



NORTHERN COLORADO REGIONAL AIRPORT COMMISSION

4900 EARHART ROAD • LOVELAND, CO 80538

MEETING AGENDA THURSDAY SEPTEMBER 15, 2022 3:30PM – 5:00PM

CALL TO ORDER

ROLL CALL

PUBLIC COMMENT

CONSENT AGENDA

1. AUGUST 22, 2022 MEETING MINUTES (P.2)
2. FINANCIAL STATEMENT (P.10)
3. AIRPORT DIRECTOR'S REPORT (P.12)

APPROVAL OF CONSENT AGENDA

AIRPORT DIRECTOR'S REPORT HIGHLIGHTS

REGULAR AGENDA

4. TERMINAL REDESIGN CONTRACT AMENDMENT – ACTION ITEM (30 MIN) (P.27)
5. US CUSTOMS AGREEMENT WITH DISCOVERY AIR – ACTION ITEM (30 MIN) (P.78)
6. 2023 BUDGET REVIEW AND RECOMMENDATION TO COUNCILS – ACTION ITEM (30 MIN) (P.112)
7. HANGAR RFP UPDATE – INFORMATIONAL (TIME ALLOWING) (P.116)
8. BUSINESS FROM MEMBERS

PULLED CONSENT AGENDA ITEMS

ADJOURN

Meeting Planning Calendar

October 20

- Staffing Plan
- Hangar RFP Approval
- 5-Year Capital Improvement Plan Adoption

November 10

- Aviation Technical Training and Innovation Center Presentation: ARPA Funding Project Proposal
- Legal: Commission Roles and Responsibilities Training

December 15

- Election of Officers for 2023
- Meeting Schedule for 2023
- 2023 Strategic Action Plan Update from PDSC

Next Regularly Scheduled Planning & Development Subcommittee Meeting: September 28 @3:30.
Agenda and materials available at www.flynoco.com/airport-commission/pdsc.



August 22, 2022 Meeting Minutes

- Call to Order:** Chair Overcash called the meeting to order at 3:01
- Roll Call:** Chair Overcash, Vice-Chair Fleming, Commissioners Arndt, DiMartino, and Stooksbury were present. Commissioners Adams and Burgener were absent
- Public Comments:** None

Consent Agenda

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

3:04 p.m. Commissioner Adams arrived

- Pulled Items** None
- Consent Follow up** Chair Overcash requested staff include the page number for action items listed on the agenda. Commissioner Stooksbury asked if item 5 had been reviewed for highest and best use. Vice-Chair Fleming confirmed it was reviewed by the PDSC and agreed with Commissioner Stooksbury that the Airport needs a development plan. Commissioner Stooksbury also requested the Commission pay close attention to item 6 for the Remote Tower as the FAA had listed 17 issues that the Commission needs to get in front of because this will slow the project and the SRMP scheduled for August 1st has now been cancelled. Also was concerned that the Remote Tower could be categorized as non-Fed equipment which would place all maintenance costs on the local entity.

3:09 p.m. Commissioner Burgener arrived

- Monthly Report Follow-up:** Monthly Report Follow-up: When the FAA completed phase one testing in April and May, the FAA identified 17 discrepancies. Only a couple of the 17 discrepancies are high interest, the rest have all been easily resolved. Bill Payne, the project manager, two items that are of the highest concern have to do with the amount of wind that was experienced during the testing phase and changes made to the visibility requirements for the system. As a direct result of all the wind there was some camera shaking issues that occurred. Either protocol or system changes will be needed to address that situation. The vendor is confident that



guidewires and stiffening of the camera array system will solve this issue.

The third item has to do with visibility. The FAA is now requiring the visibility to be three nautical miles from the end of each runway. The challenge that we're seeing with this particular item is that back in November of 2019, when the FAA put together the operation concept and requirements document for Searidge technologies to develop the system the requirement was two miles of visibility. Six months ago, the FAA developed a new draft white paper that still references to the original requirement. Searidge technologies is working to accomplish this change in specs, which is essentially 150% of what they were required to do initially on the visibility standpoint and are working to address those issues. But it is a high concern because this change order came about in the middle of last year and the FAA is not paying for the change to be implemented.

The FAA is working to standardize the systems throughout their network so that it's easier for them to test and evaluate. Three miles is the minimum visibility basically for visual traffic in the airport traffic area for aircraft. The question is where you measure the three-mile visibility from, which is holding remote towers to a higher standard than a physical tower as they are typically located in the center of the airfield, more or less where the main camera mast is located. The FAA's new criteria includes using visibility from the end of each runway, rather than the center or primary tower location, so there's two different visibility requirements in essence.

Remote Tower could be categorized as non-Fed equipment which would place all maintenance costs on the local entity.

Public Comments: None

Regular Agenda

7. U.S. CUSTOMS PROPOSAL FROM DISCOVERY AIR

At the April 21st Airport Commission meeting, representatives from Discovery Air provided a report on their recent efforts to establish a U.S. Customs program. Airport staff was directed to investigate options for partnership with Discovery Air in support of the U.S. Customs Reimbursable Services Program (RSP). Legal staff researched how the Airport/Cities could support a Customs program in compliance with federal requirements and Airport staff drafted a letter to the Director of U.S. Customs and Border Patrol (CBP) on behalf of the



Airport Commission in support of Discovery Air's RSP application.

In June, Discovery Air provided a proposal requesting an annual contribution of \$200,000 from the Airport/Cities to support the service. Under the proposal, Discovery Air would provide the administrative support and office space, including the build-out to meet CBP's requirements, and retain all revenues generated by the service. An April 2020 Airport investigation estimated the cost to build facilities for a User Fee Facility (UFF) Customs program, which has more rigorous standards than RSP, to be \$1.5-\$2.5 million (\$1-\$1.5 million to remodel an existing building). Following the proposal, Airport staff met with Discovery Air representatives to discuss the topic further and to attempt to obtain more detailed financial information.

Staff has reached out to the Cities and Larimer County Economic Development staff to discuss the potential of financial support on this item. The service as it is currently proposed would support businesses in the region that have international travel needs and may have the potential to attract new business to the region. This discussion is in the preliminary stages of investigation, with no financial or use commitments finalized.

Details:

- The \$194,488 annual financial contribution for the salary of the Customs agent would require 12.4% of the airport's \$1.57 million operating and maintenance budget
 - Direct financial return is not known
 - This would impact the Airport's ability to fund other strategic objectives, equivalent to 60% of discretionary budget (\$322,450)
- Discovery Air would fund all other costs and retain all revenues generated by the service
- Discovery Air would provide quarterly reports on usage
- The service would be able to provide Customs clearances for private general aviation aircraft
- The Customs facility would be open to the public for:
 - Immigration Services
 - I-94 Arrival/Departure Record Verification
 - Camera and Gun Registration



- Assistance with international phone/internet scams
- Global Entry Registration
- Foreign Trade Zones (FTZ) are not permissible under RSP. A different program would be necessary to establish an FTZ.
- The Airport is not able to legally make any direct payments to Discovery Air
- The Airport/Cities can pay U.S. Customs and Border Patrol (CBP) directly for services provided.

3:23-3:24 p.m. Commissioner Arndt exited and re-entered the meeting

Public Comments: None

Chair Adams moved to approve the Commissions support of the RSP Customs program with funding to be further investigated by staff. The motion, seconded by Commissioner Burgener carried with all the Commissioners present voting in favor thereof.

8. UNITED AIRLINES
/ LANDLINE
INCENTIVE
EXTENSION

Airport staff negotiated terms with Landline and United Airlines with their “wingless flight” connectivity to Denver International Airport. The original terms included fee waivers for the first six months of service. This extension as requested would bring their agreement into alignment with the assistance provided to Avelo Airlines which was for a total of twelve months. This extension would put the original fee waiver request in line with previous air carrier agreements dating back more than ten years.

Since the service started in April of 2020 the company has been challenged to obtain the necessary approvals to begin serving area residents with the goal of a secure-to-secure seamless transportation option with partner United Airlines. A great amount of collaborative work has been happening behind the scenes with partners from TSA, Denver International Airport, United Airlines, Landline, and FNL Airport Staff. The company currently provides five daily round trips between DEN and FNL.

Recently Landline secured an additional airline partner, American Airlines, with service between Philadelphia and Allentown and Atlantic City. This new partner is also pursuing a similar secure to secure transportation option, and is working in parallel to obtain this approval. The Landline Company also operates transportation services for Sun Country Airlines in



Minneapolis/St Paul. They are a Fort Collins based company with headquarters located in Old Town Fort Collins.

Public Comments: None

Vice-Chair Fleming moved to approve the incentive extension for United Airlines. The motion, seconded by Commissioner Arndt carried with all the Commissioners present voting in favor thereof.

9. TERMINAL
DESIGN UPDATE:
FINANCIAL &
DESIGN OPTIONS

As a result of funding received through federal Covid-19 assistance grants, the Airport with assistance from the Cities began a qualification-based procurement process to select a team of professionals to begin design for the future airport terminal building. As a result, the Airport contracted with the most qualified team that consisted of Denver based engineering firm Dibble Engineering and Fort Collins based VFLA Architects to begin work on the design of the Airport Terminal project.

Since this time the project team have conducted four Charrette exercises obtaining feedback from airport stakeholders at every critical design step, with the goal of creating a sustainable iconic new facility that will serve as a new gateway for Northern Colorado air travelers. Input and direction were provided by the Airport Commission at every step of the design process starting with the design charrettes and continuing through the 15% and 30% design milestones. Early this year the Commission was briefed on the status of the project and approved completion of the design and entering into a preconstruction contract for the Construction Manager at Risk (CMaR) with firm Hensel Phelps. The CMaR contractor was recommended by staff after a thorough qualifications-based procurement process aligned with federal procurement regulations.

Staff recommended the Commission select Level 4 design and construction option

- Bridge \$4.5 million gap through potential contributions from the Cities, through Airport reserves, and/or future anticipated grant funding
 - Cities: \$4 million (\$2 million from each)
 - Airport: up to \$2 million available (using this reduces ability to fund future capital project needs)
 - FAA AIP BIL: up to \$1.59 million available (90% requires 10% match or \$175K)
 - This funding was not part of the 2022 adopted Capital Improvement Plan



- Defer landside project scope that includes parking, landscaping, and loop roadways ~\$3.5 million cost savings
- Continue to seek resources to apply toward deferred facility & landside needs
 - Parking lot: \$2 million - loop road: \$1.5 million - remodel existing terminal for office support space: \$300,000

Recommended Path

1. Airport Commission will have to approve another amendment to the current design contract, increasing the approved amount for design (estimated at an additional \$250-\$300K)
 - Will require City of Loveland only City Council Approval (within current approved budget)
 - Cost savings from reducing the scale of the building for remaining contract and for other soft costs such as construction management will likely bring the total to what was anticipated for Level 1 design (estimated reduction of \$250K)
2. Negotiate a guaranteed maximum price with Hensel Phelps 4Q 2022
3. Begin construction 1Q 2023
4. Spend CARES Act funding by July 2024 deadline
5. Continue to apply for grant resources to supplement needs on landside, or pivot to original design if able to obtain \$10+ million
 - American Rescue Plan Act (ARPA) through the State and County
 - FAA Bipartisan Infrastructure Law Terminal Funding

Public Comments: Jacki Marsh, City of Loveland Mayor: Agreed with the Fort City Manager's request for the difference in costs for the various LEED levels, and added that she would like to also know the difference in carbon footprint for each level.

Vice-Chair Fleming moved to proceed with option 4 with phasing consideration and LEED cost options broken out. The motion, seconded by Commissioner Adams carried with all the Commissioners present voting in favor thereof.



**9. BUSINESS FOR
MEMBERS**

None

Adjournment: Meeting adjourned at 5:31 p.m.

Respectfully Submitted,

Vice-Chair, Tom Fleming

DRAFT

August 22, 2022 REGULAR MEETING SIGN IN SHEET

Please Print Your:

[illegible]



NORTHERN COLORADO REGIONAL AIRPORT

4900 Earhart Rd • Loveland, Colorado 80538

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ITEM NUMBER: 2

MEETING DATE: September 15, 2022

PREPARED BY: Jason R. Licon, Airport Director

TITLE

Financial Statement

RECOMMENDED AIRPORT COMMISSION ACTION

Staff recommends acceptance of the preliminary financial statement as presented

BUDGET IMPACT

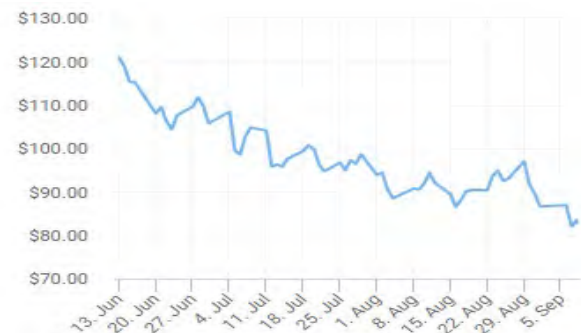
Neutral

SUMMARY

The Airport's financial highlights for the first month of the fiscal year include:

- The Airport received FAA funding reimbursements for expenses associated with the Terminal project of approximately \$637,000.
- Aviation business lease deferrals totaled \$147,594 for the period April 2020 – August 2022 with two companies in the program.
- Fuel revenues are expected to be greater overall compared to last year due to rising fuel prices. Petroleum prices have been dropping. Price per barrel oil prices can be seen below and in the chart to the right:

- June 1, 2022 \$115.27
- July 1, 2022 \$105.39
- August 1, 2022 \$93.89
- September 1, 2022 \$86.61



- Wholesale fuel volumes sold at the airport were reported by jetCenter as follows:
 - July 2020: 87,878
 - July 2021: 157,946
 - July 2022: 151,887
 - Aug 2020: 103,977
 - Aug 2021: 126,997
 - Aug 2022: 135,878

ATTACHMENT

Preliminary monthly financial statement for August 2022



NORTHERN COLORADO
REGIONAL AIRPORT

Airport Statement of Revenues and Expenses
From 01/01/2022 to 8/31/2022

PRELIMINARY

	Y-T-D 2022 Actual	Y-T-D 2021 Actual	Y-T-D 2022 Budget	2022 Total Budget	% of Total Budget
OPERATING REVENUES					
Hangar Rental	160,196	164,546	150,000	225,000	71%
FBO Rent	62,781	61,322	64,192	96,287	65%
Gas and Oil Commissions	219,322	101,921	120,000	180,000	122%
Aviation Fuel Tax Reimbursement	129,863	73,265	93,328	140,000	93%
Land Lease	348,943	245,252	246,664	370,000	94%
Land Lease PD Training Ctr	188,626	182,514	253,264	379,900	50%
Terminal Lease and Landing Fees	5,520	1,021	9,664	14,500	38%
Parking	0	330	50,000	75,000	0%
Miscellaneous	61,452	10,483	13,664	20,500	300%
TOTAL OPERATING REVENUES	1,176,703	840,653	1,000,776	1,501,187	78%
OPERATING EXPENSES					
Personal Services	477,706	431,259	551,552	827,312	58%
Supplies	70,862	47,121	66,672	100,000	71%
Purchased Services	282,641	242,166	464,187	679,869	42%
TOTAL OPERATING EXPENSES	831,209	720,546	1,082,411	1,607,181	52%
OPERATING GAIN (LOSS)	345,495	120,107	(81,635)	(105,994)	
NONOPERATING REVENUES (EXPENSES)					
Passenger Facility Charge	0	0	0	0	
Interest Income	15,888	19,477	34,000	51,000	31%
Capital Expenditures	(663,050)	(395,641)	(14,535,717)	(20,369,053)	3%
TOTAL NONOPERATING REVENUES (EXPENSES)	(647,162)	(376,164)	(14,501,717)	(20,318,053)	
NET INCOME (LOSS) BEFORE CAPITAL CONTRIBUTIONS	(301,667)	(256,057)	(14,583,352)	(20,424,047)	
Capital Contributions	637,740	253,868	11,054,248	16,581,373	4%
CHANGE IN NET POSITION	336,073	(2,189)	(3,529,104)	(3,842,674)	
NET POSITION, Beginning	19,864,424	16,591,600			
NET POSITION, Ending	20,200,497	16,589,411			
Investment in Capital Assets	15,805,175	13,627,746			
Net Position Available for use	4,395,322	2,961,665			



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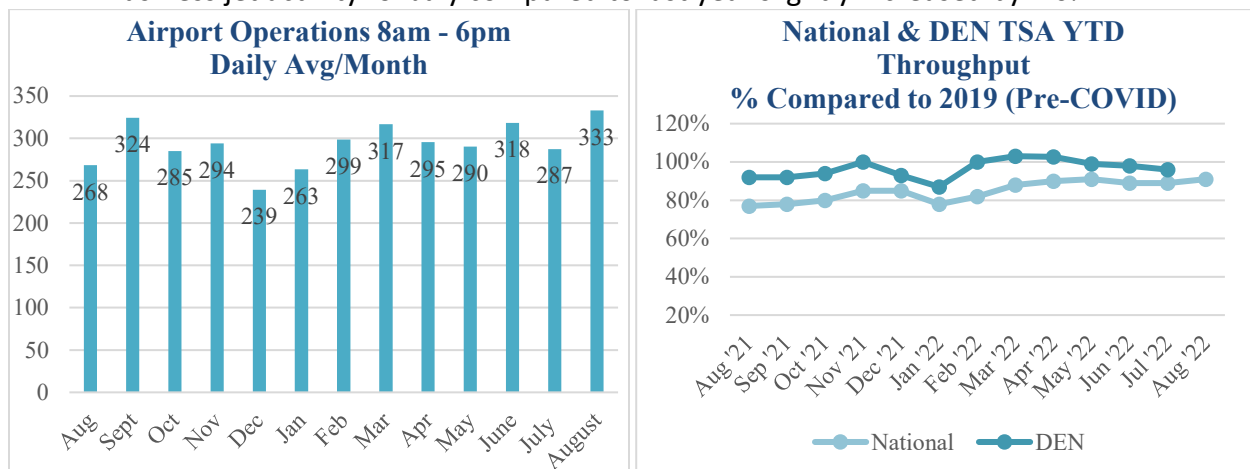
DATE: September 9, 2022
TO: Northern Colorado Regional Airport Commission
FROM: Jason R. Licon, Airport Director
RE: Airport Monthly Report for August

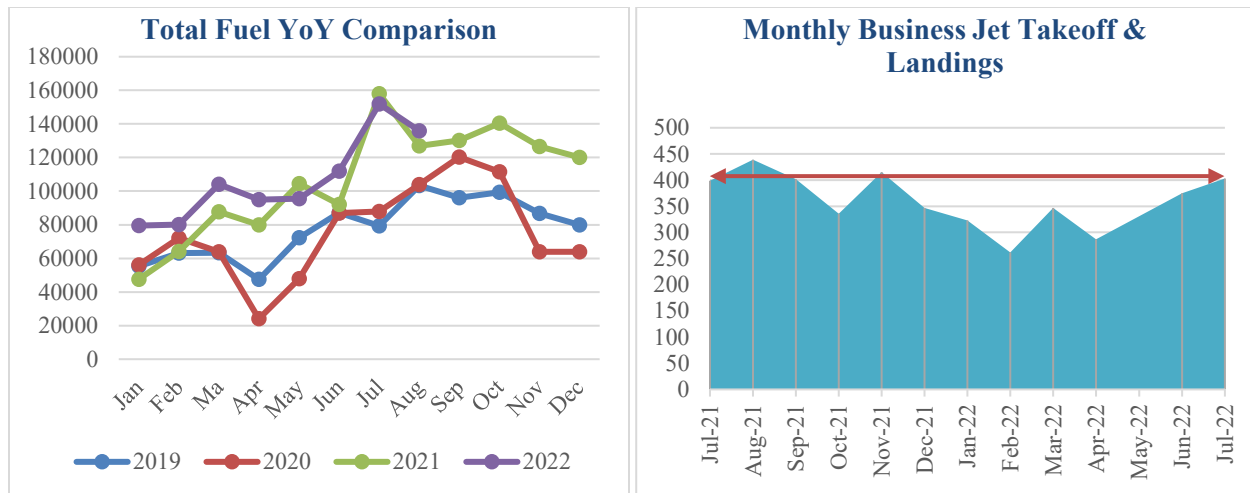
Executive Summary

- Aims Community College and the Aims Women in Aviation International (WAI) Chapter hosted an Aviation Day event on Saturday August 13. Approximately 2,000 attended the highly successful event.
- The Airport Director provided the Fort Collins Chamber of Commerce's Local Legislative Affairs Committee a tour of the Airport on Friday August 19. Tour topics included the "Wingless Flight" program, remote tower project, the new terminal, and private development on and adjacent to the Airport.
- NoCO Unify hosted the return of their annual "Suitcase Party" event on Friday August 19 at the new Discovery Air hangar.
- The US Army utilized the Airport and portions of the terminal facility to conduct high altitude flight training with UH-60 Blackhawk and CH-47 Chinook helicopters at the end of August through the beginning of September. The terminal building was utilized as a classroom to conduct critical high altitude training activities.

August Airport Activity Dashboard

- August averaged 333 flight operations per day exceeding the twelve-month rolling daily average of 295
- National airline passenger throughput for August grew to 91% (vs. 2019)
- DEN Airport July throughput was at 96% throughput (vs. 2019)
- Wholesale fuel ordered by the jetCenter FBO for August was 135,878 gallons, a slight increase of 7.0% compared to last year's 126,997 gallons
- Business jet activity for July compared to last year slightly increased by 1.6%





Strategic Plan/ Action Plan Update

The chart below will be updated monthly to provide information on work in progress or accomplished that is associated with each task within the Action Plan.

Objective	Focus	Target	Update
Enhance and Increase Airport Staffing	Organization Excellence	9/15/22 – moved 10/20/22	Staff successfully recruited a new team member who will provide support for airfield access control and background checks for over 1,250 airport user badges. Further analysis and refinement of the staffing plan has moved the discussion to the October Commission meeting due to competing priorities for the Airport Commission's time at the September meeting.
Complete planning and design of new terminal building	Multi-modal transit & terminal	12/15/22	The Airport Commission provided staff with direction to scale down the terminal building project, which will require additional time and effort to bring the design back for review. Staff will bring the repackaged design and associated construction plan for Airport Commission approval at the September meeting.
Complete planning relevant to the hangar proposal submitted by Jet Center, which led to the ongoing request for proposals (RFP)	Capital Projects	10/20/22	PDSC representatives continue negotiations with jetCenter on Site A. An update on current progress will be provided at the September Commission meeting.

Enhance political support for the remote tower project	Multi-modal transit & terminal	ongoing	Testing for Phase 1 was completed in April. SRMP (safety risk management panel) has been postponed until the 17 identified discrepancies are resolved. Staff is working with project managers from the State, private sector, and FAA to determine next steps.
Develop local support for an education and training center/facility focused on Innovation, Technology, and Aviation	Private & Public Economic Development	7/21/22	A meeting with Larimer County is planned mid-September to keep momentum and support on the ARPA grant request. Aims is working with Airport staff to create design renderings to reflect the vision for the new facility.
Enhance commercial air service	Multi-modal transit & terminal	ongoing	At the August PDSC meeting a plan from staff was presented that would target a significant grant opportunity for next year from the USDOT. This program would secure marketing and revenue guarantee support for new air service through the Small Community Air Service Development Grant Program. Applications for the grant are due in March of 2023, and a great amount of work and support is needed for this grant request to be successful. Additionally, staff has targeted another air service development meeting in mid-October with a variety of airlines using materials created in house to market the Airport and the Northern Colorado Area.
Establish the airport as a true Multi-modal transportation hub, including exploration of Union Pacific Railroad opportunities	Multi-modal transit & terminal	2023	Staff continue to work with Landline and United to enhance the service offering. The Commission recently approved extension of fee waivers for another six-month period, which is in line with what the Airport had provided other air carriers. The Airport also updated signage over the monument to further expose United's presence at the Airport.
Complete the 2022 scheduled capital improvement projects	Capital Projects	10/20/22	The Airport Commission has provided direction to staff to scale down the terminal facility design to address

			growing costs from inflation and supply chain impacts. The Commission requested the different LEED levels be clearly laid out as options with their impact to the terminal budget and estimated savings on operation and maintenance of the planned facility. The contract amendment and additional information will be presented at the September Airport Commission meeting for consideration.
Develop sub-area land plans and procedures for on-airport development	Private & Public Economic Development	2023	This item is being budgeted for in 2023, and is on hold to determine prioritization for this and other identified projects.

Airfield Maintenance Projects

The Airport Commission approved work to be completed on airport pavements that include taxiways and the terminal parking lot. The patching will repair areas that have failed due to poor soil conditions or those that have been stressed due to new adjacent development or due to age.



During the month of August, Airport Staff completed repainting the airfield. This included most pavement surfaces for the taxiways and the main 15/33 runway. Operations staff adjusted to overnight schedules for a week to accomplish the runway work while minimizing impacts to daily operations. The Airport was able to save approximately \$50,000 by performing this work in-house, which includes payroll and supplies.

Airport Signage



The Airport monument sign was updated to help capture adjacent I-25 traffic to inform the public of United's presence and free parking promotion.

Additional signage updates are planned for mid-September for the Airport to better identify the location of Groome Transportation's parking lot, presence and location of Discovery Air, and available services at the terminal which include United and Avis/Budget. A more robust signage plan for the airport should be considered once the new terminal is built.

Attachments

1. WEPA Remote Tower Project Report for August
2. Letter to FAA Officials Paul Fontaine and John Maffei on the Remote Tower Project
3. Remote Tower Certification Still Years Away Article



August 31, 2022

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

Section A – Remote Air Traffic Control Contract Progress Report #14

Re: Period: August 1 through August 31, 2022

Colorado Remote Tower Project Activity Status			
Activity	Status/Start Date (Projected)	Finish Date (Projected)	Remarks
Remote Tower Implementation			
STARS FTI Comm line	Complete	5/15/2022	Awaiting FTI installation of communication
Remote Tower System			
System Upgrade - Tech Refresh	In-Progress	TBD	Continuing
Remote Tower Testing			
Phase 1 - Passive Testing	3/21/2022	4/29/2022	Complete
Safety Risk Manage Panel (cancelled)	-	7/18/2022	Cancelled
Memo to Vendor Listing System Deficiencies	-	7/18/2022	Complete
Vendor Proposed Changes	-	8/24/2022	Complete
Implement System Changes	9/15/2022	12/1/2022	Vendor
Phase 1B - Passive Re-testing	TBD	TBD	
Safety Risk Manage Panel	TBD	TBD	FAA Forecast Schedule 1 week duration
Safety Risk Management Document Signed	TBD	TBD	FAA Forecast Schedule 6 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:

As previously reported, Phase 1 testing resulted in 17 system deficiencies being identified that must be addressed before moving forward with testing. Of the 17 deficiencies, visual

acuity, the ability of a controller to detect an aircraft 3 nm from the end of the runway, is the most critical. As a result, the FAA sent a letter to Searidge on July 18, 2022 canceling the Safety Risk Management Panel (SRMP) scheduled to begin on August 2, 2022 and gave them 30 days to propose corrections to the 17 deficiencies. This move was based on a memo from Air Traffic (AJT) in conjunction with Air Traffic Safety and Technical Training (AJI), Technology Development and Prototyping (ANG-C5) and other FAA lines of business delineating the system deficiencies and expressing concern that the system was not ready to proceed with further testing. The National Air Traffic Controllers Association (NATCA) also expressed reticence to moving forward.

At this point, it is important to point out that Searidge did meet the requirements in the original Request for Information (RFI) upon which the FAA executed the Other Transaction Agreement (OTA) to implement the remote tower system at the Northern Colorado Regional Airport (FNL). Subsequent to execution of the OTA and testing at both FNL and the Leesburg Executive Airport (JYO), the FAA has developed the Operational Visual Requirements (OVR) which requires controllers to be able to detect an aircraft 3 nm from the end of the runway. In its current state, the OVR is ambiguous at best and is being reevaluated. I have proposed that the requirement be based on distance from the camera mast and not the end of the runway. In addition, the visual acuity must be based on a Probability of Detection and not on the hard and fast requirement that a controller be able to detect an aircraft at 3 nm from the runway end, as this requirement is subjective and difficult, if not impossible, to achieve given the number of variables involved:

1. Size of the aircraft
2. Color of the aircraft
3. Visibility
4. Aspect ratio of the aircraft to the camera array
5. Sun angle and location
6. Individual controller's abilities
7. Etc.

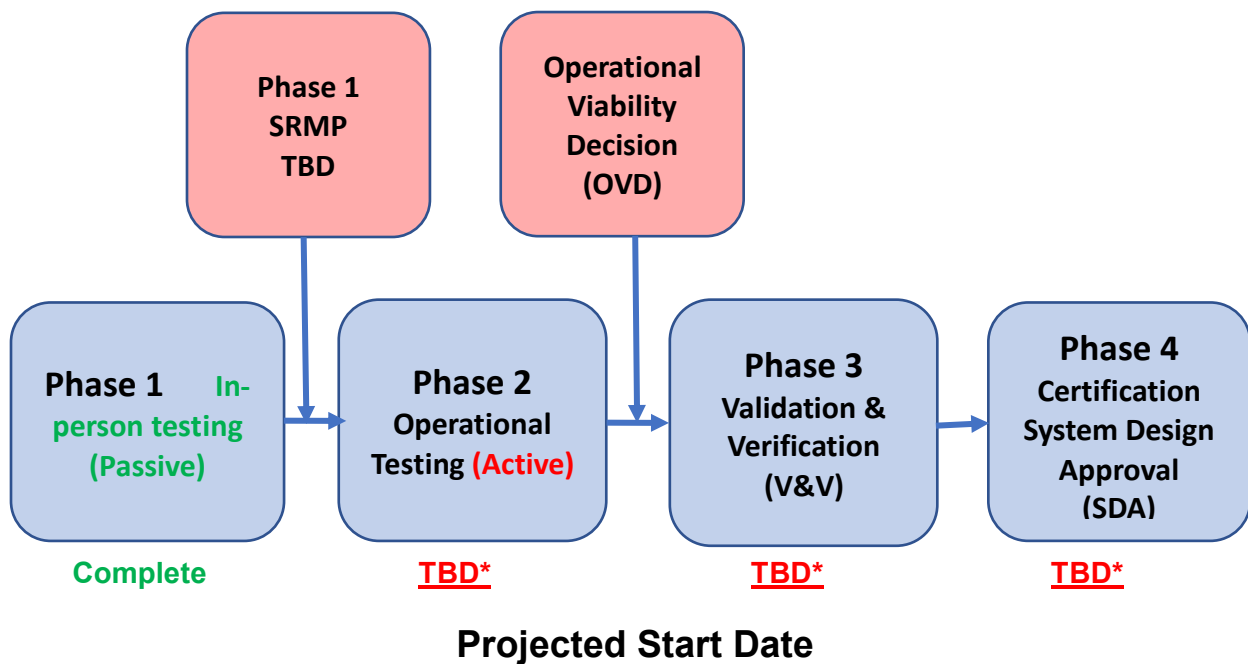
Searidge has complied with the FAA request and provided proposed fixes to the deficiencies. We are in the process of reviewing the proposed corrective actions and will be meeting with Searidge to discuss them as soon as possible--probably the second or third week of September. I have completed my initial review of the proposed changes and am preparing comments on the document. My preliminary review of the proposed changes leads me to believe that NextGen will agree to the minor system baseline changes proposed. It is expected that Searidge will be given the go-ahead after the meeting in early September to make the system modifications. After the modifications are implemented, the FAA will evaluate the system's operational capability and initiate Phase 1B testing, a shortened version of the 4-week Phase 1 test. After Phase 1B, a SRMP will be convened before proceeding to Phase 2 Active Testing.

As these deficiencies and corrective actions are of a proprietary nature, they cannot be publicly disseminated and are not included here.

Remote Tower Approval Phases:

- ❖ Operational Testing
 - Phase 1 - Passive Op Evals (Mobile ATCT staffed controlling traffic, passive data collection from Remote Tower (RT)) – **Complete**.
 - Phase 1B – Retest to Validate system modifications/upgrades - **TBD**
 - Phase 2 - Active Op Evals (RT staffed controlling traffic, Mobile ATCT staffed as safety back up); operating under an AOV (Aviation Safety) approved Phase 2 test plan - **TBD**
 - Phase 3 – Validation and Verification (V&V) (RT staffed controlling traffic; Mobile ATCT unstaffed) operating under an AOV approved V&V test plan -**TBD**
- ❖ Operational Viability Decision
 - Phase 3 - Extended Monitoring (RT staffed controlling traffic, existing ATCT can be deactivated or MATCT can be removed); operating under an AOV approved extended monitoring plan - **TBD**
- ❖ System Design Approval (SDA) - **TBD**
- ❖ Remote Tower System/Facility Commissioning -**TBD**

Proposed Remote Tower Testing Phases:

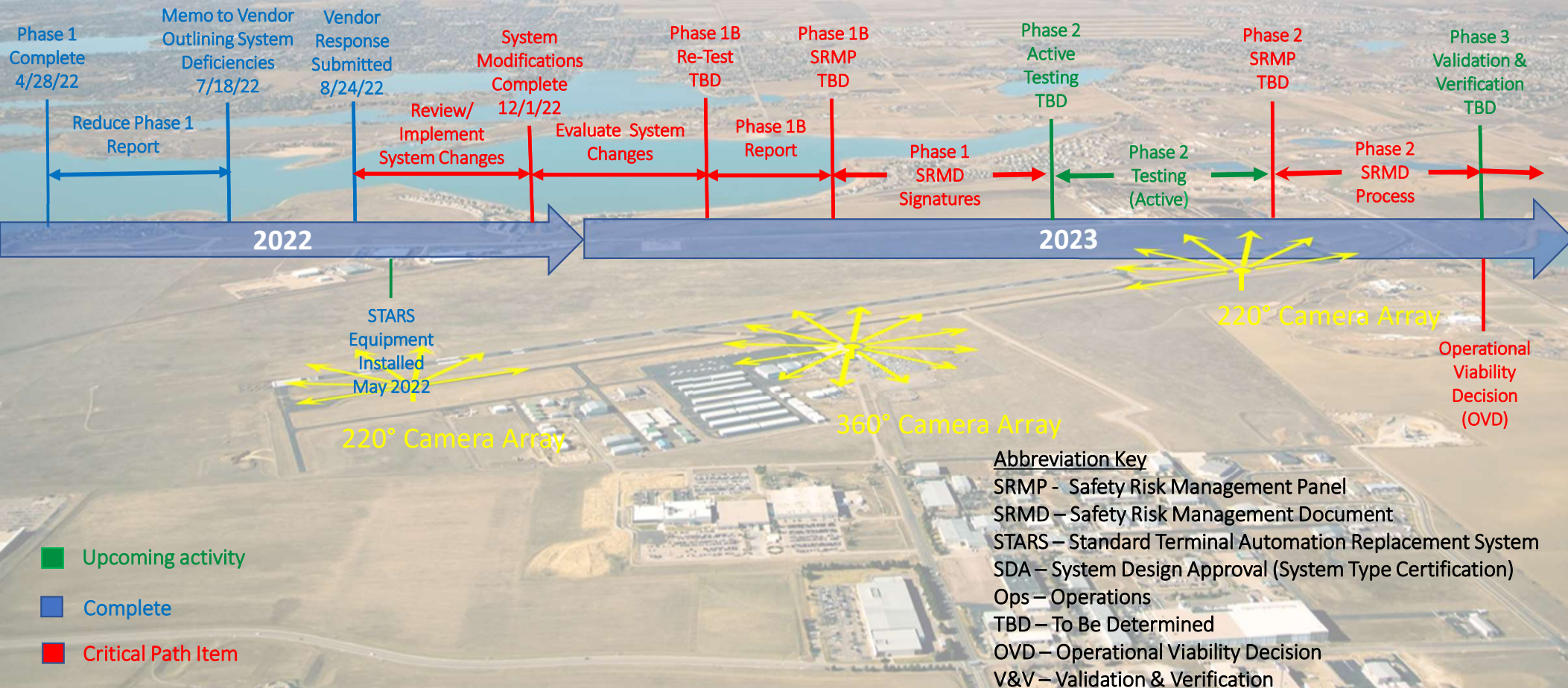


*Dependent on local resources' ability to travel to FNL and COVID status

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)





COLORADO
Department of Transportation
Division of Aeronautics

August 23, 2022

Paul Fontaine
Acting Assistant Administrator for NextGen
Federal Aviation Administration
800 Independence Ave. SW
Washington, D.C. 20591

Dear Mr. Fontaine,

The Colorado Remote Tower Project is a great example of a successful public/private partnership that is pioneering innovation in airport safety and air traffic control. The project was initiated through a State of Colorado financial contribution to the FAA utilizing a \$8.8 million investment of state aviation taxpayer funds, for the purpose of providing enhancements to the Colorado Airport system. The Airport and the State of Colorado's Division of Aeronautics have fully committed to this Remote Tower solution, which has been very well received by the aviation community. It is hoped that once certified, it could be deployed at other Colorado airports to improve safety and efficiency in support of the critically important tourism industry. This project is a continuation of the cooperative effort between the State and FAA that deployed radars in the form of ADS-B and Wide Area Multilateration at eight Colorado mountain airports. This was the first system of its kind to be certified in the lower 48 States.

The Colorado Remote Tower Project has experienced numerous delays in large part due to the COVID 19 pandemic but also due in part to **the FAA's commitment of resources in support** of the remote tower project at the Leesburg Executive Airport (JYO) in Leesburg Virginia. The State and the Airport have patiently endured these delays over the past six years. Both of these remote tower projects are developmental in nature, requiring changes as deficiencies are recognized as such is the nature of this type of program, as the FAA well knows.

The system at the Northern Colorado Regional Airport has just completed Phase 1 passive testing during which, not surprisingly, system deficiencies were discovered. It should be noted that the vendor deployed the FNL system based on requirements stipulated by the FAA in the original RFI document. Since that time, the requirements have been evolving based on testing at both JYO and FNL primarily at JYO, where considerable upgrades and changes have been allowed. We are optimistic about the future of this project, especially in light of recent comments made by ATO Vice President Mr. Jeffrey Vincent at the American Association of Airport Executives (AAAE) Contract Tower Association Annual Conference on July 27. As a keynote presenter, he stated that the FAA has no concerns using digital towers **that don't fully replicate what the human eye can see. "We don't need new rules," he concluded. "It happens every single day".** (Article attached)

The State of Colorado and the Northern Colorado Regional Airport request that the vendor be given all opportunities to correct these deficiencies and thereafter the system be given a fair trial during which controllers actively provide airport traffic services. This will present no safety concerns, as the mobile airport traffic control tower will be fully staffed as the safety mitigator. Without such a comprehensive test, any conclusions and/or actions regarding the **system's performance will be inconclusive and have little validity.**

We trust the FAA shares the mutual desire of the State of Colorado and the Northern Colorado Regional Airport to fully leverage the Colorado Remote Tower Project for the benefit of the National Airspace System by moving forward in a deliberate yet timely fashion.

Respectfully,



Jason Licon, Airport Director
Northern Colorado Regional Airport



David Ulane, Aeronautics Director
Colorado Department of Transportation
Division of Aeronautics

CC: Paul Maffei- FAA Acting Director ANG
Representative Joe Neguse (CO-2)
Senator Michael Bennet
Senator John Hickenlooper
Colorado Aeronautical Board
Northern Colorado Regional Airport Commission
Brad Van Dam, AAAE Contract Tower Association



Top Stories for Wednesday, July 27, 2022

Why Digital Towers May be the Future of FAA Contract Towers



FAA Vice President for Air Traffic Services Jeffrey Vincent speaks at AAAE's Contract Tower Program Annual Conference in Washington today

Digital technologies provide the greatest opportunity to address issues with staffing at FAA contract towers across the country.

Speaking today at AAAE's FAA Contract Tower Program Annual Conference in Washington, FAA Vice President for Air Traffic Services Jeffrey Vincent explained that now is a great time to come into aviation with all the new technologies. Digital towers, in particular, Vincent explained, provide solutions to several problems facing contract towers, especially those in remote locations, such as rural Alaska.

"Digital towers — that is the wave of the future," he said. "It's an opportunity for us to address some of our difficulties (around) staffing." For example, at those remote towers, he explained, digital towers give FAA the ability to staff the tower and provide reliable service.

Vincent noted that a frequent criticism of digital towers is that they may not provide an exact replica of what the human eye can see. But, he said, at the busiest air traffic control towers in the country, including Atlanta, Boston and Los Angeles, there is a some phenomenon that obscures a clear view of the airplanes as they are cleared by controllers for take-off or landing.

As a result, he said that there are no concerns using digital towers that don't fully replicate what the human eye can see. "We don't need new rules," he concluded. "It happens every single day today."

Separately, Vincent said that FAA has plans to add four contract towers to the existing program. In Fiscal Year 2022, FAA will add Austin Executive in Texas and Lewis University Airport in Romeoville, Ill. Then in Fiscal Year 2023, FAA will add Houston Executive and Boulder City Municipal in Nevada.

LOCAL NEWS

Certification of remote tower at Loveland airport still years away



In this photo from 2020, the remote air control tower is pictured at the Northern Colorado Regional Airport in Loveland. (Jenny Sparks / Loveland Reporter-Herald)



The Federal Aviation Administration is continuing to conduct the certification process for a first-of-its-kind remote air-traffic control tower at Northern Colorado Regional Airport in Loveland, a process airport manager Jason Licon says could take as long as three years.

The FAA, through vendor Searidge Technologies, “began testing of the system in April and May,” Licon said. “Timing is going on actively. We had hoped to be way ahead of this by now, but the pandemic didn’t let the FAA travel out here, and that set us back quite a bit. We’re glad to be back on track now.”

Allegiant Air had served the airport with passenger service starting in 2003, but suspended flights in 2012 and has not returned, citing the lack of an operational air traffic control tower.

The airport set up a temporary control center — supplied by Klamath Falls, Oregon-based Aegis ATC LLC — on the field in March 2020, Licon said, and it remains open 10 hours a day, seven days a week, with staff provided by Serco Group PLC, a British public services provider and the federal contractor responsible for hiring controllers for small airports in the western United States. Those staffers also are helping the FAA test the remote tower.

The airport also has relied on controllers at Denver International Airport as well as pilots talking to each other by radio.

Searidge Technologies, based in Nepean, Ontario, is testing a remote tower system it says is one of the first in the world to integrate both video and radar to provide a comprehensive view of the airport surface and surrounding airspace to air-traffic controllers working in a remote facility.

“The typical ‘out the window’ view from a control tower is replicated by an array of cameras that provide a 360-degree view of the maneuvering area and airspace close to the airport,” the company says on its website. “This is augmented by two further masts located close to each of the main runway thresholds. These masts provide panoramic views of the thresholds as well as zoomed views of the final approach paths, enabling the controllers to have enhanced observation of these critical areas.”

Also installed would be cameras that could pan, tilt and zoom “to replicate the binocular function required in a tower,” Searidge says.

The remote tower was set up at the Northern Colorado airport in November 2018 but sat idle for years during the COVID-19 pandemic while awaiting the testing and certification process to begin. Now comes more waiting before it can be operational, Licon said.

“My initial thoughts are that this will be a two- to three-year process,” Licon said. “We’re very much on the front end of that.”

But once that happens, he said, the remote tower will eliminate the expense of setting up and staffing a control tower at the airport.

Phase 1 of the certification process, in which the FAA assessed the remote tower’s functional capabilities, was completed last spring. Now in Phase 2, the remote tower is serving as the primary controller of air traffic, with the mobile tower as backup.

Meanwhile, Licon said, “we’re still marketing to potential air carriers, and we’re building a new terminal facility to replace the temporary structures we’ve used for the last 20 years — basically a triple-wide trailer serving that purpose.”

“We have engaged with Larimer County on grant opportunities and through the state as well,” Licon said. “We’re looking for any and all funding sources.”

The airport also is awaiting a decision about establishing a U.S. Customs and Border Protection office there.

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Tags: [BizWest](#)



Dallas Heltzell

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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: September 15, 2022

PREPARED BY: Jason R. Licon, Airport Director

TITLE

Terminal Design Update: Design Contract Amendment

RECOMMENDED AIRPORT COMMISSION ACTION

Action: Make a motion to recommend the amended design alternative within available funding budget to Loveland City Council for approval.

BUDGET IMPACT

Negative

SUMMARY

The terminal design team in July reached the 60% design milestone. Since the start of the design project, inflation and supply chain issues created by the COVID-19 Pandemic have continued to create a sharp increase in cost estimates and construction price trends. It is due to these unanticipated cost escalations that staff presented four options for the Airport Commission to consider at and at the last Commission meeting on August 22. The Airport Commission selected option four, which is a scaled down version of the original design that will provide functionality for a new airport terminal; however, is still projected to have a \$4.5 million gap with current funding sources. During the meeting staff identified potential contributions from the Cities, Airport reserves, and/or future anticipated grant funding that could be used to address the funding gap.

In addition to a reduced building size, the level four option requires additional phasing of the terminal by deferring landside improvements for automobile parking, landscaping, access roads, and signage. This new direction requires the Commission to approve an amendment to the current design contract, increasing the approved amount an additional \$245,608.72. This increased cost does take into consideration remaining amounts within the current contract that will be applied toward the project.

The Commission also requested that the costs associated with the different levels of LEED certification for the new terminal be provided with estimated levels for operational

cost savings. Unfortunately cost savings cannot yet be modeled since the design for the project has to restart and reach a certain level of design before this information can be made available.

ATTACHMENTS

- FNL New Terminal Building Level 4 Redesign & Contract Amendment from Dibble Engineering/ VFLA Architects/ Swanson Rink
- Terminal Design Contract Amendment PowerPoint Presentation



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www.dibblecorp.com

September 1, 2022

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 – Level 4 Redesign (Schematic Design thru Construction Documents)

At the August 29th Airport Commission Meeting, Northern Colorado Regional Airport (FNL) presented multiple design level options to the Airport Commission with the goal of receiving direction on the desired value-engineered design option given the budget availability. The FNL Airport Commission directed FNL and the Dibble-VFLA design team to move forward with the Level 4 Redesign option. As part of this redesign, the team was directed to also include a level of LEED certification. Therefore, FNL has requested Dibble to provide design phase services for Schematic Design, Design Development, and Construction Documents for the Level 4 option.

There is an existing contract with FNL to provide Final Design services for this project that has not been fully utilized. The remaining amount of funds on this contract will be used to cover the effort for the Level 4 Redesign. The scope of work for the Level 4 Redesign is less than the original scope of work on this existing contract. The Dibble-VFLA team has also been directed not to proceed with the alternative landside design options. Therefore, this proposal includes a deduction in scope and fee for the elimination of these items from the original design scope of work.

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

A. Level 4 Redesign Phase Services:

1. Dibble Engineering (Civil Design and Overall Project Management).....	\$180,687.00
2. VFLA (Architectural).....	\$291,125.00
3. Swanson Rink (MEP).....	\$242,685.00
Total.....	\$714,497.00

B. Cost Savings from Previous Contract (Deduct):

1. Dibble Engineering (Civil Design and Overall Project Management).....	\$168,829.28
2. VFLA (Architectural).....	\$109,125.00
3. Swanson Rink (MEP).....	\$190,934.00
Total.....	\$468,888.28

C. Net Fee (Requested Change Order Amount):

1. Dibble Engineering (Civil Design and Overall Project Management).....	\$11,857.72
2. VFLA (Architectural).....	\$182,000.00
3. Swanson Rink (MEP).....	\$51,751.00
Total.....	\$245,608.72

Transmitted herewith is our proposed Scopes of Work (includes subconsultants), Fee Summary, Derivation of Fee Proposal, Estimated Manhours matrix, Estimated Allowance for Direct Costs (expenses), 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 Colorado Regional Airport

New Terminal Building – Level 4 Re-Design

(Schematic Design Thru Construction Documents)

Introduction

At the August 29th Airport Commission Meeting, Northern Colorado Regional Airport (FNL) presented multiple design level options to the Airport Commission with the goal of receiving direction on the desired value-engineered design option given the budget availability. The Airport Commission directed FNL and the Dibble-VFLA design team to move forward with the “Level 4 Redesign” option. As part of this redesign, the team was directed to also include a level of LEED certification. Therefore, FNL has requested Dibble to provide design phase services for Schematic Design, Design Development, and Construction Documents for the Level 4 option.

There is an existing contract with FNL to provide Final Design services for this project that has not been fully utilized. The remaining amount of funds on this contract will be used to cover the effort for the Level 4 Redesign. The scope of work for the Level 4 Redesign is less than the original scope of work on this existing contract. Therefore, this proposal includes a deduction in scope and fee for the elimination of these items from the original design scope of work.

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 6-month design phase (September 2022 – March 2023). 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).

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
- Senior Engineer – Nora Sami, PE
- Project Engineer – Mike Swearingen, EIT
- 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 Level 4 Redesign program:

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

The civil scope of work for this project will include the landside civil/site design to accommodate a new approximately 18,800 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 adjacent to the building.
- Design for a terminal sidewalk system adjacent to the terminal roadway.
- Reconstruction of existing roadway entrance/exit lanes
- 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

It should be noted that no work will be performed within the existing parking lot for this project.

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.

Design Development and Construction Documents (Lump Sum)

1) Schematic Design (SD) 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) SD 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.

- c) **Drainage Memorandum:** A Preliminary Drainage Memorandum was prepared during the previous Schematic Design phase. The Preliminary Memo will be updated as needed to reflect the changes with the Level 4 Redesign. 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
- d) **SD 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.
- e) **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.
- f) **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.

2) Design Development (DD) Submittal:

- a) **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.
- b) **Pre-Final Drainage Memo:** Develop a pre-final drainage memo that is consistent with the DD plans. 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.
- c) **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.
- d) **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.

- e) 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.
- f) 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.

3) Construction Documents (CD):

- a) CD Plans: Construction document plans shall have all internal and external review comments by the Airport and City incorporated and addressed.
- b) 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.
- c) 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.
- d) Final Drainage Memo: A final drainage memorandum will be prepared for the City of Loveland, addressing all review comments from prior submittals, developed under the criteria previously stated herein.
- e) 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

- f) **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.
- g) **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.
- h) **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).

4) 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.

5) 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) **Cost Negotiations 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.

6) Miscellaneous and Assumptions:

a) Subconsultants:

1. Building Team:

- i. VFLA Architects: Building Architect & Building Team Lead
- ii. Swanson-Rink: MEP, Baggage Handling Systems (BHS), TSA, Passenger Screening

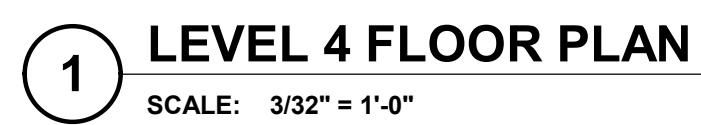
- iii. KL&A: Structural Design
 - iv. Ripley Design: Land Planning and Landscape Architecture
 - v. Rider Levett Bucknall (RLB): Building Cost Estimating
 - vi. LEED Consulting: Ambient Energy & Institute for the Built Environment (CSU)
 - vii. K2 Acoustical: Building Acoustics
- b) All plans are to be prepared in AutoCAD Civil3D 2021.
 - 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 one staff member for each trip):
 - i. CD plan review meeting
 - ii. Monthly Coordination Meetings (6 total)

7) Exclusions to Dibble's Scope of Work:

- a) Transportation design services including signing and marking along Earhart Rd. and within the parking lot.
- b) Roadway, parking lot and utility infrastructure design services.
- c) Bid Phase Services (design-bid-build).
- d) AGIS Submittal to FAA.
- e) Full Traffic Impact Study or traffic evaluation.
- 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.







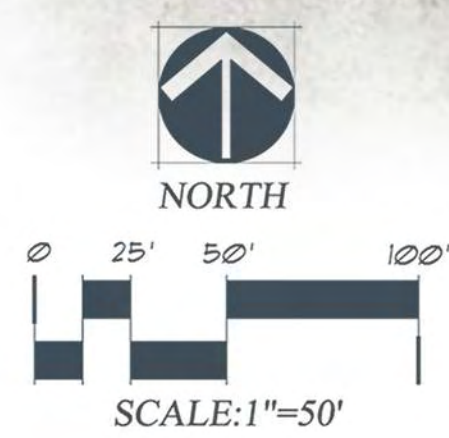
VFLA
ARCHITECTURE + INTERIORS

DIBBLE

NORTHERN COLORADO REGIONAL AIRPORT TERMINAL

07/28/22

419 CANYON AVENUE STE 200	FORT COLLINS, COLORADO	970.224.1191	108 EAST LINCOLNWAY	CHEYENNE, WYOMING	307.635.5710	www.VFLA.com
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Firm: Dibble
On-Call Engineering
Project: **New Terminal Building**
Level 4 Design Phase Services
Northern Colorado Regional Airport
Date: 9/1/2022



NORTHERN COLORADO
REGIONAL AIRPORT

Contract Number: TBD
Project Number: TBD
Task Number: N/A
Amendment Number: N/A
FAA Number: TBD
CDOT Number: N/A

Summary	Dibble	Subs
---------	--------	------

A. Level 4 Re-Design Phase Services

	Fee	Type	
1 Dibble (Civil).....	\$180,687.00	Lump Sum	\$180,687.00
2 VFLA (Architectural).....	\$291,125.00	Lump Sum	\$291,125.00
3 Swanson Rink (MEP).....	\$242,685.00	Lump Sum	\$242,685.00
Level 4 Design Phase Subtotal.....	\$714,497.00		\$533,810.00

B. Cost Savings From Previous Contract (Deduct)

	Fee	Type	
1 Dibble (Civil).....	(\$168,829.28)	Deduct	(\$168,829.28)
2 VFLA (Architectural).....	(\$109,125.00)	Deduct	(\$109,125.00)
3 Swanson Rink (MEP).....	(\$190,934.00)	Deduct	(\$190,934.00)
Original Contract Deduct Subtotal.....	(\$468,888.28)		(\$300,059.00)

C. Net Fee (Requested Change Order Amount)

	Fee	Type	
1 Dibble (Civil).....	\$11,857.72	Deduct	\$11,857.72
2 VFLA (Architectural).....	\$182,000.00	Deduct	\$182,000.00
3 Swanson Rink (MEP).....	\$51,751.00	Deduct	\$51,751.00
Net Fee Subtotal.....	\$245,608.72		\$233,751.00

	TOTAL	Dibble	Subconsultants
Total Change Order Request Amount.....	\$245,608.72	\$11,857.72	\$233,751.00

Firm:	Dibble	Contract Number:	TBD
	On-Call Engineering	Project Number:	TBD
Project:	New Terminal Building	Task Number:	N/A
	Level 4 Design Phase Services	Amendment Number:	N/A
	Northern Colorado Regional Airport	FAA Number:	TBD
Date:	9/1/2022	CDOT Number:	N/A

BASE DESIGN PHASE SERVICES SUMMARY			
Classification	Total Hours	Billing Rates	Total Costs
1 Principal	88	\$294.00	\$25,872.00
2 Senior Project Manager	304	\$205.00	\$62,320.00
3 Project Manager	0	\$198.00	\$0.00
4 Senior Engineer	228	\$189.00	\$43,092.00
5 QA/QC Manager	0	\$192.00	\$0.00
6 Project Engineer	68	\$169.00	\$11,492.00
7 Senior Designer	188	\$142.00	\$26,696.00
8 Admin Assistant	0	\$84.00	\$0.00

Totals:	876		\$169,472.00
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DESIGN PHASE SERVICES DIRECT COSTS

Item	Cost	Type of Compensation
1 Submittal Printing (Dibble).....	\$9,950.00	Direct Cost
2 Travel (Dibble).....	\$437.00	Direct Cost
3 Meals (Dibble).....	\$828.00	Direct Cost

Sub-Total for Direct Costs..... **\$11,215.00**

DESIGN PHASE SERVICES SUBCONSULTANTS

Firm	Cost	Type of Compensation
1 VFLA (Architectural).....	\$291,125.00	Lump Sum
2 Swanson Rink (MEP).....	\$242,685.00	Lump Sum

Sub-Total for Subconsultants: **\$533,810.00**

DD and CD PHASE SERVICES TOTAL FEE

TOTAL FEE (rounded)..... \$714,497.00

Firm:	Dibble On-Call Engineering	Contract Number: TBD Project Number: TBD Task Number: N/A Amendment Number: N/A FAA Number: TBD CDOT Number: N/A
Project:	New Terminal Building Level 4 Design Phase Services Northern Colorado Regional Airport	
Date:	9/1/2022	

LEVEL 4 RE-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 Schematic Design (SD) Submittal									
1a Project Management and Administration		48							48
1b SD Plans	8	24		16			60		108
1c Drainage Memo		8		16		16			40
1d DD Quantities and Engineer's OPCC		6		8			8		22
1e Internal QA/QC Project Review	8								8
1f Value Engineering		16							16
2 Design Development (DD) Submittal									
2a DD Design Plans	8	8		8			24		48
2b Pre-Final Drainage Memo		4		8		8			20
2c DD Quantities and Engineer's OPCC		4		4			4		12
2d Internal QA/QC Project Review	8								8
2e Value Engineering		16		16					32
2f FAA Airspace Obstruction Analysis Form 7460-1		4		8			8		20
3 Construction Documents (CD)									
3a CD Plans	8	8		8		8	24		56
3b Final Contract Documents and Technical Specifications		8		24					32
3c Final Quantities and Engineer's OPCC		4		4			4		12
3d Final Drainage Memo		4		4		4			12
3e Final Engineer's Design Report		6		32		16	8		62
3f Internal QA/QC Project Review	8								8
3g Federal Eligibility Spreadsheet		16		24		16			56
3h Permitting		8							8
4 Design Meetings									
4a Weekly Coordination Calls/Meetings		48		48			48		144
4b Monthly In-Person Coordination Meetings		12							12
4c Monthly Commission Meetings		12							12
5 Construction Manager At Risk Coordination									
5a Cost Negotiation and Value Engineering	16	16							32
5b Subcontractor Bidding Coordination	16	16							32
5c Final CMaR Bidding Package Review	8	8							16
TOTAL HOURS BY CLASSIFICATION	88	304	0	228	0	68	188	0	876

Firm:	Dibble On-Call Engineering	Contract Number: TBD Project Number: TBD
Project:	New Terminal Building Level 4 Design Phase Services Northern Colorado Regional Airport	Task Number: N/A Amendment Number: N/A
Date:	9/1/2022	FAA Number: TBD CDOT Number: N/A

BASE DESIGN PHASE SERVICES DIRECT COSTS

1. PRINTING (2 Submittals)

a.	3	Submittals of (2 Copies Full-Size Bond Plans)	225 sheets =	225 Sheets @	\$3.00 /sheet	\$4,050.00
b.	3	Submittals (4 Copies Scaled 1/2-Size Plans)	225 sheets =	225 Sheets @	\$0.50 /sheet	\$1,350.00
c.	3	Plotting	225 sheets =	225 Sheets @	\$3.00 /sheet	\$4,050.00
d.	1	Submittals for Spec Book (2 copies @ 700 pages each)	@	700 Sheets @ (double-sided)	\$0.10 /sheet	\$140.00
e.	1	Submittals for Eng. Report (2 copies @ 300 pages each)	@	300 Sheets @ (single-sided)	\$0.60 /sheet	\$360.00

2. Lodging

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

a.	6	Trips	130 miles	\$0.560 /mile (2022 Federal Per Diem)	\$437
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4. Meals

a.	6	Days	2 Staff	\$69.00 /Day (2022 Federal Per Diem)	\$828.00
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DESIGN PHASE TOTAL	\$11,215
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Strength in design. Strength in partnership. Strength in community.

August 31, 2022

Proposal - Rev. 1

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

**RE: FNL Terminal Building – Redesign for Value Engineering Level 4 Option
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 the redesign for Level 4 design option which is a new, single story airport terminal building of approximately 19,400 square feet. The original design was comprised of 26,600 sf and current pricing is requiring the building to be scaled down in size and complexity. During a value engineering process, the building floor plan was reduced in program to meet the bare minimum requirements for FNL and utilize existing office space in the existing terminal. No work is planned for the existing terminal. The roof lines have been simplified to reduce construction cost as well as the building articulation to simplify the structural framing. LEED expectations are being reduced down from Gold to Silver or Certified. Numerous site plan options were created up the DD set and the airport commission have selected the least expensive option at this time. The goal is to use the existing parking lot and add in a new front drop-off lane. There will be no east or west side patio in the Level 4 design. 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 - \$14 million building only (excludes site work and airside construction)
- Anticipated Schedule – 40 weeks for remainder of design and permitting
 - o SD: 6 weeks
 - o DD: 10 weeks
 - o DD Pricing Exercise: 6 weeks
 - o CD: 10 weeks
 - o Building Permitting: 8 weeks

VAUGHT FRYE LARSON ARONSON architects

419 Canyon Ave, Suite 200 ■ Fort Collins, CO ■ 970.224.1191

www.vfla.com

- Proposal is for 30% Schematic Design Set (not being priced), 60% Documentation (Design Development), 95% Permit Set and 100% Issue for Construction Set (Construction Documents).
- Building Size:
 - o Phase 1: Approximately 19,400 sf based on the Level 4 Design Option
 - o Phase 2 (Future Expansion): No details to be provided by the team. Expansion can occur on either side of the new terminal. There is land for future growth, but design will not be provided.
- Existing Terminal Building
 - o 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 Silver or Certified.
- Building Code for Loveland is IBC 2018
- Energy Code for Loveland is IECC 2018
- Contract includes Schematic Design
- 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 to update the SD, DD packages and to complete the CD phases is based on the previously approved program for the Level 4 VE Design Option.

Site Design Allowances/Options

The site design allowances have been removed from the contract. The airport commission has approved the Level 4 design to include a paired down site design and will include only one option. It is being referred to as the Base Option moving forward.

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
- (3) 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

CMAR Selection Process

Completed in previous contract

Schematic Design (30% Design)

Schematic Design will further develop the Level 4 VE option into a complete 30% SD Set. This set will be used for internal design coordination only and not for pricing.

SD Deliverables:

- Schematic Design Set (specs on drawings)
 - Site Plan by Ripley Design
 - Summary of Program
 - Summary of Visionary Process
 - Phase 1 Floor Plan
 - Reflected Ceiling Plan
 - Roof Plan
 - Exterior Elevations
 - 3D Views from Revit
 - Building Section
 - Structural Design Narrative and Framing Plan
 - Landscape Design Narrative
 - Civil Drawings and Narrative by Dibble Engineering (not under VFLA)
 - Mechanical and Electrical Design Narratives by Swanson Rink (not under VFLA)
- Exterior Mood Board (preliminary material selection)
- Interior Mood Board (preliminary material selection)
- VFLA will compile the teams drawings into the full drawing package.

VFLA will require the Client to sign off on this phase prior to proceeding with Design Development Phase

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
- (2) Interior Renderings
- 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
 - Exterior furniture to be selected by Landscape Architect
- 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 (Digital Board)

Value Engineering

VFLA has previously provided Value Engineering services during the DD phase to generate multiple design options. The Level 4 option was selected and VFLA does not anticipate any more Value Engineering to occur.

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
- Value Engineering
- Building Permit Application
- Health Department Application
- 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

Airport Brochure

VFLA created a marketing brochure the airport staff for a public outreach event. This service has been completed and fee included in this contract.

VFLA will update the brochure (1) time to include the new Level 4 renderings.

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

- The terminal has been updated to a smaller and new footprint. It's anticipated to be a 19,400 sf single story building with a steel framing.
- Anticipated foundation construction is 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 6 months from the approval of the add service. Permitting and construction of the building is anticipated to be complete in a period of 14 months.
- Seven 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
 - Updated SD (30%) structural drawings with framing plans and selected structural system. Set not used for pricing.
 - Updated 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. Set to be used to set the GMP and pricing.
 - 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:

- 6 meetings with the City of Loveland Development Review Staff
- Assistance with preparations of graphics for Airport Commission presentations
- Bi-Weekly meetings in SD, DD and CD phases (6 month duration)

Deliverables by Phase:

1. Provide SD level design for Level 4 Option
 - Prepare one updated concept level site plans, including up to one revision, which illustrate the location of the new building footprint, amenity area design, and landscape design.
 - Re-evaluate LEED criteria (assumes LEED Silver)
2. Provide additional entitlement coordination
 - Preparing additional land use tables for the City of Loveland entitlement approvals
 - Assumes one additional round of review will be required
3. Provide DD-CD level design for Level 4 option
 - See below for scope of DD and CD phases.

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 Silver 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)

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

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LEED Management and Consulting (Ambient Energy)

Key Assumptions

- The project will total 19,400 sf
- The project will pursue a LEED for New Construction version 4/4.1, Certified or Silver rating.
- 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.

Sustainability Consulting for LEED v4 – SD

- Facilitate determination of revised LEED project boundary and LEED credit status
- Provide updated LEED scorecard and action item logs
- Provide updated specifications
- General coordination

Sustainability Consulting for LEED v4 – DD

- Facilitate determination of revised LEED project boundary and LEED credit status
- Provide updated LEED scorecard and action item logs
- Provide updated specifications
- General coordination

Commissioning

- Update OPR, commissioning specifications and commissioning plan

Energy Modelling

Design Development

- Meet with team to kickoff energy modeling
- Model revised Proposed Design
- Model Baseline Building per ASHRAE 90.1
- Prepare energy report via soft copy
- Meet with team to discuss results

Design Development (60%)

Task 3a LEED Consulting

- Previously completed

Task 3b Energy Consulting

- Previously completed

Task 3c Fundamental Commissioning

- 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 (Option is required)

- 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

- Previously completed

Life-Cycle Assessment

- Previously completed

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

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 the DD 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, 2023, 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 interior sound isolating assemblies and strategies
- Guidance on interior (architectural) acoustics finishes for interior spaces.
- Development of noise and vibration control strategies from building services to interior spaces.
- Review of the design with comments and recommendations will be provided at end of SD and DD phases to give acoustical guidance.

Services will include:

- Understanding owner and operational needs and quality expectations;
- Development of concepts and revisions to acoustical design criteria as needed;
- Review and collaborative input to the design team to incorporate acoustics strategies into the project design:
 - We will provide one review of Schematic Design drawings and documentation and provide initial recommendations via marked up drawings and/or narrative. We suggest our input be provided prior to the 100% SD package so concepts can be captured in any cost estimate.
 - We will provide one review of 100% Design Development package and provide more detailed recommendations and note areas of concern for review and development in the Contract Document phase. This deliverable will also be in the form of annotated drawings and documents
 - 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

- LEED Credit EQ9
- Mitigation to Mechanical Equipment noise to outdoor areas of the site or neighboring properties
- Design for tenant finish of the Concession areas.
- Construction Administration Services
- Any services during Contract Documents phase. All acoustics services during Contract Documents phase have been eliminated at request of VFLA, including those contained in existing contract with VFLA, dated February 3, 2022
- 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

Column A	Column B	Column C	Column D	Column E	Column F
Discipline	Base Fee + Site Alternates	Deduct for Simplified/Smaller Building	Level 4 Add Service	Overall Delta	New Total
Architecture	\$315,640	-\$34,700	\$116,250	\$81,550	\$397,190
Interior Design	\$58,640	-\$6,000	\$32,000	\$26,000	\$84,640
Structural	\$28,980	-\$2,300	\$21,850	\$19,550	\$48,530
Landscape Architecture	\$127,650	-\$56,925	\$40,250	-\$16,675	\$110,975
LEED Visioning	\$4,700	\$0	\$0	\$0	\$4,700
LEED Consulting	\$88,770	\$0	\$25,300	\$25,300	\$114,070
Cost Estimating	\$59,800	\$0	\$41,400	\$41,400	\$101,200
Acoustical Engineering	\$18,200	-\$9,200	\$9,200	\$0	\$18,200
Renderings	\$9,000	\$0	\$0	\$0	\$9,000
Specification Book	\$12,000	\$0	\$2,875	\$2,875	\$14,875
Reimbursable Expenses	\$4,500	\$0	\$2,000	\$2,000	\$6,500
Total	\$727,880	-\$109,125	\$291,125	\$182,000	\$909,880

Chart in Excel – See server to edit

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.

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.

August 31, 2022

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 Level 4 Value Engineering design of the New Commercial Terminal**

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.

DESCRIPTION OF PROJECT

This project is the construction of a new terminal at the Northern Colorado Regional Airport to meet all commercial terminal criteria while allowing for expandability for the projected growth of the airport. 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.

The project was initially developed through *60% Construction Documents* and entailed 27,000 square feet of LEED Gold construction to accommodate winged and wingless transit consistent with the foreseeable schedules.

Initial construction cost budget generated by the Construction Manager at Risk (CMaR) at the 60% level was ~\$29M. After an exhaustive search by the Airport Commission, only funding to support a ~\$15M budget was secured.

To realign the project with the available budget, four VE options were suggested, with the Commission selecting the most severe cut which reduced the building footprint to 20,000 square feet with much simplified features (re: *2022-07-28 FNL LEVEL 4 CONCEPT.pdf*) and reduced the LEED goal to Certified.

SCOPE OF SERVICES

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

1. Design Development (60%)
 - 1.1. Develop drawings, details, schedules, and specifications to the 60% level depicting system layout.

- 1.2. Prepare Criteria Document that summarizes the owner's criteria and narrates the design direction.
- 1.3. Provide 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 provided by the CMaR.
- 1.5. Participate in applicable TSA review of the checkpoint and checked baggage system design.
- 1.6. Review documents via virtual meetings with project stakeholders to assist with the decision-making process to carry the project forward.
2. Permit Submittal (90%)
 - 2.1. Develop drawings to the 90% 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 the CMaR.
 - 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 Certified rating 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
 - 4.4. Net Zero Building pursuit.
 - 4.4.1. The World GBC definition of a net zero carbon building is a building that is highly energy efficient and fully powered from on-site and/or off-site renewable energy sources.
 - 4.4.2. As part of our scope of services our team will assist the Airport to work toward the goal of 100% Net Zero Carbon Building under the USGBC Pathway to Net Zero program.

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 when requested.

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 Use – Coordinate with Utility
 - 4.5. 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 device 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
 - 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

GENERAL ASSUMPTIONS AND CLARIFICATIONS

- 1. 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.
- 2. Exterior building lighting design is limited to fixtures attached to the building, bollards or poles in the passenger unloading area, and landscaping immediately adjacent to the building. Landscaping lighting fixture selection and layout is by others. Parking lot lighting design and photometrics, as well as site development Allowances, are excluded.
- 3. 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.

4. This fee proposal is based on the Scope of Services being completed within 28 weeks 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.
5. Cost Estimates provided as part of our Scope of Services are budget opinions and are informal, generalized evaluations only and are not guaranteed.
6. Civil and Structural engineering work will be provided by others.
7. 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.
8. 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.
9. Cellular Distributed Antenna Systems and Radio Frequency Antenna Systems are excluded from the Swanson Rink scope of work at this time.
10. 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.
11. 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.
12. Any additional meetings that are not included in this proposal will be billed at cost. Labor rates are identified in the attached labor rate table.
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 assist the design team in identifying the sustainable features of the proposed minimum code-complaint system(s) and will populate forms or templates that apply to our technical area of expertise in an effort to pursue a LEED Certified rating. Swanson Rink does not allude to, imply, or guarantee a rating or certification level for the minimum code-compliant systems.

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 CLARIFICATIONS

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.
3. With the contribution of mechanical, electrical, and plumbing systems to the ability for the project to achieve LEED Certification within the proposed budgetary constraints, Swanson Rink may request to alter the scope of services and fee should additional direction be provided by the Airport Commission after system evaluation by party responsible for LEED energy modeling.

EXCLUSIONS

The exclusion listed below are based on preliminary project discussions conducted in January 2020 and will need to be confirmed.

1. Any work other than what is defined in the Scope of Services.
2. Photovoltaic (PV) arrays, systems, or connection to building systems. Should PV array be desired, it will be off-site and designed by others.
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.

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New Terminal Redesign Contract Amendment

September 15, 2022

Design Contract Change

- The reduced size will require redesigning the building, and therefore additional cost
 - The total approved design cost for the original design is \$2.345M
- Staff worked with the design team to again negotiate scope and fees associated with the change, including all deductions
 - Increased cost = \$245,609
- Soft costs for the project are estimated to be the same, due to the reduction in square footage
 - Construction management & quality assurance & quality control
- Work can continue as the contract is approved by the City of Loveland City Council, as per the Intergovernmental Agreement

Financial Estimates

- Cares Act Funding \$16.4M (\$4.8M gap)

Schematic Design	\$ 616,225
Remaining Design	\$ 1,728,774
Level 4 Redesign	\$ 245,609
Construction management – estimated	\$ 750,000
Terminal building & FFE – estimated	\$ 14,900,000
Permitting - water tap – development fees	\$ 450,000
Utilities, roads, parking	\$ 2,500,000
Total	\$ 21,190,608

Financial Gap

- Airport Fund has \$2 million reserve available for use
 - Without depleting operational reserves
 - Airport Commission authorized to utilize as per IGA
- FAA funding can be applied for up to \$1.59 million
 - Requires a \$175,000 match (\$1.77 million total)
 - \$1 million of funding will not be available until 2024
- City of Loveland City Council has prioritized a \$1 million contribution toward the new building

LEED Information

- There is no clear answer yet as to the cost and related savings for O&M relating to obtaining LEED certification
- Design team estimates the time it will take to realize any financial return from certain LEED components is over 20 years
- Cost to implement LEED certification is estimated to range between 2%-10% of total construction cost (\$18.6M)
 - LEED Certified: 2-3% \$372K - \$558K
 - LEED Silver: 4-6% or \$744K – \$1.12M
 - LEED Gold: 8-10% or \$1.5M - \$1.9M



LEED Levels

System/Credit	LEED Certified	LEED Silver	LEED Gold
Renewable Energy Credits	No payment for credits	Purchase Credits (5) \$25,000	Purchase Credits (5) \$25,000
EV Charging Stations	5% of all parking stalls	10% of all parking stalls	10% of all parking stalls
Protect and Restore Habitat	No	Yes (1 credit)	Yes (2 credit)
Roof Insulation	R-30 per code min.	R-40	R-40
Wall Insulation	R-10ci + R21	R-10ci + R21	R-10ci + R21
Lighting	LED with basic controls	LED with upgraded controls	Full indirect to accomplish daylighting credit
HVAC System	RTU - Electric	RTU - Electric	RTU - Electric with Energy Recovery
Glazing System	Solarban 90 with roller shades	Solarban 90 with roller shades	Electrochromic (Self Tinting) to achieve daylighting
Energy Metering	No	No	Yes
Optimize Energy Performance	No	No	Yes. Over 10 points on energy efficiency
Interior Acoustical Credit	No	No	Yes
Skylights & Clerestories	No	No	Yes to achieve daylighting credit
Cost Implications	Approx. 2-3% increase from no LEED	Approx. 4-6% increase from No LEED	Approx. 8-10% increase from no LEED

Design Renderings

NORTHERN COLORADO
REGIONAL AIRPORT

- Phased expandability areas identified
- HVAC area moved to roof mount to better utilize exterior space for future expansion
- TSA security checkpoint can be modified to two lanes in the future



Design Renderings

NORTHERN COLORADO
REGIONAL AIRPORT



Design Renderings

NORTHERN COLORADO
REGIONAL AIRPORT



Design Renderings

NORTHERN COLORADO
REGIONAL AIRPORT





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: September 15, 2022
PREPARED BY: Jason R. Licon, Airport Director
Aaron Ehle, Airport Planning & Development Specialist

TITLE

US Customs Proposal from Discovery Air

RECOMMENDED AIRPORT COMMISSION ACTION

Provide direction to staff to how the US Customs services will be funded.

BUDGET IMPACT

Proposal includes a request of up to \$200,000 annually for a period of up to five (5) years to fund the cost of a Customs officer

SUMMARY

At the April 21st Airport Commission meeting, representatives from Discovery Air provided a report on their recent efforts to establish a U.S. Customs program. Airport staff was directed to investigate options for partnership with Discovery Air in support of the U.S. Customs Reimbursable Services Program (RSP). Legal staff researched how the Airport/Cities could support a Customs program in compliance with federal requirements and Airport staff drafted a letter to the Director of U.S. Customs and Border Patrol (CBP) on behalf of the Airport Commission in support of Discovery Air's RSP application.

In June, Discovery Air provided a proposal requesting an annual contribution of \$200,000 from the Airport/Cities to support the service. Under the proposal, Discovery Air would provide the administrative support and office space, including the build-out to meet CBP's requirements, and retain all revenues generated by the service. An April 2020 Airport investigation estimated the cost to build facilities for a User Fee Facility (UFF) Customs program, which has more rigorous standards than RSP, to be \$1.5-\$2.5 million (\$1-\$1.5 million to remodel an existing building). Following the proposal, Airport staff met with Discovery Air representatives to discuss the topic further and to attempt to obtain more detailed financial information.

The service currently proposed would support businesses in the region that have international travel needs and may have the potential to attract new business to the region. Staff has conducted a thorough investigation of the proposal, and have found that there is

an option to consider for the Cities to directly fund the US Customs agent and associated costs directly. This is the only method that the Airport could legally utilize its funding to a level that is very close to that of what was requested by Discovery Air.

Details:

- The \$194,488 annual financial contribution for the salary of the Customs agent would require 12% of the airport's \$1.5 million operating and maintenance budget
 - Direct financial return is not known
 - This would impact the Airport's ability to fund other strategic objectives, equivalent to 60% of discretionary budget (\$322,000)
- Discovery Air would fund all other costs and retain all revenues generated by the service
- Discovery Air would provide quarterly reports on usage
- The service would be able to provide Customs clearances for private general aviation aircraft
- The Customs facility would be open to the public for:
 - Immigration Services
 - I-94 Arrival/Departure Record Verification
 - Camera and Gun Registration
 - Assistance with international phone/internet scams
 - Global Entry Registration
- Foreign Trade Zones (FTZ) are not permissible under RSP. A different program would be necessary to establish an FTZ.
- The Airport is not able to legally make any direct payments to Discovery Air
 - The Airport/Cities can pay U.S. Customs and Border Patrol (CBP) directly for services provided.

Please Note attachments are the same materials from last month.

ATTACHMENT

- Discovery Air: Proposed Framework for Financial Support of USCBP Reimbursable Services
- US Customs and Border Patrol: Reimbursable Services Program Overview
- Reimbursement Agreement for Customs Expenses at The Northern Colorado Regional Airport



5017 Lindbergh Dr, Loveland, CO 80538
970-460-8606
www.discoveryairaviation.com

June 7, 2022

Northern Colorado Regional Airport

4900 Earhart Road

Loveland, CO 80538

Attn: Jason Licon and Aaron Ehle

RE: Additional Details to Proposed Framework for Financial Support of CBP RSP Program.

The following parameters were proposed for NCRA/Cities/County support of the CBP RSP program at Discovery Air:

- 1) Discovery Air accepts all risk for the RSP customs program including office needs, payroll support, ramp space, and other.
- 2) Discovery Air will be sole authority for pricing and fee collections for customs service and manage all logistics, billing, accounting and administration of these services.
- 3) NCRA/Cities/County will support Discovery Air with an annual customs support payment of \$200,000 per year paid as a minimum of 5-year commitment, so long as customs is open and operating.
- 4) Support payment will be eliminated if customs revenue reaches break even for discovery air expenses plus management expenses for two consecutive years.

The following are further details and information provided in support of the CBP RSP program at Discovery Air and the support payment required:

Estimated Financial Plan (annual estimate based on current available information)

****Absolute minimum investment/logistics management required by Discovery Air/The Water Valley Company shown for simplicity. Additional expenses (absorbed by Discovery Air) of annual airport land lease cost and cost to build Torrey's Peak Hangar which is providing CBP office space, not reflected below****

Annual Expenses Absorbed by Discovery Air/The Water Valley Co.		One Time Expenses Absorbed by Discovery Air/The Water Valley Co.		Contributions by NCRA/Cities/County or other	
CBP Personnel Base Wages	\$180,000	Discovery Air Office Build out for CBP	\$159,000 (\$300 sq ft)	Annual Investment by NCRA/Cities/County	\$200,000
CBP Overtime/After Hour Wages Estimate	\$14,488 (\$100.61 hr, 3hrs per event, est. 4 events per month.)			Solutions: **Lease Reduction (Expedited Partial Solution) \$46,723 for 2022 (2% annual increase assumed). **Contributions by cities/county (ARPA funds) **Pay this directly to CBP for wages/benefits/overtime	
Discovery Air Office 530 sq ft	\$15,370 (annual increase of 3% per year)				
Logistics, Billing, Scheduling, benefits, insurance, Accounting and Administration	\$110,000				
Facilities, equipment, grounds, custodial, consumables, tenant support	\$90,000				
TOTAL	\$409,858.00 (Total Annually)		\$159,000 (Total Year #1) \$568,858)		Total (Annually) \$200,000

** Wages, overtime costs and other CBP specific details are directly from CBP provided RSP Overview 2022 Denver PDF file**

- 1) What if any are the financial contributions or commitments from the users and Discovery Air to set up this service?

- Discovery Air has invested in pre-construction of the facility and offices to accommodate CBP which contributed immensely to their interest in creating a new location.

- Discovery Air is holding a large amount of office, hangar and apron space for this CBP RSP location opportunity.

- Discovery Air has offered to finish and outfit the facilities to meet CBP requirements completely at Discovery Air expense.

- Discovery Air and the CBP have invested substantial labor time, presentation time, travel expenses and logistics into this project already and will continue to accrue additional expenses.

- Critical tenants of this airport and Discovery Air have already provided letters of support (as previously presented) and have offered to be integral to the daily CBP operations in utilizing the services. All have committed to routing through KFNL instead of other airports once the CBP office opens.

- The investment to get to this point and to reach a point of “ready to open” which Discovery Air is offering, will far outweigh the requested contribution by NCRA/Cities/County.

- 2) How is the break-even determined?

- Very simple, a budget summary of expenses for maintaining a daily/yearly operational status will be provided. Once the new CBP office is covering these expenses (not to exceed 5 years) it can operate under its own income and the outside financial support can be eliminated. This cooperation creates an investment and contribution by everyone who will benefit from this new CBP office in the future with The Water Valley Co/Discovery Air taking by far the majority of the risk involved.

- 3) Can the airport funds be legally used for this purpose or will the Cities need to provide this?

- This is a question for NCRA and the Cities/County to clarify.

- Lease reduction is an excellent initial and quick solution for partial coverage to help get this moving the right direction as soon as possible.

- Direct payment to CBP for agent wages (eliminating any question on payment to a private entity) is also an excellent consideration for the annual support.

4) How do we project this will increase demand for usage outside of the current known demand and possibly outside of our airport?

-The creation of this customs office will attract more large corporate entities with aviation departments similar to Nutrien and Woodward. As presented at many of the commission meetings, a large quantity of customs events exists as surrounding airports. Bringing in these flights with a customs solution will expose our airport and the operating businesses to many new customers and opportunities.

-The increase in airport activity due to customs services will undoubtedly increase fuel sales.

-The creation of an FTZ (foreign trade zone) can be used both by clients inside and outside of the airport community. Again, bringing new business contacts and opportunities to this airport.

-We have the ultimate destination location here at FNL for anywhere along the front range in particular. It has been demonstrated clearly there is a large quantity of transient aircraft going through Casper Natrona currently who would benefit tremendously by our location, not to mention many of the airport locations to our South.

-Reference our own NCRA website for an excellent answer to this question also:

"Located adjacent to I-25 and US Hwy 34, 50 miles north of Denver. Just minutes away from both award-winning historic downtown areas for Loveland and Fort Collins; which offer live music, delectable restaurants and a variety of tourist, retail, novelty and confectionary shops.

The Fort Collins – Loveland area is known for its thriving craft beer industry, eclectic arts and entertainment scene and mix of outdoor recreational activities. With 300 days of sunshine, snow-capped mountains, idyllic lakes and clear-running rivers, it's captivating year-round. Northern Colorado Regional Airport (FNL) is the nearest airport to Estes Park, base camp to the nationally acclaimed and breathtaking Rocky Mountain National Park which is home to wildlife and miles of trails .Drive times from our Airport to ski resorts like Vail, Copper Mountain, Winter Park, and Eldora Mountain are similar if not faster than what you would experience from Denver International Airport.

5) What will the schedule be to transition from the RSP program to a full UFF program?

-There really is no hard push to transition from the RSP program to the UFF program. The NCRA community will recognize the benefits with either program. This noted, there will be a natural progression to a UFF program as demand for customs services increase. A fair estimation on this would be around 2-4 years as clients transition to NCRA being their preferred customs clearance destination. The creation of a FTZ (foreign trade zone) will also develop as this program matures which will further increase the activity and benefits to this airport.

6) What is the estimated return on investment?

-The ROI is expected to balance out at 3-5 years of time. This is when market saturation of the available service will be recognized and the number of customs events will reach a level to cover the annual costs of the office based on various fee levels applicable to the exact type of customs service provided. Some events will be more expensive than others due to the level of service required. Regardless, The Water Valley Co/Discovery Air is taking ALL the risk on this as we are limiting the requested support to a maximum of 5 years and very possibly less as the office balances with increased billable customs events.

U.S. Customs and Border Protection Office of Field Operations

Reimbursable Services Program

Program Overview

2022



U.S. Customs and
Border Protection

Agenda



- Why Partnerships?
- Program Overview
- Application Guidance



U.S. Customs and
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Why Partnerships?

- U.S. Customs and Border Protection (CBP) is frequently asked to provide new or additional services at ports of entry across the country; however, we are not always able to accommodate these requests.
- Solution: CBP's three pronged Resource Optimization Strategy for Ports of Entry
 - Business Transformation
 - Workload Staffing Model
 - **Alternative Funding Sources through Public-Private Partnerships.**
- Through Public-Private Partnerships, CBP is better able to accomplish its increasingly complex mission of ensuring border security in the face of rising volumes in travel and trade.
- The Reimbursable Services Program (RSP) is an example of public-private partnerships between CBP and any private sector and government entities.



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Reimbursable Services Program Authorities

Section	Year	Description	Expiration
560 Consolidated and Further Continuing Appropriations Act, 2013	2013	<ul style="list-style-type: none"> Allowed CBP to enter into five total agreements (any mode) by December of 2013 	Authority expired in 2013 Agreements expire in 2018
559 Consolidated Appropriations Act, 2014	2014	<ul style="list-style-type: none"> Gave CBP five years to sign agreements of unlimited duration Limited CBP to ten* air agreements each calendar year for overtime services only Unlimited in sea and land Allows for reimbursement of support staff in the air environment** 	Authority expires in 2019 Agreements do not expire Supplanted by Sec. 481
481 Homeland Security Act, 2002	2016	<ul style="list-style-type: none"> Removes limitation on number of air agreements Allows for reimbursement of salaries and benefits of up to five CBPOs in airports that receive less than 100,000 international travelers per year Permits agreements at any facility where CBP provides or will provide services 	No expiration

*Amended by Section 550 of the *Consolidated Appropriations Act, 2016* to increase airport limit to 10

**Amended by Section 552 of the *DHS Appropriations Act, 2015* to allow for reimbursement of support staff



U.S. Customs and
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RSP - New Legislation Overview

The *Cross-Border Trade Enhancement Act, 2016*, signed into law on December 16, 2016, amends Title IV of the *Homeland Security Act, 2002* by adding Section 481 – Fee Agreements for Certain Services at Ports of Entry.

The legislation expands the authority provided in Section 559 of the *Consolidated Appropriations Act, 2014* by:

- Making the RSP permanent;
- Removing the annual statutory limit on the number of air agreements;
- Permitting agreements at any facility in which CBP provides services or will provide services;
- Allowing small airports (<100k international passengers per year) to compensate CBP for the salaries and expenses of up to five officers; and
- Authorizing the Commissioner to determine if advanced payment is warranted to enter into an agreement in place of cost reimbursement.



U.S. Customs and
Border Protection

Program Overview

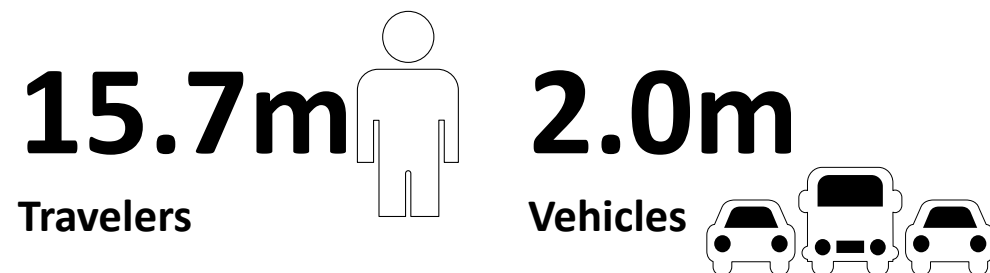
- The RSP provides an alternative source of funding for overtime services beyond CBP's appropriated budget and allows our partners to target where they desire CBP to provide additional services.
- Signing a Reimbursable Services Agreement does not obligate the CBP Port of Entry to provide services beyond its staffing resource capacity and CBP Port Directors maintain control over their staff.
- Signing an agreement does not obligate stakeholders to request certain levels of reimbursable services.



U.S. Customs and
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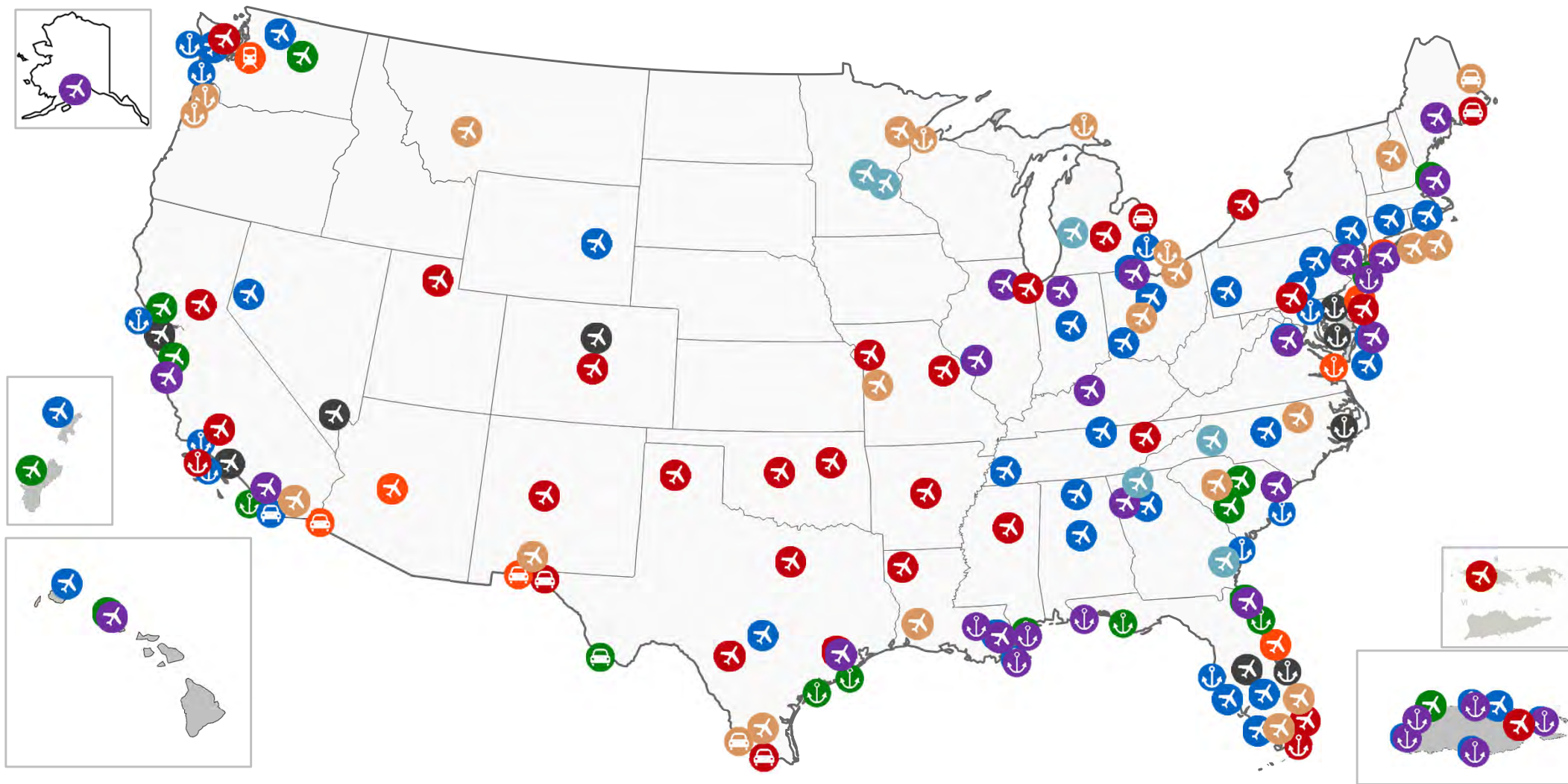
Overview: Program and Impact

- The **Reimbursable Services Program** enables partnerships between CBP and private sector or government entities, allowing CBP to provide additional inspection services upon the request of stakeholders.
- In 2017, the RSP expanded its open season from once a year to accepting applications year-round with three evaluation periods beginning in March, July and November.
- Through the third evaluation window of 2021, CBP has expanded the RSP to 269 stakeholders covering 192 U.S. Ports of Entry.
- Since program inception, CBP has provided over 360,000 officer overtime assignments and an additional 1 million hours of services. These services accounted for the processing of over 15.7 million travelers and over 2.0 million personal and commercial vehicles at ports of entry.



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RSP Locations and Stakeholders



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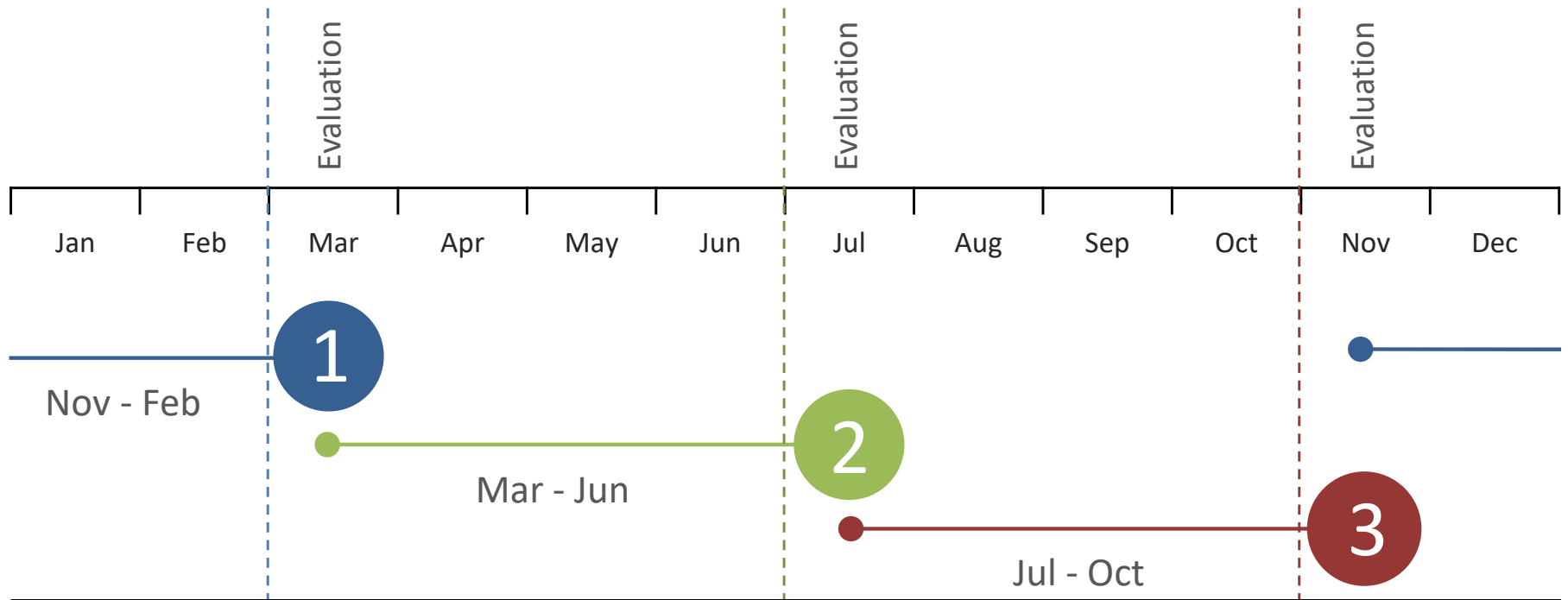
Joining the Program

- CBP opens the application submission year-round with a triannual evaluation period, and posts detailed instructions and guidelines on www.cbp.gov/RSP.
- CBP reviews applications to select partnerships that are mutually beneficial to the requesting parties, the affected communities and CBP.
- Applications are evaluated utilizing a rigorous, multi-layered process to ensure compatibility with CBP's mission.
- Criteria include, but are not limited to:
 - Impact on current CBP operations;
 - Funding reliability;
 - Community concerns;
 - Health and safety issues;
 - Community and economic benefits; and
 - Whether the proposal can be introduced in a timely manner.
- Interested applicants are encouraged to coordinate with the affected CBP Field Office and ports of entry in developing their letters of application.



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Triannual Evaluation



Year-Round Open Season / Triannual Evaluation

RSP will have a year-round open season where stakeholders may apply at any time and their applications are evaluated three times per year.

1. Applications received November through February will be evaluated beginning in March
2. Applications received March through June will be evaluated beginning in July
3. Applications received July through October will be evaluated beginning in November



U.S. Customs and
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Takeaways

- Allocation of appropriated staffing not impacted by this program.
 - Legislation states that an RSA cannot unduly impact existing services.
- Enhanced services provided are above and beyond what would normally be possible.
 - Allows our partners to identify exactly where they need CBP services.
- Program selections predicated upon a rigorous evaluation process with a primary component being operational feasibility.
- Signing an RSA does not obligate stakeholders to request certain levels of services. Stakeholders will not be billed unless services have been requested.
- CBP will be continually accepting applications, with evaluations beginning every March, July, and November.



U.S. Customs and
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Reimbursable Services FTE/Overtime Costs and Benefit Rates

Denver, CO

2022



U.S. Customs and
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Agenda

- Annual and Hourly Salary and Overtime Rates
- FTE/Overtime Benefits Contribution Rate
 - Applicable Benefits
 - Benefit Rate Range



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Annual Salary and Overtime Ranges

Annual Salary

Grade	7	9	11	12	13
Denver, CO	\$55,896	\$68,376	\$82,726	\$104,992	\$117,908

Hourly Rate

Grade	7	9	11	12	13
Denver, CO	\$26.79	\$32.77	\$39.64	\$50.31	\$56.50

Overtime Rate

Grade	7	9	11	12	13
Denver, CO	\$53.57	\$65.54	\$79.27	\$100.61	\$112.98

The tables include a variety of possible annual and hourly base salary and overtime rates to represent the range of grade levels that might perform work for the reimbursable services agreements.

Note that all grades are depicted at Step 7 in the tables.

<https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2022/general-schedule/>



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Overtime Benefit Contribution Rates

CBP Officers earn overtime under the Customs Officer Pay Reform Act (COPRA). Government contributions are required for the following items for employees earning COPRA overtime:

Rate	Type	Calculation Basis
1.45%	Medicare	Applied to all COPRA overtime earnings
6.20%	FICA	Applied to all COPRA overtime earnings
1.00%	FERS One Percent	Applied to the first \$22,500 of COPRA overtime earnings
4.00%	FERS Matching*	Applied to the first \$22,500 of COPRA overtime earnings
35.8%	FERS Annuity	Applied to the first \$22,500 of COPRA overtime earnings

*The FERS Matching contribution is up to 4% but depends on the level of retirement contribution that the employee has elected.

Note: COPRA overtime is also subject to CSRS retirement contributions, but relatively few CBP Officers receive CSRS (the majority receive FERS retirement benefits).



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Sample Annual Salary Rate

The table below reflects the average annual salary for a GS-12 Step 7 employee at the location, assuming a 48.45% government contribution rate and 15% overhead:

GS-12 Step 7	Denver, CO
Base Salary	\$104,992.04
Medicare (1.45%)	\$1,522.38
FICA (6.2%)	\$6,509.51
FERS 1 Pct (1%)	\$1,049.92
FERS Matching (4%)	\$4,199.68
FERS Annuity (35.8%)	\$37,587.15
Contribution Subtotal	\$50,868.64
Overhead (15%)	\$23,379.10
Total Annual Salary	\$179,239.79
Estimated Quarterly Payment	\$44,809.95



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Sample Hourly Rate for Overtime

The table below reflects the average hourly cost for a GS-12 Step 7 employee at the location, assuming a 48.45% government contribution rate and 15% overhead:

GS-12 Step 7	Denver, CO
Overtime	\$100.61
Medicare (1.45%)	\$1.46
FICA (6.2%)	\$6.24
FERS 1 Pct (1%)	\$1.01
FERS Matching (4%)	\$4.02
FERS Annuity (35.8%)	\$36.02
Contribution Subtotal	\$48.75
Overhead (15%)	\$22.40
Total Hourly Rate	\$171.76



U.S. Customs and
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Premium Pay Regulations

19 USC 267 – Premium Pay for Customs Officers		
Law	Description	Summary
19USC267(b)(1)(A)	Night Work Differential (15%)	If the majority of the hours of regularly scheduled work of a customs officer occurs during the period beginning at 3 p.m. and ending at 12 a.m., the officer is entitled to pay for work during such period at the officer's hourly rate of basic pay plus premium pay amounting to 15 percent of that basic rate.
19USC267(b)(1)(B)	Night Work Differential (20%)	If the majority of the hours of regularly scheduled work of a customs officer occurs during the period beginning at 11 p.m. and ending at 8 a.m., the officer is entitled to pay for work during such period at the officer's hourly rate of basic pay plus premium pay amounting to 20 percent of that basic rate.
19USC267(b)(2)	Sunday Differential (50%)	A customs officer who performs any regularly scheduled work on a Sunday is entitled to pay for that work at the officer's hourly rate of basic pay plus premium pay amounting to 50 percent of that basic rate.
19USC267(b)(3)	Holiday Differential (100%)	A customs officer who performs any regularly scheduled work on a holiday is entitled to pay for that work at the officer's hourly rate of basic pay plus premium pay amounting to 100 percent of that basic rate.



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Overtime Regulations

19 USC 267 – Overtime for Customs Officers		
Law	Description	Summary
19USC267(a)(1)	Overtime Pay Rate	A customs officer who is officially assigned to perform work in excess of 40 hours in the administrative workweek of the officer or in excess of 8 hours in a day shall be compensated for that work at an hourly rate of pay that is equal to 2 times the hourly rate of the basic pay of the officer.
19USC267(a)(2)(A)	Callback	Any work for which compensation is authorized and for which the customs officer is required to return to the officer's place of work shall be treated as being not less than 2 hours in duration; but only if such work begins at least 1 hour after the end of any previous regularly scheduled work assignment and ends at least 1 hour before the beginning of the following regularly scheduled work assignment.
19USC267(a)(2)(B)	Commute	<p>The customs officer is entitled to be paid, as compensation for commuting time, an amount equal to 3 times the hourly rate of basic pay of the officer; but only if such work:</p> <ul style="list-style-type: none"> • Begins at least 1 hour after the end of any previous regularly scheduled work assignment; • Commences less than 16 hours after the officer's last regularly-scheduled work assignment; • Commences more than 2 hours prior to the start of the officer's next regularly-scheduled work assignment; and, • Ends at least 1 hour before the beginning of the following regularly scheduled work assignment.



U.S. Customs and
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Cost Regulations

Costs Breakdown for Customs Officers		
Law	Description	Summary
26USC3101(b)(6)	Rate of Tax Medicare (1.45%)	There is hereby imposed on the income of every individual a tax equal to 1.45 percent of the wages received by him/her with respect to employment. https://www.gpo.gov/fdsys/pkg/USCODE-2011-title26/html/USCODE-2011-title26-subtitleC-chap21-subchapA-sec3101.htm
26USC3101(a)	Rate of Tax FICA (6.2%)	There is hereby imposed on the income of every individual a tax equal to 6.2 percent of the wages received by the individual with respect to employment. https://www.gpo.gov/fdsys/pkg/USCODE-2011-title26/html/USCODE-2011-title26-subtitleC-chap21-subchapA-sec3101.htm
5USC8432(c)(1)(A)	FERS (Federal Employees Retirement System) 1 Pct (1%)	At the time prescribed by the Executive Director, the employing agency shall contribute to the Thrift Savings Fund for the benefit of such employee or Member the amount equal to 1 percent of the basic pay of such employee or Member for such pay period. https://www.gpo.gov/fdsys/pkg/USCODE-2011-title5/html/USCODE-2011-title5-partIII-subpartG-chap84-subchapIII-sec8432.htm
5USC8432(c)(2)(C)(ii)	FERS Matching (4%)	The Government adds up to 4% of basic pay to every FERS employee's TSP (Thrift Savings Plan) account in addition to the 1% mentioned above, depending on the amount the employee chooses to contribute. Please note this is a variable rate. https://www.gpo.gov/fdsys/pkg/USCODE-2011-title5/html/USCODE-2011-title5-partIII-subpartG-chap84-subchapIII-sec8432.htm
5USC8334(d)(2)(A)(ii)	FERS Annuity (35.8%)	The Office of Personnel Management distributes the contribution rates under FERS. https://www.opm.gov/retirement-services/publications-forms/benefits-administration-letters/2020/20-304.pdf https://www.gpo.gov/fdsys/pkg/USCODE-2011-title5/html/USCODE-2011-title5-partIII-subpartG-chap83-subchapIII-sec8334.htm
19CFR24.21(a)	Overhead (15%)	An additional charge for administrative overhead costs shall be collected to reimburse Customs for compensation and/or expenses of Customs officers performing reimbursable and overtime services. The cost of the charge for administrative overhead shall be 15 percent of the compensation and/or expenses of the Customs officers. https://www.gpo.gov/fdsys/pkg/CFR-2012-title19-vol1/xml/CFR-2012-title19-vol1-sec24-21.xml

Additional Information on CBP Public Private Partnerships

CBP's website, CBP.gov, includes additional information on the following link:

<http://www.cbp.gov/RSP>

Questions?



U.S. Customs and
Border Protection



REIMBURSEMENT AGREEMENT FOR CUSTOMS EXPENSES AT THE NORTHERN COLORADO REGIONAL AIRPORT

This Reimbursement Agreement (the “Agreement”) is entered into by and between the Cities of Fort Collins and Loveland, Colorado, both municipal corporations, and Discovery Air, LLC, a Colorado limited liability company, as of the date of the last signature of the parties set forth below.

WHEREAS, Discovery Air, LLC (“Discovery Air”) plans and intends to construct a customs facility at the Northern Colorado Regional Airport (the “Airport”) to serve customers of the Airport who have a need for customs services; and

WHEREAS, Discovery Air has requested, and the Cities have agreed, that the Cities contribute to the expenses of the customs facility by directly paying the salaries and expenses of the U.S. Customs and Border Patrol (“CBP”) officers assigned to the Airport port of entry; and

WHEREAS, the Cities believe that the ability of users of the Airport to utilize customs at the Airport will benefit the Airport and the Cities; and

WHEREAS, Discovery Air has applied to CBP to participate in the Reimbursable Services Program (“RSP”) and if selected the Cities will agree to enter into such agreements with CBP as are required under the RSP, subject to annual appropriations by the Cities; and

WHEREAS, the Cities’ commitment to pay the salaries of the CBP staff shall be limited to no more than five years from the date of this Agreement, and, according to the terms and conditions of this Agreement; and

WHEREAS, the parties therefore desire to set forth specifically the terms and conditions of their agreement herein.

NOW THEREFORE, in consideration of the mutual covenants and promises contained herein, and other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, the parties hereto agree as follows:

1. Term. The term of this Agreement shall be for one year beginning on the Effective Date as defined herein, and shall automatically renew for four additional one-year periods. In no case shall this Agreement extend beyond a total of five years.
2. Condition Precedent. This Agreement shall be effective only upon Discovery Air being selected by CBP for the RSP, and CBP committing to establish a port of entry at the Airport, at the Discovery Air facility. The Effective Date of this Agreement shall be the same as the effective date of the agreement(s) entered into between the Cities and CBP.
3. Cities’ Financial Obligation. The Cities’ financial obligation under this Agreement shall not exceed \$200,000 on an annual basis. Should the Cities’ reimbursement obligation under the RSP exceed \$200,000 in any given year, Discovery Air shall reimburse the

Cities the amount in excess of \$200,000 within thirty (30) days of a written request from the Cities. The Cities' obligation shall terminate at such time as Discovery Air's expenses, including management expenses, are paid for by the revenues received and retained by Discovery Air for two consecutive years.

4. Service to All Airport Customers. Discovery Air agrees to make customs services available to all users and customers of the Airport on reasonable conditions and without unjust discrimination. Discovery Air will make their defined facilities available for all services provided by US Customs and to be open and available during specific posted times. For the avoidance of doubt, Discovery Air shall not discriminate on the basis of race, color, national origin, creed, sex, age or disability in the provision of customs services, as required under existing agreements between the Cities and Discovery Air.
5. Monthly Accounting and Reporting. Discovery Air shall provide to the Airport Director on a quarterly basis an accounting of the revenues received and costs incurred by Discovery Air and the costs incurred. Such monthly accounting shall be provided by the fifteenth of the month for the prior month. In addition, Discovery Air shall provide a report with such monthly accounting of all arrivals and departures utilizing the customs office.
6. Open Accounts. Discovery Air and any of its subcontractors or sublessees shall keep a permanent, accurate set of records of all gross receipts related to the operation of the customs office, including but not limited to reports and ledgers, files, computer records, order records, invoices, copies of all tax returns filed with any governmental authority that reflect in any manner revenues generated and expenses claimed in connection with the customs office. All such records shall be retained for at least three years after the end of the calendar year to which they relate.
7. Late Payment. If Discovery Air fails to reimburse the Cities pursuant to the terms of this Agreement, the unpaid amount will be subject to a late payment charge equal to one and one-half percent (1.5%) per month (18% per annum), on balance past due over thirty (30) days. This late payment charge is intended to compensate the Cities for their additional administrative costs resulting from Discovery Air's failure, and has been agreed upon by Discovery Air and the Cities, after negotiation, to be the reasonable estimate of the additional administrative costs that will be incurred by the Airport as a result of Discovery Air's failure. The actual cost in each instance is extremely difficult, if not impossible, to determine. This late payment charge will constitute liquidated damages and will be payable to the Cities together with such unpaid amount. The payment of this late payment charge will not constitute a waiver by the Cities of any default by Discovery Air under this Agreement.
8. No Exclusive Right. Nothing in this Agreement shall be deemed to confer an exclusive right upon Discovery Air to conduct any aeronautical activity at the Airport. The Cities reserve the right to make additional arrangements for customs services at the Airport, in the Cities' sole discretion.

9. No Partnership or Joint Venture. Nothing in this Agreement shall be deemed to constitute a partnership or joint venture between the parties or constitute any party to be the agent of the other party for any purpose.
10. Termination. Any party may terminate this Agreement upon thirty (30) days' written notice if any of the following occurs:
- a. The non-payment of any amount due and owing under this Agreement;
 - b. The filing of a petition for bankruptcy or for reorganization under the Bankruptcy Act, or voluntarily takes advantage of such Act by answer or otherwise, or makes an assignment for the benefit of creditors;
 - c. If proceedings are instituted against a party under any bankruptcy or insolvency law or if a receiver or trustee is appointed for all or substantially all of the party's property, and such proceedings or receivership or trusteeship are not vacated or dismissed within thirty (30) days after such institution or appointment; or
 - d. A party fails to comply with any of the terms of this Agreement;
 - e. Termination of the Cities' agreement(s) with CBP and removal from the RSP; or
 - f. Termination of Discovery Air's Hangar Ground Lease Agreement entered into with the Cities dated January 16, 2019, as amended.
11. Appropriation. To the extent this Agreement constitutes a multiple fiscal year debt or financial obligation of the Cities, it shall be subject to annual appropriation pursuant to the City of Fort Collins Section 8(a), City of Loveland Municipal Charter Section 11-6 and Article X, Section 20 of the Colorado Constitution. The Cities shall have no obligation to continue this Agreement in any fiscal year in which no such appropriation is made.
12. Governmental Immunity Act. No term or condition of this Agreement shall be construed or interpreted as a waiver, express or implied, of any of the notices, requirements, immunities, rights, benefits, protections, limitations of liability, and other provisions of the Colorado Governmental Immunity Act, C.R.S. § 24-10-101 *et seq.* and under any other applicable law.
13. Indemnification. Discovery Air agrees to indemnify and hold harmless the Cities, the Airport, its officers, employees, and insurers from and against all liability, claims, and demands on account of injury, loss, or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property loss, or damage, or any other loss of any kind whatsoever, which arise out of or are in any manner connected with Discovery Air's operation of the customs office, if such injury, loss, or damage is caused in whole or in part by, or is claimed to be caused in whole or in part by, the act, omission, error, professional error, mistake, negligence, or other fault of Discovery Air, any subcontractor of Discovery Air, or any officer, director, shareholder, member, employee, representative, or agent of Discovery Air, or which arise out of any workers' compensation claim of any employee of Discovery Air or of any employee of any subcontractor of Discovery Air. Discovery Air agrees to investigate, respond to, and provide defense for and defend against any such liability, claims, or demands at the sole

expense of Discovery Air and agrees to bear all other costs and expenses related thereto, including court costs and attorneys' fees, whether or not any such liability, claims, or demands alleged are groundless, false, or fraudulent.

14. Notices. Written notices shall be directed as follows and shall be deemed received when hand-delivered or emailed, or three days after being sent by certified mail, return receipt requested:
15. Legal Constraints. The parties recognize the legal constraints imposed upon them by the constitutions, statutes, and regulations of the State of Colorado and of the United States, and imposed upon Loveland and Fort Collins by their respective charters and municipal codes, and, subject to such constraints, the parties intend to carry out the terms and conditions of this Agreement. Notwithstanding any other provision in this Agreement to the contrary, in no event shall any party exercise any power or take any action which shall be prohibited by applicable law.
16. Subordination. This Agreement is and shall be subordinate to the provision of existing and future agreements between the Cities and the United States relative to the operation or maintenance of the Airport, the execution of which has been or may be required as a condition precedent to the obtaining or expenditure of federal funds for the benefit of the Airport.
17. Miscellaneous. This Agreement contains the entire agreement of the parties relating to the subject matter hereof and, except as provided herein, may not be modified or amended except by written agreement of the parties. In the event a court of competent jurisdiction holds any provision of this Agreement invalid or unenforceable, such holding shall not invalidate or render unenforceable any other provision of this Agreement. This Agreement shall be governed by the laws of the State of Colorado, and venue shall be in the County of Larimer, State of Colorado.
18. Counterparts. This Agreement may be executed in separate counterparts, and the counterparts taken together shall constitute the whole of this Agreement. Facsimile, scanned and other electronic signatures permitted by law, for purposes of this Agreement, shall be deemed as original signatures.
19. Electronic Signature. This Agreement may be executed by electronic signature in accordance with C.R.S 24-71.3-101 *et seq.*

THE CITY OF FORT COLLINS, COLORADO
A municipal corporation

By: Kelly DiMartino, City Manager

ATTEST:

City Clerk

APPROVED AS TO FORM:

Senior Assistant City Attorney

THE CITY OF LOVELAND, COLORADO
A municipal corporation

By: Stephen C. Adams, City Manager

ATTEST:

City Clerk

APPROVED AS TO FORM:

Senior Assistant City Attorney

DISCOVERY AIR, LLC

By: Martin Lind

Title: _____

STATE OF _____)
) ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____,
20____ by _____.

S E A L

Notary's official signature

Commission expiration date



NORTHERN COLORADO REGIONAL AIRPORT

4900 Earhart Rd • Loveland, Colorado 80538

(970) 962-2850 • FAX (970) 962-2855 • TDD (970) 962-2620

ITEM NUMBER: 6
MEETING DATE: September 15, 2022
PREPARED BY: Jason R. Licon, Airport Director

TITLE

2023 Budget Review and Recommendation to City Councils

RECOMMENDED AIRPORT COMMISSION ACTION

Make a motion to recommend the draft 2023 Airport budget and rates and fees for adoption by the City Councils.

BUDGET IMPACT

Not applicable

SUMMARY

The Intergovernmental Agreement (IGA) between the Cities requires that each City Council approve the Airport budget and appropriate a 50% share supporting Airport operations, maintenance, and capital improvements. The Airport Commission will review and recommend adoption by the City Councils. The draft 2023 budget is attached and the format shared is consistent with the Airport's monthly financial reports.

The total proposed 2023 budget is just over \$35.6 million, including an operating budget of \$2,711,300 and a capital budget of \$32,891,667. The Airport will continue to remain self-sufficient for all operational and maintenance needs and will utilize grant funding, available Airport balance, and potential funding from the Cities to fund capital improvements. The operational revenues reflect increased anticipated airport self-generated operational revenues by 45.4%. Revenue increases are due to increased escalating land lease agreements, fees associated from the new United "wingless flights", rental car concessions from the United activity, increase in ID badges, increased fuel price percentage related reimbursements, and new grant resources.

Capital expenditures reflect anticipated federal and state grant resources, available Airport funding, and potential funding from both Cities and the County totaling approximately \$32,891,667, which will be applied toward the design and construction of the new airline terminal building. The capital budget also includes the annual IGA reserve which was increased to \$2,000,000 for 2023. The IGA defines the reserve as 25% of the Airport's total budget or 50% of the unassigned balance including the

operations reserve and capital which is available for the Airport Commission to use for special projects.

The rates and fees component of the budget process requires approval and adoption as part of the Cities' budget processes. The proposed 2023 rates and fees have been adjusted in a manner consistent with policy given to staff by the Airport Commission. This process includes the adjustment of some rates and fees annually using the Consumer Price Index as published by the US Bureau of Labor Statistics. Every five years a rates and fees study using regional airports similar in size and amenities are conducted, the latest study was conducted last year with the next planned for 2026.

ATTACHMENTS

2023 Proposed Airport Budget

Rates & Fees Comparison Current vs. Proposed

2023 Airport Budget Presentation on page 131

2023 Proposed Airport Budget



NORTHERN COLORADO
REGIONAL AIRPORT COMMISSION

	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Proposed	Justification	Percent Change
OPERATING REVENUES							
Hangar Rental	131,782	224,059	247,095	242,000	255,000	Increase two year past CPI (2020 & 2021)	5.4%
FBO Rent	92,586	92,586	92,713	94,172	94,134	No change	0.0%
Gas and Oil Commissions	190,731	111,192	265,576	119,000	190,000	This is driven by fuel price and airport activity levels	59.7%
State & County Aircraft Fuel Tax	156,661	119,829	127,754	140,000	166,500	This is driven by fuel price and airport activity levels	18.9%
Land Lease	650,497	694,391	738,561	749,900	891,600	Adjusted for new leases, and CPI lease escalations	18.9%
Terminal Lease and Landing Fees	8,229	5,700	7,160	12,000	5,700	Tied to airline activity	-52.5%
Parking	11,240	4,805	330	75,000	0	Tied to airline activity	-100.0%
Miscellaneous	20,784	23,494	205,476	23,000	31,100	Tied to airline activity	35.2%
TOTAL OPERATING REVENUES	1,262,510	1,276,056	1,684,665	1,455,072	1,634,034	Total	12.3%
OPERATING EXPENSES							
FTE	6	6	6	7.5	9		
Personal Services	596,508	641,868	668,421	827,312	1,089,540	Increase attributed to insurance costs & add one FTE	31.7%
Supplies	72,675	68,129	74,945	100,000	115,400	Inflation adjustments	15.4%
Purchased Services	732,671	513,984	435,275	678,619	1,506,360	\$750,000 Air Service Grant & Inflation adjustments	122.0%
TOTAL OPERATING EXPENSES	1,401,854	1,223,981	1,178,641	1,605,931	2,711,300	Total	68.8%
OPERATING GAIN (LOSS)	(139,344)	52,075	506,023	(195,233)	(1,077,266)		
NONOPERATING REVENUES (EXPENSES)							
City Contributions	355,000	0	0	0	0		
Passenger Facility Charge	0	0	0	65,000	0	No change	N/A
Interest Income	118,764	95,157	(61,294)	75,000	51,000	Finance adjusted investments	-32.0%
Capital Expenditures	(989,250)	(1,481,000)	(3,623,375)	(14,313,373)	(30,891,667)	Increased for anticipated federally funded capital projects	115.8%
TOTAL NONOPERATING REVENUES (EXPENSES)	(515,486)	(1,385,843)	(3,684,669)	(14,173,373)	(30,840,667)		
NET INCOME (LOSS) BEFORE CAPITAL CONTRIBUTIONS	(654,830)	(1,333,768)	(3,178,646)	(14,368,606)	(31,917,933)		
Capital Contributions	892,500	922,000	4,274,041	16,581,373	31,248,000	Terminal Building Construction, Runway Widening Design, potential grants for SCASDG and ARPA	88.5%
CHANGE IN NET POSITION	237,670	(411,768)	1,095,395	2,212,767	(669,933)		
Reserve Appropriation	500,000	500,000	1,000,000	1,000,000	2,000,000	NCRA use for special projects IGA stipulates this amount to be the lesser of 50% of unassigned balances of Airport Operating reserves and Capital Fund or less than 25% of the Airport's annual budget	100.0%

NORTHERN COLORADO REGIONAL AIRPORT

Airport Fees:	2022		2023		Difference
Fuel Flowage Fee, Off-Airport, whichever is greater:					
<i>Percentage of actual cost, after taxes</i>		10%	10%	\$	-
<i>or Per Gallon</i>	\$	0.08	\$	0.08	\$ -
Fuel Flowage Fee, On-Airport, whichever is greater:					
<i>Percentage of actual cost, before taxes</i>		6%	6%	\$	-
<i>or Per Gallon</i>	\$	0.06	\$	0.06	\$ -
<i>*Lesser amount applies to scheduled Air Carriers</i>					
Airport Security Access Badge Pricing:					
SIDA badge, New	\$	120.00	\$	120.00	\$ -
<i>Includes costs for fingerprings, badge, prox card, training requirements, & admin</i>					
AOA badge, New & Renewals	\$	15.00	\$	15.00	\$ -
<i>Includes costs for badge, prox card, & administration</i>					
Tier I penalty	\$	25.00	\$	25.00	\$ -
Tier II penalty	\$	75.00	\$	75.00	\$ -
Property Leasing:					
Land Lease, to be increased annually by CPI:					
Improved, per square foot	\$	0.448	\$	0.464	\$ 0.02
Unimproved, per square foot	\$	0.316	\$	0.327	\$ 0.01
Intent to lease deposit (minimum and per additional acre)	\$	1,000.00	\$	1,000.00	\$ -
Terminal Concession Lease, per square foot	\$	15.00	\$	15.00	\$ -
Hangar Leasing:					
T-Hangar Lease:					
"A" per month	\$	236.00	\$	249.00	\$ 13.00
"B" per month	\$	277.00	\$	292.00	\$ 15.00
"C" per month	\$	292.00	\$	308.00	\$ 16.00
Hangar Waiting List Application Fee, per hangar type	\$	25.00	\$	25.00	\$ -
Airline Charges:					
Landing Fees, per 1,000 pounds of certified gross landing weight	\$	0.90	\$	0.95	\$ 0.05
<i>Applies to scheduled and unscheduled aircraft in excess of 90,000 pounds</i>					
Terminal Building Use, per flight	\$	50.00	\$	55.00	\$ 5.00
<i>Applies to scheduled and unscheduled Air Carriers or Charter aircraft</i>					
Passenger Facility Charges, per passenger	\$	4.50	\$	4.50	\$ -
ARFF (Aircraft Rescue and Fire Fighting) Standby Fees:					
<i>Applies to scheduled and unscheduled Air Carriers.</i>					
Index B, per flight	\$	100.00	\$	100.00	\$ -
Index C, per flights	\$	150.00	\$	150.00	\$ -



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: September 15, 2022

PREPARED BY: Aaron Ehle, Planning & Development Specialist

TITLE

Hangar RFP Update

RECOMMENDED AIRPORT COMMISSION ACTION

Informational progress report

BUDGET IMPACT

Unknown

SUMMARY

The Airport/Cities own 58 T-hangars at the Airport. These aging units are rented out on a month-to-month basis for basic light aircraft aeronautical storage. These buildings are between 45 and 60 years old and are near the end of their expected lifespans. Since 2007, the Airport Master Plan has called for redevelopment of this area, with larger hangars replacing the T-hangars, and optimizing the space available.

In 2021, Fort Collins-Loveland jetCenter (FCLJC) presented an unsolicited proposal to redevelop the area in phases, in alignment with the Master Plan. Staff followed the typical development process and negotiated lease terms. The Planning & Development Subcommittee recommended approval of the lease. The negotiated lease agreement was presented for Airport Commission consideration. Following significant opposition from tenants of the T-hangars and developers who were unaware of the redevelopment opportunity, The Airport Commission opted to issue a request for proposals (RFP)

The objectives of the RFP were to:

- Replace the aging Airport-owned T-hangars with new facilities that represent a higher and better use in alignment with the Airport Master Plan (2020).
- Support the construction and operation of new hangars to provide options for tenants who might be displaced by redevelopment as well as others looking to base aircraft at the Airport.

The RFP generated three responses. An evaluation committee consisting of PDSC members reviewed the proposals and conducted interviews with the respondents. The committee presented recommendations to the Airport Commission and was given the following direction:

- Engage in exclusive negotiations with FCLJC for redevelopment of all or a portion of Site A.
- Develop and implement an infrastructure plan to create shovel-ready property for new hangar development on Site C.

The evaluation committee is currently engaged in lease negotiations with FCLJC relating to redevelopment of Site A. A third-party engineering consultant has been hired to conduct a structural evaluation of the T-hangers to provide a better understanding of the condition of the buildings, assess the remaining service life, and to make recommendations on extending the lifespans of the hangars.

Airport staff and the PDSC have been working in parallel to create an infrastructure plan to support the construction of new general aviation hangars on Site C. Existing conditions of the site have been evaluated and a conceptual layout has been generated. Infrastructure costs and projected lease revenues have been estimated. The anticipated process is summarized in the following flow chart:



Additional details are contained in the attached PowerPoint presentation.

ATTACHMENTS

Hangar RFP Update PowerPoint Presentation



NORTHERN COLORADO REGIONAL AIRPORT COMMISSION

Regularly Scheduled Meeting

September 15, 2022



Hangar RFP Update

Northern Colorado Regional Airport Commission

September 15, 2022

- 2021
 - Unsolicited Proposal from Fort Collins-Loveland jetCenter (FCLJC) for phased redevelopment of the Airport-owned T-hangars
 - Staff followed normal development process and negotiated lease terms
 - Significant opposition from stakeholders
 - RFP was issued
 - Replace the aging Airport-owned T-hangars with new facilities that represent higher and better use in alignment with the Airport Master Plan (2020).
 - Support the construction and operation of new hangars to provide options for tenants who might be displaced by redevelopment and others looking to base aircraft at the Airport.

Background

NORTHERN COLORADO
REGIONAL AIRPORT

RFP Sites



- 2022
 - Commission direction to engage in exclusive negotiations with FCLJC for redevelopment of Site A
 - Commission direction to develop and implement an infrastructure plan to create shovel-ready property for new hangar development on Site C.
 - Site C was chosen over Site B because:
 - Lindbergh Dr and Earhart Rd transportation corridor concerns
 - Highest and best use opinions for Site B
 - Larger site, with room for future expansion

Site A

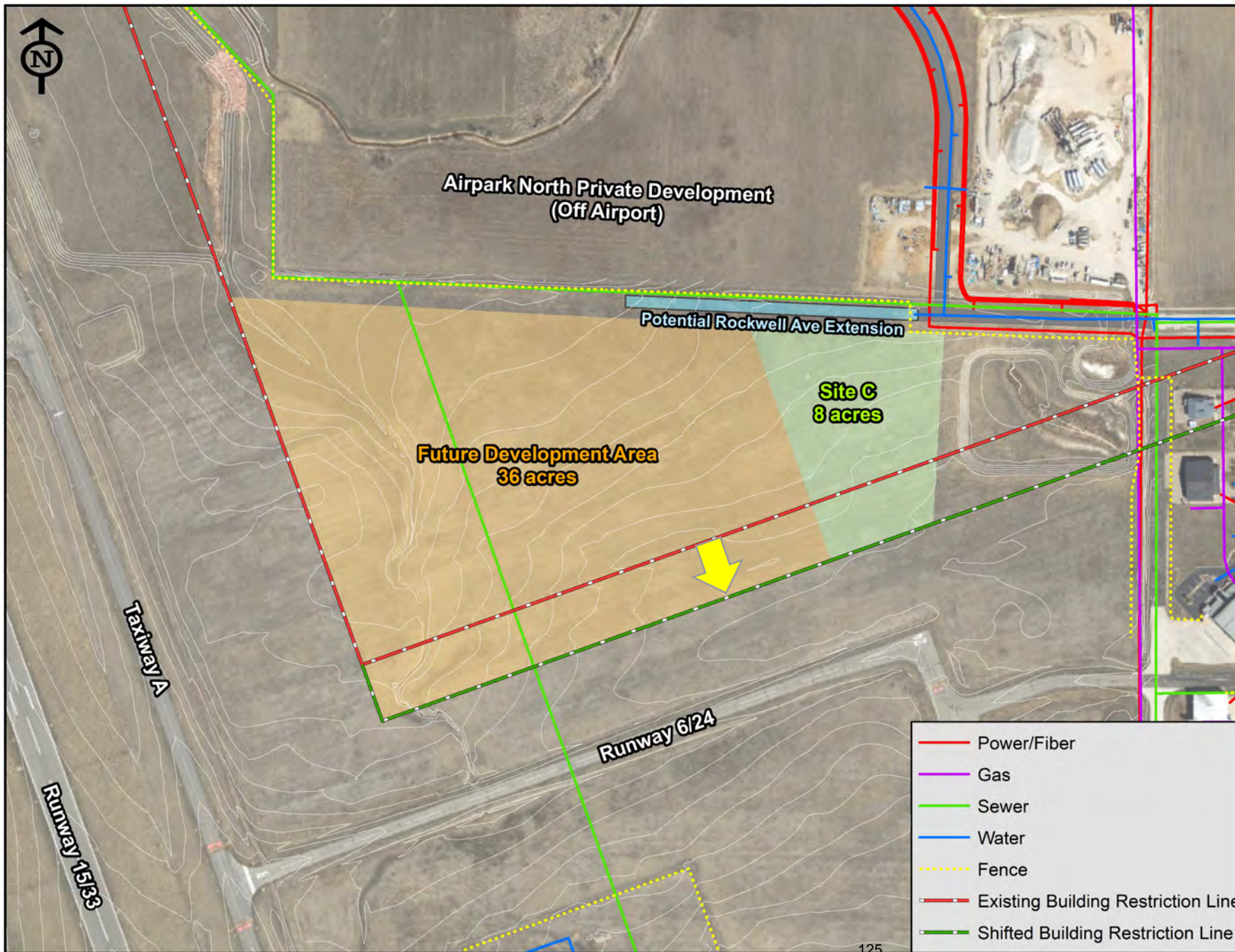
- Negotiations with FCLJC are ongoing
- Third-party Structural Evaluation is being conducted to better understand the condition of the buildings



Site C



- Greenfield site where new hangars can be built to offset the loss of T-hangars
- Staff & PDSC working on infrastructure plan



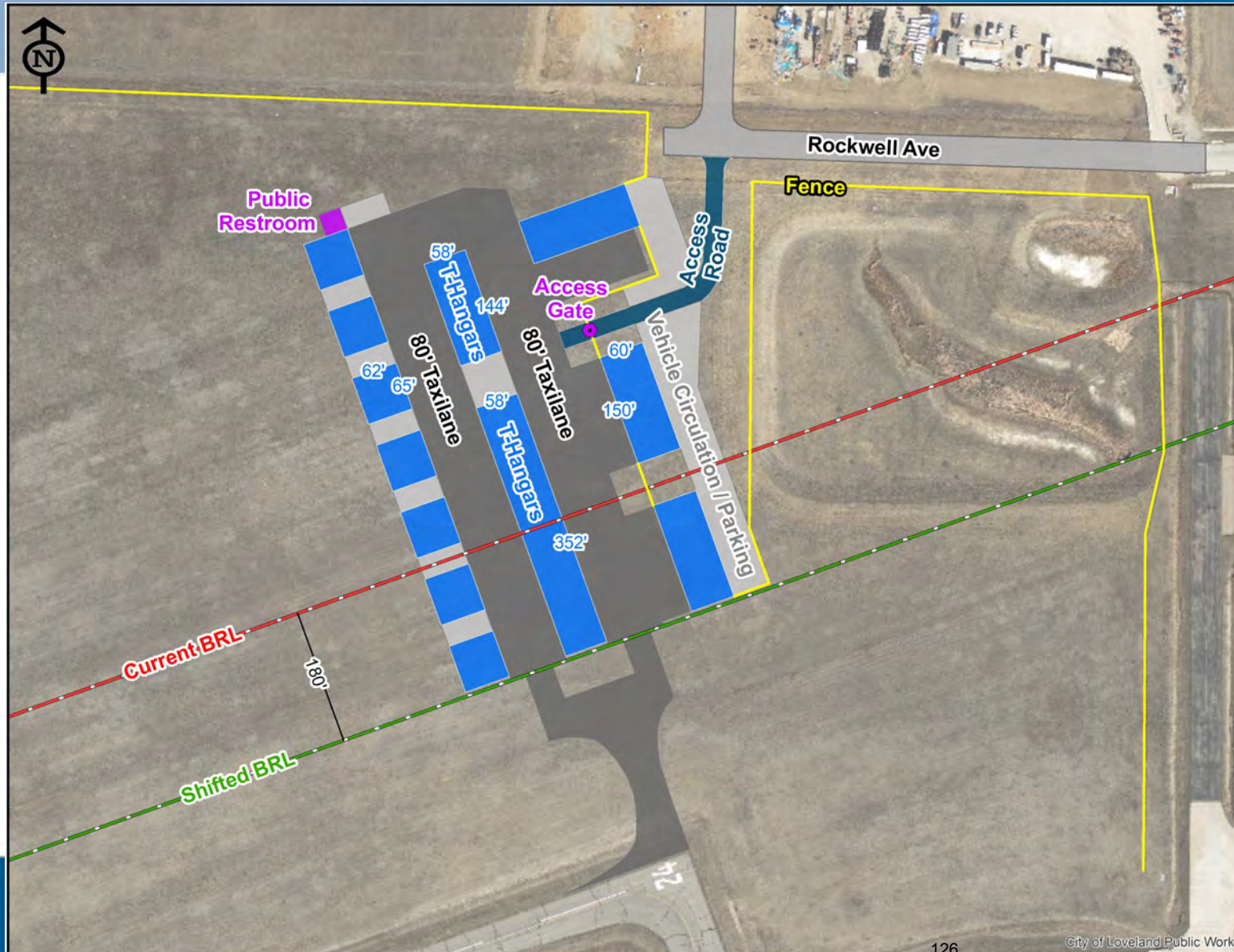
PDSC

Recommendation:

Shift building restriction line 180' to the south.

- At this location, buildings can still be approx. 30'
- Runway 6/24 can remain operational
- Creates additional 7 acres for development

Site C Conceptual Layout



- Building sizes are based on the responses to the RFP and input from other prospective developers
- Preserves the option to close the crosswind runway in the future

Airport Layout Plan Alignment

NORTHERN COLORADO
REGIONAL AIRPORT



- Conceptual layout takes future taxiway alignment into consideration
- Preserves room to the west for larger Airplane Design Group (ADG) II and III facilities

Site C Costs

Estimated Infrastructure Costs to Improve Site C to "Shovel-Ready" Condition

Description	Quantity	Unit	Unit Price	Amount
Environmental	1	LS	\$20,000	\$20,000
Design	1	LS	\$70,000	\$70,000
Mobilization and Quality Control	1	LS	\$85,000	\$85,000
Water Connection	520	LF	\$50	\$26,000
Sewer Connection	150	LF	\$85	\$12,750
Electric/Fiber Connection	0	LF	\$75	\$0
Gas Connection	750	LF	\$30	\$22,500
Fence	600	LF	\$30	\$18,000
Gates	1	LS	\$25,000	\$25,000
Site Grading/Drainage	39,500	SY	\$6	\$237,000
Common-use Taxiway Paving	2,950	SY	\$75	\$221,250
Common-use Road Paving	1,000	SY	\$45	\$45,000
Pavement Marking	100	SF	\$7	\$700
Total				\$783,200
Water & Sewer Tap	1	LS	\$62,750	\$62,750
Public Restroom (Design + Construction)	1	LS	\$120,000	\$120,000
Total w/ Water Tap & Restroom				\$965,950

Lease Boundary Example



- FAA funding for maintenance and repair of taxiways and aprons associated exclusively with private hangars has become increasingly difficult to obtain due to a gradual decrease of federal funding available for these facilities.
 - Leasehold areas need to be larger than in the past to align with FAA policies for receiving federal funding for these areas.

Annual Revenue Based on Lease Boundary Example

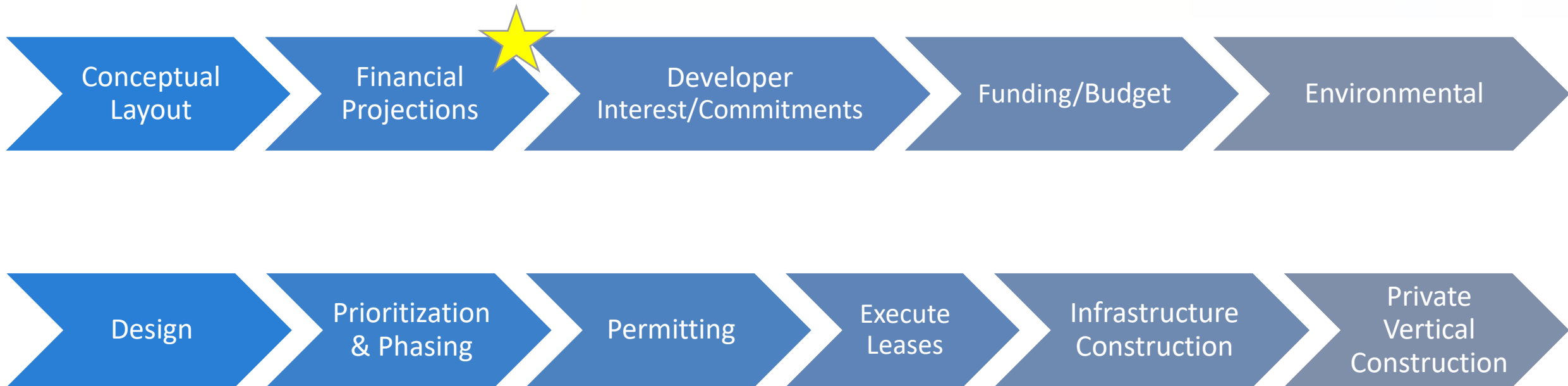
	Area (SF)	Unimproved Rate		Improved Rate	
		\$/SF/YR	Annual Rent	\$/SF/YR	Annual Rent
Lease 1	46,225	\$0.316	\$14,607	\$0.448	\$20,709
Lease 2	38,350	\$0.316	\$12,119	\$0.448	\$17,181
Lease 3	90,825	\$0.316	\$28,701	\$0.448	\$40,690
Lease 4	35,525	\$0.316	\$11,226	\$0.448	\$15,915
Lease 5	68,700	\$0.316	\$21,709	\$0.448	\$30,778
All	279,625	\$0.316	\$88,362	\$0.448	\$125,272

- Lease rates are negotiable based on location, leasehold area, access to infrastructure, and private-sector investment
- New rate for improved land with public restroom access?

Process

NORTHERN COLORADO
REGIONAL AIRPORT

We're Are Here



Next Steps



- Continue negotiations for Site A
- Site C
 - Start gauging interest and securing commitments from developers
 - Identify sources of funding
 - Complete National Environmental Policy Act (NEPA) review process before spring
 - This will allow infrastructure construction to begin by the next construction season
 - Categorical Exclusion (CATEX) usually takes 2-4 months and is generally good for 5 years
 - Cost dependent upon need for further review i.e. archaeological findings

2023 Recommended Budget

Budget Process

- Airport Staff works with City of Loveland Budget on core budget
 - Sets rates associated core budgetary items i.e. personal services, insurance, fleet
- Airport develops the remaining budget based on needs, strategic objectives, and anticipated grant revenues and capital projects
- Preliminary budget is reviewed by the City Manager & decision package requests submitted for consideration
- Airport Commission reviews and recommends draft budget to City Councils
- Fort Collins adopts and appropriates 50% of the budget
- Loveland adopts full budget and appropriates 50% share of budget

Budget Revenue

- Operating \$1,634,034
 - Fuel price is tricky to estimate since it is based on price and volume, so it was estimated based on forecasted fuel trends
 - Airline revenues are left flat due to uncertainty
- Capital & Other \$30,750,000
 - Terminal Project
 - Cares Act Funding remaining is estimated at \$15 million for 2023
 - ARPA & FAA BIL options are still options, and budgeted for an additional \$15 million if awarded
 - USDOT air service grant is being pursued, and will add up to \$750,000 to revenues if awarded
 - Applications due March 2023

Budget Expenses & Capital

- Operating: \$2,711,300
 - Personal Services
 - Increased 31.7% from \$827,312 to \$1,089,540
 - Accounts for staff member addition approved in 2022 & another position for 2023 subject to approval by Airport Commission (~\$165,000 fully benefitted, or \$924,540 or 11.8% increase if not approved)
 - 6% increase in medical insurance costs
 - Supplies
 - Adjusted upward by 15.4% mostly to account for inflation and addition to staff
 - Purchased Services
 - Seeking a USDOT grant estimated at **\$750,000**, with cost center in Purchased Services
- Capital Projects: \$32,891,667
 - New Terminal Design and Construction: still estimated at \$30 million in case we are able to receive supplementary funding in 2023 from FAA BIL or ARPA sources
 - Airport Commission Reserve Appropriation increases to \$2 million

- Total Budget = \$35,602,967
- Revenues projected to increase 12.3%
 - Driven by fuel, new leases, and CPI adjustments
- Potential grant funding almost half of total budget
 - \$15 million possible for terminal
 - \$750,000 for USDOT grant
- Use of remaining Cares Act Grant \$15 million
- Projecting a **\$669,933 deficit** if all funding is expended and received
 - Airport fund balance is \$4.3 million today
- Does not include US Customs costs