

October 31, 2023

ACI # 236916

Mr. Lance Grubb, Airport Board President
Mrs. Corina Daley, Town Treasurer
Town of Saratoga
PO Box 486
Saratoga, WY 82331

RE: Saratoga Shively Field Airport Master Plan

Mr. Grubb and Mrs. Daley,

Please see the information below, which describes the current project status of the Saratoga Shively Field Airport Master Plan.

- The project scoping and contract have been completed.
- The Independent Fee Estimate has been completed.
- The DBE program has been updated.
- A master plan kick-off meeting was held on August 9th.
- Background data for the Inventory of Airport Assets is in the process of being collected.
- The compilation of Working Paper No. 1, including the Inventory of Airport Assets, is in progress.

The immediate next steps for the project include:

- Working Paper No. 1, including the Inventory of Airport Assets, will be released.

Enclosed is your invoice for services rendered for the project to date. If you have any questions, please feel free to contact us at your convenience.

Sincerely,

ARMSTRONG CONSULTANTS, INC.

Mike Beckhoff
Colorado and Wyoming Market Lead

Enclosure: November Invoice