EASTERN SLOPE REGIONAL AIRPORT
REQUEST FOR QUALIFICATIONS/EXPERIENCE STATEMENTS
AIRPORT CONSULTANT SERVICES
March 21, 2025

The Eastern Slope Regional Airport is seeking to retain the services of a consultant, experienced in the practice of airport planning and engineering advisory services in the State of Maine, as an Airport Planning Consultant for the Project at the Eastern Slope Regional Airport (IZG):

- ✈ Master Plan

The process will be administered by the Eastern Slope Airport Authority (ESAA). ESAA must receive qualification and experience statements no later than **10:00 a.m. local time on April 9, 2025** to be eligible for consideration. Statements shall be submitted electronically via email with the subject line "RFQ for Consultant Services at the Eastern Slope Regional Airport." Hard copy submittals will not be accepted. Complete packages must be emailed to:

Allison Navia, Airport Manager
Phone: (207) 266-6636
info@raivan.co

Submittals delivered after the deadline will not be considered. All questions shall be directed in writing to Ms. Allison Navia (e-mail info@raivan.co) and must be received by 2:00 p.m. local time on April 4, 2025. All questions will be answered by 4:00 p.m. local time on April 7, 2025 and posted on the Airport's website at https://easternslopeairport.com/airport-bids/ It will be the proposer's responsibility to check the referenced websites for any new amendments. If no questions are received, there will be no amendments on the website.

I. GENERAL INFORMATION

The EASTERN SLOPE REGIONAL AIRPORT is seeking the services of an Airport Planning Consultant. Interested firms should respond to this request on or before the time due for submission.

Following the receipt of the qualification and experience statement, a review committee shall evaluate the statements and select a firm or, at the discretion of the review committee, select a short list of firms to interview. Emphasis in selecting a consulting firm shall be placed on the firm's qualifications and experience in projects similar to those which the EASTERN SLOPE REGIONAL AIRPORT anticipates undertaking.

In order to be considered responsive:

- ✈ one electronic copy must be submitted to Ms. Allison Navia, Eastern Slope Regional Airport, at info@raivan.co no later than 10:00 a.m. on April 9, 2025.

Statements must be limited to 6 pages in PDF format, size 12 point font including references and resumes of key personnel. Covers, cover letter, table of contents, and dividers (if used), are not included in the page limit. Emails shall contain in the subject line "RFQ for Consultant Services at the Eastern Slope Regional Airport."

The EASTERN SLOPE REGIONAL AIRPORT reserves the right to accept or reject any or all Qualification Statements received as a result of this request, or to cancel in part or in its entirety this Request for Qualification, if it is in the best interest of the EASTERN SLOPE REGIONAL AIRPORT to do so.

Selection & Project Schedule:

- Post RFQ.....Friday March 21, 2025
- Questions to RFQ Due.....Friday April 4, 2025 (2 pm)
- Questions Answered .....Monday April 7, 2025 (4 pm)
- Proposals Due .....Wednesday April 9, 2025 (10 am)
- Notify of Selection.....Thursday April 10, 2025
- Scoping Meeting with FAA……Complete
- IFE and negotiations complete……Friday April 25, 2025
- Submit Grant Application……...Complete, amendment if needed
- Contract Award …… …….Upon Grant Offer

II. GUIDELINES FOR PROSPECTIVE CONSULTANTS

Prospective consultants must meet the following standards as they relate to this request:

A. Have adequate financial resources for performance or have the ability to obtain such resources as required during performance;

B. Have the necessary experience, organization, technical and professional qualifications, skills and facilities;
C. Be able to comply with the proposed or required time of completion or performance schedule;
D. Have a demonstrated satisfactory record of performance.

III. STATEMENT PREPARATION

In order to facilitate evaluation of the qualifications and experience statement, interested consultants are instructed to follow the outline below. Statements that do not follow the outline, or do not contain the required information may be considered as unresponsive proposals. In rating the proposals, the Eastern Slope Regional Airport will weigh each section according to the percentages listed.

A. **Experience**: Provide details on two previous and/ or current contracts, if any, awarded by a municipality and/or government agency within the past 5 years which are considered similar in scope of services discussed herein; information shall include contract duration with dates, services performed, and contracting agency name, address and telephone number for verification purposes. One page limit for each project, total of two pages for this section. (40%)

B. **Approach:** Explain the strategy that will be employed to succeed in obtaining funding, local and state input including Maine Department of Environmental Protection, tenant involvement and feedback, and other relevant aspects of how the project will be accomplished. One page limit for this section. (30%)

C. **Key Staff Members:** Identify the staff client manager and key project managers that will be assigned to work with the Eastern Slope Regional Airport; one page limit for this section. (10%)

D. **Company Background Material:** Provide pertinent information concerning the background, experience, and reputation of the firm. One page limit for this section. (10%)

E. **References:** Submit along with the above information three (3) work related job references with complete contact information. One page limit for this section. (10%)

IV. PROGRAM BACKGROUND

Eastern Slope Regional Airport (IZG) was developed in 1961 and was publicly owned by the Town of Fryeburg. In the 1980's, the privately held White Mountain Airport located in North Conway, NH was being sold, and the area needed an airport to replace this loss. The Eastern Slope Airport Authority (ESAA), was formed to commence efforts towards securing the Fryeburg, Maine location for a larger, more expansive airport to serve the community. Located near the convergence of Maine State Route 113, State Route 5, and US Route 302; the airport has a geographical reach that spans a multitude of municipalities, and these towns make-up the Board of Directors for ESAA. As the operator of IZG, the ESAA manages the day-to-day operations of the airport. The town of Fryeburg is the owner and official sponsor of IZG, recognized by the Federal Aviation Administration (FAA) and the State of Maine. The Town of Fryeburg is responsible for oversight (including procurement, accounting, and grant administration) associated with the receipt of grants for infrastructure improvements to the facilities.

The Proposed Project Worksheet and Project Scope is attached hereto and made part hereof.

V. CONTRACT AWARD

Any contract entered into by the EASTERN SLOPE REGIONAL AIRPORT shall be in response to the proposal and subsequent discussions. The award shall be based on the criteria described herein.

VI. INDEMNIFICATION AND INSURANCE

The successful Consultant selected shall agree to indemnify and hold the EASTERN SLOPE REGIONAL AIRPORT harmless from claims, demands, suits, causes of action and judgments arising from the Consultants performance, including claims of professional malpractice or negligence.

The above referenced indemnity shall be in addition to and as a complement to the required contract provisions for federally-funded contracts contained in the most recent version of the State of Maine Department of Transportation's Airport Consultant General Conditions and the most recent version of the related Supplement to these Consultant General Conditions. The Airport Consultant General Conditions may be found at http://www.maine.gov/mdot/cpo/airport/.

VII. CERTIFIED DBE

MaineDOT Certified Disadvantaged Business Enterprise **(DBE) consultants are encouraged to apply as the prime consultant for this work**. It is important that DBE Firms take advantage of this RFQ to at least gain entry to the MaineDOT Prequalification List for transportation project related services. Non-DBE Firms shall ensure that DBE's have the maximum opportunity to participate in the performance of any project contract in accordance with MaineDOT current requirements for DBE utilization. Firms certified by another state's transportation agency must be certified by MaineDOT.

Current requirements may be found at the MaineDOT website, "Certified Disadvantaged and Women Business Enterprise" directory available at:
http://www.maine.gov/mdot/civilrights/dbe.htm, or by contacting:

Sherry Y. Tompkins Disadvantaged Business Enterprises Program Administrator Maine Department of Transportation Civil Rights Office 16 State House Station Augusta, Maine 04333-0016	Tel: (207) 624-3066 Cell: (207) 592-0686 Fax: (207) 624-3021 TTY Users dial Maine Relay 711

PROPOSED PROJECT WORKSHEET

FAA – New England Region, Airports Division

Airport:	Eastern Slope Regional Airport	**Planned Fiscal Year:**	2025
Project Title:	Master Plan	**Date Prepared:**	10/29/2024

PROPOSED PROJECT: *Provide a brief summary of the project and attach a drawing (8.5"X 11") depicting the development, if applicable*

This is a full Master Plan update to determine the results of major changes that have occurred at the airport in recent years including a large conventional hangar that has allowed aircraft (especially business jets) to fly in over the winter months and a proposed runway extension that will be constructed in the next year.

This MP update will include the standard Inventory, Forecasts, Heavy Environmental Overview, Facility Requirements, Alternatives, Financial and Implementation Plan, and will result in a full ALP update & Exhibit A Update. It is anticipated that the mapping and survey flown by the runway extension project will be used for the Master Plan for mapping and obstruction purposes. There will be coordination with the Airport Advisory Group/Board, Town Planning Board, conservation groups, and tenants - it is anticipated that both a TAC and CAC will be formed to facilitate coordination.

Since the 2005 Master Plan both standards and airport usage have changed.

DESIGN CODES:

Runway Design Code (RDC): B-II Visibility: NLT 1 mile

Taxiway Design Group (TDG): TDG 1B

PROJECT CONSIDERATIONS:

- Will this project be phased? No If yes, how many? -
- Is this project depicted on the current ALP on file with the FAA? N/A ALP Date?
- Obstacle Action Plan (OAP) submitted to FAA? No OAP Date?
- Is there a federally owned NAVAID/VISAID within the project area? Yes
- Has this project or a component of this project been identified in an RSAT meeting? No
- Has this project or a component of this project been identified in a Pt 139 inspection? No
- Will this project impact existing Instrument Approach Procedures (IAP) to the airport? No
- Have local permits been received for this project? N/A If not, when are they anticipated?
- Will the airport sponsor have adequate local matching share funding in place for the project's execution? Yes

NEPA: CATEX CATEX Para: 5-6.1o FONSI/ROD Date: Tribal Coordination Req'd: No

Section 106: This is the type of undertaking that has no potential to affect historic properties

Attach copy(ies) of SHPO coordination, as necessary

ESTIMATED COSTS:

Major Work Elements	Unit	Quantity	Unit Cost	Total Cost
Master Plan	EA	1	$ 490,000	$ 490,000
	-			$ 0
	-			$ 0
	-			$ 0
	-			$ 0

Contingency 0% $ 0

A/E Services 0% $ 0

Administrative Expenses (Sponsor) $ 10,000

Applicable Federal Share 95%

Subtotal $ 490,000

Total Project Cost $ 500,000

Estimated Federal Share $ 475,000

Katie Haley Digitally signed by Katie Haley Date: 2024.10.30 07:10:06 -04'00'

Sponsor Signature

APPENDIX B – DETAILED SCOPE OF WORK
FOR
WHITE MOUNTAIN REGIONAL AIRPORT (FORMERLY EASTERN SLOPE REGIONAL AIRPORT)
TOWN OF FRYEBURG, MAINE
EASTERN SLOPE AIRPORT AUTHORITY

WORK ORDER #12
MASTER PLAN UPDATE

A. PROJECT DESCRIPTION

The Eastern Slope Airport Authority (ESAA or SPONSOR), operator of the White Mountain Regional Airport (formerly the Eastern Slope Regional Airport) (IZG or Airport), has requested McFarland-Johnson, Inc. (CONSULTANT) perform a Master Plan Update (PROJECT) at IZG. The Airport is located in the Town of Fryeburg, Maine. The last Master Plan was completed in 2005 and since then both Federal Aviation Administration (FAA) standards, airport usage, and airfield infrastructure have changed significantly. A large conventional hangar was constructed that has allowed additional aircraft variants to fly to IZG over the winter months and a runway extension is scheduled to be completed in 2025.

The PROJECT will contain an inventory, aviation activity forecast, detailed environmental overview, facility requirements, alternatives analysis, financial and implementation plan, and the Airport Layout Plan (ALP) Sheet Set. This PROJECT will be prepared per the guidance in Federal Aviation Administration (FAA) Advisory Circulars (ACs) 150/5070-6B, *Airport Master Plans*, 150/5300-13B, *Airport Design*, and other applicable state and local guidelines.

The PROJECT is anticipated to receive funding assistance from the following agencies: FAA and Maine Department of Transportation (MaineDOT).

Responding effectively to changes will require a planning project that can identify needed facilities as local conditions and/or airport users change. The goals of the PROJECT include:

- Meeting the aviation needs of citizens and businesses in the airport's service area.
- Maintaining safe and efficient airside facilities compliant with airport design standards and FAA and MaineDOT guidance.
- Identifying opportunities for economic sustainability at the airport as required by grant assurances.
- Engaging the public through participation in the planning process.
- Maintaining planning flexibility for future changes in the aviation industry.

The specific objectives to be accomplished under the PROJECT include:

- Reviewing changing fleets and design standards to better plan for the Airport's future.
- Conducting environmental observations and documenting environmental considerations and potential constraints.
- Coordinating with conservation groups to foster communication.

- Assessing available land for aeronautical and non-aeronautical development.
- Assessing the most effective long-term location for a general aviation (GA) terminal building and hangars.
- Submitting the resulting aviation forecasts, Critical Aircraft Determination, and ALP to the FAA for approval.

A comprehensive list of tasks and subtasks is contained within this document and reflects the Airport's objectives for the project. This scope of services in its entirety represents the results of the PROJECT.

This Work Order will be limited to the following tasks:

Task 1 – PROJECT AND GRANT ADMINISTRATION
Task 2 – AIRPORT MAPPING AND SURVEY
Task 3 – INVENTORY
Task 4 – FORECASTS OF AVIATION DEMAND
Task 5 – ENVIRONMENTAL OVERVIEW
Task 6 – FACILITY REQUIREMENTS
Task 7 – ALTERNATIVES ANALYSIS
Task 8 – FINANCIAL AND IMPLEMENTATION PLAN
Task 9 – AIRPORT LAYOUT PLAN DRAWING SET
Task 10 – DELIVERABLES
Task 11 – PUBLIC PARTICIPATION AND MEETINGS

B. SCOPE OF WORK

Below is a list of tasks to be completed by the CONSULTANT, limited to the estimated manhours allocated in the attached Appendix B: Consultant's Proposal.

TASK 1 - PROJECT AND GRANT ADMINISTRATION

PURPOSE

To prepare a comprehensive study design that is acceptable to the Airport and is also fully eligible for FAA funding of the Master Plan Update (MPU) and ALP.

METHODOLOGY

CONSULTANT will coordinate with the Airport and FAA to prepare a Scope of Work (SOW) for the MPU and ALP. Careful consideration will be given to the development of an SOW that is consistent with FAA and MaineDOT requirements and is also responsive to the Airport's specific needs concerning potential airport and economic development opportunities.

The Airport will conduct the following:

- Coordinate approval with ESAA and the Town of Fryeburg.

- Coordinate with FAA and MaineDOT regarding funding assistance.
- Review FAA grant reimbursement requests.
- Attend coordination meetings.

Subtasks of the CONSULTANT are limited to the following:

1.1. Prepare an agenda, prepare for, and conduct a scoping meeting with the Airport, FAA, and MaineDOT via conference call. Up to three (3) CONSULTANT members will participate in this one (1) hour meeting.

1.2. Develop a draft SOW and fee proposal for the Project. The SOW will contain sufficient detail for the Airport to obtain an Independent Fee Estimate (IFE) for use in evaluating the CONSULTANT fee proposal. Additionally, CONSULTANT will prepare a "zeroed-out" (blank) spreadsheet in MS Excel for use by the IFE preparer.

The CONSULTANT will review the proposed fee with the Airport and negotiate during the IFE process including scope and fee revisions and conducting and preparing for a one (1)-hour IFE negotiations meeting with the IFE provider and Airport with two (2) CONSULTANT staff.

1.3. Prepare and submit one (1) project contract to the Airport for execution. CONSULTANT will negotiate and prepare subconsultant contracts and process contracts internally. CONSULTANT will coordinate signatures with IZG. This does not include work necessary for contract modifications.

1.4. Coordinate with Airport to acquire project data and electronic files.

1.5. Develop up to 24 monthly invoices and progress reports for the Airport and 24 monthly progress reports for MaineDOT (48 total).

1.6. Prepare for and attend up to twelve (12) project update calls on a bi-monthly basis by one (1) CONSULTANT member for one (1) hour per meeting.

1.7. Prepare an initial project schedule for review by the Airport. The schedule will be reviewed on a monthly basis and updated.

1.8. Prepare an initial project budget and monitor on a monthly basis and provide financial updates.

1.9 Develop proposed project worksheet, letter of intent, and FAA Airport Improvement Program (AIP) grant application in PDF, anticipating a planning grant application for Federal Fiscal Year (FFY) 2025. Develop MaineDOT grant application for FFY 2025.

1.10 Develop up to 28 requests for reimbursements to FAA (24) and MaineDOT (4). CONSULTANT will prepare the necessary grant reimbursement requests for the Airport's signature and distribution to FAA via Delphi (eInvoice). At the following

thresholds: 25%, 50%, 75%, and 100%, CONSULTANT will prepare the necessary grant reimbursement requests for MaineDOT.

1.11 Develop up to eight (8) FAA quarterly progress reports, two (2) FAA financial annual reporting, and two (2) yearly Disadvantaged Business Enterprise (DBE) reports.

1.12 Develop one (1) FAA project and grant proper project closeout requirement, both electronic and paper, to include Federal Financial Report Form Number SF-425.

1.13 Develop one (1) MaineDOT closeout reports, coordinate printing, and retain project records.

Deliverables:

- Scoping meeting notes
- Scope of work
- Blank fee estimate (EXCEL)
- Contract
- Project schedule

TASK 2 – AIRPORT MAPPING AND SURVEY

PURPOSE

To update airport aerial imagery and develop Geographic Information Systems (GIS) mapping which will be in accordance with current FAA Airports GIS (AGIS) requirements for master plan mapping. The GIS mapping data will be the basis for development of the PROJECT. This task will be performed through a subcontract with an experienced photogrammetric mapping firm (AIRPORT MAPPING SUBCONSULTANT) to supplement the mapping the AIRPORT MAPPING SUBCONSULTANT prepared for the previous runway extension project and cover the area shown in **Attachment 1**.

2.1 Airport Imagery and Mapping

AIRPORT MAPPING SUBCONSULTANT will provide new aerial photography and mapping. Deliverables will be uploaded to the FAA's Airport Data & Information Portal (ADIP). Planimetric data will be collected for Airport property, plus the surrounding area of influence, including a minimum of 1,000 feet surrounding the existing airport property line. Mapping features located on airport property will be compliant with AGIS requirements as to layering, topology, and attribution.

As IZG has existing Primary and Secondary Airport Control Stations, the AIRPORT MAPPING SUBCONSULTANT will attempt to recover and validate these stations to serve as the basis of control. The AIRPORT MAPPING SUBCONSULTANT will establish photogrammetric control stations to aid in the aero-triangulation of the aerial

photography. In addition to the imagery control, crews will establish a minimum of five (5) OPUS-derived Check Points.

The AIRPORT MAPPING SUBCONSULTANT will survey the runway end points and centerline profile to form the basis of the obstruction identification surfaces. The runway profile and offsets will be collected at a minimum of 50-foot spacing. The AIRPORT MAPPING SUBCONSULTANT will survey IZG specific, on-airport navigational-aids (NAVAIDs) and will provide documentation to support the attribution of airfield features.

The AIRPORT MAPPING SUBCONSULTANT will compile base mapping that meets standards for 1’ = 100’ mapping for planimetric deliverables. Contour intervals will not exceed two (2) feet. Existing LIDAR data, obtained in 2016, will be utilized for contour generation in areas obscured from view in the aerial imagery. The AIRPORT MAPPING SUBCONSULTANT will develop a composite orthophotograph for the airport mapping limits with a pixel size no greater than 0.5 feet and no less than one (1) foot.

CONSULTANT will conduct a quality review of the mapping data and convert it into base mapping for Master Plan Update figures and the Airport Layout Plan Sheet Set.

2.2 Airport Feature Attribution and Mapping

The AIRPORT MAPPING SUBCONSULTANT will conduct field survey to populate feature attribute fields. Field survey will include both visual inspections and GPS survey of subsurface features visible on the orthophotograph to verify existing record plans from airport projects.

AIRPORT MAPPING SUBCONSULTANT will deliver mapping data, obstacle results, and orthophotography to CONSULTANT for review and approval. The final deliverables will be uploaded to the AGIS website.

CONSULTANT will conduct a quality review of the attribution.

Deliverables:

- AGIS mapping
- Aerial image of airport property
- AutoCAD files for the Master Plan Update and ALP Sheet Set

TASK 3 – INVENTORY

The purpose of the inventory is to document existing airfield facilities and gather information on current and potential airport users. The airport and surrounding service area, current and potential airport users, airport facilities, aeronautical activity, land use patterns and plans, Navigational Aids (NAVAIDs), airspace and obstructions, and socioeconomic data will be documented.

A review of existing documents relating to the airport and surrounding area will be conducted including the existing airport master plan, airport layout plan and airspace plan, aeronautical surveys, applicable State Aviation System Plans, airport marketing and business plans, community plans, and recent newspaper or other media articles. Discussions will be held with airport management, local planning agencies, airport tenants, and other interested parties concerning airport activity and its relationship to the airport service area and airport needs.

Historical airport activity data will be obtained from FAA Terminal Area Forecasts (TAF), airport management counts and/or fixed base operator (FBO) counts, airport records including data from the General Audio Recording Device (GARD) as provided by the Airport, and Automatic Dependent Surveillance-Broadcast (ADS-B) as provided by the FAA, and valid documentation in the form of accurate counts, reasonably documented estimates, letters from aircraft owners as to their intent to use the airport, or a combination thereof that demonstrates demand. Extensive use will be made of applicable existing data and studies where available, including a comparison to the FAA's Traffic Flow Management System Counts (TFMSC).

The CONSULANT will address the following as part of this task:

3.1. Document the general size, condition, and usage of runways, taxiways, aprons, and other airside facilities. Inventory will include airport instrumentation, approach aids, instrument approach procedures, airfield marking and lighting, safety areas, object free areas, and protection zones, as well as a review of currently approved Modifications of Design Standards (MOS) as provided by the FAA. One (1) site visit for two (2) CONSULTANT staff is anticipated.

3.2. Identify, review, and document the approximate size, location, and use of Airport, FAA, and tenant-owned buildings within the airport property (landside). This will include airport facilities such as the airport terminal, airfield maintenance facilities, and non-airport facilities such as FBO (Fixed Base Operator) buildings. The CONSULTANT will produce a list of tenants, a tenant/leased areas map, and a building inventory. This data will be provided in tabular format.

3.3. Document existing climate conditions, ceiling and visibility minimums as they apply to each runway end, and wind coverage conditions including downloading the most current 10-year FAA wind rose files. CONSULTANT will conduct a standard FAA wind analysis for Instrument Flight Rules (IFR), Visual Flight Rules (VFR), and all-weather conditions for each runway end individually, and both runway ends combined. This will result in three (3) wind rose figures and three (3) tables.

3.4. Address one (1) round of comments by IZG, MaineDOT, and FAA and create a final inventory chapter and figures and response to comments received.

Deliverables:

- Draft Inventory Chapter
- Final Inventory Chapter

TASK 4 – FORECASTS OF AVIATION DEMAND

The purpose of the Forecasts is to establish forecasts of aeronautical activity at the airport for the short-range (0-5 years), intermediate (6-10 years), and long-range (11-20 years) planning periods and to establish forecasts of runway/taxiway utilization and parking demands.

The CONSULTANT will perform a streamlined forecast in accordance with FAA Memorandum, Forecast Review and Approval Instructions, issued on August 12, 2024, The Memorandum provides guidance for non-towered, low-activity airports such as is the case at IZG. Under new guidance from the FAA, airports without an air traffic control tower and with less than 90,000 annual operations may forego the traditional forecast process in favor of an analysis of the existing and future critical aircraft by runway.

Subtasks of CONSULTANT are limited to the following:

4.1. Determine existing annual operations by comparing FAA's Traffic Flow Management System Count (TFMSC) operations, FBO data, fuel sales, and the Airport's GARD/ADS-B operations. The forecast chapter will include the following statement, "Current operations at the airport are less than 90,000 operations annually, and not expected to exceed 90,000 operations in the foreseeable future. Therefore, preparation of a detailed forecast is not warranted." For planning purposes, a streamlined forecast will be prepared for the purposes of determining future Airport needs and future facility requirements. A simplified operations and based aircraft forecast will be developed and will include peak-hour operations to determine the sizing of apron, terminal, and itinerant hangar areas. A simplified future fleet mix will also be developed to aid in future facility planning. Lastly, a preferred forecast will be developed in both narrative and tabular format and the reasonableness and practicality of the forecasts will be reviewed. Upon the Airport's review, concurrence from the FAA will be requested.

4.2 A critical aircraft (existing and future) will be established for the runways (Runway Design Code or RDC), Taxiway Design Group (TDG), and an Airport Reference Code (ARC) based upon the usage by this critical aircraft or group of aircraft will be determined with the use of FAA AC 150/5000-17, *Critical Aircraft and Regular Use Determination*.

4.3 Address one (1) round of comments by IZG, MaineDOT, and FAA and create a final chapter and figures and response to comments received. Formal approval of the forecasts is required by the FAA prior to proceeding to Task 6 – Facility Requirements.

4.4 Revalidate the annual operations and peaking characteristics from Task 4.1 and existing and future critical aircraft from Task 4.3 once there has been at least one (1) full year of operations since the completion of the runway extension anticipated in calendar year 2025 and to identify trends in operations changes based on the new approach procedures which are anticipated to be completed in calendar year 2026. The update will occur no later than April 2027 and will result in a memorandum, not to exceed two (2) pages, that summarizes the results. This information will be provided to the Airport and FAA for informational purposes only. The CONSULTANT will utilize the forecasts approved by the FAA in Task 4.3 to complete remaining tasks in the Master Plan Update.

Deliverables:

- Draft Forecasts Chapter
- Final Forecasts Chapter

TASK 5 – ENVIRONMENTAL OVERVIEW

The purpose is to prepare an overview of existing environmental conditions and constraints at the Airport.

An Inventory of Environmental Conditions at the Airport will be prepared. The Inventory will consider the format and each of the environmental categories identified in FAA Orders 1050.1F, *Environmental Impacts: Policies and Procedures*, and 5050.4B, *National Environmental Policy Act (NEPA) Implementing Instructions for Airport Actions*. Recent relevant documents, including NEPA documents, previous permit applications, and other existing plans, data, and studies will be reviewed to identify known conditions at the Airport. The CONSULTANT will also review work done on past projects and will document how the past projects and their associated planning and permitting will play into the improvements proposed in the Master Plan Update.

CONSULTANT will document vegetation management practices and a permit history based on what is readily available and provided by the Airport. Resource agencies will be contacted to identify the known presence or absence of resources under their respective jurisdictions. CONSULTANT will identify federal listings of rare plants and animals, including coordination with the U.S. Fish and Wildlife Service (USFWS), state-listed rare (threatened, endangered, or species of special concern) animals through coordination with the Maine Department of Inland Fisheries and Wildlife, and a review for state-listed rare plants and community types through the Maine Natural Areas Program.

Publicly available information on cultural resources and readily available data from previous studies will be summarized. CONSULTANT will review the most current Environmental Assessment to be provided by the Airport.

Subtasks of CONSULTANT are limited to the following:

5.1. CONSULTANT will review and document the potential environmental constraints and permitting requirements associated with each of the recommended alternatives identified

in the Master Plan Update. In accordance with FAA Orders 5050.4B and 1050.1F, the following resource categories will be considered. These include:

a. Air Quality;
b. Coastal Resources;
c. Compatible Land Use;
d. Construction Impacts;
e. Department of Transportation Act, Section 4(f) parcels;
f. Farmlands;
g. Fish, Wildlife, and Plants;
h. Floodplains;
i. Hazardous Materials, Pollution Prevention, and Solid Waste;
j. Historical, Architectural, Archeological, and Cultural Resources;
k. Light Emissions and Visual Impacts;
l. Natural Resources and Energy Supply;
m. Noise;
n. Secondary (Induced) Impacts;
o. Socioeconomic Impacts and Environmental Justice, including reviewing and documenting the most current EJ indexes and focusing on its impacts on the runways and potential runway changes;
p. Environmental Health and Safety Risks;
q. Water Quality;
r. Wetlands; and
s. Wild and Scenic Rivers.

Existing data will be used to the extent possible. Some elements will include only a brief narrative to document the lack of impacts. Other areas will incorporate a more detailed discussion of impacts and potential impacts. Data gathered from Task 3 will also be used to assist in these efforts.

5.2. Due to the local conditions and their impact on potential development alternatives, this PROJECT includes the following tasks:

a. CONSULTANT will coordinate with the following agencies to confirm the level of effort to start determining the potential presence of rare and endangered birds, invertebrates, insects, and plants:

i. Maine Department of Inland Fisheries and Wildlife (MDIFW)
ii. Maine Natural Areas Program (MNAP)
iii. Maine Department of Environmental Protection (MaineDEP)
iv. United States Department of Agriculture (USDA)
v. United States Fish and Wildlife Service (USFWS)

This task includes initial coordination with the five (5) agencies listed above, setting up one (1) 2-hour meeting between the agencies listed above, three (3)

CONSULTANT staff, and the Airport, completing meeting notes, and addressing one (1) round of comments on the notes.

b. CONSULTANT will conduct a habitat assessment for specific areas on airport property as shown in **Attachment 2**.

To assess the ecological communities on the site, a habitat assessment is proposed with particular focus on the following State and Federal listed species that inhabit potential habitat that exists on Airport property as listed in **Tables 1 and 2**. The Project Study Area (PSA) is shown in **Attachment 2**.

Table 1: Stated Threatened, Endangered, and Special Concern (Rare) Species

Species Type	**Common Name**	**Scientific Name**	**State Listing Status**
Avian	Grasshopper sparrow	*Ammodramus savannarum*	Endangered
Avian	Eastern whip-poor-will	*Antrostomus vociferus*	Special Concern
Avian	Common nighthawk	*Chordeiles minor*	Special Concern
Avian	Brown thrasher	*Toxostoma rufum*	Special Concern
Avian	Eastern towhee	*Pipilo erythrophthalmus*	Special Concern
Invertebrate	Pine barrens zanclognatha	*Zanclognatha martha*	Threatened
Invertebrate	Twilight moth	*Lycia rachelae*	Threatened
Invertebrate	Edwards' hairstreak	*Satyrium edwardsii*	Endangered
Invertebrate	Sleepy duskywing	*Erynnis brizo*	Threatened
Invertebrate	Eastern buckmoth	*Hemileuca maia maia*	Special Concern
Invertebrate	New England bluet	*Enallagma laterale*	Special Concern
Invertebrate	Bold-based zale	*Zale lunifera*	Special Concern
Invertebrate	Broad sallow moth	*Xylotype capax*	Special Concern
Invertebrate	Oblique zale	*Zale obliqua*	Special Concern
Invertebrate	Red-winged sallow	*Xystopeplus rufago*	Special Concern
Invertebrate	Barrens itame	*Macaria exonerate*	Special Concern
Invertebrate	Similar underwing	*Catocala similis*	Special Concern
Invertebrate	Spatterdock darner	*Rhionaeschna mutata*	Special Concern
Invertebrate	Scarlet bluet	*Enallagma pictum*	Special Concern
Reptile	Black racer	*Coluber constrictor*	Endangered
Reptile	Eastern ribbon snake	*Thamnophis saurita*	Special Concern

Table 2: Federal Threatened, Endangered, and Proposed Species

Species Type	Common Name	Scientific Name	Federal Listing Status
Mammal	Northern long-eared bat	*Myotis septentrionalis*	Endangered**
Mammal	Tricolored bat	*Perimyotis subflavus*	Proposed Endangered*
Invertebrate	Monarch butterfly	*Danaus plexippus*	Proposed Threatened
Plant	Eastern prairie fringed orchid	*Platanthera leucophaea*	Threatened

*State listed Threatened

**State listed Endangered

Habitat Assessment:

CONSULTANT will utilize the information provided in the above tables to aid in the habitat assessment to observe and document the existing general ecological community types and their quality conditions within the PSA. Two (2) CONSULTANT staff, including at least one (1) MDIFW approved grassland bird surveyor, will take photographs and document the general ecological community types within the PSA consistent with the MNAP's Ecosystems in Maine. Observed dominant or otherwise common plant species as well as structure associated with each identified ecological community type will be documented. Readily observed wildlife species or other obvious indications of their presence (e.g., tracks, scat, dens, beds, fur, feathers etc.) at the time of the habitat assessment will also be documented. Based on the documented ecological communities and geographical locations of the PSA, an inference will be made as to the likely presence or seasonal occurrences of other potential common wildlife species likely to or have the potential to occur within the PSA. A GPS will be utilized to demarcate habitat transitions. Known host plants for the invertebrate species will be recorded as well as habitat features important to other listed species (i.e. snags, foraging areas, etc.). In consideration of the habitat assessment results and data reviewed, CONSULTANT will then evaluate whether potential habitat for listed species is present on or in the immediate vicinity of the PSA to warrant further review, e.g., Phase I or II surveys, or consultation with regulatory agencies. The scope and fee for the additional surveys, habitat assessments, or consultation with regulatory agencies is not included in this proposal.

The following habitat types are utilized by the above listed species and are likely to occur within the PSA: Pitch-pine Scrub Oak, Managed Grasslands, and Wetlands. Many of these species may utilize the habitat types listed, but preferred habitat was considered in the categorization. Additional ecological communities may exist and will be documented if encountered (including assessing existing structures for potential bat habitation).

CONSULTANT will maintain regular communication with the Airport so that issues and concerns are addressed on a timely basis. Based on time of year, initiation of the habitat assessment, protocol development, and MDIFW coordination is critical.

The CONSULTANT will notify the Airport at least one (1) week in advance of accessing the airfield to obtain permission and will sign in and out at each visit. Proper Notices to Air Missions (NOTAMS) as applicable will be issued by the Airport to notify pilots of the hazard posed by pedestrians. CONSULTANT will not access the airfield without airport escorts.

CONSULTANT will provide a separate Ecological Community and Habitat Assessment Summary Report of their findings and recommendations relative to the above tasks which will include photos and a general ecological community cover type map for each site. The cover type mapping will include a key indicating areas of low, medium, and high potential for the community types to include potential habitat for the listed or proposed listed species. The report will be included as an appendix to the Master Plan Update.

Assumptions

1. The limits of habitat assessment is for the PSA in areas of suitable habitat. This is an active public-use airfield.

2. The habitat assessment for species required by MDIFW not listed above are not part of this scope.

3. Adequate access and escort will be provided by the Airport.

4. This scope assumes that there are no additions to the rare species list provided. This scope assumes that the habitat assessment effort and protocols will not substantially vary from the protocols proposed herein.

c. The results of the habitat assessment will be used by the CONSULTANT to coordinate with the agencies listed above to create a prioritized list of next steps. It is anticipated that this will include a two (2)-hour virtual meeting with up to three (3) CONSULTANT staff.

d. CONSULTANT will coordinate an in-person site visit for the Planning Board, Town Council, agencies, and local conversation groups. This includes up to two (2) CONSULTANT staff for a two (2)-hour site visit. Coordination with airport management will take place at least a week ahead of time to confirm escorts.

5.3. Wildlife Hazard Site Visit (WHSV)

CONSULTANT will use the knowledge and expertise of its FAA Qualified Airport Wildlife Biologist (QAWB) and collected field data, along with best management practices

and available literature and reference documents to complete the WHSV in a manner consistent with the current minimum requirements set forth by the FAA Advisory Circular 150/5200-38, *Protocol for the Conduct and Review of Wildlife Hazard Site Visits, Wildlife Hazard Assessments, and Wildlife Hazard Management Plans*.

a. CONSULTANT will conduct a WHSV to document the strike history, suspected wildlife hazards, habitat attractants, control activities, airport operations procedures, hazard communication procedures, and aircraft operations and scheduling at the Airport. The WHSV will involve review of reported wildlife strikes at the Airport, as well as interviews with Airport staff to document unreported wildlife strikes or other pertinent wildlife hazard related information.

   The WHSV will also involve three (3) days of field data collection by two (2) CONSULTANT staff, which includes two (2) days of site visits (morning, mid-day, and evening site data collection times) and one (1) day to complete other items noted in this scope task item. Additionally, this task includes travel time, research to prepare for site visit, and coordination with the Airport. It is recommended that the field data collection portion of the WHSV be conducted during mid to late spring, or early fall to document the types of birds and mammal species and their numbers, locations, local movements, and daily occurrences and activities at and in the vicinity of the Airport. During each site visit, surveys will be conducted in the morning, mid-day, and evening at fixed survey points located within the Airport's air operations area (AOA) and at fixed observation points located within five (5) miles of the Airport. Efforts will be made not to schedule the field work during extreme wind conditions and heavy precipitation events.

   Fixed point surveys will be conducted at each fixed survey point for a period of three (3) minutes. Each fixed point survey will involve documenting the numbers and species of birds heard and birds detected visually within a ¼ mile radius of each fixed survey point. Significant observations made outside the three (3)-minute survey period or outside of the ¼ mile observation radius limit will also be documented. The number and locations of the fixed survey points on Airport property will be field determined and will allow for coverage of the airport grounds, while providing minimal overlap in viewing areas. Spacing between the fixed survey points on will not exceed ½ mile. The location of the fixed observation points will be field determined and will be located at known or inferred wildlife attractants and congregation areas including, but not limited to: agricultural fields, livestock operations, golf courses, parks, waste handling facilities, water bodies, wetlands, and water management facilities. The fixed observation point surveys will involve documenting the numbers and species of audibly and visually observed bird species upon immediate arrival to the fixed observation point location. In order to document nocturnal bird and mammal activity at the airport, nighttime spotlight surveys of the AOA will be conducted two (2) times during the field data collection period. The spotlight surveys will involve driving the perimeter of the AOA and documenting wildlife observed within or immediately adjacent the AOA. A general vegetation and ecological

community survey focusing on potential wildlife attractants within and immediately adjacent to the AOA will also be conducted during the WHSV. In addition, a fence line or airport perimeter inspection will occur to document breaks or other access points for wildlife to gain entry to the AOA. During these surveys, additional data will be collected on types of wildlife, including, but not limited to, insects, amphibians, reptiles, and fish. CONSULTANT will also conduct preliminary screenings for State and federally listed or proposed endangered or threatened species and designated or proposed critical habitat, and state regulated wetlands and waterbodies on airport property. No presence or absence surveys of state and federally listed or proposed endangered or threatened species or designated or proposed critical habitat are proposed as part of this task. No formal wetlands and surface waters delineations or jurisdictional determinations of state and federally regulated wetlands and surface waters are proposed as part of these services.

b. Following the completion of the field data collection, a summary report will be prepared that documents the findings of the WHSV. The WHSV report will include an analysis of the wildlife strike history, summary of observed wildlife species and activities, review of wildlife habitat and attractants, recommendations to reduce wildlife hazards at the airport, and a recommendation as to whether a complete Wildlife Hazard Assessment (WHA) is warranted. The WHSV report will be submitted to the Airport for review prior to submission to the FAA for final review and approval. One (1) round of Airport and one (1) round of FAA comments are anticipated. The WHSV report will be included as an appendix to the Master Plan Update.

c. CONSULTANT will coordinate with the Airport regarding access prior to on-airport surveys efforts to advise of the nature and duration of the activities.

5.4. An airport recycling, reuse, and waste reduction plan, in accordance with the FAA *Memorandum for Guidance on Airport Recycling, Reuse and Waste Reduction*, dated September 30, 2014, will be completed for the Airport by the CONSULTANT. This plan will be developed using existing information and documentation relative to the airport's waste disposal and/or recycling program. The scope and detail of the plan will be governed by the extent and accuracy of the available information, but review and documentation of the following elements will be completed:

a. Facility description and background
b. Waste audit (existing or new)
c. Review of recycling feasibility
d. Operation and maintenance requirements
e. Review of waste management contracts
f. Potential cost savings or revenue generation
g. Plan to minimize solid waste generation

The airport recycling, reuse, and waste reduction plan will be documented and included as in the Master Plan Update as an appendix and submitted as part of the final draft for FAA review and acceptance. One (1) site visit with two (2) CONSULTANT staff will be conducted for this task.

5.5. Address one (1) round of comments by IZG, MaineDOT, and FAA, and create a final chapter and figures and response to comments received.

Deliverables:

- Draft and Final Ecological Community and Habitat Assessment Summary Report
- Draft and Final WHSV Report
- Draft and Final Airport Recycling, Reuse, and Waste Reduction Plan
- Draft Environmental Overview Chapter
- Final Environmental Overview Chapter

TASK 6 – FACILITY REQUIREMENTS

The purpose is to examine capacity over the planning period and determine the type and amount of airport facilities (runways, taxiways, aprons, tie-downs, storage hangars, vehicle parking, terminal area facilities, navigational and approach/landing aids, airport lighting, instrument approaches, etc.) needed to accommodate forecast aviation demand over the next 20 years and meet current design standards.

The capacities and requirements of runways, taxiways, aircraft parking areas, vehicle parking facilities, and GA terminal facilities will be assessed based on the demand forecasts identified in Task 4.0. Airport Facility Requirements for the next 20 years will be determined through a comparison of aviation demand with existing airport features and facilities.

FAA standards documented in AC 150/5300-13B, Change 1, *Airport Design*, and other FAA and state regulations will also be used to determine requirements. Requirements will be presented describing those changes necessary to accommodate existing and future demand and/or improve airport features to meet current design standards.

Subtasks of CONSULTANT are limited to the following:

6.1. Document that "Current activity is substantially below the volume of 90,000 annual operations that merit an analysis of runway capacity."

6.2. Airside Facility Requirements

Based on the anticipated aircraft fleet mix and level of operational activity, this section will determine the need for airfield improvements. Particular attention will be given to reviewing the use of the current runway system and recommendations for additional or improved approach procedures. Layout dimensions or other requirements for the existing and proposed Runway Design Code (RDC)/ Taxiway Design Group (TDG)/ Airport

Reference Code (ARC) that do not meet current conditions will be identified and addressed. Airside elements examined by the CONSULTANT will include, but not necessarily be limited to, the following:

a. Runway improvements, safety areas, object free areas, object free zones, protection zones, visibility zones, and approach areas.
b. Designation of the existing runway (Primary/ Crosswind/ Secondary/ Additional).
c. Existing and future runway length to meet the demands of the critical design aircraft.
d. Taxiways/taxilanes and geometry standards, safety areas, object free areas, and separations/wingtip clearances.
e. Pavement conditions using MaineDOT's most current pavement conditions map.
f. Reported load-bearing capacity of pavements.
g. Airport marking and lighting.
h. Instrument approaches and NAVAIDs.
i. Airspace obstructions and a review of applicable imaginary surfaces for each runway.
j. Airport fencing and access control devices, including what physical access control system(s) may be needed in the future.

6.3. Landside Facility Requirements

Based on the results of Tasks 3 and 4, requirements for landside airport facilities will be identified by the CONSULTANT. Interviews will be conducted virtually with airport management and operational personnel as part of the process to determine current procedures and potential areas of concern. Opportunities to improve airport revenue generation and sustainability will be sought and investigated for these functions as well. The element for landside facilities include:

a. Fixed Base Operator (FBO) areas and facilities
b. Aprons, tie-downs, hangars
c. Taxilanes
d. Airport administrative/operations offices
e. Aviation fuel storage and distribution
f. Airfield maintenance facilities and snow removal equipment and storage
g. Non-aviation use areas

6.4. Address one (1) round of comments by IZG, MaineDOT, and the FAA and create a final chapter and figures and response to comments received.

Deliverables:

- Draft Facility Requirements Chapter
- Final Facility Requirements Chapter

TASK 7 – ALTERNATIVES ANALYSIS

In this task, feasible Development Alternatives having the potential to satisfy the various Airport Facility Requirements identified in Task 6.0, based on forecasts in Task 4.0, will be presented. The alternatives will be evaluated based on the criteria described below and the preferred alternative(s) will be identified. The preferred alternative(s) will be incorporated into an overall development plan for the Airport, which will be the basis for the final Airport Layout Plan (ALP).

The alternatives will consider the airside and landside features in addition to the required support/ancillary development.

Evaluation criteria for the alternatives will be guided by FAA design standards, cost-effectiveness, environmental considerations, and the degree to which the alternative in question meets the identified facility requirement based on consensus with the SPONSOR and stakeholders. A set of standards will be established for each type of plan developed (i.e., airside, landside). To facilitate a future NEPA review of projects prior to construction, the "No Build Alternative" will also be evaluated.

Subtasks of CONSULTANT are limited to the following:

7.1 Identify Airside Alternatives

The formulation of airside alternative sketch plans and diagrams is the primary purpose of this element. From the aviation demand forecasts, the extent of improvements needed to accommodate future demand and the needs of the existing and future critical aircraft or family of aircraft will be known. Additionally, the extent of capacity enhancement required to accommodate future operations at the Airport will also be derived.

Alternatives will be presented by the CONSULTANT to meet or attempt to meet both design and airfield geometry non-standard conditions as well as obtain operational flexibility at the Airport. The airside alternative sketch plans and diagrams will permit technical and operational evaluation and will assist in formulating reasonable and logical development phasing plans. This task will identify as many as three (3) airside alternatives, including the No-Build Alternative. These alternatives will incorporate both runway and taxiway improvements, as well as NAVAID and approach improvements. One of the three (3) airside alternatives will be chosen as the preferred alternative and will determine what land will be protected for aeronautical use versus non-aeronautical purposes.

The Alternatives Chapter will review and recommend improvements to non-conforming conditions.

7.2 Identify Landside Alternatives

Alternatives prepared to meet the landside development needs over the planning period will be evaluated by the CONSULTANT in this task. Landside Alternative schematic plans and diagrams will be prepared to identify the general location and size of potential development sites. Up to three (3) alternatives, including a No-Build Alternative, will be developed. Due to the broad nature of the potential Landside Alternatives, construction cost estimates will not be developed at the Alternatives stage but will be developed at the Recommended Plan (Task 7.5) stage if the Alternative will be planned and programmed by the Airport within the Airport Capital Improvement Plan (ACIP) timeframe. Outputs from the aviation demand forecasts and discussions with airport management and users will help determine the general size, location, and sequencing for the development of landside facilities.

7.3 Alternatives Analysis

This element begins with the set of identified alternatives, evaluates the advantages and disadvantages of each based upon a set of criteria, and then results in a consolidated recommended development strategy for the Airport, which will be the basis for the ALP. The following criteria will be used by the CONSULTANT for the review and evaluation of each alternative:

a. Airside Alternatives Evaluation Criteria:

i. **Facility Requirements:** Does the Alternative meet the existing and future needs of the Airport and is the alternative feasible for implementation?
ii. **Environmental Consequences:** What are the environmental consequences associated with the implementation of the alternative? To what extent does this alternative further the achievement of the Airport's environmental goals?
iii. **FAA Standards:** Does the alternative meet the design standards of FAA AC 150/5300-13B, *Airport Design,* and CFR Part 77 Surfaces to the extent feasible?
iv. **Development Costs:** Does the alternative have reasonable development costs in comparison to other alternatives that achieve the same goal? At the alternatives stage, comparative cost estimates will be used for general comparison amongst airside alternatives.
v. **Development Flexibility:** To what extent does this alternative leave flexibility for change and additional future surrounding development? Does this alternative allow flexibility from an operational standpoint?

b. Landside Alternatives Evaluation Criteria:

i. **Land Use Compatibility:** Is the alternative compatible with on-airport and off-airport patterns of land use? This criterion will evaluate such things as access to the airside movement areas and the local road network and the

degree to which the alternative is compatible with activities occurring in surrounding on- and off-airport lands.

ii. **Environmental Consequences:** What are the environmental consequences associated with the implementation of the alternative?

iii. **Potential for Expansion:** Is the alternative flexible and dynamic in the sense that it can accommodate future changes in demand and unanticipated expansion? This criterion recognizes the fact that location decisions made today will influence future airport development for many years to come. Planning will consider future development needs beyond the facility requirements of the current planning period.

iv. **Operational Efficiency:** Will this alternative contribute to the development of a smoothly functioning airport with efficient movement of aircraft? This criterion will consider whether the alternative makes the best and most efficient use of airport facilities and infrastructure.

v. **Revenue Generation Capability:** Does the alternative take a strategic business and capital-based approach that allows or creates opportunities for airport management to increase revenue generation and/or diversify revenue sources thereby improving the overall competitiveness and cost-effectiveness of the Airport?

It is recognized that unforeseen changes during the planning process may require the addition of other criteria or changes in the selected criteria.

7.4 Preliminary Compass Rose Siting

This task creates one (1) figure to identify preliminary locations where a compass rose may be located based on FAA AC 150/5300-13B, Change 1, 6.9.1.1.1-5 only. Consideration of up to three (3) sites will be identified and documented. No survey will be conducted. This task also includes a list of next steps and maintenance based on review of FAA AC 150/5300-13B, Change 1, Appendix F.

7.5 Selection of the Preferred Alternative

In this task, the CONSULTANT along with input from airport management and stakeholders will select the preferred development alternative to be included in the overall recommended plan and ALP Drawing Set for the Airport. The recommended plan will be described by identifying the facilities for each functional area of the Airport, within each time frame. The recommended facilities will be described in relation to their quantity, general location, and timing of required development. The optimum configuration will be developed to accommodate the demand for air transportation in the area, considering community compatibility, environmental considerations, cost, funding, and financial feasibility. The type and location of each airport improvement will be set forth in terms of the planning activity levels identified in the aviation demand forecasts, as well as the following three time periods:

Short Range:	2026 – 2030
Intermediate Range:	2031 – 2035
Long Range:	2036 – 2045

The preferred development alternative will be the basis for phasing, cost estimating, and the financial feasibility analyses completed in the following tasks.

7.6 Address one (1) round of comments by IZG, MaineDOT, and FAA and create a final chapter and figures and response to comments received.

Deliverables:

- Draft Alternatives Chapter
- Final Alternatives Chapter

TASK 8 – FINANCIAL AND IMPLEMENTATION PLAN

The purpose is to develop necessary components for the implementation of the preferred development plan including project phasing and order of magnitude estimates of construction costs. Utilizing this data, develop an updated ACIP for review and comment prior to finalizing the MPU and ALP in Task 9.0.

Projects will be phased out based on the forecast needs, timing, and priorities identified by the Airport and confirmed with MaineDOT and the FAA. Order of magnitude cost estimates will be prepared to inform the ACIP and funding plans.

The results of the Financial & Implementation Plan will be documented in the Draft MPU for review and comment.

Subtasks of CONSULTANT are limited to the following:

8.1 Project Phasing

Refinement and final development of project phasing for the preferred development alternative, as presented in Task 7.5, will be completed by the CONSULTANT. Phasing will be based on the schedule of improvements necessary to meet the anticipated demand, accommodate existing or potential development opportunities, and/or maintain the greatest amount of development flexibility within the site. The phasing plan will be developed to assign each project to a planning period (short-, intermediate-, or long-range). Each project in the short-range period will be individually described in sufficient detail to describe the nature and purpose of the project, identify potential conflicts with other projects, and identify projects that must occur to enable completion. For the intermediate- and long-range time periods, the project staging will consist of a list of required projects, but without the level of implementation detail provided in the short range.

8.2 Order of Magnitude Estimates

Cost estimates of facility requirements, based on current dollars, will be prepared for the first five-year period (0-5 years); a more generalized cost breakdown will be prepared for Year 6 through Year 10 period; and a facility breakdown with costs will be prepared for Year 11 through Year 20 period. These facility requirements could include such items as the terminal, runways, taxiways, aprons, hangars, access roads, perimeter roads, safety areas, lighting and signing, fencing, buildings and hangars, auto parking, airport maintenance, fuel facilities, among others as appropriate. Conceptual planning-level facility costs will be prepared using unit prices prorated by the size of the particular facility tempered with engineering judgment considerations. Cost estimates are intended to be used for planning purposes only and are not to be construed as formal opinions of probable construction costs.

8.3 Airport Capital Improvement Plan (ACIP)

The ACIP will be updated by the CONSULTANT based on the preferred alternative and recommended plan (Task 7), phasing plan (Task 8.1), and order of magnitude cost estimates (Task 8.2). A listing of development projects necessary to implement the phased development plan will be prepared. The phases will be organized into short-range (0-5 years), intermediate-range (6-10 years), and long-range (11-20 years) projects. For each project, order of magnitude cost estimates and funding sources will be identified. Realistically available funding sources will be considered, including federal, state, local, and private funding based on information from the Airport. The resulting ACIP will be compatible with FAA's 5-year Airport Capital Improvement Plan requirements. The ACIP will be prepared and supported by tabular data and narrative descriptions in the report.

8.4 Airport Financial Plan and CIP Funding

A financial plan will be developed for the Airport by the CONSULTANT to evaluate financial and cash flow implications associated with implementing various airside and landside alternatives considered. Further, opportunities to enhance revenue generation and/or diversify revenue sources through the implementation of the recommended plan will be documented.

A review of the most pertinent financial and operational aspects of the Airport's business that will affect the pursuit of strategies outlined in the recommended plan will be completed. The overview will focus on the following:

- 3-year airport profit/loss statements (2023-2025) if available
- Existing Airport Capital Improvement Plan/Program

Utilizing this information, the CONSULTANT will examine the budget, financial and operating performance, and structure of the Airport to understand potential funding limitations and impacts, as well as project future performance for the short- to intermediate-term period.

The analysis will document the ability of the airport to fund the preferred ACIP based on existing and projected financial activity and available funding sources. The financial plan will provide planning-level projections of financial performance to serve as a resource for airport management. The plan will allow stakeholders to quickly review various recommendations and see summarized financial information.

8.5 Address one (1) round of comments by IZG, MaineDOT, and FAA and create a final chapter and figures and response to comments received.

Deliverables:

- Draft Financial and Implementation Plan Chapter
- Final Financial and Implementation Plan Chapter

TASK 9 – AIRPORT LAYOUT PLAN DRAWING SET

Based upon the results of Task 7.0 (Alternatives Analysis) and input from airport management, the FAA, and MaineDOT, a draft ALP Drawing Set, and associated narrative will be prepared by the CONSULTANT. The ALP Drawing Set will be prepared in accordance with FAA requirements and will use the FAA Airports Division (ARP) *Standard Procedure for FAA Review and Approval of Airport Layout Plans Standard Operating Procedure (SOP) 2.0 Checklist* (**Attachment 3**). A brief explanation of each of the drawings comprising the ALP Drawing Set follows.

9.1. Title Sheet
9.2. Existing Airport Layout
9.3. Airport Layout Plan
9.4. Airport Data Tables
9.5. Terminal Area Plan
9.6. Airport Airspace Plan
9.7. Inner Portion of the Approach Surface Drawings
9.8. Runway Departure Surface Drawings
9.9. Airport Land Use Plan
9.10. Exhibit “A” Property Map

9.1. Title Sheet

The CONSULTANT will prepare a Title Sheet in accordance with the features selected in the ARP *Standard Procedure for FAA Review and Approval of Airport Layout Plans (ALPs),* SOP 2.0 Checklist in **Attachment 3**.

9.2. Existing Airport Layout Plan

The CONSULTANT will prepare a Drawing depicting the current airport layout in accordance with the features selected in the ARP *Standard Procedure for FAA Review and Approval of Airport Layout Plans (ALPs),* SOP 2.0 Checklist in **Attachment 3**.

9.3. Airport Layout Plan

The CONSULTANT will prepare an Airport Layout Plan based on the preferred alternative identified in Task 7.4. The drawings will depict those features as indicated on the ARP *Standard Procedure for FAA Review and Approval of Airport Layout Plans (ALPs),* SOP 2.0 Checklist in **Attachment 3**.

9.4. Airport Data Tables

The CONSULTANT will prepare an Airport Data Tables Sheet (if needed) in accordance with the features as indicated in ARP *Standard Procedure for FAA Review and Approval of Airport Layout Plans (ALPs),* SOP 2.0 Checklist in **Attachment 3**.

9.5. Terminal Area Plan

The CONSULTANT will prepare a Terminal Area Plan indicating existing and recommended future uses and development for the general aviation terminal, hangar and tenant areas, ground vehicle access, and vehicle and aircraft parking. The drawing will include those features as indicated on the ARP *Standard Procedure for FAA Review and Approval of Airport Layout Plans (ALPs),* SOP 2.0 Checklist in **Attachment 3**.

9.6. Airport Airspace Plan

The CONSULTANT will prepare an Airport Airspace Plan for existing and ultimate CFR Part 77 imaginary surfaces, including approach slopes and height or slope protections established by local zoning ordinance (if applicable). The drawing will include those features as indicated on the ARP *Standard Procedure for FAA Review and Approval of Airport Layout Plans (ALPs),* SOP 2.0 Checklist included in **Attachment 3**.

9.7. Inner Portion of the Approach Surface Drawings

The CONSULTANT will prepare an Inner Approach Surface and Runway Protection Zone Control including plan and profile sections of the ultimate runway protection zones and inner approach surface areas showing the controlling obstructions therein, associated top elevations, and proposed disposition. The drawing(s) will include those features as indicated on the attached ARP *Standard Procedure for FAA Review and Approval of Airport Layout Plans (ALPs),* SOP 2.0 Checklist as included in **Attachment 3**, such as the Threshold Siting Surface, and CFR Part 77 Surfaces.

9.8. Runway Departure Surface Drawings

The CONSULTANT will prepare the Runway Departure Surface Drawing for each of the two (2) runway ends. The CONSULTANT will give special emphasis to the identification of obstructions that penetrate the Departure Surface, as defined in AC 150/5300-13B, by more the 35 feet. The PROJECT will provide recommendations

for obstruction removal based on the findings from these drawings. The drawing will include those features indicated on the ARP *Standard Procedure for FAA Review and Approval of Airport Layout Plans (ALPs),* SOP 2.0 Checklist as included in **Attachment 3**.

9.9. Airport Land Use Plan

The Airport Land Use Plan will be prepared by the CONSULTANT and will indicate specific airport uses and show off-airport compatible and non-compatible land uses as well as aeronautical and non-aeronautical on-airport land uses. The development of noise contours for inclusion in the Airport Land Use Plan will be excluded from the sheet and is not included as part of this project. The drawing will include those features indicated on the ARP *Standard Procedure for FAA Review and Approval of Airport Layout Plans (ALPs),* SOP 2.0 Checklist as included in **Attachment 3**.

9.10. Exhibit "A" Property Map

In addition to the development of the ALP Drawings noted above, CONSULTANT will create an Exhibit "A" Property Map. The drawing will include those features indicated on the ARP *Standard Procedure for FAA Review of Exhibit 'A' Airport Property Inventory Maps*, SOP 3.0 Checklist as included in **Attachment 3**.

No boundary survey is included in this contract. Airport will provide relevant information including previous boundary survey, documentation of lands acquired through fee or easement, documentation of lands released in the history of the airport and metes and bounds survey results previously conducted.

Deliverables:

- Draft ALP Drawing Set

TASK 10 – DELIVERABLES

The MPU and ALP Drawing Set will be finalized based on comments on Interim Reports, input received from the Technical Advisory Committee (TAC), local officials, and public meetings, and in coordination with airport management. The resulting Final Report and ALP Drawing Set will be submitted to the Airport, MaineDOT, and the FAA for approval and signature. The following deliverables will be made available at specific milestones throughout the project:

10.1. Interim and Draft Reports

Electronic copies in Portable Data Format (PDF) for each of the Interim Reports and the Draft MPU Report will be prepared by the CONSULTANT. No printed copies will be provided. These reports are anticipated to be delivered based on the following project milestones:

a. Interim Report #1 – Upon completion of Task 5.0
b. Interim Report #2 – Upon completion of Task 7.0

c. Draft MPU Report – Upon completion of Task 9.0

The Interim Reports and Draft MPU Report will consist of a written report summarizing the findings of each subsequent task in tabular and text format. One (1) round of comments is anticipated based on IZG, MaineDOT, and FAA review.

10.2. Final Report

The Final Report will consolidate supporting documentation and findings developed throughout the course of the study process. The Final Report will be prepared by the CONSULTANT in an 11" x 17" landscape format. The Final Report will incorporate appropriate graphics and be printed and bound as requested by airport management.

The Final Report will be submitted to airport management, FAA, and MaineDOT. The ALP Drawing Set will be prepared on compatible electronic media for use in preparing reports, exhibits, and presentation materials. An electronic copy of the Final Report in Microsoft Word and PDF format and an electronic copy of the ALP Drawing Set in AutoCAD format (or fully compatible format) and PDF format will be provided to the Airport, MaineDOT, and FAA. Full-size reproducible drawings of the Final ALP Drawing Set will be submitted to the Airport, MaineDOT, and FAA for approval and signature.

Deliverables:

- Draft Interim Report #1
- Final Interim Report #1
- Draft Interim Report #2
- Final Interim Report #2
- Draft Master Plan Report
- Final Master Plan Report
- Final ALP Drawing Set

TASK 11 – PUBLIC PARTICIPATION AND MEETINGS

This task will establish a communications framework for the Technical Advisory Committee (TAC), airport tenants, the general public, local officials, airport staff, and the CONSULTANT team throughout the master plan process. To allow for technical review of interim and draft documents, solicit comments and input on study progress and engage the public through participation in the planning process. Although identified as a discrete task, these elements will occur at key times throughout the project.

Stakeholder outreach and input are important parts of enhancing the master planning process. FAA's AC 150/5070-6B, *Airport Master Plans*, and FAA AC 150/5050-4, *Citizen Participation in Airport Planning,* provide guidance for effective techniques to engage the public and other airport stakeholders in the planning process. Development of a Public Involvement Program will

begin at the earliest stages of the master planning process to identify stakeholders and key issues, and will include the following features:

a. Tenant meeting
b. TAC meetings
c. Public information meetings
d. FAA and MaineDOT coordination meeting
e. Planning Board meetings
f. ESAA Board meetings
g. Select Board meetings

Each meeting in the subsequent sections includes travel time, meeting the Airport one (1) hour before the meeting for on-site setup and pre-meeting, meeting preparation (slides (including potential voiced over presentations), boards, potential handouts), one (1) round of presentation and boards review and revision per meeting, debrief with the Airport after each meeting, meeting notes preparation, and one (1) round of revisions to meeting notes per meeting.

11.1. Tenant Meeting

One (1) tenant meeting will be held in person at the beginning of the project to determine the tenants' vision and goals for the airport. It is anticipated that this meeting will be two (2) hours long and attended by up to two (2) CONSULTANT staff. This meeting will be completed as part of the site visit.

11.2. TAC Meetings

The use of focused committees has been an effective tool to engage the public and stakeholders during the master plan process and to solicit feedback during key points in the study. The TAC made up of different Airport tenants, general aviation users, and City officials can provide the necessary feedback for on-Airport issues under consideration.

Meetings with key stakeholders, which are envisioned to include members of airport management, tenants, and users along with Airport staff, will be held throughout the project and will be attended by two (2) staff members of the CONSULTANT and selected subconsultants (if necessary). These meetings will be used to share ideas, discuss schedules, present interim reports, and develop solutions to challenges that present themselves during the project. It is anticipated that the following such in-person (where possible) meetings will occur throughout the course of the project:

a. TAC Meeting #1/Public Meeting #1 – this will be a joint meeting open to the public. This meeting will include Master Plan Process, Inventory, Forecast, Environmental Overview, and Facility Requirements.
b. TAC Meeting #2 – Alternatives, Recommended Plan, and Implementation

Additional meetings required will be conducted via conference call.

11.3. Public Information Meetings

Two (2) Public Information Meetings will be held during the planning process to provide information in a presentation style followed by an open house and to solicit comments from the general public. The first will be a joint meeting open to the public that will serve as both TAC 1 and a public meeting. This meeting will take place when the Facility Requirements (Task 6.0) are substantially complete.

The second public meeting will be an open house after the completion of Task 8.0. The workshop will be held in an informal open-house format late in the afternoon/early evening for a typical period of two (2) hours at facilities in the vicinity of the airport. This meeting will be held on the same day as the second TAC meeting.

Representatives of Airport and CONSULTANT will staff (up to two (2) people per meeting which may include subconsultants) the workshop sessions during the entire period to talk individually with citizens about the project. The CONSULTANT will prepare workshop handout materials and furnish board-mounted graphics (maps, charts, etc.) to be on display so that citizens can become familiar with the project and issues relative to the PROJECT. Citizen comment forms will be prepared and distributed at the workshop. The CONSULTANT will prepare advertisements for the meetings and coordinate the timely publication of advertising for the Airport to provide community notifications at least two weeks prior to the meeting. The airport shall be responsible for providing space for the Public Information Meetings. The two public meetings will be the only forum for citizens and nearby landowners as it relates to the master plan process. Additional landowner/neighborhood coordination and consultation will result in a modified scope.

The content of the in-person (where possible) public meetings will be generally summarized as:

a. Public Meeting #1 - Master Plan Process, Inventory, Forecast, Environmental Overview, and Facility Requirements
b. Public Meeting #2 - Alternatives Analysis, Recommended Plan, and Implementation

11.4. FAA and MaineDOT Coordination Meeting

There will be one (1) virtual coordination meeting with representatives from the FAA New England Region Airports Division Office and MaineDOT. The Airport and CONSULTANT will attend the meeting. The goal of this meeting will be to achieve concurrence on recommended development with FAA regional planning and engineering staff and staff from MaineDOT. It is anticipated that this meeting will be virtual and up to one (1) hour long, attended by up to two (2) CONSULTANT staff.

11.5. Planning Board Meetings

It is anticipated CONSULTANT will attend up to two (2) meetings to present to the Planning Board. These meetings may be attended in person with up to two (2) CONSULTANT staff in person. This task includes the preparation of the application package for the Planning Board including one (1) round of revisions by the airport for each meeting. It is anticipated that these meetings will take place after the Forecasts are approved by the FAA and prior to finalization of the recommended alternative for the Planning Board to provide input.

11.6. ESAA Board Meetings

CONSULTANT will have two (2) in person workshop style presentations to the full ESAA Board – one (1) hour each for two (2) CONSULTANT staff. These meetings will include a formal presentation. This task includes travel time (plus traffic/accident buffer), on-site setup, meeting preparation (slides, boards, potential handouts), one (1) round of presentation and boards review and revision per meeting, debrief with the Airport after each meeting, meeting notes preparation, and one (1) round of revisions to meeting notes per meeting.

Additionally, CONSULTANT will attend eight (8) quarterly virtual meetings with the Executive Committee of the Airport Board to provide an update on the Master Plan progress. It is anticipated that one (1) CONSULTANT staff will prepare for and present at these one (1) hour meetings.

11.7. Select Board Meetings

It is anticipated CONSULTANT will attend up to two (2) meetings to present to the Select Board of the SPONSOR in person. These meetings may be attended in person with up to two (2) CONSULTANT staff each. This task includes the preparation of the meeting package for the Select Board including one (1) round of revisions by the airport per meeting. It is anticipated that these meetings will take place after the Forecasts are approved by the FAA and prior to finalization of the recommended alternative for the Select Board to provide input.

C. SCHEDULE AND ASSUMPTIONS

The following is an approximate schedule of project milestones:

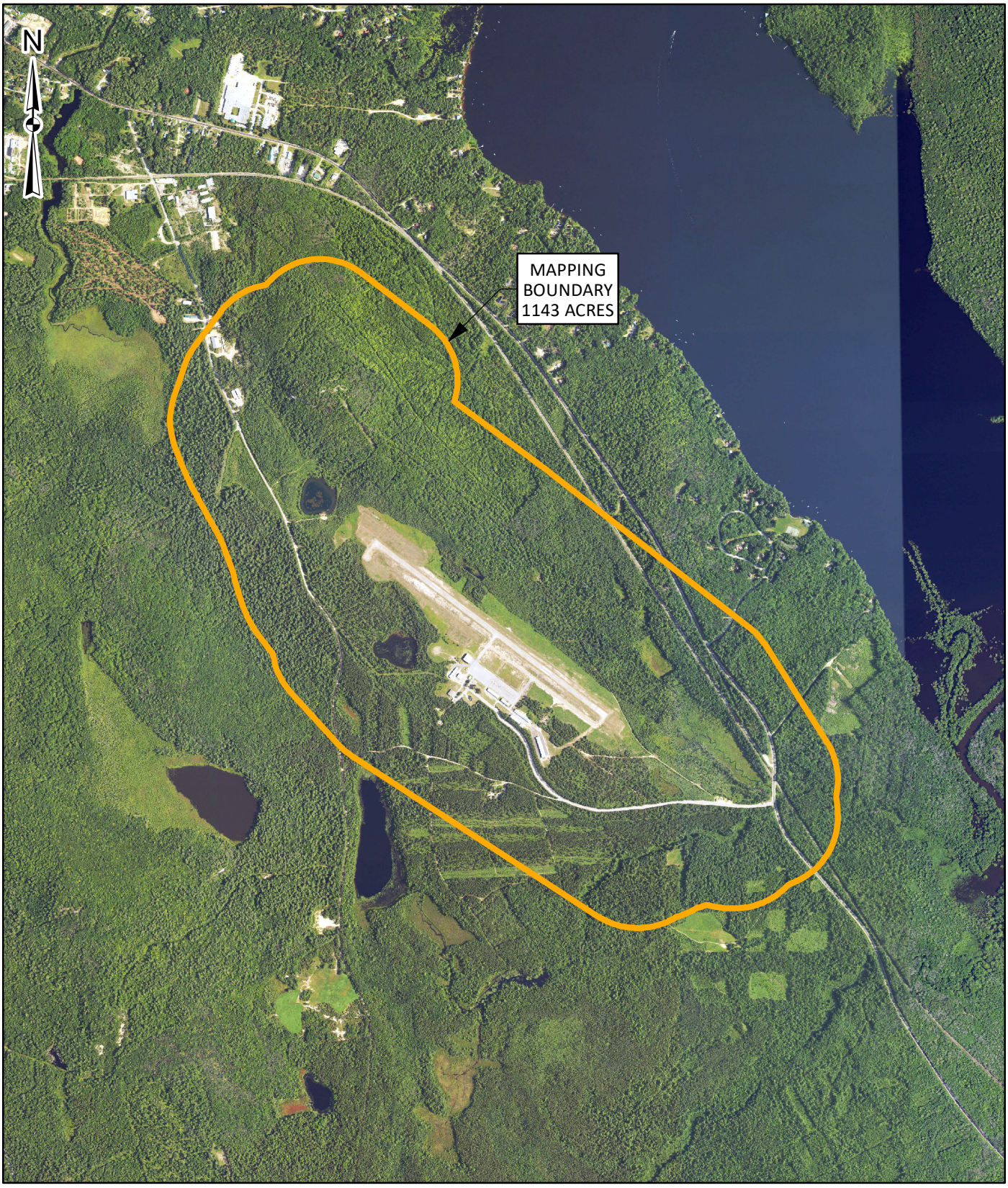
FAA Proposed Project Worksheet ..... October 2024
IZG, FAA, and MaineDOT Review of Scope ..... February 2025
IZG, FAA, and MaineDOT Final Scope and Fee ..... February 2025
Grant Application ..... March 2025
FAA Grant Announcement ..... June 2025
Notice to Proceed Issued ..... July 2025
Inventory Chapter ..... October 2025
Forecasts ..... December 2025

Estimated FAA Forecasts Approval ..... March 2025
Facility Requirements Chapter ..... May 2026
Environmental Overview ..... June 2026
Alternatives Chapter ..... November 2026
Financial and Implementation Plan ..... February 2027
Airport Layout Plan and Final Report ..... May 2027
Forecasts Revalidation ..... June 2027
Project Closeout ..... July 2027

The following items are not included in this scope of work:

1. No noise contours will be created as part of this PROJECT.
2. This PROJECT does not include a metes and bounds survey/boundary survey.
3. This PROJECT does not include formal wetland delineation.
4. This PROJECT does not include any presence/absence survey.

ATTACHMENT 1



0 2,000 4,000
Feet

EASTERN SLOPE REGIONAL AIRPORT

OXFORD COUNTY, MAINE

MAPPING FIGURE

SCALE :	DATE :	FIGURE :
1" = 2,000'	NOVEMBER 2024	1

McFARLAND JOHNSON

K:\Fryeburg\-3 Draw\GIS\Mapping.mxd

ATTACHMENT 2

Legend

AIRPORT PROPERTY

HABITAT ASSESSMENT AREAS

0 1,400 2,800

Feet

EASTERN SLOPE REGIONAL AIRPORT

FRYEBURG, MAINE

HABITAT ASSESSMENT AREAS

SCALE :	DATE :	FIGURE :
1" = 1,500'	JANUARY 2025	1

McFARLAND JOHNSON

K:\Fryeburg\-1 Agreement-Budget\Master Plan 2025\GIS\HABITAT.mxd

A.2. Title Sheet

- The scale of the Title Sheet should be developed to include the items listed below.
- The minimum size for the final drawing set is 22" X 34" (ANSI D) and 24" X 36" (ARCH D). Coordinate use of 34" x 44" (ANSI E) and 26" X 48" (ARCH E) with FAA. Color drawings may be acceptable if they are still usable if reproduced in grey scale.

Title Sheet					
Item	**Instructions**	**Sponsor/Consultant**			**FAA**
		Yes	**No**	**N/A**	
A. Title and revision blocks	Each drawing in the Airport Layout Plan drawing set shall have a Title and Revision Block. For drawings that have been updated, e.g., as-builts, the revision block should show the current revision number and date of revision.	✓			
B. Airport sponsor approval block	Provide an approval block for the sponsoring authority's representative to sign. Include space for name, title, and date.	✓			
C. Date of ALP (date the airport sponsor signs the ALP)	The month and year of signature prominently shown near the title.	✓			
D. Index of sheets (including revision date column)	Airport Layout Drawing, Airport Airspace Drawing, Inner Portion of the Approach Surface Drawing, Terminal Area Drawing, Land Use Drawing, Airport Property Map, Airport Departure Surface, etc.	✓			
E. State Aeronautics Agency Approval Block (as needed)	Provide an approval block for the sponsoring authority's representative to sign. Include space for name, title, and date.	✓			
F. State outline with county boundaries. County in which airport is located should be highlighted.	Provide as needed.	✓			
G. Location map (general area)		✓			
H. Vicinity map (specific airport area)		✓			
Remarks					

A.3. Airport Data Sheet

- For smaller airports, some of the ALP sheets may be combined if practical and approved FAA.

Airport Data Sheet					
Item	**Instructions**	**Sponsor/Consultant**			**FAA**
		Yes	**No**	**N/A**	
A. Title and Revision Blocks	Each drawing in the Airport Layout Plan drawing set shall have a Title and Revision Block. For drawings that have been updated, e.g., as-builts, the revision block should show the current revision number and date of revision.	✓			
B. Wind Rose (all weather and IFR) with appropriate airport reference code and runway orientation depicted, crosswind coverage, and combined coverage, source of wind information and time period covered (for IFR runways applicable minimums should be included):	Assembly and analysis of wind data to determine ultimate runway orientation and also provides the operational impact of winds on existing runways. If instrument procedures are present or will be requested then both all-weather and instrument meteorological condition wind roses are required. See AC 150/5300-13A, Appendix 2.	✓			
1. 10.5, 13, 16, 20 knots wind rose (based on appropriate airport reference code)	When a runway orientation provides less than 95 percent wind coverage for any aircraft forecasted to use the airport on a regular basis, a crosswind runway is recommended. The 95 percent wind coverage is computed on the basis of the crosswind not exceeding 10.5 knots for Airport Reference Codes A-I and B-I, 13 knots for Airport Reference Codes A-II and B-II, 16 knots for Airport Reference Codes A-III, B-III, and C-I through D-III, and 20 knots for Airport Reference Codes A-IV through D-VI. See also AC 150/5300-13A, Paragraph 302(c)(3) and AC 150/5300-13A, Appendix 2.	✓			
2. Percentage of wind coverage/crosswind		✓			
3. Source of data	Wind data may be obtained from NOAA at http://www.ncdc.noaa.gov/ Reference AC 150/5300-13A, Appendix 2, Paragraph A2-5 and A2-6.	✓			

Airport Data Sheet					
Item	**Instructions**	**Sponsor/Consultant**			**FAA**
		Yes	**No**	**N/A**	
4. Age of data (last 10 consecutive years of data with most current data no older than 10 years)	Data must be from the latest 10-year period from the reporting station closest to the airport. Reference AC 150/5300-13A, Appendix 2, Paragraph A2-5.	✓			
C. Airport Data Table					
1. ARC for Airport	List the Airport Reference Code (ARC) for airport. 5300-13AARC is an airport designation that signifies the airport's highest Runway Design Code (RDC), minus the third (visibility) component of the RDC. Reference AC 150/5300-13A.	✓			
2. Mean maximum temperature of hottest month	List the mean maximum temperature and the hottest month for the airport location as listed in "Monthly Station Normals of Temperature, Precipitation, and Heating and Cooling Degree-Days" (Climatography of the United States No. 81). See AC 150/5325-4, 506.b.	✓			
3. Airport elevation (highest point of the landing areas, nearest 0.1 foot) – using North American Vertical Datum of 1988 (NAVD88)	List the Airport Elevation, the highest point on an airport's usable runway expressed in feet above mean sea level (MSL). Use NAVD88. Reference AC 150/5300-13A, Paragraph 102(g) All elevations shall be in NAVD88. A note shall be put on the Airport Layout Drawing that denotes that the NAVD88 vertical control datum was used.	✓			
4. Airport Navigational Aids, including ownership (NDB, TVOR, ASR, Beacon, etc.)	List the electronic aids available at the airport.	✓			

Airport Data Sheet					
Item	**Instructions**	**Sponsor/Consultant**			**FAA**
		Yes	**No**	**N/A**	
5. Airport reference point coordinates, nearest second (existing, future if appropriate, and ultimate) - NAD83	List the Airport Reference Point, the latitude and longitude of the approximate center of the airport. Use the North American Datum of 1983 (NAD83) coordinate system. See AC 150/5300-13A, Paragraph 207. All latitude/longitude coordinates shall be in NAD83. A note shall be put on the Airport Layout Drawing that denotes that the NAD83 coordinate system was used.	✓			
6. Miscellaneous facilities (taxiway lighting, lighted wind cone(s), AWOS, etc.) [Including type/model and any facility critical areas]	List any other facilities available at the airport.	✓			
7. Airport Reference Code and Critical Aircraft (existing & future)	List the existing and ultimate Airport Reference Code and Critical Aircraft, the most demanding aircraft identified in the forecast that will use the airport. Federally funded projects require that critical design airplanes have at least 500 or more annual itinerant operations at the airport (landings and takeoffs are considered as separate operations) for an individual airplane or a family grouping of airplanes. See AC 150/5325-4, 102.a.(8) and AC 150/5070-6, 702.a. Indicated dimensions for wingspan and undercarriage, along with approach speed.	✓			
8. Airport magnetic variation, date and source	Magnetic declination may be calculated at http://www.ngdc.noaa.gov/geomag-web/#declination. This model is using the latest World Magnetic Model which has an Epoch Year of 2010. See FAA Order 8260.19, "Flight Procedures and Airspace." Chapter 2, Section 5, for further information.	✓			
9. NPIAS service level (GA, RL, P, CS, etc.)	See FAA Order 5090.3C.	✓			

Airport Data Sheet					
Item	**Instructions**	**Sponsor/Consultant**			**FAA**
		Yes	**No**	**N/A**	
10. State equivalent service role	As applicable pursuant to State Aviation Department System Plan.	✓			
D. Runway Data Table	The Runway Data Table should show information for both existing and ultimate runways.				
1. Runway identification (Include identifying runways that are "utility")	A column for each runway end should be present. List the runway end number and if pavement strength is less than 12,500 pounds (single-wheel), then note as utility.	✓			
2. Runway Design Code (RDC)	5300-13AThe first component, depicted by a letter, is the AAC and relates to aircraft approach speed (operational characteristics). The second component, depicted by a Roman numeral, is the ADG and relates to either the aircraft wingspan or tail height (physical characteristics); whichever is more restrictive. The third component relates to the visibility minimums expressed by RVR values in feet of 1200, 1600, 2400, and 4000. List the RDC for each runway. See AC 150/5300-13A, Paragraph 105(c).	✓			
3. Runway Reference Code (RRC)	The RRC describes the current operational capabilities of a runway where no special operating procedures are necessary. Like the RDC, it is composed of three components: AAC, ADG, and visibility minimums. List the RRC for each Runway. See AC 150/5300-13A, Paragraph 318.	✓			
4. Pavement Strength & Material Type	Indicate the runway surface material type, e.g., turf, asphalt, concrete, water, etc.				
a. Strength by wheel loading	List the existing and ultimate design strength of the landing surface. See AC 150/5320-6, Chapter 3.	✓			
b. Strength by PCN	See AC 150/5335-5.	✓			

Airport Data Sheet					
Item	**Instructions**	**Sponsor/Consultant**			**FAA**
		Yes	**No**	**N/A**	
c. Surface treatment	Note any surface treatment: grooved, PFC, etc.	✓			
5. Effective Runway Gradient (%) Author to note maximum grade within runway length. Note to included statement that the runway meets line of sight requirements	List the maximum longitudinal grade of each runway centerline. See AC 150/5300-13A, Paragraph 313.	✓			
6. Percent (%) Wind Coverage (each runway)	List the percent wind coverage for each runway for each Aircraft Approach Category. See AC 150/5300-13A, Appendix 2.	✓			
7. Runway dimensions (length and width)	Dimensions determined for the Critical Design Aircraft by using graphical information in AC 150/5325-4.	✓			
8. Displaced Threshold	Provide the pavement elevation of the runway pavement at any displaced threshold. See AC 150/5300-13A, Paragraph 303(2).	✓			
9. Runway safety area dimensions (actual existing and design standard)	List the existing and ultimate dimensions of the Runway Safety Area (RSA). See AC 150/5300-13A, Paragraph 307.	✓			
10. Runway end coordinates (NAD83) (include displaced threshold coordinates, if applicable) to the nearest 0.01 second and 0.1 foot of elevation.	Show the latitude and longitude of the threshold center and end of pavement (if different) to the nearest .01 of a second and 0.1 foot of elevation.	✓			
11. Runway lighting type (LIRL, MIRL, HIRL)	List the existing and ultimate type of runway lighting system for each runway, e.g., Reflectors, Low Intensity Runway Lighting (LIRL), Medium Intensity Runway Lighting (MIRL), or High Intensity Runway Lighting (HIRL). LIRLs will typically not be shown for new systems. See AC 150/5340-30, Ch. 2.	✓			

Airport Data Sheet					
Item	**Instructions**	**Sponsor/Consultant**			**FAA**
		Yes	**No**	**N/A**	
12. Runway Protection Zone (RPZ) Dimensions	List the existing and ultimate Runway Protection Zone (RPZ) dimensions. See AC 150/5300-13A, Paragraph 310. Prior to including new or modified land use in the RPZ, the Regional and ADO staff must consult with the National Airport Planning and Environmental Division, APP-400. This policy is exempt from existing land uses in the RPZ. See AC 150/5300-13A, Paragraph 310 and FAA memorandum dated September 27, 2012.	✓			
13. Runway marking type (visual or basic, non-precision, precision)	Indicate the existing and ultimate pavement markings for each runway. See AC 150/5340-1, Section 2.	✓			
14. 14 CFR Part 77 approach category (50:1; 34:1; 20:1) Existing and Future	List the existing and ultimate approach surface slope. See FAA Order 7400.2, Figures 6-6-3 and 6-3-9.	✓			
15. Approach Type (precision, non-precision, visual)	List the existing and ultimate Part 77 Approach Use Types. See FAA Order 7400.2, Figures 6-6-3 and 6-3-9.	✓			
16. Visibility minimums (existing and future)	List the existing and ultimate visibility minimums for each runway. See AC 150/5300-13A, Table 1-3.	✓			
17. Type of Aeronautical Survey Required for Approach (Vertically Guided, not Vert. Guided)	List the type of aeronautical survey required for the visibility minimums given. See AC 150/5300-18, Section 2.7 and AC 150/5300-13A, Table 3-4 and Table 3-5.	✓			
18. Runway Departure Surface (Yes or N/A)"	Determine applicability of 40:1 Departure Obstacle Clearance Surface (OCS) as defined in Paragraph 303(c) of AC 150/5300-13A.	✓			

Airport Data Sheet					
Item	**Instructions**	**Sponsor/Consultant**			**FAA**
		Yes	**No**	**N/A**	
19. Runway Object Free Area	List the existing and ultimate dimensions of the Runway Object Free Area (OFA). See AC 150/5300-13A, Paragraph 309. Objects non-essential for air navigation or aircraft ground maneuvering purposes must not be placed in the ROFA, unless a modification to standard has been approved.	✓			
20. Obstacle Free Zone	The OFZ clearing standard precludes aircraft and other object penetrations, except for frangible NAVAIDs that need to be located in the OFZ because of their function. Modification to standards does not apply to the OFZ. List the Runway OFZ, Inner-approach OFZ, Inner-transitional OFZ, and Precision OFZ if applicable.	✓			
21. Threshold siting surface (TSS)	List the existing and ultimate threshold siting surface (i.e. approach and departure surfaces). Identify any objects penetrating the surface. If none, state “No TSS Penetrations”. Reference AC 150/5300-13A, Paragraph 303.	✓			
22. Visual and instrument NAVAIDs (Localizer, GS, PAPI, etc.)	List the existing and ultimate visual navigational aids serving each runway.	✓			
23. Touchdown Zone Elevation	List the highest runway centerline elevation in the existing and ultimate first 3000 feet from landing threshold. See FAA Order 8260.3, Appendix 1.	✓			
23. Taxiway and Taxilane width	List the existing and ultimate width of the taxiways and taxilane. Reference AC 150/5300-13A, Paragraph 403 and Table 4-2.	✓			
24. Taxiway and Taxilane Safety Area dimensions	List the existing and ultimate taxiway and taxilane safety area dimensions. Reference AC 150/5300-13A, Paragraph 404(c) and Table 4-1.	✓			

Airport Data Sheet					
Item	**Instructions**	**Sponsor/Consultant**			**FAA**
		Yes	**No**	**N/A**	
25. Taxiway and Taxilane Object Free Area	List the existing and ultimate taxiway and taxilane object free area dimensions. Reference AC 150/5300-13A, Paragraph 404(b) and Table 4-1.	✓			
26. Taxiway and Taxilane Separation	List any objects located inside the Taxiway/Taxilane Safety Area and Taxiway/Taxilane Object Free Area. Also provide the distance from the taxiway/taxilane centerline to the fixed or movable object. Reference Paragraph 404(a) and Table 4-1.	✓			
27. Taxiway/Taxilane lighting	List the existing and ultimate type of taxiway lighting system, e.g., Reflectors, Low Intensity Taxiway Lighting (LITL), Medium Intensity Taxiway Lighting (MITL), or High Intensity Taxiway Lighting (HITL). LITLs will typically not be shown for new systems. See AC 150/5340-30, Chapter 4.	✓			
28. Identify the vertical and horizontal datum	All latitude/longitude coordinates shall be in North American Datum of 1983 (NAD 83). A note shall be put on the Airport Layout Drawing that denotes that the NAD 83 coordinate system was used. All elevations shall be NAVD88. A note shall be put on the Airport Layout Drawing that denotes that the NAVD88 vertical control datum was used.	✓			
E. Modification to Standards Approval Table (if applicable, a separate written request, including justification, should accompany the modification to standards). Show: Approval Date/ Airspace Case No. / Standard to be Modified / Description	Provide a table to list all FAA approved Modifications to Standards. See AC 150/5300-13A, Paragraph 106(b), and FAA Order 5300.1. List “None Required” on the table if no Modifications have yet been proposed or approved.	✓			

Airport Data Sheet					
Item	**Instructions**	**Sponsor/Consultant**			**FAA**
		Yes	**No**	**N/A**	
F. Declared Distances Table	Required even if Declared Distances are not in effect. Declared distances are only to be used for runways with turbine-powered aircraft. The TORA, TODA, ASDA, and LDA will be equal to the runway length in cases where a runway does not have displaced thresholds, stopways, or clearways, and have standard RSAs, ROFAs, RPZs, and TSS. Reference AC 150/5300-13A, Paragraph 323.				
1. Take Off Run Available (TORA)	List the runway length declared available and suitable for the ground run of an airplane taking off, i.e., Take Off Run Available (TORA). The TORA may be reduced such that it ends prior to the runway to resolve incompatible land uses in the departure RPZ, and/or to mitigate environmental effects. Reference AC 150/5300-13A, Paragraph 323(d)(1).	✓			
2. Take Off Distance Available (TODA)	List the length of remaining runway or clearway (CWY) beyond the far end of the TORA ADDED TO the TORA. The resulting sum is the Take Off Distance Available (TODA) for the runway. The TODA may be reduced to mitigate penetrations to the 40:1 instrument departure surface, if applicable. The TODA may also extend beyond the runway end through the use of a clearway Reference AC 150/5300-13A, Paragraph 323(d)(2).	✓			
3. Accelerate Stop Distance Available (ASDA)	5300-13A List the length the length of runway plus stopway (if any) declared available and suitable for satisfying accelerate-stop distance requirements for a rejected takeoff. Additional RSA and ROFA can be obtained by reducing the ASDA. Reference AC 150/5300-13A, Paragraph 323(d)(3).	✓			

Airport Data Sheet					
Item	**Instructions**	**Sponsor/Consultant**			**FAA**
		Yes	**No**	**N/A**	
4. Landing Distance Available (LDA)	5300-13A List the length of runway declared available and suitable for satisfying landing distance requirements. The LDA may be reduced to satisfy the approach RPZ, RSA, and ROFA requirements. Reference AC 150/5300-13A, Paragraph 323(e).	✓			
G. Legend	Provide a Legend that identifies all symbols and line types used on the drawing. Lines must be clear and readable with sufficient scale and quality to discern details.	✓			
Remarks					

A.4. Airport Layout Plan Drawing

- For smaller airports, some of the ALP sheets may be combined if practical and approved by FAA.
- Two, or more, sheets may be necessary for clarity, existing and proposed. The reviewer should be able to differentiate between existing, future, and ultimate development. If clarity is an issue, some features of this drawing may be placed in tabular format. North should be pointed towards the top of the page or to the left. (scale 1"=200' to 1"=600')

Airport Layout Plan Drawing					
Item	**Instructions**	**Sponsor/Consultant**			**FAA**
		Yes	**No**	**N/A**	
A. Title and Revision Blocks	Each drawing in the Airport Layout Plan drawing set shall have a Title and Revision Block. For drawings that have been updated, e.g., as-builts, the revision block should show the current revision number and date of revision.	✓			
B. Space for the FAA approval stamp	Leave a blank four-inch by four-inch area for the FAA approval stamp.	✓			
C. Layout of existing and proposed facilities and features:	To assure full consideration of future airport development in 14 CFR Part 77 studies, airport owners must have their plans on file with the FAA. The necessary plan data includes, as a minimum, planned runway end coordinates, elevation, and type of approach for any new runway or runway extension. See AC 150/5300-13A, Paragraph 106.	✓			
1. True and magnetic North arrow with year of magnetic declination	Magnetic declination may be calculated at http://www.ngdc.noaa.gov/geomag-web/#declination. This model is using the latest World Magnetic Model which has an Epoch Year of 2010. See FAA Order 8260.19, "Flight Procedures and Airspace." Chapter 2, Section 5, for further information.	✓			
2. Airport reference point – locate by symbol a Lat./Long. To nearest second (existing, future, and ultimate) NAD 83	List the Airport Reference Point, the latitude and longitude of the approximate center of the airport. Use the NAD 83 coordinate system. See AC 150/5300-13A, Paragraph 207.	✓			
3. Wind cones, segmented circle, beacon, AWOS, etc.	Show as applicable pursuant to AC 150/5300-13A, Chapter 6.	✓			

Airport Layout Plan Drawing					
Item	**Instructions**	**Sponsor/Consultant**			**FAA**
		Yes	**No**	**N/A**	
4. Contours (showing only significant terrain differences)	Topography, budget, and future uses of the base mapping, will dictate what intervals of topographical contours to use on the maps. Topographic issues may be important in the alternatives analysis, which may require that reduced contour intervals be used. See AC 150/5070-6, 1005.	✓			
5. Elevations: All NAVD88	All latitude/longitude coordinates shall be in NAD83/NAVD88.				
a. Runway – existing, future, and ultimate ends (nearest 0.1 ft.)	Show the latitude and longitude of the threshold center and end of pavement.	✓			
b. Touchdown Zone Elevation (highest point in first 3,000 ft. of runway)	List the highest runway centerline elevation in the existing and ultimate first 3000 feet from landing threshold. See FAA Order 8260.3, Appendix 1.	✓			
c. Runway high/low points (existing and future)	For all runways identify high and low points (centerline) and provide elevation information.	✓			
d. Label runway/runway intersection elevations	Label the pavement elevation of runway intersections where the centerlines cross.	✓			
e. Displaced Thresholds (if any)	Label the pavement elevation and coordinates of the runway pavement at any displaced threshold. See AC 150/5300-13A, Paragraph 303(a)(2).	✓			
f. Roadways & Railroads (where they intersect Approach surfaces, the extended runway centerline, and at the most critical points)	Provide elevation information for the traverse ways' centerline elevation where they intersect the Part 77 Approach surfaces (existing and ultimate). Note whether this elevation is the actual elevation or the traverseway elevation plus the traverseway adjustment (23' for railways, 17' for interstate highways, 15' for other public roads, or 10' for private roads). See also 14 CFR Part 77.	✓			

Airport Layout Plan Drawing					
Item	**Instructions**	**Sponsor/Consultant**			**FAA**
		Yes	**No**	**N/A**	
g. Structures, Buildings, and Facilities	All buildings on the Airport Layout Drawing should be identified by an alphanumeric character. List these identifiers in a table and give a description of the building. If no Terminal Area drawing is done, also include the top of structure elevation in MSL. If any of the structures violate any airport or approach surfaces give an ultimate disposition to remedy the violation. Don't forget navigation aid shelters, AWOS/ASOS, RVRs, PAPIs, Fueling systems, REILs, etc. Also identify the structure use (hangar, FBO, crew quarters, etc.), as needed. Some lesser objects may be identified by symbols in the legend.	✓			
h. Define features to include: trees streams, water bodies, etc.	Provide information and delineate trees, streams, water bodies, etc., on or near airport property and approach surfaces.	✓			
6. Runway Details					
a. Runway Design – runway length, runway width, shoulder width, blast pad width, blast pad length, and cross wind component. (existing, future, and ultimate)	AC 150/5325-4 describes procedures for establishing the appropriate runway length. AC 150/5300-13A, Table 3-4 and Table 3-5 provides the minimum runway length. AC 150/5300-13A, Table 3-8 provides the standard dimensions of the runway width, shoulder width, blast pad width, blast pad length, and crosswind component based on RDC. Clearly denote the runway numbers at the thresholds. Show location of existing and future threshold lights.	✓			
b. Orientation – true bearing to nearest 0.01 second (and runway numbers)	Show the true bearing to the nearest .01 of a degree of the runway centerline.	✓			

Airport Layout Plan Drawing					
Item	**Instructions**	**Sponsor/Consultant**			**FAA**
		Yes	**No**	**N/A**	
c. End Coordinates – existing, future, and ultimate degrees, minutes, seconds (to the nearest 0.01 second)	Show the latitude and longitude of the threshold center and end of pavement (if different) to the nearest .01 of a second.	✓			
d. Runway Safety Areas (RSA) – actual, existing, future, and ultimate (including dimensions)	Show the extents of the existing and ultimate RSA 5300-13A. Reference AC 150/5300-13A, Paragraph 307.	✓			
e. Runway Object Free Areas (ROFA)	Show the extents of the existing and ultimate ROFA. Reference AC 150/5300-13A, Paragraph 309.	✓			
f. Precision Obstacle Free Zone (POFZ)	Show the extents of the existing and ultimate POFZ. Reference AC 150/5300-13A, Paragraph 308(d).	✓			
g. Obstacle Free Zone (OFZ)	Show the extents of the existing and ultimate OFZ. Reference AC 150/5300-13A, Paragraph 308.	✓			
h. Clearways and Stopways	Show any/all clearways and stopways/overruns and the markings used to denote these areas. See AC 150/5300-13A, Paragraph 311 and 312; and AC 150/5340-1, Section 2, Paragraph 14.			✓	
i. Runway Protection Zone (RPZ) - Dimensions (existing, future, and ultimate)	Show existing and ultimate RPZ. See AC 150/5300-13A, Paragraph 310. Show the existing and ultimate protective area/zone type of ownership. Identify any incompatible objects and activities inside the RPZ. Prior to including new or modified land use in the RPZ, the Regional and ADO staff must consult with the National Airport Planning and Environmental Division, APP-400. This policy is exempt from existing land uses in the RPZ. See AC 150/5300-13A, Paragraph 310 and FAA memorandum dated September 27, 2012.	✓			

Airport Layout Plan Drawing					
Item	**Instructions**	**Sponsor/Consultant**			**FAA**
		Yes	**No**	**N/A**	
j. 14 CFR Part 77 Approach Surfaces	Show the portion of the existing and ultimate approach surfaces that are over airport and adjacent property and identify the approach surface dimensions and slope. See FAA Order 7400.2, Figure 6-3-9.	✓			
k. Threshold Siting Criteria: Approach/Departure Surface (existing, future, and ultimate) 5300-13A	Determine and identify pursuant to AC 150/5300-13A, Paragraph 303(b) and 303(c).	✓			
l. Terminal Instrument Procedures (TERPS)surface and TERPS GQS, if applicable.	Determine and identify pursuant to AC 150/5300-13A, Paragraph 303(a)(4)(a), Table 3-4, and Table 3-5. Reference FAA Order 8260.3.	✓			
m. Navigation Aids (NAVAIDS) – PAPI, ILS, GS, LOC, ALS, MALSR, REIL, etc., (plus facility critical area's)	Show all NAVAIDS and provide clearance distances from runways, taxiways, etc. Reference AC 150/5300-13A, Chapter 6.	✓			
n. Marking – thresholds, hold lines, etc.	Show on the runway the type and location of markings, existing and ultimate. See AC 150/5340-1, Section 2.	✓			
o. Displaced threshold coordinates and elevation	Show the latitude, longitude, and the pavement elevation of the runway pavement at any displaced threshold. See AC 150/5300-13A, Paragraph 303(a)(2).5300-13A.	✓			
p. Runway centerline separation distances	Show the runway centerline separation distances to parallel runway centerline, holding position, parallel taxiway/taxilane centerline, aircraft parking area, and helicopter touchdown pad, if applicable. Reference AC 150/5300-13A, Paragraph 321 and Table 3-8.	✓			
7. Taxiway Details	Show the taxiway centerline separation distances to parallel taxiway/taxilane centerlines, fixed or movable objects.				

Airport Layout Plan Drawing					
Item	**Instructions**	**Sponsor/Consultant**			**FAA**
		Yes	**No**	**N/A**	
a. Dimensions – width (existing & ultimate)	Taxiway width based on Taxiway Design Group (TDG). See AC 150/5300-13A, Table 4-2.	✓			
b. Taxiway Edge Safety Margin (TESM)	TESM dimension based on TDG. See AC 150/5300-13A, Table 4-2.	✓			
c. Taxiway Shoulder Width	Taxiway shoulder width based on TDG. See AC 150/5300-13A, Table 4-2.	✓			
b. Taxiway/Taxilane Object Free Area (TOFA)	TOFA width based on Taxiway Design Group (TDG). TOFA extend the entire length of taxiway. See AC 150/5300-13A, Table 4-1.	✓			
c. Taxiway/Taxilane Safety Area (TSA)	TSA width based on TDG. TSA extend the entire length of taxiway. See AC 150/5300-13A, Table 4-1.	✓			
d. Taxiway/Taxilane Centerline Separation from:		✓			
i. Runway centerline	Show the distance from centerline of runway to centerline of taxiway. See AC 150/5300-13A, Table 4-1.	✓			
ii. Parallel taxiway	Show the distance from centerline of taxiway to centerline of parallel taxiway. See AC 150/5300-13A, Table 4-1.	✓			
iii. Aircraft parking	Show the distance from centerline of taxiway to marked aircraft parking/tie downs. See AC 150/5300-13A, Table 4-1.	✓			
iv. Fixed or Movable Objects	Show the distance from centerline of taxiway to airport objects such as buildings, facilities, poles, etc. See AC 150/5300-13A, Table 4-1.	✓			
8. Fences (identify height)	Show the location of existing and ultimate fences and identify height.	✓			

Airport Layout Plan Drawing					
Item	**Instructions**	**Sponsor/Consultant**			**FAA**
		Yes	**No**	**N/A**	
9. Aprons					
a. Dimensions (square footage, dimension, or length and width)	Include dimensions of apron and distance from runway and taxiway centerlines. Apron should be sized using activity forecast and the apron design spreadsheet. See AC 150/5300-13A, Chapter 5 and FAA Engineering Brief No. 75.	✓			
b. Identify aircraft tie-down layout	Show proposed tie-down layout on the apron area. See AC 150/5300-13A, Figure A5-1, AC 20-35, and AC 150/5340-1.	✓			
c. Identify Special Use Areas (e.g., deicing or aerial application areas on or near apron)	Show as applicable and pursuant to representative ACs.	✓			
10. Roads	Label all roads.	✓			
11. Legend	Provide a Legend that identifies all symbols and line types used on the drawing. Lines must be clear and readable with sufficient scale and quality to discern details.	✓			
12. Items to be identified with distinct line types	Use distinct line types to identify different items and differentiate between existing and ultimate.				
a. NAVAID Critical Areas (Glide Slope, Localizer, AWOS, ASOS, VOR, RVR, etc.)	Show the critical area outline for all Instrument Landing System and other electronic Navigational Aids located on the airport. See AC 150/5300-13A, Chapter 6 for general guidance and FAA Order 5750.16 for critical area dimensions.	✓			
b. Building Restriction Lines 5300-13A(BRL)	The BRL is the line indicating where airport buildings must not be located, limiting building proximity to aircraft movement areas. See AC 150/5300-13A, Paragraph 213(a).	✓			
c. Runway Visibility Zone (RVZ)	Show the RVZ for the existing and ultimate airport configurations. See AC 150/5300-13A, 305(c).	✓			

Airport Layout Plan Drawing					
Item	**Instructions**	**Sponsor/Consultant**			**FAA**
		Yes	**No**	**N/A**	
d. Airport Property Lines and Easements (existing, future, and ultimate)	Show the airport property boundaries, including easements, for the existing and ultimate airport configurations.	✓			
13. Survey Documentation					
a. Survey Monuments (PACS/SACS, see AC 150/5300-16)	Show the location of all established survey monuments located on or near the airport property. Identify Primary and Secondary Airport Control Stations (PACS/SACS) if they exist. See AC 150/5300-16. Show the location of all section corners on or near the airport property.	✓			
b. Offsets, stations, etc.	Show as applicable.	✓			
14. Any Air Traffic Control Tower (ATCT) line of sight/shadow study areas (use separate sheet if necessary)	Reference FAA Order 6480.4.			✓	
15. General Aviation development area (e.g., fuel facilities, FBO, hangars, etc.) – greater detail can be shown on the terminal area drawing	Show as applicable.	✓			
16. Facilities and movement areas that are to be phased out, if any, are described	Show as applicable.	✓			
Remarks					

A.5. Airport Airspace Drawing

- A required drawing.
- Scale 1" = 2000' plan view, 1" = 1000' approach profiles, 1"=100' (vertical) for approach profiles.
- 14 CFR Part 77, Objects Affecting Navigable Airspace, defines this as a drawing depicting obstacle identification surfaces for the full extent of all airport development. It should also depict airspace obstructions for the portions of the surfaces excluded from the Inner Portion of the Approach Surface Drawing.

Airport Airspace Drawing					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
A. Title and Revision Block	Each drawing in the Airport Layout Plan drawing set shall have a Title and Revision Block. For drawings that have been updated, e.g., as-builts, the revision block should show the current revision number and date of revision.	✓			
B. Plan view (based on ultimate runway lengths) Include location of water or sewage facilities if inside horizontal surface.					
1. U.S. Geological Survey (USGS) Quad Sheet for base map	Use the most current USGS Quadrangle(s) as a base map for the airspace drawing.	✓			
2. Runway end numbers	Show the ultimate runways and runway numbers. Contact the FAA before renumbering existing runways.	✓			
3. Part 77 Surfaces (Horizontal, Conical, Transition, based on ultimate). Including elevations at the point where surfaces change.	Show the extents of the Part 77 imaginary surfaces. For airports that have precision approach runways show balance of the 40,000' approach on a second sheet, if necessary. See 14 CFR Part 77.19.	✓			
4. 50' elevation contours on sloping surfaces (NAVD88)	Show contour lines on all sloping Part 77 imaginary surfaces. See 14 CFR Part 77.19.	✓			
5. Top elevations of penetrating objects for the inner portion of the approach surface drawing	Identify by unique alphanumeric symbol all objects beyond the Runway Protection Zones that penetrate any of the Part 77 surfaces. See 14 CFR Part 77.	✓			
6. Note specifying height restriction (ordinances/statutes)	List any local zoning restrictions that are in place to protect the airport and surrounding airspace. See AC 150/5190-4.	✓			
7. North Arrow with	Magnetic declination may be	✓			

Airport Airspace Drawing					
Item	**Instructions**	**Sponsor/Consultant**			**FAA**
		Yes	**No**	**N/A**	
magnetic declination and year	calculated at http://www.ngdc.noaa.gov/geomag-web/#declination. This model is using the latest World Magnetic Model which has an Epoch Year of 2010. See FAA Order 8260.19, "Flight Procedures and Airspace." Chapter 2, Section 5, for further information.				
C. Profile view					
1. Airport Elevation	List the Airport Elevation, the highest point on an airport's usable runway expressed in feet above mean sea level (MSL). Use NAVD88 datum. See AC 150/5300-13A, Chapter 1, Paragraph 102(g).	✓			
2. Composite Ground Profile along extended Runway Centerline (Representing the composite profile, based on the highest terrain across the width and along the length of the approach surface)	Depict the ground profile along the extended runway centerline representing the composite profile, based on the highest terrain across the width and along the length of the approach surface.	✓			
3. Significant objects (bluffs, rivers, roads, schools, towers, etc.) and elevations	Identify all significant objects (roads, rivers, railroads, towers, poles, etc.) within the approach surfaces, regardless of whether or not they are obstructions. Use the objects' same alphanumeric identifier that was used on the plan view. Identify the top elevations of all significant objects (roads, rivers, railroads, towers, poles, etc.) within the approach surfaces, regardless of whether or not they are obstructions.	✓			
4. Existing, future, and ultimate runway ends and approach slopes	Show existing and ultimate runway ends and FAR Part 77 approach surface slopes. See 14 CFR Part 77.19.	✓			
D. Obstruction Data Tables (identify obstacles not depicted on the Inner Portion of the Approach Surface Drawing)					
1. Object identification number	Identify all significant objects (roads, rivers, railroads, towers, poles, etc.) within the approach	✓			

Airport Airspace Drawing					
Item	**Instructions**	**Sponsor/Consultant**			**FAA**
		Yes	**No**	**N/A**	
	surfaces, regardless of whether or not they are obstructions. Use the objects alphanumeric identifier that was used on the plan view. Identify the top elevations of all significant objects (roads, rivers, railroads, towers, poles, etc.) within the approach surfaces, regardless of whether or not they are obstructions.				
2. Description	Provide a brief description of the object, e.g., Power Pole, Cell Tower, Natural Gas Flare, etc.	✓			
3. Date of Obstruction Survey	Provide the date of latest obstruction survey.	✓			
4. Ground Surface Elevation	Provide the ground surface elevation (MSL) at the base of each object.	✓			
5. Object Elevation	List the above ground level (AGL) height and the top of object elevation (above mean sea level / AMSL / MSL) for each object.	✓			
6. Amount of surface penetration	List the surface that is penetrated and the amount the object protrudes above the surface. See 14 CFR Part 77.	✓			
7. Proposed or existing disposition of the obstruction	Provide a proposed or existing disposition of the object to remedy the penetration. See AC 70/7460-1.				
a. Proposed Disposition (existing)		✓			
b. Proposed Disposition (future)		✓			
Remarks					

A.6. Inner Portion of the Approach Surface Drawing

- A required drawing.
- Scale 1"=200' Horizontal, 1"=20' Vertical, two sheets may be necessary for clarity. Typically, the plan view is on the top half of the drawing and the profile view is on the bottom half. Views should be drawn from the runway threshold to a point on the approach slope 100 feet above the runway threshold elevation, at a minimum, or the limits of the RPZ, whichever is further.
- Drawings containing the plan and profile view of the inner portion of the approach surface to the runway and a tabular listing of all surface penetrations. The drawing will depict the obstacle identification approach surfaces contained in 14 CFR Part 77, Objects Affecting Navigable Airspace. The drawing may also depict other surfaces, including the threshold-siting surface, Glideslope Qualification Surface (GQS), those surfaces associated with United States Standards for Instrument Procedures (TERPS), or those required by the local FAA office or state agency. The extent of the approach surface and the number of airspace obstructions shown may restrict each sheet to only one runway end or approach.

Inner Portion of the Approach Surface Drawing					
Item	**Instructions**	**Sponsor/Consultant**			**FAA**
		Yes	**No**	**N/A**	
A. Title and Revision Block	Each drawing in the Airport Layout Plan drawing set shall have a Title and Revision Block. For drawings that have been updated, e.g., as-builts, the revision block should show the current revision number and date of revision.	✓			
B. Plan View (existing, future, and ultimate)					
1. Inner portion of approach surface	Show the area from the runway threshold out to where the ultimate approach surface slope is 100 feet above the threshold elevation.	✓			
2. Aerial photo for base map	Use an aerial photograph for the base map.	✓			
3. Objects (identified by numbers)	Identify all significant objects (roads, rivers, railroads, towers, poles, etc.) within the approach surfaces, regardless of whether or not they are obstructions using an alphanumeric character.	✓			
4. Property line within approaches	Show the property lines that are within the area/portion of airport shown.	✓			

Inner Portion of the Approach Surface Drawing					
Item	**Instructions**	**Sponsor/Consultant**			**FAA**
		Yes	**No**	**N/A**	
5. Road & railroad elevations, plus movable object heights	Provide elevation information for the traverse ways' centerline elevation where they intersect the Part 77 Approach surfaces (existing and ultimate). Note whether this elevation is the actual elevation or the traverse way elevation plus the traverse way adjustment (23' for railways, 17' for interstate highways, 15' for other public roads, or 10' for private roads). See also 14 CFR Part 77.	✓			
6. Part 77 Approach Surface clearance over Roads and Railroads at the most critical points, the Centerline and Edge of the surface.	Provide elevation information for the traverse ways where they intersect the edges and centerline of the Part 77 Approach surfaces (existing and ultimate). Note whether this elevation is the actual elevation or the traverseway elevation plus the traverseway adjustment (23' for railways, 17' for interstate highways, 15' for other public roads, or 10' for private roads). See also 14 CFR Part 77.	✓			
7. Physical end of runway, end number, elevation (NAVD88) Nearest 0.1 foot	Show the existing and ultimate runway end, runway number, and the elevation of the threshold center.	✓			
8. Airport Design Surfaces					
a. Runway Safety Area	Show the extents of the existing and ultimate Runway Safety Area (RSA). See AC 150/5300-13A, Paragraph 307 and Table 3-8.	✓			
b. Runway Object Free Area	Show the extents of the existing and ultimate Object Free Area (OFA). See AC 150/5300-13A, Paragraph 309 and Table 3-8.	✓			
c. Runway Obstacle Free Zone (OFZ)	Show the extents of the existing and ultimate OFZ which includes the inner-approach OFZ, inner-transitional OFZ, and the Precision OFZ (POFZ), if applicable. See AC 150/5300-13A, Paragraph 308.	✓			

Inner Portion of the Approach Surface Drawing					
Item	**Instructions**	**Sponsor/Consultant**			**FAA**
		Yes	**No**	**N/A**	
d. Runway Protection Zone (RPZ)	Show the extents of the existing and ultimate RPZ. Prior to including new or modified land use in the RPZ, the Regional and ADO staff must consult with the National Airport Planning and Environmental Division, APP-400. This policy is exempt from existing land uses in the RPZ. See AC 150/5300-13A, Paragraph 310, Table 3-5 and FAA memorandum dated September 27, 2012.	✓			
e. NAVAID critical area	Show the critical area outline for all Instrument Landing System and other electronic Navigational Aids located on the airport. See AC 150/5300-13A, Chapter 6 for general guidance and FAA Order 5750.16 for critical area dimensions.	✓			
9. Ground contours	Show ground contour lines in 2', 5', or 10' intervals. Topographic issues may be important in the alternatives analysis, which may require that reduced contour intervals be used. See AC 150/5070-6, Paragraph 1005.	✓			
10. North arrow with magnetic declination and year	Magnetic declination may be calculated at http://www.ngdc.noaa.gov/geomag-web/#declination. This model is using the latest World Magnetic Model which has an Epoch Year of 2010. See FAA Order 8260.19, Chapter 2, Section 5, for further information.	✓			
C. Profile view					
1. Existing and proposed runway centerline ground profile (list elevations at runway ends & at all points of grade changes) (representing the composite profile based on the highest terrain across the width and along the length of the approach surface)	Depict the ground profile along the extended runway centerline representing the composite profile, based on the highest terrain across the width and along the length of the approach surface to where the ultimate approach surface slope is 100 feet above the threshold elevation. A more effective presentation may be a rendering of a composite critical profile.	✓			

Inner Portion of the Approach Surface Drawing					
Item	**Instructions**	**Sponsor/Consultant**			**FAA**
		Yes	**No**	**N/A**	
2. Future development from plan view	Identify future development using same alphanumeric identifier that was used on the plan view.	✓			
3. Part 77 Approach/transition surface; existing and future VASI/PAPI siting surface	Show the boundaries of the existing and ultimate Part 77 Approach Surface. See FAA Order 7400.2, Figure 6-3-9, See also 14 CFR Part 77.	✓			
4. Threshold Siting Surface	Depict any applicable siting requirements pursuant to Table 3-2 of FAA AC 150/5300-13A.	✓			
5. Terrain in approach area (fences, streams, etc.)	Show all significant terrain(fences, streams, mountains, etc.) within the approach surfaces, regardless of whether or not they are obstructions	✓			
6. Objects – identify the controlling object (same numbers as plan view)	Show all significant objects (roads, rivers, railroads, towers, sign and power poles, etc.) within the approach surfaces, regardless of whether or not they are obstructions. Identify the objects using same alphanumeric identifier that was used on the plan view.	✓			
7. Cross section of road & railroad	Show the cross-section of any roads and/or railroads that cross the area shown. Indicate cross section elevations of roads and railroads at edges and extended centerlines that cross the area shown.	✓			
8. Existing and proposed property and easement lines	Show the airport property boundaries, including easements, for the existing and ultimate airport configurations. AC 5300-13A Note easements for pipelines and residential through the fence gateways.	✓			
D. Obstruction tables for each approach surface (surface should be identified)	A separate table for each runway end must be used to enhance information clarity.				
1. Object identification number	List each object by the same alphanumeric symbol used in the plan view.	✓			

Inner Portion of the Approach Surface Drawing					
Item	**Instructions**	**Sponsor/Consultant**			**FAA**
		Yes	**No**	**N/A**	
2. Description	Provide a brief description of the object, e.g., Power Pole, Cell Tower, Natural Gas Flare, etc.	✓			
3. Date of Obstruction Survey and Survey Accuracy	Provide the date of latest obstruction survey.	✓			
4. Surface Penetrations	5300-13A For any object that penetrates the Part 77 surface, the approach surface, or the obstacle free zone, describe the vertical length the object protrudes.	✓			
5. Proposed disposition of surface penetrations	Provide a proposed disposition of the object to remedy the penetration as described in item 4 above. See AC 70/7460-1 for Part 77 violations. "Removal" and/or "Lower" should be listed for any Airports safety area/zone violations. See AC 150/5300-13A, Paragraph 303 and 308.	✓			
6. Object elevation	List the Above Ground Level (AGL) height and the top of object elevation in MSL for each object.	✓			
7. Triggering Event (e.g., a runway extension) – Timeframe/expected date for removal	List the surface that is penetrated and the amount the object protrudes above the surface. See 14 CFR Part 77 and AC 150/5300-13A, Paragraphs 303 and 308.	✓			
8. Allowable approach surface elevation (if applicable)		✓			
9. Amount of approach surface penetration (if applicable)		✓			
10. Proposed disposition of approach surface obstruction (if applicable)	Provide a proposed disposition of the object to remedy the penetration. See AC 70/7460-1 for Part 77 violations. "Removal" and/or "Lower" should be listed for any Airports safety area/zone violations. See AC 150/5300-13A, Paragraph 303.	✓			

Inner Portion of the Approach Surface Drawing					
Item	**Instructions**	**Sponsor/Consultant**			**FAA**
		Yes	**No**	**N/A**	
11. Obstacle Free Zone (OFZ)	Determine and depict the applicable OFZ surfaces, see AC 150/5300-13A, Paragraph 308. Provide a proposed disposition of the object to remedy the penetration. Note: Modification to the OFZ standard is not permitted.	✓			
E. Runway Centerline Profile	This may be shown on the Inner Portion of the Approach Surface drawing if there is space to show the runway and Runway Safety Area in sufficient detail otherwise a separate sheet may be necessary. At a minimum this drawing is to show the full length of the runway and Runway Safety Area including: runway elevations, runway and Runway Safety Area gradients, all vertical curves, and a line representing the 5' line-of-sight. See AC 150/5300-13A, Paragraph 305.				
1. Scale	The vertical scale of this drawing must be able to show the separation of the runway surface and the 5' Line-of-Sight line. See AC 150/5300-13A, Paragraph 305.	✓			
2. Elevation	Show runway elevations, runway and Runway Safety Area gradients, and all vertical curve data. See AC 150/5300-13A, Paragraph 318.	✓			
3. Line of Sight	The vertical scale of this drawing must be able to show the separation of the runway surface and the 5' Line-of-Sight line. See AC 150/5300-13A, Section 305.	✓			
Remarks					

A.7. Runway Departure Surface Drawing

- Required where applicable. For each runway that is designated for instrument departures.
- This drawing depicts the applicable departure surfaces as defined in Paragraph 303 of FAA AC 150/5300-13A. The surfaces are shown for runway end(s) designated for instrument departures.
- 40:1 for Instrument Procedure Runways (Scale, 1" = 1000' Horizontal, 1" = 100' Vertical, Out to 10,200' beyond Runway threshold) 62.5:1 for Commercial Service Runways (Scale, 1" = 2000' Horizontal, 1" = 100' Vertical, Out to 50,000' beyond Runway threshold).
- Contact the FAA if the scale does not allow the entire area to fit on a single sheet. The depiction of the One Engine Inoperative (OEI) surface is optional; it is not currently required.

Runway Departure Surface Drawing					
Item	**Instructions**	**Sponsor/Consultant**			**FAA**
		Yes	**No**	**N/A**	
A. Title and Revision Blocks	Each drawing in the Airport Layout Plan drawing set shall have a Title and Revision Block. For drawings that have been updated, e.g., as-builts, the revision block should show the current revision number and date of revision.	✓			
B. Plan view (existing & future)	See AC 150/5300-13A, Paragraph 303(c).				
1. Aerial Photo for base map	Use an aerial photograph for the base map. A USGS 7.5 minute series map is also acceptable.	✓			
2. Runway end numbers and elevations (nearest 1/10 of a foot)	Show the existing and ultimate runway end, runway number, and the elevation of the threshold center. For runways that have a clearway, depict this surface and the relocated departure surface. Reference AC 150/5300-13A, Paragraph 303(c)(1).	✓			
3. 50' elevation contours on sloping surfaces (NAVD88)	Show contour lines on the Part 77 imaginary surfaces. See 14 CFR Part 77.19.	✓			
4. Depict property line, including easements	Show the property line(s) that are within the area/portion of airport shown.	✓			
5. Identify, by numbers, all traverse ways with elevations and computed vertical clearance in the departure surface	Identify all significant objects (roads, rivers, railroads, towers, poles, etc.) within the departure surfaces, regardless of whether or not they are obstructions using unique alphanumeric characters.	✓			

Runway Departure Surface Drawing					
Item	**Instructions**	**Sponsor/Consultant**			**FAA**
		Yes	**No**	**N/A**	
6. Ground contours	Show ground contour lines in 2', 5', or 10' intervals. Topographic issues may be important in the alternatives analysis, which may require that reduced contour intervals be used.	✓			
C. Profile view (existing & future)					
1. Ground profile	Depict the ground profile along the extended runway centerline representing the composite profile, based on the highest terrain across the width and along the length of the departure surface to extents of the surface dimensions.	✓			
2. Significant objects (bluffs, rivers, roads, buildings, fences, structures, etc.)	Show all significant objects (roads, rivers, railroads, towers, poles, etc.) within the approach surfaces, regardless of whether or not they are obstructions using an alphanumeric character.	✓			
3. Identify obstructions with numbers on the plan view	Identify the objects using same alphanumeric identifier that was used on the plan view.	✓			
4. Show roads and railroads with dashed lines at edge of the departure surface	Show the cross-section of any roads and/or railroads that cross the area shown.	✓			
D. Obstruction Data Tables					
1. Object identification number	Identify all significant objects (roads, rivers, railroads, towers, poles, etc.) within the departure surfaces, regardless of whether or not they are obstructions using unique alphanumeric characters. List each object by the same alphanumeric symbol used in the plan view.	✓			
2. Description	Provide a brief description of the object, e.g., Power Pole, Cell Tower, Tree, Natural Gas Flare, etc.	✓			
3. Object Elevation	List the Above Ground Level (AGL) height and the top of object elevation in MSL for each object.	✓			

Runway Departure Surface Drawing					
Item	**Instructions**	**Sponsor/Consultant**			**FAA**
		Yes	**No**	**N/A**	
4. Amount of surface penetration	List the object protrudes above the departure surface. See AC 150/5300-13A, Paragraph 303(c).	✓			
5. Proposed or existing disposition of the obstruction	Provide a proposed disposition of the object to remedy the penetration. See AC 150/5300-13A, Paragraph 303(c).	✓			
6. Separate table for each departure surface	A separate table for each runway end must be used to enhance information clarity.	✓			
Remarks					

A.8. Terminal Area Drawing

- Scale 1”=50’ or 1”=100’. Plan view of aprons, buildings, hangars, parking lots, roads.
- This plan consists of one or more drawings that present a large-scale depiction of areas with significant terminal facility development. Such a drawing is typically an enlargement of a portion of the ALP. At a commercial service airport, the drawing would include the passenger terminal area, but might also include general aviation facilities and cargo facilities. See AC 150/5300-13A, Appendix 5.
- Use scale that allows the extent of the terminal/FBO apron area to best fit the chosen sheet size, e.g., typical GA airports may be able to use 1”=50’ scale on a 22” X 34” sheet, but a complex hub airport with multiple terminal areas may require a 1”=100’ scale on a 36” X 48” sheet. Contact FAA if an airport layout requires scaling or sheet sizing other than what is listed.
- This drawing is not needed at every airport type and is therefore optional.

Terminal Area Drawing					
Item	**Instructions**	**Sponsor/Consultant**			**FAA**
		Yes	**No**	**N/A**	
A. Title and Revision Blocks	Each drawing in the Airport Layout Plan drawing set shall have a Title and Revision Block. For drawings that have been updated, e.g., as-builts, the revision block should show the current revision number and date of revision.	✓			
B. Building data table	All buildings on the Airport Layout Drawing should be identified by an alphanumeric character. List these identifiers in a table and give a description of the building. If no Terminal Area drawing is done, also include the top of structure elevation in MSL.				
1. Structure identification number		✓			
2. Top elevation of structures (AMSL)		✓			
3. Obstruction marking/lighting (existing/future)	Show the location of existing and ultimate hangars. Include dimensions of apron and distance from runway and taxiway centerlines. See AC 150/5300-13A, Appendix 5. Show the elevation of the highest point of each structure.	✓			
C. Buildings to be removed or relocated noted	If any of the structures violate any airport or approach surfaces give an ultimate disposition to remedy the violation.	✓			
D. Fueling facilities, existing and future	Show the location of existing and ultimate fueling facilities. Include dimensions of apron and distance from runway and taxiway centerlines.	✓			

Terminal Area Drawing					
Item	**Instructions**	**Sponsor/Consultant**			**FAA**
		Yes	**No**	**N/A**	
E. Air carrier gates positions shown (existing/future)	Show the existing and ultimate air carrier gate positions. See AC 150/5300-13A, Chapter 5.	✓			
F. Existing and future security fencing with gates	Show the existing and ultimate security fencing and gates. See AC 150/5300-13A, Paragraph 606.	✓			
G. Building restriction line (BRL)	Show the Building Restriction Line (BRL) that is within the area/portion of airport shown. The BRL identifies suitable building area locations on airports. This should be located where the Part 77 surfaces are at 35' above the airport elevation unless a different height is coordinated with the FAA. See AC 150/5300-13A, Paragraph 213(a).	✓			
H. Taxiway or Taxilane centerlines designated	Show centerlines of all taxiway and taxilanes within the area/portion of airport shown.	✓			
I. Dimensions					
1. Clearance Dimensions between runway, taxiway, and taxilane centerlines and hangars, buildings, aircraft parking, and other objects.	Show the location of existing and ultimate apron. Include dimensions of apron and distance from runway and taxiway centerlines. Apron should be sized using activity forecast and the apron design spreadsheet. See AC 150/5300-13A, Chapter 5 and FAA Engineering Brief No. 75. Show the dimensions between existing and ultimate runway, taxiway, and taxilane centerlines and existing and ultimate hangars, buildings, aircraft parking, and other fixed or movable objects. See AC 150/5300-13A, Chapter 3 and Chapter 4. Show proposed tie-down layout on the apron area as well as taxilane marking plan. See AC 150/5300-13A, Appendix 5, AC 20-35, and AC 150/5340-1.	✓			
2. Dimensions of aprons, taxiways, etc. Apron/Hangar areas that do not meet dimensional standards of the critical aircraft should be identified and the wingspan/design group of the aircraft that can use that area depicted. Include tie down location with clearances		✓			

Terminal Area Drawing					
Item	**Instructions**	**Sponsor/Consultant**			**FAA**
		Yes	**No**	**N/A**	
J. Property Line	Show the property line(s) that are within the area/portion of airport shown.	✓			
K. Auto parking (existing & ultimate)	Show the existing and ultimate auto parking areas. See AC 150/5300-13A, Appendix 5.	✓			
L. Major airport drainage ditches or storm sewers	Show any significant airport drainage ditches or storm sewers within the area/portion of airport shown.	✓			
M. Special Use Area (e.g., Agricultural spraying support, Deicing, or Containment)	Show any special use areas within the area/portion of airport shown.	✓			
N. North Arrow with magnetic declination and year	Magnetic declination may be calculated at http://www.ngdc.noaa.gov/geomag-web/#declination. This model is using the latest World Magnetic Model which has an Epoch Year of 2010. See FAA Order 8260.19, "Flight Procedures and Airspace." Chapter 2, Section 5, for further information.	✓			
O. Fence	Show the existing and ultimate perimeter fencing or general area fencing.	✓			
P. Entrance Road	Show the existing and ultimate entrance road. See 5300-13AFAA Order 5100.38, Chapter 6, Section 2.	✓			
Remarks					

A.9. Land Use Drawing

- Scale 1”=200’ to 1”=600’.
- A drawing depicting on- and off-airport land uses and zoning in the area around the airport. At a minimum, the drawing must contain land within the 65 DNL noise contour. For medium or high activity commercial service airports, on-airport land use and off-airport land use may be on separate drawings. The Airport Layout Drawing should be used as a base map.
- Drawing optional. Need based on scope of work.

Land Use Drawing					
Item	**Instructions**	**Sponsor/Consultant**			**FAA**
		Yes	**No**	**N/A**	
A. Title and Revision Blocks	Each drawing in the Airport Layout Plan drawing set shall have a Title and Revision Block. For drawings that have been updated, e.g., as-builts, the revision block should show the current revision number and date of revision.	✓			
B. Airport boundaries/property, existing & future (fee and easement)	Show the existing and ultimate property lines. If known, show property lines for parcels surrounding the airport.	✓			
C. Plan view of land uses by category (Agricultural, Aeronautical, Commercial, Residential, etc.). Use local land use categories.					
1. On-Airport (existing & future)	Label existing and ultimate on-airport property by usage, e.g., Terminal Area, Air Cargo, Public Ramp, Airfield - Movement, Airfield - Non-movement, etc. Include existing and future airport features (e.g., runways, taxiways, aprons, safety areas/zones, terminal buildings and navigational aids).	✓			
2. Off-Airport (existing & future) [to the 65 DNL Contour at a minimum, if contour known]	Label existing and ultimate off-airport property by usage and zoning, e.g., Agricultural, Industrial, Residential, Commercial, etc.	✓			
D. Boundaries of local government	List any local zoning restrictions that are in place to protect the airport and surrounding airspace. See AC 150/5190-4.	✓			
E. Land use legend	Provide a legend that identifies all symbols and line types used on the drawing. Lines must be clear and readable with sufficient scale and quality to discern details.	✓			

Land Use Drawing					
Item	**Instructions**	**Sponsor/Consultant**			**FAA**
		Yes	**No**	**N/A**	
F. Public facilities (schools, hospitals, parks, churches etc.)	Identify public facilities, e.g., schools, parks, etc.	✓			
G. Runway visibility zone for intersecting runways	Show the Runway Visibility Zone(s) for the existing and ultimate airport configurations. See AC 150/5300-13A, Section 305.	✓			
H. Show off-airport property out to 65 DNL if available	Label existing and ultimate off-airport property by usage and zoning, e.g., Agricultural, Industrial, Residential, Commercial, etc.			✓	
I. Airport Overlay Zoning or Zoning Restrictions	List any local zoning restrictions that are in place to protect the airport and surrounding airspace. See AC 150/5190-4.	✓			
J. North arrow with magnetic declination and year	Magnetic declination may be calculated at http://www.ngdc.noaa.gov/geomag-web/#declination. This model is using the latest World Magnetic Model which has an Epoch Year of 2010. See FAA Order 8260.19, "Flight Procedures and Airspace." Chapter 2, Section 5, for further information.	✓			
K. Drawing details to include runways, taxiways, aprons, RPZ, terminal buildings and NAVAIDS	Show existing and future airport features (e.g., runways, taxiways, aprons, safety areas/zones, terminal buildings and navigational aids, etc.). See AC 150/5300-13A.	✓			
L. Crop Restrictions	Show the Crop Restriction Line (CRL). See AC 150/5300-13A, Paragraph 322 and AC 150/5200-33.			✓	
Remarks					

A.10. Airport Property Map / Exhibit A

- Scale 1”=200’ to 1”=600’.

Airport Property Map / Exhibit A					
Item	**Instructions**	**Sponsor/Consultant**			**FAA**
		Yes	**No**	**N/A**	
A. Will Property Map serve as Exhibit A? – **If YES,** follow the directions to the right. – **If NO,** go to item B below.	If prepared in accordance with AC 150/5100-17, Land Acquisition and Relocation Assistance for Airport Improvement Program Assisted Projects, use ARP SOP no. 3.00 Exhibit A guidance instead of below checklist.	✓			
If Property Map *will not* serve as Exhibit A: B. Title and Revision Blocks					
C. Plan view showing parcels of land (existing, future, and ultimate)					
1. Fee land interests (existing and future)					
2. Easement interests (existing and future)					
a. Part 77 protection					
b. Compatible Land Use					
c. RPZ protection					
3. Airport Property Line					
D. Legend – shading/cross hatching, survey monuments, etc.					
E. Data Table					
1. Depiction of various tracts of land acquired to develop airport	If any obligations were incurred as a result of obtaining property, or an interest therein, they should be noted. Obligations that stem from Federal grant or an FAA-administered land transfer program, such as surplus property programs, should also be noted. The drawing should also depict easements beyond the airport boundary.				

Airport Property Map / Exhibit A					
Item	**Instructions**	**Sponsor/Consultant**			**FAA**
		Yes	**No**	**N/A**	
2. Method of acquisition or property status (fee simple, easement, etc.)					
3. Type of Acquisition Indicated	(e.g., AIP-noise, AIP-entitlement, PFC, surplus property, local purchase, local donation, condemnation, other)				
4. Acreage					
F. Access point(s) for through-the-fence arrangements including residential					
Remarks					

APPENDIX B. EXHIBIT 'A' REVIEW CHECKLIST

Checklist	Sponsor/Consultant			FAA
Review Item	**Yes**	**No**	**N/A**	**Agree**
1. Existing Dedicated Airport Property Boundary Line identified. This can consist of a combination of fee interest, easements and/or leases. It may include lands that are not contiguous with the airport boundary. Identify source of base map data.	✓			
Airports Specialist Comments:				
2. All the airport property parcels are shown and have a unique designation. Parcels with designations from previous Exhibit 'A's should not be changed. However, a new system of designations may be used for new and future property acquisitions. Parcel designations must be consistent with grant descriptions.	✓			
Airports Specialist Comments:				
3. Each segment of a parcel's boundary is described in some manner. Metes and bounds, township/range/section, lot and block, plat or other appropriate property description (may be an attachment to the Exhibit 'A' plan sheet or checklist). Points of reference may also be included to further describe the parcel.	✓			
Airports Specialist Comments:				
4. Parcels that were once airport property are shown. The date they were released from federal obligations by the FAA and the date of disposal must be included.	✓			
Airports Specialist Comments:				
5. Parcel information includes: (often in table format)				
a. Grantor (selling owner)	✓			
b. Type of interest acquired (fee simple, easement, etc.)	✓			
c. Acreage	✓			
d. Type of conveyance instrument	✓			
e. Liber/book and page of recording	✓			
Airports Specialist Comments:				
6. Each airport property parcel shows: (often in table format)				
a. FAA grant number, including year if acquired under a grant	✓			
b. PFC Project Number if acquired with Passenger Facility Charge funds (recommended)	✓			
c. Surplus Property Transfer, Government Land Transfer or other statutory federal agreements/conditions. See FAA Order 5010.4 and form 5010-1 Data Element #25 for additional information.	✓			
d. Type of easement (clearing, avigation, utility, right of way, expiration date, easement held by others, subordination agreement, etc.)	✓			

Checklist	Sponsor/Consultant			FAA
Review Item	**Yes**	**No**	**N/A**	**Agree**
e. Date and type of release/land use change approval (aeronautical use, interim use, concurrent use, etc.). This can also include any release from federal obligations such as a release from the National Emergency Use Provision (NEUP), mineral rights, liens, residential through-the-fence access agreements, etc.	✓			
f. Date of property disposal	✓			
g. Public land references, if applicable (PIN #/Assessors #, date of recording, book and page, etc.)	✓			
h. Any known encumbrances on the property	✓			
Airports Specialist Comments:				
7. Purpose of acquisition (current/future development, concurrent use, noise, revenue production, etc.), often in table format. Interim use can be identified with an attached reference.	✓			
Airports Specialist Comments:				
8. The plan shows the following for both existing and future configurations based upon the approved Airport Layout Plan:				
a. Runway Protection Zones (RPZ)	✓			
b. Runways	✓			
c. Runway Safety Areas (RSA)	✓			
d. Runway Object Free Areas (OFA)	✓			
e. Taxiways	✓			
f. Other airport design surfaces (as necessary, must maintain a legible map)	✓			
g. Road/railroad right-of-ways	✓			
h. Bearing and distance of airport property lines	✓			
Airports Specialist Comments:				
9. North arrow, legend and graphic/numerical scale is shown	✓			
Airports Specialist Comments:				
10. If the Exhibit 'A' is being submitted as part of a land acquisition project, the parcels being acquired are shown			✓	
Airports Specialist Comments:				
11. Title block clearly labeled as Exhibit "A" Airport Property Inventory Maps and dated	✓			
Airports Specialist Comments:				
12. Revision block/table, Sponsor approval block, Preparer's block, dated	✓			

Checklist	Sponsor/Consultant			FAA
Review Item	**Yes**	**No**	**N/A**	**Agree**
Airports Specialist Comments:				
13. Understandable and legible legend, including all linetypes and symbols used	✓			
Airports Specialist Comments:				
14. Parcel table is legible	✓			
Airports Specialist Comments:				
Provide an explanation for any checklist item marked 'No'.				

Accepted By: _____ Date: _____

Airports Specialist