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CITY OF DANBURY
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DIRECTOR FINANCE

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MEMORANDUM

DATE: 2/25/2013
TO: MARK D. BOUGHTON VIA THE CITY COUNCIL
FROM: DAVID W. ST. HILAIRE, DIRECTOR OF FINANCE *DWH*
RE: RESOLUTION – FAA GRANT-MASTER PLAN

Attached for your review is a resolution that will allow the City of Danbury to apply for and accept funds from the Federal Aviation Administration (FAA) and the State of Connecticut.

The City will apply for \$500,000 to conduct an 'Airport Master Plan Update'. The FAA will fund 90% (\$450,000) with the State funding 7.5% (\$37,500). The City portion of the final 2.5% (\$12,500) will be matched through 'in-kind' services of the Airport administration.

The City Council is respectfully requested to consider this resolution at its next meeting.

Attach.

DWS/sk

Cc: P. Estefan



RESOLUTION

CITY OF DANBURY, STATE OF CONNECTICUT

_____ A.D. 2013

RESOLVED BY THE CITY COUNCIL OF THE CITY OF DANBURY

WHEREAS, the Danbury Municipal Airport has been authorized to commence an Airport Master Plan Study and Update, conditional upon the authorization of grant funding; and

WHEREAS, the last such Update occurred in 1992; and

WHEREAS, the total cost of the Master Plan Update is \$500,000.00, of which the Federal Aviation Administration is expected to pay \$450,000.00, the State of Connecticut \$37,500.00 and the local City share \$12,500.00 that will be provided by IN KIND SERVICES.; and

WHEREAS, it is desirous for the City of Danbury to commission such an Update for the Danbury Municipal Airport.

NOW, THEREFORE BE IT RESOLVED THAT Mayor Mark D. Boughton or his designee, Paul D. Estefan, Airport Administrator, be and hereby are authorized to apply for and to receive such funding, to execute such documentation as may be required for those purposes and to do such other acts as may be necessary to accomplish the task of commissioning an Airport Master Plan Update for the Danbury Municipal Airport.

**Preliminary Fee Estimate
 Danbury Municipal Airport Master Plan Update
 February 25, 2013**

TASK		TASK DESCRIPTION	TOTAL
TASK	DESCRIPTION		
TASK 1	Study Design		\$7,000
TASK 2	AGIS Airport Survey and Mapping		\$22,000
TASK 3	Public Participation		\$20,000
TASK 4	Inventory		\$35,000
TASK 5	Environmental Overview		\$40,000
TASK 6	Aviation Demand Forecasts		\$12,000
TASK 7	Demand/Capacity Analysis and Facility Requirements		\$32,000
TASK 8	Sustainability		\$80,000
TASK 9	Airport Development Alternatives		\$32,000
TASK 10	Draft ALP Drawing Set and Capital Improvement Plan		\$41,000
TASK 11	Final Airport Master Plan and ALP Drawing Set		\$15,000
TASK 12	Financial Plan		\$25,000
TASK 13	Study Documentation		\$23,000
TASK 14	Administration and Project Management		\$28,000
MCFARLAND JOHNSON TOTAL COST			\$412,000
DIRECT EXPENSES			\$8,000
SUBCONSULTANTS			
	Aeronautical Survey and Mapping Subconsultant		\$80,000
ESTIMATED TOTAL COST			\$500,000

Note: This estimate may be changed based upon review of the scope with the FAA and availability of grant funding.



McFarland Johnson

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MEMORANDUM

TO: Paul D. Estefan, Airport Administrator,

FROM: Jorge Panteli

CC: Brian Smith

DATE: February 25, 2013

SUBJECT: Scope of Work Summary, Airport Master Plan Update

We have developed a draft Scope of Work for the update of the Danbury Municipal Airport Master Plan. The estimated cost for the project is \$500,000. Note that the final scope and fee for this project may change based upon discussions with the Federal Aviation Administration (FAA) and the availability of grant funding for the project.

The following tasks summarize The Master Planning effort for Danbury Municipal Airport:

Task 1 – Study Design – This process refines the scope of the master plan and goals and objectives for the project. These efforts will be collaboratively developed with the Airport Administrator, ConnDOT and the FAA.

Task 2 – Airport Geographic Information Airport Survey and Mapping – Base planimetrics for the airport will be completed to FAA AGIS standards. Planimetrics will be used to develop the Airport Layout Plan set, obstruction analysis, and attributed base plan. The analysis will be completed in and conform to the requirements set forth in Advisory Circulars 150/5300-16/17/18. Additionally, we will also develop an obstruction analysis using FAR Part 77 surfaces for the airport using the data that is provided from the AGIS mapping information. The analysis will provide an understanding of the magnitude of tree obstructions, but will not be of sufficient detail to design or approve approaches or clear obstructions. This information will be included in the Airport Layout Plan set.

Task 3 – Public Participation – There will be four Technical Advisory Committee (TAC) meetings held throughout the course of the project. The TAC provides input to the planning process and is advisory to the process. Members of the TAC will be defined with the Airport Administrator and will include City Officials, ConnDOT, FAA and others. There will also be two public meetings to present the project to the public and obtain input.

Task 4 – Inventory Data Collection – Data required to define existing facilities and aviation activity will be noted. Data to be obtained includes tower activity records, current airport financials, plans and studies completed for the airport, environmental data, forecast of aviation activity from the FAA, and other relevant data.

Task 5 – Environmental Overview – This effort will collect environmental information from the airport and appropriate regulatory agencies that will be used to develop baseline environmental data. This effort will include a delineation of existing on airport wetlands to define the wetland boundaries as they exist today. Information on Endangered Species and Historical/Archeological resources will be requested from the appropriate state agencies but will not be field verified or located.

Task 6 – Aviation Demand Forecasts – Development of a twenty year forecast of operations, based aircraft, fleet mix and several other forecast categories. The effort will use several statistical methodologies to define the forecasts for aircraft operations, fleet mix, based aircraft, and fuel requirements.

Task 7 – Demand/Capacity Analysis and Facility Requirements – This effort defines the capacity of the existing runway and taxiway system based on aviation forecasts under the Demand/Capacity analysis and AC 150/5060-5. The Facility Analysis addresses airside and landside facilities and will determine if additional airside and landside facilities will be required based on forecasted aviation demand. If there is a need, additional facilities will be identified.

Task 8 – Sustainability – This analysis will assess the potential opportunities to enhance sustainable practices at the airport to minimize the environmental impact footprint of the airport. The analysis will include developing a sustainability framework defining the opportunities available to the airport. A baseline will be developed for each option that is identified. An implementation and monitoring plan will be developed for each of the options selected for implementation. The analysis will include a review of existing recycling programs within the City and how they may be implemented at the airport.

Task 9 – Airport Development Alternatives – This analysis will identify several potential development layouts and compare them to evaluation factors to identify a preferred development scenario recommendation. Evaluation factors may include operational efficiency, environmental impacts and the ability to meet facility requirements. The alternatives will be compared using an evaluation matrix to identify the alternatives that best balance facility needs and minimize impact on the environment.

Task 10 – Draft Airport Layout Plan Drawing Set and Capital Improvement Plan – A draft Airport Layout Plan set will be developed to show the recommended development alternative. This plan set comprises 10 to 12 sheets, including the Airport Layout Plan, which is the official FAA plan of development. This will be submitted to the FAA for preliminary review. A Capital Improvement Plan (CIP) will be developed to identify a phased implementation schedule of recommended projects over the twenty year planning period. Planning level Opinions of Probable Costs will identify FAA, State, Local and Private shares.

Task 11 – Final Airport Master Plan and ALP Drawing Set – The master plan text and ALP set will be finalized under this element. Comments received from FAA, ConnDOT and the City will be compiled into a final document for submission to the FAA, ConnDOT and the City.

Task 12 - Financial Plan - This analysis will evaluate the current airport leases and fee structure. Using an exclusive database developed by McFarland Johnson, recommended changes to lease and fee structures will be evaluated and pro-formas developed to identify the best possible financial returns for the airport. A financial model will be developed to provide the airport with a means to evaluate the loss or entrance of a new business on the airport and determine how the airport's financial performance will be enhanced or impacted. Other options such as designating the airport as an enterprise fund will also be assessed to determine the potential opportunities that could be realized. The financial plan will also look at the opportunity to identify the airport as an enterprise fund and identify benefits and issues associated with this concept.

Task 13 – Study Documentation – This task outlines the draft and final deliverables for the project. This will include hard copies of the report, ALP sets for the airport and federal and state agencies and a CD containing all of the project documentation for the airport.

Task 14 – Administration and Project Management – This effort addresses the FAA, ConnDOT and the airport administrative requirements for the project. FAA Grant Application forms required to initiate the project, monthly e-invoicing documentation, and closeout documents will be completed by McFarland Johnson throughout the project duration.

Subconsultants:

One subconsultant will be used to develop an AGIS compatible survey as part of Task 2.