



Pullman-Moscow Regional Airport Board Meeting

February 29, 2012

3:00 PM

**Airport Administration Office
3200 Airport Complex North
Pullman, WA 99163**

Board members

Glenn Johnson, Chair • Nancy Chaney, Vice-Chair

Jon Kimberling • Bob Jahns • Mel Taylor • Ron Wachter • Jeff Hawbaker • Ron Smith

Agenda

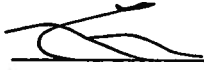
1. Approve Minutes of the December 14th Board Meeting
2. New Pullman Board Member, U of I resumes participation
3. Approve December 2011 & Jan 2012 Payroll and Paid Claims
4. Passenger Landings and Freight Analysis
5. Managers Report / Discussion & Action Items:
 - Grant Status and PFC Projects
 - Mader Request for use
 - Tort receipts Agent
 - Consultant Contract Amendment
 - Flight Cancellations
 - FAA Compliance Items
 - EA/ Projects and Reauthorization

Adjourn Regular Board Meeting

Attachments

- December 14, 2011 Minutes
- December 2011 and January 2012 Expenditure Status Report
- December 2011 and January 2012 Revenue Status Report
- 2011 and 2012 Passenger Landing and Freight Analysis
- Discussion / Action Items and Managers Report
- Mader Request
- FAA explanation of Hangar use allowed under Grant obligated Airports
- Tort and Claim Request form
- Contract Amendment from JUB with Attachments

Pullman-Moscow Regional Airport



3200 Airport Complex North • Pullman, WA 99163
(509) 338-3223 • Fax (509) 334-5217

Tony Bean
Executive Director

December 14, 2011
Board Meeting

Board Members Present

Glenn Johnson, Chair
Nancy Chaney, Vice-Chair
Ron Wachter
Barney Waldrop

Others Present

Tony Bean, Executive Director
Kelly Brown, Airport Legal Counsel
Terry Kreikermeier, Aero Craft, Inc.

The meeting was called to order at 5:45 p.m. by Chair Glenn Johnson.

1. The minutes for the board meeting of November 30th, 2011, were approved by motion of Vice Chair Nancy Chaney and second by Board Member Ron Wachter.
2. Payroll and paid claims for November 2011 received board approval by the motion of Board Member Barney Waldrop and second by Vice Chair Nancy Chaney.
3. Executive Director Tony Bean presented his review of the Passenger, Landing and Freight Analysis.
4. Executive Director Tony Bean presented the **Director's Report**.

A quick grant status update was presented.

Action/ Discussion Items

- **Automated Landing Fee collection**
- Automated landing fee collection by Vector Solutions with a minimum fee of \$15.00 via contract was approved by the board after discussion of the difficulties in collection and financial feasibility. The board is not interested in not owning the

Pullman-Moscow Regional Airport Board

Glenn Johnson, Chair
Barney Waldrop • Ron Wachter • Mel Taylor • Robert Jahns • Jon Kimberling
Nancy Chaney, Vice-Chair

equipment and would require contracting the service on a percentage basis similar to Aircraft Parking fee collection by the FBO. The advantages of the system of collection allow the airport to receive maximum revenues, no man-hours to track and bill aircraft, and full activity reports from Vector Solutions. Approval was given by the board on a minimum trial period and a percentage arrangement. Chair Glenn Johnson move, Board Member Ron Wachter second. Motion carried.

- **RFQ for EA rankings and award**

The RFQ for the EA has been received as I write this and we have responses from the following: Taylor Engineering, Ricondo & Associates, Mead & Hunt, CH2M Hill, URS, and TerraGraphics. Rankings were completed by the designated committee of Robb Parish, Tony Bean, Bill Belknap, and Pete Dickinson. The ranking committee recommends Mead and Hunt after a unanimous ranking of 1st by all members to perform the EA for a future runway design. Board Member Ron Wachter moved, Chair Glenn Johnson second motion carried.

- Fog abatement procedures are being studied by Executive Director Bean in order to test workability for PUW. Bean discussed how programs in Missoula, MT and Medford, OR are being successfully used and the intent to investigate the systems further for possible use by PUW in an effort to reduce the number of visibility cancellations caused by fog at PUW. The board showed interest in learning more, and Bean will be traveling to Missoula to study their system in January 2012.

6. **The meeting was adjourned** at 6:12 p.m. by motion of Ron Wachter, seconded by Barney Waldrop.

Chair Glenn A. Johnson

Secretary Anthony Bean

Expenditure Status Report

PULLMAN MOSCOW REGIONAL AIRPORT
12/1/2011 through 12/31/2011

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
508.10						
ENDING FUND BALANCE						
508.10.00.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00
546.30						
DEPRECIATION/AMORT/DEPLETION						
546.30.01.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00
546.80						
OPERATIONS GENERAL						
546.80.11.00	164,044.00	13,322.70	163,696.33	0.00	347.67	99.79
546.80.12.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	164,044.00	13,322.70	163,696.33	0.00	347.67	99.79
546.80.22.00	74,518.00	6,916.78	71,375.11	0.00	3,142.89	95.78
Total	74,518.00	6,916.78	71,375.11	0.00	3,142.89	95.78
546.80.31.00	19,538.00	2,630.17	13,048.05	203.83	6,286.12	67.83
546.80.31.20	7,500.00	771.86	5,386.17	17.09	2,096.74	72.04
546.80.35.00	0.00	0.00	8,184.18	0.00	-8,184.18	0.00
Total	27,038.00	3,402.03	26,618.40	220.92	198.68	99.27
546.80.41.00	34,244.00	4,034.00	52,103.99	0.00	-17,859.99	152.16
546.80.42.00	7,475.00	1,084.29	6,795.52	114.74	564.74	92.44
546.80.43.00	4,100.00	2,500.00	8,883.16	0.00	-4,783.16	216.66
546.80.44.00	600.00	0.00	2,083.87	0.00	-1,483.87	347.31
546.80.45.00	450.00	0.00	123.97	0.00	326.03	27.55
546.80.46.00	32,500.00	13,600.00	34,061.32	0.00	-1,561.32	104.80
546.80.47.00	74,310.00	10,467.72	62,053.24	1,466.08	10,790.68	85.48
546.80.48.00	35,849.00	266.56	27,553.06	826.82	7,469.12	79.17
546.80.49.00	2,250.00	2,182.12	7,121.83	0.00	-4,871.83	316.53
Total	191,778.00	34,134.69	200,779.96	2,407.64	-11,409.60	105.95
546.80.51.00	39,640.00	0.00	26,932.00	0.00	12,708.00	67.94

Expenditure Status Report

PULLMAN MOSCOW REGIONAL AIRPORT 12/1/2011 through 12/31/2011

651 AIRPORT FUND	Account Number	Adjusted Appropriation	Year-to-date Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
	546.80.53.00 EXTERNAL TAXES AND OPER ASSMNT	0.00	380.93	6,041.13	0.00	-6,041.13	0.00
	Total	39,640.00	380.93	32,973.13	0.00	6,666.87	83.18
	594.46.64.00 AIRPORT FACILITIES	497,018.00	58,157.13	495,442.93	2,628.56	-1,053.49	100.21
	594.46 AIRPORTS, PORTS & TERMINALS						
	594.46.62.00 BUILDINGS AND STRUCTURES	0.00	0.00	0.00	0.00	0.00	0.00
	594.46.62.01 BUILDINGS AND STRUCTURES	0.00	0.00	312.43	0.00	-312.43	0.00
	594.46.63.00 OTHER IMPROVEMENTS (PED RAMP PFC Project)	0.00	43,293.13	43,293.13	0.00	-43,293.13	0.00
	594.46.64.00 MACHINERY AND EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00
	Total	0.00	43,293.13	43,605.56	0.00	-43,605.56	0.00
	Capital Outlays	0.00	0.00	0.00	0.00	0.00	0.00
	AIRPORTS, PORTS & TERMINALS	0.00	43,293.13	43,605.56	0.00	-43,605.56	0.00
	CAPITALIZED EXPENDITURES	0.00	43,293.13	43,605.56	0.00	-43,605.56	0.00
	Total AIRPORT	497,018.00	101,450.26	539,048.49	2,628.56	-44,669.05	108.99

<u>SUMMARY</u>	ANNUAL BUDGET	CURRENT EXPENDITURE	BALANCE	YTD %
AIRPORT OPERATIONS	\$ 497,018.00	\$ 101,450.26	\$ -44,659.05	108.99
AIRPORT CAPITAL	\$ 4,939,000.00	\$ 579,181.72	\$ 3,521,576.05	45.76
TOTAL	<u>\$ 5,436,018.00</u>	<u>\$ 680,631.98</u>	<u>\$ 3,476,917.00</u>	<u>64.00</u>

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the service rendered or the labor performed as described herein, and that the claim is a just obligation against the Pullman-Moscow Regional Airport and that I am authorized to authenticate and certify said claim.

Chair, Pullman-Moscow Regional Airport Board

Expenditure Status Report

PULLMAN MOSCOW REGIONAL AIRPORT
12/1/2011 through 12/31/2011

Account Number	Adjusted Appropriation	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
651 AIRPORT FUND					
4629 MASTER PLAN PHASE 2					
594.46 AIRPORTS, PORTS & TERMINALS					
594.46.41.00 PROFESSIONAL SERVICES	350,000.00	438,986.29	0.00	-88,986.29	125.42
594.46.44.00 ADVERTISING	0.00	0.00	0.00	0.00	0.00
Total OTHER SERVICES AND CHARGES	350,000.00	438,986.29	0.00	-88,986.29	125.42
Total AIRPORTS, PORTS & TERMINALS	350,000.00	438,986.29	0.00	-88,986.29	125.42
Total MASTER PLAN PHASE 2	350,000.00	438,986.29	0.00	-88,986.29	125.42

Project \$685,638.36
 FAA \$651,356.44
 PFC \$ 34,281.92

Exp. To Date \$586,324.48
 Balance \$ 99,283.40

**Totals are combined with AIP-34,
 Negative balance was covered by AIP-34's appropriation.**

Expenditure Status Report

**PULLMAN MOSCOW REGIONAL AIRPORT
12/1/2011 through 12/31/2011**

651	AIRPORT FUND									
4635	Grant 35 ARFF Truck & Equipment, Drainage									
Account Number		Adjusted	Year-to-date	Year-to-date	Year-to-date	Balance	Prct			
		Appropriation	Expenditures	Expenditures	Encumbrances		Used			
594.46	AIRPORTS, PORTS & TERMINALS									
594.46.41.00	PROFESSIONAL SERVICES	0.00	496.00	54,464.42	5,093.51	-59,557.93	0.00			
594.46.44.00	ADVERTISING	0.00	0.00	-60.00	0.00	60.00	0.00			
	Total OTHER SERVICES AND CHARGES	0.00	496.00	54,404.42	5,093.51	-59,497.93	0.00			
594.46.63.00	OTHER IMPROVEMENTS	608,000.00	85,906.78	732,444.42	129.82	-124,574.24	120.49			
	Total CAPITAL OUTLAYS	608,000.00	85,906.78	732,444.42	129.82	-124,574.24	120.49			
	Total AIRPORTS, PORTS & TERMINALS	608,000.00	86,402.78	786,848.84	5,223.33	-184,072.17	130.28			
	Total Grant 35	608,000.00	86,402.78	786,848.84	5,223.33	-184,072.17	130.28			

Project	\$1,338,868.41
FAA	\$1,271,924.99
PFC and WSDOT	\$ 66,943.42
Exp. To Date	\$1,233,036.94
Balance	\$ 105,831.47
Project close to closeout, Final Equipment received and Billing in process.	

Expenditure Status Report

PULLMAN MOSCOW REGIONAL AIRPORT 12/1/2011 through 12/31/2011

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
651 AIRPORT FUND						
4636 Grant 36 AGIS Pilot Project						
594.46 AIRPORTS, PORTS & TERMINALS						
594.46.11.00 REGULAR SALARIES AND WAGES	0.00	0.00	0.00	0.00	0.00	0.00
Total SALARIES AND WAGES	0.00	0.00	0.00	0.00	0.00	0.00
594.46.22.00 EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00
Total PERSONNEL BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00
594.46.41.00 PROFESSIONAL SERVICES	556,000.00	0.00	3,500.00	0.00	552,500.00	0.63
594.46.44.00 ADVERTISING	0.00	0.00	0.00	0.00	0.00	0.00
Total OTHER SERVICES AND CHARGES	556,000.00	0.00	3,500.00	0.00	552,500.00	0.63
594.46.63.00 OTHER IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00
Total CAPITAL OUTLAYS	0.00	0.00	0.00	0.00	0.00	0.00
Total AIRPORTS, PORTS & TERMINALS	556,000.00	0.00	3,500.00	0.00	552,500.00	0.63
Total Grant 36 AGIS Pilot Project	556,000.00	0.00	3,500.00	0.00	552,500.00	0.63

Project	\$552,631.58
FAA	\$525,000
PFC	\$ 27,631.58
Exp. To Date	\$3,500.00
Balance	\$549,131.58
Project is moving forward with an approved scope and contract.	

Expenditure Status Report

PULLMAN MOSCOW REGIONAL AIRPORT
12/1/2011 through 12/31/2011

Account Number	Adjusted Appropriation	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
651 AIRPORT FUND					
4637 GRANT 37 RUNWAY OVERLAY /ARFF Building Expansion / Repeater / SRE					
594.46 AIRPORTS, PORTS & TERMINALS					
594.46.11.00 REGULAR SALARIES AND WAGES	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00
594.46.22.00 EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00
594.46.41.00 PROFESSIONAL SERVICES	3,962.15	265,854.00	10,556.70	-276,410.70	0.00
594.46.44.00 ADVERTISING	0.00	1,351.50	0.00	-1,351.50	0.00
Total	3,962.15	267,205.50	10,556.70	-277,762.20	0.00
594.46.63.00 OTHER IMPROVEMENTS	3,425,000.00	387,141.30	429,445.41	2,995,554.59	12.54
Total	3,425,000.00	387,141.30	429,445.41	2,995,554.59	12.54
Total	3,425,000.00	391,103.45	696,650.91	2,717,792.39	20.65
Total	3,425,000.00	391,103.45	696,650.91	2,717,792.39	20.65

Project \$1,979,115
 FAA \$1,880,159.25
 PFC & WSDOT(\$51,577)\$ 98,955.75
 Exp. To Date \$ 696,650.91
 Balance \$2,717,792.39
Totals of RWY project will be in same grant as ARFF Expansion. Grant is being issued by the FAA for 3 mil discretionary + remainder of entitlement for \$4,107,858 as AIP 37.

Grand Total 5,436,018.00 579,181.72 2,469,348.13 18,408.59 2,948,261.28 45.76

Expenditure Status Report

PULLMAN MOSCOW REGIONAL AIRPORT

1/1/2012 through 1/31/2012

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
651 AIRPORT FUND						
4600 AIRPORT						
508.10 ENDING FUND BALANCE	0.00		0.00	0.00	0.00	0.00
Total ENDING FUND BALANCE			0.00		0.00	
546.30 DEPRECIATION/AMORT/DEPLETION						
Total DEPRECIATION/AMORT/DEPLETION	0.00		0.00	0.00	0.00	0.00
546.80 OPERATIONS GENERAL						
546.80.11.00 REGULAR SALARIES AND WAGES	167,824.00	13,949.88	13,949.88	0.00	153,874.12	8.31
Total SALARIES AND WAGES	167,824.00	13,949.88	13,949.88	0.00	153,874.12	8.31
546.80.22.00 EMPLOYEE BENEFITS	70,948.00	6,925.40	6,925.40	0.00	64,022.60	9.76
Total PERSONNEL BENEFITS	70,948.00	6,925.40	6,925.40	0.00	64,022.60	9.76
546.80.31.00 OFFICE AND OPERATING SUPPLIES	20,038.00	0.00	0.00	0.00	20,038.00	0.00
546.80.31.20 REPAIR & MAINTENANCE SUPPLIES	7,500.00	0.00	0.00	0.00	7,500.00	0.00
546.80.35.00 MINOR EQUIPMENT	1,500.00	0.00	0.00	0.00	1,500.00	0.00
Total SUPPLIES	29,038.00	0.00	0.00	0.00	29,038.00	0.00
546.80.41.00 PROFESSIONAL SERVICES	40,700.00	0.00	0.00	0.00	40,700.00	0.00
546.80.42.00 COMMUNICATION	8,900.00	556.90	556.90	0.00	8,343.10	6.26
546.80.43.00 TRAVEL	4,800.00	0.00	0.00	0.00	4,800.00	0.00
546.80.44.00 ADVERTISING	1,800.00	0.00	0.00	0.00	1,800.00	0.00
546.80.46.00 INSURANCE	33,000.00	27,264.03	27,264.03	0.00	5,735.97	82.62
546.80.47.00 PUBLIC UTILITY SERVICES	60,800.00	0.00	0.00	0.00	60,800.00	0.00
546.80.48.00 REPAIRS AND MAINTENANCE	47,800.00	0.00	0.00	0.00	47,800.00	0.00
546.80.49.00 MISCELLANEOUS	5,800.00	219.57	219.57	0.00	5,580.43	3.79
Total OTHER SERVICES AND CHARGES	203,600.00	28,040.50	28,040.50	0.00	175,559.50	13.77
546.80.51.00 INTERGOVERNMENTAL PROF SERVICE	39,640.00	0.00	0.00	0.00	39,640.00	0.00
546.80.53.00 EXTERNAL TAXES AND OPER ASSMNT	0.00	334.94	334.94	0.00	-334.94	0.00
Total INTERGOV INTERFUND SEV & TAXES	39,640.00	334.94	334.94	0.00	39,305.06	0.84
Total AIRPORT FACILITIES	511,050.00	49,250.72	49,250.72	0.00	461,799.28	9.64

Expenditure Status Report

PULLMAN MOSCOW REGIONAL AIRPORT

1/1/2012 through 1/31/2012

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
651 AIRPORT FUND						
4600 AIRPORT						
594.46 AIRPORTS, PORTS & TERMINALS						
594.46.63.00 OTHER IMPROVEMENTS	212,107.00	0.00	0.00	0.00	212,107.00	0.00
Total CAPITAL OUTLAYS	212,107.00	0.00	0.00	0.00	212,107.00	0.00
Total AIRPORTS, PORTS & TERMINALS	212,107.00	0.00	0.00	0.00	212,107.00	0.00
Total CAPITALIZED EXPENDITURES	212,107.00	0.00	0.00	0.00	212,107.00	0.00
Total AIRPORT	723,157.00	49,250.72	49,250.72	0.00	673,906.28	6.81

SUMMARY	ANNUAL BUDGET	CURRENT EXPENDITURE	BALANCE	YTD %
AIRPORT OPERATIONS	\$ 723,157.00	\$ 49,250.72	\$ 673,906.28	6.81
AIRPORT CAPITAL	\$ 5,607,792.00	\$ 0.00	\$ 5,607,792.00	00.00
TOTAL	\$ 6,330,949.00	\$ 49,250.72	\$ 6,281,698.28	0.76

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the service rendered or the labor performed as described herein, and that the claim is a just obligation against the Pullman-Moscow Regional Airport and that I am authorized to authenticate and certify said claim.

Chair, Pullman-Moscow Regional Airport Board

Expenditure Status Report

PULLMAN MOSCOW REGIONAL AIRPORT

1/1/2012 through 1/31/2012

651 AIRPORT FUND

4635 Grant 35 ARFF Truck and Equipment / Drainage

Account Number	Adjusted Appropriation	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
594.46 AIRPORTS, PORTS & TERMINALS					
Total OTHER SERVICES AND CHARGES	0.00	0.00	0.00	0.00	0.00
Total CAPITAL OUTLAYS	0.00	0.00	0.00	0.00	0.00
Total AIRPORTS, PORTS & TERMINALS	0.00	0.00	0.00	0.00	0.00
Total Grant 35	0.00	0.00	0.00	0.00	0.00

Project	\$1,338,868.41
FAA	\$1,271,924.99
PFC and WSDOT	\$ 66,943.42
Exp. To Date	\$1,233,036.94
Balance	\$ 105,831.47
Project close to closeout, Final Equipment received and Billing in process.	

Expenditure Status Report

PULLMAN MOSCOW REGIONAL AIRPORT

1/1/2012 through 1/31/2012

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
651 AIRPORT FUND						
4636 Grant 36 AGIS Pilot Project						
594.46 AIRPORTS, PORTS & TERMINALS						
Total SALARIES AND WAGES	0.00	0.00	0.00	0.00	0.00	0.00
Total PERSONNEL BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00
594.46.41.00 PROFESSIONAL SERVICES	556,000.00	0.00	0.00	0.00	556,000.00	0.00
Total OTHER SERVICES AND CHARGES	556,000.00	0.00	0.00	0.00	556,000.00	0.00
Total CAPITAL OUTLAYS	0.00	0.00	0.00	0.00	0.00	0.00
Total AIRPORTS, PORTS & TERMINALS	556,000.00	0.00	0.00	0.00	556,000.00	0.00
Total Grant 36 AGIS Pilot Project	556,000.00	0.00	0.00	0.00	556,000.00	0.00

Project	\$552,631.58
FAA	\$525,000
PFC	\$ 27,631.58
Exp. To Date	\$3,500.00
Balance	\$549,131.58
Project is moving forward with an approved scope and contract.	

Expenditure Status Report

PULLMAN MOSCOW REGIONAL AIRPORT

1/1/2012 through 1/31/2012

Account Number	Adjusted Appropriation	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
651 AIRPORT FUND					
4637 GRANT 37 RUNWAY OVERLAY / ARFF Expansion / SRE / Repeater					
594.46 AIRPORTS, PORTS & TERMINALS					
Total SALARIES AND WAGES	0.00	0.00	0.00	0.00	0.00
Total PERSONNEL BENEFITS	0.00	0.00	0.00	0.00	0.00
Total OTHER SERVICES AND CHARGES	0.00	0.00	0.00	0.00	0.00
594 46.63.00 OTHER IMPROVEMENTS	3,851,792.00	0.00	0.00	3,851,792.00	0.00
Total CAPITAL OUTLAYS	3,851,792.00	0.00	0.00	3,851,792.00	0.00
Total AIRPORTS, PORTS & TERMINALS	3,851,792.00	0.00	0.00	3,851,792.00	0.00
Total GRANT 37 RUNWAY OVERLAY	3,851,792.00	0.00	0.00	3,851,792.00	0.00

Project \$1,979,115
 FAA \$1,880,159.25
 PFC & WSDOT(\$51,577)\$ 98,955.75

 Exp. To Date \$ 696,650.91
 Balance \$2,717,792.39
Totals of RWY project will be in same grant as ARFF Expansion. Grant is being issued by the FAA for 3 mil discretionary + remainder of entitlement for \$4,107,858 as AIP 37.

Grand Total	6,330,949.00	49,250.72	49,250.72	0.00	6,281,698.28	0.78
--------------------	--------------	-----------	-----------	------	--------------	------

Revenue Status Report

PULLMAN MOSCOW REGIONAL AIRPORT
12/1/2011 through 12/31/2011

Account Number	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
651 AIRPORT FUND					
300 RESOURCE ACCOUNTS					
Total	0.00	0.00	0.00	0.00	0.00
330 INTERGOVERNMENTAL REVENUES					
331.20.29.00 GRANT 29 - MASTER PLAN UPDATE PHASE 2	332,500.00	0.00	456,118.00	-123,618.00	137.18
331.20.32.00 GRANT 32	0.00	0.00	17,640.00	-17,640.00	0.00
331.20.33.00 GRANT 33	0.00	0.00	-2,274.00	2,274.00	0.00
331.20.35.00 GRANT 35 - FAA	577,600.00	-216.00	673,692.00	-96,092.00	116.64
331.20.36.00 GRANT 36 AGIS PILOT PROJECT	528,200.00	0.00	3,325.00	524,875.00	0.63
331.20.37.00 GRANT 37 RUNWAY OVERLAY	2,709,475.00	422,024.00	655,198.00	2,054,277.00	24.18
331.20.38.00 GRANT 38 ARFF BAY REMODEL	403,750.00	0.00	0.00	403,750.00	0.00
334.03.60.00 STATE GRANTS-DEPT OF TRANS	13,000.00	0.00	0.00	13,000.00	0.00
334.07.20.00 INTERLOCAL GRANTS-ST OF IDAHO	10,000.00	0.00	0.00	10,000.00	0.00
337.07.20.00 INTERLOCAL GRANTS-MOSCOW	32,013.00	0.00	32,013.00	0.00	100.00
337.07.30.00 INTERLOCAL GR-PORT OF WHIT CO	20,750.00	0.00	20,750.00	0.00	100.00
337.07.40.00 INTERLOCAL GRANTS-LATAH CO	15,500.00	0.00	15,500.00	0.00	100.00
337.09.00.00 OTHER LOCAL GRANTS-WSU	18,935.00	0.00	18,935.00	0.00	100.00
338.46.00.00 INTERLOCAL GRANTS-PULLMAN	32,013.00	0.00	32,013.00	0.00	100.00
Total	4,693,736.00	421,808.00	1,922,910.00	2,770,826.00	40.97
340 CHARGES FOR GOODS AND SERVICES					
344.60.00.00 AIRPORT SERVICE FEES	112,000.00	7,608.08	79,345.29	32,654.71	70.84
344.90.00.00 PASSENGER FACILITY CHARGE	140,525.00	11,879.66	155,816.72	-15,291.72	110.88

Revenue Status Report

PULLMAN MOSCOW REGIONAL AIRPORT
12/1/2011 through 12/31/2011

Account Number	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
651 AIRPORT FUND					
Total	252,525.00	19,487.74	235,162.01	17,362.99	93.12
360 MISCELLANEOUS REVENUES					
362.30.10.00 AUTO PARKING	3,720.00	2,749.04	76,761.84	-73,041.84	2063.49
362.50.00.00 SPACE & FAC LEASES-LONG TERM	132,688.00	-102.60	115,239.19	17,448.81	86.85
362.80.00.00 CONCESSION PROCEEDS	106,400.00	5,878.00	46,946.66	59,453.34	44.12
369.90.00.00 OTHER MISCELLANEOUS REVENUE	0.00	1,070.25	13,807.28	-13,807.28	0.00
Total	242,808.00	9,594.69	252,754.97	-9,946.97	104.10
390 OTHER FINANCING SOURCES					
Total	0.00	0.00	0.00	0.00	0.00
Total AIRPORT FUND	5,189,069.00	450,890.43	2,410,826.98	2,778,242.02	46.46
Grand Total	5,189,069.00	450,890.43	2,410,826.98	2,778,242.02	46.46

2011 Passenger, Landing, and Freight Analysis

Passengers

MONTH	IN	OUT (enplan)	TOTAL	2010 (enplan)	DIFF	%CHANG	YTD %
JAN	4,105	2,782	6,887	2,327	455	19.55%	19.55%
FEB	2,863	2,841	5,724	2,939	(98)	-3.33%	6.78%
MARCH	3,728	3,561	7,289	3,238	323	9.98%	8.00%
APRIL	3,866	3,771	7,657	3,116	655	21.02%	11.49%
MAY	3,123	3,526	6,649	3,285	241	7.34%	10.57%
JUNE	2,424	2,389	4,813	2,047	342	16.71%	11.31%
JULY	1,873	1,865	3,738	1,848	17	0.92%	10.29%
AUG	3,575	2,556	6,131	2,295	261	11.37%	10.41%
SEPT	3,316	3,479	6,795	2,973	506	17.02%	11.23%
OCT	4,081	3,733	7,814	4,084	(351)	-8.59%	7.34%
NOV	3,761	3,610	7,371	3,267	343	10.50%	8.94%
DEC	2,967	3,804	6,771	3,814	(10)	-0.26%	7.50%
TOTAL	39,722	37,917	77,639	35,233	2,684		

Freight

2011		2010	
In	out	In	out
1,044	7	822	150
530	3	1,494	81
1,187	120	1,361	304
580	19	682	302
1,833	418	1,725	250
2,313	625	1,172	392
1,183	618	1,750	43
2,241	2	967	733
1,608	66	1,488	70
1,195	739	857	37
1,813	223	898	448
624	285	1,098	741
16,151	3,125	14,314	3,551

Landing Fees

MONTH	2011				2010		DIFF	YTD %
	CRJ700	A319	DH8-400	B737	TOTAL	Wt.		
JAN			137		8,459,750	\$8,037	\$7,450	7.88%
FEB			116		7,163,000	\$6,805	\$7,572	-1.20%
MAR			144		8,892,000	\$8,447	\$8,389	-0.52%
APR			140		8,645,000	\$8,213	\$8,037	0.17%
MAY			146		9,015,500	\$8,565	\$8,271	0.87%
JUN			94		5,804,500	\$5,514	\$5,514	0.77%
JUL			78		4,816,500	\$4,576	\$5,280	-0.71%
AUG			108		6,668,000	\$6,336	\$7,088	-1.94%
SEP			116		7,163,000	\$6,805	\$8,432	-4.16%
OCT			116		7,163,000	\$6,805	\$9,014	-8.20%
NOV			106		6,545,500	\$6,218	\$7,390	-8.82%
DEC			107		6,607,250	\$6,277	\$7,509	-10.87%
TOTALS	0	0	1408	0	86,944,000	\$89,956		

Revenue Status Report

PULLMAN MOSCOW REGIONAL AIRPORT
1/1/2012 through 1/31/2012

651 AIRPORT FUND	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
Account Number					
300 RESOURCE ACCOUNTS					
Total	0.00	0.00	0.00	0.00	0.00
330 INTERGOVERNMENTAL REVENUES					
331.20.36.00 GRANT 36 AGIS PILOT PROJECT	528,200.00	0.00	0.00	528,200.00	0.00
331.20.37.00 GRANT 37 RUNWAY OVERLAY	3,659,202.00	0.00	0.00	3,659,202.00	0.00
331.20.38.00 GRANT 38 ARFF BAY REMODEL	1,045,000.00	0.00	0.00	1,045,000.00	0.00
334.03.60.00 STATE GRANTS-DEPT OF TRANS	51,577.00	0.00	0.00	51,577.00	0.00
334.07.20.00 INTERLOCAL GRANTS-ST OF IDAHO	10,000.00	0.00	0.00	10,000.00	0.00
337.07.20.00 INTERLOCAL GRANTS-MOSCOW	32,013.00	32,013.00	32,013.00	0.00	100.00
337.07.30.00 INTERLOCAL GR-PORT OF WHIT CO	20,750.00	20,750.00	20,750.00	0.00	100.00
337.07.40.00 INTERLOCAL GRANTS-LATAH CO	15,500.00	15,500.00	15,500.00	0.00	100.00
337.09.00.00 OTHER LOCAL GRANTS-WSU	18,935.00	18,935.00	18,935.00	0.00	100.00
338.46.00.00 INTERLOCAL GRANTS-PULLMAN	32,013.00	0.00	0.00	32,013.00	0.00
Total	5,413,190.00	87,198.00	87,198.00	5,325,992.00	1.61
340 CHARGES FOR GOODS AND SERVICES					
344.60.00.00 AIRPORT SERVICE FEES	112,562.00	7.65	7.65	112,554.35	0.01
344.90.00.00 PASSENGER FACILITY CHARGE	375,390.00	0.00	0.00	375,390.00	0.00
Total	487,952.00	7.65	7.65	487,944.35	0.00
360 MISCELLANEOUS REVENUES					
362.30.10.00 AUTO PARKING	73,720.00	7,918.00	7,918.00	65,802.00	10.74

Revenue Status Report

PULLMAN MOSCOW REGIONAL AIRPORT
1/1/2012 through 1/31/2012

Account Number	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
651 AIRPORT FUND					
362.50.00.00 SPACE & FAC LEASES-LONG TERM	0.00	28,579.83	28,579.83	-28,579.83	0.00
362.60.00.00 HOUSING RENTALS & LEASES	148,237.00	0.00	0.00	148,237.00	0.00
362.80.00.00 CONCESSION PROCEEDS	54,200.00	3,307.05	3,307.05	50,892.95	6.10
369.90.00.00 OTHER MISCELLANEOUS REVENUE	0.00	1,448.30	1,448.30	-1,448.30	0.00
Total MISCELLANEOUS REVENUES	276,157.00	41,253.18	41,253.18	234,903.82	14.94
390 OTHER FINANCING SOURCES					
Total OTHER FINANCING SOURCES	0.00	0.00	0.00	0.00	0.00
Total AIRPORT FUND	6,177,299.00	128,458.83	128,458.83	6,048,840.17	2.08
Grand Total	6,177,299.00	128,458.83	128,458.83	6,048,840.17	2.08

2011 Passenger, Landing, and Freight Analysis

Passengers

MONTH	IN	OUT (enplan)	TOTAL	DIFF	2010 (enplan)	%CHANG	YTD %
JAN	4,105	2,782	6,887	455	2,327	19.55%	19.55%
FEB	2,983	2,841	5,724	(98)	2,939	-3.33%	6.78%
MARCH	3,728	3,561	7,289	323	3,238	9.98%	8.00%
APRIL	3,886	3,771	7,657	655	3,116	21.02%	11.49%
MAY	3,123	3,526	6,649	241	3,285	7.34%	10.57%
JUNE	2,424	2,389	4,813	342	2,047	16.71%	11.31%
JULY	1,873	1,865	3,738	17	1,848	0.92%	10.29%
AUG	3,375	2,556	6,131	261	2,295	11.37%	10.41%
SEPT	3,316	3,479	6,795	506	2,973	17.02%	11.23%
OCT	4,081	3,733	7,814	(351)	4,084	-8.59%	7.34%
NOV	3,761	3,610	7,371	343	3,267	10.50%	8.94%
DEC	2,967	3,804	6,771	(10)	3,814	-0.26%	7.50%
TOTAL	39,722	37,917	77,639	2,684	35,233		

Freight

	2011		2010	
	In	out	In	out
Freight (lbs)	1,044	7	822	150
	530	3	1,494	81
	1,187	120	1,361	304
	580	19	682	302
	1,833	418	1,725	250
	2,313	625	1,172	392
	1,183	618	1,750	43
	2,241	2	967	733
	1,608	66	1,488	70
	1,195	739	857	37
	1,813	223	898	448
	624	285	1,098	741
TOTAL	16,151	3,125	14,314	3,551

Landing Fees

MONTH	CRJ700	A319	DH8-400	B737	TOTAL	2010	DIFF	YTD %
JAN			137		8,459,750	\$7,450	\$587	7.88%
FEB			116		7,163,000	\$7,572	(\$767)	-1.20%
MAR			144		8,892,000	\$8,389	\$58	-0.52%
APR			140		8,645,000	\$8,037	\$176	0.17%
MAY			146		9,015,500	\$8,271	\$294	0.87%
JUN			94		5,804,500	\$5,514	\$0	0.77%
JUL			78		4,816,500	\$5,280	(\$704)	-0.71%
AUG			108		6,669,000	\$7,098	(\$762)	-1.94%
SEP			116		7,163,000	\$8,432	(\$1,627)	-4.16%
OCT			116		7,163,000	\$9,014	(\$2,209)	-8.20%
NOV			106		6,545,500	\$7,390	(\$1,172)	-8.82%
DEC			107		6,607,250	\$7,509	(\$1,232)	-10.87%
TOTALS	0	0	1408	0	86,944,000	\$89,956		

Passengers

MONTH	IN	OUT (enplan)	TOTAL	2011 (enplan)	DIFF	%CHANG	YTD %
JAN	3,690	2,630	6,320	2,782	(152)	-5.46%	-5.46%
FEB				2,841			
MARCH				3,561			
APRIL				3,771			
MAY				3,526			
JUNE				2,389			
JULY				1,865			
AUG				2,556			
SEPT				3,479			
OCT				3,733			
NOV				3,610			
DEC				3,804			
TOTAL	3,690	2,630	6,320	37,917	(152)		

Freight

2012		2011	
in	out	in	out
		1,044	7
		530	3
		1,187	120
		580	19
		1,833	418
		2,313	625
		1,183	618
		2,241	2
		1,608	66
		1,195	739
		1,813	223
		624	285
TOTAL	-	16,151	3,125

Landing Fees

MONTH	CRJ700	A319	DH8-400	B737	TOTAL	2012	2011	DIFF	YTD %
JAN			102		6,298,500	\$5,984	\$8,037	(\$2,053)	-25.55%
FEB							\$6,805		
MAR							\$8,447		
APR							\$8,213		
MAY							\$8,565		
JUN							\$5,514		
JUL							\$4,576		
AUG							\$6,336		
SEP							\$6,805		
OCT							\$6,805		
NOV							\$6,218		
DEC							\$6,277		
TOTALS	0	0	102	0	6,298,500	\$5,984	\$82,598		

Anthony Bean

From: Steve Mader [steve@skmader.com]
Sent: Friday, December 16, 2011 1:47 PM
To: tony.bean@pullman-wa.gov
Subject: airport use during dry season / Steves crop care

Tony,

It was great to meet you yesterday! Thank you for taking the time to bring me up to date on the airport re-alignment project! That is exciting that it is so close to a reality and that we as a small community can possibly have such a wonderful improvement to serve our growing two state area! Thank you for your part of helping to make that be a reality!

As we mentioned yesterday, we (Steve's Crop Care) has a desire to use the airport for the dry-fertilizer season in the same manner that we did last year. March and April are the months of needed use. We used gate # 5 as our access point and it worked well. We loaded near the Remington Hanger utilizing some of the old asphalt taxi strips for semi loads and loading the plane. All equipment that we would use would be portable in nature so that all equipment would be removed when the season is complete. Our request is that we be allowed to do the same the spring of 2012.

Please consider our request. If you have any further question please bring them to us so that we can respond and clarify as needed.

Thank you for your response! Have a great day!
Steve Mader

No virus found in this message.
Checked by AVG - www.avg.com
Version: 2012.0.1890 / Virus Database: 2108/4684 - Release Date: 12/16/11

|
>-----

|----->
| Cc: |
|----->

>-----

| 'ANM-SEAADO-FAA, 'ANM-DENADO-FAA, 'ANM-HLNADO-FAA, Bill Watson/ANM/FAA@FAA
|

>-----

|----->
| Date: |
|----->

>-----

| 01/11/2012 08:13 AM
|

>-----

|----->
| Subject: |
|----->

>-----

| Non-Aeronautical Storage -- Pullman
|

>-----

Hi Everyone,

I'm forwarding you a message from ACO-100 (Stacy Swigart) to a tenant at Pullman Airport regarding the storage of non-aeronautical items in hangars.

This is a good summary that you may want to keep on hand to use when you're asked this question. I have saved this e-mail to the shared drive for your reference.

R:\5190 Compliance\Aeronautical v NonAeronautical Use
(See attached file: HQ e-mail summarizing non-aero use 2012-01-11 -
Shortcut.lnk)
Joelle Briggs
Regional Compliance Program Manager
Northwest Mountain Region
1601 Lind Ave. SW, Suite 315
Renton, WA 98057
425-227-2626
joelle.briggs@faa.gov
www.faa.gov/airports/northwest_mountain/

----- Forwarded by Joelle Briggs/ANM/FAA on 01/11/2012 07:23 AM -----
|----->
| From: |
|----->

>-----

| Stacy Swigart/AWA/FAA
|
| ACO-100, Compliance Division
|
>-----

|----->
| To: |
|----->
>-----

| "Doug and Lisa Gadwa" <gadwas@frontier.com>
|
>-----

|----->
| Cc: |
|----->
>-----

| Joelle Briggs/ANM/FAA@FAA, Kathy Brockman/AWA/FAA@FAA
|
>-----

|----->
| Date: |
|----->
>-----

| 01/11/2012 06:23 AM
|
>-----

|----->
| Subject: |
|----->
>-----

| Re: airplanes and boats
|
>-----

Good morning Doug -

The storage of nonaeronautical items on airport property designated for aeronautical use, e.g. t-hangars, appears to create a conflict with grant assurance 29, airport layout plan and may also have implications under grant assurance 19, 24, and 25.

Summarily, the FAA's position is that a t-hangar, which is leased for the storage of aircraft on airport property designated for aeronautical use and subsequently improved with Airport Improvement Program funds (e.g.

taxiways, aprons, ramps, and other access means to the hangars - and possibly the purchase or conveyance of the airport property on which the hangars were built), may not be used for ancillary nonaeronautical storage. There are "supporting" exceptions - items that are not directly aeronautical but support aeronautical activities and thus can be placed in such areas. For example, a desk for flight planning, a refrigerator (pilots need to stay hydrated and water/food products for such purposes) are acceptable. Many ask us, where is the line? Simply put, if the stored items could go in a "u store it" facility, they likely do not belong in your hangar. FAA recognizes certain items are not necessarily aeronautical but support the activity. A couch could be acceptable as a place for the pilot and the aircraft passengers to pre/post brief flights. However - items such as boats have no aeronautical purpose. A tent camper also does not have an aeronautical purpose. A car is not aeronautical.

However, a hang glider we would consider aeronautical.

Regarding fair notice of correction - I would reference any airport rules and regulations you may have and/or the airport's lease with the tenant. If these are silent on nonaeronautical storage, you can notice the tenant of the airport's concerns that the property in question has been designated aeronautical and the hangar lease is for aeronautical use, which is below fair market value perhaps. The airport would need to remedy the situation or risk violating its obligations. The length of notice should be within any parameters established for other types of remediation in leases/rules and regulations. Again, if those are silent, the FAA would recommend not more than 90 days notice to cure. Ideally 30 or 60 days, but FAA also recognizes tenants need to procure alternatives.

A thorough review of FAA's position on this matter may be found in a Director's Determination issued by the agency earlier this year - Valley Aviation Services v. Glendale, AZ (FAA Docket No. 16-09-06.) You can read the decision here - <http://part16.airports.faa.gov/pdf/16-09-06b.pdf>

This Determination is the FAA's formal findings from a 14 CFR PART 16 formal complaint filed against the Ciyt of Glendale as the sponzor of Glendale Municipal Airport.

I am copying the compliance program manager in our Northwest Mountain Region on this reply for her information. If you need local or regional follow up, the Northwest Mountain Region and/or Seattle Airports District Office may also provide assistance.

Thank you,
stacy

|----->
| From: |
|----->

>-----
-----|
| "Doug and Lisa Gadwa" <gadwas@frontier.com>
|
|

>-----
-----|
|----->
| To: |
|----->

>-----
-----|

| Stacy Swigart/AWA/FAA@FAA

>-----

|----->
| Date: |
|----->

>-----

| 01/11/2012 12:59 AM
|

>-----

|----->
| Subject: |
|----->

>-----

| airplanes and boats
|

>-----

Stacy

The question has come up at our airport about a hangar owner or renter that has a hangar that is storing an aircraft and has lots of empty space under the wings or in the corners, is it ok to store the off season boat or tent camper or hot rod car; etc.? We also have an issue of a person that has sold his airplane and has a car and hang glider stored in the hangar while he is shopping for a replacement airplane.

Do you see these situations offensive to the FAA grant assurance? If so what is a fair notice of correction?

Doug and Lisa Gadwa
1400 Sand Rd
Moscow, Idaho 83843
gadwas@frontier.com
208-882-0312

Return to:

Irwin, Myklebust, Savage
& Brown, P.S.
P.O. Box 604
Pullman, WA 99163-0604
(509) 332-3502

NOTICE OF IDENTITY AGENT TO RECEIVE ANY CLAIM FOR DAMAGES MADE
AGAINST PULLMAN-MOSCOW REGIONAL AIRPORT BOARD; STANDARD
TORT CLAIM FORM AND INSTRUCTIONS FOR COMPLETING STANDARD
TORT CLAIM FORM

Reference Number(s) of Documents Assigned or Released:

Grantor(s): Pullman-Moscow Regional Airport Board

Grantee(s): Public

Abbreviated Legal Description: N/A

Full Legal is on N/A of Document

Assessor's Property Tax Parcel Number(s): N/A

Notice is hereby given that the _____ has been designated by the Board of the Pullman-Moscow Airport as the Agent to receive any claim for damages made against the Pullman-Moscow Regional Airport Board, pursuant to Chapter 4.96 RCW.

The address where the Agent may be reached during normal business hours is 3200 Airport Complex North, Pullman, WA 99163.

Attached hereto as Exhibit A is a Standard Tort Claim Form and attached hereto as Exhibit B are instructions for Completing A Standard Tort Claim Form.

DATED this _____ day of _____ 2012.

GRANTOR:

By: _____

EXHIBIT A

STANDARD TORT CLAIM FORM

Pursuant to Chapter 4.96 RCW, this form is for filing a tort claim against Pullman-Moscow Regional Airport Board. This Standard Tort Claim Form cannot be submitted electronically (via email or fax).

PLEASE TYPE OR PRINT IN INK

Mail or deliver
original claim to:

3200 Airport Complex North
Pullman, WA 99163

CLAIMANT INFORMATION

1. Claimant's name:

Last Name	First	Middle	Date of Birth (mm/dd/yyyy)
-----------	-------	--------	-------------------------------

2. Current residential address:

3. Mailing address (if different)

4. Residential address at the time of the incident (if different from current address):

5. Claimant's daytime telephone number: _____
Home Business

6. Claimant's e-mail address: _____

INCIDENT INFORMATION

7. Date of the incident: _____ Time: _____ a.m. _____ p.m. (check one)
(mm/dd/yyyy)

8. If the incident occurred over a period of time, date the first and last occurrences:

from _____ Time: _____ a.m. _____ p.m. (check one)
(mm/dd/yyyy)

to _____ Time: _____ a.m. _____ p.m. (check one)
(mm/dd/yyyy)

9. Location of incident: _____
State and County City (if applicable) Place where occurred

10. Names, addresses and telephone numbers of all persons involved in or a witness to this incident.

11. Names, addresses and telephone numbers of all employees of Pullman-Moscow Regional Airport Board having knowledge about this incident:

12. Names, addresses and telephone numbers of all individuals not already identified in #10 and #11 above that have knowledge regarding the liability issues involved in this incident, or knowledge of the Claimant's resulting damages. Please include a brief description as to the nature and extent of each person's knowledge. Attach additional sheets if necessary.

13. Describe the cause of the injury or damages. Explain the extent of property loss or medical, physical or mental injuries. Attach additional sheets if necessary.

14. Has this incident been reported to law enforcement, safety or security personnel? If so, when and to whom?

15. Names addresses and telephone numbers of treating medical providers. Attach copies of all medical reports and billings.

16. Please attach documents which support the claim's allegations.

17. I claim damages from Pullman-Moscow Regional Airport Board in the sum of \$_____.

This Claim form must be signed by the Claimant, a person holding a written power of attorney from the Claimant, by the attorney in fact for the Claimant, by an attorney admitted to practice in Washington State on the Claimant's behalf, or by a court-approved guardian or guardian ad litem on behalf of the Claimant.

I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Signature of Claimant

Date and Place
(residential address, City and County)

EXHIBIT B

INSTRUCTIONS FOR COMPLETING A STANDARD TORT CLAIM FORM
AGAINST PULLMAN-MOSCOW REGIONAL AIRPORT BOARD

Before presenting a Standard Tort Claim Form against Pullman-Moscow Regional Airport Board, please read these instructions, the Standard Tort Claim Form, and other appropriate forms in their entirety.

Type or print clearly in ink and sign the Standard Tort Claim Form.

Provide all requested information and any available documents or evidence supporting your claim, such as medical records or bills of personal injuries, photographs, proof of ownership for property damages, receipts for property value, etc.

If the requested information cannot be supplied in the space provided, please use additional blank sheets so your Standard Tort Claim Form can be easily read and understood.

AMENDMENT NO.2
TO AGREEMENT FOR ENGINEERING SERVICES/PLANNING SERVICES
FOR
FY 2011 ARFF BUILDING IMPROVEMENTS, A.I.P. 3-53-0051-37
PULLMAN-MOSCOW REGIONAL AIRPORT

THIS AMENDMENT is made and entered into on this _____ day of _____, 2012, by and between the Pullman-Moscow Regional Airport Board, hereinafter referred to as the "Owner" and J-U-B ENGINEERS, Inc., hereafter referred to as "Consultant."

WITNESSETH:

WHEREAS, the Owner and the Consultant entered into an agreement for consulting engineering services, hereinafter referred to as the "Agreement", on the 20th day of April, 2011 for: FY 2011 ARFF Building Improvements, AIP 3-53-0051-37

WHEREAS, during the term of the contract, expansion of the Scope of Services was determined to be required to include the following:

1. Add additional services for the ARFF Expansion to include grant administration services, preparation of Request for Reimbursement (RFR), and assist Owner with closeout of the grant.
2. Add additional services for the ADA ramp design to include terminal access road improvements to address curb side parking and pedestrian conflicts, retrofit existing terminal entrance to include automatic sliding door aligned with pedestrian ramps and crosswalk, retrofit existing awning to address safety related to snow slide issues, prepare a full set of bid specifications and conduct bid opening and review of bids.
3. Increase Construction Services efforts for the ARFF building giving the complexity of the project and an increased 25 week construction schedule.
4. Add additional sub-consultant fees for the City of Pullman building department mandated Special Inspections.

WHEREAS, the Federal Aviation Administration (FAA) will fund the additional work under AIP 3-53-0087-37;

WHEREAS, Sections 1.02 and 3.02 and 3.03 of the contract allows for adjustments to the contract for additional services and compensation adjustments;

NOW, THEREFORE, the Owner and the Consultant agree as follows:

I. SCOPE OF ENGINEERING SERVICES

WHEREAS, the Owner requests additional services related to improvements at the Pullman-Moscow Regional Airport consisting of the following:

Upon the Owner's Authorization to Proceed with design development the ENGINEER shall provide the following:

A. Preliminary and Final Design:

1. Additional topographic surveys for new taxi pullout area. Additional effort includes time for 1 day of topographic mapping for a Survey Crew, 4 hours of office work for data processing and map development, and 1 hour for a PLS review and coordination.
2. Additional Site Civil design work for the new taxi pullout and terminal automatic door. Additional effort includes time for 2 day of design time and associated review and management time.
3. Additional meetings with airport on needs and plan review. Additional effort includes time for attending 2 meetings with the Owner estimated at 8 hours each for both a PE and 10 hours each for an EIT including meeting preparation, preparation of minutes, clerical support and management time.
4. Bid document preparation for the ADA ramp, taxi lane, and door improvements. Additional effort includes development of bid documents meeting FAA AIP requirements, reviewing bids, and assisting Owner in preparing contract for construction. Time estimated at 3 days for an Designer and Engineer and 1 day for the Project Engineer with clerical support and management.
5. Assistance to Owner on FAA AIP Grant Administration. Additional effort includes assisting Owner with coordination with FAA and ongoing grant documentation. This work was originally planned to be completed by Airport Staff.
6. Prepare Request for Reimbursements for FAA AIP Grant including coordination with City on invoices, pay orders, and documentation. This work was originally planned to be completed by Airport Staff.
7. Assistance to Owner on Closeout of the FAA AIP Grant. Additional effort includes time for meeting with Owner to review grant documentation and prepare grant closeout report for ARFF Building Expansion. This work was originally planned to be completed by Airport Staff.

B. Construction Phase:

1. Increase Assist Bid Question effort for the ARFF building based on the complexity and number of questions received. Additional effort includes increasing time from 4 hours per week for 1 person for a 2 week advertising schedule to 4 hour per week for 2 people for a three week advertising schedule.
2. Increase Review Materials Submittals effort for the ARFF building based on the total number of submittals estimated. Additional effort includes increasing time from 1 hour per submittal review for 2 staff for 4 submittals including clerical and management time to 1 hour for documentation and tracking per submittal for an estimated 70 submittals and review of an estimated 10 civil submittals at 2 hours per submittal including clerical and management time.
3. Expand scope to include preparation of Work Change Directives and Change Orders. Estimated time based on preparation of 15 Work Change Directives and 3 Change Orders. Effort for Work Change Directives estimated at 4 hours per Work Change Directive for a PE and EIT plus 1 hour per Work Change Directive for coordination

with the construction observation staff including clerical support and management time. Effort for Change Orders estimated at 8 hour for an EIT and 4 hour for a PE per Work Change Directive including clerical support and coordination with construction observation staff.

4. Increase the Daily and Weekly Field Observation Reporting effort for the ARFF building based on a 25 week construction schedule. Additional effort includes increasing the time to allow for the preparation of 25 weekly reports at 2 hours each for construction observation staff, 1 hour each to review, track, and submit for an EIT, and 0.5 hours each for PM review.
5. Increase the Part Time Observation effort for the ARFF building based on the complexity of the project and a 25 week construction schedule. Additional effort includes increasing Construction Observation time from 8 hours per week to 15 hours per week, increasing Design Engineer time from 2 - 8 hour site reviews to part day site reviews (4 hour per visit) on a bi-weekly basis, and adding hours for bi-weekly site reviews for an EIT to assist the Design Engineer.
6. Increase the Bi-weekly Progress Meetings and Site Visit effort for the ARFF building based on a 25 week construction schedule. Additional effort includes increasing the time to allow for attending 13 meetings at 6 hours per meeting for a PE, 6 hour per meeting for meeting preparation, meeting minutes, and attendance for an EIT, 2 hours per meeting for construction observation staff attendance, and clerical support.
7. Increase the Prepare Monthly Pay Estimate efforts for the ARFF building based preparing 7 Application for Payments. Additional effort includes increasing the time allow for preparing 7 AFP at 2 hours per AFP for EIT to coordinate and prepare AFP with contractor, 1 hour per AFP for PE to review, and 1 hour per AFP for coordination with construction observation staff.
8. Increase Coordinate Quality Acceptance Testing effort for the ARFF building based on additional testing requirements associated with the Special Inspections as required by the City of Pullman Building Department. Additional effort includes increasing time to review the inspection results estimated at 2 hours per month for 7 months and coordination between construction observation staff and Testing Sub Consultant estimated at 2 hours per month for 7 months.
9. Increase the Review Weekly Payroll / Conduction Wage Interview effort for the ARFF building based on a 25 week construction schedule. Additional effort includes increasing the time to allow for Wage Interviews a 1 hour each estimated at 5 interviews and Review of Weekly Payroll at 1 hour per week for 25 weeks.

II. BASIC SERVICES COMPENSATION

1. Compensation for the services provided under Section 1-A and Section 1-B shall be calculated on the same basis as that used in the original agreement under Article 3.01, Basic Services Compensation. This section calls for compensation to be on a Lump Sum fee basis for Preliminary and Final Design Services and a Cost-Plus Fixed Fee for Construction Services.

2. The Lump Sum Fee amount for additional services in Section 1-A is Twenty Nine Thousand, Five Hundred and no/100 Dollars (\$29,500.00). The total cost for Preliminary and Final Design Services is adjusted from \$143,540 to \$173,040.
3. The Fixed Fee for additional services in Section 1-B is Seven Thousand, Five Hundred and Sixty Nine and no/100 Dollars (\$7,569.00). The total fee including the fixed fee is Ninety Seven Thousand, Nine Hundred and no/100 Dollars (\$97,900). The total cost for Construction Services is adjusted from \$80,830 to \$178,730.
4. The total cost for this amendment is One Hundred and Twenty Seven Thousand, Four Hundred and no/100 Dollars (\$127,400.00)
5. The total cost of the project is adjusted from \$224,730 to \$351,769.

III. SCHEDULE

1. It is acknowledged that the work included in item 1-A has been authorized and is underway. The anticipated construction completion is May 1, 2012. Project closeout to be completed no later than December 31, 2012.

IV. TERMS

1. All terms and conditions of the Agreement, as amended, remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this amendment, with the attached supplement, to be executed by their respective authorized officers or representatives on the _____ day of _____, _____.

PULLMAN-MOSCOW REGIONAL AIRPORT BOARD J-U-B ENGINEERS, INC.

BY: _____
Glenn Johnson

BY: _____
Chuck Larson, P.E.

Title: Airport Board Chairman

Title: Vice President

ATTEST:

ATTEST:

PROJECT TITLE: ARFF Building Expansion-Amendment 2
 CLIENT: Pullman-Moscow Regional Airport Board
 JOB NUMBER: 20-11-020
 DATE: 2/13/2012

TASK NO	PROJECT TASK	Principal \$65.00	Proj. Mgr. \$46.57	Project Engr. \$38.58	Design Engr. \$25.85	EIT/Desnr \$20.81	Survey PLS \$41.93	Survey Crew \$43.60	Cad Oper. \$25.75	Constr. Observ. \$13.34	Cler. \$21.65	Trips	TOTAL HRS	TASK DIRECT COSTS
Subsection 1. A Additional Services - ARFF Building														
ARFF Building Design - Additional Services														
1	Grant Administration	4	4	8	24	16					8	64	\$1,881.48	
2	Prepare and Submit RFR				8	36					4	48	\$1,042.56	
3	Grant Closeout	4		4	16	8					4	36	\$1,081.00	
Subtotal		8	4	12	48	60	0	0	0	0	16	0	148	\$4,005.04
ADA Ramp Design - Additional Services														
1	Additional Topography						1	8	4			1	14	\$493.73
2	Additional Site Civil		4		4	16			8				32	\$828.64
3	Additional Airport Meetings	1	2		16	20					1	2	42	\$1,009.59
4	ADA ramp bidding documents	1	2	8	32	32					20		95	\$2,392.90
Subtotal		2	8	8	52	68	1	8	12	0	21	3	183	\$4,724.86

EXPENSES:			
	Direct Labor		\$8,730
	Payroll Additive	53.83%	\$4,699
	Overhead	132.89%	\$11,601
	Fixed Fee		\$3,755
	Total Labor + Overhead + Fixed Fee		\$28,785

Misc. expenses:	Cost Per Unit	Air Trips	Ground Trips	Days	Trip Miles	Markup	
Air Travel	\$600.00					1.1	\$0
Mileage	\$0.520		3		200	1.0	\$312
Per Diem	\$37.000					1.0	\$0
Lodging	\$90.00					1.0	\$0
GPS Survey Unit	\$400.00 /day			0.75		1.0	\$300
Printing	\$95.00					1.1	\$105

SUB-CONSULTANTS:			
1	Geotechnical		\$0
2	Architect		\$0
3	Electrical		\$0
4	Mechanical		\$0
Subtotal - Labor + Overhead + Fixed Fee			\$28,785
Subtotal - Expenses			\$717
Subtotal - Subconsultant			\$0
Total - Subsection 1. A Additional Services - ARFF Building			\$29,500
SubTotal - Subsection 1. C Bidding and Construction Phase-ARFF Building			\$97,900
TOTAL - Subsection 1. A Additional Services - ARFF Building			\$127,400

PROJECT TITLE: ARFF Building Expansion-Amendment No 2
 CLIENT: Pullman-Moscow Regional Airport Board
 JOB NUMBER: 20-10-020
 DATE: 2/13/2012

TASK NO	PROJECT TASK	Principal	Proj. Mgr.	Project Engr.	Design Engr.	EIT/ Desnr	Survey PLS	Survey Crew	Cadd Oper.	Constr. Observ.	Cler.	Trips	TOTAL HRS	TASK DIRECT COSTS
Subsection 1. C Bidding and Construction Phase-ARFF Building														
ARFF Building Construction Services														
1	Assist Bid Questions				8	8							16	\$373.28
2	Conduct pre-bid meeting												0	\$0.00
3	Prepare addenda												0	\$0.00
4	Bid opening & bid review												0	\$0.00
5	Assist FAA grant application												0	\$0.00
6	NOA and contract												0	\$0.00
7	Construction Management Plan (N/A)												0	\$0.00
8	Pre-construction conference												0	\$0.00
9	Review material submittals				10	56				20			86	\$1,856.86
10	Daily and weekly field observation reports	2	12			17							31	\$1,042.61
11	Limited part time observation/assistance				18	52						3	70	\$1,547.42
12	Bi-Weekly progress meetings and site visit				62	30					13	6	105	\$2,508.45
13	Prepare monthly pay estimates				7	8					4		19	\$434.03
14	Coordinate quality acceptance testing		8			16					4		28	\$792.12
15	Control points for construction												0	\$0.00
16	Review weekly payrolls-conduct wage interviews		4			17							21	\$540.05
17	Final Inspection					8							8	\$166.48
18	Record drawings												0	\$0.00
19	Prepare final FAA project report												0	\$0.00
20	Final contractor contract closeout												0	\$0.00
1	Review shop drawings - Structural			24		6					2		32	\$1,094.08
2	Review and respond to RFIs			20	52	60					8		140	\$3,537.60
3	Prepare WCDs and COs	2	4		56	84							9	\$3,706.77
Subtotal		4	28	44	213	362	0	0	0	0	60	9	711	\$17,599.75

EXPENSES:		Cost	Air Trips	Ground Trips	Days	Trip Miles	Markup	Total
Direct Labor								\$17,600
Payroll Additive							53.83%	\$9,474
Overhead							132.89%	\$23,389
Fixed Fee								\$7,569
Total Labor + Overhead + Fixed Fee								\$58,032

Misc. expenses	Cost	Air Trips	Ground Trips	Days	Trip Miles	Markup	Total
Air Travel	\$600.00					1.1	\$0
Mileage	\$0.520		9		200	1.0	\$936
Per Diem	\$36.000					1.0	\$0
Lodging	\$90.00					1.0	\$0
GPS Survey Unit	\$400.00					1.0	\$0
Printing	\$0.00					1.1	\$0

SUB-CONSULTANTS:		Cost	Markup	Total
1	Special Inspections, Strata, Inc	\$22,101	1.1	\$24,311
2	Construction Observation, RC Consulting	\$13,280	1.1	\$14,608
				\$0
				\$0
Subtotal - Labor + Overhead + Fixed Fee				\$58,032
Subtotal - Expenses				\$936
Subtotal - Subconsultant				\$38,919
Total - Subsection 1. C Bidding and Construction Phase-ARFF Building				\$97,900
SubTotal - Subsection 1. A Additional Services - ARFF Building				\$29,500
TOTAL - ARFF Building Expansion-Amendment No 2				\$127,400