

Master Plan/ALP Scoping Meeting Guidance

The purpose of this document is to provide talking points that guide discussion within the scoping meeting. The scoping meeting should ultimately produce a written Scope of Work, without costs addressed, for NCDOT-Aviation review.

1. 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? Have 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?

2. Determine type of study warranted: Expanded vs. Basic

- A basic study is typical for most Green and some Blue airports. Operations are well below 90,000, so a detailed forecast is not necessary. There is no change/reduction in critical aircraft expected, or the previous ALP is out of date or built out (short or mid-term). There is no alternatives analysis. Only a very basic financial feasibility plan is necessary.
- An expanded study is typical for most Red airports and may be appropriate for Blue and Green airports proposing a significant change in the airport footprint, or when a larger critical aircraft is warranted in the next 10 years. Annual operations may be close to or exceed 90,000, so detailed forecasts are expected. A detailed alternatives analysis, environmental overview and a financial feasibility plan are all expected.

3. 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

4. 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 include
- Critical Aircraft Determination & (if warranted) Forecast of Operations: Will need to be approved by NCDOT-Aviation before progressing further with study. Please review current NCDOT-Aviation SOP of Critical Aircraft (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

5. Schedule and milestones and target dates

- Scope of work/NTP
- Critical Aircraft and (if applicable) forecast submitted for NCDOT-Aviation review/approval
- Working Paper(s) submitted for NCDOT-Aviation review
- Master Plan/ALP Narrative submitted for NCDOT-Aviation review
- ALP plan set submitted for NCDOT-Aviation review
- ALP plan set submitted for FAA review
- Conditional approval by FAA and NCDOT-Aviation

6. Discussion of task products and final Deliverables

Standard Deliverables include, but are not limited to:

- Draft Critical Aircraft and (if applicable) Forecast: Electronic copy to NCDOT-Aviation and Sponsor
- Draft Working Paper(s) and Master Plan narratives for review: Electronic copy to NCDOT-Aviation and Sponsor
- Final Master Plan narrative document: Hardcopy for Sponsor, electronic copy to NCDOT-Aviation
- Draft ALP drawing set: Two hard copies, one for NCDOA one for Sponsor
- FAA review: Electronic set submitted to OE/AAA (with NCDOT-Aviation review comments attached)
- Special products for Sponsor use
- Final Deliverables number of copies/format: Discuss at scoping