City of Las Cruces®

PEOPLE HELPING PEOPLE

Council Action and Executive Summary

Item # 12 Ordinance/Resolution# 14-15-058

For Meeting of _____ (Ordinance First Reading Date)

For Meeting of September 15, 2014 (Adoption Date)

Please check box that applies to this item:

☐ QUASI JUDICIAL ☐ LEGISLATIVE ☒ ADMINISTRATIVE

TITLE: A RESOLUTION AUTHORIZING THE APPLICATION FOR AND ACCEPTANCE OF A FEDERAL AIRPORT IMPROVEMENT GRANT IN THE AMOUNT OF $361,400.00; AUTHORIZING THE APPLICATION FOR AND ACCEPTANCE OF A NEW MEXICO DEPARTMENT OF TRANSPORTATION AVIATION DIVISION GRANT IN THE AMOUNT OF $20,078.00; AUTHORIZING THE AWARD OF A PROFESSIONAL SERVICES AGREEMENT (TASK ORDER NO. 2-REVISED) FOR AN ACTION PLAN UPDATE AT THE LAS CRUCES INTERNATIONAL AIRPORT TO DELTA AIRPORT CONSULTANTS, INC., RICHMOND, VIRGINIA, IN THE AMOUNT OF $396,556.00, NEW MEXICO GROSS RECEIPTS TAX INCLUDED; AND APPROVING A BUDGET ADJUSTMENT TO THE FY 2014-2015 APPROVED BUDGET.

PURPOSE(S) OF ACTION:

To award a contract for planning services, accept two grants, and adjust the FY 2014-2015 budget.

COUNCIL DISTRICT: 4		
Drafter/Staff Contact: Cheryl Rodriguez	**Department/Section:** Transportation/Airport	**Phone:** 541-2471
City Manager Signature:		

BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:

The Las Cruces International Airport has a master plan that was prepared in 1997. The Airport Action Plan, which was an update to the master plan, was completed in 2008. Since 2008, the airport has experienced many changes in airport operations and aviation activity, including the addition of unmanned aerial vehicle (UAV) research flights, a dramatic increase in the number of military operations, and the loss of one of the two Fixed Base Operators (FBOs). The City, together with the Federal Aviation Administration (FAA) and New Mexico Department of Transportation (NMDOT) – Aviation Division, has completed numerous safety, capacity, and preservation projects as recommended in the 2008 Action Plan including the reconstruction of Runway 12-30, the relocation and reconstruction of Taxiway "A", the design of the Air Traffic Control Tower, and the installation of a new Automated Weather Observing System (AWOS).

(Continue on additional sheets as required)

These factors, coupled with the City's desire to establish a solid plan for the future development of the Las Cruces International Airport, point to the need for an update to the 2008 Action Plan.

The goals and objectives for the proposed update to the Action Plan include, but are not limited to:

- Conduct a runway analysis to evaluate the length and number of active runways required to meet current and future aviation demand;
- Conduct an Aircraft Parking Apron analysis to evaluate the amount of area required to meet current and future aviation demand;
- Prepare a General Aviation Terminal Area Plan;
- Evaluate the impact of military use on airport operations/facilities;
- Evaluate the impact of UAV use on airport operations/facilities;
- Prepare a financial analysis and capital improvement plan;
- Update the airport's minimum standards and rules and regulations;
- Prepare a business plan including a cost/benefit analysis to continue to meet Part 139 Airport Certification Standards;
- Prepare an airport Rates and Charges Analysis; and
- Prepare a Wildlife Hazard Management Plan.

The City Manager authorized staff to apply for a FAA AIP grant and a NMDOT – Aviation Division grant to update the airport's Action Plan. The FAA AIP grant is in the amount of $361,400.00 and covers 90% of all allowable costs for the project. The NMDOT – Aviation Division grant is in the amount of $20,078.00 and covers 5% of all allowable costs for the project. The City is responsible to provide a local match of $20,078.00, which will cover 5% of all allowable costs for the project.

The total project award is $401,556.00, which includes $5,000.00 to cover administrative costs such as independent fee estimates, legal fees, etc. that may be eligible for reimbursement. Delta Airport Consultants, Inc., the airport's on-call engineer, submitted a task order to perform the planning services in the amount of $396,556.00, which includes New Mexico Gross Receipts Tax.

City Council authorization is required to accept the FAA AIP grant award in the amount of $361,400.00 and the NMDOT – Aviation Division grant award in the amount of $20,078.00.

SUPPORT INFORMATION:

1. Resolution.
2. Exhibit "A", Purchasing Manager's Request to Contract with Delta Airport Consultants, Inc.
3. Exhibit "B", Task Order No. Two with Delta Airport Consultants, Inc. for planning services for the Airport Action Plan Update.
4. Exhibit "C", Federal Aviation Administration AIP Grant.
5. Exhibit "D", New Mexico Department of Transportation Aviation Division Grant.
6. Exhibit "E", Fiscal Year 2014-2015 Fund Summary Budget Adjustment.

(Continue on additional sheets as required)

SOURCE OF FUNDING:

Is this action already budgeted?			
	Yes *	☒	See fund summary below
	No	☐	If No, then check one below:
	Budget Adjustment Attached	☐	Expense reallocated from: _____
		☒	Proposed funding is from a new revenue source (i.e. grant; see details below)
		☐	Proposed funding is from fund balance in the _____ Fund.
Does this action create any revenue?			
	Yes	☒	Funds will be deposited into this fund: 4300 Airport Improvement in the amount of $381,478.00 for FY15.
	No	☐	There is no new revenue generated by this action.

BUDGET NARRATIVE

The Airport Action Plan Update has a total estimated expenditure of $401,556.00 to be funded from Airport Improvement Fund (4300) and Airport Operations Fund (1010). Both the FAA and NMDOT grants in the amount of $381,478.00 are budgeted in Airport Improvement Fund (4300) and the City's grant match of $20,078.00 is budgeted in Airport Operations Fund (1010).

The Resolution will authorize the following budget adjustment for FY 2014-2015:

- The Airport Improvement Fund (4300) will be adjusted by $381,478.00 to reflect the actual amount of both the FAA and NMDOT grant award.

(Continue on additional sheets as required)

FUND EXPENDITURE SUMMARY:

Fund Name(s)	Account Number(s)	Expenditure Proposed	Available Budgeted Funds in Current FY	Remaining Funds	Purpose for Remaining Funds
1010 (Airport Operations)	10323020-710900-70B20	$20,078.00	$20,078.00	$0.00	N/A
4300 (Airport Improvement)	43323010-710900-70B20	$361,400.00	$361,400.00*	$0.00	N/A
4300 (Airport Improvement) *PENDING BUDGET RESOLUTION APPROVAL	43323020-710900-70B20	$20,078.00	$20,078.00*	$0.00	N/A

OPTIONS / ALTERNATIVES:

1. Vote "Yes"; this will approve Task Order No. 2 to Delta Airport Consultants, Inc. of Richmond, VA in the amount of $395,556.00 (inclusive of NM Gross Receipts Tax) for planning services for the update to the Las Cruces International Airport's Action Plan; accept a Federal Aviation Administration AIP grant in the amount of $361,400.00; accept a New Mexico Department of Transportation Aviation Division grant in the amount of $20,078.00; and adjust the FY 2014-2015 adopted budget.
2. Vote "No"; this will not authorize the approval of Task Order No. 2 to Delta Airport Consultants, Inc. nor will it allow for the acceptance of the FAA and NMDOT grants. This will cause a significant delay in the project and the funds will not be available until the following federal fiscal year.
3. Vote to "Amend"; this is not a recommended option as the grant agreements have been agreed upon by all parties.
4. Vote to "Table" and direct staff accordingly.

REFERENCE INFORMATION:

The resolution(s) and/or ordinance(s) listed below are only for reference and are not included as attachments or exhibits.

1. N/A

(Continue on additional sheets as required)

RESOLUTION NO. 14-15-058

A RESOLUTION AUTHORIZING THE APPLICATION FOR AND ACCEPTANCE OF A FEDERAL AIRPORT IMPROVEMENT GRANT IN THE AMOUNT OF $361,400.00; AUTHORIZING THE APPLICATION FOR AND ACCEPTANCE OF A NEW MEXICO DEPARTMENT OF TRANSPORTATION AVIATION DIVISION GRANT IN THE AMOUNT OF $20,078.00; AUTHORIZING THE AWARD OF A PROFESSIONAL SERVICES AGREEMENT (TASK ORDER NO. 2-REVISED) FOR AN ACTION PLAN UPDATE AT THE LAS CRUCES INTERNATIONAL AIRPORT TO DELTA AIRPORT CONSULTANTS, INC., RICHMOND, VIRGINIA, IN THE AMOUNT OF $396,556.00, NEW MEXICO GROSS RECEIPTS TAX INCLUDED; AND APPROVING A BUDGET ADJUSTMENT TO THE FY 2014-2015 APPROVED BUDGET.

The City Council is informed that:

WHEREAS, the City of Las Cruces, New Mexico, a municipal corporation, is the owner of certain real property known as the Las Cruces International Airport; and

WHEREAS, the Airport has a master plan that was prepared in 1997 and updated in 2008 by an Action Plan; and

WHEREAS, the City of Las Cruces desires to establish a solid plan for the future development of the Las Cruces International Airport; and

WHEREAS, the City has applied for a grant from the Federal Aviation Administration (FAA) in the amount of $361,400.00 to fund the update to the Airport's Action Plan; and

WHEREAS, the City has applied for a grant from the New Mexico Department of Transportation (NMDOT) Aviation Division in the amount of $20,078.00 to fund the update to the Airport's Action Plan; and

WHEREAS, staff recommends acceptance of the grants in the amount of $381,478.00 from both the FAA and the NMDOT Aviation Division and the adjustment of the FY 2014-2015 adopted budget; and

WHEREAS, staff recommends award of Task Order No. Two, contract for planning services to the airport's on-call architectural and engineering firm, Delta Airport

Consultants, Inc. of Albuquerque, NM in the amount of $396,556.00 (NM Gross Receipts Tax included).

NOW, THEREFORE, Be it resolved by the governing body of the City of Las Cruces:

(I)

THAT the Purchasing Manager is authorized to contract with Delta Airport Consultants, Inc. of Richmond, VA as outlined in Exhibit "A", Purchasing Manager's Request to Contract Form, attached hereto and made part of this Resolution.

(II)

THAT Task Order Number two to Delta Airport Consultants, Inc. of Richmond, VA in the amount of $395,556.00 for planning services for the update to the Las Cruces International Airport's Action Plan, is hereby approved, attached hereto as Exhibit "B" and made part of this Resolution.

(III)

THAT the acceptance of a FAA grant in the amount of $361,400.00 is hereby approved, attached hereto as Exhibit "C" and made a part of this Resolution.

(IV)

THAT the acceptance of a NMDOT Aviation Division grant in the amount of $20,078.00.00 is hereby approved, attached hereto as Exhibit "D" and made a part of this Resolution.

(V)

THAT the FY 2014-2015 adopted budget is adjusted as shown in Exhibit "E", FY 2014-2015 Fund Summary Budget Adjustment, attached hereto and made a part of this Resolution.

(VI)

THAT City staff is hereby authorized to do all deeds necessary in the accomplishment of the herein above.

DONE AND APPROVED this _____ day of _____, 20_____.

APPROVED:

_____
Mayor

ATTEST:

_____
City Clerk

(SEAL)

VOTE:
Mayor Miyagishima: _____
Councillor Silva: _____
Councillor Smith: _____
Councillor Pedroza: _____
Councillor Small: _____
Councillor Sorg: _____
Councillor Levatino: _____

Moved by: _____

Seconded by: _____

APPROVED AS TO FORM:

_____
City Attorney

CITY OF LAS CRUCES

PURCHASING MANAGER'S REQUEST TO CONTRACT

For Meeting of: September 15, 2014

Resolution No. 14-15-058

Existing Contract Purchase For
Task Order No. 2: Airport Action Plan

The Las Cruces City Council is provided the following information concerning this request:

BID/RFP SOLICITATION INFORMATION:

1. Original Bid/RFP & Due Date: **RFP #12-13-441/ May 24, 2013**
2. Description of Bid/RFP: **Airport Architectural, Planning and Engineering Services**
3. Number of Original Responses Accepted: **Six (6)**
4. Existing Contract Expiration Date: **August 4, 2015**
5. Last Contract Renewal by Council: **N/A**
6. Using Department: **Transportation**
7. Current Award Recommendation To: **Delta Airport Consultants, Inc.**
8. Total Award Amount (includes tax and contingency) **$396,556.00**
9. Contract Duration: **18 months**

PROCUREMENT CODE COMPLIANCE:

The City of Las Cruces Procurement Code was administered in the conduct of this procurement and approval to purchase is hereby requested pursuant to **Section 24-316.**

Karen Medina, 9/3/14

Purchasing Manager Date

CONFIRMATION OF FUND ENCUMBRANCE:

REQUISITION OR PURCHASE ORDER NUMBER:	**TBD**

TASK ORDER NO. TWO-Revised (2R)

PROFESSIONAL SERVICES AGREEMENT

PROJECT:	Airport Action Plan
DELTA PROJECT NO:	14002
DATE OF ISSUANCE:	August 12, 2014
ATTACHMENTS:	"2R-1" Fee Summary "2R-2" Scope of Work
METHOD OF PAYMENT:	Planning: Lump Sum & Unit Price

TASK ORDER AMOUNT:

Lump Sum	$280,073.00
Unit Price:	
Reimbursables:	$ 11,000.00
Sub Consultants	$ 78,483.00
Estimated NMGRT	$ 27,000.00
Project Budget	**$ 396,556.00**

CONTRACT TIME: Eighteen (18) Months

PROJECT DESCRIPTION: Prepare an Airport Action Plan in accordance with FAA AC 150/5070-6B, prepare a Wildlife Hazard Management Plan, perform a Financial Feasibility Analysis, perform a Sustainability Analysis, prepare an Airport Business Plan, and update the Airport Minimum Standards and Rules and Regulations. Included in the Task Order are boundary surveys and an obstruction analysis.

The original Agreement for Professional Engineering Services between the City of Las Cruces (SPONSOR) and Delta Airport Consultants, Inc., (CONSULTANT) for Professional Services at Las Cruces International Airport dated August 5, 2013, shall govern all TASK ORDERS executed under this Agreement unless modified in writing and agreed to by CONSULTANT and SPONSOR.

ACCEPTED:

by_____
Susan E. Winslow P.E., C.M.
Vice President

CONSULTANT
Delta Airport Consultants
9711 Farrar Court, Suite 100
Richmond, VA 23236

APPROVED:

by_____
Karen Medina
Purchasing Manager

SPONSOR
City of Las Cruces
Purchasing Department
P.O. Box 20000
Las Cruces, NM 88004

ATTACHMENT "2R-1"

FEE SUMMARY

ATTACHMENT 2R-1
FEE SUMMARY

Planning Services

Project Title: Action Plan
Airport Name: Las Cruces International Airport
Airport Location: Las Cruces, New Mexico

Delta Airport Consultants, Inc.

3-35-0024-
AIP Project No. Pending
State Project No. Pending
Delta Project No. 14002

Date: August 12, 2014

Delta Labor Costs - Planning		
	MASTER PLANNING SERVICES	
	Action Plan	$280,073
	Subtotal:	$280,073
	Lump Sum:	**$280,073**

Reimbursable Expenses		
	Travel & Miscellaneous	$8,500
	Printing	$2,500
	Wetlands, ETS, Biological (Rocky Mountain)	$10,501
	Obstruction Analysis (Woolpert)	$6,800
	Boundary Survey (Engineers Inc.)	$39,226
	Cultural Resources (Rocky Mountain)	$16,700
	Wildlife Hazard Management Plan (Airport Wildlife Consultants)	$5,256
	Reimbursable Expenses Budget:	**$89,483**

Estimated NMGRT:	**$27,000**
TOTAL:	**$396,556**

ATTACHMENT "2R-2"

SCOPE OF WORK

City of Las Cruces
PEOPLE HELPING PEOPLE

LAS CRUCES INTERNATIONAL AIRPORT

AIRPORT ACTION PLAN

SCOPE OF WORK

PROJECT NO. 14002

LAS CRUCES INTERNATIONAL AIRPORT
AIRPORT ACTION PLAN
SCOPE OF WORK

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LAS CRUCES INTERNATIONAL AIRPORT
AIRPORT ACTION PLAN
Delta Project No. 14002

SCOPE OF WORK

PROJECT BACKGROUND

In an effort to establish a solid plan for the future development of the Las Cruces International Airport (LRU), the City of Las Cruces, New Mexico (City), in conjunction with the Federal Aviation Administration (FAA) and the New Mexico Department of Transportation – Aviation Division (NMAD), has elected to prepare an Action Plan for LRU.

The last LRU Master Plan was prepared in 1997. An Airport Action Plan was completed in 2008. Since completion of the Action Plan, LRU has experienced changes in operations and activity, including the addition of unmanned aerial vehicle (UAV) research flights, a dramatic increase in the number of military operations due to the U.S. Navy sending detachments of student pilots to the airport for training, and the loss of one of the two Fixed Base Operators (FBOs). Moreover, the City, in conjunction with the FAA and NMAD, has completed a host of safety, capacity, and preservation projects as recommended in the 2008 Action Plan including the reconstruction of Runway 12-30 with Portland cement concrete, the reconstruction and relocation of Taxiway "A", the design of an Air Traffic Control Tower, and the installation of a new Automated Weather Observing System (AWOS). Finally, FAA design criteria have been updated and revised during this period. Collectively, these factors, coupled with the City's desire to chart a course for the future of LRU, point to the need for a new study to be prepared at this time. Based upon discussions with airport management, the following goals/objectives are programmed for the LRU Action Plan:

1. Update the Airport Layout Plan (ALP) to depict projects completed since last Action Plan consistent with FAA Design Standards
2. Conduct an obstruction analysis consistent with Federal Aviation Regulations Part 77 Standards
3. Conduct a runway analysis to evaluate the length and number of active runways required to meet current and future aviation demand
4. Conduct an Aircraft Parking Apron Analysis to evaluate the amount of area required to meet current and future aviation demand
5. Prepare a General Aviation Terminal Area Plan
6. Evaluate the Impact of Military Use on LRU operations/facilities
7. Evaluate the Impact of UAV use on LRU operations/facilities
8. Prepare a Financial Analysis/Capital Plan
9. Update LRU's Minimum Standards & Rules/Regulations
10. Prepare a Business Plan including preparation of a Cost/Benefit Analysis of LRU continuing to meet 14 CFR Part 139 Airport Certification Standards
11. Prepare an Airport Rates & Charges Analysis

12. Prepare Wildlife Hazard Management Plan

This document outlines the scope of work for the LRU Action Plan. The outcomes of this planning effort include the preparation of an Airport Action Plan Report and an approved ALP that emphasizes and incorporates feasible airport improvements which can be successfully implemented and which clearly establishes the Purpose and Need for proposed projects. This document provides the areas of emphasis for the LRU Action Plan as well as the project scope elements, actual work activities, responsibilities, and level of effort to complete this study.

LRU is currently managed and operated by the City of Las Cruces. The airport management, staff, and sponsor are referred to as the "City" within the context of this scope of work. Delta Airport Consultants, Inc. is referred to as the "Consultant".

The following sections describe the tasks for the LRU Action Plan project. The process for undertaking this study is to comply with FAA Advisory Circular (AC) 150/5070-6B, *Airport Master Plans*, Federal Aviation Regulations, and other applicable aviation industry publications.

In order to achieve the stated goals of the City, the following specific tasks are to be completed as part of this planning effort:

1. Study Design
2. Inventory
3. Forecasts of Aviation Demand
4. Facility Requirements
5. Alternatives Analysis
6. Facilities Implementation Plan/Financial Feasibility Analysis
7. Sustainability Analysis
8. Airport Business Plan & FAR Part 139 Operating Certificate Cost/Benefit Analysis
9. Update Airport Minimum Standards and Rules & Regulations
10. ALP Drawing Set
11. Documentation
12. Project Schedule
13. Project Management, Coordination and Communication
14. Public Information, Education, and Outreach

TASK 1 - STUDY DESIGN

The study design includes preparation of this Scope of Work. The deliverables for this element include preparation of drafts as well as a final scope of work, an agreed-upon project budget, and an agreement between the City and Consultant for the proposed planning work. These documents form the basis of the agreement to provide professional services for this project.

TASK 2 - DATA COLLECTION/INVENTORY

This element involves the assimilation of available data necessary to initiate work on a broad range of fronts, including: weather/climatic, airside, terminal, landside, environmental, pavement, utilities, land use, security, socio-economic, financial, and properties information. The initial step in this process is to review the 2008 LRU Airport Action Plan as well as other previous planning, environmental, and other issue-specific studies undertaken on behalf of the City. Federal and State aviation plans, as well as information from airport tenants, are to be investigated as appropriate.

Data collection and analysis may include, but is not limited to, the following:

A. Plan & Report Collection and Review

The Consultant is to identify and review existing airport planning documents to assist in developing a comprehensive base of information to be used in the planning process. City staff is to provide the Consultant with copies of all existing electronic files which may be of assistance in developing the LRU Action Plan as well as reports or studies which contain information related to the planning topics identified within this scope. These may include documents such as the following:

- 1997 Airport Master Plan
- 2008 Airport Action Plan
- 2009 New Mexico Airport System Plan Update
- Recent NEPA documents
- Recent Terminal Area Plan
- Recent City of Las Cruces Land Use Plan
- Current Airport Layout Plan

B. Existing Facilities Review

The Consultant is to conduct an on-site visual inspection and review secondary sources of information in order to prepare a description and inventory of existing airfield and landside facilities (see Task 2G). The current LRU Master Plan, Action Plan, site inspections, and available as-built facility plans serve as the basis for the majority of the inventory information. Items to be inventoried include:

- Runways and taxiways (including pavement condition taken from existing studies)
- Apron and ramp areas (including pavement conditions taken from existing studies)
- Terminal building and offices (summarize/incorporate information from previous projects)
- Corporate aviation facilities
- General Aviation areas
- Airport access roads
- Maintenance facilities
- Aircraft Rescue & Firefighting Facilities

- Hangars
- Ground access, circulation, and auto parking
- Fuel facilities
- Existing and proposed uses of airport property
- Airfield lighting
- Landing aids and instrumentation
- Air traffic control procedures, facilities, and equipment
- Wind data (new 10-year data to be acquired)
- Runway protection zones and obstructions
- Miscellaneous and non-aeronautical facilities

C. Historical Levels and Trends of Aviation Demand

The following data, needed to develop the critical forecasts of aviation demand, are to be collected by the Consultant:

- Aircraft activity, including commercial service, charter, air cargo (if applicable), military and general aviation operations, fleet mix, and peaking characteristics
- General aviation based aircraft
- Air Taxi service passenger enplanements (annual for past 10 years and monthly for past five years)
- Description of the nature and use of LRU by special operator(s)

These data are to be obtained primarily from FAA, state publications, and airport records/studies and are to be used in the verification of the forecasts of aviation activity outlined in Task 3 of this scope of work. Deliverables for this sub-task include a summary of historic operations which are to be included in the inventory and/or forecasts working papers.

D. Environmental Inventory

This sub-task involves developing a compilation of existing environmentally sensitive features of LRU and is to be done in conformance with FAA Order 1050.1E, *Environmental Impacts: Policies and Procedures*, FAA Order 5050.4B, *National Environmental Policy Act (NEPA) Implementing Instructions for Airport Actions*, FAA ACs and applicable federal, state and local regulations.

This sub-task includes a cultural survey, developing current condition noise impact areas, a wetlands survey, a threatened and endangered species survey, and a water quality review. Pursuant to FAA Order 1050.1E, this sub-task is to address and contain appropriate discussion on the following environmental categories:

- Air Quality
- Coastal Resources
- Light Emissions and Visual Impacts
- Compatible Land Use

- Construction Impacts
- Department of Transportation Act: Section 4(f) Land – Parks, recreation areas, wildlife and waterfowl refuges, and public/private historic sites
- Farmlands
- Fish, Wildlife, and Plants
- Floodplains
- Hazardous Materials
- Historical, Architectural, Archaeological, and Cultural Resources
- Natural Resources and Energy Supply and Sustainable Design
- Secondary (Induced) Impacts
- Socioeconomic Impacts, Environmental Justice, and Children's Environmental Health and Safety Risks
- Water Quality
- Wetlands
- Wild and Scenic Rivers

The Environmental Inventory is not intended as a substitute for a National Environmental Policy Act (NEPA) document. It is to be designed to provide information on existing and known environmental conditions present at LRU. While this scope of work does not include NEPA review to meet the requirements of an Environmental Assessment or Environmental Impact Statement, it is to offer a starting point to enable completion of subsequent environmental reviews and determinations of Purpose and Need statements for proposed actions. Resource agencies are to be contacted by the Consultant during the course of this task concerning the presence or absence of their particular resource within the project area.

Deliverables for this sub-task are to include an overview of environmental conditions which is to be included in the existing conditions working paper/Chapter and utilized in the review of development options in the Alternatives Chapter of the LRU Action Plan.

This sub-task is to also provide the following:

- Cultural Resources Survey
- Wetlands Survey
- Threatened and Endangered Species Survey
- Water Quality Analysis

E. Land Use and Zoning

It is important that airport master planning include an evaluation of off-airport as well as on-airport land use plans. The City is to provide information concerning existing land uses and zoning in the vicinity of LRU. Existing land uses and zoning classifications are to be confirmed by the City's staff or their representative to confirm no changes have occurred. Digital files, typically in the form of ESRI shapefiles, are to be requested for exhibit purposes. The following items are to be identified in a graphic manner, where applicable:

- Location of Land Use Compatibility
  - Residential
  - Public Use (churches, schools, hospitals)
  - Commercial Use
  - Manufacturing and Production
  - Recreational
- Identify zoning and/or platting associated within the airport vicinity for land use compatibility
  - Residential
  - Commercial
  - Industrial
  - Agricultural
  - Public
  - Other
- Location of landfills, sewage treatment lagoons, wetlands
- Location of known DOT 4(f) land within a one-mile radius
- Location of floodplains and floodways.

Comprehensive Plan documents are to also be reviewed by the Consultant to determine the City's long-term objectives and goals for the land areas in the vicinity of LRU. Changes to current uses are to be noted and discussed for areas likely to be affected by airport and aircraft activity (generally defined as one mile beyond the runway ends and one-half mile parallel to the sides of the runway).

On airport land uses are also to be described as part of this section. An overview of the layout of existing facilities as well as proposed uses of available undeveloped property as currently depicted on the Airport Layout Plan is to be discussed and described.
Deliverables for this sub-task are to include a summary of the airport and surrounding land use plans which are to be included in the existing conditions working paper/Chapter.

F. Obstruction Analysis

The Consultant is to conduct an obstruction analysis consistent with Federal Aviation Regulation Part 77 Standards. The Consultant is to utilize existing aerial mapping produced for other recent LRU projects for project deliverables associated with this sub-task. No additional aerial photography or mapping services are planned or budgeted for this study.

G. Financial Data

The objectives for this task are:

- Gather documents which detail the financial management of airport operations, the airport capital development program, and confirm the structure, constraints,

requirements and opportunities for financing the proposed LRU Action Plan Capital Improvement Program (CIP).
- Provide an Inventory for development of the Airport Business Plan.

The documents gathered and preliminarily reviewed are to be used to undertake subsequent tasks for the financial analysis and airport business plan. The approach for conducting this task includes the following:

- Interview key City staff members to gain an understanding of the legal documents and agreements which affect financial management of the airport
- Gather the following documents along with other documents identified during the interview and review on a preliminary basis:
  - Detailed year-to-date financial statements for the current year with budget remaining amounts
  - Most recent operating and capital budgets
  - Current capital improvement and major maintenance programs
  - FAA, state and local grant records
- Identify potential funding sources for the LRU Action Plan CIP

These data are to be used in the development of the LRU Action Plan CIP outlined in **Task 6** of this scope of work. Deliverables for this subtask include a working paper describing the recent operating and capital budgets. This working paper and these data are to be included in the Inventory and/or CIP working papers as well as the Airport Business Plan.

H. Meeting

A two day site visit is to be made for the purpose of data collection and inventory information. Key elements of this visit are to include a tour of the airport to collect photos and information on the airside and landside facilities.

I. Document Preparation

The data collection and inventory effort is to summarize the historical and existing facilities and conditions at LRU as well as provide information and direction necessary to develop the LRU Action Plan. This effort is to culminate with preparation of a document which compiles information obtained during this process. Once approved by the City, FAA, and NMAD the document is to be combined with the forecast chapter to produce **Working Paper #1** for the LRU Action Plan.

J. Deliverables

- First Draft of Chapter 1 - Inventory in electronic format for City Review.

- Second Draft of Chapter 1 - Inventory to be combined with Chapter 2 – Forecasts of Aviation Demand as **Working Paper #1.**
- Final Chapter 1 - Inventory for LRU Action Plan.

TASK 3 - FORECASTS OF AVIATION DEMAND

It is the understanding of the Consultant that forecasts of aviation demand were developed as part of the 2008 LRU Airport Action Plan. Given that these forecasts were created less than ten years ago, it is proposed that these forecasts be used as part of the LRU Action Plan. The Consultant intends to compare/contrast these forecasts against the FAA's Terminal Area Forecast (TAF) for 2014-2034 to confirm applicability of the forecasts against FAA projections.

Although development of forecasts of aviation demand are not proposed to be developed as part of this study effort, an emerging trend in LRU's aviation traffic pattern is the growing volume of non-standard 'special operations' flight activity, particularly military aircraft training and UAVs. Such flight activity has a significant impact on airport operations, facility requirements, and airspace. The type, extent, and nature of such special operations are to be documented by the Consultant based on information provided by the City, airport tenants, and users and used to supplement and/or support forecasts of aviation activity. The analysis is to also describe the impact of special aircraft operations on airport flight activity, facilities, and airspace/air traffic procedures. Projecting such type of special operations into the future has a relatively low level of confidence (particularly given the many variables that affect such activity); however, the presence of such operations has been increasing in recent years. The City is interested in assessing and understanding the impact such operations may have on future operations and airport activity.

A. Document Preparation

This effort will result in the preparation of a report which summarizes, with appropriate graphs, charts, maps, and drawings, the methods and results of the comparative analysis of LRU's 2008 forecasts of aviation demand against the FAA's TAF. In addition, the Consultant is to prepare an analysis of the impact of special non-standard 'special operations' flight activity, particularly military aircraft training and UAVs on airport operations, facility requirements, and airspace. Once accepted by the FAA, these findings, along with the Chapter 1 – Inventory are to be used as part of **Working Paper #1** as well as chapters in the final LRU Action Plan report.

B. Deliverables

- First Draft of Chapter 2 - Forecasts of Aviation Demand in electronic format for City review
- Second Draft of Chapter 2 - Forecasts of Aviation Demand to be combined with Chapter 1 - Inventory as **Working Paper #1** and submitted to City, FAA, and NMAD for approval

- Chapter 2 - Forecasts of Aviation Demand Chapter for LRU Action Plan

C. Coordination & Meetings

The Consultant is to schedule and attend an on-site meeting related to the forecasting effort described herein. The Consultant is to present and review preliminary findings with City staff prior to submittal of **Working Paper #1** to the FAA and NMAD for approval.

The FAA and NMAD shall provide concurrence of the forecasts prior to the initiation of Facility Requirements.

TASK 4 - FACILITY REQUIREMENTS

The purpose of this task is to evaluate the demand and capacity of the existing airport infrastructure as well as identify future facility requirements and/or needed upgrades to existing amenities to meet the forecast demand of aviation services, comply with FAA Design Standards, and/or address City goals. Anticipated timing and phasing of required improvements is to be identified by the Consultant and generally tied to the 5, 10, and 20-year demand forecasts. Guidance documents referenced as part of this task include, but are not limited to: FAA AC 150/5300-13A, *Airport Design*; 14 Code of Federal Regulations (CFR) Part 77, *Safe, Efficient Use, and Preservation of the Navigable Airspace*; FAA AC 150/5060-5 *Airport Capacity and Delay*; and FAA AC150/5070-6B *Airport Master Plans*.

Through development of a demand and capacity analysis, current activity levels are to be compared to the airport's operational capacity. Using established FAA criteria and the findings from previous work efforts (i.e., Inventory and Forecasts) the Consultant is to review the configuration of the existing runways to determine their capacity and limitations. The capacity of the airport's existing aviation facilities are to also be compared to demand forecasts for the short, intermediate, and long-range planning periods (5, 10, and 20-years, respectively). Surpluses and deficiencies are to be identified. The airport's ability to accommodate existing and projected activity is to be determined using approved FAA capacity methodologies. The capacity, or that level of activity at which unacceptable delay occurs, is to be compared with aviation forecasts to determine if and when additional capacity should be provided in the future.

A. Airfield

Using the FAA's methodology for calculating annual service volume (ASV), LRU's annual operational processing capacity is to be estimated. Inputs for this analysis include aircraft fleet mix, navigational aids, physical orientation of the runways and taxiways, spacing of taxiway exits, percentage of the airport's training activity, and peaking characteristics.

B. Landside

LRU's landside facilities are to be analyzed in terms of their capacity and ability to accommodate current demand. Using FAA guidelines, as well as consultant-developed factors, capacities of landside facilities such as hangars and apron space are to be determined. To determine their adequacy, these capacities are to be compared to current and projected demand identified during the inventory and forecast elements.

Upon completion of the demand and capacity analysis, the Consultant is to undertake a facility requirements analysis to ensure that each of LRU's functional aviation areas has long-term flexibility and growth potential that will enable it to respond to changing demand scenarios.

Utilizing current FAA and NMAD planning criteria as well as other available planning documents, the Consultant is to review the facility needs based on projected future activity and the airport's role in the local, regional and national aviation and economic system. Facilities to be analyzed include:

- Published Length and Width of Runways
- Pavement Strength and Pavement Conditions
- Runway Safety Areas
- Runway Object Free Areas
- Runway Protection Zones
- Runway Designations
- Taxiway(s) Length and Width
- Airfield Edge Lighting
- Electrical Vault
- Air cargo apron/facilities
- Support facilities – Maintenance/Aircraft Rescue and Fire Fighting (ARFF)
- Number of Tiedowns
- Terminal Building
- Airport Access
- Instrument Approach Procedures (TERPS Analysis)
- Visual Aids
- Fuel Farm
- Land Compatibility
- Fencing
- FAA & State Design Standards
- Utilities
- Number of Hangars
- Vehicle Parking

The recommended length and number of runways for LRU are to be determined by the most demanding aircraft that are using, or are anticipated to use, LRU on a routine basis, which is defined by the FAA as at least 500 itinerant operations per year. The Consultant is to determine the runway length requirement using procedures outlined in the most current version of FAA AC 150/5325-4C, *Runway Length Recommendations for Airport Design.* The Consultant is to also conduct a wind analysis to determine the appropriateness of the current airfield configuration relative to predominant winds at LRU. Finally, UAV activity is to also be analyzed in the context of runway utilization and separation from other aviation activity.

The Consultant is to undertake the following tasks associated with evaluating LRU's instrument approach procedures:

a. Review the adequacy of existing instrument approach procedures relative to demand
b. Analyze the most recent FAA Aeronautical Survey (as available) for the existing LRU approaches to determine the feasibility of establishing enhanced instrument approach procedures
c. If additional instrument approach procedures are determined to be desired and feasible, provide a recommended action plan and estimated cost for establishment of the same in the LRU Action Plan Report.

A. Document Preparation

Work associated with this Task is to be combined with Task 5 (Alternatives Analysis) to produce Working Paper #2.

B. Deliverables

- First Draft of Chapter 3 – Facility Requirements in electronic format for City review
- Second Draft of Chapter 3 – Facility Requirements to be combined with Chapter 4 – Alternatives Analysis as Working Paper #2 and submitted to City, FAA, and NMAD for approval
- Chapter 3 – Facility Requirements for the LRU Action Plan

C. Coordination & Meetings

No on-site meetings or standalone document deliverables are to be provided as part of this task.

TASK 5 - ALTERNATIVES ANALYSIS

Upon identification of future facility requirements, the Consultant is to develop up to three airfield development alternatives and up to three terminal area development alternatives to address identified needs based on each alternative's ability to meet FAA design standards for the design aircraft, forecast demand, impact of military, and UAV operations on the airfield, and the City's goals. Each of the alternatives is to be graphically illustrated, as appropriate, and presented to the City for review and consideration. Based on LRU's stated goals for this project, it is anticipated that the alternatives to be evaluated are to address at a minimum the following: 1) analysis of the length and number of runways serving LRU; 2) analysis of the current and future demand/use of aircraft parking aprons; 3) analysis of the current and future demand/use of the general aviation terminal; and, 4) adherence to FAA design standards for the design aircraft. The process to be utilized in establishing a recommended alternative is to be conducted in accordance with AC150/5070-6B *Airport Master Plans* and include the following steps:

1. Identification of alternative ways to address facility requirements identified in Task 4

2. Evaluation of the alternatives, individually and collectively, so as allow the City, FAA, NMAD, and stakeholders the ability to understand the strengths and weaknesses of each
3. Selection of the recommended alternative

Because it is anticipated that this master planning effort is to be followed by the appropriate environmental review of projects proposed in the near-term in accordance with National Environmental Protection Act (NEPA), additional FAA and NMAD coordination is anticipated to achieve concurrence on the issues outlined in this Task. It is expected that a sufficiently documented purpose and needs statement is to be developed for the selected recommended alternative in order to allow this effort to be transferred into an environmental document at a later date.

A. Identification of Alternatives

The Consultant is to create up to 3 alternative development scenarios to address facility requirements identified in Task 4. In developing alternative scenarios, the Consultant is to identify and consider the technical feasibility, economic and fiscal soundness, aeronautical utility, and potential environmental impacts of each. Alternatives that do not meet these broad parameters are to be dismissed from further consideration; however, the Consultant is to describe both the characteristics of each scenario and reasons for elimination from further evaluation in the chapter for this task. Each alternative is to be developed consistent with FAA design standards for the critical aircraft, forecast demand, and the City's goals and is to be graphically illustrated. Some facilities may have a single, logical development option associated with them. For those facilities, an analysis of alternatives may not be necessary. Development of preliminary cost estimates at a 15 percent level of Engineer's Estimate of Probable Construction Cost for projects identified for the LRU Action Plan are to be provided for each Alternative concept.

B. Evaluation of Alternatives

Once reasonable development alternatives are identified; their merits and deficiencies are to be compared based on the following factors in accordance with Paragraph 904 of AC150/5070-6B *Airport Master Plans*:

- Operational Performance
- Best Planning Tenants and Other Factors
- Environmental Factors
- Fiscal Factors

The alternatives are to be quantitatively and qualitatively ranked based on these criteria and a preferred development alternative for each of the functional components is to be selected. Locational options and development needs for support facilities are to be reviewed and investigated as part of this phase of the alternatives analysis. Data collected as part of the Inventory Task, especially related to land use and zoning and

environmental conditions, are to be used in the evaluation of environmental and fiscal factors for each alternative.

C. Selection of a Recommended Alternative

The alternatives analysis is to result in identification of a recommended course of action for the City to follow over the ensuing 20-year planning period. Selection of a recommended alternative is to be based upon the summary of the evaluation criteria utilized to evaluate each alternative, input from the City and its staff, and feedback from the public. Furthermore, the Consultant is to coordinate with the City, FAA, and NMAD the development of a Purpose and Need statement consistent with NEPA requirements for the recommended alternative. The logic and justification for following the recommended plan as well as the Purpose and Need statement are to be detailed in the Alternatives Analysis chapter of the LRU Action Plan. At this stage of the study, the plan is to be conceptual in nature and subject to further refinement, particularly through the financial feasibility analysis and as detailed layout plans are prepared in subsequent tasks.

D. Document Preparation

Upon completion of the Alternatives Analysis, the Consultant is to produce **Working Paper #2** consisting of the Facility Requirements and Alternatives Analysis.

E. Deliverables

- First Draft of **Working Paper #2** in electronic format for City Review
- Second Draft of **Working Paper #2** in electronic format submitted to City, FAA, and NMAD for approval
- Approved **Working Paper #2** to constitute: Chapter 3 -- Facility Requirements and Chapter 4 - Alternatives Analysis for the LRU Action Plan

F. Coordination & Meetings

The Consultant is to schedule and attend an on-site meeting with the City to present and review with City staff the Facility Requirements and the Alternatives Analysis prior to submittal of **Working Paper #2** to the City, FAA and NMAD for approval.

TASK 6 – FACILITY IMPLEMENTATION PLAN/FINANCIAL FEASIBILITY ANALYSIS

The financial feasibility analysis element of the LRU Action Plan includes preparation of both a written preliminary report and a final report. Cost estimates for the facilities recommended in the alternatives analysis are to be developed to support this element of the LRU Action Plan.

A. Capital Improvement Program

An overall development program is to be prepared for the City for short-range (0-5 years), intermediate-range (6-10 years) and long-range (11-20 years) planning periods, according to air traffic forecasts for these periods.

- Develop initial staging plan.
- Conduct preliminary economic feasibility analysis and alter staging plan if necessary.
- Prepare an updated, prioritized capital improvement program for the airport.
- Prepare "base-year" capital cost estimates.
  - Assumption of real property interests
  - Engineering/Administrative Fees
  - Construction
- Estimate amount of funds available from FAA and other sources.
- Determine the level of capital expenditure contributions required by the City.

Deliverables of this task include order of magnitude construction cost estimates and a written summary of the final Capital Improvement Program. A five year Airport Capital Improvement Plan (ACIP) consistent with FAA Order 5100.39A, *Airports Capital Improvement Plan*, is to be developed as part of this project and presented in the LRU Action Plan Report.

B. Facilities Implementation Plan/Financial Feasibility Analysis

The objective of this task is to prepare a Facilities Implementation Plan and Financial Analysis. Both are to be based on the CIP, and are to include the City's overall capability to fund capital development and finance airport operations. The analysis identifies potential funding sources that are practical alternatives for financing capital development projects, including undertaking debt financing of projects. The analysis is to also look at the identification of revenue sustainability and enhancement potential for airport operations. The Facilities Implementation Plan/Financial Feasibility Analysis is to present reasonable guidelines for matching projected financial resources with financial needs.

The approach for conducting the Facilities Implementation Plan/Financial Feasibility Analysis task includes the following:

- Review the financial and legal information gathered during the inventory of financial information related to financial condition, City policies, administrative regulations, grant status, and other airport user agreements which affect the financial management of the airport and which are to affect the financial reasonableness of implementing the LRU Action Plan CIP.
- Review the aviation forecast and capital development plan.

- Review estimated development costs and schedules for the CIP alternatives to consider possible revisions in the development scope and timing.
- Evaluate the revenue generating potential of LRU including its rates and charges. Conduct a benchmark analysis of peer airports to derive comparable data and evaluation of land and hangar rents at LRU as well as fuel flowage fees and other revenue generating activities.
- Consider opportunities to enhance airport revenues, including the lease of properties not needed for aeronautical purposes within the next 50 years.

Deliverables of this task include schedules summarizing the Facilities Implementation Plan/Financial Feasibility Analysis which indicates whether the potential sources of funding are to be reasonably available in the amounts and time frame required to support the scope and schedule of the airport development.

The approach for preparing the Facilities Implementation Plan/Financial Feasibility Analysis includes the following key steps:

- Develop forecast of airport revenues based on interviews with City management - review historical revenues and determine trends for future forecasts.
- Develop forecast of capital improvement expenditures - review the CIP project list with construction cost estimates, escalation rates and scheduling of expenditures to determine the annual need for capital funding. Interview City management to develop appropriate forecast assumptions.
- Determine funding sources for the financial plan and develop forecast for financing the CIP - review the summary of potential funding sources (including federal and state grants, economic development funds, debt funding, net revenues, bank financing, and other alternative funding sources) with City management and determine sources to be used for financing the program. Develop forecast of capital financing based on the annual amount and availability of funds. Interview City management to develop appropriate forecast assumptions.
- Determine and develop forecast of airport rates and charges - review rate development methodology used for determining rates and charges. Interview City management to develop appropriate forecast assumptions.

C. Document Preparation

Prepare Chapter 5 – Facilities Implementation Plan/Financial Feasibility Analysis for the LRU Action Plan.

D. Deliverables

- First Draft of Chapter 5 – Facilities Implementation Plan/Financial Feasibility Analysis, to include a rates and charges analysis, in electronic format for City Review
- Chapter 5 – Facilities Implementation Plan/Financial Feasibility Analysis for LRU Action Plan

E. Coordination & Meetings

No additional on-site meetings by the Consultant are to be provided as part of this task.

TASK 7 - SUSTAINABILITY ANALYSIS

Pursuant to the *FAA Modernization and Reform Act of 2012,* the LRU Action Plan is to include a study of "the feasibility of solid waste recycling, minimizing the generation of waste, operation and maintenance requirements, the review of waste management contracts, and the potential for cost savings or revenue generation." The Consultant is to coordinate with the City the identification of a specific set of "sustainability categories" applicable to LRU's facilities and operations.

The Sustainability Assessment for the LRU Action Plan is to address the following elements:

- Development of a written Sustainability Policy or Mission Statement for the Airport, as well as a description of how it is communicated to airport employees, tenants, and the community.
- Definition of appropriate and pertinent sustainability categories at LRU in terms of:
  - Socioeconomics
  - Airport facilities and procedures
  - Environmental resources (e.g., water, air quality, etc.)
- Conducting a current practices assessment for each sustainability category, such as:
  - Environmental resource usage (e.g., water consumption per year or per passenger, etc.)
  - Surface transportation management
  - Energy conservation measures
  - Renewable energy initiatives (wind, solar, etc.)
- Establish goals to minimize the airport's consumption or energy use for each sustainability category.
- Identify a range of specific sustainability initiatives to achieve each goal including the feasibility of installing a solar farm on LRU property.

A. Action Plan Report Documentation

LRU Sustainability Analysis – Chapter 6 for LRU Action Plan Report

B. Deliverables

The draft LRU Sustainability Analysis is to be distributed in electronic format to City staff for review and comment. Once feedback is received from City staff and incorporated into the analysis, it is to be submitted to the FAA and NMAD. Upon receipt of feedback, a revised draft analysis in electronic format is to be submitted to the City, FAA, and NMAD along with a Comment Response Sheet that tracks how the revised document addresses feedback from the FAA/NMAD. Upon City, FAA, and NMAD review of this submission, the Consultant is to perform final revisions and prepare it for incorporation in as Chapter 6 to the LRU Action Plan Report. This version is to also be placed on the LRU Action Plan website upon approval by City staff.

C. Coordination & Meetings

- Conduct a 1-day meeting with City staff to design/plan the sustainability analysis, establish a Mission Statement, complete the current practices assessment and develop a communication plan

TASK 8 - BUSINESS PLAN & 14 CFR PART 139 OPERATING CERTIFICATE ANALYSIS

This task is designed to provide the City with both facilitation and project development services to create a strategic business plan for LRU, including preparation of a cost/benefit analysis of LRU maintaining its 14 CFR Part 139 Operating Certificate.

A. Strategic Business Plan

Through a series of meetings, focus group sessions, preparation of a peer benchmark analysis, and a systematic, comprehensive appraisal of LRU's business operations, the Consultant is to provide the City a collaboratively developed Airport mission, vision, and values statement. In addition, a five year strategic plan with defined goals, objectives and action plans with key milestone dates are to be provided. The focus areas for the strategic plan may include, but are not necessarily limited to assessing the City's airport rates and charges, finances, organizational structure, and its ability to generate non-aeronautical sources of revenue to diversify its business operations and flow of funds.

During a site visit made by the Consultant, a series of focus groups are to be convened wherein key airport stakeholders, as determined by the airport, are engaged in assessing the airport's core strengths, weaknesses, opportunities and threats. Following these focus group session(s), the feedback is to be compiled and recommendations provided to assist with the development of a Strategic Plan that builds goals, objectives and action plans in

key focus areas. The outcomes generated through this process are to enable the City to implement strategies and action plans to bolster current organizational strengths, address identified structural weaknesses and be proactive in mitigating external threats to, and leverage opportunities for, future growth and success. Outcomes achieved through this strategic business planning effort are to enable the City to assess current systems that drive the day-to-day operation and management of the airport and weigh the feasibility of deploying alternative systems. The analysis is to be discussed as part of the LRU Action Plan financial feasibility analysis chapter and included as an Appendix.

B. Part 139 Operating Certificate Cost/Benefit Analysis

This task evaluates the financial viability and rationale for the City continuing to meet the requirements of Title 14 CFR, Part 139, *Certification of Airports*. This operating certificate is required to be obtained and maintained at airports which support scheduled service by a certificated air carrier. The requirements stipulated through this process require airport sponsors to incur significant costs and place added regulatory and legal mandates upon these airports. LRU maintains its Part 139 certification; however, the airport has not had scheduled air carrier service since 2005. The Consultant is to review with the City its desired goals and outcomes related to continuing to adhere to these requirements, including ARFF services for military operations, and the ability of the City's new fire station built in close proximity to LRU to meet ARFF needs of the airport. The Consultant is to make a summary report to the City on its findings.

C. Document Preparation

Prepare Chapter 7 – Business Plan and Part 139 Operating Certificate Cost/Benefit Analysis for the LRU Action Plan.

D. Deliverables

- First Draft of Chapter 7 – Business Plan and Part 139 Operating Certificate Cost/Benefit Analysis in electronic format for City Review
- Chapter 7 – Business Plan and Part 139 Operating Certificate Cost/Benefit Analysis for the LRU Action Plan.

E. Coordination

Data required for this task is to be obtained by the Consultant during the Inventory phase site visit.

TASK 9 – UPDATE LRU MINIMUM STANDARDS AND RULES & REGULATIONS

This task involves updating LRU's Rules & Regulations and Minimum Standards for entities providing aeronautical services to the Public. The Consultant, in conjunction with the City, is to

conduct project research and draft documents for consideration by the Airport's governing body. The below elements are to be undertaken.

A. Project Research & Assessment

The Consultant, in conjunction with the City, is to:

- Determine specific goals and objectives for its Minimum Standards and Rules and Regulations documents
- Develop an understanding of the current general aviation operating environment at LRU including :
  - The types of aeronautical activities provided
  - Land area occupied by operations
  - Condition, ownership, and size of buildings
  - Equipment utilized in the delivery of service
  - Qualifications of personnel
  - Daily operating hours
  - Aircraft Operational Data
  - Property/parcels available to support aeronautical activities
  - Environmental and/or other regulatory concerns or constraints

Current applicable FAA AC's, Airport Improvement Program (AIP) grant assurances, Transportation Security Administration (TSA) regulations, State of New Mexico regulations, City of Las Cruces Ordinances, and available existing airport lease documents are to be reviewed and used as reference documents for the rules and regulations and minimum standards. The City is to provide the Consultant with desired levels of insurance coverage for general aviation companies operating at LRU.

B. Document Preparation

After completion of Project Research and Assessment Phase, draft Rules and Regulations and Minimum Standards documents are to be provided to the City for review and comment in accordance with the overall project schedule. Upon receipt of comments from the City, a teleconference is to be conducted to discuss this feedback and determine appropriate revisions. Rollout of the draft documents for review and comment by airport users and stakeholders is to also be discussed during this call. Once agreed-upon revisions are incorporated into the documents a second draft is to be produced and reviewed for accuracy by the City. These versions are to then be circulated or presented for public review and comment if desired by the City. Feedback from the public outreach effort is to be reviewed and discussed with the City and a final draft version of the documents submitted for publication and approval by the City.

A final version of the approved documents in electronic and print form is to be provided as an Appendix to the LRU Action Plan.

C. Deliverables for this Task

- First Draft Airport Rules and Regulations
- First Draft Airport Minimum Standards
- Second Draft Airport Rules and Regulations
- Second Draft Airport Minimum Standards
- Final Airport Rules and Regulations (electronic and print) as a standalone document and an appendix for the LRU Action Plan
- Final Airport Minimum Standards (electronic and print) as a standalone document and an appendix for the LRU Action Plan

TASK 10 – WILDLIFE HAZARD MANAGEMENT PLAN

This purpose of this task is to develop a Wildlife Hazard Management Plan (WHMP) for Las Cruces International Airport (LRU) to meet the requirements of FAA, Title 14 Part 139.337 (e) & (f). The WHMP is to be based on the data gathered during the LRU Wildlife Hazard Assessment published in March 2012 by Airport Wildlife Consultants, LLC.

A WHMP provides detailed procedures and guidelines for the Owner to address wildlife hazards at LRU. It also prioritizes the goals of the plan and sets a timeline for the accomplishment of said goals. The plan identifies the responsible party to carry out the established goals and also identifies any habitat modifications and land use changes needed to manage wildlife at LRU. All necessary information regarding Local, State and Federal depredation permits is to also be provided in the plan. Recommend vegetation management efforts are to be identified taking into account any threatened and endangered species determined to be on the airfield. Methods for regularly updating elements of the approved plan including an identification of a new hazard involving wildlife are to also be addressed in the plan. The plan is to also outline the required annual dates for FAA Wildlife Hazard Management and Wildlife Identification Training for the Owner and also provide a syllabus for such training.

Deliverables include 1 bound copy of the plan report.

TASK 11 - AIRPORT LAYOUT PLAN DRAWING SET

The ALP is to be completed to depict development recommended for the airport during the 20-year planning period and beyond. The ALP set is to be completed in accordance with the October 1, 2013 FAA SOP 2.0, *Standard Procedure for FAA Review and Approval of Airport Layout Plans*. A copy of the checklist associated with this SOP is attached to and made a part of this scope of work as **Appendix A**. Preparation of the ALP is to be based on the findings of the previous tasks and will include the following individual drawings:

- **Cover Sheet**: A cover sheet is to be provided to distinguish the ALP set of drawings. The cover sheet is to include the document title, list of drawings, revision tracking matrix, location map, and vicinity map.

- **Existing Airport Layout Drawing**: This drawing is to depict the airport as it currently exists and provide basic airport information as well as runway and airfield data tables.

- **Airport Layout Plan**: The airport layout plan is to illustrate the overall general plan of development. It is to include the staging of the various development requirements. Any modifications of standards noted on the airport layout drawing are to be coordinated with the FAA.

- **Terminal Area Plan**: The terminal area plan is an enlargement of the terminal area to depict the layout of aircraft apron, hangars, terminal, and other buildings.

- **Airport Airspace Drawing – Plan and Profile Views**: This drawing will depict obstructions to 14 CFR Part 77, *Objects Affecting Navigable Airspace*. Terrain obstructions or known towers are to be located and highlighted. Data to compile this drawing is to be obtained from FAA Form 8260.

- **Inner Portion of Approach Surface Drawings**: These drawings are to be developed for each runway end to identify close-in obstructions to the approach surface of 14 CFR Part 77. This drawing is to be compiled utilizing the 2011 aerial surveying effort completed on behalf of LRU.

- **Runway Departure Surface Drawings**: These drawings are to depict the departure surface (40:1) commercial service only for each runway with a published instrument approach procedure. A plan and profile view of the departure surface is to be shown. In addition, a data table with the obstructions which penetrate, or are within 10 feet of, these surfaces is to be shown.

- **Land Use Drawings**: The existing and future land use maps are to be prepared to depict the existing and planned land uses around the airport. Planned land uses data are to be obtained, if available, from local planning agencies

- **Airport Property Map/Exhibit A**: The Airport Property Map/Exhibit A is to be completed in accordance with FAA AC 150/5100-17, *Land Acquisition and Relocation Assistance for Airport Improvement Program Assisted Projects* as well as FAA SOP 3.00 *FAA Review of Exhibit 'A' Airport Property Inventory Maps.* A copy of the checklist associated with this SOP is attached to and made a part of this scope of work as **Appendix B.**

The Airport Layout Plan is to consist of sheets sized 24" x 36", containing sufficient data to obtain approval from the FAA. Deliverables associated with this task include draft and final

ALP sets for City, FAA, and NMAD review and approval. Details on the ALP documentation (number of sets, electronic deliverables, etc.) are included in Task 11 of this Scope of Work.

Electronic ALP (eALP)

In 2013, LRU completed an eALP to capture data on existing conditions. The Consultant is to update the existing LRU eALP to depict projects recommended for the short-range (0-5 years), intermediate-range (6-10 years) and long-range (11-20 years) planning periods. The City is to provide the Consultant with access to and authorization for use of all existing eALP data in order to allow the Consultant to develop appropriate updates.

Throughout this project, efforts are to be coordinated with the FAA to ensure that analysis and updates satisfy the requirements of the FAA's Airports Geographic Information Systems (AGIS) program to support future planning, development, and construction activities at LRU.

TASK 12 - DOCUMENTATION

An effective airport plan places emphasis on developing concise, effective study documentation. Several types of materials are to be produced to document the planning process as noted below. The report sections or chapters are to be provided for FAA, NMAD, and City review, as will the draft and final documents.

A. Meeting Handouts & Summary Materials

Meeting handouts documenting each phase of the study's technical analysis are to be prepared and distributed for the City's review and comment. Handouts may be distributed in advance of meetings to facilitate review by the City as deemed appropriate by the City. In addition, summary materials for each of the technical working papers are to be prepared for use by the general public (if desired).

The Consultant is to also develop graphics (boards or PowerPoint-type presentations) to convey the project information as necessary for the various meetings.

B. Action Plan Report

The Consultant shall prepare 15 copies of a draft and 15 copies of the final Action Plan Report which is to summarize the planning process and document the findings of the elements outlined in this scope of work. This report is to be written so that it can be easily understood by the general public. The format of the report is to be determined through discussions with the City, but is to be based on the individual sections or chapters developed in the individual technical elements of this project.

Anticipated sections/chapters of the LRU Action Plan Report include:

1. Chapter 1 - Inventory
2. Chapter 2 - Forecasts of Aviation Demand
3. Chapter 3 - Facility Requirements
4. Chapter 4 - Alternatives Analysis
5. Chapter 5 – Facilities Implementation Plan/Financial Feasibility Analysis
6. Chapter 6 - Sustainability Analysis
7. Chapter 7 - Airport Business Plan & FAR Part 139 Operating Certificate Cost/Benefit Analysis
8. Appendices - Updated Airport Minimum Standards and Rules & Regulations

It is anticipated that the final report is to be provided in a format determined by the City. Electronic files of the LRU Action Plan will also be provided on external flash drives. Exhibits are to also be provided in pdf, jpg, and AutoCAD format where appropriate.

C. Executive Summary

The Consultant is to prepare an Executive Summary of the LRU Action Plan summarizing the results of the analysis and outcome of the study. The brochure type summary is typically 8 to 12 panels/pages, printed in color. Upon final approval of the Executive Summary by the City, 50 copies are to be printed.

D. Airport Layout Plans

The ALP Drawing set is to be provided in draft form for FAA airspace review and City approval. It is then to be published as a final document for distribution upon receipt of FAA airspace review. The documentation includes the following:

- Draft paper copies of ALP Drawing Set – 5 copies (City 2, FAA 1, NMAD 1, Consultant 1)
- ALP Drawing Sets for Airspace Review – 10 paper copies (City 1, FAA 7, NMAD 1, Consultant 1)
- Final ALP Drawing Sets for Conditional Approval – 10 paper copies; once approved, final paper copies distributed (City 6, FAA 1, NMAD 1, Consultant 1)
- Approved ALP Drawing Sets – 3 electronic copies on USB drives(City 1, FAA 1, NMAD 1)

The Consultant is to develop a transmittal package with the required supporting documentation for FAA review. This information is to include preliminary justification for recommended development, forecasts of operations, brief descriptions of alternatives reviewed, and a general environmental overview of the project. It is to also include a copy of the completed FAA ALP checklists provided in **Appendix A & B** of this document.

Preparation of these documents is to be coordinated closely with the FAA, NMAD and the City. Final documents reflect appropriate responses to comments received from review agencies on draft materials. Deliverables include an ALP approved by the FAA.

TASK 13 - PROJECT SCHEDULE

Submission of the draft report and ALP drawing set (submittal for airspace review) is anticipated to occur within 18 months after receipt of Notice-to-Proceed subject to agency review periods. A project schedule that highlights each major component is to be developed and provided at the start of the project and updated as appropriate throughout the project

TASK 14 - PROJECT MANAGEMENT, COORDINATION, AND COMMUNICATION

Projects such as this Study demand a refined approach to project management to achieve success. This is especially true at the beginning of the process when the goals, direction, criteria, assumptions, roles, and expectations are developed. Continuous and timely coordination with the City and its designated project manager is to be provided throughout the study. Project management tasks are to continue throughout all aspects of the agreed-upon project schedule. The project management and coordination process includes the following tasks:

A. Project Management

This effort includes communication among the project team for purposes of tracking the progress of the study. Managing the various technical work tasks among the project team is necessary for a successful project and is to include:

a. Developing and documenting the project plan
b. Organizing the project team
c. Launching the project activities
d. Executing project activities
e. Monitoring and controlling the project to achieve results
f. Managing/mitigating risks and solving challenges
g. Invoicing and monitoring project budget
h. Closing out the project

B. City Coordination

Regular project status briefings are to take place throughout the study process. These briefings are to take place in person or via a telephone call or email between the City's project manager and the Consultant's project manager, or designated secondary points of contact. Bi-monthly project status reports are to also be prepared by the Consultant. These status reports are to include status reports of current work, upcoming meetings, and work effort and discussion of any challenges in the study effort which may affect the schedule, process or budget. Additionally, a project status summary is to be included with each invoice detailing the percent complete by task.

City Primary Point of Contact
Cheryl Rodriguez, C.M.
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Consultant Point of Contact
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Secondary Point of Contact
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C. Consultant Coordination

The Consultant is to coordinate with the various subconsultants working at the airport in their respective roles and responsibilities.

TASK 15 - PUBLIC INFORMATION, EDUCATION, AND OUTREACH

The general public is oftentimes unaware of the contributions an airport makes to the local economy and its infrastructure. When airport improvements are required to support future demand, the public often views expansion negatively. It is, therefore, vital to pre-empt any negative reaction with proactive outreach strategies. As the planning process ensues, it is important that every effort be made to keep the community informed of the planning process and the needs of the airport from the inception of the study. This project element is to focus on developing and implementing positive communication efforts with the public; educating the public regarding airport needs, benefits, opportunities, and project rationale; and is to provide a forum for public comments and concerns to be heard and addressed in a proactive manner. The public information and outreach process is to include presentations and worksessions to the City as well as development and deployment of an informative project web site.

The Consultant is responsible for preparing necessary graphics, handouts, and presentation boards and is to have at least one representative available for each of the City meetings. The City is responsible for advertising and placing appropriate notices to inform the public about the various meetings and worksessions as well as for securing an appropriate location to conduct the meetings.

A. City Meetings

It is anticipated that the Consultant is to provide at least 1 representative to provide the following presentations and/or Workshops as part of the LRU Action Plan:

1. Inventory Phase site visit and project kick-off briefing to Airport Advisory Board and City Council
2. Presentation of forecasts of aviation demand to Airport Advisory Board and City Council
3. Workshop with Airport Advisory Board on Facility Requirements/ Alternatives Analysis
4. Presentation of Alternatives Analysis to Airport Advisory Board and City Council
5. Strategic Business Plan focus group sessions
6. Presentation of Final Report as well as Strategic Business Plan, Part 139 Operating Certificate Cost/Benefit Analysis and Financial Feasibility Analysis
7. Workshop on Airport Minimum Standards and Rules & Regulations
8. Presentation of Airport Minimum Standards and Rules & Regulations to City Council

B. Project Website

The Consultant is to provide data and information to enable the City to create and maintain an informative web page describing the LRU Action Plan to include the planning process, goals, summary of findings, downloadable reports, and an electronic comment response form. The City is to review work provided by the Consultant and post/maintain all material for this website. The page is to be hosted on the City's server.

APPENDIX A
FAA ALP CHECKLIST

APPENDIX A. ALP REVIEW CHECKLIST

The following checklist shall be used in lieu of FAA AC 150/5070-6B, Appendix F, Airport Layout Plan Drawing set. This checklist is intended for use when submitting a new or updated ALP to the FAA for review and approval. Consultants and/or sponsors should indicate "Yes," "No" or "N/A" (not applicable) for every item on the checklist. The same checklist shall be provided to FAA for review and verification. For all reviewers: It is important that each item listed be shown on the respective plan.

Airport Identification (to be completed by Sponsor or Consultant)			
Airport	Las Cruces International Airport		
City and State	Las Cruces, NM	Location Identifier	LRU
Airport Owner	City of Las Cruces, NM		

ALP Submission Information (to be completed by Sponsor or Consultant)		
ALP Prepared by	Delta Airport Consultants, Inc.	
	Name of Consulting Firm	
	Bryan O. Elliott, A.A.E.	01/15/2014
	Name of Individual	Date
	804-955-4541 (scoping)	
	Telephone	
	Belliott@deltaairport.com	
	Email address	
Consulting QA/QC Review		
	Name and Title of Individual	Date
Sponsor Review		
	Name and Title of Individual	Date

FAA Review (to be completed by FAA)	
Name and Title of Individual	Date

Critical Design Aircraft or Family of Aircraft:

	Make	Model	Annual Itinerant Operations
Existing	C-II	Challenger 600	720
Future	TBD	TBD	TBD

Forecasted Year: Existing

Airport Reference Code (ARC): C-II

Runway Design Code (RDC) & Runway Reference (RRC):

Runway	RDC	RRC
See Attached Table	See Attached Table	See Attached Table
	See Attached Table	See Attached Table

Approach Minimums:

Rwy End	Minimum	Rwy End	Minimum
4	1 mile	12	1 mile
22	1 mile	30	1/2 mile
8	1 mile		
26	1 mile		

Runways (Existing and Future):

Runway	Existing		Future		Departure Surface (Y or N/A)
	Length (ft)	Width (ft)	Length (ft)	Width (ft)	
12/30	7506	100	TBD	TBD	
4/22	7501	105	TBD	TBD	
8/26	6069	100	TBD	TBD	

For the balance of the checklist, enter a mark (✔ or X) to confirm inclusion.

Runway	RDC	RRC
4	C-II-VISUAL	C-II-VISUAL
22	C-II-VISUAL	C-II-VISUAL
8	C-II-VISUAL	C-II-VISUAL
26	C-II-VISUAL	C-II-VISUAL
12	C-II-1 MILE	C-II-3/4 MILE
30	C-II-1/2 MILE	C-II-1/2 MILE

A.1. Narrative Report

Narrative Report					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
A. Executive Summary – A concise summary of the findings/ recommendations of the master planning effort or changes to the ALP. This should include a description of planned projects, an implementation plan/timeline, and identification of benchmarks or actions that will be conducted to either verify the original planning assumptions or proceed with project implementation.	From AC 150/5070-6, Section 202: An accompanying ALP Narrative Report should explain and document those changes and contain at least the following elements: – Basic aeronautical forecasts. – Basis for the proposed items of development. – Rationale for unusual design features and/or modifications to FAA Airport Design Standards. – Summary of the various stages of airport development and layout sketches of the major items of development in each stage. – An environmental overview to document environmental conditions that should be considered in the identification and analysis of airport development alternatives and proposed projects.	✓			
1. Identify Projects along with description		✓			
2. Create a Timeline for each Project		✓			
3. Identify and List:					
a. Proposed Projects (e.g., Hangar development)		✓			
b. Milestones/ Triggering Events (e.g., 1. All hangars are full, 2. There is a waiting list long enough to fill a new development, 3. Hangars have reached their useful life, etc.)		✓			
c. Action items/Next Steps (e.g., 1. Maintain log and gather data, 2. Discuss plan with ADO, 3. Coordinate with ADO regarding potential for inclusion in FAA ACIP (Airports Capital Improvement Program), 4. Identify funding sources.)		✓			
d. Funding Plan	Capital Improvement Plan for the forecast horizons. See AC 150/5070-6, Chapter 11. Only a rough, order-of-magnitude report is needed in the executive summary.	✓			

Narrative Report					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
B. Basic aeronautical forecasts (0-5, 6-10, 11-20 years): Basic aeronautical forecasts (0-5, 6-10, 11-20 years):	Forecasts of future levels of aviation activity as approved by the FAA. These projections are used to determine the need for new or expanded facilities. See AC 150/5070-6, Chapter 7.	✓			
1. Total annual operations	Total local and itinerant aircraft operations at the airport.	✓			
2. Annual itinerant operations by all aircraft	Itinerant operations by aircraft that leaves the local airspace, generally 25 miles or more from the airport. See AC 150/5070-6, Chapter 7, Section 702.a. and Figure 7-2.	✓			
3. Annual itinerant operations by current critical aircraft		✓			
4. Annual itinerant operations by future critical aircraft		✓			
5. Number of based aircraft	Aircraft that use the subject airport as a home base, i.e., have hangar or tie-down space agreements. See AC 150/5070-6, Chapter 7, Section 702.a. and Figure 7-2.	✓			
6. Annual instrument approaches	Number of instrument approaches expected to be executed during a 12-month period. See AC 150/5070-6, Chapter 7, Section 702.a. and Figure 7-2.	✓			
7. Number of enplanements	See AC 150/5070-6, Chapter 7, Section 702.a. and Figure 7-2.			✓	

Narrative Report					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
8. Critical Aircraft (also referred as "design aircraft" or "critical design aircraft)	The critical aircraft is the most demanding aircraft identified in the forecast that will use the airport. Federally funded projects require that the critical aircraft will make substantial use of the airport in the planning period. Substantial use means either 500 or more annual itinerant operations or scheduled service. The critical aircraft may be a single aircraft or a composite of the most demanding characteristics of several aircraft. Provide the aircraft, AAC, and ADG. (e.g. Boeing 737-400, C-III) See AC 150/5300-13A, Paragraph 105(b) and FAA Order 5090.3C, 3-4.	✓			
9. Runway Design Code (RDC)	Describe the RDC for each runway. For the purpose of airport geometric design, each runway will contain a RDC which signifies the design standards to which the runway is to be built. The RDC consists of three parameters: Aircraft Approach Category (AAC), Airplane Design Group (ADG) and the approach visibility minimums. These parameters represent the aircraft that are intended to be accommodated by the airport, regardless of substantial use. See AC 150/5300-13A, Paragraph 105(c).	✓			
10. Runway Reference Code (RRC)	Describe the RRC for each runway. The RRC describes the current operational capabilities of a runway where no special operating procedures are necessary. The RRC consists of the same three components as the RDC, but is based on planned development and has no operational application. See AC 150/5300-13A, Paragraph 318.	✓			
C. Alternatives/Proposed Development		✓			

Narrative Report					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
11. Explanation of proposed development items	Specific projects can be described as project listings on a master table, on individual project data sheets, or in projects booklets.	✓			
12. Discuss near-term and future Approach Procedure Requirements or effects (e.g., LPV, Circling, etc.)	Based on existing or forecast usage. See FAA Order 7400.2, Figures 6-6-3 and 6-3-9.	✓			
13. Navigational Aids or Other Equipment Needs (e.g., Approach Lights, Wind Cones, AWOS, etc.)	The need for new or additional navigational aids is a function of the fleet mix, the percentage of time that poor weather conditions are present, and the cost to the users of not being able to use the airport while it is not accessible.	✓			
14. Wind coverage. Is it adequate for existing and future runway layouts? Has wind data been updated?	This analysis determines if additional runways are needed to provide the necessary wind coverage. Reference AC 150/5300-13A, Appendix 2 for guidance on wind coverage analysis techniques.	✓			
D. Modification to Standards.	Any approved nonconformance to FAA standards, other than dimensional standards for RSAs and OFZs, require FAA approval. A description of all approved modification to standards shall be provided. See AC 150/5300-13A, Paragraph 106(b) and FAA Order 5300.1.			✓	
E. Obstruction Surfaces (14 CFR Part 77 and Threshold Siting Surface)	Reference 14 CFR Part 77 and AC 150/5300-13A, Paragraph 303.	✓			
F. Runway Protection Zone	A description of any incompatible land uses inside the RPZ shall be provided. Prior to including new or modified land use in the RPZ, the Regional and ADO staff must consult with the National Airport Planning and Environmental Division, APP-400. This policy is exempt from existing land uses in the RPZ. See AC 150/5300-13A, Paragraph 310 and FAA memorandum dated September 27, 2012.	✓			

Narrative Report					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
G. Development summary (including sketches, schedules, and cost estimates) for stages of construction for: Development summary (including sketches, schedules, and cost estimates) for stages of construction for:	Documentation provided should include any electronic spreadsheets and files to facilitate in modifying the financial plan on an as-needed basis.	✓			
15. Development Projects Completed Since Last ALP		✓			
16. 0-5 years		✓			
17. 6-10 years		✓			
18. 11-20 years		✓			
H. Shadow or line-of-sight study for towered airports (negative or positive statements are required).	Reference FAA Order 6480.4. This can be from the Airway Facilities Tower Integration Laboratory (AFTIL) or simpler GIS-generated studies.			✓	
I. Letters of coordination with all levels of government, as needed. * FAA, NMDOT & City & County	Affected private and/or governmental groups, agencies, commissions, etc., that may have input on the plans. See AC 150/5070-6, Chapter 3.	✓			
J. Wildlife Hazard Management Issues Review (in narrative).	Reference AC 150/5200-33.	✓			
K. Preliminary Identification of Environmental Features	Potential or known features only. Further environmental analysis will be necessary. Reference FAA Order 5050.4B. Begin framework for NEPA analysis.	✓			
19. Major airport drainage ditches		✓			
20. Wetlands		✓			
21. Flood Zones		✓			
22. Historic or Cultural features		✓			
23. Section 4(f) features		✓			

Narrative Report					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
24. Flora/Fauna		✓			
25. Natural Resources		✓			
26. Etc. (other features identified in Order 5050.4B)		✓			
L. Note Action Items from Runway Safety Program Office	List and note status of items from Runway Safety Program Office or Runway Safety Action Plan.			✓	
M. Declared Distance (DD)	The narrative on declared distances is used to aid in understanding the maximum distances available and suitable for meeting takeoff, rejected takeoff, and landing distances performance requirements for turbine powered aircraft. The narrative shall also provide clarification on why declared distances have been implemented. Declared distances data must be listed for all runway ends. The TORA, TODA, ASDA, and LDA will be equal to the runway length in cases where a runway does not have displaced thresholds, stopways, or clearway, and have standard RSAs, ROFAs, RPZs, and TSS. Reference AC 150/5300-13A, Paragraph 323.	✓			

Remarks

It is the understanding of the Consultant that forecasts of aviation demand were developed as part of the 2008 LRU Action Plan. Given that these forecasts were created less than 10 years ago, these forecasts are to be used as part of this master plan update. These forecasts are to be compared against the FAA TAF to confirm applicability against FAA projections.

The LRU Wildlife Hazard Assessment completed in 2011 is to be used for the wildlife hazard issues review

A.2. Title Sheet

- The scale of the Title Sheet should be developed to include the items listed below.
- The minimum size for the final drawing set is 22" X 34" (ANSI D) and 24" X 36" (ARCH D). Coordinate use of 34" x 44" (ANSI E) and 26" X 48" (ARCH E) with FAA. Color drawings may be acceptable if they are still usable if reproduced in grey scale.

Title Sheet					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
A. Title and revision blocks	Each drawing in the Airport Layout Plan drawing set shall have a Title and Revision Block. For drawings that have been updated, e.g., as-builts, the revision block should show the current revision number and date of revision.	✓			
B. Airport sponsor approval block	Provide an approval block for the sponsoring authority's representative to sign. Include space for name, title, and date.	✓			
C. Date of ALP (date the airport sponsor signs the ALP)	The month and year of signature prominently shown near the title.	✓			
D. Index of sheets (including revision date column)	Airport Layout Drawing, Airport Airspace Drawing, Inner Portion of the Approach Surface Drawing, Terminal Area Drawing, Land Use Drawing, Airport Property Map, Airport Departure Surface, etc.	✓			
E. State Aeronautics Agency Approval Block (as needed)	Provide an approval block for the sponsoring authority's representative to sign. Include space for name, title, and date.	✓			
F. State outline with county boundaries. County in which airport is located should be highlighted.	Provide as needed.	✓			
G. Location map (general area)		✓			
H. Vicinity map (specific airport area)		✓			
Remarks					

A.3. Airport Data Sheet

- For smaller airports, some of the ALP sheets may be combined if practical and approved FAA.

Airport Data Sheet					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
A. Title and Revision Blocks	Each drawing in the Airport Layout Plan drawing set shall have a Title and Revision Block. For drawings that have been updated, e.g., as-builts, the revision block should show the current revision number and date of revision.	✓			
B. Wind Rose (all weather ~~and IFR~~) with appropriate airport reference code and runway orientation depicted, crosswind coverage, and combined coverage, source of wind information and time period covered (for IFR runways applicable minimums should be included):	Assembly and analysis of wind data to determine ultimate runway orientation and also provides the operational impact of winds on existing runways. If instrument procedures are present or will be requested then both all-weather and instrument meteorological condition wind roses are required. See AC 150/5300-13A, Appendix 2.	✓			
1. 10.5, 13, 16, 20 knots wind rose (based on appropriate airport reference code)	When a runway orientation provides less than 95 percent wind coverage for any aircraft forecasted to use the airport on a regular basis, a crosswind runway is recommended. The 95 percent wind coverage is computed on the basis of the crosswind not exceeding 10.5 knots for Airport Reference Codes A-I and B-I, 13 knots for Airport Reference Codes A-II and B-II, 16 knots for Airport Reference Codes A-III, B-III, and C-I through D-III, and 20 knots for Airport Reference Codes A-IV through D-VI. See also AC 150/5300-13A, Paragraph 302(c)(3) and AC 150/5300-13A, Appendix 2.	✓			
2. Percentage of wind coverage/crosswind		✓			
3. Source of data	Wind data may be obtained from NOAA at http://www.ncdc.noaa.gov/ Reference AC 150/5300-13A, Appendix 2, Paragraph A2-5 and A2-6.	✓			

Airport Data Sheet					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
4. Age of data (last 10 consecutive years of data with most current data no older than 10 years)	Data must be from the latest 10-year period from the reporting station closest to the airport. Reference AC 150/5300-13A, Appendix 2, Paragraph A2-5.	✓			
C. Airport Data Table					
1. ARC for Airport	List the Airport Reference Code (ARC) for airport. 5300-13AARC is an airport designation that signifies the airport's highest Runway Design Code (RDC), minus the third (visibility) component of the RDC. Reference AC 150/5300-13A.	✓			
2. Mean maximum temperature of hottest month	List the mean maximum temperature and the hottest month for the airport location as listed in "Monthly Station Normals of Temperature, Precipitation, and Heating and Cooling Degree-Days" (Climatography of the United States No. 81). See AC 150/5325-4, 506.b.	✓			
3. Airport elevation (highest point of the landing areas, nearest 0.1 foot) – using North American Vertical Datum of 1988 (NAVD88)	List the Airport Elevation, the highest point on an airport's usable runway expressed in feet above mean sea level (MSL). Use NAVD88. Reference AC 150/5300-13A, Paragraph 102(g) All elevations shall be in NAVD88. A note shall be put on the Airport Layout Drawing that denotes that the NAVD88 vertical control datum was used.	✓			
4. Airport Navigational Aids, including ownership (NDB, TVOR, ASR, Beacon, etc.)	List the electronic aids available at the airport.	✓			

Airport Data Sheet					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
5. Airport reference point coordinates, nearest second (existing, future if appropriate, and ultimate) - NAD83	List the Airport Reference Point, the latitude and longitude of the approximate center of the airport. Use the North American Datum of 1983 (NAD83) coordinate system. See AC 150/5300-13A, Paragraph 207. All latitude/longitude coordinates shall be in NAD83. A note shall be put on the Airport Layout Drawing that denotes that the NAD83 coordinate system was used.	✓			
6. Miscellaneous facilities (taxiway lighting, lighted wind cone(s), AWOS, etc.) [Including type/model and any facility critical areas]	List any other facilities available at the airport.	✓			
7. Airport Reference Code and Critical Aircraft (existing & future)	List the existing and ultimate Airport Reference Code and Critical Aircraft, the most demanding aircraft identified in the forecast that will use the airport. Federally funded projects require that critical design airplanes have at least 500 or more annual itinerant operations at the airport (landings and takeoffs are considered as separate operations) for an individual airplane or a family grouping of airplanes. See AC 150/5325-4, 102.a.(8) and AC 150/5070-6, 702.a. Indicated dimensions for wingspan and undercarriage, along with approach speed.	✓			
8. Airport magnetic variation, date and source	Magnetic declination may be calculated at http://www.ngdc.noaa.gov/geomag-web/#declination. This model is using the latest World Magnetic Model which has an Epoch Year of 2010. See FAA Order 8260.19, "Flight Procedures and Airspace." Chapter 2, Section 5, for further information.	✓			
9. NPIAS service level (GA, RL, P, CS, etc.)	See FAA Order 5090.3C.	✓			

Airport Data Sheet					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
10. State equivalent service role	As applicable pursuant to State Aviation Department System Plan.	✓			
D. Runway Data Table	The Runway Data Table should show information for both existing and ultimate runways.	✓			
1. Runway identification (Include identifying runways that are "utility")	A column for each runway end should be present. List the runway end number and if pavement strength is less than 12,500 pounds (single-wheel), then note as utility.	✓			
2. Runway Design Code (RDC)	5300-13AThe first component, depicted by a letter, is the AAC and relates to aircraft approach speed (operational characteristics). The second component, depicted by a Roman numeral, is the ADG and relates to either the aircraft wingspan or tail height (physical characteristics); whichever is more restrictive. The third component relates to the visibility minimums expressed by RVR values in feet of 1200, 1600, 2400, and 4000. List the RDC for each runway. See AC 150/5300-13A, Paragraph 105(c).	✓			
3. Runway Reference Code (RRC)	The RRC describes the current operational capabilities of a runway where no special operating procedures are necessary. Like the RDC, it is composed of three components: AAC, ADG, and visibility minimums. List the RRC for each Runway. See AC 150/5300-13A, Paragraph 318.	✓			
4. Pavement Strength & Material Type	Indicate the runway surface material type, e.g., turf, asphalt, concrete, water, etc.	✓			
a. Strength by wheel loading	List the existing and ultimate design strength of the landing surface. See AC 150/5320-6, Chapter 3.	✓			
b. Strength by PCN	See AC 150/5335-5.	✓			

Airport Data Sheet					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
c. Surface treatment	Note any surface treatment: grooved, PFC, etc.	✓			
5. Effective Runway Gradient (%) Author to note maximum grade within runway length. Note to included statement that the runway meets line of sight requirements	List the maximum longitudinal grade of each runway centerline. See AC 150/5300-13A, Paragraph 313.	✓			
6. Percent (%) Wind Coverage (each runway)	List the percent wind coverage for each runway for each Aircraft Approach Category. See AC 150/5300-13A, Appendix 2.	✓			
7. Runway dimensions (length and width)	Dimensions determined for the Critical Design Aircraft by using graphical information in AC 150/5325-4.	✓			
8. Displaced Threshold	Provide the pavement elevation of the runway pavement at any displaced threshold. See AC 150/5300-13A, Paragraph 303(2).	✓			
9. Runway safety area dimensions (actual existing and design standard)	List the existing and ultimate dimensions of the Runway Safety Area (RSA). See AC 150/5300-13A, Paragraph 307.	✓			
10. Runway end coordinates (NAD83) (include displaced threshold coordinates, if applicable) to the nearest 0.01 second and 0.1 foot of elevation.	Show the latitude and longitude of the threshold center and end of pavement (if different) to the nearest .01 of a second and 0.1 foot of elevation.	✓			
11. Runway lighting type (LIRL, MIRL, HIRL)	List the existing and ultimate type of runway lighting system for each runway, e.g., Reflectors, Low Intensity Runway Lighting (LIRL), Medium Intensity Runway Lighting (MIRL), or High Intensity Runway Lighting (HIRL). LIRLs will typically not be shown for new systems. See AC 150/5340-30, Ch. 2.	✓			

Airport Data Sheet					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
12. Runway Protection Zone (RPZ) Dimensions	List the existing and ultimate Runway Protection Zone (RPZ) dimensions. See AC 150/5300-13A, Paragraph 310. Prior to including new or modified land use in the RPZ, the Regional and ADO staff must consult with the National Airport Planning and Environmental Division, APP-400. This policy is exempt from existing land uses in the RPZ. See AC 150/5300-13A, Paragraph 310 and FAA memorandum dated September 27, 2012.	✓			
13. Runway marking type (visual or basic, non-precision, precision)	Indicate the existing and ultimate pavement markings for each runway. See AC 150/5340-1, Section 2.	✓			
14. 14 CFR Part 77 approach category (50:1; 34:1; 20:1) Existing and Future	List the existing and ultimate approach surface slope. See FAA Order 7400.2, Figures 6-6-3 and 6-3-9.	✓			
15. Approach Type (precision, non-precision, visual)	List the existing and ultimate Part 77 Approach Use Types. See FAA Order 7400.2, Figures 6-6-3 and 6-3-9.	✓			
16. Visibility minimums (existing and future)	List the existing and ultimate visibility minimums for each runway. See AC 150/5300-13A, Table 1-3.	✓			
17. Type of Aeronautical Survey Required for Approach (Vertically Guided, not Vert. Guided)	List the type of aeronautical survey required for the visibility minimums given. See AC 150/5300-18, Section 2.7 and AC 150/5300-13A, Table 3-4 and Table 3-5.	✓			
18. Runway Departure Surface (Yes or N/A)"	Determine applicability of 40:1 Departure Obstacle Clearance Surface (OCS) as defined in Paragraph 303(c) of AC 150/5300-13A.	✓			

Airport Data Sheet					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
19. Runway Object Free Area	List the existing and ultimate dimensions of the Runway Object Free Area (OFA). See AC 150/5300-13A, Paragraph 309. Objects non-essential for air navigation or aircraft ground maneuvering purposes must not be placed in the ROFA, unless a modification to standard has been approved.	✓			
20. Obstacle Free Zone	The OFZ clearing standard precludes aircraft and other object penetrations, except for frangible NAVAIDs that need to be located in the OFZ because of their function. Modification to standards does not apply to the OFZ. List the Runway OFZ, Inner-approach OFZ, Inner-transitional OFZ, and Precision OFZ if applicable.	✓			
21. Threshold siting surface (TSS)	List the existing and ultimate threshold siting surface (i.e. approach and departure surfaces). Identify any objects penetrating the surface. If none, state "No TSS Penetrations". Reference AC 150/5300-13A, Paragraph 303.	✓			
22. Visual and instrument NAVAIDs (Localizer, GS, PAPI, etc.)	List the existing and ultimate visual navigational aids serving each runway.	✓			
23. Touchdown Zone Elevation	List the highest runway centerline elevation in the existing and ultimate first 3000 feet from landing threshold. See FAA Order 8260.3, Appendix 1.	✓			
23. Taxiway and Taxilane width	List the existing and ultimate width of the taxiways and taxilane. Reference AC 150/5300-13A, Paragraph 403 and Table 4-2.	✓			
24. Taxiway and Taxilane Safety Area dimensions	List the existing and ultimate taxiway and taxilane safety area dimensions. Reference AC 150/5300-13A, Paragraph 404(c) and Table 4-1.	✓			

Airport Data Sheet					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
25. Taxiway and Taxilane Object Free Area	List the existing and ultimate taxiway and taxilane object free area dimensions. Reference AC 150/5300-13A, Paragraph 404(b) and Table 4-1.	✓			
26. Taxiway and Taxilane Separation	List any objects located inside the Taxiway/Taxilane Safety Area and Taxiway/Taxilane Object Free Area. Also provide the distance from the taxiway/taxilane centerline to the fixed or movable object. Reference Paragraph 404(a) and Table 4-1.	✓			
27. Taxiway/Taxilane lighting	List the existing and ultimate type of taxiway lighting system, e.g., Reflectors, Low Intensity Taxiway Lighting (LITL), Medium Intensity Taxiway Lighting (MITL), or High Intensity Taxiway Lighting (HITL). LITLs will typically not be shown for new systems. See AC 150/5340-30, Chapter 4.	✓			
28. Identify the vertical and horizontal datum	All latitude/longitude coordinates shall be in North American Datum of 1983 (NAD 83). A note shall be put on the Airport Layout Drawing that denotes that the NAD 83 coordinate system was used. All elevations shall be NAVD88. A note shall be put on the Airport Layout Drawing that denotes that the NAVD88 vertical control datum was used.	✓			
E. Modification to Standards Approval Table (if applicable, a separate written request, including justification, should accompany the modification to standards). Show: Approval Date/ Airspace Case No. / Standard to be Modified / Description	Provide a table to list all FAA approved Modifications to Standards. See AC 150/5300-13A, Paragraph 106(b), and FAA Order 5300.1. List "None Required" on the table if no Modifications have yet been proposed or approved.			✓	

Airport Data Sheet					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
F. Declared Distances Table	Required even if Declared Distances are not in effect. Declared distances are only to be used for runways with turbine-powered aircraft. The TORA, TODA, ASDA, and LDA will be equal to the runway length in cases where a runway does not have displaced thresholds, stopways, or clearways, and have standard RSAs, ROFAs, RPZs, and TSS. Reference AC 150/5300-13A, Paragraph 323.	✓			
1. Take Off Run Available (TORA)	List the runway length declared available and suitable for the ground run of an airplane taking off, i.e., Take Off Run Available (TORA). The TORA may be reduced such that it ends prior to the runway to resolve incompatible land uses in the departure RPZ, and/or to mitigate environmental effects. Reference AC 150/5300-13A, Paragraph 323(d)(1).	✓			
2. Take Off Distance Available (TODA)	List the length of remaining runway or clearway (CWY) beyond the far end of the TORA ADDED TO the TORA. The resulting sum is the Take Off Distance Available (TODA) for the runway. The TODA may be reduced to mitigate penetrations to the 40:1 instrument departure surface, if applicable. The TODA may also extend beyond the runway end through the use of a clearway Reference AC 150/5300-13A, Paragraph 323(d)(2).	✓			
3. Accelerate Stop Distance Available (ASDA)	5300-13A List the length the length of runway plus stopway (if any) declared available and suitable for satisfying accelerate-stop distance requirements for a rejected takeoff. Additional RSA and ROFA can be obtained by reducing the ASDA. Reference AC 150/5300-13A, Paragraph 323(d)(3).	✓			

Airport Data Sheet					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
4. Landing Distance Available (LDA)	5300-13A List the length of runway declared available and suitable for satisfying landing distance requirements. The LDA may be reduced to satisfy the approach RPZ, RSA, and ROFA requirements. Reference AC 150/5300-13A, Paragraph 323(e).	✔			
G. Legend	Provide a Legend that identifies all symbols and line types used on the drawing. Lines must be clear and readable with sufficient scale and quality to discern details.	✔			
Remarks To consider including airport data sheet on cover page if it can be accomodated; otherwise, a separate sheet to be provided PCN to be obtained from existing New Mexico Dept. of Transportation studies					

A.4. Airport Layout Plan Drawing

- For smaller airports, some of the ALP sheets may be combined if practical and approved by FAA.
- Two, or more, sheets may be necessary for clarity, existing and proposed. The reviewer should be able to differentiate between existing, future, and ultimate development. If clarity is an issue, some features of this drawing may be placed in tabular format. North should be pointed towards the top of the page or to the left. (scale 1"=200' to 1"=600')

Airport Layout Plan Drawing					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
A. Title and Revision Blocks	Each drawing in the Airport Layout Plan drawing set shall have a Title and Revision Block. For drawings that have been updated, e.g., as-builts, the revision block should show the current revision number and date of revision.	✓			
B. Space for the FAA approval stamp	Leave a blank four-inch by four-inch area for the FAA approval stamp.	✓			
C. Layout of existing and proposed facilities and features:	To assure full consideration of future airport development in 14 CFR Part 77 studies, airport owners must have their plans on file with the FAA. The necessary plan data includes, as a minimum, planned runway end coordinates, elevation, and type of approach for any new runway or runway extension. See AC 150/5300-13A, Paragraph 106.	✓			
1. True and magnetic North arrow with year of magnetic declination	Magnetic declination may be calculated at http://www.ngdc.noaa.gov/geomag-web/#declination. This model is using the latest World Magnetic Model which has an Epoch Year of 2010. See FAA Order 8260.19, "Flight Procedures and Airspace." Chapter 2, Section 5, for further information.	✓			
2. Airport reference point – locate by symbol a Lat./Long. To nearest second (existing, future, and ultimate) NAD 83	List the Airport Reference Point, the latitude and longitude of the approximate center of the airport. Use the NAD 83 coordinate system. See AC 150/5300-13A, Paragraph 207.	✓			
3. Wind cones, segmented circle, beacon, AWOS, etc.	Show as applicable pursuant to AC 150/5300-13A, Chapter 6.	✓			

Airport Layout Plan Drawing					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
4. Contours (showing only significant terrain differences)	Topography, budget, and future uses of the base mapping, will dictate what intervals of topographical contours to use on the maps. Topographic issues may be important in the alternatives analysis, which may require that reduced contour intervals be used. See AC 150/5070-6, 1005.	✓			
5. Elevations: All NAVD88	All latitude/longitude coordinates shall be in NAD83/NAVD88.	✓			
a. Runway – existing, future, and ultimate ends (nearest 0.1 ft.)	Show the latitude and longitude of the threshold center and end of pavement.	✓			
b. Touchdown Zone Elevation (highest point in first 3,000 ft. of runway)	List the highest runway centerline elevation in the existing and ultimate first 3000 feet from landing threshold. See FAA Order 8260.3, Appendix 1.	✓			
c. Runway high/low points (existing and future)	For all runways identify high and low points (centerline) and provide elevation information.	✓			
d. Label runway/runway intersection elevations	Label the pavement elevation of runway intersections where the centerlines cross.	✓			
e. Displaced Thresholds (if any)	Label the pavement elevation and coordinates of the runway pavement at any displaced threshold. See AC 150/5300-13A, Paragraph 303(a)(2).	✓			
f. Roadways & Railroads (where they intersect Approach surfaces, the extended runway centerline, and at the most critical points)	Provide elevation information for the traverse ways' centerline elevation where they intersect the Part 77 Approach surfaces (existing and ultimate). Note whether this elevation is the actual elevation or the traverseway elevation plus the traverseway adjustment (23' for railways, 17' for interstate highways, 15' for other public roads, or 10' for private roads). See also 14 CFR Part 77.	✓			

Airport Layout Plan Drawing					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
g. Structures, Buildings, and Facilities	All buildings on the Airport Layout Drawing should be identified by an alphanumeric character. List these identifiers in a table and give a description of the building. If no Terminal Area drawing is done, also include the top of structure elevation in MSL. If any of the structures violate any airport or approach surfaces give an ultimate disposition to remedy the violation. Don't forget navigation aid shelters, AWOS/ASOS, RVRs, PAPIs, Fueling systems, REILs, etc. Also identify the structure use (hangar, FBO, crew quarters, etc.), as needed. Some lesser objects may be identified by symbols in the legend.	✓			
h. Define features to include: trees streams, water bodies, etc.	Provide information and delineate trees, streams, water bodies, etc., on or near airport property and approach surfaces.	✓			
6. Runway Details					
a. Runway Design – runway length, runway width, shoulder width, blast pad width, blast pad length, and cross wind component. (existing, future, and ultimate)	AC 150/5325-4 describes procedures for establishing the appropriate runway length. AC 150/5300-13A, Table 3-4 and Table 3-5 provides the minimum runway length. AC 150/5300-13A, Table 3-8 provides the standard dimensions of the runway width, shoulder width, blast pad width, blast pad length, and crosswind component based on RDC. Clearly denote the runway numbers at the thresholds. Show location of existing and future threshold lights.	✓			
b. Orientation – true bearing to nearest 0.01 second (and runway numbers)	Show the true bearing to the nearest .01 of a degree of the runway centerline.	✓			

Airport Layout Plan Drawing					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
c. End Coordinates – existing, future, and ultimate degrees, minutes, seconds (to the nearest 0.01 second)	Show the latitude and longitude of the threshold center and end of pavement (if different) to the nearest .01 of a second.	✓			
d. Runway Safety Areas (RSA) – actual, existing, future, and ultimate (including dimensions)	Show the extents of the existing and ultimate RSA 5300-13A. Reference AC 150/5300-13A, Paragraph 307.	✓			
e. Runway Object Free Areas (ROFA)	Show the extents of the existing and ultimate ROFA. Reference AC 150/5300-13A, Paragraph 309.	✓			
f. Precision Obstacle Free Zone (POFZ)	Show the extents of the existing and ultimate POFZ. Reference AC 150/5300-13A, Paragraph 308(d).	✓			
g. Obstacle Free Zone (OFZ)	Show the extents of the existing and ultimate OFZ. Reference AC 150/5300-13A, Paragraph 308.	✓			
h. Clearways and Stopways	Show any/all clearways and stopways/overruns and the markings used to denote these areas. See AC 150/5300-13A, Paragraph 311 and 312; and AC 150/5340-1, Section 2, Paragraph 14.	✓			
i. Runway Protection Zone (RPZ) - Dimensions (existing, future, and ultimate)	Show existing and ultimate RPZ. See AC 150/5300-13A, Paragraph 310. Show the existing and ultimate protective area/zone type of ownership. Identify any incompatible objects and activities inside the RPZ. Prior to including new or modified land use in the RPZ, the Regional and ADO staff must consult with the National Airport Planning and Environmental Division, APP-400. This policy is exempt from existing land uses in the RPZ. See AC 150/5300-13A, Paragraph 310 and FAA memorandum dated September 27, 2012.	✓			

Airport Layout Plan Drawing					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
j. 14 CFR Part 77 Approach Surfaces	Show the portion of the existing and ultimate approach surfaces that are over airport and adjacent property and identify the approach surface dimensions and slope. See FAA Order 7400.2, Figure 6-3-9.	✓			
k. Threshold Siting Criteria: Approach/Departure Surface (existing, future, and ultimate) 5300-13A	Determine and identify pursuant to AC 150/5300-13A, Paragraph 303(b) and 303(c).	✓			
l. Terminal Instrument Procedures (TERPS)surface and TERPS GQS, if applicable.	Determine and identify pursuant to AC 150/5300-13A, Paragraph 303(a)(4)(a), Table 3-4, and Table 3-5. Reference FAA Order 8260.3.	✓			
m. Navigation Aids (NAVAIDS) – PAPI, ILS, GS, LOC, ALS, MALSR, REIL, etc., (plus facility critical area's)	Show all NAVAIDS and provide clearance distances from runways, taxiways, etc. Reference AC 150/5300-13A, Chapter 6.	✓			
n. Marking – thresholds, hold lines, etc.	Show on the runway the type and location of markings, existing and ultimate. See AC 150/5340-1, Section 2.	✓			
o. Displaced threshold coordinates and elevation	Show the latitude, longitude, and the pavement elevation of the runway pavement at any displaced threshold. See AC 150/5300-13A, Paragraph 303(a)(2).5300-13A.	✓			
p. Runway centerline separation distances	Show the runway centerline separation distances to parallel runway centerline, holding position, parallel taxiway/taxilane centerline, aircraft parking area, and helicopter touchdown pad, if applicable. Reference AC 150/5300-13A, Paragraph 321 and Table 3-8.	✓			
7. Taxiway Details	Show the taxiway centerline separation distances to parallel taxiway/taxilane centerlines, fixed or movable objects.	✓			

Airport Layout Plan Drawing					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
a. Dimensions – width (existing & ultimate)	Taxiway width based on Taxiway Design Group (TDG). See AC 150/5300-13A, Table 4-2.	✓			
b. Taxiway Edge Safety Margin (TESM)	TESM dimension based on TDG. See AC 150/5300-13A, Table 4-2.	✓			
c. Taxiway Shoulder Width	Taxiway shoulder width based on TDG. See AC 150/5300-13A, Table 4-2.	✓			
b. Taxiway/Taxilane Object Free Area (TOFA)	TOFA width based on Taxiway Design Group (TDG). TOFA extend the entire length of taxiway. See AC 150/5300-13A, Table 4-1.	✓			
c. Taxiway/Taxilane Safety Area (TSA)	TSA width based on TDG. TSA extend the entire length of taxiway. See AC 150/5300-13A, Table 4-1.	✓			
d. Taxiway/Taxilane Centerline Separation from:					
i. Runway centerline	Show the distance from centerline of runway to centerline of taxiway. See AC 150/5300-13A, Table 4-1.	✓			
ii. Parallel taxiway	Show the distance from centerline of taxiway to centerline of parallel taxiway. See AC 150/5300-13A, Table 4-1.	✓			
iii. Aircraft parking	Show the distance from centerline of taxiway to marked aircraft parking/tie downs. See AC 150/5300-13A, Table 4-1.	✓			
iv. Fixed or Movable Objects	Show the distance from centerline of taxiway to airport objects such as buildings, facilities, poles, etc. See AC 150/5300-13A, Table 4-1.	✓			
8. Fences (identify height)	Show the location of existing and ultimate fences and identify height.	✓			

Airport Layout Plan Drawing					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
9. Aprons					
a. Dimensions (square footage, dimension, or length and width)	Include dimensions of apron and distance from runway and taxiway centerlines. Apron should be sized using activity forecast and the apron design spreadsheet. See AC 150/5300-13A, Chapter 5 and FAA Engineering Brief No. 75.	✓			
b. Identify aircraft tie-down layout	Show proposed tie-down layout on the apron area. See AC 150/5300-13A, Figure A5-1, AC 20-35, and AC 150/5340-1.	✓			
c. Identify Special Use Areas (e.g., deicing or aerial application areas on or near apron)	Show as applicable and pursuant to representative ACs.	✓			
10. Roads	Label all roads.	✓			
11. Legend	Provide a Legend that identifies all symbols and line types used on the drawing. Lines must be clear and readable with sufficient scale and quality to discern details.	✓			
12. Items to be identified with distinct line types	Use distinct line types to identify different items and differentiate between existing and ultimate.	✓			
a. NAVAID Critical Areas (Glide Slope, Localizer, AWOS, ASOS, VOR, RVR, etc.)	Show the critical area outline for all Instrument Landing System and other electronic Navigational Aids located on the airport. See AC 150/5300-13A, Chapter 6 for general guidance and FAA Order 5750.16 for critical area dimensions.	✓			
b. Building Restriction Lines 5300-13A(BRL)	The BRL is the line indicating where airport buildings must not be located, limiting building proximity to aircraft movement areas. See AC 150/5300-13A, Paragraph 213(a).	✓			
c. Runway Visibility Zone (RVZ)	Show the RVZ for the existing and ultimate airport configurations. See AC 150/5300-13A, 305(c).	✓			

Airport Layout Plan Drawing					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
d. Airport Property Lines and Easements (existing, future, and ultimate)	Show the airport property boundaries, including easements, for the existing and ultimate airport configurations.	✓			
13. Survey Documentation					
a. Survey Monuments (PACS/SACS, see AC 150/5300-16)	Show the location of all established survey monuments located on or near the airport property. Identify Primary and Secondary Airport Control Stations (PACS/SACS) if they exist. See AC 150/5300-16.	✓			
	Show the location of all section corners on or near the airport property.			✓	
b. Offsets, stations, etc.	Show as applicable.	✓			
14. Any Air Traffic Control Tower (ATCT) line of sight/shadow study areas (use separate sheet if necessary)	Reference FAA Order 6480.4.			✓	
15. General Aviation development area (e.g., fuel facilities, FBO, hangars, etc.) – greater detail can be shown on the terminal area drawing	Show as applicable.	✓			
16. Facilities and movement areas that are to be phased out, if any, are described	Show as applicable.	✓			
Remarks					

A.5. Airport Airspace Drawing

- A required drawing.
- Scale 1" = 2000' plan view, 1" = 1000' approach profiles, 1"=100' (vertical) for approach profiles.
- 14 CFR Part 77, Objects Affecting Navigable Airspace, defines this as a drawing depicting obstacle identification surfaces for the full extent of all airport development. It should also depict airspace obstructions for the portions of the surfaces excluded from the Inner Portion of the Approach Surface Drawing.

Airport Airspace Drawing					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
A. Title and Revision Block	Each drawing in the Airport Layout Plan drawing set shall have a Title and Revision Block. For drawings that have been updated, e.g., as-builts, the revision block should show the current revision number and date of revision.	✓			
B. Plan view (based on ultimate runway lengths) ~~Include location of water or sewage facilities if inside horizontal surface.~~					
1. U.S. Geological Survey (USGS) Quad Sheet for base map	Use the most current USGS Quadrangle(s) as a base map for the airspace drawing.	✓			
2. Runway end numbers	Show the ultimate runways and runway numbers. Contact the FAA before renumbering existing runways.	✓			
3. Part 77 Surfaces (Horizontal, Conical, Transition, based on ultimate). Including elevations at the point where surfaces change.	Show the extents of the Part 77 imaginary surfaces. For airports that have precision approach runways show balance of the 40,000' approach on a second sheet, if necessary. See 14 CFR Part 77.19.	✓			
4. 50' elevation contours on sloping surfaces (NAVD88)	Show contour lines on all sloping Part 77 imaginary surfaces. See 14 CFR Part 77.19.	✓			
5. Top elevations of penetrating objects for the inner portion of the approach surface drawing	Identify by unique alphanumeric symbol all objects beyond the Runway Protection Zones that penetrate any of the Part 77 surfaces. See 14 CFR Part 77.	✓			
6. Note specifying height restriction (ordinances/statutes)	List any local zoning restrictions that are in place to protect the airport and surrounding airspace. See AC 150/5190-4.	✓			

Airport Airspace Drawing						
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
7. North Arrow with magnetic declination and year	Magnetic declination may be calculated at http://www.ngdc.noaa.gov/geomag-web/#declination. This model is using the latest World Magnetic Model which has an Epoch Year of 2010. See FAA Order 8260.19, "Flight Procedures and Airspace." Chapter 2, Section 5, for further information.	✓			
C. Profile view					
1. Airport Elevation	List the Airport Elevation, the highest point on an airport's usable runway expressed in feet above mean sea level (MSL). Use NAVD88 datum. See AC 150/5300-13A, Chapter 1, Paragraph 102(g).	✓			
2. Composite Ground Profile along extended Runway Centerline (Representing the composite profile, based on the highest terrain across the width and along the length of the approach surface)	Depict the ground profile along the extended runway centerline representing the composite profile, based on the highest terrain across the width and along the length of the approach surface.	✓			
3. Significant objects (bluffs, rivers, roads, schools, towers, etc.) and elevations	Identify all significant objects (roads, rivers, railroads, towers, poles, etc.) within the approach surfaces, regardless of whether or not they are obstructions. Use the objects' same alphanumeric identifier that was used on the plan view.	✓			
	Identify the top elevations of all significant objects (roads, rivers, railroads, towers, poles, etc.) within the approach surfaces, regardless of whether or not they are obstructions.		✓		
4. Existing, future, and ultimate runway ends and approach slopes	Show existing and ultimate runway ends and FAR Part 77 approach surface slopes. See 14 CFR Part 77.19.	✓			
D. Obstruction Data Tables (identify obstacles not depicted on the Inner Portion of the Approach Surface Drawing)					
1. Object identification	Identify all significant objects				

Airport Airspace Drawing					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
number	(roads, rivers, railroads, towers, poles, etc.) within the approach surfaces, regardless of whether or not they are obstructions. Use the objects alphanumeric identifier that was used on the plan view.	✓			
	Identify the top elevations of all significant objects (roads, rivers, railroads, towers, poles, etc.) within the approach surfaces, regardless of whether or not they are obstructions.		✓		
2. Description	Provide a brief description of the object, e.g., Power Pole, Cell Tower, Natural Gas Flare, etc.	✓			
3. Date of Obstruction Survey	Provide the date of latest obstruction survey.	✓			
4. Ground Surface Elevation	Provide the ground surface elevation (MSL) at the base of each object.		✓		
5. Object Elevation	List the above ground level (AGL) height and the top of object elevation (above mean sea level / AMSL / MSL) for each object.		✓		
6. Amount of surface penetration	List the surface that is penetrated and the amount the object protrudes above the surface. See 14 CFR Part 77.	✓			
7. Proposed or existing disposition of the obstruction	Provide a proposed or existing disposition of the object to remedy the penetration. See AC 70/7460-1.				
a. Proposed Disposition (existing)		✓			
b. Proposed Disposition (future)		✓			
Remarks					

A.6. Inner Portion of the Approach Surface Drawing

- A required drawing.
- Scale 1"=200' Horizontal, 1"=20' Vertical, two sheets may be necessary for clarity. Typically, the plan view is on the top half of the drawing and the profile view is on the bottom half. Views should be drawn from the runway threshold to a point on the approach slope 100 feet above the runway threshold elevation, at a minimum, or the limits of the RPZ, whichever is further.
- Drawings containing the plan and profile view of the inner portion of the approach surface to the runway and a tabular listing of all surface penetrations. The drawing will depict the obstacle identification approach surfaces contained in 14 CFR Part 77, Objects Affecting Navigable Airspace. The drawing may also depict other surfaces, including the threshold-siting surface, Glideslope Qualification Surface (GQS), those surfaces associated with United States Standards for Instrument Procedures (TERPS), or those required by the local FAA office or state agency. The extent of the approach surface and the number of airspace obstructions shown may restrict each sheet to only one runway end or approach.

Inner Portion of the Approach Surface Drawing					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
A. Title and Revision Block	Each drawing in the Airport Layout Plan drawing set shall have a Title and Revision Block. For drawings that have been updated, e.g., as-builts, the revision block should show the current revision number and date of revision.	✓			
B. Plan View (existing, future, and ultimate)					
1. Inner portion of approach surface	Show the area from the runway threshold out to where the ultimate approach surface slope is 100 feet above the threshold elevation.	✓			
2. Aerial photo for base map	Use an aerial photograph for the base map.	✓			
3. Objects (identified by numbers)	Identify all significant objects (roads, rivers, railroads, towers, poles, etc.) within the approach surfaces, regardless of whether or not they are obstructions using an alphanumeric character.	✓			
4. Property line within approaches	Show the property lines that are within the area/portion of airport shown.	✓			

Inner Portion of the Approach Surface Drawing						
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
5. Road & railroad elevations, plus movable object heights	Provide elevation information for the traverse ways' centerline elevation where they intersect the Part 77 Approach surfaces (existing and ultimate). Note whether this elevation is the actual elevation or the traverse way elevation plus the traverse way adjustment (23' for railways, 17' for interstate highways, 15' for other public roads, or 10' for private roads). See also 14 CFR Part 77.	✓			
6. Part 77 Approach Surface clearance over Roads and Railroads at the most critical points, the Centerline and Edge of the surface.	Provide elevation information for the traverse ways where they intersect the edges and centerline of the Part 77 Approach surfaces (existing and ultimate). Note whether this elevation is the actual elevation or the traverseway elevation plus the traverseway adjustment (23' for railways, 17' for interstate highways, 15' for other public roads, or 10' for private roads). See also 14 CFR Part 77.	✓			
7. Physical end of runway, end number, elevation (NAVD88) Nearest 0.1 foot	Show the existing and ultimate runway end, runway number, and the elevation of the threshold center.	✓			
8. Airport Design Surfaces		—			
a. Runway Safety Area	Show the extents of the existing and ultimate Runway Safety Area (RSA). See AC 150/5300-13A, Paragraph 307 and Table 3-8.	✓			
b. Runway Object Free Area	Show the extents of the existing and ultimate Object Free Area (OFA). See AC 150/5300-13A, Paragraph 309 and Table 3-8.	✓			
c. Runway Obstacle Free Zone (OFZ)	Show the extents of the existing and ultimate OFZ which includes the inner-approach OFZ, inner-transitional OFZ, and the Precision OFZ (POFZ), if applicable. See AC 150/5300-13A, Paragraph 308.	✓			

Inner Portion of the Approach Surface Drawing					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
d. Runway Protection Zone (RPZ)	Show the extents of the existing and ultimate RPZ. Prior to including new or modified land use in the RPZ, the Regional and ADO staff must consult with the National Airport Planning and Environmental Division, APP-400. This policy is exempt from existing land uses in the RPZ. See AC 150/5300-13A, Paragraph 310, Table 3-5 and FAA memorandum dated September 27, 2012.	✓			
e. NAVAID critical area	Show the critical area outline for all Instrument Landing System and other electronic Navigational Aids located on the airport. See AC 150/5300-13A, Chapter 6 for general guidance and FAA Order 5750.16 for critical area dimensions.	✓			
9. Ground contours	Show ground contour lines in 2', 5', or 10' intervals. Topographic issues may be important in the alternatives analysis, which may require that reduced contour intervals be used. See AC 150/5070-6, Paragraph 1005.	✓			
10. North arrow with magnetic declination and year	Magnetic declination may be calculated at http://www.ngdc.noaa.gov/geomag-web/#declination. This model is using the latest World Magnetic Model which has an Epoch Year of 2010. See FAA Order 8260.19, Chapter 2, Section 5, for further information.	✓			
C. Profile view					
1. Existing and proposed runway centerline ground profile (list elevations at runway ends & at all points of grade changes) (representing the composite profile based on the highest terrain across the width and along the length of the approach surface)	Depict the ground profile along the extended runway centerline representing the composite profile, based on the highest terrain across the width and along the length of the approach surface to where the ultimate approach surface slope is 100 feet above the threshold elevation. A more effective presentation may be a rendering of a composite critical profile.	✓			

Inner Portion of the Approach Surface Drawing					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
2. Future development from plan view	Identify future development using same alphanumeric identifier that was used on the plan view.	✓			
3. Part 77 Approach/transition surface; existing and future VASI/PAPI siting surface	Show the boundaries of the existing and ultimate Part 77 Approach Surface. See FAA Order 7400.2, Figure 6-3-9, See also 14 CFR Part 77.	✓			
4. Threshold Siting Surface	Depict any applicable siting requirements pursuant to Table 3-2 of FAA AC 150/5300-13A.	✓			
5. Terrain in approach area (fences, streams, etc.)	Show all significant terrain(fences, streams, mountains, etc.) within the approach surfaces, regardless of whether or not they are obstructions	✓			
6. Objects – identify the controlling object (same numbers as plan view)	Show all significant objects (roads, rivers, railroads, towers, sign and power poles, etc.) within the approach surfaces, regardless of whether or not they are obstructions. Identify the objects using same alphanumeric identifier that was used on the plan view.	✓			
7. Cross section of road & railroad	Show the cross-section of any roads and/or railroads that cross the area shown. Indicate cross section elevations of roads and railroads at edges and extended centerlines that cross the area shown.	✓			
8. Existing and proposed property and easement lines	Show the airport property boundaries, including easements, for the existing and ultimate airport configurations. AC 5300-13A Note easements for pipelines and residential through the fence gateways.	✓			
D. Obstruction tables for each approach surface (surface should be identified)	A separate table for each runway end must be used to enhance information clarity.	✓			
1. Object identification number	List each object by the same alphanumeric symbol used in the plan view.	✓			

Inner Portion of the Approach Surface Drawing						
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
2. Description	Provide a brief description of the object, e.g., Power Pole, Cell Tower, Natural Gas Flare, etc.	✓			
3. Date of Obstruction Survey and Survey Accuracy	Provide the date of latest obstruction survey.	✓			
4. Surface Penetrations	5300-13A For any object that penetrates the Part 77 surface, the approach surface, or the obstacle free zone, describe the vertical length the object protrudes.	✓			
5. Proposed disposition of surface penetrations	Provide a proposed disposition of the object to remedy the penetration as described in item 4 above. See AC 70/7460-1 for Part 77 violations. "Removal" and/or "Lower" should be listed for any Airports safety area/zone violations. See AC 150/5300-13A, Paragraph 303 and 308.	✓			
6. Object elevation	List the Above Ground Level (AGL) height and the top of object elevation in MSL for each object.	✓			
7. Triggering Event (e.g., a runway extension) – Timeframe/expected date for removal	List the surface that is penetrated and the amount the object protrudes above the surface. See 14 CFR Part 77 and AC 150/5300-13A, Paragraphs 303 and 308.	✓			
8. Allowable approach surface elevation (if applicable)				✓	
9. Amount of approach surface penetration (if applicable)				✓	
10. Proposed disposition of approach surface obstruction (if applicable)	Provide a proposed disposition of the object to remedy the penetration. See AC 70/7460-1 for Part 77 violations. "Removal" and/or "Lower" should be listed for any Airports safety area/zone violations. See AC 150/5300-13A, Paragraph 303.			✓	

Inner Portion of the Approach Surface Drawing					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
11. Obstacle Free Zone (OFZ)	Determine and depict the applicable OFZ surfaces, see AC 150/5300-13A, Paragraph 308. Provide a proposed disposition of the object to remedy the penetration. Note: Modification to the OFZ standard is not permitted.	✓			
E. Runway Centerline Profile	This may be shown on the Inner Portion of the Approach Surface drawing if there is space to show the runway and Runway Safety Area in sufficient detail otherwise a separate sheet may be necessary. At a minimum this drawing is to show the full length of the runway and Runway Safety Area including: runway elevations, runway and Runway Safety Area gradients, all vertical curves, and a line representing the 5' line-of-sight. See AC 150/5300-13A, Paragraph 305.	✓			
1. Scale	The vertical scale of this drawing must be able to show the separation of the runway surface and the 5' Line-of-Sight line. See AC 150/5300-13A, Paragraph 305.	✓			
2. Elevation	Show runway elevations, runway and Runway Safety Area gradients, and all vertical curve data. See AC 150/5300-13A, Paragraph 318.	✓			
3. Line of Sight	The vertical scale of this drawing must be able to show the separation of the runway surface and the 5' Line-of-Sight line. See AC 150/5300-13A, Section 305.	✓			
Remarks					

A.7. Runway Departure Surface Drawing

- Required where applicable. For each runway that is designated for instrument departures.
- This drawing depicts the applicable departure surfaces as defined in Paragraph 303 of FAA AC 150/5300-13A. The surfaces are shown for runway end(s) designated for instrument departures.
- 40:1 for Instrument Procedure Runways (Scale, 1" = 1000' Horizontal, 1" = 100' Vertical, Out to 10,200' beyond Runway threshold) 62.5:1 for Commercial Service Runways (Scale, 1" = 2000' Horizontal, 1" = 100' Vertical, Out to 50,000' beyond Runway threshold).
- Contact the FAA if the scale does not allow the entire area to fit on a single sheet. The depiction of the One Engine Inoperative (OEI) surface is optional; it is not currently required.

Runway Departure Surface Drawing					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
A. Title and Revision Blocks	Each drawing in the Airport Layout Plan drawing set shall have a Title and Revision Block. For drawings that have been updated, e.g., as-builts, the revision block should show the current revision number and date of revision.	✓			
B. Plan view (existing & future)	See AC 150/5300-13A, Paragraph 303(c).	✓			
1. Aerial Photo for base map	Use an aerial photograph for the base map. A USGS 7.5 minute series map is also acceptable.	✓			
2. Runway end numbers and elevations (nearest 1/10 of a foot)	Show the existing and ultimate runway end, runway number, and the elevation of the threshold center. For runways that have a clearway, depict this surface and the relocated departure surface. Reference AC 150/5300-13A, Paragraph 303(c)(1).	✓			
3. 50' elevation contours on sloping surfaces (NAVD88)	Show contour lines on the Part 77 imaginary surfaces. See 14 CFR Part 77.19.	✓			
4. Depict property line, including easements	Show the property line(s) that are within the area/portion of airport shown.	✓			
5. Identify, by numbers, all traverse ways with elevations and computed vertical clearance in the departure surface	Identify all significant objects (roads, rivers, railroads, towers, poles, etc.) within the departure surfaces, regardless of whether or not they are obstructions using unique alphanumeric characters.	✓			

Runway Departure Surface Drawing					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
6. Ground contours	Show ground contour lines in 2', 5', or 10' intervals. Topographic issues may be important in the alternatives analysis, which may require that reduced contour intervals be used.	✓			
C. Profile view (existing & future)					
1. Ground profile	Depict the ground profile along the extended runway centerline representing the composite profile, based on the highest terrain across the width and along the length of the departure surface to extents of the surface dimensions.	✓			
2. Significant objects (bluffs, rivers, roads, buildings, fences, structures, etc.)	Show all significant objects (roads, rivers, railroads, towers, poles, etc.) within the approach surfaces, regardless of whether or not they are obstructions using an alphanumeric character.	✓			
3. Identify obstructions with numbers on the plan view	Identify the objects using same alphanumeric identifier that was used on the plan view.	✓			
4. Show roads and railroads with dashed lines at edge of the departure surface	Show the cross-section of any roads and/or railroads that cross the area shown.	✓			
D. Obstruction Data Tables					
1. Object identification number	Identify all significant objects (roads, rivers, railroads, towers, poles, etc.) within the departure surfaces, regardless of whether or not they are obstructions using unique alphanumeric characters. List each object by the same alphanumeric symbol used in the plan view.	✓			
2. Description	Provide a brief description of the object, e.g., Power Pole, Cell Tower, Tree, Natural Gas Flare, etc.	✓			
3. Object Elevation	List the Above Ground Level (AGL) height and the top of object elevation in MSL for each object.	✓			

Runway Departure Surface Drawing					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
4. Amount of surface penetration	List the object protrudes above the departure surface. See AC 150/5300-13A, Paragraph 303(c).	✓			
5. Proposed or existing disposition of the obstruction	Provide a proposed disposition of the object to remedy the penetration. See AC 150/5300-13A, Paragraph 303(c).	✓			
6. Separate table for each departure surface	A separate table for each runway end must be used to enhance information clarity.	✓			
Remarks					

A.8. Terminal Area Drawing

- Scale 1"=50' or 1"=100'. Plan view of aprons, buildings, hangars, parking lots, roads.
- This plan consists of one or more drawings that present a large-scale depiction of areas with significant terminal facility development. Such a drawing is typically an enlargement of a portion of the ALP. At a commercial service airport, the drawing would include the passenger terminal area, but might also include general aviation facilities and cargo facilities. See AC 150/5300-13A, Appendix 5.
- Use scale that allows the extent of the terminal/FBO apron area to best fit the chosen sheet size, e.g., typical GA airports may be able to use 1"=50' scale on a 22" X 34" sheet, but a complex hub airport with multiple terminal areas may require a 1"=100' scale on a 36" X 48" sheet. Contact FAA if an airport layout requires scaling or sheet sizing other than what is listed.
- This drawing is not needed at every airport type and is therefore optional.

Terminal Area Drawing					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
A. Title and Revision Blocks	Each drawing in the Airport Layout Plan drawing set shall have a Title and Revision Block. For drawings that have been updated, e.g., as-builts, the revision block should show the current revision number and date of revision.	✓			
B. Building data table	All buildings on the Airport Layout Drawing should be identified by an alphanumeric character. List these identifiers in a table and give a description of the building. If no Terminal Area drawing is done, also include the top of structure elevation in MSL.	✓			
1. Structure identification number		✓			
2. Top elevation of structures (AMSL)		✓			
3. Obstruction marking/lighting (existing/future)	Show the location of existing and ultimate hangars. Include dimensions of apron and distance from runway and taxiway centerlines. See AC 150/5300-13A, Appendix 5. Show the elevation of the highest point of each structure.	✓			
C. Buildings to be removed or relocated noted	If any of the structures violate any airport or approach surfaces give an ultimate disposition to remedy the violation.	✓			
D. Fueling facilities, existing and future	Show the location of existing and ultimate fueling facilities. Include dimensions of apron and distance from runway and taxiway centerlines.	✓			

Terminal Area Drawing					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
E. Air carrier gates positions shown (existing/future)	Show the existing and ultimate air carrier gate positions. See AC 150/5300-13A, Chapter 5.			✓	
F. Existing and future security fencing with gates	Show the existing and ultimate security fencing and gates. See AC 150/5300-13A, Paragraph 606.	✓			
G. Building restriction line (BRL)	Show the Building Restriction Line (BRL) that is within the area/portion of airport shown. The BRL identifies suitable building area locations on airports. This should be located where the Part 77 surfaces are at 35' above the airport elevation unless a different height is coordinated with the FAA. See AC 150/5300-13A, Paragraph 213(a).	✓			
H. Taxiway or Taxilane centerlines designated	Show centerlines of all taxiway and taxilanes within the area/portion of airport shown.	✓			
I. Dimensions					
1. Clearance Dimensions between runway, taxiway, and taxilane centerlines and hangars, buildings, aircraft parking, and other objects.	Show the location of existing and ultimate apron. Include dimensions of apron and distance from runway and taxiway centerlines. Apron should be sized using activity forecast and the apron design spreadsheet. See AC 150/5300-13A, Chapter 5 and FAA Engineering Brief No. 75. Show the dimensions between existing and ultimate runway, taxiway, and taxilane centerlines and existing and ultimate hangars, buildings, aircraft parking, and other fixed or movable objects. See AC 150/5300-13A, Chapter 3 and Chapter 4. Show proposed tie-down layout on the apron area as well as taxilane marking plan. See AC 150/5300-13A, Appendix 5, AC 20-35, and AC 150/5340-1.	✓			
2. Dimensions of aprons, taxiways, etc. Apron/Hangar areas that do not meet dimensional standards of the critical aircraft should be identified and the wingspan/design group of the aircraft that can use that area depicted. Include tie down location with clearances		✓			

Terminal Area Drawing					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
J. Property Line	Show the property line(s) that are within the area/portion of airport shown.	✓			
K. Auto parking (existing & ultimate)	Show the existing and ultimate auto parking areas. See AC 150/5300-13A, Appendix 5.	✓			
L. Major airport drainage ditches or storm sewers	Show any significant airport drainage ditches or storm sewers within the area/portion of airport shown.		✓		
M. Special Use Area (e.g., Agricultural spraying support, Deicing, or Containment)	Show any special use areas within the area/portion of airport shown.			✓	
N. North Arrow with magnetic declination and year	Magnetic declination may be calculated at http://www.ngdc.noaa.gov/geomag-web/#declination. This model is using the latest World Magnetic Model which has an Epoch Year of 2010. See FAA Order 8260.19, "Flight Procedures and Airspace." Chapter 2, Section 5, for further information.	✓			
O. Fence	Show the existing and ultimate perimeter fencing or general area fencing.	✓			
P. Entrance Road	Show the existing and ultimate entrance road. See 5300-13AFAA Order 5100.38, Chapter 6, Section 2.	✓			
Remarks					

A.9. Land Use Drawing

- Scale 1"=200' to 1"=600'.
- A drawing depicting on- and off-airport land uses and zoning in the area around the airport. At a minimum, the drawing must contain land within the 65 DNL noise contour. For medium or high activity commercial service airports, on-airport land use and off-airport land use may be on separate drawings. The Airport Layout Drawing should be used as a base map.
- Drawing optional. Need based on scope of work.

Land Use Drawing					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
A. Title and Revision Blocks	Each drawing in the Airport Layout Plan drawing set shall have a Title and Revision Block. For drawings that have been updated, e.g., as-builts, the revision block should show the current revision number and date of revision.	✓			
B. Airport boundaries/property, existing & future (fee and easement)	Show the existing and ultimate property lines. If known, show property lines for parcels surrounding the airport.	✓			
C. Plan view of land uses by category (Agricultural, Aeronautical, Commercial, Residential, etc.). Use local land use categories.		✓			
1. On-Airport (existing & future)	Label existing and ultimate on-airport property by usage, e.g., Terminal Area, Air Cargo, Public Ramp, Airfield - Movement, Airfield - Non-movement, etc. Include existing and future airport features (e.g., runways, taxiways, aprons, safety areas/zones, terminal buildings and navigational aids).	✓			
2. Off-Airport (existing & future) [to the 65 DNL Contour at a minimum, if contour known]	Label existing and ultimate off-airport property by usage and zoning, e.g., Agricultural, Industrial, Residential, Commercial, etc.	✓			
D. Boundaries of local government	List any local zoning restrictions that are in place to protect the airport and surrounding airspace. See AC 150/5190-4.	✓			
E. Land use legend	Provide a legend that identifies all symbols and line types used on the drawing. Lines must be clear and readable with sufficient scale and quality to discern details.	✓			

Land Use Drawing					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
F. Public facilities (schools, hospitals, parks, churches etc.)	Identify public facilities, e.g., schools, parks, etc.	✓			
G. Runway visibility zone for intersecting runways	Show the Runway Visibility Zone(s) for the existing and ultimate airport configurations. See AC 150/5300-13A, Section 305.	✓			
H. Show off-airport property out to 65 DNL if available	Label existing and ultimate off-airport property by usage and zoning, e.g., Agricultural, Industrial, Residential, Commercial, etc.	✓			
I. Airport Overlay Zoning or Zoning Restrictions	List any local zoning restrictions that are in place to protect the airport and surrounding airspace. See AC 150/5190-4.	✓			
J. North arrow with magnetic declination and year	Magnetic declination may be calculated at http://www.ngdc.noaa.gov/geomag-web/#declination. This model is using the latest World Magnetic Model which has an Epoch Year of 2010. See FAA Order 8260.19, "Flight Procedures and Airspace." Chapter 2, Section 5, for further information.	✓			
K. Drawing details to include runways, taxiways, aprons, RPZ, terminal buildings and NAVAIDS	Show existing and future airport features (e.g., runways, taxiways, aprons, safety areas/zones, terminal buildings and navigational aids, etc.). See AC 150/5300-13A.	✓			
L. Crop Restrictions	Show the Crop Restriction Line (CRL). See AC 150/5300-13A, Paragraph 322 and AC 150/5200-33.			✓	
Remarks					

A.10. Airport Property Map / Exhibit A

- Scale 1"=200' to 1"=600'.

Airport Property Map / Exhibit A					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
A. Will Property Map serve as Exhibit A? – **If YES,** follow the directions to the right. – **If NO,** go to item B below.	If prepared in accordance with AC 150/5100-17, Land Acquisition and Relocation Assistance for Airport Improvement Program Assisted Projects, use ARP SOP no. 3.00 Exhibit A guidance instead of below checklist.	✓			
If Property Map *will not* serve as Exhibit A: B. Title and Revision Blocks				✓	
C. Plan view showing parcels of land (existing, future, and ultimate)				✓	
1. Fee land interests (existing and future)				✓	
2. Easement interests (existing and future)				✓	
a. Part 77 protection				✓	
b. Compatible Land Use				✓	
c. RPZ protection				✓	
3. Airport Property Line				✓	
D. Legend – shading/cross hatching, survey monuments, etc.				✓	
E. Data Table				✓	

Airport Property Map / Exhibit A					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
1. Depiction of various tracts of land acquired to develop airport	If any obligations were incurred as a result of obtaining property, or an interest therein, they should be noted. Obligations that stem from Federal grant or an FAA-administered land transfer program, such as surplus property programs, should also be noted. The drawing should also depict easements beyond the airport boundary.			✓	
2. Method of acquisition or property status (fee simple, easement, etc.)				✓	
3. Type of Acquisition Indicated	(e.g., AIP-noise, AIP-entitlement, PFC, surplus property, local purchase, local donation, condemnation, other)			✓	
4. Acreage				✓	
F. Access point(s) for through-the-fence arrangements including residential				✓	
Remarks					

APPENDIX B
EXHIBIT "A" REVIEW CHECKLIST

APPENDIX B. EXHIBIT 'A' REVIEW CHECKLIST

Checklist	Sponsor/Consultant			FAA
Review Item	**Yes**	**No**	**N/A**	**Agree**
1. Existing Dedicated Airport Property Boundary Line identified. This can consist of a combination of fee interest, easements and/or leases. It may include lands that are not contiguous with the airport boundary. Identify source of base map data.	X			
Airports Specialist Comments:				
2. All the airport property parcels are shown and have a unique designation. Parcels with designations from previous Exhibit 'A's should not be changed. However, a new system of designations may be used for new and future property acquisitions. Parcel designations must be consistent with grant descriptions.	X			
Airports Specialist Comments:				
3. Each segment of a parcel's boundary is described in some manner. Metes and bounds, township/range/section, lot and block, plat or other appropriate property description (may be an attachment to the Exhibit 'A' plan sheet or checklist). Points of reference may also be included to further describe the parcel.	X			
Airports Specialist Comments:				
4. Parcels that were once airport property are shown. The date they were released from federal obligations by the FAA and the date of disposal must be included.	X			
Airports Specialist Comments:				
5. Parcel information includes: (often in table format)				
a. Grantor (selling owner)	X			
b. Type of interest acquired (fee simple, easement, etc.)	X			
c. Acreage	X			
d. Type of conveyance instrument	X			
e. Liber/book and page of recording	X			
Airports Specialist Comments:				
6. Each airport property parcel shows: (often in table format)				
a. FAA grant number, including year if acquired under a grant	X			
b. PFC Project Number if acquired with Passenger Facility Charge funds (recommended)			X	
c. Surplus Property Transfer, Government Land Transfer or other statutory federal agreements/conditions. See FAA Order 5010.4 and form 5010-1 Data Element #25 for additional information.	X			

Checklist	Sponsor/Consultant			FAA
Review Item	Yes	No	N/A	Agree
d. Type of easement (clearing, avigation, utility, right of way, expiration date, easement held by others, subordination agreement, etc.)	X			
e. Date and type of release/land use change approval (aeronautical use, interim use, concurrent use, etc.). This can also include any release from federal obligations such as a release from the National Emergency Use Provision (NEUP), mineral rights, liens, residential through-the-fence access agreements, etc.	X			
f. Date of property disposal	X			
g. Public land references, if applicable (PIN #/Assessors #, date of recording, book and page, etc.)	X			
h. Any known encumbrances on the property	X			
Airports Specialist Comments:				
7. Purpose of acquisition (current/future development, concurrent use, noise, revenue production, etc.), often in table format. Interim use can be identified with an attached reference.	X			
Airports Specialist Comments:				
8. The plan shows the following for both existing and future configurations based upon the approved Airport Layout Plan:				
a. Runway Protection Zones (RPZ)	X			
b. Runways	X			
c. Runway Safety Areas (RSA)	X			
d. Runway Object Free Areas (OFA)	X			
e. Taxiways	X			
f. Other airport design surfaces (as necessary, must maintain a legible map)	X			
g. Road/railroad right-of-ways	X			
h. Bearing and distance of airport property lines	X			
Airports Specialist Comments:				
9. North arrow, legend and graphic/numerical scale is shown	X			
Airports Specialist Comments:				
10. If the Exhibit 'A' is being submitted as part of a land acquisition project, the parcels being acquired are shown			X	
Airports Specialist Comments:				
11. Title block clearly labeled as Exhibit "A" Airport Property Inventory Maps and dated	X			

Checklist	Sponsor/Consultant			FAA
Review Item	Yes	No	N/A	Agree
Airports Specialist Comments:				
12. Revision block/table, Sponsor approval block, Preparer's block, dated	X			
Airports Specialist Comments:				
13. Understandable and legible legend, including all linetypes and symbols used	X			
Airports Specialist Comments:				
14. Parcel table is legible	X			
Airports Specialist Comments:				
Provide an explanation for any checklist item marked 'No'.				

Accepted By: _____ Date: Click here to enter a date.

Airports Specialist

OMB Number: 4040-0004
Expiration Date: 08/31/2016

Application for Federal Assistance SF-424

* 1. Type of Submission	* 2. Type of Application	* If Revision, select appropriate letter(s):
☐ Preapplication	☒ New	- Select One -
☒ Application	☐ Continuation	* Other (Specify)
☐ Changed/Corrected Application	☐ Revision	

* 3. Date Received:	4. Application Identifier: LRU
5a. Federal Entity Identifier: 3-35-0024	* 5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:	7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name: City of Las Cruces

* b. Employer/Taxpayer Identification Number (EIN/TIN): 8506000147	*c. Organizational DUNS: 077 609 279

d. Address:

* Street1: P.O. Box 20000
Street 2:
* City: Las Cruces
County: Dona Ana
* State: New Mexico
Province:
Country: USA
*Zip/ Postal Code: 88004

e. Organizational Unit:

Department Name:	Division Name:
Department of Transportation	Airport

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: Ms. First Name: Cheryl
Middle Name:
* Last Name: Rodriguez
Suffix:

Title: Airport Manager

Organizational Affiliation:

* Telephone Number: (575) 541-2596 Fax Number: (575) 527-6470

* Email: crodriguez@las-cruces.org

OMB Number: 4040-0004
Expiration Date: 08/31/2016

Application for Federal Assistance SF-424

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

C. City or Township Government

Type of Applicant 2: Select Applicant Type:

- Select One -

Type of Applicant 3: Select Applicant Type:

- Select One -

* Other (specify):

* 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:

Title:

13. Competition Identification Number:

Title:

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

Las Cruces, Dona Ana County, New Mexico

* 15. Descriptive Title of Applicant's Project:

Airport Action Plan

Attach supporting documents as specified in agency instructions.

OMB Number: 4040-0004
Expiration Date: 08/31/2016

Application for Federal Assistance SF-424

16. Congressional Districts Of:

*a. Applicant: Second *b. Program/Project: Second

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

17. Proposed Project:

*a. Start Date: 09/01/2014 *b. End Date: 02/29/2016

18. Estimated Funding ($):

*a. Federal	361,400.00
*b. Applicant	20,078.00
*c. State	20,078.00
*d. Local	
*e. Other	
*f. Program Income	
*g. TOTAL	401,556.00

***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 08/27/2014

☐ 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 218, 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: Mr. *First Name: Robert

Middle Name:

*Last Name: Garza

Suffix:

*Title: City Manager

*Telephone Number: (575) 541-2076 Fax Number: (575) 541-2119

* Email: rgarza@las-cruces.org

*Signature of Authorized Representative:

*Date Signed: 9-3-14

OMB Number: 4040-0004
Expiration Date: 08/31/2016

Application for Federal Assistance SF-424

*Applicant Federal Debt Delinquency Explanation

The following field should contain an explanation if the Applicant organization is delinquent on any Federal Debt. Maximum number of characters that can be entered is 4,000. Try and avoid extra spaces and carriage returns to maximize the availability of space.

N/A

DEPARTMENT OF TRANSPORTATION - FEDERAL AVIATION ADMINISTRATION

OMB NO. 2120-0569
11/30/2007

PART II
PROJECT APPROVAL INFORMATION
SECTION A

Item 1.
Does this assistance request require State, local, regional, or other priority rating?
☐ Yes ☒ No

Name of Governing Body
Priority

Item 2.
Does this assistance request require State, local advisory, educational or health clearances?
☐ Yes ☒ No

Name of Agency or Board
(Attach Documentation)

Item 3.
Does this assistance request require clearinghouse review in accordance with OMB Circular A-95?
☐ Yes ☒ No

(Attach Comments)

Item 4.
Does this assistance request require State, local, regional, or other planning approval?
☒ Yes ☐ No

Name of Approving Agency
NMDOT Aviation Division
Date / /

Item 5.
Is the proposed project covered by an approved comprehensive plan?
☒ Yes ☐ No

Check One: State ☐ Local ☒ Regional ☐
Location of plan

Item 6.
Will the assistance requested serve a Federal installation?
☐ Yes ☒ No

Name of Federal Installation
Federal Population benefiting from Project

Item 7.
Will the assistance requested be on Federal land or installation?
☐ Yes ☒ No

Name of Federal Installation
Location of Federal Land
Percent of Project

Item 8.
Will the assistance requested have an impact or effect on the environment?
☐ Yes ☒ No

See instructions for additional information to be provided.

Item 9.
Will the assistance requested cause the displacement of individuals, families, businesses, or farms?
☐ Yes ☒ No

Number of:
Individuals
Families
Businesses
Farms

Item 10.
Is there other related Federal assistance on this project previous, pending, or anticipated?
☐ Yes ☒ No

See instructions for additional information to be provided.

PART II – SECTION C

The Sponsor hereby represents and certifies as follows:

1. Compatible Land Use. – The Sponsor has taken the following actions to assure compatible usage of land adjacent to or in the vicinity of the airport:

Zoning Regulations

2. Defaults. – The Sponsor is not in default on any obligation to the United States or any agency of the United States Government relative to the development, operation, or maintenance of any airport, except as stated herewith:

None

3. Possible Disabilities. – There are no facts or circumstances (including the existence of effective or proposed leases, use agreements or other legal instruments affecting use of the Airport or the existence of pending litigation or other legal proceedings) which in reasonable probability might make it impossible for the Sponsor to carry out and complete the Project or carry out the provisions of Part V of this Application, either by limiting its legal or financial ability or otherwise, except as follows:

None

4. Consistency with Local Plans. – The project is reasonably consistent with plans (existing at the time of submission of this application) of public agencies that are authorized by the State in which the project is located to plan for the development of the area surrounding the airport. Yes

5. Consideration of Local Interest. – It has given fair consideration to the interest of communities in or near where the project may be located. Yes

6. Consultation with Users. In making a decision to undertake any airport development project under Title 49, United States Code, it has undertaken reasonable consultations with affected parties using the airport at which project is proposed. Yes

7. Public Hearings. – In projects involving the location of an airport, an airport runway or a major runway extension, it has afforded the opportunity for public hearings for the purpose of considering the economic, social, and environmental effects of the airport or runway location and its consistency with goals and objectives of such planning as has been carried out by the community and it shall, when requested by the Secretary, submit a copy of the transcript of such hearings to the Secretary. Further, for such projects, it has on its management board either voting representation from the communities where the project is located or has advised the communities that they have the right to petition the Secretary concerning a proposed project. N/A

8. Air and Water Quality Standards. – In projects involving airport location, a major runway extension, or runway location it will provide for the Governor of the state in which the project is located to certify in writing to the Secretary that the project will be located, designed, constructed, and operated so as to comply with applicable and air and water quality standards. In any case where such standards have not been approved and where applicable air and water quality standards have been promulgated by the Administrator of the Environmental Protection Agency, certification shall be obtained from such Administrator. Notice of certification or refusal to certify shall be provided within sixty days after the project application has been received by the Secretary. N/A

PART II – SECTION C (CONTINUED)

9. Exclusive Rights. – There is no grant of an exclusive right for the conduct of any aeronautical activity at any airport owned or controlled by the Sponsor except as follows:

None

10. Land. – (a) The sponsor holds the following property interest in the following areas of land* which are to be developed or used as part of or in connection with the Airport subject to the following exceptions, encumbrances, and adverse interests, all of which areas are identified on the aforementioned property map designated as Exhibit "A":

None

The Sponsor further certifies that the above is based on a title examination by a qualified attorney or title company and that such attorney or title company has determined that the Sponsor holds the above property interests.

(b) The Sponsor will acquire within a reasonable time, but in any event prior to the start of any construction work under the Project, the following property interest in the following areas of land* on which such construction work is to be performed, all of which areas are identified on the aforementioned property map designated as Exhibit "A":

None

(c) The Sponsor will acquire within a reasonable time, and if feasible prior to the completion of all construction work under the Project, the following property interest in the following areas of land* which are to be developed or used as part of or in connection with the Airport as it will be upon completion of the Project, all of which areas are identified on the aforementioned property map designated as Exhibit "A":

None

**State character of property interest in each area and list and identify for each all exceptions, encumbrances, and adverse interests of every kind and nature, including liens, easements, leases, etc. The separate areas of land need only be identified here by the area numbers shown on the property map.*

DEPARTMENT OF TRANSPORTATION - FEDERAL AVIATION ADMINISTRATION

OMB NO. 2120-0569

PART III – BUDGET INFORMATION – CONSTRUCTION

SECTION A – GENERAL

1. Federal Domestic Assistance Catalog No.
2. Functional or Other Breakout

SECTION B - CALCULATION OF FEDERAL GRANT

COST CLASSIFICATION	Use only for revisions		Total Amount Required
	Latest Approved amount	Adjustment + or (-)	
1. Administration expense	$	$	$ 5,000.00
2. Preliminary expense			
3. Land, structures, right-of-way			
4. Architectural engineering basic fees			396,556.00
5. Other architectural engineering fees			
6. Project inspection fees			
7. Land development			
8. Relocation expenses			
9. Relocation payments to individuals and businesses			
10. Demolition and removal			
11. Construction and project improvement			
12. Equipment			
13. Miscellaneous			
14. Total *(Lines 1 through 13)*			401,556.00
15. Estimated Income *(if applicable)*			
16. Net Project Amount *(Line 14 minus 15)*			401,556.00
17. Less: Ineligible Exclusions			
18. Add: Contingencies			
19. Total Project Amt. *(Excluding Rehabilitation Grants)*			401,556.00
20. Federal Share requested of Line 19			361,400.00
21. Add Rehabilitation Grants Requested *(100 percent)*			
22. Total Federal grant requested *(Lines 20 & 21)*			361,400.00
23. Grantee share			20,078.00
24. Other shares			20,078.00
25. Total project *(Lines 22, 23, & 24)*	$	$	$401,556.00

FAA Form 5100-100 (9-03) SUPERSEDES FAA FORM 5100-100 (6-73)

DEPARTMENT OF TRANSPORTATION - FEDERAL AVIATION ADMINISTRATION

OMB NO. 2120-0569

SECTION C - EXCLUSIONS

26. Classification	Ineligible for Participation (1)	Excluded from Contingency Provision (2)
a.	$	$
b.		
c.		
d.		
e.		
f.		
g. Totals	$	$

SECTION D - PROPOSED METHOD OF FINANCING NON-FEDERAL SHARE

27. Grantee Share	$
a. Securities	
b. Mortgages	
c. Appropriations (By Applicant)	20,078.00
d. Bonds	
e. Tax Levies	
f. Non Cash	
g. Other (Explain)	
h. Total – Grantee Share	20,078.00
28. Other Shares	
a. State	20,078.00
b. Other	
c. Total Other Shares	20,078.00
29. TOTAL	$ 40,156.00

SECTION E - REMARKS

PART IV - PROGRAM NARRATIVE *(ATTACH – SEE INSTRUCTIONS)*

PART IV
PROGRAM NARRATIVE

(Suggested Format)

DEPARTMENT OF TRANSPORTATION - FEDERAL AVIATION ADMINISTRATION

OMB NO. 2120-0569

PROJECT: Airport Action Plan

AIRPORT: Las Cruces International Airport

1. Objective:

Prepare an Airport Action Plan in accordance with FAA AC 150/5070-6B, prepare a Wildlife Hazard Management Plan, perform a Financial Feasibility Analysis, perform a Sustainability Analysis, prepare an Airport Business Plan, and update the Airport Minimum Standards and Rules and Regulations. Included in the Task Order are boundary surveys and an obstruction analysis.

2. Benefits Anticipated:

The last Master Plan completed at Las Cruces was in 1997 and the last Action Plan was in 2008. Since that time Las Cruces has experienced significant changes in operations and activity and the FAA design criteria have been updated and revised. This Action Plan and ALP are to lay out feasible airport improvements which can be successfully implemented and which clearly establish the purpose and need for the proposed projects. A Wildlife Hazard Management Plan is also to be written along with an Airport Business Plan and an update of the Airport Minimum Standards and Rules and Regulations.

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

The Airport Action Plan is to be completed in accordance with the guidance contained in FAA AC 150/5050-6B.

4. Geographic Location:

Las Cruces International Airport, Las Cruces, New Mexico

5. If Applicable, Provide Additional Information:

6: Sponsor's Representative: *(incl. address & tel. no.)*

Ms. Cheryl Rodriguez - Airport Manager
Las Cruces Internation Airport
P.O. Box 20000
Las, Cruces, NM 88004
(575()-541-2471

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

AIRPORT IMPROVEMENT PROGRAM SPONSOR CERTIFICATION

SELECTION OF CONSULTANTS

City iof Las Cruces	Las Cruces International Airport	3-35-0024-Pending
(Sponsor)	*(Airport)*	*(Project Number)*

Airport Action Plan *(Work Description)*

Title 49, United States Code, section 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 standards for selection of consultant services within Federal grant programs are described in Title 49, Code of Federal Regulations (CFR), Part 18.36. Sponsors may use other qualifications-based procedures provided they are equivalent to specific standards in 49 CFR 18 and FAA Advisory Circular 150/5100-14, Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects.

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

	Yes	No	N/A
1. Solicitations were ~~(will be)~~ made to ensure fair and open competition from a wide area of interest.	☒	☐	☐
2. Consultants were ~~(will be)~~ selected using competitive procedures based on qualifications, experience, and disadvantaged enterprise requirements with the fees determined through negotiations.	☒	☐	☐
3. A record of negotiations has been ~~(will be)~~ prepared reflecting considerations involved in the establishment of fees, which are not significantly above the sponsor's independent cost estimate.	☒	☐	☐
4. If engineering or other services are to be performed by sponsor force account personnel, prior approval ~~was (will be)~~ obtained from the FAA.	☐	☐	☒
5. The consultant services contracts clearly establish ~~(will establish)~~ the scope of work and delineate the division of responsibilities between all parties engaged in carrying out elements of the project.	☒	☐	☐
6. Costs associated with work ineligible for AIP funding are ~~(will be)~~ clearly identified and separated from eligible items in solicitations, contracts, and related project documents.	☒	☐	☐
7. Mandatory contact provisions for grant-assisted contracts have been ~~(will be)~~ included in consultant services contracts.	☒	☐	☐
8. The cost-plus-percentage-of-cost methods of contracting prohibited under Federal standards were not ~~(will not be)~~ used.	☒	☐	☐

9. If the services being procured cover more than the single grant project referenced in this certification, the scope of work was ~~(will be)~~ specifically described in the advertisement, and future work will not be initiated beyond five years. ☒ ☐ ☐

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

City of Las Cruces
(Name of Sponsor)

(Signature of Sponsor's Designated Official Representative)

Mr. Robert Garza, P.E.
(Typed Name of Sponsor's Designated Official Representative)

City Manager
(Typed Title of Sponsor's Designated Official Representative)

9-3-14
(Date)

APPROVED AS TO FORM:
City Attorney

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

AIRPORT IMPROVEMENT PROGRAM SPONSOR CERTIFICATION

PROJECT PLANS AND SPECIFICATIONS

City of Las Cruces	Las Cruces International Airport	3-35-0024-Pending
(Sponsor)	*(Airport)*	*(Project Number)*

Description of Work:
Airport Action Plan

Title 49, United States Code, section 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). AIP standards are generally described in FAA Advisory Circular (AC) 150/5100-6, Labor Requirements for the Airport Improvement Program, AC 150/5100-15, Civil Rights Requirements for the Airport Improvement Program, and AC 150/5100-16, Airport Improvement Program Grant Assurance One--General Federal Requirements. A list of current advisory circulars with specific standards for design or construction of airports as well as procurement/installation of equipment and facilities is referenced in standard airport sponsor Grant Assurance 34 contained in the grant agreement.

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

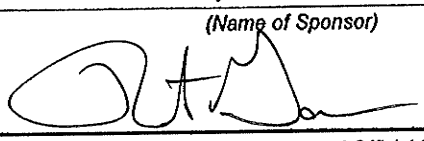
	Yes	No	N/A
1. The plans and specifications ~~were (will be)~~ prepared in accordance with applicable Federal standards and requirements, so no deviation or modification to standards set forth in the advisory circulars, or State standard, is necessary other than those previously approved by the FAA.	☐	☐	☒
2. Specifications for the procurement of equipment are ~~not (will not be)~~ proprietary or written so as to restrict competition. At least two manufacturers can meet the specification.	☐	☐	☒
3. The development ~~included (to be included)~~ in the plans is depicted on the airport layout plan approved by the FAA.	☐	☐	☒
4. Development that is ineligible for AIP funding ~~has been (will be)~~ omitted from the plans and specifications.	☐	☐	☒
5. The process control and acceptance tests required for the project by standards contained in Advisory Circular 150/5370-10 ~~are (will be)~~ included in the project specifications.	☐	☐	☒
6. If a value engineering clause is incorporated into the contract, concurrence ~~was (will be)~~ obtained from the FAA.	☐	☐	☒
7. The plans and specifications ~~incorporate (will incorporate)~~ applicable requirements and recommendations set forth in the Federally approved environmental finding.	☐	☐	☒

	Yes	No	N/A
8. For construction activities within or near aircraft operational areas, the requirements contained in Advisory Circular 150/5370-2 ~~have been (will be)~~ discussed with the FAA as well as incorporated into the specifications, and a safety/phasing plan has FAA's concurrence, if required.	☐	☐	☒
9. The project ~~was (will be)~~ physically completed without Federal participation in costs due to errors and omissions in the plans and specifications that were foreseeable at the time of project design.	☐	☐	☒

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

City of Las Cruces

(Name of Sponsor)



(Signature of Sponsor's Designated Official Representative)

Mr. Robert Garza, P.E.

(Typed Name of Sponsor's Designated Official Representative)

City Manager

(Typed Title of Sponsor's Designated Official Representative)

9-3-14

(Date)

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

AIRPORT IMPROVEMENT PROGRAM
SPONSOR CERTIFICATION

EQUIPMENT/CONSTRUCTION CONTRACTS

City of Las Cruces	Las Cruces International Airport	3-35-0024-Pending
(Sponsor)	*(Airport)*	*(Project Number)*

Airport Action Plan *(Work Description)*

Title 49, United States Code (USC), section 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 standards for equipment and construction contracts within Federal grant programs are described in Title 49, Code of Federal Regulations (CFR), Part 18.36. AIP standards are generally described in FAA Advisory Circular (AC) 150/5100-6, Labor Requirements for the Airport Improvement Program, AC 150/5100-15, Civil Rights Requirements for the Airport Improvement Program, and AC 150/5100-16, Airport Improvement Program Grant Assurance One--General Federal Requirements. Sponsors may use State and local procedures provided procurements conform to these Federal standards.

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

	Yes	No	N/A
1. A code or standard of conduct ~~is (will be)~~ in effect governing the performance of the sponsor's officers, employees, or agents in soliciting and awarding procurement contracts.	☐	☐	☒
2. Qualified personnel ~~are (will be)~~ engaged to perform contract administration, engineering supervision, construction inspection, and testing.	☐	☐	☒
3. The procurement ~~was (will be)~~ publicly advertised using the competitive sealed bid method of procurement.	☐	☐	☒
4. The bid solicitation clearly and accurately ~~describes (will describe):~~			
a. The current Federal wage rate determination for all construction projects, and	☐	☐	☒
b. All other requirements of the equipment and/or services to be provided.			
5. Concurrence ~~was (will be)~~ obtained from FAA prior to contract award under any of the following circumstances:			
a. Only one qualified person/firm submits a responsive bid,	☐	☐	☒
b. The contract is to be awarded to other than the lowest responsible bidder,			
c. Life cycle costing is a factor in selecting the lowest responsive bidder, or			
d. Proposed contract prices are more than 10 percent over the sponsor's cost estimate.			

	Yes	No	N/A
e.			
6. All contracts exceeding $100,000 ~~require (will require)~~ the following provisions:			
a. A bid guarantee of 5 percent, a performance bond of 100 percent, and a payment bond of 100 percent;			
b. Conditions specifying administrative, contractual, and legal remedies, including contract termination, for those instances in which contractors violate or breach contact terms; and	☐	☐	☒
c. Compliance with applicable standards and requirements issued under Section 306 of the Clean Air Act (42 USC 1857(h)), Section 508 of the Clean Water Act (33 USC 1368), and Executive Order 11738.			
7. All construction contracts ~~contain (will contain)~~ provisions for:			
a. Compliance with the Copeland "Anti-Kick Back" Act, and	☐	☐	☒
b. Preference given in the employment of labor (except in executive, administrative, and supervisory positions) to honorably discharged Vietnam era veterans and disabled veterans.			
8. All construction contracts exceeding $2,000 ~~contain (will contain)~~ the following provisions:			
a. Compliance with the Davis-Bacon Act based on the current Federal wage rate determination; and	☐	☐	☒
b. Compliance with the Contract Work Hours and Safety Standards Act (40 USC 327-330), Sections 103 and 107.			
9. All construction contracts exceeding $10,000 ~~contain (will contain)~~ appropriate clauses from 41 CFR Part 60 for compliance with Executive Orders 11246 and 11375 on Equal Employment Opportunity.	☐	☐	☒
10. All contracts and subcontracts ~~contain (will contain)~~ clauses required from Title VI of the Civil Rights Act and 49 CFR 23 and 49 CFR 26 for Disadvantaged Business Enterprises.	☐	☐	☒
11. Appropriate checks ~~have been (will be)~~ made to assure that contracts or subcontracts are not awarded to those individuals or firms suspended, debarred, or voluntarily excluded from doing business with any U.S. Department of Transportation (DOT) element and appearing on the DOT Unified List.	☐	☐	☒

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

City of Las Cruces

(Name of Sponsor)

(Signature of Sponsor's Designated Official Representative)

Mr. Robert Garza, P.E.

(Typed Name of Sponsor's Designated Official Representative)

City Manager

(Typed Title of Sponsor's Designated Official Representative)

9-3-14

(Date)

APPROVED AS TO FORM:
City Attorney

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

AIRPORT IMPROVEMENT PROGRAM SPONSOR CERTIFICATION

REAL PROPERTY ACQUISITION

City of Las Cruces	Las Cruces International Aiport	3-35-0024-Pending
(Sponsor)	*(Airport)*	*(Project Number)*

Description of Work:
Airport Action Plan

Title 49, United States Code, section 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 real property acquisition and relocation assistance are in Title 49, Code of Federal Regulations (CFR), Part 24. The AIP project grant agreement contains specific requirements and assurances on the Uniform Relocation Assistance and Real Property Acquisition Act of 1970 (Uniform Act), as amended.

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

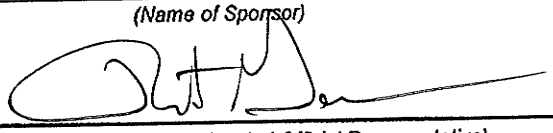
	Yes	No	N/A
1. The sponsor's attorney or other official has ~~(will have)~~ good and sufficient title as well as title evidence on property in the project.	☒	☐	☐
2. If defects and/or encumbrances exist in the title that adversely impact the sponsor's intended use of property in the project, they ~~have been (will be)~~ extinguished, modified, or subordinated.	☐	☐	☒
3. If property for airport development ~~is (will be)~~ leased, the following conditions have been met:			
a. The term is for 20 years or the useful life of the project,	☐	☐	☒
b. The lessor is a public agency, and			
c. The lease contains no provisions that prevent full compliance with the grant agreement.			
4. Property in the project is ~~(will be)~~ in conformance with the current Exhibit A property map, which is based on deeds, title opinions, land surveys, the approved airport layout plan, and project documentation.	☒	☐	☐
5. For any acquisition of property interest in noise sensitive approach zones and related areas, property interest ~~was (will be)~~ obtained to ensure land is used for purposes compatible with noise levels associated with operation of the airport.	☐	☐	☒

	Yes	No	N/A
6. For any acquisition of property interest in runway protection zones and areas related to 14 CFR 77 surfaces, property interest ~~was (will be)~~ obtained for the following:			
a. The right of flight,	☐	☐	☒
b. The right of ingress and egress to remove obstructions, and			
c. The right to restrict the establishment of future obstructions.			
7. Appraisals prepared by qualified real estate appraisers hired by the sponsor ~~include (will include)~~ the following:			
a. Valuation data to estimate the current market value for the property interest acquired on each parcel, and	☐	☐	☒
b. Verification that an opportunity has been provided the property owner or representative to accompany appraisers during inspections.			
8. Each appraisal ~~has been (will be)~~ reviewed by a qualified review appraiser to recommend an amount for the offer of just compensation, and the written appraisals as well as review appraisal are available to FAA for review.	☐	☐	☒
9. A written offer to acquire each parcel ~~was (will be)~~ presented to the property owner for not less than the approved amount of just compensation.	☐	☐	☒
10. Effort ~~was (will be)~~ made to acquire each property through the following negotiation procedures:			
a. No coercive action to induce agreement, and	☐	☐	☒
b. Supporting documents for settlements included in the project files.			
11. If a negotiated settlement is not reached, the following procedures ~~were (will be)~~ used:			
a. Condemnation initiated and a court deposit not less than the just compensation made prior to possession of the property, and	☐	☐	☒
b. Supporting documents for awards included in the project files.			
12. If displacement of persons, businesses, farm operations, or non-profit organizations is involved, a relocation assistance program ~~was (will be)~~ established, with displaced parties receiving general information on the program in writing, including relocation eligibility, and a 90-day notice to vacate.	☐	☐	☒
13. Relocation assistance services, comparable replacement housing, and payment of necessary relocation expenses ~~were (will be)~~ provided within a reasonable time period for each displaced occupant in accordance with the Uniform Act.	☐	☐	☒

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

City of Las Cruces

(Name of Sponsor)



(Signature of Sponsor's Designated Official Representative)

Mr. Robert Garza, P.E.

(Typed Name of Sponsor's Designated Official Representative)

City Manager

(Typed Title of Sponsor's Designated Official Representative)

9-3-14

(Date)

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

AIRPORT IMPROVEMENT PROGRAM
SPONSOR CERTIFICATION

CONSTRUCTION PROJECT FINAL ACCEPTANCE

City of Las Cruces	Las Cruces International Airport	3-35-0024-Pending
(Sponsor)	*(Airport)*	*(Project Number)*

Description of Work:
Airport Action Plan

Title 49, United States Code, section 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. General standards for final acceptance and close out of federally funded construction projects are in Title 49, Code of Federal Regulations, Part 18.50. The sponsor shall determine that project costs are accurate and proper in accordance with specific requirements of the grant agreement and contract documents.

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

	Yes	No	N/A
1. The personnel engaged in project administration, engineering supervision, construction inspection and testing ~~were (will be)~~ determined to be qualified as well as competent to perform the work.	☐	☐	☒
2. Daily construction records ~~were (will be)~~ kept by the resident engineer/construction inspector as follows:			
a. Work in progress,			
b. Quality and quantity of materials delivered,			
c. Test locations and results,			
d. Instructions provided the contractor,	☐	☐	☒
e. Weather conditions,			
f. Equipment use,			
g. Labor requirements,			
h. Safety problems, and			
i. Changes required.			
3. Weekly payroll records and statements of compliance ~~were (will be)~~ submitted by the prime contractor and reviewed by the sponsor for Federal labor and civil rights requirements (Advisory Circulars 150/5100-6 and 150/5100-15).	☐	☐	☒

	Yes	No	N/A
4. Complaints regarding the mandated Federal provisions set forth in the contract documents ~~have been (will be)~~ submitted to the FAA.	☐	☐	☒
5. All tests specified in the plans and specifications ~~were (will be)~~ performed and the test results documented as well as made available to the FAA.	☐	☐	☒
6. For any test results outside of allowable tolerances, appropriate corrective actions ~~were (will be)~~ taken.	☐	☐	☒
7. Payments to the contractor ~~were (will be)~~ made in compliance with contract provisions as follows:			
a. Payments are verified by the sponsor's internal audit of contract records kept by the resident engineer, and	☐	☐	☒
b. If appropriate, pay reduction factors required by the specifications are applied in computing final payments and a summary of pay reductions made available to the FAA.			
8. The project ~~was (will be)~~ accomplished without significant deviations, changes, or modifications from the approved plans and specifications, except where approval is obtained from the FAA.	☐	☐	☒
9. A final project inspection ~~was (will be)~~ conducted with representatives of the sponsor and the contractor and project files contain documentation of the final inspection.	☐	☐	☒
10. Work in the grant agreement ~~was (will be)~~ physically completed and corrective actions required as a result of the final inspection is completed to the satisfaction of the sponsor.	☐	☐	☒
11. If applicable, the as-built plans, an equipment inventory, and a revised airport layout plan ~~have been (will be)~~ submitted to the FAA.	☐	☐	☒
12. Applicable close out financial reports ~~have been (will be)~~ submitted to the FAA.	☐	☐	☒

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

City of Las Cruces
(Name of Sponsor)

(Signature of Sponsor's Designated Official Representative)

Mr. Robert Garza, P.E.
(Typed Name of Sponsor's Designated Official Representative)

City Manager
(Typed Title of Sponsor's Designated Official Representative)

9-3-14
(Date)

APPROVED AS TO FORM:
City Attorney

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

AIRPORT IMPROVEMENT PROGRAM SPONSOR CERTIFICATION

DRUG-FREE WORKPLACE

City of Las Cruces	Las Cruces International Airport	3-35-0024-Pending
(Sponsor)	*(Airport)*	*(Project Number)*

Description of Work:
Airport Action Plan

Title 49, United States Code, section 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 Title 49, Code of Federal Regulations, Part 29. 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.

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

	Yes	No	N/A
1. A statement has been ~~(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.	☒	☐	☐
2. An ongoing drug-free awareness program has been ~~(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; and			
d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.			
3. Each employee to be engaged in the performance of the work has been ~~(will be)~~ given a copy of the statement required within item 1 above.	☒	☐	☐
4. Employees have been ~~(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; and			

	Yes	No	N/A
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.			
5. The FAA will be notified in writing within ten 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.	☒	☐	☐
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; or	☒	☐	☐
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.			
7. A good faith effort will be made to continue to maintain a drug-free workplace through implementation of items 1 through 6 above.	☒	☐	☐

I have prepared documentation attached hereto with site(s) for performance of work (street address, city, county, state, zip code). There are no such workplaces that are not identified in the attachment. I have prepared additional documentation for any above items marked "no" and attached it hereto. I certify that, for the project identified herein, responses to the forgoing items are accurate as marked and attachments are correct and complete.

City of Las Cruces
(Name of Sponsor)

(Signature of Sponsor's Designated Official Representative)

Mr. Robert Garza, P.E.
(Typed Name of Sponsor's Designated Official Representative)

City Manager
(Typed Title of Sponsor's Designated Official Representative)

9-3-14
(Date)

APPROVED AS TO FORM:
City Attorney

STANDARD DEPARTMENT OF TRANSPORTATION TITLE VI ASSURANCES

The City of Las Cruces (hereinafter referred to as the "Sponsor") hereby agrees that as a condition to receiving Federal financial assistance from the Department of Transportation (DOT), it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.) and all requirements imposed by 49 CFR Part 21, Nondiscrimination in Federally Assisted Programs of the DOT -- Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the "Regulations") to the end that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance and will immediately take any measures necessary to effectuate this agreement.

Without limiting the above general assurance, the Sponsor agrees concerning Project No3-35-0024-Pending_ (hereinafter referred to as the "Project") that:

a. Each "program" and "facility" (as defined in Sections 21.23(b) and 21.23(e)) will be conducted or operated in compliance with all requirements of the Regulations.

b. It will insert the following notification in all solicitations for bids issued in connection with the Project and in adapted form in all proposals for negotiated agreements:

> The City of Las Cruces, in accordance with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.) and all requirements imposed by 39 CFR Part 21, Nondiscrimination of Federally Assisted Programs of the DOT, hereby notifies all bidders that it will affirmatively assure that minority business enterprises are afforded full 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.

c. It will insert the clauses of Attachment 1 of this assurance in every contract subject to the Act and the Regulations.

d. Where Federal financial assistance is received to construct a facility, or part of a facility, the assurance shall extend to the entire facility and facilities operated in connection therewith.

e. Where Federal financial assistance is in the form or for the acquisition of real property or an interest in real property, the assurance shall extend to rights to space on, over, or under such property.

f. It will include the appropriate clauses set forth in Attachment 2 of this assurance, as a covenant running with the land, in any future deeds, leases, permits, licenses, and similar agreements entered into by the Sponsor with other parties: (a) for the subsequent transfer of real property acquired or improved with Federal financial assistance under this Project; and (b) for the construction or use of or access to space on, over, or under real property acquired or improved with Federal financial assistance under this Project.

g. This assurance obligates the Sponsor 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: (a) the period during which the property is used for a purpose for which Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or (b) the period during which the Sponsor retains ownership or possession of the property.

h. It will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he delegates specific authority to give reasonable guarantee that it, other sponsors, subgrantees, contractors, subcontractors, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations, and this assurance.

i. It agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Act, the Regulations, and this assurance.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining Federal financial assistance for this Project and is binding on its contractors, the sponsor, subcontractors, transferees, successors in interest and other participants in the Project. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Sponsor.

DATED: 9-3-14

City of Las Cruces
(Sponsor)

By: _____
Mr. Robert Garza, P.E.
City Manager

Attachments 1 and 2

APPROVED AS TO FORM:
CITY ATTORNEY

CONTRACTOR CONTRACTUAL REQUIREMENTS

ATTACHMENT 1 TO STANDARD DEPARTMENT OF TRANSPORTATION TITLE VI ASSURANCE

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

a. **Compliance with Regulations.** The contractor shall comply with the Regulations relative to nondiscrimination in Federally assisted programs of the Department of Transportation (DOT) Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

b. **Nondiscrimination.** The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

c. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment.** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.

d. **Information and Reports.** The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Sponsor or the Federal Aviation Administration (FAA) to be pertinent to ascertain compliance with such Regulations, orders, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to the sponsor or the FAA, as appropriate, and shall set forth what efforts it has made to obtain the information.

e. **Sanctions for Noncompliance.** In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, the sponsor shall impose such contract sanctions as it or the FAA may determine to be appropriate, including, but not limited to:

(1) Withholding of payments to the contractor under the contract until the contractor complies, and/or

(2) Cancellation, termination, or suspension of the contract, in whole or in part.

f. **Incorporation of Provisions.** The contractor shall include the provisions of paragraphs 1 through 5 in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the sponsor or the FAA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the Sponsor to enter into such litigation to protect the interests of the sponsor and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

CLAUSES FOR DEEDS, LICENSES, LEASES, PERMITS OR SIMILAR INSTRUMENTS

ATTACHMENT 2 TO STANDARD DEPARTMENT OF TRANSPORTATION TITLE VI ASSURANCE

The following clauses shall be included in deeds, licenses, leases, permits, or similar instruments entered into by the Sponsor pursuant to the provisions of Assurances 5(a) and 5(b).

a. The (grantee, licensee, lessee, permittee, etc., as appropriate) for himself, his heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add "as a covenant running with the land") that in the event facilities are constructed, maintained, or otherwise operated on the said property described in this (deed, license, lease, permit, etc.) for a purpose for which a Department of Transportation (DOT) program or activity is extended or for another purpose involving the provisions of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) shall maintain and operate such facilities and services in compliance with all other requirements imposed pursuant to 49 CFR Part 21, Nondiscrimination in Federally Assisted Programs of the DOT, and as said Regulations may be amended.

b. The (grantee, licensee, lessee, permittee, etc., as appropriate) for himself, his personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add "as a covenant running with the land") that: (1) no person on the grounds of race, color, or national origin shall be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land and the furnishing of services thereon, no person on the grounds of race, color, or national origin shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) shall use the premises in compliance with all other requirements imposed by or pursuant to 49 CFR Part 21, Nondiscrimination in Federally Assisted Programs of the DOT, and as said Regulations may be amended.

DATE

Aug 25, 2014

STATE GRANT AGREEMENT FOR AIRPORT PROJECTS

New Mexico DEPARTMENT OF TRANSPORTATION
MOBILITY FOR EVERYONE

AVIATION DIVISION

Sponsor

City of Las Cruces

Respond to:
NMDOT - AVIATION DIVISION
PO Box 9830
Albuquerque, NM 87119
505-244-1788 phone
505-244-1790 fax

Contract No._____ **Project No.** _____

Vendor No. _____ **Expiration Date**_____

Purchase Order No:_____

PROJECT AGREEMENT

This Project Agreement / Application is between City of Las Cruces, New Mexico (Sponsor) and The State of New Mexico, acting through the New Mexico Department of Transportation, Aviation Division (Division) for the purpose of carrying out the provisions of Section 64-1-13, NMSA 1978 of the Aviation Act (Act) and Sections 3-39-1 et. seq., NMSA 1978 of the Municipal Airport Law

NOW THEREFORE, IT IS MUTUALLY AGREED BETWEEN THE PARTIES:

SECTION ONE - PURPOSE

The purpose of this Agreement / Application is to provide funding, authorized in Section 64-1-13, NMSA 1978, to the Sponsor to assist in financing an airport or aviation project at Las Cruces International Airport

Based on the Sponsor's request, the Division has granted state funding to pay 50 % of the Sponsor's share of all allowable costs for the project.

Project Description:

Airport Action Plan

The site of development is more particularly described on the property map, attached as "Exhibit A"

Items of work, cost and source of funds as stated in "Exhibit B", of this Agreement.

FUNDING

STATE	SPONSOR	OTHER	TOTAL
$ 20,078	$ 20,078	$ 361,400	$ 401,556

ROUND TO THE NEAREST DOLLAR

SECTION TWO - PROJECT FUNDING

1. The funding for this project is set forth in EXHIBIT B.

2. The maximum obligation of the State payable by the Division under this Agreement is set forth in EXHIBIT B.

3. Funding approved under this Agreement / Application shall be paid subject to the availability of funds from the the State Aviation Fund. Any unexpended portion of funds subject to this agreement shall revert to the State Aviation Fund.

SECTION THREE - SPONSOR SHALL

1. Pay all costs, perform all labor, and supply all material, except as described in EXHIBIT B of this Agreement, for the purpose as described in SECTION ONE.

2. Provide a representative from its organization who shall serve as the single point of contact for the Division.

3. Maintain in force a **Maintenance Resolution** by which the Sponsor agrees to establish an airport maintenance program and appoint an individual to be responsible for its effectuation.

4. Initiate engineering, survey, and all other design activities, inspect Project construction and, coordinate all meetings.

5. Be responsible for all design and pre-construction activities.

6. Initiate and cause to be prepared all necessary documents including plans, specifications, and estimates (PS&E), and reports for this Project.

7. Assure that all design and PS&E are performed under the direct supervision of a Registered New Mexico Professional Engineer.

8. Design the Project in accordance with State and Federal guidelines and/or advisory circulars, hereby incorporated into this Agreement. The work will be accomplished in accordance with the Federal Aviation Administration's Standards for Specifying Construction of Airports (Advisory Circular 150/5370-10, current edition).

9. Notify the Division when the plans and specifications are sufficiently complete for review.

10. Make no changes in design or scope of work without documented approval of the Aviation Division.

11. Advertise for and contract for the construction of the Project.

12. Require the Engineer to prepare a final detail estimate of the work, indicating the bid items, the quantity in each item, the unit bid price and cost of the items based on low acceptable bid prices. Progress estimates shall be submitted to the Division in acceptable form so that details of quantities allowed on various items of work shall be shown on each progress payment.

13. The Sponsor shall submit to the Division one complete set of plans and specifications which incorporate all comments and recommendations received during pre-bid activities and which have been fully executed by all involved parties.

14. The Sponsor shall take all steps, including litigation if necessary, to recover State funds spent fraudulently, wastefully, or in violation of State statutes, or misused in any other manner on any project upon which State funds have been expended. For the purposes of this Agreement, the term "State funds" means funds, however used or disbursed by the Sponsor, that were paid by the Division pursuant to this Agreement. The Sponsor shall return the recovered State share, including funds recovered by settlement, order, or judgment, to the Division. It shall furnish to the Division, upon request, all documents and records pertaining to the determination of the amount of the State share of any settlement, litigation, negotiation, or the efforts taken to recover such funds. All settlements or other final dispositions by the Sponsor, in court or otherwise, involving the recovery of such State share shall be approved in advance by the Division.

15. The Sponsor shall, upon reasonable notice, allow the Division the right to inspect the project for the purposes of determining if it is being constructed in a good and workmanlike manner, and if the approved plans and specifications are being satisfactorily complied with. If such inspection discloses a failure to substantially meet such requirements and standards as, agreed to by the Division, the Division may terminate payment or payments until a mutually satisfactory remedy is agreed upon.

SECTION FOUR - DIVISION SHALL

1. Assign a contact person for this project.

2. Provide timely reviews of all submittals of scopes, plans, specifications, investigations or other documents.

3. The Division shall not provide an extensive check of any plans submitted by the Sponsor. Acceptance of plans by the Division does not relieve the Sponsor or its Consultant of their responsibility for errors and omissions.

SECTION FIVE - BOTH PARTIES AGREE

1. If upon termination of this Agreement there remain any properties, materials or equipment belonging to the Division, the Sponsor shall account for the same and dispose of them as directed by the Division.

2. The allowable costs of the Project shall not include costs determined by the Division to be ineligible for consideration under the Act.

3. The expenditure of any State money is subject to approval by the Division.

4. The Local Governments Road Fund, established pursuant to Section 67-3-28.2, NMSA 1978, shall not be used to administer this project.

5. A Sponsor that has received a distribution pursuant to Section 67-3-28.2, NMSA 1978, may not use this distribution to meet its match required for this project.

SECTION SIX - DISPOSITION OF PROPERTY

1. **Disposition of Property** - Any equipment, materials or supplies procured under this Agreement shall be used solely for aviation purposes and must be stored at the airport.

SECTION SEVEN - REPRESENTATIONS

The Sponsor hereby represents and certifies the following by signing this Agreement:

1. **Legal Authority** - The Sponsor has the legal power and authority: (1) to do all things necessary in order to undertake and carry out the Project in conformity with the provisions stated in the New Mexico Aviation Act and Rules and Regulations pursuant thereto; (2) to accept, receive and disburse grants of funds from the State of New Mexico in aid of the Project; and (3) to carry out all provisions stated in this"Grant Agreement for Airport Projects."

2. **Defaults** - The Sponsor is not in default on any obligation to the State of New Mexico relative to the development, operation or maintenance of any airport or aviation project.

3. **Possible Disabilities** - The Sponsor states, by execution of this Agreement, there are no facts or circumstances (including the existence of effective or proposed leases, use agreements, or other legal instruments affecting use of the airport or the existence of pending litigation or other legal proceedings) which in reasonable probability might make it impossible for the Sponsor to carry out and complete the Project.

4. **Land** - The Sponsor holds the property interest in the areas of land which are to be developed or used as part of or in connection with the Project and is identified in a current Airport Property Map. The Sponsor further certifies that the aforementioned is based on a title examination by a qualified attorney or title company who has determined that the Sponsor holds the stated property interests.

SECTION EIGHT - ASSURANCES

The Sponsor hereby covenants and agrees with the Division the following by signing this Agreement

1. The Sponsor agrees that it will operate the airport receiving aid under this application for the use and benefit of the public on fair and reasonable terms, and without unjust discrimination.

2. The Sponsor specifically agrees that it will keep said airport open to all types, kinds and classes of aeronautical use without discrimination between such types, kinds, and classes: **provided**, that the Sponsor establish such fair, equal and not unjustly discriminatory conditions to be met by all users of the airport as may be necessary for the safe and efficient operation of the airport;

3. The Sponsor agrees that in its operation of the airport and all facilities. Neither it nor any person or organization occupying space on facilities thereon will discriminate against any person or class of persons by reason of race, color, creed, or national origin in the use of the facility provided for the public on the airport; and further that any person, firm or corporation rendering service to the public on the airport will do so on a fair, equal and not unjustly discriminatory basis to all users thereof.

4. The Sponsor will operate and maintain in a safe and serviceable condition the airport and all facilities connected therewith which are necessary to serve the aeronautical users and will not permit any activity which would interfere with its use for airport purposes.

5. The Sponsor will, by acquisition of land interest, acquisition of easements, airspace zoning, or other accepted means, protect the runway approaches and the airspace in the immediate vicinity of the airport from the construction, alteration, erection or growth of any structure which would interfere with the use or operation of the airport.

6. The Sponsor agrees that no landing fee shall be charged any owner or operator of aircraft using said airport; which would be in violation of Section 64-1-16, NMSA 1978, as amended.

7. If said airport is on private land, the Sponsor shall attach a duly executed agreement permitting public use of this land for airport purposes without limit as to time, titled "Exhibit C".

8. The Sponsor agrees to comply with the New Mexico Aviation Act and the rules and regulations promulgated there under.

9. The Sponsor hereby specifically agrees that it shall not award the contract for which this grant is given, nor shall bidding documents be given to any contractor which or who is subject to suspension or debarment by the U.S. Department of Transportation or any of its agencies, or the New Mexico Department of Transportation at the time of the bidding or award of the contract. Violation of this provision shall void this grant.

SECTION NINE - COMPLIANCE WITH LAW

The Sponsor shall comply with all Federal, State, and local laws and ordinances applicable to the project.

SECTION TEN - THIRD PARTY BENEFICIARY CLAUSE

This Agreement is not intended by any of the provisions of any of its parts to create in the public, or any member thereof, a third party beneficiary or to authorize anyone not a party to this Agreement to maintain a suit for wrongful death, bodily and or personal injury to persons, damage to property, and/or any other claim(s) whatsoever pursuant to the provisions of this Agreement.

SECTION ELEVEN - COMPLIANCE WITH EMPLOYMENT LAW AND COOPERATION WITH DEPARTMENT INVESTIGATIONS

The Sponsor shall comply with all applicable Federal, State, and Department laws, regulations and policies, including, but not limited to laws governing, civil rights, equal opportunity compliance, environmental issues, workplace safety, employer-employee relations and all other laws governing operation of the workplace, including laws and regulations hereafter enacted. The Sponsor shall furnish all information and reports required by, or pursuant to, the rules, regulations, and policies of the Department, and will permit access to, and the interview of, its employees, and the, except for legally privileged material, examination and copying of its employee records by investigators for the Department's Equal Opportunity Programs Bureau, Office of Inspector General, and Risk Management Bureau, the New Mexico Attorney General's Office, the New Mexico Department of Labor, and all branches of the United States Department of Transportation; and will otherwise fully cooperate with all such investigations.

SECTION TWELVE - NEW MEXICO TORT CLAIMS ACT

By entering into this Agreement, neither party shall be responsible for liability incurred as a result of the other party's acts or omissions in connection with this Agreement. Any liability incurred in connection with this Agreement is subject to the immunities and limitations of the New Mexico Tort Claims Act, Sections 41-4-1, et seq., NMSA 1978, as amended This paragraph is intended only to define the liabilities between the parties hereto and it is not intended to modify, in any way, the parties' liabilities as governed by common law or the New Mexico Tort Claims Act. The Sponsor and its "public employees" as defined in the New Mexico Tort Claims Act, and the Department and its "public employees" as defined in the New Mexico Tort Claims Act, do not waive sovereign immunity, do not waive any defense and/or do not waive any limitation of liability pursuant to law. No provision in this Agreement modifies and/or waives any provision of the New Mexico Tort Claims Act.

SECTION THIRTEEN - ACCOUNTABILITY OF RECEIPTS AND DISBURSEMENTS

There shall be strict accountability for all receipts and disbursements relating hereto. The Sponsor shall maintain all records and documents relative to the Project for a minimum of three (3) years after completion of said Project. The Sponsor shall furnish the Division or State Auditor, upon demand, all records relevant to this Agreement and allow them the right to audit all records which support the terms of this Agreement.

SECTION FOURTEEN - REIMBURSEMENTS

Funds expended by the Sponsor in accordance with the terms of this Agreement shall be reimbursed to the Sponsor. The Sponsor shall not be reimbursed for any costs incurred prior to the full execution of the Agreement, after the expiration of the Agreement or in excess of the maximum dollar amount of the Agreement unless the maximum dollar amount is duly amended prior to incurring the service or deliverable. Claims for reimbursement requests shall be completed on a (State) form A-1159, Request for Reimbursement.

Each request for reimbursement shall contain proof of payment for valid expenditures for services rendered by a third party or items of tangible property received by the Sponsor for the implementation of the Project. The Division reserves the right to withhold reimbursement on requests that are incorrect and/or incomplete. The Final reimbursement request must be received no later than thirty (30) days after completion of the project or the expiration of this Agreement.

Any unexpended portion of funds subject to this Agreement shall revert to the State Aviation Fund.

SECTION FIFTEEN - AUTHORIZATION OF EXPENDITURES

The terms of this Agreement are contingent upon sufficient appropriations and authorizations being made by the Legislature of New Mexico for the performance of this Agreement. If sufficient appropriations and authorizations are not made by the State Legislature this Agreement shall terminate upon written notice given by the Division. The Division is expressly not committed to the expenditure of any funds until such time, as they are programmed, budgeted, encumbered and approved for expenditure by the Division. The Division's decision as to whether its funds are sufficient for the fulfillment of this Agreement shall be final.

SECTION SIXTEEN - TERM

The Agreement shall not take effect until executed by all of the parties hereto. This Agreement shall not exceed two (2) years. This agreement shall expire two (2) years from complete execution.

SECTION SEVENTEEN - TERMINATION

If the Sponsor fails to comply with any provision of this Agreement, the Division has the option to terminate this Agreement. By such termination, neither party may nullify obligations already incurred for performance or failure to perform prior to termination of this Agreement.

SECTION EIGHTEEN - MERGER

This Agreement incorporates all the agreements, covenants, and understandings between the parties hereto concerning the subject matter hereof, and all such covenants, agreements and understandings have been merged into this written Agreement. No prior agreement or understandings, verbal or otherwise, by parties or their agents shall be valid or enforceable unless embodied in this Agreement. The terms of this Agreement are lawful; performance of all duties and obligations herein shall conform with and do not contravene any State, local, or Federal statutes, regulations, rules, or ordinances.

SECTION NINETEEN - SEVERABILITY

In the event that any portion of this Agreement is determined to be void, unconstitutional, or otherwise unenforceable, the remainder of this Agreement shall remain in full force and effect.

SECTION TWENTY - AMENDMENT

This Agreement shall not be altered, modified, or amended except by an instrument in writing by the Sponsor and documented acceptance by the Division.

SECTION TWENTYONE - RATIFICATION AND ADOPTION

The Sponsor's execution of this Agreement is evidence of acceptance of the offer of state funding from the Division and ratification and adoption of the terms and conditions of this Agreement, including but not limited to all assurances, statements, representations, warranties and covenants herein.

IN WITNESS WHEREOF, THE PARTIES HERETO HAVE EXECUTED THIS AGREEMENT ON THE DATE AND YEAR WRITTEN BELOW

Recommended by AVIATION DIVISION

By:_____
Aviation Division Director or
Designee

Date: _____

New Mexico Department of Transportation

By:_____
Cabinet Secretary or
Designee

Date: _____

SPONSOR: Robert Garza, P.E., City Manager

PRINT NAME

By:_____

Date: 9-3-14

APPROVED AS TO FORM:
City Attorney

Approved as to form and legal sufficiency by the NMDOT Office of General Counsel

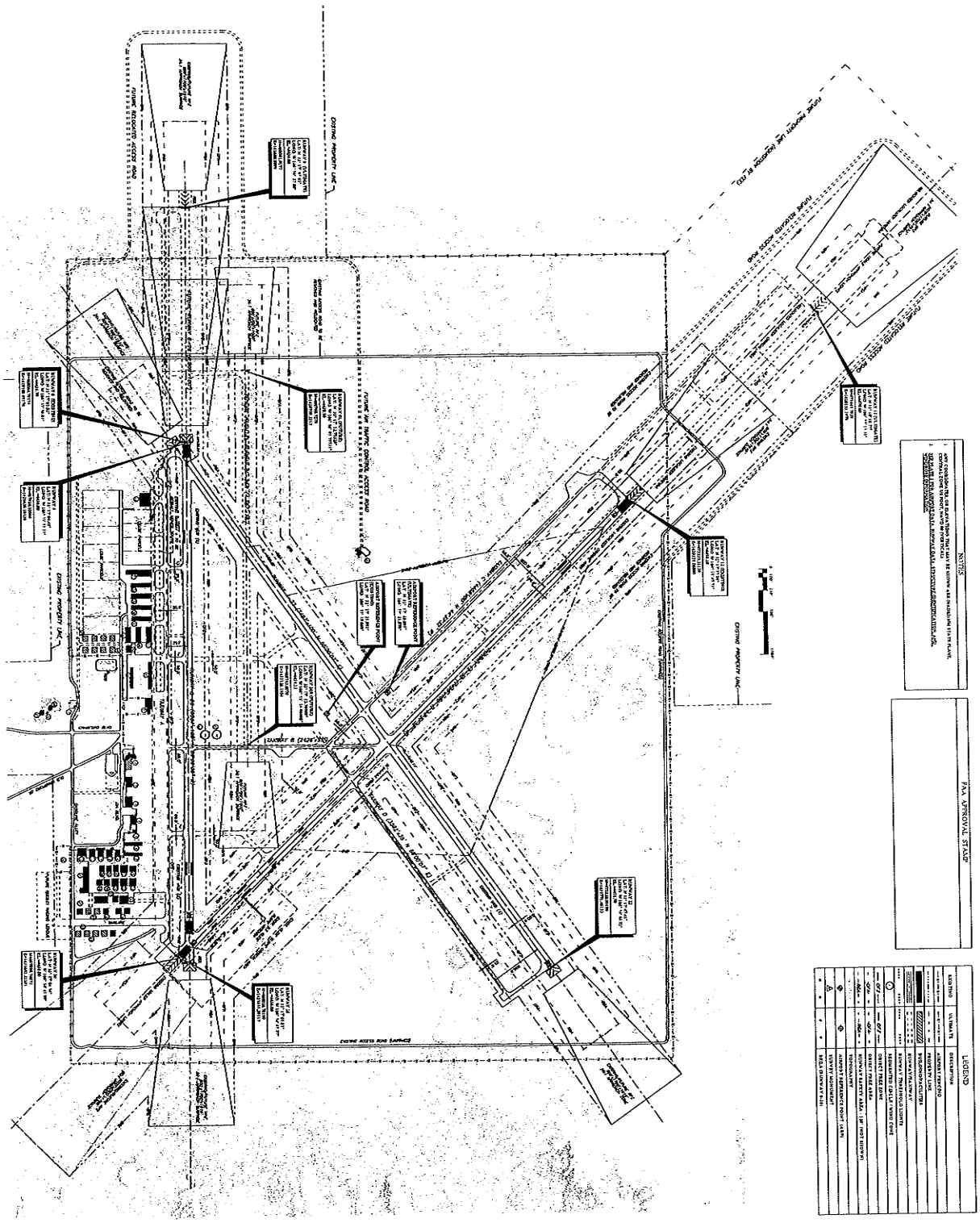
By: _____
Assistant General Counsel

Date: _____

EXHIBIT B PROJECT COSTS

GRANTEE: City of Las Cruces

ITEM NO.	ITEM OF WORK AND DESCRIPTION	STATE FUNDS	SPONSOR FUNDS	OTHER FUNDS	TOTAL ESTIMATED COSTS
1	Airport Action Plan	$ 20,078	$ 20,078	$ 361,400	$ 401,556
		$	$	$	$
		$	$	$	$
		$	$	$	$
TOTALS		$ 20,078	$ 20,078	$ 361,400	$ 401,556



AIRPORT LAYOUT PLAN

PLATE 1

AIRPORT LAYOUT PLANS
LAS CRUCES INTERNATIONAL AIRPORT
LAS CRUCES, NEW MEXICO

JML
DKS
KSF
PROJECT ENGINEER: KSF

EXHIBIT "E"

CITY OF LAS CRUCES
2014-15 Fiscal Year Budget

FUND	DIVISION	FUND TYPE
Airport Improvement Fund 4300	Transportation	Capital Project

	2013-14 Un-Audited	2014-15 Adopted	2014-15 Adjustment	2014-15 Adjusted
RESOURCES				
Beginning Balance	$ 11,655	824,984	(837,330)	(12,345)
Revenues				
Miscellaneous Revenues	5,708	1,145,208	0	1,145,208
Federal Grants	0	0	361,400	361,400
State Grants	511,683	37,932	20,078	58,010
Operating Transfers In	0	0	0	0
Total Revenues	517,391	1,183,140	381,478	1,564,618
TOTAL RESOURCES	$ 529,046	2,008,124	(455,852)	1,552,273
Expenditures				
Transportation	$ 0	1,125,208	0	1,125,208
70B12 - REHAB TAXIWAY A FY12	0	0	0	0
70B13 - ELECTRONIC AIRPORT LAYOUT PLAN	0	0	0	0
70B16 - AIRPORT'S FUEL FARM	3,330	0	0	0
70B17 - NMDOT STATE AVIATION DIV MAINT GRNT	(30)	0	0	0
70B18 - FUEL FARM PHASE 2	499,359	37,932	0	37,932
70B19 - FY14 NMDOT AVIATION MAINTENANCE	8,994	0	0	0
70B20 - AIRPORT ACTION PLAN UPDATE	0	0	381,478	381,478
Operating Transfers Out	0	0	0	0
Total Expenditures	$ 511,653	1,163,140	381,478	1,544,618
Accrual Adjustments	807,591	0	0	0
ENDING BALANCE	$ 824,984	844,984	(837,330)	7,655