

**PINEDALE AIRPORT BOARD**

**MEETING AGENDA**

**November 2, 2022**

**4:30 PM**

**AT: Sublette Co School Board Room, Pinedale, Wyoming**

**Conference Call Details**

Number: +1 929-299-4040

PIN: 145 441 270#

Online: [meet.google.com/dsh-xhxw-wga](https://meet.google.com/dsh-xhxw-wga)

*Phone attendees will need to call the number above, then follow the prompts or use meeting link*

**Agenda Items:**

1. Organizational Matters
  - a. Approval of the October 5, 2022, Regular Meeting Minutes.
  - b. Motion to recommend to the Town Council the payment of expense vouchers as presented (attached).
2. Public Comments
3. New Business
  - a. Sublette County Planning & Zoning Letter
4. Old Business

**Project Updates (T-O Engineers)**

- a. Rehabilitate Runway 11/29
  1. Project Update #14
  2. T-O Voucher 210038-13851 for \$23,979.86
  3. HK Pay Estimate #5 for \$157,687.36
- b. Expand E GA Apron
  1. Project Update #14
  2. T-O Voucher 200579-14072 for \$3,601.14
  3. HK Pay Estimate #7 for \$99,269.63
- c. Master Plan
  1. Project Update #2
  2. T-O Voucher 220064-3 for \$2,368.75

**Other Business**

- d. Self-serve AvGas Tank Update (Emblem Aviation)
  - e. Approval of Snow Removal Plan
5. Airport Manager's Report (attached)

6. Airport Board Member Comments
7. Set date, time, and location for next PAB meeting – first Wednesday is December 7<sup>th</sup>.
8. Adjourn meeting.

PINEDALE AIRPORT BOARD

MEETING MINUTES

October 5, 2022

4:30 PM

AT: Pinedale Airport Conference Room, Pinedale, Wyoming

Present: **Bob Jones-chair, Bill Mecham- member, Dean Loftus- member (late), Abram Pearce- Public Works Director, Micah Olson- Emblem Aviation, Angela Douglas- Emblem Aviation, Riley Wilson-new airport manager, Grover Laseke-airport manager.**

**Meeting called to order by Chair Bob Jones at 4:28 PM without a quorum. Dean Loftus arrived at 4:32 and quorum achieved.**

**Agenda Items:**

1. Organizational Matters
  - a. Approval of the September 7, 2022, Regular Meeting Minutes.  
**Motion by Bill Mecham to approve, with second by Dean Loftus- passed unanimously.**
  - b. Motion to recommend to the Town Council the payment of expense vouchers as presented (attached).  
**Motion by Bill Mecham to approve, with second by Dean Loftus- passed unanimously.**

2. Public Comments - **None**

3. New Business - **None**

4. Old Business

**Project Updates (T-O Engineers)**

- a. Expand E GA Apron
  1. Project Update #13  
**Wes Werbelow gave his report. Discussion about concrete replacement next to Kirby Hedrick's hangar. Will not happen until spring with the Town completing the work. Motion by Dean Loftus and second by Bill Mecham to approve payment – passed unanimously.**
  2. T-O Voucher 200579-14071 for \$6,466.25  
**Motion by Dean Loftus to approve payment, with second by Bill Mecham- passed unanimously.**
- b. Rehabilitate Runway 11/29
  1. Project Update #14  
**Wes Werbelow gave his report. Project is now closed out.**
  2. T-O Voucher 210038-13850 for \$13,211.86  
**Motion by Bill Mecham to approve, with second by Dean Loftus- passed unanimously.**
- c. Master Plan
  1. Project Update #1  
**Project has started with a meeting set for November 2<sup>nd</sup> to kick off the formal process TAC. TAC members identified and will be invited to the meeting.**
  2. T-O Voucher 220064-2 for \$8,996.25  
**Motion by Bill Mecham to approve payment, with second by Dean Loftus- passed unanimously.**

Other Business

- d. Self-serve AvGas Tank Update (Emblem Aviation)  
***Micah Olson from Emblem Aviation reported on the installation. Waiting on parts and then approval by DEQ, fire marshal and electrical inspector.***
  - e. Report on Leases (Grover Laseke)  
***Work in progress. Just received legal description for one lot lease and waiting for revised lease from Ed Wood for rental of old Town hangar.***
  - f. Report on Fly-in and Wyoming Airports Coalition Conference.  
***Grover Laseke report that both events went well. Fly in report to be submitted to WYDOT Aeronautics on October 18<sup>th</sup>.***
  - g. Fire Policy (Grover Laseke).  
***Work still in progress.***
5. Airport Manager's Report (attached)
- a. Emblem Aviation will be continuing their summer business hours until the avgas tank is completed.  
***No questions or comments.***
6. Airport Board Member Comments - ***None***
7. Set date, time, and location for next PAB meeting – first Wednesday is November 2<sup>nd</sup>.  
***This meeting will be an Airport Master Plan meeting at the Sublette Co School Board Meeting Room from 5:00 to 8:00 PM. Airport Board business meeting at 4:30 PM.***
8. Adjourn meeting.  
***Motion by Dean Loftus to adjourn, with second by Bill Mecham- passed unanimously at 5:05 PM***

***Minutes approved at the \_\_\_\_\_ meeting of the airport board.***



## Airport Expenses - October 2022

Vendor	Description	Invoice Number	Check Date	Amount
Black Mountain Rental-Pinedale	Fly-In Chair Rental	99990-3	10/10/2022	\$264.00
Bomgaars Supply	Airport Maint Supplies	74508374	10/10/2022	\$16.99
Bomgaars Supply	Airport Maint Supplies	74510122	10/10/2022	\$21.87
Bomgaars Supply	Airport Maint Supplies	74510169	10/10/2022	\$6.79
Bomgaars Supply	Airport Equipment Maint	74516217	10/10/2022	\$56.62
Bomgaars Supply	Fly-In Supplies	74516218	10/10/2022	\$64.99
Bomgaars Supply	Airport Equipment Maint	74517163	10/10/2022	\$62.86
Emblem Aviation	Airport Mgr Office Rent	22-071846	10/10/2022	\$100.00
Granite Seed & Erosion Control	Runway Grass	3-60967	10/10/2022	\$327.27
KPIN	Radio Ads	220924248	10/10/2022	\$414.00
Office Outlet	Printer Cartridges	0912090	10/10/2022	\$393.96
Pinedale Lions Club	Fly-In Breakfast	461	10/10/2022	\$1,500.00
Pinedale Natural Gas Inc	Generator	20220927 AIR GEN	10/10/2022	\$26.96
Pinedale Natural Gas Inc	Maintenance Hangar	20220927 MAINT HGR	10/10/2022	\$15.00
Pinedale Natural Gas Inc	SRE Building	20220927 SRE BLDG	10/10/2022	\$16.01
Pinedale Natural Gas Inc	SRE Hangar	20220927 SRE HGR	10/10/2022	\$15.00
Rocky Mountain Power	Airport Fuel Farm	20220928 FF	10/10/2022	\$174.65
Rocky Mountain Power	Airport Lights	20220928 AIRPORT LIGHTS	10/10/2022	\$428.81
A to Z Hardware	Garage Door Lube	056974	10/24/2022	\$7.99
A to Z Hardware	Key Blanks	057169	10/24/2022	\$40.67
All American Fuel Company Inc	Fuel	70942	10/24/2022	\$1,204.16
All American Fuel Company Inc	Gas	70943	10/24/2022	\$1,560.10
DBT Transportation Services LLC	Quarterly Nav aids	2549848	10/24/2022	\$2,304.75
Emblem Aviation	Discount AVGAS for Fly-In	22-071827	10/24/2022	\$272.58
T-O Engineers Inc	PNA Expand E GA Apron Const Admin	200579-14071	10/24/2022	\$6,466.25
T-O Engineers Inc	PNA Rehab 11-29 Const Admin	210038-13850	10/24/2022	\$13,211.86
T-O Engineers Inc	Airport Master Plan	220064-2	10/24/2022	\$8,996.25
October Gross Wages			10/31/2022	\$6,723.16
			<b>Total Expenses</b>	<b>\$44,693.55</b>

**Planning and Zoning Department**

County of Sublette, Wyoming  
P.O. Box 506, 21 S. Tyler  
Pinedale, Wyoming 82941  
[www.sublettewyo.com](http://www.sublettewyo.com)  
(307) 367-4375



October 18, 2022

Dear Property Owner,

This letter is to serve as notice that the Sublette County Planning & Zoning Department has received an application from Dry Wind, LLC. requesting a Change of Zoning District Boundary pursuant to Chapter VIII, Section 2, of the Sublette County Zoning and Development Regulations. This proposed Change of Zoning District Boundary would reclassify 44.2 acres from A-1, Agricultural Zoning to 26.34 acres of (RR-20) Rural Residential 20 Acre, and 17.86 acres of (I-L) Light Industrial Zoning. This parcel is located adjacent to the Airport Industrial Park Subdivision, on the northerly side of US Hwy 191 and being part of T33N, R109W, SEC 25, S2NW(PT), NWNW(PT) of Sublette County, Wyo. (Please see site map for additional information.)

In conjunction with the proposed Change of Zoning Application, the Planning & Zoning Department has also received an application by Dry Wind, LLC., requesting a Minor Subdivision pursuant to Chapter XII, Subchapter V of the Sublette County Zoning and Development Regulations, for the property as described above. The proposed Dry Wind Minor Subdivision will create two lots. Lot 1, being zoned RR-20, which would be 26.34 acres in size, and Lot 2, being zoned I-L, which is 17.86 acres in size.

You are receiving this notice as a property owner within proximity of the Dry Wind, LLC proposals. This request is scheduled for a public hearing before **Sublette County Planning and Zoning Board at 6:00 pm on Thursday, November 17, 2022.** The Planning Commission meeting will be held in the Commissioner's Meeting Room, at the Sublette County Courthouse, located at 21 South Tyler Avenue, Pinedale, Wyoming.

This application would then be scheduled for a public hearing before the **Sublette County Board of County Commissioners at 1:00 pm on Tuesday, December 6, 2022.** The County Commissioners meeting will also be held Commissioner's Meeting Room, at the Sublette County Courthouse, located at 21 South Tyler Avenue, Pinedale, Wyoming.

The Planning Department would like to solicit written comments from neighbors in the vicinity of this request. All comments will be accepted through the Monday before said meetings. The Planning Office recommends that comments focus on all applicable County Regulations pertaining to an application.

Meeting agendas will also be posted on the Sublette County Web Pages at: [www.sublettewyo.com](http://www.sublettewyo.com)

This application is available for review at the Planning and Zoning Department, Monday – Friday between 8:00 am and 5:00 pm. Comments or questions should be directed to:

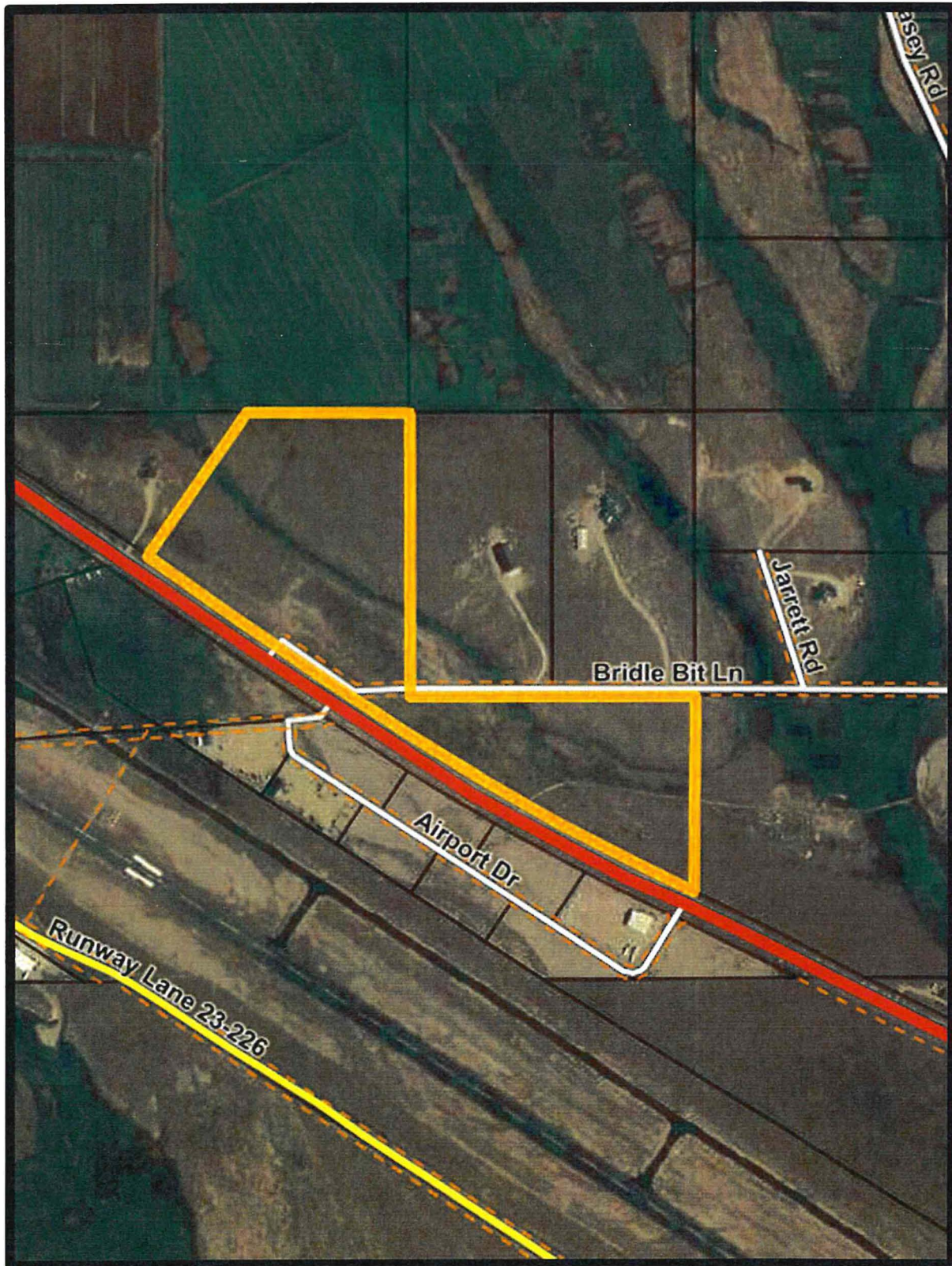
Dennis Fornstrom, Sublette County Planner, [dennis.fornstrom@sublettewyo.com](mailto:dennis.fornstrom@sublettewyo.com)  
Tess Soll, Sublette County Associate Planner, [tess.soll@sublettewyo.com](mailto:tess.soll@sublettewyo.com)

Sincerely,

  
Dennis Fornstrom



# VICINITY MAP



# PROJECT STATUS UPDATE



## Ralph Wenz Field – Rehabilitate Runway 11/29 – Construction Administration

PROJECT NUMBER 210038  
MONTH 10/2022  
UPDATE NUMBER 15  
PROJECT MANAGER Wesley Werbelow, PE

WORK COMPLETED OR  
PROGRESS THIS PERIOD

- Closeout work

ANTICIPATED WORK  
FOR NEXT PERIOD

- Continue with closeout

ACTION ITEMS

- Consider approval of T-O invoice 210038-13851 in the amount of \$23,979.86
- Consider approval of HK Pay Estimate #5 in the amount of \$157,687.36

### Invoicing

Invoices	Total Cost
210038-13851 (T-O)	\$23,979.86
Pay Estimate #5 (HK)	\$157,687.36
Total	\$181,667.22

### Breakdown

Entity	Total Cost
FAA (100%)	\$181,667.22
Total	\$181,667.22



**TOWN OF PINEDALE, WY**  
**DISBURSEMENT VOUCHER**  
**P.O. BOX 709**  
**PINEDALE, WYOMING 82941**

**CLAIMANT:**

**ADDRESS:**

**INVOICE DATE:**


FUND/ACCT #	AVAIL. BUDGET	ITEMIZED DESCRIPTION	QTY	UNIT PRICE	TOTAL \$

*NOTE: The Town is exempt from sales tax per W.S. 39-11-105 and 39-15-105.*

**CLAIMANT DECLARATION**

*(IF VOUCHER IS FOR PERSONAL SERVICES, TRAVEL REIMBURSEMENTS OR EXPENDITURES OTHER THAN PAYROLL UNDER A CONTRACTED PRICE)*

I DECLARE AND AFFIRM, UNDER THE PENALTIES OF PERJURY, THAT THIS CLAIM HAS BEEN EXAMINED BY ME, AND TO THE BEST OF MY KNOWLEDGE AND BELIEF, IS IN ALL THINGS TRUE AND CORRECT, AND THAT NEITHER THE WHOLE, NOR ANY PART THEREOF, HAS BEEN PAID.

	
DATE	SIGNATURE OF CLAIMANT

**DECLARATION OF MAYOR OR CLERK-TREASURER AND/OR OTHER AUTHORIZED AGENT**

I DECLARE AND AFFIRM, UNDER THE PENALTIES OF PERJURY, THAT THIS CLAIM HAS BEEN EXAMINED BY ME, AND TO THE BEST OF MY KNOWLEDGE AND BELIEF, IS IN ALL THINGS TRUE AND CORRECT. I FURTHER CERTIFY THAT THE ABOVE SERVICES WERE RENDERED, OR THAT THE ABOVE MATERIALS WERE RECEIVED IN AN ACCEPTABLE CONDITION, AND THAT THE ABOVE CLAIM IS HEREBY APPROVED BY ME.

DATE	EMPLOYEE RECEIVING GOODS OR SERVICES
DATE	MAYOR or CLERK-TREASURER or OTHER AGENT

**APPROVAL BY THE TOWN COUNCIL FOR PAYMENT**

DATE APPROVED _____	NOTED BY _____
DATE PAID _____	CHECK NUMBER _____



October 14, 2022

Maureen Rudnick, Town Clerk/Treasurer  
Town of Pinedale  
P.O. Box 709  
Pinedale, WY 82941

RE: 210038 – PNA Rehabilitate Runway 11/29 – Construction  
A.I.P. Project No. 03-56-0021-026-2021/WYDOT Project No. APNA003A

Dear Maureen:

Enclosed is invoice statement number 210038-13851 for professional services rendered through September 2022 for the above referenced PNA Rehabilitate Runway 11/29 – Construction project. The invoice is for work performed during Construction related phases. The invoice is for \$23,979.86.

The overall invoicing breakdown is shown in the table below:

Description of Service	Contract Amount	Current Billed	Previous Billed	Remaining
<b>Engineer's Project #210038</b>				
Pre-Design Phase	\$9,950.00	\$0.00	\$9,950.00	\$0.00
Bidding Phase	\$13,638.00	\$0.00	\$13,638.00	\$0.00
Construction Admin Phase	\$47,826.00	\$1,120.00	\$48,220.38	(\$1,514.38)
DBE – Construction Phase	\$4,000.00	\$0.00	\$340.00	\$3,660.00
Pre-Construction Coordination Phase	\$10,168.00	\$0.00	\$10,251.16	\$(83.16)
Construction Observation Phase	\$164,422.67	\$22,859.86	\$131,744.07	\$9,818.74
Post Construction Coordination Phase	\$14,959.00	\$0.00	\$5,119.76	\$9,839.24
Special Considerations - Construction	\$25,000.00	\$0.00	\$26,296.25	\$(1,296.25)
Acceptance Surveying Phase	\$20,000.00	\$0.00	\$22,090.17	\$(2,090.17)
<b>Totals</b>	<b>\$309,963.67</b>	<b>\$23,979.86</b>	<b>\$267,649.79</b>	<b>\$18,334.02</b>

Please review the invoice for approval. If you have any questions on this subject, please contact me at 307-587-3411.

Sincerely,  
T-O Engineers, Inc.

Wesley Werbelow, P.E.  
Project Manager

Enclosure  
Invoice No: 210038-13851

**Invoice**



**T.O ENGINEERS**

Town of Pinedale Wyoming  
 P.O. Box 709  
 210 W. Pine Street  
 Pinedale, WY 82941

October 12, 2022  
 Invoice No: 210038 - 13851

Project Manager: Wesley Werbelow

Project: 210038 PNA Rehab Runway 11/29 - CA  
 Rates shown for Construction Observation reflect the direct labor rate plus an overhead multiplier of 1.3295.

**Professional Services from August 29, 2022 to September 25, 2022**

Phase: 1.0 Pre-Design Phase

**Fees**

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
1.0 Pre-Design Phase	9,950.00	100.00	9,950.00	9,950.00	0.00
6.0 Bidding Phase	13,638.00	100.00	13,638.00	13,638.00	0.00
10.0 Construction Observation Phase	27,447.33	100.00	27,447.33	26,000.00	1,447.33
11.0 Post Construction Coord. Phase	14,959.00	34.2253	5,119.76	5,119.76	0.00
<b>Total Fee</b>	<b>65,994.33</b>		<b>56,155.09</b>	<b>54,707.76</b>	<b>1,447.33</b>
<b>Total Fee</b>					<b>1,447.33</b>
<b>Total this Phase</b>					<b>\$1,447.33</b>

Phase: 10.0 Construction Observation

**Professional Personnel**

	Hours	Rate	Amount
Lappas, Michael	93.00	80.00	7,440.00
Lappas, Michael Ovt	58.50	105.00	6,142.50
Werbelow, Wesley	15.00	118.29	1,774.35
<b>Totals</b>	<b>166.50</b>		<b>15,356.85</b>
<b>Total Labor</b>			<b>15,356.85</b>

**Reimbursable Expenses**

Meals	38.74
Per Diem - Lodging	3,849.00
Travel - Fuel	229.64
Lodging	525.01
Travel - Mileage	1,054.10
<b>Total Reimbursables</b>	<b>5,696.49</b>
	<b>5,696.49</b>

**Unit Billing**

Mileage	614.0 Miles @ 0.585	359.19
<b>Total Units</b>		<b>359.19</b>
	<b>Total this Phase</b>	<b>\$21,412.53</b>

Phase: 7.0 Construction Administration

**Professional Personnel**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
Hansen, Tabatha	.25	70.00	17.50	
Hebert, Todd	2.00	80.00	160.00	
Werbellow, Wesley	7.25	130.00	942.50	
Totals	9.50		1,120.00	
<b>Total Labor</b>				<b>1,120.00</b>
				<b>Total this Phase \$1,120.00</b>
				<b>Total this Invoice <u><u>\$23,979.86</u></u></b>

**Outstanding Invoices**

<b>Number</b>	<b>Date</b>	<b>Balance</b>
13849	8/10/2022	3,846.78
13850	9/8/2022	13,211.86
<b>Total</b>		<b>17,058.64</b>

**Billings to Date**

	<b>Current</b>	<b>Prior</b>	<b>Total</b>	<b>Received</b>	<b>A/R Balance</b>
Fee	1,447.33	54,707.76	56,155.09		
Labor	16,476.85	154,790.27	171,267.12		
Consultant	0.00	25,917.50	25,917.50		
Expense	5,696.49	19,879.35	25,575.84		
Unit	359.19	12,354.91	12,714.10		
<b>Totals</b>	<b>23,979.86</b>	<b>267,649.79</b>	<b>291,629.65</b>	<b>250,591.15</b>	<b>41,038.50</b>

Payments can be made by check, ACH, or credit card. Billing and payment inquiries can be sent to [finance@to-engineers.com](mailto:finance@to-engineers.com). A 3% processing fee is applied to payments by credit card.

REMIT TO: T-O Engineers, Inc., 2471 S. Titanium Pl., Meridian, ID 83642





210038/10

WIN Dinner

China Gourmet  
44 West Pine Street  
PINEDALE, WY 82941  
307-367-4788

**SALE**

Clerk #: 000001

Store: 0001

REF#: 00000103

Batch #: 043 RRN: 224202407542

08/29/22 20:59:15

Trans ID: 462242107550182

APPR CODE: 07479G

VISA  Chip

\*\*\*\*\*3415 \*\*/\*\*

**AMOUNT** \$15.13

**TIP** \$ 3.00

**TOTAL** \$ 18.13

APPROVED

CHASE VISA

AID: A0000000031010

TVR: 00 80 00 80 00

TSI: E8 00

THANK YOU!

CUSTOMER COPY

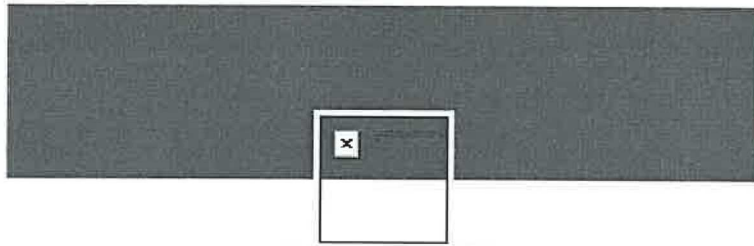
**Tabatha Hansen**

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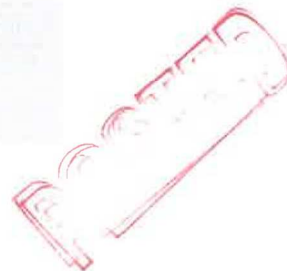
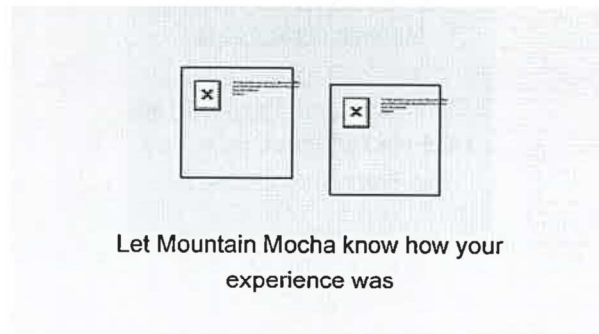
**From:** Mountain Mocha via Square <receipts@messaging.squareup.com>  
**Sent:** Tuesday, August 30, 2022 6:34 AM  
**To:** Tabatha Hansen  
**Subject:** Receipt from Mountain Mocha

*NW 210038-10.0  
breakfast*

Square automatically sends receipts to the email address you used at any Square seller. [Learn more](#)



**Mountain Mocha**



**\$9.50**

---

<b>Mocha × 1</b>	<b>\$4.75</b>
Large	
<b>Goodies × 1</b>	<b>\$2.75</b>
Bars	

---

Purchase Subtotal	\$7.50
Tip	\$2.00

---

<b>Total</b>	<b>\$9.50</b>
--------------	---------------

Mountain Mocha

307-231-0061

Visa 3415 (Swipe)



Aug 30

2022 at

5:33

AM

#ROz4

Auth

code:

00017G



### Receipt Settings

[Not your receipt?](#)

[Turn off automatic receipts](#)

[Manage preferences](#)

© 2022 Block, Inc. [Privacy Policy](#)

1455 Market Street, Suite 600

San Francisco, CA 94103



WELCOME  
PINEDALE WY  
82941

Fuel

DATE 8/31/22 7:16  
TRAN# 9826688  
PUMP# 02  
SERVICE LEVEL: SELF  
PRODUCT: UNLEADED  
GALLONS: 9.359  
PRICE/G: \$4.649  
FUEL SALE \$33.84  
CREDIT

USD\$33.84  
\*\*\*\*\*6133  
Entry: Chip Read  
AppName: CAPITAL ONE  
AuthNet: MASTERC  
MODE: Issuer  
AID: A8000000041010  
Auth #: 85743P  
Resp Code: 000  
Stan: 0191409793  
Invoice #: 284793  
Shift #: 1  
Store # \*\*\*\*\*  
\*\*\*\*

WELCOME  
PINEDALE WY  
82941

Fuel

DATE 9/6/22 7:12  
TRAN# 9827037  
PUMP# 02  
SERVICE LEVEL: SELF  
PRODUCT: UNLEADED  
GALLONS: 9.289  
PRICE/G: \$3.949  
FUEL SALE \$36.68  
CREDIT

USD\$36.68  
\*\*\*\*\*6133  
Entry: Chip Read  
AppName: CAPITAL ONE  
AuthNet: MASTERC  
MODE: Issuer  
AID: A8000000041010  
Auth #: 84175P  
Resp Code: 000  
Stan: 0198428826  
Invoice #: 298727  
Shift #: 1  
Store # \*\*\*\*\*  
\*\*\*\*

WELCOME  
PINEDALE WY  
82941

Fuel

DATE 9/2/22 7:21  
TRAN# 9826762  
PUMP# 02  
SERVICE LEVEL: SELF  
PRODUCT: UNLEADED  
GALLONS: 7.919  
PRICE/G: \$3.999  
FUEL SALE \$31.67  
CREDIT

USD\$31.67  
\*\*\*\*\*6133  
Entry: Chip Read  
AppName: CAPITAL ONE  
AuthNet: MASTERC  
MODE: Issuer  
AID: A8000000041010  
Auth #: 03360P  
Resp Code: 000  
Stan: 0194415120  
Invoice #: 288456  
Shift #: 1  
Store # \*\*\*\*\*  
\*\*\*\*

WELCOME  
PINEDALE WY  
82941

Fuel

DATE 9/4/22 8:28  
TRAN# 9826895  
PUMP# 02  
SERVICE LEVEL: SELF  
PRODUCT: UNLEADED  
GALLONS: 7.733  
PRICE/G: \$3.949  
FUEL SALE \$30.54  
CREDIT

USD\$30.54  
\*\*\*\*\*6133  
Entry: Chip Read  
AppName: CAPITAL ONE  
AuthNet: MASTERC  
MODE: Issuer  
AID: A8000000041010  
Auth #: 02489p  
Resp Code: 000  
Stan: 0196421947  
Invoice #: 293530  
Shift #: 1  
Store # \*\*\*\*\*  
\*\*\*\*

1857 Snowy Range Road  
Laramie WY 82078

Fuel

LARAMIE FLY STORE  
021632  
57 SNOWY RANGE R  
LARAMIE WY  
070  
/07/2022 12:03:1790  
:36:18 PM

XX XXXX XXXX 6133  
STERCOD  
VOICE 173417  
TH 00-02852P  
F0907173417890

MP# 5

GULAR 6.036G  
ICE/GAL \$3.349

EL TOTAL \$ 20.21  
-----  
TOTAL = \$ 20.21  
EDIT \$ 20.21

ERCARD  
A688888841818  
8866F3A0C0C0C0  
LETION  
7: CHIP  
ID: 5  
Station ID: 88  
us about  
visit for a  
ea to win  
s gift card!  
eeoback.com

Thank You!  
Come Again  
Pinedale WY



## Best Western Pinedale Inn

864 W Pine St, Pinedale, WY 82941

Number of Rooms	1
Room Type	Standard Room, 2 Queen Beds, Non Smoking, Refrigerator & Microwave
Bed Type	2 queen beds
Check-in	4:00 PM - Midnight
Check-out	11:00 AM
Trip Number	9162539895535
Hotel Confirmation	4115336671
Guest Name	Luke Provart
Guest Email	<a href="mailto:lprovart@to-engineers.com">lprovart@to-engineers.com</a>
Occupancy	1 Person , 1 Pet
Arrival	Wed, 21 Sep, 2022
Departure	Fri, 23 Sep, 2022

## Summary of Charges

Nightly Rate per Room:	
Wed, Sep. 21, 2022	\$232.99
Thu, Sep. 22, 2022	\$239.99
Average Nightly Rate per Room	\$236.49
Room Subtotal	\$472.98
Sales Tax (included in Taxes)	\$52.03
Hotel Taxes & Fees	\$52.03
<b>Total</b>	<b>\$525.01 USD</b>

## Payment Information

This reservation has been paid in full. Your credit card was charged \$525.01 at the time of booking to secure this special rate. This amount includes the room rate and taxes.

## Cancellation Policy

We understand that sometimes your travel plans change. We do not charge a change or cancel fee. However, this property (Best Western Pinedale Inn) imposes the following penalty to its customers that we are required to pass on: Changes or cancellations made after 4pm on September 20, 2022 are subject to a 1-night room & tax penalty. To avoid a no show charge if your plans change, please call 877-411-3436 to cancel this reservation. If you fail to check-



Car Rental



Rental Agreement # 653720257  
Invoice # 60041212200

**Renter Information**

**Renter Name**  
MICHAEL LAPPAS  
**Renter Address**  
COLORADO SPRINGS, CO 80909  
USA  
**Contract**  
RAYTHEON

**Trip Information**

**Pickup**  
Saturday, August 27, 2022 4:13 PM  
COLORADO SPRINGS ARPT (COS) ✈️  
7770 MILTON E. PROBY PARKWAY  
COLORADO SPRINGS, CO 80916-4907  
USA  
**Return**  
Thursday, September 8, 2022 11:12 AM  
COLORADO SPRINGS ARPT (COS) ✈️  
7770 MILTON E. PROBY PARKWAY  
COLORADO SPRINGS, CO 80916-4907  
USA

**Rental Credits**

3 credits have been awarded for this rental

**Renter Charges**

**Rental Rate** Time & Distance 1 Week at \$449.63 / Week \$449.63  
Extra - Time & Distance 5 Day at \$64.23 / Day \$321.15

**Vehicle Information**

4DR ALL-WHEEL DRIVE  
License #: DLT448  
State/Province: CO  
Unit #: 8C7HDF  
Vehicle #: MC792380

**Vehicle Class Driven**  
Midsize SUV AWD 4 door/Automatic/  
Air

**Vehicle Class Charged**  
Midsize SUV 4 door/Automatic/Air

**Odometer Mileage/Kilometers**  
Starting: 30,364 Ending: 32,033  
Total: 1,669

**Fuel**  
Starting: Full Ending: 1.0

**Add-Ons**

Discount (10.00%) (\$77.08)  
Fuel Service Option (\$54.64 / Rental) \$54.64

**Taxes and Fees**

Customer Facility Charge 2.50/day (\$2.50 / Day) \$30.00  
Concession Fee Recovery 11.11 Pct (11.11%) \$83.25  
Ownership Tax (2.00%) \$16.16  
Veh. License Recovery Fee \$.08/day (\$0.08 / Day) \$0.96  
Co Road Safety Program Fee 2.05/day (\$2.05 / Day) \$24.60  
Sales Tax (9.20%) \$74.33

**Total**

(Subject to audit) \$977.64  
Amount charged on September 8, 2022 to MASTERCARD (\$977.64)  
(6133)

**Amount Due**

\$0.00

Thank you for renting  
with National Car Rental  
We appreciate your business!





(3)

zTrip Cab

Colorado Springs  
(719) 766-4567  
Colorado Springs, CO  
Cab# 9026  
Driver# 77221  
9/8/2022 11:31:24 AM

TRIP ID: 37165570  
START: 9/8/2022 11:10:40 AM  
END: 9/8/2022 11:30:38 AM  
DISTANCE: 10.1 mi

Flagfall \$3.50  
Fare \$28.16  
Taxes \$0.00  
Tolls \$0.00  
Subtotal \$31.66

Tip \$5.25  
Card Charged \$36.91

Approval  
Card No \*\*\*\*\*6133 (C)  
Entry Mode EMV/Contact  
Auth ID 03642P  
MID 324027162993  
IID 06430318  
Mode Issuer  
AID A0000000041010  
TVR 0400008000  
IAD 0110601001220000000000000000

TSI E800  
ARC 00  
MASTERCARD  
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to book a ride.

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[www.driveztrip.com](http://www.driveztrip.com)

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# Unit Detail

Wednesday, October 12, 2022

11:58:37 AM

T-O Engineers, LLC

For the Period 09/2022 - 09/2022

Employee Number	Employee Name	Period	Unit Table	Unit Number	Unit Name	Unit Quantity
<b>Project Number: 210038 PNA Rehab Runway 11/29 - CA</b>						
<b>Phase Number: 10.0 Construction Observation</b>						
10494	Werbelow, Wesley	09/2022	ITD RATE TABLE	MILE	Mileage	614.000
<b>Final Totals</b>						<b>614.000</b>

# TOWN OF PINEDALE, WY

## DISBURSEMENT VOUCHER

P.O. BOX 709

PINEDALE, WYOMING 82941

**CLAIMANT:** HK Contractors, Inc

**ADDRESS:** 6350 S. Yellowstone HWY, Idaho Falls, ID 83402

**INVOICE DATE:** 9/30/2022

FUND/ACCT #	AVAIL. BUDGET	ITEMIZED DESCRIPTION	QTY	UNIT PRICE	TOTAL \$
	\$508,151.94	HK Contractors, Inc Pay Estimate #5	1	\$157,687.36	\$157,687.36
		PNA Rehabilitate Runway 11-29 Construction			
		Activity # 23			
	AIP026	Federal = \$ 157,687.36			

*NOTE: The Town is exempt from sales tax per W.S. 39-11-105 and 39-15-105.*

### CLAIMANT DECLARATION

*(IF VOUCHER IS FOR PERSONAL SERVICES, TRAVEL REIMBURSEMENTS OR EXPENDITURES OTHER THAN PAYROLL UNDER A CONTRACTED PRICE)*

I DECLARE AND AFFIRM, UNDER THE PENALTIES OF PERJURY, THAT THIS CLAIM HAS BEEN EXAMINED BY ME, AND TO THE BEST OF MY KNOWLEDGE AND BELIEF, IS IN ALL THINGS TRUE AND CORRECT, AND THAT NEITHER THE WHOLE, NOR ANY PART THEREOF, HAS BEEN PAID.

10/12/22

DATE

SIGNATURE OF CLAIMANT

### DECLARATION OF MAYOR OR CLERK-TREASURER AND/OR OTHER AUTHORIZED AGENT

I DECLARE AND AFFIRM, UNDER THE PENALTIES OF PERJURY, THAT THIS CLAIM HAS BEEN EXAMINED BY ME, AND TO THE BEST OF MY KNOWLEDGE AND BELIEF, IS IN ALL THINGS TRUE AND CORRECT. I FURTHER CERTIFY THAT THE ABOVE SERVICES WERE RENDERED, OR THAT THE ABOVE MATERIALS WERE RECEIVED IN AN ACCEPTABLE CONDITION, AND THAT THE ABOVE CLAIM IS HEREBY APPROVED BY ME.

DATE

EMPLOYEE RECEIVING GOODS OR SERVICES

DATE

MAYOR or CLERK-TREASURER or OTHER AGENT

### APPROVAL BY THE TOWN COUNCIL FOR PAYMENT

DATE APPROVED \_\_\_\_\_

NOTED BY \_\_\_\_\_

DATE PAID \_\_\_\_\_

CHECK NUMBER \_\_\_\_\_



221004-05

Ralph Wenz Field  
Rehabilitate Runway 11-29

CONTRACTOR:  
HK Contractors, Inc.  
6350 S. Yellowstone HWY  
Idaho Falls, ID 83402

Project Pay Estimate # 5  
Pay Period: December 10, 2021 - September 30, 2022

The undersigned CONTRACTOR certifies that (1) all previous progress payments received from OWNER on account of work done under the Contract referred to above have been applied on account to discharge CONTRACTOR's legitimate obligations incurred in connection with work covered by all Payment Application History listed; (2) title of all work, materials, and equipment incorporated in said work or otherwise listed in or covered by this Application for Payment will pass to OWNER at time of payment free and clear of all liens, security interests and encumbrances (except such as are covered by a Bond acceptable to OWNER indemnifying OWNER against and such lien, security interest or encumbrance); (3) The Contractor agrees to pay each subcontractor/supplier for performance included in this Payment Application no later than 30 days from the receipt of payment the Contractor receives from the OWNER.

	TOTAL	AIP Eligible	STATE and LOCAL
Original Contract Price	\$2,369,769.00	\$2,361,469.00	\$8,300.00
Net Change by Change Orders	\$7,920.00	\$7,920.00	\$0.00
Current Contract Price	\$2,377,689.00	\$2,369,389.00	\$8,300.00
Materials in Storage	\$0.00	\$0.00	\$0.00
Total Work Completed	\$2,210,268.91	\$2,201,968.91	\$8,300.00
Total Completed Work, Change Orders, & Materials in Storage Due to Date	\$2,210,268.91	\$2,201,968.91	\$8,300.00
Retainage 5%	\$110,513.45	\$110,098.45	\$415.00
Total Completed Work, Change Orders, and Materials in Storage to Date less Retainage	\$2,099,755.46	\$2,091,870.46	\$7,885.00
Less Previous Applications for Payment	\$1,861,617.06	\$1,853,732.06	\$7,885.00
<b>AMOUNT DUE THIS APPLICATION</b>	<b>\$238,138.40</b>	<b>\$238,138.40</b>	<b>\$0.00</b>
<b>LESS DUE LIQUIDATED DAMAGES</b>	<b>\$80,451.04</b>	<b>\$80,451.04</b>	<b>\$0.00</b>
<b>AMOUNT DUE TO CONTRACTOR</b>	<b>\$157,687.36</b>	<b>\$157,687.36</b>	<b>\$0.00</b>

I have reviewed and recommend payment of AMOUNT DUE THIS APPLICATION #5

Wes Werbelos 10/5/2022  
T-O Engineers Date

[Signature] Project Manager  
Name Title  
HK Contractors, Inc.

State of Idaho  
County of Bonneville

Subscribed and sworn to before me this 10th day of October 2022

[Signature]  
Notary Public

My Commission Expires: 02/06/2027



PAYMENT APPLICATION HISTORY		RECORD OF CHANGE ORDERS	
Pay Estimate #1	\$247,039.80	Change Order 1	\$7,920.00
Pay Estimate #2	\$937,426.53	Change Order 2	\$0.00
Pay Estimate #3	\$639,906.93	Change Order 3	\$0.00
Pay Estimate #4	\$37,243.80	Change Order 4	\$0.00
Pay Estimate #5	\$0.00		
Pay Estimate #6	\$0.00		
Pay Estimate #7	\$0.00		
Pay Estimate #8	\$0.00		
Pay Estimate #9	\$0.00		
Pay Estimate #10	\$0.00		
Pay Estimate #11	\$0.00		
Pay Estimate #12	\$0.00		
<b>TOTAL TO DATE</b>	<b>\$1,861,617.06</b>	<b>TOTAL</b>	<b>\$7,920.00</b>

Bid Schedule 1 - Rehabilitate Runway 11/29

Item No.	Item Description	Bid Qty	Units	Bid Unit Cost	Current Contract Quantity	Current Contract Unit Cost	Completed Previous	Completed This Period	Total This Period	Completed To Date	Total Cost	Contract Remaining
C-100	Contractor Quality Control Program	1	LS	\$150,207.00	1	\$150,207.00	0.80	0.00	\$0.00	0.80	\$120,165.60	\$30,041.40
<b>C-100a</b>	<b>Additional CQCP</b>	<b>0</b>	<b>LS</b>	<b>\$0.00</b>	<b>1</b>	<b>\$1,200.00</b>	<b>1.00</b>	<b>0.00</b>	<b>\$0.00</b>	<b>1.00</b>	<b>\$1,200.00</b>	<b>\$0.00</b>
C-102a	Temporary Air and Water Pollution, Soil Erosion, and Siltation Control	1	LS	\$95,000.00	1	\$95,000.00	0.80	0.00	\$0.00	0.80	\$76,000.00	\$19,000.00
C-102b	SWPPP Implementation	1	LS	\$73,000.00	1	\$73,000.00	0.80	0.00	\$0.00	0.80	\$58,400.00	\$14,600.00
C-105	Mobilization	1	LS	\$193,000.00	1	\$193,000.00	0.80	0.00	\$0.00	0.80	\$154,400.00	\$38,600.00
P-101a	Cold Milling	115,200	SY	\$1.50	115,200	\$1.50	115,200.00	0.00	\$0.00	115,200.00	\$172,800.00	\$0.00
P-152	Shoulder Grading	22,400	SY	\$1.00	22,400	\$1.00	16,000.00	0.00	\$0.00	16,000.00	\$16,000.00	\$6,400.00
<b>P-208</b>	<b>Asphalt Removal/Base Reconditioning</b>	<b>0</b>	<b>SY</b>	<b>\$0.00</b>	<b>2,000</b>	<b>\$3.36</b>	<b>2,000.00</b>		<b>\$0.00</b>	<b>2,000.00</b>	<b>\$6,720.00</b>	<b>\$0.00</b>
P-401	Asphalt Surface Course	14,400	TON	\$89.00	14,400	\$89.00	14,023.79	0.00	\$0.00	14,023.79	\$1,248,117.31	\$33,482.69
P-603	Emulsified Asphalt Tack Coat	17,300	Gal	\$2.00	17,300	\$2.00	14,302.00	0.00	\$0.00	14,302.00	\$28,604.00	\$5,996.00
P-605	Joint Sealing Filler	450	LF	\$22.00	450	\$22.00	0.00	0.00	\$0.00	0.00	\$0.00	\$9,900.00
P-620a	Temporary Marking	42,700	SF	\$0.70	42,700	\$0.70	42,700.00	0.00	\$0.00	42,700.00	\$29,890.00	\$0.00
P-620b	Permanent Marking	42,700	SF	\$0.75	42,700	\$0.75	0.00	42,700.00	\$32,025.00	42,700.00	\$32,025.00	\$0.00
T-901	Seeding	5	AC	\$500.00	5	\$500.00	0.00	1.00	\$500.00	1.00	\$500.00	\$2,000.00
T-908	Mulch	5	AC	\$850.00	5	\$850.00	0.00	1.00	\$850.00	1.00	\$850.00	\$3,400.00

TOTAL WORK COMPLETED **\$1,945,671.91**

Ralph Wenz Field  
 Rehabilitate Runway 11-29  
 Bid Schedule 2 - Perimeter Access Road

Project Pay Estimate # 5  
 Pay Period: December 10, 2021 - September 30, 2022

Item No	Item Description	Bid Qty	Units	Bid Unit Cost	Current Contract Quantity	Current Contract Unit Cost	Completed Previous	Completed This Period	Total This Period	Completed To Date	Total Cost	Contract Remaining
C-105	Mobilization	1	LS	\$3,000.00	1	\$3,000.00	1.00	0.00	\$0.00	1.00	\$3,000.00	\$0.00
P-101b	Asphalt Milling - Perimeter Road	3,000	CY	\$12.00	3,000	\$12.00	3,000.00	0.00	\$0.00	3,000.00	\$36,000.00	\$0.00

TOTAL WORK COMPLETED **\$39,000.00**

Ralph Wenz Field

**Rehabilitate Runway 11-29**

**Bid Schedule 3 - Runway Grooving**

Project Pay Estimate # 5  
 Pay Period: December 10, 2021 - September 30, 2022

Item No	Item Description	Bid Qty	Units	Bid Unit Cost	Current Contract Quantity	Current Contract Unit Cost	Completed Previous	Completed This Period	Total This Period	Completed To Date	Total Cost	Contract Remaining
C-105	Mobilization	1	L5	\$20,000.00	1	\$20,000.00	0.00	0.80	\$16,000.00	0.80	\$16,000.00	\$4,000.00
P-621	Saw Cut Grooves	78,940	SV	\$2.55	78,940	\$201,297.00	0.00	78,940.00	\$201,297.00	78,940.00	\$201,297.00	\$0.00
<b>TOTAL WORK COMPLETED</b>											<b>\$217,297.00</b>	

Ralph Wenz Field  
 Rehabilitate Runway 11-29  
 Bid Schedule 4 - Install 16 Swing Gate

Project Pay Estimate # 5  
 Pay Period: December 10, 2021 - September 30, 2022

Item No.	Item Description	Bid Qty	Units	Bid Unit Cost	Current Contract Quantity	Current Contract Unit Cost	Completed Previous	Completed This Period	Total This Period	Completed To Date	Total Cost	Contract Remaining
C-105	Mobilization	1	LS	\$600.00	1	\$600.00	1.00	0.00	\$0.00	1.00	\$600.00	\$0.00
F-162a	Remove Existing Gate	1	LS	\$1,200.00	1	\$1,200.00	1.00	0.00	\$0.00	1.00	\$1,200.00	\$0.00
F-162b	16 Double Swing Vehicle Gate	1	EA	\$6,500.00	1	\$6,500.00	1.00	0.00	\$0.00	1.00	\$6,500.00	\$0.00
<b>TOTAL WORK COMPLETED</b>											<b>\$8,300.00</b>	







Ralph Weens Field  
Expand E GA Apron - Bid Package A

CONTRACTOR:  
HK Contractors, Inc.  
6350 S Yellowstone HWY  
Idaho Falls, ID 83402

The undersigned CONTRACTOR certifies that (1) all previous progress payments received from OWNER on account of work done under the Contract referred to above have been applied on account to discharge CONTRACTOR's legitimate obligations incurred in connection with work covered by all Payment Application History listed; (2) title of all work, materials, and equipment incorporated in said work or otherwise listed in or covered by this Application for Payment will pass to OWNER at time of payment free and clear of all liens, security interests and encumbrances (except such as are covered by a Bond acceptable to OWNER indemnifying OWNER against and such lien, security interest or encumbrance); (3) The Contractor agrees to pay each subcontractor/supplier for performance included in this Payment Application no later than 30 days from the receipt of payment the Contractor receives from the OWNER.

I have reviewed and recommend payment of AMOUNT DUE THIS APPLICATION #7

Was Worked: 10/5/2022  
Date  
T-O Engineers

Name: [Signature] Title: Project Manager  
HK Contractors, Inc.

State of: Idaho  
County of: Bonneville  
Subscribed and sworn to before me this 7 day of Oct, 2022

Notary Public: [Signature]  
My Commission Expires: 2-17-23



220023-07

Project Pay Estimate # 7  
December 10, 2021 - September 30, 2022

	TOTAL	AP Eligible	STATE and LOCAL	LOCAL only
Original Contract Price	\$2,425,669.00	\$2,387,499.00	\$30,105.00	\$13,065.00
Net Change by Change Orders	\$41,091.35	-\$5,498.30	\$46,589.65	\$0.00
Current Contract Price	\$2,466,760.35	\$2,377,000.70	\$76,694.65	\$13,065.00
Materials in Storage	\$0.00	\$0.00	\$0.00	\$0.00
Total Work Completed	\$2,467,970.62	\$2,389,050.27	\$87,015.35	\$12,905.00
Net Retainage 5%	\$124,898.53	\$119,900.51	\$4,998.02	\$4,998.02
Change Orders and Materials in Storage to Date less Retainage	\$2,373,072.09	\$2,278,149.76	\$82,017.33	\$12,259.75
Less Previous Applications for Payment	\$2,273,802.46	\$2,178,678.12	\$82,017.33	\$12,259.75
AMOUNT DUE THIS APPLICATION	\$99,269.63	\$99,269.64	\$0.00	\$0.00

APPLICATION HISTORY	PAYMENT	RECORD OF CHANGE ORDERS			
		TOTAL	AP Eligible	STATE and LOCAL	LOCAL only
Pay Estimate #1	\$240,175.15				
Pay Estimate #2	\$203,719.66				
Pay Estimate #3	\$290,229.04				
Pay Estimate #4	\$589,117.14	Change Order 1	\$8,479.80	\$8,479.80	\$0.00
Pay Estimate #5	\$944,222.59	Change Order 2	\$49,817.55	\$38,109.85	\$0.00
Pay Estimate #6	\$6,338.88	Change Order 3	-\$17,206.00	\$0.00	\$0.00
Pay Estimate #7	\$0.00	Change Order 4	\$0.00	\$0.00	\$0.00
Pay Estimate #8	\$0.00				
Pay Estimate #9	\$0.00				
Pay Estimate #10	\$0.00				
Pay Estimate #11	\$0.00				
Pay Estimate #12	\$0.00				
<b>TOTAL TO DATE</b>	<b>\$1,273,802.46</b>	<b>\$41,091.35</b>	<b>-\$5,498.30</b>	<b>\$46,589.65</b>	<b>\$0.00</b>



Item No.	Description	Bid Qty	Units	Bid Unit Cost	Current Contract Quantity	Current Contract Unit Cost	Completed Previous	Completed This Period	Total This Period	Completed To Date	Total	Contract Remaining
C-100	Contractor Quality Control Program (CQCP)	1	L5	\$165,000.00	1	\$165,000.00	0.80	0.20	\$33,000.00	1.00	\$165,000.00	\$0.00
C-100b	Additional CQCP	0	L5	\$0.00	1	\$8,000.00	0.80	0.20	\$1,600.00	1.00	\$9,600.00	\$0.00
C-102a	Temporary Air and Water Pollution, Soil Erosion, and Siltation Control	1	L5	\$16,000.00	1	\$16,000.00	0.80	0.20	\$3,200.00	1.00	\$16,000.00	\$0.00
C-102b	SWPPP	1	L5	\$4,500.00	1	\$4,500.00	0.80	0.20	\$900.00	1.00	\$4,500.00	\$0.00
C-105	Mobilization	1	L5	\$272,313.00	1	\$272,313.00	0.80	0.20	\$54,462.60	1.00	\$277,313.00	\$0.00
P-101a	Asphalt Pavement Removal	2,800	SY	\$4.55	2,800	\$4.55	2,800.00	0.00	\$0.00	2,800.00	\$12,740.00	\$0.00
P-101b	Concrete Pavement Removal	510	SY	\$10.50	510	\$10.50	500.00	0.00	\$0.00	500.00	\$5,250.00	\$105.00
P-101c	Existing Fuel Farm Removal	1	L5	\$86,000.00	1	\$86,000.00	1.00	0.00	\$0.00	1.00	\$86,000.00	\$0.00
P-101d	Remove 15" Culvert	180	LF	\$10.00	180	\$10.00	182.00	0.00	\$0.00	182.00	\$1,820.00	\$0.00
P-101e	Demolish Airfield Sign Foundation	1	EA	\$745.00	1	\$745.00	1.00	0.00	\$0.00	1.00	\$745.00	\$0.00
P-101h	Aspen Concrete Removal	9	SY	\$22.99	9	\$22.99	438.00	0.00	\$0.00	438.00	\$2,071.41	\$0.00
P-102	Private Utility Locations and Identification	1	L5	\$1,550.00	1	\$1,550.00	1.00	0.00	\$0.00	1.00	\$1,550.00	\$0.00
P-151	Clearing	15	AC	\$375.00	15	\$375.00	12.00	0.00	\$0.00	12.00	\$4,500.00	\$1,125.00
P-152a	Unclassified Excavation	17,000	CY	\$6.25	17,000	\$6.25	22,868.00	0.00	\$0.00	22,868.00	\$142,925.00	-\$16,675.00
P-152b	Subgrade Preparation	50,100	SY	\$0.50	50,100	\$0.50	47,660.00	0.00	\$0.00	47,660.00	\$23,830.00	\$1,220.00
P-152c	Apron Excavation to Spoil	0	CY	\$0.00	180	\$31.80	180.00	0.00	\$0.00	180.00	\$5,724.00	\$0.00
P-152d	Apron Excavation to Embankment	0	CY	\$0.00	90	\$61.00	90.00	0.00	\$0.00	90.00	\$5,490.00	\$0.00
P-209	Crushed Aggregate Base Course	7,100	CY	\$59.50	7,100	\$59.50	6,704.02	0.00	\$0.00	6,704.02	\$398,899.19	\$0.00
P-209a	Apron Crushed Aggregate Base Course	90	CY	\$0.00	90	\$127.00	73.00	0.00	\$0.00	73.00	\$9,271.00	\$2,159.00
P-401	Asphalt Surface Course	10,600	TON	\$89.50	10,600	\$89.50	11,017.13	0.00	\$0.00	11,017.13	\$986,033.14	-\$37,333.13
P-602	Emulsified Asphalt Prime Coat	12,800	Gal	\$3.50	12,800	\$3.50	12,375.50	0.00	\$0.00	12,375.50	\$43,314.25	\$1,485.75
P-603	Emulsified Asphalt Tack Coat	6,400	Gal	\$2.00	6,400	\$2.00	5,247.00	0.00	\$0.00	5,247.00	\$10,494.00	\$2,306.00
P-605	Joint Sealing Filler	1,300	LF	\$8.25	1,300	\$8.25	697.00	0.00	\$5,750.25	697.00	\$5,750.25	\$4,974.75
P-610a	Concrete Loading Pad	840	SY	\$180.00	0	\$180.00	0.00	0.00	\$0.00	0.00	\$0.00	\$0.00
P-610b	Concrete Apron Panel Replacement	0	SY	\$0.00	530	\$195.00	436.00	0.00	\$0.00	436.00	\$85,020.00	\$0.00
P-620a	Concrete Hardstands	2	EA	\$5,200.00	2	\$5,200.00	2.00	0.00	\$0.00	2.00	\$10,400.00	\$0.00
P-620b	Permanent Marking	2,000	SF	\$0.65	2,000	\$0.65	0.00	1,510.00	\$981.50	1,510.00	\$981.50	\$318.50
P-620c	Surface Preparation	2,000	SF	\$0.75	2,000	\$0.75	1,510.00	0.00	\$0.00	1,510.00	\$1,132.50	\$367.50
D-754	Concrete Valley Gutter	420	SF	\$8.10	420	\$8.10	420.00	0.00	\$0.00	420.00	\$3,402.00	\$0.00
T-901	Concrete Valley Gutter	270	LF	\$136.00	270	\$136.00	317.50	0.00	\$0.00	317.50	\$43,180.00	-\$6,460.00
T-908	Mulching	5	AC	\$420.00	5	\$420.00	0.00	5.00	\$2,100.00	5.00	\$2,100.00	\$0.00
L-108a	L-824C #8 Airfield Lighting Cable	5	AC	\$500.00	5	\$500.00	0.00	5.00	\$2,500.00	5.00	\$2,500.00	\$0.00
L-108b	Counterpoise Wire Installed in Separate Trench	1,430	LF	\$1.00	1,430	\$1.00	1,327.00	0.00	\$0.00	1,327.00	\$1,327.00	\$103.00
L-108c	Counterpoise Ground Rods	700	LF	\$4.40	700	\$4.40	653.00	0.00	\$0.00	653.00	\$2,873.20	\$206.80
L-110a	One 2-inch Conduit, Direct Buried (D.B.)	2	EA	\$317.00	2	\$317.00	2.00	0.00	\$0.00	2.00	\$634.00	\$0.00
L-125a	L-861T LED Elevated Taxiway Edge Lights	700	LF	\$32.00	700	\$32.00	650.00	0.00	\$0.00	650.00	\$14,300.00	\$1,100.00
L-125b	Existing L-858 Guidance Sign Reinstalled on New Foundation	9	EA	\$920.00	9	\$920.00	9.00	0.00	\$0.00	9.00	\$8,280.00	\$0.00
		1	EA	\$2,150.00	1	\$2,150.00	1.00	0.00	\$0.00	1.00	\$2,150.00	\$0.00

TOTAL WORK COMPLETED **\$2,398,050.27**



Item No.	Item Description	Bid Qty	Units	Bid Unit Cost	Current Contract Quantity	Current Contract Unit Cost	Completed Previous	Completed This Period	Total This Period	Completed To Date	Total Cost	Contract Remaining	CO #
C-105	Mobilization	1	L5	\$800.00	1	\$800.00	0.80	0.00	\$0.00	0.80	\$640.00	\$160.00	CO #2
P-101f	Existing Septic Tank Removal	0	L5	\$0.00	1	\$7,500.00	1.00	0.00	\$0.00	1.00	\$7,500.00	\$0.00	CO #2
P-101g	Existing Leach Field Removal	0	L5	\$0.00	1	\$1,900.00	1.00	0.00	\$0.00	1.00	\$1,900.00	\$0.00	CO #2
P-209	Crushed Aggregate Base Course	110	CV	\$90.50	110	\$90.50	110.00	0.00	\$0.00	110.00	\$9,955.00	\$0.00	CO #2
P-401	Asphalt Surface Course	150	TON	\$123.00	150	\$123.00	150.00	0.00	\$0.00	150.00	\$18,450.00	\$0.00	CO #2
P-602	Emulsified Asphalt Prime Coat	200	Gal	\$3.50	200	\$3.50	200.00	0.00	\$0.00	200.00	\$700.00	\$0.00	CO #2
P-603	Emulsified Asphalt Tack Coat	100	Gal	\$2.00	100	\$2.00	100.00	0.00	\$0.00	100.00	\$200.00	\$0.00	CO #2
T-901	Topsoil Placement	0	CV	\$0.00	200	\$36.00	200.00	0.00	\$0.00	200.00	\$7,200.00	\$0.00	CO #2
WPVWSS02700	One 3 inch Conduit Direct Buried	0	LF	\$13.88	100	\$13.88	218.00	0.00	\$0.00	218.00	\$2,918.40	\$0.00	CO #1
WPVWSS02700	One 2 inch Conduit Direct Buried	0	LF	\$43.42	40	\$43.42	218.00	0.00	\$0.00	218.00	\$8,864.56	\$0.00	CO #1
WPVWSS02700	Electrical Junction Boxes	0	EA	\$1,000.00	2	\$1,000.00	2.00	0.00	\$0.00	2.00	\$2,000.00	\$0.00	CO #1
WPVWSS02700	Double Clean Out	0	EA	\$0.00	2	\$450.00	2.00	0.00	\$0.00	2.00	\$900.00	\$0.00	CO #2
WPVWSS02700	1000 Gal. Sertic Tank	0	EA	\$0.00	1	\$7,344.85	1.00	0.00	\$0.00	1.00	\$7,344.85	\$0.00	CO #2
WPVWSS02700	4" SDR Sewer Pipe	0	LF	\$0.00	215	\$31.00	175.00	0.00	\$0.00	175.00	\$5,425.00	\$0.00	CO #2
WPVWSS02700	Infiltration Chambers	0	LF	\$0.00	44	\$150.00	44.00	0.00	\$0.00	44.00	\$6,600.00	\$0.00	CO #2
<b>TOTAL WORK COMPLETED</b>											<b>\$87,015.35</b>		

Ralph Wenz Field  
 Expand E GA Apron - Bid Package A  
 Bid Schedule 3A - Taxiway C/Apron Pavement (Local Only)

Project Pay Estimate # 7  
 Pay Period: December 10, 2021 - September 30, 2022

Item No.	Item Description	Bid Qty	Units	Bid Unit Cost	Current Contract Quantity	Current Contract Unit Cost	Completed Previous	Completed This Period	Total This Period	Completed To Date	Total Cost	Contract Remaining
C-105	Mobilization	1	LS	\$800.00	1	\$800.00	0.80	0.00	\$0.00	0.80	\$640.00	\$160.00
P-209	Crushed Aggregate Base Course	50	CV	\$90.50	50	\$90.50	50.00	0.00	\$0.00	50.00	\$4,525.00	\$0.00
P-401	Asphalt Surface Course	60	TON	\$123.00	60	\$123.00	60.00	0.00	\$0.00	60.00	\$7,380.00	\$0.00
P-602	Emulsified Asphalt Prime Coat	80	Gal	\$3.50	80	\$3.50	80.00	0.00	\$0.00	80.00	\$280.00	\$0.00
P-603	Emulsified Asphalt Tack Coat	40	Gal	\$2.00	40	\$2.00	40.00	0.00	\$0.00	40.00	\$80.00	\$0.00
<b>TOTAL WORK COMPLETED</b>											<b>\$12,905.00</b>	



# PROJECT STATUS UPDATE



## Ralph Wenz Field – Expand E GA Apron Construction

PROJECT NUMBER 200579  
MONTH 10/2022  
UPDATE NUMBER 14  
PROJECT MANAGER Wesley Werbelow, PE

- WORK COMPLETED OR PROGRESS THIS PERIOD
- Expand E GA Apron
    - Closeout work
    - Awaiting lien releases and final paperwork to release final payment
  - Fuel Farm Site
    - Awaiting lien releases to release final payment

- ANTICIPATED WORK FOR NEXT PERIOD
- Expand E GA Apron
    - Concrete removal and replacement, date TBD

- ACTION ITEMS
- Approval of T-O Invoice 200579-14072 for \$3,601.14
  - Approval of HK Pay Estimate #7 for \$99,269.63

### Invoicing

Invoices	Total Cost
T-O Invoice 200579-14072	\$3,601.14
Pay Estimate #7 (HK)	\$99,269.63
Total	\$102,870.77

### Breakdown

Entity	Total Cost
FAA	\$92,583.71
State	\$6,172.25
Local	\$4,114.81
Total	\$102,870.77





October 14, 2022

Maureen Rudnick, Town Clerk/Treasurer  
 Town of Pinedale  
 P.O. Box 709  
 Pinedale, WY 82941

RE: 200579 – PNA Expand E GA Apron – Construction  
 A.I.P. Project No. 03-56-0021-024-2021/WYDOT Project No. APNA013A/13B

Dear Maureen:

Enclosed is invoice statement number 200579-14072 for professional services rendered through September 2022 for the above referenced PNA Expand E GA Apron – Construction project. The invoice is for work performed during Construction related phases. The invoice is for \$3,601.14.

The overall invoicing breakdown is shown in the table below:

Description of Service	Contract Amount	Current Billed	Previous Billed	Remaining
<b>Engineer's Project #200579</b>				
Pre-Design Phase	\$13,370.00	\$ 0.00	\$ 13,370.00	\$ 0.00
Construction Admin Phase	\$60,014.00	\$ 497.50	\$ 69,699.16	\$ (10,182.66)
DBE – Construction Phase	\$4,500.00	\$ 0.00	\$ 440.00	\$ 4,060.00
Pre-Construction Coordination Phase	\$11,348.00	\$ 0.00	\$ 9,186.14	\$ 2,161.86
Construction Observation Phase	\$199,291.07	\$ 2,000.59	\$ 184,384.71	\$ 12,905.77
Post Construction Coordination Phase	\$18,949.00	\$ 1,103.05	\$ 13,075.70	\$ 4,770.25
Special Considerations - Construction	\$84,620.00	\$ 0.00	\$ 38,491.11	\$ 46,128.89
Acceptance Surveying Phase	\$25,000.00	\$ 0.00	\$ 22,237.95	\$ 762.05
Fuel Services Add On	\$14,150.00	\$ 0.00	\$ 12,122.50	\$ 2,027.50
<b>Totals</b>	<b>\$431,242.07</b>	<b>\$ 3,601.14</b>	<b>\$ 365,007.27</b>	<b>\$ 62,633.66</b>

Please review the invoice for approval. After approval, T-O will submit the invoice into Blackcat for reimbursement. If you have any questions on this subject, please contact me at 307-587-3411.



Sincerely,  
T-O Engineers, Inc.

A handwritten signature in blue ink, appearing to read 'Wesley Werbelow'.

Wesley Werbelow, P.E.  
Project Manager

Enclosure  
Invoice No: 200579-14072

**Invoice**



**T.O ENGINEERS**

Town of Pinedale Wyoming  
P.O. Box 709  
210 W. Pine Street  
Pinedale, WY 82941

October 12, 2022  
Invoice No: 200579 - 14072

Project Manager: Wesley Werbelow

Project: 200579 PNA Expand E GA Apron - Construction Admin  
Rates shown for Construction Observation reflect the direct labor rate plus an overhead multiplier of 1.3295.

**Professional Services from August 29, 2022 to September 25, 2022**

Phase: 0.0 Lump Sum Fees

**Fees**

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
1.0 Pre Design	13,370.00	100.00	13,370.00	13,370.00	0.00
10.0 Construction Observation	32,361.41	100.00	32,361.41	32,361.41	0.00
11.0 Post Construction Coordination	18,949.00	74.7467	14,163.75	13,060.70	1,103.05
<b>Total Fee</b>	<b>64,680.41</b>		<b>59,895.16</b>	<b>58,792.11</b>	<b>1,103.05</b>
<b>Total Fee</b>					<b>1,103.05</b>
<b>Total this Phase</b>					<b>\$1,103.05</b>

Phase: 10.0 Construction Observation

Task: 10.1 Main Apron

**Professional Personnel**

	Hours	Rate	Amount
Provart, Luke	19.00	86.42	1,641.98
<b>Totals</b>	<b>19.00</b>		<b>1,641.98</b>
<b>Total Labor</b>			<b>1,641.98</b>

**Unit Billing**

Mileage	613.0 Miles @ 0.585	358.61
<b>Total Units</b>		<b>358.61</b>
<b>Total this Task</b>		<b>\$2,000.59</b>
<b>Total this Phase</b>		<b>\$2,000.59</b>

Phase: 7.0 Construction Administration

**Professional Personnel**

	Hours	Rate	Amount
Hansen, Tabatha	.25	70.00	17.50
Hebert, Todd	3.00	80.00	240.00
Provart, Luke	1.75	100.00	175.00
Werbelow, Wesley	.50	130.00	65.00
<b>Totals</b>	<b>5.50</b>		<b>497.50</b>
<b>Total Labor</b>			<b>497.50</b>

Project	200579	PNA Expand E GA Apron - CA	Invoice	14072
			<b>Total this Phase</b>	<b>\$497.50</b>
			<b>Total this Invoice</b>	<b><u>\$3,601.14</u></b>

**Outstanding Invoices**

Number	Date	Balance
14070	8/11/2022	3,710.03
14071	9/8/2022	6,466.25
<b>Total</b>		<b>10,176.28</b>

**Billings to Date**

	Current	Prior	Total	Received	A/R Balance
Fee	1,103.05	58,792.11	59,895.16		
Labor	2,139.48	219,551.14	221,690.62		
Consultant	0.00	36,829.75	36,829.75		
Expense	0.00	33,453.99	33,453.99		
Unit	358.61	15,215.78	15,574.39		
<b>Totals</b>	<b>3,601.14</b>	<b>363,842.77</b>	<b>367,443.91</b>	<b>353,666.49</b>	<b>13,777.42</b>

All account balances not paid in full within 30 days of the date of invoicing shall bear interest at the rate of twelve (12) percent (%) per annum compounded monthly from the due date until paid in full. Any payments received shall be credited first to accrued interest and then to principal. All costs or fees incurred to collect overdue account balances shall be added to the principal portion of the account balance.

Payments can be made by check, ACH, or credit card. Billing and payment inquiries can be sent to [finance@to-engineers.com](mailto:finance@to-engineers.com). A 3% processing fee is applied to payments by credit card.

REMIT TO: T-O Engineers, Inc., 2471 S. Titanium Pl., Meridian, ID 83642



# Unit Detail

Wednesday, October 12, 2022

11:52:01 AM

T-O Engineers, LLC

For the Period 09/2022 - 09/2022

Employee Number	Employee Name	Period	Unit Table	Unit Number	Unit Name	Unit Quantity
<b>Project Number: 200579 PNA Expand E GA Apron - CA</b>						
<b>Phase Number: 10.0 Construction Observation</b>						
<b>Task Number: 10.1 Main Apron</b>						
10556	Provart, Luke	09/2022	ITD RATE TABLE	MILE	Mileage	613.000
<b>Total for 200579</b>						<b>613.000</b>
<b>Final Totals</b>						<b>613.000</b>

# TOWN OF PINEDALE, WY

## DISBURSEMENT VOUCHER

P.O. BOX 709

PINEDALE, WYOMING 82941

**CLAIMANT:**

**ADDRESS:**

**INVOICE DATE:**

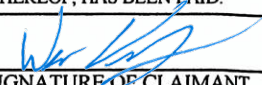
FUND/ACCT #	AVAIL. BUDGET	ITEMIZED DESCRIPTION	QTY	UNIT PRICE	TOTAL \$
		Local= \$94.74			

*NOTE: The Town is exempt from sales tax per W.S. 39-11-105 and 39-15-105.*

### CLAIMANT DECLARATION

*(IF VOUCHER IS FOR PERSONAL SERVICES, TRAVEL REIMBURSEMENTS OR EXPENDITURES OTHER THAN PAYROLL UNDER A CONTRACTED PRICE)*

I DECLARE AND AFFIRM, UNDER THE PENALTIES OF PERJURY, THAT THIS CLAIM HAS BEEN EXAMINED BY ME, AND TO THE BEST OF MY KNOWLEDGE AND BELIEF, IS IN ALL THINGS TRUE AND CORRECT, AND THAT NEITHER THE WHOLE, NOR ANY PART THEREOF, HAS BEEN PAID.

	 SIGNATURE OF CLAIMANT
DATE	

### DECLARATION OF MAYOR OR CLERK-TREASURER AND/OR OTHER AUTHORIZED AGENT

I DECLARE AND AFFIRM, UNDER THE PENALTIES OF PERJURY, THAT THIS CLAIM HAS BEEN EXAMINED BY ME, AND TO THE BEST OF MY KNOWLEDGE AND BELIEF, IS IN ALL THINGS TRUE AND CORRECT. I FURTHER CERTIFY THAT THE ABOVE SERVICES WERE RENDERED, OR THAT THE ABOVE MATERIALS WERE RECEIVED IN AN ACCEPTABLE CONDITION, AND THAT THE ABOVE CLAIM IS HEREBY APPROVED BY ME.

DATE	EMPLOYEE RECEIVING GOODS OR SERVICES
DATE	MAYOR or CLERK-TREASURER or OTHER AGENT

### APPROVAL BY THE TOWN COUNCIL FOR PAYMENT

DATE APPROVED \_\_\_\_\_

NOTED BY \_\_\_\_\_

DATE PAID \_\_\_\_\_

CHECK NUMBER \_\_\_\_\_

October 17, 2022

Maureen Rudnick, Town Clerk/Treasurer  
 Town of Pinedale  
 P.O. Box 709  
 Pinedale, WY 82941

RE: 220064 – PNA Master Plan Update  
 A.I.P. Project No. 03-56-0021-029-2022/WYDOT Project No. APNA004A

Dear Maureen:

Enclosed is invoice statement number 220064-3 for professional services rendered through September 2022 for the above referenced PNA Master Plan Update project. The invoice is for \$2,369.75.

The overall invoicing breakdown is shown in the table below:

Description of Service	Contract Amount	Current Billed	Previous Billed	Remaining
<b>Engineer's Project #220064</b>				
Project Formulation	\$16,060.00	\$0.00	\$16,060.00	\$0.00
Project Management	\$26,140.00	\$1,610.00	\$8,262.50	\$16,537.50
Public Involvement	\$56,250.00	\$0.00	\$0.00	\$56,250.00
Executive Summary	\$3,970.00	\$0.00	\$0.00	\$3,970.00
Existing Conditions	\$16,790.00	\$0.00	\$16,790.00	\$0.00
Environmental	\$9,635.00	\$0.00	\$0.00	\$9,635.00
Aviation Demand Forecast	\$22,790.00	\$0.00	\$4,865.00	\$17,925.00
Facility Requirements	\$24,015.00	\$0.00	\$2,125.00	\$21,890.00
Alternatives Development	\$23,130.00	\$0.00	\$0.00	\$23,130.00
Airport Layout Plan	\$56,860.00	\$0.00	\$1,110.00	\$55,750.00
Exhibit A	\$35,580.00	\$540.00	\$285.00	\$34,755.00
Facility Implementation	\$23,640.00	\$0.00	\$0.00	\$23,640.00
Compliance Overview	\$9,425.00	\$0.00	\$0.00	\$9,425.00
References	\$5,435.00	\$0.00	\$0.00	\$5,435.00
Approval of Documents	\$9,280.00	\$0.00	\$0.00	\$9,280.00
Deliverables	\$12,790.00	\$218.75	\$1,495.00	\$11,076.25
Aerial and Ground Survey	\$9,250.00	\$0.00	\$0.00	\$9,250.00
Lump Sum Expenses	\$24,963.00	\$0.00	\$225.00	\$24,738.00
<b>Totals</b>	<b>\$386,273.00</b>	<b>\$2,368.75</b>	<b>\$51,217.50</b>	<b>\$332,686.75</b>

Please review the invoice for approval. If you have any questions on this subject, please contact me at 307-587-3411.



Sincerely,  
T-O Engineers, Inc.

A handwritten signature in blue ink, appearing to read 'Wesley Werbelow'.

Wesley Werbelow, P.E.  
Project Manager

Enclosure  
Invoice No: 220064-3

nvoice



T.O ENGINEERS

Town of Pinedale Wyoming
P.O. Box 709
210 W. Pine Street
Pinedale, WY 82941

ber 12, 2022
Invoice No: 220064 - 3
Due Date: November 11, 2022

Project Manager: Wesley Werbelow

Project: 220064 PNA Master Plan Update
Professional Services from August 29, 2022 to September 25, 2022

Phase: 01.0 PROJECT FORMULATION
Task: 01.01 Pre-Scoping Meeting

Fees

Table with 6 columns: Billing Phase, Fee, Percent Complete, Earned, Previous Fee Billing, Current Fee Billing. Lists various project phases and their associated costs.

Total Fee 2,368.75

Total this Task \$2,368.75

Total this Phase \$2,368.75

Total this Invoice \$2,368.75

Outstanding Invoices

Table with 3 columns: Number, Date, Balance. Shows one outstanding invoice with number 1, date 8/10/2022, and balance 42,221.25.



Project	4	Master Plan Update	Invoice	3
		9/8/2022	8,996.25	
	<b>total</b>		<b>51,217.50</b>	

**Billings to Date**

	<b>Current</b>	<b>Prior</b>	<b>total</b>	<b>Received</b>	<b>A/R Balance</b>
Fee	2,368.75	51,217.50	53,586.25		
<b>Totals</b>	<b>2,368.75</b>	<b>51,217.50</b>	<b>53,586.25</b>	<b>0.00</b>	<b>53,586.25</b>

All account balances not paid in full within 30 days of the date of invoicing shall bear interest at the rate of twelve (12) percent (%) per annum compounded monthly from the due date until paid in full. Any payments received shall be credited first to accrued interest and then to principal. All costs or fees incurred to collect overdue account balances shall be added to the principal portion of the account balance.

Payments can be made by check, ACH, or credit card. Billing and payment inquiries can be sent to [finance@to-engineers.com](mailto:finance@to-engineers.com). A 3% processing fee is applied to payments by credit card.

REMIT TO: T-O Engineers, Inc., 2471 S. Titanium Pl., Meridian, ID 83642

# PROJECT STATUS UPDATE



## Ralph Wenz Field – Master Plan Update

PROJECT NUMBER 220064  
MONTH 10/2022  
UPDATE NUMBER 2  
PROJECT MANAGER Wesley Werbelow, PE

WORK COMPLETED OR  
PROGRESS THIS PERIOD

- Began work on traffic forecast
- Assembled Technical Advisory Committee (TAC)
- Met w/ TAC
- Prepared for Public Meeting #1

ANTICIPATED WORK  
FOR NEXT PERIOD

- Public meeting following board meeting
- Submit forecast for FAA approval

ACTION ITEMS • Approval of T-O Invoice 220064-3 for \$2,368.75

### Invoicing

Invoices	Total Cost
T-O Invoice 220064-3	\$2,368.75
Total	\$2,368.75

### Breakdown

Entity	Total Cost
FAA	\$2,131.88
State	\$142.13
Local	\$94.74
Total	\$2,368.75

# Snow and Ice Control Plan

## Ralph Wenz Field Pinedale Airport KPNA

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Original Dates: 11-23-20 (Town Council) / 11-4-20 (Airport Board)

Revision Dates: 11-2-22 (Airport Board) / 11-xx-22 (Town Council)

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### ***Phase #1 Pre- and Post-Winter Season Topics***

#### **Chapter 1. Pre-Season Actions**

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- Personnel Training.....
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- 2.2 Post Season.....

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# Phase #1

## Pre- and Post-Winter Season Topics

### Chapter 1. Pre-Season Actions

#### 1.1 Airport Preparation

##### a) Airport Management Meetings

The Airport Manager will initiate a meeting in the month of September to discuss:

- Equipment and material inventory
- Repair needs, staffing
- Budget
- Training
- Previous year issues
- Any other topics associated with snow and ice control and its plan.

##### b) Personnel Training

All airport operations personnel will receive annual, recurrent snow removal training. All training for airport personnel is conducted by the Airport Manager or designated trainer. Training records are maintained by the Airport Manager. This shall include:

- FICON reporting
- NOTAM training
- Snow removal/equipment operation.

##### c) Equipment Preparation

At least 60 days prior to snow season the Airport Manager or designee will inspect and prepare each piece of snow removal equipment. Required fluids, replacement parts, and snow removal equipment components will be inventoried and stockpiled.

## **Chapter 2. Post-Event/Season Actions**

### **2.1 Post Event.**

After each snow event, the Airport Manager or designee will conduct an airfield inspection after each event to:

- Verify proper snowbank placement and wingtip clearance
- Verify there is no blockage or disruption of lights
- Verify no disruption of NAVAIDS
- Verify visibility of Signs
- Verify and/or correctly issue NOTAM's

The Airport Manager or designee may host a meeting and invite the FBO, airport businesses, and/or tenants to discuss any issues that have arisen from the event.

### **2.2 Post Season.**

After each snow season a meeting may be held, typically in May to review the snow season issues and recommendations for changes. The same topics as pre-season should be reviewed.

- Maintenance (inspect and repair equipment)
- Operations (update)
- Airport management (update SICP)

## Phase #2

# Winter Storm Actions and Procedures

### Chapter 3. Snow Removal Action Criteria

#### 3.1 Activating Snow Removal Personnel.

The Airport Manager or designee will be responsible for monitoring and activating snow removal operations based on the criteria below.

##### a) Weather Forecasting

- The Airport Manager or designee will be responsible for monitoring weather forecasts and anticipating the need to activate snow removal operations.

##### b) Chain of Command

- Airport Manager or designee is responsible to monitor airfield conditions
- Airport Manager or designee will perform physical airfield inspections before issuing NOTAMs
- Airport Manager or designee will activate snow removal operations based on physical airfield inspection

##### c) Triggers for Initiating Snow Removal Operations

Snow removal operations will begin when plowable contaminants begin accumulating on pavement surfaces. The Airport should not wait to begin plowing until the storm ceases or the below listed accumulation is reached. The conditions below are considered a maximum and dictate when the runway should be closed when they are exceeded.

<u>Precipitation</u>	<u>Depth in Inches</u>
Slush	1/2"
Wet Snow	1"
Dry Snow	1"
Ice or Freezing Rain	NIL Braking action



### **3.2 Airfield Clearing Priorities.**

The first and main priority of the airport is to provide a safe plowed runway, a single taxiway access to the ramp and a sufficient parking area. This will allow for necessary arrivals and departures. Sufficient vehicle access to the ramp for medical flight shall be provided as well.

#### **a) Priority 1 (shown in Red on the map below)**

1. Runway 11/29
2. Taxiway A2
3. Taxiway A (from A2 to the ramp)
4. Taxiway B
5. Section of Bravo Ramp for aircraft movement and parking & fueling
6. Path from State Hwy 191 through the security gate to the plowed section of ramp
7. Aircraft fueling areas (Self-serve, fuel truck access)

#### **b) Priority 2 (shown in blue on the map below)**

1. Taxiway A
2. Taxiway Connectors A1, A3, A4, A5
3. Taxiway C
4. Clear for hangar access.
5. Clear old main gate for emergency access.

#### **c) Priority 3- (shown in green on the map below)**

1. Clear Bravo ramp
2. Clear Mega or Jet ramp
3. Vehicle parking area

#### **d) Extra projects as time permits- (shown in orange on the map below)**

1. AWOS Corral
2. Airport house Driveway
3. Clean-up rough edges



### 3.3 Airfield Clearance Times.

Pinedale is classified as a non-commercial service airport with less than 6,000 annual operations. The airfield is recommended to be able to clear priority 1 areas in 6hrs or less.

**Table 1-2. Clearance Times for Non-Commercial Service Airports**

<i>Annual Airplane Operations (includes cargo operations)</i>	<i>Clearance Time<sup>1</sup> (hour)</i>
<i>40,000 or more</i>	<i>2</i>
<i>10,000 – but less than 40,000</i>	<i>3</i>
<i>6,000 – but less than 10,000</i>	<i>4</i>
<i>Less than 6,000</i>	<i>6</i>
<i>General: Although not specifically defined, Non-Commercial Service Airports are airports that are not classified as Commercial Service Airports [see Table 1-1, general note].</i>	
<i>Footnote 1: These airports may wish to have sufficient equipment to clear 1 inch (2.54 cm) of falling snow weighing up to 25 lb/ft<sup>2</sup> (400 kg/m<sup>3</sup>) from Priority 1 areas within the recommended clearance times.</i>	

### **3.4 Snow Equipment List.**

- a. 2009 International Dump truck with plow
- b. 2001 John Deere Loader (TC544H) with plow
- c. Polaris ATV with plow
- d. 2015 Kodiak America Multipurpose Snow Removal Vehicle
  - i. Broom
  - ii. Blower

### **3.5 Storage of Snow and Ice Control Equipment.**

Snow removal equipment is stored inside one of the Airport's two heated SRE buildings.

1. Main SRE Building
  - a. 2009 International Dump Truck
  - b. 2001 John Deere Loader (TC533H)
  - c. 2015 Kodiak America
  - d. Polaris ATV

### 3.6 Definitions.

#### Ash.

A grayish white to black solid residue of combustion normally originating from pulverized particulate matter ejected by volcanic eruption.

#### Compacted Snow.

Snow that has been compressed and consolidated into a solid form that resists further compression such that an airplane will remain on its surface without displacing any of it. If a chunk of compressed snow can be picked up by hand, it will hold together or can be broken into smaller chunks rather than falling away as individual snow particles.

Note: A layer of compacted snow over ice must be reported as compacted snow only.

Example: When operating on the surface, significant rutting or compaction will not occur. Compacted snow may include a mixture of snow and embedded ice; if it is more ice than compacted snow, then it should be reported as either ice or wet ice, as applicable.

#### Contaminant.

A deposit such as frost, any snow, slush, ice, or water on an aerodrome pavement where the effects could be detrimental to the friction characteristics of the pavement surface.

#### Contaminated Runway.

For purposes of generating a runway condition code and airplane performance, a runway is considered contaminated when more than 25 percent of the runway surface area (within the reported length and the width being used) is covered by frost, ice, and any depth of snow, slush, or water.

When runway contaminants exist, but overall coverage is 25 percent or less, the contaminants will still be reported. However, a runway condition code will not be generated.

While mud, ash, sand, oil, and rubber are reportable contaminants, there is no associated airplane performance data available, and no depth or Runway Condition Code will be reported.

Exception: Rubber is not subject to the 25 percent rule and will be reported as Slippery When Wet when the pavement evaluation/friction deterioration indicates



the averaged Mu value on the wet pavement surface is below the Minimum Friction Level classification specified in Table 3-2 of FAA Advisory Circular 150/5320-12.

Dry (Pavement).

Describes a surface that is neither wet nor contaminated.

Dry Runway.

A runway is dry when it is neither wet, nor contaminated. For purposes of condition reporting and airplane performance, a runway can be considered dry when no more than 25 percent of the runway surface area within the reported length and the width being used is covered by:

Visible moisture or dampness, or

Frost, slush, snow (any type), or ice.

A FICON NOTAM must not be originated for the sole purpose of reporting a dry runway. A dry surface must be reported only when there is a need to report conditions on the remainder of the surface.

Dry Snow.

Snow that has insufficient free water to cause it to stick together. This generally occurs at temperatures well below 32° F (0° C). If when making a snowball, it falls apart, the snow is considered dry.

FICON (Field Condition Report).

A Notice to Airmen (NOTAM) generated to reflect Runway Condition Codes, vehicle braking action, and pavement surface conditions on runways, taxiways, and aprons.

Fluid Deicer/Anti-Icers. The approved specification is SAE AMS 1435, Fluid, Generic Deicing/Anti-icing, Runways and Taxiways.

Frost.

Frost consists of ice crystals formed from airborne moisture that condenses on a surface whose temperature is below freezing. Frost differs from ice in that the frost crystals grow independently and therefore have a more granular texture.

Note: Heavy frost that has noticeable depth may have friction qualities similar to ice and downgrading the runway condition code accordingly should be considered. If driving a vehicle over the frost does not result in tire tracks down to

bare pavement, the frost should be considered to have sufficient depth to consider a downgrade of the runway condition code.

Generic Solids. The approved specification is SAE AMS 1431, Compound, Solid Runway and Taxiway Deicing/Anti-Icing.

Ice.

The solid form of frozen water to include ice that is textured (i.e., rough or scarified ice).

A layer of ice over compacted snow must be reported as ice only.

Layered Contaminant.

A contaminant consisting of two overlapping contaminants. The list of layered contaminants has been identified in the RCAM and include:

- Dry Snow over Compacted Snow
- Wet Snow over Compacted Snow
- Slush over Ice
- Water over Compacted Snow
- Dry Snow over Ice
- Wet Snow over Ice

Mud.

Wet, sticky, soft earth material.

Multiple Contaminants.

A combination of contaminants (as identified in the RCAM) observed on paved surfaces. When reporting multiple contaminants, only the two most prevalent / hazardous contaminants are reported. When reporting on runways, up to two contaminant types may be reported for each runway third. The reported contaminants may consist of a single and layered contaminant, two single\_ contaminants, or two layered contaminants. The reporting of “multiple contaminants” represent contaminants which are located adjacent to each other, not to be confused with a “layered contaminant” which is overlapping. For example:

- Single contaminant and Layered contaminant.  
'Wet' and 'Wet Snow over Compacted Snow'
- Single contaminant and Single contaminant.  
'Wet Snow' and 'Slush'
- Layered contaminant and Layered contaminant.  
'Dry Snow over Compacted Snow' and 'Dry Snow over Ice'

Oil.

A viscous liquid, derived from petroleum or synthetic material, especially for use as a fuel or lubricant.

Runway (Primary and Secondary).

Primary.

Runway(s) being actively used or expected to be used under the existing or anticipated adverse meteorological conditions, where the majority of the takeoff and landing operations will take place.

Secondary.

Runway(s) that supports a primary runway and is less operationally critical. Takeoff and landing operations on such a runway are generally less frequent than on a primary runway. Snow removal operations on these secondary runways should not occur until Priority 1 surfaces are satisfactorily cleared and serviceable.

Runway Condition Assessment Matrix (RCAM).

The tool by which an airport operator will assess a runway surface when contaminants are present.

Runway Condition Code (RwyCC).

Runway Condition Codes describe runway conditions based on defined contaminants for each runway third. Use of RwyCCs harmonizes with ICAO Annex 14, providing a standardized "shorthand" format (Eg: 4/3/2) for reporting. RwyCC (which replaced Mu values) are used by pilots to determine landing performance calculations.

Sand.

A sedimentary material, finer than a granule and coarser than silt.

Slush.

Snow that has water content exceeding a freely drained condition such that it takes on fluid properties (e.g., flowing and splashing). Water will drain from slush when a handful is picked up. This type of water-saturated snow will be displaced with a splatter by a heel and toe slap-down motion against the ground.

Slush over Ice.

See individual definitions for each contaminant.

Slippery When Wet Runway.

A wet runway where the surface friction characteristics would indicate diminished braking action as compared to a normal wet runway.

Slippery When Wet is only reported when a pavement maintenance evaluation indicates the averaged Mu value on the wet pavement surface is below the Minimum Friction Level classification specified in Table 3-2 of FAA Advisory Circular 150/5320-12. Some contributing factors that can create this condition include: Rubber buildup, groove failures/wear, pavement macro/micro textures.

Water.

The liquid state of water. For purposes of condition reporting and airplane performance, water is greater than 1/8-inch (3mm) in depth.

Wet Runway.

A runway is wet when it is neither dry nor contaminated. For purposes of condition reporting and airplane performance, a runway can be considered wet when more than 25 percent of the runway surface area within the reported length and the width being used is covered by any visible dampness or water that is 1/8-inch or less in depth.

Wet Ice.

Ice that is melting, or ice with a layer of water (any depth) on top.

### Wet Snow.

Snow that has grains coated with liquid water, which bonds the mass together, but that has no excess water in the pore spaces. A well-compacted, solid snowball can be made, but water will not squeeze out.

## **Chapter 4. Snow Clearing Operations and Ice Prevention**

### **4.1 Snow Clearing Principals.**

#### **a) Ramp and Terminal**

The ramp and terminal areas should be cleared in accordance with the airport's snow removal priority map. Once the priority 1 areas are cleared, the remainder area of the ramp can be cleared. Snow can be removed quickly with the highspeed plows to the edge of the ramp where it can be either thrown clear with the rotary plow or moved and stacked with the loader and ramp plow. The airport will plow the ramp and within two feet of private hangars.

#### **b) Runway and Taxiways**

Due to the high annual snowfall in combination with the frequent strong winds at PNA, it is very important to keep the snow depths and banks at a minimum around the lights, signs, NAVAIDs, and areas that will create a wing tip hazard. The airport's high speed runway plows will be used in conjunction with the high-speed rotary plow to make sure the snow is cast as far as possible from the runway and taxiways. The rotary plow can be used on the last pass to throw the snow clear of the airfield lights or as frequently as every other pass in extremely heavy snowfall situations.

If staffing allows, the airport will utilize tandem plowing with both high speed plows or with one high speed plow and the high speed rotary plow as needed. Every effort should be made to keep the runway and taxiways plowed to full width. If this is not possible, appropriate NOTAMs will be issued.

#### **Runway**

The runway should be the first priority for snow removal. The preferred method of removal in calm wind or wind parallel to the runway is moving the snow away from Taxiway A from the Northeast side to the Southwest side with a high-speed



runway plow. If there is significant snowfall accumulation, the rotary plow should be used on the last pass to prevent snowbank buildup next to the runway lights.

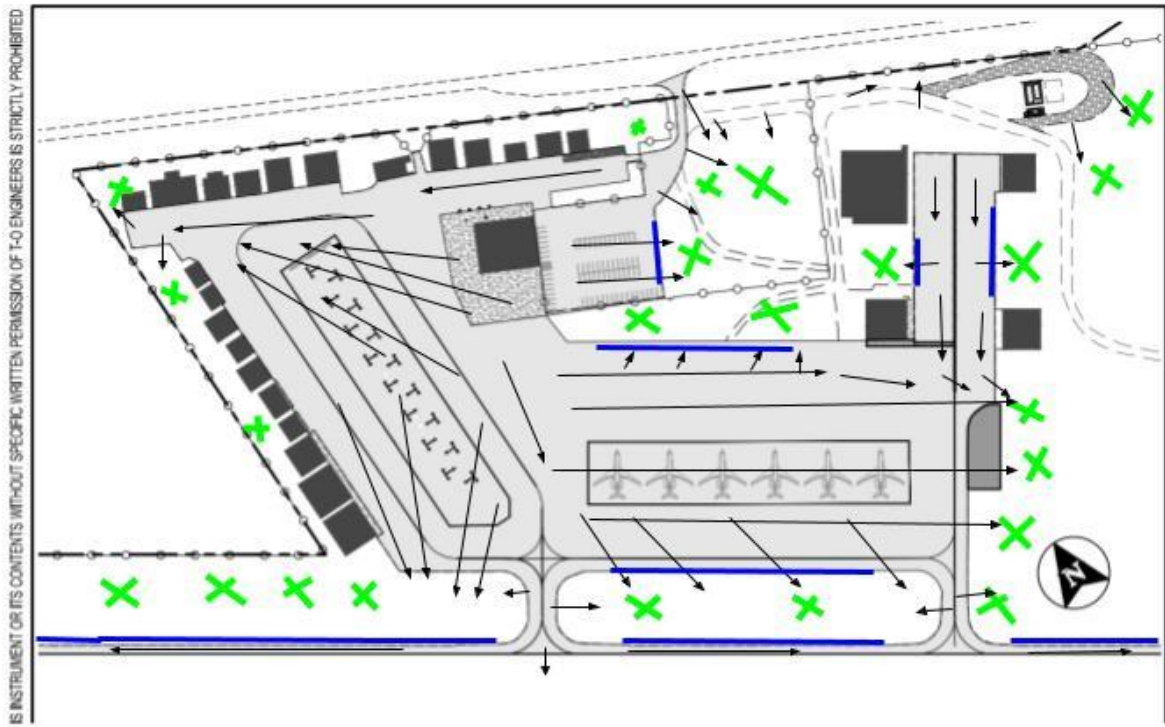
**Taxiways**

Taxiway A and connectors should be plowed to the North East when wind and conditions allow. Similarly, to the runway, the rotary plow should be used on the last pass during significant snowfall to prevent snow berm build up on the taxiway lights. Close consideration should also be taken to prevent any snowbanks or berms from exceeding the FAA's recommendation and causing hazards to aircraft wing clearance.

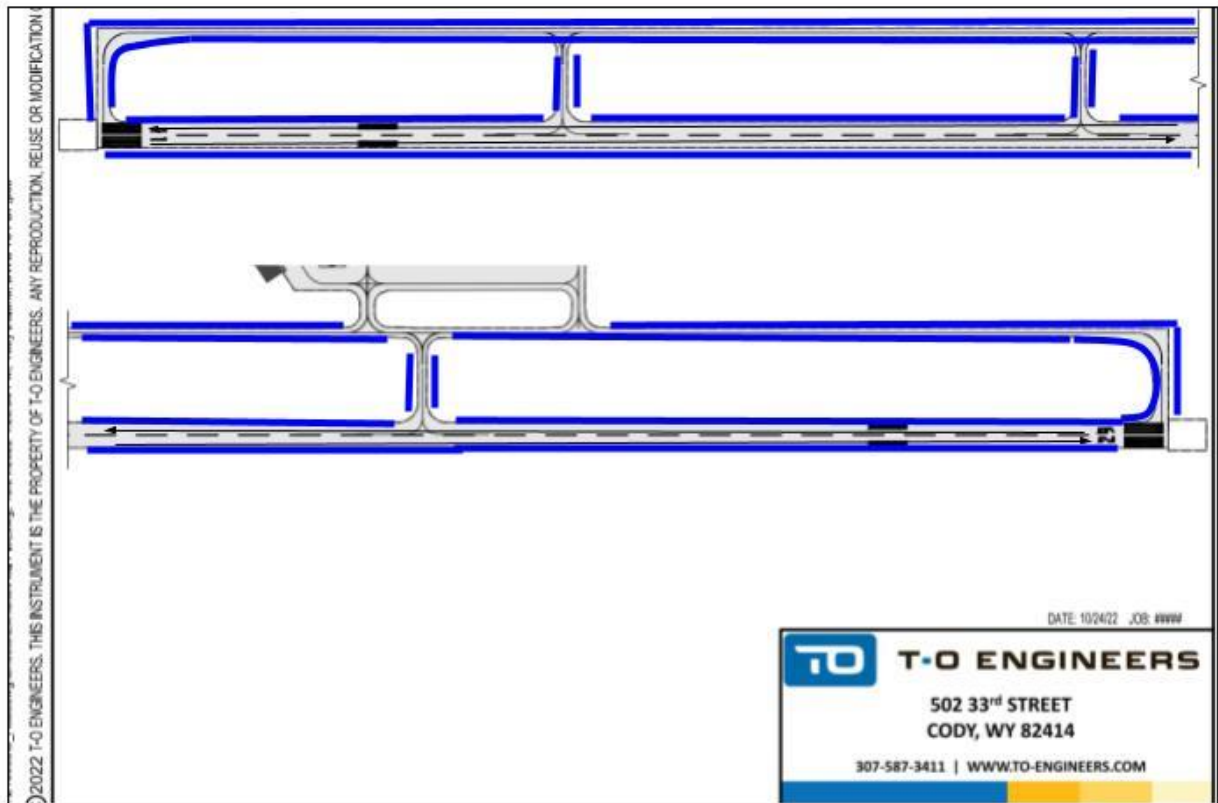
**c) Snowbanks**

Snowbank Height Profiles – See Figure 4-1.

Pinedale Airport is a group II airport and will abide by the snowbank clearance requirements for group II aircraft.



# Snow and Ice Control Plan - Ralph Wenz Field (KPNA)



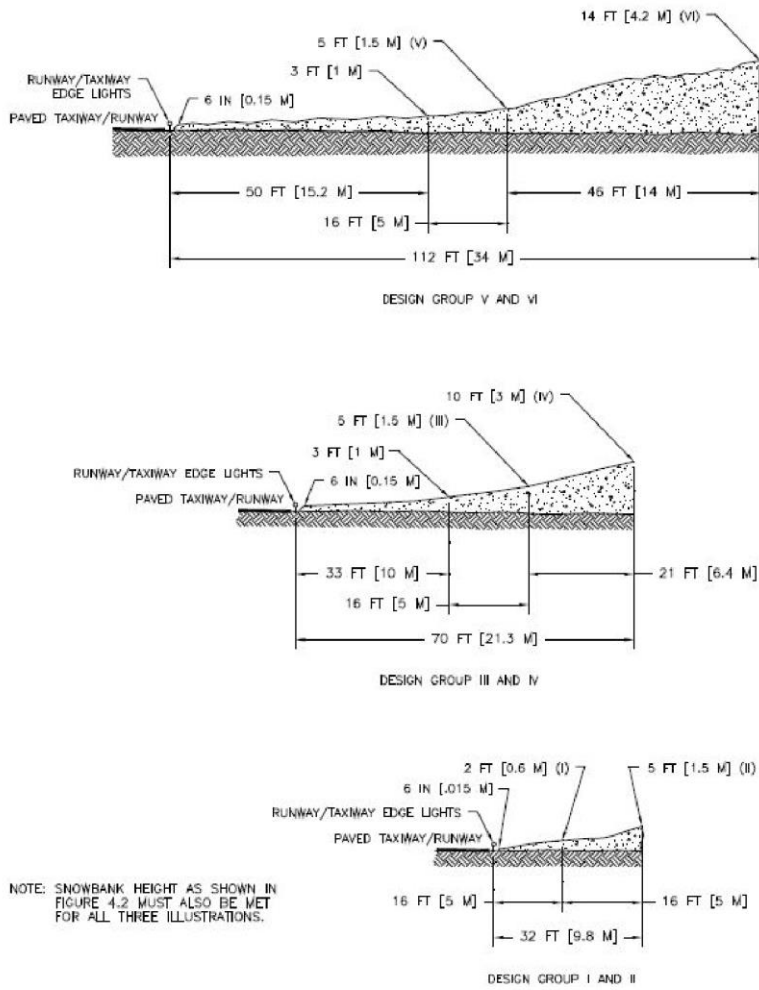
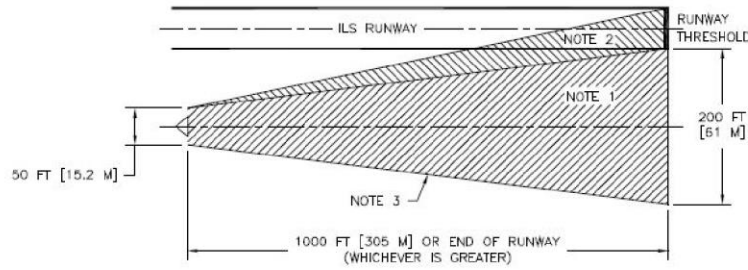


Figure 4-1. Snow Bank Profile Limits Along Edges of Runways and Taxiways with the Airplane Wheels on Full Strength Pavement (see Figure 4-2 guidance)

#### d) NAVAIDs

The airport should make sure that the NAVIDs are not blocked or obstructed by snow piles or drifts. The PAPI's, REIL's, AWOS, and other airfield lights required for navigation should be able to be operated without being hindered by the snow. Special attention should be given to the PAPIs and REILs as they can easily be blocked by drifting snow.



NOTES:

1. CATEGORY I GLIDE SLOPE SNOW CLEARANCE AREA.
2. CATEGORY II AND III GLIDE SLOPE SNOW CLEARANCE AREA. THE AREA DEPICTED UNDER NOTE 1 SHALL ALSO BE CLEARED.
3. THE DEPTH OF SNOWBANKS ALONG THE EDGES OF THE CLEARED AREA SHALL BE LESS THEN 2 FEET.

ACTION TAKEN	SNOW DEPTH		
	SBR <6 IN [15 cm] NR. CECS <18 IN [45 cm]	SBR 6 TO 8 IN [15 TO 20 cm] NR. CECS 18 TO 24 IN [45 TO 60 cm]	SBR >8 IN [20 cm] NR. CECS <24 IN [60 cm]
SNOW REMOVAL (SEE ABOVE FIGURE)	REMOVAL NOT REQUIRED RESTORE FULL SERVICE AND CATEGORY.	ILS CATEGORY I REMOVE SNOW 50 FT [15M] WIDE AT MAST WIDENING TO 200 FT [60M] WIDE AT 1000 FT [300M] OR END OF RUNWAY TOWARD MIDDLE AMRKR.  ILS CATEGORIES II AND III AS ABOVE PLUS WIDEN THE AREA TO INCLUDE A LINE FROM THE MAST TO THE FAR EDGE OF RUNWAY THRESHOLD.	
NO SNOW REMOVAL	RESTORE FULL SERVICE AND CATEGORY.	ALL CATEGORIES RESTORE TO CATEGORY I SERVICE. CATEGORY D AIRCRAFT MINIMA RAISED TO LOCALIZER ONLY.  TYPICAL NOTAM TEXT: "DUE TO SNOW ON THE IXXX (APPROPRIATE IDENTIFIER) GLIDE SLOPE, MINIMA TEMPORARILRY RAISED TO LOCALIZER ONLY FOR CATEGORY D AIRCRAFT" IF APPLICABLE, "CATEGORY II NA" OR "CATEGORY II/III NA".	ALL CATEGORIES APPROACH RESTRICTED TO LOCALIZER ONLY MINIMA.  TYPICAL NOTAM TEXT: "DUE TO SNOW ON THE IXXX (APPROPRIATE IDENTIFIER) GLIDE SLOPE, MINIMA TEMPORARILRY RAISED TO LOCALIZER ONLY.

\* NA (NOT AUTHORIZED)

Figure 4-2. ILS CAT I and CAT II/III Snow Clearance Area Depth Limitations

## 4.2 Controlling and Monitoring Snow Drifts.

- a. Snow fences and snow ditches may be used by the airport to reduce snow drifting on A1, A2, A3, A4, and A5 taxiway connectors. Snow fences must not be located near critical surfaces, in Runway or Taxiway Safety Areas, or Object Free Areas as defined in AC 150/5300-13. The Airport Manager should also verify that snow fences do not cause an obstruction or any PAPI'S, REILS, or any other NAVAIDS. Snow trenches may be used if they meet the criteria in AC 150/5200-30.



- b. To monitor drifting conditions around the airfield, Routine checks as well as conditional checks shall be completed around all areas of the facility. Conditions warranting a check include fresh snow with even a minor wind, or 10+ knot winds on existing snow. The Airport Manager or liaison must be aware of the existence of these conditions and monitor as needed to mitigate snow drifts. Areas of priority will be the taxiways A-1 Through A-5 as these crosswind locations will be the most susceptible to drifting as well as the areas immediately surrounding hangars.

#### **4.3 Snow Disposal.**

Large quantities of snow will be piled as necessary and depicted on the SICP terminal area map. Snow piles must be placed in a way to not create a wingtip clearance or drifting problem. Snow may be hauled away in dump trucks and dumped in the gravel pit area of the airport.

#### **4.4 Methods for Ice Control and Removal—Chemicals.**

No chemicals will be used for ice control.

#### **4.5 Sand (for the purposes of treating a winter surface).**

No sand will be used.

#### **4.6 Surface Incident/Runway Incursion Mitigation Procedures.**

The Airport should make every possible precaution to avoid any surface incident or runway incursion. The Airport Manager or designee shall verify that all snow removal equipment operators have been trained for airfield and movement area operations. Vehicles will be marked and lighted in accordance with AC 150/2510-5, Painting, Marking and Lighting of Vehicles Used on an Airport to ensure visibility to aircraft.

##### **a) Radio Communication**

Snow removal equipment operators shall have capabilities of monitoring and broadcasting on the airports CTAF frequency. Every reasonable effort will be made to announce position and intention while operating in the airport movement area. Snow removal equipment operators shall give the right of way to aircraft operations.

**c) Low Visibility and Whiteout Conditions**

If plowing becomes infeasible or unsafe due to whiteout or low visibility situations, the operator will cease operations and appropriately NOTAM current conditions. If the conditions exceed the maximum specified in this plan, the operator shall issue the appropriate NOTAM's to close the airfield.

**d) Driver Fatigue**

The Airport manager will monitor driver fatigue and adjust staffing in accordance.

**Chapter 5. Surface Assessment and Reporting**

**Conducting Surface Assessments:**

Airport Manager or employee will remain aware and monitor all paved surface conditions in order to plan and carry out appropriate maintenance actions in accordance with the Snow and Ice Control plan. The airport strives to maintain safe operating conditions for aircraft operations.

The Airport Manager or designee will utilize the NOTAM Manager system and keep the airfield FICON NOTAM up to date accurate at all times.

**5.1 Conducting Surface Assessments.**

The Airport Manager or designee will perform airfield inspections before, during, and after snowstorms and snow removal operations and issue NOTAMs' to accurately depict the current airfield conditions.

**5.2 Applying the Runway Condition Assessment Matrix (RCAM).**

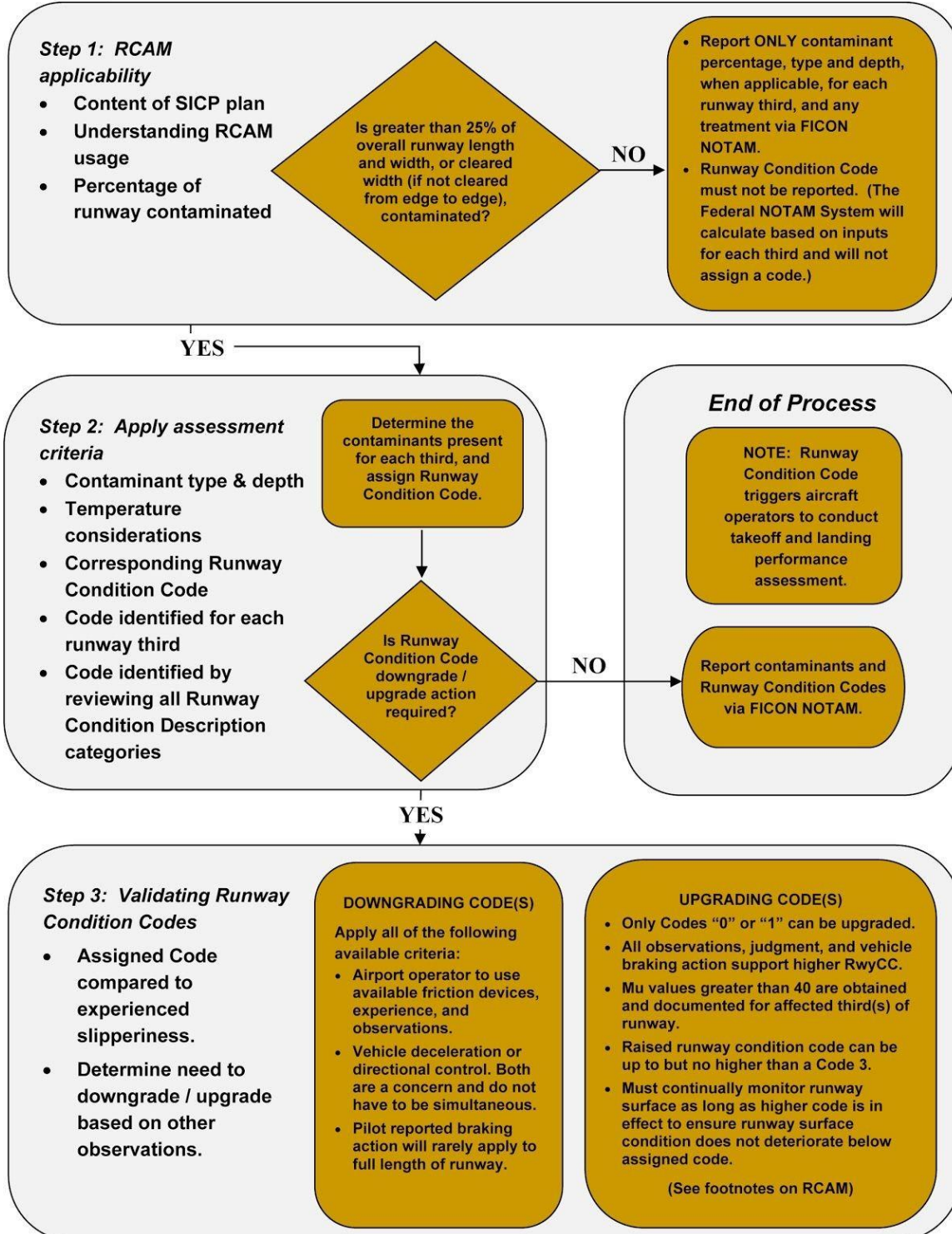
**a) Determining Runway Conditions**

The Airport will use visual inspections to determine the runway condition.

**Table 5-2. Runway Condition Assessment Matrix (RCAM) (for Airport Operator Use Only)**

Assessment Criteria		Downgrade Assessment Criteria		
Runway Condition Description	Code	Mu ( $\mu$ ) <sup>1</sup>	Vehicle Deceleration or Directional Control Observation	Pilot Reported Braking Action
<ul style="list-style-type: none"> <li>Dry</li> </ul>	6	40 or Higher	---	---
<ul style="list-style-type: none"> <li>Frost</li> <li>Wet (Includes Damp and 1/8 inch depth or less of water)</li> </ul> <p><b>1/8 inch (3mm) depth or less of:</b></p> <ul style="list-style-type: none"> <li>Slush</li> <li>Dry Snow</li> <li>Wet Snow</li> </ul>	5		Braking deceleration is normal for the wheel braking effort applied AND directional control is normal.	Good
<p><b>5° F (-15°C) and Colder outside air temperature:</b></p> <ul style="list-style-type: none"> <li>Compacted Snow</li> </ul>	4	39 to 30	Braking deceleration OR directional control is between Good and Medium.	Good to Medium
<ul style="list-style-type: none"> <li>Slippery When Wet (wet runway)</li> <li>Dry Snow or Wet Snow (Any depth) over Compacted Snow</li> </ul> <p><b>Greater than 1/8 inch (3mm) depth of:</b></p> <ul style="list-style-type: none"> <li>Dry Snow</li> <li>Wet Snow</li> </ul> <p><b>Warmer than 5° F (-15°C) outside air temperature:</b></p> <ul style="list-style-type: none"> <li>Compacted Snow</li> </ul>	3		Braking deceleration is noticeably reduced for the wheel braking effort applied OR directional control is noticeably reduced.	Medium
<p><b>Greater than 1/8 (3mm) inch depth of:</b></p> <ul style="list-style-type: none"> <li>Water</li> <li>Slush</li> </ul>	2		29 to 21	Braking deceleration OR directional control is between Medium and Poor.
<ul style="list-style-type: none"> <li>Ice<sup>2</sup></li> </ul>	1	20 or Lower	Braking deceleration is significantly reduced for the wheel braking effort applied OR directional control is significantly reduced.	Poor
<ul style="list-style-type: none"> <li>Wet Ice<sup>2</sup></li> <li>Slush over Ice<sup>2</sup></li> <li>Water over Compacted Snow<sup>2</sup></li> <li>Dry Snow or Wet Snow over Ice<sup>2</sup></li> </ul>	0		Braking deceleration is minimal to non-existent for the wheel braking effort applied OR directional control is uncertain.	Nil

5.3.2 Overview of the Basic RCAM Process.



Step 1: Runway Condition Code (RwyCC) Applicability:

If 25 percent or less of the overall runway length and width or cleared width is covered with contaminants, RwyCCs must not be applied, or reported. The airport operator in this case, will simply report the contaminant percentage, type and depth for each third of the runway, to include any associated treatments or improvements.

Or

If the overall runway length and width coverage or cleared width is greater than 25 percent, RwyCCs must be assigned, and reported, informing airplane operators of the contaminant present, and associated codes for each third of the runway. (The reported codes will serve as a trigger for all airplane operators to conduct a takeoff and/or landing performance assessment).

Step 2: Apply Assessment Criteria

Based on the contaminants observed, the associated RwyCC from the RCAM for each third of the runway will be assigned.

Step 3: Validating Runway Condition Codes

If the observations by the airport operator determine that RwyCCs assigned accurately reflect the runway conditions and performance, no further action is necessary, and the RwyCCs generated may be disseminated.

**b) Downgrade Assessment Criteria**

When observations indicate a more slippery condition than generated by the RCAM, the airport operator may downgrade the RwyCC(s). When applicable, the downgrade of RwyCCs may be based on friction ( $\mu$ ) readings, vehicle control or pilot reported braking action or temperature.

NOTE: Temperatures near and above freezing (e.g., at negative 26.6° F (-3° C) and warmer) may cause contaminants to behave more slippery than indicated by the runway condition code given in the RCAM. At these temperatures, airport operators should exercise a heightened awareness of airfield conditions, and should downgrade the RwyCC if appropriate.



**c) Upgrade Assessment Criteria Based on Friction Assessments.**

RwyCCs of 0 or 1 may only be upgraded when the following requirements are met.

1. All observations, judgment, and vehicle braking action support the higher RwyCC, and
2. Mu values of 40 or greater are obtained for the affected third(s) of the runway by a calibrated friction measuring device that is operated within allowable parameters.
3. This ability to raise the reported RwyCC to no higher than a code 3 can only be applied to those runway conditions listed under code 0 and 1 in the RCAM. (See footnote 2 on the RCAM.)
4. The airport operator must also continually monitor the runway surface as long as the higher code is in effect to ensure that the runway surface condition does not deteriorate below the assigned code.
  - a. The extent of monitoring must consider all variables that may affect the runway surface condition, including any precipitation conditions, changing temperatures, effects of wind, frequency of runway use, and type of aircraft using the runway.
  - b. If sand or other approved runway treatments are used to satisfy the requirements for issuing the higher runway condition code, the monitoring program must confirm continued effectiveness of the treatment.

**5.3 Runway Friction Surveys, Equipment, and Procedures.**

No friction equipment is utilized.

**5.4 Taxiway, Apron, and Holding Bay Assessments.**

Assessments to these surfaces will occur when contaminants are present, and whenever a contaminant is present on the surface. Assessments will occur anytime the pavement is worse than wet. Surfaces will be monitored on a regular, continual basis.

## 5.5 Surface Condition Reporting.

Personnel responsible for implementing the SICP will carefully monitor changing airfield conditions and disseminate information about those conditions via the NOTAM Manager System in a timely manner to airport users.

**Runway:** Runway condition reports will occur when contaminants are present on a runway surface via the Federal NOTAM System. Condition Reports and RwyCCs will be updated as necessary whenever conditions change, such as a contaminant type, depth, percentage or treatment/width change.

**Taxiway, Apron or Holding Bay:** Taxiway, Apron or Holding bay condition reports will occur when contaminants are present on these surfaces via the Federal NOTAM System. NOTAMS will be updated as necessary whenever conditions change, such as a contaminant type, depth, percentage or treatment/width change.

Any time a change to the surface conditions occurs which could be any of the following:

- active snow event
- plowing/brooming/deicing/sanding
- rapidly rising or falling temperatures
- rapidly changing conditions

The Airport Manager or designee will be responsible for issuing timely and accurate NOTAMs via the NOTAM Manager system. The interested users or commercial operators at the airport may be added to the dissemination list to be updated of changing conditions.

The term 'DRY' is used to describe a surface that is neither wet nor contaminated. While a FICON NOTAM is not generated for the sole purpose of reporting a dry runway, a dry surface will be reported when there is need to report conditions on the remainder of the surface. (For example: snow is present on the first two thirds of the runway.)

## 5.6 Reportable Contaminants without Performance Data.

If present, unable to be removed, and posing no hazard, mud will be reported with a measured depth. Ash, oil, sand, and rubber contaminants will be reported without a measured depth. These contaminants will not generate a RwyCC.

## **5.7 Requirements for Closures.**

Runways receiving a NIL braking (either pilot reported or by assessment by the airport) are unsafe for aircraft operations and will be closed immediately when this unsafe condition exists.

The Airport Manager or designee shall notify any based commercial operator at the airport of any closures. When previous PIREPs have indicated GOOD or MEDIUM braking action, two consecutive POOR PIREPS should be taken as evidence that surface conditions may be deteriorating. If the airport operator has not already instituted its continuous monitoring procedures, an assessment should occur before the next operation. If the airport operator is already continuously monitoring runway conditions, this assessment should occur as soon as air traffic volume allows.

The airport will maintain available airport surfaces in a safe operating condition at all times and provide prompt notifications when areas normally available are less than satisfactorily cleared for safe operations. If a surface (runway, taxiway, apron, lane or holding bay) becomes unsafe due to a NIL (by braking action or assessment) or otherwise unsafe hazard or condition, the surface will be closed until the condition no longer exists and is safe.

## **5.8 Continuous Monitoring and Deteriorating Conditions.**

Under deteriorating conditions, the airport will take all reasonable steps using available equipment and materials that are appropriate for the condition to improve the braking action. If braking action cannot be improved, and the surface is not NIL, the airport will continually monitor the runways, taxiways, aprons and holding bays to ensure braking does not become NIL.

### **Including but not limited to:**

- Frozen or freezing precipitation.
- Falling air or pavement temperatures that may cause a wet runway to freeze.
- Rising air or pavement temperatures that may cause frozen contaminants to melt.
- Removal of abrasives previously applied to the runway due to wind or airplane effects.
- Frozen contaminants blown onto the runway by wind.

If the conditions cannot be improved above a NIL braking action, the runway shall be closed until conditions improve.

### **5.9 Surface Conditions Not Being Monitored/Reported**

The Airport Manager or designated person shall make every reasonable effort to keep the airport open and safe for aircraft operations. If there are times when the airfield will not be monitored, the Airport Manager or designated person shall issue a "surface conditions not monitored NOTAM" for the times the airfield will not be monitored and FICON NOTAMS' will not be reported.



# TOWN OF PINEDALE WYOMING

October 31, 2022

Pinedale Airport Manager's Monthly Report – October 2022

List of highlights for the month:

- AWOS updated and NOTAMs issued as necessary.
- Performed airport checks every day (except weekends) and checked in with FBO.
- New airport manager, Riley Wilson, hired on October 12<sup>th</sup> with start date of November 1<sup>st</sup>. Introduced him at the airport board meeting and worked to give him a proper orientation.
- First snow plowing of the season on October 1<sup>st</sup> when over 1" of hail fell.
- Continued to work on hangar lot leases.
- On vacation from October 7 to 16. Ken Marincic handled airport duties.
- Orientation and training of Riley Wilson last half of the month.
- My last day on the job is October 31<sup>st</sup>.
- Worked on revisions to snow removal plan & put it on November 2<sup>nd</sup> airport board agenda for approval.
- Contacted FAA on decommissioning of the NDB
- Completed Fly In report and WYDOT grant reimbursement (\$2,500).
- Finalized Emblem Aviation lease agreement for garage building with a November 1 start date.
- Attended meetings during the month including:
  - Weekly Town safety, supervisor, and manager meetings
  - Attended airport board meeting on October 5<sup>th</sup>.
  - Met with Abe Pearce on snow plan & DEQ water permit.
- Maintenance projects worked on:
  - Weed & Pest sprayed cheatgrass along taxiway.
  - Worked on sign bulb replacement – ordered more bulbs and finished project on the 26<sup>th</sup>
  - Worked on East Gate card reader problem – seems to be working OK.
- Town personnel completed cuts in the berm between A-1 & A-2. Planted grass seed in area and in the STOL landing zone.
- Emblem Aviation continued fuel tank installation. Received approval from the state fire marshal. Waiting on DEQ & electrical approval.

- On October 25<sup>th</sup> we investigated a crane operating at ESI adjacent to the airport on Runway Lane.

Things I recommended to Riley Wilson to work on in November include:

- Continue compiling information for airport manager's guidebook/notebook.
- Continue to build equipment maintenance notebook for all airport equipment.
- Work on airport rules & regulations
- Finish up winter maintenance preparations.
- Work on to-do list.

Should there be questions or comments please feel free to contact me at 307-360-9025 or by email at [GroverLaseke@TownofPinedale.us](mailto:GroverLaseke@TownofPinedale.us)

Respectfully submitted,

*Grover B. Laseke*

Grover Laseke, Airport Manager