

EXHIBIT “A” – SCOPE OF WORK

1. Project Services. Consultant agrees to perform professional services for a project known and described as the Lake Havasu City Municipal Airport’s Fixed Base Operator Lease Audit (Project). The purpose of the Project is to conduct a review, inspection, and evaluation of the Lake Havasu City (City) Municipal Airport’s Fixed Based Operators (FBOs) to assure compliance with contractual obligations and responsibilities. The Services are described in the following subtasks:

1.1 FBO Performance and Management Audit

- A. Conduct a review of each FBO lease and develop a report detailing the obligations and compliance required of each FBO. This review and report should result in the framework and plan for execution of the audits.
- B. Conduct a review of the Lease Policy and Property Management Plan for Lake Havasu City Municipal Airport and the Airport Operating Regulations.
- C. Identify any activities that may conflict with or fail to comply with FAA, State and/or City requirements and guidance.
- D. Conduct an onsite visit to the Airport and audit of the FBOs’ current operations and practices to determine if they are fulfilling and complying with the required services, responsibilities, and financial obligations contained and agreed to in the FBO master leases.
- E. If needed, assist with developing negotiation and remediation strategies for areas of noncompliance.
- F. Review and alignment with industry’s best practices and standards of the FBO’s customer service standards, promotion, and competitive positioning in the Arizona market area.
- G. Deliverables: Written findings of audit of current FBOs’ operations and practices with recommendations for City action.

1.2 Airport Business Plan and Standards

- A. Review of current Airport operations and activities.
- B. Review trends and similar airports locally and regionally.
 - a. Deliverables: Provide written recommendations for enhancing current and shape future operations at the Airport.

C. Assist with development of Lake Havasu City Municipal Airport Minimum Standards in alignment with FAA AC 150/5190-8, Minimum Standards for Commercial Aeronautical Activities and an updated Lease Policy.

2. Schedule. The Services will commence upon receipt of a fully executed Agreement and are expected to take three months to complete.