

**CITY OF SAN ANTONIO
INTERDEPARTMENTAL MEMORANDUM
DEPARTMENT OF AVIATION**

TO: Mayor and City Council
FROM: Kevin C. Dolliole, Aviation Director
THROUGH: Terry M. Brechtel, City Manager
COPIES: J. Rolando Bono, Deputy City Manager
SUBJECT: Contract Amendment – Stinson Master Plan
DATE: April 1, 2004

SUMMARY & RECOMMENDATION

This ordinance amends the Professional Services Agreement with the firm of Ricondo and Associates Inc. for additional services in conjunction with the Stinson Airport Master Plan in an amount not to exceed \$59,245.00. The additional services include the update of the aircraft operations referred to as the Terminal Area Forecast (TAF), evaluating new flight tracks, confirming current flight tracks and aircraft mix, meetings, briefings and updating the Airport Layout Plan to new Federal Aviation Administration (FAA) standards.

This action is required in order to implement the proposed airfield improvements qualified for TX DOT Grant Funding, accepted by City Council action on June 19, 2003.

Staff recommends approval of this ordinance.

BACKGROUND INFORMATION

Ordinance No. 91445, passed and approved on March 16, 2000 approved the Professional Services Contract with Ricondo and Associates to provide planning services at Stinson Municipal Airport for a Master Plan update.

The scope of work contained in the original agreement included the preparation of the Terminal Area Forecast (TAF). This forecast is used as a basis in assessing purpose and needs for the Master Plan and the Environmental Assessments (EA). An EA is required to implement major airport improvements, such as runway extensions and upgrades, identified in the Master Plan. The original TAF was based on historical data projected through the forecast period together with interviews conducted with current and potential airport tenants relating to forecasts, growth and business plans. Upon review, the FAA, who from a regional approach develops growth forecasts for general aviation airports, requested that the TAF, together with the associated dependent elements, be revised. Ricondo and Associates has submitted a proposal to perform the work required to update the TAF consistent with the FAA requirements in an amount not to exceed \$7,430.00.

The Master Plan and Environmental Assessment process requires that public involvement of concerned or affected citizens or agencies be conducted. The National Park Service (NPS), which operates the San Antonio Missions located proximate to Stinson Airport, has raised concerns relating to air traffic and flight patterns. At their request, the City will study, using an update of the 1999 Flight Tracks, the noise impacts of military aircraft, the potential noise impacts of implementing new flight tracks and the effects of flight track changes on airspace and operations at Kelly AFB, Randolph AFB and San Antonio International Airport. Ricondo and Associates has submitted a proposal to perform the work required for this study in an amount not to exceed \$9,730.00.

In addition, the NPS has raised concerns regarding the current types, altitude and proximity of overflights of their facilities. In response to their concerns it may be necessary to obtain current FAA flight data and analyze the flight tracks and aircraft to present to the NPS for verification of data used in the original baseline, validate flight tracks and confirm aircraft mix. This task will only be authorized if needed to support this response. Ricondo and Associates has submitted a proposal to perform the work required for this study in an amount not to exceed \$7,142.00.

Subsequent to the preparation of the Airport Layout Plan, which is a component of the Master Plan, the FAA requirements regarding the format and contents were revised, necessitating the updating of the Airport Layout Plan. Ricondo and Associates has submitted a proposal to perform the work required to update the Airport Layout Plan consistent with the new FAA requirements in an amount not to exceed \$17,980.00.

With these changes and evaluations, it is anticipated that additional meetings and formal briefings will be required to complete these tasks. As such, a meeting allowance of \$16,963.00 has been established to be used on an as-needed basis. This allowance was based on projected total hours and expenses detailed in Attachment 1.

Summarizing, the additional fees consist of the following elements:

Revised TAF	\$ 7,430.00
NPS Revised Flight Track	\$ 9,730.00
NPS Aircraft Mix & Track	\$ 7,142.00
Revised ALP	\$17,980.00
Meeting Allowance	<u>\$16,963.00</u>
TOTAL	\$59,245.00

POLICY ANALYSIS

This proposed action continues the policy of improving facilities at Stinson Municipal Airport.

FISCAL IMPACT

This project is funded by the Stinson Revolving Fund. Including the above-mentioned actions, the revised fees payable to Ricondo & Associates will total \$780,474.00. Implementation of the approved Master Plan and Environmental Assessment recommendations will be brought forward in subsequent ordinances.


COORDINATION

This request for ordinance has been coordinated with the Public Works, Finance and Office of Management and Budget Departments.

SUPPLEMENTARY COMMENTS

The discretionary contract disclosure from Ricondo and Associates is attached.


Kevin C. Dolliole
Aviation Director


J. Rolando Bono
Deputy City Manager

APPROVED:


Terry M. Brechtel
City Manager

City of San Antonio Discretionary Contracts Disclosure*

For use of this form, see City of San Antonio Ethics Code, Part D, Sections 1&2

Attach additional sheets if space provided is not sufficient.

State "Not Applicable" for questions that do not apply.

* This form is required to be supplemented in the event there is any change in the information under (1), (2), or (3) below, before the discretionary contract is the subject of council action, and no later than five (5) business days after any change about which information is required to be filed.

Disclosure of Parties, Owners, and Closely Related Persons

For the purpose of assisting the City in the enforcement of provisions contained in the City Charter and the Code of Ethics, an individual or business entity seeking a discretionary contract from the City is required to disclose in connection with a proposal for a discretionary contract:

(1) the identity of any **individual** who would be a party to the discretionary contract:

(2) the identity of any **business entity**¹ that would be a party to the discretionary contract:

Ricondo & Associates, Inc.

and the name of:

(A) any individual or business entity that would be a **subcontractor** on the discretionary contract;

and the name of:

(B) any individual or business entity that is known to be a **partner**, or a **parent** or **subsidiary** business entity, of any individual or business entity who would be a party to the discretionary contract;

¹ A business entity means a sole proprietorship, partnership, firm, corporation, holding company, joint-stock company, receivership, trust, unincorporated association, or any other entity recognized by law.

- (3) the identity of any *lobbyist* or *public relations firm* employed for purposes relating to the discretionary contract being sought by any individual or business entity who would be a party to the discretionary contract.

None

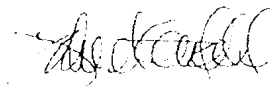
Political Contributions

Any individual or business entity seeking a discretionary contract from the city must disclose in connection with a proposal for a discretionary contract all political contributions totaling one hundred dollars (\$100) or more within the past twenty-four (24) months made directly or indirectly to any *current* or *former member* of City Council, any *candidate* for City Council, or to any *political action committee* that contributes to City Council elections, by any individual or business entity whose identity must be disclosed under (1), (2) or (3) above. Indirect contributions by an individual include, but are not limited to, contributions made by the individual's spouse, whether statutory or common-law. Indirect contributions by an entity include, but are not limited to, contributions made through the officers, owners, attorneys, or registered lobbyists of the entity.

To Whom Made:	Amount:	Date of Contribution:
None		

Disclosures in Proposals

Any individual or business entity seeking a discretionary contract with the city shall disclose any known facts which, reasonably understood, raise a question² as to whether any city official or employee would violate Section 1 of Part B, Improper Economic Benefit, by participating in official action relating to the discretionary contract.

Signature: 	Title: Vice President Company: Ricondo & Associates, Inc.	Date: January 13, 2004

² For purposes of this rule, facts are "reasonably understood" to "raise a question" about the appropriateness of official action if a disinterested person would conclude that the facts, if true, require recusal or require careful consideration of whether or not recusal is required.

1/12/04

Supplemental Scope of Services – Environmental Assessment

Due primarily to increased interest in this study by the National Parks Service (NPS) and the need to prepare new forecasts of aviation activity as directed by the FAA and TxDOT, the February 2000 scope of services for the environmental assessment (EA) for Stinson Municipal Airport must be expanded. This document outlines the additional supplemental services that are foreseen to be required for completion of the study.

Background

The initial scope of work, prepared in February 2000, envisioned that the Master Plan would be completed and the environmental study initiated as soon as possible following decision on the recommended development plan in the Master Plan. Based on the Aviation Department's initial conversations with TxDOT, it was hoped that a runway extension could be addressed under the Categorical Exclusion (Cat Ex) criteria for environmental study. Barring this, it was thought that a simple EA would need to be prepared. Therefore, only a minimal number of agency and other coordination meetings were included in the scope of work.

The Master Plan was substantially completed in late 2001, and the forecasts, prepared prior to September 11, 2001, had been submitted to TxDOT for review and approval. In preparing the forecast, the planning team interviewed tenants and prospective tenants, reviewed the Aviation Department's initiatives for economic development, and reflected this growth in the forecasts for Stinson. The FAA's Terminal Area Forecast (TAF) for Stinson had not been updated to reflect the recent growth, and the TAF lagged behind actual activity statistics by more than 15%. Therefore, activity forecasts prepared for the Master Plan were also at variance with the TAF by more than 10%. Because of the variance between the Master Plan forecast and the TAF, TxDOT was required to refer the forecasts to the FAA Southwest Region for review. The Region subsequently forwarded the forecasts on to FAA Headquarters. The forecasts were sent to TxDOT in December 2001, with continuing discussions between the Aviation Department, TxDOT, R&A and the FAA Regional Office, but no official action from the FAA until April 2003. At that time the FAA approved the forecasts for use in the Master Plan as reflecting long-term growth.

Because the EA would address near term growth and new economic factors (September 11 and economic downturn) had affected growth nationwide, the FAA required that a new forecast be used for the more detailed EA. TxDOT recommended that the TAF be used, or a forecast close to the TAF be developed. Through discussions with the Aviation Department it was decided that R&A would use the TAF as the new forecast for the EA.

To speed completion of the EA despite the forecast approval delay, the Aviation Department asked R&A to proceed with elements of the EA that were not dependent on the forecast approval. At the time work was halted, the baseline (1999) noise and air quality analyses had been completed, data was set up for the future noise and air quality impact analyses, and information was being gathered to determine baseline conditions in other areas of impacts. Agency and public scoping meetings had been held and comments received.

Following the scoping meetings for the EA, the NPS began some dialogue with the Aviation Department regarding concerns over noise and vibration that they perceived would affect the Missions Historical Park if the Airport were to grow. Although the EA analysis was put on hold in

early 2002 pending forecast resolution, coordination with the NPS continued, primarily through the Aviation Department, but requiring assistance from the R&A team. Because of the NPS involvement, the FAA Regional Office at one point believed that the level of controversy would preclude continuing with an EA and would require a more detailed EIS. In an April 28, 2003 e-mail, a representative of the FAA Regional Office stated that "we fully expect an EIS to be required for this project." During the time that work was delayed on the EA pending forecast determination, several meetings and conference calls were held with the Aviation Department, TxDOT and the FAA to discuss these concerns and develop a strategy for addressing NPS concerns. Addressing these concerns requires analysis that would be outside of the scope of analyses performed to assess the proposed action. Therefore, we anticipate that responding to NPS issues quantitatively would require additional analysis, outside that originally scoped for the EA.

This supplemental scope of work is intended to address additional work that has been required by the FAA and/or TxDOT, or that is anticipated to be necessary to properly perform the EA based on the current level of interest in specific issues as of the date of this scope.

In preparing this supplemental scope, several assumptions are made regarding the work done to date:

- As confirmed by TxDOT Aviation Division, the Baseline (1999) condition will not need to be updated.
- No additional scoping meetings will be held with agencies or the public prior to preparation of the preliminary draft and draft documents, therefore the proposed action and alternatives are to remain as proposed in the original project scoping letter dated November 5, 2001.
- Work will continue on the original work scope as proposed, with the addition of the specific items outlined in this scope for additional services.
- The proposed development projects (proposed action) identified in the initial work will not change.

Work would be divided into two categories with associated subtasks as follows:

Additional Services

- Use the 2003 FAA TAF to prepare new derivative forecasts for use in the EA analyses.
- Perform additional INM and airspace analyses if needed to quantitatively address potential changes in flight tracks responding to NPS concerns
- Gather and assess additional ARTS data for flight track verification to assess changes in flight tracks that may have occurred since the 1999 Baseline analysis

Additional Meetings & Briefings

- Prepare for and attend additional meetings and briefings associated with EA which were not anticipated in the original scope to address NPS concerns

The following paragraphs provide more detailed descriptions of each of these tasks.

Additional Services

Revise aviation forecast to reflect the FAA TAF

At the direction of the FAA and TxDOT, a new forecast of aviation activity would be prepared to reflect the activity projected in the FAA's 2003 TAF. The new forecasts would utilize the overall activity figures shown by the TAF, but would break down fleet mix and other factors in the detail needed for use in the EA. Baseline forecast year would remain 1999, with the future year being 2008

The TAF provides forecasts of total based aircraft and aircraft operations by broad categories, including: general aviation, air taxi and military. To be usable in the EA for proper environmental analysis and INM purposes, the information must be further refined. Work would include:

- Review and summarize new, high profile economic development initiatives in San Antonio and the south side that should be discussed to update the background section of the EA forecast. These include the South Side Initiative and the Toyota Plant, which will be seen by TxDOT and the public as having some bearing on future activity at Stinson.
- Determine nighttime aviation activity, to be accomplished through review of previous documentation and coordination with the Airport's security contractor to record activity during nighttime hours
- Prepare a new projection of aviation activity, which details based aircraft by fleet mix and operations by aircraft type, time of day and stage length. This would not be a straight proportioning of the previous forecast to the new forecast since historical activity and the TAF upon which the new forecasts are based have not changed proportionally in all categories.
- Develop an average day schedule for use in the INM by aircraft type, time of day, arrival vs. departure, and runway used. Activity must be broken down incrementally to allow later assignment of individual aircraft to the individual arrival and departure flight tracks. A direct proportioning from the previous forecast cannot be utilized for this task.
- Preparation of preliminary draft (client review), draft (TxDOT review) and final forecast chapters for incorporation into the EA. This would replace the forecast information from the Master Plan which originally was to form the basis for the EA analyses.

Perform additional INM runs and airspace review to assess the effects of potential flight track changes.

This work will be performed *as needed* to respond to concerns raised by the NPS regarding the noise impacts of military aircraft, the potential noise impacts of moving flight tracks, and the effects of flight track changes on airspace and operations at nearby airports. This work would be incorporated into the analyses for noise and land use compatibility. An example of work that could be performed under this task would be assessment of noise impacts if pattern traffic were routed exclusively to the west of the Airport rather than over the NPS property to the east and southeast. Analysis would be limited to the assessment of two alternatives incorporating either a new flight track or changes in aircraft assignments to currently defined flight tracks. The original scope included only analysis of the baseline and future noise contours, not changes in flight tracks.

Gather and assess ARTS radar data

This work will be performed to verify that flight tracks used to determine baseline (1999) noise contours are still valid, and to help assess the nature of overflights of NPS facilities. This is an area of concern since the NPS has identified that overflights – not necessarily high noise levels – are an issue. The R&A Team will coordinate with the FAA ATCT to obtain 7 to 10 days of ARTS data. Raw ARTS data will be converted for use in AutoCAD and MapInfo applications, then processed to show the individual flight tracks monitored during the sampling period. After processing, the flight tracks will be analyzed to determine whether significant changes in flight tracks have occurred since the baseline analysis. This information would also be used to respond to NPS concerns regarding the types, altitudes, and proximity of overflights of NPS and other facilities.

If significant changes are found during flight track comparison that would require definition of new generalized flight tracks that were not used in the baseline analysis, R&A would notify the Aviation Department. Prior to notification, R&A would discuss the perceived changes with the Stinson ATCT to determine whether operational changes had been instituted by air traffic control. This discussion would help R&A make the determination whether ARTS data identified changes that were significant in terms of noise or in terms of overflights. Addition of generalized flight tracks with modification of baseline analysis would require significant effort to redefine aircraft use of such tracks and is outside the scope of this proposal.

Additional Meetings & Briefings

Prepare for and attend additional meetings.

The original scope of work for the EA included a minimal number of meetings reflecting the low level of controversy anticipated with the EA. It included four planning review committee meetings (with Aviation Department staff or city committees), one public hearing upon release of the draft EA, and eight coordination meetings with review agencies (in San Antonio) during the EA preparation and after release of the draft EA. (The agency/public scoping meeting and general agency coordination prior to the scoping meeting were included in the scoping task, not the EA task.)

As of December 11, 2003, we have participated in two meetings with the Aviation Department to discuss strategy for the EA and resulting scoping for the additional services, and four meetings with agencies (NPS, TxDOT, Air Force) or in preparation for meetings with these agencies. Also, the ATAC has informally asked that R&A provide a briefing at the January or February meeting, but this has not yet been authorized by the Aviation Department. The public hearing will be held (as part of the original scope) after release of the draft EA document. We expect that during the course of the project, after release of the preliminary draft and draft EA document, additional meetings will be requested by NPS, City Staff, City Council, or other agencies and that R&A will be asked to participate and/or to prepare materials for use by the Aviation Department. For many meetings or briefings, a pre-meeting would typically be held with the Aviation Department staff to prepare for the meeting and review the presentation materials.

Additional meetings with agencies such as NPS, the Air Force, City of San Antonio, and others would probably be needed to identify and address concerns related to the EA. Additionally, briefings to city committees, political leaders, civic groups, and others regarding the purpose and status of the EA may also be required. The NPS focus on this project, the Mayor's Southside Initiative, and Toyota's proposed manufacturing plant all create a greater emphasis on the need for and potential affects of the proposed development. It is anticipated that up to an additional six (6) meetings would

be required with agencies and the Aviation Department, requiring preparation of materials, attendance and follow-up. In addition, up to six (6) briefings to other interested groups such as the City Council Aviation Committee, Air Transportation Advisory Committee (ATAC) and City Management Team would be given, or materials prepared and provided for such briefings.

Because the exact number of meetings and level of participation can only be estimated at this time, this work would only be performed as needed. The task would be billed based on the time and materials actually expended for meeting preparation and attendance should the number of meetings required *go beyond* that included in the original scope of work. Meeting attendance or materials preparation under this additional services task would need to be authorized on a meeting-by-meeting basis, by the Aviation Director.

Planning Services for Stinson Municipal Airport

Environmental Assessment - Additional Services

Task Description	Officer in Charge	Director	Managing Consultant	R&A HOURS		CADD/ Drafting	Word Processing	Total Hours
				Senior Consultant				
Revise future fleet mix and forecast to reflect TAF	8	2	4	40			8	62
Additional INM and airspace analyses to assess changes in flight tracks	12	2	16	32		12	3	77
Gather and assess additional ARTS data for flight track verification	4	2	16	30		8	2	62
Subtotal labor	24	6	36	102		20	13	201
Labor Rates	\$ 61.78	\$ 45.27	\$ 33.37	\$ 29.06		\$ 21.53	\$ 19.37	
Subtotal labor	\$ 1,483	\$ 272	\$ 1,201	\$ 2,965		\$ 431	\$ 252	\$ 6,603
Direct labor expense							40.30%	\$ 2,661
General & administrative overhead							183.30%	\$ 12,102
Subtotal labor and overhead								\$ 21,366
Profit							10%	\$ 2,137
Total R&A Labor								\$ 23,502

Subconsultants

Total Subconsultants None
\$ -

Expenses

Printing, plotting, reproduction \$ 250
Mileage/parking \$ 50
Travel \$ -
Communications/telephone \$ 75
Delivery service, postage \$ 75
ARTS data conversion \$ 300
Miscellaneous \$ 50
Subtotal Expenses \$ 800

Labor and Expenses - Additional Services for EA

\$ 24,302

Planning Services for Stinson Municipal Airport

Environmental Assessment - Meeting & Briefing Allowance

Task Description	R&A HOURS						Total Hours
	Officer in Charge	Director	Managing Consultant	Senior Consultant	CADD/Drafting	Word Processing	
Meeting Allowance a/	18	8	6	10	6	8	56
Briefing Allowance b/	18	8	6	10	6	8	56
Subtotal labor	36	16	12	20	12	16	112
Labor Rates	\$ 61.78	\$ 45.27	\$ 33.37	\$ 29.06	\$ 21.53	\$ 19.37	
Subtotal labor	\$ 2,224	\$ 724	\$ 400	\$ 581	\$ 258	\$ 310	\$ 4,498
Direct labor expense						40.30%	\$ 1,813
General & administrative overhead						183.30%	\$ 8,246
Subtotal labor and overhead							\$ 14,557
Profit						10%	\$ 1,456
Total R&A Labor							\$ 16,013

Subconsultants None

Expenses

Printing, plotting, reproduction	\$ 700
Travel, subsistence	\$ -
Mileage/parking	\$ 60
Communications/telephone	\$ 80
Delivery service, postage	\$ 80
Miscellaneous	\$ 30
Subtotal Expenses	\$ 950

Labor and Expenses - Meetings & Briefings Allowances

\$ 16,963

Notes:

a/ Based on six (6) Meetings w/ NPS, Aviation Dept., Air Force, incl. pre-meetings for coordination

b/ Based on six (6) additional misc. briefings or preparation of briefing materials for Aviation Department, incl. pre-meetings for coordination