

Master Plan/ALP Scoping Meeting Agenda Guidance

The purpose of this document is to spark conversation and discussion within the scoping meeting. It will be updated based on future scoping meeting experiences and lessons learned. Scoping meeting should ultimately produce a written Scope of Work, without costs addressed, for NCDOA review.

- **Identify general need for study**
 - Date of most recent ALP update that was not just a pen and ink change
 - Review prior ALP - have all objectives been met? Objectives changed?
 - Whose vision will the ALP represent? What are the goals for the study?
 - Who are the central stakeholders? What is the outreach strategy?

- **Determine type of study warranted (Expanded VS Basic)**
 - Basic includes some blue and most green airports where there has been no change in critical aircraft, or the previous ALP is out of date or built out (short or mid-term). Simple forecast, no alternatives analysis, very basic financial feasibility plan.
 - Expanded for red airports, and blue and green proposing a significant change in the airport footprint or critical aircraft/ARC/RDC in next 10 years. Includes detailed forecasts, detailed alternatives analysis, environmental overview, and financial feasibility plan.

- **Main Objectives for study- key issues to be addressed, key problems to be solved, for example:**
 - Growth/Capacity
 - Aging infrastructure
 - Economic sustainability
 - Safety or Security issues
 - Wildlife issue
 - Drainage Issues
 - Approach/Airspace limitations (i.e. land use, obstructions)
 - Stakeholder engagement/local support
 - Compliance issues

- **Some items to consider for discussion:**
 - Need 18B survey? All airports need if most recent is prior to 2014.
 - New technology in airport communication, navigation, or other aspects of airport operations?
 - Need Exhibit A or Property map? Discuss ALP set and expectations for sheets included

- Forecasts: Will need to be approved by NCDOA before progressing further with study. (Note: Basic ALP Updates should not need in-depth research on forecast, can adopt System Plan growth rates)
 - Alternatives analysis (when warranted) with preferred alternative selection.
 - Facility requirements- may discuss declared distances, deficiencies in the RPZ, and direct access issues in this section.
 - Capital Improvement Program (CIP)- The 5 year plan should include at least \$750,000 worth of projects to continue NPE funding
 - Environmental inventory/overview needed? What level?
 - Sustainability efforts/ elements needed?
 - Wildlife hazard issues cited on most recent letter from USDA Aphis Wildlife Services?
 - Public and stakeholder involvement discussion- including a strategy for this process
 - Agency coordination, if needed (i.e. removal of ponds with DEQ involvement or relocation of a roadway with NCDOT involvement)
 - A la carte items: GIS elements, master plan web site, review of airport leases, user surveys, or SWOT (Strength, Weaknesses, Opportunities, and Threats) analysis, for example
 - Discuss SOP 2.00 Checklist; Decide up front which items are not applicable
 - Identify planning criteria and tabulate non-standard items regarding facility requirements
 - List of assumptions for the study
 - Use of subconsultants on specific tasks
- **Schedule and milestones and target dates**
 - Scope of work/NTP
 - Forecast Submitted for review
 - Submit Master Plan/ALP Narrative for review
 - Submit ALP plan set for review
 - Submit final ALP for conditional approval
- **Discussion of task products and final Deliverables (Master Plan, ALP, checklists, draft and final copies, and electronic files, outreach products for Sponsor)**

Standard Deliverables include, but are not limited to:

- Draft Forecast: Electronic copies to NCDOA and Sponsor
- Draft Master Plan document (or ALP narrative): Two hard copies, one for NCDOA one for Sponsor
- Draft ALP drawing set: Two hard copies, one for NCDOA one for Sponsor
- FAA review: Electronic set submitted to OE/AAA (with NCNCDOA review comments attached) and one hard copy to Jon Walker
- Special products for Sponsor use
- Final Deliverables number of copies/format: Discuss at scoping