TASK ORDER D
ATTACHMENT TO
PROFESSIONAL SERVICES AGREEMENT
BETWEEN SPONSOR AND ENGINEER,
DATED July 8th, 2025

FURTHER DESCRIPTION OF SERVICES OFENGINEER

1. This Attachment is made a part of and incorporated by reference into the Professional Services Agreement made on December 11, 2024, between **VILLAGE OF RUIDOSO (Sponsor)** and **LOCHNER, (Engineer)** providing for professional engineering services. The Services of Engineer as described in Section 1 of the Agreement are amended or supplemented as indicated below and the time periods for the performance of certain services are stipulated as indicated below.

2. **LOCATION** – Sierra Blanca Regional Airport; Ruidoso, New Mexico

3. **WORK PROGRAM** – Attached

4. **FEES** - The fees will be as noted below. (All lump sums)

Airport Master Plan Update –	$580,444.65
***Plus NMGRT 8.1875%**	$47,523.91*
TOTAL	**$627,968.56**

SPONSOR:
VILLAGE OF RUIDOSO

_____
Lynn D. Crawford, Mayor

ENGINEER:
LOCHNER

_____
Erik Vliek, Business / Operations Manager

SIERRA BLANCA REGIONAL AIRPORT
RUIDOSO, NEW MEXICO
AIRPORT MASTER PLAN STUDY
SCOPE OF WORK

OBJECTIVE

The following Scope of Work describes the effort required to successfully complete the Airport Master Plan (AMP). The Airport Master Plan will focus on existing and future airport design standards along with meeting existing and future airside and landside development needs over a twenty-year planning period.

Sierra Blanca Regional has experienced growth and development since the last planning study was completed. The community has also experienced overall economic change since the last planning study; therefore, the existing plan is outdated. The airport sponsor, along with the FAA, have determined that it is an appropriate time to re-evaluate the short-, medium-, and long-term development plans to meet existing and future aviation needs for the airport.

Sierra Blanca Regional Airport is a Part 139 certificated airport serving the Village of Ruidoso, Lincoln County, and the greater southern New Mexico region. The airport is also utilized extensively by a wide range of general aviation aircraft from single-engine pistons such as the Cessna 182 to medium and large corporate jets. Given its strategic location, the airport serves as a vital access point for air ambulance operations, aerial firefighting aircraft, and recreational and business travel.

The airport has two runways; Runway 6-24 is a paved runway, which is 8,120 feet long by 100 feet wide with pilot-controlled lighting along with crosswind Runway 12-30 which is paved, 6,309 feet long by 75 feet wide with pilot-controlled lighting. Additional airside facilities includes two full-length parallel taxiways, based and transient aircraft parking aprons, airfield lighting, signage and NAVAIDs. The airport has 2 published instrument approach procedures which include ILS/LOC and RNAV GPS approaches to Runway 24. Landside facilities include hangars, GA terminal facility and other airport support facilities.

Lochner (Consultant) will retain responsibility for the technical aspects of the planning study and will assure the coordination with and exchange of information between the consultant team, airport management, sponsor staff, and interested parties including other government bodies, the New Mexico Department of Transportation Aviation Division (NMDOT) and the FAA in order that the overall project is completed in a timely and quality manner.

The overall goal of the Master Plan is to provide the framework to meet existing and future aviation demand that will allow the airport to operate in a safe and cost-effective manner, while considering potential environmental and socioeconomic impacts. The Master Plan study will analyze aviation needs for 3 planning ranges – short-term (1–5-year planning range), mid-term (6–11-year planning range) and long-term (12–20-year planning range). The FAA uses these planning ranges for Airport Improvement Program (AIP) funding purposes, so the master plan needs to do the same in order to support and justify AIP funding.

Specific goals and objectives of the project include, but are not limited to:

- Document the issues that the proposed development will address.
- Examine current changes in and prepare for, emerging technologies such as advanced air mobility (AAM) electric aircraft and alternative fuels.
- Justify the proposed development through the technical, economic, and environmental investigation of concepts and alternatives.
- Provide an effective graphic presentation of the development of the airport and anticipated land uses in the vicinity of the airport.
- Establish a realistic schedule for the implementation of the development proposed in the plan.
- Propose an achievable Capital Improvement Plan to support the implementation schedule.
- Provide sufficient project definition and detail for subsequent environmental evaluations that may be required before the project is approved.
- Present a plan that adequately addresses local, state and Federal regulations.
- Document policies and future aeronautical demand to support local deliberations on spending, debt, land use controls and other policies necessary to preserve the integrity of the airport and its surroundings.
- Set the stage and establish the framework for a continuing planning process that will monitor key conditions and permit changes in plan recommendations as required.

The Airport Master Plan document and accompanying Airport Layout Plan will be prepared in accordance with current Federal regulations, policy, Advisory Circulars (ACs) and guidance, including the FAA Airports Standard Operating Procedure (SOP), Standard Procedure for FAA Review and Approval of Airport Layout Plans (ALPs) (ARP SOP 2.00); FAA Standard Operating Procedure (SOP) for FAA Review of Exhibit 'A' Airport Property Inventory Maps (SOP 3.00); FAA AC 150/5070-6B, *Airport Master Plans*; AC 150/5300-13B, *Airport Design – Change 1*; AC 150/5060-5, *Airport CapaVillage and Delay*; and AC 150/5325-4B, *Runway Length Requirements for Airport Design*; 14 CFR Part 77, *Safe, Efficient Use, and Preservation of the Navigable Airspace*; FAA Order 5100.38D, *AIP Handbook*; FAA Order 1050.1F, *Environmental Impacts: Policies and Procedures*, and FAA Order 5050.4B, NEPA *Implementing Instructions for Airport Actions*.

A summary of the Airport Master Plan Elements is listed below, each of which is further described in the remainder of this document.

Airport Master Plan Elements

Element 1	Project Management
Element 2	Public Involvement
Element 3	Inventory Existing Conditions
Element 4	Inventory Environmental Conditions
Element 5	Airport Waste Recycling
Element 6	Aviation Forecasts
Element 7	Facility Requirements
Element 8	Development Alternatives
Element 9	Airport Layout Plans
Element 10	Implementation and Financial Plan
Element 11	Documentation

ELEMENT 1
PROJECT MANAGEMENT

Task 1.0 Project Management and Quality Control

Description: To provide appropriate direction and project management for the development of the Sierra Blanca Regional Airport Master Plan as each assignment is undertaken and completed, Lochner will maintain close liaison with Airport Management, and sponsor staff, interested parties, the FAA and NMDOT to ensure the plan truly reflects the appropriate airport role and development needs.

To ensure consistency throughout the project in terms of written and graphic communication, Lochner will be responsible, through regular in-house meetings and communications, for quality control, final word processing, proof-reading, editing, final artwork and other graphics, presentation graphics, and production of all documents, including working papers, technical memorandums, draft reports, final reports, and others as appropriate.

Ongoing coordination discussions will be held among consultant team members for purposes of project quality control, coordination and strategy. In addition to Public Information Meetings and regular meetings and discussions will be held between the Consultant and Airport Management supported by telephone discussions and written progress reports. The purpose of the meetings will be to report on progress made on the study since the prior meeting, receive input from the participants, report on important phases or sub-phases that have been completed, identify problems encountered for the purpose of resolution, evaluate and select alternatives presented, and generally afford an opportunity to review the work and findings at various stages of completion.

The Consultant will develop a schedule for conducting the Airport Master Plan, updating it as appropriate with the approval of Airport Management. Invoices will be submitted to the sponsor at key project milestones based on the percentage of tasks completed. Progress reports will accompany each billing.

Responsibilities:

- Consultant: Develop a program for project execution from all members of the Lochner team including schedule, budget, meeting summaries, billings, and progress reports.
- Sponsor: Review and monitor all project management deliverables provided by Lochner.

Output: A program for assuring the project is developed collaboratively by Lochner and the Village of Ruidoso.

Task 1.1 Establish Airport Technical Advisory Committee

Description: A Technical Advisory Committee (TAC), to consist of approximately five to ten (5-10) members, will be established, the composition of which will be evaluated and determined, as will the structure of the meetings, along with their location and coordination with other activities in the area. Members to serve on the TAC will be determined by Airport Management and sponsor staff. Typical membership consists of interested stakeholders and may include members with technical expertise and community interests such as representative(s) from: airport staff, airport advisory board, sponsor staff, (such as public works, planning, zoning, or engineering department representatives) airport users, economic development agencies (i.e. chamber of commerce, local businesses, tourism board), local citizens, NMDOT, FAA regional, state and federal agencies.

The TAC will be organized as a resource entity throughout the course of the study. Additionally, the role of the TAC will involve working with the consultant team during the course of the study, providing input on the various elements and recommendations in the study through meeting and review of draft working papers, reports, and drawings.

Responsibilities:

- Consultant: Provide guidance to the sponsor for TAC member identification and invitation letters for the sponsor to send to invitees.
- Sponsor: Establish a list of potential TAC members and provide them with invitations.

Output: An established Airport Master Plan TAC to provide input and review throughout the planning process.

ELEMENT 2
PUBLIC INVOLVEMENT

A key component of an Airport Master Plan is a cooperative Public Involvement Program that provides opportunities for the public and various interested groups to participate in the planning process. The Public Involvement Program will encourage information-sharing and collaboration among the airport sponsors, users and tenants, resource agencies, elected and appointed public officials, residents, travelers, and the public. Collectively, these various groups form the stakeholders who have an interest in the outcome of the study. The Program will provide an early opportunity for comment before major decisions are made; provide adequate notice of opportunities for their involvement and regular forums throughout the study. The activities planned for the Public Involvement Program address the need for continuing two-way communication from the onset of and throughout the planning process. Experience has shown that participation by members of the public and by interested stakeholders can improve chances for community support for the plan and can reduce the possibility of delays and disruptive opposition.

It is essential to have a Public Involvement Plan in place that serves the needs of the airport, the community, and the public participants in a neutral manner. It should ensure a balanced and open process for all, provide a neutral party to plan and facilitate the public and committee meetings, use a variety of techniques and approaches to encourage community participation,

and support a cooperative planning process.

Purpose:

The purpose of the Public Involvement Program is to facilitate open and proactive communication with the public, and community knowledge and support for the resulting plan so that participating members of the public will have a vested interest in the resulting plan. While unanimous agreement on all aspects of the master plan is not expected, recognition that the involvement process has been a fair and equitable one, and that all voices have been heard and considered is anticipated. This program will provide access to information about the project, will provide opportunities for the public to give input on needs, problems, and solutions, and will provide a mechanism whereby planners can evaluate and seriously consider and respond to public input received.

General Principles:

The Public Involvement Program will conform to the following general principles:

- Public participation will begin in the earliest stages of the planning process and will continue throughout the process.
- The public will have access to project information.
- Timely and adequate public notice will be provided for meetings.
- All public participation activities and input will be fully documented and distributed to members of the planning team and available to the public.
- The public involvement process will feature two-way communication, with a free exchange of information, ideas, and values between the planners and members of the public.
- The study team will consider all reasonable suggestions by the community.
- Written responses to citizen comments and questions will be prompt and informative.

Participants and Audiences:

Participants and audiences for the airport master planning processes are diverse. Those most directly impacted have the highest degree in interest and involvement in the plan, while those less impacted are often those least involved. However, all affected groups must be considered during the airport planning process. Thus, the Public Involvement Plan will seek widely representative groups of participants.

There are several categories of participants and audiences for this process.

- Surrounding Areas: Representatives of the surrounding area – residential, commercial, and industrial – may have a high level of interest in the plan, are excellent sources of information about airport impacts, and will need detailed information about the planning process, its schedule and opportunities for public input.

- Airport Tenants, Other Transportation and Business Users of the Airport: These groups have a direct interest in the successful operation of the airport. They will

have a high level of interest in the planning process and will seek to represent their concerns throughout the process.

- Government Entities: Various jurisdictions and agencies have an interest in the planning process. Village and State officials, regional planning organizations, Federal Aviation Administration and other agencies will be able to provide technical, regulatory and legal input.

- General Public.

Printed and Presentation Materials: Both those attending committee and public meetings and those who do not attend such meetings will benefit from informational materials made available to them. The Public Involvement Plan includes materials to be provided to specific target audiences and participants. These materials include graphic exhibits prepared for TAC and Public Meetings. Committee members will also receive copies of working papers prepared during the planning process.

Website: Information, materials and documentation relating to the Airport Master Plan will be provided to the Sponsor to be placed on the Sponsor's website. The Consultant will furnish the inclusions for the web site and will work with the Sponsor's representative to keep the information up to date. Posting of the Airport Master Plan materials and working papers will not require the public to provide personnel information or to register to see these documents.

Responsibilities:

- Consultant: Coordinate any public involvement programs.

- Sponsor: Coordinate the release of appropriate public notices and provide guidance on preferred public involvement methods.

Output: An established public involvement process throughout the planning process. It is anticipated that a total of three TAC meetings and one public information meeting will be held. The first combined TAC and Public Information Meeting is described below. Subsequent meetings are included as tasks in the element of the project relevant to each meeting.

Task 2.0 TAC Meeting No. 1

Description: A kickoff meeting with the consultant team, airport management, sponsor staff and appropriate officials, TAC Members and other official and interested parties, all of which in effect compose the planning team for the development of the Airport Master Plan, will be held at the very beginning of the project. The purpose of such a meeting will be to develop team relationships, establish early direction for the study effort, and ensure a thorough understanding of the master planning process, its benefits, and use of the Airport Master Plan in the decision-making process.

Responsibilities:

- Consultant: Notify TAC of meeting date, time and location. Present aforementioned topic to TAC.

- Sponsor: Provide suitable meeting location.

Output: An introductory meeting to establish team relationships and initial direction for the airport master planning effort.

ELEMENT 3
INVENTORY EXISTING CONDITIONS

The purpose of this Element is to prepare, assemble and organize basic information, data and mapping to be used throughout all phases of this study. This Element will maximize the use of existing information. Only when existing information is not available, or is incomplete, will new data be assembled. Comprehensive plans, studies, regulations, ordinances, and policies of the Sponsor involved communities, and state agencies will be used to assure that recommendations of the study will be consistent with the current and long-range objectives, goals, and needs of the various governmental levels and jurisdictions. The collection of information and documents will serve as a database for source material to be used throughout the project.

Task 3.0 Obtain Background Data

Description: Obtain copies of existing reports, plans, photographs, or other documents that may provide data on the history of the airport, economic impact, area transportation systems, utilities, jurisdictional boundaries or other data and information pertinent to the study. Assemble, catalogue and review all data for use in later tasks of the study and to support inquiries and interviews in the local area. Lochner will coordinate with the Village General Plan Updates to ensure consistency and compatibility between the Airport Master and the General Plans.

The background Section of the report will provide a brief overview of the history of the airport, its aeronautical role in the national aviation system and its role in the community's infrastructure. The airport's economic impact and contribution to the community will be described. A history of federal and state grant funding will be provided along with a description of the assurances and obligations associated with those grants.

Responsibilities:

- Consultant: Collect and analyze necessary background data for airport inventory.

- Sponsor: Assist the Consultant team in providing any additional necessary background data for airport inventory, if necessary.

Output: Organized reference file and background discussion to support master plan analyses.

Task 3.1 Obtain Land Use and Zoning Data

Description: Obtain copies of existing local planning and land use regulations contained in existing documentation and mapping within the airport influence area and 14 CFR Part 77 airspace surfaces. This effort will concentrate on identifying the boundaries of controlling jurisdictions and the land use by type. These types will be general and will include, but not be limited to residential, commercial, agricultural, recreation, conservation and public uses. In addition, available information will be obtained that will identify the typical characteristics which may influence construction and planning for an airport. These characteristics include soil classifications, topographic conditions, flood hazard areas, public utilities, drainage and flood control works, major power and pipeline rights-of-way, and key ground transportation routes. Existing, or currently proposed, airport zoning will be evaluated to determine compliance with existing FAA grant assurances and level of protection afforded to the airport.

Responsibilities:

- Consultant: Collect and analyze land use and zoning data.
- Sponsor: Assist the Consultant team in providing land use and zoning data, if necessary.

Output: Assemble land use data to describe the airport's regional setting.

Task 3.2 Inventory Site Visit of Airport Physical Facilities

Description: The physical facilities inventories of the Airport will include an examination of plans and documents, as well as an on-site inspection of each physical facility to determine its type, size, condition, adequacy and use. Non-standard conditions and modifications to standards with respect to FAA airport design standards based on current Runway Design Code (RDC) will be documented.

This information will be used in later Tasks to evaluate the effectiveness of those facilities in meeting aviation demand at the airport.

- Airfield/Airspace: Runway, taxiway and holding apron configurations to include pavement design/construction/maintenance history and condition, lighting, visual aids and navigational aids. Military airspace and other restricted or protected areas, including national parks and wilderness areas. Obstruction data will be identified from the aeronautical survey. Airport perimeter fencing and access control gates will be inventoried.
- Runway Safety Areas: The Runway Safety Areas will be evaluated in the inventory to determine physical dimension and condition of the RSA. The RSA will be inventoried for non-frangible items, terrain and drainage features impeding on the RSA. The RSA will be physically inspected to verify boundaries.
- General Aviation Facilities: The quantity and type of hangars, transient aircraft parking aprons, tie-down positions, fixed base operators and general aviation services will be inventoried. Structural use, hangar utilization, and airport tenant lease uses will be identified.

- Airport Property: Existing airport property will be identified as well as on-airport land uses.

- Support Facilities: Fuel storage, snow removal equipment and storage facilities, equipment and facilities, and other airport administration and maintenance facilities will be inventoried to determine existing capacities and adequacy of fuel storage tanks based on existing and forecast demand.

- Emergency Services: Identify emergency services available within the community and approximate response times.

Responsibilities:

- Consultant: Conduct site visit to inventory airport's physical facilities.

- Sponsor: Ensure access is granted to the Consultant team to inventory airport's physical facilities.

Output: Site visit and tabulated airport facilities inventories for the Airport and use in subsequent elements.

Task 3.3 Infrastructure (Roadways, Parking and Utilities)

Description: Making maximum use of existing information and current studies, perform inventory of airport access system with special emphasis on access and use of the road system. Existing conditions will be documented to help determine the adequacy of the present road system and parking facilities. Support facilities and utility systems will be inventoried.

- Access, Circulation and Parking: Construction, condition and lighting of ground access systems will be inventoried and evaluated on the adequacy for existing and future use of the airport. Multi-modal transportation facilities will be identified and signage (i.e. way finding) for the airport will be evaluated.

- Utilities and Support: Utilities supporting the Airport will be reviewed and documented. The inventory will be limited to information, maps and data provided to Lochner by the Sponsor.

Responsibilities:

- Consultant: Collect and analyze infrastructure data.

- Sponsor: Assist Consultant team in providing infrastructure data, if necessary.

Output: Infrastructure background data for subsequent elements.

Task 3.4 Obtain Socioeconomic Data

Description: Obtain area-wide socioeconomic data, update and verify the projections and content

where necessary. This effort will include population data, income and employment. Review existing data available on factors that may reveal potential for induced or secondary socioeconomic impacts such as shifts in human settlement patterns, changes in population growth, public service demands and any changes to business or economic activity. This information will be utilized in the preparation of aviation activity forecasts and consideration of potential environmental impacts.

Responsibilities:

- Consultant: Collect and analyze socioeconomic data.
- Sponsor: Assist the Consultant team in providing socioeconomic data, if necessary.

Output: Socioeconomic background data for subsequent elements.

Task 3.5 Assemble Weather Data

Description: Local temperature and precipitation data will be obtained. Wind data from the NOAA National Climatic Data Center records from the on-airport AWOS will be compiled to generate an updated wind rose and runway crosswind coverage for the Airport. Additional wind data collection at the airport is not included in the scope of work. The FAA requires 10 years of weather data unless otherwise approved. There is currently ten years of wind data available for the Airport.

Responsibilities:

- Consultant: Collect and analyze weather data.
- Sponsor: Assist the Consultant team, if necessary.

Output: Weather data to be used in subsequent elements.

Task 3.6 Financial Data

Description: Specific financial data and information necessary to provide adequate financial evaluation of any proposed development will be identified. An evaluation of airport funds will be accomplished to develop future recommendations consistent with sound fiscal management of the airport and the funding resources required. This information will pertain primarily to the following, as it is available:

a. Current and projected airport operating budgets
b. Capital improvement plans and programs

Responsibilities:

- Consultant: Summarize financial data provided by Sponsor.
- Sponsor: Assist Consultant team by providing financial data.

Output: Financial background data for subsequent elements.

Task 3.7 Obtain Historic and Existing Operational and Based Aircraft Data

Description: Available historic and existing air traffic data for the airport will be collected and reviewed including:

a. Historic aviation activity, including fuel sales
b. Based aircraft
c. Traffic counts
d. Operations by aircraft type and volume
e. Fleet mix
f. Critical aircraft and Runway Design Codes (RDC) will be identified.

FAA requires the use of validated based aircraft counts from its National Based Aircraft Database. Currently, this database shows 20 validated based aircraft. The Consultant will work with the sponsor to update the database and resolve any discrepancies.

Responsibilities:

- Consultant: Collect and analyze historic and existing operational and based aircraft data. Support sponsor on the update and validation of based aircraft in the FAA's National Based Aircraft Database.

- Sponsor: Assist the Consultant team in providing historic and existing operational and based aircraft data, if necessary.

Output: Input for later tasks which include forecasting, demand/capaVillage and facility requirements.

Task 3.8 Aeronautical Survey

Description: An aeronautical survey for Sierra Blanca Regional Airport will be conducted in coordination with the FAA. The obstruction survey, aerial photogrammetry and mapping will be completed in accordance with FAA Advisory Circulars 150/5300-16, 17 and 18, including the requirements from Table 2-1, Survey Requirements Matrix will be uploaded to the FAA ADIP database for both Runway 6/24 and Runway 12/30 which should include:

- Control Surveying
- Stereo Color Aerial Photography
- Orthophoto Mapping Digital Elevation Model
- Vertically Guided Approach Obstruction Surveys
- Photogrammetric Mapping
- A-GIS Work Plans and Data Uploads

New Aerial Photogrammertry will be collected as part of this task. The data will be used for base

mapping, inventory, alternatives analysis, and in the preparation of the ALP drawing set.

Responsibilities:

- Consultant: Coordinate aeronautical survey.
- Sponsor: Assist Consultant team in aeronautical survey data collection and property access, if necessary.

Output: Obtain the obstruction Survey from FAA ADIP database and collect updated Aerial Photogrammetry.

Task 3.9 Document Obstructions and Non-Standard Conditions

Description: Data from the aeronautical survey will be used to document the airport and surrounding environs resulting in a listing of obstructions to 14 CFR Part 77 airspace and conditions which are non-standard with respect to design standards contained in FAA AC 150/5300-13B, *Airport Design – Change 1.*

Responsibilities:

- Consultant: Collect and analyze obstruction and non-standard condition data.
- Sponsor: Assist the Consultant team in providing data, if necessary.

Output: Input for later tasks.

ELEMENT 4
INVENTORY ENVIRONMENTAL CONDITIONS

Task 4.0 Inventory Environmental Conditions

Description: Through the use of existing reports, maps, studies, environmental documents, the internet, and walking survey document and correspondence with the US Fish and Wildlife Service, US Army Corps of Engineers and the State Historic Preservation Office the airport's environmental setting and key environmental resources that may be affected by airport development will be described. Environmental conditions will be addressed throughout the master plan study (no standalone environmental chapter will be developed). In addition to socioeconomic and land use data from previous Tasks the following information, to the extent available, will be collected:

- State inventories of endangered and threatened species in the vicinity;
- State inventories of historic and archaeological sites;
- Topographical maps and earth/soil information;
- State data concerning air quality in the Airport vicinity;
- Airport policies and procedures, including a wildlife management plan and any operating permits;
- State and local transportation inventories and transportation plans;

- Previous on-site environmental studies;
- Environmental Health Department information; and,
- Stormwater Pollution Prevention (SWPPP) and Spill Prevention Control & Countermeasures (SPCC) Plans;
- Indentify existing surrounding Section 4(f) properties.

Responsibilities:

- Consultant: Collect and analyze environmental data.

- Sponsor: Assist Consultant team in providing data, if necessary.

Output: Inventory and field surveys of the airport's existing environmental setting.

ELEMENT 5
AIRPORT WASTE RECYCLING

Task 5.0 Airport Waste Recycling

Description: A review of solid waste recycling at the airport is required by the FAA Modernization and Reform Act of 2012 (FMRA) and FAA Guidance Memorandum, Guidance on Airport Recycling, Reuse and Waste Reduction Plans dated September 30, 2014. The airport master plan will address issues relating to solid waste recycling at the airport. This includes:

a. The feasibility of solid waste recycling at the airport;
b. Minimizing the generation of solid waste at the airport;
c. Operation and maintenance requirements;
d. Review of waste management contracts; and
e. The potential for cost saving or generation of revenue.

Responsibilities:

- Consultant: Collect and analyze airport waste recycling information. Identify potential cost savings or revenue generation.

- Sponsor: Assist the Consultant team in providing existing airport waste recycling information, if necessary.

Output: Inventory and review of solid waste recycling options at the Airport.

ELEMENT 6
AVIATION FORECASTS

As part of this scope, the forecast will be limited to FAA "*Forecast Review Approval Instructions*" dated August 12, 2024. Current activity levels at the Airport are less than 90,000 operations

annually and are not expected to exceed 90,000 operations in the foreseeable future. Therefore, preparation of a detailed forecast is not warranted.

Task 6.0 Identify Existing Critical Aircraft

Description: A summary of the existing critical aircraft to be utilized throughout the planning period and baseline of operational activity at the Airport. The summary will be limited to identifying the critical aircraft for the planning period and existing based aircraft and annual operations for the baseline planning year (2024).

Responsibilities:

- Consultant: Identify and summarize critical aircraft and existing operational activity for the airport.
- Sponsor: Assist Consultant team in providing existing airport operational data.

Output: Information to be used in forecast development.

ELEMENT 7
FACILITY REQUIREMENTS

The objective of this element is to determine existing and future facility requirements. This element will include consideration of runways, taxiways, instrumentation, lighting and marking, approach and protection zones, and those areas of development required for landside and airport support facilities. Utilizing the data developed from the previous elements, perform an analysis to verify the general airport requirements necessary to meet projected demand.

Task 7.0 Demand/CapaVillage Analysis

Description: This analysis will involve a comparison of the forecasts prepared in Element 6 to both airside and landside capaVillage. Airside capaVillage will include an analysis of existing and future airfield layouts, area meteorology, instrumentation, and aircraft operational demand on Annual Service Volume (ASV) and peak hour demand. Methodologies outlined in FAA Advisory Circular 150/5060-5 *Airport CapaVillage and Delay* will be used.

Responsibilities:

- Consultant: Develop demand/capaVillage analysis and formulate recommendations.
- Sponsor: Review and comment on Consultant recommendations, if necessary.

Output: An analysis of existing and forecasted aircraft operations to both landside and airside capaVillage.

Task 7.1 Airside Requirements

Description: Based on the forecasts prepared in Element 6, the demand/capaVillage analysis, and other applicable data, an analysis of airside facility needs will be made.

7.1.1 Runways
Including length, width, dimensional criteria, safety critical areas and approach and transitional surfaces, orientation, crosswind or secondary runway needs, pavement type, condition and strength; based on ARC/RDC and critical aircraft.

7.1.2 Taxiways
The taxiway system will be analyzed for geometry, pavement type, condition, strength, capaVillage, and safety enhancements, including FAA recommendations for locations of intersections.

7.1.3 Aircraft Parking Aprons
The sizing needs for general aviation aprons will be determined based on forecasted activity levels and fleet mix.

7.1.4 Navigation Aids
Evaluate existing electronic and visual aids to navigation including VOR, REILs, PAPIs, AWOS etc. and determine if any new or replacement equipment is needed.

7.1.5 Airspace Requirements
14 CFR Part 77 surfaces requirements will be determined. This will include required setbacks for future airport related development based on future recommended instrument approach procedures.

7.1.6 Non-Standard Conditions and Modifications to Design Standards
Needs for correcting existing non-standard conditions or modifications to design standards will be identified.

7.1.7 Emerging Technologies
Review of emerging industries such as AAM, electric aircraft and alternative fuels will be conducted. Identification of industry trends and future needs of the airport will be documented to ensure incorporation into the planning process.

Responsibilities:

- Consultant: Evaluate airside facility requirements and formulate recommendations.
- Sponsor: Review and comment on Consultant recommendations, if necessary.

Output: Detailed description of the airside facilities required to meet aviation demand throughout the twenty-year planning period.

Task 7.2 Landside Requirements

Description: Landside facility requirements will be based on the demand/capaVillage analysis and the evaluation of existing conditions to provide an appropriate airside/landside balance compatible with identified airfield requirements.

7.2.1 Aircraft Storage Requirements
The type and quantity of hangars, sunshades or other facilities required to accommodate existing and future demand will be identified.

7.2.2 Snow Removal Equipment (SRE) and Storage Building
Current and future SRE vehicle, storage building and facility needs will be determined in accordance with the guidance provided in accordance with FAA AC 150/5220-20 *Airport Snow and Ice Control Equipment*, AC 150/5220-18 *Buildings for Storage and Maintenance of Airport Snow and Ice Control Equipment and Materials*.

7.2.3 Fuel Storage and Dispensing
Discussions with airport management and fuel suppliers, and review of fuel sales data, will be conducted to determine if fuel storage is adequate. Evaluate the existing fuel system and determine if additional fuel facilities, including bulk storage, self-serve, or mobile refuelers are need during the planning period.

7.2.4 Utilities
The requirements for water, sewer, gas, telephone, and WiFi will be evaluated to determine needs for expansion and extension into future landside development areas.

7.2.5 Vehicle Parking
Future tenant, employee, passenger and visitor parking requirements will be identified.

7.2.6 Access and Airport Circulation
Future vehicle circulation, access road needs, and courtesy car/taxi/transportation network company availability will be evaluated for general aviation, commercial businesses and tenants.

7.2.7 Airport Administration/Pilot Lounge
Future airport administration offices, storage and pilot lounge needs will be identified.

7.2.8 Airport Security/Public Safety and Emergency Response
Future airport fencing and security will be evaluated to ensure adequate airport security and to keep the general public out of aircraft operation areas. The existing emergency response will be identified and recommendations for the future will be provided.

Responsibilities:

- Consultant: Evaluate landside facility requirements and formulate recommendations.

- Sponsor: Review and comment on Consultant recommendations, if necessary.

Output: Detailed description of landside facilities required to meet aviation demands at the airport through the twenty-year planning period.

ELEMENT 8
DEVELOPMENT ALTERNATIVES

Alternative development concepts will be derived for meeting FAA safety and design standards and for meeting the facility requirements for both airside and landside facilities. Reasonable and feasible alternatives to implement will be considered for further evaluation. Alternatives considered, but later rejected will be discussed.

Task 8.0 Airside Development Alternatives

Description: The airside facility requirements developed in the previous Tasks will be translated into a series of alternative plans for comparative evaluation in relation to established planning criteria. The alternatives will address available options including space for emerging trends (AAM vertiports electric charging, sustainable fuels) demand-based needs planning, development of new facilities, expansion of existing facilities, or abandonment of excess or deteriorated facilities. The alternatives with the greatest potential for meeting airside demands will be evaluated to establish costs, environmental impacts, and operational considerations.

An evaluation of the impacts associated with the alternative airside development options will be addressed. This will include consideration of:

- Operational Performance: Including capaVillage, capability and efficiency.
- Best Planning Tenets and Other Factors: Including safety & security, conformance with design standards, flexibility, alignment with sponsor's strategic vision and social and political feasibility.
- Environmental Factors: Utilizing the information gathered in Element 4, consider potential environmental impacts, including land acquisition, associated with each alternative.
- Fiscal Factors: Including estimated development costs determined by applying estimated unit prices to estimated construction unit quantities taken from existing base mapping.

Responsibilities:

- Consultant: Provide analysis of up to three development alternatives and a "no action" alternative for meeting airside facility requirements.

- Sponsor: Review and comment on Consultant analysis, if necessary.

Output: Evaluation of "no action" alternative and up to three development alternatives for meeting airside facility requirements for the twenty-year planning period.

Task 8.1 Landside/Terminal Area Development Alternatives

Description: The landside/terminal airside facility requirements developed in the previous Tasks will be translated into a series of alternative plans for comparative evaluation in relation to established planning criteria. The alternatives will address available options including the development of new facilities, expansion of existing facilities, or abandonment of excess or deteriorated facilities including general aviation, air cargo and other related facilities. Evaluation of general aviation and passenger terminal facilities will be limited to general condition facility condition and facility sizing requirements. The existing airport land uses will be evaluated to determine recommended configuration for the future which may include the relocation of existing facilities. The alternatives with the greatest potential for meeting airside demands will be evaluated to establish costs, environmental impacts, and operational considerations.

An evaluation of the impacts associated with the alternative airside development options will be addressed. This will include consideration of:

- Operational Performance: Including capaVillage, capability and efficiency.
- Best Planning Tenets and Other Factors: Including safety & security, conformance with design standards, flexibility, alignment with sponsor's strategic vision and social and political feasibility.
- Environmental Factors: Including potential significant environmental impacts and land acquisition, if any.
- Fiscal Factors: Including estimated development costs determined by applying estimated unit prices to estimated construction unit quantities taken from existing base mapping.

Responsibilities:

- Consultant: Provide analysis of up to three development alternatives and a "no action" alternative for meeting landside facility requirements.
- Sponsor: Review and comment on Consultant analysis, if necessary.

Output: Evaluation of "no action" alternative and up to three development alternatives for meeting the landside/terminal area requirements identified in previous Tasks.

Task 8.2 Conduct TAC Meeting No. 2

Description: A TAC meeting will be held to present and discuss the development alternatives and to receive input for the preferred development alternative(s) and recommended development plan.

Responsibilities:

- Consultant: Notify TAC of meeting date, time and location. Present aforementioned topic to TAC.

- Sponsor: Provide suitable meeting location.

Output: TAC Meeting. Input for preferred alternative.

Task 8.3 Public Information Meeting/Open House

Description: A public information meeting will be held to present and discuss the development alternatives, provide information on the first phase of this study, and to receive public input for the preferred alternative(s) and recommended development plan. The meeting would be held as an open house style format.

Responsibilities:

- Consultant: Provide assistance for public notification. Present aforementioned topic to Public.
- Sponsor: Provide suitable meeting location. Notify Public of meeting date, time and location.

Output: Documented Public Information Meeting. Input for preferred alternative.

Task 8.4 Selection of Preferred Alternative(s)

Description: The results of the previous Tasks along with working group, FAA and State input will be provided to the Sponsor for the selection of the preferred alternative and development plan. The selected alternative will be carried forward and form the basis of the Airport Layout, Financial and Implementation Plans including the Airport Capital Improvement Plan (CIP).

Responsibilities:

- Consultant: Discuss and record selection of preferred alternative.
- Sponsor: Arrive at consensus for preferred alternative.

Output: Selection of the preferred alternative to be used in the remaining Master Plan Tasks.

ELEMENT 9
AIRPORT LAYOUT PLANS

This study element will produce a current Airport Layout Plan (ALP) Drawing set that depicts existing and the recommended airport development, in accordance with FAA standards, including AC 150/5070.6, *Airport Master Plans*; FAA Airports Standard Operating Procedures (SOP), Standard Procedure for FAA Review and Approval of Airport Layout Plans (ALPs) (ARP SOP 2.00); FAA Standard Operating Procedure (SOP) for FAA Review of Exhibit 'A' Airport Property Inventory Maps (ARP SOP 3.00); and AC 150/5300-13B, *Airport Design – Change 1*. Sources of information for these drawings will include previous ALP and master planning documentation, new

planimetrics and topographic data collected, surveyed, and developed as part of the AGIS component of the recent runway construction project will be used for Part 77 analysis and development of the ALP, in accordance with required tasks for an Airport Layout Plan (ALP) contained in FAA Advisory Circular 150/5300-18B, Table 2-1, Survey Requirements Matrix, obstruction charts, USGS mapping, legal descriptions, existing property surveys, local and regional government mapping, FAA databases, and any other secondary sources readily available to the Sponsor/Consultant. Computer-aided drafting will be used to generate the new drawing set.

FAA approval of the ALP Drawing set is required.

Responsibilities:

- Consultant: Compile Airport Layout Plan drawing set and distribute to FAA for airspace review and approval.

- Sponsor: Review and comment on Airport Layout Plan drawing set, if necessary.

Output: Airport Layout Plan drawing set for FAA airspace review and approval. The drawing set shall include, at minimum:

- Cover Sheet
- Existing Airport Layout Plan
- Future Airport Layout Plan
- Data Sheet
- Terminal Area Plan
- Airport Airspace Drawing
- Inner Portion of the Approach Surface Drawing
- Runway Departure Surfaces Drawing
- On-Airport Land Use Drawing
- Off-Airport Land Use Drawing
- Exhibit A, Airport Property Map

Task 9.0 Cover Sheet

Description: An ALP drawing set Cover Sheet will be prepared which shall include the name and location of the airport and sponsor, location and vicinity maps, numbered list of drawing sheets contained within the set and the date of the set.

Responsibilities:

- Consultant: Compile ALP drawing set Cover Sheet.

- Sponsor: Review and comment on ALP drawing set Cover Sheet, if necessary.

Output: ALP drawing set Cover Sheet drawing.

Task 9.1 Existing Airport Layout Plan (ALP)

Description: In accordance with ARP SOP 2.00, the Airport Layout Plan will be prepared to reflect existing physical features and development, wind data, location of airfield facilities (runway, taxiways, NAVAIDs) and terminal/building area development. In addition, critical areas for all NAVAIDs will be shown, as well as a table describing non-standard conditions and modifications to standards and the disposition of each condition or modification.

Responsibilities:

- Consultant: Compile Existing ALP.
- Sponsor: Review and comment on ALP, if necessary.

Output: An Existing ALP drawing for the Airport that meets FAA requirements and guidelines. A separate data sheet containing required airport and runway data tables and wind roses will follow the ALP sheet. All comments and conditions resulting from FAA's airspace review will be addressed to FAA's satisfaction.

Task 9.2 Future Airport Layout Plan (ALP)

Description: In accordance with ARP SOP 2.00, the Airport Layout Plan will be prepared to reflect future physical features and development, wind data, location of airfield facilities (runway, taxiways, NAVAIDs) and terminal/building area development. In addition, critical areas for all NAVAIDs will be shown, as well as a table describing non-standard conditions and modifications to standards and the disposition of each condition or modification. The ALP will only show future conditions through the twenty-year planning range. Anything beyond the twenty-year planning range will have to be shown on a separate ultimate ALP that the FAA will not approve. The FAA's approval of the ALP is limited to the twenty-year planning range, unless otherwise authorized by FAA.

Responsibilities:

- Consultant: Compile Future ALP.
- Sponsor: Review and comment on ALP, if necessary.

Output: A Future ALP drawing for the Airport that meets FAA requirements and guidelines. A separate data sheet containing required airport and runway data tables and wind roses will follow the ALP sheet. All comments and conditions resulting from FAA's airspace review will be addressed to FAA's satisfaction.

Task 9.3 Terminal/Building Area Layout Plan

Description: Specific terminal/building area plans will be developed which reflect recommended development of future aviation needs, as identified in this study. Existing and future building heights will be provided in a table. Access and parking facilities for the airport will also be included in this drawing.

Responsibilities:

- Consultant: Compile Terminal/Building Airport Layout Plan.

- Sponsor: Review and comment on Terminal/Building Area Layout Plan, if necessary.

Output: Terminal/Building Area Layout Plan reflecting development of building areas at the airport, surface access, security fencing and other airport facilities.

Task 9.4 Airport Airspace Drawing

Description: This drawing will depict obstacle identification surfaces for the ultimate airport development configuration. It will also depict airspace obstructions for the portions of the surfaces excluded from the Inner Portions of the Approach Surface Drawing.

Per criteria outlined in ARP SOP 2.00, a topographic drawing will be prepared depicting a plan view of the ultimate airport 14 CFR Part 77 (Part 77) surfaces and a small-scale profile view of the Part 77 approach surfaces. Natural and manmade obstructions to the airspace surrounding the Airport will be identified. The data obtained in the aeronautical survey, will be used as a basis for developing the drawing. Airspace case studies for proposed structures in the vicinity of the airport will be reviewed for potential new objects and/or obstructions within Part 77 Airspace. This task will result in a depiction of the Part 77 Airspace surfaces and known obstructions from best available data and is not intended to produce a new or updated obstruction survey or Obstruction Chart.

Responsibilities:

- Consultant: Compile Airport airspace drawing.
- Sponsor: Review and comment on Airport airspace drawing, if necessary.

Output: Airport airspace drawing.

Task 9.5 Inner Portion of the Approach Surfaces and Runway Protection Zone Drawings

Description: Drawings containing the plan and profile view of the inner portion of the approach surface to the runway and a tabular listing of all surfaces penetrations. The drawing will depict the obstacle identification approach surfaces contained in 14 CFR Part 77. A large-scale plan and profile drawing will be prepared of the existing and ultimate inner portion of the 14 CFR Part 77 approach surfaces for each runway end. The plan and profile views for each runway end will be shown on the same sheet. The data obtained in the aeronautical survey will be used as the basis for developing the drawing. The drawing will include aerial photography as the base drawing and will depict the Runway Protection Zones and location, elevation, penetration, and disposition of obstructions exceeding Part 77 criteria. Included with these drawings will also be a runway centerline profile for the entire runway length.

Responsibilities:

- Consultant: Compile Inner Portion of the Approach Surfaces and Runway Protection Zone drawings.

- Sponsor: Review and comment on Inner Portion of the Approach Surfaces and Runway Protection Zone drawing, if necessary.

Output: Inner Portion of the Approach Surfaces and Runway Protection Zone drawing.

Task 9.6 Runway Departure Surfaces Drawing

Description: A large-scale plan and profile drawing will be prepared of the existing and planned instrument runways. The data obtained in the aeronautical survey will be used as the basis for developing this drawing. The drawing will include aerial photography as the base drawing and will depict the runway end location, 40:1 Runway Departure Surfaces and location, elevation, penetration, and disposition of obstructions exceeding departure surface criteria.

Responsibilities:

- Consultant: Compile Runway Departure Surfaces drawings.
- Sponsor: Review and comment on Runway Departure Surfaces, if necessary.

Output: Departure surface drawings for existing and proposed instrument runway ends.

Task 9.7 On-Airport Land Use Drawing

Description: A land use plan for the area within the existing and future airport property boundary will be prepared depicting recommended areas for aeronautical use, general aviation development, revenue generation, airport support services, and other uses appropriate to the airport.

Responsibilities:

- Consultant: Compile On-Airport Land Use drawing.
- Sponsor: Review and comment on On-Airport Land Use drawing, if necessary.

Output: On-Airport Land Use Drawing.

Task 9.8 Off-Airport Land Use Drawing

Description: The Consultant will prepare an existing off airport land use drawing depicting existing land uses and zoning provided by the sponsor. The off-airport land use drawing will show land uses and public facilities, such as schools, parks, and hospitals. The local zoning and land use controls will be noted on this drawing.

Responsibilities:

- Consultant: Compile Off-Airport Land Use drawing.
- Sponsor: Review and comment on Off-Airport Land Use drawing, if necessary.

Output: Off-Airport Land Use Drawing.

Task 9.9 Exhibit "A" Airport Property Map

Description: The primary intent of the drawing is to identify and/or delineate all designated airport property owned or to be acquired by the airport owner. In accordance with FAA Standard Operating Procedure (SOP) for FAA Review of Exhibit 'A' Airport Property Inventory Maps (SOP 3.00), the drawing will inventory all of the parcels that currently make up the airport or are proposed for acquisition by the airport and a data table that provides for each parcel:

- Parcel numbers
- Grantor
- Type of interest acquired
- Acreage
- Type of conveyance instrument
- Liber/book and page of recording
- FAA grant number including year if acquired under a grant
- Surplus Property Transfer, Government Land Transfer
- Type of easement
- Date and Type of release/land use change approval
- Date of property disposal
- Public land references
- Any know encumbrances on the property
- Purpose of acquisition
- Metes & Bounds

This drawing will be prepared in accordance with FAA SOP 3.00 requirements and guidelines, using existing documents, maps, and land use plans completed during the inventory to identify existing and future airport property. If necessary, a property boundary survey will be completed in accordance with "Metes and Bounds" per SOP 3.0.

Responsibilities:

- Consultant: Compile On-Airport Land Use drawing. Lochner will ensure the Exhibit A is current, as required by Federal grant assurances.

- Sponsor: Provide Consultant Team accurate and current airport property information. Review and comment on Exhibit "A" drawing, if necessary.

Output: Exhibit "A" Airport Property Map that meets FAA requirements and guidelines.

ELEMENT 10
IMPLEMENTATION AND FINANCIAL PLAN

Task 10.0 Prepare Cost Estimates

Description: Cost estimates of planned projects, based on current dollars, will be prepared for the first five-year period; a more generalized cost breakdown will be prepared for the ten-year period; and a facility breakdown with costs prepared for the twenty-year period. These facility requirements potentially include such items as the runways, taxiways, aprons, hangars, access roads, perimeter roads, safety areas, lighting and signing, fencing, buildings and hangars, auto parking, airport maintenance, fuel facilities, as appropriate. Facility costs will be prepared using unit prices extended by the size of the particular facility tempered with some specific considerations. Cost estimates are intended to be used for planning purposes only and are not to be construed as engineered construction cost estimates. The airport's budget will be reviewed for existing and future revenue sources.

Responsibilities:

- Consultant: Develop cost estimates for proposed recommended development.
- Sponsor: Review and comment on cost estimates, if necessary.

Output: Project cost estimates will provide sufficient detail to allow project time schedules to be established and programmed into the appropriate Capital Improvement Plan funding programs.

Task 10.1 Capital Improvement Program Coordination with FAA/State and Sponsor

Description: Prepare and coordinate the Capital Improvement Program (CIP) with the FAA and NMDOT for funding availability. A draft ACIP will be provided to the FAA and State to ensure proposed project timing and funding are realistic and can be accommodated in the state airport system plan.

Responsibilities:

- Consultant: Develop twenty-year CIP with cost estimated formulated in Task 10.0.
- Sponsor: Review and comment on twenty-year CIP, if necessary.

Output: A recommended CIP for the selected development plan concepts for the twenty-year planning period.

Task 10.2 Airport Development Plan Drawing

Description: The proposed capital development projects will be identified on a drawing and labeled as the Airport Development Plan, which will graphically display the planned projects by phase. The purpose of this drawing is for use with the CIP and not part of the ALP drawing set.

Responsibilities:

- Consultant: Compile Airport Development Plan drawing.
- Sponsor: Review and comment on Airport Development Plan drawing, if necessary.

Output: Airport Development Plan Drawing.

ELEMENT 11
DOCUMENTATION

Task 11.0 Working Papers

Description: A preliminary draft of each Master Plan chapter will be prepared as Working Papers throughout the study and will be distributed to the TAC, State and FAA for review, comment and discussion at subsequent TAC meetings. When appropriate, multiple chapters may be combined into a single Working Paper. Working Papers will be made available for public review prior to Public Information Meetings. Revisions to Working Papers will be made as appropriate and will be redistributed, if necessary, as updated Working Papers or compiled as a chapter in the Draft Master Plan report for review and comment.

Task 11.0.1 Working Paper #1: Airport Master Plan Overview, Inventory of Airport Assets, Forecast of Aviation Activity

Task 11.0.2 Working Paper #2: Facility Requirements

Task 11.0.3 Working Paper #3: Alternatives Analysis

Task 11.0.4 Working Paper #4: CIP/Financial Plans

Responsibilities:

- Consultant: Compile Working Papers and distribute to the FAA, State, and TAC at least one week prior to any public or committee meetings.
- Sponsor: Review and comment on Working Papers, if necessary.

Output: Preliminary draft of each Master Plan chapter in Working Paper format.

Task 11.1 Draft Airport Master Plan Report

Description: Report preparation will include writing, editing and typing the Airport Master Plan report, determining the composition of the report with figures, charts, graphs and illustrations, and the printing and distribution of the report. A reduced sized (11"x17") draft Airport Layout Plan drawing set will be included in the Draft Master Plan report. Full size drawing sets (22"x34") will be provided to the sponsor along with PDF copies of the narrative report.

Responsibilities:

- Consultant: Compile Draft Airport Master Plan Report and distribute to the FAA, State, and TAC.

- Sponsor: Review and comment on Draft Airport Master Plan Report, if necessary.

Output: Draft Airport Master Plan Report.

Task 11.2 Conduct TAC Meeting No. 3

Description: A TAC meeting will be held to present Draft Airport Master Plan Report and to receive input on the draft documents. This meeting will be held to coincide with a Village Council meeting to present the layout to the Village of Ruidoso.

Responsibilities:

- Consultant: Notify TAC of meeting date, time and location. Present aforementioned topic to TAC.

- Sponsor: Provide suitable meeting location.

Output: TAC and public meeting to gain input on the Draft Airport Master Plan.

Task 11.3 Public Information Meeting No. 2

Description: A public information meeting will be held to present and discuss the draft report. The meeting would be held as an open house style format.

Responsibilities:

- Consultant: Provide assistance for public notification. Present aforementioned topic to Public.

- Sponsor: Provide suitable meeting location. Notify Public of meeting date, time and location.

Output: Documented Public Information Meeting. Input on the draft report.

Task 11.4 Preliminary Draft Airport Layout Plan Drawings

Description: A Preliminary Draft Airport Layout Plan drawing set and completed FAA ALP Checklist will be distributed to the Sponsor, FAA and State for initial review and comment. One (1) paper copy of the draft ALP drawing set and a completed ALP checklist from ARP SOP 2.00 will be provided each to the Sponsor, the FAA and the State.

Responsibilities:

- Consultant: Compile Preliminary Draft Airport Layout Plan and distribute to the FAA, State, and TAC.

- Sponsor: Review and comment on Preliminary Draft Airport Layout Plan, if necessary.

Output: Preliminary Draft Airport Layout Plan drawings.

Task 11.5 Draft Airport Layout Plan Drawings

Description: Review comments received on the Preliminary Draft ALP will be incorporated into the Draft ALP Drawing set and distributed back to the Sponsor, FAA and State for further review and to the FAA for airspace coordination. Two (2) paper copies of the Draft ALP drawing set will be provided to FAA for airspace analysis, as well as an electronic version of the ALP drawing set saved on a CD in pdf format, with each drawing sheet saved as a separate file.

Responsibilities:

- Consultant: Compile Draft Airport Layout Plan and distribute to the FAA, State, and TAC.

- Sponsor: Review and comment on Draft Airport Layout Plan, if necessary.

Output: Draft Airport Layout Plan for FAA airspace review.

Task 11.6 Final Airport Master Plan Report

Description: Review comments and public input from the Draft Master Plan report will be incorporated into the Final Airport Master Plan report and submitted for approval and adoption by the Sponsor. The Final Master Plan Report will be provided in electronic format (PDF or MS Word format), utilizing compact discs (CDs) that will contain the full report, including graphics and Airport Layout Plan drawings. In addition to the electronic copies of the Final Report two paper copies of the Final Master Plan Report and evidence that the Airport Sponsor has adopted the plan (e.g., meeting minutes, sponsor resolution) will be provided to the FAA and one paper copy to the State.

The final Master Plan Report will be presented to the Village and airport for approval/adoption. Appropriate copies of minutes or other documentation describing the sponsor's action on the Master Plan will be provided to the FAA.
Responsibilities:

- Consultant: Compile and distribute Final Airport Master Plan and present the final Master Plan report to the Village and airport for approval/adoption.

- Sponsor: Coordinate meeting for the approval/adoption of final Master Plan report to the Village and airport. This can take place during a regular Council meeting.

Output: Final Airport Master Plan Report.

Task 11.7 Final Airport Layout Plan Drawings

Description: Review comments will be incorporated into the Final ALP Drawing set and will be submitted to the Sponsor, along with the Final Master Plan report for Sponsor signature and submittal to the FAA and State for approval. All comments and conditions resulting from FAA's airspace review will be addressed to FAA's satisfaction. Approved copies will be distributed by the FAA, to the State, Sponsor and Consultant. A copy of the final Airport Layout Plan Drawing Set will be provided to the FAA for approval and signature. In addition, an electronic version of the FAA approved ALP drawing set will be provided to FAA as a single PDF file.

Responsibilities:

- Consultant: Compile and distribute Final Airport Layout Plan to Sponsor for signature and FAA for approval.
- Sponsor: Coordinate signature of Final Airport Layout Plan and return Final Airport Layout Plan to Consultant for FAA Approval.

Output: Final Airport Layout Plan.

Summary of Deliverables

The deliverables, which will be prepared at various stages throughout this study are outlined below. Deliverables will be provided in MS Word format (.doc), Adobe Acrobat format (.pdf) or AutoCAD format (.dwg). Deliverables of the digital Native File formats for the ALP / Exhibit "A" Property Inventory Map will be provided to the Sponsor, State DOT, and FAA for historical reference. Example file formats (STEP, IGES, STL, VRML, X3D, DXF, .dwg, etc…)

DELIVERABLE	SPONSOR	FAA	STATE
Working Paper 1 (Introduction, Inventory & Forecasts)	1	1	1
Working Paper 2 (Facility Requirements)	1	1	1
Working Paper 3 (Alternatives Analysis)	1	1	1
Working Paper 4 (CIP/Financial Plans)	1	1	1
Draft Airport Master Plan Report	1	1	1
Pre-Draft ALP Set with Completed ALP Checklist	1	1	1
Draft ALP Drawing Set (prints)	1	1	1
Draft ALP Drawing Set (electronic)	1	1	1
Final ALP Drawing Set (prints) for FAA approval and signature	1	1	1
Approved ALP Drawing Set (prints)	1	1	1
Final ALP Drawing Set (electronic)	1	1	1
Final Airport Master Plan Report (electronic and prints)	1	1	1

*Working Papers 1-4 may be combined as appropriate.