



BURNS CITY COUNCIL MEETING

Wednesday, March 25, 2026, at 6:00 p.m.

**Burns City Hall
242 S. Broadway
Burns, Oregon 97720**

Mayor Brad Erbe
Council President Jennifer Hoke
Councilor Susan Lowe Councilor Chase Patterson
Councilor Andrew Roy Councilor Tod Gahley

COUNCILORS AND CITIZENS ARE WELCOME AND ENCOURAGED TO JOIN THE REGULAR COUNCIL VIA ZOOM.

Members of the public and media wishing to address the council during any public comment period will be able to join the webinar as an “attendee.” Attendees will be able to view the Webinar on a desktop, laptop or mobile device such as a smartphone or iPad by using the following link: <https://uso2web.zoom.us/j/9020143459> Meeting ID: 902 014 3459

- I. Call to Order
- II. Pledge of Allegiance
- III. Establish Quorum (*Roll Call*)
- IV. Public Comments

Members of the public desiring to address the Mayor and Council shall first be recognized by the Presiding Officer and then state their name and address for the record. Unless otherwise designated by the presiding officer, each person shall have up to three minutes to present their comments. City Councilors normally should not directly respond to a public comment during the public comment period. Councilor comments should be held until the Councilor comment period.

- V. Agenda Approval and Added Agenda Items (*Discussion/Action*)

Any matters added to the agenda at this time will be discussed during the “New Business” portion of this Agenda or such other time selected by the council.

- VI. Consent Agenda (*Discussion/Action*)

Information concerning matters listed on the Consent Agenda has been distributed to each member of the council for reading and studying, is routine, and will be enacted or approved by one motion of the council without separate discussion. If a separate discussion is desired concerning a



particular matter listed in the Consent Agenda, that matter may be removed from the Consent Agenda and placed on the regular agenda at the request of any council member.

Regular City Council Meeting March 11, 2026

- VII. Department Head Report – Fire Chief Scott Williamson
- VIII. New Business –
 - 1. Liquor License/Event Permit for the New Owner of the Central Pastime
 - 2. Budget Committee Calander for Fiscal Year 2026-2027
 - 3. Ardurra Task Order for Construction of Snow Removal Equipment Building
- IX. Old Business
- X. Resolution/Ordinances (Discussion/Action)
- XI. City Manager Report (*Discussion/Action*)
- XII. Committee Reports (*Discussion*)
 - 1. Cemetery Committee – Councilor Lowe
 - 2. Safety Committee – Councilor Gahley
 - 3. Airport Committee – Councilor Hoke
 - 4. R3 – Councilor Gahley
 - 5. URA – Mayor Erbe
 - 6. Waterways Committee – Councilor Hoke
- XIII. Councilor Comments (*Discussion/Action*)
- XIV. Adjourn

The Burns City Council meetings are available via Zoom and in accordance with ORS 192.610 to 192.690, these meetings conform to guidelines set forth in public meeting law. In accordance with the Americans with Disabilities Act, this meeting location is accessible to persons with disabilities. This institution is an equal opportunity provider. Discrimination is prohibited by Federal law. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to City Recorder Tiffany Leffler (541) 573-5255 or use the TTY Relay Service at 1-800-735-2900 for appropriate assistance. If a request is made, the city will make a reasonable attempt to honor the request.

Updated Agenda Posted: March 20, 2026, at Burns City Hall, Burns Post Office, Harney County Courthouse, City of Burns Website, and City of Burns Facebook Page.

City of Burns
Budget Committee Calendar
Fiscal Year 2026 - 2027

	Action	Due Date	Complete
	Provide Department Heads with budget paperwork and worksheets	March 17, 2026	
	Provide Mayor/Council with Budget Schedule	April 8, 2026	
	Appoint Budget Officer	April 8, 2026	
	Department heads turn in capital improvement requests	April 15, 2026	
	Department Heads turn in budget documents	April 15, 2026	
	Appoint Budget Committee (BC)	May 13, 2026	
	Prepare proposed budget	May 13, 2026	
	Publish 1 st notice of BC meeting in newspaper	May 15, 2026	
	Publish 2 nd notice of BC meeting online (<i>city website/Facebook</i>)	May 20, 2026	
	1 st Budget committee meeting	June 3, 2026	
	2 nd Budget committee meeting (if needed)	June 9, 2026	
	Publish notice of budget hearing	June 11, 2026	
	Budget Hearing	June 17, 2026	
	Enact resolutions to adopt budget, make appropriations, impose and categorize taxes	June 24, 2026 (City Council Mtg)	
	Submit tax certification documents to the county assessor	By July 14, 2026	

Created 3/12/2026



TASK ORDER

In accordance with of the PROFESSIONAL SERVICES MASTER TASK ORDER AGREEMENT by and between **Ardurra Group, Inc.** and the City of Burns ("Client") dated February 10, 2026 ("Agreement"), the parties agree as follows:

Specific Project Data

- A. Project Number: 250133
- B. Task Order Number: 26-01
- C. Project Name: Construct SRE Building
- D. Description: Design, Bidding, and Construction services related to the Construction

Date of Task Order: February 28, 2026

1. Services

See attached Exhibit A

2. Times for Rendering Services

See attached Exhibit A

3. Basis for Payment

A. Lump Sum with Progress Payments (Phases 1-4)

Owner will pay Ardurra a Lump Sum amount of \$113,048.85 for Phase 1-4 Services as detailed in *Exhibit B*

The portion of the compensation amount billed monthly for Ardurra's Services will be based upon estimate of the percentage of the total Services completed during the billing period.

B. Time & Expense (Phases 5-6)

Owner will pay Ardurra for Phase 5-6 services an amount equal to the cumulative hours charged to the Project by each of Ardurra's employees times standard hourly rates, plus reimbursement of expenses incurred in connection with providing the Phase 5-6 services as detailed in Exhibit B.

The total compensation for Phase 5-6 services and reimbursable expenses is estimated to be \$73,034.30.

4. Special Terms and Conditions (if any)

None

Approval and Acceptance: Approval and Acceptance of this Task Order, including the attachments listed above, shall incorporate this Task Order as part of the Agreement. The clauses contained in the Agreement are incorporated by reference and remain in full force and are applicable with this Task Order.



ARDURRA

IN WITNESS WHEREOF, the parties voluntarily and knowingly execute and agree to bind the parties to the terms of this Task Order.

Client: City of Burns

Consultant: Ardurra Group, Inc.

By: _____

By: _____

Name: _____

Name: _____

Title _____

Title _____

EXHIBIT A – SCOPE OF WORK

EXHIBIT A
DESCRIPTION OF PROJECT AND
SCOPE OF ENGINEER'S PROFESSIONAL SERVICES FOR
BURNS MUNICIPAL AIRPORT (BNO)
AIP 3-41-0009-025-2025
Construct Snow Removal Equipment Building
(Design, Bidding, and Construction Services)

INTRODUCTION:

The Burns Municipal Airport (BNO/Airport) is located approximately 5 miles east of Burns, Oregon and serves the City of Burns and the surrounding community. The Airport is owned and operated by the City of Burns. The Airport intends to design, bid, and construct a project with the primary purpose of providing a Snow Removal Equipment (SRE) Building at the Airport (Project). This Scope of Work describes professional services to be provided during the project.

Services required include tasks necessary to complete the design, bidding, and construction of the proposed project improvements. Tasks are related to the following generally described physical improvements to facilities:

SRE Building

The Burns Municipal Airport does not currently have a SRE Building. The airport currently stores their SRE equipment outdoors. The Airport has a privately owned 6-wheel plow truck and MB3 Front mount broom with blower. These pieces of equipment were not funded through federal grants. The Airport is currently in the process of acquiring an additional Class V truck with reversible plow in 2026 through an FAA grant. The Airport needs to construct an SRE building to store existing and future federally funded SRE equipment. The Owner intends to construct a pre-engineered 1,600 square feet building with one roll up door and one personnel door in accordance with guidelines from the FAA AIP Handbook. The floor of the building will be concrete, with a concrete pad approach driveway. The interior is anticipated to include radiant heating (intended to melt snow from equipment only), lighting, and electrical outlets only. This project includes the following:

- Grading and site work to construct access and foundation for new building and drainage
- Construction of new SRE building
- Utility relocation, as needed
- Installation of a propane tank

Professional services anticipated include services necessary to accomplish the following:

- Environmental Review and Compliance
- Contract administration
- Planning and Formulation
- Preliminary Design
- Final Design
- Bidding
- Grant Administration/Reporting/Closeout
- Construction Administration & Inspection
- Coordination of all phases of the Project with the Owner and the FAA.

The project is anticipated to be funded through the FAA Airport Improvement Program (AIP), the Infrastructure Improvement and Jobs Act (IIJA), an Oregon COAR grant, and local funds. The anticipated total budget for this project is approximately \$900,000.

FEES:

Services and associated expenses for Tasks 1-4 of this project will be provided on a lump sum (LS) basis. Services and associated expenses for Tasks 5-8 of this project will be provided on a time and materials (T&M) basis.

CONTRACTS AND BIDDING:

There will be one set of bidding and construction documents produced for the project. The bidding and construction documents will be structured to allow flexibility in award, depending on available funding. This agreement does not include any services related to repackaging or re-bidding work elements at a later date. If such services are necessary, they will be added by amendment or considered an additional service to this agreement.

AVAILABLE INFORMATION:

- Project plans and specifications for AIP 3-41-0009-018-2021 for Rehabilitation of the General Aviation Apron at the Burns Municipal Airport, prepared by Morrison Maierle, dated August 2022.
- Design Report for AIP 3-41-0009-018-2021 for Reconstruction of the General Aviation Apron at the Burns Municipal Airport, prepared by Morrison Maierle, dated August 2022.

ASSUMPTIONS:

- Permit and agency review fees are not included within this Scope of Work.
- This Scope of Work and associated fees assume a routine bidding process. Services related to bid protests, rebidding, negotiations, or other similar irregularities are not included.
- This Scope of Work and associated fees assume a routine construction process. Excessive delays or time overruns during construction are not anticipated and will require an amendment to services. Services related to warranty inspections or construction are also not anticipated and will require an amendment, if necessary.
- No structural engineering services are included in this scope of work. All structural design for the building and foundation will be conducted by the Contractor.
- Design services for electrical service to the structure to be provided by the local utility company.
- The NEPA Action is scoped as a documented Categorical Exclusion; if a higher level of review is needed, additional scope will be required.
- The FAA will not conduct a second Section 106 Cultural Resources Review with Oregon SHPO or the Tribes, as the proposed location for the SRE Building was reviewed and cleared under Section 106 in summer 2025.
- The FAA, nor any other entity, will require a cultural resources survey to process the project under a documented CATEX. An additional services agreement will be required if a cultural resources survey or review is requested.

SECTION 1 - SCOPE OF PROFESSIONAL SERVICES

Professional services required to accomplish the Project are anticipated to include the following tasks:

TASK 1 - ADMINISTRATION

The following tasks are required for contract administration. During the Project the following general administrative services shall be provided.

- 1.1 Coordinate with Owner to evaluate scope, budget and approach to the project. Participate in a teleconference meeting with City officials to discuss the project scope and approach. Two locations

will be evaluated for placement of SRE building.

- 1.2 Prepare for and participate in a pre-design conference with FAA personnel and the Owner. This conference shall be conducted according to current guidance from the FAA Northwest Mountain Region. The conference will take place via conference call. After the meeting, prepare notes to document what was discussed
- 1.3 Prepare an Agreement specifically addressing this project. The Agreement shall include a detailed Scope of Professional Services narrative. Review the Scope with the Owner and FAA and modify as necessary, based on comments received. The Agreement shall also include a detailed cost proposal based on estimates of professional service man hours and hourly rates required to accomplish the work.
- 1.4 Project management and administration to include monthly cost accounting and budget analysis, invoicing and monitoring of project progress. The assumed duration of the project is 18 months.
- 1.5 Assist the Owner with Grant Administration tasks.
 - 1.5.1 Prepare a Grant Application for submittal to FAA. Assist Owner in coordination of Grant Application submittal and process.
 - 1.5.2 Assist the Owner to prepare and process required certifications for submittal to the FAA.
 - 1.5.3 Assist the Owner with preparation of annual SF 271 and SF 425.
 - 1.5.4 Assist the Owner with quarterly performance reports in accordance with FAA Order 5100.38D.
 - 1.5.5 Assist the Owner to complete the AIP Grant Oversight Risk Assessment form.
 - 1.5.6 Provide periodic project budget updates to Owner during prosecution of the work
 - 1.5.7 Provide a Final Construction Report in accordance with FAA guidelines, including all financial information, final FAA Forms SF 271 and SF 425, project certifications, etc..
- 1.6 Attend Monthly Airport Committee Meetings to discuss status of projects for the Burns Municipal Airport. The Project Manager will plan to attend one (1) meeting in person in 2025 and six (6) meetings in person in 2026. The project manager will plan to attend the other six (6) meetings in 2026 virtually. It is anticipated that in person meetings will take 1.5 hours while virtual meetings will take 1 hour. ***Travel time is associated with this subtask.***
- 1.7 Advise and coordinate with the Owner and FAA throughout Task 1.

TASK 2- PLANNING AND FORMULATION

During the project the following planning and formulation services will be provided.

- 2.1 Prepare a preliminary site plan(s) to show the general location of the building for review with Owner and inclusion in the procurement documents. The building shall be sited in a location that will limit impact to future planned hangars and other facilities, and in a location that does not conflict with FAA Part 77 surfaces.

- 2.2 Prepare an FAA Form 7460-1 for the building, to be submitted to the FAA for airspace.
- 2.3 Environmental Coordination: Ardurra will update the Federal Aviation Administration (FAA) Northwest Mountain Region CATEX checklist for the proposed construction of a Snow Removal Equipment (SRE) Building at BNO, per FAA Orders 1050.1G and 5050.4B. The previous CATEX was prepared and submitted to the FAA in summer 2025. However, due to a series of design and feasibility studies, an alternative location was reviewed. The alternate location was determined to be not feasible and thus, the original location is again the preferred location for the proposed SRE Building. This task requires updating the project description and purpose and need statements, conducting environmental research within the project area to reevaluate potential impacts, and updating supporting maps and figures. The CATEX will be re-submitted to both the Sponsor and the FAA for review. Up to two (2) rounds of comments for Ardurra to address are anticipated.
- 2.4 Meet with City of Burns Building official to review project and discuss building code and requirements. ***Travel time is associated with this subtask.***

TASK 3 - PRELIMINARY DESIGN

During the project, the following preliminary design services will be provided.

- 3.1 Field survey and potholing: Complete the following tasks to collect topographic survey and utility information necessary to complete the design and construction of the project.
 - 3.1.1 Survey Control: Ardurra will place project control points at locations outside of the proposed construction area. A total of four control points are anticipated.
 - 3.1.2 Topographic Survey: Ardurra will provide design survey in horizontal datum: Modified Oregon State Plane South Zone, International Foot, scaled to a Ground Projection with vertical datum NAVD 88. Survey extents will be the Area of Potential Effect (APE) as shown on EX-01 and adjacent road. Survey will include all surface features, including locations marked in the utility locate described above. The base map will include features, contours, and 3-D existing surface model/surface TIN. ***Travel time is associated with this subtask.***
 - 3.1.3 Subcontract and coordinate with a vacuum truck Contractor to pothole utilities.
 - 3.1.4 Pothole utilities within the APE. Determine depth, size, number, and direction of each. Ardurra will collect utility data before backfill. The following utilities are anticipated.
 - Storm
 - Water
 - Sewer
 - Septic Drainfield
 - Communications
 - Power
 - 3.1.5 Obtain groundwater table information. Vacuum excavate 2 holes away from utilities to a depth of 6' below existing ground surface. These holes should remain open while onsite to measure groundwater.
- 3.2 Finalize the basic site plan to show the general location of the building for review with Owner and

inclusion in the procurement documents.

- 3.3 Provide initial design for utility relocation.
- 3.4 Provide a list of anticipated performance specifications for the work.
- 3.5 Provide a preliminary quantity and cost estimate for the work.
- 3.6 Prepare a preliminary bid package for the SRE building, to include identification of building requirements and bidding procedure.
- 3.7 Prepare and submit for FAA review a construction safety plan for the project (CSPP). Due to the limited scope of the project and its location away from operational areas, this document is anticipated to be brief, simply identifying the site and explaining the nature of the project. Final document will be submitted to the FAA for airspace.
- 3.8 Coordinate with the Owner and FAA, to include telephone and email communication regarding the preliminary bid package.

TASK 4 - FINAL DESIGN

During the project, the following final design services will be provided.

- 4.1 Finalize the bid package for SRE building, based on comments received during Task 3. It is anticipated that the bid package will consist of a description of the project and building requirements, site plan and bidding documents only.
- 4.2 Submit site plan and building information to the City of Burns and Harney County for review.
- 4.3 Provide final plans for utility location.
- 4.4 Provide final performance specifications for the work.
- 4.5 Provide final quantity and cost estimate for the work.
- 4.6 Prepare the Engineer's Design Report in conformance with FAA guidelines.
- 4.7 Coordinate with the Owner and FAA for this task. On-site meetings are not anticipated during this phase.

TASK 5 - BIDDING

Assist the Owner in the competitive sealed bid and contractor selection process. It is assumed there will be one bid package. Prepare and process contract award and construction agreement documents for the Owner. Bidding services shall include the following tasks:

- 5.1 Administer the public bid advertisement process through the online bidding portal QuestCDN. Prepare advertisement(s) for the project and submit to appropriate newspaper(s) for publication. Assist Owner in promoting bidder interest in an appropriate geographic area for project work tasks.
- 5.2 Respond to questions that arise during the Contractors' bid preparation process. Issue addenda or other clarifications as required.

- 5.3 Assist the Owner in preparation for the project Bid Openings as required, including preparation of a Project Bid Summary form. The Consultant will attend and conduct the bid opening. The Consultant will evaluate the qualifications of bidders, review the bid packages and forms submitted, and determine each Contractor's responsiveness to bidding criteria, including compliance with Buy American requirements. ***Travel time is associated with this subtask.***
- 5.4 Prepare detailed Bid Tabulation documenting the bid results and submit to Owner and FAA.
- 5.5 Assist the Owner with review and analysis of bids received, in accordance with FAA Handbook 5100.38D, Change 1. Provide Engineer's Recommendation of Award letter to Owner.
- 5.6 Prepare and distribute Notice of Award, Construction Agreement and other contract documents. Review Construction Agreement, bonds and insurance documents submitted by the Contractor, and assist the Owner and Contractor in processing documents for the project.
- 5.7 Coordinate with the FAA and Owner throughout the bidding and award process. Submit bid documentation including copies of all executed contract documents as required by the FAA.

TASK 6 - CONSTRUCTION

During the construction phase, the Consultant shall administer all aspects of the construction contract over which the Consultant can be expected to have realistic control in order to assist the Owner in monitoring and documenting the construction process for design compliance, quality assurance, and cost control. Construction is anticipated for late Summer/early Fall and will be accomplished with partial closures of the road. Construction phase services shall more specifically include the following work tasks:

- 6.1 Provide pre-construction coordination; prepare a detailed Pre-Construction Conference agenda and displays; conduct a Pre-Construction Conference on behalf of the Owner at the Airport and prepare and distribute minutes of the Pre-Construction Conference; advise the FAA of Pre-Construction Conference dates and include FAA items in conference agenda. Complete the FAA Pre-Construction conference checklist. The Project Manager and Resident Project Representative (RPR) will attend the Pre-Construction Conference. ***Travel time is associated with this subtask.***
- 6.2 Review, comment on, and process Contractors' material submittals (including review of compliance with Buy American requirements), particularly the Work Schedule and Operational Safety Plan. Assist Contractor as required, clarifying and documenting specification and submittal requirements, and re-review submittals as necessary. Coordinate construction activity schedule with the Owner.
- 6.3 Provide one part-time RPR to monitor and document construction activities, conformance with schedules, plans, and specifications; review and document construction quantities; document significant conversations, situations, events or changed conditions; document input or visits from local authorities and officials; prepare and submit routine inspection reports; and maintain project observation reports. The RPR is anticipated to perform 5 site visits. Work hours will be 2 hours per day plus 1 hour for paperwork. ***Travel time is associated with this subtask.***
- 6.4 Coordinate with the Building Official and Utility Companies.
- 6.5 Organize and conduct weekly construction meetings with the Owner, Contractor and others as appropriate. Contractor's schedule review and work progress will be discussed at all meetings. The RPR will hold these meeting on or near the construction site at the Airport while they are onsite

- from Task 6.3. When not onsite, the meeting will be held virtually. The Project Manager will attend weekly meetings virtually. It is anticipated that ten (10) weekly meetings will be held during the project.
- 6.6 Provide office administration support and assistance to the RPR with senior design, management or other personnel as field activities may require.
 - 6.7 Review and approve Contractor monthly pay requests. Submit approved pay requests to the Owner for approval and payment. Assume four (4) Pay Requests including final.
 - 6.8 Conduct Substantial Completion and Final Completion Inspections with the Owner and Contractor. Produce substantial and final completion inspection certificates and document "punch list" items. The RPR and Project Manager will conduct the substantial completion inspection with the Owner and Contractor. The RPR will attend the final completion inspection. ***Travel time is associated with this subtask.***
 - 6.9 Assist the Owner with the review of Contractor Wage and EEO documentation review.
 - 6.10 Prepare, negotiate and process Contract Change Orders/Supplemental Agreements, as required. Man-hour estimates and costs are to be based on normal construction events as experienced by the Consultant for projects of this type and size.
 - 6.11 Coordinate with the Contractor on the Owner's behalf to obtain lien releases from prime contractor(s) and subcontractors in preparation for final payment.
 - 6.12 Prepare As-Constructed Revisions to Design and Construction Drawings. Provide Owner with copies of Record Drawings, including electronic copies (PDF) – one for Owner and one to be submitted to the FAA.
 - 6.13 Prepare as-built ALP and submit to FAA.
 - 6.14 Coordinate with the Owner and FAA throughout the construction process.

SECTION 2 - PROJECT SCHEDULE

The following dates summarize the target completion of significant project tasks.

ACTIVITY	COMPLETION
Contract Execution	January 2026
Environmental Approval	January 2026
Begin Design	January 2026
Finalize Design	February 2026
Advertise for Bids	March 2026
Open Bids	April 2026
Estimated Grant Award Date	August 2026

Begin Construction	October 2026
Closeout	August 2027

Note:

Dates are subject to change, based on grant timing, weather, and the needs of the Owner.

EXHIBIT B – FEE ESTIMATE

**Burns Municipal
Snow Removal Equipment Building**

AIP No.: 3-41-0009-025-2025

Exhibit B

Basis of Cost Analysis

Fee Summary

January 19, 2026

Tasks 1-4 (Lump Sum)

1. Personnel Costs

Classification	Title	Hours	Rate/Hour	Cost
SPM	Senior Project Manager	22	\$300.00	\$6,600.00
PM	Project Manager	224	\$245.00	\$54,880.00
PE	Project Engineer	67	\$150.00	\$10,050.00
EIT	Engineer-In-Training	108	\$120.00	\$12,960.00
RPR	Resident Project Representative	16	\$135.00	\$2,160.00
EPM	Environmental Project Manager	4	\$220.00	\$880.00
EP	Environmental Planner	32	\$135.00	\$4,320.00
SM	Survey Manager	10	\$245.00	\$2,450.00
ST	Survey Technician	23	\$155.00	\$3,565.00
Adm.	Administrative Assistant	38	\$110.00	\$4,180.00
Totals:		544		\$102,045.00

2. Subconsultant Fees

Vacuum Truck (Actual Quote)	1	\$ 4,500.00	\$4,500.00
Cultural Resources Consultant (Actual Quote)	1	\$ 2,750.00	\$2,750.00
Subtotal, Subconsultant Fees:			\$7,250.00

3. Reimbursable Expenses

Description	Number	Unit Cost	Cost
Vehicle Travel (354 Miles Per Roundtrip)	9	\$0.725	\$2,309.85
Lodging (Per Night)	0	\$150.00	\$0.00
Airline Travel (Per Roundtrip)	0	\$0.00	\$0.00
Per Diem (Per Day)	9	\$51.00	\$459.00
Computer - CADD (Per Hour)	3.5	\$10.00	\$35.00
GPS Survey Equipment (Per Hour)	6	\$75.00	\$450.00
Document Reproduction (Lump Sum)	1	\$250.00	\$250.00
Phone, Fax, Postage (Lump Sum)	1	\$250.00	\$250.00
Subtotal, Reimbursable Expenses			\$3,753.85

TASKS 1-4 TOTAL FEE (1+2+3):

\$113,048.85

Burns Municipal

AIP No.: 3-41-0009-025-2025

Snow Removal Equipment Building

Exhibit B

Fee Summary

Basis of Cost Analysis

January 19, 2026

Tasks 5-6 (Time and Materials)

4. Personnel Costs

Classification	Title	Hours	Rate/Hour	Cost
SPM	Senior Project Manager	5	\$300.00	\$1,500.00
PM	Project Manager	109	\$245.00	\$26,705.00
PE	Project Engineer	38	\$150.00	\$5,700.00
EIT	Engineer-In-Training	24	\$120.00	\$2,880.00
RPR	Resident Project Representative	198	\$135.00	\$26,730.00
EPM	Environmental Project Manager	0	\$220.00	\$0.00
EP	Environmental Planner	0	\$135.00	\$0.00
SM	Survey Manager	0	\$245.00	\$0.00
ST	Survey Technician	0	\$155.00	\$0.00
Adm.	Administrative Assistant	20	\$110.00	\$2,200.00
Totals:		394		\$65,715.00

5. Subconsultant Fees

Subtotal, Subconsultant Fees:			\$0.00

6. Reimbursable Expenses

Description	Number	Unit Cost	Cost
Vehicle Travel (354 Miles Per Roundtrip)	22	\$0.725	\$5,646.30
Lodging (Per Night)	0	\$0.00	\$0.00
Per Diem (Per Day)	23	\$51.00	\$1,173.00
GPS Survey Equipment (Per Hour)	0	\$10.00	\$0.00
Legal Notice and Bid Hosting	0	\$75.00	\$0.00
Document Reproduction	1	\$250.00	\$250.00
Phone, Fax, Postage, Construction Supplies	1	\$250.00	\$250.00
Subtotal, Reimbursable Expenses			\$7,319.30

TASKS 5-8 TOTAL FEE (4+5+6):

\$73,034.30

TASKS 1-8 TOTAL FEE:

\$186,083.15

**Burns Municipal
Snow Removal/Equipment Building**

AIP No. 3-41-0009-025-2025

Exhibit B

Basis of Cost Analysis

January 19, 2025

Labor Worksheet

Task	Description	SPM \$300	PM \$245	PE \$150	EIT \$120	RPR \$135	EPM \$220	EP \$135	SM \$245	ST \$155	Adm. \$110	Total Hours	Labor Cost
Task 1 - Administration													
1.1	Project Formulation, Evaluate 2 SRE Locations	2	16		16							34	\$ 6,440.00
1.2	Pre-Design Conference		4									4	\$ 980.00
1.3	Prepare Agreement	1	4									5	\$ 1,280.00
1.4	Project Management & Administration	4	18								18	40	\$ 7,590.00
1.5	Grant Administration Tasks												
1.5.1	Grant Application and Submission	1	1								2	3	\$ 465.00
1.5.2	Grant Certifications	1	1								2	3	\$ 465.00
1.5.3	Annual Grant Reporting	1	1								2	3	\$ 465.00
1.5.4	Quarterly Performance Reports	1	1		4							5	\$ 725.00
1.5.5	Grant Risk Assessment	1	1									2	\$ 545.00
1.5.6	Budget Updates		9									9	\$ 2,205.00
1.5.7	Final Construction Report	1	8			16					2	27	\$ 4,640.00
1.6	AAC Meetings, 7 in Person, 6 Remote (Travel)		68									68	\$ 16,660.00
1.7	Advise and Coordinate with Owner and FAA	4	14									18	\$ 4,630.00
Subtotal, Task 1		13	146	0	20	16	0	0	0	0	26	221	\$ 47,090.00
Task 2 - Planning and Formulation													
2.1	Preliminary Site Plan		2	4	4							10	\$ 1,570.00
2.2	FAA Form 7460-1		1		4							5	\$ 725.00
2.3	Environmental Coordination, 2 SRE Locations	2	16				4	32				54	\$ 9,720.00
2.4	Meet with Building Official (Travel)		10									10	\$ 2,450.00
Subtotal, Task 2		2	29	4	8	0	4	32	0	0	0	79	\$ 14,465.00
Task 3 - Preliminary Design													
3.1	Survey and Potholing												
3.1.1	Survey Control								4	6		10	\$ 1,910.00
3.1.2	Topographic Survey (Travel)									6		6	\$ 930.00
3.1.3	Contract, Coordinate, and Escort Vac Truck								6	10		20	\$ 4,000.00
3.1.4	Vac Truck Subcontractor		4										
3.1.5	Obtain Groundwater Table Information												
3.2	Finalize Basic Site Plan	1	4	4	8					1		1	\$ 155.00
3.3	Utility Coordination and Relocation Design		8	8	8							17	\$ 2,840.00
3.4	Specification List		1	2	2							24	\$ 4,120.00
3.5	Preliminary Quantity and Cost Estimate		2	4	4							5	\$ 785.00
3.6	Preliminary Bid Package - SRE Building		4	12	16							10	\$ 1,570.00
3.7	Prepare and Submit CSPP		1	2	4							32	\$ 4,700.00
3.8	Coordinate with the Owner and FAA		6									7	\$ 1,025.00
Subtotal, Task 3		1	30	32	42	0	0	0	10	23	0	138	\$ 23,595.00

ALP No.: 3-41-0009-025-2025

Snow Removal Equipment Building

Exhibits

Basis of Cost Analysis

January 19, 2026

Labor Worksheet

Task		Description	SPM \$300	PM \$245	PE \$150	EIT \$120	RPR \$135	EPM \$220	EP \$135	SM \$245	ST \$155	Adm. \$110	Total Hours	Labor Cost
Task 4 - Final Design														
4.1	Finalize Bid Package - SRE Building		1	4	8								13	\$ 1,805.00
4.2	Submit Site Plan to Building Officials		1	1	2								4	\$ 635.00
4.3	Final Plans		2	8	8								18	\$ 2,650.00
4.4	Final Bid Package		6	6	8	8						12	40	\$ 6,750.00
4.5	Final Quantity and Cost Estimate		1	2	4								7	\$ 1,025.00
4.6	Final Engineer's Design Report		4	8	8								20	\$ 3,140.00
4.7	Coordinate with the Owner and FAA		4										4	\$ 980.00
Subtotal, Task 4			6	19	31	38	0	0	0	0	0	12	106	\$ 16,985.00
Subtotal, Tasks 1-4			22	224	67	103	16	4	32	10	23	38	544	\$ 102,045.00
Task 5 - Bidding														
5.1	Bidding Administration		1	2	4								7	\$ 1,270.00
5.2	Questions/Addenda		1	4	4	8							17	\$ 2,840.00
5.3	Bid Opening & Review (Travel)			8									8	\$ 1,960.00
5.4	Bid Tabulation		1	2									3	\$ 545.00
5.5	Bid Analysis/Recommendation of Award		1								4	5	5	\$ 685.00
5.6	Award Documents		2								4	6	6	\$ 930.00
5.7	FAA & Owner Coordination		8										8	\$ 1,960.00
Subtotal, Task 5			2	26	6	12	0	0	0	0	0	8	54	\$ 10,190.00
Task 6 - Construction Administration														
6.1	Pre-Construction Coordination (Travel)		10				10						20	\$ 3,800.00
6.2	Contractor's Material Submittals		2	8	18		20						48	\$ 7,960.00
6.3	On-site Inspection, 6 site visits (Travel)						48						48	\$ 6,480.00
6.4	Coordinate with Utilities and Building Official		2				2						4	\$ 760.00
6.5	Construction Meetings, 12 site visits (Travel)		24				96						120	\$ 18,840.00
6.6	Office Administration & Support		8	8	8								24	\$ 4,120.00
6.7	Contractor Monthly Pay Requests		2	4									6	\$ 1,090.00
6.8	Substantial & Final Completion Inspections (Travel)		8				16						24	\$ 4,120.00
6.9	Contractor Wage & EEO Review		2									12	14	\$ 1,810.00
6.10	Change Orders & Supplemental Agreements		1	2	4								7	\$ 1,270.00
6.11	Coordinate Documents for Final Payment		2										2	\$ 490.00
6.12	Prepare As-Constructed Drawings		1	1	2		4						7	\$ 1,085.00
6.13	Prepare As-Built ALP and Submit to FAA		2				2						4	\$ 760.00
6.14	Coordinate with Owner and FAA		12										12	\$ 2,940.00
Subtotal, Task 6			3	83	32	12	198	0	0	0	0	12	340	\$ 55,525.00
Subtotal, Tasks 5-6			5	109	38	24	198	0	0	0	0	20	394	\$ 65,715.00
Total, Tasks 1-6			27	333	105	132	214	4	32	10	23	58	938	\$ 167,760.00