

WORK AUTHORIZATION - TASK ORDER NO. 2026-2

DESIGN, BIDDING AND GRANT ADMINISTRATION SERVICES

OBSTRUCTION REMOVAL – PHASE 3 PROJECT

AT

ASHE COUNTY AIRPORT

JEFFERSON, NC

WBS #: TBD

Describing a specific agreement between Ashe County (OWNER) and AVCON, INC. (CONSULTANT), in accordance with the terms of the Master Agreement for Continuing Professional Services dated February 2026.

IDENTIFICATION OF PROJECT:

Several forested areas around the Ashe County Airport have been identified as being obstructions. This project is the third phase of the obstruction removal effort and aims to address the remaining vegetation in three areas around the Airport property. The three areas depicted in the attached exhibit have vegetation that has matured to become obstructions to the Runway Object Free Area, Primary Surface area, and to the Automated Weather Observation System (AWOS). The three areas include up to a total of 7 acres of trees and vegetation that need to be cleared, cut, and/or removed. This project will also address erosion and drainage issues within previously cleared areas and within the limits of the Obstruction Removal Phase 3 work area.

SPECIFIC SCOPE OF SERVICES:

The CONSULTANT will provide design services for the Obstruction Removal – Phase 3 Project at the Ashe County Airport. The design efforts and tasks will include limits of areas to be cleared or cut, minor grading and drainage adjustments, erosion and sediment control design and permitting, and appropriate technical specifications. Other elements of the project will include coordinating, attending and participating in two project review meetings with the OWNER and funding agencies, communication during the design phase with potential contractors regarding the anticipated project execution, schedule, concerns and constraints, implementation logistics, production capacities and capabilities, meeting with the OWNER to review project requirements and constraints during construction, developing construction phasing, sequencing and scheduling plans, preparing and developing safety plans, details and notes, and other similar and related project design elements necessary to construct the project.

Design Phase – Obstruction Removal – Phase 3 Project

- A. After acceptance by the OWNER of this Task Order (TO #2026-2), and indication of any specific modifications or changes in the scope, extent, character, or design requirements of the project desired by the OWNER, NCDOA (and/or FAA) and upon written authorization from the OWNER, CONSULTANT shall proceed with the Design Phase Services.

B. CONSULTANT, under the Design Phase, shall:

1. Provide project development, formulation and grant administrative support to the OWNER; arrange and conduct a project kick-off meeting with the OWNER and conduct a site visit. Two design review meetings are expected during design with one meeting including a site/field visit.
2. Prepare 90% and 100%/Issued for Bid (IFB) design and construction drawings for the Obstruction Removal – Phase 3 Project indicating the scope, extent, and character of the work to be constructed under this project. Specifications will be prepared in general conformance with FAA requirements and standards, and as necessary, NCDOT and NCDEQ format.
3. Provide technical criteria, written descriptions, and design data for OWNER's use in filing applications for permits from or approvals of governmental authorities having jurisdiction to review or approve the final design of the Project and assist OWNER in consultations with appropriate authorities.
4. Prepare opinion of probable construction costs for the 90% and 100%/IFB submittal milestones.
5. Perform or provide, in general, the following Design Phase tasks:

Associated drawings and specifications necessary to define limits of the Obstruction Removal – Phase 3 Project, including clearing limits, erosion and sediment control design and permitting, demolition plans, details, develop safety plans, construction phasing and sequencing to minimize airport operational impacts, and other similar documentation.

6. Prepare and submit construction plans, specifications, engineer's report, and opinion of probable construction costs for 90% and 100%/IFB level of completion (2 sets to the OWNER (hard copies) and 1 set to NCDOA (PDF), along with PDF files of same and AutoCad files for 100%/IFB only); conduct project plans review meetings (2) with OWNER and/or NCDOA.
7. Conduct project design meetings (2) with the OWNER, NCDOA, and others as required. Working and coordinating with the OWNER, attempt to schedule project meetings such that involved agencies and groups could attend.
8. Prepare and furnish Bidding Documents for review and approval by OWNER and assist OWNER in the preparation of other bidding related documents.
9. Submit 2 final copies of the Bidding Documents and opinion of probable construction cost to OWNER (Hard Copies and PDF).

10. CONSULTANT's services under the Design Phase will be considered complete on the date when the final Bid Documents for the Project have been delivered to OWNER.

11. Deliverables:

- 90% and 100%/IFB construction plans.
- Technical specifications with 90% and 100%/IFB submittals.
- Detailed opinion of probable construction costs with 90% and 100%/IFB submittals.
- Engineer's Design Report with 90% and 100%/IFB submittal.
- Bid Documents, including construction plans, specifications, and opinion of probable construction costs.
- Construction Safety and Phasing Plan (CSPP).
- FAA 7460 submittal.

The Design Phase will be considered complete upon the submittal of the Bid Documents to the OWNER and all items listed in the Deliverables section listed above. The establishment of disadvantaged businesses/minority goals will be handled in a future work authorization amendment to include bidding.

Bid Phase Services

A. The CONSULTANT shall provide Bid Phase services as set forth below:

1. Assist the OWNER in advertising for and obtaining bids for the work and, where applicable, maintain a record of prospective bidders to whom Bidding Documents have been issued. Bid documents will be made available for purchase to prospective bidders through local and regional plan rooms, at a fee determined at that time by the plan rooms.
2. Prepare for, attend and conduct one (1) Pre-Bid meeting held for this project. CONSULTANT shall issue addenda as appropriate to answer questions presented to the CONSULTANT, clarify, correct, or revise the Bidding Documents.
3. Preparation of Addenda – CONSULTANT shall assist the OWNER with preparation of all required technical related addenda to revise plans and specifications and/or respond to questions to provide necessary clarification or to correct discrepancies. The CONSULTANT shall issue all addenda to the prospective Bidders via local and regional plan rooms.
4. Bid Opening – Prepare for, attend and conduct one Bid Opening.
5. Bid Tabulation and Recommendation of Award – CONSULTANT shall develop a tabulation of all bids received and conduct an evaluation, which will check for correctness of the bid schedule and identify the low bidder. Upon completion of the

evaluation process, CONSULTANT shall make a written recommendation of award to the OWNER.

6. Preparation of Conformed Documents – CONSULTANT shall incorporate all addendum information into the plans and technical specifications to prepare a conformed set of documents. PDF copies of both the plan drawings (11" x 17") and technical specifications will be provided to the OWNER for incorporation into the final Conformed Documents set (Released for Construction).
- B. The Bidding Phase services shall be considered complete upon CONSULTANT's issuance of the Released for Construction Documents to the OWNER and award of a construction contract.

Grant Administration Support

The CONSULTANT will assist and support the OWNER in the preparation of required and mandated grant related applications and forms (in accordance with current NCDOA checklists), documents and documentation, such as developing, updating and maintain project schedules and cash flow, progress reports, requests for interim payments and other related documents, submissions, and grant processes required in accordance with current OWNER rules and procedures for compliance with grant requirements.

Environmental Considerations

A CATEX will be the form of environmental documentation and approval for this project. The CATEX for the project will be completed by AVCON through a third-party Environmental firm.

SCHEDULE

TBD

DELIVERABLES

(All deliverables for design and bidding will meet the requirements of AV100 Checklist dated October 2020.)

- A. Prepare and submit construction plans, specifications, engineer's reports and opinion of probable construction cost estimates at 90%, and 100%/IFB levels of completion for each submission (two (2) sets of plans for each submission to the OWNER (hard copy) and one (1) to NCDOA (digital)).
- B. Prepare and submit to OWNER and NCDOA for review and comments, the Construction Safety and Phasing Plan (CSPP) and 7460. CONSULTANT to provide NCDOA the NRA number after submitting so they can inform the ADO the case has been submitted and ready for review. A copy of a completed CSPP Checklist will be submitted for review, with NCDOA comments uploaded with the plans into OE/AAA for FAA review and comments.

- C. Submit 1 final hard copy of the Released for Construction documents to the OWNER. Submit a PDF of the Released for Construction documents to NCDOA.

ASSUMPTIONS

- A. The Obstruction Removal – Phase 3 Project will be completed inside the property line of the airport. The various methods of accomplishing and phasing this work will be evaluated during design and presented to the OWNER and funding agencies for information, review and decision making.
- B. Construction Phase Services are not included in this contract. Once construction funding is available for the project, construction phase services will be added through contract amendment under a separate contract task order.
- C. Funding for the Obstruction Removal – Phase 3 Project (Task Order 2026-1) will utilize state funding.
- D. Boundary survey to be utilized for this project was completed under previous project. Topography from previous projects or aerial imagery depicting existing trees and utilities will be utilized for the minor grading and drainage needs for the project. No additional survey services are anticipated for this project.
- E. Any permitting fees associated with the project will be paid separately by Ashe County.
- F. A CATEX will be the form of environmental documentation and approval for this project. It is understood that the CATEX can be done through AVCON by a third-party environmental firm.
- G. Meetings will be as follows:
 - 1. Kick Off Meeting and Site Visit (1)
 - 2. Project Design Meeting (2), including one (1) additional site visit
- H. Construction plans will be prepared assuming one prime construction contractor. The timing for construction will be closely coordinated with the OWNER and NCDOA and funding agencies.

Method of Compensation

CONSULTANT shall be compensated based on the work completed as outlined above and the information presented in the fee spreadsheet workups. Progress payments shall be made monthly.

Times of Payments

CONSULTANT shall submit monthly statements for services rendered and for reimbursable expenses incurred as appropriate. The statements will be based upon CONSULTANT's estimate of the proportion of the total services actually completed at the time of billing.

CONSULTANT CONTACT PERSON:
Office: (704) 954-9008

James M. Moose, P.E.
jmoose@avconinc.com

ACCEPTED:

ASHE COUNTY

AVCON, INC.

BY: _____

BY: *[Signature]*

ITS: _____

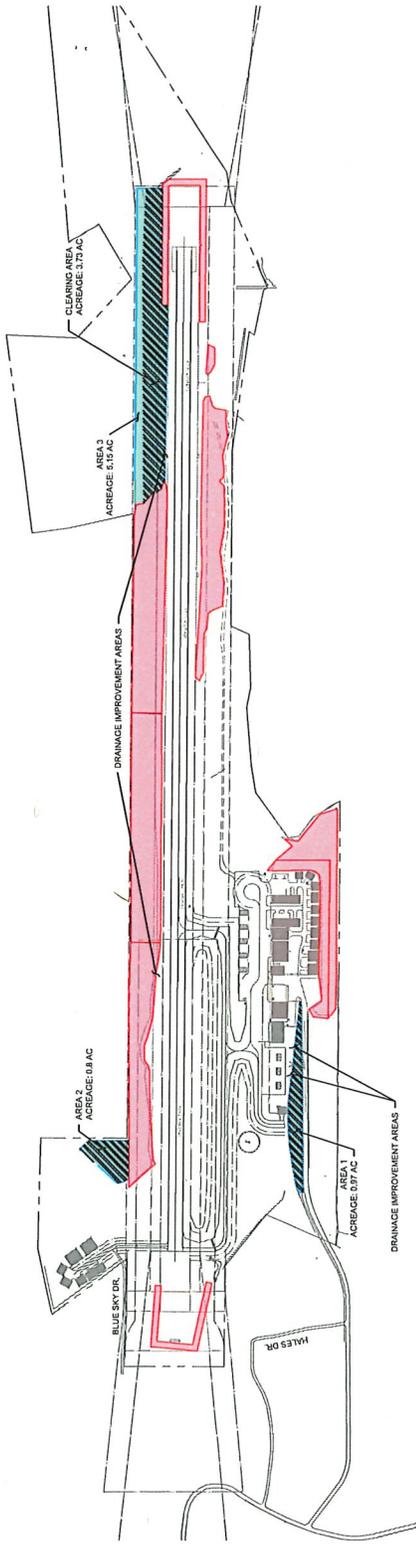
ITS: President

ATTEST: _____

ATTEST: *Holly Donath*

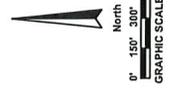
DATE: _____

DATE: 3/2/2026



LEGEND

- AIRPORT PROPERTY LINE
- RUNWAY SAFETY AREA
- RUNWAY PROTECTION ZONE
- RUNWAY OBJECT FREE AREA
- TAXIWAY SAFETY AREA
- TAXIWAY OBJECT FREE AREA
- LOCALIZER CRITICAL AREA
- THRESHOLD SITING SURFACE
- OBSTRUCTION REMOVAL PHASE 1 LIMITS
- OBSTRUCTION REMOVAL PHASE 2 LIMITS
- OBSTRUCTION REMOVAL PHASE 3 CLEARING AREA



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 ENGINEERS & PLANNERS
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OBSTRUCTION REMOVAL - PHASE 3 PROJECT

PROJECT LIMITS/WORK AREAS

EX. 1

**PROFESSIONAL FEE SUMMARY
FOR
OBSTRUCTION REMOVAL PROJECT - PHASE 3
DESIGN PHASE SERVICES**

**ASHE COUNTY AIRPORT
JEFFERSON, NORTH CAROLINA**

AVCON Project Number

2026.0126.02

2/26/2026

<u>Item Description</u>	<u>Amount</u>	<u>Method</u>	<u>NCDOA Code</u>
Task 1 <u>Design Phase Services</u>			
Direct Labor Costs	\$36,702.61		A104
Direct Expenses	\$985.75		
Design Subtotal	\$37,688.36	LS	
Use	\$37,689.00	LS	
Task 2 <u>Permitting Phase Services</u>			
Direct Labor Costs	\$4,470.99		A104
Direct Expenses	\$315.52		
Permitting Phase Services Subtotal	\$4,786.51		
Use	\$4,787.00	LS	
Task 3 <u>Bidding Phase Services</u>			
Direct Labor Costs	\$11,345.55		A104
Direct Expenses	\$456.75		
Permitting Phase Services Subtotal	\$11,802.30		
Use	\$11,803.00	LS	
Task 4 <u>Grant Administration Services</u>			
Direct Labor Costs	\$6,700.51		A104
Direct Expenses	\$0.00		
Grant Administration Services Subtotal	\$6,700.51		
Use	\$6,701.00	LS	
Task 5 <u>Environmental Considerations</u>			
Direct Labor Costs	\$1,386.74		A104
Direct Expenses	\$0.00		
Subs	\$8,250.00		
Enviromental Considerations Subtotal	\$9,636.74		
Use	\$9,637.00	LS	
Project Total:			
	\$70,617.00	LS	A104

ENGINEERING FEE COMPUTATION FOR ASHE COUNTY AIRPORT

OBSTRUCTION REMOVAL PROJECT - PHASE 3

TASK: DESIGN PHASE SERVICES

ITEMS OF WORK	No. Mths/ Frequency	Hrs/mg or visit and # staff	Trips	Principal	Sr. Project Manager	Engineer/ Planner	Engineer/ Planner	Designer/CAD Tech	Admin/ Clerical	TOTAL HOURS
Design (with 90% and 100% Final submittals)										
General Project Management / Project Coordination					4					4
Overall Project Management/Coordination with County and NCDOA					4					4
Project Scoping and Development Meeting and Site Review with County, and NCDOA					4					4
Project Kick Off Meetings (1), Agenda, Notes	1	3/1	1		6					6
Project Design/Review Meetings (2), Agenda, Notes	2	3/2	2		12				2	14
Demolition, Clearing and Grubbing Layout						4		4		16
Erosion and Sediment Control Design						4		4		16
Construction Phasing and Sequencing					2					10
Plan Preparation for 90% Submittal (see attached List of Drawings/Plans estimated for each submittal)						21		53		74
Plan Preparation for 100% Final Submittal (see attached List of Drawings/Plans estimated for each submittal)						5		13		18
Quality Assurance/Quality Control (QA/QC) Review of Plans, Specs and Project Manual					8				2	14
Construction Safety and Phasing Plan (CSPP) Report Document						2				2
Technical Specifications and Project Manual						4			8	20
Estimate of Quantities & Opinion of Probable Construction Cost						2		4		10
Engineer's Design Report						4			4	16
			Total Trips							
			3							
Total Manhours By Category				0	40	24		78		238
Hourly Salary Rate				\$115.38	\$91.35	\$54.81		\$48.08		\$29.50
Payroll Burden				\$0.00	\$3,653.85	\$1,315.44		\$3,618.42		\$531.00
Total Payroll Burden										
General Overhead	155.16%	\$12,868.95								
Subtotal		\$19,967.46								
Profit	11.00%	\$3,612.00								
Facilities Cost of Capital	1.9753%	\$294.20								
Total		\$36,702.61								
Direct Expenses (see below)		\$985.75								
Total - Design Phase		\$37,688.36								

DIRECT COSTS	UNIT	QUANTITY	MILES	UNIT COST	TOTAL
TRIPS/TRAVEL (round trip: Huntersville - GEV (210 miles/trip avg.))	Vehicle Trips	3	210	\$0.725	\$466.75
PER DIEM	Each	0		\$49.00	\$0.00
LODGING	Each	0		\$100.00	\$0.00
PRINTING/REPRODUCTIONS - SEE DETAILED REPRODUCTION EXPENSES BACKUP SHEET	LS	1		\$529.00	\$529.00
POSTAGE/OVERNIGHT DELIVERIES	LS	0		\$25.00	\$0.00
	SUBTOTAL DIRECT COSTS				\$985.75

ENGINEERING FEE COMPUTATION FOR ASHE COUNTY AIRPORT

OBSTRUCTION REMOVAL PROJECT - PHASE 3

TASK: PERMITTING PHASE SERVICES

ITEMS OF WORK	No. Mtgs/ frequency	Hrs/mtg or visit	Trips	Principal	Sr. Project Manager	Engineer/ Planner	Engineer/ Planner	Designer/CAD Tech	Admin / Clerical	TOTAL HOURS
Erosion and Sediment Control Permitting Services										
Prepare Permit Forms and Documents for Client and Submit to NCDEQ					1	12		8	1	22
Address NCDEQ Comments and Resubmit Permit for Approval					1	4		4	1	10
Total Manhours By Category				0	2	16		12	2	32
Hourly Salary Rate				\$115.38	\$91.35	\$54.81		\$46.39	\$29.50	
Payroll Burden				\$0.00	\$182.69	\$0.00		\$556.68	\$59.00	
Total Payroll Burden		\$1,567.55								
General Overhead	155.16%	\$2,432.37								
Subtotal		\$4,000.02								
Profit	11.00%	\$440.00								
Facilities Cost of Capital	1.9753%	\$30.97								
Total		\$4,470.99								
Direct Expenses (see below)		\$315.52								
Total - Permitting Services		\$4,786.51								

DIRECT COSTS	UNIT	QUANTITY	MILES	UNIT COST	TOTAL
TRIPS/TRAVEL (round trip, Huntersville - GEV (210 miles/trip avg.))	Trips	0	210	\$0.725	\$0.00
PER DIEM	Each	0		\$49.00	\$0.00
LODGING	Each	0		\$100.00	\$0.00
PRINTING/REPRODUCTIONS - SEE DETAILED REPRODUCTION EXPENSES BACKUP SHEET	LS	1		\$315.52	\$315.52
POSTAGE/OVERNIGHT DELIVERIES	LS	0		\$0.00	\$0.00
SUBTOTAL DIRECT COSTS					\$315.52

ENGINEERING FEE COMPUTATION FOR ASHE COUNTY AIRPORT

OBSTRUCTION REMOVAL PROJECT - PHASE 3

TASK: GRANT ADMINISTRATION

ITEMS OF WORK	No. Migs/ Frequency	Hrs/mg or visit and # staff	Trips	Principal	Regional Manager	Sr. Project Manager	Engineer/ Planner	Designer/CAD Tech	Admin / Clerical	TOTAL HOURS
Grants Administration Services										
Grant Applications, Forms and Support Documents					4					4
Project Schedule and Cash Flow					1					1
OSR Progress Reports					2					2
Interim Reimbursements					4					4
Grant Closeout					2					2
Coordination with INT and NCDOA for grant					4					4
Total Manhours By Category				0	17	0	0	0		27
Hourly Salary Rate				\$115.38	\$91.35	\$54.81	\$48.08	\$46.39	\$29.50	\$29.50
Payroll Burden				\$0.00	\$1,552.88	\$0.00	\$0.00	\$0.00	\$796.50	\$796.50
Total Payroll Burden		\$2,349.38								
General Overhead	155.16%	\$3,645.31								
Subtotal		\$5,994.69								
Profit	11.00%	\$659.42								
Facilities Cost of Capital	1.9753%	\$46.41								
Total		\$6,700.51								
Direct Expenses (see below)		\$0.00								
Total - Grants Administration Services		\$6,700.51								

DIRECT COSTS	UNIT	QUANTITY	MILES	UNIT COST	TOTAL
TRIPS/TRAVEL (round trip: Huntersville - GEV (210 miles/trip avg.))	Trips	0	210	\$0.725	\$0.00
PER DIEM	Each	0		\$49.00	\$0.00
LODGING	Each	0		\$100.00	\$0.00
PRINTING/REPRODUCTIONS - SEE DETAILED REPRODUCTION EXPENSES BACKUP SHEET	LS	1		\$0.00	\$0.00
POSTAGE/OVERNIGHT DELIVERIES	LS	0		\$0.00	\$0.00
SUBTOTAL DIRECT COSTS					\$0.00

PRINTING/REPRODUCTIONS - SEE DETAILED REPRODUCTION EXPENSES BACKUP SHEET

POSTAGE/OVERNIGHT DELIVERIES

Reproductions

DESIGN	No. of	No. of	No. of	No. of	No. of	No. of	Covers	Bindings	Submittal Sets	Total Cost
	Dwgs.	Dwgs.	Pages	Pages	Pages	Pages				
	(6 sf ea)	(6 sf ea)	8.5 x 11	8.5 x 11	11 x 17	11 x 17				
	B&W	Color	B&W	Color	B&W	Color				
	\$2.22	\$7.88	\$0.14	\$0.83	\$0.34	\$1.66	\$0.50	\$0.50		
Meeting Agendas and Notes			2			2			6	\$21.60
90% Plans (11"x17")					26				2	\$17.68
100%/Final Plans (11"x17")					26				3	\$26.52
General Provisions and Tech Specs			400						5	\$280.00
Engineer's Report			100	25			1	1	4	\$143.00
CSPP			25			10			2	\$40.20
Total										\$529.00

Grants Administrative Support Services	No. of	No. of	No. of	No. of	No. of	No. of	Covers	Bindings	Submittal Sets	Total Cost
	Dwgs.	Dwgs.	Pages	Pages	Pages	Pages				
	(6 sf ea)	(6 sf ea)	8.5 x 11	8.5 x 11	11 x 17	11 x 17				
	B&W	Color	B&W	Color	B&W	Color				
	\$2.22	\$7.88	\$0.14	\$0.83	\$0.34	\$1.66	\$0.50	\$0.50		
Assist Client with Grants Administration:										\$0.00
Total										\$0.00

Permitting Services	No. of	No. of	No. of	No. of	No. of	No. of	Covers	Bindings	Submittal Sets	Total Cost
	Dwgs.	Dwgs.	Pages	Pages	Pages	Pages				
	(6 sf ea)	(6 sf ea)	8.5 x 11	8.5 x 11	11 x 17	11 x 17				
	B&W	Color	B&W	Color	B&W	Color				
	\$2.22	\$7.88	\$0.14	\$0.83	\$0.34	\$1.66	\$0.50	\$0.50		
Prepare Permit Forms and Documents for Client and Submit to NCDEQ			100				1	1	4	\$60.00
E&SC Plans and Details for Permitting	25	1						1	4	\$255.52
Total										\$315.52

\$844.52

**ASHE COUNTY AIRPORT
OBSTRUCTION REMOVAL PROJECT - PHASE 3**

Preparation of Construction Drawings

List of Drawings/Plans Sheets	Total	Submittals		Senior Project Manager	Project Manager	Engineer / Planner	Designer/CAD Tech	Admin / Clerical	Total MHs
		90%	100%						
Cover Sheet	1	1	1			1	2		3
Index of Drawings, Bid Schedules and/or Summary of Quantities	1	1	1			1	2		3
Legend and Abbreviations, General Notes	1	1	1			2	2		4
Access Control Plan/Staging Area/Haul Routes/Notes	1	1	1			2	4		6
Construction Safety Plan Overview	1	1	1			2	2		4
Safety and Security Notes and Details	1	1	1			2	4		6
Construction Phasing Plan Overview	1	1	1			4	4		8
Existing Conditions Plans	4	4	4			2	12		14
Demolition and Clearing and Grubbing Plans	4	4	4			2	12		14
Grading, Drainage, Erosion and Sediment Control Plans	4	4	4			4	12		16
Grading, Drainage, Erosion and Sediment Control Details	6	6	6			2	8		10
Misc. Details	1	1	1			2	2		4
TOTAL PLAN SHEETS	26	26	26	0	0	26	66	0	92
90% Design Submittal (rounded) - 80% effort				0	0	21	53	0	74
100% / Final Submittal (rounded) - 20% effort				0	0	5	13	0	18

ASHE COUNTY AIRPORT
OBSTRUCTION REMOVAL PROJECT - PHASE 3
LIST OF PLAN SHEETS

Sheet Name	Total	90%	100%/Bid
Cover Sheet	1	1	1
Index of Drawings, Bid Schedules and/or Summary of Quantities	1	1	1
Legend and Abbreviations, General Notes	1	1	1
Access Control Plan/Staging Area/Haul Routes/Notes	1	1	1
Construction Safety Plan Overview	1	1	1
Safety and Security Notes and Details	1	1	1
Construction Phasing Plan Overview	1	1	1
Existing Conditions Plans	4	4	4
Demolition and Clearing and Grubbing Plans	4	4	4
Grading, Drainage, Erosion and Sediment Control Plans	4	4	4
Grading, Drainage, Erosion and Sediment Control Details	6	6	6
Misc. Details	1	1	1
CSPP Document	X	X	X
Engineer's Report	X	X	X
Contract Documents	X	X	X
Specifications	X	X	X
Total Plan Sheets	26	26	26



November 17, 2025

AVCON, INC.
13801 Reese Boulevard, Suite 160
Huntersville, North Carolina 28078

Attention: Mr. James Moose, P.E

Reference: **Proposal for Environmental Consulting Services**
Ashe County Airport – Residual Obstruction Removal Project
Jefferson, Ashe County, North Carolina
S&ME Proposal No. 25350939

Dear Mr. Moose:

S&ME, Inc. (S&ME) submits this proposal for environmental consulting services related to the Ashe County Airport – Obstruction Clearing Project. This proposal describes our understanding of the project, discusses the intended Scope of Services, outlines the project schedule, and presents the associated compensation for our services. S&ME will perform these services under the terms and conditions of the Master Agreement for Continuing Professional Services between AVCON and S&ME dated May 1, 2017. We anticipate a task order will be issued for the proposed services.

◆ Background Information

Project information was provided via email correspondence between Mr. James Moose with AVCON to Mr. Patrick Laatsch and Mr. Dave Homans with S&ME on November 10, 2025. Included in the email was the attached Ashe County Airport *Residual Obstruction Removal* figure. Based on the information provided, we understand that approximately 6.62 acres of primarily wooded areas are proposed to be cleared and have obstructions removed on the airport property, including a 5.15-acre area along the northern side of the eastern end of the runway, a 3.74-acre area between the runway and the southern property line, and a 0.97-acre area between the eastern end of Airport Road and the airport facility, and an 0.8-acre area to the north of the western side of the runway.

The proposed project is expected to qualify as a Federal Aviation Administration (FAA) categorical exclusion (CATEX) pursuant to compliance with the National Environmental Policy Act (NEPA). In this type of CATEX, the project will require completion of the form provided in FAA document Office of the Associate Administrator for Airports (ARP) Standard Operating Procedures (SOP) 5.10 – *CATEX Determinations*, to document findings; however, supplemental information must additionally be presented to support the findings.

Specific FAA actions subject to NEPA review include, but are not limited to, grants, loans, contracts, leases, construction and installation actions, procedural actions, research activities, rulemaking and regulatory actions, certifications, licensing, permits, plans requiring approval, and legislation proposed by the FAA. A CATEX refers to a category of actions that do not individually or cumulatively have a significant effect on the environment. A CATEX is not an exemption or waiver of NEPA review; it is a level of NEPA review. Based on our understanding of



the current project needs, we have prepared the following Scope of Services, which entails preparation of CATEX documentation for the project.

For the purposes of this proposal, S&ME intends to conduct a NEPA evaluation within the proposed “additional obstruction removal limits” area as shown on the attached *Residual Obstruction Removal* figure. NEPA evaluation for the “obstruction removal phase 2 limits” was previously conducted by S&ME as a part of S&ME project numbers 21350070 and 21350070A. To identify the project area boundaries, S&ME will utilize an electronic file provided by AVCON along with Global Navigation Satellite System (GNSS) equipment if the clearing areas are not clearly marked prior to the site visit.

◆ **Scope of Services**

An S&ME Natural Resources professional will visit the site in order to take representative photographs of the project area and characterize the habitat conditions observed. Additional information that will be collected at the site is outlined below.

Protected Species

To address potential concerns related to federally-listed endangered and threatened species, which are protected under the Endangered Species Act (ESA) of 1973 (16 USA 1531-1543), as amended, S&ME will perform a protected species assessment of the project area. This task will begin with a review of the U.S. Fish and Wildlife Service (USFWS) current list of protected species for Ashe County. S&ME personnel will incorporate the results with a pedestrian review (conducted concurrently with the site visit) of the project area to locate potential habitat or the presence of protected terrestrial species (plants or animals occurring on land) that were identified through the records review. The results of the field review for protected species will be summarized in the environmental documentation.

Please note that positive identification of certain protected plant species requires assessment during its flowering period, which may not be practicable given the timing of this proposed assessment. In such an event, this assessment will serve only to determine if current site conditions are suitable for those threatened, endangered or candidate terrestrial species whose presence may have been currently or historically recorded. If protected species or potential protected species are identified during field review, a separate proposal may be necessary for additional fieldwork or agency coordination associated with the identified protected species.

Jurisdictional Waters

To address potential concerns related to jurisdictional waters, which are regulated by U.S. Army Corps of Engineers (USACE) through Section 404 of the Clean Water Act (CWA) and by the North Carolina Division of Water Resources (NCDWR) through Section 401 of the CWA, S&ME will perform a jurisdictional waters assessment concurrent with the protected species assessment discussed above. Potential jurisdictional waters of the U.S., including wetlands, will be flagged and located in the field using the Routine On-Site Determination Method, as defined in the USACE Wetlands Delineation Manual and the applicable Regional Supplement. This technique is a multi-parameter approach, requiring positive evidence of three criteria: hydrophytic vegetation, hydric soils, and wetland hydrology.



Areas exhibiting the above three wetland characteristics, as well as surface waters, will be considered potentially jurisdictional. The boundaries of identified wetlands will be flagged in the field using surveyors flagging for subsequent location by a licensed land surveyor (retained by AVCON). The approximate centerline or the boundary of one side of identified streams will be flagged as well. S&ME will photograph representative conditions within the site. We will record the locations of the boundary flags with a handheld, mapping GNSS equipment capable of sub-meter accuracy. S&ME will then post-process the data and prepare an exhibit depicting the approximate extent and location of delineated jurisdictional waters.

Cultural Resources

S&ME will review readily available online resources including the National Register of Historic Places (NRHP) and the North Carolina State Historic Preservation Office (SHPO) website to identify historic properties including archaeological sites and historic resources (structures) that are listed on, or eligible for listing on, the NRHP. S&ME will summarize our resource review and correspond with the SHPO to obtain comments relative to the proposed project. It is important to note that this scope of service does not include survey efforts necessary to identify previously undocumented resources or evaluation of NRHP-eligibility of documented resources identified during this research. SHPO may find that additional survey and/or evaluation efforts are necessary during their review.

CATEX Documentation

S&ME will complete the form provided in FAA document Office of the ARP SOP 5.10 – CATEX Determinations and will attach supplemental materials, as appropriate, to support the presumed findings that the proposed project will not result in significant adverse environmental impacts. The submittal may include information provided by others outside of S&ME. A deliverable for this task will include a draft copy of the FAA CATEX Form and supporting materials (environmental documentation), to be submitted to the client/airport sponsor and the NC State Environmental Clearinghouse. Upon approval of the draft, S&ME will complete the environmental documentation to be forwarded to the NCDORA for approval. S&ME will coordinate, as necessary, with airport sponsor to communicate findings and to receive concurrence regarding appropriate actions. This task includes time for one S&ME professional to attend up to three hours of conference call meetings.

◆ Limitations and Exclusions

This proposal is solely intended for the Basic Services as described in the Scope of Services. The Scope of Services may not be modified or amended, unless the changes are first agreed to in writing by the client and S&ME. Use of this proposal and corresponding final deliverable is limited to above-referenced project and AVCON. No other use is authorized by S&ME.

Without attempting to be a complete list of all or potential services that will be specifically excluded from this proposal and not performed by S&ME, the following services are specifically excluded:

- Preparation of an Environmental Assessment (EA);
- Preparation of an Environmental Impact Statement (EIS);
- Submittal of Jurisdictional Determination Request to the USACE;
- Preparation of Clean Water Act Section 404/401 Permitting;
- Aquatic Surveys, Biological Assessments/Protected Species Surveys/Section 7 consultation;



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- Cultural/Archaeological Resources Assessments and Surveys;
- Preparation of a compensatory mitigation plan or stormwater management plan;
- Public involvement meetings and/or hearings;
- Environmental site assessment (i.e., the assessment of site environmental conditions or testing for the presence of contaminants in the soil, surface water or groundwater).
- Civil surveying of existing area;
- Review of shop drawings; and
- Construction Testing Services.

◆ **Client Responsibilities**

We ask that AVCON be responsible for the following:

- Provide/coordinate access to the site.
- Provide/coordinate additional project details, as necessary, including fence location.

◆ **Schedule and Compensation**

Depending on authorization, we can complete the field work associated with this project within **three weeks** of written authorization. The Environmental Documentation services can generally be completed within **three weeks** of completion of the site visit. Additionally, some of our services may require coordination with the NC State Environmental Clearinghouse. Agency coordination is typically dictated by their schedule. Furthermore, SHPO can take up to 30 days upon receipt of solicitation to respond. Our proposed lump sum fee for this scope of work is **\$8,250**. This quotation is valid for a period of 90 days. Once the Scope of Service is agreed upon and you receive our first invoice, we ask that you verify our invoice headings, descriptions, and mailing address to assure prompt payment.

◆ **Authorization**

S&ME will perform these services under the terms and conditions of the Master Agreement for Continuing Professional Services between AVCON and S&ME dated May 1, 2017. We anticipate a task order will be issued for the proposed services.



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◆ **Closure**

S&ME appreciates the opportunity to provide this proposal. If you have questions regarding the outlined Scope of Services, or if we may be of further assistance, please contact us.

Sincerely,

S&ME, Inc.

A handwritten signature in black ink, appearing to read 'D. David Homans'.

D. David Homans
Senior Scientist

A handwritten signature in black ink, appearing to read 'Joey Lawler'.

Joey Lawler, P.W.S.
Natural Resources Senior Reviewer

Attachment: Ashe County Airport Residual Obstruction Removal Figure

Attachment

