

AGENDA ITEM SUMMARY

DATE: 1/6/2014 DEPARTMENT: Legal DEPT. HEAD SIGNATURE: _____

SUBJECT:

Friedman Memorial Airport Authority ("FMAA") Meeting

AUTHORITY: ID Code _____ IAR _____ City Ordinance/Code _____
(IF APPLICABLE)

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:

I just reviewed the FMAA agenda and packet for the FMAA meeting scheduled for January 7, 2014. I am attaching the agenda, the meeting brief and Attachments Nos. 7, 8, 9, 10 and 11. For the most part, the attachments outline an extensive capital improvement plan of \$4,655,188 over the next two years for the Runway Safety Area (RSA) project. Several of the attachments include scopes of work for a reconfiguration of the terminal, construction of a new operations building and acquisition of hangars.

Attachment No. 11 is a master plan outline. Staff is asking the FMAA Board whether it wishes to develop a scope of work for an updated master plan. Please note that page 2 of the outline states "[u]sing Technical Analysis Alternatives 6 and 7 as a starting point, and in consideration of anticipated facility needs, improvement alternatives will be formulated which will allow SUN to best accommodate forecast demand and best meet FAA facility layout standards." It is my understanding that Alternative No. 6 did not include any land acquisition and consisted of RSA grading improvements, relocation and extension of the taxiway, and the relocation of hangars and other facilities. But it is my understanding that Alternative No. 7 includes land acquisition. Alternative No. 7 is similar to Alternative No. 6 but also includes relocation of Highway 75 and land acquisition to the west of the airport. I have also attached site plans showing Alternative No. 6 (No Land Acquisition) and Alternative No. 7 (Modest Expansion). In discussing Alternative No. 7 with Rick Baird, he emphasized that the FMAA Board will direct what components of Alternative No. 7 will be included in a scope of work. For example, the FMAA Board could decide not to support a relocation of Highway 75 or to only acquire part of the land shown on the Alternative No. 7 diagram. I fully expect there to be a discussion whether more land should be acquired to accommodate the loss of land caused by the RSA project.

I did not see anything else on the agenda, the meeting brief or any attachment which I feel should be discussed during the City Council meeting. If you want access to the entire FMAA packet, please go to www.flyfma.com and click onto FMAA Agendas.

Ned

FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS: Caselle # _____
Budget Line Item # _____ YTD Line Item Balance \$ _____
Estimated Hours Spent to Date: _____ Estimated Completion Date: _____
Staff Contact: _____ Phone # _____
Comments: _____

ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS: (IF APPLICABLE)

____ City Attorney	____ Clerk / Finance Director	____ Engineer	____ Building
____ Library	____ Planning	____ Fire Dept.	____
____ Safety Committee	____ P & Z Commission	____ Police	____
____ Streets	____ Public Works, Parks	____ Mayor	____

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:

Review and discuss the agenda and meeting brief. If appropriate, direct FMAA representatives on action to be taken at the next FMAA meeting.

**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, January 7, 2014 at 5:30 p.m. at the old Blaine County Courthouse Meeting Room, Hailey, Idaho. The proposed agenda for the meeting is as follows:

**AGENDA
January 7, 2014**

- I. APPROVE AGENDA
 - II. PUBLIC COMMENT (10 Minutes Allotted)
 - III. FMAA FINANCIAL STATEMENTS & OTHER FINANCIAL INFORMATION
YEAR ENDED SEPTEMBER 30, 2013 – Attachment #1 ACTION
 - IV. APPROVE FRIEDMAN MEMORIAL AIRPORT AUTHORITY MEETING MINUTES OF:
A. December 3, 2013 Regular Meeting – Attachment #2 ACTION
 - V. REPORTS
 - A. Chairman Report DISCUSSION
 - B. Blaine County Report DISCUSSION
 - C. City of Hailey Report DISCUSSION
 - D. Airport Manager Report DISCUSSION
 - E. Communication Director Report DISCUSSION
 - VI. AIRPORT STAFF BRIEF (5 Minutes Allotted)
 - A. Noise Complaints
 - B. Parking Lot Update
 - C. Profit & Loss, ATCT Traffic Operations Count and Enplanement Data – Attachments #3 - #5
 - D. Review Correspondence – Attachment #6
 - E. Airport Weather Interruptions
 - F. EIS Termination
 - VII. UNFINISHED BUSINESS
 - A. Airport Solutions
 - 1. Existing Site
 - a. Plan to Meet 2015 Congressional Safety Area Requirement
 - i. Formulation DISCUSS/DIRECT/ACTION
 - Airport Layout Plan
 - Capital Improvement Program (CIP) – Attachment #7
 - Cash Flow to Support CIP
 - ii. Project 2 Relocate/Extend Taxiway B and Runway Safety Area Grading DISCUSS/DIRECT/ACTION
 - Engineering Work Order
 - Pre-Qualification Process
 - 35% Design Review
 - iii. Project 3 Terminal Reconfiguration SOW – Attachment #8 DISCUSS/DIRECT/ACTION
 - iv. Project 4 Airport Operations Building SOW – Attachment #9 DISCUSS/DIRECT/ACTION
 - v. Hangar Acquisition SOW – Attachment #10 DISCUSS/DIRECT/ACTION
 - b. Master Plan Outline – Attachment #11 DISCUSS/DIRECT/ACTION
 - c. Retain/Improve/Develop Air Service
 - i. Fly Sun Valley Alliance Update – Attachments #12, #13 DISCUSS/DIRECT
 - ii. Small Community Air Service Development Program Grant DISCUSS/DIRECT/ACTION
- VIII. NEW BUSINESS
 - A. Friedman Memorial Airport Authority Air Carrier New Market Incentive Policy – Attachment #14 DISCUSS/DIRECT/ACTION
 - B. Independent Board Member Selection DISCUSS/DIRECT/ACTION
- IX. PUBLIC COMMENT
- X. EXECUTIVE SESSION – I.C. §67- 2345 (1)(f)
- XI. ADJOURNMENT

FRIEDMAN MEMORIAL AIRPORT AUTHORITY MEETINGS ARE OPEN TO ALL INTERESTED PARTIES. SHOULD YOU DESIRE TO ATTEND A BOARD MEETING AND NEED A REASONABLE ACCOMMODATION, DO SO, PLEASE CONTACT THE AIRPORT MANAGER'S OFFICE AT LEAST ONE WEEK IN ADVANCE BY CALLING 788-4956 OR WRITING TO P.O. BOX 929, HAILEY, IDAHO 83333.

III. FMAA FINANCIAL STATEMENTS & OTHER FINANCIAL INFORMATION YEAR ENDED SEPTEMBER 30, 2013 – Attachment #1

Attachment #1 is the draft *Friedman Memorial Airport Authority Financial Statements and Other Financial Information for the Year Ended September 30, 2013*. Pages 4 – 10 of the Financial Statements are the *Management Discussion and Analysis (MD&A)* letter prepared by Staff.

Mr. Brad Hodges, Simmons and Clubb and Ms. Laurie Harberd, Rexroat, Harberd & Associates will be available to present and answer any questions the Board may have. Simmons and Clubb have prepared the audit and Rexroat, Harberd & Assoc. prepared the financial statements.

BOARD ACTION: 1. Approve the draft financial statements and direct Staff/Auditor to finalize for distribution to appropriate government agencies.

IV. APPROVE FRIEDMAN MEMORIAL AIRPORT AUTHORITY MEETING MINUTES

A. December 3, 2013 Regular Meeting – Attachment #2

BOARD ACTION: 1. Action

V. 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

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

BOARD ACTION: 1. Discussion

VI. AIRPORT STAFF BRIEF (5 Minutes Allotted)

A. Noise Complaints:

LOCATION	DATE	TIME	AIRCRAFT TYPE	INCIDENT DESCRIPTION	ACTION TAKEN
Hailey	12/21	1:35 pm	Jet	Low Approach from North over Hailey	Research supported the observation that the aircraft did conduct and unusually low approach. The aircraft was identified and a letter has been sent to the operator, apprising them of FMA Vol. Noise Abatement Procedures.

B. Parking Lot Update

The Car Park Gross/Net Revenues

Month	FY 2012 Gross	FY 2012 Net	FY 2013 Gross	FY 2013 Net	FY 2014 Gross	FY 2014 Net
November	\$15,101.36	\$6,231.09	\$12,152.00	\$4,130.00	\$14,877.00	\$5,671.70

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

Attachment #3 is Friedman Memorial Airport Profit & Loss Budget vs. Actual. Attachment #4 is 2001 - 2013 ATCT Traffic Operations data comparison by month. Attachment #5 is 2013 Enplanement, Deplanement and Seat Occupancy data. The following revenue and expense analysis is provided for Board information and review:

October 2012/2013

Total Non-Federal Revenue	October, 2013	\$206,399.39
Total Non-Federal Revenue	October, 2012	\$211,410.43
Total Non-Federal Revenue	FY '14 thru October	\$206,399.39
Total Non-Federal Revenue	FY '13 thru October	\$211,410.43
Total Non-Federal Expenses	October, 2013	\$224,133.73
Total Non-Federal Expenses	October, 2012	\$227,679.45
Total Non-Federal Expenses	FY '14 thru October	\$224,133.73
Total Non-Federal Expenses	FY '13 thru October	\$227,679.45
Net Income to include Federal Programs	FY '14 thru October	\$-13,186.70
Net Income to include Federal Programs	FY '13 thru October	\$-45,781.91

D. Review Correspondence - Attachment #6

Attachment #6 is information included for Board review.

E. Airport Weather Interruptions

<u>Airline</u>	<u>December, 2013</u>	
	<u>Flight Cancellations</u>	<u>Flight Diversions</u>
Horizon Air	3	3
SkyWest	None Available	None Available
United Express	None Available	None Available

F. EIS Termination

Last month, the Board reviewed an addendum to the EIS Scope of Work that has been developed for Landrum & Brown and approved by the FAA, to terminate the EIS. Staff has negotiated an amendment to the contract between the Authority and Landrum & Brown. The contract amendment has been executed and work to terminate the EIS is underway.

VII. UNFINISHED BUSINESS

A. Airport Solutions

1. Existing Site

a. Plan to Meet 2015 Congressional Safety Area Requirement

i. Formulation

- Airport Layout Plan

The draft Airport Layout Plan is being revised to reflect comments received from the FAA and will be resubmitted for another review. A copy of the entire drawing set will be available at the Airport Manager's office for Board members to review, if desired.

- Capital Improvement Program (CIP) – Attachment #7

Staff and consultants have developed a proposed Capital Improvement Program (CIP) for Fiscal Years 2014-2018. A draft copy of this CIP is included as Attachment #7. This reflects the planned runway safety area improvements required over the next two years, along with a "first look" at potential projects for the following years. The CIP will be presented at the meeting for Board input and consideration.

- Cash Flow to Support (CIP)

As you know, the Capital Improvement Program is an outcome of the Runway Safety Area (RSA) Implementation Project formulation. The CIP includes all projects necessary to implement the RSA project in FY 2014 and FY 2015, meeting the congressionally mandated deadline of December 31, 2015. The CIP includes two projects that are not RSA projects. Those two projects are: 1) Master Plan Update which will be completed in FY 2014 and

FY 2015 and, 2) Acquire SRE (Prime mover with plow and broom) which will be ordered in FY 2014 and delivered in FY 2015. While the CIP is a 5 year plan, projects beyond FY 2015 are placeholder-type projections and can change based on need or cash requirements, as the Safety Area Project is implemented. Total FMAA cash need during FY 2014 is predicted to be \$1,544,167. Total cash need during FY 2015 is projected at \$3,111,021. A two year capital cash requirement of \$4,655,188 is very unusual for FMAA and the following cash flow discussion is meant to give the Board an understanding of reserves that will be on hand at the end of FY 2015.

At the end of FY 2013, the FMAA had \$5,350,000 in operational reserve (savings). The Board's FY 2014 operational budget predicts a net of \$176,000 in operational revenue compared to operational expenses. As you know, the purpose of the operational budget is to compare operational expense and operational revenue without the "skewing effect" of federal projects. That means AIP project funds and PFC revenue are not a part of the operational budget. The cash flow analysis shown below assumes that the FY 2014 and FY 2015 capital needs are accurate. It assumes that FY 2014 PFC revenue will total \$250,000 and that FY 2015 PFC revenue will total \$280,000. As stated above, operational FY 2014 net revenue is budgeted to be \$176,000. The cash flow analysis below assumes that net revenue of \$250,000 will be an outcome of the FY 2015 budget process.

In summary, the Board can anticipate that at the end of FY 2015 when the project expenditures forecasted in the CIP are complete, over \$1,650,000 will remain in operational reserves. Airport Staff will be prepared to discuss this analysis in detail and answer Board questions during the January meeting.

Year	PFC	Net Revenue from Operations	Total CIP Cost	Operational Revenues End of FY
2013				\$5,350,000.00
2014	\$250,000.00	\$176,000.00	\$1,544,167.00	\$4,231,833.00
2015	\$280,000.00	\$250,000.00	\$3,111,021.00	\$1,650,812.00
2016	\$280,000.00	\$275,000.00	\$200,000.00	\$2,005,812.00
2017	\$280,000.00	\$275,000.00	\$275,000.00	\$2,285,812.00
2018	\$280,000.00	\$275,000.00	\$275,000.00	\$2,565,812.00

BOARD ACTION: 1. Discuss/Direct/Approve proposed CIP for transmittal to the FAA.

ii. **Project 2 – Relocate/Extend Taxiway B and Runway Safety Area Grading**

- Engineering Work Order

Negotiation of the engineering work order for this project was completed following the Board's approval of the fee at the December 18 Special Meeting.

- Pre-Qualification Process

Also at the December 18 meeting, the Board made a decision regarding pre-qualification of construction contractors for civil projects planned for FY 2014 and FY 2015. Letters were delivered to all contractors on December 20, notifying them of the Board's decision. No protests have been received to date. Any additional information will be presented at the Board meeting.

- 35% Design Review

T-O will submit the 35% design for this project on January 3, with a review meeting with Airport Staff planned for January 8.

BOARD ACTION: 1. Discuss/Direct

iii. **Project 3 Terminal Reconfiguration SOW – Attachment #8**

Project 3 is the architectural project that will reconfigure the terminal to accommodate passengers at the north end of the building. T-O and their sub-consultant, Mead & Hunt, have developed a concept for this project and a draft scope of work for the professional services necessary to complete it. The draft scope of work is included as Attachment #8 and will be presented, along with the project concept, at the meeting for Board input and approval.

BOARD ACTION: 1. Discuss/Approve Scope of Work and direct Staff to forward the Scope to the FAA for comment and to proceed with fee negotiation

iv. **Project 4 Airport Operations Building SOW – Attachment #9**

Project 4 is the second architectural project, which will include construction of a new facility for snow removal equipment storage and maintenance, ARFF and airport administrative functions. T-O and Staff have been working with their sub-consultant, Ruscitto Latham and Blanton (RLB) to develop a concept for the facility. The latest revision of this concept is included as Attachment #9, along with design goals for the facility and a preliminary scope of work for professional services. All of these items will be presented to the Board at the meeting for input and approval.

BOARD ACTION: 1. Discuss/Approve Scope of Work and direct Staff to forward the Scope to the FAA for comment and proceed with fee negotiation

v. Hangar Acquisition SOW – Attachment #10

One of the ongoing elements of the overall Runway Safety Area Improvements program is the acquisition of several hangars, so that these hangars can be relocated or removed to accommodate other required projects. The first step in the acquisition process is appraisal of the properties by a licensed appraiser, followed by review appraisals by another appraiser. Attachment #10 includes a proposed scope of work from T-O to provide these services. T-O's role in this is simply to manage and coordinate the actions of the appraisers. All appraisals will be completed by licensed appraisers in an independent process. The hangar acquisition process and this scope of work and fees will be presented to the Board at the meeting, for input and approval.

BOARD ACTION: 1. Discuss/Approve Scope of Work and fee ('Not to exceed') and authorize Staff to forward the Scope and Fee to the FAA for comment

b. Master Plan Outline – Attachment #11

Based upon Board direction to move forward with an updated Master Plan, board member and staff feedback has been gathered by the consultant. Attachment #11 is a scope outline and projected schedule provided for supplemental board feedback, based on the comments received. If the Board wishes to proceed with a formal scope, next steps would include completing an overall scope for further review in future meetings.

BOARD ACTION: 1. Discuss/Direct Staff to develop a Draft Scope of Work based on discussion

c. Retain/Improve/Develop Air Service

i. Fly Sun Valley Alliance Update Attachments #12, #13

Attachment #12 is the November 20, 2013 Fly Sun Valley Alliance Meeting Minutes. Attachment #13 is the December 19, 2013 Fly Sun Valley Alliance Meeting Agenda.

This item is on the agenda to permit a Fly Sun Valley Alliance report if appropriate.

BOARD ACTION: 1. Discuss/Direct

ii. Small Community Air Service Development Program Grant

Update – The word now from Department of Transportation is that the Small Community Air Service Development Program Grant Offers will be mailed to communities starting sometime the week of January 6th.

BOARD ACTION: 1. Discuss/Direct

VIII. NEW BUSINESS

**A. Friedman Memorial Airport Authority Air Carrier
New Market Incentive Policy – Attachment #14**

A review of FAA policy and procedures indicates that airports can create and use airport operational revenue to support an air carrier incentive program. Since the Board has taken a leadership role in improving air service, Staff has developed an Air Carrier New Market Incentive Policy, Attachment #14 for consideration. The policy will give those negotiating with an air carrier for new service on behalf of the Authority, basic guidelines to work with. This policy would allow Staff to work with a prospective service provider to discuss and negotiate terminal improvements that would make a new market transition easier. It would also give negotiators the opportunity to make the market initially more lucrative by minimally reducing air carrier expenses thru waiver of some landing fees, if appropriate. This policy will also facilitated using a landing fee waiver as in-kind-match related to the Small Community Air Service Development Program Grant. Depending on aircraft size, savings resulting from waiving landing fees could be as high as approximately \$12,000. All other fees would remain in place. For example, terminal space rental fees, fuel flowage fees and Passenger Facility Charges will remain in place.

BOARD ACTION: 1. Discuss/Direct

B. Independent Board Member Selection

Chairman Fairfax took his Independent Board Member Oath of Office August 4, 2011. A review of the Amended and Restated Joint Powers Agreement states that the Independent Member shall serve a two-year term commencing on January 1 of the year of appointment.

BOARD ACTION: 1. Discuss/Direct

IX. PUBLIC COMMENT

X. EXECUTIVE SESSION - I.C. §67- 2345 (1)(f)

XI. ADJOURNMENT

ATTACHMENT #7

**Friedman Memorial A
Draft Capital Improvement Prog**

Calendar Year	Project	Total Cost
2014	Hangar Taxilane Relocation (Match Only - AIP is from 2013)	\$62,500
2014	South RSA Grading/Relocate Taxiway B	\$9,051,000
2014	Terminal Apron Reconstruction	\$1,523,000
2014	North Hangar Taxilane	\$890,000
2014	Hangar Acquisitions	\$2,200,000
2014	SRE/ARFF Shop, Phase 1	\$2,792,667
2014	Terminal Reconfiguration, Phase 1 (AIP Eligible Portion)	\$2,850,000
2014	Master Plan Update	\$275,000
Subtotal, 2014		\$19,644,167
2015	Terminal Reconfiguration, Phase 2 (AIP Eligible Portion)	\$2,850,000
2015	Terminal Reconfiguration (Bag Screen and Outbound Bag)	\$390,000
2015	Terminal Reconfiguration (TSA and Airlines)	\$419,250
2015	Terminal Reconfiguration (Ineligible)	\$181,500
2015	Acquire SRE	\$500,000
2015	Master Plan Update	\$275,000
2015	SRE/ARFF Shop, Phase 2	\$873,333
2015	Airport Admin Office	\$401,000
2015	North RSA Grading/Relocate Taxiway B	\$2,238,000
2015	Central Bypass Apron	\$186,000
2015	Air Cargo Ramp/North Bypass	\$2,133,000
2015	Demo Hangars	\$428,000
2015	Rehabilitate Runway	\$200,000
2015	Rehabilitate Terminal Parking Lot	\$200,000
Subtotal, 2015		\$11,275,083
2016	Land Acquisition (Alternative 7)	\$3,750,000
Subtotal, 2016		\$3,750,000
2017	Construct Aprons (Alternative 7)	\$1,066,667
2017	Terminal Improvements	\$100,000
Subtotal, 2017		\$1,166,667
2018	Snow Removal Equipment Storage Building	\$1,066,667
2018	Terminal Improvements	\$100,000
Subtotal, 2018		\$1,166,667
TOTAL		\$37,002,584

* Airport costs are costs that can not be reimbursed by PFCs.

Report
 Program, 2014-2018

FAA		Match/Local Share		
Entitlements	Discretionary	PFC	Airport*	Total
\$0	\$0	\$62,500	\$0	\$62,500
\$1,000,001	\$7,485,312	\$565,689	\$0	\$565,688
\$0	\$1,427,813	\$95,188	\$0	\$95,188
\$0	\$834,375	\$55,625	\$0	\$55,625
\$0	\$2,062,500	\$137,500	\$0	\$137,500
\$0	\$2,618,125	\$174,542	\$0	\$174,542
\$0	\$2,671,875	\$178,124	\$0	\$178,125
\$0	\$0	\$275,000	\$0	\$275,000
\$1,000,001	\$17,099,999	\$1,544,168	\$0	\$1,544,167
\$1,000,000	\$1,671,875	\$178,125	\$0	\$178,125
\$0	\$0	\$390,000	\$0	\$390,000
\$0	\$0	\$0	\$0	\$419,250
\$0	\$0	\$0	\$181,500	\$181,500
\$0	\$0	\$500,000	\$0	\$500,000
\$0	\$0	\$275,000	\$0	\$275,000
\$0	\$818,750	\$54,583	\$0	\$54,583
\$0	\$0	\$0	\$401,000	\$401,000
\$0	\$2,098,125	\$139,875	\$0	\$139,875
\$0	\$174,375	\$11,625	\$0	\$11,625
\$0	\$1,999,688	\$133,313	\$0	\$133,313
\$0	\$401,250	\$26,750	\$0	\$26,750
\$0	\$0	\$0	\$200,000	\$200,000
\$0	\$0	\$0	\$200,000	\$200,000
\$1,000,000	\$7,164,062	\$1,709,271	\$982,500	\$3,111,021
\$1,000,000	\$2,515,625	\$234,375	\$0	\$234,375
\$1,000,000	\$2,515,625	\$234,375	\$0	\$234,375
\$1,000,000	\$0	\$66,667	\$0	\$66,667
\$0	\$0	\$0	\$100,000	\$100,000
\$1,000,000	\$0	\$66,667	\$100,000	\$166,667
\$1,000,000	\$0	\$66,667	\$0	\$66,667
\$0	\$0	\$0	\$100,000	\$100,000
\$1,000,000	\$0	\$66,667	\$100,000	\$166,667
\$5,000,001	\$26,779,687	\$9,621,148	\$1,162,500	\$5,222,896

December 31, 2013

WORK ORDER 14-03
EXHIBIT A – Scope of Work
Friedman Memorial Airport (SUN)
Hailey, Idaho

RSA Improvements – Project 3

Terminal Reconfiguration

This Scope of Work describes professional services to be provided in support of a project that will reconfigure the terminal at Friedman Memorial Airport (SUN), to include an addition on the north end of the building and various improvements to the existing portions of the terminal building. The primary purpose of this reconfiguration is to relocate the passenger screening and arrival/departure areas from the south end of the facility to the north end. A detailed description of the project and this scope of work is provided below.

INTRODUCTION

The Friedman Memorial Airport is located in Hailey, Idaho. This airport serves the Wood River Valley region of Idaho, including the Sun Valley resort area. The Airport is currently served by two commercial service air carriers (SkyWest and Horizon Air), with service by United scheduled to begin in December 2013. A large number of corporate jets and other general aviation aircraft also use the airfield for business, recreation and travel to and from the large number of second homes in the area. The Friedman Memorial Airport Authority (FMAA) governs and manages the airport under a joint powers agreement between the City of Hailey and Blaine County, who co-sponsor the airport.

The airport does not meet current FAA design standards in several critical areas. Traffic by aircraft such as the Bombardier Q400, operated by Horizon Air, and several models of large GA aircraft (e.g., Gulfstream G-V and Bombardier Global Express) dictates that the Runway Design Code for the airport is C-III. Due to the geometry and spatial limitations of the existing site, the airport does not meet standards for many criteria, most critically the Runway Safety Area (RSA).

Until recently, the planned solution was to relocate the airport to a new site south of the existing airport and away from the valley cities. The FAA was conducting an Environmental Impact Statement (EIS) study for a new location until the decision was made to suspend the study in August 2011, due to financial and environmental concerns.

At the direction of the FAA, FMAA recently completed a Technical Analysis of available alternatives for improving the airport to meet standards where practical and to identify required Modifications of Standards, where standards cannot be met. This Analysis identified seven alternative airport configurations and the costs and possible environmental impacts associated with each. Upon review of the Analysis, the conclusion of the community and the FAA was that Alternative 6 would be pursued, with additional future planning to consider elements of Alternative 7 that are necessary to accommodate airport uses displaced by construction of Alternative 6. A graphic of Alternative 6 is attached.



Alternative 6 identifies projects within the existing perimeter fence at SUN that will accomplish the following:

1. Full compliance with C-III RSA dimensions.
2. Minimum runway to parallel taxiway separation of 320'.
3. All aircraft parking outside of the Runway OFA.

In order to accomplish this, a large amount of construction must be done, including relocation and extension of the primary parallel taxiway on the west side of Runway 13/31 (Taxiway B), removal of a secondary parallel taxiway on the east side of the runway (Taxiway A), relocation of multiple hangars and various other improvements. One of the key improvements is relocating the terminal aircraft parking from the east side of the terminal (currently in the Runway OFA and in the location of the relocated parallel taxiway) to the north side of the building. With this relocation, a reconfiguration of the terminal will be necessary to safely move passengers to and from aircraft.

All of the improvements identified in Alternative 6 must be completed prior to December 31, 2015. By Congressional mandate, all commercial service airports must have compliant Runway Safety Areas by that date. Following selection of the alternative, the Airport Authority proceeded with a Formulation Study to refine it and determine how the proposed projects would be completed. This study included analysis of options for the terminal reconfiguration and this analysis is available to assist with the design.

PROJECT APPROACH

This project is completely driven by the need for Runway Safety Area improvements at the airport. In order to provide a compliant Runway Safety Area, Taxiway B must be relocated. In order to relocate Taxiway B, terminal aircraft parking must be relocated. In order to safely get passengers to and from the new terminal aircraft parking location, the building must be reconfigured. This Terminal Reconfiguration project will therefore be a multiple component project to update the existing terminal building to accomplish this goal.

During the Formulation project, three options were explored to relocate aircraft parking positions and adjust terminal functionality accordingly. Of the options presented, Option 3 (Exhibits attached) was selected as the preferred option with the facility expansion to the north, east and west to support the operation. Planning level opinions of probable costs were generated for each of the three options.

Pre-design drawings for the Project, developed during the Formulation project as well, will be utilized as a starting point in developing the architectural design of the project. The pre-design was limited to preliminary block plan diagrams and does not include building elevations, building sections, mechanical, electrical and plumbing building system descriptions or site plan development, all of which will need to be developed during initial programming and design phases of the project. Facility sizing was contemplated based upon scheduled service anticipated for FY 2014.

In the preferred option, the building will be expanded north and west to accommodate a pre-screening waiting area, passenger security screening, secure hold room, concessions and restroom. The building will also be expanded east of the ticket counters to accommodate reconfigured airline ticketing and offices, TSA checked baggage screening and outbound baggage room requirements. (Note: some of the improvements in the ticketing and outbound baggage screening areas may not be AIP eligible. An element of this project will be to determine facility needs in these areas and the eligibility of the desired



improvements.) The departures hall and baggage claim area will be updated only to maintain consistent architectural finishes in the public spaces and provide signage and other guidance to passengers.

Key components of the project include the following renovation and/or additions to the existing building as appropriate:

- Airline ticketing, offices, baggage check-in and screening are expanded into the existing airline ticket office and passenger hold room space and new construction east of the airlines' space.
- Outbound baggage make-up is housed in a new addition to the east of the existing building.
- Security Checkpoint layout will be designed in accordance to the 2012 TSA Checkpoint Design Guidelines.
- TSA offices and break room (if included in the design) will be located in the general area of the existing holdroom and concession areas.
- Existing concessions will be relocated to the secure holdroom.
- Existing baggage claim hall architectural finishes will be updated to match the remaining facility.
- Rental car counters will be reconfigured to open up circulation from the baggage claim hall to the west terminal area expansion and, if possible, to provide additional rental car space.
- Relocated circulation/greeting space will be located at former storage space next to the mechanical room.
- Expansion to the north and west will house a waiting area, security screening and a secure hold room.
- Site improvements will be limited to grading and paving improvements necessary adjacent to the building, as well as minimal reconfiguration of the terminal parking lot to accommodate the new building space.
- The preferred alternative will be evaluated for Federal eligibility and stakeholder/tenant leasing scenarios.

The project will be designed as one building to be delivered through a design/bid/build methodology.

Lease spaces such as retail, concessions, and car rental will be designed as a "white box" to be finished by others under separate contract. A "white box" is defined as having unpainted gypsum board walls with outlets roughed-in, a concrete floor, no fixed lighting and no finished ceiling.

Other tenant lease spaces, specifically, airline and TSA operations spaces, will be designed to a thirty percent (30%) design level (Schematic Design) at which time the tenants will be engaged by the airport and design team in a process to determine their requirements and whether they support funding expansion necessary for outbound baggage operations and TSA ancillary operations at the airport (Exhibit attached showing planned airline and TSA lease spaces). Subsequent design work will be



determined by the scope of the airlines and TSA space requirements and will constitute additional services to the design contract. If the tenants determine that their spaces are sufficient to meet their requirements, the design contract will be amended to show that no additional services are required for these lease spaces.

For the purpose of this proposal, Mead & Hunt will develop exterior improvements in the immediate area surrounding the terminal to the curb line adjacent to the building. Building utility lines will be designed to extend five feet (5') out from the building line to be coordinated with site improvements. In support of T-O Engineers, a code review will be provided for T-O Engineer's developed drawings, reviewing grading, drainage, NFPA, and other relevant code requirements both landside and airside.

It is assumed the building site has no environmental issues and that adequately sized utilities are adjacent to the project site, including electric power, water, sewer, gas, and data/communication. If not so, these issues would be addressed by T-O Engineers or others under a separate contract.

Architectural and engineering professional services will be provided through the Bidding Phase of the project. Once the design is finalized and a Construction Administration level of services has been determined, Mead & Hunt will submit a scope and fee for that effort, to be provided under a separate agreement.

PROJECT SCHEDULE

From the date of Owner's notice to proceed, the design and construction document phases for the entire project will be completed as follows:

Programming	8 weeks
Schematic Design	8 weeks
Design Development	10 weeks
Construction Documents	12 weeks
Bidding and Award	6 weeks

The FAA and the Owner desire that the construction of the project is structured so that access to the new aircraft parking area is available by June 2015. Additional work on the project may take place after that point, but all work will be complete by December 31, 2015.

ANTICIPATED STAFFING

T-O Engineers is the prime consultant for this project and will provide contract management, coordination and all other project management services. These services will primarily be provided by a Principal in the firm, in order to provide the experience and leadership necessary to complete the project on an aggressive schedule. T-O will also provide civil site design services.

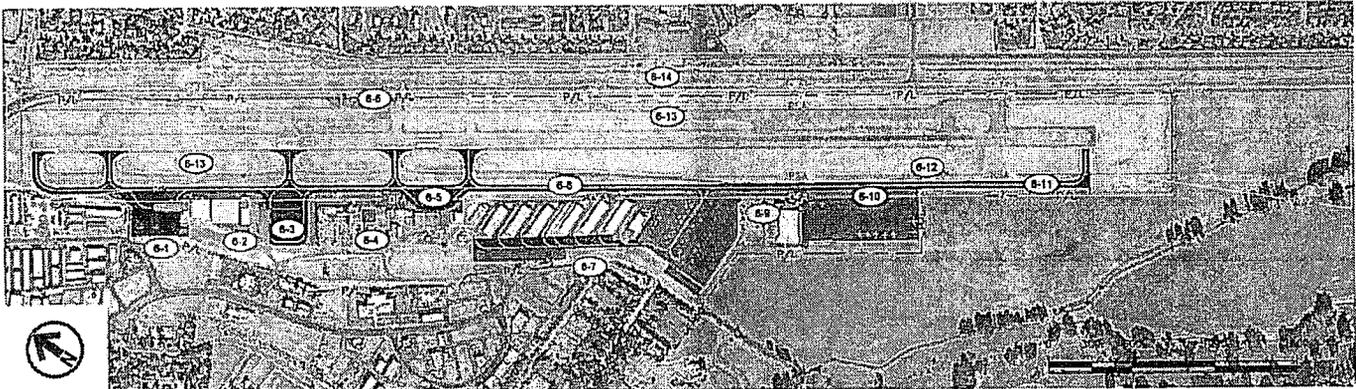
All architectural elements of the project, including architectural, structural, mechanical, plumbing, electrical and security design will be completed by qualified architectural consultants. Mead & Hunt will serve as the primary architectural consultant, with assistance from Ruscitto/Latham/Blanton, who will provide local knowledge and coordination for the project.



AVAILABLE INFORMATION:

- Previous Airport Layout Plan (ALP) drawings, most recently updated by T-O Engineers in 2010.
- Drawings from previous terminal projects completed at the airport.
- 2012 Technical Analysis, prepared by T-O Engineers.
- Analysis completed under a separate Project Formulation effort, including an abbreviated update to the ALP to reflect the projects identified in Alternative 6.

DRAFT



ITEM	DESCRIPTION
6-1	RELOCATE AIRCRAFT PARKING/HANGARS, RECONSTRUCT BUS ROUTE ACCESS ROAD, CLOSE WINTER BUS ROUTE
6-2	REMOVE HANGARS, RELOCATE ELECTRICAL VAULT
6-3	TERMINAL AIRCRAFT PARKING
6-4	RELOCATE AIRPORT OFFICES AND HANGAR
6-5	REMOVE HANGARS, RELOCATE DE-CONFLUION
6-6	RELOCATE AIR TRAFFIC CONTROL TOWER
6-7	NEW TAXILANE TO ACCESS THANGARS
6-8	RELOCATE TAXIWAY B

ITEM	DESCRIPTION
6-9	RELOCATE EXISTING FBO FENCE AND PORTION OF PARKING LOT OUTSIDE OF TAXIWAY OFA
6-10	LOSS OF PARKING DURING HIGH DEMAND: 79,000 SF
6-11	EXTEND TAXIWAY B
6-12	RELOCATE AWOS
6-13	REMOVE PAVEMENT AND GRADE RSA
6-14	HIGHWAY 75 ALIGNMENT REMAINS THE SAME

AIRCRAFT PARKING IMPACTS

FBO	-39,000 SF
GENERAL AVIATION	-65,000 SF
TERMINAL APRON	+41,200 SF
AIR CARGO APRON	+88,500 SF
NET DIFFERENCE	-181,300 SF

POTENTIAL MODIFICATIONS REQUIRED

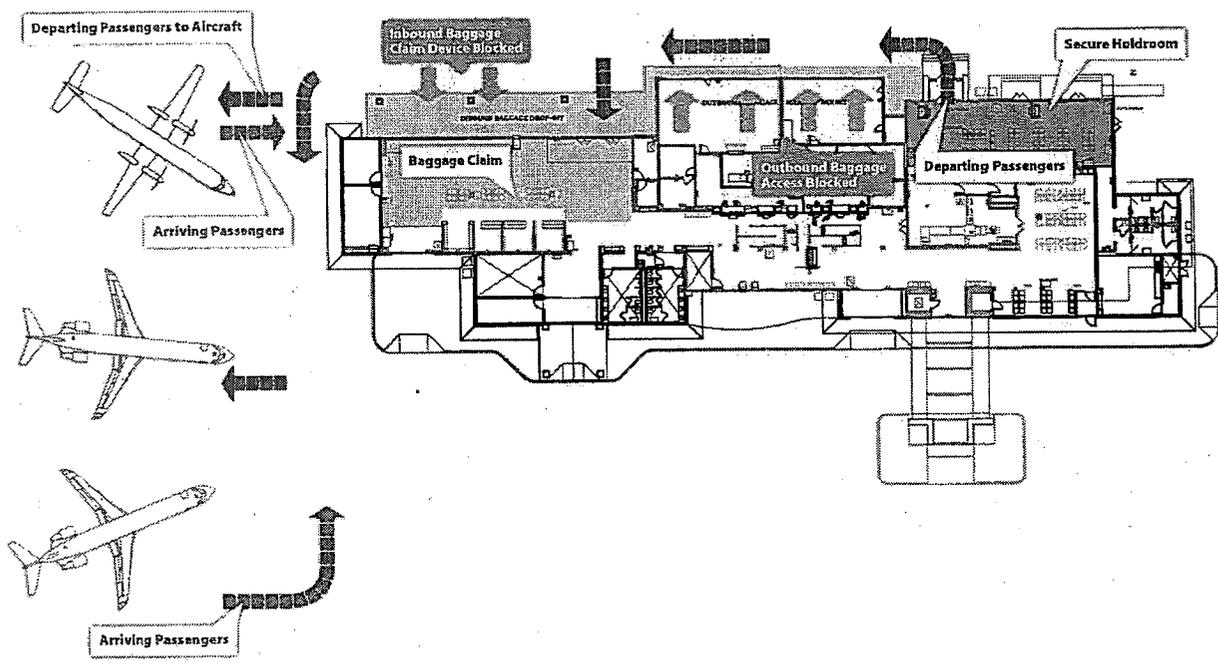
AIRPORT DESIGN STANDARD	STANDARD DIMENSIONS	POTENTIAL MODIFICATIONS REQUIRED AS SHOWN
RUNWAY TO PARALLEL TAXIWAY SEPARATION	400'	320'
RUNWAY TO AIRCRAFT PARKING	500'	400'
RUNWAY OFA GRADING	10:1	4:1
RUNWAY OFA CLEARING	NO FIXED OBJECTS	HWY 75 BUILDINGS AT THE CORNER
TAXIWAY OBJECT FREE AREA	150'	187'

LEGEND

6-1	KEY NUMBER
6-10	NEW AIRFIELD PAVEMENT
6-11	NEW BUILDING / HANGAR / STRUCTURE AREA
6-12	BUILDING / HANGAR / STRUCTURE REMOVAL
6-13	PAVEMENT REMOVAL

NOTES

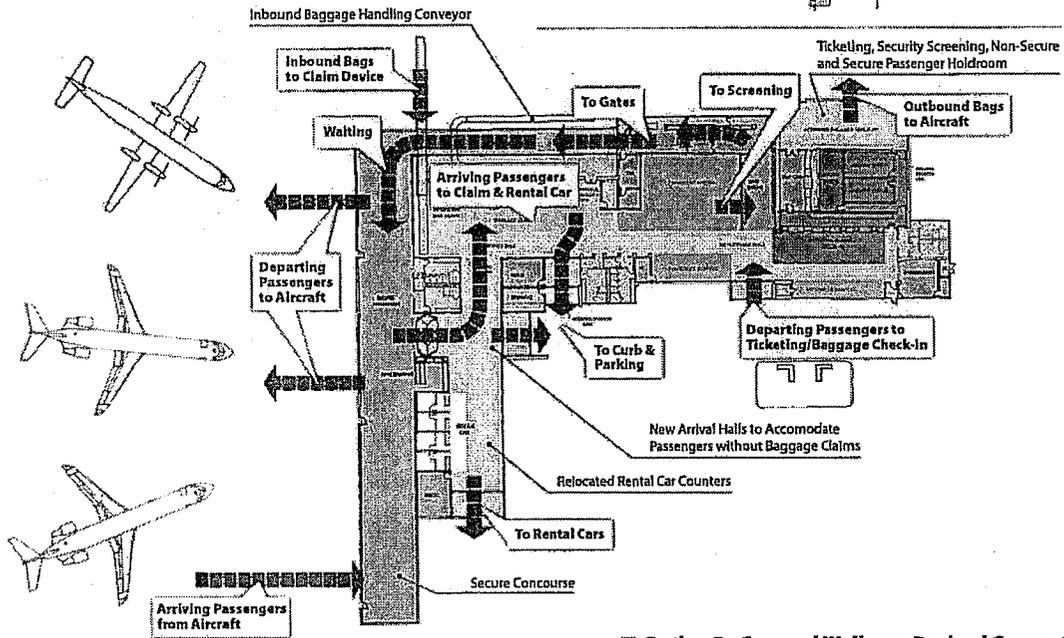
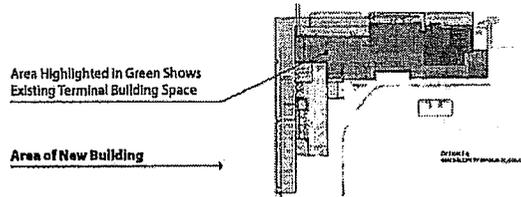
- 1 THIS ALTERNATIVE RESULTS IN A NET LOSS OF 2 HANGARS
- 2 OPERATIONAL CHALLENGES (SHOW REMOVAL/DISPOSAL, ETC.) WILL BE CREATED BY THIS ALTERNATIVE
- 3 EXISTING STORM DRAINAGE DISPOSAL SYSTEM WILL REQUIRE EXTENSIVE MODIFICATION



Option 1: Covered Walkway
Exterior Covered Walkway to Aircraft on North Side of Terminal



Existing Terminal:	14,320 SF
Proposed Terminal:	32,716 SF
Renovation	10,390 SF
New Construction	18,396 SF
Total Construction	28,786 SF

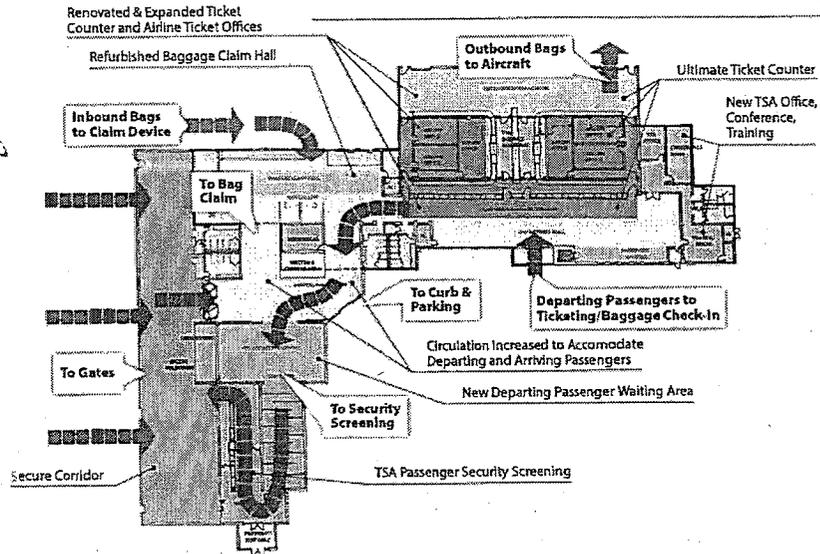
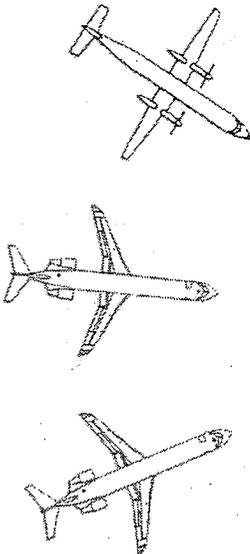
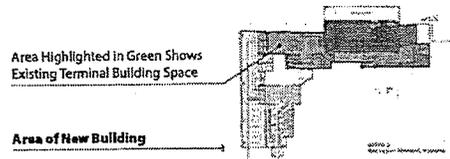


Option 2: Covered Walkway Revised Concept
Eliminate Conflicts Between Inbound & Outbound Baggage Handling Operations

Mead & Hunt
TO ENGINEERS

Terminal Planning Pre-Design
November 2013

Existing Terminal:	14,320 SF
Proposed Terminal:	28,273 SF
Renovation	6,994 SF
New Construction	13,953 SF
Total	20,947 SF



■ Option 3: Preferred Alternative
Simplified Terminal Building Addition

Mead & Hunt
TD TO ENGINEER

Terminal Planning
Pre-Design
November 2013





SCOPE OF SERVICES

The Consultant will be responsible for providing architectural and engineering design services for Civil, Structural, Architectural, Interior Design (to include standard furniture, fixtures and equipment (FF&E)), Mechanical, Electrical, Plumbing and Fire Protection, Fire alarm, Audio/visual, Cable television, Telecommunications, Sound/intercom and Security systems (MEP/FACTSS) as outlined in the following tasks.

Listings of attendees at meetings in the following scope of services shall be designated as follows: Principal (PR), Project Manager (PM), Design Architect (DA), Project Architect (PA), Master Planner (MP), Aviation Planner (AP), Civil Engineer (T-O) (CE), Interior Designer (ID), Local Architect Representative (LA), Structural Engineer (SE), Mechanical Engineer (ME), Electrical Engineer (EE), Plumbing Engineer (PE) and Special Systems Specialist (SS). Based on the compressed nature of review periods necessary to meet requested timelines, in-person meetings are proposed to efficiently resolve design issues at various stages throughout the process.

Task 1 Project Management

This task provides project administration and coordination throughout the course of this project and will involve communicating project progress and issues with the Owner, coordinating with the team's activities, coordinating the design with the Owner, providing oversight and quality control, checking documents, organizing project information, administering invoices, and managing the project budget. Coordination with ongoing Master Planning and related facility design efforts are also contemplated with this effort.

Task 2 Programming

Upon notice to proceed, the Programming Task will establish the overall goals of the project and develop and verify the building requirements. This task will provide the further development of the building program and Furniture, Fixtures and Equipment (FF&E) requirements for the project initially developed in the Formulation study. This will include the following items:

General Tasks

- Review and confirmation of anticipated peak hour enplanements based on current and future potential aircraft mix scenario(s) for planning and terminal design
- Facility program development and summary of individual space requirements and five-year growth space projections
- Evaluation of design for the preferred option developed during the pre-design study
- Quality and image goals
- Photographing existing building conditions
- FF&E requirements



- Building utility system (mechanical, electrical, plumbing) requirements and energy and sustainable design goals
- Project budget and scope of work
- Project schedule for completion of the design phases
- Initial regulatory requirements review
- Initial contact with relevant governmental regulatory agencies (i.e.: Hailey Building & Safety, Federal Aviation Administration, etc., as required)
- Coordination with the FAA regional representative if requested for eligibility determinations
- Site reconnaissance to evaluate existing building conditions based on available as-built drawings provided by the Owner
- Eligibility calculations for funding and calculations for leasing
- Eligibility Plan consistent with the new AIP Handbook and preliminary opinion of probable construction cost
- Meeting minute documentation of site visits and internal team meetings

Meetings

- Two (2) meetings via conference call with FAA, Owner and other project team members as appropriate to confirm project justification and preliminary major scope elements. Attendees: PR, PM, DA, PA
- One (1) one-day meeting at the Airport with the Owner and FAA to discuss project scope and budget. This will include attendance of a board meeting concurrently. Attendees: PR, PM, DA, PA
- One (1) two-day work session at the Airport with the Owner to kick-off the project and develop the building program and the FF&E requirements, confirm space needs, design standards, building quality, building system requirements, building equipment list, sustainable design goals and budget goals. Attendees: PR, PM, PA, DA, MP, ID, CE, LA
- On-site reconnaissance by the design team to evaluate and document existing building conditions. Attendees: PM, DA, ID, PA
- One (1) follow-up conference call meeting with the Owner to review the Programming/FF&E draft submittal. Attendees: PR, PM, DA, PA, MP, ID
- At the completion of the phase, two (2) meetings via conference call with FAA, Owner and other project team members to validate project direction. Attendees: PR, PM, DA, PA

Deliverables

Programming/FF&E Summary deliverables will be submitted for Owner review and approval to include the following:

- Project justification documentation consisting of three exhibits along with bullet points for FAA coordination
- Draft program requirements summary
- Final program requirements summary
- Building area tabulations
- AIP eligibility calculations and plan
- Preliminary regulatory requirements



- Sustainable design goals
- Building quality and image goals and expectations
- Preliminary FF&E Scope Summary
- Airport facility program and operations requirements brief

Owner's review comments will be incorporated into the Programming documents. Object Free Areas, building setbacks, and overall facility height for Part 77 penetrations will be determined by T-O Engineers. Owner changes affecting project scope, schedule or budget will be reviewed with Consultant regarding potential contract modifications.

Task 3 Schematic Design

Upon completion of the Programming Phase and written notice to proceed, the Schematic Design phase will determine the general scope, basis of design, scale and the interfacing of the various structural, mechanical, plumbing, and electrical components of the project. The primary objective is to develop a clearly defined design with a comprehensive scope, building image, preliminary budget and schedule. This Task will include the following elements:

General Tasks

- Review site survey for coordination with the design
- Conduct a preliminary review of regulatory requirements for the project (architectural, structural, mechanical, electrical and plumbing) applying building code and ADA requirements to plans to verify new and existing conditions, building classification, and other life-safety requirements
- Complete a shadow study analysis per FAA requirements
- Develop preliminary building plans, building elevations, and Sketch-Up 3-D drawings
- Develop preliminary site plan, utility design and vehicle parking plan
- Prepare presentation level site plan, floor plans and elevations as required for Owner review and planning department reviews with the city
- Review airport program requirements and coordinate with the building design
- Review the geotechnical report (prepared by others) and develop preliminary foundation, slab and structural frame criteria
- Develop preliminary structural plans
- Select primary interior and exterior finishes
- Develop typical plan layouts of major spaces showing typical furniture, fixtures and equipment.
- Provide schematic development of the MEP/FACTSS building systems
 - Schematic layout of building utility systems
 - Preliminary selection of major equipment
 - Preliminary layouts for equipment rooms
 - Inventory and coordination of existing equipment with the building system design
- Preliminary code review of exterior facility requirements between building exterior and approximately 50' from structure
- Prepare outline specifications



- Develop a preliminary opinion of probable construction cost for the project
- Prepare meeting minute documentation of site visits and internal team meetings

Meetings

- One (1) meeting for on-site reconnaissance to verify and document as-built building systems conditions. Attendees: PA, SE, ME, EE, PE, SS
- One (1) design progress meeting to review architecture and MEP/FACTSS building systems and initial FF&E and make presentation to the Owner. Attendees: PR, PM, DA, MP, ID, LA, CE, SE, ME, EE, PE, SS
- One (1) meeting each with Airlines, TSA, and car rental companies to determine facility program needs. Meetings to occur same day as design progress meeting. Attendees: PR, PM, DA, PA
- One (1) schematic design presentation meeting to the Owner at the Airport for review and sign-off on the design. Attendees: PR, PM, DA, PA, MP, LA
- One (1) meeting to initiate the pre-application review process for site development and building approval with City of Hailey Building & Safety Department and other city regulatory agencies. Attendees: PM, PA, LA

Deliverables

Schematic Design deliverables will be submitted for T-O Engineers and Owner review and approval to include the following:

- Updated facility program area take-offs
- Building/zoning code review
- Site civil engineering code review within 50' of structure of proposed facilities by T-O Engineers (FAA criteria primarily by others).
- Schematic Design level architectural floor plans and building elevations. The project electronic drawings will be Revit format version 2013
- Schematic Design level structural framing and foundations
- Outline specifications – Architectural and structural
- MEP/FACTSS building utility systems narratives
- Visualization drawings
- Updated preliminary opinion of probable construction cost

Deliverables to the Owner will include two (2) half-size sets of drawings and 3D visualization drawings.

Owner's review comments will be incorporated into the Design Development documents. Owner changes affecting project scope, schedule or budget will be reviewed with Consultant regarding potential contract modifications.

Task 4 Design Development Phase

Upon completion of Schematic Design Phase and authorization to proceed, the Design Development phase will include design work for further development of the approved architectural design along with associated structural and MEP/FACTSS building systems and cross-discipline coordination. This phase



will include the following elements:

General Tasks

- Complete the architectural design including typical exterior details, primary interior elevations, finishes and typical details, coordination of final lighting design, and schedules
- Complete the civil site design
- Finalize the project phasing for the development of the building design and building systems and incorporate into the drawings
- Determine extent of demolition
- Complete the structural design including plans, schedules, and typical details
- Complete the FF&E package
- Complete the MEP/FACTSS building systems design including calculations, plans, partial sections showing system designs, typical details, schedules and one-line diagrams
- Prepare design development presentation level site plan, floor plans and elevations as required for Owner review
- Develop draft specifications
- Develop preliminary FAA Engineers report in coordination with civil elements to meet FAA NWMR Regional guidance
- Update the opinion of probable construction cost for the project. Advise Owner of market changes
- Update eligibility calculations and meet with FAA to review
- Prepare meeting minute documentation of site visits and internal team meetings

Meetings

- One (1) in-progress design presentation meeting with the Owner at the Airport to review the development of the design. Attendees: PR, PM, DA, LA, ID, ME, EE, PE, SE, SS, CE
- One (1) in-progress eligibility meeting with the FAA at the FAA Regional office. Attendees: PR, AP, PA
- One (1) follow-up meeting each with Airlines, TSA, and car rental companies. Meetings to occur same day as design presentation meeting. Attendees: PR, PM, DA
- One (1) final design meeting to review the development of the project with the Owner. Attendees: PR, PM, DA, LA, CE

Deliverables

Design Development deliverables will be submitted for Owner review and approval to include the following:

- Code analysis on drawings
- Review of civil plans within 50' of structure for facility code compliance (FAA criteria primarily by others)
- Demolition plans
- Phasing plans



- Design Development level architectural floor plans; finish plans, roof plan, reflected ceiling plans, building elevations, interior elevations and wall sections
- Preliminary interior and exterior details and schedules
- Furniture, fixtures and equipment (FF&E) selection, plans
- Design development level calculations for building systems
- Building systems (MEP/FACTSS) plans, sections, details and schedules developed to show proposed systems
- Draft copy of specifications
- Preliminary FAA Engineer's report for building related elements
- Updated opinion of probable construction cost

Owner's review comments will be incorporated into the Construction Documents. Owner changes affecting project scope, schedule or budget will be reviewed with Consultant regarding potential contract modifications.

Deliverables to the Owner will include two (2) half-size of drawings.

Task 5 Construction Documents Phase

Subject to approval of the Design Development phase and notice to proceed, construction document drawings and specifications will be generated for bidding purposes. The deliverables provided at the conclusion of the Construction Documents phase will be bid plans and specifications and updated construction cost information. The following Construction Documents services will be provided:

General Tasks

- Finalize construction documents for architectural, structural, mechanical, plumbing, fire protection, electrical and data/communication components of the project
- Finalize specifications to include general trade sections and front-end (Division 1)
- Update opinion of probable construction costs to be of adequate detail to be used to compare eligibility percentages after the project designed is finalized. Advise Owner of market changes
- Submit 90% complete pre-final construction documents to Owner for review and approval. Incorporate Owner comments into documents
- Prepare meeting minute documentation of site visits and internal team meetings
- At the completion of the Construction Document phase, deliver four (4) copies of the 100% complete plans, specifications, and opinion of probable construction cost (incorporating review comments) to Owner
- Submit plans/specifications to applicable governmental agencies for review and approval
- Develop final FAA Engineers Report to meet FAA NWMR Regional guidance
- Plan distribution – prior to bidding phase, deliver an electronic copy of the bid documents to commercial printer for printing and distribution. Consultant will pass the cost of printing plan sets onto the contractor as a nonrefundable fee per construction document

Meetings



- One (1) Construction Documents phase 50% complete review meeting with the Owner at the Airport to provide final detailed review of the drawings and project phasing and obtain Owner input. Attendees: PR, PM, PA, ME, EE, PE, CE, SS
- One (1) conference call meeting at 95% completion to solicit final Owner review comments prior to issuing documents for bidding. Attendees: PR, PM, PA, SE, ME, EE, PE, SS

Deliverables

Contract Documents will be submitted for "Issue for Bids" to include:

- Architectural, structural and MEP/FACTSS Construction Drawings and Project Manual (specifications)
- Building Permit package - Three (3) signed and sealed copies of the contract documents for the building permit submittal
- Final FAA Engineer's report for building related elements
- Furniture, fixtures and equipment (FF&E) selection and specifications
- Revised opinion of probable construction cost

Deliverables to the Owner will include a CD and two (2) full-size sets and two (2) half-size of drawings.

Task 6 Permit Processing

The Consultant will assemble construction documents and assist Owner in completing forms for the applicable regulatory agencies at the City of Hailey for review and permit approval for building and immediate site. This phase will include:

General Tasks

- Coordinate permit process for obtaining building permits.
- Address questions from the Building Official and revise Consultant drawings accordingly to facilitate the issuance of a building permit with up to two (2) revision resubmittals of the plans to the appropriate agencies.

Task 7 Bidding

Subject to approval of the construction documents and authorization to proceed with Bidding, Consultant will distribute bidding documents to interested bidders and plan houses and assist the Owner in obtaining bids. The following services will be provided during bidding:

General Tasks

- Conduct one (1) scheduled pre-bid meeting at the project site and prepare/distribute meeting minutes. Attendees: PR, PA, LA
- Answer questions from contractors and provide clarifications of the bidding documents
- Review requests for substitutions of specified materials and advise Owner as to acceptability of substituted materials/equipment
- If required, prepare and distribute addenda to plan holders



- Attend one (1) bid opening and assist Owner in tabulating bids and identifying the apparent low bid.
Attendees: PA, LA
- Update eligibility calculations and review with FAA

Task 8 Additional Services

This task includes "additional services" not directly related to the design and bidding of the project. These services include the following:

General Tasks

- Grant administration, to include assistance to Airport Staff with reimbursement requests and reporting, as necessary. The grant application relative to this project will be submitted under a separate agreement.
- Assist the Owner with Disadvantaged Business Enterprise (DBE) reporting. Development of DBE goals are 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 2014 only.
- Utility Coordination: Coordinate with Idaho Power, CenturyLink, Intermountain Gas and City of Hailey regarding utility relocations and additional services that may be required to accommodate the modifications to the terminal.
- Prepare a Storm Water Pollution Prevention Plan (SWPPP) for the project and assist the Owner with preparation of a Notice of Intent to be filed before construction. The Contractor will be responsible to file a separate Notice of Intent and implement the SWPPP.
- Prepare and submit an FAA Form 7460-1 for the project, to reflect the proposed building addition(s).

RESPONSIBILITIES OF OWNER

Consultant's Scope of Services and Compensation are based on the Owner performing or providing the following:

- A designated representative with complete authority to transmit instructions and information, receive information, interpret policy, and define decisions
- Access to the project site
- Available data, drawings, and information related to the project including as-built drawings of the existing facility
- Owner's building equipment list (IT, security, phone systems, copiers, etc.)
- Review of draft plans and specifications within two weeks of receipt
- Protection of Consultant-supplied digital information or data, if any, from contamination, misuse, or changes

WORK NOT INCLUDED IN THE SCOPE OF SERVICES

The following items are excluded from this agreement and will be provided by the Owner or provided by the Consultant as an Additional Service only as authorized by the Owner.

- Site survey (previously completed)



- Geotechnical investigation (previously completed)
- Landscape design, beyond basic exterior plantings to meet City of Hailey requirements. Plantings/design will be a non-federal component of the project.
- Fire protection reservoir design and engineering
- Environmental assessments (previously completed)
- Hazardous materials investigation or mitigation efforts. If hazardous materials are found in the work, the Owner shall contract separately to mitigate and/or have them removed
- Planning and Building Department review meetings beyond those indicated in scope of services
- Inventory of Owner's existing furniture, fixtures and equipment
- Preparation of updates to ALP
- Fees related to Building permits
- Supplemental information documents for unknown existing conditions, field changes, Owner design changes
- Custom furniture and fixtures
- Construction Administration and Construction Observation services
- Planning and design of airline, TSA and rental car/concessions spaces beyond thirty percent (30%) (Schematic design). These will be provided under separate scope, should Owner wish to proceed.
- Baggage handling systems and CBIS planning and design. These will be provided under separate scope should Owner wish to proceed.

Additional Meetings - Meetings in addition to those indicated within the basic scope of services will be provided on an as-needed basis as authorized by the Owner and will be provided at actual cost per the fee spreadsheet.



FMA Airport Operations Building

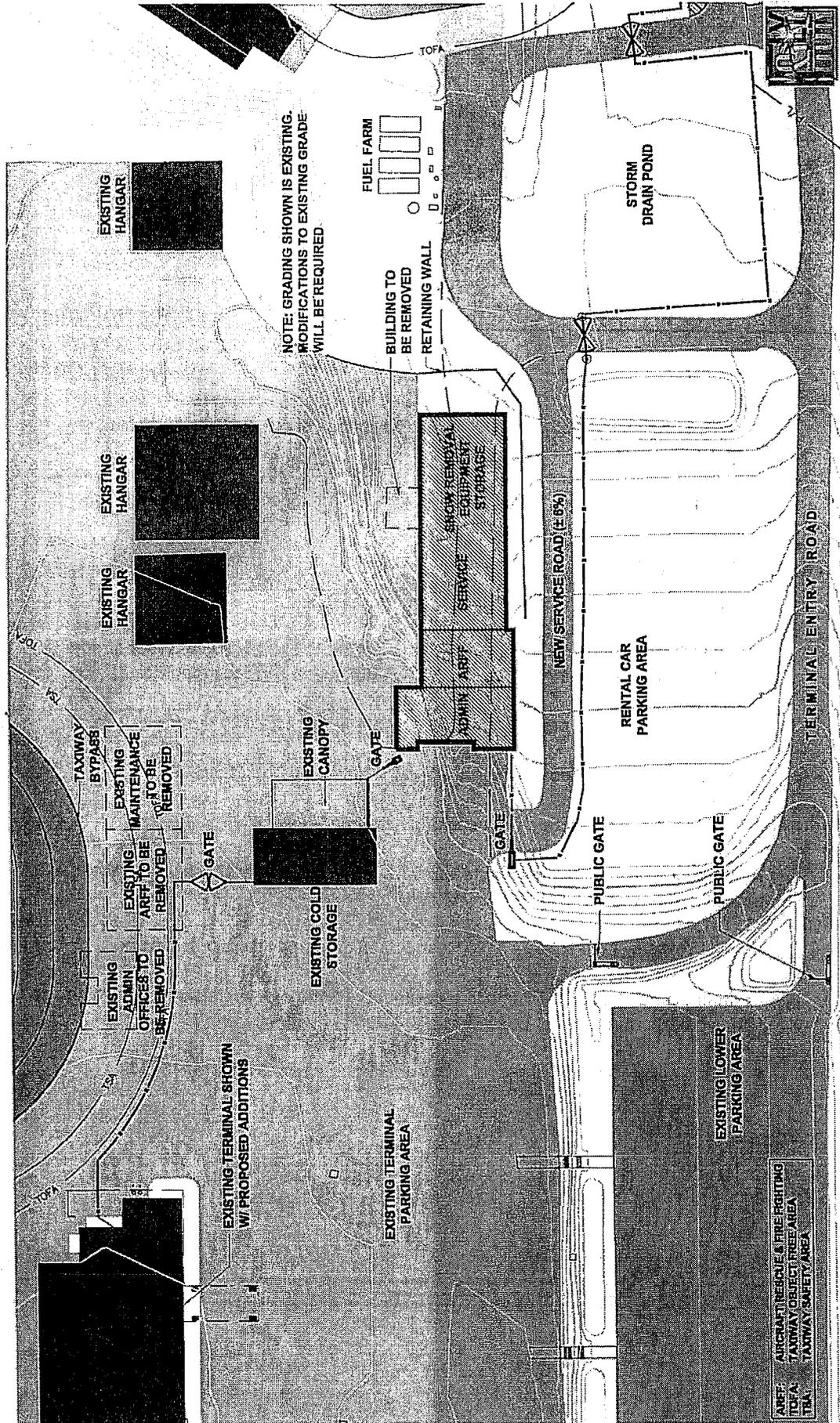
DESIGN GOALS

December 23, 2013

1. Design a single building on one level to take advantage of construction and building system efficiencies.
2. Orient the building to take advantage of solar exposure for the large equipment bay doors and adjacent aprons.
3. Position the building on the existing site to minimize costs associated with engineered structural fill. A geotechnical soils investigation is pending.
4. Provide reasonable maneuvering clearances adjacent to existing buildings for airport operations, A.R.F.F. apparatus, snow removal equipment, and other vehicles.
5. Position the building to provide direct A.R.F.F. apparatus access to the runway areas.
6. Retain as much area as possible for rental car storage and operations.
7. Provide adequate circulation for fuel equipment operations.
8. Position the structure to provide the administrative staff with as much visible access as possible to the runway and Terminal parking areas.
9. Maintain existing Cold Storage building and open air canopy storage structure.
10. Position the building to accommodate potential expansion of aircraft operation and parking to the south of the terminal.
11. Provide public access and parking to the administration portions of the building.

RUSCITTO/LATFAM/BLANTON

ARCHITECTURA P.A.



NOTE: GRADING SHOWN IS EXISTING. MODIFICATIONS TO EXISTING GRADE WILL BE REQUIRED



SITE STUDY
SCALE: 1" = 60'-0"

FRIEDMAN MEMORIAL AIRPORT

PREPARED BY:
HICKOK COLLETT ARCHITECTURAL ARCHITECTURE P.A.
DECEMBER 23, 2013

AREF: AIRCRAFT RESCUE & FIRE FIGHTING
TOFA: TAXIWAY OBJECT FREE AREA
TBA: TAXIWAY SAFETY AREA



WORK ORDER 14-04
EXHIBIT A – Scope of Work
Friedman Memorial Airport (SUN)
Hailey, Idaho

RSA Improvements – Project 4
Airport Operations Building

This Scope of Work describes professional services to be provided in support of a project that will relocate the following functions at Friedman Memorial Airport (SUN): Airport Rescue Firefighting (ARFF) equipment storage, maintenance and training; Snow Removal Equipment (SRE) storage and maintenance; and Airport Administration. These functions are currently housed in two separate buildings but will be combined into one facility under this project. The existing facilities will be demolished under a separate project, after construction of the new facility.

INTRODUCTION

The Friedman Memorial Airport is located in Hailey, Idaho. This airport serves the Wood River Valley region of Idaho, including the Sun Valley resort area. The Airport is currently served by two commercial service air carriers (SkyWest and Horizon Air), with service by United scheduled to begin in December 2013. A large number of corporate jets and other general aviation aircraft also use the airfield for business, recreation and travel to and from the large number of second homes in the area. The Friedman Memorial Airport Authority (FMAA) governs and manages the airport under a joint powers agreement between the City of Hailey and Blaine County, who co-sponsor the airport.

The airport does not meet current FAA design standards in several critical areas. Traffic by aircraft such as the Bombardier Q400, operated by Horizon Air, and several models of large GA aircraft (e.g., Gulfstream G-V and Bombardier Global Express) dictates that the Runway Design Code for the airport is C-III. Due to the geometry and spatial limitations of the existing site, the airport does not meet standards for many criteria, most critically the Runway Safety Area (RSA).

Until recently, the planned solution was to relocate the airport to a new site south of the existing airport and away from the valley cities. The FAA was conducting an Environmental Impact Statement (EIS) study for a new location until the decision was made to suspend the study in August 2011, due to financial and environmental concerns.

At the direction of the FAA, FMAA recently completed a Technical Analysis of available alternatives for improving the airport to meet standards where practical and to identify required Modifications of Standards, where standards cannot be met. This Analysis identified seven alternative airport configurations and the costs and possible environmental impacts associated with each. Upon review of the Analysis, the conclusion of the community and the FAA was that Alternative 6 would be pursued, with additional future planning to consider elements of Alternative 7 that are necessary to accommodate airport uses displaced by construction of Alternative 6. A graphic of Alternative 6 is attached.



Alternative 6 identifies projects within the existing perimeter fence at SUN that will accomplish the following:

1. Full compliance with C-III RSA dimensions.
2. Minimum runway to parallel taxiway separation of 320'.
3. All aircraft parking outside of the Runway OFA.

In order to accomplish this, a large amount of construction must be done, including relocation and extension of the primary parallel taxiway on the west side of Runway 13/31 (Taxiway B), removal of a secondary parallel taxiway on the east side of the runway (Taxiway A), relocation of multiple hangars and various other improvements. One of the key improvements is relocating the ARFF, SRE and airport administration functions in order to accommodate the relocated south bypass taxiway.

All of the improvements identified in Alternative 6 must be completed prior to December 31, 2015. By Congressional mandate, all commercial service airports must have compliant Runway Safety Areas by that date. Following selection of the alternative, the Airport Authority proceeded with a Formulation Study to refine it and determine how the proposed projects would be completed. This study included analysis of options for the ARFF/SRE building and office and this analysis is available to assist with the design.

PROJECT APPROACH

This project is completely driven by the need for Runway Safety Area improvements at the airport. In order to provide a compliant Runway Safety Area, Taxiway B must be relocated. In order to relocate Taxiway B, the south bypass taxiway must be relocated. In order to relocate this taxiway, the existing ARFF/SRE building and administration office must be removed. This project therefore includes construction of a new facility for these functions.

During the Formulation Study, more than 10 schemes for a new facility were explored. Of the schemes considered, one was selected as the preferred option, which constructs the new facility to the west of the existing buildings. This scheme is shown on the attached Site Study.

The proposed facility includes space for equipment storage and maintenance, a training room that will primarily be used for ARFF and SRE training and administrative office space. Extensive site grading will be necessary to construct the building in this location, due to site topography, but this configuration is deemed to best meet the needs for the facility without limiting future options for this area of the airport.

Design goals/parameters identified for this facility include the following:

- Design a single building on one level to take advantage of construction and building system efficiencies. Consideration will also be given to a second floor administration area, to improve visibility of the airfield and terminal area from the administrative offices.
- Orient the building to take advantage of solar exposure for the large equipment bay doors and adjacent aprons.
- Position the building on the existing site to minimize costs associated with engineered structural fill. A geotechnical soils investigation is pending.
- Provide reasonable maneuvering clearances adjacent to existing buildings for airport operations, ARFF apparatus, snow removal equipment, and other vehicles.
- Position the building to provide direct ARFF apparatus access to the runway areas.



- Retain as much area as possible for rental car storage and operations.
- Provide adequate circulation for fuel equipment operations.
- Position the structure to provide the administrative staff with as much visible access as possible to the runway and Terminal parking areas.
- Maintain existing Cold Storage building and open air canopy storage structure.
- Position the building to accommodate potential expansion of aircraft operation and parking to the south of the terminal.
- Provide public access and parking to the administration portions of the building.
- SRE storage and maintenance areas will not be designed to accommodate all equipment as authorized by FAA for this airport. If space for all of the equipment owned by the airport is programmed, adequate space is not available on the site for a building this large. Consideration of an additional facility will be given during the Airport's ongoing Master Plan process.
- Demolition of existing facilities is not included in this project. This will be completed under a separate effort.

PROJECT SCHEDULE

From the date of Owner's notice to proceed, the design and construction document phases for the entire project will be completed as follows:

Programming	4 weeks
Schematic Design	4 weeks
Design Development	10 weeks
Construction Documents	12 weeks
Bidding and Award	6 weeks

The FAA and the Owner desire that the construction of the project is structured so that the existing facilities can be vacated by June 2015. Additional work on the project may take place after that point, but all work will be complete by December 31, 2015.

ANTICIPATED STAFFING

T-O Engineers is the prime consultant for this project and will provide contract management, coordination and all other project management services. These services will primarily be provided by a Principal in the firm, in order to provide the experience and leadership necessary to complete the project on an aggressive schedule. T-O will also provide civil site design services.

All architectural elements of the project, including architectural, structural, mechanical, plumbing, electrical and security design will be completed by qualified architectural consultants. Ruscitto/Latham/Blanton will serve as the primary architectural consultant, with assistance from Mead & Hunt, who will provide assistance with certain elements of the project.



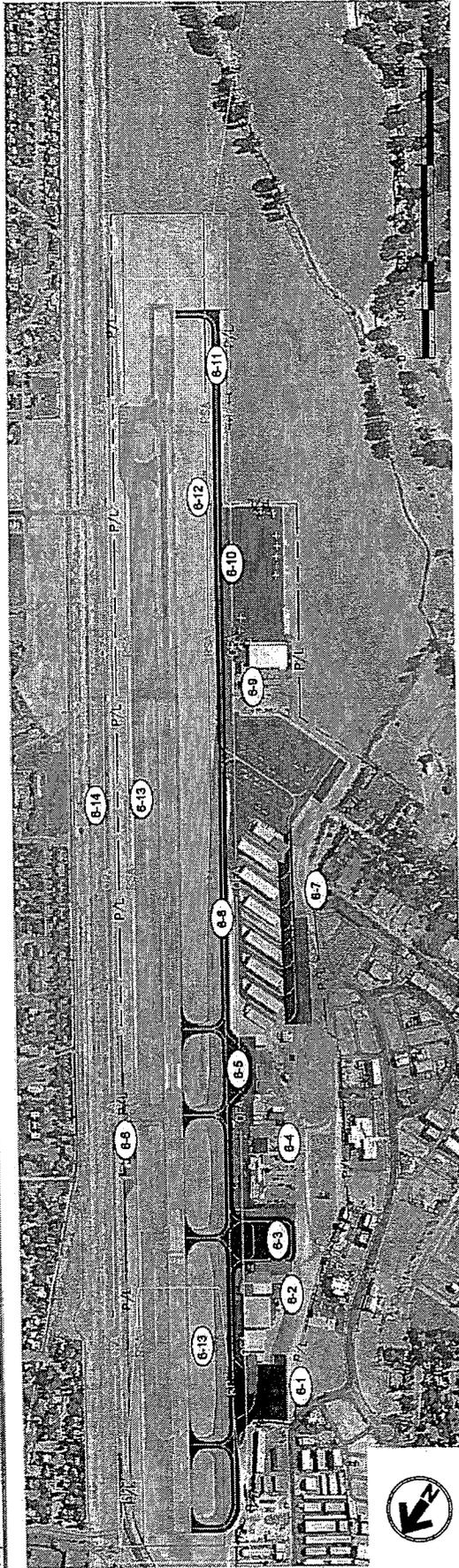
AVAILABLE INFORMATION:

- Previous Airport Layout Plan (ALP) drawings, most recently updated by T-O Engineers in 2010.
- Drawings from previous terminal projects completed at the airport.
- 2012 Technical Analysis, prepared by T-O Engineers.
- Analysis completed under a separate Project Formulation effort, including an abbreviated update to the ALP to reflect the projects identified in Alternative 6.

DRAFT



Friedman Memorial Airport (SUN)
Airport Alternatives - Technical Analysis



LEGEND

- KEY NUMBER
- NEW AIRFIELD PAVEMENT
- NEW BUILDING / HANGAR / STRUCTURE AREA
- BUILDING / HANGAR / STRUCTURE REMOVAL
- PAVEMENT REMOVAL

AIRCRAFT PARKING IMPACTS

FBO: -38,000 SF
 GENERAL AVIATION: -85,000 SF
 TERMINAL APRON: +41,200 SF
 AIR CARGO APRON: -85,500 SF
 NET DIFFERENCE: -181,300 SF

DESCRIPTION

- RELOCATE EXISTING FBO FENCE AND PORTION OF PARKING LOT OUTSIDE OF TAXIWAY OFA
- LOSS OF PARKING DURING HIGH DEMAND: 78,000 SF
- EXTEND TAXIWAY B
- RELOCATE AWOS
- REMOVE PAVEMENT AND GRADE RSA
- HIGHWAY 75 ALIGNMENT REMAINS THE SAME

ITEM

- B-9
- B-10
- B-11
- B-12
- B-13
- B-14

DESCRIPTION

- RELOCATE AIRCRAFT PARKING HANGARS, RECONSTRUCT BUS ROUTE, ACCESS ROAD, CLOSE WINTER BUS ROUTE
- REMOVE HANGARS, RELOCATE ELECTRICAL VAULT
- TERMINAL AIRCRAFT PARKING
- RELOCATE AIRPORT OFFICES, AND HANGAR
- REMOVE HANGARS, RELOCATE DE-CONFLUENCE
- RELOCATE AIR TRAFFIC CONTROL TOWER
- NEW TAXIWAY TO ACCESS T-HANGARS
- RELOCATE TAXIWAY B

ITEM

- B-1
- B-2
- B-3
- B-4
- B-5
- B-6
- B-7
- B-8

POTENTIAL MODIFICATIONS REQUIRED

AIRCRAFT DESIGN STANDARD	STANDARD DIMENSIONS	POTENTIAL MODIFICATIONS REQUIRED AS SHOWN
RUNWAY TO PARALLEL TAXIWAY SEPARATION	400'	320'
RUNWAY TO AIRCRAFT PARKING	500'	400'
RUNWAY OFA GRADING	10:1	4:1
RUNWAY OFA CLEARING OBJECTS AT THE CORNER	10:1	Hwy 75 BUILDINGS AT THE CORNER
TAXIWAY OBJECT FREE AREA	180'	160'

NOTES

1. THIS ALTERNATIVE RESULTS IN A NET LOSS OF 2 HANGARS, OPERATIONAL CHALLENGES (SNOW REMOVAL/DISPOSAL, ETC.) WILL BE CREATED BY THIS ALTERNATIVE.
2. EXISTING STORM DRAINAGE DISPOSAL SYSTEM WILL REQUIRE EXTENSIVE MODIFICATION.
- 3.

EXHIBIT 5-6
ALTERNATIVE 6 - NO LAND ACQUISITION





SCOPE OF SERVICES

The Consultant will be responsible for providing architectural and engineering design services for Civil, Structural, Architectural, Interior Design (to include standard furniture, fixtures and equipment (FF&E)), Mechanical, Electrical, Plumbing and Fire Protection, Fire alarm, Audio/Visual, Cable television, Telecommunications, Sound/intercom and Security systems (MEP/FACTSS) as outlined in the following tasks.

Task 1 Project Management

This task provides project administration and coordination throughout the course of this project and will involve communicating project progress and issues with the Owner, coordinating with the team's activities, coordinating the design with the Owner, providing oversight and quality control, checking documents, organizing project information, administering invoices, and managing the project budget. Coordination with ongoing Master Planning and related facility design efforts are also contemplated with this effort.

Task 2 Schematic Design

The Consultant shall review the program and other information furnished by the Owner, and shall review the codes, regulations, and FAA Advisory Circulars applicable. Schematic Design will include the following:

General Tasks

- Programming of space requirements.
- Conceptual site planning.
- Conceptual building planning.
- Schematic design (floor plans, sections, elevations).
- Owner/Board/Administration Staff meetings.
- FAA review documents and required clarifications and/or revisions.
- Design team coordination meeting.
- Geotechnical report (by others) review.
- FMAA board meeting and presentation. Two (2) are anticipated.
- Meeting with City of Hailey Community Development, Fire, and Building Departments.
- City of Hailey Design Review application package.
- City of Hailey Design Review meeting and presentation.
- Identify and review with the Owner, portions of the work that by be eligible for FAA funding.

Task 3 Design Development

Prepare Design Development Documents for the Owner's approval and illustrate and describe the development of the approved Schematic Design Documents. Design Development will include the following:

General Tasks

- Drawings including plans, sections, elevations, typical construction details to describe the general size and character of the project.
- Diagrammatic layouts of building systems including structural, mechanical and electrical systems, and such other elements that may be appropriate.



- Site and utility plans.
- Prepare preliminary opinion of probable construction costs.

Task 4 Construction Documents

Assist the Owner in the development and preparation of construction documents. The Construction Documents Phase will include the following:

General Tasks

- Development and preparation of public works bidding and procurement information that describes the time, place and conditions of bidding, including bidding or proposal forms.
- Development and preparation of the form of agreement between the Owner and Contractor.
- Development and preparation of the Conditions of the Contract for Construction (General, Supplementary and other Conditions).
- Compile a Project Manual that includes the Conditions of the Contract for Construction and Specifications and may include bidding requirements and sample forms.
- Illustrate and describe the further development of the approved Design Development Documents consisting of Drawings and Specifications setting forth in detail the quality levels of materials and systems and other requirements for the construction of the Work.
- Incorporate into the Construction Documents the design requirements of governmental authorities having jurisdiction over the Project.
- Develop opinion of probable construction cost for the project.
- Develop final FAA Engineers Report to meet FAA Northwest Mountain Regional guidance.

Task 5 Bidding

Assist the Owner in the bidding of the project, including the following:

General Tasks

- 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.
- 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.
- 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.
- Consider requests for substitutions, if the Bidding Documents permit substitutions, and prepare and distribute addenda identifying approved substitutions to all prospective bidders.

Task 6 Construction

Advise and consult with the Owner during the Construction Phase. Consultant shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall the Consultant be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract documents. The Construction Phase will include the following:



General Tasks

- Visit the site at intervals appropriate to the stage of construction to become generally familiar with the progress and quality of the portion of the Work completed.
- Attend weekly construction meetings onsite.
- Review of the contractor's Certificates of Payment.
- Maintain a record of Applications and Certificates for Payment.
- Review submittals and samples required by the Contract Documents.
- Maintain a record of submittals and copies of submittals supplied by the Contractor.
- Review and respond to requests for information (RFI's) about the Contract Documents.
- Conduct reviews and punchlists of the completed work to determine the date or dates of Substantial Completion and the date of final completion.
- Issue Certificates of Substantial Completion.
- Issue a final Certificate for Payment based upon a final inspection indicating the Work complies with the requirements of the Contract documents.
- Provide reports to the FMAA Board on the general progress of the project during construction.

Task 7 Additional Services

This task includes "additional services" not directly related to the design and bidding of the project. These services include the following:

General Tasks

- Grant administration, to include assistance to Airport Staff with reimbursement requests and reporting, as necessary. The grant application relative to this project will be submitted under a separate agreement.
- Assist the Owner with Disadvantaged Business Enterprise (DBE) reporting. Development of DBE goals are 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 2014 only.
- Utility Coordination: Coordinate with Idaho Power, CenturyLink, Intermountain Gas and City of Hailey regarding utility relocations and additional services that may be required to accommodate the modifications to the terminal.
- Prepare a Storm Water Pollution Prevention Plan (SWPPP) for the project and assist the Owner with preparation of a Notice of Intent to be filed before construction. The Contractor will be responsible to file a separate Notice of Intent and implement the SWPPP.
- Prepare and submit an FAA Form 7460-1 for the project, to reflect the proposed building.

Responsibilities of Owner

Consultant's Scope of Services and Compensation are based on the Owner performing or providing the following:

- A designated representative with complete authority to transmit instructions and information, receive information, interpret policy, and define decisions
- Access to the project site
- Available data, drawings, and information related to the project including as-built drawings of the



existing facility

- Owner's building equipment list (IT, security, phone systems, copiers, etc.)
- Review of draft plans and specifications within two weeks of receipt
- Protection of Consultant-supplied digital information or data, if any, from contamination, misuse, or changes

Excluded Items

The following items are specifically excluded from this Scope of Work:

- Contractor pre-qualification services and meetings.
- Geotechnical engineering report services.
- Landscape design services, beyond basic planting to comply with City of Hailey requirements.
- Special inspections and testing.
- Special consultant services not normal to this type of project.
- Special site retaining and soils conditions and associated engineering specific to this site.
- Special structure engineering not normal to this type of project (i.e. piling design and engineering).
- Coordination of documents and associated environmental testing of existing structures for mitigation or removal of hazardous materials (i.e. asbestos).
- As-constructed record drawings.

DRAFT

Professional Services Agreement, Work Order 14-02
 Hangar Acquisitions Assistance
 December 31, 2013



Work Order 14-02
Friedman Memorial Airport (SUN)
Hailey, Idaho
Hangar Acquisitions Assistance

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 Friedman Memorial Airport Authority is undertaking a multi-phase effort to improve the Friedman Memorial Airport to meet Federal Aviation Administration (FAA) standards to the extent practical before the end of calendar year 2015. This effort requires relocation of Taxiway B and a number of other improvements that in turn require the relocation or removal of several existing hangars and other facilities on the airport. The facilities to be acquired are identified on the attached exhibit and include up to seven hangars, along with the existing U.S. Forest Service helicopter facility at the north end of the airfield.

These facilities will be purchased with the assistance of FAA Airport Improvement Program (AIP) funds; therefore the acquisition process must follow FAA guidelines. These guidelines include the requirement for independent appraisals of the properties by a licensed appraiser, review appraisals by a second appraiser and other elements as described in FAA Advisory Circular 150/5100-17 - *Land Acquisition and Relocation Assistance for Airport Improvement Program Assisted Projects*. Services provided under this work order include the appraisals of the identified properties, along with other coordination and assistance required during the acquisition process. All appraisals will be completed by qualified subconsultants. Valbridge Property Advisors/Mountain States Appraisal and Consulting, Inc. of Boise, Idaho will complete the primary appraisals and Blaine County Appraisal of Ketchum will complete the review appraisals.

This scope of work will include the following tasks.

TASK 1 - ADMINISTRATION

This task will initiate services under this Work Order and administer those services through the course of the project. Services include developing a scope of work and other contracting tasks; general coordination and billing.

1.1 Scope of Work/Fee

This subtask includes the following:

- Develop a draft Work Order, including Scope of Work and proposed Fee.
- Submit the draft Work Order to FMAA and FAA for review and comments.
- Revise the Work Order, based on comments received from FMAA and FAA.



- Regular communication with FMAA Staff during the Scope development process.

Deliverables:

- Electronic files of the draft and final Work Order.
- One (1) paper copy of the executed Work Order for Airport records and one electronic copy for FAA records.

Cost Assumptions:

- Regular coordination with FMAA and FAA staff during Work Order development via telephone and email is included.

1.2 Project Management/Administration

Provide management and administration services necessary to complete the project efficiently and effectively, including the following:

- Coordinate with Airport Staff and FAA throughout the course of the project.
- Coordinate with subconsultants to develop appraisals and review appraisals.
- Develop and monitor project schedule.
- Monthly cost accounting and budget analysis, invoicing and monitoring of project progress.

Deliverables:

- Monthly invoices.

Cost Assumptions:

- Regular individual coordination with FMAA and FAA staff via telephone and email is included.

TASK 2 – APPRAISALS

Appraisals will be prepared by independent firms, licensed and certified to complete appraisals under federal guidelines. Elements of this task include:

- Visit the airport to meet with Airport Staff and inspect the facilities.
- Complete appraisals of the identified properties.
- Complete review appraisals.
- Coordinate with appraiser and review appraiser as needed during the appraisal process to provide additional information, answer questions, etc.
- Review appraisals prepared by both appraisal firms and provide comments to appraisers and to Airport Staff.
- Coordinate with Airport Staff to discuss the appraisals and otherwise as needed during the appraisal process.

Deliverables:

- Appraisals.



- Review appraisals.

Cost Assumptions:

- On-site coordination by Engineer will take place in conjunction with other visits to the airport. (Additional travel will not be necessary.)
- Appraisal reports will be provided in electronic and hard copy formats.

TASK 3 – NEGOTIATION

Provide assistance during the negotiation process, as needed. It is assumed that FMAA's legal counsel will prepare all purchase agreements and other legal documents. Services provided under this task will include the following:

- Provide graphics, descriptions, etc., as necessary to assist with development of agreements.
- Coordinate with Staff and legal counsel to develop a strategy for acquisitions, considering lease terms, valuation of facilities, etc.

Deliverables:

- Graphics.
- Descriptions

Cost Assumptions:

- Graphics and descriptions will be provided in electronic format only.
- Coordination with Staff and legal counsel will take place via telephone or email only.

FEES

Fees for services provided under this Work Order will be determined and billed on a Time and Materials basis, as described in the Agreement.

The not-to exceed amount of this Work Order is: \$49,025.

Fees have been calculated using Consultant's current Fee Schedule. A detailed Fee Proposal, dated December 31, 2013 is attached as Exhibit A.



IN WITNESS WHEREOF, Client and Consultant have made and executed this WORK ORDER 14-02 to the AGREEMENT the day and year first above written.

FOR: FRIEDMAN MEMORIAL AIRPORT AUTHORITY

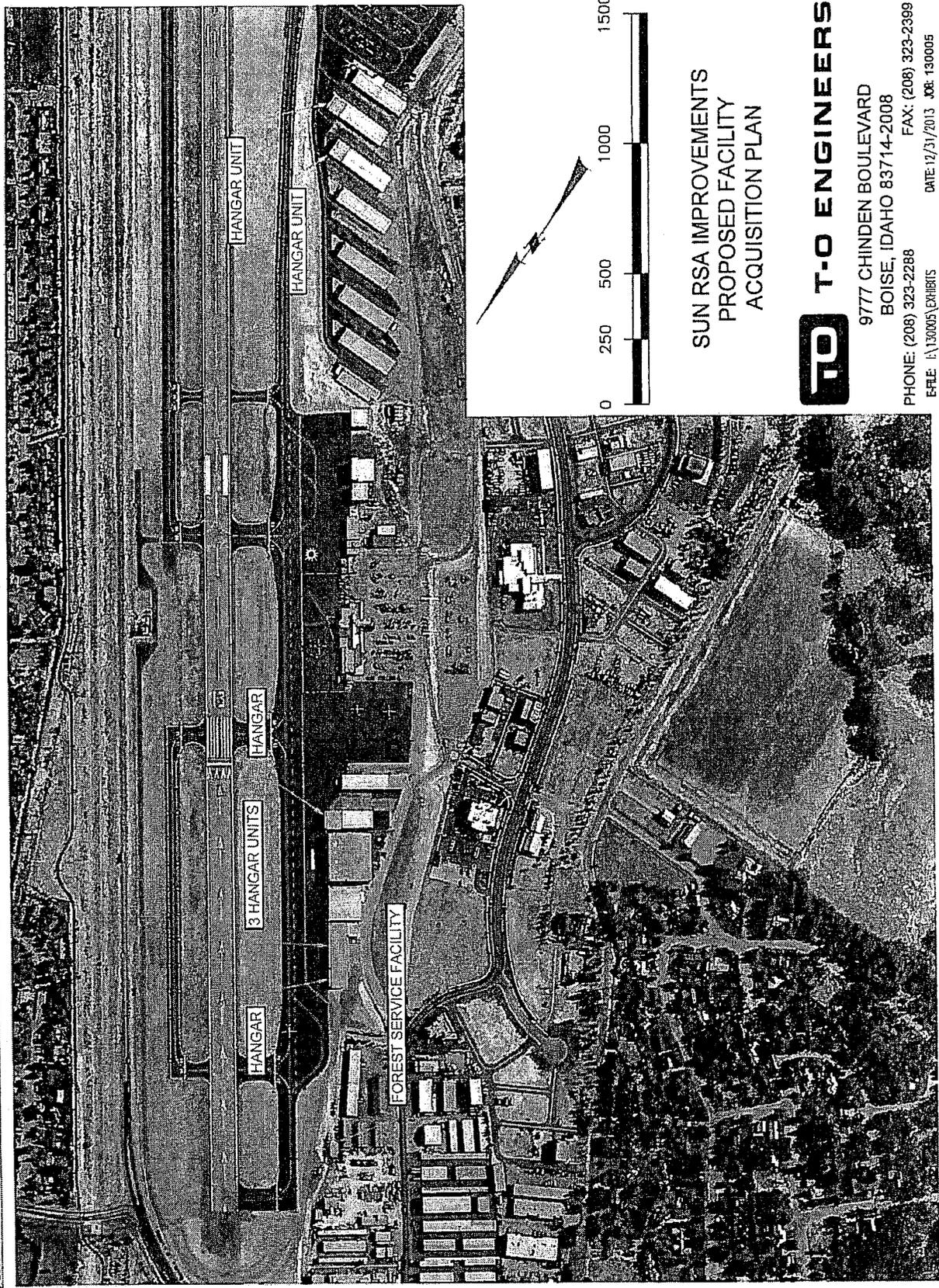
By: _____
Title: _____
Date: _____

FOR: T-O ENGINEERS, INC.

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

I:\130005\Acad\dwg\Sheets\Exhibits\BUILDING DEMO\Facility Acquisition Plan.dwg , 12/31/2013 1:54:40 PM, Felchinger, Brent, DWG To PDF.pc3

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SUN RSA IMPROVEMENTS
PROPOSED FACILITY
ACQUISITION PLAN



9777 CHINDEN BOULEVARD
BOISE, IDAHO 83714-2008
PHONE: (208) 323-2288 FAX: (208) 323-2399
E-FILE: I:\130005\EXHIBITS DATE:12/31/2013 JOB: 130005

EXHIBIT A

Friedman Memorial Airport (SUN)												
Work Order 14-02 - Facility Acquisitions Assistance												
Fee Estimate (Time and Materials Basis)												
December 31, 2013												
Task	Description	Personnel Hours						Total Hours	Labor Fee	Appraisers		TOTAL FEE
		Principal	Project Manager	Project Engineer	Engineer in Training	Admin. Assistant	Mountain States			Blaine County Appraisal		
Task 1 - Administration												
1.1	Scope of Work/Fee	3					3	\$465			\$465	
1.2	Project Management/Administration	4			4		8	\$780			\$780	
	Subtotal, Task 1	7	0	0	0	4	11	\$1,245	\$0	\$0	\$1,245	
Task 2 - Appraisals												
	Appraisal Services	16					16	\$2,480	\$28,000	\$14,000	\$44,480	
	Subtotal, Task 2	16	0	0	0	0	16	\$2,480	\$28,000	\$14,000	\$44,480	
Task 3 - Negotiation												
	Negotiation Assistance	16	2		8		26	\$3,300			\$3,300	
	Subtotal, Task 3	16	2	0	8	0	26	\$3,300	\$0	\$0	\$3,300	
	Remimbursable Expenses Allowance										\$200	
	TOTALS	39	2	0	8	4	53	\$7,025	\$28,000	\$14,000	\$49,025	

**Master Plan Update
Scope of Services Summary**

Friedman Memorial Airport
Hailey, Idaho

Master Plan Areas of Emphasis:

- Dual path approach – utilization of existing airport site for the near-term, identification of "most technically feasible" relocation sites for the long-term
- Update of forecasts of aviation activity in consideration of constraints associated with existing airport site.
- Define ultimate airside configuration for SUN, using Airport Alternatives Technical Analysis Alternative 6 as a basis.
- Define landside configuration for SUN, using Airport Alternatives Technical Analysis Alternative 7 as a basis.
- Identification of an ultimate concept for the layout of passenger terminal area for SUN, including space reservation for terminal building and support facilities.
- Identification of site for relocated airport traffic control tower for SUN, including initial coordination with FAA.
- Identification of land acquisition priorities for SUN in consideration of City of Hailey and Blaine County established strategic guidance.
- Identification of potential improvements related to SUN's instrument approach capabilities from available data.
- Provide guidance on requirements for future environmental studies required to implement improvement recommendations.
- Summary of previously prepared documents related to new airport site and recommendations on most feasible sites to "protect".

Project Elements Tied to Project Schedule (following)

The following bullet points and schedule describe the project scope elements for this master planning effort:

- Inventory

In addition to the traditional airport master plan inventory tasks (existing on-airport facilities, surrounding land use, airspace considerations, etc.) this element will include a review of Blaine County and City of Hailey established strategic guidance, along with a summary review of the planning and environmental documentation which has been completed for the replacement airport.

- Projections of Aviation Demand

Projections of aviation demand will be established for the 5-year, 10-year and 20-year planning horizons. Projections will take into consideration the physical constraints associated with the existing airport site and related aircraft use restrictions. In addition, to the establishment of a recommended forecast, a low forecast scenario will be established to use in testing to assure that financial recommendations are fiscally judicious and a high forecast will be established to use in testing for the adequateness of programmed facility improvements in accommodating demand that is beyond the recommended forecast.

- Facility Requirements

In consideration of the capacity of existing airport facilities to accommodate aircraft operations, passenger activity, landside access, aircraft parking/storage etc. and the current FAA standards related to the physical layout of airport facilities, recommendation will be made with regard to improvements that will be necessary to adequately accommodate future demand. In addition, circumstances that would "trigger" the need for the airport to be relocated from its existing location to a less constrained site will be identified.

- Alternatives and Improvement Program for Friedman Memorial Airport

Using Technical Analysis Alternatives 6 and 7 as a starting point, and in consideration of anticipated facility needs, improvement alternatives will be formulated which will allow SUN to best accommodate forecast demand and best meet FAA facility layout standards. In addition, this element will include a recommended improvement program with planning-level cost estimates for capital improvement projects, preliminary phasing recommendations for capital projects and a preliminary financial feasibility review.

- Siting Evaluation and Improvement Program for Replacement Airport

Using the documentation previously prepared, replacement airport sites will be evaluated and, with a focus on technical considerations, the most favorable potential sites will be identified along with validating the minimum acceptable criteria required for each site. A "generic" improvement program for the replacement airport will be prepared in consideration of previously identified "triggers" along with planning level project costs and phasing to show initial opening requirements and subsequent phases. The element will also include a preliminary financial feasibility review that focuses on the initial replacement airport costs.

This element will also include recommendations for the process and timing of the site selection and environmental documentation that will be required for the

development of the replacement airport. In addition, recommendations will be provided with regard to the steps which can be taken to protect the most favorable sites to enable future development.

- Environmental Review

In consideration of the programmed improvements identified for both the existing and relocated airport sites, potential environmental concerns will be identified, along with the likely extent and cost of environmental documentation which will be required before improvement programs can be implemented.

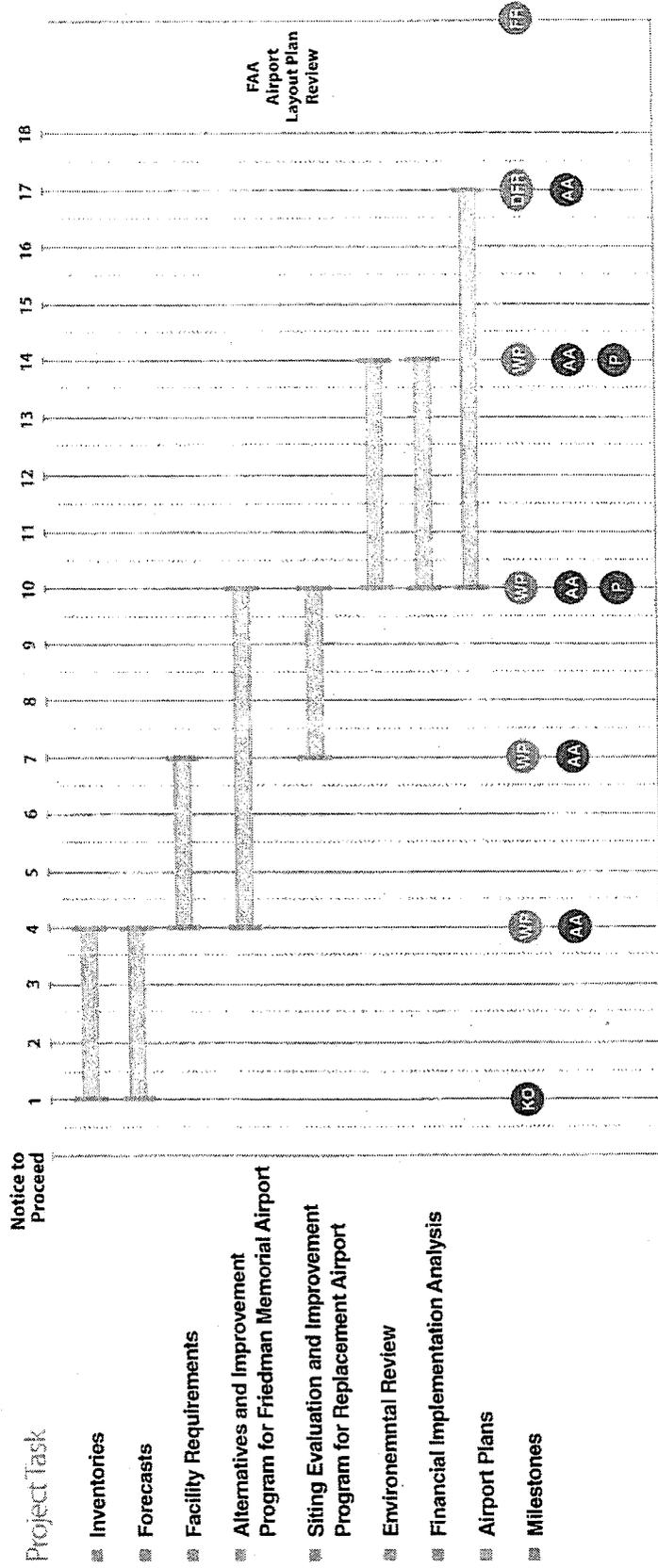
- Financial Implementation Analysis

A detailed financial analysis will be prepared which will examine the fiscal reasonableness of the proposed improvement program (for both the existing and the relocated airport sites). The financial implementation analysis will consider project costs, proposed timing (phasing) of improvements and funding sources. As a result of this analysis, the recommended phasing of projects will be refined to achieve fiscal goals of the Airport Authority.

- Airport Plans

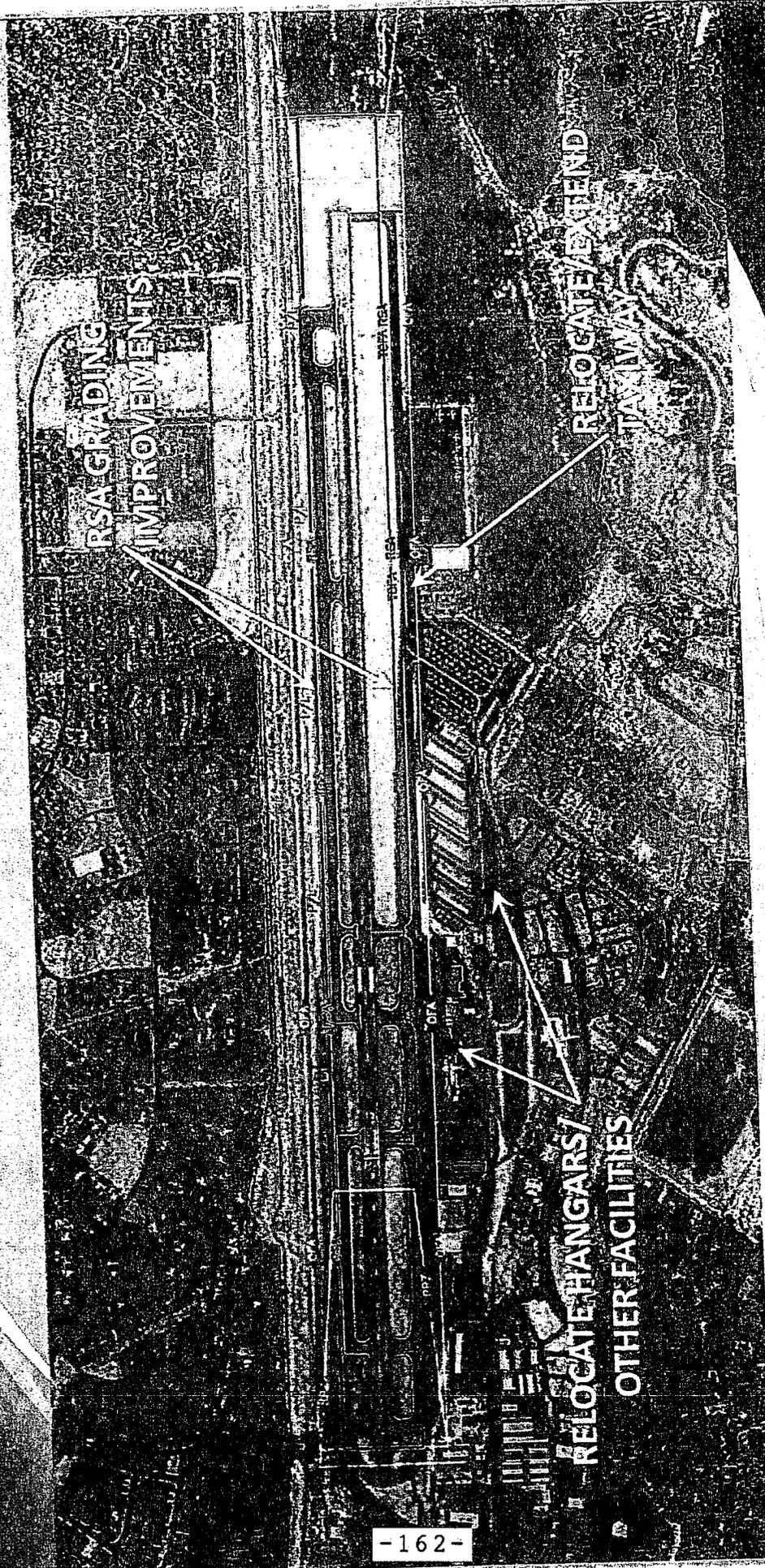
In consideration of current FAA guidance and standards an Airport Layout Plan (ALP) drawing set will be prepared.

PRELIMINARY
Project
Schedule



Friedman Memorial Airport
Master Plan Update

Alternative 6 – No Land Acquisition



Alternative 7 - Modest Expansion

