

PINEDALE AIRPORT BOARD

MEETING AGENDA

January 4th, 2023

4:30 PM

AT: Pinedale Airport Conference Room, Pinedale, Wyoming

Conference Call Details

January 4th PAB Meeting

Video call link: <https://meet.google.com/kuy-zuch-zsg>

Or dial: (US) +1 661-525-4614 PIN: 385 939 329#

More phone numbers: <https://tel.meet/kuy-zuch-zsg?pin=3333606420180#>

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 December 7th, 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. Snow Removal Addendum
 - b. Analysis of updated snow removal plan
 - c. Sign Rehab update
 - d. 2% Rate increase budget impact
 - e. Underwing camping discussion
 - f. Commercial use of Hangars- AC 150/5190-7
 - g. Blower and V-Plow Trade
 - h. RFB's for AWOS, NDB, Lot #29 Concrete
4. Old Business
 - a. Odal Light repair Update
 - b. NDB Decommissioning Update
 - c. Update on Glider operation
 - d. Newsletter

Project Updates (T-O Engineers)

- Rehabilitate Runway 11/29
 - Project Update #16
 - T-O Voucher 210038-13852 for \$4,072.86
- Expand E GA Apron
 - Project Update #15
 - T-O Voucher 200579-14703 for \$2,092.64
- Master Plan Update
 - Project Update #4
 - T-O Voucher 220064-5 for \$12,973.15

Other Business

- e. Self-serve AvGas Tank Update (Emblem Aviation)
 - f. Training Schedule
 - g. FBO Contract Negotiations
 - h. Darryl Bennet- Grass Recommendations
-
- 5. Airport Manager's Report (attached)
 - 6. Airport Board Member Comments
 - 7. Set date, time, and location for next PAB meeting – first Wednesday is February 1st.
 - 8. Adjourn meeting.

PINEDALE AIRPORT BOARD

MEETING MINUTES

December 7th, 2022

4:30 PM

AT: Pinedale Airport Conference Room, Pinedale, Wyoming

Present: Bob Jones, Dean Loftus, Abe Pearce, Jaime Burgess, Wes Werbelow*, Bill Mecham (Late), Riley Wilson, Ken Marincic

Called to order by Bob Jones at 4:31 PM

Agenda Items:

1. Organizational Matters

- a. Approval of the November 2nd, 2022, Regular Meeting Minutes.

Approved by a motion by Jaime Burgess and seconded by Dean Loftus.

- b. Motion to recommend to the Town Council the payment of expense vouchers as presented (attached).

Approved by a motion by Jaime Burgess and seconded by Dean Loftus.

2. Public Comments

None

3. New Business

- a. Glider operation Requirements and best practices

1. **After thorough discussion by the board it was decided that operations should take place on the far side of the runway and off of airport facilities for safety purposes. Moved to adopt the requirement as written with addendum that all drivers must have certification, motion to approve by Bill Mecham and seconded by Jaime Burgess.**

- b. Newsletter and Future Topics

1. **Agreed that the Newsletter was a good idea and decided the newsletter should go out once a month after the board meeting for that month.**

- c. 2023 Lease cost

1. **2% increase was approved with motion by Jaime Burgess and second by Bill Mecham.**
2. **Subleases were brought up with the possibility of being considered a commercial operator, an adjusted fee was not finalized and will be a project for the next month pending meetings with potential "Commercial Operators".**

- d. Odal Light repair

1. **Riley Wilson informed the board of the struggles w/ Mountain West Electric, advised to keep trying.**

- e. NDB Decommissioning

1. **No issues from the side of the board, decommissioning is approved.**

- f. Runway light Information

1. **Riley Wilson informed about the decommissioning of the current lights used for the runway edges, board agreed that replacing them slowly as they get broken was the best course of action.**

- g. Request for Bid for Hangar lot #29 repair

- h. Request for Bid to remove NDB

1. **Riley Wilson informed the board that these 2 RFB's are going to be going out in the near future.**

4. Old Business

a. Approval of Snow Removal Plan

1. **Board was happy with the SRP and had no issues with procedures**

Project Updates (T-O Engineers)

Master plan update

1. Project Update #3
2. T-O Invoice 220064-4 for \$9,985.00
 1. **Approved with motion from Jaime Burgess seconded by Dean Loftus.**

Other Business

b. Self-serve AvGas Tank Update (Emblem Aviation)

1. **John Douglas informed the board of the problems he has been facing with the self-serve fueling station, has a contractor coming to fix remain problems**

c. Incident Report- Glider operation on the 15th of November

1. **Riley Wilson and Bob Jones gave an oral description of the incident which took place on the 15th of November.**

5. Airport Manager's Report (attached)

- a. **Bill Mecham asked about the AAE training Riley Wilson attended and asked questions about the usefulness of the course.**

6. Airport Board Member Comments- **Bill Mecham wanted Riley Wilson to get in contact with Darryl Bennet for soil amendments and irrigation requirements for the recently seeded areas.**

7. Set date, time, and location for next PAB meeting – first Wednesday is January 4th.

- a. **January 4th at 4:30 PM in the Airport Conference Room.**

8. Adjourn meeting.

- a. **Motion to adjourn by Jaime Burgess and Seconded by Bill Mecham.**
- b. **Meeting adjourned at 5:50 P.M**

Snow Removal Plan Addendum

12/27/2022

Riley Wilson

Priority Changes:

Due to limited use on the mega apron on an as necessary basis and priority changes to the existing Snow and Ice Control Plan have been deemed necessary. These changes reflect the Pinedale Airport's ideas on trying to minimize costs in both time and materials while also retaining the total functionality of the airport. The proposed changes are to reduce the plowing operations on the new large aircraft parking area referred to hereafter as the "Mega Ramp". These changes would take the mega ramp from a priority 3 area to an optional area. This area would still be cleared in a timely manner however the requirements to begin operations change. Currently the area requirements are 1" of accumulated snow after priority 1,2 and 3 areas are totally cleared, the adjustment will be to not clear the mega ramp until berms of not more than 36" have accumulated along the sides directly adjacent to taxiway Bravo and Charlie. Once operations are activated the primary objective will be to reduce the berms to not more than 20" and remove snow that is necessary. Total clearing will only occur following a concrete need, seasonal change, or significant time between snowfall of not more than 30 days. After 30 days of no additional snowfall following priority 1,2 and 3 plowing operations the mega ramp may be cleared in order to maintain a slightly and neat appearance for the airport as well as allowing the use of the area. These changes have been made in accordance with the Town of Pinedale, Pinedale Airport Board, and Emblem Aviation who mutually decided that the lack of use does not warrant high priority removal.

Procedural changes:

The current Snow and Ice Removal Plan dictates that the mega ramp be cleared after all previous priorities. The Procedures for the existing priorities will remain unchanged along the mega ramp, the only notable changes may be location of piles created in the process. The mega ramp will be plowed towards with berms expected to form along the edges of higher priority taxiways. These berms will be pushed until clear of the operating area of these taxiways and berms will not exceed 36" in order to mitigate wing strikes of the berm. Accesses will be cleared along the top and bottom of the ramp for vehicle traffic to safely move from the Bravo side to the Charlie side and vice versa. We expect these changes to aid in the fast and efficient clearing of the airport.

Drift control:

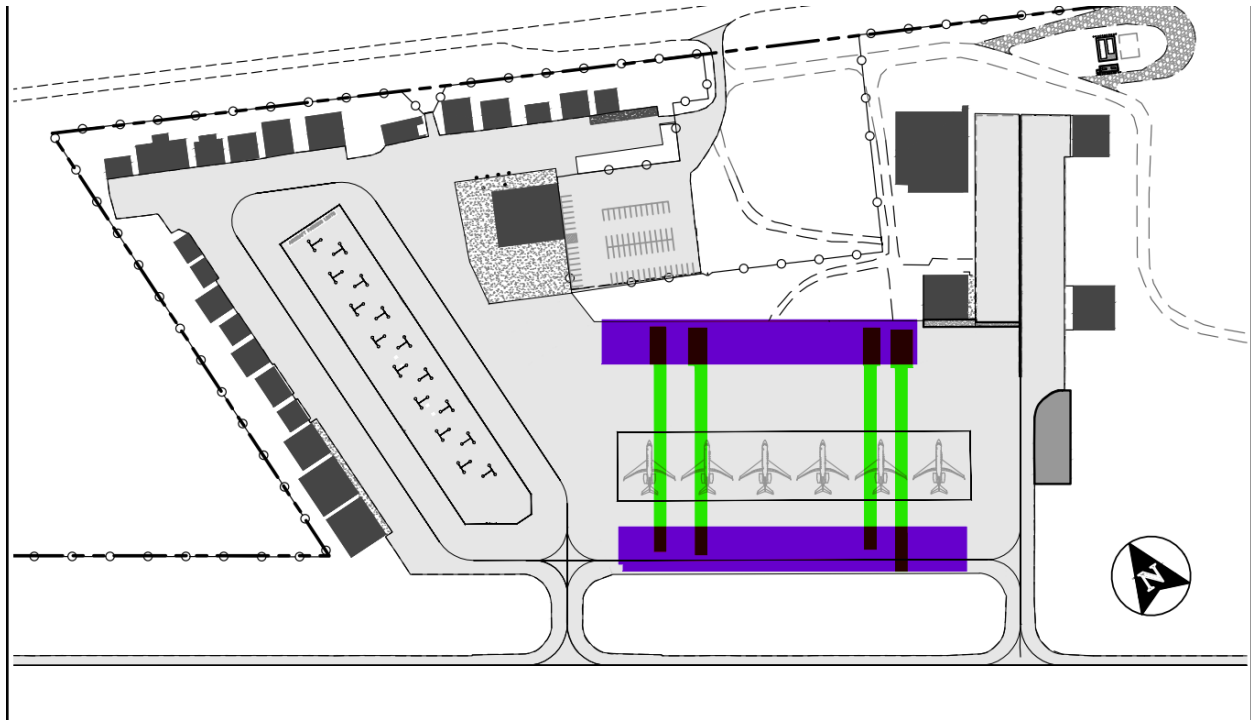
The changes made will not be without growing pains, currently snow drifts are common on the Charlie taxiway. The non-plowing of the mega ramp may increase some of these issues, however, with planning and foresight, snow traps will be formed using the plowed berms in

order to attempt to mitigate drifting issues. These traps will consist of two separate berms of snow between 20"-30" to encourage the forming of drifts clear of taxiways and operational areas.

Diagrams of expected operations:

Green: Berm/ Snow Trap Location

Purple: Area's cleared for access



Mega Pad Clearing	AVG/ HR	Cost/HR
Loader Cost	2.4-4.7 GPH	3.55 \$15.98
Plow Cost	2-4 GPH	3 \$13.50
Blower Cost	7-9 GPH	8 \$36.00
Labor 1	\$18/Hr	\$18
Labor 2	\$18/Hr	\$18
Maintainance	\$15/Operation	\$2.14
	Total/hr	\$103.62
	Total/Operation (6-8) hours	\$725.31
	Total per season (Assuming 1 clearing operation every 2 weeks or 10 operations)	\$7,253.05

Mega pad Addendum plan

Plow truck	\$13.50
Labor	\$18
Maintenance	\$2.14
Total/Hr	\$33.64
Total/Operation (1.5 Hrs)	\$50.46
Total per season (10 Ops)	\$504.60

Fuel Cost	\$4.50
-----------	--------

Total Savings/ Season
assuming 10 Ops)

\$6,748.45



RIVEDALE

WENZ

FEED 2058

FOUNDED 1937

BY THE WENZ

75

AIRPORT NEWS

Pinedale Airport Newsletter-Riley Wilson

In this issue:

- Airport News
- Safety: Vehicles on an un-towered airport
- Monthly Trivia

Master Plan News

The Master Plan for the Pinedale Airport is moving right along. T.O. Engineering recently put together the forecasting chapter. This chapter is the culmination of the last few years worth of data of traffic in and out of the airport. They use this data to forecast into the future about how many expected operations the airport is expected to have as well as designating a critical aircraft. This aircraft is required to have around 500 operations

per year at the airport, our critical aircraft are the Beech King Air and the Cessna Citation. This is important because the aircraft of this type are slightly smaller than the critical aircraft of the last forecasting done in 2010, which was the Global 5000. This change does next to nothing for the airport looking forward, the only notable change being in the event of a major runway reconstruction (which is unplanned for the next 15 years) the runway would be rebuilt at 75 feet wide instead of the existing 100 feet.

Maintenance News

This month the Airport crew has been working on refurbishing the Ralph Wenz airport sign, it has been sanded and is currently being re-painted with the same brown background but a new orange lettering. The top beam will also be replaced and is undergoing maintenance as well. Snow removal is in full effect, with snow plowing and blowing operations consistent in most areas of the airport, which is something to be aware of planning trips this winter. Please note moving forward that I am aware of the problems the East (Charlie) gate has, but if you find it is not working properly please do let me know as it is quite finicky, just let me know and I can get it fixed up for you.



WINTER

SNOW REMOVAL

Merry Christmas! I just wanted to put another statement out that if you are planning a trip and we have snow in the forecast please let me know and I will make sure you have a way out. Contact me at 307-360-9025 or rileywilson@townofpinedale.us .

AIRPORT NEWS

Pinedale Airport Newsletter-Riley Wilson

Safety: Vehicles On An Un-Towered Airport

The Pinedale Airport is a non-towered field, and being a public GA Airport there may be vehicles on airside surfaces. So how do you deal with that, whether you are driving a vehicle, operating equipment, or taxing/ flying an aircraft, there are some simple rules to follow.

1. Communicate intentions clearly over UNICOM, communicating intentions to any vehicles with a radio is the first step, all equipment that we use to clear or inspect the airport are all equipped with radios, so don't be afraid to talk.

2. If you are driving a vehicle, be aware! Remember to stop, listen, and watch. When operating a vehicle on airport property, it is a good idea to roll down a window to listen for the sound of a propeller or turbine so you don't get surprised by a 5 blade Hartzell coming around a corner.

3. Maintain a reasonable speed, don't go to fast, whether taxing or operating a vehicle, try to mitigate risk by maintaining a reasonable speed on the ground.

4. The Aircraft always has the right of way. It doesn't matter where you are on the field but the aircraft always has the right of way, yield to it, get out of the way, and maintain awareness. I would rather come pull you out of a snow berm on the side of a taxiway than remove neatly sliced pieces of your vehicle from the center of a taxiway.

5. Make yourself visible— When operating within airside operations area, a rotating beacon or at the very least your hazard lights are a great idea, make yourself stand out no matter the light conditions.

NOTE: These suggestions are not intended to replace anything your instructor may have taught you. They should be used as a minimum and as discussion topics with an instructor or fellow pilot.



Safety contd.

These rules are guiding ideas to how airport personal operate safely within the airfield, and they might just help you too. If your vehicle does not have some sort of radio or lighting system, it is best to avoid Taxiways and the runway to avoid conflict, and if you need to be within that area for whatever reason I would be happy to take you there, however it is a great idea to keep personal vehicles off of airside surfaces. Keep these ideas in mind, and as always don't be afraid to have a conversation about these ideas. For more information the FAA has a great informative manual about vehicle operations which can be found here at https://www.faa.gov/airports/runway_safety/media/ground_vehicle_guide_proof_final.pdf

And if there is any further questions please let me know!



AIRPORT NEWS

Pinedale Airport Newsletter-Riley Wilson

Monthly Trivia

1. The Radius of the procedural outer area of Class C airspace is normally:
 - A. 30 NM
 - B. 10 NM
 - C. 20 NM
2. While on a VFR cross-country and not in contact with ATC, what frequency should you use in the event of an emergency?
 - A. 122.9 MHz
 - B. 121.5 MHz
 - C. 123.45 MHz
3. Why is it customary for the pilot in command on an airplane to sit on the left instead of the right?
 - A. True
 - B. False
4. A pilot practicing steep turns in smooth air encounters a short, turbulent bump at the completion of a 360 degree turn. This means he has not lost altitude during the term.



Answers

4. **False.** Wake turbulence descends behind an airplane. The bump felt by the pilot was the result of flying through his own wake at some point slightly below the altitude at which the wake was generated.
3. The custom evolved from a maritime rule of the road. It states that vessels approaching each other head on must pass left side to left side. Sitting on the left afforded the best view of the passing vessel.
2. **B.** If the pilot is in contact with ATC then an emergency should be reported on the assigned frequency, if not 121.5 MHz should be used for distress or urgency communication. (AIM 6-3-1(H))
1. **C.** Class C is composed of a 5NM core, a 10NM radius shelf area both of which are charted. However, there is a 20NM radius procedural outer area. Communications with ATC are not required in this area and it is not charted. (AIM 3-2-4, Note 4)



PROJECT STATUS UPDATE



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

PROJECT NUMBER 210038
MONTH 12/2022
UPDATE NUMBER 16
PROJECT MANAGER Wesley Werbelow, PE

WORK COMPLETED OR
PROGRESS THIS PERIOD

- Closeout work

ANTICIPATED WORK
FOR NEXT PERIOD

- Continue with closeout
- Received notification that duct caps arrived and will be installed next month

ACTION ITEMS

- Consider approval of T-O invoice 210038-13851 in the amount of \$23,979.86

Invoicing

Invoices	Total Cost
210038-13852 (T-O)	\$4,072.86
Total	\$4,072.86

Breakdown

Entity	Total Cost
FAA (100%)	\$4,072.86
Total	\$4,072.86



December 20, 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 210038-13852 for professional services rendered through October 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 \$4,072.86.

The overall invoicing breakdown is shown in the table below:

Description of Service	Contract Amount	Current Billed	Previous Billed	Remaining
Engineer's Project #210038				
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	\$0.00	\$49,340.38	(\$1,514.38)
DBE – Construction Phase	\$4,000.00	\$140.00	\$340.00	\$3,520.00
Pre-Construction Coordination Phase	\$10,168.00	\$0.00	\$10,251.16	\$(83.16)
Construction Observation Phase	\$164,422.67	\$1,660.36	\$154,603.93	\$8,158.38
Post Construction Coordination Phase	\$14,959.00	\$2,272.50	\$5,119.76	\$7,566.74
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)
Totals	\$309,963.67	\$4,072.86	\$291,629.65	\$14,261.16

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: 210038-13852

Invoice



T.O ENGINEERS

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

December 15, 2022
Invoice No: 210038 - 13852

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 September 26, 2022 to November 30, 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	27,447.33	0.00
11.0 Post Construction Coord. Phase	14,959.00	49.4168	7,392.26	5,119.76	2,272.50
Total Fee	65,994.33		58,427.59	56,155.09	2,272.50
Total Fee					2,272.50
Total this Phase					\$2,272.50

Phase: 10.0 Construction Observation

Professional Personnel

	Hours	Rate	Amount
Smiley, Ryan	15.25	95.04	1,449.36
Totals	15.25		1,449.36
Total Labor			1,449.36

Reimbursable Expenses

Per Diem - Lodging			211.00
Total Reimbursables			211.00
Total this Phase			\$1,660.36

Phase: 8.0 DBE - Construction

Professional Personnel

	Hours	Rate	Amount
Hebert, Todd	1.75	80.00	140.00
Totals	1.75		140.00
Total Labor			140.00

Total this Phase \$140.00

Total this Invoice \$4,072.86

Outstanding Invoices

Number	Date	Balance
13851	10/12/2022	23,979.86
Total		23,979.86

	Current	Prior	Total	Received	A/R Balance
Billings to Date	4,072.86	291,629.65	295,702.51	267,649.79	28,052.72

Payments can be made by check, ACH, or credit card. Billing and payment inquiries can be sent to 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 – Expand E GA Apron Construction

PROJECT NUMBER 200579
MONTH 12/2022
UPDATE NUMBER 15
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 – had conversations with Avail management that they are going to take aggressive measures to get this taken care of

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

- ACTION ITEMS
- Approval of T-O Invoice 200579-14073 for \$2,092.64

Invoicing

Invoices	Total Cost
T-O Invoice 200579-14073	\$2,092.64
Total	\$2,092.64

Breakdown

Entity	Total Cost
FAA	\$1,883.37
State	\$125.56
Local	\$83.71
Total	\$2,092.64

December 20, 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 200579-14073 for professional services rendered through November 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 \$2,092.64.

The overall invoicing breakdown is shown in the table below:

Description of Service	Contract Amount	Current Billed	Previous Billed	Remaining
Engineer's Project #200579				
Pre-Design Phase	\$13,370.00	\$ 0.00	\$ 13,370.00	\$ 0.00
Construction Admin Phase	\$60,014.00	\$ 0.00	\$ 70,196.66	\$ (10,182.66)
DBE – Construction Phase	\$4,500.00	\$ 140.00	\$ 440.00	\$ 3,920.00
Pre-Construction Coordination Phase	\$11,348.00	\$ 0.00	\$ 9,186.14	\$ 2,161.86
Construction Observation Phase	\$199,291.07	\$ 332.64	\$ 186,385.30	\$ 12,573.13
Post Construction Coordination Phase	\$18,949.00	\$ 1,620.00	\$ 14,178.75	\$ 3,150.25
Special Considerations - Construction	\$84,620.00	\$ 0.00	\$ 38,491.11	\$ 46,128.89
Acceptance Surveying Phase	\$25,000.00	\$ 0.00	\$ 24,237.95	\$ 762.05
Fuel Services Add On	\$14,150.00	\$ 0.00	\$ 12,122.50	\$ 2,027.50
Totals	\$431,242.07	\$ 2,092.64	\$ 368,608.41	\$ 60,541.02

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: 200579-14073

Invoice



T.O ENGINEERS

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

December 15, 2022
 Invoice No: 200579 - 14073

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 September 26, 2022 to November 30, 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	83.296	15,783.75	14,163.75	1,620.00
Total Fee	64,680.41		61,515.16	59,895.16	1,620.00
Total Fee					1,620.00
Total this Phase					\$1,620.00

Phase: 10.0 Construction Observation

Task: 10.1 Main Apron

Professional Personnel

	Hours	Rate	Amount
Smiley, Ryan	3.50	95.04	332.64
Totals	3.50		332.64
Total Labor			332.64
Total this Task			\$332.64
Total this Phase			\$332.64

Phase: 8.0 DBE-Construction

Professional Personnel

	Hours	Rate	Amount
Hebert, Todd	1.75	80.00	140.00
Totals	1.75		140.00
Total Labor			140.00
Total this Phase			\$140.00

Total this Invoice \$2,092.64

Current Prior Total Received A/R Balance

Project	200579	PNA Expand E GA Apron - CA			Invoice	14073
Billings to Date	2,092.64	367,443.91	369,536.55	367,443.91	2,092.64	

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. A 3% processing fee is applied to payments by credit card.

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

REQUEST FOR REIMBURSEMENT SUMMARY

AIRPORT	Ralph Wenz Field		
SPONSOR	Town of Pinedale		
MAILING ADDRESS	PO Box 709		
CITY, STATE & ZIP	Pinedale	Wyoming	82941

	GRANT AMOUNT	%	GRANT #
FEDERAL GRANT	\$2,773,545.00	90%	03-56-0021-025-2021
STATE GRANT	\$414,903.00	6%	APNA013A
LOCAL COMMITMENT	\$276,602.00	4%	
TOTAL FUNDING	\$3,465,050.00		

PAYABLE THIS RFR # 20

DATE: 12/20/2022

AIP Eligible		
PAYEE	INVOICE/REFERENCE	AMOUNT
T-O Engineers	INVOICE NUMBER	\$2,092.64
502 33rd Street	200579-14073	\$2,092.64
Cody, Wyoming 82414		
HK Contractors, Inc.	INVOICE NUMBER	\$0.00
6350 S Yellowstone HWY	Pay Estimate #7	\$0.00
Idaho Falls, ID 83402		

TOTAL PAYMENTS THIS RFR	\$2,092.64
FAA REIMBURSEMENT	\$1,883.37
WYDOT REIMBURSEMENT	\$125.56
REMAINING SPONSOR COMMITMENT	\$83.71

PROJECT STATUS UPDATE



Ralph Wenz Field – Master Plan Update

PROJECT NUMBER 220064
MONTH 12/2022
UPDATE NUMBER 4
PROJECT MANAGER Wesley Werbelow, PE

WORK COMPLETED OR
PROGRESS THIS PERIOD ➤ Submitted forecast for FAA approval

ANTICIPATED WORK
FOR NEXT PERIOD ➤ Await on FAA approval of forecast
➤ Begin work on facilities requirements

ACTION ITEMS • Approval of T-O Invoice 220064-5 for \$12,973.15

Invoicing

Invoices	Total Cost
T-O Invoice 220064-5	\$12,973.15
Total	\$12,973.15

Breakdown

Entity	Total Cost
FAA	\$11,675.83
State	\$778.39
Local	\$518.93
Total	\$12,973.15

December 21, 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 220064-5 for professional services rendered through November 2022 for the above referenced PNA Master Plan Update project. The invoice is for \$12,973.15.

The overall invoicing breakdown is shown in the table below:

Description of Service	Contract Amount	Current Billed	Previous Billed	Remaining
Engineer's Project #220064				
Project Formulation	\$16,060.00	\$0.00	\$16,060.00	\$0.00
Project Management	\$26,140.00	\$497.50	\$10,482.50	\$15,430.00
Public Involvement	\$56,250.00	\$10,603.15	\$4,967.50	\$40,679.35
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	\$1,872.50	\$8,427.50	\$12,490.00
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	\$0.00	\$825.00	\$34,755.00
Facility Implementation	\$23,640.00	\$0.00	\$845.00	\$22,795.00
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	\$0.00	\$1,713.75	\$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
Totals	\$386,273.00	\$12,973.15	\$63,571.25	\$309,728.60

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', is positioned above the printed name.

Wesley Werbelow, P.E.
Project Manager

Enclosure
Invoice No: 220064-5

Invoice



T.O ENGINEERS

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

December 15, 2022
 Invoice No: 220064 - 5
 Due Date: January 14, 2023

Project Manager: Wesley Werbelow

Project: 220064 PNA Master Plan Update
Professional Services from November 1, 2022 to November 30, 2022

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

Fees

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
1.0 PROJECT FORMULATION	16,060.00	100.00	16,060.00	16,060.00	0.00
2.0 PROJECT MANAGEMENT & PMP	26,410.00	41.5752	10,980.00	10,482.50	497.50
3.0 PUBLIC INVOLEMENT	56,250.00	27.6812	15,570.65	4,967.50	10,603.15
4.0 EXEC SUMMARY & MASTER PLAN INTRO	3,970.00	0.00	0.00	0.00	0.00
5.0 EXISTING CONDITIONS	16,790.00	100.00	16,790.00	16,790.00	0.00
6.0 ENVIRONMENTAL CONSIDERATIONS	9,635.00	0.00	0.00	0.00	0.00
7.0 AVIATION DEMAND FORECAST	22,790.00	45.1953	10,300.00	8,427.50	1,872.50
8.0 FACILITY REQUIREMENTS	24,015.00	8.8486	2,125.00	2,125.00	0.00
9.0 ALTERNATIVES DEVEL & EVAL	23,130.00	0.00	0.00	0.00	0.00
10.0 AIRPORT LAYOUT PLAN	56,860.00	1.9522	1,110.00	1,110.00	0.00
11.0 EXHIBIT A PROPERTY MAP & ROS	35,580.00	2.3187	825.00	825.00	0.00
12.0 FACILITIES IMPLEMENTATION	23,640.00	3.5745	845.00	845.00	0.00
13.0 COMPLIANCE OVERVIEW, LAND USE	9,425.00	0.00	0.00	0.00	0.00
14.0 REFERENCES, GLOSSARY, APPENDICES	5,435.00	0.00	0.00	0.00	0.00
15.0 APPROVAL OF DOCUMENTS	9,280.00	0.00	0.00	0.00	0.00
16.0 DELIVERABLES	12,790.00	13.3991	1,713.75	1,713.75	0.00
17.0 AERIAL & GROUND SURVEY	9,250.00	0.00	0.00	0.00	0.00
REIMBURSABLES	24,963.00	0.9013	225.00	225.00	0.00
Total Fee	386,273.00		76,544.40	63,571.25	12,973.15

Total Fee 12,973.15

Total this Task \$12,973.15

Total this Phase \$12,973.15

Total this Invoice \$12,973.15

Outstanding Invoices

Number	Date	Balance
4	11/15/2022	9,985.00
Total		9,985.00

	Current	Prior	Total	Received	A/R Balance
Billings to Date	12,973.15	63,571.25	76,544.40	53,586.25	22,958.15

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. A 3% processing fee is applied to payments by credit card.

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

Airport Expenses - December 2022

Vendor	Description	Invoice Number	Check Date	Amount
A to Z Hardware	Maintenance Supplies	058172	12/12/2022	\$23.98
Bomgaars Supply	Maintenance Supplies	74530380	12/12/2022	\$15.47
Emblem Aviation Inc	Managers Office Rent	22-071990	12/12/2022	\$100.00
Pinedale Natural Gas Inc	Generator	20221128 AIR GEN	12/12/2022	\$27.93
Pinedale Natural Gas Inc	Maintenance Hangar	20221128 MAINT HGR	12/12/2022	\$19.01
Pinedale Natural Gas Inc	SRE Building	20221128 SRE BLDG	12/12/2022	\$283.19
Pinedale Natural Gas Inc	SRE Hangar	20221128 SRE HGR	12/12/2022	\$122.48
Rocky Mountain Power	Airport Fuel Farm	20221130 FF	12/12/2022	\$205.22
Rocky Mountain Power	Airport Lights	20221130 AIRPORT LIGHTS	12/12/2022	\$627.02
December Gross Wages			12/31/2022	\$7,800.59
			Total Expenses	\$9,224.89



TOWN OF PINEDALE WYOMING

January 3, 2023, 2022

Pinedale Airport Manager's Monthly Report –December 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.
- Emblem Aviation contract negotiations are in progress with a meeting expected for Friday, January 6th, 2023.
- Wrote Snow Removal Plan Addendum for the East GA Apron and will be presenting it to airport board for approval.
- Began the airports own in house safety program for more relevant safety topics
- Attended meetings during the month including:
 - Weekly Town safety, supervisor, and manager meetings
 - Attended airport board meeting on December 7th.
 - Attended Master plan Steering committee meeting.
- Maintenance projects worked on:
 - Worked on sign bulb replacement in malfunctioning signs.
 - SRE Maintenance as necessary.
- Emblem Aviation Self-Serve is fully operational
- Called Mountain West Electric in Driggs for ODAL light maintenance- Lack of responsiveness means I will be pursuing other means to get the lights fixed.
- Wrote an airport newsletter which will be published monthly, included recent activities and safety information for around the airport.

Things I will finalize in December:

- Continue with the push to get T.O.P Wi-Fi to airport facilities.
- Continue to build equipment maintenance notebook for all airport equipment.
- Re-Bid Hangar lot #29 Concrete repair.
- Go to bid for NDB removal and AWOS Tower upgrades.

Should there be questions or comments please feel free to contact me at 307-360-9025 or by email at rileywilson@townofpinedale.us

Respectfully submitted,

Riley Wilson

Riley Wilson, Airport Manager