ARFF/OPERATI				
6500-01 · Supplies/Equipment - General	1,694.60	45,000.00	-43,305.40	3.8%
6500-02 · Supplies/Equipment - Tools	500.27			
6500-03 · Supplies/Equipment - Clothing	104.41			
6500-04 · Supplies/Equipment - Janitorial	6,533.25	40,000.00	20,870.00	152.2%
6500-05 · Supplies/Equipment - Delce	60,870.00	10,000.00	890.62	108.9%
6500-06 · Supplies/Equipment - ARFF	10,890.62			
Total 6500-00 · SUPPLIES/EQUIPMENT-ARFF/OPERATI	80,593.15	95,000.00	-14,406.85	84.8%
6510-00 · FUEL/LUBRICANTS				
6510-01 · General	321.84	40,000.00	-39,678.16	0.8%
6510-02 · Fuel	35,374.19			
6510-03 · Lubricants	1,124.80			
Total 6510-00 · FUEL/LUBRICANTS	36,820.83	40,000.00	-3,179.17	92.1%

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

	Oct '16 - Feb 17	Budget	\$ Over Budget	% of Budget
6520-00 · VEHICLES/MAINTENANCE				
6520-01 · R/M Equipment - General	275.99			
6520-06 · R/M Equip. - '85 Ford Dump	23.00	35,000.00	-34,724.01	0.8%
6520-08 · R/M Equip. - '96 Tiger Tractor	1,724.54			
6520-09 · R/M Equip. - '96 Oshkosh Swp.	2,451.93			
6520-17 · R/M Equip. '01 Case 921 Ldr.	1,299.10			
6520-18 · R/M Equip. - '97 Chevy Blazer	23.00			
6520-19 · R/M Equip. '02 Ford F-150 PU	177.88			
6520-20 · R/M Equip. - '02 Kodiak Blower	1,456.20			
6520-25 · R/M Equip. - '04 Batts De-Ice	2,371.54			
6520-28 · R/M Equip.-Case 621 Loader	480.00			
6520-29 · R/M Equip.- 2010 Wausau Plow	17,920.52			
6520-30 · R/M Equip.'05 Ford F-350	7,361.89			
6520-31 · R/M Equip. - Oshkosh Blower	3,932.19			
6520-34 · R/M Equip. - '12 Case 921F Load	257.84			
6520-35 · R/M Equip. - '14 Ford Explorer	263.00			
6520-37 · R/M Equip. - '15 Tool Cat	578.90			
6520-38 · R/M Equip. - '15 Wausau Broom	975.08			
6520-00 · VEHICLES/MAINTENANCE - Other	0.00			
Total 6520-00 · VEHICLES/MAINTENANCE	41,572.60	35,000.00	6,572.60	118.8%
6530-00 · ARFF MAINTENANCE				
6530-01 · ARFF Maint. General	0.00	7,000.00	-7,000.00	0.0%
6530-03 · ARFF Maint. - '87 Oshkosh	119.09			
6530-04 · ARFF Maint. - Radios	540.20			
6530-05 · ARFF Maint. - '03 E-One	409.99			
Total 6530-00 · ARFF MAINTENANCE	1,069.28	7,000.00	-5,930.72	15.3%
6540-00 · REPAIRS/MAINTENANCE - BUILDING				
6540-01 · R/M Bldg. - General	214.00	40,000.00	-39,786.00	0.5%
6540-02 · R/M Bldg. - Terminal	16,545.00			
6540-03 · R/M Bldg. - Shop	526.00			
6540-04 · R/M Bldg. - Cold Storage	225.00			
6540-05 · R/M Bldg. - AOB	3,108.18			
6540-07 · R/M Bldg. - Tower	1,701.64			
6540-09 · R/M Bldg. - Landscaping	1,152.50			
Total 6540-00 · REPAIRS/MAINTENANCE - BUILDING	23,472.32	40,000.00	-16,527.68	58.7%

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

	Oct '16 - Feb 17	Budget	\$ Over Budget	% of Budget
6550-00 · REPAIRS/MAINTENANCE - AIRSIDE				
6550-01 · R/M - General	485.86	28,000.00	-27,514.14	1.7%
6550-02 · R/M - Airfield	5,158.51			
6550-03 · R/M - Runway	112.98			
6550-04 · R/M - Lights	8,101.72			
6550-05 · R/M - Grounds	1,017.74			
Total 6550-00 · REPAIRS/MAINTENANCE - AIRSIDE	14,876.81	28,000.00	-13,123.19	53.1%
6560-00 · SECURITY EXPENSE				
6560-01 · Security	11,468.96	50,000.00	-38,531.04	22.9%
Total 6560-00 · SECURITY EXPENSE	11,468.96	50,000.00	-38,531.04	22.9%
6570-00 · REPAIRS/MAINT.-AERONAUTICAL EQU				
6570-01 · R/M Aeronautical Equip - NDB/DME	4,568.40	25,000.00	-20,431.60	18.3%
6570-02 · R/M Aeronautical Equip. - Tower	2,699.20			
6570-04 · R/M Aeron. Equip. - AWOS/ATIS	4,628.40			
Total 6570-00 · REPAIRS/MAINT.-AERONAUTICAL EQU	11,896.00	25,000.00	-13,104.00	47.6%
Total "B" EXPENSES - OPERATIONAL	221,769.95	320,000.00	-98,230.05	69.3%
Total "B" EXPENDITURES	600,530.35	1,251,700.00	-651,169.65	48.0%
"C" EXPENSES				
7000-00 · MISC. CAPITAL EXPENDITURES				
7000-01 · Contingency	9,440.00	20,000.00	-10,560.00	47.2%
7000-05 · Computer Equipment/Software	0.00	3,000.00	-3,000.00	0.0%
7000-12 · Vehicle Equipment	47,558.32			
7000-21 · Truck Spreader	6,340.00			
7000-22 · Airline Ticketing Office Improv	1,022.50			
7000-23 · SRE (Tool Cat)	0.00	9,500.00	-9,500.00	0.0%
7000-24 · ARFF Equipment	0.00	12,500.00	-12,500.00	0.0%
7000-26 · Acquisition - Licensed Vehicles	38,448.37	60,000.00	-21,551.63	64.1%
7000-47 · AOB Improvements	0.00	20,000.00	-20,000.00	0.0%
7000-50 · Welding Equipment	2,459.00			
7000-52 · Tools Equipment	0.00	5,300.00	-5,300.00	0.0%
7000-53 · Term. Concession	0.00	45,000.00	-45,000.00	0.0%
Total 7000-00 · MISC. CAPITAL EXPENDITURES	105,268.19	175,300.00	-70,031.81	60.1%
7110-00 · Small Comm. Air Service				
7110-02 · Small Comm. Air Serv. 2016	249.00	534,000.00	-533,751.00	0.0%
Total 7110-00 · Small Comm. Air Service	249.00	534,000.00	-533,751.00	0.0%

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October 2016 through February 2017

	Oct '16 - Feb 17	Budget	\$ Over Budget	% of Budget
7541-00 · AIP 41 SA Ph. III -RunwayTerm.				
7541-02 · AIP '41 - Non-Eligible	133,303.65			
7541-07 · AIP '41 RETAINER	9,375.00			
7541-08 · AIP '41 RETAINER PFC	624.99			
Total 7541-00 · AIP 41 SA Ph. III -RunwayTerm.	143,303.64			
7542-00 · AIP '42 EXPENSE - Air Carr. Apr		200,000.00	-61,969.91	69.0%
7542-01 · AIP '42 - Eligible	138,030.09			
7542-02 · AIP '42 Non-Eligible	9,202.01			
Total 7542-00 · AIP '42 EXPENSE - Air Carr. Apr	147,232.10	200,000.00	-52,767.90	73.6%
7543-00 · AIP '43 EXPENSE - Project TBD		2,125,000.00	-2,125,000.00	0.0%
7543-01 · AIP '43 - Eligible	0.00			
Total 7543-00 · AIP '43 EXPENSE - Project TBD	0.00	2,125,000.00	-2,125,000.00	0.0%
9001-00 · PFC 14-09-C-00-SUN		150,000.00	-110,037.36	26.6%
9001-02 · PFC '14 Acquire SRE	416.25			
9001-03 · PFC '14 Master Plan	39,962.64			
9001-18 · PFC '14 Runway Rehabilitation	4,137.18			
Total 9001-00 · PFC 14-09-C-00-SUN	44,516.07	150,000.00	-105,483.93	29.7%
Total "C" EXPENSES	440,569.00	3,184,300.00	-2,743,731.00	13.8%
Total EXPENDITURES	1,659,699.74	6,020,683.43	-4,360,983.69	27.8%
Total Expense	1,659,699.74	6,020,683.43	-4,360,983.69	27.6%
Net Ordinary Income	-201,427.46	152,516.57	-353,944.03	-132.1%
Net Income	-201,427.46	152,516.57	-353,944.03	-132.1%

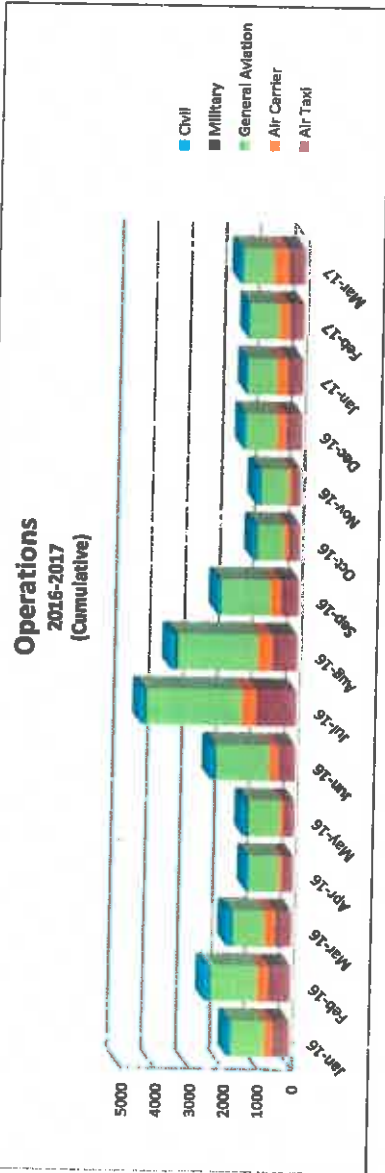
Friedman Memorial Airport
March 2017

ATCT Traffic Operations Record

Month	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
January	3,622	3,893	3,912	2,600	3,028	2,787	4,547	2,520	2,070	2,379	2,408	2,098	2,454	2,128	2,249	1,842	1,665
February	4,027	4,498	3,073	3,122	3,789	3,597	3,548	2,857	2,244	2,647	2,117	2,205	2,612	1,417	2,268	2,533	1,629
March	4,952	5,126	3,086	4,097	3,618	2,918	4,677	3,097	2,145	2,709	1,813	1,921	2,753	1,924	2,023	1,917	1,895
April	2,494	3,649	2,213	2,840	2,462	2,047	2,581	2,113	1,724	1,735	1,604	1,513	1,509	1,210	1,337	1,380	0
May	3,905	4,184	2,654	3,282	2,729	2,134	1,579	2,293	2,280	1,891	1,533	1,693	1,852	555	668	1,501	0
June	4,787	5,039	4,737	4,438	3,674	3,656	5,181	3,334	2,503	3,019	2,898	2,761	3,203	2,164	2,387	2,475	0
July	6,359	8,796	6,117	5,910	5,424	5,931	7,398	4,704	4,551	5,005	5,004	4,810	5,345	4,345	4,159	4,562	0
August	6,478	6,917	5,513	5,707	5,722	6,087	8,196	4,570	4,488	4,705	4,326	3,823	4,644	3,114	2,932	3,719	0
September	3,871	4,636	4,162	4,124	4,609	3,760	4,311	2,696	3,376	3,128	3,359	2,396	2,403	2,237	2,292	2,379	0
October	3,879	3,656	3,426	2,936	3,570	3,339	3,103	2,134	2,145	2,012	1,886	1,658	1,874	1,760	1,789	1,377	0
November	3,082	2,698	2,599	2,749	2,260	2,912	2,892	1,670	1,901	1,309	1,114	1,325	1,475	908	1,229	1,314	0
December	3,401	2,805	3,247	3,227	2,722	3,834	2,699	1,848	2,272	1,811	2,493	2,066	2,016	1,545	1,482	1,717	0
Totals	50,858	55,897	44,739	45,032	43,607	43,002	50,712	33,836	31,699	32,350	30,555	28,269	32,140	23,307	24,815	26,716	5,169

ATCT Operations Change (2017 vs. 2016)

	2017	2016	% Change
Air Taxi	408	469	-13%
Air Carrier	415	308	35%
General Aviation	1925	1812	6%
Military	2	9	-78%
Civil	64	168	-62%
Total	1895	1617	+18%



Friedman Memorial Airport
March 2017

2017 Enplanements

Date	Alaska Airlines				Delta Airlines				United Airlines				Prior Year Total Enp.	Total % Change	
	Revenue	Non-Revenue	Total	Prior Year Month	Revenue	Non-Revenue	Total	Prior Year Month	Revenue	Non-Revenue	Total	Prior Year Month			Total Enp.
Jan-17	3,481	75	3,536	3,232	2,637	48	2,685	2,326	1,492	27	1,519	1,197	7,740	6,755	14.6%
Feb-17	3,272	68	3,340	3,407	2,470	86	2,556	3,262	1,626	19	1,645	1,850	7,541	8,519	-11.5%
Mar-17	3,758	109	3,867	3,048	4,820	124	4,944	4,023	2,074	46	2,120	1,922	10,931	8,993	21.8%
Totals	10,491	252	10,743	9,687	9,927	256	10,185	9,611	5,192	92	5,284	4,969	26,212	24,267	8.0%

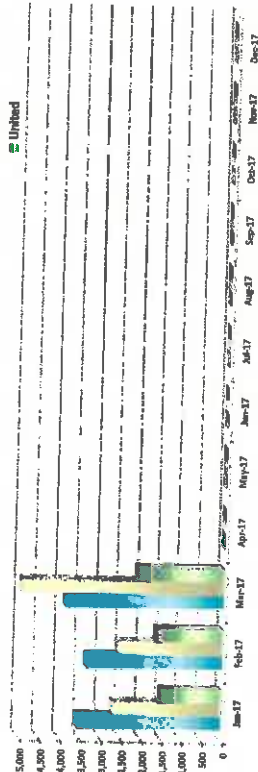
Legend for Chart:

2017 Depacements

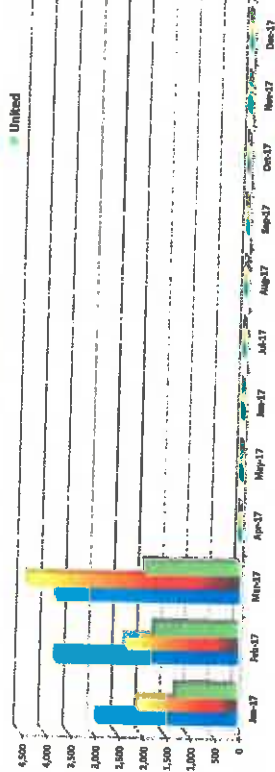
Date	Alaska Airlines				Delta Airlines				United Airlines				Prior Year Total Dep.	Total % Change	
	Revenue	Non-Revenue	Total	Prior Year Month	Revenue	Non-Revenue	Total	Prior Year Month	Revenue	Non-Revenue	Total	Prior Year Month			Total Dep.
Jan-17	2,822	80	2,902	2,589	2,004	49	2,053	1,888	1,238	38	1,276	790	6,231	5,267	18.3%
Feb-17	3,702	69	3,771	3,341	2,293	51	2,344	3,146	1,729	30	1,759	1,787	7,874	8,274	-4.8%
Mar-17	3,700	100	3,800	3,033	4,268	118	4,386	4,005	1,951	31	1,982	1,858	10,168	8,896	14.3%
Totals	10,224	249	10,473	9,963	8,565	218	8,783	9,039	4,918	99	5,017	4,435	24,273	22,437	8.2%

Legend for Chart:

Enplanement Figures
2017 Year-To-Date



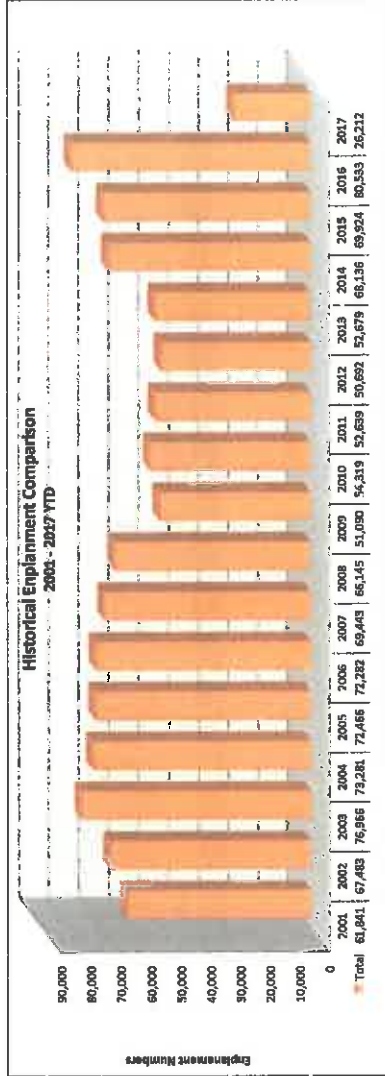
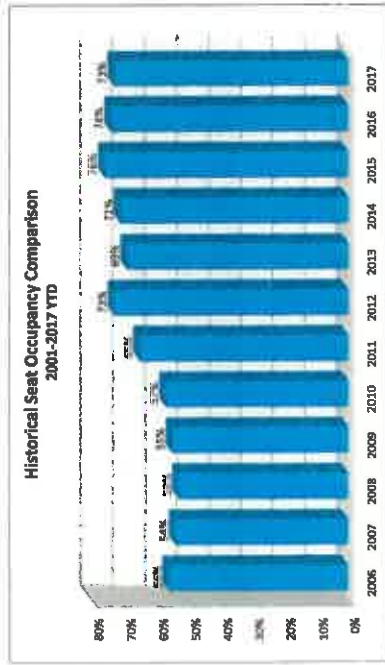
Depacement Figures
2017 Year-To-Date



Friedman Memorial Airport
March 2017

2017 Seat Occupancy																		
Date	Allegiant Airlines			Delta Airlines			United Airlines			Seat Occupancy Totals			Seat Occupancy Totals Prior Year Comparison					
	Departure Flights	Seats Available*	Seats Occupied	Percent Occupied	Departure Flights	Seats Available	Seats Occupied	Percent Occupied	Departure Flights	Seats Available	Seats Occupied	Percent Occupied	Total Seats Available	Total Seats Occupied	Total Percent Occupied	Prior Year % Change Total Seats Available	Prior Year % Change Total Seats Occupied	Prior Year % Change Total % Occupied
Jan-17	63	4,788	3,536	74%	51	3,519	2,685	76%	34	2,244	1,519	68%	10,551	7,740	73%	10%	15%	3%
Feb-17	60	4,560	3,340	73%	53	3,657	2,556	70%	35	2,310	1,645	71%	10,527	7,541	72%	-3%	-11%	-8%
Mar-17	68	5,188	3,867	75%	99	6,831	4,944	72%	43	2,838	2,120	75%	14,837	10,931	74%	25%	22%	-3%
Totals	191	14,516	10,743	74%	203	14,007	10,185	73%	112	7,392	5,284	71%	35,915	26,212	73%	75%	72%	-2%

Note: Total of 68 Seats Available on aircraft for summer months
Total of 76 Seats Available on aircraft for winter months
*Seats are capped at 68 during some periods in the summer due to weight and balance requirements and other times of the year seats may be capped due to environmental conditions





Volunteers are needed to participate in the Friedman Memorial Airport's tri-annual live drill on June 10, 2017 from 8:00 a.m. to 12:00 p.m. Refreshments and lunch will be provided.

Participants will perform the part of an aircraft passenger and will be actively involved in a simulated airport emergency. This role will include application of moulage (injury simulating makeup) and an aircraft fire and rescue operation. If you are interested, please fill out and submit our online participation form at www.iflysun.com.

Welcome to Sun Valley

FRIEDMAN MEMORIAL AIRPORT
PLEASE READ!



ENTIRE AREA IS RESIDENTIAL AND NOISE SENSITIVE

VOLUNTARY NOISE ABATEMENT RECOMMENDATIONS

In response to local community concerns, Friedman Memorial Airport has a voluntary noise abatement program. The program is applicable to all types of aircraft. Please note that compliance with our voluntary noise abatement program is dependent on weather, Air Traffic Control instructions, aircraft performance capabilities, and pilot experience and familiarity with our airport. Safety should always take priority.

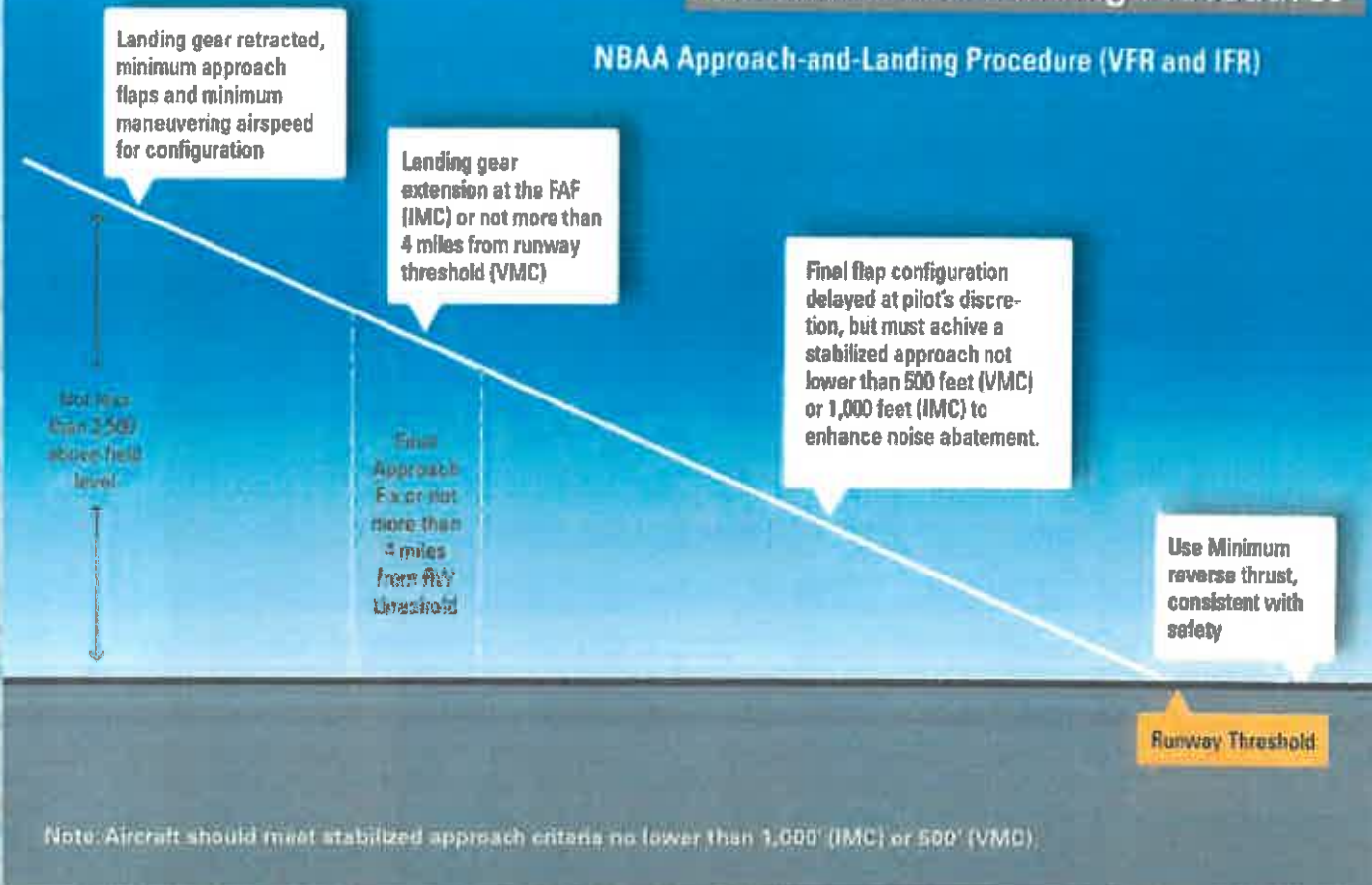
1. Avoid landing from the north or departing to the north over the City of Hailey unless weather, aircraft performance, pilot experience and familiarity, or company operations specifications dictate otherwise.
2. All aircraft are asked not to operate between the hours of 2300 and 0600 (local time).
3. Preferred hours of operation are 0700 - 2300 (local time) to coincide with hours during which the Hailey Tower and Friedman Memorial Airport crash/fire/rescue operations are staffed. There are limitations in services such as snow removal between the hours of 2300 and 0700 local.
4. Propeller-driven aircraft reduce prop RPM as soon as possible after take-off.
5. Auxiliary Power Unit (APU) usage is limited to 30 minutes.
6. Comply with the established arrival and departure corridors depicted on the overleaf.

IMPORTANT AIRPORT CONTACT INFORMATION

Noise Abatement Center	208.788.5138
Automatic Terminal Information Service (ATIS)	208.788.2108
ATIS Frequency	128.225
Airport Manager's Office	208.788.4956

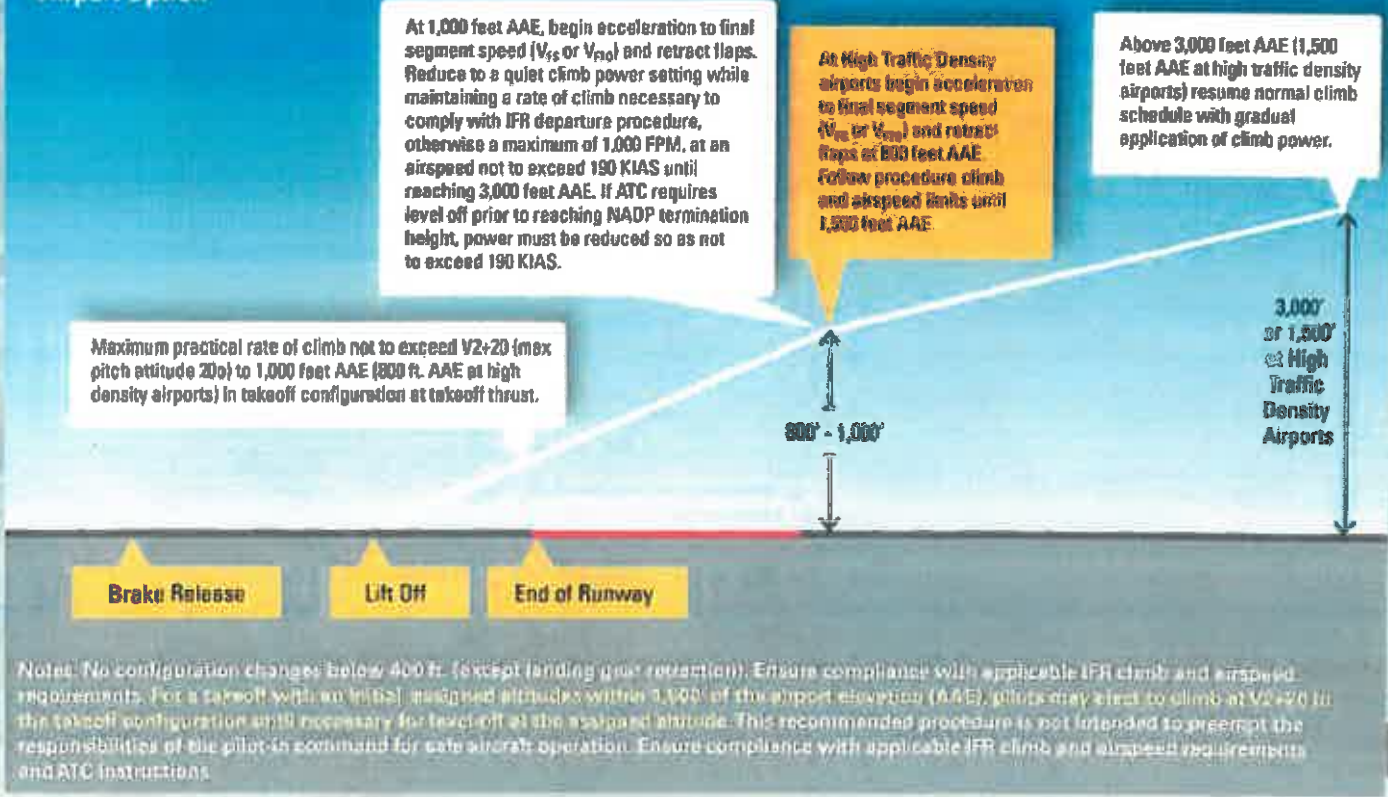
Recommended Landing Procedures

NBAA Approach-and-Landing Procedure (VFR and IFR)



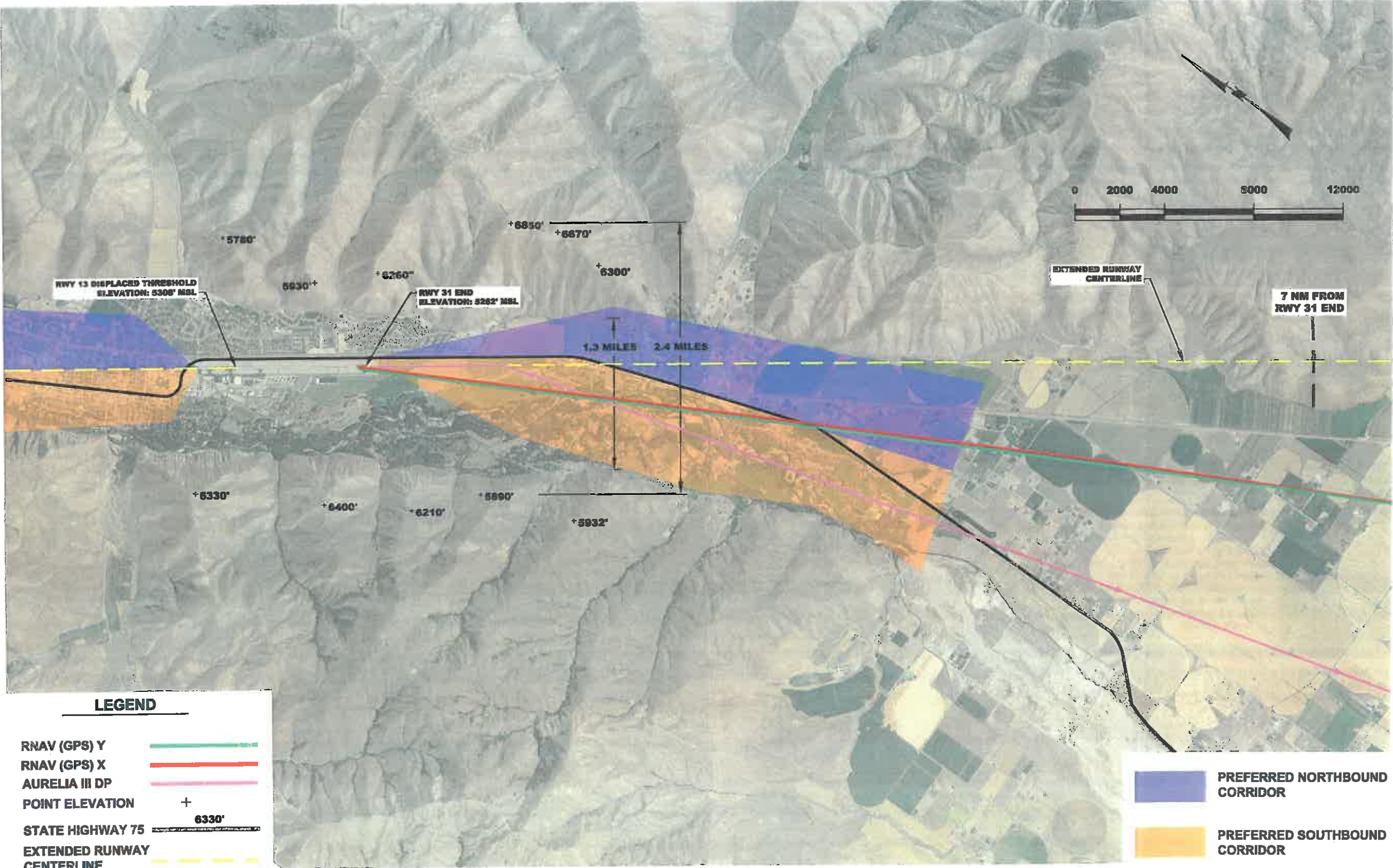
Recommended Departure Procedures

NBAA Noise Abatement Departure Procedure With High-Density Airport Option



Entire Area is Residential and Noise Sensitive

Hailey, Idaho





WORK ORDER 17-03

EXHIBIT A – Scope of Work

Friedman Memorial Airport (SUN)

Hailey, Idaho

Bidding and Construction Services

Terminal Air Carrier Apron and Parking Improvements, Runway Rehabilitation, Taxiway B-3 Drainage Improvements

This Scope of Work describes professional services to be provided in support of a project at Friedman Memorial Airport (SUN). The purpose of this project is to construct an additional aircraft parking space on the terminal aircraft parking apron at the airport. This expansion will require construction of a large retaining wall and significant modifications to the automobile parking lot at the terminal, as well. Also included in the project are the rehabilitation of Runway 13-31 and drainage improvements adjacent to Taxiway B-3.

The airport recently completed a large effort to improve the Runway Safety Area at the airport. This effort included construction of a new terminal apron, sized to accommodate three regional jet-size aircraft. This apron is functioning well, but demand is growing for a fourth air carrier aircraft to remain overnight at the airport. Limited space is available on the airport to accommodate a fourth aircraft and all options to park such an aircraft would involve tugging or taxiing the aircraft to a different location on the airport. Tugging or taxiing brings significant safety risks and also environmental impacts in additional fuel burn, noise, etc. For these reasons, the fourth aircraft will be accommodated adjacent to the terminal. Runway 13-31 is in good condition, but is in need of surface maintenance. The project includes rubber removal, crack sealing, surface seal coat and repainting. Drainage adjacent to Taxiway B-3 is not adequate, resulting in ponding on the taxiway during certain snow and rain conditions, therefore the final element of the project is construction of new drainage inlets adjacent to this taxiway.

PROJECT APPROACH:

This construction project was designed under a separate work order. Professional services provided under this work order shall include services related to bidding; construction administration and oversight; grant administration and closeout; coordination of utility relocations; and the overall coordination of all phases of the project with the Owner and the FAA. Professional Services and associated expenses (Tasks 5-8 below) will be provided on a time and materials basis.

The project will be completed under one construction contract.

AVAILABLE INFORMATION:

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

SCOPE OF PROFESSIONAL SERVICES

TASK 1 - ADMINISTRATION

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

- 1.1 Prepare a Work Order specifically addressing this project. The Work Order shall include a detailed Scope of Professional Services narrative. Review the Scope with Owner and FAA and modify as necessary, based on comments received. The Work Order shall also include a detailed cost proposal based on estimates of professional service man hours, hourly rates and lump sum costs required to accomplish the design development and construction administration of the work.
- 1.2 Provide Scope of Work and blank cost proposal spreadsheet to Owner for use in obtaining an Independent Fee Estimator for review. One teleconference is anticipated to describe and discuss the project scope.
- 1.3 Advise and coordinate with Owner and FAA through the Phase 1 tasks.
- 1.4 Project management and administration to include monthly cost accounting and budget analysis, invoicing and monitoring of project progress.

TASK 2 - BIDDING

Assist the Owner in the competitive sealed bid and contractor selection process. This Task also includes services to prepare and process contract award and construction agreement documents for the Owner. Bidding phase services shall include the following tasks:

- 2.1 Administer the public bid advertisement process including bid document reproduction and distribution of documents to plan rooms, contractors and suppliers. Prepare notice inviting bids and distribute to pre-qualified contractors. Maintain a "bidders list" and distribute plans as requested. Assist Owner in promoting subcontractor bidder interest in an appropriate geographic area for project work tasks.
- 2.2 Prepare a detailed Pre-Bid Conference agenda and conduct a Pre-Bid Conference to familiarize bidders and interested parties with the construction project scope and requirements. Prepare and issue minutes of the conference after the meeting. The meeting will be held at the Airport. It is assumed a Project Principal and Project Manager will attend the Pre-Bid Conference.
- 2.3 Respond to questions that arise during the Contractors' bid preparation process. Issue addenda or other clarifications as required.
- 2.4 Assist the Owner in preparation for the project Bid Opening as required, including preparation of a Project Bid Summary form. It is anticipated that the Consultant (Project Manager) will attend and conduct the Bid Opening in Hailey. After opening bids, Consultant will take copies back to the Boise office, to evaluate the qualifications of bidders and responsiveness to bidding criteria, including compliance with Buy American requirements.

- 2.5 Prepare a detailed Bid Tabulation documenting bid results and submit to Owner and FAA.
- 2.6 Assist the Owner with review and analysis of bids received, in accordance with FAA requirements. Provide Engineer's recommendation of award letter to Owner and present to the Friedman Memorial Airport Authority board at a regular meeting.
- 2.7 Prepare and distribute Notice of Award, Construction Agreement and other contract documents. Review Construction Agreement, bonds and insurance documents submitted by Contractor, and assist Owner and Contractor in processing documents for the project.
- 2.8 Coordinate with FAA and Owner throughout the bid and award process. Submit bid documentation including copies of all executed contract documents as required by the FAA.
- 2.9 Travel time required for Task 2.

TASK 3 - CONSTRUCTION

During construction, the Consultant shall administer all aspects of the construction contract over which the Consultant can be expected to have realistic control in order to assist the Owner in monitoring and documenting the construction process for design compliance, quality assurance, and cost control. Time for construction services assumes completion of the project in four phases with multiple sub-phases. Full time construction observation will be provided during all phases. The total number of working days for this project is anticipated to be 90 days. Any construction time overruns beyond the assumptions stated here may require additional Consultant time and associated fees. These additional fees will be negotiated by addendum to this Work Order. Construction services shall more specifically include the following work tasks:

- 3.1 Coordinate with the Contractor and others prior to construction. Prepare a detailed Pre-Construction Conference agenda and displays; conduct a Pre-Construction Conference on behalf of the Owner in Hailey; and prepare and issue minutes of the Pre-Construction Conference; advise the FAA of Pre-Construction Conference dates and include FAA items in conference agenda. Complete FAA Pre-Construction conference checklist. It is anticipated the Principal, Project Manager and Resident Project Representative will attend the pre-construction conference.
- 3.2 Prepare a construction management plan for the project, in accordance with FAA guidance.
- 3.3 Review, comment, and process Contractors' material submittals (including review of compliance with Buy American requirements), particularly Work Schedule, Operational Safety Plan, Quality Control Plan, mix designs for all materials and material and equipment materials. Assist Contractor as required, clarifying specification and documenting submittal requirements. Coordinate construction activity schedule with Owner.
- 3.4 Provide one experienced Resident Project Representative at all times during construction of project elements to monitor and document construction activities, conformance with schedules, plans and specifications; review and document construction quantities; document significant conversations, situations, events or changed conditions; document input or visits from local authorities and officials; prepare and submit routine inspection reports (FAA Form 5370-1); and

- maintain a project diary. During paving operations, an additional experienced staff member will also be onsite.
- 3.5 With the assistance of a qualified structural subconsultant, complete special inspections during construction of the retaining wall on the project. Special inspections include evaluation of reinforcing steel, formwork and other structural elements before concrete is poured.
 - 3.6 With the assistance of a qualified electrical subconsultant, complete inspections of electrical improvements on the project. These are anticipated to include three visits to the site to inspect electrical work, plus review of electrical submittals and other general coordination.
 - 3.7 Organize and conduct one construction meeting per week with Owner, Contractor and others as appropriate. Contractor's schedule review and work progress will be discussed at all meetings. The Resident Project Representative will hold these meetings on or near the construction site at the airport. Project Manager will also attend all meetings. Anticipate 18 total meetings during the duration of the project.
 - 3.8 Provide office administration support and assistance to the Resident Project Representatives with senior design, management or other personnel as field activities may require.
 - 3.9 Review and approve monthly Contractor Pay Requests. Submit approved pay requests to the Owner for approval and payment.
 - 3.10 Monitor and coordinate Contractor Quality Control Program pursuant to current FAA specifications for Quality Control and Quality Assurance. This will include all required Quality Assurance testing, to be performed by a qualified testing laboratory.
 - 3.11 Conduct Substantial Completion and Final Completion Inspections with the Owner and Contractor. Advise and coordinate with FAA of inspection dates. Produce substantial and final completion inspection certificates and document "punch list" items. It is anticipated that senior design or management personnel will attend either the Substantial Completion or Final Inspection at the Airport. Prepare a letter requesting grant reimbursement up to 97.5% following substantial completion.
 - 3.12 Assist Owner with review of Contractor Wage and EEO documentation review.
 - 3.13 Prepare, negotiate and process Contract Change Orders/Supplemental Agreements, as required. Man-hour estimates and costs are to be based on normal construction events as experienced by the Consultant for projects of this type and size.
 - 3.14 Coordinate with Owner and FAA throughout the construction process. Submit required construction documentation, including weekly activity report forms, mix designs, change orders, etc. Coordinate with Owner and FAA verbally concerning change orders, as required.
 - 3.15 Travel time required for Task 3.



TASK 4 – CLOSEOUT/DOCUMENTATION

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

- 4.1 Prepare As-Constructed Revisions to Design and Construction Drawings for project improvements. Provide Owner with copies of Record Drawings, including two electronic copies (PDF) – one for Owner and one to be submitted to the FAA.
- 4.2 Prepare an As-Constructed Airport Layout Plan (ALP) to document improvements.
- 4.3 Document the Project work and accomplishments in a Final Construction Report in accordance with FAA guidelines.
- 4.4 Conduct final as-constructed survey to meet the requirements of Airport Geographic Information Systems (AGIS). This will include only the airfield areas of the project (apron expansion).
- 4.5 Coordinate with Contractors on Owner's behalf to obtain lien releases from subcontractors and Prime Contractor in preparation to making final payment. Coordinate with Contractors, Owner and the Idaho State Tax Commission to obtain a tax release prior to releasing any retainage.
- 4.6 Assist Owner with overall budget status analysis and reports, closeout documentation review, and coordination with the FAA, as requested by the Owner. Assist in preparation of required project certifications.

TASK 5 – ADDITIONAL SERVICES

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

- 5.1 Assist the Owner with Grant Administration tasks.
 - 5.1.1 Coordinate with FAA regarding status of grant applied for and received by the Airport Authority previously.
 - 5.1.2 Assist the Owner to prepare and process required certifications for submittal to the FAA.
 - 5.1.3 Provide periodic project budget updates to Owner during prosecution of the work.
- 5.2 Assist the Owner with Disadvantaged Business Enterprise (DBE) reporting. Development of DBE goals is not necessary for this project, as the airport completed three-year goals in 2013. DBE services to be provided shall include annual reporting for FY 2015 only.
- 5.3 Provide geotechnical services required for the project. These services are anticipated to be performed by a qualified subconsultant and will be limited to testing necessary for quality assurance testing during construction, specifically for P-401, P-501, P-610 and P-209. Consultant's services will include coordination with the subconsultant to ensure that appropriate testing is completed.
- 5.4 Coordinate with electrical and structural subconsultants for special inspections necessary during construction of the retaining wall and electrical improvements.

- 5.5 Assist and coordinate with independent auditors to locate appropriate documents for performing A-133 annual audit. In addition to finding appropriate project files, answer questions concerning Contractors wage rates and interview forms as required.
- 5.6 Assist the Owner with preparation of a Notice of Intent to be filed for the project Storm Water Pollution Prevention Plan (SWPPP). The Contractor will be responsible to file a separate Notice of Intent and comply with the SWPPP as shown in the plans. Consultant shall monitor the Contractor's performance of these tasks throughout construction.
- 5.7 Coordinate with public utilities regarding relocation of underground utilities in the project area. Utilities anticipated to be relocated include power, natural gas and telephone. The project also includes the relocation of an existing water valve, which will require coordination with the City of Hailey water department.
- 5.8 Prepare and submit the following FAA forms related to the work included in this project:
 - FAA Form 7460-1s for the construction project.
 - FAA Form 5010 (Airport Master Record) to reflect construction changes, including a graphic to be published in the Facilities Directory.

PROJECT SCHEDULE

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

ACTIVITY	COMPLETION
Preliminary Scope of Work Approval	May 2, 2017
Complete Independent Fee Estimate Review	May 2017
Work Order Negotiation Complete	June 2017
Grant Offer	May 2017
Start Construction	May 2017
Phase 1 Complete	Late June 2017
Phase 2 Complete	August 2017
Start Phase 3	September 2017
Phase 3 Complete	October 2017
Phase 4 Construction	Spring 2018
Closeout	June 2018

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



WORK ORDER 17-02

Friedman Memorial Airport (SUN)

Hailey, Idaho

New Parking Lot Payment Collection Booth

This Work Order shall be attached to, made a part of, and incorporated by reference into a Master Professional Services Agreement between the Friedman Memorial Airport Authority and T-O Engineers, Inc., dated October 14, 2013.

INTRODUCTION

This Work Order includes professional services to be provided in support of a project at Friedman Memorial Airport (SUN). The purpose of this project is to construct a new parking lot payment collection booth for the airport. The airport is undertaking a large project to expand the terminal aircraft parking apron, which includes major changes to the airport automobile parking lot. A new payment collection booth is necessary to facilitate this parking lot configuration and to provide a facility that meets the needs of parking staff.

The new building will be approximately 150 square feet and will include space for parking administration and payment functions, along with a single restroom. The facility will be designed to match the architecture of nearby airport buildings.

In development of the project, consideration was given to the use of a pre-fabricated structure. Research into this option revealed that this option would be quite costly, especially for a facility with a restroom that met the airport's needs. Instead, a simplified acquisition method will be employed to procure construction of the facility. Simplified acquisition under Idaho state law does not require a public bid process. Instead, quotes from at least three qualified contractors are sought and the project is awarded to the lowest bidder.

The project will be designed by a local architect, Ruscitto Latham Blanton Architectura P.A. (RLB). T-O Engineers, as the prime consultant, will only administer the contract and support RLB as necessary.

SCOPE OF PROFESSIONAL SERVICES

ADMINISTRATION

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

- 1.1 Prepare a Work Order specifically addressing this project. The Work Order shall include a detailed Scope of Professional Services narrative and detailed cost proposal.
- 1.2 Administer a Subconsultant agreement with RLB to complete the project.
- 1.3 Coordinate with Airport Staff throughout the project.

DESIGN AND PROJECT DELIVERY

Design and project delivery services will be completed by RLB, as described in the attached Proposal, dated April 11, 2017.

FEES

Fees for this Work Order will be charged on a lump sum basis, with a total fee of **\$11,450.00**. Detailed fee explanation is provided in the following table.

Task	Unit	Quantity	Rate	Total
1.1 – Work Order	Hour	1	\$200	\$200
1.2 – Subconsultant Coordination	Hour	3	\$200	\$600
1.3 – Airport Coordination	Hour	2	\$200	\$400
Design and Delivery (RLB)	Lump Sum	1	\$10,250	\$10,250
Total				\$11,450



IN WITNESS WHEREOF, Client and Consultant have made and executed this WORK ORDER 17-02 to the AGREEMENT the day and year first above written.

FOR: FRIEDMAN MEMORIAL AIRPORT AUTHORITY

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

FOR: T-O ENGINEERS, INC.

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

Work Order 17-02
Attachment: RLB Proposal

April 11, 2017

Dave Mitchell, P.E.
Vice President / Aviation Services Manager
T-O Engineers
2471 S. Titanium Place
Meridian, ID 83642

PROPOSAL FOR ARCHITECTURAL and ENGINEERING SERVICES
FRIEDMAN MEMORIAL AIRPORT
(Design, Construction Documents, Bidding, and Construction Observation)

NEW PARKING LOT PAYMENT COLLECTION BOOTH
Hailey, Idaho

PROJECT ORGANIZATION

T-O Engineers is the prime consultant for this project and will provide overall contract management, coordination, and all other project management services outside those consultants who are under contract with Ruscitto Latham Blanton Architectura P.A. (RLB). RLB, as a sub-consultant to T-O Engineers, will provide architectural and structural engineering services for the project and serve as the primary architectural consultant as outlined herein.

SCOPE OF WORK

Provide Architectural and Engineering Services for a proposed Parking Lot Payment Collection Booth project consisting of the following components:

- Parking Lot payment collection space consisting of approximately 70 - 80 square feet to be occupied by a single parking lot control employee for the purposes of monitoring and collecting parking lot facility charges through a sliding window fenestration.
- An accessible employee restroom approximately 60 - 70 square feet in size consisting of a toilet, vanity, and other associated accessible and restroom accessories.
- Raised concrete building foundation to be integrated into a concrete vehicle circulation control median with vehicle protection bollards and a sloping access ramp to the building.
- Coordination with TO-Engineers and sub-consultants as necessary to provide power, water, sewer, and communications utility infrastructure to the proposed building as needed for the operation and monitoring of parking lot access and egress gates, and security surveillance of the property.



RUSCITTO LATHAM BLANTON
ARCHITECTURA P.A.

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www.rib-sv.com
p.o. box 419 83353
sun valley, idaho

Work Order 17-02
Attachment: RLB Proposal

ARCHITECTURAL and ENGINEERING FEE (for Work Order 16-02)

Ruscitto Latham Blanton proposes an Architectural and Engineering Fee (Programming, Schematic Design, Design Development, Construction Documents, Bidding/Negotiation and Construction Observation) of **Ten Thousand Two Hundred and Fifty Dollars (\$10,250.00)**. This fee includes architectural design, structural engineering and electrical engineering.

The Architectural and Engineering Fee is based on the scope of work as identified herein and is subject to change if the scope of work changes.

ARCHITECTURAL and ENGINEERING SERVICES BY PHASE AS A PERCENTAGE OF FEE

Schematic & Design Development Phase:	20%	of the Fee
Construction Document Phase:	55%	of the Fee
Bidding or Negotiating Phase:	5%	of the Fee
Construction Phase:	20%	of the Fee

ARCHITECTURAL and ENGINEERING SERVICES BY PHASES

Ruscitto Latham Blanton Architectura, P.A. (RLB) will be the prime design professional and will provide, coordinate and direct consultant design services as indicated herein on behalf of the Owner. RLB will provide project management and administrative services for the project including communicating project progress with the Owner, coordinating team activities, documenting and distributing meeting notes, organizing project information, and administering invoices. Coordination with T-O Engineers, their consultants, Airport Master Plan, airport documentation, facility design, and Federal Airport Administration (FAA), is also anticipated.

SCHEMATIC & DESIGN DEVELOPMENT PHASE

- The Architect shall review the program and other information furnished by the Owner in detail. The Architect shall notify the Owner of any inconsistencies discovered in the information provided, and other information or consulting services that may be reasonably needed for the Project. The Architect shall prepare design development drawings which illustrate and describe the development of the approved Schematic Design Documents and shall consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, and such other elements that may be appropriate. The Schematic & Design Development Phase will include the activities as listed below:
 - Photographing existing building, site conditions, and equipment.
 - Conceptual site planning for the project and design coordination with the overall parking area circulation improvements.
 - Conceptual building planning.
 - Review of Geotechnical Report (by others).
 - Evaluation of preferred design concepts for development of schematic designs.
 - Preliminary review of building codes and regulatory requirements.

Work Order 17-02
Attachment: RLB Proposal

- Schematic design drawings (floor plans, sections, elevations).
- Transmittal of progress drawings to the Owner and TO-Engineers for review and comment.
- Design team consultant coordination meeting. One (1) is anticipated.
- Establish building system and energy efficiency goals.
- Update and review budget and probable project costs.
- Two-dimensional color rendering of project as may be required for review approval by local authorities having jurisdiction.
- Mechanical and electrical and site design input.
- Final review of applicable codes requirements.
- Design team consultant coordination meeting.
- Meeting with Owner to review progress of design development drawings.
- Note: Schematic design phase may overlap with design development.

CONSTRUCTION DOCUMENTS PHASE

- The Architect, Structural, and Electrical Engineers shall develop and prepare the following:
- The Construction Documents shall illustrate and describe the further development of the approved Design Development Documents and shall consist of Drawings and Specifications setting forth in detail the quality levels of materials and systems and other requirements for the construction of the Work. The Architect shall incorporate into the Construction Documents the design requirements of governmental authorities having jurisdiction over the project. The Construction Documents will include the following:
 - Bidding and procurement information that describes the time, place and conditions of bidding, including bidding or proposal forms.
 - The form of agreement between the Owner and Contractor.
 - The Conditions of the Contract for Construction (General, Supplementary and other Conditions).
 - Project Manual that includes the Conditions of the Contract for Construction and Specifications and may include bidding requirements and sample forms.
 - Architectural and structural design.
 - Electrical power, lighting, and data/communication design.
 - Interior design and finish.
 - Utility design to 5 feet outside of exterior building line.
 - Inclusion of possible bid alternates per Architect, Engineer, and Owner.
 - Coordination with T-O Engineers and Owner.
 - Note: Mechanical systems shall be design build by contractor, and are not included in this proposal.
- The Construction Documents Phase will also include the following:
 - Update and review budget and probable project costs in adequate detail to be used to compare eligibility percentages after the project design is finalized.
 - Deliver one (1) copy of the 100% complete plans, specifications, and probable project costs to the Owner.

Work Order 17-02
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- Coordination of City of Hailey building permit application package. Submit necessary copies of stamped plan/specifications to City of Hailey for building permit application review and approval.
- Review, document, and submit to the City of Hailey, if necessary, building permit application review comments.

BIDDING or NEGOTIATING PHASE

- Assist the Owner in distributing the Bidding Documents to prospective bidders.
- Assist the Owner to organize and conduct a pre-bid conference for prospective bidders. One (1) pre-bid conference is anticipated.
- Prepare responses to questions from prospective bidders and provide clarifications and interpretations of the Bidding Documents to all prospective bidders in the form of addenda.
- The Architect shall consider requests for substitutions, if the Bidding Documents permit substitutions, and shall prepare and distribute addenda identifying approved substitutions to all prospective bidders.
- Assist the Owner to organize and conduct the opening of the bids, and subsequently documenting and distribution the bidding results as directed by the Owner. One (1) bid opening meeting is anticipated.
- Coordinate with T-O Engineers and Owner.

ADDITIONAL SERVICES

The Fee includes services noted herein. Any revisions to the services or scope of work noted herein shall be Additional Services billed at the hourly rates listed herein after being authorized by the Owner. Additional Services for the project may include the following:

- Detailed cost estimating.
- As-constructed record drawings.
- Mechanical Systems Design.
- Extensive utility coordination with power provider, tele-communications provider, Intermountain Gas, and City of Hailey regarding utility locations for the proposed project.

HOURLY BILLING RATES

• Architect, Senior Principal	\$150.00 per hour
• Structural Engineer, Principal	\$125.00 per hour
• Consulting Engineer, Principal	\$150.00 per hour
• Project Architect, Principal	\$125.00 per hour
• Architect, or Project Manager	\$ 95.00 per hour
• Structural Engineer	\$ 95.00 per hour
• Consulting Engineer	\$ 95.00 per hour (or standard rate)
• Architectural Intern, Drafting	\$ 65.00 per hour
• Administrative Assistant	\$ 45.00 per hour

Work Order 17-02
Attachment: RLB Proposal

REIMBURSABLE EXPENSES

Reimbursable expenses to the Architect include, but are not limited to, the following:

- All reproductions (black/white and color) including internal working office copies, bid documents (Project Manual and Drawings), review packages to Owner, submittal packages to applicable governmental authorities, binding materials, etc.
- Express mail.
- Long distance communications.

EXCLUDED ITEMS and SERVICES

The following items are specifically excluded from the proposed Architectural and Engineering Services Fee.

- Geotechnical engineering report services.
- Civil Engineering services.
- Mechanical Systems Design.
- Landscape design services.
- Special inspections and testing.
- Special site retaining and soils conditions and associated engineering.
- Coordination of documents associated with requirements of Storm Water Pollution Prevention Plans (SWPPP).
- Fees associated with submittal requirements to applicable governmental agencies for review and approval including, but not limited to, City of Hailey design review and building permit applications.

4.11.17

Accepted by Nicholas Latham, AIA Date
President, Ruscitto/Latham/Blanton Architectura P.A.

4.26.17

Accepted by David Mitchell, PE, Vice President Date
Vice President, T-O Engineers

Professional Services Agreement, Work Order 17-04
Environmental Assessment
May 2, 2017



Work Order 17-04
Friedman Memorial Airport (SUN)
Hailey, Idaho
Environmental Assessment – Land Acquisition and
Obstruction Removal

This Work Order shall be attached to, made a part of, and incorporated by reference into a Master Professional Services Agreement between the Friedman Memorial Airport Authority and T-O Engineers, Inc., dated October 14, 2013.

SCOPE OF WORK

The Scope of Work, dated April 26, 2017 for this effort is attached as Exhibit A. This document describes the anticipated work effort and in detail.

FEES

Fees for services provided under this Work Order will be billed on a lump sum basis, with a total amount of **\$104,980.00**.

Fees have been calculated using Consultant's current Fee Schedule. A detailed Fee Proposal, dated April 13, 2017 is attached as Exhibit B.



IN WITNESS WHEREOF, Client and Consultant have made and executed this WORK ORDER 17-04 to the AGREEMENT the day and year first above written.

FOR: FRIEDMAN MEMORIAL AIRPORT AUTHORITY

By: Don Keirn
Title: Chairman
Date: _____

FOR: T-O ENGINEERS, INC.

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

EXHIBIT A – Scope of Work Friedman Memorial Airport Hailey, Idaho

Environmental Assessment – Land Acquisition and Obstruction Removal

Introduction

Background

The Friedman Memorial Airport Authority (FMAA), the sponsor of the project and Owner, has proposed to acquire property for runway protection and obstruction removal for the Friedman Memorial Airport within Blaine County, Idaho. Friedman Memorial Airport (SUN) is located in Hailey, Idaho, and serves the Wood River region of South Central Idaho.

SUN is the primary airport providing critical air services (both air carrier and general aviation) to the Wood River Valley region of Idaho, including the communities of Hailey, Bellevue, Ketchum, and Sun Valley. Over the last two decades, SUN has been the subject of numerous studies aimed at addressing the aviation demands and operational shortcomings of the airport. These studies included a Master Plan Update completed in 2004 that determined that the best solution to correct the deficiencies of the existing site was to relocate the airport. This led to a site selection and feasibility study that analyzed new sites for the airport and recommended a preferred site. Based on the outcome of that study, the Federal Aviation Administration (FAA) conducted an Environmental Impact Statement (EIS) study from 2008 to 2011 which further evaluated options for relocating the airport to a new location. The EIS study was suspended in August of 2011 and later terminated in 2013. FMAA developed a plan to meet FAA Runway Safety Area standards and make a variety of other improvements at the existing site, so that the airport could continue to safely operate and to meet a congressionally mandated deadline to have a compliant RSA by the end of calendar year 2015.

These improvements were completed in 2015 and a new Airport Master Plan update began in 2016. This Master Plan Update is nearly complete and outlines a variety of necessary improvements at the airport. A copy of the final draft Airport Layout Plan (ALP) from the Master Plan Update is attached to this document.

One of the improvements identified in the Master Plan is to improve the control of the Runway 31 Runway Protection Zone (RPZ), at the south end of the airport. FAA standards for RPZ's are currently not met for this runway. Specifically, the airport does not have control of the Runway 31 RPZ on the south end of the runway. This deficiency was noted in previous planning studies and the land necessary for RPZ control has been identified for fee simple or easement acquisition. An approved ALP from 2014 shows this and the draft ALP from the 2017 Master Plan Update identifies this area for acquisition.

There are also a large number of obstructions (trees) in this area that affect approach and departure procedures at the airport. The existing trees are lit with obstruction lights. The airport has a temporary access agreement to install and maintain these lights, but that agreement will expire in May 2017. The trees pose a safety risk and must be removed.

Proposed Purpose

The FMAA has proposed a project to control the RPZ land through fee simple acquisition and to remove the obstacles located within the RPZ (hereinafter "Project"). The Project elements are more specifically described as follows and are shown on Exhibit A, attached.

- Acquire Land for RPZ and approach protection – Acquire or otherwise control in perpetuity land to protect the RPZ and approach to Runway 31. The exact configuration of land to be acquired will be developed and analyzed as part of this study. Several alternatives are anticipated, as shown on Exhibit A. These alternatives have the potential for acquisition of between 42 and 54 acres +/- for RPZ and approach protection of Runway 31. Note that the land acquisition may include more land than the boundaries of the RPZ. This is necessary to protect the approach, to avoid uneconomical remnants of property or as otherwise needed in the property negotiation process.
- Acquire Land for Obstruction Removal and permanent maintenance – This includes the removal of over 100 trees in the approach and/or departure surfaces to the runway. Eight groups of obstructions were identified in a Departure Surface Obstruction map developed for the 2017 Master Plan Update, but these represent the controlling obstacles. All of the trees in the area identified must be removed. Obstruction removal includes decommissioning the existing obstruction lighting and removal of the trees and tree root balls to prevent re-growth.

This Environmental Assessment effort will complete an environmental review for the Project. It is assumed that this review will be completed to the level of an Environmental Assessment (rather than a Categorical Exclusion or Environmental Impact Statement). Additional review or study is outside the scope of this project.

Proposed Need

According to the FAA's latest guidance on land uses within an RPZ, "airport owner control over the RPZ land is emphasized to achieve the desired protection of people and property on the ground." The guidance further states that, "Although the FAA recognizes that in certain situations the airport sponsor may not fully control land within the RPZ, the FAA expects airport sponsors to take all possible measures to protect against and remove or mitigate incompatible land uses."

There is a large area of agricultural land on Flying Hat Ranch south of the Airport that is within the Runway 31 RPZ with numerous existing mature cottonwood trees that penetrate various Runway 31 imaginary airspace surfaces. As mentioned above, the Airport currently holds a temporary aviation license and right of entry agreement with the property owner. This Agreement will expire on May 1, 2017. With the expiration of the agreement, the Airport will have no control of the portion of the RPZ located off of airport property and will have no ability to maintain the obstruction lights in the trees. Without the obstruction lights, the airport's instrument approach procedures will be cancelled and no night operations will be permitted at the airport. For these reasons, control of the property and access to remove the obstructions is critical.

Trees south of the Runway 31 end are classified as airspace penetrations in the following FAA surfaces regulations and guidance:

- CFR Title 14 Part 77 Approach and Transitional Surfaces

- CFR Title 14 Part 121 and 135 One Engine Inoperative Surface
- FAA Airports AC 150/5300-13A Instrument Departure Surface
- FAA Air Traffic Order 8260.3C Terminal Instrument Procedures (TERPS) Surfaces

Public Involvement

Extensive public involvement was completed when the need to move the airport to another site was studied in an EIS from 2006 to 2011, formally being abandoned by FMAA in 2013. The plan to improve the existing airport, developed from 2011 to 2013, also included significant public involvement, as did the Master Plan Update process that is being completed now. The need for this property has been discussed in multiple public meetings of the FMAA and the two airport sponsors (Blaine County and City of Hailey). Any discussions of property acquisition at the airport are scrutinized carefully by the sponsors and by members of the public.

The FMAA is dedicated to public involvement in all of the airport's business and this study will be no exception. Complete public information and involvement is anticipated for this EA. This will include presentations at public FMAA meetings; public workshops/open houses; publication of information on the Airport's website and social media; and other efforts as described below.

The FMAA is aware that there are Native American tribes with a historical interest in the area. The FAA will interact on a government-to-government basis, in accordance with all executive orders, laws, regulations, and other memoranda. The tribes will also be invited to participate in the EA accordance with NEPA and Section 106 of the National Historic Preservation Act.

Scope of Services

Under this Scope of Work, T-O Engineers, Inc. (T-O, Consultant) and their subconsultant(s) will provide environmental analysis and administrative services necessary to prepare an Environmental Assessment (EA) and supporting environmental documentation for the proposed project elements. An EA will be prepared that describes and evaluates the potential resource effects associated with the project. The Environmental Assessment will use the operational information contained in the existing 2014 Master Plan and Airport Layout Plan (2014) and from the 2017 Master Plan Update expected to be completed in March 2017. This includes using the existing topographic survey, evaluation of the airport traffic forecast, defined RPZ's, and surface profiles to justify the need for the project.

The EA and associated documentation will be completed in accordance with the National Environmental Policy Act (NEPA), FAA Order 1050.1F, *Policies and Procedures for Considering Environmental Impacts*, and FAA Order 5050.4B, *Airport Environmental Handbook*. As outlined in FAA Order 1050.1F, the following steps will be taken to prepare and complete the environmental documentation, in accordance with the NEPA:

- | | |
|---------|--|
| Step 1: | Collect Background Data (including cultural, wetlands, and wildlife studies) |
| Step 2: | Prepare EA |
| Step 3: | Circulate Draft EA for review |
| Step 4: | Revise Draft EA |
| Step 5: | Circulate and Review Final EA |

Field reviews, literature research and environmental analyses will be conducted to determine project

impacts on environmental resources. The data and analytical methods used will be appropriate to the significance of the potential impacts and will focus on the relevant resource issues specific to the project area. At this level of review, the no action alternative will be compared to the proposed action alternative described above. The results are anticipated to be prepared as a finding of no significant impact, if environmental categories are identified which provide a level of significance, FAA would recommend preparation of an Environmental Impact Statement.

Work Tasks

Specific tasks related to the completion of this EA are described as follows:

Task 1 – Project Administration

This task includes all efforts necessary to administer and manage the project, as described in the following subtasks:

- 1.1 Scope and Fee Negotiation
 - 1.1.1 Prepare a Scope of Work and submit to FAA and Owner for review. Discuss comments with FAA and Owner and revise Scope of Work to reflect comments received. Prepare final Scope of Work and submit electronically to Owner and FAA for approval.
 - 1.1.2 Prepare blank fee spreadsheet for Owner's use in obtaining an Independent Fee Estimate. Coordinate with Owner as required during the Independent Fee Estimate process.
 - 1.1.3 Prepare proposed fee for work in accordance with the approved Scope of Work.
 - 1.1.4 Negotiate fee with Owner. Prepare an agreement for professional services, including a copy of the final approved Scope of Work and approved fee.
- 1.2 FAA Kickoff Meeting. Conduct a kickoff meeting with FAA, Owner and subconsultants via teleconference. The purpose of this meeting will be to discuss the scope of the project and highlight any specific issues that may need to be addressed during the course of the analysis. Prepare a summary of the meeting afterwards.
- 1.3 Project Coordination. Coordinate with Owner and FAA throughout the project, including regular email and telephone correspondence regarding project status. Financial reporting shall include end of year financial reporting (SF Forms 425 and 271) for each fiscal year of the project and at project closeout (although the project is not anticipated to last a full fiscal year).
- 1.4 Project Management. Manage subconsultants as necessary during the course of the project. Prepare and submit monthly invoices for payment. Maintain project records and files throughout the course of the work.
- 1.5 Grant Administration. The grant for this project will be managed under a separate agreement for a different project. Grant administration tasks under this agreement include only record keeping and organization necessary to request reimbursement for the work at a later date.

Deliverables:

- Electronic copies of draft Scope of Work to FAA and Owner.
- Electronic copies of final Scope of Work to FAA and Owner.
- Electronic blank spreadsheet to Owner for IFE.
- Proposed fee (electronic) to Owner.
- Professional Services Agreement, including Scope of Work and Fee (hard copy).
- Project Kickoff Meeting summary (electronic).

Task 2 – Alternatives Development

This task will present a comparative analysis of the no action alternative, the proposed action and other reasonable alternatives to fulfill the purpose and need for the action. The task includes developing up to 3 alternatives which meet the purpose and need and ranking these alternatives to define the issues and provide a clear basis for preferred alternative choice by the approving official, among the options considered.

This task includes defining alternatives to be studied in the EA and incorporate analysis completed in the current Airport Master Plan (2014) and updated Airport Master Plan under development (2017). This must be done before a Purpose and Need for the project can be developed.

This task will include the following subtasks:

- 2.1 Prepare a detailed description of the alternatives considered for inclusion in the Alternatives report and a summary of the alternatives evaluated with an explanation for any that were eliminated. All feasible alternatives, including the Proposed Action will be carried forward for environmental analysis. Reasons for elimination will be discussed in the Alternatives section of EA.
- 2.2 Submit the alternatives discussion for review by FAA and Owner and revise as necessary.
- 2.3 **RPZ Evaluation.** The Airport's approved ALP (2014) shows the Runway Protection Zone (RPZ) to the south of runway 31. This configuration was evaluated in detail during development of the 2017 Master Plan. This evaluation was completed in accordance with an FAA memorandum entitled "Interim Guidance on Land Uses Within a Runway Protection Zone". This memorandum, dated September 27, 2012, along with guidance found in FAA Advisory Circular 150/5300-13A, represents current guidance regarding RPZs and outlines a procedure for approval of land uses within RPZs that do not meet the requirements of this guidance. (See attached Draft ALP for the proposed configuration for the RPZ.)

This task will include the following steps:

- 2.3.1 **Develop a complete RPZ Acquisitions Alternatives Analysis.** Alternatives analysis will include options to reduce or add acreage based on the physical characteristics of the homestead. Due to zoning, health, and environmental regulations, the Flying Hat Ranch site will be evaluated for various stages of acquisition. As some obstructions are outside of the RPZ, alternatives will be developed to meet the need of both RPZ acquisition and Obstruction Removal for overall protection of runway approach and departure corridors. The amount of Flying Hat Ranch property to be acquired will be defined in the evaluation of the following: setbacks and zoning, farmstead classification (NRHP), sanitary sewer

locations and availability of the site for a replacement system, water source, drainage, and access. The configuration of land acquisition will also depend on the negotiation process with the land owner. Initial negotiations and appraisals are underway as of the development of this scope and necessary changes will be considered during the EA process. This will be a standalone document.

- 2.3.2 Coordinate with the Owner and FAA during development of this analysis. Coordination will take place via email and telephone conversations only.
- 2.4 **Alternative Development.** Refine the preferred alternative, which would be a subset of recommended acquisitions identified in the previous Master Plan Update and any updates currently being drafted in the 2017 update. This would be done in accordance with analysis completed above, including graphical depictions, written descriptions and cost estimates for each. Prepare a table summarizing the alternatives and criteria used to evaluate them (e.g., cost, construction time, etc.). Meet with the Owner in Hailey to discuss the preferred alternative and to identify a **Sponsor's Proposed Action**. If any alternatives are identified as infeasible for planning reasons, a detailed explanation will be provided. The preferred Alternative will be carried forward into the Environmental Assessment.
- 2.5 **Summary document.** Prepare a brief report to summarize the alternatives development and results of the analysis completed during the above tasks. This report will document and present the proposed modifications to the airport to serve as the basis for the environmental analysis.

Deliverables

- Draft RPZ analysis report to FAA and Owner (electronic).
- Final RPZ analysis report and Selection of Preferred Alternative to FAA and Owner (electronic and hard copy to each).
- Summary RPZ analysis document to FAA and Owner (electronic and hard copy to each).
- Alternatives section summary for EA to FAA and Owner (electronic).

Task 3 – Project Purpose and Need

Prepare a detailed Purpose and Need statement for the proposed project. The Purpose and Need serves as the basis for defining the project and will be developed considering the statutory objectives of the proposed Federal actions. This and all portions of the EA document will be written to be understandable by an average citizen. This EA will consider the alternatives developed and considered in the previous Master Plan Update(s), as selection of a preferred alternative under Task 2 of this Scope of Work. This task includes the following subtasks.

- 3.1 Coordinate with FMAA and FAA as necessary to develop and document the project description and purpose and need. Coordination for this task will be conducted by telephone and does not include any on-site meetings.
- 3.2 Prepare a Purpose and Need statement for inclusion in the EA report. Submit Purpose and Need statement to FAA and FMAA for review and comment. Incorporate FAA and FMAA comments as necessary.

Deliverables

- Electronic purpose and need statement to FAA and FMAA for review and comment.

Task 4 – Resources Evaluated

4.1 Affected Environment

This task includes data collection needed to identify the background conditions and environment affected by the proposed action. An Affected Environment Chapter will be prepared that describes relevant information for each of the environmental resource categories included in FAA NEPA documents as described in FAA Order 1050.1F. The discussion of the affected environment will be no longer than necessary to understand the impacts of the alternatives; data and analyses should be presented in detail commensurate with the importance of the impact. The discussion of the affected environment in the EA will include a minimum of the following:

- 4.1.1 Location map, vicinity map, project layout plan, and photographs.
- 4.1.2 Existing and planned land uses and zoning including: industrial and commercial growth characteristics in the affected vicinity; affected residential areas, schools, places of outdoor assemblies of persons, churches, and hospitals; public parks, wildlife and waterfowl refuges; federally listed or proposed candidate, threatened, or endangered species or federally designated or proposed critical habitat; wetlands; national and state forests; floodplains; farmlands; coastal zones, coastal barriers, or coral reefs; recreation areas; wilderness areas; wild and scenic rivers; Native American cultural sites, and historic and archaeological sites eligible for or listed on the National Register of Historic Places.
- 4.1.3 State or local jurisdiction regulatory authority affected by the proposed action or any reasonable alternatives.
- 4.1.4 Population estimates and other relevant demographic information for the affected environment, including a census map where appropriate.
- 4.1.5 Past, present, and reasonably foreseeable futures actions, whether Federal or non-Federal, including related connected actions, to show the cumulative effects of these actions on the affected environment.

Deliverables

- Complete data collection for the affected environment for each of the typical environmental resource categories described in FAA Order 1050.1F.
- Prepare an Affected Environment discussion summarizing the collected data.

Task 4.2 – Environmental Consequences

This task includes the technical analyses of the direct, indirect and cumulative environmental effects of the proposed actions for the specific impact categories listed in FAA Order 1050.1F. The EA will provide analyses for the potential environmental impacts that the No Action and any developmental alternatives carried forward for analysis may cause. The EA will show that FAA took the required "hard look" at these impacts to support an FAA decision to prepare a Finding of No Significant Impact (FONSI) or require an Environmental Impact Statement (EIS) be prepared. This section shall include considerations of direct, indirect, and cumulative effects and their significance. Individual tasks for the environmental categories are described below.

- 4.2.1 **Air Quality.** The proposed actions (Land Acquisition and Obstruction Removal) are also listed on the Exempt list - #4 Actions to acquire land which does not increase capacity and the Presumed to Conform List Under General Conformity, Federal Register / Vol 72, No. 145 / Monday, July 30, 2007 / Notices for #5 – Lighting Systems (removal of tree lighting) and #9 Safety (airport sponsor must maintain airport facilities and the airfield in a manner that ensures the safe operation of the airport). Because of this, an air quality analysis is not necessary for the land acquisition or obstruction removal as the Proposed Actions are either exempt or presumed to conform.
- 4.2.2 **Biological Resources.**

Federally-listed Endangered and Threatened Species (TES). Evaluate the potential impacts the proposed action would have on federally listed fish, wildlife, and plants in the vicinity of the project, in accordance with the Endangered Species Act (ESA) of 1973. Preliminary review indicates the appropriate documentation for federally listed and candidate species is a biological evaluation technical memorandum.

The evaluation of threatened, endangered and candidate for listing species will consist of the following:

- Obtain current species lists for Blaine County of proposed, threatened, and endangered species from the US Fish and Wildlife Service (FWS).
- Background research of the area will be conducted. This includes reviewing existing data sources such as agency technical reports and databases.
- Conduct a site visit to determine the potential presence or absence of listed species and critical habitat in the area. Call back surveys will be performed for yellow-billed cuckoo, a FWS listed species.
- Identify and assess impact on species within the project area.

Idaho Species of Concern (SOC). Evaluate the potential impacts the proposed action would have on biotic communities in accordance with the Fish and Wildlife Coordination Act, Executive Order 13112-Invasive Species, and the Migratory Bird Treaty Act of 1918. The sensitive species evaluation will consist of the following:

- An information request will be submitted to the Idaho Fish and Game Conservation Data Center and StreamNet for occurrences or known ranges of sensitive species which may occur in the vicinity of the airport. In addition, the letter will request any possible effects of the proposed action on resources. The information request will include a project description, map, and legal description of the proposed action.
- Background research of the area will be conducted. This includes reviewing existing data sources such as agency technical reports and databases.
- Conduct a site visit to determine the potential presence or absence of sensitive species in the project area. The data collected during the field survey will be presented in the technical memorandum.

This effort will be included in the Biological Evaluation technical memorandum to include a description of the project, description of the environment from site visit, the species identified, TES/SOC identified and the effects on those species. In accordance with FAA Environmental Desk Reference for Airport Actions. Submit a draft of the technical memorandum for review. Prepare a final report to be included as an appendix to the EA. It is anticipated the appropriate level of documentation would be a No Effect Statement to document resources.

- 4.2.3 **Climate.** Prepare a description of the type and nature of impacts on climate due to the proposed action.
- 4.2.4 **Coastal Resources.** The proposed action is located in Hailey, Idaho which is within the inland west; therefore, no coastal resources will be affected by the alternatives considered for the project. However, this information will be presented in the Affected Environment Chapter with an explanation of why this resource was not carried forward in the Environmental Consequences discussion.
- 4.2.5 **Department of Transportation Act, Section 4(f).** Based on preliminary review of existing sources, the Cove Canal and the Flying Hat Ranch Farmstead have the potential to be determined eligible for listing in the National Register of Historic Places. Given the nature of the project, it is assumed a Section 4(f) De Minimis evaluation would be necessary for the Cove Canal. Preliminary review of the Flying Hat Ranch Farmstead indicates that *if* it is determined eligible for the National Register of Historic Places, the proposed project may result in a finding of adverse effect to the site, which would require a final Section 4(f) Use Evaluation.
- a. Preparation of the Section 4(f) De Minimis Finding for potential impacts to the historic waterway includes the following tasks: A description of the affected Section 4(f) resource will include the location, size, activities, patronage, access, unique or irreplaceable qualities, relation to similar used lands in the vicinity, jurisdictional entity, and other factors necessary to understand and convey the extent of the impacts on the resource. In addition, maps, plans, photos, and/or drawing will be present in describing the resource and understanding the potential use, whether physical taking or constructive use, these documents will be prepared as part of the NRHP Section 106 evaluation. A statement regarding the property's significance by officials having jurisdiction will be documented and included in the Section 4(f) documentation.
 - b. Preparation of the Full Section 4(f) Evaluation for the use of a historic resource is Contingent on the Section 106 findings
 - c. Task Management. Coordinate with FAA and various other interested parties during completion of this task.
 - d. Prepare Draft Section 4(f) Evaluation to include the following:
 - Introduction
 - Applicability
 - Description of Project
 - Project Use of the 4(f) Property
 - Purpose and Need of Project
 - Description of 4(f) Property
 - Alternatives and Findings
 - Agency Coordination and Consultation
 - Measures to Minimize Harm
 - Conclusion: Develop conclusions as to whether or not there are feasible and prudent alternatives to avoid impact to the Section 4(f) resource.
 - e. Technical QA/QC. Prior to submitting any Section 4(f) documents, complete internal Quality Assurance and Quality Control review.
 - f. Comment Response. The draft report will be submitted and comments will be addressed. The revised report will be resubmitted to FAA for review and concurrence.
 - g. Coordination and Consultation. Consultation with appropriate agencies (SHPO, THPO,

FAA and if necessary, Advisory Council on Historic Preservation) and special interest groups may be needed.

- h. Summary in EA. Once the report has been finalized and concurrence received, it will be summarized in the EA.

Section 4(f) Assumptions:

- A De Minimis 4(f) Evaluation for the will be completed under this scope of work.
- A Final Section 4(f) Evaluation is contingent on the Section 106 evaluation of eligible resources.

4.2.6 **Farmlands.** Evaluate the potential impact the proposed action would have on farmlands in the vicinity, in accordance with the Farmland Protection Policy Act and the Food Security Act of 1985. This project will have an impact on farmlands, and a thorough review and evaluation will be necessary.

4.2.7 **Hazardous Materials, Solid Waste, and Pollution Prevention.** Evaluate the potential impact the proposed action would have on hazardous materials and solid waste in the vicinity, in accordance with Comprehensive Environmental Response, Compensation, and Liability Act, the Pollution Prevention Act of 1990, Toxic Substance Control Act, and Resource Conservation and Recovery Act. Conduct a site assessment to evaluate the properties in the vicinity, and conduct further research to assess: 1) whether the proposed action will generate, disturb, transport, treat, store, or dispose of hazardous wastes; 2) permitting requirements; 3) the cost and feasibility of the avoidance or use of hazardous materials and wastes, recycled materials, recyclable products, and any related need for permits, remediation, storage, transport, or disposal; 4) the presence of NPL/Superfund sites; 5) the need for consultation with appropriate Federal, State and local agencies; and 6) the need for the EA to include a provision to contact the National Response Center in the event of a discovery of contaminants during construction.

4.2.8 **Historical, Architectural, Archaeological, and Cultural Resources.** This work will be conducted by Preservation Solutions, a registered SHPO consultant, with assistance from a staff Archaeologist. The evaluation will be in accordance with Section 106 of the National Historic Preservation Act (NHPA), NEPA, and other pertinent regulations. Sub-consultants will be qualified to conduct the archaeological and architectural history components of this project and make Section 106 evaluation recommendations. The area surveyed will include the Existing Airport and the property identified for acquisition.

The Architectural and Historic Survey Report (AHSR) will follow the new 2016 Idaho SHPO standards and format, and shall include background research, field survey, and preparation of the report. The survey report shall include discussions of field methods, survey and subsurface testing results, maps showing areas surveyed, inventory forms, and preliminary recommendations of National Register eligibility. The archaeological and architectural survey will be intensive. Waste sites, staging areas, materials source sites, etc. shall be included in the report if they are identified. Consultant will provide sufficient information to prepare recommendations for Determinations of eligibility to the National Register of Historic Places (NRHP) and Effect for submittal to the State Historic Preservation Officer (SHPO) if an adverse effect to historic resources is discovered, mitigation strategies will be suggested per the 106 process. This effort will include the following subtasks:

- a. **Coordination.** Coordinate with FAA, Owner, SHPO and subconsultants during

- completion of the survey and preparation of the report. Prepare a plan identifying proposed work sites, waste sites, staging areas and on-site material sources for use in preparation of the survey.
- b. **Research.** Database checks at the Idaho SHPO are required for previous survey and known sites within one mile of the project area. Complete additional research on newly recorded sites to provide context. Research will be conducted at the SHPO, Idaho Historical Library, National Register, county historical society, and the Blaine County assessor, and this task includes travel to each of those locations.
 - c. **Fieldwork.** Project leaders will provide a full project description including measurements and figures that show all proposed areas of ground disturbing activities. This will include all proposed excavation, staging, material storage, and any other area that has potential for ground disturbance. The APE will be intensively surveyed (for both the archaeological and historic structures components of this project) using pedestrian transects spaced no more than 30 meters apart, but may be spaced closer depending on the environmental conditions. The field survey will follow Idaho SHPO, and Archaeological Survey of Idaho guidelines. Private property owner information will be provided by the Owner.
 - d. **Site Forms.** Based on preliminary review of the project area, two potential historic resources (Cove Canal and Flying Hat Ranch residential property) will be reviewed and recorded as appropriate under this scope of work. These sites will be fully documented to provide data on location, dimensions, content age, context and integrity for an assessment of National Register eligibility. These sites will be recorded on the Idaho Historical Sites Inventory (IHSI) forms (as applicable).
 - e. **Architectural and Historic Survey Report.** The AHSR will follow Idaho SHPO, and Archaeological Survey of Idaho guidelines. The report will include research, field survey methods, survey results, findings (including site condition and eligibility), potential project effects, recommendations, maps, photos, and the appropriate site forms. Resources, which are noted, but not considered sites will be discussed on the Idaho Archaeological and Historic Survey Report rather than recorded on separate site forms. All Noted but Not Recorded (NBNR) resources (i.e. isolated artifacts, modern structures) will be photographed, plotted on a map, and listed in a table within the report. Subconsultant shall address all comments, if any, received by FAA and SHPO (THPO as requested) and revise and resubmit as needed.
 - f. **Technical Review QA/QC.** Complete Quality Assurance and Quality Control reviews prior to submitting any cultural resource documents.
 - g. **Comment Response.** Submit the draft report to FAA for review. Address comments and resubmit the revised report for review and concurrence. Following the FAA's review of the report, FAA will submit the report to SHPO for review and concurrence. FAA and Idaho SHPO reviews are anticipated to take 30 days.
 - h. **Coordination and Consultation.** Formal consultation with Native American groups to comply with Section 106, NEPA, and other requirements will be performed by FAA. However, Consultant shall support FAA in these efforts. Formal consultation with Idaho SHPO and, if necessary, the Advisory Council on Historic Preservation (ACHP) will be

completed by FAA with support from the Consultant, as requested.

Cultural Resources Survey Deliverables:

- Draft AHSR for review (one electronic copy)
- Final Draft AHSR for review (one electronic and one color hard copy)
- Final AHSR and site forms (one electronic and two color hard copies)
- CD containing the IHSI database

Cultural Resources Survey Assumptions:

- Two sites are anticipated to be recorded by sub-consultant under this scope of work, the Flying Hat Ranch and the Cove Canal. If additional sites are identified, these will be recorded and evaluated under an additional services agreement.
- Based on a review of aerial photographs, it is assumed that up to 5 NBNR resources will be recorded under this scope.

- 4.2.9 **Land Use.** Evaluate the proposed action with the extent of the airport noise impacts, which will be directly correlated with compatible land use in the vicinity. The proposed action is assumed to have little to no impact on land use, but this will be evaluated and documented. A thorough review of the proposed action relative to Blaine County and City of Hailey proposed land use in the area of the project will be completed as part of this task.
- 4.2.10 **Natural Resources and Energy Supply.** Identify and discuss the current energy supply use at the airport. In addition, identify any known natural resources, such as mineral reserves, in the project area. The proposed action is not expected to have an impact on the energy supply or natural resources in the area; however, these resources will be discussed and evaluated.
- 4.2.11 **Noise and Noise In** accordance with FAA Order 1050.1F, Appendix B, Paragraph B-1.1, it is assumed a formal noise analysis will not be necessary, as the proposed action does not affect airport operations with no potential for significant impacts.
- 4.2.12 **Socioeconomics, Environmental Justice, and Children's Environmental Health and Safety Risks.** Evaluate and describe the potential for social impacts including changes to housing, and economic development; as well as environmental justice populations in accordance with Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations.
- 4.2.13 **Visual Effects.** Prepare a Visual Effects summary to be included in the EA. Identify and evaluate the visual impacts associated with the airport. Visual impacts include changes from the proposed action (viewing outward from project) and of the proposed action (viewing from the public perspective), including perceived changes from obstruction removal.
- 4.2.14 **Water Resources.** The following tasks will be completed to evaluate the proposed project's impacts on water resources:
- A. **Waters of the U.S. and Wetland Delineation Report.** A waters of the U.S. and wetlands survey will be conducted according to the 1987 Corps of Engineers Wetlands Delineation Manual and the Regional Supplement to the Corps of Engineers Manual: Arid West Supplement.
 - a. **Background Research and Field Prep.** Compile background information on potential

- waters and/or wetlands in the project area. Sources of data compiled include soil survey maps, topographic and aerial maps, wetland inventory data, previously completed reports, if available, and existing hydrological data.
- b. **Wetland Survey and Delineation.** Identify all potential or known wetlands within the project area. Conduct formal wetland surveys and delineation of all wetlands adjacent to and/or impacted by the project. Provide the wetland data for inclusion in project documentation.
 - c. **Wetland Assessment.** An appropriate Function and Values Assessment Method will be used to assess functions and values of impacted wetlands.
 - d. **Waters of the U.S. and Wetland Delineation Report.** Prepare a Wetland Delineation Report describing the methods used, jurisdictional and non-jurisdictional wetlands identified, and general characteristics of vegetation, soil, and hydrology in the vicinity. The Wetland Delineation Report will include maps or aerial photos of the project area with the identified wetland areas clearly shown. A Preliminary Wetland Delineation Report will be prepared and submitted for review. All issues and comments will be addressed and a Draft Wetland Delineation Report prepared and submitted for review by FAA. A Final Wetland Delineation Report will be completed and submitted that addresses all issues and comments. Forward the final report to the USACE for concurrence and issuance of the jurisdictional determination.
 - e. **Technical Review QA/QC.** Prior to submitting any wetland delineation documents, internal Quality Assurance and Quality Control shall be completed.
 - f. **Comment Response.** The draft report will be submitted to FAA and USACE for review. Comments will be addressed and the revised report will be resubmitted for review and concurrence.

Waters of the U.S. and Wetland Deliverables:

- Waters of the US and Wetland Survey and Delineation Data
 - Draft Waters of the US and Wetland Delineation Report
 - Final Waters of the US and Wetland Delineation Report
- B. **Waters of US & Wetland Impact Analysis/Conceptual Mitigation Plan:** Should waters/wetlands be found within the project area, an impact analysis will be required to assess potential impacts. Overlays of the project design with waters and wetlands in the area will be compared and analyzed for direct and indirect impacts. The analysis will discuss areal extents, types of vegetation impacted, hydrologic alterations to the remaining (unfilled) adjacent wetland areas, and both short-term and long term effects, as applicable.
 - C. **Floodplains.** According to the Federal Emergency Management Agency flood map for the project, no floodplains or floodways are located in the project area. This information will be presented in the Affected Environment Chapter with an explanation of why this resource was not carried forward in the Environmental Consequences Chapter.
 - D. **Surface Waters.** Potential environmental consequences on all surface waters identified within the study area will be evaluated. This includes all areas where permanent infrastructure would be built, locations where temporary construction-related activity might occur, and located where indirect impacts may occur. In addition, the extent to which operation activities may affect surface water will be considered. Preparation of a storm water management plan or NPDES permits are specifically excluded from this Scope of Work. However, the EA will identify necessary permitting

requirements.

- E. **Groundwater.** The consequences of the alternatives on groundwater within the study area will be evaluated. This includes a characterization of any impervious surfaces, excavation, or construction of structures that would have the potential to affect groundwater. Direct and indirect impacts that result from construction and operation of the proposed project will be evaluated including all areas where permanent infrastructure would be built, and locations where temporary construction-related activity might occur. In addition, potential effect of operational activities on groundwater will be considered, if applicable.
- F. **Wild and Scenic Rivers.** No natural streams or rivers are located within the project area. Therefore, this information will be presented in the Affected Environment Chapter with an explanation of why this resource was not carried forward in the Environmental Consequences Chapter.

Deliverables

- Draft and final Biological Evaluation technical memorandum (electronic)
- Draft and final De Minimis Section 4(f) reports (electronic)
- Draft and final Full Section 4(f) reports (electronic) (Contingent)
- Draft, final draft and final Cultural Resource Survey Report (electronic)
- Draft and final Waters of the US and Wetland Delineation reports (electronic)
- Draft Environmental Consequences Chapter (electronic)
- Final Environmental Consequences Chapter (electronic)

4.2.15 **Cumulative Impacts.** The cumulative impact analysis will consider impacts on the environment which results from the incremental impact of the action when added to other past, present, and reasonably foreseeable future actions regardless of what agency or person undertakes such other actions. The depth of the analysis will be commensurate with the potential for significant impacts. This evaluation will be completed on a resource basis and included in the “Resources Evaluated” Chapter of the Environmental Assessment.

Deliverables

- Complete the Environmental Consequences task for each of the environmental resource categories described in FAA Order 1050.1F.
- Deliver for review to FAA and Owner (electronic)

Task 5 – Preliminary Draft EA - Owner and FAA Review

Document the results of the study analyses completed during previous tasks in a draft Environmental Assessment report and submit to FAA and Owner for review and comment. This will include the following subtasks:

- 5.1 Prepare draft EA report and submit to FAA and Owner for review. Submittal will be made electronically to FAA and Owner in editable format, so that comments can be added to the document electronically. Two hard copies will also be provided to Owner, for their review.
- 5.2 Discuss the draft report and comments with FAA and Owner, via teleconference.

- 5.3 Revise draft EA to reflect comments received.

Deliverables

- Initial and final draft EA Report (electronic)

Task 6 – Draft EA Preparation and Distribution

This task includes distribution of the Draft EA for public review, as described in the following subtasks:

- 6.1 Provide electronic and hard copies of the final Draft EA report for distribution to the public. This will include one electronic copy to both FAA and Owner, along with up to 10 hard copies to the Owner. These hard copies will be made available at Hailey City Hall, in the public library and at the office of the County Clerk for Blaine County. If desired, the Owner will make an electronic copy of the document available on their website.
- 6.2 Draft a Notice of Availability of the Draft EA for newspaper publication in both Hailey and Ketchum. Submit Notice to FAA and Owner for review and then to the newspapers for publication. Publication fees will be paid by the Consultant.

Deliverables:

- Electronic copies of EA report
- 10 color hard copies to Owner
- Notice of Availability (electronic)

Task 7 – Public Involvement

Public involvement for this project will include efforts to involve the public in this analysis by hearing and recording comments and concerns. The public involvement process for this project is described below:

- 7.1 With the assistance of the Owner and FAA, develop a list of project stakeholders and agencies to be contacted. Contact each stakeholder and agency at the beginning of the project and at key points in the process, so that they remain informed on progress. Document all communication with stakeholders and agencies and summarize for inclusion in the final EA. Consultation will be initiated early in the process and will continue throughout.
- 7.2 Conduct a public project kickoff meeting at a regularly scheduled Airport Board meeting. The purpose of this meeting will be to present the analysis effort included in the project, both in terms of the planning and then environmental analysis. This meeting will be held in Hailey and will be attended by the Consultant's Project Manager and Environmental Specialist.
- 7.3 Prepare for and host an open house and informal q/a meeting prior to a regularly scheduled Airport Board meeting where the general public can see the preferred alternative and ask questions. This will include preparation of graphics for the open house and a presentation for the Council meeting. The meeting will be attended by the Consultant's Project Manager and/or Environmental Specialist and one other staff member to assist with documenting questions during the open house and informal meeting.

- 7.4 Conduct a Public Hearing to present the draft EA and hear and record comments and concerns from the public, FMAA, airport staff, Hailey City Council (non-FMAA members) and other appropriate City representatives, and appropriate Blaine County officials (non-FMAA members). Prepare for and host an open house prior to the hearing to provide an opportunity for the public to review the findings, ask questions and submit comments. This will include preparation of graphics for the open house and a presentation for the FMAA at an open meeting. The meeting will be attended by the Consultant's Project Manager, Environmental Specialist, and one additional staff member. This meeting will be held at least 30 days after the draft EA is made available to the public.
- 7.5 Document all questions and comments received during the comment period and at the Public Hearing. Assist Owner in responding to comments and questions received throughout the study process. Develop a summary of comments and responses for inclusion in the EA.

Deliverables

- Stakeholder/agency contact list (electronic)
- Communication summary (electronic)
- Graphics and presentation for Kickoff Meeting (hard copy, included mounted graphics)
- Graphics and presentation for Open House (hard copy, included mounted graphics)
- Graphics and presentation for Draft EA Public Hearing (hard copy, included mounted graphics)
- Comment/question/response summary (electronic)

Task 8 – Final EA

This task includes the steps to prepare the final Environmental Assessment document, and includes the following subtasks.

- 8.1 Collect, organize and evaluate all comments received during the comment period. Prepare responses to comments and submit to Owner and FAA for review and comment. Revise responses as necessary and prepare a report responding to each unique comment, which will be attached to the Final EA as an appendix.
- 8.2 Review and revise the text of the EA report as necessary, based on the comments received from public, stakeholders and agencies. Submit the draft Final EA to Owner and FAA for review.
- 8.3 Revise the Final EA, based on comments received from Owner and FAA. Prepare the EA for final printing and produce the final document in hard copy and electronic formats.

Deliverables

- Draft Final EA for Owner and FAA review (electronic, plus one hard copy to Owner)
- Final EA: electronic on CD and up to 8 hard copies

PRELIMINARY PROJECT SCHEDULE

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

ACTIVITY	COMPLETION
Scope of Work Approval	March 2017
Complete Independent Fee Estimate Review	April 2017
Work Order Negotiation Complete	May 2017
Kickoff Meeting	May 2017
Environmental Survey Tasks Complete	June 2017
Environmental Analysis Complete	July-August 2017
Draft EA Review Period	August-September 2017
Draft EA Public Hearing	September 2017
Final EA Complete	November 2017
FONSI	December 2017

Notes: This schedule assumes the following:

- All information needed will be readily available
- FMAA can review the Preliminary Draft EA in one week
- FAA can review the Preliminary Draft EA in two weeks
- No substantial comments are received on the Draft EA
- Dates are subject to change, review timing, etc.

EXHIBIT B

Friedman Memorial Airport
Hailey, Idaho
Environmental Assessment
Land Acquisition/Obstruction Removal

Fee Summary

April 13, 2017

1. Personnel Costs - Prime

Classification	Title	Hours	Rate/Hour	Cost
P	Principal	38	\$200.00	\$7,600.00
PM	Project Manager	85	\$160.00	\$13,600.00
SP	Senior Planner	298	\$135.00	\$40,230.00
DE	Design Engineer	88	\$95.00	\$8,360.00
SM	Survey Manager	0	\$0.00	\$0.00
ST	Survey Technician	0	\$0.00	\$0.00
Admin.	Administrative	48	\$65.00	\$3,120.00
Totals - Direct Labor		557		\$72,910.00

2. Reimbursables

Description	Unit	Number	Unit Cost	Cost
Vehicle Travel	Mile	1200	\$0.54	\$648.00
Airline Travel	Trip	0	\$0.00	\$0.00
Rental Vehicles	Day	4	\$55.00	\$220.00
Lodging	Night	4	\$135.00	\$540.00
Meals	Lump Sum	8	\$50.00	\$400.00
Printing/Shipping	Lump Sum	1	\$2,000.00	\$2,000.00
Miscellaneous	Lump Sum	0	\$0.00	\$0.00
Subtotal, Reimbursables				\$3,808.00

4. Subconsultants

Archaeologist	\$7,317.00
Architectural Historian	\$6,325.00
Biologist	\$14,620.00
Other	\$0.00
Subtotal, Subconsultant Fees	\$28,262.00

TOTAL FEE (1+2+3) \$104,980.00

EXHIBIT B

Friedman Memorial Airport Hailey, Idaho		Environmental Assessment Land Acquisition and Obstruction Removal								
Fee Worksheet		April 13, 2017								
LABOR CLASSIFICATION	FIRM LABOR RATE	Firm							Total Hours	TASK TOTAL
		F	PM	SM	SP	DE	ST	Admin.		
		\$200.00	\$100.00	\$0.00	\$135.00	\$95.00	\$0.00	\$85.00		
TASK 1 - PROJECT MANAGEMENT										
1.1	Scope and Fee Negotiation									
1.1.1	Scope of Work	2	2		4				4	\$ 670.00
1.1.2	Scope of Work Meeting	2			2			2	10	\$ 1,390.00
1.1.3	IFE Coordination	1	1						4	\$ 360.00
1.1.4	Fee	1	4		4			2	2	\$ 1,610.00
1.2	FAA Kickoff Meeting	2	2		4				8	\$ 1,260.00
1.3	Project Coordination		2		6				8	\$ 1,130.00
1.4	Project Management		2		8				8	\$ 1,660.00
	Subtotal, Task 1	8	19	0	28	0	0	4	67	\$ 7,980.00
TASK 2 - ALTERNATIVES DEVELOPMENT										
2.1	Alternatives Description		2		5	5		2	20	\$ 2,250.00
2.2	Revisions	1			4	4		2	11	\$ 1,250.00
2.3	RPZ Evaluation	1	2		4	4			11	\$ 1,440.00
2.3.1	Alternatives Analysis				4	4			8	\$ 920.00
2.3.2	FAA coordination	2	4		4	2			12	\$ 1,770.00
2.4	Preferred Alternative Development				4	4			8	\$ 620.00
2.5	Alternatives Summary (chapter 2, EA)		2		4	4		2	12	\$ 1,370.00
	Subtotal, Task 2	4	10	0	32	30	0	6	69	\$ 8,220.00
TASK 3 - PROJECT PURPOSE AND NEEDS										
3.1	Coordination	1	4		6			2	15	\$ 2,050.00
3.2	Prepare Purpose and Need Statement		2		8			2	10	\$ 1,030.00
	Subtotal, Task 3	1	6	0	14	0	0	4	25	\$ 3,080.00
TASK 4 - RESOURCES EVALUATED										
4.1	Affected Environment Chapter								0	\$ -
4.2	Environmental Consequences Chapter								0	\$ -
	Subtotal, Task 4	0	0	0	0	0	0	0	0	\$ -
TASK 4.1 - AFFECTED ENVIRONMENT										
4.1.1	Mapping and Photographs	1	2		8	4		2	17	\$ 2,110.00
4.1.2	Landuse and Zoning		2		4	4			10	\$ 1,240.00
4.1.3	Regulations	1	2		4			2	9	\$ 1,190.00
4.1.4	Demographics		2		4	4			10	\$ 1,240.00
4.1.5	Define Cumulative Projects		2		4				6	\$ 860.00
	Subtotal, Task 4.1	2	10	0	24	12	0	4	62	\$ 6,640.00

EXHIBIT B

Friedman Memorial Airport Hailey, Idaho		Environmental Assessment Land Acquisition and Obstruction Removal								
Fee Worksheet		April 13, 2017								
LABOR CLASSIFICATION	FIRM LABOR RATE	Prime						Admin. \$60.00	Total Hours	TASK TOTAL
		F \$250.00	PW \$160.00	SM \$0.00	SP \$135.00	DE \$95.00	ST \$0.00			
TASK 5.2 - ENVIRONMENTAL CONSEQUENCES										
4.2.1	Air Quality				2				2	\$ 270.00
4.2.2	Biological Resources									
	General Biological Resources				2	2			4	\$ 460.00
	Federal Endangered and Threatened Species				2				2	\$ 270.00
	Idaho Species of Concern				2				2	\$ 270.00
4.2.3	Climate				2				2	\$ 270.00
4.2.4	Coastal Resources				2				2	\$ 270.00
4.2.5	DOT Act, Section 4(f)									
a	De Minimis Statement				4	2			6	\$ 790.00
b	Draft Section 4(f) Evaluation - Contingent				4				4	\$ 540.00
c	Task management - FAA coordination				2				2	\$ 270.00
d	Draft Section 4(f) Evaluation				4				4	\$ 540.00
e	Technical QA/QC				2				2	\$ 270.00
f	Comment Response				2				2	\$ 270.00
g	Technical QA/QC				2				2	\$ 270.00
h	Comment Response				4				4	\$ 540.00
4.2.6	Farmlands				2				2	\$ 270.00
4.2.7	Hazardous Materials, Solid Waste, Pollution Prevention				2				2	\$ 270.00
4.2.8	Historical, Architectural, Archaeological, Cultural Resources									
a	Coordination	1	2		2	2		2	9	\$ 1,110.00
b	Research				2	2			4	\$ 460.00
c	Fieldwork								0	\$ -
d	Site Forms								0	\$ -
e	AHSR				2	2			4	\$ 460.00
f	Technical QA/QC				2				2	\$ 270.00
g	Comment Response				2				2	\$ 270.00
h	Coordination and Consultation				2				2	\$ 270.00
4.2.9	Land Use				2				2	\$ 270.00
4.2.10	Natural Resources and Energy Supply				2				2	\$ 270.00
4.2.11	Noise and Noise-Compatible Land Use				2				2	\$ 270.00
4.2.12	Socioeconomics, Environmental Justice, Children's Risks				2				2	\$ 270.00
4.2.13	Visual Effects				2	2			4	\$ 460.00

EXHIBIT B

Friedman Memorial Airport
Hailey, Idaho

Environmental Assessment
Land Acquisition and Obstruction Removal

Fee Worksheet April 13, 2017

LABOR CLASSIFICATION	FIRM LABOR RATE	Prime							Total Hours	TASK TOTAL
		P \$200.00	PW \$160.00	SM \$0.00	SP \$130.00	DE \$65.00	ST \$0.00	Admin. \$66.00		
4.2.14	Water Resources									
A	Waters of the U.S./Wetland Delineation									
a	Research and Field Prep		2		4	4		2	12	\$ 1,370.00
b	Wetland Survey/Delineation				4	4			8	\$ 920.00
c	Wetland Assessment				16				16	\$ 2,160.00
d	Waters of the U.S./Wetland Delineation Report				8				8	\$ 1,080.00
e	Technical QA/QC				4				4	\$ 540.00
f	Comment Response				4				4	\$ 540.00
B	Waters of U.S./Wetland Impact Analysis/Plan				4				4	\$ 540.00
C	Floodplains				2				2	\$ 270.00
D	Surface Waters				2				2	\$ 270.00
E	Groundwater				2				2	\$ 270.00
F	Wild and Scenic Rivers				2				2	\$ 270.00
4.2.16	Cumulative Impacts		2		2			2	2	\$ 270.00
4.2.16	Environmental Consequences Chapter							2	6	\$ 720.00
Subtotal, Task 4.2		1	6	0	40	20	0	6	149	\$ 46,110.00
TASK 5 - PRELIMINARY DRAFT EA, WQRP AND FAA REVIEW										
5.1	Prepare and Submit Draft EA Report				12	11		2	25	\$ 3,510.00
5.2	FAA/Owner Coordination	2	2		4	2			10	\$ 1,400.00
5.3	Finalize Draft EA	2	2		11	4		4	23	\$ 3,440.00
Subtotal, Task 5		4	4	0	27	17	0	6	58	\$ 8,350.00
TASK 6 - DRAFT EA PREPARATION AND DISTRIBUTION										
6.1	Provide Final Draft EA For Distribution	2	2		4	4		2	14	\$ 1,770.00
6.2	Draft/Publish Notice of Availability		4		4				8	\$ 1,180.00
Subtotal, Task 6		2	6	0	8	4	0	2	22	\$ 2,950.00

EXHIBIT B

Friedman Memorial Airport Hailey, Idaho		Environmental Assessment Land Acquisition and Obstruction Removal								
Fee Worksheet		April 13, 2017								
LABOR CLASSIFICATION	FRN	Prime							Total Hours	TASK TOTAL
	LABOR RATE	F	PM	SM	SP	DE	ST	Admin.		
		\$200.00	\$100.00	\$0.00	\$135.00	\$60.00	\$0.00	\$65.00		
TASK 7 - PUBLIC INVOLVEMENT										
7.1	Stakeholder Communication	2	2		4			2	10	\$ 1,350.00
7.2	Project Kickoff Meeting	2	4		4			2	12	\$ 1,710.00
7.3	Preferred Alternative Public Meeting	2	4		4			2	12	\$ 1,710.00
7.4	Draft EA Public Hearing	2	8		8			2	20	\$ 2,800.00
7.5	County Commissioner Updates	2	4		2			2	10	\$ 1,440.00
7.6	Questions/Comments Documentation	2	4		4			2	12	\$ 1,710.00
	Subtotal, Task 7	12	28	0	28	0	0	12	76	\$ 10,850.00
TASK 8 - FINAL EA										
8.1	Comment Response	2	2		8	4			16	\$ 2,160.00
8.2	Revise EA Text				8				8	\$ 1,080.00
8.3	Final EA	2	2		8	4			16	\$ 2,160.00
	Subtotal, Task 8	4	4	0	24	8	0	0	48	\$ 5,400.00
TOTAL, ALL TASKS		38	85	0	208	88	0	48	557	\$ 72,910.00