AGENDAS
FOR THE AMARILLO CITY COUNCIL WORK SESSION TO BE HELD ON TUESDAY, AUGUST 21, 2018 AT 4:00 P.M. AND THE REGULAR MEETING OF THE AMARILLO CITY COUNCIL AT 5:00 P.M., CITY HALL, 509 SOUTHEAST 7th AVENUE, COUNCIL CHAMBER ON THE THIRD FLOOR OF CITY HALL, AMARILLO, TEXAS.

***Please note**: The City Council may take up items out of the order shown on any Agenda. The City Council reserves the right to discuss all or part of any item in an executive session at any time during a meeting or work session, as necessary and allowed by state law. Votes or final decisions are made only in open Regular or Special meetings, not in either a work session or executive session.*

WORK SESSION

A. City Council will discuss or receive reports on the following current matters or projects.
   (1) Review agenda items for regular meeting and attachments;
   (2) Policy Governance Leadership Discussions with Bob Schroeder;
   (3) Update on Implementations for the Barrio, North Heights and San Jacinto Neighborhood Plans;
   (4) Reports and updates from City Councilmembers serving on outside boards:
   Amarillo Local Government Corporation; and
   (5) Consider future Agenda items and request reports from City Manager.

REGULAR MEETING ITEMS

INVOCATION: Doug Srader

PUBLIC COMMENT: Citizens who desire to address the City Council with regard to matters on the agenda or having to do with the City's policies, programs, or services will be received at this time. The total time allotted for comments is 30-minutes with each speaker limited to three (3) minutes. City Council may not discuss items not on this agenda, but may respond with factual, established policy information, or refer to staff. The City Council may choose to place the item on a future agenda.
(Texas Attorney General Opinion. JC-0169.)

1. **CONSENT AGENDA**:
   It is recommended that the following items be approved and that the City Manager be authorized to execute all documents necessary for each transaction:

   THE FOLLOWING ITEMS MAY BE ACTED UPON BY ONE MOTION. NO SEPARATE DISCUSSION OR ACTION ON ANY OF THE ITEMS IS NECESSARY UNLESS DESIRED BY A COUNCILMEMBER, IN WHICH EVENT THE ITEM SHALL BE CONSIDERED IN ITS NORMAL SEQUENCE AFTER THE ITEMS NOT REQUIRING SEPARATE DISCUSSION HAVE BEEN ACTED UPON BY A SINGLE MOTION.

   A. **MINUTES**:
   Approval of the City Council minutes of the regular meeting held on August 14, 2018.

   B. **CONSIDER -- TASK ORDER 30 BETWEEN RS&H, INC. AND THE RICK HUSBAND AMARILLO INTERNATIONAL AIRPORT FOR A PAVEMENT CONDITION INDEX (PCI) INSPECTION AND A PAVEMENT MANAGEMENT PLAN (PMP) UPDATE IN THE AMOUNT OF $133,060.00**:
   (Contact: Michael Conner, Director of Aviation)
   This Task Order includes a new inspection of airfield pavement, an update to the Pavement Condition Index (PCI) database and condition map, and an update to the currently maintained Pavement Management Plan (PMP)

document. This is an FAA requirement to be conducted every three years in order to continue to receive FAA AIP grant funding.

C. **CONSIDER -- AMENDMENT NO. 1 TO THE TASK ORDER NO. 5 FOR ENGINEERING AND PLANNING SERVICES WITH RS&H, INC.**:
(Contact: Michael Conner, Director of Aviation)
This item is an increase amendment to Task Order No. 5 for engineering and planning related to the Airport Master Plan Update. The scope of this amendment includes removal of a 3rd runway from the airport layout plan drawing and from the text of the master plan, removal of the planned continuation of Airport Boulevard, and addition of a hotel and retail area to the airport layout plan. Secondary review of the airport layout plan and remaining coordination is included.

D. **CONSIDER – PURCHASE OF EQUIPMENT**:
(Contact: Marc Lusk, Deputy Fire Chief)
Delta Industrial Service & Supply -- $224,775.00
This item considers the purchase of 45 thermal imaging cameras.

REGULAR AGENDA

2. **MPEV CONSTRUCTION UPDATE**:
(Contact: Jerry Danforth, Facilities and Special Project Administrator)

3. **RECOGNITION OF THE AMARILLO FIRE DEPARTMENT ACCREDITATION WITH THE CENTER FOR PUBLIC SAFETY EXCELLENCE COMMISSION**

4. **RESOLUTION – AUTHORIZING THE 2018 EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG) APPLICATION:**
(Contact: Cpt. Jason, Zang, Amarillo Police Department)
This resolution authorizes the Amarillo Police Department to use the $51,236 which is the City's portion of the grant to purchase Noptic NV3 cameras with LED spotlight, two-year warranty, operating software, installation and operational support, and viewing screens.

Amarillo City Hall is accessible to individuals with disabilities through its main entry on the south side (Southeast 7th Avenue) of the building. An access ramp leading to the main entry is located at the southwest corner of the building. Parking spaces for individuals with disabilities are available in the south parking lot. City Hall is equipped with restroom facilities, communications equipment and elevators that are accessible. Individuals with disabilities who require special accommodations or a sign language interpreter must contact the City Secretary's Office 48 hours prior to meeting time by telephoning 378-3013 or the City TDD number at 378-4229.

Posted this 17th day of August 2018.

Amarillo City Council meetings stream live on Cable Channel 10 and are available online at:
http://amarillo.gov/city-hall/city-government/view-city-council-meetings
Archived meetings are also available.

STATE OF TEXAS
COUNTIES OF POTTER
AND RANDALL
CITY OF AMARILLO

On the 14th day of August 2018, the Amarillo City Council met at 4:00 p.m. for a work session, and the regular session was held at 5:00 p.m. in the Council Chamber located on the third floor of City Hall at 509 Southeast 7th Avenue, with the following members present:

GINGER NELSON	MAYOR
ELAINE HAYS	COUNCILMEMBER NO. 1
FREDA POWELL	COUNCILMEMBER NO. 2
EDDY SAUER	COUNCILMEMBER NO. 3
HOWARD SMITH	COUNCILMEMBER NO. 4

Absent were none. Also in attendance were the following administrative officials:

JARED MILLER	CITY MANAGER
MICHELLE BONNER	DEPUTY CITY MANAGER
BRYAN MCWILLIAMS	CITY ATTORNEY
STEPHANIE COGGINS	ASSISTANT TO THE CITY MANAGER
FRANCES HIBBS	CITY SECRETARY

The invocation was given by Rev. Andrew Herbert, Paramount Baptist Church. Mayor Nelson led the Pledge of Allegiance.

Mayor Nelson established a quorum, called the meeting to order, welcomed those in attendance and the following items of business were conducted:

PUBLIC COMMENT:

Noah Dawson, 1133 Sugarloaf Drive, spoke on the City's debt, the City's good ratings and citizens fighting for freedoms. Addie Walsh, 5816 Syracuse Street, stated the proposed 7:00 a.m. meeting change will not work for citizens. She inquired why they were fixing something that is currently working. She stated she was disappointed she did not see City leaders at community events. She further encouraged everyone to register and vote. Mike Fisher, 4410 Van Kriston Drive, stated Council needed better consultants. He stated he attended a Ted Cruz event yesterday, and the occupancy was over the limit. He questioned the violations behind his home that were not being enforced. He also questioned the open meetings act and the Councilmembers meeting one-on-one. He suggested the goal of the early meeting time was to keep citizens from coming to meetings. Claudette Smith, 4410 Van Kriston Drive, spoke on the 7 a.m. meeting time which she stated was a distraction for the proposed parking meters. She further stated she has not seen anyone parking in the parking garage. She stated there were empty retail spaces available downtown. She stated poor decisions were being made and there are citizens who avoid going downtown. Nicholas Corey, 2415 North Spring Street, asked Council to terminate the anti-camping ordinance. He implored Council to follow the City of Canyon and listen. He stated the doors to City Hall do not open at 7:00 a.m. Crystal Nelson, 7623 Sombrero Drive, spoke on representation. She stated City Council continually passes unanimous votes. She questioned the unconstitutional ordinance for the homeless, the trash collection, ballpark plan, installing parking meters, and the failure for citizens to attend meetings at 7:00 a.m. Faith Tyler, 5801 Norte Dame Drive, stated she was a developer, a single mother, and a concerned Amarilloian who would be unable to attend a 7:00 a.m. meeting. James Schenck, 6216 Gainsborough Street, questioned the consensus of Council when the time change was discussed. He stated a lot of the employees are exempt and only a few are hourly. He questioned if the Council had a possible quorum during their lunch breaks for the budget workshops. He also inquired how many people the senior services were servicing and the costs to taxpayers. Ramesh Patel, 112 West Amarillo Boulevard, inquired if there could be trees planted along Hughes Street and Tascosa Road or additional landscaping. He also asked about the metal storage facility off Amarillo Boulevard and Grand Street. There were no further comments.

ITEM 1: Mayor Nelson presented the consent agenda and asked if any item should be removed for discussion or separate consideration. Motion was made by Councilmember Powell, seconded by Councilmember Smith.

A. **MINUTES**:
Approval of the City Council minutes of the regular meeting and special meeting held on August 7, 2018.

B. **ORDINANCE NO. 7748**:
(Contact: Sherry Bailey, Senior Planner)
This is the second and final reading of an ordinance to rezone a 5-acre portion of Lot 1, Block 24, Westcliff Park Unit No 51, in Section 25, Block 9, BS&F Survey, Potter County, Texas, plus one half of all bounding streets, alleys, and public ways to change from Planned Development - 55 (PD-55) to Planned Development - 55 Amended (PD-55A)

C. **AWARD – OFFICE SUPPLIES ANNUAL CONTRACT**:
(Contact: Trent Davis, Purchasing Agent)
Award to Office Wise/Navajo Office Products -- Amount not to exceed $275,000.00
This award is to approve a contract for the purchase of office supplies.

D. **AWARD – CONSTRUCTION SUPPLIES ANNUAL CONTRACT**:
(Contact: Trent Davis, Purchasing Agent)
Award to Lowes Home Centers and Home Depot – Amount not to exceed $68,500.00
This award is to approve a contract for the purchase of Construction Supplies.

E. **AWARD – ASBESTOS CONSULTING SERVICES**:
(Contact: Trent Davis, Purchasing Agent)
Award to the best-evaluated proposer, Compliance Sampling & Analysis in the estimated amount of $75,000.00
This proposal is for the Asbestos Consulting Services for the Airport, Building Safety, Community Development and Facilities Departments.

F. **AWARD – PRINT COMMUNCIATIONS ANNUAL CONTRACT TO AMARILLO GLOBE NEWS AND MORRIS COMMUNICATIONS**:
(Contact: Trent Davis, Purchasing Agent)
Amount not to exceed $115,998.37
This is to award an advertising annual contract – RFP to Amarillo Globe News & Morris Communications for advertising requirements for various departments.

G. **AWARD – VACCINE ANNUAL CONTRACT**:
(Contact: Trent Davis, Purchasing Agent)
Minnesota Multistate Contracting Alliance for Pharmacy (MMCAP) – Amount not to exceed -- $412,177.00
This item awards the vaccine annual contract for vaccine for various departments.

H. **APPROVAL -- PARKING SERVICES AGREEMENT WITH PARKMOBILE, LLC TO PROVIDE MOBILE PARKING SERVICES FOR THE DOWNTOWN AREA:**
(Contact: Andrew Freeman, Director of Planning & Development Services)
This item approves a three year agreement with Parkmobile, LLC with automatic one year renewals which may be cancelled with at least sixty days' notice prior to the end of the current term. As part of the agreement, Parkmobile would receive a current rate of $0.25 per transaction charge from users of the mobile parking system.

I. **APPROVAL – AMARILLO MEDIA SYSTEMS**:
(Contact: Chip Orton, Emergency Management Coordinator)
This item is to approve a contract with Amarillo Media Systems to replace the audio-visual control system in the Emergency Operations Center. The current system is inoperable.

J. **CONSIDER -- VIA AIRLINES AIRPORT USE AND LEASE AGREEMENT**:
(Contact: Michael Conner, Director of Aviation)
This agreement between the City of Amarillo and VIA Airlines is the standard airport use & lease agreement for all signatory airlines operating at the Rick Husband Amarillo International Airport. This agreement package also includes the standard amendment 1, which provides the fee incentives to the airline, and standard amendment 2, which modifies two terms of the use and lease agreement to meet the overall agreement standards.

K. **ACCEPTANCE – TEXAS TRAFFIC SAFETY PROGRAM GRANT AGREEMENT – STEP COMPREHENSIVE GRANT**:
(Contact: Sgt. Wes Hill, Amarillo Police Department)
Grantor: Texas Department of Transportation
Grant Amount: $152,926.00
Match Amount: $ 38,756.51
Total Awarded: $ 191,682.51
This item accepts the Fiscal Year 2019 Texas Traffic Safety Program Grant. The Texas Department of Transportation provides funding to the Amarillo Police Department to focus additional resources to fund patrol and enforcement of speed enforcement, occupant protection (seatbelt and child safety seats) distracted driving and Driving While Intoxicated (DWI) offenses.

Voting AYE were Mayor Nelson, Councilmembers Hays, Powell, Sauer and Smith; voting NO were none; the motion carried by a 5:0 vote of the Council.

REGULAR AGENDA

ITEM 2: The artwork winners were announced by Russell Grubbs, Director of Utilities for the City's 2018 Every Drop Counts Calendar. Winners were: Rose Ramos, Alice Landergin Elementary, Emma Crisman, Windsor Elementary, Evan Ramos, Fannin Middle School, Oliva Chen, Amarillo High School Grand Prize Winner was Madison Mirelez, Holy Cross.

ITEM 3: Laura Storrs, Finance Director, presented this item. Ms. Storrs stated that the City of Amarillo is considering a tax rate of $0.36838. The tax on an average home last year was $326.98 and there would be no change related to operating and maintenance. She announced the meeting times to adopt the tax rate as August 28 and September 4. There would be a second public hearing and then two readings to adopt the tax rate. Mayor Nelson opened the public hearing. James Schenck, 6216 Gainsborough Street, stated he understood that Propositions 1 and 2 would increase property taxes. Mr. Miller stated they did not need the full amount and it was an estimate. Ms. Bonner replied voters approved $109 million in bonds, and the corresponding rate increase that goes along with it. Ms. Bonner stated the collections came in higher than anticipated. Councilmember Sauer stated he believed Mr. Schenck may have surplus and reserves confused. Noah Dawson, 1133 Sugarloaf Drive, stated property taxes were a sham and appraisals were a pseudoscience. There were no further comments. Mayor Nelson closed the public hearing. Motion was made by Councilmember Powell to set the tax rate at 0.36838 per $100 evaluation, set public hearings August 28 and September 4, 2018, seconded by Councilmember Hays.

Voting AYE were Mayor Nelson, Councilmembers Hays, Powell, Sauer and Smith; voting NO were none; the motion carried by a 5:0 vote of the Council.

Councilmember Sauer gave an update on Work Session Item A(3).

ATTEST:

Frances Hibbs, City Secretary

Ginger Nelson, Mayor

B

Amarillo City Council
Agenda Transmittal Memo

Meeting Date	August 21, 2018	**Council Priority**	Transportation
Department	Aviation		
Contact	Michael W. Conner: Director of Aviation		

Agenda Caption

CONSIDER: Task Order 30 between RS&H, Inc. and the Rick Husband Amarillo International Airport for a Pavement Condition Index (PCI) inspection and a Pavement Management Plan (PMP) update in the amount of $133,060.

Agenda Item Summary

This Task Order includes a new inspection of airfield pavement, an update to the Pavement Condition Index (PCI) database and condition map, and an update to the currently maintained Pavement Management Plan (PMP) document. This is an FAA requirement to be conducted every three years in order to continue to receive FAA AIP grant funding.

Requested Action

Approval of Task Order 30 between RS&H, Inc. and Rick Husband Amarillo International Airport.

Funding Summary

Task Order 30 is slated to be funded at 90% by Federal Airport Improvement Program grant 43 (future). The remaining 10% will be funded by currently Airport Capital funds. Total cost is $133,060. 90% by FAA $119,754 and 10% City match $13,306.

Community Engagement Summary

Level 1 – Modest impact on selected area or community group.

Staff Recommendation

Airport staff recommends approval of Task Order 30 between RS&H, Inc. and Rick Husband Amarillo International Airport.

RS&H Project No. 227.0247.030
Short Title: Amarillo PCI & PMP Update
Effective Date: May 18, 2018

TASK ORDER NO. 30

RS&H, INC., a Florida corporation (hereinafter "Consultant") agrees to perform and complete the following work (hereinafter "Work") for the City of Amarillo, Texas which owns and operates Rick Husband Amarillo International Airport (hereinafter "Client"), in accordance with the terms and conditions of the Master Consulting Service Agreement, dated December 8, 2014, all of which terms and conditions are incorporated herein by reference:

Project Location and Description:

Project Location: Rick Husband Amarillo International Airport

Project Description: This project includes an update of the Pavement Condition Index and Pavement Management Program for Amarillo International Airport.

Scope of Services and Deliverables

Scope of services and deliverables are described in "Attachment A", which is made a part hereof.

Compensation Terms

The method of payment shall be Lump Sum. The total compensation shall be as outlined below for services described in "Attachment A". Breakdown for tasks is as follows:

TASK	CONTRACT VALUE
Task 1 – Update PCI	$106,576
Task 2 – Update PMP	$26,484
TOTAL LUMP SUM FEE	$133,060

Schedule

Tentative schedule is outlined in "Attachment A".

CLIENT
CITY OF AMARILLO, TEXAS

By:_____

Typed Name: Jared Miller

Title: City Manager

Attest:_____

Typed Name: Frances Hibbs

Title: City Secretary

[CORPORATE SEAL]

CONSULTANT
RS&H, INC.

By: Rodney L Bishop

Typed Name: Rodney L. Bishop Jr.

Title: Vice President

DocuSigned by:
Melanie Nichols
EFF831F7B43347D...

Attest:_____

Typed Name: Melanie L. Nichols

Title: Asst. Corporate Secretary

DS

[CORPORATE SEAL]
RS&H, INC. CORPORATE SEAL 1989 FLORIDA

"ATTACHMENT A"

Rick Husband-Amarillo International Airport

Amarillo Pavement Condition Index (PCI) and Pavement Management Program (PMP) Update

PROJECT PROPOSAL / SCOPE OF WORK

RS&H Project No: 227-0247-029

RS&H, Inc.
11011 Richmond Avenue, Suite 900
Houston, Texas 77042
713.914.4455 (P) 713.914.0155 (F)

May 18, 2018

AMARILLO PCI AND PMP UPDATE
PROJECT PROPOSAL AND SCOPE OF WORK

1. Project Introduction and Background

As a result of Public Law 103-305, Section 107, which thereby amended Title 49, Section 47105 of the United States Code, Assurance No. 11 was added to the *FAA Sponsor Assurances.* This Assurance dictates that each Airport Sponsor must assure or certify that it has implemented an effective airport Pavement Management Program (PMP). Further, Sponsor's must provide reports that address the condition of their pavement and the status of their pavement management program to the FAA. Per FAA Advisory Circular 150/5380-7B *Airport Pavement Management Program (PMP),* Pavement Condition Index (PCI) inspections must be conducted at least every 3 years to ensure the PMP is adequately addressing the condition of the pavement and recommendations should be updated to ensure pavement is maintained properly.

The requirement to establish a pavement maintenance management program applies to any Sponsor who has received federal assistance to construct, reconstruct, or repair airfield pavement. Every grant agreement that addresses pavement rehabilitation or reconstruction contains a grant assurance that incorporates the obligation for a pavement maintenance program.

As part of this proposal, RS&H will assist the City of Amarillo with these requirements by providing the following services:

Task 1 – Update Pavement Condition Index (PCI)
Provide visual airfield pavement observation and assessment services in order to update PCI numbers to airfield pavements. The FAA requires all Sponsors to assess all airfield pavements every 3 years, and track changes in pavement condition with updated PCI values.

The principal objective of updating the Pavement Condition Report is to assess the current condition of the pavements at the Airport, as well as how the pavement is performing over time. The pavement condition data set can then be used as a tool to identify and prioritize areas of pavement repair, rehabilitation and reconstruction projects. The full strength airfield pavement and shoulder pavements will be inspected.

The Consultant will use latest version of PAVER pavement management software to determine the pavement condition index. This is the database currently in use by the Airport. PAVER uses the observation results of a random sampling of pavements meant to be representative of the entire airfield to efficiently identify pavements requiring maintenance and rehabilitation, reconstruction or repair. This information allows the user to assess overall pavement network condition and to identify required maintenance, rehabilitation, and reconstruction activities.

Task 2 – Update Pavement Management Plan (PMP)
Update Pavement Management Plan in accordance with FAA Advisory Circular 150/5380-6C, *Guidelines and Procedures for Maintenance of Airport Pavements,* and FAA Advisory Circular 150/5380-7B, *Airport Pavement Management Program (PMP).*

This document outlines recommended maintenance and repair procedures for collecting, analyzing, maintaining, and reporting pavement data for airfield pavements at Amarillo International Airport. The document will include suggested maintenance policies and budget costs for necessary work, based upon the visual PCI survey and results from PAVER program described in Task 1.

2. Scope of Services

TASK 1: UPDATE PAVEMENT CONDITION INDEX (PCI)

Task 1.1 *Preparation and Execution of PCI Kick-Off Meeting*

The Consultant shall prepare for and attend one project kick-off meeting with the Airport. The kickoff meeting will be held at the Amarillo International Airport administrative offices to discuss the scope of proposed work, field investigation, schedule, deliverables and access to the airfield pavements.

Task 1.2 *Develop PCI Observation Maps*

The Consultant shall review the current designation to each individual facility (runway, taxiway, public apron, etc.) at Amarillo International Airport. The pavement areas are divided into networks, branches, sections, and sample units in accordance with the American Society for Testing and Materials (ASTM) Standard D5340, Standard Test Method for Airport Pavement Condition Index Surveys and the FAA's Advisory Circular 150/5380-6C, Guidelines and Procedures for Maintenance of Airport Pavements.

Based on the number of sections, a certain number of sample units shall be identified to statistically represent the entire section. The pavement sections will be divided into sample units of a maximum of 5,000-sq.ft. for flexible pavement and approximately twenty (20) panels (equivalent 25-ft by 25-ft) for rigid pavements. For this analysis, samples shall comprise approximately forty percent of the overall pavement surface at Amarillo International Airport.

Task 1.3 *Conduct PCI Observation*

The Consultant shall conduct field observation of the airfield full strength pavement and shoulder pavement. Sample units within each section identified in Task 1.2. The Consultant shall mark off or station airport pavements at assure ease of proper positioning of the condition survey. The distresses in each sample unit shall be recorded. The runways, taxiways, and aprons will be evaluated using the Pavement Condition Index (PCI) procedure as defined in FAA AC 150/5380-6C and ASTM D5340. The following pavement distresses shall be identified and recorded as to the respective impacts as low, medium or severe:

Asphalt Surface Distresses	Concrete Surface Distresses
Alligator Cracking	Blow up
Bleeding	Corner Break
Block Cracking	Linear Cracking
Corrugations	Durability Cracking
Depressions	Joint Seal Damage
Jet Blast	Small Patch
Joint Reflective Cracking	Large Patch / Utility Cut
Longitudinal / Transverse Cracking	Pop outs
Oil Spillage	Pumping
Patching	Crazing
Polished Aggregate	Faulting
Weathering / Ravelling	Shattered Slab
Rutting	Shrinkage Cracking
Shoving	Joint Spalling
Slippage Cracking	Corner Spalling
Swelling	

Prior to conducting the PCI observations, the Consultant shall prepare and submit a field schedule to ensure timeliness of the data collection.

The Consultant assumes that the Airport will provide closure of pavements for observation and provide a field escort to provide radio communication with the air traffic control tower. The time allotted for pavement observation assumes efficiency. The time necessary to identify and layout the samples will vary depending upon pavement type and location. Once identified, the time to review and record pavement condition of each sample area is assumed to be approximately 15 minutes. One point person and two two-person crews operating on site for 10-hours per work period will be used for the observation. For the purposes of this proposal, 10 observation days have been assumed.

The following table will be utilized to determine Observation Sampling Rate

Pavement Sample Units			
N (# of Samples)	n (Samples to be Surveyed)	N (# of Samples)	n (Samples to be Surveyed)
1-5	All	22-28	11
6-8	6	29-37	12
9-10	7	38-52	13
11-13	8	53-79	14
14-17	9	80-139	15
18-21	10	139+	16

The airfield pavement(s) anticipated to be included in the PCI investigation are shown in the Exhibits attached to this proposal.

Task 1.4 *Process PCI Information*

The Consultant shall use PAVER pavement management software to calculate the PCI of each sample unit and each section and average PCI for each branch and assign an overall condition rating to each branch (i.e. "Excellent, Very Good, Good, Fair, Poor, Very Poor, and Failed").

Task 1.5 *Develop PCI Mapping*

The Consultant will develop a pavement condition map in full color for airport pavements. The Airport's existing ALP will be used as a base map. Mapping shall denote sections and sample unit locations. Results of PCI data shall be shown in numerical and color coded exhibits. The exhibits shall be formatted and published in 22-inch by 34-inch sheet sizes, printable in 11x17 format.

Task 1.6 *Develop Pavement Condition Report*

The Consultant shall prepare five (5) full size copies of the Pavement Condition Report. The submittal shall include a summary of data collection and mapping. The submittal shall also include sketches showing the areas inspected, PCIs for each area and recommended rehabilitation or reconstruction area for each major section.

Two aspects of the pavement condition data will be reviewed: PCI and the type of distress. The PCI for each inspected sample unit will be calculated and section PCI values will be extrapolated based upon the sample unit information. The types of distress identified during the surveys will also be analyzed. The types of distress present provide insight into the cause of the pavement deterioration. Distress types are characterized as load-related (such as alligator cracking),

climate-related (such as weathering and raveling), and materials-related (such as durability cracking). Understanding the cause of distress allows a treatment to be selected that corrects the cause of deterioration.

Task 1.7 *Quality Control / Quality Assurance Review*

The Consultant shall conduct in-house quality control review of the data and the entire Technical Update to the Report, prior to submittal to the Airport's authorized representative(s).

Task 1.8 *Submit Pavement Condition Report*

The Consultant shall submit and distribute five (5) copies of the Pavement Condition Report to the Airport for review, comment, and approval.

Task 1.9 *Pavement Condition Report – Review Meeting*

The Consultant shall coordinate and attend one (1) meeting at the Airport to review the Pavement Condition Report submittal. The Consultant will provide written minutes of the meeting and distribute to all attendees within five (5) working days of the meeting. The Airport's authorized representative(s) will provide any additional written comments to the Consultant within one week of the design review meeting.

Task 1.10 *Provide Training for AMA Personnel on* PAVER *Software*

The Consultant shall provide on-site training (1-day) to applicable Airport personnel on use and management of PAVER Software.

Task 1.11 *Project Management*

RS&H shall administer the project in coordination with assigned airport staff. RS&H shall manage the project, coordinate with AMA staff, assign qualified individuals or sub-consultants to the project, and shall complete the efforts within a reasonable and agreeable time frame.

TASK 1 SCHEDULED MEETING SUMMARY

- One (1) Kickoff Meeting
- Ten (10) On-Site Pavement Observations
- One (1) Review Meeting
- One (1) PAVER Training

TASK 1 DELIVERABLES

- Task 1 Deliverables
  - Pavement Condition Report ..... 5-Spiral Bound Hard Copies / Electronic Submittal

TASK 1 SCHEDULE

A preliminary schedule follows:

- Kickoff Meeting ..... TBD; Approximately 30 Days Prior to Field Investigation
- PCI Investigation ..... 2-Week Duration (To be Coordinated with Airport)
- Technical PCI Report ..... 45 Days Following PCI Investigation
- PAVER Training ..... TBD; Approximately 14 days After Final Report Submittal

TASK 2: UPDATE PAVEMENT MANAGEMENT PLAN (PMP)

Task 2.1 *Kickoff Meeting*

RS&H shall prepare for and attend a coordination meeting at the Amarillo International Airport with AMA and FAA staff (if desired). The purpose of this meeting will be to discuss the components of the PMP, to solicit and gather information on existing maintenance practices, past rehabilitation projects, and future planned maintenance/rehabilitation.

NOTE: It is assumed that this meeting will coincide with the meeting described in Task 1.1. Only time for additional agenda, records research, and minutes preparation (in addition to that necessary for Task 1) has been included.

Task 2.2 *Data Analysis*

The Pavement Condition Index data determined from Task 1 will be utilized to update maintenance and repair policies specific to the distresses encountered.

Task 2.3 *Update Maintenance and Repair Techniques*

The Consultant shall develop maintenance and repair (M&R) techniques specific to the airfield pavements and distresses at AMA. The Consultant shall develop a 5-year M&R program for the maintenance of airfield pavements based on functional conditions.

Task 2.4 *Update Pavement Management Plan Document*

The Consultant shall develop an update to the Pavement Management Plan (PMP) currently in use at the Airport. The report consists of the following elements that shall be updated as needed:

- Pavement Inventory
- Applicable PAVER output, including existing and projected PCI data
- M&R Program and Budget
- Observation Schedule
- Record-keeping Recommendations
- Funding Recommendations

Task 2.5 *Submit Draft Pavement Management Plan*

The Consultant shall submit five (5) copies of the DRAFT Pavement Management Plan for Airport Management review.

Task 2.6 *Draft Pavement Management Plan Review Meeting*

The Consultant shall prepare and attend a review meeting to discuss Airport Management comments on the Draft PMP. The Consultant shall provide written minutes of the meeting discussion with 7 days of meeting.

Task 2.7 *Incorporate Comments and Distribute Final PMP*

The Consultant shall incorporate Airport Management comments into a final version of the Pavement Management Plan, and shall distribute five (5) copies of the final document to Airport Management.

Task 2.8 *Quality Control*

The Consultant shall provide qualified personnel for in-house quality control review of the deliverables associated with this task.

Task 2.9 *Project Management*

RS&H shall administer the project in coordination with assigned airport staff. RS&H shall manage the project, coordinate with AMA staff, assign qualified individuals or sub-consultants to the project, and shall complete the efforts within a reasonable and agreeable time frame.

TASK 2 SCHEDULED MEETING SUMMARY

- (1) Kickoff Meeting
- (1) DRAFT PMP Review Meeting

TASK 2 DELIVERABLES

- Task 2 Deliverables
  - DRAFT Pavement Management Plan.....5 Copies
  - FINAL Pavement Management Plan.....5 Copies

TASK 2 SCHEDULE

A preliminary schedule follows:

- DRAFT PMP.....Within 45 Days of PCI Report in Task 1
- FINAL PMP.....Within 14 Days of Review Meeting

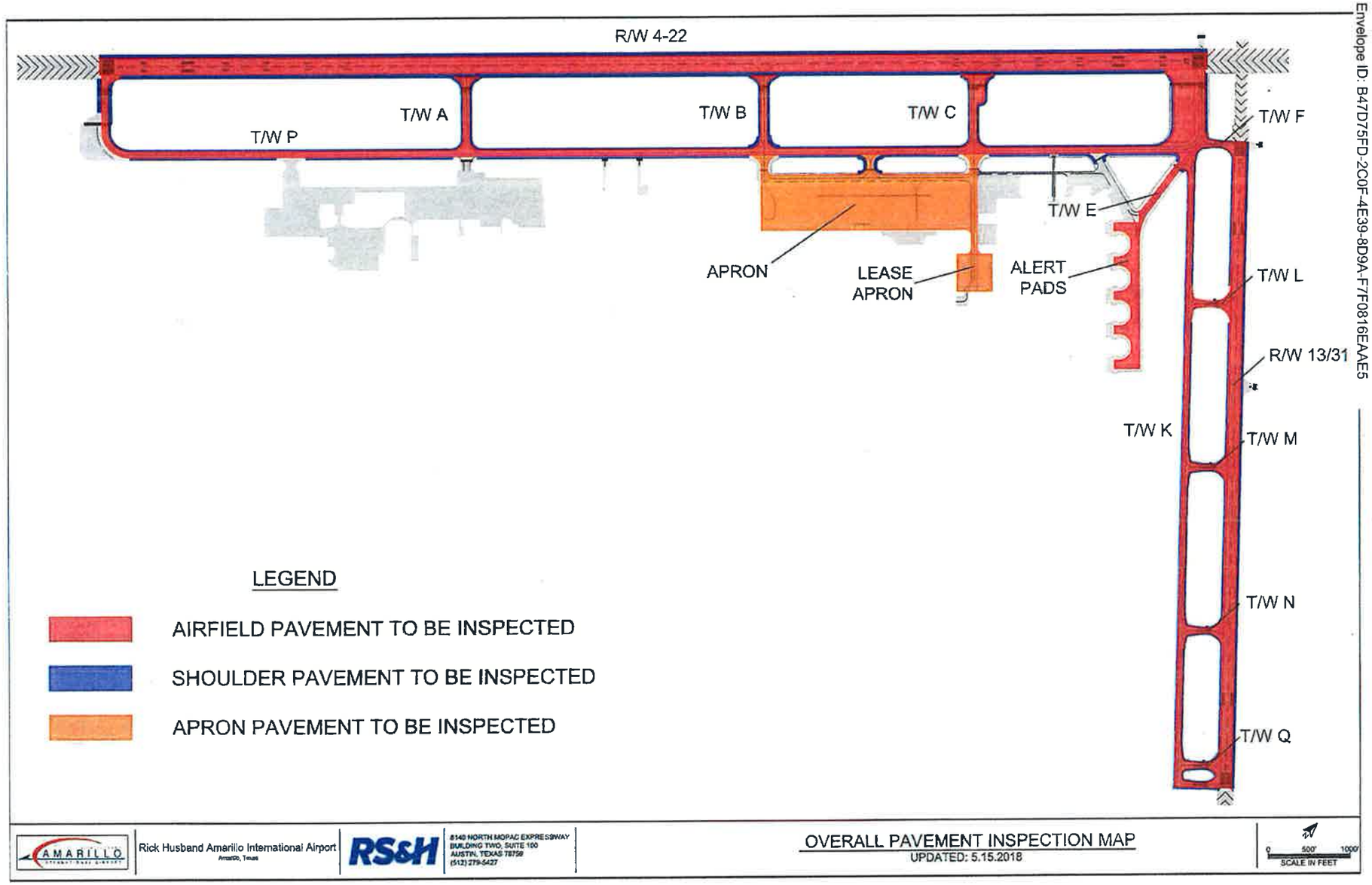
3. Exclusions and Assumptions

The following are excluded from this proposal:

- Pavement Classification Number (PCN) Update
- FAA Coordination outside that explicitly defined
- Topographical Survey
- Geotechnical Investigation
- Pavement Rehabilitation Design and Cost Estimates
- Safety Risk Assessment Meetings
- Evaluation of Landside Pavements
- Any other services not explicitly defined
- Copies of Client-owned software

The following are assumed for this proposal:

- Approximately forty percent of airfield pavement surface sections w



AMARILLO

Rick Husband Amarillo International Airport
Amarillo, Texas

RS&H
8140 NORTH MOPAC EXPRESSWAY
BUILDING TWO, SUITE 100
AUSTIN, TEXAS 78759
(512) 279-5427

OVERALL PAVEMENT INSPECTION MAP
UPDATED: 5.15.2018

0 500' 1000'
SCALE IN FEET

Evaluation and Coordination Services

SCOPE / TASK TITLE	PROJECT OFFICER	PROJECT DIRECTOR	PROJECT MANAGER	ENG. III	ENG. II	ENGINEER I	ADMIN ASSIST	TOTAL
BASIC SERVICES								
TASK 1: UPDATE PAVEMENT CONDITION INDEX (PCI)								
Task 1.1 Preparation and Execution of PCI Kick-Off Meeting		4	8	8		4	2	26
Task 1.2 Develop PCI Observation Maps			2	4	24			30
Task 1.3 Conduct PCI Observation				100	200	200		500
Task 1.4 Process PCI Information			4		40	40		84
Task 1.5 Develop PCI Mapping			2		12	12		26
Task 1.6 Develop Pavement Condition Report	2	2	8	12	40		1	65
Task 1.7 Quality Control / Quality Assurance Review	4	4	4				1	13
Task 1.8 Submit Pavement Condition Report			2			2		4
Task 1.9 Pavement Condition Report - Meeting			8		8	2	1	19
Task 1.10 Provide Training for AMA Personnel on Paver					8		1	9
Task 1.11 Project Management		4	12				2	18
TOTAL HOURS	6	14	50	124	332	260	8	794
BURDENED RATE	$ 288.62	$ 246.93	$ 127.20	$ 127.20	$ 99.22	$ 79.50	$ 69.96	
TOTAL BURDENED LABOR	$ 1,732	$ 3,457	$ 6,360	$ 15,773	$ 32,940	$ 20,670	$ 560	$ 81,491
OTHER DIRECT NON-SALARY COSTS								
	# DWGS	# PAGES						
REPRODUCTION	@	@						
	$1.60	$0.10			#SETS			
Drawings	5				15			$120
Reports/Specifications		50			15			$75
TOTAL REPRODUCTION								$195
	# PCKGS	# PCKGS						
POSTAGE/DELIVERY	@	@						
	$15.00	$3.00						
Drawings and Specifications	5	5						$90
TOTAL POSTAGE/DELIVERY								$90
SPECIALTY SUBCONSULTANTS								
None Anticipated								
TOTAL SPECIALTY SUBCONSULTANTS								$0
TRAVEL			Airfare @		Car @	Lodging @	Per Diem @	
	# People	# Days	$750		$125	$130	$100	
Kick Off Meeting	2	2	$1,500		$250	$520	$400	$2,670
PCI Observation	5	10	$3,750		$2,500	$6,500	$5,000	$17,750
Review Meeting	2	2	$1,500		$250	$520	$400	$2,670
Paver Training	1	2	$750		$250	$260	$200	$1,460
								$24,550
REIMBURSIBLES								
MILEAGE	500	Miles @	$0.50					$250
ODC's								$26,085
Total Proposed Fee for:	TASK 1: UPDATE PAVEMENT CONDITION INDEX (PCI)							$ 106,576

Rick Husband Amarillo International Airport
Pavement Condition Index and Pavement Management Plan Update

Evaluation and Coordination Services

SCOPE / TASK TITLE	PROJECT OFFICER	PROJECT DIRECTOR	PROJECT MANAGER	ENG. III	ENG. II	ENGINEER I	ADMIN ASSIST	TOTAL
TASK 2: UPDATE PAVEMENT MANAGEMENT PROGRAM (PMP)								
Task 2.1 Kickoff Meeting / Records Research		2	2	2			2	8
Task 2.2 Data Analysis				4	12	24		40
Task 2.3 Update Maintenance Repair Techniques				6	10	12		28
Task 2.4 Update Pavement Management Plan Document			6	8	10	10	2	36
Task 2.5 Submit Draft Pavement Management Plan			1		4		4	9
Task 2.6 Draft Pavement Management Plan Review Meeting			8		8		1	17
Task 2.7 Incorporate Comments and Distribute Final PMMP			4	10	6			20
Task 2.8 Quality Control / Quality Assurance Review	4	4	4				1	13
Task 2.9 Project Management	2		10					12
TOTAL HOURS	6	6	35	30	50	46	10	183
BURDENED RATE (Actual Rate * 3.18 Multiplier)	$ 288.62	$ 246.93	$ 127.20	$ 127.20	$ 99.22	$ 78.50	$ 69.86	
TOTAL BURDENED LABOR	$ 1,732	$ 1,482	$ 4,452	$ 3,816	$ 4,961	$ 3,657	$ 700	$ 20,799
OTHER DIRECT NON-SALARY COSTS								
	# DWGS	# PAGES						
REPRODUCTION	@	@						
	$1.60	$0.10			#SETS			
Drawings	5				15			$120
Reports/Specifications		50			15			$75
TOTAL REPRODUCTION								$195
	# PCKGS	# PCKGS						
POSTAGE/DELIVERY	@	@						
	$15.00	$3.00						
Drawings and Specifications	5	5						$90
TOTAL POSTAGE/DELIVERY								$90
SPECIALTY SUBCONSULTANTS								
None Anticipated								
TOTAL SPECIALTY SUBCONSULTANTS (Preliminary Design)								$0
TRAVEL			Airfare @		Car @	Lodging @	Per Diem @	
	# People	# Days	$750		$125	$130	$100	
Kick Off Meeting	2	2	$1,500		$250	$520	$400	$2,670
Review Meeting	2	2	$1,500		$250	$520	$400	$2,670
								$5,340
REIMBURSIBLES								
MILEAGE	120	Miles @	$0.50					$60
ODC's								$5,686
Total Proposed Fee for:	**TASK 2: UPDATE PAVEMENT MANAGEMENT PROGRAM (PMP)**							$ 26,484

TOTAL LUMP SUM FEE FOR TASK 1 (PCI):	**$ 106,576**
TOTAL LUMP SUM FEE FOR TASK 2 (PMP):	**$ 26,484**
TOTAL LUMP SUM FEE FOR ALL PROJECT TASKS:	**$ 133,060**

Amarillo City Council
Agenda Transmittal Memo

Meeting Date	August 21, 2018	**Council Priority**	Transportation
Department	Aviation		
Contact	Michael W. Conner: Director of Aviation		

Agenda Caption

CONSIDER: Amendment 1 to the Task Order No. 5 for engineering and planning services with RS&H, Inc.

Agenda Item Summary

This item is an increase amendment to Task Order No. 5 for engineering and planning related to the Airport Master Plan Update. The scope of this amendment includes removal of a 3rd runway from the airport layout plan drawing and from the text of the master plan, removal of the planned continuation of Airport Blvd., and addition of a hotel and retail area to the airport layout plan. Secondary review of the airport layout plan and remaining coordination is included.

Requested Action

Approval of Amendment 1 to Task Order No. 5 with RS&H, Inc.

Funding Summary

Amendment 1 to the Task Order No. 5 is funded at 90% by Federal Airport Improvement Program grant 39. The remaining 10% is funded by currently approved Airport Capital funds (540130). The increase to the Task Order requested is $59,500. The original Task Order amount was $953,562. After the increase, the final Task Order amount will be $1,013,062.

Community Engagement Summary

Level 1 – Modest impact on selected area or community group.

Staff Recommendation

Airport staff recommends approval of the Amendment 1 to Task Order No. 5 with RS&H, Inc.

RS&H Project No. 227.0247.005
Short Title: Amarillo Master Plan
Date: May 29, 2018

AMENDMENT 1 TO TASK ORDER NO. 5

RS&H, INC., a Florida corporation (hereinafter "Consultant") agrees to perform and complete the following work (hereinafter "Work") for the City of Amarillo, Texas which owns and operates Rick Husband Amarillo International Airport (hereinafter "Client"), in accordance with the terms and conditions of the Master Consulting Service Agreement, dated December 8, 2014, all of which terms and conditions are incorporated herein by reference:

Project Location and Description:

Project Location: Rick Husband Amarillo International Airport

Project Description: This project includes an Airport Master Plan document, ALP Update, Exhibit A and associated mapping/survey, Rate Model and Airline Lease Development, Draft Airport Rules and Regulations, Development of Airport Minimum Standards, and an Airfield Pavement Geometrical Compliance Assessment.

Scope of Services and Deliverables

Scope of services and deliverables are described in "Attachment A", which is made a part hereof.

This Amendment adds the following services:

At the request of the FAA Airports District Office, Consultant will make the following modifications to the Draft Master Plan Technical Report and Draft Airport Layout Plan set:

- **Removal of Runway 4R-22L from the Airport Layout Plan sheet set**
- **Removal of third runway (Runway 4R-22L) from the text of the Master Plan Technical Report**
- **Addition of a second Preliminary ALP Review by the FAA and Airport Sponsor**

Compensation Terms

The method of payment shall be Lump Sum. The total compensation shall be $953,562.00 for services described in "Attachment A". Breakdown for tasks is as follows:

TASK	CONTRACT VALUE
Task 1 – Study Design / Project Management Pre-Planning	$6,752
Task 2 – Inventory of Existing Conditions	$35,588
Task 3 – Aviation Demand Forecasts	$31,526
Task 4 – Demand/Capacity and Facility Requirements	$38,825
Task 5 – Identification and Evaluation of Alternatives	$71,072
Task 6 – Airport Layout Plan Sheets	$340,818
Task 7 – Capital Improvements Program (CIP) Phasing	$36,607
Task 8 – Rate Model and Lease Development	$55,208
Task 9 – Environmental Overview	$23,217
Task 10 – Recycling, Reuse and Waste Production Plan	$37,883
Task 11 – Airport Meetings and Public Outreach	$75,016
Task 12 – Study Documentation	$37,429
Task 13 – Project Administration and Coordination	$31,490
Task 14 – Draft Airport Rules and Regulations	$38,496
Task 15 – Airport Minimum Standards	$40,584
Task 16 – Airfield Pavement Geometric Compliance Assessment	$22,639
Expenses	$30,412
TOTAL:	$953562

This Amendment increases the fee by $59,500 for a total amount of $1,013,062.

Schedule
Schedule shall be as described in "Attachment A".

It is estimated that the revised Draft Master Plan Technical Report and revised Draft Airport Layout Plan will be resubmitted to the Airport Sponsor and the FAA Airports District Office within 5 weeks of execution of this Amendment.

Except as hereby modified, amended, or changed, all of the remaining terms and conditions of Task Order No. 5 shall remain in full force and effect. The fully executed Task Order No. 5 has been attached to this amendment as Attachment A

CLIENT **CITY OF AMARILLO, TEXAS**	**CONSULTANT** **RS&H, INC.**
By:_____	By: Rodney L Bishop
Typed Name: Jared Miller	Typed Name: Rodney L. Bishop Jr.
Title: City Manager	Title: Vice President
Attest:_____	Attest: DocuSigned by: Melanie Nichols EFF831F7B43347D...
Typed Name: Frances Hibbs	Typed Name: Melanie L. Nichols
Title: City Secretary	Title: Asst. Corporate Secretary
[CORPORATE SEAL]	[CORPORATE SEAL] RS&H, INC. CORPORATE SEAL 1989 FLORIDA

ATTACHMENT A

RS&H Project No. 227-0247-005
Short Title: Amarillo Master Plan
Effective Date: May 20, 2015

TASK ORDER NO. 5

RS&H, INC., a Florida corporation (hereinafter "Consultant") agrees to perform and complete the following work (hereinafter "Work") for the City of Amarillo, Texas which owns and operates Rick Husband Amarillo International Airport (hereinafter "Client"), in accordance with the terms and conditions of the Master Consulting Service Agreement, dated December 8, 2014, all of which terms and conditions are incorporated herein by reference:

Project Location and Description:

Project Location: Rick Husband Amarillo International Airport

Project Description: This project includes an Airport Master Plan document, ALP Update, Exhibit A and associated mapping/survey, Rate Model and Airline Lease Development, Draft Airport Rules and Regulations, Development of Airport Minimum Standards, and an Airfield Pavement Geometrical Compliance Assessment.

Scope of Services and Deliverables

Scope of services and deliverables are described in "Attachment A", which is made a part hereof.

Compensation Terms

The method of payment shall be Lump Sum. The total compensation shall be $953,562.00 for services described in "Attachment A". Breakdown for tasks is as follows:

TASK	CONTRACT VALUE
Task 1 – Study Design / Project Management Pre-Planning	$6,752
Task 2 – Inventory of Existing Conditions	$35,588
Task 3 – Aviation Demand Forecasts	$31,526
Task 4 – Demand/Capacity and Facility Requirements	$38,825
Task 5 – Identification and Evaluation of Alternatives	$71,072
Task 6 – Airport Layout Plan Sheets	$340,818
Task 7 – Capital Improvements Program (CIP) Phasing	$36,607
Task 8 – Rate Model and Lease Development	$55,208
Task 9 – Environmental Overview	$23,217
Task 10 – Recycling, Reuse and Waste Production Plan	$37,883
Task 11 – Airport Meetings and Public Outreach	$75,016
Task 12 – Study Documentation	$37,429
Task 13 – Project Administration and Coordination	$31,490
Task 14 – Draft Airport Rules and Regulations	$38,496
Task 15 – Airport Minimum Standards	$40,584
Task 16 – Airfield Pavement Geometric Compliance Assessment	$22,639
Expenses	$30,412
TOTAL:	$953,562

Schedule
Tentative schedule is outlined in "Attachment A".

CLIENT
CITY OF AMARILLO, TEXAS

By: _____

Typed Name: Jarrett Atkinson

Title: City Manager

Attest: _____

Typed Name: Frances Hibbs

Title: City Secretary

[CORPORATE SEAL]

CITY of AMARILLO-POTTER & RANDALL COUNTIES, TEXAS

CONSULTANT
RS&H, INC.

By: _____

Typed Name: Rodney L. Bishop Jr.

Title: Vice President

Attest: _____

Typed Name: Melanie L. Nichols

Title: Asst. Corporate Secretary

[CORPORATE SEAL]

RS&H, INC. CORPORATE SEAL 1939 FLORIDA

"ATTACHMENT A"

Rick Husband-Amarillo International Airport

Amarillo Master Plan

PROJECT PROPOSAL / SCOPE OF WORK INCLUDES:

- Master Plan Update
- Exhibit "A" and associated mapping and survey
- Rate Model and Airline Lease Development
- Draft Airport Rules and Regulations
- Airport Minimum Standards
- Airfield Pavement Geometric Compliance Assessment

RS&H Project No: 227-0247-005

RS&H

SCOPE OF SERVICES FOR AIRPORT MASTER PLAN UPDATE RICK HUSBAND AMARILLO INTERNATIONAL AIRPORT

This document describes the scope of services (Services) to be performed by the RS&H Team in the updating of the Rick Husband – Amarillo International Airport (AMA or the Airport) Master Plan. The study effort will develop a plan to support the aviation growth of the Airport over the next 20 years. This master plan also includes special services that will be performed in addition to traditional master plan components.

The RS&H Team consists of the following firms:

- RS&H, Inc., Prime Consultant
- Quantum Spatial, obstruction survey, photogrammetry, Exhibit 'A' boundary survey, ground survey
- Trillion Aviation, rates model and airline lease development

The following is a list of the major tasks to be accomplished in the Master Plan:

1. Project Management Plan / Study Design
2. Inventory of Existing Conditions
3. Aviation Demand Forecasts
4. Demand/Capacity and Facility Requirements
5. Identification and Evaluation of Alternatives
6. Airport Layout Plan
7. Financial Plan and CIP
8. Rate Model and Airline Lease Development
9. Environmental Overview
10. Recycling Plan
11. Airport Meetings and Public Outreach Program
12. Study Documentation
13. Project Administration and Coordination
14. Draft Airport Rules and Regulations
15. Airport Minimum Standards
16. Airfield Pavement Geometric Compliance Assessment

The plan will be prepared in accordance with the guidance provided in:

- FAA Advisory Circular (AC) 150/5070-6B, Change 2 *Airport Master Plans*
- FAA AC 150/5300-13A-Change 1, *Airport Design*
- FAA AC 150/5300 Change 16a, *General Guidance and Specifications for Aeronautical Surveys: Establishment of Geodetic Control and Submission to the National Geodetic Survey*
- FAA AC 150/5300 Change 17c, *Standards for Using Remote Sensing Technology in Airport Surveys*

- FAA AC 150/5300 18b, Change 1, *General Guidance and Specifications for Submission of Aeronautical Surveys to the National Geodetic Survey (NGS): Field Data Collection and Geographic Information System (GIS) standards*
- FAA SOP 2.00, *Standard Operating Procedure for FAA Review and Approval of Airport Layout Plans (ALPs)*
- FAA SOP 3.00, *Standard Operating Procedure for FAA Review of Exhibit 'A' Airport Property Inventory Maps.*

TASK 1 PROJECT MANAGEMENT PLAN

Task 1.1 **Project Management Plan**

A draft work program will be prepared for Airport Staff review. The paper will include scheduling of project activities and meetings along with the detailed scope of services to be provided. Activities will include:

- Establishment of study milestones and associated meeting schedule
- Discussions with Airport Staff
- Discussions with RS&H Team
- Preparation of the Project Management Plan (PMP)

The RS&H Team will meet with the Airport Staff to determine the study's goals, objectives and expectations, and to obtain the needs of the aviation community.

Task 1	On-Site Meetings and Deliverables
On-Site Meetings:	One meeting corresponding with Task 1; two people at one-day; one person at two-days. Travel for this effort is identified in Task 11.
Deliverables:	Project Management Plan *(8 ½ x 11, Color, Maximum 75 pages, PDF)*

TASK 2 INVENTORY OF EXISTING CONDITIONS

The RS&H Team approach to the inventory is to streamline the update process, taking a validation approach and using all available materials previously developed to the extent possible. The RS&H Team will compile and review available Airport and community data to establish baseline conditions for the study. Subsequent tasks will build upon this information.

Task 2.1 **Review of Existing Planning Information and On-Going Studies**

Existing reports and studies pertaining to Airport development will be reviewed. These studies will provide essential background and reference information to enhance understanding of existing and projected Airport activities, as well as provide insight into relevant planning issues and constraints. To the extent possible, the 2009 Airport Layout plan and previous Master Plan will be the base of information going forward. The studies and base information to be reviewed are the following:

- 2009 ALP Set and previous Master Plan
- Tenant list

- Terminal As-Builts
- Building Inspection Reports
- Existing environmental documentation for airport
- Stormwater Pollution Prevention Plan (SWPPP)
- Airport capital improvement program

The Airport will provide these data sources to the RS&H Team. Personal interviews and phone interviews will be conducted, as necessary with appropriate tenants and stakeholders. On-site visit will be conducted to verify information for the airfield, terminal, and landside.

Task 2.2 Update Existing Data Base

Task 2.2.1 Inventory of Airside Facilities
This task will assess and update information from the 2009 ALP and previous Master Plan for airside facilities including the runways, taxiways, aircraft parking areas, apron areas, navigational aids (NAVAIDS), VOR, airfield lighting, signage and fencing. It will be a comprehensive update and will identify any new facilities or renovations since the last Master Plan / ALP.

Task 2.2.2 Inventory of Terminal and Landside Facilities
Data regarding the renovated terminal building and all other aviation-related landside facilities will be inventoried. Space use of airlines, other tenants, and building elements will be cataloged from the Terminal As-Builts, interviews and on-site inspection. This task will also include cataloging of automobile parking and designation of airport access.

Task 2.2.3 Inventory of Airport Access
This task will include an inventory of any roadway access plans to the Airport from the surrounding community and various governmental agency plans that may exist to upgrade or enhance roadways leading to the Airport.

Task 2.2.4 Inventory of General Aviation Facilities
This task will identify and validate any changes in general aviation facilities including the Fixed Based Operators (FBO), aircraft maintenance facilities, aircraft hangars and all auxiliary general aviation facilities.

Task 2.2.5 Inventory of Cargo Facilities
This task will inventory the current cargo facilities, including building areas, apron areas, vehicular parking, and any other facility particular to their operation.

Task 2.2.6 Inventory of Support Facilities
This task will validate the support facilities including the Aircraft Rescue and Fire Fighting (ARFF), Air Traffic Control Tower (ATCT), and airport maintenance facility as well as other facilities important to the overall operations at the airport.

Task 2.2.7 Environmental Considerations
This task will identify those environmental considerations as determined through existing master plans, and SWPPP, and online sources such as the National Wetlands Inventory maps. This data will be used in Task 9 – Environmental Overview.

Task 2.2.8 Inventory of Data Supporting Recycling Plan
During the documentation of existing conditions phase of the Airport Master Plan a baseline assessment will be prepared in accordance with FAA guidance on Airport Recycling, Reuse, and Waste Reduction Plans, documenting the following:

- Review of the City of Amarillo's current recycling program
- Identify the types and amounts of airport waste
- Identify the factors that influence the scope of the Recycling Program

Task 2.3 Prepare Working Paper No. 1
A draft of Chapter 1 – Inventory of Existing Conditions will be prepared delineating the process undertaken to prepare the inventory and document the inventory. It will include appropriate tables, graphs, and exhibits.

Task 2	Meetings and Deliverables
On-Site Meetings:	One meeting corresponding with Task 2; 3 people/2 days. During this trip, a site visit for inventory purposes will be conducted including interviews with Airport Staff, Airport Traffic Control, and tenants. Travel associated with this meeting is described in Task 11.
Deliverables:	Draft Inventory Chapter *(8 ½ x 11, Color, Maximum 40 pages, PDF)*

TASK 3 AVIATION DEMAND FORECASTS

The RS&H Team will use the Federal Aviation Administration's Terminal Area Forecasts (TAF) as the recommended forecast (baseline forecast) for the airport. A scenario forecast will also be identified in conjunction with Airport Staff and evaluate a level of strategic activity different from the TAF for which demand projections are not tied to a given calendar year.

The baseline forecast will serve as the basis for analytical input to various components of the Master Plan Update. In addition to the baseline year of the 2015 from the 2015 TAF, forecast horizon years for three benchmark years at short-, medium-, and long-term at 5, 10 and 20 years respectively will be used, specifically years 2020, 2025, and 2035. These will correspond to Planning Activity Levels (PALs) to be used throughout the planning process, identifying development associated with *demand* versus a given *year*. In addition, limited derivative forecasts will be developed to support needs for facility planning such as peak period activity.

Task 3.1 Historical Aviation Activity
Using data provided by Airport Staff, the RS&H Team will organize historical data for the following categories of activity (based upon availability):

- Annual enplanements (20-year history)
- Enplanements by month and by airline (5-year history)
- Annual commercial aircraft arrivals and departures (5-year history)
- Commercial aircraft arrivals and departures by month and by airline (5-year history)

- Annual air cargo data (5-year history)
- Annual aircraft operations based on FAA tower records (air carrier, air taxi/commuter, general aviation, military, local, itinerant) and number of based aircraft (20-year history)

Information from airline schedules, Summer and Winter, for years 2014 and 2015 or a minimum of two years and airline fleets (existing and on order) will be obtained from the Airport, industry fleet database, airlines, and aircraft manufacturers) will also be examined.

Task 3.2 Forecasts of Aviation Activity – Base Growth Scenario
It is anticipated that the RS&H Team will adopt the TAF as the baseline forecast.

The baseline growth forecast will include the following components:

- Enplanements
- Commercial aircraft operations (arrivals and departures)
- Fleet mix
- Number of based aircraft
- General aviation operations
- Military operations

The base growth scenario will be derived from the TAF. A reconfirmed forecast of enplanements will serve as the starting point for developing forecasts of commercial passenger aircraft operations. The forecasts will also be used to identify trigger levels for facilities development which is a required for the ALP process.

Task 3.3 Forecasts of Aviation Activity – Scenario Forecast
In addition to the base growth scenario, one forecast scenario different from the baseline will be developed as part of this task. This scenario may include the following components:

- Enplanements – review and update of information prepared for development of the renovated terminal and relevant information regarding the Wright Amendment
- Commercial aircraft operations (arrivals and departures)
- Air cargo (operations and tonnage)
- Fleet mix
- Number of based aircraft
- General aviation operations
- Military operations

The scenario forecast will represent a strategic activity level of growth for the Airport. This will be presented to Airport staff, reviewed, and agreed upon before forwarding to the FAA.

Task 3.4 Coordination of Forecasts with FAA
While the FAA does not approve the Master Plan per se, it does approve the aviation demand forecasts used to develop the Master Plan. Once the draft forecast document has been prepared and approved by Airport staff, the forecasts will be sent to the FAA for review and approval.

Task 3.5 Derivative Forecasts

The RS&H Team will develop limited derivative forecasts if needed for facility planning such as airline shares of enplanements and operations, and peak period activity. Derivative forecasts will be developed for both the baseline (TAF) and scenario forecast and the same benchmark years and Planning Activity Levels of short-, medium-, and long-term planning horizons.

Task 3.6 Prepare Working Paper No. 2

A draft of Chapter 2-Airport Demand Forecasts will be prepared delineating the process undertaken to prepare and document the forecasts. It will include appropriate tables, graphs, and exhibits.

Task 3	Meetings and Deliverables
On-Site Meetings:	One meeting corresponding with Task 3; 2 people/2 days. Upon initial completion of the baseline forecast, a meeting will occur to discuss assumptions, validity and components of the scenario forecast. Travel associated with this meeting is described in Task 11. This trip also is reference in Task 4. One Public Workshop will be conducted after the completion of this Task, corresponding with the meeting discussed in the following Task.
Deliverables:	Draft Forecast Chapter *(8 ½ x 11, Color, Maximum 50 pages, PDF)*

TASK 4 DEMAND/CAPACITY AND FACILITY REQUIREMENTS

This task of the Master Plan incorporates a comprehensive list of items that are typically found in Master Plans. Demand/Capacity assesses the ability of existing facilities at the Airport to accommodate the aviation demand activity forecasts. The Facility Requirements assess and identify where and when facility additions and improvements will be needed. Facility Requirements will be developed for both the Baseline and Scenario forecasts, for the various PALs. Analysis tools to be employed in this task will include appropriate FAA guidelines, analytical models, best planning practices, standard industry planning factors, and professional judgment. The Facility Requirements task will focus on the major functional areas of the Airport, and serve as the guideline for the Airport's development program for the next 20 years.

Task 4.1 Airfield Demand/Capacity Analysis

This task will assess the maximum level of aircraft operations that can be accommodated on the existing runway system, updating the Master Plan, as necessary. Only if the runway system is operating at 60 percent or greater of the airfield capacity will there be a need to follow up with a specific analysis. If so, the RS&H Team will use the FAA AC 150/5060-5, *Airport Capacity and Delay* and the FAA's Airport Capacity Model software to assess the capacity of the runway system. However, it is not anticipated this will be necessary. Factors to be taken into consideration are annual service volume (ASV) and hourly capacity under visual and instrument conditions giving consideration to meteorology, instrumentation, aircraft mix, runway utilization, and touch-and-go operations.

Task 4.2 Airfield Facility Requirements

Identifying proposed improvements will requires the selection of one or more "design aircraft". For the purposes of airport geometric design the following FAA parameters will be utilized:

- Aircraft Approach Category (AAC)
- Runway Design Code (RDC)
- Airplane Design Group (ADG)
- Taxiway Design Group (TDG)
- Approach Reference Code (APRC)
- Departure Reference Code (DRPC)

The following airfield components will be evaluated:

- Runway Requirements – The focus will be on identifying requirements for an ultimate (long-term) configuration. Runway length, width, orientation, strength, and clearance requirements will be identified. Runway requirements will be determined considering "critical" aircraft currently using the Airport and for future critical aircraft that could be expected to use the Airport. The FAA Airport Design Standard will be identified. Specific areas of emphasis will be the determination of the required length, category, and strength of each runway to offer the best balance of safety, efficiency, feasibility, and operational redundancy.

- Taxiway Requirements – Separation and set back clearance standards will be established for use in future airfield layout work. The standards will include runway to taxiway, taxiway to taxiway, and runway or taxiway to fixed object separations. An evaluation of aircraft circulation will be conducted, which will identify areas of concern (hot spots), or bottlenecks to aircraft circulations.

- Electronic and Visual Aids to Navigation – Navigational aids (NAVAIDS) will be evaluated. These include ILS, VOR, TVOR, VORTAC, NDB, GPS and DGPS and approach and landing aid requirements, such as PAPI, REIL, and approach lighting systems.

Task 4.3 Commercial Passenger Terminal Facility Requirements

This task will review long-term requirements for the terminal facility at a high level in consideration of the new airport terminal. This Master Plan Update will assess findings based upon Terminal As-Builts to compare terminal design levels with forecast levels identified in Task 3.

This comparison will review the overall capacity of the terminal in terms of annual enplanements and peak hour as well as total apron requirements for the Baseline and Scenario enplanement Planning Activity Levels.

Task 4.4 Landside Access, Circulation, and Parking Requirements

No landside modeling will be performed in conducting this subtask. Elements of the ground access system to be evaluated will include:

- On-airport circulation roadways
- Public parking facilities
- Employee parking facilities
- Rental car parking facilities
- Ground transportation services and facilities

- Regional airport roadway access

Task 4.5 Air Cargo Facility Requirements

This task will determine the requirements for the Air Cargo Facility Requirements. The following facilities will be evaluated:

- Cargo Building – Future building requirements will be established identifying the amount of building space that would be needed to meet the future demand.
- Apron Area – Future requirements will be established identifying the square yardage associated with the future Air Cargo demand forecast.
- Auto Parking Requirements – Future requirements will be established identifying the number of parking spaces needed to meet future demand.

Task 4.6 General Aviation Facility Requirements

This task will determine the requirements for the general aviation facilities. The following general aviation facilities will be evaluated:

- Fixed Based Operators (FBO) and Major General Aviation Tenants – Future requirements will be established identifying the amount of general aviation traffic and how the FBOs will be able to meet the future demand.
- General Aviation Apron – Future requirements will be established identifying the square yardage associated with the future general aviation demand forecast.
- Aircraft Storage Hangars – Future requirements will be established identifying the number and type of hangars needed to meet future demand, including large and small box hangars for corporate jets as well as T-hangars for smaller aircraft.
- Aircraft Maintenance Facilities – Facility requirements will be established identifying the hangar square footage.
- Maintenance, Repair and Overhaul - Facility requirements will be established identifying the hangar square footage.

Task 4.7 Support Facilities

The following support facilities will be evaluated:

- ARFF – Index, building functional square footage
- Aircraft Fuel Storage – Storage in gallons by type (jet and avgas) and fuel truck storage containment areas
- Airport Maintenance/Snow Removal – Building area requirements
- Air Traffic Control Tower – Adequacy of tower location over the master plan project period.

Task 4.8 Prepare Working Paper No. 3

A draft of Chapter 3 – Demand/Capacity and Facility Requirements will be prepared delineating the process undertaken to prepare and document the facility requirements. It will include appropriate tables, graphs, and exhibits.

Task 4	On-Site Meetings and Deliverables
On-Site Meetings:	One meeting corresponding with Task 4; 2 people/2 days. Upon initial completion of the Facility Requirements, a meeting will occur to discuss initial findings and assumptions. Travel associated with this meeting is described in Task 11 and is the same meeting referenced in Task 3

	A Public Workshop will be held during this same trip, presenting information through Task 3 and including the implications of preliminary work done for Task 4.
Deliverables:	Draft Working Paper No. 3 - Demand/Capacity and Facility Requirements Chapter *(8 ½ x 11, Color, Maximum 70 pages, PDF).* Master Plan Package #1 will be produced consisting of Working Papers No.1-No. 3.

TASK 5 IDENTIFICATION AND EVALUATION OF ALTERNATIVES

The alternatives analysis task will provide the framework for making decisions regarding future development at AMA. The RS&H Team will identify options and alternative configurations to meet projected facility requirements developed in Task 4 for each major facility component (i.e., airfield, passenger terminal, surface access, air cargo facilities, FBO and general aviation facilities, and support facilities). The expected performance of the alternatives will be assessed against a set of evaluation criteria. A recommended development alternative will emerge from this process and will be further refined in subsequent tasks. A maximum of three alternatives will be evaluated in detail as part of this task for each major facility component.

Task 5.1 **Evaluation of Highest and Best Land Use**

This task will provide the framework for making decisions regarding future land development at the Airport by identifying the highest and best land use by major development component. One working session for planning would occur at the same time as meetings are held for the forecasts/facility requirements, corresponding with Meeting #2. In preparation for a meeting with Airport Staff, the RS&H Team will develop three draft land use development options for discussion purposes.

To aid the discussion of highest and best land uses, alternatives discussed will be evaluated at a high level against the following set of criteria in their ability to meet/ support:

- Airfield facility requirements
- Terminal building requirements
- Access, parking and rental car requirements
- General aviation
- Compatibility with adjacent land uses
- Potential environmental factors (high-level order of magnitude only; no new environmental analysis will be completed as part of this task or subsequently as part of this Master Plan).
- Financial implications (high-level order of magnitude only)

Task 5.2 **Identification of Alternatives**

One working session will be held with Airport Staff to generally discuss the integration of the various airport components into an overall Airport Development Plan to establish some parameters and criteria for development of the alternatives. Alternatives for the following major components of the airport will be evaluated:

Task 5.2.1 Airfield
Based on findings of the airfield requirements in Task 4, and working in conjunction with the Airport Staff, the RS&H Team will determine if there is any necessity to develop another airfield alternative for the major airfield components (runways, taxiway improvements, overall airfield configuration issues including new FAA design criteria).

The airfield program will identify alternatives associated with the airport plan for phasing of runway and taxiway pavements rehabilitation and reconstruction as indicated either from Airport Staff or from data provided from incorporation of PCI information (completed as a separate effort) for use in assessment of airfield pavement and phasing needs.

Task 5.2.2 Terminal
If required based upon the forecasts and facility requirements determined in earlier tasks, additional envelops of space will be identified for the terminal and terminal apron.

Task 5.2.3 Access, Parking and Rental Car
Airport access will be evaluated in terms of on-airport airport access and off-airport access. An evaluation of the airport parking (short-term, long-term, and employee parking) will be performed. In addition, in terms of rental car facilities, validation of long-term needs will be performed, based on recent rental improvements.

Parking concepts will be developed and evaluated in support of the overall terminal area development plan. Alternatives will be evaluated in terms of flexibility, pedestrian access, capital and operating costs and distribution of parking supply between hourly, daily and extended needs.

Task 5.2.4 General Aviation
The RS&H Team will develop up to two alternatives for general aviation expansion, to identify optimal locations for aircraft hangars, right-sizing according to fleet mix and split between itinerant and based flight activity, as well as overall expandability and flexibility based on incremental demand.

Task 5.3 Evaluation of Alternatives
Alternatives identified in Task 5.2 will undergo evaluation against a range of criteria specific to each type of proposed facility in the development area, which are the following:

- Ability to meet facility requirements
- Rough order-of-magnitude capital costs associated with the development of the facilities for planning comparison purposes
- Environmental considerations (high-level order of magnitude only – as identified above in Section 5.1, no new environmental analysis will be completed as part of this task). The high level environmental considerations based upon existing sources will be limited to the following:
  - Compatible Land Use
  - Floodplains and Wetlands
  - Other environmental consequences as identified in existing environmental source documentation.
  - Incorporation of Wildlife Hazard Assessment. The master plan will incorporate the findings of that study. Applicable information form the WHA will become part of the environmental alternatives process. The land use plan sheet will identify potential areas of cropland that may be wildlife

attractants as identified by the WHA. Significant consideration will be given to existing zoning and relative placement of retention ponds compared to runway ends and extended centerlines of runways.

- Flexibility and expandability to accommodate shifts in demand
- Operational ease of implementation
- Adjacency compatibility
- Integration with other Airport components

Task 5.4 Selection of a Preferred Alternative

The results of the evaluations will be presented in a manner that facilitates comparisons between the various alternatives. A preferred development alternative will emerge from this process and will be further refined in subsequent tasks.

Task 5.5 Prepare Working Paper No. 4

A draft of Chapter 4 – Identification and Evaluation of Alternatives will be prepared delineating the process undertaken to prepare and document project alternatives. It will include appropriate tables, graphs, and exhibits.

Task 5	On-Site Meetings and Deliverables
On-Site Meetings:	Two separate meetings are associated with Task 5. For Alternatives, 2 people/3 days. Also, during this Task, another Public Workshop would be held, as identified in Task 11. For the Public Workshop, 3 people/2 days to gain input into the master plan process through the Alternatives Task.
Deliverables:	Draft Alternatives Chapter *(8 ½ x 11, Color, Maximum 30 pages, PDF).* Master Plan Package #2 will be produced consisting of Working Papers No. 4-5.

TASK 6 AIRPORT LAYOUT PLAN

This task will update Airport Layout Plan (ALP) sheets, generate an Exhibit 'A', including new aerial mapping data collection.

Task 6.1 Airport Layout Plan Set

The Airport Layout Plan drawings, as the record drawing set used for guidance and funding of Airport improvements, will be updated to reflect existing and recommended improvements per the master plan preferred development program. The ALP drawings will be prepared using updated mapping and surveying, another subtask of Task 6, scaled for 24" x 36" sheets (22" x 34" image area), with reduced 11" x 17" sheets for insertion into the Master Plan report.

The ALP set will be developed in conformance with the FAA ALP Checklist, SOP 2.00, dated October 1, 2013, and as consistent with the following national FAA guidance for the preparation and review of ALP drawings as set forth in the FAA guidance identified at the beginning of this Project Work Scope.

The ALP set will consist of the following drawing sheets:

Sheet 1 - Airport Data Sheet (with Approval Block)
Sheet 2 - Airport Layout Plan
Sheet 3 - Airport Airspace Drawing – Conical Surface Plan View
Sheet 4 - Airport Airspace Drawing – Extended Approach Runway 4 and 4R Plan
Sheet 5 - Airport Airspace Drawing – Extended Approach Runway 22 and 22L Plan
Sheet 6 - Airport Airspace Drawing – Extended Approach Runway 13 Plan and Profile
Sheet 7 - Airport Airspace Drawing – Extended Approach Runway 31 Plan and Profile
Sheet 8 - Airport Airspace Profiles – Runway 4/22
Sheet 9 - Airport Airspace Profiles – Runway 4R/22L
Sheet 10 - Runway 4 Inner Portion of the Approach Surface Plan & Profile
Sheet 11 - Runway 22 Inner Portion of the Approach Surface Plan & Profile
Sheet 12 - Runway 13 Inner Portion of the Approach Surface Plan & Profile
Sheet 13 - Runway 31 Inner Portion of the Approach Surface Plan & Profile
Sheet 14 - Runway 4R Inner Portion of the Approach Surface Plan & Profile
Sheet 15 - Runway 22L Inner Portion of the Approach Surface Plan & Profile
Sheet 16 - Runway 4 & 4R Departure Surface Plan & Profile
Sheet 17 - Runway 22 & 22L Departure Surface Plan & Profile
Sheet 18 - Runway 13 Departure Surface Plan & Profile
Sheet 19 - Runway 31 Departure Surface Plan & Profile
Sheet 20 - Terminal Area Plan
Sheet 21 - East Development Area Plan
Sheet 22 - North Development Area Plan
Sheet 23 - Airport Land Use Drawing
Sheet 24 - Airport Property Map / Exhibit A

Task 6.2 Exhibit 'A'

An Airport Exhibit "A" Property Map will be generated consistent with the master plan development as depicted on the updated ALP Drawings. The Exhibit "A" database file and drawing set will reflect past Airport land acquisition interests, if any, including fee-simple and easement tracts, and summarize the property data to reflect recorded documentation on how theses tracts have been acquired. The Exhibit "A" property boundary will be transferred to the ALP Drawings as the official perimeter to delineate existing and ultimate Airport property interests.

Task 6.2.1 Preparation of Exhibit 'A'

The ALP will include development of an official Exhibit 'A" in compliance with AC 150/5100-17 and ARP SOP 3.00. An official Exhibit 'A" has not been produced for AMA before so a full property boundary survey is included as part of this task with the following items:

- Obtain a title search of each of the parcels currently and previously owned by the Airport to obtain current deeds of record and any easements or encumbrances to the property.
- Identify and perform a boundary survey of the airport property. This includes research of records at the county offices, all field work necessary to tie government survey corners, find or set exterior boundary corners, tie and depict any encroachments along the exterior boundary of the property. All boundary survey work will be completed according to Texas Law as it pertains to surveying and under direct supervision of a Licensed Texas Surveyor.
- Depict each of the airport property parcels using designations as provided on the previous Airport Property Map drawing. Parcels previously but no longer owned by the Airport will be shown and labeled accordingly.

- Write a description including each segment of the airport property boundary.
- Create a table denoting Grantor, type of interest, acreage, type of conveyance and Liber and Page of each parcel.
- As applicable, denote in table format or on drawing the FAA grant number, including year, Passenger Facility Charge (PFC) Project Number, if acquired with PFC funds, Surplus Property Transfer, Government Land Transfer, other statutory federal agreements/conditions, type of easement, date of easement, date and type of release/land use change approval, date of property disposal, public land references and any known encumbrances on the property.
- Label exterior property lines with bearing and distance.
- Depict and label any rights of way of record including all field work necessary to research records and tie any found monumentation related to the rights of way.

The following information will be provided by Airport Staff in accordance with ARP SOP No. 3.00:

- FAA grant numbers for all parcels, including year if acquired under a grant
- PFC Project Numbers if acquired with Passenger Facility Charge funds (PFC)
- Surplus Property Transfer, Government Land Transfer or other statutory federal agreements/conditions
- Type of easement (clearing, avigation, utility, right of way, expiration date, easement held by others, subordination agreement
- Date and type of release/land use change approval (aeronautical use, interim use, concurrent use, etc).
- Date of property disposal
- Public land references, if applicable
- Any known encumbrances on the property.

Task 6.2.2 Exhibit 'A' Approval

The Exhibit "A", once approved and signed by the Airport Staff and other applicable parties, will be submitted to the FAA for review and acceptance. Once approved by the FAA, the Exhibit "A" property boundary will be transferred electronically to the ALP Drawings as the official perimeter to delineate existing obligated property interests and ultimate Airport land acquisition interests. The property boundary depicted on the ALP will provide sufficient information to meet FAA ALP Checklist requirements per SOP 3.00.

Task 6.3 Aerial Photography and Survey

Survey, remote-sensing, and photogrammetry services will be provided for AMA in support of Airport Layout Plan preparation. Safety-Critical data collection efforts will comply with the requirements of the FAA Airports-GIS Program and Advisory Circulars AC-150/5300-16A, 17C, and 18B. Digital Orthophotography will be delivered as part of this task.

The RS&H Team will prepare land and air base surveying to comply with AC 150/5300-16a, 17c, and 18b for the development of instrument procedures. Airport data collection will meet 95 percent confidence level (RMSE) before being used in the project or as part of the deliverables. To the extent possible, existing materials pertaining to the airport that meet the requirements of this scope will be used.

Information will be collected per 150/5300-18B, Change I, General Guidance and Specifications for Submission of Aeronautical Survey to NGS: Field Data Collection and Geographic Information Systems (GIS) Standards, Table 2-1 "Survey Requirements

Matrix, columns Airport Obstruction Chart, Instrument Procedures Chart, and Airport Layout Plan.

Task 6.3.1 Project Initiation and Coordination
Prior to commencement of fieldwork, the RS&H Team will submit Survey and Quality Control Plans to the Airport Surveying-GIS Program Manager via the Airports GIS website at http://airports-gis.faa.gov for review and approval. All data and required deliverables will be submitted in the format(s) specified, as outlined in the appropriate FAA Advisory Circular to the FAA Office of Airports, Airports Surveying – GIS Program. No fieldwork will be performed prior to review and acceptance of this plan provided to the governing agencies. The RS&H Team will identify any special circumstances or unusual conditions that may impact the approach to completion of the fieldwork. Primary Airport Controls (PACs) and Secondary Airport Controls (SACs) exist for AMA.

Task 6.3.2 Aerial Imagery Acquisition
In support of the data collection efforts and photogrammetric analysis and acceptability determination, the RS&H Team will acquire and submit the required deliverables as specified in AC 150/5300-17c. The RS&H Team will ensure that digital stereo aerial imagery with adequate sidelap and overlap covering the entire area of analysis is collected. The imagery will be used for government acceptance of aerial imagery. Aerial photography will be submitted direct to NGS at the address listed in AC 150/5300-17c on an appropriately labeled recordable media, such as DVD or probable hard drive with the label identifying the airport and company contact information. In order to provide the most current imagery for analysis, the aerial flight will be within six (6) months from the Notice to Proceed (NTP) to start field survey operations.

Task 6.3.3 Geo-Reference the Imagery
A Quality Assurance check on the existing imagery will be performed. Once the imagery has passed the QA check it will be imported onto a digital photogrammetric workstation where it will be oriented with Surveyed Ground Control. This procedure will establish both horizontal and vertical control for orienting individual photogrammetric models. This orientation will be accomplished using standard methods.

Once the geo-referencing phase has been completed, the Aerial Photography Acquisition Report required by FAA Advisory Circular 150/5300-17C will be assembled. This report (and all associated documentation) will be sent to FAA/NGS for review and approval.

Task 6.3.4 Perform Airspace Analysis
18B Airport Airspace Analysis and Obstruction Surveys will be performed on all existing runways at AMA. This task will be performed in order to meet the requirements of the FAA Airports-GIS Program and AC 150/5300-18B. Formatting of final reported obstacles will adhere to the specifications of AC 150/5300-18B, Chapter 5 *Airport Data Features.* This obstruction data will be combined into a GIS deliverable for delivery to FAA. Data for TERPS 40:1 departure surfaces for all runways will be determined.

Task 6.3.5 Perform FAR Part 77 Obstruction Survey
An obstruction survey and analysis will be performed for all runways at AMA utilizing Obstruction Identification Surfaces defined in FAR Part 77 as well as the 40:1 departure surfaces. The findings of this task will be incorporated in the development of the ALP. The RS&H Team will identify and report any object penetrating a Part 77 surface and include the following:

- CAD file containing Part 77 surfaces and obstruction points
- Excel Spreadsheet (corresponding to CAD File) containing Part 77 obstruction points, coordinates, elevations and other attribute data
- Trees within woodlots will be shown on 100 foot grids; the highest tree within each 100 foot cell will be reported

Task 6.3.6- Runway and NAVAID Surveys
The RS&H Team will collect and submit runway elevation profiles for all runways according to the standards of AC 150/5300-18b at no more than 10-foot intervals. Profiles will be measured along the runway centerline and at 10-foot offsets left and right to accommodate Part 139 certification requirements.

All Navigational Aids associated with the airport will be located, documented, and surveyed in accordance with AC-150/5300-18B. All Runway and NAVAID survey data will be formatted into the appropriate FAA Airports-GIS/18B format and combined into the GIS deliverable with the Planimetric/Topographic Mapping & Airspace data.

Task 6.3.7 Collect ALP Mapping Data
Utilizing the geo-referenced digital imagery, photographic stereo pairs will be oriented for compilation/data collection on digital photogrammetric workstations.

All deliverables listed below are projected to be delivered to AMA and the FAA within six months of the aerial photography having been flown.

ALP mapping will be produced for the airport property and 2 foot contours will be produced for an area extending 3,000 feet from the end of each runway. Obstruction mapping will occur for all surfaces identified in AC 150/5300-18b plus any additional Part 77 surfaces that have been required and the 40:1 Departure Surfaces. Digital Orthophotography will be produced for the entire area of the airport surfaces and a second orthophoto from a lower flight altitude will be produced for the airport property.

Based upon the final survey report and supporting data, the RS&H Team will develop a summary report of the location of obstructions and their location. The report will include a graphic illustration to scale of the location of obstructions within the survey area in a format that identifies the airport property line.

All mapping data will be formatted into a CAD deliverable, adhering to a CAD Standards as specified by the Airport. This base-map will serve to provide data necessary for updating ALP drawings and other engineering needs at AMA.

Task 6.3.8-9 Airports GIS Formatting and GIS Attributes Completion
To meet the FAA Airports-GIS Program requirements for Airport Airspace Analysis projects, obstruction/obstacle data, runway data, and NAVAID data will be formatted compliant with the GIS formatting specifications outlined in AC 150/5300-18B, Chapter 5.

Full attribution is not included in this scope of services and only information identified in Section 6.3 for 150/5300-18B-Change 1, Table 2-1 "Survey Requirements Matrix" for columns Airport Obstruction Chart, Instrument Procedures Chart, and Airport Layout Plan.

Task 6.3.9 Summary of Information for ALP Set

All photogrammetric mapping conducted under this project will be supervised by a Certified Photogrammetrist and all land surveying will be supervised by a surveyor licensed in the state of Texas.

The following is a summary of the specific tasks to be completed:

- Aerial imagery for obstruction analysis and ALP mapping
- AGIS setup and plans
- Obstruction surveying (limited to limits of data collected)
- Airport control validation
- Imagery control and check point survey
- Runway survey
- NAVAID's survey with data attribution
- Obstruction identification for 18b vertically guided surfaces with data attribution
- One foot pixel digital Orthophotography for the entire analysis area
- Six inch pixel digital Orthophotography of the airport property
- Two 40-inch square paper photographic enlargements of the airport property
- Final survey report and supporting data
- Additional obstruction analysis for Part 77 surfaces, TSS, and GQS
- ALP mapping, 100' scale with 2' contours exclusive of AGIS data attributing which will not be provided.
- Appendix 'A' ALP Review Checklist per ARP SOP 2.00

Task 6.4 Airport Building Naming and Numbering Convention

The existing building naming and numbering convention will be reviewed and updated. A separate stand-alone exhibit will be provided to the Airport as part of this update process to collaboratively review with Airport Staff. Up to three alternatives will be presented to the Airport for consideration.

Task 6.5 Airport Layout Plan FAA Checklist / Reviews / Deliverables

An FAA ALP Review Checklist will be completed consistent with FAA ALP Checklist SOP 2.00, dated October 1, 2013, to accompany the ALP drawings as part of the sponsor and agency review process. The FAA ALP Checklist will document completion of mandatory items, and Sponsor's concurrence with key decision-making in arriving at the developments as depicted on the ALP drawings, including supporting attachments. The FAA ALP Checklist will be signed by the Airport Sponsor prior to submitting the ALP Drawings for FAA Airspace Review.

The RS&H Team will submit the 'draft' core ALP drawings (Data Sheet, Existing ALP, Future ALP, airspace sheets, and Exhibit A) to the Sponsor for preliminary review, and to FAA for concurrence with overall planning recommendations. Following acceptance, the 'final draft' ALP set will be submitted to the FAA for formal review and airspace. Any changes or modifications to the ALP resulting from the completion of development projects during the FAA review process will be noted by 'revision', and filed for record-keeping purposes. Once approved by FAA, the 'final' ALP will be transmitted to the Sponsor for signatures and final distribution.

ALP Drawing Deliverables:	**Airport Sponsor**	**FAA**
Preliminary ALP (Existing Conditions)	3 Paper Copies	--
Preliminary ALP (Sheets 2, 3, 4, 16, 17, and 20)	3 Paper Copies	1 Paper Copy
Final Draft ALP Drawing Set/FAA Review	3 Paper Copies	1 Paper Copy
Final Draft ALP Drawing Set/FAA Airspace	3 Paper Copies	1 PDF
Final ALP Drawing Set *	3 Paper Copies	8 Copies
Master Final ALP Drawing Set (pdf file) *	3 Paper Copies	1 Copy

Task 6	**On-Site Meetings and Deliverables**
On-Site Meetings:	None
Deliverables:	Preliminary ALP Sheet – Drawing Layout and Format Preliminary Core ALP Sheets: Preliminary Land Use Plan/RPZ Plan Draft ALP Drawing Set - Initial FAA Review Final Draft ALP Drawing Set – Final FAA Review Final Draft ALP Drawing Set – Final FAA Airspace Final ALP Drawing Set Master Final ALP Drawing Set (pdf file) Building Name/Numbering

TASK 7 CAPITAL IMPROVEMENTS PROGRAM (CIP) PHASING

Financial considerations will play an important part in the identification of a preferred program for AMA. This task will include the development of rough-order-of-magnitude project costs for input into the Airport's Capital Improvement Program (CIP)

Task 7.1 **Capital Improvements Program Input**

Input for the Capital Improvements Program (CIP) will provide guidance for future implementation of projects. These initial steps for an implementation plan will consider the demand-driven need for facilities according to the Facilities Requirements and other previous chapters of the airside and facility plan, and will provide the Airport with information for the Airport's long-term capital development program. This task will incorporate the Airport's current CIP and develop a basic master schedule for the major projects added by the updated master plan, including the preparation of rough-order-of-magnitude costs for projects identified in the airside and facility plan update.

Trigger levels for each CIP project added from master plan analysis will be identified. For CIP projects incorporated from the existing Airport CIP and are not updated by the master plan, the trigger level will be identified as being funding availability per the Airport CIP.

Task 7.2 **CIP Annual Updates and Review**

Consultant shall develop and/or update project programming parameters including initial individual project descriptions, cost estimates, sources of potential funding, and prospective phasing for capital improvement program (CIP) projects added as a result of the master planning effort as well as O&M projects and other projects already identified by the Airport. While the majority of this work will be included into a revised CIP for AMA, some of this work will be miscellaneous cost, schedule, and/or budget support for

individual projects. Consultant shall assist Airport to recommend and implement process improvements for annual Capital Budget development and on-going management of projects and reporting.

Task 7.3. **Prepare Working Paper No. 5**
Working Paper No. 5 would be developed summarizing findings. It will include appropriate tables, graphs, and exhibits.

Task 7	**Financial Plan and Capital Improvements Program (CIP) Input**
On-Site Meetings:	The RS&H Team will meet twice with Airport Staff specifically for the purpose of discussing financial plan issues; and project descriptions and CIP annual processes. Travel associated with these meetings will be 2 people/2 days.
Deliverables:	Draft Financial Plan Chapter *(8 ½ x 11, Color, Maximum 50 pages, PDF)*

TASK 8 RATE MODEL AND AIRLINE LEASE DEVELOPMENT

As part of the Master Planning process, the RS&H Team will need to create a cost center based cost recovery model for building rates and charges, as one does not exist at AMA today, and to incorporate the methodology into an amended and restated lease agreement. Further, the Team will address the revenue, expense, cost center and allocation items that will put AMA in line with best industry practices for similarly-sized airports. The intention will be to simplify the model for airport senior staff transparency and to address the airport's financial risk profile. Subsequently, negotiations with the airlines to adopt the new methodologies and lease agreement will need to occur.

The following assumptions are relevant for this specific task:

Assumptions:

1. FY2015 budget revenue and expenses will be the basis for inputs into a rate model to accomplish the change in methodologies. All cost centers and allocations to cost centers will be addressed. It is assumed that AMA can provide all of the information required and that forecasts of traffic and financial inputs will be based on assumptions over current budget FY2015. The deliverable will be a financial tool for AMA to use for current rates and charges as well as the template for forecasting FY16 budget scenarios. A comparison of current and projected rates will be developed in order to answer expected airline questions.

2. The Consultant will modify AMA's Lease and Airport Use Agreement to include the new methodologies, categorization of space, and update the agreement to include industry "best practices" business terms. Airport management will have final approval on what changes will be incorporated. It is not anticipated that the airport will significantly change legal, environmental, or risk/insurance language, although each will be reviewed and addressed. The deliverable will be an amended and restated document.

3. The Consultant will conduct up to three in-person meetings under this scope of services:
   a) Kickoff meeting with Airport Staff to review goals and objectives, discuss financial methodology changes and impacts, and review agreement change needs.
   b) An initial meeting with airlines to walk through the first draft agreement and present the financial model.
   c) Follow-up negotiation meeting with airlines to resolve comments or issues with changes.

4. The Consultant and AMA intend to present the model and agreement, and discuss the changed elements primarily. Additional benchmarking research or a significant variety of alternative model simulations is not included in this scope of work.

The following subtasks will be completed as part of this effort:

Task 8.1 **Kickoff Meeting**

A kickoff meeting with be held for this effort with the Airport Staff and the RS&H Team. Prior to the kickoff, requested airport documents would be provided to Trillion for review, including:

- Discussion of goals and objectives for airport staff and project
- Overview of current rates and current agreement; preview of alterations and impacts
- Discussion of AMA financial picture and upcoming capital project(s) during term of the lease.

Task 8.2 **Develop Airport Financial Model**

The RS&T Team will build upon the financial plan completed in the previous task and build an airport financial model for the Airport that utilizes a modified residual airfield and terminal commercial compensatory or modified residual methodology. This would include a reclassification of space and development of a revenue / expense allocation, and the following components:

- Utilize current AMA budget and overlay proper methodology changes.
- Apply cost center approach with industry standard allocations adjusted to actual utilization experienced in AMA.
- Apply applicable allocations to cost centers.
- Use current budgeted fiscal year data as the basis
- Project FY16 going forward for forecasting correlated with air service forecasts
- Identify discretionary revenue offsets to cost centers and reserves as identified
- Prepare sensitivities to show subsidized landing fee / rent reductions over time
- Compare current financials with projections, by airline

Task 8.3 **Develop Airline Lease Template**

The RS&H Team will incorporate draft lease language into the AMA lease template, including the following:

- Update terms and conditions to industry standard based on AMA comments and goals.
- Incorporate business methodology provisions into the agreement
- Revise definitions.
- Identify revisions needed on space exhibits.

A conference call with Airport Staff and the RS&H Team will be held to discuss assumptions and any modifications to model / lease. Revisions to model and agreement

will be completed and distributed to Airport Staff and others as appropriate for approval of final draft. Upon approval of the final draft, the lease template will the distributed to the airlines for review and appropriate routing. A meeting in Amarillo will be scheduled with the airlines to go over model and lease. Any revisions to draft agreement, if any, based on meeting will be addressed. The lease will subsequently be reviewed by airlines' internal department review process, presumable by legal, environmental and risk/insurance.

The RS&H Team will meet (or conduct a conference call) with Airport Staff to discuss any requested changes or revisions provided by the airlines. A final version of the airline agreement will be provided, along with a request for execution. This will include a letter regarding non-signatory status. A skeleton Operating Agreement will also be developed and provided to Airport Staff to utilize for affiliates such as flying partners and ground handlers.

Task 8.4 Deliverables

The following deliverables and meetings will be conducted in support of this task.

Task 7	Rate Model and Airline Lease
On-Site Meetings:	The RS&H Team will meet three times with Airport Staff and the airlines (when appropriate) in support of developing the airline lease agreement.
Deliverables:	Draft and Final Airline Lease Template *(8 ½ x 11, Color, PDF)*

TASK 9 ENVIRONMENTAL OVERVIEW

The environmental analysis conducted as a part of this Master Plan will be a key component during implementation of the selected alternative. It will set the stage for future required environmental permits and will outline the key issues to be addressed in subsequent National Environmental Policy Act (NEPA) documentation required for plan implementation. Following are the goals of this element:

- Ensure that "commensurate weight" is given to environmental factors in the identification and selection of master planning alternatives.
- Identify the major environmental issues of concern regarding regulatory requirements (at all levels) and community acceptability.
- Provide the Airport with a program to address the identified environmental constraints in a manner that helps protect the environment while enhancing the Airport's ability to proceed with needed improvements.

Task 9.1 Identify Areas of Potential Environmental Impact

FAA Order 5050.4B will be used as a baseline to identify areas of potential environmental impact. There are 24 environmental components/areas to be addressed. Current and pending federal, state, regional, and local environmental regulations that apply to the Airport area will be addressed. Any known elements of the revised FAA guidelines will be incorporated, including, but not limited to, cultural resources, waters of the U.S., including wetlands, hazardous materials and adverse impact to low income and minority neighborhoods, as applicable.

The environmental data gathering task (during the inventory phase) will be derived from existing Airport documents and available reports prepared by the City of Amarillo, or other federal, state, and local agencies. Data will be gathered from various federal, state, and local agencies' web-based applications, such as EPA's NEPAssist and USFWS's iPaC. Information relating to the location of on-airport stormwater management, and fuel storage and transmission facilities will be obtained from the utilities inventory task. Additional information in specific impact categories may be obtained as described in the following task.

The product of this task will be a map of on-airport environmental constraints for use in determining the suitability of areas for potential airport development projects. Environmental constraints of identified acquisition areas will be mapped as allowed by the availability of data. It should be noted that noise contours will not be developed as part of the Environmental Overview or Master Plan Update.

Task 9.2 **Prepare Working Paper No. 6**
A draft working paper, describing the Environmental Overview will be developed summarizing findings. It will include appropriate tables, graphs, and exhibits.

Task 9	**Environmental Overview**
On-Site Meetings:	The RS&H Team will meet with Airport Staff and conduct on-site reviews of certain environmental categories, during the Inventory Task.
Deliverables:	Draft Environmental Overview Chapter *(8 ½ x 11, Color, Maximum 50 pages, PDF)*

TASK 10 RECYCLING, REUSE AND WASTE REDUCTION PLAN

In addition to the analysis of facilities detailed in other tasks, an evaluation that compares the benchmarked activities identified in the Inventory Section and forecast of resource consumption in the Forecast Section, against the goals and intent of FAA Guidance issued in the form of a memorandum on September 30, 2014, the following items will be completed (in accordance with the guidance as summarized in the subtasks described below) and included in the Airport's Recycling, Reuse, and Waste Reduction Plan (RRWRP).

Task 10.1 **Assess Current Program and Develop RRWRP**
This RRWRP will be included as Appendix A to the Master Plan. The following represent sections from the FAA Guidance that are identified for inclusion in and will be addressed based upon current and future plans existing by the Airport or within the community.

- Facility Description and Background
- Waste Audit
- Review of Recycling Feasibility
- Operational and Maintenance Requirements
- Review of Waste Management Contracts
- Potential for Cost Savings or Revenue Generation
- Plan to Minimize Solid Waste Generation

This document will build upon existing City/Airport programs currently in place, and will be submitted as a separate, stand-alone document to the FAA Environmental Specialist for their review and approval. Comments received from the FAA will be considered in the final report, as a separate stand-alone document contained in Appendix A to the Master Plan.

Task 10.2 **Prepare Working Paper No. 7**
Working Paper No. 7 would be developed summarizing findings. It will include appropriate tables, graphs, and exhibits.

Task 10	Recycling, Reuse, and Waste Reduction Plan
On-Site Meetings:	The RS&H Team will meet twice with Airport Staff specifically for the purpose of discussing recycling and reuse plan issues during other schedule trips, or via conference calls.
Deliverables:	Draft RRWRP, as Appendix A *(8 ½ x 11, Color, Maximum 100 pages, PDF)*

TASK 11 AIRPORT MEETINGS AND PUBLIC OUTREACH

The Master Plan process will include a series of presentations that correspond to key milestones in the planning process. In addition, there will be a limited program of public outreach to identify airport plans and obtain public input.

To assist in the development of the Master Plan, a Project Advisory Committee (PAC) will be identified in conjunction with AMA Airport Staff to oversee development of the Master Plan. It is anticipated that there will be five meetings of the PAC.

In addition to the five presentations, two Public Information Meetings will be held. Public Information Meetings will be held the day following a PAC meeting.

These meetings will occur at the following times during the Master Plan process:

1. Kickoff – The initial meeting will provide an orientation for the PAC to the Master Plan process and schedule, and initiate the inventory portion of the study. (During the same trip, the inventory will be collected, including tenant interviews. Per Task 1, travel involves 3 persons/3 days each.

2. Forecasts and Facility Requirements -- This step consists of two meetings to be held on consecutive days, depending upon scheduling. Per Task 3, travel involves 3 persons/2 days each.

    a. Once the aviation forecasts are complete and the needs for future facilities have been assessed, The RS&H Team will present findings to the PAC.

    b. An initial Public Information Meeting will be held to acquaint the public with the Master Plan process and solicit feedback. The Public Information Meeting will be advertised in the local newspaper and on the Airport's website. This meeting will consist of a brief presentation followed by an informal, walk-through display of informational boards showing the key points of the Master Plan process. The

public will have the opportunity to ask questions and discuss issues of interest with representatives of the Airport and the RS&H Team. The public will also have the opportunity to make written comments at a comment table located in the meeting room. In conjunction with Airport staff, the RS&H Team will prepare all graphic displays and coordinate the advertisement, scheduling and location of the meeting. The RS&H Team will also supply sign-in sheets, comment forms and any requested leave-behind informational materials for the public. It is recommended that the Public Information Meeting be held from 5-7 p.m. in an effort to accommodate the public's diverse work schedules.

3. Alternatives – The third meeting with the PAC will present alternatives schemes for implementing needed facility requirements with the implications for each. The expectation for this meeting is a consensus for the direction of the preferred alternative. Per Task 4, travel involves 2 persons/2 days each

4. Master Plan Recommendation – This meeting period also includes two parts -- involving a presentation to the PAC as well as the second public outreach session; meetings will be planned for consecutive days. The presentation to the PAC will present the preferred concept and the 20-year plan for the Airport. A second Public Information Meeting held the following day and will present study recommendations to the public. The format of this meeting will be the same as the format used for the first Pubic Information Meeting. Per Task 5, travel includes 2 person/3 days each.

5. As part of Task 7- Capital Improvements Program (CIP) Phasing, one meeting will be held with Airport Staff. Travel for task includes 2 persons/1 day each.

6. As part of Task 14-Airport Rules and Regulations, meetings as described in Aviation Management Consulting Group proposal.

7. As part of Task 15-Airport Minimum Standards, meetings as described in Aviation Management Consulting Group proposal.

8. Final Presentation – A final presentation of the Master Plan will be made jointly to the PAC and Airport and/or City representatives (to be determined at a later time). Travel for this item involves 3 persons/2 days each.

Task 11	**On-Site Meetings and Deliverables**
On-Site Meetings:	Six Meetings including five presentations to the PAC and two Public Information Meetings for the public at large. In addition, there would be several on-site meetings with Airport Staff: • One meeting to discuss CIP issues; • Two meetings to discuss the Airport Rules and Regulations; and, • Two meetings to discuss Airport Minimum Standards.
Deliverables:	PAC and Public Information Meeting agenda. PowerPoint presentations. Two public workshops will be held consisting of advance public notice of time and location, a brief

	PowerPoint presentation, 4-6 Presentation Boards sitting on easels for discussion purposes during the meeting, and sign-in and comment sheets.

Task 12 – STUDY DOCUMENTATION

Study documentation will include draft chapters, draft and final technical documents, an abbreviated executive summary, and ALP sheets. To the maximum extent possible, meeting materials and draft documents will be distributed as electronic documents via email. Distribution of paper copies will be minimized. All final documents will be provided in electronic .pdf format.

- Draft Chapters - A preliminary draft chapter or working paper will be prepared during each task documenting the findings, analyses, and conclusions associated with each task. Each draft chapter will be submitted to the Airport for staff review and comment. A revised electronic draft, reflective of Airport Staff review and comments, will be produced and provided for review by working group members and various agencies as appropriate. Airport Staff and the RS&H Team will jointly review any comments and the RS&H Team will complete appropriate revisions.
- Meeting Packages – As background information for the Project Advisory Committee meetings, meeting packages will be developed and distributed to members. A meeting package is a collection of working papers that have been developed which constitute the information used by the RS&H Team to present findings. The Master Plan itself will include all seven working papers that will be developed during the course of the study as well as a reduced 11 x 17 version of the ALP set. The contents of Meeting Packages will consist of:
    - Package # 1 prior to the Forecasts/Facility Requirements Meeting
        - Working Paper # 1 – Inventory of Existing Conditions
        - Working Paper # 2 – Aviation Demand Forecasts
        - Working Paper # 3 – Demand/Capacity and Facility Requirements
    - Package #2 prior to the Alternatives Meeting
        - Working Paper # 4 – Alternatives
    - Package #3 near project conclusion
        - Working Pater # 5 – Capital Improvements Program (CIP) Phasing
        - Working Paper # 6 – Environmental Overview
- Technical Report - An introductory chapter will be prepared and the previously prepared draft chapters will be assembled into a single comprehensive document. The Draft Technical Report will be substantially complete, including text and graphics, as necessary to obtain Airport Staff approval and provision to the FAA for informational purposes. Final review comments will be addressed and a Final Technical Report will be prepared and distributed. Up to 5 paper copies of the final report will be printed and delivered to AMA.
- Executive Summary – An executive summary will be prepared for the Master Plan consisting of no more than 6-8 pages, illustrated and graphically-oriented.
- Airport Layout Plans Sheets – Reduced copies of the ALP sheets will be provided in the Technical Report. Full-size sheets will be provided at appropriate review points for distribution to AMA for informational purposes. Electronic files of all the will be provided in AutoCAD and .pdf formats.

Task 12	On-Site Meetings and Deliverables
On-Site Meetings:	None
Deliverables:	Draft and Final Technical Report, Reduced Airport Plan Sheets *(8 ½ x 11, Color, Maximum 350 pages, PDF); Executive Summary, Maximum 8 pages, PDF);* Final Airport Layout Plan Sheets *(Max 30 x 42, Color, 3 Sheets PDF and Hard Copy)*

TASK 13 PROJECT ADMINISTRATION AND COORDINATION

This task will include project coordination, project administration, and quality assurance/ quality control:

- Project Coordination – This task includes preparation for, leading and/or attendance (as appropriate), and follow-up tasks associated with coordination meetings, as necessary, including written meeting minute preparation and distribution. Also as part of this subtask will be coordination with the RS&H coordination with PAC.
- Project Administration – This includes job set-up, monthly progress/review reports, internal meetings, coordination with subconsultants, invoice review and project closeout.
- Quality Assurance / Quality Control (QA/QC) Reviews – This includes internal reviews and revisions of documents and drawings prior to submission to Airport Staff and other stakeholders.

The schedule for production of the AMA Master Plan Update is 18 months, exclusive of FAA review of the ALP set.

Task 13	On-Site Meetings and Deliverables
On-Site Meetings:	None
Deliverables:	Monthly invoices and progress reports

TASK 14 DRAFT AIRPORT RULES AND REGULATIONS

This task shall be in accordance with attached proposal provided by Aviation Management Consulting Group. The deliverable for the Draft Airport Rules and Regulations shall be submitted as "Working Paper No. 8".

TASK 15 AIRPORT MINIMUM STANDARDS

This task shall be in accordance with attached proposal provided by Aviation Management Consulting Group. The deliverable for the Airport Minimum Standards development shall be submitted as "Working Paper No. 9".

TASK 16 AIRFIELD PAVEMENT GEOMETRIC COMPLIANCE ASSESSMENT

Task 16.1 **Assess Current Airfield Layout**

In coordination with Airport Staff and the FAA, an airfield pavement geometric compliance assessment will be conducted. Although this will support the Master Plan Facilities Requirements assessment, this study will be completed at the onset of the Master Plan kickoff. Should the critical aircraft be defined later in the Master Plan that would require any revisions to this study, it will be addressed at the appropriate time.

This assessment will examine the existing airfield geometry and compare it to the recently updated AC 150/5300-13A. The existing taxiway system will be examined to reduce the potential for runway incursions through:

- Increasing pilot situational awareness
- Avoiding wide expanses of pavement
- Limiting runway crossings
- Avoiding "high energy" intersections
- Increasing visibility
- Avoiding "dual purpose" pavements
- Limiting/reducing indirect access.

Task 16.2 **Identify Non-Compliant Areas**

Upon completion of the comparison of existing conditions to current FAA guidance, the Consultant shall identify areas that are non-compliant. Research and coordination will be conducted on previous studies (such as Runway Safety Action Team, RSAT), or Letters of Agreements with the Air Traffic Control Tower/FAA that may affect the compliance.

Task 16.3 **Identify Rough Order-of-Magnitude Costs and Priorities**

Upon completion of the identification of non-compliant areas, the Consultant shall develop rough-order-of-magnitude costs to mitigate each non-compliant area. This general, high-level assessment will include a comparison and prioritization along with the concurrent Pavement Condition Index Survey, providing an overall, holistic approach to identifying the sequencing of priorities based on pavement condition and FAA geometric compliance.

Task 16.4 **Prepare Working Paper No. 10**

Working Paper No. 10 would be developed summarizing the process and presenting the non-compliant areas, rough costs and priority comparison to pavement condition. This document will be a separate, stand-alone document.

Task 16	Airfield Geometric Compliance Assessment
On-Site Meetings:	The RS&H Team will meet twice with Airport Staff specifically for the purpose of airfield geometric compliance (concurrent with otherwise scheduled meetings throughout the Master Plan). No separate travel is anticipated for this task.
Deliverables:	Draft and Final Minimum Standards, as Appendix D *(8 ½ x 11, 11x17 Color, Maximum 50 pages, PDF)*

ATTACHMENT A

RS&H ***Rick Husband Amarillo International Airport***
Master Planning Services - Summary

Typical Master Planning Tasks (AIP-Eligible)

Task	Description		% of MP Tasks
1	Study Design/Project Management Pre-Planning	$6,752	0.82%
2	Inventory of Existing Conditions	$35,588	4.34%
3	Aviation Demand Forecasts	$31,526	3.85%
4	Demand/Capacity and Facility Requirements	$38,825	4.74%
5	Identification and Evaluation of Alternatives	$71,072	8.67%
6	Airport Layout Plan Sheets	$340,818	41.60%
7	Capital Improvements Program (CIP) Phasing	$36,607	4.47%
9	Environmental Overview	$23,217	2.83%
10	Recycling, Reuse and Waste Production Plan	$37,883	4.62%
11	Airport Meetings and Public Outreach	$75,016	9.16%
12	Study Documentation	$37,429	4.57%
13	Project Administration and Coordination	$31,490	3.84%
16	Airfield Pavement Geometric Compliance Assessment	$22,639	2.76%
	Expenses	$30,412	3.71%
	SUB-TOTAL	$819,274	100.00%

Additional Master Planning Tasks (Non-AIP-Eligible)

Task	Description	
8	Rate Model and Airline Lease Development	$55,208
14	Draft Airport Rules and Regulations	$38,496
15	Airport Minimum Standards	$40,584
	SUB-TOTAL	$134,288

SUMMARY	
Typical MP Tasks (FAA-Eligible)	$721,274
Additional MP Tasks (FAA-Eligible, i.e. Exhibit A Boundary Survey)	$98,000
Additional MP Tasks (Non-FAA-Eligible)	$134,288
	$953,562

ATTACHMENT A

RS&H

AMA AIRPORT MASTER PLAN PROJECT FEE

RS&H Task #	Project Scoping Title & Task Description	RB Project Officer $287.00	AO Project Manager $261.00	JE Senior Planner $177.00	DS Intern Planner $92.00	BW Senior Env. Planner $290.00	GL Senior Planner $258.00	DA Env. Planner $170.00	NG Senior Engineer $220.00	CS Engineer $94.00	AL CAD/GIS Technician $87.00	MO Admin. Assistant $75.00	TOTAL
1.0	**Study Design/Project Management Pre-Planning**												
1.1	Project Management Plan	2	8	4	16				8			2	40
	TOTAL HOURS	2	8	4	16	0	0	0	8	0	0	2	40
	TOTAL DIRECT LABOR $	$574	$2,088	$708	$1,472	$0	$0	$0	$1,760	$0	$0	$150	$ 6,752
2	**Inventory of Existing Conditions**												
2.1	Review of Existing Planning Information and On-Going Studies		8	4	16								28
2.2	Update Existing Data Base												
2.2.1	Inventory of Airside Facilities		4	4	20					4	8		40
2.2.2	Inventory of Terminal and Landside Facilities		2	2	8					4			16
2.2.3	Inventory of Airport Access		4	4	8					4			20
2.2.4	Inventory of General Aviation Facilities		4	4	16					4			28
2.2.5	Inventory of Cargo Facilities		2	2	12								16
2.2.6	Inventory of Support Facilities		2	2	12								16
2.2.7	Environmental Conditions					2		12					14
2.2.8	Inventory of Data Supporting Recycling Plan		2			4		12					
2.3	Prepare Working Paper No. 1	2	4	12	24				4	4	8		58
	TOTAL HOURS	2	32	34	116	6	0	24	4	20	16	0	254
	TOTAL DIRECT LABOR $	$574	$8,352	$6,018	$10,672	$1,740	$0	$4,080	$880	$1,880	$1,392	$0	35,588
3	**Aviation Demand Forecasts**												
3.1	Historical Aviation Activity		4		8								12
3.2	Forecasts of Aviation Activity - Base Growth Scenario		4	8	16		16						44
3.3	Forecasts of Aviation Activity - Scenario Forecast		2	2	12		4						20
3.4	Coordination of Forecasts with FAA		2	2									4
3.5	Derivative Forecasts		4	8	16		16						44
3.6	Prepare Working Paper No. 2	2	4	8	12		20		2				48
	TOTAL HOURS	2	20	28	64	0	56	0	2	0	0	0	172
	TOTAL DIRECT LABOR $	$574	$5,220	$4,956	$5,888	$0	$14,448	$0	$440	$0	$0	$0	$31,526
4	**Demand/Capacity and Facility Requirements**												
4.1	Airfield Demand/Capacity Analysis			4	8					4	8		24
4.2	Airfield Facility Requirements		2	8	24				2				36
4.3	Commercial Passenger Terminal Facility Requirements		1	4	8				2		4		19
4.4	Landside Access, Circulation and Parking Requirements		4	12	32		4			8	8		68
4.5	Air Cargo Facility Requirements		1	4	6					2	4		17
4.6	General Aviation Facility Requirements		4	10	24					4	6		48
4.7	Support Facilities		1	2	8						4		15
4.8	Prepare Working Paper No. 3	2	4	16	36		8		2		8		
	TOTAL HOURS	2	17	60	146	0	12	0	6	18	42	0	303
	TOTAL DIRECT LABOR $	$574	$4,437	$10,620	$13,432	$0	$3,096	$0	$1,320	$1,692	$3,654	$0	$38,825
5	**Identification and Evaluation of Alternatives**												
5.1	Evaluation of Highest and Best Land Use	2	2	4			4		2				14
5.2	Identification of Alternatives												
5.2.1	Airfield		2	8	12		4			8	8		42
5.2.2	Terminal	1	1	2	4				1		8		
5.2.3	Access, Parking and Rental Car		2	4	8					4	12		30
5.2.4	General Aviation		2	4	12						12		30
5.3	Evaluation of Alternatives	2	20	34	64		4	6	4	4	60		198
5.4	Selection of the Preferred Alternative	4	4	20	56		4		4		20		112
5.5	Prepare Working Paper No. 4	2	8	16	26		8		2		30		92
	TOTAL HOURS	11	41	92	182	0	24	6	11	16	150	0	533
	TOTAL DIRECT LABOR $	$3,157	$10,701	$16,284	$16,744	$0	$6,192	$1,020	$2,420	$1,504	$13,050	$0	71,072

ATTACHMENT A

RS&H

AMA AIRPORT
MASTER PLAN
PROJECT FEE

RS&H Task #	Project Scoping Title & Task Description	RB Project Officer $287.00	AO Project Manager $261.00	JE Senior Planner $177.00	DS Intern Planner $92.00	BW Senior Env. Planner $290.00	GL Senior Planner $258.00	DA Env. Planner $170.00	NG Senior Engineer $220.00	CS Engineer $94.00	AL CAD/GIS Technician $87.00	MQ Admin. Assistant $75.00	TOTAL
6	**Airport Layout Plan Sheets**												
6.1	**Airport Layout Plan Set**												
	Coversheet (Title and Approval Sheet)												0
	Airport Data Sheet (with Approval Block)			2	10						24		36
	Airport Layout Plan		6	12	8		4				80		110
	Airport Airspace Drawing - Conical Surface Plan View			2	4		1				24		31
	Airport Airspace Drawing - Extended Approach Runway 4 and 4R Plan			1	4						32		37
	Airport Airspace Drawing - Extended Approach Runway 22 and 22L Plan			1	4						32		37
	Airport Airspace Drawing - Extended Approach Runway 13 Plan and Profile			1	2						24		27
	Airport Airspace Drawing - Extended Approach Runway 31 Plan and Profile			1	2						24		27
	Airport Airspace Profiles - Runway 4/22				2						32		34
	Airport Airspace Profiles - Runway 4R/22L				2						24		26
	Runway 4 Inner Portion of the Approach Surface Plan & Profile			2	2		1				32		37
	Runway 22 Inner Portion of the Approach Surface Plan & Profile			1	2						24		27
	Runway 13 Inner Portion of the Approach Surface Plan & Profile		1	1	2						24		28
	Runway 31 Inner Portion of the Approach Surface Plan & Profile			1	2						24		
	Runway 4R Inner Portion of the Approach Surface Plan & Profile			1	2						24		
	Runway 22L Inner Portion of the Approach Surface Plan & Profile			1	2						24		
	Runway 4 & 4R Departure Surface Plan & Profile			2	2		1				32		
	Runway 22 & 22L Departure Surface Plan & Profile		2	1	2						24		29
	Runway 13 Departure Surface Plan & Profile			1	2						24		
	Runway 31 Departure Surface Plan & Profile			1	2						24		
	Terminal Area Plan			2	4		1				20		
	East Development Area Plan			2	4		1				20		
	North Development Area Plan			2	4		1				20		
	Airport Land Use Drawing		2	4	4		2				24		
	Airport Property Map / Exhibit "A"		2	4	40	12	4				32		94
	Exhibit 'A'		2	8	4		2				32		48
													0
	Note: Drawings prepared from new surveyed aerial/mapping.												
	Note: Exhibit 'A' developed from new boundary survey												
6.2	Preparation of Exhibit 'A' - See Quantum												0
6.3	Aerial Photography and Survey - Quantum		1	4	12	2	6			4	8		37
6.4	Airport Building Naming and Numbering Convention		1	4	8						16		29
6.5	**Airport Layout Plan FAA Checklist/Reviews/Deliverables**												
	Preliminary Draft ALP Sheet (Existing Conditions)		2	4	2		2		1		8		19
	Preliminary Draft ALP Sheet	1	2	4	2		2		1		8		20
	Final Draft ALP Drawing Set - FAA Review		4	4	2		4		1		8		23
	Final Draft ALP Drawing Set - FAA Airspace		2	4	2		2		1		8		
	Final ALP Drawing Set	2	2	8	8		4		1		24		49
	Master Plan ALP Drawing Set (pdf file)	1	1	4	8		2		2		24		42
	TOTAL HOURS	4	30	90	162	14	40	0	7	4	804	0	1155
	TOTAL DIRECT LABOR $	$1,148	$7,830	$15,930	$14,904	$4,060	$10,320	$0	$1,540	$376	$69,948	$0	$ 126,056
7.0	**Capital Improvements Program (CIP) Phasing**												
7.1	Capital Improvements Program Input	8	16	8	4		4		16	8	4		68
7.2	CIP Annual Updates and Review	8	16	8	8		4		16	8	4		72
7.3	Prepare Working Paper No. 5	1	8	16	16		2		4		4		51
	TOTAL HOURS	17	40	32	28	0	10	0	36	16	12	0	191
	TOTAL DIRECT LABOR $	$4,879	$10,440	$5,664	$2,576	$0	$2,580	$0	$7,920	$1,504	$1,044	$0	$ 36,607

ATTACHMENT A

RS&H

AMA AIRPORT
MASTER PLAN
PROJECT FEE

RS&H Task #	Project Scoping Title & Task Description	RB Project Officer $287.00	AO Project Manager $261.00	JE Senior Planner $177.00	DS Intern Planner $92.00	BW Senior Env. Planner $290.00	GL Senior Planner $258.00	DA Env. Planner $170.00	NG Senior Engineer $220.00	CS Engineer $94.00	AL CAD/GIS Technician $87.00	MQ Admin. Assistant $75.00	TOTAL
8.0	**Rate Model and Airline Lease Development**												
	Trillion Aviation												
8.1-8.4	Rate Model and Airline Lease Development - See Trillion Aviation	2	8	2	8		2		2			8	32
	TOTAL HOURS	2	8	2	8	0	2	0	2	0	0	8	32
	TOTAL DIRECT LABOR $	$574	$2,088	$354	$736	$0	$516	$0	$440	$0	$0	$600	$ 5,308
9.0	**Environmental Overview**												
9.1	Identify Areas of Potential Environmental Impact		4	4	8	16		40			4		76
9.2	Prepare Working Paper No. 6	1	2	4	8	4	2	20	1		16		58
	TOTAL HOURS	1	6	8	16	20	2	60	1	0	20	0	134
	TOTAL DIRECT LABOR $	$287	$1,566	$1,416	$1,472	$5,800	$516	$10,200	$220	$0	$1,740	$0	$ 23,217
10.0	**Recycling, Reuse and Waste Production Plan**												
10.1	Assess Current Program and Develop RRWRP		4	8	40	8		60			24		144
10.2	Prepare Working Paper No. 7	1	8	16	20	4	2	40	1		16		108
	TOTAL HOURS	1	12	24	60	12	2	100	1	0	40	0	252
	TOTAL DIRECT LABOR $	$287	$3,132	$4,248	$5,520	$3,480	$516	$17,000	$220	$0	$3,480	$0	$ 37,883
11	**Airport Meetings and Public Outreach**												
	Airport Kick-Off / Site Visit-Reconnaissance		8	8					8				24
	Airport Meeting (Forecasts, Demand Capacity/Facility Requirements) and PAC		8	8	8								24
	Public Information Meeting	8	16	16	24				8		16	24	112
	Airport Meeting (Alternatives)		8	8					8				24
	Airport Meeting (Master Plan Recommendation) and PAC	8	8		16				8			16	56
	CIP Phasing	8	8						8				
	Airport Rules and Regulations / Minimum Standards		8	16			16						
	Airport Meeting (Wrap up Sponsor Presentation)	16	16	16			8		16		16	16	104
	TOTAL HOURS	40	80	72	48	0	24	0	56	0	32	56	408
	TOTAL DIRECT LABOR $	$11,480	$20,880	$12,744	$4,416	$0	$6,192	$0	$12,320	$0	$2,784	$4,200	$ 75,016
12	**Study Documentation**												
12.1	Draft Chapters		4	4	12						12	8	40
12.2	Meeting Packages		4	4	8							8	24
12.3	Technical Report	2	8	24	40		8				32	24	138
12.4	Executive Summary	1	4	24	16		8				8	16	77
12.5	Airport Layout Plans Sheets		2	2	4						4		12
	TOTAL HOURS	3	22	58	80	0	16	0	0	0	56	56	291
	TOTAL DIRECT LABOR $	$861	$5,742	$10,266	$7,360	$0	$4,128	$0	$0	$0	$4,872	$4,200	$37,429
13	**Project Administration and Coordination**												
13.1	Project Coordination	8	16		16						20	20	80
13.2	Project Administration		8	20	16						20	20	84
13.3	Quality Assurance / Quality Control (QA/QC) Reviews	8	2				16	16				4	46
	TOTAL HOURS	16	26	20	32	0	16	16	0	0	40	44	210
	TOTAL DIRECT LABOR $	$4,592	$6,786	$3,540	$2,944	$0	$4,128	$2,720	$0	$0	$3,480	$3,300	$31,490
14	**Draft Airport Rules and Regulations**												
14.1	Identify Goals and Objectives	2	4										6
14.2	Develop Draft Rules and Regulations		8	4									12
14.3	Prepare Working Paper No. 8		8	4	8		8		2		8	8	46
	TOTAL HOURS	2	20	8	8	0	8	0	2	0	8	8	64
	TOTAL DIRECT LABOR $	$574	$5,220	$1,416	$736	$0	$2,064	$0	$440	$0	$696	$600	$11,746

ATTACHMENT A

RS&H

AMA AIRPORT
MASTER PLAN
PROJECT FEE

RS&H Task #	Project Scoping Title & Task Description	RB Project Officer $287.00	AO Project Manager $261.00	JE Senior Planner $177.00	DS Intern Planner $92.00	BW Senior Env. Planner $290.00	GL Senior Planner $258.00	DA Env. Planner $170.00	NG Senior Engineer $220.00	CS Engineer $94.00	AL CAD/GIS Technician $87.00	MQ Admin. Assistant $75.00	TOTAL
15	**Airport Minimum Standards**												
15.1	Identify Goals and Objectives	2	12										14
15.2	Deveop Minimum Standards		8	4									12
15.3	Prepare Working Paper No. 9		8	4	8		8		2		8	8	46
	TOTAL HOURS	2	28	8	8	0	8	0	2	0	8	8	72
	TOTAL DIRECT LABOR $	**$574**	**$7,308**	**$1,416**	**$736**	**$0**	**$2,064**	**$0**	**$440**	**$0**	**$696**	**$600**	**$13,834**
16	**Airfield Pavement Geometric Compliance Assessment**												
16.1	Assess Current Airfield Layout		1	2	4				4	8	8		27
16.2	Identify Non-Compliant Areas	1	2	2	4				8	16	20		
16.3	Identify Rough Order-of-Magnitude Costs and Priorities	1							2	20			
16.4	Prepare Working Paper No. 10		2	16	20		4		8	16	8		74
	TOTAL HOURS	2	5	20	28	0	4	0	22	60	36	0	177
	TOTAL LABOR $	**$574**	**$1,305**	**$3,540**	**$2,576**	**$0**	**$1,032**	**$0**	**$4,840**	**$5,640**	**$3,132**	**$0**	**$22,639**
	MANHOURS	109	395	560	1,002	52	224	206	160	134	1,264	182	4,288
	TOTAL LABOR	$31,283	$103,095	$99,120	$92,184	$15,080	$57,792	$35,020	$35,200	$12,596	$109,968	$13,650	**$604,988**
													$ 604,988

	OTHER DIRECT NON-SALARY COSTS	Number of sets	Number per Set		Total Quantity	Unit Cost	TOTAL
	REPRODUCTION | ORDERS						
	ALP Drawings - Plot Size (Colored)	10	24		240	$ 8.00	$1,920
	Drawings - 11" x 17" Size (Colored)	10	24		240	$ 0.36	$86
	Working Paper | Reports | FAA Checklist (Color)	10	30		300	$ 0.18	$54
	Working Paper | Reports | FAA Checklist	10	400		4000	$ 0.18	$720
	Final Documents, Production	10	1		10	$ 75.00	$750
	POSTAGE | DELIVERY						
	Large Package Deliver (Drawings)				12	$ 26.00	$312
	Package Deliver (Reports)				10	$ 8.00	$80
	TRAVEL (PRIME)						
	Airfare (Individual Trips)(Three Weeks Advance Purchase)				24	$ 700.00	$16,800
	Car Rental (Rental Days)				30	$ 75.00	$2,250
	Personal Vehicle (Miles)					$ 0.50	$0
	Lodging (Nights)				30	$ 140.00	$4,200
	Per Diem (Days)				54	$ 60.00	$3,240
	OTHER						
	TOTAL: DIRECT EXPENSES						**$30,412**
	SUBCONSULTANT COST ESTIMATES						
Quantum	**Task 6.2 and 6.3 Aerial, Digital Ortho Imagery, Obstruction Survey; Ground Survey**						**$116,762**
	Task 6.2 Exhibit A Boundary Survey						**$98,000**
Trillion Aviation	**Task 8 - Financial Plan**						**$49,900**
AMCG	**Tasks 14 and 15**						**$53,500**
	TOTAL: SPECIALITY SUBCONSULTANTS						**$318,162**
	TOTAL LUMP SUM FEE						**$953,562**

Quantum Spatial, Inc. – 45180 Business Court, Suite 800, Dulles, VA 20166 – Ph. 703-471-4510 – www.quantumspatial.com

April 14, 2015

Ms. Amanda O'Krongley, CM
Regional Planning Service Group Leader
RS&H
13750 San Pedro Ave, Suite 300
San Antonio, TX 78232

Project: Aeronautical Obstruction Survey – Rick Husband Amarillo International Airport (AMA)

Dear Ms. O'Krongley,

This summary of work describes our understanding of the scope of work and services required for a Airport Layout Plan update and aeronautical obstruction survey at the Rick Husband Amarillo International Airport (AMA) located in Amarillo, TX. The project will be done in compliance with AGIS policies and will include an airport airspace analysis for vertically-guided operations for Runways 4/22 and 13/31. The Advisory Circulars identified below detail the data collection requirements and accuracies for the project and the verification process by the Federal Aviation Administration (FAA) and the National Geodetic Survey (NGS).

- AC 150/5300-16A "General Guidance and Specifications for Aeronautical Surveys: Establishment of Geodetic Control and Submission to the National Geodetic Survey."
- AC 150/5300-17C "Standards for Using Remote Sensing Technologies in Airport Surveys."
- AC 150/5300-18B "General Guidance and Specifications for Aeronautical Surveys: Airport Survey Data Collection and Geographic Information System Standards."

Summary of Work

We understand that the purpose of this project is to accomplish FAA Airport Airspace Analysis Survey for all surfaces defined in FAA Advisory Circular 150/5300 - 18B: Section 2.7.1.1 Runways with vertical guidance. This is inclusive of 2.7.1.1.1 through 2.7.1.1.7

For this project, we will acquire new vertical stereo aerial photography at a nominal scale of 1"=1,905' for obstruction surface areas and 1"= 508' for the airport property. The aerial photography will cover all of the VG Airspace Analysis surfaces using a Zeiss Z/I Digital Mapping Camera (DMC) during leaf-on conditions.

From the 1"=1,905' aerial photography, we will produce the following:

- Limited landmark feature planimetric mapping
- Color digital orthophotos with a 1.0' pixel resolution (VG)
- Identification and mapping of obstruction obstacles for all of the VG surfaces

From the 1"=508' aerial photography, we will produce the following:

- 100 scale mapping with 2' contours of the existing airport property (3,775 acres)
- Identification and mapping of obstruction obstacles for the VGRPS, VGPCS & VGPS surfaces
- Color digital orthophotos with a 0.5' pixel resolution of the airport property

Quality Standards

The project has been designed to conform to the National Map Accuracy Standards for 1"=100' scale planimetric feature collection, two foot contours and twelve inch orthophoto production. In addition, we insure that the photogrammetric mapping will meet all FAA and NGS standards. We will exercise reasonable care and will conform to the standards of practice ordinarily used by the photogrammetric profession.

Project Area

The project area encompasses all of the Rick Husband International Airport inclusive of the obstruction surfaces as defined in AC 150/5300-18B.

Control Surveying

The aerial photography will be completed with ABGPS control which will be used for the base control for the geo-referencing of the aerial imagery. Quantum Spatial will process the ABGPS data using COR stations and reference it to the project control datums:

Horizontal: North American Datum of 1983/2011 (NAD 83(2011)), in the Texas State Plane Coordinate System, North Zone in US survey feet.
Vertical: North American Vertical Datum of 1988 (NAVD 88)

QSI will complete all of the remaining on-site ground control surveys, including:

- Geodetic control validation of the existing airport PACS and SACS stations or establish temporary airport control according to the guidelines established in AC 150/5300-16A
- Obtain all necessary ground control photo identifiable control check points required to validate the ABGPS control.
- Control of all the airport runway end positions
- Collection of vertical profiles for all runways
- Collection of the position, elevation, and where required the appropriate navigational aid perpendicular point of all electronic and visual navigational aids (NAVAIDS) located on the airport and associated with any current instrument approach servicing the airport
- Control for any obstruction obstacles or airport planimetric features that cannot be collected by photogrammetric methods
- Complete map checks for feature attribute data and update the final map file attribution
- All other tasks, not specifically listed above, as outlined in FAA AC-18B, Table 2-1 "Survey Requirements Matrix for Airport Obstruction Charts."\
- Boundary Survey for Exhibit A

QSI will develop and deliver the Survey & Quality Control Plan, Imagery Plan and Final Reports.

Orthophoto Mapping

We will use the control solution and the digital imagery to generate a Digital Elevation Model (DEM) for the VG surfaces. The aerial scans will be processed into color digital orthophotos using the aforementioned DEM to rectify the images. Orthophotos for the entire project area will be developed with a 1.0' pixel resolution and be delivered in a GeoTIFF file format via external hard drives. Orthophotos for the airport property will be developed with a 0.5'' pixel resolution and be delivered in a GeoTIFF file format via external hard drives.

VGA Obstruction Surveys

For the VGA Obstructions Surfaces our production personnel will satisfy the following requirements of the AC 150/5300-18B:

- 2.7.1.2 Analysis of Runways 4/22 and 13/31 with Vertically Guided Operations
  (Surfaces include the VGRPS, VGPCS, VGAS, VGPS, VGATS, VGHS and VGCS)

The specific types and quantities of obstructions for each surface are outlined and clearly defined for the particular surface in each circular section. Any obstructions that meet the requirement of the circular, but are of a nature that elevations at the highest point of the obstruction are virtually impossible to read through photogrammetric methods (cell tower, electrical tower, etc.), will be identified and relayed to the surveyor to initiate field surveyed elevations for the obstruction.

The obstruction deliveries will include the off-airport landmark planimetric mapping and the airport planimetric mapping and attribution data.

The final data will be delivered in a format to work with ESRI shape files. Feature attributes will be built into a spreadsheet (with key object identifiers). Delivery formats can be discussed and adjusted between EHB and Quantum Spatial as the project continues to develop.

Production Schedule

We will work with you to finalize a mutually agreeable schedule for the project after FAA Control Plan approvals. We will make a reasonable effort to maintain the agreed-upon schedule. However, should the project be interrupted by technical problems beyond our control, including control deficiencies or map file re-deliveries rescheduling may become necessary.

Deliverables

Quantum Spatial will submit all data collected and associated required deliverable in the formats specified in the appropriate advisory circulars to the FAA Office of Airports, Airports Surveying-GIS Program. All data submissions to the FAA will be through the program's web site at http://airports-gis.faa.gov.

The AC 150/5300-17C project data deliveries that will not be submitted through the web site will be delivered on external hard drives or DVDs.

The 18B deliverables that will be uploaded to the AGIS website include:

- Statement of Work, Imagery Plan and Survey and Quality Control Plan
- Image Delivery
- Digital limited landmark detail outside the airport
- Color digital orthophotos with a 1.0' pixel resolution (GeoTIFF format)
- Obstruction survey data (that covers VG surfaces)
- Surveyed centerline profile on VG runways
- NAVAID data
- Photogrammetrically derived and surveyed attributes in defined format
- FGDC compliant metadata
- Final Report

Other than the 18B delivery, we will deliver the following items to [Client]:

- Planimetric data and two foot contours to 18B specs in Civil 3D *(or other)* format]
- Color digital orthophotos with a 1.0' pixel resolution in GeoTIFF (project area)
- 2 color enlargements (30"x40") covering the airport and surrounding area (mounted/laminated/framed)

All digital files will be delivered on external hard drive or CD/DVD.

Cost and Payment Terms

Compensation for the above services will be provided as a lump sum cost of U.S. $116,762.00

Compensation for Exhibit A Boundary Survey will be provided as a lump sum cost of U.S. $98,000.00

Client Responsibilities

The successful and timely completion of this project is dependent upon a number of elements and work tasks, some of which involve participation by RS&H. You will be responsible for designating a representative for the project who will have the authority to transmit instructions, receive information, and make timely decisions with respect to the services provided by Quantum Spatial.

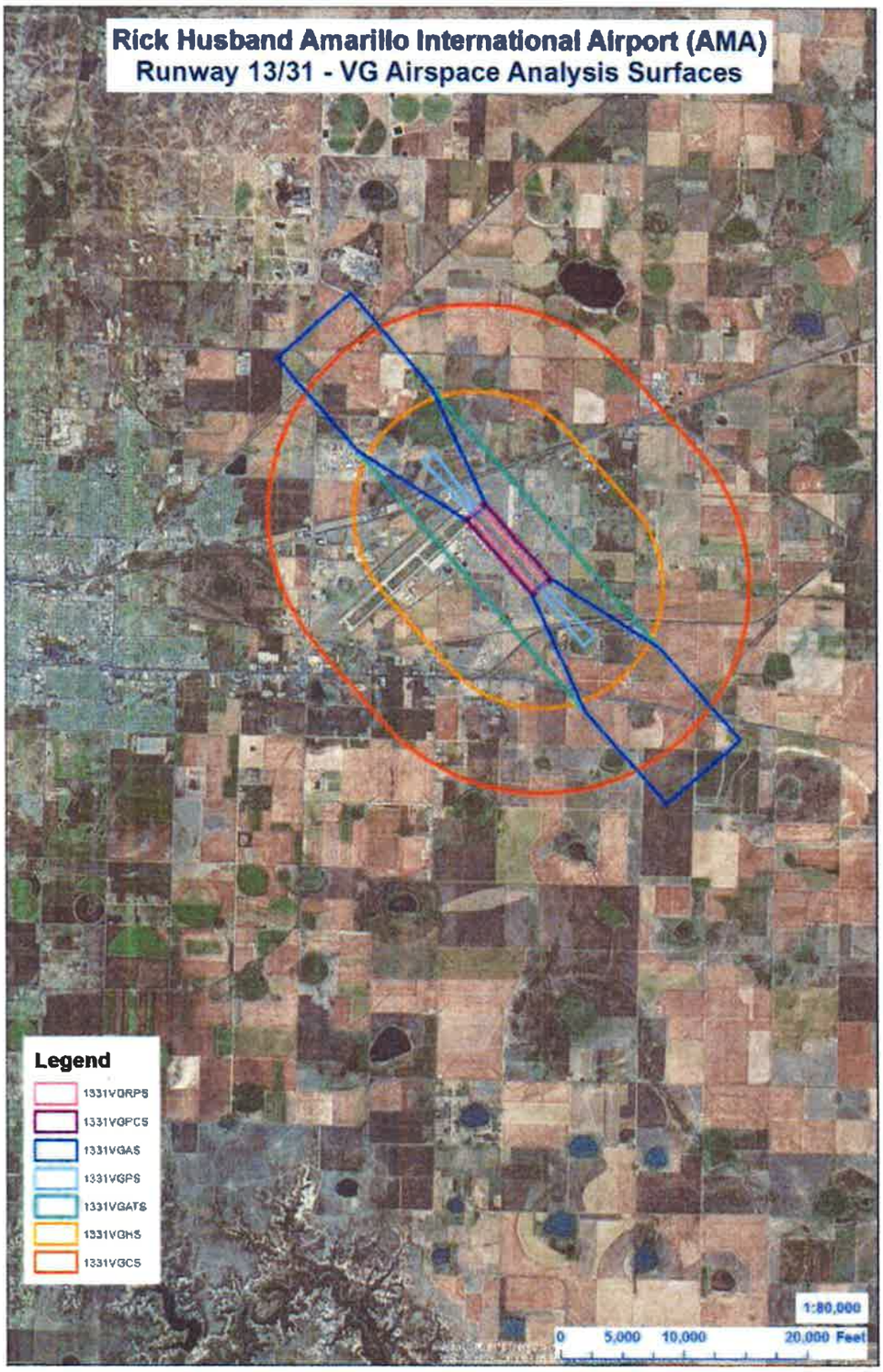
Quantum Spatial Representative

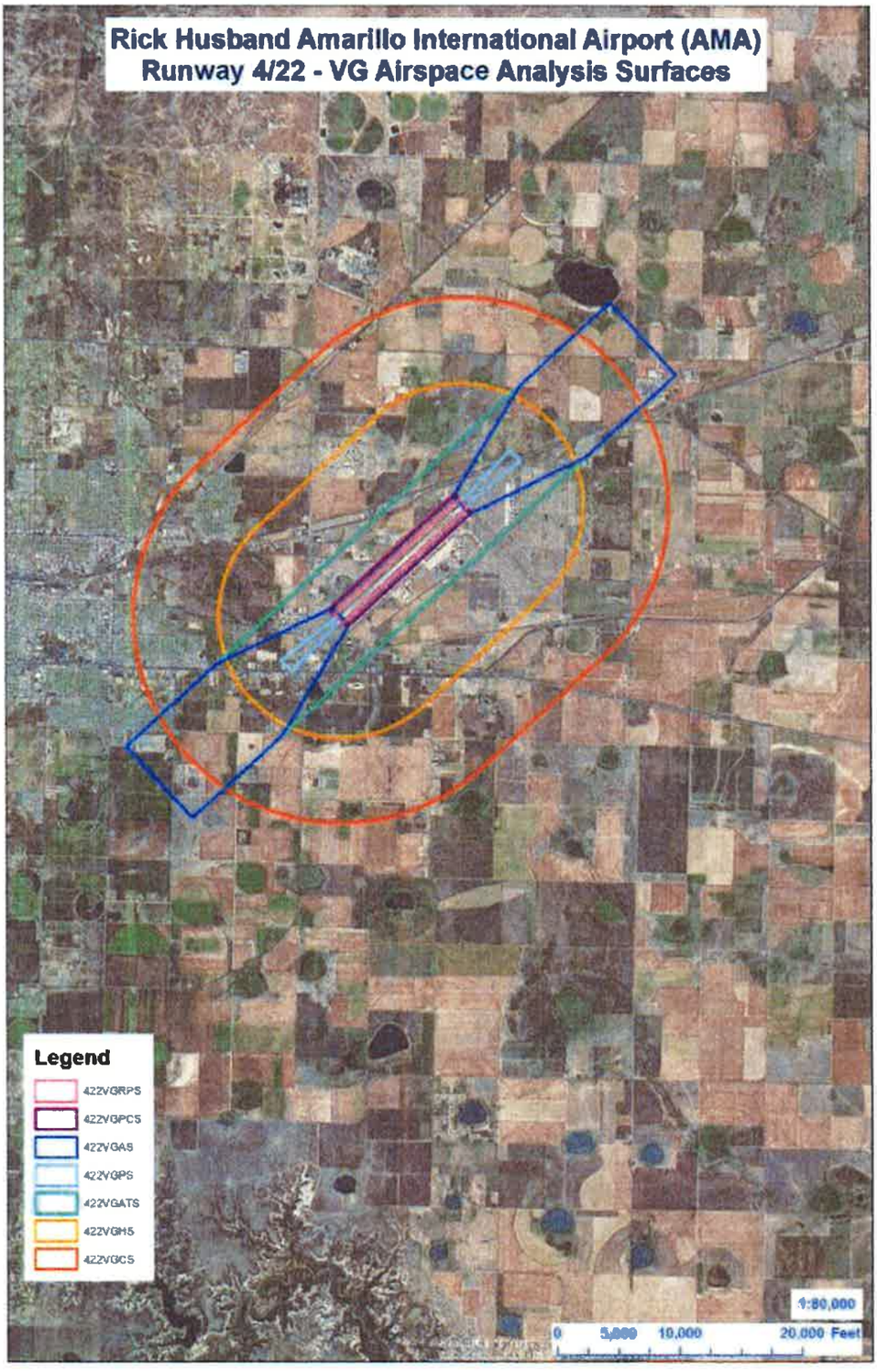
Bob Vander Meer, Vice President and Marlin Zook, Technical Manager, will represent us during the performance of the services to be provided under this agreement. Each has the authority to transmit and receive instructions and make decisions with respect to the services. Each is authorized to commit the necessary resources towards completing the services described herein.

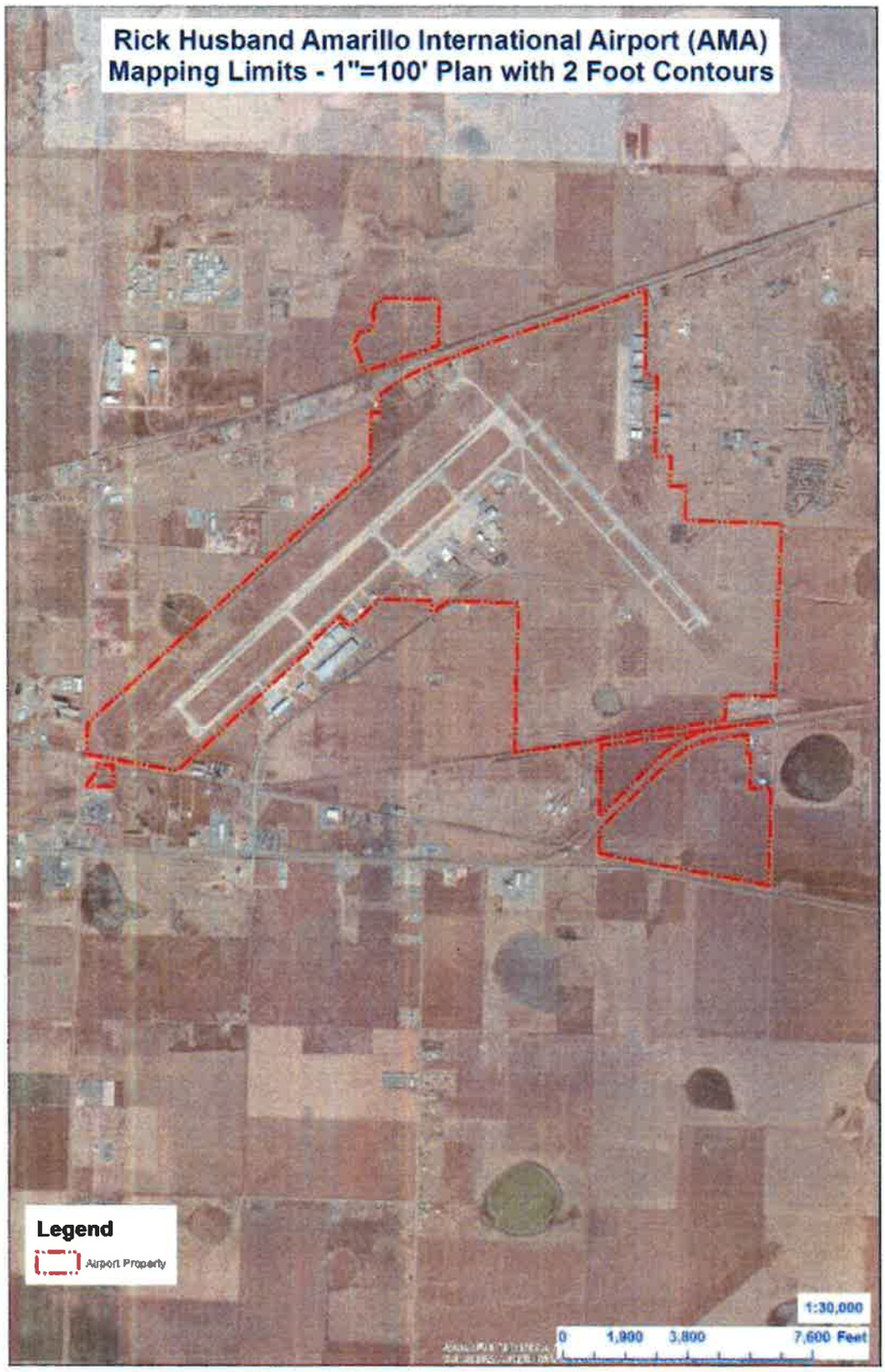
We look forward to working with you and your staff to complete this project in a timely and cost effective manner. Should you have any questions, please call me at (920) 912-6263 or email me at the address shown below.

Sincerely,
Quantum Spatial, Inc.

Robert Vander Meer
Vice President
rvandermeer@quantumspatial.com







ATTACHMENT A

trillion
AVIATION

January 12, 2015

Ms. Sara Freese, A.A.E.
Director of Aviation
Rick Husband Amarillo International Airport
10801 Airport Boulevard
Amarillo, Texas 79111

Re: AMA – Trillion Aviation Proposal – Rate model and Airline Lease

Dear Sara,

We appreciate the opportunity to work with you and your staff again in a business, finance and airline lease capacity. It is our understanding that your lease agreement has been in substantially similar form since the 1990s and that there is an opportunity to both set up an industry standard financial rates and charges model and to update the terms and conditions of the airline lease. As part of this process, it is essential for the airport to maintain competitiveness for its current airline tenants as well as to provide a positive business environment for potential new entrant carriers. Trillion specializes in financial models and lease agreement provisions that will address both of these priorities.

As part of this process, we will need to create a cost center based cost recovery model for building rates and charges, as one does not exist at AMA today, and to incorporate the methodology into an amended and restated lease agreement. Further, we will address the revenue, expense, cost center and allocation items that will put AMA in line with best industry practices for similarly-sized airports. The intention will be to simplify the model for airport senior staff transparency and to address the airport's financial risk profile. Subsequently, negotiations with the airlines to adopt the new methodologies and lease agreement will need to occur.

In order to pursue this task, Trillion presents the following assumptions and scope:

Assumptions:

1. Trillion will utilize the AMA FY2015 budget revenue and expense inputs into a Trillion rate model to accomplish the change in methodologies. All cost centers and allocations to cost centers will be addressed. Trillion is working under the assumption that AMA can provide all of the information required and that forecasts of traffic and financial inputs will be based on assumptions over current budget FY2015. The deliverable will be a financial tool for AMA to use for current rates and charges as well as the template for forecasting FY16 budget scenarios. A comparison of current and projected rates will be developed in order to answer expected airline questions.

2. Trillion will modify AMA's Lease and Airport Use Agreement to include the new methodologies, categorization of space, and update the agreement to include industry "best practices" business terms. Airport management will have final approval on what changes will be incorporated. It is not anticipated that the airport will significantly change legal, environmental, or risk/insurance language, although each will be reviewed and addressed. The deliverable will be an amended and restated document.

3. Trillion will conduct up to three in-person meetings under this scope of services: 1) kickoff meeting with Dan, John, and/or Jeff and airport staff to review goals and objectives, discuss financial methodology changes and impacts, and review agreement change needs. 2) An initial meeting with airlines to walk through the first draft agreement and present the financial model. 3) Follow-up negotiation meeting with airlines to resolve comments or issues with changes.

4. Trillion and AMA intend to present the model and agreement, and discuss the changed elements primarily. Additional benchmarking research or a significant variety of alternative model simulations is not included in this scope of work.

Scope / Timeline:

1. Meeting #1 (Kickoff meeting with internal staff in or about February/March 2015). Prior to the kickoff, requested airport documents would be provided to Trillion for review.
    a. Discussion of goals and objectives for airport staff and project
    b. Overview of current rates and current agreement; preview of alterations and impacts
    c. Discussion of AMA financial picture and upcoming capital project(s) during term of the lease.

    Timeline: Kickoff (1)

2. Build an airport financial model for AMA that utilizes a modified residual airfield and terminal commercial compensatory or modified residual methodology. This would include a reclassification of space and development of a revenue / expense allocation.
    a. Utilize current AMA budget and overlay proper methodology changes.
    b. Apply cost center approach with industry standard allocations adjusted to actual utilization experienced in AMA.
    c. Apply applicable allocations to cost centers.
    d. Use current budgeted fiscal year data as the basis
    e. Project FY16 going forward for forecasting correlated with air service forecasts
    f. Identify discretionary revenue offsets to cost centers and reserves as identified
    g. Prepare sensitivities to show subsidized landing fee / rent reductions over time
    h. Compare current financials with projections, by airline

    Timeline: 75 days (75)

3. Incorporate draft lease language into the AMA lease template.
    a. Update terms and conditions to industry standard based on AMA comments and goals.
    b. Incorporate business methodology provisions into the agreement
    c. Revise definitions.
    d. Identify revisions needed on space exhibits.
    Timeline: Commensurate with #2 (75)

4. *Conference call* with airport on modifications to model / lease. Followed by revisions to model and agreement
    Timeline: 30 days (105)

5. Internal routing and approval of draft by airport departments and stakeholders.
    Timeline: 15 days (120)

6. Distribute draft to airlines for review and routing, and set initial airline meeting in AMA. *Meeting #2* with airlines to go over model and lease.
    Timeline: 30 days (150)

7. Revisions to draft agreement, if any, based on meeting.
    Timeline: 5 days (155)

8. Airline internal department review process continued. Assumption that legal, environmental and risk/insurance provisions are not substantially altered.
    Timeline: Commensurate with #6 and #7 plus 50 days (205)

9. Airport internal review of airline comments received. Revised draft of agreement. *Meeting #3 / Conference call* with airlines (depending on depth of comments).
    Timeline: 30 days (235)

10. Submittal of final airline agreement with request for execution. Letter regarding non-signatory status.
    Timeline: 10 days (245)

11. Create skeleton Operating Agreement to utilize for affiliates such as flying partners and ground handlers.
    Timeline: Commensurate with #10 (245)

Trillion would assign two/three members with duties on this assignment: Dan Benzon – project manager; John DeCoster – airline agreement, Jeff Schulthess – financial model.

We intend to commence with a kickoff meeting in or about February/March 2015 with an anticipated completion of October 2015. For this assignment, Trillion will charge a flat fee of $42,500 plus travel related expenses. The flat fee will be billed in ten (10) equal installments beginning February 1 with each payment due Net 30.

Upon your approval, we will forward this proposal to RS&H to develop a task order for execution. You can reach me at 512.940.6536.

Sincerely,

Dan Benzon
President

ATTACHMENT A

Aviation
Management
Consulting
Group

Proposal

City of Amarillo

Rick Husband Amarillo International Airport

MINIMUM STANDARDS

RULES AND REGULATIONS

AND

RELATED DOCUMENTS

May 19, 2015

ATTACHMENT A

Aviation Management Consulting Group

May 19, 2015

Ms. Sara Freese
Director of Aviation
Rick Husband Amarillo International Airport
10801 Airport Blvd.
Amarillo, Texas 79111

Mr. Nate Granger
Senior Aviation Engineer
RS&H
300 West Adams Street, Suite 400
Chicago, Illinois 60606

RE: Proposal, City of Amarillo, Rick Husband Amarillo International Airport, Minimum Standards, Rules and Regulations, and Related Documents

Dear Ms. Freese and Mr. Granger:

Aviation Management Consulting Group (AMCG) is pleased to submit this proposal to the City of Amarillo (City) to prepare Minimum Standards, Rules and Regulations, and related documents for the Rick Husband Amarillo International Airport.

By way of background, our team has excellent working knowledge of the aviation industry (overall), the general aviation segment of the industry (in particular), and airports, aviation businesses, and aircraft (more specifically). As a result of our experience operating and managing airports, aviation businesses, and aircraft (and providing consulting/advisory services to the owners and operators of airports, aviation businesses, and aircraft), we are uniquely qualified to provide the services described in this proposal.

We are a team of experienced and results-oriented aviation professionals who have the skills, resources, and expertise to get the job done right the first time. We know how to manage processes, complete projects on time and within budget, and consistently achieve successful results.

Ultimately, I can assure the City that we will provide high quality, comprehensive, and fully responsive services (and work products) and that the City will be very pleased with our work. Beyond this, I am confident that nobody will do a better job.

To this end, I will be glad to talk with you further about our background, experience, qualifications, and capabilities and the ways that the City will benefit by engaging our firm to provide the services described in this proposal.

If you have any questions, require any additional information, or would like to discuss any aspect of this proposal, please feel free to contact me at **(303) 792-5202 (direct)** or (303) 792-2700 (main) or e-mail me at pmeyers@aviationmanagement.com.

Sincerely,

Paul A. Meyers
Principal and Chief Executive Officer
Aviation Management Consulting Group, Inc.

ii. TABLE OF CONTENTS

1. Scope of Work

Element 1: Minimum Standards, Rules and Regulations, and Related Documents

The AMCG team will prepare Minimum Standards, Rules and Regulations, and related documents. An overview of each document is provided in this section and an outline of the proposed content of each document is provided in Attachment 1. Outlines.

When preparing these documents, the team will ensure that its recommendations are:

- Consistent with the Airport Sponsor Assurances (Grant Assurances)
- Consistent with all other applicable airport compliance-related directives issued by the FAA including FAA Advisory Circular No. 150/5190-7 (Minimum Standards for Commercial Aeronautical Activities), FAA Advisory Circular No. 150/5190-6 (Exclusive Rights at Federally Obligated Airports), and FAA Order 5190.6B (Airports Compliance Manual)
- Appropriate, reasonable, and relevant for the Airport, the market, and the activities taking place (or reasonably anticipated to take place) at the Airport

As such, the unique characteristics of the Airport, the market, and the activities (as conveyed to the AMCG team by Airport management/staff) will be considered when developing these documents. In addition to being clear, concise, and well organized (structured), these documents will complement (not duplicate) the other governing documents for the Airport. These documents will be separate (standalone) documents (these documents will not be combined with other documents) and these documents not be integrated into other documents or vice versa.

MINIMUM STANDARDS

By definition, Minimum Standards set forth the minimum requirements (or criteria) that need to be met (by an entity) as a condition for conducting commercial general aviation aeronautical activities at an airport. The purpose of Minimum Standards is to provide a fair and reasonable opportunity, without unjust discrimination, to applicants to qualify, or otherwise compete, to occupy available airport land and/or improvements and engage in authorized commercial general aviation aeronautical activities at an airport.

In essence, by providing consistent threshold requirements for engaging in such activities at an airport, Minimum Standards "level the playing field" and promote "fair competition" among operators. Beyond providing the basis for the uniform treatment of operators, Minimum Standards reduce the potential for (and provide a platform for resolving) conflicts, complaints (informal and formal), and disputes (including lawsuits). Consistent with the objectives established by the FAA, Minimum Standards should: (1) promote safety, (2) protect airport users, (3) maintain and enhance the availability of services, (4) promote the orderly development of an airport, and (5) ensure operational efficiency.

To accomplish these objectives (while also ensuring that Minimum Standards are relevant, reasonable, and appropriate for the Airport, the market, and the activities), the team will utilize a comprehensive approach that will consider the: (1) aeronautical activities occurring at the Airport (including the land and improvements being leased/used, the type, level, and quality of aeronautical products, services, and facilities being provided, and the vehicles, equipment, and personnel being deployed), (2) the aeronautical activities occurring at comparable airports, and (3) the needs and expectations of airport customers (or consumers).

RULES AND REGULATIONS

By definition, this document sets forth the rules and regulations for the safe, orderly, and efficient operation and use of an airport. The purpose of Rules and Regulations is to protect the public health, safety, interest, and welfare on an airport (and to restrict any activity or action that would interfere with the safe, orderly, and efficient operation and use of an airport).

The City will be able to utilize Rules and Regulations to educate and inform all airport users about the regulatory measures that apply when using the Airport and/or engaging in activities at the Airport. In addition to being relevant, reasonable, and appropriate for the Airport, the market, and the activities, the City should only establish rules and regulations that the City (through Airport management/staff) is ready, willing, or able to enforce.

RELATED DOCUMENTS

General Provisions

The AMCG team will develop General Provisions (i.e., those provisions which are common to Minimum Standards and Rules and Regulations) for the Airport. General Provisions will be conveyed in a single document to eliminate redundancy (as opposed to being restated in the Minimum Standards and Rules and Regulations). Key words (and acronyms) will be defined in General Provisions as well.

Application

The team will develop a General Aviation Operator and Lessee Application (Application). The City will be able to use the Application to obtain information, data, and documentation (for review and evaluation by the City) from parties who are interested in leasing land and/or improvements and/or engaging in commercial or non-commercial general aviation aeronautical activities at the Airport.

Permit

The AMCG team will develop a General Aviation Operator Permit (Permit). The City will be able to use the Permit to convey permission to parties (who have completed an Application and been approved by the City) to engage in commercial general aviation activities at the Airport.

Element 2: City Code (Airport) – Review and Comment

The team will review and comment on the City Code pertaining specifically to the Airport and Aircraft "only" (i.e., Code of Ordinances, City of Amarillo, Texas, Title XVI – Transportation, Chapter 16-2. – Airports and Aircraft). The AMCG team will identify the areas (in the document) where changes, additions, and/or deletions should be considered by the City to improve and/or enhance the document.

Element 3: City Code (Airport) – Revise

The team will work with the City to revise those areas identified by the client in the document (pertaining specifically to the Airport and Aircraft "only"). The overall objective of the revision process is to ensure that the document is consistent with the Minimum Standards, Rules and Regulations, and related documents. Based on the experience of the AMCG team, this two-step approach is the most efficient, productive, and cost-effective way to revise (and ensure consistency between) these documents.

2. Work Plan (Tasking)

Element 1: Minimum Standards, Rules and Regulations, and Related Documents

To accomplish the scope of work for Element 1, the AMCG team envisions that the work plan would include the following tasking:

Task 1: Information Gathering

Relevant and pertinent information, data, and documentation on the community, market, Airport, aviation businesses, and non-commercial aeronautical entities located at the Airport will be compiled by Airport management/staff and provided to the AMCG team in digital format. The team will provide a written information request to Airport management/staff to help facilitate this process – a draft, of which, is provided in Attachment 2. Information Request (Draft). The AMCG team will review and analyze initial information, data, and documentation provided/obtained and conduct initial research.

Task 2: Field Visit (First) and Public/Stakeholder Meetings (First)

Members of the team will conduct a field visit (first field visit) to include: (1) a project "kick-off" (initialization) meeting with representatives of Airport management/staff (and the City – as desired), (2) a tour of the Airport, aviation businesses, and non-commercial leased premises, (3) meetings with select stakeholders (i.e., representatives of aviation businesses, non-commercial entities, and/or others) – as determined by Airport management/staff working in collaboration with the AMCG team and based on available time and budget, and (4) a public/stakeholder meeting (open forum or open house). Additionally, members of the team will conduct a short course (or mini-workshop) on Minimum Standards, Rules and Regulations, and related documents for representatives of Airport management/staff and the City (as desired) during the first field visit. The short course or mini-workshop will be limited to approximately four hours. The AMCG team will review and analyze additional information, data, and documentation provided/obtained and conduct additional research. The first field visit is limited to one and one-half days.

The purpose of the first field visit will be to gain a better understanding of: (1) the current operating environment at the Airport, (2) the goals and/or objectives that have been established by the City and Airport management/staff for the documents, and (3) the key issues, problems, and/or challenges relating to (associated with) this project.

Task 3: Prepare Documents (Expanded Outline and/or Sample Formats)

The team will prepare an expanded outline and/or sample formats of the documents and provide the expanded outline and/or sample formats (first deliverable) to Airport management/staff for review (Airport management/staff review).

Task 4: Working Session (First)

The AMCG team will conduct a "working session" (by telephone) with Airport management/staff to discuss the expanded outline and/or sample formats of the documents and solicit comments and direction. The working session will be limited to approximately one hour.

Task 5: Draft Documents (First)

The team will prepare the first draft of the documents (based on the information, data, and documentation provided/obtained and the comments and direction provided by Airport management/staff) and provide the first draft of the documents (second deliverable) to Airport management/staff for review (Airport management/staff review).

Task 6: Working Session (Second)

The AMCG team will conduct a "working session" (by telephone) with Airport management/staff to discuss the first draft of the documents and solicit comments and direction. The working session will be limited to approximately two hours.

Task 7: Draft Documents (Second)

The team will revise the first draft of the documents (based on the comments and direction provided by Airport management/staff during the second working session) and provide the second draft of the documents (third deliverable) to Airport management/staff who will review the documents (Airport management/staff review) and provide the documents to others (within the City) for review as well (others review).

Task 8: Working Session (Third)

The AMCG team will conduct a "working session" (by telephone) with Airport management/staff and others to discuss the second draft of the documents and solicit comments and direction. The working session will be limited to approximately two hours.

Task 9: Draft Documents (Third)

The team will revise the second draft of the documents (based on the comments and direction provided by Airport management/staff and others during the third working session) and provide the third draft of the documents (fourth deliverable) to Airport management/staff who review the documents (Airport management/staff review) and provide the documents to the public/stakeholders for review as well (public/stakeholder review).

Task 10: Field Visit (Second), Public/Stakeholder Meeting (Second), and Working Session (Fourth)

During the second field visit, the AMCG team will facilitate a public/stakeholder meeting (open forum or open house) to discuss comments from the public/stakeholders. The team will discuss (in person) the comments from the public/stakeholders with (and solicit direction from) Airport management/staff. The second field visit is limited to one day.

Task 11: Draft Documents (Fourth)

The AMCG team will revise the third draft of the documents (based on the comments and direction provided by Airport management/staff during the third working session) and provide the fourth draft of the documents to Airport management/staff (fifth deliverable) who will review the documents (Airport management/staff review) and provide the documents to others for review as well (others review).

Task 12: Working Session (Fourth)

The team will conduct a "working session" (by telephone) with Airport management/staff and others to review the fourth draft of the documents and solicit comments and direction. The working session will be limited to approximately one hour.

Task 13: Draft Documents (Fifth and Final)

The AMCG team will revise the fourth draft of the documents (based on the comments and direction provided by Airport management/staff during the fourth working session) and provide the fifth and final draft of the documents (seventh deliverable) to Airport management/staff who, in turn, will provide the documents to the City for approval and adoption (City approval and adoption).

Comment Compilation and Response

Upon conclusion of the review periods, the team envisions that Airport management/staff will prepare a compilation of the comments provided by source, document, and section and that Airport management/staff will respond to the comments provided by indicating that: (1) change will not be made/is not merited, (2) change will be made/is merited (as formulated by Airport management/staff), and (3) change will be made/is merited (as formulated by Airport management/staff working in collaboration with the AMCG team). With regard to item 3, the team envisions working with Airport management/staff to formulate changes in those specific areas identified by Airport management/staff. If the magnitude or complexity of the work (time) required to formulate a response is excessive, the AMCG team envisions that the additional services would be provided on an hourly basis. It is the experience of the team that when a change will not be made/is not merited, it is helpful (from a public/stakeholder perspective) to provide an explanation and/or the rationale for not making a change.

Work Products

Throughout the course of this project, all work products (deliverables) will be provided in non-editable digital formats only. Upon completion of this project and receipt of payment in full, editable digital work products (deliverables) will provided.

3. Budget

The City can be assured that the AMCG team will provide high quality, comprehensive, and fully responsive services and work products at a fair price. Within this context, based on the scope of work, work plan (tasking), and work products (deliverables) for each element of the project and the team's experience with similar projects, the total not to exceed fee to complete Elements 1 through 3 (if engaged for all three elements concurrently or on a **"bundled"** basis) will be $53,500.

The "bundled" budget includes two field visits. The following expense allocations are included for each field visit to cover direct (project related) expenses (e.g., air and ground transportation, lodging, and subsistence, etc.) that may be incurred by members of the AMCG team to accomplish the scope of work: first field visit: $2,000 (2 persons for a maximum of 1.5 days or 3 person days on-site) and second field visit: $1,500 (2 persons for a maximum of 1 day or 2 person days on-site).

The "bundled" budget is based on taking advantage of the inherent synergies and the momentum associated with being engaged to complete Elements 1 through 3 of the scope of work and completing the elements concurrently within the timeframe identified in this proposal. If this is not the case, the City will be notified and additional fees and/or expenses will be negotiated prior to performing the work.

This proposal assumes that: (1) quality, accurate, and timely information, data, and documentation will be provided to the team, (2) the information, data, and documentation required to complete the elements will be available in AMCG's database and/or reference library and/or will be provided by the City, (3) the City will verify and/or confirm additional and/or other information, data, and documentation that will be required to complete the scope of work in a prompt manner, and (4) Airport management/staff, the City, and/or others will review draft work products and provide comments and/or direction in a prompt manner.

The fee and expenses for any other (or additional) services requested by the City will be negotiated separately prior to performing the work.

4. Schedule

Notwithstanding circumstances beyond the team's control (including the time it takes Airport management/staff, the City, and/or others to review draft work products and provide comments and/or direction) and based on the AMCG team's experience with similar projects, the current and anticipated workload (and commitments) of the team, and a start date of June 1, 2015, it is anticipated that Elements 1 through 3 can be completed (if engaged to accomplish all three elements concurrently or on a "bundled" basis) within 9 months from the first field visit.

Prior to accepting an engagement, the workload of each member of the AMCG team will be reviewed and evaluated by the principals of the firms to ensure that the scope of work can be completed and the work products can be delivered on time. During this review, priority will be given to existing contracts and known commitments.

5. Other

Understanding of the Airport

The AMCG team offers the following to demonstrate its understanding of the Airport:

- The Rick Husband Amarillo International Airport (Airport) is owned and operated by City of Amarillo (City).
  - The Airport Advisory Board, which consist of nine members, makes recommendations relating to the planning, development, and operation of the Airport.
- Aircraft fueling (full service jet fuel and avgas) and ground handling services are provided by TAC Air.
- Aircraft maintenance and repair, aircraft cleaning, washing, and detailing, and avionics and parts sales are provided by English Field Aviation.
- Customs and Border Protection services are available at the Airport from 8:30 am to 5:00 pm Monday through Friday.
- The Airport, which is located approximately nine miles east of the City of Amarillo (City), is classified in the Federal Aviation Administration (FAA) National Plan of Integrated Airport Systems (NPIAS) as a Small Hub Primary Commercial Service airport.
- The Airport, which consists of 3,347 acres, has two runways (Runway 04/22 which is 13,502 feet long and 200 feet wide and Runway 13/31 which is 7,901 feet long and 150 feet wide) and is served by non-precision approaches (LOC, RNAV – GPS, and VOR).
- The Airport, which is home to approximately 36 based aircraft (consisting of 20 single-engine, 13 multi-engine, 2 jets, and 1 helicopter), hosts approximately 63,355 total operations annually which includes approximately 20,350 (or approximately 32%) general aviation operations.
- The Airport is served by American Airlines, Southwest Airlines, and United Airlines.
- In April 2014, the Airport became one of eight airports in the country to be recognized as a "Storm Ready" supporter.
  - The Airport has been certified by the National Weather Service.
- In 2011, the Texas Department of Transportation and the University of North Texas conducted an economic impact study that found that the Airport created $101.9 million in economic activity, $48.3 million in salary, wages, and benefits, and 1,238 permanent jobs in FY 2010.

Understanding of the Project

It is the understanding of the AMCG team that the City is seeking a qualified and experienced consultant to work with Airport management/staff to develop Minimum Standards, Rules and Regulations, and related documents for the Airport.

Project Management

All projects are managed by project managers who are supported by the firm's principals, consultants, and project analysts (as needed). Project managers are assigned by matching the scope of work with the area of expertise. The diverse background, experience, and capabilities of the firm's principals (and support team members) provide the firm with a great degree of flexibility while also ensuring that the right people are assigned to (and will be available to complete) the project.

Project managers oversee, coordinate, and manage all aspects of the project. As such, project managers develop and maintain the project schedule, assign all tasks in the work plan, monitor progress (to ensure that tasks are being completed, the schedule is being maintained, and the scope of work is being accomplished), manage resources, and commit additional staffing and/or resources (as needed).

All work products (deliverables) will be developed under the supervision of the project manager to ensure that the scope of work has been fully addressed (i.e., the project objectives have been fully met) and that the firm's quality standards have achieved. All costs/expenses will be reviewed by the project manager.

In addition to serving as primary point-of-contact for the client, the project manager will also participate in strategy sessions, conduct field visits, and/or perform other project functions including drafting, reviewing, revising, and/or finalizing work products (in collaboration with the project team). The firm's project managers have extensive experience organizing and managing project teams.

The firm's consultants will participate in strategy sessions, conduct field visits, and/or perform other project functions including drafting, reviewing, revising, and/or finalizing work products (in collaboration with the project team) and analyzing information, data, and documentation.

The firm's project analysts will be responsible for the compilation and analysis of information, data, and documentation (and related research functions). Additionally, the firm's project analysts may draft, review, revise, and/or finalize work products (in collaboration with the project team).

The firm's principals will be available to participate in the project (serving in any capacity).

Capabilities

The AMCG team is ideally suited for accomplishing the scope of work and the City can expect that the team will provide high quality services (and work products) and that the project will be completed on time and on budget. The City can also be assured that all personnel will have the necessary qualifications and experience to complete the tasks assigned. This includes each member of the project team (identified in this proposal) and any other employees of the firm who may be assigned tasks.

For any additional services (that may not have been contemplated or that may be identified during the course of the project), the project team has capable teaming partners to draw upon as needed. For example, AMCG is not a law firm – the firm does not provides legal advice. Therefore, for legal matters, the AMCG team would enlist the assistance of a teaming partner (a law firm that specializes in aviation matters) who could render legal findings, observations, opinions, conclusions, or recommendations – if required or desired by the City.

Stakeholder Outreach

The AMCG team regularly and successfully engages airport stakeholders as part of projects. As such, the team is accustomed to providing briefings/debriefings, conducting and facilitating working sessions, and soliciting input from the public (e.g., residents, citizens, business and community leaders, and others) and a wide variety of stakeholders (e.g., operators/aviation businesses, lessees/tenants, aircraft owners/operators, and others) in both public and private settings.

Over the years, the AMCG team has worked with city, town, county, and airport authority management/staff, city councils, town councils, county commissions, airport boards, airport commissions, advisory boards, task forces, committees, and others.

Additionally, the team provides consulting services (and/or meets and/or interacts with) aviation businesses and non-commercial entities on a regular basis. In the course of business, the AMCG team regularly conducts and facilitates stakeholder meetings including open forums and open houses. The team is very comfortable with (and believes in) this type of approach and has achieved excellent results (outcomes) using it.

Based on the AMCG team's experience, the process is as important as, if not more important than, the final work products (deliverables). Therefore, the team proposes taking an inclusive approach and giving stakeholders opportunities to participate in the project (i.e., learn about the

project, engage in dialogue about the project, provide input into the project, attend stakeholder meetings, etc.).

Over the years, the AMCG team has learned that education, involvement, and communication are the keys to the success of stakeholder outreach. Stakeholders should be informed, upfront (in advance), of the pending project, the process that will be utilized, the parties who will be involved in the process, and the methods that will be utilized to solicit input, and the various opportunities that will be available to participate in the process.

Further, stakeholders should be kept informed about the progress of the project and the anticipated timing for participation. Finally, at the appropriate time (and certainly, prior to making any final decisions), stakeholders should be given the opportunity to comment.

Valid Period

This proposal is valid through June 1, 2015 and is subject to change thereafter including, but not limited to, withdrawal in whole or part.

Contact Information

For additional information or clarification of any aspect of this proposal, please contact:

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(303) 792-2700 (main)
E-mail: pmeyers@aviationmanagement.com

THANK YOU FOR THIS OPPORTUNITY TO BE OF SERVICE.

6. Additional Information

Attachment 1. Outlines

Minimum Standards

1. **INTRODUCTION**
   - 1.1. Purpose
   - 1.2. General Provisions
   - 1.3. Exclusive Rights
   - 1.4. Applicability
2. **GENERAL REQUIREMENTS**
   - 2.1. Introduction
   - 2.2. Experience/Capability
   - 2.3. Agreement
   - 2.4. Payment of Rents, Fees, and Charges
   - 2.5. Leased Premises
   - 2.6. Products, Services, and Facilities
   - 2.7. Licenses, Permits, Certifications, and Ratings
   - 2.8. Employees
   - 2.9. Aircraft, Equipment, and Vehicles
   - 2.10. Hours of Activity
   - 2.11. Security
   - 2.12. Insurance
   - 2.13. Indemnification and Hold Harmless
   - 2.14. Enforcement
   - 2.15. Taxes
   - 2.16. Multiple Activities
3. **FIXED BASE OPERATOR**
   - 3.1. Introduction
   - 3.2. Scope of Activity
   - 3.3. Leased Premises
   - 3.4. Fuel Storage
   - 3.5. Fueling Reports
   - 3.6. Fueling Equipment
   - 3.7. Ground Support and Service Equipment
   - 3.8. Hours of Activity
   - 3.9. Employees
   - 3.10. Licenses and Certifications
   - 3.11. Aircraft Removal
4. **AIRCRAFT MAINTENANCE OPERATOR (SASO)**
   - 4.1. Introduction
   - 4.2. Leased Premises
   - 4.3. Licenses and Certification
   - 4.4. Employees
   - 4.5. Equipment
   - 4.6. Defueling
5. **AVIONICS OR INSTRUMENT MAINTENANCE OPERATOR (SASO)**
   - 5.1. Introduction
   - 5.2. Leased Premises

Rules and Regulations

1. GENERAL RULES AND REGULATIONS

1.1. Purpose
1.2. General Provisions
1.3. Enforcement
1.4. Access To, Entry Upon, or Use of the Airport
1.5. Restricted Areas and Sterile Areas
1.6. Airport Identification Badge
1.7. Security
1.8. Commercial Activities
1.9. Accidents
1.10. Solicitation, Picketing, and Demonstrations
1.11. Signage and Advertisements
1.12. General Conduct
1.13. Abandoned, Derelict, or Lost Property
1.14. Use of Roadways and Walkways
1.15. Animals
1.16. Weapons and Explosives
1.17. Alcoholic Beverages
1.18. Use of Public Areas
1.19. Trash Receptacles
1.20. Fire and Flammable Materials
1.21. Hazardous Materials
1.22. Environmental (Hazardous Materials) Clean Up
1.23. Painting
1.24. Emergency Conditions
1.25. Special Events
1.26. Safety Management System

2. AIRCRAFT RULES AND REGULATIONS

2.1. Regulatory Measures
2.2. Disabled or Non-Airworthy Aircraft
2.3. Based Aircraft Registration
2.4. Hours of Operation
2.5. Accidents
2.6. Prohibiting Use of the Airport
2.7. Maintenance
2.8. Cleaning
2.9. Deicing
2.10. Engine Operation
2.11. Parking and Storage
2.12. Security
2.13. Operations
2.14. Taxing and Towing Operations
2.15. Rotorcraft Operations
2.16. Noise Abatement Procedures
2.17. Restricted Activities
2.18. Fees

3. PASSENGER TERMINAL BUILDING RULES AND REGULATIONS

- 3.1. Baggage Carts
- 3.2. Public Address System
- 3.3. Vending Machines
- 3.4. Locks and Keys
- 3.5. Leased Premises
- 3.6. Baggage Conveyor System and Unclaimed Baggage
- 3.7. Airline Operations
- 3.8. Engine Operation
- 3.9. Ground Support Equipment

4. VEHICLE RULES AND REGULATIONS

- 4.1. Regulatory Measures
- 4.2. Licensing and Permit
- 4.3. Equipment
- 4.4. Operations
- 4.5. Air Operations Area
- 4.6. Movement Area
- 4.7. Accidents
- 4.8. Cleaning and Maintenance
- 4.9. Parking or Stopping
- 4.10. Fees

5. COMMERCIAL VEHICLES RULES AND REGULATIONS

- 5.1. Regulatory Measures
- 5.2. Commercial Vehicle and Operator Licensing
- 5.3. Non-Transferable
- 5.4. Insurance
- 5.5. Parking or Stopping
- 5.6. Commercial Vehicle Operator Conduct and Appearance
- 5.7. Passenger Loading or Unloading
- 5.8. Commercial Vehicle Operations
- 5.9. Commercial Vehicle Equipment and Condition
- 5.10. Fees
- 5.11. Complaints
- 5.12. Penalties

6. OPERATOR, LESSEE, AND SUBLESSEE RULES AND REGULATIONS

- 6.1. Security
- 6.2. Construction or Alteration of Improvements
- 6.3. Maintenance of Premises
- 6.4. Fire Prevention
- 6.5. Heating Equipment
- 6.6. Aircraft Hangars
- 6.7. Aircraft Tiedowns
- 6.8. Storage of Materials and Equipment
- 6.9. Compressed Gases
- 6.10. Lubricating Oils
- 6.11. Right of Entry
- 6.12. Non-Commercial Flying Club

7. AVIATION FUELING RULES AND REGULATIONS

- 7.1. General
- 7.2. Non-Commercial Self-Fueling

General Provisions

1. GENERAL PROVISIONS

1.1. Purpose
1.2. Definitions
1.3. Governing Body
1.4. Authority to Adopt
1.5. Statement of Policy
1.6. Non-Discrimination
1.7. Airport Management
1.8. Effective Date
1.9. Compliance with Regulatory Measures and Agreements
1.10. Conflicting Regulatory Measures and Agreements
1.11. Right to Self-Service
1.12. Prohibited Activities
1.13. Fines or Penalties
1.14. Severability
1.15. Subordination
1.16. Notices, Requests for Approval, Applications, and Other Filings
1.17. Amendments
1.18. Variance or Exemption
1.19. Pioneering Period
1.20. Enforcement
1.21. Disputes
1.22. Rights and Privileges Reserved
1.23. Possible Grounds for Rejecting Application

2. DEFINITIONS AND ACRONMYS

Attachment 2. Information Request (Draft)

1. Organization Information	
A. Airport • Background and evolution (history) • Airport Master Plan (most recent) • Airport Layout Plan (most recent) • Airport Certification Manual • SWPPP or SWMP • Other pertinent/relevant studies/reports (e.g., rent studies, appraisals, fee studies/analysis, operational, managerial, and/or financial assessments, etc.)	Assigned to: _____ Return to me by: _____ Send to AMCG by: _____
B. Organizational Structure • Provide a chart depicting the organizational structure of the Airport • Provide contact information for key personnel	Assigned to: _____ Return to me by: _____ Send to AMCG by: _____
C. Management Documents • City Code (i.e., Code of Ordinances, City of Amarillo, Texas, Title XVI – Transportation, Chapter 16-2. – Airports and Aircraft) • Strategic/Business Plan - Mission and vision statements and values - Goals, objectives, and action plans	Assigned to: _____ Return to me by: _____ Send to AMCG by: _____
D. Lessees • Provide a list of all commercial lessees and sublessees at the Airport (FBO and SASOs) and all major non-commercial lessees or sublessees • Identify name, location, land, and improvements (i.e., pavements, buildings, hangars, and other facilities) utilized by each FBO and SASO and major non-commercial lessee at the Airport • Identify the products and services provided by each FBO and SASO • Identify vehicles, equipment, and personnel deployed by each FBO and SASO • Identify the owner and operator of all fuel storage facilities located at the Airport - Identify location, size (number and capacity of tanks – in gallons) and construction (above or below ground)	Assigned to: _____ Return to me by: _____ Send to AMCG by: _____

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ATTACHMENT 2 – INFORMATION REQUEST (DRAFT)

2. Documents and Agreements	
A. Primary Management and Compliance Documents • Provide current Minimum Standards, Rules and Regulations, Leasing/Rents and Fees Policy, and Development Standards (if applicable) - Original documents and any amendments - Application(s) and permit(s) - Other related documents and/or correspondence • Provide current Rents and Fees Schedule and other related documents and/or correspondence • Provide current insurance requirements and other related documents and/or correspondence	Assigned to: _____ Return to me by: _____ Send to AMCG by: _____
B. Lease/Use/Operating Agreements • Provide a summary of salient terms and conditions of the existing lease/use/operating agreements at the Airport • Provide the most recent lease/use/operating agreement (including any amendments) for each type of lessee • Identify any known sublease agreements • Provide a summary of current insurance coverages and policy limits	Assigned to: _____ Return to me by: _____ Send to AMCG by: _____
3. Market Information	
A. Based Aircraft *(last 5 years by category)* • Single-Engine • Multi-Engine • Turboprop • Turbojet • Rotorcraft • Military	Assigned to: _____ Return to me by: _____ Send to AMCG by: _____
B. Aircraft Operations *(last 5 years and year-to-date by category)* • General Aviation - Itinerant - Local • Air Carrier • Air Taxi • Air Ambulance • Government (Military)	Assigned to: _____ Return to me by: _____ Send to AMCG by: _____
C. Fuel Volumes *(last 5 years and year-to-date)* • By product type (Jet A, Avgas, and Mogas) • By provider (FBO, SASO, and non-commercial) • By category (retail, discount, contract, bulk, government/military, air carrier)	Assigned to: _____ Return to me by: _____ Send to AMCG by: _____

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ATTACHMENT 2 – INFORMATION REQUEST (DRAFT)

4. General Questions	
1. What Regulatory Measure gives the City the ability to adopt Primary Management and Compliance Documents (PMCDs)?	
2. Who has the authority to adopt, amend, and enforce PMCDs?	
3. What, if any, activities are restricted or prohibited at the Airport (e.g., through-the-fence, independent operators, skydiving, ultralights, gliders, experimental aircraft, etc.)?	
4. Does the City have any type of variance or exemption (from PMCDs) procedures?	❑ Yes ❑ No
5. If a lessee, sublessee, or user has a dispute, is there a formal process to address a dispute?	❑ Yes ❑ No
6. Does the Airport have a location(s) where aircraft owners/operators can engage in the following activities? If yes, please identify the specific location(s).	• Self Aircraft Fueling ❑ Yes ❑ No Location_____ • Self Aircraft Maint. ❑ Yes ❑ No Location_____ • Self Aircraft Washing ❑ Yes ❑ No Location_____ • Waste Oil Station ❑ Yes ❑ No Location_____
7. Does the Airport have a dedicated police force? - If yes, what Regulatory Measure gives the police force the ability to enforce?	❑ Yes ❑ No ❑ Federal ❑ State ❑ County ❑ Local
8. Does the Airport have an identification badge program? - If no, is the Airport desirous of implementing this type of program?	❑ Yes ❑ No ❑ Yes ❑ No
9. Does the Airport have a vehicle registration program? - If no, is the Airport desirous of implementing this type of program?	❑ Yes ❑ No ❑ Yes ❑ No
10. Are based aircraft required to be registered with the City or another entity (and if so, who)?	❑ Yes ❑ No
11. Are there specific rules and locations for aircraft deicing?	❑ Yes ❑ No
12. Does the Airport have any formal and informal noise abatement procedures?	❑ Yes ❑ No
13. Does the Airport have a lost and found program?	❑ Yes ❑ No
14. What federal, state, or local fire code(s) does the City follow? - Who and what is the official title of the "Fire Marshall"?	
15. What federal, state, or local building code(s) does the City follow? - Who is responsible for building code enforcement at the Airport?	

D

Amarillo City Council
Agenda Transmittal Memo

CITY OF AMARILLO CITY MANAGER

Meeting Date	August 21, 2018	Council Priority	Public Safety
Department	Fire Department	Contact Person	Marc Lusk, Deputy Fire Chief

Agenda Caption

CONSIDER PURCHASE APPROVAL OF EQUIPMENT:
This item considers the purchase of 45 Thermal Imaging Cameras for $224,775 from Delta Industrial Service and Supply.

Agenda Item Summary

This item considers the purchase of thermal imaging cameras (TICs) for use by the Amarillo Fire Department. The cameras are capable of displaying heat variances that allow firefighters to conduct rescues and firefighting operations in low-visibility environments. These devices also allow the firefighters to locate fires inside walls and other hidden spaces. Two TICs will be assigned to each firefighting apparatus to ensure that enough TICs are available when a 4-person crew is split into 2-person tactical teams.

Requested Action

Approval for the purchase of 45 Thermal Imaging Cameras.

Funding Summary

This purchase is funded from the General Obligation Bonds Series 2017 as approved by the voters in the November 2016 bond election, Proposition 2.

Community Engagement Summary

Not applicable

Staff Recommendation

Staff recommends approval of the 45 Thermal Imaging Cameras.

Bid No. 6179 THERMAL IMAGING CAMERAS
Opened 4:00 p.m. August 10, 2018

To be awarded as one lot		DELTA INDUSTRIAL SERVICE & SUPPLY
Line 1 Imaging systems, infrared thermal, FLIR K-65 NFPA compliant thermal imaging caera kit, per specifications		
45 ea		
Unit Price	$6,995.000	
Extended Price		314,775.00
Line 2 Imaging systems, infrared thermal, FLIP K-65 compliant truck chargers, per specifications		
45 ea		
Unit Price	$699.000	
Extended Price		31,455.00
Line 3 Shipping, handling & misc fees, per specifications		
1 ea		
Unit Price	($121,455.000)	
Extended Price		(121,455.00)
Bid Total		224,775.00
Award by Vendor		224,775.00

Amarillo City Council
Agenda Transmittal Memo

CITY OF AMARILLO
CITY MANAGER

Meeting Date	August 21, 2018	**Council Priority**	
Department	Police Department		
Contact	Cpt. Zang		

Agenda Caption

Authorizing the 2018 Edward Byrne Memorial Justice Assistance Grant (JAG) Application:
The Amarillo Police Department will use the $51,236 which is the City's portion of the grant to purchase Noptic NV3 cameras with LED spotlight, two year warranty, operating software, installation and operational support, and viewing screens.

Agenda Item Summary

The Amarillo Police Department will use the $51,236 which is the City's portion of the grant to purchase Noptic NV3 cameras with LED spotlights, two year warranty, operating software, installation, operational support and viewing screens to install in police cars. These are thermal imaging cameras that will allow officers to look for persons and property via heat signatures in low light areas and at night.

Requested Action

Council consideration and approval of the grant
Recommend approval .

Funding Summary

N/A

Community Engagement Summary

Staff Recommendation

Staff recommends that the City Council approve this grant.

5/25/2018 LSS

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AMARILLO, TEXAS: AUTHORIZING 2018 APPLICATION FOR EDWARD BYRNE JUSTICE ASSISTANCE GRANT; AUTHORIZE INTERLOCAL AGREEMENT TO SHARE GRANT FUNDS WITH POTTER COUNTY; AUTHORIZING ADMINISTRATIVE ADJUSTMENTS TO DOCUMENTS AS NEEDED; PROVIDING SAVINGS CLAUSE; PROVIDING SEVERABILITY CLAUSE AND EFFECTIVE DATE.

WHEREAS, the U.S. Department of Justice is seeking applications for the 2018 Edward Byrne Justice Assistance Grant, and the City of Amarillo is eligible to apply for the sum of $102,472.00; and,

WHEREAS, if such grant is approved by the Justice Department, then as in past years, Amarillo would share one-half of the grant proceeds with Potter County;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF AMARILLO, TEXAS:

SECTION 1. The City Manager or designee is authorized to apply for the 2018 Edward Byrne Justice Assistance Grant, and to execute all necessary documents and assurances reasonably needed to complete the application and award process.

SECTION 2. If the City receives the grant, then the City Council hereby approves the sharing of fifty percent (50%) of the grant proceeds pursuant to the terms of the attached Interlocal Agreement, which the City Manager or designee is authorized to execute.

SECTION 3. The City Manager or designee is authorized to make such necessary amendments to the grant application, acceptance, and Interlocal Agreement as may be required in order to: (a) conform such documents to the actual award amount if different from that stated herein and the attached Agreement; and (b) any further assurances or adjustments in the administrative aspects of the grant program for this year to satisfy the federal agency requirements.

SECTION 4. Should any part of this Resolution conflict with any other resolution, then such other resolution is repealed to the extent of the conflict with this Resolution.

SECTION 5. Should any word, phrase, or part of this Resolution be found to be invalid or unconstitutional, such finding shall not affect any other word, phrase, or part hereof and such shall be and continue in effect.

SECTION 6. This Resolution shall be effective on and after its adoption.

INTRODUCED AND PASSED by the City Council of the City of Amarillo, Texas, this _____ day of _____, 2018.

_____
Ginger Nelson, Mayor

ATTEST:

_____
Frances Hibbs, City Secretary

APPROVED AS TO FORM:

_____
Bryan McWilliams, City Attorney

GMS Application Number: **2018-H3190-TX-DJ**

INTERLOCAL AGREEMENT
BETWEEN THE CITY OF AMARILLO, TEXAS AND COUNTY OF POTTER, TEXAS
2015-EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG)
PROGRAM LOCAL SOLICITATION

This Agreement is made and entered into this 13 day of August, 2018, by and between The COUNTY of POTTER, acting by and through its governing body, the Commissioners Court, hereinafter referred to as COUNTY, and the CITY of AMARILLO, acting by and through its governing body, the City Council, hereinafter referred to as CITY, both of POTTER County, State of TEXAS, witnesseth:

WHEREAS, this Agreement is made under the authority of Chapter 791, of the Texas Government Code; and

WHEREAS, each governing body, in performing governmental functions or in paying for the performance of governmental functions hereunder, shall make that performance or those payments from current revenues legally available to that party; and

WHEREAS, each governing body finds that the performance of this Agreement is in the best interests of both parties, that the undertaking will benefit the public, and that the division of costs fairly compensates the performing party for the services or functions under this agreement; and

WHEREAS, the CITY agrees to provide the COUNTY **$51,236.00** from the FY 2018 Edward Byme Memorial Justice Assistance Program, Local Solicitation award for the Potter County Criminal Justice-Justice Assistance Grant (JAG) Program; and

WHEREAS, the CITY and COUNTY believe it to be in their best interests to reallocate the JAG funds as stated herein.

NOWTHEREFORE, the COUNTY and CITY agree as follows:

Section 1.

CITY agrees to pay COUNTY a total of **$51,236.00** of JAG funds. All amounts to be paid will be from currently available revenues.

Section 2.

COUNTY agrees to use said **$51,236.00** for the Potter County Criminal Justice-Justice Assistance Grant (JAG) Program until September 30th, 2020.

Section 3.

Nothing in the performance of this Agreement shall impose any liability for claims against COUNTY other than claims for which liability may be imposed by the Texas Tort Claims Act and further, nothing herein constitutes any waiver of immunity or defense available to such claim.

Section 4.

Nothing in the performance of this Agreement shall impose any liability for claims against CITY other than claims for which liability may be imposed by the Texas Tort Claims Act and further, nothing herein constitutes any waiver of immunity or defense available to such claims.

Section 5.

Each party to this agreement will be responsible for its own acts and omissions of its employees in providing services under this agreement and, neither party shall not be liable for any civil liability, claims, damages, attorney fees, or costs that arise out of or relate to the furnishing of the services by the other party.

Section 6.

The parties to this Agreement do not intend for any third party to obtain a right by virtue of this Agreement

Section 7.

By entering into this Agreement, the parties do not intend to create any obligations express or implied other than those set out herein; further, this Agreement shall not create any rights in any party not a signatory hereto.

Section 8.

COUNTY understands and agrees that as sub-recipient of a federal grant, it must comply with each term, condition, assurance, and rule of the program providing the funds in the same manner as if COUNTY were the primary recipient. Moreover, to assure performance of this obligation, COUNTY agrees to provide at its expense copies to CITY of all financial records, invoices, contracts, correspondence, policies, reports, and other documents that establish COUNTY'S compliance with the terms of the grant conditions and assurances.

CITY OF AMARILLO, TEXAS

_____

City Manager

ATTEST:

_____

City Secretary

APPROVED AS TO FORM:

_____

City Attorney

COUNTY OF POTTER, TEXAS

_____

County Judge

APPROVED AS TO FORM:

_____

County Attorney

"The legal review of this document by the City Attorney is in response to a City of Amarillo staff query. It is reviewed and approved by the City Attorney solely for the purpose of determining the City's legal rights, duties, etc., and not that of any third party. This approval is not intended for reliance on by or for the benefit of all other person or entity."

"By law, the County Office may only advise or approve contracts or legal documents on behalf of its clients. It may not advise or approve a contracts or legal document on behalf of other parties. Our view of this document was conducted solely from the legal perspective of our client. Our approval of this document was offered solely for the benefit of our client. Other parties should not rely on this approval and should seek review and approval by their own respective attorney(s)."