

May 31, 2016

9269

Mr. William Nelson
Contra Costa County Department of Conservation and Development
30 Muir Road
Martinez, CA 94553

Subject: Byron Airport Development Program Modification

Dear Mr. Nelson:

Per our discussions, we have prepared a scope of work to amend the Byron Airport Land Use Compatibility Plan (ALUCP). The current ALUCP predates the existing Master Plan, and places severe constraints on the types and intensity of development that could be allowed under the planned Zoning Ordinance update for the Airport. The proposed work program would update the existing Byron ALUCP policies and forecasts (Chapters 4 and 6 of the County ALUCP). The update would be prepared by Mead & Hunt, subconsultant to Dudek.

ALUCP UPDATE

The proposed ALUCP update is based on the following project understanding:

- The existing ALUCP predates the current approved 2005 Master Plan and does not accurately reflect proposed aviation activities and proposed non-aviation development.
- The current safety zones and compatibility policies are overly restrictive compared to the ALUCP policies at the other public airport in the County, Buchanan Airport, and relative to current guidance per the California Airport Land Use Planning Handbook (2011 edition).
- An updated Airport Layout Plan (ALP) has been reviewed and is pending FAA approval. The Department of Caltrans Aeronautics Division (Caltrans) must approve the use of the ALP if it has not received final approval prior to initiation of the ALUCP update.
- The 2005 aviation activity forecasts should be updated to provide the 20-year planning horizon for an updated ALUCP.
- The airport noise contour will be updated to reflect the updated ALP and forecasts.
- The Airport Influence Area (AIA) would not be adjusted as part of the update. Maintaining the current AIA reduces the level of effort for outreach and interagency consultation.

Mr. Nelson

Subject: Byron Airport Development Program Modification

The scope of work prepared by Mead & Hunt is attached. Please note that the proposed Scope of Work includes a 15% (\$5,202) contingency fund. This fund cannot be expended without specific County authorization. If desired, this amount can be removed from the proposal. Any necessary additional required work would be negotiated on a time and materials basis. In keeping with our contract, no administrative fee is added to the subconsultant costs.

Subconsultant Costs\$ **39,883.00**

Project Meetings/Management

In addition to the meetings described in our current scope of work, two additional ALUCP meetings are proposed: one to discuss the proposed update prior to the release of the draft document, and one for the ALUCP approval hearing. The Dudek project manager and Mead & Hunt task manager will attend both meetings. In addition to the additional meeting costs, Dudek will provide management and QA/QC oversight (estimated at 8 hours) for the update process.

Dudek Costs\$ **3,373.00**

TOTAL COST.....\$ **43,256.00**

CEQA Compliance

The update of an ALUCP is a discretionary action subject to the California Environmental Quality Act (CEQA) (see *Muzzy Ranch Co. v. Solano County Airport Land Use Commission* [2007] 41 Cal.4th 372). One advantage of pursuing the ALUCP update at this time is that the update can be incorporated into the Byron Airport Development Program Environmental Impact Report (EIR) at no additional cost. The County Airport Land Use Commission would rely upon the EIR in approving the ALUCP update.

If you have any questions regarding the proposed scope of work, please contact me at (916) 438-5312 or brattidge@dudek.com.

Sincerely,



Brian Grattidge
Project Manager

Att.: Mead & Hunt Scope of Work



133 Aviation Boulevard, Suite 100
Santa Rosa, California 95403
707-526-5010
meadhunt.com

May 19, 2016

Mr. Brian Grattidge, Project Manager
Dudek
980 9th Street, Suite 1750
Sacramento, CA 958140

Subject: Focused Update of the Contra Costa County Airport Land Use Compatibility Plan policies for the Byron Airport

Dear Mr. Grattidge:

Mead & Hunt, Inc. (Mead & Hunt) is pleased to submit this proposal, as requested, to provide airport land use compatibility planning services in support of Dudek's ongoing project to enable aviation-related and aviation-compatible development at Contra Costa County's (County) Byron Airport (Airport).

Project Understanding

The County has proposed a General Plan Amendment/Zone Change to support future aviation-related and aviation-compatible development at the Airport. Initial research associated with the proposed project indicates that the County's Airport Land Use Compatibility Plan (ALUCP) for the Airport was published in 2000, based on the County's 1985 Airport Master Plan and previous state-wide compatibility planning guidance. As such, it does not reflect the County's the current Airport Layout Plan (ALP) update (pending FAA approval), or current guidance provided by the Caltrans Division of Aeronautics regarding allowable land use densities/intensities, which have been significantly relaxed since 2000. As a result, the policies the County's 2000 ALUCP require revision to reflect current Airport conditions and to support the County's proposed aviation-compatible site development.

Mead & Hunt prepared a revised ALP for the Airport in 2015, which has been reviewed by the FAA and is pending approval. Pertinent changes that would affect the ALUCP include:

- Reclassification of the Runway 12-30 from Airport Reference Code (ARC) B-III to ARC B-II and associated changes in critical aircraft.
- Changes in Airport-related land uses and land use designations.

Mead & Hunt understands that no changes have been made to the runway length or aircraft approaches.

Mead & Hunt assisted the County's Airport Land Use Commission (ALUC) during the development of the 2000 ALUCP, and we understand the decisions that were made at that time when developing the

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composite zones presented in the ALUCP. We propose to revise the composite zones and Airport-specific policies presented in the ALUCP to reflect revised guidance presented by the Caltrans Division of Aeronautics. The proposed ALUCP update will be a focused effort that concentrates on updating the maps, text and tables to reflect the proposed ALP Amendment. The policies will be updated to reflect new statewide compatibility guidance. That is, the ALUCP project will update only Chapters 3 and 6 of the current ALUCP rather than a comprehensive review of the ALUCP's procedural policies and countywide compatibility policies.

Given our familiarity with the 2000 ALUCP, the County's proposed ALP revisions, and our ongoing efforts to support proposed development at the Airport, we believe a budget of \$39,883, including a 15% contingency is sufficient to amend the ALUCP. The principal cost drivers include the development of aircraft activity forecasts to address the 20-year planning horizon required by the State Aeronautics Act, revised noise contours to reflect anticipated changes in aircraft operations, participation in two ALUC meetings, and other tasks associated with the proposed ALUCP update.

Scope of Services

After receipt of authorization to proceed, Mead & Hunt's Scope of Services shall include:

Task 1: Prepare Draft ALUCP Chapter Revisions

1.1: Revise Background Data for Byron Airport

Mead & Hunt will update Chapter 6, *Background Data: Byron Airport*, to reflect the changes in the 2016 ALP. Currently, the ALUCP includes three noise contour maps to address the noise effects of historic aircraft operations (Exhibits 6D to 6F). It is anticipated that the exhibits will be replaced with a single noise contour exhibit to reflect the operational forecasts provided to FAA with the 2016 ALP update and adjusted using the FAA's Terminal Area Forecast (TAF) to support a 20-year planning horizon. The status of the Airport proposed land use and local land use plans will also be updated (Exhibit 3J). Based on the nature of the ALP changes, we do not anticipate that the boundaries of the Airport Influence Area (AIA) will change.

1.2 Revise Byron Airport Policies

Mead & Hunt will update the introductory chapter of the ALUCP pertaining to plan preparation and review to discuss the revision to Airport policies and basis of the proposed changes. The ALUCP chapters, procedural policies, and compatibility criteria associated with the Buchanan Airport will not change. For the Byron Airport, Mead & Hunt will compare the compatibility policies and zones presented in the 2000 ALUCP with current guidance set forth in the Caltrans Handbook pertaining to airports in rural areas, and adjust the compatibility zones and criteria to reflect both the Caltrans guidance and existing/planned Airport conditions. It is anticipated that the revised ALUCP intensity criteria will be relaxed, which would support the County's vision of developing compatible non-aviation uses near the sides of the runways and on Airport property. Mead & Hunt will also prepare a graphic that compares the adopted compatibility zones with the proposed zones to facilitate discussions with County staff and the ALUC.

To enable ALUC adoption of the ALUCP update, environmental documentation is required pursuant to the California Environmental Quality Act (CEQA). Our scope of work assumes that CEQA review will be conducted as part of the County's proposed General Plan Amendment/Rezone to support aviation-related and aviation-compatible development at the Airport. A separate CEQA document will not be prepared to support the proposed ALUCP update.

Deliverables

- Administrative-draft copies of ALUCP Chapters 1, 4 and 6 for review by Dudek and the ALUC (pdf format). We will incorporate one round of comments from Dudek and the ALUC (see Task 2.1).
- Draft copies of ALUCP Chapters 1, 4 and 6 for public circulation as part of the proposed General Plan Amendment/Rezone project (pdf format).

Task 2: Project Review and Adoption

2.1: Initial ALUC Presentation

Prior to submission of the Draft ALUCP revisions, Mead & Hunt will make a presentation to the ALUC to describe the principal changes included in the update. We will prepare a PowerPoint presentation for the ALUC meeting and facilitate a discussion of the proposed update. Based on comments received at the meeting, we will revise the preliminary draft ALUCP chapters for circulation with the Draft CEQA document for the County's proposed General Plan Amendment/Rezone project.

2.2 Respond to Public Comments/Prepare Final ALUCP Revisions

Based on written comments received on the draft ALUCP and CEQA document, Mead & Hunt will prepare brief responses to each comment and indicate recommended changes to the draft ALUCP. All recommended revisions to the draft ALUCP will be listed in a formal addendum.

2.3: ALUCP Adoption

Following EIR certification by the County Board of Supervisors, the ALUC will be able to consider the adoption of the revised ALUCP. The adoption of the ALUCP will require formal actions by the ALUC, including a subsequent meeting/adoption hearing. Following CEQA certification by the County Board of Supervisors, Mead & Hunt will make a presentation to the ALUC to describe the comments received and revisions proposed for the ALUCP. Mead & Hunt will prepare a PowerPoint presentation for the ALUC adoption hearing.

Task 2.4: Prepare Final ALUC

Following ALUC adoption, Mead & Hunt will prepare a final version of the ALUCP that incorporates all of the changes listed in the addendum, and create a revised ALUCP document that incorporates the changes pertaining only to the Airport. ALUC staff will be provided a hardcopy and electronic copy of a revised ALUCP that includes revised text for Chapter 1 about the Airport, revised Chapter 5, and revised Chapter 6. All text, maps, and other final document material will be provided in their original digital file formats.

Deliverables

- Attendance and facilitation of two meetings with ALUC staff.
- Preparation of comment responses and an addendum for proposed ALUCP revisions following CEQA circulation.
- Preparation of a Final ALUCP that incorporates Airport-specific changes associated with the Airport (pdf copy and editable electronic files).

Assumptions

- Only policies referring specifically to the Airport will be revised. Countywide policies will not be considered. No comprehensive changes will be made to the procedural policies and county-wide compatibility criteria.
- Mead & Hunt will revise the composite compatibility zones to reflect the proposed ALP revision and Caltrans guidance. A layered approach will not be undertaken.
- Use of the FAA's Integrated Noise Model (INM) will be sufficient to produce noise contours in support of the proposed project (FAA is not required to review ALUCP materials).
- The size of the overall AIA will not be affected.
- The proposed project will be evaluated under CEQA as part of the county's proposed General Plan Amendment/Rezone to address aviation-related and aviation-compatible development at the Airport.
- One round of revisions will be made based on comments from County/ALUC staff.
- One Mead & Hunt staff member will attend up to two ALUC meetings.
- County/ALUC staff will be responsible for arranging rooms, noticing project meetings and availability of deliverables and overall coordination with the ALUC, affected local agencies and public.
- County/ALUC staff is responsible for sending letters to affected local agencies offering to "consult" with their respective boards regarding the proposed amendment to the AIA boundaries in accordance with Public Utilities Code Section 21675(c). The County will provide GIS base maps for use during project development.
- Mead & Hunt will make one round of revisions to the draft addendum and comment response matrix to address County/ALUC staff comments.
- Only minor modifications to the ALUCP are assumed to be needed to address agency/public concerns.

Staff Responsibilities

Our Scope of Services and Compensation are based on the following assumptions regarding the role of Dudek and agency staff:

- A designated County/ALUC representative will be available to assist Mead & Hunt. The representative will have complete authority to transmit instructions and information, receive information, interpret policy, and define decisions.
- Dudek will review all deliverables within one weeks of receipt. Mead & Hunt will incorporate any revisions within five days of comment receipt.
- County/ALUC staff will review all deliverables within two weeks of comment receipt. Mead & Hunt will incorporate any revisions within five days of comment receipt.
- Dudek and the County shall protect Mead & Hunt-supplied digital information or data, if any, from contamination, misuse, or changes.
- County staff will arrange rooms, noticing project meetings and availability of deliverables and overall coordination with the ALUC, affected local agencies and public.

Budget Contingency

While the deliverables and basic work effort required for the project can be anticipated, Mead & Hunt recommends that the work scope include a contingency budget of at least 15% of the basic budget to cover unanticipated services. The following items are examples of particularly common additional services which can be provided by Mead & Hunt, Inc. following authorization.

- Extra meetings or conference calls beyond those included in the basic work scope as well as preparation of additional documents assessing the impacts in greater depth.
- Additional copies of deliverables. To limit project costs, only a pdf copy each of the draft and final reports are included in the accompanying budget and the County would be responsible for the reproduction requirements. Mead & Hunt can arrange for printing as an additional service.

Project Schedule

The budget assumes completion of the project within four months of project commencement. Major milestones are noted below.

- June 2016 – Project Commencement
- August 2016 – Draft ALUCP revisions

CEQA compliance and project adoption will coincide with the County's General Plan Amendment/Rezone for proposed aviation-related and aviation-compatible development at the Airport.

Compensation

The work described under the Scope of Services (Tasks 1 through 3) will be performed on a lump-sum basis and billed on a percent complete basis. Dudek, as the prime consultant, will pay Mead & Hunt \$34,681 as planning fees for the work performed under this contract. Work authorized by the County through Dudek under the contingency task (\$5,202) will require subsequent authorization and will be

Mr. Brian Grattidge

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billed on a time-and-expense basis in accordance with the hourly rates shown in Attachment B, which is attached and made part of this proposal. A breakdown of the total cost, estimated person hours for each task is presented in Attachment A.

Authorization

The Scope of Services and Compensation stated in this proposal are valid for a period of thirty days from date of submission. If authorization to proceed is not received during this period, this proposal may be withdrawn or modified by Mead & Hunt.

Signatures of authorized representatives of Dudek and Mead & Hunt shall convert this proposal to an Agreement between the two parties, and receipt of one signed copy shall be considered authorization to proceed with the work described in the Scope of Services. All services shall be performed in accordance with the *General Terms and Conditions for Engineering, Architectural, or Consulting Services* which is attached hereto and made part of this Agreement and labeled as Attachment C.

We appreciate the opportunity to submit this proposal to Dudek.

Respectfully,
MEAD & HUNT, Inc.

Lisa Harmon
Project Manager

- Attachments:
- Attachment A – Cost Estimate*
- Attachment B – Standard Billing Rate Schedule, 2016*
- Attachment C – General Terms and Conditions*

Accepted by:

Approved by: MEAD & HUNT, INC.

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

The above person is authorized to sign for Client and bind the Client to the terms hereof.

Date: _____

Date: _____

Exhibit A, Cost Estimate

**Contra Costa County Airport Land Use Compatibility Plan (ALUCP)
Focused Update for Byron Airport**

Attachment A: Cost Estimate
May 19, 2016

WORK PLAN	DIRECT LABOR COST	EXPENSES	TOTAL	PERCENT OF TOTAL
Task 1: Prepare Draft ALUCP Chapter Revisions	\$22,350.00	\$150.00	\$22,500.00	65%
Task 2: Project Review and Adoption	\$11,805.00	\$376.00	\$12,181.00	35%
Subtotal:	\$34,155.00	\$526.00	\$34,681.00	100%
Contingency Tasks (approximately 15% of subtotal)			\$5,202	
TOTAL with Contingency:				\$39,883

LABOR HOURS	CLASSIFICATION	Sr. Project Planner	Project Manager	Project Planner	Planner/Technician	Administrative Assistant
		Rate	\$216.00	\$177.00	\$164.00	\$160.00
Task 1: Prepare Draft ALUCP Chapter Revisions	H	3	32	60	32	14
Task 2: Project Review and Adoption	R S	2	32	20	7	17
SUBTOTAL HOURS:		5	64	80	39	31
PERCENT OF TOTAL:		2%	29%	37%	18%	14%
TOTAL HOURS:						219

Task 1: Prepare Draft ALUCP Chapter Revisions	CLASSIFICATION	Sr. Project Planner	Project Manager	Project Planner	Planner/Technician	Administrative Assistant
		Rate	\$216.00	\$177.00	\$164.00	\$160.00
1.1 Revise Background Data for Byron Airport (Maps, Tables and Text)	H	2	24	40	32	6
1.2 Revise Byron Airport Policies	R S	1	8	16	4	8
TOTAL HOURS:		3	32	56	36	14
DIRECT LABOR COST:		\$648	\$5,664	\$9,184	\$5,760	\$1,078
LABOR SUBTOTAL DOLLARS:						\$22,334

EXPENSES	
Printing and Postage	\$150
TOTAL EXPENSES:	\$150

	DIRECT LABOR COST	EXPENSES	TOTAL
ELEMENT 1 TOTAL:	\$22,334	\$150	\$22,484

Task 2: Project Review and Adoption	CLASSIFICATION	Sr. Project Planner	Project Manager	Project Planner	Planner/Technician	Administrative Assistant
		Rate	\$216.00	\$177.00	\$164.00	\$160.00
2.1 Initial ALUC Presentation	H	1	16		2	
2.2 Respond to Public Comments/ALUCP Revisions Addendum	R		4	16	4	1
2.3 ALUCP Adoption Hearing	S	1	8			
2.4 Prepare Final ALUCP with Revised Chapters			4	4	1	16
TOTAL HOURS:		2	32	20	7	17
DIRECT LABOR COST:		\$432	\$5,664	\$3,280	\$1,120	\$1,309
LABOR SUBTOTAL DOLLARS:						\$11,805

EXPENSES	
Mileage - meeting attendance (320 miles at 0.55/mile)	\$176
Printing and postage	\$200
TOTAL EXPENSES:	\$376

	DIRECT LABOR COST	EXPENSES	TOTAL
TASK 2 TOTAL:	\$11,805	\$376	\$12,181