

# Council Business Meeting

September 5, 2017

**Title:** Federal Aviation Administration Grant Acceptance-Airport Master Plan Update  
**From:** Scott A. Fleury Engineering Services Manager  
[Scott.fleury@ashland.or.us](mailto:Scott.fleury@ashland.or.us)

## **Summary:**

The City of Ashland has received a grant offer from the Federal Aviation Administration (FAA) for the FAA required Airport Master Plan Update. The Council is asked to accept the grant and approve award of a professional services contract to Century West Engineering for the master plan update.

## **Actions, Options, or Potential Motions:**

Move to accept a Federal Aviation Administration Grant in the amount of \$305,363 for an airport master plan update

Move to approve a professional services contract in the amount of \$339,293 with Century West Engineering for the master plan update.

Move to approve the acceptance of the pending Oregon Department of Aviation Grant award in the amount of \$27,000 for the airport master plan update.

## **Staff Recommendation:**

Staff recommends acceptance of grant and approval of professional services contract.

## **Resource Requirements:**

The total cost negotiated with Century West Engineering for the project is \$339,293. The FAA grant covers 90% or \$305,363 of the total project. The City also applied for and received an Oregon Department of Aviation (ODA) Critical Oregon Airport Relief (COAR) grant for \$27,000 which leaves the remaining \$6,932 to be covered with appropriated airport funds. The City is currently working directly with ODA on final grant paperwork for the master plan. If Council accepts the COAR grant the Legal Department will approve to form and content prior to City Administrator signature on the document. The appropriated budget amounts were part of the approved biennium budget process. The Airport Commission and staff will assist the consultant with development of the master plan.

## **Policies, Plans and Goals Supported:**

City Council Goals and Objectives

Economy:

18.1 Strengthen the Ashland Municipal Airport as an enterprise.

**Background and Additional Information:**

The City was previously notified by the FAA an airport master plan update would be required in the current budget biennium. Since initial notification, staff has worked with the FAA and ODA to complete all steps necessary as part of the grant process in order to receive a formal grant offer. These steps included performing a qualifications solicitation process for consultant selection to perform the master plan update; negotiating a scope/fee with selected consultant; performing third party verification of proposed scope/fee; approval of scope/fee by FAA; and submittal of all grant application documents.

**Request for Proposal-Airport Master Plan Update**

On January 12, 2017 a Qualifications Based Selection Proposal for professional services for the Airport Master Plan update was advertised on the Oregon Procurement Information Network (ORPIN), in the Daily Journal of Commerce, the Mail Tribune, and posted on the City’s website. This solicitation document was developed internally by staff and approved by the Legal Department prior to release. A qualifications selection process entails selecting a consultant solely on their qualifications to perform the proposals scope of work. Once a consultant is selected a final scope and associated fee is developed.

On February 23, 2017 the City of Ashland received four (4) proposals to provide engineering services for the development of the Airport Master Plan Update. An approval team of Scott Fleury, Engineering Services Manager; Karl Johnson, Assistant Engineer, Kaylea Kathol, Facilities Project Manager; and David Wolske, Airport Commissioner completed a comprehensive review of the proposals in March, 2017. Each proposal was scored in accordance with the criteria listed in the Request for Proposal document. Scoring was conducted individually and independently by each team member with the scores totaled to determine the top ranked firm. The results of the scoring are as follows:

CONSULTANT	TOTAL SCORE	RANK
Century West	376	1
Coffman Associates	349	2
JVIATION	346	3
WH Pacific	346	3

Criteria	Maximum Score
Responsiveness	15
Related Project Experience	25
Project Understanding and Approach	30
Project Team and Resources	30
<b>TOTAL 100 Points</b>	

Notice of Intent to Award and Negotiate was sent to all proposers on April 10, 2017. After notice was sent staff began the negotiation process with Century West Engineering. The final City and FAA approved scope of work and associated fee for the master plan update is attached.

**Attachments:**

FAA Grant Offer

Airport Master Plan Contract Scope of Work and Fee



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

Airports Division  
Northwest Mountain Region  
Oregon, Washington

FAA SEA ADO  
1601 Lind Avenue SE, Suite 250  
Renton, WA 98057

August 15, 2017

Mr. Scott Fleury  
Engineering Services Manager  
City of Ashland  
20 East Main Street  
Ashland, OR 97520

Dear Mr. Fleury:

We are enclosing the Grant Offer for Airport Improvement Program (AIP) Project No. 3-41-0002-011-2017 at Ashland Municipal Airport in Ashland, Oregon. This letter outlines expectations for success. Please read the conditions and assurances carefully.

To properly enter into this agreement, you must do the following:

- a. The governing body must provide authority to execute the grant to the individual signing the grant; i.e. the sponsor's authorized representative.
- b. The sponsor's authorized representative must execute the grant, followed by the attorney's certification, no later than September 6, 2017, in order for the grant to be valid. The date of the attorney's signature must be on or after the date of the sponsor's authorized representative's signature.
- c. You may not make any modification to the text, terms or conditions of the grant offer.
- d. After you properly execute the grant agreement:
  - Return the executed Grant Agreement to our office by (.pdf document) followed by the hardcopy in the US mail.
  - Retain a copy for your records.
  - Forward a copy to your associated State Aviation Official

Subject to the requirements in 2 CFR §200.305, each payment request for reimbursement under this grant must be made electronically via the Delphi eInvoicing System. Please see the attached Grant Agreement for more information regarding the use of this System.

Please note Grant Condition No. 4 requires you to complete the project without undue delay. We will be paying close attention to your progress to ensure proper stewardship of these Federal funds. **You are expected to submit payment requests for reimbursement of allowable incurred project expenses in accordance with project progress.** Should you fail to make draws on a regular basis, your grant may be placed in "inactive" status which will impact future grant offers.

Until the grant is completed and closed, you are responsible for submitting formal reports as follows:

- A signed/dated SF-270 (non-construction projects) or SF-271 or equivalent (construction projects) and SF-425 annually, due 90 days after the end of each federal fiscal year in which this grant is open (due December 31st of each year this grant is open); and
- Quarterly Performance Reports are due within 30 days of the end of a reporting period.

As a condition of receiving Federal assistance under this award, you must comply with audit requirements as established under 2 CFR part 200. Subpart F requires non-Federal entities that expend \$750,000 or more in Federal awards to conduct a single or program specific audit for that year. Note that this includes Federal expenditures made under other Federal-assistance programs. Please take appropriate and necessary action to assure your organization will comply with applicable audit requirements and standards.

Once the project(s) is completed and all costs are determined, we ask that you close the project without delay and submit the final closeout report documentation as required by your Region/Airports District Office.

Valerie Thorsen, (425) 227-2655, is the assigned program manager for this grant and is readily available to assist you and your designated representative with the requirements stated herein. We sincerely value your cooperation in these efforts and look forward to working with you to complete this important project.

Sincerely,



Jason Ritchie  
Assistant Manager  
Seattle Airports District Office



U.S. Department  
of Transportation  
Federal Aviation  
Administration

## GRANT AGREEMENT

### PART I – OFFER

Date of Offer	<u>August 15, 2017</u>
Airport/Planning Area	<u>Ashland Municipal Airport – Ashland, Oregon</u>
AIP Grant Number	<u>3-41-0002-011-2017 (Contract Number: DOT-FA17NM-0049)</u>
DUNS Number	<u>076395508</u>
TO:	<u>City of Ashland – Ashland, Oregon</u> (herein called the “Sponsor”)

FROM: **The United States of America**(acting through the Federal Aviation Administration, herein called the “FAA”)

**WHEREAS**, the Sponsor has submitted to the FAA a Project Application dated August 10, 2017 , for a grant of Federal funds for a project at or associated with the Ashland Municipal Airport, which is included as part of this Grant Agreement; and

**WHEREAS**, the FAA has approved a project for the Ashland Municipal Airport (herein called the “Project”) consisting of the following:

Update Airport Master Plan Study

which is more fully described in the Project Application.

**NOW THEREFORE**, According to the applicable provisions of the former Federal Aviation Act of 1958, as amended and recodified, 49 U.S.C. § 40101, et seq., and the former Airport and Airway Improvement Act of 1982 (AAIA), as amended and recodified, 49 U.S.C. § 47101, et seq., (herein the AAIA grant statute is referred to as “the Act”), the representations contained in the Project Application, and in consideration of (a) the Sponsor’s adoption and ratification of the Grant Assurances dated March 2014, and the Sponsor’s acceptance of this Offer; and, (b) the benefits to accrue to the United States and the public from the accomplishment of the Project and compliance with the Grant Assurances and conditions as herein provided.

**THE FEDERAL AVIATION ADMINISTRATION, FOR AND ON BEHALF OF THE UNITED STATES, HEREBY OFFERS AND AGREES to pay ninety (90) percent of the allowable costs incurred accomplishing the Project as the United States share of the Project.**

This Offer is made on and **SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:**

### CONDITIONS

- 1. Maximum Obligation.** The maximum obligation of the United States payable under this Offer is \$305,362. The following amounts represent a breakdown of the maximum obligation for the purpose of establishing allowable amounts for any future grant amendment, which may increase the foregoing maximum

obligation of the United States under the provisions of 49 U.S.C. § 47108(b):

\$305,362 for planning

\$0 airport development or noise program implementation; and,

\$0 for land acquisition.

2. **Period of Performance.** The period of performance begins on the date the Sponsor formally accepts this agreement. Unless explicitly stated otherwise in an amendment from the FAA, the end date of the period of performance is 4 years (1,460 calendar days) from the date of formal grant acceptance by the Sponsor.  
  
The Sponsor may only charge allowable costs for obligations incurred prior to the end date of the period of performance (2 CFR §200.309). Unless the FAA authorizes a written extension, the sponsor must submit all project closeout documentation and liquidate (pay off) all obligations incurred under this award no later than 90 calendar days after the end date of the period of performance (2 CFR §200.343).  
  
The period of performance end date does not relieve or reduce Sponsor obligations and assurances that extend beyond the closeout of a grant agreement.
3. **Ineligible or Unallowable Costs.** The Sponsor must not include any costs in the project that the FAA has determined to be ineligible or unallowable.
4. **Determining the Final Federal Share of Costs.** The United States' share of allowable project costs will be made in accordance with the regulations, policies, and procedures of the Secretary. Final determination of the United States' share will be based upon the final audit of the total amount of allowable project costs and settlement will be made for any upward or downward adjustments to the Federal share of costs.
5. **Completing the Project Without Delay and in Conformance with Requirements.** The Sponsor must carry out and complete the project without undue delays and in accordance with this agreement, and the regulations, policies, and procedures of the Secretary. The Sponsor also agrees to comply with the assurances which are part of this agreement.
6. **Amendments or Withdrawals before Grant Acceptance.** The FAA reserves the right to amend or withdraw this offer at any time prior to its acceptance by the Sponsor.
7. **Offer Expiration Date.** This offer will expire and the United States will not be obligated to pay any part of the costs of the project unless this offer has been accepted by the Sponsor on or before September 6, 2017, or such subsequent date as may be prescribed in writing by the FAA.
8. **Improper Use of Federal Funds.** The Sponsor must take all steps, including litigation if necessary, to recover Federal funds spent fraudulently, wastefully, or in violation of Federal antitrust statutes, or misused in any other manner for any project upon which Federal funds have been expended. For the purposes of this grant agreement, the term "Federal funds" means funds however used or dispersed by the Sponsor, that were originally paid pursuant to this or any other Federal grant agreement. The Sponsor must obtain the approval of the Secretary as to any determination of the amount of the Federal share of such funds. The Sponsor must return the recovered Federal share, including funds recovered by settlement, order, or judgment, to the Secretary. The Sponsor must furnish to the Secretary, upon request, all documents and records pertaining to the determination of the amount of the Federal share or to any settlement, litigation, negotiation, or other efforts taken to recover such funds. All settlements or other final positions of the Sponsor, in court or otherwise, involving the recovery of such Federal share require advance approval by the Secretary.
9. **United States Not Liable for Damage or Injury.** The United States is not responsible or liable for damage to property or injury to persons which may arise from, or be incident to, compliance with this grant agreement.
10. **System for Award Management (SAM) Registration And Universal Identifier.**

- A. Requirement for System for Award Management (SAM): Unless the Sponsor is exempted from this requirement under 2 CFR 25.110, the Sponsor must maintain the currency of its information in the SAM until the Sponsor submits the final financial report required under this grant, or receives the final payment, whichever is later. This requires that the Sponsor review and update the information at least annually after the initial registration and more frequently if required by changes in information or another award term. Additional information about registration procedures may be found at the SAM website (currently at <http://www.sam.gov>).
- B. Data Universal Numbering System: DUNS number means the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D & B) to uniquely identify business entities. A DUNS number may be obtained from D & B by telephone (currently 866-705-5771) or on the web (currently at <http://fedgov.dnb.com/webform>).

- 11. Electronic Grant Payment(s).** Unless otherwise directed by the FAA, the Sponsor must make each payment request under this agreement electronically via the Delphi eInvoicing System for Department of Transportation (DOT) Financial Assistance Awardees.
- 12. Informal Letter Amendment of AIP Projects.** If, during the life of the project, the FAA determines that the maximum grant obligation of the United States exceeds the expected needs of the Sponsor by \$25,000 or five percent (5%), whichever is greater, the FAA can issue a letter amendment to the Sponsor unilaterally reducing the maximum obligation.

The FAA can also issue a letter to the Sponsor increasing the maximum obligation if there is an overrun in the total actual eligible and allowable project costs to cover the amount of the overrun provided it will not exceed the statutory limitations for grant amendments. The FAA's authority to increase the maximum obligation does not apply to the "planning" component of condition No. 1.

The FAA can also issue an informal letter amendment that modifies the grant description to correct administrative errors or to delete work items if the FAA finds it advantageous and in the best interests of the United States.

An informal letter amendment has the same force and effect as a formal grant amendment.

- 13. Air and Water Quality.** The Sponsor is required to comply with all applicable air and water quality standards for all projects in this grant. If the Sponsor fails to comply with this requirement, the FAA may suspend, cancel, or terminate this agreement.
- 14. Financial Reporting and Payment Requirements.** The Sponsor will comply with all federal financial reporting requirements and payment requirements, including submittal of timely and accurate reports.
- 15. Audits for Public Sponsors.** The Sponsor must provide for a Single Audit or program specific audit in accordance with 2 CFR part 200. The Sponsor must submit the audit reporting package to the Federal Audit Clearinghouse on the Federal Audit Clearinghouse's Internet Data Entry System at <http://harvester.census.gov/facweb/>. Provide one copy of the completed audit to the FAA if requested.
- 16. Suspension or Debarment.** When entering into a "covered transaction" as defined by 2 CFR §180.200, the Sponsor must:
- A. Verify the non-federal entity is eligible to participate in this Federal program by:
    1. Checking the excluded parties list system (EPLS) as maintained within the System for Award Management (SAM) to determine if the non-federal entity is excluded or disqualified; or
    2. Collecting a certification statement from the non-federal entity attesting they are not excluded or disqualified from participating; or
    3. Adding a clause or condition to covered transactions attesting individual or firm are not excluded

or disqualified from participating.

- B. Require prime contractors to comply with 2 CFR §180.330 when entering into lower-tier transactions (e.g. Sub-contracts).
- C. Immediately disclose to the FAA whenever the Sponsor (1) learns they have entered into a covered transaction with an ineligible entity or (2) suspends or debar a contractor, person, or entity.

**17. Ban on Texting While Driving.**

- A. In accordance with Executive Order 13513, Federal Leadership on Reducing Text Messaging While Driving, October 1, 2009, and DOT Order 3902.10, Text Messaging While Driving, December 30, 2009, the Sponsor is encouraged to:
  - 1. Adopt and enforce workplace safety policies to decrease crashes caused by distracted drivers including policies to ban text messaging while driving when performing any work for, or on behalf of, the Federal government, including work relating to a grant or subgrant.
  - 2. Conduct workplace safety initiatives in a manner commensurate with the size of the business, such as:
    - a. Establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving; and
    - b. Education, awareness, and other outreach to employees about the safety risks associated with texting while driving.
- B. The Sponsor must insert the substance of this clause on banning texting while driving in all subgrants, contracts and subcontracts.

**18. Exhibit "A" Property Map.** The Exhibit "A" Property Map dated February 1989 is incorporated herein by reference or is submitted with the project application and made part of this grant agreement.

**19. Employee Protection from Reprisal.**

- A. Prohibition of Reprisals –
  - 1. In accordance with 41 U.S.C. § 4712, an employee of a grantee or subgrantee may not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing to a person or body described in sub-paragraph (A)(2), information that the employee reasonably believes is evidence of:
    - i. Gross mismanagement of a Federal grant;
    - ii. Gross waste of Federal funds;
    - iii. An abuse of authority relating to implementation or use of Federal funds;
    - iv. A substantial and specific danger to public health or safety; or
    - v. A violation of law, rule, or regulation related to a Federal grant.
  - 2. Persons and bodies covered: The persons and bodies to which a disclosure by an employee is covered are as follows:
    - i. A member of Congress or a representative of a committee of Congress;
    - ii. An Inspector General;
    - iii. The Government Accountability Office;
    - iv. A Federal office or employee responsible for oversight of a grant program;
    - v. A court or grand jury;
    - vi. A management office of the grantee or subgrantee; or
    - vii. A Federal or State regulatory enforcement agency.

3. Submission of Complaint – A person who believes that they have been subjected to a reprisal prohibited by paragraph A of this grant term may submit a complaint regarding the reprisal to the Office of Inspector General (OIG) for the U.S. Department of Transportation.
4. Time Limitation for Submittal of a Complaint - A complaint may not be brought under this subsection more than three years after the date on which the alleged reprisal took place.
5. Required Actions of the Inspector General – Actions, limitations and exceptions of the Inspector General’s office are established under 41 U.S.C. § 4712(b)
6. Assumption of Rights to Civil Remedy - Upon receipt of an explanation of a decision not to conduct or continue an investigation by the Office of Inspector General, the person submitting a complaint assumes the right to a civil remedy under 41 U.S.C. § 4712(c).

**20. Coordination.** The Sponsor agrees to coordinate this master planning study with the metropolitan planning organizations, other local planning agencies, and with the State Airport System Plan prepared by the State’s Department of Transportation and consider any pertinent information, data, projections, and forecasts which are currently available or as will become available. The Sponsor agrees to consider any State Clearinghouse comments and to furnish a copy of the final report to the State’s Department of Transportation.

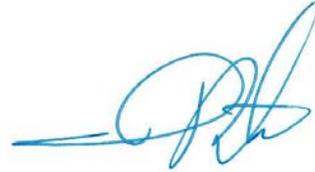
**21. Airports GIS Survey.** If the Airports GIS survey is not reflected on an updated ALP that meets FAA requirements within four (4) years from the date of the Phase 1 grant (regardless of whether it is generated using the AGIS/eALP system or through some other computer-aided design platform), then the sponsor may be required to repay that portion of the grant that relates to the survey work.

**22. Grant Approval Based Upon Certification.** The FAA and the Sponsor agree that the FAA approval of this grant is based on the Sponsor’s certification to carry out the project in accordance with policies, standards, and specifications approved by the FAA. The Sponsor Certifications received from the Sponsor for the work included in this grant are hereby incorporated into this grant agreement. The Sponsor understands that:

- A. The Sponsor’s certification does not relieve the Sponsor of the requirement to obtain prior FAA approval for modifications to any AIP standards or to notify the FAA of any limitations to competition within the project;
- B. The FAA’s acceptance of a Sponsor’s certification does not limit the FAA from reviewing appropriate project documentation for the purpose of validating the certification statements;
- C. If the FAA determines that the Sponsor has not complied with their certification statements, the FAA will review the associated project costs to determine whether such costs are allowable under AIP

The Sponsor's acceptance of this Offer and ratification and adoption of the Project Application incorporated herein shall be evidenced by execution of this instrument by the Sponsor, as hereinafter provided, and this Offer and Acceptance shall comprise a Grant Agreement, as provided by the Act, constituting the contractual obligations and rights of the United States and the Sponsor with respect to the accomplishment of the Project and compliance with the assurances and conditions as provided herein. Such Grant Agreement shall become effective upon the Sponsor's acceptance of this Offer.

**UNITED STATES OF AMERICA  
FEDERAL AVIATION ADMINISTRATION**



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*(Signature)*

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*Jason Ritchie*

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*Assistant Manager, Seattle Airports District Office*

**PART II - ACCEPTANCE**

The Sponsor does hereby ratify and adopt all assurances, statements, representations, warranties, covenants, and agreements contained in the Project Application and incorporated materials referred to in the foregoing Offer, and does hereby accept this Offer and by such acceptance agrees to comply with all of the terms and conditions in this Offer and in the Project Application.

I declare under penalty of perjury that the foregoing is true and correct.<sup>1</sup>

Executed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

.....  
*(Name of Sponsor)*

**By:**

.....  
*(Signature of Sponsor's Authorized Official)*

.....  
*(Typed Name of Sponsor's Authorized Official)*

.....  
*(Title of Sponsor's Authorized Official)*

**CERTIFICATE OF SPONSOR'S ATTORNEY**

I, \_\_\_\_\_, acting as Attorney for the Sponsor do hereby certify:

That in my opinion the Sponsor is empowered to enter into the foregoing Grant Agreement under the laws of the State of \_\_\_\_\_. Further, I have examined the foregoing Grant Agreement and the actions taken by said Sponsor and Sponsor's official representative has been duly authorized and that the execution thereof is in all respects due and proper and in accordance with the laws of the said State and the Act. In addition, for grants involving projects to be carried out on property not owned by the Sponsor, there are no legal impediments that will prevent full performance by the Sponsor. Further, it is my opinion that the said Grant Agreement constitutes a legal and binding obligation of the Sponsor in accordance with the terms thereof.

Dated at \_\_\_\_\_ (location) this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

**By:**

.....  
*(Signature of Sponsor's Attorney)*

\_\_\_\_\_

<sup>1</sup>Knowingly and willfully providing false information to the Federal government is a violation of 18 U.S.C. Section 1001 (False Statements) and could subject you to fines, imprisonment, or both.

## ASSURANCES

### AIRPORT SPONSORS

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#### A. General.

- a. These assurances shall be complied with in the performance of grant agreements for airport development, airport planning, and noise compatibility program grants for airport sponsors.
- b. These assurances are required to be submitted as part of the project application by sponsors requesting funds under the provisions of Title 49, U.S.C., subtitle VII, as amended. As used herein, the term "public agency sponsor" means a public agency with control of a public-use airport; the term "private sponsor" means a private owner of a public-use airport; and the term "sponsor" includes both public agency sponsors and private sponsors.
- c. Upon acceptance of this grant offer by the sponsor, these assurances are incorporated in and become part of this grant agreement.

#### B. Duration and Applicability.

##### 1. Airport development or Noise Compatibility Program Projects Undertaken by a Public Agency Sponsor.

The terms, conditions and assurances of this grant agreement shall remain in full force and effect throughout the useful life of the facilities developed or equipment acquired for an airport development or noise compatibility program project, or throughout the useful life of the project items installed within a facility under a noise compatibility program project, but in any event not to exceed twenty (20) years from the date of acceptance of a grant offer of Federal funds for the project. However, there shall be no limit on the duration of the assurances regarding Exclusive Rights and Airport Revenue so long as the airport is used as an airport. There shall be no limit on the duration of the terms, conditions, and assurances with respect to real property acquired with federal funds. Furthermore, the duration of the Civil Rights assurance shall be specified in the assurances.

##### 2. Airport Development or Noise Compatibility Projects Undertaken by a Private Sponsor.

The preceding paragraph 1 also applies to a private sponsor except that the useful life of project items installed within a facility or the useful life of the facilities developed or equipment acquired under an airport development or noise compatibility program project shall be no less than ten (10) years from the date of acceptance of Federal aid for the project.

##### 3. Airport Planning Undertaken by a Sponsor.

Unless otherwise specified in this grant agreement, only Assurances 1, 2, 3, 5, 6, 13, 18, 25, 30, 32, 33, and 34 in Section C apply to planning projects. The terms, conditions, and assurances of this grant agreement shall remain in full force and effect during the life of the project; there shall be no limit on the duration of the assurances regarding Exclusive Rights and Airport Revenue so long as the airport is used as an airport.

#### C. Sponsor Certification.

The sponsor hereby assures and certifies, with respect to this grant that:

##### 1. General Federal Requirements.

It will comply with all applicable Federal laws, regulations, executive orders, policies, guidelines, and requirements as they relate to the application, acceptance and use of Federal funds for this project including but not limited to the following:

**FEDERAL LEGISLATION**

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- a. Title 49, U.S.C., subtitle VII, as amended.
- b. Davis-Bacon Act - 40 U.S.C. 276(a), et seq.<sup>1</sup>
- c. Federal Fair Labor Standards Act - 29 U.S.C. 201, et seq.
- d. Hatch Act – 5 U.S.C. 1501, et seq.<sup>2</sup>
- e. Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 Title 42 U.S.C. 4601, et seq.<sup>1,2</sup>
- f. National Historic Preservation Act of 1966 - Section 106 - 16 U.S.C. 470(f).<sup>1</sup>
- g. Archeological and Historic Preservation Act of 1974 - 16 U.S.C. 469 through 469c.<sup>1</sup>
- h. Native Americans Grave Repatriation Act - 25 U.S.C. Section 3001, et seq.
- i. Clean Air Act, P.L. 90-148, as amended.
- j. Coastal Zone Management Act, P.L. 93-205, as amended.
- k. Flood Disaster Protection Act of 1973 - Section 102(a) - 42 U.S.C. 4012a.<sup>1</sup>
- l. Title 49, U.S.C., Section 303, (formerly known as Section 4(f))
- m. Rehabilitation Act of 1973 - 29 U.S.C. 794.
- n. Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252) (prohibits discrimination on the basis of race, color, national origin);
- o. Americans with Disabilities Act of 1990, as amended, (42 U.S.C. § 12101 et seq.), prohibits discrimination on the basis of disability).
- p. Age Discrimination Act of 1975 - 42 U.S.C. 6101, et seq.
- q. American Indian Religious Freedom Act, P.L. 95-341, as amended.
- r. Architectural Barriers Act of 1968 -42 U.S.C. 4151, et seq.<sup>1</sup>
- s. Power plant and Industrial Fuel Use Act of 1978 - Section 403- 2 U.S.C. 8373.<sup>1</sup>
- t. Contract Work Hours and Safety Standards Act - 40 U.S.C. 327, et seq.<sup>1</sup>
- u. Copeland Anti-kickback Act - 18 U.S.C. 874.1
- v. National Environmental Policy Act of 1969 - 42 U.S.C. 4321, et seq.<sup>1</sup>
- w. Wild and Scenic Rivers Act, P.L. 90-542, as amended.
- x. Single Audit Act of 1984 - 31 U.S.C. 7501, et seq.<sup>2</sup>
- y. Drug-Free Workplace Act of 1988 - 41 U.S.C. 702 through 706.
- z. The Federal Funding Accountability and Transparency Act of 2006, as amended (Pub. L. 109-282, as amended by section 6202 of Pub. L. 110-252).

**EXECUTIVE ORDERS**

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- a. Executive Order 11246 - Equal Employment Opportunity<sup>1</sup>
- b. Executive Order 11990 - Protection of Wetlands
- c. Executive Order 11998 –Flood Plain Management

- d. Executive Order 12372 - Intergovernmental Review of Federal Programs
- e. Executive Order 12699 - Seismic Safety of Federal and Federally Assisted New Building Construction<sup>1</sup>
- f. Executive Order 12898 - Environmental Justice

## **FEDERAL REGULATIONS**

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- a. 2 CFR Part 180 - OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement).
- b. 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. [OMB Circular A-87 Cost Principles Applicable to Grants and Contracts with State and Local Governments, and OMB Circular A-133 - Audits of States, Local Governments, and Non-Profit Organizations].<sup>4, 5, 6</sup>
- c. 2 CFR Part 1200 – Nonprocurement Suspension and Debarment
- d. 14 CFR Part 13 - Investigative and Enforcement Procedures 14 CFR Part 16 - Rules of Practice For Federally Assisted Airport Enforcement Proceedings.
- e. 14 CFR Part 150 - Airport noise compatibility planning.
- f. 28 CFR Part 35- Discrimination on the Basis of Disability in State and Local Government Services.
- g. 28 CFR § 50.3 - U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964.
- h. 29 CFR Part 1 - Procedures for predetermination of wage rates.<sup>1</sup>
- i. 29 CFR Part 3 - Contractors and subcontractors on public building or public work financed in whole or part by loans or grants from the United States.<sup>1</sup>
- j. 29 CFR Part 5 - Labor standards provisions applicable to contracts covering federally financed and assisted construction (also labor standards provisions applicable to non-construction contracts subject to the Contract Work Hours and Safety Standards Act).<sup>1</sup>
- k. 41 CFR Part 60 - Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor (Federal and federally assisted contracting requirements).<sup>1</sup>
- l. 49 CFR Part 18 - Uniform administrative requirements for grants and cooperative agreements to state and local governments.<sup>3</sup>
- m. 49 CFR Part 20 - New restrictions on lobbying.
- n. 49 CFR Part 21 – Nondiscrimination in federally-assisted programs of the Department of Transportation - effectuation of Title VI of the Civil Rights Act of 1964.
- o. 49 CFR Part 23 - Participation by Disadvantage Business Enterprise in Airport Concessions.
- p. 49 CFR Part 24 – Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs.<sup>1, 2</sup>
- q. 49 CFR Part 26 – Participation by Disadvantaged Business Enterprises in Department of Transportation Programs.
- r. 49 CFR Part 27 – Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance.<sup>1</sup>

- s. 49 CFR Part 28 –Enforcement of Nondiscrimination on the Basis of Handicap in Programs or Activities conducted by the Department of Transportation.
- t. 49 CFR Part 30 - Denial of public works contracts to suppliers of goods and services of countries that deny procurement market access to U.S. contractors.
- u. 49 CFR Part 32 –Governmentwide Requirements for Drug-Free Workplace (Financial Assistance)
- v. 49 CFR Part 37 –Transportation Services for Individuals with Disabilities (ADA).
- w. 49 CFR Part 41 - Seismic safety of Federal and federally assisted or regulated new building construction.

### **SPECIFIC ASSURANCES**

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Specific assurances required to be included in grant agreements by any of the above laws, regulations or circulars are incorporated by reference in this grant agreement.

### **FOOTNOTES TO ASSURANCE C.1.**

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- <sup>1</sup> These laws do not apply to airport planning sponsors.
- <sup>2</sup> These laws do not apply to private sponsors.
- <sup>3</sup> 49 CFR Part 18 and 2 CFR Part 200 contain requirements for State and Local Governments receiving Federal assistance. Any requirement levied upon State and Local Governments by this regulation and circular shall also be applicable to private sponsors receiving Federal assistance under Title 49, United States Code.
- <sup>4</sup> On December 26, 2013 at 78 FR 78590, the Office of Management and Budget (OMB) issued the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in 2 CFR Part 200. 2 CFR Part 200 replaces and combines the former Uniform Administrative Requirements for Grants (OMB Circular A-102 and Circular A-110 or 2 CFR Part 215 or Circular) as well as the Cost Principles (Circulars A-21 or 2 CFR part 220; Circular A-87 or 2 CFR part 225; and A-122, 2 CFR part 230). Additionally it replaces Circular A-133 guidance on the Single Annual Audit. In accordance with 2 CFR section 200.110, the standards set forth in Part 200 which affect administration of Federal awards issued by Federal agencies become effective once implemented by Federal agencies or when any future amendment to this Part becomes final. Federal agencies, including the Department of Transportation, must implement the policies and procedures applicable to Federal awards by promulgating a regulation to be effective by December 26, 2014 unless different provisions are required by statute or approved by OMB.
- <sup>5</sup> Cost principles established in 2 CFR part 200 subpart E must be used as guidelines for determining the eligibility of specific types of expenses.
- <sup>6</sup> Audit requirements established in 2 CFR part 200 subpart F are the guidelines for audits.

### **2. Responsibility and Authority of the Sponsor.**

#### **a. Public Agency Sponsor:**

It has legal authority to apply for this grant, and to finance and carry out the proposed project; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

#### **b. Private Sponsor:**

It has legal authority to apply for this grant and to finance and carry out the proposed project and comply with all terms, conditions, and assurances of this grant agreement. It shall designate an official representative and shall in writing direct and authorize that person to file this application, including all understandings and assurances contained therein; to act in connection with this application; and to provide such additional information as may be required.

**3. Sponsor Fund Availability.**

It has sufficient funds available for that portion of the project costs which are not to be paid by the United States. It has sufficient funds available to assure operation and maintenance of items funded under this grant agreement which it will own or control.

**4. Good Title.**

- a. It, a public agency or the Federal government, holds good title, satisfactory to the Secretary, to the landing area of the airport or site thereof, or will give assurance satisfactory to the Secretary that good title will be acquired.
- b. For noise compatibility program projects to be carried out on the property of the sponsor, it holds good title satisfactory to the Secretary to that portion of the property upon which Federal funds will be expended or will give assurance to the Secretary that good title will be obtained.

**5. Preserving Rights and Powers.**

- a. It will not take or permit any action which would operate to deprive it of any of the rights and powers necessary to perform any or all of the terms, conditions, and assurances in this grant agreement without the written approval of the Secretary, and will act promptly to acquire, extinguish or modify any outstanding rights or claims of right of others which would interfere with such performance by the sponsor. This shall be done in a manner acceptable to the Secretary.
- b. It will not sell, lease, encumber, or otherwise transfer or dispose of any part of its title or other interests in the property shown on Exhibit A to this application or, for a noise compatibility program project, that portion of the property upon which Federal funds have been expended, for the duration of the terms, conditions, and assurances in this grant agreement without approval by the Secretary. If the transferee is found by the Secretary to be eligible under Title 49, United States Code, to assume the obligations of this grant agreement and to have the power, authority, and financial resources to carry out all such obligations, the sponsor shall insert in the contract or document transferring or disposing of the sponsor's interest, and make binding upon the transferee all of the terms, conditions, and assurances contained in this grant agreement.
- c. For all noise compatibility program projects which are to be carried out by another unit of local government or are on property owned by a unit of local government other than the sponsor, it will enter into an agreement with that government. Except as otherwise specified by the Secretary, that agreement shall obligate that government to the same terms, conditions, and assurances that would be applicable to it if it applied directly to the FAA for a grant to undertake the noise compatibility program project. That agreement and changes thereto must be satisfactory to the Secretary. It will take steps to enforce this agreement against the local government if there is substantial non-compliance with the terms of the agreement.

- d. For noise compatibility program projects to be carried out on privately owned property, it will enter into an agreement with the owner of that property which includes provisions specified by the Secretary. It will take steps to enforce this agreement against the property owner whenever there is substantial non-compliance with the terms of the agreement.
- e. If the sponsor is a private sponsor, it will take steps satisfactory to the Secretary to ensure that the airport will continue to function as a public-use airport in accordance with these assurances for the duration of these assurances.
- f. If an arrangement is made for management and operation of the airport by any agency or person other than the sponsor or an employee of the sponsor, the sponsor will reserve sufficient rights and authority to insure that the airport will be operated and maintained in accordance Title 49, United States Code, the regulations and the terms, conditions and assurances in this grant agreement and shall insure that such arrangement also requires compliance therewith.
- g. Sponsors of commercial service airports will not permit or enter into any arrangement that results in permission for the owner or tenant of a property used as a residence, or zoned for residential use, to taxi an aircraft between that property and any location on airport. Sponsors of general aviation airports entering into any arrangement that results in permission for the owner of residential real property adjacent to or near the airport must comply with the requirements of Sec. 136 of Public Law 112-95 and the sponsor assurances.

**6. Consistency with Local Plans.**

The project is reasonably consistent with plans (existing at the time of submission of this application) of public agencies that are authorized by the State in which the project is located to plan for the development of the area surrounding the airport.

**7. Consideration of Local Interest.**

It has given fair consideration to the interest of communities in or near where the project may be located.

**8. Consultation with Users.**

In making a decision to undertake any airport development project under Title 49, United States Code, it has undertaken reasonable consultations with affected parties using the airport at which project is proposed.

**9. Public Hearings.**

In projects involving the location of an airport, an airport runway, or a major runway extension, it has afforded the opportunity for public hearings for the purpose of considering the economic, social, and environmental effects of the airport or runway location and its consistency with goals and objectives of such planning as has been carried out by the community and it shall, when requested by the Secretary, submit a copy of the transcript of such hearings to the Secretary. Further, for such projects, it has on its management board either voting representation from the communities where the project is located or has advised the communities that they have the right to petition the Secretary concerning a proposed project.

**10. Metropolitan Planning Organization.**

In projects involving the location of an airport, an airport runway, or a major runway extension at a medium or large hub airport, the sponsor has made available to and has provided upon request to the metropolitan planning organization in the area in which the airport is located, if any, a copy

of the proposed amendment to the airport layout plan to depict the project and a copy of any airport master plan in which the project is described or depicted.

**11. Pavement Preventive Maintenance.**

With respect to a project approved after January 1, 1995, for the replacement or reconstruction of pavement at the airport, it assures or certifies that it has implemented an effective airport pavement maintenance-management program and it assures that it will use such program for the useful life of any pavement constructed, reconstructed or repaired with Federal financial assistance at the airport. It will provide such reports on pavement condition and pavement management programs as the Secretary determines may be useful.

**12. Terminal Development Prerequisites.**

For projects which include terminal development at a public use airport, as defined in Title 49, it has, on the date of submittal of the project grant application, all the safety equipment required for certification of such airport under section 44706 of Title 49, United States Code, and all the security equipment required by rule or regulation, and has provided for access to the passenger enplaning and deplaning area of such airport to passengers enplaning and deplaning from aircraft other than air carrier aircraft.

**13. Accounting System, Audit, and Record Keeping Requirements.**

- a. It shall keep all project accounts and records which fully disclose the amount and disposition by the recipient of the proceeds of this grant, the total cost of the project in connection with which this grant is given or used, and the amount or nature of that portion of the cost of the project supplied by other sources, and such other financial records pertinent to the project. The accounts and records shall be kept in accordance with an accounting system that will facilitate an effective audit in accordance with the Single Audit Act of 1984.
- b. It shall make available to the Secretary and the Comptroller General of the United States, or any of their duly authorized representatives, for the purpose of audit and examination, any books, documents, papers, and records of the recipient that are pertinent to this grant. The Secretary may require that an appropriate audit be conducted by a recipient. In any case in which an independent audit is made of the accounts of a sponsor relating to the disposition of the proceeds of a grant or relating to the project in connection with which this grant was given or used, it shall file a certified copy of such audit with the Comptroller General of the United States not later than six (6) months following the close of the fiscal year for which the audit was made.

**14. Minimum Wage Rates.**

It shall include, in all contracts in excess of \$2,000 for work on any projects funded under this grant agreement which involve labor, provisions establishing minimum rates of wages, to be predetermined by the Secretary of Labor, in accordance with the Davis-Bacon Act, as amended (40 U.S.C. 276a-276a-5), which contractors shall pay to skilled and unskilled labor, and such minimum rates shall be stated in the invitation for bids and shall be included in proposals or bids for the work.

**15. Veteran's Preference.**

It shall include in all contracts for work on any project funded under this grant agreement which involve labor, such provisions as are necessary to insure that, in the employment of labor (except in executive, administrative, and supervisory positions), preference shall be given to Vietnam era veterans, Persian Gulf veterans, Afghanistan-Iraq war veterans, disabled veterans, and small business concerns owned and controlled by disabled veterans as defined in Section 47112 of Title

49, United States Code. However, this preference shall apply only where the individuals are available and qualified to perform the work to which the employment relates.

**16. Conformity to Plans and Specifications.**

It will execute the project subject to plans, specifications, and schedules approved by the Secretary. Such plans, specifications, and schedules shall be submitted to the Secretary prior to commencement of site preparation, construction, or other performance under this grant agreement, and, upon approval of the Secretary, shall be incorporated into this grant agreement. Any modification to the approved plans, specifications, and schedules shall also be subject to approval of the Secretary, and incorporated into this grant agreement.

**17. Construction Inspection and Approval.**

It will provide and maintain competent technical supervision at the construction site throughout the project to assure that the work conforms to the plans, specifications, and schedules approved by the Secretary for the project. It shall subject the construction work on any project contained in an approved project application to inspection and approval by the Secretary and such work shall be in accordance with regulations and procedures prescribed by the Secretary. Such regulations and procedures shall require such cost and progress reporting by the sponsor or sponsors of such project as the Secretary shall deem necessary.

**18. Planning Projects.**

In carrying out planning projects:

- a. It will execute the project in accordance with the approved program narrative contained in the project application or with the modifications similarly approved.
- b. It will furnish the Secretary with such periodic reports as required pertaining to the planning project and planning work activities.
- c. It will include in all published material prepared in connection with the planning project a notice that the material was prepared under a grant provided by the United States.
- d. It will make such material available for examination by the public, and agrees that no material prepared with funds under this project shall be subject to copyright in the United States or any other country.
- e. It will give the Secretary unrestricted authority to publish, disclose, distribute, and otherwise use any of the material prepared in connection with this grant.
- f. It will grant the Secretary the right to disapprove the sponsor's employment of specific consultants and their subcontractors to do all or any part of this project as well as the right to disapprove the proposed scope and cost of professional services.
- g. It will grant the Secretary the right to disapprove the use of the sponsor's employees to do all or any part of the project.
- h. It understands and agrees that the Secretary's approval of this project grant or the Secretary's approval of any planning material developed as part of this grant does not constitute or imply any assurance or commitment on the part of the Secretary to approve any pending or future application for a Federal airport grant.

**19. Operation and Maintenance.**

- a. The airport and all facilities which are necessary to serve the aeronautical users of the airport, other than facilities owned or controlled by the United States, shall be operated at all times in a safe and serviceable condition and in accordance with the minimum standards as may be

required or prescribed by applicable Federal, state and local agencies for maintenance and operation. It will not cause or permit any activity or action thereon which would interfere with its use for airport purposes. It will suitably operate and maintain the airport and all facilities thereon or connected therewith, with due regard to climatic and flood conditions. Any proposal to temporarily close the airport for non-aeronautical purposes must first be approved by the Secretary. In furtherance of this assurance, the sponsor will have in effect arrangements for-

- 1) Operating the airport's aeronautical facilities whenever required;
  - 2) Promptly marking and lighting hazards resulting from airport conditions, including temporary conditions; and
  - 3) Promptly notifying airmen of any condition affecting aeronautical use of the airport. Nothing contained herein shall be construed to require that the airport be operated for aeronautical use during temporary periods when snow, flood or other climatic conditions interfere with such operation and maintenance. Further, nothing herein shall be construed as requiring the maintenance, repair, restoration, or replacement of any structure or facility which is substantially damaged or destroyed due to an act of God or other condition or circumstance beyond the control of the sponsor.
- b. It will suitably operate and maintain noise compatibility program items that it owns or controls upon which Federal funds have been expended.

#### **20. Hazard Removal and Mitigation.**

It will take appropriate action to assure that such terminal airspace as is required to protect instrument and visual operations to the airport (including established minimum flight altitudes) will be adequately cleared and protected by removing, lowering, relocating, marking, or lighting or otherwise mitigating existing airport hazards and by preventing the establishment or creation of future airport hazards.

#### **21. Compatible Land Use.**

It will take appropriate action, to the extent reasonable, including the adoption of zoning laws, to restrict the use of land adjacent to or in the immediate vicinity of the airport to activities and purposes compatible with normal airport operations, including landing and takeoff of aircraft. In addition, if the project is for noise compatibility program implementation, it will not cause or permit any change in land use, within its jurisdiction, that will reduce its compatibility, with respect to the airport, of the noise compatibility program measures upon which Federal funds have been expended.

#### **22. Economic Nondiscrimination.**

- a. It will make the airport available as an airport for public use on reasonable terms and without unjust discrimination to all types, kinds and classes of aeronautical activities, including commercial aeronautical activities offering services to the public at the airport.
- b. In any agreement, contract, lease, or other arrangement under which a right or privilege at the airport is granted to any person, firm, or corporation to conduct or to engage in any aeronautical activity for furnishing services to the public at the airport, the sponsor will insert and enforce provisions requiring the contractor to-
  - 1) furnish said services on a reasonable, and not unjustly discriminatory, basis to all users thereof, and
  - 2) charge reasonable, and not unjustly discriminatory, prices for each unit or service,

provided that the contractor may be allowed to make reasonable and nondiscriminatory discounts, rebates, or other similar types of price reductions to volume purchasers.

- a.) Each fixed-based operator at the airport shall be subject to the same rates, fees, rentals, and other charges as are uniformly applicable to all other fixed-based operators making the same or similar uses of such airport and utilizing the same or similar facilities.
- b.) Each air carrier using such airport shall have the right to service itself or to use any fixed-based operator that is authorized or permitted by the airport to serve any air carrier at such airport.
- c.) Each air carrier using such airport (whether as a tenant, non-tenant, or subtenant of another air carrier tenant) shall be subject to such nondiscriminatory and substantially comparable rules, regulations, conditions, rates, fees, rentals, and other charges with respect to facilities directly and substantially related to providing air transportation as are applicable to all such air carriers which make similar use of such airport and utilize similar facilities, subject to reasonable classifications such as tenants or non-tenants and signatory carriers and non-signatory carriers. Classification or status as tenant or signatory shall not be unreasonably withheld by any airport provided an air carrier assumes obligations substantially similar to those already imposed on air carriers in such classification or status.
- d.) It will not exercise or grant any right or privilege which operates to prevent any person, firm, or corporation operating aircraft on the airport from performing any services on its own aircraft with its own employees [including, but not limited to maintenance, repair, and fueling] that it may choose to perform.
- e.) In the event the sponsor itself exercises any of the rights and privileges referred to in this assurance, the services involved will be provided on the same conditions as would apply to the furnishing of such services by commercial aeronautical service providers authorized by the sponsor under these provisions.
- f.) The sponsor may establish such reasonable, and not unjustly discriminatory, conditions to be met by all users of the airport as may be necessary for the safe and efficient operation of the airport.
- g.) The sponsor may prohibit or limit any given type, kind or class of aeronautical use of the airport if such action is necessary for the safe operation of the airport or necessary to serve the civil aviation needs of the public.

### **23. Exclusive Rights.**

It will permit no exclusive right for the use of the airport by any person providing, or intending to provide, aeronautical services to the public. For purposes of this paragraph, the providing of the services at an airport by a single fixed-based operator shall not be construed as an exclusive right if both of the following apply:

- a. It would be unreasonably costly, burdensome, or impractical for more than one fixed-based operator to provide such services, and
- b. If allowing more than one fixed-based operator to provide such services would require the reduction of space leased pursuant to an existing agreement between such single fixed-based operator and such airport. It further agrees that it will not, either directly or indirectly, grant or permit any person, firm, or corporation, the exclusive right at the airport to conduct any aeronautical activities, including, but not limited to charter flights, pilot training, aircraft rental

and sightseeing, aerial photography, crop dusting, aerial advertising and surveying, air carrier operations, aircraft sales and services, sale of aviation petroleum products whether or not conducted in conjunction with other aeronautical activity, repair and maintenance of aircraft, sale of aircraft parts, and any other activities which because of their direct relationship to the operation of aircraft can be regarded as an aeronautical activity, and that it will terminate any exclusive right to conduct an aeronautical activity now existing at such an airport before the grant of any assistance under Title 49, United States Code.

#### **24. Fee and Rental Structure.**

It will maintain a fee and rental structure for the facilities and services at the airport which will make the airport as self-sustaining as possible under the circumstances existing at the particular airport, taking into account such factors as the volume of traffic and economy of collection. No part of the Federal share of an airport development, airport planning or noise compatibility project for which a grant is made under Title 49, United States Code, the Airport and Airway Improvement Act of 1982, the Federal Airport Act or the Airport and Airway Development Act of 1970 shall be included in the rate basis in establishing fees, rates, and charges for users of that airport.

#### **25. Airport Revenues.**

- a. All revenues generated by the airport and any local taxes on aviation fuel established after December 30, 1987, will be expended by it for the capital or operating costs of the airport; the local airport system; or other local facilities which are owned or operated by the owner or operator of the airport and which are directly and substantially related to the actual air transportation of passengers or property; or for noise mitigation purposes on or off the airport. The following exceptions apply to this paragraph:
  - 1) If covenants or assurances in debt obligations issued before September 3, 1982, by the owner or operator of the airport, or provisions enacted before September 3, 1982, in governing statutes controlling the owner or operator's financing, provide for the use of the revenues from any of the airport owner or operator's facilities, including the airport, to support not only the airport but also the airport owner or operator's general debt obligations or other facilities, then this limitation on the use of all revenues generated by the airport (and, in the case of a public airport, local taxes on aviation fuel) shall not apply.
  - 2) If the Secretary approves the sale of a privately owned airport to a public sponsor and provides funding for any portion of the public sponsor's acquisition of land, this limitation on the use of all revenues generated by the sale shall not apply to certain proceeds from the sale. This is conditioned on repayment to the Secretary by the private owner of an amount equal to the remaining unamortized portion (amortized over a 20-year period) of any airport improvement grant made to the private owner for any purpose other than land acquisition on or after October 1, 1996, plus an amount equal to the federal share of the current fair market value of any land acquired with an airport improvement grant made to that airport on or after October 1, 1996.
  - 3) Certain revenue derived from or generated by mineral extraction, production, lease, or other means at a general aviation airport (as defined at Section 47102 of title 49 United States Code), if the FAA determines the airport sponsor meets the requirements set forth in Sec. 813 of Public Law 112-95.
    - a.) As part of the annual audit required under the Single Audit Act of 1984, the sponsor will direct that the audit will review, and the resulting audit report will provide an opinion concerning, the use of airport revenue and taxes in paragraph (a), and indicating whether funds paid or transferred to the owner or operator are paid or transferred in a

manner consistent with Title 49, United States Code and any other applicable provision of law, including any regulation promulgated by the Secretary or Administrator.

- b.) Any civil penalties or other sanctions will be imposed for violation of this assurance in accordance with the provisions of Section 47107 of Title 49, United States Code.

## **26. Reports and Inspections.**

It will:

- a. submit to the Secretary such annual or special financial and operations reports as the Secretary may reasonably request and make such reports available to the public; make available to the public at reasonable times and places a report of the airport budget in a format prescribed by the Secretary;
- b. for airport development projects, make the airport and all airport records and documents affecting the airport, including deeds, leases, operation and use agreements, regulations and other instruments, available for inspection by any duly authorized agent of the Secretary upon reasonable request;
- c. for noise compatibility program projects, make records and documents relating to the project and continued compliance with the terms, conditions, and assurances of this grant agreement including deeds, leases, agreements, regulations, and other instruments, available for inspection by any duly authorized agent of the Secretary upon reasonable request; and
- d. in a format and time prescribed by the Secretary, provide to the Secretary and make available to the public following each of its fiscal years, an annual report listing in detail:
  - 1) all amounts paid by the airport to any other unit of government and the purposes for which each such payment was made; and
  - 2) all services and property provided by the airport to other units of government and the amount of compensation received for provision of each such service and property.

## **27. Use by Government Aircraft.**

It will make available all of the facilities of the airport developed with Federal financial assistance and all those usable for landing and takeoff of aircraft to the United States for use by Government aircraft in common with other aircraft at all times without charge, except, if the use by Government aircraft is substantial, charge may be made for a reasonable share, proportional to such use, for the cost of operating and maintaining the facilities used. Unless otherwise determined by the Secretary, or otherwise agreed to by the sponsor and the using agency, substantial use of an airport by Government aircraft will be considered to exist when operations of such aircraft are in excess of those which, in the opinion of the Secretary, would unduly interfere with use of the landing areas by other authorized aircraft, or during any calendar month that –

- a. by gross weights of such aircraft) is in excess of five million pounds Five (5) or more Government aircraft are regularly based at the airport or on land adjacent thereto; or
- b. The total number of movements (counting each landing as a movement) of Government aircraft is 300 or more, or the gross accumulative weight of Government aircraft using the airport (the total movement of Government aircraft multiplied).

## **28. Land for Federal Facilities.**

It will furnish without cost to the Federal Government for use in connection with any air traffic control or air navigation activities, or weather-reporting and communication activities related to air traffic control, any areas of land or water, or estate therein, or rights in buildings of the sponsor as the Secretary considers necessary or desirable for construction, operation, and maintenance at

Federal expense of space or facilities for such purposes. Such areas or any portion thereof will be made available as provided herein within four months after receipt of a written request from the Secretary.

## 29. Airport Layout Plan.

- a. It will keep up to date at all times an airport layout plan of the airport showing:
  - 1) boundaries of the airport and all proposed additions thereto, together with the boundaries of all offsite areas owned or controlled by the sponsor for airport purposes and proposed additions thereto;
  - 2) the location and nature of all existing and proposed airport facilities and structures (such as runways, taxiways, aprons, terminal buildings, hangars and roads), including all proposed extensions and reductions of existing airport facilities;
  - 3) the location of all existing and proposed nonaviation areas and of all existing improvements thereon; and
  - 4) all proposed and existing access points used to taxi aircraft across the airport's property boundary. Such airport layout plans and each amendment, revision, or modification thereof, shall be subject to the approval of the Secretary which approval shall be evidenced by the signature of a duly authorized representative of the Secretary on the face of the airport layout plan. The sponsor will not make or permit any changes or alterations in the airport or any of its facilities which are not in conformity with the airport layout plan as approved by the Secretary and which might, in the opinion of the Secretary, adversely affect the safety, utility or efficiency of the airport.
    - a.) If a change or alteration in the airport or the facilities is made which the Secretary determines adversely affects the safety, utility, or efficiency of any federally owned, leased, or funded property on or off the airport and which is not in conformity with the airport layout plan as approved by the Secretary, the owner or operator will, if requested, by the Secretary (1) eliminate such adverse effect in a manner approved by the Secretary; or (2) bear all costs of relocating such property (or replacement thereof) to a site acceptable to the Secretary and all costs of restoring such property (or replacement thereof) to the level of safety, utility, efficiency, and cost of operation existing before the unapproved change in the airport or its facilities except in the case of a relocation or replacement of an existing airport facility due to a change in the Secretary's design standards beyond the control of the airport sponsor.

## 30. Civil Rights.

It will promptly take any measures necessary to ensure that no person in the United States shall, on the grounds of race, creed, color, national origin, sex, age, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in any activity conducted with, or benefiting from, funds received from this grant.

- a. Using the definitions of activity, facility and program as found and defined in §§ 21.23 (b) and 21.23 (e) of 49 CFR § 21, the sponsor will facilitate all programs, operate all facilities, or conduct all programs in compliance with all non-discrimination requirements imposed by, or pursuant to these assurances.
- b. Applicability
  - 1) Programs and Activities. If the sponsor has received a grant (or other federal assistance) for any of the sponsor's program or activities, these requirements extend to all of the

sponsor's programs and activities.

- 2) Facilities. Where it receives a grant or other federal financial assistance to construct, expand, renovate, remodel, alter or acquire a facility, or part of a facility, the assurance extends to the entire facility and facilities operated in connection therewith.
- 3) Real Property. Where the sponsor receives a grant or other Federal financial assistance in the form of, or for the acquisition of real property or an interest in real property, the assurance will extend to rights to space on, over, or under such property.

c. Duration.

The sponsor agrees that it is obligated to this assurance for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the assurance obligates the sponsor, or any transferee for the longer of the following periods:

- 1) So long as the airport is used as an airport, or for another purpose involving the provision of similar services or benefits; or
- 2) So long as the sponsor retains ownership or possession of the property.

d. Required Solicitation Language. It will include the following notification in all solicitations for bids, Requests For Proposals for work, or material under this grant agreement and in all proposals for agreements, including airport concessions, regardless of funding source:

"The **(Name of Sponsor)**, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises and airport concession disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."

e. Required Contract Provisions.

- 1) It will insert the non-discrimination contract clauses requiring compliance with the acts and regulations relative to non-discrimination in Federally-assisted programs of the DOT, and incorporating the acts and regulations into the contracts by reference in every contract or agreement subject to the non-discrimination in Federally-assisted programs of the DOT acts and regulations.
- 2) It will include a list of the pertinent non-discrimination authorities in every contract that is subject to the non-discrimination acts and regulations.
- 3) It will insert non-discrimination contract clauses as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a sponsor.
- 4) It will insert non-discrimination contract clauses prohibiting discrimination on the basis of race, color, national origin, creed, sex, age, or handicap as a covenant running with the land, in any future deeds, leases, license, permits, or similar instruments entered into by the sponsor with other parties:
  - a.) For the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and

- b.) For the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
- f. It will provide for such methods of administration for the program as are found by the Secretary to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the acts, the regulations, and this assurance.
- g. It agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the acts, the regulations, and this assurance.

### 31. Disposal of Land.

- a. For land purchased under a grant for airport noise compatibility purposes, including land serving as a noise buffer, it will dispose of the land, when the land is no longer needed for such purposes, at fair market value, at the earliest practicable time. That portion of the proceeds of such disposition which is proportionate to the United States' share of acquisition of such land will be, at the discretion of the Secretary, (1) reinvested in another project at the airport, or (2) transferred to another eligible airport as prescribed by the Secretary. The Secretary shall give preference to the following, in descending order, (1) reinvestment in an approved noise compatibility project, (2) reinvestment in an approved project that is eligible for grant funding under Section 47117(e) of title 49 United States Code, (3) reinvestment in an approved airport development project that is eligible for grant funding under Sections 47114, 47115, or 47117 of title 49 United States Code, (4) transferred to an eligible sponsor of another public airport to be reinvested in an approved noise compatibility project at that airport, and (5) paid to the Secretary for deposit in the Airport and Airway Trust Fund. If land acquired under a grant for noise compatibility purposes is leased at fair market value and consistent with noise buffering purposes, the lease will not be considered a disposal of the land. Revenues derived from such a lease may be used for an approved airport development project that would otherwise be eligible for grant funding or any permitted use of airport revenue.
- b. For land purchased under a grant for airport development purposes (other than noise compatibility), it will, when the land is no longer needed for airport purposes, dispose of such land at fair market value or make available to the Secretary an amount equal to the United States' proportionate share of the fair market value of the land. That portion of the proceeds of such disposition which is proportionate to the United States' share of the cost of acquisition of such land will, (1) upon application to the Secretary, be reinvested or transferred to another eligible airport as prescribed by the Secretary. The Secretary shall give preference to the following, in descending order: (1) reinvestment in an approved noise compatibility project, (2) reinvestment in an approved project that is eligible for grant funding under Section 47117(e) of title 49 United States Code, (3) reinvestment in an approved airport development project that is eligible for grant funding under Sections 47114, 47115, or 47117 of title 49 United States Code, (4) transferred to an eligible sponsor of another public airport to be reinvested in an approved noise compatibility project at that airport, and (5) paid to the Secretary for deposit in the Airport and Airway Trust Fund.
- c. Land shall be considered to be needed for airport purposes under this assurance if (1) it may be needed for aeronautical purposes (including runway protection zones) or serve as noise buffer land, and (2) the revenue from interim uses of such land contributes to the financial self-sufficiency of the airport. Further, land purchased with a grant received by an airport operator or owner before December 31, 1987, will be considered to be needed for airport purposes if the Secretary or Federal agency making such grant before December 31, 1987, was

notified by the operator or owner of the uses of such land, did not object to such use, and the land continues to be used for that purpose, such use having commenced no later than December 15, 1989.

- d. Disposition of such land under (a) (b) or (c) will be subject to the retention or reservation of any interest or right therein necessary to ensure that such land will only be used for purposes which are compatible with noise levels associated with operation of the airport.

**32. Engineering and Design Services.**

It will award each contract, or sub-contract for program management, construction management, planning studies, feasibility studies, architectural services, preliminary engineering, design, engineering, surveying, mapping or related services with respect to the project in the same manner as a contract for architectural and engineering services is negotiated under Title IX of the Federal Property and Administrative Services Act of 1949 or an equivalent qualifications-based requirement prescribed for or by the sponsor of the airport.

**33. Foreign Market Restrictions.**

It will not allow funds provided under this grant to be used to fund any project which uses any product or service of a foreign country during the period in which such foreign country is listed by the United States Trade Representative as denying fair and equitable market opportunities for products and suppliers of the United States in procurement and construction.

**34. Policies, Standards, and Specifications.**

It will carry out the project in accordance with policies, standards, and specifications approved by the Secretary including, but not limited to, the advisory circulars listed in the Current FAA Advisory Circulars for AIP projects, dated December 31, 2015 and included in this grant, and in accordance with applicable state policies, standards, and specifications approved by the Secretary.

**35. Relocation and Real Property Acquisition.**

- a. It will be guided in acquiring real property, to the greatest extent practicable under State law, by the land acquisition policies in Subpart B of 49 CFR Part 24 and will pay or reimburse property owners for necessary expenses as specified in Subpart B.
- b. It will provide a relocation assistance program offering the services described in Subpart C and fair and reasonable relocation payments and assistance to displaced persons as required in Subpart D and E of 49 CFR Part 24.
- c. It will make available within a reasonable period of time prior to displacement, comparable replacement dwellings to displaced persons in accordance with Subpart E of 49 CFR Part 24.

**36. Access By Intercity Buses.**

The airport owner or operator will permit, to the maximum extent practicable, intercity buses or other modes of transportation to have access to the airport; however, it has no obligation to fund special facilities for intercity buses or for other modes of transportation.

**37. Disadvantaged Business Enterprises.**

The sponsor shall not discriminate on the basis of race, color, national origin or sex in the award and performance of any DOT-assisted contract covered by 49 CFR Part 26, or in the award and performance of any concession activity contract covered by 49 CFR Part 23. In addition, the sponsor shall not discriminate on the basis of race, color, national origin or sex in the administration of its DBE and ACDBE programs or the requirements of 49 CFR Parts 23 and 26. The sponsor shall take all necessary and reasonable steps under 49 CFR Parts 23 and 26 to ensure

nondiscrimination in the award and administration of DOT-assisted contracts, and/or concession contracts. The sponsor's DBE and ACDBE programs, as required by 49 CFR Parts 26 and 23, and as approved by DOT, are incorporated by reference in this agreement. Implementation of these programs is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the sponsor of its failure to carry out its approved program, the Department may impose sanctions as provided for under Parts 26 and 23 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1936 (31 U.S.C. 3801).

**38. Hangar Construction.**

If the airport owner or operator and a person who owns an aircraft agree that a hangar is to be constructed at the airport for the aircraft at the aircraft owner's expense, the airport owner or operator will grant to the aircraft owner for the hangar a long term lease that is subject to such terms and conditions on the hangar as the airport owner or operator may impose.

**39. Competitive Access.**

- a. If the airport owner or operator of a medium or large hub airport (as defined in section 47102 of title 49, U.S.C.) has been unable to accommodate one or more requests by an air carrier for access to gates or other facilities at that airport in order to allow the air carrier to provide service to the airport or to expand service at the airport, the airport owner or operator shall transmit a report to the Secretary that-
  - 1) Describes the requests;
  - 2) Provides an explanation as to why the requests could not be accommodated; and
  - 3) Provides a time frame within which, if any, the airport will be able to accommodate the requests.
- b. Such report shall be due on either February 1 or August 1 of each year if the airport has been unable to accommodate the request(s) in the six month period prior to the applicable due date.



**FAA  
Airports**

## Current FAA Advisory Circulars Required for Use in AIP Funded and PFC Approved Projects

Updated: 1/24/2017

View the most current versions of these ACs and any associated changes at:

[http://www.faa.gov/airports/resources/advisory\\_circulars](http://www.faa.gov/airports/resources/advisory_circulars) and  
[http://www.faa.gov/regulations\\_policies/advisory\\_circulars/](http://www.faa.gov/regulations_policies/advisory_circulars/)

NUMBER	TITLE
70/7460-1L Change 1	Obstruction Marking and Lighting
150/5020-1	Noise Control and Compatibility Planning for Airports
150/5070-6B Changes 1- 2	Airport Master Plans
150/5070-7 Change 1	The Airport System Planning Process
150/5100-13B	Development of State Standards for Nonprimary Airports
150/5200-28F	Notices to Airmen (NOTAMS) for Airport Operators
150/5200-30D	Airport Field Condition Assessments and Winter Operations Safety
150/5200-31C Changes 1-2	Airport Emergency Plan
150/5210-5D	Painting, Marking, and Lighting of Vehicles Used on an Airport
150/5210-7D	Aircraft Rescue and Fire Fighting Communications
150/5210-13C	Airport Water Rescue Plans and Equipment
150/5210-14B	Aircraft Rescue Fire Fighting Equipment, Tools and Clothing
150/5210-15A	Aircraft Rescue and Firefighting Station Building Design

NUMBER	TITLE
150/5210-18A	Systems for Interactive Training of Airport Personnel
150/5210-19A	Driver's Enhanced Vision System (DEVIS)
150/5220-10E	Guide Specification for Aircraft Rescue and Fire Fighting (ARFF) Vehicles
150/5220-16D	Automated Weather Observing Systems (AWOS) for Non-Federal Applications
150/5220-17B	Aircraft Rescue and Fire Fighting (ARFF) Training Facilities
150/5220-18A	Buildings for Storage and Maintenance of Airport Snow and Ice Control Equipment and Materials
150/5220-20A	Airport Snow and Ice Control Equipment
150/5220-21C	Aircraft Boarding Equipment
150/5220-22B	Engineered Materials Arresting Systems (EMAS) for Aircraft Overruns
150/5220-23	Frangible Connections
150/5220-24	Foreign Object Debris Detection Equipment
150/5220-25	Airport Avian Radar Systems
150/5220-26 Changes 1-2	Airport Ground Vehicle Automatic Dependent Surveillance - Broadcast (ADS-B) Out Squitter Equipment
150/5300-7B	FAA Policy on Facility Relocations Occasioned by Airport Improvements of Changes
150/5300-13A Change 1	Airport Design
150/5300-14C	Design of Aircraft Deicing Facilities
150/5300-16A	General Guidance and Specifications for Aeronautical Surveys: Establishment of Geodetic Control and Submission to the National Geodetic Survey
150/5300-17C	Standards for Using Remote Sensing Technologies in Airport Surveys
150/5300-18B Change 1	General Guidance and Specifications for Submission of Aeronautical Surveys to NGS: Field Data Collection and Geographic Information System (GIS) Standards
150/5320-5D	Airport Drainage Design
150/5320-6F	Airport Pavement Design and Evaluation

NUMBER	TITLE
150/5320-12C Changes 1-8	Measurement, Construction, and Maintenance of Skid Resistant Airport Pavement Surfaces
150/5320-15A	Management of Airport Industrial Waste
150/5235-4B	Runway Length Requirements for Airport Design
150/5335-5C	Standardized Method of Reporting Airport Pavement Strength - PCN
150/5340-1L	Standards for Airport Markings
150/5340-5D	Segmented Circle Airport Marker System
150/5340-18F	Standards for Airport Sign Systems
150/5340-26C	Maintenance of Airport Visual Aid Facilities
150/5340-30H	Design and Installation Details for Airport Visual Aids
150/5345-3G	Specification for L-821, Panels for the Control of Airport Lighting
150/5345-5B	Circuit Selector Switch
150/5345-7F	Specification for L-824 Underground Electrical Cable for Airport Lighting Circuits
150/5345-10H	Specification for Constant Current Regulators and Regulator Monitors
150/5345-12F	Specification for Airport and Heliport Beacons
150/5345-13B	Specification for L-841 Auxiliary Relay Cabinet Assembly for Pilot Control of Airport Lighting Circuits
150/5345-26D	FAA Specification For L-823 Plug and Receptacle, Cable Connectors
150/5345-27E	Specification for Wind Cone Assemblies
150/5345-28G	Precision Approach Path Indicator (PAPI) Systems
150/5345-39D	Specification for L-853, Runway and Taxiway Retro reflective Markers
150/5345-42H	Specification for Airport Light Bases, Transformer Housings, Junction Boxes, and Accessories
150/5345-43H	Specification for Obstruction Lighting Equipment
150/5345-44K	Specification for Runway and Taxiway Signs
150/5345-45C	Low-Impact Resistant (LIR) Structures

NUMBER	TITLE
150/5345-46E	Specification for Runway and Taxiway Light Fixtures
150/5345-47C	Specification for Series to Series Isolation Transformers for Airport Lighting Systems
150/5345-49C	Specification L-854, Radio Control Equipment
150/5345-50B	Specification for Portable Runway and Taxiway Lights
150/5345-51B	Specification for Discharge-Type Flashing Light Equipment
150/5345-52A	Generic Visual Glideslope Indicators (GVGI)
150/5345-53D	Airport Lighting Equipment Certification Program
150/5345-54B	Specification for L-884, Power and Control Unit for Land and Hold Short Lighting Systems
150/5345-55A	Specification for L-893, Lighted Visual Aid to Indicate Temporary Runway Closure
150/5345-56B	Specification for L-890 Airport Lighting Control and Monitoring System (ALCMS)
150/5360-12F	Airport Signing and Graphics
150/5360-13 Change 1	Planning and Design Guidelines for Airport Terminal Facilities
150/5360-14	Access to Airports By Individuals With Disabilities
150/5370-2F	Operational Safety on Airports During Construction
150/5370-10G	Standards for Specifying Construction of Airports
150/5370-11B	Use of Nondestructive Testing in the Evaluation of Airport Pavements
150/5370-13A	Off-Peak Construction of Airport Pavements Using Hot-Mix Asphalt
150/5370-15B	Airside Applications for Artificial Turf
150/5370-16	Rapid Construction of Rigid (Portland Cement Concrete) Airfield Pavements
150/5370-17	Airside Use of Heated Pavement Systems
150/5390-2C	Heliport Design
150/5395-1A	Seaplane Bases

**THE FOLLOWING ADDITIONAL APPLY TO AIP PROJECTS ONLY**

Updated: 12/31/2015

<b>NUMBER</b>	<b>TITLE</b>
150/5100-14E Change 1	Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects
150/5100-17 Changes 1 - 6	Land Acquisition and Relocation Assistance for Airport Improvement Program Assisted Projects
150/5300-15A	Use of Value Engineering for Engineering Design of Airport Grant Projects
150/5320-17A	Airfield Pavement Surface Evaluation and Rating Manuals
150/5370-12B	Quality Management for Federally Funded Airport Construction Projects
150/5380-6C	Guidelines and Procedures for Maintenance of Airport Pavements
150/5380-7B	Airport Pavement Management Program
150/5380-9	Guidelines and Procedures for Measuring Airfield Pavement Roughness



# Single Audit Certification Form

The Single Audit Act of 1984 established audit requirements for non-Federal entities that receive Federal aid. On December 26, 2014, the implementing document, OMB Circular A-133 (Audits of States, Local Governments, and Non-Profit Organizations) was superseded by 2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards). If your current fiscal year began before December 26, 2014, then OMB Circular A-133 is still applicable. If your fiscal year begins on or after January 1, 2015, then 2 CFR Part 200 applies.

Under OMB A-133, State or local governments (City, County, Airport Authority, Airport Board) that expend \$500,000 or more a year (calendar or fiscal) in **total** Federal financial assistance must conduct an audit and submit it to the Federal Audit Clearinghouse. If the single audit is required under 2 CFR Part 200, then the total Federal financial assistance expenditure limit is \$750,000 or more. For more information on the Single Audit Act requirements please reference the following web site: <http://harvester.census.gov/sac/>

This notice is our request for a copy of your most recent audit, whether or not there are any significant findings. In accordance with your Airport Improvement Program (AIP) grant agreement, you must also provide that information to your local Airports District Office (ADO). Please fill out the information below by checking the appropriate line(s), sign, date, and return this form to the FAA local ADO identified at the bottom of the form.

### Airport Sponsor Information:

_____	_____
Sponsor Name	Fiscal/Calendar Year Ending
_____	_____
Airport Name	
_____	_____
Sponsor's Representative Name	Representative's Title
_____	_____
Telephone	Email

Please check the appropriate line(s):

- We are subject to the Single Audit requirements and are taking the following action:
  - The Single Audit for this fiscal/calendar year has been submitted to the FAA.
  - The Single Audit for this fiscal/calendar year is attached.
  - The Single Audit report will be submitted to the FAA as soon as this audit is available.
  
- We are exempt from the Single Audit requirements for the fiscal/calendar noted above.

### Sponsor Certification:

_____	_____
Signature	Date

Return to: FAA, Seattle Airports District Office  
1601 Lind Ave. SW, Ste. 250  
Renton, WA 98057-3356

## **SCOPE OF WORK**

**CITY OF ASHLAND  
ASHLAND MUNICIPAL AIRPORT – SUMNER PARKER FIELD (S03)  
AIRPORT MASTER PLAN  
FAA AIP Grant Number: 3-41-002-011-2017**

### **PROJECT INTENT**

The City of Ashland intends to develop a 2017-2037 Airport Master Plan to update the 2005 Airport Layout Plan Report for the Ashland Municipal Airport. The Master Plan will provide the City of Ashland with a plan to address the development needs at the airport for a 20-year planning horizon (2017-2037) and will develop a realistic program for implementation within known funding constraints. Century West Engineering (Consultant) has been retained by the City of Ashland (City) to accomplish the Master Plan. The Consultant will work in close liaison with the City of Ashland staff, a Planning Advisory Committee (PAC), local business and stakeholder groups, the Federal Aviation Administration (FAA), and the Oregon Department of Aviation (ODA) to ensure that the plan truly reflects the airport's development needs.

The following work program describes the effort required to successfully complete the Master Plan for Ashland Municipal Airport within the FAA framework. This project will provide the City of Ashland with a 2017-2037 Airport Master Plan and updated Airport Layout Plan (ALP) drawings. An updated Airport Capital Improvement Program (ACIP) will provide the City of Ashland with a method and proposed schedule for addressing future facility needs through use of FAA Airport Improvement Program (AIP) grants and other available funding sources.

The project will address and/or update the basic tasks and work elements as outlined in FAA Advisory Circulars [150/5070-6B, Airport Master Plans](#) and [150/5300-13A Airport Design](#) (Change 1). The most current FAA Northwest Region Airport Layout Plan Checklist will be prepared and submitted with the draft airport layout plan drawing set.

The master plan update includes the following major work elements:

Executive Summary

- Element 1 - Study Initiation and Management;
- Element 2 – AGIS Survey
- Element 3 - Airport Data Collection and Facilities Inventories;
- Element 4 - Aeronautical Activity Forecasts and Demand Capacity Analyses;
- Element 5 - Facility Requirements;
- Element 6 - Alternatives Analysis;
- Element 7 - Airport Layout and Terminal Areas Plans;
- Element 8 - Prioritized Capital Improvement Program and Cost Estimates;
- Element 9 - Airport Financial Plan;
- Element 10 - Compatible Land Use Planning in the Vicinity of Airports;
- Element 11 - Recycling and Solid Waste Management Plan; and
- Element 12 - Agency Coordination;
- Element 13 - Public Participation and Information Process;
- Element 14 - Reports and Documentation

Completion of the work elements described in the project should result in:

1. A schedule of airport improvements correlated with an identified specific volume of activity or other defined measures of facility requirements, which would trigger action to accomplish the needed improvements;
2. A realistic and workable CIP that identifies items necessary to maintain/improve airport facilities;
3. Current ALP drawings that graphically depict existing conditions at the airport as well as proposed capital improvements; and
4. Corresponding narrative report.

## **ELEMENT 1 - STUDY INITIATION AND MANAGEMENT**

### **Task 1.1 - Refine Scope of Work, Budget and Schedule**

Century West will develop a detailed scope of work, budget, and schedule, including approach and level of effort, to be made a part of the project contract fee negotiations. A detailed task-by-task itemization of the project budget and schedule will be provided. Century West will also develop a subconsultant team for applicable work for the review and approval of the City of Ashland.

*Product: The final scope of work, which will also be used for an independent fee estimate for the project for use in contract negotiations. A breakdown of project costs for each work element will be provided.*

### **Task 1.2 - Coordination and Control/Project Administration**

The City of Ashland will manage, through its consultant, the administrative grant and fiscal aspects of the project. Additional responsibilities include consultant/airport coordination, facilitation of meetings, timely product review and supply of existing plans, report and electronic files relating to the airport layout, land use, property ownership, approaches, pavement and facility conditions, and previous planning studies and current development desires. Consultant will setup a SharePoint or other file sharing site for all project deliverables and internal document transfer for the duration of the project. Project files for public or PAC consumption will be hosted on the City of Ashland airport webpage.

It is anticipated that the Consultant team leaders and the City’s key staff will function as a work group that will facilitate all elements of the project. The Consultant will establish a schedule of bi-weekly project meetings (estimated 26 teleconferences lasting 15 minutes to 1 hour) for the work group, with an open invitation to the FAA and ODA to participate on an as-needed basis. The purpose of the meetings is to provide regular updates on study progress and to provide an opportunity to discuss and address issues that arise during the project.

*Product: A program of public participation with stakeholders that should be involved during the Airport Master Plan study. An internal meeting schedule.*

### **ELEMENT 2 - AGIS Survey**

The Consultant will conduct an aeronautical obstruction survey at Ashland Municipal Airport. The project will be done in compliance with AGIS Advisory Circulars and will include an airport airspace analysis for vertically-guided operations for existing Runway 12/30. The Advisory Circulars identified below detail the data collection requirements and accuracies for the project and the verification process by the Federal Aviation Administration (FAA) and the National Geodetic Survey (NGS).

- AC 150/5300-16A “General Guidance and Specifications for Aeronautical Surveys: Establishment of Geodetic Control and Submission to the National Geodetic Survey.”
- AC 150/5300-17C “Standards for Using Remote Sensing Technologies in Airport Surveys.”
- AC 150/5300-18B (Change 1) “General Guidance and Specifications for Submission of Aeronautical Surveys to NGS: Field Data Collection and Geographic Information System (GIS) Standards”

### **Task 2.1 AGIS Survey –Elements and Process**

The purpose of this project is to accomplish FAA Airport Airspace Analysis Survey for all surfaces defined in FAA Advisory Circular 150/5300 - 18B: Section 2.7.1.1 Runways with vertical guidance.

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For this project, we will acquire new vertical stereo aerial photography at a nominal scale of 1"= 3,750' for obstruction surface areas and 1"= 972' for the airport property. The aerial photography will cover all of the VG Airspace Analysis surfaces using an Ultracam Falcon Digital Aerial Mapping System, or comparable, during leaf-on conditions.

From the 1"= 3,750' aerial photography, we will produce the following:

- Limited landmark feature planimetric mapping
- Color digital orthophotos with a 1.0' pixel resolution (VG)
- Identification and mapping of obstruction obstacles for all of the VG surfaces

From the 1"= 972' aerial photography, Consultant will produce the following:

- 100 scale mapping with 2' contours of the existing airport property
- Identification and mapping of obstruction obstacles for the VGRPS, VGPCS & VGPS surfaces

Consultant will be responsible for preparation and submittal of the Statement of Work (SOW), Survey, and Quality Control Plan, Imagery Acquisition Plan, And Imagery Acquisition Report, Final Project Report, and all associated data files as required for submission to the FAA AGIS online database.

#### QUALITY STANDARDS

The project has been designed to conform to the National Map Accuracy Standards for 1"=100' scale planimetric feature collection, two foot contours and six and twelve inch orthophoto production. In addition, photogrammetric mapping will meet all FAA and NGS standards.

#### PROJECT AREA

The project area encompasses all of Ashland Municipal Airport (S03) inclusive of the obstruction surfaces as defined in AC 150/5300-18B.

#### CONTROL SURVEYING

The aerial photography will be completed with ABGPS control which will be used for the base control for the geo-referencing of the aerial imagery. Consultant will process the ABGPS data using COR stations and reference it to the project control datums:

Horizontal: North American Datum of 1983/2011 (NAD 83(2011)), in the OR State Plane Coordinate System, South Zone in International survey feet.

Vertical: North American Vertical Datum of 1988 (NAVD 88)

Consultant will complete all of the remaining on-site ground control surveys, including:

- Geodetic control validation of the existing airport PACS and SACS stations or establish temporary airport control according to the guidelines established in AC 150/5300-16A
- Establishing all necessary ground control photo-identifiable control and FAA mandated check points required to validate the ABGPS and IMU control. Consultant will provide information on the specific locations of the required control and check points.
- Collection of all the airport runway end positions
- Collection of vertical profiles for all runways
- Collection of the position, elevation, and where required the appropriate navigational aid perpendicular point of all electronic and visual navigational aids (NAVAIDS) located on the airport and associated with any current instrument approach servicing the airport
- Full field-collected attribution of all airport features
- All other tasks, not specifically listed above, as outlined in FAA AC-18B, Table 2-1 “Survey Requirements Matrix for Airport Layout Plan.”

#### PHOTOGRAMMETRIC MAPPING

Consultant will collect the features normally shown on 1"=100' scale mapping within the mapping limits identified in the RFP (see exhibit).

Consultant will build a digital terrain model (DTM) by collecting masspoints and breaklines. These DTM elements will be used to construct a triangulated irregular network (TIN) surface from which 2' contours will be interpolated. Contours will be dashed in areas where the ground is obscured by trees, dense brush, deep shadows or other obstructing features. Dashed contours indicate a lower level of accuracy. Additional field surveys should be performed in areas of dashed contours prior to design. All contours will be continuous polylines. The final data will be delivered in ESRI Shapefile format (FAA) and AutoCAD format.

#### ORTHOPHOTO MAPPING

Consultant will use the control solution and scans of the aerial negatives to generate a Digital Elevation Model (DEM) for the VG surfaces. The aerial scans will be processed into color digital orthophotos using the aforementioned DEM to rectify the images. Orthophotos for the entire project area will be developed with a 1.0' pixel resolution and be delivered in a GeoTIFF file format.

## VGA OBSTRUCTION SURVEYS

The VGA Obstructions Surfaces will satisfy the following requirements of the AC 150/5300-18B:

- 2.7.1.2 Analysis of Runway 12/30 with Vertically Guided Operations  
(Surfaces include the VGRPS, VGPCS, VGAS, VGPS, VGATS, VGHS and VGCS)

The specific types and quantities of obstructions for each surface are outlined and clearly defined for the particular surface in each circular section. Any obstructions that meet the requirement of the circular, but are of a nature that elevations at the highest point of the obstruction are virtually impossible to read through photogrammetric methods (cell tower, electrical tower, etc.), will be identified and relayed to the surveyor to initiate field surveyed elevations for the obstruction.

The obstruction delivery will include the limited landmark planimetric feature collection. The final data will be delivered in ESRI Shapefile format.

*Product: Consultant will submit all data collected and associated required deliverable in the formats specified in the appropriate advisory circulars to the FAA Office of Airports, Airports Surveying-GIS Program. All data submissions to the FAA will be through the program's web site at <http://airports-gis.faa.gov>.*

*The AC 150/5300-17C project data deliveries that will not be submitted through the web site will be delivered on external hard drives or DVDs.*

*The 18B deliverables that will be uploaded to the AGIS website include:*

- *Statement of Work, Imagery Plan and Survey and Quality Control Plan*
- *Image Delivery*
- *Digital limited landmark detail outside the airport*
- *Color digital orthophotos with a 1.0' pixel resolution (GeoTIFF format)*
- *Obstruction survey data (that covers VG surfaces)*
- *Surveyed centerline profile on VG runways*
- *NAVAID data*
- *Photogrammetrically derived and surveyed attributes in defined format*
- *FGDC compliant metadata*
- *Final Report*

*All digital files will be delivered on external hard drive or CD/DVD.*

## **Task 2.2 AGIS Supplemental Information for Near In Obstruction Identification**

In addition to the deliverables required under 18B delivery, the Consultant will provide supplemental information to augment anticipated data collection needs for the upcoming obstruction removal project and other future work at the airport.

This includes:

- Part 77 obstruction data out 5,000 feet from runway endpoints (anything that penetrates or is within 5 feet of the surface).
- Planimetric data and two foot contours in Civil 3D (or other) format – see attached feature class spreadsheet
- Color digital orthophotos with a 1.0' pixel resolution in GeoTIFF (project area)
- 2 color enlargements (30"x40") covering the airport and surrounding area (mounted/laminated/framed)

*Product: Electronic ACAD files for obstruction data and contour map.*

## **ELEMENT 3 - AIRPORT DATA COLLECTION AND FACILITIES INVENTORIES**

Overview: Ashland Municipal Airport – Sumner Parker Field is owned by the City of Ashland, located in Jackson County. Ashland accommodates a unique mix of air traffic that includes small general aviation aircraft, turboprops, aerial applicators, occasional air cargo, helicopters, and medical evacuation aircraft. The airport has one paved and lighted runway (Runway 12/30) that is 3,603 feet by 75 feet. Runway 30 is displaced by 190 feet. According to the 2016 Ashland PCI report, the runway was crack sealed in 2014 and rehabilitated in 2011.

The data collection and inventory will document existing airfield facilities and conditions that affect the operation and development of the airport. The inventory will utilize the 2005 Airport Layout Plan Report and subsequent work product from the current airport engineering consultant, to support the data collection effort.

The Environmental and Cultural Resources technical memorandums identified in Task 3.10 will be used as a primary data source for the facility inventory and throughout the master plan project.

Documents including engineering drawings, binding site plan, or other information relating to the airport will be reviewed to document the airports existing facilities, utilities, structures, etc. The Consultant will conduct interviews with airport tenants and users to help document recent trends. An assessment

completed through field observations of existing structures on the airfield will be performed to estimate remaining useful life. Data from the recent airfield construction projects, the most recent airfield pavement maintenance plan, and other City of Ashland documents will also be reflected in the facility inventory.

The primary objective in the inventory is to provide a current “snap shot” of existing conditions to support subsequent analyses in the master plan update. In addition to documenting current conditions, the updated inventory will provide a benchmark of change that has occurred since the last master plan was completed. Examples of key indicators of change include:

- A. Based Aircraft (changes in fleet mix and size)
- B. Annual Operations
- C. Hangar Inventory (square footage or number of spaces)
- D. Airport Tenants (number of active leases)
- E. Significant Facility Improvements (e.g. equipment, pavement, buildings, utilities, etc.)
- F. Roadway and utility improvements
- G. Changes in Land Use and Land Use Planning (annexation, zoning, etc.)
- H. Aircraft Fuelling Activity

### **Task 3.1 - Evaluate Existing Documents**

The Consultant will evaluate all existing documents from previous planning studies and airport records, as provided by airport management, including data pertaining to based aircraft, historic aviation activity, construction programs, and FAA or ODA grants. A summary of current hangar occupancy will be prepared based on data provided by airport management and a survey (using Survey Monkey, an online survey creator) of private hangar owners will be conducted (contact information to be provided by the City of Ashland from lease/rental agreements).

The Consultant will collect, analyze and incorporate information from local, regional and state aeronautical or surface transportation studies, comprehensive planning documents, as related to the development of Ashland Municipal Airport. Historic and forecast socioeconomic data will be collected from secondary sources. The Consultant will also review existing and future land use within the airport environs and existing zoning patterns, including overlay zoning designations. In addition, noise sensitive uses/areas will be identified and any natural characteristics, which could impact development and planning on and off airport property, will be documented. Existing airport traffic patterns and noise abatement procedures will be summarized (if they exist).

Existing data and information, such as, but not necessarily limited to, documents, maps, studies and projects currently underway or in the planning stages (on and off airport property and in the vicinity) which may directly or indirectly influence this study effort will be identified, reviewed, and documented. Such information would, for example, include a review of any existing regional and state system plans, airport layout plans, pavement maintenance plans, surface transportation plans, utility plans, and engineering reports, among others.

*Product: A summary of existing documents and previous planning efforts for input to future work elements of this study. Summaries of based aircraft by type, Airport Reference Code (ARC) and weight, and of historical aviation activity since the previous master plan/needs assessment.*

### **Task 3.2- Airport Facilities Inventory**

The Consultant will utilize inventory data contained in the previous Airport Layout Plan Report in addition to other airport specific, regional, or state aviation system planning studies. Other data sources including the FAA Airport Record Form 5010, pavement management plan, construction drawings and other relevant documents, as provided by airport management. An on-site inspection of major components of the airport will also be performed. The examination will include a determination of the facility's use, type, size, condition, and adequacy, and extent it meets or exceeds FAA standards. The findings documented in the Inventory Chapter will be used to support analyses throughout the master plan. The facilities that will be inventoried and the data that will be provided include but are not limited to the following:

#### Airfield/Airspace

- A. Airfield Pavements - pavement thickness, pavement markings and visual aids, strength and construction history of runway, taxiway and apron pavements. The most recent ODA Pavement Management Plan for the airport will be utilized in addition to review of existing design drawings.
- B. On-airport Airfield Lighting, visual aids, and signage.
- C. Wind Data – if on-site wind data is not available, wind data may be taken from a nearby station, if the data is relevant to the airport.

#### Facilities (GA and/or terminal)

- D. On-airport buildings by type, use and condition (ownership and use data to be provided by the City of Ashland). Hangars, aprons, tiedowns, and based aircraft.

#### Support Facilities

- E. Aircraft fuel storage and dispersing equipment.
- F. Local emergency response facilities and capabilities.
- G. Major Airfield Maintenance Equipment including mowers, snow removal equipment, vehicles, etc. will be documented (data to be provided by the City of Ashland).

#### Access, circulation, parking

- H. Airport Access Roads and Auto Parking – the location and configuration of existing auto parking, internal airport access roads, and access easements will be examined. The location and configuration of controlled/uncontrolled vehicle access points (gates, etc.) to the airport will be documented. Common vehicular access routes within the airport’s landside areas (hangars, aprons, etc.) will be noted.
- I. Perimeter Fencing and Gates – the condition, type, height, and location of airport perimeter fencing and access to the airport operations area will be examined. The location and configuration of controlled/uncontrolled vehicle and pedestrian access gates will be documented.
- J. Documents related to airport property ownership and airport access will be assembled and summarized in the inventory to provide a clear understanding of issues that may affect current planning or ongoing airport development and operations. The City of Ashland will provide the consultant copies of documents for review and incorporation into the master plan report and specific drawings in the Airport Layout Plan (ALP) set, based on historic property acquisition, access agreements, and other related items.
- K. Airport Leases – The City of Ashland will provide copies of all current leases, including lease diagrams, binding site plan, or other drawings that depict the physical locations and configurations of all leased areas on the airport.
- L. Current zoning and land use designations for areas within airport property will be summarized and compared to updated designations developed in the previous plan update.

*Product: Tabulated airport facilities inventory for input to later work elements.*

#### **Task 3.3 - Inventory Existing Utilities and Site Conditions**

The Consultant will conduct an inventory and prepare base mapping of existing utilities, to include water, gas, sanitary sewer, storm water, electric, telephone, communications, and any other utilities within the

airport boundaries. Existing utility easements and any specified development setbacks located within airport property will be depicted and/or noted. Existing local utility provider drawings (electronic files when available) will be used to provide data for this task. Existing mapping of natural site conditions will be consolidated into a common base map for use in the project.

*Product: A written inventory, summarization, and mapping of all utilities within airport property; a consolidated airport site conditions map.*

### **Task 3.4 – Airports Inventory/Define Airport Service Area**

The Consultant will conduct an airport service area analysis for Ashland Municipal Airport by identifying competing public use airports within typical 30- and 60-minute surface travel times. The analysis will evaluate the roles, facilities, and services for competing airports. Specific factors including proximity to Ashland Municipal Airport, regional surface transportation constraints/opportunities, and population centers will be addressed. This information will be utilized to assess the influence that surrounding airports have with respect to competing services, facilities and equipment, navigational aids, and accessibility.

*Product: A detailed facilities inventory recording of the airports located within an approximate 30-mile radius of Ashland Municipal Airport. An updated airport service area map will be prepared.*

### **Task 3.5 - Airspace and NAVAIDS Inventory**

The Consultant will identify and describe existing airspace utilization factors for the area surrounding Ashland Municipal Airport. This assessment will also provide an inventory of local instrument approach and departure procedures, as well as a verbal and graphic depiction of regional airspace considerations.

*Product: A complete inventory and assessment (both narrative and graphics) of all procedures and airspace utilization for Ashland Municipal Airport and the surrounding area.*

### **Task 3.6 – Airport Activity Summary**

The Consultant will summarize existing airport activity for the purposes of providing base year data for subsequent forecasts. The summary will include a current based aircraft count and an estimate of current operations (takeoff and landings) based on available activity indicators. The City will provide the current “validated” based aircraft data from the FAA database (<https://www.basedaircraft.com>) prior to the Airport Master Plan data collection.

*Product: Activity data for subsequent analysis and work elements.*

### **Task 3.7- Financial Inventory**

The City of Ashland will provide airport operating revenue and expense information from the past three (3) years for Ashland Municipal Airport. Airport revenues may come from a combination of improved or unimproved leased land, fuel flowage fees, tiedown rentals, landing fees, commercial rents, or other. Airport expenses would include airport employee salaries and benefits, airport maintenance, utilities, debt services, or other. A current airport rates and fees schedule, airport minimum standards document and standard airport lease terms will also be provided, if available. The City will also provide historical aviation fuel records for the last 5 years (if available). Interviews with City staff will be conducted as part of the data collection.

The objective of this task is to gather documents which affect the financial management of airport maintenance, operations and capital development and to develop an understanding of the structure, constraints, requirements and opportunities for financing airport activities as related to the development of a Capital Improvement Program (Element 8) and the Airport Financial Plan (Element 9).

*Product: Compilation and summarization of financial information to be used in subsequent tasks relating to alternative evaluations as well as final plan recommendations.*

### **Task 3.8 - Socioeconomic Data**

The Consultant will utilize available data (secondary sources) related to local and regional population, employment, and other relevant socioeconomic conditions (historic data/trends and future projections). This data may include state and regional economic data, tourism activity and trends, and area military or other state or federal government activity, as appropriate. U.S. Census data, Portland State University (PSU) certified population estimates, and population projections contained in currently adopted Jackson County and City of Ashland comprehensive plans will be used to support aviation forecasting activities (see Element 4), unless determined to be outdated. Historical data and long-term forecasts maintained by the FAA (active pilots, general aviation fleet, fuel consumption, hours flown, etc.) will provide broad industry indicators to be used in preparing the master plan forecasts.

*Product: Socioeconomic information for subsequent analysis and work elements.*

### **Task 3.9 - Land Use Controls**

The Consultant will obtain land use documents, maps and regulations from Jackson County and City of Ashland to include existing comprehensive planning, zoning ordinances, subdivision regulations, easements, rights-of-way and other documents pertaining to land use management in the vicinity of the airport and on airport property.

The Consultant will evaluate and summarize the existing protections provided to Ashland Municipal Airport through existing Comprehensive Planning and zoning ordinances. The Consultant will review, where applicable, the consistency between current zoning and comprehensive plan land use designations to identify any areas in the vicinity of the airport that could experience future changes in zoning, consistent with comprehensive planning.

The Airport Land Use Plan drawing (see Element 10) will be updated and prepared to illustrate revisions to the existing and ultimate airport features, airfield configuration, existing aviation easements, airport influence area delineated by the airport traffic pattern including all RPZs. Potential impacts to land uses in the airport environs will be noted.

Following the summary of the existing planning standards, the Consultant will summarize and review supporting comprehensive plan policies and land use regulations (Jackson County and City of Ashland). The narrative will include descriptions of airport zoning, appropriate uses not currently defined in the existing code, or for zones that require modification or clarification of allowed uses. The Consultant will coordinate with local planning staff to identify needs and confirm the adequacy of the ultimate recommendations and zoning language.

*Product: File of land use information will be obtained from Jackson County and City of Ashland and maintained for use in later work elements. Assessment of existing land use protections for consistency with applicable zoning ordinances, with recommendations for any additional measures.*

### **Task 3.10 - Environmental and Cultural Conditions Inventory**

The Consultant will evaluate the status of known environmental and cultural during the initial stages of data collection (Element 2). This information will be incorporated into subsequent facility requirements, alternatives, and land use analyses. The impacts of storm drainage, water quality, potential wetland impacts, and cultural resources improvements will be addressed as part of the evaluation of existing conditions and any future expansion options.

### 3.10.1 - Part 1 – Existing Conditions (Environmental)

Consultant will gather and utilizing existing maps of the airport environs and environmental documents to document existing conditions. An on-site field verification of site conditions will be not be conducted,. A summary will be prepared that is intended to reference any known or potential environmental conditions or issues that could be affected by proposed airport development that have been identified in recent environmental efforts conducted on the airfield. Consultant will request information from the Oregon Biodiversity Information Center (ORBIC) and the US Fish and Wildlife Service (USFWS) of any rare, threatened, and endangered plant and animal species that have been documented within the vicinity of the Airport.

Information gathered will include information on:

- **Air Quality** – Consultant will briefly evaluate air quality considerations with respect to proposed master plan improvements. Air quality modeling or detailed analyses are outside of this scope of services.
- **Biotic Resources** – Consultant will provide an overview of habitat conditions.
- **Compatible Land Use** – Emigrant Creek and Neil Creek flow through and adjacent to Ashland Airport property. Both creeks are classified by the City of Ashland as “Locally Significant Streams”, and their riparian corridors are protected as Goal 5 resources under Ashland’s Municipal Code Chapter 18.3.11 – Water Resources Protection Zones. City code establishes Stream Bank Protection Zones that include these streams plus a riparian buffer extending 50 feet from the streams’ top-of-bank. The location of the existing airport perimeter fence is not consistent with the City water resources protection requirements (fence is within 50-foot riparian setback), and fences can interfere with the stream and riparian functions and processes those code requirements are intended to protect (e.g., hydrologic functions, wildlife habitat/movement, etc.). The Ashland Land Use Ordinance (18.1.11.050.B.3) does allow for certain types of fences to be installed in the upland half of the riparian buffer furthest away from the stream, as long as they conform to the requirements of subsection 18.3.11.080.K. Subconsultant will discuss via teleconference with the City and the Consultant the existing perimeter fence and develop justification for an alternate action, if warranted.
- **Federally-listed Endangered and Threatened (T&E) Species** – Consultant will summarize known or documented existing T&E species and designated critical habitat. Consultant will not perform species surveys as part of this scope of services.

- **Floodplains** – Consultant will review FEMA maps to determine if any of the study area is within the 100-year floodplain.
- **Section 4(f)** – Consultant will review the project area to identify the presence of any Section 4(f) properties in the vicinity. If there are none, this will be documented. A Section 4(f) evaluation to determine if the use of any 4(f) properties would be impacted is outside this scope of work.
- **Stormwater and Water Quality** – Consultant will review existing maps and documentation, coordinate with City staff, and perform a site reconnaissance to understand site drainage patterns and generally evaluate stormwater and water quality considerations for proposed master plan improvements. We will consider regulatory drivers affecting stormwater management requirements, including existing/anticipated NPDES permits, as well as current permit compliance actions and the status of receiving waters. We will summarize water quality issues and stormwater management considerations for proposed master plan improvements in the Environmental Screening Memo.
- **Wetlands and Waters of the US** – Consultant will review existing information to identify potential wetland resources in the project area including historic aerial photos, National Wetlands, Inventory, and Natural Resource Conservation Service Jackson County Soil Survey. A Wetland Delineation is outside this scope of services. The Consultant will gather this information and provide summary and applicable excerpts to be included in the Master Plan Report.
- **Cultural Resources Study** - Records search including the Oregon State Historic Preservation Office database and other recorded resources.

The preliminary development alternatives will be evaluated to identify potential environmental issues. A technical memorandum will be prepared that includes a compilation of existing environmental data or issues to be used in subsequent tasks relating to alternative evaluations as well as final plan recommendations.

*Product: Compilation of existing environmental issues to be used in subsequent tasks relating to alternative evaluations as well as final plan recommendations.*

### **Task 3.11 – Not Used**

### **Task 3.12 – Prepare Inventory Working Paper**

The Consultant will develop a detailed working paper summarizing the tasks outlined above. The draft working paper will provide information for subsequent decisions. This working paper will be submitted to ODA and FAA for review and comment approximately one week prior to scheduled meetings (see Element 14 for document distribution details). The draft Inventory working paper will be presented to the planning advisory committee at the first PAC meeting, if possible based on meeting and on site inventory schedules. Note: subsequent draft working papers will normally be distributed to advisory committee members at least one week prior to scheduled PAC meetings, except in cases where major presentations are anticipated (preliminary development alternatives, etc.) in conjunction with delivery of working papers. In these cases, delivery of the draft materials will occur at the PAC meeting to facilitate discussion at, and subsequent to the meeting.

*Product: A narrative and graphical summary of the inventory; the working paper will be revised as necessary based on review comments and will subsequently become a chapter of the Airport Master Plan report.*

## **ELEMENT 4 - AERONAUTICAL ACTIVITY FORECASTS AND DEMAND CAPACITY ANALYSES**

Per FAA guidelines, the airport master plan will include updated activity forecasts including based aircraft, annual aircraft operations, activity peaking, fleet mix, instrument approaches and operations, and distribution between local and itinerant operations. The current and future design aircraft will be identified through the forecast update.

### **Task 4.1 - Collect and Evaluate Existing Operational Data and Identify Critical Aircraft**

The Consultant will compile a summary of aviation activity and operational data for Ashland Municipal Airport to indicate historical growth and present a basis for statistical analysis of based aircraft, annual aircraft operations, and related factors.

A review of the airport's current based aircraft fleet will be performed by reviewing current leases, documenting aircraft during a site visit, reviewing aircraft registered in the county on the FAA database, and obtaining the basedaircraft.com list. The evaluation of airport service area (Task 3.4) will be incorporated into the forecast update to reflect the potential for increased market share.

The previous Airport Layout Plan Report forecasts will be compared to actual data in order to gauge the accuracy of individual projections and identify specific trends. The FAA Aerospace Forecasts (FY 2016-2036), the FAA Terminal Area Forecasts (TAF) and current Oregon Aviation Plan forecasts will be reviewed

for comparison with current and recent historic data and summarized in the forecast narrative. As noted earlier, the impacts of the recent economic recession will be addressed to ensure that any defined trends are considered in the proper context relative to recent events.

The City of Ashland will provide a current list of locally-based aircraft by number and type, which may be the basedaircraft.com list. Specific manufacturer and model data will be gathered for the largest type of based and/or itinerant aircraft that regularly use the Airport. The Consultant will utilize other data sources including airport records, on-site inventories, and an airport user survey to supplement airport management data, as appropriate. Ashland Municipal Airport does not have landing fees or actual air traffic counts (non-towered airport) to aid in the activity analysis.

The Consultant will determine the existing critical aircraft based on review of available data and previous airport planning documents. The existing critical aircraft (or family of aircraft) will be identified, if necessary by approach category, by wingspan, and/or by weight, for different airport components. By FAA standard, the critical aircraft/family of aircraft, must conduct at least 500 annual itinerant operations. In the event that more than one aircraft meets the FAA criteria for defining critical aircraft for runway length or pavement strength evaluation purposes, those aircraft will be identified. The existing critical aircraft will serve as the basis for developing updated forecasts and obtaining FAA approvals.

*Product: Summary of current/historical based aircraft data and operations for input to later tasks.*

#### **Task 4.2 - Prepare Aviation Activity Forecasts**

Forecasts of future aviation demand levels will be developed by the Consultant, using trend analysis, market share analysis or similar methodologies. Socioeconomic and airport activity data collected during the inventory will be analyzed for input into the forecasting analyses. Proposed development/activity that may affect the number of airport operations and the type of aircraft will be evaluated. The forecasts will reflect conditions that are deemed feasible. The evaluation of airport service area (Task 3.4) will be used as a specific input into the updated forecasts to ensure that regional market factors are considered.

The analysis of air traffic will determine any potential changes in Airport Reference Code (ARC) for the critical aircraft. If the forecasts indicate a change in ARC, the facility requirements analysis would evaluate conformance to both current and future ARC-defined design standards.

Based on a review of the updated master plan forecasts and TAF projections, the Consultant will recommend a “preferred forecast” for the master plan update. Forecasts will be submitted to the City and FAA for approval prior to proceeding with subsequent forecast-dependent work elements. The FAA

spreadsheets, “Comparison to TAF” and “Forecast Summary” will be included in the forecast chapter appendix. The forecast spreadsheets may be found at the FAA web site:

<http://apo.faa.gov/Contracts/AF1.DOC>, then click on “excel format.”

Forecasts of aviation activity projected for the airport will be prepared in 5-year intervals for a 20-year planning period and categorized into short-term (0-5 years), intermediate-term (6-10 years), and long-term (11-20 years) time periods:

- A. Number of based aircraft (single engine, multi-engine piston, single/multi-engine turboprop, business jets, helicopters, and other aircraft (light sport aircraft, gliders, ultralights). Forecast based aircraft fleet will be further organized by aircraft reference code (ARC) and operating weight.
- B. Number of annual aircraft operations including mix of general aviation itinerant and local operations; commercial operations; and military operations. The distribution of fixed wing and helicopter operations will be included for each forecast year.
- C. Activity Peaking (peak month, design hour, peak hour operations).
- D. Identification of the fleet mix for preferred aircraft operations forecast by ARC and weight.
- E. Identification of critical aircraft for each forecast year.

*Product: Preparation of general aviation fleet mix and operations forecasts in 5-year intervals for the 20-year planning period. The critical aircraft will be submitted for FAA review and comment prior to proceeding with subsequent related work elements. The FAA TAF spreadsheet will be included as an appendix to the master plan report.*

#### **Task 4.3 – Prepare 50-Year Aviation Activity Forecast**

The Consultant will develop a 50-year forecast of based aircraft and annual aircraft operations to supplement the 20-year master plan forecasts. The 50-year forecast will extrapolate the preferred 20-year forecasts, adjusted as needed to reflect long-term population forecasts and FAA long-term aerospace forecasts. The 50-year forecast will be used to approximate long-term aviation use land requirements for the airport.

#### **Task 4.4 - Develop Forecast Working Paper**

The Consultant will develop a detailed working paper describing the tasks outlined above. The draft working paper will provide information for subsequent decisions. This working paper will be submitted to the City, ODA, and FAA for review and comment approximately two weeks prior to scheduled meetings (See Element 14 for document distribution details). The draft working paper will be distributed to the planning advisory committee at least one week prior to a scheduled meeting. Approval of the forecast by the FAA, (or agreement to proceed without approval) will be required prior to commencement of the Facility Requirements and Alternatives Analysis.

*Product: A narrative and graphical summary of the forecasting analysis; the working paper will be revised as necessary based on review comments and will become a chapter of the 2017-2037 Airport Master Plan report. A PAC meeting will be conducted to present the findings of the forecast analysis to the PAC.*

#### **Task 4.5 - Forecast Approval**

The FAA Seattle Airports District Office (ADO) will review forecasts of aviation demand. Based on its review, the ADO will approve the forecasts as submitted, or provide comments and request revisions to be made by the Consultant (for subsequent review by the FAA Seattle ADO).

*Product: FAA comment/approval of forecasts.*

### **ELEMENT 5 - FACILITY REQUIREMENTS**

The facility requirements analysis will address the airport's ability to accommodate airside and landside facility needs based on the updated aviation activity forecasts and the selection of the current and future design aircraft (Element 4). The updated facility requirements analysis will quantify demand and provide a comparison with the 2005 Airport Layout Plan Report projections.

Existing and future airside and landside facilities will be analyzed to determine the type and magnitude of aviation improvements ultimately planned and programmed for the airport. The facilities requirements analysis focuses on the physical facilities and associated improvements needed to safely and efficiently accommodate projected aviation demand on those aviation facilities for the twenty year planning period (2017-2037).

### **Task 5.1 - Determine Aircraft Operational Requirements**

Based on updated aviation activity forecasts, the Consultant will assess the facility needs for types of aircraft expected to operate at Ashland Municipal Airport, with particular attention being given to the critical aircraft (or family of aircraft) as prescribed by Advisory Circular 150/5300-13A. The Consultant will analyze the operational requirements of these aircraft to assist in the determination of facility standards, including the airport design category. In the event that the existing and future ARC are different, the facility requirements analysis will address the needs of both design categories.

*Product: Evaluate/verify requirements of critical aircraft and ARC for input to later tasks.*

### **Task 5.2 – Airport Service Area Facility Analysis**

The existing 2005 Airport Layout Plan Report, state, and regional aviation planning documents will be reviewed to identify any existing or anticipated facility constraints and planned facility expansion for the public use airports located within the airport service area defined in Task 3.4. The purpose of this task is to identify conditions within the airport service area that have the potential of impacting activity at Ashland Municipal Airport.

*Product: Evaluate the airport service area and conditions that may affect the airport.*

### **Task 5.3 - Design Standards & FAR Part 77 Airspace Standards Review/Evaluation**

An evaluation of FAA airport design standards and FAR Part 77 airspace standards will be accomplished based on the criteria established by the current/future ARC and the approach type/category for each runway end. Any non-conforming existing items will be documented, with potential dispositions noted. Items requiring further analysis will be addressed in other facility requirements tasks and incorporated into the airport development alternatives evaluation.

*Product: Identification of any non-conforming facility configuration.*

### **Task 5.4 - Define Airside Facilities Requirements**

Based on updated forecasts of demand and established facility planning and capacity standards, the Consultant will convert the aeronautical demand forecast into gross airside facility needs including runway, taxiways, lighting, and approximate land area requirements.

As noted, the facility requirements associated with the existing and future ARC will be documented. Specific evaluations of runway length requirements will be conducted based on the appropriate critical aircraft or family of aircraft. In the event that there is a change in the future ARC for the airport, the conformance of existing airside facilities with future standards will be evaluated.

A table listing all deviations from current FAA design standards pertaining to the recommended ARC will be provided in the report as well as on the ALP drawing, including proposed disposition of the deviations.

The Consultant will work with the City to determine the most appropriate facilities and the location of the facilities. Projected facility requirements will be prioritized based on the updated master plan forecasts. Improvements will be correlated with a specific volume of activity or change in the level of service that will require the recommended improvement.

Airside facility evaluations will include the following:

- A. Runway length, width, orientation, threshold configurations, confusing geometry, grade, safety areas, runway protection zones, and other setbacks consistent with current/future Runway Design Code (RDC);
- B. Property Acquisition – any property acquisition anticipated (based on preliminary assessment of facility needs) will be identified for subsequent alternatives evaluations, if required;
- C. Taxiway – dimensions, runway separation, airfield access requirements, runway exit taxiways (number, locations, and configuration), confusing geometry, protected areas, and aircraft holding areas, compass rose, consistent with the appropriate Taxiway Design Group (TDG);
- D. Airfield Pavement – pavement condition as documented in current airport pavement management plan (completed by the state) and through on-site observation, evaluate published pavement strength in relation to current and future critical aircraft;
- E. Evaluation of FAR Part 77 imaginary surface clearance/penetrations (primary, transitional, approach, horizontal, conical), using AGIS data;
- F. Helicopter landing area requirements;
- G. Airfield Lighting (runway, taxiway, rotating beacon); and

H. Instrument Approach and Weather Observation requirements.

The methodology contained in FAA Advisory Circular 150/5325-4B, Runway Length Requirements for Airport Design will be used to determine runway length and dimensional criteria, with the results being incorporated into the master plan.

*Product: Documentation and evaluation of airside facility requirements for input to later tasks.*

**Task 5.5 - Define General Aviation (GA) Landside Facilities Requirements**

Based on updated forecasts of demand and established facility planning standards, the Consultant will convert forecast demand into specific landside facility requirements. Both existing and future landside facilities will be analyzed to determine the type and gross quantities of aviation improvements to be planned and programmed for the Airport. This analysis will provide the basis for the evaluation of airport development alternatives in Element 6. The facilities requirements analysis focuses on the actual physical facilities and associated improvements needed to safely and efficiently accommodate the projected aviation demand on these aviation facilities for 20 years. Projected facility requirements will be prioritized based on the updated master plan forecasts. Gross facility needs will be correlated with a specific volume of activity or change in the level of service that will require the recommended improvement.

In the event that there is a change in the future ARC for the airport, the conformance of existing landside facilities with future standards will be evaluated.

Landside facility evaluations will include existing items documented in the inventory chapter and any additional items that are identified through the master planning evaluation:

- A. Aircraft parking needs – light aircraft tiedowns, business class aircraft parking, helicopter parking areas for itinerant and locally based aircraft;
- B. Aircraft hangar needs – T-hangars, conventional hangars, executive hangars;
- C. Corporate and aviation-related industrial hangars;
- D. FBO facilities (hangar, terminal, corporate aviation services, fuel storage, fuel truck parking, etc.);
- E. Aerial Applicator (loading and operating areas);
- F. Storm drainage requirements;
- G. Bulk fuel storage facilities (location, capacity, security);

- H. Aircraft wash facilities;
- I. Automobile parking for tenants and visitors;
- J. Local/regional roadway network connection points and identify potential upgrades (signals, turn lanes, etc.);
- K. Internal airport access roads and emergency access routes;
- L. Perimeter fencing and access controls (fencing type and configuration; location of access points, emergency access, etc.);
- M. Airport security overview (facilities and procedures);
- N. Airport maintenance equipment and materials storage;
- O. Utility needs to service existing/new landside facilities, fire protection;
- P. Non-Aeronautical and Non-Aviation land inventory and forecast land needs; and
- Q. Aeronautical land use requirements.

*Product: Documentation and evaluation of landside facility requirements for input to later tasks.*

#### **Task 5.6 - Develop Facility Requirements Working Paper**

The Consultant will develop a detailed working paper describing the tasks outlined above. The draft working paper will provide information for subsequent decisions. This working paper will be submitted to the City, ODA, and the FAA for review and comment approximately two weeks prior to scheduled meetings (See Element 14 for document distribution details). The draft working paper will be distributed to the planning advisory committee at least one week prior to a scheduled meeting.

*Product: A narrative and graphical summary of the facility requirements analysis; the working paper will be revised as necessary based on review comments and will become a chapter of the Airport Master Plan report.*

#### **ELEMENT 6 - ALTERNATIVES ANALYSIS**

This element of the study will consist of four components:

- A. Goals Definition;
- B. Identification of Alternatives;
- C. Evaluation of Alternatives; and
- D. Recommendations.

Based on established goals and desires of the appropriate entities and an evaluation of potential alternatives for airport development, a specific plan and program for airport development will be prepared representing recommendations including 1: Fiscally and operationally efficient and 2: Environmentally and socially sustainable, implementable and defensible.

The purpose of this element is to evaluate the effects of the alternatives and, thus provide the technical basis necessary for selecting a “preferred” development plan for the airport. The alternatives will be subjected to a detailed evaluation that will permit a comparison of the merits and deficiencies of all options under consideration. An evaluation matrix will be prepared to compare the composite rankings of each alternative. Factors to be considered in the evaluation include:

**Ability to Serve Forecast Demand:** Each alternative will be evaluated to determine its ability to meet forecast demand levels within accepted performance standards such as aircraft delay and airport user convenience. These evaluations will be performed for each type of facility and will be aggregated to permit comparison. The results of this evaluation process will be quantified to the extent possible for use in the evaluation matrix.

**Airport Design Standards:** Each alternative will be evaluated toward FAA airport design standards. Potential approach obstructions and required mitigation, if any, will be identified. Potential impacts on existing airport or tenant facilities will be addressed.

**Airspace Compatibility:** Using the airspace requirements developed earlier and the forecasts of aviation activity, a determination will be made of the future airspace use pattern for the airport. The results of this evaluation will be quantified and arranged in the matrix format by alternative as they relate to state requirements for the provision of general aviation airport protection.

**Land Use and Environmental Compatibility:** The proposed development will be evaluated to determine its impact area on land use and on the environment. The analysis will be conducted in accordance with impact categories outlined in FAA Order 1050.1E, including Change 1, Policies and Procedures for Considering Environmental Impacts, and FAA Order 5050.4B, FAA Environmental Handbook and pertinent Oregon State guidance.

**Development Costs:** Preliminary (planning level) estimates of any proposed development and operational costs for each alternative will be prepared. These capital and operational cost estimates will provide an indication of the cost of developing the airport and also will provide a basis for comparing cost-effectiveness among the various airport alternatives. The cost of

maintaining the airport and developing or relocating any required off-site roadways under various alternative scenarios will also be estimated.

### **Task 6.1 - Goals Development**

Based on inventory findings, demand considerations, forecasts of aviation activity and input from the City and Planning Advisory Committee (PAC), the Consultant will assemble a series of goals that describe the intent, direction and functional role of the airport. These goals will, after thorough review and approval by the City of Ashland, to serve as the basis for the preparation of the development plan for the airport and will help to ensure a commonality in terms of communication, direction and cohesiveness of future airport improvements.

*Product: Formulation of goals to serve as a guide for the preparation of the development plan and program.*

### **Task 6.2 - Prepare Preliminary Development Alternatives**

The Consultant will be responsible for identifying and evaluating feasible alternatives for the development of airport facilities, utilizing the findings and determinations from previous tasks.

Anticipated areas of emphasis include:

- **Runway 12/30**
- **Runway 30 Displaced Threshold**
- **Taxiway Access**
- **Landside Development Areas**

A maximum of one (1) airside development option and three (3) landside development options, in addition to a no-action option will be evaluated. The airport development alternatives will be prepared using an aerial photo base and AGIS data, combined with the electronic file for the Airport Layout Plan that depicts existing conditions. Airside development options will be limited to review clear approaches and threshold locations. The City has stated that a runway extension will not be pursued at the airport.

With exception of the no-action option, each of the preliminary alternatives will be capable of accommodating the gross facility requirements quantified in the Element 5. Options for acquiring property may be integrated into the alternatives, if required. The no action option (no-development alternative) offers a baseline to which other alternatives may be compared. The no-action option typically maintains existing capabilities but does not involve new development required to respond to demand.

The limitations of a no-development alternative will be described. A modified no-action alternative would be to maintain current design capabilities and forego upgrading the airfield to another design category (if necessary).

The preliminary alternatives will be presented graphically and in narrative (working paper) form, including large-scale drawings (and online) for presentation to the City, PAC, ODA, FAA, and the public for review and consideration.

The development alternatives phase of the master plan will involve a multi-step public review process that will begin with preliminary alternative concepts capable of accommodating the facility requirements identified in Element 5. The preliminary alternatives concepts will be presented for public review and comment as noted above. The public input provided will be used to refine the concepts that will be presented during a second round of public review and comment. Based on technical evaluations, public input and coordination with local officials, the process will lead to the selection of a preferred alternative by the City that will be presented for additional public review and comment. All alternatives considered in this process must be consistent with all applicable FAA technical standards and regulations.

*Product: Preliminary airside and landside development alternatives for the future development of the airport.*

### **Task 6.3 - Environmental Review of Alternatives**

The Consultant will review and identify potential key environmental impacts from the inventory table, per section 3.10 while evaluating the various airport development alternatives, with the goal of avoiding or minimizing impacts on sensitive resources. This screening mechanism can be used by the City in selecting a preferred alternative that can be supported by the FAA during the subsequent NEPA study process.

*Product: Documentation of the environmental impacts for the various preliminary airport development alternatives to assist the City with the selection of a preferred development alternative and provide sufficient background data to be used in the scoping/preparation of a post-planning environmental assessment documents.*

### **Task 6.4 - Prepare Development Alternatives Working Paper**

The Consultant will develop a detailed working paper describing the tasks outlined above. This working paper will be submitted to the City, FAA, and ODA for review and comment approximately two weeks

prior to scheduled meetings. The draft working paper will be distributed to the planning advisory committee at least one week prior to a scheduled meeting.

*Product: A narrative and graphical summary of the alternatives analysis; the working paper will be revised/amended as necessary based on review comments and will become a chapter of the Airport Master Plan report.*

#### **Task 6.5 - Select Preferred Development Alternative**

Based on review and comment of the preliminary development alternatives, the City of Ashland will select a preferred development alternative for the Consultant to proceed with preparation of an airport capital improvement program and airport layout plan drawing set. The preferred alternative may include elements from one or more of the preliminary development alternatives, or may include refinements that were created during the evaluation of the preliminary alternatives. Comments provided by the master plan PAC, FAA, City, ODA, airport users and tenants, and the general public will be documented and summarized in memo form by the Consultant. A preferred alternative will be recommended with a description of the basis for the preference of the alternative over the others. The recommendations will be presented to the City for final review and approval of the preferred alternative. As noted earlier, the preferred alternative must be consistent with all applicable FAA technical standards and regulations.

*Product: The City's selected preferred development alternative to be reflected in graphic depiction and narrative description. A preferred alternative figure and an addendum to the alternatives working paper.*

#### **Task 6.6 - Not Used**

### **ELEMENT 7 - AIRPORT LAYOUT AND TERMINAL AREAS PLANS**

The previous Airport Layout Plan drawing set will be replaced (redrawn), to reflect current conditions, updated master plan development recommendations, and all applicable FAA requirements. The major projects proposed in the Capital Improvement Program (CIP) will be shown on the ALP in schematic form. All drawings will be created in AutoCAD Version 2014 and formatted with color imaging and use of color aerial photography and AGIS data, developed according to FAA SOP 2.00 and 3.00.

#### ALP Drawing Set Submittals

1. Preliminary Draft ALP Drawing Set (1 copy to the City, and 1 copy to FAA Seattle ADO for informal coordination with FAA ALP Checklist).

2. Draft ALP Drawing Set (3 printed copies to City; 6 printed copies and 1 electronic copy to FAA Seattle ADO; 1 copy to ODA for formal coordination).
3. Final ALP Drawing Set (3 copies to City for signature; to be forwarded to FAA Seattle ADO for approval and signature; 1 electronic copy to FAA; 1 signed set returned to the City of Ashland; and 1 printed copy and 1 electronic copy to ODA).

See Element 14 for document distribution summary. The Consultant will be responsible for submitting a copy of the FAA ALP checklist with one (1) copy of the preliminary draft ALP submittal to the FAA. Following the preliminary draft ALP review, the Consultant will submit six (6) copies of the draft ALP to FAA for review and three (3) copies to the City for review. Following completion of FAA and local review, the Consultant will make all necessary revisions; comments provided by City of Ashland staff, the master plan PAC, and others will be addressed during the same revision period. Following revision, the Consultant will submit three (3) final drawing sets for City signature and final submittal to FAA for signature. The FAA typically returns one signed ALP set to the Sponsor and keeps two sets on file at the ADO.

#### **Task 7.1 - Airport Layout Plan**

An Airport Layout Plan (ALP) drawing shall be prepared in accordance with the findings, recommendations and approvals resulting from the study. The ALP shall be developed utilizing the data collected and exported into AutoCAD, Version 2014. Additionally, the ALP will be compatible with the file format currently used by the City.

The Airport Layout Plan will contain the information as required in FAA Advisory Circular 150/5300-13A, and the most current FAA SOP 2.00 and SOP 3.00. The Airport Layout Plan will contain sufficient data to obtain approvals from the FAA. The Airport Layout Plan will be depicted as a black and white line drawing with color, as needed, to help differentiate the line work and hatching.

*Product: Preparation of an Airport Layout Plan in AutoCAD format, compatible with the file format currently used by the City of Ashland.*

#### **Task 7.2 – On-Airport Individual Area Plans**

Individual Area Plans will be prepared to depict the existing and proposed facilities for various areas within airport property. The plans will generally be comprised of, but not limited to existing general aviation facilities located on the east side of the runway and any new general aviation areas (locations to be determined through master plan evaluation). Facilities that will be shown on the drawings include:

- A. Apron Configuration and Aircraft Parking Positions (based and itinerant aircraft, including helicopter parking positions);
- B. Aircraft Taxiways and Taxilanes;
- C. FBO and Aircraft Fueling Facilities;
- D. Access Roadways and public vehicle parking; and
- E. Security Fencing and Gates.

The information on this drawing shall be depicted at a scale consistent with FAA SOP 2.0.

*Product: Individual Area Plans projecting development consistent with the ALP drawing, but in greater detail.*

### **Task 7.3 - Airport Airspace Drawing (FAR Part 77)**

The FAR Part 77 drawing depicts the plan view of the ultimate FAR Part 77 imaginary surfaces for the airport. The existing and future full-length approach plan and profile views to each runway end. Any obstructions will be listed, the amount of penetration determined (using AGIS data) and their proposed disposition will be identified. Fifty-foot contour intervals will be shown for all FAR Part 77 imaginary surfaces for full length of all approach surfaces. NOS Obstruction Chart and AGIS obstruction data will be incorporated into the drawing, as appropriate. USGS quadrangle maps or AGIS data will be utilized for the base layer on the Part 77 plan view.

*Product: A FAR Part 77 airspace plan drawing for the airport*

### **Task 7.4 - Runway Protection Zone (RPZ)/Inner Approach Plan and Profile Drawings**

Drawings will be prepared that show the plan view of the Runway Protection Zones (RPZ) and plan and profile views of the inner portion of the runway approach surface for each runway end. In addition, obstacle clearance surfaces (OCS) or TERPS instrument runway departure surfaces will be depicted, as applicable. Any obstructions within the RPZ or the other noted surfaces will be identified and a recommended disposition will be provided. Aerial photography and AGIS data may be used to develop these drawings. This drawing may be combined with other drawings.

*Product: A Runway Protection Zone/Approach Plan and Profile drawing that shows the RPZs for each runway end at the airport.*

### **Task 7.5 - Approach Plan and Profile for Each Runway End**

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Drawings will be prepared that show the existing and future full approach plan and profile for the approaches to each runway. In addition, obstacle clearance surfaces (OCS) or TERPS instrument runway departure surfaces will be depicted, as applicable. Any obstructions within the approaches will be identified and a recommended disposition will be provided. This drawing may be combined with other drawings. USGS maps and AGIS data will be utilized.

*Product: An Approach Plan and Profile drawing that shows the Part 77 approaches for each runway end. The ultimate Part 77 approach plan and profile will be prepared for the most critical airfield configuration (existing or ultimate). TERPS instrument runway departure surfaces will also be depicted if applicable.*

#### **Task 7.6 – Threshold Siting Surface Drawing**

A Threshold Siting Surface Drawing will be prepared based on the findings and recommendations reflected in the preferred alternative. A plan showing the existing and ultimate threshold siting surface will be developed for each runway end. Plan and profile views of each area will be developed identifying all physical obstructions. Obstruction heights and locations will be noted based on AGIS data. Any obstruction requiring removal or relocation to meet FAA standards will be noted and an action plan identified. This drawing may be combined with other drawings, if appropriate.

*Product: A Threshold Siting Surface drawing depicting the surfaces for each runway end.*

#### **Task 7.7 – On-Airport Land Use Plan**

The Land Use Plan drawing will depict existing and recommended uses of all land within the ultimate airport property. Current zoning designations for the Airport will also be depicted. The Land Use Plan will be illustrated on a drawing (same sheet size and scale as the ALP) and described within the body of the Master Plan document. Findings resulting from this study effort will be incorporated into environs land use recommendations that will be provided to affected governmental jurisdictions in the vicinity of the Airport. The Consultant will work with the City during the development of the On-Airport Land Use Plan to ensure accurate depiction of local land use.

The airport layout plan and on-airport land use plan drawings are intended to provide a clear path for effective and efficient facility development based on anticipated demand, while providing airport management adequate flexibility to refine facility configurations as needed to respond to changing market conditions.

*Product: An On-Airport Land Use Plan for all land within the ultimate airport property.*

### **Task 7.8 – Off-Airport Land Use Plan**

The Off-Airport Land Use Plan drawing will depict existing and recommended uses of all land in the vicinity of the airport, generally identified as that area surrounding the airport, generally within ½-mile of the facility. Land uses will be depicted by comprehensive plan land use categories, including such as agriculture, residential, industrial, commercial, open space, aviation-related, public, etc. Current zoning designations will also be depicted.

Off-airport land use will be illustrated on a drawing (same sheet size as the ALP) and described within the body of the Master Plan document. Any findings found in this study effort will be incorporated into the environs land use recommendations, which will be provided to any affected governmental near the Airport. The Consultant will work with the Jackson County and City of Ashland planning departments during the development of the Off-Airport Land Use Plan drawing to ensure that recommendations needed to implement any changes in land use designations or zoning have been shared with local planning agencies. It is noted that master plan addresses a 20-year planning horizon that does not typically require immediate implementation for all action items.

*Product: An Off-Airport Land Use Plan for lands in the vicinity of the airport.*

### **Task 7.9 – Exhibit “A” Airport Property Map**

An Exhibit “A” drawing will be prepared depicting property ownership, aviation and surface easements. The current airport boundary along with detailed parcel information (grantor, grantee, type of interest, acreage, book & page, date of recording, and appropriate FAA project application numbers if applicable is to be provided to the Consultant by the City or secondary sources. The Exhibit “A” will be prepared in accordance with FAA SOP 3.0.

*Product: Exhibit “A” Property Map*

## **ELEMENT 8 - PRIORITIZED CAPITAL IMPROVEMENT PROGRAM, COST ESTIMATES, AND IMPLEMENTATION PLAN**

The master plan’s 20-year CIP will summarize all development and major maintenance projects anticipated during the current planning period. The Consultant will work closely with the City of Ashland to identify key development priorities to be reflected in the updated CIP. The cost of each project will be

listed with the amount of anticipated FAA and ODA funding defined based on current funding eligibility. The CIP will provide an annual breakdown of projects for the short-term period (years 1-5); then overall groupings of projects provided for the intermediate (years 6-10) and long-term (years 11-20) periods.

### **Task 8.1 - Capital Improvement Program**

The Consultant will prepare a 20-year airport Capital Improvement Program (CIP), which includes recommended phases of development, environmental reviews, estimates of cost for each improvement, possible funding sources, including an evaluation of the airports predicted available FAA grant funding based on current funding legislation. The CIP will also estimate local expenses associated with project implementation that are not typically eligible for FAA funding.

The short-term period of the CIP (years 1-5) will be organized with prioritized annual project listings; projects included in the intermediate- and long-term periods will be prioritized within the overall timeframe. A phasing diagram will identify each development and major pavement maintenance project programmed in the 20-year planning period. The short-term (1-5 years) CIP will be integrated into the State CIP (SCIP).

*Product: A 20-year CIP (in spreadsheet form and project phasing diagram, with associated text.)*

### **Task 8.2 - Capital Improvement Program Working Paper**

The Consultant will develop a detailed working paper describing the tasks outlined above. This working paper will be submitted to the City, FAA, and ODA for review and comment approximately two weeks prior to scheduled meetings (See Element 14 for document distribution details). The draft working paper will be distributed to the planning advisory committee at least one week prior to a scheduled meeting.

*Product: A narrative and tabular summary of the financial analysis. The working paper will be revised/amended as necessary based on review comments and will become a chapter of the 2017-2037 Airport Master Plan report.*

## **ELEMENT 9 - AIRPORT FINANCIAL PLAN**

In concert with the 20-year CIP, an airport financial plan will be prepared that analyzes airport revenues and maintenance & operation expenditures for use in updating short- and long-term operating strategies. Evaluating the market potential for airport land and the remaining useful life for City-owned structures and any other structures of interest, pavement and other facilities are generally key elements in defining

strategies. The financial impact of deferred maintenance will be examined in detail with the goal of creating a realistic schedule for addressing these needs in terms of financial feasibility.

### **Task 9.1 – Financial/Implementation Plan**

Projections of the airport operating revenue and expenses will be prepared to coincide with the 20-year CIP. The financial plan will be developed from data acquired during the inventory (Task 3.7) and through interviews with City staff. Specific assumptions regarding potential changes in expenses or revenues will be coordinated between the City of Ashland and Consultant and will reflect the general timeframe for major revenue-generating projects or increased maintenance or operational costs. The projection is to identify the levels of airport-generated funding that may be available to support the capital improvement program during the current planning period.

The financial planning will support the implementation planning for the master plan CIP, developed in Element 8. The implementation plan will identify key steps moving forward, agency coordination, etc.

*Product: A 20-year airport revenue and expense projection.*

### **Task 9.2 - Financial Plan Working Paper**

The Consultant will develop a detailed working paper describing the tasks outlined above. This working paper will be submitted to the City, FAA, ODA, and PAC for review and comment approximately two weeks prior to scheduled meetings (See Element 14 for document distribution details).

*Product: A narrative and tabular summary of the financial analysis. The working paper will be revised/amended as necessary based on review comments and will become a chapter of the Airport Master Plan report.*

## **ELEMENT 10 - COMPATIBLE LAND USE PLANNING IN THE VICINITY OF AIRPORTS**

The Consultant will evaluate both on-airport and off-airport land uses in the vicinity of the airport to address the potential development of a broad range of land uses that are compatible with airport operations and support the region's economic development strategy. The goal of this effort is to identify what types, acreages, and locations of economic development land are appropriate and legally allowed to be identified for future development compatible with the aeronautical operations at the airport.

The Consultant will review zoning of developable land in the vicinity of the airport to assess the potential for zoning modifications to protect the future aeronautical uses at the airport, recommend that the city

maintains land uses compatible with airport operations, and identify areas where future economic development near the airport may be constructed.

The updated airport land use plan drawing will reflect existing land use and zoning on, and in the vicinity of the airport, per the requirements of FAA. The land use plan drawing will also depict the physical boundaries of any locally-adopted airport overlay zones. The Consultant will obtain all existing zoning and land use mapping from Jackson County and City of Ashland for use in updating the drawing(s).

*Product: The outcomes of the Airport Vicinity Land Use evaluation will be compiled into a draft chapter that includes an executive summary with recommendations for potential land use and zoning changes. It will also include a summary of items to be included in the Airport Master Plan report, as necessary.*

## **ELEMENT 11 - RECYCLING AND SOLID WASTE MANAGEMENT PLAN**

### **Task 11.1 – Recycling and Solid Waste Management Plan**

The FAA Modernization and Reform Act of 2012 (FMRA) extended the FAA Airport Improvement Program through 2015. Along with the reauthorization of the program, FMRA included a number of changes to the AIP program. One such change is the requirement of airport sponsors to develop a recycling and solid waste management plan. The specific guidance is included in Program Guidance Letter 12-08 (PGL 12-08) and is as follows:

*dd. Develop a plan for recycling and minimizing the generation of airport solid waste. The scope must be consistent with applicable State and local recycling laws and must include the following:*

- 1 A waste audit;*
- 2 The feasibility of solid waste recycling at the airport;*
- 3 Minimizing the generation of solid waste at the airport;*
- 4 Operation and maintenance requirements;*
- 5 The review of waste management contracts; and*
- 6 The potential for cost savings or the generation of revenue.*

#### **11.1.1 Waste Audit**

The Consultant will perform a waste audit of all current sources of waste material currently generated on the airport. The audit will summarize material source, amount, current disposal protocol, and applicable State and Federal requirements for disposal, if any. This will include waste material generated from standard annual operations at the airfield and a basic summary of construction waste material generated through airfield improvement projects.

The waste audit will catalog waste sources including hangar tenants, FBO and maintenance hangar wastes, annual event wastes, deplaned waste, routine airport infield maintenance waste (yard debris), and construction waste generated through projects identified on the 5-year CIP. The waste audit will summarize waste over the busiest summer month and also include estimates for any annual events. The “ownership” and responsibility for recycling or disposal of each waste source will be identified in the audit.

#### 11.1.2 Recycling Feasibility

The Consultant will review the waste material identified in the waste audit and evaluate recycling feasibility for each constituent. The consultant will provide a table with a list of waste materials with recommendations for recycling options for each, if applicable.

This task will include contacting local waste management and recycling vendors to understand the availability of recycling for each waste stream and a review of logistical requirements, local ordinances, state requirements, hauler and landfill requirements, and associated costs. The findings of this review will be summarized to identify current practices, opportunities, and barriers to recycling at the airport.

#### 11.1.3 Plan to Minimize Solid Waste Generation

The Consultant will work with the Airport Sponsor to develop a plan to minimize solid waste generation on the airport. The consultant will utilize the list of solid waste constituents generated in the waste audit and provide recommendations for waste reduction opportunities for each, as applicable. The plan will include the following elements:

- A. Waste reduction policy and goals statement;
- B. Waste tracking protocols, recycling effectiveness, and reporting;
- C. Summary of lease requirements, local ordinances, development specifications related to waste reductions, and purchasing policies;
- D. Summary of physical constraints and requirements for recycling best practices;

#### 11.1.4 Operational and Maintenance Requirements

The Consultant will review operational and maintenance activities that produce waste materials and evaluate opportunities to reduce, reuse, or recycle materials generated from these activities. A summary will be provided that includes each category of waste and who is responsible for the costs, maintenance of equipment, and overall implementation of the plan for each type of waste.

#### 11.1.5 Review Waste Management Contracts

The Consultant will review existing waste management contracts for the airport and airport users and tenants to identify cost saving and recycling opportunities for waste materials generated at the airport. This will include a review of current contracts including janitorial contracts, tenant leases, and standard contract specifications for all maintenance and development projects. It will also include a review of current contracts for waste management including the hauling contract, and landfilling contract to will identify opportunities for recycling through existing and other locally available providers.

#### 11.1.6 Potential for Cost Savings or Revenue Generation

The Consultant will review all elements related to the generation, reuse, recycling, and disposal of all waste materials generated on the airport and evaluate and provide recommendations for costs savings or revenue generation.

This section will include the following tasks:

- A. Plan for future development projects including hangar construction, tenant improvements, landside and airside facility development and rehabilitation projects.
- B. Opportunities for periodic review to identify if market dynamics have changed (i.e., glass recycling pick up becomes available for the airport area.);
- C. Recommendations for implementation including immediate actions, short term implementation, and ongoing actions triggered by events or projects. This will also include recommendations for modifications to project specifications and airport contracting procedures to require recycling, as appropriate, for future projects and agreements.
- D. Summary of cost savings or revenue generation at the airport through the implementation of the plan.

*Product: Preparation of an Airport Recycling and Solid Waste Management Plan working paper will be provided to the City, ODA, FAA, and PAC members. Deliverables are defined in Work Element 14.*

## **ELEMENT 12 - AGENCY COORDINATION**

Effective coordination with local and regional jurisdictions and state and federal agencies is a critical element in the success of any long-term planning process. Agency coordination will be initiated at the earliest stages of the project and maintained throughout to provide effective lines of communication.

### **Task 12.1 – Prepare List of Agency Stakeholders**

The Consultant will work closely with City staff at the outset of the project to create a comprehensive list of agency stakeholders with their respective areas of interest/responsibility identified. A list of non-agency stakeholders will also be created.

*Product: Agency stakeholder list to be utilized for project coordination and document distribution.*

### **Task 12.2 – Agency Coordination (FAA)**

The Consultant will meet with FAA staff via conference call at the Forecasts and Alternatives review stages of the project to ensure full coordination and timely review and comment on draft work products. A meeting at the ADO will be scheduled to go through and review the draft final Airport Layout Plan set.

## **ELEMENT 13 - PUBLIC PARTICIPATION AND INFORMATION PROCESS**

### **Task 13.1 – Identify Project Stakeholders**

Century West will assist the City of Ashland in identifying project stakeholders for the purpose of creating a project contact list. The contact list will be used to provide periodic updates on the study process, provide information about the availability of draft work products, and to announce upcoming project meetings or other related events. Project stakeholders may include individuals, businesses, organizations, or government entities that have an interest in the planning, development or operation of Ashland Municipal Airport.

#### 13.1.1 - Define Roles and Responsibilities

As the first step of the public involvement process, the Consultant will work with the City to develop a framework for the process that defines the roles and responsibilities for all PAC members. It is critical to manage expectations from the beginning by defining the level of input of all participants and identifying the key decision points and decision makers. The roles and responsibilities will be clearly defined on a one page handout that can be used at all meetings to establish the framework and control the process throughout the project.

### 13.1.2 - Planning Advisory Committee (PAC)

A Planning Advisory Committee (PAC) with approximately 8-10 members will be assembled to provide input and allow for public dissemination of data. The PAC will include members of the Ashland Municipal Airport - Airport Advisory Committee, which includes representation from several organized stakeholder groups. Additional “at large” members may be appointed to expand the master plan PAC beyond the established airport advisory committee, and may include airport tenants, pilots, local & regional economic development interests, neighbors of the airport, and staff/representatives of the City. In addition to the membership composition and number noted above, representatives from the FAA Seattle Airports District Office (ADO) and ODA will serve as ex officio members of the PAC.

Up to three (3) PAC meetings, which will be open to the public will be held during the course of the study and will be held on the same day or in conjunction with the public information meeting described below during plan and program development. The Consultant will be responsible for conducting the meetings, reviewing the scope of the project, presenting the findings and recommendations of the plan and program, preparing written meeting summaries, and responding to any technical and professional questions and concerns. The Consultant will prepare any supplemental handouts or presentation graphics needed for the meetings. PAC meetings will be held corresponding to the following project milestones; (1) kick off & inventory; (2) aviation activity forecasts & facility requirements; and (3) Preliminary development alternatives; and a final meeting to present the preferred alternative, draft CIP, and draft ALP prior to formal submittal for approval and adoption. PAC meetings will be attended by two Consultant staff members. Consultant will provide draft meeting materials in electronic format to Sponsor one to two weeks in advance of each meeting and will hold a two hour conference call to review and discuss materials in advance of each meeting. Draft final reports for the PAC will be provided electronically on CD.

### 13.1.3 - Public Informational Meetings

Up to two (2) public informational meetings will be scheduled during the project in conjunction with PAC meetings. The process of evaluating airport development alternatives will involve meetings to initially present preliminary concepts, followed by presentation of refined concepts, eventually leading to the City’s selection of a preliminary preferred alternative. Input provided from all sources, including neighbors, the public, PAC members, City staff, ODA, and FAA will be considered in the formulation of the preliminary preferred alternative. Coordination with the City will occur simultaneously during the alternatives evaluation stage of the project to ensure that all issues are fully considered. Additional refinement and public comment will also be encouraged after the preliminary preferred alternative is selected. The preliminary alternatives and draft chapters will be published on the project website available

for the public to review with contact information available for public comment or questions. This input is designed to refine the proposed development that will be reflected in the preferred alternative.

The public informational meetings will be organized as public workshops to inform the public in general and to provide a forum for neighbors and stakeholder groups to discuss the project and provide input. The meetings will be scheduled to coincide with PAC meetings (same day or consecutive day).

Public notification of upcoming meetings will be provided using a combination of local newspaper advertisements, emails using the project mailing list, and the City's project website. Public notice of upcoming meetings shall be made prescribed by the City of Ashland's public meeting notice requirements, and are subject to newspaper printing deadlines. Newspaper advertisements are the responsibility of the City.

#### 13.1.4 - Project Kickoff Workshop

The first PAC meeting will serve as the project kickoff meeting designed to provide information about the project and planning process and to obtain public input to identify key issues or concerns. The specific format and organizational elements for the meeting will be determined by the City's staff and the Consultant. However, for the first public meeting, we propose to hold a workshop that provides an informal setting to provide information to the public, collect input and answer questions. The meeting would be staffed by several members of the Consulting team and the City's staff, with other stakeholders invited to attend/participate and for the public to provide written comments.

A project mailing list will be created and maintained throughout the project for use in actively encouraging public participation. Invitations to public meetings, and PAC meeting summaries will be mailed or sent via email from the mailing list, in addition to public advertisement.

#### Public Participation Meetings Summary:

- A. Establish Planning Committee Advisory (PAC)
- B. Four (4) PAC meetings to be held during the course of the project. The PAC meetings will coincide with presentations at key project milestones (1) inventory; (2) aviation activity forecasts & facility requirements; (3) preliminary development alternatives; (4) preferred alternative, draft CIP, and ALP.
- C. Two (2) Public Information Meetings to be held during the course of the project, to be scheduled coinciding with PAC meetings.

#### Assumptions:

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The Consultant will be responsible for coordinating with the City for scheduling of the PAC and other public meetings, providing facilities for such meetings (this may include city or airport meeting space, or rented facilities), and providing all required notification (by email or mail) to PAC members and/or the public. The Consultant will provide the content for the announcements and notifications. The City will advertise the date and time of the meeting to allow public attendance as desired. Meetings will follow the City's policy for public meeting announcements. It is anticipated that meetings will be advertised locally and notice will be provided via the project mailing list and on the City's project website.

### **Task 13.2 – Public Information Program**

In addition to the opportunities for public participation available through public meetings and committees, the Consultant will prepare and implement a public information program to disseminate project information and collect input from the public that may not be able to participate in established meetings.

#### 13.2.1 - Project Stakeholder List

The Consultant will prepare and update regularly a project stakeholders list that includes all participants in the project including the City's staff, Consultant, FAA, ODA, PAC members, airport users, neighbors and neighborhood association representatives, and members of the general public that choose to participate in the process. A mailing list will be developed so that surveys, project updates, newsletters, meeting summaries and meeting invitations can be mailed or emailed to stakeholders during the project. The Consultant will prepare content for any mailings and the City will be responsible for making copies and mailing out materials including postage costs.

#### 13.2.2 - Public Meeting Notices/Press Releases

The Consultant will prepare content for up to four (4) public meeting notices and press releases of scheduled meetings to assist in the advertisement of meeting purpose and other pertinent details by the City's staff. The Consultant will coordinate with the City's staff to develop a schedule for advertisements once the overall project schedule is developed to ensure that adequate advance notice is provided to the public for project meetings. The City will assume all costs of advertising and press release announcements in the local media and will coordinate with the City's staff to post notices and press releases to the City of Ashland's website.

#### 13.2.3 - Website Content for the City of Ashland Website

The Consultant will provide project deliverables including draft chapters, meeting agendas, meeting notices, press releases, surveys, and meeting notes to the City in PDF format to be uploaded on the City's web page. The City of Ashland will determine what content is suitable for public consumption. The project

web page will provide an opportunity for the public to review project deliverables and progress throughout the project. It can also be used to solicit public comment through posted surveys for those unable to attend the public meetings.

#### 13.2.4 - Public Meeting Notes and Comment List

The Consultant will prepare notes for all meetings for the City to review. Once the meeting notes have been reviewed, edited, and approved, the Consultant will provide a PDF copy to post to the project web page. The consultant will also prepare a summary of comments received and the City's responses that can be posted on the website.

### **ELEMENT 14 - REPORTS AND DOCUMENTATION**

#### **Task 14.1 – “Preliminary” Draft ALP Set**

The ALP set will include the following sheets:

- Cover Sheet
- Airport Data Sheet
- Airport Layout Plan
- On-Airport Individual Area Plans (Terminal Area)
- Airport Airspace Plan (FAR Part 77)
- Runway 12/30 Approach Surface Plan and Profile
- Runway Protection Zone/Inner Approach Plan and Profile
- Airport Land Use Plan
- Exhibit “A” Airport Property Map

In order to address any concerns from the City, ODA, or the FAA prior to the public meeting for the ALP presentation, a draft ALP set will be prepared in accordance with FAA SOP 2.00 for the City, ODA, and FAA preliminary review and comment. Formal reviews will be conducted following the preliminary coordination.

*Product: Preparation of an Airport Layout Plan Set will be provided to the City.*

#### **Task 14.2 - Draft Airport Master Plan Report and Draft ALP Drawing Set**

To insure proper coordination of the planning effort and assure agreement between the Consultant, City, ODA, and FAA, a Draft Airport Master Plan Report and Draft ALP drawing set will be submitted for formal review. Electronic (PDF) copies of the draft deliverables will be provided to PAC members. The draft report will contain all preliminary working papers (revised based on comments provided on original drafts), ALP

drawings and the financial evaluation. Comments provided in the previous task will be reflected in the updated ALP drawing set submitted for formal review. The draft documents and plans will be submitted to the FAA for review and coordination with the appropriate FAA divisions (Air Traffic, etc.).

The consultant will prepare an Executive Summary with the draft airport master plan report that summarizes the major changes and improvements included in the Airport Layout Plan and developed through the planning process. The Executive Summary will be included as a separate section in the front of the document. A separate four page Executive Summary handout will also be prepared.

*Product: “Draft” Airport Layout Plan Set and “Draft” Airport Master Plan Report will be provided to the City, ODA, FAA, and PAC members.*

### **Task 14.3 - Final Report and ALP Drawing Set**

The Final Airport Master Plan Report and ALP drawings set will be prepared and distributed based on comments received from the FAA final coordination/review process and any subsequent comments received from City, ODA, PAC, or public. This will be the final publication of the report and plans set.

*Product: “Final” Airport Layout Plan Set and “Final” Airport Master Plan Report will be provided to the City.*

### **Task 14.4 – Summary of Products to FAA**

<u>Product:</u>	<u>Quantity</u>
Draft Working Papers (9 Chapters)	1- Electronic Copy (Word)
Draft Working Paper (9 Chapters)	1 – Hard Copy; 2 Electronic Copies (Word/PDF)
Draft Final Report (Revised Chapters) with Track Changes	1 – Hard Copy 2- Electronic Copies (Word/PDF)
Preliminary Draft ALP Print Sets with FAA Checklist	1 – Hard Copy; Electronic Copy (PDF)
Draft Final Report	1 Electronic Copy (PDF)
Final Draft ALP Prints	6 - (FAA internal airspace & other coordination) full size (bond) plots and PDF of sheets
Final ALP Drawing Set	3 - (City/FAA approval set); 1 – Electronic Copy (PDF)
Final Master Plan Report	1 – Hard Copy; Electronic Copy (PDF)

#### Task 14.5 – Summary of Products to the City of Ashland

<u>Product:</u>	<u>Quantity</u>
Draft Working Papers (9 Chapters) with Track Changes	9 (each) - Hard Copies; Project Notebook (includes PAC) 2 - Electronic Copies (Word/PDF)
Draft Final Report (Revised Chapters) with Track Changes	2(each) - Hard Copies; Project Notebook (includes PAC) 2 - Electronic Copies (Word/PDF)
Preliminary Draft ALP Print Sets with FAA Checklist	1 – Hard Copy; Electronic Copy (PDF)
Draft Final Master Plan Report	2 – Hard Copies for Sponsor Review
Draft Final Master Plan Report	9 - Electronic Copies (PDF on CD)
Draft Final ALP Prints (bond)	1 - (FAA internal airspace & other coordination)
Final ALP Drawing Set	3 - (City/FAA approval set); 1 – Electronic Copy (PDF)
Final Master Plan Report	2 - Hard Copies; 9 Electronic Copies (PDF on CD)

#### Task 14.6 – Summary of Products to ODA

<u>Product:</u>	<u>Quantity</u>
Draft Working Paper (9 Chapters)	1 – Hard Copy; 1 Electronic Copies (Word/PDF)
Draft Final Report (Revised Chapters) with Track Changes	1 – Hard Copy; Electronic Copy (PDF)
Preliminary Draft ALP Print Sets	1 – Hard Copy; Electronic Copy (PDF)
Draft Final Master Plan Report	1 – Hard Copy; Electronic Copy (PDF)
Final Draft ALP Prints & FAA Checklist	1 – Hard Copy; Electronic Copy (PDF)
Final ALP Drawing Set	1 – Hard Copy; Electronic Copy (PDF)
Final Master Plan Report	1 – Hard Copy; Electronic Copy (PDF)

#### Task 14.7 - Scope Assumptions/Clarifications

1. The Consultant will coordinate with the City and schedule all meetings with ODA, FAA, and the PAC for this planning effort.
2. The City of Ashland’s staff, ODA, FAA, and the PAC will provide the Consultant with a maximum of two rounds of comments for each project item. The Consultant shall receive review comments from all groups within three (3) weeks of the submittal or presentation. The consultant shall then address and resolve their comments prior to proceeding with the next scope of work element.

# FEE ESTIMATE

ASHLAND MUNICIPAL AIRPORT		CENTURY WEST ENGINEERING									Subconsultant
AIRPORT MASTER PLAN		Principal In Charge	Senior Project Manager	Senior Airport Planner	Airport Engineer	Assistant Planner	CADD Technician	Admin. Support	Hours	Total Labor	
Charge Rates		\$215.00	\$195.00	\$165.00	\$130.00	\$115.00	\$90.00	\$70.00			
Task	Task Description										
<b>Element 1</b>	<b>STUDY INITIATION AND MANAGEMENT</b>										
1.1	Refine Scope of Work, Budget and Schedule	2	2	4	0	0	0	4	12	\$1,760.00	
1.2	Coordination and Control/Project Administration	2	44	24	0	12	0	16	98	\$15,470.00	\$1,000.00
	<b>Task Budget:</b>	<b>4</b>	<b>46</b>	<b>28</b>	<b>0</b>	<b>12</b>	<b>0</b>	<b>20</b>	<b>110</b>	<b>\$17,230.00</b>	<b>\$1,000.00</b>
<b>Element 2</b>	<b>AGIS Survey</b>										
2.1	AGIS Survey - Elements and Process	2	8	8	20	0	32	4	74	\$9,070.00	\$54,225.00
2.2	AGIS Supplemental Info for Near in Obstruction Identification	0	8	8	20	0	48	4	88	\$10,080.00	
	<b>Task Budget:</b>	<b>2</b>	<b>16</b>	<b>16</b>	<b>40</b>	<b>0</b>	<b>80</b>	<b>8</b>	<b>162</b>	<b>\$19,150.00</b>	<b>\$54,225.00</b>
<b>Element 3</b>	<b>AIRPORT DATA COLLECTION AND FACILITIES INVENTORIES</b>										
3.1	Evaluate Existing Documents	0	1	4	0	4	0	4	13	\$1,595.00	\$500.00
3.2	Airport Facilities Inventory	0	1	16	0	0	16	0	33	\$4,275.00	
3.3	Inventory Existing Utilities and Site Conditions	0	1	4	0	4	8	0	17	\$2,035.00	\$4,000.00
3.4	Airports Inventory/Define Airport Service Area	0	1	4	0	2	4	0	11	\$1,445.00	
3.5	Airspace and NAVAIDS Inventory	0	1	2	0	2	0	0	5	\$755.00	
3.6	Airport Activity Summary	0	1	8	0	8	0	0	17	\$2,435.00	
3.7	Financial Inventory	0	1	2	0	2	0	0	5	\$755.00	
3.8	Socioeconomic Data	0	1	2	0	4	0	0	7	\$985.00	
3.9	Land Use Controls	0	1	2	0	4	0	0	7	\$985.00	
3.10	Environmental and Cultural Conditions Inventory	0	1	2	0	4	0	0	7	\$985.00	\$15,300.00
3.11	Not used	0	0	0	0	0	0	0	0	\$0.00	
3.12	Prepare Inventory Working Paper	1	2	12	0	24	4	4	47	\$5,985.00	
	<b>Task Budget:</b>	<b>1</b>	<b>12</b>	<b>58</b>	<b>0</b>	<b>58</b>	<b>32</b>	<b>8</b>	<b>169</b>	<b>\$22,235.00</b>	<b>\$19,800.00</b>
<b>Element 4</b>	<b>AERONAUTICAL ACTIVITY FORECASTS AND DEMAND CAPACITY ANALYSES</b>										
4.1	Collect & Evaluate Existing Operational Data & Identify Aircraft	0	1	2	0	8	0	0	11	\$1,445.00	
4.2	Prepare Aviation Activity Forecasts	0	1	24	0	16	0	0	41	\$5,995.00	
4.3	Prepare 50-Year Aviation Activity Forecasts	0	0	6	0	0	0	0	6	\$990.00	
4.4	Develop Forecast Working Paper	1	1	16	0	8	0	4	30	\$4,250.00	
4.5	Forecast Approval	0	0	2	0	0	0	0	2	\$330.00	
	<b>Task Budget:</b>	<b>1</b>	<b>3</b>	<b>50</b>	<b>0</b>	<b>32</b>	<b>0</b>	<b>4</b>	<b>90</b>	<b>\$13,010.00</b>	
<b>Element 5</b>	<b>FACILITY REQUIREMENTS</b>										
5.1	Determine Aircraft Operational Requirements	0	1	4	0	4	0	0	9	\$1,315.00	
5.2	Airport Service Area Facility Analysis	0	1	2	0	2	4	0	9	\$1,115.00	
5.3	Design Standards & FAR Part 77 Airspace Standards Review/Evaluation	2	2	12	0	12	72	4	104	\$10,940.00	
5.4	Define Airside Facilities Requirements	0	1	12	0	16	24	0	53	\$6,175.00	
5.5	Define Landside Facilities Requirements	0	1	8	0	16	24	0	49	\$5,515.00	
5.6	Develop Facility Requirements Working Paper	2	1	16	0	16	4	4	43	\$5,745.00	
	<b>Task Budget:</b>	<b>4</b>	<b>7</b>	<b>54</b>	<b>0</b>	<b>66</b>	<b>128</b>	<b>8</b>	<b>267</b>	<b>\$30,805.00</b>	
<b>Element 6</b>	<b>ALTERNATIVES ANALYSIS</b>										
6.1	Goals Development	0	1	4	0	0	0	0	5	\$855.00	
6.2	Prepare Preliminary Development Alternatives	0	2	24	0	32	60	0	118	\$13,430.00	
6.3	Environmental Review of Alternatives	0	1	2	0	8	0	0	11	\$1,445.00	
6.4	Prepare Development Alternatives Working Paper	2	1	12	0	16	8	2	41	\$5,305.00	\$2,000.00
6.5	Select Preferred Development Alternative	0	1	2	0	0	10	0	13	\$1,425.00	
6.6	Not Used	0	0	0	0	0	0	0	0	\$0.00	
	<b>Task Budget:</b>	<b>2</b>	<b>6</b>	<b>44</b>	<b>0</b>	<b>56</b>	<b>78</b>	<b>2</b>	<b>188</b>	<b>\$22,460.00</b>	<b>\$2,000.00</b>
<b>Element 7</b>	<b>AIRPORT LAYOUT AND TERMINAL AREAS PLANS</b>										
7.1	Airport Layout Plan	1	2	16	16	8	48	0	91	\$10,565.00	
7.2	On-Airport Individual Area Plans (shown on ALP)	0	2	12	0	12	16	0	42	\$5,190.00	
7.3	Airport Airspace Drawing (FAR Part 77)	0	1	12	0	12	20	0	45	\$5,355.00	
7.4	Runway Protection Zone/Inner Approach Plan & Profile Drawings	0	1	8	0	12	24	0	45	\$5,055.00	
7.5	Approach Plan and Profile For Each Runway End	0	1	8	0	12	20	0	41	\$4,695.00	
7.6	Threshold Siting Surface for Each R/W End (shown on sheet 7.5)	0	1	2	0	4	4	0	11	\$1,345.00	
7.7	On-Airport Land Use Plan	0	1	4	0	4	8	0	17	\$2,035.00	
7.8	Off-Airport Land Use Plan	0	1	4	0	4	16	0	25	\$2,755.00	
7.9	Exhibit "A" Airport Property Map	0	1	8	0	16	20	0	45	\$5,155.00	
	<b>Task Budget:</b>	<b>1</b>	<b>11</b>	<b>74</b>	<b>16</b>	<b>84</b>	<b>176</b>	<b>0</b>	<b>362</b>	<b>\$42,150.00</b>	
<b>Element 8</b>	<b>CAPITAL IMPROVEMENT PROGRAM AND COST ESTIMATES</b>										
8.1	Capital Improvement Program	0	1	8	16	12	8	0	45	\$5,695.00	\$7,000.00
8.2	Prepare Capital Improvement Program Working Paper	1	1	8	4	8	0	4	26	\$3,450.00	
	<b>Task Budget:</b>	<b>1</b>	<b>2</b>	<b>16</b>	<b>20</b>	<b>20</b>	<b>8</b>	<b>4</b>	<b>71</b>	<b>\$9,145.00</b>	<b>\$7,000.00</b>
<b>Element 9</b>	<b>AIRPORT FINANCIAL PLAN</b>										
9.1	Financial Plan	0	1	16	0	16	0	0	33	\$4,675.00	
9.2	Financial Plan Working Paper	1	1	4	0	4	0	4	14	\$1,810.00	
	<b>Task Budget:</b>	<b>1</b>	<b>2</b>	<b>20</b>	<b>0</b>	<b>20</b>	<b>0</b>	<b>4</b>	<b>47</b>	<b>\$6,485.00</b>	
<b>Element 10</b>	<b>COMPATIBLE LAND USE PLANNING IN THE VICINITY OF AIRPORTS</b>										
10.1	Evaluate land uses in the vicinity of the airport	0	1	4	0	4	4	0	13	\$1,675.00	
10.2	Develop Land Use Working Paper	1	1	16	0	24	16	2	60	\$7,390.00	

# FEE ESTIMATE

AIRPORT MASTER PLAN		Principal In Charge	Senior Project Manager	Senior Airport Planner	Airport Engineer	Assistant Planner	CADD Technician	Admin. Support																																																																																																																																							
Charge Rates		\$215.00	\$195.00	\$165.00	\$130.00	\$115.00	\$90.00	\$70.00	Hours	Total Labor																																																																																																																																					
<b>Task Budget:</b>		<b>1</b>	<b>2</b>	<b>20</b>	<b>0</b>	<b>28</b>	<b>20</b>	<b>2</b>	<b>73</b>	<b>\$9,065.00</b>																																																																																																																																					
<b>Element 11</b>	<b>RECYCLING AND SOLID WASTER MANAGEMENT PLAN</b>																																																																																																																																														
11.1	Recycling and Solid Waste Management Plan	0	2	4	0	8	4	1	19	\$2,400.00																																																																																																																																					
11.1.1	Waste Audit	0	0	2	0	4	0	1	7	\$860.00																																																																																																																																					
11.1.2	Recycling Feasibility	0	0	2	0	4	0	1	7	\$860.00																																																																																																																																					
11.1.3	Plan to Minimize Solid Waste Generation	0	0	2	0	4	0	1	7	\$860.00																																																																																																																																					
11.1.4	Operational and Maintenance Requirements	0	0	2	0	4	0	1	7	\$860.00																																																																																																																																					
11.1.5	Review Waste Management Contracts	0	0	2	0	4	0	1	7	\$860.00																																																																																																																																					
11.1.6	Potential for Cost Savings or Revenue Generation	0	0	2	0	4	0	1	7	\$860.00																																																																																																																																					
<b>Task Budget:</b>		<b>0</b>	<b>2</b>	<b>16</b>	<b>0</b>	<b>32</b>	<b>4</b>	<b>7</b>	<b>61</b>	<b>\$7,560.00</b>																																																																																																																																					
<b>Element 12</b>	<b>AGENCY COORDINATION</b>																																																																																																																																														
12.1	Agency Coordination/Prepare List of Agency Stakeholders	0	2	4	0	0	0	0	6	\$1,050.00																																																																																																																																					
12.2	Agency Coordination - FAA	0	12	12	0	0	2	2	28	\$4,640.00																																																																																																																																					
<b>Task Budget:</b>		<b>0</b>	<b>14</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>34</b>	<b>\$5,690.00</b>																																																																																																																																					
<b>Element 13</b>	<b>PUBLIC PARTICIPATION AND INFORMATION PROCESS</b>																																																																																																																																														
13.1	Identify Project Stakeholders	0	1	0	0	0	0	0	1	\$195.00																																																																																																																																					
13.1.1	Define Roles and Responsibilities	0	1	0	0	0	0	0	1	\$195.00																																																																																																																																					
13.1.2	Planning Advisory Committee (PAC) (3 meetings)	0	24	24	0	12	8	8	76	\$11,300.00																																																																																																																																					
13.1.3	Public Informational Meetings (2 meetings)	0	6	6	0	0	4	6	22	\$2,940.00																																																																																																																																					
13.1.4	Project Kickoff Workshop (1 meeting)	0	2	4	0	0	2	2	10	\$1,370.00																																																																																																																																					
13.1.5	Joint Planning Conference (1 meeting)	0	2	4	0	0	2	2	10	\$1,370.00																																																																																																																																					
13.2	Public Information Program	0	2	4	0	0	4	8	18	\$1,970.00																																																																																																																																					
13.2.1	Project Stakeholder List	0	1	0	0	0	0	0	1	\$195.00																																																																																																																																					
13.2.2	Public Meeting Notices/Press Releases	0	3	3	0	0	0	0	6	\$1,080.00																																																																																																																																					
13.2.3	Website Content for Project Website	0	2	2	0	0	0	4	8	\$1,000.00																																																																																																																																					
13.2.5	Public Meeting Notes and Comment List	0	8	0	0	0	0	8	16	\$2,120.00																																																																																																																																					
<b>Task Budget:</b>		<b>0</b>	<b>52</b>	<b>47</b>	<b>0</b>	<b>12</b>	<b>20</b>	<b>38</b>	<b>169</b>	<b>\$23,735.00</b>	<b>\$0.00</b>																																																																																																																																				
<b>Element 14</b>	<b>REPORTS AND DOCUMENTATION</b>																																																																																																																																														
14.1	"Preliminary" Draft ALP Set	1	1	4	0	4	4	0	14	\$1,890.00																																																																																																																																					
14.2	Draft Airport Master Plan Report & Draft ALP Drawing Set	1	1	4	0	4	8	24	42	\$3,930.00																																																																																																																																					
14.3	Final Report and ALP Drawing Set	1	1	4	0	4	8	16	34	\$3,370.00																																																																																																																																					
14.4	Summary of Products to FAA	0	0	0	0	0	0	2	2	\$140.00																																																																																																																																					
14.5	Summary of Products to City	0	0	0	0	0	0	2	0	\$140.00																																																																																																																																					
14.6	Summary of Products to ODA	0	0	0	0	0	0	2	0	\$140.00																																																																																																																																					
14.7	Scope Assumptions/Clarifications	0	0	0	0	0	0	0	0	\$0.00																																																																																																																																					
<b>Task Budget:</b>		<b>3</b>	<b>3</b>	<b>12</b>	<b>0</b>	<b>12</b>	<b>20</b>	<b>46</b>	<b>92</b>	<b>\$9,610.00</b>	<b>\$0.00</b>																																																																																																																																				
<b>Totals</b>		<b>21</b>	<b>178</b>	<b>471</b>	<b>76</b>	<b>432</b>	<b>568</b>	<b>153</b>	<b>1895</b>	<b>\$ 238,330</b>	<b>\$ 84,025</b>																																																																																																																																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="12"><b>Century West - Additional Expenses (travel, communication, postage, etc.)</b></td> </tr> <tr> <td colspan="10">In-House Plots &amp; Report Printing - Draft &amp; Final Plan Sets &amp; Reports</td> <td>\$</td> <td>9,000.00</td> </tr> <tr> <td colspan="10">CWEC Travel - 1 Trips to FAA (Renton) (@ 214 RT Miles ea @ \$0.535)</td> <td>\$</td> <td>114.49</td> </tr> <tr> <td colspan="10">CWEC Travel - 1 Trips to FAA (Renton) (Rental Car, Airfare, gas, lodging, etc)</td> <td>\$</td> <td>500.00</td> </tr> <tr> <td colspan="10">CWEC Travel - 4 Trips to Ashland (@ 268 RT Miles ea @ \$0.535)</td> <td>\$</td> <td>573.52</td> </tr> <tr> <td colspan="10">CWEC Travel - 5 Trips to Ashland (Flight, Rental Car, gas, lodging etc)</td> <td>\$</td> <td>3,000.00</td> </tr> <tr> <td colspan="10">Subconsultant Expenses (Travel, miscellaneous)</td> <td>\$</td> <td>300.00</td> </tr> <tr> <td colspan="10">Per Diem - 10 Person Days @ \$125 per Day</td> <td>\$</td> <td>1,250.00</td> </tr> <tr> <td colspan="10">Expenses (Advertisements, Meetings, etc.)</td> <td>\$</td> <td>1,200.00</td> </tr> <tr> <td colspan="10">Other expenses (communication, postage, etc.)</td> <td>\$</td> <td>1,000.00</td> </tr> <tr> <td colspan="10"><b>Total CWEC Reimbursable Expenses</b></td> <td><b>\$</b></td> <td><b>16,938.01</b></td> </tr> </table>												<b>Century West - Additional Expenses (travel, communication, postage, etc.)</b>												In-House Plots & Report Printing - Draft & Final Plan Sets & Reports										\$	9,000.00	CWEC Travel - 1 Trips to FAA (Renton) (@ 214 RT Miles ea @ \$0.535)										\$	114.49	CWEC Travel - 1 Trips to FAA (Renton) (Rental Car, Airfare, gas, lodging, etc)										\$	500.00	CWEC Travel - 4 Trips to Ashland (@ 268 RT Miles ea @ \$0.535)										\$	573.52	CWEC Travel - 5 Trips to Ashland (Flight, Rental Car, gas, lodging etc)										\$	3,000.00	Subconsultant Expenses (Travel, miscellaneous)										\$	300.00	Per Diem - 10 Person Days @ \$125 per Day										\$	1,250.00	Expenses (Advertisements, Meetings, etc.)										\$	1,200.00	Other expenses (communication, postage, etc.)										\$	1,000.00	<b>Total CWEC Reimbursable Expenses</b>										<b>\$</b>	<b>16,938.01</b>
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Other expenses (communication, postage, etc.)										\$	1,000.00																																																																																																																																				
<b>Total CWEC Reimbursable Expenses</b>										<b>\$</b>	<b>16,938.01</b>																																																																																																																																				
<b>TOTAL PROJECT ESTIMATE</b>										<b>\$</b>	<b>339,293</b>																																																																																																																																				