

**Task Order Agreement #001  
Master Administrative Agreement  
# C24.17-CouVe1-M2**

**between the University of Alaska Fairbanks (UAF)  
and COUNTY of VENTURA, CALIFORNIA**

Submitted to:  
Office of Grants and Contracts  
University of Alaska Fairbanks  
P.O. Box 757880  
Fairbanks, Alaska 99775-7880  
uaf-ogca@alaska.edu  
Phone: 907-474-7301

Submitted by:  
County of Ventura  
Department of Airports  
555 Airport Way, Suite B  
Camarillo, CA 93010

## **1.0 PURPOSE**

This Task Order is to establish an agreement between the University of Alaska Fairbanks (UAF) and County of Ventura for Public Certification of Waiver or Authorization (COA) development. This includes the establishment, upkeep, activity reporting, and answering of any questions pertaining to the COA. Pricing will be done on a time and materials structure. This agreement covers the dates from 10/1/2024 and continues for two (2) years or the entire validity of the COA whichever is longer.

## **2.0 TASK DESCRIPTION**

### **2.1 New Public COA Initiation**

Performed by: Alaska Center for UAS Integration (ACUASI)

ACUASI will work with County of Ventura to develop a needs analysis for a new FAA Certificate of Authorization. The ACUASI Management Team, comprised of the ACUASI Deputy Director, Alaska Test Site Manager, and Airspace Integration and Operations Manager will coordinate all submissions to the FAA from initiation to execution.

### **2.2 COA Maintenance, Reporting, Pen & Ink Changes**

Performed by: ACUASI.

The ACUASI Management Team will maintain record of COAs in-process. County of Ventura will populate the Monthly Activity spreadsheet with relevant information, as requested and provided by the Airspace Integration and Operations Manager. The Airspace Integration and Operations Manager will provide the monthly data uploads to the FAA as required by the regulation.

The ACUASI Management Team will work with County of Ventura to review any established COA's to determine if any aircraft additions or changes are required on an as-requested basis. The ACUASI Management Team will coordinate all renewal submissions to the FAA from initiation to final execution. Public COA renewals are not charged at the full new COA rate.

### **2.3 Site Visits**

Performed by: ACUASI.

Site visits to 'stand up' range, site safety review, or for other operational purposes are allowable within this task order on an as-needed or as-requested basis. The personnel necessary for these site visits will be coordinated in advance of the needed date with County of Ventura authorized representatives.

### 3.0 TERMS AND CONDITIONS

#### 3.1 Schedule

This Task Order commences from the start date agreed upon by ACUASI and County of Ventura and continues for 2 years, or entire validity of the COA whichever is longer.

At the conclusion of this Task Order, both parties will evaluate additional terms and conditions.

#### 3.2 Labor and Travel Services

##### 3.2.1 Labor

The ACUASI Management Team blended rate is \$154.47 per labor hour for support. The team is comprised of the ACUASI's Deputy Director, Alaska Test Site Manager, and Airspace Integration and Operations Manager.

COA reporting: 2.0 hours per month (Estimate). Up to 20 hours per month for busy ranges.

Communications, Coordination, and Review: 2.0 hour per month (Estimate)

##### 3.2.2 *Travel proposed (estimated) trip information: traveling to/from locations, number of days and nights, and number of individuals.*

Site Stand-up: Two persons, traveling to/from Fairbanks, AK to the location designated by County of Ventura. Anticipate two days on site plus travel.

For other than site stand up, travel is not authorized under the task order.

Travel, if approved via email correspondence with County of Ventura, will be reimbursed to ACUASI based on actual costs and per diem which shall conform to the Federal Travel Regulations and UAF Travel Policies.

The number and role of travelers will also be determined on an as requested basis, upon which a new task order will be issued. Anticipate an annual site visit.

#### 3.3 Fixed Rate Items.

New Public COA Application Fee is \$10,000.00. New applications are authorized to be billed as soon as they are issued a Federal Aviation Administration Certificate of Waiver or Authorization FAA Form 7711-1.

Addition of new aircraft type to COA: \$1,000 per aircraft.

#### 3.4 **Negotiated Facilities and Administration (F&A). F&A rates will apply to all services and items according to the term of the Task Order and will be current.**

F&A is incorporated into the quoted labor rate.

**3.5 The performance of services shall be on a cost-reimbursement basis.**

All costs incurred by the University of Alaska Fairbanks in accordance with this Task Order will be billed on a cost-reimbursement basis to County of Ventura in a timely manner following the completion of all services as outlined in this document.

**3.6 Providing items shall be on a fixed rate basis.**

The performance of fixed rate items will be billed upon completion of the item per the schedule in section 3.3 as indicated by the issuance of the associated paperwork by the FAA.

**3.7 Not To Exceed (NTE) Amount.**

\$53,691.48 NTE.

**3.8 Reporting and Billing**

UAF will bill County of Ventura as costs are incurred for services. UAF will bill County of Ventura based on actual costs for services.

UAF will bill County of Ventura upon issuance of the new COA and associated paperwork at the fixed rate for that item. If optional changes indicated in section 3.3 are requested, UAF will bill County of Ventura upon issuance of the approved changes at the fixed rates for each item(s).

County of Ventura will remit payment within 30 days following the receipt of invoice to the following address:

Office of Grants and Contracts Administration

PO Box 757880

Fairbanks, AK 99775-7880

County of Ventura:

If you have any program or technical questions related to the County of Ventura about this Task Order agreement, please contact Casey Pullman at Email: Company Contact E-mail or Phone: (805) 388-4290 or (805) 603-3620.

If you have any questions about the contractual execution of this Task Order agreement, please contact Keith Freitas at [keith.freitas@ventura.org](mailto:keith.freitas@ventura.org) or (805) 603-9923.

Alaska Center for UAS Integration (ACUASI):

If you have any program or technical questions related to ACUASI about this Task Order agreement, please contact Greg Foscue at [gtfoscue1\\_ua@alaska.edu](mailto:gtfoscue1_ua@alaska.edu) or (907) 455-2026 or (907) 978-7012.

If you have any questions about the contractual execution of this Task Order agreement, please contact Brent Davis at bddavis3@alaska.edu or 310-595-7306 and LP Persia-O’Leary at lp.oleary@alaska.edu or (907) 455-2026.

## 4.0 EXECUTION OF TASK ORDER AGREEMENT

IN WITNESS WHEREOF, the respective Parties have executed this Task Order Agreement on the dates indicated below:

**University of Alaska Fairbanks**

**County of Ventura Department of Airports**

\_\_\_\_\_  
Kimberly Cox  
Director

\_\_\_\_\_  
Keith Freitas  
Director of Airports

Office of Grants and Contracts Administration (OGCA)

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

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