

# **MASTER AGREEMENT WORK ORDER**

## **WORK ORDER NO. 23 – CORPORATE HANGAR LEASES HANGARS O, P, Q, R, S, AND T**

This exhibit dated August \_\_\_\_, 2026 is hereby attached to and made a part of the Master Agreement for Professional Services dated October 15, 2020 between Blair Airport Authority (“Client”) and Olsson, Inc. (“Olsson”) providing for professional services. Olsson’s Scope of Services for the Agreement is as indicated below.

### **GENERAL**

Olsson has acquainted itself with the information provided by Client relative to the project and based upon such information offers to provide the services described below for the project. Client warrants that it is either the legal owner of the property to be improved by this Project or that Client is acting as the duly authorized agent of the legal owner of such property.

### **PROJECT DESCRIPTION AND LOCATION**

Project will be located at: Blair Executive Airport, Blair, Nebraska

Project Description: Work Order No. 23 – Corporate Hangar Leases; Hangars O, P, Q, R, S and T

### **SCOPE OF SERVICES**

Olsson shall provide the following services (Scope of Services) to Client for the Project:

#### **Task 1: Legal Description and Exhibit - \$10,850**

Drawing/document depicting the legal description and section ties associated with the designated lease area will be created and signed by a Registered Surveyor licensed in Nebraska. Coordination meetings for establishing setbacks included with this task.

- A lease area has been identified for each of the new Corporate Hangars O, P, Q, R, S and T along the existing and proposed taxilanes within the South Corporate Hangar Expansion area.
- Lease area boundaries will be coordinated with the Airport Authority/City for each of the individual hangars (O, P, Q, R, S, and T).
- Setbacks will be identified on the lease area drawing as directed by Airport Authority/City.
- A single drawing will be completed to depict the overall hangar layout for Hangars O, P, Q, R, S, and T combined; Individual drawings will not be completed. Individual legal descriptions for each lease area will be included on the overall drawing and provided in a word formatted document.
- If required, Airport Authority/City will be responsible for recording with Washington County.

## **Task 2: Lease Area pin establishment (Field Survey) - \$2,950**

Rebar (pins) will be installed at the corners of the designated lease boundaries as identified on the legal description document after approvals and at a time designated by the Airport Authority. One site visit has been identified for this task. Reestablishment of these pins in the future with a separate site visit will be an additional expense.

Should Client request work in addition to the Scope of Services, Olsson shall invoice Client for such additional services (Optional Additional Services) at the standard hourly billing labor rate charged for those employees actually performing the work, plus reimbursable expenses if any. Olsson shall not commence work on Optional Additional Services without Client's prior written approval.

Olsson agrees to provide all of its services in a timely, competent and professional manner, in accordance with applicable standards of care, for projects of similar geographic location, quality and scope.

### **SCHEDULE FOR OLSSON'S SERVICES**

Unless otherwise agreed, Olsson expects to perform its services under the Agreement as follows:

|                                      |                                                       |
|--------------------------------------|-------------------------------------------------------|
| Anticipated Start Date:              | August 2026                                           |
| Anticipated Completion Date:         | Exhibits September 2026                               |
| Establishment of Pins in field Date: | Date to be determined by Airport Authority/City Staff |

Olsson will endeavor to start its services on the Anticipated Start Date and to complete its services on the Anticipated Completion Date. However, the Anticipated Start Date, the Anticipated Completion Date, and any milestone dates are approximate only, and Olsson reserves the right to adjust its schedule and any or all of those dates at its sole discretion, for any reason, including, but not limited to, delays caused by Client or delays caused by third parties.

### **COMPENSATION**

Client shall pay to Olsson for the performance of the Scope of Services a lump sum of thirteen thousand eight hundred dollars (\$13,800.00). Olsson's reimbursable expenses for this project are included in the lump sum. Olsson shall submit invoices on a monthly basis, and payment is due within 30 calendar days of invoice date.

### **TERMS AND CONDITIONS OF SERVICE**

We have discussed with you the risks, rewards and benefits of the Project, the Scope of Services, and our fees for such services and the Agreement represents the entire understanding between Client and Olsson with respect to the Project. The Agreement may only be modified in writing signed by both parties.

Client's designated Project Representative shall be Phil Green and Dave Johnson.

If this Work Order satisfactorily sets forth your understanding of our agreement, please sign in the space provided below. Retain a copy for your files and return an executed original to Olsson, This proposal will be open for acceptance for a period of 30 days from the date set forth above, unless changed by us in writing.

**OLSSON, INC.**

By 

By 

By signing below, you acknowledge that you have full authority to bind Client to the terms of the Agreement. If you accept this Work Order, please sign:

**BLAIR AIRPORT AUTHORITY**

By \_\_\_\_\_  
Signature

Print Name \_\_\_\_\_

Title \_\_\_\_\_

Dated: \_\_\_\_\_

**EXHIBIT A**  
**Corporate Hangar Leases O, P, Q, R, S, and T**  
**Blair Executive Airport      Work Order No. 23**

1. Direct Salary Costs

| <u>Title</u>          | <u>Total Hours</u> | <u>Direct Salary Rate/Hour</u> | <u>Total Costs (\$)</u> |
|-----------------------|--------------------|--------------------------------|-------------------------|
| Principal/Team Leader | 0.0                | \$92.30                        | \$0.00                  |
| Senior Engineer       | 8.0                | \$76.50                        | \$612.00                |
| Project Engineer      | 0.0                | \$65.10                        | \$0.00                  |
| Design Manager        | 0.0                | \$55.30                        | \$0.00                  |
| Associate Engineer    | 0.0                | \$45.40                        | \$0.00                  |
| Assistant Engineer    | 0.0                | \$41.00                        | \$0.00                  |
| Registered Surveyor   | 18.0               | \$71.50                        | \$1,287.00              |
| Senior Technician     | 33.0               | \$36.50                        | \$1,204.50              |
| Associate Technician  | 33.0               | \$33.50                        | \$1,105.50              |
| Clerical              | 4.0                | \$33.75                        | \$135.00                |

Total Direct Salary Costs:      \$4,344.00

2. Labor and General & Administrative Overhead

|                                     |         |            |
|-------------------------------------|---------|------------|
| Percentage of Direct Salary Costs** | 172.43% | \$7,490.36 |
|-------------------------------------|---------|------------|

|                                             |            |
|---------------------------------------------|------------|
| 3. <u>Fixed Fee: 15% of Items 1 &amp; 2</u> | \$1,775.15 |
|---------------------------------------------|------------|

4. Direct Nonsalary Expenses

|                                |            |          |          |
|--------------------------------|------------|----------|----------|
| Travel                         | 78 Miles @ | \$0.750  | \$58.50  |
| Meals                          | - Days @   | \$68.00  | \$0.00   |
| Motel                          | - Days @   | \$110.00 | \$0.00   |
| Copies, Prints, Shipping, Pins |            |          | \$150.00 |
| Drilling Expenses (N/A)        |            |          | \$0.00   |

Total Expenses:      \$208.50

|                            |             |
|----------------------------|-------------|
| 5. Subtotal of Items 1 - 4 | \$13,818.01 |
|----------------------------|-------------|

|                      |        |
|----------------------|--------|
| 6. Subcontract costs | \$0.00 |
|----------------------|--------|

|                                        |             |
|----------------------------------------|-------------|
| 7. Lump Sum Amount - Total Items 5 & 6 | \$13,818.01 |
|----------------------------------------|-------------|

Rounded:      \$13,800.00

\*\* For Item 2, the consultant should submit a statement of auditable overhead expenses, certified by the consultant's auditor, the sponsor's auditor, the state's auditor, or a Federal government auditor.