

AGENDA ITEM SUMMARY

DATE: 4/7/2014 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 April 8, 2014. I am attaching the agenda, the meeting brief and Attachment No. 9. Under Unfinished Business (¶ VI(A)(1)), the FMAA will review various projects in the Runway Safety Area Project. It is my understanding that Hailey and Blaine County are seeking a federal grant for \$22,503,750 to fund the projects. The total project cost is estimated to be \$24,004,000. For the Terminal Apron Reconstruction Site Preparation work, the FMAA will review a modified Scope of Work from T-O Engineers. That modified scope of work is Attachment No. 8, which is not included in this packet. Since the proposed changes seemed minor, I did not include Attachment No. 8 in the Council packet.

I did, however, include Attachment No. 9, a Master Plan Update Scope of Services. Please note that Attachment No. 9 is included in the discussion about the existing site, but Attachment No. 9 addresses both the existing Friedman Memorial Airport site and a potential relocated site. I would direct your attention to Sections 6.5 and 7.7, found on pages 15, 18 and 19 of Attachment No. 9. These sections mention "demand triggers." Depending on how "demand triggers" are defined and/or interpreted, the trigger leading to a possible relocated airport may not occur for a very, very long time. I would think the demand triggers may be more important than the criteria to pick an alternative site. At the very least, I would suggest a discussion about the "demand triggers."

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.

FOLLOW-UP REMARKS:

**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, April 8, 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
April 8, 2014**

- I. **APPROVE AGENDA**
 - II. **PUBLIC COMMENT (10 Minutes Allotted)**
 - III. **APPROVE FRIEDMAN MEMORIAL AIRPORT AUTHORITY MEETING MINUTES OF:**
 - A. March 11, 2014 Regular Meeting – Attachment #1
 - B. March 20, 2014 Special Meeting – Attachment #2

ACTION
ACTION
 - IV. **REPORTS**
 - A. Chairman Report
 - B. Blaine County Report
 - C. City of Halley Report
 - D. Airport Manager Report

DISCUSSION
DISCUSSION
DISCUSSION
DISCUSSION
 - V. **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. Mid-year Financial Review
 - E. Review Correspondence – Attachment #6
 - F. Airport Commercial Flight Interruptions
 - G. ARFF Re-certification
 - H. Employee of the 4th Quarter, 2013 – Attachment #7
 - I. Employee of the Calendar Year 2013
 - VI. **UNFINISHED BUSINESS**
 - A. Airport Solutions
 - 1. Existing Site
 - a. Plan to Meet 2015 Congressional Safety Area Requirement
 - i. Formulation
 - ii. Project 1 Relocate Hangar Taxiway/Overlay Apron/Security Fence Improvements
 - iii. Project 2 Relocate/Extend Taxiway B and Runway Safety Area Grading
 - iv. Project 3 Terminal Reconfiguration
 - v. Project 4 Airport Operations Building
 - vi. Project 5 Terminal Apron Reconstruction/Site Preparations – Attachment #8
 - vii. Facility Acquisitions
 - viii. Runway Safety Area Implementation/FY '14 Grant Application (AIP '40)

DISCUSS/DIRECT
DISCUSS/DIRECT
DISCUSS/DIRECT
DISCUSS/DIRECT
DISCUSS/DIRECT/ACTION
DISCUSS/DIRECT
 - b. Master Plan SOW – Attachment #9
 - c. Retain/Improve/Develop Air Service
 - i. Fly Sun Valley Alliance Update – Attachments #10, #11

DISCUSS/DIRECT/ACTION
DISCUSS/DIRECT
- VII. **PUBLIC COMMENT**
- VIII. **EXECUTIVE SESSION – I.C. §67- 2345**
- IX. **ADJOURNMENT**

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

III. APPROVE FRIEDMAN MEMORIAL AIRPORT AUTHORITY MEETING MINUTES

A. March 11, 2014 Regular Meeting – Attachment #1

BOARD ACTION: 1. Action

B. March 20, 2014 Special Meeting – Attachment #2

BOARD ACTION: 1. Action

IV. REPORTS

A. Chairman Report

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

BOARD ACTION: 1. Discussion

B. Blaine County Report

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

BOARD ACTION: 1. Discussion

C. City of Hailey Report

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

BOARD ACTION: 1. Discussion

D. Airport Manager Report

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

BOARD ACTION: 1. Discussion

V. AIRPORT STAFF BRIEF (5 Minutes Allotted)

A. Noise Complaints: None to report in March

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
February	\$16,508.00	\$7,073.97	\$17,062.00	\$7,514.58	\$22,779.00	\$12,020.10

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 - 2014 ATCT Traffic Operations data comparison by month. Attachment #5 is 2014 Enplanement, Deplanement and Seat Occupancy data. The following revenue and expense analysis is provided for Board information and review:

January 2013/2014		
Total Non-Federal Revenue	January, 2014	\$259,412.99
Total Non-Federal Revenue	January, 2013	\$237,321.03
Total Non-Federal Revenue	FY '14 thru January	\$759,974.39
Total Non-Federal Revenue	FY '13 thru January	\$740,233.16
Total Non-Federal Expenses	January, 2014	\$243,197.38
Total Non-Federal Expenses	January, 2013	\$176,121.45
Total Non-Federal Expenses	FY '14 thru January	\$852,382.04
Total Non-Federal Expenses	FY '13 thru January	\$730,002.98
Net Income to include Federal Programs	FY '14 thru January	\$-301,730.07
Net Income to include Federal Programs	FY '13 thru January	\$-283,181.28

D. Mid-year Financial Review

This agenda item will be discussed in May after the March 2014 financial records are complete.

E. Review Correspondence - Attachment #6

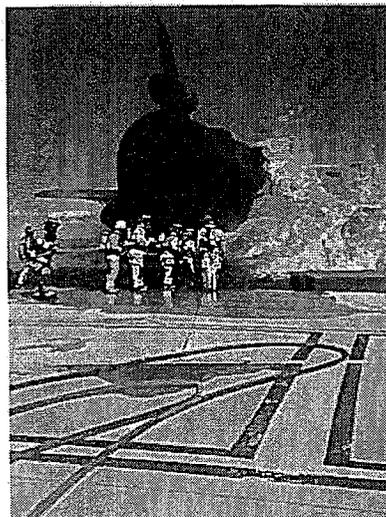
Attachment #6 is information included for Board review.

F. Airport Commercial Flight Interruptions

<u>Airline</u>	<u>March, 2014</u>	
	<u>Flight Cancellations</u>	<u>Flight Diversions</u>
Horizon Air	1 (mech)	20
Delta	Unavailable	Unavailable
United Express	Unavailable	Unavailable

G. ARFF Re-certification

In March, all six members of the FMA ARFF/Ops staff attended Live Fire Re-Certification Training in Salt Lake City. FAR 139 mandates that all certificated ARFF personnel attend and participate in one live fire training exercise annually.



Additionally, on March 19, an Airport Emergency Plan "Table Top Exercise" was conducted. This is an exercise designed to assemble all potentially involved agencies and staff for the purpose of dissecting the Airport Emergency Plan, as it would apply to a mock scenario taking place at FMA. This exercise was well attended and also served as a preliminary planning session for the FMA Tri-Annual Live Emergency Exercise, scheduled in June.

H. Employee of the 4th Quarter, 2013 – Attachment #7

Mr. Todd Emerick, Friedman Memorial Airport ARFF/Ops Officer, was selected as the Employee of the 4th Quarter, 2013. Customer service, knowledge of the airport, responsibility, flexibility and professionalism are among the qualities considered in the selection process. Todd has worked for Friedman Memorial Airport since October 1, 1995. His responsibilities include facilities maintenance and oversight; however he is specifically being recognized for coordinating tremendous effort in the terminal to prepare for non-stop jet service to San Francisco and to Salt Lake City. It is a pleasure to have Todd as part of the Friedman Memorial Airport Team and to announce his nomination and selection as Employee of the Quarter.

I. Employee of the Calendar Year 2013

Mr. Todd Emerick, Friedman Memorial Airport ARFF/OPS Officer was selected as the Friedman Memorial Airport Employee of the Year for 2013. Todd was selected from a field of six extremely qualified nominees. Customer service, knowledge of the airport, responsibility, flexibility and professionalism are among the qualities in the selection process. It is truly a pleasure to have such a dedicated individual at the Airport who anticipates the needs of our customers and employees as well as an exemplary safety record, which has resulted in Todd's nomination and eventual selection as Employee of the Year.

In recognition of his effort and as acknowledgement of this honor, we would like to present Todd the following gifts:

Atlantic Aviation	Gift Cards	\$50
Avis	Gift Certificates	\$75
Hertz	Gift Certificates	\$50
Horizon	Model Airplane	
SkyWest	Leather shoulder bag, ticket wallet, sleep set	
Tower	Gift Cards	\$50
FMA	Gift Card	\$100
The Car Park	Gift Card	\$40
Glass Cockpit	Scenic flight	\$100

Again, on behalf of the FMAA and tenants, Congratulations and thank you, Todd!

VI. UNFINISHED BUSINESS

A. Airport Solutions

1. Existing Site

a. Plan to Meet 2015 Congressional Safety Area Requirement

i. Formulation

With the approval of the revised ALP at the March 20, 2014 FMAA meeting, the formulation effort is nearly completed. Final documentation will be prepared by the consultant team in the coming weeks and will be available for Board review.

BOARD ACTION: 1. Discuss/Direct

ii. Project 1 – Relocate Hangar Taxilane/Overlay Apron/Security Fence Improvements

Project 1 is scheduled to restart in late April. Most of the work will be completed during the Project 2 airport closure.

BOARD ACTION: 1. Discuss/Direct

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

Award documents have been forwarded to Western Construction. The FAA programmed the grant for this work in late March and the grant is scheduled to be presented to the Secretary of Transportation on April 7th. Following that step, the FAA may proceed with the grant process. At this point, the FAA is confident that a grant will be in place prior to the start of construction, or immediately thereafter. The pre-construction conference was held on April 2 and the project is on schedule to begin on April 28th.

BOARD ACTION: 1. Discuss/Direct

iv. **Project 3 Terminal Reconfiguration**

Fee negotiations for this project have been completed by Airport Staff and the FAA has approved a total fee of \$1,166,047, \$93,932 less than the Board-approved fee of \$1,259,979. This is a 7.5% negotiated reduction during the Independent Fee Estimate negotiation process. With the negotiation complete and FAA approval, the work order will be finalized with the Chair.

The architectural subcommittee met with the consultant team for this project on March 21 to discuss conceptual plans for the building. The committee provided comments during this meeting, which have been incorporated. In addition to comments received from the architectural committee, structural, mechanical, electrical, civil and special systems site assessments have been completed and refinements have been completed to reflect necessary space as it relates to the building form. Members of the architectural team will attend the meeting to present a concept status of the terminal work, based on 3D modelling completed to date.

Following comments from the Board, the team will continue refinements with the goal of additional input, the week of April 14th from the architectural subcommittee. Following a presentation to the Board in May, the project will be submitted concurrently with the Airport Operations Building plan, to Hailey Planning and Zoning by May 15.

BOARD ACTION: 1. Discuss/Direct

v. **Project 4 Airport Operations Building**

The Board approved a proposed fee for this project of *not-to-exceed* \$536,810. A math error existed in the Excel spreadsheet and the actual proposed fee should have been \$557,425. Fee negotiations for this project have been completed as well. The final negotiated fee is \$536,810. This fee is equal to the amount previously approved by the Board. The actual negotiated fee is \$20,615 lower than the actual proposed fee. This equates to a 3.7% negotiated reduction during the Independent Fee Estimate negotiation process. Staff has forwarded a Record of Negotiation to the FAA, requesting concurrence in award. FAA approval has not been received, but is expected at any time. Once it is received, the Work Order will be executed.

The consultant team also presented current concepts for this project to the architectural subcommittee on March 21. Based on comments received at that meeting, the team has revised the building concept and will make a presentation at the meeting.

BOARD ACTION: 1. Discuss/Direct

vi. **Project 5 Terminal Apron Reconstruction/Site Preparation – Attachment #8**

The Scope of Work for this project was modified slightly, following approval by the Board at the March meeting. The revisions are reflected in the final Scope of Work, included as Attachment #8. A proposed fee for this project has been prepared as well and an Independent Fee Estimate is being prepared. Staff requests Board approval of the final Scope of Work and the fee *not to exceed* \$503,396.00.

BOARD ACTION: 1. Discuss/Direct/Approve final Scope of Work and fee *not to exceed* \$503,396.00 and direct Airport Staff to complete a fee negotiation process.

vii. **Facility Acquisitions**

Initial appraisals for the hangars and Forest Service Helitack facility have been received and reviewed. The appraisal review process continues. Following the appraisals review, Staff and legal counsel will move forward with negotiations, with some assistance from T-O.

BOARD ACTION: 1. Discuss/Direct

viii. **Runway Safety Area Implementation/FY '14 Grant Application (AIP '40)**

Last month, the Board authorized Staff to process the Fiscal Year 2014 Grant Application and initiate the grant acceptance process with the City of Hailey and Blaine County. The grant application was completed and forwarded to the FAA March 20th. Legal Counsel has developed the appropriate Grant Offer resolutions and forwarded them to the City of Hailey and Blaine County. It is anticipated that the resolutions will be on the Hailey City Council agenda and the Blaine County agenda on April 7th and 8th respectively. Airport Staff was informed by the FAA that a Grant for the Airport has been programed in the amount of \$18,000,000. The Grant will be presented to DOT on April 7th. The Board can anticipate a grant offer the week of April 7th.

BOARD ACTION: 1. Discuss/Direct

b. **Master Plan Scope Of Work – Attachment #9**

As you know, the Board reviewed a proposed Master Plan Scope of Work during the February Board meeting. The City of Hailey has also reviewed the proposed Scope of Work. Attachment #9 is the Master Plan Scope of Work presented for Board consideration. Once the Scope of Work is approved by the Board, Staff will request a proposed fee from Mead & Hunt and the fee negotiation process will begin. The Board can anticipate considering a negotiated fee during either the May or June regular Board meeting.

BOARD ACTION: 1. Discuss/Direct/Approve the proposed Scope of Work and direct Staff to complete a fee negotiation process.

c. Retain/Improve/Develop Air Service

i. Fly Sun Valley Alliance Update – Attachments #10, #11

Attachment #10 is the February 20, 2014 Fly Sun Valley Alliance Meeting Minutes. Attachment #11 is the March 13, 2014 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

VII. PUBLIC COMMENT

VIII. EXECUTIVE SESSION - I.C. §67- 2345

IX. ADJOURNMENT

Exhibit A

Master Plan Update Scope of Services

Friedman Memorial Airport
Hailey, Idaho

In an effort to establish a solid plan for development of the Friedman Memorial Airport in the future, the Friedman Memorial Airport Authority (FMAA), operators of the Friedman Memorial Airport (Airport), along with the Federal Aviation Administration (FAA) Helena Airports District Office (FAA-ADO) in Helena, Montana, have elected to undertake a study to update the Master Plan for the Airport. This study will address changes in the airport's operational and improvement environment since the completion of previous planning processes, including, but not limited to: changes in air service patterns; changes in development priorities; changes in natural environment and land use compatibility considerations; changing regional economic impact considerations; and, evolving factors related to proper financial management to enable the airport to meet operational and capital improvement fiscal needs. Mead & Hunt (Consultant) was selected to lead the consulting team in the provision of the services required to update the Airport's Master Plan. This Scope of Services covers the planning services and tasks associated with an update of the Airport's Master Plan. This document provides information on the following important aspects of the project:

- Background information describing the context in which the master planning effort will be accomplished;
- Areas of emphasis for this master planning effort; and
- Project scope elements, describing the actual work activities, responsibilities, and level of effort

Background Information

The Friedman Memorial Airport is located on approximately 209 acres in the City of Hailey, Idaho. The Airport is the primary airport providing commercial and general aviation air services for the Wood River Valley and South Central Idaho, including the communities of Hailey, Bellevue, Ketchum, Sun Valley, and Carey. It is located at the southern limits of the City of Hailey, north of the City of Bellevue.

The Airport faces numerous design and reliability constraints at its existing site, including but not limited to non-compliance with FAA design standards related to size of aircraft operating at the airport; surrounding mountainous terrain that limits aircraft approaches and departures; and an Airport property footprint that restricts its ability to meet potential long-term needs. For several decades, the FMAA has evaluated the limitations of the current Airport site and explored the potential need to replace the Airport at an alternate site that poses fewer constraints. Previous

planning studies that have evaluated issues at the current site, as well as the potential for relocating the airport, include:

- 1985 Airport Master Plan and Noise Compatibility Study
- 1990 Airport Feasibility Study
- 1994 Master Plan Update
- 2004 Master Plan Update
- 2006 Airport Site Selection and Feasibility Study

Based on the findings and recommendations of these previous planning studies, the FAA and FMAA began an Environmental Impact Statement (EIS) process for a proposed replacement airport for the Wood River Valley. The EIS was suspended by the FAA in August 2011 due to project cost and environmental concerns. Following the suspension, FAA requested that the community go through a public process and determine a path forward. The FMAA led an 18 month process and adopted a "dual path" approach, which is supported by the FAA. The "dual path" approach is based on a continued effort to pursue a replacement airport in the long-term, while exploring solutions to issues associated with the current site that will allow the Airport to maintain, support, and develop air service in the near-term.

Following suspension of the EIS process for the replacement airport, the FAA issued a Finding of No Significant Impact (FONSI) for an airline operations specification revision that allowed initiation of service by CRJ-700 regional jets, and reinforced the Congressionally-mandated deadline of December 31, 2015, for the current Airport site to comply with runway safety area criteria. For these reasons, there has been a renewed focus on solving long-standing issues at the existing Airport site. An Airport Alternatives Technical Analysis study completed in January 2013 explored several alternatives for modifying the airfield to comply with FAA runway protection and separation standards, as well as alternatives for solving existing issues with a combination of airfield improvements and FAA Modifications to Standards (MOS's). The Technical Analysis study resulted in a preferred alternative for the immediate future (Alternative 6) that includes taxiway modifications, removal of some on-Airport buildings and structures, and several MOS's. Based on the recommendations of the Technical Analysis, the FAA approved six MOS's in November 2013 that stipulate specific airfield improvements while imposing restrictions on aircraft types and operating procedures.

The recently approved MOS's essentially limit use of the Airport to aircraft less than 95,000 pounds gross weight with wingspans less than 100'. Another similar alternative (Alternative 7) proposed by the Technical Analysis study could involve some land acquisition (41 acres) in order to allow for replacement of displaced aircraft parking and structures associated with the taxiway modifications proposed under Alternative 6. However, there is currently an intergovernmental agreement between Blaine County and the City of Hailey that restricts the Airport from growing outside its existing boundary. Thus, any land acquisition recommendations for the existing airport site will need to be based on necessity to support the survival and quality of future air service. Alternative 6 will be used as basis for airport development until the end of 2015 in order to resolve runway safety area issues.

Given the renewed focus on the existing Airport site, and because the MOS's will be re-evaluated by FAA a minimum of every five years, the FMAA has identified the need to update its Master Plan to identify near-term and long-term facility needs, and to further evaluate the ability of the existing Airport site to meet those needs. In accordance with the FMAA's "dual path" approach, the over-arching purpose of the Master Plan Update is to satisfy the operational requirements of all existing and potential future commercial and general aviation users, whether at the existing Airport site or at a replacement site, when activity levels warrant.

In accordance with the FAA's guidance included in FAA Advisory Circular 150/5070-6B, *Airport Master Plans*, an airport master plan is a comprehensive study that address short-, medium- and long-term plans for airport development includes the following elements:

- 1) Existing conditions inventory;
- 2) Aviation activity forecasts;
- 3) Facility requirements (needs) determination;
- 4) Improvement alternative development and evaluation;
- 5) Preparation of recommended airport improvement plan;
- 6) Rationale for unusual design features and/or modifications to FAA Airport Design Standards;
- 7) Summary of the various stages of airport development and layout sketches of the major items of development in each stage.
- 8) Preparation long-range Capital Improvement Plan;
- 9) Update of Airport Layout Plan drawing set.

Master Plan Areas of Emphasis

- Pursuit of a "dual path" approach that utilizes the existing airport site for the near-term, and identifies the "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 ultimate 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 a site for a relocated airport traffic control tower for SUN, including initial coordination with FAA.
- Identification of "necessity based" 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.
- Summarize previously prepared planning documents related to a replacement airport site and recommend the most feasible sites to "protect".

Reference Documents

Components and preparation for both the Master Plan Update narrative and revisions to the Airport Layout Plan shall include all items required by the new ALP checklist contained in FAA Standard Operating Procedure (SOP) 2.00, *Standard Procedure for FAA Review and Approval of Airport Layout Plans (ALPs)*; the Airport Master Plans Advisory Circular (AC 150/5070-6B – including latest changes and revisions); the Airport Design Advisory Circular (AC 150/5300-13A – including latest changes and revisions); and other applicable FAA Orders, Federal Aviation Regulations (FAR) and Advisory Circulars. In particular, the project shall be completed in conformance with applicable portions of:

- FAA Order 1050.1 Policies and Procedures for considering Environmental Impacts.
- FAA Order 5050.4 Airport Environmental Handbook, including current federal and state environment laws and requirements.
- FAA Order 8260.3, TERPS.
- 14 CFR Part 77, Safe, Efficient Use, and Preservation of the Navigable Airspace.
- FAA Order 5000.3 Coordination with the Federal Highway Administration.
- FAA Order 7400.2, Procedures for Handling Airspace Matters.
- FAA Order 5100.38, Airport Improvement Program (AIP) Handbook.
- FAA Order 7031.2, Airway Planning Standard Number One – Terminal Air Navigation Facilities and Air Traffic Control Standard.
- AC 150/5060-5, Airport Capacity and Delay.
- AC 150/5300-16A General Guidance and Specifications for Aeronautical Surveys: Establishment of Geodetic Control and Submission to the National Geodetic Survey.
- AC 150/5300-17C General Guidance and Specifications for Aeronautical Survey Airport Imagery Acquisition and Submission to the National Geodetic Survey.
- AC 150/5300-18B General Guidance and Specifications for Submission of Aeronautical Surveys to NGS: Field Data Collection and Geographic information System (GIS) Standards.
- Other Applicable FAA Advisory Circulars, Orders and Regulations.

Project Scope Elements

The following sections describe the project scope elements for this master planning effort. They are organized as follows:

1. Study Design
2. Project Management, Coordination, Communication
3. Public Information, Education, and Outreach (Study Committee Meetings, Public Information Meetings, Meetings with Airport Authority, etc.)
4. Data Collection / Inventory
5. Projections of Aviation Demand
6. Demand Capacity Analysis
7. Facility Requirements
8. Alternatives Analysis
9. Environmental Overview and Land Use Plan
10. Financial Feasibility Analysis
11. Airport Layout Plan Update
12. Master Plan Approval Process
13. Documentation

1. Study Design

It is important at the onset of the planning process to define a detailed Scope of Services for conduct of the master planning effort. The study design includes development of a comprehensive Scope of Services, definition of effort necessary to accomplish the work scope, and preparation of realistic work effort and cost budgets for completing the work. It also serves to organize the project planning team, which includes Mead & Hunt, its sub-consultants, Airport Management, and other consultants working for the Airport, so that the necessary study efforts are effectively executed and the participant roles and responsibilities are clearly defined.

1.1 Scope of Services and Contract Documents

The effort for this task includes preparation of this scope of services for the master planning efforts. The deliverables for this element will be draft and final scope of services, project schedule, an agreed-upon project planning budget and an agreement for the proposed planning work. Specialty sub-consultants and their scope of work will be identified and included in the process. The scope of services, the schedule and the budget will all be detailed by study element. In addition, the budget will be identified using rates by role, labor hours by task, person-trips, reimbursable costs and specialty sub-consultant budgets.

These documents will form the basis of the agreement to provide professional services for this project. This task includes one (1) trip to Hailey by Mead & Hunt's project manager to review scope with the FMAA.

Following agreement on the draft scope and fee basis with the Sponsor and the FAA, a final scope will be prepared, along with sponsor and sub-consultant contracts.

2. Project Management, Coordination and Communication

Projects such as this study demand a refined approach to project management to achieve success. This is especially true at the beginning of the process when the goals, direction, criteria, assumptions, roles, and expectations are developed. Continuous and timely coordination with the Airport and its designated project manager will be provided throughout the study. Project management tasks will continue throughout all aspects of the agreed-upon 18-month project schedule. The project management and coordination process includes the following tasks:

2.1 Project Management

This effort includes communication among the project team for purposes of tracking the progress of the studies. Managing the various technical work tasks among the project team is necessary for a successful project. Project management duties will include:

- Developing and documenting the project plan
- Organizing the project team
- Launching the project activities
- Executing project activities
- Monitoring and controlling the project to achieve results
- Managing/mitigating risks and solving challenges
- Invoicing and monitoring project budget
- Preparing FAA Grant Applications and/or requests for reimbursements
- Closing out the project

2.2 Sponsor Coordination

Regular project status briefings will take place throughout the study process. These briefings will take place in person or via a telephone call or email between the Airport's Project Manager and Mead & Hunt's Project Manager or Assistant Project Manager. These briefings will include status reports of current work, upcoming meetings and work effort and discussion of any challenges in the study effort which may affect the schedule, process or budget.

Airport Primary Point of Contact

Rick Baird, Airport Manager

Mead & Hunt Point of Contact

Mark McFarland, Project Manager

Mead & Hunt Point of Contact

Scott Cary, Program Manager

Mead & Hunt Point of Contact

Evan Barrett, Assistant Project Manager

Specific critical needs of this project will be identified for related consultant support. This scope of services anticipates 18 monthly meetings, 5 of which will be on site (held in conjunction with other meetings) and 13 via teleconference or videoconference.

3. Public Information, Education, and Outreach

For this master planning effort, the public outreach effort will focus on regular briefings to the FMAA Board and two public information meetings (open houses).

3.1 FMAA Board Meetings

Mead & Hunt believes that coordinating with the Friedman Memorial Airport Authority will be a vital part of the overall project and will help to best assess airport issues and proposed development options. Interaction with the FMAA Commissioners and Staff will be essential for the review and assessment of project information.

Mead & Hunt staff will conduct five (5) presentations at regular meetings of the FMAA board over the course of the project to provide briefings on project progress, and to promote interaction among the FMAA Commissioners, Staff, and Consultant team. These meetings will be scheduled to coincide with critical decision points in the process and be used to solicit information and responses from FMAA Commissioners and Staff regarding information presented by the Consultant team. For budgeting purposes, two of the presentations are programmed to be attended by 2 Mead & Hunt employees (project manager and assistant project manager) and three will be attended by 1 Mead & Hunt employee (project manager).

It is anticipated that if additional FMMA briefings are needed, these will be conducted via videoconference.

The content and format of the FMAA board presentations will be decided upon by the Airport Staff and Mead & Hunt. It is anticipated that FMAA board presentations will be held following the preparation of the following draft work products:

- Forecasts of Aviation Activity
- Facility requirements and preliminary airport development alternatives
- Finalized development alternatives and conceptual airport development plan
- Improvement project recommendations and project phasing
- Draft final report

The draft work products will be provided to the FMAA Board approximately two weeks before each presentation to allow advance review by FMAA Commissioners.

3.2 Public Information Meetings

Two (2) Public Information Meetings will be held during the course of the master planning process. The purpose of these meetings is to inform interested citizens about progress on the Master Plan Update. The Consultant will be responsible for the preparation of all meeting materials, while the Sponsor will be responsible for securing a location for the meeting, along with

publicity and meeting notifications. For budgeting purposes, it is assumed the Public Information Meetings can be scheduled to coincide with the FMAA board presentations described above and that 2 Mead & Hunt Employees will attend (project manager and assistant project manager). It is anticipated that Public Information Meetings will be held following the preparation of the following draft work products:

- Facility requirements and preliminary airport development alternatives
- Improvement project recommendations and project phasing

4. Background Information / Inventory

This phase of the project involves the establishment of a sound basis for plan and program development through the assimilation and documentation of appropriate base data. Maximum utilization of existing information which is current and applicable to the objectives and overall intent of this study will be made to avoid redundancy and unnecessary data collection.

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.

4.1 Identification of Available Information

Existing (secondary) data and information, such as, but not necessarily limited to, documents, maps, studies and projects currently underway or in the planning stages (on and off airport property and in the vicinity) that may directly or indirectly influence this study effort will be identified, reviewed, and documented. Such information would include, but not be limited to:

- Existing regional and state airport system plans.
- Existing airport layout plans.
- Comprehensive planning/growth management documents.
- Existing land use and land use zoning.
- Surface transportation plans.
- Utility plans.
- Engineering reports.
- City/County master plans.
- Previous environmental studies.
- Minimum revenue guarantee (MRG) agreements.
- Documentation prepared for airport improvement projects.

This effort will assure initial and continued coordination among local governments and will involve research in locating secondary data sources, and notifying and consulting appropriate local and regional officials and agencies in this regard.

State enabling legislation and local land use controls will be documented. The Consultant will review State and FAA airport plans and Capital Improvement Program files with regard to Friedman Memorial Airport. The product of this task will be a summarization of all data, information and plans relating to the development of the Airport to serve as input to future tasks.

In accordance with the Master Plan's "dual path" approach, Landrum & Brown will develop a summary of information related to planning and environmental documentation previously completed for the replacement airport process.

4.2 Update Base Mapping and Create Master Plan Report Graphics

A complete Airports GIS survey effort was conducted in 2012 as part of project formulation for the Airport Alternatives Technical Analysis study completed in January 2013. This survey included collection of aerial photography imagery, planimetric/topographic mapping, and obstruction identification. The base mapping for the airport will be updated using the existing information, data and mapping provided by the Airport to the consultant and used to create master plan report graphics.

4.3 Facilities Inventory

From secondary information sources and on-site observations, the Consultant team will inventory facilities within the boundaries of Friedman Memorial Airport. The inventory will include the physical layout of buildings (exterior only), runways, taxiways, airfield lighting, aprons, on-airport roadways, and navigational/electronic landing aids. This will result in a facilities inventory recording, serving as information for the demand/capacity analysis and overall database and informational program. The facilities information that is gathered will result in written and graphic documentation in the Airport Master Plan, as well as technical drawing file documentation (AutoCAD) for use in preparation of the Airport Layout Plan.

4.4 Existing Land Use and Zoning Inventory

Existing land uses and land use zoning in the vicinity of the Airport will be reviewed as part of this task. General boundaries can be initially established for ascertaining land use and zoning patterns based on flight tracks and the delineation of the airport environs. This environs area would then be refined, but would extend a minimum of one mile off each runway end and one-half mile off the sides of the runway. Potential wildlife hazards and other natural characteristics that will impact development and planning on and off Airport property will be identified. Key transportation routes and public utility rights-of-way will also be identified.

The product of this task is a comprehensive inventory of existing land use and land use zoning patterns within the vicinity of the Airport and input to later tasks.

4.5 Airspace and NAVAIDS Inventory

The Consultant team will identify and present how airspace utilization affects operations and is affected by operations at the Airport. This will provide an inventory and assessment of all

procedures and the utilization of airspace that is potentially affected by, or affects, operational activity at the Airport.

The product of this task is a complete inventory and assessment of the utilization of airspace which is potentially affected by or affects operational activity at the Airport.

4.6 Environmental Conditions Inventory

Through the use of existing (secondary) sources, prior environmental documents, and internet-based research, the Consultant will prepare an environmental inventory/overview of the Airport's environmental setting, which will identify critical environmental resources. The Consultant will identify and map physical and environmental conditions in the Study Area from existing information sources. If existing, the Consultant will describe the natural limitations for development, including floodplains and flood ways, prime farmlands, wetlands, air concerns, Brownfield areas, remediation areas, Section 4(f) recreational land, and any other potential environmental issues. The Consultant is not responsible for the accuracy of information that is provided by other sources, but will use standard resources, such as FEMA floodplain mapping, NRCS Soil Surveys, and the US Fish and Wildlife Service National Wetland Inventory, etc., along with previously prepared environmental documentation, as available. This task does not include any on-site surveys of environmental conditions or resources.

4.7 Wind Data Collection and Analysis (existing airport site only)

Wind data for use and analysis in the Facility Requirements element will be acquired from the FAA Airports GIS website, and will be formatted as specified by the FAA for use on the Airport Layout Plan and for runway orientation analysis. This task includes analysis of historic wind data for all-weather, instrument flight rules (IFR), and visual flight rules (VFR) conditions.

Deliverables

The data collection and inventory effort will summarize existing facilities and conditions at the Airport as well as information and direction necessary to develop subsequent elements of the Airport Master Plan Update. Deliverables for this task will include a text and graphic summary pertaining to the existing facilities at the Airport along with existing land use, zoning, City/County Master Plans, and previous planning studies. This summary will provide the basis for the Inventory chapter of the Master Plan Update.

5. Forecasts of Aviation Activity

Development of projections of aviation demand is a key element in the planning process and is important data to be used in determining current and future Airport needs; in assessing the environmental effects of proposed actions; and in determining the economic implications of future growth and development.

Projections will take into consideration the physical constraints associated with the existing airport site and related aircraft use restrictions. Regarding 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 test the adequacy of programmed facility improvements to accommodate demand that is beyond the recommended forecast. In accordance with the Master Plan's "dual-path" approach, activity level triggers will be identified that would require relocating the Airport to a replacement site.

5.1 Collect and Evaluate Existing Aviation Activity Data

This task will focus on reviewing and evaluating existing operational data for airport operations, collecting and updating, as appropriate, the aircraft fleet mix and flight procedures. Sources of information may include local, regional and national economic determinants and trends, airport tenants, and, potentially, ground observations.

The importance of assessing future trends relating to airport utilization and operational activity levels is significant in the development of an Airport Master Plan. Many of the proposals and recommendations of the plan are based on projected demands identified in the forecasts. To a certain degree, this aspect of the master planning process acts as the hub for the recommendations provided in remainder of the plan. Therefore, the importance of accurate and defensible forecasts must be emphasized.

5.2 Aviation Activity Evaluation and Projections

Mead & Hunt will compile a summary of aviation activity and operational data for Friedman Memorial Airport to indicate historical growth and present a basis for statistical analysis of based aircraft, aircraft fleet mix, annual aircraft operations, and related factors.

Projections of aviation demand will be established for the 5-year, 10-year and 20-year planning horizons. As part of this element, appropriate regional, state, and national aviation trends and existing (independent) projections will be investigated. Historical aviation activity will also be analyzed for the Airport by demand component. Through interviews, as well as Airport records, the FAA's Terminal Area Forecast (TAF), the FAA's Traffic Flow Management System Counts (TFMSC), and the Bureau of Transportation Statistics, data will be obtained on activity levels, fleet mix, and based aircraft.

The following components of aviation demand will be projected for 5-, 10-, and 20-years:

- Passenger enplanements
- Aircraft operations
 - Commercial Service
 - General aviation (local/itinerant)
 - Military
- Based aircraft by type
 - Single-engine
 - Multi-engine
 - Turboprop

- Turbojet
- Rotor
- Aircraft fleet mix (based and operational)
- Air cargo volume
- Critical aircraft by Airport Reference Code (ARC)

Projections of aviation demand will be developed using standard forecasting methodologies, such as share of the market, regression analysis, time series analysis, and trend line analysis. Mead & Hunt will assess these forecasts with varying levels of certainty, analyzing the probability of a low, mid-level and high forecast scenario for total based aircraft, total aircraft operations, and total enplanements, and ultimately recommending a preferred forecast for each factor. Given the Airport's dynamic commercial service, the effort for this task includes strong focus on identifying enplanements and aircraft operations associated with a variety of commercial service scenarios.

Results of this element will be used to determine future needs for airside, landside, and support facility components at the Airport. Methodologies used in this task will be reviewed with the Sponsor and the FAA Helena Airports District Office before the element is finalized. Close coordination will be maintained to ensure acceptance of the approach to the aviation activity projections.

Deliverables associated with this task will include a report which summarizes, with appropriate graphs, charts, maps, and drawings, the methods and results of the projections of aviation demand.

5.3 Forecasts Approval

The Airport Master Plan forecasts will be compared with the FAA's TAF using the recommended FAA excel spreadsheets. The forecasts will be submitted to the FAA Helena Airports District Office for review and approval. Once reviewed by the FAA, these findings will be used as part of a chapter in the final Master Plan report.

Deliverable: Working Paper

Deliverables for this task will include an Inventory/Forecast working paper for review by Airport Authority, staff, and FAA. This working paper will provide the basis for chapters in the Master Plan report.

6. Demand/Capacity Analysis and Facility Requirements

Within this task, current activity levels will be compared to the Airport's operational capacity, using established FAA criteria and the findings from previous work efforts (i.e. inventory and projections). Mead & Hunt will review the existing runway configuration to determine its capacity and limitations. The capacity of the Airport's existing aviation facilities will be compared to

demand projections for the short-, intermediate-, and long-range planning periods (5-, 10-, and 20-years). Surpluses and deficiencies will be identified.

The Airport's ability to accommodate existing and projected activity will be determined using approved FAA capacity methodologies. The capacity, or level of activity at which unacceptable delay occurs, will be compared with aviation projections to determine if and when additional capacity should be provided in the future.

Required facilities will be identified through the inventory of existing facilities and the capacity analyses when compared to projections of aviation demand. Anticipated timing of required improvements will also be identified. FAA Advisory Circulars (AC) referenced as part of this task will include but not be limited to: AC 150/5300-13A, *Airport Design*; FAR Part 77, *Safe, Efficient Use, and Preservation of the Navigable Airspace*; 150/5060-5 *Airport Capacity and Delay*; and 150/5070-6B *Airport Master Plans*.

In consideration of the capacity of existing airport facilities to accommodate aircraft operations, passenger activity, landside access, aircraft parking/storage, etc., as well as 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 accordance with the Master Plan's "dual path" approach, circumstances that would "trigger" the need for the airport to be relocated from its existing location to a less constrained site will be identified. Such triggers may include:

- Changes in commercial service aircraft size.
- New FAA guidance on airfield configuration, design standards, and acceptable Modifications of Standards.
- National economic conditions and changes in demand for Sun Valley recreational facilities;
- Changes in the needs of the local community.

6.1 Airfield Capacity

Using the FAA's methodology for calculating annual service volume (ASV), the Airport's annual operational processing capacity will be estimated. Inputs for this analysis include aircraft fleet mix, navigation aids, physical orientation of runways and taxiways, spacing of taxiway exits, percentage of the Airport's training activity, and peaking characteristics.

The recently published Airport Cooperative Research Program (ACRP) Report 79, *Evaluating Airfield Capacity*, will also be referenced as a cross check of the traditional ASV calculation as described in the previous paragraph. ACRP Report 79 includes a Prototype Airfield Capacity Spreadsheet Model for estimating an airport's ASV.

6.2 Landside Capacity

Landside facilities at the Airport will also be analyzed in terms of their capacity and ability to accommodate current and projected demand. Using FAA guidelines, as well as consultant-

developed factors, capacities of landside facilities such as general aviation hangars and apron space will be determined. To determine their adequacy, these capacities will be compared to current and projected demand identified during the inventory and forecast elements.

The passenger terminal area facilities (air carrier apron, passenger terminal building, terminal area parking facilities) will also be analyzed. Special consideration will be given to the ability of the terminal building, air carrier apron, and parking facilities to satisfy the needs of the existing and potential future commercial aircraft fleet. Consideration will also be given to the terminal area roadway system (including the terminal building/roadway system interface area and roadway signage).

6.3 Design Standard Review/Evaluation

Using the 2013 Airfield Alternatives Technical Analysis study and recently approved Modifications of Standards as a starting point, existing and potential future airfield dimensional criteria will be evaluated. The facility analysis and recommendations related to the design aircraft and the existing and future physical layout of the runway/taxiway system at Friedman Memorial Airport are critical issues that will be addressed as soon as possible within the process of preparing the Master Plan Update. Existing and potential future deviations from FAA design standards, along with proposed remedies for those deviations, will be noted in the Master Plan Update document as well as on the ALP. General design/layout issues to be considered include: runway safety areas, runway/taxiway/apron separation, runway length, runway width, airfield layout, instrument approach capabilities, and navigational aids/lighting.

This task will also include an assessment of FAA's recent update to AC 150/5300-13A, *Airport Design*. Recent airfield design standard changes such as the Runway Design Code (RDC), the Runway Reference Code (RRC) for each runway and the Taxiway Design Group (TDG) for each taxiway) will be reviewed and the potential impacts to airport facilities will be assessed.

6.4 Facility Requirements – Airfield and Support Facilities

Utilizing current FAA planning criteria and the existing master plan documents, Mead & Hunt will review the overall facility needs based on projected future activity and the Airport's role in the local, regional and national aviation and economic system. Facilities to be analyzed include:

- Runways
- Taxiways
- Aircraft apron areas
- FBO, corporate, and general aviation facilities
- Aircraft storage and hangar areas
- Air cargo areas
- Support facilities such as maintenance, ARFF training facilities, and utilities
- Fuel farms
- Airport access and circulation

Future requirements will provide the basis for evaluating alternative development actions that might be adopted to satisfy the need for improved facilities. The facility requirements analysis for the Airport will focus on a number of specific issues that are most important to the Airport's future growth and development, including issues associated with both commercial and general aviation activity. This assessment will take into account existing facilities that the Airport will lose due to the Modifications of Standards, including aircraft parking apron, hangars, air traffic control tower, and fuel facilities. The alternatives analysis will identify, review, and evaluate options for accommodating these activities in their existing location over the planning period. The objective of the facility requirements analysis will be to ensure that each of the Airport's functional aviation areas has long-term flexibility and growth potential that will enable it to respond to changing demand scenarios. Facility requirements will generally be tied to the 5-, 10-, and 20-year demand projections developed as part of this study.

6.5 Demand Triggers for Replacement Airport

Potential demand related to operational capacity; changes in commercial service aircraft types; local, regional and national economic influences, etc., which would "trigger" the need to relocate the airport's operation to a new site will be identified. Along with the acknowledging the potential demand triggers, the expected timing for the occurrence of the triggers will be identified with the goal being to allow sufficient time to appropriately plan and finance the replacement airport.

Deliverable: Working Paper

Deliverables for this task will include a facility requirements working paper for review by Airport commissioners, staff, and FAA. This working paper will provide the basis for a chapter in the Master Plan report.

7. Development Alternatives and Recommended Plans

Based on established goals and desires of the appropriate entities, a specific plan and program for airport development and improvement will be prepared representing recommendations which are workable, implementable, and defensible.

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. In accordance with the Master Plan's "dual path" approach, this element will also include a siting evaluation and improvement program for a potential replacement airport based on sites and criteria developed for previous planning studies.

7.1 Goals Development

Based on inventory findings, demand considerations, forecasts of aviation activity and input from airport staff and FAA; Mead & Hunt will assemble a series of goals that subscribe to the intent,

direction and purpose of and for the existing Airport site. These goals will serve as a basis for the preparation of the Development Plan.

7.2 Prepare Airside Development Alternatives

This task will identify and document feasible alternatives for an ultimate airside configuration (runways and taxiways) at the existing Airport site, using Airport Alternatives Technical Analysis Alternative 6 as a basis. This will include evaluation of options related to:

- The projected ultimate design aircraft;
- The existing and potential future Airport Reference Code (including the three factors that make up an ARC, the Aircraft Approach Category, the Airplane Design Group and the Taxiway Design Group) for the Airport in general and each runway and taxiway in particular;
- The operational capacity of the Airport;
- Implications with regard to instrument approach capabilities;
- Implications for runway length; and
- A comprehensive approach to the layout of the runway system in support of on-airport aviation-use development areas.

Such specific considerations as the configuration of the runway and taxiway system will be investigated, including alternatives related to the development of appropriate on-airport sites, including operational scenarios, runway length analysis, additional navigational facilities, utility influences, off-airport development, potential land acquisition, site development projects, regional roadway and other airport proposals and programs, as well as many other considerations to be determined as the planning process evolves. It is important that the alternative analysis and evaluation give adequate consideration to the physical development feasibility, environmental impact potential, noise exposure implications and development costs, all of which are included in various sections of this work program. This task will also have a specific focus on potential improvements related to SUN's instrument approach capabilities, based on available data.

Each airside alternative will be considered and evaluated in the process of establishing the development plan for the Airport, with generalized implications and consequences of each alternative being presented in written and graphic form. In doing so, the airside alternatives will be tested against established criteria, goals of the Airport and the County, and consistency with State and Federal requirements. If important, the fiscal impact of each alternative will be determined for purposes of comparative analysis. The results of this effort will assist in yielding a positive and unified direction for specific projects and establishing an overall framework for airport development.

7.3 ATCT Siting Analysis

The recently approved Modification of Standards related to the Airport's runway object free area (ROFA) is conditioned on removal of the existing air traffic control tower (ATCT) located east of the runway, as it is currently within the ROFA. Therefore a future site for the ATCT will be identified by the Master Plan Update. Based on an analysis of United States Standards for

Terminal Instrument Procedures (TERPS) criteria, FAR Part 77 criteria, sight distances and shadowing effects, and physical considerations such as infrastructure development, access, topography, and general location factors, and facility construction costs (using information obtained from FAA ANM-510 or other FAA sources), the Consultant shall prepare a location analysis for a new Airport Traffic Control Tower (ATCT). Potential sites shall be identified, based on the foregoing, with the opportunities and constraints of each site being presented. A final site shall be recommended that best meets the above criteria. This task includes initial coordination (via telephone and/or email) with FAA regarding the siting analysis and recommended site; however, it does not include a meeting with FAA personnel in any location other than Hailey.

7.4 Landside Development Alternative Concepts, Including Terminal Area Considerations

This task will identify and document feasible alternatives for an ultimate landside configuration at the existing Airport site (terminal, apron, hangars, FBO, etc), using Airport Alternatives Technical Analysis Alternative 7 as a basis. The analysis will take into account facilities lost as a result of the recently approved Modifications of Standards, including aircraft parking and hangars.

Landside alternatives development will include an evaluation of existing and potential future airport land use, as well as constraints and opportunities associated with the terminal area. Mead & Hunt will identify and quantify major physical constraints in the terminal area, as well as for other airport land that is not part of the "airside reservation" (i.e., those areas that are reserved for runway, taxiway and associated safety/object clearance criteria). Specifically, this will include alternatives related to development on all appropriate on-airport sites, including operational scenarios, utility influences, off-airport development, land acquisition, site development projects and programs, regional roadway and other airport proposals and programs, as well as many other considerations to be determined as the planning process evolves.

Although all potential landside uses will be considered (e.g., FBO facilities, general aviation, commercial/industrial aviation, airport operational support facilities and non-aviation airport support areas), alternatives that examine the long-term location and arrangement of facilities in the passenger terminal area, will be a special focus. Terminal area considerations include:

- The passenger terminal building size and location
- Commercial aircraft parking positions, including their relation to the terminal building
- The access roadway system
- The terminal building curb frontage area
- Passenger parking
- Employee parking
- Rental car facilities

It should be noted that initial design and construction of near-term passenger terminal area improvements will occur simultaneously with the Master Plan Update. The purpose of these improvements is to allow the Airport to maintain service to the existing commercial fleet while also

complying with conditions and restrictions imposed by the recently approved Modifications of Standards. Therefore, a primary purpose of this task is to identify an ultimate terminal area layout that is not only consistent with the near-term improvements currently underway, but that can also accommodate projected long-term changes in the commercial aircraft fleet and passenger enplanements. This task will result in identification of an ultimate concept for the layout of passenger terminal area for the existing Airport site, including space reservation for terminal building and support facilities.

7.5 Conceptual Development Plan, Improvement Recommendations and Phasing

A Conceptual Development Plan will be prepared showing improvement recommendations for SUN. These recommendations will identify program requirements, goals and objectives which will drive the layout of future airport facilities; and show airside, landside and terminal elements in plan view. The development program will delineate the preferred concept in drawings described above, finalize conceptual construction phasing plans (including the preparation of a Phasing Plan Drawing or Drawings), provide conceptual, planning level, cost estimates for each project and for each phase of construction, show total estimated project costs for each phase, as well as develop and prioritize a list for improvement projects.

The implementation program will be "demand based" with activity triggers to facilitate timed development activities which are focused on project need, available resources, anticipated activity levels and prevailing conditions.

This task will also identify land acquisition priorities for SUN in consideration of City of Hailey and Blaine County established strategic guidance.

7.6 Preliminary Financial Feasibility Analysis (SUN)

Using project costs and phasing recommendations for the preferred development alternative selected in Task 7.5 as well as enplanement projections developed in Element 5, a preliminary financial feasibility analysis will be prepared to determine whether capital development costs can be covered by available funding sources, while achieving adequate cash flow. The feasibility analysis conducted under this task will be based on the general methodologies outlined in Task 9, but will be driven by preliminary cost and phasing information developed in Task 7.5.

The preliminary feasibility analysis is intended to be used as an evaluation tool to determine if modifications need to be made to the preferred development alternative to reduce costs, or to modify the timing/phasing of certain capital program elements. The work effort for this task will be led by Ricardo and Associates with support from Mead & Hunt.

7.7 Siting Evaluation for Replacement Airport

The primary goal of the Master Plan Update is to identify an ultimate development concept that will allow the Airport to maximize its safety, reliability, and utility within its existing footprint. However, in accordance with the Master Plan's "dual path" approach, this task will re-evaluate sites that have been identified as potential replacement sites once the Airport outgrows its current

footprint. In an effort to allow sufficient time to appropriately plan and finance the replacement airport, "demand triggers" have been identified in previous tasks (see task 6.5), which also identifies the anticipated timing for the occurrence of the "demand triggers".

Using previously prepared planning documents; replacement airport sites will be identified and re-evaluated with a focus on technical considerations. Based on the results of this re-evaluation, the most favorable potential sites will be identified and the minimum acceptable criteria required for each site will be validated. The following efforts will be conducted as part of this task. The work effort for this task will be led by Landrum & Brown with support from Mead & Hunt. This work effort includes one (1) one-person trip to Hailey by a Landrum & Brown employee.

Identify Sites to be Re-evaluated

This task will involve identifying previously documented potential replacement Airport sites for re-evaluation. Brief summaries of each identified Airport site will be provided for review and approval by the Sponsor before moving forward. No additional replacement sites will be identified as part of this task, as replacement airport sites already identified by previous studies will be relied upon.

Verify and Validate Technical Considerations to be used in Re-Evaluation of the Sites

The evaluation criteria identified by previous planning efforts will be summarized for review and approval by the Sponsor. These technical considerations will be evaluated, amended and modified as required to reflect current industry planning and design standards. Although the previous evaluation criteria continue to provide for a thorough assessment of alternatives, each criteria should be reviewed to ensure nothing has changed that might influence the results of the evaluations. No additional evaluation criteria will be developed or applied as part of this task, as evaluation criteria already identified by previous studies will be relied upon. A narrative report identifying all criteria to be used in the evaluation of the replacement airport sites and the adequacy of these criteria for site evaluation, along with suggested refinements to the criteria, will be provided and the basis for these changes explained.

Re-Evaluate Sites

The alternative replacement Airport sites identified by efforts outlined above and approved by the Sponsor will be reviewed and evaluated against the refined and Sponsor approved evaluation criteria. The most favorable potential sites will be identified and the minimum acceptable criteria required for each site will be validated.

7.8 Improvement Program for Replacement Airport

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. If appropriate, a matrix of the various triggers will be developed as part of this task, with the guidance of FMAA commissioners and staff.

Recommendations for the process and timing of the site selection; and environmental documentation that will be required for the development of the replacement airport will be provided. 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 when demand dictates.

7.9 Preliminary Financial Feasibility Analysis – Replacement Site

Initial enplanement projections, cost estimates, and phasing assumptions for developing an airport replacement at the most favorable site will serve as the basis for a preliminary financial feasibility analysis that will determine whether capital development costs can be covered by available (or projected) funding sources. The preliminary feasibility analysis will be based on the general methodologies outlined in Task 9, although it is anticipated that this analysis will be conducted using a lower level of refinement compared to the detailed analyses conducted in Task 9.

Similar to Task 7.6, the preliminary feasibility analysis conducted in this task is intended to be used to determine if modifications need to be made to the preferred replacement site development alternative to reduce costs, or to modify the timing/phasing of certain capital program elements.

Although more than one replacement airport site may be identified as being favorable for potential future development only one "representative" site will be taken forward into the financial review. The work effort for this task will be led by Ricardo and Associates with support from Mead & Hunt.

Deliverable: Working Paper

The alternatives analysis will result in identification of a recommended course of action for the Airport to follow over the ensuing 20-year planning period. The logic and justification for following the recommended plan will be detailed. At this stage of the study, the preferred alternatives will be conceptual in nature and will be subject to further refinement during subsequent project elements, particularly as the financial feasibility analysis, environmental overview, and detailed layout plans are prepared.

Deliverables for this task will include graphics and text as appropriate to summarize and document the merits and deficiencies of each alternative. This information will be presented in a working paper format which will ultimately be included in the master plan report document.

8. Environmental Review and Environs Land Use Planning (existing airport site only)

The objectives of this element are to prepare an overview of environmentally sensitive features on and surrounding the Airport, and to identify the potential impacts upon those as part of the recommended development plan. 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. The primary purpose of this element is to provide guidance on future environmental studies that will be required to implement improvement recommendations.

8.1 Environmental Review

Utilizing information gathered in the *Background Information/Inventory* phase (Environmental Conditions Inventory), an environmental screening review of the proposed development plan will be prepared to identify significant environmental issues that may be of concern with the proposed improvements. The potential for environmental impacts will also be considered in the alternatives analysis. This document will summarize the general environmental resources associated with the recommended Plan in a non-quantified fashion and identify the likely environmental processing necessary for the improvements.

This will include characterization of the existing conditions and preparation of a general site condition description that summarizes earth, air quality, surface and ground water, wetlands, plants and animals, energy and natural resources, land use and shoreline resources, population and housing, surface transportation, public services, and utilities. Focus will be placed on environmental conditions that could be affected by recommended Plan actions.

8.2 Environs Land Use Planning

In consideration existing local land use zoning and comprehensive planning capabilities, along with environmental and sustainability factors, environs land-use planning recommendations will be formulated with a focus on land-use compatibility concerns.

Aircraft noise has been a consistent concern within the local community. This task includes an update to existing and future noise contours (65, 70 and 75 DNL noise contours) prepared for the 2012 airline operations specifications Environmental Assessment (EA), based on the aviation activity projections developed for the Master Plan. This update will not include any changes to runway usage and flight track assumptions used for the EA.

An environs land use plan will be prepared that describes (in text and graphic formats) the existing and recommended land uses for land surrounding the Airport (generally defined as at least one mile off the runway ends and one-half mile parallel to the sides of the runway).

Deliverables

Deliverables for this task will be incorporated into the appropriate chapters such as existing conditions and alternatives development and evaluation.

9. Financial Implementation Analysis

A detailed financial analysis will be prepared which will examine the fiscal feasibility 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 FMAA. The work effort for these tasks will be led by Ricardo and Associates with support from Mead & Hunt. This work effort includes one (1) two-person trip to Hailey to brief the FMAA.

To the extent practicable, the financial analysis will utilize information and methodologies included in previous financial planning efforts conducted on behalf of the FMAA. The financial analysis will consist of the following two tasks:

9.1 Inventory of Financial Information

The purpose of this task is to compile, present, and analyze all applicable financial information for the Airport. This task will include a comprehensive review of FMAA's financial structure to determine the composition of Airport management, relevant leases, and other operating issues that will affect future cash flow at the Airport. The budgeting process used by the Airport will be examined and historical O&M expenses, operating revenue, and capital expenditures will be analyzed. The existing rates and charges schedule will also be examined, including airline and tenant lease terms and rates. The financial information inventory will be used as a basis for development of a comprehensive financial plan.

9.2 Financial Plan Development

This task includes the preparation of a comprehensive financial plan for carrying out the proposed capital improvement program for both the existing and the most favorable (or representative) relocated airport site, maintaining airport viability, and other recommendations/goals specified in the Master Plan. Included in the financial plan would be the identification and quantification of the need for and availability of specific funding sources, projections of revenues and expenses, and a cash flow analysis. The output of this effort would consist of a financial plan that the FMAA can use as a basis for implementing its proposed capital program.

Given capital development costs and potential phasing of proposed capital improvements, a funding plan will be developed. Funding sources to be examined in the financial plan may include federal entitlement and discretionary funds, PFC revenues, State funds, third party funds, local funds, and bond proceeds. Additional funding sources may also be considered, as applicable.

A feasibility analysis will assess, through the development of pro-forma financial projections, the financial implications of the funding plan. Pro-forma projections of operating expenses, operating revenues, and capital requirements at the existing site and replacement site will be developed in this task. Enplanement projections developed in Element 5 will also be utilized. Projections of operating revenues and expenses at both the existing site and the replacement site will be based on the Master Plan activity projections, assumptions regarding existing and anticipated future tenant leases, additional revenue enhancement opportunities, and estimated operating costs of proposed capital development projects.

Basic feasibility would be measured primarily by calculating the potential impacts on tenant rates and charges (as applicable), Airport cash flow, bond covenant requirements should bond funding be feasible, and cost per enplaned passenger.

Sensitivity scenarios will be developed to assess the potential financial implications of changes to key assumptions and variables, such as projected revenues, expenses, and activity. These sensitivity scenarios are not intended to be updated projections of activity, revenues, expenses, or other factors. Rather, the sensitivity scenarios will identify the projected range of financial outcomes that could occur.

Deliverable: Working Paper

Master Plan financial implementation analysis chapter and detailed Financial Implementation Plan for the recommended capital development plan

10. Airport Layout Plan Update (existing airport site only)

In consideration of current FAA guidance and standards an Airport Layout Plan (ALP) drawing set will be prepared for the existing Airport site. All airport plans will be drawn according to FAA standards as defined in most current versions of *Advisory Circular 150/5070-6B, Airport Master Plans* and *AC 150/5300-13A, Airport Design*. The ALP update shall include all items required by the new ALP checklist contained in FAA Standard Operating Procedure (SOP) 2.00, *Standard Procedure for FAA Review and Approval of Airport Layout Plans (ALPs)*

In addition to the aerial photography, planimetric/topographic mapping, and obstruction survey conducted in 2012, sources of information for the ALP drawings in this element will include previous ALPs and master planning documentation, the Obstruction Chart (OC) for the Airport, USGS mapping, legal descriptions, property surveys, local and regional government mapping, FAA/state aeronautics databases, and any other secondary sources readily available to the Sponsor/Consultant team.

Preparation of the ALP will be based on the findings of the previous tasks and will include the following individual drawings:

- Title Sheet
- Airport Layout Drawing
- Airport Layout Data Summary (if required as a separate sheet)
- Airport Airspace Drawing – Plan View
- Airport Airspace Drawing – Profile View
- Runway Inner Portion of Approach Surface Drawings
- Runway departure surface drawings
- Terminal Area Plan (Individual Area Plans)
- Land Use Drawing
- Airport Property Map

The work effort for these tasks will be led by T-O Engineers with support from Mead & Hunt.

10.1 Airport Layout Plan

An Airport Layout Plan (ALP) shall be prepared in accordance with the findings, recommendations and approvals resulting from the study. The ALP shall be developed utilizing the current FAA electronic file, supplemented with new aerial information from previous tasks, Aerial Photography and Mapping and "As Built" information, and AutoCAD Civil 3D 2012 or the most current version. The ALP will depict the configuration and general dimensions of the initial and proposed ultimate airport facilities, including building height of all buildings on airport property. The Airport Layout Plan will include such information as: 1) Airport Layout; 2) Existing and Future Boundaries; 3) Location Map; 4) Vicinity Map; 5) Basic Data Tables; 6) Utility Data; and 7) Wind Information.

Mead & Hunt will be responsible for submitting a signed copy of the ALP checklist with the ALP submittal to the FAA. The Airport Layout Plan will contain sufficient data to obtain approvals from the FAA.

Any deviations to FAA design standards will be noted on the existing and future Airport Layout Plan as well as in the Airport Master Plan narrative. All issues identified by FAA airspace review will be remedied in the final ALP. Large-scale reproducible drawings shall be prepared on a sheet size no smaller than 24" by 36".

10.2 On-Airport Individual Area Plans

Mead & Hunt will revise the existing Terminal Area Plan and develop new area plans for any other potential development areas within the bounds of airport property as required. The plans will generally be comprised of, but not necessarily limited to, the terminal area, the general aviation areas, commercial and industrial complexes, hangar areas, and other special use areas. The Individual Area Plans will illustrate existing and proposed facilities, including such elements as building configuration and location, taxiway and apron development, vehicle access roads (including recommendations for service road locations) and parking areas, specifically indicating those facilities which currently exist and those which are proposed and labeling the various components of each of the Individual Areas Plans. The relationship with surrounding airfield and landside components (i.e., runway, taxiways, object free area, runway protection zones, external roadways, on-airport navigational aids, airport boundary, among other considerations) will also be illustrated as well as available topographical characteristics.

Specific utilization for undeveloped/underdeveloped areas on the Airport will be considered and recommendations made. Plans shall be established for these areas to guide improvement activity for the benefit of the Airport and the airport environs in keeping with the overall objectives established for airport enhancement.

These drawings will include apron utilization information to provide a feasible plan for apron expansion and/or reconfiguration, and new taxiway/taxilane alignments. The information on

these drawings shall be depicted at a scale not less than 1"=100', unless another scale is mutually agreed upon by the sponsor, the FAA, and Mead & Hunt.

10.3 Land Use Plan

The existing Land Use Plan will be updated to depict existing and recommended uses of all land within the ultimate airport property line (on-airport) and within the vicinity of the Airport (off-airport), generally identified as that area surrounding the Airport associated with the Airport Influence Area. Land uses will be depicted by general land use categories, including such categories as agriculture, residential, industrial, commercial, parks and open space, aviation-related, public, floodplains, and DOT Section 4(f) resources, among others as appropriate. Special note will be made of noise sensitive uses, and the DNL 65 noise contour will be shown.

The Land Use Plan will be illustrated on a drawing (same sheet size as the ALP) and described within the body of the Airport Master Plan document. A digital version as a .pdf file will also be provided.

10.4 Airport Airspace Drawing, Inner Portion of the Approach Surface Drawings and Runway Departure Surface Drawings

The ALP set also includes updates to the Airport Airspace Drawings, the Inner Portion of the Approach Surface Drawings and the Runway Departure Surfaces Drawings in accordance with the findings, recommendations and approvals resulting from the study. These drawings supplement information on the Airport Layout Drawing.

A plan showing the existing and ultimate runway protection zones, and associated approach and departure areas will be developed for each runway end. Plan and profile views of each area will be developed identifying all physical obstructions. The obstruction's height and location will be noted by dimension lines. Any obstruction requiring removal or relocation to meet FAA standards will be noted and an action plan identified.

The Inner Portion of the Approach Surface Drawings and Runway Departure Surfaces Drawings will be prepared depicting the following: 1) Areas under imaginary surfaces as defined in FAR Part 77, *Safe, Efficient Use, and Preservation of the Navigable Airspace*; 2) Existing and planned approach slopes and any height zoning ordinance limitations; 3) A plan and profile of runway protection zones, approach and departure areas showing controlling objects and other objects penetrating the runway protection zones and approach/departure areas; 4) Location and elevation of obstructions exceeding threshold siting surface requirements [using current NOAA Obstruction Chart information and/or survey information collected in 2012]; and 5) Areas attracting large numbers of birds or other potential hazards to aircraft flight within the approach zones.

A height zoning analysis, per FAR Part 77, will be performed to determine existing obstructions and the potential for future obstructions. A map will be prepared showing the Part 77 surfaces,

the existing structures, existing variances from the Part 77 criteria and areas of potential development that will not affect airspace utilization or present a hazard to aircraft.

Like the Airport Layout Drawing, these drawings will be developed utilizing AutoCAD Civil 3D 2012 or the most current version.

10.5 Property Map

As specified in AC 150/5070-6B, *Airport Master Plans* an Airport Property Map will be prepared using the existing Airport Property Map as a basis, including updates to any existing or supplemental property and/or easement information supplied by the airport sponsor. This scope of services does not include any title or parcel research or title commitment work and will not incorporate any property/parcel information other than that provided by the airport sponsor or other secondary sources.

11. Documentation

An effective airport plan places emphasis on developing concise, effective study documentation. Several types of materials will be produced to document the planning process as noted below. The report sections or chapters will be provided for FAA and local review, as will the Draft and Final reports.

11.1 Working Papers and Meeting Materials

It is anticipated that five Working Papers or Planning Memorandums (containing draft report sections that will, when finalized, become chapters in the Final Report) will be developed during the course of the preparation of the Master Plan Update for distribution to the FMAA Board and others as directed by Airport Staff. In addition to digital copies which will be distributed in advance of any meeting, as many as Twenty (20) copies of each working paper will be prepared. In addition other meeting materials documenting each phase of the study's technical analysis will be prepared as needed and distributed for FMAA commissioner and staff review and comment. Handouts will be developed for distribution to the FMAA Board. Handouts may be distributed in advance of the meetings to facilitate review.

Mead & Hunt will also develop graphics (boards, handouts, PowerPoint presentations, etc.) to convey the project information as necessary for various meetings.

11.2 Master Plan Report

Mead & Hunt shall prepare 25 hard copies and 25 digital copies (on CD) of the Draft and Final Master Plan Reports which will summarize the planning process and document the findings of the elements outlined in this scope of services. This report will be written so that it can be easily understood by the general public. The format of the report will be determined through discussions with the Airport Staff, but will be based on the individual sections or chapters developed in the individual technical elements of this project. The final product will include a locally adopted Master Plan Update report.

Anticipated sections/chapters of the master plan report include:

- Introduction
- Inventory of Facilities
- Forecasts of Aviation Demand
- Demand/Capacity and Facility Requirements Analysis
- Alternative Analysis
- Environmental Overview
- Preferred Development Concepts
- Financial Analysis
- Appendices

11.3 Executive Summary

Mead & Hunt will prepare an Executive Summary of the Master Plan Update, summarizing the results of the analysis and outcome of the study. The format of the Executive Summary is to be determined, but it will likely be similar to other Master Plan documents to enable it to be easily bound into the Final Report. Fifty (50) copies of the Executive Summary will be prepared as stand-alone documents and provide to Airport Staff for distribution as needed.

11.4 Airport Layout Plans

The Airport Layout Plan sets will be provided in a final draft form for FAA airspace review and local approval. It will then be published as a final document for distribution upon receipt of FAA airspace review. The documentation will include the following:

- Four (4) draft ALP sets (1 for consultant and 3 for Airport review)
- Eight (8) final draft ALP sets (1 for Airport, 1 for consultant, and 6 for FAA review)
- Eight (8) final ALP sets for FAA and Airport signature (6 for the FAA, 1 for the Airport and 1 for consultant)
- Two Disks (2) of CADD/pdf drawings of the final approved ALP

A transmittal package will be prepared as required containing supporting documentation for FAA review. This information will include preliminary justification for development recommended, forecasts of operations, brief descriptions of alternatives reviewed, and a general environmental overview of the project. If required, this task will also include a copy of the ALP checklist prior to development of the line-drawing of the ALP set.

Preparation of these documents will be coordinated closely with the FAA-ADO, and Airport Management. Final documents will reflect appropriate responses to comments received on draft materials from all reviewing agencies. Deliverables will include an FAA-approved ALP. The work effort for this task will be led by T-O Engineers with support from Mead & Hunt.

AGENDA ITEM SUMMARY

DATE: 04/7/2014 **DEPARTMENT:** Admin/Legislative **DEPT. HEAD SIGNATURE:** HD

SUBJECT:

Consideration of Wastewater Solids Handling Project, HDR Task Order # 9 for equipment selection/procurement process for owner procured equipment. *w/ Resolution 2014-29*

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

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:

During the March 20, 2014 City Council meeting, the City Council requested more information from HDR regarding both a selection process for

1. Contractor Selection Process; and
2. Equipment Pre-Selection Process/Procurement for owner supplied equipment.

The Sewer Solids Handling Project is on the May 20th ballot. HDR offered a timeline which shows that if certain processes can be accomplished during the time prior to the election, construction could begin in 2014.

The first process is the selection of a contractor through a quality based selection process. Because HDR proposed that work at a cost of approximately \$30,000, city administration is recommending that be done in house, with some support from Hailey's appointed engineer.

The second process is to prepare the bid documents and procurement process for the owner supplied equipment. This element takes the longest, and is also a trigger to a second critical point on the timeline: if the equipment bid is won by a different company than that which produces the equipment currently in the design, some re-design work will be necessary, which will extend the project start time into 2015. City administration recommends this process be started, utilizing HDR. Task Order #9 has been revised to reflect the above two recommendations, and is attached.

FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS:

The cost is \$34,700, and can be paid for from bond proceeds if the bond passes, or from the wastewater fund, if the bond does not pass. These terms are applicable to all the engineering incurred so far for this project.

ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS: (IF APPLICABLE)

<input type="checkbox"/> City Attorney	<input type="checkbox"/> Finance	<input type="checkbox"/> Licensing	<input type="checkbox"/> Administrator
<input type="checkbox"/> Library	<input type="checkbox"/> Community Development	<input type="checkbox"/> P&Z Commission	<input type="checkbox"/> Building
<input type="checkbox"/> Police	<input type="checkbox"/> Fire Department	<input type="checkbox"/> Engineer	<input type="checkbox"/> W/WW
<input type="checkbox"/> Streets	<input type="checkbox"/> Parks	<input type="checkbox"/> Public Works	<input type="checkbox"/> Mayor

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:

Consideration of HDR Task Order No. 9 for Engineering Services for equipment prequalification for a fee of \$34,700 *w/ Resolution 2014-29*

ACTION OF THE CITY COUNCIL:

Date _____
City Clerk _____

FOLLOW-UP:

*Ord./Res./Agrmt./Order Originals: Record *Additional/Exceptional Originals to: _____

**CITY OF HAILEY
RESOLUTION NO. 2014-29**

**RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF HAILEY
AUTHORIZING THE EXECUTION OF TASK ORDER NUMBER 9 WITH
HDR ENGINEERING, INC.**

WHEREAS, the City of Hailey desires to enter into Task Order number 9 with HDR Engineering, Inc. (HDR) under which HDR will provide equipment procurement services.

WHEREAS, the City of Hailey and HDR have agreed to the terms and conditions of the Task Order Number 9, a copy of which is attached hereto,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HAILEY, IDAHO, that the City of Hailey approves the Task Order Number 9 between the City of Hailey and HDR Engineering, Inc. and that the Mayor is authorized to execute the attached Agreement,

Passed this 7th day of April, 2014.

City of Hailey

Fritz X. Haemmerle

ATTEST:

Mary Cone, City Clerk

EXHIBIT A

TASK ORDER NO. 9**ENGINEERING SERVICES FOR EQUIPMENT PROCUREMENT AND DESIGN UPDATES FOR CITY OF HAILEY SOLIDS HANDLING IMPROVEMENTS PROJECT**

This Task Order pertains to an Agreement by and between City of Hailey, Idaho ("City"), and HDR Engineering, Inc. ("HDR"), dated August 10, 2009, ("the Agreement"). HDR shall perform services on the project described below and in the Agreement. This Task Order shall not be binding until it has been properly signed by both parties. Upon execution, this Task Order shall supplement the Agreement as it pertains to the technical services described below.

BACKGROUND

The City of Hailey operates a sequencing batch reactor (SBR) with an aerobic digester for sludge storage and stabilization. The aerobic digester is located in the former packaged wastewater treatment plant built in 1974. The packed plant was not designed to serve as an aerobic digester, although the City has been able to utilize the infrastructure for an additional 13 years after the Woodside treatment plant was constructed in 2000. Thickened liquid sludge is hauled to drying beds at the Ohio Gulch Landfill for drying to meet Class B biosolids requirements and final disposal.

The City of Hailey recently completed the 90 percent design of the Solids Handling Improvements identified in the preliminary engineering report (PER). The recommendation in the PER included a process that will allow for meeting Class B biosolids requirements at the treatment plant through aerobic digestion and utilizing sludge thickening to reduce the digester volume and sludge dewatering to produce a "cake" product.

While the City did not pre-purchase the thickening and dewatering equipment prior to the design completion, the City staff determined that the design should assume that FKC equipment will ultimately be selected. The 90 percent detailed design was based around this manufacturer. The City plans to procure the equipment through a competitive process, per the IDAPA rules. The purpose of this task order is to complete the equipment pre-purchase. This will allow the 90 percent design to either be confirmed or updated to incorporate equipment from a different manufacturer, since each manufacturer has a unique layout. Pre-purchasing the equipment allows changes during design rather than during construction, which saves overall project cost.

This task order does not include design services for the required plant water upgrades, potable water system upgrade, and any equipment redesign that is required following the equipment pre-purchase or contractor pre-qualification.

PROPOSED SCOPE OF SERVICES

The proposed scope of HDR services includes the tasks listed below. HDR will commence with this scope of services upon notice to proceed.

TASK 100 - PROJECT MANAGEMENT**Objective**

Provide scope, schedule, and cost control services.

HDR Subtasks

- Communicate scope, schedule, and budget status with the City and the project team through project management plan, telephone calls, and email communications.
- Monitor project progress including work completed, work remaining, budget expended, schedule, estimated cost of work remaining, and estimated cost at completion
- Conduct up to five (5) coordination conference calls with the City of Hailey.
 - Document decisions made during conference calls in a decision log.
 - Prepare agenda and notes for coordination conference calls.
- Prepare progress reports and invoices that summarize the work progress to date, budget expenditures to date, and identify information requirements or decisions that need to be made by the City.
- Provide review of approach and resources being applied to the services in this task order by HDR's wastewater treatment technical director or designee.

City Involvement

- Interface with HDR on project issues.

Assumptions

- If the scope changes during the life of the project, modification to this task order will be required per the terms and conditions of the Agreement.
- Conference calls will occur approximately monthly through the duration of the task order, will include HDR's project manager and design manager and will last no more than one hour.
- Up to five (5) monthly progress reports and invoices will be prepared during the duration of the task order.
- Progress report and invoice format will follow standard HDR format.
- Direct expenses for travel, printing, technology, and telephone conferences will be billed to City.

Deliverables

- Progress reports and invoices in .pdf format transmitted via e-mail.
- Conference call agenda and notes in .pdf format transmitted via e-mail.
- Decision log, as requested (electronic file in .pdf format transmitted via e-mail).

TASK 200 - EQUIPMENT PRE-SELECTION/PROCUREMENT

Objective:

Assist the City in selecting and procuring long lead-time equipment that is required to complete the design in advance of commencing project construction. The thickening, screw press equipment and auger were identified as long lead-time equipment required for this project.

Approach:

- Prepare draft equipment procurement packages.

- Use the services of senior design personnel to conduct a detailed review of the procurement packages. Document quality assurance/quality control comments and responses.
- Provide City with draft procurement packages for review and comment.
- Prepare final, bid ready equipment procurement packages.
- Assist the City in equipment procurement bidding including answering bidders' questions.
- Prepare up to one addendum for the procurement package to respond to supplier/bidder's questions.
- Review equipment procurement submittals.
- Following the equipment procurement bidding, evaluate the apparent low bidders for compliance with the equipment procurement plans, specifications, and addenda and provide the City with contract award recommendations.
- Coordinate equipment procurement schedules with the construction project schedule.
- Prepare for and present at one (1) City Council meeting to provide an update on the equipment procurement.

City Involvement:

- Participate in selection of preferred and listed bidders.
- Perform a timely review of submittal and provide a single set of reconciled review comments. Consultant's schedule includes an allowance of up to one (1) week for City review of the submittal. Any duration longer than this will result in Consultant schedule adjusting accordingly.
- Advertise project using City's established procedure.
- Answer legal questions during Pre-Bid meeting and advertisement period.
- Distribute bid packages and log an official Plan Holders List.
- During the advertisement phase, coordinate all correspondence regarding the project to ensure response consistency.
- Send a complete copy of each addendum to all official plan holders of record.
- Open bids at the place and time advertised.
- Issue the Notice of Award and Notice to Proceed.
- Review bidder's invoices and make payments when due.

Assumptions:

- One equipment procurement package will be prepared.
- Front-end specifications will be based upon Engineers Joint Contract Documents Committee (EJCDC) procurement documents, 2010 version.
- Consultant scope includes up to 16 hours for addressing bidder questions.
- One shop drawing submittal and one shop drawing re-submittal will be reviewed. Consultant scope includes up to 24 hours for reviewing submittals.
- One City Council meeting is assumed for this task. Additional City Council presentations will be made over the phone, if required.

Deliverables:

- Draft procurement packages (electronic file in .pdf format transmitted via e-mail).
- Final procurement packages (electronic file in .pdf format transmitted via e-mail)
- Addenda.
- Recommendations of award (electronic file in .pdf format transmitted via e-mail).

PROJECT SCHEDULE

ENGINEERING SERVICES FOR EQUIPMENT PROCUREMENT AND DESIGN UPDATES FOR CITY OF HAILEY SOLIDS HANDLING IMPROVEMENTS PROJECT

The project schedule for performing the task order is as follows:

Task	Schedule (NTP March 20, 2014) ¹
Task 100 - Project Management	Throughout the duration of the project
Task 200 - Equipment Pre-Selection/Procurement	Start: NTP Duration: 5 months ²

1) This schedule is based upon an assumed notice to proceed. If the notice to proceed is delayed, the project schedule will shift the corresponding number of calendar days.

2) Schedule duration is based on when notice of award is given to equipment manufacturer

COMPENSATION

ENGINEERING SERVICES FOR EQUIPMENT PROCUREMENT AND DESIGN UPDATES FOR CITY OF HAILEY SOLIDS HANDLING IMPROVEMENTS PROJECT

The estimated cost to complete this Scope of Services is presented in the table below.

Task	Budget
Task 100 - Project Management	\$4,900
Task 200 - Equipment Pre-Selection/Procurement	\$29,800
TOTAL	\$34,700

HDR will invoice the City of Hailey for professional services described in this Proposal on a lump sum basis. For the activities described in the Scope of Services, HDR estimates a professional services fee of not to exceed the amounts described in the table above without written authorization from the City.

This Task Order is executed this _____ day of _____, 2014.

City of Hailey, Idaho

HDR ENGINEERING, INC.

"OWNER"

"ENGINEER"

BY: _____

BY: _____

NAME: _____

NAME: _____

TITLE: _____

TITLE: _____

ADDRESS: _____

ADDRESS: _____

