

AIRPORT MASTER PLAN UPDATE to 9-5-02

Addison!

JIM PIERCE, P.E.
Assistant Public Works Director
(972) 450-2879
(972) 450-2837 FAX
jpierce@ci.addison.tx.us

Town of Addison 16801 Westgrove Dr. P.O. Box 9010, Addison, Texas 75001-9010

9-11-03

Chris: Please review and
pass on to Mark

Lisa: FYI

Mike Dmyterko: FYI

Do you think we need
to respond to these letters?

Jim _____

James C. Pierce, Jr., P.E.
Assistant Public Works Director
Town of Addison
16801 Westgrove Drive
Addison, TX 75001-9010
jpierce@ci.addison.tx.us



14901 Quorum Drive
Suite 595
Dallas, Texas 75254

Date: 8-26-03

Re: Addison Airport Master Plan Update

Dear Mr. Pierce:

I believe the Addison Airport Master Plan update as described in final public meetings will serve to change the character of the airport. My specific concern is the demolition of T-hangars currently housing 100 plus small aircraft with no replacement structures being properly scheduled.

I do not believe the FAA's intent is to fund a program that does not take into account the needs of a substantial class of users based at the airport. I respectfully request that the agency require the Addison Airport Master Plan be revised to provide space to the small plane population commensurate with current tenant demand.

Sincerely,

Signature

Anwer Papouchado.

Print Name

Additional Personal Comments:

James C. Pierce, Jr., P.E.
Assistant Public Works Director
Town of Addison
16801 Westgrove Drive
Addison, TX 75001-9010
jpierce@ci.addison.tx.us

R. D. RAGNELL, D.D.S.
12020 Hillcrest Rd., Suite 202
Dallas, Texas 75230

Date: 8/25/03

Re: Addison Airport Master Plan Update

Dear Mr. Pierce:

I believe the Addison Airport Master Plan update as described in final public meetings will serve to change the character of the airport. My specific concern is the demolition of T-hangars currently housing 100 plus small aircraft with no replacement structures being properly scheduled.

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Sincerely,


Signature

RICHARD D. RAGNELL
Print Name

Additional Personal Comments:

James C. Pierce, Jr., P.E.
Assistant Public Works Director
Town of Addison
16801 Westgrove Drive
Addison, TX 75001-9010
jpierce@ci.addison.tx.us



O.R.D.A. CORPORATION
15400 Knoll Trail, Suite 350
Dallas, Texas 75248

Date: 7-2-03


Re: Addison Airport Master Plan Update

Dear Mr. Pierce:

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Sincerely,



Signature

DAVID SALMON

Print Name

Additional Personal Comments:

James C. Pierce, Jr., P.E.
Assistant Public Works Director
Town of Addison
16801 Westgrove Drive
Addison, TX 75001-9010
jpcierce@ci.addison.tx.us



WEB THOMAS AIRCRAFT SALES, INC.
15721 Terrace Lawn Circle • Dallas, Texas 75248

Date: 9-1-03

Re: Addison Airport Master Plan Update

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Sincerely,


Signature

W.S. THOMAS
Print Name

Additional Personal Comments:

Why must we, as tenants, be in a constant hand
with the City of Addison, and Staubach Management
over the operation of this Airport. Why doesn't the
City get the message?!!

James C. Pierce, Jr., P.E.
Assistant Public Works Director
Town of Addison
16801 Westgrove Drive
Addison, TX 75001-9010
jpierce@ci.addison.tx.us

VANGUARD LEASE CO.
14100 INWOOD ROAD
DALLAS, TEXAS 75244

Date: 8-26-03

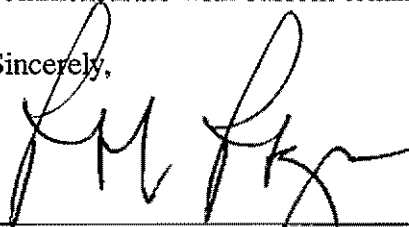
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Sincerely,



Signature

ROB ROGERS

Print Name

Additional Personal Comments:

HANGERS ARE HARD ENOUGH TO FIND
NOW. WE DON'T NEED TO EXACERBATE
THE PROBLEM.

James C. Pierce, Jr., P.E.
Assistant Public Works Director
Town of Addison
16801 Westgrove Drive
Addison, TX 75001-9010
jpierce@ci.addison.tx.us

EXECUTIVE INSTRUMENTS, INC.
P. O. Box 216
Addison, Texas 75001

Date: 26, August 2003

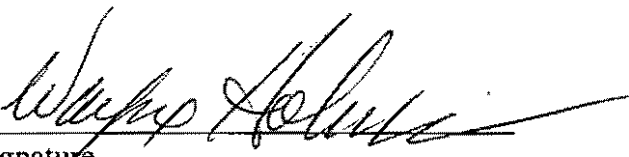
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Sincerely,


Signature

Wayne Holmes
Print Name

Additional Personal Comments:

James C. Pierce, Jr., P.E.
Assistant Public Works Director
Town of Addison
16801 Westgrove Drive
Addison, TX 75001-9010
jpierce@ci.addison.tx.us



11220 Grader Street, Suite 100
Dallas, TX 75238

Date: 8/26

Re: Addison Airport Master Plan Update

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Sincerely,

A handwritten signature in black ink, appearing to read "Robert Bishop", written over a horizontal line.

Signature

Robert Bishop
Print Name

Additional Personal Comments:

James C. Pierce, Jr., P.E.
Assistant Public Works Director
Town of Addison
16801 Westgrove Drive
Addison, TX 75001-9010
jpierce@ci.addison.tx.us

Carl Low
18520 Highland Creek Ln
Dallas, TX 75252

Date: Aug 28, 2003

Re: Addison Airport Master Plan Update

Dear Mr. Pierce:

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Sincerely,



Signature

Carl E. Low

Print Name

Additional Personal Comments:

I agree that the T-hangars need to be
tore down, but they need to be replaced ~~with~~ with
newer tighter hangars with concrete floors. Addison has had
a huge windfall with these old hangars. Take this money
and build new hangars, that will ~~keep~~ keep an aircraft diet free
for more than a day. Remember this is an airport. If you want
to remove something, how about all the businesses next to taxiways
that have nothing to do with aviation.

James C. Pierce, Jr., P.E.
Assistant Public Works Director
Town of Addison
16801 Westgrove Drive
Addison, TX 75001-9010
jpierce@ci.addison.tx.us

Christopher A. Clarke
5127 Bellerive Dr.
Dallas, TX 75287-7551

Date: 8.28.03

Re: Addison Airport Master Plan Update

Dear Mr. Pierce:

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Sincerely,



Signature

DAVID CLARKE

Print Name

Additional Personal Comments:

MORE LARGER HANGARS NEEDED - I.E. TO HANDLE TURBOPROPS
LIKE KING AIRS

James C. Pierce, Jr., P.E.
Assistant Public Works Director
Town of Addison
16801 Westgrove Drive
Addison, TX 75001-9010
jpierce@ci.addison.tx.us

ZERR
1517 FARLINGDOWN DR
PLANO, TX, 75075

Date: 28 AUG. 03

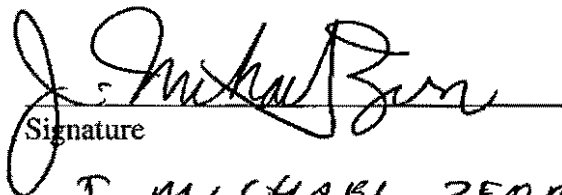
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Sincerely,



Signature

J. MICHAEL ZERR

Print Name

Additional Personal Comments:

MR. PIERCE,

WE NEED TO HAVE THE TOTAL # OF

HANGARS TO INCREASE, NOT DECREASE!

PLEASE CALL ME AT (972)-423-9306

TO DISCUSS,

HANGARS,



James C. Pierce, Jr., P.E.
Assistant Public Works Director
Town of Addison
16801 Westgrove Drive
Addison, TX 75001-9010
jpierce@ci.addison.tx.us

David Goettsche
5307 Ambergate Lane
Dallas, Texas 75287

Date: 8/29/03

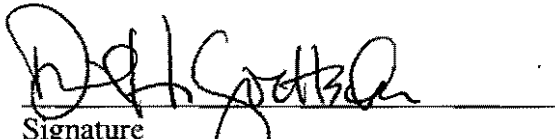
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Sincerely,



Signature

David H. Goettsche

Print Name

Additional Personal Comments:

James C. Pierce, Jr., P.E.
Assistant Public Works Director
Town of Addison
16801 Westgrove Drive
Addison, TX 75001-9010
jpierce@ci.addison.tx.us

John Mayes
5353 Keller Springs Road #1527
Dallas, TX 75248

Date: 8/27/03

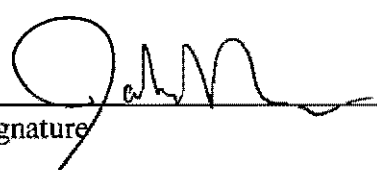
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Sincerely,



Signature

JOHN MAYES

Print Name

Additional Personal Comments:

James C. Pierce, Jr., P.E.
Assistant Public Works Director
Town of Addison
16801 Westgrove Drive
Addison, TX 75001-9010
jpierce@ci.addison.tx.us

S. Meyer
7231 Valley View Pl
Dallas, TX 75240

Date: _____

8/26/03


Re: Addison Airport Master Plan Update

Dear Mr. Pierce:

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Sincerely,



Signature

STEVEN L MEYER MD

Print Name

Additional Personal Comments:

I HAVE AN AIRPLANE BASED AT
ADDISON AIRPORT SINCE 1979. THERE IS
NO OTHER SUITABLE AIRPORT BASE. I
SINCERELY HOPE I WILL NOT BE DISPLACED

James C. Pierce, Jr., P.E.
Assistant Public Works Director
Town of Addison
16801 Westgrove Drive
Addison, TX 75001-9010
jpierce@ci.addison.tx.us

Date: 8/27/03

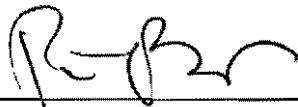
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Sincerely,



Signature

Pat Beroit

Print Name

Additional Personal Comments:

James C. Pierce, Jr., P.E.
Assistant Public Works Director
Town of Addison
16801 Westgrove Drive
Addison, TX 75001-9010
jpcierce@ci.addison.tx.us

Brian Skruch -
18031 Firecrest Ct
Dallas TX 75252

Date: 8/28/2003

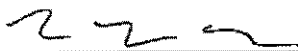
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Sincerely,



Signature

BRIAN R SKRUCH

Print Name

Additional Personal Comments:

ITS VERY IMPORTANT FOR THE SUCCESS OF THE AIRPORT
FOR A FULL RANGE OF TENANTS TO BE ACCOMODATED. GENERAL
AVIATION IS TOO SMALL A BUSINESS SEGMENT TO PIT
DIFFERENT GROUPS AGAINST ONE ANOTHER.

James C. Pierce, Jr., P.E.
Assistant Public Works Director
Town of Addison
16801 Westgrove Drive
Addison, TX 75001-9010
jpierce@ci.addison.tx.us

Crombie
5924 Oakmont
Dallas Tx 75248

Date: AUGUST 27, 2003

Re: Addison Airport Master Plan Update

Dear Mr. Pierce:

I believe the Addison Airport Master Plan update as described in final public meetings will serve to change the character of the airport. My specific concern is the demolition of T-hangars currently housing 100 plus small aircraft with no replacement structures being properly scheduled.

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Sincerely,



Signature

WILLIAM J. CROMBIE
Print Name

Additional Personal Comments:

James C. Pierce, Jr., P.E.
Assistant Public Works Director
Town of Addison
16801 Westgrove Drive
Addison, TX 75001-9010
jpierce@ci.addison.tx.us

Dallas VOICE
4145 Travis, Third Floor
Dallas, Texas 75204

Date: AUG. 29, 2003

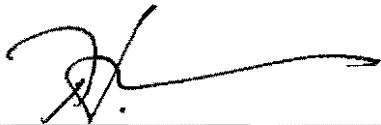
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Sincerely,



Signature

ROBERT MOORE, 10219 Rosser Road, DALLAS, TX 75229

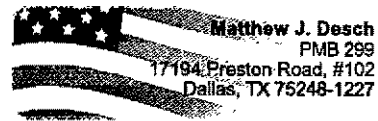
Print Name

Additional Personal Comments:

I AM ASTONISHED THAT ADDISON AIRPORT HAS TAKEN
ROUTE THAT SUBSTANTIALLY PENALIZES SMALL AIRCRAFT
OWNERS. I BELIEVE THAT TURNING YOUR BACK ON THOSE WHO
HAVE GREATLY CONTRIBUTED TO BUILDING ADDISON AIRPORT
IS BAD PUBLIC POLICY.



James C. Pierce, Jr., P.E.
Assistant Public Works Director
Town of Addison
16801 Westgrove Drive
Addison, TX 75001-9010
jpierce@ci.addison.tx.us



Date: August 29, 2003

Re: Addison Airport Master Plan Update

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Sincerely,

Matthew J. Desch

Signature

MATTHEW J. DESCH

Print Name

Additional Personal Comments:

I located my family in Addison to be near the airport;
this would have a big impact on the attractiveness of
Addison Airport to many of us.

James C. Pierce, Jr., P.E.
Assistant Public Works Director
Town of Addison
16801 Westgrove Drive
Addison, TX 75001-9010
jpierce@ci.addison.tx.us



Cole
32627 Oak Hill Rd.
Gravois Mills, MO 65037

Date: 8-28-03

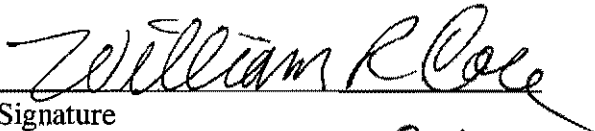
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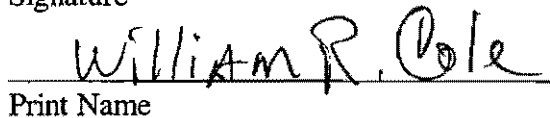
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Sincerely,



Signature



Print Name

Additional Personal Comments:

James C. Pierce, Jr., P.E.
Assistant Public Works Director
Town of Addison
16801 Westgrove Drive
Addison, TX 75001-9010
jpierce@ci.addison.tx.us



Date: AUGUST 29, 2003


Re: Addison Airport Master Plan Update

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Sincerely,


Signature

RICHARD K. MILLER
Print Name

Additional Personal Comments:

James C. Pierce, Jr., P.E.
Assistant Public Works Director
Town of Addison
16801 Westgrove Drive
Addison, TX 75001-9010
jpierce@ci.addison.tx.us

Date: 9-2-03

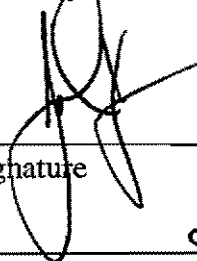
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Sincerely,



Signature

John Key

Print Name

Additional Personal Comments:

James C. Pierce, Jr., P.E.
Assistant Public Works Director
Town of Addison
16801 Westgrove Drive
Addison, TX 75001-9010
jpierce@ci.addison.tx.us



DICKI LAVINE
14106 ROCKSPRINGS CT
DALLAS, TX 75254-6603

Date: 9/6/03

Re: Addison Airport Master Plan Update

Dear Mr. Pierce:

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Sincerely,

Jack Lavine
Signature

JACK LAVINE

Print Name

Additional Personal Comments:

*This is not just another
form letter - I personally
own a plane that is currently
parked in an Addison T-hangar!*

James C. Pierce, Jr., P.E.
Assistant Public Works Director
Town of Addison
16801 Westgrove Drive
Addison, TX 75001-9010
jpierce@ci.addison.tx.us

Robert L. Welch Company
REAL ESTATE DEVELOPMENT & INVESTMENT

4305 Stanford
Dallas, Texas 75225

Date: 9-5-03

Re: Addison Airport Master Plan Update

Dear Mr. Pierce:

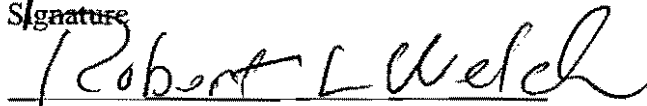
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Sincerely,



Signature



Print Name

Additional Personal Comments:

James C. Pierce, Jr., P.E.
Assistant Public Works Director
Town of Addison
16801 Westgrove Drive
Addison, TX 75001-9010
jpierce@ci.addison.tx.us



STEVE GREGORY

Ram Jack Systems Distribution, L.L.C.

(800) 969-2255
Fax: (972) 272-6292

3065 Forest Lane
Garland, TX 75042

e-mail: steve@ramjacksystems.com
www.ramjacksystems.com

Date: 8-28-03

Re: Addison Airport Master Plan Update

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Sincerely,

A handwritten signature in cursive script that reads "Steve Gregory". The signature is written in black ink on a white background.

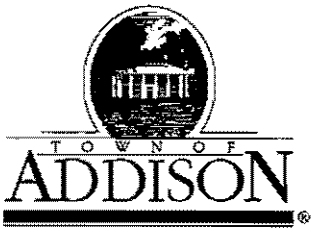
Signature

Steve Gregory

Print Name

Additional Personal Comments:

I live in Plano and I have a
business in Garland. I have used
The Addison Airport facilities for 20
years. Me and all of my aviation
friends understand the need for the
Addison airport to continue to support
general aviation and provide adequate space.
I use my plane in my business.



Public Works / Engineering
 16801 Westgrove • P.O. Box 9010
 Addison, Texas 75001
 Telephone: [972] 450-2871 • Fax: [972] 450-2837

LETTER OF TRANSMITTAL

DATE	11-15-04	JOB NO.	
ATTENTION			
RE:	Addison Airport Master Plan		

TO Mike D.
Coffman & Assoc

GENTLEMAN:

- WE ARE SENDING YOU**
- Attached
 - Under separate cover via _____ the following items:
 - Shop Drawings
 - Prints
 - Plans
 - Samples
 - Specifications
 - Copy of letter
 - Change order
 - _____

COPIES	DATE	NO.	DESCRIPTION
2			Commic Benefit Study Executive Summary Comments by Piree & Pyles

THESE ARE TRANSMITTED as checked below:

- For approval
- For your use
- As requested
- For review and comment
- FOR BIDS DUE _____ 19____
- Approved as submitted
- Approved as noted
- Returned for corrections
- _____
- Resubmit _____ copies for approval
- Submit _____ copies for distribution
- Return _____ corrected prints
- PRINTS RETURNED AFTER LOAN TO US

REMARKS Mark Accredo concurs with Lisa &
my comments

Jim

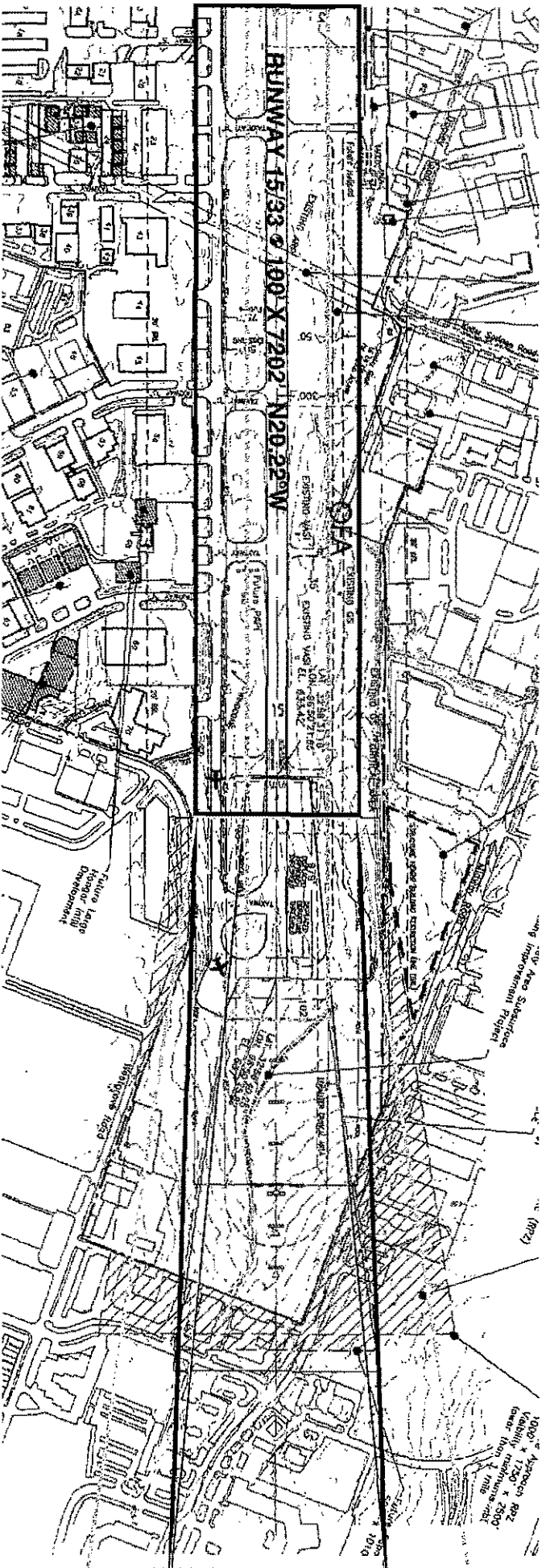
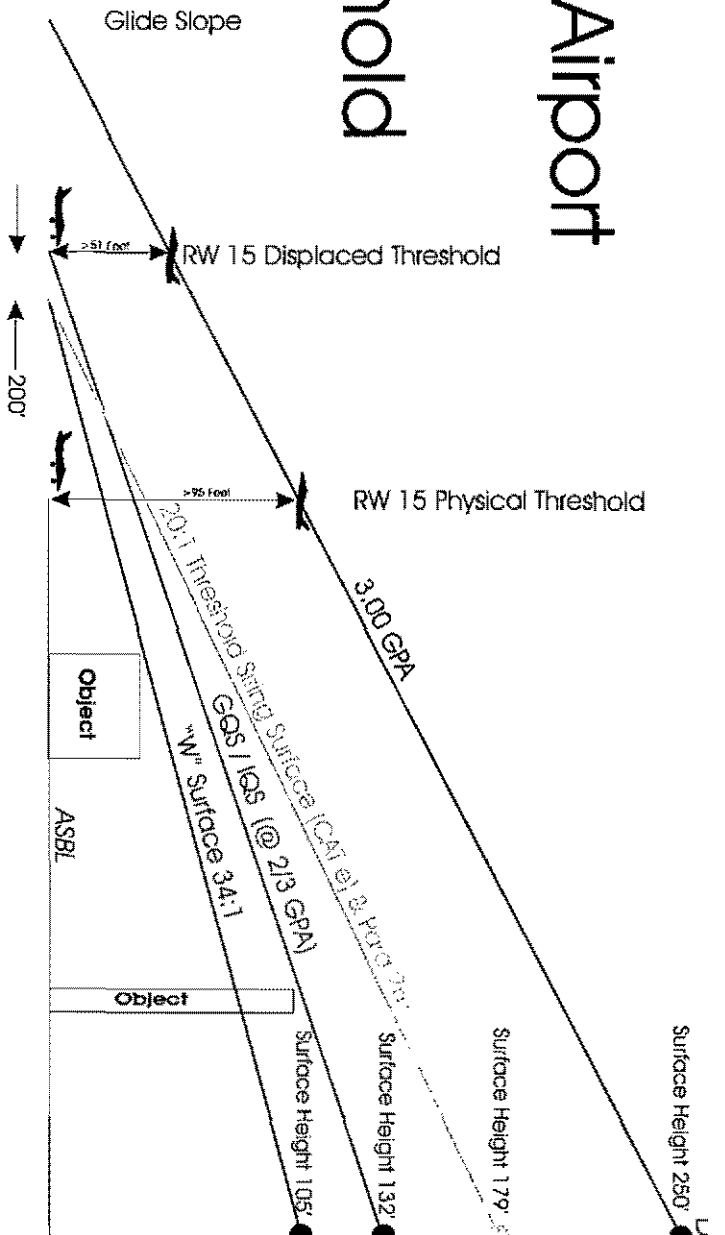
COPY TO _____

SIGNED: _____

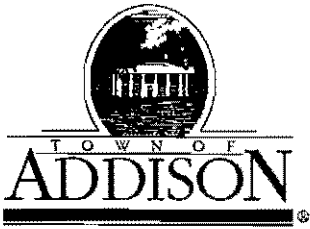
If enclosures are not as noted, please notify us at once.

Addison Municipal Airport

With Displaced Threshold



From FAA 11-8-04



Public Works / Engineering
 16801 Westgrove • P.O. Box 9010
 Addison, Texas 75001
 Telephone: (972) 450-2871 • Fax: (972) 450-2837

LETTER OF TRANSMITTAL

DATE	7/30/04	JOB NO.
ATTENTION		
RE:	Airport Layout Plans	

TO Mike Dmyterka
Coffman Assoc.

GENTLEMAN:

WE ARE SENDING YOU

- Shop Drawings
- Copy of letter
- Attached
- Prints
- Change order

- Under separate cover via _____ the following items:
- Plans Samples Specifications
- _____

COPIES	DATE	NO.	DESCRIPTION
1			Airport Layout Plans with comments

THESE ARE TRANSMITTED as checked below:

- For approval
- For your use
- As requested
- For review and comment
- FOR BIDS DUE _____ 19____
- Approved as submitted
- Approved as noted
- Returned for corrections
- _____
- Resubmit _____ copies for approval
- Submit _____ copies for distribution
- Return _____ corrected prints
- PRINTS RETURNED AFTER LOAN TO US

REMARKS _____

COPY TO Mark Acevedo
Jisa Pyles

SIGNED: Jefeur

If enclosures are not as noted, please notify us at once.



Public Works / Engineering

16801 Westgrove • P.O. Box 9010

Addison, Texas 75001

Telephone: (972) 450-2871 • Fax: (972) 450-2837

LETTER OF TRANSMITTAL

DATE	9/5/02	JOB NO.
ATTENTION		
RE: Addison Airport Master Plan		

TO Mike Dmyterko
Coffman Assoc
Lee's Summit

GENTLEMAN:

WE ARE SENDING YOU

- Attached
- Under separate cover via _____ the following items:
- Shop Drawings
- Prints
- Plans
- Samples
- Specifications
- Copy of letter
- Change order
- _____

COPIES	DATE	NO.	DESCRIPTION
1			Set Plans for Runway 15 ESA Grading

THESE ARE TRANSMITTED as checked below:

- For approval
- For your use
- As requested
- For review and comment
- FOR BIDS DUE _____ 19 _____
- Approved as submitted
- Approved as noted
- Returned for corrections
- _____
- Resubmit _____ copies for approval
- Submit _____ copies for distribution
- Return _____ corrected prints
- PRINTS RETURNED AFTER LOAN TO US

REMARKS This will give you an idea of the scope
of this project & extent of grading and
Instrumentation

Set of plans also given to Lisa Pyle 9-19-02

COPY TO _____

SIGNED: Jim Pyle

If enclosures are not as noted, please notify us at once.

Master Plan

Airport Part 150 Meeting

9-4-02

Staff-Airport - B. Ehly

Jim, Liz, Mark Meeting with the Mayor in P.M.

FAA - have declined to come (Rick & Nan) - Not responsible for our Airport

Nan took offense at me sending the final DRAFT for a final review.

Jim Pierce

From: John Hunt [jmhunt@dfwinfo.com]
Sent: Friday, May 17, 2002 8:15 AM
To: Hamid Khaleghipour
Cc: John Hunt
Subject: Addison Airport study



Hi Hamid,

I need to ask you how you want me to handle this one. This regards the Airport Study that I believe Jim Pierce is heading up. The consultant (Daniel Bartholomew with Coffman Assoc) is requesting additional orthos and contours for this airport study. The area of interest would normally cost \$12,333.50 for that large of an area (that's after I subtract the data that's available free for the town of Addison). Since this is a study that would help our other member cities in the area, we will burn the data for just our usual cost of burning additional data. I'm including 3 .pdf files showing the areas of interest.

<<Airport_lidar.pdf>> <<Airport_sid.pdf>> <<Airport_tiff.pdf>>

We can handle this two ways:

1) If you need COG to get them this data, we would need to charge for burning the data. Costs would be:

TIFFs = 11 CD's @ \$50 per CD = \$550 ✓
SIDs = 1 CD @ \$50 per CD = \$50 ✓
LIDAR = 9 CD's @ \$50 per CD = \$450 ✓

If they wanted all of the above, it would be \$1,050.00. If they only needed the SIDs and LIDAR, it would be \$500.00

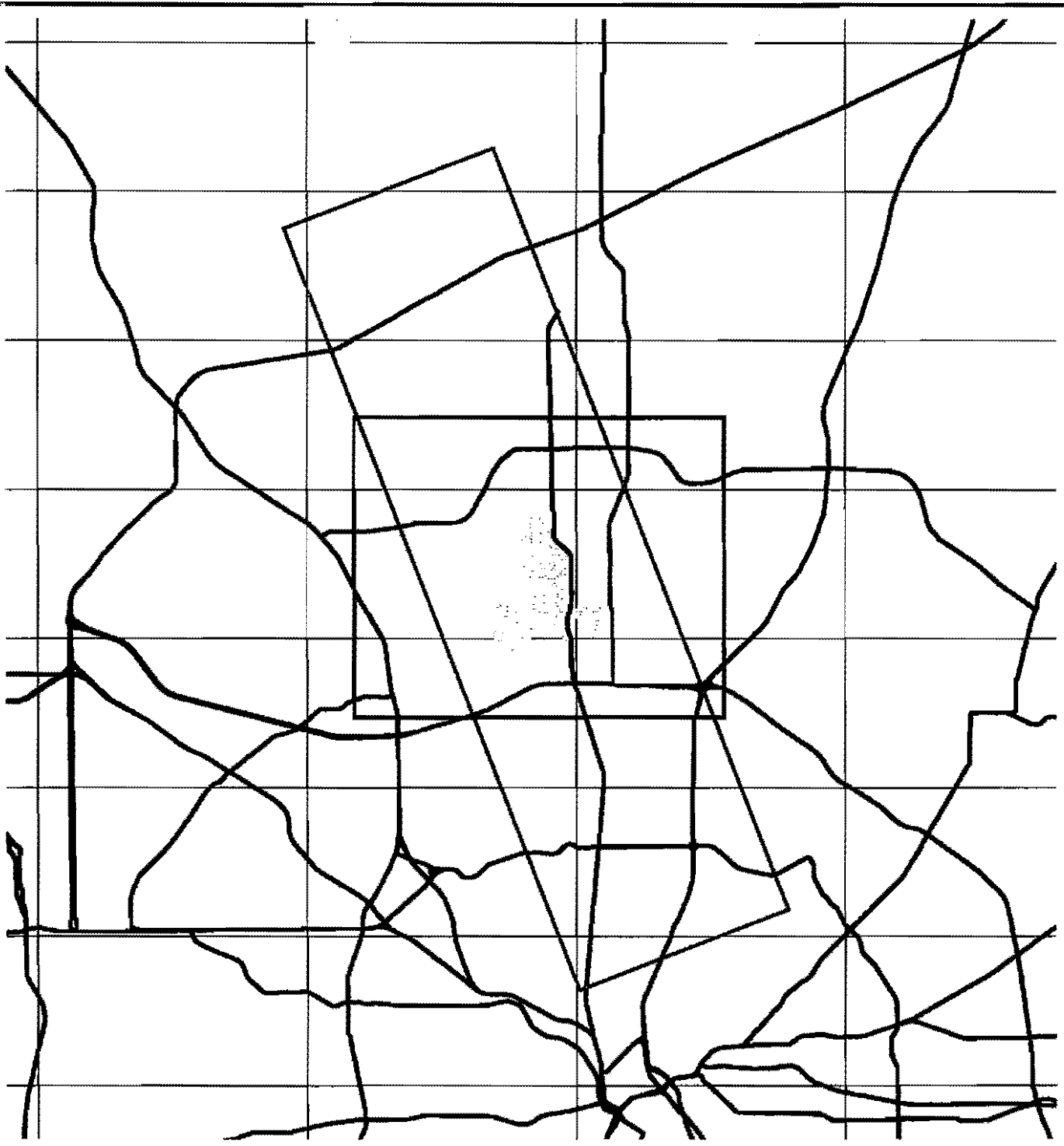
2) They can go to the individual cities and request the data from them.

How would you like me to handle this one? Also, if you want us to do the work, do I charge it to the yoUR GIS project that we're presently doing for the Town of Addison?

John Hunt
Manager of GIS
NCTCOG / RIS Department
616 Six Flags Dr.
Arlington, TX 76011
(817)-695-9163
jmhunt@dfwinfo.com

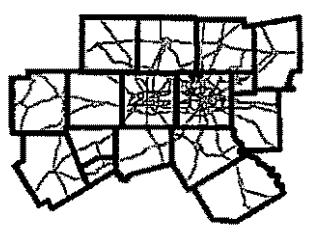
6/12/02 CD's have been ordered from John Hunt as above. They will be paid for by Coffman.

[Signature]



Total of 2 Tiles = 1 CD

Locator Map



Town of Addison
Requested Mr. SID Tiles
(Minus Addison area)

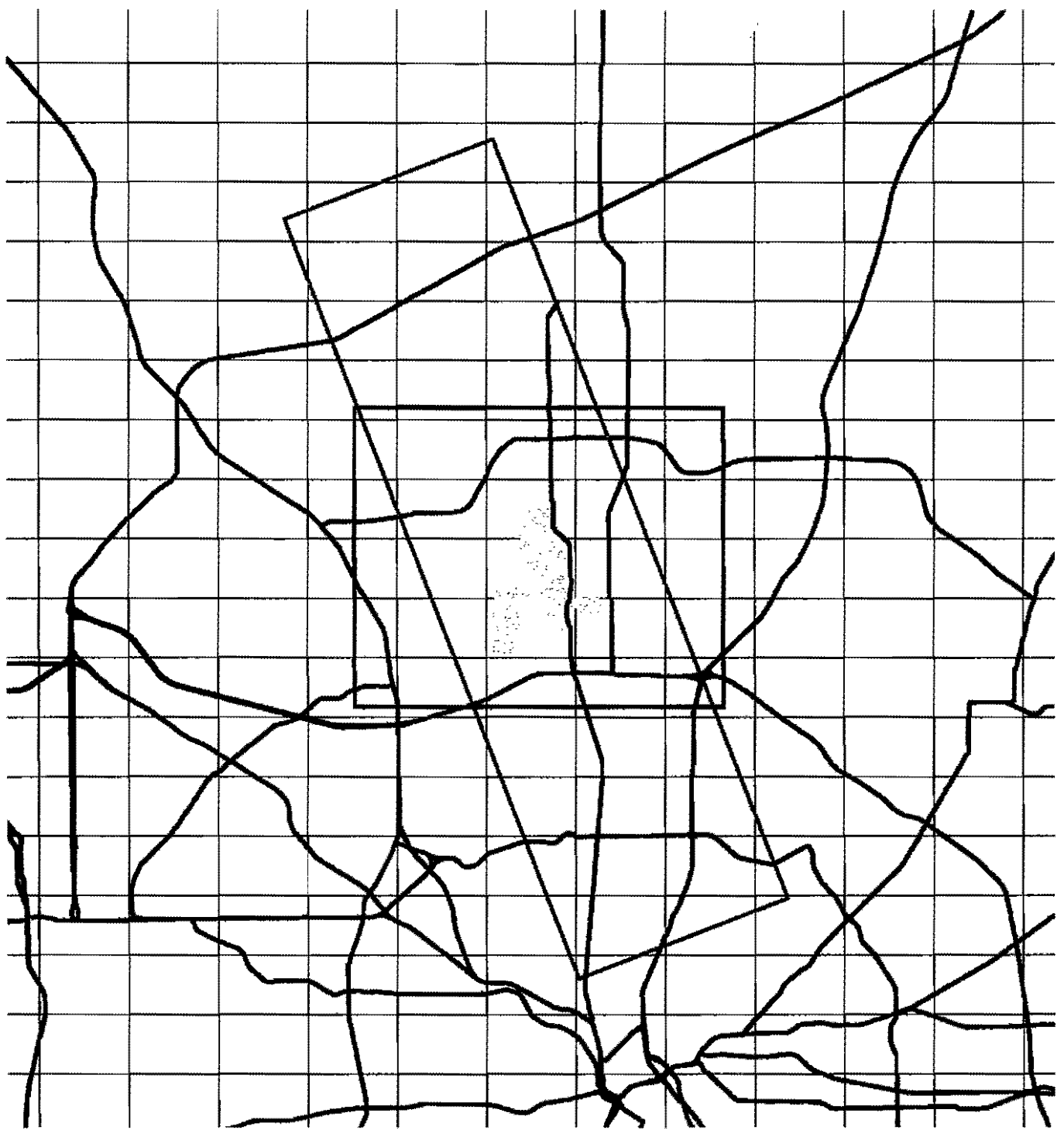


North Central Texas Council of Governments
 Research & Information Services
 (917) 654-1100
<http://www.nctcog.com>
 June, 2002



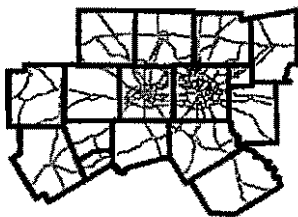
Legend

- Requested Contours/DEMs
- Requested Orthos
- Freeways
- Town of Addison
- Mr_ekd_tile_8-21.shp



Total of 153 Tiles = 9 CDs
 (51 tiles of Contours / 51 tiles of Ref. DEMs / 51 tiles of Bare DEMs)

Locator Map








Town of Addison
 Requested LIDAR Tiles
 (Minus Addison area)



7 Communities
 North Central Texas Council of Governments
 Research & Information Services
 (972) 998-8100
 info@nctcog.com
 June, 2002



Legend

-  Requested Contours/DEMs
-  Requested Orthos
-  Freeways
-  Town of Addison
-  LIDAR Tiles

May 31, 2002

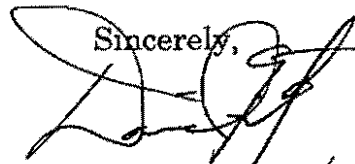
Ms. Carmen Moran
Town of Addison
Development Services
P.O. Box 9010
Addison, TX 75001

RE: Addison Airport - Master Plan and F.A.R. Part 150 Noise Compatibility Study Update

Dear Ms. Moran:

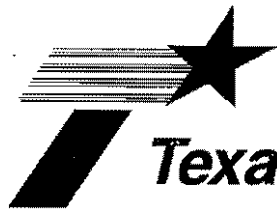
We would like to thank you for taking time from your busy schedule to attend the Airport Planning Advisory Committee meeting for the Master Plan and F.A.R. Part 150 Noise Compatibility Study for Addison Airport on May 23, 2002. As we stressed in the meeting, the accuracy of comprehensive land use planning and zoning mapping and corresponding writeups in Chapter One, Inventory, are very important. We do our best to interpret your City's plans and ordinances with respect to aircraft noise compatibility. Any input you may have to this draft material is greatly appreciated and will help us develop an aircraft noise compatibility program that is beneficial to both area residents and airport users. In the meantime, if you have any questions regarding the study or if you should need additional information, please feel free to call me at (816)-524-3500.

Sincerely,



David Fite, AICP
Associate

c. Jim Pierce, Town of Addison
James M. Harris, Coffman Associates



Texas Department of Transportation

AVIATION DIVISION

125 E. 11TH STREET • AUSTIN, TEXAS 78701-2483 • 512/416-4500 • FAX 512/416-4510

May 22, 2002

Mr. Mike Dmyterko
Coffman Associates
237 N.W. Blue Parkway, Suite 100
Lee's Summit, MO 64063

Dear Mr. Dmyterko:

I have reviewed Phase One of the Draft Airport Master Plan for Addison Airport, with comments as follows.

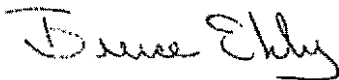
1. Page 1-1, 2nd column, 1st full paragraph, 6th line: Change "informa-tion" to "information".
2. Page 1-1, 2nd column, 1st full paragraph, 11th line: Insert "(TxDOT)" after Transportation and delete "(TxDOT)" from the next line.
3. Page 1-2, 1st column, 1st paragraph, 8th line: Delete "the".
4. Page 1-2, 1st column, 2nd paragraph, 10th line: Delete "in".
5. Page 1-3, 1st column, last paragraph before "AREA ACCESS ROUTES": I believe there are too many "southwest"s in this sentence.
6. Page 1-3, 2nd column, 1st full paragraph, next to last line: Change "city" to "City".
7. Page 1-4, 1st column, last paragraph, 5th line: This is the 1st mention of the "LBJ Freeway" and should be further identified.
8. Page 1-5, 2nd column, last paragraph, 1st sentence: Either "Love Field" should be "DAL" or "DFW" should be "Dallas Fort Worth International".
9. Page 1-20, TABLE 1B, Category A/B: I am not familiar with the term "CH". I believe you are referring to cloud height, which is not a term used in the U.S. Terminal Procedures book. Substitute "DH/MDA".
10. Page 2-2, 1st column, 2nd full paragraph, 10th line: Change the comma after decline to a semicolon.

Mr. Mike Dmyterko
May 22, 2002
Page 2

11. Page 3-4, 1st column, last paragraph, 1st line; I believe the eight years should be changed to ten year (as required) since 1988 to 1997 encompasses a total of ten years.
12. Page 3-11, 2nd column, next to last paragraph, 1st line: Delete "is".
13. Page 3-12, 1st column, 1st full paragraph: Per our previous discussion, it is my belief the DC-9 is no longer based at the Airport. If so, all references should be eliminated.
14. Page 3-12, 2nd column, 1st paragraph: The based aircraft, such as the B-737, falls within ARC C-III. It should be clear there are at least 250 annual operations by ARC D-III aircraft as opposed to C-III. The critical aircraft should be predicated on at least 250 annual operations.
15. Page 3-18, 1st column, last paragraph, 2nd sentence: This sentence should be reworded, as I is confusing as written.
16. Page 3-21, 2nd column, last paragraph before "TAXIWAYS", 1st line: Replace the comma after "consider" with a semicolon.
17. Page 3-31, 2nd column, 1st paragraph: It was my understanding that a location for a fuel farm has been selected.

Please incorporate these comments in the next edition. Should you have any questions, or if I may be of further assistance, please contact me.

Sincerely,



Bruce Ehly
Airport Planner

cc: Mr. Jim Pierce, Assistant Town Engineer, Town of Addison

MASTER PLAN UPDATE

(as of 5/23/02)

Coffman Associates has completed the background Inventory, the Aviation Demand Forecasts and the Facility Requirements sections for Addison Airport's Master Plan Update.

Addison Airport is currently operating at 112% percent of annual service volume. The annual service volume figure is based on operations for both based and itinerate aircraft and represents a planning figure used to determine both landside and airside facility needs. Since the annual service volume already exceeds 100%, the Airport is experiencing operational delays and reflects the need for additional taxiways and, possibly, a parallel runway. Some obstructions occur at both ends of the runway which preclude using its entire 7,200 foot length. If these obstructions can be removed, the entire runway can be used, thus improving operations.

The studies also show a need for additional aircraft storage of all kinds – T-Hangers, Patio Hangers and Conventional Hangers – to meet anticipated growth over the next 20 years. Other needs include additional automobile and aircraft parking, a general aviation terminal and relocating the fuel farm that would free space for aircraft storage construction and resolve environmental concerns.

The study will continue with sections involving Airport Alternatives, Airport Plans and Financial Planning.

(attach Exhibit 2E)

F.A.R. Part 150 Study Update

(as of 5/23/02)

For the Part 150 Noise Compatibility Study, Coffman Associates have completed the Inventory, Aviation Forecasts, Aviation Noise and Noise Impact sections.

Current noise exposure maps have been completed and projections made for noise contours in 2007 and 2022. Projections of noise contours are based on aviation forecasts completed earlier in the process. These maps will form the basis for additional noise abatement procedures that will be made in later portions of the study.

Onsite monitors at six locations surrounding the Airport and FAA-required modeling are used to prepare the contour maps as are radar flight tracks from nearby Airports. Contours indicate the annual average day and night noise at 65, 70 and 75 decibels. FAA guidelines suggest that residential development is incompatible where noise levels exceed 65 decibels.

Currently, 741 residents are exposed to noise above 65 decibels. By 2022, that number will drop to 2, thanks, in part, to less noisy aircraft and improved noise abatement procedures. Allowing for potential population growth, in 2022 440 residents might be affected by aircraft noise if no further noise abatement procedures are put in place.

Subsequent parts of the study will include a Noise Compatibility Program, Noise Abatement Alternatives, Land Use Alternatives and Noise Compatibility Plan.

(attach Exhibits 4B and 4E)

**ADDISON AIRPORT
Addison, Texas**

**Master Plan
Airport Planning Advisory Committee Members**

May 7, 2002

Enclosed are draft working papers for the Master Plan. They will be presented at the second PAC meeting scheduled for **Thursday, May 23, 2002 at 1:30 p.m.** The meeting will be held in the Addison Conference and Theatre Centre, 15650 Addison Road, Addison, Texas.

MASTER PLAN

**CHAPTER TWO - AVIATION DEMAND FORECASTS
CHAPTER THREE - AIRPORT FACILITY REQUIREMENTS**

I have read the working papers and have no comments.

I have read the working papers and have the following comments. (Please add extra sheets if necessary.)

See attached sheets

Please mail this response sheet by June 6, 2002 to:

**COFFMAN ASSOCIATES, INC.
237 N.W. Blue Parkway, Suite 100
Lee's Summit, Missouri 64063
Attn: Mike Dmyterko**

Name: Jim Pierce
Representing: Addison
Phone: 972-450-2879
5-22-02

**ADDISON AIRPORT
MASTER PLAN AND F.A.R PART 150 STUDY UPDATES
PLANNING ADVISORY COMMITTEE MEETING #1**

**THURSDAY, JANUARY 24, 2001
1:30 P.M.**

AGENDA

1. Introductions
2. Role of the Committee
3. Review of the Master Plan Process
4. Review of the F.A.R. Part 150 Process
4. Discussion of Master Plan/Noise/Land Use Issues
5. Open Discussion
6. Adjournment

Coffman
Associates
Airport Consultants
www.coffmanassociates.com


January 2, 2002

James C. Pierce, JR., P.E.
Assistant Public Works Director
Town of Addison
16801 Westgrove Drive
Addison, TX 75001-9010

Dear Mr. Pierce:

Please find attached to this letter proposed project covers for the Addison Airport Master Plan and F.A.R. Part 150 Noise Compatibility Study for your review and comment.

Please do not hesitate to call me at 800-892-7772 if you have any questions.

Sincerely,

David Fitz, AICP
Associate

Enclosures: as stated

cc: Jim Harris, Coffman Associates, Phoenix

Kansas City • Phoenix

237 N.W. Blue Parkway, Suite 100, Lee's Summit, MO 64063
816-524-3500 • FAX 524-2575

TOWN OF

ADDISON

PUBLIC WORKS

To: Dave Fitz

From: Jim Pierce, P.E.

Company: Coffman Assoc

Asst. Public Wks. Dir.

Phone: 972/450-2879

FAX #: 1-816-524-2575

FAX: 972/450-2837

jpierce@ci.addison.tx.us

Date: 1-3-02

16801 Westgrove

P.O.Box 9010

of pages (including cover): 2

Addison, TX 75001-9010

Re: Public Info Ad

Original in mail

Per your request

FYI

Call me

Comments: Attached ad approved as noted.
Please resubmit.

Also, I now have Acrobat Reader 5.0
so I'm good to go.

I have returned the covers to you
by mail with comments.

Jim

**FAX TRANSMITTAL**

Please deliver the following pages to:

Name: Mr. James C. Pierce, P.E.

Firm: Town of Addison

FAX No. (972) 450-2837

Total Number of Pages Including this Cover Sheet: 2

Comments: Mr. Pierce:

Here is a copy of the proposed public information meeting ad.

Dave

Date: January 2, 2002 **Time:** 2:32 PM

If you do not receive all of the pages,

Please Call: Sherry at (816)524-3500

Fax Sender: Dave

Project Number:

FAX No. (816) 524-2575

237 N.W. Blue Parkway, Suite 100 Lee's Summit, Missouri 64063 (816)524-3500

**NOTICE OF
PUBLIC INFORMATION WORKSHOP**

Regarding the ongoing Airport Master Plan/
F.A.R. Part 150 Noise Compatibility Study Update for



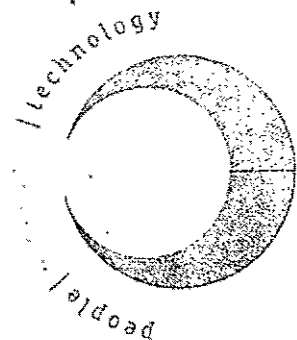
**Thursday, January 24th, 2002
5:30 -7:30 P.M.**

Addison Conference Center
15650 Addison Road
Addison, TX 75001

EVERYONE WELCOME

For more information, please call 972-450-2800

12-621-56040



12-621-56040
12-621-56040

1-7-01
ad was "pulled"
from Minsk.
Liz will handle
placing the ad
as per Mark A.
Probably Metroquest &
Planet.

Addison!

JIM PIERCE, P.E.
Assistant Public Works Director
(972) 450-2879
(972) 450-2837 FAX
jpierce@ci.addison.tx.us

Town of Addison 16801 Westgrove Dr. P.O. Box 9010, Addison, Texas 75001-9010

Chris

Mark

Planning Kick off
meeting

Copy of my handwritten
notes and handouts
attached

Jep

12-5-01

Airport Part 150/Master Plan Kick off 12-5-01

- Letter to FAA has been sent re evaluation (of Runway, Taxiway, etc)
Dave Pearce will send me a copy
- PAC Committee - 32 members - maybe has yet to make ~~connections~~ - connection with some members.

- Draft PAC Letter - Liz will handle sending out
1st Meeting Week of Jan 21st (Wed or Thurs)
Committee 11:30 AM - 4 PM +

Jef
Arrange
meets
Thurs 24th

Inform Public ~~Workshop~~
Workshop

U Shaped table 30 people

5:30 - 7:30

4 Coffman People will be there

Coffman will prepare minutes & comment sheets
Staff Meet Before & After - (small group
Chris ??) ??

Liz/Chris → Media contacts

Owners Surveys have been sent out

addressed & Stamped - will work with D. Pearce

COG Maps are not up dated on our web site

Permit Evaluation - will start ASAP.

Carman: Museum proposed to open (Training facility plus auxiliary facilities) Caranough would like 2003 (not possible) plus a terminal bldg.

would need to ~~the~~ more fuel farm

TXDOT BBJ's / C3's are here

Drives dimensions & separation issues,
Safety issues

150' wide runway req'd for above

100' wide OK if not over 150,000 lbs
Charlotte needs our boundary survey.

↓
(TXDOT)

**F.A.R. PART 150/AIRPORT MASTER PLAN
ADDISON AIRPORT**

Element	MONTHS													
	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
Initiation		◆■												
Inventory														
Aviation Forecasts														
Aviation Noise														
Noise Impacts														
Facility Requirements					◆■									
Airport Alternatives						◆■●								
Draft NEM														
Final NEM														
Environmental Overview														
Airport Plans														
Financial Program														
Noise Abate. Alts.														
Land Use Alts.														
Draft Master Plan														
Final Master Plan														
Draft NCP														
Final NCP														

Legend	
◆	Planning Advisory Committee Meeting
■	Public Information Workshop
●	Aviation & Land Use Technical Conferenees
□	Public Hearing and/or Information Workshop

NCP = Noise Compatibility Program

NEM = Noise Exposure Map

**F.A.R. PART 150
NOISE COMPATIBILITY STUDY UPDATE**

Element	MONTHS													
	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
Initiation		◆■												
Inventory														
Aviation Forecasts														
Aviation Noise														
Noise Impacts					◆■									
Draft NEM						●								
Final NEM														
Noise Abate. Alts.														
Land Use Alts.											◆■			
Draft NCP														◆■
Final NCP														□

AIRPORT MASTER PLAN STUDY UPDATE

Element	MONTHS												
	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Initiation		◆■											
Inventory													
Aviation Forecasts													
Facility Requirements					◆■								
Airport Alternatives						◆■							
Environmental Overview													
Airport Plans													
Financial Program											◆■		
Draft Master Plan												●	
Final Master Plan													■

Legend	
◆■	Planning Advisory Committee Meeting
■	Public Information Workshop
●	Aviation & Land Use Technical Conferences
□	Public Hearing and/or Information Workshop

**ADDISON AIRPORT
MASTER PLAN
AND
F.A.R. PART 150 NOISE COMPATIBILITY STUDY**

**KICK-OFF MEETING
DECEMBER 5, 2001
1:30 p.m.**

- 1. Introductions**
- 2. Planning Advisory Committee**
 - A. Membership**
 - B. Invitation Letter**
 - C. First PAC Meeting**
- 3. Study Process/Project Workflow**
- 4. Project Schedule**
- 5. Public Relations**
 - A. Media/Press Releases**
 - B. Contacts**
 - C. Study Initiation Brochure**
- 6. Aircraft Owners Surveys**
- 7. GIS Data**
 - A. North Central Texas COG**
 - B. Other Jurisdictions**
- 8. Pavement Evaluation**
 - A. Timing**
 - B. Runway Closure for Testing**
- 9. Town Issues**
- 10. TxDOT Issues**
- 11. FAA Issues**
- 12. Adjournment**

**F.A.R. PART 150
NOISE COMPATIBILITY STUDY UPDATE**

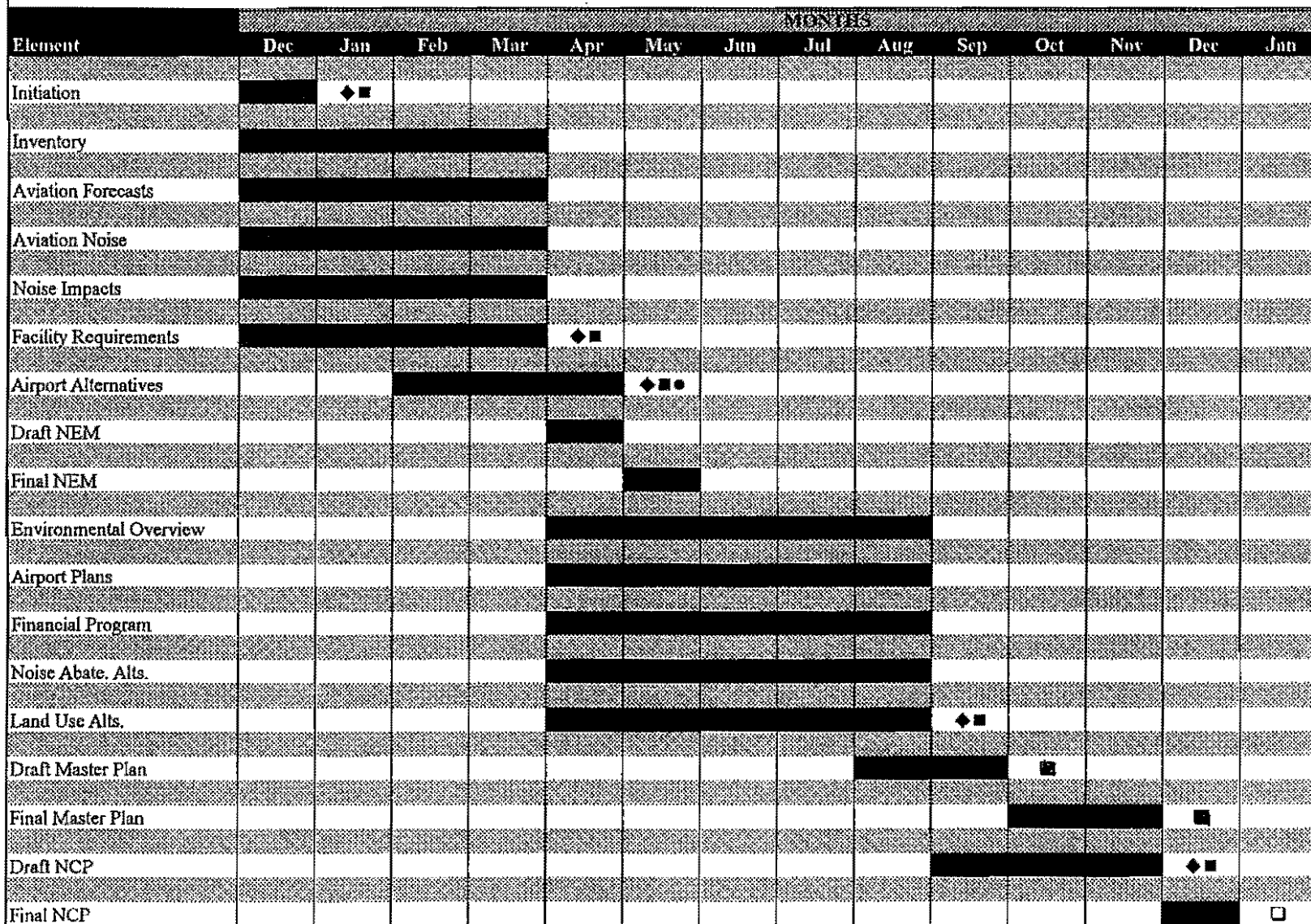
Element	MONTHS													
	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
Initiation		◆■												
Inventory														
Aviation Forecasts														
Aviation Noise														
Noise Impacts					◆■									
Draft NEM						●								
Final NEM														
Noise Abate. Alts.											◆■			
Land Use Alts.														
Draft NCP													◆■	
Final NCP														□

AIRPORT MASTER PLAN STUDY UPDATE

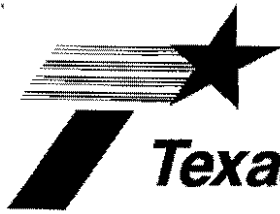
Element	MONTHS												
	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Initiation		◆■											
Inventory													
Aviation Forecasts													
Facility Requirements					◆■								
Airport Alternatives						◆■							
Environmental Overview													
Airport Plans													
Financial Program										◆■			
Draft Master Plan											●		
Final Master Plan													■

Legend	
◆■	Planning Advisory Committee Meeting
■	Public Information Workshop
●	Aviation & Land Use Technical Conferences
□	Public Hearing and/or Information Workshop

F.A.R. PART 150/AIRPORT MASTER PLAN ADDISON AIRPORT



Legend	
◆	Planning Advisory Committee Meeting
■	Public Information Workshop
●	Aviation & Land Use Technical Conferences
□	Public Hearing and/or Information Workshop



Texas Department of Transportation

AVIATION DIVISION

125 E. 11TH STREET • AUSTIN, TEXAS 78701-2483 • 512/416-4500 • FAX 512/416-4510

November 30, 2001

SECOND REQUEST

Mr. Michael Murphy, Director of Public Works
Town of Addison
PO Box 9010
Addison, Texas 75001

RE: TXDOT Project No: AP ADDISON 4
TXDOT CSJ No.: 0118ADDON
Fund Source: 4002000006

Dear Mr. Murphy,

Attached is a copy of a letter sent to you requesting remittance of the sponsor's share of funds for this project. As of this date the funds have not been received. Please verify the status of this request and if the funds have not been forwarded, please remit to the following address by December 12, 2001:

Texas Department of Transportation		Texas Department of Transportation
ATTN: Diana Ruiz	or	ATTN: Diana Ruiz
P.O. Box 5020		125 E. 11 th Street
Austin, Texas 78763		Austin, Texas 78701-2483
		(overnight address)

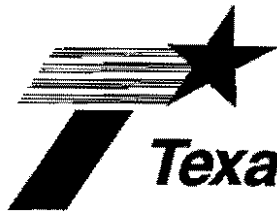
If you need additional information concerning the project costs, please feel free to contact me at 1-800-68-PILOT, extension 4521.

Very truly yours,

Sherry Lynn Huff
Grant Manager

CC: Diana Ruiz

*Check mailed
12-4-01*



Texas Department of Transportation

AVIATION DIVISION

125 E. 11TH STREET • AUSTIN, TEXAS 78701-2483 • 512/416-4500 • FAX 512/416-4510

November 13, 2001

Mr. Michael Murphy
Director of Public Works, Town of Addison
16801 Westgrove Drive
Addison, Texas 75001

TxDOT CSJ No.: 0118ADDON
Fund Source: 4002000006
Project No. : AP ADDISON 4

Dear Mr. Murphy:

Enclosed are several documents that must be completed by the Town of Addison in order to initiate the airport development project for the Addison Municipal Airport. Please review the instructions in this transmittal letter for completing the documents and **return the documents not later than November 28, 2001**. We are most pleased to provide any assistance possible to help complete this project in a timely manner.

Enclosed are two copies of the Airport Project Participation Agreement (APPA) between the Town of Addison, as airport sponsor, and the Texas Department of Transportation, Aviation Division, as your agent for this project.

We request that you proceed as expeditiously as possible to execute the Agreement and complete the certifications. It will be necessary for your attorney to endorse your acceptance of the Agreement to assure that it has been accepted in accordance with local laws. Both copies of the Agreement should have original signatures for acceptance. Please return both copies of the fully signed Agreements to the Aviation Division. We will return an executed copy to you for your records.

Texas Department of Transportation - Aviation Division
125 E. 11th St.
Austin, Texas 78701-2483.

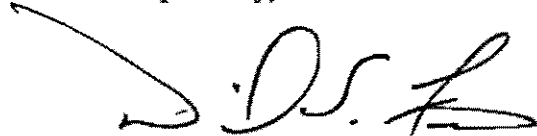
The sponsor's share of the negotiated airport master plan project costs is \$30,000.00. Please remit payment to the address as follows by November 28, 2001:

Texas Department of Transportation Attn.: Diana Ruiz
P.O. Box 5020
Austin, Texas 78763.

Mr. Michael Murphy
November 13, 2001
Page Two

If you have questions concerning the enclosed documents, please contact **Allison Martin** at 1-800-687-4568. The Texas Department of Transportation looks forward to working with you on this important project for your community.

Respectfully,

A handwritten signature in black ink, appearing to read "D.S. Fulton". The signature is written in a cursive style with a long, sweeping underline that extends to the left.

David S. Fulton
Director

cc: Mr. Jay R. Nelson

am

November 27, 2001
Proposal No. 11-5 (Supplement)

Mr. Jim Harris
Coffman Associates
11022 North 28th Drive
Phoenix, Arizona 85029

OK
J. Harris
11-28-01

Re: Statement of Qualifications
Concrete Strength Evaluation
Addison Airport
Addison, Texas

Dear Mr. Harris:

Submitted here is additional project experience specific to geotechnical engineering at airport facilities. I have listed selected projects showing the range of experience. A brief description of engineering provided for each project is included.

- American Airlines Freight Facility, D/FW Airport. American Airlines c/o pross design group, inc. Geotechnical design for a 200,000-square foot (sf) building foundation and surrounding pavement. Analysis included 210,000 square feet of pavement subject to loads from cargo aircraft.
- American Airlines Hangars 3 and 4, D/FW Airport. American Airlines c/o Frankfurt, Short, Bruza Associates, P.C. Geotechnical design included two, 200,000 sf hangars, a 28,000 sf central plant and a 12,000 sf maintenance facility and approximately 400,000 sf of aircraft pavement. Pavement subject to large commercial aircraft.
- Evaluation of Pavement Performance, Existing Hangar, TSTI Airport, Waco, Texas. Chrysler Technologies/Airborne Systems. Investigation included analysis of movement and limited cracking of nominal 12-inch pavement section subject to heavy military aircraft loads.
- Addition to Hangar, TSTI Airport, Waco, Texas. Chrysler Technologies/Airborne Systems. Analysis for a 20,000 sf addition to an existing 220,000 sf hangar. Investigation included foundations for the addition and subgrade analysis for new ramp pavement subject to large military aircraft.

*Geotechnical Engineering
Environmental Consulting
Construction Materials Testing*

- New Hangar and Ramp Pavement, Addison Airport. Service Industries Property Management, Inc. New 17,600 sf hangar and aircraft ramp. Ramp subject to light to moderate commercial aircraft.
- New Office Building and Hangars, Claire Chennault Drive, Addison Airport. Mission Companies c/o Hardy McCullah/MLM Architects, Inc. New office and hangars totaling approximately 40,000 square feet. Ramp pavement subject to light to moderate commercial aircraft.
- Hangars and ramp pavement analysis has also been performed for various clients at the Sulphur Springs, Mesquite/Hudson Houston Hobby and Arlington Airports.
- New Triturator Facility, Love Field. City of Dallas. New waste treatment facility at Love Field. Relatively small facility; however, the field investigation was conducted the week of September 18, 2001 under existing security requirements.

In addition to these projects, Ronald F. Reed, P.E., was the project engineer for various structures and pavement subgrade analysis at major airports within the Dallas/Fort Worth area while employed at Rone Engineers. These included the following.

- Evaluation of the main north/south runways at Dallas Love Field Airport for movement, subgrade condition and pavement thickness. Client was City of Dallas.
- Parking Structure and Surface Parking, Dallas Love Field. Foundation investigation for four-story parking structure and approximately 250,000 square feet of surface parking. Client was City of Dallas c/o Intertech Engineers.
- Evaluation of general pavement thickness and location and cause of voids developing between the pavement and subgrade at Redbird Airport. Client was City of Dallas.
- Geotechnical investigation for the airport control facility and runways at Alliance Airport, Fort Worth, Texas. Client was Hillwood Development c/o Half Associates, Inc.

Coffman Associates
Proposal No. 11-5 (Supplement)
November 27, 2001
Page 3 of 3

We trust this information will be sufficient for your immediate needs. If any questions arise, do not hesitate to call.

Sincerely,

REED ENGINEERING GROUP, INC.



Ronald F. Reed, P.E.

RFR/apv

copies submitted: (1) Coffman Associates/Mr. Jim Harris

✓(1) City of Addison/Mr. James C. Pierce, Jr., P.E.

~~New~~

Addison Airport Master Plan Update
Capital Project Summary
Date -

Project Summary: This project will update the Addison Airport Master Plan that was published in July, 1997. The Master Plan will include an inventory of existing facilities and operations; forecast future aviation demand; identify facilities needed to meet future demand; prepare alternative airport development plans; assess environmental conditions; prepare airport layout plans; propose a financial management program and conduct an airport pavement strength analysis.

Funding : \$ 150,000 grant from TxDOT Aviation Division
\$ 80,000 local funds (Airport Fund).

Hurdles : None

Schedule : Project Kickoff December, 2001
Project Completion December 2002

Consultant: Coffman Associates

Contractor: N/A

Proj Mgr. Jim Peier

Project No: 64300

Addison!

JIM PIERCE, P.E.
Assistant Public Works Director
(972) 450-2879
(972) 450-2837 FAX
jpierce@ci.addison.tx.us

Town of Addison 16801 Westgrove Dr. P.O. Box 9010, Addison, Texas 75001-9010

11-7-01

To: Chris, Mark, Dave P., Bryan and
Carmen

Attached is Coffman's cost breakdown for the Airport Master Plan. It includes all of the items we asked for with the exception of the Airport Development Guidelines (Element 10). Elements 1 thru 9 total \$ 230,000, our available budget. I have told Bruce Ehly we are OK with this and to finalize everything.

Note: Coffman had to "trim" their costs to come within available funds.

Jim

Master Plan Update

ATTACHMENT E
 COST SUMMARY
 Addison Airport
 Prepared By Coffman Associates, Inc.
 November 1, 2001

Man days
Man days
—man days

ELEMENT/TASK	Principal/ Project Manager	Professional	Support	Expenses	Subconsultant	TOTAL
	\$1,290	\$850	\$500			
<u>BASIC SERVICES</u>						
Element 1 - Inventory						
1.1 Prepare Workbooks	0	0	2	\$500	\$0	\$1,500
1.2 Prepare Study Initiation Brochures	0	1	2	\$0	\$0	\$1,850
1.3 Attend Kick-off Meeting	1	0	0	\$750	\$500 (1)	\$2,540
1.4 Identify Issues/On-site Investigation	1	5	0	\$2,000	\$0	\$7,540
1.5 Obtain Obstruction Elevation Survey	0	2	2	\$500	\$0	\$3,200
1.6 Conduct After Hours Operational Count	0	1	0	\$0	\$0	\$850
1.8 Inventory Financial and Administrative Data	0	2	0	\$0	\$0	\$1,700
1.9 Prepare Working Paper, Inventory	1	4	5	\$940	\$1,000 (1)	\$9,130
Subtotal - Element 1	3	15	11	\$4,690	\$1,500	\$28,310
Element 2 - Aviation Forecasts						
2.1 Develop Elements to Supplement Aviation Demand Forecasts	0	3	1	\$1,050	\$0	\$4,100
2.2 Prepare Working Paper, Forecasts	1	2	3	\$940	\$1,000 (1)	\$6,430
Subtotal - Element 2	1	5	4	\$1,990	\$1,000	\$10,530
Element 3 - Facility Requirements						
3.1 Determine Airfield Capacity and Delay	0	1	0	\$0	\$0	\$850
3.2 Determine Critical Aircraft	0	2	0	\$0	\$0	\$1,700
3.3 Determine Critical Runway Length and Design Standards	0	2	0	\$0	\$0	\$1,700
3.4 Analyze Airport Obstructions	0	5	5	\$0	\$0	\$6,750
3.5 Prepare Other Airfield Facility Requirements	0	2	0	\$0	\$0	\$1,700
3.6 Prepare Landside Facility Requirements	0	2	0	\$0	\$0	\$1,700
3.7 Prepare Working Paper, Facility Requirements	1	4	4	\$940	\$1,000 (1)	\$8,630
Subtotal - Element 3	1	18	9	\$940	\$1,000	\$23,030
Element 4 - Airport Alternatives						
4.1 Identify Potential Airfield Alternatives	0	2	0	\$0	\$0	\$1,700
4.2 Identify Potential Landside Alternatives	0	2	0	\$0	\$0	\$1,700
4.3 Determine Preliminary Runway Development Costs	0	1	0	\$0	\$0	\$850
4.4 Prepare Alternatives Noise Analysis	0	3	2	\$0	\$0	\$3,550
4.5 Alternatives Evaluation	0	2	1	\$0	\$0	\$2,200
4.6 Prepare Working Paper, Airport Alternatives	1	4	5	\$940	\$1,000 (1)	\$9,130
Subtotal - Element 4	1	14	8	\$940	\$1,000	\$19,130
Element 5 - Environmental Overview						
5.1 Conduct Environmental Inventory	0	5	2	\$500	\$0	\$5,750
5.2 Prepare Working Paper, Environmental Overview	1	4	5	\$940	\$1,000 (1)	\$9,130
Subtotal - Element 5	1	9	7	\$1,440	\$1,000	\$14,880
Element 6 - Airport Plans						
6.1 Airport Layout Drawing	0	2	10	\$500	\$0	\$7,200
6.2 Landside Facility Drawing	0	1	5	\$0	\$0	\$3,350
6.3 Airspace and Inner Approach Surface Drawings	0	1	3	\$0	\$0	\$2,350
6.4 Exhibit A - Airport Property Map	0	1	2	\$0	\$0	\$1,850
6.5 Airport Land Use Drawing	0	1	2	\$0	\$0	\$1,850
6.6 Prepare Working Paper, Airport Plans	1	3	5	\$940	\$1,000 (1)	\$8,280
Subtotal - Element 6	1	9	27	\$1,440	\$1,000	\$24,880

Element 7 - Financial Management Program							
7.1	Prepare Airport Development Cost Estimates	0	2	0	\$0	\$0	\$1,700
7.2	Capital Improvement Program Analysis	0	2	0	\$0	\$0	\$1,700
7.3	Financial Implementation Plan	0	3	0	\$0	\$0	\$2,550
7.4	Economic Benefit Analysis	0	0	0	\$0	\$14,200 (2)	\$14,200
7.5	Prepare Working Paper, Financial Plan	1	4	5	\$940	\$1,000 (1)	\$9,130
Subtotal - Element 7		1	11	5	\$940	\$15,200	\$29,280

Element 8 - Public Coordination and Communication							
8.1	Planning Advisory Committee (PAC) Meetings	0	6	0	\$4,500	\$0	\$9,600
8.2	Local Coordination and City Council Briefing Meetings	5	6	1	\$4,670	\$3,000 (1)	\$19,720
8.3	Public Information Workshops	0	4	2	\$2,000	\$0	\$6,400
8.4	Prepare Draft Final Master Plan Report	1	4	5	\$4,000	\$1,000 (1)	\$12,190
8.5	Prepare Final Master Plan Report	0	2	5	\$4,000	\$0	\$8,200
8.6	Master Plan Summary Brochure	0	2	4	\$1,000	\$1,000 (1)	\$5,700
8.7	Economic Benefit Summary Brochure	0	2	4	\$1,000	\$1,000 (1)	\$5,700
Subtotal - Element 8		6	26	21	\$21,170	\$6,000	\$67,510

TOTAL BASIC SERVICES		15	107	92	\$33,550	\$27,700	\$217,550
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SPECIAL SERVICES

Element 9 - Pavement Strength Analysis							
9.1	Pavement Strength Analysis	0	1	0	\$500	\$11,100 (3)	\$12,450
Subtotal - Element 9		0	1	0	\$500	\$11,100	\$12,450

Element 10 - Airport Development Guidelines							
10.1	Allowable Uses	0	1	0	\$0	\$10,580 (4)	\$11,430
10.2	Building Development Standards	0	0	0	\$0	\$13,846 (4)	\$13,846
10.3	Conceptual Landscape Plan	0	0	0	\$0	\$23,598 (4)	\$23,598
10.4	Architectural Design Standards	0	0	0	\$0	\$31,763 (4)	\$31,763
10.5	Print Airport Development Guidelines Report	0	0	5	\$1,500	\$0 (4)	\$4,000
Subtotal - Element 10		0	1	5	\$1,500	\$79,787 *	\$84,637

TOTAL SPECIAL SERVICES		0	2	5	\$2,000	\$90,887	\$97,087
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PROJECT TOTAL (BASIC AND SPECIAL SERVICES)		15	109	97	\$35,550	\$118,587	\$314,637
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- (1) Liz Oliphant
- (2) Dr. Lec McPheters
- (3) Reed Engineering Group
- (4) J.D. Wilson & Associates
- * Cost does not include reimbursables for J.D. Wilson & Associates

HP LaserJet 3200se



TOALASERJET 3200
9724502837
NOV-14-2001 5:17PM

Fax Call Report

Job	Date	Time	Type	Identification	Duration	Pages	Result
65	11/14/2001	5:16:16PM	Send	99727889334	1:18	3	OK

Addison!

JIM PIERCE, P.E.
Assistant Public Works Director
(972) 450-2979
(972) 450-2837 FAX
jpierce@ci.addison.tx.us

Town of Addison 18801 Westgrove Dr. P.O. Box 9010, Addison, Texas 75001-9010

11-7-01

To: Chris, Mark, Dave P., Bryan and
Carmen

Attached is Coffman's cost
breakdown for the Airport Master
Plan. It includes all of the
items we asked for with the
exception of the Airport Development
Guidelines (Element 10). Elements
1 thru 9 total \$ 230,000, our available
budget. I have told Bruce Ehly we are
OK with this and to finalize everything.

Note: Coffman had to "trim" their
costs to come within available
funds.

Jim

cc to Chris
Mark
Dave
Bryan
Carmen



FAX TRANSMITTAL



Please deliver the following pages to:

Name: JIM PIERCE

Firm: TOWN OF ADDISON

FAX No. 972-450-2837

Total Number of Pages Including this Cover Sheet: 3

Comments: ADDISON AIRPORT MASTER PLAN
COST SUMMARY

PLEASE GIVE ME A CALL TO DISCUSS.

Date: 11/6/01 Time: 12:30 pm

If you do not receive all the pages,

Please Call: _____ at (602) 993-6999

FAX Sender: JIM HARRIS

Project Number: _____

FAX No. (602) 993-7196

11022 N. 28th Drive, Suite 240 • Phoenix, Arizona 85029 • (602) 993-6999

EXHIBIT B
SCOPE OF SERVICES

Jeff Lopez
10-23-01

ADDISON AIRPORT
ADDISON, TEXAS
AIRPORT MASTER PLAN UPDATE
TxDOT CSJ No.:

The Addison Airport Master Plan Update 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 Update is to provide the Town of Addison (Sponsor), community, and public officials with proper guidance for future development of the airport. The Airport Master Plan Update will be prepared in accordance with Federal Aviation Administration (FAA) *Advisory Circular 150/5070-6A, Airport Master Plans*, and other appropriate orders and advisory circulars. Consultant shall provide the Sponsor professional planning services in all phases of the Project to which this Agreement applies as hereinafter provided. These services will include serving as the Sponsor's professional planning representative for the project, providing professional planning consultation and advice incidental thereto, and attending conferences and meetings with the Agent (Texas Department of Transportation - Aviation Division), FAA, Sponsor, and other interested parties as needed to review available data and to clarify and define the requirements of the Project. The Planning Advisory Committee (PAC) which has been established for the F.A.R. Part 150 Noise Compatibility Study will also serve as the PAC for the Master Plan Study. Following is the detailed "Scope of Services" for the preparation of the Airport Master Plan. Written authorization to proceed with the Project will be issued by the Agent.

BASIC SERVICES

ELEMENT 1 - INVENTORY

Task 1.1 - Prepare Workbooks

Description: Notebooks will be provided to the PAC for use during the study. A standard three-ring notebook will be used with a format designed to allow working papers to be inserted as the study progresses.

Responsibilities:

Consultant: Design and print workbooks for the committee.

Sponsor: Review and comment prior to distribution.

Product: Workbooks in sufficient number to meet study requirements. Fifty (50) copies are budgeted.

Task 1.2. - Prepare Study Initiation Brochures

Description: Coordinate with the F.A.R. Part 150 in producing one thousand (1,000) Study Initiation Brochures for general distribution to the public and interested parties. The brochure will be designed in color and will provide an overview of the important elements in Part 150 and Airport Master Planning, goals and objectives of the study.

Responsibilities:

- Consultant: Information pertinent to Airport Master Plan Update will be included with the F.A.R. Part 150 study initiation brochures.
- Sponsor: Review and approve for distribution.
- Product: Up to One Thousand (1,000) Study Initiation Brochures (printed under the Part 150 contract).

Task 1.3 - Attend Kick-off Meeting

Description: Attend a kickoff meeting with the Agent and the Sponsor and other interested parties to present and discuss schedule, technical approach, and salient issues as pertains to the Project.

Responsibilities:

- Consultant: Coffman Associates representatives will attend kick-off meeting to discuss issues, schedule and technical approach.
- Sponsor: Attend kick-off meeting.
- Product: Present and discuss schedule, technical approach, and planning issues.

Task 1.4 - Identify Airport Planning Issues Through On-Site Investigation

Conduct an on-site inventory of the Addison Airport. The investigation will include interviews with Town staff, airport staff, airport businesses, air traffic control, and other airport tenants. The inventory will also include the collection of all materials relevant to the master plan study including documents and on-site facility inspections.

This task will develop an inventory of existing facilities and their current condition, including but not limited to:

- a. Runways, taxiways, aprons, and related lighting, marking, signage, and NAVAIDS.
- b. General aviation and other terminal buildings and areas by function.
- c. Aviation fuel and aircraft servicing systems.
- d. Utilities, including water, gas, electric, telephone, drainage, and sewage.
- e. Automobile access to the airport, auto circulation, and parking

Create a list for Chris

Other information to be obtained includes:

- Existing and planned or proposed land uses both on and immediately adjacent to airport property, including height hazard and compatible land use zoning.
- Compile information on the use of the airspace and how air traffic is managed.
- Determine historical meteorological data, including wind direction and velocity, annual ceiling and visibility conditions, temperature, and precipitation.

The purpose of this element is to not only obtain a thorough understanding of the airport and its environs, but to also identify any pertinent issues which will need to be addressed in later parts of the study.

Responsibilities:

Consultant: Coffman Associates will obtain all relevant existing documents, perform on-site inspection of facilities, conduct interviews with local officials.

Sponsor: Assist Consultants with collection of data, including coordinating any necessary interviews with tenants. Assist Consultant with identification of relevant land use control documents.

Product: Data on airport facilities, operations, airspace and air traffic control, population and economy for input to later tasks.

Task 1.5 - Obtain Elevations for Airport Obstruction Analysis

Obtain elevations of ground and structures within the vicinity of the airport. This task will require the compilation of data provided by the North Central Texas Council of Governments (NCTCOG) mapping project and/or any other available sources to develop an understanding of obstructions which could influence approach procedures at Addison Airport. An area of 3,000 feet wide centered on the runway extending 10,000 feet beyond each runway end will be analyzed.

Responsibilities:

Consultant: Coffman Associates will obtain NCTCOG mapping data from the Town of Addison and ready it for further analysis.

Sponsor: Obtain mapping information from the NCTCOG for the area described above.

Product: Data on obstructions in the area of the airport for input to later tasks.

Task 1.6 - Conduct After Hours Operational Count

Description: To assist in the determination of aircraft operations when the tower is closed, conduct observations of aircraft activity at Addison Airport. During observation periods, aircraft takeoffs and landings will be logged by the following types:

- Small aircraft (less than 12,500 pounds)
 - ⇒ single engine piston
 - ⇒ twin engine piston
 - ⇒ turboprop

*10 PM to 6 AM
Dave will discuss w/ Alvin*

main runway 7 hours
 Taxiway Alpha 8 "
 Taxiways 17 "
 32

- jet
- helicopter

- Large aircraft (over 12,500 pounds)
 - piston
 - turboprop
 - business jet
 - commercial jet
 - helicopter

In addition, jet aircraft will be logged by N-number, make, and model for future referral and survey. Up to one week of activity will be observed for periods between the hours when the airport traffic control (ATC) is closed. The observation periods will be designed to encompass weekends as well as weekdays to obtain a representation of the aircraft mix for use in later Elements.

Responsibilities:

Consultant: Obtain from sponsor's sources the observation of operational activity after the tower is closed at Addison Airport.

Sponsor: Provide consultant with operational counts through observed activity.

Product: Adequate observations of operational aircraft operations and aircraft mix tabulated for use in estimating existing and future operational mix and to assist in determining critical aircraft. This information will also be utilized in developing an estimate of nighttime operations for input to the F.A.R. Part 150 noise analysis.

~~Special Services Item~~

Task 1.7 - Perform Pavement Maintenance Evaluation

Description: The pavement management program forms the basis for identifying routine maintenance needs and for developing a prioritized list of recommended pavement improvement projects for Addison Airport. The pavement management system will be developed using previous pavement related data, condition data collected during this project, and state-of-the-art computer programs, including the MicroPAVER pavement maintenance management software.

The pavement management system developed during this project will ensure that Addison Airport is in compliance with Public Law 103-305. This law requires that any airport requesting Federal funds for pavement improvement projects must have implemented a pavement-maintenance management program. This requirement is outlined in Federal Aviation Administration (FAA) Program Guidance Letter (PGL) 95-2, and is incorporated into all FAA grants for pavement improvement projects as Grant Assurance 11.

Methodology: The pavement management system will be developed in accordance with the guidelines outlined in Federal Aviation Administration (FAA) Advisory Circular 150/5380-6, "Guidelines and Procedures for Maintenance of Airport Pavements", Advisory Circular 150/5380-7, "Pavement Management Systems", Advisory Circular 150/5320-6D, "Airport Pavement Design and Evaluation", Program Guidance Letter 95-2, "Pavement Maintenance-Management Program", and ASTM D-5340, "Test Method for Airport Pavement Condition Surveys".

The tasks that will be completed to develop a pavement management program for Addison Airport are:

Need: Geotech Firm that can work with Airfield Pavement (Qualified) B-4 Dave will check "DRAFT" (October 19, 2001) around

- Records Review
- Network Definition and CAD Map Development
- Visual Condition Survey
- Traffic Data Evaluation
- MicroPAVER Implementation and Training
- 10-Year Maintenance and Rehabilitation Program Development

Responsibilities:

Consultant: Perform the pavement maintenance evaluation.

Sponsor: Provide the Consultant with "As-Built" plans of all airport pavement projects as well as all documentation relating to airport pavements. Provide the Consultant access to the Airport/Airfield.

Product: Existing pavement condition and Pavement Maintenance Program.

Task 1.8 - Inventory Financial and Administrative Data

Description: Gather documents which affect the financial management of airport operations and capital development to confirm the structure, constraints, requirements and opportunities for financing the Master Plan capital improvement program. The documents gathered and preliminarily reviewed will be used to complete subsequent tasks of the Financial Analysis in Element 6. Interview key Town and airport management officials to identify the legal documents and agreements that affect financial management of the Addison Airport. Gather the following documents along with any additional documents identified during the interview and review on a preliminary basis.

- Historical, detailed (account-by-account) financial statements and audit reports for the past three years.
- Detailed (account-by-account) year-to-date financial statements for the current year with budget remaining amounts.
- Most recent operating and capital budgets.
- Fixed asset schedules showing description, date of acquisition, cost, annual depreciation, estimated useful life and funding sources.
- Current capital improvement and major maintenance programs.
- Official statements for debt issues related to airport facilities, if any.
- Rates and charges schedules and calculation work sheets.
- Lease log with lessee name, private use or type of business, term, lease amount and square footage.
- FBO lease agreements.
- Hangar lease agreements.
- Aviation use land leases.
- Commercial/Industrial non-aviation use leases.
- Other Airport lease, concession, use and privilege agreements.
- FAA, state and local grant records.
- Monthly historical aviation activity statistics for the three most recent past years and the current year-to-date including aircraft operations (take-offs and landings), fuel flowage gallons and any air cargo statistics by air carrier.

Will see a request
for modification of
standards

747's
Ameristar has 2
Changes the design
Standards @ the
airport
Dimension change

Responsibilities:

Consultant: Assemble data based on latest information available.

Sponsor: Assist in collection of data.

Product: Input to later analysis.

Task 1.9 - Working Paper No. 1, Inventory

Description: Assemble information from work efforts in Element 1, and organize these findings into a working paper describing existing conditions in the airport area. This working paper will represent a draft version of Chapter One of the Airport Master Plan Update.

Responsibilities:

Consultant: Coffman Associates is responsible for completing the narrative and graphics for the working paper and distribution to the PAC and Sponsor. This working paper will be sent the week prior to the PAC meeting via U.S. priority mail.

Sponsor: Review and comment.

Product: A working paper covering the items outlined in the inventory element. Fifty (50) copies will be printed for distribution to the PAC and Sponsor.

ELEMENT 2 - AVIATION FORECASTS

Task 2.1 - Develop Elements to Supplement Aviation Demand Forecasts

Description: Element 3 of the F.A.R. Part 150 contract contains the majority of forecasting components required for the master plan. This task will provide additional forecasting elements necessary for development of the Airport Master Plan Update. The analysis will include surveying airport operators (eg. based aircraft owners, airport businesses, and transient operators), and development of airport peak operations analysis. The purpose of the survey is to obtain numbers and types of aircraft based at the airport, number and type of operations performed by based and transient aircraft operators, and facility preferences to be used in developing facility requirements under Task 3. Peak operations forecasts are key in determining airport capacity and landside facility development.

Responsibilities:

Consultant: Coffman Associates will be responsible for producing, distributing, and analyzing airport tenant, business, and transient user surveys. analyses in this task. The consultant will also provide an operational peaking forecast.

Sponsor: Provide consultant with address list of airport businesses, tenants, and other individuals operating at the airport. The sponsor will also be asked to place transient surveys at airport businesses to be returned to the consultant for analysis.

Product: A detailed analysis from airport surveys and airport peaking operations.

Task 2.2 - Working Paper No. 2, Aviation Forecasts

Description: Develop a working paper summarizing the results of all tasks in this element. This paper will contain the results from the airport survey and peak operations forecasts. This working paper will represent a draft version of Chapter Two of the Noise Exposure Maps document.

Responsibilities:

Consultant: Coffman Associates will prepare the working paper and all related graphics and distribute to PAC members and the Sponsor. This working paper will be sent the week prior to the PAC meeting via U.S. priority mail.

Sponsor/FAA: Review and concur with aviation forecasts.

Product: A working paper covering Element 3. Up to fifty (50) copies will be printed for distribution to the PAC and the Sponsor.

ELEMENT 3 - 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 3.1 - Determine Airfield Capacity and Delay

Description: Using the FAA's airfield capacity/delay model, estimate current and future levels of airfield capacity and delay for Addison Airport. These analyses will be based on the existing airfield configuration, aviation demand forecasts, and an analysis of airspace capacity potential and constraints.

Responsibilities:

Consultant: Calculate existing and future airfield capacity and delay.

Sponsor: Review.

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

Task 3.2. - Determine Critical Aircraft

Description: Using the results of the operational activity observations (Task 1.6), user survey (Task 2.1), and the aviation demand forecasts (Task 2.1), identify specific aircraft that have the potential to be examined as critical aircraft (at least 250 annual operations) for runway length (both takeoffs and landings), weight (pavement strength), or approach speed and wingspan (ARC). This is anticipated to involve a refined breakdown of the operational aircraft mix to identify business and commercial jet aircraft operations, by aircraft model and trip length.

BBJ = Boeing Business Jet

Responsibilities:

Consultant: Determine potential critical aircraft at Addison Airport.

Sponsor: Review.

Product: Identification of critical aircraft for use in determining various facility requirements.

Task 3.3 - Determine Critical Runway Length and Design Standards

Description: Using the potential critical aircraft identified in Task 3.2, determine the critical runway length and other runway design standards for Addison Airport. The runway length analysis will examine the landing and takeoff length requirements at the mean maximum temperature of the hottest month and for landing in wet and slippery conditions of various types of jet aircraft that frequent the airport on a regular basis. The analysis will also take into account the trip length and typical payload of the aircraft. FAA runway length design software, as well as runway length tables for specific aircraft, will be consulted. Other design standards will be determined in accordance with *FAA Advisory Circular 150/5300-13, Airport Design*, through Change 6. The adequacy of the existing runway in meeting the design standards will be evaluated.

Responsibilities:

Consultant: Identify runway length and design standards the runway.

Sponsor: Review.

Product: Description of the critical runway lengths and other runway design standards required to meet aviation demands at the airport through the planning period.

Task 3.4 - Analyze Airport Obstructions

Description: Using mapping information obtained in Task 1.5, develop a detailed three dimensional map of obstructions in the vicinity of the airport. The analysis will present critical obstructions to the existing runway and those which could limit other runway options (Element 4.1).

Responsibilities:

Consultant: Identify obstructions.

Sponsor: Review.

Product: Develop a three dimensional depiction of structures in the vicinity of the airport.

Initial Approach fix is
a 4 mile radius

Task 3.5 - Prepare Other Airfield Facility Requirements

Description: Using relevant information from other tasks, determine and prepare a preliminary list of other airfield facility requirements needed to meet projected demands for the airport for current and future conditions. Facility requirements to meet aviation demand for the airfield will include (but not be limited to) taxiways, lighting, navigational aids (including the capability of Global Positioning System [GPS] technology), 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.

Responsibilities:

Consultant: Identify other specific airfield facility needs for the airport.

Sponsor: Review.

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

Task 3.6 - Prepare Landside Facility Requirements

Description: Using current FAA and TxDOT 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 fuel storage, aircraft rescue and firefighting facilities (ARFF), airport administration, maintenance, air taxi, and general aviation terminal facilities, FBO areas, apron areas, hangars and revenue support facilities will be developed under this task.

Responsibilities:

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

Sponsor: Review.

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

Task 3.7 - Prepare Facility Requirements Working Paper

Description: Organize background information, analysis, and findings of the facility requirements work effort and prepare a detailed working paper for the master plan in narrative and graphical format. Up to 50 copies of the working paper will be prepared for distribution.

Responsibilities:

Consultant: Develop complete graphics and narrative for the working paper. Responsible for the distribution of the working paper to the PAC members.

Sponsor: Review. Coordinate with the Consultant as necessary.

Product: Fifty (50) copies of the working paper for the master plan covering the items outlined in the Facility Requirements element.

ELEMENT 4 - AIRPORT ALTERNATIVES

Using the Facility Requirements determined under the previous element, alternative development scenarios for Addison 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.

Task 4.1 - 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 analysis will also consider obstructions within the vicinity of the airport as detailed in Tasks 1.5 and 3.4. Specific alternatives will be addressed with relation to the runway length and design standards. These will include:

- Runway and safety area extensions.
- Potential for developing a new west side runway.
- Re-using pavements which are now displaced thresholds.
- Development of west side parallel taxiway for use as runway when primary runway is closed.

Responsibilities:

Consultant: Develop airfield development options for the airport.

Sponsor: Review.

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

Task 4.2 - 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.

Responsibilities:

Consultant: Develop landside development options for the airport.

Sponsor: Review.

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

Task 4.3 - Determine Preliminary Runway Development Costs

Description: Using labor and materials price data from recent construction projects at the airport, in the local community and the region, prepare preliminary cost estimates for each runway development alternative.

Responsibilities:

Consultant: Develop cost estimates for various alternatives.

Sponsor: Provide the Consultant unit costs from previous construction projects.

Product: Preliminary development cost estimates for airport development alternatives.

Task 4.4 - Prepare Alternatives Noise Analysis

Description: Prepare a comparative analysis of the potential noise exposure for each of the on-airport runway alternatives. Noise exposure contours will be developed for the existing baseline condition, and the long term condition. Noise exposure contours will also be developed for up to three (3) alternative scenarios. The most current version of the FAA Integrated Noise Model (INM) will be used to produce noise contours for mapping onto a base map of the area.

Responsibilities:

Consultant: Generate noise exposure contours.

Sponsor: Review.

Product: DNL contours for existing and future baseline conditions. DNL contours for up to three runway development alternative scenarios.

Task 4.5 - Alternatives Evaluation

Description: Utilizing the information developed above, prepare a detailed comparative evaluation and the supporting rationale that systematically eliminates those alternatives with the least potential and establishes a single recommended program for development of the airport facilities. The analysis will consider safety, functional efficiency, operational costs, as well as the development costs and environmental considerations. This evaluation will be presented to Town Staff, airport administration, the PAC, TxDOT, and the FAA, and the public for input prior to making a final concept recommendation.

Responsibilities:

Consultant: Evaluate the alternatives formulated for the airfield and landside facilities.

Sponsor: Review.

Product: Alternatives evaluation for determining recommended airport concept.

Task 4.6 - Prepare Alternatives Working Paper

Description: A working paper describing the various airfield and landside development alternatives will be prepared for the master plan for submission to the PAC for review and comment. The working paper will detail the analysis involved in the assessment of the alternatives and outline the advantages and disadvantages of each to enable the logical and systematic evaluation of each alternative concept. Up to 50 copies of the working paper will be prepared for distribution.

Responsibilities:

Consultant: Develop complete graphics and narrative for the working paper. Responsible for the distribution of the working paper to the PAC members.

Sponsor: Review. Coordinate with the Consultant as necessary.

Product: Fifty (50) copies of the working paper for the master plan covering the items outlined in the Airport Alternatives element.

ELEMENT 5 - ENVIRONMENTAL CONDITIONS

Task 5.1 - Conduct Environmental Inventory

Description: Collect and review information on the baseline environmental conditions and concerns for Addison Airport and its immediate environs. The reconnaissance will be limited to conditions relevant to evaluation of "footprint" impacts (e.g., wetlands) because assessment of potential operational issues (e.g., surface aircraft noise) will depend upon information to be developed later in the Master Plan process, once aviation activity forecasts are available. The evaluation will be performed in accordance with FAA Orders 5050.4A and 1050.1D. Factors to be reviewed include but are not limited to:

- a. Noise sensitive receptors near the airport.
- b. Sensitive biota, including wildlife and endangered species
- c. Section 4f lands, prime farmland, and protected habitat, such as wetlands
- d. Historical and archeological sites
- e. Areas susceptible to air or water pollution by airport construction activities
- f. Potential water resources impacts, including flood hazard
- g. Possible displacement of residences, farms, or businesses

The environmental conditions will be derived from existing reports, and coordination with federal and state agencies. The intent of this task is not to assess environmental impacts, but to inventory potential environmental sensitivities.

Responsibilities:

Consultant: Coordinate with appropriate environmental agencies and assemble baseline data.

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

Product: Input to later analysis.

Task 5.2 - Prepare Environmental Overview Working Paper

Description: A working paper will be developed detailing the environmental concerns which may require additional environmental analysis.

Responsibilities:

Consultant: Develop narrative and graphics for the working paper. Responsible for distribution of the working paper to the PAC members.

Sponsor: Review. Coordinate with the Consultant as necessary.

Product: Fifty (50) copies of the working paper for the master plan covering the items outlined in the Environmental Overview element.

ELEMENT 6 - AIRPORT PLANS

The purpose of this study element is to update the set of Airport Layout Plans for Addison Airport. All plans are prepared in a format that is readily acceptable to TxDOT and the FAA and can be utilized by the Town of Addison staff in carrying out implementation. Blackline prints (22" x 34") will be provided as necessary for Town of Addison, TxDOT, and FAA review. The AutoCAD drawings will be delivered at the completion of this project to the Town of Addison. A reproducible vellum will be provided upon completion of the final plan. A narrative is also included in the report to better describe the intended functions of the proposed development items.

Task 6.1 - Airport Layout Drawing

Description: Using the results of the alternatives analysis developed under the preceding element, and *FAA AC 150/5300-13, Airport Design, Change 6, Appendix 7, Section 2* an Airport Layout Drawing (ALD) will be prepared utilizing AutoCAD Software. The ALD will reflect updated physical features, wind data tabulation, location of airfield facilities (runway, taxiways, nav aids) and existing general aviation development. Development of ultimate airfield facilities, including runway(s), taxiways and navigational aids, property and runway protection zone boundaries, and revenue support areas, will also be shown. Guidelines for the preparation of an ALD as defined by TxDOT and the FAA Southwestern Region will be followed.

Responsibilities:

Consultant: Prepare the Airport Layout Drawing for the airport.

Sponsor: Review.

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

Task 6.2 - Prepare Landside Facility Drawing

Description: Prepare a landside facility drawing for the airport reflecting recommended development in the landside areas as resulting from the recommendations of this study. The landside facility drawing will be updated in accordance with *FAA AC 150/5300-13, Airport Design, Change 6, Appendix 7, Section 5*.

Responsibilities:

Consultant: Prepare landside facility drawing for the airport.

Sponsor: Review.

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

Task 6.3 - Airspace and Inner Approach Surface Drawings

Description: Prepare airport airspace and the inner portion of the approach surface drawings in accordance with *FAA AC 150/5300-13, Airport Design*, Change 6, Appendix 7, Sections 3 and 4. Obstruction information will be obtained from the analysis of Task 3.4, the existing approach plans, and the current Airport Obstruction (OC) chart.

Responsibilities:

Consultant: Prepare the airspace and inner approach surface drawings for the airport.

Sponsor: Review.

Product: Airspace and inner approach surface drawings for the airport which meet federal guidelines.

Task 6.4 - Exhibit A - Airport Property Map

Description: Prepare an airport property map, incorporating the changes in existing and planned development. This map 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. Details will be limited to the depiction of existing and future facilities (i.e. runways, taxiways, runway protection zones, and terminal facilities) which justify the retention of airport property. This work effort will produce a new "Exhibit A - Property Map." This task will not include the acquisition of new boundary surveys, as they will be provided by the sponsor and/or TxDOT. The Property Map will be updated in conformance with the standards of *AC 150/5300-13, Airport Design, Change 6, Appendix 7, Section 7*.

Responsibilities:

Consultant: Prepare airport property map for the airport.

Sponsor: Provide appropriate data and review property map.

Product: Airport Property Map for the airport.

Task 6.5 - Prepare Airport Land Use Drawing

Description: The Airport Land Use Drawing will be prepared in accordance with *FAA AC 150/5300-13, Airport Design*, Change 5, Appendix 7, Section 6. The on- and off-airport land uses will be depicted by general use categories. The long range noise exposure contours from the recommended alternative will be superimposed. Off-airport coverage will include all land uses within the 65 DNL contour as well as immediately adjacent land uses on all sides of the airport.

Responsibilities:

Consultant: Prepare airport land use drawing for the airport

Sponsor: Review.

Product: Airport Land Use Drawing.

Task 6.6 - Prepare Airport Plans Working Paper

Description: Using the results of the preceding tasks in this element, prepare a set of reproducible drawings to reflect the airport layout concepts as defined in Element 4. In addition, reduced plans will be printed and included in the final report. The drawings will form the basis of a working paper which will describe in narrative form the proposed development and its preliminary scheduling. Up to 50 copies of the working paper for the master plan will be prepared for distribution.

Responsibilities:

Consultant: Develop complete graphics and narrative for the working paper. Responsible for the distribution of the working paper to the PAC members.

Sponsor: Review. Coordinate with Consultant as necessary.

Product: Thirty (50) copies of the working paper for the master plan covering the items outlined in the Airport Plans element. This working paper will become a chapter in the final report.

ELEMENT 7 - FINANCIAL MANAGEMENT PROGRAM

The purpose of this study element is to establish a strategic financial management program to provide airport development requirements necessary to meet aviation activity demands during the planning period at the airport. This will include developing schedules, a Capital Improvement Program, Financial Implementation Plan, and a Rates and Charges Analysis (on airport and through-the-fence operations).

Task 7.1 - 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.

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

Task 7.2 - Capital Improvement Program Analysis

Description: Prepare a preliminary financial analysis of up to three capital improvement program (CIP) alternative scenarios. This preliminary evaluation includes considering Addison Airport's

overall capability to fund the CIP and finance Airport operations. The analysis will identify potential funding sources that are practical alternatives for financing the capital development projects. This preliminary analysis will include the following steps:

- Review financial and legal information gathered during the inventory of financial information related to financial condition, airport policies, administrative regulations, grant status, and airport user agreements which affect the financial feasibility of implementing the capital improvement program.
- Review the aviation forecast and the proposed development concept. Review development costs and facility requirement schedules to consider possible revisions in the development scope and timing.
- Develop summary level financial projections of funding sources, funding requirements and other information to provide the basis for assessing preliminary financial plans of the CIP alternatives. Revenue and capital funding projections will be compared with operating & maintenance expense and capital expenditure projections to identify a balanced approach for developing and funding the program.

Responsibilities:

Consultant: Develop capital improvement program scenarios and perform preliminary financial analysis.

Sponsor: Provide input and review.

Product: A recommended Capital Improvement Program with financing schedules which indicate whether the potential sources of funding will be reasonably available in the amounts and time frame required to support the CIP.

Task 7.3 - Financial Implementation Plan

Description: Prepare a detailed financial plan for implementation of the Master Plan. The Financial Implementation Plan resulting from this task will present reasonable guidelines for matching projected financial resources with financial needs on a project by project basis, and will include the following steps:

- Develop projection of operating & maintenance expenses - review historical O&M expenses and identify trends and anticipated increases/decreases. Review the potential effect of the selected CIP on projected O&M expenses. Interview Town of Addison management to develop appropriate O&M projection assumptions and to identify other anticipated changes.
- Develop projection of operating revenues - review historical revenues (including concessions, parking, car rentals, general aviation fees, FBO activities, fuel flowage, hangar leases, commercial/industrial and other leases) and determine trends for future projections. Interview Town of Addison management to develop appropriate revenue assumptions.
- Develop projection of capital improvement expenditures - review the selected CIP project list with construction cost estimates, escalation rates and scheduling of expenditures to determine the annual need for capital funding. Interview Town of Addison management and review the proposed Master Plan to develop appropriate projection assumptions.

- Determine funding sources for the financial plan and develop projection for financing the CIP – review the summary of potential funding sources developed in the Preliminary Financial Analysis task (including federal and state grants, economic development funds, debt funding, net revenues, bank financing, Town subsidies and other sources) with Town of Addison and airport management and determine sources to be used for financing the program. Develop projection of capital financing based on the annual amount and availability of funds. Interview Town of Addison and airport management to develop appropriate projection assumptions.

Responsibilities:

Consultant: Prepare a Financial Implementation Plan suitable for the Master Plan.

Sponsor: Provide input and review.

Product: Detailed Financial Implementation Plan.

Task 7.4 - Prepare Financial Program Working Paper

Description: Prepare a detailed financial working paper which outlines the overall airport capital improvement program for the selected airport master plan concept. Organize narrative and graphical presentations of the information in this working paper to allow for a final review and adjustment of the overall master plan concept. Up to 50 copies of the working paper for the master plan will be prepared for distribution.

Responsibilities:

Consultant: Develop complete graphics and narrative for the working paper.

Sponsor: Responsible for the distribution of the working paper to the PAC members.

Product: Fifty (50) copies of the working paper for the master plan covering the items outlined in the Financial Program element. This working paper will become a chapter in the final report.

7.5 Economic Benefit Study

ELEMENT 8 - PUBLIC COORDINATION AND COMMUNICATION

Task 8.1 - Planning Advisory Committee (PAC) Meetings

Description: The Consultant and Sponsor will meet with the PAC to review working papers, to discuss study findings, and to identify issues deserving further study. Comments received during these meetings will be considered and evaluated and where appropriate additional analysis will be conducted in order to respond to those comments in the revised working papers. Graphic displays and handout materials will be prepared as needed to facilitate the meetings. Four (4) PAC meetings have been budgeted. These meetings will be held in conjunction with the F.A.R. Part 150 PAC meetings.

At various points in the study, representatives of different interest groups serving on the PAC may be called together to meet as ad hoc "subcommittees". (These groups may include, for example, citizen and neighborhood representatives, airport users, or local land use planners.) These meetings

*Get meeting
Notices to Boyle
to Post on
Bulletin
Board*

*PAC people
need to
read &
attend
meeting*

Meet @ Conf Center

will be convened when in-depth discussion of issues particularly relevant to those interest groups is needed. These meetings will be held during the trips for the PAC meetings. It is anticipated that meetings with the citizens and neighborhood subcommittee will be held during each PAC meeting trip.

Responsibilities:

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

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

Product: Four (4) PAC Meetings with summary minutes.

Task 8.2 - Local Coordination and City Council Briefing Meetings

Description: Meet with and give presentations to the Sponsor or other local groups as directed by the Sponsor. Meetings are expected to involve status reports on the study and presentations of final recommendations. Three (3) local coordination meetings and two (2) City Council briefing trips have been budgeted during the study. It has been assumed that these meetings would be held on trips other than the planned PAC meetings.

Responsibilities:

Consultant: Provide presentations and necessary graphics at the meetings. Prepare summary minutes as appropriate.

Sponsor: Coordinate jointly with Consultant.

Product: Three (3) local coordination meeting and two (2) City Council briefing trips.

Task 8.3 - Public Information Workshops

Description: The working papers prepared for the Airport Master Plan Update Study will be presented to the general public at public information workshops. The workshops will be held after the PAC meetings (on the same days). Four workshops have been budgeted.

Notification of the workshops will be accomplished using press releases, newspaper advertising, and direct mailings to interested citizens, neighborhood associations, and other groups in the area that may have an interest in the Airport Master Plan Update Study.

Responsibilities:

Consultant: Prepare press releases for Sponsor. Prepare mock-ups of newspaper advertisements. Prepare direct mail meeting announcements as directed. Provide facilitation, technical presentations, and related graphics for the meetings. Prepare summary minutes of meetings.

Sponsor: Provide names for mailing list. Review, approve, and send press releases to local media. Approve mock-ups of meeting advertisements. Arrange and pay for

placement of ads in local newspapers. Arrange and pay for meeting room. Mail flyers announcing meetings to people on mailing list.

Product: News releases, meeting advertisements, display boards and charts, direct mail flyers, four (4) sets of public information workshops, summary minutes.

Task 8.4 – Draft Final Master Plan Report

Description: Upon completion of a review of all draft working papers, a draft final document incorporating the appropriate revisions will be printed. Up to 50 copies of the draft final plan will be submitted.

Responsibilities:

Consultant: Prepare and print 50 copies of the draft final master plan report.

Sponsor: Coordinate distribution of draft final report to appropriate Town of Addison officials and provide final comments.

Product: Draft Final Master Plan Report (50 copies).

Task 8.5 – Final Master Plan Report

Description: Upon completion of a review of all draft ~~working papers~~ ^{final report} and the incorporation of appropriate revisions, a final master plan report will be printed. Fifty (50) copies of the final plan will be submitted. The finals will include twenty (20) comb bound reports, twenty (20) compact disc copies, and ten (10) three ring bound reports. In addition, one reproducible set of Airport Plans will be provided to the town.

Responsibilities:

Consultant: Prepare and print 50 copies of the final master plan report.

Sponsor: Coordinate distribution of final report to appropriate Town, County, state, and federal officials.

Product: Final Master Plan Report (50 copies). Twenty comb bound, twenty compact discs, and ten three ring bound reports. Reproducible set of Airport Plans.

Task 8.6 - Summary Brochure

(Separate Dm 150)

Description: Prepare narrative and graphics for a brochure summarizing the updated Airport Master Plan. The brochure will summarize the study process, forecasts, and the recommendations of the plan. It will include a summary of capital costs required to meet proposed development. The brochure will be printed in full color and will not exceed four pages. It will be designed for widespread distribution to the public.

Responsibilities:

Consultant: Design, write, and print a summary report.

Sponsor: Review and distribute.
Product: One thousand (1,000) copies of summary brochure.

SPECIAL SERVICES

ELEMENT 9 - AIRPORT DEVELOPMENT GUIDELINES

Description: Based on previous evaluations, technical meetings and the "Recommended Master Plan Concept"; prepare a document of development guidelines, hereafter referred to as the Airport Development Guidelines, with a focus on those areas determined to be revenue support industrial/commercial. The Airport Development Guidelines are intended to be a working planning document used to supplement the Town's Development Code and guide development of airport related industrial and commercial uses on current and future Airport property. The Airport Development Guidelines will include maps, standard diagrams, cross sections and text as needed to ensure that private development of airport property is compatible with anticipated airport needs. Further, the Airport Development Guidelines will ensure the cohesive development of revenue support uses and essential airport operational uses. All plans will be produced utilizing AutoCAD software. The AutoCAD drawings and associated text will be a deliverable item to the Town at the completion of this project. One "draft" copy of the Airport Development Guidelines will be provided to the Town for review and comment. Following receipt of comments, up to 10 copies of the Airport Development Guidelines will be prepared for distribution. A reproducible copy of the document will be made available to the Town for additional reproduction.

Task 9.1 - Allowable Uses

Description: Based on the Recommended Master Plan Concept, called for in Element 6, prepare a list of allowable uses within each of the proposed land use areas. This list will identify aviation and non-aviation related uses that are compatible with planned airport operations and should be encouraged to enhance airport revenues.

Responsibilities:

Consultant: Prepare a list of allowable uses with in each land use area and establish Town review procedures and any permitting requirements.

Sponsor: Provide review and input.

Product: A list of allowable uses, which will be incorporated into the final Airport Development Guidelines document.

Task 9.2 - Building Development Standards

Description: Based on previously completed Elements, prepare building development standards to be applied to new or remodeled structures on Airport property, focusing particularly on allowable uses in the revenue support areas. Building development standards include, but are not limited to the following: setbacks, building separation, floor area ratios (FAR), building height limits and

parking requirements. The proposed standards need to address the practical consequences of existing parcelization within development zones and establish procedures to accommodate the highest and best use development of the revenue support areas.

Responsibilities:

Consultant: Prepare building development standards for future Airport construction and major rehabilitation projects.

Sponsor: Coordinate with the consultant as necessary. Review and provide comments on the proposed building development standards.

Product: Building development standards will become a chapter in the Airport Development Guidelines.

Task 9.3 - Conceptual Landscape Plan

Description: Prepare a Conceptual Landscape Plan for the airport, considering the operational needs and height constraints of the site. The plan will detail typical landscape treatment along; perimeter streets, within parking areas and adjacent to structures; and should include suggested plant material appropriate to the airport locale. Sign placement, size and materials including entry monumentation will be included as a separate component of the Conceptual Landscape Plan.

Responsibilities:

Consultant: Develop complete graphics and narrative for a Conceptual Landscape Plan.

Sponsor: Review and provide comments on the Conceptual Landscape Plan.

Product: Conceptual Landscape Plan will become a separate chapter of the Airport Development Guidelines. (If applicable, one reproducible copy of the Conceptual Landscape Plan Drawing with signatures/approvals will be provided to the Town)

Task 9.4 - Architectural Design Standards

Description: Prepare Architectural Design Standards to be applied to new or remodeled structures on Airport property, focusing particularly on allowable uses in the revenue support areas. Architectural design standards are intended to foster a harmonious and unifying theme among the various new construction and rehabilitation projects which will be developed on the airport grounds. Architectural design standards include, but are not limited to such items as, acceptable building materials, minimum amounts of glazing or premium materials to be used on exterior surfaces, standards for exterior furnishings such as benches, trash receptacles, bike racks, etc., standardized designs for trash enclosures and standards for the size and design of outdoor employee break areas. The Architectural Design Standards will encourage a unifying theme by establishing an acceptable color palette to be used throughout the airport site. The palette will be more varied for uses within the revenue support industrial/commercial areas to accommodate the wider variety of uses anticipated in these areas.

The Architectural Design Standards will include a vocabulary of architectural elements to be encouraged in new or remodeled airport buildings. These elements will include, but are not limited to, high visibility components such as building entrances, roof treatments and the screening of loading areas from the street.

Responsibilities:

Consultant: Prepare graphics and narrative of the Architectural Design Standards.

Sponsor: Review and provide comments on the Architectural Design Standards.

Product: Architectural Design Standards will become a separate chapter of the Airport Development Guidelines.

9.5 Print Airport Development Guidelines
ELEMENT 10 - ~~RATES AND CHARGES ANALYSIS~~ Economic Benefit Study

Description: Evaluate Addison Airport's rates and fees structures for both on-airport and through-the-fence operators. Determine adequacies and provide strategies to enhance rate structures.

- Interview key Town of Addison officials and airport management to gain an understanding of the Town's objectives and philosophy for conducting financial management of Addison Airport and establishing rates and charges for general aviation users.
- Review the Addison Airport's current lease agreements and recommend improvements.
- Develop projection of breakeven rates and charges – review rate development methodology currently used for determining rates and charges. Calculate an estimate of rates and charges required for generating revenues to cover O&M expenses, the cost of Town provided services and capital recovery net of other funding sources.
- Compile a survey of rates, fees and charges for several airports of similar size and operation.
- Evaluate the reasonableness of breakeven rates and charges by comparing rate projections with fees of other airports of similar size and operation.
- Evaluate the revenue generating potential of FBO lease agreements, hangar lease agreements, aviation use land leases, rental car and other ground transportation agreements, public parking agreement and other airport lease, concession, use and privilege agreements. Identify other existing revenue enhancement opportunities as well as those which may result from new Master Plan development projects.

Responsibilities:

Consultant: Conduct financial management review.

Sponsor: Provide input and review.

Product: Evaluation of airport's financial rates and fees structure.

Task 10 - PRINT AIRPORT DEVELOPMENT GUIDELINES/RATES AND FEES REPORT

Description: Twenty "draft" copies of the Airport Development Guidelines (Task 9) and Rates and Fees Analysis (Task 10) will be provided to the Town for review and comment. Following receipt of comments, up to 50 copies of the Airport Development Guidelines and Rates and Fees Analysis will be prepared for the Town.

Responsibilities:

Consultant: Print Airport Development Guidelines and Rates and Fees Analysis.

Sponsor: Review and provide comments on the "draft" copy of the Airport Development Guidelines and Rates and Fees Analysis.

Product: Fifty (50) "draft" copies of the Airport Development Guidelines and Rates and Fees Analysis and fifty (50) final copies of the report. A reproducible copy of the document in compact disc form will also be made available to the Town of Addison for additional reproduction.

SPECIAL SERVICES Development Guidelines

Carmen's Comments 10/22/01

cription: Based on previous evaluations, technical meetings and the Recommended Master Plan Concept; prepare a document of development guidelines, hereafter referred to as the Airport Development Guidelines, with a focus on those areas determined to be revenue support industrial/commercial. The Airport Development Guidelines are intended to be a working planning document used to supplement the Town's Development Code and guide development of airport related industrial and commercial uses on current and future Airport property. The Airport Development Guidelines will include maps, standard diagrams, cross sections and text as needed to ensure that private development of airport property is compatible with anticipated airport needs. Further, the Airport Development Guidelines will ensure the cohesive development of revenue support uses and essential airport operational uses. All plans will be produced utilizing AutoCAD software. The AutoCAD drawings and associated text will be a deliverable item to the Town at the completion of this project. One draft copy of the Airport Development Guidelines will be provided to the Town for review and comment. Following receipt of comments, up to 10 copies of the Airport Development Guidelines will be prepared for distribution. A reproducible copy of the document will be made available to the Town for additional reproduction.

Jep
Copy

10-23-01

k 9.1 - Allowable Uses

cription: Based on the Recommended Master Plan Concept, called for in Element 6, prepare a list of allowable uses within each of the proposed land use areas. This list will identify aviation and non-aviation related uses that are compatible with planned airport operations and should be encouraged to enhance airport revenues.

possibilities:

sultant: Prepare a list of allowable uses within each land use area and establish Town review procedures and any permitting requirements.

nsor: Provide review and input.

duct: A list of allowable uses, which will be incorporated into the final Airport Development Guidelines document.

k 9.2 - Building Development Standards

cription: Based on previously completed Elements, prepare building development standards to be applied to new or remodeled structures on Airport property, focusing particularly on allowable uses in the revenue support areas. Building development standards include, but are not limited to the following: setbacks, building separation, floor area ratios (FAR), building height limits and parking requirements. The proposed standards need to address the practical consequences of existing parcelization within development zones and establish



procedures to accommodate the highest and best use development of the revenue support areas.

possibilities:

sultant: Prepare building development standards for future Airport construction and major rehabilitation projects.

nsor: Coordinate with the consultant as necessary. Review and provide comments on the proposed building development standards.

duct: Building development standards will become a chapter in the Airport Development Guidelines.

k 9.3 - Conceptual Landscape Plan

Anti Bird plantings / coord with wildlife expert.

cription: Prepare a Conceptual Landscape Plan for the airport, considering the operational needs and height constraints of the site. The plan will detail typical landscape treatment along; perimeter streets, within parking areas and adjacent to structures; and should include suggested plant material appropriate to the airport locale. Sign placement, size and materials including entry monumentation will be included as a separate component of the Conceptual Landscape Plan

possibilities:

Standards for signs? Will we propose any?

sultant: Develop complete graphics and narrative for a Conceptual Landscape Plan

nsor: Review and provide comments on the Conceptual Landscape Plan.

duct: Conceptual Landscape Plan will become a separate chapter of the Airport Development Guidelines. (If applicable, one reproducible copy of the Conceptual Landscape Plan Drawing with signatures/approvals will be provided to the Town)

k 9.4 - Architectural Design Standards

cription: Prepare Architectural Design Standards to be applied to new or remodeled structures on Airport property, focusing particularly on allowable uses in the revenue support areas. Architectural design standards are intended to foster a harmonious and unifying theme among the various new construction and rehabilitation projects which will be developed on the airport grounds. Architectural design standards include, but are not limited to such items as, acceptable building materials, minimum amounts of glazing or premium materials to be used on exterior surfaces, standards for exterior furnishings such as benches, trash receptacles, bike racks, etc., standardized designs for trash enclosures and standards for the size and design of outdoor employee break areas. The Architectural Design Standards will encourage a unifying theme by

on-site landscaping

Coordinate with...
Best - a separate section?
Why are they separate? Can't they be combined into one section?

establishing an acceptable color palette to be used throughout the airport site. The palette will be more varied for uses within the revenue support industrial/commercial areas to accommodate the wider variety of uses anticipated in these areas.

Architectural Design Standards will include a vocabulary of architectural elements to be encouraged in new or remodeled airport buildings. These elements will include, but are not limited to, high visibility components such as building entrances, roof treatments and the screening of loading areas from the street.

possibilities:

sultant: Prepare graphics and narrative of the Architectural Design Standards.

nsor: Review and provide comments on the Architectural Design Standards.

duct: Architectural Design Standards will become a separate chapter of the Airport Development Guidelines.

MENT 10 - RATES AND CHARGES ANALYSIS

cription: Evaluate Addison Airport=s rates and fees structures for both on-airport and through-the-fence operators. Determine adequacies and provide strategies to enhance rate structures.

Interview key Town of Addison officials and airport management to gain an understanding of the Town=s objectives and philosophy for conducting financial management of Addison Airport and establishing rates and charges for general aviation users.

Review the Addison Airport=s current lease agreements and recommend improvements.

Develop projection of breakeven rates and charges B review rate development methodology currently used for determining rates and charges. Calculate an estimate of rates and charges required for generating revenues to cover O&M expenses, the cost of Town provided services and capital recovery net of other funding sources.

Compile a survey of rates, fees and charges for several airports of similar size and operation.

Evaluate the reasonableness of breakeven rates and charges by comparing rate projections with fees of other airports of similar size and operation.

Evaluate the revenue generating potential of FBO lease agreements, hangar lease agreements, aviation use land leases, rental car and other ground transportation agreements, public parking agreement and other airport lease, concession, use and privilege agreements. Identify other existing revenue enhancement opportunities as well as those which may result from new Master Plan development projects.

possibilities:

sultant: Conduct financial management review.

nsor: Provide input and review.

duct: Evaluation of airport-s financial rates and fees structure.

k 10 - PRINT AIRPORT DEVELOPMENT GUIDELINES/~~RATES AND FEES REPORT~~ *out*

cription: Twenty Adraft® copies of the Airport Development Guidelines (Task 9) and Rates and Fees Analysis (Task 10) will be provided to the Town for review and comment. Following receipt of comments, up to 50 copies of the Airport Development Guidelines and Rates and Fees Analsys will be prepared for the Town.

possibilities:

sultant: Print Airport Development Guidelines and Rates and Fees Analysis. *split up*

nsor: Review and provide comments on the Adraft® copy of the Airport Development Guidelines and Rates and Fees Analysis.

duct: Fifty (50) Adraft® copies of the Airport Development Guidelines and Rates and Fees Analysis and fifty (50) final copies of the report. A reproducible copy of the document in compact disc form will also be made available to the Town of Addison for additional reproduction.

John Hunt: (cos)

10-16-01

Used to Digitize Bldg Footprints
for Airspace Analysis
Cad Tech Work

Continues in after Xmas

AGENDA

Addison Airport Master Plan Update Scope of Work
September 27, 2001

INTRODUCTIONS

OPENING REMARKS

Jim Pierce

A. Scope Review – Town Staff/Washington

B. Supplementary Information

Plan for Taxiway B/Alternate Runway

10 Year Capital Improvement Program, 2/00

Boundary Survey Progress Report

NCTCOG Orthos, 2' Contours

DISCUSSION OF SCOPE OF WORK

Bruce Ehly

HP LaserJet 3200se



TOALASERJET 3200
9724502837
OCT-19-2001 4:10PM

Fax Call Report

Job	Date	Time	Type	Identification	Duration	Pages	Result
547	10/19/2001	4:06:11PM	Send	7043	4:05	5	OK

TOWN OF
ADDISON

PUBLIC WORKS

To: Carmen

From: Jim Pierce, P.E.
Asst. Public Wks. Dir.
Phone: 972/450-2879
FAX: 972/450-2837
jpierce@ci.addison.tx.us

Company: Tom Hill

FAX #: _____

Date: 10/19/01

16801 Westgrove
P.O.Box 9010
Addison, TX 75001-9010

of pages (including cover): 5

Re: Airport Development Guidelines

Original in mail For your request FYI Call me

Comments: Carmen: We asked Coffman to include Development Guidelines in their scope of work for the Master Plan Update and the attached is what they came up with.

Could you give me some comments on Monday? I have a meeting to discuss Scope Tuesday @ 8:30 AM

Thanks,

Jim

HP LaserJet 3200se



TOALASERJET 3200
9724502837
OCT-19-2001 3:12PM

Fax Call Report

Job	Date	Time	Type	Identification	Duration	Pages	Result
543	10/19/2001	3:08:17PM	Send	918165242575	3:48	8	OK

TOWN OF
ADDISON

PUBLIC WORKS

To: Mike Dmyterko
Company: Coffman
FAX #: 816-524-~~3575~~

From: Jim Pierce, P.E.
Asst. Public Wks. Dir.
Phone: 972/450-2879
FAX: 972/450-2837
jpierce@ci.addison.tx.us

Date: 10-19-01

16801 Westgrove
P.O.Box 9010
Addison, TX 75001-9010

of pages (including cover): 8

Re: Airport Boundary Survey

- Original in mail Per your request FYI Call me

Comments: The attached scope of work
will describe the product we will
have available for you for your
work. Please review and determine
what affect it has on Task 6.4

Thanks,

Jim

TOWN OF
ADDISON

PUBLIC WORKS

To: Mike Dmyterko

From: Jim Pierce, P.E.
Asst. Public Wks. Dir.
Phone: 972/450-2879
FAX: 972/450-2837
jpierce@ci.addison.tx.us

Company: Coffman

FAX #: 816-524-~~3500~~²⁵⁷⁵

Date: 10-19-01

16801 Westgrove
P.O.Box 9010
Addison, TX 75001-9010

of pages (including cover): 8

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- Original in mail Per your request FYI Call me

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Thanks,

Jim

Exhibit A

ADDISON AIRPORT BOUNDARY SURVEY AND BASE MAPPING SCOPE OF WORK

DAL-TECH Engineering, Inc. has been asked to prepare a scope of work and an estimate of probable cost for preparing a boundary survey and a base map of selected features of the Addison Airport property. Included in the boundary survey are locating the approximately 65 ground leases on the airport, the through-the-fence leases, joint use agreements, and easements affecting the property.

Optionally, DTE can also produce individual lease exhibits if desired.

The base map will show all buildings, taxiways, runways, fences, and streets within or immediately adjacent to the airport boundary. In addition, utilities such as water, wastewater, storm sewer, electric, gas, and telephone can be located at an optional level of quality as explained in more detail below.

The detailed scope of services to accomplish these goals is set out as follows:

1. Gather data and perform research:

A. At Town of Addison and at Addison Airport

DTE staff will coordinate with Town of Addison staff in both Public Works and at Addison Airport to gather existing documents, plans, maintenance records, electronic files, and any other information that will aid in the preparation of the boundary survey, leasehold establishment, and base mapping.

B. At TxDOT's Aviation Division in Austin

DTE staff will obtain any relevant information about Addison Airport from Charlotte Bergfeld or her designated representative in TxDOT's Aviation Division in Austin.

C. From County Courthouse Deed Records

We will use an outside professional abstracting service to gather the public records research for us. Although several of our DTE staff are very proficient in using the Dallas County Deed Records, abstracting professionals have access to easement databases that allow them to do thorough easement searches that we are unable to do. We plan to avail ourselves of this expertise.

Deliverables: DTE will prepare a document control system for the project and establish files containing relevant documents.

2. Establish Control

A. Perform GPS surveys and office processing to establish secondary control on permanent monuments.

There are several high-order monuments on the airfield established as part of the National Geodetic Survey's Primary Airport Control Station (PACS) and Secondary Airport Control Station (SACS) program. We will use these monuments as our primary control points for the project. We will establish six additional secondary control points, which will be constructed to a Town of Addison and DTE mutually approved design at mutually agreed upon locations.

Classical static GPS surveying techniques will be used to record satellite observation files at each of the primary and secondary control points and at selected vertical benchmarks on the airfield. Constraining the resultant network to the National Geodetic Survey monuments' data, we will perform office post-processing to determine the geodetic coordinates, the NAD 83 (1993) Texas North Central Zone (4202) State Plane Coordinates, and the PACS NAVD88 orthometric height for each of the stations in the network.

B. Run level loops as necessary to incorporate existing vertical information.

The vertical datum for the PACS / SACS points is GPS-derived NAVD88 orthometric heights. These orthometric heights are published to centimeter precision (~0.03') and are considered to be that precise in relation to other PACS / SACS stations but not necessarily in relation to other NAVD88 known points in the area. Therefore, we need to incorporate some of the "local" benchmarks to ensure that our GPS vertical model works properly.

C. Prepare a report including "recovery drawings" showing each monument, its physical location, its data, and its metadata on an individual drawing for each monument.

After all of the above GPS work and leveling has been completed, DTE will compile a brief report documenting the GPS work and the associated statistics. The report will contain "recovery drawings" showing each monument, its physical location, its data, and its metadata on an individual drawing for each monument.

Deliverables: Meet with the Town Staff to deliver and discuss the GPS Report with a "recovery drawing" for each monument.

3. Compile graphic documents of preliminary data.

- A. Plot deeds, leases, "through the fence" leases, easements, joint use agreements, TxDOT information, and plan data in a digital (AutoCad or Microstation) file.**

Using the data gathered in Item 1, above, we will prepare a preliminary work map compiling the known facts concerning the location and extent of airport fee ownership, leases, utility easements, joint use agreements, aviation limitations and easements, engineering data, and other knowledge gained during the data gathering and research activities.

- B. Analyze plot to identify any problem areas needing special attention and curative work.**

Special attention will be paid to possible conflicts and problem areas. Those items that are not locatable due to poor or ambiguous description will be identified for special attention. These items will be added to the preliminary work map to the degree possible for the orderly and efficient prosecution of the fieldwork.

Deliverables: the preliminary work map in CAD format.

4. Prepare a preliminary report and present it to the Town of Addison

Prepare a formal report describing our findings and identifying those items from the data collected that need further attention or definition. Attend a formal meeting with the Town of Addison staff to present the report and mutually to define "action items" for the Town of Addison and the DTE staff.

Deliverables: meet with the Town Staff to present our Preliminary Report on research.

5. Perform field surveys

- A. Establish three-dimensional tertiary control points for use in making boundary ties and mapping.**

Working from the primary and secondary control points, DTE field crews will use GPS and conventional methods to establish tertiary control points for use in tying property corners and in mapping. Although these points will be of such permanence as to survive the project, they will not be published formally beyond the documentation in our project files.

B. Locate property corners and evidence of leaseholds using the preliminary work map as a guide.

Our crews will use the tertiary control points to locate and tie all evidence of fee simple boundaries and of leaseholds. Artificial monuments recited in deeds will be searched out. The evidence will be tied to the project coordinate system.

C. Locate in three dimensions all buildings, taxiways, runways, fences, streets, and utilities within or immediately adjacent to the airport boundary.

In addition to locating boundary corners, DTE personnel will locate buildings, taxiways, crossovers, runways, fences, streets, and utilities (water, wastewater, storm sewer, electric, gas, telephone). Our involvement with utility location can be very limited or very extensive as reflected in the four-tiered **Subsurface Utility Engineering (SUE)** options stated below:

- Quality Level D – DTE personnel can conduct "records search" to obtain information on utilities solely from existing utility records.*
- Quality Level C- DTE can perform a "surface visible feature survey" to locate visible aboveground utility facilities such as manholes, valve boxes; posts and to correlate this information with existing utility records.*
- Quality Level B- DTE can utilize the application and interpretation of surface geophysical techniques which include electromagnetic, magnetic, and elastic wave methods to designate the presence and approximate horizontal location of underground utilities.*
- Quality Level A- DTE can characterize a utility's spatial position, composition, condition, size, and other data that may be reasonably available about the utility and its surrounding environment through its exposure by non-destructive excavation techniques, such as air/vacuum extraction.*

***Optionally, DTE's level of involvement for Subsurface Utility Engineering (SUE) should be determined by the Town of Addison.**

Deliverables: Meet with the Town Staff to deliver copies of work notes, sketches, ASCII files, etc.

6. Perform office work to process and refine field data into graphic documents.

A. Download data collectors, make calculations, and perform analysis and further research to establish property boundaries, encroachments, protrusions, leasehold limits, and easement locations.

After the field evidence is gathered, the data will be downloaded, processed against our control information, and imported to the project database for analysis.

Inevitably, this analysis leads to a secondary level of courthouse research to clarify issues that have become apparent. DTE will provide the services to gain these materials.

Once boundary lines have been established, an analysis of the spatial relationship between boundaries and improvements will be made to identify any encroachments or protrusions of improvements that may exist.

Leases, joint use agreements, through-the-fence leases, and easements will then be harmonized to the boundaries and the improvements, and, finally, a fieldnote description of the Airport property will be prepared.

B. Perform CAD work necessary to prepare a boundary survey / base map presenting the results of the surveying.

The graphic documents presenting the results of the survey will be prepared in CAD format. The drawings will be "layered" to segregate thematically related data items on the same layer to facilitate the preparation of specialized exhibits in the future.

All of the data gathered will reside in this graphic environment, and multiple drawings may be produced at the Town's request.

**Optionally, individual lease exhibits and descriptions can be prepared.*

Deliverables: Meet with the Town Staff to provide hardcopies and digital versions of the graphic documents prepared.

7. Monument the boundaries of the airport and the leaseholds.

A. Perform office work to prepare stakeout files for the field crews.

Data collector files will be prepared for the crews to use to set out the corners.

B. Perform field work to set monuments (rebar with plastic caps) at all feasible boundary corners and at leasehold corners if requested by Addison Airport staff.

DTE field crews will set out 5/8" diameter 24" long rebar monuments with plastic caps at angle points in the fee simple boundary where no found monument exists.

**Optionally, DTE crews can set out the same type of monument at lease corners if desired by the Town of Addison.*

Deliverables: Monuments set in the field.

8. Prepare a final surveyor's report to present to the Town of Addison.

A. Prepare a final report having the following structure:

1. Executive Summary stating the project scope, objectives, and results.
2. A narrative describing the data gathering activities, preparation of the working sketch, and the conclusions drawn from the documents gathered.
3. Minutes of the formal meeting with the Town of Addison for the presentation of the preliminary report, the action items defined in that meeting, and the actions taken.
4. Formal surveyor's report addressing the research issues, the results of the field work, the interpretation of the evidence gathered, and the professional opinions drawn from that evidence.
5. The boundary survey / base map, signed and sealed, and, optionally, lease exhibits on individual leases.
6. Appendices
 - a. A list of all documents gathered, their relevance, and their provenance.
 - b. Copies of airport vesting deeds
 - c. Copies of lease agreements

- d. Monument location sketches, metadata, and horizontal / vertical data for all GPS secondary control monuments that were established.

B. Make a formal presentation to the Town Council of the results.

Deliverables: Electronic and Hard Copies of Final Report, Survey and Sorted Lease Documents

Airport Master Plan Update

9-27-01

- Need to appoint Planning Advisory Committee (PAC) for both plans. 20-25 people
C will prep a suggested list
- 14 Mo. Schedule
- Obstacle Evaluation needed Runway 15
What can be done to mitigate? Cost?
- * Find out when contours will be available??
- We need elev. on all airport structures
- * Need electronic copy of prev master plan drawing set.
- Core sample runway? Other pavements
- Want to do night time counting -
- Bell Tower for Prestonwood approved - will not affect our threshold. FAA has been protecting our full runway.
- Westside Taxiway/Runway has not gone forward for funding yet. Nat Plan Integrated Airport Systems - TX DOT submits to FAA - Project 10 yr plan for funding. Rick will input into the NPIAS, Westside will be funded from discretionary money.
- Ratchet up security issues & think about proposed projects
- Separate meeting for Development Plan?
Development Standards, landscaping, etc?
Carmen?

* Send Dal Techs Scope of Work to C.

* TxDOT will hire a consultant to perform an economic benefit analysis for every G.A. Airport in the State. Start Dec 1st.

• Kick off early December (get a notice to proceed on the part 150 now).

Addison Airport Master Plan Update 9-27-01

Sign-in Sheet

Name	CO.	Phone
Jim Pierce	Addison	972-450-2879
Rick Compton	FMA - Airports	817-222-5608
BOUCE EHLI	TXDOT AVN	1-800-677-4568
Bob KATZEN	Addison Airport WASH/strub.	972-392-4856
MARK ACEVEDO	TOWN OF Addison	972-450-2848
Jarci Neuzil	Addison Airport	972-392-4854
Bryan Langley	Town Addison	972-450-7090
Mike Dmytruk	Coffman Associates	(800) 892 7772
JIM HARRIS	COFFMAN ASSOC.	602-993-6999
LIZ OLIHANT	LIZ OLIHANT ASSOC	214/522-9942