



Twin Falls City Council Agenda

Monday, October 12, 2020, 5:00 PM

City Council Chambers
203 Main Avenue East- Twin Falls, Idaho

Members: Suzanne Hawkins, Craig Hawkins, Nikki Boyd, Shawn Barigar, Gregory Lanting, Christopher Reid, Ruth Pierce

- 1) CALL MEETING TO ORDER/CONFIRMATION OF QUORUM
- 2) PLEDGE OF ALLEGIANCE
- 3) PROCLAMATIONS
- 4) CONSENT CALENDAR
 - a) **ACTION ITEM:** Request to approve the Accounts Payable for October 1-7, 2020.
By: Amy Luna, Finance Administrative Assistant
 - b) **ACTION ITEM:** Request to approve the Wells Fargo Credit Commercial Card for August 2020
By: Amy Luna, Finance Administrative Assistant
 - c) **ACTION ITEM:** Request to approve September 28, 2020, City Council Minutes.
By: Amy Luna, Finance Administrative Assistant
 - d) **ACTION ITEM:** Request to approve October 5, 2020, City Council Minutes.
By: Amy Luna, Finance Administrative Assistant
- 5) ITEMS OF CONSIDERATION
 - a) **INFORMATIONAL:** Presentation by Joshua W. Kern M.D., Vice President of Medical Affairs, St. Luke's Health System.
By: Travis Rothweiler, City Manager
 - b) **PRESENTATION:** Swearing in of Twin Falls Police Department Officers Tyler Kuder and Ilse Sanchez, discussion on POST certifications and the hiring of new employees.
By: Craig Kingsbury, Chief of Police
 - c) **ACTION ITEM:** Request to allow Chief of Police Craig Kingsbury permission to sign a Memorandum of Understanding with the Twin Falls County Prosecuting Attorney's Office regarding Drug Asset Forfeiture.
By: Craig Kingsbury, Chief of Police
 - d) **ACTION ITEM:** Request to select JUB Engineering for Future FAA Airport Improvement Projects.
By: William Carberry, Airport Manager
- 6) GENERAL PUBLIC INPUT
- 7) ADVISORY BOARD REPORT/ANNOUNCEMENTS
- 8) PUBLIC HEARINGS: None

9) ADJOURNMENT

- a) **ACTION ITEM:** Request to adjourn to Executive Session 74-206(1)(c) to acquire an interest in real property not owned by a public agency.

Any person(s) needing special accommodations to participate in the above-noticed meeting could contact Leila Sanchez (208) 735-7287 at least two working days before the meeting. Si desea esta información en español, llame Leila Sanchez (208) 735-7287.

Public Input Procedures

1. Individuals wishing to provide public input regarding matters relevant to the City of Twin Falls shall:
 - Wait to be recognized by the Mayor or Chairman
 - Approach the microphone/podium
 - State their name, and whether they are a resident or property owner in the City of Twin Falls, and proceed with their input.
2. The Mayor or Chairman may limit input to no less than two (2) minutes. Individuals are not permitted to give their time to other speakers.

Public Hearing Procedures for Zoning Requests

1. Prior to opening the first Public Hearing of the session, the Mayor or Chairman shall review the public hearing procedures.
 2. Individuals wishing to testify or speak before the City Council or Planning & Zoning Commission shall wait to be recognized by the Mayor or Chairman, approach the microphone/podium, state their name, and then proceed with their comments. Following their statements, they shall write their name and address on the record sheet(s) provided by the staff. The staff shall make an audio recording of the Public Hearing.
 3. A City Staff Report shall summarize the application and history of the request.
 4. The Applicant, or the spokesperson for the Applicant, will make a presentation on the application/request (request). No changes to the request may be made by the applicant after the publication of the Notice of Public Hearing. The presentation should include the following:
 - A complete explanation and description of the request.
 - Why the request is being made.
 - Location of the Property.
 - Impacts on the surrounding properties and efforts to mitigate those impacts.
 5. Applicant is limited to 15 minutes, unless a written request for additional time is received, at least 72 hours prior to the hearing, and granted by the Mayor or Chairman.
 6. The City Council or Planning & Zoning Commission may ask questions of staff or the applicant pertaining to the request.
 7. The general public will then be given the opportunity to provide their testimony regarding the request. The Mayor or Chairman may limit public testimony to no less than two (2) minutes per person.
 - Individuals are not permitted to give their time to other speakers.
 - However, five (5) or more individuals that received written notice of the public hearing may appoint, by written petition, a spokesperson. The written petition must be received at least 72 hours prior to the hearing and must be granted by the Mayor or Chairman. The spokesperson shall be limited to 15 minutes.
 - Written comments, including e-mail, received by 12:00 p.m. on the date of the hearing shall be either read into the record or displayed to the public on the overhead projector.
 8. Following the Public Testimony, the applicant is permitted five (5) minutes to respond to Public Testimony.
 9. Following the Public Testimony and Applicant's response, Council or Commission members, as recognized by the Mayor or Chairman, shall be allowed to question the Applicant, Staff or anyone who has testified. Responses shall be limited to answering the questions asked. The Mayor or Chairman may limit the time permitted for the answer.
 10. The Mayor or Chairman shall close the Public Hearing. The City Council or Planning & Zoning Commission shall deliberate on the request. Deliberations and decisions shall be based upon the information and testimony provided during the Public Hearing. Once the Public Hearing is closed, additional testimony from the staff, applicant or public is not allowed. Legal or procedural questions may be directed to the City Attorney.
- * Any person not conforming to the above rules may be prohibited from speaking. Persons refusing to comply with such prohibitions may be asked to leave the hearing and, thereafter removed from the room by order of the Mayor or Chairman.



Twin Falls City Council Minutes

Monday, September 28, 2020, 5:00 PM

City Council Chambers
203 Main Avenue East- Twin Falls, Idaho

1) CALL MEETING TO ORDER/CONFIRMATION OF QUORUM

Present: Mayor Suzanne Hawkins, Vice Mayor Ruth Pierce, Council Member Shawn Barigar, Craig Hawkins, Greg Lanting, Christopher Reid & Nikki Boyd.

Absent:

Staff Present: City Manager Travis Rothweiler, Deputy City Manager Mitch Humble, City Attorney Shayne Nope, Police Chief Craig Kingsbury, Fire Chief Les Kenworthy, Code Enforcement Coordinator Sean Standley, Dispatch Communications Center Manager Tami Lauda, Human Resources Director Gretchen Scott, Help Desk Technician Kim Hafer, Finance Administrative Assistant Amy Luna.

Mayor Hawkins called the meeting to order at 5:00 PM. A quorum was present.

2) PLEDGE OF ALLEGIANCE

Mayor Hawkins invited all present, who wished, to recite the Pledge of Allegiance to the Flag.

3) PROCLAMATIONS: None

4) CONSENT CALENDAR

MOTION: Council Member Reid moved to approve the Consent Calendar as presented. **Vice Mayor Pierce** seconded the motion. Roll call vote showed all members present voted in favor of the motion. 7 to 0

- a) Request to approve the Accounts Payable for September 17-23, 2020.
- b) Request to approve the September 14, 2020, City Council Minutes.
- c) Request to approve the September 21, 2020, City Council Minutes.
- d) Request to approve the Findings of Fact and Conclusions of Law for the following items:
 - Zoning District Change & Zoning Map Amendment for Lot 5, Block 1 for Fieldwood Subdivision (PZ20-0087)
 - Vacation of utility easements for blocks 2, 3, & 4 of the Perrine Pointe Subdivision (PZ20- 0051)

5) ITEMS OF CONSIDERATION

- a) Presentation by Joshua W. Kern M.D., Vice President of Medical Affairs, St. Luke's Health System. **Canceled**
- b) Request from the Pickleball Association of Twin Falls to help purchase and install lights for the pickleball courts at Frontier Field.

Deputy City Manager Mitch Humble presented a request form the Pickleball Association of Twin Falls to help purchase and install lights for the pickleball courts at Frontier Field.

Pickleball Association President Ryan Hyder spoke on the request.

Discussion ensued on the following:

Mayor Hawkins: How many people are in the association?

Vice Mayor Pierce: These courts are used for tournaments and bring in some tourist money?

MOTION: Council Member Boyd moved to approve the request from the Pickleball Association of Twin Falls to help purchase and install lights for the pickleball courts at Frontier Field in the amount of \$17,800 from FY 2020 contingency funds. **Council Member Lanting** seconded the motion. Roll call vote showed all members present voted in favor of the motion. 7 to 0.

- c) The Twin Falls Fire Department would like to recognize their newly promoted Captain Justin James, and newest Driver/Operator, Kyle Eldridge, take their oath of office and pin their new rank badges.

Fire Chief Kenworthy recognized newly promoted Captain Justin James and the newest Driver/Operator Kyle Eldridge.

Mayor Hawkins swore in the two promoted Firefighters.

- d) Request approval and adoption of the Collective Bargaining Agreement between the City of Twin Falls and Twin Falls Firefighters Local 1556.

HR Director Scott requested the approval and adoption of the Collective Bargaining agreement between the City of Twin Falls and Twin Falls Firefighters Local 1556.

Discussion ensued on the following: None

MOTION: Vice Mayor Pierce moved to approve the approval and adoption of the Collective Bargaining Agreement between the City of Twin Falls and Twin Falls Firefighters Local 1556. **Council Member Barigar** seconded the motion. Roll call vote showed all members present voted in favor of the motion. 7 to 0.

- e) Presentation of Annual Report for Code Enforcement and Animal Control.

Code Enforcement Coordinator Standley made a presentation of the Annual Report for Code Enforcement and Animal Control.

Discussion ensued on the following: None

Mayor Hawkins thanked Mr. Standley for his presentation.

- f) Presentation of the Annual Report for the Twin Falls Communications Center.

Dispatch Communications Center Manager Lauda made a presentation of the Annual Report for the Twin Falls Communications Center.

Discussion ensued on the following: None

Mayor Hawkins thanked Ms. Lauda for her presentation.

- 6) **GENERAL PUBLIC INPUT**
- 7) **ADVISORY BOARD REPORT/ANNOUNCEMENTS**
- 8) **PUBLIC HEARINGS: None**
- 9) **ADJOURNMENT**
The meeting adjourned at 6:00 PM.

Amy Luna, Finance Administrative Assistant



Twin Falls City Council Minutes

Monday, October 5, 2020, 5:00 PM

City Council Chambers
203 Main Avenue East- Twin Falls, Idaho

1) CALL MEETING TO ORDER/CONFIRMATION OF QUORUM

Present: Mayor Suzanne Hawkins, Vice Mayor Ruth Pierce, Council Member Shawn Barigar (by Phone), Greg Lanting, Christopher Reid & Nikki Boyd.

Absent: Council Member Craig Hawkins

Staff Present: City Manager Travis Rothweiler, Deputy City Manager Mitch Humble, City Attorney Shayne Nope, Police Chief Craig Kingsbury, Sgt Ryan Howe, Fire Chief Les Kenworthy, Fire Inspector Tim Lauda, Library Director Tara Bartley, City Manager Assistant Mandi Thompson, Airport Manager Bill Carberry, Desktop Technician Jeramiah Parent, Desktop Support Technician Jeramiah Parent, Finance Administrative Assistant Amy Luna.

Mayor Hawkins called the meeting to order at 5:05 PM. A quorum was present.

2) PLEDGE OF ALLEGIANCE

Mayor Hawkins invited all present, who wished, to recite the Pledge of Allegiance to the Flag.

3) PROCLAMATIONS

- a) National Long-Term Care Residents' Rights Month 2020 - Connection Matters - Request by Marilyn Shiroma, CSI Office on Aging
Mayor Hawkins read and presented the National Long-Term Care Residents' Rights Month 2020 - Connection Matters Proclamation to Marilyn Shiroma from the CSI Office on Aging.
- b) Breast Cancer Awareness Month - Request by Councilmember Ruth Pierce
Vice Mayor Pierce read and presented the Breast Cancer Awareness Month Proclamation.

4) CONSENT CALENDAR

MOTION: Council Member Lanting moved to approve the Consent Calendar as presented minus item (c). **Council Member Reid** seconded the motion. Roll call vote showed all members present voted in favor of the motion. 6 to 0

- a) Request to approve the Accounts Payable for September 24 - 30, 2020.
- b) Request to hold the Twin Falls City Youth Council Halloween Dance.
- c) ~~Request to approve the 30th Annual Christmas in the Nighttime Sky event sponsored by Kimberly Nurseries to be held at 2862 Addison Avenue East on Friday, November 27, 2020.~~
- d) Request from Carly Lux, on behalf of Autism Awareness 5k Fun Run. Autism Awareness 5k Fun Run is a 5K running event. This event will begin near the Visitor's Center on the Canyon Rim trail on Saturday, November 7, 2020.

5) ITEMS OF CONSIDERATION

- a) Presentation by Joshua W. Kern M.D., Vice President of Medical Affairs, St. Luke's Health System.
Mayor Hawkins introduced Dr. Kern, Vice President of Medical Affairs, St. Luke's Health System.

Discussion ensued on the following:

Mayor Hawkins: Of the patients in the TF Hospital how many are from Twin Falls?

Council Member Barigar: What would the normal census be during a flu season?

Mayor Hawkins thanked Dr. Kern for his information.

- b) Presentation of a Certificate of Appreciation to Scott Truax in recognition of his repair work on the Evel Knievel monument at the Twin Falls Visitor Center.
Mayor Hawkins made a presentation of a Certificate of Appreciation to Scott Truax in recognition of his repair work on the Evel Knievel monument at the Twin Falls Visitor Center.

- c) Request to approve Dana DeHaan to serve as a Library Trustee.
Library Director Bartley requested to approve Dana DeHaan to serve as a Library Trustee.

Discussion ensued on the following: None

MOTION: Vice Mayor Pierce moved to approve the request to approve Dana DeHaan to serve as a Library Trustee. **Council Member Reid** seconded the motion. Roll call vote showed all members present voted in favor of the motion. 6 to 0.

- d) Request to confirm the appointment of Jim O'Donnell to the Airport Advisory Board.
Mayor Hawkins requested to confirm the appointment of Jim O'Donnell to the Airport Advisory Board.

Discussion ensued on the following: None

MOTION: Council Member Boyd moved to approve the request to confirm the appointment of Jim O'Donnell to the Airport Advisory Board. **Council Member Lanting** seconded the motion. Roll call vote showed all members present voted in favor of the motion. 6 to 0.

- e) Request to accept grant funds from FM Global.
City Manager Assistant Thompson requested to accept grant funds from FM Global.

Discussion ensued on the following: None

MOTION: Council Member Reid moved to approve the request to accept grant funds from FM Global for **\$1,674.18**. **Council Member Boyd** seconded the motion. Roll call vote showed all members present voted in favor of the motion. 6 to 0.

- f) Request to approve a Resolution Adopting Minimum Standards for Commercial Aeronautical Services at Joslin Field.
Airport Manager Carberry requested to approve a Resolution #2020-016, Adopting Minimum Standards for Commercial Aeronautical Services at Joslin Field.

Discussion ensued on the following:

Council Member Boyd: Commented on all the work that was put into this document.

MOTION: Council Member Boyd moved to approve Resolution #2020-016, Adopting Minimum Standards for Commercial Aeronautical Services at Joslin Field. **Vice Mayor Pierce** seconded the motion. Roll call vote showed all members present voted in favor of the motion. 6 to 0.

6) GENERAL PUBLIC INPUT

7) ADVISORY BOARD REPORT/ANNOUNCEMENTS

Council Member Barigar spoke about the Community Transformation Grant which has been approved.

8) PUBLIC HEARINGS: None

9) ADJOURNMENT

The meeting adjourned at 05:41 PM



Date: Monday, October 12, 2020
To: Honorable Mayor and City Council
From: Craig Kingsbury, Chief of Police

PRESENTATION

Request:

Swearing in of Twin Falls Police Department Officers Tyler Kuder and Ilse Sanchez, discussion on POST certifications and the hiring of new employees.

Time Estimate:

The presentation will take approximately 20 minutes.

Background:

SWEARING IN CEREMONY

Tyler Kuder was hired on June 30, 2020, as a full-time Police Officer. Tyler was raised in Payette. He attended Idaho State University on a football scholarship. He went on to play for the Green Bay Packers for one year before being injured causing his retirement from football.

Ilse Sanchez was hired on August 17, 2020, as a full-time Police Officer. Ilse was born in Leadville, Colorado and moved to Idaho. She continued her education at the College of Southern Idaho and attained Associate Degrees in Criminal Justice and Liberal Arts. She went on to continue her education at Boise State University. She attained a Bachelor's Degree in Criminal Justice.

Chief Kingsbury will inform the City Council of Police Officers who have received upgraded POST certification and the department's newest hires Jennifer Church, Executive Assistant for the Office of the Chief of Police, and Records Clerks Kenia Hernandez and Katie Gardner.

Basic Certificate:

Officer Joel Smith
Officer Liz Guzman
Officer Matthew Rickards
Officer Kyler Jordan

Intermediate:

Officer Braxton Christensen
Officer Medina Alajbegovic
Officer Bradley Baisch
Officer Dzevad Mandzic

Management:

Lieutenant Brent Wright
Lieutenant Charles Garner

Approval Process:

N/A

Budget Impact:

N/A

Regulatory Impact:

N/A

History:

N/A

Analysis:

N/A

Conclusion:

Chief Kingsbury would like to have Mayor Suzanne Hawkins administer Oaths of Office to Officers Kuder and Officer Sanchez.

Attachments:

None



Date: Monday, October 12, 2020
To: Honorable Mayor and City Council
From: Craig Kingsbury, Chief of Police

ACTION ITEM

Request:

Request to allow Chief of Police Craig Kingsbury permission to sign a Memorandum of Understanding with the Twin Falls County Prosecuting Attorney's Office regarding Drug Asset Forfeiture.

Time Estimate:

The presentation for this item will take about five minutes. Additional time may be needed for questions and discussion.

Background:

This MOU details the process and procedures related to monies being awarded to the City of Twin Falls Police Department resulting from Drug Asset Forfeiture. Furthermore it describes the responsibilities of both entities upon award.

The MOU and supporting documentation received from Nancy H. Austin, Chief Civil Deputy Prosecuting Attorney, is attached to this report.

This MOU has been reviewed by City Attorney Shayne Nope. Mr. Nope is in support of Chief Kingsbury signing the MOU.

Approval Process:

A simple majority vote is needed to approve this request.

Budget Impact:

None

Regulatory Impact:

N/A

History:

N/A

Analysis:

N/A

Conclusion:

Approval to allow Chief of Police Craig Kingsbury to sign the Memorandum of Understanding with the Twin Falls County Prosecuting Attorney's Office regarding Drug Asset Forfeiture.

Attachments:

1. Drug Asset Forfeiture MOU 2020



CRIMINAL
DIVISION

PHONE
208-736-4020

FAX
208-736-4120

CIVIL
DIVISION

PHONE
208-736-4190

FAX
208-736-4157

JUVENILE
DIVISION

PHONE
208-733-7899

FAX
208-736-5325

TWIN FALLS COUNTY
PROSECUTING ATTORNEY

GRANT P. LOEBS

425 SHOSHONE STREET NORTH
P.O. Box 126
TWIN FALLS, IDAHO 83303-0126

August 27, 2020

Chief Craig Kingsbury
Twin Falls City Police Department
321 Second Avenue East
Twin Falls, ID 83301

Re: Drug Asset Forfeiture Memorandum of Understanding

Dear Chief Kingsbury:

Enclosed please find the Memorandum of Understanding for Drug Asset Forfeitures. We would like to have this renewed annually to better ensure everyone has an understanding of the Agreement as positions occasionally change.

Also enclosed for your information is the updated Drug Asset Forfeiture Policy.

Please sign and return the original MOU to the Twin Falls County Prosecutor's Civil Office and keep the updated Policy for your file.

If you have any questions, please feel free to contact me.

Sincerely,

Nancy H. Austin
Chief Civil Deputy Prosecuting Attorney

NHA/mh
Enclosures

Drug Asset Forfeiture Memorandum of Understanding

This AGREEMENT is entered into this ____ day of _____, 2020, by and between the Twin Falls City Police Department ("Department") and the Twin Falls County Prosecuting Attorney's Office ("Prosecutor's Office").

WHEREAS, it is the policy of the parties named herein to disable criminal organizations and remove the proceeds of crime from the criminal participants;

WHEREAS, it is to the mutual benefit and advantage of both parties to enter into an agreement, establishing procedures and providing for cooperation in asset seizure and forfeiture proceedings.

THEREFORE, in consideration of the mutual benefits it is agreed as follows:

1. Legal Assistance: The Prosecutor's Office will assist the Department in its interpretation of current forfeiture laws and legislation. All Department investigators will continually keep themselves aware of current laws and trends in asset forfeiture.
2. Proceeds of Drug Asset Forfeitures: The proceeds of drug-related forfeitures may be used only to further drug enforcement efforts. Out-of-pocket costs of prosecution will be paid from the gross amount of forfeited monies. The net proceeds will then be divided 70% to the Department and 30% to the Prosecutor's Office.
3. Procedure: All seizures and asset forfeitures will be conducted in compliance with applicable state and federal laws and according to the procedures outlined in the Twin Falls County Prosecuting Attorney's Drug Asset Forfeiture Policy manual.

DATED this ____ day of _____, 2020.

Twin Falls City Police Department

Twin Falls County Prosecuting Attorney

Twin Falls City Police Department

Prosecuting Attorney

TWIN FALLS COUNTY PROSECUTING ATTORNEY'S OFFICE DRUG ASSET FORFEITURE POLICY

I. GENERAL TERMS:

1. **PURPOSE:** The purpose of asset seizure and subsequent civil forfeiture is to remove the proceeds of crime from the criminal participants and to disable criminal organizations. The seizing agency will seize assets of drug dealers whenever legally appropriate for the purpose of potential civil or criminal asset forfeiture. All asset forfeitures will be in strict compliance with the applicable state and federal laws. The seizing agency staff will be knowledgeable of relevant case law. A goal of any seizing agency investigation is the criminal prosecution and conviction of those in violation of Idaho Code. Asset forfeitures may result from these investigations. Forfeitures may be pursued either civilly or criminally or both.
2. **LEGAL ASSISTANCE:** The Twin Falls County Prosecuting Attorney's Office will assist the seizing agency in its interpretation of current laws and legislation. Investigators will continually keep themselves aware of current laws and trends in asset forfeiture.
3. **PROCEEDS OF DRUG ASSET FORFEITURES:** The proceeds of drug asset forfeitures may be used **only** to further drug enforcement efforts. Department budgets, salaries, or bonuses will not be tied to the amount of assets forfeited and success of drug enforcement efforts will not be evaluated based on the amount of assets forfeited. The Twin Falls County Prosecuting Attorney will handle all forfeiture proceedings for the department after which the out of pocket costs of prosecution will be paid from the gross amount of forfeited monies. The net proceeds will then be divided 70% to the Seizing Agency and 30% to the Twin Falls County Prosecuting Attorney's Office.
4. **DRUG ENFORCEMENT DONATION ACCOUNTS:** The Twin Falls County Prosecuting Attorney and each law enforcement agency in the county which participates in the seizure and forfeiture of assets obtained in violation of the controlled substance laws, shall maintain a dedicated "Drug Enforcement Donation Account." Such accounts shall be established and maintained under the supervision of the chief fiscal officer of the governmental entity of which the agency is a part. Such accounts shall be included in the audits conducted on the governmental agency's finances and shall be subject to appropriate internal security controls as established by the chief fiscal office of the applicable governmental entity. The funds in such accounts, being the proceeds of drug asset forfeitures, will be used only to further controlled substance law enforcement efforts.
5. **CONTROL OF ASSETS:** Assets are not forfeited until awarded by the court after court proceedings are completed. The seized assets must be accounted for, maintained, and safeguarded at all times. This will be accomplished through a system of internal controls that will include procedures that account for and maintain control over the seized assets, ensure integrity in the chain of custody, and, upon forfeiture, distribute assets in accordance with this policy manual. Return of or distribution of assets requires several levels of

authorization including a court order and written instructions from the Twin Falls County Prosecuting Attorney's Office.

No items seized as evidence or forfeitable assets, regardless of type, will be left unidentified or unaccounted for. All items will be marked with the case number and name of the person from they were seized. All items, whether seized, purchased, or otherwise obtained, will be secured as specified in the following procedures. Under no circumstances will evidence be stored in a file cabinet or desk drawer. No items seized for forfeiture will be used for any public use while forfeitures proceedings are pending. No items seized for forfeiture will be used for the private or personal use of any individual at any time.

6. **COST/BENEFIT ANALYSIS:** The drug asset forfeiture process will be cost effective and administratively efficient. The decision whether to proceed with forfeiture of currency or property will be made by the Twin Falls County Prosecuting Attorney's Office on a case by case basis. Forfeiture proceedings on vehicles that have lien holders will be subject to a financial analysis to determine benefits of seizure and should be initiated only when the analysis indicates that the benefits of the seizure justify the cost and efforts of the forfeiture process and after consultation with the Twin Falls County Prosecuting Attorney's Office. Vehicles with significant lien holders may be returned either to the lien holder or the registered owner, subject to impound fees being paid by that party.
7. **PROPORTIONALITY:** In all forfeiture cases the Twin Falls County Prosecuting Attorney's Office will review the facts and circumstances of the case and evaluate the extent and value of the property which was actually used in or obtained from the proceeds of violations of the controlled substance laws, and shall take steps to assure that the value of property forfeited is not unfairly disproportionate to the value of the property actually used in or obtained from such violations.

II. REPORTING REQUIREMENTS ON SEIZURES FOR FORFEITURE:

1. **FIVE DAYS TO REPORT SEIZURE:** The Twin Falls County Prosecuting Attorney's Office and the Director of the Idaho Department of Law Enforcement must be notified of the seizure in writing within five (5) days. The (5) day period includes weekends and holidays. Failure to comply with this requirement may invalidate a forfeiture proceeding.
2. **NOTIFICATION:** A preliminary report of seized property should be made in writing to the Twin Falls County Prosecuting Attorney's Office, by the seizing agency. **(Exhibit 1).** This report should be as complete as possible regarding the facts and circumstances of the seizure.
3. **ROUTING OF OTHER REPORTS:** The Twin Falls County Prosecuting Attorney's Office must receive copies of all related reports and supplements as soon as possible. These reports need to be routed to the Civil Deputy Prosecutor handling asset forfeitures. All such reports should have a cover sheet attached. **(Exhibit 2).** Do not expect the Deputy Prosecutor to seek reports from a corresponding criminal case file. All information and

reports given by law enforcement to the Prosecutor in the criminal case should be also given in the forfeiture case.

4. **RECORDKEEPING:** Beginning no later than March 31, 2019, the seizing agency must submit the following information for each seizure on the form approved by the Idaho State Police:

- (1) Name of the law enforcement agency that seized the property;
- (2) Date of seizure;
- (3) Type and description of property seized, including make, model, year, and serial number, if applicable;
- (4) Crime, if any, for which the suspect has been charged, including whether such crime is a violation of state or federal law;
- (5) Criminal case number, if any;
- (6) Outcome, if any, of suspect's case;
- (7) If forfeiture was not processed under state law, the reason for the federal transfer, if known;
- (8) Forfeiture case number;
- (9) Date of forfeiture decision;
- (10) Whether there was a forfeiture settlement agreement;
- (11) Date and outcome of property disposition as described by one (1) of the following: returned to owner, partially returned to owner, sold, destroyed, or retained by law enforcement; and
- (12) Value of the property forfeited based on the value realized, if sold, or a reasonable good faith estimate of the value, if possible.

The prosecutor shall retain the form for a period of seven (7) years.

III. CURRENCY SEIZURES:

1. **CURRENCY SEIZURES:** Currency that has been determined to be proceeds of drug transactions, or that is found in close proximity to controlled substances may be subject to forfeiture. The forfeiture process can be long and expensive. A cost-benefit analysis should be performed at the outset by the prosecutor and the seizing agency. When money is seized in conjunction with an investigation, it is itemized and handled as evidence. Unless kept as evidence for trial, all monies seized for forfeiture and for evidence will be deposited into a separate trust account by the seizing agency for safekeeping. The funds will remain in the trust account until a judgment or other order is issued from the court, or the seizing agency is directed to distribute the funds by the Twin Falls County Prosecuting Attorney.
2. **EVIDENCE TO SUPPORT SEIZURE:** There must be sufficient evidence to show that the seized currency is proceeds of illegal drug transactions or was used or intended to be used in furtherance of criminal drug activity. That evidence must be evaluated on the "preponderance of the evidence" standard.

3. **ASSIGNMENT OF "CR NUMBER":** After currency has been seized in a drug-related investigation, the investigator needs to have a "CR Number" assigned to the case, if one has not already been assigned. Forfeiture cases must also be assigned a Law Enforcement tracking/case number.
4. **CURRENCY COUNT:** The currency should be counted by at least two (2) investigators as soon as is practical after being seized. The total amount of money seized and the number of bills of each denomination should be recorded on an initial count sheet. This initial count sheet will most likely be hand written. **(Exhibit 3)**. The investigators are to sign and date the count sheet. The initial count sheet will be filed in the tracking envelope, which is described later.
5. **DOCUMENTATION OF SEIZED CURRENCY:** Upon returning to the Seizing Agency the money is to be photographed and photocopied. The photocopies and photographs should then be placed in the tracking file.
6. **DRUG DETECTOR DOG:** The seized currency should also be checked by a drug detector dog. A report will be generated by the canine handler and placed in the tracking file. **(Exhibit 4)**.
7. **EVIDENCE ENVELOPE:** An Idaho Department of Law Enforcement, Bureau of Forensic Services evidence envelope **(Exhibit 5)** will be completed by the Investigator. The seized currency is to be placed in an **evidence envelope**, with the seizing agency lab label attached and turned over to the seizing agency evidence custodian. The chain of custody information is to be filled in with each change of custody.
8. **REPORT OF SEIZED PROPERTY:** The seizing officer will complete a preliminary report for seized property for filing with the Twin Falls County Prosecuting Attorney's Office, and the Idaho State Police within the five (5) days of seizure.
9. **TRACKING ENVELOPE:** The Seizing Agency Officer will fill out an agency Tracking Envelope for the seized currency. **(Exhibit 6)**. The front of the completed evidence envelope is photocopied and placed inside the tracking envelope along with the photographs and photocopies of the currency. The Tracking Envelope is filed in case number order in the appropriate filing cabinet.
10. **DISBURSEMENT OF SEIZED CURRENCY:** The seized money that has been subjected to forfeiture proceedings may not be disbursed to the Seizing Agency or the Twin Falls County Prosecuting Attorney's Office Drug Forfeiture Fund, or returned to the person it was seized from, unless there is a court order, or written instructions from the Twin Falls County Prosecuting Attorney's Office specifically directing the disbursement or return. If no forfeiture proceeding has been initiated, seized money may be returned only with written authorization from the Twin Falls County Prosecuting Attorney's Office.

Upon court order forfeiting the seized money, the money will be delivered to the Account Receivable Clerk for Twin Falls County, after deducting the out of pocket expenses for the cost of prosecuting the forfeiture order, 70% of the money will then be returned to the seizing agency and 30% will be deposited in the Twin Falls County Prosecuting Attorney's Drug Seizure Fund.

11. **ACCOUNTING RECORDS AND AUDIT:** The Seizing Agency will maintain adequate records of seized currency. At a minimum this will consist of a ledger sheet containing the case number, the amount of seized money that relates to that case number, and the date of the deposit. The ledger will be updated as needed to reflect all account activity, such as additions to, and distributions from the account.

IV. VEHICLE SEIZURES:

1. **DEFINITION:** Vehicles (car, trucks, boats, and aircraft) which are not commercial, and used with the owner's knowledge to transport or facilitate the transportation, delivery, receipt, or possession, or manufacture of controlled substances, in connection with trafficking, manufacturing or possession with the intent to manufacture or deliver controlled substances are subject to seizure and subsequent forfeiture. All vehicles seized will be subject to a cost benefit analysis prior to the commencement of forfeiture proceedings.

Innocent lien holders are protected under Idaho Code and have first claim to their financial interest in the vehicle. Payments to lien-holders, impound fees, the costs of proceedings, and the costs of auction/sale, must be considered when contemplating the seizure of any vehicle.

2. **EVIDENCE:** There must be sufficient evidence to show that the vehicle was used to transport or facilitate the transportation, delivery, receipt, possession or manufacture of controlled substances in connection with trafficking, manufacturing or possession with the intent to manufacture or deliver controlled substances in violation of Idaho Code. There must also be evidence to show that the owner had knowledge of such illegal use of the vehicle.
3. **ASSIGNMENT OF "CR NUMBER":** After a vehicle has been seized in a drug-related investigation the investigator needs to have a "CR Number" assigned to the case, if one has not already been assigned. Forfeiture cases must also be assigned a law enforcement tracking/case number.
4. **VEHICLE INVENTORY:** When a vehicle is taken into custody, the contents of the vehicle will be inventoried and stored. The inventory will include a complete listing of the vehicle's contents and the condition of the vehicle.
5. **STORAGE OF SEIZED VEHICLES:** The vehicle will be stored in the Seizing Agency's impound lot, and secured with all doors and windows closed and locked.

6. **REPORT OF SEIZED PROPERTY:** The Investigator will then complete a "Preliminary Report For Seized Property" for filing with the Twin Falls County Prosecuting Attorney's Office, and the Idaho State Police within the five (5) day limit. A current copy of the vehicle registration will be attached.
7. **TRACKING ENVELOPE:** The Seizing Agency's Officer will fill out an agency Tracking Envelope for the seized vehicle. **(Exhibit 7).** The Tracking Envelope is filed in case number order in the appropriate filing cabinet.
8. **OTHER ADMINISTRATIVE REQUIREMENTS:** After civil or criminal action is complete, the vehicle will be released to the owner or awarded to the Seizing Agency for use or sale, as directed by court order and instruction by the Prosecuting Attorney's Office. In the event of a forfeiture, the Seizing Agency will have the title changed to show seizing agency as the owner of the vehicle. If the vehicle is sold the amount of the receipts from the sale will be deemed as a cash seizure. If the vehicle is retained by the seizing agency, it must be used only for active drug enforcement purpose and that agency will be required to transfer 30% of the value of the vehicle to the Twin Falls County Prosecuting Attorney's Drug Forfeiture Fund. The value of the vehicle is to be determined by consulting a current blue book and taking the low value. If the seizing agency wants to keep the vehicle for law enforcement use, the Court has to authorize it. The Court must find that it is suited for and likely to be used for law enforcement activities.

Seized vehicles, unless converted for official use, must be sold in accordance with the procedures established in Idaho Code § 37-2744. Notice of the sale will be published in the legal section of at least one newspaper published and circulated in the city, community, or locality where the sale is to take place at least one week prior to the sale. The notice will give a description of the vehicle and state that it is to be sold at auction.

The vehicle is then sold at auction, the title signed over to the auction company, and the seizing agency receives the proceeds of the sale which are collected in the form of a check.

- V. **OTHER ASSETS:** Other items such as guns, contraband, etc., can also be the subject of seizure. Any item that could potentially have been furnished in exchange for controlled substances can also be subjected to forfeiture proceedings. These items must be discussed with the Twin Falls County Prosecuting Attorney's Office on a case by case basis.

These items should be handled as evidence. Procedures as detailed in the Seizing Agency's Property Evidence Management Policy, should be followed for these seizures. If the items seized are later determined to be stolen, the items will be turned over to the appropriate Law Enforcement agency that is investigating the theft.

ASSETS SEIZED BY OTHER AGENCIES: Seizing Agencies may also take charge of assets seized by other agencies. When contacted by another agency, regarding asset forfeiture, the following information must be obtained.

1. When and where was the property seized.
2. Who was the property seized from.
3. The type and amount of drugs and their proximity to the seized property.
4. Who is the legal owner of the seized property and who has any other claim to the property.
5. What other drug paraphernalia was seized with the drugs, which can be used as evidence, particularly items used in the distribution of illegal drugs such as scales or packaging material.

If, after obtaining the above information it appears a legal asset forfeiture is possible, a seizing agency case file should be started and copies of all of the local agency reports should be made part of that file. The property involved must be placed into the seizing agency's custody as soon as possible to ensure it is available to the seizing agency at the time of forfeiture.

PRELIMINARY REPORT FOR SEIZED PROPERTY

Case No. _____

Subject: _____

Subject: _____

Subject: _____

Subject: _____

Address: _____

Seized Property: _____

Place of Seizure: _____

Relation of item to seized drugs: _____

Seized pursuant to: Arrest Warrant [] Search Warrant [] Consent Search []

WEAPONS:

Make: _____ Model: _____ Ser #: _____

Make: _____ Model: _____ Ser #: _____

Make: _____ Model: _____ Ser #: _____

Make: _____ Model: _____ Ser #: _____

CASH:

Amount: _____ Location found: _____

Amount: _____ Location found: _____

Amount: _____ Location found: _____

Amount: _____ Location found: _____

Amount: _____ Location found: _____

Amount: _____ Location found: _____

VEHICLE(S), EQUIPMENT, GUNS, ETC:

Item: _____ Vin/Ser#: _____ Value: _____

Item: _____ Vin/Ser#: _____ Value: _____

Item: _____ Vin/Ser#: _____ Value: _____

Lien Amt: _____ Lender _____

TWIN FALLS COUNTY PROSECUTING ATTORNEY NOTIFICATION:

Date: _____ Time: _____ Person Notified: _____

Investigator: _____ Date: _____

DRUG ASSET FORFEITURE

**IMMEDIATELY ROUTE TO: TWIN FALLS COUNTY PROSECUTOR,
CIVIL OFFICE**

Date to Prosecutor: _____

From: _____

Investigator: _____

Law Enforcement Case Number: _____

10 Day Check: _____

25 Day Check: _____

SEIZED CURRENCY COUNT SHEET

LOCATION: _____

DATE OF SEIZURE: _____

SUSPECT: _____

DENOMINATION	NUMBER	AMOUNT

TOTAL \$ _____

NAME OF OFFICER: _____

SIGNATURE OF OFFICER: _____

**TWIN FALLS COUNTY SHERIFF
CANINE SERVICES TEAM**

K-9 USE REPORT

Date: _____ Time: _____ Time Summary (min) _____
Case # _____ K-9 name _____ Deputy Id No. _____

<u>Assignment</u>	<u>Location</u>	<u>Activity</u>
☐ Primary	☐ Business ☐ Vehicle	☐ Scene Containment ☐ Search
☐ Back-up	☐ School ☐ Public Area	☐ Suspect Control ☐ Suspect
☐ Assist	☐ Residence ☐ Open Area	☐ Victim
☐ A.O.D.	☐ Other _____	☐ Evidence
		☐ Find

Agency Name: _____ ☐ P/R Demonstration ☐ Warrant Service
Related File: _____ ☐ Alarm

CALL AND APPREHENSION DETAILS

NARCOTICS SEARCH

Vol #1: _____
Vol #2: _____
Misc. Response: _____

☐ Warrant ☐ Prob Cause
☐ Alert ☐ Find
☐ Suspected Presence
☐ Alert ☐ Find
☐ Unknown Presence
☐ Alert ☐ Find
Sub. Found: _____

Arrestee #1: Race _____ Sex _____ Age _____ Yield to K-9 yes no K-9 TK/ON yes no
Injured yes no Treated yes no
Arrestee #2: Race _____ Sex _____ Age _____ Yield to K-9 yes no K-9 TK/ON yes no
Injured yes no Treated yes no

Suspect(s) Armed: ☐ Handgun ☐ Other Firearm ☐ Blade ☐ Other _____

NARRATIVE: _____

Twin Falls County Sheriff

This Form Will Have to Be Made

**IDAHO DEPARTMENT OF LAW ENFORCEMENT
BUREAU OF FORENSIC SERVICES**

Lab No. _____ Exhibits(s) _____

DISTRICT 5 LAB P.O. Box 1 Pocatello, ID 83205-0029 Phone: 208-232-9474	HEADQUARTERS LAB 700 So. Stratford Drive Meridian, ID 83642-6202 Phone: 208-834-7170	DISTRICT 1 LAB 2170 Ironwood Center Coeur D'Alene, ID 83814-2630 Phone: 208-667-5825
---	---	---

1. Please complete all blanks below
2. Seal the evidence into this envelope
3. Deliver to the appropriate lab or send by UPS or registered mail to the appropriate address.
4. If the sample will not fit in this envelope, please tape the completed envelope to the properly sealed evidence container.

AGENCY SUBMITTING - _____
AGENCY CASE NUMBER - _____ DATE OF OFFENSE _____
SUSPECT - _____ D.O.B. _____
VICTIM - _____
CHARGE - _____
DESCRIPTION OF
EVIDENCE - _____

LOCATION FOUND - _____ DATE _____
EXAMINATION REQUIRED - _____
OFFICER TO CONTACT - _____ PHONE _____

CHAIN OF CUSTODY

FROM _____	TO _____	DATE _____
FROM _____	TO _____	DATE _____
FROM _____	TO _____	DATE _____
FROM _____	TO _____	DATE _____
FROM _____	TO _____	DATE _____
FROM _____	TO _____	DATE _____
FROM _____	TO _____	DATE _____

TWIN FALLS POLICE DEPARTMENT CURRENCY ENVELOPE

Dr# _____ Inc.# _____ Inv.# _____

☐ Evidence ☐ Found Property ☐ Safe Keeping

Name: _____

☐ Owner ☐ Suspect ☐ Finder

Date Found: _____ Location Found: _____

Currency:

Coin:

_____ X	\$100.00= \$ _____	_____ X	\$ 1.00= \$ _____
_____ X	\$ 50.00= \$ _____	_____ X	\$.50= \$ _____
_____ X	\$ 20.00= \$ _____	_____ X	\$.25= \$ _____
_____ X	\$ 10.00= \$ _____	_____ X	\$.10= \$ _____
_____ X	\$ 5.00= \$ _____	_____ X	\$.05= \$ _____
_____ X	\$ 1.00= \$ _____	_____ X	\$.01= \$ _____
Subtotal =	\$ _____	Subtotal =	\$ _____

TOTAL AMOUNT: \$ _____ Verified By: _____

Property Unit Use Only:

Opened by: _____ Date: _____ Accurate? ☐ Yes ☐ No

Chain of Custody

From _____ To _____ Date _____

From _____ To _____ Date _____

From _____ To _____ Date _____

From _____ To _____ Date _____

TRACKING ENVELOPE - VEHICLE SEIZURE

SEIZURE

CASE #: _____ DATE: _____
ITEM: _____ VALUE: _____
MAKE: _____
MODEL: _____
VIN/SER: _____
R/O: _____
SEIZED FROM: _____
AWARDED TO: _____
RETURNED TO: _____
DATE: _____

DATE CLOSED: _____
☐ SEIZURE FORM
☐ PROPERTY SHEET
☐ COURT ORDER
☐ FILE IDLE - DATE _____
☐ FILE PA - DATE _____
☐ 10 DAY CHECK
☐ 25 DAY CHECK

SEIZURE

CASE #: _____ DATE: _____
ITEM: _____ VALUE: _____
MAKE: _____
MODEL: _____
VIN/SER: _____
R/O: _____
SEIZED FROM: _____
AWARDED TO: _____
RETURNED TO: _____
DATE: _____

DATE CLOSED: _____
☐ SEIZURE FORM
☐ PROPERTY SHEET
☐ COURT ORDER
☐ FILE IDLE - DATE _____
☐ FILE PA - DATE _____
☐ 10 DAY CHECK
☐ 25 DAY CHECK



October 12, 2020 City Council Meeting

To: Honorable Mayor and City Council

From: Bill Carberry, Airport Manager

Request: Consideration of the Airport Advisory Board Recommendation to Select JUB Engineering for Future FAA Airport Improvement Projects.

Time Estimate: 5-10 minutes with additional time for questions

Background: To maintain compliance with the requirements set forth by the Federal Aviation Administration (FAA), the airport advertised a Request for Qualifications (RFQ) for statements of qualifications (SOQ) from engineering firms interested in providing service to the airport for upcoming FAA Airport Improvement Projects (AIP). The FAA, based on an RFQ selection process, allows for an airport to utilize a consulting engineer's services for a period lasting up to five years. The last airport engineering selection process was August of 2015. The selection process does not bind the airport to the selected firm, but rather waives the need for the airport to issue requests for qualifications for each project if the contracted firm has been selected within the last five years.

The Airport followed the procedures for the selection process as outlined in the *FAA Advisory Circular 150/5100-14, Architectural, Engineering and Planning Consultant Services for Airport Grant Projects*. Steps in the selection process include: determining the scope of services anticipated over a five-year period (5yr CIP), establish a review board, development of selection criteria, advertising the RFQ, board review of submittals, optional interviews, and a recommendation to the City Council.

Although the RFQ was widely advertised in the local newspaper and by the industry trade associations, only one SOQ response to the RFQ from J-U-B Engineers was received. The airport had interest by another firm that ultimately decided not to submit a response to the RFQ.

The Airport Board appointed a Review Committee to review and rank the SOQ responses to the RFQ. The Committee was composed of 5 individuals: County liaison Brent Reinke, City liaison Nikki Boyd, City Staff Engineer Erin Steele, and Board members Tom Frank and Mike March. The review committee highly recommended to the Airport Board that J-U-B Engineers be selected for upcoming FAA airport projects for a 5-year period.

At the October 6, 2020 Airport Board meeting, the Board voted unanimously to recommend that the City Council approve the selection of J-U-B Engineers as the Airport's Engineer for up to a five-year period.

Budget Impact: The Airport's consulting engineer is contracted for FAA projects funded at 93.75% by the FAA. Also, the airport's consulting engineer provides significant assistance regarding funding strategies for needed FAA eligible projects. The actual selection process for the airport engineer does not have any impact to the budget.

Regulatory Impact: The FAA requires airport sponsors to make a selection for Airport Engineering at least every 5 years; the requirement will be met through this selection process.

Conclusion: On behalf of the Airport Board, Staff recommends the City Council approve the selection of J-U-B Engineers as the airport's consulting engineer for FAA projects.

Attachments:

Airport Engineering Request for Qualifications

JUB Statement of Qualifications



J-U-B ENGINEERS, INC.

J-U-B COMPANIES



THE
LANGDON
GROUP



GATEWAY
MAPPING
INC.

September 10, 2020

Bill Carberry, Airport Manager
Joslin Field, Magic Valley Regional Airport
PO Box 1907
Twin Falls, ID 83303

RE: ARCHITECTURAL/ENGINEERING SERVICES- RFQ

Dear Mr. Carberry,

J-U-B will provide the Magic Valley Regional Airport with an unparalleled combination of local knowledge, familiarity with your Airport, and specialized aviation expertise. A few key reasons to select the J-U-B Aviation Team include:

Staff Experience at your Airport. Four members of J-U-B's staff have more combined experience working at your airport than any other team of individuals. **Our Project Manager, Kent Atkin, PE, has extensive experience working at the Airport beginning in 2001.** Kent has been involved with more than 20 Airport Improvement Projects (AIP) including two phases of the Parallel Taxiway A Relocation, reconstruction of the primary terminal apron, FedEx development and the recent Northeast Taxiway projects. **Thomas Leija and Michael Stutz,** have worked at the Airport over the past five years on both engineering and construction projects. **Marti Hoge,** who has brought her environmental expertise to your projects, will continue to produce Environmental Assessments and Categorical Exclusions for your Airport.

Procuring FAA Funds for the Airport. Kent will continue to work with Bill Carberry to aggressively pursue airport funding opportunities including the procurement of discretionary and supplemental funds. This will also include providing grant applications, research, discussions with FAA, cost analysis and preliminary designs to compete for future funding. He recently used this aggressive approach to secure funding for the Northeast Taxiway Projects. J-U-B recognizes this strategy as necessary to secure AIP entitlement and discretionary funding in today's environment. **To date, the airport has secured approximately \$8 million dollars for projects to be completed this year and next spring.** The Capitol Improvement Plan (CIP) for the next five years is equally aggressive. Kent and Airport management are already laying the ground work for future projects including extensive project detailed discussions and coordination with the FAA concerning these projects primarily the Runway 8/26 Rehabilitation and the crosswind runway.

Guiding the Airport Through the "Process." In working with your Airport staff for the past five years, it has become quite clear that you desire an engineer who can assist you with navigating the FAA process. J-U-B has assisted your staff with submittals of the Airport's Capital Improvement Plan (ACIP), surveyed lease lot plats, reviewed plans from developers to meet drainage and FAA standards, performed numerous reports and tasks for the Airport required by FAA, set up a compliance portal and completed Disadvantaged Business Enterprise (DBE) reporting. J-U-B prides itself on serving as an extension of Airport staff and your trusted advisor.

Convenient Location. Our office in Twin Falls is situated to provide a speedy response to your immediate needs. Our core team members work and live within 15 minutes of your Airport. Our key staff members will use this location to continue to be responsive to your needs.

Full-Service Aviation Experience. J-U-B offers a full complement of in-house aviation services to guide clients successfully through the stages of planning, funding, environmental coordination, project design, public involvement, construction, land acquisition and grant closeout in accordance with FAA requirements. In addition, J-U-B is well known for our water, transportation, surveying, wastewater, and land development expertise.

Experience with the FAA and ITD. J-U-B team members have worked closely with Gary Gates, Steve Engebrecht, Scott Eaton and Diane Stilson of the Helena ADO to complete all your recent projects. This experience will allow seamless coordination with the FAA on future projects at the Airport. In addition, Kent's extensive experience working with the Idaho Division of Aeronautics has promoted his relationship with the agency and its staff including Bill Statham and Jennifer Schildgen.

The J-U-B team is eager to continue working for the Magic Valley Regional Airport. We have the aviation resources in Twin Falls and Boise to seamlessly continue our work. Kent Atkins, PE is authorized to negotiate all contract terms for J-U-B. Kent can be reached at the address, phone number, or email below.

Sincerely,

J-U-B ENGINEERS, Inc.



Kent Atkins, PE

Project Manager

katkin@jub.com | (208) 473-8164



Toby Epler, PE

Aviation Services Group Manager

tepler@jub.com | (208) 376-7330

ABOUT J-U-B ENGINEERS, INC.

What has kept J-U-B in business for 65 years? We work hard, we work smart, and we work with integrity. **Hard work builds character, smart work builds confidence, and working with integrity builds trust-our longevity is a reflection of our work ethic.** Our clients trust us and we work hard to make them successful. They know we will be honest, ethical, and deliver quality, because this is our culture. From aviation engineering to stormwater, water, and wastewater engineering, and from construction and environmental services to GIS and public involvement, our appeal grows as our clients learn of the breadth and depth of our expertise.

Established in 1954, J-U-B is an employee-owned professional consulting engineering corporation. We are **headquartered in Boise, Idaho** and employ more than 405 personnel located in 20 offices across Northwest and Intermountain States. Like the Airport, J-U-B is a conservative and debt adverse firm. We have steadily and sustainably grown in staff and areas of expertise over the years through listening to our clients and providing responsible engineering, innovative ideas, practical solutions, and high quality products.

Kent Atkin will continue to work with the Airport as your Project Manager, with the assistance of the 30+ other Aviation specialists, personnel resources and expertise provided from other offices throughout J-U-B using our "Long Hallway".

J-U-B AT A GLANCE

- Corporation established in 1954, headquartered in Boise, Idaho at 250 Beechwood Ave., Ste 201, Boise, ID 83704
- 20 offices in 7 states; with nearby offices in Twin Falls and Boise

Primary Office Location:

Twin Falls
115 Northstar Ave.
Twin Falls, ID 83301
208-733-2414

- Team Contact:

Project Manager

Kent Atkin, PE
Email: katkin@jub.com
Phone: (208) 473-8164

- 405 employees, 30+ dedicated Aviation professionals.
- 65 years performing professional engineering services for communities of all sizes throughout the Northwest and Intermountain West and with more than 35 years serving our local Aviation Communities.

Subsidiaries:

- The Langdon Group - Public Involvement
- Gateway Mapping - GIS Services



Close Proximity to the Airport. J-U-B's Twin Falls Office is less than 15 minutes from the Airport, allowing us to make frequent visits.

RELEVANT PROJECT EXPERIENCE

Magic Valley Regional Airport Projects

There are presently a myriad of exciting projects ongoing at the Magic Valley Regional Airport. Multiple projects are under construction while others are planned to commence next year. A significant amount of these endeavors were planned to fit together to achieve an overarching development. **Each project completion is necessary for the initiation of the next with the goal being an improved, cost effective, functional and successful Airport.** We have thoroughly enjoyed being a part of this progress and hope to continue to be partners with you during the next five years of projects.

Our team, lead by **Kent Atkin**, has helped the Magic Valley Regional Airport complete **12 projects** and has worked with you to **obtain and leverage 12 million dollars of FAA funding over the last five years.** This funding has been used to complete a number of successful projects. **By keeping the same team in place, while mentoring our younger professionals on your needs and the airport, we are building the future for the Magic Valley Regional Airport Team.** A Team with strong institutional knowledge, able to lead you into the future.

A few of the projects we have done to-date are listed below.



ARFF Truck Acquisition



Taxilane 14 Extension and Cargo Apron Construction



BLM Improvements



Taxiway L Construction

Photo above is of a friction seal test strip...Currently the first on an airport.



Taxiway A Reconstruction and Realignment



Future Taxiway N Construction

“ This season, FAA grants 43, 44, 45, 46 (Cares Act), and 47 will total approximately... \$8,000,000.
Yes, this is an extraordinary year...
Bill Carberry, Airport Manager ”

RUNWAY, TAXIWAY, TAXILANE AND APRON PROJECT EXAMPLES

Construction, Reconstruction and Rehabilitation of Runways, Taxiways and Taxilanes are our bread and butter. We have completed a number of the Reconstruction and Rehabilitation projects at airports throughout the inland Northwest. We have listed a few of those projects below and have detailed a couple of projects that are more similar to your upcoming projects.

RECONSTRUCT RUNWAY 17-35 AND PARALLEL TAXIWAY, NEW MIRL LIGHTING SYSTEM, AND INSTALL RUNWAY 17 PAPI - CHALLIS MUNICIPAL AIRPORT - CHALLIS, ID



Challis Airport, with support from J-U-B, worked with the FAA Helena Airports District Office to expand an existing project to include reconstruction of Runway 17-35, the Parallel Taxiway, and connector taxiways, PAPI, and replacement of the existing runway lighting system. The runway and parallel taxiway pavements sorely needed rehabilitation. Due to runway grade changes, replacing the existing edge lights in conjunction with the runway reconstruction was necessary. Supplemental Appropriations funding was announced in May 2019 and construction was completed in July of this year.

Project Highlights:

- » Major Pavement Rehabilitation and Edge Lighting Construction with significant construction phasing
- » Project competed for and captured discretionary (Supplemental) funding

REFERENCE

Michael Barrett, Mayor,
(208) 879-2386,
charlegmane@custertel.net

SUMMARY

- **Schedule Performance:** Started Spring 2020
- **Budget Performance:** On Budget
- **Completion Date:** July 2020 - On Schedule

TEAM MEMBERS INVOLVED:

- | | |
|----------------------|-----------------------------|
| ✓ Kent Atkin, PE | ✓ Marti Hoge, Environmental |
| ✓ Toby Epler, PE | ✓ Shawn Dulin, Designer |
| ✓ David Meyer, PE | ✓ Chris Roemeling, Admin |
| ✓ Thomas Leija, EIT | |
| ✓ Michael Stutz, EIT | |

RELEVANCE TO TWIN FALLS

- ✓ Runway Reconstruction
- ✓ Taxiway Reconstruction
- ✓ Runway & Taxiway Lighting
- ✓ MIRL System
- ✓ Environmental Assessment
- ✓ Construction Observation

REHABILITATE RUNWAY 12-30 AND CONNECTOR TAXIWAYS - CALDWELL INDUSTRIAL AIRPORT, CALDWELL, ID



The Caldwell Industrial Airport receives more than 150,000 aircraft operations a year. In order to minimize disruption to aircraft operations during the ten week Runway Rehabilitation project, the project was designed to use the existing parallel taxiway as a temporary runway. J-U-B worked closely with the Airport, FBO's, Users, and the FAA to establish procedures, phasing, and plans for the new temporary

runway. The \$2.3 million project was completed within the scheduled construction time frame and under budget. The project was a major success for the Airport and was awarded an Excellence Award by the FAA at the FAA's Northwest Mountain Region 2019 Airports Conference.



Project Highlights:

- » Minimized Disturbance at busy Airport
- » Fast Tracked Major Pavement Rehabilitation
- » Edge Lighting Construction
- » Competed and captured significant discretionary funding

REFERENCE

Rob Oates, Airport Manager
(208) 459-9779
roates@cityofcaldwell.org

SUMMARY

- **Schedule Performance:** On Schedule
- **Budget Performance:** On Budget
- **Completion Date:** July 2019

TEAM MEMBERS INVOLVED:

- | | |
|----------------------|-----------------------------|
| ✓ Toby Epler, PE | ✓ Marti Hoge, Environmental |
| ✓ David Meyer, PE | ✓ Shawn Dulin, Designer |
| ✓ Michael Stutz, EIT | |

RELEVANCE TO TWIN FALLS

- ✓ Runway Reconstruction
- ✓ Taxiway Construction
- ✓ MIRL Replacement (LED)
- ✓ Environmental Assessment
- ✓ Construction Observation and Compliance

ACCESS ROADS AND PARKING LOT PROJECTS

Access Roads and Parking Lots are a vital necessity for those using the Airport. Along with the terminal building they are the most visible and important to the public. FAA recognizes this fact and as a result, primary access to an airport is typically eligible for funding.

These structures are unique in that they are different from the design of airside pavements such as runways and taxiways. Roadway design standards come into effect instead of FAA pavement regulations dictated by the FAA Design Advisory Circulars. In addition, parking facilities must also comply with City, State and often County Codes. Access roads and their associated parking facilities need to be carefully planned so that they do not interfere with future plans at the airport.

PARKING LOT IMPROVEMENT PROJECTS- TRI-CITIES AIRPORT, PASCO , WA



The Tri-Cities Airport has seen a large increase in both the long and short term parking areas. They have also noted that with the increased Allegiant passengers the parking ticket booths are getting congested.

Therefore a number of parking lot improvements were done to increase parking and improve access.

Employee Parking Lot Expansion

The Airport's existing paved and unpaved employee parking lot was at capacity and in need of expansion and improvement for both security and longevity.

The parking improvements consisted of paving both the current and additional parking areas as well as lighting, fencing, drainage, sidewalk and curbing for 154 parking spaces. Electronic access control gates were installed at the entrance in coordination with Republic Parking. An additional emergency vehicle access gate will allow the emergency personnel to access the parking lot without going through the public access control gates.

Long Term Parking Lot Credit Card Access

There were times when Allegiant traffic, combined with regular air traffic passengers were leaving the airport at the same time causing congestion at the ticket kiosks. This project installed an electronic unmanned credit card kiosk adjacent to the exit lanes to allow some of the traffic to bypass the congestion. Work involved modifications to the curbing, lighting, and the additional of a credit card gate in coordination with Republic Parking.

Credit Card Overflow Parking Lot

The existing long-term parking facility was experiencing near full conditions beyond just the major holiday periods. The airport desired to add an overflow lot for additional peak parking with the use of an unmanned credit card kiosk. J-U-B provided design and construction engineering services for Credit Card Only parking lot adjacent to the long-term parking facility. Project included pavement, curb, islands, landscaping, decorative fencing, automatic entrance/exit gates, area lighting, storm drain system, signing and striping for a full functional parking lot.

This lot was on a short time schedule as it needed to be in operation by the Thanksgiving holiday. Work was completed one week before the holiday and the parking lot put into use on time.



REFERENCE

Buck Taft, Director of Airports
(509) 547-6352
bucktaft@portofpasco.org

SUMMARY

- **Schedule Performance:** Started Spring 2017
- **Budget Performance:** On Budget
- **Completion Date:** On Schedule - Projects completed 2017-2019

TEAM MEMBERS INVOLVED:

- ✓ Chuck Larson, PE
- ✓ Marti Hoge, Environmental
- ✓ Chris Roemeling, Admin

RELEVANCE TO TWIN FALLS

- ✓ Parking Lot improvements
- ✓ Commercial Airport

AUSTIN ACCESS ROAD - AUSTIN AIRPORT, LANDER COUNTY, NV

The existing gravel Austin Airport access road is nearly 4,500 feet from Highway 722 to the Pilot's Lounge and experiences the same rideability issues that plague most gravel roads. The purpose of this AIP-funded project was to improve the usability of the road and reduce the costly maintenance of the gravel surface. The existing gravel road was constructed as

part of a previous AIP project in 2008 but the airport did not have enough funds for asphalt paving. A geotechnical subsurface investigation showed that the existing roadway section, which includes subgrade separation fabric and 24 inches of base aggregate, was sufficient to accommodate the roadway loading and protect the surface from frost heave. It was determined that the most appropriate course of action was to simply grade and recompact the gravel surface and pave a single three (3) inch lift on top of the gravel. For the asphalt pavement, Sections 401 and 402 of the NDOT Standard Specifications were incorporated into the project and approved for use by the FAA.

This project included significant coordination with the NDOT Right-of-Way office, due to the existing access road tie-in to State Highway 722 and the establishment of a second airport access. The plans and specifications included roadway traffic control requirements, including a lane closure on State Highway 722. These traffic controls plans and specifications were completed in accordance with NDOT requirements and, upon review, were found to be in compliance. This project is currently out to bid and scheduled to be constructed in summer 2021.

GAS STATION/CONVENIENCE STORE SITE PREP & ACCESS ROAD IMPROVEMENTS - SPOKANE AIRPORT, SPOKANE, WA

J-U-B provided design services and construction management for the convenience store development-ready pad, access roadways and utilities. The airport had identified the need for automobile fueling and supporting amenities adjacent to the airport. Those services were provided remotely in Airway Heights, along the I-90 corridor, or in downtown Spokane. The site is located between Inbound and Outbound Airport Roads immediately north of the terminal area. The site layout was also planned to accommodate a future cell phone parking lot and the roadway between Inbound and Outbound Airport Roads will allow vehicles to return to the terminal area.

J-U-B's initial task consisted of a traffic study to evaluate the need for acceleration and deceleration lanes off of Inbound and Outbound, to locate the C-Store access road location, and also to help confirm demand, particularly for fueling of rental car returns. The study identified a continuous deceleration and merge lane on Inbound from the C-Store site to Flint Road, a deceleration lane on Outbound to the C-Store site and an acceleration lane on Outbound to accommodate fuel trucks. The work on Inbound necessitated replacement of the large overhead sign array with a structure spanning the widened roadway using footing designs based on the shallow depth to bedrock.

The scope of the project included site grading and drainage, roadway improvements and signage, installation of water, sewer, power, and fiber optic, landscaping and irrigation, and site lighting. The water and gravity sewer accommodates additional building lots in the vicinity. The layout of the convenience store, gas station, and cell phone lot were designed around basalt outcrops on the site.

REFERENCE

Bert Ramos, County Manager
(775) 635-2885
bramos@LanderCountyNv.org

SUMMARY

- **Schedule Performance:** Design Completed On Schedule
- **Budget Performance:** On Budget
- **Completion Date:** Summer 2021

TEAM MEMBERS INVOLVED:

- | | |
|----------------------|-----------------------------|
| ✓ Kent Atkin, PE | ✓ Marti Hoge, Environmental |
| ✓ Toby Epler, PE | ✓ Shawn Dulin, Designer |
| ✓ David Meyer, PE | |
| ✓ Thomas Leija, EIT | |
| ✓ Michael Stutz, EIT | |

RELEVANCE TO TWIN FALLS

- ✓ Access Road
- ✓ Environmental
- ✓ Construction Observation

REFERENCE

Lisa Corcoran, Project Manager
(509) 808-6577
Lcorcoran@spokaneairports.net

SUMMARY

- **Schedule Performance:** Design Completed On Schedule
- **Budget Performance:** On Budget
- **Completion Date:** Summer/Fall 2019

TEAM MEMBERS INVOLVED:

- | | |
|--------------------|-----------------------------|
| ✓ Chuck Larson, PE | ✓ Marti Hoge, Environmental |
| ✓ Toby Epler, PE | |

RELEVANCE TO TWIN FALLS

- ✓ Access Road
- ✓ Environmental
- ✓ Construction Observation

LIGHTING SIGNING AND NAVAID PROJECTS

The FAA has strict requirements in place that must be adhered to in developing lighting and NAVAIDs. Knowledge of these requirements and the experience to complete those types of projects successfully is of extreme importance. We have completed a number of lighting and signing projects both included in other projects and on their own. Most recently they have included the newer LED lighting. We have detailed a couple of projects that are similar to your upcoming projects.

RUNWAY MIRL LIGHTING REPLACEMENT - CALDWELL INDUSTRIAL AIRPORT, CALDWELL, ID



J-U-B was able to fast track the design and bidding of this project so that the Airport could receive FAA funding a year earlier than originally scheduled. The Airport received an FAA Grant for \$1.3 million for this project, which consisted of replacing the existing MRL runway lighting, rehabilitating over 6 acres of asphalt pavement on the West GA Apron as well as installing new taxiway lighting.

The existing Runway 12/30 edge lighting system was installed in 1987 when the runway was constructed. Six threshold lights were installed on each end of the runway at that time. Based on current design standards, eight threshold lights are required for non-precision instrument approaches for MRL. To make the runway lighting consistent with current design standards, two additional threshold lights were installed on each runway end. Because of the age, poor results from the megger readings, and increased maintenance costs of the runway lighting circuit, the project also included replacing the aging runway edge lights, transformers, and conductor. This included installing amber/white lenses on the last two thousand feet of each runway as is required by design standards for non-precision runways.

REFERENCE

Rob Oates, Airport Manager
(208) 459-9779
roates@cityofcaldwell.org

SUMMARY

- **Schedule Performance:** Completed on Time
- **Budget Performance:** Completed within the Construction Budget
- **Completion Date:** 2017

TEAM MEMBERS INVOLVED:

- | | |
|----------------------|-----------------------------|
| ✓ Toby Epler, PE | ✓ Marti Hoge, Environmental |
| ✓ David Meyer, PE | ✓ Shawn Dulin, Designer |
| ✓ Michael Stutz, EIT | |

RELEVANCE TO TWIN FALLS

- ✓ Runway MRL Replacement
- ✓ Taxiway Lighting

AIRPORT PAVEMENT MAINTENANCE AND HIRL PROJECT - YAKIMA AIR TERMINAL, YAKIMA WA



The Yakima Air Terminal – McAllister Field is a non hub commercial service airport located in central Washington state. Yakima Air Terminal has two runways, 9/27 to serve larger C-III aircraft and runway 4/22 to serve mid and small size GA and business aircraft. The Runway 9/27 Pavement Maintenance and HIRL Project included work items as follows: pavement marking removal, crack seal, seal coat, pavement markings, LED HIRL,

cable replacement, wind cone relocation, etc. In order to minimize disruption to commercial service aircraft operations, the project required a 6 day main runway closure. During this time the contractor was required to complete all work items listed above. The project was designed to minimize the existing cross wind runway 4/22 closures in order to continue supporting GA and business operations such as FedEx, Life Flight and Cub Crafters. J-U-B worked closely with the Airport, FBO, Alaska Airlines, ATCT, Users, and the FAA to establish procedures, phasing, and plans for the temporary runway closure. The \$1.3 million project was completed within the scheduled construction time frame. The project was a major success for the Airport and will extend the life and enhance the safety of the main runway.

REFERENCE

Rob Peterson, Airport Director
(509) 575-6149
Rob.Peterson@yakimaairportterminal.com

SUMMARY

- **Schedule Performance:** Currently in Construction
- **Budget Performance:** Currently within budget and schedule
- **Completion Date:** Ongoing

TEAM MEMBERS INVOLVED:

- ✓ Toby Epler, PE
- ✓ Chuck Larson, PE

RELEVANCE TO TWIN FALLS

- ✓ Runway MRL Replacement
- ✓ Taxiway Lighting

PAVEMENT MANAGEMENT PROGRAMS

Pavement Management should be accomplished every five years and then implemented on an annual basis; without it the integrity of the pavement will fail over time. With good pavement maintenance, airport surfaces will have years of use between full reconstruction. Time needs to be spent inspecting your pavements; it's not something that can be done at a glance. Our knowledge of how your pavements have held up over the years gives us the ability to leverage yearly pavement maintenance to your benefit. We have listed a few similar Pavement Management Plans below.

NETWORK PAVEMENT MANAGEMENT SYSTEM (NPMS) PAVEMENT CONDITION INSPECTIONS – IDAHO TRANSPORTATION DEPARTMENT, DIVISION OF AERONAUTICS



J-U-B has performed pavement condition inspections for ITD Aeronautics since 2015 as part of their ongoing Network Pavement Management System (NPMS) program. The program is used to catalog the condition of airfield pavement surfaces at airports throughout the State of Idaho and assist ITD Aeronautics with identifying areas of significant need in the state. This program encompasses nearly 50 airports that receive inspections every 3 years.

The NPMS program documents pavement conditions through on-site observation, measurement, and documentation. The results are then processed to provide a Pavement Condition Index (PCI) number for each section of pavement. These PCI numbers are used to provide recommendations for pavement improvement projects consistent with the guidelines of FAA Order 5100.38D, the AIP Handbook. Planning level cost estimates are provided for these recommended projects and the information is compiled into a report for each airport.

REFERENCE

Bill Statham, Project Manager
(208) 334-8784
Bill.Statham@itd.idaho.gov

SUMMARY

- **Schedule Performance:** Completed on Time
- **Budget Performance:** Completed within the Construction Budget
- **Completion Date:** 2018

TEAM MEMBERS INVOLVED:

- ✓ Toby Epler, PE
- ✓ David Meyer, PE
- ✓ Michael Stutz, EIT

RELEVANCE TO TWIN FALLS

- ✓ Pavement Management Plan
- ✓ Aifield Survey on Active Pavements
- ✓ Coordination with ITD Aeronautics

PAVEMENT MANAGEMENT PLAN - TRI-CITIES AIRPORT, PASCO, WA



The Port of Pasco retained J-U-B to develop a Pavement Management Plan (PMP) for the Tri-Cities Airport (TCA). The plan is a requirement of the FAA to aid in predicting the deterioration and failure rate of all airport pavements including runways, taxiways, aprons, airport roads and parking lots. The PMP provides the TCA with the pavement information, analytical tools and recommendations that can help them identify pavement-

related needs, optimize the selection of projects and treatments over a multi-year period, and evaluate the long-term impacts of their program decisions.

Inspectors identified visible signs of deterioration on pavements in the form of defects using the Pavement Condition Index (PCI) procedure. Defects were characterized in terms of type, severity, and amount of distress. This information is used to develop a composite index (PCI number) that represents the overall condition of the pavement in numerical terms, ranging from 0 (completely failed) to 100 (excellent).

J-U-B used MicroPAVER software to calculate PCI values based on field surveys, and to forecast the deterioration of pavement condition over time. This data is, in turn, used identify pavement repair needs and develop prioritized maintenance and rehabilitation programs with associated schedules and budgets.

REFERENCE

Buck Taft, Director of Airports
(509) 547-6352
bucktaft@portofpasco.org

SUMMARY

- **Schedule Performance:** Completed on Time
- **Budget Performance:** Completed within the Construction Budget
- **Completion Date:** Completed 2018

TEAM MEMBERS INVOLVED:

- ✓ Toby Epler, PE
- ✓ Chuck Larson, PE

RELEVANCE TO TWIN FALLS

- ✓ Pavement Management Program

BUILDINGS AND FACILITIES

The FAA has stringent guidelines on how much of an SRE building can be eligible for funding. Our job is to maximize the space provided within FAA funding expectations. Knowing the existing and future equipment type and size helps to develop the plan. Emphasis is placed on a strong building specifications that provides quality materials, yet allows for competitive bidding by manufacturers.

CONSTRUCT SNOW REMOVAL EQUIPMENT (SRE) BUILDING -WEISER MUNICIPAL AIRPORT, WEISER, ID



The Weiser Municipal Airport needed a structure to store their AIP-acquired snow removal equipment and prevent the sun, rain, and frost from deteriorating their assets. The building served to not only protect the equipment from the weather but also to provide more accessibility and reliability of use during the winter months, which increased the overall airport safety at the Airport. Construction of the building began in

Fall 2018 with installation of the building drainage system and placement of the building foundation and footings. Work resumed in Spring 2019 once the building package arrived and work was completed in April. Included in the building were overhead lighting, insulation, radiant heating and electrical outlets.

REFERENCE

David Tate, City Clerk
(208) 414-1964
david.tate@cityofweiser.com

SUMMARY

- **Schedule Performance:** Completed on Time
- **Budget Performance:** Completed within the Construction Budget
- **Completion Date:** 2019

TEAM MEMBERS INVOLVED:

- ✓ Toby Epler, PE
- ✓ David Meyer, PE
- ✓ Michael Stutz, EIT
- ✓ Shawn Dulin, Designer

RELEVANCE TO TWIN FALLS

- ✓ SRE Building
- ✓ Environmental Determination
- ✓ Construction Observation

FEDEX FACILITY -MAGIC VALLEY REGIONAL AIRPORT, TWIN FALLS, ID



The fast pace project consists of the development of 3.5 acres for the new Federal Express facility. The site consists of a 50,000 sf aircraft apron, approximately 17,000 sf building, water and sewer connection, various drainage ditches and piping, landscaping along the north entrance, a revised entrance from Airport Loop will include 40,000 sf auto parking, 20' wide access road, and security fencing. The facility will

accommodate both airside and land access as well as a public entrance for package drop off. J-U-B will provide site civil design services, site civil construction services which include quality assurance and testing. The project is a private development at the airport. Over and Under Construction is providing the turnkey development/building for FedEx.

REFERENCE

Bill Carberry, Airport Manager
(208) 733-5215
bcarberry@tfid.org

SUMMARY

- **Schedule Performance:** Completed on Time
- **Budget Performance:** Completed within the Construction Budget
- **Completion Date:** 2016

TEAM MEMBERS INVOLVED:

- ✓ Kent Atkin, PE
- ✓ Toby Epler, PE
- ✓ David Meyer, PE
- ✓ Thomas Leija, EIT
- ✓ Michael Stutz, EIT
- ✓ Marti Hoge, Environmental
- ✓ Shawn Dulin, Designer

RELEVANCE TO TWIN FALLS

- ✓ City Utilities
- ✓ Building Design
- ✓ Construction Observation
- ✓ Construction Administration

EQUIPMENT, SECURITY, AGIS, ENVIRONMENTAL AND LAND ACQUISITION

ARFF PROCUREMENT - WALLA WALLA AIRPORT, WALLA WALLA, WA



J-U-B assisted the Port of Walla Walla in procuring a 1,500 gallon, Index B ARFF vehicle. The vehicle is described as an Oshkosh Striker 4x4 ARFF vehicle. The Vehicle includes independent suspension, roof and bumper turret, center steer, panoramic forward view, water and foam tanks, etc. The project also included the procurement of auxiliary equipment. The equipment needs were determined by the Port

and Fire response teams that would be trained in ARFF response. Items included: wrenches, pike pole, shovels, crowbar, ropes, blankets, trauma kits, rescue knife, dry chemical extinguisher, thermal imaging camera, etc. The Port accepted the vehicle and put it in service in the spring of 2017.

REFERENCE

Jennifer Skoglund, Airport Manager
(509) 525-3100
js@portwallawalla.com

SUMMARY

- **Schedule Performance:** Completed on Time
- **Budget Performance:** Completed within the Construction Budget
- **Completion Date:** 2017

TEAM MEMBERS INVOLVED:

- ✓ Chuck Larson, PE
- ✓ Diane Zipperer, PE
- ✓ Toby Epler, PE

RELEVANCE TO TWIN FALLS

- ✓ ARFF Procurement

ENVIRONMENTAL ASSESSMENT - NAMPA AIRPORT, NAMPA, WA



J-U-B's Environmental Team performed an Environmental Assessment to mitigate incompatible land use within the Runway 11 Runway Protection Zone (RPZ) at the Nampa Municipal Airport. The proposed action involved a property purchase of 6.7 acres of privately held land located within the RPZ. Under the proposed action the existing buildings located on the land would be demolished with no other improvements planned to follow the land purchase.

Two alternatives were analyzed, and the environmental consequences were determined for each. The first alternative was the no action alternative and the second the purchase of the land including the improvements as noted. During this time an extensive cultural resource study was completed on the property. As a result of the analysis of Section 101(a) after the consideration of all the categories of NEPA, it was determined that the purchase alternative would not yield any significant impacts to either the natural or human environment.

An extensive public involvement was completed throughout the environmental process including a public meeting held on in August of 2018 to discuss the Proposed Action. No agency or public comments were received during the open house. A draft EA was made available for public review in May of 2020.

REFERENCE

Monte Hasl, Airport Superintendent
(208) 468-5823
haslm@cityofnampa.us

SUMMARY

- **Schedule Performance:** Completed on Time
- **Budget Performance:** Completed within the Construction Budget
- **Completion Date:** Ongoing

TEAM MEMBERS INVOLVED:

- ✓ Toby Epler, PE
- ✓ Marti Hoge, Environmental

RELEVANCE TO TWIN FALLS

- ✓ Environmental Assessment

DEMONSTRATED CAPABILITY TO MEET SCHEDULES AND BUDGETS

Maintaining Schedules and budgets is very important. **Our Project Manager, Kent Atkin, regularly monitors work in the field and is on site frequently.** He will also communicate with all of our technical leads to determine resource scheduling and availability. **Kent will continue to attend airport advisory board meetings to review project schedules and budgets, discuss key topics and unresolved items, or just to bring everybody up to date with each project's current status.**



Controlling Design Budget

Funds available for airport capital improvement projects have been impacted by economic conditions over the last several years. More than ever, your projects will need to be carefully prioritized and budgeted. Once funding is secured, you should feel confident that your project is being actively managed to deliver the project that you want and deserve within budget.

Communication is a key component to the success of any project. We will continue to meet with the Airport Manager, funding agencies (such as the FAA and ITD), and key staff in scoping meetings to establish the level of effort and to verify assumptions and expectations for the project. This is critical to make sure our negotiated fees meet your expectations and that you will be confident and comfortable with the scope of work and budget of each project.



We also avoid surprises by engaging Contractors during

the early stages of the design process to determine material availability, changes in equipment technology, as well as labor and market conditions. We focus on providing well defined and detailed construction documents that place a high emphasis on constructibility and accurate computations for construction quantities. The end result is a set of construction documents that reduces risk not only to the airport owner, but also to the Contractor, resulting in reduced bid contingencies and costs while helping to minimize potential change orders.

Our past airport engineering experience combined with initial scoping meeting with your staff, allows us to know what J-U-B resources are required in order to successfully complete your projects. This way, neither you nor J-U-B will be “surprised” with extra costs during the course of the project.

Construction Budget and Costs

We pride ourselves on staying within your schedule for both engineering and construction. At the onset of each project, we develop a scope of services and consulting services budget, along with a corresponding schedule that accurately reflects the individual tasks and time commitment needed to accomplish the overall project. These provide the foundation necessary to monitor the progress on a regular basis to ensure that critical milestones are met.

Establishing realistic construction budgets is critical to the success of any project. This includes accurate cost estimating of projects. Last minute bid opening “surprises” that exceed the project budget amount can create significant project delays and can negatively impact the airport’s financial ability to construct projects.

Lastly, we use strong communication with contractors and the proper personnel to promptly address issues that would potentially lead to cost overruns and work diligently toward an immediate resolution to the problem.

TWF

1 ENVIRONMENTAL ASSESSMENT



2 DESIGN RUNWAY 8-26 REHABILITATION



3 CROSSWIND RUNWAY 17-35



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3

4

2

6

7

5

4 REPURPOSING RUNWAY 12-30



5 NE DEVELOPMENT TAXIWAY PHASE 4



6 PUBLIC APRON EXPANSION



7 RELOCATE THE EXISTING ARFF FACILITY



DEMONSTRATE PROJECT UNDERSTANDING

1 ENVIRONMENTAL ASSESSMENT (EA)

An EA will be required to provide “clearance” for multiple projects at the Airport. It will be important to address as many projects as possible within the document without including projects that might proceed beyond the three-year life of the assessment.

The projects that will be necessary to “clear” are closely related to each other. These include the Rehabilitation of Runway 8-26, relocation of Taxiway A-3 and the construction of the proposed Runway 17-35. The most involved of these projects from an environmental aspect will be the construction of Runway 17-35 because it requires a significant amount of ground disturbance.

The current proposed location of Runway 17-35 skirts a southerly boundary of a historical county land fill. A more exact location of the limits of this land fill will need to be accomplished and its effect to the project addressed in the EA. According to the 2012 Master Plan the DEQ stated “the land fill may contain hazardous waste; the site may be classified as a feature of cultural/historical significance and methane may be an issue.” However, the agency also stated that at the time “there did not appear to be any current Idaho regulations preventing development on the landfill.”

The alteration of the flight path from the new runway configuration will require air space analysis to study the noise impact on residences and businesses in the area. Although the current Master Plan stated, “shifting the runway further south away from the City Limits would be expected to further decrease the potential for aircraft overflights of residential areas”, this issue will need to be addressed. The new Master Plan is going to provide a noise analysis for aircraft scheduled to use the runway that will assist the assessment in determining the effect of noise to the area.



Another aspect that will need to be addressed is the fact that a significant amount of storm drainage will migrate towards the existing canal north of the runway. The

means of arbitration that will take place to mitigate the issue will be clarified within the document.

Procurement of aviation easements outside the airport property for the Runway 35 Protection Zone (RPZ) and the associated required relocation or closing of 3300 North Road will need to be addressed in the document in terms of their effect on the public.

J-U-B has used the expertise of its environmental group including Marti Hoge to provide the airport with several successful categorical exclusions in the past. **Marti and her team will continue to provide their services to complete the EA at the Airport.**

2 DESIGN RUNWAY 8-26 REHABILITATION

The primary runway at the Magic Valley Regional Airport is Runway 8-26. **It is 8,700-foot-long and 150 feet wide. Runway 26 has an existing ILS and a Medium Intensity Approach (MALSR) lighting system and a High Intensity Runway Lighting System (HIRL).** The existing Runway is an asphalt structure with a Porous Friction Surface Course (PFC). The pavement section is over 20 years old and the existing Porous Friction Course is beginning to show its age. The surface is becoming oxidized and the aggregates that make up the PFC are starting to become loose creating Foreign Object Damage (FOD).



Since PFC's have a history of encouraging its lower layers of asphalt pavements to deteriorate, the Airport has proactively investigated the runway by drilling eight cores through the 8-14 inches of existing asphalt. Two of these cores show initial signs of stripping (asphaltic oils no longer binding with the aggregates) in its lower lifts. During the design this fact will need to be considered and further testing will need to be accomplished to determine if all the asphalt will need to be removed or if a portion of the surface including the PFC can be removed and then overlaid.

Grading considerations will be required for a relocated Taxiway A-3 and a proposed Cross Wind Runway and its parallel taxiway at each of their intersections with the runway. For this reason, these pavements will need to be preliminarily designed prior to the runway design. If these intersections require the grades of the Runway to be significantly lowered, full depth reconstruction may be required in these areas. It may be advantageous operationally and therefore cost effective to actually build these surfaces to a point that any future construction for them would be outside the Safety Area of Runway 8-26.

FAA regulations will require paved shoulders for the runway. Since the existing shoulders are composed of gravel, grade adjustments to the High Intensity Runway Lights (HIRL) will probably be required prior to paving. It may be more cost effective to replace the lights instead of adjusting them because the existing HIRL are over 20 years old.

Although the existing runway yields a smooth “ride”, the runway surface has an inverted transverse crown that is not conducive to positive drainage. There are currently drainage issues between Taxiway A-3 and A-4 causing water to pond on the surface. A crown section should be considered on the new runway surface where practical in order to encourage positive drainage.



An important issue to be considered during the design will be the phasing of the construction since Runway 8-26 is the only surface capable of landing transport aircraft. Night construction and/or project phasing will need to be discussed with the Airport and Airlines in the early design stages to make this project as user friendly as possible. Since PFC's have now lost favor with the FAA, transverse grooving is currently the only method of providing a required friction course. Grooving is a relatively slow process which will lengthen the duration of the project. This fact needs to be recognized when planning the construction phasing of the project.

Preliminary estimates for the rehabilitation of the runway is approximately 7.8 million dollars. This cost includes the removal of two inches of existing asphalt and replacing it with four inches of new material. It does not include extensive full depth reconstruction that may be needed due to the asphalt stripping or grade adjustments as previously discussed. In addition to the asphalt rehabilitation, it is estimated that the cost to upgrade the runway lighting system is slightly over one million dollars.

It is anticipated that the Taxiway A-3 relocation will be completed during the rehabilitation of Runway 8-26. This taxiway poses several operational problems and has been designated as a “hot spot” by the FAA. The taxiway is directly accessible from Runway 12-30, Runway 8-26, Taxiway A and the apron. It provides direct access from the runway to the apron area and lies in the Object Free Area (OFA) and Runway Safety Area (RSA) of two runways. These facts make the current taxiway location untenable. The new Master Plan is anticipated to assist the Airport in finding a new location for this taxiway.

J-U-B has recently rehabilitated multiple runways including those at Tri-Cities (WA), Roosevelt (UT), Challis (ID), Caldwell (ID), and Pullman-Moscow (WA) Airports.



CROSS WIND RUNWAY 17-35

Runway 8-26 and Runway 12-30 do not provide adequate all-weather wind coverage at the Airport. In accordance with FAA standards, the runways should be configured to provide a least 95 percent wind coverage in all-weather conditions. The existing runways provide only about 91 percent wind coverage assuming a maximum crosswind component of 10.5 knots.

Four alternative locations for a runway that would provide coverage were studied in the 2012 Master Plan. The result of this study was a 3,000-foot-long and 75-foot-wide Runway 17-35 configuration. **This runway will be adequate for most General Aviation aircraft that would use the runway and would satisfy all Airport Reference Code (ARC) B- II requirements.** The runway would cross both Runway 8-26 and Taxiway A at basically a ninety-degree angle. The runway will have a



parallel taxiway located 400 feet to the east which will be aligned with the existing Taxiway A-4. Three connector taxiways in addition to Runway 8-26 and Taxiway A would link the parallel taxiway with the Runway 17-35. Taxiway H would provide access from the General Aviation Apron to Runway 17 and Taxiways B-1 and B-2 would link the runway to the parallel taxiway south of Runway 8-26. All the mentioned taxiways would be 35 feet wide in accordance with ARC B-II standards.

The airport is interested in constructing as much of the parallel taxiway as possible during the installation of the runway. It would be cost effective to at least provide the earthwork for the parallel taxiway at the same time the runway is constructed. The estimated cost for the construction of the runway and the parallel taxiway is 6.4 million dollars.

There is an extensive amount of fill required for the construction of the runway, the parallel taxiway and their safety areas. It is estimated that there is approximately 375,000 cubic yards of material needed. There are two on-site borrow areas available in order to fill this area. J-U-B has received an environmental categorical exclusion for the use of these two areas and has begun to use material from them on other projects.

J-U-B has significant experience working with the fine silts common at the airport that are anticipated in each of the borrow areas. The key to working these silts is to add a significant amount of water to the material prior to attempting compaction.

As mentioned previously, an aviation easement will be needed for the Runway 35 RPZ. Relocation or closing of 3300 North Road located inside the proposed RPZ will also need to be addressed prior to construction of the runway.

Unless a portion of the construction of Runway 17-35 can be accomplished during the Runway 8-26 rehabilitation, it will necessitate temporary closure of Runway 8-26, since work will be accomplished within their safety areas. If this is the case, construction will need to be scheduled during low activity periods and construction activities will be managed in such a way as to limit the overall downtime of Taxiway A and Runway 8-26.

4 REPURPOSING RUNWAY 12-30

When Runway 17-35 is officially commissioned, the existing Runway 12-30 will be decommissioned and no longer usable as a runway. The runway repurposing project will include remarking the existing Runway 12-30 as a taxiway. Initially, all pavement not designated as taxiway pavement would be painted and/or marked in

such a way as to clearly indicate pavements not suitable for aircraft taxi operations. The non-suitable portion will be the west portion of the current Runway. As funding permits, it is anticipated that excess pavement would be removed. Some paving may be required in order to tie in existing connector taxiways to the repurposed runway or to improve drainage. It is estimated that the repurposing of the runway including pavement removal and regrading as needed will cost 1.2 million dollars.

The south end of the reconfigured Runway will terminate at Taxiway A and will be configured to intersect the taxiway at a ninety-degree angle. This angle provides a better line of site for pilots entering the intersection and is an important safety issue.



The repurposing of Runway 12-30 is providing a large and important development area for FBO, large and small hangars and other General Aviation related buildings east of the new taxiway and west of the existing apron. There is already extensive interest in developing this area because of its central location including quick access to fueling, runways and other General Aviation activities.

5 NORTH EAST DEVELOPMENT TAXIWAY-PH 4

J-U-B has successfully completed or is in the process of completing three phases of the North East Development Area which includes construction of the Air Cargo Apron, Taxiway N, and Taxilane 14.



The final phase of the development is the paving of 1,200 feet of taxiway from the north end of Taxiway N to the

Air Cargo apron. This taxiway will provide a wider access to the Air Cargo facility, provide access for potential hangars, and provide better circulation of traffic in the area. To date FAA funding has not been made available for this project. In anticipation, earthwork has been constructed and a preliminary design has been completed for the work. It is estimated that the construction to complete Phase 4 will be approximately 1.1 million dollars.



PUBLIC APRON EXPANSION

The Airport is considering the construction of an apron that would relieve congestion and an aircraft parking shortage in the area west of the BLM facility between Taxiway A and Taxiway L. The apron would be designed to park a wide range of aircraft including firefighting, charter, helicopter and flight training.



J-U-B has recent apron construction experience at the Tri-Cities (WA), Caldwell (ID), Mountain Home (ID), Walla Walla (WA) and Yakima (WA) Airports.



RELOCATE THE EXISTING AIRCRAFT RESCUE AND FIREFIGHTING (ARFF) FACILITY

The current ARFF facility needs additional space to house the Airports existing equipment. **The current building has nowhere to expand due to its location which is surrounded by private hangars, the sand storage building and a taxiway.** In addition, aircraft traffic inhibits ARFF access since this is one of the busiest locations on the Airport.

It is currently unknown where the facility will actually be



Joslin Field, Magic Valley Regional Airport > Architectural/Engineering Service

located. The new Master Plan will look at site alternatives and pick a preferred location. One of the available sites is south of Runway 8-26 while another site is between the repurposed taxiway and the General Aviation Apron. The advantage to the latter site is the ARFF facility would propagate the installation of important utilities and pavements in the area between the apron and the new taxiway. This infrastructure would be key to the development of this area. An advantage to the Runway 8-26 location would be to separate the ARFF facility from private FBO's and hangars in order to prevent encroachment like what has happened in the current location. The estimated cost of the new ARFF station will be approximately 1.3 million dollars.

J-U-B has ARFF building experience at the Tri-Cities Airport in Pasco, WA.

SNOW REMOVAL EQUIPMENT (SRE)

The Airport has had preliminary discussions concerning the need for additional SRE in the near future. Equipment that has been mentioned include a large broom capable of cost effectively sweeping the runways and a front-end loader.

J-U-B will work with the Airport to find funding for the equipment procurement and will then assist the Airport through the procurement process.



Growth is happening at the Airport!

Aircraft stacked 3 and 4 deep for departure is becoming more and more common.

CURRENT AIRPORT PROJECTS

Below is a list of current projects as well as projects completed within the last 3 years. This list incorporates the beginning and ending dates and includes the sponsor information. We have indicated which projects were completed by the proposed Magic Valley Regional Airport Team.

CONTACT INFORMATION	CONTRACT SIGNED	CLOSED OUT	COMPLETED BY TWIN FALLS TEAM MEMBERS
PROJECT NAME			
Anderson Field Airport, Brewster, WA Lee Webster, Public Works Director (509) 689-3464 brewsterpwd@frontier.com			
Runway Lighting - Design and Construction Admin	2016-2017	2019	NO
Rehabilitate Runway, Taxiways, and Apron	2020	Ongoing	YES
Austin Airport, Austin, NV Bert Ramos, County Manager (775) 635-2885 bramos@LanderCountyNv.org			
Pavement Rehabilitation	2017	2019	YES
Install Fueling System (100LL & Jet A)	2017	2019	YES
Construct Access Road	2020	Ongoing	YES
Construct Hangar Taxilane (Bidding & Construction)	2020	Ongoing	YES
Battle Mountain Airport, Battle Mountain, NV Bert Ramos, Lander County (775) 635-2885 bramos@LanderCountyNv.org			
Airfield Pavement Rehabilitation	2014	2017	YES
Construct Hangar Facilities	2017	2019	YES
Install Self-Service Fueling System	2017	2019	YES
Realign Taxiway C, Relocate Wind Cones, Hold Bars, Signs, & Change Runway Designations	2018	2019	YES
Reconstruct and Expand West Apron - Ph. 2; Expand East Apron & Realign Taxiway A1	2020	Ongoing	YES
Big Piney Marbleton Airport, Big Piney, WY Phillip Stevens, Airport Board President (302) 276-3714 bpiwyo@gmail.com			
Rehabilitate all Asphalt Surfaces with Seal Coat	2017	2017	YES
Upgrade Rwy 13-31 Electrical System	2018	2020	YES
Buhl Municipal Airport, Buhl, ID Neil Ring, Airport Manager (208) 543-5650 jca@bridgemail.com			
Rehabilitate Taxilane C and Construct Taxilane D	2019	2020	YES
Caldwell Industrial Airport, Caldwell, ID Rob Oates, Airport Manager (208) 459-9779 roates@cityofcaldwell.org			
Rehabilitate GA Apron, Install Taxiway Lighting, Rehabilitate Runway Lighting	2020	Ongoing	YES
Rehabilitate Runway 12-30 and Connector Taxiways	2020	Ongoing	YES
Rehabilitate Taxiway A & Taxiway Edge Lighting (Design Only)	2018	2019	YES
Challis Airport, Challis, ID Mike Barrett, Mayor (208) 879-2386 charlegmane@custertel.net			
Airport Pavement Rehabilitation	2016	2018	YES
Reconstruct Runway 17-35, Parallel Taxiway A, Install New Runway Lighting System	2020	Ongoing	YES
Install Runway 16 PAPIs	2017	Ongoing	YES
Deer Park Municipal Airport, Deer Park, WA Darold Schultz, Airport Manager (509) 276-3379 deerparkairport@gmail.com			
2017 GA Apron Project	2017-2018	2019	No
2018 North General Aviation Apron Expansion and Taxilane Project	2018-2019	2019	Yes
2019 Pavement Maintenance	2019	2019	No
2020 North Apron 2 and Taxilane 6	2019	Ongoing	No
Hanksville Airport, Hanksville, Utah Craig Ide, UDOT Div. of Aeronautics (801) 715-2273 cide@utah.gov			
Airfield Pavement Rehabilitation	2020	Ongoing	NO

Contact Information	CONTRACT SIGNED	CLOSED OUT	COMPLETED BY TWIN FALLS TEAM MEMBERS
Project Name			
Idaho Aeronautics, Boise, ID Bill Statham, Project Manager (208) 334-8784 Bill.Statham@itd.idaho.gov			
NPMS Pavement Inspections (Multiple Years - 2015, 2017, 2019, and 2020)	2015	Ongoing	YES
Jerome County Airport, Jerome, ID Tim Larson, Airport Manager (208) 308-314			
Rehabilitate Runway 9-27 and Replace Airport Beacon	2018	Ongoing	YES
Kemmerer Municipal Airport, Kemmerer, WY Brian Muir, City Administrator (307) 828-2350 bmuir@kemmerer.org			
Apron Rehabilitation/Expansion and Relocate Fueling System	2015-2016	2017	NO
Rehab all Asphalt Surfaces with Seal Coat	2016-2017	2018	NO
Snow Removal Equipment Acquisition	2019	2020	NO
Lake Chelan Airport, Chelan, WA Wade Farris, Interim City Administrator, (509) 682-8014 wfarris@cityofchelan.us			
2020 Pavement Maintenance	2020	Ongoing	NO
Magic Valley Regional Airport, Twin Falls, ID Bill Carberry, Airport Manager (208) 733-5215, (208) 308-7215 bcarberry@tfid.org			
Utility Planning	2016	Ongoing	Yes
Update Pavement Management Plan	2018	Ongoing	Yes
ARFF Acquisition (Truck, Aux. Equipment, Radios)	2016	Ongoing	Yes
Construct Connector Taxiway	2016	Ongoing	Yes
Taxiway A Rehabilitation	2016	Ongoing	Yes
Acquire SRE (Broom, Carrier, Plow, Hopper)	2018	Ongoing	Yes
Rehabilitate Runway 8-26, Taxiways, Taxilanes, and Aprons	2020	Ongoing	Yes
Construct Cargo Apron (Design, Bidding, and Construction)	2020	Ongoing	Yes
Mountain Home Airport, Mtn Home, ID Rich Urquidi, Public Works Director (208) 587-2108 RUrquidi@mountain-home.us			
Rehabilitate GA Apron	2016	2017	Yes
Install Runway 10-18 PAPI's and REIL's including Vertically Guided AGIS Survey	2018	2019	Yes
Rehabilitate Runway, Taxiways, and Apron	2020	Ongoing	Yes
Nampa Municipal Airport, Nampa, ID Monte Hasl, Airport Superintendent (208) 468-5823 haslm@cityofnampa.us			
Environmental Phase 1 & 2	2016	2017	Yes
Rehabilitate Runway, Parallel Taxiway, and Connectors	2017	2018	Yes
Construct Hangar Taxilanes	2019	Ongoing	Yes
Construct East Hangar Taxilanes (Design Only)	2020	Ongoing	Yes
Okanogan Legion Airport, Okanogan, WA Shawn Davisson, Public Works Director (509) 422-3600 okanogandpw@ncidata.com			
Runway Rehabilitation	2018	2019	No
Omak Municipal Airport, Omak, WA Todd McDaniel, Public Works Director (509) 826-1170 tmcdaniel@omakcity.com			
Replace MIRL, NAVAIDS and Reduce Runway Width	2017-2018	2020	No
Taxiways and Apron Areas Pavement Maintenance	2020	Ongoing	No
Ontario Municipal Airport, Ontario, OR Adam Brown, City Manager (541) 881-3223 Adam.Brown@ontariooregon.org			
Install PAPIs, REILs, Taxiway Lighting, and Lighted Guidance Signs	2017	2020	Yes
Install Perimeter Fence and Security Gates	2018	2020	Yes
Construct Hangar Taxilanes and Runway 33 Hold Apron	2020	Ongoing	Yes
Prosser Airport, Port of Benton, WA John Haakenson, Director of Special Projects (509) 375-3060 johnh@portofbenton.com			
FBO Hangar Taxilane/Access Road & Pavement Rehabilitation	2014-2015	2017	No
SE Hangar Taxilane & Gates	2018	2020	No

Contact Information	CONTRACT SIGNED	CLOSED OUT	COMPLETED BY TWIN FALLS TEAM MEMBERS
Project Name			
Richland Airport, WA John Haakenson, Director of Special Projects (509) 375-3060 johnh@portofbenton.com			
Circle Area Taxilane	2015-2017	2019	Yes
Pavement Rehabilitation	2015-2017	2019	Yes
Helicopter Parking Construction	2018	2019	No
Roosevelt Municipal Airport, Roosevelt, UT Ryan Clayburn, Interim City Manager (435) 724-0419 burns@rooseveltcity.com			
Rehabilitate Runway 7/25 (Const. Parallel Twy A)	2018	Ongoing	No
Apron Pavement Preservation	2020	Ongoing	No
Rosalia Municipal Airport, Rosalia, WA Leland Root, Mayor (509) 523-5991 mayorroot@rosaliatown.org			
2020 Runway Pavement Maintenance	2019	Ongoing	No
Salt Lake City International Airport, UT Richie Peno, Preferred Realty & Development (954) 778-3519 rspeno@prd-realty.com			
SLCIA FedEx Sort Facility Civil - expand GSE, Parking areas (subconsultant)	2020	Ongoing	No
Terminal Redevelopment	2014-2020	Ongoing	Yes
Sandpoint Municipal Airport, Sandpoint, ID Dave Schuck, Airport Manager (208) 265-2266 sandpointairport@gmail.com			
RCBG Wildlife Fencing Project	2017	2018	Yes
Environmental Assessment	2015-2016	2019	Yes
Spokane Airports, Spokane, WA Lisa Corcoran, Project Manager (509) 455-6406 Lcorcoran@spokaneairports.net			
Gas Station/Convenience Store Site Prep & Access Road Improvements	2015-2016	2019	No
Felts Field Fuel Facility	2018-2019	2019	No
Sunnyside Airport, Sunnyside, WA Jay Hester, Executive Director (509) 839-7678 jay@portofsunnyside.com			
Hangar Design	2020	Ongoing	No
Tri-Cities Airport, Port of Pasco, WA Buck Taft, Director of Airports (509) 547-6352 bucktaft@portofpasco.org			
Employee Parking Lot Expansion	2017	2019	Yes
Taxiway D Relocation and Rehabilitation	2014-2015	2017	Yes
Terminal Building Expansion and Modernization - Site Civil	2014-2016	2017	Yes
East General Aviation Apron Reconstruction (Phase 2,3, &4)	2016-2017	2019	Yes
Rental Car Quick Turn Around (QTA) - Design Only	2018	2019	Yes
SRE & ARFF Equipment Procurement	2019	2019	Yes
Walla Walla Regional Airport, WA Jennifer Skoglund, Airport Manager (509) 525-3101 js@portwallawalla.com			
Reconstruction of Parallel Taxiway A and Connecting Taxiways	2016-2019	2019	No
Weiser Airport, Weiser, ID Mike Campbell, Public Works Director (208) 414-1965 mike.campbell@cityofweiser.com			
Perimeter Fence, Wind Cone, and Obstruction Light	2016	2017	Yes
Pavement Rehabilitation	2017	2018	Yes
Construct Snow Removal Equipment (SRE) Building	2018	2019	Yes
Rehabilitate Runway Edge Lighting and REIL's and Install Unlighted Guidance Signs	2020	Ongoing	Yes
Yakima Air Terminal, Yakima, WA Rob Peterson, Airport Director (509) 575-6149 Rob.Peterson@yakimaairterminal.com			
West GA Apron Rehabilitation Project	2018	2019	No
ARFF Vehicle Acquisition	2019	Ongoing	No
Runway 9/27 HIRL and Pavement Maintenance	2019	Ongoing	No
East GA Ramp	2020	Ongoing	No

KEY PERSONNEL

Kent Atkin has been your engineer for the last 15 years many of those years prior to his joining J-U-B. **His tenure exemplifies that Kent and his team are vested in the success of the Airport and that he and his team like to feel they are an extension of your staff.** This is how we measure success - by the relationship we have with our clients and their staff.

This team will not change; as project scopes change, Kent will need additional specialized assistance and he has that in the other 30+ members of the Aviation Services Group. **Our team includes support from top environmental specialists, construction administration specialists, public involvement facilitators, and Airport GIS specialists all working in-house at J-U-B.** This allows them to share their combined skills and expertise to provide efficient, cost-effective answers to any project needs. As the Aviation Group Manager, Toby Epler is responsible to make sure that Kent and his team have the resources and staff they need. A summary resume for Kent, Toby and David are included below along with bios on some of the Key Members of our team we anticipate working with you on your upcoming projects.

Some you know and some we hope you get to know better, but all members of the team are committed to your success and the future of Joslin Field, Magic Valley Regional Airport.

Kent Atkin, PE | Project Manager



Kent's passion is aviation. Throughout high school and college, he worked on airports at Joslin Field, as well as other with other local Fixed Base Operators (FBOs) performing various jobs including aircraft maintenance, fueling, and earning his pilot license at the age of 17. Kent is currently the president of the flying club at Joslin Field and as a part of that group they hangar and fly out of the airport. This gives Kent a unique understanding in coordinating projects with airport staff and users. His in-depth understanding of airport operations make him effective in planning, designing, and constructing aviation projects. Moreover, he knows the airport and the airport users; with over 35 years in the airport community.

Kent resides in our Twin Falls office, and is highly accessible to manage your projects and guide you through the FAA process. Kent has been the Twin Falls Project Manager for the last 10 years.

Professional Registrations

Professional Engineer
Nevada, Idaho, Washington

Education

Private Pilot, #3435146
BS, Civil Engineering,
University of Idaho, 1998

RELEVANT EXPERIENCE

TAXIWAY A REHABILITATION AND ARFF PROCUREMENT

Kent was the Project Manager for the design and construction of this rehabilitation and realignment project in 2018. The Airport paired two FAA grants in order to better use available funding. With the funding they were able to design, bid, and construct the Taxiway A project and address other needs at the facility.

Magic Valley Regional Airport, Twin Falls, ID

- » NE Taxiway-phase I
- » Taxiway A Rehabilitation
- » Utility Planning
- » FedEx Twin Falls Airport Location
- » Terminal Apron and Taxilane Construction

Challis Airport, ID

- » Runway and Taxiway Reconstruction
- » Pavement Rehabilitation and Helipad
- » Runway 17 PAPI

Buhl Airport, ID

- » Taxiway Construction

Austin Airport, NV

- » Construct Access Road
- » Construction Hangar Taxilane

Battle Mountain Airport, NV

- » Reconstruction West Apron
- » Expand East Apron
- » Realign Taxiway A

Jerome Airport, ID

- » Runway Rehabilitation Design Only

Gooding Municipal Airport, ID

- » Pavement Rehabilitation and Fog Seal
- » Runway and Taxiway Reconstruction

Toby Epler, PE | Aviation Services Group Manager**Professional Registrations**

Professional Engineer
Idaho, Oregon, Washington

Education

BS, Civil Engineering, University of Idaho,
2002

Toby has a wealth of knowledge including planning, coordinating, designing, and constructing complex civil/aviation projects. He has extensive project management experience gained through general aviation on-call service contracts. His responsibilities include overall management of planning, engineering, and construction projects. Toby has worked at airports across the Northwest and Intermountain West in conjunction with FAA Northwest Mountain Region and ITD Division of Aeronautics.

As the Aviation Group Services Manager, Toby is responsible for leveraging the staff and resources to ensure a successful project outcome. Toby will meet with Kent regularly, assist with contracting and provide Quality Control as needed.

RELEVANT EXPERIENCE**Magic Valley Regional Airport, Twin Falls, ID**

- » NE Taxiway-Phase
- » Taxiway A Rehabilitation

Caldwell Industrial Airport, ID

- » Rehabilitate Runway 12-30 and Taxiways
- » Rehabilitate GA Apron
- » Install Taxiway Lighting and Rehabilitate Runway Lighting

Mountain Home Airport, ID

- » Replace/Install PAPI's and REIL's
- » Rehabilitate General Aviation Apron
- » Runway 10-28 Reconstruction and Parallel Taxiway Rehabilitation

Weiser Municipal Airport, ID

- » Rehabilitate Runway 12-30 MRL's and REIL's
- » Construct SRE Building
- » Airfield Pavement Rehabilitation
- » NAVAIDS & Airport Lighting

David Meyer, PE | Airfield Design/Construction Administration**Professional Registrations**

Professional Engineer
Nevada, Idaho, Utah

Education

BS, Civil Engineering, University of Idaho,
2010

Since joining J-U-B in 2009, David has worked on a wide variety of construction projects as a construction observer, and materials tester. Since receiving his PE license in 2014, David has expanded his role to include Project Engineering tasks such as project management, contract administration, submittal review, and project close-out. His responsibilities have also expanded to include project and grant procurement, airfield design, and project coordination.

David will provide his experience with airfield design on your varied projects, and will lead the construction administration team.

RELEVANT EXPERIENCE**Magic Valley Regional Airport, Twin Falls, ID**

- » NE Taxiway-Phase
- » Taxiway A Rehabilitation

Austin Airport, NV

- » Construct Access Road
- » Construct Hangar Taxilane
- » Install fueling System
- » Pavement Rehabilitation

Battle Mountain Airport, NV

- » Realign Taxiway C
- » Relocate Wind Cone
- » Rehabilitate Airfield Pavement
- » Reconstruct and Expand Apron

Nampa Municipal Airport, ID

- » Construct Hangar Taxilanes
- » Rehabilitate Airport Runway, Parallel Taxiway, and Connectors

Caldwell Industrial Airport, ID

- » Rehabilitate Runway 12-30 and Connector Taxiways
- » Rehabilitate GA Apron, Install Taxiway Lighting, Rehabilitate Runway Lighting

Mountain Home Airport, ID

- » Rehabilitate GA Apron (2018)
- » Runway 10-28 Reconstruction and Parallel Taxiway Rehabilitation

Below you will find brief resumes of the rest of our Key Personnel hand picked for your airport team. This team has worked together on a number of successful projects, many of them at the Magic Valley Regional Airport. Each of them has the experience and knowledge needed for not only your upcoming projects but any project or issue that should arise.

	KEY TEAM MEMBER	EXPERIENCE AND RESPONSIBILITIES
	CHUCK A. LARSON, PE <i>QA/QC/Airfield Design</i>	Chuck has more than 30 years of airport engineering and planning experience from airfield projects including runway, taxiway and aprons, to landside projects such as hangars, access roads, terminals and infrastructure. As QA/QC Manager, Chuck will use that vast experience to guide our team to the best solutions and products that provides quality projects for your Airport. His most recent management project is the Tri-Cities Airport's Taxiway A Rehabilitation and Realignment.
	THOMAS LEIJA, EIT <i>Airfield Design/Construction Observation</i>	Thomas works directly with Kent on your projects and will provide on site construction observation on your airport projects. He is well versed in FAA contract language and specifications and will keep your documents reviewed and up to date. His most recent experience is the Taxilane Reconstruction at your Airport. He also provides support for Kent in FAA Documentation.
	Christine Roemeling <i>FAA/Federal Compliance</i>	Christine has spent the last 13 years with J-U-B performing Construction Administration, specifically FAA, Federal and State Compliance. She is familiar with Federal, FAA and ITD requirements and is able to assist with the varying levels of detail that construction projects require. Christine has been to the Magic Valley Regional Airport recently and has developed the Client Portal to help keep all of your documents organized and easily accessible when audit time arrives. She will assist you with any compliance needs you may have.
	SHAWN DULIN <i>Aviation Designer</i>	Shawn has 16 years of experience as a CAD designer. Shawn has been the lead designer on all Boise Aviation Group projects, including the designs for Taxiway A, Taxiway N, Taxilane 14, and the Cargo Apron. Shawn is also a licensed private pilot giving him added perspective.
	MICHAEL STUTZ, EIT <i>Airfield Design/Construction Observation</i>	Michael has four years of airfield design experience working with the Aviation Group. In addition to design work, Michael also provides construction inspection on many airport projects, including the Taxiway A project and the 2016 Apron Rehabilitation project at the Magic Valley Airport.



MARTI HOGE, MA
Environmental Group Mgr

Marti has 12 years experience as an aviation environmental specialist. Every FAA project has some type of required environmental component. Marti will manage and compile the needed environmental documentation to keep your projects moving forward. She has been working closely with the Helena ADO on environmental clearances for more than 7 years.



DIANE ZIPPERER, PE
DBE/Equipment Procurement

Diane is one of the Aviation Group's Equipment Procurement Specialists, she has helped multiple Airports with SRE and ARFF equipment procurements. She is well versed in the FAA requirements and eligibility for both Equipment and the buildings that house them. She will be available to help with your future equipment procurement needs.



NEAL FRASER, GIS
*GIS/AGIS Specialist,
Aviation Planner*

Neal has 17 years of experience working with GIS, 10 of which have been focused on the FAA's Airports GIS program. He will manage GIS and AGIS services on a variety of projects as they occur at the airport as well as coordinate the corresponding land and aerial survey efforts. Neal is a recognized NGS expert in developing AGIS projects meeting their requirements.



STEVE MARSHALL
Aviation Planner

Steve has 15+ years of aviation planning and specializes in airport planning, airport environmental work, airport business and feasibility planning, site selections, and related project management. Steve will assist the Airport with any planning or development needs that arise. His most recent work involved planning for the hangar and taxiways at the Magic Valley Regional Airport.



Both Kent Atkin and Shawn Dulin are licensed pilots, which gives them a unique perspective when designing and constructing projects.



EXPERIENCE WITH FAA AIP GRANT PROGRAM

Over the course of the past 40 years, **J-U-B has developed very positive relationships with the FAA.** We pride ourselves on having solid relationships and regularly communicate with FAA staff on a weekly (and sometimes daily) basis. Our firm is currently working with four different FAA Airport District Offices (ADO) including the Helena, Seattle, Phoenix and Denver ADOs. J-U-B provides hands-on grant assistance and project administration services for every FAA/AIP and State project in which we are involved.

We have provided you with the following AIP grant administration services in the past and will continue to assist you with them:

- » Project Programming / ACIPs
- » Grant Applications
- » DBE Plans and Programs
- » FAA Reimbursement Requests
- » Project Financial Services
- » Project Close Out / Final Reports
- » Weekly / Monthly / Quarterly Progress Reports
- » Federal Regulation Compliance
- » Miscellaneous Administration Reports

Focus On Your Grant Assurances

The FAA is moving from an agency providing funding to an agency that monitors compliance with regulations. This requires the Airport Sponsors to be diligent in meeting your grant assurances without putting your funding at peril. The airport's ability to understand and follow ALL FAA regulations is impossible. J-U-B understands this challenge and takes our role as your trusted advisor seriously. We will keep you informed of regulations and monitor construction projects, so that your projects are always in compliance.

Below is an example of Client Portal we have in place for the Magic Valley Regional Airport. The portal houses all of the miscellaneous project documentation that the FAA requires. Having the online portal allows real time viewing as well as the ability for both the Airport and J-U-B to update and upload documents at the same time.

ProjectSite-TwinFallsAirport

Home

Conversations

Documents

Notebook

Pages

AIP 42 - NE TXWY Const

AIP 43 - Pavement Rehab

AIP 43 - SRE

AIP 44 - Master Plan

AIP 45 - PH 2 TWY

AIP 46 - CARES GRANT

AIP 47 - Cargo Apron

AIP 41 - Acquire Land De...

AIP 40 - ARFF Vehicle Ac...

AIP 39 - Rehab Taxiway A

Advisory Group Docume...

Site contents

Recycle bin

Edit

+ New Page details

PAVEMENT REHAB CHECKLIST

Name	Modi
Checklist Master	June 2
Construction Folder	June 3
Field or Change Orders	June 3
Grant Info	June 3
Grant Reimbursement Requests - ...	June 3
Pay Estimates - Complete	June 3

AIP 42 - NE Taxiway Construction

NE TXWY CONST CHECKLIST

NE TXWY Const

See all

Construction Photos

Name	Modi
Checklist Master	June 2
Construction Folders	June 3
FAA Weekly Reports	March
Field Change or Change Order	March
Grant Information	March
Grant Reimbursement Requests	March
Pay Estimates Complete	March

1 of 3

FAA AIP Grant Writing and Administration

J-U-B has worked with you in the past on AIP Grants and we are looking forward to continuing to provide you this assistance. We believe we are extremely persistent in this effort. **As soon as a new Capital Improvement Plan and updated ALP is established, we work closely with the FAA and the State to make sure that they are aware of and active in maintaining a funding stream for your projects.** In addition, J-U-B actively tracks other federal and state government grant opportunities. We actively monitor upcoming programs that might be of use to our clients with significant airport needs, including utilities, and hangars, providing grant funding applications and monitoring the results. Our philosophy is to be a persistent advocate for our clients— if a grant application is unsuccessful, we'll work with the grant agency to address problems with the application and improve your funding opportunity.

Compliance With AIP Contract Provisions

Part of our FAA experience is in developing contract documents for your projects containing the required federal provisions including: bonding requirements, EEO and affirmative action law, federal labor provisions, environmental regulations, contractor debarment criteria, DBE subcontracting requirements, trade restriction clauses, non-collusion, protection of FAA facilities, and drug-free workplace requirements. During construction, we monitor the contractor's weekly payroll and conduct periodic wage rate interviews of the contractor's personnel.

Keeping all the compliance documents "audit ready" in easy to review formats for the auditor keeps audits flowing. We are ready to answer questions and assist you with providing the documents to verify compliance, and thus avoid costly findings.

The Checklist below is one example of the robust checklist created to keep track of the documents on each project. This particular checklist is the NE Taxiway Project at the Airport. This checklist is loaded onto the Project Portal and both the Airport and J-U-B can see whether documents have been completed and if so where they reside. This is very important in an audit when they are requesting documentation.

Agreements - Eng & Const						
Project Name: Joslin Field, Magic Valley Regional Airport - NE Taxiway Construction						
Project #: 60-17-088						
AIP# 3-16-0036-042				Grant Amount:	\$748,525.00	
Contractor: Idaho Materials and Construction				Contract Amount:	\$621,473.00	
Key	Airport & Consultant	Airport	Consultant			
Consultant Task	Airport Task	FAA Approval Req'd	Needed for Final Report	Task	Completed By	Location
	X			Complete IFE and negotiate fees		
	X			Prepare - Record of Negotiation for submittal to FAA		
X				Prepare Consultant Agreement	x	\\twinfiles\public
	X			Attorney review of Consultant Agreement		
	X			Verify Federal Clauses in Consultant Agreement		
	X		X	FAA Concurrence Letter on Consultant Fees		
	X			Pull SAM.gov debarment check on Consultant		
	X			Commission/Board/Council Approval of Consultant Agreement		
	X			Transmit signed Consultant Agreement to Consultant and FAA		
X	X			Request Insurance Certificate		
X				Subconsultant Agreements		
X				State and Federal Debarment check on Subconsultants		
X				Verify receipt of Insurance Certificate		
X				Signed Subconsultant Agreements back		
X				Submit Plans, Specs, Estimate (PS&E) to FAA	x	\\twinfiles\public
X		X		FAA Review Comments		
X		X	X	FAA/Airport Concurrence Letter approving PS&E and authorization to bid project		
BID AND AWARD PHASE						
X			X	Advertise Invitation to Bid	x	\\twinfiles\public
X			X	Affidavit and Invoice gets sent to Airport	x	\\twinfiles\public
X				10 Days before opening - Check for wage determination changes (State and Federal)	x	\\twinfiles\public

SUBCONSULTANTS

J-U-B is a multi-disciplinary firm offering industry leading and award winning engineering, GIS, public involvement, and other specialty expertise in a wide variety of service areas for large and small municipalities. J-U-B's wholly owned subsidiary companies provide further service offerings. Both The Langdon Group and Gateway Mapping will be available to assist with any of your project needs. J-U-B has also partnered with STRATA and Electro Tech Engineering, two highly-qualified and regionally experienced consultants, to meet the needs of the Airport. The J-U-B team has worked closely with these companies on past successful airport projects.



**THE
LANGDON
GROUP**
a J-U-B Company

In 1997, J-U-B recognized a growing need for public involvement and facilitation services for transportation,

airport planning, water, wastewater, and other municipal projects and formed The Langdon Group (TLG).

TLG supports J-U-B and its clients by providing certified staff in stakeholder involvement processes by the International Association of Public Participation (IAP2) and trained in facilitation, mediation, and conflict resolution.

Some projects require community involvement and acceptance, and TLG has developed effective methods of bringing the community into the process. J-U-B is strongly committed to conducting public participation programs that educate, inform, and build consensus for a particular solution. Each project is different in terms of the stakeholders and the critical issues involved; thus each public involvement program must be tailored to specifically address the project's needs.

The Langdon Group will be available to provide public involvement if needed on your upcoming projects.



**GATEWAY
MAPPING
INC.**
a J-U-B Company

Gateway Mapping, Inc. (GMI) is the most experienced GIS firm in the Intermountain West. For 27 years, GMI has

successfully provided Graphic Information System (GIS) services to federal, state, and local government, airports, universities, and private organizations.

GMI, formed in 1991, is dedicated to the GIS profession. We have a wide variety of GIS experience, from data processing to data analysis, from conducting needs assessments to product development, and from engineering to environmental applications. GMI has been involved with over 25 airport projects to date. Our role has been to provide survey, mapping, and data services to meet the requirements of the FAA Airports GIS (AGIS) program. We also help airports implement GIS as an operations and maintenance tool. Airports can be more efficient in planning for the future, managing assets, and making decisions.

Gateway Mapping will provide GIS mapping and AGIS updating on your projects as needed.

**ELECTRO Tech
engineering, Inc.**

ELECTRO Tech Engineering, Inc., located in Ontario, Oregon, is an integrated resource Electrical Design and Consulting Engineering Firm in business since 1999. The Principal, **Jack Terry**, is a Registered Professional Engineer (PE) and offers over 35 years of electrical design experience. The firm specializes in Commercial and Industrial Electrical Design and Consulting.

Jack offers hands-on ability with a pilots prospective when it comes to airfield electrical services such as design, technical, troubleshooting, maintenance practices or inspection for new and existing airport projects. His background includes a 12 year career in commercial avionics design as a principal design engineer. He is involved in a number of airfield related activities such as attendance at the 81st IES Aviation Lighting Conference, completion of Navaid Lighting Maintenance Conference and ADB Airfield Maintenance & Design Conference as well as other industry forums.

Electro Tech will provided electrical design and consulting during both the design and construction phases of your projects.



STRATA was established in 1974 to provide geotechnical and construction consultation services throughout the northwestern United States. STRATA provides quality, value-based, geotechnical, environmental and material testing services through regional managers and employees in each of STRATA's offices. Each office is invested in their perspective local communities' success. With vested ownership in the corporation, the goal of each of our regional managers is to serve our clients and protect their investments. We accomplished this by establishing long-term, professional relationships within the communities we live. STRATA has worked on numerous airport projects throughout southern Idaho, including Twin Falls County, Idaho.

Strata will provide geotechnical investigations during the design portion of projects and materials testing during construction.

CAPABILITY OF THE BRANCH OFFICE

Headquartered in Boise, J-U-B has a number of branch offices. **Each of our offices work both independently and as a cohesive team.** Our Aviation Service Team members are spread across 5 states and multiple offices but are in frequent contact with each other on a multitude of projects that are using their experience and knowledge.

Technology today makes a branch office seem less like an extension and more like “just another office in the building.” Microsoft Teams and Zoom allow us the ability to meet instantly to solve a problem, ask for advise or simply discuss an ongoing project or issue. It puts all the knowledgeable people in the space and allows the creative ideas and problem solving to happen quickly. We use the Teams mobile app out in the field to actually show what is happening. J-U-B’s central file system allows the rest of the team to see documents real time and review them to make sure we are not losing valuable time when needed. Christine and the Construction Compliance Team are able to pull up, review docs, and make sure we are in compliance at anytime.

Toby Epler, the Aviation Services Group Manager is located in Boise, 2 hours away from your Airport. He travels frequently to the different offices and has no problem dropping things to get to an office or Airport if he is needed. He is a great resource that both Kent and Thomas can rely on to make sure that the resources they need are available.

Specialized staff travel when needed. With COVID we have had to change how and when we travel a little bit for the safety of our Airport Staff and our employees. But we have plans and policies in place for safe travel and **we have had staff travel recently to get to know your airport, your staff and to make sure that you are getting all of the attention and expertise you deserve.** Our experienced construction observers have been there for important stages of your recent projects, most recently to assist with paving.



Kent and our teams are often on site which helps to identify issues before they arise



J-U-B'S AFFIRMATIVE ACTION PROGRAM

It is the policy of J-U-B Engineers to observe and comply with the Civil Rights Act, the Federal Equal Pay Act, Americans with Disabilities Act, and the Age Discrimination in Employment Act, as well as the applicable rules and regulations of the various states, counties, and cities where the firm contracts for business. We have developed policies to guide our recruitment, employee screening, hiring, and all areas of concern to employees; with the goal of equal opportunity for members of minority groups and women.

In addition to using disadvantaged businesses as subconsultants, it is the policy of J-U-B to provide equal employment opportunities to all persons without regard to their race, color, religion, sex, age, or national origin, and to promote the full realization of equal employment opportunities through a positive continuing education program. In the implementation of this policy, the firm takes every reasonable affirmative action necessary to attract and retain qualified persons from each ethnic group and to attain racial parity within all position categories.

J-U-B emphasizes its interest in affirmative action through:

- » Active participation of professional staff in minority and women's professional organizations, local community action groups, and community service programs.
- » Special management training sessions regarding our obligations and interests as a company in affirmative action as it impacts hiring.
- » Inclusion and encouragement of women and minorities in lead roles in training, cross-training, and promotion opportunities.

In addition to assisting you with the development of your DBE Program and Three Year Plan, we aggressively pursue DBE teaming opportunities.

J-U-B's Equal Employment Opportunity and Affirmative Action Policies

Table of Contents	Introduction	Employee Classifications and Overtime	Benefits / Allowances	WORK ENVIRONMENT / CONDUCT	Miscellaneous General / Administrative Information
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EEO/AA EMPLOYER

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

J-U-B is, and will continue to be, an equal opportunity employer. As such, employment decisions on all persons whom we recruit and hire for all jobs will be made without regard to race, color, religion, sex, age, marital status, sexual orientation, national origin, disability, veteran's or other legally-protected status. We will base decisions regarding promotion on the same principles of equal employment opportunity (EEO) by ensuring that such decisions are based solely on an individual's qualifications for the position being filled. We will continue to ensure that all personnel actions related to compensation, benefits, transfers, training, education, and other terms, conditions and privileges of employment will be administered without regard to race, color, religion, sex, age, marital status, sexual orientation, national origin, disability, veteran's or other legally-protected status. Each employee is responsible for carrying out this policy. Complaints about EEO matters should be submitted as set forth in the Harassment Policy.

AFFIRMATIVE ACTION

The Company is committed to taking affirmative steps to promote the employment and advancement of minorities, women, qualified individuals with disabilities, and covered veterans. Each year the Company develops an affirmative action program to support its commitment to equal employment opportunity, consistent with Company policy and the Company's obligations as a Federal government contractor. Any questions regarding the EEO policy and affirmative action program should be directed to the Director of Human Resources.

REASONABLE ACCOMMODATION FOR DISABLED EMPLOYEES

The Company does not discriminate against any applicant or employee in hiring, or in the terms, conditions and privileges of employment due to physical or mental disability. When the Company becomes aware of any disability which prevents an otherwise qualified applicant or employee from performing a job, the Company will assess whether any reasonable accommodation would allow the person to perform the job before refusing employment or making a distinction in terms, conditions or privileges of employment because of the disability. An accommodation which creates an undue hardship on the Company or which endangers health or safety is not a reasonable accommodation. The Company will make any reasonable accommodation necessary to allow an otherwise qualified applicant or employee to perform the job.

An otherwise qualified applicant for employment or an employee with a disability who requires reasonable accommodation may inform the Area Manager or Human Resources of the nature of the disability and the accommodation required. Employees with access to such information shall maintain the confidentiality of the information to the extent reasonably possible and shall not release the information to anyone who does not have the right or need to know.

EMPLOYEE HANDBOOK — REVISED: 01-01-2019

J-U-B ENGINEERS, Inc. | 24

RESPONSE TO CONTRACT STATEMENT

J-U-B's response to item (viii):

For all contracts of Respondent or any subsidiary, parent or affiliate of Respondent:

1. *For services similar to the Services that have been terminated either voluntarily or involuntarily prior to the expiration of their respective terms during the past five (5) years, the name, location and address of the other party(ies) to said contracts, if any, and the date(s) of termination; **NONE.***
2. *The name and address of the surety and date of any forfeited or canceled sureties or bonds within the past five (5) years; **NONE.***
3. *A detailed description of any judgments and any pending or threatened lawsuits related in any way to Respondent or any wholly-owned subsidiary, parent or affiliate of Respondent for work or services similar to the Services during the past five (5) years; **NONE.***
4. *And a description, date of filing and address of court for any petition in bankruptcy filed by or against Respondent or any wholly-owned subsidiary, parent or affiliate of Respondent during the past five (5) years; **NONE.***

ABILITY TO FURNISH QUALIFIED OBSERVERS FOR CONSTRUCTION OBSERVATION

J-U-B provides construction phase services on all of our aviation projects. Services typically include taking a proactive lead role during the invitation for bid, preconstruction, and construction periods. We organize, manage, and narrate all prebid, preconstruction, and weekly construction meetings for the Owner. We also review shop drawings and other contractor submittals and respond to contractors' requests for information. We observe and monitor construction activities, document the construction activities daily and provide the FAA and Airport with a weekly progress report, field measure quantities and process monthly payments, prepare as-built drawings, coordinate punch list inspections, and coordinate and document materials testing.

Kent Atkin, your Project Manager will work with **David Meyer**, **Michael Stutz** and **Thomas Leija** to provide constructability reviews of the plans and specifications during preconstruction to minimize potential issues. David, Michael, and Thomas will then lead the project through the construction phase overseeing and providing full-time on-site construction observation. **During this phase they will also be monitoring the budget on a daily sometimes hourly basis as needed to secure an at or under budget project.**

In addition, they will assist our construction administrators with the complete construction/grant administration support that you deserve.



J-U-B overseeing all aspects of construction



Newspaper Ad:

NOTICE TO AIRPORT CONSULTANTS

The City & County of Twin Falls, ID (the City/County) is issuing this Request for Qualifications (RFQ) for architectural/engineering services (Services) for Joslin Field, Magic Valley Regional Airport (the Airport). The projects are anticipated to be funded by the Federal Aviation Administration (FAA), and the City & County of Twin Falls, ID. The City/County will retain the services of a consultant for a period of up to five (5) years to provide professional engineering, surveying, testing, land acquisition services, FAA grant preparation and administration assistance and construction inspection for airport related projects.

A complete copy of the Request for Statements of Qualifications and Experience may be obtained from the airport manager's office via email at bcarberry@tfid.org or via phone at 208-733-5215 ext. 1101.

Interested firms are to submit **one (1)** electronic copy and **seven (7)** complete paper copies of the Statements of Qualifications and Experience to the Magic Valley Regional Airport by **2:00 pm local time September 10, 2020**. Submittals should be mailed or delivered to the Magic Valley Regional Airport, attention: Bill Carberry, Airport Manager, Magic Valley Regional Airport, PO Box 1907 Twin Falls, ID 83303. Physical Address is 492 Airport Loop Twin Falls, ID 83301. Late submittals will not be accepted.

Each Statement of Qualifications must be placed inside a sealed envelope or package, and the outside of the envelope or package must be marked with the wording: "Statement of Qualifications for Architectural/Engineering Services." The outside of the envelope or package must also state the name(s) of the Respondent(s).

The Consultant must supply all information required by the Request for Statements of Qualifications and Experience. The City and County of Twin Falls reserves the right to waive any informalities and minor irregularities in the submittals and to select the consultant deemed to be in the best interest of The City and County of Twin Falls and the Magic Valley Regional Airport.

All proposals received will be evaluated based on FAA Advisory Circular 150/5100-14E, and on compliance with the request. Projects funded through FAA grants will be subject to the provisions of Executive Order 11246 (Affirmative Action to Ensure Equal Employment Opportunity) and to the provisions of the Department of Transportation Regulations 49 CFR Part 23 (Disadvantaged Business Enterprise Participation) and to foreign trade restrictions. DBE firms are encouraged to apply.

Publish: August 13 and 20 , 2020
Times News-Twin Falls, ID

REQUEST FOR QUALIFICATIONS BY THE
CITY & COUNTY OF TWIN FALLS, IDAHO
FOR ARCHITECTURAL/ENGINEERING
SERVICES FOR JOSLIN FIELD, MAGIC VALLEY
REGIONAL AIRPORT

ISSUED: August 13, 2020



PART 1 - GENERAL INFORMATION FOR RESPONDENTS

- 1.1. **Issuer:** This Request for Statements of Qualifications ("RFQ") is issued by the City of Twin Falls. The City operates Joslin Field, Magic Valley Regional Airport, a commercial service airport located in Twin Falls County, Idaho.
- 1.2 **City's Project Manager.** William Carberry, Airport Manager, is the Project Manager for the City in connection with this RFQ. All questions regarding this RFQ must be directed to the Project Manager. The Project Manager may be contacted as follows:

Joslin Field, Magic Valley Regional Airport
P.O. Box 1907
Twin Falls, ID 83303
Telephone No.: 208-733-5215 ext.1101
E-Mail bcarberry@tfid.org
Attention: William Carberry, Airport Manager

- 1.3. **Purpose of RFQ.** The City is requesting Statements of Qualifications to retain the services of a qualified consultant for architectural/engineering services (the "Services") at the Airport in accordance with United States Department of Transportation, Federal Aviation Administration ("FAA") Advisory Circular 150/5100-14E (including current Changes) and other applicable FAA rules, regulations and guidance. The City will retain the services of a consultant for a period of up to five (5) years to provide airport planning, professional engineering, surveying, testing, land acquisition services, environmental services, FAA grant preparation and administration assistance, and construction inspection for airport-related projects. Types of projects may include, but will not necessarily be limited to, the following:
 - 1.3.1. Runway, taxiway, taxi lane and apron construction, reconstruction, and rehabilitation.
 - 1.3.2. Access Roads, Parking Lots Construction, Reconstruction & Rehabilitation.
 - 1.3.3. Lighting, signing, and NAVAID upgrades.
 - 1.3.4. Equipment procurement.
 - 1.3.5. Pavement Management Program update.
 - 1.3.6. Buildings and related facilities.
 - 1.3.7. Security equipment and enhancements.
 - 1.3.8. Incidental airport planning, AGIS surveys and related work.
 - 1.3.9 Environmental Assessments and Studies
 - 1.3.10. Land Acquisition

- 1.4. **Selection Process.** The City will use a qualifications-based selection procedure for selection of the Consultant.

The City of Twin Falls will be reviewing proposals. Proposals will be ranked on qualifications and the City may choose to interview several of the top ranked firms. However, at its sole discretion the city may dispense with interviews and select a firm to perform the work. Selection committees will be established by the City of Twin Falls. The City may perform independent evaluations and/or make independent recommendations to their perspective governing body. It is the City's intent to negotiate a contract, refine the scope of work, fees, schedule, etc. with the preferred firm. If unable to reach an agreement, the City may terminate negotiations and commence with the second ranked firm, and so forth.

The City of Twin Falls reserves the right, if it deems such action to be in the best interest of the Airport, to reject any and all submittals or to waive any irregularities or informalities therein. Any incomplete, false or misleading information provided by or through the Consultant shall be grounds for non-consideration. If submittals are rejected, the Airport Board further reserves the right to investigate and negotiate with the next ranked Consultant in order of ranking or to reject all Consultants and re-solicit for additional consulting firms.

The City of Twin Falls expects to evaluate proposals and provide written notification of the short-listed firms within 30 days of receipt of proposals. If interviews are held, they will be scheduled within 2 weeks of the short list notification.

PART 2 - GENERAL REQUIREMENTS FOR STATEMENTS OF QUALIFICATIONS.

- 2.1. **Deadline.** The City must receive statements of Qualifications no later than 2:00 p.m. on Thursday, September 10, 2020 (the "Deadline"). All Statements of Qualifications must be mailed or delivered to: Bill Carberry, Airport Manager, Magic Valley Regional Airport, PO Box 1907 Twin Falls, ID 83303. Physical Address is 492 Airport Loop Twin Falls, ID 83301. Late submittals will not be accepted.
- 2.2. **Copies to be Provided.** Each Respondent must submit **seven (7)** paper copies of its Statement of Qualifications to the City. In addition, each Respondent must submit **one (1)** copy of its entire Statement of Qualifications (including all attachments and exhibits) in digital format. The digital copy of the Statement of Qualifications must be submitted in Adobe *.pdf format. All seven (7) paper copies and the digital copy of the Proposal must be enclosed in a sealed envelope or package, the outside of which must be marked with the wording: "Statement of Qualifications for Architectural/Engineering Services." The outside of the envelope or package must also state the name of the Respondent. Emailed Submittals will not be accepted.
- 2.3. **Statement Must Be Signed.** Each Respondent **must sign at least one (1)** original of its

Statement of Qualifications, certifying the truth of the statements and representations made in the Statement of Qualifications.

- 2.4. **Representations of Respondent.** Each Respondent, by submitting a Statement of Qualifications, represents that (i) it has read and understands the Information for Respondents, (ii) it is familiar with the conditions under and the purpose for which the Services will be performed, (iii) it is knowledgeable of and has fully complied with and, if selected by the Airport, will fully comply with all federal, state and local laws, ordinances, rules and regulations that in any manner affect the Services or Respondent's performance of the Services.
- 2.5. **Investigations.** The City reserves the right to make any and all investigations as it deems necessary to establish the competency of any Respondent to perform the Services. If, upon investigation, evidence of competency is not satisfactory in the Airport's sole judgment, the City reserves the right to reject the Respondent.
- 2.6. **Rejection of Statements of Qualifications.** The City reserves the right, in its sole discretion, to reject any and all Statements of Qualifications and to waive any technicality, informality or irregularity in any Statement of Qualifications received for any reason at any time prior to entering into a contract to perform the Services. Without limiting the foregoing, the City specifically reserves the right to reject a Statement of Qualifications if the Respondent fails to furnish the data required by this Information to Respondents or if the Statement of Qualifications is in any way incomplete or irregular.
- 2.7. **Agreement Subject to Granting Agency Requirements.** All or a part of the costs of the Services will be paid or reimbursed by the FAA under the Airport Improvement Program. In addition to any other requirements of law, the Agreement will be subject to any applicable requirements of the FAA.
- 2.8. **Costs Incurred By the Respondent Prior to Execution of an Agreement and Notice to Proceed.** The City shall not be liable for any costs incurred by any Respondent in preparation of its Statement of Qualifications. Further, the City shall not be liable for any costs incurred by the selected Respondent in the course of negotiation of the Agreement.
- 2.9. **Nondiscrimination.** By submitting a Statement of Qualifications in response to this RFQ, each Respondent agrees that it understands that the City is an equal opportunity employer. It is the policy of the City to comply with all applicable portions of 49 CFR Part 21 (Title VI of the Civil Rights Act of 1964) which prohibits unlawful discrimination based on race, color, creed, sex, age, national origin, physical handicap, or disability. The Agreement will require that the Consultant (and all subcontractors) represent and warrant to the City that it (and they) will comply with all applicable provisions of 49 CFR Part 21 and all other laws, rules and regulations prohibiting discrimination.

PART 3 - INFORMATION REQUIRED FROM RESPONDENTS

- 3.1. **Required Information.** To be selected, a Statement of Qualifications must demonstrate that the Respondent is highly qualified by expertise and experience to perform the Services. A Statement of Qualifications should emphasize the Respondent's qualifications and experience regarding all aspects of the Services. This includes familiarization with FAA Advisory Circulars and the FAA construction process. At a minimum, all of the following

information **MUST** be furnished by each Respondent as part of its Statement of Qualifications. The information provided must be complete and accurate. Any omission, inaccuracy, or misstatement may be cause for rejection of the Proposal.

Submittals shall be brief and concise and limited to a total of no more than 30 pages not including cover pages, introductory letters and table of contents. Submittals will be evaluated by the below-listed criteria. They should be organized and identified in the same order.

3.1.1. Identification of Respondent.

- (i) Full, correct, legal name and type of business entity of Respondent, and, if applicable, the Respondent's state of incorporation or organization.
- (ii) Address (street and mailing) of Respondent.
- (iii) Name of Respondent's representative for purposes of notice or other communications regarding the Proposal. If the address of Respondent or name of Respondent's representative for purposes of notice or other communications regarding the Agreement will be different from the above, such other address or name must be provided.
- (iv) Telephone and email address for Respondent and, if different, for Respondent's representative regarding the Statement of Qualifications and the Agreement.

3.1.2. Qualifications. Capability and experience to perform all or most aspects of the project.

- (i) Recent successful experience in capital projects comparable to the proposed project. Describe only relevant experience for which individuals currently employed by the firm have managed, and only that experience which involved personnel to be assigned to this project. This item includes demonstrated ability to meet schedules or deadlines, and demonstrated past performance to complete projects without significant cost escalations or overruns. Demonstrate project understanding, potential problems and owner's special concerns.
- (ii) Provide a list of all current Airport projects and those over the last three (3) years. Highlight which have been completed by the firm's proposed team of key personnel outlined in the Statement of Qualifications. Identify the starting and completion dates, if applicable, for each. List the sponsor's name, the name of a contact person and telephone number where the project was completed or is currently being performed.
- (iii) Key personnel's professional background and qualifications. Extent of participation in project(s) by key personnel.
- (iv) Experience and qualifications of your firm in complying with the requirements of the FAA AIP grant program, as well as familiarization with

FAA Advisory Circulars, FAA standards, and the FAA process.

- (v) Qualifications and experience of sub-consultants who may participate in the project. Please identify the portions of the project anticipated to be performed (in part) by sub-consultants.
- (vi) Capability of a branch office that will do the work to perform independently of the home office, or conversely, to obtain necessary support from the home office.
- (vii) Evidence that the consultant has established and implemented an Affirmative Action Program (see note in Selection section below).
- (viii) A statement, if applicable, setting forth the following: for all contracts of Respondent or any subsidiary, parent or affiliate of Respondent for services similar to the Services that have been terminated either voluntarily or involuntarily prior to the expiration of their respective terms during the past five (5) years, the name, location and address of the other party(ies) to said contracts, if any, and the date(s) of termination; the name and address of the surety and date of any forfeited or canceled sureties or bonds within the past five (5) years; a detailed description of any judgments and any pending or threatened lawsuits related in any way to Respondent or any wholly-owned subsidiary, parent or affiliate of Respondent for work or services similar to the Services during the past five (5) years; and a description, date of filing and address of court for any petition in bankruptcy filed by or against Respondent or any wholly-owned subsidiary, parent or affiliate of Respondent during the past five (5) years.
- (ix) Any other information the Respondent wishes to submit to the City for consideration in evaluating the Respondent's Statement of Qualifications.

PART 4 - CRITERIA FOR SELECTION

- 4.1. **Process.** The selection process shall be in accordance with FAA Advisory Circular (AC) 150/5100-14E, Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects. Additionally, contracts will be subject to the provisions of Executive Order 11246 (affirmative Action to Ensure Equal Employment Opportunity) and to the provisions of Department of Transportation Regulations 49 CFR Part 30 (Foreign Trade Department of Transportation Regulations 49 CFR Part 26 Disadvantaged Business Enterprise Participation and 49 CFR Part 30 (Foreign Trade Restriction Clause).
- 4.2. **Selection Criteria.** The City will use a qualifications-based selection procedure for selection of the Consultant. Under no circumstances are Statements of Qualifications to include fee or cost estimates for any or all of the Services. All Statements of Qualifications received before the Deadline will be reviewed and evaluated by the City.

Submittals shall be ranked based upon the following criteria and relative importance (as may be supplemented by secondary selection criteria) as applied by the Selection Committee to the material in the required submittals:

- (i) Capability to perform all or most aspects for the project, and provide consultant services as may become necessary to the Joslin Field, Magic Valley Regional Airport. (15%)
- (ii) Recent experience in airport projects comparable to the proposed projects and experience with the FAA (Northwest Mountain Region and the Helena ADO). (15%)
- (iii) Evidence that the consultant has established and implemented an Affirmative Action Program, and the consultant has experience in DBE requirements associated with Federal grants. (5%)
- (iv) Key personnel's professional background/reputation and successful relevant experience. (10%)
- (v) Demonstrated ability to meet schedules or deadlines, and to complete projects without having major cost escalations, overruns, or disputed claims. (10%)
- (vi) Quality of projects previously undertaken. (10%)
- (vii) Familiarity with the project(s) and the Joslin Field, Magic Valley Regional Airport and an understanding of the project(s) potential problems and owner's special concerns. (20%) (See attached 5 year FAA Airport Capital Improvement Plan)
- (viii) Capability to furnish qualified inspectors with FAA project experience for construction inspection. (5%)
- (ix) Demonstrated capability to properly administer projects funded by the Federal Aviation Administration (references and examples). (10%)

Changes to Request for Statements of Qualifications and Experience

The Airport Board reserves the right to make changes to this Request for Statements of Qualifications and Experience. Changes will be made by written addendum, which will be issued to those firms that have requested this Request for Statement of Qualifications and Experience.

All questions and inquiries should be made to:

Bill Carberry, Airport Manager
Magic Valley Regional Airport
PO Box 1907
Twin Falls, ID 83303
208-733-5215 ext 1101