

**KIMLEY-HORN SCOPE OF SERVICES
CITY OF MCKINNEY, MCKINNEY NATIONAL AIRPORT,
MCKINNEY, TEXAS
June 3, 2026**

The following describes Kimley-Horn and Associates, Inc.'s ("Kimley-Horn" or "Consultant") Scope of Services in support of the McKinney National Airport ("Airport" or "TKI") Airport Master Plan ("Project" or "AMP"). Kimley-Horn is the prime consultant, and the Project Team is comprised of Garver, Aviatrix Communications ("Aviatrix"), White Hawk Engineering ("White Hawk") and W-J Advisors as sub consultants.

This Project prepares a new Airport Master Plan for the McKinney National Airport (Airport or TKI). By completing this scope of work, the documents required for Federal Aviation Administration (FAA) review and conditional approval of future airport development plans for TKI will be created. The ten technical tasks included for this project will consist of the following:

- Public and Stakeholder Engagement
- Inventory
- Forecast
- Facility Requirements
- Alternatives
- Capital Improvement Program and Financial Plan
- Airport Layout Plan (ALP)
- Exhibit A – Property Map

The Master Plan Update will follow guidelines contained in Federal Aviation Administration (FAA) Advisory Circular (AC) 150/5070-6B, Airport Master Plans, Chapter 10 "Airport Layout Plan" and Appendix F "ALP Drawing Set" and will identify improvements necessary to accommodate aviation activity 20 years into the future. To properly plan for phased airport development, it is vital to plan for initial and expanded commercial service operations at the Airport. This will be performed from actual current aviation demand and from forecasts using industry standard methods as well as use commitments from the airline(s) starting service at the Airport in 2026. This will also include an ALP drawing set and narrative report.

Guidelines and Requirements:

The following FAA guidelines and standard operating procedures (SOPs) will be utilized as applicable:

- AC 150/5070-6B – Airport Master Plans, Chapter 10 "Airport Layout Plan" (Change 2, January 27, 2015)
- ARP SOP 2.00, Standard Procedure for FAA Review and Approval of Airport Layout Plans (ALPs) (October 1, 2013) (included at the end of this scope of services)

- ARP SOP 3.00, (Standard Operating Procedure (SOP) for FAA Review of Exhibit ‘A’ Airport Property Inventory Maps (October 1, 2013) (included at the end of this scope of services)
- AC 150/5300-13B – Airport Design (Change 1, August 16, 2024)
- Land Acquisition and Relocation Assistance for Airport Improvement Program Assisted Projects AC 150/5100-17 (Change 7, July 10, 2017)

Note: Versions of all FAA Advisory Circulars, SOPs, Orders, and Engineering Briefs used during this Project will be as of the execution date of this Contract.

Amendments: The potential exists for stakeholders to raise concerns that require analysis beyond what is included in this Scope of Services. Response to concerns and work products not covered under this Scope of Services may require an amendment or new agreement between TKI and the Consultant.

Meeting Considerations: This scope assumes a combination of in-person meetings and virtual meetings will occur throughout the duration of the master planning effort. For budgetary purposes, when meetings are anticipated to occur in-person, they will be clearly identified at subtask level.

1. Airport Master Plan

This represents the core of this Project by creating a new Airport Master Plan for TKI the following elements are included in Task 1:

1. Public Involvement Program
2. Inventory of Existing Conditions
3. Forecast of Aviation Demand
4. Facility Requirements
5. Alternatives Development and Evaluation
6. Capital Improvement Program and Financial Plan

1.1. Public Involvement Program

The overall effectiveness and perceived success of an airport master plan is often predicated on the level of participation engendered with surrounding communities, businesses, aviation users, and executive and legislative stakeholders. Securing buy-in to the process is a continuous process of promotion, education, and collaboration.

1.1.1. Prepare Public Involvement and Stakeholder Engagement Plan

The Public Involvement and Stakeholder Engagement Plan will be prepared to strategically guide the involvement of the public and engagement of stakeholders to effectively communicate the objectives of the Master Plan and the process for considering comments and input. The Public Involvement and Stakeholder Engagement Plan will describe the mechanisms and tools to be used as outlined in AC 150/5070-6B (Change 2) and will align public involvement and stakeholder engagement activities to the overall Master Plan schedule, allowing input to feed into the development of alternatives and the overall recommended plan.

The Public Involvement and Stakeholder Engagement Plan will also include the protocol for gathering and documenting input from the public and stakeholders. This information will be disseminated to the project team for use in the Master Plan. The protocol will include the mechanism(s) for communicating feedback to the public and stakeholders and how the input has been considered in the Master Plan process. These details will be used to align the team with consistent collaboration, communication, and decision-making. A prioritized list of key individuals and organizations for engagement targeting will also be developed.

1.1.2. Technical Advisory Committee (TAC)

A TAC will be formed to provide input and insight on technical issues in the aviation elements of the master plan. TKI Staff will help identify key individuals or stakeholder organizations to join. The TAC will be comprised of about 15 to 20 people. The specific roles of the TAC will be clearly defined before the first gathering of the group and carefully explained at the first meeting to avoid misunderstandings as the Master Plan progresses.

Four (4) in person workshop-style meetings will be held with the TAC and are anticipated to be scheduled as follows:

- At the beginning of the project to introduce the project and set expectations
- After development of the facility requirements and at the beginning of alternatives development
- At the midpoint of the alternatives development and evaluation process
- Toward the end of the project to review final outcomes

Before each meeting, an agenda will be developed with content to be covered in the meeting. Additionally, the meeting approaches for obtaining input and managing the meetings will be developed before each meeting. The Consultant will prepare necessary meeting materials such as PowerPoint presentations, handouts, sign-in sheets, and meeting summaries. Meeting summaries will be preserved for the record. The Client will be responsible for meeting room arrangements and any associated costs. The Consultant may provide light refreshments for in-person TAC meetings. The Consultant reserves the right to record meeting proceedings and use Artificial Intelligence (AI) to transcribe the meetings and assist in the preparation of meeting summaries.

1.1.3. Public Open Houses

Four (4) public open houses are included in this Scope of Services. These will present the same, or slightly revised, material as the TAC meetings. A public venue will be used to hold the meetings. The Client will be responsible for meeting room arrangements and associated costs. The Consultant will prepare necessary meeting materials such as boards (up to 15 per open house), PowerPoint presentations (if required), handouts, sign-in sheets, project brochure (up to four [4] pages in length), and meeting summaries. Meeting summaries will be preserved for the record. The Consultant will provide the Client with advertisement copy for mail and online (i.e. social media) for review. Distribution of meeting advertisements will be the Consultant's responsibility. The Consultant will provide printed materials inclusive of handouts and boards for the meeting.

1.1.4. Project Website

A Project-specific website will be hosted by the Consultant. Project information, including draft chapters, meeting summaries, Project schedule, upcoming events, and the ability for the public to provide comments and feedback on the Master Plan will be present on the Project website. The Project website will remain active for up to six (6) months after project completion. Upon project completion all materials posted on the Project website will be transitioned to the Client.

The Consultant will coordinate with the Client regarding appropriate posts for social media distribution leading up to Public Open Houses. Content of postings are assumed to be focused on meeting invites and reminders of upcoming Master Plan meetings. Social media engagement is assumed to be up to once weekly for the 30 days leading up to each public open house.

For the project-specific website, the Consultant proposes utilizing Kimley-Horn's Public Coordinate, a single-license online engagement platform. Public Coordinate offers tools such

as a dedicated project webpage, graphics, maps, forums, surveys, and virtual meeting functionality, with features activated as needed.

The platform's interactive mapping tool will allow project concepts to be layered on a base map and facilitate location-based feedback using categorized markers, streamlining management of public comments. The website will collect public input throughout the duration of the project, and the Consultant will maintain a database of received feedback and document how comments are addressed in the project outcomes. As appropriate, responses to comments will be provided by the Consultant or Client.

Additional engagement options may include wiki-mapping and idea boards, enabling participants to share and collaborate on ideas. The website will provide simple comment forms as well as advanced interactive features to accommodate varying levels of digital proficiency.

Task 1.1. Deliverables:

- Public Involvement and Stakeholder Engagement Plan.
- PowerPoints, sign in sheets, agendas, and meeting summaries from the TAC meetings.
- Summary of comments received, project brochure (up to four (4) pages in length), boards (up to 15 per public meeting), and sign in sheets from the public open house events.
- Public open house meeting invites and flyers.
- Social media content.
- Consultant hosted Project Coordinate enabled website.

Task 1.1. Assumptions and Constraints:

- The TAC will be comprised of approximately 15 to 20 members.
- It is assumed that the public open houses will have approximately 50 attendees.
- The Client will be responsible for securing meeting venues/rooms.
- The Consultant will be responsible for distribution of meeting notices and flyers. Advertisement copy will be provided by the Consultant for Client review and distributed by the Consultant
- Consultant staff for the TAC meetings may include the Project Manager, Deputy Project Manager, and supporting staff. Up to four (4) Consultant staff are assumed to attend. For cost estimating purposes, up to three (3) Consultant staff are assumed to be traveling from outside of the Dallas Metro area.
- Consultant staff for the public open house meetings may include the Project Manager, Deputy Project Manager, and supporting staff. Up to four (4) Consultant staff are assumed to attend. For cost estimating purposes, up to three (3) Consultant staff are assumed to be traveling from outside of the Dallas Metro area.
- The Consultant will provide light refreshments at the TAC meetings (total of four [4] meetings).
- Up to 15 boards will be presented at each public open house meeting.

- The Consultant will host and maintain the Project Coordinate enabled Project website. The Consultant will provide links to be included on the City’s Airport website. The Consultant will host the Project website for up to six (6) months after Project completion.
- The Consultant will work with the Client to provide social media content on an up-to-weekly basis 30 days prior to a Public Open House.
- Kimley-Horn may use or develop its proprietary software, patents, copyrights, trademarks, trade secrets, and other intellectual property owned by Kimley-Horn or its affiliates (“Intellectual Property”) in the performance of this Agreement. Unless explicitly agreed to in writing by both parties to the contrary, Kimley-Horn maintains all interest in and ownership of its Intellectual Property and conveys no interest, ownership, license to use, or any other rights in the Intellectual Property to Client. Any enhancements of Intellectual Property made during the performance of this Agreement are solely owned by Kimley-Horn and its affiliates. If Kimley-Horn’s services include providing Client with access to or a license for Kimley-Horn’s (or its affiliates’) proprietary software or technology, Client agrees to the terms of the Software License Agreement set forth at <https://www.kimley-horn.com/khts-software-license-agreement> (“the License Agreement”) which terms are incorporated herein by reference.

1.2. Inventory of Existing Conditions

The inventory establishes the baseline conditions of the Airport. Some of the work required of this task also involves compiling data from various planning and engineering sources. This task will collect the most current data and information from which to establish the baseline conditions for the Master Plan. The data collection will utilize aerial photography, existing in-house information, and field visits to validate the inventory.

1.2.1. General Data Collection

Copies of existing reports; plans; electronic imagery; or other documents that may provide data on the history of the Airport, economic impact, area transportation systems, utilities, jurisdictional boundaries or other data and information pertinent to the Master Plan will be obtained by the Consultant. Where possible, the City will provide copies of existing studies for the Consultant’s reference and use. Collected reports and studies will be housed on a Kimley-Horn established and hosted SharePoint site for use by the Project team.

A brief overview of the history of the Airport, its aeronautical role in the national aviation system, and its role in the community’s and TKI’s infrastructure will be documented. The Airport’s economic impact and contribution to the community will also be generally described. A 10-year history of all FAA Airport Improvement Program (AIP) and state grants will be provided, along with an overview of the grant obligations associated with those grants.

Aircraft operational data will also be obtained/purchased from sources such as VirTower, FlightAware, Airport IQ data center by GCR, or other reliable sources acceptable to the Client and FAA.

1.2.2. Airport Profile and Setting

The Consultant will conduct research and summarize the character of the Airport area in terms of its geographic setting, climate/weather, and socioeconomic composition. This will include:

- Land form and topography
- Population and demography
- Economy
- Economic outlook
- On- and off-airport land uses

1.2.3. Existing Airport

This task describes the overall existing airport and conditions of facilities including:

- Airport role (National, State)
- Airside facilities
 - Runway/taxiway system
 - Runway pavement condition and strength (based on existing data)
 - Runway gradient
 - Runway safety areas (RSAs) (description of and review of compliance with FAA standards)
 - Runway object free areas (ROFAs)
 - Obstacle Free Zones (OFZs)
 - Taxiways
 - Approach surfaces and runway protection zones
 - Navigational aids
 - Electronic
 - Visual
 - Airfield lighting
 - Airspace and air traffic control
 - Flight rules
 - Airspace structure and definitions
 - Air traffic control
 - Local airspace configurations
 - Published instrument procedures
 - Commercial space flight corridors and operating areas
 - Meteorological considerations
- Landside facilities
 - General aviation terminal and Airport administration facilities
 - Aircraft hangars
 - Apron areas
 - Transient aircraft facilities
 - Cargo facilities

- Military areas and facilities
- Maintenance, Repair, and Overhaul (MRO) facilities
- Aircraft Rescue and Fire Fighting (ARFF)
- Airport Traffic Control Facility (ATCT)
- Airport maintenance facilities
- Airport support facilities (including aviation fuel storage)
- Fixed Base Operators (FBOs) and flight schools (include information about economic benefits from previously prepared studies into the Master Plan)
- Ground access facilities
 - Off-airport road system
 - On-airport road system
 - Traffic counts (no new traffic counts will be collected)
 - Vehicle parking
 - Transit connectivity
 - Rail connectivity
- Existing utilities (based on existing documentation)
 - Drainage
 - Domestic water supply
 - Electrical power distribution
 - Sanitary waste
 - Communications (including internet)
- Access control and perimeter fencing
- Non-aviation use areas
 - On-airport land use
 - Off-airport land use
 - Existing development areas and plans

1.2.4. Environmental Conditions

The Consultant will collect and compile existing published information that can be used to determine the presence/absence of environmental resources located on and in the vicinity of the Airport. The objective of this task is to identify and describe environmental resources that are present and to prepare a corresponding environmental opportunities and constraints map. The following environmental impact categories will be addressed.

- Air quality
- Biological resources (including fish, wildlife, and plants)
- Coastal resources
- Department of Transportation Act, Section 4(f) and Section 6(f)
- Farmlands
- Hazardous materials, solid waste, and pollution prevention
- Historical, architectural, archaeological, and cultural resources
- Land use

- Natural resources and energy supply
- Noise and compatible land use
- Socioeconomics and children's environmental health and safety risks
- Visual effects (including light emissions)
- Water resources (including wetlands, floodplains, surface waters, groundwater, and wild and scenic rivers)

Work performed under this task will be based on a desktop review and analysis of existing information provided by the Client, agency resource mapping available online, and other industry and published sources. No field investigations, biological assessments, computer modeling, quantitative studies, or any other technical analysis are included in this Scope of Services, unless specifically stated otherwise.

1.2.5. Boundary Survey

The Consultant will perform a boundary survey of the existing Airport, verifying exterior property limits and associated land interests. The Consultant will research and compile available public records related to property ownership, easements, dedications, right-of-way documents, and other recorded instruments affecting Airport property or Airport purpose lands. The Consultant will prepare a map exhibit depicting the existing Airport Boundary, including known easements and land interests associated with the Airport. The Consultant will complete a metes-and-bounds description of the existing Airport Boundary.

Task 1.2. Deliverables:

- Analysis from Task 1.2. will be included as Draft Chapter 1 of the Master Plan Update.

Task 1.2. Assumptions and Constraints:

- Data sources will include TKI records, aerial photography, public data, existing in-house information, and field visits.

1.3. Forecast of Aviation Demand

The objective of this task is to develop aviation demand forecasts of enplaned passengers, aircraft operations, air cargo, and based aircraft for the Airport. During forecast development, we will identify variables that are the most significant drivers of aviation demand at the Airport and define and evaluate assumptions that reflect the local population and economy, overall trends in the aviation industry (e.g., airfares, price of jet fuel, aircraft fleet mix, evolving technology, and regulatory changes), and other regional factors such as leakage to other airports. It is understood that commercial service is assumed to start in the latter part of 2026. Therefore, historical commercial service passenger activity and belly cargo will be limited to non-existent. A review of similar airports will be conducted to help estimate past aviation activity. Potential airports that are similar to TKI are Concord-Padgett Regional Airport (JQF) and Huntington Tri-State Airport (HTS).

1.3.1. Historical and Current Aviation Activity

Data on historical and current aviation activity will be collected and organized. This includes enplanements and operations by air carriers (including commuter and charter carriers); mail and cargo volumes (belly haul and dedicated freight); general aviation operations by local and itinerant categories; military operations; and based aircraft by type.

Information concerning peak hourly operations, daily, monthly, and annual activity will be quantified through data sources from the ATCT and from data maintained by the FAA and the Bureau of Transportation Statistics including the FAA TAF, TFMSC, ANOMS, ANOMS, or 3rd party ADSB tracking information. Historical data will be obtained for 10-years prior to the base year, or to the extent at which it is available, whichever is greater.

The ATCT staff will also be contacted to determine what data they maintain relative to instrument operations at the Airport and the extent to which they have accounted for hourly demand. Data will be obtained from Airport records and recent studies, industry data sites, Airport tenants and users, FBO's, and sources at the FAA. Specific data needs and potential data sources will include, but are not limited to the following:

- Historical and anticipated market pairs and commercial passenger service schedules
- Monthly and annual passenger enplanements by major, regional, and charter air carriers
- Historic enplaned and deplaned belly cargo by carrier
- Current and near-term demand (if available) for RON parking
- Historical operations addressing hourly, daily, monthly, and annual activity and any available related data from the Enhanced Traffic Management System counts
- Existing passenger and cargo aircraft fleet data and fleet orders
- Historical socioeconomic data
- Projected economic and socioeconomic data from Woods & Poole Economics
- USDOT Origin-Destination Survey data and T-100 data by airline and market
- Boeing and Airbus Aviation Industry Forecasts
- FAA Aerospace Forecasts
- Airline Data, Inc. or other service provider data for the Dallas Metro Area commercial service airports (e.g. DFW, DAL)

1.3.2. Factors or Opportunities Affecting Aviation Activity

As a part of the forecast process, it is important to identify factors that may influence future activity in the industry and how those influences could affect the local market. In the recent past, changes in airline business models, emergence of a new ultra-low-cost carriers (ULCC), airline bankruptcies and mergers have all impacted both the overall industry and activity at the Airport.

The Consultant will meet with Airport staff to aid in the definition of various trends that are deemed of significance.

1.3.3. Passenger Enplanements Forecast

A set of regression-based forecast models will be developed to project future passenger enplanements. These models will utilize data collected and may (in one or more models) include the generation of “dummy” variables to account for potential external events that could impact a more standard baseline regression-based demand projection. The variables that may be considered in the forecast model may include, but not be limited to:

- Market area current and projected population trends
- Market area current and projected disposable personal income and/or per capita income
- Current and projected U.S. or regional GDP
- Overall current and project employment and/or employment in select sectors
- Current and projected fuel costs and or airline yields

Using several projection techniques and model inputs a series of projected passenger trendlines will be generated and these will form the basis for the forecast of passenger activity. These techniques will include the utilization of a variety of projection methods including various single and multi-variable regression techniques as well as market share analyses. Coordination with the Airport will occur once the individual projections have been completed to discuss analysis findings and to take into consideration the potential forecast risk items to define the activity projection that is considered most representative of future passenger demand.

Data from Airline Data, Inc. or other service provider will be used for scenario-based forecasts looking at potential market demand from passengers coming from or going to the McKinney area and common origins and destinations. These data will be used to define potential future city pairs that could be served by airlines establishing service at TKI.

Due to TKI’s proximity to Central America, a review of potential international passenger demand will be completed using Airline Data, Inc. or other service provider data.

1.3.4. Commercial Service Forecast

Historic information related to airline boarding load factors and fleet trends will be reviewed and projections of future load factors and fleet trends will be generated. These are key inputs to the methodology for deriving commercial passenger aircraft operations.

Commercial passenger aircraft operations forecasts will be prepared for planning horizon years identified and will be referred to as Operational Planning Design Levels (OPDLs). The following forecasts will be generated:

- Total annual commercial passenger operations (derived from projected enplanements, load factors and fleet mix)
- Annual air carrier operations by major, regional and charter carriers
- Aircraft fleet data by major, regional and charter carriers
- Passenger carrier belly mail and freight

- Consideration may also be given to Advanced Air Mobility (AAM) vehicles for passenger or cargo service

The projection of aircraft fleet mix will initially focus on seating ranges of aircraft likely to serve the McKinney market area, and then will be further refined to identify to the extent feasible specific aircraft types based on existing airline fleets and the announced orders for new aircraft by carriers both serving the Airport and those that may be considered likely candidates to serve the area in the future. Airline Data, Inc. or other service provider data will also be leveraged in this analysis to determine likely aircraft for specific routes.

1.3.5. General Aviation and Military Forecasts

General aviation activity forecasts will be prepared taking into consideration forecasts from other sources, such as the FAA's TAF and other studies. Consideration will be given to such trends as large-scale fractional ownership of general aviation business jets and utilization of general aviation as an alternative to commercial service. The methodology used will also consider the influence that local businesses, education, and economic activity has on general aviation activity as well as the influence of various socioeconomic and demographic trends.

Historic activity data will be reviewed to identify historic based aircraft levels, activity peaking characteristics, fleet mix, and the split of local and itinerant aircraft operations. Projections of future general aviation operational activity, itinerant and based aircraft operations and fleet mix will be generated using regression analysis, market share and operations per based aircraft techniques depending upon which technique best fits the historic data for projection purposes and the projected fleet mix of both based and itinerant general aviation aircraft over the planning period. Adjusted projections of general aviation activity will be prepared for each planning horizon.

Historical military operational activity will be identified based on FAA data and assumptions made about future military activity forecast.

1.3.6. Aviation Demand Peaking Analysis and Critical Aircraft Determination

For the determination of future facility needs it is necessary to identify the demand peaking characteristics associated with the various segments of aviation activity at the Airport. This relates to those times of the day, month, and/or year where the activity level of aircraft operations or passengers exceeds the normal or average values. These peaks are key elements in the determination of both airside and landside capacity enhancements, and the timing thereof. The items to be assessed include:

- Average and peak month operations by category and air carrier enplanements
- Average day enplanements and operations
- Average-day of the peak month (ADPM) enplanements and operations
- ADPM cargo operations
- Peak hour operations by carrier and category of user
- Peak hour enplanements by airline

Additionally, the Airport's current and future critical aircraft (aircraft type/category with at least 500 annual operations) will be identified and a future estimate of aircraft operations in the critical aircraft category will be provided. The critical aircraft will steer the facility requirements analysis.

1.3.7. FAA Review and Approval

A summary of the preliminary results of the forecast process will be provided to the Airport and at their direction to the FAA for review. A virtual meeting with the FAA will be conducted to review methodologies and preliminary results. Based on this meeting any FAA issues or questions will be identified and addressed. Following the briefing, an Aviation Forecast Working Paper will be prepared which will summarize the issues, methodology, background of the industry and information used as a basis for developing the aviation activity forecasts and identification of the existing and future critical aircraft. Also addressed in this Working Paper will be a comparison of the enplanement and aircraft operations forecasts to the most current version of the FAA's TAF. The draft Aviation Forecast Working Paper will be provided to the Airport for review and comment. Upon completion of this review a revised draft will be prepared and submitted to the FAA for review. It is assumed in both the scope and budget that the FAA review of forecasts will be carried out expeditiously (i.e., within 60 days) to not delay the development of the overall Master Plan process. The Consultant will respond in writing to FAA comments and make required changes to text, analyses, and projections. FAA approval of the forecasts will be obtained prior to the initiation of analytical tasks on demand driven factors.

Task 1.3. Deliverables:

- Aviation Forecast Working Paper
- Analysis from Task 1.3. will be Draft Chapter 2 of the Master Plan Update.

Task 1.3. Assumptions and Constraints:

- Data sources are the ATADS, previously approved airport master plan, current FAA TAF, Airline Data, Inc. (or other service provider), ADS-B data, and other records/data reasonably available during the development of this task.
- The Aviation Forecast Working Paper will be used to secure FAA approval of the forecasts of aviation demand

1.4. Demand/Capacity and Facility Requirements

Upon completion of the Inventory of Existing Conditions and Forecasts of Aviation Demand tasks (1.2. and 1.3., respectively), the Consultant will provide technical expertise to determine new and/or improved facilities necessary to accommodate expected demand in each of the planning horizons. This task begins with an assessment of the ability of existing facilities to satisfy the safety requirements of the current design aircraft, which will be determined based on historical and forecast activity. The facility requirements will include the following.

1.4.1. Airfield Requirements

- Airport service role
- Critical/design aircraft identification by type of operation

- Design standards for the critical/design aircraft
 - Airport reference code
 - Runway design code
 - Taxiway design group
- Airfield capacity requirements using FAA AC 150/5060-5 methodology
 - Runway hourly capacity
 - Annual service volume
 - Demand versus capacity
- Airfield geometry
 - Weather and wind analysis
 - Compliance with FAA airport design standards
 - Runway system
 - Runway length analysis
 - Runway width
 - Runway shoulders
 - Runway blast pads
 - Lighting, markings, and signage
 - Runway grades
 - RSAs
 - Runway obstacle free zones (ROFZs)
 - Runway object free areas (ROFAs)
 - Precision obstacle free zone (POFZs)
 - RPZs
 - Approach and departure surfaces
 - Operational improvements for improved runway/taxiway utilization/capacity
 - Electronic and Visual Navigational aids
 - Taxiway system
 - Locations
 - Widths
 - Taxiway safety area
 - Taxiway object free area
 - Taxiway edge safety margin
 - Lighting, markings, and signage
 - Pavement strength
 - Airspace
- AAM
- Summary of airfield requirements

1.4.2. Terminal Requirements

- Non-secure areas
 - Check-in
 - Airline support
 - Restrooms
 - Concessions
 - Security checkpoint
 - Baggage claim
- Secure areas
 - Baggage screening
 - Concessions
 - Concession storage
 - Holdrooms
 - Restrooms
 - Baggage makeup
 - Airline operations and storage
 - Airport support
 - Delivery and material recovery areas
- Baggage Handling Systems
 - Baggage claim areas, number, location, and configuration
 - Includes bag makeup areas number, location and configuration
 - Inline Explosive Detection System (EDS) screening
 - Checked Baggage Reconciliation Area (CBRA)
 - On Screen Resolution (OSR) room
- Number of gates, types of gates, and types of aircraft
 - Associated apron
- GSE storage locations
- AAM
- U.S. Customs Border Protection (CBP) space
- Summary of terminal requirements

1.4.3. Airspace Protection

- Instrument procedure requirements
- Runway end siting criteria
- Air traffic control
- Local airspace configurations
- Commercial space flight corridors and operating areas
- AAM
- Summary of airspace protection requirements

1.4.4. Landside Facility Requirements

- Public parking
- Rental car lot and Quick Turnaround Area (QTA)
- EV charging needs
- Curb front length
- RON spaces
- General aviation terminal and Airport administration facilities
- Based aircraft storage facilities
- Transient aircraft parking facilities
- Cargo facilities
- MRO facilities
- ARFF
- Airport support and maintenance facilities (including aviation fuel storage)
- FBOs and flight schools
- Summary of landside facility requirements

1.4.5. Ground Access Facility Requirements

- Off-airport road system
- On-airport road system
- Vehicle parking
- Transit connectivity
- Rail connectivity
- Summary of ground access requirements

1.4.6. Utilities

Description of utility system requirements.

1.4.7. Access Control and Perimeter Fencing

Description of access control and perimeter fencing requirements.

1.4.8. Aeronautical Land Areas

Land requirements for items defined in Tasks 1.4.1. through 1.4.7. will be summarized and compared against existing land area for TKI. This will form the basis of the minimum land required to support aviation activity during the 20-year planning period. Airport land in excess of this amount would then be available for aviation supporting and non-aeronautical revenue generation uses.

Task 1.4. Deliverables:

- Analysis from Task 1.4. will be Draft Chapter 3 of the Master Plan Update.

Task 1.4. Assumptions and Constraints:

- No additional assumptions and constraints are associated with this task.

1.5. Alternatives Development and Evaluation

The objective of this task is to identify feasible alternative development plans for TKI based on the previous tasks. The Consultant will utilize an organized approach when executing this task. Overall, the process will be undertaken using the following method:

- Identification of alternative ways to address deficiencies associated with previously identified facility requirements
- Evaluation of the alternatives
- Selection of the Recommended Development Plan (RDP)

The alternatives analysis will satisfy the Airport's development needs while remaining responsive to regulatory, environmental, fiscal, and other objectives.

1.5.1. Opportunities and Constraints Map

Using data compiled and from the analysis of Task 1.2, an overall map of the Airport property will be developed that identifies constraints to development and potential opportunities. This map will include adjacent land uses and developments that are planned.

1.5.2. Basis of Concept Development

A description of the basis for the development of alternatives will be provided which explains the focus of the alternatives to be developed based upon the analysis performed.

1.5.3. Alternatives

Alternatives for the key components of the airport system will be defined in this task, per the quantities noted below. This task develops initial alternatives for these discrete areas of the Airport. Combination of some specific areas may be performed during this initial alternative development phase.

1.5.3.1. – Airside

Up to two (2) alternatives are included in this Scope of Services. These alternatives may address:

- FAA Airport Design standards compliance
- Runway length, orientation, and width
- Operational and safety enhancements
- Approach capabilities
- AAM integration

1.5.3.2. – Commercial Terminal

Up to five (5) alternatives are included in this Scope of Services. These alternatives may address:

- Expansion of the terminal to incorporate more gates
- Apron expansion areas for additional hard stand positions and/or remote parking positions
- Expansion of the central processor and other core functional areas of the terminal
- AAM integration

- Landside access and parking areas including rental car facilities, Transportation Network Company (TNC) areas, taxi staging, transit connectivity, entry/exit roads, highway accessibility, first/last mile accessibility, etc.

1.5.3.3. – East Side Development Area

Up to three (3) alternatives are included in this Scope of Services. These alternatives may address:

- Compatibility with off airport development east of the Airport property
- Maintenance, Repair, and Overhaul (MRO) areas
- FBO locations
- AAM integration
- Integration of aviation uses of adjacent development areas either as potential future Airport Property or through dedicated access easements
- Relocation of the following facilities: ARFF, ATCT, and Airport Support and Administration offices
- Aviation fuel storage facilities
- Non-aeronautical revenue generation areas
- Landside access and parking facilities, transit connectivity, first/last mile accessibility, highway accessibility, etc.

1.5.3.4. – West Side Development Areas

Up to three (3) alternatives are included in this Scope of Services. These alternatives may address:

- Southwest development area
- Redevelopment of the core area on the west side
- Redevelopment or reuse of existing facilities
- Expansion of facilities either as in-fill development or as part of recalibration to highest and best use of the area
- FBO development or expansion
- Aviation fuel storage facilities
- Non-aeronautical revenue generation areas
- Landside access and parking areas, transit connectivity, first/last mile accessibility, highway accessibility, etc.

1.5.4. Evaluations of Alternatives

Up to three (3) holistic alternatives may be developed as a result of the alternatives evaluation process. This task includes:

- Description of evaluation methodology
- Definition of evaluation criteria; preliminary criteria may include:
 - Compliance with FAA Airport Design standards (quantitative)
 - Meeting facility requirements (quantitative)
 - Airspace impacts (qualitative)
 - Environmental considerations (qualitative)

- Rough order of magnitude costs (quantitative)/financial feasibility (qualitative)
- Construction/phasing considerations (qualitative)
- Social impact (qualitative)
- Operational benefits (qualitative)
- Stakeholder (TAC and public) input (qualitative)
- Long-term flexibility (qualitative)
- Evaluation of alternatives

Task 1.5. Deliverables:

- Analysis from Task 1.5. will be Draft Chapter 4 of the Master Plan Update.

Task 1.5. Assumptions and Constraints:

- The third workshop for the TAC will be held after the Consultant completes the evaluation of the first set of alternatives. Input from the TAC will be used as the basis for the holistic alternatives.
- Review of the additional alternatives by the TAC will be accomplished through a technical memorandum distributed to the TAC for review, comment, and input. Approximately three (3) weeks will be provided to receive feedback.

1.6. Recommended Alternative

After the holistic alternatives are developed and evaluated a potential recommended alternative will be defined. The basis of the recommended alternative can be a combination of various previously developed alternatives, or it may be a completely new alternative. This new alternative will be evaluated using the same criteria as defined in Task 1.5.3. After the evaluation is completed, the recommended alternative will be defined and summarized.

Task 1.6. Deliverables:

- Analysis from Task 1.6. will be Draft Chapter 5 of the Master Plan Update.

Task 1.6. Assumptions and Constraints:

- The Recommended Development Plan defined in this task will form the basis of the Capital Improvement Plan.

1.7. Capital Improvement Program and Financial Plan

The Consultant will revise the Airport's current CIP to reflect the phasing plan and form the basis of the Recommended Development Plan (RDP). This includes organizing the Opinions of Probable Costs (OPCs) and prepare summary tables to support development of a CIP and financial plan. Budget for this task assumes the Airport will provide the Consultant with an updated and current CIP.

1.7.1. Capital Improvement Costs

The Consultant will develop high-level cost estimates for the individual projects identified. Cost estimates will include environmental documentation (as required), design (as required), Airports-GIS (as required), and construction/acquisition (including construction management). These costs will be spread over time and adjusted for the expected level of inflation based on

the year the projects will occur. Cost estimates will be completed by an engineer, architect, or environmental scientist, depending on the nature of the project.

1.7.2. Capital Funding Sources

Various potential sources to fund the RDP will be documented along with TKI's historical use of these sources (to the extent that the information is available from TKI).

- Grants-in-Aid Programs
 - FAA AIP
 - Other federal grants
 - TxDOT
- Passenger Facility Charges (PFCs)
- Customer Facility Charges (CFCs)
- Private capital
- Local sources

1.7.3. Financial Plan

This task will provide TKI with a 3- to 5-year historical financial baseline and a 10-year financial plan to support the improvements identified in the short- and intermediate-term phases of the RDP, including at least one sensitivity analysis. In addition, the plan will include a commercial strategy focused on non-aeronautical opportunities, constraints, and benchmarking. This work will help the Client plan and budget for expenditures as anticipated demand materializes. The financial plan will take a holistic view of the Airport in assessing project timing and the feasibility of funding proposed improvements.

The financial plan document will include a 10-year pro forma and a 10-year sources and uses analysis, while taking the following into consideration:

- Schedule of capital improvements
- Funding eligibility of capital projects
- Schedule of grants-in-aid program funding requirements
- Schedule of third-party-funded improvements
- Summary of the capital improvement project funding program
- TKI maintenance projects and equipment purchases
- TKI system wide capital investment program

Task 1.7. Deliverables:

- Analysis from Task 1.7. will be Draft Chapter 6 of the Master Plan Update.

Task 1.7. Assumptions and Constraints:

- The RDP will form the basis of the Airport Layout Plan Drawing Set (Task 2).
- Because the Consultant does not control the cost of labor, materials, equipment or services furnished by others, methods of determining prices, or competitive bidding or market conditions, any opinions rendered as to costs, including but not limited to opinions as to the costs of construction and materials, shall be made on the basis of its

experience and represent its judgment as an experienced and qualified professional, familiar with the industry. The Consultant cannot and does not guarantee that proposals, bids or actual costs will not vary from its opinions of cost. If the Client wishes greater assurance as to the amount of any cost, it shall employ an independent cost estimator. Consultant's services required to bring costs within any limitation established by the Client will be paid for as Additional Services.

1.8. Final Master Plan Documentation

1.8.1. Airport Master Plan

The draft chapters referenced in Tasks 1.2. through 1.6. will be compiled into a complete Master Plan document. Two (2) iterations of this document will be prepared, as described below.

1.8.2. Draft Chapters

Analysis and results from Task 1.2. through 1.6. will form the basis of Draft Chapters 1 through 6. Draft Chapter titles and content are assumed to be as follows:

- Draft Chapter 1 – Inventory of Existing Conditions – documents analysis from Task 1.2.
- Draft Chapter 2 – Forecasts of Aviation Demand – documents analysis from Task 1.3.
- Draft Chapter 3 – Demand/Capacity and Facility Requirements – documents analysis from Task 1.4.
- Draft Chapter 4 – Alternatives Development and Evaluation – documents analysis from Task 1.5.
- Draft Chapter 5 – Recommended Alternative – documents analysis from Task 1.6.
- Draft Chapter 6 – Capital Improvement Program and Financial Plan – documents analysis from Task 1.7.

Draft copies of the Chapters will be submitted to the Client for review and comment prior to dissemination to the TAC. The Consultant will revise the Draft Chapters based on the Client's feedback prior to distribution. Review time for each Draft Chapter is to be two (2) weeks in duration.

Draft Chapters will be draft in nature and will not be updated as new information becomes available during the Project. Rather, updates will be made to the content when the Draft Chapters are incorporated into the Draft Final Airport Master Plan Report (Task 1.7.3.).

1.8.3. Draft Final Airport Master Plan Report

The Consultant will make appropriate updates to the Draft Chapters and assemble them in a Draft Final Airport Master Plan Report and an introduction added into Chapter 1. Appendices will be added to the report as appropriate. The Draft Final Airport Master Plan Report will be submitted to the Client for review and comment. Review time is to be four (4) weeks in duration.

The Consultant will make revisions to the Draft Final Airport Master Plan Report as appropriate based upon Client feedback. The revised report will then be distributed to the FAA for their

review and comment. Submission of this report to the FAA will be concurrent with the Draft ALP set for FAA review. FAA review time is assumed to be ninety (90) days.

1.8.4. Final Airport Master Plan Report

The Consultant will revise the Draft Final Airport Master Plan Report based upon comments received from the FAA. The Final Airport Master Plan Report will contain a copy of the approved ALP set as an appendix.

1.8.5. Executive Summary

The Consultant will prepare an Executive Summary that concisely summarizes the contents of the Final Airport Master Plan Report. The Executive Summary is anticipated to be approximately 20 pages in length and will be prepared on 11x17 paper folded in half.

1.8.6. Airport Layout Plan Set

Deliverables for the ALP set tasks are defined in Task 2 and are summarized below. Costs associated with these items are contained within Task 2.

- Draft ALP Drawing Set, and Draft FAA SOP 2.00 Checklist for TKI review in PDF format.
- Draft Final ALP Drawing Set, and Draft Final FAA SOP 2.00 Checklist for FAA review (electronic submission through OE/AAA website[oeaa.faa.gov]).
- Final ALP Drawing Set, and Final FAA SOP 2.00 Checklist for FAA approval in PDF format.

1.8.7. Obstruction Analysis Tool

Consultant will create a new ArcGIS Online (“AGOL”) account for airspace analysis. Consultant will develop, with Owner input, ArcGIS Online standardized data models for airspace analysis. If applicable, Consultant will review the Owner’s existing GIS database structure to determine where features will be transferred by Consultant into the new database on the Owner’s ArcGIS Online account.

Consultant will develop, with Owner input, ArcGIS Online maps and web applications for Owner’s Airspace Portal. Consultant will implement interactive functionality including user interfaces, queries, measurement tools, and clearance calculations. Consultant will optimize all applications for desktop and mobile access to create consistent user experience as made available through current AGOL technologies. Consultant will provide the Owner with both written training documentation and virtual hands-on training for the Airspace Portal.

Task 1.8. Deliverables:

- Draft Chapters 1 through 6 in electronic (PDF) format.
- Draft Final Airport Master Plan Report in electronic (PDF) format.
- Final Airport Master Plan Report in electronic (PDF) format.
- Executive Summary in electronic (PDF) format.

Task 1.8. – Assumptions and Constraints:

- Draft Chapters and the Draft Final Airport Master Plan Report will be developed in Microsoft Word. The Final Airport Master Plan Report and Executive Summary may be developed in Adobe InDesign or similar publishing software.
- Assumed Client and FAA review times are as noted in Tasks 1.8.2., 1.8.3., and 2.
- The Draft Chapters, Draft Final Report, Final Report, and the Executive Summary will be prepared in accordance with Title II of the Americans with Disabilities Act (ADA).
- The ALP Drawing Set will not conform to Title II of the ADA.
- Consultant will require direct access to the Owner's existing ArcGIS Online Account with appropriate permission levels and accounts.
- Support, maintenance, warranty, troubleshooting, and operation of technology and hardware provided by others (e.g., Esri, Emlid) is the responsibility of the Owner.
- Owner will be responsible for ArcGIS Online Platform Annual Cost.

2. Airport Layout Plan and Exhibit A

The Consultant will develop an ALP drawing set (traditional paper drawings) in compliance with the FAA Standard Operating Procedure (SOP) 2.00. The Master Plan Final Report will serve as the Narrative Report for the ALP set.

Existing ALP drawings developed and maintained by Garver will be updated to show future and ultimate development defined in the RDP. Any updates to existing facilities or newly constructed facilities will also be incorporated into this new Airport Layout Plan Drawing Set.

All drawings will be North American ARCH (ARCH) D1 size sheets (36-inch x 24-inch). Below is a summary of the drawing sheets and anticipated number of sheets required for each drawing (a total of 23 drawing sheets are anticipated). The Consultant will provide the Client with AutoCAD files for the final version of the ALP drawing set at the completion of the Project.

- Cover Sheet
- Airport Data Sheet
- Existing Airport Layout Drawing Overview
- Future Airport Layout Drawing Overview
- Airport Airspace Drawing Sheet
- Runway Centerline Profile Drawing
- Inner Portion of the Approach Surface Drawing
- Runway Departure Surface Drawing
- Building Area Drawings
- Land Use Drawing
- Exhibit A

This task provides the detail for the applicable sheets that will be developed to produce the TKI ALP drawing set.

2.1. Cover Sheet

This plan will be developed to serve as the cover sheet and provide a drawing sheet index, a location map and vicinity map, and listing of all applicable abbreviations used throughout the ALP drawing set.

2.2. Airport Data Sheet

This plan will be developed to include all required tables, including: Airport Data Table, Runway Data Table, Taxiway Data Table, Wind Data Table, NAVAID Data Table, Modification to Standard Data Table, Deviation from Standards Data Table (if applicable), and Declared Distance Table. Additionally, wind rose information will be provided for All Weather, Visual Flight Rule (VFR), and Instrument Flight Rule (IFR) conditions.

2.3. Existing Airport Layout Drawing Overview

This plan will be a large-scale drawing (anticipated scale of drawing will be one [1] inch equals 500 feet horizontal), which will graphically present the existing layout of TKI.

2.4. Future Airport Layout Drawing Overview

This plan will be a large-scale drawing (anticipated scale of drawing will be one [1] inch equals 500 feet horizontal), which will indicate the staging of various future recommendations that will be prepared for TKI and will graphically present the RDP. The overview sheet will not include all details in the ALP checklist to enhance overall drawing legibility.

2.5. Airport Airspace Drawing Sheet

This plan will present the 14 CFR Part 77 airspace surfaces in a large-scale graphic presenting all Part 77 imaginary surfaces based on planned development. The Part 77 airspace surfaces will be superimposed over a base map of current United States Geological Survey (USGS) quad sheets at an appropriate scale for the planned sheet size. Profile views of the Part 77 approach surfaces for each runway end will be developed. Anticipated scale of drawing will be one (1) inch equals 2,000 feet horizontal and one (1)-inch equals 100 feet vertical.

Data tables will be compiled of obstruction information for Part 77 surfaces. Tabular information will include obstruction type, elevation, penetration of the applicable surfaces, and proposed action and will be prepared by the Consultant. Current and recommended disposition information will be presented to TKI for review and approval. Once TKI input has been provided, disposition information will be refined on the data tables.

2.6. Runway Centerline Profile Drawing

Runway centerline profiles will be created. This drawing will show the profile of the length of the runway and RSA. Runway end elevations, RSA gradients, vertical curves, and the five (5)-foot runway line of sight will be included on this drawing.

2.7. Inner Portion of the Approach Surface Drawing

A plan and profile view of each runway end will be developed for the inner portion of the Part 77 approach surface out to a point where the approach surface reaches a height that is approximately 100 feet above the runway end elevation. Anticipated scale of drawing will be one (1)-inch equals 200 feet horizontal and one (1) inch equals 20 feet vertical.

Plan views will consist of the various airport safety areas listed herein: RPZs; RSAs; ROFAs; ROFZs; and POFZs. Traverse ways crossing the approach surface will be identified based on available information as well as other objects within the approach area.

Profile views of the corresponding plan views will be prepared. Surfaces shown will include the FAA AC 150/5300-13B approach surface (formerly known as the threshold siting surface [TSS]), glideslope qualification surface (GQS), and precision approach path indicator (PAPI) obstacle clearance surface and light signal clearance surface.

Data tables will be compiled of obstruction information for Part 77, TSS, GQS, and PAPI surfaces. Tabular information will include obstruction type, elevation, penetration of the applicable surfaces, and proposed action and will be prepared by the Consultant. Current and recommended disposition information will be presented to TKI for review and approval. Once TKI input has been provided, disposition information will be refined on the data tables.

2.8. Runway Departure Surface Drawing

This plan will present the departure surfaces for each runway end. FAA AC 150/5300-13B departure surface. The TERPS Initial Climb Area (ICA) is the same as this surface. The drawing will depict the departure surface in plan and profile view and obstructions will be identified. Anticipated scale of drawing will be one (1) inch equals 2,000 feet horizontal and one (1) inch equals 100 feet vertical.

Data tables will be compiled of obstruction information for the departure surfaces. Tabular information will include obstruction type, elevation, penetration of the applicable surfaces, and proposed action and will be prepared by the Consultant. Current and recommended disposition information will be presented to TKI for review and approval. Once TKI input has been provided, disposition information will be refined on the data tables.

2.9. Building Area Drawings

These drawings will depict the aviation development areas and associated aprons in a small scale format to provide applicable detail as required by the FAA SOP 2.00 Checklist.

2.10. Land Use Drawing

These drawings will depict existing and proposed land uses within the Airport property boundary on separate drawing sheets. Approximate scale of this drawing will be similar to the ALP (e.g., anticipated scale of drawing of one [1] inch equals 500 feet horizontal). The drawing will include noise contours developed as part of this Master Plan Update. Additional sheets may be developed to depict future land uses.

2.11. Exhibit A

This plan will depict an updated Exhibit A Airport property map that will be prepared in accordance with FAA guidelines. The property map will be updated based on data from the Client and from the Boundary Survey completed in Task 1.2.4. Anticipated scale of this drawing will be similar to the ALP.

2.12. ALP Meetings

To facilitate the review of the ALP Drawing Set by the Client and the FAA the following meetings are included within this Scope of Services:

- In person page turn of the ALP Drawing Set with the Client
- In person page turn of the ALP Drawing Set with the FAA ADO Planner at the Fort Worth FAA offices

Task 2. Deliverables:

- Draft ALP Drawing Set, and Draft FAA SOP 2.00 Checklist for TKI review in PDF format.
- Resolve TKI comments and submit to FAA.
- Draft Final ALP Drawing Set, and Draft Final FAA SOP 2.00 Checklist for FAA review (electronic submission through OE/AAA website[oeaa.faa.gov]).
- Resolve FAA comments and re-submit to FAA (electronic submission through the OE/AAA website).
- Final ALP Drawing Set, and Final FAA SOP 2.00 Checklist for FAA approval in PDF format.
- Existing and future facilities depicted on the respective Airport Layout Drawings as kmzs.

Task 2. Assumptions and Constraints:

- TKI review time of the Draft ALP Drawing Set is assumed to be four (4) weeks.
- FAA review time of the Draft Final and Final ALP Drawing Set is assumed to be ninety (90) days.
- The in-person ALP Drawing Set page turn with the Client is assumed to be attended by up to three (3) Consultant staff.
- FAA Preliminary ALP Review Workshop will be an in-person meeting and will be attended by up to three (3) Consultant staff.

3. Project Administration and Quality Control

3.1. Study Design

It is important at the onset of the planning process to spend time on several matters, each of which is important to making sure the planning process moves forward with the right tools and the right game plan. It is important to know how the Consultant, the Airport and the FAA will work together to make the Plan a success. To accomplish that, time must be invested up-front, articulating the technical issues to be resolved, determining the type and level of analyses needed to support a desired result, discussing and deciding on the diverse ways to get through the planning process, and determining how the Consultant and other parties will communicate and work together cohesively to achieve the goals of the Airport.

This task includes development of a comprehensive draft Scope of Services, a revised draft scope, a schedule for completing work elements, and preparation of realistic work effort and cost budgets for completing the work. The task includes virtual meetings with the Client, the FAA, and the Independent Fee Estimate (IFE) consultant.

Following agreement on the final Scope of Services, schedule and project budget with the Airport, Consultant will enter into an agreement with the Airport to perform the services.

3.2. Project Management

Appropriate direction and project management will be provided in the development of the Master Plan Update as each element is undertaken and completed. This includes:

- Develop initial Project Work Plan and update monthly (as needed).
- Holding up to 40 biweekly calls between the Client and Consultant project manager and Consultant staff to discuss strategy, resolve issues, and coordinate progress and schedule.
- Holding regular (up to weekly) in-house meetings and internal Team coordination to manage workflow and quality control of deliverables.
- Tracking, actively managing, and updating project schedules.
- Monitoring, tracking, and actively managing the Consultant's project and task budgets, and associated office expenses.
- Preparing project status reports (as reasonably appropriate) that will be submitted with monthly invoices (if required).
- Assisting the Client with preparing associated FAA Quarterly Performance Reports for this project.
- Tracking and actively managing sub consultant task and activities.
- Reviewing sub consultant invoices and coordination on the same.
- Coordination meetings with the sub consultants.

3.3. Quality Control Reviews

Quality control is an essential component of the airport master planning process, ensuring that all deliverables meet the highest standards for accuracy, consistency, and compliance with applicable guidelines. The Consultant will implement a systematic quality review protocol –

defined in the Project Work Plan – throughout the project lifecycle to verify that all written and graphic communications, technical documents, and reports adhere to FAA and Title II ADA requirements (as appropriate) and project criteria. These efforts will help maintain integrity and reliability in all project outputs.

- Conduct comprehensive reviews of draft chapters, technical memorandums, and reports to confirm alignment with FAA Advisory Circulars and project objectives.
- Evaluate all presentations and graphic materials for clarity, accuracy, and consistency with established standards.
- Perform iterative quality checks at key project milestones to identify and resolve discrepancies or errors before finalization.
- Ensure all deliverables are thoroughly proofread and verified for completeness and correctness.
- Document review findings and coordinate necessary revisions with project team members to maintain high quality throughout the project.
- Monitor and update quality control procedures as needed to address evolving project requirements and regulatory changes.

3.4. Project Closeout

At the completion of all project activities in Tasks 1 through 3, a thorough project closeout process will be conducted to ensure all contractual, administrative, and operational requirements are finalized. This task encompasses the reconciliation and closure of Kimley-Horn project financials, transfer and archiving of project documentation, and confirmation that all deliverables have been provided to the Client. Effective closeout procedures will support a smooth transition and provide a comprehensive record of the project for future reference.

- Finalize and reconcile project financials
- Transfer relevant project files and documentation to the Client
- Archive project files in accordance with Kimley-Horn record retention policies
- Confirm delivery of required project deliverables
- Conduct a final project review meeting, if requested
- Provide a summary of lessons learned and recommendations for future projects
- Prepare the final project invoice

Appendix A FAA Advisory Circulars and Internal Orders and their Respective Versions and Other Criteria to be Used for this Project

FAA Advisory Circulars (ACs)

- AC 150/5000-17, Critical Aircraft and Regular Use Determination
- AC 150/5060-5, Airport Capacity and Delay
- AC 150/5070-6B, Change 2, Airport Master Plans
- AC 150/5200-37, Introduction to Safety Management Systems for Airport Operators
- AC 150/5220-22B, Engineered Materials Arresting Systems (EMAS) for Aircraft Overruns
- AC 150/5300-13B, Change 1, Airport Design
- AC 150/5325-4B, Runway Length Requirements for Airport Design
- AC 150/5340-1M, Change 1, Standards for Airport Markings
- AC 150/5340-18H, Standards for Airport Sign Systems
- AC 150/5360-13A, Airport Terminal Planning
- AC 150/5390-2D, Heliport Design

FAA Orders

- Order 1050.1G, Environmental Impacts: Policies and Procedures
- Order 5050.4B, National Environmental Policy Act (NEPA) Implementing Instructions for Airport Actions
- Order 5100.38D, Change 1, Airport Improvement Program Handbook
- Order 5200.8, Runway Safety Area Program
- Order 5200.11A, FAA Airports Safety Management System (SMS)
- Order 5300.1G, Modifications to Agency Airport Design, Construction, and Equipment Standards

Engineering Briefs (EBs)

- EB 89A, Taxiway Nomenclature Convention
- EB 95, Additional Siting and Survey considerations for Precision Approach Path Indicator (PAPI) and Other Visual Glide Slope Indicators (VGSI)
- EB 100A, Holding Position Sign and Marking for Runway Approach/Departure Areas
- EB 105A, Vertiport Design, Supplemental Guidance to Advisory Circular 150/5390-2D, Heliport Design

Note: Versions of all FAA ACs, Orders, and EBs not referenced above, but used during the course of this Project, will be as of the execution date of this Contract.