

SCOPE OF WORK

AURORA STATE AIRPORT (UAO) Master Plan & Airport Layout Plan Update

**Prepared by
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**Prepared for
OREGON DEPARTMENT OF AVIATION**

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OVERVIEW

The intent of the project is to update the 2000 Aurora State Airport Master Plan (AMP) Update. This document is nine years old and needs to be updated to reflect new facilities, current projections of airport activity, new environmental and other regulatory constraints, and to plan for an appropriate mix of land uses to support projected aviation and non-aviation needs and the long-term financial health of the airport.

The updated Master Plan will help the Oregon Department of Aviation (ODA) determine needed airside and landside improvements and select appropriate patterns of land use on the airport and adjoining properties based on updated forecasts of demand for aviation services such as hangars, tie downs, repair, flight instruction, etc. Obsolete elements of the existing airport layout plan (ALP) will be corrected. An updated capital improvement plan (CIP) will allow ODA to make strategic investments in needed airfield projects.

This document establishes the scope of services for the project. The project will use the guidance of Federal Aviation Administration (FAA) Advisory Circular 150/5070-6B, *Airport Master Plans*, and other relevant FAA Advisory Circulars and Orders, Federal Aviation Regulations, Transportation Security Administration (TSA), and other aviation industry publications, using the versions current as of the date the ODA authorizes WHPacific, Inc. (WHP) to proceed with the project.

TASK 0 – SCOPE OF WORK DEVELOPMENT

0.1 Objective:

The objective is to develop a study design, or scope of work, that customizes master planning tasks for the Aurora State Airport (Airport) and provides a work plan for the project.

0.2 Approach:

Work with ODA and the FAA to define the scope, schedule and budget needed for successful completion of the project. Identify relevant issues, assumptions regarding level of effort, existing resources, decision-making milestones, number and timing of Planning Advisory Committee (PAC) and public meetings, and ODA/WHP/FAA roles in the project. Minor changes to the work plan that do not alter the substance of the contract may be incorporated because of the initial PAC meeting.

0.3 Product:

Scope of work, schedule and budget for the project.

1. TASK 1 – IDENTIFY ISSUES AND ESTABLISH GOALS

1.1 Objective:

The objective of this task is to identify issues specific to the Airport and to establish goals of the master planning process. Additionally, an analysis of the alternative roles the Airport plays within the Portland metro area system of airports will be conducted and a recommendation will be made as to what that role should be.

1.2 Approach:

A questionnaire will be distributed at the Airport and other local airports during the WHP's first visit and to Committee members, flying clubs, and others who might help distribute the questionnaire. The detailed questionnaire will be used to gather information on issues at the Airport, issues of facility requirements (i.e., runway length, maintenance services, etc) and to help determine the role of the Airport. Fixed base operators at airports near Aurora, specifically McMinnville, Troutdale, Hillsboro and Scappoose, will be interviewed by telephone.

Since the last Airport Master Plan Update, there has been significant growth at the Airport. At this time, a runway extension may be justified. WHP will assist ODA in identifying potential operators who may be willing to write letters that include: type of aircraft, tail numbers, typical stage length and maximum stage length, and the number of operations on average that need the runway extension. If the individual is not operating at the Airport now, the individual must make a statement that they intend on operating there. WHP will prepare a letter on behalf of ODA to request statements to help justify an extension and send the letter to up to 75 aircraft owners that might use the Airport or use it more if the runway were longer. Names and addresses of aircraft owners will be obtained from ODA, the FBOs, the FAA's Civil Aviation Registry, fractional ownership companies, and purchased data on filed IFR flight plans. WHP will follow-up once, by telephone, on the letters for which no response was received.

Additionally, data will be collected on aviation facilities, approximately 20, in the Portland metro area and the role that each facility plays in meeting the aviation needs of the area. Considered in the analysis will be:

- Location of the airport and proximity to other airports;
- Runway length and type of instrumentation;
- Airport Reference Code;
- Type and approximate number of based aircraft and the ability of the airport to accept more aircraft;
- Access to the airport; and
- Future plans for the airport.

State Aviation System Plan data will be used where possible from ODA.

At the first PAC meeting input from ODA, committee members and the public will be taken to help identify the goals of the Master Plan. This information will be reported in the introduction to the Master Plan.

1.3 Product:

All data and the strategic role recommendation will be presented in narrative, graphic and tabular form as appropriate at the completion of this task. This presentation will be in the form of a chapter for the Master Plan Update Report.

1.4 WHP Assumptions:

Generally, the analysis will address airports within a 45-minute drive of downtown Portland and airports within a 30-minute drive of the Airport. Task 1 will not require visits to the airports being analyzed. The questionnaire is not intended to be a comprehensive survey of airport users or a statistically valid sampling of airport users. It is simply a way to encourage participation beyond those who attend the public or committee meetings. WHP will not conduct any follow-up to solicit a better response or to fill out the questionnaires by telephone.

1.5 ODA Responsibilities:

ODA will provide copies of the master plans and/or ALPs for their airports and will assist by requesting, if necessary, data from the Port of Portland. ODA may need to provide additional follow-up for letters regarding runway extension.

2. TASK 2 - INVENTORY AND DATA COLLECTION

2.1 Objective:

The objective of the inventory task is to collect and map baseline data regarding airport facilities and aviation activity.

2.2 Approach:

An on-site inspection of airport facilities will be conducted to determine current conditions, capacity, use and ability to expand. Aviation activity data will be collected and synthesized for use in subsequent tasks. To facilitate this task, WHP will have new aerial photography flown.

Airport facilities include those facilities within the airport boundary, which is beyond the Airport's property line. The airport boundary includes privately-owned facilities that access the Airport with through the fence agreements. The

update will also include a statement regarding the FAA's policy relating to through the fence agreements.

Specific categories in which data will be collected include the following:

A. Background Data

- Airport location and access
- Area topography
- Climate
- Community and airport history

B. Existing Facilities

- Most current existing airport mapping
- Airfield Facilities
 - Runway, taxiways and taxilanes, aprons and aircraft parking, airfield lighting, airport navigational aids and instrument approach aids
- Landside Facilities
 - Hangars, other buildings, aviation services, airport access and vehicle parking. Handheld distance-finder will be used to estimate building elevations.
- Airport Support Facilities
 - Emergency services, airport maintenance, airport fencing, utilities and airport signage

C. Airspace

- Airways, airport traffic patterns, FAR Part 77 imaginary surfaces and obstructions, visual procedures and obstruction clearance approaches per AC 150/5300-13 Appendix 2

D. Land Use Planning and Zoning

- Existing on-airport zoning and land use, surrounding area land use and zoning, protection of airport airspace, ownership/control of runway protection zones
- Any pending developments near the airport will also be evaluated and addressed

E. Environmental Inventory

- Identification of issues, which may affect the future operation or development of the Airport, such as potential or known wetland locations, special habitat considerations, flood plain levels, and storm water runoff, will be identified.
- The status of any environmental permitting (i.e., NPDES storm water runoff permits, etc.) will be examined.

- Environmental issues identified in this task will be factored into the alternatives analysis.
- The FAA environmental checklist will serve as a guide to review potential environmental constraints on airport development.
- Data to model base year noise.

F. Aviation Activity Data

Existing information on historical aviation activity at the Airport will be collected and reviewed. Information of this type that is available in existing reports (previous Master Plan Updates, ODA System Plan and FAA 5010 Records) will be utilized to the maximum extent possible. Supplemental data collection will be undertaken as required to obtain information on:

- Volume and type of aircraft operations Number of based aircraft by type Total volume of traffic (annual and peak)
- Training activities, such as percent touch-and-goes
- Records of IFR arrivals and departures (from GCR)
- Records of fuel sales
- Any acoustical operational counts ODA has done

G. Airport Financial Data

- Airport Operating Revenues and Expenses
- Rates and Charges
- Leases and Permits
 - Review through the fence agreements; assess them to make sure the meet FAA compliance standards. Recommendations for meeting FAA policies will be presented.

2.3 Product:

All inventory data will be presented in narrative, graphic and tabular form as appropriate at the completion of this task. This presentation will be in the form of a chapter for the Master Plan Update Report.

2.4 WHP Assumptions:

Task 2 does not include destructive or nondestructive testing, mapping, surveying, measuring or other detailed fieldwork. Facility condition will be determined by visual observation and interviews with maintenance personnel. Buildings will be assessed from the exterior and building sizes will be estimated from aerial photos, interviews and available drawings. Elevations and other survey data will be taken from the 2000 ALP, if no recent data is readily available. Off-airport land use will be determined from a windshield tour of the airport vicinity and documents obtained from local government. Baseline environmental conditions will be primarily determined by literature search; no wetlands delineation or extensive field observation of habitat is anticipated.

2.5 ODA Responsibilities:

ODA will escort or facilitate access to the airfield and will provide WHP copies or access to records and documents relevant to the task. ODA personnel involved in the management, operation, maintenance and capital improvement of the airport will participate in interviews by WHP, as necessary, to provide an adequate inventory of existing conditions.

3. TASK 3 - AERONAUTICAL ACTIVITY FORECAST

3.1 Objective:

The Aeronautical Activity Forecast section is intended to provide an indication of the types and levels of activity expected at the Airport during the forecast period 2010 through 2030. The base year of historic operations/activity data will be 2008/2009. The measures of activity will serve as input data for the facility requirements analysis that follows. This information will play a role in determining the need and timing of airport development and, subsequently, the impact of this development on the airport environs.

3.2 Approach:

The approved strategic role of the airport will provide the framework for the forecasts. Data pertaining to forecasts of population and employment activity will be analyzed. This work task will also include interviews with tenants and key users regarding their current use of the airport and their plans for future use in order to develop future growth scenarios. Forecasts will be made for 2015, 2020 and 2030 (5-, 10- and 20- years in the future). The base year will reflect the best estimate of current annual activity available. Forecasts by the FAA, State and others will be presented and more than one model (trend, market share, for example) may be examined to provide a range of forecasts. For each forecast component and milestone year, however, only one forecast will be recommended and used for Task 4 analysis.

Forecasts will be made for the following activity categories:

- a) **Critical Aircraft:** The existing and future critical aircraft will be defined along with an airport reference code. The critical aircraft(s) must conduct, or be projected to conduct, at least 500 annual itinerant operations.
- b) **Based Aircraft:** A forecast will be developed for the total number of based aircraft by classification consistent with FAA categorizations.
- c) **Operations Forecast:** A forecast of operations will be made for the following classifications:

1. Total annual operations, subdivided by air carrier, air taxi, general aviation and military
2. Peak period (month, day, hour)
3. Operations by the critical aircraft
4. Percent local vs. itinerant operations for general aviation and military

3.3 Product:

The forecast of aviation demand for the Airport will be documented in narrative, tabular and graphic form for use as a chapter in the Master Plan Update Report. The FAA's spreadsheet for comparing forecasts to the Terminal Area Forecast will be submitted. Because this data will become the basis of the airport demand/capacity and facility requirements analysis, it will be reviewed and accepted by the Federal Aviation Administration (FAA) prior to initiation of those tasks.

3.4 WHP Assumptions:

Task 3 will include interviewing up to 20 people regarding future activity at the airport. WHP will use population and economic forecasts prepared by governmental entities, such as US Census Bureau, Bureau of Labor and Statistics, Oregon Office of Economic Analysis, Portland State University Database and ODA System Plan, rather than prepare socioeconomic forecasts.

3.5 ODA Responsibilities:

ODA and the FAA's Airports District Office will approve the results of Task 3 prior to WHP starting Task 4.

4. TASK 4 - FACILITY REQUIREMENTS

4.1 Objective:

The objective of this task is to determine the ability of both the airside and landside facilities to accommodate forecast activity levels based upon the Task 1 strategic role recommendation.

4.2 Approach:

The capacity of the following components will be analyzed using quantitative techniques developed by the FAA as outlined in Advisory Circular 150/5060.5 or by other accepted methodologies:

- Airfield requirements, including runways, taxiways, apron areas, lighting and markings, navigational aids and support areas.

- Approach area requirements, including runway protection zones, obstacle clearance approach surfaces per AC 150/5300-13, Appendix 2, FAR Part 77 approach slopes and airspace.
- General Aviation area requirements including hangars and tie downs, fixed base operator (FBO) facilities, security features, automobile parking areas, and other facilities.
- Other building areas and land uses including commercial, industrial, industrial airpark, and fuel storage.
- Equipment requirements.
- Utility requirements
- Storm drainage, sanitary sewer and potable water requirements.

The following steps will be taken to determine whether or not a runway extension is justified:

- Documentation that the runway length needed is because of constrained or precluded operations that either make or contribute to substantial use of the runway.
- Identify critical design airplanes that use the airport, with typical and maximum stage length of those airplanes.
- Identify aircraft operational constraints, or precluded operations.
- Identify substantial use number of operations that need the runway extension. (This could be a cumulative number based on constraint operations of various aircraft.)
- Compare recommended runway length of constraint airplane(s) with Airport Design Program, appropriate charts in AC 150/5325-4B and actual aircraft curves.
- Documentation from survey prepared in Task 1, as well as any letters received.

Airport facility requirements will be developed to meet anticipated need for 5-, 10- and 20-year increments. In addition to capacity deficiencies, facility requirements that will result from security requirements; facilities that are in outdated condition, arrangement or functionality; deficiencies with FAA design standards; and needs related to the strategic role of the airport will be developed. In addition, any new FAA General Aviation security rule changes will be taken into account during this phase of the project.

4.3 Product:

The facility requirements analysis for the Airport will be documented and presented in graphic, tabular and narrative form, as a chapter for the Master Plan Update Report.

4.4 WHP Assumptions:

WHP will start Task 4 once the Forecast from Task 3 are approved by ODA and FAA.

4.5 ODA Responsibilities:

ODA will provide comments on the draft chapter in a timely manner.

5. TASK 5: AIRPORT ALTERNATIVES

5.1 Objective:

Based upon the facility requirements identified in Task 4, and the forecast critical aircraft/airport reference code, **three alternatives** to meet future demand will be developed, graphically depicted, and analyzed, and recommended alternatives selected for the various types of facilities analyzed. The No Action alternative will also be evaluated. In addition to criteria outlined by FAA guidance, the alternatives chapter will address the following issues:

- Runway extension
- Pavement strength
- Land acquisition
- Information from the Airport Facilities Terminal Integration Laboratory (AFTIL), as it becomes available. Concurrent to the Master Plan Update, ODA has contracted with AFTIL for an air traffic control tower siting study. WHP will coordinate with and incorporate information from AFTIL throughout the planning process.

5.2 Approach:

The alternatives will consider the development needs of the airport to meet projected facility requirements. Conceptual descriptions of the alternatives will be submitted to ODA prior to full development of the alternatives. WHP will meet with ODA, at the ODA offices, to review the draft alternatives.

The physical configuration of each alternative will be presented in graphic form on the base drawings created for the airport layout plan. The drawings will depict existing and future facilities in sufficient detail to determine facility functional relationship, impacts on existing facilities, and potential service requirements (i.e.,

utility extensions, etc.). The preliminary alternatives will include order of magnitude cost data, which will be used in the screening of the alternatives. The alternatives evaluation will focus on seeking the best approach in meeting the airport's facility needs over the twenty-year planning period. The desirability and/or feasibility of each alternative will be judged on several factors including functionality, ease of implementation, potential environmental impacts, and development cost. Noise contours will be prepared for each alternative. The alternatives will be presented to the PAC and the public for their evaluation.

5.3 Product:

The alternatives analysis for the Airport will be documented and presented in graphic, tabular and narrative form, as a chapter for the Master Plan Update Report. An environmental review of the alternatives will be prepared, following the general requirements of the FAA Northwest Mountain Region Environmental Checklist.

5.4 WHP Assumptions:

The alternatives will address the major 20-year needs of the airport. The preferred alternative will likely be a composite of features from the analyzed alternatives and from comments made during evaluation by ODA, FAA, PAC and public.

5.5 ODA Responsibilities:

ODA will review the conceptual descriptions of the alternatives, so that the WHP does not develop options that ODA might consider fatally flawed or fail to analyze options important to ODA. ODA will approve the preferred alternative before WHP completes Task 6.

6. TASK 6 - AIRPORT LAYOUT PLAN AND ASSOCIATED DRAWINGS

6.1 Objective:

The objective of this element is to update the existing airport layout plan to establish the proposed configuration of the runways, taxiways, aprons, structures, navigational aids and other airport facilities for the selected development plan at the airport.

6.2 Approach:

The Airport Layout Plan package will be prepared using the FAA Airport Layout Plan (ALP) checklist and will consist of the following drawings.

Airport Layout Plan Drawing

This drawing will depict the existing airport facilities and graphically show the recommended improvements in the following areas:

- 1) Airfield facilities, including the runways, taxiways, aprons, buildings, navigational aids, surface vehicle roadways and automobile parking.
- 2) Aviation and related development areas, which include general aviation, operations, maintenance and service areas.
- 3) Runway object free areas, runway safety areas, runway protection zones, approach areas and building restriction lines.
- 4) Property lines.
- 5) Runway and airfield data table.
- 6) Wind data and source. The windrose will be updated as part of this project (data source: NOAA).
- 7) Electronic and visual navigational aids.
- 8) Nonstandard Conditions Table. A table listing those areas where current facilities do not meet the applicable FAA design standards pertaining to the recommended Airport Reference Code (ARC) and the recommended disposition of those deviations will be prepared and listed on the Airport Layout Plan.
- 9) A table that lists the existing and future declared distances available on the runways.

Airport Airspace Drawing

These drawings will illustrate the 14 CFR Part 77 Airspace for the Airport and will include a listing of obstructions and an obstruction removal plan as required.

Inner Portion of Approach Surface Drawing

These drawings will illustrate a plan view and profile view of the full length of existing and future Part 77 approaches, the obstacle clearance approaches per AC 150/5300-13, Appendix 2, and the runway protection zones. Also included will be an obstruction table, which will identify obstructions to either of the

approaches listed above. WHP will utilize information they have obtained from an ongoing obstruction identification and removal program. Also shown will be:

- 1) Airport property lines, whether owned in fee simple or easement.
- 2) Obstruction elevations and clearances for each approach.
- 3) Elevations of roads within and/or bordering the RPZs and extended runway centerlines.
- 4) An obstruction clearance plan will be provided with a brief analysis of the cost of removal of the obstructions identified.
- 5) Contour elevations for the area under the existing and future approach surfaces with a minimum of 50-foot contour intervals for all sloping Part 77 imaginary surfaces will be depicted.
- 6) Part 77 Approaches will be shown full length without cut lines or truncation in both plan and profile.

Terminal Area Drawing

This drawing will present a large-scale plan view of the areas where aprons, buildings, hangars and parking lots are or will be located.

Land Use and Noise Contour Drawing

Updated noise contours (55 – 75DNL) will be developed using current FAA approved computer modeling. Contour maps will be developed illustrating existing conditions and expected conditions 5 years into the future. Contours will not be created until after forecasts are approved by FAA and ODA and after ODA has selected the preferred alternative.

Noise contours will be overlaid on base maps showing land use and zoning. The base mapping selected will be USGS 7.5 or 15-minute topographical maps or a suitable alternative. The area of coverage (i.e., scale) will depend on the size of the largest noise contour depicted. County zoning boundaries will be incorporated into the drawing using electronic files, where available, or transferring from existing mapping.

Runway Departure Surfaces Drawing

Large-scale plan and profile view of departure surfaces for each runway end that is designated primarily for instrument departures.

Airport Property Map

The ALP drawing set will include the Airport's recently updated Exhibit A property map as a reference document only. No additional work on the Airport Property Map will be done.

6.3 Product:

A set of Airport Layout Plan drawings will be prepared in accordance with the requirements set forth in FAA AC 150/5070-6B and with design standards as set forth in the FAA ALP checklist (dated 7/29/2007). A report chapter presenting the drawings and an explanation of them will be prepared as appropriate for use in the Master Plan Update Report.

6.4 WHP Assumptions:

WHP will begin the ALP set, defining existing conditions, during Task 2.

On-site surveys are not required for identification of Part 77 obstructions, for identifying top of building elevations, or providing other elevation information.

6.5 ODA Responsibilities:

ODA will provide comments on the draft chapter in a timely manner.

7. TASK 7 - CAPITAL IMPROVEMENT PLAN

7.1 Objective:

The objective of this phase is to evaluate the financial feasibility of proposed improvements both as individual projects and in the aggregate as planned phases of future development. The planned phases are in the 5-, 10- and 20-year periods, consistent with the forecasts.

7.2 Approach:

All development proposed in the Master Plan Update will be separated into specific itemized construction projects. The level of detail will be sufficient to make accurate preliminary cost estimates possible. Projects will generally be listed according to the sequence in which they are recommended for construction and in priority order for FAA Funding. Costs will be estimated for each project in 2009 dollars.

CIP expenses will be presented along with forecasted airport revenues (to include leases, fuel flowage, federal entitlements/grants, etc) to help ODA identify funding for the proposed projects. Funding sources for capital improvements will

consider the issuance of revenue bonds if costs appear to exceed AIP and excess cash flow, and if ODA wants to consider bonds.

System management considerations in relation to the Mulino Airport will also be evaluated. In 2007, ODA took over management of the Mulino Airport, which is owned by the Port of Portland. Part of the incentive for ODA to manage the Mulino Airport is the cost savings of maintaining two airports in close proximity (Mulino is 13 miles to the east of Aurora).

ODA's rates and charges, including through-the-fence fees, will be analyzed in the CIP. Recommendations for changes will be provided based on ODA and FAA input.

7.3 Product:

All projects, together with estimated costs, will be itemized. An accompanying narrative will describe supporting data. Unit cost data used in developing total costs will be documented. A staged 20-year development plan will show the airport improvements, by priority, on a first 5-year, second 5-year and final 10-year basis. The improvements recommended during the first five years will be listed by year in sufficient detail to serve as the airport's 5-year capital improvement program, and will identify potential environmental or land use clearances associated with each improvement.

A 20-year CIP will be prepared for the Airport. This will be in tabular, graphic and narrative form as well as in an electronic form (computer spreadsheet). The staged development plan, which will illustrate the CIP for the planning periods, will suggest funding sources for each project. The final product will satisfy the FAA's requirement to produce a 5-year capital improvement program and will be presented in the FAA CIP format.

7.4 WHP Assumptions:

WHP will prepare project costs based on actual projects that have recently occurred in Oregon. Cost estimates will be adjusted to 2009 dollars.

7.5 ODA Responsibilities:

ODA will provide necessary financial data to WHP, as requested. Comments on the draft chapter will be given to WHP in a timely manner.

8. TASK 8 – CITIZEN, AIRPORT USER, AIRPORT TENANT AND AGENCY INVOLVEMENT

8.1 Objective:

The purpose of this task is to provide a mechanism for ongoing communication between ODA and the airport tenants, users, local citizens and local agency officials. Through meetings of the PAC and project open houses, all groups will be informed of the study's progress.

8.2 Approach:

PAC Meetings – Six meetings are planned with this group. The topics at the six meetings will be:

Meeting #1: Background of the Master Plan Update process and airport development needs; Issues and Goals

Meeting #2: Inventory and Aeronautical Activity Forecast

Meeting #3: Facilities Requirements and Identification of Possible Alternatives

Meeting #4: Airport Alternatives Evaluation

Meeting #5: Airport Layout Plan drawings and Capital Improvement Plan

Meeting #6: Final Report

Public Open Houses – Five public open houses are planned to receive citizen input on plan development and products. They will be held on the same day as meetings 2-6 and address the same topics as the PAC meetings.

Project Website – A project website, linked from ODA's website, will be developed and maintained by WHP to keep the public informed. Information on the website would include contact information, scope of work, project schedule, meeting materials and draft chapters (after they are reviewed by ODA, FAA and PAC).

8.3 WHP Assumptions:

The PAC and public open houses will be held on the same day to minimize travel costs. WHP will prepare agendas, sign-in sheets, presentation boards, handouts and minutes for the meetings. (WHP will provide up to 50 copies of agendas, handouts, and minutes.) WHP will also prepare text for media advertisements that will be posted on the project website and printed in the local newspaper. 3-ring binders will be provided to each PAC member with pertinent project information and for their use to organize draft documents.

8.4 ODA Responsibilities:

ODA will formulate the PAC, arrange meeting places for PAC and public meetings and notify PAC committee members of meetings.

9. TASK 9 - REPORT PREPARATION

9.1 Objective:

Draft chapter reports will be distributed to ODA and the FAA at the following stages step of the Master Plan Update process: after Task 1, after Tasks 2 and 3, after Task 4, after Task 5, after Tasks 6 and 7, and after the chapters are compiled in the draft report. The final report shall also include an Executive Summary.

9.2 Approach:

The material developed for the tasks will be presented to ODA and FAA in draft form for comments and will form the basis of the chapters in the Master Plan Update report. The FAA checklist will be used in the development of the ALP.

9.3 Product:

Draft chapters will be provided to ODA and the FAA for review and comment. In addition to the report text, the appropriate section of the FAA ALP Update Checklist will be provided to the FAA for their review along with draft chapters. Upon completion of all tasks, a draft of the completed Master Plan Update Report will be assembled and distributed for final review by ODA and the FAA. In addition to the draft report, the FAA will also be provided with the Draft ALP Set for review. Based upon comments from all parties, the Final Report will be prepared and printed.

9.4 Deliverables:

Final copies of the report will be delivered in 3-ring binders. Electronic files will be delivered in Word and Other Microsoft Office software, along with PDF formatted documents. An unbound, camera-ready hard copy of the final report will also be delivered.

Airport Layout Plan drawings (22-inch by 34-inch) will be delivered in both hard copy and electronic format files (AutoCAD and PDF).

The following products in the quantities specified below will be delivered:

	<u>ODA</u>	<u>FAA</u>
Draft chapters/draft report	10	2
Final report	35	2
Draft ALP set	10	5

Final ALP set (prints)	3	3
Final ALP set (CADD & PDF files)	2	1

9.5 WHP Assumptions:

WHP will prepare written responses to comments received from ODA, FAA and others. WHP will recommend resolution for conflicting comments, if requested by ODA. In the comment responses, any disagreement by WHP will be noted with an explanation provided for the disagreement; such comments will be resolved through discussion with ODA.

9.6 ODA Responsibilities:

ODA will be the clearinghouse for all review comments received from the PAC, public, ODA personnel and the FAA. Review comments will be documented in writing or email. ODA will provide comments in a timely manner and will adjudicate conflicting review comments.