Airport Land Use Commission

Thursday, December 6, 2012 – 9:45 a.m. (or after SACOG action items)

The Board may take up any agenda item at any time, regardless of the order listed. Public comment will be taken on the item at the time that it is taken up by the Board. We ask that members of the public complete a request to speak form, submit it to the Clerk of the Board, and keep their remarks brief. If several persons wish to address the board on a single item, the chair may impose a time limit on individual remarks at the beginning of the discussion. Action may be taken on any item on this agenda.

Pledge of Allegiance

Roll Call: Directors Aguiar-Curry, Allard, Buckland, Cabaldon, Cohn, Cosgrove, Davis, Hagen, Hanley, Hesch, Hodges, Holmes, Jankovitz, Johnson, Knight, Krovoza, MacGlashan, Miklos, Montna, Payne, Peters, Samaya, Sander, Saylor, Scherer, Serna, Slowey, Stallard, West, Vice-Chair Griego, Chair Hill and Ex-Officio Member Jones

Public Communications: (Any person wishing to address the Board on any item not on the agenda may do so at this time. After ten minutes of testimony, any additional testimony will be heard following the Action items.)

Consent Items:

1. Minutes of April 21, 2011 Meeting
2. Approve New MOU for McClellan Airport Land Use Compatibility Plan (Mr. Chew)

Prepared by: Mike McKeever
Approved by: Peter Hill
Chief Executive Officer Chair

This agenda and attachments are available on SACOG’s website at www.sacog.org.

The Meridian Plaza is accessible to the disabled. If requested, this agenda, and documents in the agenda packet can be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 and the Federal Rules and Regulations adopted in implementation thereof. Persons seeking an alternative format should contact SACOG for further information. In addition, a person with a disability who requires a modification or accommodation, including auxiliary aids or services, in order to participate in a public meeting should contact SACOG by phone at 916-321-9000, e-mail (sacog@sacog.org) or in person as soon as possible and preferably at least 72 hours prior to the meeting.
Airport Land Use Commission

Approve Minutes of April 21, 2011 Meeting

Issue: The ALUC Board of Directors met on April 21, 2011, for a regular ALUC Board meeting.

Recommendation: Approve the minutes of the meetings as submitted.

Discussion: Attached are the Action Minutes of the April 21, 2011 ALUC Board of Directors Meeting.

Approved by:

Mike McKeever
Chief Executive Officer

MM:rt

Attachment

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The Airport Land Use Commission Board of Directors met in regular session on April 21, 2011 in the SACOG Board Room located at 1415 L Street, Third Floor, Sacramento, CA at 9:00 a.m.

Call To Order: Chair Peters called the meeting to order at 9:45 a.m.

Present: Directors Allard, Anderson, Billeci, Budge, Cabaldon, Cohn, Cosgrove, Davis, Griego, Hagen, Hodges, Holmes, Jankovitz, Krovoza, MacGlashan, McBride, McCarty, Miklos, Miller, Montna, Payne, Saylor, Scherer, Stallard, West, Vice-Chair Hill and Chair Peters

Absent: Directors Hanley, Knight, Roberts, and Serna

Public Communications: No one requested to speak.

Consent Calendar: It was moved, seconded (Miklos/Stallard) and passed by unanimous vote that the following Consent items be approved:

1. Minutes of March 17, 2011 Meeting
2. Amendment to MOU for McClellan Airport Land Use Compatibility Plan

Adjournment: The meeting was adjourned at 9:46 a.m.

Approved By: 

Susan Peters  
Chair

Attest:

Mike McKeever  
Chief Executive Officer
Airport Land Use Commission

Approve New MOU for McClellan Airport Land Use Compatibility Plan

Issue: Should SACOG, acting as the Airport Land Use Commission, authorize the CEO to negotiate and sign a new MOU with Sacramento County for the McClellan Airport Land Use Compatibility Plan?

Recommendation: The Land Use & Air Quality Committee gave an advisory recommendation to the Airport Land Use Commission to authorize the SACOG Chief Executive Officer to negotiate and sign a new MOU with Sacramento County to complete the update of the Airport Land Use Compatibility Plan for McClellan Field.

Discussion: A new Memorandum of Understanding with Sacramento County is needed to finish the updated Airport Land Use Compatibility Plan (Plan) for McClellan Field. The prior MOU expired before it could be extended. The new MOU will contain no changes to the basic terms: the scope of work that SACOG and its contractor will perform and the amount of funds that Sacramento County will provide remain the same.

Background: As required by state law, SACOG serves as the Airport Land Use Commission for four counties in the region, including Sacramento County. One of the ALUC’s roles is to periodically update Airport Land Use Compatibility Plans for public airports within Sacramento, Sutter, Yolo and Yuba counties. Airport Land Use Compatibility Plans (ALUCPs) are required by state law to ensure that land uses surrounding airports are compatible with airport operations. As the operations change over time, the ALUCPs need to be updated.

The prior MOU with Sacramento County had a budget of $74,256 to reimburse SACOG and its contractor to complete the scope of work for the Plan; that MOU expired June 30, 2012. Of that amount, SACOG invoiced $3,276, therefore the remaining budget for the new MOU is $70,980. The scope of work remains the same as in the prior MOU. The attached draft MOU shows the remaining tasks to be completed and the lump sum payment for each deliverable. This proposed MOU would expire on December 31, 2013.

A draft MOU has been provided to Sacramento County for review and comment (copy attached). Staff recommends that the SACOG CEO be given the discretion to negotiate and modify terms in the draft MOU, as necessary to reach final agreement with the County. The final form of the MOU would be subject to review and approval by SACOG legal counsel.

Approved by:

Mike McKeever
Chief Executive Officer

MM:CL:GC:ts
Attachment

Key Staff: Kirk Trost, Chief Operating Officer, (916) 340-6210
Rebecca Sloan, Director of External Affairs & Member Services, (916) 340-6224
Greg Chew, Senior Planner, (916) 340-6227
MEMORANDUM OF UNDERSTANDING BETWEEN THE SACRAMENTO
AREA COUNCIL OF GOVERNMENTS AND
SACRAMENTO COUNTY FOR THE DEVELOPMENT OF THE AIRPORT
This Memorandum of Understanding (“Memorandum”) is entered into between
the Sacramento Area Council of Governments (“SACOG”) and the County of
Sacramento (“COUNTY”) effective _______________ (hereinafter “Fourth
MOU”).

WHEREAS, the COUNTY is responsible for the reuse planning for McClellan
Field (McClellan) for civilian operations; and

WHEREAS, the COUNTY desires to continue to effectively update the
operations of McClellan and desires to minimize the number of people exposed to
potential airport-related hazards; and

WHEREAS, SACOG is the designated Airport Land Use Commission for
Sacramento County and, as such, has authority under State law to prepare and adopt
airport land use compatibility plans for areas around airports for the purpose of
minimizing the number of people exposed to potential airport-related hazards; and

WHEREAS, the parties entered into a Memorandum of Understanding (“Original
MOU”) for the development of the updated Airport Land Use Compatibility Plan
(“ALUCP”) for McClellan Airfield, dated March 8, 2005, which expired June 8,
2006, and a second MOU (“Second MOU) which expired June 30, 2008, and third
MOU (“Third MOU), which expired June 30, 2012; and

WHEREAS, prior to the expiration of the Third MOU, progress on the scope of
services for the development of the ALUCP was temporarily suspended due to
staffing and timing issues; and

WHEREAS, under the Third MOU, the COUNTY agreed to reimburse SACOG
an amount not to exceed Seventy Four Thousand Two Hundred Fifty Six Dollars
($74,256), of which Three Thousand Two Hundred Seventy-Six Dollars ($3,276)
was invoiced for services performed before the Third MOU expired; and

WHEREAS, the remaining, unexpended amount for completion of this project is
Seventy Thousand Nine Hundred Eighty Dollars ($70,980), consisting of
anticipated third party contractor fees of up to Sixty Six Thousand Seven Hundred
Fifty Six Dollars ($63,480), and SACOG staff time reimbursement of up to Seven
Thousand Five Hundred Dollars ($7,500); and

WHEREAS, SACOG and the COUNTY wish to enter into a new Memorandum of
Understanding (“Fourth MOU”) to memorialize the amended scope of work and
related reimbursement of SACOG’s expenses by the County.
NOW, THEREFORE, BE IT RESOLVED, that the COUNTY and SACOG do agree to undertake the following provisions:

1. PURPOSE. The purpose of this Fourth MOU is to decide the activities, products, schedule, and method of payment resulting in the adopted Airport Land Use Compatibility Plan (formerly known as the Comprehensive Land Use Plan) for McClellan Field.

2. SCOPE OF SERVICES.

   a. COUNTY. It shall be the responsibility of the COUNTY to reimburse SACOG for the costs of the preparation, review, and adoption of the McClellan Field ALUCP consistent with the budget in Attachment A-1 of this Fourth MOU.

   It shall also be the responsibility of the COUNTY to provide such data or information that the COUNTY controls or has access to and is needed by SACOG to prepare the ALUCP. SACOG shall request such data in writing.

   It shall also be the responsibility of the COUNTY to participate in the review and adoption process associated with the ALUCP.

   b. SACOG. SACOG will prepare a draft ALUCP with the assistance of a third party-contactor with necessary environmental documents which comply with the California Environmental Quality Act (CEQA), and seek adoption of the ALUCP and approval of environmental documents by the Airport Land Use Commission. Specific work activities and estimated schedules are described in Attachment A-1 of this Fourth MOU.

3. SCHEDULE. Work shall resume on the project [insert effective date], and shall be completed no later than December 31, 2013, unless the deadline is extended by mutual written agreement of the parties.

4. REIMBURSEMENT. For the remaining work to be completed on this project, the COUNTY shall reimburse SACOG in a total amount not to exceed Seventy Thousand Nine Hundred Eighty Dollars ($70,980). This figure is based upon third party contractor fees of up to Sixty Six Thousand Seven Hundred Fifty Six Dollars ($63,480), and SACOG staff time reimbursement of up to Seven Thousand Five Hundred Dollars ($7,500), to complete the remaining tasks in this project. The County shall reimburse SACOG based on a lump-sum deliverable schedule in accordance with Attachment “A-1”. This means that SACOG shall be reimbursed upon satisfactorily submitting the deliverable product, and the COUNTY shall reimburse SACOG for the amount of each product’s identified value as set forth in Attachment “A-1”. This reimbursement shall constitute the
sole monetary obligation of the COUNTY under this Fourth MOU. Any reimbursement to SACOG by the COUNTY shall be made only upon the determination by the County Director of Airports that the task for which reimbursement is sought has been satisfactorily performed.

5. REIMBURSEMENT TERMS. SACOG shall directly contract with the selected contractor. Up to once a month, the contractor shall submit an invoice for work completed. If the work is satisfactory to SACOG and the Sacramento County Airport System (SCAS), SACOG shall pay the contractor and submit an invoice to SCAS for reimbursement. SACOG will also submit an invoice for reimbursement of its staff time to SCAS. The invoice shall contain the required deliverable products in either hard copy form or on a CD with electronic files included. SCAS will reimburse SACOG for the cost of the deliverable, as identified in Attachment “A-1”. SCAS will make payment to SACOG for the combined amounts of the two invoices within four weeks of receipt. SCAS may withhold up to 10% of the contractor’s total fees and up to 10% of SACOG’s staff reimbursement fees until SCAS is satisfied with the final work product.

6. CHANGES TO THE WORK PROGRAM. Any SACOG proposed changes to the work program contained in Attachment A-1 shall be submitted to the designated contact staff person for the Sacramento County Airport System (“SCAS”) in writing and such changes shall be incorporated into this Memorandum only upon the approval of the County Director of Airports. Any COUNTY proposed changes to the work program shall be submitted to the designated project manager at SACOG and shall be incorporated into this MOU only upon approval by the SACOG Chief Executive Officer. No change to the work program incorporated pursuant to this paragraph shall increase the monetary obligation of the COUNTY under this Fourth MOU unless the County Board of Supervisors expressly approves such increase.

The designated contact staff person for SCAS is as follows:

Glen Rickelton
Noise Program Manager
Sacramento County Airport System
6900 Airport Blvd.
Sacramento, CA 95837
Phone: (916) 874-0704
E-mail: rickeltong@saccounty.net

The designated project manager for SACOG is as follows:

Gregory Chew
Sacramento Area Council of Governments
7. COST OVERRUNS. If the selected contractor seeks additional fees for work that is considered beyond the attached scope of work or for additional fees required to complete the scope of work, SACOG and COUNTY must agree in writing on the amended scope and fee amount prior to the start of the additional work. The written amendment between SACOG and COUNTY must identify the amended scope of work, the additional fee for the contractor and for SACOG staff reimbursement (if needed) and which party shall pay for the costs.

8. ATTACHMENT A-1. The provisions set forth in Attachment A-1 (Work Scope, Schedule and Lump Sum Cost for each deliverable product) are incorporated into and made part of this MOU.
IN WITNESS WHEREOF, THE PARTIES HAVE ENTERED INTO THIS AGREEMENT AS OF THE DATE HEREIN ABOVE APPEARING:

SACRAMENTO AREA COUNCIL OF GOVERNMENTS

MIKE MCKEEVER
Chief Executive Officer

APPROVED AS TO FORM:

MILLER & OWEN
Legal Counsel to SACOG

RECOMMENDED BY:

REBECCA SLOAN
Director of External Affairs and Member Services

SACRAMENTO COUNTY:

Chair of the Board of Supervisors
of Sacramento County, California

(SEAL) Reviewed and Approved By:

Diane McElhern
Deputy County Counsel

Attest: Clerk of the Board of Supervisors
SCOPE OF WORK, SCHEDULE AND COST ESTIMATE

The following services shall be performed as part of the McClellan Field Airport Land Use Compatibility Plan update.

As of [insert effective date], SACOG Tasks 1 and 2, as described below under SACOG Responsibilities and Budget, have been completed; the remaining SACOG tasks have been partially completed.

SACOG Responsibilities and Budget
The Sacramento Area Council of Governments (“SACOG”) will perform the following tasks in its role as the lead agency in the development of the Airport Land Use Compatibility Plan for McClellan Field:

1. Coordinate with Sacramento County Airport System (“SCAS”) to produce a Request for Proposal for consultant services to develop the Airport Land Use Compatibility Plan update.
2. Issue the RFP and oversee the process to select the preferred consultant.
3. Manage the development of the consultant scope of work and contract issues.
4. Coordinate and facilitate all the technical advisory or policy advisory committee meetings for the project.
5. Update the Airport Land Use Commission with staff updates and presentations.
6. Coordinate with consultant all technical and public outreach work.
7. Coordinate with SCAS on any issues pertinent to the development of this plan.

Lump Sum Payment Deliverables:

1. Technical Advisory Meeting Packet – including the meeting announcement, agenda, background materials as needed, and review draft documents developed by the consultant; up to one packet (one packet = $1,000)
2. Staff report and packet for SACOG Board of Directors serving as the Airport Land Use Commission, and its Committee(s): The packet will provide the Board an update on the ALUCP development process and any draft technical documents. At least one packet must be for the
final adoption of the ALUCP by the ALUC ($3,250 per packet, up to two packets).

Original MOU SACOG Total Budget: $17,000
Budget Remaining as of June 30, 2012: $7,500

**Contractor Responsibilities and Budget**
SACOG’s Contractor Mead and Hunt, Inc. (“Contractor” or “Mead and Hunt”) is responsible for completion of all Task Descriptions as follows. Any and all references to subcontractor Environmental Science Associates (“ESA”) are for convenience only.

As of July 1, 2012, the tasks remaining to be completed are:

Task 0 – Project Management and Coordination
Task 7 – Prepare Airport Land Use Compatibility Plan (partially completed)

Task 9 – Prepare Initial Study/Environmental Documentation
Task 10 – Draft ALUCP (partially completed)
Task 11 – Review and Adoption Process
Task 12 – Additional Tasks

**Task Descriptions**

**Element I. Project Management and Coordination**

0.1 As part of the contract preparation process, refinements will be made to the work scope initially presented by SACOG in the request for proposals to reflect the [M&H] proposal and subsequent discussions. [M&H /ESA]

0.2 Routine administrative matters to be accomplished throughout the project duration are included under this task. Among these matters will be preparation of a brief project status report to be included with monthly invoices. [M&H]

Task 0 Remaining Budget: $3480

Task 0 Deliverable Products:

- Brief status report with each invoice (budget: $1000 per status report, not to exceed $3480):
Element II. Data Collection and Compilation

1. Compile Base Data and Mapping
   1.1 Develop an interim ALUCP Planning Area for McClellan Field using as criteria the outer perimeter of the conical surface. Mapping shall be prepared on the Sacramento and Placer County parcel base maps obtained from SACOG and manipulated in a computer format capable of integration with existing SACOG Geographic Information Systems (GIS). [ESA]
   1.2 Verify local agency general plan, specific plan designations, and zoning ordinance districts for the area of the airport; summarize and map for the Airport Planning Area. SACOG and the County of Sacramento Planning Department will provide these data. [ESA]
   1.3 Verify local agency data on existing land uses within the Airport Planning Area obtained from SACOG and County of Sacramento Planning Department. [ESA]
   1.4 Compile and map existing Airport Master Plan, Airport Layout Plan, current and projected noise contours, and any related pertinent information for the airport. [ESA]
   1.5 Obtain aerial photograph of the Airport Planning Area from SACOG. [ESA]

Task 1 Deliverables: None (task already completed)

2. Review Existing Conditions
   2.1 Review the 2002 Airport Land Use Planning Handbook published by the California Division of Aeronautics. [M&H]
   2.2 Analyze planning designations, zoning categories, and existing land uses within the Airport Planning Area, and develop land use categories for use in the ALUCP. [M&H]
   2.3 Summarize airport land use compatibility policies currently adopted by land use jurisdictions in the airport environs. [M&H]
   2.4 Obtain local agency staff review and comment on information developed in the analysis of existing conditions. [M&H]

Task 2 Deliverables: None (task already completed)

Element III. Compatibility Plan Preparation

3. Define Structural Height Limit (Imaginary Airspace) Surfaces
   3.1 Define technical parameters relevant to ALUC review for the airport in the system, i.e., airport role, runway category, type of approach, traffic patterns. (Refer to adopted Master Plan and consultation with Airport Manager.) [M&H / ESA]
   3.2 Define Approach, Transitional, Horizontal, and Conical imaginary airspace surfaces reflecting criteria in Federal Aviation Regulations (FAR) Part 77, Objects Affecting Navigable Airspace for McClellan. [ESA]
3.3 Examine all existing and proposed instrument approach procedures to determine whether FAR Part 77 surfaces are consistently controlling. Part 77 may not always be sufficiently restrictive; non-precision Terminal Instrument Procedures (TERPS) may, in fact, be required to establish adequate height restrictions. If that is determined to be the case, appropriate TERPS surfaces will be prepared. [ESA]

3.4 Evaluate land use implications for imaginary surfaces for the Airport Planning Area. [M&H / ESA]

Task 3 Deliverables: None (task already completed)

4. **Define Potential for Aircraft Accidents and Related Risk to Public Safety**

4.1 For the planned operations at McClellan, indicate the risk of accident potential for the area around the airport (including properties on airport property which may include nonairport functions). [M&H]

4.2 Evaluate land use implications for aircraft accident potential on which to base policies. Determine what would be an acceptable level of risk to public safety. Determine the areas near the airport that may be subject to significant risk to public safety. The goal shall be to avoid an unacceptable level of risk to the public. [M&H]

4.3 Define airport safety zones for McClellan. [M&H]

4.3.1 The zones shall be displayed on a base map with current property lines and shown in relationship to defined boundaries on the Airport Layout Plan for McClellan Field. [M&H / ESA]

4.3.2 In addition, include a matrix displaying inappropriate land uses for the various safety zones. [M&H]

Task 4 Deliverables: None (task already completed)

5. **Define Noise Implications and Impact on Existing and Proposed Land Uses**

5.1 The extent to which airport noise affects nearby land use, compatibility shall be assessed based upon the noise contours considering existing standards adopted by SACOG, Sacramento County, the City of Sacramento and other jurisdictions. Noise plan development will include:

5.1.1 An appropriate threshold Community Noise Equivalent Level (CNEL), e.g., 65, 60, 55 dBA, on which to base future land use decisions. [M&H / ESA]

5.1.2 A matrix of CNEL values versus land uses in which the level of compatibility will be indicated. [M&H / ESA]

Task 5 Deliverables: None (task already completed)
6. **Define Overflight Compatibility Issues**

6.1 Review overflight compatibility concerns in the *Airport Land Use Planning Handbook*. [M&H / ESA]

6.2 In consultation with the Sacramento County Airport System Noise Information Office, and the manager of McClellan Field Airport, obtain information on complaints about airport operations by geographic location and land use category (residential, office, commercial). [ESA]

6.3 Based on the complaint experiences of McClellan, evaluate the need for development of appropriate policies to assure airport land use compatibility for the airport. [ESA / M&H]

**Task 6 Deliverables: None (task already completed)**

7. **Prepare Airport Land Use Compatibility Plan**

7.1 Develop goals, objectives, and policies to help guide development around the airport, and refine on a case-by-case basis, for the Airport Planning Area. The formulation of goals, objectives and policies shall be in accord with the requirements of State ALUC enabling legislation (Section 21670, et seq., of the Public Utilities Code), and with the Airport Land Use Planning Handbook issued by the California Department of Transportation, Division of Aeronautics. The formulation of goals, objectives, and policies shall be rationally based on concerns about potential land use activity near the airport that could adversely affect current and planned airport operations. The goals, objectives and policies shall be in a format that facilitates ease of implementation by individual local agencies. [M&H]

7.2 The proposed ALUCP shall reference the Airport Layout Plan as contained in the current Master Plan, on which the ALUCP is based. Defined zones for Structural Height Limit and Public Safety policies shall make specific reference to defined reference lines on the Airport Layout Plan. [M&H]

7.3 Define the proposed Planning Area for McClellan. The Planning Area shall include all of the area within the aggregate geographic areas where ALUCP policies are proposed. (Planning areas may be greater than the conical surface area.) [M&H]

7.4 Prepare text and maps to define recommended land use patterns and other relevant planning issues with input from ALUC, Department of Transportation, Division of Aeronautics, and Sacramento County Airport System. [M&H / ESA]

7.5 The proposed plan shall be submitted initially in an internal staff-level draft form for the review and comment of the ALUC, Department of Transportation, Aeronautics Program and the Sacramento County Airport System. Following receipt of comments, the consultant shall prepare a summary of the key contents of the proposed ALUCP for public distribution and review. [M&H / ESA]

7.6 Coordinate and gain input from the ALUC, Department of Transportation, Division of Aeronautics and the SCAS throughout all phases of the project. [M&H / ESA]
Task 7 Remaining Budet: $6000

Task 7 Deliverables: 7a- Electronic file of Public Review Draft Airport Land
Use Compability Plan to be submitted to the ALUC ($6,000)

8. **Implementation Program**

8.1 Results of Tasks 1 through 7 shall be compiled as an overall ALUCP that will maintain and enhance long-term compatibility between each airport and adjacent land uses. Plan elements will, at a minimum, include:

8.1.1 Jurisdictional factors, e.g., location and nature of project that affect or determine the scope of ALUC review. The organization, role and function of the ALUC shall be described, and pertinent sections of State law relating to the ALUC’s responsibilities. [*M&H*]

8.1.2 Criteria, e.g., CNEL, type of use, density, and height, to be used by the ALUC in evaluating future land use proposals. [*M&H / ESA*]

8.1.3 Mitigation measures, e.g., insulation, easements, and their applicability to specific types of land use proposals. [*M&H / ESA*]

8.2 Recommend actions that could be undertaken by local agencies, at their option, to address airport and ALUC concerns in their own planning processes. [*M&H*]

8.3 Provide generic examples of tools that would aid local agencies in effective integration of ALUC policies into regular zoning/subdivision administration practice. Adoption of these administrative tools could be undertaken at the jurisdictions’ option to better incorporate airport and ALUC concerns in their own planning processes. These tools shall be included as appendices to the ALUCP. The consultant shall develop at minimum the following tools, all items that can be mapped shall be provided to SACOG in a computer format that can integrated with SACOG’s GIS. [*M&H / ESA*]

8.3.1 Produce Overlay Zoning Map – An overlay map that shows the proposed ALUCP goals and policies with the local zoning of the affected city or county shall be produced. This would ensure that the zoning ordinance of the local agency would be consistent with the ALUC policies. [*ESA*]

8.3.2 List of Information Required from Applicants of Development Projects – The proposed ordinance shall include a list that shall specify in detail from any applicant for a development project. [*M&H*]

8.3.3 Ordinance Requiring Dedication of Noise and Avigation Easement – A draft ordinance shall be produced which would automatically require the dedication of aircraft access and noise generation rights to Sacramento County for a subdivision. The ordinance would be applicable to a geographically defined area in the vicinity of McClellan. [*M&H*]
8.3.4 Noise and Avigation Easement – A proposed grant deed instrument providing for the grant deed of access and noise rights to Sacramento County. [M&H]

8.3.5 Deed Notice – A proposed deed notice providing notification of property buyers near the airport that they may be subject to overflight impacts associated with fixed-wing or rotary aircraft that would transfer with the property’s deed. [M&H]

8.3.6 Advisory Document – An advisory document to be used to notify prospective property buyers or tenants near the airport that they may be subject to overflight impacts associated with fixed-wing or rotary aircraft. [M&H]

8.4 Review current procedures used by ALUC and ALUC staff to review projects submitted by local agencies for consistency determination. Provide memo identifying shortcomings and recommendations for modifications to the procedures. [M&H]

Task 8 Deliverables: None (Task already completed)

Element IV. Environmental Impact Documentation

9. Prepare Initial Study/Environmental Documentation

9.1 Evaluate requirements for compliance with CEQA. Actions that the ALUC may need to take to satisfy CEQA requirements will be described along with any choices and decisions that may need to be made. [ESA / M&H]

9.2 Upon completion of the Draft ALUCP, prepare an Initial Study (IS) to identify potential environmental impacts to support the proposed Airport Land Use Compatibility Plan (ALUCP) in accordance with the California Environmental Quality Act (CEQA). The IS will be prepared according to both State CEQA Guidelines and County CEQA Guidelines as described by Tasks 9.1.1. through 9.1.6. Following Initial Study, prepare appropriate environmental documentation. [ESA]

This task is predicated upon the following assumptions:

- The IS will not be prepared until the ALUCP has been reviewed and consensus has been achieved with the SACOG, the County, McClellan staff, and other important stakeholders. If the content of the ALUCP changes during or after IS preparation, we will revise its scope and cost as necessary.

- An IS and negative declaration will be sufficient to comply with CEQA. If mitigation measures are required, they will be incorporated into the negative declaration as necessary. (If the IS reveals the need for environmental documentation other than a negative declaration or mitigated negative declaration, preparation of a negative declaration will be deleted from this Scope of Work and the budget adjusted accordingly.)
All noise studies will be completed and approved prior to IS preparation, and no further noise studies will be required as part of IS preparation (i.e., the Board-approved McClellan Theoretic Capacity Contours prepared by LFA).

Environmental data will be available from recently developed documents, and additional environmental fieldwork will not be required to obtain data. Should these documents contain insufficient data for IS preparation, we will revise its scope and cost as necessary.

9.2.1 Review Draft ALUCP – Using the data obtained during the development of Tasks 1 through 8, review the draft ALUCP. This review will focus on ensuring consistency and compliance among the following documents:

- McClellan Field Airport Master Plan and Airport Layout Plan, pursuant to Public Utilities Code Section 21676 (b);
- Sacramento County General Plan, pursuant to Government Code Section 65302.2;
- The California Division of Aeronautics’ Airport Land Use Planning Handbook, pursuant to Public Utilities Code 21674.5; and
- Various Federal Aviation Administration (FAA) guidelines for planning in the vicinity of airports.

A letter report outlining any potential conflicts or suggested revisions to the draft ALUCP will be produced.

9.2.2 Meet with SACOG Staff – The primary issue associated with the ALUCP focuses on the compatibility of proposed residential development with Airport operations. The consultants will meet with SACOG staff to discuss issues and to ensure that SACOG’s concerns are documented and adequately addressed, as appropriate, in the draft ALUCP. It is envisioned that this meeting will occur early in the process and also will include attendance by appropriate SACOG and County staff and others (e.g., Airport Manager, SACOG and County land use planners, etc.). We will prepare an agenda for the meeting and provide meeting notes to all meeting participants.

9.2.3 Prepare Administrative Draft Initial Study (IS) and Negative Declaration – We will prepare a draft IS and Negative Declaration in support of the draft ALUCP. Unless otherwise required by SACOG, the draft IS and Negative Declaration will be presented using the IS Checklist format approved by the Sacramento County Department of Environmental Review and Assessment. The draft IS and Negative Declaration will include a project description, an analysis of each environmental issue included in the CEQA Guidelines IS checklist, and any mitigation measures as required. Five copies of the administrative draft IS and Negative Declaration will be provided.
9.2.4 Prepare Draft Initial Study and Negative Declaration – Based on comments received on the administrative draft IS and Negative Declaration, the consultants will revise the document and produce an IS and Negative Declaration for public review and comment. Once SACOG has approved the document, ESA will prepare the IS and Negative Declaration for distribution. We will provide five copies of the draft IS to SACOG and additional copies as requested by the State Clearinghouse. A total of 35 copies of the IS is estimated to be required.

9.2.5 Prepare Final Initial Study and Negative Declaration – Upon completion of the public review and comment period, we will revise the IS and Negative Declaration, as appropriate, to address all agency and public comments received during the public review period. Five copies of the draft final IS will be provided to SACOG and additional copies as requested by the State Clearinghouse. A total of 35 copies of the IS is estimated to be required.

9.3 Evaluate consistency of local jurisdictions’ general plans with ALUCP. Following ALUC adoption of the ALUCP, each local agency affected by the plan must amend its general plan or any applicable specific plan to be consistent with the ALUCP or, alternatively, adopt findings and overrule SACOG in accordance with Section 21676(c) of the Public Utilities Code (Government Code Section 65302.3). We will conduct a review of local jurisdictions’ general plans to assess the extent to which they are not consistent with the draft ALUCP policies. This review will focus on the general plan land use maps, but will also assess whether other types of essential airport land use compatibility measures, such as limits on heights of antennas and other structures, are in place. [ESA / M&H]

Remaining Task 9 Budget: $17,000

Task 9 Deliverables for remaining tasks:

9a – Paper outlining CEQA issues and options (budget 2000)

9b. – Prepare an Initial Study (IS) to identify potential environmental impacts to support the proposed Airport Land Use Compatibility Plan (ALUCP) and environmental documentation, in accordance with the California Environmental Quality Act (CEQA). (budget $10,000)

9c – A letter report outlining any potential conflicts or suggested revisions to the draft ALUCP will be produced. (budget $2000)

9d – Letter evaluating consistency of local jurisdictions’ general plans with draft ALUCP (budget $3,000)
Element V. Review and Adoption Process

10. Draft ALUCP
10.1 Provide five (5) copies of administrative draft ALUCP for review by SACOG staff. [M&H]
10.2 Revise administrative draft as necessary and print fifty (50) copies of public review draft. [M&H]
10.3 Prepare a draft report with ALUC staff, for submittal to the Airport Land Use Commission, which compares existing and proposed policies. [ESA / M&H]

Remaining Task 10 Budget: $11,000

Task 10 Deliverables for remaining tasks:
10a. Fifty (50) hard copies of public review draft (Budget $ 5,000)
10b. Draft staff report for ALUC which compares existing and proposed policies (Budget $6,000)

11. Review and Adoption Process
11.1 During the course of the project, M&H and/or ESA will participate in up to 16 public and/or staff-level meetings as follows:
11.1.1 Prior to the formal start of work, the consultants will meet with SACOG and SCAS staff to discuss and finalize the project work scope and budget. [M&H / ESA]
11.1.2 ALUC staff, Department of Transportation, Division of Aeronautics staff, and the Sacramento County Airport System will advise throughout the project. These agencies and the affected local land use jurisdictions will comprise a Technical Advisory Committee (TAC) for the project. M&H and/or ESA participation in up to four meetings of the TAC are included under this scope of work. [M&H / ESA]
11.1.3 One meeting with SACOG staff to address CEQA compliance as indicated in Task 9.1.2.
11.1.4 Two public workshops, anticipated to be in held in the evening, will be held after release of the draft plan to obtain public feedback on the proposals. [M&H / ESA]
11.1.5 Up to two meetings with major affected stakeholders will be held. [M&H / ESA]
11.1.6 The ALUC will be briefed on project status at up to two key points of the project. [M&H / ESA]
11.1.7 The ALUC will review and adopt the Airport Land Use Compatibility Plan and the necessary CEQA documentation. The Consultants will participate in up to four public hearings on the draft plan. [M&H / ESA]
11.2 Prepare a summary tabulation of comments submitted on the draft plan during the public workshop and public hearings or in writing. Responses will be provided and changes to the draft plan recommended as appropriate. [M&H / ESA]
11.3 After ALUCP is adopted, incorporate approved changes into document and print 25 copies of the adopted plan. [M&H]

Remaining Task 11 Budget: $24,000

Task 11 Deliverables:
11a Packet including electronic files of agenda, handouts and display materials for two public workshops ($4500 per workshop packet, up to two packets)
11b. Packet for up to TAC meeting packet, including electronic files of agenda and meeting handouts, up to two meetings ($3000 per meeting packet, up to two packets)
11c 25 hard copies of adopted ALUCP (budget $3000)
11d. Meeting packet or notes from discussions with project staff on CEQA issues, public meeting comments and related matters ($2000 per packet/notes, up to 3 packets)

12. Additional Tasks
12.1 Memorandum of Understanding Review: During the course of the study to date, it has been determined that McClellan Airfield compatibility issues concerning jurisdictions within Placer County, an area outside of the jurisdiction of SACOG as the ALUC for Sacramento County, can best be addressed through a Memorandum of Understanding (MOU) between Sacramento County as the operator of the airport, the Placer County Transportation Planning Agency (PCTPA) as the ALUC for Placer County, and the affected land use jurisdictions in Placer County. Mead & Hunt has and will continue to participate in the preparation of the MOU through review of drafts prepared by others, offering comments on the wording, preparing graphics, and attendance in conference calls.

Task 12 Remaining Budget: $2000
Task 12 Deliverables:

12a. Deliverable to be determined in writing between SCAS staff and SACOG as the Placer MOU is developed. (budget $2,000)

SCHEDULE AND FEES

Schedule
The key project milestone over which the Contractor has significant control is completion of the administrative draft ALUCP ("Phase I"). The time required for the review and adoption process ("Phase II") is highly dependent upon the extent of interest and controversy that the plan generates with affected local jurisdictions and other stakeholders. Our experience on similar projects suggests that adoption of the ALUCP potentially can take place as soon as six months after the public review draft is released, but can take much longer. The type of CEQA document that will be required will also play a part in the ultimate timing of the plan’s adoption.