

Scope of Work

Airport Land Use Compatibility Program Guidebook Update Project

Introduction

Incompatible development near airports is one of the most crucial threats to our state's aviation system. The Growth Management Act requires local jurisdictions to develop comprehensive plans that discourage incompatible development adjacent to public-use airports and recognize them as essential public facilities. The Washington State Department of Transportation (WSDOT) is tasked by the Legislature to provide technical assistance to jurisdictions and airport sponsors to assist in adopting comprehensive plans and development regulations to protect airports. These efforts have contributed to proactive land use compatibility programs for many of Washington State's public-use airports.

The WSDOT Aviation guidebook update will build upon recent efforts by other states and will contribute to building momentum to address airport land use compatibility on the national level. The project will focus on the Growth Management Act, designation of airports as Essential Public Facilities, and the particular planning climate in Washington State. The update will consider recommendations from the 2005 program evaluation, and the format will be designed to reach a variety of aviation and land use planning audiences. The project will be completed by summer 2007.

Preparation of the *Washington State Airport Land Use Compatibility Program Guidebook Update* will be a collaborative effort between the Washington State Department of Transportation (WSDOT) Aviation Division and Mead & Hunt. This document will serve as the guiding scope for the project; a scope outlining a subset of tasks assigned to Mead & Hunt is attached.

Key Dates:

- Project begins August 1, 2006
- Release the draft document no later than June 29, 2007
- Complete the final document by September 29, 2007

Task 1. Research

Using various resources including the Internet, materials from prior projects, and contact with knowledgeable individuals, Mead & Hunt will research the following airport land use compatibility topics. Specified topics will be presented in briefing papers that can serve as the basis for drafting portions of the *Guidebook* content.

- Airport operational safety, aircraft accident data, risk concepts, and their applicability to establishment of safety criteria for airport land use compatibility. Consider non-typical airports, and address general aviation and commercial airports.
- The land use compatibility policy implications of the state Growth Management Act and its designation of airports as Essential Public Facilities. Include a review of Growth Management Hearings Board cases on airport land use compatibility and all types of Essential Public Facilities.
- Airport land use compatibility implementation measures utilized in Washington and other states.

- Options for new and/or expanded implementation measures for use in Washington.

Task 1 Products

Responsibility

a. Briefing paper on safety criteria	Mead & Hunt
b. Briefing paper on GMA and Essential Public Facilities	Mead & Hunt
c. Briefing paper on implementation measures utilized in other states and options for use in Washington	Mead & Hunt
d. Briefing paper on options for new and/or expanded implementation measures for use in Washington	Mead & Hunt

Task 2. Topic Development and Preparation of Draft Guidebook Components

Under this task, WSDOT Aviation and Mead & Hunt will divide guidebook topic areas. Each will conduct research and analysis on relevant topics and prepare a summary of their approach for discussion by the Tech Team. The summary will explain the methodology and describe how information will be presented in the guidebook. Once reviewed and agreed upon, the summaries will be used to draft sections of the guidebook. It is anticipated that the final document will include an executive summary, guidebook, and reference guide. WSDOT Aviation and Mead & Hunt will each serve as primary author on different sections of the document, drafting the topic areas for which they are responsible and revising as necessary. Topic areas are listed below.

Topic A. Compatibility Concerns

Address noise, safety, airspace protection, overflight, topography, planned airport improvements, politics, etc. in airport influence areas. The nature of the concern, the manner in which the concern can be measured, the objectives to be accomplished by establishment of compatibility criteria, and the strategy options for limiting incompatibilities will be addressed. Discuss the consequences of incompatibility, both in terms of impacts on airport operations and impacts on surrounding development. Focus on issues involved with protecting airports as essential public facilities, and uses that are compatible with airports as transportation hubs.

Topic B. Compatibility Issues and Recommended Compatibility Criteria

This section will update and expand upon material included in the 1999 edition of the Guidebook.

- Methods for dealing with special circumstances. An ideal degree of compatibility between airports and nearby land uses is not always achievable. This section will address the differences in compatibility strategies between rural, typically minimally developed, airport environs and urban, medium to highly developed locations. Infill and redevelopment will be specifically discussed. Land use compatibility adjacent to seaplane bases will also be addressed.
- Compatible Uses: A summary of recommended compatibility guidelines. The acceptable range of land use development will be described with respect to the compatibility concerns. A tabular format will be used if suitable.
- Compatibility Review/Self Assessment: The compatibility review/self assessment will describe the recommended process for addressing airport land use compatibility and following state guidelines. The section will be designed as a step-by-step guide, with a focus on graphic

representations to make it user-friendly. Include examples, case studies and links to helpful resources. Consider formatting the section as a worksheet or checklist. Relate back to the designation of public-use airports as essential public facilities.

Topic C. Implementation Tools

Examples of tools—such as overlay zoning, aviation easements, master plan areas/sub-area planning, etc.—that counties and cities can use to bring airport land use compatibility measures into their normal land use planning processes will be outlined. Consider including performance-based zoning and other innovative techniques. The section will include resources such as a model easement/disclosure notice, case studies and sample text for goals, policies and regulations.

Topic D. Risk Concepts

Identify the types of risk and liability that apply to various stakeholders, including pilots, airports, private property owners, and land use authorities. Guide each stakeholder group in an evaluation of risk and liability based on each group's issues and interests. As appropriate, summarize the highlights from previous research.

Topic E. Framework – Roles and Responsibilities; Federal Laws, Regulations and Guidelines

This section will provide a summary of the issues organized in a user-friendly format for the audience of the guidebook. Include sections on "Airports 101" and "Planning 101".

Describe the basics of comprehensive planning and the Growth Management Act and explain how airport planning fits into the process. Include guidance for how community members and airport sponsors can get involved and stay involved in planning by describing the public review and comment process.

Emphasize the various roles of the local land use authority, airports, project proponents, the FAA and WSDOT in the "Federal Laws, Regulations and Guidelines" section.

Topic F. Reference Guide

This section will serve as a comprehensive collection of research, policy papers, sample documents and other information related to the airport land use compatibility program. The guide could take the form of a separate document or as a resource list/bibliography. This task will include a review of resources held by WSDOT, FAA and other states to develop a comprehensive list.

Task 2 Products

Responsibility

a. Topic summaries: A-D	Mead & Hunt
Topic summaries: E-F	WSDOT Aviation
b. Guidebook structure and framework outline	Mead & Hunt
c. Chapter drafts to include text and:	
• Citations	
• Active web links to online resources	
• Photos, tables, charts, graphics and other visual aids (such as a video storyboard, checklists, etc.) with printing permissions and citations as required	
• Detailed description and sketch of each proposed original photo and graphic	
Topics A-D	Mead & Hunt
Topics E-F, Executive Summary	WSDOT Aviation
Original photos and graphics	WSDOT Aviation, WSDOT Graphics
d. Comments on topic summaries and draft chapters	Mead & Hunt, WSDOT Aviation
e. Revisions in response to internal review, Tech Team review, Aviation Advisory Committee review	Mead & Hunt, WSDOT Aviation

Task 3. Final Document Production

Modify and finalize the sections of the document in response to comments from project team and the outreach program.

Task 3 Products

Responsibility

a. Revisions in response public comment	Mead & Hunt, WSDOT Aviation
b. Review and provide comment on draft materials	Mead & Hunt, WSDOT Aviation
c. Document layout	WSDOT Graphics, WSDOT Aviation

Task 4. Public Outreach

Aviation Advisory Committee

Participate in meetings of WSDOT Aviation's already established Aviation Advisory Committee. This committee will review and comment on major issues to be addressed during preparation of the Guidebook. Mead & Hunt will identify topics for discussion and assist with preparation of materials for these meetings. This committee normally meets quarterly. Mead & Hunt will attend up to three of these meetings during the course of the project.

Tech Team

Assist with creation and management of a small technical team specifically for the Guidebook project. The technical team is expected to serve as an important resource for the project both individually and as a group. Members will be asked to provide input on topics for which they have particular expertise. Mead & Hunt will assist WSDOT Aviation with selection of members for the team and identification of topics for their input and discussion. Involvement of the technical team is anticipated to take place primarily by conference calls and e-mail. To the extent that face-to-face meetings are held, Mead & Hunt staff will attend in person only to the extent that the meetings can be schedule to occur within a day of the Aviation Advisory Committee meetings.

Other Stakeholders

Provide information on the website and regular updates through an email contact list. Ask aviation interests from in and outside the state to perform "beta testing" of the document. After release of the draft, WSDOT Aviation will make presentations at Planners' Forums and Aviation Conferences. In addition, WSDOT Aviation will conduct phone interviews with up to 10 stakeholders to gather specific feedback on the draft.

Task 4 Products

Responsibility

a. Project schedule and key milestones	Mead & Hunt, WSDOT Aviation
b. Tech Team meetings	Mead & Hunt, WSDOT Aviation
c. Aviation Advisory Committee meetings	Mead & Hunt, WSDOT Aviation
d. Finalize communication plan	WSDOT Aviation
e. Communication plan tasks	WSDOT Aviation