

RS&H Project No. 1010.5487.001
Short Title: APN PFC Program Management Support Services

WORK ORDER

Work Order No. 2
Date: 11/11/2025

RS&H MICHIGAN, INC., a Michigan corporation (“RS&H”) agrees to perform and complete the following work (hereinafter “Work”) for the County of Alpena (the “Client”), in accordance with the terms and conditions of the Agreement for Professional Services dated September 24, 2024, all of which terms and conditions are incorporated herein by reference:

Project Location: Alpena County Regional Airport, Alpena, Michigan

Project Description/Scope of Services: Assist airport staff in a variety of tasks associated with the management of the airport’s Passenger Facility Charge (PFC) program. See Attachment A – Scope of Services.

Fee: See Attachment A – Scope of Services

Schedule: See Attachment A – Scope of Services

Deliverables: See Attachment A – Scope of Services

Other Considerations: None

RS&H:

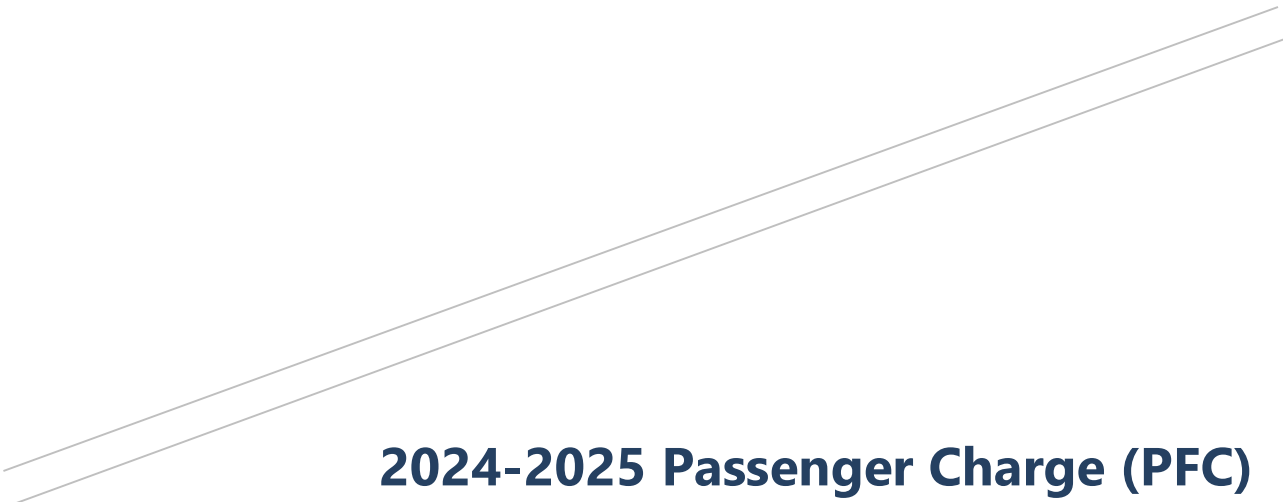
RS&H Michigan, Inc.

CLIENT:

County of Alpena

DocuSigned by:
By: 
Print Name: Patrick T. Frame
Title: President

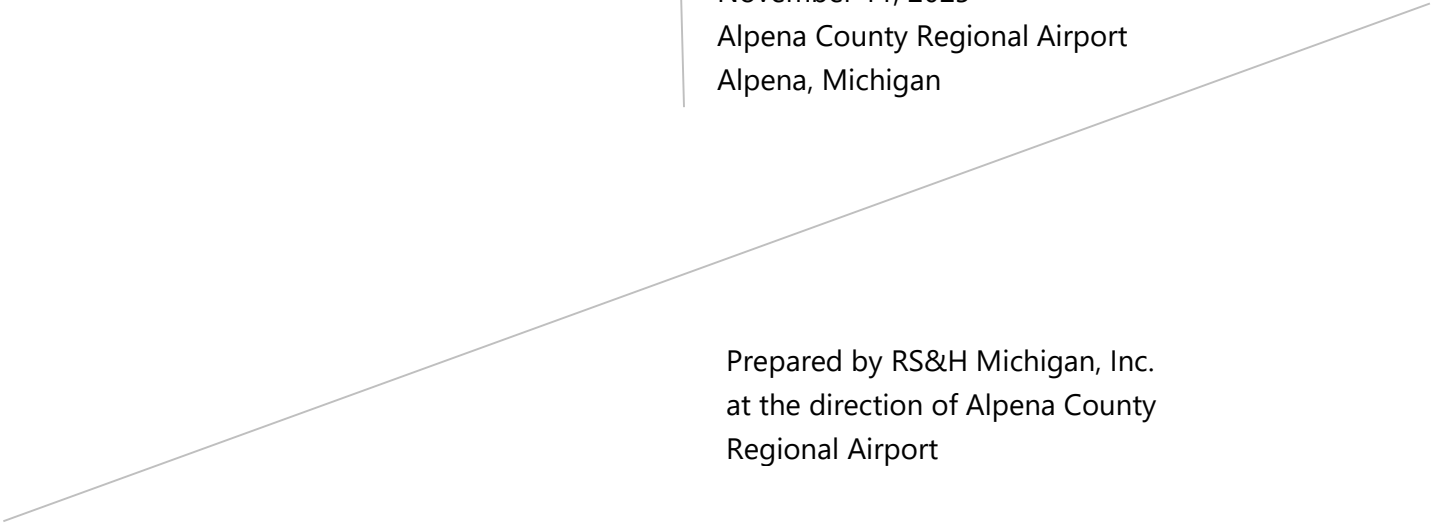
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2024-2025 Passenger Charge (PFC) Program Management Support Services Amendment



Version 1.0
November 11, 2025
Alpena County Regional Airport
Alpena, Michigan



Prepared by RS&H Michigan, Inc.
at the direction of Alpena County
Regional Airport

I PROJECT DESCRIPTION

The County of Alpena (the County or Client) owns and operates the Alpena County Regional Airport (APN or Airport). The Airport has requested RS&H Michigan, Inc. (RS&H) to amend and expand the current services RS&H is providing diverse services associated with the management of the airport's Passenger Facility Charge (PFC) program (the "PFC Program"). This amendment will expand the scope of work currently being provided and extend the term of these services from December 31, 2025 until December 31, 2026.

RS&H's services provided under this Scope of Work will be performed to ensure the County continues to comply with FAA's PFC guiding documents including the most current versions of the PFC 5500-1 Handbook and PFC regulations defined in the latest version of 14 CFR Part §158. RS&H has prepared the following scope of work to continue to address APN needs for the PFC Program.

II WORK TASKS

PROJECT ADMINISTRATION

RS&H will continue to manage the project in a professional manner, assigning qualified individuals to the project, and completing efforts on an as needed and requested basis to ensure that APN complies with FAA's requirements for its PFC Program.

RS&H staff will continue working hand in hand with APN staff to monitor, manage, and administer APN's PFC Program. RS&H staff will work mainly on an on-call basis with the exception of actions under Task 1 described below which are associated with regular monthly monitoring of the PFC program and the provision of required quarterly inputs to FAA's SOAR PFC Reporting System which will be invoiced on a monthly fixed amount basis. All other RS&H labor will be billed on an actual time used basis with a minimum quarter-hour time period based on hourly rates included in Section III.

RS&H continued support for the management of APN PFC Program has been divided into the following task categories:

- » Task 1: Regular monitoring and meetings with APN
- » Task 2: Correspondance and Requests from FAA
- » Task 3: Amendment and changes to open applications (PFC#3 and PFC #4)
- » Task 4: Amend and Update 2022 Audit of APN PFC Program
- » Task 5: New application PFC # 5

- » Task 6: PFC # 3 and PFC #4 application closeout

TASK 1 MONTHLY PFC PROGRAM MONITORING SERVICES

Under this task RS&H will continue to perform regular monitoring of key elements of APN's PFC Program that are necessary to provide quarterly input to FAA's SOAR PFC Report System and reports to the air carriers in accordance with Part §158.63. Activities within this task group will include:

- » Review of APN SOAR generated PFC quarterly reports
- » Review of PFC revenue reports provided by the Airlines Clearing House
- » Review amounts disbursed by the airport for all projects included in active/open PFC applications,
- » Review other general information related to APN's PFC Program.

Using this information RS&H will prepare an Excel spreadsheet on a monthly basis that includes:

- » A list of active projects included in APN PFC Program open applications,
- » previously reported PFC disbursements,
- » current month disbursement,
- » cumulative disbursements,
- » remaining PFC authority amounts and
- » other information that will be required for APN to input into FAA's SOAR PFC Reporting System.

For this process RS&H will follow the reporting requirements included in Subpart D Section of 14 CFR Part 158 Part §158.61 and Part §158.63.

In addition to the above reporting RS&H will hold one monthly call with Airport staff to provide a status update of the PFC Program.

TASK 2 RESPOND TO REQUESTS FROM FAA

RS&H will provide support and information to APN to respond to PFC associated requests from the FAA. Upon receiving a copy of FAA's request RS&H will follow the following process:

- » Upon receipt of the request RS&H will meet with APN to jointly review the request.
- » RS&H will explain to APN staff the purpose/reason for the request.
- » If necessary, RS&H will communicate with the FAA jointly with APN, to fully understand their request and what information and documentation they are seeking.
- » RS&H will provide APN with a list of documents and information needed to respond to FAA's request.

- » Upon review of the information provided RS&H will draft a detailed response document for APN review, approval and signature. RS&H will send the response to FAA on behalf of APN and follow up with FAA to assure that they received the information and documentation requested.
- » Upon resolution of FAA's request RS&H will document the entire process and provide APN with a detailed electronic and paper copy folder of all documentation that is related to FAA's request for APN's files.

TASK 3 AMENDMENT AND CHANGES TO OPEN APPLICATIONS

RS&H will prepare necessary PFC related documentation required by the PFC regulation Part § 158.37 if changes occur on projects that are included in open PFC applications. PFC regulation Part §158.37 requires airports to amend their PFC approved applications for various reasons including:

- » Project did not use the amounts of PFC funding approved in the application
- » Project cost increased requiring additional PFC funding
- » Project was not implemented
- » Change in project scope
- » Establish a new class of air carrier that is exempt from collecting PFCs

RS&H will prepare the required amendment following the requirements of Part §158.37.

TASK 4 AMEND AND UPDATE 2022 AUDIT OF APN PFC PROGRAM

RS&H will continue working with Airport and County staff to respond and as necessary revise information and data included in the 2022 PFC Audit that was rejected by the FAA. Work will include a review of all approved expenditures made by the County from the PFC Fund account so they match the scope of approved Projects included in PFC #3 and PFC #4. RS&H will coordinate with the FAA ADO to address audit-related comments and issues. The County will be informed of RS&H's findings first, and RS&H will recommend any necessary corrective actions to resolve identified issues.

TASK 5 NEW APPLICATION

RS&H will work with APN staff to determine when a new PFC application would need to be started and submitted. RS&H will monitor approved PFC end collection dates, remaining PFC collection authority, collection rates, airport passenger traffic and forecasts and the airport's capital investment plan (CIP). If APN or RS&H identifies the need for a new PFC application, RS&H will support APN as follows:

- » Step 1: Select projects to include in new PFC application: RS&H will promptly meet with APN to establish a list of projects that could potentially be included in the new application. At this

meeting RS&H will explain the application process and all required tasks, will also provide recommendations to the Airport on which projects can be included based on eligibility and expected project implementation startup dates as defined in Part §158. FAA generally recommends that PFC applications do not include more than ten separate projects.

- » Step 2: Determine with Airport staff which air carrier types, in any, will be excluded from the collection of PFC in the new application.
- » Step 3: RS&H's project manager will provide the Airport with a list of general information and documents it will need for each project that will be included in the application so it can complete attachments A and H of the application.
- » Step 4: Using this information RS&H will prepare attachments A and H including detailed project descriptions highlighting key eligibility features, project objectives, project justification, and required graphics. It will also incorporate in the attachment project start and end dates, total project costs and a breakdown of funding sources that will be used to implement each project. For projects that have received FAA AIP grants RS&H will include required grant amounts, dates of grants and grant numbers.
- » Step 5: Following the guidelines included in Sections §158.23, §158.24 and §158.30 of 14 CFR Part 158 RS&H will prepare, for airport review and approval, draft and final version of the air carrier consultation notice and public notice documents.
- » Step 6: Upon completion of the final versions of these documents RS&H will assist APN staff on the process that would need to be followed by the Airport for submittal and documentation of the air carrier consultation notice and publication of the public notice. Generally, the air carrier consultation notice needs to be delivered by the Airport by some form of certified mail (USPS, FedEx, UPS, DHL) to all air carriers listed in the most recent AGIS report and that have not been excluded by the Airport from PFC collections for this Application. Similarly, RS&H will provide APN staff with the materials of the public notice that the Airport would need to post on its website and/or social media platforms. RS&H will also provide guidance to the Airport on how to document the posting of the notice.
- » Step 7: RS&H will prepare a draft of the Air Carrier Consultation Power Point presentation for Airport review and comments and a Final version of the Presentation incorporating Airport staff comments. This task assumes the air carrier consultation meeting will be led by Airport staff with support from RS&H and be conducted on-site at APN with one RS&H team member in attendance. All travel and meeting attendance shall be authorized and approved by the Airport's Project Manager before travel arrangements are made.
- » Step 8: Following the air carrier consultation meeting RS&H will assist the Airport in responding to any questions or clarification requested by the air carriers.
- » Step 9: Similarly, after the required comment period for air carriers and the public to notices, RS&H will prepare written responses to any comments received by the Airport.

- » Step 10: RS&H will prepare a draft version of PFC Application including Attachments A, C, D and H and other required documentation for Airport. Upon review and approval by the Airport of the draft Application it will be sent by RS&H to FAA for review and comments.
- » FAA appreciates having the opportunity to review and comment on a draft application prior to receiving the final PFC Application package.
- » Step 11: Upon receipt of FAA's comments RS&H will prepare a final version of the Application incorporating all relevant comments and recommended changes for final review by the Airport and subsequent final submittal to the FAA.
- » Step 12: Once the PFC Application is approved by the FAA RS&H will prepare for Airport review and approval a draft of the notice letter that needs to be sent to the air carriers informing them of FAA's decision and the start collection date for the new PFC Application.
- » Step 13: Send letter to APN air carriers.

TASK 6 PFC APPLICATION CLOSEOUT

When requested by the Airport for assistance in closing an active PFC application RS&H will:

- » Provide the Airport a list of information it will need to close the application.
- » Using the above provided information complete a detailed assessment of PFC disbursements for each project included in the application.
- » Based on the assessment establish if an amendment to the application is required.
- » If an amendment is necessary prepared the PFC application amendment following the requirements of Part §158.37.
- » Upon approval by the FAA of the amendment prepare a letter notifying air carriers of the approved amendment.
- » Provided APN with the information needed in SOAR to complete the PFC closeout form and assist the airport with the data input process as necessary.

III PROJECT SCHEDULE

RS&H will provide the above-described PFC program management and support services until December 31, 2026.

IV EXCLUDED SERVICES

Not included as part of these services are the following:

- » NEPA project documentation including CATEX, Environmental Assessments or other related documents
- » Airspace finding documentation as required including FAA Form 7460
- » FAA 163 requests

V PROFESSIONAL SERVICES FEE AND FEE TYPE

Since RS&H's work for Tasks 2 through 6 will be on an as needed basis, services will be billed on a cost-plus basis with labor charged by time at the rates listed in the Labor Hourly Rates Table shown below.

LABOR HOURLY RATES TABLE

Position	Hourly Rate
Principal	\$390.60
Project Manager	\$343.86
PFC Lead Specialist	\$233.09
PFC Specialist	\$194.16
PFC Support	\$124.18
Administrative	\$92.77

Because services under Task 1 Monthly PFC Program Monitoring Services are of routine and known nature they will be billed on a monthly basis at a fixed fee of \$1,850.

Expenses will only be incurred after written approval from the City and will be billed against actual receipts at cost plus a 6 percent administrative fee.

The overall fee including fees for the 2025 work and the 2026 work will be capped at \$95,000.

With its monthly invoice, RS&H will submit a monthly activity report to the Airport that describes the work completed during that month.