



**CITY OF SANTA BARBARA**  
**COUNCIL AGENDA REPORT**

**AGENDA DATE:** October 11, 2011  
**TO:** Mayor and Councilmembers  
**FROM:** Administration, Airport Department  
**SUBJECT:** Contract With Coffman Associates For Airport Master Plan

**RECOMMENDATION:**

That Council approve and authorize the Airport Director to execute a contract with Coffman Associates, a Missouri Corporation, for the preparation of an Airport Master Plan in an amount not to exceed \$893,595.

**DISCUSSION:**

Background

The Federal Aviation Administration (FAA) requires that airports maintain a Master Plan, which is updated every five to ten years as planned improvements are completed. The Airport's Master Plan/Aviation Facilities Plan was last updated in 2001. There were two major projects included in the 2001 Master Plan: construction of FAA standard runway safety areas on the main commercial runway, Runway 7-25; and construction of a new 72,000 square foot airline terminal building to meet the needs of the traveling public. The runway safety project is completed and the new airline terminal facility is due to be completed by summer 2012.

For many years, it has been envisioned that commercial aviation facilities would be developed south of Runway 7-25 and general aviation facilities would be developed north of Runway 7-25. With major general aviation leases north of Runway 7-25 expiring in the next five to seven years, it is the opportune time to consider where facilities are needed and their location as part of the Master Plan process.

Master Plan Goals

In an effort to facilitate the planning of future Airport improvements and to provide a framework to guide future airport development to meet aviation demand, a new Master Plan is needed.

There are three main goals for the Master Plan. The first goal is to focus on consolidating all general aviation facilities north of Runway 7-25. The Airport's two Fixed Base Operators' (FBO) leases expire in 2013 and the Ampersand lease expires in 2018.

These leaseholds, plus some additional area, equal approximately 40 acres north of Runway 7-25 that will need planning direction for future facility improvements.

The second goal is to evaluate future passenger demand and airline terminal facility needs. It is expected that the new terminal facilities will serve passenger demand for many years to come, however it is important to plan for future passenger demand and to relocate off-site long-term parking to the Terminal complex. Relocating the off-site long-term vehicle parking will enable the Airport to eliminate the off-site parking lot shuttle operation, saving the Airport about \$800,000 annually. Any future consolidation of long term parking and expansion of terminal facilities will require relocation of general aviation facilities now located south of the terminal. In addition to vehicle parking, the passenger terminal needs additional aircraft parking.

The third goal includes evaluation of airfield safety conditions and identification of facility needs that will improve the operating conditions for aircraft. The FAA Runway Safety Action Team has identified that the extension of Taxiway H west to the end of Runway 7 would reduce the potential for aircraft runway incursions.

### Consultant Selection

The Airport prepared and distributed a Request for Qualifications (RFQ) for planning, architecture/engineering, environmental and consulting services on January 18, 2011. The RFQ was advertised in the American Association of Airport Executives newsletters and was posted on both the City of Santa Barbara and the Airport's websites.

On February 22, 2011, seven Statements of Qualification were received from the following firms: Coffman Associates, Mead & Hunt, Leigh Fisher Management Consultants, URS, Barnard Dunkelberg & Co., InterVISTAS Consulting LLC, and HNTB. Each submittal was evaluated based upon the criteria established in the RFQ.

As a result of the RFQ rating, three firms were selected for follow up interviews: Coffman Associates, HNTB, and Mead & Hunt. The interviews took place on March 23, 2011. The selection panel consisted of the Airport Director, Assistant Airport Director, Airport Operations Manager, Airport Project Planner, and a City Principal Planner. The companies were evaluated based on the criteria listed in the RFQ. After the interviews were completed, reference calls were made for each firm.

It was the unanimous recommendation of the selection panel that Coffman Associates' team best met the needs of the Airport. .

### Coffman Associates

Coffman Associates is a specialized airport planning firm whose work is limited to airport planning and associated environmental and noise studies. Coffman Associates has been involved in over 500 airport master plans and over 70 Part 150 noise

compatibility studies. In addition, the firm has conducted more than 200 environmental studies and hundreds of other specialized planning studies for airports.

### Scope of Services

A summary of the work items required for completion of the Airport Master Plan are listed below and a more detailed scope is attached.

1. Initiate and establish a Planning Advisory Council
2. Conduct inventory of available data
3. Prepare aviation forecasts
4. Determine demand capacity for airside and landside
5. Determine facility requirements based on capacity needs
6. Identify Airport development alternative scenarios
7. Recommend Master Plan concept and Capital Financial Plan
8. Update Airport plans with data
9. Public coordination and communication, including 15 meetings and materials
10. Final reports and approvals

The proposed scope of work has been approved by the FAA and is included in the contract with Coffman Associates.

### **BUDGET/FINANCIAL INFORMATION:**

The City recently was awarded an Airport Improvement Program grant which provides \$791,420 with the local 5% match of \$41,654 for a total of \$833,074 for the project. The required environmental elements are not covered by the FAA and will be funded with available Airport reserves above Policy in an amount of \$60,521. The funds were appropriated by Council on the September 27, 2011.

**ATTACHMENT:** Scope of Services, Airport Master Plan  
**PREPARED BY:** Hazel Johns, Assistant Airport Director  
**SUBMITTED BY:** Karen Ramsdell, Airport Director  
**APPROVED BY:** City Administrator's Office

**Scope of Services  
Airport Master Plan**

**Establish a Planning Advisory Committee** – composed of representatives of FAA and Caltrans, local, regional, state, or federal agencies; airport users and tenants; and local community representatives. The Committee will advise the Consultant on content and recommendations of the Master Plan study through meetings and review of working papers.

**Inventory** – this element will assemble and organize relevant information, data and mapping to be used throughout the study in support of various analyses.

**Forecasts** – this study element is intended to determine an estimate of future levels of air traffic by quantity and by characteristics that will identify the demand that must be met by the Airport and by the surrounding airport environs area.

**Demand Capacity** – this element is to determine the critical airside and landside demand/capacity relationships to serve as a guide for later determination of facility requirements.

**Facility Requirements** – The capacity needs will be converted in this element into types and volumes of actual physical facilities required to meet forecast demands in aviation activity, and to identify short-term corrective strategies for problems that demand immediate attention.

**Airport Alternatives** – Using the Facility Requirements, alternative development scenarios, including the “no-build” scenario, for the Airport will be identified. These scenarios must take into account the development needs of the Airport to meet projected aviation demand levels as determined in the forecasting element and meet airfield, passenger terminal building, cargo area, general aviation area, revenue support area and other Airport capacity needs established under the demand/capacity element.

**Recommend Master Plan Concept and Capital Financial Plan** – This element will establish a capital implementation program to provide the Airport development requirements necessary to meet aviation activity demands during the forecast period.

**Airport Plans** – All plans will be prepared in a format which complies with the content contained within FAA’s current Airport Layout Plan checklist and can be utilized by the Airport in carrying out implementation of the projects.

**Public Coordination and Communication** - preparation and distribution of brochures, graphic displays, handout materials for the Planning Advisory Committee meetings (5); coordination meetings with Airport, FAA, Airport Land Use Commission, and Goleta Slough Management Committee (6); public workshops for general public and Airport users (4); and web page for Master Plan.

**Final Reports and Approvals** – These documents will depict all of the findings of the study effort and to present the study and its recommendations to appropriate local organizations.