NORTHERN COLORADO
REGIONAL AIRPORT COMMISSION

4900 EARHART ROAD • LOVELAND, CO 80538

REGULAR MEETING AGENDA
THURSDAY JANUARY 20, 2022
3:30PM – 5:00PM

CALL TO ORDER

ROLL CALL

PUBLIC COMMENT

CONSENT AGENDA

1. DECEMBER 16, 2021 MEETING MINUTES
2. DECEMBER 2021 FINANCIAL STATEMENTS
3. AIRPORT DIRECTOR'S REPORT
4. LEASE ASSIGNMENT AND ASSUMPTION – 5249 BEECHCRAFT

APPROVAL OF CONSENT AGENDA

AIRPORT DIRECTOR'S REPORT COMMENTS

REGULAR AGENDA

5. TERMINAL FUNDING: PHILANTHROPC FEASIBLITY STUDY UPDATE
6. RECOMMENDATION TO AWARD CONTRACT TO DIBBLE ENGINEERING & VFLA ARCHITECTS FOR 100% TERMINAL ARCHITECTURAL & ENGINEERING DESIGN
7. RECOMMENDATION TO AWARD CONTRACT FOR CONSTRUCTION MANAGER AT RISK FIRM FOR THE TERMINAL PROJECT
8. 2022 STRATEGIC WORK PLAN DRAFT
9. BUSINESS FROM MEMBERS

PULLED CONSENT AGENDA ITEMS

ADJOURN

Meeting Planning Calendar

February 18	March 24	April 21
1:00-5:00pm •Hangar Development RFP Recommendation •Half Day StratOp Session	•Terminal Design Update •Remote Tower Certification Update •Terminal Concessions	•Intergovernmental Agreement Legal Review

Next Regularly Scheduled Planning & Development Subcommittee Meeting: January 26 @3:30.
Agenda and materials available at www.flynoco.com/airport-commission/pdsc.

December 16, 2021 Meeting Minutes

Call to Order: Chair Overcash called the meeting to order at 3:31 pm

Roll Call: Chair Overcash, Vice-Chair Fleming, Commissioners Burgener, and DiMartino were present. Commission Adams initially connected via teleconference. Commissioners Arndt and Stooksbury were absent.

Commissioner Stooksbury arrived 3:32 p.m. and Commissioner Arndt arrived 3:33 p.m.

Public Comments:
Scott Lindy: Requested the airport be renamed after Marvin Bye, who was a previous director for the Aims Community College Aviation Department.

Consent Agenda

Vice-Chair Fleming moved to approve the Consent Agenda. The motion, seconded by Commissioner Arndt carried with all the Commissioners present voting in favor thereof.

Pulled Items None
Consent Follow up None

Monthly Report Follow-up: Director Licon provided an update on the Philanthropy Feasibility Study planning and that a formal introduction to the Commission with the consultant was scheduled for the January 20th meeting. He also reported that a meeting with the Northern Colorado Community Foundation occurred for support of this endeavor. An Airport staff vacancy was filled and the maintenance operations team is now fully staffed. The HR staffing plan is still in process. The Director also reported that the Loveland Economic Development office was hiring a staff member that would be tasked with assisting the Airport's strategic goals and area economic development. An infrastructure bill passed last month which will provide approximately $20 billion to airports over the next five years. Allocation will be based on airport category; the FAA will be using FNL's activity from 2020 which categorizes FNL as regional general aviation airport since there was no scheduled air service that year. Therefore, the first round of funding FNL will be eligible for approximately $295,000. However, there is a provision that allocates funding directly to terminals. FNL has an advantage for that allocation since terminal planning is already so far along. The Airport has processed grant reimbursements for $3 million over the last six weeks which will be reflected in the financial reports this month and next. The Airport is also working with Discovery Air Project which will be operational in January. Recommended the Commission tour the new facility and introduced Scott Holst, general manager of the new facility. Reported the Leesburg Remote Tower attained operational viability. The Colorado Remote Tower has been rescheduled for testing on January 18 through February 17. The FAA has

deemed radar in the mobile tower is not operationally viable and would require having a separate facility for the mobile tower to support the mainframe. The certified radar system requires a hard line to prevent cyber-attacks or compromised data. The Federal telecommunications infrastructure required for this system requires a six-month process to ensure the proper redundancies are in place and processes are completed. The soonest the official certified radar system in the Remote Tower will be operational is March. The Airport is still working with Avelo on adjusting the flight schedules from Wednesday and Saturdays to a schedule that more passengers can better utilize. The first flight on Wednesday for Avelo's Las Vegas route had over 100 passengers. Landline under United is still working on their TSA clearance. Landline completed some successful test routes for the secure to secure transfer but ultimately this process is now in the hands of TSA. Landline hopes to see approval by first quarter 2022. Due to the delay with TSA approvals and the slow travel months in the start of the year the Airport intends on extending the free parking offer until March 2022. Additionally, the requirements to set up enforcement for parking will also take several months longer to implement due to ongoing special projects and Loveland staff availability.

Public Comments:
Scott Holst, Discovery Air General Manager: Invited the Commission to reach out to him for a tour. Explained the facility was in the last stages of set up. Also reported that the new Millionaire FBO would break ground in the first couple months of 2022 and scheduled to be complete and operational before the end of 2022. **Phil Berger, hardware store owner, pilot aircraft owner**: Will Discovery Air have a self-fueling option? **Scott Holst**: We're not sure yet. **Phil Berger**: But is it part of the entire plan? There are a lot of aircraft and a lot of owners are fairly self-sufficient type people, so the airport could provide that service. **Licon**: That is not part of the Airport's plan, traditionally our FBOs which will now include Millionaire, are privately operated. The minimum standards do have a provision if those private businesses wanted to offer that option.

Regular Agenda

7. ELECTION OF OFFICERS FOR 2022 — Elect officers including a Chairperson and Vice Chairperson to serve during the 2022 calendar year

Chair Overcash moved to nominate Tom Fleming to serve as Vice-Chair for 2022. The motion, seconded by Commissioner DiMartino carried with all Commissioners present voting in favor thereof.

Vice-Chair Fleming moved to nominate Don Overcash to serve as Chair for 2022. The motion, seconded by Commissioner Arndt carried with all the Commissioners present voting in favor thereof.

Public Comments: None

8. FEDERAL & STATE GRANT SUPPORTED CAPITAL IMPROVEMENT PLAN 2022-2026

The Capital Improvement Plan is a critical planning tool that defines the Airport's project priority list that require financial assistance from federal or state resources for the next five years. This does not include items that are necessary for the continued operations and maintenance of the Airport, or projects that are not eligible for federal or state funding. In 2020 the CIP was changed multiple times to support competing priorities as a result of the Cares Act funding. At the end of 2020 the Airport Commission and the City Councils approved the Airport Master Plan, which included a 20-year financial plan for implementation. This financial plan was used to create the baseline for capital needs, and has been confirmed by Airport staff after consultation with FAA and state officials during CIP meetings held in October. At the November 17th Airport Commission Planning and Development Subcommittee (PDSC) the draft CIP was presented and was unanimously recommended to the Airport Commission for adoption. Key changes to the CIP include the following:

- The Master Plan's financial implementation analysis assumed the Airport would achieve the airline enplanement level in 2020 that would unlock the $1 million in guaranteed FAA funding in 2022. Since this was not achieved, it is now anticipated to become a reality in 2024 as a result of Avelo Airlines operations. The Airport will likely receive a guarantee of $150,000 in federal funding for 2022 & 2023.
- It includes work completed in 2021 for terminal design, and reflects current estimated costs at the 30% design level. The terminal building costs have been estimated to be much greater than what was included in the Airport Master Plan, $23 million vs. $15 million (this cost estimate includes the building and landside needs- but does not include the $3 million project completed this year for the apron expansion).
- The updated CIP reflects financial impacts that the pandemic had on available funding from the state of Colorado Aeronautics.
- Pavement rehabilitation or repaving projects for the Stearman and Northrop taxiways were not funded during 2021 nor will be eligible for 2022 due to the state funding shortage, and staff is recommending they be funded locally due to their poor condition and uncertainty for future state funding.

- The FAA has agreed to pay for reconstruction of pavements extending into this area partially through a potential discretionary grant of $850,000 next year, which is great news.
- In addition to the Terminal building project, the next large scale federally funded project is the runway widening project. This is scheduled for 2023-2024 for a total cost of $14 million. It was confirmed by staff that this project continues to be highly FAA supported due to the new airline service, and associated safety related airfield design requirements that this project will satisfy. This widening project will allow the Airport to continue to support aircraft that the Airport Master Plan identified as critical design aircraft, which is the Airbus A320 and Boeing 737 aircraft.

The attached FNL ACIP 2021-2026 updated infographic depicts the project list and corresponding locations. The infographic only reflects projects eligible for federal or state funding. Attached is a separate list that also identifies higher cost non-grant eligible projects that may require future funding from non-traditional sources. This project list is dynamic, and will very likely change again in the near future once the FAA and CDOT determine how the Infrastructure Investment and Jobs Act, signed into law on November 15, will impact the availability of funding.

Commissioner Adams moved to Adopt Resolution R-17-2021 approving the 2022-2026 Airport Capital Improvement Plan as presented. The motion, seconded by Vice-Chair Fleming carried with all the Commissioners present voting in favor thereof.

Public Comments: None

9. COVID BUSINESS ASSISTANCE PROGRAM

This is an Airport Commission approved program designed to provide relief to Airport businesses due to the financial impacts of the COVID-19 Pandemic. In August of 2021, the program was closed to new participants. Two businesses are participating in the program, with $105,000 of combined deferred rent as of November 30, 2021. FAA guidance requires Airports to charge interest on deferred balances based on the published Federal treasury note interest rate.

Airport staff is recommending that the ability to defer rent be discontinued after December 31, 2021. Staff has been in communication with both participating businesses and is working to establish reasonable rent payback schedules. Both businesses

have indicated that they will repay deferred rent within 36 months. During that time, interest will be charged on unpaid balances in accordance with regulations.

Commissioner Adams moved to discontinue the ability of current program participants to utilize the rent deferral assistance for new debt after December 31, 2021. Additionally, require that all deferred rent be repaid within three years. The motion, seconded by Commission DiMartino passed with one abstention by Commissioner Stooksbury.

Public Comments: None

10. BUSINESS FOR MEMBERS

Adams Thanked Commissioner Stooksbury for a flight in FNL airspace which allowed him to better understand the ramifications of the air traffic control.

Adjournment: Meeting adjourned at 4:53 p.m.

Respectfully Submitted,

_____

Vice-Chair, Tom Fleming

DEC 16, 2021 REGULAR MEETING SIGN IN SHEET

Please Print Your:

NAME	ORGANIZATION
S Lindy 2 Royer	"Spirit of St Louis 2"
Scott Holst	Discovery Air
Jacki Marsh	City of Loveland
Ted Rogess	Freedom Flyers & Western Planes
Mick Krantz	Northern
Theo Barker	Hangar owner/Pilot
CAMERON SINGH	Business Aviation Group
Scott Sciarlino	City of Loveland

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ITEM NUMBER: 2

MEETING DATE: January 20, 2022

PREPARED BY: Jason Licon, Airport Director

TITLE

December 2021 Financial Statements

RECOMMENDED AIRPORT COMMISSION ACTION

Accept the preliminary financial statement as presented

BUDGET IMPACT

Neutral

SUMMARY

The Airport's finances finished on track with expense and revenue budgets for 2021. The financial highlights for the month of December include:

- Aviation business lease deferrals totaled $109,147.44 for the period April 2020 – December 2021 with two companies using the program. These amounts are reflected within the Hangar Rental and Land Lease revenue line items. This ends 2021 and companies using the program must begin repayment in 2022 with full repayment within three years.
- Fuel related revenues have already exceeded what was budgeted due to higher fuel prices coupled with strong demand. The following is oil price amount per barrel for the past three months:
  - October 1, 2021: $75.88
  - November 1, 2021: $84.05
  - December 1, 2021: $65.57
- Wholesale fuel volumes sold at the airport were reported by JetCenter as follows:
  - November 2019: 86,837 December 2019: 79,959
  - November 2020: 63,986 December 2020: 63,983
  - November 2021: 126,477 December 2021: 120,003
- Construction cost grant reimbursements totaling over $2.7 million were applied for in late December, and will be offsetting the capital expenditures in early 2022.
- Miscellaneous revenues included $85,000 received from the Airshow as part of the revenue generation from the event as negotiated.

ATTACHMENT

Preliminary monthly financial statement for December 2021

NORTHERN COLORADO REGIONAL AIRPORT

Airport Statement of Revenues and Expenses
From 01/01/2021 to 12/31/2021
PRELIMINARY

	Y-T-D 2021 Actual	Y-T-D 2020 Actual	Y-T-D 2021 Budget	2021 Total Budget	% of Total Budget
OPERATING REVENUES					
Hangar Rental	247,095	224,059	215,000	215,000	115%
FBO Rent	92,713	88,336	96,287	96,287	96%
Gas and Oil Commissions	236,568	111,192	165,000	165,000	143%
Aviation Fuel Tax Reimbursement	127,754	124,829	103,500	103,500	123%
Land Lease	370,770	332,890	300,000	300,000	124%
Land Lease PD Training Ctr	366,791	361,501	370,538	370,538	99%
Terminal Lease and Landing Fees	7,160	29,549	9,000	9,000	80%
Parking	330	4,805	10,000	10,000	3%
Miscellaneous	205,292	23,467	19,500	19,500	1053%
TOTAL OPERATING REVENUES	**1,654,473**	**1,300,628**	**1,288,825**	**1,288,825**	**128%**
OPERATING EXPENSES					
Personal Services	658,263	641,868	734,737	734,737	90%
Supplies	74,936	68,129	85,000	85,000	88%
Purchased Services	352,677	513,984	648,149	648,149	54%
TOTAL OPERATING EXPENSES	**1,085,876**	**1,223,981**	**1,467,886**	**1,467,886**	**74%**
OPERATING GAIN (LOSS)	**568,597**	**76,647**	**(179,061)**	**(179,061)**	
NONOPERATING REVENUES (EXPENSES)					
Passenger Facility Charge	0	0	0	0	
Interest Income	19,915	95,157	50,000	50,000	40%
Capital Expenditures	(3,634,526)	(339,918)	(5,566,000)	(5,566,000)	65%
TOTAL NONOPERATING REVENUES (EXPENSES)	**(3,614,611)**	**(244,761)**	**(5,516,000)**	**(5,516,000)**	
NET INCOME (LOSS) BEFORE CAPITAL CONTRIBUTIONS	**(3,046,014)**	**(168,114)**	**(5,695,061)**	**(5,695,061)**	
Capital Contributions	346,789	657,141	6,487,000	6,487,000	5%
CHANGE IN NET POSITION	**(2,699,225)**	**489,028**	**791,939**	**791,939**	
NET POSITION, Beginning	(2,699,225)	465,179			
NET POSITION, Ending	13,892,375	17,646,152			
Investment in Capital Assets	13,627,746	14,657,229			
Net Position Available for use	264,630	2,988,922			

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DATE: January 7, 2022
TO: Northern Colorado Regional Airport Commission
FROM: Jason R. Licon, Airport Director
RE: Airport Monthly Report for December

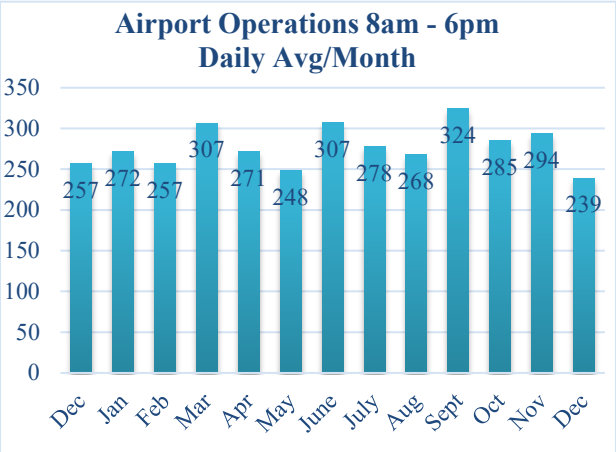
Executive Summary

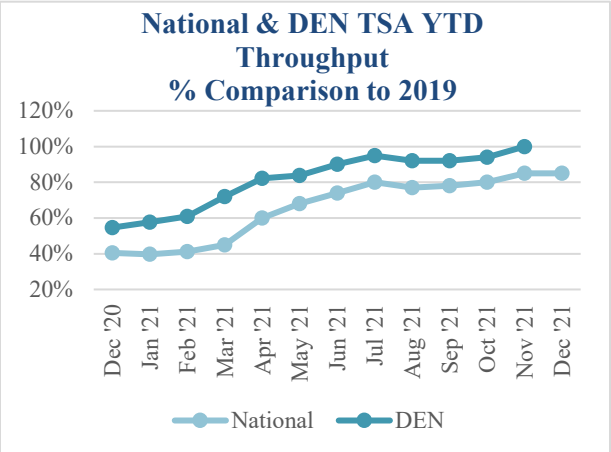
December was another busy month at the Airport. Key takeaways from this report include:

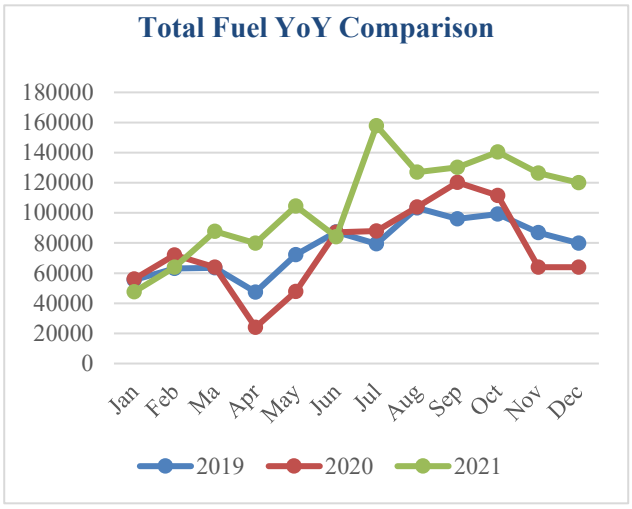
- The Discovery Air development reached a milestone in December with the completion of the 38,000 square foot hangar and office building. Hangar tenants that are locating to the new facility from other locations on the airport include Nutrien and Woodward.
- Staff is working to close out the Commercial Apron and Taxiway project, and obtaining reimbursement from Federal grants for over $2.7 million in project costs.
- Remote Tower testing schedule has been postponed yet again with the hope that pandemic risks will lessen. The next window for testing start is Feb 8 – 17.
- Level of interest is high on the Terminal project for the RFP advertised for a construction management company, receiving submissions from nine highly qualified firms.
- Airport activity has been high due to continued fall like weather.
- Avelo Airlines operated full flights during the Christmas and New Year holidays for both routes. The Las Vegas route began on December 15th with great turnout well over half full.

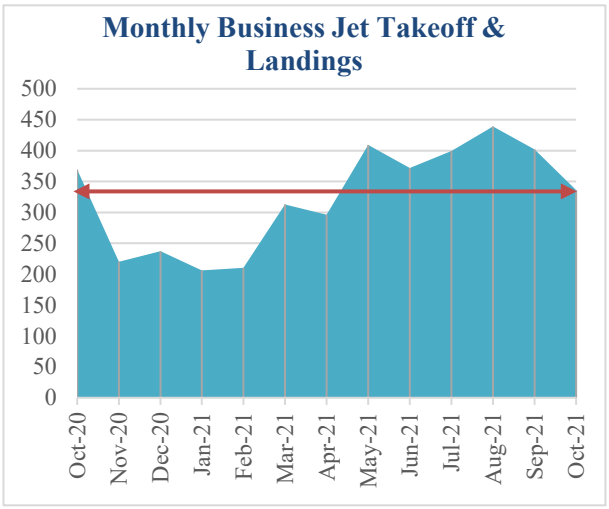
December Airport Activity Dashboard

The Air traffic control tower reported a daily average of 239 flight operations per day in December, which is lower than the twelve-month average of 281. An operation is an aircraft take-off or landing. National airline passenger throughput stayed steady from November. The percentage of airline travel is still mostly reflecting leisure travel activities, with business travel slowly growing compared to pre-pandemic levels.

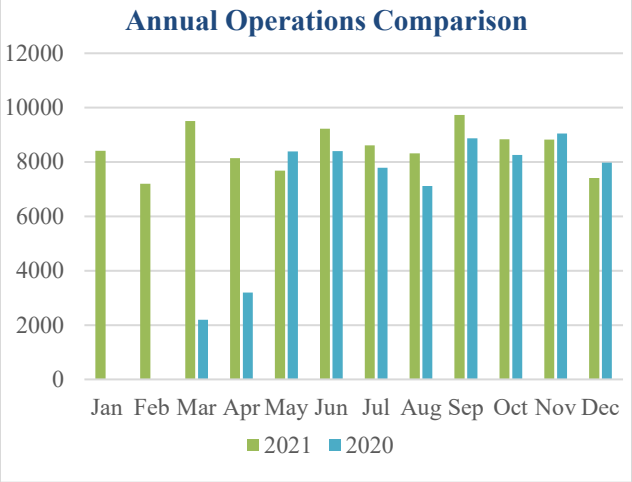


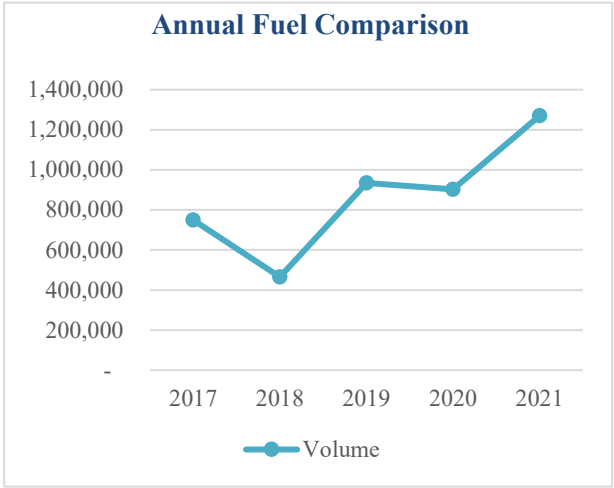






Denver International Airport is still exceeding the national passenger counts for November, DEN increased to 100% when compared to 2019 levels vs. 85% for the national passenger counts. December wholesale fuel orders increased by 43.7% as compared to 2020's numbers. Fuel sold by the FBO for December was 120,003 gallons. Business jet activity for the month of November (FAA data lags one month) compared to the same month last year increased by 47.0%.





The end of the year shows some data points relating to both annual airport operations and fuel volumes. The airport operations for the year total just over 101,000 operations during the time that the air traffic control tower is operational between 8:00am through 6:00pm daily. Factoring in the additional estimated activity, it is estimated that the airport supports an additional 20,000 operations during times that the tower is not operating or approximately 120,000 takeoffs and landings annually. The fuel comparison shows the total gallons of aviation fuel sold each year, and the trend is clear that there is an increase of activity that is coinciding with higher fuel amounts. What is interesting is that the amount of fuel compared to the operations counts being somewhat static. The factors here include the airshow and increased business and corporate aviation traffic being tracked, in addition to increased aviation traffic that is occurring throughout the entire front range of Colorado.

Avelo Airlines

The new service to Las Vegas started on December 15 and as expected has been very popular with travelers. Flights will continue to operate on Wednesdays and Saturdays until February. Beginning February 18, the flights will transition to a better Monday and Friday schedule. The published schedule continues to reflect four flights weekly with two flights to each destination through the end of June.

The company has been making some marketing progress since the start of service in October. They have implemented door hangars in select Northern Colorado and SE Wyoming areas and have billboard signs along I-25. A digital marketing campaign has been targeting customers on many platforms on social media and other websites. These efforts are being done to help boost ridership in the coming months, as January and February typically are slow travel months. Another positive note is Avelo's recent announcement on increasing their fleet capacity and personnel as a result of a recent infusion of an additional $42M in their capital funding. This reflects the confidence of their investors in their future operations.

Remote Tower Update

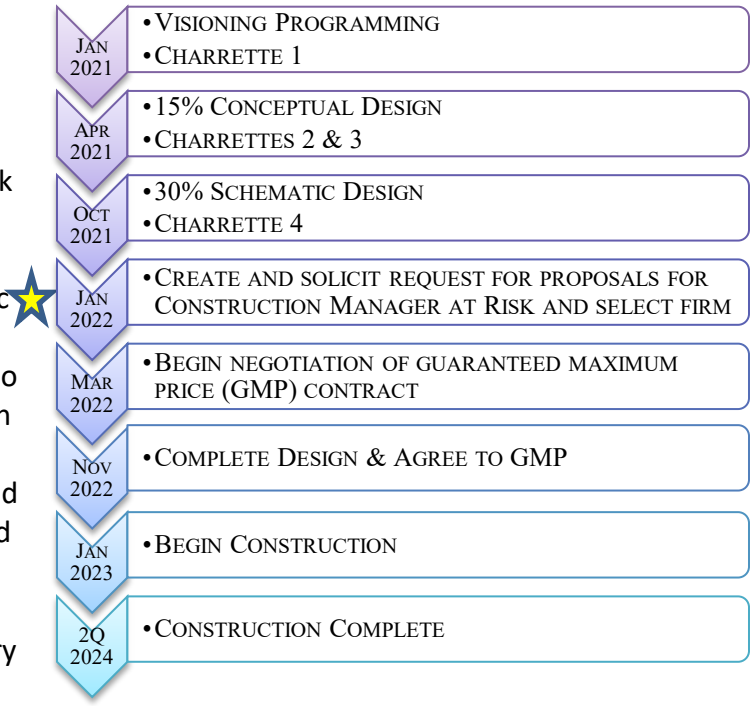
FAA certification testing slated to begin January 18 – February 17 has been postponed. FAA officials are carefully monitoring the pandemic risk and have decided on January 12 they will be

delaying until Feb. 8 to determine if they are able to proceed at that time. It never fails that every time the plan to start testing coincides with a drastic uptick in pandemic risk!

Terminal Project

The Cities terminal project selection team has shortlisted nine highly qualified firms to three finalists. These companies will be interviewed on January 10, and based on the results a recommendation will be presented to the Airport Commission on January 20.

In addition to the award to the recommended construction management company, the design team have provided an updated contract for the remaining design work needed through the end of 2022. Our current contract included consultants to create and provide a 30% schematic design for the new terminal. The remaining design will allow the team to work in lock step with the construction partner to finalize the design and create the construction documents and guaranteed maximum price. A detailed cost breakdown and additional information will be provided at the Airport Commission meeting in January for review and approval.



Discovery Air Corporate Aviation Campus

The Torrey Peak hangar, Phase I construction for the Discovery Air Campus has been completed. Final acceptance of their operations plans with the Federal TSA (Transporation Security Administration) office are underway. Once TSA accepts their procedures into the Airport's Security Plan then their facility can be fully utilized by Discovery Air and their tenants. Such acceptance is standard procedure for all on-Airport operators with land and airside access. Discovery Air has extended invitations to the Airport and Commission for tours of their new stunning facility. Please reach out to airport staff for a facility tour to learn more about the future of their facilities and operations. The

Airport looks forward to the growth that their new facilities will drive for the Northern Colorado region.

Federal Infrastructure Bill

Infrastructure bill funding amounts have been announced for the Airport for this fiscal year. The airport's current category as a commercial non-primary airport traditionally qualifies for $150,000 in federal funding, and the infrastructure bill will add an additional $295,000 for 2022. This combined provides $445,000 to the Airport through FAA grant funding. The funds will most likely be applied to federally eligible projects in the Airport's adopted Capital Improvement Plan. Next year the Airport had requested financial support for a taxiway rehabilitation project for a section of taxiway pavement in disrepair. The Airport had requested $700,000 in federal discretionary funding- which will likely be where this funding is applied for the estimated $945,000 project.

Airport staff is waiting for additional guidance from the FAA on the terminal funding, and anticipates that information on a competitive grant process will be released soon. As a reminder, the infrastructure bill funding will be allocated over five years, and approximately $15 billion will be provided to airports for federally eligible projects, and the remaining $5 billion for airport terminal projects.

Attachments

1. WEPA Remote Tower Project Manager Report for December
2. PDSC Draft Meeting Minutes from December 29, 2021
3. News Articles Featuring the Airport

December 31, 2021

From: William E. Payne, P.E.
To: Colorado Division of Aeronautics

Section A – Remote Air Traffic Control Contract Progress Report #06

Re: Period: December 1 through December 31, 2021

Colorado Remote Tower Project
Activity Status

Activity	Status/Start Date (Projected)	Finish Date (Projected)	Remarks
Remote Tower Implementation			
Relocate Mobile Tower	8/2/2021	8/2/2021	Complete
Remote Tower STARS Installation	9/27/2021	10/21/2021	Complete
Remote Tower System			
System Upgrade - Tech Refresh	In-Progress	TBD	Continuing
Video Grabber Playback System	9/27/2021	10/8/2021	Complete
Remote Tower Testing			
Serco Controller Staff Remote Tower	10/1/2021	1/18/2022	Controllers familiarization exercise underway
Phase 1 - Passive Testing	1/18/2022	2/17/2022	Tentative based on FAA resource ability & Larimer County COVID risk Level
Flight Test Scenarios	1/26, 2/8- 2/10	2/10/2022	Participating aircraft fly briefed scenarios
Safety Risk Manage Panel	TBD	TBD	FAA Forecast Schedule 1 week duration
Safety Risk Management Document Signed	TBD	TBD	FAA Forecast Schedule 6- 12 months
Phase 2 - Active Testing	TBD	TBD	Subject to FAA Phase 1 SRMD Signatures
Safety Risk Manage Panel	TBD	TBD	
Safety Risk Management Document Signed	TBD	TBD	
Phase 3 - Validation & Verification	TBD	TBD	Subject to FAA Phase 2 SRMD Signatures
Safety Risk Manage Panel	TBD	TBD	
Safety Risk Management Document Signed	TBD	TBD	
Operational Viability Decision (OVD)	TBD	TBD	
Phase 4 - Post OVD Validation &Verification	TBD	TBD	Subject to FAA Phase 3 SRMD Signatures
Safety Risk Manage Panel	TBD	TBD	
Safety Risk Management Document Signed	TBD	TBD	
Certification/Commissioning	TBD	TBD	

Note: All dates reflect latest FAA proposed schedule and are subject to change based on FAA SME's ability to travel to FNL

Remote Tower Project Narrative:

The month of December has seen little to no involvement with the remote tower project by the FAA due primarily to the holidays and annual vacation. During the month of December, I was at the facility twice to observe and debrief the controllers participating in the familiarization exercise. As part of these visits, several system squawks were observed by the controllers and myself. A list of these issues was sent to the vendor for correction in anticipation of the in-person testing scheduled for mid-January. The most troubling problems involved the displays and human-machine-interface (HMI) at the controller and supervisor working positions and systemic stitching issues. The stitching misalignment was addressed by re-booting the video wall system processors. The HMI at the controller and supervisor working positions would go blank and the pointing and other functions would be displayed as a picture-in-a-picture on the controllers' displays. This was also resolved by re-booting the processor at the controller working position. There are a couple of obvious possible causes. One is that a controller could have inadvertently created this issue during a familiarization session. The second is more troubling in that the system could for some unknown reason become unstable and revert to a previous configuration. In any event, this cannot be tolerated during the upcoming testing. The vendor has been tasked with creating a list of corrective actions to be taken should one of these or other problems occur. Another suggestion would be to create a simple system checkout process that would be performed every morning before the tower goes live as sort of a pre-start checklist. If any issues are discovered during this checkout, a troubleshooting process should be developed to address any simple problems.

The NextGen staff members are scheduled to be on site the first week of January to evaluate the system in advance of the in-person testing currently scheduled to begin on January 18, 2022. The various FAA lines of business final decisions are approved to travel to FNL for the testing; however, the Integrated Management Team (IMT) that reports to the Administrator will make the final determination if the in-person testing can move forward. The go/no-go decision will be made on January 10, 2022.

Currently there is a complement of 4 Serco controllers with a fifth scheduled to start on January 3, 2022.

Below is the anticipated aircraft type, schedule, and description for participating flight test scenarios.

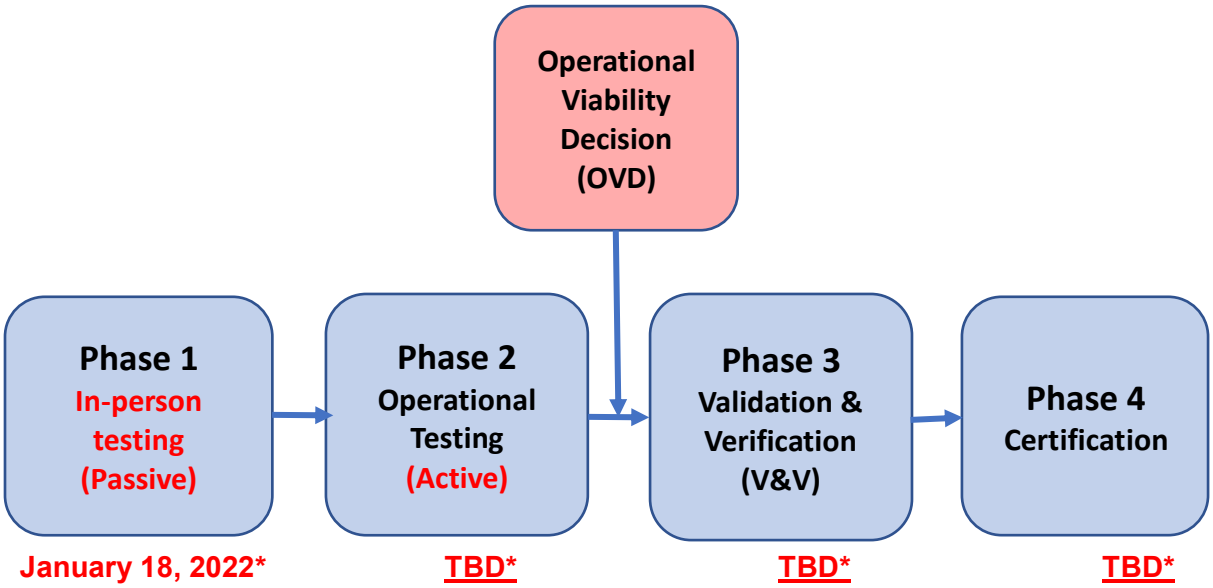
Phase 1 - Test dates, aircraft category and scenario.

- 1/26/22 1300-2100
  - 1-2 fixed-wing aircraft (prefer Category 1 aircraft)
  - Aircraft will conduct pattern work with low approaches and full stop landings.
- 2/8/2022 1300-1600
  - 1 vehicle with trained driver
  - Vehicle and driver will participate in scripted runway incursion scenario.
- 2/9/2022 0800-1600
  - 1-2 fixed-wing aircraft (prefer Category 1 aircraft)
  - Aircraft will conduct scripted scenarios for aircraft surface alignment, gear checks, and simulated emergencies.
  - Aircraft will conduct pattern work with low approaches and full stop landings.
- 2/10/2022 1300-2100
  - 1-2 fixed-wing aircraft (prefer Category 1 aircraft)
  - Aircraft will conduct pattern work with low approaches and full stop landings.

The test scenarios may be modified as necessary. Pilots, crews, and ground vehicle operators will be briefed before the mission and participate in a post-mission debrief.

As with all other test activities, this schedule is subject to change based on FAA's ability to support Phase 1 in-person testing and weather on test days, as all flights will be conducted under VFR conditions.

Proposed Remote Tower Testing Phases:



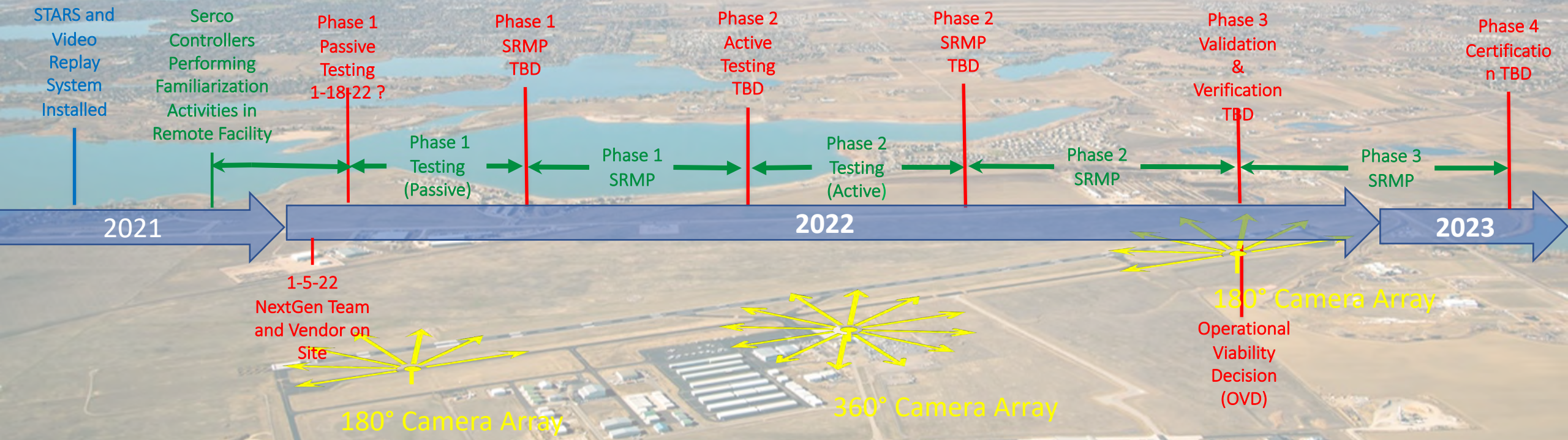
Projected Start Date

***Dependent on local resources' ability to travel to FNL and COVID status**

Schedule Note: This status is based on the latest proposed schedule and is dependent upon availability of FAA resources to staff the remote tower and support the Phase 1 SRMP.

Note: The FAA has replaced the term Initial Operating Capability (IOC) with Operational Viability Decision (OVD). This may change again as the terminology of remote tower certification is in flux.

Colorado Remote Tower Timeline
(Draft)



Upcoming activity

Complete

Critical Path Item

Abbreviation Key

SRMP - Safety Risk Management Panel
SRMD – Safety Risk Management Document
STARS – Standard Terminal Automation Replacement System
Ops – Operations
TBD – To Be Determined
OVD – Operational Viability Decision
V&V – Validation & Verification

NORTHERN COLORADO REGIONAL AIRPORT

MEETING RECORD

DATE: 12/22/2021
TIME: 3:00-5:21 PM
RE: Planning and Development Subcommittee Meeting (PDSC)
ATTENDEES: Tom Fleming, Diane Jones, Jason Licon, Aaron Ehle, Josh Birks, Scott Schorling

---

Begin Meeting Record 12/22/2021

Agenda Item #1: Meeting Minutes – November 17, 2021

- **Tom moved to approve the minutes. The motion, seconded by Diane, passed unanimously.**

Agenda Item #2: Strategic Work Plan

- Goals: Mesh plans together, define priorities, align resources with priorities, define action items and responsibilities, and determine success metrics.
- Staff created a 2022-2023 draft strategic work plan based on recent discussions in PDSC meetings and written input provided by Diane and Stacey.
  - Goals: Mesh plans together, define priorities, and align resources with priorities
  - The content from the previous draft was largely retained, but we changed 2 of the 4 focus areas and re-categorized some of the items.

Previous Draft Focus Areas	Updated Draft Focus Areas
Capital Projects	**Capital Projects** • Some items from Service Projects and Initiatives rolled into this category
Organizational Excellence and Innovation	**Organizational Excellence and Innovation** • Operations and Public Safety rolled into this category
Service Projects and Initiatives	**Multimodal Transit & Terminal** • Some items from Service Projects and Initiatives rolled into this category
Operations and Public Safety	**Private Development & Economic Development** • Some items from Service Projects and Initiatives rolled into this category

  - The Airport Commission should play an important role in innovation and some aspects of organizational excellence, but day-to-day operations and public safety are largely the responsibility of staff.
  - We need a more comprehensive strategy to identify, prioritize, and fund projects that are not eligible for federal or state funding – both needs and wants.
  - In the February StratOp, we came up with an aspirational plan, but the funding and resources to execute much of it are not currently available. In this next session, we need to be realistic about

what we can do with current funding/resources and be able to illustrate what we can achieve with increased funding/resources.

- Following the StratOp, many of the people that were assigned to the groups were not able to dedicate the time necessary to achieve the identified goals. Airport staff are stretched thin with the day-to-day operation of the Airport. The staff hours have to align with the workload and priorities.
- Committees/commissions tend to be effective at brainstorming and creating plans, but the execution of plans usually falls on staff.
- The design and funding of the terminal should be our top priorities. The CARES Act funding has provided a golden opportunity to complete a much-needed project that will have a large impact on the Airport and the region.
- There are always unanticipated tasks/projects/initiatives that come along after a plan is finalized. In past years, this has affected our ability to complete all of the items on the strategic work plan. A dynamic plan that can be adapted based on current circumstances might be a better approach.
- There is already a lot of economic development activity in the Airport Influence Area (AIA). We need to be more effective at conveying what is happening.
- Staff tends to not get much recognition for the safe and efficient day-to-day operation of the Airport, but it consumes a lot of time and energy. These activities also lay the groundwork for things that do get attention, like attracting a new air carrier.
- We should focus more on providing relevant information and setting an agenda for the facilitated StratOp session, rather than creating a draft plan.
    - Bring new Commission members up to speed
        - Discuss staffing and day-to-day operations
        - Review previous strategic work plan and StratOp
        - Celebrate the successes and illustrate how much time and effort was required
        - Highlight the changes
        - Discuss where we fell short and why
    - Strategic focus areas
    - Potential action items for 2022-2023
    - Prioritize focus areas and action items
        - What is important now?
    - Align funding/resources
    - Develop success metrics

Agenda Item #3: 2021-2022 Development Update

- There's been a lot of discussion about the AIA and how the Cities and Airport can align on a vision and influence development to achieve that vision.
- There was an AIA report that was done as part of the Master Plan effort, but a lot of the information is already outdated.
- Staff created an update with an associated map to show recent and planned development so that we can better understand the amount of activity and they types of uses that are driving development in the AIA.
    - There seems to be high demand for flex-industrial space, distribution, storage, and residential.
- One of the things that was striking is how much of the land that was identified as undeveloped in the MP AIA report is currently being developed or will be in the near future.

- Staff is working on a large map that includes site layouts and conceptual layouts for large planned unit developments, such as Centerra, Brands, and the Ranch
- The idea behind gathering and sharing this information is that it can provide a clearer picture of what's currently going on, what's planned, and what the opportunities may be. This can help to guide our discussions about economic development in the AIA.
- City of Loveland Economic Development has spent has been very involved in many of these developments.
- Airport staff is engaged in planning efforts with the Cities and County on all development in the AIA
- As the road network is built out and new access points to the Airport are created, we want to think about how we can invest in wayfinding and promoting the Airport.

Agenda Item #4: Homestead Hangars Update

- An update from the Homestead Hangars team is included in the packet.
- The COVID pandemic presented some serious challenges to the project, but the team does expect to finalize funding for the project in January and anticipates breaking ground in the spring.
- Homestead Hangars has participated in the COVID rent deferral assistance program, but does not anticipate needing to defer rent past the end of 2021. Staff is working with them on a rent repayment plan.

Agenda Item #5: Open Discussion

- Scott Schorling is not an official member of the PDSC, but we would like to make him one. We will include this as an action item on one of the upcoming Airport Commission meeting agendas.
- Staff is working with the local education entities, the County, and State to explore opportunities for an Airport innovation hub using American Rescue Plan Act funding.

End Meeting Record

The future is behind us

DECEMBER 15, 2021 BY BEN SCLAIR — 13 COMMENTS

In October 2021 the FAA announced it has “more than 100 aging control towers at regional and municipal airports across the United States that will eventually need to be replaced.”

Even U.S. Transportation Secretary Pete Buttigieg weighed in, saying, “For communities large and small, the air traffic control tower is an icon.”

Air traffic control towers as community icons? Really?

I wonder if the communities that surround California’s Reid-Hillview Airport (KRHV) look at their airport’s tower as a community icon. But I digress.

Apparently form is more important than function. That October announcment failed to mention remote or digital towers.

Instead, with this new design search, the FAA wants to develop a standardized design for towers that will:

- Meet operational and cost requirements
- Maximize energy efficiency
- Be easy to modify according to height needs
- Be rapidly constructed

Apparently no one (or not the right someones at the FAA and DOT) recall that back in 2018 Congress authorized the FAA to look at remote or digital towers as an alternative to the traditional control tower.

Today, two U.S. airports have operational remote towers: Leesburg Executive Airport (KJYO) in Virginia and Fort Collins-Loveland Municipal Airport (KFNL) in Colorado.

The tower in Colorado is in the proverbial holding pattern. The remote tower was activated in November 2018 after being greenlighted in 2016.

Jason Licon, KFNL's Airport Director, and Dave Ulane, Colorado DOT, Aeronautics Director told me, "the flexibility of remote towers is tremendous. It allows airports greater opportunities for development. With a traditional tower, line of site will forever be an issue. It will impact development. Cameras can be moved. Traditional towers, not so much."

And yet, they wait.

THE REMOTE TOWER AT KJYO.

More than 1,500 miles east in Leesburg, Virginia, the first operational remote control tower reached a milestone of sorts in November.

"More than five years of FAA formal evaluations and safety panels led to an initial operational phase, during which controllers safely managed more than 75,000 operations at Leesburg," according to Saab officials.

A Nov. 22, 2021, Reason Foundation Aviation Policy Newsletter by Robert Poole offers a bit more detail.

"As I was writing this article, I learned that FAA has issued an 'Operational Viability Decision' on the Saab Remote Tower System at Leesburg, authorizing it to continue managing traffic

there. This is not official ‘certification’ of the system, but it triggers the type certification process between Saab and FAA. Once that is done (no time frame was announced), the system will be approved as a non-federal system within the National Airspace System. Former FAA Chief Counsel Sandy Murdock, in *JDA Journal*, asks the obvious question: ‘Why Is It Taking So Long for the KYJO Saab Remote Tower Test by the FAA?’”

Why is it taking so long? Because it is the FAA.

When I put myself in the position of an FAA staffer who has authority to move the remote tower program forward, the Boeing 737 MAX crashes come to mind. As we are learning, the FAA delegated a tremendous amount of power to Boeing in the development of the MAX.

While delegation authority isn’t new, the broadness of that program’s authority was. And while remote towers are, at the end of 2021, not exactly new, they are when compared to traditional control towers. At least in the United States.

Add a pandemic into the mix and the FAA has multiple ready reasons to slow its roll.

The idea of replacing more than 100 aging traditional control towers with more than 100 new traditional control towers is frustrating to me.

We can see a path: It is remote towers. And that path is ahead of us. That path will allow us to put more towers at more airports, which will ultimately be a boon for operational safety.

Unless you are the FAA. In that case, the future is behind us.

Sad.

Ben Sclair

Ben Sclair is the Publisher of General Aviation News, a pilot, husband to Deb and dad to Savannah, Brenna and Jack. Oh, and a staunch supporter of general aviation.

Avelo Airlines To Double Fleet Following $42 Million Investment

by **Jay Singh** · January 6, 2022 · 12 shares · 3 minute read

Avelo Airlines launched operations in 2021. As it starts 2022, it has announced it raised $42 million in Series B funding. This second round of funding increases the airline's invested capital base to over $160 million. The money will help the airline continue to invest in the airline as it plans to more than double its fleet and network in 2022.

Avelo has successfully raised $42 million and has major growth plans in 2022. Photo: Avelo

Avelo successfully raises $42 million

Avelo has announced it raised $42 million in Series B funding. The Series A funding raised approximately $125 million and closed in January 2020, helping give the airline the initial base to acquire aircraft and start operations. The $42 million from Series B provides the carrier an added cushion to continue investing in the airline.

Avelo Founder, Chairman, and CEO Andrew Levy stated the following on the funding:

"The incremental capital we've raised is a significant vote of confidence in Avelo's initial momentum and the enormous opportunity ahead of us. This additional capital significantly bolsters our already strong balance sheet and enablesthe acceleration of Avelo's growth trajectory in 2022 and beyond."

Avelo notes that the Series B shares sold at a "significant premium" to its Series A shares. Photo: Avelo

Morgan Stanley Tactical Value (MSTV) invested an additional $30 million beyond the Series A investment through a managed investment fund. The additional funding makes MSTV Avelo's largest shareholder and expressed confidence in the airline.

The primary funders in the second-round offering were Series A shareholders. This includes Levy, members of management, and board members or the entities they represent. This includes personal investments. In total, these shareholders have collectively invested more than $34.7 million in the airline.

Stay informed: Sign up for our daily and weekly aviation news digests.

Avelo plans to grow in size

Avelo Airlines has committed to significant growth in 2022. It ended 2021 with six Boeing 737 Next Generation aircraft, split evenly between 737-700s and 737-800s. In 2022, it has committed to add at least nine more aircraft in its fleet over the year. All are expected to be Boeing 737 aircraft.

Avelo plans to grow to 15 aircraft, up from the six it ended with in 2021. Photo: Avelo

This will allow Avelo to expand its network. It wants to grow from 19 destinations to at least 40 markets across the United States. The carrier's initial network has primarily targeted leisure-oriented travelers, and the network will continue to lean into those groups of travelers.

It will also be hiring as it takes on new aircraft and grows its network. In 2022, it expects to add more than 450 crewmembers to its ranks. Avelo is currently actively hiring for various roles, including flight attendants and pilots.

Avelo looks ahead after launching in 2021

Avelo officially launched services on April 28th, 2021. The airline chose Hollywood Burbank Airport (BUR) in the Los Angeles area as its first base and has maintained a sizable presence at the airport. On November 3rd, the airline turned its eyes to the East Coast, with its second base at Tweed-New Haven Airport (HVN), connecting Connecticut to top leisure gateways in Florida.

Ending the year with six Boeing 737 Next Generation jets, the airline touted it flew 345,000 passengers on 3,000 flights. It also delivered a completion factor of 99.8%, only canceling seven flights since its inaugural departure.

One of the more recent highlights of 2021 for Avelo was the launch of its New Haven base in November. Photo: Avelo

Launching an airline is not an easy task. History has a host of startups that have never made it past the drawing board. One of the hurdles airlines have to overcome is getting their name out in the marketplace alongside the traditional investment and marketing to make routes successful.

The new round of funding will be a net benefit for Avelo. With the added capital, it can target growth, offering more utility to more customers while also having a cushion to keep flying as it ramps up its operations.

Avelo Airlines To Double Fleet Following $42 Million Investment - Simple Flying

Jay Singh

Deputy Content Manager & Lead US Journalist - Jay's extensive travels and experience with premium products has given him incredible insight into the wider landscape of commercial aviation. Cited by TIME and Intelligent Aerospace, among others, and interviewed by major outlet NPR, Jay's focus on route planning and fleet developments allow him to dig deeper into the stories behind the headlines. Based in Washington DC, United States. Follow him on social media for all his latest travel updates.

BizWest
BOULDER VALLEY ♦ NORTHERN COLORADO
(https://bizwest.com/)

Luxury ground-transportation company Landline raises $20M

By **Tommy Wood (https://bizwest.com/author/twood/)** — December 21, 2021

FORT COLLINS — Luxury ground transportation company Landline Co. has raised $20 million in equity, according to a Form D filed with the U.S. Securities and Exchange Commission.

The company partners with airlines to provide high-end first-and-last mile transportation between airports and surrounding markets.

Landline operates in Colorado, Minnesota and Wisconsin. In Colorado, the company has partnered with United Airlines to offer transportation from Breckenridge and the Northern Colorado Regional Airport to Denver International Airport.

To use Landline in Colorado, a traveler would book their trip through United. If leaving from Breckenridge or Fort Collins, they would select those cities as their origin with a connecting stop at DIA. Then, a Landline shuttle or bus will pick up the traveler at their home. Because Landline is partnered with the airline, once the traveler is picked up, they are considered checked in for their flight, and their bags are considered checked.

Once the traveler arrives at the airport, their bags are transferred to the plane. The traveler will have access to priority security and boarding.

It also works in reverse; a traveler from out of state can select Breckenridge or Fort Collins as their destination with DIA as a connecting stop. Landline will pick them up at DIA and take them to their final stop.

Landline was founded in 2018 as The Rocket Bus Corp. It had previously raised $3.9 million in a seed round in 2019.

Representatives from Landline declined to comment.

Avelo Airlines Launches Three New Routes In One Week

by **Mark Finlay**December 18, 2021 31 shares 3 minute read

Houston, Texas-headquartered Avelo Airlines is adding three new routes this week, which will see the American budget carrier providing flights to 18 destinations on the East and West Coasts of the United States. In a statement issued on December 16, 2021, the all-Boeing airline said on the new routes it would be offering introductory fares starting from $29.

Avelo Airlines will offer a daily flight between New Haven and Palm Beach. Photo: Avelo Airlines

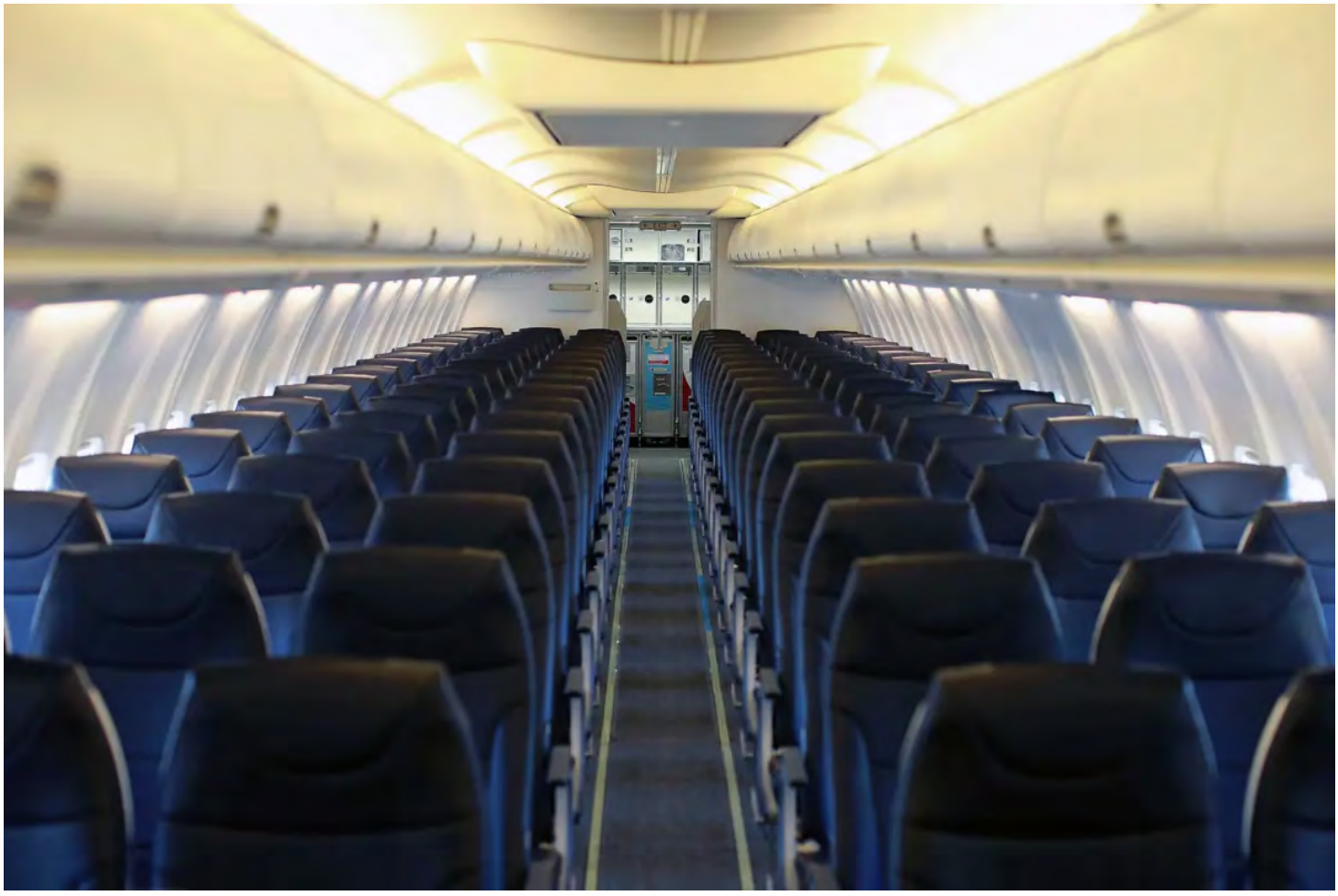
With hubs at Hollywood Burbank Airport (BUR) in southern California and Tweed New Haven Airport (HVN) in Connecticut, Avelo Airlines offers passengers a more spacious and comfortable experience. Traditionally airlines that operated flights to smaller regional airports used cramped planes like the Bombardier CRJ aircraft. On all Avelo Airlines routes, the startup will use modern Boeing 737 planes configured in a single class 3+3 layout.

Florida is a winter sun destination

When speaking about the new routes in the company statement Avelo Airlines Chairman and CEO Andrew Levy said:

"These three new routes build on the Customer enthusiasm and strong demand Avelo is experiencing coast to coast. We are excited to bring Avelo's convenience, reliability, and affordability to even more people and places. The launch of these new flights is the latest example of Avelo's mission to Inspire Travel by helping our customers save time and money."

The first new route was inaugurated on December 16, 2021, when Avelo Airlines flight number 345 departed Tweed-New Haven Airport (HVN) at 07:00 and arrived at Palm Beach International Airport (PBI) at 10:10. The returning flight back to Connecticut departs PBI at 10:50, arriving in HVN at 13:40. From now until January 4, 2022, Avelo Airline flights between HVN and PBI will be daily before going to five days a week in January on a Monday, Thursday, Friday, Saturday, and Sunday.



Avelo Airlines has a fleet of six Boeing 737s. Photo: Avelo Airlines

When speaking about the Connecticut to Florida flights, Yahoo Finance quotes Andrew Levy as saying:

"We are excited to begin service today between the Palm Beaches and Southern Connecticut. HVN is Connecticut's most convenient airport and the ultimate gateway between the remarkable cultural, dining, entertainment, and outdoor options both regions have to offer. We look forward to welcoming our new Customers from both popular and beautiful destinations."

On December 15, Avelo Airlines started flying from Las Vegas Harry Reid International Airport (LAS) to North Denver's Northern Colorado Regional Airport (FNL) in Fort Collins. Avelo Airlines flight number 173 departs FNL at 12:05 and arrives in LAS at 13:00. The return flight back to Colorado (number 174) will depart LAS at 13:40 and arrive in FNL at 16:30. The flights will operate on Wednesdays and Saturdays.

Single engine air tanker assists firefighters on a wildfire near Denver

Bill Gabbert December 28, 2021 Fixed wing Colorado, SEAT, T-861

Ice on the landing gear of Air Tanker 861 after dropping water on the Oak Fire, Dec. 27, 2021. Photo by Chief Pilot Chris Doyle.

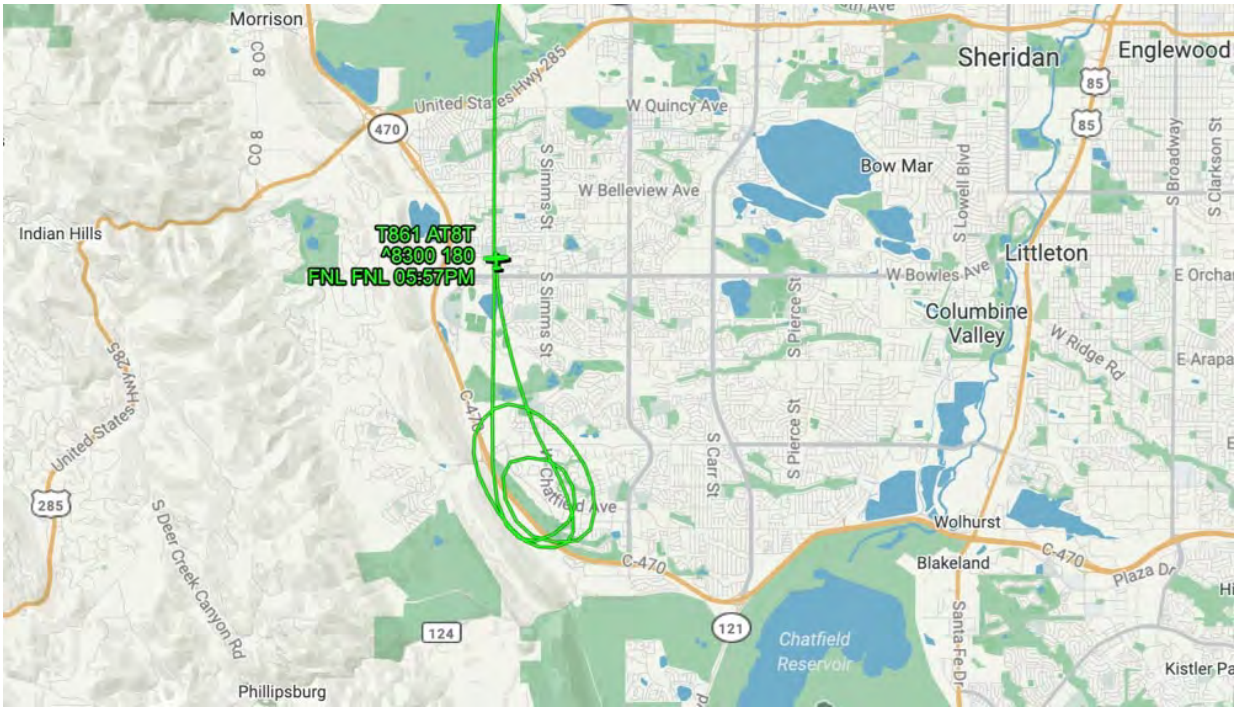
Monday afternoon December 27 a fire southwest of Denver burned 152 acres and prompted evacuations.

The Oak Fire was reported around 2 p.m. southwest of Columbine, southwest of the C470 highway which was temporarily closed. West Metro Fire said it started near the C470/Kipling intersection west of the Westerly Apartments in an open space area with several trails and heavy foot traffic. The specific cause is still under investigation. The evacuations were cancelled Monday evening.

Oak Fire, on the southwest side of Denver, Dec. 27, 2021. Photo by West Metro Fire.

A single engine air tanker from CO Fire Aviation was mobilized from Fort Morgan, Colorado, flown by the company's Chief Pilot Chris Doyle. The Air Tractor took off at 3:46 p.m. and 20 minutes later landed at Northern Colorado Regional Airport NCRA near Fort Collins to get a load of plain water which took about 10 minutes. It then made the 19-minute flight south to the fire where it quickly sized it up, dropped the water just before sunset, and returned to NCRA.

Air Tanker 861 (N803NZ) drops on the Oak Fire Dec. 27, 2021. Still image from West Metro Fire video.



Flight path of Air Tanker 861 (N803NZ) while working the Oak Fire Dec. 27, 2021. FlightAware.

The fire was driven by strong winds. Buckley Air Force Base on the east side of Denver recorded 22 to 28 mph out of the south with gusts to 35 while the relative humidity was in the high 20s with the temperature in the high 30s. However it was cooler on the other side of the city at a higher elevation near the fire, judging from the ice seen on the landing gear in the photo above.

Firefighters always get a lot of satisfaction conducting a mobile attack. The videos below show how an engine drives near the edge of the fire while one or two firefighters operate nozzles while walking, sometimes one in front of the engine and another picking up what's left behind the truck. Or a second engine could followup, making sure all the heat near the edge is extinguished.

Oak Fire, Dec. 28, 2021. Photo by West Metro Fire.

From: Frank Ladonne
To: Airport
Subject: [External] Snow
Date: Monday, January 3, 2022 5:14:09 PM

Jason,

As usual, you and your team have done an OUTSTANDING job with snow removal. This morning, I flew a priest from our parish to Centennial for lunch. While FNL had a runway cleared down to the pavement and cleared taxiways, Centennial had a runway that was packed snow and ice from one end to the other with not a single patch of pavement and taxiways that were still open but hadn't been touched by snow plows. We're spoiled but we sincerely appreciate your efforts.

Frank

Sent from my iPhone

NORTHERN COLORADO
REGIONAL AIRPORT
4900 Earhart Rd • Loveland, Colorado 80538
(970) 962-2850 • FAX (970) 962-2855 • TDD (970) 962-2620

ITEM NUMBER: 4

MEETING DATE: January 20, 2022

PREPARED BY: Shawn Battmer, Airport Executive Assistant

TITLE

Lease assignment and assumption – 5249 Beechcraft Court

RECOMMENDED AIRPORT COMMISSION ACTION

Make a motion to approve the lease assignment and assumption as presented

BUDGET IMPACT

Neutral, the lease rates will remain unchanged

SUMMARY

This is an administrative item. The transfer of ownership of privately-owned buildings is frequent on the Airport and requires the approval of the Airport Commission for a lease reassignment and assumption. In this case, the lease is requested to be transferred from the current owner Jim Grubbs to 5249 Beechcraft, LLC. Mr. Grubbs has been the sole occupant of this hangar since it was constructed in 1993, and Mr. Brodie S. Griffin of 5249 Beechcraft, LLC. will be purchasing the structure. Mr. Griffin intends to purchase the building and begin his search for a Cessna 182 to purchase within six months. During that six months, the current sub-lessee will continue to lease the space from the new owner for storage of a Fairchild 24R-46 aircraft with registration number N81210.

LOCATION

ATTACHMENT

Lease Assignment and Assumption: Jim Grubbs to 5249 Beechcraft, LLC., 5249 Beechcraft Ct

ASSIGNMENT AND ASSUMPTION OF LEASE AGREEMENT
5249 Beechcraft Street
Loveland, Colorado 80538

WHEREAS, the Cities of Fort Collins and Loveland, Colorado (the "Cities") acting by and through the Northern Colorado Regional Airport Commission ("NCRAC") are the Lessors under that Lease Agreement dated September 1, 1993 as amended, a copy of which is attached hereto as **Attachment 1** and incorporated herein by this reference (the "Lease Agreement") to Jim Grubbs as Lessee ("Assignor") concerning that property at the Northern Colorado Regional Airport described in Exhibit A to the Lease Agreement (the "Leased Premises"); and

WHEREAS, the Cities are parties to an Amended and Restated Intergovernmental Agreement for the Joint Operation of the Northern Colorado Regional Airport signed on January 22, 2015 and paragraph 4.A. of said Agreement delegates to the NCRAC the authority to enter into lease agreements in a form generally approved by the Cities; and

WHEREAS, the form of this lease agreement has been previously generally approved by the Cities; and

WHEREAS, Commission Bylaws adopted on October 15, 2015 authorize the Commission Chair to sign such agreements on behalf of NCRAC; and

WHEREAS, Assignor desires to assign all of its lease rights and obligations for the Leased Premises, as well as all improvements located thereon, to 5249 Beechcraft LLC, ("Assignee"); and

WHEREAS, Article 13 of the Lease Agreement permits this assignment under the conditions as set forth therein; and

WHEREAS, Assignee intends to benefit the Cities by promising to perform all terms and conditions of the Lease Agreement with respect to the Leased Premises as Lessee under the Lease Agreement.

NOW, THEREFORE, in consideration of the Cities' approval, the mutual covenants and agreements expressed in the Lease Agreement, the mutual promises and covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. Assignor, by its signature below, hereby assigns all of its right, title and interest in and to the Lease Agreement and the Leased Premises, to Assignee as of January 20, 2022 (the "Effective Date").

2. Assignee, by its signature below, hereby assumes and agrees to be bound by all obligations, responsibilities and terms of the Lease Agreement with respect to the Leased Premises and hereby becomes the Lessee of the Leased Premises under the Lease Agreement as of the Effective Date.

3. Assignee acknowledges and agrees that the annual rent payment for the Leased Premises under the Lease Agreement is **$721.04 per year,** payable in monthly installments, which rental amount shall be adjusted on May 1, 2024 and on each fifth anniversary thereafter pursuant to Article 4 of the Lease Agreement.

4. Assignee submits to the Cities herewith, the proof of insurance as required in Articles 8 and 9 of the Lease Agreement, attached hereto as **Attachment 2** and incorporated herein by this reference.

5. Assignee submits to the Cities the following notice address pursuant to Article 23 of the Lease Agreement:

5249 Beechcraft LLC
Attn: Brodie S. Griffin
1001 East Harmony Road Suite A #142
Fort Collins, CO 80525
brodie.griffin@hotmail.com

6. The Cities designate the NCRAC and the Airport Manager as its representatives who shall make, within the scope of their authority, all necessary and proper decisions with reference to the Lease.

7. For purposes of this Agreement, there may be any number of counterparts, each of which shall be deemed as originals. Facsimile, scanned and other electronic signatures permitted by law, for purposes of this Agreement, shall be deemed as original signatures.

Dated this ____ day of _____, 20_____.

[end of page 2]

Assignee:
5249 Beechcraft LLC.
1001 East Harmony Road Suite A #142
Fort Collins, CO 80525

By: Brodie S Griffin
Brodie S. Griffin, Manager

State of Colorado)
)ss
County of Larimer)

Subscribed and sworn to before me this 13th day of January, 2022
by Brodie S Griffin, as manager of 5249 Beech Craft LLC

My commission expires HJ 5.26 5.4.24. SEAL

HEATHER M STERLING
NOTARY PUBLIC
STATE OF COLORADO
NOTARY ID 20004007161
MY COMMISSION EXPIRES MAY 04, 2024

Heather M Sterling
Notary Public

Assignor:
Jim Grubbs
2014 N. Taft Avenue
Loveland, CO 80538

By: Jim Grubbs
Jim Grubbs

State of Colorado)
)ss
County of Larimer)

Subscribed and sworn to before me this 13th day of January, 2022
by James Grubbs.

My commission expires 8.26.2023. SEAL

Kea Schumann
Notary Public

Kea Schumann
NOTARY PUBLIC
STATE OF COLORADO
NOTARY ID 20114053591
MY COMMISSION EXPIRES August 26, 2023

The Northern Colorado Regional Airport Commission acting on behalf of the City of Loveland, Colorado and the City of Fort Collins, Colorado, hereby consents to the above-described assignment of all right, title, and interest as Lessee under the above-described Lease Agreement from Assignor to Assignee on the terms and conditions set forth above.

Northern Colorado Regional Airport Commission acting on behalf of the City of Loveland, Colorado and the City of Fort Collins, Colorado

By: _____
Commission Chair

ATTEST:

_____
Secretary

APPROVED AS TO FORM:

_____
Assistant City Attorney

ATTACHMENT 1

(Lease Agreement, including all prior amendments and assignments)

ATTACHMENT 2

(Certificate of Insurance)

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 01/14/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER AP Aerospace 9860 E 21st Street N Wichita KS 67206	**CONTACT NAME:** Kimberly Manring **PHONE (A/C, No, Ext):** (316) 749-2795 **FAX (A/C, No):** (316) 945-2330 **E-MAIL ADDRESS:** kimberly.manring@assuredpartners.com
INSURED 5249 Beechcraft, LLC 1001 E Harmony Road Suite A #142 Loveland CO 80525	**INSURER(S) AFFORDING COVERAGE** / **NAIC #** **INSURER A :** ACE Property & Casualty Company **INSURER B :** **INSURER C :** **INSURER D :** **INSURER E :**

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X **COMMERCIAL GENERAL LIABILITY** CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: x POLICY PRO-JECT LOC OTHER:	X		178730-01	01/20/2022	01/20/2023	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG 	$ 1,000,000 $ $ $ $ 1,000,000 $ $
	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) 	$ $ $ $ $
	UMBRELLA LIAB OCCUR **EXCESS LIAB** CLAIMS-MADE DED RETENTION $						EACH OCCURRENCE AGGREGATE 	$ $ $
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBEREXCLUDED? **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ $ $

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Location: 5249 Beechcraft Street, Loveland CO 80538

CERTIFICATE HOLDER

Cities of Fort Collins and Loveland
4900 Earhart Rd
Loveland CO 80538

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Kimberly Manring

NORTHERN COLORADO
REGIONAL AIRPORT
4900 Earhart Rd • Loveland, Colorado 80538
(970) 962-2850 • FAX (970) 962-2855 • TDD (970) 962-2620

ITEM NUMBER: 5

MEETING DATE: January 20, 2022

PREPARED BY: Nina Bodenhamer, Director, City Give, City of Fort Collins
Melanie Ulle, Chief Executive Officer, Philanthropy Expert

TITLE

Terminal Funding: Philanthropic Feasibility Study Update

RECOMMENDED AIRPORT COMMISSION ACTION

Information and Discussion

BUDGET IMPACT

Neutral – Contract for Service was Approved in 2021

SUMMARY

The role of philanthropy is a unique but growing revenue stream for municipal infrastructure including the development and expansion of airports. More than ever before, municipalities are leveraging the role and potential of private-public partnerships. This includes charitable giving as a vehicle to fund strategic priorities and community needs that fall outside municipal budgets but are well-positioned for private funding.

A Philanthropic Feasibility Study was approved by the Commission in the spring of 2021 and an RFP was issued in April 2021. The Airport Commission approved funds to secure the study and the contract was awarded to Philanthropic Experts, LLC. The purpose of the study is to assess the feasibility of philanthropy to support the airport expansion as well as cull stakeholder input related to future initiatives and services at Northern Colorado Regional Airport.

The purpose of this item is to build a common understanding about the project—what it is and what it is not.

- It will explore the potential of charitable support as an ancillary funding stream for the NoCo Regional Airport terminal project.
- A Philanthropic Feasibility Study is also an opportunity to strengthen relationships with and among key community stakeholders.

- Importantly, this project is about assessing feasibility; it is **not** an active fundraising campaign.

In the presentation and discussion, we will review the goals of this project, scope of work and deliverables, and a general timeline.

ATTACHMENTS

NoCo Regional Airport Philanthropic Feasibility RFP, City of Loveland, April 2021

Northern Colorado Regional Airport
Request for Proposals for Philanthropic Feasibility Study
April 28, 2021

Project Overview

Northern Colorado Regional Airport (Airport or FNL) is seeking a qualified independent consulting firm for the purpose of conducting a philanthropic feasibility study for our organization. We are looking for a partner who is experienced in planning and analyzing philanthropic feasibility and is familiar with municipal infrastructure and/or the airport environment. The plan should assess the Airport's current situation, potential capacity for a fundraising campaign, and make recommendations on a strategy to maximize philanthropic efforts. The plan should also clearly identify a project budget, timeline, and action items.

Organization Background/Overview

Located in the heart of Northern Colorado along Interstate 25 and US Highway 34, the Northern Colorado Regional Airport is minutes away from downtown Loveland, Fort Collins, Greeley, Windsor, Estes Park, and is 50 miles north of downtown Denver. The Northern Colorado region has a well-deserved reputation as one of the best places to live and visit. The Airport provides access to the air transportation network and serves as a platform for aeronautical education, a hub for personal and corporate access, and an employment zone supporting a variety of companies and jobs. It is also home to the innovative Remote Air Traffic Control Tower project, which is only one of two such systems being tested by the FAA in the United States.

The Airport supports area communities as a center for multimodal transportation, providing access to the nation's skies. FNL generates approximately $160.87 million annually in business revenues based on the 2020 Colorado Aviation Economic Impact Study completed by Colorado Department of Transportation Aeronautics Division. A new multimodal terminal will increase capacity, provide greater options for air travel, provide enhanced amenities, and an elevated airport experience while continuing to provide the same convenience and ease of access that travelers have always loved at FNL.

Mission and Vision

Mission: Northern Colorado Regional Airport's mission is to provide a fiscally sustainable airport to the region, with facilities that meet the highest FAA standards for safety and efficiency, while ensuring the long-term ability of the Airport to serve Northern Colorado as a transportation hub and a global gateway for commerce.

Vision: Unmatched for its service and innovation. The premier destination for aviation centered business, research, development, education and training.

Current Situation

The existing terminal building was constructed in 1989 to support 19 passenger regional aircraft prior to the creation of the Transportation Security Administration (TSA). The facility is severely undersized and lacks the functionality to support the much larger aircraft that serve the Airport today. In order to increase capacity, temporary modular buildings have been added to serve as secure holding areas. Planning for a new facility began in 2011, but funding has not been available until recently.

In 2020, the Airport was awarded nearly $16.87 million in grant funding as part of the Coronavirus Aid, Relief, and Economic Security (CARES) Act. These funds are intended to keep airports in reliable, safe operation to serve the aviation industry, the traveling public, and support the economy, keep airport and aviation workers employed, and to keep airport credit ratings stable. The Northern Colorado Regional Airport Commission has approved the use of the majority of the CARES Act funding for the design and construction of a new airport terminal and supporting infrastructure.

The Airport is currently exploring options such as public-private-partnerships, borrowing, and philanthropy to enhance the budget of the project in order to build a modern facility that positively represents the region and supports the travel needs of residents and visitors for years to come.

Philanthropic Feasibility Objectives

The Airport's goal in conducting a philanthropic feasibility study is to understand the potential for a capital fundraising campaign, gauge the potential level of support for this project in our community, and develop a capital campaign strategy based on current philanthropic practices. The philanthropic feasibility efforts should include the following:

- Determination of the Airport's real and perceived strengths and weaknesses related to philanthropic capacity and opportunities;
- Stakeholder interviews, surveys and engagement;
- Identification of potential major donors/funders, wealth screening and recommended cultivation strategy;
- Determination of the amount of money that can be reasonably raised;
- A community landscape assessment to identify fundraising campaigns in the area that might compete for the same donors;
- A market research report profiling other airports that made similar investments with information about how projects were funded in each location;
- Identification of roles and responsibilities of Commission members, staff of the two Cities, and volunteers in a campaign; including identification of potential regional community leaders in the fundraising effort;
- Development of a case for support to identify key messages that resonated with interviewees and stakeholders; And

- Development of a capital campaign fundraising plan to advise next steps for the project, and recommended fundraising strategy based on the feedback and current philanthropic best-practices.

Proposal Requirements

Firm Information

Provide firm's name, address, website URL, and telephone number. Include name, title, and e-mail address of the individual who will serve as firm's primary contact. Include a brief description and history of your firm.

Experience and References

Proposals should include a list of 3-5 references for similar projects that your firm has completed.

Project Approach

Please explain your firm's project approach, style, and process.

Schedule and Timeline

Proposals should include the proposed work schedule, timeline, and deliverables resulting from the philanthropic feasibility. The contract is expected to begin late May and must be completed by November 5, 2021.

Cost

Proposals must include the estimated cost for all work related to tasks and deliverables outlined in the schedule and timeline. Cost should be broken down into specific tasks and deliverables with estimated hours and hourly rate applied to each task and a total not to exceed dollar amount. Any expenses such as travel, must be included in the proposed costs.

Provide Biographies of Key Staff

Please include a summary of experience of all key staff proposed to be assigned to this project.

Required Deliverables

Findings summary

- Case for support and capital campaign strategy.
- Philanthropic Feasibility Report, including key donor prospects and their potential interest, including giving range.
- Presentation of findings to the Airport Commission and key staff.

Proposed Timeline

Based on federal funding requirements the new facility must be completed by July 2024. Therefore, this philanthropic feasibility must be completed by November 5, 2021 in order to be incorporated in the final project.

Submit To / Project Contact

Please contact Nina Bodenhamer, 970-221-6687 with any questions you may have regarding the project; for questions related to the RFP contact Cindy Scymanski at cindy.scymanski@cityofloveland.org.

Deadline

Please submit your proposal to bids@cityofloveland.org by or before 3:00 p.m., Tuesday, May 11, 2021.

Schedule

The Airport would like to conclude the selection of a philanthropic feasibility consultant by May 21, 2021. The preliminary schedule is as follows:

Issue Request for Proposal	April 28, 2021
Questions from potential consultants accepted through	May 5, 2021
Responses to questions sent out by	May 7,2021
Proposal due	**May 11, 2021**
Interviews conducted with finalists (if necessary)	May 17, 2021
Organization Announces decision	May 21, 2021
Consultant begins work	**May 24, 2021**

Equal Opportunity Employer

The City of Loveland is committed to providing an equal opportunity for services, programs and activities and does not discriminate on the basis of disability, race, age, color, national origin, religion, sexual orientation or gender. For more information on non-discrimination or for translation assistance, contact the City's Title VI Coordinator at TitleSix@cityofloveland.org or 970-962-2372. The City will make reasonable accommodations for Proposers in accordance with the Americans with Disabilities Act (ADA). For more information on ADA or accommodations, contact the City's ADA Coordinator at jason.smitherman@cityofloveland.org or 970-962-3319.

"La Ciudad de Loveland está comprometida a proporcionar igualdad de oportunidades para los servicios, programas y actividades y no discriminar en base a discapacidad, raza, edad, color, origen nacional, religión, orientación sexual o género. Para más información sobre la no discriminación o para asistencia en traducción, contacte al Coordinador Título VI de la Ciudad al TitleSix@cityofloveland.org o al 970-962-2372. La Ciudad realizará las acomodaciones razonables para los Proposeres de acuerdo con la Ley de Discapacidades para Americanos

(ADA). Para más información sobre ADA o acomodaciones, contacte al Coordinador de ADA de la Ciudad: jason.smitherman@cityofloveland.org o al 970-962-3319.

COLORADO OPEN RECORDS ACT NOTIFICATION

The City of Loveland is subject to section 24-72-201 *et seq.* of the Colorado Revised Statutes, the Colorado Open Records Act. If you object to the disclosure of any confidential or privileged information as such is defined in the Colorado Open Records Act, any such pages must be marked confidential and submitted as outlined below in the Submittal Instructions. If you fail to mark the documents confidential and fail to include the explanation, any objection to the release of any information will be deemed waived by the City.

Please note that your objection will be considered, but is not binding on the City. The City is required to make a determination under the Colorado Open Records Act, and may only withhold documents that are confidential under the law. If the City releases documents marked as confidential in compliance with the Colorado Open Records Act, the Proposer waives any claims for liability or damages.

NORTHERN COLORADO
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ITEM NUMBER: 6

MEETING DATE: January 20, 2022

PREPARED BY: Jason R. Licon, Airport Director

TITLE

Recommendation to Award Contract to Dibble Engineering & VFLA Architects for 100% Terminal Architectural & Engineering Design

RECOMMENDED AIRPORT COMMISSION ACTION

Approve the contract amendment with Dibble Engineering and VFLA Architects for the continuation of the design from 30% to 100%

BUDGET IMPACT

Negative - this will impact the budget by $1,583,830 and will be reimbursed 100% by federal grants associated with the CARES Act funding

SUMMARY

The design team from Dibble Engineering, VFLA Architects, and Swanson Rink have submitted a proposal and have negotiated with staff on scope and fees to continue through the design process. The design will include the company approved by the Commission in the item preceding this, which is the Construction Manager at Risk (CMaR) company.

The Terminal Building Project is based on the 2020 Northern Colorado Regional Airport Master Plan and stakeholder input from the project's scoping meeting on June 4, 2020. Based on this starting point and input from a series of charrette stakeholder meetings during the prior design phase, the Schematic Design package was developed and submitted to the Airport Commission in August 2021. Subsequently, the Schematic Design package was approved by the Airport Commission in September 2021, with the direction to move forward with obtaining a construction company to partner with for the remainder of the design and ultimately construction through the CMaR delivery method chosen for the project.

This scope of work is to extend the approved Schematic Design package through Design Development and Construction Documents in preparation for the Construction Phase of the terminal. This scope of work includes a base fee and optional allowances to provide maximum flexibility for FNL to capture any potential funding beyond the current available budget. Below is detail on the base design and the allowances that will enable the most flexibility if needed for the project:

- Base Design - Design for the Terminal Building as developed in Schematic Design, minimal rework of the existing parking lot, and an interim Loop Road. The Base Design will be developed for the anticipated base GMP and will be targeted to be as close as possible to the available budget.
- Design Allowance 1 - Design for the Ultimate Loop Road.
- Design Allowance 2 - Design for reconstruction of existing parking lot and expanding to the north.
- Design Allowance 3 – Design for widening of Earhart Rd.

This item will also share updated information on timelines and budget for the project.

ATTACHMENTS

- FNL New Terminal Building Final Design – Proposal
- Terminal Building Project Architectural & Engineering Design Contract Approval Presentation
- Resolution R-01-2022 Terminal Design Contract Amendment 2

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www.dibblecorp.com

December 3, 2021

Northern Colorado Regional Airport
4900 Earhart Road
Loveland, CO 80538

Attention: Mr. Jason Licon
Airport Director

RE: ENGINEERING SERVICES PROPOSAL
City Project Number: TBD
FAA AIP No: TBD
Design Phase Services
FNL New Terminal – Final Design (Design Development thru Construction Documents)

We appreciate the opportunity to provide design phase services for the *New Terminal p*roject at the Northern CO Regional Airport (FNL).

Dibble, as the prime consultant, is proposing to complete the Scope of Work as included in this proposal as shown below:

A. Base Design Phase Services:

1.	Dibble Engineering (Civil Design and Overall Project Management).....	$280,975.00
2.	VFLA (Architectural).....	$640,780.00
3.	Swanson Rink (MEP).....	$297,560.00
4.	Terracon (Geotechnical).....	$3,000.00
	Subtotal.....	**$1,222,315.00**

B. Design Allowance 1 (Ultimate Loop Road):

1.	Dibble Engineering (Civil Design and Overall Project Management).....	$94,390.00
2.	VFLA (Architectural).....	$34,250.00
3.	Swanson Rink (MEP).....	$16,460.00
4.	Survey (Dibble).....	$7,820.00
	Subtotal.....	**$152,920.00**

C. Design Allowance 2 (Reconstruction and Expansion of Existing Parking Lot):

1.	Dibble Engineering (Civil Design and Overall Project Management).....	$63,829.00
2.	VFLA (Architectural).....	$34,250.00
3.	Swanson Rink (MEP).....	$23,690.00
	Subtotal.....	**$121,769.00**

D. Design Allowance 3 (Earhart Road Widening):

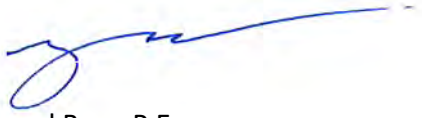
1.	Dibble Engineering (Civil Design and Overall Project Management).....	$56,126.00
2.	VFLA (Architectural).....	$18,600.00
3.	Swanson Rink (MEP).....	$12,100.00
	Subtotal.....	**$86,826.00**

Total Design..... $1,583,830.00

Transmitted herewith is our proposed Scopes of Work (includes subconsultants), Fee Summaries, Derivation of Fee Proposals, Estimated Manhours matrices, Estimated Allowance for Direct Costs (expenses), Design Schedule and Project Exhibits.

We are very grateful for the opportunity to work with FNL on this exciting project. If you need additional information or have questions, please do not hesitate to contact us.

Sincerely,
Dibble



Jared Bass, P.E.
Vice President – Sr. Project Manager

Enclosures

SCOPE OF WORK
Northern CO Regional Airport
New Terminal Building – Final Design
(Design Development Thru Construction Documents)

Introduction

Dibble (or Engineer) has been requested by the Northern Colorado Regional Airport (FNL or Airport) to provide Final Design, (Design Development Thru Construction Documents), for the *New Terminal Building* project. This scope of work (SOW) specifically addresses the civil design portion of the terminal project in detailed manner. This SOW also references the overall project management by the Engineer and work to be performed by our subconsultants.

The initial New Terminal Building site and building program definition is based on the 2020 *Northern Colorado Regional Airport Master Plan* and stakeholder input from the project's scoping meeting on June 4, 2020. Based on this starting point and input from a series of stakeholder meetings during the prior design phase, the Schematic Design package was developed and submitted to FNL in August 2021. Subsequently, the Schematic Design package was approved by the Airport Commission in September 2021. Currently, FNL is in the process of advertising for and selecting a Construction Manager at Risk (CMaR) for Terminal Building Final Design preconstruction services and ultimately terminal construction.

This scope of work is to extend the approved Schematic Design package through Design Development and Construction Documents in preparation for the Construction Phase of the terminal. This scope of work includes a base fee and optional allowances to provide maximum flexibility for FNL to capture any potential funding beyond the current available budget (see attached figures referencing the design packages identified below):

- **Base Design** - Design for the Terminal Building as developed in Schematic Design, minimal rework of the existing parking lot, and an interim Loop Road. The Base Design will be developed for the anticipated base GMP and will be targeted to be as close as possible to the available budget, (see Figure 1).
- **Design Allowance 1** - Design for the Ultimate Loop Road as presented in the Schematic Design, (see Figure 2).
- **Design Allowance 2** - Design for reconstruction of existing parking lot as presented in the Schematic Design and expanding to the north (see Figure 2).
- **Design Allowance 3** – Design for widening of Earhart Rd as presented in the Schematic Design, (see Figure 3).

It should be noted that the reconstruction and expansion of the existing parking lot (Design Allowance 2) is dependent on the Ultimate Loop Road (Design Allowance 1); meaning that the Ultimate Loop Road (Design Allowance 1) must be designed and built for the reconstruction and expansion of the existing parking (Design Allowance 2) to be applicable.

It is anticipated that this design project will be funded (at a minimum) through a Federal *Coronavirus Aid, Relief, and Economic Security Act* (CARES Act) grant. Based on conversations with FNL and FAA, it is anticipated that all project elements will be eligible under the CARES Act grant. It is understood that FNL may seek future reimbursement from future AIP Federal Funds and therefore this project must have a Federal Eligibility Spreadsheet that demonstrates what elements (construction costs) of the project are eligible under the federal FAA AIP program.

A federal Categorical Exclusion (CATEX) has been issued for this project and will be included in the project design report as an appendix.

This proposal is based on a 11-month design phase (January 2022 – December 2022). Based on the provisions of the CARES grant, the goal of the design and construction schedule is to have construction completed prior to the expiration of 4-year grant window for expenditure of funds (March 2024). See attached design schedule for reference.

It is assumed that the City of Loveland is the only governing and reviewing agency (authority having jurisdiction) for this project and where the "City" is noted it is referring to the City of Loveland.

Design Team

Dibble will be responsible for overall project management, civil engineering design (includes survey and geotechnical coordination), and coordination of the terminal building design with the team, (VFLA Architects, Swanson-Rink, etc.). The following key Dibble staff are expected on this project:

- Project Principal and Quality Manager – Ken Snyder, PE
- Project Manager – Jared Bass, PE
- Assistant Project Manager – Rick Zabel, PE
- Lead Design Engineer – Nora Sami, PE
- Assistant Engineers – Mike Swearingen, EIT and Mitch Clark
- Senior Designer – Travis Woodman

The architect, VFLA Architecture + Interiors, will be responsible for direct management of the building team, and for architectural, structural, and interior design; furniture selection; structural design (through KL&A), building cost estimating (through RLB); irrigation and landscape architecture (through Ripley Design); and LEED Consulting (through Ambient Energy). Swanson-Rink will be responsible for Mechanical/Electrical/Plumbing (MEP) design and other items including TSA elements (checkpoints/screening), Baggage Handling Systems (BHS), communications, security, building access, landside and airside lighting, etc. Please reference their attached respective scopes of work for a detailed description of their scope elements.

Project Scope of Work

The scope of work described herein includes the following services for the New Terminal building program:

- Design Development (DD)
- Construction Documents (CD – including permitting)
- Assistance with Guaranteed Max Price and contract from selected CMAR contractor

Design will be completed for the previously noted Base and optional Allowance packages:

- **Base Design**: Building Design and minimal parking lot/Interim Loop Road (Fig. 1)

- **Design Allowance 1**: Ultimate Loop Road (Fig. 2)
- **Design Allowance 2**: Reconstruction of existing parking lot (Fig. 2)
- **Design Allowance 3**: Widening of Earhart Road (Fig. 3)

The civil scope of work for this project will include the landside civil/site design to accommodate a new approximately 26,600 square foot (SF) passenger terminal building and associated supporting facilities including the following elements:

- Demolition of existing site improvements in conflict with the new terminal and sitework
- Site grading, drainage and storm drain; including relocation of the existing 42" storm drain adjacent to the terminal
- Terminal access road including pavement design, directional signage and markings
- Design for a terminal sidewalk system adjacent to the terminal roadway
- Terminal parking lot including pavement design, markings, and directional signage
- Dedicated staging and pickup areas for Transportation Network Companies (TNC's, *i.e*., Uber/Lyft)
- Perimeter (airside and landside separation) fencing modifications at the terminal site
- Access drives for baggage carts from the apron to the terminal
- Paved passenger pedestrian routes from the existing commercial apron to the new terminal
- Paved access to a loading dock/transformer yard south of the new terminal
- New roadway entrance/exit lanes to FBO parking lot
- Civil terminal utilities including:
    - domestic water service connecting to an existing on-site main
    - a dedicated fire loop around the terminal
    - sanitary sewer service connecting to an existing on-site line
    - grease interceptor for future terminal concessions use
    - natural gas service connecting to an on-site main
- Coordination of terminal dry utilities including electrical and communications

All civil site design will conform to design criteria presented in the City of Loveland (COL) *Storm Drainage Design Criteria*, COL *Site Development Performance Standards and Guidelines*, and Larimer County *Urban Area Street Standards*. Wherever an item is not covered by COL notes or standard details, the most recent edition of CDOT *Standard Specifications for Road and Bridge Construction* will be referenced. Federal General Provisions and relevant technical specifications will be provided as appropriate.

It is anticipated that the City of Loveland will provide roadway signage (directional, regulatory, and monument signage) for the airport and entrance to the airport, and roadway systems outside the airport parking lot, unless Design Allowance 3 is awarded. In that case Dibble will provide for roadway signage along Earhart Road.

Design Development and Construction Documents (Lump Sum)

1) Design Development (DD) Submittal:

a) Project Management and Administration**:** provide and direct overall project management and coordination of the design team including the Architect and MEP teams; and provide coordination between design team members, the Airport, and other interested stakeholders such as the Terminal Advisory team. Administrative tasks such as file coordination and miscellaneous project communications throughout the course of the design phase, and project printing and packaging at

each submittal level will also be included under this task. Monthly invoicing shall be submitted to the Airport in a format acceptable to the Airport.

b) DD Design Plans: design development plans shall be submitted for review and approval by the City and the Airport. At this level the design team will work with the City and Airport staff to finalize items before the project enters the Construction Document phase.

Dibble Transportation will prepare Signing, Marking and Wayfinding Plan Sheets at 1"=40' scale for reconfiguration of the existing parking area. Design would include working with the Airport to develop a specific theme in color combination, shapes, and fonts for the wayfinding signs which would provide identity and consistency for drivers. Standard warning, regulatory and guide signs will be per MUTCD and Larimar County Standards.

c) DD Contract Documents and Technical Specification: prepare a new set of construction contract documents based on past construction contract documents to be provided by the City. Additionally, Dibble will prepare draft technical specifications, Special Provisions, Federal General Provisions, Federal Assurances, and Federal Wage Determinations for City and Airport review/approval.

d) Pre-Final Drainage Memo – A Preliminary Drainage Memorandum was prepared during the Schematic Design phase. Based on the evolution of the design during the Design Development phase, the Preliminary Memo will be updated as Pre-Final and submitted to the City of Loveland. The City of Loveland *Storm Drainage Criteria* (Criteria Manual) shall be used as the basis for drainage analysis and design. The proposed terminal building and surrounding grading and hardscaping provided in the SD plans will be analyzed to ensure the design criteria stated herein are met. A few key design parameters and criteria are as follows:

- NOAA Atlas 14 Rainfall values will be used
- Peak flows will be based on the Rational Method, following the Criteria Manual
- Pavement drainage design will be as required to meet maximum roadway inundation for the local street classification of the Criteria Manual
- Storm drain systems will be designed to convey the 5-year peak discharge unless readily available documentation of upstream systems indicates that a higher design storm was previously used, in which case a higher return period, up to the 10-year design storm, will be used; the hydraulic grade line maintained 6 inches below the final finished elevation of the manhole rims and inlet flowlines for the design storm event
- Finished floor elevation will be designed to be 12-inches above the 100-year flood elevation
- Swales shall be sized for the 10-year storm event

e) DD Quantities and Engineer's OPCC: revise the Engineer's OPCC previously developed under the Schematic Design phase, to reflect the updates based on the preliminary DD 60% construction plans and technical specifications on a unit price basis. The unit pricing for each line item will be based on recent bid tabulations from comparative projects, locations, materials, and quantities available at that time. Consolidate the Architect-generated Terminal Building OPCC and Civil OPCC into a single DD OPCC.

f) DD Site Visit: Dibble will perform a final plans-in-hand site visit to visually compare the plans and survey data to existing field conditions. Design elements will be reviewed and/or confirmed in the field such as utility infrastructure and structures (visible in the field), pavement markings, grades,

project limits, drainage conditions, etc. Inconsistencies found during the field investigations (if any) will be corrected on the construction documents. The Dibble Project Manager and Project Engineer will attend this site visit.

g) Internal QA/QC Project Review: in addition to the continual quality assurance reviews performed by the internal Quality Manager, Dibble will perform additional quality control reviews prior to the DD submittal utilizing standardized checking processes by a Senior QC Manager who is independent of the design team. Each subconsultant will be responsible for their own Quality Control, however, the Senior QC Manager will review all combined project documents for consistency amongst the design elements before each submittal as well.

h) Value Engineering: As part of the design process with the CMAR, value engineering will be provided ongoing with other disciplines throughout the design. Feedback from the CMAR contractor will be incorporated in the design as applicable to the project.

i) FAA Airspace Obstruction Analysis Form 7460-1: a 7460-1 Exhibit will be prepared and submitted to the FAA OE/AAA website prior to construction. This form will be submitted to the FAA – Denver ADO for review and any comments received by the FAA will be addressed prior to the submittal on the FAA website. The FAA will prepare a determination letter with instructions that must be followed during construction.

j) Federal Eligibility Spreadsheet: prepare a spreadsheet that calculates the percentage of project elements that can be considered eligible for federal AIP funding. This spreadsheet will be coordinated with the local FAA ADO and revised and updated per their review and direction. It is estimated that there will be three iterations of this spreadsheet/calculations during the DD phase.

2) Construction Documents (CD):

a) Federal/VALE Grant Application: Dibble will assist with Federal Grant Applications for this project and help coordinate any submittals to the FAA, as well as address any review comments from the FAA.

b) CD Plans: construction document plans shall have all internal and external review comments by the Airport and City incorporated and addressed.

c) Final Contract Documents and Technical Specifications: prepare a final set of construction contract documents that include Technical Specifications, Special Provisions, Federal General Provisions, Federal Assurances, and Federal Wage Determinations for City and Airport review/approval.

d) Final Quantities and Engineer's OPCC: based on the final construction plans and technical specifications, the Engineer shall provide a final OPCC based on a unit price basis, reflecting recent bid tabulations from comparative projects, locations, materials, and quantities available at that time.

e) Final Drainage Memo – A final drainage memorandum will be prepared for the City of Loveland, addressing all review comments from prior submittals.

f) Final Engineer's Design Report: The Final Engineer's Design Report (EDR) shall provide all the design criteria and standards used in developing the construction documents (i.e. plans and technical specifications) and document the work and results of investigative efforts. The final report shall also address any review comments received from all internal and external reviews, including the Airport and City. It is anticipated that in order to be a comprehensive, standalone document the Final EDR will not only summarize the Design Development and Construction Documents phase basis of design, but also will incorporate elements from the Schematic Design EDR that will not necessarily be updated in this phase (such as the Geotechnical Report and the Traffic Trip Generation Memorandum). The report shall cover the following:

- Project Scope of Work
- Photographs of the Project Site
- List of anticipated and applicable Design Standards
- Federal Environmental Actions and Determinations
- Geotechnical (Soils, Foundations, and Grading)
- Site Grading and Drainage Design/Drainage Memo
- Pavement Design for parking lot
- Utility design
- Architectural Elements
- MEP Elements
- Building Security Elements
- TSA (Checkpoints) Elements
- Baggage Handling Systems Elements
- Material Availability
- Pavement Markings
- Parking Signage
- Project Cost Estimate (i.e. Total Project and Construction Cost)
- DBE Participation
- Miscellaneous Work Items
- Pre-Design Meeting Minutes
- Reference Documents

g) Internal QA/QC Project Review: in addition to the continual quality assurance reviews performed by the internal QA/QC Principal Reviewer, Dibble will perform additional quality control reviews prior to the CD submittal utilizing standardized checking processes by a Senior QC Manager who is independent of the design team. Each subconsultant will be responsible for their own Quality Control, however, the Senior QC Manager will review all combined project documents for consistency amongst the design elements before each submittal as well.

h) Federal Eligibility Spreadsheet: finalize the Project Eligibility Spreadsheet that calculates the percentage of project elements that can be considered eligible for federal AIP funding. This spreadsheet will be coordinated with the local FAA ADO and revised and updated per their review and direction. It is estimated that there will be three iterations of this spreadsheet/calculations during the CD phase.

i) Permitting: The Dibble Team will apply for the building permit with the City of Loveland. The architect, VFLA, will take the lead on this effort and will assist with all permitting applications for the building. See their scope for specific permit requirements.

It is assumed that the permit review fees (if applicable) will be covered by the Airport (outside project costs identified herein).

3) Design Meetings:

a) Weekly Coordination Calls: weekly calls will be held to discuss the design and allow for effective coordination between the design team members, Airport, and Cities.

b) Monthly Airport/City Coordination Meetings: 12 in-person coordination meetings, (one per month during the design phase), will be held with the Airport and the City of Loveland to coordinate the direction of the design, review concepts, and obtain feedback.

c) Monthly Airport Commission Meetings: 12 in-person Airport Commission Meetings will be attended to support and/or present to the Airport Commission on the design project and CMaR coordination.

4) Construction Manager at Risk Coordination: the design team will provide periodic communication with the CMaR as the design develops. In addition to routine communication, the following specific tasks are identified:

a) DD & CD Plans Cost Negotiation and Value Engineering: review of the CMaR's DD and CD Cost Model, dedicated cost review/negotiation meeting, and phone conference to coordinate between the cost model, the EOPCC, and the project budget. Participate in meetings with the Airport and CMaR along with Design Team to discuss and evaluate Value Engineering Options.

b) Subcontractor Bidding Coordination: assistance in major-package subcontractor bid openings, reviews, and input on subcontractor selection.

c) Final CMaR GMP Package Review: review of the CMaR's Final GMP Package and assistance to the City/FNL in negotiations.

Additional Scope Items

5) Design Allowance 1 (Ultimate Loop Road):

a) DD Design Plans: pre-final plans shall be submitted for final review and approval by the City and the Airport. At this level the design team will work with the City and Airport staff to finalize items before the project enters the Construction Document phase. Dibble Transportation will develop and refine the Airport Loop Road, Earhart Road (curbside to Lear Dr) and the Pitts Drive Connector design focusing on safety and maintainability. The design plans will be full 1"=40' scale full plan and full profile with three profile grade lines. Dibble Air will design the curbside area integrally with the parking area to create a seamless future expansion of the parking with the curbside road. Dibble Transportation will extend the Signing, Marking and Wayfinding Plan Sheets at 1"=40' for reconstruction of Earhart Road along with the new Airport Loop Road and Pitts Drive Connector.

b) CD Design Plans: pre-final plans shall be submitted for final review and approval by the City and the Airport. At this level the design team will work with the City and Airport staff to finalize items before the project enters the Construction Document phase

c) Draft and Final Drainage Memo – Allowance-specific drainage design and documentation will be prepared for the City of Loveland. The City of Loveland *Storm Drainage Criteria* (Criteria Manual) shall be used as the basis for drainage analysis and design. The proposed ultimate loop road provided in the SD plans will be analyzed to ensure the design criteria stated herein are met. A few key design parameters and criteria are as follows:

- NOAA Atlas 14 Rainfall values will be used
- Peak flows will be based on the Rational Method, following the Criteria Manual
- Pavement drainage design will be as required to meet maximum roadway inundation for the local street classification of the Criteria Manual
- Storm drain systems will be designed for the same design storm as used for the base design
- Culverts shall be designed to convey the 10-year peak discharge without any ponding on the pavement and while maintaining historic flow routing of the 100-year runoff event
- Swales shall be sized for the 10-year storm event

d) Final Engineer's Design Report: update the Final Engineer's Design Report to include the Ultimate Loop Road design discussion.

e) DD and CD Quantities and Engineer's OPCC: revise the Engineer's OPCC previously developed under the SD phase, to reflect the updates based on the preliminary DD and CD construction plans and technical specifications on a unit price basis. The unit pricing for each line item will be based on recent bid tabulations from comparative projects, locations, materials, and quantities available at that time.

Survey: Additional Survey will be needed for the ultimate loop road as it will tie into adjacent features and other design elements including the Terminal Building front sidewalk, parking lot, and exterior drainage conditions. This additional survey (within Design Allowance 1) will also cover the survey needed for Design Allowance 3 for the Earhart Road Widening, for efficiency purposes. If Design Allowance 3 is awarded without awarding Design Allowance 1, this survey effort will need to be included in Design Allowance 3.

6) Design Allowance 2 (Reconstruction and Expansion of the Existing Parking Lot):

a) DD Design Plans: pre-final plans shall be submitted for final review and approval by the City and the Airport. At this level the design team will work with the City and Airport staff to finalize items before the project enters the Construction Document phase. Dibble Transportation will extend the Signing, Marking and Wayfinding Plan Sheets at 1" = 40' scale for reconstruction of the existing parking area for the conceptual three parking expansion areas.

b) CD Design Plans: pre-final plans shall be submitted for final review and approval by the City and the Airport. At this level the design team will work with the City and Airport staff to finalize items before the project enters the Construction Document phase.

c) Draft and Final Drainage Memo – Allowance-specific drainage design and documentation will be prepared for the City of Loveland. The City of Loveland *Storm Drainage Criteria* (Criteria Manual)

shall be used as the basis for drainage analysis and design. The proposed parking lot expansion provided in the SD plans will be analyzed to ensure the design criteria stated herein are met. A few key design parameters and criteria are as follows:

- NOAA Atlas 14 Rainfall values will be used
- Peak flows will be based on the Rational Method, following the Criteria Manual
- Pavement drainage design will be as required to meet maximum roadway inundation for the local street classification of the Criteria Manual
- Storm drain systems will be designed for the same design storm as used for the base design

d) Final Engineer's Design Report: update the Final Engineer's Design Report to include the Reconstruction and Expansion of the existing parking lot design discussion.

e) DD and CD Quantities and Engineer's OPCC: revise the Engineer's OPCC previously developed under the SD phase, to reflect the updates based on the preliminary DD and CD construction plans and technical specifications on a unit price basis. The unit pricing for each line item will be based on recent bid tabulations from comparative projects, locations, materials, and quantities available at that time.

7) Design Allowance 3 (Earhart Road Widening):

a) DD Design Plans: pre-final plans shall be submitted for final review and approval by the City and the Airport. At this level the design team will work with the City and Airport staff to finalize items before the project enters the Construction Document phase. Dibble Transportation will extend the Earhart Road roadway design and Signing, Marking and Wayfinding Plan Sheets for reconstruction of the existing Earhart Road from Lear Drive to Lindbergh Drive. The design will create a safe and efficient access prioritizing access to the terminal. This includes proposed left turn lanes at Lear Drive and Lindbergh Drive.

b) CD Design Plans: pre-final plans shall be submitted for final review and approval by the City and the Airport. At this level the design team will work with the City and Airport staff to finalize items before the project enters the Construction Document phase.

c) Draft and Final Drainage Memo – Allowance-specific drainage design and documentation will be prepared for the City of Loveland. The City of Loveland *Storm Drainage Criteria* (Criteria Manual) shall be used as the basis for drainage analysis and design. The proposed widening of Earhart Road provided in the SD plans will be analyzed to ensure the design criteria stated herein are met. A few key design parameters and criteria are as follows:

- NOAA Atlas 14 Rainfall values will be used
- Peak flows will be based on the Rational Method, following the Criteria Manual
- Pavement drainage design will be as required to meet maximum roadway inundation for the minor collector street classification of the Criteria Manual
- Swales shall be sized for the 10-year storm event

d) Final Engineer's Design Report: update the Final Engineer's Design Report to include the Earhart Road Widening design discussion.

e) DD and CD Quantities and Engineer's OPCC: revise the Engineer's OPCC previously developed under the SD phase, to reflect the updates based on the preliminary DD and CD construction plans and

technical specifications on a unit price basis. The unit pricing for each line item will be based on recent bid tabulations from comparative projects, locations, materials, and quantities available at that time.

f) Utility Coordination: coordinate with local utility companies and the City of Loveland on the existing utilities within the project limits of the Earhart Rd widening.

8) Miscellaneous and Assumptions:

a) Subconsultants:

1. Survey: Dibble
2. Geotechnical: Terracon
3. Building Team:
    i. VFLA Architects: Building Architect & Building Team Lead
    ii. Swanson-Rink: MEP, Baggage Handling Systems (BHS), TSA, Passenger Screening
    iii. KL&A: Structural Design
    iv. Ripley Design: Land Planning and Landscape Architecture
    v. Rider Levett Bucknall (RLB): Building Cost Estimating
    vi. LEED Consulting: Ambient Energy & Institute for the Built Environment (CSU)
    vii. K2 Acoustical: Building Acoustics

b) All plans are to be prepared in AutoCAD Civil3D 2019.

c) The design, GMP pricing phase, and construction phases are to be federally funded (CARES Act) and should be prepared in accordance with the current, applicable Federal, State, and City of Loveland and building code criteria.

d) The following number of trips are anticipated by the Project Manager for the Design Phase to cover all the meetings identified in this scope:

1. Design Phase – (estimated at two staff members each trip):
    i. DD Site Visit and Plan Review
    ii. CD plan review meeting
    iii. Monthly Coordination Meetings (12 total)

9) Exclusions to Dibble's Scope of Work:

a) Signage improvements outside of the Terminal Parking Lot, unless Design Allowance 3 is awarded.

b) Roadway/utility infrastructure outside of the Terminal Parking lot, unless Design Allowance 3 is awarded.

c) Bid Phase Services (design-bid-build).

d) AGIS Submittal to FAA.

e) Full Traffic Impact Study or traffic evaluation (beyond the SD Traffic Memo).

f) Environmental Design Services and/or Environmental Evaluation or assessments including a federal CATEX, EIS, and EA.

g) City Permit Review Fees.

h) Full drainage master plan or site evaluation outside the project limits.

i) Landscape & Irrigation (provided under VFLA scope).

j) LEED Consulting (provided under VFLA scope).

k) Airport Security, TSA, baggage handling services (provided under Swanson Rink scope).

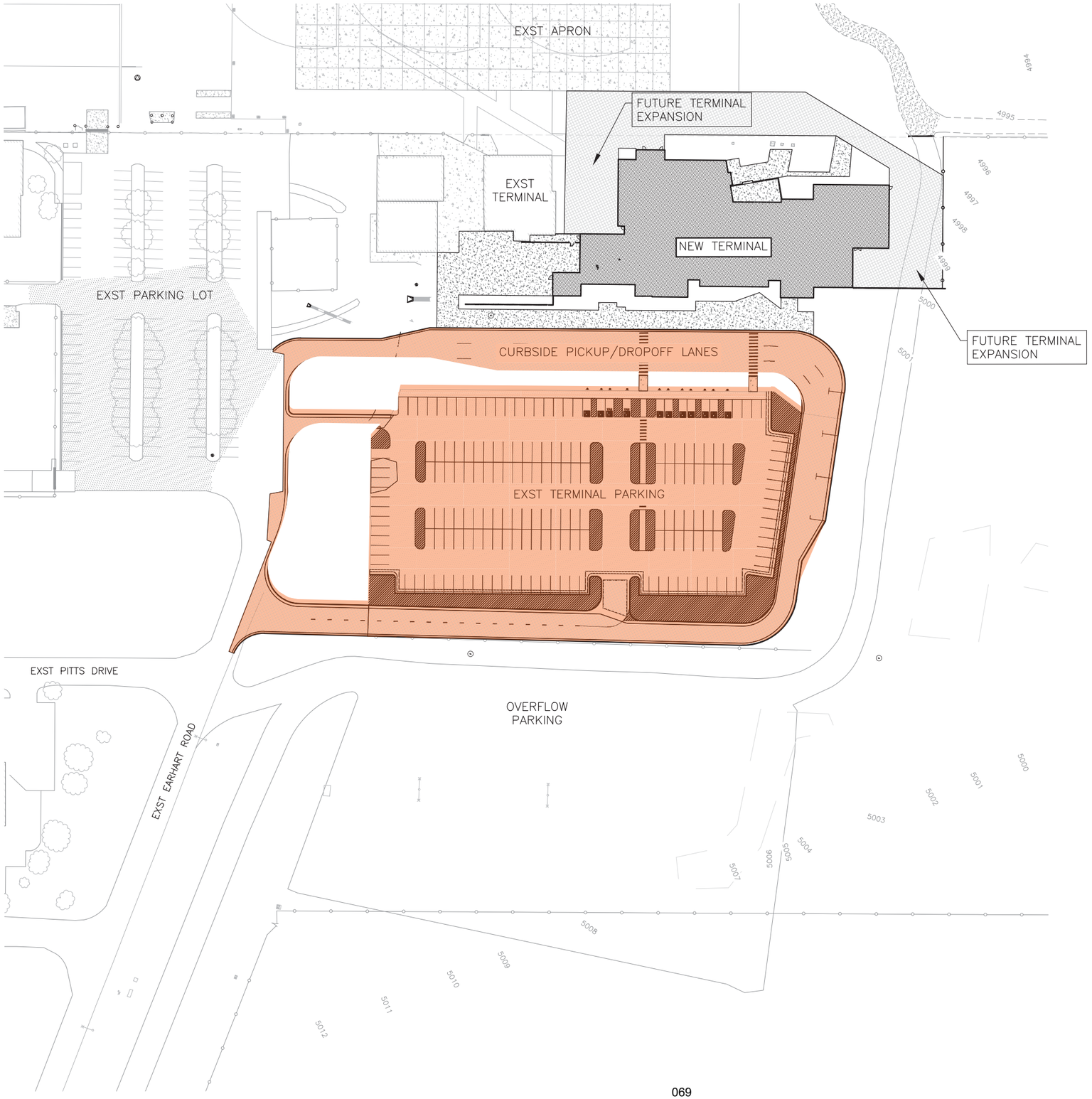
l) Structural Engineering, Mechanical, Electrical and Architectural Design Services (provided under VFLA/Swanson Rink scope).

m) Construction Administration Phase Services.

n) Full Stormwater Pollution Prevention Plans (will be required by the CMaR Contractor prior to construction).

o) FEMA Submittals or Coordination

p) Pre-project vs. post-project runoff volume comparisons or design of on-site storage.



BASE BID:

1. TERMINAL BUILDING UTILITIES
2. CONSTRUCT NEW DROP-OFF LANES
3. CRACK SEAL & SEAL COAT EXISTING PARKING LOT PAVEMENT
4. NEW PAVEMENT MARKINGS
5. REMOVE EXISTING PARKING LOT ENTRANCES
6. CONSTRUCT NEW PARKING LOT ENTRANCES

ADD. ALT 1:

1. RECONSTRUCT SMALL LOOP ROAD ON NORTH SIDE OF EXISTING PARKING LOT (DEMO EXISTING PAVEMENT).

LEGEND

BASE BID PROJECT LIMITS

N

0' 25' 50' 100'

SCALE: 1"=50'

REV	DATE	DESCRIPTION

DIBBLE

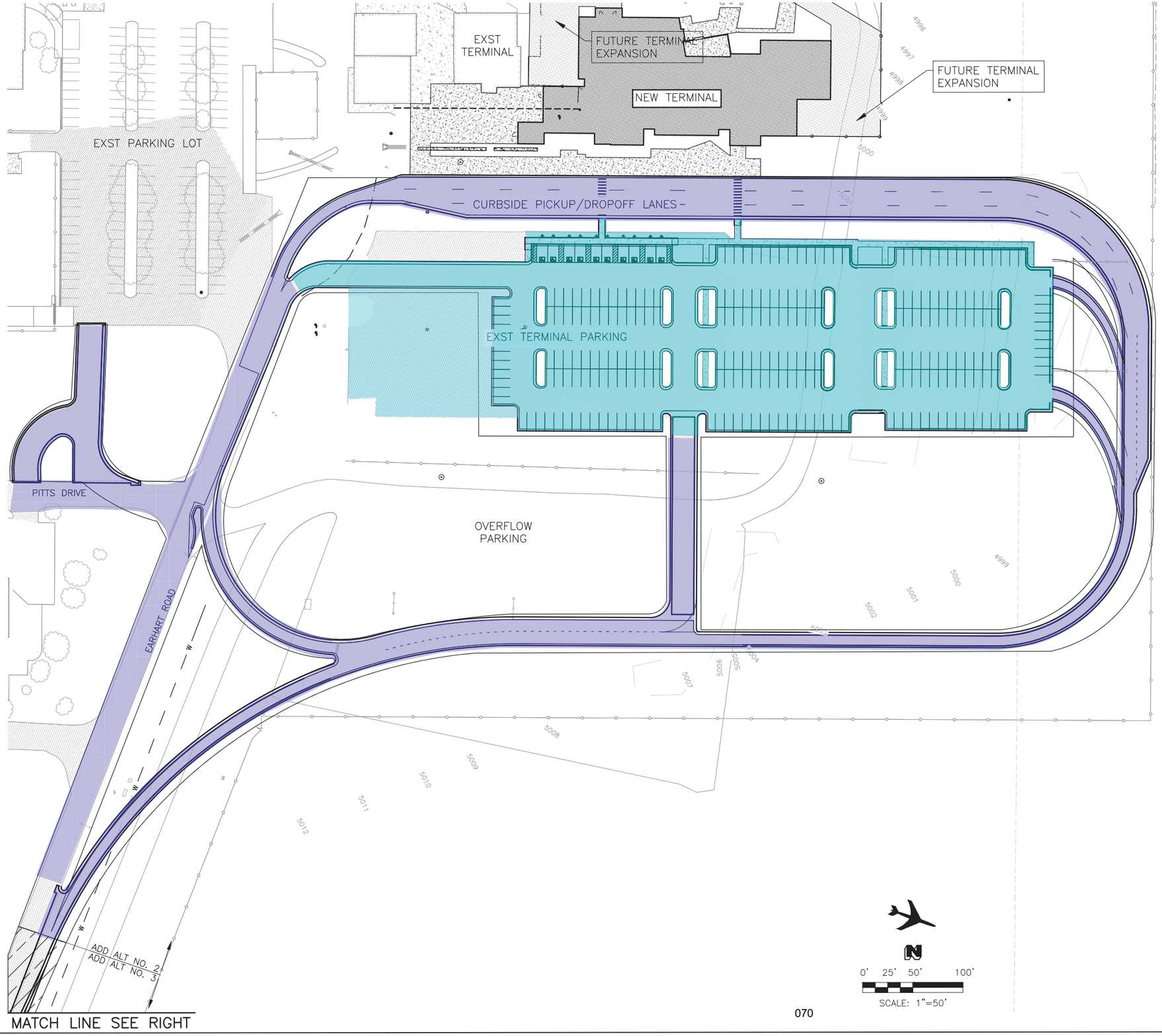
DATE:	08.27.21
DESIGNED BY:	TCW
DRAWN BY:	MPS
REVIEWED BY:	RAZ
FILE NAME:	G1.X - GNRL

NORTHERN COLORADO REGIONAL AIRPORT FNL

FNL NEW TERMINAL - CIVIL

BASE BID & ADD ALT 1
SITE LAYOUT PLAN

FIGURE 1



ADD ALT 2:

1. EXTEND CURBSIDE PICKUP/DROPOFF LANES
2. RECONSTRUCT PERIMETER ROADS TO EXISTING TERMINAL PARKING AREA

ADD. ALT 3:

1. RECONSTRUCT EARHART ROAD

LEGEND

Allowance 1

Allowance 2

N

0' 25' 50' 100'

SCALE: 1"=50'

070

REV	DATE	DESCRIPTION

DIBBLE

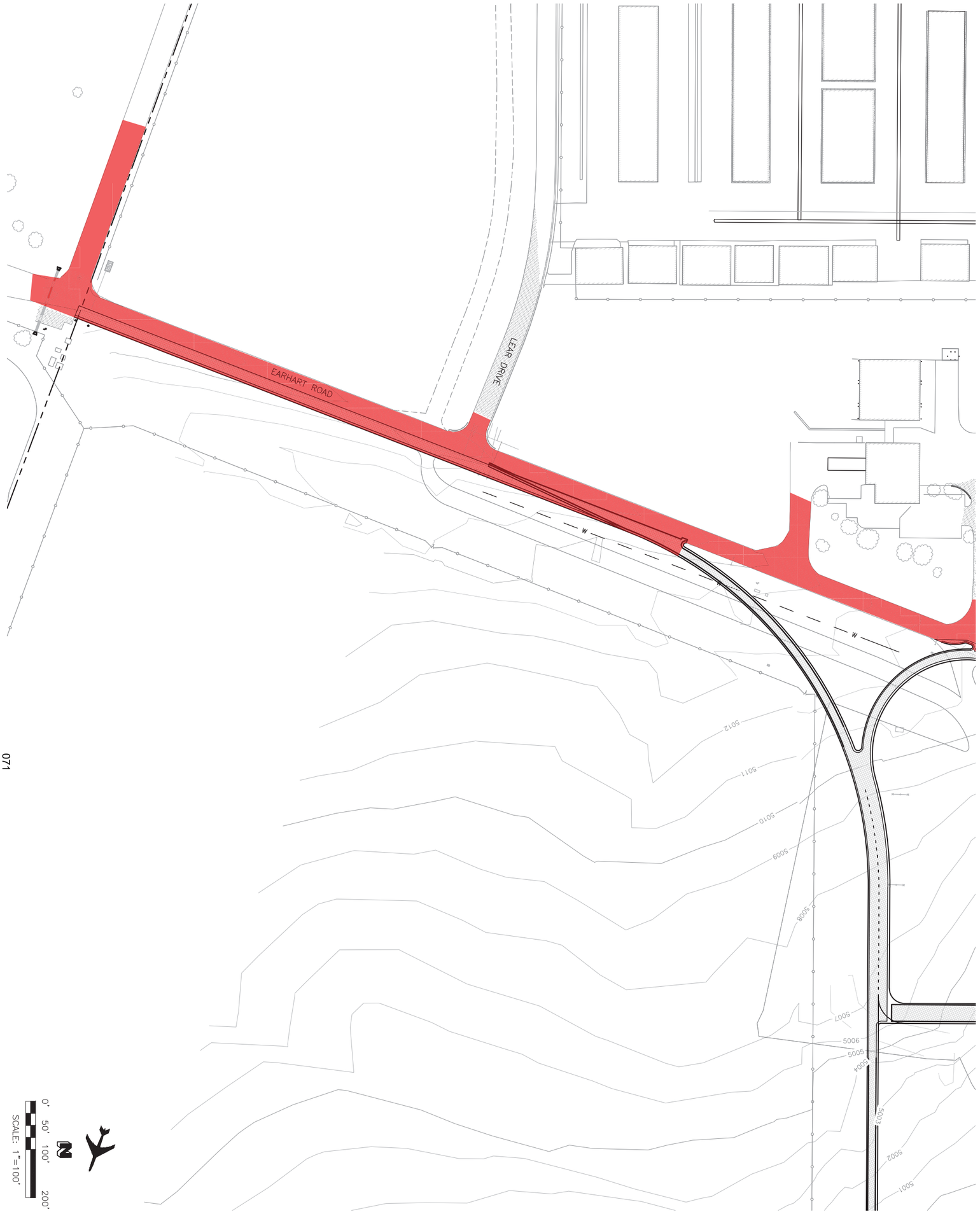
DATE: 08.27.21
DESIGNED BY: TCW
DRAWN BY: MPS
REVIEWED BY: RAZ
FILE NAME: G1.X - GNRL

FNL NEW TERMINAL - CIVIL

ADD ALT 2 & ADD ALT 3
SITE LAYOUT PLAN

FIGURE 2

\\EGNYTEDRIVE\DENVER JOBS\2019\10191800.03 FNL NEW TERMINAL\MEETINGS\MEETING EXHIBITS\G1.X – GNRL.DWG Nov. 16, 2021 8:08 AM



071

0' 50' 100' 200'
SCALE: 1"=100'

N

Allowance 3

FIGURE 3

FNL NEW TERMINAL - CIVIL

ADD ALT 2 & ADD ALT 3 STORM WATER MANAGEMENT PLAN

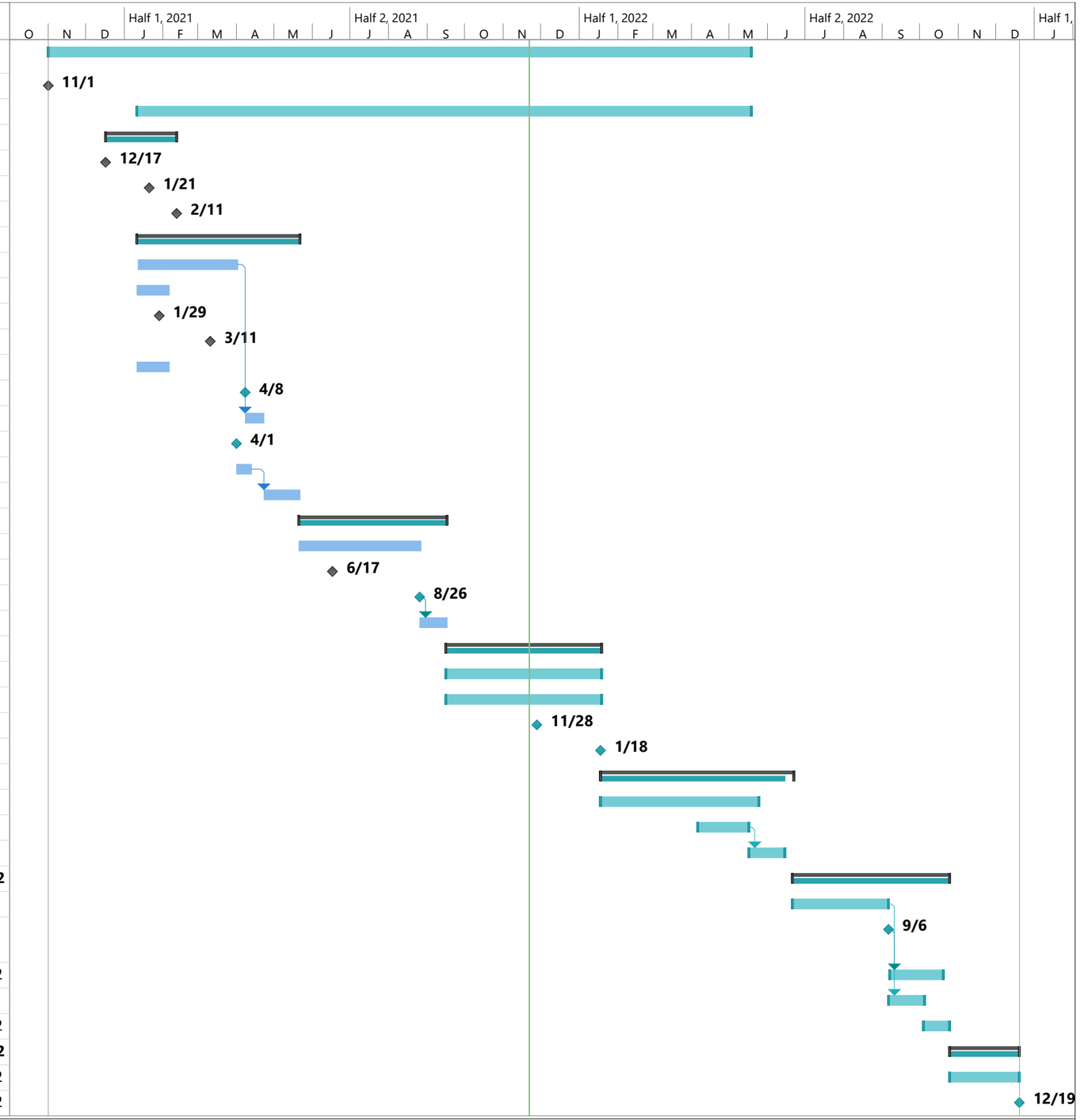
NORTHERN COLORADO REGIONAL AIRPORT FNL

DATE:	08.27.21
DESIGNED BY:	TCW
DRAWN BY:	MPS
REVIEWED BY:	RAZ
FILE NAME: G1.X - GNRL	

DIBBLE

REV	DATE	DESCRIPTION

ID	Task Name	Duration	Start	Finish
1	**FNL New Terminal Building**	406 days	Sun 11/1/20	Wed 5/18/22
2	Notice to Proceed	0 days	Sun 11/1/20	Sun 11/1/20
3	Design Phase	355 days	Mon 1/11/21	Wed 5/18/22
4	**Programming Verification**	**41 days**	**Thu 12/17/20**	**Thu 2/11/21**
5	Airport Commision Input Meeting	0 days	Thu 12/17/20	Thu 12/17/20
6	Charrette #1: Stakeholder	0 days	Thu 1/21/21	Thu 1/21/21
7	Charette #2: LEED Visioning	0 days	Thu 2/11/21	Thu 2/11/21
8	**Conceptual Design 15%**	**96 days**	**Mon 1/11/21**	**Fri 5/21/21**
9	Conceptual Design 0% to 15%	59 days	Tue 1/12/21	Thu 4/1/21
10	Topographical Survey	20 days	Mon 1/11/21	Fri 2/5/21
11	Validate Programming with S.R.	0 days	Fri 1/29/21	Fri 1/29/21
12	Charette #3: Stakeholder	0 days	Thu 3/11/21	Thu 3/11/21
13	Geotechnical Investigation	20 days	Mon 1/11/21	Fri 2/5/21
14	Issue 15% Concept Set	0 days	Thu 4/8/21	Thu 4/8/21
15	Conceptual Pricing Exercise	11 days	Thu 4/8/21	Thu 4/22/21
16	Conceptual Review Meeting with City of Loveland	0 days	Thu 4/1/21	Thu 4/1/21
17	Client Review	8 days	Thu 4/1/21	Mon 4/12/21
18	Value Engineering (if needed)	21 days	Fri 4/23/21	Fri 5/21/21
19	**Schematic Design 30%**	**85 days**	**Fri 5/21/21**	**Thu 9/16/21**
20	Schematic Design 15% to 30%	70 days	Fri 5/21/21	Thu 8/26/21
21	Charette #4: Stakeholder	0 days	Thu 6/17/21	Thu 6/17/21
22	30% Design Submittal & FAA Submittal #1	0 days	Thu 8/26/21	Thu 8/26/21
23	Schematic Design Pricing Exercise	16 days	Thu 8/26/21	Thu 9/16/21
24	**Client Review**	**89 days**	**Thu 9/16/21**	**Tue 1/18/22**
25	Client Review and Design Approval	89 days	Thu 9/16/21	Tue 1/18/22
26	CMAR Selection Process	89 days	Thu 9/16/21	Tue 1/18/22
27	Additional Funding Deadline	0 days	Sun 11/28/21	Sun 11/28/21
28	Driver for Schedule	0 days	Tue 1/18/22	Tue 1/18/22
29	**Design Development 60%**	**112 days**	**Tue 1/18/22**	**Tue 6/21/22**
30	Design Development 30% to 60%	92 days	Tue 1/18/22	Tue 5/24/22
31	60% Design Submittal - Submit First Round to Planning (SPD)	30 days	Wed 4/6/22	Mon 5/16/22
32	Client Pricing Review	21 days	Tue 5/17/22	Tue 6/14/22
33	**Design Development 95% Construction Documents**	**90 days**	**Tue 6/21/22**	**Mon 10/24/22**
34	Issue for Permit Construction Documents	55 days	Tue 6/21/22	Mon 9/5/22
35	95% Issue for Permit Construction Docs Submittal - Submit to Building Department - FAA Submittal #2 (including 7460)	0 days	Tue 9/6/22	Tue 9/6/22
36	Building Department Review	31 days	Wed 9/7/22	Wed 10/19/22
37	Issue for Permit Pricing Exercise	21 days	Tue 9/6/22	Tue 10/4/22
38	Client Pricing Review	15 days	Tue 10/4/22	Mon 10/24/22
39	**100% Construction Documents**	**40 days**	**Tue 10/25/22**	**Mon 12/19/22**
40	100% Construction Documents	40 days	Tue 10/25/22	Mon 12/19/22
41	100% Construction Docs Submittal	0 days	Mon 12/19/22	Mon 12/19/22



Firm:	Dibble		Contract Number: TBD
	On-Call Engineering		Project Number: TBD
Project:	**New Terminal Building**		Task Number: N/A
	Final Design Phase Services		Amendment Number: N/A
	Northern Colorado Regional Airport		FAA Number: TBD
Date:	12/3/2021		CDOT Number: N/A

DIBBLE

NORTHERN COLORADO REGIONAL AIRPORT

Summary	Dibble	Subs

A. Base Design Phase Services

		Fee	Type		
1	Dibble (Civil)	$280,975.00	Lump Sum	$280,975.00	
2	VFLA (Architectural)	$640,780.00	Lump Sum		$640,780.00
3	Swanson Rink (MEP)	$297,560.00	Lump Sum		$297,560.00
4	Terracon (Geotechnical)	$3,000.00	Lump Sum	$3,000.00	
	Final GMP Design Phase Subtotal	**$1,222,315.00**		**$283,975.00**	**$938,340.00**

B. Design Allowance 1 (Ultimate Loop Road)

		Fee	Type		
1	Dibble (Civil)	$94,390.00	Lump Sum	$94,390.00	
2	VFLA (Architectural)	$34,250.00	Lump Sum		$34,250.00
3	Swanson Rink (MEP)	$16,460.00	Lump Sum		$16,460.00
4	Survey (Dibble)	$7,820.00	Lump Sum	$7,820.00	
	Allowance 1 Subtotal	**$152,920.00**		**$102,210.00**	**$50,710.00**

C. Design Allowance 2 (Reconstruction and Expansion of Existing Parking Lot)

		Fee	Type		
1	Dibble (Civil)	$63,829.00	Lump Sum	$63,829.00	
2	VFLA (Architectural)	$34,250.00	Lump Sum		$34,250.00
3	Swanson Rink (MEP)	$23,690.00	Lump Sum		$23,690.00
	Allowance 2 Subtotal	**$121,769.00**		**$63,829.00**	**$57,940.00**

D. Design Allowance 3 (Earhart Road Widening)

		Fee	Type		
1	Dibble (Civil)	$56,126.00	Lump Sum	$56,126.00	
2	VFLA (Architectural)	$18,600.00	Lump Sum		$18,600.00
3	Swanson Rink (MEP)	$12,100.00	Lump Sum		$12,100.00
	Allowance 3 Subtotal	**$86,826.00**		**$56,126.00**	**$30,700.00**

	TOTAL	Dibble	Subconsultants
Final Design Total (including Allowances)	***$1,583,830.00***	***$506,140.00***	***$1,077,690.00***

Firm:	Dibble	Contract Number:	TBD
	On-Call Engineering	Project Number:	TBD
Project:	**New Terminal Building**	Task Number:	N/A
	Final Design Phase Services	Amendment Number:	N/A
	Northern Colorado Regional Airport	FAA Number:	TBD
Date:	12/3/2021	CDOT Number:	N/A

BASE DESIGN PHASE SERVICES SUMMARY

	Classification	Total Hours	Billing Rates	Total Costs
1	Principal	72	$294.00	$21,168.00
2	Senior Project Manager	478	$205.00	$97,990.00
3	Project Manager	0	$198.00	$0.00
4	Senior Engineer	242	$189.00	$45,738.00
5	QA/QC Manager	32	$192.00	$6,144.00
6	Project Engineer	400	$169.00	$67,600.00
7	Senior Designer	220	$142.00	$31,240.00
8	Admin Assistant	0	$84.00	$0.00
	Totals:	**1,444**		**$269,880.00**

DESIGN PHASE SERVICES DIRECT COSTS

	Item	Cost	Type of Compensation
1	Submittal Printing (Dibble).....	$7,300.00	Direct Cost
2	Travel (Dibble).....	$1,311.00	Direct Cost
3	Meals (Dibble).....	$2,484.00	Direct Cost

Sub-Total for Direct Costs..... **$11,095.00**

DESIGN PHASE SERVICES SUBCONSULTANTS

	Firm	Cost	Type of Compensation
1	VFLA (Architectural).....	$640,780.00	Lump Sum
2	Swanson Rink (MEP).....	$297,560.00	Lump Sum
3	Terracon (Geotechnical).....	$3,000.00	Lump Sum

Sub-Total for Subconsultants: **$941,340.00**

DD and CD PHASE SERVICES TOTAL FEE

TOTAL FEE (*rounded*)..... $1,222,315.00

Firm:	Dibble	Contract Number:	TBD
	On-Call Engineering	Project Number:	TBD
Project:	**New Terminal Building**	Task Number:	N/A
	Final Design Phase Services	Amendment Number:	N/A
	Northern Colorado Regional Airport	FAA Number:	TBD
Date:	12/3/2021	CDOT Number:	N/A

BASE DESIGN PHASE SERVICES - ESTIMATED MANHOURS

TASK	PRINCIPAL	SENIOR PROJECT MANAGER	PROJECT MANAGER	SENIOR ENGINEER	QA/QA MANAGER	PROJECT ENGINEER	SENIOR DESIGNER	ADMIN ASSISTANT	TOTAL HOURS BY TASK
1 Design Development (DD) Submittal									
1a Project Management and Administration		48				24			72
1b DD Design Plans		36		8		52	104		200
1c DD Contract Documents and Technical Specifications		8		12		16			36
1d Pre-Final Drainage Memo		10		24		48			82
1e DD Quantities and Engineer's OPCC		4		12		14	4		34
1f DD Site Visit		4				4			8
1g Internal QA/QC Project Review	24			4	16				44
1h Value Engineering		16				16			32
1i FAA Airspace Obstruction Analysis Form 7460-1		4				8	8		20
1j Federal Eligibility Spreadsheet		16				24			40
2 Construction Documents (CD)									
2a Federal/Vale Grant Application		16				16			32
2b CD Plans		36		10		44	96		186
2c Final Contract Documents and Technical Specifications		6		12		16			34
2d Final Quantities and Engineer's OPCC		4		12		14	4		34
2e Final Drainage Memo		10		24		48			82
2f Final Engineer's Design Report		4		4		8	4		20
2g Internal QA/QC Project Review	24			4	16				44
2h Federal Eligibility Spreadsheet		12				24			36
2i Permitting		8							8
3 Design Meetings									
3a Weekly Coordination Calls/Meetings		104		84					188
3b Monthly In-Person Coordination Meetings		24							24
3c Monthly Commission Meetings		36							36
4 Construction Manager At Risk Coordination									
4a 60% and 90% Plans Cost Negotiation and Value Engineering	8	40		12		24			84
4b Subcontractor Bidding Coordination	8	16		8					32
4c Final CMaR Bidding Package Review	8	16		12					36
TOTAL HOURS BY CLASSIFICATION	72	478	0	242	32	400	220	0	1,444

Firm:	Dibble	Contract Number:	TBD
	On-Call Engineering	Project Number:	TBD
Project:	**New Terminal Building**	Task Number:	N/A
	Final Design Phase Services	Amendment Number:	N/A
	Northern Colorado Regional Airport	FAA Number:	TBD
Date:	12/3/2021	CDOT Number:	N/A

BASE DESIGN PHASE SERVICES DIRECT COSTS

1. PRINTING (2 Submittals)

a.	2	Submittals of (2 Copies Full-Size Bond Plans)	225 sheets =	225 Sheets @	$3.00	/sheet	$2,700.00
b.	2	Submittals (4 Copies Scaled 1/2-Size Plans)	225 sheets =	225 Sheets @	$0.50	/sheet	$900.00
c.	2	Plotting	225 sheets =	225 Sheets @	$3.00	/sheet	$2,700.00
d.	2	Submittals for Spec Book (2 copies @ 700 pages each)	@	700 Sheets @ (double-sided)	$0.10	/sheet	$280.00
e.	2	Submittals for Eng. Report (2 copies @ 300 pages each)	@	300 Sheets @ (single-sided)	$0.60	/sheet	$720.00

2. Lodging

a.	0 Day	0 Staff	$113.00 /Day (2022 Federal Per Diem)		$0

3. Travel

a.	18 Trips	130 miles	$0.560 /mile (2022 Federal Per Diem)		$1,311

4. Meals

a.	18 Days	2 Staff	$69.00 /Day (2022 Federal Per Diem)		$2,484.00

DESIGN PHASE TOTAL **$11,095**

Firm:	Dibble	Contract Number:	TBD
	On-Call Engineering	Project Number:	TBD
Project:	**New Terminal Building**	Task Number:	N/A
	Final Design Phase Services	Amendment Number:	N/A
	Northern Colorado Regional Airport	FAA Number:	TBD
Date:	12/3/2021	CDOT Number:	N/A

ALLOWANCE 1 (ULTIMATE LOOP ROAD) - SERVICES SUMMARY

	Classification	Total Hours	Billing Rates	Total Costs
1	Principal	0	$294.00	$0.00
2	Senior Project Manager	72	$205.00	$14,760.00
3	Project Manager	0	$198.00	$0.00
4	Senior Engineer	88	$189.00	$16,632.00
5	QA/QC Manager	0	$192.00	$0.00
6	Project Engineer	198	$169.00	$33,462.00
7	Senior Designer	208	$142.00	$29,536.00
8	Admin Assistant	0	$84.00	$0.00
	Totals:	**566**		**$94,390.00**

DESIGN PHASE SERVICES DIRECT COSTS

	Item	Cost	Type of Compensation
1	Submittal Printing (Dibble).....	$0.00	Direct Cost
2	Travel (Dibble).....	$0.00	Direct Cost
3	Meals (Dibble).....	$0.00	Direct Cost

Sub-Total for Direct Costs..... **$0.00**

DESIGN PHASE SERVICES SUBCONSULTANTS

	Firm	Cost	Type of Compensation
1	VFLA (Architectural).....	$34,250.00	Lump Sum
2	Swanson Rink (MEP).....	$16,460.00	Lump Sum
3	Survey (Dibble).....	$7,820.00	Lump Sum

Sub-Total for Subconsultants: **$58,530.00**

ALLOWANCE 1 DESIGN SERVICES TOTAL FEE

TOTAL FEE (*rounded*)..... $152,920.00

Firm:	Dibble	Contract Number:	TBD
	On-Call Engineering	Project Number:	TBD
Project:	**New Terminal Building**	Task Number:	N/A
	Final Design Phase Services	Amendment Number:	N/A
	Northern Colorado Regional Airport	FAA Number:	TBD
Date:	12/3/2021	CDOT Number:	N/A

ALLOWANCE 1 (ULTIMATE LOOP ROAD) - ESTIMATED MANHOURS

TASK	PRINCIPAL	SENIOR PROJECT MANAGER	PROJECT MANAGER	SENIOR ENGINEER	QA/QA MANAGER	PROJECT ENGINEER	SENIOR DESIGNER	ADMIN ASSISTANT	TOTAL HOURS BY TASK
5 ALLOWANCE 1 DESIGN SERVICES									
5a DD Design Plans		16		32		78	130		256
5b CD Design Plans		16		24		52	78		170
5c Draft and Final Drainage Memo		16		16		48			80
5d Final Engineer's Design Report		16		4		4			24
5e DD and CD Quantities and Engineer's OPCC		8		12		16			36
TOTAL HOURS BY CLASSIFICATION	0	72	0	88	0	198	208	0	566

Firm:	Dibble	Contract Number:	TBD
	On-Call Engineering	Project Number:	TBD
Project:	**New Terminal Building**	Task Number:	N/A
	Final Design Phase Services	Amendment Number:	N/A
	Northern Colorado Regional Airport	FAA Number:	TBD
Date:	12/3/2021	CDOT Number:	N/A

ALLOWANCE 2 (RECONSTRUCT AND EXPAND PARKING LOT) - SERVICES SUMMARY

	Classification	Total Hours	Billing Rates	Total Costs
1	Principal	0	$294.00	$0.00
2	Senior Project Manager	74	$205.00	$15,170.00
3	Project Manager	0	$198.00	$0.00
4	Senior Engineer	38	$189.00	$7,182.00
5	QA/QC Manager	0	$192.00	$0.00
6	Project Engineer	153	$169.00	$25,857.00
7	Senior Designer	110	$142.00	$15,620.00
8	Admin Assistant	0	$84.00	$0.00
	Totals:	**375**		**$63,829.00**

DESIGN PHASE SERVICES DIRECT COSTS

	Item	Cost	Type of Compensation
1	Submittal Printing (Dibble).....	$0.00	Direct Cost
2	Travel (Dibble).....	$0.00	Direct Cost
3	Meals (Dibble).....	$0.00	Direct Cost

Sub-Total for Direct Costs..... **$0.00**

DESIGN PHASE SERVICES SUBCONSULTANTS

	Firm	Cost	Type of Compensation
1	VFLA (Architectural).....	$34,250.00	Lump Sum
2	Swanson Rink (MEP).....	$23,690.00	Lump Sum

Sub-Total for Subconsultants: **$57,940.00**

ALLOWANCE 2 DESIGN SERVICES TOTAL FEE

TOTAL FEE (*rounded*)..... $121,769.00

Firm:	Dibble	Contract Number:	TBD
	On-Call Engineering	Project Number:	TBD
Project:	**New Terminal Building**	Task Number:	N/A
	Final Design Phase Services	Amendment Number:	N/A
	Northern Colorado Regional Airport	FAA Number:	TBD
Date:	12/3/2021	CDOT Number:	N/A

ALLOWANCE 2 (RECONSTRUCT AND EXPAND PARKING LOT) - ESTIMATED MANHOURS

TASK	PRINCIPAL	SENIOR PROJECT MANAGER	PROJECT MANAGER	SENIOR ENGINEER	QA/QA MANAGER	PROJECT ENGINEER	SENIOR DESIGNER	ADMIN ASSISTANT	TOTAL HOURS BY TASK
6 ALLOWANCE 2 DESIGN SERVICES									
6a DD Design Plans		24		12		58	60		154
6b CD Design Plans		24		10		42	50		126
6c Draft and Final Drainage Memo		10		8		32			50
6d Final Engineer's Design Report		8		4		8			20
6e DD and CD Quantities and Engineer's OPCC		8		4		13			25
TOTAL HOURS BY CLASSIFICATION	0	74	0	38	0	153	110	0	375

Firm:	Dibble	Contract Number:	TBD
	On-Call Engineering	Project Number:	TBD
Project:	**New Terminal Building**	Task Number:	N/A
	Final Design Phase Services	Amendment Number:	N/A
	Northern Colorado Regional Airport	FAA Number:	TBD
Date:	12/3/2021	CDOT Number:	N/A

ALLOWANCE 3 (EARTHART ROAD WIDENING) - SERVICES SUMMARY

	Classification	Total Hours	Billing Rates	Total Costs
1	Principal	0	$294.00	$0.00
2	Senior Project Manager	66	$205.00	$13,530.00
3	Project Manager	0	$198.00	$0.00
4	Senior Engineer	78	$189.00	$14,742.00
5	QA/QC Manager	0	$192.00	$0.00
6	Project Engineer	106	$169.00	$17,914.00
7	Senior Designer	70	$142.00	$9,940.00
8	Admin Assistant	0	$84.00	$0.00
	Totals:	**320**		**$56,126.00**

DESIGN PHASE SERVICES DIRECT COSTS

	Item	Cost	Type of Compensation
1	Submittal Printing (Dibble).....	$0.00	Direct Cost
2	Travel (Dibble).....	$0.00	Direct Cost
3	Meals (Dibble).....	$0.00	Direct Cost

Sub-Total for Direct Costs..... **$0.00**

DESIGN PHASE SERVICES SUBCONSULTANTS

	Firm	Cost	Type of Compensation
1	VFLA (Architectural).....	$18,600.00	Lump Sum
2	Swanson Rink (MEP).....	$12,100.00	Lump Sum

Sub-Total for Subconsultants: **$30,700.00**

ALLOWANCE 3 DESIGN SERVICES TOTAL FEE

TOTAL FEE (*rounded*)..... $86,826.00

Firm:	Dibble	Contract Number:	TBD
	On-Call Engineering	Project Number:	TBD
Project:	**New Terminal Building**	Task Number:	N/A
	Final Design Phase Services	Amendment Number:	N/A
	Northern Colorado Regional Airport	FAA Number:	TBD
Date:	12/3/2021	CDOT Number:	N/A

ALLOWANCE 3 (EARTHART ROAD WIDENING) - ESTIMATED MANHOURS

TASK	PRINCIPAL	SENIOR PROJECT MANAGER	PROJECT MANAGER	SENIOR ENGINEER	QA/QA MANAGER	PROJECT ENGINEER	SENIOR DESIGNER	ADMIN ASSISTANT	TOTAL HOURS BY TASK
7 ALLOWANCE 3 DESIGN SERVICES									
7a DD Design Plans		16		24		30	40		110
7b CD Design Plans		16		16		20	30		82
7c Draft and Final Drainage Memo		10		8		24			42
7d Final Engineer's Design Report		8		12		8			28
7e DD and CD Quantities and Engineer's OPCC		8		12		8			28
7f Utility Coordination		8		6		16			30
TOTAL HOURS BY CLASSIFICATION	0	66	0	78	0	106	70	0	320

Strength in design. Strength in partnership. Strength in community.

December 3, 2021

Proposal - Rev. 1

Jared Bass
Dibble Engineering, Inc.
2696 South Colorado Blvd, #330
Denver, CO 80222

RE: FNL Terminal Building – Design Development and Construction Documents Phases
Loveland, Colorado

Dear Mr. Bass,

Vaught Frye Larson Aronson Architects, Inc. (VFLA) has prepared this scoping document for design services for the new airport terminal building at the Northern Colorado Regional Airport (NCCR) in Loveland, Colorado. **Dibble Engineering, Inc.** shall herein be referred to as the Client.

DESCRIPTION OF PROJECT

1. VFLA currently understands the project to consist of a new, single story airport terminal building of approximately 26,600 square feet. The site is located on the north side of the existing terminal building at 4801 Earhart Road in Loveland, Colorado.

2. VFLA will coordinate building systems with the structural engineer, mechanical engineer, electrical engineer, civil engineer and landscape architect. VFLA will coordinate the building layout with specialty systems (such as baggage handling and TSA screening systems). VFLA will NOT design or select the specialty equipment.

3. Site and Civil Engineering services will be provided by Dibble Engineering and contracted directly with the Airport.

4. Mechanical and Electrical Engineering is contracted directly to Dibble Engineering and not in VFLA's contract.

5. We understand the following assumptions based on the conversations with the Airport Staff to date.

Assumptions

- Anticipated Construction Cost - $13-$15 million building only (excludes site work and airside construction)
- Anticipated Schedule – 12 months for remainder of design (DD and CDs), 2 months of building permitting, 12-14 months of construction.
- Proposal is for 60% Documentation (Design Development), 95% Permit Set and 100% Issue for Construction Set (Construction Documents).
- Building Size:
    - Phase 1: Approximately 26,600 sf based on the SD Pricing Set.
    - Phase 2 (Future Expansion): Two additional gates, two additional baggage carousels, ticketing, rental car TSA outbound baggage. The schematic design for Phase 2 was completed in a previous contract. No design work in regard to the future expansion is in this contract.
- Existing Terminal Building
    - Assumed to have very minor exterior work done to it during the construction phase including exterior paint on the walls and roof.
- Building is striving for LEED V4 Gold

- Building will be reviewed to potentially be Net Zero Energy. The level of Net Zero will be reviewed through the remainder of the design process.
- Building Code for Loveland is IBC 2018
- Energy Code for Loveland is IECC 2018
- Contract includes Design Development
- Contract includes Construction Documents
- Contract includes Furniture Selection (purchase to be done by Owner)
- Contract includes Booklet Specification
- Building Permit Application: VFLA will manage the building and fire department submittal process.
- Contract includes Construction cost estimating. See below for full scope of work.

FNL Terminal Program
The building program was established through the Concept and Schematic Design phases in the previous contract. This proposal for the DD and CD phases is based on the previously approved program.

Site Design Allowances/Options
The following design options are being prepared by the Civil Engineer.

- **Base Design**
  - Design for the Terminal Building as developed in Schematic Design
  - Minimal rework of the existing parking lot and an interim Loop Road.
  - Base Design will be developed for the anticipated base GMP and will be targeted to be as close as possible to the available budget.
- **Design Allowance 1**
  - Design for the Ultimate Loop Road as presented in the Schematic Design.
- **Design Allowance 2**
  - Design for reconstruction of existing parking lot as presented in the Schematic Design and expanding to the north (see project exhibit for schematic limits).
- **Design Allowance 3**
  - Design for widening of Earhart Rd as presented in the Schematic Design.

Coordination with VFLA, the Landscape Architect, and LEED consultant will occur under this contract for the alternate site designs. It's understood that the Site Design Options will move forward potentially to the end of CDs. Fee break outs have been provided in the fee schedule to align with the following.

SCOPE OF WORK

This scoping document is for Design Development, Permitting Set and Construction Documentation. This scope includes the following design services:

- Architecture - VFLA
- Interior Design and Furniture Selection - VFLA
- Structural Engineering – KL&A
- Land Planning and Landscape Architecture – Ripley Design
- Cost Estimating – Rider Levit Bucknall
- LEED Visioning – Institute for the Built Environment
- LEED Consulting – Ambient Energy
- CMAR Assistance (support to Client) – VFLA
- Acoustical Engineering – K2 Acoustical

VFLA Work includes:

Meetings:

- (2) meetings with City of Loveland Development Review Staff
- (2) meetings with City of Loveland Building and Fire Departments
- (6) meetings with Airport Commission for design updates
- Monthly calls/meetings with Airport staff (12)

Programming
Completed in previous contract

Conceptual Design (15% Design)
Completed in previous contract

Schematic Design (30% Design)
Completed in previous contract

CMAR Selection Process
Completed in previous contract

Design Development (60% Design)
Building upon the information assembled during the schematic design phase the design is developed in greater detail. VFLA will present ideas back to the client and any additional parties. Typical drawings created in this phase are: Site Plans, Floor Plans, Roof Plans, Exterior Elevations, and Sections. The Sections through the building are developed to show the relationship of the exterior to the interior.

The scope of work will be defined during this stage and the building systems, heating and air conditioning, electrical, and plumbing, are considered. VFLA will work with the Client and airport team to begin the system design. Sub-consultant drawings are started during this phase - critiqued and modified as needed to fit the Airport's program and budget.

VFLA will require the client to sign off on this phase prior to proceeding with Construction Documents Phase.

DD Deliverables

- 60% DD Set Pricing
  - Building Code Plan
  - Building Energy Comcheck
  - Architectural Site Plan (Design Allowance might be exercised by the Client)
  - Dimensioned floor plans
  - Dimensioned ceiling plan
  - Dimensioned roof plan
  - Ceiling details
  - Roof details
  - Floor Plan details
  - Exterior Elevations
  - Exterior 3D views from Revit
  - Building Sections
  - Wall Sections
  - Window schedule
  - Door schedule
  - Exterior material schedule
  - Interior Finish Plan
  - Interior Finish Schedule
  - Enlarged restroom plans
  - Enlarged interior elevations showing wall details and materials
- DD Specifications Booklet in CSI format.
- Initial Furniture Selection Packet
- (2) Exterior Renderings – Updated from SD
- (2) Interior Renderings – Updated from SD
- VFLA will compile the teams drawings into the full drawing package.

Permit Set (95% CD Set)
Once the final design has been decided on, VFLA will prepare construction documents for the project. All of the drawings get the necessary dimensions, notes, references to details and specifications as required. Any open items from the previous phases are finalized. 95% of the details of construction are created and drawn. Specifications for the materials

and standards of construction are prepared to present ideas back to owner and any additional parties. Specifications will be in CSI format.

As the construction documents take form, they are reviewed with client and examined in relation to the program, schedule and budget to ensure compliance, or to see if any modifications needed be made to those items. VFLA will provide stamped Permit Set to issue to the City of Loveland building and fire department for review.

Permit Set Deliverables

- 95% Construction Documentation Set of Drawings used for Permitting
  - Building Code Plan
  - Building energy Comcheck
  - Architectural Site Plan
  - Dimensioned floor plans
  - Dimensioned ceiling plan
  - Dimensioned roof plan
  - Ceiling details
  - Roof details
  - Floor Plan details
  - Exterior Elevations
  - Exterior 3D views from Revit
  - Window schedule and details
  - Door schedule and details
  - Building Sections
  - Wall Sections
  - Exterior architectural details
  - Exterior material schedule
  - Interior Finish Plan
  - Interior Finish Schedule
  - Interior Tile (TCNA) details
  - Enlarged restroom plans
  - Enlarged interior elevations showing wall details and materials
  - Code related drawings for restrooms regulations
  - Interior lighting details for cove lights or specialty lights
- Final Specifications Booklet in CSI format
- Final Furniture Selection Packet
- (2) Exterior Renderings - Updated
- (2) Interior Renderings - Updated
- Final Exterior Materials Board
- Final Interior Materials Board
- Cost Estimate
- VFLA will compile the team's drawings into the full drawing package.

Issue for Construction (IFC) Set (100%)

VFLA will further develop the 95% Permit Set into a full 100% construction documents to issue for bid to General Contractors. VFLA will assist in compiling the team's drawings into an IFC Set.

IFC Set Deliverables

- Final Construction Documentation Set of Drawings used for Permitting and GC Bidding
  - Building Code Plan
  - Building energy Comcheck
  - Architectural Site Plan
  - Dimensioned floor plans
  - Dimensioned ceiling plan
  - Dimensioned roof plan
  - Ceiling details
  - Roof details
  - Floor Plan details

  - Exterior Elevations
  - Exterior 3D views from Revit
  - Window schedule and details
  - Door schedule and details
  - Exterior architectural details
  - Exterior material schedule
  - Interior Finish Plan
  - Interior Finish Schedule
  - Interior Tile (TCNA) details
  - Enlarged restroom plans
  - Enlarged interior elevations showing wall details and materials
  - Code related drawings for restrooms regulations
  - Interior lighting details for cove lights or specialty lights
- Final Specifications Booklet in CSI format
- Final Furniture Selection Packet
- VFLA will compile the team's drawings into the full drawing package.

Architecture Design for Planning and Zoning
VFLA will provide the required exterior elevations for the planning submittal. VFLA's subconsultant, Ripley Design will manage the entitlement process. VFLA will attend no more than four planning meetings with the City of Loveland. The number of meetings for Ripley Design as spelled out in their scope of work. We anticipate the planning to be straight forward. If the project becomes controversial and/or requires additional renderings, meetings, or diagrams, or multiple re-designs, VFLA will bill these services based on our current hourly rates.

Interior Design
The interior team will further develop the design based on the previously approved Schematic Design drawings and material selections. VFLA will provide finish plans and interior elevations to review with the Airport Staff. It is anticipated that the Interior Designer will meet with the client no more than eight (8) times during the duration of the design phase Interior Design work to include:

- Dimensioned floor plans for construction
- Reflected Ceiling Plans
- Interior Wall Elevations
- Room Finish Schedule – Paint color selections
- Breakroom and Kitchen Layout
- Custom Casework for Breakroom/Kitchen
- Design of Restrooms
- Interior Finish selections include:
  - Floor finishes
  - Wall and ceiling finishes
  - Hardware
  - Light fixtures
- Doors and other openings-schedule and standard wood or hollow metal frame detail
- Furniture Selection for indoor furniture. This does exclude decorations (table lamps, plants, etc).
  - Includes chairs for waiting areas
  - Trash cans
  - Office Furniture
  - Waiting Area Furniture
- Masterplan Artwork locations (no art work selection)
- Signage and Wayfinding Concepts.
  - A sign manufacturer will provide the construction/fabrication drawings. VFLA will not provide/produce the fabrication drawings for signage.
- Interior Materials Board (Physical Board and Digital Board)

Value Engineering
VFLA will go through the value engineering process at the end of each pricing exercise. We have accounted for minor modifications to the current design and anticipate it will take no longer than 4 weeks. If the value engineering process

extends further than 4 week or creates significant/large changes to the design, VFLA has the right to charge additional services.

Site Plan Options (Design Allowances)
There are three (3) site plan design allowances being discussed at this time. Additional fees are provided if the Airport decides to move forward with the Design Allowances.

Work Not Included
The following services have been excluded from our scope of services. The client may request these services for an additional fee.

- Remodeling the existing terminal building
- Construction Administration
- Fast Track Design Process
- Surveying
- Civil engineering
- Traffic engineering
- Geotechnical Engineering
- Asbestos Abatement/remediation
- Commercial kitchen design and equipment purchase
- Restaurant Design
- Security engineering
- Acoustical engineering
- Furniture purchase/procurement
- Artwork, display cases and like kind selection
- A/V design and related engineering
- Building Owners and Managers Association calculations (BOMA)
- WELL Building Design
- Permit fees
- As-Built documentation
- Movie style Virtual Fly-thrus
- Solar Panel Design and Detailing
- Solar Farm Design and Detailing
- Fuel Farm Design
- Fueling System Design
- De-icing System Design
- Security Screening System Design
- Baggage Conveyance selection or design
- Lightning Detection Design
- Stamped and signed Fire Protection Drawings
- Site Wall or Retaining Wall Design and Engineering
- TSA Submittal Processing
- FAA Submittal Processing

Scope Changes
VFLA reserves the right to provide additional fees if the scope above changes.

End of Architecture and Interior Design Scope

Structural Engineering Scope (KL&A)

Assumptions

- Terminal is anticipated to be a 26,600 sf single story building with a combination of wood and steel framing.
- Anticipated foundation construction is either spread footings or drilled piers and grade beams. Floors at ground level are anticipated to be slab-on-grade. Suspended structural floors at grade are not anticipated and are not included in the base fees.
- Design duration is anticipated to be 12 months. Permitting and construction of the building is anticipated to be complete in a period of 14 months.
- Fourteen meetings are anticipated throughout the design phase.
- The Base Services of the Structural Engineer are the analysis of, design of, preparation of drawings and specifications for the Primary Structural System for the project. The Primary Structural System is the completed combination of elements which serve to support the Building's self-weight, the applicable live load (which is based upon the occupancy and use of the spaces), the environmental loads such as those induced by wind and thermal changes, and seismic loading. Curtain wall members, non-load bearing walls or exterior facade are examples of items which are not part of the Primary Structural System.
- Deliverables
    - DD (60% Design) structural drawings with framing plans of selected structural system, foundation plans, general notes, typical details, and enabling details for the project. DD structural specifications.
    - Permit (95% Design) structural drawings with framing plans of selected structural system, foundation plans, general notes, typical details, and full detailing of the structure for a building permit and construction. Permit Structural Specifications.
    - Construction Documents (100% Design) Incorporation of any permit review comments from the AHJ into the structural drawings and specifications.
- Exclusions

1) Preparation of structural steel shop drawings.
2) Preparation of concrete reinforcement shop drawings.
3) Preparation of light gage framing shop drawings.
4) Preparation of shop or fabrication drawings for other pre-fabricated systems such as tilt-up wall panels light gauge panels, panelized wood framing, etc.
5) Construction Management, including such services as:
    a) Scheduling.
    b) Procurement.
    c) Budgeting.
6) Services related to Non-Structural Elements and their attachments, such as design of:
    a) Exterior cladding systems.
    b) Interior architectural systems.
    c) Window washing systems, davits and tie downs.
    d) Antennas, flagpoles, lightpoles and foundations for these elements.
    e) Mechanical, electrical and plumbing equipment, storage tanks, cooling towers and underground vaults.
    f) Mechanisms and guide systems for elevators, escalators, other conveyor systems and associated operating equipment.
    g) Ladders, handrails, railings, grills, screens and signs.
7) Services related to Secondary Structural Elements and their attachments, such as:
    a) Site-work elements not part of the Building Structural System, such as retaining walls, culverts, bridges, etc; as well as support for landscape items such as flagpoles, lighting poles, benches, fountains, pools, signs, etc.
    b) Stairs.
8) Design services related to tenant finish.
9) Special dynamic analyses such as spectrum or time-history response to seismic forces, or floor-response analysis for foot-fall or vibratory equipment.
10) Special wind analyses, such as wind-tunnel tests, etc.
11) “Seismic Risk” analysis.
12) Preparation of demolition documents.
13) Field Investigation of existing buildings and structures including surveys of existing construction.
14) Studies of various schemes to accommodate special energy requirements.

15) Services connected with the preparation of documents for alternate bids or for segregated contracts for phased or fast-track construction.
16) Continuous and/or detailed observation of construction.
17) Design or field observation of falsework, temporary bracing, safety barriers, temporary enclosures or other temporary construction associated with construction means and methods.
18) Design or field observations of shoring and bracing for excavations and buildings, or underpinning of adjacent structures.
19) Design or review related to contractor's construction related equipment, e.g., cranes, hoists, etc.
20) Design of swimming pools.
21) Design for future expansion.
22) Filing application for and obtaining a building permit.
23) Preparation of "as-built" or record set of drawings.
24) Review and determination of structural fire resistance requirements.

End of Structural Engineering Scope

Land Planner and Landscape Architecture Scope (Ripley Design)

Meetings:

- 4 meetings with the City of Loveland Development Review Staff
- 3 Airport Commission meetings
- Assistance with preparations of graphics for Airport Commission presentations
- Bi-Weekly meetings in DD and CD phases (12 month duration)

Deliverables by Phase:

DD site and landscape plan

- Site plan for City entitlement review showing land use data and planning dimensions
- Coordination of entitlement applications
- Coordination of entitlement submittals
- Project narratives as required by the City of Loveland
- Site plan for pedestrian areas showing paving material location, site furnishings
- Landscape plans showing tree locations (if any), planting bed locations and seed areas
- Irrigation plans
- Outline specifications
- Revise site plan rendering
- Review LEED Gold evaluation needs for site and landscape

CD site and landscape plan

- Final site plan for City entitlement review showing land use data and planning dimensions
- Site plan for pedestrian areas showing paving material location, site furnishings and horizontal control (95% set and IFB 100%)
- Landscape plans identifying plant name and location. Ground cover type and location. Locations and type of other landscape material such as mulch and edger. (95% set and IFB 100%)
- Irrigation plans (95% set and IFB 100%)
- Specifications
    - Decorative concrete
    - Site furnishings
    - Planting
    - Irrigation
- Prepare LEED templates for:
    - Outdoor Water Efficiency credits
    - Open Space (if applicable)
    - Bicycle Storage (if applicable)

Site Design Allowance 1
Scope: Additional (second) set of plans for 60% DD, 95% CD, and 100% CD issuance to include:

- Site plan with revised parking layout (assumes the amenity areas around the terminal building will be the same as the Base Bid option and that construction documents for the parking lot will be prepared by civil)
- Landscape plans showing tree locations, planting bed locations and seed areas per the revised parking layout
- Irrigation plans
- Additional LEED Gold evaluation needs
- Preparing additional land use tables for the City of Loveland entitlement approvals
- Assumes no additional meetings beyond the base bid scope will be required

Site Design Allowance 2
Scope: Additional (third) set of plans for 60% DD, 95% CD, and 100% CD issuance to include:

- Site plan with revised loop road (assumes the amenity areas around the terminal building will be the same as the Base Bid option and that construction documents for the parking lot will be prepared by civil)
- Landscape plans showing tree locations, planting bed locations and seed areas per the revised loop road
- Irrigation plans
- Additional LEED Gold evaluation needs
- Preparing additional land use tables for the City of Loveland entitlement approvals
- Assumes no additional meetings beyond the base bid scope will be required

Site Design Allowance 3
Scope: Additional (fourth) set of plans for 60% DD, 95% CD, and 100% CD issuance to include:

- Landscape plans showing tree locations, planting bed locations and seed areas per the revised Earhart road extension
- Irrigation plans
- Additional LEED Gold evaluation needs
- Preparing additional land use tables for the City of Loveland entitlement approvals
- Assumes no additional meetings beyond the base bid scope will be required

Exclusions:

- Grading and drainage plans
- Parking lot detailing
- Sign design
- Construction administration (fee and scope to be determined at a later date)

End of Landscape Architect Scope

LEED Visioning (Institute for the Built Environment)
Based on our current understanding of the project, IBE proposes the following services that will enhance the team's current direction, strengths and goals. Our understanding is that project is requested, and is willingly agreeing, to pursue LEED v4.1 for New Construction certification for the Terminal project, jointly owned by the City of Fort Collins and the City of Loveland.
IBE services for the project will include:

Design Phases (DD & CD)
Design Development (DD) and Construction Documents (CD) Phases

- Facilitation of ongoing LEED and Sustainability strategy meetings (weekly or bi-weekly) as needed throughout the Design phases (DD & CD) of the project (up to 20 meetings);
- Promote integrated decision making and systems thinking.
- Provide Summary Documentation from each Workshop and Meeting to the Team.

End of Institute for the Built Environment Scope

LEED Management and Consulting (Ambient Energy)

Key Assumptions

- The project will total 26,600 sf
- The project will pursue a LEED for New Construction version 4/4.1, Gold rating.
- The project will explore Zero Net Energy (ZNE).
- The Owners are the City of Fort Collins and the City of Loveland.
- There will be one LEED Certification for the project.
- The local energy code in Loveland is IECC-2018.

Design Development (60%)

Task 3a LEED Consulting

- DD Deliverables (LEED scorecard, LEED action item log, etc.)
- LEED v4 Materials Training
- LEED coordination meetings (up to three via web conference)
- LEED Coordination and Support (credit research, USGBC & GBCI correspondence, and LEED-Online administration)
- Provide Division 1 Sustainability Specifications
- Provide project specific review log and LEED specification language

Task 3b Energy Consulting

- Model energy performance of updated proposed design
- Perform energy analysis of Baseline Building per ASHRAE 90.1
- Model up to three (3) design options for architectural, mechanical, electrical, or renewable energy systems
- Prepare Energy Report via softcopy summarizing options and LEED performance
- Meet with Client via web conference to review Energy Report

Task 3c Fundamental Commissioning

- Meet with Owner via web conference to develop and document the Owner's Project Requirements (OPR). Review the basis of design (BOD) for completeness and provide review comments. Review the BOD and OPR to verify BOD conforms to OPR.
- Develop the commissioning plan
- Provide commissioning specifications for the systems to be commissioned for inclusion in the project specifications. Issue to the Owner and Design Team.
- HVAC Commissioning, Plumbing Commissioning, and Electrical Commissioning review of 100% Design Development documents (or mid-construction documents) for compliance with the OPR and BOD, and issue comments to the Owner and Design Team.
- HVAC Commissioning, Plumbing Commissioning and Electrical Commissioning review of 90% Construction Design documents (or final construction documents) as a back-check review, and issue comments to the Owner and Design Team.
- Update Cx plan with a preliminary list of equipment and systems to be commissioned for the project.
- Attend up to two (2) design team conference calls in design phase to discuss comments.

Task 3d Enhanced Commissioning

- Develop the Systems Manual scope and format and include in the project Cx Specifications.
- Develop the Training Requirements for the project and include in the commissioning specifications.

Solar Glare Hazard Analysis

- Complete solar glare hazard analysis per FAA glare analysis requirements (78 FR 63276) to analyze PV system tilt, orientation, and/or location to identify a design that mitigates glare while maximizing energy production.
- Provide summary and recommendations report.
- Meet with client and owner via web conference to discuss solar glare hazard analysis report and findings.

LEED v4 Integrative Process

- Perform "simple box" energy modeling analysis before completion of schematic design to explore how to reduce energy loads
- Perform preliminary water budget analysis before completion of schematic design to evaluate potable and on-site nonpotable water sources and use
- Facilitate meeting with design team and owner to discuss results
- Construction Documents (95% and 100%)

Life-cycle assessment

- Review 100% SD
- Receive REVIT file from architect and coordinate with BIM manager
- Kickoff meeting with the design team to identify life-cycle assessment and embodied carbon reduction strategies
- Coordinate with architect and structural engineer for material properties
- Complete WBLCA for reference building and alternative assemblies and materials
- Prepare WBLCA report via soft copy
- Meet with the design team to discuss WBLCA results
- Provide material specification requirements for 100% DD set
- Submit LEED-Online MRc1 Building Life-cycle Impact Reduction credit
- Revise LEED-Online submittal per GBCI review comments

Supplemental drawing review

- Supplemental drawing reviews for LEED of the 100% SD.

Envelope commissioning

- Design Development
- Include envelope components in the OPR and Cx plan
- Develop commissioning specifications for envelope

95% and 100% Construction Documents

Task 4a LEED Consulting

- CD Deliverables (LEED scorecard, LEED action item log, etc.)
- 95% & 100% CD reviews
- LEED coordination meetings (up to three via web conference)
- Update Division 1 Sustainability Specifications
- LEED Coordination and Support (credit research, USGBC & GBCI correspondence, and LEED-Online administration) Design Phase LEED-Online credit documentation for below credits (drawings to be provided by relevant discipline):
    - Project Information Form
    - LTc2 Sensitive Land Protection
    - WEp2/WEc2 Indoor Water Use Reduction
    - WEp3 Building Level Water Metering
    - EAp3 Building Level Energy Metering
    - EAc7 Green Power and Carbon Offsets
    - MRp1 Storage and Collection of Recyclables
    - EQp2 Environmental Tobacco Smoke Control
    - Innovation Credits
- Up to two reviews of Design Phase LEED-Online credits documented by team members
- and submission to GBCI

Task 4b Energy Consulting

- Model the Proposed Building per 100% Construction Documents
- Model Baseline Building per ASHRAE 90.1-2010 per LEED-NC version 4
- Submit LEED-Online Optimize Energy Performance and Renewable Energy credits
- Revise model per GBCI review comments

Task 4c Enhanced Commissioning
Confirm that Enhanced Commissioning requirements are included in the construction documents.

Envelope Commissioning
- Review 50% CD drawings for envelope design and continuity of air barrier components
- 90% CD back check of envelope review comments

Energy code permit submittal
- Use energy modeling for permit through the IECC or ASHRAE 90.1 performance path instead of the IECC prescriptive path
- Model Proposed Design based on 90% Construction Document set
- Model Baseline Building per IECC or ASHRAE 90.1 performance path
- Prepare energy permit submittal with electronic or wet stamped reports or drawing pages via hardcopy or soft copy

Supplemental drawing review
- Supplemental drawing reviews for LEED of the 100% DD packages.

End of Ambient Energy Scope

Cost Estimator Scope (Rider Levett Bucknall)

Scope of Work
Rider Levett Bucknall will prepare an independent estimate of construction cost at the following phases.
- Design Development (DD 60%)
- Construction Documents (CD 95%)

It is anticipated that the design documents will comprise architectural, structural and engineering drawings and project manuals to assist in the development of the construction cost estimates. Dibble Engineering will provide the cost estimates for the civil engineering design and RLB will incorporate into the final deliverable.

The cost estimating report will include summary and backup sheets, reflecting the level of information provided. When information is unclear or undefined, assumptions and allowances will be made based where possible on discussions with various design team members.

We have presumed that our entire estimating effort will be carried out in the Denver area and that there is no requirement for us to attend meetings outside of this area. We will correspond by email and phone with the design team members as necessary throughout the estimating exercise.

The cost estimate will include FF&E, AV and security systems.

Value Engineering
- 12 hours of Value Engineering estimating is provided for DD phase
- 12 hours of Value Engineering estimating is provided for the CD phase

Reconciliation with CMAR
- Reconcile our DD cost estimate with the prepared estimate by the CMAR GC.
- Reconcile our CD cost estimate with the prepared estimate by the CMAR GC.

Work not Included
- Site visits
- Attending meetings
- Hazardous materials abatement
- Premiums for blast hardening
- FIDs and BIDs (Flight Information Display and Baggage Information Display)
- Work outside the site boundaries unless noted otherwise

- Murals and works of art
- Mock-ups
- Costs associated with phasing the construction work
- Out of hours working
- Special testing & inspections
- Utility tap fees and charges
- Permits & plan review fees
- Owner's contingency
- Land and legal costs
- Architectural, Engineering and other professional fees
- Geotechnical, traffic and all other studies
- Escalation beyond April, 2022, construction start

End of Cost Estimator Scope of Work

Acoustical Engineering Scope (K2)

K2 will provide acoustics services to the project in the following categories:

- Development of sound isolating assemblies and strategies
- Guidance on interior (architectural) acoustics finishes
- Development of noise and vibration control strategies from building services
- Design and documentation required for LEED certification. We assume this project will explore the
- LEED EQ9 for acoustic performance.
- Room acoustics, not including Tenant Finish area of Concession areas
- Sound Isolation
- Building SErivces Noise Control for Project's Indoor Occupied Areas
- Environmental Noise impact on project site due to exterior noise (from aircraft and mechanical equipment service the building only)
- Sustainability certification: Acoustics Design/Documentation (LEED BD+C – Acoustical Performance)

Services will include:

- Understanding owner and operational needs and quality expectations;
- Development of initial concepts and acoustical design criteria;
- Review and collaborative input to the design team to incorporate acoustics strategies into the project design;
- Development of acoustical specification sections, and review of and comment on design drawings.

Input is provided through written narrative, marked-up drawings, sketches illustrating design concepts and details, specifications, and collaboration through virtual meetings with the design team.

Work not included in acoustical engineering fee

- Design for tenant finish of the Concession areas.
- Construction Administration Services
- Environmental noise impacts on adjacent properties due to exterior noise
- Sustainability Certification: LEED Design/Documentation for Additional Acoustics credit Exemplary Performance.
- Sustainability Certification: LEED in-field verification for Acoustics credit.

End of Acoustical Engineering Scope of Work

FEES

Base Design Development and Construction Documents Phases (60% - 100% Design)

- Architectural: $295,240
- Interior Design: $ 58,640
- Structural: $ 28,980
- LEED Visioning $ 4,700
- LEED Consulting $ 88,770
- Landscape Arch/Entitlement: $ 60,950
- Cost Estimating: $ 59,800
- Acoustical Engineering: $ 18,200
- Renderings: $ 9,000
- Specifications Booklet: $ 12,000
- Reimbursable Expenses $ 4,500
- Total (Base Fee) $640,780

Design Allowance Fees

Design Allowance Option 1

- Architectural: $ 7,800
- Landscape Arch/Entitlement: $26,450

Design Allowance Option 2

- Architectural: $ 7,800
- Landscape Arch/Entitlement: $26,450

Design Allowance Option 3

- Architectural: $ 4,800
- Landscape Arch/Entitlement: $13,800

Reimbursable Expenses

In addition to our basic fee we will invoice for reimbursable expenses at cost. VFLA has provided a fee in the fees section. Reimbursable expenses include but are not necessarily limited to expense of reproductions (including bid documents) and mylar/bond/color plots; postage and handling of drawings, specifications and other documents; models,

photographs, and marketing materials; expense of transportation and out of town travel; Long-distance communications; and fees paid for securing approval of authorities having jurisdiction over project.

Restart Fee

If the project goes on hold for longer than 90 days, additional costs will be incurred to restart the project and we reserve the right to request an additional fee to cover these costs.

Additional Services

While we have made a conscientious effort to make the Scope of Service as complete as possible, changing or unforeseen conditions may necessitate additional work. This work will not be undertaken until we have your written authorization to proceed. Additional services requested by the Client that are not in the Scope of Services will be provided on an hourly basis using VFLA current billing rates. Billing rates may be adjusted annually. Additional services of consultants shall be billed at cost plus 15 percent.

Respectfully,

Chris Aronson, AIA, NCARB, LEED AP
Principal Architect
Vaught Frye Larson Aronson Architects, Inc.

SWANSON RINK

December 3, 2021

Jared Bass, PE
VP – Sr. Project Manager
Dibble Engineering
2696 S. Colorado Blvd., Suite 330
Denver, CO 80222

Reference: **Northern Colorado Regional Airport (FNL)**
Proposal for New Commercial Terminal
Add Service Request #1 – Design From 30% to 100%

Dear Jared:

Swanson Rink is excited to be a part of the planning and development of the new Northern Colorado Regional Airport (FNL) Commercial Terminal.

The purpose of *Add Service Request #1* is to extend the contract to proceed with the design of the project from 30% through 100%. The content below from the original proposal has been updated for current project status and progress.

DESCRIPTION OF PROJECT

This project is the construction of a new terminal at the Northern Colorado Regional Airport. We understand that the new terminal is to be constructed within the budget identified in the draft Master Plan – Northern Colorado Regional Airport, prepared by Mead & Hunt. Funding will be under the CARES Act grant provided to the Airport by the FAA.

It is anticipated that the new terminal will meet all commercial terminal criteria while allowing for expandability for the projected growth of the airport. From the contracting kick-off meeting, we understand that the terminal will consist of public, sterile and secured areas including reception, circulation, car rental, ticketing, bag claim, restrooms and support facilities, departure lounges for two ground-boarding gates, concessions, inbound and outbound baggage handling, TSA checkpoint, as well as all necessary support and service areas.

We understand that the terminal is expected to initially handle 75,000 annual enplanements with the ability to expand to a maximum of 250,000 enplanements in twenty to thirty years. The design of aviation-specific systems will be based on the anticipated initial arrival/departure schedule and anticipated fleet mix with consideration given to potential growth.

The draft Master Plan prepared by Mead & Hunt contemplates that Phase I of the building will be roughly 30,000 sf and the site will be north of the existing terminal. Phase II of the Master Plan includes an additional 15,000 sf addition as needs in the future dictate. The existing terminal will continue to operate until the new terminal is on-line. Modifications of existing terminal, including demolishing, is not part of this project scope.

The new Terminal building space program requirements are described in the draft Master Plan, under section 4.3.3 Passenger Terminal Facility Requirements and Table 4-14 Future Terminal Program. The program requirements have been adapted for a overall 25,000 sq. ft. building based on budgetary constraints.

The Airport's sustainability goal includes LEED v4.0 Gold certification. Swanson Rink will continue to support this goal by continuation of the proposed design design for code-minimum compliant systems discussed in subsequent sections of this proposal in an effort to meet the functional requirements of the facility while progressing toward maintaining the established construction budget of $25M. Should the budget or scope be adjusted at subsequent milestones, Swanson Rink reserves the right to adjust the fee accordingly.

SCOPE OF SERVICES

Our scope of services for this project will include the engineering services described below.

1. Design Development (70%)
   - 1.1. Continue to develop drawings to the 70% level depicting system layout.
   - 1.2. Additional development of Details and Schedules for building systems.
   - 1.3. Finalize specification Table of Contents to identify required sections and rough draft of each section.
   - 1.4. Update ROM cost opinion for aviation systems. Cost opinions for MEP/FA/FP/Data/Comm is to be by others.
   - 1.5. Resolve any comments associated with the TSA 30% review of the check point and checked baggage design.
   - 1.6. Review documents with project stakeholders to assist with the decision-making process to carry the project to Construction Documents.
   - 1.7. Virtual attendance in design team meetings and presentations to project stakeholders
2. Permit Submittal (95%)
   - 2.1. Develop drawings to the 95% level depicting system layout suitable for permit submittal with comments incorporated from previous reviews.
   - 2.2. Additional development of Details and Schedules for building systems.
   - 2.3. Finalize specification Table of Contents to identify required sections with each section edited for project-specific content.
   - 2.4. Update ROM cost opinion for aviation systems. Cost opinions for MEP/FA/FP/Data/Comm is to be by others.
   - 2.5. Virtual attendance in design team meetings and presentations to project stakeholders
3. Construction Documents (100%)
   - 3.1. Finalize drawings to 100% level, addressing any permit review comments and suitable for construction.
   - 3.2. Finalize specifications.
   - 3.3. Virtual attendance in design team meetings and presentations to project stakeholders
4. Airport Sustainability
   - 4.1. Swanson Rink will participate in discussions with the Airport and stakeholders concerning sustainable features of a code minimum compliant system.

4.2. Swanson Rink will complete sustainable certification templates as appropriate to our technical areas of expertise.
4.2.1. Administration of a sustainable certification program will be by others.
4.2.2. Energy use or cost estimates will be by others.
4.3. LEED Certification pursuit. As part of our scope of services our team will assist the Airport toward the goal of LEED Gold certification by providing the following services:
4.3.1. Completion of LEED On-Line templates
4.3.2. Prepare supporting documentation for a goal of LEED certification under LEED Version 4.0 as registered with the USGBC

We understand that Bid Support and Construction Administration will be authorized following acceptance by the Client for the Construction Documents delivery. A fee for that work will be provided after acceptance of the conclusion of design services.

Responsibilities for each specific technical area will include:

1. Security Screening Checkpoint
   1.1. Coordination with TSA
   1.2. Equipment layout and connections for power and communications.
   1.3. Testing and Commissioning Specification
2. Baggage Conveyance
   2.1. Inbound claim including oversized
   2.2. Outbound – Ticketing take-away to checked baggage screening and baggage makeup
   2.3. Coordination with TSA
   2.4. Testing and Commissioning Specification
3. Plumbing
   3.1. Energy and water conservation measures
   3.2. Facility Water Distribution
   3.3. Sanitary Systems
   3.4. Building Storm Drainage Systems
   3.5. Plumbing Fixtures
   3.6. Natural gas service for building heating and concessions
   3.7. Testing and Commissioning Specification
4. HVAC
   4.1. Heating System Design and Equipment
   4.2. Cooling System Design and Equipment
   4.3. Heating, Ventilating, and Air Conditioning Equipment and Accessories
   4.4. Energy Modeling for Code Compliance
   4.5. Energy Use – Coordinate with Utility
   4.6. Testing and Commissioning Specification
5. Building Management System and Building Controls
   5.1. Building Management Systems diagram(s)
   5.2. Building Management and Control Systems design and operating protocol.
   5.3. Energy and Outside Air Ventilation Control Optimization and Code Compliance
   5.4. Testing and Commissioning Specification
6. Fire Suppression System (deferred submittal/delegated design)

6.1. Preliminary hydraulic evaluation (i.e. determine the need of fire pump and supply main size)
6.2. Fire suppression system design plans, riser diagrams, and zone diagrams
6.3. Fire detection/alarm system and building fire safety system coordination
6.4. Fire suppression system specifications

7. Electrical Power
   7.1. Building Electrical System One-line diagram
   7.2. Electrical Load Calculations
   7.3. Low Voltage power design
   7.4. Electrical Requirements: Low-Voltage Distribution, Transformers, Switchboards, Panelboards, Motor Control Centers and all wiring devices locations and sizing
   7.5. Energy Use – Coordinate with Utility
   7.6. Energy Modeling and Code Compliance
   7.7. Surge Protection for Low-Voltage Electrical Power Circuits
   7.8. Grounding and Bonding
   7.9. Lightning Protection
   7.10. Provision for Emergency Engine Generator and Transfer Switching. The transfer switch and generator will be provided as needed in the future.
   7.11. Short Circuit, Arc Flash and Coordination Studies
   7.12. Testing and Commissioning Specification
8. Electrical Lighting
   8.1. Interior Lighting Fixtures Selection – Collaboration with Architect
   8.2. Emergency and Exit Lighting
   8.3. Exterior building lighting, including photometric calculations and lighting fixture selection as part of the Site Utility Development Plan. See additional descriptions in ***Electrical Packages*** below.
   8.4. Ramp Lighting (Excluding Airfield lighting)
   8.5. Lighting Controls
   8.6. Energy Modeling and Code Compliance
   8.7. Testing and Commissioning Specification
9. Fire Detection/Alarm System (deferred submittal/delegated design needed)
   9.1. Fire detection/alarm system design criteria
   9.2. Fire detection/alarm system engineering floor plans and riser diagrams for code compliance
   9.3. System coordination for building life safety functions
   9.4. Fire detection/alarm system specifications
10. Communications
   10.1. MDF/Telecom Room/TSA Network room sizing, layouts, and requirements.
   10.2. Design for voice/data cable infrastructure, horizontal, and backbone cabling and connectivity.
   10.3. Testing and Commissioning Specification
11. Electronic Security – Access control and Video Surveillance
   11.1. CCTV camera locations as required by the TSA.
   11.2. Door access control and integrating into the existing campus access control system where required by the TSA.
   11.3. Electrical Coordination
   11.4. Testing and Commissioning Specification
12. Audio Visual Signage, Way Finding, FIDS/BIDS/GIDS and Overhead Paging

12.1. Speaker layouts and connectivity requirements for the gate area only. Terminal-wide public address system(s) are not anticipated and are not part of this design scope.
12.2. Testing and Commissioning Specifications

ELECTRICAL PACKAGES

The electrical Base Bid and Allowance Packages are based on discussions in November 2021 and graphical depictions with area measurements from *FNL New Terminal - Final Design Exhibits (11x17).pdf* as provided by the Dibble.

Base Bid

- General airside lighting consisting of building wall packs for to provide pedestrian illumination to/from aircraft, along with power to free-standing airside lighting. Selection and analysis of free-standing lighting fixture and poles is by others.
- Fixture and pole selection, power, and photometric analysis for the replacement of the existing parking lot lighting and ~2450 linear feet of roadway.
    - Structural pole bases are by others.
    - Existing overflow parking is excluded.
- Documentation of this design will be included in the base Site Improvement Plan (SIP).

Allowance Package 1

- Provide a separate SIP package that includes the fixture and pole selection, and photometric analysis for 7250 LF of loop roadway, termed the 'Ultimate Loop Road'.
    - Structural pole bases are by others.
    - Existing terminal parking lot is included.
    - Existing overflow parking is excluded as area is bisected by loop road.
- The intent is to provide a complete design package for alternate pricing by the CMaR.
- Documentation of this design will be included as a separate Site Improvement Plan (SIP).

Allowance Package 2

- Provide a separate SIP package that includes the fixture and pole selection, and photometric analysis for ~91,110 sq. yds. of new parking lot.
    - Structural pole bases are by others.
    - Existing overflow parking is excluded.
- This Package must be selected with Package 1 due to the conflict between the Base Bid loop road and the location of the proposed parking lot.
- The intent is to provide a complete design package for alternate pricing by the CMaR.
- Documentation of this design will be included as a separate Site Improvement Plan (SIP).

Allowance Package 3

- Provide a separate SIP package that includes the fixture and pole selection, and photometric analysis for ~5,225 LF of Earhart Road, approximately from the Lindbergh Dr intersection to the connection to the terminal loop road.
    - Structural pole bases are by others.

    - Existing terminal parking lot is included.
- The intent is to provide a complete design package for alternate pricing by the CMaR.
- Documentation of this design will be included as a separate Site Improvement Plan (SIP).

GENERAL ASSUMPTIONS AND CLARIFICATIONS

1. Virtual attendance in design team meetings and presentations to project stakeholders as listed in sections above entails a total (18) 1-hour meetings with a representative from each discipline thoughout the design process. Any additional meetings can be provided and will be billed at cost. Labor rates are identified in the attached labor rate table.

2. Information regarding program and system requirements have not been received from the Transportation Security Administration. Swanson Rink may request to alter the scope of services as well as additional fee once these requirements are understood.

3. It has been discussed that a photovoltaic system will be constructed as part of this project. Should the PV system be connected the building infrastructure, electrical engineering and design will extend to the line side of the photovoltaic circuit breaker and the breaker itself. Design of generation side of the photovoltaic system will be by others. Additional coordination will be provided with the utility company to regarding the main electrical meter as required. If the PV system is not connected to the building electrical infrastructure, Swanson Rink excludes engineering services for the PV system.

4. We presume non-Building Department and non-Planning/Zoning environmental permitting is to be completed by the owner or contractor. This includes State or Health Department operational permits for emissions, hazardous material reporting, fuel tank, battery, generator, and sewer use and drain.

5. This fee proposal is based on the Scope of Services being completed within 14 months of notice to proceed (NTP). If the Scope of Services is delayed through no fault of Swanson Rink, then the fee will be equitably adjusted.

6. Cost Estimates provided as part of our Scope of Services are budget opinions and are informal, generalized evaluations only and are not guaranteed.

7. Civil and Structural engineering work will be provided by others.

8. Security, CCTV, and access control requirements are provided only for those defined by the TSA. Requirements from the Airport, FAA, or stakeholders have not been expressed and are excluded at this time. Analytics for camera systems is also excluded.

9. Access control systems will be designed to integrate into the existing campus system, provided field investigations find that the system is expandable and pathways exist for integration of the new terminal building. Intrusion detection is excluded at this time.

10. Cellular Distributed Antenna Systems and Radio Frequency Antenna Systems are excluded from the Swanson Rink scope of work at this time.

11. Flight, Baggage, Gate Information Displays (FIDS/BIDS/GIDS), other visual displays, and wayfinding are anticipated to be static wall signage provided by others. Coordination to provide power to illuminate the signage is included.

12. It is our understanding that “architectural and specialty” lighting fixture selection and layout for architecturally sensitive public areas and amenities will be provided by others. Swanson Rink will design electrical circuiting and controls for all of the lighting.

13. Swanson Rink will provide assistance to the project Architect for identification of criteria for ticket lobby sizing including number of ticketing positions, baggage drops and take-away belts as well as inbound claim configuration and TSA Security Screening Checkpoint requirements.

SUSTAINABILITY

Swanson Rink will continue to assist the project's sustainable features with the proposed minimum code-complaint system(s) and will populate forms or templates that apply to our technical area of expertise. Swanson Rink does not allude to, imply, or guarantee a rating or certification level for the minimum code-compliant systems.

As previously noted, Swanson Rink will assist the design team in pursuing a LEED-BD+C v4.0 Gold certification. It's anticipated that Swanson Rink will be able to contribute to the following prerequisites and credits:

Sustainable Sites
- Light Pollution Reduction

Water Efficiency
- Indoor Water Use Reduction
- Building-Level Water Metering

Energy and Atmosphere
- Minimum & Optimize Energy Performance
- Building-Level & Advanced Energy Metering
- Fundamental & Enhanced Refrigerant Management

Indoor Environmental Quality
- Minimum Indoor Air Quality Performance
- Enhanced Indoor Air Quality Strategies
- Thermal Comfort
- Interior Lighting
- Daylighting (as required)
- Acoustic Performance

SUSTAINABILITY ASSUMPTIONS AND CLARICIATIONS

1. Functions of the Project Administrator and general administration of the sustainable certification program will be by others.
2. Energy modeling and calculations for Net Zero Energy, LEED prerequisites and LEED credits will be by others. Energy modeling, energy use estimates, and similar calculations will be by others.

EXCLUSIONS

1. Any work other than what is defined in the Scope of Services.
2. Net Zero Building pursuit.

3. Stamped and signed Fire Protection drawings. Swanson Rink provides a performance-based specification for this project. However full Stamped and Signed drawings can be provided as an optional design service.
4. While we offer services for the scope items below, we do not believe they will be part of the project(s):
    a. Passenger Boarding Bridges and associated systems – It is anticipated that the terminal will be single story and all aircraft will be ground boarded. PBB system design can be provided as an optional design service.
    b. Food preparation areas requiring grease interceptors, extra plumbing, grease exhaust or make-up air. Services can be provided as an optional design service.
    c. Airfield lighting. Services can be provided as an optional design service.
    d. An emergency responder radio amplification system is not anticipated at this time.
    e. Data center/mission critical systems design such as may be required for the FAA remote ATC program. Services can be provided as an optional design service.
    f. Custom lighting design including building façade lighting, sculpture/art lighting, decorative fixtures, video conferencing lighting design and dimming control system. Services can be provided as an optional design service.
    g. Acoustical design features will follow the industry standard of care and are anticipated to only contribute to a satisfactory passenger experience. Acoustic engineer and acoustic modeling services are not included in the project at this time.
    h. Performance based design for smoke control system and egress analysis. Services can be provided as an additional service if the project requires.
    i. Fueling system modifications.
    j. To execute this project, it will be necessary to address the drainage associated with the existing De-Icing System including the location of the retention tank and drainage control valves. Swanson Rink is only including the control valves in our scope of work at this time.

FEE BASIS

The fee to complete the remaining phases of the Base Bid proposed engineering design services is estimated to be ***Two Hundred Ninety-Seven Thousand Five Hundred Sixty Dollars and no cents*** **($297,560.00)** on a Lump Sum basis as scheduled below. Reimbursable expenses are included in this fee.

Design Development (70%) Permit Submittal (95%) Construction Documents (100%)	$297,560

The fee for each electrical Allowance Package is identified below. Reimbursable expenses are included in these fees as well.

Allowance Package 1	$16,460
Allowance Package 2	$23,690
Allowance Package 3	$12,100

Reimbursable expenses incurred by Swanson Rink in the interest of the project include transportation, subsistence and lodging when traveling in connection with the project, printing and reproduction expenses, delivery fees and postage will be billed at cost.

TERMS AND CONDITIONS

The attached Swanson Rink, Inc. Standard Terms and Conditions dated November 14, 2018 apply to this proposal.

We look forward to providing our services for this project. If there are any questions, please call.

Sincerely,
SWANSON RINK, INC.

Dustin Mahoney, PE
Project Manager

November 18, 2021

Dibble & Associates Consulting Engineers, Inc.
2696 South Colorado Boulevard, Suite 585
Denver, Colorado 80222

Attn: Mr. Rick Zabel, P.E.
P: (303) 872-5756
E: rick.zabel@dibblecorp.com

Re: Proposal for Geotechnical Consultation Services
FNL New Terminal with Parking
4900 Earnhart Drive
Loveland, Colorado
Terracon Project No. 20205076

Dear Mr. Zabel:

Previously, Terracon Consultants, Inc. (Terracon) prepared a Geotechnical Engineering Report (Terracon Project No. 20205076; report dated February 25, 2021) for the project referenced above.

Recently, Terracon was contacted by Mr. Rick Zabel with the Dibble & Associates Consulting Engineers, Inc. (D&A), requesting a proposal to provide geotechnical consulting services during the final design phase of the project which is planned during 2022. Our understanding of the project was provided in the **Project Description** section of our report dated February 25, 2021.

SCOPE OF SERVICES

At this time, D&A has asked Terracon to be available during the final design phase of the project for consultation, as needed. Our general scope of work includes the review, evaluation, and response to the contractor's or designer's questions. We will work with the design and construction teams to respond to their questions. In addition, we understand Dibble may invite Terracon to participate in a few project meetings, as needed.

COMPENSATION

The scope of services described in this proposal will be performed on a time and materials basis not to exceed $3,000. The following unit rates will be applied to this project.

Item	Unit Rate
Project Engineer (includes up to about 10 hours)	$150/hour

Item	Unit Rate
Senior Project Engineer/Department Manager (includes up to about 8 hours)	$170/hour
Clerical (includes up to about 2 hours)	$70/hour

Additional work is required outside the scope of this proposal, you will be contacted, and upon request, proposed costs for additional work will be provided. Client authorization will be obtained prior to commencement of any additional work outside the scope of this proposal.

AUTHORIZATION

Our services will be performed under the terms and conditions of the Independent Consultant Agreement between D&A and Terracon, dated October 27, 2020. To authorize Terracon to proceed with the services described in this proposal, please issue a Change Order that references the Independent Consultant Agreement and includes this proposal.

We appreciate the opportunity to provide this proposal to you and look forward to continuing to work with you on this project. If you have any questions or concerns regarding the content of this proposal, please feel free to contact us.

Sincerely,
Terracon Consultants, Inc.

Alec N. Strassburg, P.E. (KS, OK)
Project Engineer

Eric D. Bernhardt, P.E.
Geotechnical Department Manager

Copies to: Addressee (via e-mail)

DIBBLE Survey Fee Proposal

Client:

Project: FNL New Terminal ADD

Project #: N/A
Requested by: Drew Spear
Prepared by: Jason Graham

Billing Format: X Lump Sum
Task Lump Sum
Time and Materials

DIBBLE Staff Hours By Task

Task Number	Task Descriptions	300-Land Surveyor Manager (RLS)	305-Land Surveyor (RLS)	310-Land Surveyor in Training (LSIT)	150-CAD Technician	315-Survey Technician	320-Survey Crew	323-GIS Specialist	127-QA/QC Manager	740-Admin Assistant	Total
	Topographic Survey										
1	Records Research & Crew prep	2									
2	H & V Cntrl, Locate ROW and Prop Mons						4				
3	Topographic Survey						16				
4	Drivetime										
5											
6											
7											
8	**Office Work**										
9	Basemap Preparation		4			8					
10	Utility Coordination/Mapping										
11	Property/Rights of Way		2			4					
12	Control Sheet Prep		2			4					
13	Legal Descriptions										
14											
15	QA/QC	2									
16											
17											
18											
19											
20											
21											
22											
23											
24											
25											
26											
27											
28											
29											
30											
	STAFF HOURS TOTAL	**4**	**8**			**16**	**20**				**48**

DIBBLE Survey Fee Proposal

Client:

Project: FNL New Terminal ADD

Project #: N/A
Requested by: Drew Spear
Prepared by: Jason Graham

Billing Format: X Lump Sum
Task Lump Sum
Time and Materials

DIBBLE Labor Fee By Task

Task Number	Task Descriptions	300-Land Surveyor Manager (RLS)	305-Land Surveyor (RLS)	310-Land Surveyor in Training (LSIT)	150-CAD Technician	315-Survey Technician	320-Survey Crew	323-GIS Specialist	127-QA/QC Manager	740-Admin Assistant	Total
	Staff Billing Rates	$ 183.00	$ 159.00	$ 116.00	$ 116.00	$ 101.00	$ 195.00	$ 152.00	$ 187.00	$ 84.00	
	Topographic Survey										**$6,432**
1	Records Research & Crew prep	$366									$366
2	H & V Cntrl, Locate ROW and Prop Mons						$780				$780
3	Topographic Survey						$3,120				$3,120
4	Drivetime										
5											
6											
7											
8	**Office Work**										
9	Basemap Preparation		$636			$808					$1,444
10	Utility Coordination/Mapping										
11	Property/Rights of Way		$318			$404					$722
12	Control Sheet Prep		$318			$404					$722
13	Legal Descriptions										
14											
15	QA/QC	$366									$366
16											
17											
18											
19											
20											
21											
22											
23											
24											
25											
26											
27											
28											
29											
30											
	LABOR FEE TOTAL	**$732**	**$1,272**			**$1,616**	**$3,900**				**$7,520**

Subconsultants Fee By Task

DIBBLE Survey Fee Proposal

Client:

Project: FNL New Terminal ADD

Project #: N/A
Requested by: Drew Spear
Prepared by: Jason Graham

Billing Format: X Lump Sum
Task Lump Sum
Time and Materials

Vendor Name	Task Description	Quantity	Unit	Cost/Unit	Total
			Lump Sum		
				SUBCONSULTANT FEE TOTAL	

Direct Costs and Allowances

Item	Item Clairification	Quantity	Unit	Cost/Unit	Total
Food	Breakfast, Lunch and Dinner	2	Day	$100	$200
Hotel		2	Night	$50	$100
				DIRECT COSTS AND ALLOWANCES TOTAL	**$300**

Fee Summary

Item	Fee
Project Total Dibble Labor	$ 7,520
Project Total Subconsultants	$ -
Project Total Direct Costs and Allowances	$ 300
PROJECT COMPENSATION TOTAL	**$ 7,820**

Terminal Building Project

Architectural & Engineering Design Contract Approval

Project Timeline

NORTHERN COLORADO REGIONAL AIRPORT

JAN 2021
- VISIONING PROGRAMMING
- CHARRETTE 1

APR 2021
- 15% CONCEPTUAL DESIGN
- CHARRETTES 2 & 3

OCT 2021
- 30% SCHEMATIC DESIGN
- CHARRETTE 4

JAN 2022
- CREATE AND SOLICIT REQUEST FOR PROPOSALS FOR CONSTRUCTION MANAGER AT RISK AND SELECT FIRM

MAR 2022
- BEGIN NEGOTIATION OF GUARANTEED MAXIMUM PRICE CONTRACT

DEC 2022
- COMPLETE DESIGN & AGREE TO GUARANTEED MAXIMUM PRICE

JAN 2023
- BEGIN CONSTRUCTION

2Q 2024
- CONSTRUCTION COMPLETE

Background

NORTHERN COLORADO REGIONAL AIRPORT

- Airport is using federal funds for this project
  - Requires a specific procurement process: Federal regulations under Section 2 of the Code of Federal Regulations section 200 & FAA Advisory Circular 150/5100-14E
- Dibble Engineering and VFLA Architects selected in 2020
  - Selection was based on qualifications and expertise
  - Contract awarded for five years, through the end of 2024
- Original contract approved by Airport Commission through Schematic Design ~30% complete
  - Visioning, Stakeholder Charrettes, Conceptual Design, Schematic Design, CMaR Delivery Method
  - 30% design contract cost: $616,225

Proposed Costs

NORTHERN COLORADO REGIONAL AIRPORT

A. Base Design Phase Services: $1,222,315
   1. Dibble Engineering (Civil Design and Overall Project Management).....$280,975
   2. VFLA (Architectural)..... $640,780
   3. Swanson Rink (MEP)..... $297,560
   4. Terracon (Geotechnical)..... $3,000

B. Design Allowance 1 (Ultimate Loop Road): $152,920
   1. Dibble Engineering (Civil Design and Overall Project Management).....$94,390.00
   2. VFLA (Architectural)..... $34,250.00
   3. Swanson Rink (MEP)..... $16,460.00
   4. Survey (Dibble).....$7,820.00

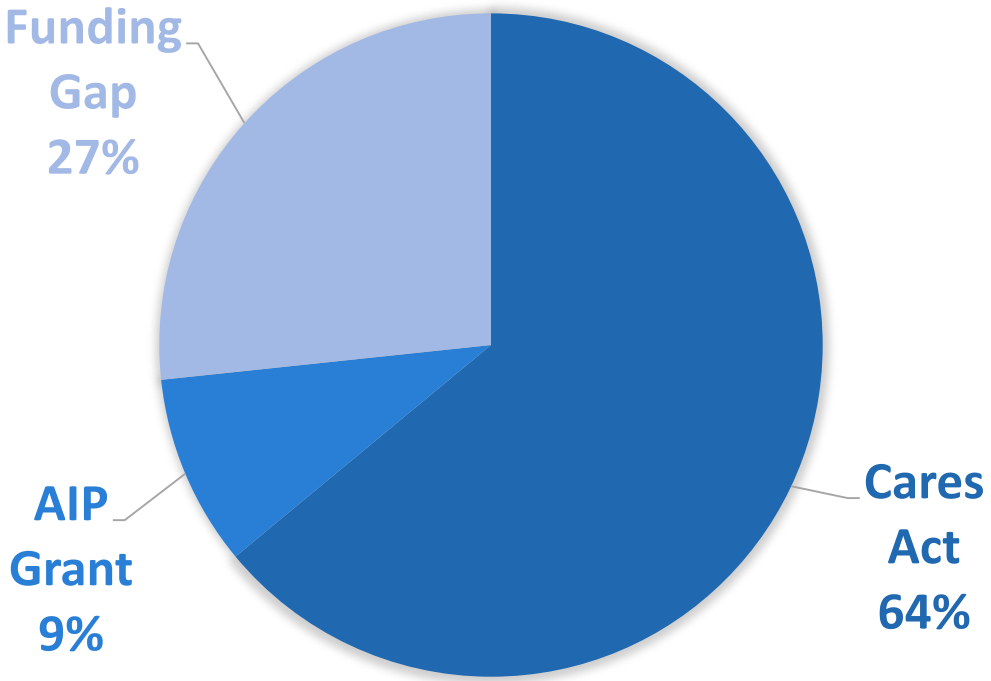
C. Design Allowance 2 (Expansion of Existing Parking Lot): $121,769
   1. Dibble Engineering (Civil Design and Overall Project Management).....$63,829
   2. VFLA (Architectural).....$34,250
   3. Swanson Rink (MEP).....$23,690

D. Design Allowance 3 (Earhart Road Widening): $86,826
   1. Dibble Engineering (Civil Design and Overall Project Management).....$56,126
   2. VFLA (Architectural).....$18,600
   3. Swanson Rink (MEP).....$12,100

Total Design..... $1,583,830.00

Total Project Budget

NORTHERN COLORADO REGIONAL AIRPORT

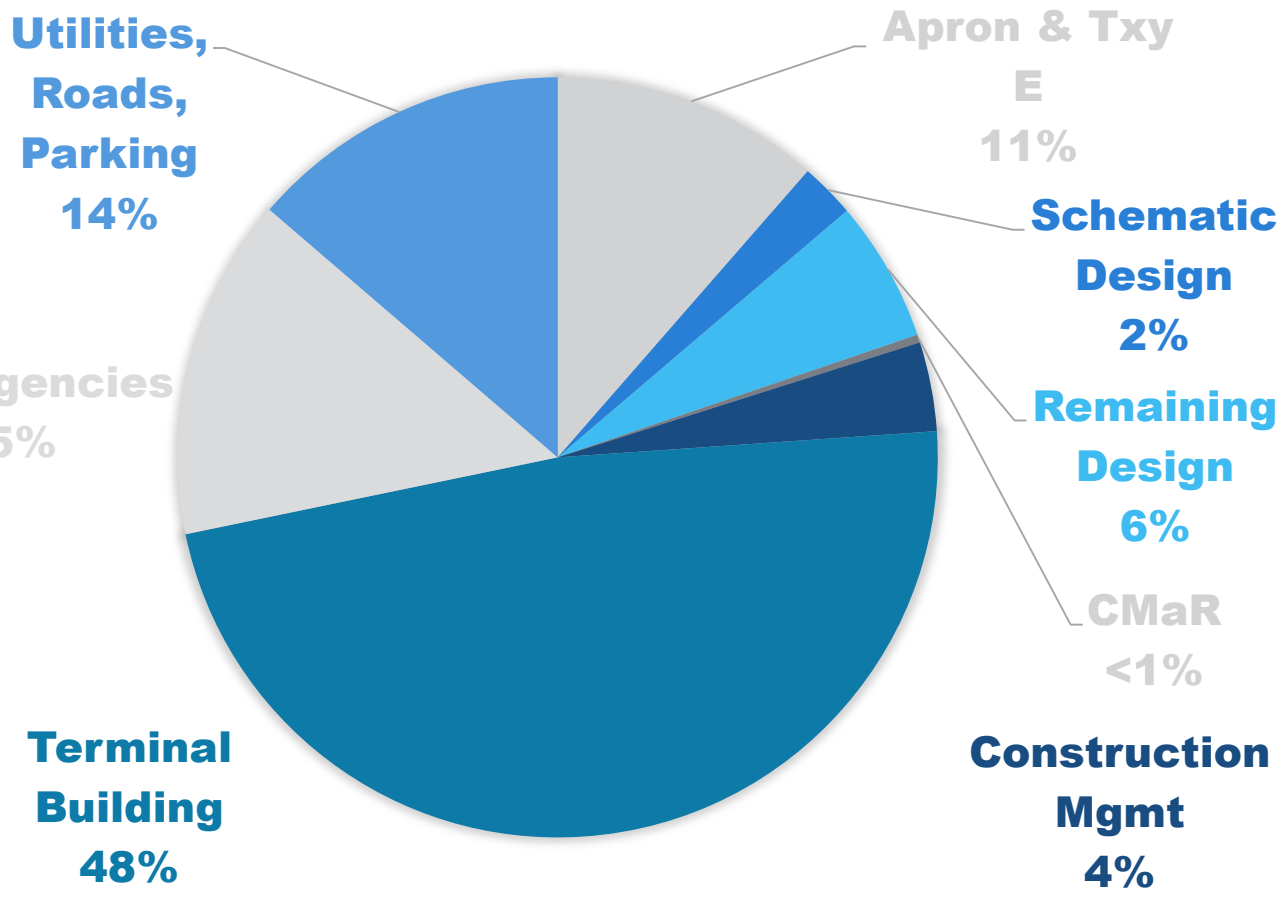


- Total Funding Needed $26.4m
  - Cares Act 64% = $16.9m
  - AIP Grant 9% = $2.5m
  - Funding Gap 27% = $7m
- Estimated figures based on 30% design cost estimates and options selected by the Airport Commission and stakeholders during design charrettes.

Estimated Total Costs

NORTHERN COLORADO REGIONAL AIRPORT

- Total Estimated Cost $26.4 million
- Completed Tasks
  - Apron & Twy E: $ 3,011,046
  - Schematic Design: $ 616,225
- Tasks Remaining
  - 30-100% Design: $ 1,583,830
  - CMaR: $ 88,147
  - Construction Mgmt $ 1,000,000
  - Terminal Building $12,612,356
  - Contingencies $ 3,832,654
  - Utilities, Roads, Parking $ 3,610,911



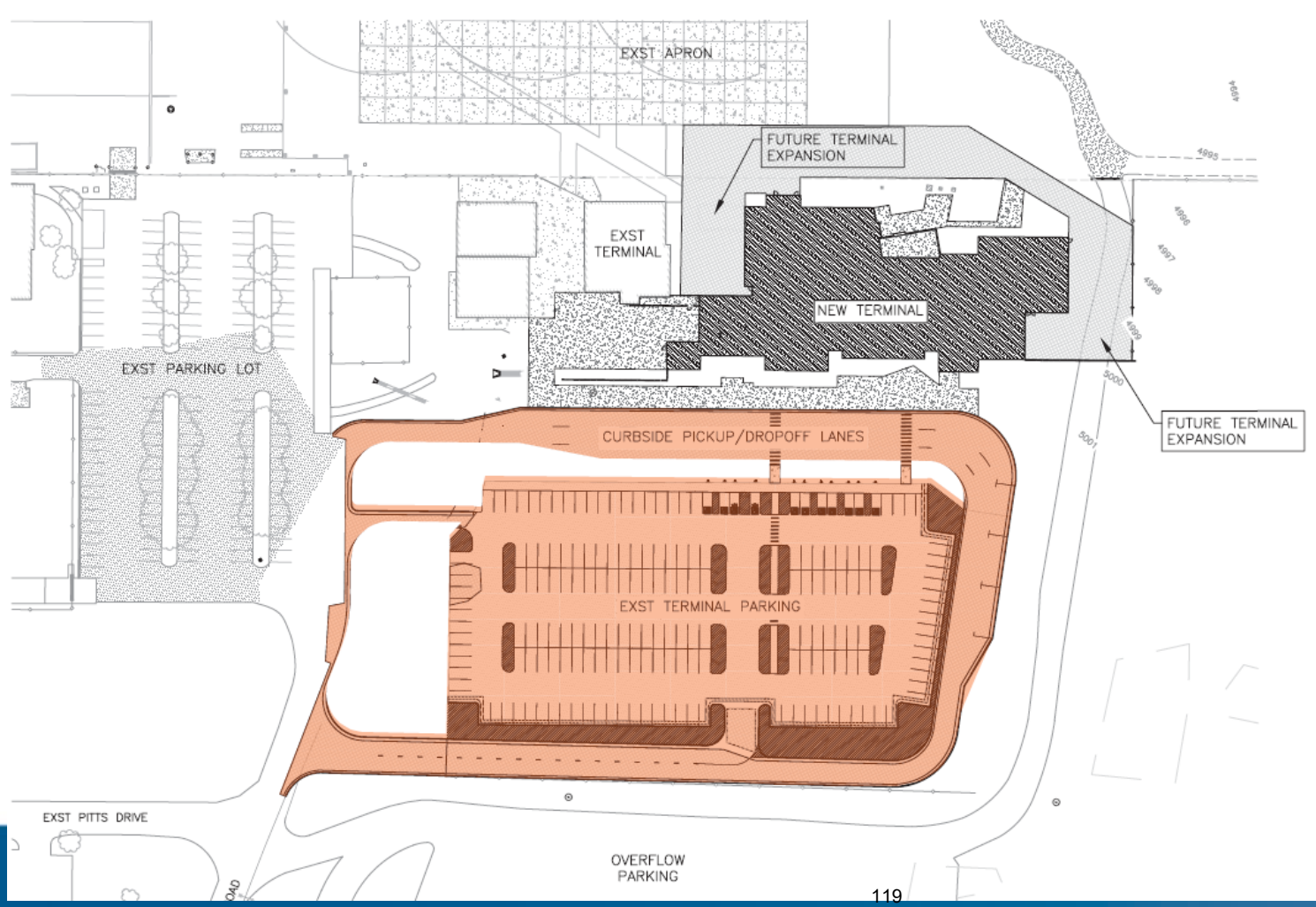
Estimates for Allowances

NORTHERN COLORADO REGIONAL AIRPORT

- Total costs for utilities, parking lots, and roads $3.6 million
  - Base bid includes smaller loop road and rehabilitation of existing parking lot and the estimated construction costs are $1.6 of the $3.6 million
- Design Allowances as Bid:
  - Allowance 1 creates the full loop road $152,920
  - Allowance 2 creates the expanded parking lot $121,769
  - Allowance 3 creates better entry road and signage $ 86,826
  - Total $361,515 for Design
- Potential savings approximately $2,000,000 construction & $361,515 for design if not awarded

Scope of Work - Base

NORTHERN COLORADO REGIONAL AIRPORT



BASE BID:

1. TERMINAL BUILDING UTILITIES
2. CONSTRUCT NEW DROP-OFF LANES
3. CRACK SEAL & SEAL COAT EXISTING PARKING LOT PAVEMENT
4. NEW PAVEMENT MARKINGS
5. REMOVE EXISTING PARKING LOT ENTRANCES
6. CONSTRUCT NEW PARKING LOT ENTRANCES

ADD. ALT 1:

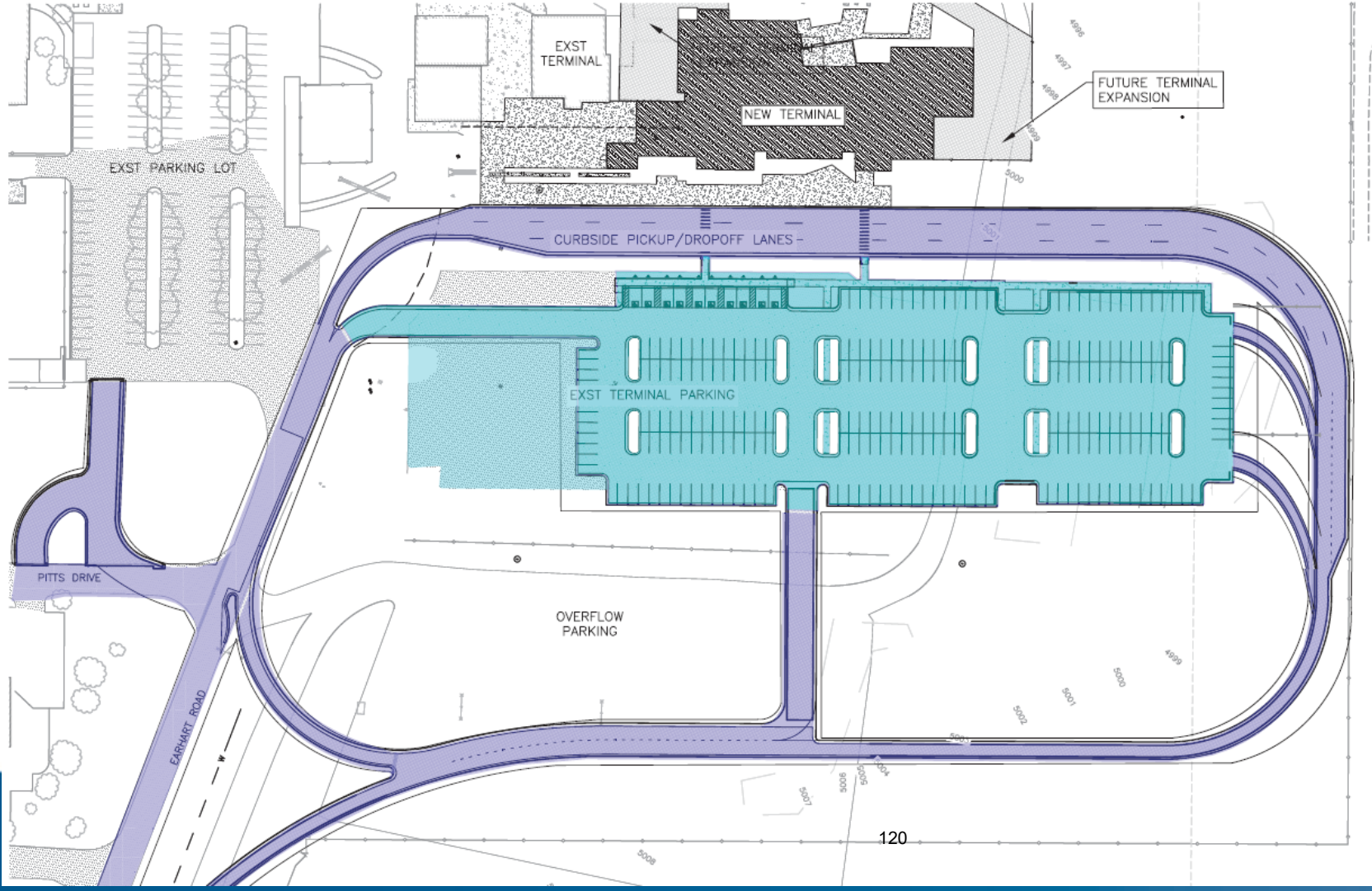
1. RECONSTRUCT SMALL LOOP ROAD ON NORTH SIDE OF EXISTING PARKING LOT (DEMO EXISTING PAVEMENT).

LEGEND

BASE BID PROJECT LIMITS

Allowance 1 & 2

NORTHERN COLORADO REGIONAL AIRPORT



ADD ALT 2:

1. EXTEND CURBSIDE PICKUP/DROPOFF LANES
2. RECONSTRUCT PERIMETER ROADS TO EXISTING TERMINAL PARKING AREA

ADD. ALT 3:

1. RECONSTRUCT EARHART ROAD

LEGEND

Allowance 1

Allowance 2

Allowance 3

NORTHERN COLORADO REGIONAL AIRPORT

Recommendation

NORTHERN COLORADO REGIONAL AIRPORT

- Award all design elements to include the three Allowances
  - Allows for flexibility with revenues, and to have “on the shelf” projects if funding is not readily available
  - Phasing landside work will not impact the terminal building size, fit, or finish
  - Aligns with direction given in previous meetings for design elements
- Decide later this year what to award for construction once cost estimates and available funding becomes more clear.

RESOLUTION #R-01-2022

A RESOLUTION RECOMMENDING APPROVAL TO THE LOVELAND CITY COUNCIL OF A CONTRACT AMENDMENT WITH DIBBLE ENGINEERING FOR CONTINUATION OF THE AIRPORT TERMINAL DESIGN PROJECT

WHEREAS, the Northern Colorado Regional Airport Commission ("Commission") was established by the City of Loveland ("Loveland") and the City of Fort Collins ("Fort Collins") pursuant to that certain Amended and Restated Intergovernmental Agreement for the Joint Operation of the Fort Collins-Loveland Municipal Airport dated January 22, 2015 ("2015 IGA"), to effectuate changes to the governance structure and pursue development of the Fort Collins-Loveland Airport (now known as the Northern Colorado Regional Airport) as a regional airport. The IGA was amended in 2016 and 2019; and

WHEREAS, pursuant to the 2015 IGA, as amended, the Cities granted certain authority to the Commission, including the authority to enter into Airport contracts for goods and services so long as certain parameters are met. Specifically, one such parameter is that contracts are "entered into in accordance with City of Loveland Purchasing policies;" and

WHEREAS, the Commission previously entered into a services contract in amount of $499,375 with Dibble Engineering (with VFLA Architects as subcontractor) for services related to design and engineering of the new Airport terminal to reach a 30% design (the "Contract"). The 30% design has been achieved, and the Cities are ready to award a construction manager at risk contract to a selected contractor to pursue construction of the Airport terminal. As such, the Cities are also prepared to move forward with completion of a 100% design of the terminal; and

WHEREAS, the Contract was amended one time on October 23, 2020 to increase the scope and price of the Contract. The currently proposed second amendment to the Contract proposes to increase the price by $1,583,830 to a total of $2,200,055 to include an expanded scope of services to complete the 100% design of the Airport terminal. Such increase in price has been budgeted and appropriated in the 2022 Airport budget, and will be reimbursed by CARES Act grant funds; and

WHEREAS, City of Loveland Purchasing policies require contracts of $500,000 or more to be approved by the City Council. Therefore, the Commission desires to recommend to the Loveland City Council that it approve an amendment to the Contract to complete the 100% design of the Airport terminal.

NOW, THEREFORE, BE IT RESOLVED BY THE NORTHERN COLORADO REGIONAL AIRPORT COMMISSION:

Section 1. That the Commission recommends that the Loveland City Council, in accordance with City of Loveland purchasing policies, approve the amendment to the Contract with Dibble Engineering to complete the 100% design of the Airport terminal.

Section 2. That this Resolution shall be effective as of the date and time of its

adoption.

ADOPTED this 20th day of January 2022.

_____
Don Overcash, Chair of the
Northern Colorado Regional Airport Commission

ATTEST:

_____
Secretary

APPROVED AS TO FORM:

Senior Assistant City Attorney

NORTHERN COLORADO
REGIONAL AIRPORT
4900 Earhart Rd • Loveland, Colorado 80538
(970) 962-2850 • FAX (970) 962-2855 • TDD (970) 962-2620

ITEM NUMBER: 7

MEETING DATE: January 20, 2022

PREPARED BY: Jason R. Licon, Airport Director

TITLE

Recommendation to Award Contract for Construction Manager at Risk Firm for the Terminal Project

RECOMMENDED AIRPORT COMMISSION ACTION

Recommend the Commission make a motion to accept the recommendation from the selection panel to award the Construction Manager at Risk Contract to Hensel Phelps as presented for the Terminal Project

BUDGET IMPACT

Negative: the project is currently estimated at $26 million in total to complete. The CMaR design process will require $88,147 for design services based on current design elements.

SUMMARY

One year ago, the terminal design project kicked off with the qualification-based selection process for a team of professionals to begin designing the future airport terminal building. The Airport contracted with the most qualified team that consisted of the airport specialized firm Dibble Engineering and Fort Collins based VFLA Architects.

Since this time the project team has conducted a stakeholder-driven schematic design process that included four charrette exercises where feedback from airport stakeholders was integrated into every step. The goal of the project is to expand the Airport's Commercial services infrastructure through a sustainable iconic new facility that will serve as a new gateway to Northern Colorado. The current plan includes a 26,600 square foot facility that includes high quality architectural themes and finishes.

The project reached the 30% schematic design milestone in September, and is now working to obtain a construction management company to join the design team. The Construction Manager at Risk (CMaR) project delivery method is a qualifications-based selection process and will establish a negotiated guaranteed maximum price upon the end of the design process.

Staff and the design team published the CMaR request for proposals (RFP) in November and received an excellent amount of interest from many highly qualified firms with many that have experience constructing similar facilities. Since receiving the submittals in December, a team of individuals from both Cities and the design team have spent a considerable amount of time evaluating the submittals, shortlisting the top firms, interviewing, and have come to a consensus to make a recommendation. The selection panel consisted of the following individuals:

- Chris Aronson: VFLA Architects
- Jared Bass: Dibble Engineering
- Brian Hergott: City of Fort Collins Senior Facilities Project Manager
- Michael Hogan: City of Loveland Facilities Manager
- Jason Licon: Airport Director
- Ken Mannon: City of Fort Collins Operations Services Director

The CMaR RFP selection panel recommend Hensel Phelps as the most qualified Construction Manager at Risk firm for the project. The Hensel Phelps team will partner with the Airport to get the project designed and ultimately built. This approval will allow the Hensel Phelps team to work in lock step with the rest of the consultants hired to design the project through complete design.

This item will review information about the selection process and rationale for the recommendation.

ATTACHMENTS

- Terminal CMaR RFP is available to anyone interested, and is not attached due to the size of the document (147 pages)
- CMaR Selection Presentation
- Resolution R-02-2022 CMaR Award

Terminal Building Project

Construction Manager at Risk Contract Approval

CMaR Delivery Method Benefits

NORTHERN COLORADO REGIONAL AIRPORT

- Benefits of the CMaR concept in today's pandemic constrained construction environment - more control over the project & good early collaboration between owner, designer, and builder
  - Supply and material control
    - Addresses material and supply chain shortages
    - Utility coordination with long lead times for piping, transformers, etc.
    - Permitting & inspector coordination
  - Cost control
    - Inflationary cost hedging potential
    - Guaranteed Maximum Price
  - Time control
    - Design-Bid-Build may not have met the time requirements for CARES Act grant spending dates
    - LEED Gold Coordination

CMaR Requirements

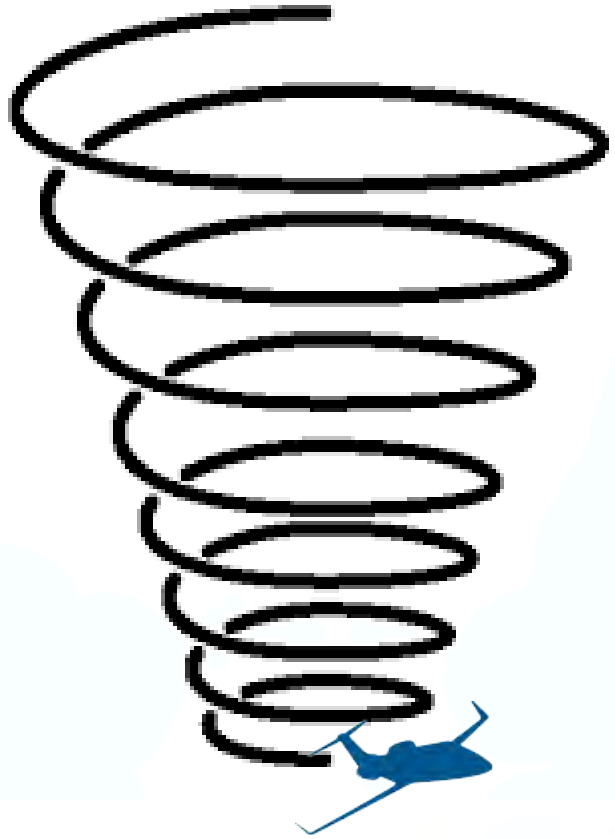
NORTHERN COLORADO REGIONAL AIRPORT

- Construction firm will be a partner in the design
- Provide design assistance starting with the current (30%) schematic design drawings, constructability review, cost estimating, scheduling, procurement of subcontractors, and construction services
- Preconstruction services
  - Assist in the building review and permitting process
  - Participate, either virtually or in person in bi-weekly progress and design review meetings
  - Review of progressively completed construction drawings and technical specifications
  - Provide construction scheduling, procurement scheduling, and construction cost estimating
  - Provide constructability input, value engineering, and provide lead-time estimates for various materials, equipment or furnishings Provide support and coordinate design options to help in the delivering of a LEED Gold building during construction

CMaR RFP Process

NORTHERN COLORADO REGIONAL AIRPORT

- Request for Proposals released October 27, 2021
- Pre-proposal meeting held November 10, 2021
- Last day for questions November 17, 2021
- Proposals received December 2, 2021
- Selection committee review December 3-14, 2021
- Notification of shortlisted firms December 17, 2021
- Interviews of shortlisted firms January 10, 2022
- Recommendation of top selected firm - today



CMaR Selection Committee

NORTHERN COLORADO REGIONAL AIRPORT

- Chris Aronson: VFLA Architects
- Jared Bass: Dibble Engineering
- Brian Hergott: City of Fort Collins Senior Facilities Project Manager
- Michael Hogan: City of Loveland Facilities Manager
- Jason Licon: Airport Director
- Ken Mannon: City of Fort Collins Operations Services Director

City of Fort Collins

DIBBLE

VFLA

VAUGHT FRYE LARSON architects

SWANSON RINK

City of Loveland

Project Timeline

NORTHERN COLORADO REGIONAL AIRPORT

JAN 2021	APR 2021	OCT 2021	JAN 2022	MAR 2022	DEC 2022	JAN 2023	2Q 2024
• VISIONING PROGRAMMING • CHARRETTE 1	• 15% CONCEPTUAL DESIGN • CHARRETTES 2 & 3	• 30% SCHEMATIC DESIGN • CHARRETTE 4	• CREATE AND SOLICIT REQUEST FOR PROPOSALS FOR CONSTRUCTION MANAGER AT RISK AND SELECT FIRM	• BEGIN NEGOTIATION OF GUARANTEED MAXIMUM PRICE CONTRACT	• COMPLETE DESIGN & AGREE TO GUARANTEED MAXIMUM PRICE	• BEGIN CONSTRUCTION	• CONSTRUCTION COMPLETE

CMaR Costs & Selection Criteria

NORTHERN COLORADO REGIONAL AIRPORT

- The cost for CMaR design partnership is $88,147
  - Cost can change if scope is added to the contract as part of the design process
  - This is based on current design and schedules
- The selection was made based on qualifications and many other factors that included:
  - Experience of team assigned to the project
  - LEED Certification experience
  - Safety records
  - CMaR experience
  - Capabilities both internal and external
  - Cost

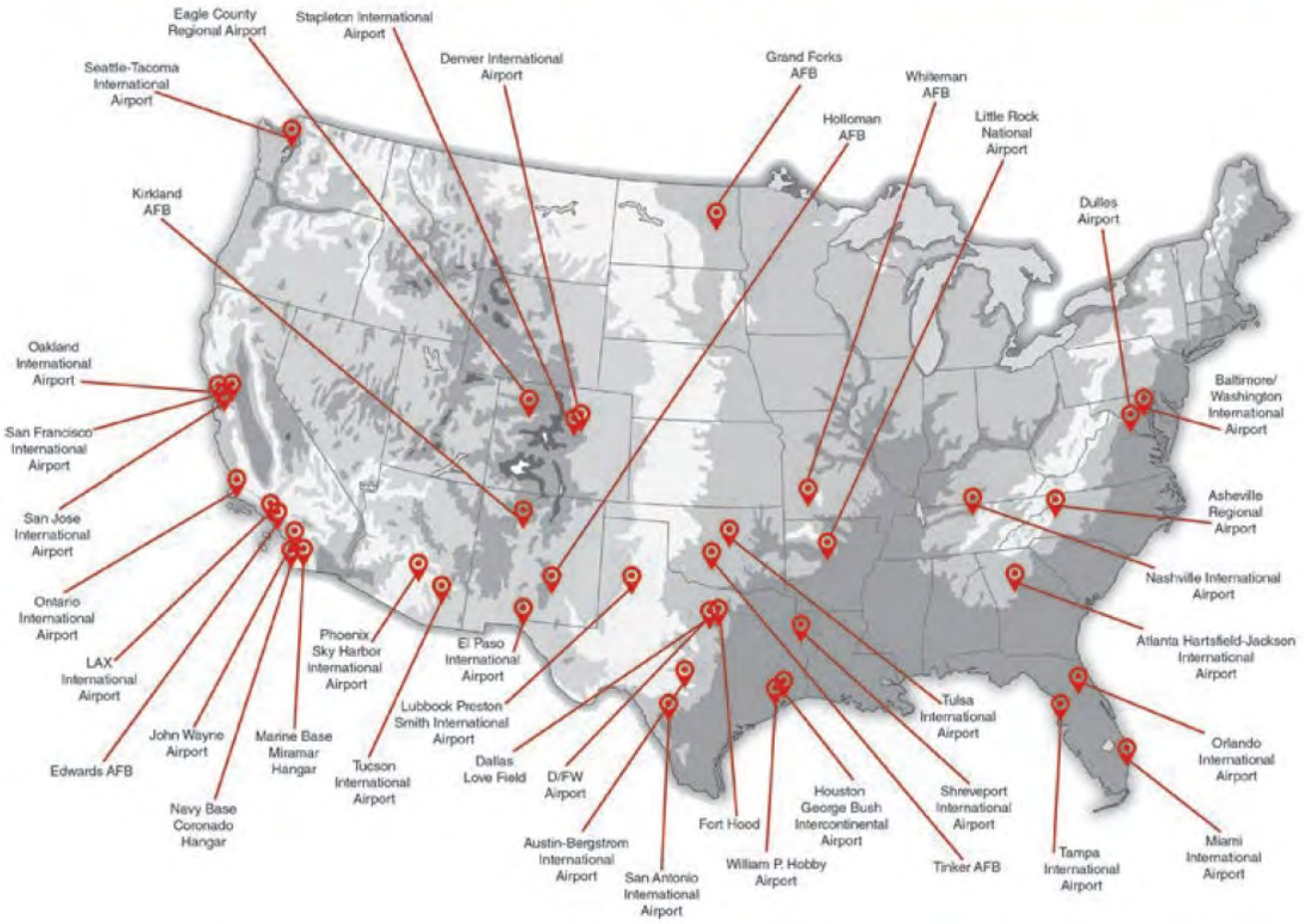
Recommendation

NORTHERN COLORADO REGIONAL AIRPORT

- Award Hensel Phelps with the contract for Construction Manager at Risk
  - To be signed by the Airport Director if authorized, or City Managers if required

HENSEL PHELPS
Plan. Build. Manage.

Hensel Phelps has successfully completed over 320 aviation projects across the U.S.



RESOLUTION #R-02-2022

A RESOLUTION APPROVING A PRE-CONSTRUCTION SERVICES CONTRACT WITH HENSEL PHELPS FOR THE AIRPORT TERMINAL DESIGN PROJECT

WHEREAS, the Northern Colorado Regional Airport Commission ("Commission") was established by the City of Loveland ("Loveland") and the City of Fort Collins ("Fort Collins") pursuant to that certain Amended and Restated Intergovernmental Agreement for the Joint Operation of the Fort Collins-Loveland Municipal Airport dated January 22, 2015 ("2015 IGA"), to effectuate changes to the governance structure and pursue development of the Fort Collins-Loveland Airport (now known as the Northern Colorado Regional Airport or the "Airport") as a regional airport. The IGA was amended in 2016 and 2019; and

WHEREAS, pursuant to the 2015 IGA, as amended, the Cities granted certain authority to the Commission, including the authority to enter into Airport contracts for goods and services so long as certain parameters are met. Specifically, one such parameter is that contracts are "entered into in accordance with City of Loveland Purchasing policies." Pursuant to City of Loveland purchasing policies, the Airport Director may sign purchasing contracts of up to $100,000; and

WHEREAS, one year ago, the Airport kicked off the terminal design project for a new terminal at the Airport, and after a competitive process, contracted with Dibble Engineering to oversee the design of the terminal. Dibble Engineering subcontracts with VFLA Architects. The current 30% design for the terminal is complete and plans include a 26,600 square foot facility that includes high quality architectural themes and finishes; and

WHEREAS, the next phase in the terminal project is to obtain a construction company to join the design team and to pursue a Construction Manager at Risk (CMaR) project delivery method. Staff and the design team obtained multiple proposals for the terminal construction CMaR, and after the competitive selection process, recommend Hensel Phelps as the most qualified Construction Manager at Risk for the project; and

WHEREAS, Airport staff, the design team, and Hensel Phelps will work towards a guaranteed maximum price CMaR contract, which will be brought to the Commission and the Loveland City Council for approval once the design for the project is complete; and

WHEREAS, the Commission desires to approve the recommendation by staff of Hensel Phelps to join the terminal design team as the contractor to provide pre-construction services to the Airport. The Commission further desires to direct the Airport Director to sign the standard services contract with Hensel Phelps in an amount not to exceed of $88,147.

NOW, THEREFORE, BE IT RESOLVED BY THE NORTHERN COLORADO REGIONAL AIRPORT COMMISSION:

Section 1. That the recommendation of Hensel Phelps to join the design team and

provide pre-construction services to the Airport is hereby approved.

Section 2. That the Airport Director is hereby directed, in consultation with the legal counsel to the Airport, to execute a standard services contract with Hensel Phelps in the amount of $88,147 and to modify the contract in form or substance as deemed necessary to meet the purposes of this Resolution and protect the interests of the Cities.

Section 3. That this Resolution shall be effective as of the date and time of its adoption.

ADOPTED this 20th day of January 2022.

_____
Don Overcash, Chair of the
Northern Colorado Regional Airport Commission

ATTEST:

_____
Secretary

APPROVED AS TO FORM:

Senior Assistant City Attorney

NORTHERN COLORADO
REGIONAL AIRPORT
4900 Earhart Rd • Loveland, Colorado 80538
(970) 962-2850 • FAX (970) 962-2855 • TDD (970) 962-2620

ITEM NUMBER: 8

MEETING DATE: January 20, 2022

PREPARED BY: Aaron Ehle, Airport Planning & Development Specialist

TITLE

2022 Strategic Work Plan Draft

RECOMMENDED AIRPORT COMMISSION ACTION

Approve suggested or modified agenda for February 18th half-day StratOp session. Prepare for the StratOp session.

BUDGET IMPACT

Not Applicable

SUMMARY

In February of 2021, Stacey Pearson of Spinnaker Strategy facilitated a two-day StratOp session. On February 18th she will be leading a half-day session to refine, update, and operationalize the plan.

Suggested agenda for half-day StratOp session:

- Review/Update
  - Bring new Commission members up to speed
  - Discuss staffing and day-to-day operations
  - Highlight the changes
  - Discuss the successes and illustrate the time and effort required
  - Discuss where we fell short and why
- Set the Action Plan:
  - Refine/scrub the 4 strategic focus areas
  - Review/refine potential action steps for 2022-2023
  - Prioritize focus areas and action items (What is important now?)
  - Align funding/resources with focus areas/action items
- Refine success metrics
- Communicate the Plan
  - Format – Decide on the best format that adds value and will communicate the content internally and externally (i.e. 2018 strategic plan or plan-on-a-page format, or both, or other)

- Communications – decide on the groups that need this content, then select the format and content to share

ATTACHMENT

2022 Strategic Work Plan Draft – This is a work in progress and has evolved based on review and feedback from the Planning and Development Subcommittee and Stacey Pearson

Northern Colorado Regional Airport: 2022 Strategic Work Plan DRAFT

Last Updated: 1-14-2022

1. Our Mission

Serving the region, we are a catalyst for innovation in all modes of transportation, a driving force in business and training, and a global gateway to a magnificent Colorado.

3. Our Big Idea Core Strategies (What differentiates us?)

Location and Climate	Our Rocky Mountain backdrop, the $50M view, our weather, our people, and ranked a top place to live.
Northern Colorado Aviation and Tourism	A front leader for all things aviation related in Northern Colorado, and connecting tourism entities throughout the state.
Customer Experience	Positive customer experience for all customer segments, providing low cost, convenience, and quality at a good deal.
Mobility Hub	Leveraging and creating a safe and reliable multi-modal transportation capability, with close proximity to I-25 and rail.
Innovation and Aerospace Education Hub	Premier entity providing education and training focused on Innovation and Technology.

2. Our Long Term Vision

Northern Colorado Regional Airport: sparking innovative transportation and leading-edge economic development, training, research and education throughout the region.

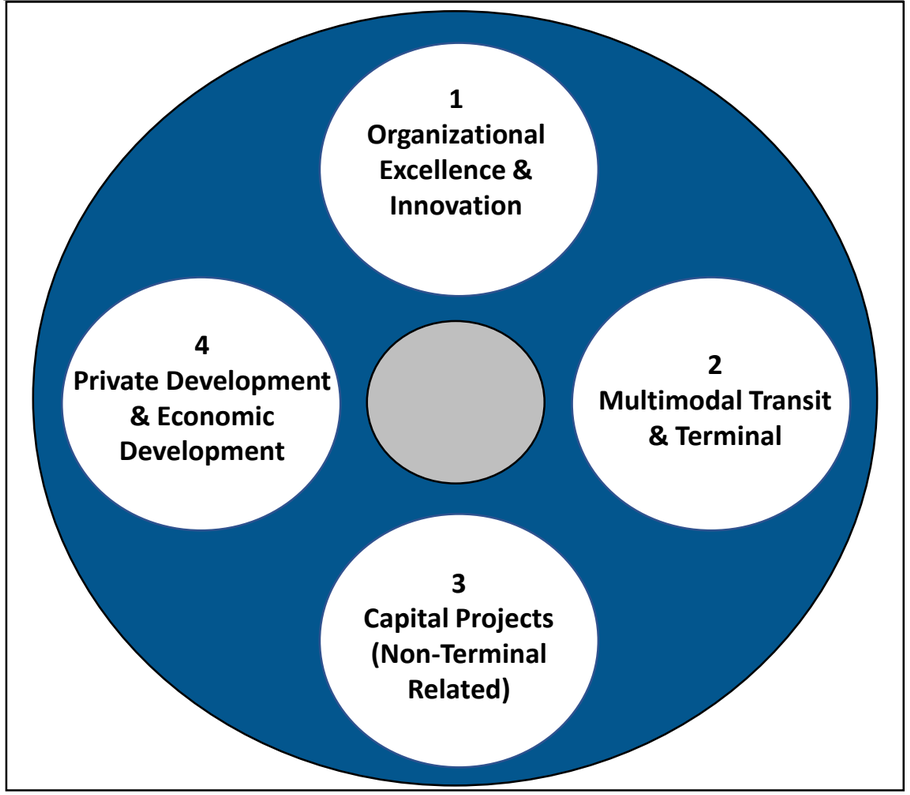
Describing Where We are Headed:

- By 2040, population in the northern region projected to reach 900,000, with 350,000 households, 430,000 employees. By 2050, population increase projected to 1 million, increase by 50%
- Between 2014 and 2045, growth rate in all of Colorado is 53%, with a rate of 83% in northern Colorado
- Serves as technology center, high tech as an emphasis, supporting training and education, and catalyst for innovation Partnerships between the Triple Helix - government, business, research enterprises
- Airport foundationally exists and is safe and operationally excellent
- We have high security areas surrounding airport, extending deep, technological research and development
- We see our airport going vertical, leading a regional consistent approach to the vertical airspace within our communities; focused on safety and minimizing noise
- Our airport has a role and function in our community, we are something that our community wants and needs into the future Delivering safe reliable transportation solutions and a driving force for regional economic vitality
- Our airport provides a sense of place, and is an important part of promoting the brand of northern Colorado, bolstering that norther Colorado vision
- Intentionally providing transportation options that are "quintessential Colorado" (i.e. peaceful, proud, sustainable, transparent)
- Smart evolutionary growth of aviation to serve all segments of population Practical growth and a vital part of our business economy Northern Colorado is the most connected region in the world Our federal state research facilities are tied to the airport
- We see growth leading companies of the world within our region
- We are an airport that supports the economic activity -entrepreneurial, collaborative, connected, beacon of leading innovation We have become a cluster of airports that are important assets of northern Colorado in conjunction working together
- A multi-modal way of thinking - people are choosing our airport over DIA
- A world class airport that is a catalyst for economic development, and that benefits our region and beyond
- Opportunity where businesses and people want to be; lined up
- Through innovation and collaboration, creating opportunity for all people
- We are partnering with tourism entities and attracting visitors, travelers, and targeted businesses
- We're attracting people here to northern Colorado recreation travel
- We are retaining and supporting existing businesses while attracting businesses in industries that are in our targeted plan
- We must continue to be intentional about safety and noise mitigation

NORTHERN COLORADO REGIONAL AIRPORT

4. 2022 Strategic Focus Areas

Our WIN Wheel



5. Our 2022 Strategic Dashboard (Success Metrics)

1. Terminal Funded: based on design process and option selected during design Charrettes in 2021
2. Remote Tower: FAA testing has commenced and is being utilized by air traffic controllers
3. Economic Dev Plan defined , including AIA Plan, business retention, partnerships and branding
4. Achieve 10,000 enplanements on commercial service (Wingless success, Commercial Service started this year)
5. Work with private development to replace the aging City owned hangars that will accommodate current and future aviation demands for general aviation to include growing business aviation needs
6. Aligned and High Performing Board (Onboard and integrate new members to commission & PDSC)
7. Staffing plan implemented to scale with the Strategic Plan initiatives
8. Targeted Airport Generated Revenues $TBD (Land Leasing, Fuel Sales, Commercial air service passengers)

6. Strategic Initiative Profile

#	Objective (Targeted Outcome)	Key Deliverables	Lead and Team
1	**Organizational Excellence & Innovation** <Establish objective>	a) Operate a safe and efficient airport b) Manage airport assets responsibly c) Provide leadership and management for airport operations, projects, and initiatives. d) Support the Airport Commission by providing policy advice and meeting materials. e) Attract, support and retain high quality staff. Ensure that staff are provided opportunities for training, continuing education and maintaining required certifications. f) Manage airport finances in a responsible and transparent fashion g) Foster partnerships with stakeholders, business partners, and government agencies. h) Update the Airport's emergency plan & conduct a full-scale disaster exercise i) Supporting critical emergency response activities – firefighting, medevac. j) Develop a staffing plan that is linked to the strategic and work plans of the airport. Ensure that there is adequate staffing, facilities, and equipment to support the needs of airport customers. k) Complete maintenance projects that are urgent and not an eligible or priority for FAA or State of Colorado grant funding l) Publicize accomplishments and set an example for other airports.	TBD
2	**Multimodal Transit & Terminal** <Establish objective>	a) Support commercial air service b) Support Design of the new terminal c) Develop a funding plan for the terminal and associated infrastructure d) Develop a phasing plan that will allow the terminal to grow to meet the demands of the region e) Develop a Multi-modal Transportation Plan (Phase I: Preliminary Research) f) Make improvements to the current terminal to temporarily increase capacity and enhance customer experience g) Remote Tower Testing and Certification – to secure uninterrupted air traffic control services	TBD
3	**Capital Projects (Non-Terminal Related)** <Establish objective>	a) Create a list of needs and wants and illustrate the possibilities that increased funding could lead to b) Reconstruct Stearman Taxiway (design and construction) c) Reconstruct Northrop Taxiway (design and construction) d) Planning for fuel facilities for future with new FBO & Airline e) Lindberg Drive extension f) Taxiway B & D Rehab (design and construction)	TBD
4	**Private Development & Economic Development** <Establish objective>	a) Develop a Plan to Maximize On-Airport Business Development b) Develop a conceptual development plan for certain areas within the Airport Influence Area (AIA) c) Develop a plan to establish a U.S. Customs User Fee Facility	TBD

7. Operations Workplan			
#	**Action Item**	**Action Steps**	**Owner**
1	Staffing-resourcing	a. Make this a robust of a plan- look at the resources this takes to accomplish the best-case scenario or other vs. the self-sustaining route b. Without this plan- we don't have the ability to make real progress i. Staff has barely enough bandwidth to focus on day to day operations and increasing workloads for maintaining current and growth-related needs. This demand has been increasing in recent years due to many projects that include recent airline announcements and increasing activity levels associated with new aviation developments, remote tower project progression, and other transportation service providers. c. Show how much work is needed to put into the achievement of these goals from all groups i. Commission – what is their role and how do they move us forward ii. PDSC – crafting the strategy and aligning recommendations and influencing resources iii. Staff – programming the budgets, executing plans d. Facilities – where should the airport staff be located? The current office space is functional however is not an ideal location/ layout for airport staff due to future usage uncertainties from LFRA and limits growth.	
2	Remote tower	Ensuring that this system is certified by the FAA or a tower is built to support air service. The bottom line is without air traffic control, air service is not possible to maintain. a. Continue to support the project b. Work to continually educate federal electorate on the system and its importance c. Keep stakeholders informed on the progress	
3	New terminal facility	A new terminal facility is needed to support the future of the Airport. We need to ensure that there is adequate financial support to complete the facility that has been selected by City officials and stakeholders. a. This is a golden opportunity- that we need to keep our momentum on and capture local interest and support b. Find resources for terminal funding gaps through a variety of sources i. Federal infrastructure bill ii. Federal reimbursements iii. State Infrastructure Bank/ borrowing/TIFIA v. Philanthropic Sources vi. City provided funding	
4	Building air carrier services	This will enable the airport to obtain resources that are critical for the future of the region. The revenues from the air service can also help offset some of the existing and future needs such as staffing and infrastructure support for aviation and non- aviation development. a. Why do this? i. We know the market exists ii. DEN is a great airport, but is becoming more challenging to get to and is much less convenient to Northern Colorado than FNL iii. DEN can be a partner in multi-modal travel options b. What do we want? i. Build the leisure market and collaborations with DEN first, this is critical to do before a business travel option can be supported with direct flights ii. Attract the frequency and volume of flights to key locations that can help to add value to area companies from an economic development perspective c. Marketing i. Continue to build the Avelo presence at FNL 1. Bring key Avelo officials here to discuss the potential for investment or expanding service levels 2. Develop a destination marketing support group with area tourism and travel entities ii. Attend targeted marketing events for other airlines to showcase Northern Colorado and the future of FNL to include the new terminal	
5	Maximizing development potential	Investigate the potential for maximizing development potential on the airport, leveraging land use that may not be identified within the master plan for aviation use. a. Innovation, Technology, & Education i. Identify locations onsite where these areas can be best supported, and more importantly preserved for future needs. b. Multi-modal transportation hub, including exploration of Union Pacific Railroad opportunities i. How can we preserve property to bring light rail to the airport as a future stop? ii. Can rail be used to bring economic development opportunities to the Airport? iii. Trends in nearby development is highly centered around logistics, how can the airport play a role in this? iv. How do we expand the partnership with DEN through the landline/United and Groome operations? c. Protecting the sustainability of the airport and enhancing environmental impacts i. Where would be good locations for park and ride facilities, or PV electric generation? ii. How can the airport be ready for electric aircraft of the future.	
6	Funding	Create a financial connection to all of these priorities and a dedicated lead for each priority	