



**VILLAGE OF MAGDALENA**  
PO BOX 145, MAGDALENA, NM 87825  
P. 575.854.2261 F. 575.854.2273  
WWW.VILLAGEOFMAGDALENA.COM

### **AGENDA**

**NOTICE OF REGULAR MEETING OF THE VILLAGE OF MAGDALENA BOARD OF TRUSTEES  
MONDAY, JUNE 26, 2023, AT 5:00 PM  
VILLAGE HALL 108 N. MAIN STREET**

**\*PLEASE SILENCE ALL ELECTRONIC DEVICES\***

**MEMBERS OF THE PUBLIC WHO WISH TO ATTEND AND LISTEN TO THE MEETING VIA ZOOM MAY DO SO AT THE FOLLOWING LINK:**  
<https://us02web.zoom.us/j/4861155997?pwd=V0V6SERBNVdGNDNPaE1ZdWp1N004UT09>

**Meeting ID: 486 115 5997**

**Passcode: MAGDALENA**

- 
- 1. CALL TO ORDER**
  - 2. ROLL CALL**
  - 3. PLEDGE OF ALLEGIANCE**
  - 4. APPROVAL OF AGENDA**
  - 5. APPROVAL OF MINUTES**
    - a. REGULAR MEETING – JUNE 12, 2023**
  - 6. APPROVAL OF CASH BALANCE REPORTS**
  - 7. APPROVAL OF BILLS**
  - 8. MAYOR'S REPORT**
  - 9. CLERK'S REPORT**
    - a. APPROVAL TO PAY INCOMING INVOICES FOR THE END OF THE FISCAL YEAR**
  - 10. LODGER'S TAX - DISCUSSION & POSSIBLE DECISION REGARDING APPROVAL OF RENTAL OF PORTA-POTTIES AND ADVERTISING FOR JULY 1<sup>ST</sup> FRONTIER FESTIVAL**
  - 11. LODGER'S TAX – DISCUSSION & POSSIBLE DECISION REGARDING APPROVAL OF ADVERTISING IN TLP PUBLICATION PROMOTING MAGDALENA**
  - 12. DISCUSSION & POSSIBLE DECISION REGARDING APPROVAL OF RESOLUTION NO. 2023-12, DELEGATING THE MAYOR THE EXCLUSIVE AUTHORITY TO SECURE AND MANAGE VILLAGE CREDIT CARDS**
  - 13. DISCUSSION & POSSIBLE DECISION REGARDING APPROVAL OF QUOTE FROM SOUTHWEST LINER SYSTEMS, INC. FOR LAGOON LINER REPAIRS**

## 14. DISCUSSION & POSSIBLE DECISION REGARDING ACCEPTANCE OF AIRPORT ENGINEERING PROPOSAL

## 15. PUBLIC INPUT – 1 TOPIC PER PERSON - 3 MINUTE LIMIT

PUBLIC COMMENT MAY BE MADE IN PERSON OR VIA EMAIL (IF LESS THAN 3 MINUTES). EMAIL COMMENTS MAY BE MADE BY EMAILING COMMENTS TO: [clerk@villageofmagdalena.com](mailto:clerk@villageofmagdalena.com) and/or [mayor@villageofmagdalena.com](mailto:mayor@villageofmagdalena.com) THE DEADLINE FOR WRITTEN PUBLIC COMMENTS TO BE RECEIVED IS MONDAY, JUNE 26, 2023 AT 12:00 PM. EMAILED PUBLIC COMMENT MUST CONTAIN THE AUTHOR'S NAME AND PHYSICAL ADDRESS AND WILL BE ENTERED AND/OR READ INTO THE MEETING MINUTES

## 16. ADJOURNMENT

*NOTE: THIS AGENDA IS SUBJECT TO REVISION UP TO 72 HOURS PRIOR TO THE SCHEDULED MEETING DATE AND TIME (NMSA 10-15-1 F). A COPY OF THE AGENDA MAY BE PICKED UP AT THE VILLAGE OFFICE, 108 N. MAIN STREET, MAGDALENA, NM 87825. PUBLIC DOCUMENTS, INCLUDING THE AGENDA AND MINUTES, CAN BE PROVIDED IN VARIOUS ACCESSIBLE FORMATS. PLEASE CONTACT THE VILLAGE CLERK/TREASURER IF A SUMMARY OR OTHER TYPE OF ACCESSIBLE FORMAT IS NEEDED. IF YOU ARE AN INDIVIDUAL WITH A DISABILITY WHO IS IN NEED OF A READER, AMPLIFIER, QUALIFIED SIGN LANGUAGE INTERPRETER OR ANY OTHER FORM OF AUXILIARY AID OR SERVICE TO ATTEND OR PARTICIPATE IN THE MEETING, PLEASE CONTACT THE VILLAGE CLERK AT 575-854-2261 AT LEAST ONE WEEK PRIOR TO THE MEETING OR AS SOON AS POSSIBLE.*

**DRAFT**

**NOTICE OF THE REGULAR MEETING OF THE VILLAGE OF MAGDALENA BOARD OF TRUSTEES  
MONDAY, JUNE 12, 2023, AT 5:00 PM  
VILLAGE HALL 108 N. MAIN STREET**

**MEMBERS OF THE PUBLIC WHO WISH TO ATTEND AND LISTEN TO THE MEETING VIA ZOOM MAY DO SO  
AT THE FOLLOWING LINK:**

<https://us02web.zoom.us/j/4861155997?pwd=V0V6SERBNVdGNDNPaE1ZdWp1N004UT09>

**Meeting ID: 486 115 5997**

**Passcode: MAGDALENA**

**CALL TO ORDER:** Mayor Rumpf called the meeting to order at 5:02 p.m.

**PRESENT:** Mayor Richard Rumpf, Trustee James Nelson, Trustee Harvan Conrad, Trustee Clark Brown, Carleen Gomez–Deputy Clerk and Attorney Kathy Stout

**PARTICIPATING VIA ZOOM VIDEO CONFERENCE:** Trustee Donna Dawson.

**ABSENT:** None

**GUESTS :** Collier Nelson - Assistant Clerk, Marshal Michael Zamora, Linda Montoya, Lieutenant Brian Waterman

Mayor Rumpf led the gallery in reciting the Pledge of Allegiance.

**APPROVAL OF AGENDA:** Harvan Conrad moved to approve the agenda as presented and Clark Brown seconded the motion. The motion carried unanimously.

**APPROVAL OF MINUTES:**

**a. REGULAR MEETING – MAY 22, 2023**

James Nelson moved to approve the minutes as amended, and Harvan Conrad seconded the motion. The motion carried unanimously.

**APPROVAL OF CASH BALANCE REPORTS:** Donna Dawson moved to approve the Cash Balance Report, and Clark Brown seconded the motion. The motion carried unanimously.

**APPROVAL OF BILLS:** James Nelson moved to approve the Bill List, with additions, and Harvan Conrad seconded the motion. The motion carried unanimously.

**BILL LIST**

Admin Office of Courts		\$585.00
ABQ Publishing Company		\$1,535.30
A-X Propane		\$1,535.30
C Bar D Trailers		\$1,000.00
City Of Socorro		\$3,598.50
GALL'S		\$488.31
GT Fabrications		\$3,870.00
Gumdrop Books		\$1,116.94

Ingrim Library Services		\$114.46
Jacob Finch		\$2,148.76
Merchant Automotive Group		\$372.80
Nance, Pato, & Stout LLC		\$638.25
New Mexico Meters LLC		\$2,452.00
Pocket Press, LLC		\$99.91
Provelocity LLC		\$1,667.00
Quick & Easy Tire & Lube		\$590.40
RAK'S Building Supply		\$146.48
Route 60 Trading Post		\$100.00
USA Bluebook		\$173.64
Verizon Wireless		\$899.17
WEX Bank		\$3,265.28
Winston's Auto Service		\$97.65
WNM Communications		\$734.70
		<b>Sub-Total: \$ 26,016.30</b>
	<b>Additions</b>	
Nanise Native Plants		\$100.00
GALL'S		\$355.25
Airgas		\$334.00
Valley Sanitation		\$236.08
RAKS'S Building Supply		\$2,673.85
Romero's Tires		\$318.30
Richard Rumpf		\$29.75
		<b>Sub-Total: \$ 4,047.23</b>
		<b>TOTAL: \$30,063.53</b>

**MAYOR'S REPORT:**

**a. DISCUSSION & POSSIBLE DECISION REGARDING SIGNING OF PFAS COST RECOVERY AGREEMENT:**

Mayor Rumpf stated that there is a Teflon/Chemical that is a big health risk and there is currently a lawsuit through the Rural Water Association. He stated that \$65,000.00 may be received by the Village and it will be set aside for water if we get this. He stated that the lawsuit has been settled through the courts and everything is now in the settlement phases.

Mayor Rumpf gave an update on the Senior Center; he stated that the utility workers have been painting and striping and waxing the floor. He stated that tables have been donated from the old Magdalena Café, he added that the curtains are new and have been put up. Mayor Rumpf stated that the Nutritionist is coming to work with the employees this week. He stated that our center may be getting a new van and a Chevy Malibu. Mayor Rumpf announced that the tentative grand opening is set for the middle of July 2023 and the Senior Center has a new appeal. He stated that he would like to do a soft opening as well, to see how many members are interested and have an idea of how many people to cook for. Right now, the Senior Center can fit about forty people. There was a donation of a sewing machine for alterations and there was also a donation of a BUNN coffee machine. There are some volunteer drivers willing to attend driver's classes through the NMML and the employees will take those same classes and get their food handlers certificates from Safe Serve. There are currently some ideas for a salad bar, field trips, movie nights at the Loma Theater in Socorro and a tour of the Bosque Del Apache. He stated that he is looking into doing a survey on what kinds of foods seniors

would enjoy. Donna Dawson asked if we needed a permit for BINGO Day at the senior center. Attorney Kathy Stout stated she did not believe so, but she would look into that.

**CLERK'S REPORT:** Deputy Clerk Carleen Gomez had nothing to report.

**DEPARTMENT REPORTS:**

- a. **EMS** – James Nelson reported that there were 4 EMS calls in May 2023.
- b. **FIRE** – James Nelson reported that there were no calls in May 2023.
- c. **MARSHAL** – A report was submitted and reviewed.
- d. **JUDGE** – No report was available.
- e. **PUBLIC WORKS** – A report was submitted and reviewed.
- f. **LIBRARY** – A report was submitted and reviewed.

**DISCUSSION & POSSIBLE DECISION REGARDING RESOLUTION NO. 2023-10, NOTICE TO THE COUNTY CLERK OF THE 2023 MUNICIPAL ELECTIONS:** Donna Dawson moved to approve Resolution No. 2023-10 with a minor amendment, and Clark Brown seconded the motion.

Mayor Rumpf requested a Roll Call Vote:

James Nelson: Aye  
Harvan Conrad: Aye  
Donna Dawson: Aye  
Clark Brown: Aye

The motion carried unanimously.

**DISCUSSION & POSSIBLE DECISION REGARDING RESOLUTION NO. 2023-11, ADOPTING A TRAVEL POLICY RELATING TO THE REIMBURSEMENT AND TRAVEL FOR PER DIEM AND MILEAGE EXPENSES FOR PUBLIC OFFICERS AND EMPLOYEES OF THE VILLAGE WHILE ON OFFICIAL VILLAGE BUSINESS:** Attorney Kathy Stout stated that this is updated by State Statute. James Nelson moved to approve Resolution No. 2023-11 with a minor amendment, and Harvan Conrad seconded the motion.

Mayor Rumpf requested a Roll Call Vote:

James Nelson: Aye  
Harvan Conrad: Aye  
Donna Dawson: Aye  
Clark Brown: Aye

The motion carried unanimously.

**DISCUSSION & POSSIBLE DECISION REGARDING ACCEPTANCE OF RESIGNATION FROM VILLAGE ATTORNEY KATHY STOUT WITH NANCE, PATO & STOUT, LLC:** Donna Dawson moved to accept the resignation from Village Attorney Kathy Stout, and Harvan Conrad seconded the motion. The motion carried unanimously. Mayor Rumpf gave a huge thanks for her dedication. Deputy Clerk Carleen Gomez thanked her for all she has done for the Village.

**DISCUSSION & POSSIBLE DECISION REGARDING POSTING AN ADVERTISEMENT FOR A VILLAGE ATTORNEY:** Attorney Kathy Stout suggested posting on the State Bar website, NMML, SCCOG, the Chieftain, and ABQ Journal. Donna Dawson moved to approve the posting of an advertisement for the Village Attorney, and Harvan Conrad seconded the motion. The motion carried unanimously.

**DISCUSSION & POSSIBLE DECISION REGARDING MAGDALENA MARSHAL'S OFFICE REQUEST FOR LAW ENFORCEMENT RECRUITMENT & RETENTION FUNDS:** Donna Dawson moved to approve the Marshal's Offices request for Law Enforcement Recruitment and Retention Funds. Marshal Michael Zamora stated that Deputy

Paulettica Monte will be done with her duties in September 2023. She will be back in January 2024 and will be eligible for the Law Enforcement Academy in July of 2024. Brian Waterman would like to send her to a different psychologist for a psych exam. Donna Dawson, and Harvan Conrad seconded the motion.

Mayor Rumpf requested a Roll Call Vote:

James Nelson: Aye  
Harvan Conrad: Aye  
Donna Dawson: Aye  
Clark Brown: Aye

The motion carried unanimously.

**EXECUTIVE SESSION – THE FOLLOWING MATTERS WILL BE DISCUSSED IN CLOSED SESSION: MOTION & ROLL CALL VOTE TO GO INTO EXECUTIVE SESSION AND THAT, PURSUANT TO NEW MEXICO STATE STATUTES SECTION 10-15-1, ONLY THE FOLLOWING MATTER WILL BE DISCUSSED IN CLOSED SESSION:** Donna Dawson

moved to approve to go into executive session at 5:58 p.m., and Harvan Conrad seconded the motion.

Mayor Rumpf requested a Roll Call Vote:

James Nelson: Aye  
Harvan Conrad: Aye  
Donna Dawson: Aye  
Clark Brown: Aye

The motion carried unanimously.

**a. NMSA 10-15-1(H)(2) LIMITED PERSONNEL MATTERS**

- i. LIBRARIAN/MUSEUM DIRECTOR**
- ii. SENIOR CENTER SITE MANAGER/COOK**
- iii. SENIOR CENTER COOK/DRIVER**

- MOTION & ROLL CALL VOTE TO RETURN TO REGULAR SESSION**
- MOTION & ROLL CALL VOTE THAT MATTERS DISCUSSED IN CLOSED SESSION WERE LIMITED TO THOSE SPECIFIED IN MOTION FOR CLOSURE, AND THAT NO FINAL ACTION WAS TAKEN, AS PER NEW MEXICO STATUTES SECTION 10-15-1:** Donna Dawson moved to return to regular session at 6:08 p.m., and certified that only matter on the agenda were discussed and no decisions were made, and Harvan Conrad seconded the motion.

Mayor Rumpf requested a Roll Call Vote:

James Nelson: Aye  
Harvan Conrad: Aye  
Donna Dawson: Aye  
Clark Brown: Aye

The motion carried unanimously.

**DISCUSSION & POSSIBLE DECISION TO HIRE LIBRARIAN/MUSEUM DIRECTOR:** Donna Dawson moved to approve the hiring of Librarian Yvonne Magener, and Harvan Conrad seconded the motion.

Mayor Rumpf requested a Roll Call Vote:

James Nelson: Aye  
Harvan Conrad: Aye  
Donna Dawson: Aye  
Clark Brown: Aye

The motion carried unanimously.

**DISCUSSION & POSSIBLE DECISION TO HIRE MAGDALENA SENIOR CENTER SITE MANAGER/COOK:** Harvan Conrad moved to approve the hiring of Monica Moore, for the Magdalena Senior Center Site Manager/Cook, and Clark Brown seconded the motion.

Mayor Rumpf requested a Roll Call Vote:

James Nelson: Aye

Harvan Conrad: Aye

Donna Dawson: Aye

Clark Brown: Aye

The motion carried unanimously.

**DISCUSSION & POSSIBLE DECISION TO HIRE MAGDALENA SENIOR CENTER COOK/DRIVER:** Harvan Conrad moved to approve the hiring of Jeanette Wilson, for the Magdalena Senior Center Cook/Driver, and Clark Brown seconded the motion.

Mayor Rumpf requested a Roll Call Vote:

James Nelson: Aye

Harvan Conrad: Aye

Donna Dawson: Aye

Clark Brown: Aye

The motion carried unanimously.

**PUBLIC INPUT – 1 TOPIC PER PERSON - 3 MINUTE LIMIT**

**PUBLIC COMMENT MAY BE MADE IN PERSON OR VIA EMAIL (IF LESS THAN 3 MINUTES). EMAIL COMMENTS MAY BE MADE BY EMAILING COMMENTS TO: [clerk@villageofmagdalena.com](mailto:clerk@villageofmagdalena.com) and/or [mayor@villageofmagdalena.com](mailto:mayor@villageofmagdalena.com) THE DEADLINE FOR WRITTEN PUBLIC COMMENTS TO BE RECEIVED IS MONDAY, JUNE 12, 2023 AT 12:00 PM. EMAILED PUBLIC COMMENT MUST CONTAIN THE AUTHOR'S NAME AND PHYSICAL ADDRESS AND WILL BE ENTERED AND/OR READ INTO THE MEETING MINUTES**

Linda Montoya had concerns about the Clerk/Treasurer salary. She asked if the current salary could be increased because it is too low for the responsibilities. Mayor Rumpf stated that he believes it is where it should be.

**ADJOURNMENT:** Donna Dawson moved to adjourn the meeting at 6:16 p.m. and Clark Brown seconded the motion. The motion carried unanimously.

Respectfully Submitted,

Carleen Gomez, CMC  
Deputy Clerk

Richard Rumpf  
Mayor

Minutes taken by:

Collier Nelson - Assistant Clerk

**Request to Village of Magdalena for Use of Lodger's Tax  
(Pursuant to Lodger's Tax Act Section 3-38-14 NMSA 1978)**

Our mission is to stimulate economic growth by marketing Magdalena as a visitor destination through tourism.

Eligible uses of Lodger's Tax Proceeds are to defray the costs of:

- advertising, publicizing and promoting tourist-related attractions, facilities and events as stated in SECTION 4 of the Village Ordinance. (A complete copy is available upon request.)

1. This request is made by Jim Sauer (Applicant)

Address:

Po Box 1083 1135 Hwy 60 W  
Magdalena 87825

Phone: 575 854 3430

Email: jsauer@jds@gmail.com

- 501-3C Non-Profit Entity; (provide proof)
- For Profit Entity; (Private Individual/Entity)
- Group/Organization without Non-Profit Status;
- Other: \_\_\_\_\_

The purpose of this request is to provide tourist related activities and contract with the Village and other individuals/entities in the provision of tourist-related promotional activities.

Name of Event:

Magdalena Frontier Festival

Location of Event:

MAIN STREET NORTH, Magdalena

Description of Event:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is this a fund raising event? Please describe:

FOR Profit in Business ~~only~~ Participants only  
NOT FOR PROFIT in other

Proposed Date of Event: 1 July 2023

1. **All printed material must include the Village logo (available at Village Hall once approval has been given), and indicate that Village of Magdalena Lodger's Tax funds were used in the purchase of said items.**

• **BEFORE EVENT**

- Applicant is required to provide an estimated budget to include: Revenue (income from sponsors, sales, booth space fees, etc.) and



**EVENT/ORGANIZATION:** Magdalena Frontier Festival

**BUDGET WORKSHEET** (complete this form as an estimate BEFORE your event and again AFTER your event showing actual amounts, along with an event summary)

INCOME SOURCES	ESTIMATE	ACTUAL
<u>Small periodic donations</u>	<u>~\$300</u>	<u>          </u>
<b>TOTAL INCOME</b>	<u>~\$300</u>	<u>          </u>

EXPENSES	ESTIMATE	ACTUAL
<u>STOOL-Bus</u>	<u>~425.00</u>	<u>\$400</u>
<u>Ads (newspaper) advertising in Chieftan + ABC journal</u>	<u>~500</u>	<u>\$540</u>
<b>TOTAL EXPENSES</b>	<u>          </u>	<u>\$940.00</u>

**MARKETING**  
Who is your target market?

How/where are you advertising your event? Does this reach your target market?

\* Please include copies of all advertisements following event.

	ESTIMATE	ACTUAL
Number of Visitors at Event	<u>~300</u>	<u>          </u>
Number of Motel Rooms Filled	<u>          </u>	<u>          </u>

**EVENT SUMMARY** (Please let us know how your event went, things that went well, areas that need work or attention for next year)

Expenses (advertising, rental fees, etc.).

- FOLLOWING EVENT

- Applicant shall provide accurate financial records (invoices, receipts, etc.) for all items for which the City pays.

2. Use of Funds

The use of Village of Magdalena's Lodger's tax funds are outlined by Village Ordinance No. 2015-06. The requirements as outlined by the Village's Lodger's Tax Ordinance must be adhered to in the execution of all aspects of this request. Applicant acknowledges that a complete copy is available and understands the eligible uses of Lodger's Tax Proceeds. \* Lodger's tax funds are not to be used to pay for motel rooms.

3. Terms and Conditions of this Request

A. Contractor is requesting \$ 940.00 in Lodger's Tax funds to be used as follows:

<u>Stool-Bus</u>	<u>- \$400</u>
<u>Alb Publishing</u>	<u>\$540</u>
_____	_____
_____	_____
_____	_____
_____	_____

B. Any other requests (ie. Use of Village property, police escort, etc. must be made at Village Hall).

This request is submitted the 12<sup>th</sup> day of June, 2023.

  
\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Village of Magdalena

Approval

As Mayor of the Village of Magdalena I am authorizing the above described event with the understanding that all preliminary administrative functions have been met (i.e. budget, Board approval, etc.).

\_\_\_\_\_  
Richard Rumpf – Mayor



Stool Bus, LLC

P O Box 574

Pie Town, NM 87827

# Invoice

Date	Invoice #
6/14/2023	4130

Bill To
Jim Sauer Magdalena, NM 87825

Description	Amount
3 Stool Rooms and 1 Hand Wash Station for 150 People	215.00T
Pick up and Disposal	185.00T
Sales Tax	0.00
<b>Total</b> \$400.00	

# El Defensor Chieftain

200 Winkler Street  
Socorro, NM 87801

Advertising for Frontier Days in the El Defensor Chieftain for June 22 and June 29 to get the schedule in front of an audience ahead of the event. Ad built by the newspaper at no extra cost. Readership is 5,455 for Socorro County.

2x5 inch ad, two times, total cost \$500 plus tax

**Request to Village of Magdalena for Use of Lodger's Tax  
(Pursuant to Lodger's Tax Act Section 3-38-14 NMSA 1978)**

**Our mission is to stimulate economic growth by marketing Magdalena as a visitor destination through tourism.**

**Eligible uses of Lodger's Tax Proceeds are to defray the costs of:**

- **advertising, publicizing and promoting tourist-related attractions, facilities and events as stated in SECTION 4 of the Village Ordinance.** (A complete copy is available upon request.)

1. This request is made by JOHN LEE / ZW (Applicant)

Address: P.O. Box 113  
MAGDALENA, NM 87825

Phone: 610-656-2861 Email: \_\_\_\_\_

- \_\_\_\_ 501-3C Non-Profit Entity; (provide proof)
- \_\_\_\_ For Profit Entity; (Private Individual/Entity)
- \_\_\_\_ Group/Organization without Non-Profit Status;
- Other: VILLAGE

The purpose of this request is to provide tourist related activities and contract with the Village and other individuals/entities in the provision of tourist-related promotional activities.

Name of Event: VILLAGE ADVERTISING

Location of Event: ADS IN TLP PUBLICATION PROMOTING MAGDALENA

- Description of Event:
- 3 SEPARATE POSSIBLE ADS
  - (1) VISITOR'S CENTER
  - (2) VILLAGE EVENT CALENDAR FOR 2024
  - (3) PROMOTION FOR ROUTE 60 TRADING POST

Is this a fund raising event? Please describe: AS HOME FOR VISITORS CENTER  
NO

Proposed Date of Event: 2024 WHEN NEW BOOK IS PUBLISHED

1. **All printed material must include the Village logo (available at Village Hall once approval has been given), and indicate that Village of Magdalena Lodger's Tax funds were used in the purchase of said items.**

- **BEFORE EVENT**  
- Applicant is required to provide an estimated budget to include: Revenue (income from sponsors, sales, booth space fees, etc.) and

**EVENT/ORGANIZATION:** TLP PROMOTIONAL BOOKS

**BUDGET WORKSHEET** (complete this form as an estimate BEFORE your event and again AFTER your event showing actual amounts, along with an event summary)

**INCOME SOURCES**

ESTIMATE / ACTUAL

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TOTAL INCOME**

\_\_\_\_\_

**EXPENSES**

ESTIMATE / ACTUAL

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TOTAL EXPENSES**

**MARKETING**

Who is your target market?

*THESE GO TO EVERY HOUSEHOLD AND COMMERCIAL ESTABLISHMENT IN SUCCARD COUNTY BY U.S. MAIL.*

How/where are you advertising your event? Does this reach your target market?

\* Please include copies of all advertisements following event.

ESTIMATE / ACTUAL

Number of Visitors at Event

\_\_\_\_\_

Number of Motel Rooms Filled

\_\_\_\_\_

**EVENT SUMMARY** (Please let us know how your event went, things that went well, areas that need work or attention for next year)

Expenses (advertising, rental fees, etc.).

- FOLLOWING EVENT  
- Applicant shall provide accurate financial records (invoices, receipts, etc.) for all items for which the City pays.

2. Use of Funds

The use of Village of Magdalena's Lodger's tax funds are outlined by Village Ordinance No. 2015-06. The requirements as outlined by the Village's Lodger's Tax Ordinance must be adhered to in the execution of all aspects of this request. Applicant acknowledges that a complete copy is available and understands the eligible uses of Lodger's Tax Proceeds. \* Lodger's tax funds are not to be used to pay for motel rooms.

3. Terms and Conditions of this Request

- A. Contractor is requesting \$ 979.20 in Lodger's Tax funds to be used as follows:

TO PAY FOR 3 ADS (IF YOU BUY THE TWO,  
THIRD ONE IS FREE)  
TO PROMOTE THE VILLAGE IN GENERAL AND  
AND ACTIVITIES SPECIFICALLY

- B. Any other requests (ie. Use of Village property, police escort, etc. must be made at Village Hall).

This request is submitted the 23rd day of JUNE, 2023.

John W. Long  
Applicant Signature

\_\_\_\_\_  
Village of Magdalena

Approval

As Mayor of the Village of Magdalena I am authorizing the above described event with the understanding that all preliminary administrative functions have been met (i.e. budget, Board approval, etc.).

\_\_\_\_\_  
Richard Rumpf – Mayor





# THE LOCAL PAGES Advertising Contract

Page \_\_\_\_\_ of \_\_\_\_\_

<b>INFORMATION AS IT WILL APPEAR IN DIRECTORY</b>		SALES REPRESENTATIVE <i>Linda Bell</i>		ACCOUNT/LEAD #
ADVERTISER'S NAME TO BE PUBLISHED <i>Magdalena Visitors Center</i>		ADVERTISER (IF DIFFERENT FROM ADVERTISER'S NAME TO BE PUBLISHED)		
ADDRESS TO BE PUBLISHED <i>400 1st St</i>		BILLING ADDRESS <i>PO Box 211</i>	CITY <i>Magdalena</i>	STATE <i>NM</i>
CITY TO BE PUBLISHED <i>Magdalena</i>	PHONE NUMBER TO BE PUBLISHED <i>505-859-3560</i>	CONTACT NAME <i>Linda Bell</i>	ZIP CODE <i>87425</i>	
DIRECTORY <i>30C</i>		SEEN-AT ADDRESS		
ISSUE # <i>22</i>		E-MAIL <i>C. GOMEZ D.V. Magdol of Magdalena</i>		

ITEM CODE	HEADING ID	CLASSIFICATION / HEADING DESCRIPTION	EL	MONTHLY RATE*
<i>5112</i>	<i>W450</i>	<i>Visitors Information Center</i>		
<i>452</i>	<i>"</i>	<i>"</i>		
<i>2012</i>	<i>W401</i>	<i>Super White Logo Listing</i>		

## S.M.A.

### ENTERPRISES, INC.

LICENSE NO. 81415

- GA98, GB98 & MS3 Licensed • General Construction
- Septic Tanks & Installation • Boom Truck Service
- Trucking Service • Backhoe Service
- Concrete Foundations • Pre-Cast Concrete Products
- Parking Blocks, Etc • Asphalt Paving

**505-835-2417 • Mobile 505-440-9173**

**1141 US-60 • Socorro, NM**

E	MONTHLY SUBTOTAL*
Payment (first issue) <i>600.75</i>	DISCOUNT
Other	MONTHLY TOTAL*
Day of Month (Auto-Pay Only)	*Assumes 12 installments per issue <b>Tax &amp; Billing Fees are Added on Invoices</b>

### CONTRACT EXTENSION

Do not extend my advertising. This contract is for one issue only.
 Initialing extends contract

Extend contracted advertising with an increasing rate of \_\_\_\_\_ % per issue, with payment terms herein, for the following number of total issues:
 
 2  3  4  5
 
AUTHORIZED SIGNER'S INITIALS

By signing below, the signer affirms he or she has authority from the advertiser to contract for advertising. Signer also acknowledges that additional terms (on the reverse side or on an additional page) have been disclosed and are incorporated herein.

Authorized Signature \_\_\_\_\_

Please Print Name \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**OFFICE USE ONLY:** The Local Pages Authorization #





# THE LOCAL PAGES Advertising Contract

Page \_\_\_\_ of \_\_\_\_

<b>INFORMATION AS IT WILL APPEAR IN DIRECTORY</b>		SALES REPRESENTATIVE <i>Frank Ball</i>		ACCOUNT/LEAD #	
ADVERTISER'S NAME TO BE PUBLISHED <i>Trading Post &amp; Gallery</i>		ADVERTISER (IF DIFFERENT FROM ADVERTISER'S NAME TO BE PUBLISHED)			
ADDRESS TO BE PUBLISHED <i>400 1st St</i>		BILLING ADDRESS		CITY <i>Madalena</i>	
CITY TO BE PUBLISHED <i>Madalena</i>		PHONE NUMBER TO BE PUBLISHED <i>575-854-3560</i>		CONTACT NAME <i>John Lee</i>	
DIRECTORY <i>SOC</i>		SEEN-AT ADDRESS		CONTACT NUMBER <i>610-434-2861</i>	
ISSUE # <i>22</i>		E-MAIL <i>CBDMET@VillageofMadalena.com</i>			

ITEM CODE	HEADING ID	CLASSIFICATION / HEADING DESCRIPTION	EL	MONTHLY RATE*
<i>ABC</i>	<i>ANT100</i>	<i>Antiques - Dealers</i>		
<i>ABL</i>	<i>"</i>	<i>"</i>		
<i>SLL</i>	<i>WHITE</i>	<i>Super White Logo Listings</i>		<i>30</i>
<i>CWIN</i>	<i>22001</i>	<i>Coupon In</i>		

**ALASKA ADVENTURES**  
At The Big River Lodge  
Hunting • Fishing  
Gold Panning • ATV Excursions  
Sight Seeing • Camping  
**855-216-2767**  
bigrivervacations.com

ADDITIONAL SHEETS IF NECESSARY	C.	<b>PAYMENT PER ISSUE</b>		MONTHLY SUBTOTAL*
	D.	<input type="checkbox"/> Auto-Pay (NO \$5/invoice fee)	Down Payment (first issue) \$ <i>378.45</i>	DISCOUNT <i>30</i>
		<input type="checkbox"/> Installments (\$5/invoice fee)		MONTHLY TOTAL*
<input type="checkbox"/> Monthly (maximum of 12 installments)	Installments # _____ <small>(cannot exceed 12)</small>	Starting <input type="checkbox"/> 30 days <input type="checkbox"/> 60 days <input type="checkbox"/> Other _____	Day of Month (Auto-Pay Only)	<b>*Assumes 12 installments per issue Tax &amp; Billing Fees are Added on Invoices</b>
<input type="checkbox"/> Quarterly (maximum of 4 installments)				

**CONTRACT EXTENSION**

Do not extend my advertising. This contract is for one issue only.

Extend contracted advertising with an increasing rate of \_\_\_\_\_ % per issue, with payment terms herein, for the following number of total issues:  2  3  4  5

Initialing extends contract  
\_\_\_\_\_  
AUTHORIZED SIGNER'S INITIALS

**By signing below, the signer affirms he or she has authority from the advertiser to contract for advertising. Signer also acknowledges that additional terms (on the reverse side or on an additional page) have been disclosed and are incorporated herein.**

Authorized Signature \_\_\_\_\_

Please Print Name \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**OFFICE USE ONLY:** \_\_\_\_\_

The Local Pages Authorization # \_\_\_\_\_





# Advertising Contract

<b>INFORMATION AS IT WILL APPEAR IN DIRECTORY</b>		SALES REPRESENTATIVE <i>Linda Bell</i>	ACCOUNT/LEAD # L11284443
ADVERTISER'S NAME TO BE PUBLISHED <i>Area Chamber of Commerce</i>		ADVERTISER (IF DIFFERENT FROM ADVERTISER'S NAME TO BE PUBLISHED) <i>Maddalena Chamber</i>	
ADDRESS TO BE PUBLISHED <i>108 N Main St</i>		BILLING ADDRESS <i>PO Box 281 108 N Main St</i>	CITY <i>Maddalena</i>
CITY TO BE PUBLISHED <i>Maddalena</i>		STATE <i>NM</i>	ZIP CODE <i>87825</i>
PHONE NUMBER TO BE PUBLISHED <i>851 2261</i>		CONTACT NAME <i>John Lee</i>	CONTACT NUMBER <i>610-656-2861</i>
DIRECTORY <i>Suburban</i>		SEEN-AT ADDRESS	
ISSUE #		E-MAIL <i>LBOMEZ@villageofMadalena.com</i>	

ITEM CODE	SEE AD	HEADING ID	CLASSIFICATION / HEADING DESCRIPTION	MONTHLY RETAIL	MONTHLY RATE*
			<del>202 W 1st St. Corrales NM 575 410 7322</del>		
			<del>2-2222 Unknown heading</del>	29.00	
			<del>Last 2 Madalena Area Chamber of Commerce 202 W 1st St Madalena NM 575 851</del>		
<i>EPP 402</i>		<i>CH065</i>	<i>108 N Main St Area Chamber of Commerce</i>	29.00	<i>NA</i>
<i>SWL</i>		<i>WHITE</i>	<i>Super White Logo Printing</i>		
<i>CPNIN</i>		<i>22001</i>	<i>Coupon In</i>		
<i>CEND</i>		<i>BA486</i>	<i>Local Chamber Endorsement</i>		

<b>PAYMENT PER ISSUE</b>				MONTHLY SUBTOTAL*
<input type="checkbox"/> Auto-Pay (NO \$5/invoice fee)	Down Payment (first issue)			DISCOUNT
<input type="checkbox"/> Installments (\$5/invoice fee)	\$ <i>NCT</i>			MONTHLY TOTAL*
<input type="checkbox"/> Monthly (maximum of 12 installments)	Installments #	Starting: <input type="checkbox"/> 30 days <input type="checkbox"/> 60 days <input type="checkbox"/> Other	Day of Month (Auto-Pay Only)	*Assumes 12 installments per issue <b>Tax &amp; Billing Fees are Added on Invoices</b>
<input type="checkbox"/> Quarterly (maximum of 4 installments)	(cannot exceed 12)			

**CONTRACT EXTENSION**

Do not extend my advertising. This contract is for one issue only.

Extend contracted advertising with an increasing rate of \_\_\_\_\_ % per issue, with payment terms herein, for the following number of total issues:  2  3  4  5

Initialing extends contract \_\_\_\_\_  
AUTHORIZED SIGNER'S INITIALS

**By signing below, the signer affirms he or she has authority from the advertiser to contract for advertising. Signer also acknowledges that additional terms (on the reverse side or on an additional page) have been disclosed and are incorporated herein.**

Authorized Signature \_\_\_\_\_

Please Print Name \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**OFFICE USE ONLY:** \_\_\_\_\_ The Local Pages Authorization # \_\_\_\_\_



**RESOLUTION No 2023-12**  
**DELEGATING THE MAYOR THE EXCLUSIVE AUTHORITY TO SECURE AND MANAGE**  
**VILLAGE CREDIT CARDS**

**WHEREAS**, the Village of Magdalena Board of Trustees met upon notice of a duly published meeting on at 5:00 pm on June 26, 2023 at Village Hall, 108 N. Main Street, Magdalena, New Mexico as required by law; and,

**WHEREAS**, the Board of Trustees has the authority to manage and control the finances and all the property, real and personal, belonging to the Village. NMSA 1978, Section 3-12-3(A)(3); and,

**WHEREAS**, Village is having difficulty negotiating higher credit limits and generally interacting with credit card companies and banks due to the lack of the authority of any one individual; and,

**WHEREAS**, banking institutions continue to include former employees of the Village who had or exercised authority over credit and banking or to otherwise deny the Mayor complete access to past records or transactions.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Trustees for the Village of Magdalena that the Mayor of the Village of Magdalena is delegated the authority to make agreements with banks and credit card companies to facilitate access to credit on behalf of the Board of Trustees.

**NOW, THEREFORE, BE IT FURTHER RESOLVED**, that the Mayor is delegated the authority to request removal of all other persons who may have once had authority over banking or credit decisions and to have access to historical, as well as present and future records.

**NOW, THEREFORE, BE IT FURTHER RESOLVED**, that this Resolution replace Resolution 2023-03 in its entirety.

**APPROVED, ADOPTED, AND PASSED** on this 26th day of June 2023.

\_\_\_\_\_  
Richard Rumpf, Mayor

Attest:

\_\_\_\_\_  
Carleen Gomez, CMC – Deputy Clerk



## MAGDALENA MUNICIPAL AIRPORT

### TASK ORDER 3: Helicopter Parking Area, Access Road, and Future Hangar Grading

#### SCOPE OF WORK

This project is a NMDOT Aviation Division (NMAD), and Village funded project for the design and preparation of bidding documents and construction phase services for a concrete helicopter parking area, chip seal access road, and grading for future construction of aircraft hangars.

#### PROJECT NARRATIVE

The Magdalena Municipal Airport receives enough helicopter traffic (primarily from EMS) that it desires a paved hardstand for helicopter parking to load and unload passengers. As there are currently no paved areas at the airport, the helicopters landing on the dirt areas creates a significant dust storm.

The road accessing the airport is dirt and can be impassible during inclement weather.

The airport currently has two hangars for aircraft storage. As the demand for additional hangar space increases, it is the Village's desire to create a space (in conformance with the approved ALP) for private hangar construction on leased plots. This project will rough grade an area to allow for that hangar construction as the space is leased.

The design will include: development of plans and specifications, the Construction Safety and Phasing Plan (CSPP), bidding documents and the engineer's estimate of probable construction costs. The project will be ready to advertise for construction bids in spring and construction in the summer of 2024.

The design and documents will be in accordance with FAA design (Advisory Circular (AC) 150/5300-13B "Airport Design"), construction standards (AC 150/5370-10H "Standards for Specifying Construction of Airports"), and other applicable FAA ACs.

#### Funding:

The design is funded from a NMAD grant N29-xx-xx and Village funds.

#### Proposed funding is:

NMDOT Grant N29-xx-xx (99%)	\$86,307.00
Village (1%)	\$ 871.92

#### Project work elements include:

##### Project/Grant Management

1. Project management
2. Coordinate and manage internal survey and design efforts.
3. Prepare NMAD grant reimbursement requests for sponsor execution.
4. Development of scope and contract. Road width, drainage concerns, design helicopter, number/type of hangars.

### Environmental

1. Prepare environmental documentation – SOP CATEX.
2. Coordinate environmental submittal with FAA.

### Topographical Survey

1. Topographic Survey
2. NM811 Research/Coordination
3. Control Report
4. sUAS Ortho

### Pre-Design Phase

1. Prepare project design criteria.
2. Prepare the pavement design for the concrete helicopter parking pad.

### Design Phase

1. Consult with sponsor to determine user impacts during construction for preparation of the Airfield Construction Safety and Phasing Plan (CSPP). Prepare the CSPP, Safety Plan specification, and the FAA ARP SOP 1.00 checklist; submit to the sponsor for review and approval. Submit the CSPP to the FAA for review and approval via the FAA OE/AAA system for the construction impacts of the project (temporary impact). Coordinate with FAA for review/approval. Modify the CSPP based on review comments.
2. Design overall layout
3. Develop site grading for helicopter parking pad.
4. Develop site grading for hangar development area.
5. Develop site grading for the access road.
6. Develop drainage plan for the access road.
7. Prepare cover sheet, index, general notes, and quantity summary.
8. Prepare survey control plan.
9. Prepare site/project layout.
10. Prepare site grading plan.
11. Prepare detail sheets.
12. Compute earthwork and material quantities.
13. Prepare technical specifications using FAA standard specifications where available.
14. Prepare and update during the design, the engineer's estimate of probable construction costs.
15. Prepare for review and approval by Owner, its legal counsel, funding agencies, the draft construction contract documents assuming no FAA or federal funding for construction: Contract Agreement Forms, General Conditions and Supplementary Conditions, EJCDC contract language, Bid Forms, Invitations to Bid and Instructions to Bidders.
16. Quality Control/constructability review
17. Plan in Hand review with Village

### Final Design Phase

1. Make revisions in plans and specifications.
2. Prepare contract and bidding documents.
3. Prepare final construction cost estimates.
4. Quality control review and revisions.

### Bidding and Negotiation Phase

1. Print plans, specs and bidding documents for bidders, sponsor, and State Aviation. Plan distribution via BHITracker
2. Issue addenda as required.
3. Prepare bid opening checklist and sign-in sheet.
4. Attend bid opening.
5. Tabulate bids.
6. Evaluate bids and make recommendation for award.
7. Prepare contract documents.
8. Submit contract books to contractor for execution.
9. Review contract, bonds and insurance certificates and submit to Sponsor for execution.
10. Distribute documents.

### Construction Phase

1. Conduct pre-construction meeting- prepare agenda and notify interested parties.
2. Prepare minutes of pre-con meeting and distribute.
3. Prepare Notice to Proceed for Sponsor's execution.
4. Review and return contractor's submittal and shop drawings. Including the Airfield Safety Plan Compliance Document (SPCD).
5. Prepare contractor periodic pay estimates and State grant Reimbursement Requests.
6. Prepare, for Sponsor's approval, routine change orders. Extraordinary change orders to be negotiated by Supplemental Agreement.
7. Interpret plans and contract documents as required.
8. Conduct 4 (four) periodic observations of project to review plan and specification compliance - basic services (6 hours per trip).
9. Conduct formal final inspection with State Aviation and Sponsor personnel.

### Project Closeout Phase

1. Review final project costs and prepare final closing documents.
2. Prepare Final Construction Report.
3. Prepare as-built drawings from Contractor provided mark-ups. Distribute to sponsor and NMAD.



## MAGDALENA MUNICIPAL AIRPORT

### TASK ORDER 3: Helicopter Parking Area and Future Hangar Grading

#### PROJECT SCHEDULE

##### Milestones

##### Start Date

Consultant selection

Under contract

Village Task Order approval

July 2023

NMAD grant received

July 2023

Project kick-off meeting – BHI, Village

2 weeks after Village NTP

Survey Field Work

September 2023

100% PS&E

December 2023

Open bids

March 2024

Award construction contract

April 2024

Start construction

May 2024

Complete construction

August 2024

Project and Grant close out

October 2024



Engineering

Specialties

Advanced Technologies

**FEE PROPOSAL FOR**

Task Order: 3 (Three)

Project Name: Helicopter Parking Area, Access Road, and Future Hangar Grading

Project Description: Develop plans for Helicopter parking area at the North runway end, improvements to the access road and grading plan for future aircraft hangar area

Client: Village of Magdalena, NM

Contract Type: Lump Sum

Date Prepared: 6/13/2023

Prepared by: D. Slade/M. Huntzinger/E. Pickering

Task Number/Task Description	Technical Manager 6, Slade	Engineer 5, Huntzinger/Pickering	Engineer 3, Bennett	Admin Professional 4, Anticich	QA Engineer 7, Thomas	Surveyor 6, Phillips	Survey Tech 6, Raley	Survey Tech 6, Ramos	Survey Tech 3, Gutierrez/Hugg	Admin Professional 4, Stafford	Total Hours Per Task	Total Labor Per Task
<b>Project/Grant Management</b>												
1. Project management	4	12									16	\$ 3,176.00
2. Coordinate and manage internal survey and design efforts.		12									12	\$ 2,247.48
3. Prepare NMAD grant reimbursement requests for sponsor execution.		6									6	\$ 1,123.74
4. Development of scope and contract. Road width, drainage concerns, design helicopter, number/type of hangars	4	12									16	\$ 3,176.00
<b>Environmental</b>												
1. Prepare environmental documentation – SOP CATEX		4	2								6	\$ 1,032.86
2. Coordinate environmental submittal with FAA.		2									2	\$ 374.58
<b>Topographical Survey</b>												
1. Topographic Survey						6	30	30		1	67	\$ 9,406.68
2. NIM811 Research/Coordination						1			14		15	\$ 1,420.62
3. Control Report						2			4		6	\$ 742.44
4. sUAS Ortho						4	4	4			8	\$ 1,327.80
<b>Pre-Design Phase</b>												
1. Prepare project design criteria.	1	4	2								7	\$ 1,264.99
2. Prepare the pavement design for the concrete helicopter parking pad.		4	4								8	\$ 1,316.56
<b>Design Phase</b>												
1. Consult with sponsor to determine user impacts during construction for preparation of the Airfield Construction Safety and Phasing Plan (CSPP). Prepare the CSPP, Safety Plan specification, and the FAA ARP SOP 1.00 checklist; submit to the sponsor for review and approval. Submit the CSPP to the FAA for review and approval via the FAA OE/AAA system for the construction impacts of the project (temporary impact). Coordinate with FAA for review/approval. Modify the CSPP based on review comments.		4	2								6	\$ 1,032.86
2. Design overall layout	1	12	8								21	\$ 3,614.41
3. Develop site grading for helicopter parking pad.		4	4								8	\$ 1,316.56
4. Develop site grading for hangar development area.		8	8								16	\$ 2,633.12
5. Develop site grading for the access road.		8	4								12	\$ 2,065.72
6. Develop drainage plan for the access road.		4	4								8	\$ 1,316.56
7. Prepare cover sheet, index, general notes and quantity summary.		2	4								6	\$ 941.98
8. Prepare survey control plan.			2								2	\$ 283.70
9. Prepare site/project layout.		4	8								12	\$ 1,883.96



**FEE PROPOSAL FOR**

Task Order: 3 (Three)

Project Name: Helicopter Parking Area, Access Road, and Future Hangar Grading  
 Project Description: Develop plans for Helicopter parking area at the North runway end, improvements to the access road and grading plan for future aircraft hangar area

Client: Village of Magdalena, NM

Contract Type: Lump Sum

Date Prepared: 6/13/2023

Prepared by: D. Slade/M. Huntzinger/E. Pickering

Task Number/Task Description	Technical Manager 6, Slade	Engineer 5, Huntzinger/Pickering	Engineer 3, Bennett	Admin Professional 4, Antcich	QA Engineer 7, Thomas	Surveyor 6, Phillips	Survey Tech 6, Raley	Survey Tech 6, Ramos	Survey Tech 3, Gutierrez/Hugg	Admin Professional 4, Stafford	Total Hours Per Task	Total Labor Per Task
<b>Construction Phase</b>												\$ -
1. Conduct pre-construction meeting- prepare agenda and notify interested parties.		6									6	\$ 1,123.74
2. Prepare minutes of pre-con meeting and distribute.		2									2	\$ 374.58
3. Prepare Notice to Proceed for Sponsor's execution.		1									1	\$ 187.29
4. Review and return contractor's submittal and shop drawings. Including the Airfield Safety Plan Compliance Document (SPCD)		4									4	\$ 749.16
5. Prepare contractor periodic pay estimates and State grant Reimbursement Requests.		4									4	\$ 749.16
6. Prepare, for Sponsor's approval, routine change orders. Extraordinary change orders to be negotiated by Supplemental Agreement.		4									4	\$ 749.16
7. Interpret plans and contract documents as required.		4									4	\$ 749.16
8. Conduct 4 (four) periodic observations of project to review plan and specification compliance - basic services (6 hours per trip).		24									24	\$ 4,494.96
9. Conduct formal final inspection with State Aviation and Sponsor personnel.		6									6	\$ 1,123.74
<b>Project Closeout Phase</b>												\$ -
1. Review final project costs and prepare final closing documents.		4		1							5	\$ 840.12
2. Prepare Final Construction Report		8		1							9	\$ 1,589.28
3. Prepare as-built drawings from Contractor provided mark-ups. Distribute to sponsor and NMAD.		2	4	1							7	\$ 1,032.94
<b>Total Hours</b>	13	237	99	24	2	13	34	30	18	1	471	\$ 77,089.23
<b>Hourly Rate</b>	\$ 232.13	\$ 187.29	\$ 141.85	\$ 90.96	\$ 280.04	\$ 196.32	\$ 135.63	\$ 135.63	\$ 87.45	\$ 90.96		
<b>Direct Salary Cost</b>	\$ 3,017.69	\$ 44,387.73	\$ 14,043.15	\$ 2,183.04	\$ 560.08	\$ 2,552.16	\$ 4,611.42	\$ 4,068.90	\$ 1,574.10	\$ 90.96		\$ 77,089.23

<b>Direct Non-Salary Expenses</b>	
Travel	\$ 1,300.00
Per Diem	\$ -
Reproduction	\$ 100.00
Survey Per Diem/Equipment/Mileage/Materials	\$ 2,513.25
<b>Total Direct Non-Salary Expenses</b>	<b>\$ 3,913.25</b>

NMIGRT	7.6250%	Albuquerque	
NMAD Share	99.0%		
Sponsor Share	1.0%		
<b>LUMP SUM</b>			<b>\$ 81,002.48</b>
			<b>\$ 6,176.44</b>
			<b>\$ 87,178.92</b>
			<b>\$ 86,307.00</b>
			<b>\$ 871.92</b>

The fee is based on the hourly rates contained within our standard fee schedule, or utilizes estimated direct labor cost times a negotiated multiplier. Additional staff with labor classifications that are included in the standard fee schedule that may not be included in this detailed fee proposal or estimate may be called upon to work on the project. Project costs and progress effort will accrue in the project at the direct labor and/or standard fee schedule (or standard or negotiated multiplier) rates in effect at the time and by the staff performing the work.

Magdalena Municipal Airport (N29)  
 Helicopter parking hardstand, access road, future hangar grading

6/14/2023  
 BH/Slade/Pickering

Item	Unit	Quantity	Unit cost	Amount
				\$ -
Mobilization	LS	1	\$ 52,000.00	\$ 52,000.00
Survey	LS	1	\$ 10,000.00	\$ 10,000.00
SWPPP	LS	1	\$ 2,500.00	\$ 2,500.00
Site clearing/tree removal (hardstand, road, hangar area)	AC	7	\$ 2,500.00	\$ 17,500.00
Site grading (hardstand, road, hangar area)	SY	19000	\$ 9.00	\$ 171,000.00
Aggregate base course, 6"	SY	600	\$ 15.00	\$ 9,000.00
Concrete Hardstand, 6"	SY	600	\$ 150.00	\$ 90,000.00
Edge/perimeter markers	EA	90	\$ 150.00	\$ 13,500.00
Finish grading, compacting	SY	18000	\$ 9.00	\$ 162,000.00
Solar lighted wind cone	EA	1	\$ 10,000.00	\$ 10,000.00
Solar edge lights	EA	16	\$ 450.00	\$ 7,200.00
Aggregate base course, 6" (access road to hardstand)	SY	400	\$ 15.00	\$ 6,000.00
Chipseal for entire access road (new and existing)	SY	1400	\$ 2.50	\$ 3,500.00
Marking	SF	1689	\$ 5.00	\$ 8,445.00
Reflective Media	LB	130	\$ 2.50	\$ 325.00
Seeding	ACRE	4	\$ 500.00	\$ 2,000.00
Construction testing by the contractor	LS	1	\$ 5,000.00	\$ 5,000.00
Subtotal for Construction				\$ 569,970.00
NMGRT @			7.1875%	\$ 40,966.59
Estimate of Probable Construction Cost				\$ 610,936.59
Design engineering/survey/construction/close out				\$ 81,002.48
NMGRT @			7.6250%	\$ 6,176.44
Estimated total for engineering/survey/construction/close out				\$ 87,178.92
Estimate of probable project cost				\$ 698,115.51

**TASK ORDER**

**FROM**  
**Village of Magdalena, New Mexico**

**TO**  
**Bohannon Huston, Incorporated**

**NMAD Aviation Division Grant N29-xx-xx**

1. Task Order No. 3 (Three)
2. Title: Helicopter Parking Area, Access Road, and Future Hangar Grading
3. Location: Magdalena Municipal Airport (N29)
4. General Scope of Services Required: Develop plans for Helicopter parking area at the North runway end, Develop plans for improvements to the access road. Develop grading plan for future aircraft hangar area.
5. Village Contact: Richard Rumpf, Mayor  
  
Bohannon Huston Inc. Contact: Dumas Slade, Project Manager; Elaine Pickering, PE, Mark Huntzinger PE, Senior Project Engineer; Albert Thomas, PE, VP/Traffic and Transportation
6. Estimated Performance Time: Fifteen (15) months
7. Estimated Cost: \$ 81,002.48 without NMGRT (\$ 87,178.92 including NMGRT @ 7.625%)  
**LUMP SUM basis.**
8. Attachments:  
Scope of Work  
Schedule  
Fee proposal
9. The Parties hereto executed the original Master Consulting Agreement on February 20, 2020

\_\_\_\_\_  
Village of Magdalena, New Mexico

Date: \_\_\_\_\_



\_\_\_\_\_  
Bohannon Huston, Inc.

Date: 6/19/2023