



Cedar City

10 North Main Street • Cedar City, UT 84720
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www.cedarcity.org

Mayor
Maile L. Wilson

Council Members
Ronald R. Adams
John Black
Paul Cozzens
Don Marchant
Fred C Rowley

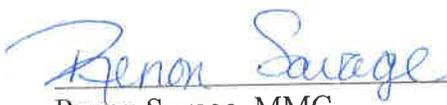
City Manager
Rick Holman

CITY COUNCIL WORK MEETING AUGUST 5, 2015 5:30 P.M.

The City Council meeting will be held in the Council Chambers at the City Office, 10 North Main Street, Cedar City, Utah. The agenda will consist of the following items:

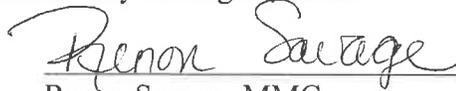
- I. Call to Order
- II. Agenda Order Approval
- III. Administration Agenda
 - Mayor and Council Business
 - Staff Comment
 - Recognize David Snarr – Chief Allinson
- IV. Public Agenda
 - Public Comments
- V. Business Agenda
 - Public
 1. Consider modifying the Sewer Rate for car washes – Travis Rigby
 2. Consider a Single Event Permit for Cedar City Elks for August 15th – Candace Howes
 - Staff
 3. Consider bids for the 200 West Waterline Replacement project – Jonathan Stathis
 4. Consider Amendment #1 to the 4-Year Generalized Planning Agreement -- Jeremy Valgardson
 5. Consider approval of bids for snow removal equipment for the Airport – Jeremy Valgardson
 6. Review bids for the WWTP Asphalt Replacement and Fire Truck Pad project – Trevor McDonald
 7. Consider request for sick time reimbursement – Rick Holman
 8. Consider declaring prairie dog fencing material as surplus property – Rick Holman
 9. Committee Appointments – Mayor Wilson

Dated this 3rd day of August, 2015.


Renon Savage, MMC
City Recorder

CERTIFICATE OF DELIVERY:

The undersigned duly appointed and acting recorder for the municipality of Cedar City, Utah, hereby certifies that a copy of the foregoing Notice of Agenda was delivered to the Daily News, and each member of the governing body this 3rd day of August, 2015.

A handwritten signature in cursive script that reads "Renon Savage". The signature is written in black ink and is positioned above a horizontal line.

Renon Savage, MMC
City Recorder

Cedar City Corporation does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

If you are planning to attend this public meeting and, due to a disability, need assistance in accessing, understanding or participating in the meeting, please notify the City not later than the day before the meeting and we will try to provide whatever assistance may be required.

**CEDAR CITY COUNCIL
AGENDA ITEM 1**

INFORMATION SHEET

TO: Mayor and City Council

FROM: Rick Holman

DATE: July 31, 2015

SUBJECT: Car Wash Sewer Rate

DISCUSSION: The City staff was approached by some of the local car wash operators regarding the sewer portion of the City utility bill.

When the sewer rates were originally determined, it was based on the amount of water used, as well as the best available information (EPA Calculated Quantities) on the Biological Oxygen Demand (BOD) and Total Suspended Solids (TSS) “loading” for car washes. As is standard, all car washes have a Grease, Oil and Sand Interceptor through which the waste water is “filtered” before it enters the collection system. The BOD and TSS components are different for each user (residential, commercial, industrial) of the waste water treatment system and rates are calculated accordingly by the City Engineering staff. For car washes, part of the calculation takes into account that a portion of the water does not go down the sewer (landscape irrigation, “carry-out” water, parking lot spray down, and evaporation). From the beginning, the City’s sewer rate takes off 45% of the water that is measured through the water meter.

The car wash owners are suggesting that during the winter months, each car wash bay continues to “weep” in order to avoid freezing. This water contains little if any contaminants because it’s not used for washing. Based on their calculation, the weep water equals 18% of the water used in the year from the end of February 2014 to the beginning of March 2015.

Using this as a factor, including the associated decrease in the concentration of the BOD and TSS components, staff would support a decrease from \$3.50/1,000 gallons of water used to \$2.90/1,000 gallons.

CEDAR CITY CORPORATION

SINGLE EVENT PERMIT APPLICATION

APPLICANT: Please spell out the information requested below. A \$50.00 fee is due and payable at the time of submitting the application. (Said fee is refundable if a permit is not granted.)

SECTION I

NAME: Candace Howes

ADDRESS: W/E 200 N Cedar

PHONE NUMBER: 531-0602 NAME OF ENTITY: Elks Lodge

PURPOSE OF ENTITY: Horseshoe Tournament

TYPE OF EVENT: Charity horseshoe

CASH OR SURETY BOND FOR \$1,000 _____

TIME AND DATE OF EVENT: Aug 15th, 2015 12-8

NATURE AND PURPOSE OF EVENT: Charity tournament to raise money for shoes

SECTION II

DESCRIBE THE FLOOR PLAN DESIGNATING:

(A) THE AREA IN WHICH THE APPLICANT PROPOSES THAT BEER BE STORED:

(B) THE SITE FROM WHICH THE APPLICANT PROPOSES THAT BEER BE SOLD

OR SERVED: Under car port north east lot ;

(C) THE AREA IN WHICH THE APPLICANT PROPOSES THAT THE BEER BE

ALLOWED TO BE CONSUMED: Around horseshoe pits & car port

SECTION III

WE HEREBY CONSENT TO CITY OFFICIALS HAVING THE UNRESTRICTED RIGHT TO ENTER THE PREMISES TO ENTER THE EVENT FOR PURPOSES OF ENFORCEMENT.

DATE: 8/2/15

SIGNATURE:

Candace Homes
APPLICANT

I HEREBY VERIFY THAT I AM AUTHORIZED TO ACT ON BEHALF OF SAID ASSOCIATION OR ORGANIZATION.

DATED this 2 day of August, 2015

APPLICANT:

Candace Homes
Its: Bar Manager

THIS SECTION IS TO BE FILLED OUT BY CITY

APPLICATION HAS BEEN REVIEWED BY THE CEDAR CITY POLICE DEPARTMENT, AND ITS RECOMMENDATION IS AS FOLLOWS: _____

DATE: _____

SIGNATURE:

COUNCIL APPROVAL _____

**CEDAR CITY
CITY COUNCIL AGENDA ITEM 3
STAFF INFORMATION SHEET**

To: Mayor and City Council

From: Jonathan Stathis

Council Meeting Date: August 5, 2015

Subject: **Consider Bids for the 200 West Waterline Replacement Project.**

Discussion: This project involves the installation of a new 8-inch diameter waterline on 200 West Street from 400 North to Coal Creek Road.

Cedar City received five bids for the 200 West Waterline Replacement project. The low bidder for the project is Precision Pipeline of Cedar City. The following table shows a summary of the bids that were received.

Bid Summary

Name of Contractor	Bid Amount
Precision Pipeline, Inc.	\$194,337.00
John Orton Excavating	\$196,468.45
Progressive Contracting, Inc.	\$222,401.67
Blackburn & Associates	\$224,134.00
Schmidt Construction, Inc.	\$247,995.00

If this bid is awarded to Precision Pipeline, then it is recommended that it be on condition that Precision Pipeline completes the warranty repair work on the Airport Road Sewer Line Project before the Notice of Award is given.

If this bid is awarded it would also be on the condition that the Contractor provide the required executed bonding, insurance documents, immigration status verification, and that the Mayor be authorized to sign the agreement with the Contractor.

As part of this project, Garth O. Green Enterprises (GO Green) has requested that a 2-inch conduit be installed across 200 West Street so that they can run a fiberoptic line between their buildings. GO Green will pay the costs associated with the installation of the

conduit. In order for the conduit to be located within the City's right-of-way, GO Green needs to obtain an easement from the City. The easement request will be presented to the Planning Commission on August 4th and then it will be presented to the City Council on August 19th.

The following table provides a summary of the proposed budget for this project:

**Project Funding
200 West Waterline Replacement Project
(Account #51-40-731)**

	<u>Funding</u>	<u>Expenses</u>	<u>Balance</u>
<u>Funding</u> –			
Acct. #51-40-731 (200 West Waterline)	\$220,000		
 <u>Expenses</u> –			
Construction Contract		(\$194,337)	
Engineering		(\$14,000)	
Materials Testing (0.5%)		(\$972)	
Misc./Contingency (5%)		(\$9,717)	
 Totals –	 \$220,000	 (\$219,026)	 \$974

CEDAR CITY COUNCIL
AGENDA ITEM 4
INFORMATION SHEET

TO: Mayor and City Council

FROM: Jeremy Valgardson

DATE: July 29, 2015

SUBJECT: Amendment #1 to the 5-Year Generalized Planning Agreement

DISCUSSION: This is the first amendment setting the scope of work, price and cost for the Master Plan Update with GDA for the airport. The initial contract was brought before the Council when we accepted GDA as our planning engineer contractor. This amendment more clearly defines their scope and costs associated with the work to complete the scope. The scope has already been vetted with FAA and they are in agreement with the line items in the scope. This project will be part of the Airport Improvement Project (AIP). FAA will be covering 95% of the cost and the City will cover the remaining 5% which is already in this year's budget.

**AMENDMENT #1
TO THE
FIVE YEAR GENERALIZED
PLANNING AGREEMENT
(Dated March 30, 2015)**

FOR

**CEDAR CITY REGIONAL AIRPORT
AIRPORT MASTER PLAN
AIRPORT AIRSPACE ANALYSIS & AGIS SUBMITTAL
AIRPORT BOUNDARY SURVEY**

Between Cedar City, Utah
&
Graham, Dietz and Associates, Inc.,
DBA
GDA Engineers

GDA
ENGINEERS

JULY 2015

ENGINEERING • SURVEYING • PLANNING

AMENDMENT NO. 1

To Standard Form of Agreement Between Owner and Engineer
for Professional Services

This AMENDMENT No. 1 is made as of _____ by and between CEDAR CITY CORPORATION, UTAH ("OWNER") and GDA ENGINEERS ("ENGINEER") and forms a part of that certain Standard Form of Agreement between OWNER and ENGINEER with respect to engineering services dated as of March 30th, 2015 (the "AGREEMENT").

WHEREAS, the AGREEMENT is intended to be a generalized 5-year contract to be modified by amendment for each individual project and

WHEREAS, the Airport Master Plan Project is needed and

WHEREAS, OWNER and ENGINEER wish to amend the AGREEMENT to accommodate the above conditions and to incorporate other mutually acceptable changes,

NOW, THEREFORE, OWNER and ENGINEER hereby agree that the AGREEMENT is hereby amended as follows:

- A. Exhibit A, "ENGINEER's Services," – Consisting of 32 pages
- B. Exhibit B, "OWNER's Responsibilities," – No change from AGREEMENT
- C. Exhibit C, "Payments to Engineer for Services and Reimbursable Expenses," – Consisting of 1 page
- D. Exhibit D, "Insurance," – No change from AGREEMENT
- E. Exhibit E, "Dispute Resolution" – No change from AGREEMENT
- F. Exhibit F, "Allocation of Risk" – No change from AGREEMENT
- G. Exhibit G, "Special Provisions," – No change from AGREEMENT

All provisions of the AGREEMENT except those which are explicitly changed above by this AMENDMENT shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this AMENDMENT No. 1 to be effective as of the date first above written.

OWNER: Cedar City Corporation, Utah

ENGINEER: GDA Engineers

By: _____

By: [Signature]

Title: _____

Title: Vice President

Attest: _____

Attest: Jalicia Bailey

Title: _____

Title: Executive Assistant

EXHIBIT A
ENGINEER'S SERVICES – SCOPE OF WORK

EXHIBIT A
Cedar City Regional Airport Master Plan
Scope of Work

DESCRIPTION

Cedar City, Utah (Airport Sponsor and Owner) is conducting an Airport Master Plan for the Cedar City Regional Airport (Airport) to update the 2003 Airport Master Plan. GDA Engineers (Consultant) will complete this Airport Master Plan. The airport, serving Cedar City and the surrounding area, is located approximately two miles northwest of the city center and is bordered by low density residential, agricultural, and commercial use lands. The field elevation is 5,622 MSL. The airport contains two asphalt runways: Primary Runway 2/20 is 8,653 feet long by 150 feet and secondary Runway 8/26 is 4,822 feet long by 60 feet wide. There is one Fixed-Base Operator (FBO), Sphere One Aviation, on the airport that provides fuel and mechanic services. A major tenant is Upper Limit Aviation that provides helicopter instruction.



In its continuing effort to provide a high-level of aviation service and to support economic development in the region, the Sponsor recognizes that its airport facilities need to be evaluated periodically regarding their adequacy to meet future needs. The principal objective of this planning project is to update the 2003 Airport Master Plan report and associated drawings (as defined in the Airport and Airway Development Act of 1982 as amended by the Airway Safety and Capacity Expansion Act of 1987) for the Cedar City Regional Airport. Additionally, this project will create new aviation forecasts for general aviation operations and commercial service. Through the planning process described here, the Consultant will provide information and recommendations so that community leaders and funding agencies can plan and justify development.

There are several topics that will be specifically reviewed in more detail than typically expected due to current events and on-going activities at the airport. These topics include:

- The airport has recently advanced from non-primary to primary commercial airport status. This change will have several impacts to operations and funding. These will be identified and discussed.
- A significant change since the last Master Plan has been the addition of a **flight-school** specializing in helicopter training. Upper Limits Aviation (ULA) started operations a few years ago and has quickly expanded from four to approximately 35 rotorcraft. ULA anticipates growing to roughly 40 aircraft in the near future. The value and impacts that ULA adds to the airport need to be reviewed. This Master Plan will inventory and detail the flight school's operation. The Consultant will work with the airport management to understand current issues related to ULA in order to present facility plans that will safely accommodate their continued airport use.
- The airport serves as a base for **firefighting**. The Master Plan will identify and quantify the current and potential use of the airport by firefighting agencies (such as the U.S. Forest Service and Bureau of Land Management [BLM]) and companies. Significant time will be devoted to establishing contact with area and national managers in charge of firefighting aircraft use and identifying needs of those aircraft and agencies.
- The Sponsor has requested an expanded Public Outreach Program. This program will increase the public's understanding of the goals, methods, and results of the Master Plan. Additional effort will be made to explain the airport's value to the community as a whole. The Public Outreach Program will include access to project files through a website, public meetings and workshops, an airport user survey, creation and distribution of informational pamphlets, and additional opportunities for airport users to meet privately with the Consultant and Sponsor. It is anticipated that this effort will require approximately 1.5 times the normal amount of time for a non-primary commercial service airport.
- The Consultant, with assistance from the Sponsor, will establish an **Airport Master Plan Advisory Council (PAC)** to help facilitate meetings, gather feedback, and provide guidance to

the Consultant's planning efforts. This Council will be comprised of a relatively small (6-10 members) group of Cedar City citizens from a wide-range of interests. Likely candidates include representatives of the City, County, businesses (aviation and non-aviation related), hospital, governmental agencies with an airport interest (such as the US Forest Service for BLM), and local pilots. Draft documents and project updates will be sent directly to the PAC. The Consultant will hold a separate PAC meeting either before or after each public meeting.

- The Master Plan will detail the individual **economic impacts** of the airport's major tenants and FBO. This will not be an Economic Impact Assessment, but rather a generalized summary.
- Six motion activated cameras were placed on the airport to **capture the existing aircraft traffic**. This data, compiled from an estimated 25,000 pictures, will require a substantial amount of time in addition to the standard evaluation of historical records of determining operations. Current estimates on this task for other similar projects result in approximately one hour of staff time per 450 pictures. The Sponsor and FAA believe that the resulting **proof of existing operations** is worth the analysis. This information will be used to corroborate other sources of data: interviews, fuel records, FAA records, etc. The information being gathered will be analyzed for:
 - Aircraft details (with N-number if possible)
 - Number of engines and type
 - Approach speed and wingspan (Aircraft Approach Category and Airplane Design Group)
 - Undercarriage dimensions (Taxiway Design Group)
 - Time of operation (for noise modeling)
 - Origin (local or itinerant)
 - Registered location if available

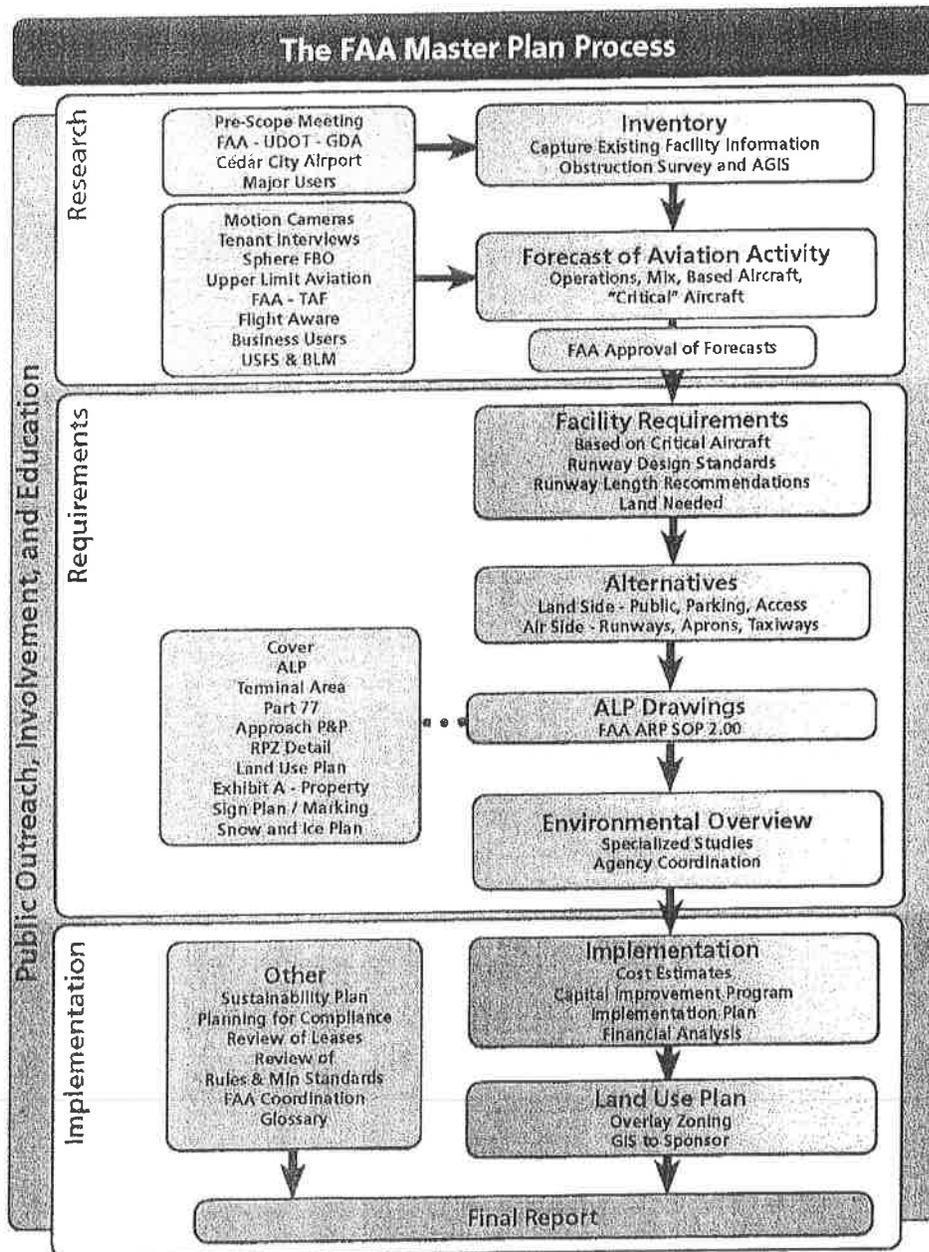
RESULTS OF BENEFITS EXPECTED

The report and accompanying plans will define the type and extent of development needed to accommodate the current, short term (1-5 years), intermediate term (6-10 years), and long term (11-20 years) aviation needs of Cedar City, Iron County, and the surrounding area. This permits long-range programming and budgeting for projects and provides for orderly development. The aviation demand on the airport makes it important to plan for aviation safety, capacity, and land use compatibility. Benefits derived from the plan will effect the airport, its users, members of the community and the surrounding areas.

BACKGROUND AND APPROACH

The Master Plan will provide guidelines for development that meet FAA design standards and recommendations. Additionally, the project will seek to satisfy environmental concerns and community development goals for short, intermediate and long term aviation demand. The study will be produced in coordination with FAA, Utah Department of Transportation Division of Aeronautics (UDOT), as well as city and county planning officials. The general public, stakeholders, tenants, and airport users will be invited to participate throughout the study. Full review and consideration will be given to appropriate Federal and Utah airport system planning documents. The FAA Advisory Circular 150/5070-6B "Airport Master Plans" and AC 150/5300-13(A) "Airport

Design" as well as other applicable Advisory Circulars will be used and followed where appropriate. All items on the current FAA ARP SOP 2.00 and SOP 3.00 checklists will be addressed.



The project will be divided into the following parts:

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DETAILED SCOPE OF WORK

Element 1 Project Initiation, Coordination, and Administration

1.1 Pre-Project Applications

The Consultant developed a draft project Scope of Work (SOW). This document will be sent to the FAA, UDOT, and Sponsor, for review and comments. The draft SOW will then be revised to incorporate suggested changes. From the final SOW, a preliminary fee estimate will be developed. The estimated fee and SOW will be included in the contract and submitted to the FAA and Sponsor for consideration and evaluation with an Independent Fee Estimate (IFE), as required by FAA. The Consultant will support the Sponsor during the IFE process by being available to the selected firm completing the IFE to answer questions or provide clarification.

1.2 Request for Reimbursements

The Consultant will assist the Sponsor in the preparation of all Request for Reimbursements (RFRs) throughout the project.

1.3 Project Management

The Consultant will prepare and publish all legal ads for public meetings for the project. The Sponsor will be responsible for payment of all reasonable advertising costs. This task will also include all project management including managing time, expenses, and coordination.

The Consultant will develop a Project Management Plan (PMP) to be shared with the Sponsor and funding agencies. The PMP will include a project schedule, document distribution list, and contact list. Adherence to the project schedule, SOW, and budget will be a primary focus. Ongoing tasks will include monthly progress reports to CDC staff, preparation and coordination of periodic meetings including the development of meeting minutes, project setup and oversight, and overall daily administration.

Numerous internal project coordination meetings are anticipated to ensure the project team is working toward efficient completion of the project. Bi-weekly one (1) hour meetings are anticipated.

1.4 Pre-Project Work Tasks (included in overall Scope of Work)

1.4.1 Initial Stakeholder Meeting

Prior to the development of this SOW and with the approval of the Sponsor and FAA, a meeting was held in Cedar City with selected stakeholders, the Consultant, FAA, and UDOT (on the phone). Approximately 15 individuals attended.

The discussion centered on specific tasks and efforts decision makers need to make better informed decisions. Typical Master Plan SOW items were discussed, but most attention was spent on non-typical tasks and tasks requiring additional effort.

The meeting lasted two hours, and was attended by GDA's Principal Planner and a staff Aviation Planner. The meeting was held in the morning and required travel from and to Cody, Wyoming, with per-diem and overnight stay for both staff members.

1.4.2 Contact and Coordination with Affected Local Governments
Following the Initial Stakeholder Meeting, and through direction of the FAA, the Sponsor should contact affected local governments, such as County Commissions and City Councils, to determine issues or concerns for relocated aviation facilities within their respective jurisdictions. The Consultant will support this effort with technical assistance, but the official contact will be from the Cedar City. The Consultant will attend scheduled meetings with these agencies, and the FAA will attend if possible, as detailed later in this Scope of Work.

1.4.3 Establish Airport Master Plan Advisory Council
The Sponsor, with assistance from the Consultant, will establish an Airport Master Plan Advisory Council (PAC) to help facilitate meetings, gather feedback, and provide guidance to the Consultant's planning efforts.

1.4.4 DBE Plan and Goals
Prepare Sponsor DBE plan to reflect current federal requirements (49 CFR Part 26) which includes:

- Update DBE Policy Statement for Sponsor.
- Assist Sponsor in appointing a DBE Liaison Officer (DBELO).
- Identifying areas of DBE overconcentration.
- Assist DBELO in identifying and utilizing the required contract clauses in every DOT-assisted contract.
- Define Good Faith Efforts.
- Assist DBELO in preparing monitoring and enforcement mechanisms.
- Create and assist DBELO in maintaining a Bidders List.
- Submit updated plan to the FAA for review, changes and approval.

Prepare a 3-Year DBE goal to reflect current federal requirements (49 CFR Part 26) as well as current airport projects which includes:

- Research the current state DOT certified DBE listings.
- Research area contractors.
- Determine the availability of potential DBE contractors.
- Research the history of DBE use in the area.
- Research the history of DBE use on past Sponsor projects.
- Assist the Disadvantaged Business Enterprise Liaison Officer (DBELO) in gathering and reporting statistical data and other information as required by DOT.
- Review third party contracts and purchase requisitions on DOT assisted contracts for compliance with the DBE program.
- Coordinate with the FAA to set 3-Year and Project goals.

- Identify contracts and procurements so DBE project goals are included in solicitations by the Sponsor.
- Assist DBELO in analyzing the airport's progress toward attainment and identify ways to improve progress toward 3-Year DBE goal.
- Submit the required DBE goal information to the online U.S. Department of Transportation DBE Office Online Reporting System (DOORS) at the end of each reporting year.

1.5 Project and Document Quality Control

The Consultant will conduct in-house quality control reviews of all draft deliverables outlined in the SOW, prior to submittal to the Sponsor and other stakeholders. The Consultant will follow their internal Standard Operations Procedures for Project Management and Quality.

Element 1 Major Deliverables:
DBE Plan and Goals

Element 1 Required Interaction:
Meeting – Pre-scoping with the FAA, UDOT, and Sponsor

Element 2 Executive Summary and Airports and Master Plans Introduction

The executive summary will highlight results from the Master Plan, in a chapter by chapter breakdown. A general overview of facility requirements and planned projects as determined within the report will be included, as well as brief summaries of the environmental issues and planning for compliance chapters. The Airport and Master Plan Introduction will provide a general overview of Airport Master Plans and their objectives and study goals, as well as discussion of FAA aircraft categories, FAA design standards and application, airport management and ownership structure, airport funding, and economic impacts.

Element 2 Major Deliverables:
None

Element 2 Required Interaction:
None

Element 3 Inventory and Existing Conditions

The inventory section will include a description of the community, natural environment, inventory of existing airport facilities, and a description of land use in the airport area. Existing associated studies and reports of the airport vicinity and surrounding environment will be reviewed. Figures and tables will be included as appropriate. This element will include, but is not limited to, the following items.

3.1 Community Information

A general description of Cedar City, Iron County, and the surrounding area. This will include general population statistics and community resources; project layout graphic; area land uses;

locations of schools, churches, hospitals, parks, outdoor assembly areas; federal lands; political jurisdictions; demographic information; economic impacts; and future actions.

3.2 Economic Value

The economic value will provide a general description of how airports impact local economies. Comparisons to airports of similar size to the airport will be made, as appropriate, with discussion of typical number of jobs created, annual payroll, annual output, direct economic impacts, and multiplier (indirect) impacts. Locally specific information from the Utah Airport System Plan will be included for both economic impacts and qualitative benefits.

3.3 Natural Environment

The natural environment review will include a review of the vegetation, climate, floodplains, farmlands, wildlife habitat, wetlands, geological concerns, and scenic rivers. Other information may be included as applicable to the specific airport location.

3.4 Physical Environment

The physical environment review will include airport location, legal description and coordinates, airport use, topography and drainage, geology and soils; and airport history. An inventory of existing airport facilities will include runways and taxiways, airfield lighting, apron and tiedown areas, vehicle parking, FBO services, airspace, approaches, NAVAIDs, and area airports. Existing and demand for Remain-Overnight-Parking will be catalogued and discussed

3.5 Aircraft Accidents and Wildlife Strikes

A list of typical aircraft accident locations will be included from aviation source documents, as well as specific, known accidents in the vicinity of the airport with corresponding maps and graphics and NTSB findings when relevant to the discussion of the airport's constraints. All recorded wildlife strikes near the airport will be summarized.

3.6 Based Aircraft

The number of based aircraft for the airport from FAA records and local source documents will be provided and presented by aircraft type (single prop, twin engine, jet, piston, etc.).

3.7 Airport Area Land Use (within ½ mile of airport)

The airport area land use section will include existing and proposed land uses and zoning in the airport vicinity; planning and zoning districts; and applicable height restrictions and building codes. Coordination with the local county planning department and/or GIS department is anticipated to obtain zoning maps and regulations. The airport site is adjacent to several incompatible land uses that include "congregations of people" and wildlife and bird attractants. This will include a list of all recorded wildlife strikes at the airport and a description of any facilities and/or uses not conforming to AC 150/5200-33B, Hazardous Wildlife Attractants on or near Airports recommendations.

3.8 Airport Waste Recycling

Per the FAA Modernization and Reform Act of 2012 (Public Law 112-95) and FAA Program Guidance Letter 12-08, dated September 14, 2012, a review will be conducted of solid waste recycling at the airport. This review will include analysis of existing solid waste recycling

programs and identification of methods to minimize the generation of airport solid waste, consistent with applicable State and local recycling laws. This review will include a waste audit and will address the feasibility of:

1. Establishing a solid waste recycling program at the airport;
2. Minimizing the generation of solid waste at the airport;
3. Operation and maintenance requirements associated with waste recycling;
4. Waste management contracts; and
5. Potential cost savings or revenue generation.

3.9 Equipment Inventory

A brief inventory of the airport's maintenance and safety equipment will be made and tabulated. This typically includes snow plows, tractors and other capital equipment. A discussion of maintenance responsibility will be included, including the use of airport dedicated and non-dedicated equipment, services, and staff.

3.10 Obstruction Survey and AGIS Review (from Element 15)

Obstructions to Air Navigation will be described and noted. If appropriate, probable determinations on marking/lighting or other solutions will be presented.

3.11 Nearby Airports and Airspace Descriptions

A summary of each public use airport within 50 nautical miles of CDC will be provided. This subject is to compare the CDC facility and services (e.g., commercial flights) with that of neighboring airports.

3.12 Existing Airside Pavement Facilities

Existing airside facilities such as runways, taxiways, and aircraft parking areas will be inventoried, examined and evaluated. Pavement Condition Index (PCI), pavement strength, and lighting, marking, and signage will be reviewed.

3.13 Visual and Navigational Airport Aids

All visual and navigational airport aids (NAVAIDS) equipment will be identified, as well as ownership, date of acquisition (if available), and expected useful life remaining.

3.14 Instrument Approach Procedures

All published Approach and Departure procedures will be discussed.

3.15 Noise Abatement Procedures

Existing noise abatement procedures will be discussed. Relevant discussions with the flight school and airlines about avoiding noise sensitive areas will be included. The discussion will include known noise complaints from the public.

3.16 Commercial Passenger Facilities

Space allocations by major passenger terminal functions will be catalogued. Attention will be given to their size, condition, use, configuration, and the adequacy of these facilities under

current operating conditions. Aircraft parking positions will also be identified. Other items reviewed include:

- Ticket Counters
- Baggage Movement (plane to passenger)
- Concessions (pre and post security)
- Rental Car Facilities
- Public Restrooms
- Waiting and Viewing Areas
- Curb Front

3.17 Airport Certification and Regulations

This section will identify and describe all regulatory guidance the airport is currently under, including FAR Part 139, FAA Certification, and inspection reports.

3.18 Overall Airport Security

Covered items include:

- CFR Part 1542 Airport Security Contents
- Description of physical airport security measures, such as fencing, gates and other facilities
- Other general aviation security measures being taken at the airport

3.19 General Aviation Facilities

A full description, including building sizes, facilities, and capabilities of all public non-airline service facilities provided through the airport or other for use by general aviation pilots.

Including, not limited to:

- Fixed Based Operator (FBO) Facilities
 - Services provided
 - Service hours
 - Amenities
- Based and Transient Aircraft Parking Tiedowns
- Airport Hangars
 - Overnight (transient)
 - Lease and/or rent
- Fueling

3.20 Support Facilities

Facility and space allocation for the following Support Facilities will be reported:

- Aircraft Rescue and Firefighting (ARFF)
 - ARFF Equipment – Index requirements and service life of existing equipment
 - ARFF Facility - Location, functional square footage, and useful life of the building
- Airport Maintenance Equipment
 - Description of the major equipment used to maintain the airfield, its remaining useful life
 - Building area requirements to house equipment

- Deicing equipment storage areas and containment areas
- Aircraft Fuel Storage
 - Storage in gallons by type (JetA and Avgas) and fuel truck storage and containment areas
- Ground Service Equipment (non-airline owned)

3.21 Access Circulation, Auto Parking, and Airport Access Road Network

Landside access, roadway, routes to and from collector and arterial roadways, on-airport roadways, parking facilities, vehicle staging, and storage areas will be described.

3.22 Air Cargo

Existing facilities and operations for air cargo companies at the airport (UPS, FedEx, USPS, etc.) will be summarized.

3.23 Fire Fighting Facilities

Existing facilities related to fire fighting on airport grounds, such as Bureau of Land Management (BLM) tankers or US Forest Service (USFS) items, will be described.

3.24 Tenants

A list of all tenants renting or leasing land, buildings and/or other improvements from the Sponsor, including a brief description of the use will be included.

3.25 Flight Schools

Flight school businesses on the airport will be described. This will focus on a brief description of Upper Limit Aviation (ULA), a flight school teaching helicopter flight instruction and their existing and anticipated fleet. The Sponsor has been working with ULA on operation procedures, facility needs, and other relevant input.

3.26 Meteorological Data

- Wind Rose and Coverage
 - Wind data will be obtained from the AWOS on site for not less than one year. This information will be analyzed for wind direction and speed and wind roses will be created.
- Temperature
- Precipitation
- Instrument Meteorological Conditions (IMC)
 - Percent IMC per month
 - IMC wind rose

3.27 Utilities

Major trunk lines of the utility systems such as water, sanitary sewer, drainage, deicing, communications, and power will be identified. This is not a full utility plan or drawing.

3.28 Environmental Inventory

Known environmental issues and constraints that could have an effect on the development alternatives for the airport will be discussed.

3.29 Airport User Surveys

Tenant surveys will be prepared to be distributed to airport tenants to determine operational and functional needs/desires. The results of the surveys will be summarized in a brief report as an appendix to the final narrative report. Airport users who are not tenants will also be asked to complete a survey. Groups to be surveyed include:

- Airlines providing commercial service at the airport
- Rental car agencies
- Concessionaires
- Parking lot manager
- Pilot groups and individual pilots
- All tenants who rent or lease from the airport (Airside and Landside)
- On-airport aeronautic service providers
- Local Transportation Security Administration (TSA)

In person interviews of representatives of selected airport tenants will be used to solicit information such as satisfaction with current facilities, levels of activity conducted from the airport, changes in how service may be provided such as use of regional partners, perceived airport needs, future plans, and anticipated fleet changes. Airport staff will determine up to 20 people to be interviewed, as well as for follow-up telephone discussions on an as-needed basis.

Element 3 Major Deliverables:

Report Chapter
Land Use Mapping
Wind Roses

Element 3 Required Interaction:

Public Meeting – Project Start

Element 4 Forecasts of Aviation Demand

Forecasts of future levels of aviation activity at an airport are the foundation for effective decisions in airport planning. The projections are used to determine the need and timing for new or expanded facilities. Forecasts are intended to be realistic and based upon the latest available data that is supported by information in the study and provides adequate justification for airport planning and development.

The Consultant will develop forecasts of aviation activity at CDC to serve as the basis for analytical input to various components of the Master Plan. Aviation activity forecasts are projections of expected demand tied to particular years of a 20-year planning period. Forecasts of aggregate measures of aviation activity will be developed on an annual basis for three benchmark years: the 5th, 10th and 20th year of the planning period.

Special focus will be directed towards developing the forecasts based on data from the USFS and BLM. The Consultant will be specifically looking for demand by critical aircraft that would dictate the airport design standards. A directive from the FAA during the pre-scoping meeting was to clearly investigate and identify the critical aircraft from fire fighting agencies currently using and wanting to use the facility. *The Consultant expects to expend at least twice the typical amount of time to complete the forecasts.*

The following forecasting measures and metrics will be included in this Element:

- General Aviation
 - Aircraft Operations by several metrics (See Task 4.7)
 - Based Aircraft
- Commercial Aviation
 - Passenger Enplanements
 - Commercial Aircraft Operations
 - Expected commercial aircraft equipment

4.1 Data Sources

Numerous data sources will be examined for appropriate and relevant historical and forecasted information. These may include, but may not be limited to:

- FAA Terminal Area Forecast (TAF)
- FAA Advisory Circular 150-5070-6B, Airport Master Plans
- FAA Form 5010-1, Airport Master Record
- Airport Cooperative Research Program Report (ACRP)
- ACRP Report: Airport Aviation Activity Forecasting
- Forecasting Aviation Activity by Airport
- FAA Aerospace Forecasts, Fiscal Years 2013-2033
- Local Data Sources
- Federal and State Data Sources
- Local fuel sales information
- On airport motion activated cameras (six have been placed)
- FBO records of itinerant traffic
- Flight school records, including pilot logbooks
- Flight Aware (or other flight-plan reporting source)
- Interviews and surveys with local and itinerant pilots
- Calls and correspondence with charter and fractional ownership companies (e.g., NetJets)
- Interviews with State and Federal agency managers or representatives

4.2 Socio-economic/Demographic Analysis

This section will provide an analysis of the population statistics and economic drivers of the community. Charts and graphics will be included as necessary to present information.

Including:

- Local and regional socio-economics and demographics

- Income (Per capita and other)
- Major employers and employment trends
- Historical Unemployment Rates

4.3 Industry Trends

Information will be included relating to factors driving the use of aviation in the nation, region, and at the local airport. Recent studies will be incorporated including information from the National Business Aviation Association (NBAA) and the Airplane Owners and Pilots Association (AOPA). Information from the FAA will also be analyzed from the most current General Aviation and Part 135 Activity Surveys and the FAA Aerospace Forecast.

4.4 Forecasting Methodology

An appropriate forecasting methodology will be determined based on available data. Potential methodologies include, but are not limited to:

- Time Series Analysis
- Regression Analysis
- Market Share Analysis

4.5 Review Historical Forecast Information

The Consultant will utilize the previous airport forecasts, use other available information such as the State Forecasts and the FAA Terminal Area Forecast, and interviews with the airport manager and flight school to develop a reasonable understanding of the aircraft utilizing the airport and the number of operations.

4.6 Current Traffic Justification

In an effort to gain as much information as possible about current airport operations, the Sponsor allowed the Consultant to place six motion activated cameras to capture the existing aircraft traffic. Pictures will be downloaded and reviewed by the Consultant with the intent of analyzing four to six months of data. The pictures will be downloaded and reviewed again near the end of the study so that accurate operation data can be obtained. The pictures provide evidence of the number of operations and the type of operations. Information regarding historic operations, based aircraft, and fuel sales will also be provided. The information being gathered is being analyzed for:

- Aircraft details (with N-number if possible)
 - Number of engines and type
 - Approach speed and wingspan (Aircraft Approach Category and Airplane Design Group)
 - Undercarriage dimensions (Taxiway Design Group)
- Time of operation (for noise modeling)
- Origin (local or itinerant)
- Registered location if available

4.7 Forecast of General Aviation Aircraft Activity

Forecasts for the existing facility will be provided for:

- Total operations,
- Aircraft mix (itinerant vs local)
- Aircraft type
 - By Aircraft Category
 - By Aircraft Group
 - By engine type & number
 - By taxiway design group
 - By weight (“utility” and “other than utility”)
 - Based aircraft
 - A discussion of instrument operations may be included as appropriate.

4.8 Governmental Agency Use

A focus of the Master Plan will be to identify and quantify the opportunities that USFS and BLM managers will have to operate aircraft from the facility, and if so, which aircraft and at what frequency. This effort will spend time making significant contact(s) with area and national managers in charge of aircraft use. The Consultant will explore every avenue to obtain commitment letters from these entities.

The expected outcome of this investigation will be a determination of:

- The existing USFS / BLM aircraft type(s) used
- Types expected to use CDC during the planning 20 year period
- The expected frequency of the use
- Equipment characteristics (approach speed, wingspan, weight, etc.)
- A sub-forecast of the USFS / BLM existing and potential use
- An estimated use by the military and equipment types expected

4.9 Scheduled Airline Service

Discussion of the existing commercial airline service, as it relates to the equipment used and expected and their frequency. It will include topics such as:

- CDC Commercial Activity
- Cities Served By CDC
- Airline Scheduled Arrivals and Departures
- Factors Unique to CDC
- Commercial Fleet Mix and changes expected in equipment
- A sub-forecast of the airline’s existing and potential equipment use

4.10 Scheduled Airline Service – Enplanements

Analyze historical and developing (relevant to CDC) trends in passenger enplanements and air service (such as airline industry consolidation, airline alliances, and low cost carrier growth), considering changes in scheduled flight frequencies, scheduled and charter destinations served, aircraft types, aircraft seating capacity passenger load factors, types of passengers (business travelers, convention attendees, leisure visitors and local residents), air fares, airline competition, airline route network, connecting and competing airports.

In order to provide a broad view of Cedar City air service offerings, benchmarking of markets with similar profile to Cedar City will be accomplished and a comparative review will be completed:

- Current Enplanements – provide detail on what existing passenger enplanement levels are doing and what near-term levels are forecasted to do.
- Historical Passenger Enplanements – provide details for the past 10+ years into Cedar City's passenger enplanement growth identifying major milestones as well as key events that effected these changes.
- Provide historical passenger data on a monthly basis for the previous 10 years by airline.
- Provide historical commercial airline activity by airline and aircraft type for the previous 10 years.
- Enplanement Projections – based on current capacity as well as future forecasted service changes in both frequency and aircraft mix.
- Summary of current scheduled airline service – will detail out both historical and current air services
- Existing airline frequency, capacity and destinations
- Airline Activity - Frequency/times – will provide existing flights schedules for airline services
- Provide a general industry update on existing fleet transitions focusing on turbo-prop and small regional jet aircraft.
- Future air services for Cedar City –Based on the catchment area's demographics, will identify other markets where air service opportunities could be expanded.
- Identify existing and potential charters, including Southern Utah University (SUU) athletics.

4.11 Forecast Summary and Comparisons

In this task, all of the above described forecasts and information will be summarized and compared to FAA and State information.

As stated in FAA Advisory Circular 150/5070-6B, the general requirement of FAA approval of the Master Plan forecasts is that they are supported by an acceptable forecasting analysis and are consistent with the FAA Terminal Area Forecasts (TAF). In particular, Master Plan forecasts for operations, based aircraft, and enplanements are considered to be consistent with the TAF if they meet certain criteria – for non-hub airports, that forecasts differ by less than 10 percent in the 5-year forecast and 15 percent in the 10-year period. The Consultant will compare the Master Plan forecast to the latest FAA Terminal Area Forecasts and significant differences, if any, will be investigated, explained, and documented within the technical document.

Approval of all forecasts by the FAA, and subsequent acceptance by the State and Sponsor, will be required prior to the commencement of Element 5.

4.12 Critical Aircraft

The Runway Design Group and Taxiway Design Group will be established and the critical aircraft (which may be a combination of various aircraft) will be ascertained for current aviation activity levels and a projection made as to the future design aircraft. The design

aircraft data will be used to determine the recommended standards for use in the facility requirements phase.

Element 4 Major Deliverables:

Report Chapter
Aviation Activity Forecasts
Identification of Critical Aircraft

Element 4 Required Interaction:

FAA and State Approval of Forecasts
Sponsor Acceptance of Forecasts
Public Meeting – Presentation of Completed Inventory and Forecast

Element 5 Facility Requirements

The demand associated with the forecasted activity must be evaluated to determine the adequacy of the existing facility. Demand/capacity is defined as the relationship between anticipated aviation demand (especially during any peak operational periods) and an airport's physical ability to safely accommodate that demand.

Facility requirements (the size of the facility build-out needed to accommodate the aviation demand) based on aeronautical needs will be developed to meet airside, landside, and property needs for each of the planning periods.

5.1 Airfield Capacity

The airfield capacity will be analyzed according to FAA Advisory Circular 150/5060-5, "Airport Capacity and Delay" and available FAA methodology. The purpose of a demand/capacity analysis is to assess the airport's ability to accommodate its day-to-day and long-term demand efficiently and without undue delays or compromises in safety, and to assist in determining when improvements are needed to meet specific operational demands.

5.2 Airfield Development

An explanation of FAA design groups and categories will be included. Facilities relating to runways, taxiways, aircraft parking aprons, building area facilities, fuel storage areas, navigational aids, and airspace will be described. Appropriate FAA standards and recommendations will be included.

Airport System Role FAA Safety and Separation Design Criteria and Recommendations:

- CDC Design Standards
 - Runway Geometry Design Standards
 - Runway Safety Area (RSA)
 - Runway Object Free Area (OFA)
 - Runway Obstacle Free Zone (OFZ)
 - Runway Protection Zone (RPZ)
 - Building Restriction Lines (BRLs)

- Line-of-Sight (RVZ)
- Existing Taxiway Design Groups
- Taxiway Design Standard Recommendations
- Wind Coverage (recommendation)
- Runway Length Discussion (recommendation)
- Airfield Pavement Strengths
- Airfield Markings, Lighting, and Signage
- Navigational Aids (NAVAIDs)
 - ILS and Other guidance aids
 - GPS
- Recommended Instrument Approach Procedures and Minimums
- Obstructions and Airspace Requirements
- CFR Part 77 Imaginary surfaces
- Airspace Class and Air Traffic Control
- Airport Perimeter Fence and Access Control
- Fuel Storage Requirement
- Fuel Storage Capacity
- Deicing Facilities Utilities
- Airports Geographic Information Systems (AGIS)
- Airport Emergency Plan

5.3 Terminal Requirements

The Consultant will provide a comparison of existing airport facilities against the projected level of demand to identify, if any, additional or new facilities are needed for the airport to meet the forecast level of activity. It should be noted that in some instances the current level of demand may have already exceeded the capability of the terminal. In some cases the size of a facility may not be the determining factor. Location, age, and performance can also be issues that trigger new or additional facilities. The projections of total passengers, aircraft operations, and peak hour activity will be used to prepare estimates of the current and future demand for passenger terminal and terminal area facilities. These demands will be used to identify the level of activity at which the facility needs are required or triggered as expressed in passenger volumes and peak hour operational levels. This task will be conducted simultaneously with other tasks in this element and result in estimates of overall terminal facility requirements.

The facility requirements will be calculated considering each terminal area component and its operational characteristics. Components of the planned terminal facilities will be in balance with one another, minimizing the total facility development needed to accommodate the activity levels. Evaluations of the terminal area and terminal building will be conducted utilizing FAA and TSA standards and guidelines, accepted planning techniques, passenger convenience, airport ground access, consultant judgment derived from experience at similar sized airports, and from visual observations of how existing demands impact operations within the existing terminal area. The areas of concentration will be, but not limited to:

- Level of Service
- Terminal Functional Areas
- Airline Functional Areas

- Concession Areas
- Restaurant, Gift Shops, and Vending
- Rental Cars
- Ground Transportation
- Secure and Non- Secure Circulation Areas
- Restrooms

5.4 Support Facilities

The Consultant will use the base information found in Element 3.20 and further evaluate and quantify needs and space requirements for the support facilities and present the results in a graphic or tabular format.

5.5 Airspace and Surfaces

A review of airspace and surfaces (all CFR 14 Part 77, approach, departure, and TERPS surfaces) and applicable protection areas with the addition of any changes brought forth from the selected critical aircraft.

5.6 General Aviation Requirements including Building Area Capacity and Development

Terminal area improvements, such as hangars (of varying size) and fixed-base operator facilities, utilities, auto parking, apron space, tie-downs, and airport ground access will be documented based on forecast demand for each planning period. Areas of focus:

- Aircraft Parking Aprons
- Apron Requirements
- Apron Pavement
- Aircraft Storage Facility Requirements
- Hangar Requirements
- FBO Facility Needs
- Non-airline land side requirements

5.7 Airport Access

A review of airport access and auto parking for the terminal and non-airline areas will be conducted. Analysis will review the existing condition with industry standards for:

- On-Airport Circulation Roadways
- Terminal Auto Parking
- Terminal Parking Demand
- General Aviation Auto Parking
- Other Auto Parking Areas

5.8 Instrument Approach Procedures

Current and planned approaches will be discussed. Available studies will be referenced as applicable.

5.9 Land Use Zoning

A discussion of the need for land use zoning and a potential draft of zoning regulations will be provided, as applicable. Incompatible land uses around the airport will be highlighted.

5.10 Non-Standard Conditions

All conditions that do not meet appropriate FAA design standards and recommendations will be documented and presented.

Element 5 Major Deliverables:

Report Chapter

Identification of Appropriate Design Standards and FAA Recommendations

Obstruction Mapping

Element 5 Required Interaction:

Public Meeting – Presentation of Completed Facility Requirements

Element 6 Airport Development Alternatives

There are limited viable runway development alternatives available to meet the needs and demands being placed upon the airport by the current and future users due to the limiting urban development, natural features and other man-made factors at the site. A close examination of the alternatives will be required to maximize the available runway options. The Consultant will work closely with the FAA and Sponsor to determine the recommended concept.

6.1 Identification of Runway(s) Alternatives

If the current runway(s) are found unable to meet the forecasted aviation demand, as determined by the identified critical aircraft, alternative runway configuration(s) will be conceptualized and presented.

6.2 Identification of Facility Alternatives (non-runway)

Identification of alternatives to accommodate and needed additional hangar areas, taxiways/taxilanes, FBO ramp(s), or other facilities.

6.3 Terminal Area Review

A review of the terminal area and relevant design standards will be completed. If needed, alternatives for the terminal area will be designed.

6.4 Analyze Alternatives

An analysis of all alternatives will take place to rule out alternatives that do not meet facility requirements or are not reasonable or prudent. Reasons will be provided for all alternatives that are dismissed. A summary of all reasonable alternatives will be provided.

6.5 Engineering Cost Estimates

Engineering cost estimates will be provided by a Professional Engineer registered in the State of Utah for the development projects that fall within the recommended concept.

6.6 Land Acquisition Requirements

This task will identify the land needed in order to accommodate the FAA design standards and recommendations; including the Runway Safety Area, Object Free Area, Building Restriction Line, Runway Protection Zones and other identified safety surfaces.

Element 6 Major Deliverables:

Report Chapter
Alternative Graphics

Element 6 Required Interaction:

Sponsor – Provide Direction as to Selected Alternative(s)

Element 7 Environmental Effort

7.1 Environmental Agencies

The environmental effort section will provide information from agency comments and available sources regarding potential impacts to the following impact categories: Air Quality; Coastal Resources; Compatible Land Use; Construction Impacts; Department of Transportation Act: Section 4(f); Farmlands; Fish, Wildlife, and Plants; Floodplains; Hazardous Materials, Pollution Prevention, and Solid Waste; Historical, Architectural, Archaeological, and Cultural Resources; Light Emissions and Visual Impacts; Natural Resources and Energy Supply; Noise; Secondary (Induced) Impacts; Socioeconomic Impacts, Environmental Justice, and Children's Health and Safety; Water Quality; Wetlands; and Wild and Scenic Rivers

All known agencies that are associated with impact categories listed in FAA Order 1050.1E will be contacted to determine potential impacts from the recommended concept. All agency responses will be included in their entirety in the appendices.

7.2 Noise

As part of the environmental impacts of the airport, the consultants will complete a noise analysis. The 60, 65, and 70 DNL noise contours for the existing and forecasted operational levels will be developed and provided. Data received through Element 4.6 will be used to create the FAA Integrated Noise Model assumptions for the operation's time and traffic mix.

Element 7 Major Deliverables:

Report Chapter
INM Noise Model Analysis
Alternative Graphics

Element 7 Required Interaction:

Sponsor Selection of Selected Site or Alternative
FAA and State Formal Concurrence of Decision

Element 8 Airport Boundary and Record of Survey

A boundary survey of the Cedar City Regional Airport will be completed according to the aforementioned Advisory Circulars. This survey will include locating all necessary land corners to establish the extents of the airport property and monument any missing corners as required in the FAA Advisory Circular AC 150/5300-18B. Following the field survey, a Record of Survey will be prepared and recorded in the office of the Iron County Clerk and Recorders Office. The Record of Survey will follow all local, state, and FAA requirements. The boundary survey will also be used as a base map for the Airport Property Inventory Map (Exhibit "A"), in accordance with FAA ARP SOP 3.00.

Element 9 Airport Layout Plans

Project Base Aerial Photography & Survey

The Consultant will conduct an Obstruction Survey, as part of this Scope of Work (see Element 15). After the recommended alternatives (runway and apron) are selected, with FAA concurrence, and using the AGIS data, aerial and planimetric information as a base, a full set of airport layout plan drawings will be prepared.

FAA standards as defined in Advisory Circular 150/5070-6B, Advisory Circular 150/5300-13B, ARP SOP 2.00, and ARP SOP 3.00 will be followed in developing appropriate layout drawings. All drawings will be produced on 22" x 34" sheets (this allows for an 11" x 17" scaled reduction for inclusion in the Airport Master Plan Report). The airport layout plan set is a graphic presentation to scale of existing and proposed airport facilities, their locations on the airport, and the pertinent clearance and dimensional information required to show conformance with applicable standards. At a minimum, the following drawings will be provided:

- 9.1 Cover Sheet with Location and Vicinity Maps, and FAA Airspace Letter (1 sheet)
- 9.2 Airport Layout Plan (1 sheet)
- 9.3 Airport Data Sheet (1 sheet)
- 9.4 General Aviation Building Area Plan (1 sheet)
- 9.5 Commercial Service Terminal Area Plan (1 Sheet)
- 9.6 CFR 14 Part 77 Airspace (Obstruction Data) (1 sheet)
- 9.7 Runway Plans and Profile (with all surfaces) (2 Sheets – 1 per Runway)
- 9.8 Runway Protection Zone Details (with all surfaces) (2 Sheets – 1 per Runway)
- 9.9 Off Airport Land Use Plan – Topo Background (1 sheet) / Photo Background (1 sheet)
- 9.10 On Airport Land Use Plan – Photo Background (1 sheet)
- 9.11 Airport Property Map (Exhibit "A") (1 sheet)
- 9.12 Airport Photo and Contours (1 sheet)

Element 9 Major Deliverables:

Report Chapter

Full Airport Layout Plan (including four draft copies to the FAA)

Element 9 Required Interaction:

None

Element 10 Facilities Implementation Plan and Financial Feasibility

The facilities implementation plan provides guidance on how to implement the findings and recommendations of the planning effort. The plan must balance funding constraints, project sequencing limitations, environmental processing requirements, agency and tenant approvals and coordination process, business issues, and Sponsor preferences. The plan must coordinate the airport layout plan, the airport's financial plan, and FAA and State goals.

10.1 Development Schedule and Airport Capital Improvement Plan (ACIP)

This section will present a development schedule in an easy to understand format. This section will show a rational development order and the approximate time frame that the items are expected to be required by demand. The full development schedule will include State only projects and other maintenance items, such as crack sealing, pavement surface treatments, and equipment, as applicable.

10.2 Financial Feasibility Analysis

The current financial standing of the airport will be gathered and presented. Items such as revenues and expenses relating to the facilities upkeep and maintenance, salaries, and capital improvement project costs will be presented. Existing leases will be reviewed and discussed, as appropriate. Additional ways to bring businesses to the airport will be explored. Available funding for the airport will be presented, along with current Sponsor obligations.

10.3 Local Government

The local governments, both City and County, will be informed of each final viable alternative. Effort will be made to have the City and County preliminary approve the Sponsor's preferred alternative.

Element 10 Major Deliverables:

Report Chapter

Development of Airport Capital Improvement Plan

Element 10 Required Interaction:

Public Meeting – Presentation of Draft Master Plan and ALP

FAA Internal Coordination of ALP Drawings

Element 11 Planning for Compliance

The FAA has published the Airport Compliance Manual, Order 5190.6B. This manual provides guidance on interpreting and administering the various continuing commitments airport sponsors make to the U.S. Government when they accept grants of federal funds or federal property for airport purposes. This chapter will provide a brief overview of planning needs for compliance with some of the standards, including:

11.1 Sources of and Time Limits for Obligations

11.2 Federal Grant Obligations and Assurances

The Consultant will review the existing Airport Rules and Regulations, Minimum Standards for Development and Minimum Standards for Commercial Activity and provide comments and recommendations for updates. Special attention will be paid to: #4 Good Title; #5 Preserving Rights and Powers; #6 Consistency with Local Plans; #19 Operation and Maintenance; #20 Hazard Removal and Mitigation, #21 Compatible Land Use; #25 Airport Revenues; #29 Airport Layout Plan; #34 Policies, standards, and Specifications.

11.3 Compatible Land Use

11.4 Rules and Minimum Standards

The Consultant will review the airport's existing Rules and Minimum Standards and provide recommendations and input to address the airport's current needs. This task will include a day long workshop to meet as a group and individually with airport management, tenants and users for input.

Element 11 Major Deliverables:
Report Chapter

Element 11 Required Interaction:
Meeting – Workshop with Airport Management, Tenants, and Users

Element 12 Project Completion

Final documents will be presented to the Sponsor at the completion of the project, likely at a scheduled City Council meeting. Documents will be provided to the Sponsor and State in electronic and hard copy. The FAA will receive eight full size hard copies and one electronic copy of the final ALP.

Element 12 Major Deliverables:
Approved Airport Master Plan
Approved Airport Layout Plan Drawing Set
All Final Documents to Sponsor, State, and FAA

Element 12 Required Interaction:
Acceptance by Sponsor, State, and FAA
Public Meeting – Presentation of Final Documents

Element 13 Public Involvement

The study process shall include public involvement program providing interested citizens with opportunities to become informed of the project, to provide input on issues to be addressed, alternatives to be evaluated, and mitigation measures to be considered. The Consultant understands and appreciates the value and need for public input in the planning process. The meeting schedule proposed should allow for open channels of communication and full public input. However, if during any point of the project the Sponsor requests an additional meetings, the Consultant will do their best to accommodate the request.

13.1 Public Meetings

Six public meetings are planned. The Consultant will attend and conduct all meetings. The format of the meetings may vary with the material presented. The Consultant plans to send three staff members to each meeting: one principal and planning department manager, one aviation planner, and one project engineer. Separate and brief meetings with potential small groups may be scheduled to follow each meeting as well.

Meeting #1. Project Start – Public meeting, including City Council, County Commissioners, Advisory Council, and airport user groups.

Meeting #2. Completion of Inventory and Forecasts – Public meeting, including City Council, County Commissioners, Advisory Council, and airport user groups.

Meeting #3. Completion of Facility Requirements – Public meeting, including City Council, County Commissioners, Advisory Council, and airport user groups.

Meeting #4. Completion of Existing Airport Development Alternatives workshop – Public meeting, including City Council, County Commissioners, Advisory Council, and airport user groups.

Meeting #5. Presentation of Draft Master Plan and ALP – Public meeting, including City Council, County Commissioners, Advisory Council, and airport user groups.

Meeting #6. Presentation of Final Documents – Scheduled City public meeting.

The public meetings will involve the community, FAA, State Aeronautics, and other interested groups or agencies. In order to garner public involvement, the meetings will be advertised in the local paper for at least two weeks prior to the meeting. The Consultant will be responsible for all agenda, handouts, graphics, and legal ads for these meetings. The Consultant will maintain and post project information, including draft documents, on a website for public review.

Prior to each meeting, the Consultant will mail letters to all agencies that have responded (as applicable), neighboring land owners, local officials, and registered website users notifying them of the meeting time, date, and location. A mailing list will be compiled of those persons known to be interested in the local airport and environmental issues. The mailing list will automatically include adjacent neighboring property owners. At the public meeting, those

individuals wishing to be involved throughout the project will be asked to add their names to the project mailing list. Those so wishing will be notified by mail of subsequent meetings.

13.2 Additional Meetings (Sponsor, FAA, Consultant)

One separate informal meeting with the Sponsor, FAA, and the State is expected and may be conducted either in Cedar City or in Denver at the FAA ADO, as schedules dictate.

One separate initial stakeholder meeting in Cedar City was held for this project (See Element 1.4.1.)

At least two separate informal meeting trips with the Sponsor and local governmental (City and County) and quasi-governmental (Irrigation and other special interest) entities are expected. These will be conducted in the Cedar City area.

13.3 Project Website

The Consultant will create a secure project website that will contain all relevant public documents, such as draft chapters, handouts, and surveys, as they become available. The website will require simple registration to access. Each person on list of registrants will be specifically invited to attend all public meetings via mailed invitations.

Element 14 Deliverables

14.1 Printing Draft Reports and Drawings

Draft copies of the Master Plan report and ALP will be made available to the Sponsor, State, and FAA. The Sponsor will receive up to ten (10) for distribution. Electronic versions in Adobe .pdf format of the documents will be made available to agencies and the public through GDA's website.

14.2 Printing Final Reports and Drawings

At the conclusion of the project, the Consultant will prepare and deliver to the FAA and State one hard copy and one electronic file copy of the complete ALP set and Master Plan Report. The Sponsor will be provided four (4) hard copies and one electronic file copy in Adobe .pdf of the ALP Set and Master Plan Report. Three (3) DVD's containing electronic copies of all relevant Master Plan Report, Airport Layout Plan, and Obstruction Survey files will be created with the files in their native format. One DVD will be delivered to the FAA, State of Utah, and Cedar City.

14.3 Project Public Brochure

The Consultant will prepare a color brochure designed for distribution to the general public. The brochure will summarize the key recommendations of the final narrative report and provide the reader with a clear graphical depiction of the overall plan. The brochure will be provided to CDC staff in print-ready electronic format and displayed within the Master Plan Report.

Element 15 Aerial Photography and Obstruction Survey

An obstruction survey, aerial photogrammetry and mapping will be obtained in accordance with FAA requirements and standards. An in-house surveyor (Surveyor) will work with aerial imagery subconsultant to provide field work, computations and data to the FAA, per FAA Advisory Circulars 150/5300-16A, 17C, and 18B, including:

- Control Surveying
- Stereo Color Aerial Photography
- Orthophoto Mapping Digital Elevation Model
- Vertically Guided Approach Obstruction Surveys
- Photogrammetric Mapping
- FAA AGIS Work Plans and Data Uploads

The Surveyor will work with the National Geodetic Survey (NGS) and the FAA Airports GIS (AGIS) program to acquire and submit the necessary data to update the affected ALP including an airspace analysis that will create the base map in Airports GIS for use on future planning and design projects. All necessary existing information will be submitted through the FAA AGIS portal as required by the aforementioned Advisory Circulars.

The Consultant's in-house Surveyor and subconsultant will address the following applicable items shown on Table 2-1 Survey Requirements Matrix under Airport Layout Plan (ALP) of AC 150/5300-18B. All survey and imagery data collected must meet the accuracy requirements in the Advisory Circulars listed above.

The following items will be performed by the in-house Surveyor this project:

- Provide a Survey and Quality Control Plan
- Establish or validate Airport Geodetic Control
- Perform, document and report the tie to National Spatial Reference System (NSRS)
- Document control features requiring digital photographs
- Document control features requiring sketches
- Survey runway ends/thresholds as a quality assurance protocol (both runways)
- Prepare Airport Manager, Operator, and Control Tower Interviews
- Survey runway ends/thresholds
- Determine or validate runway length (both runways)
- Determine or validate runway width (both runways)
- Determine runway profile using 10 foot stations with 10 foot offsets to runway centerline (both runways)
- Determine the touchdown zone elevation (TDZE) (both runways)
- Determine and document the taxiway intersection to threshold distance
- Determine runway true azimuth
- Determine or validate and document the position of navigational aids
- Collect and document runway and taxiway lighting

- Collect and document helicopter touchdown liftoff area (TLOF)
- Collect and document helicopter final approach and take off area (FATO)
- Perform and validate a topographic survey
- Determine elevations or roadways at the intersecting point of the Runway Protection Zone (RPZ) or the runway centerline extended.
- Collect position and type of runway markings
- Identify and survey any displaced thresholds
- Monument displaced thresholds
- Document displaced threshold location
- Determine and document the intersection point of all specially prepared hard surface (SPHS) runways
- Determine and document the horizontal extents of any Stopways
- Determine any Stopway profiles
- Determine if the runway has an associated clearway
- Survey clearway to determine object penetrating the slope
- Collect and document VOR receiver checkpoint location and associated data for Cedar City VOR

The following items will be performed by the Quantum Spatial this project:

- Collect or validate and document airport planimetric data
- Provide and submit an imagery plan
- Collect imagery
- Perform or validate and document an Airport Airspace Analysis – the obstruction analysis for the airport will use the standards established for Airport Airspace Analysis surveys in Section 2.7 of AC 150/5300-18B

An eALP will not be created from survey data collected.

The Consultant will make maximum use of existing data for the airport which is traceable to the source to meet the requirements of this SOW before undertaking additional data collection. Data collected or proposed for use in a project must meet the tolerances specified in the above Advisory Circulars at the 95 percent confidence level (RMSE) before being used in the project or as part of the required deliverables.

As authorized by the Sponsor, the Consultant will submit all data collected and associated required deliverables in the format(s) specified as outlined in the appropriate Advisory Circular to the FAA Office of Airports, Airport Surveying-GIS Program. All data submissions to the FAA will be through the program's website at <http://airports-gis.faa.gov>. The website also provides guidance on the proper preparation of data for National Geodetic Survey (NGS) for verification.

Element 16 Sign and Marking Plans

16.1 Airfield Sign Plan

The consultant will review the existing airport signage and prepare a new airfield sign plan compliant with FAA standards, including FAA Part 139. Per the last Part 139 inspection conducted April 2015, the existing signage does not meet FAA standards and needs to be more functional for the users.

16.2 Airfield Marking Plan

The consultant will review the existing airport marking and prepare a new airfield marking plan compliant with FAA standards, including FAA Part 139. Per the last Part 139 inspection conducted April 2015, the current markings do not meet standards with regards to taxiway edge markings, lead in lines, and hold markings.

16.3 Taxiway Naming Plan

Per the last Part 139 inspection conducted April 2015, the existing taxiway naming convention does not correlate with the prevailing traffic patterns and should be revised. The consultant will review the existing taxiway identification and provide a plan drawing to meet FAA recommendations for most commonly used traffic patterns.

Element 16 Major Deliverables:

- Airfield Sign Plan
- Airfield Marking Plan
- Taxiway Naming Plan

Element 16 Required Interaction:

Review and acceptance by Sponsor, State, and FAA, including the Part 139 Inspector.

EXHIBIT B
OWNER'S RESPONSIBILITIES
NO CHANGE FROM AGREEMENT

EXHIBIT C
PAYMENTS TO ENGINEER
FOR SERVICES AND REIMBURSABLE EXPENSES

This is **EXHIBIT C**, consisting of 1 page, referred to in and part of the Agreement between Owner and Engineer for Professional Services dated March 30, 2015.

Article 2 of the Agreement is amended and supplemented to include the following agreement of the parties:

Add the following to Section C 2.01A

3. A Lump Sum amount of \$423,071.00 for the work described in Exhibit A, ENGINEER's Services, contained herewith in. The FAA approved this Scope of Work in its final form on May 15th, 2015.
4. Engineer may alter the distribution of compensation between individual phases noted herein to be consistent with services actually rendered, but shall not exceed the total Lump Sum amount unless approved in writing by the Owner.
5. The Lump Sum includes compensation for Engineer's services and services of Engineer's Consultants, if any. Appropriate amounts have been incorporated in the Lump Sum to account for labor, overhead, profit, and reimbursable expenses.
6. The portion of the Lump Sum amount billed for Engineer's services will be based upon Engineer's estimate of the proportion of the total services actually completed during the billing period to the Lump Sum.
7. Engineer will complete and deliver to FAA the Final Draft for Airspace Coordination (internal review by the FAA) the work described in Exhibit A within 24 months of the contract date. It is acknowledged by the Engineer and the Owner that the FAA Coordination and or State/Local review may not be complete within this 24 month period. The Engineer will provide the Final Documents to the FAA and Owner within 30 days of receipt of final comments.

EXHIBIT D
INSURANCE
NO CHANGE FROM AGREEMENT

EXHIBIT E
DISPUTE RESOLUTION
NO CHANGE FROM AGREEMENT

EXHIBIT F
ALLOCATION OF RISKS
NO CHANGE FROM AGREEMENT

EXHIBIT G
SPECIAL PROVISIONS
NO CHANGE FROM AGREEMENT

Item #05

CONSIDER APPROVAL OF BIDS FOR SNOW REMOVAL EQUIPMENT FOR THE AIRPORT

As the Council may recall, the snow removal equipment was approved in last year's AIP Program for FAA. It was scheduled in the FY15 City budget. This budget has been carried over into this year. The bid opening for the equipment is scheduled for August 6, 2015. We would like the City Council to approve moving the award of the bid on the snow removal equipment to the next action meeting on August 12, 2015. FAA has requested that we have this snow removal equipment grant signed and submitted to them by August 19, 2015 to allow them to facilitate the closing of the grant by the end of their fiscal year in October. Please keep in mind this is an AIP approved purchase. The federal share will be 95%. This snow removal equipment was a result of our last inspection. We have requirements in how well and how quickly we remove snow on our runways and taxiways. To close out the finding, we need to have this equipment ordered and this equipment will help us meet our requirements on snow clearance and avoid any future findings from the FAA.

**CEDAR CITY
COUNCIL AGENDA ITEM 6
STAFF INFORMATION SHEET**

TO: Mayor and Council

FROM: Trevor McDonald

DATE: August 5, 2015

SUBJECT: Review Bids for the WWTP Asphalt Replacement and Fire Truck Pad Project

DISCUSSION:

Bids for the subject project were received Thursday July 30th. The project includes installing a Fire Truck pad, Fire Department Connection, and new pavement. The fire pad and FDC will improve the plant's fire code compliance. New pavement will improve settled or insufficient asphalt that provides access to the drying beds and other areas around the plant. As shown on the attached bid summary sheet, Schmidt Construction had the low bid of **\$119,949**. The combined total funded amount for this project is \$159,000.

The Fire Pad and FDC had been funded in FY 2014-15 for \$23,000: The City Engineering Department estimated construction would cost \$17,000; engineering, testing, inspection, and admin costs were estimated at \$3,000; an estimated \$3,000 contingency was added to the total estimate. Using the bidder's unit price cost, the Fire Pad and FDC portion of the project bid is figured to be \$16,242.58 of the total bid submitted.

The Asphalt Drying Bed project was funded in FY 2012-13 for \$136,000: The City Engineering Department estimated construction would cost \$94,780; engineering, testing, inspection, and admin costs were estimated at \$14,220; an estimated \$27,000 contingency was added to the total estimate. The total bid less the Fire Pad and FDC cost is \$103,706.42.

City Council may proceed with selecting and awarding the bid. Whomever the bid is awarded to, it would be on the condition that the contractor provide the required executed bonding, insurance documents, immigration status verification and that the Mayor be authorized to sign the contract with the contractor.

It is recommended that the bid for the Waste Water Treatment Plant Asphalt Replacement and Fire Truck Pad Project be awarded to Schmidt Construction for the amount of \$119,949.

**WWTP Asphalt
Replacement and Fire
Truck Pad Project
Bid Summary**

Engineer's Estimate **\$111,780.00**

Contractor	Bid
JOHN ORTON EXC.	\$127,682.25
SCHMIDT CONST.	\$119,949.00

**CEDAR CITY COUNCIL
AGENDA ITEM 7**

INFORMATION SHEET

TO: Mayor and City Council
FROM: Rick Holman
DATE: July 31, 2015
SUBJECT: Sick Leave Reimbursement

DISCUSSION: Officer Jason Thomas has had his share of unfortunate situations while working for Cedar City Police Department. As a result of an incident on September 29, 2014, while on duty (see attached memo from Jason to Chief Allinson), Jason has been off work for some time. He has requested the City reimburse 256.02 hours (see memo from Cathy to Jason dated May 20, 2015):

According to the City Personnel Policy, section 8.12.6,

The City may grant up to full restoration of sick leave time to an employee who is injured in the performance of his/her duties as a result of an assault by another party with a dangerous weapon, a high-speed chase of a motorist or felon, while effecting an arrest of a combative or resistant subject or an assault under riot conditions. Claims for restoration shall be evaluated by the City Council after receiving recommendation from the City Manager.

I am recommending the City Council consider this reimbursement request.

Date: May 26, 2015

To: Chief Allinson

From: Jason Thomas

Re: Sick Time reimbursement

Chief Allinson, Pursuant City policy 8.12.6 I am requesting for City Manager Rick Holman to review my sick time reimbursement request.

On September 29, 2014 I was acting in my official capacity as a Police Officer when I was intentionally struck by a fleeing vehicle. I had attempted to stop the driver to conduct an investigation when he purposely accelerated the vehicle, and hit me. A high speed chase ensued, and the suspect was apprehended. The suspect has since pled guilty to aggravated assault on a police officer.

Due to the assault my left bicep tendon was injured, and required surgical repair. That took place December 23, 2014 here in Cedar City by Dr Randy Delcore. After the surgery I came down with Pneumonia, and was hospitalized for several days. This delayed my recovery, and cause my shoulder to "freeze up". A procedure under anesthesia was preformed to free it so that I could continue with physical therapy. I was released back to light duty on May 11, 2014.

Being a city employee who was injured in the performance of his duties as a result of an assault by another party with a dangerous weapon (vehicle), and while attempting to effect an arrest does qualifies to have the sick time used evaluated for reimbursement.

Thanks



05/20/2015

JASON THOMAS:

RE: SICK HOURS USED DURING PERIOD 12/22/2014 – 5/9/2015

WORKERS COMP date of injury 09/28/2014

On WORKERS COMP 12/22/2014 -05/09/2015 sick hours used 256.02 hours

If you have any questions, just give me a call at 586-2952 – or stop by my office.

Cathy in Payroll

**CEDAR CITY COUNCIL
AGENDA ITEM 8**

INFORMATION SHEET

TO: Mayor and City Council

FROM: Rick Holman

DATE: August 3, 2015

SUBJECT: Surplus Property

DISCUSSION: As you know, the Golf Course was plagued with prairie dogs, which made golf play dangerous and annoying. Approximately 10,000 feet of fence was installed from the north side of hole 15, along the west boundary of the golf course and along the south boundary to the hill east of hole 4 green. The plan and design were approved by the US Fish & Wildlife. With the fence installed, the City was allowed to remove prairie dogs from the golf course.

The Utah Legislature approved \$100,000 toward this project and the City pledged \$30,000 for the project as well. The cost of materials totaled close to \$124,000.

With project now complete, there are materials left over. There has been interested expressed in purchasing the remaining materials to be used at other non-city locations. Steve Carter has determined the quantity of items shown below. The costs are prices the City paid. He will retain some chain link for possible repairs.

• 1,100 ft chain link @ \$7.73/ft	\$8,503
• 1,000 ft metal flashing @ \$1.32/ft	\$1,320
• +/- 90 10'6" posts @ \$18.86/post	\$1,697
• 27 21' top rail @ \$38.02/rail	\$1,026
• Hardware (ties, top rail sleeves, etc)	<u>0</u>
Total	\$12,546

Staff recommends these materials be declared surplus and that the items be disposed of according with the City Purchasing Policy.

