

**CONSULTING SERVICES CONTRACT: AEA 20-08
AMENDMENT of CONTRACT NO. 1**

Camarillo Airport – MASTER PLAN UPDATE

The County of Ventura (County), and Coffman Associates, Inc., (Consultant) enter into this agreement (Amendment No. 1) to amend the existing consulting services contract between them, entered into on September 24, 2020, for planning services to update the airport master plan (Contract).

County and Consultant desire to amend the terms of said existing Contract to allow for the transition of the master plan to an airport layout plan update and to add in language translation and interpreter services to support the project.

NOW THEREFORE, County and Consultant agree as follows:

1. All provisions of the existing Contract and Amendment No. 1 remain in full force and effect except as expressly modified by this Amendment.

2. The following changes are made to the Contract:

- a. EXHIBIT A, SCOPE OF SERVICES, is deleted and replaced in its entirety with the following:

See Attached Exhibit A Scope of Services

- b. EXHIBIT B, TIME SCHEDULE, the first paragraph is deleted and replaced in its entirety with the following paragraph:

The CONSULTANT shall complete the work as described in Exhibit A Scope of Services within Forty-eight (48) months from the official written notice to proceed issued by the COUNTY.

- c. EXHIBIT C, FEES and PAYMENT, Paragraph I.A is deleted and replaced in its entirety with the following paragraph:

- A. The COUNTY shall compensate CONSULTANT at the Not-to-Exceed amount of six hundred eighty-six thousand thirty-two dollars (\$686,032) to complete all services as detailed in Exhibit A Scope of Services.

- d. EXHIBIT C, FEES and PAYMENT, Paragraph II.A is deleted and replaced in its entirety with the following paragraph:

- A. Progress payments for fees due under Paragraph 1.A above will be made monthly on a presentation of an invoice for work actually completed on authorized Exhibit A Scope of Services. Payments will be processed within thirty (30) days of receipt of invoice by the Department of Airports or ten (10) days from receipt of the Department of Airport's approved invoice by the Auditor-Controller's office. Each pay element will be limited to 80% of the element total until all work for that element is complete.

Exhibit C, Paragraph 1.A, Payment Schedule for Exhibit A Scope of Services:

ITEM	80%	100%
Element 1-Narrative Report	\$161,154	\$201,442
Element 2-Airport Layout Plan Drawing Set	\$152,143	\$190,179
Element 3-Airport Alternatives	\$12,928	\$16,160
Element 4-Environmental Considerations	\$40,187	\$50,234
Element 5-Public Coordination and Communication	\$182,414	\$228,017
Total:	\$548,826	\$686,032

Note: Majority of Elements 1 and 2 are grant eligible under the transition to an Airport Layout Plan Update. Elements 3, 4 and 5 will be out-of-pocket costs for the County.

3. By this Amendment, the current Contract amount of seven hundred forty-one thousand ninety-four dollars (\$741,094) is decreased by fifty-five thousand sixty-two dollars (\$55,062), to a total of six hundred eighty-six thousand thirty-two dollars(\$686,032).

CONSULTANT: COFFMAN ASSOCIATES, INC.

Taxpayer No.: 43-1201450

Dated: February 7, 2023



Matt Quick, Principal
Print Name and Title

Dated: February 7, 2023




Judi Krauss, Associate
Print Name and Title

COUNTY: County of Ventura

Feb 9, 2023

Dated: _____



Keith Freitas Director of Airports

CONSULTING SERVICES CONTRACT: AEA 20-08
AMENDMENT of CONTRACT NO. 1
Camarillo Airport – MASTER PLAN UPDATE

EXHIBIT A
SCOPE OF SERVICES
FOR A
NARRATIVE REPORT
AND
AIRPORT LAYOUT PLAN (ALP) DRAWING SET UPDATE
(INCLUDING AGIS AERONAUTICAL SURVEY PER FAA AC 150/5300-18B)
FOR
CAMARILLO AIRPORT
VENTURA COUNTY, CALIFORNIA

Introduction

The objective of this effort is to update the Camarillo Airport (the Airport) Airport Layout Plan (ALP) drawing set and provide a Narrative Report supporting the proposed changes and/or revisions to the ALP. The study will provide systematic guidelines for the Airport's overall maintenance, development, and operation. In contrast with an Airport Master Plan, the study will not include an analysis to examine whether the Airport's role could change over time. The ALP Update and Narrative Report is concerned only with identifying strategies that will sustain the Airport within the same role it has had since its inception as a General Aviation Airport.

The ALP Update and Narrative Report is a proactive document which identifies and plans for future facility needs well in advance of the actual need for the facilities. This is done to ensure that Airport management can coordinate project approvals, design, financing, and construction to avoid experiencing detrimental effects due to inadequate facilities.

Coffman Associates (the Consultant) will prepare the Narrative Report and the ALP drawing set update in accordance with Federal Aviation Administration (FAA) requirements, including Advisory Circular (AC) 150/5070-6B, *Airport Master Plans* (as amended), AC 150/5300-13B, *Airport Design* (as amended), and guidelines for the preparation of an ALP 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 SOP 3.00 *Standard Operating Procedure (SOP) for FAA Review of Exhibit 'A' Airport Property Inventory Maps* (October 1, 2013).

In addition, an aeronautical survey is being undertaken that is compliant with FAA Airport (FAA) Geographic Information System (AGIS) standards and includes airspace and obstruction information submitted to and approved by the FAA.

Translation and interpretation services are included as part of this Scope of Services for the ALP Update and Narrative Report. Various project materials will be hosted on a custom project

specific website developed by the Consultant to allow public access to both English and Spanish project materials. Translation services include providing the study website, narrative report, and meeting notices in Spanish. Interpretation services include providing Spanish/Mixteco interpretations at three (3) public information workshops. These services will be funded internally by the County.

1.0 NARRATIVE REPORT

Task 1.1 – Evaluate Existing Documents

Description: Evaluate existing documents and previous planning efforts for their adaptability or use in the Narrative Report and ALP update process. These documents will include previous master plans, area development plans, terminal area plans, and such other documentation as available.

Task 1.2 – Obtain new Color Aerial Photograph and Mapping

Description: The Consultant will assemble new digital electronic color aerial photography and new topographic/planimetric and obstruction mapping of the Airport and its environs in accordance with FAA Advisory Circulars 150/5300-16A, *General Guidance and Specifications for Aeronautical Surveys: Establishment of Geodetic Control and Submission to the National Geodetic Survey*; 150/5300-17C, *General Guidance and Specifications for Aeronautical Survey Airport Imagery Acquisition and Submission to the National Geodetic Survey*; and 150/5300-18B, *General Guidance And Specifications For Submission Of Aeronautical Surveys To NGS: Field Data Collection And Geographic Information System (GIS) Standards*. Topographic and planimetric mapping of the surrounding area and aerial photography of the airport including existing airport property, as well as the inner approach surface areas, will be obtained by the Consultant. The digital color aerial photography will be used for base mapping and exhibits. The horizontal datum will be NAD83 and the vertical datum will be NAVD88.

Submit a Statement of Work, Survey and Quality Control Plan, and an Imagery Acquisition Plan to the FAA Planner via the Airports Geographic Information System (AGIS) website at <https://airports-gis.faa.gov/public/index.html> for review and approval. Tie the airport survey to the National Spatial Reference System (NSRS) according to AC 150/5300-16A. The survey and planimetric data collected during this task will be formatted to allow the data to be loaded directly into the FAA's Airports GIS system via the FAA's web portal.

Task 1.3 – Inventory Airport Physical Facilities

Description: Perform an inventory of physical facilities and land 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 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 navigational aid systems.

Fixed Base Operator (FBO) / General Aviation 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); Aircraft Rescue and Firefighting (ARFF) and maintenance facilities and description of equipment.

Task 1.4 – Inventory Air Traffic Activity, Airspace, Air Traffic Control, and Regional Airports

Description: Air traffic activity data for the airport will be assembled and organized from various sources such as local airport traffic control tower (ATCT) records, FAA's Traffic Flow Management System Count (TFMSC), FAA's National Based Aircraft Inventory Program (www.basedaircraft.com), and GCR's Airport IQ. Relevant data on 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, FBOs, etc. 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.

Review and perform inventories of airspace and air traffic procedures at the airport. Conduct interviews with airport officials, FAA representatives, 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.

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

- a) Runway length and width.
- b) Instrument approach procedures.
- c) Airline/tour operator services
- d) General aviation services
- e) Total based aircraft, annual operations, and annual enplaned passengers as appropriate.

Task 1.5 – Inventory Socioeconomic Data

Description: Obtain available statistical data on historical and forecast socioeconomic factors for the Camarillo Airport service area as well as Ventura County and the greater regional 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.

Task 1.6 – Review Regional Aviation and Airport Area Socioeconomic Forecasts

Description: Review and analyze current local and regional socioeconomic forecasts. Similarly, review the forecasts and assumptions of the aviation forecasts prepared by the California Department of Transportation – Aeronautics Division (CALTRANS) for the *California Aviation System Plan*, and by the FAA for its *Terminal Area Forecasts*. The forecasts prepared for the most recent Master Plan will also be reviewed and analyzed. 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.

Task 1.7 – Prepare Aviation Demand Forecasts

Description: Develop 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 aviation demand for 5-, 10-, and 20-year periods which will be presented as follows:

- a) Based aircraft totals and mix.
- b) Annual general aviation, air taxi, and military operations (local vs. itinerant).
- c) Operational mix by type and Airport Reference Code/Runway Design Code
- d) Peak hour operations.
- e) Annual instrument approaches (AIAs).
- f) Critical design aircraft.

Task 1.8 – Establish/Validate 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 safety, 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, access circulation and parking, hangars and services, administrative, and other airport service and support facilities.

Task 1.9 – Prepare Airfield Facility Requirements

Description: Using the results of the forecasts, 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 (1-5 years), intermediate term (6-10 years, and long term (11-20 years) 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.

Task 1.10 – Prepare Landside 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, airport maintenance, general aviation terminal facilities, hangars, FBO areas, general aviation terminal facilities, and automobile parking lots will be developed under this task.

Task 1.11 – Recommended Airport Development Concept

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

Task 1.12 – Prepare Airport Development Schedules and Cost Estimates

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 development concept. The developments schedules will include the short term (1-5 years) and long term (6-10 years). The schedule for each airport development project will be identified. In addition, prepare airport development cost estimates to reflect the requirements and schedule of development associated with the recommended development concept.

Task 1.13 – Prepare Capital Improvement Program

Description: Prepare a recommended 10-year 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.

Task 1.14 – Draft Narrative Report

Description: Information prepared in the preceding tasks will be incorporated into the Draft Narrative Report. Up to ten (10) copies of the Draft Final Narrative Report will be submitted to the Sponsor for this preliminary review.

Note: Arellano Associates will review content prepared by Coffman Associates to ensure the technical content is presented in a manner that is clear and easily understood by a wide range of audiences. Materials will be translated into Spanish.

Task 1.15 – Coordination Meetings

Description: Up to three (3) coordination meetings are budgeted for the project. The meetings can be used for coordination with, or presentations to, Ventura County and/or FAA or other agencies as necessary. One meeting is anticipated to review the Draft Narrative Report.

Task 1.16 – Final Narrative Report

Description: Upon completion of review of the draft final report and the incorporation of appropriate revisions, a Final Narrative Report will be printed. Up to fifteen (15) copies of the Final Narrative Report will be submitted. In addition, a flash drives containing a PDF copy of the Narrative Report will be provided to the Sponsor.

Note: Arellano Associates will review content prepared by Coffman Associates to ensure the technical content is presented in a manner that is clear and easily understood by a wide range of audiences. Materials will be translated into Spanish.

2.0 AIRPORT LAYOUT PLAN DRAWING SET

The purpose of this study element is to update the ALP drawing set for Camarillo 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 ALP 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 SOP 3.00 *Standard Operating Procedure (SOP) for FAA Review of Exhibit 'A' Airport Property Inventory Maps (October 1, 2013)*, and which is readily acceptable to the FAA and can be utilized by the Sponsor in carrying out implementation. The drawings, in a version acceptable to the Sponsor and the FAA, will be a deliverable item to the Sponsor at the completion of this project. The ALP drawing set will be included as an appendix in the final Narrative Report document. A narrative will also be included in the appendix to better describe the intended functions of the proposed drawings. The ALP will be updated to reflect any new approach and/or departure obstacle clearance surfaces (OCS) that may result from instrument flight procedures that are analyzed as part of this study, as well as any other resultant changes in airport design standards.

Task 2.1 – Airport Layout Plan Drawing

Description: Following the recommended development concept developed under the preceding element and FAA AC 150/5070-6B, an ALP drawing for the airport will be prepared. The ALP will reflect updated physical features, location of airfield facilities (runways, taxiways, navigational

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 ALP 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 ALP set.

Task 2.2 – Terminal Area Drawing(s)

Description: Prepare Terminal Area Drawing(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 drawing(s) will include detailed planning level information such as access taxiways, apron areas, hangar layouts, aircraft tie-down areas, parking areas, and vehicular circulation and access for the short, intermediate, and long-term planning periods.

Task 2.3 – 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.

Task 2.4 – 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 obstruction surveys in Task 2.2, approach plans, and the current Airport Obstruction (OC) chart (as available).

Task 2.5 – 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 Sponsor 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 Sponsor will provide historical information, recorded documents, and FAA grant information regarding the acquisition of existing airport property, easements, and releases, as well as boundary surveys, as needed. In the event a boundary survey and/or title search is needed to gather more information for the preparation of the Exhibit A – Airport Property Map, the associated expenses will be covered by the Sponsor.

Task 2.6 – 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.

Task 2.7 – Preparation of 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 CALTRANS. 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)* and ARP SOP 3.00 *Standard Operating Procedure (SOP) for FAA Review of Exhibit ‘A’ Airport Property Inventory Maps (October 1, 2013)*. Drawings will be a minimum size of 24” x 36”. FAA and CALTRANS reviews will be concurrent. Drawings will be submitted with or prior to publication of the Draft Narrative Report.

Note: Arellano Associates will review content prepared by Coffman Associates to ensure the technical content is presented in a manner that is clear and easily understood by a wide range of audiences. Materials will be translated into Spanish.

Task 2.8 – Preparation of Final ALP Drawing Set

Description: Revise the Draft ALP drawings prepared in Task 1.7 to reflect comments received from the FAA and CALTRANS review. Upon approval from the Sponsor, provide up to twelve (12) 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.

Note: Arellano Associates will review content prepared by Coffman Associates to ensure the technical content is presented in a manner that is clear and easily understood by a wide range of audiences. Materials will be translated into Spanish.

3.0 AIRPORT ALTERNATIVES (Internal – Not Eligible for FAA Funding)

Task 3.1 – 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.

Task 3.2 – Prepare Airport Development Alternatives

Description: Propose airfield and landside development alternatives that can accommodate all the proposed improvements based on the forecasts and facility requirements developed in earlier tasks. This analysis will consider all reasonable solutions to understanding that do-nothing options could be selected.

4.0 ENVIRONMENTAL CONSIDERATIONS (Internal – Not Eligible for FAA Funding)

Task 4.1 – Environmental Inventory and Overview (NEPA)

Description: The purpose of this task is to **(1)** obtain the existing conditions in order to provide baseline data for future NEPA analysis of proposed or potential projects recommended in the Narrative Report, and **(2)** identify potential environmental issues associated with the recommended development concept, including mitigation measures that may be needed for proposed projects.

Concurrent with the preparation of the Narrative Report inventory working paper, known existing environmental conditions at the 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 environmental inventory will address all the resource categories contained within FAA Orders 1050.1F and 5050.4B. 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 to expedite the environmental review for potential project development. This task will include both a biological resources assessment that includes an aquatic resources delineation and preliminary jurisdiction delineation as well as a cultural resource survey of the airport property. Results of the environmental inventory will be included in the Inventory working papers.

Once a recommended development concept has been developed, a preliminary environmental overview will be conducted using the information collected 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 1050.1F and its accompanying Desk Reference. Projects which may require further NEPA analysis (i.e., Environmental Assessment or Environmental Impact Statement) will be identified. This evaluation is not intended to serve as a formal Environmental Assessment under NEPA. This task will include both existing and future aircraft noise contours.

Note: The biological resource assessment that includes an aquatic resources delineation and preliminary jurisdiction delineation as well as a cultural resource survey of the airport property is internal and not eligible for FAA funding.

ELEMENT 5.0 PUBLIC COORDINATION AND COMMUNICATION (Internal – Not Eligible for FAA Funding)

Task 5.1 – Prepare Scope of Services and Budget

Description: Detailed descriptions of each item of work required for completion of the Narrative Report and ALP update for Camarillo Airport will be prepared. Guidelines provided by the 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.

Task 5.2 – Establish Planning Advisory Committee

Description: Potential members will be identified and asked to serve on a Planning Advisory Committee (PAC) for the Master Plan Update. The PAC will be composed of **(a)** representatives of FAA, as well as other local, Regional, State, or Federal agencies; **(b)** airport users and tenants; **(c)** local community representatives; and **(d)** members of the advisory groups that provide guidance to the Ventura County Board of Supervisors in relation to Ventura County Airports. The PAC, which is a non-voting body, will advise the Consultant on the content and recommendations of the Master Plan Update through meetings and review of “draft” working papers. The PAC will not exceed twenty (20) members.

Note: *This task was completed under the Master Plan scope. There is not a PAC associated with the Narrative Report and ALP update. A portion of the fee that was originally part of this task is shown and has been paid to Coffman Associates previously.*

Task 5.3 – Prepare Study Workbooks

Description: Provide up to five (5) standard three-ring notebooks for distribution to the Sponsor for their use during the Narrative Report and ALP update. The workbook format will be

developed with sections for inserting working papers, notes, and other pertinent information. The workbook format and all follow-up materials will also be offered electronically.

Task 5.4 – General Background Information, Document Goals and Objectives, Outline Baseline Assumptions and Specific Study Issues

Description: General background information summarizing why the Narrative Report and ALP update is being conducted will be prepared and outlined in the introduction section of the study. Prepare a list of goals and objectives for the Narrative Report and ALP update that clearly identifies the primary expectations of the study process. The list will be included in the introduction section of the study. The listing will also be used to make sure the study adequately covers the key issues associated with the future development of the Airport. General assumptions that will be utilized for the study effort will be developed and outlined. These assumptions will be coordinated with the Sponsor and the FAA and included in the introduction section of the study. Specific planning issues will also be identified.

Task 5.5 – Prepare Study Initiation Brochures

Description: Provide the Sponsor with a Study Initiation Brochure for general distribution to the public and interested parties. The brochure will be designed in color and will provide an overview of the important elements of the Master Plan Update, goals and objectives of the study, and answer the most often asked questions about the process of conducting Master Plan studies.

Note: This task was completed under the Master Plan scope. Study Initiation Brochures are not included with the Narrative Report and ALP update. A portion of the fee that was originally part of this task is shown and has been paid to Coffman Associates previously.

Task 5.6 – 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 Update. 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. Up to four (4) PAC meetings have been budgeted over the course of the study.

Note: This task was included under the Master Plan scope. One PAC Meeting was conducted as part of the Master Plan. PAC Meetings are not included with the Narrative Report and ALP update. A portion of the fee that was originally part of this task is shown and has been paid to Coffman Associates previously.

Task 5.7 – General Project Coordination

Description: The Narrative Report and ALP update process involves coordination between the Consultant, Subconsultants, Sponsor, FAA, and other groups and agencies. Therefore, adequate time and budget must be provided to ensure that the necessary coordination can be carried out. This scope of services includes project coordination by the Consultant throughout the study process.

Task 5.8 – Public Information Workshops

Description: The working papers prepared for the Narrative Report will be presented to the general public in public workshops. Advertising for the workshops will be accomplished using press releases, newspaper advertising, social media, and direct mailings to neighborhood associations. Up to four (4) workshops have been budgeted over the course of the study.

Note: One Public Workshop was conducted as part of the Master Plan. Up to three (3) Public Workshops are included for the Narrative Report and ALP update.

Arellano Associates will arrange and pay for placement of ads in three local newspapers. It is assumed that the advertisements will be published on two days in each of the three newspapers prior to the scheduled meeting. Arellano Associates will facilitate the meetings to include staffing the sign-in table and will prepare summary minutes of the meetings. Materials will be translated into Spanish. An interpreter will be present to facilitate communication between English and Spanish/Mixteco speakers.

Task 5.9 – Study Website

Description: Various project materials will be hosted on a project specific website developed by the Consultant in order to allow public access to project materials. Materials which could be available on the website include the primary contact information for the project lead(s), project work flow process and study timeline, “draft” working papers, presentations from various meetings, questions and answers received, and the opportunity to submit study comments electronically. During the planning process, all “draft” working papers will be available for review on the website. The public will be able to utilize the website to make comments on the contents of the study reports.

Note: A Study Website specific to the Master Plan has been prepared. It will be updated/revised for purposes of conveying information for the Narrative Report and ALP update study process.

Arellano Associates will review content prepared by Coffman Associates to ensure the technical content is presented in a manner that is clear and easily understood by a wide range of audiences. Materials will be translated into Spanish.