



March 23, 2026

Mr. Kevin Clement  
Mayor  
City of Thibodaux  
310 West 2<sup>nd</sup> Street  
Thibodaux, Louisiana 70301

RE: Airport Master Plan Update Fee Proposal

Dear Mayor Clement:

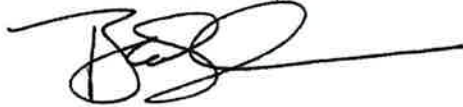
Thank you for your confidence in the Kutchins & Groh Team to prepare your Master Plan Update for the Thibodaux Municipal Airport. We are very excited about this opportunity and look forward to working with you towards the completion of a comprehensive document that sets out your vision for the future of the Airport.

We have worked closely with our associated firms to assemble a comprehensive scope document that will chart the course for this planning effort. As we have discussed, I am enclosing a copy of the scope of services and a fee proposal form for your review and approval. Based on this scope and our understanding of the requirements to accomplish your Master Plan, we propose and request your approval of the overall project for the lump sum fee of \$501,400.

I am including with this letter, the Task Order for your review and execution. Once you have the documents executed, please return them to me, and we'll prepare the required grant application documents for submission to the FAA and DOTD.

We are excited about this assignment and look forward to working closely with you on this important aviation project. On behalf of the entire **K&G Team**, let me again thank you for this opportunity.

Very Truly Yours,  
KUTCHINS & GROH, L.L.C.

A handwritten signature in black ink, appearing to read 'BK', with a long horizontal line extending to the right.

Bradley C. Kutchins, P.E.  
Managing Principal

Enclosure      Master Plan Scope of Services & Fee Proposal

**WORK AUTHORIZATION**

*The Project/Task, **Scope of Work** and Compensation set forth in this Work Authorization is a part of that certain Agreement dated October 22, 2024, between the City of Thibodaux and Kutchins & Groh, LLC. Unless otherwise specifically set forth herein, all other terms shall be as set forth in the Agreement.*

**1. Project/Task:**

Prepare an Airport Master Plan and Airports Geographic Information System (AGIS) Study

**2. Scope of Work:**

There has never been a Master Plan for the Thibodaux Municipal Airport; an Action Plan was completed in 1997. Since then, major changes to the aviation industry have occurred. To address these various changes and issues the Airport has decided it is in its best interest to develop a Master Plan for the airport. The airport master planning process can vary depending on the size, function and goals of the airport. The initial phase of this process involved the careful scoping of the project to identify the key issues for consideration during the planning process. The K&G Team has tailored the Master Plan to the specific needs and expectations of the Airport and to meet the requirements of the FAA and the State of Louisiana. The scope of work, as outlined by the Federal Aviation Administration (FAA) Advisory Circular (AC) 150/5070-6B, has been used to guide the project and will be tailored around the Airport's specific requirements.

The purpose of this effort is to

- Guide the orderly, timely, and logical development of the Airport
- Ensure the Airport continues to serve the aviation needs of the region
- Supports the continued growth of the region

The Goals of this planning process Include:

- Establish flexible plan
- Ensure operations and development are:
  - Safe
  - Secure
  - Efficient
  - Financially sound
  - Environmental sound
- Build consensus with key stakeholders

**· Phase I – Project Scoping and Negotiation**

The following tasks were completed after the initial selection was made in order to facilitate the start of the project.

**→ Task 1 – Scoping the Project**

The first step of this assignment is to ensure that the scope of work and time schedule for the study meet the expectations of the Thibodaux Municipal Airport. This includes a series of meetings with the Owner to assure all items to be addressed in the Master Plan will meet the Owner's expectation.

**→ Task 2 – Contract Negotiations & Schedule Development**

After the scope of work has been resolved, the K&G Team will submit a complete breakdown of cost and schedule for the Airport's approval. This is provided to finalize the project budget and schedule and prepare the required contract documents.

**→ Task 3 – Contract/Grant Management & Notice to Proceed**

Following completion of negotiations, The K&G Team will assist the Airport with the preparation of the grant application and administrative requirements in order to facilitate the receipt of the Federal funding and issuance of the Notice to Proceed.

**Phase II – Project Kickoff and Facility Assessment**

**→ Task 4 – Initial Strategy Session**

Under this task, the K&G Team will work with the Airport Staff, tenants and users to determine the goals and objectives to be addressed under the master planning process. This will include the establishment of a working tenant/user group. This group will serve as a sounding board for each of the working elements of the plan. We will rely upon the Airport Management to determine who will serve on this group.

This will include the establishment of standing committees that will set the framework of the planning process and serve as a sounding board for development concepts and plans throughout this assignment. There are three major stakeholder groups that will be involved: the Project Working Group (PWG); the Technical Advisory Committee (TAC); and, the Community Advisory Committee (CAC).

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### Project Working Group

The Project Working Group is the core management group made for the planning process. It will direct the entire preparation of the Master Plan. Its members include the Executive Director, his key staff, and the management group of the K&G Team. They will meet regularly throughout the term of the project to discuss issues, present work product, seek out comments and refine the process, as well as prepare for other technical, community and public meetings.

### Technical Advisory Committee

This group is a working tenant/user group and generally includes fixed base operators (FBO), concessionaires, Federal Aviation Administration personnel, and other tenants that operate at the Airport and have a vested interest in the development and improvement of the facility. This group will serve as a sounding board for each of the working elements of the plan. As the Airport Owner sees fit, other members can be added (i.e. state aviation officials, key government officials, parties with an interest in the Airport's future). We will rely upon the Airport Management to determine who will serve on this committee.

### Community Advisory Committee

This group is an additional working group made up of community officials, neighborhood representatives, and other key citizens. Its intent is to serve as a conduit to the community that can provide information and updates about the planning process. Presentations will be high-level information that present the process and goals without getting into the technical details. This committee often helps airports attain consensus in the community for future development plans.

Following this initial strategy meeting and throughout the planning process, regular meetings and communications between the Airport and the K&G Team will be critical to the success of the Master Plan development. Throughout the planning process, the PWG will meet to keep the project on track.

➔ **Task 5 – Existing Conditions and Issues**

After the goals and objectives are determined, the first step in the master planning process is the identification of the existing conditions. An inventory of pertinent data on the Airport, infrastructure, and airport related land uses will be accomplished. This effort will set the framework for development of the entire plan. The following tasks will be accomplished in support of this effort:

- Review prior planning studies and/or any studies currently being prepared to ensure incorporation of existing conditions.
- Inventory the Airport facility including runways, taxiways, aprons, airfield marking, lighting and signage; passenger and cargo buildings; general aviation buildings and areas, firefighting and federal facilities; aviation fuel and aircraft services systems; utilities systems; airport support facilities, etc.
- A Digital Orthographic Aerial Topographic Photo of the airport property will be produced. A digital orthophoto is a raster file in which the image has been converted from a perspective projection to an orthographic projection. This information will be used to produce contours for the Airport Layout Plan and to identify and locate existing and potential future penetrations to the Federal Aviation Regulation (FAR) 49 CFR Part 77 Surfaces. The element of work will be accomplished in accordance with the Federal Aviation Administration Advisory Circulars 150/5300-16, 17, & 18.
- The inventory of the Airport will include any Modification of Standards (MOS), as well as all existing conditions that do not meet current FAA design standards as per FAA AC 150/5300-13.

An analysis of the existing airspace and navigational aids will be accomplished during the inventory phase of the project. This will include discussions with the Airport staff and appropriate representatives of the FAA to ascertain the status of the existing infrastructure.

- **Airports Geographic Information System (AGIS)** - Over the course of many years, Airports, and the Federal Aviation Administration (FAA) have spent a significant amount of time and resources gathering data about runways, airport environments, and approaches through Airport Layout Plan (ALP) updates, 405 Surveys, NOAA surveys, obstruction charting, etc. With the continued advancements in technology and in support of the Agency's NEXGEN efforts, the FAA Airports Division has taken the lead in developing a single system that will result in electronic storage and update of ALP information as well as

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approach/obstruction survey work that potentially will improve existing minima and hopefully expedite the design and implementation of the new approach procedures that are an integral part of NEXGEN.

This process is known as an AGIS Survey. It includes the combination of some very high-quality aerial photogrammetry, ground surveying, extraction, and attribution of airport features (airfield pavement, lighting, buildings, etc.), and ultimate uploading of all of this data into the FAA's/NGS's computer system, where it is independently verified (due to its safety critical nature for approach design and implementation). Please refer to **Attachment One** to this document which includes the detailed steps associated with this effort.

### **Task 6 – Sustainability and Resiliency**

Aviation Users, the general public, and even politicians are increasingly demanding that airports do their part to reduce environmental impacts that negatively affect the environment. Among the ways to reduce environmental impacts is to build resiliency and sustainability into airport planning. Among the actions that an airport can take to foster sustainability are to continue its recycling programs, decrease solid waste generated by airport operations, decrease energy consumption, reduce noise impacts, reduce light pollution, limit the use of toxic substances, and reduce greenhouse gas emissions. Airports can increase their resiliency by preparing detailed plans for recovery from unforeseen events, such as hurricanes, windstorms, tornados, and flooding events. This involves recognizing potential threats and hazards and making the necessary adjustments to improve future protection efforts and risk reduction measures and planning for the maintenance of critical operating infrastructure during disruptive events. During all phases of the master planning process, the K&G Team will build resiliency and sustainability into every planning and design decision.

### **→ Task 7 – Aviation Demand Forecast**

The foundation of any Airport Development Program is based on a reasonable and defensible forecast of aviation demand. This task will examine past, existing and future levels of airport operations and develop a short-term (five-year), intermediate (10-year) and long-range (20-year) forecast of airport operations. The forecasts and determination of critical aircraft will be developed in accordance with FAA Advisory Circular 150/5000-17 *Critical Aircraft and Regular Use Determination* standards. The results of this task will be paramount in determining the elements to be included in the Airport's Capital Improvement Program (CIP). The forecast will take into consideration the existing forecast documents for the Airport and the latest (2023) FAA Terminal Area Forecast (TAF). The forecast and critical aircraft information will be submitted to the FAA for its comments and approval.

**Phase III – Implementation Planning**

**→ Task 8 – Requirements Analysis and Concepts Development**

This task will examine the existing airfield and facility components and determine the capability of the Airport to accommodate the forecasted air and landside demand. This will include the determination of critical design aircraft for the Airport. This will be determined in conjunction with the information obtained in the forecast task. Airport airside operating capability is determined and expressed in terms of Annual Service Volume. Factors which affect this include airfield configuration, aircraft operations, and availability of navigational aids. Available space, public access, parking, and the number of operators utilizing the facility will be considered in the determination of landside capacity. Each of these items will be analyzed and used in formulating proposed improvements.

As part of the airport development plan, the K&G Team will look at the surrounding community environment and develop concepts for development that will work with the surrounding residential and business community. This will involve zoning and infrastructure issues that will need to be identified and addressed. Land Use planning is an important part of developing an airport facility. Highest and best use of land needs to be analyzed and coordinated with all stakeholders. This effort will look at both aeronautical and non-aeronautical development and take into consideration all airport-owned property and facilities with a special emphasis on all facets of the existing facilities' contributions to the overall operation of the Airport. One of the primary goals of this project will be the identification of opportunities for the Airport to continue revenue generation from both aviation and non-aviation functions based at the Airport, which allows it to provide a strong, competitive facility for the airport users of South Louisiana.

**→ Task 9 – Airport Development Plan Implementation**

Following the inventory and analysis of the existing facilities, the next phase of the master planning process will result in the preparation of an Airport Development Plan. This document will be based on the needs and goals of the Airport as it progresses through the planning period. The plan will take into consideration the operational forecast, based aircraft, surrounding industry, and other factors influencing the airport operation. It will result in a Capital Improvement Program (CIP) which meets the goals and objectives of the Airport Owner and its users. The resulting CIP will include projects that are demand driven. It will focus on actual needs of the Airport, available resources, and activity levels. The K&G Team will prepare the CIP in sections based on the 5, 10, and 20-year planning horizons and include any new proposed development on the updated Airport Layout Plan.

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The 5-year CIP is a critical document to the Federal Aviation Administration. The FAA uses this document to plan for its annual Airport Improvement Program. The K&G Team will prepare this section of the Master Plan for submission to the FAA and Louisiana Department of Transportation and Development (LADOTD) Aviation for their review and approval as applicable. Improvements to existing infrastructure and construction of new facilities are typical projects, which can be included in the CIP. Additionally, projects which are funded by the FAA Technical Operations Branch, other entities, and locally funded projects will be included.

As part of this task, the Airport's CIP will include projects that may not be eligible for FAA funding. Working in coordination with the Forecast and Requirements Analysis/Concepts Development, the proposed projects will be scoped and delineated, and a proposed funding strategy will be part of the overall airport capital improvement program.

### **→ Task 10 – Financial Plan**

To implement any Master Plan, a sound financial/business plan is needed. This plan needs to look at a variety of financial avenues to move the Airport forward.

For all proposed Capital Improvements, a project-financing plan will be developed. This will result from a financial analysis of the economic feasibility of each project and will recommend proposed financial mechanisms to accomplish the goals of the Thibodaux Municipal Airport.

### **→ Task 11 – Environmental Procedures and Analysis (Environmental Overview)**

Any project accomplished on an airport is subject to Federal Aviation Administration Assurances and must receive environmental clearance from the funding agency, prior to initiating construction. For many facilities, this simply requires coordination with Federal, State and Local resource agencies (such as the Corps of Engineers, Fish and Wildlife Service, State Historic Preservation Offices, etc.) to ensure that their areas of interest are not compromised. Other environmental efforts can be more complex.

Under this task, the K&G Team will present a review and analysis of the potential environmental impacts that could occur from the development of the Thibodaux Municipal Airport. The purpose of this analysis is to identify potentially significant environmental issues. This defines critical resources that would need to be addressed in order to obtain an environmental determination from the Federal Aviation Administration. This determination could be in the form of a Categorical Exclusion from further environmental review or a decision to proceed with the preparation of an Environmental Assessment (EA) or an Environmental Impact Statement (EIS) for the proposed airport development. This task will follow and refer to FAA Order 5050.4B. This

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task will not result in the preparation of environmental approval documents such as the FAA Standard Operating Procedure SOP 5.1 for Categorical Exclusion Documentation, an Environmental Assessment or an Environmental Impact Statement.

### Phase IV – Master Plan Documents

#### ➔ Task 12 – Airport Plans

The Federal Aviation Administration requires all Airport Sponsors applying for Federal Assistance under the Airport Improvement Program to maintain a current Airport Layout Plan. Under this task, the K&G Team will update the complete set of Airport plans in accordance with the requirements set out in the Airport Design and Master Plan Advisory Circulars, AC 150/5300-13 & 150/5070-6B respectively and the Airport Layout Plan Checklist found in Appendix A of ARP SOP 2.00. The ALP will include the following sheets:

- **The Airport Layout Drawing** – depicts the airport boundaries, the landing area configurations, and the areas reserved for landside facilities, navigational facilities, and approach and runway clear zones. This document will show the layout of both existing and planned facilities in two separate sheets (Existing Airport Layout Drawing and Future Airport Layout Drawing). Additionally, it will identify any approved modifications to FAA Airport Design Standards, including both proposed and planned modifications to standards, such as the use of declared distances for airport design.
- **The Airport Airspace Drawing** – provides a plan view of the Part 77 airport surfaces surrounding the aerodrome based on the ultimate runway lengths. Additionally, the drawing will provide small scale profiles of the ultimate approach surfaces as well as available obstruction data. The information included on this document is vital to both the airport operator and the FAA in developing approaches and procedures for the airport.
- **The Inner Portion of the Approach Surface Drawing** – depicts both the plan and profile view of the inner portion of the approach to each runway. This is usually limited to the area out to where the Part 77 approach surface reaches 100 feet height above the runway end. This document is utilized in the planning and implementation of existing and new approaches to the airport.
- **The Terminal Area Drawing** – depicts the various terminal area components and their relationships. This drawing will be useful in the planning related to and management of the passenger terminal complex, maintenance and cargo facilities, general aviation and fixed based operators (FBO) facilities, commercial and industrial areas, and other facilities in the airport boundary. Separate large-

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scale drawings can be drawn for important elements, such as terminal building areas, cargo building areas, and hangar areas.

- **The Land Use Drawing** – depicts existing and recommended use of all land within the ultimate Airport property line (on-airport) and in the vicinity of the Airport (off-airport to at least the 65 DNL noise contour). This drawing provides Airport Management with a plan for leasing revenue-producing areas on the Airport. It also provides guidance to local authorities for establishing appropriate zoning in the vicinity of the Airport.
- **The Runway Departure Surfaces Drawing** – depicts departure surfaces for each runway end that is designated primarily for instrument departures. It includes both a plan and profile view of the terrain and any obstacles that occur in the first 10,200 feet beyond the runway threshold for the 40:1 departure surface and 50,000 feet for the 62.5:1 departure surface. (The 62.5:1 surface is only applicable to instrument runways serving air carrier aircraft.) This document is also utilized in the planning and implementation of existing and new approaches to the Airport.
- **The Airport Property Map** – is a drawing, which provides the Airport with an invaluable tool for managing its property. It depicts each tract of land owned by the airport and documents how it was acquired. This is extremely important with respect to the property, which is obligated by the FAA Grant Assurances. Both the Airport and the FAA use this document for analyzing the current and future aeronautical uses of airport land. (Property map information data to be provided by the airport.) As a part of the Airport Property Map Development, The Airport's Exhibit A will be updated and submitted to the FAA in accordance with the FAA SOP 3.00 requirements.

To update the existing Exhibit A to the current SOP 3.00 requirements, K&G will provide a checklist (from Appendix A in this SOP), Plan sheet(s) including items identified on the checklist, and backup documentation (land descriptions, sponsor certifications, or title opinions, if necessary, etc.), and add:

- Add a title block and label the document as "Exhibit A".
- Add a Parcel Data Table to include parcel information, including grantee (i.e., selling owner), type of interest acquired, acreage, public land record references (e.g., book and page, date of recording). For each property parcel, FAA project number (if acquired under a grant, Surplus Property Transfer, or AP 4 Agreement, if applicable), type of easement (e.g., clearing, avigation, utility, ROW, etc.), and date of FAA approval (if released).

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- Identify any Right of Way/ Easement on the Exhibit A.
- Update the existing legend to reflect changes and new additions.
- Add the following surfaces: Runway Protection Zone (RPZ), Runway Safety Areas (RSA), Runway Object Free Areas (ROFA), Building Restriction Line (BRL), other airport design surfaces (as necessary), and road rights-of-way.
- Update changes to any airport property, dated and amended as necessary.

This set of airport plans will be assembled following the preparation of the Development Plan so that we can ensure that all proposed development is included in the package submitted to the FAA for coordination and approval. The K&G Team will adhere to the specific guidelines for preparation of the Airport Layout Plan, which are contained in the FAA's Airport Design and Master Plan Advisory Circulars. After these documents are prepared, they will be submitted to the Airport for review and comment. Following the Airport's approval, a paper set will be submitted to the FAA Program Manager for initial review and comment. The K&G Team will incorporate the initial comments into the documents and submit for airspace review and approval, in accordance with the Agency's requirements. After the FAA completes its review and approval process, the K&G Team will prepare the required number of final ALPs and submit to the Airport and the FAA for signature and distribution. This will include up to three (3) sets of the full plan set to be distributed to the Airport, Federal, and State Agencies. The final submittal will include and be in accordance with a completed Airport Layout Plan Checklist, as required in Appendix A of ARP SOP 2.00.

### ✈ **Task 13 – Submit Draft Plan for Review and Comment**

Throughout the preparation of the Master Plan, the K&G Team will submit working papers for review by the Airport Staff and the FAA. This enables all involved parties to understand the direction of the plan from the onset. Following initial completion of the pertinent sections, a draft Master Plan will be prepared and submitted to the Airport for review and comment. It is expected that at this stage, the K&G Team will make presentations to the Airport Management and governing officials prior to holding a public meeting to present the draft document. Additionally, the K&G Team will provide the draft document to the FAA for review and comment. Up to five (5) sets of the draft Master Plan document will be prepared for distribution.

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### ✈ Task 14 – Revise Draft Master Plan

Following the review and comment period, the K&G Team, the Airport and the FAA will meet to review the comments and refine the document as appropriate. This will be accomplished in conjunction with the finalization of the Airport Layout Plan so that the approved ALP can be included in the final Master Plan.

### ✈ Task 15 – Submit Final Master Plan

The final document will be submitted to the Airport, its governing body, and the FAA for distribution to all interested parties. At this point, it may be appropriate to present the Master Plan at another public meeting. Many airports use this as an opportunity to show the public that the concerns and comments presented at the draft stage of the document were taken into consideration in the preparation of the final document. The K&G Team stands ready to provide this service should the Airport desire this additional public forum.

### ✈ Task 16 - Visual Representation

A summary document in the form of a brochure will be prepared. This will afford the opportunity for the Airport to share an executive summary with all interested parties. It will include a pictorial depiction of the airport and a narrative of the proposed development. Up to 200 copies are included in this proposal.

### ✈ Task 17 – General Project Management

This task will provide the coordination procedures to be followed throughout the Master Plan project, including the preparation of monthly progress reports; identification of key contact personnel in sponsor, agency, and consultant organizations; and the scheduling of periodic meetings for the purpose of (a) reviewing project progress, and (b) coordinating future project activities.

Additional activities accomplished under this task include:

- Project administration and coordination
- Management of the master schedule, work scope, and budget
- Managing sub-consultant work efforts including conducting quality control reviews of work products
- Determining priorities and responsibilities for the technical analyses
- Providing regular verbal progress reports to Airport staff
- Preparing monthly reports and invoices

## **Stakeholder Involvement**

The following tasks will provide the coordination of the various stakeholder groups meeting during the planning process. The objectives of this task are to involve the key stakeholders in the master planning process in an appropriate and meaningful fashion and to foster their understanding and, if possible, acceptance of the Master Plan recommendations.

### **→ Task 18 – Project/Client Coordination**

The foundation of any master planning process is best laid through effective communication between the planning team and its client. Towards that end, meeting and communication among this group is essential to the success of the planning process. In order to affect this success, we will establish a Project/Client coordination process. This coordination effort will serve as the backbone of the master planning process and will include the Executive Director, his key staff, and the consultant's core management group. We will meet and use this process as a mechanism for the Airport to direct the study, review work product, and coordinate the outcome of the project.

In support of this effort, the consultant will:

- Chair meetings associated with the coordination process
- Prepare briefing materials and visual aids as appropriate for the meetings
- Prepare a high-level written summary of key meetings recording the major decisions and action items
- Distribute the meeting notes

### **→ Task 19 – Technical and Community Advisory Committee Involvement**

These committees will serve as the technical sounding board and conduit to the surrounding community for the Master Plan team. Working with the Executive Director, we will develop the list of Technical Advisory (TAC) and Community Advisory Committee (CAC) members to be involved with these committees. Potential members of these committees could include representatives from the FAA, LADOTD, Parish Planning Commission, Public Works Department, other major tenants, representatives of local neighborhoods, the Airport, the Chamber of Commerce, and local colleges and universities as appropriate. We will rely upon the Executive Director to determine who is involved in these committees. They will meet at key points in the master planning process to review progress and technical work. Anticipated meetings include three TAC and two CAC meetings over the course of the planning process.

## **TASK ORDER TWO**

In support of this effort, the consultant will:

- Prepare a draft invitation letter and meeting schedule for distribution by the Airport to potential committee members. The letter will provide a description of the project and the purpose of the Committee.
- Facilitate meetings at key points in the study.
- Prepare a high-level written summary of each meeting recording the major comments, decisions, and action items
- Distribute the meeting notes

### **→ Task 20 – Conduct an Open House/Public Meeting**

Under this task, the K&G Team will assist the Airport in hosting an open house session with the public to present the master planning process. A presentation will be made to explain the goals and objectives of the Airport Development Plan and proposed capital improvements. It is during this public presentation that significant and substantive comments from the Airport Owners, users and public constituents can be gained.

The Airport will utilize its local media, newspaper, facebook presence, and public broadcasts of Commission efforts to communicate with the public. Additionally, advertisement of the Public Workshop/meeting to share the Draft MP with the community will occur on all platforms.

**Phase VI – Deliverables**

The following items will be delivered to the airport for its use and distribution:

- Draft Master Plan
- Final Master Plan
- Digital copy with PDF version of Master Plan at completion of project.

It is anticipated that the Master Plan will be divided into the following nine chapters. After each chapter is completed a draft set will be forwarded to the Airport for review and comment. Comments will be noted and the revised chapters will be forwarded to the Airport for inclusion in the overall Master Plan document. After all chapters are completed, the draft Master Plan will be compiled and circulated as shown in the task titled 'Submit Draft Plan for Review and Comment'. The final document will be completed as shown in the tasks titled 'Revise Draft Plan' and 'Submit Final Master Plan'.

Proposed Chapters of the Master Plan:

1. Introduction
2. Existing Conditions
3. Aviation Demand Forecasts
4. Facility Requirements
5. Development Alternatives
6. Recommended Development Plan
7. Environmental Overview
8. Financial Plan
9. Airport Layout Plan

**TASK ORDER TWO**

**3. Compensation:**

Compensation shall be based on a Lump Sum amount of \$501,400. Periodic monthly invoices based on the progress of the work will be submitted in accordance with the terms and conditions of the base agreement.

Dated as of \_\_\_\_\_, 2026

**THE CITY OF THIBODAUX**

By: \_\_\_\_\_  
Kevin R. Clement

Title: \_\_\_\_\_  
Mayor

**KUTCHINS & GROH, L.L.C.**

By: \_\_\_\_\_  
Bradley C. Kutchins, PE

Title: \_\_\_\_\_  
Managing Principal



**WORK AUTHORIZATION**

**1. Project/Task**

Compile and prepare the components of an Airports Geographic Information System (AGIS) in support of the Airport Master Plan

**2. Scope of Work:**

Over the course of many years, Airports and the Federal Aviation Administration (FAA) have spent a significant amount of time and resources gathering data about runways, airport environments, and approaches through Airport Layout Plan (ALP) updates, 405 Surveys, NOAA surveys, obstruction charting, etc. With the continued advancements in technology and in support of the Agency's NEXGEN efforts, the FAA Airports Division has taken the lead in developing a single system that will result in electronic storage and update of ALP information as well as approach/obstruction survey work that potentially will improve existing minima and hopefully expedite the design and implementation of the new approach procedures that are an integral part of NEXGEN. All of the efforts for this project will be accomplished in accordance with the following Advisory Circulars:

- AC 150/5300-16B – General Guidance and Specifications for Aeronautical Surveys: Establishment of Geodetic Control and Submission to the National Geodetic Survey
- AC 150/5300-17C – Standards for Using Remote Sensing Technologies in Airport Surveys (Consolidated to Include Change 1)
- AC 150/5300-18B – General Guidance and Specifications for Submission of Aeronautical Surveys to NGS: Field Data Collection and Geographic Information System (GIS) Standards

This process known as an AGIS Survey. It includes the combination of some very high-quality aerial photogrammetry, ground surveying, extraction and attribution of airport features (airfield pavement, lighting, buildings, etc.), and ultimate uploading of all of this data into the FAA's/NGS's computer system, where it is independently verified (due to its safety critical nature for approach design and implementation).

The following is the scope of services for this process at the Thibodaux Municipal Airport:

## Phase I – Establishment of Project with FAA and Start-up

This element of the task involves startup of the project, coordination with the Federal Aviation Administration (FAA), the National Geodetic Survey (NGS), and the establishment of the project in the FAA's AGIS program. It will include the following tasks:

- Create project in the FAA's Airport Data Information Portal (ADIP) database for the South Lafourche Airport;
- Develop the Statement of work that defines the project approach and required information to be documented for approval by FAA. This document will identify:
  - Details of image acquisition including aircraft, camera and image acquisition parameters
  - Details of project approach for survey control
  - Details of Survey Plan and Quality Control Plan including data collection and attribution parameters
  - Identify Features in FAA Advisory Circular 150/5300-18B required for the project
  - Coordinate with FAA

### Deliverables –

Survey and Quality Control Plan  
Remote Sensing Plan

## Phase II – Data Collection

After the FAA approves the statement of work and survey/control plans, the data acquisition phase can begin. This will include the following tasks:

- Establish ground control for mapping
- Perform ground survey of NAVAID and runway information
- Complete field collection of data attributes
- Supplement Aerial image acquisition from Master Plan project to be used for the data attribution and analyses
- Perform analytical aerotriangulation. This involves geo-referencing of imagery to ground survey data
- Submit photography and survey information to FAA/NGS for review and approval

Deliverables (provided to ADIP via uploads/submission of data)–

Aerial Imagery (submitted on hard drive)

Submit Required Survey Control Solutions

### Phase III – Data Analyses, Mapping, Airspace Analyses

This phase entails the utilization of the collected survey data and imagery to perform detailed analyses of the airport features, imagery, airspace, and vertically guided approaches. The steps of this element include:

- Detailed Airspace Analysis for vertically guided operations
- Analysis of collected data resulting in identification of any obstructions
- Collection of planimetric and terrain features
- Photogrammetric data attribution
- Continuation and completion of Field survey data attribution
- Construction of GIS data for upload (attach attributes to graphics in accordance with the FAA requirements (AC 150/5300 18B))
- Prepare and submit final report and documentation to AGIS for FAA/NGS review and approval

Deliverables (provided to AGIS via uploads/submission of data)–

Attributed data uploads

Final Report

Thibodaux Municipal Airport Master Plan Update

Task		Project Budget	% Complete	Previously Earned	Earned This Period	Total Earned	Previous %	Balance Remaining
	<b>Phase I: Project Scoping and Negotiation</b>							
1	Scoping the Project	\$ -	0.0%	\$ -	\$ -	\$ -		\$ -
2	Contract Negotiations & Schedule Development							
3	Contract/Grant Management & Notice to Proceed	\$ -						
	<b>Phase II: Project Kick-Off and Facility Assessment</b>							
4	Initial Strategy Session	\$ 11,150.78	0.0%	\$ -	\$ -	\$ -		\$ 11,150.78
	Establishment of Stakeholder Groups							
	Initial PWG, TAC, & CAC meetings							
	Initial FAA Coordination							
5	Existing Conditions & Issues	\$ 103,231.40	0.0%	\$ -	\$ -	\$ -		\$ 103,231.40
	Review Prior Planning Studies							
	Facility Inventory & Assessment							
	AGIS							
6	Sustainability & Resiliency	\$ 7,896.95		\$ -	\$ -	\$ -		\$ 7,896.95
7	Aviation Demand Forecasting	\$ 47,150.78	0.0%	\$ -	\$ -	\$ -		\$ 47,150.78
	<b>Phase III: Implementation Planning</b>							
8	Requirements Analysis and Concepts Development	\$ 14,276.74	0.0%	\$ -	\$ -	\$ -		\$ 14,276.74
	Requirements Analysis & Concept Development							
	Recommended Development Plan							
9	Airport Development Plan Implementation	\$ 24,635.53	0.0%	\$ -	\$ -	\$ -		\$ 24,635.53
	Alternatives							
	Land Use Development							
10	Financial Plan	\$ 35,765.31	0.0%	\$ -	\$ -	\$ -		\$ 35,765.31
	Financial Inventory & Assessment							
	Financial Capacity							
	Cost Estimating							
	Financial Feasibility							
	CIP							
11	Environmental Overview	\$ 8,295.81	0.0%	\$ -	\$ -	\$ -		\$ 8,295.81
	<b>Phase IV: Master Plan Documents</b>							
12	Airport Layout Plan with Exhibit A	\$ 79,816.89	0.0%	\$ -	\$ -	\$ -		\$ 79,816.89
13 - 14	Draft Master Plan	\$ 27,265.31	0.0%	\$ -	\$ -	\$ -		\$ 27,265.31
15	Final Master Plan	\$ 10,880.74	0.0%	\$ -	\$ -	\$ -		\$ 10,880.74
16	Visual Representation & Executive Summary	\$ 17,849.73	0.0%	\$ -	\$ -	\$ -		\$ 17,849.73
	<b>Management &amp; Coordination</b>							
17	General Project Management	\$ 31,789.17	0.0%	\$ -	\$ -	\$ -		\$ 31,789.17
	<b>Stakeholder Involvement</b>							
18	Project Working Group Coordination	\$ 23,603.57	0.0%	\$ -	\$ -	\$ -		\$ 23,603.57
19	Advisory Committee Involvement	\$ 37,427.53	0.0%	\$ -	\$ -	\$ -		\$ 37,427.53
20	Public Meetings	\$ 20,379.79	0.0%	\$ -	\$ -	\$ -		\$ 20,379.79
	<b>TOTAL</b>	<b>\$ 501,416.03</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ 501,416.03</b>

Thibodaux Municipal Airport  
Master Plan Update

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*Thibodaux Municipal Airport Master Plan*

1. Direct Salary Costs

Title	Hours	Rate/Hr.	Cost
Managing Principal	176	\$110.00	\$19,360.00
Sr Project Manager	222	\$82.00	\$18,204.00
CADD Manager	360	\$64.00	\$23,040.00
Project Manager	556	\$73.00	\$40,588.00
Associate	72	\$51.00	\$3,672.00
Admin Support	126	\$44.00	\$5,544.00
Total Direct Salary Costs			\$110,408.00

2. Labor and General & Administrative Overhead \$152,970.28  
 Percentage of Direct Salary Costs 138.55%

3. Direct Nonsalary Expenses

Travel Cost	13,500		
Per Diem	7,000		
Printing & misc.	12,250		
J P Ledet	10,000		
Jaedicke	38,000		
NV5	92,781		
	0		
Local ATTY	0		
	0		
N&A	25,000		
	0		
SUB-TOTAL			\$198,531.00

4. Subtotal of Items 1,2, and 3 \$461,909.28

5. Fixed Payment (15% of item 4) \$39,506.74

6. Subcontract cost \$0.00

7. TOTAL COST (sum of items 4, 5, and 6) \$501,416.03

Thibodaux Municipal Airport  
Master Plan Update

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*Thibodaux Municipal Airport Master Plan*

1. Direct Salary Costs

Title	Hours	Rate/Hr.	Cost
Managing Principal		\$110.00	\$0.00
Sr Project Manager		\$82.00	\$0.00
CADD Manager		\$64.00	\$0.00
Project Manager		\$73.00	\$0.00
Associate		\$51.00	\$0.00
Admin Support		\$44.00	\$0.00
Total Direct Salary Costs			\$0.00

2. Labor and General & Administrative Overhead		\$0.00
Percentage of Direct Salary Costs	138.55%	

3. Direct Nonsalary Expenses

Travel Cost	\$0.00	
Per Diem	\$0.00	
Printing & misc.	\$0.00	
J P Ledet	\$0.00	
Jaedicke	\$0.00	
NV5	\$0.00	
	\$0.00	
Local ATTY	\$0.00	
	\$0.00	
N&A	\$0.00	
	\$0.00	
TOTAL		\$0.00

4. Subtotal of Items 1,2, and 3	\$0.00
5. Fixed Payment (15% of item 4)	\$0.00
6. Subcontract cost	\$0.00
7. TOTAL COST (sum of items 4, 5, and 6)	\$0.00

Thibodaux Municipal Airport  
Master Plan Update

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*Thibodaux Municipal Airport Master Plan*

1. Direct Salary Costs

Title	Hours	Rate/Hr.	Cost
Managing Principal		\$110.00	\$0.00
Sr Project Manager		\$82.00	\$0.00
CADD Manager		\$64.00	\$0.00
Project Manager		\$73.00	\$0.00
Associate		\$51.00	\$0.00
Admin Support		\$44.00	\$0.00
Total Direct Salary Costs			\$0.00

2. Labor and General & Administrative Overhead		\$0.00
Percentage of Direct Salary Costs	138.55%	

3. Direct Nonsalary Expenses

Travel Cost	\$0.00	
Per Diem	\$0.00	
Printing & misc.	\$0.00	
J P Ledet	\$0.00	
Jaedicke	\$0.00	
NV5	\$0.00	
	\$0.00	
Local ATTY	\$0.00	
	\$0.00	
N&A	\$0.00	
	\$0.00	
TOTAL		\$0.00

4. Subtotal of Items 1,2, and 3	\$0.00
5. Fixed Payment (15% of item 4)	\$0.00
6. Subcontract cost	\$0.00
7. TOTAL COST (sum of items 4, 5, and 6)	\$0.00

Thibodaux Municipal Airport  
Master Plan Update

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*Thibodaux Municipal Airport Master Plan*

1. Direct Salary Costs

Title	Hours	Rate/Hr.	Cost
Managing Principal		\$110.00	\$0.00
Sr Project Manager		\$82.00	\$0.00
CADD Manager		\$64.00	\$0.00
Project Manager		\$73.00	\$0.00
Associate		\$51.00	\$0.00
Admin Support	0	\$44.00	\$0.00
Total Direct Salary Costs			\$0.00

2. Labor and General & Administrative Overhead	\$0.00
Percentage of Direct Salary Costs	138.55%

3. Direct Nonsalary Expenses

Travel Cost	\$0.00	
Per Diem	\$0.00	
Printing & misc.	\$0.00	
J P Ledet	\$0.00	
Jaedicke	\$0.00	
NV5	\$0.00	
	\$0.00	
Local ATTY	\$0.00	
	\$0.00	
N&A	\$0.00	
	\$0.00	
TOTAL		\$0.00

4. Subtotal of Items 1,2, and 3	\$0.00
5. Fixed Payment (15% of item 4)	\$0.00
6. Subcontract cost	<u>\$0.00</u>
7. TOTAL COST (sum of items 4, 5, and 6)	\$0.00

Thibodaux Municipal Airport  
Master Plan Update

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*Thibodaux Municipal Airport Master Plan*

1. Direct Salary Costs

Title	Hours	Rate/Hr.	Cost
Managing Principal	8	\$110.00	\$880.00
Sr Project Manager	8	\$82.00	\$656.00
CADD Manager		\$64.00	\$0.00
Project Manager	16	\$73.00	\$1,168.00
Associate		\$51.00	\$0.00
Admin Support	4	\$44.00	\$176.00
Total Direct Salary Costs			\$2,880.00

2. Labor and General & Administrative Overhead \$3,990.24  
Percentage of Direct Salary Costs 138.55%

3. Direct Nonsalary Expenses

Travel Cost	\$2,000.00		
Per Diem	\$1,000.00		
Printing & misc.	\$250.00		
J P Ledet	\$0.00		
Jaedicke	\$0.00		
NV5	\$0.00		
	\$0.00		
Local ATTY	\$0.00		
	\$0.00		
N&A	\$0.00		
	\$0.00		
TOTAL			\$3,250.00

4. Subtotal of Items 1,2, and 3 \$10,120.24

5. Fixed Payment (15% of item 4) \$1,030.54

6. Subcontract cost \$0.00

7. TOTAL COST (sum of items 4, 5, and 6) \$11,150.78



Thibodaux Municipal Airport  
Master Plan Update

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*Thibodaux Municipal Airport Master Plan*

1. Direct Salary Costs

Title	Hours	Rate/Hr.	Cost
Managing Principal	2	\$110.00	\$220.00
Sr Project Manager	2	\$82.00	\$164.00
CADD Manager		\$64.00	\$0.00
Project Manager	8	\$73.00	\$584.00
Associate		\$51.00	\$0.00
Admin Support	2	\$44.00	\$88.00
Total Direct Salary Costs			\$1,056.00

2. Labor and General & Administrative Overhead \$1,463.09  
 Percentage of Direct Salary Costs 138.55%

3. Direct Nonsalary Expenses

Travel Cost	\$0.00		
Per Diem	\$0.00		
Printing & misc.	\$0.00		
J P Ledet	\$0.00		
Jaedicke	\$0.00		
NV5	\$0.00		
Local ATTY	\$0.00		
	\$0.00		
N&A	\$5,000.00		
	\$0.00		
		TOTAL	\$5,000.00

4. Subtotal of Items 1,2, and 3 \$7,519.09

5. Fixed Payment (15% of item 4) \$377.86

6. Subcontract cost \$0.00

7. TOTAL COST (sum of items 4, 5, and 6) \$7,896.95

Thibodaux Municipal Airport  
Master Plan Update

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*Thibodaux Municipal Airport Master Plan*

1. Direct Salary Costs

Title	Hours	Rate/Hr.	Cost
Managing Principal	8	\$110.00	\$880.00
Sr Project Manager	8	\$82.00	\$656.00
CADD Manager		\$64.00	\$0.00
Project Manager	16	\$73.00	\$1,168.00
Associate		\$51.00	\$0.00
Admin Support	4	\$44.00	\$176.00
Total Direct Salary Costs			\$2,880.00

2. Labor and General & Administrative Overhead \$3,990.24  
 Percentage of Direct Salary Costs 138.55%

3. Direct Nonsalary Expenses

Travel Cost	\$1,000.00		
Per Diem	\$250.00		
Printing & misc.	\$0.00		
J P Ledet	\$0.00		
Jaedicke	\$38,000.00		
NV5	\$0.00		
	\$0.00		
Local ATTY	\$0.00		
	\$0.00		
N&A	\$0.00		
	\$0.00		
TOTAL			\$39,250.00

4. Subtotal of Items 1,2, and 3 \$46,120.24

5. Fixed Payment (15% of item 4) \$1,030.54

6. Subcontract cost \$0.00

7. TOTAL COST (sum of items 4, 5, and 6) \$47,150.78

Thibodaux Municipal Airport  
Master Plan Update

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*Thibodaux Municipal Airport Master Plan*

1. Direct Salary Costs

Title	Hours	Rate/Hr.	Cost
Managing Principal	8	\$110.00	\$880.00
Sr Project Manager	16	\$82.00	\$1,312.00
CADD Manager	16	\$64.00	\$1,024.00
Project Manager	16	\$73.00	\$1,168.00
Associate		\$51.00	\$0.00
Admin Support		\$44.00	\$0.00
Total Direct Salary Costs			\$4,384.00

2. Labor and General & Administrative Overhead \$6,074.03  
 Percentage of Direct Salary Costs 138.55%

3. Direct Nonsalary Expenses

Travel Cost	\$1,000.00		
Per Diem	\$750.00		
Printing & misc.	\$500.00		
J P Ledet	\$0.00		
Jaedicke	\$0.00		
NV5	\$0.00		
	\$0.00		
Local ATTY	\$0.00		
	\$0.00		
N&A	\$0.00		
	\$0.00		
		TOTAL	\$2,250.00

4. Subtotal of Items 1,2, and 3 \$12,708.03

5. Fixed Payment (15% of item 4) \$1,568.70

6. Subcontract cost \$0.00

7. TOTAL COST (sum of items 4, 5, and 6) \$14,276.74

Thibodaux Municipal Airport  
Master Plan Update

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*Thibodaux Municipal Airport Master Plan*

1. Direct Salary Costs

Title	Hours	Rate/Hr.	Cost
Managing Principal	16	\$110.00	\$1,760.00
Sr Project Manager	8	\$82.00	\$656.00
CADD Manager	40	\$64.00	\$2,560.00
Project Manager	40	\$73.00	\$2,920.00
Associate		\$51.00	\$0.00
Admin Support	6	\$44.00	\$264.00
Total Direct Salary Costs			\$8,160.00

2. Labor and General & Administrative Overhead \$11,305.68  
Percentage of Direct Salary Costs 138.55%

3. Direct Nonsalary Expenses

Travel Cost	\$1,000.00		
Per Diem	\$750.00		
Printing & misc.	\$500.00		
J P Ledet	\$0.00		
Jaedicke	\$0.00		
NV5	\$0.00		
	\$0.00		
Local ATTY	\$0.00		
	\$0.00		
N&A	\$0.00		
	\$0.00		
		TOTAL	\$2,250.00

4. Subtotal of Items 1,2, and 3 \$21,715.68

5. Fixed Payment (15% of item 4) \$2,919.85

6. Subcontract cost \$0.00

7. TOTAL COST (sum of items 4, 5, and 6) \$24,635.53

Thibodaux Municipal Airport  
Master Plan Update

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*Thibodaux Municipal Airport Master Plan*

1. Direct Salary Costs

Title	Hours	Rate/Hr.	Cost
Managing Principal	4	\$110.00	\$440.00
Sr Project Manager	4	\$82.00	\$328.00
CADD Manager	0	\$64.00	\$0.00
Project Manager	8	\$73.00	\$584.00
Associate		\$51.00	\$0.00
Admin Support	2	\$44.00	\$88.00
Total Direct Salary Costs			\$1,440.00

2. Labor and General & Administrative Overhead \$1,995.12  
Percentage of Direct Salary Costs 138.55%

3. Direct Nonsalary Expenses

Travel Cost	\$0.00		
Per Diem	\$0.00		
Printing & misc.	\$0.00		
J P Ledet	\$0.00		
Jaedicke	\$0.00		
NV5	\$0.00		
	\$0.00		
Local ATTY	\$0.00		
	\$0.00		
N&A	\$0.00		
	\$0.00		
TOTAL			\$0.00

4. Subtotal of Items 1,2, and 3 \$3,435.12

5. Fixed Payment (15% of item 4) \$515.27

6. Subcontract cost \$0.00

7. TOTAL COST (sum of items 4, 5, and 6) \$3,950.39

Thibodaux Municipal Airport  
Master Plan Update

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*Thibodaux Municipal Airport Master Plan*

1. Direct Salary Costs

Title	Hours	Rate/Hr.	Cost
Managing Principal	4	\$110.00	\$440.00
Sr Project Manager	4	\$82.00	\$328.00
CADD Manager	0	\$64.00	\$0.00
Project Manager	8	\$73.00	\$584.00
Associate		\$51.00	\$0.00
Admin Support	2	\$44.00	\$88.00
Total Direct Salary Costs			\$1,440.00

2. Labor and General & Administrative Overhead \$1,995.12  
 Percentage of Direct Salary Costs 138.55%

3. Direct Nonsalary Expenses

Travel Cost	\$0.00		
Per Diem	\$0.00		
Printing & misc.	\$0.00		
J P Ledet	\$0.00		
Jaedicke	\$0.00		
NV5	\$0.00		
	\$0.00		
Local ATTY	\$0.00		
	\$0.00		
N&A	\$0.00		
	\$0.00		
TOTAL			\$0.00

4. Subtotal of Items 1,2, and 3 \$3,435.12

5. Fixed Payment (15% of item 4) \$515.27

6. Subcontract cost \$0.00

7. TOTAL COST (sum of items 4, 5, and 6) \$3,950.39

Thibodaux Municipal Airport  
Master Plan Update

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*Thibodaux Municipal Airport Master Plan*

1. Direct Salary Costs

Title	Hours	Rate/Hr.	Cost
Managing Principal	4	\$110.00	\$440.00
Sr Project Manager	0	\$82.00	\$0.00
CADD Manager	0	\$64.00	\$0.00
Project Manager	8	\$73.00	\$584.00
Associate		\$51.00	\$0.00
Admin Support	2	\$44.00	\$88.00
Total Direct Salary Costs			\$1,112.00

2. Labor and General & Administrative Overhead \$1,540.68  
Percentage of Direct Salary Costs 138.55%

3. Direct Nonsalary Expenses

Travel Cost	\$0.00		
Per Diem	\$0.00		
Printing & misc.	\$0.00		
J P Ledet	\$10,000.00		
Jaedicke	\$0.00		
NV5	\$0.00		
	\$0.00		
Local ATTY	\$0.00		
	\$0.00		
N&A	\$0.00		
	\$0.00		
TOTAL			\$10,000.00

4. Subtotal of Items 1,2, and 3 \$12,652.68

5. Fixed Payment (15% of item 4) \$397.90

6. Subcontract cost \$0.00

7. TOTAL COST (sum of items 4, 5, and 6) \$13,050.58

Thibodaux Municipal Airport  
Master Plan Update

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*Thibodaux Municipal Airport Master Plan*

1. Direct Salary Costs

Title	Hours	Rate/Hr.	Cost
Managing Principal	4	\$110.00	\$440.00
Sr Project Manager	4	\$82.00	\$328.00
CADD Manager	0	\$64.00	\$0.00
Project Manager	16	\$73.00	\$1,168.00
Associate		\$51.00	\$0.00
Admin Support	2	\$44.00	\$88.00
Total Direct Salary Costs			\$2,024.00

2. Labor and General & Administrative Overhead \$2,804.25  
Percentage of Direct Salary Costs 138.55%

3. Direct Nonsalary Expenses

Travel Cost	\$0.00		
Per Diem	\$0.00		
Printing & misc.	\$0.00		
J P Ledet	\$0.00		
Jaedicke	\$0.00		
NV5	\$0.00		
	\$0.00		
Local ATTY	\$0.00		
	\$0.00		
N&A	\$0.00		
	\$0.00		
TOTAL			\$0.00

4. Subtotal of Items 1,2, and 3 \$4,828.25

5. Fixed Payment (15% of item 4) \$724.24

6. Subcontract cost \$0.00

7. TOTAL COST (sum of items 4, 5, and 6) \$5,552.49

Thibodaux Municipal Airport  
Master Plan Update

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*Thibodaux Municipal Airport Master Plan*

1. Direct Salary Costs

Title	Hours	Rate/Hr.	Cost
Managing Principal	8	\$110.00	\$880.00
Sr Project Manager	8	\$82.00	\$656.00
CADD Manager	0	\$64.00	\$0.00
Project Manager	24	\$73.00	\$1,752.00
Associate		\$51.00	\$0.00
Admin Support	2	\$44.00	\$88.00
Total Direct Salary Costs			\$3,376.00

2. Labor and General & Administrative Overhead \$4,677.45  
Percentage of Direct Salary Costs 138.55%

3. Direct Nonsalary Expenses

Travel Cost	\$0.00		
Per Diem	\$0.00		
Printing & misc.	\$0.00		
J P Ledet	\$0.00		
Jaedicke	\$0.00		
NV5	\$0.00		
	\$0.00		
Local ATTY	\$0.00		
	\$0.00		
N&A	\$0.00		
	\$0.00		
TOTAL			\$0.00

4. Subtotal of Items 1,2, and 3 \$8,053.45

5. Fixed Payment (15% of item 4) \$1,208.02

6. Subcontract cost \$0.00

7. TOTAL COST (sum of items 4, 5, and 6) \$9,261.47

Thibodaux Municipal Airport  
Master Plan Update

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*Thibodaux Municipal Airport Master Plan*

1. Direct Salary Costs

Title	Hours	Rate/Hr.	Cost
Managing Principal	4	\$110.00	\$440.00
Sr Project Manager	16	\$82.00	\$1,312.00
CADD Manager	8	\$64.00	\$512.00
Project Manager	8	\$73.00	\$584.00
Associate		\$51.00	\$0.00
Admin Support	4	\$44.00	\$176.00
Total Direct Salary Costs			\$3,024.00

2. Labor and General & Administrative Overhead \$4,189.75  
 Percentage of Direct Salary Costs 138.55%

3. Direct Nonsalary Expenses

Travel Cost	\$0.00		
Per Diem	\$0.00		
Printing & misc.	\$0.00		
J P Ledet	\$0.00		
Jaedicke	\$0.00		
NV5	\$0.00		
	\$0.00		
Local ATTY	\$0.00		
	\$0.00		
N&A	\$0.00		
	\$0.00		
TOTAL			\$0.00

4. Subtotal of Items 1,2, and 3 \$7,213.75

5. Fixed Payment (15% of item 4) \$1,082.06

6. Subcontract cost \$0.00

7. TOTAL COST (sum of items 4, 5, and 6) \$8,295.81

Thibodaux Municipal Airport  
Master Plan Update

Thibodaux Municipal Airport Master Plan

1. Direct Salary Costs

Title	Hours	Rate/Hr.	Cost
Managing Principal	16	\$110.00	\$1,760.00
Sr Project Manager	16	\$82.00	\$1,312.00
CADD Manager	240	\$64.00	\$15,360.00
Project Manager	40	\$73.00	\$2,920.00
Associate		\$51.00	\$0.00
Admin Support	2	\$44.00	\$88.00
Total Direct Salary Costs			\$21,440.00

2. Labor and General & Administrative Overhead \$29,705.12  
 Percentage of Direct Salary Costs 138.55%

3. Direct Nonsalary Expenses

Travel Cost	\$0.00		
Per Diem	\$0.00		
Printing & misc.	\$1,000.00		
J P Ledet	\$0.00		
Jaedicke	\$0.00		
NV5	\$0.00		
	\$0.00		
Local ATTY	\$0.00		
	\$0.00		
N&A	\$20,000.00		
	\$0.00		
TOTAL			\$21,000.00

4. Subtotal of Items 1,2, and 3 \$72,145.12

5. Fixed Payment (15% of item 4) \$7,671.77

6. Subcontract cost \$0.00

7. TOTAL COST (sum of items 4, 5, and 6) \$79,816.89

Thibodaux Municipal Airport  
Master Plan Update

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*Thibodaux Municipal Airport Master Plan*

1. Direct Salary Costs

Title	Hours	Rate/Hr.	Cost
Managing Principal	4	\$110.00	\$440.00
Sr Project Manager	24	\$82.00	\$1,968.00
CADD Manager	8	\$64.00	\$512.00
Project Manager	40	\$73.00	\$2,920.00
Associate		\$51.00	\$0.00
Admin Support	8	\$44.00	\$352.00
Total Direct Salary Costs			\$6,192.00

2. Labor and General & Administrative Overhead \$8,579.02  
Percentage of Direct Salary Costs 138.55%

3. Direct Nonsalary Expenses

Travel Cost	\$0.00		
Per Diem	\$0.00		
Printing & misc.	\$1,000.00		
J P Ledet	\$0.00		
Jaedicke	\$0.00		
NV5	\$0.00		
	\$0.00		
Local ATTY	\$0.00		
	\$0.00		
N&A	\$0.00		
	\$0.00		
TOTAL			\$1,000.00

4. Subtotal of Items 1,2, and 3 \$15,771.02

5. Fixed Payment (15% of item 4) \$2,215.65

6. Subcontract cost \$0.00

7. TOTAL COST (sum of items 4, 5, and 6) \$17,986.67

Thibodaux Municipal Airport  
Master Plan Update

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*Thibodaux Municipal Airport Master Plan*

1. Direct Salary Costs

Title	Hours	Rate/Hr.	Cost
Managing Principal	4	\$110.00	\$440.00
Sr Project Manager	16	\$82.00	\$1,312.00
CADD Manager	8	\$64.00	\$512.00
Project Manager	8	\$73.00	\$584.00
Associate		\$51.00	\$0.00
Admin Support	8	\$44.00	\$352.00
Total Direct Salary Costs			\$3,200.00

2. Labor and General & Administrative Overhead \$4,433.60  
 Percentage of Direct Salary Costs 138.55%

3. Direct Nonsalary Expenses

Travel Cost	\$0.00		
Per Diem	\$0.00		
Printing & misc.	\$500.00		
J P Ledet	\$0.00		
Jaedicke	\$0.00		
NV5	\$0.00		
	\$0.00		
Local ATTY	\$0.00		
	\$0.00		
N&A	\$0.00		
	\$0.00		
TOTAL			\$500.00

4. Subtotal of Items 1,2, and 3 \$8,133.60

5. Fixed Payment (15% of item 4) \$1,145.04

6. Subcontract cost \$0.00

7. TOTAL COST (sum of items 4, 5, and 6) \$9,278.64

Thibodaux Municipal Airport  
Master Plan Update

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*Thibodaux Municipal Airport Master Plan*

1. Direct Salary Costs

Title	Hours	Rate/Hr.	Cost
Managing Principal	4	\$110.00	\$440.00
Sr Project Manager	16	\$82.00	\$1,312.00
CADD Manager	8	\$64.00	\$512.00
Project Manager	16	\$73.00	\$1,168.00
Associate		\$51.00	\$0.00
Admin Support	8	\$44.00	\$352.00
Total Direct Salary Costs			\$3,784.00

2. Labor and General & Administrative Overhead \$5,242.73  
 Percentage of Direct Salary Costs 138.55%

3. Direct Nonsalary Expenses

Travel Cost	\$0.00		
Per Diem	\$0.00		
Printing & misc.	\$500.00		
J P Ledet	\$0.00		
Jaedicke	\$0.00		
NV5	\$0.00		
	\$0.00		
Local ATTY	\$0.00		
	\$0.00		
N&A	\$0.00		
	\$0.00		
		TOTAL	\$500.00

4. Subtotal of Items 1,2, and 3 \$9,526.73

5. Fixed Payment (15% of item 4) \$1,354.01

6. Subcontract cost \$0.00

7. TOTAL COST (sum of items 4, 5, and 6) \$10,880.74

Thibodaux Municipal Airport  
Master Plan Update

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*Thibodaux Municipal Airport Master Plan*

1. Direct Salary Costs

Title	Hours	Rate/Hr.	Cost
Managing Principal	2	\$110.00	\$220.00
Sr Project Manager	8	\$82.00	\$656.00
CADD Manager	8	\$64.00	\$512.00
Project Manager	16	\$73.00	\$1,168.00
Associate	40	\$51.00	\$2,040.00
Admin Support	2	\$44.00	\$88.00
Total Direct Salary Costs			\$4,684.00

2. Labor and General & Administrative Overhead \$6,489.68  
Percentage of Direct Salary Costs 138.55%

3. Direct Nonsalary Expenses

Travel Cost	\$0.00	
Per Diem	\$0.00	
Printing & misc.	\$5,000.00	
J P Ledet	\$0.00	
Jaedicke	\$0.00	
NV5	\$0.00	
	\$0.00	
Local ATTY	\$0.00	
	\$0.00	
N&A	\$0.00	
	\$0.00	
		\$5,000.00

4. Subtotal of Items 1,2, and 3 \$16,173.68

5. Fixed Payment (15% of item 4) \$1,676.05

6. Subcontract cost \$0.00

7. TOTAL COST (sum of items 4, 5, and 6) \$17,849.73

Thibodaux Municipal Airport  
Master Plan Update

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*Thibodaux Municipal Airport Master Plan*

1. Direct Salary Costs

Title	Hours	Rate/Hr.	Cost
Managing Principal	24	\$110.00	\$2,640.00
Sr Project Manager	8	\$82.00	\$656.00
CADD Manager		\$64.00	\$0.00
Project Manager	72	\$73.00	\$5,256.00
Associate		\$51.00	\$0.00
Admin Support	40	\$44.00	\$1,760.00
Total Direct Salary Costs			\$10,312.00

2. Labor and General & Administrative Overhead \$14,287.28  
 Percentage of Direct Salary Costs 138.55%

3. Direct Nonsalary Expenses

Travel Cost	\$2,000.00		
Per Diem	\$1,500.00		
Printing & misc.	\$0.00		
J P Ledet	\$0.00		
Jaedicke	\$0.00		
NV5	\$0.00		
	\$0.00		
Local ATTY	\$0.00		
	\$0.00		
N&A	\$0.00		
	\$0.00		
TOTAL			\$3,500.00

4. Subtotal of Items 1,2, and 3 \$28,099.28

5. Fixed Payment (15% of item 4) \$3,689.89

6. Subcontract cost \$0.00

7. TOTAL COST (sum of items 4, 5, and 6) \$31,789.17



Thibodaux Municipal Airport  
Master Plan Update

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*Thibodaux Municipal Airport Master Plan*

1. Direct Salary Costs

Title	Hours	Rate/Hr.	Cost
Managing Principal	12	\$110.00	\$1,320.00
Sr Project Manager	16	\$82.00	\$1,312.00
CADD Manager		\$64.00	\$0.00
Project Manager	40	\$73.00	\$2,920.00
Associate		\$51.00	\$0.00
Admin Support	4	\$44.00	\$176.00
Total Direct Salary Costs			\$5,728.00

2. Labor and General & Administrative Overhead \$7,936.14  
Percentage of Direct Salary Costs 138.55%

3. Direct Nonsalary Expenses

Travel Cost	\$2,000.00		
Per Diem	\$500.00		
Printing & misc.	\$500.00		
J P Ledet	\$0.00		
Jaedicke	\$0.00		
NV5	\$0.00		
	\$0.00		
Local ATTY	\$0.00		
	\$0.00		
N&A	\$0.00		
	\$0.00		
		TOTAL	\$3,000.00

4. Subtotal of Items 1,2, and 3 \$16,664.14

5. Fixed Payment (15% of item 4) \$2,049.62

6. Subcontract cost \$0.00

7. TOTAL COST (sum of items 4, 5, and 6) \$18,713.77

Thibodaux Municipal Airport  
Master Plan Update

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*Thibodaux Municipal Airport Master Plan*

1. Direct Salary Costs

Title	Hours	Rate/Hr.	Cost
Managing Principal	12	\$110.00	\$1,320.00
Sr Project Manager	16	\$82.00	\$1,312.00
CADD Manager		\$64.00	\$0.00
Project Manager	40	\$73.00	\$2,920.00
Associate		\$51.00	\$0.00
Admin Support	4	\$44.00	\$176.00
Total Direct Salary Costs			\$5,728.00

2. Labor and General & Administrative Overhead \$7,936.14  
 Percentage of Direct Salary Costs 138.55%

3. Direct Nonsalary Expenses

Travel Cost	\$2,000.00		
Per Diem	\$500.00		
Printing & misc.	\$500.00		
J P Ledet	\$0.00		
Jaedicke	\$0.00		
NV5	\$0.00		
	\$0.00		
Local ATTY	\$0.00		
	\$0.00		
N&A	\$0.00		
	\$0.00		
		TOTAL	\$3,000.00

4. Subtotal of Items 1,2, and 3 \$16,664.14

5. Fixed Payment (15% of item 4) \$2,049.62

6. Subcontract cost \$0.00

7. TOTAL COST (sum of items 4, 5, and 6) \$18,713.77

Thibodaux Municipal Airport  
Master Plan Update

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*Thibodaux Municipal Airport Master Plan*

1. Direct Salary Costs

Title	Hours	Rate/Hr.	Cost
Managing Principal	8	\$110.00	\$880.00
Sr Project Manager	8	\$82.00	\$656.00
CADD Manager	16	\$64.00	\$1,024.00
Project Manager	32	\$73.00	\$2,336.00
Associate		\$51.00	\$0.00
Admin Support	12	\$44.00	\$528.00
Total Direct Salary Costs			\$5,424.00

2. Labor and General & Administrative Overhead \$7,514.95  
Percentage of Direct Salary Costs 138.55%

3. Direct Nonsalary Expenses

Travel Cost	\$2,000.00		
Per Diem	\$1,500.00		
Printing & misc.	\$2,000.00		
J P Ledet	\$0.00		
Jaedicke	\$0.00		
NV5	\$0.00		
	\$0.00		
Local ATTY	\$0.00		
	\$0.00		
N&A	\$0.00		
	\$0.00		
		TOTAL	\$5,500.00

4. Subtotal of Items 1,2, and 3 \$18,438.95

5. Fixed Payment (15% of item 4) \$1,940.84

6. Subcontract cost \$0.00

7. TOTAL COST (sum of items 4, 5, and 6) \$20,379.79



March 30, 2026

Ms. Sarah Arceneaux, Grants and  
Communications Director, Airport Manager  
City of Thibodaux  
P.O. Box 5418  
310 W. 2nd St  
Thibodaux LA, 70301

RE: Independent Fee Estimate for Airport Master Plan

Dear Ms. Arceneaux:

We are hereby transmitting the completed Independent Fee Estimate for the Thibodaux Municipal Airport Master Plan. The total fee estimated for the Master Plan is \$570,333.00. An itemized breakdown of the estimated hours and fees associated fees for each task is included in the attached IFE document.

Please note the following on the IFE:

1. The estimated cost of tasks provided by third party specialty consultants are based on our knowledge of the size and nature of the services involved.
2. The hourly rates shown reflect current direct labor costs with an overhead rate of 154.82% and a 15 % profit margin.

We thank you for the opportunity to provide you with this service. Should you have any questions on this matter, please do not hesitate to give me a call to discuss.

Sincerely,

DIGITAL ENGINEERING

A handwritten signature in blue ink, appearing to read 'Gerald W. Babin Jr.', is written over the printed name.

Gerald W. Babin Jr., P.E.  
Principal, Practice Lead | Transportation

Enclosure

**Independent Fee Estimate  
Thibodaux Municipal Airport  
Airport Master Plan Update**

**ESTIMATED MANHOURLY AND COST**

DIGITAL ENGINEERING AND  
IMAGING, INC.

TASK DESCRIPTION	PRINCIPAL	SR. PROJECT MANAGER / PLS	SENIOR PLANNER	PLANNER	PROFESSIONAL ENGINEER II	PROFESSIONAL ENGINEER I	CADD TECHNICIAN	ADMIN/ CLERICAL II	TOTAL COSTS
<b>TASK 3 - GRANT MANAGEMENT</b>	\$ 295.00	\$ 216.00	\$ 190.00	\$ 150.00	\$ 155.00	\$ 140.00	\$ 128.00	\$ 80.00	
Federal Grant Application and Administrative Requirements	8	10	20					12	\$ 9,300.00
<b>TASK 4 - INITIAL STRATEGY SESSION</b>									12 \$ 9,300.00
Meet with Airport Staff and Users / Determine Goals	10	8	20						\$ 9,300.00
Coordinate the Establishment of Committees	4	12						8	\$ 9,134.00
<b>TASK 5 - EXISTING CONDITIONS AND ISSUES</b>									10 \$ 4,595.00
Review Prior Studies	4	6	10	30					Sub-Total Task \$ 13,730.00
Inventory of Existing Airport Facilities	4	6	10	30					
Digital Orthographic Aerial Topographic Photo (Sub)	4	6	8	30			8	10	\$ 10,712.00
AGIS Survey and Data Entry (Sub)							8		\$ 9,532.00
This Task is Performed by a Specialty Sub Estimated Value \$110,000									
<b>TASK 6 - SUSTAINABILITY AND RESILIENCY</b>									\$ 110,000.00
Evaluate Environmental Impacts	2	4	4	6					Sub-Total Task \$ 130,244.00
Prepare Resiliency Plan	2	8	6	10					\$ 3,122.00
<b>TASK 7 - AVIATION DEMAND FORECAST</b>								8	\$ 6,638.00
Analyze Past, Present and Future Levels of Operations	8	20	20	30					Sub-Total Task \$ 9,760.00
Develop 5 year, 10 year and 20 year Forecast	12	30	30	40					\$ 15,820.00
<b>TASK 8 - REQUIREMENTS ANALYSIS AND CONCEPTS</b>									10 \$ 22,580.00
Examine Existing Airfield Facilities	2	2	10	6					Sub-Total Task \$ 38,400.00
Land Use Planning of Surrounding Community Development	2	4	30	15			2		\$ 4,082.00
Recommended Development Plan	2	4	10	25				10	\$ 9,412.00
<b>TASK 9 - AIRPORT DEVELOPMENT PLAN IMPLEMENTATION</b>									12 \$ 9,352.00
Preparation of Airport Development Plan	8	20	25	30	10			40	Sub-Total Task \$ 22,846.00
<b>TASK 10 - FINANCIAL PLAN</b>									16 \$ 23,920.00
Develop Project Financing Plan / Economic Feasibility	4	10	4						Sub-Total Task \$ 23,920.00
Financial Capacity Analysis	2	4	6	16					\$ 4,440.00
Project Cost Calculation	2	15	10	40	40	50		16	\$ 5,002.00
Develop Capital Improvement Plan	2	4	6	10	15	10	15		\$ 26,240.00
<b>TASK 11 - ENVIRONMENTAL PROCEDURES AND ANALYSIS</b>									16 \$ 11,027.00
Review and Analyze Potential Environmental Impacts	2	10	10	15	8				Sub-Total Task \$ 46,709.00
Environmental Coordination with Federal, State and Local Agencies	2	4	10	15			2		\$ 8,416.00
<b>TASK 12 - AIRPORT PLANS</b>									16 \$ 7,820.00
Airport Layout Drawing	2	10	10	30					Sub-Total Task \$ 16,236.00
Airport Airspace Drawing	2	8	10	20			60	4	\$ 17,170.00
Inner Portion of Airspace Drawing	2	8	10	20			20	4	\$ 10,114.00
Land Use Drawing	2	8	10	20			20	4	\$ 10,114.00
Runway Departures Surfaces Drawing	2	8	10	15			15	4	\$ 8,724.00
Airport Property Map Exhibit A	4	60	20	40			30	4	\$ 12,344.00
<b>TASK 13 - SUBMIT DRAFT PLAN FOR REVIEW AND COMMENT</b>									10 \$ 28,060.00
Assemble Draft Documents	4	8	10	10					Sub-Total Task \$ 86,626.00
Presentation to Airport and Public Officials	12	4	4	8					\$ 6,324.00
							20	8	\$ 9,572.00
									Sub-Total Task \$ 15,896.00

