



**Auburn Lewiston Municipal Airport - Board of Directors – Special Meeting Agenda**  
**May 15, 2025 7:00 A.M.**  
**Community Room, Auburn Hall, 60 Court Street, Auburn, Maine**

**Call to Order**

**I. Old Business – None**

1. Order Authorizing the Airport Director to execute the construction phase services contract with McFarland Johnson *(as tabled at the May 7<sup>th</sup>, 2025 Board Meeting)*
2. Order Authorizing the Airport Director to execute the CDS Hangar construction contract with Ducas Construction *(as tabled at the May 7<sup>th</sup>, 2025 Board Meeting)*
3. Order Authorizing the Execution of a Fiscal Year 2026 – 2029 MOU between the Airport and the City of Auburn *(as tabled at the May 7<sup>th</sup>, 2025 Board Meeting)*

**II. Adjournment (Next Board Meeting, July 9, 2025)**

Executive Session: On occasion, the Board of Directors discusses matters which are required or allowed by State law to be considered in executive session. Executive sessions are not open to the public. The matters that are discussed in executive session are required to be kept confidential until they become a matter of public discussion. In order to go into executive session, a Director must make a motion in public. The motion must be recorded. An executive session is not required to be scheduled in advance as an agenda item, although when it is known at the time that the agenda is finalized, it will be listed on the agenda. The only topics which may be discussed in executive session are those that fall within one of the categories set forth in Title 1 M.R.S.A. Section 405(6). Those applicable are:

- A. Discussion of personnel issues
- C. Discussion or consideration of the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development only if premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency
- D. Labor contracts
- E. Contemplated litigation



## Auburn – Lewiston Municipal Airport Board Meeting Information Sheet

**Board Workshop or Meeting Date:** May 7, 2025

**Author:** Jonathan P. LaBonte, Airport Director

**Subject:** Congressionally Directed Spending Hangar – Construction Phase Services

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**Information:** The Airport received \$1.6 million in Congressionally Directed Spending (CDS), or earmark, to construct a new hangar. Through a review of the Airport Layout Plan and current customer mix, it was determined that a set of t-hangars (up to 10) would be the best utilization of that funding. In addition, the airport is allocated approximately \$243,000 annually through the Bipartisan Infrastructure Law (BIL) for airport improvements and \$150,000 per year in Airport Improvement Program (AIP) entitlement. As FAA reauthorizations have altered federal share percentages, the Airport with McFarland Johnson have negotiated eligible elements of the project, and bidding for the project completed, we now have a clearer picture of the funding mix needed to deliver this project.

In the construction phase of the project, there will be needed services for project management, material testing and oversight, and grant administration with FAA and MaineDOT. The scope of work was negotiated with FAA and McFarland Johnson to ensure it met our needs and an independent fee estimate (IFE) was secured to ensure hours per scope task and the fee structure were in line. The IFE is also included.

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**Airport Financial Impacts:** As budgeted in FAA grants with local share available - \$322,720

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**Recommended Action:** Authorizing the Airport Director to execute the construction phase services contract with McFarland Johnson

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**Previous Meetings and History:**

June 2023 – FAA CIP Adoption

April 2024 – Board review of scope and fee for CDS design, authorizing Board Chair to execute

November 2024 – Board workshop on FY26-FY30 CIP

March 2025 – Board discussion on project budget and grant submissions to FAA

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**Attachments:**

Scope and Fee from McFarland Johnson

Independent Fee Estimate commissioned from TriState Planning and Engineering

**Appendix B: Consultant's Proposal**Original  
Revised1/16/2025  
3/5/2025**McFarland Johnson, Inc.**  
**Auburn Lewiston Municipal Airport****Project Number 19186.02**  
**Project Administration and Construction Phase Services for**  
**Construct T-Hangar and Taxilanes**

<b>Task and Description</b>	<b>Payment Terms</b>	<b>Hours</b>	<b>Fee</b>
Task 12 - Project Administration	Actual Cost + Fixed Fee	193	\$ 32,238.88
Task 13 - Construction Administration	Actual Cost + Fixed Fee	615	\$ 145,718.20
Task 14 - Resident Project Representative and Material Testing/Building Special Inspections	Actual Cost + Fixed Fee	658	\$ 144,762.92
<b>Total Actual Cost Plus Fixed Fee</b>	<b>SUBTOTAL</b>	<b>1,466</b>	<b>\$ 322,720.00</b>

R.W. Gillespie (Materials Testing Services and Special Inspections)	\$	30,600.00
GZA (Bird Survey)	\$	7,960.00
Fennick McCredie (Architect)	\$	33,071.34
MJ Expenses	\$	19,151.00
MJ Professional Services	\$	231,937.66
Total	\$	322,720.00

Appendix B: Consultant's Proposal

McFarland Johnson, Inc.  
Auburn Lewiston Municipal Airport

Original 1/16/2025  
Revised 3/5/2025

Revisions highlighted

Project Number 19186.02  
Project Administration and Construction Phase Services for  
Construct T-Hangar and Taxilanes

Sub task	Task 12 - Project Administration	Quality Control	Project Manager	Senior Engineer	Environmental Coordinator	Project Engineer	Senior Technician	Assistant Admin Technician	Hours
12.1	Conduct pre-design scoping meeting		2						2
12.2	Develop Scope of Work, assist IFE, negotiate	2	8						10
12.3	Prepare Project Contract		2					4	6
12.4	Develop Scope of Work for material testing and building special inspections & Subcontract.		4					4	8
12.5	Develop Scope of Work for grassland bird survey & Subcontract		4		2			4	10
12.6	Develop Scope of Work for architectural construction phase services & Subcontract		4					4	8
12.7	Develop 3 grant applications		6			6		24	36
12.8	Develop AIP Request for Reimbursement FAA (9), MaineDOT (4)		4			2		26	32
12.9	Prepare FAA AIP closeout report, coordinate printing, and retain project records (3 grants)		4			16		40	60
12.10	Prepare budget and monitor on periodic basis		21						21
	<b>TOTAL Hours</b>	2	59	0	2	24	0	106	193
	<b>Hourly Rate</b>	\$ 90.00	\$ 87.50	\$ 65.42	\$ 35.40	\$ 44.00	\$ 36.30	\$ 36.30	
	<b>Direct labor Cost</b>	\$ 180.00	\$ 5,162.50	\$ -	\$ 70.80	\$ 1,056.00	\$ -	\$ 3,847.80	

Expenses

Meals	\$	-
Hotel	\$	-
Mileage	\$	-
Transportation Cost (Tolls/Parking)	\$	-
Postage/Copies	\$	-

**Total Expenses**

\$ -

Outside Services

None

\$ -

**Total Outside Services:**

\$ -

TOTAL HOURS	193
TOTAL DIRECT LABOR COST	\$ 10,317.10
OVERHEAD @ 179.00%	\$ 18,467.61
TOTAL LABOR COST	\$ 28,784.71
FEE @ 12%	\$ 3,454.17
SUBTOTAL	\$ 32,238.88
TOTAL EXPENSES	\$ -
TOTAL OUTSIDE SERVICES	\$ -
<b>TOTAL TASK</b>	<b>\$ 32,238.88</b>
<b>USE Actual Cost + Fixed Fee</b>	<b>\$ 32,238.88</b>

Appendix B: Consultant's Proposal

McFarland Johnson, Inc.  
Auburn Lewiston Municipal Airport

Original 1/16/2025  
Revised 3/5/2025

Revisions highlighted

Project Number 19186.02  
Project Administration and Construction Phase Services for  
Construct T-Hangar and Taxiways

Sub task	Task 13 - Construction Administration	Quality Control	Project Manager	Senior Engineer	Project Engineer	Senior Technician	Assistant Admin Technician	Hours
13.1	Assist with the award of the construction contract and review bonds, insurance and contract.		1		4			5
13.2	Develop Construction Management Plan for testing required			2	6			8
13.3	Provide assistance and support prior to Contractor's NTP		4		16			20
13.4	Develop a conformed drawing set incorporating the addendum items from the bidding process. Produce (6) contract sets		1		4	8		13
13.5	Schedule, prepare for, and conduct a pre-construction meeting		8	0	8			16
13.6	Attend QC/QA Workshop virtual meeting		1		2			3
13.7	Review, comment on and distribute the contractor's SPCD				2			2
13.8	Process shop drawings, certificates of compliance, and other contractor submittals (90)		2	38	50			90
13.9	Review contractor permit applications (9)		2		8			10
13.10	Review material testing program and reports				8			8
13.11	Prepare for and attend up to (6) on-site field visits for construction bi-weekly job meetings		12		48			60
13.12	Coordinate and host up to (5) conference calls for construction job meetings on a bi-weekly basis		10		15			25
13.13	Prepare for, and conduct a virtual pre-paving conference		2		6			8
13.14	Coordinate with architect and engineering disciplines.		8	8	16			32
13.15	Prepare supplementary sketches and technical interpretations to resolve actual field or unknown conditions encountered (3)		4	4	8			16
13.16	Review, respond, and distribute RFI's (10)		2	5	20			27
13.17	Review Periodic Cost Estimates (7)		4		8			12
13.18	Review contractor's DBE expenditure reports (7)				4			4
13.19	Review certified payrolls from the contractor (56)				6	50		56
13.20	Assist in the preparation and processing of construction change orders (3)		6	6	18			30
13.21	Provide 21 weeks of assistance and support @ 5 hrs per week		21	21	63			105
13.22	Attend the final inspection		0		8			8
13.23	Prepare the project punch list		1		4			5
13.24	Prepare Record Plans from information and survey data provided by the contractor		1		8	12		21
13.25	Prepare final testing summary for FAA closeout report				4			4
13.26	Assist sponsor in preparation of closeout documentation		1		4		12	17
13.27	Prepare a "pen-and-ink" change to the ALP		1		4			5
13.28	Prepare update to the Airport Diagram in CAD		1		4			5
	<b>TOTAL Hours</b>	0	93	84	356	70	12	<b>615</b>
	<b>Hourly Rate</b>	\$ 90.00	\$ 87.50	\$ 65.42	\$ 44.00	\$ 36.30	\$ 36.30	
	<b>Direct labor Cost</b>	\$ -	\$ 8,137.50	\$ 5,495.28	\$ 15,664.00	\$ 2,541.00	\$ 435.60	

Shaded cell indicates travel expenses.

Expenses - See attached Travel Expense Estimate

Meals	\$ 152.00
Hotel	\$ -
Mileage	\$ 1,400.00
Transportation Cost (Tolls/Parking)	\$ 112.00
Printing/Postage	\$ 2,175.00

**Total Expenses \$ 3,839.00**

Outside Services

Bird Survey - GZA	\$ 7,960.00
Architect - FMA (See Worksheet Task 13 Architect FMA Sub)	\$ 33,071.34

**Total Outside Services: \$ 41,031.34**

<b>TOTAL HOURS</b>	<b>615</b>
<b>TOTAL DIRECT LABOR COST</b>	<b>\$ 32,273.38</b>
<b>OVERHEAD @ 179.00%</b>	<b>\$ 57,769.35</b>
<b>TOTAL LABOR COST</b>	<b>\$ 90,042.73</b>
<b>FEE @ 12%</b>	<b>\$ 10,805.13</b>
<b>SUBTOTAL</b>	<b>\$ 100,847.86</b>
<b>TOTAL EXPENSES</b>	<b>\$ 3,839.00</b>
<b>TOTAL OUTSIDE SERVICES</b>	<b>\$ 41,031.34</b>
<b>TOTAL TASK</b>	<b>\$ 145,718.20</b>
<b>USE Actual Cost + Fixed Fee</b>	<b>\$ 145,718.20</b>

Appendix B: Consultant's Proposal

McFarland Johnson, Inc.  
Auburn Lewiston Municipal Airport

Original 1/16/2025  
Revised 3/5/2025

Revisions highlighted  
Mileage rate (per mile)  
= \$ 0.70

Project Number 19186.02

Project Administration and Construction Phase Services for  
Construct T-Hangar and Taxilanes

Task 13 - Construction Administration - Expenses

Subtask	Status	Breakfast	Lunch	Dinner	Per Diem	Hotel	Toll	Mileage	
	Rates	# of Trips						250	
13.5	Extended Day	1	\$ -	\$ 19.00	\$ 28.00	\$ 68.00	\$ 110.00	\$ 14.00	175.00 Concord to LEW & Back
13.11	Extended Day (6)	6	\$ -	\$ 114.00	\$ -	\$ -	\$ -	\$ 84.00	1,050.00 Concord to LEW & Back
13.22	Extended Day	1	\$ 19.00	\$ 19.00	\$ -	\$ -	\$ -	\$ 14.00	175.00 Concord to LEW & Back
Subtotal			\$ -	\$ 152.00	\$ -	\$ -	\$ -	\$ 112.00	1,400.00
Subtotal									\$ 1,664.00

Printing	Full Size Planset (67 pages of 22X34)	67	\$	2.50	6	\$	1,005.00
	Specification Book (1,100 pages of 8.5x11)	1100	\$	0.15	6	\$	990.00
	Postage	1	\$	30.00	6	\$	180.00
Subtotal							\$ 2,175.00

Total \$ 3,839.00



Appendix B: Consultant's Proposal

McFarland Johnson, Inc.  
Auburn Lewiston Municipal Airport

Project Number 19186.02  
Project Administration and Construction Phase Services for  
Construct T-Header and Taxiways

Sub Task	Task 14 - Resident Project Representative and Material Testing/Building Special Inspections	Quality Control	Project Manager	Senior Engineer	Resident Regular	Resident Overtime	Senior Technician	Assistant Admin Technician	Hours
14.1	Prepare & Attend Preconstruction Conference				8	0			8
14.2	Start up coordination (2 extended days)				16	4			20
14.3	Full-time onsite (6 weeks at 50 hr/week)				240	60			300
14.4	Part-time onsite observations (15 weeks at 2 trips/week equals 30 trips. 10 hr/trip)				240	60			300
14.5	Post construction coordination (3 days)				24	6			30
	TOTAL Hours	0	0	0	528	130	0	0	658
	Hourly Rate \$	90.00	87.50	65.42	43.89	65.08	36.30	36.30	
	Direct Labor Cost \$	-	-	-	23,173.92	8,460.40	-	-	
	TOTAL HOURS								658

Expenses - See attached Travel Expense Estimate

Meals	\$	2,724.00
Hotel	\$	3,300.00
Mileage	\$	6,300.00
Transportation Cost (Rental + Gas, Tolls)	\$	2,988.00
Postage/Copies.		
<b>Total Expenses</b>	<b>\$</b>	<b>15,312.00</b>

Outside Services

R/W Gillespie - Materials Testing Services and Special Inspections	\$	30,600.00
<b>Total Outside Services:</b>	<b>\$</b>	<b>30,600.00</b>

TOTAL DIRECT LABOR COST	\$	31,634.32
OVERHEAD @ 179.00%	\$	56,625.43
TOTAL LABOR COST	\$	88,259.75
FEE @ 12%	\$	10,591.17
SUBTOTAL	\$	98,850.92
TOTAL EXPENSES	\$	15,312.00
TOTAL OUTSIDE SERVICES	\$	30,600.00
<b>TOTAL TASK</b>	<b>\$</b>	<b>144,762.92</b>
<b>USE Actual Cost + Fixed Fee</b>	<b>\$</b>	<b>144,762.92</b>



**McFarland Johnson, Inc.**  
**Auburn Lewiston Municipal Airport**

Revisions highlighted  
Mileage rate (per mile)  
= \$ 0.70

## Project Administration and Construction Phase Services for Construct T-Hangar and Taxilanes

Subtask	Status		Breakfast	Lunch	Dinner	Per Diem	Hotel	Toll	Mileage	Rental Car										
	Rates	# of Trips	Nights	\$	16.00	\$	19.00	\$	28.00	\$	68.00	\$	110.00	\$	14.00	250	\$80/day			
14.1	Extended Day (1)	1	0	\$	-	\$	19.00	\$	-	\$	-	\$	-	\$	14.00	\$	175.00	\$	-	Concord to LEW & Back
14.2	Extended Day (2)	2	0	\$	-	\$	38.00	\$	-	\$	-	\$	-	\$	28.00	\$	350.00	\$	-	Concord to LEW & Back
14.3	Overnight (30)	6	30	\$	-	\$	-	\$	-	\$	2,040.00	\$	3,300.00	\$	84.00	\$	-	\$	2,400.00	Concord to LEW & Back
14.4	Extended Day (30)	30	0			\$	570.00	\$	-	\$	-	\$	-	\$	420.00	\$	5,250.00	\$	-	Concord to LEW & Back
14.5	Extended Day (3)	3	0	\$	-	\$	57.00	\$	-	\$	-	\$	-	\$	42.00	\$	525.00			Concord to LEW & Back
Subtotal				\$	-	\$	684.00	\$	-	\$	2,040.00	\$	3,300.00	\$	588.00	\$	6,300.00	\$	2,400.00	
Subtotal																	\$	15,312.00		

**INDEPENDENT FEE ESTIMATE**  
**FOR**  
**PROJECT ADMINISTRATION AND CONSTRUCTION PHASE**  
**SERVICES**  
**TO**  
**CONSTRUCT T-HANGAR AND TAXILANES**

**Auburn-Lewiston Municipal Airport**  
**Cities of Auburn & Lewiston**  
**Auburn Maine**

**Prepared For:**  
Mr. Jonathan P. LaBonté  
Director, city of Auburn Freight Intermodal Facility

**Prepared By:**  
TriState Planning & Engineering, P.C.  
740 Veterans Memorial Hwy, Suite 303  
Hauppauge NY 11788

**February 2025**





## **Introduction**

This Independent Fee Estimate (IFE) for project administration and construction phase services to construct a new T-Hangar and Taxilanes has been prepared in accordance with the suggestions contained in the FAA Advisory Circular 150/5100-14 (latest edition), Architectural, Engineering and Planning Consultant Services for Airport Grant Projects.

The intent of this IFE is to provide the Sponsor information to use as guidance for the negotiation of a fee with the airport consultant for the requested professional services.

## **General Scope of Services**

Mr. Jonathan P. LaBonté provided TSPE a Scope of Work, dated January 16, 2025, and a fee template spreadsheet prepared by their Consultant. TSPE used these items to prepare an estimated cost.

## **Assumptions**

The following assumptions were used to develop the fee estimate and are based upon our experience on similar airport projects.

- 1) The level of effort required to complete these tasks are considered routine.
- 2) The Consultant provided their known costs for expenses and subconsultants.
- 3) The hourly rates provided by the Consultant are within typical ranges for airport consulting services.
- 4) The overhead and fixed fee percentages used are typical values for airport consulting firms.

## **Independent Fee Estimate**

It is TSPE's opinion that a reasonable cost to perform this work is \$355,000.

## **Attachments**

- Fee Template
- Scope of Work, dated January 16, 2025.

McFarland Johnson, Inc.  
Auburn Lewiston Municipal Airport

Project Number 19186.02  
Project Administration and Construction Phase Services for  
Construct T-Hangar and Taxilanes

Task and Description	Payment Terms	Hours	Fee
Task 12 - Project Administration	Actual Cost + Fixed Fee	188	\$ 28,505.86
Task 13 - Construction Administration	Actual Cost + Fixed Fee	866	\$ 178,650.34
Task 14 - Resident Project Representative and Material Testing/Building Special Inspections	Actual Cost + Fixed Fee	658	\$ 147,410.71
<b>Total Actual Cost Plus Fixed Fee</b>	<b>SUBTOTAL</b>	<b>1,712</b>	<b>\$ 354,566.91</b>

R.W. Gillespie (Materials Testing Services and Special Inspections)	\$	30,600.00
GZA (Bird Survey)	\$	7,960.00
Fennick McCredie (Architect)	\$	39,282.40
MJ Expenses	\$	19,151.00
MJ Professional Services	\$	257,573.51
Total	\$	354,566.91

## Appendix B: Consultant's Proposal (IFE)

1/16/2025

McFarland Johnson, Inc.  
Auburn Lewiston Municipal Airport

Project Number 19186.02  
Project Administration and Construction Phase Services for  
Construct T-Hangar and Taxilanes

Sub task	Task 12 - Project Administration	Quality Control	Project Manager	Senior Engineer	Environmental Coordinator	Project Engineer	Senior Technician	Assistant Admin Technician	Hours
12.1	Conduct pre-design scoping meeting			8	8				16
12.2	Develop Scope of Work, assist IFE, negotiate					8	8		16
12.3	Prepare Project Contract					8		8	16
12.4	Develop Scope of Work for material testing and building special inspections & Subcontract.			4	4	4			12
12.5	Develop Scope of Work for grassland bird survey & Subcontract		4		8				12
12.6	Develop Scope of Work for architectural construction phase services & Subcontract			8					8
12.7	Develop 3 grant applications		4					16	20
12.8	Develop AIP Request for Reimbursement FAA (9), MaineDOT (4)							24	24
12.9	Prepare FAA AIP closeout report, coordinate printing, and retain project records (3 grants)		8	4	4			40	56
12.10	Prepare budget and monitor on periodic basis		8						8
	<b>TOTAL Hours</b>	0	24	24	24	20	8	88	<b>188</b>
	<b>Hourly Rate</b>	\$ 90.00	\$ 87.50	\$ 65.42	\$ 35.40	\$ 44.00	\$ 36.30	\$ 36.30	
	<b>Direct labor Cost</b>	\$ -	\$ 2,100.00	\$ 1,570.08	\$ 849.60	\$ 880.00	\$ 290.40	\$ 3,194.40	

Expenses

Meals	\$ -
Hotel	\$ -
Mileage	\$ -
Transportation Cost (Tolls/Parking)	\$ -
Postage/Copies	\$ -

**Total Expenses****\$ -**Outside Services

None

**\$ -****Total Outside Services:****\$ -**

TOTAL HOURS	188
TOTAL DIRECT LABOR COST	\$ 8,884.48
OVERHEAD @ 179.00%	\$ 15,903.22
TOTAL LABOR COST	\$ 24,787.70
FEE @ 15%	\$ 3,718.16
SUBTOTAL	\$ 28,505.86
TOTAL EXPENSES	\$ -
TOTAL OUTSIDE SERVICES	\$ -
<b>TOTAL TASK</b>	<b>\$ 28,505.86</b>
<b>USE Actual Cost + Fixed Fee</b>	<b>\$ 28,505.86</b>

Appendix B: Consultant's Proposal (IFE)

1/16/2025

McFarland Johnson, Inc.  
Auburn Lewiston Municipal Airport

Project Number 19186.02  
Project Administration and Construction Phase Services for  
Construct T-Hangar and Taxilanes

Sub task	Task 13 - Construction Administration	Quality Control	Project Manager	Senior Engineer	Project Engineer	Senior Technician	Assistant Admin Technician	Hours
13.1	Assist with the award of the construction contract and review bonds, insurance and contract.		8				8	16
13.2	Develop Construction Management Plan for testing required	8					8	16
13.3	Provide assistance and support prior to Contractor's NTP				8	8		16
13.4	Develop a conformed drawing set incorporating the addendum items from the bidding process. Produce (6) contract sets	8					8	16
13.5	Schedule, prepare for, and conduct a pre-construction meeting		8				4	12
13.6	Attend QC/QA Workshop virtual meeting	16						16
13.7	Review, comment on and distribute the contractor's SPCD		4	4				8
13.8	Process shop drawings, certificates of compliance, and other contractor submittals (90)					60		60
13.9	Review contractor permit applications (9)		8		20	40		68
13.10	Review material testing program and reports	16						16
13.11	Prepare for and attend up to (6) on-site field visits for construction bi-weekly job meetings				48			48
13.12	Coordinate and host up to (5) conference calls for construction job meetings on a bi-weekly basis				40			40
13.13	Prepare for, and conduct a virtual pre-paving conference			8	8			16
13.14	Coordinate with architect and engineering disciplines.		16	16				32
13.15	Prepare supplementary sketches and technical interpretations to resolve actual field or unknown conditions encountered (3)					24		24
13.16	Review, respond, and distribute RFI's (10)				8	16		24
13.17	Review Periodic Cost Estimates (7)			8	16			24
13.18	Review contractor's DBE expenditure reports (7)					20		20
13.19	Review certified payrolls from the contractor (56)					40		40
13.20	Assist in the preparation and processing of construction change orders (3)				24			24
13.21	Provide 21 weeks of assistance and support @ 5 hrs per week				50	50		100
13.22	Attend the final inspection			4	8			12
13.23	Prepare the project punch list		2	4	8			14
13.24	Prepare Record Plans from information and survey data provided by the contractor					40		40
13.25	Prepare final testing summary for FAA closeout report				20	40		60
13.26	Assist sponsor in preparation of closeout documentation				16		40	56
13.27	Prepare a "pen-and-ink" change to the ALP					24		24
13.28	Prepare update to the Airport Diagram in CAD					24		24
	<b>TOTAL Hours</b>	48	46	44	274	386	68	<b>866</b>
	<b>Hourly Rate</b>	\$ 90.00	\$ 87.50	\$ 65.42	\$ 44.00	\$ 36.30	\$ 36.30	
	<b>Direct labor Cost</b>	\$ 4,320.00	\$ 4,025.00	\$ 2,878.48	\$ 12,056.00	\$ 14,011.80	\$ 2,468.40	

Shaded cell indicates travel expenses.

Expenses - See attached Travel Expense Estimate

Meals	\$ 152.00
Hotel	\$ -
Mileage	\$ 1,400.00
Transportation Cost (Tolls/Parking)	\$ 112.00
Printing/Postage	\$ 2,175.00

**Total Expenses \$ 3,839.00**

Outside Services

Bird Survey - GZA	\$ 7,960.00
Architect - FMA (See Worksheet Task 13 Architect FMA Sub)	\$ 39,282.40

**Total Outside Services: \$ 47,242.40**

<b>TOTAL HOURS</b>	<b>866</b>
<b>TOTAL DIRECT LABOR COST</b>	<b>\$ 39,759.68</b>
<b>OVERHEAD @ 179.00%</b>	<b>\$ 71,169.83</b>
<b>TOTAL LABOR COST</b>	<b>\$ 110,929.51</b>
<b>FEE @ 15%</b>	<b>\$ 16,639.43</b>
<b>SUBTOTAL</b>	<b>\$ 127,568.94</b>
<b>TOTAL EXPENSES</b>	<b>\$ 3,839.00</b>
<b>TOTAL OUTSIDE SERVICES</b>	<b>\$ 47,242.40</b>
<b>TOTAL TASK</b>	<b>\$ 178,650.34</b>
<b>USE Actual Cost + Fixed Fee</b>	<b>\$ 178,650.34</b>

Appendix B: Consultant's Proposal

McFarland Johnson, Inc.  
Auburn Lewiston Municipal Airport

1/16/2025

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Project Administration and Construction Phase Services for  
Construct T-Hangar and Taxilanes  
Task 13 - Construction Administration - Expenses

Mileage rate (per mile)  
= \$ 0.70

Subtask	Status		Breakfast	Lunch	Dinner	Per Diem	Hotel	Toll	Mileage	
	Rates	# of Trips	\$ 16.00	\$ 19.00	\$ 28.00	\$ 68.00	\$ 110.00	\$ 14.00	250	
13.5	Extended Day	1	\$ -	\$ 19.00	\$ -	\$ -	\$ -	\$ 14.00	\$ 175.00	Concord to LEW & Back
13.11	Extended Day (6)	6	\$ -	\$ 114.00	\$ -	\$ -	\$ -	\$ 84.00	\$ 1,050.00	Concord to LEW & Back
13.22	Extended Day	1		\$ 19.00			\$ -	\$ 14.00	\$ 175.00	Concord to LEW & Back
Subtotal			\$ -	\$ 152.00	\$ -	\$ -	\$ -	\$ 112.00	\$ 1,400.00	
Subtotal									\$ 1,664.00	
Printing	Full Size Planset (67 pages of 22x34)					67	\$ 2.50		6	\$ 1,005.00
	Specification Book (1,100 pages of 8.5x11)					1100	\$ 0.15		6	\$ 990.00
	Postage					1	\$ 30.00		6	\$ 180.00
Subtotal									\$ 2,175.00	
Total									\$ 3,839.00	

## Attachment B

1/16/2025

Fennick McCredie Architecture (Subconsultant)  
City of Auburn Maine  
Auburn-Lewiston Airport  
Project Number 19186.02  
Construction Administration Services  
to Construct New T-Hangar and Taxilanes

Sub task	See Architecture - Subconsultant Work Attachment for tasks	QC Manager	Project Manager	Senior Architect	Project Architect	Architect		Designer	Hours
1.02	Pre-Construction Meeting		8	8	8	8			32
2.02	Submittal reviews (Est. 22-30)	16			16	8			40
4.01	RFI review	16			8	16			40
4.02	Supplemental Information			8	8	8			24
5.01	Field observation (2 visits, base + write up)				24				24
6.02	Proposed Change Orders (PCO)			8	8	16			32
6.03	Construction Change Directives			8	16	16			40
6.04	Coordinate review of cost changes (see Outside Service Estimating below)	16			16	16			48
7.01	OAC (Owner Architect Contractor) meetings*				16				16
9.01	Punch List (1)					16		16	32
9.03	Operation and Maintenance manuals				16	8		16	40
9.04	Warranties	8		8	16	8			40
9.05	Substantial completion			8	8	8			24
9.07	Record drawings				16			16	32
									0
	<b>TOTAL Hours</b>	0	0	8	176	8	0	48	<b>464</b>
	<b>Hourly Rate</b>	\$ 100.00	\$ 73.00	\$ 69.00	\$ 57.00	\$ 49.00		\$ 32.00	
	<b>Direct Labor Cost</b>	\$ -	\$ -	\$ 552.00	\$ 10,032.00	\$ 392.00	\$ -	\$ 1,536.00	

Expenses

	Meals	\$	-	
	Hotel			
	Mileage	\$	380.40	(4 trips at \$95.10/trip)
	Transportation Cost (Tolls/Parking)	\$	27.20	(4 trips at \$6.80/trip)
	Postage/Copies.			
<b>Total Expenses</b>		<b>\$</b>	<b>407.60</b>	*all meetings assumed virtual *all submissions assumed electronic
<u>Outside Services</u>				
Code - Code Red Consulting (Not to Exceed Estimate)		\$	3,000.00	
Estimating - RLB (Not to Exceed Estimate)		\$	1,850.00	
Specifications - Wilspec (Not to Exceed Estimate)		\$	1,650.00	
	None			
<b>Total Outside Services:</b>		<b>\$</b>	<b>6,500.00</b>	

<b>TOTAL HOURS</b>	240
<b>TOTAL DIRECT LABOR COST</b>	\$ 12,512.00
<b>OVERHEAD @ 125.00%</b>	\$ 15,640.00
<b>TOTAL LABOR COST</b>	\$ 28,152.00
<b>FEE @ 15%</b>	\$ 4,222.80
<b>SUBTOTAL</b>	\$ 32,374.80
<b>TOTAL EXPENSES</b>	\$ 407.60
<b>TOTAL OUTSIDE SERVICES</b>	\$ 6,500.00
<b>TOTAL TASK</b>	\$ 39,282.40
<b>USE Actual Cost + Fixed Fee</b>	\$ 39,282.40



## Appendix B: Consultant's Proposal (IFE)

1/16/2025

McFarland Johnson, Inc.  
Auburn Lewiston Municipal Airport

Project Number 19186.02  
Project Administration and Construction Phase Services for  
Construct T-Hangar and Taxilanes

Sub task	Task 14 - Resident Project Representative and Material Testing/Building Special Inspections	Quality Control	Project Manager	Senior Engineer	Resident Regular	Resident Overtime	Senior Technician	Assistant Admin Technician	Hours
14.1	Prepare & Attend Preconstruction Conference				8				8
14.2	Start up coordination (2 extended days)				16	4			20
14.3	Full-time onsite (6 weeks at 50 hr/week)				240	60			300
14.4	Part-time onsite observations (15 weeks at 2 trips/week equals 30 trips. 10 hr/trip)				240	60			300
14.5	Post construction coordination (3 days)				24	6			30
	<b>TOTAL Hours</b>	0	0	0	528	130	0	0	<b>658</b>
	<b>Hourly Rate</b>	\$ 90.00	\$ 87.50	\$ 65.42	\$ 43.89	\$ 65.08	\$ 36.30	\$ 36.30	
	<b>Direct labor Cost</b>	\$ -	\$ -	\$ -	\$ 23,173.92	\$ 8,460.40	\$ -	\$ -	

Expenses - See attached Travel Expense Estimate

Meals	\$ 2,724.00
Hotel	\$ 3,300.00
Mileage	\$ 6,300.00
Transportation Cost (Rental + Gas, Tolls)	\$ 2,988.00
Postage/Copies.	\$ -

**Total Expenses \$ 15,312.00**

Outside Services

RW Gillespie - Materials Testing Services and Special Inspections \$ 30,600.00

**Total Outside Services: \$ 30,600.00**

<b>TOTAL HOURS</b>	<b>658</b>
<b>TOTAL DIRECT LABOR COST</b>	<b>\$ 31,634.32</b>
<b>OVERHEAD @ 179.00%</b>	<b>\$ 56,625.43</b>
<b>TOTAL LABOR COST</b>	<b>\$ 88,259.75</b>
<b>FEE @ 15%</b>	<b>\$ 13,238.96</b>
<b>SUBTOTAL</b>	<b>\$ 101,498.71</b>
<b>TOTAL EXPENSES</b>	<b>\$ 15,312.00</b>
<b>TOTAL OUTSIDE SERVICES</b>	<b>\$ 30,600.00</b>
<b>TOTAL TASK</b>	<b>\$ 147,410.71</b>
<b>USE Actual Cost + Fixed Fee</b>	<b>\$ 147,410.71</b>

Appendix B: Consultant's Proposal

McFarland Johnson, Inc.  
Auburn Lewiston Municipal Airport

1/16/2025

Project Number 19186.02  
Project Administration and Construction Phase Services for  
Construct T-Hangar and Taxilanes

Mileage rate (per mile)  
= \$ 0.70

Task 14 - Resident Project Representative - Expenses

Subtask	Status			Breakfast	Lunch		Dinner	Per Diem	Hotel	Toll	Mileage	Rental Car							
	Rates	# of Trips	Nights	\$	16.00	\$	19.00	\$	28.00	\$	68.00	\$	110.00	\$	14.00	250	\$80/day		
14.1	Extended Day (1)	1	0	\$	-	\$	19.00	\$	-	\$	-	\$	14.00	\$	175.00	\$	-	Concord to LEW & Back	
14.2	Extended Day (2)	2	0	\$	-	\$	38.00	\$	-	\$	-	\$	28.00	\$	350.00	\$	-	Concord to LEW & Back	
14.3	Overnight (30)	6	30	\$	-	\$	-	\$	-	\$	2,040.00	\$	3,300.00	\$	84.00	\$	-	Concord to LEW & Back	
14.4	Extended Day (30)	30	0	\$	-	\$	570.00	\$	-	\$	-	\$	420.00	\$	5,250.00	\$	-	Concord to LEW & Back	
14.5	Extended Day (3)	3	0	\$	-	\$	57.00	\$	-	\$	-	\$	42.00	\$	525.00			Concord to LEW & Back	
Subtotal				\$	-	\$	684.00	\$	-	\$	2,040.00	\$	3,300.00	\$	588.00	\$	6,300.00	\$	2,400.00
													Subtotal			\$	15,312.00		

## **SCOPE OF WORK**

**Provided by the Sponsor**

**APPENDIX B – DETAILED SCOPE OF WORK**

FOR

AUBURN-LEWISTON MUNICIPAL AIRPORT

CITY OF AUBURN, MAINE

WORK ORDER #2

PROJECT ADMINISTRATION AND CONSTRUCTION PHASE SERVICES

TO CONSTRUCT NEW T-HANGAR AND TAXILANES

**A. PROJECT DESCRIPTION**

The City of Auburn (SPONSOR) and the Auburn-Lewiston Municipal Airport Board of Directors (BOD), operator of the Auburn-Lewiston Municipal Airport (LEW), has requested McFarland-Johnson, Inc. (CONSULTANT) to perform project administration and construction phase services to Construct New T-Hangar and Taxilanes (PROJECT) at LEW. PROJECT limits are shown in the attached sketch labeled, *Figure 1 – LEW T-Hangar Development – November 2024*.

The PROJECT is anticipated to receive funding assistance from the following agencies: Federal Aviation Administration (FAA) and Maine Department of Transportation (MaineDOT) through Community Directed Spending (CDS), Bipartisan Infrastructure Law (BIL) and Airport Improvement Program (AIP) grants.

The PROJECT was designed, permitted and bid by CONSULTANT under Work Order #1. This Work Order #2 will be limited to the following tasks:

Task 12.0 Project Administration

Task 13.0 Construction Administration

Task 14.0 Resident Project Representative and Material Testing/Building Special  
Inspections

**B. SCOPE OF WORK**

CONSULTANT services will be limited to the hours allocated in the attached Appendix B: Consultant's Proposal.

**12.0 PROJECT ADMINISTRATION**

CONSULTANT services will be limited to the following:

- 12.1. Conduct a virtual project scoping meeting with the SPONSOR, FAA and the MaineDOT.
- 12.2. Develop CONSULTANT project scope of work and fee estimate, assist with IFE and negotiate.
- 12.3. Prepare CONSULTANT contract in the MaineDOT format.
- 12.4. Develop a subconsultant scope of work for construction material compliance testing and building special inspections. Review submissions and execute subcontract.

- 12.5. Develop a subconsultant scope of work for grassland bird survey as required by Maine Inland Fisheries & Wildlife. Review submission and execute subcontract.
- 12.6. Develop a subconsultant scope of work for architectural construction phase services. Review submission and execute subcontract.
- 12.7. Develop up to three (3) grant applications in PDF format for 2025 AIP grant, 2026 AIP grant and 2026 BIL grant. Note the 2025 CDS and 2025 BIL grant applications are included in Work Order #1.
- 12.8. Develop up to 13 requests for reimbursements to FAA (9) and MaineDOT (4) for the three (3) grant applications.
- 12.9. Assist the SPONSOR in the preparation of up to three (3) grant closeout report, coordinate printing, and retain project records.
- 12.10. Prepare an initial project budget and monitor it on a periodic basis and provide financial updates.

### **13.0 CONSTRUCTION ADMINISTRATION**

CONSULTANT will conduct the following construction administration services for up to 30 calendar days from the date of the construction Notice of Award to the construction Notice to Proceed, and up to 21 weeks from Notice to Proceed to Substantial Completion, and up to 30 calendar days from substantial completion to closeout. CONSULTANT services are limited to the following:

- 13.1. Assist the SPONSOR with the award of the construction contract and review of bonds and insurance.
- 13.2. Develop Construction Management Plan documenting the project pavement material testing requirements and submit to the FAA for approval.
- 13.3. Provide assistance and support prior to issuance of Contractor's Notice to Proceed. Draft correspondence for Notice to Proceed and coordinate project startup date and schedule.
- 13.4. Develop conformed drawing and specifications incorporating the addendum items from the bidding process. CONSULTANT will produce up to six (6) construction contract books and plan sets and distribute the materials to the appropriate parties.
- 13.5. Schedule, prepare for, and conduct a pre-construction meeting at the airport. CONSULTANT will develop meeting notes and distribute to SPONSOR, contractor, MaineDOT, and FAA.
- 13.6. Attend Quality Control (QC)/Quality Assurance (QA) virtual workshop meeting facilitated by the SPONSOR's contractor.
- 13.7. Review, comment on, and distribute the contractor's Safety Plan Compliance Document (SPCD). CONSULTANT will assist the SPONSOR in the approval of the SPCD and incorporation of the document into the final CSPP.
- 13.8. Process up to 90 shop drawings, certificates of compliance, and other contractor submittals. The submittal process includes the review of material for compliance to the Buy American requirements. Work under this subtask includes:
  - Preparation of project submittal logs
  - Recording each submittal upon receipt from the contractor

- Distribution of submittals to third parties
  - Review of each submittal for compliance to the applicable specifications
  - Providing written justification for submittal revisions and/or rejection
  - Review of third-party review comments
  - Recording the review status of each submittal on the submittal log
  - Distribution of reviewed submittals to the contractor and the SPONSOR
  - Multiple non-compliant shop drawing submissions are excluded from the scope.
- 13.9. Review up to nine (9) permit applications prepared by the Contractor. Track receipt of the permits received from the Authority Having Jurisdiction. Permits to be obtained by the SPONSOR's Contractor include the following:
- Maine Construction General Permit Notice of Intent
  - Maine Construction General Permit Notice of Termination
  - City of Auburn Commercial Construction building
  - City of Auburn Fence
  - City of Auburn Electrical
  - City of Auburn Engineering and Public Work Private Property Excavation and Fill
  - City of Auburn Plumbing
  - Auburn Water and Sewerage District (water)
  - Auburn Water and Sewerage District (sewer)
- 13.10. Review the material testing program and material testing reports and compile them for inclusion in the closeout report.
- 13.11. Prepare for and attend up to six (6) on-site construction job meetings at the Airport on a bi-weekly basis and prepare meeting notes. (6 meetings x 2 weeks/meeting = 12 weeks)
- 13.12. Coordinate and host up to five (5) virtual construction job meetings on a bi-weekly basis and prepare meeting notes. (5 meetings x 2 weeks/meeting = 10 weeks)
- 13.13. Prepare for and conduct up to one (1) virtual pre-paving conference.
- 13.14. Coordinate and communicate with project architect, structural engineer, mechanical/plumbing engineer and electrical engineer.
- 13.15. Prepare up to three (3) supplementary sketches and technical interpretations to resolve actual field or unknown conditions encountered.
- 13.16. Review, respond, and distribute responses for up to 10 requests for information (RFIs).
- 13.17. Review up to seven (7) monthly periodic cost estimates (contractor pay requests).
- 13.18. Review up to seven (7) monthly DBE expenditure reports for compliance with the DBE Notice of Intent submitted at time of bidding.
- 13.19. Review up to 56 certified payrolls. This includes seven (7) submissions including eight (8) payrolls in each submission. (One from general contractor and up to seven (7) subcontractors).
- 13.20. Assist in the preparation and processing of up to three (3) construction contract change orders. Each change order is limited to four (4) items. CONSULTANT will coordinate review and approval by the FAA and MaineDOT.

- 13.21. Provide up to 21 weeks of assistance and support during construction to answer questions regarding plan interpretations and minor changes. It is assumed this effort will average five (5) hours per week.
- 13.22. Coordinate with FAA and MaineDOT and attend a final inspection meeting at the airport. This task assumes the CONSULTANT Project Manager will attend the final inspection. CONSULTANT mechanical/plumbing, electrical and structural engineers will attend virtually via video conference.
- 13.23. Prepare the project punch list and distribute. Management of the completion of the punch list by the contractor will be conducted by SPONSOR.
- 13.24. Prepare record plans in CAD format prepared from information and survey data provided by the contractor.
- 13.25. Prepare final testing summary for FAA Closeout Report.
- 13.26. Assist the SPONSOR in determining the financial reconciliation of the three (3) grants to include the amount applied for versus the amount requested in each line item of the grant applications.
- 13.27. Prepare a “pen-and-ink” change to the Airport Layout Plan (ALP) that denotes the as-built conditions of the PROJECT. This task does not include changes to the ALP that are not constructed as a part of this project.
- 13.28. Prepare and update the Airport Diagram in CAD format for the PROJECT’s as-built conditions. CONSULTANT will distribute to the FAA via email.

#### **14.0 RESIDENT PROJECT REPRESENTATIVE AND MATERIAL TESTING/BUILDING SPECIAL INSPECTIONS**

CONSULTANT will provide a combination of full-time and part-time, on-site observation to monitor construction for reasonable conformity with the contract documents. CONSULTANT services are limited to the following:

Full-time services are included during the construction contractor’s site work. Site work specifications require FAA quality assurance (QA) testing that will be administered by the CONSULTANT. Administration of the QA testing requires full-time effort by the CONSULTANT to schedule, observe and verify the testing. QA testing is included in the CONSULTANT’s scope of work under the MATERIAL TESTING & BUILDING SPECIAL INSPECTIONS SCOPE OF WORK noted below. Site work requires measurement and verification of the project quantities that requires full-time support by the CONSULTANT.

Part-time services are included during the construction contractor’s building construction. CONSULTANT will conduct part-time observation of the building construction progress for plan compliance and administer the building special inspections required by the building code. Building special inspections is included in the CONSULTANT’s scope of work under the MATERIAL TESTING & BUILDING SPECIAL INSPECTIONS SCOPE OF WORK noted below and performed by the CONSULTANT’s subconsultant.

The construction period is 150 calendar days. Estimated work effort of the Resident Project Representative (RPR) is as follows:

- 14.1. Prepare for and attend up to one (1) Preconstruction Conference at the airport.
- 14.2. Up to two (2) calendar days prior to start of construction for project start up coordination with the contractor (estimate 10 hours/day).
- 14.3. Up to 45 calendar days full time for FAA spec work items (Taxilane, Apron, Access Drive) – Monday to Friday therefore 30 days - (estimate 6 weeks, 5 days/week, 30 days, 10 hours/day).
- 14.4. Up to 105 calendar days part-time for building work items – (estimate 15 weeks, 2 days/week, 30 days, 10 hours/day).
- 14.5. Up to three (3) calendar days after substantial completion for construction follow-up observations (estimate 10 hours/day).

The schedule noted above is estimated by CONSULTANT based on the CONSULTANT's estimated construction production rates. CONSULTANT's fee estimate included in Attachment B is based upon the above estimated construction schedule. Deviations to the above schedule will be resolved by a contract modification to the CONSULTANT's contract.

CONSULTANT's services are limited to the following:

- a) Act as the SPONSOR's representative on the construction site when present and assist with the coordination of the PROJECT with the SPONSOR.
- b) Assist the SPONSOR in the implementation of the CSPP for the PROJECT.
- c) Prepare daily (for on-site days) and up to twelve (12) monthly construction reports (FAA Form 5370). Monthly reports assume a winter 2025 project shutdown for which the FAA requires report during the shutdown period.
- d) Observe the work for general compliance with the specifications and plan requirements. Track the contractor's construction progress against the contractor's approved schedule.
- e) Maintain records of measurement of quantities for payment items.
- f) Review the project quantities in up to seven (7) periodic payment requests made by the contractor and make recommendations to accept or not.
- g) Provide assistance to the contractor in clarification of the design intent.
- h) Conduct at least two (2) days of wage-rate interviews of workers.
- i) Field coordination with the construction material compliance testing firm for the scheduling of QA and building special inspection testing.
- j) Review of material testing reports for conformance to plans and specifications and maintain field records of tests performed, their results, and corrective actions taken (if required).
- k) Prepare and review P-403 Hot Mix Asphalt Quality Assurance test results for air voids, mat and joint density, and grade.
- l) Review the contractor's erosion and sedimentation control inspection reports.
- m) Attend weekly construction meetings as described in Task 13 above. Prepare and distribute meeting notes.



- n) Maintain “record drawings” indicating any revisions made or unforeseen conditions encountered.

### **C. CLARIFICATIONS**

The following assumptions are provided as the basis for the construction phase services for the PROJECT:

1. Project site work anticipated to start in the fall of 2025. Building installation will be completed by the summer of 2026.
2. Permits listed in the contract documents will be obtained by the SPONSOR’s contractor. Permit fees are paid by SPONSOR’s contractor.
3. Durations indicated in the scope of work are based on estimates of the SPONSOR’s contractor production rates.
4. SPONSOR will monitor the project punch list to completion by the contractor.
5. Value engineering design revisions are not included.

### **D. SCHEDULE**

CONSULTANT will perform the above tasks and deliver the related documents approximately to the following anticipated schedule:

Scoping Meeting	December 2024
Construction Notice of Award	February 2025
FAA Grant Offers	May 2025
Construction Contract	May 2025
Construction Notice to Proceed	September 2025
Winter stoppage	December 2025
Spring start	March 2026
Construction Complete	June 2026
Final Acceptance	August 2026
Grant Closeouts	December 2026

### **ATTACHMENTS**

1. Material & Building Special Inspections Testing - Subconsultant Scope of Work
2. Bird Survey - Subconsultant Scope of Work
3. Architecture - Subconsultant Scope of Work

**MATERIAL & BUILDING SPECIAL INSPECTIONS TESTING – SUBCONSULTANT SCOPE OF WORK**

The quantity of tests is estimated based on anticipated project contractor's production and installation rates. If the required quantity is greater than the estimated amount, CONSULTANT will seek the approval of the SPONSOR to add additional testing by contract modification. The scope of work listed below is performed by the CONSULTANT's subconsultant referred to in the below as the QA firm.

CONSULTANT's services are limited to the following:

**Quality Assurance Sample Testing (Pick Up Samples)**

- FAA P-152 Excavation, Subgrade, and Embankment (Assume 2 samples from source)
- FAA P-154 Subbase Course (Assume 1 sample from source)
- FAA P-209 Crushed Aggregate Base Material (Assume 1 sample from source and up to 1 additional samples from on-site stockpile or source)
- FAA T-905 Topsoil (Assume 1 samples from source)
- FAA P-403 Pavement Core Test Requirements (e.g. Thickness, Marshall Density, etc.) – See estimated number of cores to be tested below. Cores to be taken by the Contractor. QA Firm to pick up samples (include pickup charge if applicable).
- Section 03 3000 Concrete Cylinder Test Requirements - See estimated number of tests is below. Cylinders to be taken by QA firm. QA Firm to pick up samples (include pickup charge if applicable)
- Section 31 2323 Fill. General Fill, Structural Fill Under Slabs & Foundations, Granular Fill (Assume 2 samples from source).
- Section M-300 Grassed Soil Filter System (Assume 2 samples gradation: coarse gravel and soil filter media.)

**Laboratory Testing (Assumed Testing)**

- FAA P-152 Excavation, Subgrade, and Embankment
  - Sieve Gradation (ASTM C-136) 2 test samples
  - Modified Proctor Test (ASTM D-698) 2 test samples
- FAA P-154 Subbase Course
  - Gradation by Washing < #200 (ASTM C-117) 1 test sample
  - Sieve Gradation (ASTM C-136) 1 test sample
  - Modified Proctor Test (ASTM D-698) 1 test sample

NOTE: Contractor responsible for performing their own QC sampling for gradations.
- FAA P-209 Crushed Aggregate Base Material
  - LA Wear Abrasion (ASTM C-131) 1 test sample
  - Sodium or Magnesium Sulfate Soundness Loss (ASTM C-88) 1 test sample
  - Flat & Elongated (ASTM D-4791) 1 test sample

- Percent Fractured Particles (ASTM D-5821) 1 test sample
- Sieve Gradation (ASTM C-136) 1 test sample
- Gradation by Washing < #200 (ASTM C-117) 1 test sample
- Particle-Size Analysis (ASTM D-422) 1 test sample
- Modified Proctor Test (ASTM D-698) Assume 1 test sample
- NOTE: Contractor responsible for performing their own QC sampling for gradations and Proctor Tests for each lot during installation.
- FAA T-905 Topsoil
  - pH (testing methods of Association of Official Agricultural Chemists) 1 test sample
  - Organic Content (wet-combustion method) 1 test sample
  - Gradation (ASTM C-117) 1 test sample
- FAA P-403 Asphalt Mix Pavement Surface Course
  - Review of the Contractor's Job Mix Formula (JMF) shall be reviewed by the QA firm for compliance with FAA P-403 Hot Mix Asphalt specification.
  - Coarse Aggregate LA Wear Abrasion (ASTM C-131)
  - Coarse Aggregate Sodium Soundness Loss (ASTM C-88)
  - Coarse Aggregate Clay and Friable Particles (ASTM C-142)
  - Coarse Aggregate Percent Fractured Particles (ASTM D-5821)
  - Coarse Aggregate Flat & Elongated (ASTM D-4791)
  - If slag is used, Maximum Dry Unit Weight (ASTM C-29)
  - Fine Aggregate Sodium Soundness Loss (ASTM C-88)
  - Fine Aggregate Clay and Friable Particles (ASTM C-142)
  - Fine Aggregate Liquid Limit, Plastic Limit, and Plasticity Index (ASTM D-4318)
  - Fine Aggregate Sand Equivalency (ASTM D-2419)
  - Sieve Gradation Analysis > #200 (ASTM C-136)
  - Gradation Analysis by Washing Method (ASTM C-117)
  - If used, Mineral Filler (ASTM D-242)
  - Asphalt Content (ASTM D 2172)
  - Tensile Strength Ratio (ASTM D-4867)
- Section 03 3000 Cast-In-Place Concrete
  - Compression (ASTM C39) – assume 7 pours x 4 specimens/pour = 28 specimens
- Section 31 2323 Fill. General Fill, Structural Fill Under Slabs & Foundations, Granular Fill
  - Sieve Gradation (ASTM C-136) 3 test samples
  - Modified Proctor Test (ASTM D-698) 3 test samples
- M-300 Grassed Soil Filter System
  - Gradation by Washing < #200 (ASTM C-117) 2 test sample
  - Sieve Gradation (ASTM C-136) 2 test samples
  - Permeability test (ASTM D5084-16a) of soil filter media 1 test sample

- Modified Proctor Test (ASTM D-698) 1 test sample
- Compaction and Moisture Content (ASTM D-6938)

**Field Inspection Technician**

Job quantity estimates:

- 5,200± SY pavement area.
- 100 CY concrete building foundations
- 220 CY concrete building floor

Field Inspection Days:

- FAA P-152 Excavation, Subgrade, and Embankment (one test every 3000 SY min.)
  - Compaction and Moisture Content (ASTM D-6938)
  - Estimated to be approximately 4 – ½ days on-site based on 2,400 SY per day per lift. Assume 2 lifts.
- FAA P-154 Subbase Course (Field Testing by Contractor – 154-3.9)
- FAA P-209 Crushed Aggregate Base Material (Test every 1200 SY min)
  - Compaction and Moisture Content (ASTM D-6938)
  - Estimated to be approximately 2 – ½ days on-site based on 2,400 SY per day.
- Section 03 3000 Cast-In-Place Concrete Pouring (test every 100 CY min.)
  - Slump Test (ASTM C143) – during testing
  - Air Content (ASTM C231) – during testing
  - Concrete Temperature (ASTM C1064) – during testing
  - Compression (ASTM C39) – assume 7 pours x 4 specimens/pour = 28 specimens
  - Confirm concrete is design mix with slips from Contractor
  - Estimated to be approximately 7 full days on site based on the time to construct the foundation and slab.
- Section 31 2323 Granular Fill Under Slabs & Footings
  - Compaction and Moisture Content (ASTM D-6938)
  - Bearing capacity below shallow footings; Compaction Density Testing ASTM D6938 (every 100 LF along wall section, but not less than 2)
  - Fill Below Trench; Compaction Density Testing ASTM D6938 (every 150 LF along trench, but not less than 2 tests)
  - Foundation Wall Backfill ASTM D6938 (every 150 LF along trench, but not less than 2 tests)
  - Compaction Testing for fill below slab-on grade ASTM D6938 (every lift, every 1,000 SF)
  - Estimated to be approximately 3 full days on-site
- M-003 Grassed Soil Filter System
  - Compaction and Moisture Content (ASTM D-6938)

**In-Plant Testing Inspection & Core Analysis Technician**

Job quantity estimates:

- 1,300 Tons of P-403.
  - FAA P-403 Asphalt Mix Pavement Surface Course. Estimate 2 lots (days) of 650 tons each. Each lot is estimated to have 2 sublots. Assume 2 days in Contractor's lab
  - Sampling Procedure (ASTM D-3665)
  - Preparation of Bituminous Specimens using Marshall Apparatus (ASTM D-6926)
  - Marshall Stability and Flow (ASTM D-6927)
  - Air Voids (ASTM D-3203)
  - Bulk Specific Gravity (ASTM 2726 or ASTM D-6752)
  - Theoretical Maximum Specific Gravity (ASTM D-2041)
  - Void in Mineral Aggregate (PP-19 - Asphalt Institute MS-2)
  - Aggregate Gradations (ASTM C-136) – performed by Supplier, observed by QA
  - Asphalt Content (ASTM D-2172) – performed by Supplier, observed by QA
  - Specimen Preparation (ASTM D-1559)
  - Bulk Specific Gravity for Mat & Joint Densities (ASTM D-2726)
  - Assume 4 cores taken by Contractor to be tested by the QA Firm at approved lab.

**Special Inspections for Building Soils**

- See Field Inspection Section 31 2323 Granular Fill Under Slabs & Footings

**Special Inspections for Building Steel**

- Building submittal review
- Verify embeds in concrete (1 – ½ day)
- Member sizing and location inspection (1 – ½ day)
- Welding (pre, during and post) (2 – ½ day)
- NDT of welds (1 – ½ day)
- Structural steel bolts (2 full days)

**Special Inspections for Concrete**

- Inspect formwork (3 – ½ days)
- Cast in place reinforcement steel; verify steel, class, size, spacing, placement and ties. (3 – ½ days)
- Anchor Rods/Post-installed Anchors; inspect size, positioning, and embedment of anchor rods; inspect concrete placement and consolidation around anchor rods (1-1/2 day)
- Verify use of approved mix design (concurrent to fresh concrete sampling)
- Fresh concrete sampling (slump, air content and temperature) – 7 - ½ days

- Inspect concrete placement (drop, consolidation) (concurrent to fresh concrete sampling)
- Curing and Protection; inspect curing, cold weather protection, and hot weather protection procedures. (concurrent to fresh concrete sampling)
- Concrete strength testing (concurrent to fresh concrete sampling)

### **BIRD SURVEY – SUBCONSULTANT SCOPE OF WORK**

CONSULTANT's services are limited to the following:

#### **TASK 1 – GRASSLAND BIRD SURVEYS**

Subconsultant will complete two-point count surveys, scheduled two weeks apart, for upland sandpipers in May and June 2025, using methods described in the 2016 “National Protocol Framework for the Inventory and Monitoring of Breeding Landbirds Using Point Counts”, published by the U.S. Fish and Wildlife Service. Point count surveys will be timed to coincide with this species' breeding period (mid-May through mid-June) when activity (e.g., vocalizing, courtship displays) is most likely to occur. Field efforts will be completed between sunrise and 10:00 AM during favorable conditions (i.e., low wind and noise conditions) to the greatest extent possible. All bird species observed during point count surveys will be identified to the species level. Subconsultant will confirm survey methods with Maine Department of Inland Fisheries and Wildlife (MDIFW) biologists prior to conducting surveys and adjust protocols as required.

In preparation of surveys, Subconsultant will review existing georeferenced wildlife habitat data available from the Maine Office of GIS and hard copy maps provided by the Maine “Beginning with Habitat” initiative to create a draft aerial habitat overlay of the project. Subconsultant will utilize definitions of “Significant wildlife habitats” as presented in Chapter 335 of the Maine Department of Environmental Protection (MDEP) rules to identify significant habitats for grassland bird species on-Site.

For the purposes of this task, Subconsultant has made several assumptions, as outlined below:

- MDIFW will approve a survey methodology of two half-day point count surveys in May and June 2025;
- CONSULTANT will provide proposed project plans in advance of reporting; and
- Subconsultant will have full access to the Site to perform fieldwork.

#### **TASK 2 – REPORTING**

Subconsultant will prepare a written report to document our findings including the following:

- Prepare an Aerial Overview Plan using field observations and habitat definitions as defined by MDEP;
- A narrative report including describing the methodology of the assessment, existing habitat descriptions, observed avian species, photographs, potential presence of significant wildlife habitats, and potential methods to minimize impacts to threatened and endangered grassland species (if determined necessary based on Subconsultant field observation or response following MDIFW consultation); and

- Provide one electronic copy of the report to the client for review and a final electronic copy for distribution.

Should additional work be required following consultation with MDIFW, Subconsultant will prepare a change order for that work, as appropriate.

### TASK 3 – MEETINGS AND PROJECT SUPPORT

Subconsultant will meet with the project team and MDIFW as requested, to confirm methodologies and discuss potential conservation measures (if needed). This task assumes up to two hours for meetings as requested. Subconsultant assumes meetings will be held by Teams or Zoom and has not included mileage or travel for this task.

### ARCHITECTURAL – SUBCONSULTANT SCOPE OF WORK

The below has been copied from the Subconsultant's proposal. Task noted with 'excluded' are not included.

Key: FM (Fennick McCredie – Architect); CRC (Code Red Consultants – Code); RLB (Rider Levett Bucknall – Cost Estimator; WS (Wilspec – Specification writer); PRIME/MJ (McFarland Johnson).

CONSULTANT's services are limited to the following:

#### **1.00 Project Management**

	1.01	Contract administration	[excluded] Coordination with owner to maintain and track design team budget, invoicing coordination and progress reports	
	1.02	Pre-Construction Meeting	Attend one Pre-Construction Meeting	FM

#### **2.00 Submittals**

	2.01	Submittal log	[excluded] Maintain submittal log and coordinate submittals with A/E consultants	
	2.02	Submittal review	Review architectural submittals including shop drawings, materials submittals, product data and other required items. Up to two (2) resubmittals.	FM
	2.03	Special Inspections	[excluded] Review 3rd party testing and special inspections reports. Managing and coordinating special inspections to be by Owner/Prime and/or contractor	

#### **3.00 Sustainability**

	3.01	LEED	[excluded]	
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#### **4.00 Request for Information (RFI)**

	4.01	RFI review	Review and respond to architectural RFI's. Coordination and distribution of RFI's for all disciplines by PRIME	FM/CRC /WS
	4.02	Supplemental Information	Issue sketches or architectural supplemental information as required to respond to RFI's.	FM/CRC /WS

**5.00 Field Observation**

	5.01	Field observation	2 Site Visits to Review construction progress in field as appropriate to the stages of construction and to become generally familiar with compliance of the work the contract documents. Issue field reports and non-compliance reports.	FM
	5.02	Special Inspections	[excluded] Review reports by special inspection and testing agencies.	

**6.00 Construction Changes**

	6.01	Cost log	(excluded) PRIME will maintain log of construction cost changes	
	6.02	Proposed Change Orders (PCO)	Review contractor PCO's and provide recommendations to PRIME.	FM
	6.03	Construction Change Directives	Assist PRIME in Construction Change Directives (CCD's) as required.	FM
	6.04	Independent Cost Estimate	Coordinate review of cost changes with independent cost estimator and participate in negotiations between Owner and contractor.	FM/RLB

**7.00 Construction meetings**

	7.01	OAC meetings	Attend 5 hours of Owner/Architect/Contractor virtual meetings. Meeting minutes by PRIME. Weekly meetings	FM
	7.02	Owner meetings	(excluded)	MJ

**8.00 Contractor pay requisition**

	8.01	Pay Req. review	[excluded] Review contractor submitted pay requisitions as requested by PRIME.	
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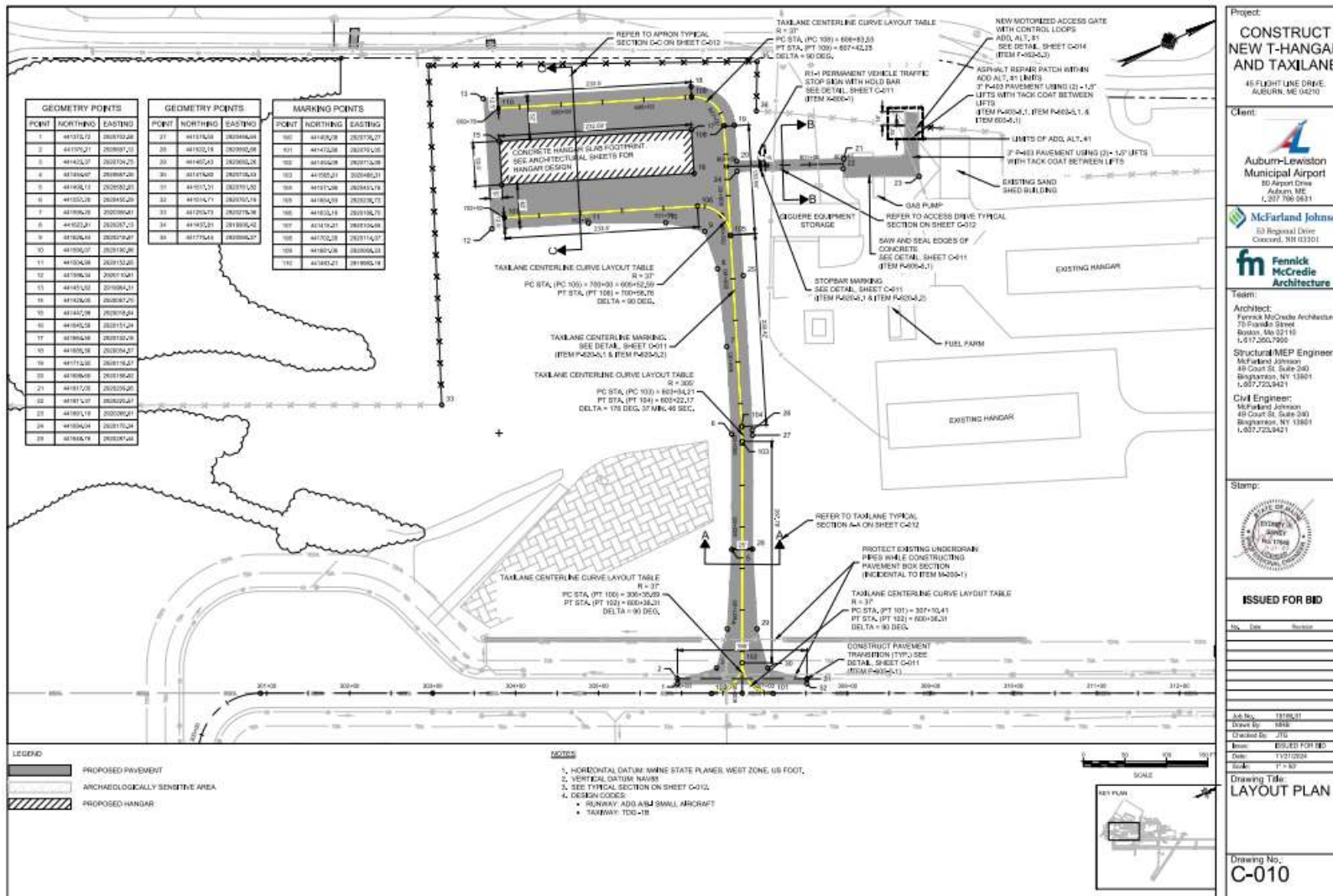
**9.00 Project Close out**

	9.01	Punch Lists	Provide (1) punch list site visits and reports after initial work-to-complete list is submitted by contractor.	FM
	9.02	Building Commissioning	[excluded]	
	9.03	Operation and Maintenance manuals	Review O&M submittals	FM



	9.04	Warranties	Review final executed warranties	FM
	9.05	Substantial completion	Site visit at Substantial Completion, review punch lists.	FM
	9.06	Final construction affidavits	[excluded]	
	9.07	Record drawings	Review contractor's as-built drawings and incorporate and update final design drawings as required, including drawings and sketches issued through the process of construction	FM
	9.08	Completion	[excluded] Assist PRIME to close out all contracts, punch lists and retainage and final pay requisitions.	

Figure 1 – LEW T-Hangar Development – November 2024





## Auburn – Lewiston Municipal Airport Board Meeting Information Sheet

**Board Workshop or Meeting Date:** May 7, 2025

**Author:** Jonathan P. LaBonte, Airport Director

**Subject:** Congressionally Directed Spending Hangar – Construction Bid Award

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**Information:** The Airport received \$1.6 million in Congressionally Directed Spending (CDS), or earmark, to construct a new hangar. Through a review of the Airport Layout Plan and current customer mix, it was determined that a set of t-hangars (up to 10) would be the best utilization of that funding. In addition, the airport is allocated approximately \$243,000 annually through the Bipartisan Infrastructure Law (BIL) for airport improvements and \$150,000 per year in Airport Improvement Program (AIP) entitlement. As FAA reauthorizations have altered federal share percentages, the Airport with McFarland Johnson have negotiated eligible elements of the project, and bidding for the project completed, we now have a clearer picture of the funding mix needed to deliver this project.

The low bidder, Ducas Construction, is holding their bid until May 15<sup>th</sup>, 2025. The Airport will need to execute this contract or rebid the entire project. Per FAA regulations, only one bid process can be reimbursed through grant funding. A second bidding process would need to be fully funded by the Airport. Given the realities of ongoing construction inflation, a rebid is likely to drive total costs higher.

There continues to be analysis of the financial outflow on this project and how that relates to the FAA grant offers. More information is being sought in real time, and the most recent information will be presented to the Board during the meeting.

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**Airport Financial Impacts:** As budgeted in FAA grant submissions, total Project Cost \$3,829,214 (including Federal, State, Local Shares)

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**Recommended Action:** Authorizing the Airport Director to award the CDS hangar construction project to the low bidder, Ducas Construction

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**Previous Meetings and History:**

June 2023 – FAA CIP Adoption

April 2024 – Board review of scope and fee for CDS design, authorizing Board Chair to execute


November 2024 – Board workshop on FY26-FY30 CIP

March 2025 – Board discussion on project budget and grant submissions to FAA

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**Attachments:**

Bid Tabulation from Project Bid

AUBURN-LEWISTON MUNICIPAL AIRPORT CDS HANGAR				BID SUMMARY		 McFARLAND-JOHNSON, INC.		ADJUSTED FOR MATH ERRORS					
BID DATE: JANUARY 16, 2025													
ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	DUCAS CONSTRUCTION		SARGENT		DONTE'S CONSTRUCTION		PHELAN CONSTRUCTION		GENDRON CORP	
				UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST
Schedule A - Building (without restrooms, sewer and water) and Taxilane/Aprons													
				OK LESS THAN	\$ 310,742.16	OK LESS THAN	\$ 339,232.22	OK LESS THAN	\$ 376,392.66	OK LESS THAN	\$ 375,675.50	OK LESS THAN	\$ 416,075.94
B-001-1	T-Hangar Building - Architectural	LS	1	\$ 850,000.00	\$ 850,000.00	\$886,000.00	\$ 886,000.00	\$ 29,960.00	\$ 29,960.00	\$734,765.00	\$ 734,765.00	\$1,215,289.00	\$ 1,215,289.00
B-001-2	T-Hangar - Foundation and Slab	LS	1	\$ 241,662.00	\$ 241,662.00	\$460,000.00	\$ 460,000.00	\$ 481,500.00	\$ 481,500.00	\$615,575.00	\$ 615,575.00	\$778,607.00	\$ 778,607.00
B-001-3	T-Hangar - Electrical	LS	1	\$ 208,680.00	\$ 208,680.00	\$158,000.00	\$ 158,000.00	\$ 138,069.00	\$ 138,069.00	\$129,037.00	\$ 129,037.00	\$323,043.00	\$ 323,043.00
B-001-4	T-Hangar - General Bid	LS	1	\$ 419,954.00	\$ 419,954.00	\$165,000.00	\$ 165,000.00	\$ 997,896.00	\$ 997,896.00	\$481,152.00	\$ 481,152.00	\$21,732.00	\$ 21,732.00
C-105	MOBILIZATION (10% MAX)	LS	1	\$ 103,025.00	\$ 103,025.00	\$300,000.00	\$ 300,000.00	\$ 337,050.00	\$ 337,050.00	\$258,395.00	\$ 258,395.00	\$104,329.00	\$ 104,329.00
M-150-1	FIELD SURVEY AND STAKEOUT	LS	1	\$ 31,950.00	\$ 31,950.00	\$ 40,000.00	\$ 40,000.00	\$ 21,400.00	\$ 21,400.00	\$28,792.00	\$ 28,792.00	\$14,607.00	\$ 14,607.00
M-200-1	MAINTENANCE AND PROTECTION OF TRAFFIC	LS	1	\$ 6,255.00	\$ 6,255.00	\$ 25,000.00	\$ 25,000.00	\$ 16,050.00	\$ 16,050.00	\$43,998.00	\$ 43,998.00	\$15,858.00	\$ 15,858.00
M-300-1	GRASSED SOIL FILTER SYSTEM	SF	1,600	\$ 15.29	\$ 24,464.00	\$ 14.00	\$ 22,400.00	\$ 26.75	\$ 42,800.00	\$14.25	\$ 22,800.00	\$15.50	\$ 24,800.00
C-100	CONTRACTORS QUALITY CONTROL PROGRAM	LS	1	\$ 10,000.00	\$ 10,000.00	\$ 25,000.00	\$ 25,000.00	\$ 21,400.00	\$ 21,400.00	\$30,000.00	\$ 30,000.00	\$22,330.00	\$ 22,330.00
C-102-5.1a	INSTALLATION AND REMOVAL OF PIPE INLET PROTECTION	EA	1	\$ 175.00	\$ 175.00	\$ 350.00	\$ 350.00	\$ 802.50	\$ 802.50	\$240.00	\$ 240.00	\$384.00	\$ 384.00
C-102-5.1b	INSTALLATION AND REMOVAL OF EROSION CONTROL BARRIER	LF	2,560	\$ 4.00	\$ 10,240.00	\$ 4.00	\$ 10,240.00	\$ 5.35	\$ 13,696.00	\$4.25	\$ 10,880.00	\$4.50	\$ 11,520.00
C-102-5.1c	INSTALLATION AND REMOVAL OF CHECK DAM	EA	6	\$ 250.00	\$ 1,500.00	\$ 250.00	\$ 1,500.00	\$ 802.50	\$ 4,815.00	\$322.00	\$ 1,932.00	\$306.00	\$ 1,836.00
C-102-5.1d	INSTALLATION OF EROSION CONTROL MATTING	SY	3,400	\$ 3.50	\$ 11,900.00	\$ 2.50	\$ 8,500.00	\$ 3.21	\$ 10,914.00	\$2.75	\$ 9,350.00	\$4.00	\$ 13,600.00
C-102-5.1e	INSTALLATION AND REMOVAL OF INLET PROTECTION	EA	7	\$ 175.00	\$ 1,225.00	\$ 150.00	\$ 1,050.00	\$ 802.50	\$ 5,617.50	\$186.00	\$ 1,302.00	\$134.00	\$ 938.00
C-102-5.1f	INSTALLATION OF STONE SLOPE WITH GEOTEXTILE	CY	110	\$ 133.00	\$ 14,630.00	\$ 100.00	\$ 11,000.00	\$ 90.95	\$ 10,004.50	\$79.00	\$ 8,690.00	\$86.00	\$ 9,460.00
P-101-5.1	PAVEMENT REMOVAL	SY	800	\$ 4.00	\$ 3,200.00	\$ 10.00	\$ 8,000.00	\$ 5.35	\$ 4,280.00	\$5.00	\$ 4,000.00	\$4.00	\$ 3,200.00
P-101-5.6	COLD MILLING (0-4")	SY	225	\$ 47.42	\$ 10,669.50	\$ 25.00	\$ 5,625.00	\$ 26.75	\$ 6,018.75	\$23.00	\$ 5,175.00	\$22.50	\$ 5,062.50
P-151-4.1	CLEARING AND GRUBBING	AC	0.10	\$ 15,000.00	\$ 1,500.00	\$ 60,000.00	\$ 6,000.00	\$ 10,700.00	\$ 1,070.00	\$77,930.00	\$ 7,793.00	\$25,000.00	\$ 2,500.00
P-151-4.2	REMOVE UTILITY POLES	EA	5	\$ 250.00	\$ 1,250.00	\$ 200.00	\$ 1,000.00	\$ 535.00	\$ 2,675.00	\$590.00	\$ 2,950.00	\$674.00	\$ 3,370.00
P-152-4.1	UNCLASSIFIED EXCAVATION	CY	5,100	\$ 16.08	\$ 82,008.00	\$ 10.00	\$ 51,000.00	\$ 21.40	\$ 109,140.00	\$10.20	\$ 52,020.00	\$11.00	\$ 56,100.00
P-152-4.2	EMBANKMENT IN PLACE	CY	4,000	\$ 2.00	\$ 8,000.00	\$ 15.00	\$ 60,000.00	\$ 26.75	\$ 107,000.00	\$17.00	\$ 68,000.00	\$13.00	\$ 52,000.00
P-154-5.1	SUBBASE COURSE	CY	4,270	\$ 45.27	\$ 193,302.90	\$ 31.00	\$ 132,370.00	\$ 53.50	\$ 228,445.00	\$33.25	\$ 141,977.50	\$62.00	\$ 264,740.00
P-209-5.1	CRUSHED AGGREGATE BASE COURSE - 6" DEPTH	CY	1,120	\$ 70.00	\$ 78,400.00	\$ 85.00	\$ 95,200.00	\$ 69.55	\$ 77,896.00	\$76.00	\$ 85,120.00	\$86.00	\$ 96,320.00
P-403-8.1	ASPHALT MIXTURE SURFACE COURSE	TON	1,300	\$ 142.85	\$ 185,705.00	\$ 150.00	\$ 195,000.00	\$ 214.00	\$ 278,200.00	\$142.85	\$ 185,705.00	\$170.00	\$ 221,000.00
P-603-5.1	EMULSIFIED ASPHALT TACK COAT	GAL	50	\$ 30.00	\$ 1,500.00	\$ 33.00	\$ 1,650.00	\$ 53.50	\$ 2,675.00	\$36.00	\$ 1,800.00	\$50.00	\$ 2,500.00
P-605-5.1	JOINT SEALING FILLER	LF	490	\$ 24.70	\$ 12,103.00	\$ 27.00	\$ 13,230.00	\$ 16.05	\$ 7,864.50	\$5.00	\$ 2,450.00	\$17.00	\$ 8,330.00
P-620-5.1	MARKINGS	SF	810	\$ 4.50	\$ 3,645.00	\$ 5.00	\$ 4,050.00	\$ 5.35	\$ 4,333.50	\$5.50	\$ 4,455.00	\$6.00	\$ 4,860.00
P-620-5.2	REFLECTIVE MEDIA	LB	50	\$ 15.00	\$ 750.00	\$ 16.00	\$ 800.00	\$ 53.50	\$ 2,675.00	\$36.00	\$ 1,800.00	\$20.00	\$ 1,000.00
F-162-5.1	REMOVE CHAINLINK FENCE	LF	770	\$ 15.58	\$ 11,996.60	\$ 6.00	\$ 4,620.00	\$ 10.70	\$ 8,239.00	\$13.00	\$ 10,010.00	\$5.50	\$ 4,235.00
F-162-5.2	CHAIN LINK FENCE	LF	910	\$ 80.36	\$ 73,127.60	\$ 75.00	\$ 68,250.00	\$ 73.52	\$ 66,903.20	\$98.00	\$ 89,180.00	\$88.00	\$ 80,080.00
T-901-5.1	SEEDING	KSF	150	\$ 10.00	\$ 1,500.00	\$ 40.00	\$ 6,000.00	\$ 53.50	\$ 8,025.00	\$48.00	\$ 7,200.00	\$50.00	\$ 7,500.00
T-905-5.1	TOPSOIL (OBTAINED ON SITE OR REMOVED FROM STOCKPILE)	CY	1,000	\$ 25.00	\$ 25,000.00	\$ 33.00	\$ 33,000.00	\$ 42.80	\$ 42,800.00	\$64.00	\$ 64,000.00	\$55.00	\$ 55,000.00
T-908-5.1	MULCHING	SY	16,700	\$ 0.10	\$ 1,670.00	\$ 0.40	\$ 6,680.00	\$ 0.43	\$ 7,181.00	\$0.45	\$ 7,515.00	\$0.50	\$ 8,350.00
D-701-5.1a	6 INCH CPE PIPE	LF	35	\$ 75.71	\$ 2,649.85	\$ 58.00	\$ 2,030.00	\$ 53.50	\$ 1,872.50	\$62.00	\$ 2,170.00	\$96.00	\$ 3,360.00
D-701-5.1b	12 INCH REINFORCED CONCRETE PIPE	LF	90	\$ 99.85	\$ 8,986.50	\$ 61.00	\$ 5,490.00	\$ 107.00	\$ 9,630.00	\$90.00	\$ 8,100.00	\$92.00	\$ 8,280.00
D-705-5.2	CUT AND CAP UNDERDRAIN CLEANOUT	EA	2	\$ 350.00	\$ 700.00	\$ 300.00	\$ 600.00	\$ 802.50	\$ 1,605.00	\$950.00	\$ 1,900.00	\$733.00	\$ 1,466.00
D-752-5.1	HEADWALL	EA	1	\$ 1,600.00	\$ 1,600.00	\$ 2,000.00	\$ 2,000.00	\$ 2,675.00	\$ 2,675.00	\$4,226.00	\$ 4,226.00	\$4,900.00	\$ 4,900.00
D-752-5.2	FLARED END SECTION	EA	1	\$ 1,500.00	\$ 1,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,675.00	\$ 2,675.00	\$2,155.00	\$ 2,155.00	\$2,900.00	\$ 2,900.00
L-108-5.1	NO. 8 AWG 5kV L-824 TYPE C CABLE INSTALLED IN TRENCH OR DUCT BANK	LF											

ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	DUCAS CONSTRUCTION		SARGENT		DONTÉ'S CONSTRUCTION		PHELAN CONSTRUCTION		GENDRON CORP	
				UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST
SCHEDULE B - Base Bid - with restrooms, water and sewer				DUCAS CONSTRUCTION		SARGENT		DONTÉ'S CONSTRUCTION		PHELAN CONSTRUCTION		GENDRON CORP	
	MOBILIZATION (10% MAXIMUM)			OK LESS THAN	\$13,670.22	OK LESS THAN	\$16,817.22	OK LESS THAN	\$17,995.42	OK LESS THAN	\$21,990.22	OK LESS THAN	\$19,802.67
C-105	MOBILIZATION (10% MAXIMUM)	LS	1	\$ 3,700.00	\$ 3,700.00	\$ 15,000.00	\$ 15,000.00	\$ 14,980.00	\$ 14,980.00	\$ 15,000.00	\$ 15,000.00	\$ 3,400.00	\$ 3,400.00
B-001-5	RESTROOM ARCHITECTURAL	LS	1	\$ 16,500.00	\$ 16,500.00	\$ 38,000.00	\$ 38,000.00	\$ 59,994.00	\$ 59,994.00	\$ 54,625.00	\$ 54,625.00	\$ 43,000.00	\$ 43,000.00
B-001-6	RESTROOM PLUMBING	LS	1	\$ 39,750.00	\$ 39,750.00	\$ 58,400.00	\$ 58,400.00	\$ 39,055.00	\$ 39,055.00	\$ 39,100.00	\$ 39,100.00	\$ 51,000.00	\$ 51,000.00
B-001-7	RESTROOM ELECTRICAL	LS	1	\$ 1,000.00	\$ 1,000.00	\$ 4,500.00	\$ 4,500.00	\$ 3,745.00	\$ 3,745.00	\$ 3,500.00	\$ 3,500.00	\$ 10,000.00	\$ 10,000.00
B-001-8	RESTROOM GENERAL BID	LS	1	\$ 4,500.00	\$ 4,500.00	\$ 12,000.00	\$ 12,000.00	\$ 21,400.00	\$ 21,400.00	\$ 27,770.00	\$ 27,770.00	\$ 9,600.00	\$ 9,600.00
31 2316.26	TRENCH ROCK REMOVAL	CY	3	\$ 650.00	\$ 1,950.00	300	\$ 900.00	\$ 535.00	\$ 1,605.00	\$ 327.00	\$ 981.00	\$ 475.00	\$ 1,425.00
33 3113-1	SEWER PIPE AND FITTINGS (4" PVC)	LF	280	\$ 110.00	\$ 30,800.00	\$ 55.00	\$ 15,400.00	\$ 53.50	\$ 14,980.00	\$ 137.00	\$ 38,360.00	\$ 114.00	\$ 31,920.00
33 3113-4	SEWER CLEANOUTS	EA	2	\$ 1,875.00	\$ 3,750.00	\$ 850.00	\$ 1,700.00	\$ 1,070.00	\$ 2,140.00	\$ 1,283.00	\$ 2,566.00	\$ 980.00	\$ 1,960.00
33 3113-2	SEWER MANHOLE CONNECTION	EA	1	\$ 1,500.00	\$ 1,500.00	\$ 1,300.00	\$ 1,300.00	\$ 1,070.00	\$ 1,070.00	\$ 2,126.00	\$ 2,126.00	\$ 855.00	\$ 855.00
33 3113-4	SEWER CONNECTION FEE	ALL	1	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
33 0561-1	SEWER CONCRETE MANHOLE	EA	1	\$ 7,207.00	\$ 7,207.00	\$ 7,000.00	\$ 7,000.00	\$ 5,350.00	\$ 5,350.00	\$ 7,270.00	\$ 7,270.00	\$ 10,500.00	\$ 10,500.00
33 1416-1	WATER PIPE AND FITTINGS (1")	LF	180	\$ 60.00	\$ 10,800.00	\$ 40.00	\$ 7,200.00	\$ 37.45	\$ 6,741.00	\$ 96.00	\$ 17,280.00	\$ 72.00	\$ 12,960.00
33 1416-2	WATER VALVES (WATER CURB STOP WITH BOX)	EA	1	\$ 975.00	\$ 975.00	\$ 1,000.00	\$ 1,000.00	\$ 1,605.00	\$ 1,605.00	\$ 490.00	\$ 490.00	\$ 815.00	\$ 815.00
33 1416-3	MUNICIPAL WATER CONNECTION FEE	ALL	1	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
P-403-8.1-TL	ASPHALT MIXTURE SERVICE COURSE (3" DEPTH)	TON	4	\$ 250.00	\$ 1,000.00	\$ 260.00	\$ 1,040.00	\$ 374.50	\$ 1,498.00	\$ 250.00	\$ 1,000.00	\$ 325.00	\$ 1,300.00
P-209-5.1-TL	CRUSHED AGGREGATE BASE COURSE - 6" DEPTH - (FLIGHT LINE DRIVE UTILITIES)	CY	5	\$ 100.00	\$ 500.00	\$ 95.00	\$ 475.00	\$ 69.55	\$ 347.75	\$ 76.00	\$ 380.00	\$ 77.00	\$ 385.00
P-154-5.1-TL	SUBBASE COURSE - 12" DEPTH - (FLIGHT LINE DRIVE UTILITIES)	CY	8	\$ 100.00	\$ 800.00	\$ 55.00	\$ 440.00	\$ 53.50	\$ 428.00	\$ 58.00	\$ 464.00	\$ 63.00	\$ 504.00
SCHEDULE B AMOUNT				\$126,732.00		\$166,355.00		\$176,938.75		\$212,912.00		\$181,624.00	
Schedule A ADD ALT 1 - MOTORIZED VEHICLE GATE				DUCAS CONSTRUCTION		SARGENT		DONTÉ'S CONSTRUCTION		PHELAN CONSTRUCTION		GENDRON CORP	
				OK LESS THAN		OK LESS THAN		OK LESS THAN		OK LESS THAN		OK LESS THAN	
	MOBILIZATION (10% MAX)			\$6,140.13		\$5,351.11		\$5,614.59		\$14,497.56		\$6,684.44	
C-105	MOBILIZATION (10% MAX)	LS	1	-	\$ 4,512.08	\$ 5,000.00	\$ 5,000.00	\$ 16,692.00	\$ 16,692.00	\$ 12,000.00	\$ 12,000.00	\$ 2,200.00	\$ 2,200.00
P-101-5.1	PAVEMENT REMOVAL	SY	100	\$ 4.00	\$ 400.00	\$ 10.00	\$ 1,000.00	\$ 5.35	\$ 535.00	\$ 5.00	\$ 500.00	\$ 3.25	\$ 325.00
P-101-5.6	COLD MILLING (0-4")	SY	110	\$ 47.42	\$ 5,216.20	\$ 25.00	\$ 2,750.00	\$ 34.78	\$ 3,825.80	\$ 23.00	\$ 2,530.00	\$ 22.50	\$ 2,475.00
P-152-4.1	UNCLASSIFIED EXCAVATION	CY	20	\$ 40.00	\$ 800.00	\$ 25.00	\$ 500.00	\$ 53.50	\$ 1,070.00	\$ 9.00	\$ 180.00	\$ 16.00	\$ 320.00
P-209-5.1	CRUSHED AGGREGATE BASE COURSE - 6" DEPTH	CY	20	\$ 65.00	\$ 1,300.00	\$ 85.00	\$ 1,700.00	\$ 69.55	\$ 1,391.00	\$ 115.00	\$ 2,300.00	\$ 77.00	\$ 1,540.00
P-403-8.1	ASPHALT MIXTURE SURFACE COURSE	TON	20	\$ 142.85	\$ 2,857.00	\$ 150.00	\$ 3,000.00	\$ 267.50	\$ 5,350.00	\$ 142.85	\$ 2,857.00	\$ 170.00	\$ 3,400.00
P-603-5.1	EMULSIFIED ASPHALT TACK COAT (WE HAD GAL = 0)	GAL	10	\$ 30.00	\$ 300.00	\$ 33.00	\$ 330.00	\$ 53.50	\$ 535.00	\$ 36.00	\$ 360.00	\$ 50.00	\$ 500.00
P-605-5.1	JOINT SEALING FILLER	LF	40	\$ 24.70	\$ 988.00	\$ 27.00	\$ 1,080.00	\$ 16.05	\$ 642.00	\$ 5.00	\$ 200.00	\$ 15.00	\$ 600.00
F-162-5.3	VEHICLE GATE	EA	1	\$ 43,400.00	\$ 43,400.00	\$ 37,800.00	\$ 37,800.00	\$ 37,182.50	\$ 37,182.50	\$ 121,551.00	\$ 121,551.00	\$ 51,000.00	\$ 51,000.00
ADD ALT 1 SUBTOTAL				\$ 59,773.28		\$ 53,160.00		\$ 67,223.30		\$ 142,478.00		\$ 62,360.00	
SCHEDULE A + SCHEDULE B + ADD ALT TOTAL				\$2,983,184.70		\$3,272,605.00		\$3,631,696.01		\$3,736,469.50		\$3,988,667.50	
SCHEDULE A + SCHEDULE B				\$2,923,411.42		\$3,219,445.00		\$3,564,472.71		\$3,593,991.50		\$3,926,307.50	





## Auburn – Lewiston Municipal Airport Board Meeting Information Sheet

**Board Workshop or Meeting Date:** May 7, 2025

**Author:** Jonathan P. LaBonte, Airport Director

**Subject:** FY2026-FY2029 City of Auburn/Airport Management MOU

**Information:** Since March 29, 2023, the City of Auburn has assigned a staff member to manage the Auburn Lewiston Municipal Airport. To accomplish the task of addressing financial mismanagement, human resource issues, operational inefficiencies, disinvestment in facilities and equipment, and poor customer service, multiple city departments and third-party contractors were engaged. Third party contractors were compensated for their services in FY2023, but the city was not. Those services were valued at over \$31,000.

Given the ongoing projected struggles then, the Board voted to continue with the city of Auburn's efforts to reform the Airport's operations and line services business during FY2024. Third party contractors were compensated for their specific services, the city was not. The value of those services was over \$138,000.

For FY2025, the Airport entered into an MOU with the city of Auburn to compensate the city \$80,000 for the year for these services. As of March 31, 2025, the value of those services was over \$107,000.

The Airport can either provide its own staff or secure contractors for all services, including management and back-office. Since it is not a city department, it must pay 15-20% more for health insurance, rather than being part of a self-insured workers compensation pool it must secure a MEMIC policy, it must pay for its own full audit, and many other examples of increased structural costs. Despite all of this, the management framework through the city of Auburn has brought significant efficiencies and is still less expensive than previous models.

For comparison on total hours deployed weekly to operate the Airport, we can look back to 2022 to review total hours paid when it was run fully independent of the City of Auburn and then the weekly hours under the current scenario. A key element for the proposed FY2026-2029 MOU is the addition of a 0.75 FTE to assist the Airport Director on business development and customer engagement. In part, this is a repositioning of the former 1.0 FTE airport secretary role that was eliminated in September 2024.

	Example Weekly Hours			
	2022*	2025**		
Airport Operations	104	104		
Airport Administration***	116	45		
Auburn Air Center (FBO)****	175.25	80		
TOTAL WEEKLY HOURS	395.25	229		
*Variability existed weekly based on PTO				
**Includes hours scheduled with contracted staff (City of Auburn, Dirigo)				
***Includes prorated time from Auburn Finance, IT, HR (PW includes in Ops)				
****Administrative time spent on FBO is not allocated to FBO				

To provide management stability for at least the remaining life of the Auburn Industrial Park Tax-sharing Agreement, when Lewiston will no longer receive revenue (\$200,000+) from that 50-year agreement, the MOU is proposed for FY2026-2029, or four fiscal years. It is critical to note that the tax-sharing agreement is completely separate from both cities federal obligations to subsidize the operations and capital of the Auburn Lewiston Municipal Airport. The tax-share agreement was specific to the two cities investing in water, sewer, and road infrastructure in 1979 outside of the Airport fence on non-obligated land.

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**Recommended Action:** Approving the FY2026-2029 Airport/City of Auburn MOU

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**Previous Meetings and History:**

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**Attachments:**

Hours and cost allocation for city of Auburn management and back-office support

FY2025 MOU between Airport and City of Auburn

FY2026-2029 MOU DRAFT

## **Memorandum of Understanding**

This Memorandum of Understanding (“MOU”), effective as of July 1, 2025, the “Effective Date”, is between the City of Auburn, Maine (the “City”) and the Auburn Lewiston Municipal Airport (the “Airport”).

WHEREAS, the Airport desires, in the interest of ongoing efficiency, that the City continue to provide senior management and back office support for its facilities, grounds, equipment and aviation services;

WHEREAS, the City, as an Airport sponsor, desires to provide those services to the Airport;

WHEREAS, the City of Auburn and the City of Lewiston have a tax-sharing agreement in the area of the Industrial Airpark which expires in Fiscal Year 2029;

WHEREAS, the City of Auburn and the City of Lewiston, as FAA sponsors of the Airport desire for the Airport to become financially self-sustaining in accordance with FAA Grant Assurances;

WHEREAS, the City and the Airport have operated under an MOU for management and back office support for Fiscal Year 2025 and desire to extend that for a period of four years, through Fiscal Year 2029;

NOW, THEREFORE, in consideration of the mutual covenants and conditions in this MOU the parties covenant and agree as follows:

### **Services:**

Services outlined in this MOU shall be performed by City of Auburn employees and these employees shall be subject to the terms of existing City personnel policies.

The day-to-day management, oversight and direction of the Airport and its employees and/or contractors shall be provided by the City. The City will coordinate with the City of Lewiston and Airport Board of Directors for any future planning and staffing changes as needed. Beginning on the Effective Date of this MOU, the City will manage and assist in providing the following services for the Airport (collectively, the “Services”):

### **Management and Back-office Support Services:**

1. The City Transportation Systems Director will be designated as Airport Director, as defined in the Interlocal Agreement between the City of Auburn and City of Lewiston and execute all responsibilities noted therein
2. The City will facilitate the implementation of the Airport Master Plan and any other plans or strategies adopted by the Airport Board of Directors
3. The City, through the Transportation Systems Director and other necessary staff, will advance business development opportunities for both aeronautical and non-aeronautical development through lease negotiations and other necessary steps. The Board of Directors retains all authority to authorize execution of agreements unless otherwise delegated.
4. The City will draft, propose, administer, and monitor the Operating and Capital Budgets as approved by the Board of Directors. This includes management of Airport Accounts Payable and Accounts Receivable, and the processing of payments for services rendered through the fueling and other aviation services offered by the Airport. Reports on financial performance will be assembled for the Board of Directors and its Treasurer as well as the Cities of Auburn and Lewiston.
5. The City will administer Airport policies and procedures including, but not limited to, personnel and purchasing policies.
6. The City will conduct the recruitment, interviews, and hiring for all Airport staff positions and/or contracted services required to operate the Airport.



7. The City will conduct orientation for new staff on Airport policies and procedures and perform annual update for current staff on mandated regulations, e.g., Harassment, Drug Testing, FAA, etc. in addition to administering appraisals and goal setting with staff.
8. The City will represent the Airport as needed in public and private forums and serve as the primary contact for partnering agencies such as the FAA and MaineDOT, while keeping the Airport Sponsors and Airport Board of Directors informed through written reports and Board meeting briefings.
9. The City will manage, through direct action or through Airport staff and contractors, the daily operations of the Airport. This includes the maintenance of Airport equipment, its fleet of vehicles, and its buildings.
10. The City will provide information technology support for systems necessary to operate the Airport and the activities of its staff and/or contractors. Costs associated with direct services from third parties (i.e. fiberoptic services) and hardware or software will remain the obligation of the Airport and may be billed directly by the City based on the method of procurement.

**Fees:**

In consideration for the City managing the Services for fiscal year 2026, the Airport will compensate the City \$187,500. The estimated costs are based on an assumption that two (2) City employees are being assigned to support the Airport Support Services outlined in this MOU and that at least 75% of their collective effort is in support of those functions. The City and the Airport agree to review the allocation of effort and its associated costs annually through fiscal year 2029, as part of the budget process.

**Continuing costs:**

The Airport will continue funding the full costs for staffing and operating costs for:

1. All Airport staff and Airport contractors.
2. All related expenses for the execution of these functions.

**Payment:**

Payments will be made quarterly beginning July 1<sup>st</sup>, 2025.

**Termination:**

The MOU commences as of the Effective Date and expires upon an affirmative vote of the Airport Board or the Auburn City Council to cease these services, allowing for a twelve (12) month notification to prepare the transfer of staffing and responsibilities.

Upon termination, the City shall promptly transfer to the Airport all data, records, files, and other information, in whatever format is maintained, concerning the Airport and any Services performed for the Airport by the City.

**Other:**

This MOU contains the entire agreement of the parties regarding its subject matter and may be modified or amended only in writing and signed by both parties.

The parties' consent to the use of electronic signatures in connection with the execution of this MOU. Facsimile, electronic, and digital copies of this document, including properly executed PDF versions of this document, are regarded as original instruments by the parties, and electronic signatures to this MOU shall be legally binding with the same force and effect as manually executed signatures. This MOU may be executed in two or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument.

SEEN AND AGREED TO:

**The City of Auburn**

By: \_\_\_\_\_

Its: City Manager as authorized by the City Council  
on: \_\_\_\_\_

**The Auburn Lewiston Municipal Airport**

By: \_\_\_\_\_

Its: Board Chair as authorized by the Board of  
Directors on: \_\_\_\_\_

City of Auburn Effort Associated with Airport Management*								
Department	FY 2023**		FY2024		FY2025 (thru 3/31)		FY2026***	
	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost
Transportation	490	\$ 25,484.90	1581	\$ 103,017.96	1258	\$ 82,109.66		
Finance	52	\$ 1,827.80	432.5	\$ 16,462.46	420.5	\$ 17,310.76		
Public Works	1	\$ 37.95	201	\$ 8,202.64	120.3	\$ 5,090.25		
Human Resources	31	\$ 1,643.29	42.5	\$ 2,362.33	27	\$ 1,572.70		
Information Technology	46.25	\$ 2,404.33	161.75	\$ 8,026.88	37.5	\$ 1,856.90		
TOTAL	620.25	\$ 31,398.27	2418.75	\$ 138,072.27	1863.3	\$ 107,940.27	0	0

Airport Payment for Services				
FY 2023**		FY2024		FY2025 (thru 3/31)
	\$ -		\$ -	\$ 80,000.00
				\$ 187,500.00

\*Cost does not include equipment or parts allocation from Public Works

\*\*Beginning March 29 with the separation from previous Airport Manager

\*\*\*Budgeted for One Additional Transportation Staff at 75% FTE

## Memorandum of Understanding

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WHEREAS, the City, as an Airport sponsor, desires to provide those services to the Airport;

NOW, THEREFORE, in consideration of the mutual covenants and conditions in this MOU the parties covenant and agree as follows:

### **Services:**

Services outlined in this MOU shall be performed by City of Auburn employees and these employees shall be subject to the terms of existing City personnel policies.

The day-to-day management, oversight and direction of the Airport and its employees and/or contractors shall be provided by the City. The City will coordinate with the City of Lewiston and Airport Board of Directors for any future planning and staffing changes as needed. Beginning on the Effective Date of this MOU, the City will manage and assist in providing the following services for the Airport (collectively, the “Services”):

### **Management and Back-office Support Services:**

1. The City Transportation Systems Director will be designated as Airport Director, as defined in the Interlocal Agreement between the City of Auburn and City of Lewiston and execute all responsibilities noted therein
2. The City will facilitate the implementation of the Airport Master Plan and any other plans or strategies adopted by the Airport Board of Directors
3. The City will draft, propose, administer, and monitor the Operating and Capital Budgets as approved by the Board of Directors. This includes management of Airport Accounts Payable and Accounts Receivable, and the processing of payments for services rendered through the fueling and other aviation services offered by the Airport. Reports on financial performance will be assembled for the Board of Directors and its Treasurer as well as the Cities of Auburn and Lewiston.
4. The City will administer Airport policies and procedures including, but not limited to, personnel and purchasing policies.
5. The City will conduct the recruitment, interviews, and hiring for all Airport staff positions and/or contracted services required to operate the Airport.
6. The City will conduct orientation for new staff on Airport policies and procedures and perform annual update for current staff on mandated regulations, e.g., Harassment, Drug Testing, FAA, etc. in addition to administering appraisals and goal setting with staff.
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9. The City will provide information technology support for systems necessary to operate the Airport and the activities of its staff and/or contractors. Costs associated with direct services from third parties (i.e. fiberoptic services) and hardware or software will remain the obligation of the Airport and may be billed directly by the City based on the method of procurement.

**Fees:**

In consideration for the City managing the Services for fiscal year 2025, the Airport will compensate the City \$80,000. The estimated costs associated with staffing for these services will be submitted to the Airport by January 1<sup>st</sup> of each year for budgeting purposes:

**Continuing costs:**

The Airport will continue funding the full costs for staffing and operating costs for:

1. All Airport staff and contractors.
2. All related expenses for the execution of these functions.

The City and the Airport agree to review this fee annually and adjust it as necessary to fulfill its intended purpose if the MOU is renewed.

**Payment:**

The City will track personnel time associated with this MOU and submit quarterly reports to the Airport. For FY2025, the payment of the Estimated Cost will be made quarterly starting July 1<sup>st</sup>, 2024.

**Termination:**

The MOU commences as of the Effective Date and expires upon an affirmative vote of the Airport Board or the Auburn City Council to cease these services, allowing for a six-month notification to prepare the transfer of staffing and responsibilities.

Upon termination, the City shall promptly transfer to the Airport all data, records, files, and other information, in whatever format is maintained, concerning the Airport and any Services performed for the Airport by the City.

**Other:**

This MOU contains the entire agreement of the parties regarding its subject matter and may be modified or amended only in writing and signed by both parties.

The parties' consent to the use of electronic signatures in connection with the execution of this MOU. Facsimile, electronic, and digital copies of this document, including properly executed PDF versions of this document, are regarded as original instruments by the parties, and electronic signatures to this MOU shall be legally binding with the same force and effect as manually executed signatures. This MOU may be executed in two or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument.

**SEEN AND AGREED TO:**

**The City of Auburn**

By: 

Its: City Manager as authorized by the City Council  
on: 7/16/2024

**The Auburn Lewiston Municipal Airport**

By: 

Its: Board Chair as authorized by the Board of  
Directors on: 7/11/2024