

# **Fresno County Airport Land Use Commission**

## **Fresno County ALUCP Update – Draft Scope of Work Plan**

The Fresno County Airport Land Use Commission proposes to adopt an Airport Land Use Compatibility Plan (ALUCP) Update combining the existing plans. The following Draft Scope of Work, and Checklist of ALUCP Contents (Table 2A **California Airport Land Use Planning Handbook 2011, page 2-7**) includes a description of work to be performed by task, products that will be delivered as part of the update and responsibilities of the consultant, the Fresno County ALUC and the Fresno Council of Governments:

### **I. DRAFT SCOPE OF WORK**

#### **Phase 1 – Project Initiation (August 2016 – June 2017)**

##### **Task 1 – Scope of Work - (ALUC/Fresno COG/Airport Managers/Caltrans)**

The scope of work includes the description of the work and product that will be delivered.

##### **Task 2 – Requests for Proposals - (ALUC/Fresno COG/Airport Managers)**

Fresno COG Staff will prepare an RFP to accept bids on the proposed combined update of Fresno County Airport Land Use Compatibility Plans into one document.

##### **Task 3 – Select Consultant - (ALUC/Fresno COG/Caltrans)**

COG Staff and the ALUC will review the submitted bids for selection of the consultant.

##### **Task 4 – Grant agreement with State signed and executed - (Fresno COG/Caltrans)**

##### **Task 5 – Contract with consultant awarded and fully executed - (Fresno COG/Caltrans/ Consultant)**

#### **Phase 2 - Prepare Administrative Draft of Fresno County (FC)ALUCP and CEQA Document (June 2017 – January 2017)**

##### **Task 1 – Establish an Updated Database - (Consultant)**

1.1 Consultant shall create an updated database of existing information about all public and private airports including, but not limited to, updates of airport utilization, noise contours, obstruction charts and safety zones.

##### **Task 2 – Overall review and update of the existing ALUCP - (Consultant)**

2.1 Review each ALUCP from airports within Fresno County and create an Introduction and Countywide Policy section for the new, combined document, simultaneously reviewing the October 2011, California Airport Land Use Planning Handbook and bringing the new plan's language into compliance.

**Tasks 2.2 through 2.9 must be completed for each of the following airports:**

- Coalinga Airport
- Firebaugh Airport
- Fresno-Chandler Executive Airport
- Fresno Yosemite International Airport
- Harris Ranch Airport
- Mendota Airport
- Reedley Airport
- Selma Airport
- Sierra Sky Park Airport

**The minimum information to be included for each is on the attached, Checklist of ALUCP Contents, Table 2A (October 2011 California Airport Land Use Planning Handbook page 2-7.)**

- 2.2 Scope of the Plan
- 2.3 Airport Information
- 2.4 Compatibility Policies and Criteria
- 2.5 Compatibility Zone Maps
- 2.6 Review Policies
- 2.7 Preliminary Review of plans and Projects for Consistency Determinations
- 2.8 Land Use Information
- 2.9 Discussion of Compatibility Issues
- 3.0 Local Government Implementation

**Task 3 – Review of Administrative Draft ALUCP - (ALUC, Fresno COG, Airport Managers/Caltrans)**

- 3.1 Fresno COG Staff and the ALUC will review the Administrative Draft ALUCP and release it for review and comment by Airport Managers. Comments and corrections received will be forwarded to the Consultant and incorporated into the Public Draft ALUCP.

**Task 4 – Prepare a Draft CEQA Document - (Consultant—as determined)**

- 4.1 Consultant shall prepare assessment containing sufficient information for Fresno COG Staff, in consultation with the consultant, to determine what type of environmental document is required for compliance with the CEQA prior to Plan adoption by the ALUC.
- 4.2 Upon agreement between the Fresno COG staff and consultant on the type of document staff anticipates (be it either a Negative or Mitigated Negative Declaration (MND)) the Consultant will prepare the appropriate CEQA document for receiving agency and public input on the scope of the study (such as a Notice of Preparation).
- 4.3 An administrative draft version of the Initial Study/ND, MND or Draft Program EIR will be prepared by the consultant for review by the Fresno COG and ALUC.

**Phase 3 – Review of Public ALUCP and CEQA Document (February 2017 – June 2018)**

**Task 1 – Completion of Public Draft ALUCP - (Consultant)**

1.1 Consultant shall address all comments and corrections and prepare Public Draft ALUCP.

**Task 2 – Public Review of Draft ALUCP - (Fresno COG, ALUC)**

2.1 Fresno COG Staff shall circulate Draft ALUCP and Draft CEQA Document for a minimum 30-day public and agency review process. Consultant will prepare a Notice of Availability and circulate the Draft CEQA Document to the State Clearinghouse for review.

2.2 During the minimum 30-day public and agency review of the Draft ALUCP, Fresno COG Staff will schedule, and the Airport Land Use Commission (ALUC) shall conduct, a public hearing to receive comments on the Draft Plan.

2.3 Fresno COG shall conduct two (2) public hearings with the Fresno County ALUC.

**Task 3 – CEQA Notice of Determination - (Fresno COG)**

3.1 Fresno COG staff shall cause to be filed the required CEQA Notice of Determination.

**Task 4 – Prepare Final ALUCP and CEQA Document - (Consultant)**

- 4.1 Consultant shall prepare Final ALUCP reflecting public, agency and ALUC comments as directed by the Commission and Fresno COG Staff.
- 4.2 Consultant shall prepare response to comments received.

**Task 5 – Final ALUCP Adoption Hearing - (Fresno COG)**

- 5.1 Fresno COG Staff will present the Updated Draft of the Fresno County Airport Land Use Compatibility Plan and Environmental Document to the Airport Land Use Commission for adoption at a noticed public hearing.

**II. RESPONSIBILITIES**

The completion of the update of the ALUC shall require a coordinated effort between ALUC Staff, Consultant, other local jurisdictions and airport managers who administer the public and private airports.

**Fresno COG Staff shall:**

- Administer the Consultant Agreement
- Coordinate cooperative interactions with governing bodies of local airport operators and planning jurisdictions
- Assist the Consultant in conducting meetings and presentations to the Airport Land Use Commission
- Act as lead agency staff in the CEQA process
- Arrange public hearings
- Prepare the final recommendation to the ALUC and take all actions necessary to obtain final adoption of the ALUCP

**Caltrans shall:**

- Provide review and approval of the Consultant selected by the County.
- Provide state level funding and budget as stipulated by the approved grant for:
  - 1) Adoption of the Fresno County ALUCP by the ALUC will constitute completion of the project for the purpose of final payment by Caltrans.
  - 2) Caltrans will approve the final Scope of Work, enter a grant agreement with Fresno COG, and review all subsequent work products.

**Consultant shall:**

- Be responsible for the development of the technical work as defined in the Scope of Work.
- Be responsible for preparing draft documents for review by Fresno COG staff and the ALUC.
- Be responsible for preparing the environmental document, administrative, public and final documents in a Microsoft Word compatible version deliverable to the County upon adoption.
- Coordinate with Fresno COG staff when obtaining information from local airport operators regarding airport operation information, and local planning departments regarding land uses in the vicinity of the individual airports.
- Arrange and conduct a minimum of one (1) meeting with the Fresno COG, other local jurisdictions and private airport managers.
- Assist with the presentations at public hearings for the adoption of the CEQA document and the ALUCP.
- Provide 9 hard copies of the final ALUCP.
- Provide CD of all files including all maps and exhibits in an editable format.