

Application for Federal Assistance SF-424	
* 1. Type of Submission <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision
* If Revision, select appropriate letter(s): - Select One - * Other (Specify)	
* 3. Date Received:	4. Application Identifier:
5a. Federal Entity Identifier: 3-32-0004	* 5b. Federal Award Identifier: AIP No. 031
State Use Only:	
6. Date Received by State:	7. State Application Identifier:
8. APPLICANT INFORMATION:	
* a. Legal Name: CARSON CITY	
* b. Employer/Taxpayer Identification Number (EIN/TIN): 88-6000189	*c. Organizational DUNS: 073787152
d. Address:	
* Street1: 201 NORTH CARSON STREET Street 2: * City: CARSON CITY County: * State: NEVADA Province: Country:	
*Zip/ Postal Code: 89701	
e. Organizational Unit:	
Department Name: CARSON CITY AIRPORT AUTHORITY	Division Name: CARSON CITY AIRPORT
f. Name and contact information of person to be contacted on matters involving this application:	
Prefix: MR. Middle Name: * Last Name: ROWE Suffix:	First Name: TIM
Title: AIRPORT MANAGER	
Organizational Affiliation: CARSON CITY AIRPORT	
* Telephone Number: (775) 841-2255	Fax Number: (775) 841-2254
* Email: cxp-mgr@att.net	

Application for Federal Assistance SF-424

*9. Type of Applicant 1: Select Applicant Type:

- Select One -

Type of Applicant 2: Select Applicant Type:

- Select One -

Type of Applicant 3: Select Applicant Type:

- Select One -

* Other (specify): CONSOLIDATED MUNICIPAL GOVERNMENT

* 10. Name of Federal Agency:

FEDERAL AVIATION ADMINISTRATION

11. Catalog of Federal Domestic Assistance Number:

20.106

CFDA Title:

Airport Improvement Program

*12. Funding Opportunity Number: N/A

Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

CARSON CITY AND THE STATE OF NEVADA

* 15. Descriptive Title of Applicant's Project:

AIRPORT MASTER PLAN

Attach supporting documents as specified in agency instructions.

Application for Federal Assistance SF-424

16. Congressional Districts Of:

*a. Applicant: 2nd

*b. Program/Project: 2nd

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

*a. Start Date: 03/01/2017

*b. End Date: 08/30/2018

18. Estimated Funding (\$):

*a. Federal	_____	440,625.00
*b. Applicant	_____	29,375.00
*c. State	_____	
*d. Local	_____	
*e. Other	_____	
*f. Program Income	_____	
*g. TOTAL	_____	470,000.00

***19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on 12/23/2016
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372

***20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation on next page.)**

- Yes No

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: _____ *First Name: LINDA

Middle Name:

*Last Name: LAW

Suffix:

*Title: CHAIR, CARSON CITY AIRPORT AUTHORITY

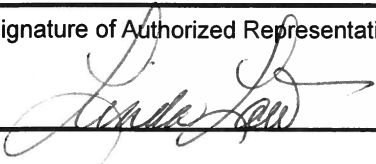
*Telephone Number: (775) 841-2255

Fax Number: (775) 841-2254

* Email: LINDALAW@PYRAMID.NET

*Signature of Authorized Representative:

*Date Signed:



12/21/16

Application for Federal Assistance (Planning Projects)

Part II – Project Approval Information

Section A – Statutory Requirements

The term “Sponsor” refers to the applicant name as provided in box 8 of the associated SF-424 form.

Item 1	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does Sponsor maintain an active registration in the System for Award Management (www.SAM.gov)?	
Item 2	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Can Sponsor commence the work identified in the application in the fiscal year the grant is made or within six months after the grant is made, whichever is later?	
Item 3	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
Are there any foreseeable events that would delay completion of the project? If yes, provide attachment to this form that lists the events.	
Item 4	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
Is the project covered by another Federal assistance program? If yes, please identify other funding sources by the Catalog of Federal Domestic Assistance (CFDA) number. CFDA: _____	
Item 5	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
Will the requested Federal assistance include Sponsor indirect costs as described in 2 CFR Appendix VII to Part 200, States and Local Government and Indian Tribe Indirect Cost Proposals?	
If the request for Federal assistance includes a claim for allowable indirect costs, select the applicable indirect cost rate the Sponsor proposes to apply:	
<input type="checkbox"/> De Minimis rate of 10% as permitted by 2 CFR § 200.414	
<input type="checkbox"/> Negotiated Rate equal to ____% as approved by _____ (the Cognizant Agency) on _____ (Date) (2 CFR part 200, appendix VII)	
<i>Note: Refer to the instructions for limitations of application associated with claiming Sponsor indirect costs.</i>	

Section B – Certification Regarding Lobbying

The declarations made on this page are under the signature of the authorized representative as identified in box 21 of form SF-424, to which this form is attached. The term “Sponsor” refers to the applicant name provided in box 8 of the associated SF-424 form.

The Authorized Representative certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Sponsor, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Authorized Representative shall complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions

(3) The Authorized Representative shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Part III – Budget Information

Section A – Budget Summary

Grant Program (a)	Federal Catalog No (b)	New or Revised Budget		
		Federal (c)	Non-Federal (d)	Total (e)
1. Airport Improvement Program	20-106	\$ 440,625	\$ 29,375	\$ 470,000
2.				
3. TOTALS		\$ 440,625	\$ 29,375	\$ 470,000

Section B – Budget Categories (All Grant Programs)

4. Object Class Categories	Airport Improvement Program (1)		Other Program (2)		Total
	Amount	Adjustment + or (-) Amount (Use only for revisions)	Amount	Adjustment + or (-) Amount (Use only for revisions)	
a. Administrative expense	\$ 30,000	\$	\$	\$	\$ 30,000
b. Airport Planning	440,000				440,000
c. Environmental Planning					
d. Noise Compatibility Planning					
e. Subtotal	470,000				470,000
f. Program Income					
g. TOTALS (line e minus line f)	\$ 470,000	\$	\$	\$	\$ 470,000

Section C – Non-Federal Resources

Grant Program (a)	Applicant (b)	State (c)	Other Sources (d)	Total (e)
5. Airport Improvement Program	\$ 29,375	\$	\$	\$ 29,375
6.				
7. TOTALS	\$ 29,375	\$	\$	\$ 29,375

Section D – Forecasted Cash Needs

Source of funds	Total for Project	1 st Year	2 nd Year	3 rd Year	4 th Year
8. Federal	\$ 440,625	\$ 240,000	\$ 200,625	\$	\$
9. Non-Federal	29,375	16,000	13,375		
10. TOTAL	\$ 470,000	\$ 256,000	\$ 224,000	\$	\$

Section E – Other Budget Information

11. Other Remarks: (attach sheets if necessary)

Part IV - Program Narrative

(Suggested Format)

PROJECT: AIRPORT MASTER PLAN

AIRPORT: CARSON CITY AIRPORT

1. Objective:

The goal of this Master Plan is to provide the framework needed to guide future airport development that will cost-effectively satisfy aviation demand, while considering potential environmental and socioeconomic impacts.

2. Benefits Anticipated:

This Master Plan will provide recommendations from which the Sponsor may take action to improve the airport and all associated services important to public needs, convenience, and economic growth. The plan will benefit all residents of the area by providing a single comprehensive plan which supports and balances continued growth of aviation activities and the environmental preservation of the surrounding environs.

3. Approach: *(See approved Scope of Work in Final Application)*

The Carson City Airport will prepare an Airport Master Plan in accordance with FAA Advisory Circular 150/5070-6B dated July 29, 2005. See attached Scope of Work.

4. Geographic Location:

The Carson City Airport is located at the northeasterly portion of Carson City, Nevada.

5. If Applicable, Provide Additional Information:

6. Sponsor's Representative: *(include address & telephone number)*

TIM ROWE, AIRPORT MANAGER, 2600 E. COLLEGE PARKWAY #6, CARSON CITY, NEVADA, 89407, 775-841-2255



ASSURANCES

Planning Agency Sponsors

A. General.

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

B. Duration and Applicability.

The terms, conditions and assurances of this grant agreement shall remain in full force and effect during the life of the project.

C. Sponsor Certification.

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

1. General Federal Requirements.

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

Federal Legislation

- a. Title 49, U.S.C., subtitle VII, as amended.
- b. Federal Fair Labor Standards Act - 29 U.S.C. 201, et seq.
- c. Hatch Act – 5 U.S.C. 1501, et seq.²
- d. Rehabilitation Act of 1973 - 29 U.S.C. 794
- e. Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252) (prohibits discrimination on the basis of race, color, national origin)
- f. Americans with Disabilities Act of 1990, as amended, (42 U.S.C. § 12101 et seq.), prohibits discrimination on the basis of disability
- g. Age Discrimination Act of 1975 - 42 U.S.C. 6101, et seq.
- h. Single Audit Act of 1984 - 31 U.S.C. 7501, et seq.²
- i. Drug-Free Workplace Act of 1988 - 41 U.S.C. 702 through 706.

Executive Orders

- a. Executive Order 12372 - Intergovernmental Review of Federal Programs

Federal Regulations

- a. 2 CFR Part 180 - OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement).
- b. 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. [OMB Circular A-87 Cost Principles Applicable to Grants and Contracts with State and Local Governments, and OMB Circular A-133 - Audits of States, Local Governments, and Non-Profit Organizations].^{4, 5, 6}
- c. 2 CFR Part 1200 – Nonprocurement Suspension and Debarment
- d. 14 CFR Part 13 - Investigative and Enforcement Procedures
- e. 14 CFR Part 16 - Rules of Practice For Federally Assisted Airport Enforcement Proceedings.
- f. 28 CFR § 50.3 - U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964.
- g. 49 CFR Part 18 - Uniform administrative requirements for grants and cooperative agreements to state and local governments.³
- h. 49 CFR Part 20 - New restrictions on lobbying.
- i. 49 CFR Part 21 – Nondiscrimination in federally-assisted programs of the Department of Transportation - effectuation of Title VI of the Civil Rights Act of 1964.
- j. 49 CFR Part 26 – Participation by Disadvantaged Business Enterprises in Department of Transportation Programs.
- k. 49 CFR Part 28 – Enforcement of Nondiscrimination on the Basis of Handicap in Programs or Activities conducted by the Department of Transportation.
- l. 49 CFR Part 30 - Denial of public works contracts to suppliers of goods and services of countries that deny procurement market access to U.S. contractors.
- m. 28 CFR Part 35- Discrimination on the Basis of Disability in State and Local Government Services.
- n. 28 CFR § 50.3 - U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964.
- o. 49 CFR Part 28 – Enforcement of Nondiscrimination on the Basis of Handicap in Programs or Activities conducted by the Department of Transportation.
- p. 49 CFR Part 32 – Governmentwide Requirements for Drug-Free Workplace (Financial Assistance)
- q. The Federal Funding Accountability and Transparency Act of 2006, as amended (Pub. L. 109-282, as amended by section 6202 of Public Law 110-252).

Specific Assurances

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

Footnotes to Assurance C.1.

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

2. Responsibility and Authority of the Sponsor.

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

3. Sponsor Fund Availability.

It has sufficient funds available for that portion of the project costs which are not to be paid by the United States.

4. Preserving Rights and Powers.

It will not take or permit any action which would operate to deprive it of any of the rights and powers necessary to perform any or all of the terms, conditions, and assurances in this grant agreement without the written approval of the Secretary

5. Consistency with Local Plans.

The project is reasonably consistent with plans (existing at the time of submission of this application) of public agencies in the planning area.

6. Accounting System, Audit, and Record Keeping Requirements.

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

7. Planning Projects.

In carrying out planning projects:

- a. It will execute the project in accordance with the approved program narrative contained in the project application or with modifications similarly approved.
- b. It will furnish the Secretary with such periodic reports as required pertaining to the planning project and planning work activities.
- c. It will include in all published material prepared in connection with the planning project a notice that the material was prepared under a grant provided by the United States.
- d. It will make such material available for examination by the public, and agrees that no material prepared with funds under this project shall be subject to copyright in the United States or any other country.
- e. It will give the Secretary unrestricted authority to publish, disclose, distribute, and otherwise use any of the material prepared in connection with this grant.
- f. It will grant the Secretary the right to disapprove the Sponsor's employment of specific consultants and their subcontractors to do all or any part of this project as

well as the right to disapprove the proposed scope and cost of professional services.

- g. It will grant the Secretary the right to disapprove the use of the sponsor's employees to do all or any part of the project.
- h. It understands and agrees that the Secretary's approval of this project grant or the Secretary's approval of any planning material developed as part of this grant does not mean constitute or imply any assurance or commitment on the part of the Secretary to approve any pending or future application for a Federal airport grant.

8. Reports and Inspections.

It will submit to the Secretary such annual or special financial and operations reports as the Secretary may reasonably request.

9. Civil Rights.

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

- a. Using the definitions of activity, facility and program as found and defined in §§ 21.23 (b) and 21.23 (e) of 49 CFR § 21, the sponsor will facilitate all programs, operate all facilities, or conduct all programs in compliance with all non-discrimination requirements imposed by, or pursuant to these assurances.
- b. Applicability
 - 1) Programs and Activities. If the sponsor has received a grant (or other federal assistance) for any of the sponsor's program or activities, these requirements extend to all of the sponsor's programs and activities.
 - 2) Facilities. Where it receives a grant or other federal financial assistance to construct, expand, renovate, remodel, alter or acquire a facility, or part of a facility, the assurance extends to the entire facility and facilities operated in connection therewith.
 - 3) Real Property. Where the sponsor receives a grant or other Federal financial assistance in the form of, or for the acquisition of real property or an interest in real property, the assurance will extend to rights to space on, over, or under such property.

c. Duration.

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

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

d. Required Solicitation Language.

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

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

e. Required Contract Provisions.

- 1) It will insert the non-discrimination contract clauses requiring compliance with the acts and regulations relative to non-discrimination in Federally-assisted programs of the DOT, and incorporating the acts and regulations into the contracts by reference in every contract or agreement subject to the non-discrimination in Federally-assisted programs of the DOT acts and regulations.
- 2) It will include a list of the pertinent non-discrimination authorities in every contract that is subject to the non-discrimination acts and regulations.
- 3) It will insert non-discrimination contract clauses as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a sponsor.
- 4) It will insert non-discrimination contract clauses prohibiting discrimination on the basis of race, color, national origin, creed, sex, age, or handicap as a covenant running with the land, in any future deeds, leases, license, permits, or similar instruments entered into by the sponsor with other parties:
 - a) For the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
 - b) For the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
- f. It will provide for such methods of administration for the program as are found by the Secretary to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program

will comply with all requirements imposed or pursuant to the acts, the regulations, and this assurance.

- g. It agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the acts, the regulations, and this assurance.

10. Engineering and Design Services.

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

11. Foreign Market Restrictions.

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

12. Policies, Standards, and Specifications.

It will carry out the project in accordance with policies, standards, and specifications approved by the Secretary.

13. Disadvantaged Business Enterprises.

The recipient shall not discriminate on the basis of race, color, national origin or sex in the award and performance of any DOT-assisted contract covered by 49 CFR Part 26. The recipient shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts. The recipient's DBE program, as required by 49 CFR Parts 26, and as approved by DOT, is incorporated by reference in this agreement. Implementation of these programs is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the recipient of its failure to carry out its approved program, the Department may impose sanctions as provided for under Parts 26 and 23 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. § 1001 and/or the Program Fraud Civil Remedies Act of 1936 (31 U.S.C. § 3801).

Certification and Disclosure Regarding Potential Conflicts of Interest

Airport Improvement Program Sponsor Certification

Sponsor:

Airport:

Project Number:

Description of Work:

A sponsor must disclose in writing any potential conflict of interest to the Federal Aviation Administration (FAA) or pass-through entity. No employee, officer or agent of the sponsor or subgrant recipient shall participate in selection, or in the award or administration of a contract supported by federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:

1. The employee, officer or agent,
2. Any member of his immediate family,
3. His or her partner, or
4. An organization which employs, or is about to employ, any of the above, has a financial or other interest in the firm selected for award. The sponsor's or subgrant recipient's officers, employees or agents will neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to subagreements.

Sponsors or subgrant recipients may set minimum rules where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value. To the extent permitted by state or local law or regulations, such standards or conduct will provide for penalties, sanctions, or other disciplinary actions for violations of such standards by the grantee's and subgrant recipient's officers, employees, or agents, or by contractors or their agents.

The sponsor or subgrant recipient must maintain a written code of standards of conduct governing the performance of their employees engaged in the award and administration of contracts.

1. By checking "Yes," the sponsor or subgrant recipient certifies that it does not have any potential conflict of interest or Significant Financial Interests. By checking "No," the sponsor or subgrant recipient discloses that it does have a potential conflict of interest, which is further explained below.

Yes No

2. The sponsor or subgrant recipient maintains a written code of standards of conduct governing the performance of their employees engaged in the award and administration of contracts. By checking "No", the sponsor or subgrant recipient discloses that it does not have a written policy, which is further explained below.

Yes No

3. Explanation of items marked "no":

Sponsor's Certification

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and have the explanation for any item marked "no" is correct and complete.

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

Executed on this 21st day of DECEMBER, 2016.

Name of Sponsor: **CARSON CITY AIRPORT AUTHORITY**

Name of Sponsor's Designated Official Representative: **LINDA LAW**

Title of Sponsor's Designated Official Representative: **CHAIRPERSON**

Signature of Sponsor's Designated Official Representative: 

Selection of Consultants

Airport Improvement Program Sponsor Certification

Sponsor:

Airport:

Project Number:

Description of Work:

Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General requirements for selection of consultant services within federal grant programs are described in 2 CFR §§ 200.317-200.326.2 CFR 200. Sponsors may use other qualifications-based procedures provided they are equivalent to specific standards in 2 CFR §§ 200.317-200.326 and FAA Advisory Circular 150/5100-14, Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects.

Certification Statements

Except for the certification statement below marked as not applicable (N/A), this list includes major requirements for this aspect of project implementation. This list is not comprehensive nor does it relieve the sponsor from fully complying with all applicable statutory and administrative standards.

1. Solicitations were ~~or will be~~ made to ensure fair and open competition from a wide area of interest.
 Yes No N/A

2. Consultants were ~~or will be~~ selected using competitive procedures based on qualifications, experience, and disadvantaged enterprise requirements with the fees determined through negotiations after initial selection.
 Yes No N/A

3. A record of negotiations has been ~~or will be~~ prepared reflecting considerations involved in the establishment of fees, which are not significantly above the sponsor's independent cost estimate.
 Yes No N/A

4. If engineering or other services are to be performed by sponsor force account personnel, prior approval was or will be obtained from the Federal Aviation Administration (FAA).
 Yes No N/A

5. The consultant services contracts clearly ~~or will clearly~~ establish the scope of work and delineate the division of responsibilities between all parties engaged in carrying out elements of the project.
 Yes No N/A

6. Costs associated with work ineligible for AIP funding are or will be clearly identified and separated from eligible items in solicitations, contracts, and related project documents.
 Yes No N/A

7. Mandatory contact provisions for grant-assisted contracts have been ~~or will be~~ included in consultant services contracts.
 Yes No N/A

8. The cost-plus-percentage-of-cost methods of contracting prohibited under federal standards were not ~~or will not be~~ used.
 Yes No N/A

9. If the services being procured cover more than the single grant project referenced in this certification, the scope of work was ~~or will be~~ specifically described in the advertisement, and future work will not be initiated beyond five years.
 Yes No N/A

Additional documentation for any above item marked "no":

Sponsor's Certification

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

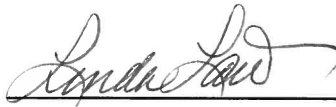
Executed on this 21st day of DECEMBER, 2016.

Name of Sponsor: **Carson City Airport Authority**

Name of Sponsor's Designated Official Representative: **LINDA LAW**

Title of Sponsor's Designated Official Representative: **CHAIRPERSON**

Signature of Sponsor's Designated Official Representative: _____



Drug-Free Workplace Airport Improvement Program Sponsor Certification

Sponsor:

Airport:

Project Number:

Description of Work:

Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General requirements on the drug-free workplace within federal grant programs are described in 2 CFR part 182. Sponsors are required to certify they will be, or will continue to provide, a drug-free workplace in accordance with the regulation. The AIP project grant agreement contains specific assurances on the Drug-Free Workplace Act of 1988.

Certification Statements

Except for the certification statement below marked as not applicable (N/A), this list includes major requirements for this aspect of project implementation. This list is not comprehensive nor does it relieve the sponsor from fully complying with all applicable statutory and administrative standards.

1. A statement has been ~~or will be~~ published notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the sponsor's workplace, and specifying the actions to be taken against employees for violation of such prohibition.

Yes No N/A

2. An ongoing drug-free awareness program has been ~~or will be~~ established to inform employees about:
 - a. The dangers of drug abuse in the workplace
 - b. The sponsor's policy of maintaining a drug-free workplace
 - c. Any available drug counseling, rehabilitation, and employee assistance programs
 - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace

Yes No N/A

3. Each employee to be engaged in the performance of the work has been ~~or will be~~ given a copy of the statement required within item 1 above.

Yes No N/A

4. Employees have been ~~or will be~~ notified in the statement required by item 1 above that, as a condition employment under the grant, the employee will:
- a. Abide by the terms of the statement
 - b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction
- Yes No N/A
5. The Federal Aviation Administration (FAA) will be notified in writing within 10 calendar days after receiving notice under item 4b above from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title of the employee, to the FAA. Notices shall include the project number of each affected grant.
- Yes No N/A
6. One of the following actions will be taken within 30 calendar days of receiving a notice under item 4b above with respect to any employee who is so convicted:
- a. Take appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended
 - b. Require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency
- Yes No N/A
7. A good faith effort will be made to continue to maintain a drug-free workplace through implementation of items 1 through 6 above.
- Yes No N/A

Site(s) of performance of work:

Location 1

Name of Location:

Address:

Location 2 (if applicable)

Name of Location:

Address:

Location 3 (if applicable)

Name of Location:

Address:

Additional documentation for any above item marked "no":

Sponsor's Certification

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

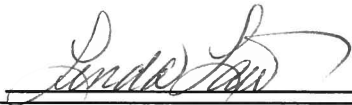
I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

Executed on this 21ST day of DECEMBER, 2016.

Name of Sponsor: **Carson City Airport Authority**

Name of Sponsor's Designated Official Representative: **LINDA LAW**

Title of Sponsor's Designated Official Representative: **CHAIRPERSON**

Signature of Sponsor's Designated Official Representative: 

ATTACHMENT A

**SCOPE OF SERVICES
FOR AN
AIRPORT MASTER PLAN UPDATE
FOR THE
CARSON CITY AIRPORT
CARSON CITY, NEVADA**

Introduction

The Carson City Airport Master Plan Scope of Services is being prepared pursuant to initiation of the study, to establish the goals of the project and framework from which all parties to the project may participate. The objective of the Airport Master Plan is to provide the community and public officials with proper guidance for future development which will satisfy aviation demands and be wholly compatible with the environment. Additionally, this study has the specific objective of re-examining the recommended direction from the previous Master Plan while incorporating subsequent changes when conditions and circumstances may have invalidated previous recommendations. Still-valid concepts may be retained, while new concepts will be developed for those alternatives no longer valid or considered to be unacceptable or unworkable. Coordination between the Carson City (Sponsor), Regional, State, and Federal agencies, and the Consultant will be essential to bringing together all facts and data relevant to the project and to developing a mutual agreement regarding future development of the airport.

The goal of this Master Plan Update is to provide the framework needed to guide future airport development that will cost-effectively satisfy aviation demand, while considering potential environmental and socioeconomic impacts. The master plan will meet the following general objectives.

- Document the issues that the proposed development will address.
- 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, particularly the short-term capital improvement program.
- Propose an achievable financial 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 the issues and satisfies local, state, and Federal regulations.
- Document policies and future aeronautical demand to support municipal or 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. Such a process should monitor key conditions and permit changes in plan recommendations as required.

Other specific objectives to be addressed in this Scope include:

- To research and evaluate socioeconomic factors likely to affect the air transportation demand in the region.
- To determine the projected facility needs of airport users through the year 2036, by which to support airport development alternatives.
- To recommend improvements that will enhance the airport's safety capabilities to the maximum extent possible.
- To recommend improvements that will enhance airport capacity to the maximum extent.
- To produce current and accurate airport base maps and Airport Layout Plans.
- To establish a schedule of development priorities and a program for the improvements proposed in the Master Plan.
- To prioritize the airport capital improvement program and develop a detailed financial plan.
- To develop a robust and productive public involvement throughout the planning process.

This Master Plan will provide recommendations from which the Sponsor may take action to improve the airport and all associated services important to public needs, convenience, and economic growth. The plan will benefit all residents of the area by providing a single comprehensive plan which supports and balances continued growth of aviation activities and the environmental preservation of the surrounding environs.

ELEMENT 1 - INITIATION

Task 1.1 – Prepare Scope of Services and Budget

Description: Detailed descriptions of each item of work required for completion of the Airport Master Plan for Carson City Airport will be prepared. Guidelines provided by Sponsor and those drawn from the FAA will be integrated into the Scope of Services. Initial and final draft copies of the work program will be prepared and delivered to the Sponsor for comments. The final product of this task will be the scope of services which will be attached and made a part of the project contract documents. Each item of work outlined under this Task will be evaluated to estimate the number of person-days necessary to accomplish the work efforts and the cost per person-day based on the billing classifications of the planning professionals assigned. Expenses for travel, subsistence, materials, computer time, reproduction and printing, and miscellaneous study-related costs will also be estimated. When estimated person-days have been established, they will provide input to the development of a project schedule identifying allowable time frames for major phases of the study. This schedule will also identify milestones for deliverables of each element to be submitted for review. A task-by-task itemization of project person-days and costs with a final project time schedule in graphic form will be attached to all copies of the final Scope of Services.

Responsibilities:

- Consultant:** Develop the Scope of Services, budget, and schedule from which contract terms will be based.
- Sponsor:** Review and negotiate the Scope of Services, budget and schedule to ensure proper attention is paid to critical areas.
- Product:** A detailed Scope of Services and task-by-task itemization of the project person-days, costs and project schedule.

Task 1.2 - Establish Planning Advisory Committee

Description: Potential members will be identified and asked to serve on a Planning Advisory Committee (PAC) for the master plan. The PAC will be composed of a) representatives of FAA and NDOT, as well as other local, regional, state, or federal agencies; b) airport users and tenants; and c) local community representatives. The PAC, which is a non-voting body, will advise the Consultant on the content and recommendations of the Master Plan study through meetings and review of Working Papers. The PAC will not exceed fifteen (15) members.

Responsibilities:

- Consultant:** Assist Sponsor in the identification of potential PAC members. Prepare a “draft” invitation letter for the Sponsor to send to potential committee members.

Sponsor: Establish a final list of names and addresses of chosen PAC members. Send an invitation to each member.

Product: A non-voting Planning Advisory Committee (not to exceed 15 members) which will meet during the course of the Master Plan Study.

Task 1.3 - Prepare Study Workbooks

Description: Provide up to twenty (20) standard three-ring notebooks for distribution to the PAC and Sponsor for their use during the Master Plan study. A workbook cover will be designed and the workbook format will be developed with sections for inserting working papers, notes, and other pertinent information.

Responsibilities:

Consultant: Design and prepare workbooks for the Planning Advisory Committee.

Sponsor: Review and comment prior to distribution.

Product: Twenty (20) Study Workbooks.

Task 1.4 – General Background Information

Description: General background information summarizing why the Master Plan Study is being conducted will be prepared and outlined in the introduction section of the study.

Responsibilities:

Consultant: Develop an introduction section which provides background information and the basis for conducting the Master Plan Study.

Sponsor: Review and comment.

Product: Background information for inclusion in the study's introduction section.

Task 1.5 – Document the Goals and Objectives

Description: Prepare a list of goals and objectives for the Master Plan Study that clearly identifies the primary expectations of the master plan process. The list will be included in the introduction section of the study and will be presented to PAC at the first committee meeting. The goals and objectives may be modified or revised based on input provided by the PAC. This overview will be important in determining such agenda as the role of the airport and level of service provided to the public. The listing will also be used to make sure the Study adequately covers the key issues associated with the future development of the airport.

Responsibilities:

Consultant: Organize and coordinate the development of a listing of the goals and objectives.
Sponsor: Assist the consultant in identifying and coordinating the primary goals and objectives of the Study.
Product: Goals and objectives for the master plan.

Task 1.6 – Outline Baseline Assumptions and Specific Master Plan Issues

Description: General assumptions that will be utilized for the study effort will be developed and outlined. These assumptions will be coordinated with the Sponsor, and FAA, and included in the introduction section of the study. Specific master planning issues will also be identified.

Responsibilities:

Consultant: Prepare a list of study assumptions and master planning issues.
Sponsor: Review and comment.
Product: A list of general study assumptions and issues.

ELEMENT 2 - INVENTORY

Description: The purpose of this Study Element is to assemble and organize relevant information, data and mapping to be used throughout the study in support of various analyses. This element will maximize the use of existing information and will prepare new data and documentation only when existing information is unavailable, incomplete or outdated. Narrative prepared as part of this element will highlight the changes since the completion of the existing Master Plan.

Task 2.1 - Evaluate Existing Documents

Description: Evaluate existing documents and previous planning efforts for their adaptability or use in the Master Plan process. These documents will include previous master plans, area development plans, terminal area plans and such other documentation as available. Where possible, revise or adapt existing documents or working formats for the Master Plan.

Responsibilities:

Consultant: Review and evaluation of existing planning documents.
Sponsor: The Sponsor staff shall assist the Consultant in the procurement of existing documents.
Product: Compilation of previous study efforts and existing documents for input to future tasks.

Task 2.2 - Obtain Aerial Mapping and a New Color Aerial Photograph

Description: The Consultant will obtain aerial mapping of the Airport and a digital electronic color aerial photography of the Airport and its environs. The aerial mapping will provide 1-foot contour intervals with spot elevations throughout the entire airport. The digital color aerial photography will be used for base mapping and exhibits. The existing Airports Geographic Information System (AGIS) survey will also be utilized for some of the topographic/planimetric information.

Responsibilities:

Consultant: Obtain aerial mapping and aerial photography.

Sponsor: Coordinate with the Consultant.

Product: New digital aerial mapping and color aerial photography for use in preparing base maps and exhibits.

Task 2.3 - Inventory Airport Physical Facilities

Description: Perform an inventory of physical facilities and land use which presently exist within the boundaries of the airport. The inventory will include an examination of plans and documents as well as a thorough on-site inspection of each physical facility to determine its type and size and use. The work effort will make maximum use of existing information available in the airport and Sponsor offices. The following relevant areas are included as a minimum:

Airfield: Record of pavement strengths (including PCN's), conditions, and dates of rehabilitations or overlays (all runways, taxiways, and aprons); lighting and navaid systems.

Terminal Complex: Overview of functional areas in the terminal building with square footage allocations to tenants.

FBO/GA Services Complex: Square footage of structures and use; fuel storage capacity (by fuel grade) and location of tanks.

Ancillary Facilities: Other businesses on airport (define type of business and building size); ARFF and maintenance facilities and description of equipment.

Responsibilities:

Consultant: Conduct an inventory of the airport facilities to accumulate pertinent data.

Sponsor: Provide the Consultant access to the airport property and airport records as necessary.

Product: Tabulated airport facilities inventory for input to later tasks, highlighting changed conditions since the last master plan.

Task 2.4 - Inventory Airport Access and Parking

Description: Making maximum use of existing information, perform an inventory of airport access system with special emphasis on ease of circulation and use of the Airport and vicinity roadway system. A series of inventory subtasks will be conducted to obtain the following information, as a minimum. As appropriate, this information will be presented in map form.

- a) Roadway system circulation and traffic flow, including number of lanes and turn lanes.
- b) Automobile parking lots (location, condition, and number of spaces).
- c) Bus, taxi and limo use, access and parking
- d) Perimeter and Ancillary roadway systems.

Responsibilities:

Consultant: Conduct an inventory of the airport access and parking to accumulate pertinent data.

Sponsor: Assist the Consultant in obtaining existing available airport data relating to access and parking.

Product: Base data input to subsequent tasks.

Task 2.5 - Inventory Air Traffic Activity, Airspace and Air Traffic Control

Description: Air traffic activity data for the airport will be assembled and organized from various sources. Relevant data on commercial, general aviation (private and corporate), air taxi, and military activity will be collected. Data will be obtained from the Sponsor, the FAA Regional and District Offices, and Fixed Base Operators. The assembled data will include, as available:

- a) Historical operations, including local (touch-and-go) and itinerant operational splits.
- b) Based aircraft by type, as available.
- c) Estimated use (by percentage) of each runway (9 versus 27).

Review and perform inventories of airspace and air traffic procedures at the Carson City Airport. Conduct interviews with airport officials, FAA representatives, airlines, pilots, and others as necessary or appropriate to develop a complete description of the existing airspace environment and current airport traffic procedures. Basic inventory items will include:

- a) Airport traffic patterns.
- b) Approach and departure procedures.
- c) Military airspace near the Airport.
- d) National Parks/Wilderness Areas.

Responsibilities:

Consultant: Assemble data.

Sponsor: Assist Consultant in obtaining available airport records. Assist in arranging interviews as necessary.

Product: Input to subsequent tasks.

Task 2.6 - Inventory Socioeconomic Data

Description: Obtain available statistical data on historical and forecast socioeconomic factors for the Carson City Airport area. These factors will include, at a minimum, employment, income, and population, with emphasis placed upon the identification of specific socioeconomic characteristics of the developed areas in the local environs, as well as trends that have been established for future development and habitation.

Responsibilities:

Consultant: Assemble data based on latest available information. Identify data source in master plan documents.

Sponsor: Assist in collection of data.

Product: Input to later analysis.

Task 2.7 - Obtain Tabulated Wind Data

Description: The Consultant will obtain the most current ten years of wind data for the Carson City Airport, from the National Oceanic and Atmospheric Administration, National Climatic Center for use in preparing an updated wind rose for the airport layout plan.

Responsibilities:

Consultant: Obtain tabulated wind data.

Sponsor: Coordinate with the Consultant as necessary.

Product: Tabulated wind data for use in preparing updated wind rose.

Task 2.8 - Inventory Vicinity Land Use and Controls

Description: Review existing local, regional, and state planning and land use regulations, including the existing local comprehensive land use plans, in order to (1) ensure that the resultant Airport Master Plan will be compatible with local, regional, and state long-range planning goals, objectives, and policies; and (2) determine the strengths and weaknesses of local and state regulatory controls with regards to ensuring compatibility of the surrounding area with the airport.

Responsibilities:

Consultant: Assemble data based on latest information available.

Sponsor: Assist in collection of data.

Product: Input to later analysis.

Task 2.9 - Inventory Airport Financial Data

Description: In consultation with airport staff, develop a detailed understanding of the type, format and level of detail that will be most beneficial as a part of the economic and financial analyses conducted in the master plan. Identify the specific financial data and information necessary to provide adequate financial evaluations of any proposed development resulting from the planning process. This information will pertain primarily to the following, as it is available:

- a) Legislation and ordinances.
- b) Airport management policies and guidelines.
- c) Financial statistics of the airport.
- d) Monthly and Annual financial reports (5 years).
- e) Airport leases, user fees, and other sources.
- f) Capital improvement projects planned or in progress.
- g) Debt service and depreciation requirements.
- h) Operational costs and revenues.
- i) Previous FAA or state grants.

Responsibilities:

Consultant: Assemble data.

Sponsor: Provide and review available financial data with Consultant.

Product: Input data to subsequent tasks.

Task 2.10 - Prepare Inventory Working Paper

Description: Prepare a working paper which will provide up-to-date information in tabular, narrative, and graphic format. This will include information on the airport facilities, applicable air traffic activity, access and parking data, present planning efforts, an overview of airspace, air traffic characteristics, and an operations data summary describing aircraft activity for use in subsequent analyses. This task involves the use of existing data for the airport.

Responsibilities:

Consultant: Develop complete narrative and graphics for the working paper. Distribute working papers to the PAC members.

Sponsor: Review and Comment.

Product: Twenty (20) copies of a working paper covering the items outlined in the Inventory element. This working paper will become a chapter in the final report.

ELEMENT 3 - FORECASTS

Description: This study element is intended to determine an estimate of future levels of air traffic by quantity and by characteristics that will identify the demand that must be met by the Carson City Airport. The forecast models will be conducted in conformance with forecasting

standards outlined in Chapter 7 of FAA Advisory Circular 150/5070-6B. The FAA will approve the 5 and 10 year forecasts as part of the Airport Master Plan Study. The work tasks to be carried out as part of the element include the following:

Task 3.1 - Review Regional and Airport Area Socioeconomic Forecasts

Description: Review and analyze current local and regional socioeconomic forecasts obtained in the inventory element. In consultation with state, regional, and local planning agencies and other local agency participants, select the forecasts which seem most representative of expected future trends.

Responsibilities:

Consultant: Review all socioeconomic material pertaining to the study and the region.

Sponsor: Identify potential sources of information and assist the Consultant in obtaining socioeconomic material.

Product: Forecasts of expected socioeconomic trends.

Task 3.2 - Prepare General Aviation Demand Forecasts

Description: Develop general aviation demand forecasts using both simple and more complex methodologies taking into consideration forecasts from other sources such as the FAA. Historical general aviation activity statistics for the airport will be organized to evaluate airport peaking characteristics and fleet mix ratios. The methodology used in this analysis will involve a variety of techniques that will factor in national general aviation transportation statistics, local socioeconomic factors as well as the independent airport data. Correlation analysis techniques will include relative simple graphical comparisons as well as more complex regression analysis. A final refinement of activity forecasts will be conducted to integrate the effects of changing technology in general aviation and will result in estimates of general aviation demand for five, ten, and twenty year periods which will be presented as follows:

- < Based aircraft totals and mix.
- < Annual general aviation operations (local vs. itinerant).
- < Peak hour operations.
- < Annual instrument approaches (AIA's).

Responsibilities:

Consultant: Prepare General Aviation demand forecasts.

Sponsor: Assist Coffman Associates in obtaining available airport records.

Product: Complete general aviation forecasts for five, ten, and twenty year periods. These forecasts will be coordinated with Airport, FAA, State, and other interests at this point to ensure that the study proceeds on the basis of generally supported assumptions.

Task 3.3 – Other Aviation Activity Forecasts

Description: Develop cargo, military, and aerial firefighting demand forecasts using simple methodologies and taking into consideration forecasts from other sources such as the FAA. Historical cargo, military, and aerial firefighting activity statistics for the airport will be organized to evaluate fleet mix ratios. A final refinement of cargo, military, and aerial firefighting activity forecasts will be prepared and will result in estimates of activity for five, ten, and twenty year periods.

Responsibilities:

Consultant: Prepare other aviation activity forecasts.

Sponsor: Review Data.

Product: Cargo, military, and aerial firefighting forecasts for five, ten, and twenty year periods.

Task 3.4 - Prepare Forecasts Working Paper

Description: A working paper detailing the results of the forecasts (based aircraft and operations) will be compiled. The forecasts will also be compared to FAA's current 5 and 10 year forecasts as presented in the FAA's Terminal Area Forecasts (TAF). Since this data will become an important parameter for input into the remaining elements of the study, it will be submitted to representatives of the airport, the FAA, and the State for review and approval before dependent tasks will be finalized.

Responsibilities:

Consultant: Develop complete graphics and narrative for the working paper. Distribute working papers to the PAC members.

Sponsor: Review and Comment. The Sponsor will formally transmit the completed forecast of aviation demand chapter to FAA for their review and approval.

Product: Twenty (20) copies of a working paper covering the items outlined in the Forecast element. This working paper will become a chapter in the final report.

ELEMENT 4 - FACILITY REQUIREMENTS

Description: The purpose of this study element is to convert basic capacity needs into types and volumes of actual physical facilities required to meet forecast demands in aviation activity, and to identify short-term corrective strategies for problems that demand immediate attention.

Task 4.1 - Establish Airport Physical Planning Criteria

Description: Identify physical facility planning criteria for use in assessing the adequacy of various airport facilities to meet forecast demands. These criteria shall be based upon the latest FAA requirements and standards as they apply to the level of activity identified, new technology,

and role of the airport. These criteria shall include dimensional standards for safety including runway length, runway separation, height restrictions, etc. In addition, these criteria shall include requirements to maintain airspace/air traffic control including approach and runway protection zones, safety areas, and other general physical area requirements such as apron, terminal/operations, access circulation and parking, hangar and services, administrative, ARFF, rent-a-car, cargo and other airport service and support facilities.

Responsibilities:

Consultant: Identify physical planning criteria to meet forecast demands.

Sponsor: Review.

Product: Detailed criteria for airport physical planning.

Task 4.2 - Prepare Airfield Facility Requirements

Description: Using the results of the forecasts (Element 3), as well as relevant information from other tasks, determine and prepare a list of facility requirements needed to meet projected demands for the airport for existing, short term, intermediate term, and long term time frames. These facility requirements will be used in the later comparative evaluations and will be based upon both the airport physical planning criteria and the aviation forecasts.

Facility requirements to meet aviation demand for the airfield will include (but not be limited to) runways, taxiways, lighting, navigational aids, and marking and signage. These facility requirements will be developed in the form of gross areas and basic units and will be compared to those that presently exist to identify the future development items needed to maintain adequate service, function and operations of the airport. In addition, airfield design standards deficiencies will be identified and corrective actions evaluated and recommended. In subsequent tasks, the above facility requirements will be translated into alternative plans for further evaluation in relation to established planning criteria.

Responsibilities:

Consultant: Identify specific airfield facility needs.

Sponsor: Review.

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

Task 4.3 - Prepare Landside Area Facility Requirements

Description: Using information provided by the aviation planning criteria established under preceding tasks, develop a set of facility requirements addressing the landside facilities necessary to support the airfield and its related activity. Requirements for facilities such as fuel/fuel farm areas, ARFF, airport maintenance, general aviation terminal facilities, hangers, FBO areas, general aviation terminal facilities, and automobile parking lots (public and rental cars) will be developed under this task.

Responsibilities:

Consultant: Identify specific landside area facility needs.

Sponsor: Review.

Product: Detailed description of facility requirements necessary for landside development to support forecast aviation demand through the twenty-year planning period.

Task 4.4 - Prepare Working Paper

Description: Organize background information, analysis, and findings of the facility requirements work effort and prepare a detailed working paper in narrative and graphical format. Up to 20 copies of the working paper will be prepared for distribution.

Responsibilities:

Consultant: Develop complete graphics and narrative for the working paper. Distribute working papers to the PAC members.

Sponsor: Review and comment.

Product: Twenty (20) copies of a working paper covering the items outlined in the Facility Requirements element. This working paper will become a chapter in the final report.

ELEMENT 5 - AIRPORT ALTERNATIVES

Description: Using the Facility Requirements determined under the previous element, alternative development scenarios, including the “no-build” scenario, for the Carson City Airport will be identified. These scenarios must take into account the development needs of the airport to meet projected aviation demand levels as determined in the forecasting element and meet airfield, passenger terminal building, cargo area, general aviation area, revenue support area and other airport capacity needs established under the demand/capacity element. Upon completion of preliminary development scenarios, a PAC meeting will be held to determine the most feasible development alternatives and the resulting concepts for development of airfield, passenger terminal building, cargo, general aviation, revenue support and other airport areas will be refined. Throughout the analyses of alternatives, the highest and best use of various parcels of land will be considered when two or more functional areas may be well-applied to a specific piece of property.

Task 5.1 - Identify Alternative Development Issues

Description: Based on the results of the demand/capacity relationships and the facility requirements necessary to meet those demands, identify the various issues which will impact the development of alternatives for the various functional areas of the airport. This task will provide insights into the potentials for and policies constraining the development of specific land uses within the existing or future airport boundaries, including those areas which are unconstrained and meet current functional potential, thereby requiring no additional development.

Responsibilities:

Consultant: Identify and compile issues relating to airport development.

Sponsor: Provide input as to any airport policies and issues affecting airport development.

Product: A listing of the various policies and guidelines impacting the development and placement of various airport alternatives.

Task 5.2 - Identify Potential Airfield Alternatives

Description: On the basis of the airport facility requirements established in preceding elements, formulate preliminary airfield development alternatives. These alternatives will be based on concepts for development within existing airport boundaries or with the expansion of airport boundaries which show all necessary development during the planning period and beyond. This task will be conducted simultaneously with following tasks and result in a series of overall development options for the airport.

Responsibilities:

Consultant: Develop up to three (3) airfield development options, one being the “no-build” concept alternatives.

Sponsor: Review.

Product: A series of development options, each of which meets the forecast airfield facility demands.

Task 5.3 - Identify Potential Landside Alternatives

Description: Based on the facility requirements determined under the previous element, formulate preliminary development alternatives. These alternatives will be based on concepts for development within or beyond existing airport boundaries which show all necessary development during the planning period and beyond. This task will be conducted simultaneously with other tasks in this Element and result in a series of overall development options for the airport.

Responsibilities:

Consultant: Develop up to three (3) landside development options, one being the “no-build” concept alternative.

Sponsor: Review.

Product: A series of landside alternatives which fulfill the facility requirements to meet forecast demand levels.

Task 5.4 - Prepare Working Paper

Description: A working paper describing the various airfield and landside development alternatives will be prepared for submission to the PAC for review and comment. The Working Paper will detail the analysis involved in the assessment of the alternatives and outline the

advantages and disadvantages of each to enable the logical and systematic evaluation of each alternative concept. Up to 20 copies of the working paper will be prepared for distribution.

Responsibilities:

Consultant: Develop complete graphics and narrative for the working paper. Distribute working papers to the PAC members.

Sponsor: Review and comment.

Product: Twenty (20) copies of a working paper covering the items outlined in the Airport Alternatives element. This working paper will become a chapter in the final report.

ELEMENT 6 - RECOMMENDED MASTER PLAN CONCEPT AND CAPITAL FINANCIAL PLAN

Description: The purpose of this study element is to establish a capital implementation program to provide the airport development requirements necessary to meet aviation activity demands during the forecast period.

Task 6.1 - Recommended Master Plan Concept

Description: Based on the information developed in Element 6 as well as comments provided by the PAC members, a single recommended Master Plan concept for development of the airport facilities will be prepared. The recommendation for the most prudent and feasible Master Plan concept will become the basis for the development of airport plans, costs, and scheduling.

Responsibilities:

Consultant: Develop a refined master plan concept for review by the Sponsor, PAC and other interested parties.

Sponsor: Review.

Product: A recommended master plan concept.

Task 6.2 - Prepare Airport Development Schedules

Description: Based upon the previous evaluations and technical meetings, prepare the airport development schedules to reflect economic feasibility and operational requirements of the recommended airport concept. The developments schedules will include the Short Term (1-5 years), Intermediate Term (6-10 years), and Long Term (11-20 years). The schedule for each airport development project will be identified.

Responsibilities:

Consultant: Prepare an airport development schedule.

Sponsor: Review.

Product: Development schedules for the improvements proposed as a part of the selected master plan concept.

Task 6.3 - Prepare Airport Development Cost Estimates

Description: Based upon the previous evaluations and technical meetings, prepare airport development cost estimates to reflect the requirements and schedule of development associated with the recommended airport concept.

Responsibilities:

Consultant: Prepare airport development cost estimates.

Sponsor: Review.

Product: Cost estimates for the improvements proposed as a part of the selected master plan concept.

Task 6.4 - Prepare Capital Improvement/Financial Program

Description: Prepare a recommended airport capital improvement program which includes estimates of the amount of funds available from federal and state grant-in-aid programs to determine the net amount of capital funds required by the Sponsor to accomplish each proposed stage of improvements for the airport. Analyze alternative financing strategies that may be available for implementing the proposed development program. Analyze the sources and uses of all airport funds that will be required to finance designated improvements

Responsibilities:

Consultant: Develop a capital improvement/financial program.

Sponsor: Provide review and input.

Product: Capital Improvement/Financial Program for the selected master plan concepts.

Task 6.5 - Prepare Working Paper

Description: Prepare a working paper which outlines the overall airport capital improvement program for the selected airport master plan concept. Organize narrative and graphical presentations of the information in this working paper to allow for a final review and adjustment of the overall master plan concept. Up to 20 copies of the working paper will be prepared for distribution.

Responsibilities:

Consultant: Develop complete graphics and narrative for the working paper. Distribute working papers to the PAC members.

Sponsor: Review and comment.

Product: Twenty (20) copies of a working paper covering the items outlined in the Capital Improvement Program element. This working paper will become a chapter in the final report.

ELEMENT 7 - AIRPORT PLANS

Description: The purpose of this study element is to prepare a new set of Airport Plans for the Carson City Airport. All plans will be prepared in a format which complies with the content contained within FAA's current guidelines for the preparation of an airport layout plan as defined by the FAA Airports ARP SOP 2.00 *Standard Procedure for FAA Review and Approval of Airport Layout Plans (October 1, 2013)*, and which is readily acceptable to the FAA and can be utilized by the Sponsor staff in carrying out implementation. All plans will be produced utilizing AutoCAD software. The AutoCAD drawings, in a version acceptable to the Sponsor, will be a deliverable item to the Sponsor at the completion of this project. The Airport Plans will be included as an appendix in the "Draft" Master Plan documents. A narrative will also be included in the appendix to better describe the intended functions of the proposed development items. *(Note: This effort does not include the development of an electronic Airport Layout Plan (eALP)).*

Task 7.1 – Airport Layout Plan

Description: Following the Recommended Airport Master Plan Concept developed under the preceding element, and FAA AC 150/5070.6A, "Airport Master Plan", an Airport Layout Plan (ALP) for the airport will be prepared utilizing AutoCAD Software. The ALP will reflect updated physical features, location of airfield facilities (runways, taxiways, nav aids), and existing landside development. Development of recommended landside and airfield facilities, including runways and taxiways; property and runway protection zone boundaries; and revenue support areas will also be shown. Guidelines for the preparation of an airport layout plan as defined by the FAA Airports ARP SOP 2.00 *Standard Procedure for FAA Review and Approval of Airport Layout Plans (October 1, 2013)* will be followed. A Title Sheet and Airport Data Sheet will also be prepared and included with the full Airport Layout Plan set.

Responsibilities:

Consultant: Prepare a new ALP for the airport.

Sponsor: Review and comment.

Product: A new ALP drawing for the airport which meets federal guidelines.

Task 7.2 - General Aviation Area Plan(s)

Description: Prepare General Aviation Area Plan(s) reflecting development resulting from the recommendations of this study. Depending on the future recommended development for the general aviation areas, more than one drawing may be required to adequately reflect the detail of development within the area. The plan(s) will include detailed planning level information such as access taxiways, apron areas, hangar layouts, aircraft tie-down areas, customer and employee

parking areas, and vehicular circulation and access for the short, intermediate, and long-term planning periods.

Responsibilities:

Consultant: Prepare general aviation area plans.

Sponsor: Review.

Product: General aviation area plan drawings reflecting the selected development alternative for these facilities at the airport.

Task 7.3 – Part 77, Approach and Inner Approach Surface Plans

Description: Prepare Part 77, Approach and Inner Approach Surface plans in conformance with FAR Part 77 and FAA Airports ARP SOP 2.00 *Standard Procedure for FAA Review and Approval of Airport Layout Plans (October 1, 2013)*. As necessary, height of potential obstructions will be researched and identified on the drawing along with an obstruction chart/table indicating the obstruction description, their top elevation, affected Part 77 surface, the penetration, and disposition or corrective action to eliminate or mitigate the obstruction.

Responsibilities:

Consultant: Prepare a new Part 77, Approach and Inner Approach Surface plans for the airport.

Sponsor: Review.

Product: Part 77, Approach and Inner Approach Surface plans for the airport to meet federal guidelines. Product will include aerial photography of the inner approach surfaces and runway protection zones.

Task 7.4 – Departure Surface Drawings

Description: Prepare new departure surface drawings in accordance with guidelines as defined by the FAA Airports ARP SOP 2.00 *Standard Procedure for FAA Review and Approval of Airport Layout Plans (October 1, 2013)*. Obstruction information will be obtained from existing the obstruction surveys in Task 2.2, approach plans, and the current Airport Obstruction (OC) chart (as available).

Responsibilities:

Consultant: Prepare new departure surface drawings for the airport.

Sponsor: Review and comment.

Product: Departure surface drawings for the airport which meet federal guidelines.

Task 7.5– Airport Property Map – Exhibit A

Description: Update the Exhibit A - Airport Property Map, including the appropriate graphics and information to indicate the type of acquisition (i.e., federal funds, surplus property, local funds only, etc.) of various land areas within the airport's boundaries. 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. The drawing will inventory all of the parcels, which currently make up the airport, or are proposed for acquisition by the airport sponsor. In addition, the drawing will also show any property that has been disposed of by the District in the past. Details will be limited to the depiction of existing and future facilities (i.e., runways, taxiways, runway protection zones, and terminal facilities) which would indicate aeronautical need for airport property. This work effort will utilize information obtained from the current "Exhibit A - Property Map" as well as other sources. The Property Map will be updated in conformance with the guidelines outlined in FAA Airports ARP SOP 3.00 *Standard Operating Procedure (SOP) for FAA Review of Exhibit 'A' Airport Property Inventory Maps (October 1, 2013)*. The City will provide historical information regarding the acquisition of existing airport property and easements, as well as boundary surveys, if needed.

Responsibilities:

Consultant: Update the Airport Property Map (Exhibit A) for the airport.
Sponsor: Provide appropriate historical data and review property map.
Product: Updated Airport Property Map (Exhibit A) for the airport.

Task 7.6 – On-Airport Land Use Plan/Off-Airport Land Use Plan

Description: A land use plan for the area within the boundaries of the airport will be developed based on the identified overall development concept. This will include general aviation areas, terminal complex, ground access and vehicular circulation system service areas, industrial/commercial development areas, and distinctions between aeronautical and non-aeronautical uses. An Off-Airport Land Use Plan will also be prepared for property in the immediate vicinity of the Airport. The plan will depict existing and planned land uses.

Responsibilities:

Consultant: Prepare On-Airport Land Use Plan and Off-Airport Land Use Plan
Sponsor: Review
Product: On-Airport Land Use Plan and Off-Airport Land Use Plan

Task 7.7 - Preparation of Draft ALP and Draft ALP Drawing Set

Description: Preparation of up to twelve (12) copies of the "Draft" ALP drawing set for submission to the Sponsor, and subsequent comprehensive agency review by FAA and NDOT. The ALP Drawing Set will be prepared in conformance with FAA Airports ARP SOP 2.00 *Standard Procedure for FAA Review and Approval of Airport Layout Plans (October 1, 2013)*. Drawings will be a minimum size of 24" x 36". NDOT and FAA reviews will be concurrent. Drawings will be submitted with or prior to publication of the Draft Master Plan report.

Responsibilities:

Consultant: Provide up to twelve (12) copies of the full Airport Layout Plan drawing sets, depicting the sponsor selected "Recommended Plan".

- Sponsor:* Provide up to ten (10) unsigned copies of ALP drawing set to FAA for review. Include signed transmittal letter indicating the changes from the last approved ALP drawing. Provide one (1) full set of drawings to NDOT for review.
- Product:* Up to twelve (12) copies of the full ALP drawing set as well as a completed FAA ALP Checklist.

Task 7.8 - Preparation of Final ALP and Final ALP Drawing Set

Description: Revise the Draft Airport Layout Plans and Drawings prepared in Task 7.8 to reflect comments received from the FAA and NDOT review. Upon approval from the Sponsor, provide up to ten (10) copies of the revised full ALP drawing sets to the Sponsor for their signature. The Sponsor will forward the signed drawings to the FAA for final approval.

Responsibilities:

- Consultant:* Provide up to ten (10) revised copies of the full Airport Layout Plan drawing sets.
- Sponsor:* Review and sign all drawings. Forward all drawings to the FAA for final approval.
- Product:* Up to ten (10) copies of full ALP drawing set.

ELEMENT 8 – ENVIRONMENTAL EVALUATION

Description: The objective of the Environmental Evaluation is to provide the Sponsor (Sponsor), community, and public officials with proper guidance regarding NEPA environmental documentation for the future development as outlined in the Airport Master Plan.

Task 8.1 - Environmental Inventory (NEPA)

Description: The purpose of this inventory is to (1) obtain the existing conditions in order to provide baseline data for future NEPA analysis of the master plan and to facilitate FAA review of any NEPA issues, and (2) identify potential environmental issues that may require consideration in developing Master Plan alternatives, including mitigation measures proposed as part of the Master Plan. Concurrent with the preparation of the Airport Master Plan Inventory Working Paper, known existing environmental conditions at Carson City Airport and its immediate vicinity (area of potential affect) will be inventoried. The purpose of this task is to obtain information regarding environmental sensitivities on or near airport property. Sources of information will include past environmental documents, agency maps, existing literature, and the internet. The inventory for the Environmental Overview will address all of the resource categories contained within FAA Orders 1050.1F and 5050.4B. Examples of information to be gathered include wetlands, riparian areas, threatened or endangered species and/or their habitat, sensitive biological species, floodplains, air quality, and parks and natural resource areas. Informal consultation with various federal and state agencies will occur only if needed information is not available through the resources listed above. This task will identify environmental resources prior to the alternatives evaluation process in order to lessen or eliminate environmental requirements for potential project development. Results of this environmental inventory will be included either in the Inventory Chapter or as an appendix to the Master Plan Report.

Responsibilities:

- Consultant:*** Develop narrative and graphics to outline the results of the environmental reconnaissance inventory to be included within the alternative analysis as well as an appendix or chapter of the Master Plan Report.
- Sponsor:*** Provide and/or assist in collection of data.
- Product:*** Input to Master Plan Environmental Overview.

Task 8.2 - Environmental Overview (NEPA)

Description: Using data collected in previous tasks, a preliminary environmental overview will be conducted to identify any potential environmental concerns that must be addressed prior to program implementation. This evaluation will be structured in a table format and will include an analysis of potential impacts on environmental resources as defined within FAA's Order 5050.4B, *Airport Environmental Handbook*. Projects which may require further NEPA analysis (i.e., Environmental Assessment or Environmental Impact Statement) will be identified at this time. The Environmental Overview is not intended to serve as a formal Environmental Assessment under the National Environmental Policy Act (NEPA).

Responsibilities:

- Consultant:*** Evaluate potential for environmental effect, prepare environmental overview.
- Sponsor:*** Provide review and input.
- Product:*** Environmental overview of the proposed improvements identified in the Airport Master Plan

Task 8.3 – Airport Recycling, Reuse, and Waste Reduction Plan

Description: Prepare a solid waste recycling plan for the airport which meets the requirements of Section 133 of the FAA Modernization and Reform Act, ensuring that the Master Plan addresses issues related to solid waste recycling at the airport. Consistent with Section 133, an airport master plan must address issues relating to solid waste recycling, including:

- 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) A review of waste management contracts; and
- e) The potential for cost savings or the generation of revenue.

The Sponsor currently uses City services for the disposal of both solid waste material and recycled material. Recycling at the airport will be addressed by identifying current recycling programs available in the area, landfill requirements, logical problems, or local ordinances that impose additional requirements. An analysis of operational and maintenance requirements will address local responsibilities for waste management, responsibilities for funding and maintenance of equipment, and general roles and responsibilities for parties involved in recycling/waste management at the airport. Current waste management contracts will be reviewed and potential

costs for adding solid waste recycling to current contracts will be reviewed. Goals for the Sponsor to reduce solid waste to landfills, leasing requirements for tenants, approach to tracking future goals for solid waste recycling, and potential costs/savings will be identified in the recycling plan. A waste audit, if required, will be conducted by the Sponsor.

Responsibilities:

Consultant: Develop a solid waste recycling plan for the airport which incorporates a review of waste management contracts, recycling feasibility, a plan to minimize solid waste generation, operational and maintenance requirements, and potential for cost savings or revenue generation.

Sponsor: Provide copies of existing waste management contracts. Review and comment.

Product: Airport Recycling, Reuse, and Waste Reduction Plan

ELEMENT 9 - PUBLIC COORDINATION AND COMMUNICATION

Task 9.1 - Planning Advisory Committee (PAC) Meetings

Description: Prepare graphic displays and handout materials as necessary to describe the evaluations and findings of working papers prepared for the Master Plan Study. Meet with the PAC to review working papers and to discuss study findings. Comments received during these meetings will be considered in preparing the final documents. The goals and objectives of the study will be presented and discussed at the initial PAC meeting.

Responsibilities:

Consultant: Distribute meeting notices to PAC. Provide presentations and necessary graphics at the meetings.

Sponsor: Arrange for meeting room. Coordinate jointly with Consultant.

Product: Four (4) PAC Meetings

Task 9.2 - Coordination Meetings

Description: Meet with and give presentations to the Sponsor, Sponsor Officials, FAA or other local groups as directed by the Sponsor. Meetings are expected to involve status reports on the study and presentations of final recommendations. Up to two (2) coordination meetings have been budgeted over the course of the study including meetings with the Sponsor and FAA.

Responsibilities:

Consultant: Attend meetings and/or provide presentations and necessary graphics at the meetings.

Sponsor: Coordinate jointly with Consultant.

Product: Two (2) local coordination meetings.

Task 9.3 - Public Workshops

Description: The working papers prepared for the Master Plan will be presented to the general public in public workshops. The workshops will be held after the PAC meetings (on the same day). Advertising for the workshops will be accomplished using press releases, newspaper advertising, and direct mailings to neighborhood associations. Two (2) workshops have been budgeted over the course of the study.

Responsibilities:

Consultant: Provide background, technical presentations and necessary graphics for the meetings, prepare mock-ups of newspaper ads.
Sponsor: Advertise and arrange for workshop location as well as provide refreshments. Coordinate jointly with Consultant.
Product: Two (2) public information workshops.

Task 9.4 - Airport Master Plan Web Site

Description: Each working paper (draft chapter) will be hosted on the Consultant's web page until the "Draft" Final Master Plan is prepared. At that time the working papers will be removed and the "Draft" Final Master Plan report hosted on the Consultant's web page. The Draft Final Master Plan Report will be removed from the Consultant's web page once final master plan acceptance/approvals are obtained from the Sponsor.

Responsibilities:

Consultant: Host the working papers and "Draft" Final Master Plan Report on its web page.
Sponsor: Review and comment.
Product: Web page access to the Master Plan working papers and "Draft" Final Report.

ELEMENT 10 - FINAL REPORTS AND APPROVALS

Description: The purpose of this element is to provide documents which depict all the findings of the study effort and to present the study and its recommendations to appropriate local organizations.

Task 10.1 - Draft Final Master Plan Report

Description: Upon completion of a review of all draft working papers and the incorporation of appropriate revisions, a draft final master plan report will be printed. Up to thirty (30) copies of the draft final plan will be submitted.

Responsibilities:

Consultant: Prepare and print copies of the draft final master plan report.
Sponsor: Review and comment prior to printing.

Product: Draft Final Master Plan Report (30 copies).

Task 10.2 - Final Master Plan Report

Description: Upon completion of review of the draft final report and the incorporation of appropriate revisions, a final master plan report will be printed. Up to twenty (20) copies of the final plan will be submitted. In addition, computer disk(s) containing the Master Plan text and exhibits and airport plans drawing files will be provided to the Sponsor.

Responsibilities:

Consultant: Prepare and print copies of the final master plan report.

Sponsor: Coordinate distribution of final report to appropriate Sponsor, State and federal officials.

Product: Final Master Plan Report (20 copies).

Task 10.3 - Prepare Master Plan Summary Brochure

Description: Prepare a summary brochure that provides a brief overview of the Master Plan report. The brochure will be prepared in color with graphics intended to summarize the study process and its findings and recommendations. It will be designed to be printed on two-sided 11 x 17 brochure stock with either a bi-fold or tri-fold. Provide a mock-up brochure for client review, and incorporate comments before final printing. Up to 250 copies of the summary report will be submitted to the Sponsor for their distribution.

Responsibilities:

Consultant: Prepare 250 copies of the summary brochure.

Sponsor: Review and comment prior to distribution.

Product: Master Plan Summary Brochure (500 copies)

Task 10.4 - Obtain Master Plan Approvals

Description: The Master Plan will be presented to the Sponsor for approval. This task includes attendance at one (1) meeting. Attendance at each meeting will be pre-approved by the Sponsor.

Responsibilities:

Consultant: Attend one (1) meeting as outlined above.

Sponsor: Approve the Airport Layout Plan and Master Plan. Authorize the Consultant to attend each meeting as necessary.

Product: Approved Airport Layout Plan and Master Plan.