

SUMMARY OF AGENDA ITEM

DATE: June 13, 2007
Manager

SUBMITTED BY: Ted Anderson, Airport

RESOLUTION/ORDINANCE # 2289

TITLE: Authorization of Services (AOS) #07-01 for Airport Master Plan Update

PURPOSE:

Approve Resolution 227A for Authorization of Services (AOS) #07-01 for Coffman Associates to update the Airport Master Plan.

SUMMARY OF CHANGES TO ACCOMPLISH THIS PURPOSE:

- The AOS includes a Scope of Services (Exhibit A), Cost Summary (Exhibit B), and Project Schedule (Exhibit C). The new Scope of Services includes the additional services such as Aerial Photography/Mapping, establishing PACS and SACS (NGS Survey Monuments, rates and charges analysis, and an Environmental Evaluation.
- As a result, the total cost of the Master Plan Update is now \$199,500 versus the original estimate of \$155,000.

RECOMMENDED COUNCIL ACTION:

Staff recommends that a motion be made to approve the Authorization of Services #07-01 contract for the Airport Master Plan Update with Coffman Associates and authorize the Mayor to sign all necessary contract documents.

BACKGROUND:

The FAA permits an airport owner/operator to retain a consultant for either architecture/engineering and/or planning services for a maximum of five years. Then the FAA requires the airport sponsor to advertise again, depending on project requirements, for the appropriate consultant services. The general services agreement for the current consultant, Z&H Engineering, Inc., expires in June 2007. Since their agreement would not continue through the timeframe for the Airport Master Plan update, staff decided to advertise for statements of qualifications for a consultant that would be with us for the entire master plan update.

A Planning Services Consultant Selection panel was formed and recommended to Council that Coffman Associates be awarded the general services agreement (GSA) for Airport planning services. March 1, 2007, Council approved the selection panel's recommendation. The AOS #07-01 document authorizes Coffman Associates to provide professional consulting services for the Airport Master Plan update as an amendment to the GSA, dated March 19, 2007.

JUN 21 2007 G.6
AUG 02 2007 G.2*

RESOLUTION NO. 2289

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF PAYSON, ARIZONA, APPROVING AND AUTHORIZING THE MAYOR TO EXECUTE AUTHORIZATION OF SERVICES #07-01 PAYSON MUNICIPAL AIRPORT MASTER PLAN UPDATE AND ADDENDUM NO. 1 THERETO BETWEEN THE TOWN OF PAYSON AND COFFMAN ASSOCIATES, INC.

WHEREAS, the United States Federal Aviation Administration and the State of Arizona, Department of Transportation require regular updates to the Payson Municipal Airport Master Plan; and

WHEREAS, the Town desires to utilize the services of Coffman Associates, Inc., to prepare such update to the Airport Master Plan; and

WHEREAS, for such purpose, an Authorization of Services #07-01 and Addendum No. 1 thereto have been prepared,

NOW, THEREFORE, THE MAYOR AND COMMON COUNCIL OF THE TOWN OF PAYSON, ARIZONA, DO HEREBY RESOLVE AS FOLLOWS:

Section 1. That the Authorization of Services #07-01 Payson Municipal Airport Master Plan Update and Addendum No. 1 thereto, each attached hereto as Exhibit "A" and incorporated herein as though set forth in full at this point, each be and is hereby approved in substantially the form as set forth in said Exhibit "A".

Section 2. That F. Robert Edwards, Mayor of the Town of Payson, be and is hereby authorized to execute such Authorization of Services and Addendum No. 1 thereto in substantially the form attached.

Section 3. That the Town of Payson be and hereby is authorized to take such other and further actions as are necessary or appropriate to carrying out the purposes of such Authorization of Services and Addendum No. 1 thereto.

PASSED AND ADOPTED BY THE MAYOR AND COMMON COUNCIL OF THE TOWN OF PAYSON, ARIZONA, this ____ day of _____, 2007, by the following vote:

AYES _____ NOES _____ ABSTENTIONS _____ ABSENT _____

F. Robert Edwards, Mayor

ATTEST:

APPROVED AS TO FORM:

Silvia Smith, Town Clerk

Samuel I. Streichman, Town Attorney

Prepared by Town of Payson Legal Department

SIS:drs June 14, 2007 (3:23PM)

C:\MyFiles\Resolutions\2289 Airport Master Plan Update.wpd

JUN 21 2007 G.6
AUG 02 2007 G.2*

EXHIBIT "A"

to Resolution No. 2289

AUTHORIZATION OF SERVICES #07-01 PAYSON MUNICIPAL AIRPORT AIRPORT MASTER PLAN UPDATE

1. **Scope of Services.** The consultant shall provide the professional airport consulting services described in Exhibit A of this Authorization of Services Amendment to the General Services Agreement (Airport Planning Services) dated March 19, 2007.
2. **Compensation.** It is expressly understood and agreed that the total compensation to be paid to the Consultant shall be a firm fixed price amount of One Hundred Ninety Nine Thousand Five Hundred Dollars (\$199,500.00) for the services specified in Exhibits A - Scope of Services. Such sum shall constitute full and complete compensation for the Consultant's services.
3. **Method of Payment.** Payments shall be at monthly intervals subject to receipt of requisitions for payments from the Consultant specifying that he has performed the work and is entitled to the amount requisitioned under the terms of this Agreement.
4. **Consultant Responsibilities for Compensation.** The Consultant shall prepare monthly invoices and progress reports which clearly indicate the progress to date and the amount of compensation due by virtue of that progress. All requisitions for payment shall be for work completed unless otherwise agreed to by the Sponsor.
5. **Sponsor Responsibilities for Compensation.** The Sponsor agrees to pay the Consultant's invoices net upon receipt. At no time will payment of requisitions exceed thirty (30) days from the date of the invoice without notification to the Consultant. It is expressly understood that the Sponsor has the right to withhold payment on any invoice if he feels that the Consultant has not performed the requisitioned work efforts in a satisfactory manner. If the Sponsor does decide to withhold payments to the Consultant for any reason, he must provide written notification and an explanation to the Consultant within ten (10) days of the date of the invoice.
6. **Release.** The Consultant, upon final payment of the amount due under this Agreement, releases the Sponsor, its officers and employees, for all liabilities, claims and obligations whatsoever, arising from or under this Agreement. The Consultant agrees not to purport to bind the Sponsor to any obligation not assumed herein by the Sponsor unless the Consultant has written authority to do so, and then only within the strict limits of that authority.
7. **Additional Services.** The fee for any additional services required by the Sponsor will be computed either on a negotiated lump sum basis or upon actual hours and expenses incurred by the Consultant.

8. **Time of Performance.** The total time of performance for this project shall be Twelve (12) months from the date of the official notice to proceed letter issued by the Sponsor. This timeframe is exclusive of governmental reviews and approvals.
9. **Notice to Proceed.** The official notice to proceed will be issued by the Sponsor. The Consultant may proceed with work elements associated with this project prior to the issuance of a Notice to Proceed at his own risk if he so desires.
10. **Subcontracts.** The Consultant is authorized by the Sponsor to subcontract specific items of work to Gilbertson Associates and Aviation Management Consulting Group. At the time additional subcontracted services are anticipated, the Consultant shall notify the Sponsor of the nature of such services and identify the proposed subcontracting firm. The Consultant must receive approval in writing from the Sponsor prior to utilization of a subcontractor.
11. **Resolution of Differences.** All claims, disputes, and other matters in question between the parties of this Agreement, arising out of or relating to this Agreement or the breach thereof, shall be decided by arbitration in accordance with the rules of the American Arbitration Association unless the parties mutually agree otherwise. It is understood that differences in professional judgement or opinions of the Consultant and the Sponsor do not create a breach in this Agreement and that, at the request of the Sponsor, the Consultant may be asked to complete additional work by the Sponsor according to the terms of this Agreement, to resolve such differences. In no event shall the demand for arbitration be made after the date when initiation of legal proceedings based on such claim, dispute, or other matter in question would be barred by the applicable statute of limitations.
12. **Termination of the Agreement.** The Sponsor may by written notice to the Consultant, terminate this contract in whole or in part at any time, either for the Sponsor's convenience or because of failure of the Consultant to fulfill the contract obligations. Upon receipt of such notice, services shall be immediately discontinued (unless the notice directs otherwise) and all materials as may have been accumulated in performing this contract, whether completed or in process, delivered to the Sponsor.

If the termination is for the convenience of the Sponsor an equitable adjustment in the contract price shall be made, but no amount shall be allowed for anticipated profit on unperformed tasks.

If termination is due to failure to fulfill the Consultant's obligations, the Sponsor may take over the work and prosecute the same to completion by contract or otherwise. In such case, the Consultant may be liable to the Sponsor for any additional costs occasioned to the Sponsor thereby.

If after notice of termination for failure to fulfill contract obligations, it is determined that the Consultant had not so failed, the termination shall be deemed to have been effected for the

convenience of the Sponsor. In such event, adjustment in the contract price shall be made as provided in paragraph 2 of this clause.

The rights and remedies of the Sponsor provided in this clause are in addition to any other rights and remedies provided by law or under this contract.

FOR THE CONSULTANT

Coffman Associates, Inc.

By: _____
James M. Harris, P.E.
Principal

Attest: _____

FOR THE SPONSOR

Town of Payson, Arizona

By: _____

Attest: _____

Date: _____

Attached and Incorporated by Reference:

Exhibit A - Scope of Services

Exhibit B – Cost Summary

Exhibit C – Project Schedule

EXHIBIT A

SCOPE OF SERVICES
for an
AIRPORT MASTER PLAN STUDY
for
PAYSON MUNICIPAL AIRPORT
PAYSON, ARIZONA

INTRODUCTION

The Payson Municipal Airport Master Plan Study Scope of Services has been prepared to provide a detailed element and task description of the study efforts. The objective of the Airport Master Plan is to provide the Town of Payson (Sponsor) officials with proper guidance for future airport development. Unless limited by budgetary constraints, the Master Plan will be prepared under guidelines established by the Federal Aviation Administration (FAA) and the Arizona Department of Transportation (ADOT) – Aeronautics Division. Coordination between the Town of Payson, State of Arizona, Federal Aviation Administration, and the consultant team will be essential to bringing together all facts and data relevant to the project and to developing a mutual agreement regarding both the short and long term (20-year) airport development. The Master Plan study will provide recommendations from which the Town may take action to maintain and improve the airport and all associated services important to public needs, convenience, and economic growth. The studies will benefit all residents of the area by providing a comprehensive plan which supports and balances continued opportunity for aviation activities and the environmental preservation of the surrounding environs.

This Master Plan is intended to help guide development and use of Payson Municipal Airport for the next 20 years and beyond. Specific issues to be addressed include but are not limited to the following:

- To examine the projected aviation demand and identify the facilities necessary to accommodate the demand.
- To determine projected needs of airport users for the next 20 years by which to support airport development alternatives.
- To recommend improvements that will enhance the airport's safety and capacity, to the maximum extent possible.
- To establish a schedule of development priorities and a program for the improvements proposed in the Master Plan Update.
- To prioritize the airport capital improvement program.
- To prepare a new Airport Layout Plan in accordance with FAA and ADOT Guidelines.
- To develop active and productive public involvement throughout the planning process.

The Consultant will provide the services outlined below.

ELEMENT 1 - INITIATION

Task 1.1 - Study Design

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

Responsibilities:

Consultant: Prepare description of each work item (task) included in the Scope of Services, establish project budget and schedule.

Sponsor: Review and negotiate the Scope of Services, project budget, and schedule to ensure proper attention is paid to critical areas.

Product: A refined description of the Scope of Services, Budget, and Schedule, which will be made a part of the Project contract documents.

Task 1.2 - Establish Planning Advisory Committee

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

Responsibilities:

Consultant: Assist Sponsor in selection of PAC members, providing all necessary coordination to ensure interested parties are contacted.

Sponsor: Provide names and addresses of chosen members. Prepare and send invitations to potential committee members.

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

Task 1.3 – General Background Information

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

Responsibilities:

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

Sponsor: Review and comment.

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

Task 1.4 - Establish Goals and Objectives

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

Responsibilities:

Consultant: Organize and coordinate the development of a listing of the goals and objectives.

Sponsor: Assist the consultant in identifying and coordinating the primary goals and objectives of the Study.

Product: Goals and objectives for the master plan.

Task 1.5 – Outline Baseline Assumptions

Description: General assumptions that will be utilized for the study effort will be developed and outlined. These assumptions will be coordinated with the Sponsor, FAA and ADOT, and included in the introduction section of the study.

Responsibilities:

Consultant: Prepare a list of study assumptions.

Sponsor: Review and comment.

Product: A list of general study assumptions.

ELEMENT 2 - INVENTORY

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

Task 2.1 - Evaluate Existing Documents

Description: Evaluate in detail existing documents and previous planning efforts for their adaptability or use in the Master Plan process. These documents will include previous master plans, area development plans, comprehensive land use plans, and such other documentation as available.

Responsibilities:

Consultant: Review and evaluation of existing planning documents.

Sponsor: The Town staff shall assist the Consultant in the procurement of existing documents.

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

Task 2.2 - Airport Physical Facilities

Description: Perform complete inventory of physical facilities and uses which presently exist within the boundaries of the airport. The inventory will include an examination of plans and documents, as well as a thorough on-site inspection of the physical facility to determine its type and size, condition and use. Specific attention will be paid to airport development that has occurred since the completion of the last master plan. All grant funded projects that have been completed since the last master plan will be identified and documented, including year completed, FAA/ADOT grant number, and grant amount. The work effort will take maximum use of existing information available at the Airport/Town offices. These inventories will identify and describe existing facilities, noting type (i.e., T-hangar, conventional hangar, etc.), size (i.e., approximate dimensions and square-footage), condition (i.e., newly constructed facility or facility in need of repair or replacement), and use (i.e., current tenant, or the description of how the facility is being utilized).

Emphasis will be placed on identifying those physical changes to the airport since the completion of the last Master Plan in 1998. The Inventory will include the following items, at a minimum:

Airfield

- Runways
- Taxiways
- Lighting and Signage
- Nav aids

Landside Facilities

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

Support

- Maintenance
- Utilities (water, sanitary sewer, electric, natural gas, and communications provider/supplier)
- Aircraft Rescue and Firefighting Facilities (ARFF)
- Fueling Facilities
- Fencing/Security
- Washracks
- Access/Roadways

Utilizing the results of ADOT's internal surveys, airport site investigations, and interviews with Town/Airport staff, and the Arizona Department of Environmental Quality (ADEQ), the status of the following activities will be provided in both narrative and tabular format:

- Storm Water Pollution Prevention Plan (SWPPP)
- Spill Prevention, Control and Countermeasure (SPCC) Plan, including secondary fuel containment for refueling vehicles (if required)
- Minimum Standards and Rules & Regulations
- Height zoning ordinance
- Public airport disclosure map

In addition, all available plans, specifications, maps, photographs, drawings and other data, including previous Airport Master Plans, FAA Forms 5010-1 and NOAA Obstruction Charts will be collected, as available. Data and information pertaining to climate will be obtained including, as available, windrose/wind coverage, annual rainfall, annual IFR vs. VFR days, etc.

Responsibilities:

Consultant: Conduct a complete inventory of the airport's facilities to accumulate pertinent data.

Sponsor: Provide the Consultant access to airport property and airport records and files as necessary. A tabular listing of all grant funded projects that have been completed since the last master plan, including year completed, FAA/ADOT grant number, and grant amount

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

Task 2.3 - Inventory Air Traffic Activity

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

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

Responsibilities:

Consultant: Assemble data.

Sponsor: Assist Consultant in obtaining available airport records.

Product: Input to subsequent tasks.

Task 2.4 - Inventory Airspace, Air Traffic Control, and Regional Airports

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

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

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

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

Responsibilities:

Consultant: Assemble data.

Sponsor: Assist in arranging interviews as necessary.

Product: Input to later analysis.

Task 2.5 - Inventory Socioeconomic Data

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

Responsibilities:

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

Sponsor: Assist in collection of data.

Product: Input to later analysis.

Task 2.6 - Obtain New Digital Color Aerial Photography and Mapping

Description: The Consultant will assemble new digital electronic color aerial photography and new topographic and planimetric mapping of the Payson Municipal Airport and its environs. Topographic and planimetric mapping of the surrounding area and aerial photography of the airport including existing and potential future airport property, as well as the inner approach surface areas, will be obtained by the Consultant. The topographic mapping will be at least 2-foot contour levels and will include top of building elevations,. The digital color aerial photography will be used for base mapping and exhibits. As part of this task, Permanent Survey Marks (PSM) will be set

consisting of a single Primary Airport Control Station (PACS) and two Secondary Airport Control Stations (SACS) per the guidelines set forth in FAA Specification No. 405.

Responsibilities:

Consultant: Obtain new color aerial photography and planimetric mapping. Establish PAC and SACS.

Sponsor: Coordinate with the Consultant.

Product: Digital color aerial photography for use in preparing base maps, airport layout plan, and airspace and inner approach surface drawings.

Task 2.7 - Obtain Tabulated Wind Data

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

Responsibilities:

Consultant: Obtain tabulated wind data.

Sponsor: Coordinate with the Consultant as necessary.

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

Task 2.8 - Inventory Vicinity Land Use and Controls

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

Responsibilities:

Consultant: Assemble data based on latest information available.

Sponsor: Assist in collection of data.

Product: Input to later analysis.

ELEMENT 3 - FORECASTS

This study element is intended to determine an estimate of future levels of air traffic by quantity and by characteristics that will identify the demand that must be met by Payson Municipal Airport and by the surrounding airport environs area. When this element is completed, the new aviation forecasts will be submitted to the FAA for approval. The work tasks to be carried out as part of the element include the following:

Task 3.1 - Review Regional Aviation and Socioeconomic Forecasts

Description: Review and analyze current local and regional socioeconomic forecasts obtained in the inventory element. Similarly review the forecasts and assumptions of the aviation forecasts prepared by Arizona Department of Transportation - Aeronautics Division (ADOT), for the *Arizona Aviation System Plan* and by FAA for its *Terminal Area Forecast (TAF)*. The forecasts prepared for the last master plan will also be reviewed and analyzed.

Responsibilities:

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

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

Product: Forecasts of expected socioeconomic factors and aviation activity at Payson Municipal Airport and other regional airports.

Task 3.2 - Prepare Aviation Demand Forecasts

Description: Develop aviation demand forecasts using both simple and more complex methodologies, taking into consideration forecasts from other sources such as the FAA. Historical aviation activity statistics for the airport will be organized to evaluate airport peaking characteristics and fleet mix ratios. The methodology used in this analysis will involve a variety of techniques that will factor in national transportation statistics, local socioeconomic factors as well as the independent airport data. Correlation analysis techniques will include relatively simple graphical comparisons, as well as more complex regression analysis. A final refinement of activity forecasts will be conducted to integrate the effects of changing technology and will result in estimates of aviation demand for 2011, 2016, and 2026, which will be presented as follows:

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

If the five year forecasts vary more than 10 percent from the FAA TAF data, or if the ten year forecasts vary more than 15 percent from the FAA TAF data, a letter will be prepared by the

Consultant and forwarded to FAA Western-Pacific Region, Los Angeles Airports District Office, explaining the differences and requesting approval of the forecasts.

Responsibilities:

Consultant: Prepare aviation demand forecasts for the airport.

Sponsor: Assist Consultant in obtaining available local airport records.

Product: Complete aviation forecasts for Payson Municipal Airport for the years 2011, 2016, and 2026. These forecasts will be coordinated with the Town, FAA, ADOT, and other interests at this point to ensure that the study proceeds on the basis of generally supported assumptions.

ELEMENT 4 - FACILITY REQUIREMENTS

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

Task 4.1 - Define Planning Horizon Activity Levels

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

Responsibilities:

Consultant: Identify planning horizon activity levels.

Sponsor: Review and comment.

Product: Input to later analysis.

Task 4.2 - Prepare Airfield Facility Requirements

Description: Using relevant information from other tasks, determine and prepare a preliminary list of facility requirements needed to meet projected demands for the airport for the Short Term, Intermediate Term, and Long Term planning horizons. These facility requirements will be used in the later comparative evaluations and will be based upon both the airport physical planning criteria and the aviation forecasts.

Facility requirements to meet aviation demand for the airfield will include (but not be limited to) airfield capacity, runways, taxiways, lighting, navigational aids (including the capability of Global Positioning System [GPS] technology), helicopter landing areas and marking and signage. These facility requirements will be developed in the form of gross areas and basic units and will be compared to those that presently exist to identify the future development items needed to maintain adequate service, function and operations of the airport. In subsequent tasks, the above facility requirements will be translated into alternative plans for further evaluation in relation to established planning criteria.

Responsibilities:

Consultant: Identify specific airfield facility needs for the airport.

Sponsor: Review and comment.

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

Task 4.3 - Prepare Landside Facility Requirements

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

Responsibilities:

Consultant: Identify specific landside area facility needs for the airport.

Sponsor: Review and comment.

Product: Detailed description of facility requirements necessary for landside development to support forecast aviation demand at the airport through the year 2026.

ELEMENT 5 - PHASE I REPORT

Task 5.1 - Prepare Phase I Report

Description: Upon completion of the work tasks in elements 1, 2, 3 and 4, a preliminary report will be prepared to outline the analysis, methodologies, and findings of the study efforts. Narrative prepared as part of this element will highlight the history of the airport, the airport setting, and a

definition of the airport's role in the state and national airport system, study process, goals and objectives, and methodology. A glossary and list of acronyms/abbreviations will be prepared and summarized in an appendix. Twenty (20) copies of the report will be submitted for review by the PAC, FAA, ADOT, and Town officials.

Responsibilities:

Consultant: Develop complete narrative and graphics for the Phase I report. Responsible for the distribution of the Phase I report to the PAC, FAA, ADOT, and Town staff. Host Phase I report on Coffman Associates web page until the "Draft" Final report is prepared.

Sponsor: Review and comment.

Product: Twenty (20) copies of the Phase I report.

ELEMENT 6 - AIRPORT ALTERNATIVES

Using the Facility Requirements determined under the previous element, alternative development scenarios for Payson Municipal Airport will be identified. These scenarios must take into account the development needs of the airport to meet projected aviation demand levels as determined in the forecasting element, and meet airfield, general aviation area, revenue support area and terminal area capacity needs established under the facility requirements element. Throughout the analyses of alternatives, the highest and best use of various parcels of land will be considered when two or more functional areas may be well-applied to a specific piece of property.

Task 6.1. - Identify Airport Development Issues

Description: Based upon the results of the facility requirements analysis, current events and attitudes related to the development of the Airport, identify key issues that will be important considerations during the process of selecting alternatives for the future development of the Airport.

The type of issues that will be of importance to the process are those associated with community concerns, environmental factors, user preferences, political factors, highest and best use of land, costs and the timing of development.

Responsibilities:

Consultant: Identify key development issues

Sponsor: Assist in identification of issues

Product: An overview of issues that will be of primary concern in the evaluation of alternatives.

Task 6.2 - Identify Potential Airfield Alternatives

Description: On the basis of the airfield facility requirements established in preceding elements, formulate airfield development alternatives. These alternatives will be based on concepts for development within existing airport boundaries or with the expansion of airport boundaries which show all necessary development during the planning period and beyond. This task will be conducted simultaneously with following tasks and result in a series of overall development options for the airport. Each alternative will be analyzed from the standpoint of efficiency, cost, environmental factors and ability to maximize airfield capacity. The “no-build” or “no-action” alternative will be considered.

Responsibilities:

Consultant: Develop up to three (3) airfield development options for the airport. Additionally, consider the “no-build” alternative.

Sponsor: Review and comment.

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

Task 6.3 - Identify Potential Landside Alternatives

Description: Based on the landside facility requirements determined under the previous element, formulate preliminary development alternatives. These alternatives will be based on concepts for development within or beyond existing airport boundaries which show all necessary development during the planning period and beyond. This task will be conducted simultaneously with other tasks in this Element and result in a series of overall development options for the airport. Specific attention will be given to identifying areas available for industrial development on the airport. The “no-build” or “no-action” alternative will be considered.

Responsibilities:

Consultant: Develop up to three (3) landside development options for the airport. Additionally, consider the “no-build” alternative.

Sponsor: Review and comment.

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

ELEMENT 7 - PHASE II REPORT

Task 7.1 - Prepare Phase II Report

Description: Upon completion of the work tasks in Element 6, a preliminary report will be prepared to outline the analysis, methodologies, and findings of the study efforts. Twenty (20) copies of the report will be submitted for review by the PAC, FAA, ADOT, and Town officials.

Responsibilities:

Consultant: Develop complete narrative and graphics for the Phase II report. Responsible for the distribution of the Phase II report to the PAC, FAA, ADOT, and Town staff. Host Phase II report on Coffman Associates web page until the "Draft" Final report is prepared.

Sponsor: Review and comment.

Product: Twenty (20) copies of the Phase II report.

ELEMENT 8 - RECOMMENDED MASTER PLAN CONCEPT

The purpose of this study element is to describe the recommended direction for the future use and development of Payson Municipal Airport.

Task 8.1 - Recommended Master Plan Concept

Description: Following input from the PAC, FAA, ADOT, and Town staff on the airside and landside alternatives prepared in the previous element, prepare a detailed comparative evaluation and the supporting rationale to sufficiently describe the single recommended program for development and use of airport facilities. The recommendation for the most prudent and feasible Master Plan concept will become the basis for the final refinement of development costs and scheduling.

Responsibilities:

Consultant: Develop a recommended master plan concept.

Sponsor: Review and comment.

Product: Recommended master plan concept for the airport.

The purpose of this study element is to describe the recommended direction for the future use and development of Payson Municipal Airport, establish a financial implementation program to provide for the airport development requirements necessary to meet aviation activity demands and other airport needs during the planning period at the airport.

ELEMENT 9 – CAPITAL IMPROVEMENT/FINANCIAL PROGRAM

Task 9.1 - Prepare Airport Development Schedules

Description: Based upon the previous evaluations and technical meetings, prepare the airport development schedules to reflect economic feasibility and operational requirements of the recommended airport concepts.

Responsibilities:

Consultant: Prepare an airport development schedule for the airport.

Sponsor: Review and comment.

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

Task 9.2 - Prepare Airport Development Cost Estimates

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

Responsibilities:

Consultant: Refine all development costs.

Sponsor: Review and comment.

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

Task 9.3 - Prepare Capital Improvement/Financial Program

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

Responsibilities:

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

Sponsor: Provide review and input.

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

Task 9.4 - Prepare General Aviation Rates and Charges Analysis

Description: The purpose of this task is to 1) analyze each element of the Town's current general aviation rates and charges program (structure) for the Airport and the fees currently being charges at the Airport for each element of the program: 2) provide recommendations regarding the ways the Town's general aviation rates and charges program for the Airport can be improved or enhanced, and 3) work closely (in conjunction) with the Town/Airport management to refine the program and develop fee recommendation for each element of the program. To achieve this objective, the Consultant will identify current industry standards and practices for establishing general aviation rates and charges (including identifying and discussing the "types" of general aviation fees that are typically being charged and the "measures" that are typically being used in the industry). The Consultant will also compare the current program (and fees) for the Airport to the general aviation rates and charges programs (and fees) at comparable and competitive (as may be appropriate) airports and prove an opinion regarding best management practices. The findings, observations, analysis, opinions, and/or recommendations will be conveyed in a summary report which will be included as an appendix to the final master plan report.

Responsibilities:

Consultant: Conduct the General Aviation rates and charges Analysis. Prepare a summary report which contains findings, opinions and recommendations.

Sponsor: Provide review and input.

Product: General Aviation Rates and Charges Analysis to be included as an appendix in the final Master Plan Report.

ELEMENT 10 - ENVIRONMENTAL EVALUATION

Task 10.1 - Environmental Inventory

Description: The purpose of this task is to obtain information regarding environmental sensitivities on or near airport property. Sources of information will include past environmental documents, agency maps, existing literature, and the internet. Examples of information to be gathered include wetlands, riparian areas, threatened or endangered species, floodplains, cultural resources, air quality, parks and natural resource areas, and prime farmland. Informal consultation with various federal and state agencies will occur only if needed information is not available through the resources listed above. The ADOT Environmental Planning Group will also be consulted. The

purpose of this task is to identify environmental resources prior to the alternatives evaluation process in order to lessen or eliminate environmental requirements for potential project development.

Responsibilities:

Consultant: Assemble data based on latest information available.

Sponsor: Assist in collection of data.

Product: Input to later analysis.

Task 10.2 - Environmental Overview

Description: Using data collected in Task 10.1, a preliminary environmental overview will be conducted to identify any potential environmental concerns that must be addressed prior to program implementation. This evaluation will be structured in a table format and will include an analysis of potential impacts on environmental resources as defined within FAA's Order 5050.4B, *Airport Environmental Handbook*, and Order 1050.1E. Projects which may require further NEPA analysis will be identified at this time. Existing and future (20-year) airport noise contours will be prepared. The Environmental Overview is not intended to serve as a formal Environmental Assessment under the National Environmental Policy Act (NEPA).

Responsibilities:

Consultant: Evaluate potential for environmental effect, prepare environmental overview.

Sponsor: Provide review and input.

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

ELEMENT 11 - PHASE III REPORT

Task 11.1 - Prepare Phase III Report

Description: Upon completion of the work tasks in Element 8, 9 and 10, a preliminary report will be prepared to outline the analysis, methodologies, and findings of the study efforts to date. Twenty (20) copies of the report will be submitted for review by the PAC, FAA, ADOT, and Town officials.

Responsibilities:

Consultant: Develop complete narrative and graphics for the Phase III report. Responsible for the distribution of the Phase II report to the PAC, FAA,

ADOT, and Town staff. Host Phase III report on Coffman Associates web page until the “Draft” Final report is prepared.

Sponsor: Review and comment.

Product: Twenty (20) copies of the Phase III report.

ELEMENT 12 – AIRPORT PLANS

Description: The purpose of this study element is to revise the set of Airport Plans for Payson Municipal Airport. All plans are prepared in a format that is readily acceptable to the FAA and can be utilized by the Town staff in carrying out implementation. All plans will be produced utilizing AutoCAD software. The AutoCAD drawings, in a version acceptable to the Sponsor, will be a deliverable item to the Town at the completion of this project. The Airport Plans will be included as appendix to the Master Plan Update. A narrative will also be included in the appendix to better describe the intended functions of the proposed development items.

Task 12.1 – Airport Layout Plan

Description: Using the results of the alternatives analysis developed under the preceding element, and FAA AC 150/5070.6B, “Airport Master Plans”, an Airport Layout Plan (ALP) drawing will be prepared utilizing AutoCAD Software. The ALP will reflect updated physical features, wind data tabulations (if available), location of airfield facilities (runway, taxiways, nav aids) and existing commercial and general aviation development. Depiction of airfield facilities including runway and taxiways; property and runway protection zone boundaries; and revenue support areas will also be shown. Guidelines for the preparation of an airport layout plan are defined by the Los Angeles Airports District Office’s current ALP checklist dated 2/10/06. The ALD will additionally follow guidance in FAA AC 150/5070-6B, Airport Master Plans, Appendix 6.

Responsibilities:

Consultant: Prepare the Airport Layout Plan for the airport.

Sponsor: Review.

Product: An updated ALP drawing for the airport which meets federal guidelines.

Task 12.2 – Prepare Landside/Terminal Area Plan(s)

Description: Prepare landside/terminal area facility drawing for the airport reflecting recommended changes to the landside area and contiguous aviation areas resulting from the recommendations of this study and will include all top of existing structure elevations being depicted in table format on the Landside/Terminal drawing, if not included or found on the ALP drawing itself within the Building/Facilities table/box.

Responsibilities:

Consultant: Prepare terminal area plan for airport.

Sponsor: Review.

Product: Updated plans reflecting the utilization of the landside areas at the airport.

Task 12.3 – Prepare On-Airport Land Use Plan

Description: A land use plan for the area on-airport will be prepared, based on the identified overall development concept. On-airport uses will include industrial/commercial development areas, general aviation areas, commercial service terminal area, ground access and vehicular circulation system service areas, and distinctions between aeronautical and non-aeronautical uses.

Responsibilities:

Consultant: Prepare On-Airport Land Use Plan for the airport.

Sponsor: Review.

Product: On-Airport Land Use Plan for the airport.

Task 12.4 – Part 77, Approach and Inner Approach Surface Plans

Description: Prepare Part 77, Approach and Inner Approach Surface plans in conformance with FAR Part 77 and FAA Region guidelines. As necessary, height of potential obstructions will be researched.

Responsibilities:

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

Sponsor: Review.

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

Task 12.5 – Airport Property Map – Exhibit A

Description: Prepare an Exhibit A - Airport Property Map, which will include the appropriate graphics and information to indicate the type of acquisition (i.e., federal funds, surplus property, local funds only, etc.) of various land areas within the airport's boundaries. The primary intent of the

drawing is to identify and/or delineate all designated airport property owned or to be acquired by the airport owner. The drawing will inventory all of the parcels, which currently make up the airport or are proposed for acquisition by the airport. Requirements for the Exhibit A – Property Map will include the following:

- Each parcel making up the entire airport should be shown and numbered. Parcels of land owned by the airport, which are non-contiguous with the airport proper parcel, must also be shown. Include land(s) targeted for sale and leases (indicate the type of planned development).
- Depict both fee and easement interests.
- Runway Protection Zones and runway/taxiway configuration to be depicted. No landside facilities will be depicted.
- Building Restriction Lines to be depicted.
- Magnetic and True north arrows to be shown in accordance with standard drafting practices.
- Each line type, which identifies airport boundary, parcel boundary, RPZ's, BRL's, easements, etc. must be distinct in nature and shown within the "Legend" Box.
- An inventory of all parcels by number will be included. Information to be given is as follows: Grantor, grantee, type of interest, acreage, book and page, and date of recording. In remarks include the FAA project number if acquired under a federal grant, rate of participation, surplus property transfer, or AP-4 agreement if applicable, type of easement (clearing, avigation, utility, Right-of-Way, etc.) and if released, date of FAA approval.
- All information will be shown on one (1) sheet if possible.
- Must be dated and include a "Revision/Amendment" table to document updates and/or changes in order to maintain an historical record for both the FAA and the airport sponsor.

This work effort will utilize information obtained from the current "Exhibit A - Property Map" as well as other sources. At a minimum, the Property Map will be updated in conformance with the standards of FAA AC 150/5070-6B, *Airport Master Plans*, Appendix F. The Sponsor will provide historical information regarding the acquisition of existing airport property and easements, as well as boundary surveys, if needed.

Responsibilities:

Consultant: Prepare Draft Airport Property Map (Exhibit A) for the airport.

Sponsor: Provide appropriate historical data and review property map. Provide boundary survey, if necessary.

Product: Draft Airport Property Map (Exhibit A) for the airport.

Task 12.6 - Preparation of Draft ALP and Draft ALP Drawing Set

Description: Preparation of eight (8) blackline copies of the "Draft" ALP drawing and three (3) full drawing sets for submission to the Town, and subsequent comprehensive agency review by FAA and ADOT - Aeronautics Division. Drawings will be a minimum size of 24" x 36". ADOT -

Aeronautics Division and FAA reviews will be concurrent.

Responsibilities:

Consultant: Provide eight (8) blackline copies of the Airport Layout Plan, along with three (3) full Airport Layout Plan drawing sets, depicting the sponsor selected “Recommended Plan”.

Sponsor: Provide seven (7) unsigned copies of ALP drawing, along with one (1) full set of drawing plans to FAA for review. Provide one (1) full set of drawings to ADOT - Aeronautics Division for review.

Product: Eight (8) blackline copies of ALP drawing and three (3) copies of “full” ALP drawing set.

Task 12.7 - Preparation of Final ALP and Final ALP Drawing Set

Description: Revise the Draft Airport Layout Plans and Drawings prepared in Task 10.6 to reflect comments received from the LAX-ADO review. Upon approval from the Town, provide five (5) copies of the revised ALP drawing along with two (2) full sets of drawings to the Town for their signature. The Town will forward the signed drawings to the LAX-ADO for final approval.

Responsibilities:

Consultant: Provide five (5) revised blackline copies of the Airport Layout Plan, along with two (2) full revised Airport Layout Plan drawing sets.

Sponsor: Review and sign all drawings. Forward all drawings to the LAX-ADO for final approval.

Product: Five (5) blackline copies of ALP drawing and two (2) copies of “full” ALP drawing set.

ELEMENT 13 – FINAL DOCUMENTATION

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

Task 13.1 – “Draft” Final Master Plan Report

Description: The “Draft” Final Master Plan Report will incorporate the Airport Plans as well as revised/updated chapters from the Phase I, Phase II, and Phase III Reports. This document will incorporate appropriate comments and corrections received during previous reviews. Twenty (20) copies of the “Draft” Final Report will be provided.

Responsibilities:

Consultant: Prepare and print twenty (20) copies of the “Draft” Final Master Plan study.

Sponsor: Review and Comment.

Product: Twenty (20) “Draft” Final Master Plan Reports.

Task 13.2 - Prepare Final Master Plan Report

Description: Review comments received during the study process will be discussed with the Town and incorporated, as appropriate, into a final Master Plan document. This document will incorporate the revisions to previous phase reports prepared under earlier elements into a usable master plan document. If, the “FAA approved” ALP is available within 90 calendar days following Town’s approval of the “draft” Master Plan, the “approved” ALP and FAA’s ALP approval letter will be included in the “final” Master Plan document. If the “FAA approved” ALP is not available, the “draft” ALP will be included in the “final” Master Plan documents. The “draft” ALP will include a disclosure statement noting that the “draft” ALP has not undergone airspace review. In addition to printed copies, copies of the final Master Plan Report will be provided to the Sponsor, FAA, and ADOT - Aeronautics Division on a CD in PDF file format.

Responsibilities:

Consultant: Prepare and print thirty (30) Master Plan Reports and twenty-five (25) copies in PDF format on CD-Rom.

Sponsor: Review and comment. Distribute final Master Plan reports to the FAA and ADOT - Aeronautics Division.

Product: Thirty (30) printed Master Plan Reports and twenty-five (25) copies in PDF format on CD-Rom.

ELEMENT 14 – MEETINGS/APPROVALS

Description: The purpose of this element is to provide for Planning Advisory Committee Meetings, Public Information Workshops, and Sponsor coordination meetings.

Task 14.1 – Planning Advisory Committee (PAC) Meetings

Description: Prepare graphic displays and handout materials necessary to describe the evaluations and findings of working papers prepared for the Master Plan Study. Meet with the PAC to review working papers and to discuss study findings. Comments received from PAC members during these meetings will be provided to the Town for consideration in preparing the final documents. If

appropriate, specific responses will be provided to PAC members who have provided comments/questions during the study.

Responsibilities:

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

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

Product: Three (3) PAC Meetings for the Master Plan.

Task 14.2 – Public Workshops

Description: The information prepared for the Master Plan will be presented to the general public in a public workshop. The workshop will be held after the last PAC meeting (on the same day). Advertising for the workshops will be accomplished using press releases and newspaper advertising in the Payson Municipal Airport area. Two (2) workshops have been budgeted for the study.

Responsibilities:

Consultant: Provide background, technical presentations and necessary graphics for the meetings; prepare press releases and mock-ups of newspaper advertisements as directed.

Sponsor: Coordinate jointly with Consultant. Arrange for workshop location and advertise workshop.

Product: Two (2) public information workshops for the Master Plan.

Task 14.3 – Coordination Meetings

Description: Meet with and give presentations to the Sponsor, FAA or other local groups as directed by the Sponsor. Meetings are expected to involve status reports on the studies and presentations of recommendations. Two (2) local coordination meetings have been budgeted for the study.

Responsibilities:

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

Sponsor: Coordinate jointly with Consultant.

Product: Coordination meetings for the Master Plan.

Task 14.4 – Obtain Master Plan Approvals

Description: The Master Plan will be presented to the Town for approval. The ALP for the airport will also be submitted to the FAA for review and approval. Up to 10 blackline sets of the plans will be produced as necessary to gain final approvals. Approval process will include two (2) approval meetings.

Responsibilities:

Consultant: Submit the appropriate number of plan sets for Town and FAA approval.

Sponsor: Approve the Airport Layout Plan and Master Plan.

Product: Approved Airport Layout Plan and Master Plan.

**EXHIBIT B
COST SUMMARY
PAYSON AIRPORT
AIRPORT MASTER PLAN
MAY 26, 2007**

ELEMENT/TASK	PERSON DAYS			COFFMAN		SUBCONSULTANTS	TASK/ELEMENT TOTAL
	PRINCIPAL \$1,632	PROFESSIONAL \$1,080	TECHNICAL \$752	LABOR	EXPENSES		
ELEMENT 1 - INITIATION							
1.1 Study Design	1	0	0	\$1,632	\$0	\$0	\$1,632
1.2 Establish Planning Advisory Committee	0	1	0	1,080	0	0	\$1,080
1.3 General Background Information	0	1	0	1,080	0	0	\$1,080
1.4 Establish Goals and Objectives	0	1	0	1,080	0	0	\$1,080
1.5 Outline Baseline Assumptions	0	1	0	1,080	0	0	\$1,080
SUBTOTAL - ELEMENT 1	1	4	0	\$5,952	\$0	\$0	\$5,952
ELEMENT 2 - INVENTORY							
2.1 Evaluate Existing Documents	0	1	0	\$1,080	\$0	\$0	\$1,080
2.2 Inventory Airport Physical Facilities	1	2	0	3,792	1,200	0	\$4,992
2.3 Inventory Air Traffic Activity	0	1	0	1,080	0	0	\$1,080
2.4 Inventory Airspace, Air Traffic Control, and Regional Airports	0	1	0	1,080	0	0	\$1,080
2.5 Inventory Socioeconomic Data	0	1	0	1,080	0	0	\$1,080
2.6 Obtain New Digital Color Aerial Photography and Mapping	0	0	1	0	0	33,950 (1)	\$33,950
2.7 Obtain Tabulated Wind Data	0	0	1	752	300	0	\$1,052
2.8 Inventory Land Use and Controls	0	1	0	1,080	0	0	\$1,080
SUBTOTAL - ELEMENT 2	1	7	1	\$ 9,944	\$ 1,500	\$ 33,950	\$ 45,394
ELEMENT 3 - FORECASTS							
3.1 Review Regional Aviation and Socioeconomic Forecasts	0	1	0	\$1,080	\$0	\$0	\$1,080
3.2 Prepare Aviation Demand Forecasts	0	3	0	3,240	0	0	\$3,240
SUBTOTAL - ELEMENT 3	0	4	0	\$4,320	\$0	\$0	\$4,320
ELEMENT 4 - FACILITY REQUIREMENTS							
4.1 Define Planning Horizon Activity Levels	0	1	0	\$1,080	\$0	\$0	\$1,080
4.2 Prepare Airfield Facility Requirements	0	2	0	2,160	0	0	\$2,160
4.3 Prepare Landside Facility Requirements	0	2	0	2,160	0	0	\$2,160
SUBTOTAL - ELEMENT 4	0	5	0	\$5,400	\$0	\$0	\$5,400
ELEMENT 5 - PHASE I REPORT							
5.1 Prepare Phase I Report (20)	1	3	4	\$7,880	\$800	\$0	\$8,680
SUBTOTAL - ELEMENT 5	1	3	4	\$7,880	\$800	\$0	\$8,680
ELEMENT 6 - AIRPORT ALTERNATIVES							
6.1 Identify Preliminary Development Issues	0	1	0	1,080	0	0	\$1,080
6.2 Identify Potential Airfield Alternatives	0	2	0	2,160	0	0	\$2,160
6.3 Identify Potential Landside Alternatives	0	2	0	2,160	0	0	\$2,160
SUBTOTAL - ELEMENT 6	0	5	0	\$5,400	\$0	\$0	\$5,400
ELEMENT 7 - PHASE II REPORT							
7.1 Prepare Phase II Report (20)	1	2	4	6,800	800	0	\$7,600
SUBTOTAL - ELEMENT 7	1	2	4	\$6,800	\$800	\$0	\$7,600
ELEMENT 8 - RECOMMENDED MASTER PLAN CONCEPT							
8.1 Recommended Master Plan Concept	0	2	0	\$2,160	\$0	\$0	\$2,160
SUBTOTAL - ELEMENT 8	0	2	0	\$2,160	\$0	\$0	\$2,160
ELEMENT 9 - CAPITAL IMPROVEMENT/FINANCIAL PROGRAM							
9.1 Prepare Airport Development Schedules	0	1	0	1,080	0	0	\$1,080
9.2 Prepare Airport Development Cost Estimates	0	1	0	1,080	0	0	\$1,080
9.3 Prepare Capital Improvement/Financial Program	0	2	0	2,160	0	0	\$2,160
9.4 Prepare General Aviation Rates and Charges Analysis	0	0	0	0	0	20,000 (2)	\$20,000
SUBTOTAL - ELEMENT 9	0	4	0	\$4,320	\$0	\$20,000	\$24,320
ELEMENT 10 - ENVIRONMENTAL OVERVIEW							
10.1 Environmental Inventory	0	2	0	\$2,160	\$0	\$0	\$2,160
10.2 Environmental Overview	0	3	2	4,744	0	0	\$4,744
SUBTOTAL - ELEMENT 10	0	5	2	\$6,904	\$0	\$0	\$6,904
ELEMENT 11 - PHASE III REPORT							
11.1 Prepare Phase III Report (20)	1	2	4	6,800	800	0	\$7,600
SUBTOTAL - ELEMENT 11	1	2	4	\$6,800	\$800	\$0	\$7,600
ELEMENT 12 - AIRPORT LAYOUT PLANS AND DRAWINGS							
12.1 Airport Layout Drawing	0	2	10	\$9,680	\$500	\$0	\$10,180
12.2 Prepare Landside/Terminal Area Plan(s)	0	1	3	\$3,336	\$0	\$0	\$3,336
12.3 Prepare On-Airport Land Use Drawing	0	1	2	\$2,584	\$0	\$0	\$2,584
12.4 Part 77, Approach and Inner Approach Surface Plans	0	1	2	\$2,584	\$0	\$0	\$2,584
12.5 Airport Property Map - Exhibit A	0	1	2	\$2,584	\$0	\$0	\$2,584
12.6 Draft ALP and Draft ALP Set	0	1	2	\$2,584	\$250	\$0	\$2,834
12.7 Final ALP and Final ALP Set	0	1	2	\$2,584	\$250	\$0	\$2,834
SUBTOTAL - ELEMENT 12	0	8	23	\$25,936	\$1,000	\$0	\$26,936
ELEMENT 13 - FINAL DOCUMENTATION							
13.1 Prepare "Draft" Final Master Plan Document (20)	0	2	4	\$5,168	\$2,000	\$0	\$7,168
13.2 Prepare Final Master Plan Document (30/25 CD's)	0	2	4	\$5,168	\$3,750	\$0	\$8,918
SUBTOTAL - ELEMENT 13	0	4	8	\$10,336	\$5,750	\$0	\$16,086
ELEMENT 14 - MEETINGS/APPROVALS							
14.1 Planning Advisory Committee (PAC) Meetings (3)	3	6	3	13,632	3,600	0	\$17,232
14.2 Public Workshops (2)	1	2	0	3,792	508	0	\$4,300
14.3 Coordination Meetings (2)	2	2	0	5,424	1,000	0	\$6,424
14.4 Obtain Master Plan Approvals	1	2	0	3,792	1,000	0	\$4,792
SUBTOTAL - ELEMENT 14	7	12	3	\$26,640	\$6,108	\$0	\$32,748
PROJECT TOTAL	12	67	49	\$128,792	\$16,758	\$53,950	\$199,500

1 - Gilbertson Associates
2 - Aviation Management Consulting Group

EXHIBIT C

**PROJECT SCHEDULE
FOR THE
PAYSON MUNICIPAL AIRPORT MASTER PLAN**

Element	MONTHS												
	1	2	3	4	5	6	7	8	9	10	11	12	13
Initiation/Inventory	■												
Forecasts		■											
Facility Requirements			■										
Airport Alternatives				■	■	■							
Recommended MP Concept							■	■	■				
Financial Program								■	■	■			
Environmental Evaluation								■	■	■			
Phase Reports				●			●			●			
Airport Plans								■	■	■	■	■	■
Final Documentation/Approvals											■	■	■
PAC Meetings				◆			◆			◆			
Public Information Workshop							■			■			

Legend	
●	Phase Reports
◆	Planning Advisory Committee Meeting
■	Public Information Workshop

**ADDENDUM NO. 1
TO
AUTHORIZATION OF SERVICES #07-01
PAYSON MUNICIPAL AIRPORT
AIRPORT MASTER PLAN UPDATE**

THIS ADDENDUM to the Authorization of Services #07-01 Payson Municipal Airport Master Plan Update (the "Authorization of Services") between COFFMAN ASSOCIATES, INC., an Arizona corporation ("Consultant"), and the TOWN OF PAYSON, an Arizona municipal corporation ("Sponsor") (collectively, the "Parties"), is made contemporaneous with the Authorization of Services this _____ day of _____, 2007. Consultant and Sponsor agree to the following amendments and modifications to the Authorization of Services:

1. **Funding Authority.** The Authorization of Services is made expressly conditional upon funding by the Mayor and Common Council of the Town of Payson from time to time. Nothing herein shall be construed as obligating any party to expend or as involving the United States or the State of Arizona in any contract or other obligation for the future payment of money in excess of appropriations authorized by law and administratively allocated for this work.
2. **Time of the Essence.** Time is of the essence of the Authorization of Services and all of its partes.
3. **Dispute Resolution.** Paragraph 11 of the Authorization of Services is hereby deleted and excised in its entirety. Disputes between the Parties shall be resolved as follows: The Authorization of Services and this Addendum No. 1 thereto shall be governed and construed in accordance with the internal laws of the State of Arizona. With the written consent of both Parties, any dispute, controversy, claim, or cause of action arising out of or related to the Authorization of Services and this Addendum No. 1 thereto may, but in no event need, be settled by submission to binding arbitration in accordance with the rules of the American Arbitration Association and the Arizona Uniform Arbitration Act, A.R.S. § 12-1501, *et seq.* Judgment upon any award rendered by the arbitrator(s), if filed in Arizona Superior Court, shall be filed in the Superior Court of Gila County, Arizona; or any such dispute, controversy, claim, or cause of action may be litigated in the Superior Court of Gila County, Arizona. The venue for any such dispute shall be Gila County, Arizona, and both Parties consent in advance to such venue and jurisdiction and waive any right to object that Gila County is an inconvenient or improper forum based upon lack of venue. Neither Party shall be entitled to recover from the other party any of its attorneys' fees, costs, or expert witness fees incurred in any such dispute, controversy, claim, or cause of action, but each party shall bear its own attorneys' fees without contribution from the other party, whether the same is resolved through arbitration, litigation in a court, or otherwise.
4. **Cancellation.** The Authorization of Services and this Addendum No. 1 thereto are subject to the provisions of A.R.S. § 38-511, the terms of which are incorporated herein by

reference. Said statute provides, among other things, that if any person significantly involved in initiating, negotiating, securing, drafting, or creating the Authorization of Services is an employee or agent of any other party to the contract at any time while the Authorization of Services or any extension or addendum thereto is in effect, the Authorization of Services and this Addendum No. 1 thereto may be canceled.

5. Headings. The headings of the Authorization of Services and this Addendum No. 1 thereto are for purposes of reference and convenience only and shall not limit or define the meaning of any provision of the Authorization for Services or this Addendum No. 1 thereto.

COFFMAN ASSOCIATES, INC.,
an Arizona corporation

TOWN OF PAYSON,
an Arizona municipal corporation

By: _____
James M. Harris, P.E., Principal

By: _____
F. Robert Edwards, Mayor

APPROVAL AS TO FORM

The Town of Payson Legal Department has reviewed the Authorization of Services and Addendum No. 1 thereto and approved each as to form. When reviewing for form, the Legal Department considers whether the following situations have been addressed:

1. Identification of parties;
2. Offer and acceptance;
3. Existence of consideration (we do not review to determine if consideration is adequate);
4. That certain provisions specifically required by statute are included (i.e., provisions concerning non-availability of funds and conflict of interest, A.R.S. § 38-511).

We have not reviewed the Authorization of Services for other issues. Therefore, approval as to form should not be considered as approval of the appropriateness of the terms or conditions of the Authorization of Services or the underlying transaction. In addition, approval as to form should not be considered approval of the underlying policy considerations addressed by the Authorization of Services.

Dated: _____, 2007.

By _____
Samuel I. Streichman, Town Attorney