



AGENDA MEMORANDUM

First Reading Ordinance for the City Council Meeting October 10, 2023
Second Reading Ordinance for the City Council Meeting of October 17, 2023

DATE: October 10, 2023

TO: Peter Zaroni, City Manager

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<p style="text-align: center;"><u>Planning Contract Award</u> CCIA Airport Master Planning Services Capital Project 23121 – Airport Master Plan</p>
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CAPTION:

Ordinance authorizing execution of a professional services agreement with Coffman Associates, Inc., of Overland Park, Kansas, for an updated Airport Master Plan in an amount not to exceed \$1,610,689.00; appropriating Airport Grant No. 72 from the Federal Aviation Administration for \$1,449,620.00 in Airport CIP Grants Fund No. 3020; appropriating \$161,069.00 from the FY 2023-2024 Operating Budget, Airport Fund No. 4610, and transferring to Airport Capital Reserve Fund No. 3018.

SUMMARY:

An Airport Master Plan is a comprehensive examination of an airport's facilities, operations, infrastructure, forecasted demand levels, and its role within the current and future aviation system. The plan provides a vision with detailed information and costs for future development that considers future FAA requirements, industry demands, and local, state, or public needs. The development of an Airport Master Plan must follow strict FAA guidelines and requirements.

CCIA's Master Plan process will take fifteen to eighteen months to complete and will produce a detailed Narrative Report, as well as several forecasts and technical drawings known as the Airport Layout Plan. The Master Plan is required for federal funding eligibility and is used as a justification tool for development projects through the FAA and other agencies. The Master Plan will serve as a roadmap for future aeronautical development to support aviation operations on the airfield, and nonaeronautical development in front of the terminal building for transportation, logistics, warehousing, retail, and other industries.

The Master Plan project will be 90% funded by FAA Grant 72 at an amount of \$1,449,620 with a 10% local share at an amount of \$161,069. This project has been planned in both the FAA Airport Capital Improvement Program and the City Capital Budget for FY 2023-2024.

BACKGROUND AND FINDINGS:

The FAA strongly urges and expects airports to complete an Airport Master Plan or update its current plan every ten years. Corpus Christi's most recent Airport Master Plan was completed in 2000 and most recently updated in 2007. Airport staff consulted with the FAA and aviation consultants in 2020, who advised to postpone the process until the COVID pandemic impacts on the aviation industry's future were better understood.

A timeline of the solicitation process is as follows:

- **October 17, 2022:** The City of Corpus Christi issues a Request for Qualifications (RFQ) to conduct Airport Master Planning Services. Five firms respond before the due date of November 16.
- **January 9 – January 30, 2023:** City staff interviews all five respondents. Coffman Associates are notified of their selection on February 8.
- **March 7:** After the City approved Coffman's proposed detailed project scope, Coffman provides a final price of \$1,610,689.
- **March 30:** City staff contacted the aviation consulting firm RS&H to perform an independent fee estimate on the proposed price for the project scope provided by Coffman Associates. RS&H advised a reasonable fee would be \$1,710,642, and an approximate range would vary from \$1.54M to \$1.88M.
- **Summer 2023:** FAA completes grant issuance process and awards Grant 72 in Late July 2023.

Elements of the Aviation Master Plan process and final products will include the following:

- **Public Involvement Program** – KCS Public Relations has been contracted by Coffman Associates to perform local public involvement, including the creation and management of an Advisory Committee to help define key issues and review alternatives.
- **Environmental Considerations** – Environmental considerations will be addressed and considered to ensure all relevant and reasonable issues are addressed as part of future development.
- **Existing Conditions** – An inventory and summary of relevant infrastructure and operations will be used to baseline future development and forecasting.
- **Aviation Forecasts** – Forecasts of aeronautical demand on the airport will be addressed for 5-, 10-, and 20-year increments. The FAA must approve these forecasts.

- **Facility Requirements** – FAA standards and requirements will be assessed to determine future development requirements, as well as demand triggers for specific developments like a terminal or parking expansion.
- **Alternatives Development and Evaluation** – Alternative plans for development will be created based on various factors like stakeholder input.
- **Airport Layout Plan** – A key product of the Master Plan process, this technical drawing set is a graphic representation of existing and future airport development.
- **Facilities Implementation Plan** – A schedule and estimated costs will be created for use as a funding planning tool and communication tool with the FAA and other stakeholders. Emphasis will be placed on methods to introduce a second public elevator, triggers for concourse expansion, a second set of concourse restrooms, and an in-line baggage screening system.

Additionally, special initiatives will focus on the following products:

- **Airport Land Use Plan** – Creation of a plan for aeronautical development, potential nonaeronautical development uses, specification sheets for each parcel of available land, analysis of present utilities, and airport layout for existing and future landside development including transportation and circulation layouts.
- **Solar Power Plan** – Recommendations for implementation of solar energy or microgrids on airfield or landside property.
- **Vertiport** – Development for a concept of a vertiport to support advanced air mobility (AAM) with designated location for unmanned aerial systems (UAS) operations.

PROCUREMENT DETAIL:

Finance-Procurement conducted a competitive Request for Qualifications (RFQ 4394) to obtain qualified firms to provide master planning services for Aviation and received five responsive, responsible respondents which were evaluated by the City's evaluation committee, and all firms were interviewed according to technical and evaluation criteria on the Request for Qualifications.

The evaluation committee was comprised of four members from Aviation and Engineering. During the interview process the evaluation committee rated each respondent and scored according to 1) firm's experience, 2) team identification, and 3) understanding of the project scope. Final scores were tabulated for each firm to determine the highest-ranking firm.

Staff is recommending award to Coffman Associates Airport Consultants.

ALTERNATIVES:

Alternatives include not awarding a contract to Coffman Associates and requiring negotiation with the next highest scoring proposer.

FISCAL IMPACT:

Funding for this project is comprised of Grant No. 72, a passenger entitlement grant from the FAA for FY23 in the amount of \$1,449,620. The final source of funding is the required City funding match for entitlement grants. The 10% local match for Grant 72 totals \$161,069. This local match will be allocated from the unreserved balance in Airport Operational Fund 4610.

FUNDING DETAIL:

Fund:	Airport Grant Fund (3020)
Organization/Activity:	
Department:	53
Project # (CIP Only) :	23121 – Airport Master Plan
Amount:	\$1,449,620

Fund:	Airport FY24 Operating Fund (4610)
Organization/Activity:	35010
Department:	53
Project # (CIP Only) :	23121 – Airport Master Plan
Account:	550950
Amount:	\$161,069

RECOMMENDATION:

City staff recommends approval of this action item. The Airport Board recommended approval of this action item at their regularly scheduled meeting.

LIST OF SUPPORTING DOCUMENTS:

Ordinance
Professional Service Agreement
Evaluation Matrix