MEETING AGENDA

CITY OF POCATELLO
POCATELLO DEVELOPMENT AUTHORITY

SEPTEMBER 16, 2026 – 11:00 AM
COUNCIL CHAMBERS | 911 N 7TH AVENUE

In accordance with the Americans with Disabilities Act, it is the policy of the City of Pocatello to offer its public programs, services, and meetings in a manner that is readily accessible to everyone, including those with disabilities. If you are disabled and require an accommodation, please contact Skyler Beebe with two (2) business days' advance notice at sbeebe@pocatello.gov; 208.234.6248; or 5815 South 5th Avenue, Pocatello, Idaho. Advance notification within this guideline will enable the City to make reasonable arrangements to ensure accessibility.

In the event this meeting is still in progress at 12:00 p.m., a ten-minute recess may be called.

1. **CALL TO ORDER, ROLL CALL, DISCLOSE CONFLICTS OF INTEREST AND ACKNOWLEDGMENT OF GUESTS.**

2. **ACTION ITEM: APPROVE AND EXECUTE MEETING MINUTES.** The Board may wish to waive the oral reading of the Board of Commissioners' meeting minutes held August 19, 2026 and to approve the minutes as presented.

3. **ACTION ITEM: MONTHLY FINANCIAL REPORT, EXPENSES AND REIMBURSEMENTS.** The Board may wish to approve the monthly financial report, expenses and reimbursements. **SUPPORTING DOCUMENTS WILL BE SUPPLEMENTED.**

4. **ACTION ITEM: APPROVE AND ADOPT BY RESOLUTION 2026-8 THE PDA TREASURER CONSULTANT AGREEMENT WITH HIGHPOINT BUSINESS ADVISORS LLC AND AUTHORIZE THE CHAIR TO EXECUTE ALL PERTINENT DOCUMENTS.** The Board may wish to approve and adopt by Resolution No. 2026-8 the PDA treasurer consultant agreement with Highpoint Business Advisors LLC and authorize the Chair to execute all pertinent documents.

5. **ACTION ITEM: APPROVE AND ADOPT BY RESOLUTION 2026-10 THE CUSHING TERRILL CONSULTANT AGREEMENT AND FOR THE POCATELLO REGIONAL AIRPORT MASTER PLAN AND AUTHORIZE THE CHAIR TO EXECUTE ALL PERTINENT DOCUMENTS.** The Board may wish to approve and adopt by Resolution No. 2026-10 the Consultant Agreement with Cushing Terrell for the Pocatello Regional Airport Master Plan and authorize the Chair to execute all pertinent documents.

6. **ACTION ITEM: REVIEW, CONSIDER, AND APPROVE EACH STAND ALONE CHANGE ORDER (CO) REQUEST CO2, CO3, CO4 AND CO5 BY STATON COMPANY ON THE MONARCH BUILDING DEMOLITION PROJECT AND AUTHORIZE THE CHAIR TO EXECUTE ALL PERTINENT DOCUMENTS.** The board may wish to consider and approve each standalone change order (CO) request CO2, CO3, CO4, and CO5 by Staton Company, and then authorize the Chair to execute each CO request.

7. **ACTION ITEM: DISCUSSION ON THE FISCAL YEAR 2026 DRAFT ANNUAL REPORT.** The Board mwy wish to provide feedback on the Fiscal Year 2026 Draft Annual Report.

8. **MONARCH BUILDING DEMOLITION PROJECT UPDATE.** The Board may wish to hear an update of the Monarch Building demolition project.

9. **ACTION ITEM: BOARD DISCUSSION ON THE BOARD PLANNING WORK SESSION.** The Board may with discuss the Board planning work session to establish priorities.

10. **CALENDAR REVIEW.** The Board may wish to take this opportunity to inform other Board members of upcoming meetings and events that should be called to their attention.

11. **ADJOURN MEETING.**

Action Item 2

MEETING MINUTES

POCATELLO DEVELOPMENT AUTHORITY (PDA)

AUGUST 19, 2026 | 11:00 AM

POCATELLO CITY HALL COUNCIL CHAMBERS | 911 NORTH 7TH AVENUE, POCATELLO

1. CALL MEETING TO ORDER, ROLL CALL, DISCLOSE CONFLICTS OF INTEREST AND ACKNOWLEDGMENT OF GUESTS.
Villarreal called the meeting to order at 11:00 AM. No conflicts were disclosed.
Members present: Mayor Mark Dahlquist, Jeff Hough, Kirk Lepchenske, Fred Parrish, Nathan Richardson, Scott Turner, David Villarreal. and Ruby Walsh. **Excused:** Brent Nichols. **Others present:** Treasurer Rick Morgan, Secretary Aceline McCulla, PDA Project Manager Merril Quayle, City of Pocatello City Attorney Jared Johnson, City of Pocatello PW Director Tom Kirkman. **Visitors:** Agency Counselor Meghan Conrad, Gus Schultz, John Davis Katzilometes, Tom J. Katsilometes.

2. MEETING MINUTES.
The Board may wish to waive the oral reading of the Board of Commissioners' meeting minutes held July 15, 2026 and to approve the minutes as presented.

It was moved by **J. Hough** and seconded by **S. Turner** to approve the PDA Board of Commissioners meeting minutes held July 15, 2026, with corrections of removing D Villarreal from agenda 9 and 11 approvals. Those in favor: M. Dahlquist, J. Hough, K. Lepchenske, B. Nichols, F. Parrish, N. Richardson, S. Turner, D. Villarreal, and R. Walsh. Unanimous. Motion carried.

3. VIRTUAL PRESENTATION BY THOMAS J. KATSILOMETES ABOUT HIS PROPERTY WITHIN THE SOUTH 5TH AVENUE PLAN.
The Board may wish to hear a presentation (restricted 10 minutes) by Thomas J. Katsilometes about his property within the South 5th Avenue Plan.

Thomas J. Katsilometes (TJK) provided history of his property and ownership of South 5th Avenue, a Bannock County Road.

4. VIRTUAL PRESENTATION BY JOHN DAVIS KATSILOMETES ABOUT HIS PROPERTY WITHIN THE SOUTH 5TH AVENUE PLAN.
The Board may wish to hear a presentation by John Davis Katsilometes (restricted 10 minutes) about his property within the South 5th Avenue Plan.

John Davis Katsilometes (JDK) explained that he was concerned about eminent domain during the creation of the South 5th Avenue Plan and chose to opt out. JDK had questions: 1) Has anyone else created an MOU for an URA amendment; 2) JDK approached Brent, after the Plan's final approval, in January or February asking that an amendment be done so JDK could participate. JDK was informed following the August meeting that he would need to pay the associated amendment costs for the Board to proceed with an amendment as he was the only property owner that wanted an amendment to participate. 3) JDK asked if he and TJK were the only two not included in the S5A Plan.

Villarreal stated these questions would be addressed in a letter by Executive Director Brent McLane.

5. MONTHLY FINANCIAL REPORT, EXPENSES AND REIMBURSEMENTS.
The Board may wish to approve the monthly financial report, expenses and reimbursements.

Parrish asked about the Bowden Invoice. **McCulla** explained this invoice was to install privacy panels for the Brick 243 for their patio due to the Monarch Building Demolition disruption to their customers on the patio.

It was moved by **S. Turner** and seconded by **K. Lepchenske** to approve the financial report, expenses and reimbursements as presented. Those in favor: M. Dahlquist, K. Lepchenske, B. Nichols, F. Parrish, N. Richardson, S. Turner, D. Villarreal, and R. Walsh. Those opposed: . Unanimous. Motion carried.

5. MONTHLY FINANCIAL REPORT, EXPENSES AND REIMBURSEMENTS. The Board may wish to approve the monthly financial report, expenses and reimbursements.

It was moved by **N. Richardson** and seconded by **K. Lepchenske** to approve the monthly financial report, expenses and reimbursements as presented. Those in favor: M. Dahlquist, J. Hough, K. Lepchenske, B. Nichols, F. Parrish, N. Richardson, S. Turner, D. Villarreal, and R. Walsh. Unanimous. Motion carried.

6. NORTH PORTNEUF DISTRICT OWNER PARTICIPATE AGREEMENT (OPA) REQUEST BY LEX DEVELOPMENT SITE CLEANUP.
The Board may wish to hear a request by LEX Development for site cleanup work in the amount of $500,000.00 that qualifies for reimbursement in the North Portnuef District Plan. The Board may wish to approve the request. If approved, then direct agency counsel to draft an Owner's Participation Agreement with LEX Development for the proposed work for approval by resolution in September.

The applicant withdrew this item from today's agenda.

7. NORTH PORTNEUF DISTRICT POWER STUDY ASSESSMENT OWNER PARTICIPANT AGREEMENT (OPA) REQUEST BY LEX DEVELOPMENT.
The Board may wish to hear a request by LEX Development for an Owner participation Agreement for $200,000.00 to have Idaho Power complete a power assessment study for $100,000.00 and a construction assessment study for $100,000.00 that qualifies for reimbursement within the North Portneuf District Plan. The Board may wish to approve the request, approved, then direct agency counsel to draft an Owners' Participation Agreement with LEX Development Inc, for the proposed work for approval by resolution in September.

Gus Schultz of Lex Development presented his request on the power and power construction assessment.

This ensued in discussion.

It was moved by **M. Dahlquist** and seconded by **R. Walsh** denied the request by request by LEX Development for an Idaho Power Substation Power Assessment and Intermountain Gas Company Natural Gas Assessment to upgrade power services in the North Portnuef District, and the executive director and agency counsel to negotiate an OPA with LEX Development for the next PDA meeting. Those in favor: M. Dahlquist, K. Lepchenske, S. Turner, D. Villarreal, and R. Walsh. Those opposed: J. Hough, F. Parrish, and N. Richardson. Motion carried.

Conrad clarified that the project would need to paid and then a submitted for reimbursement.

8. PUBLIC HEARING: APPROVE AND ADOPT BY RESOLUTION 2026-6 THE FISCAL YEAR 2026-27 (FY2027) BUDGET.
The board may wish to approve and adopt by Resolution 2026-6 the FY2027 Budget and authorize the chair or vice chair to execute all pertinent documents.

Villarreal opened the public hearing at 11:50 AM.

Morgan discussed the proposed estimated budget included in the agenda item. **Hough** clarified that the contingency line is for future unforeseen projects that may be identified.

Villarreal opened the hearing for public comment at 11:55 AM.

Those in favor:
Heather Disselkoen wanted to know if the Monarch Building Demolition expense will be included in the Historic Downtown Pocatello Urban Renewal Area TIF District.

Conrad clarified that when the HDP Plan is approved, January 2027 will begin the TIF assessment and increments. The demolition will

With no more public comment, Villarreal closed the public hearing at 11:58 AM.
Friendly amendment to authorize the Chair to size all pertinent documents.

It was moved by **J. Hough** and seconded by **K. Lepchenske** to approve the PDA FY2027 Budget as presented and authorize the Chair to sign all pertinent documents. Those in favor: M. Dahlquist, J. Hough, K. Lepchenske, B. Nichols, F. Parrish, N. Richardson, S. Turner, D. Villarreal, and R. Walsh. Unanimous. Motion carried.

9. SELECT AND APPROVE A TREASURER FROM RFP PROPOSALS.
The Board may wish to review the clarification question replies, and then select and approve a treasurer from two finalist proposals selected in July and then authorize agency counsel to prepare a treasurer consultant agreement and resolution for approval on September 16, 2026.

Morgan stated the two candidates are

It was moved by **F. Parrish** and seconded by **J. Hough** to approve Highpoint Business Advisors LLC as the PDA Treasurer and authorize agency counsel to create a consultant agreement and resolution for approval on September 16, 2026. Those in favor: M. Dahlquist, J. Hough, K. Lepchenske, F. Parrish, N. Richardson, S. Turner, D. Villarreal, and R. Walsh. Unanimous. Motion carried.

10. APPROVE AND ADOPT BY RESOLUTION 2026-8 THE RECOMMENDATION BY THE EVALUATION TEAM OF THE POCATELLO REGIONAL AIRPORT PLAN (PRAMP) PROPOSAL SUBMITTED BY CUSHING TERRELL. The Board may wish to review and approve the recommendation by the evaluation team of Cushing Terrell, as the highest qualified scored for the PRAMP project, and then authorize agency counsel to create an appropriate agreement and resolution to be approved and adopted on September 16, 2026.

Merril Quayle clarified that this package includes several components to look at the project as a whole unit.
Parrish asked if the CREST project was dead or will some things be incorporated into this plan. **Dahlquist** noted that the project is dead. If parts of the CREST Plan are considered while crating the Airport Master Plan

It was moved by **S. Turner** and seconded by **R. Walsh** to approve and adopt by Resolution 2026-8 Cushing Terrell as the highest qualified scored for the PRAMP project, and to authorize the executive director and agency counsel to negotiate an agreement and resolution for approval on September 16, 2026. Those in favor: M. Dahlquist, J. Hough, K. Lepchenske, F. Parrish, N. Richardson, S. Turner, D. Villarreal, and R. Walsh. Unanimous. Motion carried.

11. APPROVE AND EXECUTE TASK ORDER NO. 4 FOR MERRIL QUAYLE FOR THE HISTORIC DOWNTOWN POCATELLO DISTRICT. The Board may wish to review, approve and execute the Task Order No. 4 for Merril Quayle to Consult with Agency Consultant, Perspective Planning & Consulting, the Agency Board and Staff, City Staff and Agency Legal Counsel to review existing City and utility documents and identify eligible public infrastructure projects within the Proposed Historic Downtown District and provide estimated cost estimates to support the proposed economic feasibility study and urban renewal plan.

Conrad noted that Merril is working on the HDP Plan and this Task Order will allow him to bill for the tasks completed for this project.

It was moved by **M. Dahlquist** and seconded by **S. Turner** to approve Task Order 4 for Merril Quayle to Consult with Agency Consultant, Perspective Planning & Consulting, the Agency Board and Staff, City Staff and Agency Legal Counsel to review existing City and utility documents and identify eligible public infrastructure projects within the Proposed Historic Downtown District and provide estimated cost estimates to support the proposed economic feasibility study and urban renewal plan. Those in favor: M. Dahlquist, J. Hough, K. Lepchenske, F. Parrish, N. Richardson, S. Turner, D. Villarreal, and R. Walsh. Unanimous. Motion carried.

12. APPROVE AND EXECUTE TASK ORDER NO. 5 FOR MERRIL QUAYLE TO COMPLETE WORK ON THE POCATELLO REGIONAL AIRPORT MASTER PLAN (PRAMP) IN THE AIRPORT DISTRICT. The Board may wish to review, approve and execute Task Order No. 5 for Merril Quayle to Assist the Pocatello Development Authority (PDA) with preparation of a request for proposals and selection of a consultant to prepare the Airport District Pocatello Regional Airport Master Plan (PRAMP). Work with PDA staff and legal counsel on a professional services agreement with the selected consultant. Work with the selected consultant for the PRAMP to identify infrastructure improvements, review and provide guidance to consultant on infrastructure design preferences, and review consultant work product and invoices.

Conrad noted that Merril is working on the PRAMP Plan and this Task Order will allow him to bill for the tasks completed for this project.

It was moved by **J. Hough** and seconded by **M. Dahlquist** to approve Task Order 5 for Merril Quayle to Assist the Pocatello Development Authority (PDA) with preparation of a request for proposals and selection of a consultant to prepare the Airport District Pocatello Regional Airport Master Plan (PRAMP). Work with PDA staff and legal counsel on a professional services agreement with the selected consultant. Work with the selected consultant for the PRAMP to identify infrastructure improvements, review and provide guidance to consultant on infrastructure design preferences, and review consultant work product and invoices. Those in favor: M. Dahlquist, J. Hough, K. Lepchenske, F. Parrish, N. Richardson, S. Turner, D. Villarreal, and R. Walsh. Unanimous. Motion carried.

13. ACTION ITEM: APPROVE AND EXECUTE THE CHANGE ORDER REQUEST BY STATON COMPANY FOR THE MONARCH BUILDING DEMOLITION PROJECT. The Board may wish to review and approve the change order request by Station Company for necessary wall filling work identified during the demolition process. The designs were reviewed and authorized by Brent McLane, and then reviewed and approved by Merril Quayle P.E.

Quayle explained the need to fill the holes in the adjoining walls to prevent birds, insects and the like from forming a home and creating issues later.

It was moved by **N. Richardson** and seconded by **S. Turner** to approve the Change Order 1 request by Staton Company for the additional work of filling the wall during the demolition process. Those in favor: M. Dahlquist, J. Hough, K. Lepchenske, F. Parrish, N. Richardson, S. Turner, D. Villarreal, and R. Walsh. Unanimous. Motion carried.

14. UPDATE ON THE MONARCH BUILDING DEMOLITION PROJECT. The Board may wish to hear an update by Brent McLane on the Monarch Building demolition project.

Quayle provided an update on the Monarch Building Demolition Project. Quayle recommended Staton create another change order 2, to remove the section of sidewalk with an old coal shoot, fill in the area and redo the sidewalk. The Board requested Quayle request a Change Order 2 for this work, and bring it to Board for approval in September.

A third change order 3 to consider to raise the wall an extra one-foot with rebar for the footing in the basement of the Monarch Building. The rock foundation needs structural wall independent of the rock to support the side walls. The Board directed Quayle to get a change order 3 for this work and bring it back to the Board in September also.

15. ACTION ITEM: APPROVE THE PROPOSAL BY BLACK RIVER PERFORMANCE MANAGEMENT TO DESIGN AND FACILITATE A BOARD PLANNING WORK SESSION ON OCTOBER 26, 2026. The board may wish to approve the proposal by Rob Lion of Black River Performance Management and authorize staff and the facilitator to move forward with the Board planning work session.

Conrad noted that this proposal is for the Board requested Board Planning Work Session that has been scheduled for October 16, 2026.

It was moved by **J. Hough** and seconded by **M. Dahlquist** to approve the proposal by Black River Performance Management to design and facilitate a Board Planning Work Session on October 26, 2026 as presented. Those in favor: M. Dahlquist, J. Hough, K. Lepchenske, F. Parrish, N. Richardson, S. Turner, D. Villarreal, and R. Walsh. Unanimous. Motion carried.

16. ACTION ITEM: APPROVE AND ADOPT BY RESOLUTION 2026-7 THE HISTORIC DOWNTOWN POCATELLO URBAN RENEWAL AREA PLAN AND AUTHORIZE THE CHAIR OR VICE CHAIR TO EXECUTE ALL PERTINENT DOCUMENTS. The board may wish to approve and adopt by Resolution No. 2026-7 the Historic Downtown Pocatello (HDT) Urban Renewal Area (URA) Plan and authorize the Chair or Vice Chair to execute all pertinent documents.

Conrad presented the HDP Plan to the Board.

It was moved by **M. Dahlquist** and seconded by **K. Lepchenske** to approve and adopt by Resolution No. 2026-7 the Historic Downtown Pocatello (HDT) Urban Renewal Area (URA) Plan and authorize the Chair or Vice Chair to execute all pertinent documents. Those in favor: M. Dahlquist, J. Hough, K. Lepchenske, B. Nichols, F. Parrish, N. Richardson, S. Turner, D. Villarreal, and R. Walsh. Unanimous. Motion carried.

17. ACTION ITEM: APPROVE VIDEO RECORDING OF PDA MEETINGS AND RENDERING SERVICES, RETROACTIVE TO JULY 15, 2026. The Board may wish to approve video recording PDA meetings and rendering services with the City of Pocatello IT Department staff to begin retroactively on July 15, 2026.

It was moved by **M. Dahlquist** and seconded by **K. Lepchenske** to approve video recording PDA meetings and rendering services with the City of Pocatello IT Department staff to begin retroactively on July 15, 2026.

Discussion ensued. No vote. Friendly amendment and the Board agreed.

It was moved by **M. Dahlquist** and seconded by **K. Lepchenske** to approve video recording PDA meetings and rendering services with the City of Pocatello IT Department staff to begin retroactively on July 15, 2026. Those in favor: M. Dahlquist, J. Hough, N. Richardson, S. Turner, D. Villarreal, and R. Walsh. Those opposed: K. Lepchenske and F. Parrish. Unanimous. Motion carried.

18. CALENDAR REVIEW.
The Board may wish to take this opportunity to inform other Board members of upcoming meetings and events that should be called to their attention.

Chamber of Commerce downtown in chamber parking lot from 1-2 p.m.

19. ADJOURN.
With no further business, **Villarreal** adjourned the meeting at 1:10 PM.

Submitted by: Aceline McCulla, Secretary

Approved on:

Action Item 3

Documents will be supplemented

Action Item 4

RESOLUTION NO. 2026-09

BY THE BOARD OF COMMISSIONERS OF THE URBAN RENEWAL AGENCY OF THE CITY OF POCATELLO, IDAHO:

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE URBAN RENEWAL AGENCY OF THE CITY OF POCATELLO, IDAHO, ALSO KNOWN AS THE POCATELLO DEVELOPMENT AUTHORITY, APPROVING THE INDEPENDENT CONTRACTOR AGREEMENT FOR TREASURER/BOOKKEEPER SERVICES RELATED TO THE AGENCY WITH HIGHPOINT BUSINESS ADVISORS LLC; AUTHORIZING THE CHAIR OR VICE-CHAIR TO EXECUTE THE AGREEMENT AND ANY OTHER NECESSARY DOCUMENTS; AUTHORIZING ANY TECHNICAL CORRECTIONS TO THE AGREEMENT; AUTHORIZING THE APPROPRIATION OF CERTAIN FUNDS PURSUANT TO THE AGREEMENT; AND PROVIDING AN EFFECTIVE DATE

THIS RESOLUTION, made on the date hereinafter set forth by the Urban Renewal Agency of the City of Pocatello, Idaho, also known as the Pocatello Development Authority, an independent public body corporate and politic, authorized under the authority of the Idaho Urban Renewal Law of 1965, Chapter 20, Title 50, Idaho Code, as amended (hereinafter the “Law”) and the Local Economic Development Act, Chapter 29, Title 50, Idaho Code, as amended (hereinafter the “Act”), a duly created and functioning urban renewal agency for Pocatello, Idaho, hereinafter referred to as the “Agency.”

WHEREAS, Agency seeks to retain Highpoint Business Advisors LLC, an Idaho limited liability company (the “Contractor”) to provide Treasurer/Bookkeeper Services for the 2027 fiscal year pursuant to the Independent Contractor Agreement (the “Agreement”), which Agreement is attached hereto as Exhibit A and incorporated herein by reference;

WHEREAS, Agency finds it in the best interests of the Agency to enter into the Agreement;

WHEREAS, the Agency Board of Commissioners finds it in the best interests of the Agency and of the public to approve the Agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE BOARD OF COMMISSIONERS OF THE URBAN RENEWAL AGENCY OF THE CITY OF POCATELLO, IDAHO, AS FOLLOWS:

Section 1: That the above statements are true and correct.

Section 2: That the Agreement, set forth as **Exhibit A** hereto, be and the same is hereby approved.

Section 3: That the Chair or Vice-Chair are hereby authorized to sign and enter into the above-referenced Agreement, set forth as **Exhibit A** hereto, and, further, are hereby authorized to execute all necessary documents required to implement the Agreement, subject to representations by the Chair and Agency legal counsel that all conditions have occurred; the Chair is further authorized to approve and accept any necessary technical changes to the Agreement, upon advice from Agency's legal counsel that said changes are consistent with the provisions of the Agreement presented to the Agency Board at its September 16, 2026, meeting; the Chair is further authorized to perform any and all other duties required pursuant to the Agreement, including the expenditure of funds.

Section 4: That this Resolution shall be in full force and effect immediately upon its adoption and approval.

PASSED AND ADOPTED by the Urban Renewal Agency of the City of Pocatello, Idaho, on September 16, 2026. Signed by the Chair of the Board of Commissioners and attested by the Secretary to the Board of Commissioners on this 16th day of September 2026.

APPROVED:

By____
Chair of the Board

ATTEST:

By__________________________________
Secretary

EXHIBIT A

Independent Contractor Agreement
(Treasurer/Bookkeeper Services)
2027 Fiscal Year

INDEPENDENT CONTRACTOR AGREEMENT
(Treasurer/Bookkeeper Services)
2027 Fiscal Year

This AGREEMENT ("Agreement") is made by and between the Urban Renewal Agency of the City of Pocatello, Idaho, d/b/a Pocatello Development Authority, an independent public body corporate and politic, organized and existing under the laws of the state of Idaho ("AGENCY") and Highpoint Business Advisors LLC, an Idaho limited liability company ("CONTRACTOR"), who agree as follows:

1. **SCOPE OF SERVICES**: The CONTRACTOR shall undertake the services as described in the attached Scope of Services (Exhibit A) for the consideration stated below in Section 2.

2. **PRICE AND PAYMENT**: As consideration for performing the work described in the Scope of Services, AGENCY agrees to pay CONTRACTOR as follows:

(a) $1,500 per month (up to twelve (12) hours of work) for services described in the Scope of Services related to the Treasurer/Bookkeeper services, which includes all travel costs. Brody Fitch is the designated accountant under this Agreement. If the first month of the Agreement is a partial month, the monthly fee will be pro-rated based on the number of days worked.

(b) Reimbursable expenses for costs of mailing, copies, Agency letterhead, envelopes, and related expenses specifically for the benefit of the AGENCY shall be billed to AGENCY for the actual cost of any such expenses, without mark-up. Other reimbursable expenses that exceed $25.00 shall be requested in writing prior to incurring those expenses and approved by the Chair or Vice-Chair of the AGENCY. Mileage will not be reimbursed.

Additionally, AGENCY and CONTRACTOR, may agree to additional scopes of services beyond those described in the attached Scope of Services, to be set forth on the form Task Order form attached here to as Exhibit B. AGENCY agrees to pay CONTRACTOR $175.00 per hour, excluding travel time, for any such agreed upon additional defined services. Reimbursable expenses shall be the same as set forth in subsection 2(b).

3. **INVOICE**: CONTRACTOR shall maintain expense records and provide them to AGENCY each month in a format acceptable to AGENCY. Each invoice shall include an explanation of services provided, and shall specify current billing and previous payments for the fiscal year, with a total of costs incurred and payments made to date during the fiscal year. There shall be separate invoices for billing services described in the Scope of Services and for billing those agreed upon additional defined services the AGENCY and CONTRACTOR may enter into from time to time as set forth in a Task Order. Except as stated in the following sentence, CONTRACTOR's invoices shall be paid within thirty (30) days, following approval by the AGENCY board. If the services subject to the invoice do not meet the requirements of this

Agreement as AGENCY may determine, AGENCY shall notify CONTRACTOR in writing and specify all deficiencies in the work that do not meet the requirements. CONTRACTOR shall have seven (7) working days to correct or modify the work to comply with the requirements of the Agreement as set forth in AGENCY's written notice. If AGENCY again determines the work fails to meet the requirements, AGENCY may withhold payment until deficiencies have been corrected to AGENCY's satisfaction or may terminate this Agreement for cause as set forth in Section 18 of this Agreement.

4. **RIGHT OF CONTROL**: AGENCY agrees that it will have no right to control or direct the details, manner, or means by which CONTRACTOR accomplishes the results of the services performed hereunder. CONTRACTOR has no obligation to work any particular hours or days or any particular number of hours or days. CONTRACTOR agrees, however, that his other contracts and services shall not interfere with the performance of his services under this Agreement. AGENCY agrees to coordinate project schedules, respective commencements and deadlines with CONTRACTOR.

5. **INDEPENDENT CONTRACTOR RELATIONSHIP:** CONTRACTOR is an independent contractor and is not an employee, servant, agent, partner, or joint venture of AGENCY. AGENCY shall determine the work to be done by CONTRACTOR, but CONTRACTOR shall determine the legal means by which it accomplishes the work specified by AGENCY. This Agreement shall not be construed to create any employer-employee relationship between AGENCY and CONTRACTOR.

6. **RECORDS ACCESS AND AUDITS:** CONTRACTOR shall maintain complete and accurate records with respect to costs incurred under this Agreement. All such records shall be maintained according to generally accepted accounting principles, shall be clearly identified, and shall be readily accessible. Such records shall be available for review by AGENCY representatives for three (3) years after final payment. Copies shall be made available upon request.

7. **FEDERAL, STATE, AND LOCAL PAYROLL TAXES**: Neither federal, state, or local income taxes, nor payroll taxes of any kind shall be withheld and paid by AGENCY on behalf of CONTRACTOR or the employees of CONTRACTOR. CONTRACTOR shall not be treated as an employee with respect to the services performed hereunder for federal or state tax purposes. CONTRACTOR is responsible to pay, according to law, CONTRACTOR's income tax. CONTRACTOR may be liable for self-employment (Social Security) tax to be paid by CONTRACTOR according to law.

8. **COMPLIANCE WITH LAW:** CONTRACTOR agrees to comply with all applicable laws, ordinances, and codes of Federal, State, and local governments in the performance of the services hereunder.

9. **EQUIPMENT, TOOLS, MATERIALS OR SUPPLIES:** CONTRACTOR shall supply, at CONTRACTOR's sole expense, all equipment, tools, materials and/or supplies to accomplish the services to be provided herein, except AGENCY will issue CONSULTANT a

laptop computer to use, including any necessary software and external hard drives, to be used solely for AGENCY purposes.

10. **PROPRIETARY RIGHTS:** All data, materials, reports, maps, graphics, tables, memoranda and other documents or products developed under this Agreement whether finished or not shall become the property of AGENCY, shall be forwarded to AGENCY at its request and may be used by AGENCY as it sees fit. AGENCY agrees that if it uses products prepared by CONTRACTOR for purposes other than those intended in this Agreement, it does so at its sole risk and it agrees to hold CONTRACTOR harmless, therefore.

11. **CONFIDENTIALITY:** CONTRACTOR agrees to maintain confidentiality of all work product produced under this Agreement, including both interim and draft, materials, reports, maps, graphics, tables, memoranda, and other documents, unless and until AGENCY signifies its written approval that such work product may be published as final work product. AGENCY reserves the right to distribute the final work product as it sees fit, provided that CONTRACTOR may use final reports as approved and adopted by the AGENCY Board of Commissioners in the marketing of CONTRACTOR'S services.

12. **TERM OF AGREEMENT**: This Agreement shall be effective September 16, 2026, and shall continue through September 30, 2027, unless earlier terminated as described in Section 18 of this Agreement. AGENCY and CONTRACTOR acknowledge that this Agreement may be extended upon mutual agreement of the CONTRACTOR and AGENCY.

13. **ENTIRE AGREEMENT**: This Agreement, along with any and all Exhibits attached hereto and incorporated herein by reference, contains the entire Agreement of the parties and supersedes any and all other agreements or understandings, oral or written, whether previous to the execution hereof or contemporaneous herewith.

14. **GENERAL ADMINISTRATION AND MANAGEMENT**: The AGENCY Chair, or his/her designee, shall be AGENCY's representative, and shall oversee and approve all services to be performed, coordinate all communications, review and approve all invoices, and carry out any and all tasks as may be required under this Agreement.

15. **CHANGES**: AGENCY reserves the right to makes changes from time to time in the Scope of Services to be performed hereunder. Such changes, including any increase or decrease in CONTRACTOR's compensation, which are mutually agreed upon by and between AGENCY and CONTRACTOR, shall be incorporated in written amendments to this Agreement and/or set forth in a Task Order.

16. **AMENDMENTS**: This Agreement may be amended only in writing, upon mutual agreement of both AGENCY and CONTRACTOR.

17. **ASSIGNMENT:** It is expressly agreed and understood by the parties hereto, that CONTRACTOR shall not have the right to assign, transfer, hypothecate or sell any of its rights under this Agreement except upon the prior express written consent of AGENCY.

18. **TERMINATION OF AGREEMENT:**

(a) **FOR CAUSE**: If, through any cause, the CONTRACTOR shall fail to fulfill its obligations in compliance with the Scope of Services under this Agreement, or if the CONTRACTOR shall violate any of the covenants, agreements, or stipulations of this Agreement, AGENCY shall thereupon have the right to terminate this Agreement by giving written notice to the CONTRACTOR and specifying the effective date thereof at least fifteen (15) days before the effective date of such termination. If this Agreement is terminated for cause, CONTRACTOR shall be paid an amount for the actual services performed in accordance with this Agreement through the cancellation date.

(b) **TERMINATION FOR CONVENIENCE**: AGENCY or CONTRACTOR may terminate this Agreement at any time, for any reason, by giving at least fifteen (15) days' notice in writing to the non-terminating party. If this Agreement is terminated as provided herein, CONTRACTOR shall be paid a prorated amount for the unpaid monthly payment amount through the termination date. CONTRACTOR shall also provide AGENCY all products or works of consulting generated to date of termination.

19. **NOTICES:** Any and all notices required to be given by either of the parties hereto, unless otherwise stated in this Agreement shall be in writing and be deemed communicated when mailed in the United States mail, certified, return receipt requested, addresses as follows:

To AGENCY:

Brent McLane, Executive Director
Pocatello Development Authority
911 North 7th Avenue
Pocatello, ID 83201

To CONTRACTOR:

Brody Fitch
Highpoint Business Advisors LLC
3856 Lower Rattlesnake Road
Arbon, ID 83212

20. **INDEMNIFICATION:** CONTRACTOR agrees to indemnify, defend, and hold harmless AGENCY and its officers, agents, and employees from and against all claims, losses, actions, or judgments for damages or injury to persons or property arising out of or in connection with CONTRACTOR's negligence or intentionally wrongful acts or omissions during the performance of this Agreement by CONTRACTOR or CONTRACTOR's agents, employees, or representatives. In case any action or proceeding is brought against AGENCY or its officers, agents, or employees by reason of or arising out of connection with CONTRACTOR's

negligence or intentionally wrongful acts or omissions during the performance of this Agreement, CONTRACTOR, upon written notice from AGENCY, shall at CONTRACTOR’s expense, resist or defend such action or proceeding.

21. **INSURANCE:** Prior to commencing to provide services under this Agreement, CONTRACTOR shall obtain at its sole cost and expense, and thereafter maintain for the term of this Agreement, at least the minimum insurance coverages set forth below:

(a) CONTRACTOR shall maintain in full force and effect worker’s compensation and Employer’s Liability as required by applicable law or regulation and provide proof to AGENCY of such coverage or that such worker’s compensation insurance is not required under the circumstances.

(b) CONTRACTOR agrees to obtain and keep in force during the term of this Agreement an automobile liability insurance policy with minimum coverage of $300,000 per claim and a minimum aggregate policy limit of $300,000 unless alternative coverage and policy limit amounts are agreed to by the AGENCY Board.

(c) CONSULTANT agrees to obtain and keep in force during the term of this Agreement an E&O insurance policy for bookkeepers with minimum coverage of $500,000 per claim and a minimum aggregate policy limit of $500,000 unless alternative coverage and policy limit amounts are agreed to by the AGENCY Board.

(d) CONTRACTOR shall provide to AGENCY proof of workers compensation and automobile liability coverage as set forth above before commencing its performance as herein provided and shall require insurer to notify AGENCY ten (10) days prior to cancellation of said policy or policies.

22. **NONWAIVER:** Failure of either party to exercise any of the rights under this Agreement, or breach thereof, shall not be deemed to be a waiver of such right or a waiver of any subsequent breach.

23. **APPLICABLE LAW**: Any dispute under this Agreement, or related to this Agreement, shall be decided in accordance with the laws of the state of Idaho.

24**.** **SEVERABILITY:** If any part of this Agreement is held unenforceable, the remaining portions of the Agreement will nevertheless remain in full force and effect.

25. **ATTORNEY FEES:** Should any litigation or arbitration be commenced between the parties hereto concerning this Agreement, the prevailing party shall be entitled, in addition to any other relief as may be granted, to costs and reasonable attorneys’ fees as determined by arbitrator or court of competent jurisdiction. This provision shall be deemed to be a separate contract between the parties and shall survive any default, termination, or forfeiture of this Agreement.

26. **DISPUTES:** In the event that a dispute arises between AGENCY and the CONTRACTOR regarding application or interpretation of any provision of this Agreement, the aggrieved party shall promptly notify the other party to this Agreement of the dispute within ten (10) days after such dispute arises. If the parties shall have failed to resolve the dispute within thirty (30) days after delivery of such notice, the parties may first endeavor to settle the dispute in an amicable manner by mediation. If the parties elect to mediate their dispute, the parties will select a mediator by mutual agreement and agree to each pay half of the mediator's costs and fees. The mediation will take place in Pocatello, Idaho, unless otherwise agreed by the parties in writing. Should the parties be unable to resolve the dispute to their mutual satisfaction within thirty (30) days after such completion of mediation, each party shall have the right to pursue any rights or remedies it may have at law or in equity. If the parties do not mutually agree to mediate the dispute, either party may pursue any rights or remedies it may have at law.

27. **COORDINATION WITH OTHER CONTRACTORS:** CONTRACTOR recognizes that AGENCY has or may enter into agreements with other CONTRACTORs that provide other services. Upon request, CONTRACTOR agrees to coordinate with and work in conjunction with other consultants when the need arises, including Agency auditor Deaton & Company.

28. **SUCCESSORS IN INTEREST:** The provisions of this Agreement shall be binding upon and shall inure to the benefit of the parties hereby and their respective successors and assigns.

IN WITNESS WHEREOF, AGENCY and CONTRACTOR have executed this Agreement as of the effective date specified above.

AGENCY

By:__________________________________

Printed Name: David Villarreal Jr.

Title: PDA Chair

Date: September 16, 2026

CONTRACTOR

By: Brody Fitch

Printed Name: Brody Fitch, Highpoint Business Advisors

Title: PDA Treasurer

Date: September 10, 2026

EXHIBIT A

SCOPE OF SERVICES

CONTRACTOR shall provide the following services:

A. Treasurer/Bookkeeper Services

- Attend Agency board meetings
- Documenting transaction details for multiple revenue allocation areas
- Recording financial transactions for multiple revenue allocation areas, including review of parcel records and tax payments from the County as may be necessary
- Preparation and presentation of monthly financial reports for board meetings
- Reconciliation of bank statements
- Preparation of revenue projections
- Determining borrowing/cash flow capacity for eligible projects
- Fact-checking accounting data
- Cash flow management
- Submission of bills to Agency Board for approval
- Payment of bills following Board approval
- Preparation of annual budget, any related notices for publication, and submission to the City Clerk
- Retain and provide necessary information to the auditors, including preparation of financial statements. Provide audit assistance and preparation of the basic reports requested by the auditor.
- Make payments on Agency contractual obligations
- Retain Agency records and documents as directed by the Agency's Executive Director
- Assist in the preparation and filing of the Agency's annual report and other annually required reporting information

EXHIBIT B

FORM
TASK ORDER NO.____

1. Project Description.

2. Scope of Services. Under the terms of this Task Order, the Contractor shall perform the following:

3. Estimated Time of Performance.

4. Estimated Costs.

IN WITNESS WHEREOF, AGENCY and CONTRACTOR have executed this Agreement as of the effective date specified above.

AGENCY	**CONTRACTOR**
By:______________________________	By:______________________________
Printed Name: David Villarreal Jr.	Printed Name: Brody Fitch
Title: PDA Chair	Title: PDA Treasurer
Date:	Date:

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Action Item 5

RESOLUTION NO. 2026-10

BY THE BOARD OF COMMISSIONERS OF THE URBAN RENEWAL AGENCY OF THE CITY OF POCATELLO, IDAHO:

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE URBAN RENEWAL AGENCY OF THE CITY OF POCATELLO, IDAHO, ALSO KNOWN AS THE POCATELLO DEVELOPMENT AUTHORITY, APPROVING THE PROFESSIONAL SERVICES AGREEMENT FOR THE POCATELLO REGIONAL AIRPORT BUSINESS PARK MASTER PLAN, ECONOMIC FEASIBILITY, AND INFRASTRUCTURE ANALYSIS WITH CUSHING TERRELL; AUTHORIZING THE CHAIR OR VICE-CHAIR TO EXECUTE THE AGREEMENT AND ANY OTHER NECESSARY DOCUMENTS; AUTHORIZING ANY TECHNICAL CORRECTIONS TO THE AGREEMENT; AUTHORIZING THE APPROPRIATION OF CERTAIN FUNDS PURSUANT TO THE AGREEMENT; AND PROVIDING AN EFFECTIVE DATE

THIS RESOLUTION, made on the date hereinafter set forth by the Urban Renewal Agency of the City of Pocatello, Idaho, also known as the Pocatello Development Authority, an independent public body corporate and politic, authorized under the authority of the Idaho Urban Renewal Law of 1965, Chapter 20, Title 50, Idaho Code, as amended (hereinafter the “Law”) and the Local Economic Development Act, Chapter 29, Title 50, Idaho Code, as amended (hereinafter the “Act”), a duly created and functioning urban renewal agency for Pocatello, Idaho, hereinafter referred to as the “Agency.”

WHEREAS, June 8, 2026, the Agency issued a Request for Proposals for Pocatello Regional Airport Business Park Master Plan, Economic Feasibility, and Infrastructure Analysis (the “RFP”). Addendum 1 to the RFP was published on June 24, 2026, and Addendum 2 to the RFP was published on July 24, 2026;

WHEREAS, the deadline to respond to the RFP was July 31, 2026;

WHEREAS, at a public meeting on August 19, 2026, the Agency Board of Commissioners (the “Agency Board”) discussed the responsive proposals and thereafter selected the proposal from the Cushing Terrell;

WHEREAS, Agency seeks to contract with Cushing Terrell (the “Consultant”) for certain services related to the Pocatello Regional Airport Business Park Master Plan, Economic Feasibility, and Infrastructure Analysis. A copy of the Professional Services Agreement (the “Agreement”) is attached hereto as **Exhibit A**, and incorporated herein by reference;

WHEREAS, Agency finds it in the best interests of the Agency to enter into the Agreement;

WHEREAS, the Agency Board finds it in the best interests of the Agency and of the public to approve the Agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE BOARD OF COMMISSIONERS OF THE URBAN RENEWAL AGENCY OF THE CITY OF POCATELLO, IDAHO, AS FOLLOWS:

Section 1: That the above statements are true and correct.

Section 2: That the Agreement, set forth as **Exhibit A** hereto, be and the same is hereby approved.

Section 3: That the Chair or Vice-Chair are hereby authorized to sign and enter into the above-referenced Agreement, set forth as **Exhibit A** hereto, and, further, are hereby authorized to execute all necessary documents required to implement the Agreement, subject to representations by the Chair and Agency legal counsel that all conditions have occurred; the Chair is further authorized to approve and accept any necessary technical changes to the Agreement, upon advice from Agency's legal counsel that said changes are consistent with the provisions of the Agreement presented to the Agency Board at its September 16, 2026, meeting; the Chair is further authorized to perform any and all other duties required pursuant to the Agreement, including the expenditure of funds.

Section 4: That this Resolution shall be in full force and effect immediately upon its adoption and approval.

PASSED AND ADOPTED by the Urban Renewal Agency of the City of Pocatello, Idaho, on September 16, 2026. Signed by the Chair of the Board of Commissioners and attested by the Secretary to the Board of Commissioners on this 16th day of September 2026.

APPROVED:

By____
David Villarreal Jr., Chair of the Board

ATTEST:

By__________________________________
Aceline McCulla, Secretary

EXHIBIT A

Professional Services Agreement

CUSHING TERRELL
PROFESSIONAL SERVICES AGREEMENT
(Pocatello Regional Airport Business Park Master Plan, Economic Feasibility, and Infrastructure Analysis)

This PROFESSIONAL SERVICES AGREEMENT (hereinafter "Agreement") is made and entered into by and between the URBAN RENEWAL AGENCY OF THE CITY OF POCATELLO, IDAHO a/k/a POCATELLO DEVELOPMENT AUTHORITY (hereinafter referred to as the "AGENCY"), an independent public body corporate and politic, exercising governmental functions and powers and organized and existing under the Idaho Urban Renewal Law of 1965, title 50, chapter 20, Idaho Code, and the Local Economic Development Act, title 50, chapter 29, Idaho Code, and CTA INC., a Montana corporation doing business as CUSHING TERRELL (hereinafter referred to as "CONSULTANT"). The AGENCY and the CONSULTANT may hereinafter collectively be referred to as the "Parties" and individually as a "Party."

RECITALS

A. On June 8, 2026, the AGENCY issued a Request for Proposals for Pocatello Regional Airport Business Park Master Plan, Economic Feasibility, and Infrastructure Analysis (the "RFP"). Addendum 1 to the RFP was published on June 24, 2026, and Addendum 2 to the RFP was published on July 24, 2026.

B. The deadline to respond to the RFP was July 31, 2026.

C. At a public meeting on August 19, 2026, the AGENCY Board discussed the responsive proposals and thereafter selected the proposal from the CONSULTANT, which proposal is attached hereto as Exhibit B.

NOW, THEREFORE, in consideration of the above Recitals, which are incorporated into this Agreement; the mutual covenants contained herein; and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereby agree as follows:

AGREEMENT

1. **SCOPE OF SERVICES AND SCHEDULE.** Upon execution of this Agreement, the CONSULTANT shall perform and furnish to the AGENCY all services as described in Exhibit A, ("Scope of Services" or "Scope") and as further described in Exhibit B, incorporated herein by this reference, together with any amendments that may be agreed to in writing by the Parties. The CONSULTANT shall begin work upon execution of this Agreement and work diligently to complete Tasks 1 through 8 within ten (10) months of the Effective Date (defined below).

2. **EFFECTIVE DATE**. The effective date of this Agreement ("Effective Date") shall be the date on which this Agreement was signed by the last of the Parties to execute it.

3. **TERM OF AGREEMENT**. This Agreement shall begin on the Effective Date and shall continue until 1) completion of the services or 2) July 31, 2027, whichever comes first. At the AGENCY's sole discretion, an extension may be granted.

4. **NOTICE TO PROCEED**. Services to be performed under this Agreement shall commence upon the AGENCY issuing a written notice to proceed. The written notice to proceed may be transmitted by U.S. Mail, courier, e-mail, or fax.

5. **PAYMENT**.

(a) **Amount and Method of Payment**. The AGENCY agrees to pay the CONSULTANT a not-to-exceed lump-sum amount of TWO HUNDRED THOUSAND DOLLARS ($200,000) for completion of Tasks 1 through 8 as set forth in the Scope. The AGENCY shall pay the CONSULTANT monthly for the Scope of Services performed under this agreement based on a percentage completion of each Task as set forth in a submitted invoice.

(b) **Hourly Rates**. For additional services beyond those identified in Tasks 1 through 8, and as agreed to by the parties in writing, the CONSULTANT shall perform those additional services at the hourly rates indicated in Exhibit A.

(c) **Reimbursable Expenses**. Reimbursable expenses are included in the not-to-exceed lump-sum amount of TWO HUNDRED THOUSAND DOLLARS ($200,000) and are itemized in Tasks 1 through 8, and include travel and lodging for the kickoff meeting, two in-person public workshops, and the in-person AGENCY meetings identified in the schedule; printing and production of workshop materials, boards, and draft and final plan copies; and the online engagement platform. Additional Reimbursable Expenses will be specifically negotiated and agreed upon <u>before</u> the costs are incurred by the CONSULTANT. Costs incurred, but not approved by the AGENCY may not be eligible for reimbursement. Any Reimbursable Expenses shall be billed to the AGENCY at the actual cost to the CONSULTANT with no mark-up.

(d) **Notice Required Prior to Overages**. The CONSULTANT must notify the AGENCY if the CONSULTANT anticipates that costs for the Scope of Services will exceed the not-to-exceed limit set for this Agreement. The AGENCY will determine in its sole judgment if an amendment to the not-to-exceed limit is appropriate. Any amendment must be approved by the AGENCY in writing prior to the CONSULTANT incurring costs in excess of the not-to-exceed limit.

(e) **Invoices**. Invoices shall be submitted to the AGENCY at the address for Notification listed herein or by email to amcculla@pocatello.gov. Each invoice shall be in a format acceptable to the AGENCY and shall specify charges as they relate to the percentage of tasks performed under the Agreement. Each invoice also shall specify current billing and previous payments with a total of costs incurred and payments made to date.

(f) **Payment of Invoices**. All invoices shall be paid by the AGENCY within sixty (60) days of receipt of invoice, subject to Correction of Deficiencies, herein set forth, and Termination provisions set forth below. Disputes of any invoiced amounts must be sent to the CONSULTANT in writing within five (5) business days of billing.

6. **CONSULTANT RESPONSIBILITIES**. The CONSULTANT assumes all responsibility for production and delivery of all materials and services detailed in this Agreement, whether or not the CONSULTANT is the manufacturer or producer of the materials or services. The CONSULTANT shall supply, at the CONSULTANT's sole expense, all equipment, tools, materials, and/or supplies to accomplish the services specified in the Agreement. Further, the CONSULTANT will be the sole point of contact on contractual matters, including payment of charges resulting from the use or purchase of items selected.

7. **CONSULTANT WARRANTY**. The CONSULTANT represents that it possesses the requisite skill, knowledge, and experience necessary to perform the services under this Agreement. The CONSULTANT warrants that its services under this Agreement shall be performed in a professional manner consistent with the professional skill and care ordinarily provided by analytical, strategic, and financial professionals practicing in the same or similar locality under the same or similar circumstances. In the event of nonconformity, to the extent the professional standard of care for the applicable professionals has not been met, and without limitation upon any other remedy, the AGENCY shall have no financial obligation in regard to the nonconforming goods or services. This right is not to the exclusion of any other right that the AGENCY has in law or equity. Without limiting the foregoing, the CONSULTANT recognizes its obligation to work with the AGENCY to correct any errors resulting from its negligence.

8. **CONSULTANT RELIANCE**. The CONSULTANT shall be entitled to rely on the accuracy and completeness of any information furnished by the AGENCY, except in such circumstances that the CONSULTANT should, in the exercise of reasonable care, consistent with the professional skill and care ordinarily provided by consultants practicing under the same or similar circumstances, know the information to be incorrect, unreliable, or incomplete. The CONSULTANT shall provide prompt notice to the AGENCY if the CONSULTANT becomes aware of any errors, omissions, or inconsistencies in such information.

9. **CORRECTING DEFICIENCIES**. If a service or work product subject to a specific invoice does not meet the requirements of this Agreement as the AGENCY may reasonably determine, the AGENCY shall notify the CONSULTANT in writing and identify specific deficiencies in the service or work product that do not meet the requirements. The CONSULTANT shall have ten (10) business days to correct or modify the service or work product to comply with the requirements of the Agreement as set forth in the AGENCY's written notice. If the AGENCY again reasonably determines the services or work product fails to meet the requirements, the AGENCY may withhold payment until deficiencies have been corrected to the AGENCY's reasonable satisfaction or may terminate this Agreement for cause as set forth in this Agreement.

10. **RIGHT OF CONTROL**. The AGENCY agrees that it will have no right to control or direct the details, manner, or means by which the CONSULTANT accomplishes the results of the services performed hereunder. The CONSULTANT has no obligation to work any particular hours or days or any particular number of hours or days. The CONSULTANT agrees, however, that any other contracts and services shall not interfere with the performance of the services under this Agreement. The AGENCY agrees to coordinate project schedules and respective commencements and deadlines with the CONSULTANT as needed.

11. **INDEPENDENT CONSULTANT RELATIONSHIP**. The CONSULTANT is an independent contractor and is not an officer, employee, servant, agent, partner, or joint venturer of the AGENCY. The AGENCY shall determine the services and work products to be done by the CONSULTANT, but the CONSULTANT shall determine the legal means by which it accomplishes the services and work products specified by the AGENCY. This Agreement shall not be construed to create any employer-employee relationship between the AGENCY and the CONSULTANT. The CONSULTANT shall not be entitled to any benefits provided by the AGENCY to employees.

12. **RECORDS ACCESS AND AUDITS**. The CONSULTANT shall maintain complete and accurate records with respect to costs incurred and manpower expended under this Agreement. All such records shall be maintained according to generally accepted accounting principles, shall be clearly identified, and shall be readily accessible. Upon request, such records shall be available for review by the AGENCY representatives for three (3) years after final payment.

13. **FEDERAL, STATE, AND LOCAL PAYROLL TAXES**. Neither federal, state, or local income taxes nor payroll taxes of any kind shall be withheld and paid by the AGENCY on behalf of the CONSULTANT or the employees of the CONSULTANT. The CONSULTANT shall not be treated as an employee with respect to the services performed hereunder for federal or state tax purposes. The CONSULTANT is responsible to pay, according to law, the CONSULTANT's income tax. The CONSULTANT may be liable for self-employment (Social Security) tax to be paid by the CONSULTANT according to law.

14. **FRINGE BENEFITS**. Because the CONSULTANT is engaged in its own independently established business, the CONSULTANT is not eligible for, and shall not participate in, any employee pension, health, or other fringe benefit plans of the AGENCY.

15. **PROPRIETARY RIGHTS**. All documents, reports, and any other data developed by the CONSULTANT for the AGENCY in the performance of this Agreement, whether finished or not, shall become the property of the AGENCY, shall be forwarded to the AGENCY at its request, and may be used by the AGENCY as it sees fit. the AGENCY agrees that if it uses products prepared by the CONSULTANT for purposes other than those intended in this Agreement, it does so at its sole risk, and it agrees to hold the CONSULTANT harmless, therefore.

16. **CONFIDENTIALITY**. The Parties acknowledge that the existence and the terms of this Agreement and any oral or written information exchanged between the Parties in connection with the preparation and performance of this Agreement are regarded as confidential information. Each Party shall maintain confidentiality of all such confidential information and, without obtaining the written consent of the other Party, it shall not disclose any relevant confidential information to any third parties except for the information that a) is or will be in the public domain (other than through the receiving Party's unauthorized disclosure); b) is under the obligation to be disclosed pursuant to the applicable laws or regulations or orders of the court or other government authorities; or c) is required to be disclosed by any Party to its own officers, board members, legal counsel, or financial advisors regarding the transaction contemplated hereunder, provided that such officers, board members, legal counsel, or financial advisors shall be bound by the confidentiality obligations similar to those set forth in this Section. Disclosure of any confidential information by the staff members or agencies hired by any Party shall be deemed disclosure of such confidential information by such Party, which Party shall be held liable for breach of this Agreement. This Section shall survive the termination of this Agreement for any reason.

17. **ENTIRE AGREEMENT**. This Agreement, along with any and all Exhibits, attached hereto and incorporated herein by reference, contains the entire Agreement of the parties and supersedes any and all other agreements or understandings, oral or written, whether previous to the execution hereof or contemporaneous herewith.

18. **GENERAL ADMINISTRATION AND MANAGEMENT**. The AGENCY Administrator and/or the Chair of the AGENCY, or their designee, shall be the AGENCY's representative and shall oversee and approve all services to be performed, coordinate all communications, review and approve all invoices, and carry out any and all tasks as may be required of the AGENCY under this Agreement.

19. **CHANGES TO THE SCOPE OF SERVICES**. The AGENCY reserves the right to make changes from time to time to the Scope of Services identified in Exhibit A, and as further described in Exhibit B.

20. **AMENDMENTS**. This Agreement may be amended only in writing, upon mutual agreement of both the AGENCY and the CONSULTANT.

21. **ASSIGNMENT**. It is expressly agreed and understood by the parties hereto that the CONSULTANT shall not have the right to assign, transfer, hypothecate, or sell any of its rights under this Agreement except upon the prior express written consent of the AGENCY.

22. **SUBCONSULTANTS**. The CONSULTANT may propose to the AGENCY the use of subconsultants ("SUBCONSULTANTS") for performance of a particular aspect of the work. The AGENCY shall have the right to approve the use of SUBCONSULTANTS and the amount and method of SUBCONSULTANTS' compensation prior to commencement of any work by SUBCONSULTANTS, and such approval shall be in writing. The AGENCY shall also determine whether the selection of SUBCONSULTANTS should be made through any required selection process or through a selection process the AGENCY deems in its best interest. The AGENCY shall have the right to approve any change in the use of SUBCONSULTANTS. Such changes in SUBCONSULTANTS shall be approved by the AGENCY in writing and shall not affect the amount of payment stated in the Agreement unless specifically authorized by the AGENCY in writing. The AGENCY shall have no liability to said SUBCONSULTANTS and the CONSULTANT shall be responsible for services performed or work product produced by SUBCONSULTANTS and payment to said SUBCONSULTANTS. The SUBCONSULTANTS identified in the RFP are approved by the AGENCY.

23. **DEFAULT AND TERMINATION OF AGREEMENT**.

(a) **For Cause**. If, through any cause, the CONSULTANT shall fail to perform any of the covenants or conditions of this Agreement or fails to fulfill its obligations in compliance with the schedule under this Agreement, and the CONSULTANT does not cure such defects in performance within ten (10) days after receipt of written notice, the AGENCY shall thereupon have the right to terminate this Agreement. Upon termination for cause, the CONSULTANT shall be paid an amount for the actual services satisfactorily performed in accordance with this Agreement through the default date.

Notwithstanding the above, the CONSULTANT shall not be relieved of liability to the AGENCY by virtue of any breach of this Agreement by the CONSULTANT, and the AGENCY may withhold any payments to the CONSULTANT for the purpose of set-off until such time as the exact amount of damages due the AGENCY from the CONSULTANT is determined. In any case, the CONSULTANT's liability by virtue of any breach of this Agreement shall not exceed the contract amount. The CONSULTANT shall also provide the AGENCY with all products or works generated prior to date of termination.

(b) **Termination for Convenience of Agency**. The AGENCY may terminate this Agreement at any time, for any reason, upon giving fifteen (15) days' notice in writing. If this Agreement is terminated by the AGENCY as provided herein, the CONSULTANT shall be paid an amount for the actual services satisfactorily performed in accordance with this Agreement through the termination date.

The CONSULTANT shall also provide the AGENCY with all work products of consulting generated to date of termination. Notwithstanding any other provision in this Agreement, the AGENCY may terminate this Agreement immediately if the CONSULTANT becomes insolvent or voluntarily or involuntarily bankrupt, or if a receiver or other liquidating officer is appointed for substantially all of the business of the CONSULTANT, or if the CONSULTANT makes an assignment for the benefit of creditors.

24. **NOTICES**. Any and all notices required to be given by either of the Parties hereto, unless otherwise stated in this Agreement, shall be in writing and be deemed communicated when delivered in person, by courier, or mailed in the United States mail, certified, return receipt requested, addressed as follows:

To AGENCY:

Brent McLane, Agency Administrator
Pocatello Development Authority
P.O. Box 4169
Pocatello, ID 83205-4169
208-234-6583
bmclane@pocatello.gov

To CONSULTANT:

Jason Butler
CTA Inc., doing business as Cushing Terrell
P.O. Box 30071
Billings, MT 59107
406-248-7455
jasonbutler@cushingterrell.com
Tax ID: 81-0305543
accountsreceivable@cushingterrell.com

Telephone numbers and e-mail addresses are for convenience and not to be used for notices required to be in writing. Informal notices and communication may be delivered in person or by telephone, mail, courier, e-mail, or fax. Either Party may, by written notice, change the contact information listed above.

25. **DISCRIMINATION PROHIBITED**. In performing the services required herein, the CONSULTANT shall not discriminate against any person on the basis of race, color, religion, creed, political ideals, sex, age, marital status, physical or mental handicap, gender identity/expression, sexual orientation, veteran's status, or national origin. Violation of this section shall constitute a material breach of this Agreement and be deemed grounds for termination of the Agreement by the AGENCY, in whole or in part, and may result in ineligibility for further work for the AGENCY.

26. **INDEMNIFICATION**. The CONSULTANT agrees to indemnify, defend, and hold harmless the AGENCY and its officers, agents, and employees from and against all claims, losses, actions, or judgments for damages or injury to persons or property, including attorney fees, arising from any negligent or tortious acts or omissions of the CONSULTANT or the CONSULTANT's agents, employees, subconsultants, or representatives. In case any action or proceeding is brought against the AGENCY or its officers, agents, or employees by reason of negligent or tortious acts or omissions of the CONSULTANT, its agents, employees, subconsultants, or representatives, the CONSULTANT, upon written notice from the AGENCY, shall, at the CONSULTANT's expense, resist or defend such action or proceeding.

27. **INSURANCE**. Prior to commencing services under this Agreement, the CONSULTANT shall obtain, at its sole cost and expense, and thereafter maintain for the term of this Agreement at least the minimum insurance coverages set forth below. All insurance coverage shall be written on an occurrence basis and provided by a company or companies which are authorized to do business in Idaho. The CONSULTANT shall provide to the AGENCY proof of insurance coverage before commencing its performance as herein provided. The CONSULTANT shall notify the AGENCY a minimum of ten (10) days prior to cancellation of said policy or policies.

(a) Worker's compensation as required by applicable law or regulation. If worker's compensation insurance is not required under the circumstances, the CONSULTANT shall provide proof to the AGENCY that such coverage is not required.

(b) Employer's liability insurance in the minimum amount required by applicable law or regulation.

(c) Commercial general liability insurance policy with minimum coverage of $1,000,000 per occurrence and a minimum aggregate policy limit of $2,000,000. The commercial general liability insurance policy shall name the AGENCY as an Additional Insured and protect its officers, agents, and employees from and against any and all claims, losses, actions, and judgments for damages or injury to persons or property arising out of or in connection with the CONSULTANT's negligence during the performance of this Agreement.

(d) Professional liability insurance policy with minimum coverage of $1,000,000 per claim and a minimum aggregate policy limit of $1,000,000.

28. **NONWAIVER**. Failure of either party to exercise any of the rights under this Agreement, or breach thereof, shall not be deemed to be a waiver of such right or a waiver of any subsequent breach.

29. **APPLICABLE LAW**. Any dispute under this Agreement, or related to this Agreement, shall be decided in accordance with the laws of the state of Idaho.

30. **SEVERABILITY**. If any part of this Agreement is held unenforceable, the remaining portions of the Agreement will nevertheless remain in full force and effect.

31. **ATTORNEYS' FEES**. Should any litigation or arbitration be commenced between the Parties hereto concerning this Agreement, the prevailing Party shall be entitled, in addition to any other relief as may be granted, to costs and reasonable attorneys' fees as determined by a court of competent jurisdiction. This provision shall be deemed to be a separate contract between the Parties and shall survive any default, termination, or forfeiture of this Agreement.

32. **DISPUTES**. In the event that a dispute arises between the AGENCY and the CONSULTANT regarding application or interpretation of any provision of this Agreement, the aggrieved Party shall promptly notify the other Party to this Agreement of the dispute within ten (10) days after such dispute arises. If the Parties shall have failed to resolve the dispute within thirty (30) days after delivery of such notice, the Parties may first endeavor to settle the dispute in an amicable manner by mediation. If the Parties elect to mediate their dispute, the Parties will select a mediator by mutual agreement and agree to each pay half of the mediator's costs and fees. The mediation will take place in Pocatello, Idaho, unless otherwise agreed by the Parties in writing. Should the Parties be unable to resolve the dispute to their mutual satisfaction within thirty (30) days after such completion of mediation, each Party shall have the right to pursue any rights or remedies it may have at law or in equity. If the Parties do not mutually agree to mediate the dispute, either Party may pursue any rights or remedies it may have at law.

33. **SUCCESSORS IN INTEREST**. The provisions of this Agreement shall be binding upon and shall inure to the benefit of the Parties hereby and their respective successors and assigns.

34. **THIRD PARTY BENEFICIARIES**. The AGENCY and the CONSULTANT are the only Parties to this Agreement. The Parties do not intend that any non-party or third-party will have any rights whatsoever under this Agreement.

35. **COORDINATION WITH OTHER CONSULTANTS**. The CONSULTANT recognizes that the AGENCY has or may enter into agreements with other consultants.

Upon request, the CONSULTANT agrees to coordinate with and work in conjunction with other consultants when the need arises.

36. **CONFLICTS OF INTEREST.** The CONSULTANT covenants that it presently has no interest and will not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services described hereunder. The CONSULTANT further covenants that, in performing this Agreement, it will employ no person who has any such interest.

37. **ANTI-BOYCOTT AGAINST ISRAEL ACT**. Pursuant to Idaho Code § 67-2346, if payments under this Agreement exceed ONE HUNDRED THOUSAND DOLLARS ($100,000) and the CONSULTANT employs ten (10) or more persons, the CONSULTANT certifies that it is not currently engaged in, and will not for the duration of this Agreement engage in, a boycott of goods or services from Israel or territories under its control. The terms in this Paragraph that are defined in Idaho Code § 67-2346 shall have the meaning defined therein.

38. **CONTRACT WITH A COMPANY OWNED OR OPERATED BY THE GOVERNMENT OF CHINA PROHIBITED**. Pursuant to Idaho Code § 67-2359 the CONSULTANT, by entering into this Agreement, hereby certifies it is not currently owned or operated by the government of China and will not for the duration of this Agreement be owned or operated by the government of China.

39. **PROHIBITION ON CONTRACTS WITH COMPANIES BOYCOTTING CERTAIN SECTORS.** Pursuant to Section 67-2347A, Idaho Code, CONSULTANT, its wholly owned subsidiaries, majority owned subsidiaries, parent companies and affiliates, are not currently engaged in, and will not for the duration of this Agreement, as may be amended, engage in, a boycott of any individual or company because the individual or company (a) engages in or supports the exploration, production, utilization, transportation, sale, or manufacture of fossil fuel-based energy, timber, minerals, hydroelectric power, nuclear energy, or agriculture; or (b) engages in or supports the manufacture, distribution, sale, or use of firearms, as defined in Section 18-3302(2)(d), Idaho Code.

IN WITNESS WHEREOF, the AGENCY and the CONSULTANT have executed this Agreement as of the effective date specified above.

Urban Renewal Agency of the City of Pocatello a/k/a Pocatello Development Authority "AGENCY"	CTA Inc., doing business as Cushing Terrell "CONSULTANT"
By:____________________ Printed Name: David Villarreal Jr. Title: Chair	By: ____________________ Printed Name: Jason Butler Title: Principal-In-Charge, Authorized Representative
DATE: ____________________	DATE: 9.11.2026

EXHIBITS

A. Scope of Work
B. Cushing Terrell RFP Response

EXHIBIT A

(Consultant's Scope of Work)

Task 1. Project Management and Coordination | Cushing Terrell
Conduct a project kickoff meeting and site tour within two weeks of Notice to Proceed to confirm study boundaries, data needs, review protocols, decision points, and project milestones. Cushing Terrell will provide overall project management, including schedule development, coordination with PDA staff and stakeholders, monthly progress reporting, and bi-weekly check-ins. Coordination meetings will be conducted at key project milestones, and all deliverables will undergo an independent senior-level QA/QC review prior to submission. Andrew Baker will serve as the project manager and PDA's point of contact throughout the project.

Deliverables: Project Management Plan; Detailed Schedule; Monthly Progress Reports; Meeting Agendas and Summaries; QA/QC review log.

Task 1 Total Duration: 12 weeks

Task 2. Existing Conditions Assessment | Cushing Terrell, Mead & Hunt, Leland Consulting Group
Analysis of existing conditions across the study area. Land use and zoning: parcel-level existing land use inventory, zoning and regulatory review, and development constraints and opportunities, with particular attention to how the current code classifies (or fails to classify) high-intensity and emerging industrial uses. Demographics and socioeconomics: population trends, employment characteristics, housing conditions, and economic indicators.
Transportation and mobility: Mead & Hunt will do an inventory and analysis of the transportation network, including roadway functional classifications, traffic volumes, truck routes, rail crossings, circulation patterns, network connectivity, capacity constraints, and access to the airport and business park area. Evaluation of pedestrian and bicycle facilities, including sidewalks, trails, bike lanes, shared-use paths, connectivity gaps, and opportunities to improve multimodal access between employment areas, neighborhoods, and community destinations. Assessment of existing transit routes, service coverage, frequencies, regional connections, and parking supply, utilization, and operational constraints. Review of planned transportation improvements identified in City, County, and regional planning efforts and their implications for future growth and development.
Public facilities and utilities: Mead & Hunt will do an inventory and mapping of existing and planned water, wastewater, stormwater, electric, gas, telecommunications, fiber optic, and other major utility systems. Assessment of utility ownership, service providers, available capacity, infrastructure deficiencies, planned improvements, resiliency considerations, and constraints affecting future development. Evaluation of public safety infrastructure, including fire protection, emergency response, and law enforcement

facilities serving the airport and surrounding development area.
Environmental and airport compatibility conditions: Mead & Hunt will do a desktop and field-based review of environmental resources, including waterways, wetlands, floodplains, habitat areas, threatened and endangered species, hazardous materials, parks and trails, historic and archaeological resources, visual resources, environmental justice considerations, and other development constraints. Documentation of environmental opportunities, sustainability considerations, and infrastructure resiliency factors that may shape future investment decisions. Assessment of airport operational considerations and FAA-related development constraints, including Part 77 surfaces, RPZs, land use compatibility, and airport access characteristics.

We will build on existing work rather than reproduce it, including the Airport Master Plan, the PDA's railroad overpass concept work, prior utility assessments, Idaho Power service capacity information, local transportation plans, and available environmental documentation.

Deliverables: Existing Conditions Technical Memorandum; GIS Mapping and Base Data (built for PDA reuse after adoption, with full layer components and metadata); Existing Conditions Presentation Materials.

Task 2 Total Duration: 12 weeks

Task 3. Public and Stakeholder Engagement | Cushing Terrell
Develop and implement a targeted engagement program that includes stakeholder interviews, public workshops, focused community meetings, online outreach, surveys, and coordination with agencies, utilities, and other key partners. Engagement efforts will document community priorities, concerns, and opportunities while leveraging previous outreach conducted for the Airport Master Plan and other planning initiatives to build consensus efficiently and avoid duplicative engagement.

Deliverables: Public Engagement Plan; Stakeholder Report; Workshop Materials; Public Input Summary Report.

Task 3 Total Duration: 4 weeks

Task 4. Economic Feasibility and Market Analysis | Leland Consulting Group

Market Assessment
Goal: To understand market realities at the local and regional level including demographic, real estate, industry, and economic trends and lay the groundwork for the development feasibility analysis.

Leland will analyze regional and local economic trends including job growth by industry, regional specialization through industry cluster analysis, and workforce skills and demographics. This analysis will utilize data from the US Census, the US Bureau of Labor Statistics, the Idaho Department of Commerce, LEHD OntheMap, and other sources where appropriate. We will also conduct outreach to local business owners and economic development representatives to supplement our robust quantitative analysis with local insights. We will conduct a real estate market analysis utilizing data from CoStar as well as local real estate professionals and on-the-ground research to identify inventory, rent, absorption, and vacancy trends for different property types. Utilizing the data compiled as part of the regional and local economic trends analysis, Leland will forecast demographic and employment trends to help determine what industries are likely to be supported by the local workforce. To lay the groundwork for the highest and best use analysis, we will conduct a competitive market analysis to identify competitive locations in Pocatello and throughout the region. We will compare market data and trends and conduct a SWOT analysis to identify the key attributes of the subject sites that may make them more or less attractive to specific uses, industries, and business types.

Development Feasibility

Goal: To assess the highest and best use for key sites, quantify financial opportunities or challenges associated with those uses, and identify catalyst projects.

Leland will conduct a highest and best use analysis based on the economic trends and real estate market analysis conducted as part of the market assessment. As part of this analysis, we will estimate development absorption for target uses. Along with the data, we will incorporate City goals and priorities into our analysis to ensure that the highest and best use is not only the most profitable, but also aligned with the needs and values of the community. Once the highest and best uses have been identified, we will conduct a financial feasibility analysis to determine what developers are most likely to build and what additional subsidies or regulatory changes may be necessary to attract the types of uses the City wants to see. The development scenarios analyzed will provide a range of potential outcomes to inform next steps. The analysis will be based on real estate market data, best practices, and conversations with local developers with experience building the identified use types in the Pocatello market. In consultation with client staff and project team, we will select a limited number of partially vacant or underutilized sites in the study area to conduct a redevelopment potential assessment – evaluating suitability and readiness of those sites for land uses already identified in the prior market analysis tasks as having strong market support and showing promising financial feasibility. For those potential sites, we will identify remaining hurdles to successful redevelopment, including needed zone changes, infrastructure investments, additional assembly, etc. Given the results of the highest and best use and financial feasibility analyses, Leland will identify opportunities for catalytic projects. Catalytic projects are those that “prove” the market, usually through a public-private partnership between a jurisdiction and private developer. These projects spur development in adjacent areas, creating clusters of economic vibrancy.

Economic Impact Analysis
Goal: To analyze the potential impacts of development and redevelopment on the sites and the potential return on public investment needed for catalytic development.

Leland will analyze the potential fiscal impacts of development in the study area including tax revenue and lease revenue projections. This will be based on the feasibility and absorption assessments conducted in prior sub-tasks as well as local property and sales tax rates. We will utilize comparable developments to estimate assessed values of potential developments. In addition, we will analyze job creation potential and economic multipliers to estimate the overall impact potential development could have on the local economy and workforce. Based on the fiscal and economic analyses as well as needed subsidies identified in the feasibility analysis, Leland will quantify the potential return on public investment for development in the study area.

Deliverables: Economic Feasibility Report; Market Analysis Memorandum; Development Opportunity Matrix

Task 4 Total Duration: 12 weeks

Task 5. Infrastructure and Utility Analysis | Mead & Hunt
Mead & Hunt will evaluate the capacity, condition, and long-term adequacy of transportation and utility infrastructure needed to support the study area's development scenarios. Building on the existing conditions inventory and market-driven growth projections, the team will identify opportunities, constraints, deficiencies, and required capital improvements.

The analysis will evaluate roadway access, circulation, freight mobility, rail interfaces, airport access, multimodal connectivity, and future transportation demands associated with anticipated land uses. Utility assessments will examine water, wastewater, stormwater, electric power, natural gas, telecommunications, and fiber infrastructure, documenting available capacity, service limitations, operational constraints, and required system upgrades. Particular attention will be given to infrastructure requirements associated with high-demand industrial users, emerging industries, and airport-related development.

Mead & Hunt will prepare planning-level infrastructure concepts and cost estimates for transportation and utility improvements needed to support phased development.

Recommendations will identify capacity expansion needs, resiliency measures, stormwater management opportunities, green infrastructure strategies, floodplain considerations, utility coordination requirements, and long-term maintenance implications. Improvement recommendations will be organized into logical implementation phases and paired with potential funding and delivery strategies to support future capital investment decisions.

Deliverables: Infrastructure Assessment Report; Utility Capacity Analysis; Preliminary Capital Improvement Cost Estimates, including phasing and strategies for funding

Task 5 Total Duration: 8 weeks

Task 6. Master Plan Development | Cushing Terrell, Mead & Hunt
Preparation of not more than three land use alternatives, each carrying its own infrastructure cost, absorption profile, transportation implications, environmental considerations, and FAA compatibility screen, so that the choice among them is a real choice. Selection of a preferred development concept with the PDA, based on technical analysis and stakeholder input.

The preferred concept will include future land use recommendations; development character districts; an urban design framework; a multimodal transportation and circulation plan; an airport access and compatibility strategy; a utility and infrastructure improvement plan; open space and public realm recommendations; environmental stewardship and resource protection strategies; sustainability and resiliency measures; redevelopment opportunity areas; parking strategies; and development phasing tied to the absorption findings from Task 4. Transportation recommendations will address future roadway function, access management, circulation patterns, bicycle and pedestrian networks, transit opportunities, freight movement, and connections between employment areas, neighborhoods, and regional destinations. Infrastructure recommendations will identify system improvements, capacity upgrades, stormwater management approaches, utility coordination needs, and phased investment strategies necessary to support future growth.

The plan will also establish goals, policies, and implementation actions to protect sensitive environmental resources, manage floodplain and hazard-area constraints, support long-term infrastructure resiliency, and maintain compatibility with airport operations and FAA requirements. Planning-level cost estimates, prioritization criteria, implementation timing, responsible parties, and potential funding opportunities will be prepared for major transportation and infrastructure investments. [

Graphics will be prepared for two audiences at once: a PDA Commissioner who needs to hold something up in a public meeting, and a site selector who needs to understand the district in five minutes and forward it to a client.

Deliverables: Draft Area-Wide Development Plan; Conceptual Land Use Maps; Illustrative Renderings and Graphics

Task 6 Total Duration: 14 weeks

Task 7. Implementation Strategy | Cushing Terrell, LGC, Mead & Hunt
Develop a prioritized implementation strategy organized into short-, mid-, and long-term actions, identifying responsible parties, order-of-magnitude costs, funding sources, and implementation triggers. Prepare adoption-ready regulatory and zoning recommendations, including use classifications and performance standards for high-intensity and large-load industrial development. Establish capital improvement priorities aligned with market absorption and return-on-investment findings. Identify and evaluate realistic funding opportunities, including tax increment financing, FAA and state aviation programs, federal grants, and Idaho Department of Commerce tools (Leland). Assess public-private partnership opportunities building on the PDA's existing Owner Participation Agreement framework, and recommend governance and coordination strategies among the PDA, City, Airport, and Bannock Development Corporation. The final implementation framework will include a phased action plan, funding strategy, and clear roles and responsibilities for delivery.

Deliverables: Implementation Matrix; Funding Strategy Summary; Final Implementation Plan; draft regulatory and zoning language.

Task 7 Total Duration: 10 weeks

Task 8. Final Deliverables | Cushing Terrell
Preparation, design, and production of the final plan package. Incorporation of technical findings, engagement results, graphics, maps, and implementation materials into a single cohesive document. Preparation of presentation materials for governing bodies and public meetings, including PDA Board and City Council adoption support.

Deliverables: Draft Final Area-Wide Development Plan; Final Area-Wide Development Plan; Executive Summary; digital GIS-compatible mapping files including layer components; presentation materials. All final deliverables provided in editable electronic formats (InDesign) and PDF.

Task 8 Total Duration: 6 weeks

Lump Sum Fee

Cushing Terrell proposes a lump sum fee of $200,000 to complete the Scope of Services described above, inclusive of subconsultant costs and reimbursable expenses.

Fee Breakdown by Task

Task	**Task total**
Task 1. Project Management and Coordination	$25k
Task 2. Existing Conditions Assessment	$27k
Task 3. Public and Stakeholder Engagement	$25k
Task 4. Economic Feasibility and Market Analysis	$38k
Task 5. Infrastructure and Utility Analysis	$34k
Task 6. Master Plan Development	$30k
Task 7. Implementation Strategy	$10k
Task 8. Final Deliverables	$7k
Reimbursable Expenses	$4k
TOTAL LUMP SUM	$200k

Fee Summary by consultant:

Cushing Terrell fee $ 68,900

Mead & Hunt fee $ 80,000

Leland fee $ 51,100

Hourly Rate Schedule

Hourly rate schedules for Cushing Terrell, Mead & Hunt, and Leland Consulting Group are provided [Appendix X]. Rates apply to any additional services authorized by the PDA outside the scope described above.

Reimbursable Expenses

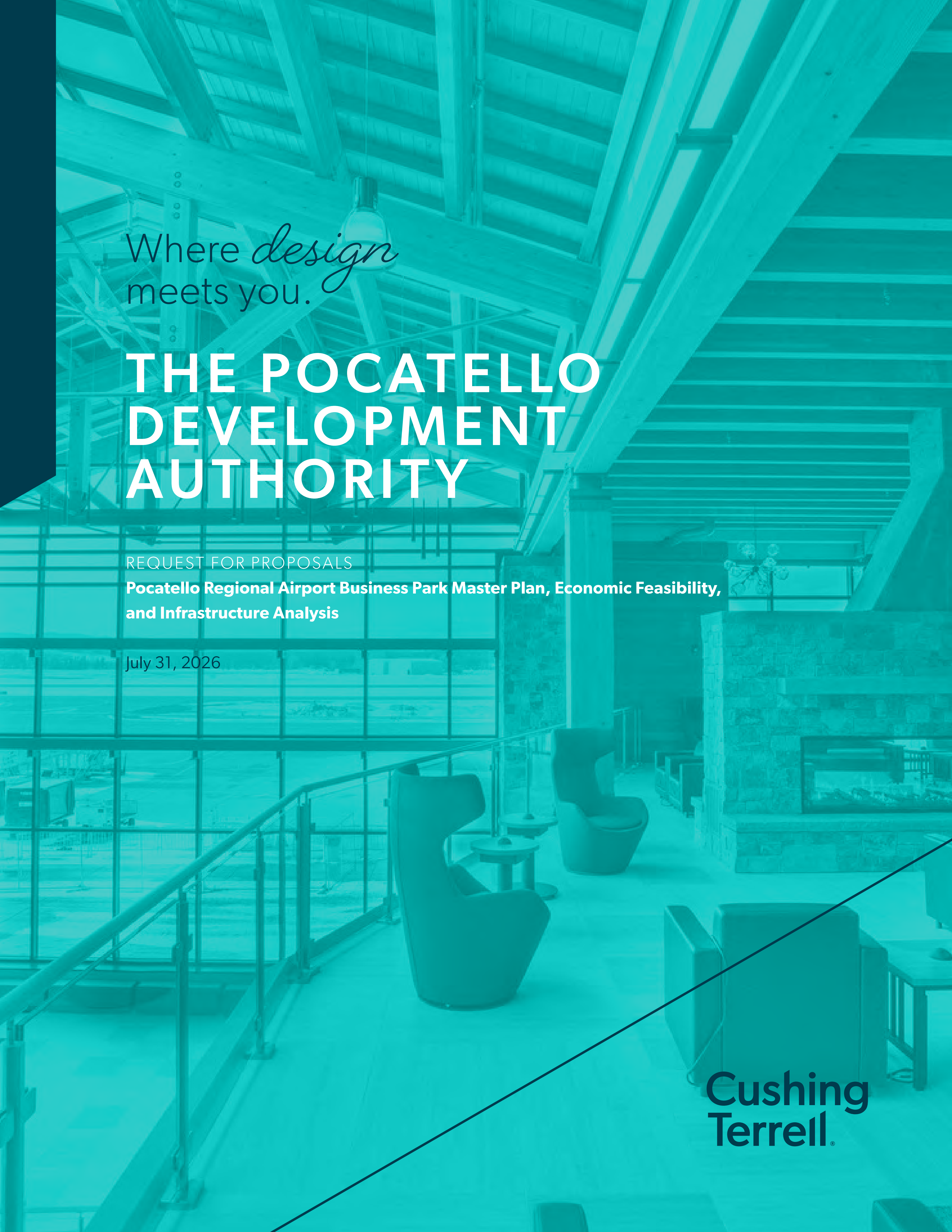
Reimbursable expenses include travel and lodging for the kickoff meeting, two in-person public workshops, and the in-person PDA meetings identified in the schedule; printing and production of workshop materials, boards, and draft and final plan copies; and the online engagement platform. Reimbursables are included in the lump sum fee above and are itemized in the task breakdown.

Assumptions

- Infrastructure and transportation analysis is planning-level, using existing utility models, published capacity information, and available traffic counts. New field data collection and new traffic counts are not included.
- The PDA will provide GIS data and the study area boundary, existing utility and capacity information, the current Airport Master Plan, prior engagement records, and relevant prior technical work, including the railroad overpass concept report.
- The fee includes two in-person public workshops, two in-person PDA meetings, and one in-person stakeholder engagement days. Additional in-person meetings are available at the attached hourly rates.
- PDA review comments will be provided in consolidated form within seven business days of each deliverable transmittal. The schedule assumes timely receipt of source materials and consolidated comments.
- City staff will lead the code amendment process; Cushing Terrell will prepare adoption-ready regulatory language and support staff presentations.
- Final deliverables include editable InDesign files, PDF, and GIS-compatible mapping with layer components, per Task 8.

EXHIBIT B

(Consultant's RFP Response)



Where *design* meets you.

THE POCATELLO DEVELOPMENT AUTHORITY

REQUEST FOR PROPOSALS

Pocatello Regional Airport Business Park Master Plan, Economic Feasibility, and Infrastructure Analysis

July 31, 2026

Cushing Terrell.

COVER LETTER

Glacier Park International Airport; *Kalispell MT*

July 31, 2026

Cushing Terrell.

Pocatello Development Authority
Brent McLane, Executive Director
911 N. 7th Avenue
Pocatello, ID 83201

Re: Proposal for Pocatello Regional Airport Business Park Master Plan, Economic Feasibility, and Infrastructure Analysis

Dear Brent and Members of the Pocatello Development Authority Board:

Cushing Terrell is excited to submit our proposal for the Pocatello Regional Airport Business Park Area-Wide Development Plan. We understand the PDA needs more than a vision document—you need a practical, market-driven, and implementable framework for these 1,740 acres.

Our hand-selected team is structured to deliver a plan that clarifies land use, infrastructure costs, market absorption, and public return on investment. Because airport-adjacent land comes with strict regulatory constraints—including FAA grant assurances and Part 77 surfaces—we integrate these considerations into our planning from day one, ensuring a final concept the PDA can actually build, finance, and execute.

- **Cushing Terrell** will serve as Prime, bringing planning, urban design, land use policy, engagement, implementation, and in-house civil and utility engineering. To supplement that foundation, we are partnering with two firms selected specifically to provide expertise and experience where it's needed most:
- **Mead & Hunt:** a national aviation planning and engineering practice, will lead transportation, infrastructure, and environmental analysis, and will screen every land use alternative against FAA requirements. Mead & Hunt also brings an aviation economist who will quantify the economic and fiscal impacts of the preferred land use scenario.
- **Leland Consulting Group:** will lead market assessment, development feasibility, absorption, and fiscal strategy, and will advise on funding and public-private partnership structuring. Leland works regularly with urban renewal agencies and understands the tools the PDA already has in hand.

Our integrated team pairs deep Mountain West planning experience with the aviation, economic, and infrastructure specialization this particular site demands. We have reviewed the full solicitation, including Addendum #1, and look forward to the opportunity to present this approach to the Committee in August.

Sincerely,

Jason Butler
Principal-in-Charge | Authorized Representative
JasonButler@cushingterrell.com | 208.577.5607

Firm Qualifications

Cushing Terrell

We believe a community's plan should be as distinctive as the community itself. No two places share the same history, values, or trajectory, so no two plans should read the same – and yet too often they do. We got into this work because at the heart of planning is **people**, and we hold a simple standard: your plan should look and sound like Pocatello, a reflection of what we hear from community, giving your staff a chance to guide and inform, providing leaders a document they can actually use and defend.

Founded in 1938, Cushing Terrell combines the responsiveness and personal focus of our local Denver studio with the multi-disciplinary depth of a national firm spanning 17 offices and 30+ specialties. This structure allows us to build custom teams tailored specifically to your project's needs—combining boots-on-the-ground context with deep technical expertise.

Above all, we serve as an extension of your staff. We bring systematic technical rigor and industry best practices to facilitate your vision, translating your community's values into clear, implementable policy while ensuring you maintain complete ownership of the process.vision, not the authors of our own.

Leland Consulting Group

Leland Consulting Group is a leading real estate economics and community development consulting firm specializing in market analysis, development feasibility, economic development, and implementation strategies. Leland helps public agencies make informed investment decisions by identifying market opportunities, evaluating development potential, assessing fiscal impacts, and creating practical strategies that attract private investment and support long-term economic growth.

Mead & Hunt

Mead & Hunt is a nationally recognized engineering, planning, and aviation consulting firm with extensive experience helping airports and communities align land use, infrastructure, transportation, and economic development objectives. For the Pocatello Regional Airport Business Park, Mead & Hunt provides specialized expertise in airport compatibility, transportation systems, utility infrastructure, environmental constraints, and aviation economic analysis to ensure development strategies are both implementable and FAA-compliant.

Team Structure

Our integrated team combines planning, aviation, infrastructure, and economic development expertise to create a market-driven and FAA-compatible roadmap for the Pocatello Regional Airport Business Park. By evaluating market feasibility, infrastructure capacity, airport compatibility, and economic outcomes before alternatives are developed, we provide the PDA with an actionable framework for investment, development, and long-term economic growth.

The Pocatello Development Authority

Jason Butler
Principal-in-Charge
Cushing Terrell

Andrew Baker
Project Manager | Urban Planner
Cushing Terrell

Nora Bland
Urban Planner | Community Engagement Specialist
Cushing Terrell

Alex Modrzecki
Urban Planner | GIS Mapping
Cushing Terrell

Josh Shiverick
Industrial Development Advisor
Cushing Terrell

Isaura Perez
Bilingual Outreach Specialist
Cushing Terrell

Paul Silberman
Infrastructure & Transportation Planning Lead
Mead & Hunt

Savannah Terrell
Urban Designer
Mead & Hunt

Brian Carranza
Airport Land Use & Compatibility Lead
Mead & Hunt

Eric Laing
Aviation Economics Lead
Mead & Hunt

Chris Zahas
Implementation & Development Strategy Lead
Leland Consulting Group

Ted Kamp
Market Feasibility & Economic Analysis Lead
Leland Consulting Group

Jennifer Shuch
Economic Development & Fiscal Analysis Specialist
Leland Consulting Group

PROJECT UNDERSTANDING AND APPROACH

UNDERSTANDING OF PROJECT OBJECTIVES

The Pocatello Regional Airport Business Park has an asset profile most communities cannot assemble at any price.

Roughly 1,740 acres under public influence, a 9,060-foot primary runway, direct access to I-86, and only seven miles from I-15. With two Union Pacific main lines and one of the lowest industrial power costs in the country, a regional workforce pipeline anchored by Idaho State University, and a City that has already demonstrated it will invest in the district – this site markets itself.

What the site does not have is a framework for strategic planning. The PDA is being asked to make consequential land use, infrastructure, and investment decisions in this district without an adopted plan to measure them against, and the pace of those decisions is accelerating. The airport is in line for a federally funded replacement of its air traffic control tower. A defense-sector manufacturer has opened a headquarters and production facility in Pocatello. Cold-chain investment has already landed on airport property. Interest in the rail-served parcels continues.

Demand is not the constraint here - the absence of a decision framework is.

The RFP identifies nine objectives. We read them as resolving into four questions the plan must enable you to answer under pressure, in a public meeting, with financial backing:

» **What can actually be served, and at what cost:**
Water, wastewater, stormwater, and electrical capacity are the binding constraint, along with the cost and sequence of extending them. The infrastructure analysis in Task 5 is therefore not a documentation exercise that runs alongside the plan. It determines which of the land use concepts in Task 6 are real and which are wishful.

» **What the market will realistically absorb:**
Assuming full buildout of 1,740 acres on a twenty-year horizon is likely misguided. Credible absorption estimates set the horizon that development phasing and the capital improvement sequence are built to. This is the discipline that separates a plan that gets funded from a plan that gets shelved.

» **What the regulatory framework must say:** The RFP asks for regulatory and zoning recommendations under Task 7. Pocatello's current code was not written with the emerging generation of high-intensity industrial and large-load users in mind, and it does not clearly classify them. That gap will keep producing case-by-case determinations, which is how good projects get delayed and bad ones get approved. This plan and the follow-up implementation actions will close that gap.

» **What the public gets back:** The PDA is an urban renewal agency making capital allocation decisions. It needs to know what a given land use scenario produces in jobs, property tax and tax increment, lease revenue to the airport enterprise, and net fiscal position after the cost to serve.

Airport-adjacent land is a different planning problem

The RFP states that experience with FAA regulations related to development adjacent to airports will be considered highly, and that the property is subject to FAA rules and regulations that will need to be considered in developing the plan. On this site, these requirements are not a constraint layer applied to a land use plan, but instead a primary input.

Part 77 imaginary surfaces limit height and, by extension, building type and yield. Runway Protection Zones remove land from the developable inventory entirely. Land use compatibility standards govern what can locate near the runway ends and under the approach. Grant assurances constrain how airport property can be disposed of and at what value, and FAA revenue-use requirements govern what happens to the money. Through-the-fence arrangements, ground leases, and fee-simple disposition each carry different obligations and different revenue profiles.

Mead & Hunt screens alternatives against these requirements to keep the plans grounded in these nuances. This is a significant part of why we structured the team the way we did, as revenue mechanics are genuinely different than those in a general market analysis.

PROPOSED METHODOLOGY

Our methodology is built around a strong basis of developmental reality, meaning the economics and the infrastructure lay the groundwork for feasibility before land use plans are drawn. This is not the way these plans are always sequenced. The conventional approach runs a market study and an infrastructure inventory in parallel with existing conditions, produces a land use concept from the planning team, and then asks the engineers and the economists to validate it.

By the time the analysis comes back, the concept has been drawn, presented, and defended in public, and no one wants to hear that the preferred alternative may not be realistic.

Unlike traditional planning efforts, our process begins with market feasibility and infrastructure capacity analysis before land use alternatives are developed. This ensures alternatives are grounded in market realities, utility constraints, FAA requirements, and financial feasibility before they are presented to stakeholders.

Phase	Tasks & Deliverables	Objectives
Diagnose TASKS 1–3	Kickoff and site tour. Existing conditions across land use and zoning, demographics and socioeconomics, transportation, utilities, and environmental conditions. Stakeholder interviews. Public Workshop #1.	Do we agree on the facts? The Existing Conditions Technical Memorandum has to be a document the PDA, City departments, the airport, and Idaho Power will all accept as the shared baseline. If we cannot get agreement here, nothing downstream will hold.
Test TASKS 4 & 5	Market assessment, highest and best use, absorption, and financial feasibility (Leland). Utility and transportation capacity, deficiencies, and preliminary cost analysis (Mead & Hunt). The two are cross-checked against each other before either is finalized.	Is it wanted, and can it be served? A use the market wants but the utilities cannot serve at defensible cost gets caught in this phase, before it is drawn and shown to the public.
Draw TASK 6	Two to three land use alternatives, each screened against FAA requirements, utility capacity, and absorption. Public Workshop #2. Preferred concept selected with the PDA Board.	Can we defend every line on the map? Each alternative carries its own infrastructure cost, absorption profile, and FAA compatibility screen, so the PDA chooses with the trade-offs visible rather than discovering them later.
Prove and Deliver TASKS 4, 7 & 8	Economic and fiscal impact of the preferred scenario, quantified by Mead & Hunt's aviation economist. Implementation Matrix, regulatory and zoning recommendations, funding strategy, and final plan production.	What does the PDA get back, and what does it do next? The plan closes with figures and a sequenced action list carrying responsible parties, costs, funding sources, and triggers.

One consequence of this sequencing is worth naming explicitly, because it shapes the schedule. Task 4 is delivered in two stages rather than one. The market assessment and development feasibility work has to be complete before the land use alternatives are drawn, or the alternatives are guesses. The economic and fiscal impact analysis cannot begin until a preferred scenario exists, or there is nothing concrete to measure. Both halves are fully scoped and both are in the fee. We have simply put them where they do the most good.

TECHNICAL APPROACH

The work plan below addresses each of the eight tasks in the RFP Scope of Services. Task leads are identified so the PDA can see exactly who is accountable for what, and deliverables match the RFP language directly.

TASK 1
PROJECT MANAGEMENT AND COORDINATION | Cushing Terrell

Conduct a project kickoff meeting and site tour within two weeks of Notice to Proceed to confirm study boundaries, data needs, review protocols, decision points, and project milestones. Cushing Terrell will provide overall project management, including schedule development, coordination with PDA staff and stakeholders, monthly progress reporting, and bi-weekly check-ins. Coordination meetings will be conducted at key project milestones, and all deliverables will undergo an independent senior-level QA/QC review prior to submission. Andrew Baker will serve as the project manager and PDA's single point of contact throughout the project.

Deliverables: Project Management Plan; Detailed Schedule; Monthly Progress Reports; Meeting Agendas and Summaries; QA/QC review log.

TASK 2
EXISTING CONDITIONS ASSESSMENT | Cushing Terrell, Mead & Hunt, Leland Consulting Group

Existing Conditions Analysis: Evaluates parcel-level land use, zoning, and development constraints, focusing on regulatory gaps for high-intensity and emerging industrial uses, alongside demographic, employment, housing, and economic trends.

Transportation and Mobility: Mead & Hunt will analyze the study area's transportation network, including roadway classifications, traffic volumes, circulation patterns, capacity constraints, and access to the airport and business park. The team will evaluate pedestrian and bicycle facilities to close connectivity gaps, assess existing transit coverage and parking operations, and review planned local and regional improvements to support future growth.

Public Facilities and Utilities: Mead & Hunt will do an inventory and mapping of existing and planned water, wastewater, stormwater, electric, gas, telecommunications, fiber optic, and other major utility systems. Assessment of utility ownership, service providers, available capacity, infrastructure deficiencies, planned improvements, resiliency considerations, and constraints affecting future development. Evaluation of public safety infrastructure, including fire protection, emergency response, and law enforcement facilities serving the airport and surrounding development area.

Environmental and Airport Compatibility Conditions: Mead & Hunt will provide existing conditions analysis including considerations for floodplains, natural habitats, environmental constraints, hazard areas, and sustainability and resiliency considerations. A desktop review will be conducted of all readily available environmental information for the project area through online databases and review of previous environmental reports.

Deliverables: Existing Conditions Technical Memorandum; GIS Mapping and Base Data (built for PDA reuse after adoption, with full layer components and metadata); Existing Conditions Presentation Materials.

TASK 3
PUBLIC AND STAKEHOLDER ENGAGEMENT | Cushing Terrell

Develop and implement a targeted engagement program that includes stakeholder interviews, public workshops, focused community meetings, online outreach, surveys, and coordination with agencies, utilities, and other key partners. Engagement efforts will document community priorities, concerns, and opportunities while leveraging previous outreach conducted for the Airport Master Plan and other planning initiatives to build consensus efficiently and avoid duplicative engagement.

Deliverables: Public Engagement Plan; Stakeholder Report; Workshop Materials; Public Input Summary Report. Input Summary Report

TASK 4
ECONOMIC FEASIBILITY AND MARKET ANALYSIS | Leland Consulting Group

Market Assessment

Goal: To understand market realities at the local and regional level including demographic, real estate, industry, and economic trends and lay the groundwork for the development feasibility analysis.

Leland will analyze regional and local economic trends, industry clusters, and workforce demographics using U.S. Census, BLS, Idaho Department of Commerce, and LEHD OnTheMap data, supplemented by local business outreach. We will also perform a real estate market analysis using CoStar, local broker insights, and field research to track inventory, rent, absorption, and vacancy trends.

Using these findings, Leland will forecast demographic and employment trends to identify growth industries and conduct a competitive market analysis across Pocatello and the region. Finally, we will synthesize market data into a SWOT analysis to identify the site attributes that best support specific uses and target industries.

Development Feasibility

Goal: To assess the highest and best use for key sites, quantify financial opportunities or challenges associated with those uses, and identify catalyst projects.

Leland will conduct a highest and best use analysis based on the economic trends and real estate market analysis conducted as part of the market assessment. As part of this analysis, we will estimate development absorption for target uses. Along with the data, we will incorporate City goals and priorities into our analysis to ensure that the highest and best use is not only the most profitable, but also aligned with the needs and values of the community.

Once the highest and best uses have been identified, we will conduct a financial feasibility analysis to determine what developers are most likely to build and what additional subsidies or regulatory changes may be necessary to attract the types of uses the City wants to see. The development scenarios analyzed will provide a range of potential outcomes to inform next steps. The analysis will be based on real estate market data, best practices, and conversations with local developers with experience building the identified use types in the Pocatello market. In consultation with client staff and project team, we will select a limited number of partially vacant or underutilized sites in the study area to conduct a redevelopment potential assessment – evaluating suitability and readiness of those sites for land uses already identified in the prior market analysis tasks as having strong market support and showing promising financial feasibility. For those potential sites, we will identify remaining hurdles to successful redevelopment, including needed zone changes, infrastructure investments, additional assembly, etc.

TECHNICAL APPROACH

Given the results of the highest and best use and financial feasibility analyses, Leland will identify opportunities for catalytic projects. Catalytic projects are those that "prove" the market, usually through a public-private partnership between a jurisdiction and private developer. These projects spur development in adjacent areas, creating clusters of economic vibrancy.

Economic Impact Analysis

Goal: To analyze the potential impacts of development and redevelopment on the sites and the potential return on public investment needed for catalytic development.

Leland will analyze the potential fiscal impacts of development in the study area including tax revenue and lease revenue projections. This will be based on the feasibility and absorption assessments conducted in prior sub-tasks as well as local property and sales tax rates. We will utilize comparable developments to estimate assessed values of potential developments. In addition, we will analyze job creation potential and economic multipliers to estimate the overall impact potential development could have on the local economy and workforce.

Based on the fiscal and economic analyses as well as needed subsidies identified in the feasibility analysis, Leland will quantify the potential return on public investment for development in the study area.

Deliverables: Economic Feasibility Report; Market Analysis Memorandum; Development Opportunity Matrix

TASK 5
INFRASTRUCTURE AND UTILITY ANALYSIS | Mead & Hunt

Mead & Hunt will evaluate the capacity, condition, and long-term adequacy of transportation and utility infrastructure to support the study area's development scenarios. Building on existing conditions and market growth projections, the team will identify opportunities, constraints, deficiencies, and required capital improvements.

The transportation assessment will evaluate roadway access, circulation, freight, rail interfaces, airport connections, multimodal connectivity, and future traffic demand. The utility assessment will cover water, wastewater, stormwater, electric, natural gas, telecom, and fiber infrastructure, documenting available capacity, limitations, and needed upgrades. Special attention will focus on high-demand industrial users, emerging industries, and airport-related development.

Mead & Hunt will prepare planning-level concepts and cost estimates for required improvements. Recommendations will address capacity needs, resiliency, stormwater and green infrastructure, floodplain management, utility coordination, and maintenance. These solutions will be organized into logical implementation phases paired with potential funding and delivery strategies to guide future capital investment.

Deliverables: Infrastructure Assessment Report; Utility Capacity Analysis; Preliminary Capital Improvement Cost Estimates, including phasing and strategies for funding

TASK 6
MASTER PLAN DEVELOPMENT
Cushing Terrell, Mead & Hunt

Preparation of two to three land use alternatives, each carrying its own infrastructure cost, absorption profile, transportation implications, environmental considerations, and FAA compatibility screen, so that the choice among them is a real choice. Selection of a preferred development concept with the PDA, based on technical analysis and stakeholder input.

The preferred concept will include future land use recommendations; development character districts; an urban design framework; a multimodal transportation and circulation plan; an airport access and compatibility strategy; a utility and infrastructure improvement plan; open space and public realm recommendations; environmental stewardship and resource protection strategies; sustainability and resiliency measures; redevelopment opportunity areas; parking strategies; and development phasing tied to the absorption findings from Task 4.

Transportation recommendations will address future roadway function, access management, circulation patterns, bicycle and pedestrian networks, transit opportunities, freight movement, and connections between employment areas, neighborhoods, and regional destinations. Infrastructure recommendations will identify system improvements, capacity upgrades, stormwater management approaches, utility coordination needs, and phased investment strategies necessary to support future growth.

The plan will also establish goals, policies, and implementation actions to protect sensitive environmental resources, manage floodplain and hazard-area constraints, support long-term infrastructure resiliency, and maintain compatibility with airport operations and FAA requirements. Planning-level cost estimates, prioritization criteria, implementation timing, responsible parties, and potential funding opportunities will be prepared for major transportation and infrastructure investments.

Graphics will be prepared for two audiences at once: a PDA Commissioner who needs to hold something up in a public meeting, and a site selector who needs to understand the district in five minutes and forward it to a client.

Deliverables: Draft Area-Wide Development Plan; Conceptual Land Use Maps; Illustrative Renderings and Graphics

TECHNICAL APPROACH

TASK 7
IMPLEMENTATION STRATEGY
Cushing Terrell, Leland Consulting Group, Mead & Hunt

Develop a prioritized implementation strategy organized into short-, mid-, and long-term actions, identifying responsible parties, order-of-magnitude costs, funding sources, and implementation triggers. Prepare adoption-ready regulatory and zoning recommendations, including use classifications and performance standards for high-intensity and large-load industrial development. Establish capital improvement priorities aligned with market absorption and return-on-investment findings. Identify and evaluate realistic funding opportunities, including tax increment financing, FAA and state aviation programs, federal grants, and Idaho Department of Commerce tools (Leland). Assess public-private partnership opportunities building on the PDA's existing Owner Participation Agreement framework, and recommend governance and coordination strategies among the PDA, City, Airport, and Bannock Development Corporation. The final implementation framework will include a phased action plan, funding strategy, and clear roles and responsibilities for delivery.

Deliverables: Implementation Matrix; Funding Strategy Summary; Final Implementation Plan; draft regulatory and zoning language.

TASK 8
FINAL DELIVERABLES
Cushing Terrell

Preparation, design, and production of the final plan package, integrating technical findings, engagement results, graphics, maps, and implementation materials into a cohesive document. Includes presentation materials and adoption support for governing bodies, including the PDA Board and City Council.

Deliverables: Draft Final Area-Wide Development Plan; Final Area-Wide Development Plan; Executive Summary; digital GIS-compatible mapping files including layer components; presentation materials. All final deliverables provided in editable electronic formats (InDesign) and PDF.

Implementation as a Decision Framework
The Implementation Matrix should function as a decision-making tool, not just a list of projects. It should provide clear standards, use classifications, and review criteria that help staff and decision-makers evaluate proposals, prioritize investments, and make consistent development decisions. The result is an actionable framework the City can use immediately—not another study.

Stakeholder Engagement Strategy
Our engagement approach builds on prior community input and focuses on sharing analysis rather than predetermined conclusions. Engagement includes interviews with key agencies, utilities, institutions, landowners, and Tribal representatives; two public workshops; targeted community meetings; an online engagement platform with mapping and commenting tools; a bilingual survey; and a technical working group to coordinate with utilities and agencies throughout the project and reduce implementation risk.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RELEVANT PROJECT EXPERIENCE

Belgrade Downtown Design Plan & Urban Renewal Plan

BELGRADE, MT

Cushing Terrell partnered with the City of Belgrade to create a long-range vision for revitalizing its downtown core and supporting future growth. Building on previous planning efforts, the team facilitated stakeholder workshops and community engagement activities to identify priorities related to economic development, infrastructure, mobility, urban design, and placemaking.

The resulting Downtown Design Plan and Urban Renewal Plan established a framework for strategic investment, redevelopment, and public-private partnerships.

Recommendations focused on enhancing transportation connectivity, supporting local businesses, improving public spaces, and leveraging the Urban Renewal District to implement high-impact projects. The plan continues to guide investment decisions that strengthen downtown Belgrade's identity and economic vitality.

REFERENCE:

Jason Karp
Former Planning Director
406.388.3763 | jkarp@cityofbelgrade.net

RELEVANCY:
Area-Wide and Comprehensive Planning

Alpine Master Plan

ALPINE, WY

Cushing Terrell partnered with the Town of Alpine to develop a comprehensive Master Plan that provides a clear framework for managing growth, infrastructure investment, and future development.

Through extensive public engagement, land use analysis, zoning review, and infrastructure assessment, the team identified opportunities to accommodate growth while preserving Alpine's character, natural resources, and quality of life. The planning process included surveys, focus groups, workshops, open houses, and online engagement tools to ensure recommendations reflected community priorities.

The resulting plan established a long-term vision for land use, economic vitality, transportation, recreation, and public infrastructure, supported by actionable implementation strategies. By aligning future development with community goals and infrastructure capacity, the Master Plan created a practical roadmap for sustainable growth and informed investment decisions.

REFERENCE:

Eric Green
Mayor, Town of Alpine
307.654.7757 | mayor@alpinewy.gov

RELEVANCY:
Area-Wide and Comprehensive Planning

Cushing Terrell

Lewistown Growth Policy & Land Use Plan

LEWISTOWN, MT

Cushing Terrell assisted the City of Lewistown with a comprehensive update to its Growth Policy, creating a forward-looking framework to guide future development, infrastructure planning, and economic growth.

The project included detailed evaluations of land use patterns, demographic and economic trends, housing conditions, and community development opportunities. Through stakeholder meetings, public open houses, online engagement, and community surveys, the team gathered broad public input to help shape the plan's vision and priorities.

Cushing Terrell also prepared a comprehensive Existing Land Use GIS inventory for the City's extraterritorial jurisdiction, providing valuable data to support future planning decisions.
The resulting Growth Policy established clear strategies for growth management, infrastructure investment, and land use decision-making while positioning Lewistown to proactively address future opportunities and challenges.

REFERENCE:

Holly Phelps
City Manager
406.535.1760 | hphelps@ci.lewistown.mt.us

RELEVANCY:
Area-Wide and Comprehensive Planning

Parker 2050 Comprehensive Plan

PARKER, CO

Cushing Terrell is leading Parker's Comprehensive Plan update, guiding the Town's transition from a rapidly growing suburban community to a mature and economically resilient municipality.

The project combines extensive public engagement, land use planning, infrastructure analysis, economic development strategies, and implementation planning. Through surveys, workshops, stakeholder outreach, and online engagement, the team gathered input from hundreds of residents to shape a shared vision for the next 25 years.

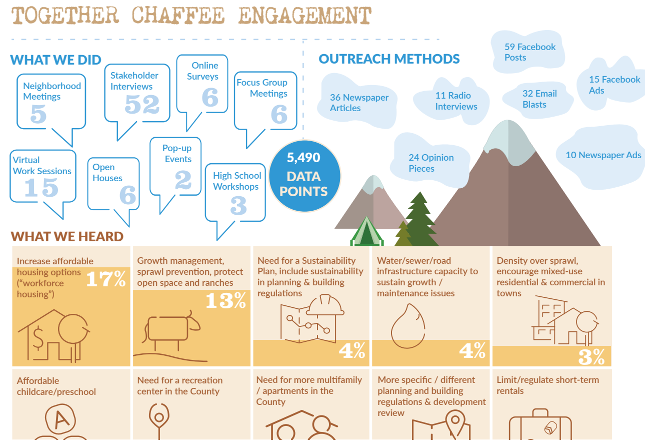
The plan addresses redevelopment, transportation, housing, economic vitality, and long-term public investment while aligning with state requirements and community priorities.

Parker 2050 will serve as the Town's primary framework for growth, redevelopment, and infrastructure decision-making through mid-century.

REFERENCE:

Bryce Matthews
Assistant Director of Planning
matthews@parkerco.gov | 303.805.3174

RELEVANCY:
Area-Wide and Comprehensive Planning



Urban+Farm Community Master Plan and Design Guidelines

BOZEMAN, MT

Cushing Terrell developed a comprehensive master plan for Urban+Farm, a 100-acre mixed-use community integrating residential, commercial, agricultural, office, and recreational uses.

The project established a long-term vision for land use, transportation connectivity, infrastructure investment, economic development, and community-building. The planning process evaluated innovative agricultural and vertical farming concepts as economic drivers while prioritizing walkability, open space, and public gathering areas.

Our team guided rezoning and entitlement efforts, balancing development goals with infrastructure requirements, environmental stewardship, and community priorities.

The resulting plan created a strategic framework for phased implementation and future investment while supporting sustainable growth and a strong sense of place.

REFERENCE:

Tom Berkley
Director of Development
508.728.1088 | tom@theoutlawpartners.com

RELEVANCY:
Area-Wide and Comprehensive Planning

"Together Chaffee County" Comprehensive Plan

CHAFFEE, CO

Cushing Terrell led a countywide comprehensive planning effort for Chaffee County, a region experiencing rapid growth and increasing development pressure. The project included extensive outreach through community meetings, stakeholder interviews, workshops, surveys, and focus groups to establish a shared vision for the future. The plan developed future land use strategies across more than 160,000 acres and introduced subarea plans with prioritized implementation actions, infrastructure recommendations, and growth management policies. Key topics included housing, economic development, natural resource protection, transportation, and infrastructure capacity.

The resulting framework provides clear direction for decision-makers while balancing growth, community character, and preservation of the county's environmental and agricultural assets.

REFERENCE:

Jon Roorda
Planning Manager
719.530.5566 | jroorda@chaffeecounty.org

RELEVANCY:
Area-Wide and Comprehensive Planning

Cushing Terrell.

LELAND PROJECT EXPERIENCE

LELAND CONSULTING GROUP

Colville Tribes Industrial Site Readiness Reports

OMAK AND OKANOGAN, WA

Leland completed market and feasibility analyses for multiple industrial development sites owned by the Confederated Tribes of the Colville Reservation. Through stakeholder interviews, site evaluations, and data-driven market research, the team identified redevelopment opportunities that leveraged regional assets, including transportation access, existing infrastructure, agricultural production, and workforce strengths. The studies evaluated target industries, absorption potential, infrastructure constraints, and site readiness improvements needed to support future development. Recommendations included industrial, manufacturing, logistics, and renewable energy opportunities tailored to each site's conditions and market position. The resulting plans provide a strategic framework for implementation, job creation, economic diversification, and long-term development of tribal lands.

RELEVANCY: **Industrial & Employment Land Development**

Industrial Site Readiness Plan

MADRAS, OR

As lead economic advisor, Leland partnered with the City of Madras to update an Industrial Site Readiness Report focused on employment lands surrounding the Madras Airport. The project combined stakeholder engagement, economic analysis, and market research to identify development opportunities capable of generating higher-wage jobs and attracting investment.

The team evaluated industrial market demand, site competitiveness, infrastructure requirements, and future expansion opportunities within and adjacent to the airport industrial district. Recommendations included target industries, site development strategies, and infrastructure improvements needed to support long-term growth.

The study provided the City with an actionable roadmap for industrial development and strengthened the region's ability to compete for economic development opportunities.

RELEVANCY:
Industrial & Employment Land Development

General Plan Update and Economic Development Strategy

SANTA FE, NM

Leland is supporting the City of Santa Fe's comprehensive plan update by leading housing, market, and economic development analyses that inform long-term growth strategies. The work includes evaluating housing needs, displacement risks, demographic trends, workforce conditions, and future demand for residential and commercial development. The team also developed an updated economic development strategy focused on industry targeting, workforce development, investment attraction, and economic resilience.

Findings from technical analyses and stakeholder engagement are shaping future land use recommendations and policy alternatives throughout the planning process. The resulting framework will help guide Santa Fe's growth while protecting the unique cultural, historic, and economic characteristics that define the community.

RELEVANCY:
Industrial & Employment Land Development

Mead&Hunt

MEAD & HUNT PROJECT EXPERIENCE

Ontario International Airport Land Use Study & Development Concepts

ONTARIO, CA

Mead & Hunt assisted the Ontario International Airport Authority in evaluating development opportunities for an underutilized 11-acre airport property. The team assessed infrastructure capacity, site constraints, utility availability, access, and market conditions to identify feasible development options and long-term revenue potential. Four development scenarios were created and evaluated, including office and mixed-use concepts, supported by conceptual visualizations and economic impact analysis. The study provided a clear framework for decision-making by comparing potential returns, implementation considerations, and development feasibility. The resulting recommendations positioned the Airport Authority to maximize the value of airport-owned land while supporting economic growth, investment attraction, and future development within the airport environment.

REFERENCE: **Elisa Grey**, Ontario International Airport Authority | 909.395.2400 | egrey@flyontario.com

RELEVANCY: **Airport & Aviation Planning**

City of Pueblo Transit Expansion Study

PUEBLO, CO

Mead & Hunt is leading a transit expansion feasibility study to improve access to major employment centers near Pueblo Airport and beyond the current transit service area. The study evaluates new routes, expanded service hours, and innovative mobility options, including on-demand transit and vanpool programs. Using market analytics, LEHD/LODES data, stakeholder outreach, and route planning tools, our team developed service alternatives, ridership forecasts, cost estimates, and funding strategies. The project included extensive coordination with employers, regional agencies, and elected officials to ensure transit investments align with workforce and economic development needs.

REFERENCE:

Ben Valdez, Director, Pueblo Transit
719.553.2703 | bvaldez@pueblo.us

Twenty-Nine Palms Band of Mission Indians Land Use Planning and Development

COACHELLA, CA

Mead & Hunt partners with the Twenty-Nine Palms Band of Mission Indians to advance long-term development opportunities across tribal lands in Riverside and San Bernardino counties. Our team provides land use planning, master planning, site design alternatives, and development visioning that support the Tribe's economic and community goals. We also create compelling branding, marketing materials, and development concepts to engage stakeholders and attract investment. In support of funding efforts, Mead & Hunt prepared development scenarios and cost estimates that helped tribal leadership secure Bureau of Indian Affairs grant funding.

RELEVANCY: **Airport & Aviation Planning**

ECONOMIC AND INFRASTRUCTURE ANALYSIS CAPABILITIES

MARKET ASSESSMENT STRATEGIES

Leland conducts comprehensive market research and analysis of socioeconomic, economic, demographic, and real estate trends to identify development opportunities, evaluate market constraints, assess potential land use scenarios, and quantify demand for residential, commercial, industrial, and mixed-use development. Leland's data-driven market analyses are complemented by targeted stakeholder engagement, providing valuable local insights into market conditions, economic priorities, and development opportunities surrounding prospective project sites.

DEVELOPMENT FEASIBILITY STRATEGY

Leland uses detailed pro forma financial modeling to evaluate the economic viability of development scenarios. By analyzing anticipated costs, revenues, and investment returns, Leland identifies financial feasibility gaps that may affect project execution. This analysis pinpoints the public investments, regulatory modifications, infrastructure improvements, fee reductions, grant opportunities, and incentives needed to catalyze private investment, enabling clients to prioritize the most viable development opportunities.

Leland Consulting Group Project	Market Assessment Strategy	Development Feasibility Strategy	Economic Impact Analysis
City Center and Airport Subarea Plan, SeaTac, WA	✔		
Colville Tribes Industrial Site Readiness Reports, Omak & Okanogan, WA	✔		
Division Street Transit-Oriented Development Plan, Spokane, WA	✔	✔	
Downtown Economic Vitality Transformation Strategy, Great Falls, MT	✔		✔
Economic Development Strategic Plan, Mountlake Terrace, WA	✔		
Economic Development Strategy, Santa Fe, NM	✔		✔
Economic Development Strategic Plan, Vineyard, UT	✔		
Economic Development Study and Strategy, Bingen, WA	✔		✔
Gateway Site Commercial Market Analysis, Talent, OR	✔		
Housing and Economic Analysis, Sequim, WA	✔		
Housing and Industrial Supply and Demand Study, Sandpoint, ID	✔		
Industrial Site Readiness Plan, Madras, OR	✔		
Industrial Subarea Plan, Airway Heights, WA	✔		
International Air Center Economic Feasibility Study, Roswell, NM	✔	✔	
Johnson Street Property Redevelopment Strategy, Missoula, MT	✔	✔	
Kalispel Tribe Master Land Use Plan, Usk, WA	✔		
Old Town Subarea Plan, Battle Ground, WA	✔		✔
Renton Valley Subarea Plan, Renton, WA	✔		
Urban Renewal Feasibility Analysis, Pocatello, ID	✔	✔	✔
Waterfront Development Strategy, Ridgefield, WA	✔	✔	

ECONOMIC IMPACT ANALYSIS CAPABILITIES

Leland has extensive experience conducting economic and fiscal impact analyses, either as stand-alone assignments or as part of broader market and development studies. This work includes evaluating existing and projected tax revenues, assessing the impacts of public and private investments, analyzing the effectiveness of economic incentives, forecasting job creation and wage growth, and estimating the broader economic benefits associated with proposed development programs. When appropriate, Leland also evaluates transportation and transit-related impacts to provide a comprehensive understanding of a project's economic value and regional influence.

INFRASTRUCTURE AND UTILITY ANALYSIS STRATEGY AND CAPABILITIES

Mead & Hunt provides comprehensive infrastructure and utility planning services that support informed development decisions and long-term implementation success. Their team evaluates existing transportation networks, utility systems, and environmental conditions to identify capacity constraints, service deficiencies, and future infrastructure requirements. Services include transportation and mobility analysis, roadway and intersection assessments, water and wastewater system evaluations, stormwater planning, utility coordination, broadband and telecommunications assessments, environmental review, and capital improvement planning. Mead & Hunt's integrated approach ensures that infrastructure recommendations are realistic, phased, cost-conscious, and aligned with projected development demand, funding opportunities, and long-term operational needs.

PUBLIC ENGAGEMENT PLAN

At Cushing Terrell, we know that real, authentic, and innovative community engagement is critical to the success of comprehensive planning efforts. Our work in other communities throughout the Mountain West underscores our ability to recognize that citizens are very proud of the community they live, work, and play in.

For Pocatello, residents enjoy an ideal location; access to open space, river, and recreation; and a strong historical identity and Frontier legacy. Understanding local values will help us embark on a community-wide conversation as we identify key issues, opportunities, and challenges.

Inclusion

We understand that traditional approaches to outreach can exclude some community members due to language barriers, feedback methodology, the location and time of engagement events, and more. Therefore, we use targeted outreach and marketing strategies to reach communities and populations that have historically been left out of planning processes. We employ non-traditional engagement that invites participants to define project values and reach agreements while keeping the door open for creative, fun, and fiscally responsible expression.

Transparency

Keeping accurate and measurable metrics of the process and then reflecting on the information we've gathered from the community instills trust. We employ this by hosting and regularly updating a project website to display what we've heard from the community so far and give people the opportunity to engage further. This level of transparency helps residents feel empowered because their voices are heard and the Plan ultimately reflects their values and priorities.

Respect

From its mountain roots to its main street charm, Pocatello is rich in character. This can, however, lead to differing opinions about what that character should look like in the future. We pride ourselves on our ability to facilitate conversations that at times can be divisive, but by leveraging shared community values, ultimately result in solutions that are sensitive to the needs of all.

Our approach will focus on building connections, meeting people where they are, and learning from the collective wisdom of people that live and work in the City. As a part of our engagement endeavors, we strive to capture themes of community pride, identify place-based stories, and celebrate the City's unique identity.

CASE STUDY:

For the Carbondale Comprehensive Plan, Cushing Terrell hosted the Town's first ever Open House entirely in Spanish with bilingual facilitators. Feedback from participants highlighted that they were able to share freely in their most comfortable language and communicate their concerns more easily.

ENGAGEMENT METHODS

- **Stakeholder interviews:** Approximately 12–18 interviews spanning the PDA Board and City staff; the Airport Manager and Airport Commission; Bannock Development Corporation; Idaho Power; Union Pacific; the Idaho Transportation Department; Water Pollution Control; existing business park tenants, employers, and landowners; Idaho State University; and the Shoshone-Bannock Tribes. Interviews are conducted early, and findings shape the Existing Conditions Technical Memorandum rather than being appended to it.

- **Public workshops (two in person, per the RFP):** Workshop #1 closes out Existing Conditions: here is what we found, here is what constrains the site, here is what we still need from you. Workshop #2 opens the alternatives: here are two to three futures for the business park, each with its infrastructure cost and absorption timeline attached, and here is the choice in front of us. Both are designed to produce a decision, not a comment period.

LEARN MORE

- Cushing Terrell's outreach approach, visit: https://vimeo.com/535935795/6d9df0462d

APA Award After 18 months of intensive involvement in creative public outreach and engagement, for the Chaffee County Comprehensive Plan, Cushing Terrell was awarded the APA Award for Community Engagement.

- **Community meetings**: Targeted sessions with existing tenants, employers, and adjacent property owners, scheduled around their operations rather than ours, and held on site where practical.

- **Online engagement tools:** A project web presence with an interactive constraints and opportunities map, a comment tool, and a plain-language explainer of what this plan can and cannot decide. Content mirrors what is presented in person, so participation does not depend on attendance.

- **Surveys and questionnaires:** One well-constructed survey timed between the two workshops, offered in English and Spanish, designed to test the alternatives rather than to gather general sentiment.

- **Coordination with public entities, agencies, and utility providers:** A standing technical working group including Idaho Power, Water Pollution Control, the Idaho Transportation Department, the Airport, and Union Pacific, convened at each phase gate. This group is how infrastructure reality enters the plan early enough to shape it.

Documentation and Deliverables

The engagement process will document community priorities, concerns, and opportunities throughout, and will close the loop at each stage. The Public Input Summary Report will state what we heard and then show, specifically, how it changed the plan. Where input did not change the plan, we will say so and explain why. That is the harder report to write, and it is the one that earns the process its credibility.

SCHEDULE

Schedule

The schedule below assumes Notice to Proceed on or about September 21, 2026, per the RFP, and a ten-month duration through July 2027. It is built backward from the deliverables, with PDA review windows scheduled explicitly rather than assumed away.

Activity Name	Duration
Mobilization and Kickoff	Sept–Oct 2026
Existing Conditions and discovery	Oct–Dec 2026
Feasibility and Capacity Testing	Dec 2026–Feb 2027
Alternatives and Preferred Concept	Feb–Apr 2027
Impact Analysis and Implementation	Apr–Jun 2027
Final Document and Adoption	Jun–Jul 2027

CRITICAL PATH

Two dependencies govern this schedule and we manage to them explicitly rather than discovering them:

- The market and feasibility analysis must close before alternatives development begins, because absorption sets the phasing horizon. If that work slips, the alternatives slip with it.

- The economic and fiscal impact analysis cannot begin until the preferred concept is selected, because there is nothing to measure until then. This is why it sits in Months 7–8 rather than running with the rest of Task 4.

The infrastructure and utility analysis runs concurrent with the market work so that capacity findings and absorption findings arrive together, at the same phase gate, and can be reconciled against each other before either is presented.

ABILITY TO PERFORM

Cushing Terrell confirms that our team, together with Mead & Hunt and Leland Consulting Group, has the capacity to begin immediately upon Notice to Proceed and to complete the tasks identified in this Scope of Work within the September 2026 through July 2027 timeframe.

Our senior-led, in-house planning, urban design, and civil engineering staff have dedicated availability for the project window, with peak effort reserved for the feasibility and capacity phase, alternatives development, and implementation.

This structure minimizes handoffs and gives the PDA direct access to the planning, engagement, GIS, urban design, engineering, and quality-control expertise the schedule requires.

COST PROPOSAL

Cost Proposal

LUMP SUM FEE

Cushing Terrell proposes a lump sum fee of $200,000 to complete the Scope of Services described above, inclusive of subconsultant costs and reimbursable expenses.

Fee Breakdown by Task

Task 1.	Project Management and Coordination	$25,000
Task 2.	Existing Conditions Assessment	$27,000
Task 3.	Public and Stakeholder Engagement	$25,000
Task 4.	Economic Feasibility & Market Analysis	$38,000
Task 5.	Infrastructure and Utility Analysis	$34,000
Task 6.	Master Plan Development	$30,000
Task 7.	Implementation Strategy	$10,000
Task 8.	Final Deliverables	$7,000
Reimbursable Expenses		$4,000
TOTAL LUMP SUM		**$200,000**

Hourly Rate Schedule

Hourly rate schedules for Cushing Terrell, Mead & Hunt, and Leland Consulting Group are provided in the Appendix. Rates apply to any additional services authorized by the PDA outside the scope described above.

Reimbursable Expenses

Reimbursable expenses include travel and lodging for the kickoff meeting, two in-person public workshops, and the in-person PDA meetings identified in the schedule; printing and production of workshop materials, boards, and draft and final plan copies; and the online engagement platform. Reimbursables are included in the lump sum fee above and are itemized in the task breakdown.

Assumptions

Infrastructure and transportation analysis is planning-level and based on existing utility models, published capacity data, and available traffic counts. New field data collection and traffic counts are excluded.

The PDA will provide GIS data, study area boundaries, utility and capacity information, the Airport Master Plan, prior engagement records, and relevant technical studies, including the railroad overpass concept report.

PDA review comments will be provided in a consolidated format within five business days of each deliverable. The schedule assumes timely receipt of source materials and comments.

City staff will lead code amendments; Cushing Terrell will prepare adoption-ready language and support staff presentations. Final deliverables include editable InDesign files, PDFs, and GIS-compatible mapping with layer components, as outlined in Task 8.

APPENDIX
Resumes and Rates

College of Western Idaho Master Plan; *Nampa, ID*

Jason Butler

AIA | NCARB | LEED AP

PRINCIPAL-IN-CHARGE

Professional Registration

Architect / CT, DC, DE, ID, MD, MO, NH, NV, PA, UT, VA, VT

LEED Accredited Professional

Expertise

Project Management
Leadership

Facilitating Collaboration

Project Schedule and Budget Adherence

Innovative and High-quality Design

Education

Bachelor of Architecture, University of Idaho

Cushing Terrell

Role: **Executive oversight, strategic direction, client leadership, and quality assurance.**

Jason, principal and co-leader of the Commercial Design Studio at Cushing Terrell, brings extensive experience and expertise in planning, designing, and enhancing new and existing facilities. He excels at understanding client needs and leading Cushing Terrell's integrated teams in collaborative decision-making processes. Jason's firm grasp of design principles and exceptional listening skills empower him to develop innovative, practical solutions that align with client goals. He has a proven track record of fostering open communication, encouraging participation, and creating positive work environments that yield successful project outcomes.

Relevant Experience

City of Boise, Lusk District Urban Renewal Planning Study; Boise, ID

CCDC Urban Renewal Framework Plan Shoreline District; Boise, ID

City of Boise Planning and Development Services Masterplan Update; Boise, ID

City of Boise West End Planning, Boise, ID

City of Boise, City Hall Planning, 2nd Floor Remodel; Boise, ID

BVA Downtown Site, Mixed-Use Building; Boise, ID

Ten Mile Crossing Office Bldg. 6, 3-story; Meridian, ID

College of Western Idaho Campus, Ada County Campus Master Plan; Boise, ID

Andrew Baker

AICP

PROJECT MANAGER | URBAN PLANNER

Professional Registration

Certified Planner / National Certificate (AICP)

Expertise

Urban Design

Code Analysis

Comprehensive & Neighborhood Planning

Development Entitlements

Education

Bachelor's Degree in Urban Planning, University of Colorado Boulder

Role: **Existing conditions analysis, land use planning, zoning recommendations, and implementation framework development.**

Copilot said: Andrew is an urban planner with more than a decade of experience in both the public and private sectors. His expertise includes development entitlements, urban design, code analysis, comprehensive and neighborhood planning, and process improvement, with projects spanning more than a dozen Colorado municipalities. Before joining Cushing Terrell, he managed multiple planning contracts for a multidisciplinary consulting firm, leading complex entitlement efforts, coordinating project teams, and providing development review services for local governments. His background in municipal planning gives him a strong understanding of public-sector priorities, and he is passionate about creating places and advancing equitable community outcomes.

Relevant Experience

Parker 2050 Master Plan; Parker, CO

Town of Alpine Master Plan; Alpine, WY

City of Aspen Process Improvement Consultation; Aspen, CO*

City of Woodland Park Process Improvement Consultation; Woodland Park, CO*

Daisy Preliminary Development Plan; Dacono, CO*

Bridle Creek Preliminary Development Plan; Dacono, CO*

City On-Call Planning Consultation & Development Review Services; Commerce City, CO*

2020 Black Hawk Comprehensive Plan Update; Black Hawk, CO*

**Completed prior to joining Cushing Terrell*

Cushing Terrell

Alex Modrzecki

AICP

URBAN PLANNER | GIS MAPPING

Professional Registration

Certified Planner / National Certificate (AICP)

Expertise

Urban Planning

Data management

Visualization

Graphic communication

Geospatial analysis

Education

Master of Science Urban and Regional Planning, University of Colorado Denver

Cushing Terrell.

***Role:* GIS, Mapping & Data Analysis Lead – Spatial analysis, land use inventories, mapping, visualization, and technical graphics.**

Alex's background in economics has informed a holistic and forward-looking approach to planning and design projects. He specializes in geographic information systems, data visualization, and graphic communication. Alex has a passion for using data-driven quantitative analysis to uplift people's voices and lived experiences.

This passion has led to a range of professional experiences in food security, active mobility, environmental design, and urban morphology. Alex's primary objective is to create places that are functional, sustainable, and contextually sensitive to each community's unique character. Alex will provide expertise in GIS base mapping, site analysis, and graphic communication.

Relevant Experience

Town of Alpine Master Plan; Alpine, WY

Fraser Comprehensive Plan & Downtown Vision Plan; Fraser, CO

Zero Point Development, Conceptual Design; Sandpoint, ID

Parker 2050 Master Plan; Parker, CO

Montana Department of Commerce Housing Supply & Land Suitability Analysis; Statewide

Superior Superior Comprehensive Plan; Superior, CO

Glenwood Springs Comprehensive Plan; Glenwood Springs, CO

Lochbuie Comprehensive Plan; Lochbuie, CO

Federal Heights Comprehensive Plan; Federal Heights, CO

Nora Bland

AICP

DIRECTOR OF PLANNING
COMMUNITY ENGAGEMENT SPECIALSIT

Professional Registration

Certified Planner / National Certificate (AICP)

Expertise

Community Engagement

Long-range Planning Policy

Land Use Planning

Urban Design

Technical Plan Writing

Education

Master of Urban and Regional Planning, University of Colorado Denver

Role: **Stakeholder coordination, planning integration, and delivery oversight.**

Nora is a certified urban planner, project manager, and leader with a background in nonprofit work and sustainability planning. She thrives in complex scenarios where multiple stakeholders, issues, projects, and solutions collide.

Nora specializes in designing award-winning community engagement efforts that are inclusive, creative, results-driven, and fun! As a leader of Cushing Terrell's planning team, Nora has expanded the firm's community engagement program, leveraging her creativity and problem-solving skills on projects from housing and land use, to urban design and placemaking.

Relevant Experience

Belgrade Downtown Design Plan & Urban Renewal Plan; Belgrade, MT

Town of Alpine Master Plan; Alpine, WY

College of Western Idaho Master Plan; Nampa, ID

Together Chaffee Comprehensive Plan; Chaffee, CO

Parker 2050 Master Plamn; Parker, CO

Glenwood Springs Comprehensive Plan; Glenwood Springs, CO

Routt County Master Plan; Routt County, CO

Town of Carbondale Comprehensive Plan Update; Carbondale, CO

Fraser Comprehensive Plan & Downtown Vision Plan; Fraser, CO

Lewistown Growth Policy and Land Use Plan; Lewistown, MT

Cushing Terrell

Isaura Perez

BILINGUAL OUTREACH SPECIALIST

Expertise

Spanish Translation and Interpretation

Sustainable Community Developments

Inclusive and Equitable Engagement

Affordable Housing Initiatives

Education

Bachelor of Environmental Design, Texas A&M University

Role: **Inclusive engagement, stakeholder outreach, Spanish-language facilitation, and survey coordination.**

Isaura is a bilingual design and community engagement specialist with over a decade of experience. Her work focuses on fostering inclusive, community-driven outcomes through effective communication, culturally responsive engagement, and thoughtful design.

With a background in environmental design and a strong foundation in mixed-use and affordable housing projects, Isaura brings a practical understanding of how planning decisions impact diverse communities. She has contributed to a wide range of planning, housing, and urban design efforts, where she integrates technical knowledge with accessible communication strategies.

Relevant Experience

Idaho and Ward Workforce Housing; McCall, ID

Hawkins Companies, Canyon Ridge Apartments; Boise, ID

Lumberyard Affordable Housing Neighborhood Master Plan; Aspen, CO

Space to Create Salida Affordable Housing; Salida, CO

Diamond Walkable Mixed-Use Neighborhood and Site Design; Black Diamond, WA

Belgrade Downtown Design Plan; Belgrade, MT

Barshop and Oles - Bar W; Leander, TX

Inland Affinity Affordable Housing; Bend, OR

Grouse Mountain Lodge, Whitefish, MT

Cushing Terrell

Josh Shiverick

NCARB

INDUSTRIAL DEVELOPMENT ADVISOR

Expertise

Industrial Facility Design

Industrial Development Planning

Site Planning & Programming

Manufacturing & Distribution Facilities

Development Feasibility

Role: **Industrial development expertise, site planning, building feasibility, and implementation support.**

Josh is an experienced Industrial Design Lead at Cushing Terrell with an impressive 13-year career working on industrial projects. He goes above and beyond traditional leadership roles by fostering a collaborative atmosphere that encourages knowledge-sharing among team members.

With his expertise in industrial design, he skillfully directs teams to deliver cost-effective solutions diligently customized to our client's budget, scope, and schedule.

Education

Associate of Applied Science / Drafting Technology,
College of Western Idaho

Relevant Experience

Scentsy, Industrial Warehouse 4; Meridian, ID

College of Western Idaho Master Plan; Nampa, ID

The Flying Pickle, Industrial TI; Meridian, ID

Hickory Industrial Warehouse Core & Shell; Meridian, ID

Scentsy, Industrial Warehouse 2; Meridian, ID

Strider Group, Gowen Industrial Park; Boise, ID

Sleepy Hollow Properties, Industrial Flex; Caldwell, ID

UPS Supply Chain Solutions, Bozeman Parcel Distribution Center; Bozeman, ID

Hickory Industrial Warehouse, K1 Speed TI; Meridian, ID

St. Lukes Industrial Warehouse TI; Meridian, ID

Cushing Terrell

Chris Zahas

AICP

IMPLEMENTATION & DEVELOPMENT STRATEGY LEAD

Professional Registration

Certified Planner / National Certificate (AICP)

Expertise

Real Estate Strategy

Implementation Planning

Economic Development Planning

Education

Master of Urban and Regional Planning, Portland State University

LELAND CONSULTING GROUP

Role: **Development strategy, implementation planning, public-private partnerships, and redevelopment guidance.**

Chris is a real estate strategist and urban planning leader with more than 25 years of experience guiding communities from vision to implementation. He specializes in downtown revitalization, corridor redevelopment, employment districts, and public-private partnerships, with a focus on translating market insights into realistic, actionable plans. Chris has led dozens of implementation strategies, helping communities align land use policies with economic trends, development feasibility, and infrastructure investment. His approach emphasizes practical decision-making, ensuring that long-range plans are grounded in how development actually occurs. With a strong background in economic development and redevelopment, Chris brings a clear understanding of how to position communities for sustainable growth and long-term competitiveness.

Relevant Experience

Downtown Housing and Revitalization Initiative; Boise, ID

Southwest Area Plan; McMinnville, OR

Sherwood West Concept Plan Refinement; Sherwood, OR

Health Corridor Master Plan and Economic Feasibility Study; Coeur d'Alene, ID

Stuck River Road/Mt. Rainier Vista Master Plan and Planned Action EIS; Auburn, WA

Comprehensive Plan Update and Economic Development Strategy; Meridian, ID

State Street Urban Renewal District Eligibility Study; Boise, ID

Sandpoint Citywide Housing and Industrial Market Analysis; Sandpoint, ID

Jennifer Shuch

ECONOMIC DEVELOPMENT
FISCAL ANALYSIS SPECIALIST

Expertise

Urban and Economic Planning

Market Analysis

Quantitative/Qualitative Data Assessments

Data Visualization

Education

Master of Urban Planning, University of Southern California

Role: **Economic trends analysis, redevelopment opportunities, fiscal impacts, and data visualization.**

Jennifer is a data-driven, equity-focused planner who strives to understand urban environments from the perspective and needs of a wide variety of users. She believes that greater inclusivity creates stronger communities and fosters economic growth. Her passion for urban and economic planning stems from her interest in accessibility and universal design as well as her experiences living in a variety of urban, suburban, and rural communities.

Jennifer is experienced in market analysis using a combination of quantitative and qualitative data. She combines clearly written assessments with data visualizations and has experience conducting feasibility studies for a variety of housing types as well as hospitality, office, and retail.

Relevant Experience

Fraser Comprehensive Plan & Downtown Vision Plan; Fraser, CO

Superior Comprehensive Plan; Superior, CO

Comprehensive Plan Update; Nampa, ID

Downtown Property Redevelopment Strategy; Sandpoint, ID

Climate Friendly Area Mobility and Low-Car District Study; Bend, OR

Stuck River Road/Mt. Rainier Vista Master Plan and Planned Action EIS; Auburn, WA

Economic Development Strategic Plan; Vineyard, UT

Point at Nine Mile Market Study; Aurora, CO

LELAND CONSULTING GROUP

Ted Kamp

MARKET FEASIBILITY & ECONOMIC ANALYSIS LEAD

Expertise

Housing Analysis

Market Economics
Demographic Analysis

Translating complex market data into user-friendly information

Role: **Market analysis, absorption forecasting, highest-and-best-use analysis, and development feasibility.**

Ted provides market analysis in support of strategic land use decisions for public planners and private developers. Drawing on expertise in GIS, market economics, and demographic analysis, he incorporates user-friendly information design to convey critical market intelligence to stakeholders.

His work spans a variety of development and planning contexts including urban infill, economic development, suburban revitalization, impact analysis, and transit-oriented development.

Relevant Experience

Comprehensive Plan Update; Whatcom County, WA

Superior Comprehensive Plan; Superior, CO

Parker Master Plan; Parker, CO

Federal Heights Comprehensive Plan Update; Federal Heights, CO
Glenwood Springs Comprehensive Plan; Glenwood Springs, CO

Lochbuie Comprehensive Plan; Lochbuie, CO

Comprehensive Plan; Brighton, CO

Citywide Retail Analysis; Boulder, CO

Carbondale Comprehensive Plan Update; Carbondale, CO

LELAND CONSULTING GROUP

Brian Carranza

AICP | PLA

AIRPORT LAND USE & COMPATIBILITY LEAD

Professional Registration

Certified Planner / National Certificate (AICP)

Landscape Architect

Expertise

Land Use Planning

Airport Planning

Environmental Planning

Transportation Planning

Education

Masters in Community Planning and Economic Development, Penn State University

Mead&Hunt

Role: **FAA compatibility review, airport-adjacent development planning, and land use alternatives evaluation.**

Brian is a certified planner and licensed landscape architect with expertise in airport land use planning, landside planning, transportation, parking operations, and stakeholder engagement. He has led planning and design projects for airports, industrial facilities, campuses, and public-sector clients nationwide. Brian specializes in developing practical, implementation-focused solutions that balance long-term vision, site constraints, and stakeholder priorities through clear analysis, planning, and visualization

Relevant Experience

ONT Highest and Best Land Use Study, Ontario International Airport; Ontario, CA

PSP Airport Master Plan, Palm Springs International; Palm Springs, CA

IWA Airport Landside Plan, Transportation Network and Parking Lot Needs Assessment/Design, Phoenix-Mesa Gateway Airport; Mesa, AZ

Riverside County Airport Land Use Compatibility Plan (ALUCP) Update Riverside County Transportation & Land Management Agency; Riverside County, CA

Eric A. Laing

AVIATION ECONOMICS LEAD

Professional Registration

Certificated commercial pilot, land and sea

Instrument rating

Advanced ground instructor

Expertise

Aviation project management
Airport economic impact studies

Airport financial studies

Aviation system plans

Airport master planning

Airport noise studies

Air cargo studies

Education

Master of Science, Aeronautical Science, Embry-Riddle Aeronautical University

Mead&Hunt

Role: **Airport economic impact modeling, fiscal analysis, ROI evaluation, and aviation market insights.**

Eric is an aviation economist with more than 25 years of experience in airport economic and financial analysis. He has completed over 4,300 economic impact studies for general aviation and commercial service airports nationwide, helping airports and state agencies quantify economic benefits and inform investment decisions. His expertise includes economic impact modeling, financial forecasting, ROI analysis, cost-benefit evaluations, bond feasibility studies, and airport funding strategies, providing clients with rigorous analysis and actionable recommendations.

Relevant Experience

Airport Economic Impact Study, Idaho Airport System Plan

Idaho Department of Transportation, lead analyst; Idaho

Airport Economic Impact Study, Economic Impact of Aviation in North Dakota, North Dakota Aeronautics Commission, lead analyst; North Dakota

Airport Financial Study, Newport Municipal Airport Master Plan Newport Municipal Airport; Newport, OR

Air Cargo Studies, Dona Ana County International Jetport Air Cargo Study, Dona Ana County International Jetport; Santa Teresa, NM

Air Cargo Studies, Natrona County Airport Air Cargo Master Plan Natrona County Board of Commissioners; Casper, WY

Paul Silberman

PE | PTOE

INFRASTRUCTURE & TRANSPORTATION PLANNING LEAD

Professional Registration

Engineer / ID

Professional Traffic Operations Engineer (PTOE)

Expertise

Airport planning

Transportation Planning

Parking Operations and Management

Transit Planning and Operations

Stakeholder coordination and public outreach

Education

Master of Science, Civil Engineering

Mead&Hunt

Role: **Transportation systems analysis, access planning, utility coordination, mobility strategy, and infrastructure recommendations.**

Paul has over 25 years of experience in airport landside planning, data collection and analysis, multimodal transportation planning, community and land use planning, travel demand forecasting, site planning, utility planning, environmental planning and stakeholder coordination and public outreach. Paul has supported multiple aviation projects including airport master plans, airport layout plans, gap analysis/facilities needs and requirements, terminal area planning for roadways, intersections, pedestrian circulation, public and private transit/ shuttle routing and service plans, parking facilities and airport access improvements, ground transportation/ intermodal services including electric and automated vehicles, wayfinding/ traveler information systems, cost estimates and NEPA documentation and permitting.

Relevant Experience

Shuttle Feasibility/Pilot Study, JAC/ Southern Teton Area Rapid Transit (START); Jackson, WY

PSP Airport Master Plan; Palm Springs, CA

HDN Yampa Valley Regional Airport Terminal and Landside Plan, Hayden Airport; Hayden, CO

Landside Circulation Improvements, Glacier Park International Airport; Glacier, MT

IWA Airport New Terminal Landside Plan and Parking Needs Assessment, Phoenix-Mesa Gateway Airport; Mesa, AZ

Sun Valley Airport Master Plan; Sun Valley, ID

Savannah Terrell

URBAN DESIGNER & PLANNING VISUALIZATION

Expertise

Landside Airport Planning
Transportation Planning
Land Use Analysis
GIS Mapping
Stakeholder Engagement
Planning Graphics
3D Visualization
Multimodal Circulation Planning

Education

Masters in Urban Design,
University of Colorado Denver

Role: **Concept development, land use alternatives, graphics, renderings, and stakeholder-facing visual materials.**

Savannah is an urban designer and transportation planner with experience supporting airport planning, transit feasibility, corridor planning, and comprehensive planning efforts. She translates land use, transportation, development opportunities, and stakeholder input into GIS-based exhibits, visualizations, and stakeholder-facing materials that support implementation-focused planning documents for public-sector clients. Her technical skills include Illustrator, InDesign, Photoshop, GIS, ArcGIS Pro, AGOL, ArcUrban, CityEngine, SketchUp, and Microsoft Office Suite.

Relevant Experience

Land Use and Continuous Planning San Antonio International Airport; San Antonio, TX

Terminal Area Plan, Augusta Regional Airport (AGS); Augusta, GA

Terminal Area Plan, Yampa Valley Regional Airport (HDN); Hayden, CO

East Side Terminal Planning Phoenix-Mesa Airport (IWA); Mesa, AZ

Terminal Area Master Plan, Will Rogers World Airport (OKC),; Oklahoma City, OK

Master Plan, Palm Springs International Airport (PSP), Palm Springs, CA

Shuttle Feasibility/Pilot Study, Southern Teton Area Rapid Transit; Jackson, WY

Carbondale Comprehensive Plan Update; Carbondale, CO

Mead&Hunt

2026 Standard Hourly Rates

Cushing Terrell.

ARCHITECTURAL	Min	Max
Architectural Production	$ 108.00	$ 149.00
Architectural	$ 133.00	$ 169.00
Project Architect	$ 151.00	$ 181.00
Project Management - Architectural	$ 216.00	$ 247.00
Director/Lead of Architectural	$ 263.00	$ 292.00
Landscape Architect	$ 120.00	$ 134.00
Landscape Architect Senior	$ 197.00	$ 265.00
Planner	$ 119.00	$ 172.00
Interior Designer	$ 103.00	$ 165.00
Interior Designer Senior	$ 173.00	$ 242.00
Sustainability Professional	$ 148.00	$ 163.00
Sustainability Senior	$ 213.00	$ 214.00
Architectural Principal	$ 248.00	$ 318.00
ENGINEERING		
Engineering Production Civil	$ 129.00	$ 195.00
Engineering Civil	$ 193.00	$ 196.00
Engineering Civil Senior	$ 266.00	$ 294.00
Engineering Production Structural	$ 106.00	$ 162.00
Engineering Structural	$ 146.00	$ 201.00
Engineering Structural Senior	$ 235.00	$ 275.00
Engineering Production Electrical	$ 142.00	$ 168.00
Engineering Electrical	$ 161.00	$ 233.00
Engineering Electrical Senior	$ 266.00	$ 274.00
Engineering Production Mechanical	$ 115.00	$ 153.00
Engineering Mechanical	$ 162.00	$ 248.00
Engineering Mechanical Senior	$ 197.00	$ 256.00
Engineering Production Refrigeration	$ 115.00	$ 137.00
Engineering Refrigeration	$ 112.00	$ 175.00
Engineering Refrigeration Senior	$ 195.00	$ 259.00
Engineering Principal	$ 265.00	$ 318.00
SUPPORT		
Project Coordinator	$ 128.00	$ 130.00
Administrative Assistant	$ 98.00	$ 124.00
Graphic Designer	$ 122.00	$ 148.00

cushingterrell.com

RE: Pocatello Regional Airport Business Park Master Plan, Economic Feasibility, and Infrastructure Analysis

Project Manager	$245/ hour
Senior Engineer/ Planner	$235/ hour
Project Engineer/ Planner	$190/ hour
Junior Engineer/ Planner	$155/ hour
CADD Designer	$145/ hour
Engineering Technician	$135/ hour
GIS Analyst	$125/ hour

Billing Rates

Staff Member	Billing Rate
Chris Zahas, Managing Principal	$295
Senior Associate	$225
Associate	$210
Senior Urban Development Analyst	$200
Urban Development Analyst	$180
Administrative	$140

Appendix A. Non-Collusion Affidavit

NON-COLLUSION AFFIDAVIT
THIS FORM IS TO BE EXECUTED BY RESPONDENT AND SUBMITTED WITH PROPOSAL.

STATE OF Idaho)
:ss
COUNTY OF Ada County)

Jason Butler, being first duly sworn, deposes and says that he or she is Principal-in-Charge of Cushing Terrell, the (sole owner, partner, president, secretary, etc.) party making the foregoing proposal, that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the Respondent has not directly or indirectly induced or solicited any other respondent to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any respondent or anyone else to put in a sham proposal, or that anyone shall refrain from responding; that the Respondent has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price of the Respondent or any other respondent, or to fix any overhead, profit, or cost element of the proposal price, or of that of any other respondent, or to secure any advantage against the public body awarding the contract or anyone interested in the proposed contract; that all statements contained in the Proposal are true; and further, that the Respondent has not, directly or indirectly, submitted his or her proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, proposal depository, or to any member or agent thereof, to effectuate a collusive or sham proposal.

Signed: ______________

Title: Jason Butler, Principal-in-Charge

Subscribed and sworn to before me

This 21st day of July, 2026

Notary Public in and for the

County of Ada

State of Idaho

Residing at Boise, ID

My Commission expires NOV 14, 2028

(SEAL)

JENNIFER JUAREZ
Notary Public - State of Idaho
Commission Number 20225296
My Commission Expires Nov 14, 2028

17

POCATELLO DEVELOPMENT AUTHORITY

REQUEST FOR PROPOSALS (RFP): Pocatello Regional Airport Business Park Master Plan, Economic Feasibility, and Infrastructure Analysis

Date of Addendum: June 24, 2026 (1), JULY 24, 2026 (2)

RFP Due Date & Time: July, 31, 2026 at 4:00 PM MDT

Addendum #1:

Question 1: It can be beneficial to have a budget range to target our proposal to, and scale the deliverables to fall somewhere in that range. Is that something you would be willing to share?

Response to Question 1: The PDA anticipates the budget for this project fall between $150,000-$200,000. Please note that in Section V.C Evaluation Criteria one of the identified evaluation criteria is related to the Cost Proposal.

Addendum #2:

Question 1: Has the PDA established a budget or funding range for this project?

Response to Question 1: The PDA anticipates the budget for this project fall between $150,000-$200,000. Please note that in Section V.C Evaluation Criteria one of the identified evaluation criteria is related to the Cost Proposal.

Question 2: Does the Cost Proposal section count toward the 20-page maximum?

Response to Question 2: The Cost Proposal section does count toward the 20-page maximum.

Question 3: Will the PDA provide existing GIS data, utility mapping, and traffic counts for the study area, or should proposals budget for new data collection?

JB

Response to Question 3: The PDA can provide existing GIS data and utility mapping through the City of Pocatello GIS Department. A user agreement will be required. There are not current traffic counts for the study area and new data collection for traffic counts may be included in the budget proposals.

Question 4: Will the current Airport Master Plan consultant remain engaged for FAA coordination, or should the selected firm plan to lead FAA reviews and approvals?

> Response to Question 4: The selected consultant of the Airport Master Plan will not remain engaged for FAA coordination beyond the approval of the master plan. The selected consultant should plan to lead the FAA reviews and approvals of the master plan only.

Question 5: Can the PDA share an inventory of parcel ownership within the 1,740-acre study area?

> Response to Question 5: All parcels in the 1,740-acre study area is owned by the City of Pocatello.

Contact:
Brent McLane
911 N. 7th Ave
Pocatello, ID 83201
208-234-6184
bmclane@pocatello.gov

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Thank you.

Cushing Terrell

800 W. Main St., Ste. 800
Boise, ID 83702
208.336.4900

cushingterrell.com

Action Item 6

Merril Quayle P.E.
3636 Jason Ave
Pocatello, Idaho 83204
Quayleeng1989@gmail.com
(208) 681-9228

Memorandum

To: Brent McLane, PDA Executive Director
David Villarreal, PDA Chair

From: Merril Quayle, P.E. PDA Project Manager

Date: September 9, 2026

Re: Staton Company – Monarch Demolition – Change Order 2 (PDA Agenda September 16, 2026)

Change Order 2

Request to add $8,400.00 and 1 week to the schedule.

Background

Two coal-chute voids were encountered beneath the sidewalk within the Center Street right-of-way. The coal chutes are to be removed, and the resulting voids properly filled and compacted to eliminate future unsupported areas and provide a stable subgrade for the replacement sidewalk.

Work to be performed

Demolish and remove two existing coal chutes beneath the sidewalk, approximately 180 cubic feet each. Remove the affected sidewalk as necessary to access the coal chutes; place 3/4-inch-minus aggregate in the resulting voids; compact the fill; and replace the affected sidewalk. Include labor, materials, equipment, access, hauling, surface restoration, and cleanup necessary for a complete installation.

Review and Recommendation

I have reviewed Change Order 2 Request dated August 28, 2026. Based on my review, the proposed change order sum is reasonable, adequately supported, and aligned with prevailing industry standards for the work described. The associated costs appear fair and justified, and I recommend approval of the change order without modification.

CHANGE ORDER REQUEST

Monarch Building - Demolition Project

OWNER	Pocatello Development Authority	CONTRACTOR	Staton Companies
REQUESTDATE	August 28, 2026	CHANGEORDERNO.	2

REQUESTEDCHANGE

Coal Chute Fill and Sidewalk Replacement

Demolish and remove two existing coal chutes beneath the sidewalk, approximately 180 cubic feet each. Remove the affected sidewalk as necessary to access the coal chutes; place 3/4-inch-minus aggregate in the resulting voids; compact the fill; and replace the affected sidewalk. Include labor, materials, equipment, access, hauling, surface restoration, and cleanup necessary for a complete installation.

REASONFORCHANGE

Two coal-chute voids were encountered beneath the sidewalk. The coal chutes must be removed, and the resulting voids must be properly filled and compacted to eliminate unsupported areas and provide a stable subgrade for the replacement sidewalk.

CONTRACTSUMADJUSTMENT	CONTRACTTIMEADJUSTMENT
+ $8,400.00	**+ 1 week**

By signing below, the Contractor requests authorization for the stated change in scope, contract sum, and contract time. Owner approval is required before this request modifies the Contract.

CONTRACTOR REQUEST

Jonathan Carlton, Project Manager

9/10/26
Date

CONTRACTOR: STATON COMPANIES

OWNER APPROVAL

OWNER: POCATELLO DEVELOPMENT AUTHORITY

BY: ______________________

David Villarreal, PDA Chair

September 16, 2026
Date

ATTEST:

BY: ______________________

Aceline McCulla, Secretary

September 16, 2026
Date

SUPPORTINGEXHIBIT

Photo 1 - Existing coal-chute void discovered beneath the sidewalk.

Merril Quayle P.E.
3636 Jason Ave
Pocatello, Idaho 83204
Quayleeng1989@gmail.com
(208) 681-9228

Memorandum

To: Brent McLane, PDA Executive Director
David Villarreal, PDA Chair

From: Merril Quayle, P.E. PDA Project Manager

Date: September 9, 2026

Re: Staton Company – Monarch Demolition – Change Order 3 (PDA Agenda September 16, 2026)

Change Order 3_ Paris Building Wall Extension and Weatherproofing.

Request to add $19,900.00 and 2 weeks to the schedule.

<u>Background</u>

During demolition, wood framing within the brick wall along the first-floor line of the Paris Building was exposed. The wall extension and weatherproofing are required to cover the framing, protect it from moisture, and leave the adjacent building in a stable and weather-tight condition.

<u>Work to be performed</u>

Remove plaster and other loose or interfering materials as needed for the wall extension. Extend the reinforced concrete wall vertically approximately 20 inches to cover and protect exposed wood framing within the existing brick wall. Install reinforcing steel, concrete, bentonite seal, and associated weatherproofing in accordance with the Wall Extension Detail. Complete surface preparation, finishing, and cleanup necessary to provide a durable, weather-tight condition.

<u>Review and Recommendation</u>

I have reviewed Change Order 3 Request dated August 28, 2026. After evaluating the scope of work and associated costs, I find the proposed change order sum to be reasonable and consistent with standard construction pricing practices. The requested amount appears justified for the work to be completed, and I recommend approval of the change order as submitted.

CHANGE ORDER REQUEST

Monarch Building - Demolition Project

OWNER	Pocatello Development Authority	CONTRACTOR	Staton Companies
REQUESTDATE	August 28, 2026	CHANGEORDERNO.	3

REQUESTEDCHANGE

Paris Building Wall Extension and Weatherproofing

Remove plaster and other loose or interfering materials as needed for the wall extension. Extend the reinforced concrete wall upward approximately 1 foot 8 inches to cover and protect exposed wood framing within the existing brick wall. Install reinforcing steel, concrete, bentonite seal, and associated weatherproofing in accordance with the Wall Extension Detail. Complete surface preparation, finishing, and cleanup necessary to provide a durable, weather-tight condition.

REASONFORCHANGE

Demolition exposed wood framing within the brick wall along the Paris Building. The wall extension and weatherproofing are required to cover the framing, protect it from moisture, and leave the adjacent building in a stable and weather-tight condition.

CONTRACTSUMADJUSTMENT	CONTRACTTIMEADJUSTMENT
+ $19,900.00	**+ 2 weeks**

By signing below, the Contractor requests authorization for the stated change in scope, contract sum, and contract time. Owner approval is required before this request modifies the Contract.

CONTRACTOR REQUEST

Jonathan Carlton, Project Manager

9/10/26
Date

CONTRACTOR: STATON COMPANIES

OWNER APPROVAL

OWNER: POCATELLO DEVELOPMENT AUTHORITY

BY: ______________________

David Villarreal, PDA Chair

September 16, 2026
Date

ATTEST:

BY: ______________________

Aceline McCulla, Secretary

September 16, 2026
Date

S U P P O R T I N G E X H I B I T

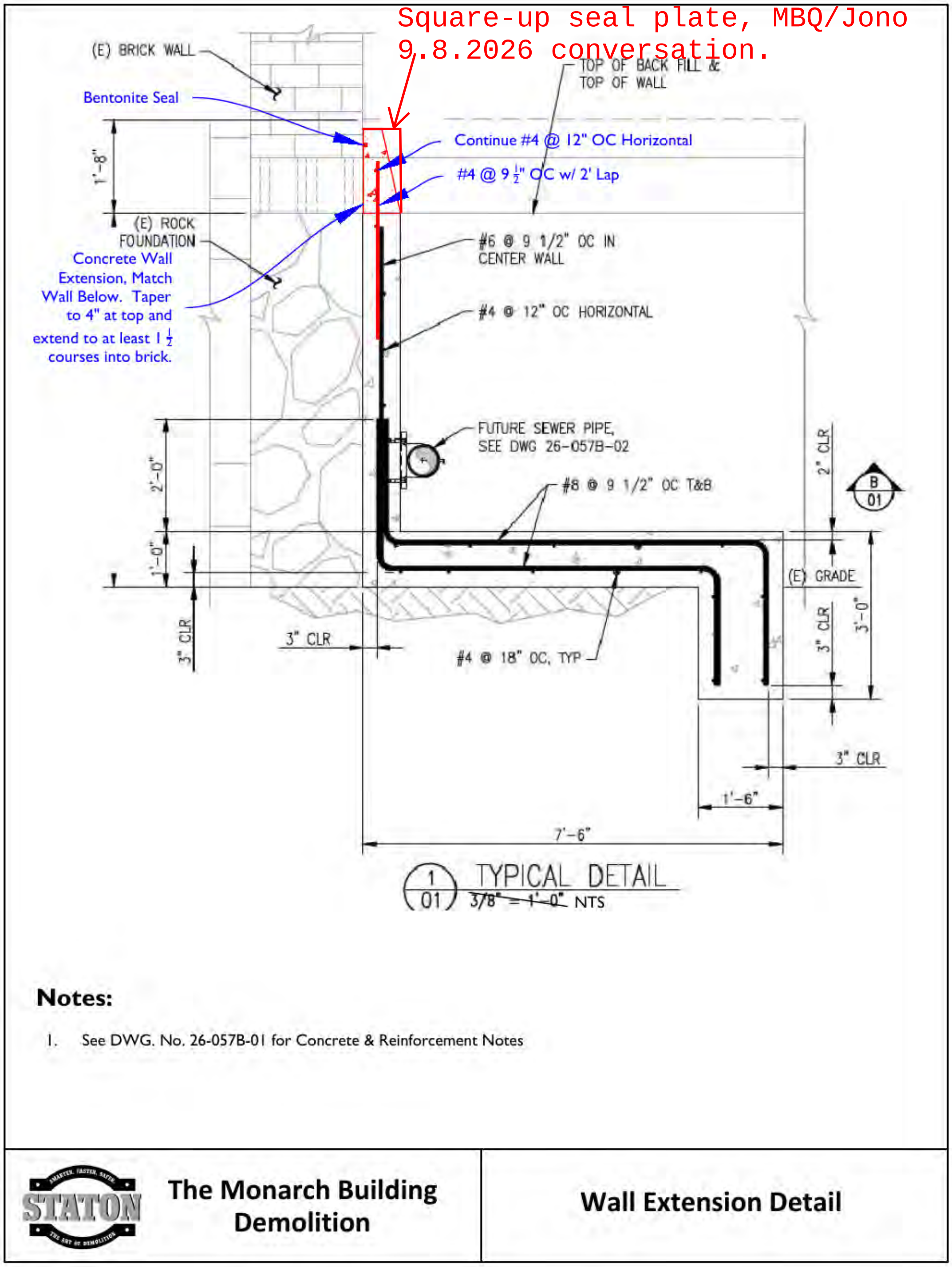

Exhibit 1 - Wall Extension Detail.

SUPPORTINGEXHIBIT

Photo 1 - Existing exposed masonry and embedded wood condition along the Paris Building wall.

SUPPORTINGEXHIBIT

Photo 2 - Overall existing condition along the Paris Building wall.

Merril Quayle P.E.
3636 Jason Ave
Pocatello, Idaho 83204
Quayleeng1989@gmail.com
(208) 681-9228

Memorandum

To: Brent McLane, PDA Executive Director
David Villarreal, PDA Chair

From: Merril Quayle, P.E. PDA Project Manager

Date: September 9, 2026

Re: Staton Company – Monarch Demolition – Change Order 4 (PDA Agenda September 16, 2026)

Change Order 4 Rev. _ Window-Void Infill and Parapet-Wall Leveling.

Request to add $13.500.00 and 2 weeks to the schedule.

Background

During demolition, removal of the Monarch Building exposed window voids and irregular parapet-wall conditions at the adjoining buildings that was no full visible during original scope agreement. Infill and leveling are required to close the openings, provide consistent wall terminations, and restore the affected masonry using compatible salvaged brick to preserve historic preservation.

Work to be performed

Infill existing window openings and level the parapet walls at both the Paris Building and First National Bar Building. Salvage, clean, and reuse brick recovered from the demolished Monarch Building for the masonry work. Include labor, equipment, mortar, access, surface preparation, masonry placement, finishing, and cleanup. Pricing is for labor only.

Review and Recommendation

I have reviewed Change Order 4 Request dated August 28, 2026. I reviewed the first submittal and after having discussion with Jonathan Carlton the change order was revisited and the price was reduced. I have reviewed the revised proposed change order sum adjustment and find it to be reasonable and consistent with industry standards for the scope of work described. Based on my evaluation, the pricing is justified, and I recommend approval of the change order as submitted.

CHANGE ORDER REQUEST - REV1

Monarch Building - Demolition Project

OWNER	Pocatello Development Authority	CONTRACTOR	Staton Companies
REQUESTDATE	August 28, 2026	CHANGEORDERNO.	4

REQUESTEDCHANGE

Window-Void Infill and Parapet-Wall Leveling

Infill existing window openings and level the parapet walls at both the Paris Building and First National Bar Building. Salvage, clean, and reuse brick recovered from the demolished Monarch Building for the masonry work. Include labor, equipment, mortar, access, surface preparation, masonry placement, finishing, and cleanup. Pricing is for labor only.

REASONFORCHANGE

Removal of the Monarch Building exposed window voids and irregular parapet-wall conditions at the adjoining buildings. Infill and leveling are required to close the openings, provide consistent wall terminations, and restore the affected masonry using compatible salvaged brick.

CONTRACTSUMADJUSTMENT	CONTRACTTIMEADJUSTMENT
+ $13,500.00	**+ 2 weeks**

By signing below, the Contractor requests authorization for the stated change in scope, contract sum, and contract time. Owner approval is required before this request modifies the Contract.

CONTRACTOR REQUEST

Jonathan Carlton, Project Manager

Date 9/10/26

CONTRACTOR: STATON COMPANIES

OWNER APPROVAL

OWNER: POCATELLO DEVELOPMENT AUTHORITY

BY: ______________________ September 16, 2026

David Villarreal, PDA Chair — Date

ATTEST:

BY: ______________________ September 16, 2026

Aceline McCulla, Secretary — Date

SUPPORTINGEXHIBIT

Photo 1 - Paris Building existing condition.

SUPPORTINGEXHIBIT

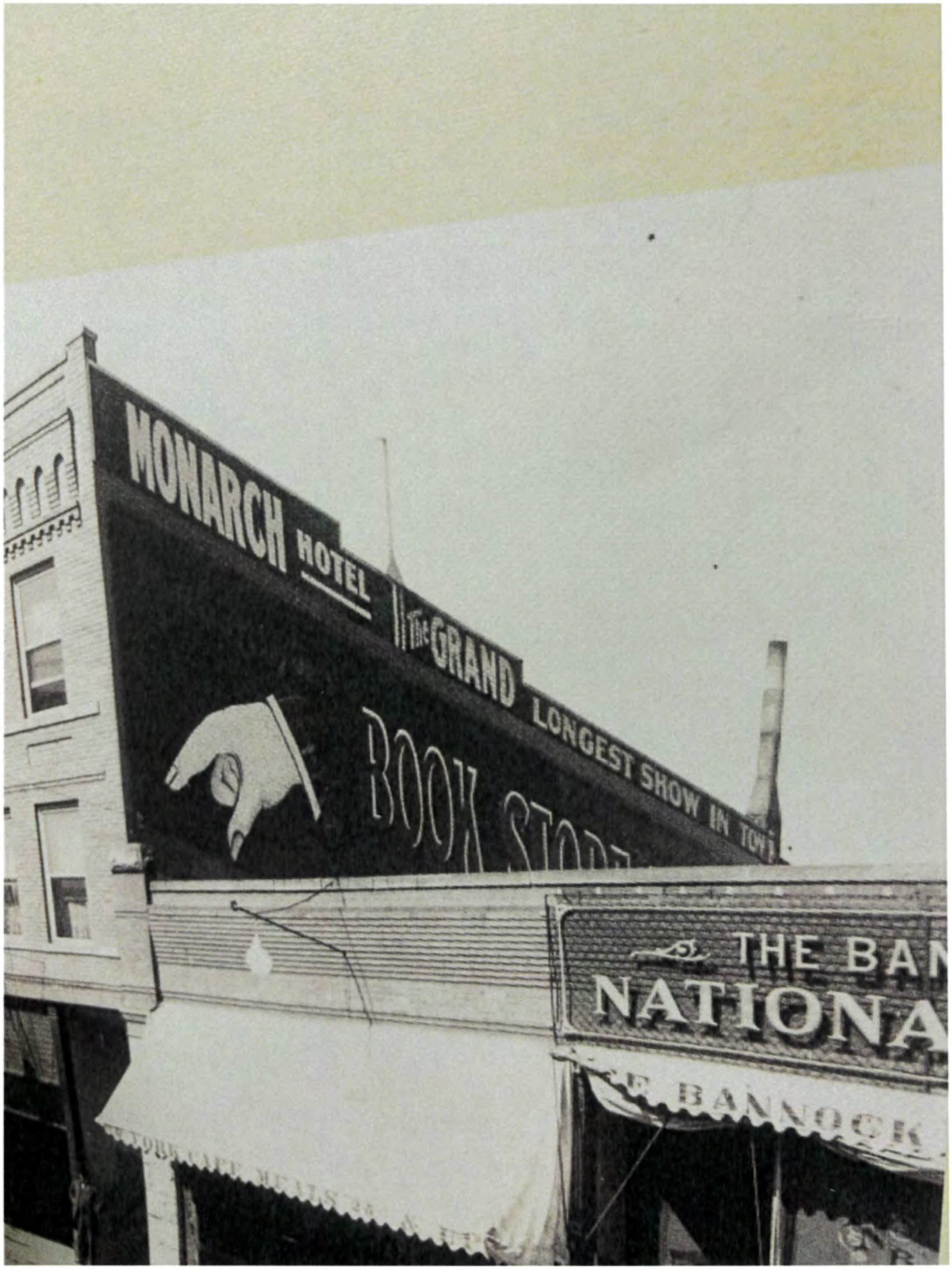

Photo 2 - Paris Building historical reference.

SUPPORTINGEXHIBIT

Photo 3 - Paris Building parapet leveling partially completed.

SUPPORTINGEXHIBIT

Photo 4 - First National Bar Building window-void infill in progress.

Merril Quayle P.E.
3636 Jason Ave
Pocatello, Idaho 83204
Quayleeng1989@gmail.com
(208) 681-9228

Memorandum

To: Brent McLane, PDA Executive Director
David Villarreal, PDA Chair

From: Merril Quayle, P.E. PDA Project Manager

Date: September 9, 2026

Re: Staton Company – Monarch Demolition – Change Order 5 (PDA Agenda September 16, 2026)

Change Order 5 _ Additional Wall Removal and Concrete Infill (NE corner between the Monarch and the First National Bar)

Request to add $27,400.00 and 2 weeks to the schedule.

<u>Background</u>

A cold joint was discovered in the masonry wall along the First National Bar Building. The original plan called for removing the perpendicular wall flush with the First National Bar wall. However, that approach would leave a small section of masonry wall, untied and unsupported.

<u>Work to be performed</u>

The unsupported masonry wall will be removed back to the cold joint then, construct a new concrete infill wall in its place. Include selective demolition, debris removal, forming, concrete placement, finishing, weatherproofing, and cleanup. The concrete wall is intended as a non-structural infill wall to close the opening and maintain the First National Bar owner's existing enclosed-storage conditions that will adjoin the newer red section of building.

<u>Review and Recommendation</u>

I have reviewed Change Order 5 Request dated August 28, 2026. I have reviewed the demolition and reconstruction option and find the proposed work to be an acceptable solution based on the information presented. In addition, the proposed change order sum appears reasonable, adequately documented, and consistent with industry-standard pricing for the scope described. Based on my review, the costs appear justified, and I have no objection recommending approval of the change order as submitted.

CHANGE ORDER REQUEST

Monarch Building - Demolition Project

OWNER	Pocatello Development Authority	CONTRACTOR	Staton Companies
REQUESTDATE	August 28, 2026	CHANGEORDERNO.	5

REQUESTEDCHANGE

Additional Wall Removal and Concrete Infill

Remove the additional brick wall back to the discovered cold joint and construct a new concrete infill wall in its place. Include selective demolition, debris removal, forming, concrete placement, finishing, weatherproofing, and cleanup. The concrete wall is intended as non-structural infill to close the opening and maintain the First National Bar owner's existing enclosed-storage conditions adjoining the red building.

REASONFORCHANGE

A cold joint was discovered in the masonry wall along the First National Bar Building. The original plan called for removing the perpendicular wall flush with the First National Bar wall; however, that approach would leave a small section of untied and unsupported masonry remaining. The additional masonry will be removed back to the cold joint, and the opening will be closed with a non-structural concrete infill wall to maintain the adjoining storage enclosure.

CONTRACTSUMADJUSTMENT	CONTRACTTIMEADJUSTMENT
+ $27,400.00	**+ 2 weeks**

By signing below, the Contractor requests authorization for the stated change in scope, contract sum, and contract time. Owner approval is required before this request modifies the Contract.

CONTRACTOR REQUEST

Jonathan Carlton, Project Manager

9/10/26

Date

CONTRACTOR: STATON COMPANIES

OWNER APPROVAL

OWNER: POCATELLO DEVELOPMENT AUTHORITY

BY: ______________________________

David Villarreal, PDA Chair

September 16, 2026

Date

ATTEST:

BY: ______________________________

Aceline McCulla, Secretary

September 16, 2026

Date

SUPPORTINGEXHIBIT

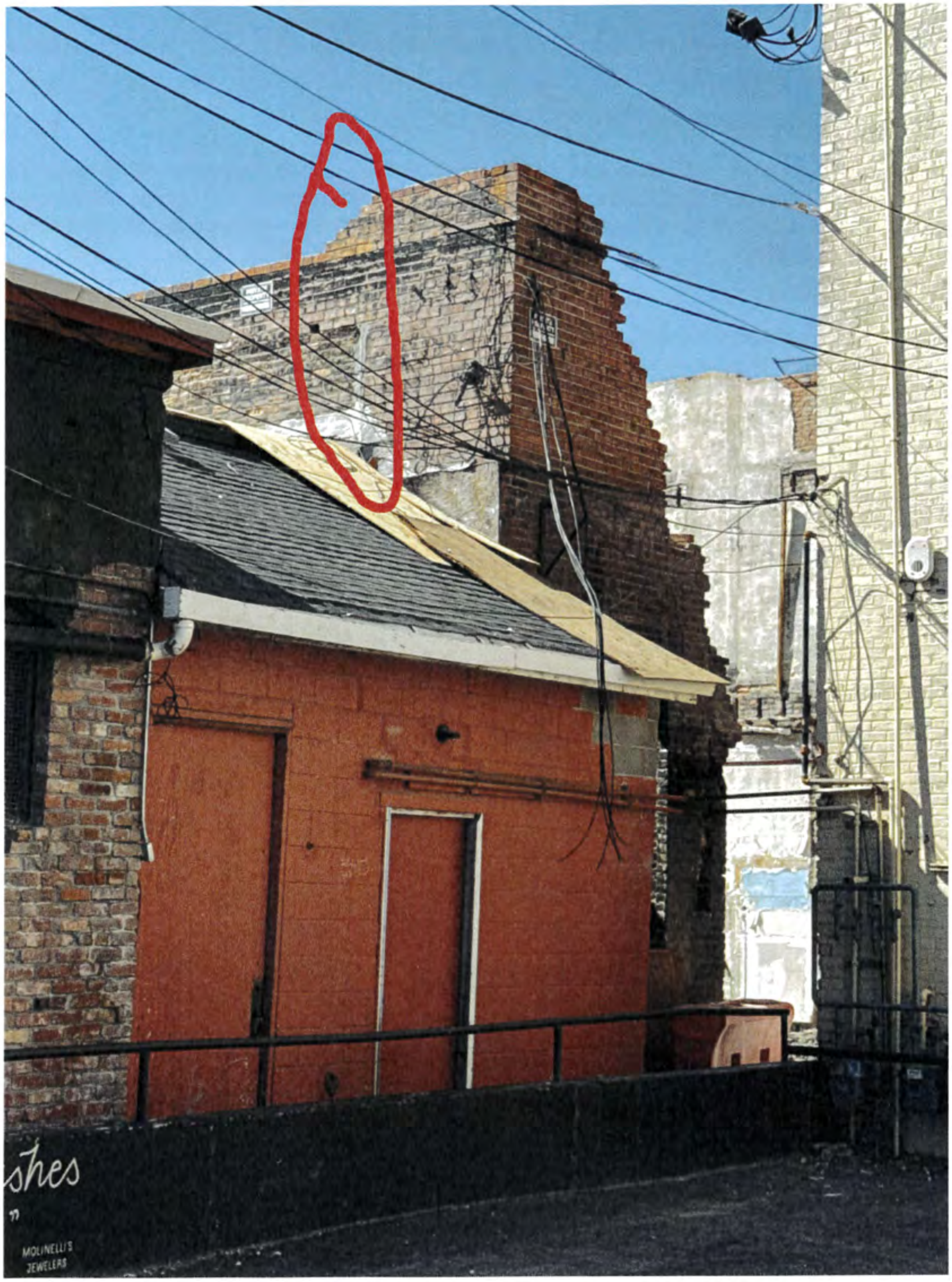

Photo 1 - Exterior view of the remaining perpendicular brick wall; red markup identifies the wall section.

SUPPORTINGEXHIBIT

Photo 2 - Close-up of the exposed masonry at the cold joint and wall interface.

SUPPORTINGEXHIBIT

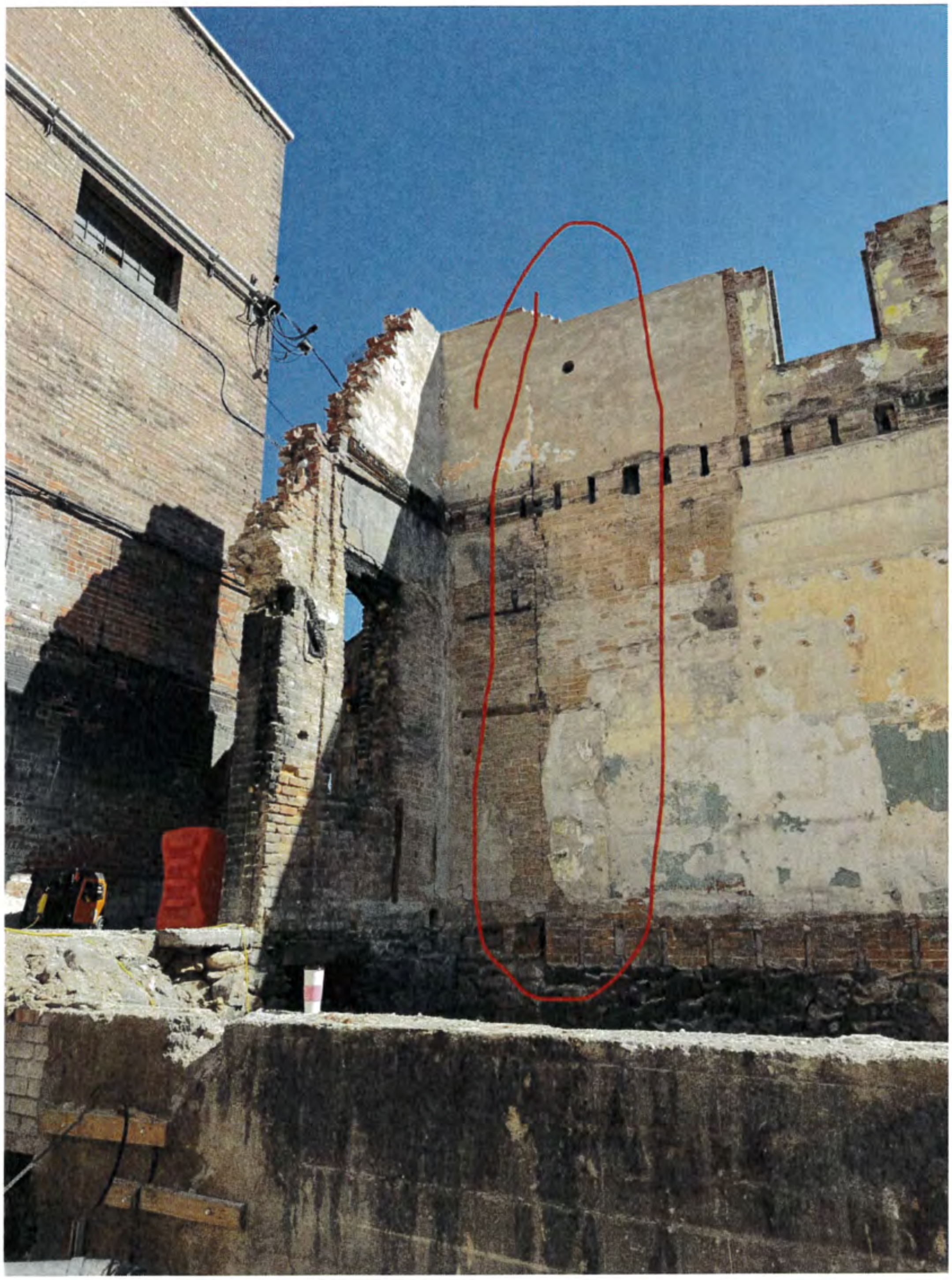

Photo 3 - Site view with red markup identifying the wall segment to be removed and replaced with non-structural concrete infill.

Action Item 7

2026 ANNUAL REPORT

Pocatello Development Authority

POCATELLO DEVELOPMENT AUTHORITY

Adopted: [Pending Board Adoption], 2026

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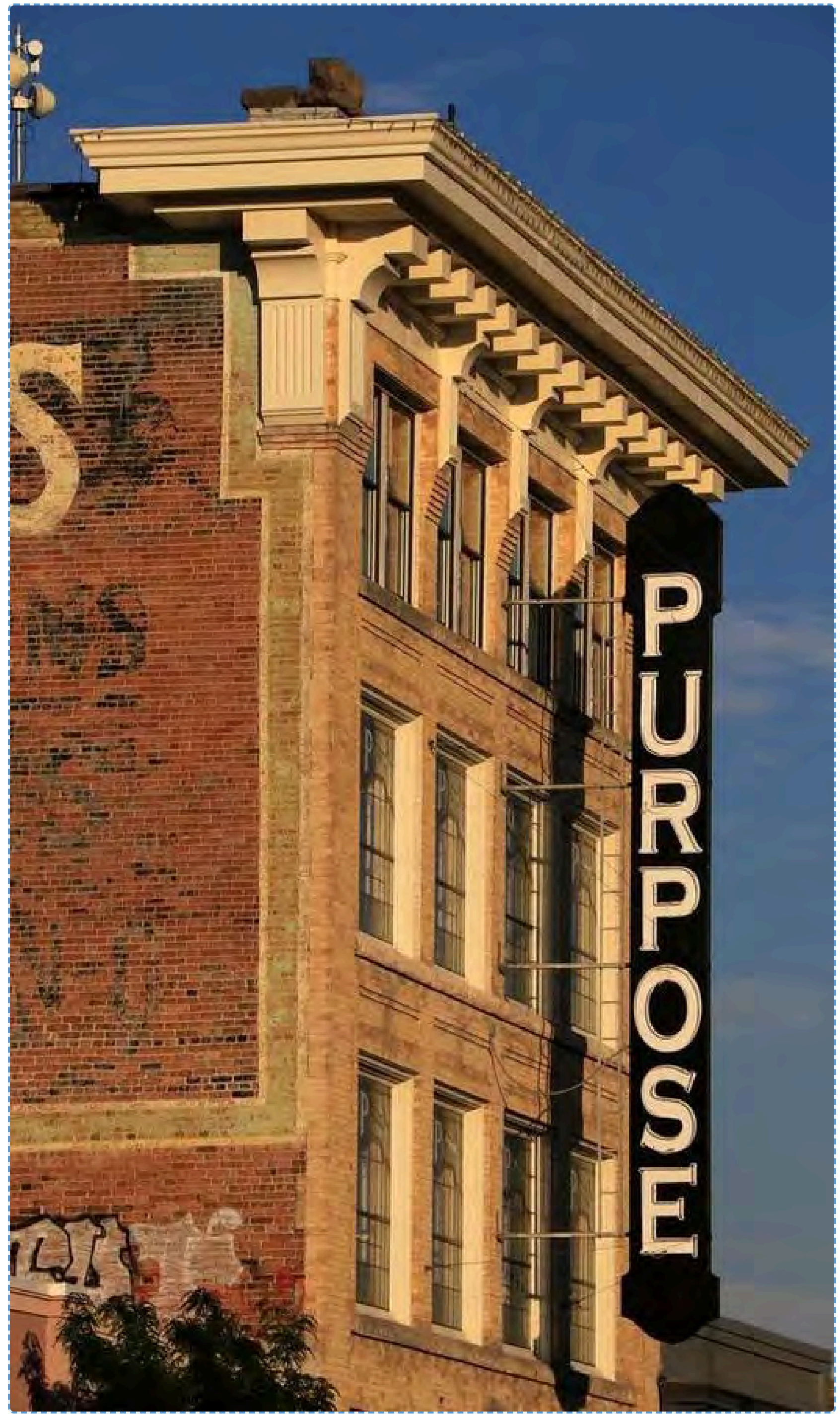


PROFILE OF THE POCATELLO DEVELOPMENT AUTHORITY

BOARD OF COMMISSIONERS

During 2026

David Villarreal, Jr
CHAIR

Scott Turner
VICE-CHAIR

Mark Dahlquist
MAYOR, CITY OF POCATELLO

Jeff Hough
BANNOCK COUNTY COMMISSIONER

Brent Nichols
POCATELLO COUNCILMAN

Kirk Lepchenske

Fred Parrish

Nathan Richardson

Ruby Walsh

PDA / CITY STAFF

Brent McLane
EXECUTIVE DIRECTOR

Thane Sparks
TREASURER

Aceline McCulla
SECRETARY

Meghan Conrad
AGENCY COUNSEL, ELAM & BURKE P.A.

ABOUT THE PDA

The Pocatello Development Authority was approved by the City of Pocatello in 1986, then formally created in 1988 pursuant to Resolution 1988-13, in accordance with the Urban Renewal Law of 1965 and the Local Economic Development Act. The Authority acts as an arm of the Idaho State government, entirely separate and distinct from the City of Pocatello, as provided in Idaho Code Section 50-2006.

The Board of Commissioners consists of nine members: the President of the Pocatello City Council, a Bannock County Commissioner (or designee), the Mayor of Pocatello, one member with financial expertise, one member from the education community, and four members from the citizenry at large.

Each commissioner serves a four-year term, up to two consecutive terms, with terms staggered so that no more than two expire in any given year. Each October, the Board elects a Chairman, Vice-Chairman, Secretary, and Treasurer.

VISION

A revitalized Pocatello where once-deteriorating areas are restored to productive use — strengthening the tax base, protecting the health, safety, and welfare of residents, and creating lasting opportunity for private enterprise to reinvest in the community.

MISSION

To promote urban renewal in areas designated by the City of Pocatello, implementing the rehabilitation, conservation, and redevelopment of those areas while affording maximum opportunity for redevelopment by private enterprise, consistent with the needs of the City as a whole.

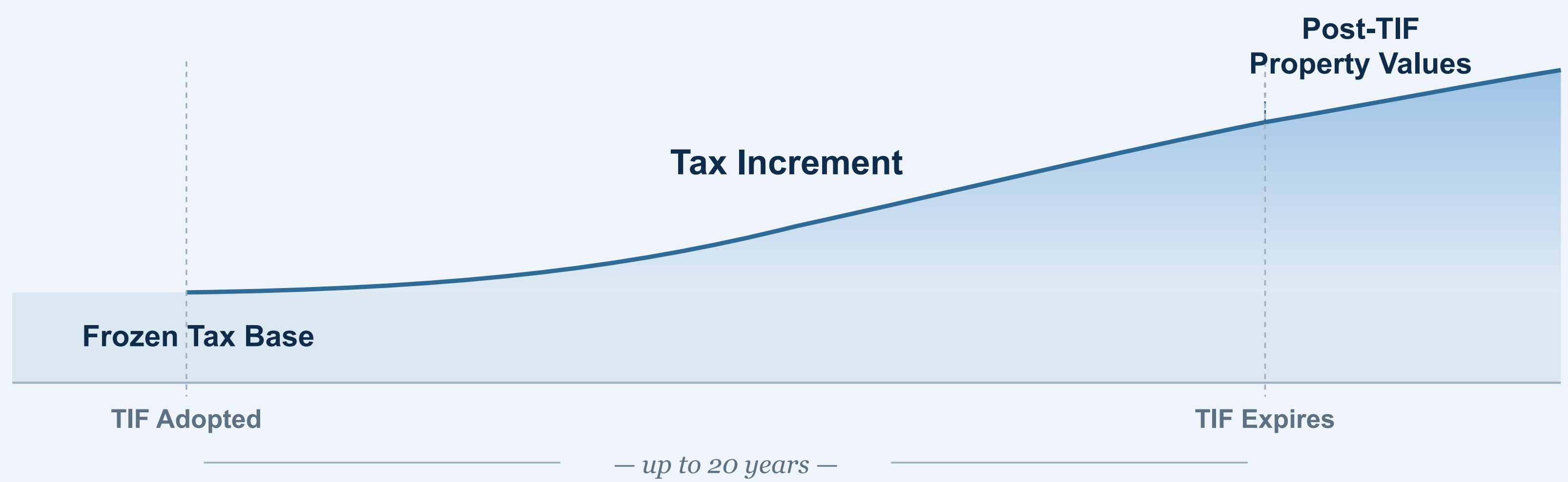
HOW DOES THE PDA WORK?

The Pocatello Development Authority helps revitalize parts of the city that have fallen behind — often areas that lack the basic infrastructure, such as water, sewer, power, or road access, needed for new development. Working with the City of Pocatello, Bannock Development Corporation, and private businesses, the PDA pays for these improvements using a tool called tax increment financing (TIF). Taxes on rising property values fund PDA projects for up to 20 years — then the district closes and the full tax base returns to the city, county, and schools.

HOW IT WORKS

1. The City designates a run-down or underused area as an urban renewal district.
2. Property values in the district are frozen at their current level. Taxes on that base value keep flowing to the city, county, and schools, just as before.
3. As new development raises property values, the taxes on the added value go to the PDA instead.
4. The PDA reinvests those dollars into infrastructure and site improvements that help businesses build and grow in the district.
5. Once the work is finished and any debt is repaid — within 20 years — the district closes, and all property taxes return to the regular taxing entities.

HOW TAX INCREMENT FINANCING WORKS



EXECUTIVE SUMMARY

The Pocatello Development Authority uses tax increment financing to fund public improvements in urban renewal districts throughout the Portneuf Valley. Six urban renewal districts are currently open, with the newest — Historic Downtown District — approved August 19, 2026. Figures below reflect fiscal year 2026 data.

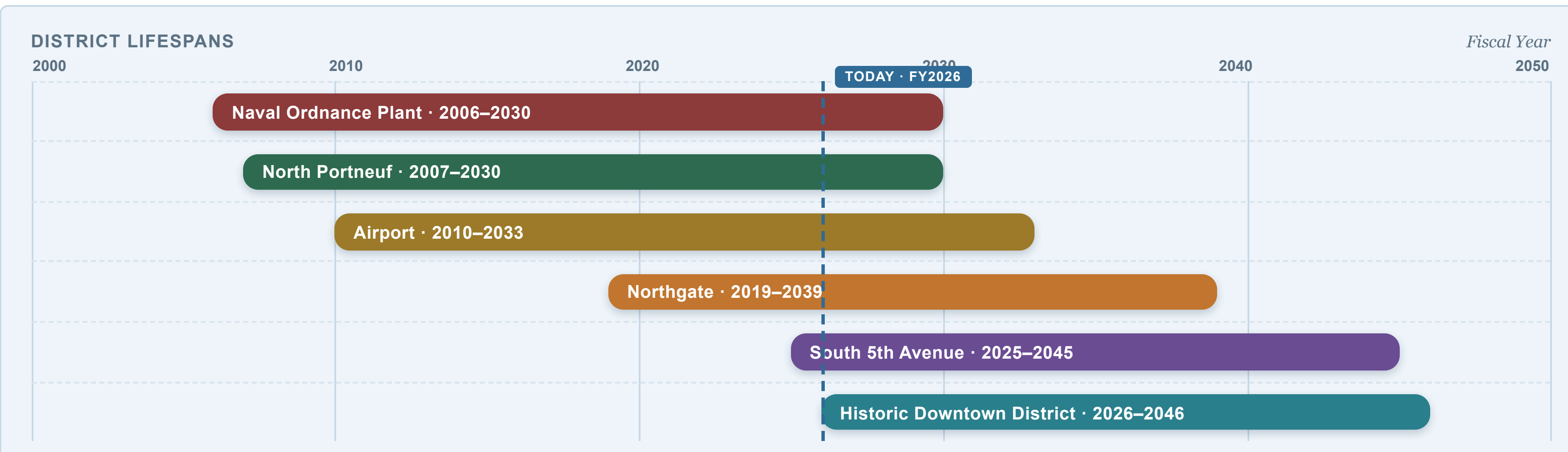
Urban Renewal District	Year Created	Year of Termination	Tax Increment Value, FY2026
Airport District	2010	2033	$76,673
North Portneuf District	2007	2030	$122,021
Naval Ordnance Plant District	2006	2030	$171,194
South 5th Avenue District	2025	2045	$0
Northgate District	2019	2039	$847,940
Historic Downtown District	2026	2046	$0

5,676 ac
TOTAL DISTRICT LAND AREA (6 ESTABLISHED DISTRICTS)

$1,217,828
FY2026 INCREMENT VALUE

+$292,054
INCREASE FROM PRIOR YEAR

15.3%
SHARE OF CITY LIMITS THAT IS PDA DISTRICT LAND



SMALL, TARGETED DISTRICTS WITH A BIG IMPACT ON THE WHOLE VALLEY

The Pocatello Development Authority (PDA) was approved by the City of Pocatello in 1986, then formally created in 1988 pursuant to Resolution 1988-13, in accordance with the Urban Renewal Law of 1965 and the Local Economic Development Act. The Authority has evolved over the years into an agency with one goal in mind: strengthening the tax base of the City of Pocatello and Bannock County through the encouragement of growth and development within the Portneuf Valley.

The PDA finances public improvements — water, sewer, streets, and storm drainage — that support development projects within its urban renewal districts. These investments act as a catalyst for private development and help grow the local economy.

Since 1988, the PDA has established 17 tax increment financing districts. Eight of those districts have already fulfilled their purpose: their debt is retired, and the full tax base has been returned to the City, County, and School District 25. Turn the page for the story of one of them, the North Yellowstone District.

3,196 acres
PDA DISTRICT LAND WITHIN CITY LIMITS

20,928 acres
POCATELLO CITY LIMITS

*Of the PDA's roughly **5,676** total district acres, **3,196 acres (56%)** lie within Pocatello's city limits.*

$5.05B
POCATELLO TOTAL TAXABLE VALUE

$1,217,828
TAXABLE INCREMENT VALUE INSIDE PDA DISTRICTS

The City of Pocatello's FY2026 total taxable value was $5,048,525,439. The PDA's five districts generated a combined $1,217,828 in Fiscal Year 2025 tax increment — about 0.024% of the City's total taxable value — up roughly $292,054 from FY2024.

A LEGACY BUILT TO LAST: NORTH YELLOWSTONE DISTRICT

est.
2004

Established	**2004**
Closed	**FY2019**
District Lifespan	**15 years**
PDA Investment	**$6,000,000**
Added Taxable Value	**$83,758,079**
2013 Bonded Debt	**$3,533,000**
Bond Status	**Retired FY2019**

SINCE 1988: 17 TIF DISTRICTS

8 districts have completed their mission and dissolved

Domsea, Gateway, New Town, Kress

Varsity Square, Roosevelt, East Center

Consolidated Corridor, North Yellowstone

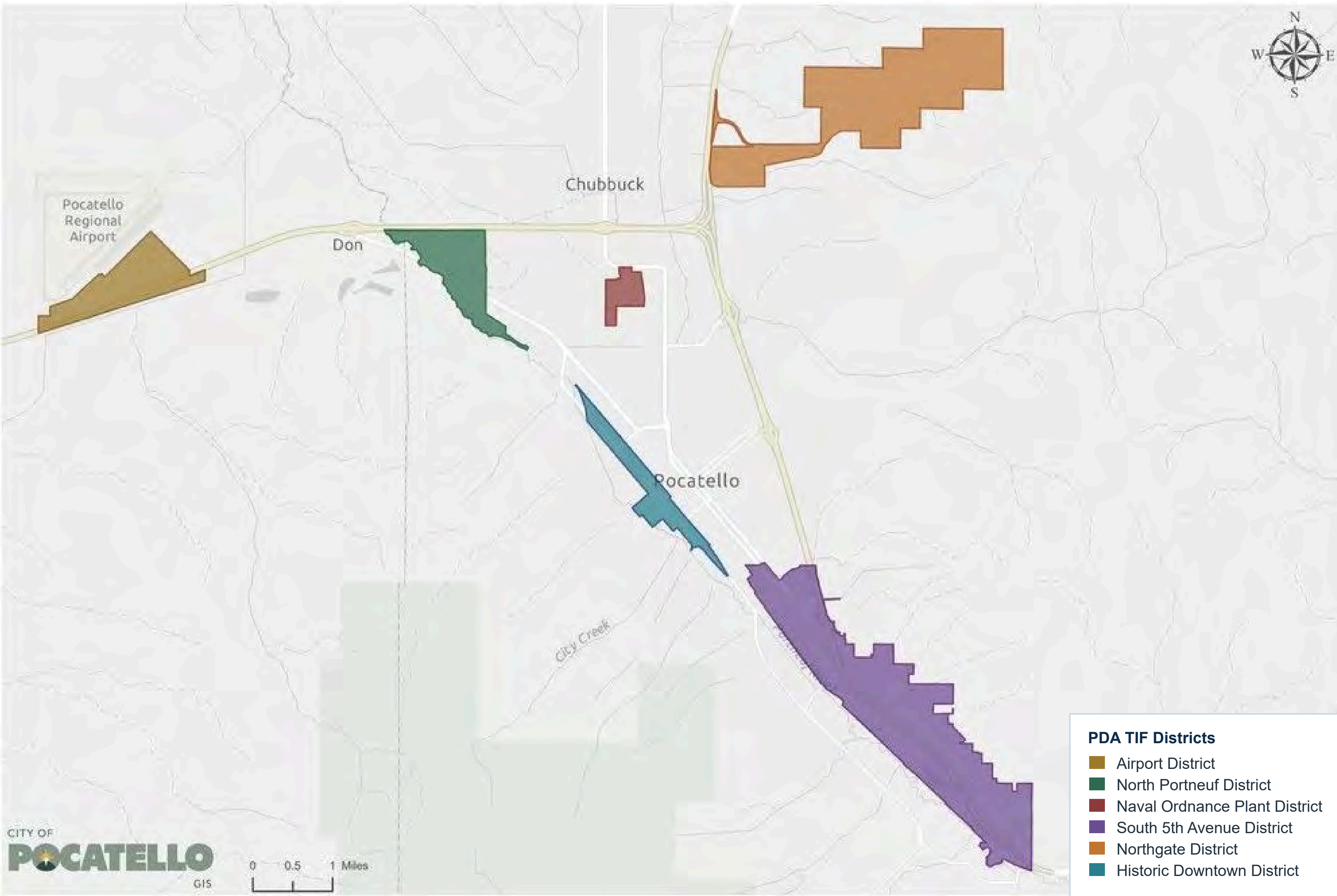
Lowe's, located in the North Yellowstone District.

A DISTRICT THAT FINISHED THE JOB

Created in 2004, the North Yellowstone District used a $6 million PDA investment to renovate a struggling corridor, paving the way for the businesses that now anchor the area, including Lowe's and Costco (Bed, Bath & Beyond also located here but has since closed). Growth in the district generated enough property tax revenue to retire debt bonded in 2013, and by the end of its 15-year term the district had produced $83,758,079 in added taxable value — PDA's single largest district to date. When the district closed in fiscal year 2019, tax collections in excess of the bond payoff were remitted back to Bannock County, and the full, growing tax base returned permanently to the City, County, and School District 25.

North Yellowstone is one of eight PDA districts that have completed their mission and closed, alongside the Domsea, Gateway, New Town, Kress, Varsity Square, Roosevelt, East Center, and Consolidated Corridor Districts. Together, these closed districts generated more than $168 million in added taxable value that now flows to the City, County, and local schools — proof that a PDA district works exactly as intended: it does its job, then hands the tax base back.

ALL OF THE PDA'S DISTRICTS — CITYWIDE MAP



CURRENT PROJECTS

AIRPORT DISTRICT

Consultant selected to create a RFP for a 1,740-acre business park master plan, economic feasibility, and infrastructure analysis.

HISTORIC DOWNTOWN DISTRICT

The historic downtown district was created to revitalize downtown Pocatello, focused on repairing deteriorating building façades.

NAVAL ORDNANCE PLANT DISTRICT

Building #10 resides within the Titan Center following completion of façade, siding, and window improvements.

NORTH PORTNEUF DISTRICT

The Agency is designing a rail crossing and access road to US Highway 30 with Keller Associates.

NORTHGATE DISTRICT

Kartchner Homes and Ball Ventures are building a multi-family apartment and townhome community in the district.

SOUTH 5TH AVENUE DISTRICT

Gate City Builders is developing the South 5th Apartments at 950 Valentine Lane, part of the South Field Subdivision within the district.

AIRPORT DISTRICT MAP

AIRPORT DISTRICT

est.
2010

Established	**2010**
Expires	**2033**
Plan Area	**589 acres**
FY2026 Tax Increment	**$76,673**
Fund Balance	**$49,985**

SOME COMPANIES IN THE DISTRICT

McNabb Trucking
Driscoll Tophay LLC
KASE/Warbonnett Inc.
Larson & Associates Inc
SME Steel

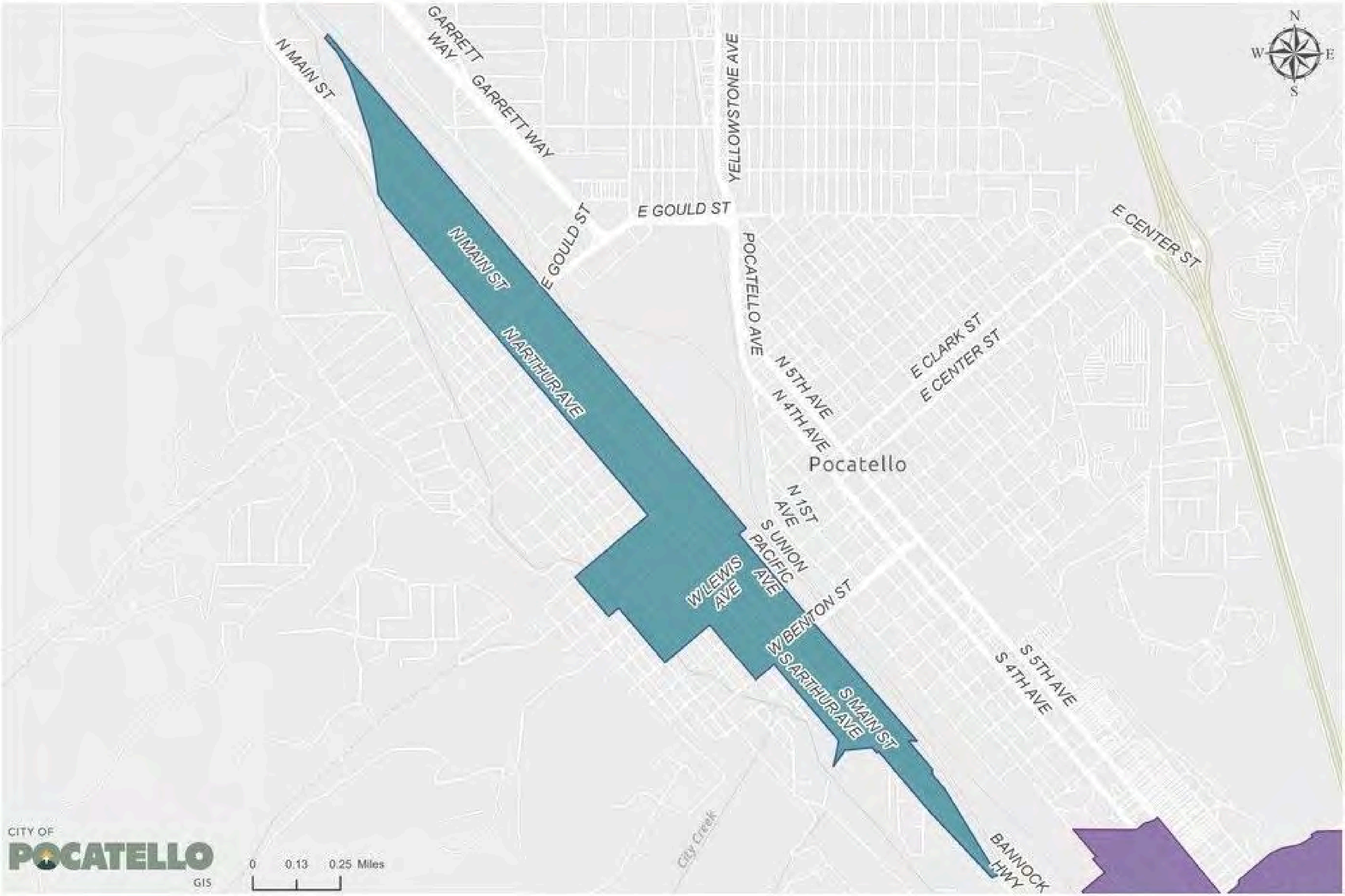
The former Petersen building, now owned by the PDA and home to SME Steel.

IMPROVEMENTS

The PDA has issued an RFP for the Pocatello Regional Airport Business Park Master Plan, Economic Feasibility, and Infrastructure Analysis, covering roughly 1,740 acres within the district. The plan will address land use, transportation, infrastructure, and economic feasibility, with FAA regulations factored throughout.

The City of Pocatello was also awarded a $998,250 Innovative Finance and Asset Concession (IFAC) Grant through the U.S. Department of Transportation to fund a feasibility analysis and implementation plan for a regional transload facility at the Pocatello Regional Airport (PIH). Structured as a cost-reimbursement cooperative agreement with USDOT, the grant will support a value proposition and freight market analysis, a comprehensive market and risk assessment, cost and revenue financial modeling, and an implementation strategy for a public-private partnership (P3) to develop the facility, which would expand truck-to-rail and air freight transfer capacity and position PIH as a Pacific Northwest transportation hub.

HISTORIC DOWNTOWN DISTRICT MAP



HISTORIC DOWNTOWN DISTRICT

est.
2026

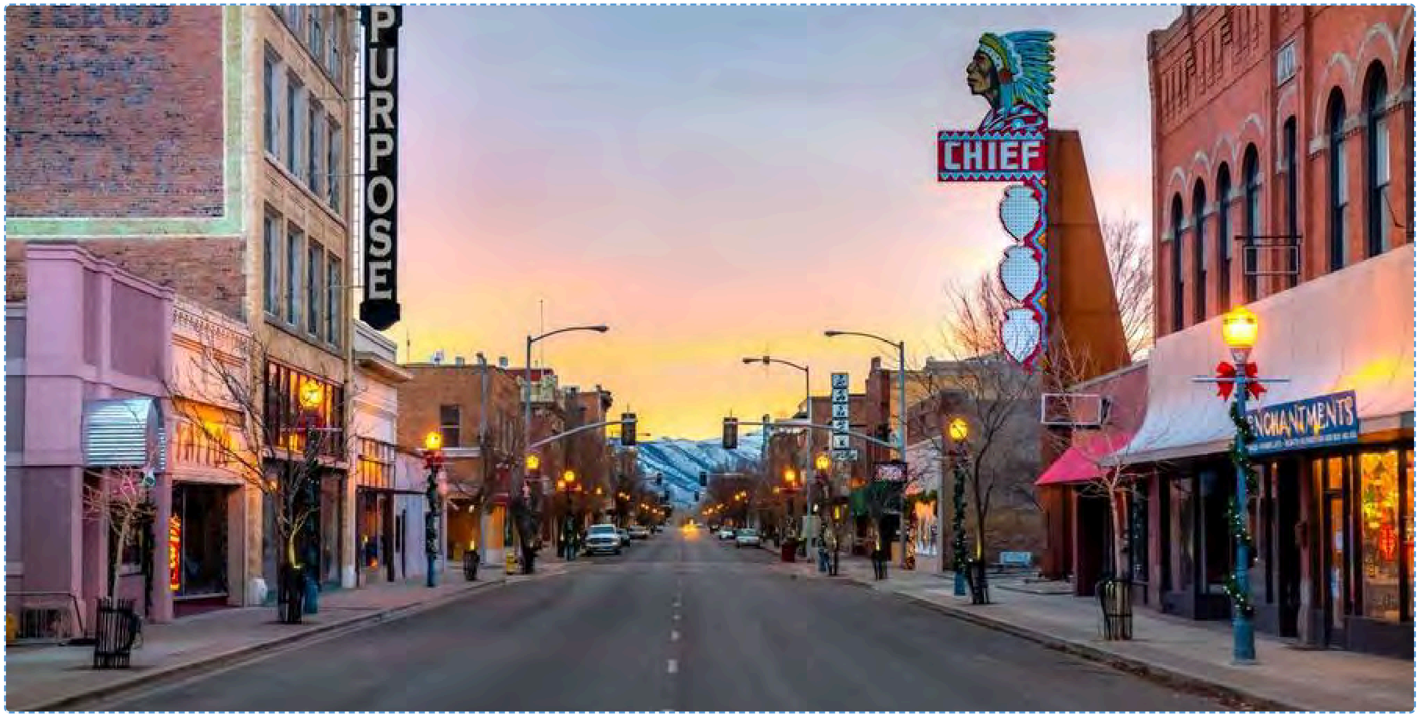
Established	**2026**
Expires	**2046**
Plan Area	**352 acres**
FY2026 Tax Increment	**$0**
Fund Balance	**$0**

PROJECTS IN THE DISTRICT

Urban renewal plan approved by City Council

Monarch Building demolition

Facade work and signage repair



The Historic downtown district

IMPROVEMENTS

City Council approved the Historic Downtown District Urban Renewal Area on August 19, 2026, following its adoption of the area's eligibility report on September 4, 2025. That approval directed the Agency to prepare an urban renewal plan covering the district's 352 acres and 766 parcels.

A June 2026 economic feasibility study found the district financially viable on a pay-as-you-go basis, with no bonded debt required. Depending on the scenario, the district is projected to generate $12.0–$33.6 million in tax increment revenue over its 20-year life — enough to repay the cost of demolishing the Monarch Building within the first seven years and to fund priority public projects.

That demolition is already the district's first project underway. The former Monarch Building at 244 W. Center Street, donated to the Agency in February 2025, is being torn down under contract with Staton Companies, with work coordinated around the City's Center Street underpass/overpass construction schedule.

HISTORIC DOWNTOWN DISTRICT: MONARCH BUILDING

The Monarch Building, 244 W. Center Street — donated to the Agency in February 2025. Demolition, under contract with Staton Companies for $722,246, was approximately 52% complete as of the July 2026 billing cycle.

BEFORE

The Monarch Building at 244 W. Center Street, donated to the Agency by Monarch Building, LLC under a Real Property Donation Agreement executed February 2025 and acknowledged by City Council on February 20, 2025; the PDA closed on the property March 14, 2025.

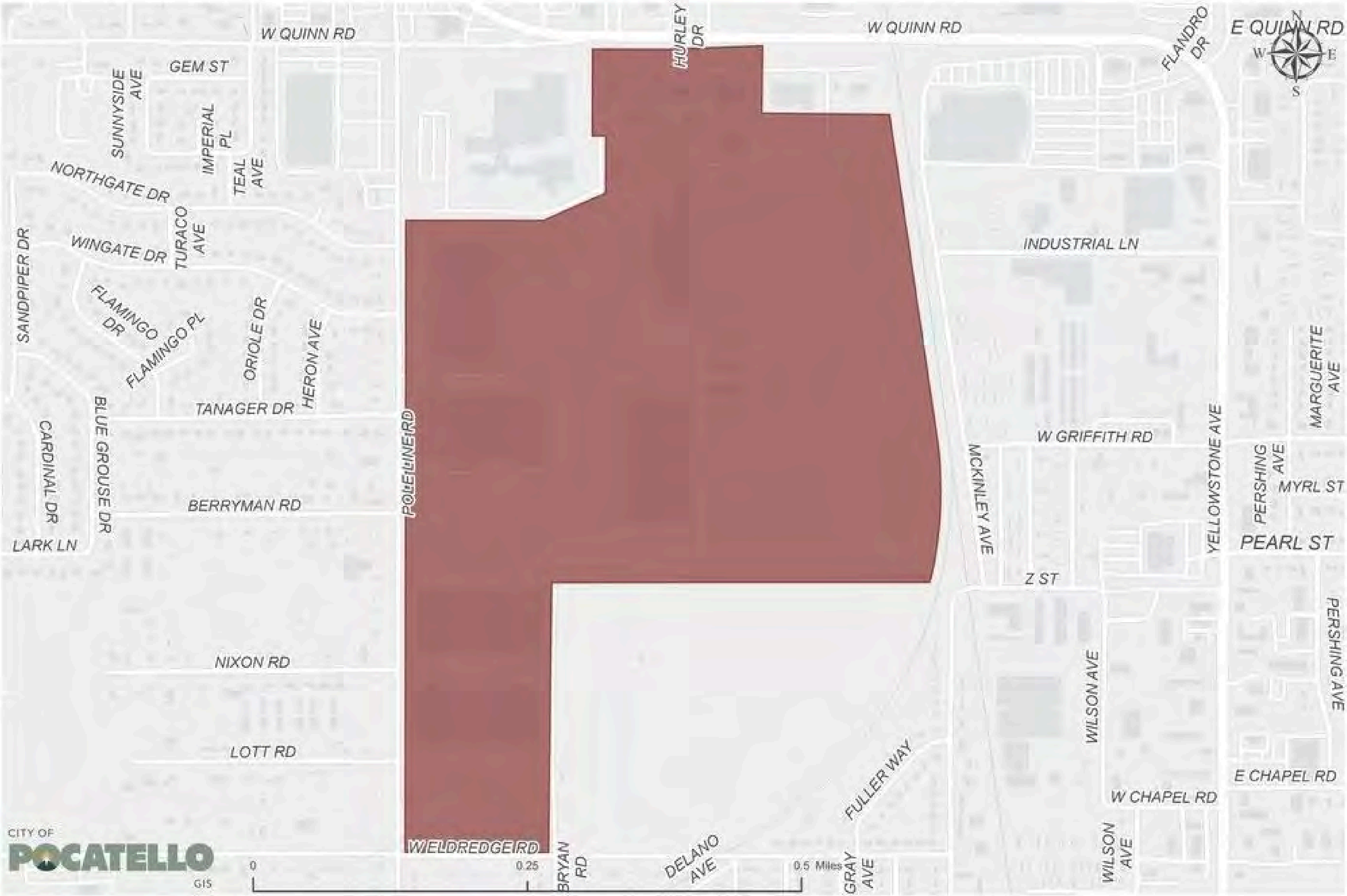
DURING

Staton Companies — the top-scoring respondent among four RFQ proposals evaluated by the PDA Board — was selected by Resolution No. 2026-2 (corrected, March 18, 2026) and carries out the phased, engineered demolition required by the building's shared-wall construction. The $722,246 Public Works Construction Agreement, executed May 2026, also covers sewer line relocation, foundation wall reinforcement, chimney decommissioning, and roof flash-and-cap work, with access agreements in place with three adjoining property owners.

STATUS

As of the July 28, 2026 billing cycle, the project was 51.7% complete, with $373,692 paid of the $722,246 contract and $348,555 remaining. Completion is being paced with the City's Center Street underpass/overpass schedule, after which the cleared site enters the district's next phase.

NAVAL ORDNANCE PLANT DISTRICT MAP



NAVAL ORDNANCE PLANT DISTRICT

est.
2006

Established	**2006**
Expires	**2030**
Plan Area	**144 acres**
FY2026 Tax Increment	**$171,194**
Fund Balance	**$210,107**

SOME COMPANIES IN THE DISTRICT

IRG Realty Advisors LLC
SME Steel
Virginia Transformer VTCU Corp.
Mountainland Supply LLC
Portneuf Valley Soccer Club
Eaton Metal Products Co.

Building ten within the Naval Ordnance Plant Urban Renewal Area.

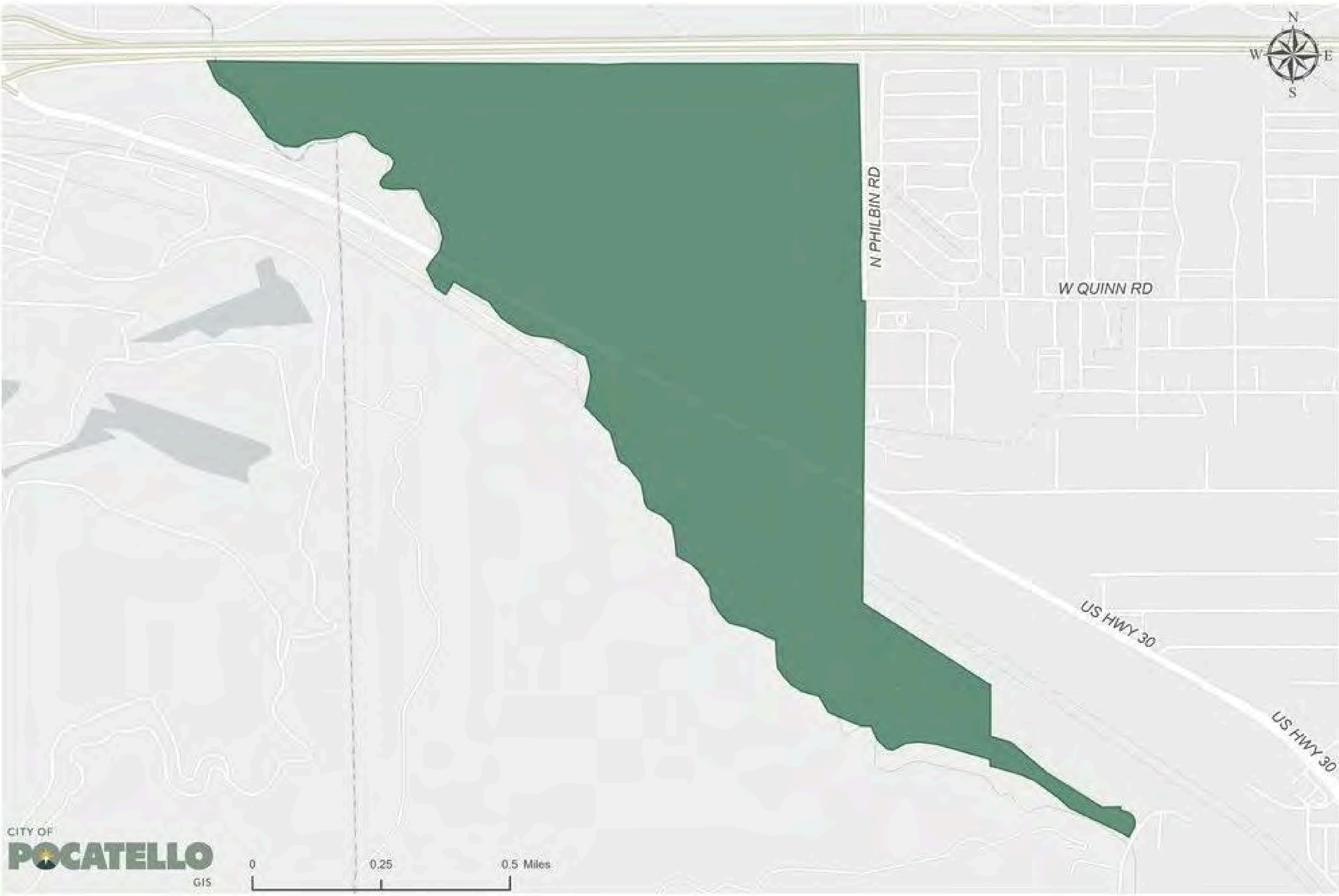
IMPROVEMENTS

Building 10, located within the Titan Center, received façade, siding, and window improvements under the Third Owner Participation Agreement with Pocatello Quinn, LLC (IRG Realty Advisors), effective October 15, 2025. The Agency confirmed a reimbursement of $290,887 in February 2026, capped at the amount set in the Agreement.

As a condition of that reimbursement, Pocatello Quinn, LLC granted the City a Deed of Façade Easement on Building #10, dated November 20, 2025 and recorded shortly after. The easement gives the City the right to preserve the building's improved exterior — its walls, windows, paint, and panels — until the district closes.

IRG has since rebranded the property as the Titan Center and is pursuing new tenants, along with a possible commercial center on Quinn Road. The Portneuf Valley Soccer Club opened its new indoor facility on-site in March 2025.

NORTH PORTNEUF DISTRICT MAP



NORTH PORTNEUF DISTRICT

est.
2007

Established	**2007**
Expires	**2030**
Plan Area	**527 acres**
FY2026 Tax Increment	**$122,021**
Fund Balance	**$1,448,120**

SOME COMPANIES IN THE DISTRICT

Portneuf Capital LLC
Great Western Malt
Idaho Materials
Salmon River Diesel Shop

Aerial view of the North Portneuf District, established May 3, 2007 under Ordinance No. 2814.

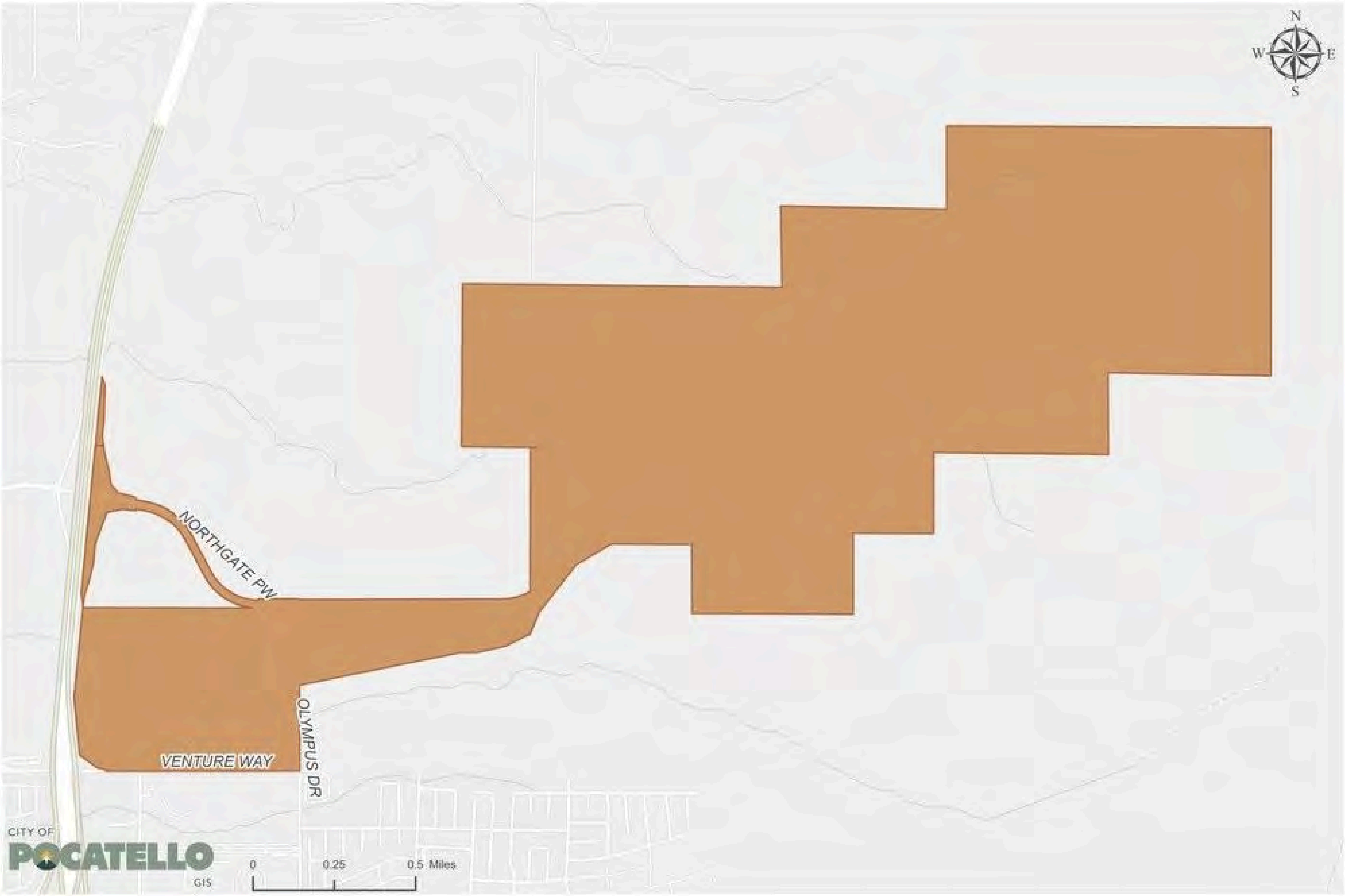
IMPROVEMENTS

The Agency has engaged Keller Associates to develop concept and 30% designs for a rail crossing and access road linking River Park Way to US Highway 30, intended as a primary truck route that cuts travel time and emissions for district industry. Separately, Portneuf Capital LLC cleared most of the remaining concrete from the former Hoku site and sold the property to LEX Development, Inc.

The proposed 1.4-mile roadway would run along the north side of the Portneuf River from N. Batiste Road/US 30 to N. Kraft Road, crossing Union Pacific's two mainline tracks on a grade-separated single-span bridge and extending the existing multiuse pathway.

Keller's March 2026 Concept Report evaluated three alignments, with 2026-dollar construction costs ranging from $16.37 million to $19.47 million. The PDA selected Alternative 1 — a 124-foot bridge span with grades under 5% — as the shortest, most economical option, connecting straight across from the existing N. Batiste Road intersection. Following Keller's $510,000 Concept and 30% Design contract (June 2025), the Agency signed a Preliminary Engineering Agreement with Union Pacific Railroad in March 2026 to advance design coordination.

NORTHGATE DISTRICT MAP



NORTHGATE DISTRICT

est.
2019

Established	**2019**
Expires	**2039**
Plan Area	**1,771 acres**
Base Assessed Value	**$15,964,566**
FY2026 Tax Increment	**$847,940**
Fund Balance	**$422,220**

PROJECTS IN THE DISTRICT

Kartchner Homes (Kartchner Inc.) & Ball Ventures — Multi-Family/Townhome Development

Northgate Villas Division 1 & 2

Portneuf Health Trust North Campus

Beard, St. Clair & Gaffney Attorneys

BBSI

Kartchner Inc. (Kartchner Homes) has partnered with Ball Ventures to build a large residential apartment and townhome community.

IMPROVEMENTS

The Northgate Urban Renewal Plan was adopted May 2, 2019 (Ordinance No. 3026), covering roughly 1,771 acres east of I-15 to support the new Northgate Interchange with extended water, sewer, and power service and the Eastside Road connection to Olympus Drive. No bonds are planned; instead, the District will reimburse an estimated $60.6 million in developer-funded infrastructure and $6.35 million in City, County, and PDA advances from tax increment revenue through its 2039 termination.

Northgate Division 2 continues to see infrastructure investment: extension of sewer and water lines and buildout of District Lane and District Drive have opened fourteen commercial lots for development, while the new Northgate Villas Division 2 plat adds twenty-nine residential lots along an extension of Fairgrounds Road. Kartchner Inc. (Kartchner Homes) has partnered with Ball Ventures to build a large residential apartment and townhome community within Northgate.

FY2025 tax increment value rose 62.6% year-over-year, from $592,959 to $847,940, reflecting continued multi-family and commercial buildout.

SOUTH 5TH AVENUE DISTRICT MAP

SOUTH 5TH AVENUE DISTRICT

est.
2025

Established	**2025**
Expires	**2045**
Plan Area	**2,293 acres**
Base Assessed Value	**$192,260,128**
FY2026 Tax Increment	**$0**
Fund Balance	**$0**

PROJECTS IN THE DISTRICT

South 5th Apartments — Gate City Builders (South Field Subdivision)

South 5th Apartments, developed by Gate City Builders at 950 Valentine Lane, part of the South Field Subdivision.

IMPROVEMENTS

The South 5th Avenue Urban Renewal District was established in 2025, covering roughly 2,293 acres along the South 5th Avenue / I-15 corridor, including eight participating agricultural properties in unincorporated Bannock County. An eligibility study and feasibility study were completed in 2025, with the City Council and Bannock County Board of Commissioners both finding the area eligible before directing the Agency to prepare the plan. Planned street, water, wastewater, and streetscape improvements are phased over the Plan's 20-year term, with roughly $37.4 million in prioritized projects and an estimated $52.4 million in revenue allocation proceeds projected over the District's life. Gate City Builders is developing the South 5th Apartments at 950 Valentine Lane as part of the South Field Subdivision within the district.

911 N 7th Ave | Pocatello, Idaho 83201
PHONE (208) 234-6184
EMAIL contact@pda.pocatello.gov

POCATELLO DEVELOPMENT
AUTHORITY