

EXHIBIT A
SCOPE OF SERVICES
CHINO AIRPORT
AIRPORT MASTER PLAN UPDATE
COUNTY OF SAN BERNARDINO, CALIFORNIA

INTRODUCTION

The “Draft” Chino Airport Master Plan was originally prepared in November 2011 and was “accepted” by the County of San Bernardino Board of Supervisors on December 6, 2011. However, due to several reasons, the Airport Master Plan was not finalized and fully adopted by the Board of Supervisors. Since that time, existing conditions are different, FAA guidelines and regulations have changed, aviation forecasts need to be revised, and airport development priorities have changed. As a result, the original “Draft” Chino Airport Master Plan must be revised and updated, and then presented to the Board of Supervisors for formal adoption.

Throughout this Scope of Services, “Sponsor” shall refer to the County of San Bernardino, Department of Airports (AIRPORTS); “Consultant” shall refer to Coffman Associates, Inc.

The Consultant will update the “Draft” Airport Master Plan Update, including the ALP update, in accordance with Federal Aviation Administration (FAA) requirements, including Advisory Circular (AC) 150/5070-6B, *Airport Master Plans* (as amended), AC 150/5300-13A, *Airport Design* (as amended), and 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).

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All meetings, progress reports, etc., will be coordinated with the Point of Contact or designated alternate. Public meetings will be scheduled at key points in the Airport Master Plan Update process. The Airport Master Plan Update flow and schedule, prepared as part of the proposal and/or appended to the contract, will be the management document for determining the presentation of draft reports and final documents.

PART I – AIRPORT MASTER PLAN UPDATE

ELEMENT 1 – UPDATE THE INVENTORY CHAPTER (CHAPTER ONE)

The purpose of this Study Element is to assemble and organize new relevant information and data to be used throughout the study in support of the Master Plan analysis. In addition, 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information and will prepare new data and documentation only when existing information is unavailable, incomplete, or outdated.

Task 1.1 - Evaluate Existing Documents

Description: Evaluate in detail new documents and planning efforts since the “Draft” Airport Master Plan was prepared, for their adaptability or use in the Airport Master Plan Update process. These documents will include area development plans, comprehensive land use plans, and such other documentation as available.

Responsibilities:

Consultant: Review and evaluation of new planning documents.

Sponsor: The County staff shall assist the Consultant in the procurement of new documents.

Product: Compilation of new study efforts and documents for input to future tasks.

Task 1.2 – Update Airport Physical Facilities

Description: Perform complete inventory of physical facilities and uses 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 the physical facility to update/validate its type and size, condition and use. Specific attention will be paid to airport development that has occurred since the completion of the “Draft” Airport Master Plan in 2011, including any land acquisitions. All grant funded projects that have been completed since the “Draft” Airport Master Plan will be identified and documented, including year completed, FAA/CALTRANS grant number, and grant amount. The work effort will take maximum use of existing information available at the Airport/County offices. These inventories will identify and describe existing facilities, noting type (i.e., T-hangar, conventional hangar, etc.), size (i.e., approximate dimensions and square-footage), condition (i.e., newly constructed facility or facility in need of repair or replacement), and use (i.e., current tenant, or the description of how the facility is being utilized). The Inventory will include the following items, at a minimum:

Airfield

→ Runways

- Taxiways
- Marking, Lighting and Signage
- Navaids

Landside Facilities

- Airport Terminal/Administration Building
- Aprons
- Fixed Base Operators and Specialty Shops
- Hangars and Other Buildings
- Other Airport Tenants
- Automobile Parking Areas

Support

- Maintenance
- Utilities (water, sanitary sewer, sanitary waste (garbage), electric, natural gas, and telecommunications provider/supplier)
- Fueling Facilities
- Fencing/Security
- Washracks
- Access/Roadways (internal/external)

In addition, all available plans, specifications, maps, photographs, drawings, and other data, including FAA Forms 5010-1, and NOAA Obstruction Charts will be collected, as available. New data and information pertaining to climate will be obtained including, as available, annual rainfall, annual IFR vs. VFR days, etc.

Responsibilities:

Consultant: Update the inventory of the airport's facilities to accumulate pertinent new data.

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

Product: Updated airport facilities inventory for input to later tasks.

Task 1.3 – Update Air Traffic Activity, Airspace, Air Traffic Control, and Regional Airports

Description: Updated air traffic activity data for the airport will be assembled and organized from various sources. Relevant data on general aviation (private and corporate), air taxi, and military activity will be updated. Data will be obtained from the County, the FAA Regional Office, CALTRANS, and Fixed Base Operators. The updated 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.

Review and perform updated inventories of airspace and air traffic procedures at Chino Airport. Conduct interviews with airport officials, FAA representatives, pilots, and others as necessary or appropriate to develop a complete updated description of aircraft operations and airspace at the airport. Basic updated inventory items will include:

- a) Airways and air traffic patterns.
- b) Noise abatement procedures.
- c) Approach and departure procedures.
- d) Airspace conflicts and obstructions.
- e) Military airspace.
- f) National Parks/Wilderness Areas.

Identify and describe existing public airport facilities within a 30-nautical mile radius of Chino Airport. Basic updated inventory items will include at a minimum:

- a) Runway lengths and widths.
- b) Instrument approach procedures.
- c) Airline service.
- d) General aviation services.
- e) Total based aircraft, annual operations, annual enplaned passengers.

Responsibilities:

Consultant: Update and validate data.

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

Product: Input to subsequent tasks.

Task 1.4 - Update Socioeconomic Data

Description: Obtain updated statistical data on historical and forecast socioeconomic factors for the Chino 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: Update 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 1.5 – Update Tabulated Wind Data

Description: The Consultant will obtain the most current ten years of wind data for Chino 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 updated tabulated wind data.

Sponsor: Coordinate with the Consultant as necessary.

Product: Updated tabulated wind data for use in preparing updated wind rose.

Task 1.6 – Update Vicinity Land Use and Controls

Description: Review new updated 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: Updated data based on latest information available.

Sponsor: Assist in collection of data.

Product: Input to later analysis.

Task 1.7 – Update Inventory Chapter (Chapter One)

Description: Prepare an updated Inventory Chapter (Chapter One) 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, 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 both new and existing data for the airport.

Responsibilities:

Consultant: Develop complete updated narrative and graphics for the updated Inventory Chapter (Chapter One). Provide an electronic PDF copy to the Sponsor for review and comment.

Sponsor: Review and Comment.

Product: Draft updated Inventory Chapter covering the items outlined in the Inventory element.

ELEMENT 2 – UPDATE THE FORECASTS CHAPTER (CHAPTER TWO)

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 is anticipated at Chino Airport and by the surrounding airport environs area. When this element is completed, the new updated aviation forecasts will be submitted to the FAA for approval. The work tasks to be carried out as part of the element include the following:

Task 2.1 - Review Regional Aviation and Socioeconomic Forecasts

Description: Review and analyze new local and regional socioeconomic forecasts obtained in the inventory element. Similarly review the forecasts and assumptions of the aviation forecasts prepared by the California Department of Transportation – Division of Aeronautics, for the *California Aviation System Plan (CASP)*, by the Southern California Association of Governments (SCAG), and by FAA for its *Terminal Area Forecasts*. The forecasts prepared for the 2011 Draft Airport Master Plan will also be reviewed and analyzed.

Responsibilities:

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

Sponsor: Assist in identifying potential sources of new information and assist Consultant in obtaining new identified socioeconomic material.

Product: New forecasts of expected socioeconomic factors and aviation activity at Chino Airport and other regional airports.

Task 2.2 – Update the Aviation Demand Forecasts

Description: Develop new aviation demand forecasts using both simple and more complex methodologies, taking into consideration forecasts from other sources such as the FAA. Historical 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 transportation statistics, local socioeconomic factors, as well as the independent airport data. Correlation analysis techniques will include relatively 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 and will result in estimates of aviation demand for the 5, 10, 15, and 20-year periods, which will be presented as follows:

- a) Based aircraft totals and mix.
- b) Annual operations (local and itinerant) by classification (general aviation, air taxi, military).
- c) Peaking characteristics.
- d) Annual Instrument Approaches (AIA's).

A letter will be prepared by the Consultant and forwarded to FAA requesting approval of the forecasts.

Responsibilities:

Consultant: Prepare new aviation demand forecasts for the airport.

Sponsor: Assist Consultant in obtaining available local airport records.

Product: Prepare new aviation forecasts for the Chino Airport for the 5, 10, 15, and 20 year periods. These forecasts will be coordinated with the County, FAA, Caltrans, and other interests at this point to ensure that the study proceeds based on generally supported assumptions.

Task 2.3 – Update the Forecasts Chapter (Chapter Two)

Description: Prepare an updated Forecasts Chapter (Chapter Two) detailing the results of the new aviation demand forecasts. 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 updated narrative and graphics for the updated Forecasts Chapter (Chapter Two). Provide an electronic PDF copy to the Sponsor for review and comment.

Sponsor: Review and Comment.

Product: Draft updated Forecast Chapter (Chapter Two) covering the items outlined in the Forecasts element.

ELEMENT 3 – UPDATE THE FACILITY REQUIREMENTS CHAPTER (CHAPTER THREE)

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

Task 3.1 - Define Planning Horizon Activity Levels

Description: Utilizing the aviation demand forecasts prepared in the previous element, identify activity levels which define the Short Term, Intermediate Term, and Long-Term Planning Horizons. These planning horizons will be utilized throughout the remainder of the report to link future development needs to activity levels rather than points in time.

Responsibilities:

Consultant: Identify planning horizon activity levels.

Sponsor: Review and comment.

Product: Input to later analysis.

Task 3.2 – Update the Airfield Capacity and Delay

Description: Using the FAA's airfield capacity/delay model, update the current and future estimated levels of airfield capacity and delay for the Chino Airport. These analyses will be based on the existing airfield configuration and the new aviation demand forecasts. Emphasis will be placed on changes which have occurred since the 2011 Draft Airport Master Plan that will affect capacity and delay.

Responsibilities:

Consultant: Calculate existing and future Airfield Capacity and Delay.

Sponsor: Review.

Product: Estimate of both existing and future airfield capacity as well as delays to be expected.

Task 3.3 – Revalidate/Update Airport Physical Planning Criteria

Description: Revalidate/Update the 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, and other airport service and support facilities.

Responsibilities:

Consultant: Revalidate/Update the physical planning criteria to meet forecast demands.

Sponsor: Review.

Product: Detailed criteria for airport physical planning.

Task 3.4 – Update Airside and Landside Facility Requirements

Description: Using relevant information from other tasks, determine and prepare a preliminary update list of facility requirements needed to meet projected demands for the airport for the Short Term, Intermediate Term, and Long-Term planning horizons. These updated 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.

Updated facility requirements to meet aviation demand for the airfield will include (but not be limited to) airfield capacity, runways, taxiways, lighting, navigational aids (including the capability of Global Positioning System [GPS] technology), helicopter landing areas 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 subsequent tasks, the above facility requirements will be translated into alternative plans for further evaluation in relation to established planning criteria. Because facility requirements are a function of airport concept possibilities (particularly in staging), these later analyses will be performed in coordination with other factors and may undergo several modifications.

Using current FAA and industry planning criteria, develop a set of facility requirements addressing the landside facilities necessary to support the airfield and its related activity. Requirements for facilities such as general aviation terminal facilities, FBO areas, apron areas, airport access, auto parking, hangars, and revenue support facilities will be developed under this task. Requirements will also be developed for support facilities such as fuel storage, airport maintenance, security requirements (TSA), and utilities.

Responsibilities:

Consultant: Update the specific airside and landside facility needs for the airport.

Sponsor: Review and comment.

Product: Detailed description of all airside and landside facilities required to meet aviation demands at the airport.

Task 3.5 – Update the Facility Requirements Chapter (Chapter Three)

Description: Organize background information, analysis, and findings of the facility requirements work effort and prepare an updated Chapter Three in narrative and graphical format.

Responsibilities:

Consultant: Develop complete updated narrative and graphics for the updated Facility Requirements Chapter (Chapter Three). Provide an electronic PDF copy to the Sponsor for review and comment.

Sponsor: Review and comment.

Product: Draft updated Facility Requirements Chapter (Chapter Three) covering the items outlined in the Facility Requirements element.

ELEMENT 4 – UPDATE THE AIRPORT ALTERNATIVES CHAPTER (CHAPTER FOUR)

Using the updated Facility Requirements determined under the previous element, alternative development scenarios for the Chino Airport will be revalidated/updated. These scenarios must consider the development needs of the airport to meet projected aviation demand levels as determined in the updated forecasting element and meet airfield, general aviation area, revenue support area, and support area capacity needs established under the demand/capacity element. Upon revalidation/updates of alternative development scenarios, a meeting will be held with the Sponsor to determine the most feasible development concepts for airport development. 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 4.1 – Revalidate the Alternative Development Issues

Description: Based on the results of the demand/capacity relationships and the facility requirements necessary to meet those demands, revalidate and/or update 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.

Responsibilities:

Consultant: Revalidate and/or update the issues relating to airport development.

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

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

Task 4.2 – Revalidate/Update Airfield Alternatives

Description: Based on the updated airport facility requirements established in preceding elements, revalidate/update the airfield development alternatives identified in the 2011 “Draft” Airport Master Plan. 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 revalidated and/or updated overall development options for the airport.

Responsibilities:

Consultant: Revalidate and/or update the original airfield development options presented in the “Draft” Airport Master Plan.

Sponsor: Review.

Product: A series of revalidated and/or updated development options, each of which meets the forecast airfield facility demands.

Task 4.3 – Revalidate/Update Landside/General Aviation Development Alternatives

Description: Based on the updated facility requirements determined under the previous element, revalidate and/or update the development alternatives identified in the 2011 “Draft” Airport Master Plan. These revalidated and/or updated 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 updated overall development options for the airport.

Responsibilities:

Consultant: Revalidate and/or update the original Landside/General Aviation development options presented in the “Draft” Airport Master Plan.

Sponsor: Review.

Product: A series of revalidated and/or updated Landside/General Aviation alternatives which fulfill the updated facility requirements to meet forecast demand levels.

Task 4.4 – Update the Alternatives Chapter (Chapter Four)

Description: An updated Alternatives Chapter will be prepared describing the various revalidated and/or updated airfield and landside development alternatives. The updated Alternatives Chapter 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.

Responsibilities:

Consultant: Develop complete updated narrative and graphics for the updated Alternatives Chapter (Chapter Four). Provide an electronic PDF copy to the Sponsor for review and comment.

Sponsor: Review and comment.

Product: Draft updated Alternatives Chapter (Chapter Four) covering the items outlined in the Alternatives element.

ELEMENT 5 – UPDATE THE MASTER PLAN CONCEPT CHAPTER (CHAPTER FIVE)

The purpose of this study element is to update the recommended direction for the future use and development of Chino Airport which will meet aviation activity demands and other airport needs during the three (3) planning periods (5 years, 10 years, and 20 years) for the airport.

Task 5.1 – Update the Recommended Master Plan Concept

Description: Following input from the County staff on the updated airport development alternatives prepared in the previous element, prepare an updated comparative evaluation and the supporting rationale to sufficiently describe the single recommended program for development and use of airport facilities. The updated recommendation for the most prudent and feasible Master Plan concept will become the basis for the final refinement of development costs and scheduling of capital improvements.

Responsibilities:

Consultant: Develop an updated recommended master plan concept.

Sponsor: Review and comment.

Product: Updated master plan concept for the airport.

Task 5.2 – Update the Master Plan Concept Chapter (Chapter Five)

Description: An updated Master Plan Concept Chapter will be prepared which outlines the recommended airport master plan concept. Organize narrative and graphical presentations of the information in this Chapter to allow for a final review and adjustment of the overall master plan concept.

Responsibilities:

Consultant: Develop complete updated narrative and graphics for the updated Master Plan Concept Chapter (Chapter Five). Provide an electronic PDF copy to the Sponsor for review and comment.

Sponsor: Review and comment.

Product: Draft updated Master Plan Concept Chapter (Chapter Five) covering the items outlined in the Recommended Master Plan Concept element.

ELEMENT 6 – UPDATE THE AIRPORT CAPITAL IMPROVEMENT PROGRAM CHAPTER (CHAPTER SIX)

Task 6.1 – Update the Airport Development Schedules and Cost Estimates

Description: Based upon the previous updated evaluations, update the airport development schedules to reflect economic feasibility and operational requirements of the recommended airport master plan concept. Update the airport development cost estimates to reflect the revised requirements and schedule of development associated with the recommended airport master plan concept for the airport.

Responsibilities:

Consultant: Prepare an updated airport development schedule for the airport as well as updated cost estimates for the recommended master plan concept.

Sponsor: Review and comment.

Product: Updated development schedules and cost estimates for the improvements proposed as a part of the selected master plan concept.

Task 6.2- Update the Capital Improvement/Financial Program

Description: Update the recommended airport capital improvement program for the airport which includes updated estimates of the amount of funds available from federal grant-in-aid programs to determine the net amount of capital funds required by the County 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 and estimate the magnitude and timing of any financing that may be required.

Responsibilities:

Consultant: Update the detailed capital improvement/financial program for the airport.

Sponsor: Provide review and input.

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

Task 6.3 - Update the Airport Capital Improvement Program Chapter (Chapter Six)

Description: Prepare an updated Chapter which outlines the updated airport capital improvement program for the updated airport master plan concept. Organize narrative and graphical presentations of the information in this Chapter to allow for a final review and adjustment of the airport capital improvement program, if necessary.

Responsibilities:

Consultant: Develop complete updated narrative and graphics for the updated Airport Capital Improvement Program Chapter (Chapter Six). Provide an electronic PDF copy to the Sponsor for review and comment.

Sponsor: Review and comment.

Product: Draft updated Airport Capital Improvement Program Chapter (Chapter Six) covering the items outlined in the Airport Capital Improvement Program element.

ELEMENT 7 – UPDATE THE AIRPORT LAYOUT PLAN DRAWING SET

Description: The purpose of this study element is to update the set of Airport Plans for the Chino 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 County 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 County at the completion of this project. The Airport Plans will be included as an appendix in the Airport Master Plan Report document. A narrative will also be included in the appendix to better describe the intended functions of the proposed development items.

Task 7.1 – Update the Airport Layout Drawing and Data Sheet

Description: Following the updated 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.

Task 7.2 – Update the Terminal Area Drawings

Description: Update the Terminal Area Drawings reflecting recommended development on the landside development areas as resulting from the recommendations of this study.

Task 7.3 – Update the Part 77 Airspace Drawing(s)

Description: Update the existing and ultimate Airport Airspace Drawing(s) in conformance with 14 CFR Part 77. The set will include an identification of obstructions and an obstruction data table. Obstruction information will be obtained from existing approach plans, obstruction surveys, new aerial surveys, and the current Airport Obstruction (OC) chart (as available). U.S.G.S. base maps will be superimposed on the airspace drawing. A plan for the disposition of the obstructions, as identified, will also be included as part of the obstruction data table.

Task 7.4 – Update the Inner Approach Surface Drawing(s)

Description: Update the existing inner portion of the approach surface drawing in accordance with Appendix F of FAA AC 150/5070-6B, *Airport Master Plans*. Obstruction information will be obtained from existing approach plans, obstruction surveys, aerial surveys, and the current Airport Obstruction (OC) chart (as available).

Task 7.5 – Update the On-Airport Land Use Drawing

Description: Update the on-airport land use plan for the area within the boundaries of the airport, based on the identified overall development concept. This will include airfield development areas, general aviation areas, ground access and vehicular circulation system service areas, and distinctions between aeronautical and non-aeronautical uses.

Task 7.6 – Update the Departure Surface Drawings

Description: Update the departure surface drawings in accordance with FAA AC 150/5070-6B, *Airport Master Plans*. Obstruction information will be obtained from existing

approach plans, obstruction surveys, aerial surveys, and the current Airport Obstruction (OC) chart (as available).

Task 7.7 – 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 provide an inventory all of the parcels which currently make up the airport, or are proposed for acquisition by the airport. The drawing will inventory all of the parcels, which currently make up the airport, or are proposed for acquisition by the airport sponsor. 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 County will provide historical information regarding the acquisition of existing airport property and easements, as well as boundary surveys, if needed.

Task 7.8 - Preparation of Draft ALP Drawing Set

Description: Preparation of up to twelve (12) copies of the full drawing sets for submission to the County, and subsequent comprehensive agency review by FAA and CALTRANS. Drawings will be a minimum size of 24" x 36". The County will provide up to ten (10) unsigned copies of the full ALP drawing set for review. The County will also provide one (1) full set of drawings to CALTRANS for review.

Task 7.9 - Preparation of Final ALP Drawing Set

Description: Revise the Draft Airport Layout Plan Drawings prepared in Task 7.8 to reflect comments received from the FAA and CALTRANS review. Upon approval from the County, provide up to eight (8) copies of the revised ALP Drawing Set to the County for their signature. The County will forward the signed drawings to the FAA for final approval.

ELEMENT 8 – UPDATE THE ENVIRONMENTAL EVALUATION

Description: The objective of the Environmental Evaluation is to provide the 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 – Update the Environmental Inventory (NEPA)

Description: The purpose of this inventory is to (1) update 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 updated Airport Master Plan Inventory Chapter, known existing environmental conditions at the Chino Airport and its immediate vicinity will be inventoried. The purpose of this task is to update 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 update 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 as an appendix to the Master Plan Report.

Responsibilities:

Consultant: Update the narrative and graphics to outline the results of the environmental reconnaissance inventory to be included within the alternative analysis as well as an appendix of the Master Plan Report.

Sponsor: Provide and/or assist in collection of data.

Product: Input to Master Plan Environmental Overview.

Task 8.2 – Update the Environmental Overview (NEPA)

Description: Using data collected in previous tasks, the preliminary environmental overview will be updated 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, update the environmental overview.

Sponsor: Provide review and input.

Product: Updated environmental overview of the proposed improvements identified in the Airport Master Plan.

Task 8.3 - Determine Environmental Documentation (NEPA) for Short Term Projects

Description: Based on the information and data developed in Task 8.1 and Task 8.2, the Sponsor and the Consultant, in consultation with the FAA, will determine the type of NEPA documentation that will be required for the proposed short term (1-5 years) projects identified in the Master Plan. Some projects may only require Categorical Exclusion (Cat-Ex) documentation. However, if there is substantial evidence that some or all of the short term projects in the Master Plan may have significant environmental effects, or that it is unclear whether the short term Master Plan projects would have such effects and there is serious public controversy and/or disagreement among experts concerning potential significant effects, than an Environmental Assessment (EA) or Environmental Impact Statement (EIS) may be considered the more appropriate environmental documentation.

Responsibilities:

Consultant: Consult with the Sponsor and FAA to determine which projects will require an EA, EIS, or Categorical Exclusion documentation.

Sponsor: Decide which short term projects will be included in either an EA, EIS, or will require Categorical Exclusion documentation.

Product: List of projects that will require either an EA, EIS, or will require Categorical Exclusion documentation.

ELEMENT 9 - PUBLIC COORDINATION AND COMMUNICATION

Task 9.1 - Coordination Meetings

Description: Meet with and give presentations to the Sponsor, County 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. Three (3) local coordination meetings have been budgeted over the course of the update process.

Responsibilities:

Consultant: Attend meetings and/or provide presentations and necessary graphics at the meetings. Prepare summary minutes as appropriate.

Sponsor: Coordinate jointly with Consultant.

Product: Three (3) local coordination meetings.

Task 9.2 - Public Workshops

Description: Two (2) Public Workshops will be conducted during the project. The first will be a Kick-Off Public Workshop to provide information to the community about the Airport Master Plan Update, as well as to solicit public input. The updated “Draft” Airport Master Plan will be presented to the general public in a second Public Workshop. Advertising for the workshops will be accomplished by the County using press releases, newspaper advertising, and direct mailings to airport tenants and neighborhood associations. Two (2) workshops have been budgeted for the Airport Master Plan Update.

Responsibilities:

Consultant: Provide background, technical presentation and necessary graphics for the Public Workshops. Prepare a mock-up for the newspaper ads.

Sponsor: Advertise and arrange for workshop locations. Coordinate jointly with Consultant.

Product: Two (2) public information workshops.

Task 9.3 - 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 500 copies of the summary report will be submitted to the County for their distribution.

Responsibilities:

Consultant: Prepare 500 copies of the summary brochure.

Sponsor: Review and comment prior to distribution.

Product: Master Plan Summary Brochure (500 copies)

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 – Update the “Draft” Final Master Plan Report

Description: Upon completion of a review of all the updated Chapters and the incorporation of appropriate revisions, an updated “Draft” Final Airport Master Plan Report will be printed. Forty (40) copies of the draft final plan will be submitted.

Responsibilities:

Consultant: Prepare and print 40 copies of the updated “Draft” Final Airport Master Plan report.

Sponsor: Review.

Product: “Draft” Final Airport Master Plan Report (40 copies).

Task 10.2 - Final Airport Master Plan Report

Description: Review comments received during the study process and incorporate them, as appropriate, into a final Airport Master Plan document. This document shall incorporate the revisions to “Draft” Master Plan Report. Fifty (50) copies of the Master Plan will be provided. If the “FAA approved” ALP is available within 90 calendar days following County approval of the “draft” Master Plan, the “approved” ALP and FAA’s ALP approval letter will be included in the “final” Master Plan document. If the “FAA approved” ALP is not available, the “draft” ALP will be included in the “final” Master Plan documents. In this case a disclosure statement will be placed on the ALP drawing which states the following: “This ALP was not subject to an FAA airspace review. Land use and other changes may result.” Twenty (20) copies of the final Master Plan Report will be provided to the Sponsor, FAA, and CALTRANS on CDs in PDF file format.

Responsibilities:

Consultant: Prepare and print fifty (50) copies of the final Airport Master Plan document.

Sponsor: Review and Comment.

Product: Fifty (50) Airport Master Plan Reports and Twenty (20) CD’s with PDF files of the final Airport Master Plan Report will also be provided.

Task 10.3 - Obtain Airport Master Plan Approvals

Description: The Airport Master Plan will be presented to the County for approval. This task includes attendance at up to two (2) County meetings.

Responsibilities:

Consultant: Attend and present the Airport Master Plan at up to two (2) County Meetings.

Sponsor: Approve the Airport Master Plan.

Product: Approved Airport Master Plan.

Task 10.4 – Study Documentation

Description: Any and all documentation created during this study, including electronic files are to be turned over to the County at the conclusion of the study. All electronic files shall be submitted in their original, root file form (Word, WordPerfect, AutoCAD, etc.) as well as .PDF format. Said files shall be submitted on CD or other type of removable media acceptable to the County and be submitted without restrictions on the ability of the County to distribute the information as deemed necessary by the County.

Responsibilities:

Consultant: Submit any and all documentation created during the study, including electronic files, to the County upon completion of the study.

Sponsor: Ensure documentation is submitted.

Product: Electronic files on CD or other type of removable media.

PART II – CEQA DOCUMENTATION FOR THE AIRPORT MASTER PLAN UPDATE

ELEMENT 11 – CEQA DOCUMENTATION FOR MASTER PLAN APPROVAL

Description: The Chino Airport Master Plan CEQA Documentation Element has been prepared to provide a detailed element and task description of the environmental study efforts required to comply with CEQA. The objective of the Environmental Review and Documentation is to provide the Sponsor, community, and public officials with proper guidance regarding CEQA environmental documentation for the future development as outlined in the Airport Master Plan. Coordination between the Sponsor, State of California, Federal Aviation Administration, and the Consultant will be essential to bringing together all facts and data relevant to the project and to developing a mutual agreement regarding the extent of the required CEQA environmental documentation.

Task 11.1 - Initial Study (CEQA)

Description: Prepare an Initial Study, per the Sponsor's guidance, as the basis for the Sponsor's determination whether the Master Plan qualifies for a Negative Declaration, a Mitigated Negative Declaration, or will require the preparation of an Environmental Impact Report (EIR). Utilizing the aviation forecasts developed under a previous task, identify potential operational issues associated with the alternatives. Prepare an assessment of biological, wetland, noise, traffic, and air quality impacts. The air quality emissions will be determined using the most current version of the EPA-approved Emissions Dispersion Modeling System. (Note: a dispersion analysis is specifically not proposed under this task; should a dispersion analysis be required, it will be prepared under Task 11.4, Special Studies. In addition, additional environmental studies may be required to support adoption of a Mitigated Negative Declaration, as well as preparation of an EIR. It is not possible to determine the scope or nature of such additional studies at this time.)

Responsibilities

Consultant: Develop narrative and graphics for Initial Study.

Sponsor: Provide Initial Study checklist and format. Review and comment on the Initial Study prior to submission.

Product: Initial Study.

Task 11.2 - Determine Environmental Documentation (CEQA)

Description: Based on the Initial Study, the Sponsor will determine the appropriate form of CEQA documentation for the proposed Master Plan. In the event that the completed Initial Study shows that there is no substantial evidence that the proposed Master Plan may have a significant impact on the environment, or that mitigation measures incorporated into the Master Plan or agreed to by the applicant would avoid any significant impacts, the Sponsor may adopt a Negative Declaration or Mitigated Negative Declaration. If the Sponsor determines on the basis of the completed Initial Study that there is substantial evidence the Master Plan may have significant environmental effects, or that it is unclear whether the Master Plan would have such effects and there is serious public controversy and/or disagreement among experts concerning potential significant effects, a Notice of Preparation will be distributed indicating that an EIR will be prepared for the project.

Responsibilities:

Consultant: Assist Sponsor in determining and distributing the Initial Study and any Notice of Determination (for Negative Declaration or Mitigated Negative Declaration) or Notice of Preparation (for Environmental Impact Report). Prepare 50 copies of the combined Initial Study and Notice of Determination or Notice of Preparation.

Sponsor: Decide whether to adopt a Negative Declaration or Mitigated Negative Declaration, or to prepare an Environmental Impact Report.

Product: Fifty (50) copies of the Initial Study and Notice of Determination or Notice of Preparation.

Task 11.3 - Additional Environmental Documentation (CEQA)

Description: This task allows for the preparation of an EIR for the Master Plan as determined under Task 11.2. The EIR document may be focused to address a limited number of potentially significant impacts, as may have been identified in the Initial Study. The final scope of services and cost for this task will be based on negotiations between the Sponsor and the Consultant.

Responsibilities:

Consultant: Prepare an EIR as appropriate.

Sponsor: Negotiate the final scope of services and cost for the preparation of the additional environmental documentation.

Product: An Environmental Impact Report.

Task 11.4 - Special Studies

Description: During the course of the preparation of the Initial Study, consideration of the required CEQA documentation, or preparation of an EIR (should either prove necessary), the need for special studies may be identified. These may potentially include a biological assessment, air emissions dispersion analysis, aesthetics analysis, socioeconomic (demographics) analysis, and traffic analysis. This section of the Scope is intended to accommodate the preparation of these special studies, should they be required. Prior to initiation of any of these studies, the Consultant will notify the Sponsor, providing justification for work to be performed and a statement of reasonable cost to allow the Sponsor to evaluate the need for the special study and its necessity. Subsequent to this determination, the Consultant will obtain the written authorization of the Sponsor prior to proceeding with each study. The final scope of services and cost for each special study prepared under this task will be based on negotiations between the Sponsor and the Consultant.

Responsibilities:

Consultant: Identify the need and scope of each special study. Contract with a qualified individual or firm for the preparation of each special study. Coordinate the preparation of the special study.

Sponsor: Suggest/recommend qualified individual or firms. Negotiate the final scope of services and cost for the preparation of each special study. Authorize the preparation of each special study.

Product: Special studies, as required.