

**GRAND COUNTY AIRPORT BOARD
REGULAR MEETING
AGENDA**

**April 17, 2023 @ 5:00 p.m.
County Commission Chambers, 125 E. Center Street
Moab, UT 84532**

Join Zoom Meeting

<https://us02web.zoom.us/j/85853116757?pwd=WmpYU0tYN0xPNS9ibEgyM1liR21UQT09>

To join by phone: Dial (669) 900-6833 Meeting ID: 858 5311 6757 Passcode: 528365

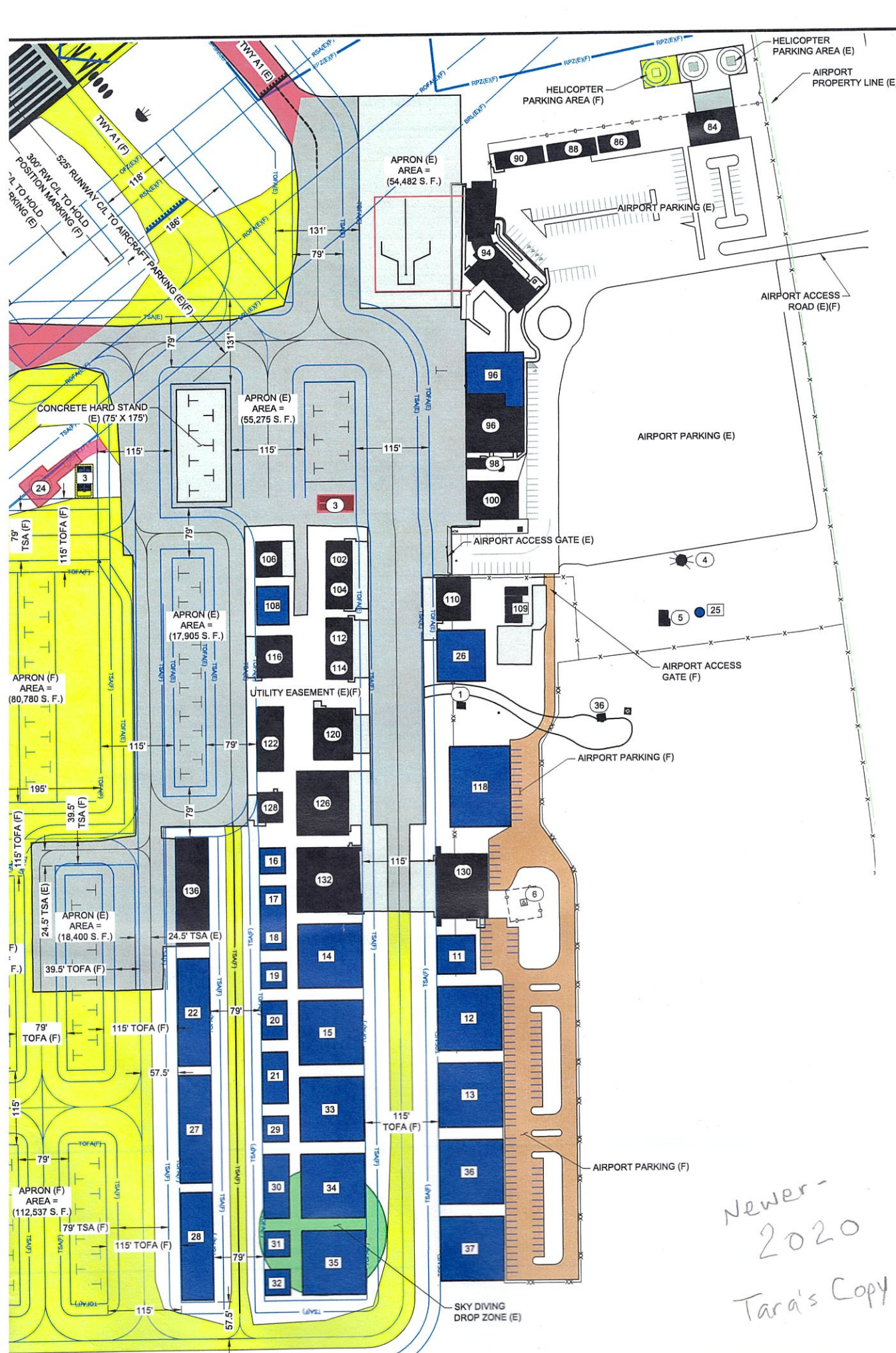
- A. Call to Order
- B. General Business
 - 1. Approve minutes of March 20, 2023 (Regular meeting)
 - 2. Safety Report / Director's Report
 - 3. Airport Monthly Data Report - March 2023
- C. Citizens to be Heard
- D. Discussion Items:
 - 1. Project Reports
 - a. SRE Building – Concrete poured – footers and walls
 - b. Terminal Modification – Work is in progress – RSEDS install April 25th
 - c. ALP Update – Recommended development drawing
 - d. 2023 Fencing project – Scope of work ready for approval
 - e. ARFF truck repairs – No new issues
 - 2. Rent Study – updates delayed
 - 3. Virtower Data
- E. Action Items: Discussion and Consideration (some for Recommendation to County Commission with approvals subject to limitation)
 - 1. Approving the recommendation that Grand County apply to the United States Department of Transportation for approval of an Alternate Essential Air Service contract with the Canyonlands Regional Airport, with Contour Airlines as the selected Air Service provider. Or
 - 2. Recommend Boutique Air for the EAS service provider
 - 3. Approving the building of garages by Airport Garage Co. (now 8 units, each one 12' x 25')
 - 4. Approving possible locations for Airport Garage Company for ALP update.
 - 5. Approving starting a draft of a ground lease for Lot 16, Allen Rydman.
 - 6. Approving Armstrong's Scope of Work- Task Order T – to construct a wildlife fence (Design, Bidding, Construction).
- F. Reports:
 - 1. County Commission
 - 2. City of Moab
 - 3. Travel Council

- 4. Solar Committee
- 5. Other reports for Airport Board
- G. Future Considerations
- H. Closed Session, if necessary
- I. Adjourn

Those with special needs requests wishing to attend Airport Board meetings are encouraged to contact the County two (2) days in advance of these events. Specific accommodations necessary to allow participation of disabled persons will be provided to the maximum extent possible. Requests, or any questions or comments can be communicated to: (435) 259-1346.

Posted by: Tara Collins
at the County Commission Chambers

_____ Date _____ Time



CANYONLANDS FIELD
GRAND COUNTY, UTAH

AIRPORT LAYOUT PLAN

No.	Project No.	Date	Revision / Description	File	Drwn.	Chkd.	Apprvd.
2	196524	09/2020	AS-BUILT AIP 032	6524503	GWK	JZP	JZP
1	186398	05/2019	AS-BUILT - AIP's 030 & 031	6393503	LKB	JZP	JZP
0	146251	09/2015	ORIGINAL ISSUE	8251503	GWK	JMR	JZP

THE PREPARATION OF THIS DOCUMENT MAY HAVE BEEN SUPPORTED, IN PART, THROUGH THE AIRPORT IMPROVEMENT PROGRAM (AIP) OF THE FEDERAL AVIATION ADMINISTRATION (FAA). THE AIRPORT IMPROVEMENT PROGRAM IS A FEDERAL-STATE PARTNERSHIP PROGRAM THAT PROVIDES FINANCIAL ASSISTANCE TO AIRPORTS FOR THE CONSTRUCTION OF AIRPORTS AND AIRPORT RELATED FACILITIES. THE AIRPORT IMPROVEMENT PROGRAM IS A FEDERAL-STATE PARTNERSHIP PROGRAM THAT PROVIDES FINANCIAL ASSISTANCE TO AIRPORTS FOR THE CONSTRUCTION OF AIRPORTS AND AIRPORT RELATED FACILITIES. THE AIRPORT IMPROVEMENT PROGRAM IS A FEDERAL-STATE PARTNERSHIP PROGRAM THAT PROVIDES FINANCIAL ASSISTANCE TO AIRPORTS FOR THE CONSTRUCTION OF AIRPORTS AND AIRPORT RELATED FACILITIES.

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2020
Tara's Copy

**GRAND COUNTY AIRPORT BOARD
REGULAR MEETING
MINUTES**

**March 20, 2023 @ 5:00 p.m.
County Commission Chambers, 125 E. Center Street
Moab, UT 84532**

A. Call to Order

1. The meeting was called to order at 5:06 p.m.
Members present: Jody Patterson, Norm Knapp, Bill Winfield (County Rep.), Jenny Gleason (Travel Council Rep.), Bill Hawley, Laurel Catto; Shalee Bryant attended via Zoom.
Members not present: Jason Taylor (Moab City Rep.).
Others present: Airport Director Tammy Howland, Assistant Tara Collins, Randy Martin of Redtail Air.

B. General Business

1. Approve minutes of January 31, 2023 (Special meeting)
Motion by Jenny to approve the minutes, seconded by Bill H., approved 5-0.
(Shalee arrived right after.)
2. Safety Report / Director's Report
Tammy went over two reports, for January and February. They fixed the light on the beacon. There was a snow event on Jan. 18, that went pretty smooth. There was an intoxicated passenger in January, they were escorted off the premises by a sheriff's deputy. They had some problems with the water pumps, due to freezing. That involved hooking up the generator. We sent 3 new ARFF people to train in San Bernardino, so they are certified, although they have ongoing in-house training.

In February, many things broke. They continued fixing the water system. There was another snow event on Feb. 15, it was a long one. A couple cables on the FBO hangar broke, so Upgrades by Arch came out to fix that. There was a propane leak due to AmeriGas not closing the fill valve. Tammy noticed the smell. As for the ARFF1 repairs, this truck is not due for replacement until 2025. But Tammy is tracking all the issues they are having with it. In the last 8 months they've spent \$6,000 on it. SkyWest had a minimal bird strike on approach. It was about 10 miles from the airport. Their mechanic checked it, and they were able to fly the plane that same evening. It's mandatory to report these. Lot 108 started construction for their hangar. They've been great to work with. Tammy went to the UAOA conference in St. George, and learned that people want to invest in airports. EPA came to UAOA and did a presentation on spill containment. For the fall conference, UAOA approached Tammy about holding it in Moab. Tammy covered the flight schedules.

3. Airport Monthly Data Report - February 2023

Tammy went over the revenue for February, including fuel sales (higher than 2022), enplanements (also higher than 2022), landing fees. Vending sales are down due to credit card reader problems.

C. Citizens to be Heard - None

D. Discussion Items:

1. Project Reports

- a. SRE Building – Tammy said they’re working on compaction, then rebar, then concrete. They’re waiting for things to dry out.
- b. Terminal Modification – Work is in progress. Ben Byrd is the contractor. It should be done by the end of March.
- c. ALP Update – They’re scheduling the development drawing. Armstrong has sent some preliminary drawings to the TAC.
- d. 2023 Fencing project – Jody’s company did the cultural resource survey. Tammy said nothing was found, so they can submit that to the FAA.
- e. ARFF truck repairs – ongoing.

2. Tammy discussed Redtail’s preliminary plan to replace the current wash bay and Hangar A with a super-large hangar, capable of storing transient jets overnight, and building a new wash bay for both rental car companies on a landside location. The Airport would gain revenue from the larger lease, from fuel sales to those who use the larger hangar, and from increased car rentals, which is the largest revenue generator at the Airport. Redtail will remove the old Hangar A, and it will probably be moved elsewhere on the Airport. This proposal has generated a lot of excitement. Redtail and Enterprise may move all of their operations out to the Airport. Randy clarified the motivations of Redtail, and also the financial obligations of this project, and what they would charge the car rental companies. Prompted by a question from Laurel, Tammy said they had not yet worked out if the Airport would get a percentage of the overnight hangar stay fees, but that would need to be included in the new lease for Hangar A. Laurel said it was an incredibly creative solution.

3. Tammy spoke of the U.S.D.O.T. rejection of SkyWest’s proposal, and opening of a new bid period (deadline March 21). It will be an item on the next meeting. She said their previous bid had a proposal for a service that they are not licensed to provide. Tammy surmised they would have to propose to be a 121 service for now.

4. Rent Study is done. Bill H. directed us to the last table in the report, in the summary. He pointed out that the graph showed huge ranges in rent amounts. Jody said their opinion seemed to be higher than the mean averages, by about 7 cents. Bill H. said it looked like our rents were close, but a little low. Also he had an issue with their map of improved vs. unimproved land, because some portions are not accessible. He thinks we should ask for a refinement, and better definition, of those zones.

5. Possible different location for new Airport Garage Company garages to be built. (along the fence by Moab Heli X).

Bill H. recommended that since the ALP is imminent, that we put off deciding on a garage location until we can mesh it with the ALP (Norm agreed). Bill H. said we could get Bill Prather involved in the ALP process. Tammy said she could send Prather an invite to the next ALP meeting. Bill H. pointed out that at this new location, it would be the first thing people would see at the airport.

6. Contracting with Vector to collect landing fees for the true number of aircraft landing at the airport. Also, discussing whether we should change our landing fee amounts. Tammy said our VirTower system is partnering with Vector, to provide this service. Vector will provide us with some numbers of landings at CNY. We could capture the after-hours and transient plane landings, and it would take the burden off of Redtail to collect those fees (they don't take a cut). Vector has many registered planes already in its system, and they have their billing system down. They would take a percentage as their commission. She said we may want to switch to rates per thousand pound increments, like we do for commercial.

Laurel pointed out that there are long time lags before Vector sends the bills, sometimes 6 to 8 months after they land somewhere; Randy agreed. Laurel said time is money, and suggested we could structure their commission according to the lag time. Tammy appreciated this information. Laurel said Flight Aware is another option. She also said that Vector gets 2 revenue streams, because they sell our data for marketing. Tammy showed an example of the landing data we can collect.

E. Action Items: Discussion and Consideration (some for Recommendation to County Commission with approvals subject to limitation)

1. Two Redtail Agreements: The FSO Operating Agreement and the Fuel Agreement have had substantive revisions since the Board approved them on December 5, 2022). (the Office Space Agreement and the Retail Space Agreement did not have revisions since the Board approved them on December 5, 2022).

Randy spoke about Redtail's latest concerns, and the current revisions address those. Laurel was curious if Redtail was allowed to charge facility fees for use of the new FBO building (yet to be built). Randy said they charge a ramp fee, but hadn't talked about a facility fee. Laurel said some airports' FBO facility fees are astronomical. Aspen costs \$375 to enter the FBO building, which they waive with a fuel purchase. Randy said they are anticipating higher fuel sales, and counting on more military landings with the new FBO building. Tammy said the only fees outlined in the Operating Agreement are fees that Redtail pays to Grand County; we have no say in what they charge customers. Laurel said if there's an additional revenue stream due to our lease, then similar to a shopping center owner, we may want to spell out in the FBO lease that Grand County gets a percentage of that.

Bill H. asked why the former version of the Operating Agreement said both the County and Operator could terminate, and now the current version says only the Operator can unilaterally terminate. Tammy said there are other means in the

agreement that would allow the County to terminate. Norm said, from a business owner's perspective, the lease is in exchange for lessee's investment, and an operator wouldn't want to enter an agreement that could be terminated for no reason. Bill H. pointed out that the Lease has a clause that in case of assignment or transfer, the County would have to pre-approve that, but a similar paragraph is not in the FSO Operating Agreement. There was discussion about a hypothetical new FBO coming in. Laurel suggested that we add to the Operating Agreement a clause regarding assignment and transfer requiring County approval, similar to the clause in the Lease.

Motion by Bill H. to accept the FSO Operating Agreement and the Fuel Agreement, with the proviso that in the FSO Agreement, we add the assignment clause that's included in the Lease Agreement, seconded by Shalee. Randy asked to make a quick call to John Ramsey for his ok. Upon Randy's return, the motion passed 5-0, with Jenny abstaining.

2. Approving Ground Lease for new FBO building. (Still under legal review.) Bill H. asked if there was a time limit to complete construction. Tammy said a year.
3. Approving Car-Sharing contract with Turo. (Still under legal review.)
4. Discuss/ Approve the dedication of CNY operations building in the name of Bill Groff. Tammy discussed Groff's contributions, dedication, and labor donated to the Airport & Board. **Motion** by Jenny, seconded by Norm, approved 6-0.

F. Reports:

1. County Commission - Bill W. had nothing.
2. City of Moab - Jason not present.
3. Travel Council - Jenny said there was a presentation regarding the timed entry program at Arches N.P. No-shows are 30-32%. Redtail started a new package for Monument Valley, with Goldings resort. She described the Mitten Shadow event that happens down there twice a year. They launched a new website for the Redtail flight school. Tammy said State Aeronautics has a grant for flight schools in remote areas.
4. Solar Committee - Bill H. said they got the grant application in, and they should know in a month or two. Tammy said the State is looking at selling carbon offsets to help fund solar projects at airports. Laurel asked where the panels would go, and Bill H. said that's part of the ALP process, but they'll probably be out by the rotating beacon, beyond the parking lot. It's about a half acre. Bill H. said they also applied for a \$15,000 mini-grant through Utah Recreation (Jenny's idea) to put up a gazebo by the terminal.
5. Other reports for Airport Board - Bill H. said that the AOPA (Aircraft Owners & Pilots Association) sent a letter to the BLM, telling them not to restrict landings and takeoffs.

G. Future Considerations

1. SITLA land swap - Tammy will connect with Chris Baird, as some of the leg work has already been done on that. She said they would trade some unusable land south of Blue Hills road that the Airport owns.
- H. Closed Session, if necessary
- I. Adjourn - The meeting was adjourned at 7:12 p.m.

Submitted by: Tara Collins

[illegible][illegible]



VirTower LLC
13721 Jetport Commerce Pkwy, Suite 2
Fort Myers FL 33913
Phone +1 888 31 70 747
virtower.com | info@virtower.com

Airport Operations

Snapshot Local Time

Start Date 03/01/2023 0:00 LT
End Date 03/31/2023 23:59 LT

Creation 04/13/2023 15:41
User OPSARFF
Customer ID KCNY

Summary

Landings		Take-Offs		Totals	
Airline (2)	56	Airline (2)	55	Airline (2)	111
Business Jet	26	Business Jet	22	Business Jet	48
Helicopter	20	Helicopter	27	Helicopter	47
Light Sport Aircraft	0	Light Sport Aircraft	1	Light Sport Aircraft	1
Multi Engine	13	Multi Engine	11	Multi Engine	24
Multi Engine Turbine	2	Multi Engine Turbine	2	Multi Engine Turbine	4
Other	0	Other	1	Other	1
Single Engine	319	Single Engine	291	Single Engine	610
Single Engine Turbine	182	Single Engine Turbine	188	Single Engine Turbine	370
TOTAL	618	TOTAL	598	TOTAL	1216

FAA AAC/ADG Summary

Landings		Take-Offs		Totals	
A1	338	A1	309	A1	647
A2	138	A2	146	A2	284
B1	10	B1	9	B1	19
B2	23	B2	20	B2	43
B3	2	B3	1	B3	3
C2	57	C2	56	C2	113
HEL	20	HEL	27	HEL	47
UKN	30	UKN	30	UKN	60
TOTAL	618	TOTAL	598	TOTAL	1216

Operations by Aircraft Type

Single Engine		Single Engine Turbine		Multi Engine		Multi Engine Turbine		Business Jet		Airline (2)		Airline (4)		Airline (NB)		Airline (WB)		Helicopter	
BE9L	2	C208	279	A601	2	BE20	2	BE40	2	CRJ2	111							AS50	1
C150	13	KODI	67	B55	6	BE9L	2	C25A	2									B407	36
C172	327	M600	4	B58	3			C25B	8									B505	1
C180	10	P46T	4	C310	1			C25C	1									EC30	3
C182	12	PC12	5	C425	2			C510	2									R44	6
C205	1	TBM8	11	C441	2			C550	4										
C206	16			PA31	8			C680	4										
C207	23							C68A	4										
C210	2							C700	1										
CCX-2000	4							C750	6										
CTSW	3							CL65	2										
DA20	1							E55P	1										
DA40	7							F5EX	4										
DH3T	2							FA7X	3										
LANCAIR	1																		
M20	2																		
PA24	4																		
PA28	55																		
PA32	4																		
PA46	4																		
RV6	1																		
RV7	2																		
Rans S19	2																		
Rans S6	10																		
SAVANNAH S	2																		
SR20	12																		
SR22	31																		
Sportcruiser	1																		
T6	4																		
Velocity	2																		

Airport Operations

Snapshot Local Time

Start Date03/01/2023 0:00 LT

End Date03/31/2023 23:59 LT

Creation04/13/2023 15:41

UserOPSARFF

Customer IDKCNY

Glider		UAV		Military		Military Helicopter		Balloon		Blimp		GND Vehicle A		GND Emergency		Light Sport Aircraft		Other	
																A5	1		

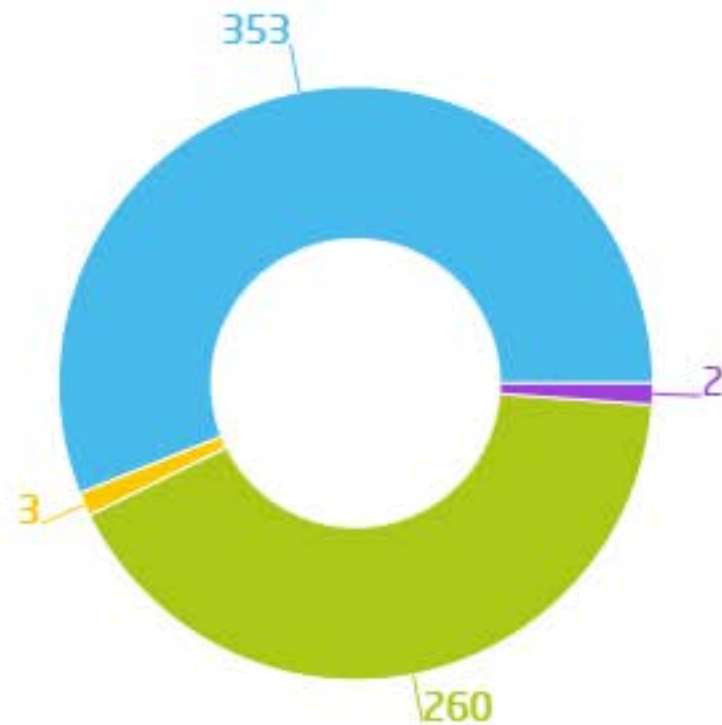
Activity Summary

ALPHA 1	312
ALPHA 2	153
ALPHA 3	197
ALPHA 4	90
ALPHA 5	35
ALPHA 6	8
ALPHA 7	69
BRAVO	5
LANDING RWY 03	353
LANDING RWY 15	3
LANDING RWY 21	260
LANDING RWY 33	2
SELF FUEL	2
T&G RWY 03	35
T&G RWY 21	38
T&G RWY 33	1
TAKEOFF RWY 03	138
TAKEOFF RWY 15	1
TAKEOFF RWY 21	457
TAKEOFF RWY 33	2
TERMINAL	53

This report was generated using sensors monitoring aircraft operations at the selected airport and may not contain aircraft that do not have ADS-B. Airports that have multiple sensors deployed will also feature aircraft fitted with transponders only. The information presented is correct to the best of our knowledge from available sensors at the time: Les Goldsmith, President VirTower LLC

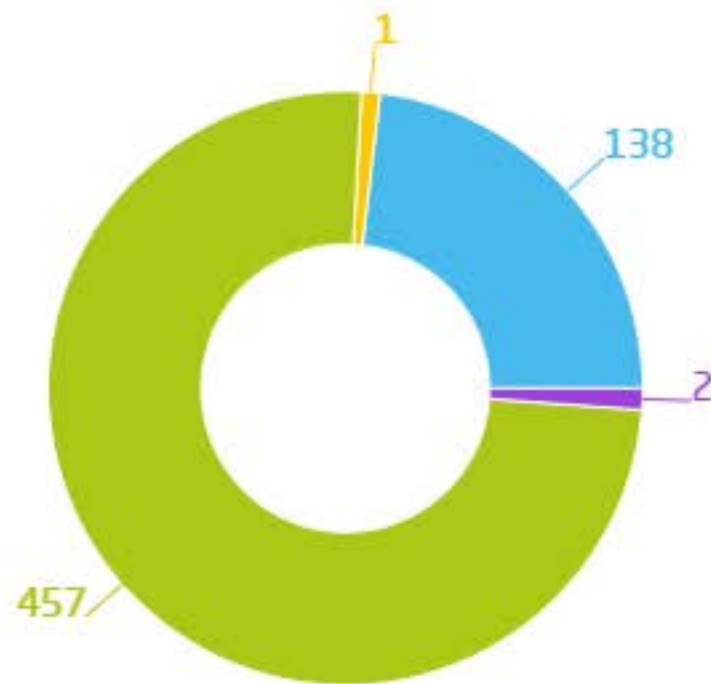
Landings per Runway

KCNY 03/01/2023 0:00 > 03/31/2023 23:59 LT



Takeoffs per Runway

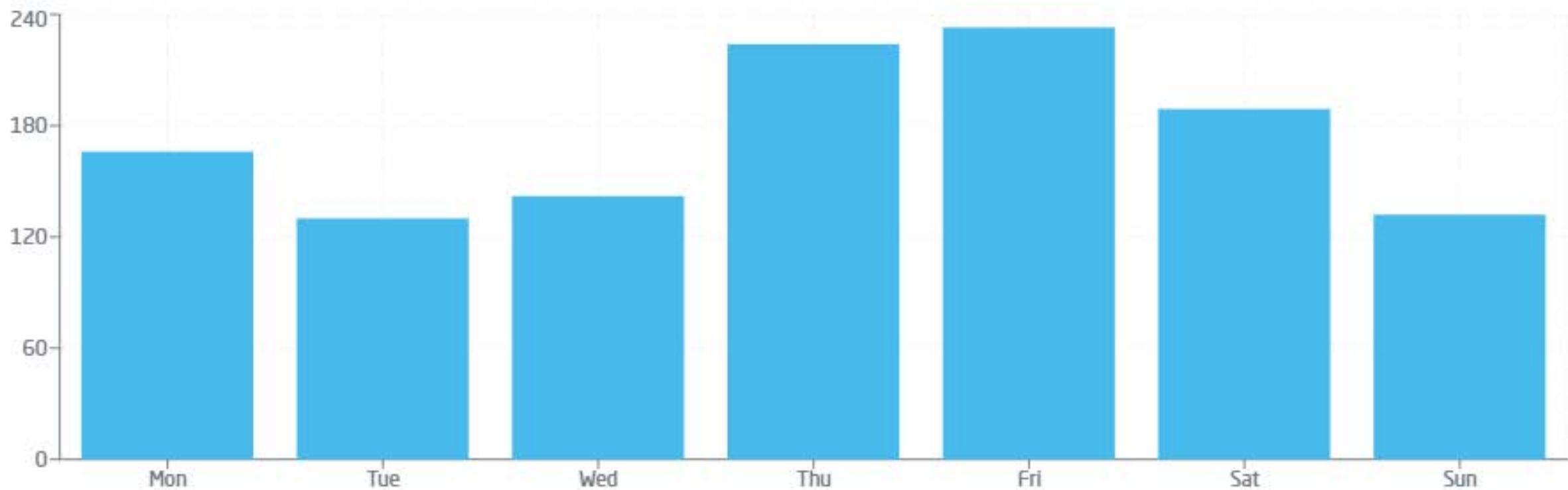
KCNY 03/01/2023 0:00 > 03/31/2023 23:59 LT



- KCNY TO RWY 03
- KCNY TO RWY 15
- KCNY TO RWY 21
- KCNY TO RWY 33

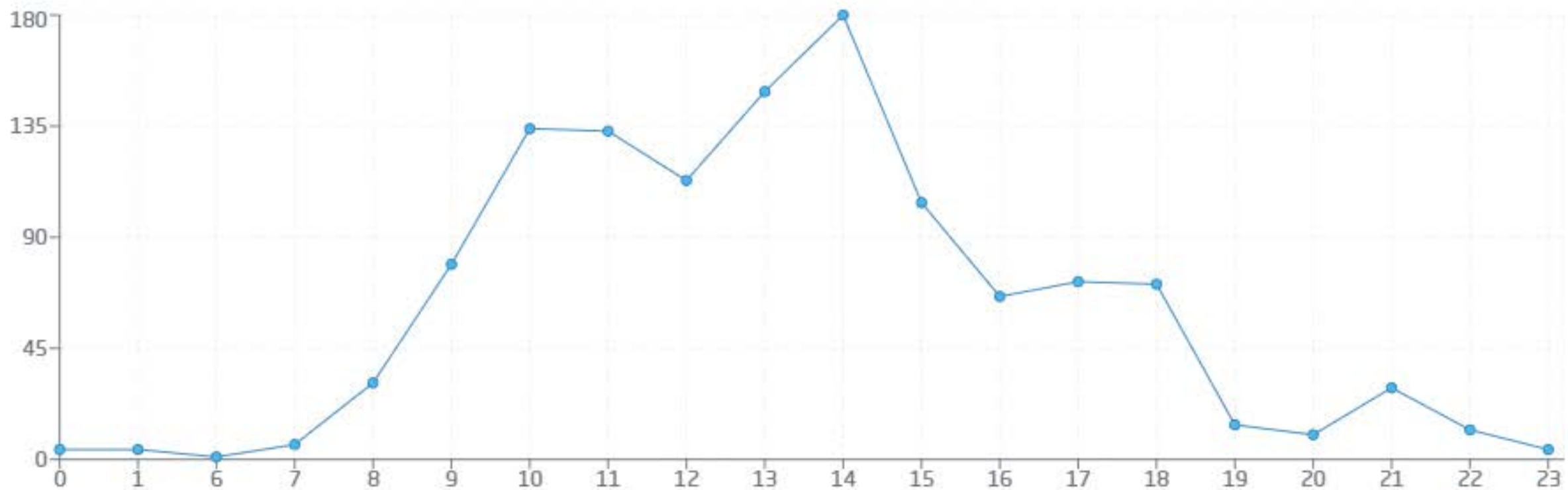
Operations by Day of Week

KCNY 03/01/2023 0:00 > 03/31/2023 23:59 LT



Operations Per Hour (Landings & Takeoffs)

KCNY 03/01/2023 0:00 > 03/31/2023 23:59 LT



April 12, 2023

Dear Grand County Commissioner's,

In February you were asked to approve a letter of recommendation to continue with SkyWest Airlines service under a new company name, SkyWest Charters. The letter was submitted to the United States Department of Transportation and ultimately the proposal was rejected because they have not received the necessary certification to provide the service that has been proposed. The EAS contract was then placed out for bids a second time. The second round of requests yielded two proposals, one from Boutique Air and one from SkyWest Charters. The proposal from SkyWest Charters has been automatically rejected because their proposal did not offer the changes necessary for it to be eligible. By default, the contract will be awarded to Boutique Air, flying a 9 seat, single engine aircraft the same number of flights as SkyWest to Denver.

The only option for Grand County to maintain jet service is to apply to the USDOT for an Alternate Essential Air Service Pilot Program. Under this program only Airports that are already receiving traditional EAS funding may apply. Typically, the EAS program pays subsidy to regional air carriers to provide two or three round trips a day to a major hub airport with 19-seat or more aircraft. The AEAS Program is designed to allow communities to forego their EAS for a prescribed amount of time in exchange for receiving a grant to spend in a variety of ways that might better suit their individual needs. The way this works is the Airline will send an invoice monthly to Grand County, Grand County pays the invoice and receives reimbursement from DOT within 30 days. This will create some additional work for County staff, but grants us the flexibility to choose what's best for the community.

Currently, SkyWest would still not be eligible for AEAS for the same reasons stated above. In order to apply, an Airline must be selected and committed to providing service. We have been given the deadline of April 24th to submit our response to DOT, creating a time crunch to get the information out and approved prior to the deadline.

With that said, I have researched an Airline that will provide comparable service to what SkyWest Charters has proposed. Contour Airlines is a Charter operator that has excelled in offering service to regional markets like Moab. Because we are not the only airport left behind by SkyWest, Contour Airlines has experience with other EAS airports looking for the same service and will assist in the application process for no charge. Contour has offered 12 weekly round trip flights from Moab to Phoenix Arizona under an American Airlines interline agreement. This agreement will allow CNY to keep its TSA services and offer the ability to transfer baggage through to a passenger's destination. With the flexibility of the AEAS contract Grand County can request a shorter initial term and work with Contour to pursue a different hub airport to connect with in the future, but because of time constraints, Phoenix is what can be guaranteed for now. As of the date of this letter, the application is not complete, but will be complete in time for the Airport Board meeting on April 17th and recommendation will be

forwarded to the Commission for the April 18th meeting. All other supporting documents will be submitted with this letter.

As the Airport Director, it is my obligation to do what is best for the airport and ultimately what's best for the community. Either direction this Commission chooses to take, it will be a step backwards. The question is how big of a step back do we want to take. Boutique Air is offering a good service that might maintain our status of a Primary Non-Hub Airport that allows CNY to receive \$1,000,000 in entitlement money annually and due to their aircraft size, restrict our ability to justify expansion to attract larger airlines. Or we can choose an airline that is a reduction in seats, but still maintaining jet service and should comfortably maintain our status.

It is of my best judgement and with the approval of the Airport Board, that Grand County apply to the United States Department of Transportation for approval of an Alternate Essential Air Serve contract with the Canyonlands Regional Airport, with Contour Airlines as the selected Air Service provider.

Sincerely,



Tammy Howland

Airport Director

Jody Patterson

Airport Board Chair



Tammy Howland <thowland@grandcountyutah.net>

Comments Requested for EAS Proposals Received at Vernal/Moab, Utah

8 messages

Raggio, Mark (OST) <mark.raggio@dot.gov>

Thu, Mar 23, 2023 at 3:12 PM

To: Daniel Belmont <Daniel.Belmont@skywest.com>, Wade Steel <wade.steel@skywest.com>, "cherylmeier@utssd.utah.gov" <cherylmeier@utssd.utah.gov>, "qbennion@vernalcity.org" <qbennion@vernalcity.org>, "bstringer@uintah.utah.gov" <bstringer@uintah.utah.gov>, "council@grandcountyutah.net" <council@grandcountyutah.net>, Doug Brown <dougbrown@utssd.utah.gov>, "commission@grandcountyutah.net" <commission@grandcountyutah.net>, Ken Campbell <kencampbell@vernalcity.org>, Tammy Howland <Thowland@grandcountyutah.net>, Shawn Simpson <shawn@boutiqueair.com>, Brian Kondrad <b kondrad@boutiqueair.com>
Cc: "Schlemmer, Kevin (OST)" <Kevin.Schlemmer@dot.gov>

Good afternoon all -

In response to the request for proposals for EAS at Vernal and/or Moab, Utah, proposals were received from Boutique Air and SkyWest Charter, LLC (SWC). The Department has determined that the proposal from SWC is substantially similar to the proposal received in response to Order 2022-11-18, and further addressed in Order 2023-2-17. **Therefore, at this time the proposal from SWC is not selectable.** Please offer any comments for the formal record before our office submits a recommendation to the Assistant Secretary for Aviation and International Affairs. Comments are due by 11:59PM Eastern Time on April 24, 2023.

The proposals will be loaded into the Docket shortly, and may be found online at <https://www.regulations.gov>, under the following Docket IDs:

DOT-OST-1997-2706 – Vernal

DOT-OST-1997-2827 - Moab

Please let me know if you have any questions, and please forward this email to any interested party not included on this courtesy distribution.

Kind regards,

Mark

Mark Holding Raggio

U.S. Department of Transportation

Served: July 27, 2004



**UNITED STATES OF AMERICA
DEPARTMENT OF TRANSPORTATION
OFFICE OF THE SECRETARY
WASHINGTON, D.C.**

**ESTABLISHMENT OF ALTERNATE ESSENTIAL AIR SERVICE PILOT
PROGRAM PURSUANT TO VISION 100 -- 49 U.S.C. § 41745
Docket OST-2004-18715**

NOTICE

OVERVIEW

On December 12, 2003, President Bush signed into law the Vision 100--Century of Aviation Reauthorization Act, P.L. 108-176 (Vision 100), which, among other things, directs the Department to establish certain *Community and Regional Choice Programs*. One of those is the *Alternate Essential Air Service Pilot Program* (Pilot Program). (See section 405, which adds 49 U.S.C. 41745.) This notice provides information to communities interested in pursuing this alternative to the Essential Air Service (EAS) program.

FUNDING OPPORTUNITY

Congress established this Pilot Program to provide communities with an alternative to the traditional EAS-type service. Typically, the EAS program pays subsidy to regional air carriers to provide two or three round trips a day to a major hub airport with 19-seat aircraft. The new Pilot Program is designed to allow communities to forego their EAS for a prescribed amount of time in exchange for receiving a grant to spend in a variety of ways that might better suit their individual needs.¹ These options are spelled out in statute and include more frequent service with smaller aircraft, on-demand air taxi service, scheduled or on-demand surface transportation, regionalized air service, or purchasing an aircraft.²

AWARD INFORMATION

We are implementing the Pilot Program by inviting communities to submit applications to use EAS funds in an alternative manner to address their transportation needs. We will

¹ Under no circumstances could a community participate in both the traditional EAS program and the Pilot Program at the same time. Communities choosing to withdraw from the Pilot Program may request to be reinstated in the traditional EAS program, but there could be a hiatus in service.

² See Appendix A for a copy of the statute.

use an open and flexible format for applications because we recognize that each community's circumstances may be different, and they need latitude in identifying their own objectives and developing strategies for accomplishing them. At the same time, general, vague, or unsupported applications will not be entertained. The more highly defined the application, the more likely it will receive favorable consideration.

ELIGIBILITY INFORMATION

The communities that are eligible to apply for participation in the program are those that are being served by an air carrier that is receiving subsidy under the EAS program at the time of application.

COST SHARING/LOCAL CONTRIBUTION

There is no cost sharing or local contribution required.

APPLICATION AND SUBMISSION INFORMATION

At a minimum, applications should specifically include the following:

- A description of the community's existing air service, including the carrier(s) providing service, service frequency, direct and connecting destinations offered, available fares, and equipment types.
- A synopsis of the community's service history, including destinations, traffic levels, service providers, and any extenuating factors that might have affected traffic in the past or that can be expected to influence service needs in the near to intermediate term.
- A strategic plan for meeting the community's needs through the Pilot Program, including the community's specific project goal and a realistic timetable for attaining that goal.
- An analysis of the funding necessary for implementation of the community's project.
- An explanation of how the community will ensure that its funds are spent in the manner proposed.
- Descriptions of how the community will monitor the success of the program and how the community will identify critical milestones during the life of the program, including the need to modify, or discontinue funding if identified milestones cannot be met.

- An explanation of how the community will continue to meet the statutory eligibility criteria, especially the \$200 subsidy-per-passenger ceiling.
- The annual amount of the grant sought. The maximum grant amount available for a community will be no more than the annual subsidy that a carrier is being paid for traditional EAS at the time of a community's application.
- A description as to the duration of the grant. Applicants should set a finite period for how long the grant would remain in effect, and describe what its expectations are at the end of that period. The Department would have to reassess the community's service situation towards the end of the grant period to see if the circumstances had changed since the initial award was granted.

Where communities are served over a linear route, e.g., EAS community A to EAS community B to Hub, one-half of the total subsidy is assigned to each community, and that would represent the maximum amount of funding available under the Pilot Program. If one of the two communities wanted to opt for the Pilot Program, the subsidy cost to support the other community's traditional EAS program might well be greater than one-half of the total. In that case, less than one-half of the total would be available for the community opting into the Pilot Program. Similar logic would apply to communities served as part of a larger integrated package, e.g., the seven subsidized communities in Montana.

In addition, all eligibility criteria for the EAS program must continue to be met under the Pilot Program. For example, to ensure that EAS funds are spent prudently, Congress has established certain eligibility criteria. Under Public Law 106-69, the Department of Transportation and Related Agencies Appropriations Act of 2000, the Department is precluded from compensating a carrier for serving any community within 70 driving miles of a medium or large hub airport or communities where the subsidy exceeds \$200 per passenger, unless that community is farther than 210 miles from the nearest large or medium hub airport.³

FUNDING RESTRICTIONS

Each community awarded a grant will be expected to execute a grant agreement with the Department before it begins spending funds under a grant award. Applicants should therefore not assume they have received grants, nor obligate or spend local funds, prior to receiving and fully executing grant agreements under this program. Funding from this grant may not be used to pay for expenditures made prior to the execution of the grant agreements. Communities should also be aware that numerous assurances are required to be made and honored when federal funds are awarded (including non-discrimination,

³ Any changes in the eligibility criteria for the traditional EAS program would also apply to the Pilot Program.

anti-drug, and anti-lobbying certifications⁴), and acceptance of the responsibilities of those assurances is a requirement for receiving a grant under the program.⁵

FILING DATE/POINT OF CONTACT

Applications may be submitted by hand, mail, or express delivery. The applications will be maintained in a public docket accessible by the general public and other applicants. Interested communities should submit an original and three copies of their applications if submitting by, hand, mail, or express delivery.⁶ The cover page for all applications regardless of the method of submission should bear the title "Application for Inclusion in the Alternate Essential Air Service Program," and should include the docket number as shown on the first page of this order, the name of the community or consortium of communities applying, the legal sponsor, and the community's Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number.⁷ The application should be sent/delivered to Dockets Operations and Media Management, M-30, Room PL-401, Department of Transportation, 400 7th Street, SW, Washington, DC 20590. Questions regarding the pilot program or the filing of applications should be directed to Dennis DeVany, Chief, EAS and Domestic Analysis Division, at (202) 366-1053 or dennis.devany@ost.dot.gov.

APPLICATION REVIEW INFORMATION

The Department will carefully review each application and the staff may contact applicants and discuss their applications with them if clarification or more information is

⁴ These certifications are in Appendix B and are available on the web at <http://ostpxweb.dot.gov/aviation/index.html>.

⁵ Questions may be directed to the Department at (202) 366-1053.

⁶ Communities may submit their proposals electronically by following the instructions at the following website <http://dms.dot.gov>. If they do so, however, they should not also submit a hard copy of the application to the Dockets Operations and Media Management Office. Moreover, any additional materials such as DVDs and videos cannot be included in the docket management system. To the extent that communities want to include such information in their proposals, they should provide a separate, hard copy of their complete application to the Department's Office of Aviation Analysis, X-50, Room 6401. Questions about electronic filing procedures should be addressed to Ms. Andrea Jenkins, Program Manager, Dockets Operations and Media Management, at (202) 366-0271.

⁷ The Office of Management and Budget (OMB) issued a new policy with respect to applications for federal grants. Effective October 1, 2003, applicants for federal grants must include in their applications their DUNS number. There are two ways to obtain a DUNS number. Institutions can use the special toll-free number for federal grant applicants at 1-866-705-5711. The process will take about ten minutes and the institution will receive a DUNS number within a few business days. When applying, the institution needs to indicate that it is filing an application under a federal grant program and needs to register for a DUNS number. In addition, the institution will need to provide the following information: the name of the institution, address, telephone number, name of the head of the institution, type of institution (university, library, government entity etc), and total number of employees (full- and part-time). Alternatively, the institution can register for a DUNS number via Dun & Bradstreet's website at <https://eupdate.dnb.com/requestoptions.html>. Choose the "DUNS number only" option. OMB has adopted the use of DUNS numbers as a way to keep track of how federal grant money is dispersed. Notice of this policy was published in the Federal Register on June 27, 2003 [FR38402].

needed. Communities may amend their applications at any time prior to the Department's decision, and those amendments will be considered. The grant awards will be made as quickly as possible.

It is important to note that this is not a competitive process pitting one community against another. Rather, each applicant will be judged on the merits of its proposal. There is no limit on the number of potential participants in the Pilot Program. We seek proposals that are fully thought out and are designed to meet the individualized needs of a community. We encourage proposals that have the greatest chance of increasing passenger usage and therefore reducing the need for future subsidy under either the EAS or Pilot Program.

AWARD ADMINISTRATION INFORMATION

The Department will announce its grant selections by Order, which will be served on each grant recipient, all other applicants, and all parties served with this order. It will also be published in the Federal Register and posted on the Department's webpage.

The grant agreements between the Department and the selected communities will require periodic reports on the progress of implementation of the grant project, as well as periodic submissions of additional material relevant to the grant project, such as copies of advertising and promotional material, and copies of contracts with consultants and service providers. In addition, communities will be required to submit a final report to the Department when their full financial commitment has been made. The frequency of such requests will be established in the grant agreement, which will be tailored to the specific features of the community's grant project.

We shall serve a copy of this notice on all communities currently receiving subsidized air under the EAS program listed in Appendix C.

By:

KARAN K. BHATIA
Assistant Secretary for Aviation
and International Affairs

Dated: July 22, 2004

(SEAL)

An electronic version of this document will be available on the World Wide Web at:

<http://dms.dot.gov/>

Sec. 41745. Community and regional choice programs

(a) ALTERNATE ESSENTIAL AIR SERVICE PILOT PROGRAM-

(1) ESTABLISHMENT- The Secretary of Transportation shall establish an alternate essential air service pilot program in accordance with the requirements of this section.

(2) ASSISTANCE TO ELIGIBLE PLACES- In carrying out the program, the Secretary, instead of paying compensation to an air carrier to provide essential air service to an eligible place, may provide assistance directly to a unit of local government having jurisdiction over the eligible place or a State within the boundaries of which the eligible place is located.

(3) USE OF ASSISTANCE- A unit of local government or State receiving assistance for an eligible place under the program may use the assistance for any of the following purposes:

(A) To provide assistance to air carriers that will use smaller equipment to provide the service and to consider increasing the frequency of service using such smaller equipment if the Secretary determines that passenger safety would not be compromised by the use of such smaller equipment and if the State or unit of local government waives the minimum service requirements under section 41732(b).

(B) To provide assistance to an air carrier to provide on-demand air taxi service to and from the eligible place.

(C) To provide assistance to a person to provide scheduled or on-demand surface transportation to and from the eligible place and an airport in another place.

(D) In combination with other units of local government in the same region, to provide transportation services to and from all the eligible places in that region at an airport or other transportation center that can serve all the eligible places in that region.

(E) To purchase aircraft to provide transportation to and from the eligible place or to purchase a fractional share in an aircraft to provide such transportation after the effective date of a rule the Secretary issues relating to fractional ownership.

(F) To pay for other transportation or related services that the Secretary may permit.

OFFICE OF THE SECRETARY

DEPARTMENT OF TRANSPORTATION

TITLE VI ASSURANCE

(Implementing Title VI of the Civil Rights Act of 1964, as amended)

**ASSURANCE CONCERNING NONDISCRIMINATION ON THE BASIS OF
DISABILITY IN FEDERALLY-ASSISTED PROGRAMS AND ACTIVITIES
RECEIVING OR BENEFITING FROM FEDERAL FINANCIAL ASSISTANCE
UNDER THE ALTERNATE ESSENTIAL AIR SERVICE PILOT PROGRAM**

(Implementing the Rehabilitation Act of 1973, as amended, and the
Air Carrier Access Act of 1986)

49 CFR Parts 21 and 27 and 14 CFR Parts 271 and 382

_____ (the Grant Recipient) HEREBY AGREES THAT,
(Name of Grant Recipient)

I. As a condition to receiving any Federal financial assistance from the Department of Transportation, it will comply: with Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d--42 U.S.C. 2000d-4; all requirements imposed by or pursuant to: Title 49, Code of Federal Regulations, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation--Effectuation of Title VI of the Civil Rights Act of 1964; and other pertinent directives so that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives Federal financial assistance from the Department of Transportation. This assurance is required by Title 49, Code of Federal Regulations, section 21.7(a) and Title 14, Code of Federal Regulations, section 271.9(c).

II. As a condition to receiving any Federal financial assistance from the Department of Transportation, it will comply with: section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794); the Air Carrier Access Act of 1986 (49 U.S.C. 1374(c)); and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Part 27, Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance, Title 14, Code of Federal Regulations, Part 382, Nondiscrimination on the Basis of Handicap in Air Travel; and other pertinent directives so that no otherwise qualified person with a disability, be excluded from participation in, be denied the benefits of, be discriminated against by reason of such handicap in the provision of air transportation, or

otherwise be subjected to discrimination under any program for which the Recipient receives Federal financial assistance

from the Department of Transportation. This assurance is required by Title 49, Code of Federal Regulations, section 27.9 and Title 14, Code of Federal Regulations, sections 271.9(c) and 382.9.

III. It will promptly take any measures necessary to effectuate this agreement. The Recipient further agrees that it shall take reasonable actions to guarantee that it, its contractors and subcontractors subject to the Department of Transportation regulations cited above, transferees, and successors in interest will comply with all requirements imposed or pursuant to the statutes and Department of Transportation regulations cited above, other pertinent directives, and the above assurances.

IV. These assurances obligate the Recipient for the period during which Federal financial assistance is extended. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the statutes and Department of Transportation regulations cited above, other pertinent directives, and the above assurances.

V. THESE ASSURANCES ARE GIVEN FOR THE PURPOSE OF OBTAINING FEDERAL GRANT ASSISTANCE UNDER THE SMALL COMMUNITY AIR SERVICE DEVELOPMENT PILOT PROGRAM AND ARE BINDING ON THE RECIPIENT, CONTRACTORS, SUBCONTRACTORS, TRANSFEREES, SUCCESSORS IN INTEREST, AND ALL OTHER PARTICIPANTS RECEIVING FEDERAL GRANT ASSISTANCE IN THE SMALL COMMUNITY AIR SERVICE DEVELOPMENT PILOT PROGRAM. THE PERSON OR PERSONS WHOSE SIGNATURES APPEAR BELOW ARE AUTHORIZED TO SIGN THIS AGREEMENT ON BEHALF OF THE GRANT RECIPIENT.

VI. In addition to these assurances, the Recipient agrees to file: a summary of all complaints filed against it within the past year that allege violation(s) by the Recipient of Title VI of the Civil Rights Act of 1964, as amended, section 504 of the Rehabilitation Act of 1973, as amended, or the Air Carrier Access Act of 1986; or a statement that there have been no complaints filed against it. The summary should include the date the complaint was filed, the nature of the complaint, the status or outcome of the complaint (*i.e.*, whether it is still pending or how it was resolved).

Date

Legal Name of Grant Recipient

By:

Signature of Authorized Official

UNITED STATES OF AMERICA

**DEPARTMENT OF TRANSPORTATION
OFFICE OF THE SECRETARY
OFFICE OF AVIATION ANALYSIS**

**CERTIFICATION REGARDING INFLUENCING ACTIVITIES UNDER
THE ALTERNATE ESSENTIAL AIR SERVICE PILOT PROGRAM**

Certification for Contracts, Grants, Loans,
and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Influencing Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature

Date

Title

Grant Recipient

**UNITED STATES OF AMERICA
DEPARTMENT OF TRANSPORTATION
OFFICE OF THE SECRETARY
OFFICE OF AVIATION ANALYSIS**

**CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS
IN THE PERFORMANCE OF SMALL COMMUNITY AIR SERVICE PURSUANT TO GRANT AWARD
UNDER THE ALTERNATE ESSENTIAL AIR SERVICE PILOT PROGRAM**

A. The grant recipient certifies that it will, or will continue, to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grant recipient's workplace, and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about--
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of work supported by the grant award be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment supported by the grant award, the employee will--
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing, within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of conviction. Employers of convicted employees must provide notice, including position title, to the Office of Aviation Analysis. Notice shall include the order number of the grant award;
- (f) Taking one of the following actions, within 30 days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted--
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended, or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

B. The grant recipient *may*, but is not required to, insert in the space provided below the site for the performance of work done in connection with the specific grant.

Places of Performance (street address, city, county, state, zip code). For the provision of air service pursuant to the grant award, workplaces include outstations, maintenance sites, headquarters office locations, training sites and any other worksites where work is performed that is supported by the grant award.

Check [] if there are workplaces on file that are not identified here.

Grant Recipient Signature

Date

ALTERNATE ESSENTIAL AIR SERVICE PILOT PROGRAM

GRANT ASSURANCES

Certification. The Grantee hereby assures and certifies, with respect to this grant, that:

1. General Federal Requirements. It will comply with all applicable Federal laws, regulations, executive orders, policies, guidelines, and requirements as they relate to the application, acceptance and use of Federal funds for this project including but not limited to the following:

Federal Legislation

- a. Davis-Bacon Act - 40 U.S.C. 276(a), et seq.
- b. Federal Fair Labor Standards Act - 29 U.S.C. 201, et seq. Airport Assurances (9/99)
- c. Hatch Act - 5 U.S.C. 1501, et seq.
- d. Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 Title 42 U.S.C. 4601, et seq.
- e. National Historic Preservation Act of 1966 - Section 106 - 16 U.S.C. 470(f).
- f. Archeological and Historic Preservation Act of 1974 - 16 U.S.C. 469 through 469c.
- g. Native Americans Grave Repatriation Act - 25 U.S.C. Section 3001, et seq.
- h. Clean Air Act, P.L. 90-148, as amended.
- i. Coastal Zone Management Act, P.L. 93-205, as amended.
- j. Flood Disaster Protection Act of 1973 - Section 102(a) - 42 U.S.C. 4012a.1
- k. Age Discrimination Act of 1975 - 42 U.S.C. 6101, et seq.
- l. American Indian Religious Freedom Act, P.L. 95-341, as amended.
- m. Architectural Barriers Act of 1968 -42 U.S.C. 4151, et seq.
- n. Power Plant and Industrial Fuel Use Act of 1978 - Section 403 - 42 U.S.C.8373.
- o. Contract Work Hours and Safety Standards Act - 40 U.S.C. 327, et seq.
- p. Copeland Anti-kickback Act - 18 U.S.C. 874.
- q. National Environmental Policy Act of 1969 - 42 U.S.C. 4321, et seq.
- r. Wild and Scenic Rivers Act, P.L. 90-542, as amended.
- s. Single Audit Act of 1984 - 31 U.S.C. 7501, et seq.

Executive Orders

Executive Order 11246 - Equal Employment Opportunity
Executive Order 11990 - Protection of Wetlands
Executive Order 11998 – Flood Plain Management
Executive Order 12372 - Intergovernmental Review of Federal Programs.
Executive Order 12898 - Environmental Justice

Federal Regulations

- a. 14 CFR Part 13 - Investigative and Enforcement Procedures.
- b. 14 CFR Part 16 - Rules of Practice For Federally Assisted Airport Enforcement Proceedings.
- c. 29 CFR Part 1 - Procedures for predetermination of wage rates.
- d. 29 CFR Part 3 - Contractors and subcontractors on public building or public work financed in whole

or part by loans or grants from the United States.

e. 29 CFR Part 5 - Labor standards provisions applicable to contracts covering federally financed and assisted construction (also labor standards provisions applicable to non-construction contracts subject to the Contract Work Hours and Safety Standards Act).

f. 41 CFR Part 60 - Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor (Federal and federally assisted contracting requirements).

g. 49 CFR Part 18 - Uniform administrative requirements for grants and cooperative agreements to state and local governments.

h. 49 CFR Part 23 - Participation by Disadvantaged Business Enterprise in Airport Concessions.

i. 49 CFR Part 24 - Uniform relocation assistance and real property acquisition for Federal and federally assisted programs.

j. 49 CFR Part 26 - Participation by Disadvantaged Business Enterprises in Department of Transportation Programs.

k. 49 CFR Part 30 - Denial of public works contracts to suppliers of goods and services of countries that deny procurement market access to U.S. contractors.

Office of Management and Budget Circulars

a. A-87 - Cost Principles Applicable to Grants and Contracts with State and Local Governments.

b. A-133 - Audits of States, Local Governments, and Non-Profit Organizations

Specific assurances required to be included in grant agreements by any of the above laws, regulations, or circulars are incorporated by reference in the grant agreement.

2. Responsibility and Authority of the Grantee.

a. It has legal authority to apply for the grant, and to finance and carry out the proposed project; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

3. Fund Availability. It has sufficient funds available for that portion of the project costs that are not to be paid by the United States. It has sufficient funds available to assure operation and maintenance of items funded under the grant agreement that it will own or control.

4. Preserving Rights and Powers.

a. It will not take or permit any action that would operate to deprive it of any of the rights and powers necessary to perform any or all of the terms, conditions, and assurances in the grant agreement without the written approval of the DOT, and will act promptly to acquire, extinguish, or modify any outstanding rights or claims of right of others that would interfere with such performance by the sponsor. This shall be done in a manner acceptable to the DOT.

5. Accounting System, Audit, and Record Keeping Requirements.

A. IT SHALL KEEP ALL PROJECT ACCOUNTS AND RECORDS THAT FULLY DISCLOSE THE AMOUNT AND DISPOSITION BY THE RECIPIENT OF THE PROCEEDS OF THE GRANT, THE TOTAL COST OF THE PROJECT IN CONNECTION WITH WHICH THE GRANT IS GIVEN OR USED, AND THE AMOUNT OR NATURE OF THAT PORTION OF THE COST OF THE PROJECT SUPPLIED BY OTHER SOURCES, AND SUCH OTHER FINANCIAL RECORDS PERTINENT TO

THE PROJECT. THE ACCOUNTS AND RECORDS SHALL BE KEPT IN ACCORDANCE WITH AN ACCOUNTING SYSTEM THAT WILL FACILITATE AN EFFECTIVE AUDIT IN ACCORDANCE WITH THE SINGLE AUDIT ACT OF 1984.

b. It shall make available to the DOT and the Comptroller General of the United States, or any of their duly authorized representatives, for the purpose of audit and examination, any books, documents, papers, and records of the recipient that are pertinent to the grant. The DOT may require that a recipient conduct an appropriate audit. In any case in which an independent audit is made of the accounts of a sponsor relating to the disposition of the proceeds of a grant or relating to the project in connection with which the grant was given or used, it shall file a certified copy of such audit with the Comptroller General of the United States not later than six (6) months following the close of the fiscal year for which the audit was made.

6. Minimum Wage Rates. It shall include, in all contracts in excess of \$2,000 for work on any projects funded under this grant agreement that involve labor, provisions establishing minimum rates of wages, to be predetermined by the Secretary of Labor, in accordance with the Davis-Bacon Act, as amended (40 U.S.C. 276a-276a-5), which contractors shall pay to skilled and unskilled labor, and such minimum rates shall be stated in the invitation for bids and shall be included in proposals or bids for the work.

7. Economic Nondiscrimination. In any agreement, contract, lease, or other arrangement under any project funded under this grant agreement and for which a right or privilege at the airport is granted to any person, firm, or corporation to conduct or to engage in any aeronautical activity for furnishing services to the public at the airport, the Grantee will insert and enforce provisions requiring the contractor to (1) furnish said services on a reasonable, and not unjustly discriminatory, basis to all users thereof, and (2) charge reasonable, and not unjustly discriminatory, prices for each unit or service, provided that the contractor may be allowed to make reasonable and nondiscriminatory discounts, rebates, or other similar types of price reductions to volume purchasers.

8. Engineering and Design Services. It will award each contract or sub-contract for program management, construction management, planning studies, feasibility studies, architectural services, preliminary engineering, design, engineering, surveying, mapping, or related services with respect to the project in the same manner as a contract for architectural and engineering services is negotiated under Title IX of the Federal Property and Administrative Services Act of 1949 or an equivalent qualifications-based requirement prescribed for or by the Grantee.

9. Foreign Market Restrictions. It will not allow funds provided under this grant to be used to fund any project that uses any product or service of a foreign country during the period in which such foreign country is listed by the United States Trade Representative as denying fair and equitable market opportunities for products and suppliers of the United States in procurement and construction.

10. Relocation and Real Property Acquisition. (1) It will be guided in acquiring real property, to the greatest extent practicable under State law, by the land acquisition policies in Subpart B of 49 CFR Part 24 and will pay or reimburse property owners for necessary expenses as specified in Subpart B. (2) It will provide a relocation assistance program offering the services described in Subpart C and fair and reasonable relocation payments and assistance to displaced persons as required in Subpart D and E of 49 CFR Part 24. (3) It will make available within a reasonable period of time prior to displacement, comparable replacement dwellings to displaced persons in accordance with Subpart E of 49 CFR Part 24.

APPENDIX B

Signature of Authorized Grant Recipient Official

Date

OFFICE OF THE SECRETARY OF TRANSPORTATION

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER
RESPONSIBILITY MATTERS -- PRIMARY COVERED TRANSACTIONS

Instructions for Certification

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the

method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

Certification Regarding Debarment, Suspension, and Other Responsibility Matters -- Primary Covered Transactions

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;

(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name Affiliation

Title Date

OFFICE OF THE SECRETARY OF TRANSPORTATION

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
INELIGIBILITY AND VOLUNTARY EXCLUSION -- LOWER TIER COVERED
TRANSACTIONS**

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility an Voluntary Exclusion -- Lower Tier Covered Transactions

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name

Title

Affiliation

Date

<u>EAS Community</u>	<u>Docket #</u>
Adak, AK	00-8556
Akutan, AK	00-7068
Alamogordo/HollomanAFB, NM	96-1901
Alamosa, CO	97-2960
Alliance, NE	97-3003
Altoona, PA	02-11446
Athens, GA	02-11348
Atka, AK	95-363
Augusta/Waterville, ME	97-2784
Bar Harbor, ME	97-2784
Beckley, WV	97-2761
Bluefield/Princeton, WV	97-2761
Brookings, SD	97-2785
Brownwood, TX	97-2402
Burlington, IA	01-8731
Cape Girardeau, MO	96-1559
Cape Yakataga, AK	96-2009
Carlsbad, NM	02-12802
Cedar City, UT	97-2706
Central, AK	98-3621
Chadron, NE	97-3003
Chatham, AK	46478
Chisholm/Hibbing, MN	03-15796
Circle, AK	98-3621
Clovis, NM	96-1902
Cordova, AK	43145
Cortez, CO	96-1900
Crescent City, CA	97-2649
Devils Lake, ND	97-2785
Decatur, IL	02-11859
Dickinson, ND	95-697
Dodge City, KS	98-3502
DuBois, PA	04-17617
El Dorado/Camden, AR	97-2935
Elfin Cove, AK	02-11586
Ely, NV	95-361
Enid, OK	97-2401
Ephrata/Moses Lake, WA	98-3344
Escanaba, MI	03-15128
Excursion Inlet, AK	03-12014

<u>EAS Community</u>	<u>Docket #</u>
Glasgow, MT	97-2605
Glendive, MT	97-2605
Grand Island, NE	02-13983
Great Bend, KS	98-3496
Greenbrier/White Sulphur Springs/Lewisburg, WV	03-15553
Gulkana, AK	95-492
Gustavus, AK	43145
Hana, HI	99-6502
Harrison, AR	97-2935
Havre, MT	97-2605
Hays, KS	98-3497
Healy Lake, AK	98-3546
Hobbs, NM	02-12800
Hot Springs, AR	97-2935
Huron, SD	00-7138
Icy Bay, AK	96-2009
Iron Mountain/Kingsford, MI	99-5175
Ironwood, MI/Ashland, WI	96-1266
Jackson, TN	00-7857
Jamestown, NY	03-14950
Jamestown, ND	97-2785
Johnstown, PA	02-11446
Jonesboro, AR	97-2935
Kalaupapa, HI	00-6773
Kamuela, HI	97-2833
Kearney, NE	96-1715
Kingman, AZ	96-1899
Kirksville, MO	44895
Kodiak Bush Points, AK	42908
Laramie, WY	97-2958
Laurel/Hattiesburg, MS	01-10685
Lebanon, NH	03-14822
Lewistown, MT	97-2605
Liberal, KS/Guymon, OK	98-3498
Manhattan, KS	03-15483
Manistee/Ludington, MI	96-1711
Marion/Herrin, IL	00-7881
Mason City, IA	01-10682
Massena, NY	97-2842
May Creek, AK	96-2009
McCarthy, AK	96-2009
McCook, NE	97-3005
Merced, CA	98-3521
Miles City, MT	97-2605

<u>EAS Community</u>	<u>Docket #</u>
Moab, UT	97-2827
Muscle Shoals, AL	00-7856
Nikolski, AK	96-363
Norfolk, NE	00-8320
North Platte, NE	99-5173
Ogdensburg, NY	97-2842
Oil City/Franklin, PA	97-2523
Owensboro, KY	00-7855
Page, AZ	97-2694
Pelican, AK	02-11586
Petersburg, AK	43145
Pierre, SD	01-10128
Plattsburgh, NY	03-14783
Ponca City, OK	97-2401
Ponce, PR	99-6592
Port Alexander, AK	99-6244
Prescott, AZ	96-1899
Presque Isle, ME	00-8012
Pueblo, CO	99-6589
Quincy, IL	02-14492
Riverton, WY	03-14536
Rock Springs, WY	97-2959
Rockland, ME	97-2784
Rutland, VT	97-2784
Salina, KS	02-11376
Saranac Lake, NY	00-8025
Scottsbluff, NE	03-14535
Show Low, AZ	98-4409
Sidney, MT	97-2605
Silver City/Hurley/Deming, NM	96-1903
Staunton, VA	02-11378
Thief River Falls, MN	01-10642
Vernal, UT	97-2706
Victoria, TX	03-14604
Watertown, NY	97-2842
Watertown, SD	01-10644
West Yellowstone, MT	03-14626
Wolf Point, MT	97-2605
Worland, WY	97-2981
Wrangell, AK	43145
Yakutat, AK	43145

March 21, 2023

Mark Raggio
United States Department of Transportation
Office of Aviation Analysis
1200 New Jersey Ave SE
Washington, DC 20590

SkyWest Charter's Essential Air Service Proposal for Moab and Vernal, UT
Dockets DOT-OST-1997-2706 and -2827

Dear Mr. Raggio:

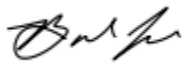
SkyWest Charter, LLC (SWC) welcomes the opportunity to provide subsidized essential air service to the Moab (CNY) and Vernal (VEL) communities for a one-year term. Service will be provided on 30-seat CRJ200 aircraft to Denver International Airport (DEN) and Los Angeles International Airport (LAX). Flights will be operated under an interline agreement with United Airlines. All flights will be timed to depart and arrive DEN and LAX to facilitate seamless connections to the respective hub carrier's network.

SWC will operate under its existing Air Taxi Operator authority and provide 4 weekly round trips in each market: CNY to DEN/LAX and VEL to DEN/LAX for a total of 8 weekly round trips.

Applicable DOT and FAA regulations – specifically 14 CFR 110.2 (definitions of *on-demand operation* and *scheduled operation*), 119.49(c) (on-demand Operations Specifications), 298.3 (air taxi operator classification), 298.38(a) (financial security for operating Public Charters), and 380.2 (definition of *direct air carrier*) – authorize these operations when conducted as Public Charter flights under 14 CFR Part 380.

SWC will work closely with USDOT and each community on the necessary EAS waivers for the implementation of SWC service as described above.

Thank you for your consideration.



Brad Link

Director of Operations

SkyWest Charter, LLC

SkyWest Charter LLC
Essential Air Service Bid
3/20/2023

	LAX CNY	DEN CNY	CNY
Number of round trips per week	4	4	4
Aircraft type	CRJ-30 Seat	CRJ-30 Seat	CRJ-30 Seat
Passenger Revenue			
Passengers	8,320	8,320	16,640
Average fare	\$ 110.00	\$ 97.00	\$ 103.50
Revenue	\$ 915,200	\$ 807,040	\$ 1,722,240
Block Time			
Trip block time (minutes)	126	79	103
Total scheduled block time	874	549	1,423
Total completed block time	847	533	1,380
RPMS			
Passengers	8,320	8,320	16,640
Stage length	585	283	434
Total RPMs	4,867,200	2,354,560	7,221,760
ASMs			
Scheduled departures	416	416	832
Competed departures	404	404	807
Stage length	585	283	434
Available Seats	30	30	30
Total ASMs	7,300,800	3,531,840	10,832,640
Revenue	\$ 915,200	\$ 807,040	\$ 1,722,240
Marketing Costs	\$ 10,000	\$ 10,000	\$ 20,000
Direct operating expenses	\$ 2,673,252	\$ 1,823,258	\$ 4,496,510
RPM related			\$ -
Departure related	\$ 998,514	\$ 998,514	\$ 1,997,029
ASM related	\$ 68,043	\$ 32,917	\$ 100,960
Total expenses	\$ 3,749,810	\$ 2,864,689	\$ 6,614,499
Operating income (loss)	\$ (2,834,610)	\$ (2,057,649)	\$ (4,892,259)
5% profit margin	\$ 187,491	\$ 143,234	\$ 330,725
Annual subsidy requirement	\$ 3,022,101	\$ 2,200,883	\$ 5,222,984
Effective Subsidy rate per unit			
Subsidy per trip	\$ 7,489	\$ 5,454	\$ 6,472
Subsidy per passenger	\$ 363	\$ 265	\$ 314
Load factor	67%	67%	67%

SkyWest Charter LLC
Essential Air Service Bid
3/20/2023

	LAX VEL	DEN VEL	VEL
Number of round trips per week	4	4	4
Aircraft type	CRJ-30 Seat	CRJ-30 Seat	CRJ-30 Seat
Passenger Revenue			
Passengers	9,984	9,984	19,968
Average fare	\$ 120.00	\$ 107.00	\$ 113.50
Revenue	\$ 1,198,080	\$ 1,068,288	\$ 2,266,368
Block Time			
Trip block time (minutes)	138	77	107
Total scheduled block time	957	532	1,489
Total completed block time	928	517	1,445
RPMS			
Passengers	9,984	9,984	19,968
Stage length	664	260	462
Total RPMs	6,629,376	2,595,840	9,225,216
ASMs			
Scheduled departures	416	416	832
Competed departures	404	404	807
Stage length	664	260	462
Available Seats	30	30	30
Total ASMs	8,286,720	3,244,800	11,531,520
Revenue	\$ 1,198,080	\$ 1,068,288	\$ 2,266,368
Marketing Costs	\$ 10,000	\$ 10,000	\$ 20,000
Direct operating expenses	\$ 2,372,309	\$ 1,412,808	\$ 3,785,117
RPM related			\$ -
Departure related	\$ 998,514	\$ 998,514	\$ 1,997,029
ASM related	\$ 77,232	\$ 30,242	\$ 107,474
Total expenses	\$ 3,458,056	\$ 2,451,564	\$ 5,909,620
Operating income (loss)	\$ (2,259,976)	\$ (1,383,276)	\$ (3,643,252)
5% profit margin	\$ 172,903	\$ 122,578	\$ 295,481
Annual subsidy requirement	\$ 2,432,879	\$ 1,505,854	\$ 3,938,733
Effective Subsidy rate per unit			
Subsidy per trip	\$ 6,029	\$ 3,732	\$ 4,880
Subsidy per passenger	\$ 244	\$ 151	\$ 197
Load factor	80%	80%	80%

Essential Air Service Proposal



Moab, UT

DOT-OST-1997-2827

March 21, 2023



About Boutique Air

Our Story

Headquartered in San Francisco, California, Boutique Air has been in operation since 2007. We began by flying fire surveillance missions for the U.S. Forestry Service and Bureau of Land Management. We evolved to provide air charter services across the west coast with our fleet of Pilatus and Beechcraft aircraft.

In July of 2012, Boutique Air applied for commuter operating authority from the Department of Transportation. Boutique Air began flying scheduled service between Los Angeles and Las Vegas in January of 2014.

We have worked to develop effective marketing distribution channels with a reservation system that connects to all primary Global Distribution Systems (GDSs), allowing travel agents access to our flight inventory. You will find us on Worldspan and Galileo (Travelport), Sabre, and Amadeus. In addition, we are on the major Online Travel Agencies (OTAs), including Expedia, Travelocity, Priceline, and Orbitz.

EAS Contracts

On April 22, 2014 Boutique Air received its first EAS contract when the DOT selected the airline to provide service between Clovis, New Mexico and Dallas/Ft. Worth, Texas. Since then, we have continued our track record of success.

Route Map



Aircraft:

Boutique Air currently operates a modern fleet of Pilatus PC-12 aircraft. All flights are flown by captains with over 1,200 hours of flight experience and at a minimum, commercial, and instrumental ratings. While we are certified to fly single pilot we opt to fly with a two pilot crew. Boutique Air ensures pilots provide a level of customer service beyond that of normal commercial airlines.

- 8 or 9 Passenger Executive Configuration Pressurized Cabin
- Power Outlets
- Enclosed Lavatory



Proposal

Overview

Our airline service will be operated with 8 or 9 modern Pilatus PC-12 aircraft. We have proposed two year contract durations for the community to consider.

In order to increase brand recognition in the communities, Boutique Air will spend at least \$20,000 per year in each market if it is selected for advertising & marketing to help ensure that air service for the community is a success. We will utilize a combination of radio, print, billboard, TV, and internet advertising.



United Airlines Interline and Codeshare Agreement

Boutique Air launched an interline and codeshare agreement with United Airlines on May 1, 2017. Customers now have flow-through ticketing and baggage capabilities for those flights that connect with United Airlines.

American Airlines Interline Agreement

In addition Boutique Air has an interline agreement with American Airlines as of August 7, 2019. Passengers will be able to book through United.com and AA.com and connect with any of United or American flights.

Below are screenshots of our current service as reflected on United and American Airlines websites both domestic and international.

United.com example: Show Low, AZ to Denver, CO

[Compare fare types](#) [Show 7-day calendar](#)

DEPART ON: April 4

Economy 

\$148

1 STOP

5:30 PM 9:59 PM

MSS ----- 4H, 29M ----- EWR

BOS — 1H, 38M

Includes Travel Operated by Boutique Air

[Details](#) [Seats](#)

AA.com example: Carlsbad, NM to

Depart Carlsbad, NM to Los Angeles, CA

Thursday, April 6, 2023

Lowest Fare Flexible

Sun, Apr 02 \$ 344 Mon, Apr 03 \$ 299 Tue, Apr 04 \$ 232 Wed, Apr 05 \$ 222 Thu, Apr 06 \$ 222

Sort by: Total travel time

Main Cabin First

CNM LAX

3:35 PM → 7:50 PM 5h 15m [1 stop](#)

CNM - ABQ → 4B 653 → PL2-Pilatus PC-12

 Operated by Boutique Air

One way \$ 247 2 seats left

One way \$ 337 1 seat left

Special Note: COVID-19 Pandemic

Like many businesses, Boutique Air was significantly affected by COVID-19 Pandemic; great fluctuations in travel demand and staffing were challenges in 2020 and 2021. We have made a variety of adjustments to our business so that we can be a great air service partner to McCook.

Community Input

Shortly after the bids are complete, Boutique Air will schedule meetings with airport and/or city officials. This will allow us to answer any questions and provide additional information.

While we can't promise we will be able to implement everyone's suggestions, we welcome feedback from the community, as well as anyone who may have an interest in the proposed flights. What we can promise is that we will listen to your feedback, and give it the attention and consideration it deserves.

With respect and appreciation,

Shawn Simpson
CEO



Moab, UT to Denver, CO

Option 1: 24 Nonstop RTs to Denver

Operations	<u>PC-12</u>
Scheduled Flights	2,496
Scheduled Block Hours	3,144
Scheduled Seats	19,968
Scheduled ASMs	4,803,968
Revenue	
Passengers	14,200
Average Fare	\$77
Fare Revenue	\$1,092,800
Total Revenue	\$1,092,800
Expenses	
Fuel	\$1,978,360
Ownership	\$960,000
Maintenance	\$2,110,994
Crew	\$767,798
Airport Rent	\$515,120
Landing Fees	\$64,577
Staff	\$344,720
Insurance	\$20,000
Marketing	\$20,000
Other Indirect Costs	\$451,270
Total Costs	\$7,232,839
Profit Element	\$361,642
Margin	5.0%
Total Annual Subsidy Year 1	\$6,501,681
Total Annual Subsidy Year 2	\$6,761,748



April 12, 2023

Ms. Tammy Howland
Canyonlands Field
Moab, UT

RE: Letter of Intent-Garage Expansion Project

Dear Ms. Howland:

I am pleased to provide this letter outlining proposed terms for the development of eight (8) additional garage units at Canyonlands Field. Outlined below are the key terms that I am proposing for your consideration:

THE PROPERTY: Approximately 2400 sq. ft. located in the approximate location as shown in the attached Google map.

BUILDINGS: The new building would be all steel construction on a concrete slab consisting of eight (8) individual garages.

PRIMARY LEASE TERM: Twenty-Five (25) years. The current lease dated May 7, 2014, would be extended to match the term of the new lease. The two leases would co-terminate.

LEASE COMMENCEMENT: The new lease term would commence upon substantial completion of the new building, as defined in more detail in the lease documents. But in no case later than nine (9) months after lease execution. Estimated construction start would be late fall of 2023.

LEASE RATES: Annual Base Rent to be the sum of the buildings area times the current rental rate per square foot per year, as defined in more detail in the lease documents.

20 Village Ct.
Littleton, CO 80123

PHONE (303) 549-4215
WEB SITE <http://www.airportgaragecompany.com>

OPTION TO EXTEND: Tenant shall have the option to extend the lease by one period of Five (5) years, upon no less than 60 days written notice.

SIGNAGE: Exterior Building signage and temporary marketing signage will be allowed but require approval of airport management.

SUBLETTING: Subletting is approved using pre-approved lease forms.

LEASE TERMINATION: Upon termination of the lease and any renewals, ownership of all improvements will revert to the County.

DOCUMENTATION: Upon acceptance of this letter of intent by Grand County, Both parties shall work together toward the preparation and execution of a lease document, consistent with the terms and conditions of this letter and containing such additional covenants, representations, and conditions as are customary for transactions of this type and/or as may be further negotiated between the parties.

CONTINGENCY: This expansion project is subject to project approval by Grand County, approval of construction costs by Airport Garage Company, and agreement on final location of the new garages.

Sincerely,

AIRPORT GARAGE COMPANY, LLC.

By:
William K. Prather, Manager

Eight Unit Garage Building

Legend

- Line Measure
- Redrock Ballooning

Redrock Ballooning

85' 55" BACK

Tara Collins <tcollins@grandcountyutah.net>

Fwd: Land Lease/Hangar Construction

2 messages

Tammy Howland <thowland@grandcountyutah.net>
To: Tara Collins <tcollins@grandcountyutah.net>

Tue, Mar 21, 2023 at 4:23 PM

Please add this to the April Airport Board agenda.

Thank you,

Tammy Howland

Airport Director

Canyonlands Regional Airport

435-259-4120



----- Forwarded message -----

From: **Allen Rydman** <agrydman@gmail.com>

Date: Mon, Mar 20, 2023 at 4:10 PM

Subject: Land Lease/Hangar Construction

To: <thowland@grandcountyutah.net>

To: Tammy Howland
Manger, Canyonlands Airport

Per our short discussion at the recent UAOA conference at St George, here is my proposed hangar construction project at the Canyonlands Airport.

My desire is to partner with my son, Nathan Rydman, and possibly one other individual (tbd) to erect a 70' x 40' metal hangar, with a 55' x 12' hydraulic door. It would house three, privately owned, single engine aircraft and allow any of the three to be moved in/out without having to move another. My preferred site is #16, on your future airport diagram's row #16-32. I have had preliminary discussions with C.O. Buildings, in Ephram, UT, for building fabrication/delivery, but no contacts with contractors for excavation/construction. Please advise as to whether this site is available for lease/hangar construction and what next steps in the process would be. We are available, in Moab, for any questions or additional information.

Allen Rydman

801-391-4416

Agrydman@gmail.com

Sent from my iPad

Tammy Howland <thowland@grandcountyutah.net>
To: Allen Rydman <agrydman@gmail.com>
Cc: Tara Collins <tcollins@grandcountyutah.net>

Tue, Mar 21, 2023 at 4:33 PM

Allen,

Thank you for sending your letter of intent. The next step from here is for me to present this to the airport board for approval. The approval will allow us (you) to continue the process of drafting a landlease. Once we have a lease agreement, the Airport Board will approve and recommend to the County Commission finalize and approve the ground lease. From there you can start the permitting process and work towards building. So we will put this on the agenda for the airport board meeting on April 17th. Let me know if you have any questions or concerns.

Thank you,
Tammy Howland
Airport Director
Canyonlands Regional Airport
435-259-4120



[Quoted text hidden]



Building Development Checklist - Airport.pdf
159K

**TASK ORDER T
ATTACHMENT TO
PROFESSIONAL SERVICES AGREEMENT
BETWEEN SPONSOR AND ENGINEER,
DATED _____, 2023**

FURTHER DESCRIPTION OF SERVICES OF ENGINEER

1. This Attachment is made a part of and incorporated by reference into the Professional Services Agreement made on December 19, 2019, between **GRAND COUNTY, UTAH (Sponsor)** and **ARMSTRONG CONSULTANTS, INC., (Engineer)** providing for professional engineering services. The Services of Engineer as described in Section 1 of the Agreement are amended or supplemented as indicated below and the time periods for the performance of certain services are stipulated as indicated below.

2. **LOCATION** – Canyonlands Regional Airport, Moab, Utah

3. **WORK PROGRAM** – Attached

Element 1 – *Construct Wildlife Fence (North AOA) (approximately 10,200 LF)*

4. **FEES** - The fees will be as noted below. (All lump sums unless noted otherwise)

Element 1 – Project Development \$3,850.00

Element 1 – Design

Preliminary Design \$16,580.00

Final Design \$8,810.00

Element 1 – Bidding Services \$5,450.00

Element 1 – Construction Period Services

Construction Administration Services \$9,210.00

Construction Inspection Services (Cost)¹ \$13,090.00

Construction Inspection Services (Fixed Fee) \$1,500.00

Element 1 – Project Closeout \$4,090.00

Element 1 – Special Services

Categorical Exclusion Form \$4,790.00

DBE program Assistance \$6,390.00

USACE Section 404 Permit Coordination \$9,240.00

Cultural Resource Survey and Paleontological Investigation \$3,200.00

Topographical Survey \$12,500.00

Engineering Total¹ \$98,700.00

1) Total includes estimated Construction Inspection fees listed on rate sheet

5. **ATTACHMENTS** - Required Contract Provisions for A/E Contracts Under Airport Improvement Program

SPONSOR:
GRAND COUNTY, UTAH

County Commission Chair

ENGINEER:
ARMSTRONG CONSULTANTS, INC.

Dennis Corsi, President

CONSTRUCTION INSPECTION SERVICES RATE SHEET (subject to calendar year adjustments):

DIRECT EXPENSES					
Position	Unloaded Hourly Rate	Overtime Hourly Rate	Estimated Regular Hours	Estimated Overtime Hours	Estimated Total
Principal	\$217.00	-	1	-	\$217.00
Senior PM	\$172.00	-	8	-	\$1,376.00
Project Manager	\$156.00	-	-	-	-
Project Engineer	\$131.00	-	6	-	\$786.00
Field Eng. Supervisor	\$131.00	-	5	-	\$655.00
Resident Project Rep.	\$120.00	\$180.00	51	12	\$8,280.00
Drafter	\$108.00	-	-	-	-
Clerical	\$89.00	-	-	-	-
ESTIMATED TOTAL DIRECT FEES					\$11,314.00
REIMBURSABLE EXPENSES					
Expense	Rate		Estimated Quantity		Estimated Total
Meals and Incidental Expenses Per Diem	\$59/day		7		\$413.00
Lodging Per Diem	\$98/day		0		-
Rental Car	\$110/day		0		-
Mileage	\$0.66/mi		1,750		\$1,146.25
Airfare	\$800/trip		0		-
On-site Cell Phone and Internet Costs	\$75/month		1		\$75.00
Misc. Expenses	Actual Cost		\$141.75		\$141.75
ESTIMATED TOTAL REIMBURSABLE FEES					\$1,776.00
TOTAL ESTIMATED CONSTRUCTION INSPECTION FEES					\$13,090.00

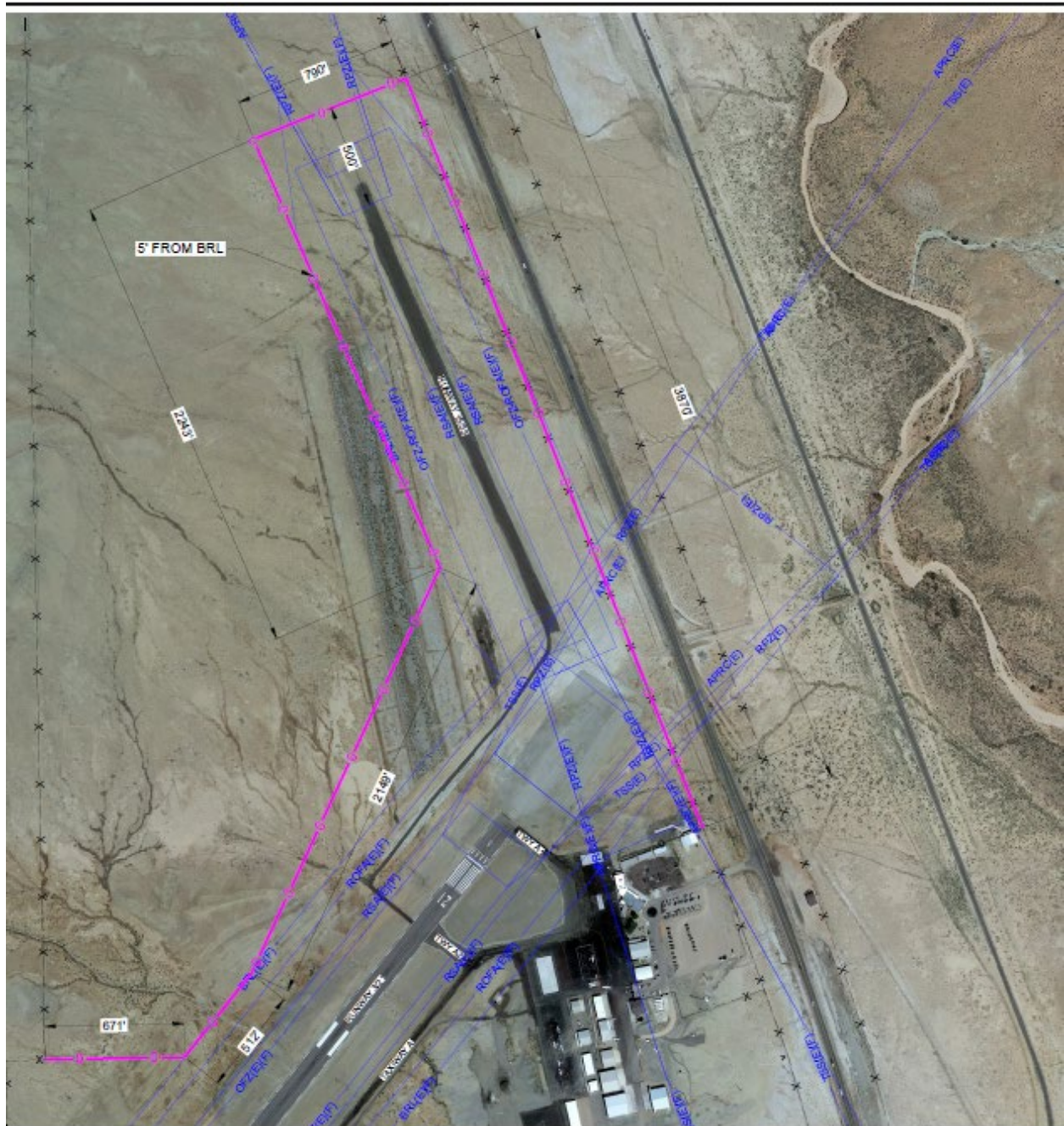
**SCOPE OF WORK
CANYONLANDS REGIONAL AIRPORT
AIP NO. 3-49-0020-045-2023**

ELEMENT #1 CONSTRUCT WILDLIFE FENCE (NORH AOA)

1. A wildlife fence is proposed along the north AOA of the airport to help reduce the amount of wildlife entering the airfield. The fence will be constructed inside existing airport property and the existing perimeter fence will be preserved along the north boundary of the airport. The airfield is currently bounded by a class C woven wire and barbed wire livestock fence that is ineffective in preventing wildlife from entering the air operations areas. The proposed wildlife fence will be installed along the north side of the airport in an area that is particularly problematic. The included project sketch depicts the general layout for the project.
 - 1.1. The project consists of constructing approximately 10,200 linear feet of 8' tall wildlife fence with a wildlife deterrent skirt. The design of the fence will be as recommended in the wildlife hazard assessment completed in 2015.
 - 1.2. The proposed fence will be aligned along airport-owned property boundary line along US Highway 191 for approximately 3,870 feet, then diverging inside airport property boundaries in the vicinity of Runway 15/33 to accommodate terrain constraints while maintaining sufficient clearance for RPZ surfaces.
 - 1.3. Gates will be included as practical to allow for airport operation activities and access.
 - 1.4. The fence crossing on the washes may require the design and construction of erosion control measures or structures to minimize erosion from storm runoff. Erosion control measures and structures may include riprap, gabion baskets, concrete V-pans, or similar structures.
 - 1.5. The proposed fencing will cross existing ephemeral drainage features. The action will be coordinated with the US Army Corps of Engineers (USACE). A USACE Section 404 permit may be required. Project information and design regarding wash crossing will be submitted and the appropriate course of action will be coordinated through USACE.

Estimated Construction Cost (Element 1) is: \$400,000

Estimated Construction Period (Element 1) is: 42 days¹



LEGEND

—○— PROPOSED FENCE
(APPROX. 10,235 L.F.)



I. PROJECT DEVELOPMENT

The project development phase is intended to complete the necessary preliminary actions required to initiate the project in accordance with established Federal, State and Local policies and procedures.

Activities include:

1. Conduct a pre-design meeting/scoping conference with the Sponsor and FAA to establish parameters for the project definition and work areas, budget, schedule, and needs for topographic survey and geotechnical investigations.
2. Develop preliminary cost estimates for the proposed work.
3. Develop a draft Scope of Work narrative for review and approval. The Sponsor may be required to have an independent fee estimate (IFE) performed to validate the proposed engineering fees. The Engineer will assist the Sponsor in getting reimbursed for the cost of this IFE as part of the grant by preparing a request for reimbursement. Upon receiving approval of the scope of work narrative, engineering fees will be calculated and provided with the final Scope of Work. The Engineer will assist the Sponsor with the submittal of a Record of Negotiations to document the fee negotiation performed for the project.
4. Prepare final Scope of Work and Contract.
5. Prepare Preliminary FAA Grant Application. Preparation of the application will include the following:
 - a. Prepare the following forms: SF424 and FAA Form 5100-100.
 - b. Prepare Project Narrative and Sketch.
 - c. Prepare Preliminary Estimate.
 - d. Prepare the Sponsor's Certifications, including Certification for Contract, Grants, and Cooperative Agreements.
 - e. Attach Exhibit A
 - f. Attach the current Grant Assurances.
 - g. Attach the current FAA AIP Advisory Circulars for use in AIP funded projects.

The Engineer will submit the application to the Sponsor for approval and signatures.

II. PRELIMINARY DESIGN

The preliminary design phase is intended to identify and evaluate cost effective and practical solutions for the work items identified. The designer will complete its evaluation of alternatives through contacts with local authorities, field investigations, and a practical design approach. The design will take advantage of local knowledge and experience and utilize expertise from recent construction projects to design a cost-effective project. Cost efficiencies will be realized in a lower initial cost and in lower long-term maintenance costs.

Activities include:

1. Prepare requirements for the design topographical survey. Work includes establishing the limits of the work area and developing survey criteria in accordance with FAA design guidance. A surveyor subconsultant will be employed to conduct the topographical survey in accordance with the requirements developed. Coordinate the subconsultant's work schedule with airport staff.
2. A geotechnical investigation will not be required nor completed as part of the project.
3. Prepare an overall Construction Safety and Phasing Plan (CSPP) in order to maximize project constructability and operational safety. A draft CSPP will be submitted to the FAA for review and comment when the design is approximately 25-35% complete. This final CSPP will be submitted to the FAA when plans are 95% completed. The final CSPP will be coordinated, by the FAA Program Manager, with other FAA Lines of Business (LOBs). Comments received by the FAA LOBs will be incorporated into the CSPP prior to submitting the bid advertisement for the project.
4. After 35% design review, submit CSPP by uploading it to the OE/AAA website. Alternatively, at the request of the FAA PM, the CSPP may be submitted directly to the FAA PM.
5. After 35% design review, submit 3 points for airspacing for fence height by uploading the design information to the OE/AAA website. Two points will be entered for the fence height on the approach of Runway 21 and one point will be entered for the fence height of the approach of the crosswind runway. Exhibits will be generated for the purpose of the submission.
6. Analyze and process topographical survey data. Input raw survey data into computer aided drafting program, develop TIN surface model of existing ground contours, pavement edges, electrical system components, utilities, and any other miscellaneous items. Generate 3D contour model and prepare and process data for spot elevations, grading, drainage and pavement cross sections.
7. Review and evaluate project layout.
 - a. Determine aircraft usage through coordination with Sponsor and FAA
 - b. Verify existing ALP dimensions and data.
8. Evaluate local conditions:
 - a. Inventory local material suppliers, sources and capabilities.
 - b. Evaluate drainage conditions/requirements.
 - c. Conduct one (1) design site visit by the Senior Project Engineer for familiarity with the site.
9. Prepare preliminary construction plans. Construction plans will be prepared depicting all of the work involved for Element 1. The following list of drawings will be used as a guideline.

DESCRIPTION		ELEMENTS 1 & 2
a	Cover Sheet	1 Sheet
b	General Notes, Legend and Survey Control	1 Sheet
c	Removals Plan	2 Sheets
d	Plan, Profile and Grading Plan	4 Sheets
e	Typical Sections and Details	2 Sheets
f	Construction Safety and Phasing Plan	1 Sheets
TOTAL SHEET COUNT		11 Sheets

Drawings may be added or deleted during the design phase if required.

10. Prepare preliminary contract documents. The Engineer will prepare the contract documents including invitation for bids, instructions to bidders, proposal, equal employment opportunity clauses and applicable wage rates, construction contract agreement, performance bond, payment bond, general and special provisions. Preparation will include establishing the location for the bid opening and description of the work schedule. Contract documents will be prepared early during the design phase and submitted to the FAA and Sponsor for review. Sponsor is ultimately responsible for reviewing and ensuring construction contract terms comply with local law and requirements.
11. Prepare preliminary technical specifications. The Engineer will assemble the technical specifications necessary for the intended work. Standard FAA specifications will be utilized where possible. Additional specifications will be prepared to address work items or material that is not covered by the FAA specifications.

The standard specifications to be utilized for Element 1 may include the following items:

- | | |
|------------|--|
| Item C-100 | Contractor Quality Control Program |
| Item C-105 | Mobilization |
| Item P-101 | Preparation/Removal of Existing Pavements |
| Item P-152 | Excavation and Embankment |
| Item P-610 | Structural Portland Cement Concrete |
| Item F-163 | Wildlife Deterrent Fence Skirt |
| Item F-164 | Wildlife Exclusion Fence |
| Item D-752 | Concrete Culverts, Headwalls and Misc. Drainage Structures |
| Item D-754 | Concrete Gutters, Ditches, and Flumes |
12. Prepare preliminary special provisions to address conditions that require additional clarification and/or definition beyond what is described in the standard general provisions or technical specifications. Items may include:
 - a. Project Location Information
 - b. Insurance Requirements
 - c. Contract Period and Work Schedule and Phasing
 - d. Pre-Construction Conference
 - e. Utilities
 - f. Permits, Taxes and Compliance with Laws
 - g. Field Office Requirements

- h. Haul Roads
 - i. Testing and Staking
 - j. Airport Security, Closure of Air Operations Areas
 - k. Accident Prevention
 - l. Warranty
13. Prepare and submit FAA design Modifications to Standards, if needed.
14. Conduct preliminary review of the construction plans, technical specifications, contract documents and special provisions by submitting copies of the preliminary documents to the FAA and Sponsor and solicit preliminary design review comments.

III. FINAL DESIGN

In the final design phase, the designer will provide well-defined construction requirements, with selected bid alternatives as appropriate to solicit competitive construction bids. Construction schedules will be coordinated around good weather conditions and as little as practical interference with airport operations.

Activities include:

Final Design

1. Incorporate preliminary design comments and respond as necessary to requests for additional information.
2. Calculate Estimated Quantities. The Engineer will calculate all necessary quantities for the various work items in each Element.
3. Prepare Estimate of Probable Construction Cost for each Element. Using the final quantities calculated following the completion of the plans and specifications, the Engineer will prepare the construction cost estimate. The estimate will be based on information obtained from previous projects, contractors, material suppliers and other databases available.
4. Prepare Engineer's Design Report. During the preparation of the construction plans and specifications, an engineer design report will be prepared. The report will include the summary of the project, schedule, and cost estimate for the completion of the project. The design report will follow the current FAA Airports guidance where applicable. The design report will be submitted for Sponsor and FAA review. Review comments will be incorporated in the final revised report.
5. Develop work schedules for construction. This task involves dividing the construction work into schedules to allow for maximum contract award flexibility in cases of limited available funds, and allow the project to be executed in a manner that minimizes the disruption of the airport aircraft operations.
6. Prepare 95% design construction plans, technical specifications, contract documents and special provisions.
7. Submit 95% design review package to the FAA and Sponsor and solicit design review comments.
8. Incorporate 95% design review comments and respond as necessary to requests for additional information.
9. Conduct final internal review of all design documents and incorporate any necessary changes. Final review will include one (1) site visit by the Senior Project Manager to the field to verify project plans and specifications.
10. Prepare and submit final plans and specifications. Digital copies will be submitted to the FAA and Sponsor. A final set of plans, specifications and contract documents will be prepared which incorporates revisions, modifications and corrections determined during the FAA and Sponsor's review. After final plan acceptance, plan sets will be provided to the FAA and Sponsor.

11. Prepare and/or assist with necessary forms:
 - a. Sponsor Quarterly Report
 - b. Standard Form 271
 - c. Standard Form 425

IV. BIDDING SERVICES

During the bidding phase of the project, the Engineer will assist the Airport in advertising and letting the project for bid. Engineer will assist in dialogue with potential bidders to quantify bidder questions assist Sponsor in attaining economic bids. Activities outlined below and the fees listed on pages 1-2 cover one iteration of the bidding process. Preparing multiple bid processes, packages, or re-bidding may incur additional or repeated services.

Activities include:

1. Assist the Sponsor with advertising and interpretation of the project requirements. Plans and specifications will be available via the web site of Armstrong Consultants. The Sponsor, State, and FAA will be given a digital copy of the final plans, specifications and contract documents.
2. Provide technical assistance and recommendations to the Airport during construction bidding.
3. Attend and assist with pre-bid conference. Answer Contractor questions and issue necessary clarifications and addenda. The pre-bid conference will be held at the project site and run by the Senior Project Manager.
4. Provide an on-line bidding platform and read the bids aloud via online video conference at the date, and time agreed by the Sponsor.
5. Prepare an abstract of bids, perform necessary review of the bids to determine responsiveness, and prepare award recommendation letter.
6. Submit bidding information and project budget to FAA for grant programing purposes.
7. Assist in award notification to successful bidder and notify and return bid bonds to the unsuccessful bidders. The DBE goal and all bidding requirements will be reviewed for responsiveness. Any issues or concerns that arise from the bidding documents will be brought to the attention of the Sponsor for clarification.

V. CONSTRUCTION PERIOD SERVICES

During the construction phase of the project, the Engineer will assist the Airport with monitoring, documenting progress for quality and cost control and overall grant administration during construction.

Activities include:

A. Construction Administration Services

1. Coordinate construction contract documents for successful bidder, including contract agreement, bond forms, certificates of inclusion, and Notice to Proceed. Review contractor's bonds, insurance certificates, construction schedules. Review contractor's sub-contracts.
2. Provide Sponsor, State, and FAA with hard copies of the Contract Documents, Specifications, and Construction Plans (digital copies upon request). Provide Contractor with hard and digital copies (one each) of the Contract Documents, Specifications, and Construction Plans; complete with all addenda.
3. Review and accept the Contractor's Safety Plan Compliance Documents prior to issuing the Notice to Proceed.
4. Conduct pre-construction conference (on-site).
5. Identify local survey control points used for project design and layout. Engineering staff will assist, as necessary, the resident inspector and Contractor's surveyor during construction by compiling and sending supplemental information regarding issues arising related to construction surveying. Work may include developing alternative survey control based on site conditions discovered during construction and/or findings of the Contractor's surveyor.
6. Provide technical assistance and recommendations to the airport during construction. This item also includes daily construction coordination from the office that does not fit in another item such as phone calls to and from the Contractor, inspector and Owner for project updates, questions, and instruction.
7. Construction Site Visits. This item includes one (1) additional trip for Element 1 by the Senior Project Manager.
8. Prepare change orders and supplemental agreements, if required; including appropriate cost/price analyses. All coordination of change orders will be provided by the Engineer.
9. Prepare and confirm monthly payment requests. Payment requests will be reviewed for accuracy with contractor and resident inspector. Engineer will prepare FAA and State payment documents for the Sponsor. The Sponsor will be required to complete the payment reimbursement through the FAA e-invoicing system and the State process.

B. Construction Inspection Services

1. Provide review of all submittals for materials to be used on the project. Review all shop drawings items as required during construction.

2. Provide a part time resident project representative (6 visits, a total of 6 days on-site) to monitor and document construction progress for Element 1, confirm conformance with schedules, plans and specifications, measure and document construction pay quantities, document significant conversations or situations, document input or visits by local authorities, etc. Maintain daily log of construction activities. Conduct interviews of the Contractor's and Subcontractor's employees regarding Davis Bacon wage rates and the review of their weekly payroll reports.
3. Prepare and submit weekly inspection reports. Reports will be submitted to the FAA, State, and Sponsor.
4. Conduct final project inspection with the Sponsor, FAA, and the Contractor. Any punch list items will be noted and coordinated with the contractor for necessary action

VI. PROJECT CLOSEOUT

During the project closeout phase of the project, the Engineer will assist the Sponsor with compiling all of the reports, documents, and other items necessary to successfully close out the associated grant and provide an accurate historical record for the project.

Activities include:

1. Prepare Summary of Tests report to document the acceptance testing performed on the project.
2. Assist the Sponsor with completing all necessary grant closeout certifications and forms, including final SF425, SF271, draft grant closeout request letter.
3. Update Airport Layout Plan, to reflect as-built conditions.
4. Prepare record drawings, indicating changes made to the design during construction. The FAA, State, and Sponsor will each receive an electronic format copy of the record drawings.
5. Prepare Final Engineers Report. The final report will follow the current FAA AIP Final Report guidance.

VII. SPECIAL SERVICES

Special Services are those services that aren't considered "basic" services such as those listed above. When a Special Service is needed that we do not provide in-house, we will contract with other firms that provide those services. The following are activities that are included in this project that fall under Special Service tasks.

Activities include:

1. Prepare and submit a Categorical Exclusion (CatEx) package.
2. Assist the Sponsor with the Disadvantage Business Enterprise (DBE) Program.
 - a. Coordinate with Sponsor to assign the DBE Liaison and Reconsideration officials.
 - b. Assist the Sponsor's DBE Liaison with FAA Connect website access.
 - c. Update the Sponsor's DBE Plan and posting requirements.
 - d. Create Sponsor's overall Goal Calculation for triennial DBE goals. This includes holding a Public consultation meeting with stakeholders. Researching the applicable market area broken into zip codes. Researching the current State DOT market area certified DBE listings of potential contractors' availability compared to the availability of all market area Contractors using US Census Data. Use the preliminary cost estimate, developed during the Project Development phase, to determine potential DBE work items (breaking down % of work items into NAICS Codes). Determine whether the goal should be race/gender neutral (RN), race/gender conscious (RC) or what % of each by consideration of available disparity studies conducted in the State and past project history to determine if obtained goal calculations should be adjusted or if need to establish specific steps and milestones to correct any identified issues to keep the Airport in compliance.
 - e. Finalize the DBE plan and goals and assist the Sponsor in submitting these items to the FAA Civil Rights Office.
 - f. Assist the Sponsor with fiscal year DBE utilization reporting.
 - g. Assist Sponsor with any analyzing Contractors Good Faith Effort during bidding process.
 - h. Assist Sponsor in ensuring record compliance found in USDOT 49 CFR Part 26 requirements are met.
3. The proposed fencing will cross existing ephemeral drainage features. Based on preliminary conversations with the USACE office with authority over Grand County, Utah, an individual Section 404 permit may be required for the proposed ephemeral wash crossings associated with this project. The determination of the level and type of permitting required will be coordinated through USACE based on the proposed design of the fence wash crossings. Any application fees will be paid for directly by the Sponsor. Work includes developing proposed designs and exhibits for the wash crossings and compiling the data inputs for the permit application/determination. It is anticipated that one (1) site visit by the Senior Project Manager and two (2) teleconferences, attended by two (3) Engineer staff members, will be included in the effort.
4. A Cultural Resource Survey and Paleontological Investigation is required for NEPA clearance for the project. Due to historical observations, there is a potential that there are fossils in the project area. Also, there are archeological sites surrounding the airport and there is the potential for additional sites to be identified within the project limits. A qualified subconsultant will be employed to complete the site survey, paleontological review, and complete the report.

5. Land surveys, design surveys, and topographic maps.