COUNTY COUNCIL OF WICOMICO COUNTY, MARYLAND

2016 Legislative Session Legislative Day No. 25

Resolution No. 155-2016

Introduced by: The President of the Council at the request of the County Executive

A RESOLUTION APPROVING THE SALISBURY-OCEAN CITY: WICOMICO REGIONAL AIRPORT "AIRPORT MASTER PLAN," FOR PROJECT NUMBER 16093, IN THE AMOUNT OF TWO HUNDRED EIGHTY-THREE THOUSAND FIVE HUNDRED DOLLARS ($283,500).

WHEREAS, Piedmont Airlines, a wholly owned subsidiary of American Airlines, is based at the Salisbury-Ocean City: Wicomico Regional Airport (SBY); and

WHEREAS, Piedmont Airlines has announced that they will be retiring their historic fleet of turboprop aircraft and will be operating/flying the Embraer ERJ-145 Regional Jet prior to December 2018; and

WHEREAS, the performance characteristics of the Embraer ERJ-145 jet require a runway longer than the 6,400' Runway 14-32 at the SBY airport; and

WHEREAS, the SBY Airport desires to extend Runway 14-32 from 6,400' to 7,000' to accommodate the Embraer ERJ-145 Regional Jet; and

WHEREAS, the Runway 14-32 extension project (Project No. 16093) requires an Airport Plan to be submitted to the Federal Aviation Administration for approval; and

WHEREAS, the Airport Master Plan attached as Exhibit "A", prepared by Delta Airport Consultants, justifies the need for a 600' extension to Runway 14-32 at the total project amount of Two Hundred Eighty-Three Thousand Five Hundred Dollars ($283,500).

NOW, THEREFORE, BE IT RESOLVED by the County Council of Wicomico County, Maryland that the "Airport Master Plan" for Project No. 16093, in the amount of Two Hundred Eighty-Three Thousand Five Hundred Dollars ($283,500) attached hereto as Exhibit "A", is hereby approved.

Done at Salisbury, Maryland, this 6th day of December, 2016.

ATTEST:

Matthew E. Creamer,
Council Administrator

COUNTY COUNCIL OF
WICOMICO COUNTY, MARYLAND

John T. Cannon,
Council President

CERTIFICATION

This Resolution was Adopted ✓, Adopted with Amendments ___, Failed ___, Withdrawn ___ by the County Council on December 6, 2016.

Certified by _____
Matthew E. Creamer, Council Administrator

Exhibit A

SALISBURY-OCEAN CITY WICOMICO REGIONAL AIRPORT

AIRPORT MASTER PLAN

SCOPE OF WORK

PROJECT NO. 16093
SALISBURY-OCEAN CITY WICOMICO REGIONAL AIRPORT
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SCOPE OF WORK

PROJECT BACKGROUND

In an effort to establish a plan for the future development of the Salisbury-Ocean City Wicomico Regional Airport (SBY), Wicomico County, in conjunction with the Federal Aviation Administration (FAA), has elected to prepare a Master Plan for SBY. The Airport is currently managed and operated by Wicomico County. The Airport management, staff, and sponsor are referred to as the "County" within the context of this scope of work. Delta Airport Consultants, Inc. is referred to as the "Consultant."

The last Master Plan was prepared in 1993 and recommended a 900' extension of Runway 14-32 to 6,400', and a second, 600' runway extension for an ultimate runway length of 7,000'. This recommendation is depicted on the currently approved Airport Layout Plan (ALP). An Environmental Assessment (EA) was prepared in 2003 based on the recommendations of the MPU. The 2003 EA and associated planning affirmed the need for a 7,000' runway, noting that Piedmont Airlines was anticipated to transition from the Dash-8 (turboprop) fleet to regional jets, specifically the Embraer (EMB) 145, within the five year planning period. However, once the EA was complete, the airline was not able to provide clarity that the transition would take place within the next five years. As a result, the FAA issued a Finding of No Significant Impact (FONSI) in May 2003 for only the 900' extension of Runway 14-32 (from 5,500 feet to 6,400 feet).

Currently, Piedmont Airlines (a subsidiary of American Airlines) operates six flights a day from SBY to hubs in Philadelphia (PHL) and Charlotte (CLT) in a Dash-8 aircraft. Piedmont recently made the formal announcement regarding replacing the aging Dash-8 fleet with the EMB 145 aircraft. As part of this announcement, Piedmont also announced its intent to transition its Dash-8 maintenance base located at SBY to the new EMB-145 maintenance base. As with the current Dash-8 fleet, it is anticipated that the EMB 145 would primarily operate from Runway 14-32. Therefore the timing of the transition from the Dash-8 to EMB-145 aircraft, as documented in the 2003 EA, was delayed due to airline industry changes, a slowing of the economy and USAir's focus on the east coast market. Piedmont has indicated that the transition of aircraft will be complete by the end of 2018.

This document outlines the scope of work for the SBY Master Plan and provides the project's areas of emphasis, scope elements, actual work activities, responsibilities, and level of effort to complete the study. This is meant to be a simple planning exercise is to confirm the impacts of the proposed fleet change at SBY. The process for undertaking this study is to comply as applicable with AC 150/5070-6B *Airport Master Plans* as well as other relevant FAA Advisory Circulars, Orders, Standard Operating Procedures (SOPs), regulations, and other applicable aviation industry publications, using versions current as of the date work formally commences on this project.

The outcomes of this planning effort include the preparation of an Airport Master Plan Report and an approved Airport Layout Plan (ALP) that emphasizes and incorporates feasible airport improvements which can be successfully implemented and which establishes the foundation to develop a Purpose and Need Statement for a subsequent environmental effort. While the intent of the work product is to produce a framework for a subsequent EA, no environmental field investigations are to be conducted as part of this planning effort.

In order to achieve the stated goals, the following specific tasks are to be completed as part of this planning effort:

1. Study Design
2. Inventory of Existing Conditions
3. Forecasts of Aviation Demand
4. Facility Requirements
5. Alternatives Development & Evaluation
6. Cost Estimates/CIP and Financial Feasibility Analysis
7. Airport Layout Plan (ALP)
8. Documentation
9. Project Management, Coordination, and Communication
10. Public Review

TASK 1 - STUDY DESIGN

This task includes all aspects of preparing a scope of work for the Master Plan project and coordinating County, FAA, and Maryland Aviation Administration (MAA) approval as well as a fee for service, Independent Fee Review, contract documents, and costs and proposals from sub consultants. Representatives of the County, FAA, MAA, and Consultant participated in a September 15, 2016 meeting, as well as several e-mail exchanges in the days after the meeting, where the scope and goals of the planning effort were reviewed and discussed.

TASK 2 – INVENTORY OF EXISTING CONDITIONS

This task involves the preparation of a general overview of the existing facilities and conditions at the Airport and what has changed since the 1993 MPU was prepared. The Consultant will summarized the condition of existing facilities through inspections and interviews of airport staff; will review past airport planning documents, including the 1993 MPU, the 2003 Environmental Assessment; 2009 Airfield Assessment; current airport management, tenants, and users, and federal and state aviation plans. New 10-year wind data is to be acquired and a wind analysis performed for wind coverage by runway and runway end; a magnetic declination analysis for each runway end is also to be included.

Facilities to be inventoried are those listed in Paragraph 603(b) of FAA AC 150/5070-6B:

- Airfield & Airspace
- Commercial Passenger Terminal Facilities
- General Aviation Facilities
- Cargo Facilities

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- Support Facilities
- Access, Circulation, and Parking
- Utilities
- Other
- Miscellaneous and any non-aeronautical facilities

A brief discussion of existing environmental conditions is to be included in this chapter to provide a very broad framework for understanding potential environmental considerations during development of proposed development alternatives. Data is to be sourced from readily available planning documents and online sources. No field studies are to be conducted.

This chapter is to include a very brief discussion of land use and zoning in the vicinity of the airport. Existing land use and zoning information is to be obtained from the Wicomico County website and 2016 draft Comprehensive Plan, and readily available online source such as Geographic Informational Systems (GIS). Areas of land use incompatibility are to be identified. Future land use designations are also to be described in this section.

Because of this broad overview, the potential cost impacts resulting from environmental considerations are not to be factored into the capital funding plans for this study.

A general discussion of socioeconomic data (population, income levels, and other factors related to aviation activity) is to be included.

A. Historical Levels and Trends of Aviation Demand

The following data, needed to develop the critical forecasts of aviation demand, are to be collected by the Consultant:

- Aircraft activity, including commercial service, charter, air cargo, military, and general aviation operations, fleet mix, and peaking characteristics
- General aviation based aircraft
- Commercial service passenger enplanements (annual for past 10 years and monthly for past 5 years)
- Monthly historical load factors per airline, for the past 5 years

These data are to be obtained primarily from FAA, state publications and airport records/studies and are to be used as appropriate in the development of the forecasts of aviation activity outlined in Task 3 of this scope of work. In order to aid in the identification of the critical aircraft for the planning period, the Consultant is to acquire at least five years of the most recent flight tracking data for arriving and departing aircraft at SBY.

Deliverables for this sub-task include a summary of historic operations which are to be included in the existing conditions working paper/Chapter and forecasts working paper/Chapter as applicable.

TASK 3 - FORECASTS OF AVIATION DEMAND

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This task involves development of aviation demand forecast projections for short (1-5 years), intermediate (6-10 years), and long-term (11-20 years) time horizons. Operational information and statistics provided by Piedmont Airlines are to serve as the basis for commercial service forecasting exercise. At a recent meeting with the County, Piedmont Airlines indicated that they would anticipate no changes to their schedule for the foreseeable future. Based on this, it is anticipated 1,460 annual operations of the EMB 145 would start or end at the Charlotte Hub (the critical stage length) and an additional 2,190 annual operations would start or end at the Philadelphia hub.

Existing general aviation operational information from FAA 5010-1 form, Airport management records, and the FAA Terminal Area Forecast (TAF) are to serve as the basis for the general aviation forecasting exercise (activity levels, fleet mix, and based aircraft).

The following components of aviation demand are to be projected:

- Air Carrier Enplanements
- Load Factor
- Aircraft operations
  - Commercial Service
  - General aviation (local/itinerant)
  - Charter
  - Military
  - Cargo
  - Instrument Operations
- Based aircraft
- Aircraft fleet mix (based and transient)
- Air cargo
- Identification of the existing and future Critical Aircraft

Results of this element are to be used to determine future needs for airside, landside, and support facility components at SBY. Methodologies used in this task are to be reviewed with the County, FAA, and MAA before being finalized. Close coordination is to be maintained to ensure acceptance of the forecast approach. Should enplanement or operational forecasts exceed the FAA's Terminal Area Forecast (TAF) by 10% or more additional coordination with the FAA Forecasting Branch is to be completed by the Consultant.

Supporting documentation and correspondence from Piedmont Airlines justifying the proposed aviation forecast is to be included in this chapter.

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TASK 4 - FACILITY REQUIREMENTS

The primary focus of this planning effort is to evaluate the need for a potential runway extension at SBY. This task is to evaluate those facilities that could be impacted by Piedmont's operation. The facility requirements to be evaluated in this chapter include the following emphasis for Runway 14-32:

- Passenger terminal building
- Passenger terminal building automobile parking

The capacity recommendations of the 2011 Passenger Terminal Design report are to be considered and are anticipated to be re-confirmed during this study.

A runway length analysis is to be conducted for the specific demand and engine types of the aircraft expected to use the facility. The recommended length for each runway is to be determined by the most demanding aircraft that are using, or are anticipated to use, the runway on a routine basis, which is defined by the FAA as at least 500 itinerant operations per year. The Consultant will determine the runway length requirement using procedures outlined in the most recent version of FAA AC 150/5325-4, *Runway Length Requirements for Airport Design.* The specific runway length/aircraft performance curves from manufacturers' data for the critical aircraft are to be used in this evaluation, as well as anticipated load factors, stage lengths and mean maximum temperatures at the airport. The capability of Piedmont Airlines to maintain the aircraft and depart SBY with viable loads is to also be taken into account during the runway length analysis.

It is anticipated that Piedmont's proposed transition from the Dash-8 to EMB-145 aircraft will result in a recommendation for an extension to Runway 14-32.

This chapter is also to include an airfield design standards analysis to ensure conformance with the new FAA design standards in AC 150/5300-13A with all deficient areas identified. Specific to the runway analysis, this planning effort is to include wind analysis and magnetic delineation analysis (in the Inventory chapter), and exit taxiway analysis for the proposed extension.

Pursuant to the *FAA Modernization and Reform Act of 2012,* the SBY Master Plan is to include a study of "the feasibility of solid waste recycling, minimizing the generation of waste, operation and maintenance requirements, the review of waste management contracts, and the potential for cost savings or revenue generation."

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TASK 5 - ALTERNATIVES DEVELOPMENT AND EVALUATION

The primary focus for the alternatives section is the evaluation of accommodating the desired runway length for Runway 14-32. Upon identification of future facility requirements (including runway length), the Consultant is to prepare development alternatives to address identified needs established through Task 4. The process to be utilized in establishing a recommended alternative is to be conducted in accordance with AC150/5070-6B *Airport Master Plans* and include the following steps:

A. Identification of alternative ways to address facility requirements identified in Task 4
B. Evaluation of the alternatives, individually and collectively, so as allow the County, FAA, MAA, and stakeholders the ability to understand the strengths and weaknesses of each
C. Selection of the recommended alternative

Because it is anticipated that this master planning effort will be followed by an environmental effort for five-year development in accordance with National Environmental Protection Act (NEPA), additional FAA and MAA coordination is anticipated to achieve concurrence on the issues outlined in this Task.

The development alternatives are anticipated to largely focus on runway length, including a detailed runway extension alternative analysis that compares and contrasts using declared distances versus usable runway length for Runways 14-32, SBY's primary all weather runway. Currently, no declared distances are defined for any runway at SBY. It is anticipated that as part of the alternative analysis, declared distances will be considered as either phased development plan or full development plan. Runway length analysis taking into account declared distances versus usable runway length is to be included for each runway recommended for extension in Task 4.

A. Identification of Alternatives

In developing alternative scenarios, the Consultant is to identify and consider the technical feasibility, economic and fiscal soundness, and aeronautical utility. Potential environmental impacts of each alternative are also to be listed. Alternatives that do not meet these broad parameters are to be dismissed from further consideration; however, the Consultant is to describe both the characteristics of each scenario and reasons for elimination from further evaluation in the chapter for this task. Each alternative is to be developed consistent with FAA design standards for the critical aircraft, forecast demand, and the County's goals and is to be graphically illustrated. Some facilities may have a single, logical development option associated with them. For those facilities, an analysis of alternatives may not be necessary. Engineer's Estimates of Probable Construction Cost are to be provided for each Alternative concept.

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B. Evaluation of Alternatives

Once reasonable development alternatives are identified; their merits and deficiencies are to be compared based on the following factors in accordance with Paragraph 904 of AC150/5070-6B *Airport Master Plans*:

- Operational Performance
- Best Planning Tenants and Other Factors
- Potential Environmental Factors
- Fiscal Factors

With the exception of potential environmental factors, each alternative is to be quantitatively and qualitatively ranked based on these criteria and a preferred development alternative for each of the functional components is to be selected. Locational options and development needs for support facilities are to be reviewed and investigated as part of this phase of the alternatives analysis. Data collected as part of the Existing Conditions Task, especially related to land use and zoning and environmental conditions, are to be used as appropriate in the evaluation of environmental and fiscal factors for each alternative.

C. Selection of a Recommended Alternative

The alternatives analysis will result in identification of a recommended course of action for the County to follow over the ensuing 20-year planning period. Selection of a recommended alternative is to be based upon the summary of the evaluation criteria utilized to evaluate each alternative, input from the County and its staff, and feedback from the public. At this stage of the study, the plan and corresponding cost estimates are merely conceptual in nature and subject to further refinement, particularly through a subsequent EA and preparation of more detailed cost estimating.

TASK 6 – COST ESTIMATES/CIP & FINANCIAL FEASIBILITY ANALYSIS

A. Cost Estimates/Capital Improvement Plan

An overall development program is to be prepared for the Airport for short-, intermediate- and long-range planning periods. Capital costs (in current year dollars) are to be developed to reflect the short-range airport development projects, and are to be based on the recommended plan of development (Preferred Alternative) and the air traffic forecasts for these periods.

Cost estimates are to be used as a basis for evaluating the economic feasibility of the proposed short-range development and form the basis for the SBY capital plans.

Cost estimates are to include:

- Prepare "base-year" capital cost estimates.
  - Assumption of real property interests
  - Engineering/Administrative Fees

    - Construction
- Estimate amount of funds available from FAA and other sources
- Determine the level of capital expenditure contributions required by the County

Deliverables of this task include order of magnitude construction cost estimates and a written summary of the final Capital Improvement Program. Cost estimates for each development item are to be include in the appendices.

This section is also to analyze the potential impact of recommended development on other airfield projects currently underway.

B. Financial Feasibility Analysis

The objective of this task is to prepare a Financial Feasibility Analysis, to be based on the Capital Improvement Plan (CIP), and to include the County's overall capability to fund capital development and finance airport operations. This effort is to focus primarily on the proposed runway extension to Runway 14-32 and the current airfield improvements underway. The analysis identifies potential funding sources that are practical alternatives for financing capital development projects, including undertaking debt financing of projects. The analysis will present reasonable guidelines for matching projected financial resources to be made available from the County, FAA, and MAA with identified needs.

Deliverables of this task include schedules summarizing the Financial Analysis which indicates whether the potential sources of funding are to be reasonably available in the amounts and time frame required to support the scope and schedule of the airport development.

TASK 7 - AIRPORT LAYOUT PLAN (ALP) DRAWING SET

The ALP is to be completed to depict development recommended for the airport during the 20-year planning period and beyond. The ALP set is to be completed in accordance with the October 1, 2013 FAA SOP for ALPs. A copy of the Checklist associated with this SOP is attached to and made a part of this scope of work as **Appendix B**. Preparation of the ALP is to be based on the findings of the previous tasks and will include the following individual drawings:

- **Cover Sheet**: A cover sheet is to be provided to distinguish the ALP set of drawings. The cover sheet will include the document title, list of drawings, revision tracking matrix, location map, and vicinity map. Sufficient space is to be provided on the Cover Sheet to allow attachment of the FAA approval letter.

- **Existing Airport Layout Drawing**: This drawing will depict the airport as it currently exists and will provide basic airport information as well as runway and airfield data tables.

- **Airport Layout Plan**: The airport layout plan will illustrate the overall general plan of development. It will include the staging of the various development requirements. Any modifications of standards noted on the airport layout drawing are to be coordinated with the FAA.

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- **Airport Airspace Drawing – Plan and Profile Views**: This drawing will depict obstructions to 14 CFR Part 77, *Objects Affecting Navigable Airspace*. Terrain obstructions or known towers are to be located and highlighted.

- **Inner Portion of Approach Surface Drawings**: These drawings are to be developed for each end of Runways 14-32 and 05-23 to identify close-in obstructions to the approach surface of 14 CFR Part 77.

- **Airport Property Map**: The existing Airport Property Map is to be updated to reflect the recommendations of the new ALP. Preparation of an updated property boundary survey is not included in this scope of work. No "Exhibit A" is to be produced; the sheet is to follow guidance as established in FAA SOP 2.00.

The Airport Layout Plan will consist of sheets sized 24" x 36", containing sufficient data to obtain approval from the FAA. Deliverables associated with this task include draft and final ALP sets for County, FAA, and MAA review and approval. Details on the ALP documentation (number of sets, electronic deliverables, etc.) are included in Task 8 of this Scope of Work. The ALP is to also be produced in 11x17" format and included in the Master Plan report as Chapter 5.

TASK 8 - DOCUMENTATION

An effective airport plan places emphasis on developing concise, effective study documentation. Several types of materials are to be produced to document the planning process as noted below. The report sections or chapters are to be provided for FAA, MAA, and County review, as will the draft and final documents.

A. Meeting Handouts & Summary Materials

Meeting handouts documenting each phase of the study's technical analysis are to be prepared and distributed for the County's review and comment. Handouts may be distributed in advance of meetings to facilitate review by the County as deemed appropriate by the County. In addition, summary materials for each of the technical working papers are to be prepared for use by the general public (if desired).

The Consultant will also develop graphics (boards or PowerPoint presentations) to convey the project information as necessary for the various meetings.

B. Master Plan Report

The Consultant shall prepare eight (8) copies of a draft and 25 copies of a final Master Plan Report which will summarize the planning process and document the findings of the elements outlined in this scope of work. This report is to be written so that it can be easily understood by the general public. The format of the report is to be determined through discussions with the County, but is to be based on the individual sections or chapters developed in the individual technical elements of this project.

Anticipated sections/chapters of the SBY Master Plan Report include:

1. Chapter 1 – Existing Conditions
2. Chapter 2 – Forecasts of Aviation Demand
3. Chapter 3 - Facility Requirements
4. Chapter 4 - Alternatives Development and Evaluation
5. Chapter 5 - Airport Layout Plans
6. Chapter 6 – Cost Estimates/CIP and Financial Feasibility Analysis

It is anticipated that the final report is to be provided in both a three ring binder format. Electronic files of the SBY Master Plan will also be provided in a form determined by County. Exhibits will also be provided in pdf, jpg, and AutoCAD format, as requested.

C. Aerial Photography & Mapping

This task includes collection of aerial photographs and geometrics of existing facilities in accordance with FAA Advisory Circulars (AC) 150/5300-16A, -17B, and -18B. Obstructions are to be identified based on the existing and proposed (Preferred Alternative) scenarios.

D. Airport Layout Plans

The Airport Layout Plan Drawing set is to be provided in draft form for FAA airspace review and County approval. It is then to be published as a final document for distribution upon receipt of FAA airspace review. The documentation includes the following:

- Draft paper copies of ALP Drawing Set – 5 copies (County 2, FAA 1, MAA 1, Consultant 1)
- ALP Drawing Sets for Airspace Review – 10 paper copies (County 1, FAA 7, MAA 1, Consultant 1)
- Final ALP Drawing Sets for Conditional Approval – 10 paper copies; once approved, final paper copies distributed (County 6, FAA 1, MAA 1, Consultant 1)
- Approved ALP Drawing Sets – 3 electronic copies in a format determined by the County (County 1, FAA 1, MAA 1)

The Consultant will develop a transmittal package with the required supporting documentation for FAA review. This information will include preliminary justification for recommended development, forecasts of operations, brief descriptions of alternatives reviewed, and a general environmental overview of the project. It will also include a copy of the completed FAA ALP checklist provided in Appendix B of this document.

Preparation of these documents is to be coordinated closely with the FAA, MAA and County. Final documents reflect appropriate responses to comments received from review agencies on draft materials. Deliverables include an ALP accepted by the FAA.

TASK 9 - PROJECT MANAGEMENT, COORDINATION AND COMMUNICATION, AND PROJECT SCHEDULE

Projects such as this Study demand a refined approach to project management to achieve success. This is especially true at the beginning of the process when the goals, direction, criteria, assumptions, roles, and expectations are developed. Continuous and timely coordination with the County and its designated project manager is to be provided throughout the study. Project management tasks will continue throughout all aspects of the agreed-upon project schedule. The project management and coordination process includes the following tasks.

Project Management

This effort includes communication among the project team for purposes of tracking the progress of the study. Managing the various technical work tasks among the project team is necessary for a successful project and will include:

a. Developing and documenting the project plan
b. Organizing the project team
c. Launching the project activities
d. Executing project activities
e. Monitoring and controlling the project to achieve results
f. Managing/mitigating risks and solving challenges
g. Invoicing and monitoring project budget
h. Closing out the project

A. County Coordination

Regular project status briefings will take place throughout the study process. These briefings will take place in person or via a telephone call or email between the County's project manager and the Consultant's project manager, or designated secondary points of contact. Bi-monthly project status reports will also be prepared by the consultant; these status reports will include status reports of current work, upcoming meetings, and work effort and discussion of any challenges in the study effort which may affect the schedule, process or budget. Additionally, a project status summary is to be included with each invoice detailing the percent complete by task.

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It is anticipated that the Consultant will provide two representatives to provide up to **two presentations** to the County on the status of this project.

The content and format of the presentations is to be decided upon in advance by the County's staff and the Consultant will assign the most appropriate individual to address the subject matter anticipated. The Consultant is responsible for preparing necessary graphics, handouts, and presentation boards. The County is responsible for advertising and placing appropriate notices to inform the public about the various meetings and work sessions as well as for securing an appropriate location to conduct the meetings. The schedule of presentations and work sessions follows:

- Project Kick-Off – Presentation to County as part of regularly scheduled meeting
- Alternatives Analysis and Selection of Preferred Alternative Work session with County as part of regularly scheduled meeting

B. FAA/MAA Coordination

Regular project status briefings for the FAA/MAA will take place throughout the study process. These briefings will take place via telephone call between the County's project manager, the Consultant's project manager, and designated secondary points of contact, FAA representative(s), and MAA representative(s). Bi-monthly project status reports prepared for the County (see B above) will also be submitted to FAA and MAA representatives.

C. Consultant Coordination

The Consultant will coordinate with the various sub consultants working at the airport in their respective roles and responsibilities.

Submission of the draft report and ALP drawing set (submittal for airspace review) is anticipated to occur within six (6) months after receipt of Notice-to-Proceed subject to agency review periods. A detailed project schedule that highlights each major component is to be developed and provided at the start of the project. An updated project schedule is to be submitted to the County, FAA, and MAA in electronic format on a quarterly basis throughout the project.

TASK 10 - PUBLIC REVIEW

The general public is oftentimes unaware of the contributions an airport makes to the local economy and its infrastructure. The final master plan document is to be made available for a 30-day public review.

APPENDIX A
FAA ALP CHECKLIST
EXHIBIT A CHECKLIST

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