



Laramie Regional Airport
555 General Brees Road
Laramie, Wyoming 82070

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Laramie Regional Airport Board Meeting Agenda

City Council Chambers, City Hall
Wednesday, April 9, 2025 – 8:00 AM

REGULAR MEETING:

1. Call to Order and Roll Call
2. Amendments to Agenda
3. Public Comment
4. Approval of Consent Agenda

CONSENT AGENDA

- 4a. Minutes approval for Laramie Regional Airport Board Meeting on March 12, 2025
- 4b. Vendor Payment approval for March 2025 Vendor Payments

REGULAR AGENDA

5. Operations Report –Presented by Daniel Hawkins
6. Financial Report- Presented by Tamie Wick
7. Director’s Report – Presented by Amy Terrell
8. Presentation of RFQ for Engineering Services
9. Presentation of ICC Cybersecurity Advanced Professional Services Agreement
ACTION: Approve or Deny ICC Cybersecurity Advanced Professional Services Agreement
10. Next Meeting: May 14, 2025
11. Adjourn to Executive Session per Wyoming State Statute 16-4-405(a)(iii) and (a)(ii)

Consent Agenda



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Laramie Regional Airport Board Meeting
City Council Chambers
March 12, 2025

Regular Meeting: 8:00 a.m.

1. Call to order and Roll Call.

Laramie Regional Airport board meeting, was called to order at 8:00 AM, on March 12, 2025, by Vice Chairperson Robert Southard.

Present: Robert Southard, Tracy Fletcher, Jackie Gonzales, and Dan Johnson.

Absent: Malea Brown.

County Liaison - Pete Gosar, Absent.

City of Laramie Liaison – Sharon Cumbie, Present (VIA Zoom).

2. Amendments to Agenda:

Motion by Tracy Fletcher, second by Dan Johnson to accept the agenda as presented.

MOTION CARRIED unanimously by voice vote.

3. Public Comment:

Steve Boese.

Tom Wolfe.

4. Approval of Consent Agenda:

Motion by Jackie Gonzales, second by Tracy Fletcher, to approve the Consent Agenda as presented.

4a. Minutes approval for Laramie Regional Airport Board Meeting from February 12, 2025.

4b. Vendor Payment approval for February 2025 Vendor Payments.

MOTION CARRIED unanimously by voice vote.



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5. **Operations Report, Daniel Hawkins.**

- 11% increase in flight operations from the previous month.
- 6 Charters in February.
- Fuel sales.
- Customer Service Agent new hire.
- 2 Flightline personnel attended Wyoming Aviation Day at the State Capital in Cheyenne, at the Legislature.
- 2 Flightline personnel completed Airport 101.
- All flightline personnel are trained to fuel Southwest.
- Cold weather seems to affect the lighting on the field. Working with the providers of the signage to solve the problems.
- Starting to see wildlife on the field, wildlife mitigation has started.

Public Comment:

Steve Boese.

6. **Financial Report, Tamie Wick.**

- Income versus expense.
- Need to schedule a FY26 Budget Work Session.

7. **Director's Report, Amy Terrell.**

- Introduction of Phil Kelley.
- Met with David Mittleman and his team from AvFuel.
- Did the final walk through with Woolpert, on the Jet Bridge.
- Christina is no longer with the airport for HR. Reaching outside to find someone to take that on.
- Met with Dr. McCoy about growth of the airport.
- Met with University of Wyoming on economic impact study.
- Made \$313,534.00 on charters for this year.
- New AIT (Advanced Imaging Technology) machine was installed for TSA.
- Met with Woolpert to discuss ARFF expansion project.
- 2 Employees will be attending a Snow Symposium in Buffalo, NY.
- Daniel and Amy will be attending the NWAAAE conference.



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- SkyWest is having challenges with mechanicals with their aircraft. This is a problem for all of the Wyoming airports.
 - Laramie Airport was nominated for Small Business of the Year at the Laramie Chamber Business Alliance's banquet this year.
 - Showed commercials for Laramie Regional Airport.
8. Next Meeting April 9, 2025.
9. **Adjourn:**
Motion by Tracy Fletcher, second by Jackie Gonzales, to adjourn to Executive Session per Wyoming State Statute 16-4-405(a)(iii).
MOTION CARRIED unanimously by voice vote.
8:50 AM.

Laramie Regional Airport -KLAR

Expenses by Vendor Summary

March 2025

	TOTAL
8 x 8	173.58
Absolute Solutions	110.00
Ace Hardware	7.18
Adobe	915.46
Aero Specialties, Inc.	12,028.41
Alsco	267.82
Amazon	1,141.73
ANB Bank	2,360.17
APG West Payment Processing	13.61
Ascent Aviation Group, Inc	3,481.28
AVFuel Corporation	67,334.93
Bamboo HR	231.00
Black Hills Energy	2,606.13
City of Laramie - Water Fund	1,379.11
CRITICAL TOOLS, INC.	257.04
Custom Fabrication, LLC	2,115.00
Dearborn Life Insurance Company	82.53
Dollar General	2.85
Dooley Oil, Inc.	1,476.41
Eyewash Direct	94.20
Fat Boys Tire and Auto	274.85
FedEx Kinko's	49.95
HomeBase	171.48
Honeywagon Sanitation Pumping	150.00
ICC	3,117.70
International Code Council	125.00
Intuit	270.00
Johnson Controls	1,559.22
Laramie Screen Printing	88.00
Lazy A Land Company, LLC	2,388.00
Lowe's	95.38
MASA	152.00
NAPA Auto Parts of Laramie	43.99
O'Reilly Automotive Stores, Inc.	754.15
Oshkosh Products LLC	883,850.95
Parlevel Systems	80.00
PEAC Solutions	109.03
Pence and MacMillan	5,700.00
QuickBooks Payments	6.16
Rapid Fire Protection, Inc	1,052.00
Red Kap	936.20
Rocky Mountain Air Solutions	30.56
Rocky Mountain Power	5,564.26
Safeway	38.23
SSG	79,089.83

Laramie Regional Airport -KLAR

Expenses by Vendor Summary

March 2025

	TOTAL
Stanrod Welding	240.00
Uline	469.79
Visionary Communications	684.24
Voltech Electric, Inc	4,833.02
Walmart	547.75
Wolf Creek Radio Broadcasting, LLC	500.00
Wyoming Airports Coalition	1,000.00
Wyoming Automotive	63.29
Wyoming Bank and Trust	1,263.45
Wyoming Local Government Liability Pool	1,000.00
XESI	155.37
TOTAL	\$1,092,532.29

Financial Report

Laramie Regional Airport -KLAR

Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L

July 2024 - June 2025

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Income			
4200 Capital Grants & Contributions			
4201 ALA003A Master Plan	5,400.00	393,365.00	1.37 %
4203 ALA011B Expand ARFF		1,641,500.00	
4213 ALA012A ARFF Truck	866,173.93	1,002,005.00	86.44 %
4215 ALA023A Runway & Taxi Lights/NAVAIDS	9,576.68	1,281,485.00	0.75 %
4216 ALA025 Acquire Rotary Plow	57,696.10	916,498.00	6.30 %
4217 ALA014A Taxiway C	1,546.30		
4219 Jet Bridge Income	740,198.79	740,199.00	100.00 %
4220 ALA036X	0.00		
Total 4200 Capital Grants & Contributions	1,680,591.80	5,975,052.00	28.13 %
4210 Aviation Fuel Tax			
4211 Gasoline Tax Refund	10,508.28	13,000.00	80.83 %
Total 4210 Aviation Fuel Tax	10,508.28	13,000.00	80.83 %
4300 Fixed Based Operator			
4301 Jet Fuel	1,107,014.09	1,729,035.00	64.02 %
4302 Line Services	34,252.75	37,994.00	90.15 %
4303 Oil Sales	770.00	830.00	92.77 %
4304 Aviation Gas Sales	106,128.97	160,984.00	65.93 %
4305 Aircraft De-Icing Service	8,595.75	8,000.00	107.45 %
4306 De-Ice Type I	24,607.59	24,125.00	102.00 %
4307 De-Ice Type IV	1,160.40	2,025.00	57.30 %
4308 Mechanic	424.53		
4309 Conference Room Rental	150.00		
Total 4300 Fixed Based Operator	1,283,104.08	1,962,993.00	65.36 %
4320 Concessions			
4321 Merchandise Sales	12,740.08	15,458.00	82.42 %
4322 Advertising Space		10,000.00	
4323 Food & Drink Sales	1,854.66	1,500.00	123.64 %
Total 4320 Concessions	14,594.74	26,958.00	54.14 %
4500 Facility Rentals			
4501 Hangar Rent	125,254.07	143,656.00	87.19 %
4502 Hangar - Cold Overnight	2,015.51	7,870.00	25.61 %
4503 Hangar - Heated Overnight	8,864.82	7,925.00	111.86 %
4504 Ground Leases	27,620.84	37,485.00	73.69 %
4505 PARQ Building Lease	104,000.00	135,780.00	76.59 %
4506 Terminal Space Rent	60,741.63	126,368.00	48.07 %
Total 4500 Facility Rentals	328,496.87	459,084.00	71.55 %
4600 Facility Fees			
4601 Airline Revenue	21,736.56	40,934.00	53.10 %
4603 Charters	120,707.00	100,000.00	120.71 %
4604 Facility Fees	68,627.04	71,000.00	96.66 %

Laramie Regional Airport -KLAR

Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L

July 2024 - June 2025

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
4605 Overnight Parking Fees	6,546.52	6,271.00	104.39 %
4606 Car Rental Agencies	10,425.12	5,000.00	208.50 %
Total 4600 Facility Fees	228,042.24	223,205.00	102.17 %
4700 Nonoperating Revenue			
4212 Advertising Grant	38,517.50	50,000.00	77.04 %
4701 Credit Card Processing Fee	15,507.02	13,000.00	119.28 %
4702 Interest Earnings	7,653.32	11,697.00	65.43 %
4703 Dividends Earned	96,854.26	90,000.00	107.62 %
4704 Albany County Special Purpose Tax	1,045,290.83	535,815.00	195.08 %
4706 Miscellaneous Income	4,818.33	100.00	4,818.33 %
4706-1 Vendor Compensation	25.58	40.00	63.95 %
4706-2 Late Fees	978.44	500.00	195.69 %
Total 4706 Miscellaneous Income	5,822.35	640.00	909.74 %
4707 PFC Revenue	64,746.81	78,000.00	83.01 %
4708 Asset Sales	94.34	40,000.00	0.24 %
4709 City Funds	153,749.97	205,000.00	75.00 %
4710 County Funds	205,000.00	205,000.00	100.00 %
Total 4700 Nonoperating Revenue	1,633,236.40	1,229,152.00	132.88 %
Total Income	\$5,178,574.41	\$9,889,444.00	52.36 %
GROSS PROFIT	\$5,178,574.41	\$9,889,444.00	52.36 %
Expenses			
6000 Capital Grants Expenditures			
6001 ALA003A Master Plan	5,400.00	393,365.00	1.37 %
6003 ALA011B Expand ARFF		1,675,000.00	
6004 ALA012A ARFF Truck	883,850.95	1,022,454.00	86.44 %
6006 ALA023A Runway & Taxi Lights/NAVAIDS		1,325,022.00	
6007 ALA025 Acquire Rotary Plow	58,873.57	935,202.00	6.30 %
6008 ALA014A Taxiway C	10,781.00		
6010 Jet Bridge Expenses	576,442.50	740,199.00	77.88 %
Total 6000 Capital Grants Expenditures	1,535,348.02	6,091,242.00	25.21 %
7000 Personnel Costs			
7002 Salary & Wages	489,188.29	711,455.00	68.76 %
7003 Salaries & Wages - PTO	27,817.73	31,370.00	88.68 %
7004 Salaries & Wages - Overtime	12,487.59	21,000.00	59.46 %
7005 Salaries & Wages - Charters	8,705.25	9,000.00	96.73 %
7007 Salaries & Wages - Holidays	25,443.32	29,837.00	85.27 %
7008 On Call	192.65	3,234.00	5.96 %
7511 Social Security	34,234.70	49,656.00	68.94 %
7512 Worker's Compensation	13,120.38	28,272.00	46.41 %
7513 Unemployment	872.83	4,565.00	19.12 %
7514 Pension	64,038.15	103,456.00	61.90 %
7515 Insurance	101,966.62	168,793.00	60.41 %

Laramie Regional Airport -KLAR

Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L

July 2024 - June 2025

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
7516 Medicare	8,006.53	11,613.00	68.94 %
Total 7000 Personnel Costs	786,074.04	1,172,251.00	67.06 %
7020 Contractual			
7021 Legal Fees	56,681.55	83,000.00	68.29 %
7022 Accounting/Audit	51,469.35	61,000.00	84.38 %
7023 Professional & Consulting	4,573.25	800.00	571.66 %
7025 Dues/Memberships	2,485.00	2,839.00	87.53 %
7026 Equipment	18,617.83	23,000.00	80.95 %
7027 ARFF Equipment	425.70	1,600.00	26.61 %
7028 Fuel Truck Rental	21,650.18	25,800.00	83.92 %
7029 IT Services	34,519.15	35,640.00	96.86 %
7030 Copier	1,563.51	2,150.00	72.72 %
7031 Land Plan		30,000.00	
7032 Postage	504.22	600.00	84.04 %
7033 Advertising	79,106.10	100,500.00	78.71 %
7034 Licensing & Permits	175.00	190.00	92.11 %
7040 ARFF Training	2,134.50	21,309.00	10.02 %
7042 Registrations/Education	7,919.95	8,000.00	99.00 %
7043 Travel	9,076.30	15,100.00	60.11 %
7044 Vehicle License	410.26	259.00	158.40 %
7055 Telephone	3,820.32	6,629.00	57.63 %
7056 Disposal	2,215.00	2,860.00	77.45 %
7400 ALLSOP Rent	23,460.00	28,236.00	83.09 %
7401 ALLSOP Expenses	2,403.03	2,000.00	120.15 %
7502 Liability Insurance	8,841.00	9,841.00	89.84 %
7503 Property Insurance	53,481.53	51,255.00	104.34 %
Total 7020 Contractual	385,532.73	512,608.00	75.21 %
7050 Utilities			
7051 Electric	39,182.88	65,811.00	59.54 %
7052 Gas	22,556.62	32,000.00	70.49 %
7053 Water/Sewer/Trash	11,396.96	17,952.00	63.49 %
7054 Internet	3,421.20	4,140.00	82.64 %
Total 7050 Utilities	76,557.66	119,903.00	63.85 %
7200 Materials & Supplies			
7201 Airplane De-Ice	10,420.84	7,078.00	147.23 %
7202 Ammenities	3,204.05	5,500.00	58.26 %
7203 Aviation Gas Resale	74,561.77	135,000.00	55.23 %
7205 Food & Drink Resale	3,035.95	3,500.00	86.74 %
7206 Fuel Farm Supplies	3,102.53	8,700.00	35.66 %
7207 Furniture & Decor	136.47	1,800.00	7.58 %
7208 Software Licenses	10,253.46	11,847.00	86.55 %
7209 Janitorial Supplies	3,012.83	4,100.00	73.48 %
7210 Jet Fuel Resale	706,011.03	1,100,000.00	64.18 %

Laramie Regional Airport -KLAR

Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L

July 2024 - June 2025

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
7211 Landscaping	630.74	3,300.00	19.11 %
7212 Line Service Supplies	681.96	900.00	75.77 %
7213 Merchandise Resale	7,739.51	7,500.00	103.19 %
7214 Office Supplies	1,676.11	2,500.00	67.04 %
7215 Oil Resale	413.00	360.00	114.72 %
7217 Supplies	1,286.35	3,000.00	42.88 %
7218 Uniforms	3,800.10	5,759.00	65.99 %
7219 Unleaded Gas/Diesel	19,819.07	25,000.00	79.28 %
7220 Wildlife Mitigation	47.67	1,000.00	4.77 %
Total 7200 Materials & Supplies	849,833.44	1,326,844.00	64.05 %
7230 Repair & Maintenance			
7231 Building Repairs	49,499.39	70,000.00	70.71 %
7232 Communications Equipment & Repair	1,265.94	6,320.00	20.03 %
7234 Runway Marking & Lighting	206.05	2,500.00	8.24 %
7235 Vehicle & Equipment Repairs	3,820.04	21,000.00	18.19 %
7235-1 Ford F250	129.87		
7235-10 Snowblower	1,331.24		
7235-16 Broom Truck	113.85		
7235-17 De-Ice Truck	88.31		
7235-20 Avgas Truck	1,108.59		
7235-21 Ford Explorer Courtesy Car	90.32		
7235-22 Toyota Courtesy Car	309.65		
7235-25 De-Ice Spreader	20.98		
7235-28 Chevy 3500	506.96		
7235-3 Chevy 1500	48.97		
7235-4 Chevy S-10	53.76		
7235-5 Overaasen	1,100.45		
7235-6 ARFF Truck	230.93		
7235-7 John Deer Loader	75.60		
Total 7235 Vehicle & Equipment Repairs	9,029.52	21,000.00	43.00 %
Total 7230 Repair & Maintenance	60,000.90	99,820.00	60.11 %
7450 Fees	10.00		
7451 Av Trip Fees	734.23	1,386.00	52.97 %
7452 Bank Fees	119.00	200.00	59.50 %
7453 Credit Card Fees	15,127.86	13,000.00	116.37 %
7454 Payroll Fees	4,642.10	6,000.00	77.37 %
7455 Fiduciary Fees	10,221.10	6,000.00	170.35 %
7456 QuickBooks Payment Fees	1,129.67	5,000.00	22.59 %
7458 Interest Expense	8,970.74	12,046.00	74.47 %
Total 7450 Fees	40,954.70	43,632.00	93.86 %
8000 Nonoperating Expenses			
8010 Loan Payments	90,920.83	96,972.00	93.76 %
8020 Debt Service Go Bonds	268,913.75	535,815.00	50.19 %

Laramie Regional Airport -KLAR

Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L

July 2024 - June 2025

		TOTAL	
	ACTUAL	BUDGET	% OF BUDGET
8030 PARQ Building Taxes	6,547.23	6,547.00	100.00 %
Total 8000 Nonoperating Expenses	366,381.81	639,334.00	57.31 %
Total Expenses	\$4,100,683.30	\$10,005,634.00	40.98 %
NET OPERATING INCOME	\$1,077,891.11	\$ -116,190.00	-927.70 %
NET INCOME	\$1,077,891.11	\$ -116,190.00	-927.70 %

Laramie Regional Airport -KLAR

Profit and Loss by Class

July 1, 2024 - April 1, 2025

	BUSINESS PARK	FBO	LARAMIE REGIONAL AIRPORT	TERMINAL	NOT SPECIFIED	TOTAL
Income						
4200 Capital Grants & Contributions						\$0.00
4201 ALA003A Master Plan			5,400.00			\$5,400.00
4213 ALA012A ARFF Truck			866,173.93			\$866,173.93
4215 ALA023A Runway & Taxi Lights/NAVAIDS			9,576.68			\$9,576.68
4216 ALA025 Acquire Rotary Plow			57,696.10			\$57,696.10
4217 ALA014A Taxiway C			1,546.30			\$1,546.30
4219 Jet Bridge Income				740,198.79		\$740,198.79
4220 ALA036X			0.00			\$0.00
Total 4200 Capital Grants & Contributions			940,393.01	740,198.79		\$1,680,591.80
4210 Aviation Fuel Tax						\$0.00
4211 Gasoline Tax Refund		10,508.28				\$10,508.28
Total 4210 Aviation Fuel Tax		10,508.28				\$10,508.28
4300 Fixed Based Operator						\$0.00
4301 Jet Fuel	1,107,014.09					\$1,107,014.09
4302 Line Services	34,252.75					\$34,252.75
4303 Oil Sales	770.00					\$770.00
4304 Aviation Gas Sales	106,128.97					\$106,128.97
4305 Aircraft De-icing Service	8,595.75					\$8,595.75
4306 De-Ice Type I	24,607.59					\$24,607.59
4307 De-Ice Type IV	1,160.40					\$1,160.40
4308 Mechanic	424.53					\$424.53
4309 Conference Room Rental	150.00					\$150.00
Total 4300 Fixed Based Operator	1,283,104.08					\$1,283,104.08
4320 Concessions						\$0.00
4321 Merchandise Sales	12,740.08					\$12,740.08
4323 Food & Drink Sales				1,854.66		\$1,854.66
Total 4320 Concessions	12,740.08			1,854.66		\$14,594.74
4500 Facility Rentals						\$0.00
4501 Hangar Rent			125,254.07			\$125,254.07
4502 Hangar - Cold Overnight			2,015.51			\$2,015.51
4503 Hangar - Heated Overnight			8,542.46			\$8,542.46
4504 Ground Leases			27,620.84			\$27,620.84
4505 PARQ Building Lease	104,000.00					\$104,000.00
4506 Terminal Space Rent				60,741.63		\$60,741.63
Total 4500 Facility Rentals	104,000.00		163,432.88	60,741.63		\$328,174.51
4600 Facility Fees						\$0.00
4601 Airline Revenue			17,923.92			\$17,923.92
4603 Charters	120,707.00					\$120,707.00
4604 Facility Fees			68,627.04			\$68,627.04
4605 Overnight Parking Fees			6,546.52			\$6,546.52
4606 Car Rental Agencies	8,585.12		1,840.00			\$10,425.12
Total 4600 Facility Fees	129,292.12		94,937.48			\$224,229.60
4700 Nonoperating Revenue						\$0.00
4212 Advertising Grant			38,517.50			\$38,517.50
4701 Credit Card Processing Fee	15.00	12,495.26	3,057.03	-86.09		\$15,481.20
4702 Interest Earnings	5.96		6,208.41		1,438.95	\$7,653.32
4703 Dividends Earned			86,285.52	10,568.74		\$96,854.26
4704 Albany County Special Purpose Tax			1,045,290.83			\$1,045,290.83
4706 Miscellaneous Income	136.25	0.12	808.81	3,867.21	5.94	\$4,818.33
4706-1 Vendor Compensation					25.58	\$25.58
4706-2 Late Fees		387.81	590.63			\$978.44
Total 4706 Miscellaneous Income	136.25	387.93	1,399.44	3,867.21	31.52	\$5,822.35
4707 PFC Revenue			64,746.81			\$64,746.81

Laramie Regional Airport -KLAR

Profit and Loss by Class

July 1, 2024 - April 1, 2025

	BUSINESS PARK	FBO	LARAMIE REGIONAL AIRPORT	TERMINAL	NOT SPECIFIED	TOTAL
4708 Asset Sales			94.34			\$94.34
4709 City Funds			153,749.97			\$153,749.97
4710 County Funds			205,000.00			\$205,000.00
Total 4700 Nonoperating Revenue	157.21	12,883.19	1,604,349.85	14,349.86	1,470.47	\$1,633,210.58
Services		-36.49	344.62			\$308.13
Total Income	\$104,157.21	\$1,448,491.26	\$2,803,457.84	\$817,144.94	\$1,470.47	\$5,174,721.72
GROSS PROFIT	\$104,157.21	\$1,448,491.26	\$2,803,457.84	\$817,144.94	\$1,470.47	\$5,174,721.72
Expenses						
6000 Capital Grants Expenditures						\$0.00
6001 ALA003A Master Plan			5,400.00			\$5,400.00
6004 ALA012A ARFF Truck			883,850.95			\$883,850.95
6007 ALA025 Acquire Rotary Plow			58,873.57			\$58,873.57
6008 ALA014A Taxiway C			10,781.00			\$10,781.00
6010 Jet Bridge Expenses			236,706.07	339,736.43		\$576,442.50
Total 6000 Capital Grants Expenditures			1,195,611.59	339,736.43		\$1,535,348.02
7000 Personnel Costs						\$0.00
7002 Salary & Wages		249,013.85	223,413.78	16,760.66		\$489,188.29
7003 Salaries & Wages - PTO		10,037.04	17,780.69			\$27,817.73
7004 Salaries & Wages - Overtime		8,411.34	4,019.25	57.00		\$12,487.59
7005 Salaries & Wages - Charters		5,342.58	3,362.67			\$8,705.25
7007 Salaries & Wages - Holidays		13,188.63	12,216.69	38.00		\$25,443.32
7008 On Call		74.60	118.05			\$192.65
7511 Social Security		17,443.19	15,746.45	1,045.06		\$34,234.70
7512 Worker's Compensation		6,373.32	6,373.33	373.73		\$13,120.38
7513 Unemployment		425.58	425.59	21.66		\$872.83
7514 Pension		33,508.92	30,529.23			\$64,038.15
7515 Insurance		49,878.82	52,087.80			\$101,966.62
7516 Medicare		4,079.48	3,682.65	244.40		\$8,006.53
Total 7000 Personnel Costs		397,777.35	369,756.18	18,540.51		\$786,074.04
7020 Contractual						\$0.00
7021 Legal Fees		50.00	56,631.55			\$56,681.55
7022 Accounting/Audit			51,469.35			\$51,469.35
7023 Professional & Consulting		290.00	703.25	3,580.00		\$4,573.25
7025 Dues/Memberships		403.00	2,082.00			\$2,485.00
7026 Equipment		2,127.29	16,214.55	275.99		\$18,617.83
7027 ARFF Equipment			425.70			\$425.70
7028 Fuel Truck Rental		21,650.18				\$21,650.18
7029 IT Services		3,110.37	31,408.78			\$34,519.15
7030 Copier		736.76	826.75			\$1,563.51
7032 Postage		146.00	358.22			\$504.22
7033 Advertising			79,005.48	100.62		\$79,106.10
7034 Licensing & Permits		50.00		125.00		\$175.00
7040 ARFF Training			2,134.50			\$2,134.50
7042 Registrations/Education		620.00	7,299.95			\$7,919.95
7043 Travel		1,733.99	7,342.31			\$9,076.30
7044 Vehicle License		388.26	22.00			\$410.26
7055 Telephone	1,021.91	693.63	966.53	1,138.25		\$3,820.32
7056 Disposal			2,215.00			\$2,215.00
7400 ALLSOP Rent			23,460.00			\$23,460.00
7401 ALLSOP Expenses			2,403.03			\$2,403.03
7502 Liability Insurance		3,920.50	4,920.50			\$8,841.00
7503 Property Insurance		6,167.63	37,225.58	10,088.32		\$53,481.53
Total 7020 Contractual	1,021.91	42,087.61	327,115.03	15,308.18		\$385,532.73
7050 Utilities						\$0.00
7051 Electric		2,310.00	20,027.49	16,845.39		\$39,182.88

Laramie Regional Airport -KLAR

Profit and Loss by Class

July 1, 2024 - April 1, 2025

	BUSINESS PARK	FBO	LARAMIE REGIONAL AIRPORT	TERMINAL	NOT SPECIFIED	TOTAL
7052 Gas		1,327.43	14,941.99	6,287.20		\$22,556.62
7053 Water/Sewer/Trash		1,931.81	3,101.03	6,364.12		\$11,396.96
7054 Internet		1,364.50	2,056.70			\$3,421.20
Total 7050 Utilities		6,933.74	40,127.21	29,496.71		\$76,557.66
7200 Materials & Supplies						\$0.00
7201 Airplane De-Ice		10,420.84				\$10,420.84
7202 Ammenities		3,204.05				\$3,204.05
7203 Aviation Gas Resale		74,561.77				\$74,561.77
7205 Food & Drink Resale		276.55	93.47	2,665.93		\$3,035.95
7206 Fuel Farm Supplies		3,102.53				\$3,102.53
7207 Furniture & Decor		136.47				\$136.47
7208 Software Licenses		1,303.59	8,809.05	140.82		\$10,253.46
7209 Janitorial Supplies		988.28	207.99	1,816.56		\$3,012.83
7210 Jet Fuel Resale		706,011.03				\$706,011.03
7211 Landscaping		344.78	234.98	50.98		\$630.74
7212 Line Service Supplies		537.12	144.84			\$681.96
7213 Merchandise Resale		6,248.25	1,244.19	239.59	7.48	\$7,739.51
7214 Office Supplies		313.32	1,336.40	26.39		\$1,676.11
7215 Oil Resale		413.00				\$413.00
7217 Supplies		140.81	1,145.54			\$1,286.35
7218 Uniforms		2,318.06	1,344.26	137.78		\$3,800.10
7219 Unleaded Gas/Diesel		7,799.00	11,952.36	67.71		\$19,819.07
7220 Wildlife Mitigation			47.67			\$47.67
Total 7200 Materials & Supplies		818,119.45	26,560.75	5,145.76	7.48	\$849,833.44
7230 Repair & Maintenance						\$0.00
7231 Building Repairs	29,080.98	3,437.18	6,924.39	10,056.84		\$49,499.39
7232 Communications Equipment & Repair		495.00	770.94			\$1,265.94
7234 Runway Marking & Lighting			206.05			\$206.05
7235 Vehicle & Equipment Repairs		731.26	2,811.27	277.51		\$3,820.04
7235-1 Ford F250			129.87			\$129.87
7235-10 Snowblower		54.38	1,276.86			\$1,331.24
7235-16 Broom Truck			113.85			\$113.85
7235-17 De-Ice Truck			88.31			\$88.31
7235-20 Avgas Truck		734.61	373.98			\$1,108.59
7235-21 Ford Explorer Courtesy Car		74.33	15.99			\$90.32
7235-22 Toyota Courtesy Car		34.80	274.85			\$309.65
7235-25 De-Ice Spreader			20.98			\$20.98
7235-28 Chevy 3500			506.96			\$506.96
7235-3 Chevy 1500			48.97			\$48.97
7235-4 Chevy S-10			53.76			\$53.76
7235-5 Overaasen			1,100.45			\$1,100.45
7235-6 ARFF Truck			230.93			\$230.93
7235-7 John Deer Loader			75.60			\$75.60
Total 7235 Vehicle & Equipment Repairs		1,629.38	7,122.63	277.51		\$9,029.52
Total 7230 Repair & Maintenance	29,080.98	5,561.56	15,024.01	10,334.35		\$60,000.90
7450 Fees		10.00				\$10.00
7451 Av Trip Fees		734.23				\$734.23
7452 Bank Fees			119.00	0.00		\$119.00
7453 Credit Card Fees		14,791.91	295.90			\$15,087.81
7454 Payroll Fees		2,053.31	2,001.99	137.90		\$4,193.20
7455 Fiduciary Fees			10,221.10			\$10,221.10
7456 QuickBooks Payment Fees	15.00	5.18	1,093.13		6.16	\$1,119.47
7458 Interest Expense		7,978.27	992.47			\$8,970.74
Total 7450 Fees	15.00	25,572.90	14,723.59	137.90	6.16	\$40,455.55

Laramie Regional Airport -KLAR

Profit and Loss by Class

July 1, 2024 - April 1, 2025

	BUSINESS PARK	FBO	LARAMIE REGIONAL AIRPORT	TERMINAL	NOT SPECIFIED	TOTAL
8000 Nonoperating Expenses						\$0.00
8010 Loan Payments	36,738.48	10,903.09	43,279.26			\$90,920.83
8020 Debt Service Go Bonds			268,913.75			\$268,913.75
8030 PARQ Building Taxes	6,547.23					\$6,547.23
Total 8000 Nonoperating Expenses	43,285.71	10,903.09	312,193.01			\$366,381.81
Total Expenses	\$73,403.60	\$1,306,955.70	\$2,301,111.37	\$418,699.84	\$13.64	\$4,100,184.15
NET OPERATING INCOME	\$30,753.61	\$141,535.56	\$502,346.47	\$398,445.10	\$1,456.83	\$1,074,537.57
NET INCOME	\$30,753.61	\$141,535.56	\$502,346.47	\$398,445.10	\$1,456.83	\$1,074,537.57

Laramie Regional Airport -KLAR

A/P Aging Summary

As of April 1, 2025

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Jviation, A Woolpert Company					40,832.71	\$40,832.71
TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$40,832.71	\$40,832.71

Laramie Regional Airport -KLAR

A/R Aging Summary

As of April 1, 2025

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
AirDoc Inc.	8,926.04					\$8,926.04
AirLoom Energy	10,300.00					\$10,300.00
Alan Vazqueztell	205.90					\$205.90
AVFUEL	271.62					\$271.62
Bob Shine			-13.78			\$ -13.78
City of Laramie	17,083.33					\$17,083.33
Denver Air Connection			3,450.09		590.98	\$4,041.07
Farm Bureau	5,524.95					\$5,524.95
John Spitler			-13.78			\$ -13.78
Key Lime Air	3,868.32					\$3,868.32
Laramie Flying Club, Inc.	3,281.82					\$3,281.82
Northeast Planes Aviation	199.95					\$199.95
Osea Nelson	400.00					\$400.00
SkyWest Charters	920.00					\$920.00
TK3, LLC					-863.00	\$ -863.00
University of Wyoming	700.00		55.32			\$755.32
WYDOT					40,016.05	\$40,016.05
TOTAL	\$51,681.93	\$0.00	\$3,477.85	\$0.00	\$39,744.03	\$94,903.81

Laramie Regional Airport -KLAR

Balance Sheet

As of April 1, 2025

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1110-1 ANB - Operating 3189	58,349.63
1110-2 ANB - PFC 3193	331.34
1110-3 ANB - Savings 3195	36,498.81
1110-4 ANB- Wick 3213	1,043.06
1110-5 ANB - Terrell 3227	1,928.41
1110-6 ANB-Hawkins 3221	862.11
1110-7 ANB-Jenkins 3215	657.26
1110-8 ANB - ACH 4121	0.00
1110-9 ANB Jet Bridge 49649	170,704.31
1111-1 Wyoming Bank & Trust - Escrow 7503	3,194,734.29
1111-2 Wyoming Bank & Trust -Debt Service 7000	0.00
1112-1 1112-1 WY CLASS-Contingency Funds	10,198.82
1112-2 1112-2 WY CLASS Match Money	377,417.09
1112-3 1112-3 WY CLASS -Damage Deposits	5,099.45
1115 Cash held by Albany County	9.00
Total Bank Accounts	\$3,857,833.58
Accounts Receivable	
1200 Accounts Receivable (A/R)	94,903.81
Total Accounts Receivable	\$94,903.81
Other Current Assets	
1499 Undeposited Funds	13,017.68
1501 Inventory - AvGas Fuel	22,105.00
1502 Inventory - Jet Fuel	36,649.00
1503 Inventory - Merchandise	5,644.00
1504 Inventory - Diesel	2,747.00
1505 Inventory - Unleaded	403.00
Total Other Current Assets	\$80,565.68
Total Current Assets	\$4,033,303.07
Fixed Assets	
1600 Land	347,851.43
1601 Buildings & Improvements	59,924,896.09
1602 Equipment	3,591,730.73
1603 Construction in Progress	1,879,095.99
1604 Intangible right to use software (SBITA)	12,473.00
1611 Accumulated Depreciation - Bldg & Improv	-25,093,761.53
1612 Accumulated Depreciation - Equip	-1,972,978.88
1613 Accum. Amortization - SBITA	-2,425.00
Total Fixed Assets	\$38,686,881.83

Laramie Regional Airport -KLAR

Balance Sheet

As of April 1, 2025

	TOTAL
Other Assets	
1300 Lease Receivable - GASB87	706,297.00
1700 Deferred Outflow - Contributions	53,262.00
1701 Deferred Outflow - Assumptions	7,461.00
1702 Deferred Outflow - Experience	14,042.00
1703 Deferred Outflow - Pension	165,065.35
1704 Deferred Outflow - Investment	0.00
Total Other Assets	\$946,127.35
TOTAL ASSETS	\$43,666,312.25
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	40,832.71
Total Accounts Payable	\$40,832.71
Other Current Liabilities	
2160 Payroll Benefit Liabilities	1,323.99
2200 Wyoming Department of Revenue Payable	1,923.13
2200-1 Use Tax	5.93
Total 2200 Wyoming Department of Revenue Payable	1,929.06
2201 Fuel Tax Payable	-8.95
2205 Compensated Absences	18,069.00
2210 Bid Bond Payable	0.00
2400 Retainage Payable	79,196.00
2550 Accrued Interest	6,379.70
Out Of Scope Agency Payable	0.00
Total Other Current Liabilities	\$106,888.80
Total Current Liabilities	\$147,721.51
Long-Term Liabilities	
2500 Hangar Note	77,878.68
2505 Building Note	130,104.62
2510 2019 Series GO Bond	3,695,000.00
2515 NP - ANB Bank - Fuel Truck	207,030.00
2600 Net Pension Liability	726,814.00
2605 Deferred Inflows - Experience	3,175.00
2610 Deferred Inflows - Investments	25,763.00
2700 Deferred Inflows - GASB87 Leases	662,468.00
2900 SBITA Liability	8,073.00
Total Long-Term Liabilities	\$5,536,306.30
Total Liabilities	\$5,684,027.81

Laramie Regional Airport -KLAR

Balance Sheet

As of April 1, 2025

	TOTAL
Equity	
Opening balance equity	0.00
Retained Earnings	36,907,746.87
Net Income	1,074,537.57
Total Equity	\$37,982,284.44
TOTAL LIABILITIES AND EQUITY	\$43,666,312.25

Laramie Regional Airport -KLAR

Statement of Cash Flows

July 1, 2024 - April 1, 2025

	TOTAL
OPERATING ACTIVITIES	
Net Income	1,074,537.57
Adjustments to reconcile Net Income to Net Cash provided by operations:	
1200 Accounts Receivable (A/R)	496,493.89
2000 Accounts Payable	-1,307,673.74
2160 Payroll Benefit Liabilities	-12,602.98
2200 Wyoming Department of Revenue Payable	1,487.22
2200-1 Wyoming Department of Revenue Payable:Use Tax	5.93
2201 Fuel Tax Payable	-11.96
Out Of Scope Agency Payable	0.00
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	-822,301.64
Net cash provided by operating activities	\$252,235.93
NET CASH INCREASE FOR PERIOD	\$252,235.93
Cash at beginning of period	3,618,615.33
CASH AT END OF PERIOD	\$3,870,851.26

**LARAMIE REGIONAL AIRPORT
RECONCILIATION REPORT**

Month: March 2025

Account Balances as of Reconciliation:

ANB Savings: \$36,498.81

ANB Operating: \$119,652.16

ANB Debit Terrell: \$1,928.41

ANB Debit Wick: \$1,043.06

ANB Debit Jenkins: \$701.75

ANB Debit Hawkins: \$862.11

ANB PFC: \$12,331.34

ANB ACH: \$0

ANB JET BRIDGE: \$170,704.31

WY Bank & Trust Escrow: \$3,194,734.29

WY Bank & Trust Debt Service: \$0

WY Class – Contingency Fund: \$10,198.82

WY Class – Match Money: \$377,417.09

WY Class – Damage Deposits: \$5,099.45

Submitted by:



Tamie Wick, Accounting Manager

4/1/2025
Date

Approved by:



Amy Terrell, Manager

4/1/26
Date

Laramie Regional Airport -KLAR

1110-3 ANB - Savings 3195, Period Ending 03/31/2025

RECONCILIATION REPORT

Reconciled on: 04/01/2025

Reconciled by: Tamie Wick

Any changes made to transactions after this date aren't included in this report.

Summary

USD

Statement beginning balance	54,157.75
Checks and payments cleared (1)	-17,677.02
Deposits and other credits cleared (1)	18.08
Statement ending balance	<u>36,498.81</u>
Register balance as of 03/31/2025	36,498.81

Details

Checks and payments cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/12/2025	Transfer			-17,677.02
Total				-17,677.02

Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/31/2025	Deposit			18.08
Total				18.08

Laramie Regional Airport -KLAR

1110-1 ANB - Operating 3189, Period Ending 03/31/2025

RECONCILIATION REPORT

Reconciled on: 04/01/2025

Reconciled by: Tamie Wick

Any changes made to transactions after this date aren't included in this report.

Summary

USD

Statement beginning balance	95,386.69
Checks and payments cleared (68)	-1,083,469.87
Deposits and other credits cleared (46)	1,107,735.34
Statement ending balance	119,652.16
Uncleared transactions as of 03/31/2025	-14,155.68
Register balance as of 03/31/2025	105,496.48
Cleared transactions after 03/31/2025	0.00
Uncleared transactions after 03/31/2025	8,088.81
Register balance as of 04/01/2025	113,585.29

Details

Checks and payments cleared (68)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
02/11/2025	Bill Payment	11100	Eagle & Myslik Inc	-12,137.00
02/11/2025	Bill Payment	11101	Inberg-Miller Engineers	-4,500.00
02/20/2025	Bill Payment	11112	Rapid Fire Protection, Inc	-3,338.00
02/20/2025	Bill Payment	11114	NAPA Auto Parts of Laramie	-6.84
02/20/2025	Bill Payment	11111	Wyoming Automotive	-75.60
02/27/2025	Bill Payment	ACH	Blue Cross Blue Shield of Wyoming	-12,202.27
02/27/2025	Bill Payment	11120	Dooley Oil, Inc.	-1,215.67
02/27/2025	Bill Payment	11121	Big Foot 99 KTGA/KBDY	-99.00
02/27/2025	Bill Payment	11118	City of Laramie - Water Fund	-1,412.02
02/27/2025	Bill Payment	11119	PEAC Solutions	-95.00
02/28/2025	Expense		QuickBooks Payments	-10.20
02/28/2025	Expense	02279305	Bamboo HR	-234.00
03/04/2025	Bill Payment	11127	ICC	-3,117.70
03/04/2025	Bill Payment	11122	UPSLOPE MEDIA LLC	-2,970.00
03/04/2025	Bill Payment	11123	SSG	-436.00
03/04/2025	Bill Payment	11124	HomeBase	-32.26
03/04/2025	Bill Payment	11125	National CineMedia, LLC	-6,000.00
03/04/2025	Bill Payment	11126	Rocky Mountain Shirtworks	-79.00
03/04/2025	Bill Payment	11131	Absolute Solutions	-110.00
03/04/2025	Bill Payment	11128	Johnson Controls	-1,559.22
03/04/2025	Bill Payment	11129	O'Reilly Automotive Stores, Inc.	-679.82
03/04/2025	Bill Payment	11130	Visionary Communications	-342.12
03/04/2025	Transfer			-6,875.78
03/05/2025	Transfer			-1,500.00
03/06/2025	Expense	10001378436734	Intuit	-235.00
03/07/2025	Bill Payment	ACH	Wyoming Retirement System	-8,394.05
03/07/2025	Bill Payment	ACH	Rocky Mountain Power	-5,564.26
03/07/2025	Bill Payment	11134	Wyoming Airports Coalition	-1,000.00
03/07/2025	Bill Payment	11133	Rapid Fire Protection, Inc	-207.50
03/07/2025	Bill Payment	11135	Pence and MacMillan	-5,700.00
03/07/2025	Bill Payment	11136	ICC	-410.00
03/09/2025	Expense		QuickBooks Payments	-6.16
03/12/2025	Bill Payment	ACH	AVFuel Corporation	-21,516.38
03/12/2025	Bill Payment	11140	Wolf Creek Radio Broadcasting, LLC	-500.00
03/12/2025	Bill Payment	11138	Honeywagon Sanitation Pumping	-150.00
03/12/2025	Bill Payment	11139	Wyoming Automotive	-63.29
03/12/2025	Bill Payment	11141	Ace Hardware	-7.18
03/12/2025	Bill Payment	11142	APG West Payment Processing	-13.61
03/12/2025	Bill Payment	ACH	SSG	-30,527.94
03/12/2025	Bill Payment	11137	AlSCO	-267.82
03/13/2025	Bill Payment	11145	O'Reilly Automotive Stores, Inc.	-74.33
03/13/2025	Bill Payment	11144	XESI	-155.37
03/13/2025	Bill Payment	11143	HomeBase	-129.81
03/13/2025	Bill Payment	11146	Oshkosh Products LLC	-883,850.95
03/20/2025	Transfer			-1,000.00
03/20/2025	Expense	10001381930606	Intuit	-35.00
03/24/2025	Bill Payment	11160	Wyoming Local Government Liability P...	-1,000.00
03/24/2025	Bill Payment	11157	WYDOT - fuel tax administration	-59.09
03/24/2025	Bill Payment	11149	AlSCO	-133.91
03/24/2025	Bill Payment	11159	Custom Fabrication, LLC	-2,115.00
03/24/2025	Expense		ANB Bank	-2,360.17
03/24/2025	Bill Payment	ACH	AVFuel Corporation	-23,364.39
03/24/2025	Bill Payment	ACH	MASA	-152.00
03/24/2025	Bill Payment	ACH	Lazy A Land Company, LLC	-2,388.00
03/24/2025	Bill Payment	11164	PEAC Solutions	-109.03
03/24/2025	Bill Payment	11163	Laramie Screen Printing	-88.00

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/24/2025	Bill Payment	11162	Dooley Oil, Inc.	-1,476.41
03/25/2025	Expense		Parlevel Systems	-80.00
03/26/2025	Bill Payment		SSG	-28,619.06
03/27/2025	Bill Payment	ACH	Black Hills Energy	-785.90
03/27/2025	Bill Payment	ACH	Black Hills Energy	-590.30
03/27/2025	Bill Payment	ACH	Black Hills Energy	-425.40
03/27/2025	Bill Payment	ACH	Black Hills Energy	-240.10
03/27/2025	Bill Payment	ACH	Black Hills Energy	-207.40
03/27/2025	Bill Payment	ACH	Black Hills Energy	-141.60
03/27/2025	Bill Payment	ACH	Black Hills Energy	-139.00
03/27/2025	Bill Payment	ACH	Black Hills Energy	-76.43
03/27/2025	Bill Payment	1	Dearborn Life Insurance Company	-82.53
Total				-1,083,469.87

Deposits and other credits cleared (46)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
02/28/2025	Deposit		Jay Lippincott	341.10
03/03/2025	Deposit			2,167.05
03/03/2025	Deposit			27.27
03/03/2025	Deposit		TSA-GSA	3,693.97
03/04/2025	Deposit		Airlines Clearing House	6,875.78
03/04/2025	Deposit			4,646.46
03/04/2025	Deposit			21,639.82
03/04/2025	Receive Payment		AVFUEL	9,445.25
03/05/2025	Transfer			10,700.00
03/06/2025	Receive Payment		SkyWest	3,592.68
03/06/2025	Deposit			13,507.76
03/07/2025	Deposit		LeTechnol	43.26
03/07/2025	Receive Payment		AVFUEL	21,587.81
03/07/2025	Deposit			34,702.20
03/07/2025	Deposit		Cash Sale	311.32
03/09/2025	Deposit		Alan Vazqueztell	205.90
03/10/2025	Receive Payment		AVFUEL	1,276.10
03/10/2025	Receive Payment		AVFUEL	2,327.41
03/12/2025	Transfer			17,677.02
03/12/2025	Deposit		Thomas Blenz	15.62
03/12/2025	Receive Payment		AVFUEL	6,533.00
03/12/2025	Deposit		Amy Terrell	242.81
03/13/2025	Receive Payment		WYDOT	866,173.93
03/13/2025	Deposit		WYDOT	12,978.50
03/13/2025	Receive Payment		AVFUEL	5,219.91
03/13/2025	Receive Payment		SkyWest	616.80
03/13/2025	Receive Payment		SkyWest Charters	1,380.00
03/13/2025	Deposit		WYDOT - fuel tax administration	696.24
03/14/2025	Transfer			12,028.41
03/17/2025	Receive Payment		AVFUEL	3,604.91
03/17/2025	Deposit		LeTechnol	87.00
03/18/2025	Receive Payment		AVFUEL	1,572.36
03/18/2025	Receive Payment	2136	Northeast Planes Aviation	180.60
03/20/2025	Receive Payment		SkyWest	8,332.44
03/20/2025	Receive Payment		AVFUEL	4,568.92
03/20/2025	Receive Payment		SkyWest Charters	3,785.72
03/21/2025	Deposit		AVFUEL	3,151.55
03/24/2025	Deposit		LeTechnol	79.94
03/25/2025	Receive Payment		AVFUEL	5,202.18
03/25/2025	Receive Payment		AVFUEL	3,198.43
03/27/2025	Receive Payment		SkyWest Charters	1,509.44
03/27/2025	Receive Payment		AVFUEL	4,923.30
03/28/2025	Receive Payment		AVFUEL	6,776.07
03/31/2025	Deposit			14.74
03/31/2025	Deposit			42.63
03/31/2025	Deposit		LeTechnol	51.73
Total				1,107,735.34

Additional Information

Uncleared checks and payments as of 03/31/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
12/18/2024	Bill Payment	11025	Aramiz Ramirez	-39.00
01/24/2025	Expense	Refund Fee	Victory Airlines	-152.78
03/24/2025	Bill Payment	11156	Stanrod Welding	-240.00
03/24/2025	Bill Payment	11161	NAPA Auto Parts of Laramie	-43.99
03/24/2025	Bill Payment	11155	Aero Specialties, Inc.	-12,028.41
03/24/2025	Bill Payment	11165	HomeBase	-5.07
03/27/2025	Bill Payment	11158	Honeywagon Sanitation Pumping	-150.00
03/27/2025	Bill Payment	11160	HomeBase	-11.16

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/27/2025	Bill Payment	11159	Rapid Fire Protection, Inc	-1,052.00
03/27/2025	Bill Payment	ACH	Blue Cross Blue Shield of Wyoming	-12,202.27
03/28/2025	Expense	02317796	Bamboo HR	-231.00
Total				-26,155.68

Uncleared deposits and other credits as of 03/31/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/31/2025	Transfer			12,000.00
Total				12,000.00

Uncleared deposits and other credits after 03/31/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/01/2025	Receive Payment		AVFUEL	8,088.81
Total				8,088.81

Laramie Regional Airport -KLAR

1110-5 ANB - Terrell 3227, Period Ending 03/31/2025

RECONCILIATION REPORT

Reconciled on: 04/01/2025

Reconciled by: Tamie Wick

Any changes made to transactions after this date aren't included in this report.

Summary

USD

Statement beginning balance	2,171.22
Checks and payments cleared (2)	-242.81
Deposits and other credits cleared (0)	0.00
Statement ending balance	1,928.41
Uncleared transactions as of 03/31/2025	-59.98
Register balance as of 03/31/2025	1,868.43

Details

Checks and payments cleared (2)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/07/2025	Expense		Walmart	-0.53
03/10/2025	Expense		Walmart	-242.28
Total				-242.81

Additional Information

Uncleared checks and payments as of 03/31/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
02/27/2025	Expense	91422293	Walmart	-59.98
Total				-59.98

Laramie Regional Airport -KLAR

1110-4 ANB- Wick 3213, Period Ending 03/31/2025

RECONCILIATION REPORT

Reconciled on: 04/01/2025

Reconciled by: Tamie Wick

Any changes made to transactions after this date aren't included in this report.

Summary

USD

Statement beginning balance	2,262.15
Checks and payments cleared (10)	-2,719.09
Deposits and other credits cleared (1)	1,500.00
Statement ending balance	1,043.06
Register balance as of 03/31/2025	1,043.06

Details

Checks and payments cleared (10)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/03/2025	Expense		8 x 8	-173.58
03/05/2025	Expense	7442417	CRITICAL TOOLS, INC.	-146.88
03/05/2025	Expense	1C78864A0FD3722F2B3A	Adobe	-915.46
03/05/2025	Expense	RK00465780	Red Kap	-936.20
03/05/2025	Expense	5781841	Amazon	-335.86
03/05/2025	Expense	2111400	Amazon	-31.51
03/11/2025	Expense	7245822	Amazon	-19.49
03/14/2025	Expense	00706051	FedEx Kinko's	-49.95
03/14/2025	Expense		CRITICAL TOOLS, INC.	-36.72
03/24/2025	Expense		CRITICAL TOOLS, INC.	-73.44
Total				-2,719.09

Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/05/2025	Transfer			1,500.00
Total				1,500.00

Laramie Regional Airport -KLAR

1110-7 ANB-Jenkins 3215, Period Ending 03/31/2025

RECONCILIATION REPORT

Reconcled on: 04/01/2025

Reconcled by: Tamie Wick

Any changes made to transactions after this date aren't included in this report.

Summary

	USD
Statement beginning balance	966.54
Checks and payments cleared (18)	-1,264.79
Deposits and other credits cleared (1)	1,000.00
Statement ending balance	701.75
Uncleared transactions as of 03/31/2025	-44.49
Register balance as of 03/31/2025	657.26

Details

Checks and payments cleared (18)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
02/20/2025	Expense	8883419	Amazon	-192.58
02/24/2025	Expense	01155	Walmart	-5.94
02/24/2025	Expense	01145	Walmart	-89.04
02/28/2025	Expense	025449	Walmart	-27.64
03/03/2025	Expense	5102656	Amazon	-241.07
03/06/2025	Expense	6293862	Amazon	-31.15
03/06/2025	Expense	9399412	Amazon	-55.20
03/12/2025	Expense	6605009	Amazon	-41.47
03/14/2025	Expense	4231462		-90.93
03/14/2025	Expense	0550665	Amazon	-14.99
03/18/2025	Expense	3785843	Amazon	-6.99
03/20/2025	Expense	03407	Walmart	-101.93
03/20/2025	Expense	0459429	Amazon	-105.98
03/20/2025	Expense	03897	Walmart	-96.20
03/25/2025	Expense		Amazon	-49.18
03/27/2025	Expense		Amazon	-73.42
03/27/2025	Expense	5761	Dollar General	-2.85
03/28/2025	Expense	1507	Safeway	-38.23
Total				-1,264.79

Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/20/2025	Transfer			1,000.00
Total				1,000.00

Additional Information

Uncleared checks and payments as of 03/31/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/27/2025	Expense	9898645	Amazon	-44.49
Total				-44.49

Laramie Regional Airport -KLAR

1110-6 ANB-Hawkins 3221, Period Ending 03/31/2025

RECONCILIATION REPORT

Reconciled on: 04/01/2025

Reconciled by: Tamie Wick

Any changes made to transactions after this date aren't included in this report.

Summary

USD

Statement beginning balance	2,028.14
Checks and payments cleared (7)	-1,166.03
Deposits and other credits cleared (0)	0.00
Statement ending balance	862.11
Register balance as of 03/31/2025	862.11

Details

Checks and payments cleared (7)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/13/2025	Expense	33005800	Uline	-469.79
03/13/2025	Expense	32325746	Eyewash Direct	-94.20
03/20/2025	Expense	02835	Walmart	-73.15
03/21/2025	Expense	01645	Walmart	-33.66
03/24/2025	Expense	5-24541	Fat Boys Tire and Auto	-274.85
03/27/2025	Expense	101978012	International Code Council	-125.00
03/27/2025	Expense	300902085252676063	Lowes	-95.38
Total				-1,166.03

Laramie Regional Airport -KLAR

1110-2 ANB - PFC 3193, Period Ending 03/31/2025

RECONCILIATION REPORT

Reconciled on: 04/01/2025

Reconciled by: Tamie Wick

Any changes made to transactions after this date aren't included in this report.

Summary

USD

Statement beginning balance	5,445.79
Checks and payments cleared (0)	0.00
Deposits and other credits cleared (3)	6,885.55
Statement ending balance	12,331.34
Uncleared transactions as of 03/31/2025	-12,000.00
Register balance as of 03/31/2025	331.34

Details

Deposits and other credits cleared (3)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/04/2025	Transfer			6,875.78
03/28/2025	Deposit			8.78
03/31/2025	Deposit			0.99
Total				6,885.55

Additional Information

Uncleared checks and payments as of 03/31/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/31/2025	Transfer			-12,000.00
Total				-12,000.00

Laramie Regional Airport -KLAR

1110-8 ANB - ACH 4121, Period Ending 03/31/2025

RECONCILIATION REPORT

Reconciled on: 04/01/2025

Reconciled by: Tamie Wick

Any changes made to transactions after this date aren't included in this report.

Summary

USD

Statement beginning balance	0.00
Checks and payments cleared (1)	-10,700.00
Deposits and other credits cleared (2)	10,700.00
Statement ending balance	0.00
Register balance as of 03/31/2025	0.00

Details

Checks and payments cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/05/2025	Transfer			-10,700.00
Total				-10,700.00

Deposits and other credits cleared (2)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/05/2025	Receive Payment		AirLoom Energy	10,300.00
03/05/2025	Receive Payment		Osea Nelson	400.00
Total				10,700.00

Laramie Regional Airport -KLAR

1110-9 ANB Jet Bridge 49649, Period Ending 03/31/2025

RECONCILIATION REPORT

Reconciled on: 04/01/2025

Reconciled by: Tamie Wick

Any changes made to transactions after this date aren't included in this report.

Summary

USD

Statement beginning balance	182,732.72
Checks and payments cleared (1)	-12,028.41
Deposits and other credits cleared (0)	0.00
Statement ending balance	170,704.31
Register balance as of 03/31/2025	170,704.31

Details

Checks and payments cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/14/2025	Transfer			-12,028.41
Total				-12,028.41

Laramie Regional Airport -KLAR

1111-1 Wyoming Bank & Trust - Escrow 7503, Period Ending 03/31/2025

RECONCILIATION REPORT

Reconciled on: 04/01/2025

Reconciled by: Tamie Wick

Any changes made to transactions after this date aren't included in this report.

Summary

USD

Statement beginning balance	3,120,120.67
Checks and payments cleared (1)	-1,263.45
Deposits and other credits cleared (2)	75,877.07
Statement ending balance	3,194,734.29
Register balance as of 03/31/2025	3,194,734.29

Details

Checks and payments cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/10/2025	Expense		Wyoming Bank and Trust	-1,263.45
Total				-1,263.45

Deposits and other credits cleared (2)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/04/2025	Deposit			9,931.25
03/13/2025	Deposit		Albany County Treasurer	65,945.82
Total				75,877.07

Laramie Regional Airport -KLAR

1112-1 1112-1 WY CLASS-Contingency Funds, Period Ending 03/31/2025

RECONCILIATION REPORT

Reconciled on: 04/01/2025

Reconciled by: Tamie Wick

Any changes made to transactions after this date aren't included in this report.

Summary	USD
Statement beginning balance	10,161.47
Interest earned	37.35
Checks and payments cleared (0)	0.00
Deposits and other credits cleared (0)	0.00
Statement ending balance	<u>10,198.82</u>
Register balance as of 03/31/2025	10,198.82

Laramie Regional Airport -KLAR

1112-2 1112-2 WY CLASS Match Money, Period Ending 03/31/2025

RECONCILIATION REPORT

Reconciled on: 04/01/2025

Reconciled by: Tamie Wick

Any changes made to transactions after this date aren't included in this report.

Summary

USD

Statement beginning balance	376,034.14
Interest earned	1,382.95
Checks and payments cleared (0)	0.00
Deposits and other credits cleared (0)	0.00
Statement ending balance	<u>377,417.09</u>
Register balance as of 03/31/2025	377,417.09

Laramie Regional Airport -KLAR

1112-3 1112-3 WY CLASS -Damage Deposits, Period Ending 03/31/2025

RECONCILIATION REPORT

Reconciled on: 04/01/2025

Reconciled by: Tamie Wick

Any changes made to transactions after this date aren't included in this report.

Summary	USD
Statement beginning balance	5,080.80
Interest earned	18.65
Checks and payments cleared (0)	0.00
Deposits and other credits cleared (0)	0.00
Statement ending balance	<u>5,099.45</u>
Register balance as of 03/31/2025	5,099.45

Grants

GRANT MATCH MONEY CURRENTLY IN MONEY MARKET SAVINGS ACCOUNT AT ANB

<u>Grant Number</u>	<u>Grant Name</u>	<u>Local Match</u>
ALA011A	Expand ARFF	\$ 54,942.00
ALA012A	Aquire ARFF Truck	\$ 1,497.45
ALA015	Reconstruct Comm Apron	\$ 146,632.00
ALA016A	Seal Coat and Mark Pavement	\$ 88,000.00
ALA023	Replace Runway & Taxiway Edge Lights	\$ 2,506.15
ALA024	Rehab Taxiway A	\$ 94,737.00
ALA025A	Acquire Plow	\$ 17,992.53
ALA028	Reconstruct Commercial Apron Phase 4	\$ 5,264.00
TOTAL MATCH		\$ 411,571.13

CLASS Contingency Fund	\$	10,198.82
CLASS Match Money	\$	376,034.14
Savings Balance	\$	36,498.81
Match money	\$	411,571.13
Airport Savings Bal	\$	11,160.64

Revised: 4/1/2025

GRANT SUMMARY

Grant Number	Grant Name	Federal Award	State Match	Local Match	Total Expenditures	Remaining Fed	Remaining State	Remaining Local
ALA003A	Master Plan	\$638,444.00	\$0.00	\$0.00	\$489,047.34	\$149,396.66	\$0.00	\$0.00
ALA011A(2022)	Expand ARFF	\$242,880.00	\$7,670.00	\$5,113.00	\$140,153.96	\$109,733.74	\$3,465.38	\$2,309.92
ALA011(2023)	Expand ARFF	\$1,829,157.00	\$52,632.00	\$52,632.00	\$0.00	\$1,829,157.00	\$52,632.00	\$52,632.00
ALA012A	ARFF Truck	\$971,369.00	\$30,675.00	\$20,450.00	\$951,372.19	\$67,565.43	\$2,133.94	\$1,422.54
ALA015A	Commercial Apron 2022	\$0.00	\$40,000.00	\$10,000.00	\$0.00	\$0.00	\$40,000.00	\$10,000.00
ALA015B	Commercial Apron 2024	\$6,490,000.00	\$204,947.37	\$136,631.58	\$0.00	\$6,490,000.00	\$204,947.37	\$136,631.58
ALA016A	Seal Coat & Mark Pavement	\$0.00	\$800,000.00	\$88,000.00	\$0.00	\$0.00	\$800,000.00	\$88,800.00
ALA023A	Replace Runway and Taxiway Lights	\$1,580,401.00	\$49,908.00	\$33,271.00	\$1,538,241.72	\$19,071.39	\$3,760.74	\$2,506.15
ALA024	Rehab Taxiway A	\$4,500,000.00	\$142,105.00	\$94,737.00	\$0.00	\$4,500,000.00	\$142,105.00	\$94,737.00
ALA025A	Acquire Snow Blower	\$910,575.00	\$28,775.00	\$19,170.00	\$58,873.58	\$854,645.11	\$27,008.79	\$17,992.53
ALA028	Reconstruct Commercial Apron Phase 4	\$250,000.00	\$7,894.74	\$5,263.16	\$0.00	\$250,000.00	\$78,947.74	\$5,263.16
ALA035X	2024 Marketing Grant	\$0.00	\$50,000.00	\$50,000.00	\$77,035.00	\$0.00	\$38,517.50	\$38,517.50

CLOSED GRANTS

Grant Number	Grant Name	Federal Award	State Match	Local Match	Total Expenditures	Remaining Fed	Remaining State	Remaining Local
ALA002A	Acquire Snow Plow	\$0.00	\$643,878.00	\$71,542.00	\$713,233.09	\$0.00	\$1,968.21	\$218.70
ALA005A	Acquire Front End Loader	\$0.00	\$522,000.00	\$58,000.00	\$472,577.50	\$0.00	\$96,680.24	\$10,742.26
ALA006A	Seal Coat & Mark Pavement	\$0.00	\$510,750.00	\$56,750.00	\$537,960.00	\$0.00	\$26,586.00	\$2,954.00
ALA010X	Acquire Marking Equipment	\$0.00	\$27,000.00	\$3,000.00	\$26,858.18	\$26,858.18	\$2,828.00	\$313.82
ALA014A	Reconfigure Taxiway C	\$301,830.00	\$0.00	\$0.00	\$269,516.91	\$32,314.00	\$0.00	\$0.00
ALA017A	CRRSA	\$1,006,480.00	\$0.00	\$0.00	\$1,006,480.00	\$0.00	\$0.00	\$0.00
ALA019A	ARPA Operations	\$1,093,620.00	\$0.00	\$0.00	\$1,093,620.00	\$0.00	\$0.00	\$0.00
ALA026X	2022 Marketing Grant	\$0.00	\$50,000.00	\$50,000.00	\$85,000.00	\$0.00	\$0.00	\$7,500.00
ALAR27A	Terminal Expansion	\$0.00	\$66,000.00	\$44,000.00	\$109,917.00	\$0.00	\$49.92	\$33.21
ALAR27B	Terminal Expansion	\$311,826.00	\$12,473.00	\$8,315.00	\$288,826.77	\$41,051.00	\$1,642.00	\$1,094.33
ALAR27C	Terminal Expansion	\$0.00	\$270,000.00	\$180,000.00	\$450.00	\$0.00	\$0.00	\$0.00
AALAR27D	Terminal Expansion	\$2,000,036.00	\$63,159.00	\$42,106.00	\$2,105,258.54	\$41.00	\$2.00	-\$0.54
ALAR27E	Terminal Expansion	\$0.00	\$2,500,000.00	\$1,666,667.00	\$4,166,418.46	\$0.00	\$149.00	\$99.54
ALAR27G	Terminal Expansion	\$0.00	\$500,000.00	\$333,333.00	\$8,333,333.00	\$0.00	\$0.00	\$0.00
ALA030X	2023 Marketing Grant	\$0.00	\$50,000.00	\$50,000.00	\$100,000.00	\$0.00	\$0.00	\$0.00

Revised: 04/1/2025

RFQ Engineering

REQUEST FOR QUALIFICATIONS

Airport Engineering Services
April 15, 2025

Statement of Qualifications Due
May 15, 2025
2:00 p.m.



Laramie Regional Airport
555 General Brees Road
Laramie, WY 82070

Telephone: 307.742.4164
LARAMIE REGIONAL AIRPORT
Laramie, Wyoming

REQUEST FOR STATEMENTS OF QUALIFICATIONS (RFQ)

Laramie Regional Airport requests statements of qualifications from consultants to provide Airport Engineering Services for the Airport. Statements shall conform to a prepared set of specifications available from the Airport. Questions regarding the RFQ including receiving a copy of the RFQ specifications should be directed to Tamie Wick, Accounting Manager at 307.219.0793 or twick@flylaramie.com. The Airport reserves the right to reject any or all qualification statements or waive any specification or requirement if it is in the Airport's interest to do so. The Airport assumes no liability for the cost of preparing responses to this request. Statements will be received until 2:00 p.m. (Mountain Time) on May 15, 2025, at the Laramie Regional Airport, 555 General Brees Road, Laramie, WY 82070. Qualifications received after the stated time, as well as faxed or e-mailed material will not be accepted. In order to be considered, the proposer must be on the Wyoming Department of Transportation preapproved list.

**REQUEST FOR QUALIFICATIONS
FOR ENGINEERING SERVICES FOR THE
LARAMIE REGIONAL AIRPORT**

DESCRIPTION OF WORK

Laramie Regional Airport is soliciting statements of qualifications and experience from full-service engineering consultants. The consultant shall provide services as specified and defined in FAA Consolidated Advisory Circular 150/5100-14E (inclusive of Change 1), Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects. Projects contemplated include:

1. Rehab Taxiway A
2. Seal Coat & Mark Pavements
3. Reconstruction of Commercial Apron
4. Rehab Taxiway B
5. Runway Extension
6. Hangar Build
7. DBE, ACDBE Administration
8. Parking Lot and Entrance Road Improvements
9. Assistance in providing best practices for airspace management and necessary airport infrastructure improvements to support increased unmanned aircraft systems development at the airport while preserving full airspace capabilities.
10. Assistance with Other Federally, State, and Non-federally Funded Projects as Requested

Only firms having recent similar experience on airport projects should respond.

Federal funds will be used to accomplish most of the new improvements at the Airport. The Airport will conduct an open engineering selection process in accordance with FAA Consolidated Advisory Circular 150/5100-14E (inclusive of Change 1). The consultant shall have experience working under the guidance of the Federal Aviation Administration (FAA) and have knowledge of all current environmental and other project related requirements.

CONTRACT TIME

The contract awarded, if any, to the selected consultant will be for a period of five years. The work will be accomplished over the course of several grant projects. The Airport reserves the right to terminate the contract or consultant services at any time during the term of the contract. The selected consultant will be required to enter into a contract with Laramie Regional Airport within four (4) weeks of selection.

INCURRING COSTS

The Airport is not liable for any cost incurred by the consultant in the preparation of the statement of qualifications and interview, if interviews are conducted.

SUBMITTAL REQUIREMENTS

The consulting firm must submit a detailed qualification statement that meets the requirements as set forth in this RFQ. Six (6) printed copies and one electronic version of the completed submittal in a .pdf format is required (the electronic .pdf should be submitted on a jump drive with the written submittal). The Airport is not requesting elaborate or special brochures to be provided. The submittal should be clear and concise, not exceeding 30 pages. The submittal shall include, at a minimum, the following, and shall be submitted in this order:

- A. A list of related airport projects that the consultant has completed in the last 5 years. Identify the start and end date of each project, and the owner or sponsor's contact person and telephone numbers.
- B. A detailed description of the planned utilization of local firms, if the consulting firm is not local (engineering, soil testing, construction administration, Q/C, surveying, etc.), including a contact person(s) and telephone number(s).
- C. A current resume for professional persons who would be working on the Airport projects, which includes a description of qualifications, skills and responsibilities. The list needs to include the facility planner, facility architect, environmental planner, project manager, design engineer, resident engineer, and administrative/financial staff.
- D. A description of your firm's capacity to accomplish projects: 1) on a tight time schedule; 2) that overlap; and 3) where multiple projects are undertaken simultaneously. Provide examples if available.
- E. The names of the person(s) authorized to represent the consultant in negotiation and signing of any contract that may result.
- F. Information on your firm's ability to meet project DBE goals.
- G. The location of the firm's home office and the locations where the work would likely be performed. Further, describe how the on-site work would be staffed and the office location, i.e., field survey, project management, construction inspection and management, and materials testing.
- H. Your firm's experience in working with the Federal Aviation Administration, particularly the Northwest Mountain Region and the Denver ADO. Indicate the type of work your

firm has completed (environmental, design, construction administration, PFC, airspace analysis, etc.) and the FAA regions/district offices where this work has been completed.

SELECTION AND EVALUATION PROCEDURES

The selection process shall be in accordance with Chapter 2, Procedures for Selection of Consultants, FAA Consolidated Advisory Circular 150/5100-14E (inclusive of Change 1). Additionally, contracts will be subject to the provisions of Executive Order 11246 (Affirmative action to Ensure Equality Employment Opportunity) and to the provisions of Department of Transportation Regulations 49 CFR Part 23 (Disadvantaged Business Enterprise Participation) and 49 CFR Part 30 (Foreign Trade Restriction Clause). A Selection Committee will be appointed to evaluate the submittals received. The Selection Committee will review all submittals, evaluate required criteria, and prepare a consultant short list. The Selection Committee may conduct either phone interviews or oral on-site interviews to complete the consultant selection process; however, the Selection Committee reserves the right to make a selection based solely upon the submittals received.

Each of the criteria listed under Selection Criteria and Rating will be evaluated by the Committee on how fully each submittal meets the requirement for the purpose of ranking. Possible points are shown on each criterion to indicate the weighted value of the items. Each Selection Committee member will total the results of all criteria to determine the score of each member. The consultant with the highest overall score from the entire panel combined will be given the greatest consideration for the first negotiations.

SELECTION CRITERIA AND RATING

1. Detail and completeness of the submittal and overall quality of the response (5 points).
2. The past performance record and qualifications of the firm and the individuals involved, verifiable through references and resumes on similar projects. This includes identifying staff with experience in airport improvement projects and airport projects that include examples of facility layout, environmental issues as they relate to the contemplated projects, PFC, DBE, and CIP preparation, complex airport design, construction management, and surveying (20 points).
3. Completion of airport projects similar to the Airport's future CIP (25 points).
4. Experience working with the Federal Aviation Administration (10 points).
5. The size of the firm and experience of managing similar airport projects (5 points).
6. Firm's plan and ability to meet DBE goals (5 points).
7. Firm's planned utilization of local companies (15 points).

8. Firm's organizational structure as it relates to the Airport (i.e., project team, use of sub-consultants, office location where LAR work will be accomplished, etc.) (15 points).

SELECTION

If the Selection Committee cannot make a clear choice of the best consultant based upon RFQ responses, then the top ranked firm or firms would be asked to make an oral presentation to the Committee. The final selection recommendation will be made following review and ranking of the submitted RFQ's and interviews (if required). After the selection of a consultant, task orders for each project will be prepared as appropriate and applicable based upon a negotiated scope of work and final price. In the event the Airport and the consultant are unable to negotiate a final price for consulting services, the Airport shall have the right to negotiate with other consultants of the Airport's choice.

PROJECT INQUIRIES

Questions regarding the scope or content of the RFQ should be directed to Tamie Wick, Airport Accounting Manager, 307.742.4164, or e-mail at: twick@flylaramie.com. Airport tours will not be granted as they will not be necessary for preparation of the firm's Statement of Qualifications.

ICC Cybersecurity Advanced Professional Services Agreement

**ICC
Cybersecurity Advanced Professional Services Agreement**

This Professional Services Agreement (this "Agreement"), dated as of April 9th, 2025 (the "Effective Date"), is by and between Integrated Computer Consulting, Inc. ("ICC") and Laramie Regional Airport ("Client" and together with ICC, the "Parties", and each a "Party").

1. Services.

- (ICC shall perform for Client the Cybersecurity Assessment described in the attached **Exhibit A** (the "Assessment").
- (ICC shall provide to Client the services described in the attached **Exhibit B**, as may be amended from time as agreed upon in writing between ICC and Client (the "Services").

2. ICC Obligations. ICC shall:

- 2.1 Provide the Services pursuant to the terms of this Agreement.
- 2.2 Designate a primary contact to act as its authorized representative with respect to all matters pertaining to this Agreement (the "ICC Contract Manager").
- 2.3 Maintain complete and accurate records relating to the provision of the Services under this Agreement.

3. Client Obligations. Client shall:

- 3.1 Designate one of its employees to serve as its primary contact with respect to this Agreement and to act as its authorized representative with respect to matters pertaining to this Agreement (the "Client Contract Manager"), with such designation to remain in force unless and until a successor Client Contract Manager is appointed.
- 3.2 Require that the Client Contract Manager respond promptly to any reasonable requests from ICC for instructions, information, or approvals required by ICC to provide the Services.
- 3.3 Cooperate with ICC as reasonably required to enable ICC to provide the Services.

4. Fees and Expenses.

4.1 In consideration of the provision of the Assessment and/or of the Services, as the applicable case may be, Client shall pay the following fees, which fees may be amended from time to time by ICC upon not less than a thirty (30) day notice by ICC to Client.

(a) Cybersecurity Assessment: \$0 (the "Assessment Fee").

(b) The Services: \$2625 per month (10 devices) as of the Effective Date (the "Base Fee"). In addition to the Base Fee, a monthly device fee will be charged for each additional device after the Effective Date (the "Additional Device Fee").

(c) Fees, other than the Base Fee and the Additional Device Fee, if any, as further described in Exhibit B.

(d) Project work, meaning work performed by ICC outside of the Assessment or the Services or upon the termination of this Agreement in order to offboard Client, shall be billed at ICC's then

applicable standard hourly rate, which "Hourly Fee" shall be in addition to, as applicable, the Assessment Fee, Base Fee, and Additional Device Fee.

(e) The Assessment Fee, Base Fee, and/or any Hourly Fee shall not include the cost of any parts, equipment, or shipping charges, the cost of any third party support or incident fee, the cost of software, software licensing, or software renewal or upgrades, the cost of hosting services or hosted services (for example, email, telephony, or offsite backup), the cost of cabling, equipment relocation, database changes or upgrades, or any similar or related costs not specifically contemplated by Exhibit A or Exhibit B (together, "Additional Costs"). Any Additional Costs shall be paid by Client, as invoiced, in accordance with this Section 4.

4.2 Fees shall be due and payable within thirty (30) days of receipt of an invoice by Client from ICC.

4.3 Client shall be responsible for all sales, use and excise taxes, and any other similar taxes, duties and charges of any kind imposed by any federal, state or local governmental entity on any amounts payable by Client hereunder; and to the extent ICC is required to pay any such sales, use, excise, or other taxes or other duties or charges, Client shall reimburse ICC in connection with its payment of the same. Notwithstanding the previous sentence, in no event shall Client pay or be responsible for any taxes imposed on, or regarding, ICC's income, revenues, gross receipts, personnel, or real or personal property or other assets.

4.4 Except for invoiced payments that the Client has successfully disputed, all late payments shall bear interest at the rate of five percent (5%) per month. Client shall also reimburse ICC for all reasonable costs incurred in collecting any late payments, including, without limitation, attorneys' fees. In addition to all other remedies available under this Agreement or at law (which ICC does not waive by the exercise of any rights hereunder), ICC shall be entitled to suspend the provision of any Services if the Client fails to pay any undisputed fees when due hereunder and such failure continues for thirty (30) days following written notice thereof.

5. Limited Warranty and Limitation of Liability.

5.1 ICC warrants that it shall perform the Assessment and /or the Services:

(a) In accordance with the terms and subject to the conditions set out in Exhibit A and/or Exhibit B and this Agreement;

(b) Using personnel of required skill, experience, and qualifications;

(c) In a timely, workmanlike, and professional manner in accordance with generally recognized industry standards for similar services.

5.2 ICC's sole and exclusive liability and Client's sole and exclusive remedy for breach of this warranty shall be as follows:

(a) ICC shall use reasonable commercial efforts to promptly cure any such breach; provided, that if ICC cannot cure such breach within a reasonable time (but no more than ten (10) days) after Client's written notice of such breach, Client may, at its option, terminate this Agreement by serving written notice of termination.

(b) In the event this Agreement is terminated pursuant to Section 5.2(a), ICC shall, within thirty (30) days after the effective date of termination, refund to Client any fees paid by the Client as of the date of termination for the Services less a deduction equal to the fees for the Services up to and including the end of the calendar month in which Client terminated this Agreement.

(c) The foregoing remedy shall not be available unless Client provides written notice of such breach within ten days after the onset of such breach.

5.3 The Assessment and the Services provided by ICC are not intended to replace Client's own internal processes for maintaining the health and security of its network and devices, and for implementing any recommendations made by ICC as a result of the Assessment or in the performance of the Services.

5.4 ICC MAKES NO WARRANTIES EXCEPT FOR THAT PROVIDED IN SECTION 5.1. ALL OTHER WARRANTIES, EXPRESS AND IMPLIED, ARE EXPRESSLY DISCLAIMED.

6. **Personally Identifiable Information and Protected Health Information.** To the extent that ICC will receive Protected Health Information ("PHI") from client in order to perform the Assessment or to provide the Services, Client shall provide ICC with a business associate agreement compliant with the provisions of the Health Insurance Portability and Accountability Act and any related or otherwise applicable federal or state law or regulation, which business associate agreement shall govern ICC's use, retention, and protection of such PHI. To the extent that ICC will receive personally identifiable information ("PII"), as such term is defined in applicable federal and state law and regulation, ICC shall take those steps reasonably necessary to protect such PII in accordance with applicable law and regulation.

7. **Confidentiality.** From time to time during the Term of this Agreement, either Party (as the "Disclosing Party") may disclose or make available to the other Party (as the "Receiving Party"), non-public, proprietary, and confidential information of Disclosing Party that, if disclosed in writing or other tangible form is clearly labeled as "confidential," or if disclosed orally, is identified as confidential when disclosed and within five days thereafter, is summarized in writing and confirmed as confidential ("Confidential Information"); provided, however, that Confidential Information does not include any information that: (a) is or becomes generally available to the public other than as a result of Receiving Party's breach of this Section 7; (b) is or becomes available to the Receiving Party on a non-confidential basis from a third-party source, provided that such third party is not and was not prohibited from disclosing such Confidential Information; (c) was in Receiving Party's possession prior to Disclosing Party's disclosure hereunder; or (d) was or is independently developed by Receiving Party without using any Confidential Information. The Receiving Party shall: (x) protect and safeguard the confidentiality of the Disclosing Party's Confidential Information with at least the same degree of care as the Receiving Party would protect its own Confidential Information, but in no event with less than a commercially reasonable degree of care; (y) not use the Disclosing Party's Confidential Information, or permit it to be accessed or used, for any purpose other than to exercise its rights or perform its obligations under this Agreement; and (z) not disclose any such Confidential Information to any person or entity, except those who need to know the Confidential Information to assist the Receiving Party, or act on its behalf, to exercise its rights or perform its obligations under this Agreement.

If the Receiving Party is required by applicable law or legal process to disclose any Confidential Information, it shall, prior to making such disclosure, use commercially reasonable efforts to notify Disclosing Party of such requirements to afford Disclosing Party the opportunity to seek, at Disclosing Party's sole cost and expense, a protective order or other remedy.

If the Receiving Party has actual or constructive notice that any unauthorized person may have obtained access to the Confidential Information of the Disclosing Party, the Receiving Party shall (i) promptly notify the Disclosing party in writing of all known details related to the unauthorized use, and (ii) take those steps reasonably necessary to stop any such unauthorized access or use.

8. **Term, Termination, and Survival.**

8.1 This Agreement shall commence as of the Effective Date and shall continue until the completion of the Assessment or, in the case of the Services, thereafter for a period of eighteen months (the "Initial Term"), or as otherwise set forth in Exhibit B, as may be amended, and shall automatically renew for successive one year periods and/or for the period associated with specific Services as set forth in Exhibit B

(each a "Renewal Term," and together, the "Term") unless thirty day written notice is provided to terminate pursuant to this Agreement.

8.2 Either Party may terminate this Agreement, effective upon written notice to the other Party (the "Defaulting Party"), if the Defaulting Party materially breaches this Agreement, and the Defaulting Party does not cure such breach within ten (10) days after receipt of written notice of such breach, or such material breach is incapable of cure.

8.3 ICC may terminate this Agreement before the expiration date of the Term on written notice if Client fails to pay any amount when due hereunder: (a) and such failure continues for thirty (30) days after Client's receipt of written notice of nonpayment; or (b) Client fails to pay any amount due hereunder when due more than two times in any twelve month period.

8.4 The rights and obligations of the Parties which, by their nature, should survive termination or expiration of this Agreement, will survive any such termination or expiration of this Agreement.

9. Limitation of Liability.

9.1 IN NO EVENT SHALL ICC BE LIABLE TO CLIENT OR TO ANY THIRD PARTY FOR ANY LOSS OF USE, INCLUDING LOSS DUE TO RANSOMWARE, REVENUE OR PROFIT, OR LOSS OF DATA OR DIMINUTION IN VALUE, OR FOR ANY CONSEQUENTIAL, INCIDENTAL, INDIRECT, EXEMPLARY, SPECIAL, OR PUNITIVE DAMAGES WHETHER ARISING OUT OF BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), OR OTHERWISE, REGARDLESS OF WHETHER SUCH DAMAGE WAS FORESEEABLE AND WHETHER OR NOT CLIENT HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, AND NOTWITHSTANDING THE FAILURE OF ANY AGREED OR OTHER REMEDY OF ITS ESSENTIAL PURPOSE.

9.2 IN NO EVENT SHALL ICC'S AGGREGATE LIABILITY ARISING OUT OF OR RELATED TO THIS AGREEMENT, WHETHER ARISING OUT OF OR RELATED TO BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), OR OTHERWISE, EXCEED ONE TIMES THE AGGREGATE AMOUNTS PAID OR PAYABLE TO ICC PURSUANT TO THIS AGREEMENT IN THE TWELVE MONTH PERIOD PRECEDING THE EVENT GIVING RISE TO THE CLAIM.

10. Entire Agreement. This Agreement, including and together with Exhibit A and Exhibit B, in each case as applicable, constitutes the sole and entire agreement of the Parties with respect to the subject matter contained herein, and supersedes all prior and contemporaneous understandings, agreements, representations and warranties, both written and oral, regarding such subject matter.

11. Notices. All notices, requests, consents, claims, demands, waivers and other communications under this Agreement (each, a "Notice", and with the correlative meaning "Notify") must be in writing and addressed to the other Party at its address set forth below (or to such other address that the receiving Party may designate from time to time in accordance with this Section). Except as otherwise provided in this Agreement, a Notice is effective only on receipt by the receiving Party.

If to ICC:

760 Whalers Way, Building B Suite 200, Fort Collins, CO 80525

Kirk Bane, President, KirkBane@iccusa.net

If to Client:

, , Laramie, Wyoming

Amy Terrell, Airport Director, aterrell@flylaramie.com

12. **Severability.** If any term or provision of this Agreement is found by a court of competent jurisdiction to be invalid, illegal or unenforceable in any jurisdiction, such invalidity, illegality or unenforceability shall not affect any other term or provision of this Agreement or invalidate or render unenforceable such term or provision in any other jurisdiction. Upon a determination that any term or provision is invalid, illegal or unenforceable, the Parties shall negotiate in good faith to modify this Agreement to effect the original intent of the Parties as closely as possible in order that the transactions contemplated hereby be consummated as originally contemplated to the greatest extent possible.

13. **Amendments.** No amendment to or modification of or rescission, termination or discharge of this Agreement is effective unless it is in writing, identified as an amendment to or rescission, termination or discharge of this Agreement and signed by an authorized representative of each Party.

14. **Waiver.** No waiver by any Party of any of the provisions of this Agreement shall be effective unless explicitly set forth in writing and signed by the Party so waiving. Except as otherwise set forth in this Agreement, no failure to exercise, or delay in exercising, any right, remedy, power or privilege arising from this Agreement shall operate or be construed as a waiver thereof, nor shall any single or partial exercise of any right, remedy, power or privilege hereunder preclude any other or further exercise thereof or the exercise of any other right, remedy, power or privilege.

15. **Assignment.** Client shall not assign, transfer, delegate or subcontract any of its rights or delegate any of its obligations under this Agreement without the prior written consent of ICC. Any purported assignment or delegation in violation of this Section 15 shall be null and void. No assignment or delegation shall relieve the Client of any of its obligations under this Agreement. ICC may assign any of its rights or delegate any of its obligations to any affiliate or to any person acquiring all or substantially all of ICC's assets without Client's consent.

16. **Successors and Assigns.** This Agreement is binding on and inures to the benefit of the Parties to this Agreement and their respective permitted successors and permitted assigns.

17. **Relationship of the Parties.** The relationship between the Parties is that of independent contractors. Nothing contained in this Agreement shall be construed as creating any agency, partnership, joint venture or other form of joint enterprise, employment or fiduciary relationship between the parties, and neither party shall have authority to contract for or bind the other party in any manner whatsoever.

18. **Non-Solicitation.** During the Term of this Agreement and for a period of twelve (12) months thereafter, neither party shall, directly or indirectly, in any manner solicit or induce for employment any person who performed any work under this Agreement who is then in the employ of the other party. A general advertisement or notice of a job listing or opening or other similar general publication of a job search or availability to fill employment positions, including on the internet, shall not be construed as a solicitation or inducement for the purposes of this Section 18, and the hiring of any employee or independent contractor who freely responds thereto shall not be a breach of this Agreement.

19. **No Third-Party Beneficiaries.** This Agreement benefits solely the Parties to this Agreement and their respective permitted successors and assigns and nothing in this Agreement, express or implied, confers on any other Person any legal or equitable right, benefit or remedy of any nature whatsoever under or by reason of this Agreement.

20. **Choice of Law.** This Agreement and all related documents, and all matters arising out of or relating to this Agreement, whether sounding in contract, tort, or statute are governed by, and construed in accordance with, the laws of the State of Colorado, without giving effect to the conflict of laws provisions thereof to the extent such principles or rules would require or permit the application of the laws of any jurisdiction other than those of the State of Colorado.

21. Choice of Forum. Each Party irrevocably and unconditionally agrees that it will not commence any action, litigation or proceeding of any kind whatsoever against the other Party in any way arising from or relating to this Agreement in any forum other than the federal or state courts sitting in Colorado. Each Party irrevocably and unconditionally submits to the exclusive jurisdiction of such courts.

22. WAIVER OF JURY TRIAL. EACH PARTY ACKNOWLEDGES THAT ANY CONTROVERSY THAT MAY ARISE UNDER THIS AGREEMENT, INCLUDING EXHIBITS, SCHEDULES, ATTACHMENTS, AND APPENDICES ATTACHED TO THIS AGREEMENT, IS LIKELY TO INVOLVE COMPLICATED AND DIFFICULT ISSUES AND, THEREFORE, EACH SUCH PARTY IRREVOCABLY AND UNCONDITIONALLY WAIVES ANY RIGHT IT MAY HAVE TO A TRIAL BY JURY IN RESPECT OF ANY LEGAL ACTION ARISING OUT OF OR RELATING TO THIS AGREEMENT, INCLUDING ANY EXHIBITS, SCHEDULES, ATTACHMENTS OR APPENDICES ATTACHED TO THIS AGREEMENT, OR THE TRANSACTIONS CONTEMPLATED HEREBY.

23. Counterparts. This Agreement may be executed in counterparts, each of which is deemed an original, but all of which together are deemed to be one and the same agreement. A signed copy of this Agreement delivered by email, or other means of electronic transmission is deemed to have the same legal effect as delivery of an original signed copy of this Agreement.

24. Force Majeure. No Party shall be liable or responsible to the other Party, or be deemed to have defaulted under or breached this Agreement, for any failure or delay in fulfilling or performing any term of this Agreement (except for any obligations of the Client to make payments to ICC hereunder), when and to the extent such failure or delay is caused by or results from acts beyond the impacted party's reasonable control, including, without limitation, the following force majeure events: government order, law, or actions; national or regional emergency; telecommunication breakdowns, power outages or shortages.

The Impacted Party shall give notice within two days of the Force Majeure Event to the other Party, stating the period of time the occurrence is expected to continue. The Impacted Party shall use diligent efforts to end the failure or delay and ensure the effects of such Force Majeure Event are minimized. The Impacted Party shall resume the performance of its obligations as soon as reasonably practicable after the removal of the cause. In the event that the Impacted Party's failure or delay remains uncured for a period of thirty consecutive days following written notice given by it under this Section 24, the other Party may thereafter terminate this Agreement upon ten days' written notice.

25. Sovereign Immunity. The Laramie Regional Airport Board does not waive sovereign immunity by entering into this Agreement, and specifically retains immunity and all defenses available to it as sovereigns pursuant to Wyo. Stat. Ann. 1-39-104(a) and all other state law.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the Effective Date by their respective duly authorized officers.

Laramie Regional Airport Joint Powers Board

By _____

Date: _____

Name: Malea Brown

Title: Board Chair

INTEGRATED COMPUTER CONSULTING, INC.

By  _____

Date: 4/9/25 _____

Name: Kirk Bane

Title: President/CEO

**EXHIBIT A
CYBERSECURITY ASSESSMENT**

ICC shall collect and analyze the following information about the Client's IT network in order to assess the network's health and security status, and in order to determine potential cybersecurity risks. Upon completion of the Cybersecurity Assessment, ICC shall provide Client with detailed findings and recommendations to maintain the health of Client's IT network, minimize risks, and strengthen network defenses against cyber-attack and other security breaches. The Cybersecurity Assessment will describe and include both suggestions on steps that Client may directly implement together with additional services that ICC provides. The Assessment will be prepared in harmony with the NIST (U.S. National Institute of Standards and Technology) Cybersecurity Framework, which is generally regarded as among the best guides to managed security.

THIS CYBER SECURITY ASSESSMENT CONFIDENTIALITY AGREEMENT ("Agreement"), is entered into between ICC ("Consultant") and Laramie Regional Airport ("Company"). Company hereby gives Consultant permission to collect and analyze certain information about Company's IT network in order for Consultant to prepare an IT assessment (the "Assessment") for the purpose of discussing the results and findings with the authorized representatives of the Company. As a condition to such information being furnished, Consultant agrees to treat any nonpublic information gathered during the Assessment in accordance with the terms of this Agreement as follows:

- 1. Confidential Information. The term "Confidential Information" as used in this Agreement shall mean any and all data and materials gathered and discovered by Company during the Assessment for the purposes of providing an analysis of the health of Company's IT network. Confidential Information includes all network data as well as any operational, economic or financial information of any nature whatsoever which has been or may be provided or disclosed by the Company or discovered by the Consultant's IT auditing tools during the Assessment. Confidential Information does not include information which at the time of disclosure or discovery is in the public domain or information which later becomes part of the public domain through no act or omission of Consultant; information which the Consultant can demonstrate was in its lawful possession prior to disclosure by the Company, or discovery; and information to the best of Consultant's knowledge, it did not acquire on a confidential basis either directly or indirectly from Company or its audit tools.**
- 2. Disclosure and Use of Confidential Information. Consultant agrees to keep confidential the discussions with the Company concerning the Assessment or any other transactions in connection with the Assessment and shall not, without Company's permission, disclose to any third party, firm, corporation, or entity such Confidential Information. Consultant shall limit the disclosure of Company's data and business information to only those persons associated with the Consultant that are reasonably necessary to evaluate the Confidential Information. Company shall use the Confidential Information only for the purpose of its analysis of the health of Company's IT network and the Assessment that is being prepared for Company and will not make any other use, in whole or in part, of any of Confidential Information without the prior written consent of the Company.**
- 3. Return of Documents. Consultant agrees to return any and all Confidential Information disclosed by Company upon written request, without retaining any copy or duplicate thereof, and shall within a reasonable period of time after completion of the Assessment, destroy all electronic, written, printed or other material or information derived from the Confidential Information.**
- 4. Governing Law. The validity and interpretation of this Agreement shall be governed by the laws of State of Colorado.**
- 5. No Other Agreement. It is expressly understood that this Agreement is not and shall not be construed as any form of a letter of intent or agreement to enter into any business relation other than to provide**

Company with the Assessment. This Agreement shall not constitute any commitment or obligation on the part of Company to enter into any other specific contractual arrangement of any nature whatsoever.

6. No Representation or Warranties. Company does not make any representations or warranties as to the accuracy, completeness or fitness for a particular purpose of any information, including the Confidential Information that it is furnishing and it is further understood and agreed that Consultant shall not have any liability or responsibility resulting from use of such information so furnished or otherwise provided.

IN WITNESS WHEREOF, the Parties hereto have entered into this Agreement on April 9th, 2025.

Laramie Regional Airport Joint Powers Board

ICC

Name: Malea Brown

Name: Kirk Bane

Board Chair

President

Signature: _____

Signature:  _____

Date: _____

Date:  _____

EXHIBIT B
THE SERVICES

Consultant agrees to undertake and perform the following Services (hereinafter collectively referred to as the "Services") to Company:

Professional Services

Description	Frequency	Included
Document software and hardware changes	As performed	YES
Document IT infrastructure and environment	Ongoing	YES
Scheduled QCR's	Ongoing	YES
Technology solution design & development	As needed	YES
I.T. Roadmap	As needed	YES

Server(s) Management

Manage Servers	Ongoing	YES
Monitor all server services	Ongoing	YES
Install Service Packs, Patches and Hot fixes	As needed	YES
Check event log of every server and identify any potential issues	As things appear	YES
Monitor hard drive free space on server	Ongoing	YES
Monitor Active Directory replication	As needed	YES
Check print queues	As needed	YES
SQL server management	As needed	YES
Reboot servers if needed	As needed	YES
Run defrag and chkdsk on all drives	As needed	YES
Scheduled off time server maintenance	As needed	YES
Determine logical directory structure, implement, map, and detail	As needed	YES
Setup and maintain user and computer security groups	As needed	YES
Check status of backups	Ongoing	YES
Alert Client to dangerous conditions (Memory running low, hard drive showing sign of failure, hard drive disk space, controllers losing interrupts, network cards report unusual activity)	As needed	YES
Restore accidentally deleted files from backup	As needed	YES

Clean and prune directory structure, keep efficient and active	As needed	YES
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Disaster Recovery Plan

Assist in developing a disaster recovery plan	As Needed	YES
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Device Management

Manage Desktops	Ongoing	YES
Manage Network Printers	Ongoing	YES
Manage Other Networked Devices	Ongoing	YES

Network Management

Check router logs	As needed	YES
Performance Monitoring/Capacity Planning	Ongoing	YES
Monitor router, switches and internet connectivity, and make sure everything is operational (available for SNMP manageable devices only)	Ongoing	YES

Security Management

Check firewall logs	As needed	YES
Confirm that antivirus virus definition auto updates have occurred	As needed	YES
Confirm that antispyware updates have occurred	As needed	YES
Confirm that backup has been performed	As needed	YES
Create new directories, shares and security groups, new accounts, disable/delete old accounts, manage account policies	As needed	YES
Permissions and file system management	As needed	YES
Set up new users including login restrictions, passwords, security, applications	As needed	YES
Set up and change security for users and applications	Ongoing	YES
Monitor for unusual activity among users	As needed	YES

Application Management

Ensure Microsoft Office Applications are functioning as designed	As needed	YES
Ensure Microsoft ActiveSync Applications	As needed	YES

Ensure Adobe Acrobat Applications are functioning as designed	As needed	YES
Ensure Veeam Backup Applications are functioning as designed	As needed	YES

Vendor Management

Manage the following vendor relationships:	As needed	YES
Phone, Telco & Internet	As needed	YES
Copiers	As needed	YES
Faxes & Scanners	As needed	YES
Web Site Designer & Hosting Company	As needed	YES
Proprietary Software Applications	As needed	YES

Additional Monthly Recurring Costs

Description	Qty	Monthly Total
Managed Antivirus	10	Included
On-site Backups		Included
Off-site and M365 Backups (1 TB)	1	250.00
Periodic Backup Restore Tests		
Microsoft 365 Licenses		221.60
SPAM Filtering / Email Encryption		45.00
Email Security & DNS Filter		
Network Multi-Factor Authentication	0	
Dark Web Monitoring, Phishing Test, and Cybersecurity Training		
Security Information and Event Management (SIEM)		
Penetration Testing (External: 1 /mo Internal: 1 /qtr)		
PC Setups		
8x8 Phone Support (User changes, call flow modifications, auto attendants, and greetings) (New hardware setup excluded)		