

**Work Order No. 26-001**  
**Coeur d'Alene Airport**  
**Hayden, Idaho**  
**Federal Contract Tower Program Application Assistance**

This Work Order shall be attached to, made a part of, and incorporated by reference into the Master Agreement for Professional Services between Kootenai County, Idaho and Ardurra Group, Inc., dated May 14, 2024.

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**SCOPE OF WORK**

The Scope of Work, dated January 5, 2026, for this effort is attached as Exhibit A. This document describes the anticipated work effort.

**FEES**

Fees for services provided under this work order will be determined and billed as a Time and Materials amount estimated at \$16,360.00, as defined in the Master Agreement for Professional Services.

IN WITNESS WHEREOF, Client and Consultant have made and executed this WORK ORDER NO. 26-001 to the AGREEMENT the day and year first above written.

FOR: Kootenai County, Idaho

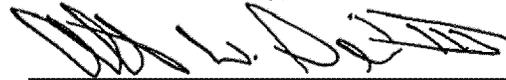
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By: Bruce Mattare

Title: County Commissioners

Date: \_\_\_\_\_

FOR: Ardurra Group, Inc.



By: Alton 'Trey' Dail

Title: Aviation Group Leader

Date: January 5, 2026

**Exhibit A**  
**Work Order No. 26-001**  
**Coeur d'Alene Airport**  
**Hayden, Idaho**  
**Federal Contract Tower Program Application Assistance**

**SCOPE OF WORK**

The Scope of Work describes professional services to be provided to the Coeur d'Alene Airport (Airport) to assist in preparing a Federal Contract Tower (FCT) Application Assistance Services. If a candidate is accepted into the FCT program, federal funds can be used to pay for costs associated with the ATCT development.

**SCOPE OF PROFESSIONAL SERVICES**

**TASK 1 – ADMINISTRATION**

During the course of the Project the following general administrative services shall be provided:

- 1.1 Prepare a Work Order specifically outlining the Scope of Work (SOW). The Work Order shall include a detailed Scope of Professional Services narrative. Review the Scope with the Airport and incorporate modifications as necessary, based on comments received.
- 1.2 Project management and administration to include monthly cost accounting and budget analysis, invoicing, and monitoring of project progress. This SOW is planned to be completed over a 4-month period.

**TASK 2 – FEDERAL CONTRACT TOWER PROGRAM APPLICATION ASSISTANCE SERVICES**

The consultant shall provide the following generally described services:

- 2.1 **FAA Contract Tower (FCT) Program Application Package.** Review application package provided by the CLIENT or FAA. Provide form to county filled out for submittal to the FAA after county signature. A draft application to enter the FCT program will be prepared.
- 2.2 **Compile Operational Data for Benefit/Cost Analysis (BCA).** Compile data required by application and present it in a technical memorandum format suitable for the CLIENT and FAA.
  - 2.2.1 Annual Traffic Activity (3 years - 2022 to 2025)
  - 2.2.2 Validate Based Aircraft
  - 2.2.3 Site Specific Information – Fire operations, runway configuration, flight training, etc.
  - 2.2.4 Compile current Non-Federal Tower costs.
- 2.3 **Coordination with Client.** Assume four (4) coordination meetings with the CLIENT and FAA.

**EXCLUSIONS**

The CLIENT and CONSULTANT agree the following items are excluded from this Scope of Work and will be considered extra services:

- Surveying Services.
- Design, construction, and architectural engineering services.
- Legal Services.
- Agency submittal fees, review fees or permit fees.
- Client inspired changes or unforeseen changes arising due to regulatory decisions.
- Any services, product or professional responsibility not specifically described above.

**DELIVERABLES**

1. Compile Draft Federal Tower Application package
2. Technical Memorandum for Operations.
3. Operational Data for BCA.

**PROJECT SCHEDULE**

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

<b>ACTIVITY</b>	<b>COMPLETION</b>
Submit Draft Scope of Work/Fee to Client	January 5, 2026
Finalize Work Order	January 20, 2026
Assemble Federal Tower Application	February 10, 2026
Draft Technical Memorandum	End of February 2026
Operational Data for BCA	End of February 2026