

# ATTACHMENT #4



# MEMORANDUM

**TO:** Jeannie Johnson  
Airport Manager

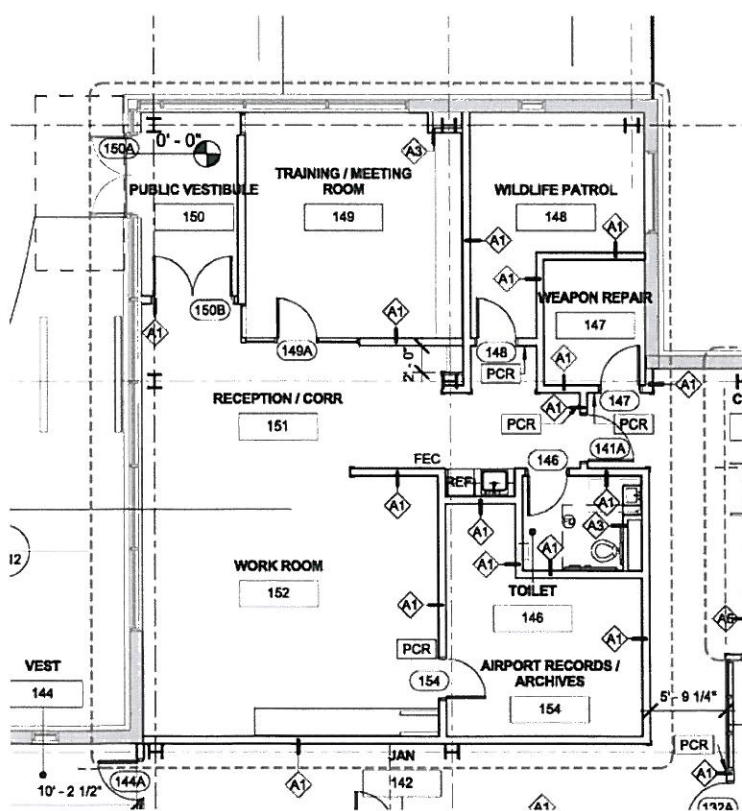
**FROM:** Catherine Fritz  
Airport Architect

**RE:** Administrative Space in new Snow Removal Equipment Facility **DATE:** 9.13.2012

The Snow Removal Equipment Facilities consist of 3 main components: 1. Storage and maintenance building, 2. Sand & Chemical building, 3. Site amenities including outdoor storage & fueling station.

The current project will construct the first component only. It has been designed to provide for the current functional needs for storage and maintenance of equipment for the airport's snow removal operations. The total gross building area is 54,800 s.f. Approximately one-half (est 26,000 s.f.) of the building is enclosed parking (aka garage) for 20 pieces of equipment approved by FAA for indoor storage.

Administrative spaces are limited to three private offices (wildlife patrol, airfield superintendent, and snow boss), one training room, one employee break room, and a multi-purpose work room and airport records/archive space. The total of these areas is approximately 2,800 s.f.



First and Second Floor Admin spaces in SREF

