

### Application for Federal Assistance SF-424

\*1. Type of Submission:

- ☐ Preapplication  
☒ Application  
☐ Changed/Corrected Application

\*2. Type of Application

- ☐ New  
☐ Continuation  
☐ Revision

\* If Revision, select appropriate letter(s):

\* Other (Specify)

\*3. Date Received:  
05/08/2026

4. Applicant Identifier:

5a. Federal Entity Identifier:  
2W6

\*5b. Federal Award Identifier:

#### State Use Only:

6. Date Received by State: 05/11/2026

7. State Application Identifier:

#### 8. APPLICANT INFORMATION:

\*a. Legal Name: Commissioners of St. Mary's County

\*b. Employer/Taxpayer Identification Number (EIN/TIN):  
52-6001015

\*c. UEI:  
N7ZYKS9PRP97

#### d. Address:

\*Street 1: 44825 St. Andrews Church Road

Street 2: PO Box 508

\*City: California

County/Parish:

\*State: MD

\*Province:

\*Country: USA: United States

\*Zip / Postal Code 20619-0508

#### e. Organizational Unit:

Department Name:  
Department of Public Works & Transportation

Division Name:  
Airport Operations

#### f. Name and contact information of person to be contacted on matters involving this application:

Prefix: Mr. \*First Name: Gary

Middle Name:

\*Last Name: Whipple

Suffix:

Title: Deputy Director

Organizational Affiliation:

\*Telephone Number: 301.475.4200 x 3565

Fax Number: (301) 863-8810

\*Email: gary.whipple@stmaryscountymd.gov

**Application for Federal Assistance SF-424**

**\*9. Type of Applicant 1: Select Applicant Type:**

B: County Government

Type of Applicant 2: Select Applicant Type:

B: County Government

Type of Applicant 3: Select Applicant Type:

B: County Government

\*Other (Specify)

**\*10. Name of Federal Agency:**

Federal Aviation Administration

**11. Catalog of Federal Domestic Assistance Number:**

20.106

CFDA Title:

Airport Improvement Program

**\*12. Funding Opportunity Number:**

\*Title:

**13. Competition Identification Number:**

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

**\*15. Descriptive Title of Applicant's Project:**

Airport Master Plan Update

Attach supporting documents as specified in agency instructions.

**Application for Federal Assistance SF-424****16. Congressional Districts Of:**

\*a. Applicant: Fifth

\*b. Program/Project: Fifth

Attach an additional list of Program/Project Congressional Districts if needed.

**17. Proposed Project:**

\*a. Start Date: 09/01/2026

\*b. End Date: 08/31/2028

**18. Estimated Funding (\$):**

*a. Federal	\$ 905,290
*b. Applicant	\$ 47,647
*c. State	\$ 0
*d. Local	
*e. Other	\$ 0
*f. Program Income	\$ 0
*g. TOTAL	\$ 952,937

**\*19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- ☒ a. This application was made available to the State under the Executive Order 12372 Process for review on 05/08/2026.
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☐ c. Program is not covered by E.O. 12372.

**\*20. Is the Applicant Delinquent On Any Federal Debt?**☐ Yes ☒ No

If "Yes", explain:

21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)

☒ \*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix: Mr. \*First Name: John

Middle Name: \_\_\_\_\_

\*Last Name: Norris

Suffix: \_\_\_\_\_

\*Title: Director, Public Works and Transportation

\*Telephone Number: 301.475.4200 x 3510

Fax Number: 301.863.8810

\* Email: John.NorrisIII@stmaryscountymd.gov

\*Signature of Authorized Representative:

\*Date Signed:

## Application for Federal Assistance (Development and Equipment Projects)

### PART II – PROJECT APPROVAL INFORMATION

Part II - SECTION A	
The term "Sponsor" refers to the applicant name provided in box 8 of the associated SF-424 form.	
<b>Item 1.</b> Does Sponsor maintain an active registration in the System for Award Management (www.SAM.gov)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Item 2.</b> Can Sponsor commence the work identified in the application in the fiscal year the grant is made or within six months after the grant is made, whichever is later?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Item 3.</b> Are there any foreseeable events that would delay completion of the project? If yes, provide attachment to this form that lists the events.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
<b>Item 4.</b> Will the project(s) covered by this request have impacts or effects on the environment that require mitigating measures? If yes, attach a summary listing of mitigating measures to this application and identify the name and date of the environmental document(s).	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
<b>Item 5.</b> Is the project covered by this request included in an approved Passenger Facility Charge (PFC) application or other Federal assistance program? If yes, please identify other funding sources by checking all applicable boxes.	
<input type="checkbox"/> The project is included in an <i>approved</i> PFC application. If included in an approved PFC application, does the application <i>only</i> address AIP matching share? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> The project is included in another Federal Assistance program. Its CFDA number is below.	
<b>Item 6.</b> Will the requested Federal assistance include Sponsor indirect costs as described in 2 CFR Appendix VII to Part 200, States and Local Government and Indian Tribe Indirect Cost Proposals?	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	
If the request for Federal assistance includes a claim for allowable indirect costs, select the applicable indirect cost rate the Sponsor proposes to apply:	
<input type="checkbox"/> De Minimis rate of 10% as permitted by 2 CFR § 200.414.	
<input type="checkbox"/> Negotiated Rate equal to	% as approved by _____ (the Cognizant Agency) on _____ (Date) (2 CFR part 200, appendix VII).
<i>Note: Refer to the instructions for limitations of application associated with claiming Sponsor indirect costs.</i>	



**PART II - SECTION B**

**Certification Regarding Lobbying**

The declarations made on this page are under the signature of the authorized representative as identified in box 21 of form SF-424, to which this form is attached. The term "Sponsor" refers to the applicant name provided in box 8 of the associated SF-424 form.

The Authorized Representative certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Sponsor, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Authorized Representative shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The Authorized Representative shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**PART II – SECTION C**

The Sponsor hereby represents and certifies as follows:

**1. Compatible Land Use** – The Sponsor has taken the following actions to assure compatible usage of land adjacent to or in the vicinity of the airport:

The local municipality has adopted zoning regulations that encourage compatible land uses adjacent to the Airport.

**2. Defaults** – The Sponsor is not in default on any obligation to the United States or any agency of the United States Government relative to the development, operation, or maintenance of any airport, except as stated herewith:

Not Applicable

**3. Possible Disabilities** – There are no facts or circumstances (including the existence of effective or proposed leases, use agreements or other legal instruments affecting use of the Airport or the existence of pending litigation or other legal proceedings) which in reasonable probability might make it impossible for the Sponsor to carry out and complete the Project or carry out the provisions of the Grant Assurances, either by limiting its legal or financial ability or otherwise, except as follows:

Not Applicable

**4. Consistency with Local Plans** – The project is reasonably consistent with plans existing at the time of submission of this application) of public agencies that are authorized by the State in which the project is located to plan for the development of the area surrounding the airport.

The project is a planning type project and included in the Airport's Capital Improvement Program.

**5. Consideration of Local Interest** – It has given fair consideration to the interest of communities in or near where the project may be located.

The project is a planning type project and included in the Airport's Capital Improvement Program.

**6. Consultation with Users** – In making a decision to undertake an airport development project under Title 49, United States Code, it has consulted with airport users that will potentially be affected by the project (§ 47105(a)(2)).

The project is a planning type project and included in the Airport's Capital Improvement Program.

**7. Public Hearings** – In projects involving the location of an airport, an airport runway or a major runway extension, it has afforded the opportunity for public hearings for the purpose of considering the economic, social, and environmental effects of the airport or runway location and its consistency with goals and objectives of such planning as has been carried out by the community and it shall, when requested by the Secretary, submit a copy of the transcript of such hearings to the Secretary. Further, for such projects, it has on its management board either voting representation from the communities where the project is located or has advised the communities that they have the right to petition the Secretary concerning a proposed project.

Not Applicable

**8. Air and Water Quality Standards** – In projects involving airport location, a major runway extension, or runway location it will provide for the Governor of the state in which the project is located to certify in writing to the Secretary that the project will be located, designed, constructed, and operated so as to comply with applicable air and water quality standards. In any case where such standards have not been approved and where applicable air and water quality standards have been promulgated by the Administrator of the Environmental Protection Agency, certification shall be obtained from such Administrator. Notice of certification or refusal to certify shall be provided within sixty days after the project application has been received by the Secretary.

Not Applicable

**PART II – SECTION C (Continued)**

**9. Exclusive Rights** – There is no grant of an exclusive right for the conduct of any aeronautical activity at any airport owned or controlled by the Sponsor except as follows:

Not Applicable

**10. Land** – (a) The sponsor holds the following property interest in the following areas of land, which are to be developed or used as part of or in connection with the Airport subject to the following exceptions, encumbrances, and adverse interests, all of which areas are identified on the aforementioned property map designated as Exhibit "A". [1]

The project is a planning type project. Field work for the project will occur on Airport property.

The Sponsor further certifies that the above is based on a title examination by a qualified attorney or title company and that such attorney or title company has determined that the Sponsor holds the above property interests.

(b) The Sponsor will acquire within a reasonable time, but in any event prior to the start of any construction work under the Project, the following property interest in the following areas of land on which such construction work is to be performed, all of which areas are identified on the aforementioned property map designated as Exhibit "A". [1]

The project is a planning type project. Field work for the project will occur on Airport property.

(c) The Sponsor will acquire within a reasonable time, and if feasible prior to the completion of all construction work under the Project, the following property interest in the following areas of land which are to be developed or used as part of or in connection with the Airport as it will be upon completion of the Project, all of which areas are identified on the aforementioned property map designated as Exhibit "A". [1]

The project is a planning type project. Field work for the project will occur on Airport property.

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<sup>1</sup> State the character of property interest in each area and list and identify for each all exceptions, encumbrances, and adverse interests of every kind and nature, including liens, easements, leases, etc. The separate areas of land need only be identified here by the area numbers shown on the property map.

## PART III – BUDGET INFORMATION – CONSTRUCTION

SECTION A – GENERAL	
1. Assistance Listing Number:	20-106
2. Functional or Other Breakout:	Airport Improvement Program

SECTION B – CALCULATION OF FEDERAL GRANT			
Cost Classification	Latest Approved Amount (Use only for revisions)	Adjustment + or (-) Amount (Use only for revisions)	Total Amount Required
1. Administration expense			\$ 0
2. Preliminary expense			2,000
3. Land, structures, right-of-way			0
4. Architectural engineering basic fees			950,937
5. Other Architectural engineering fees			0
6. Project inspection fees			0
7. Land development			0
8. Relocation Expenses			0
9. Relocation payments to Individuals and Businesses			0
10. Demolition and removal			0
11. Construction and project improvement			0
12. Equipment			0
13. Miscellaneous			0
14. <b>Subtotal</b> (Lines 1 through 13)			\$ 952,937
15. Estimated Income (if applicable)			0
16. Net Project Amount (Line 14 minus 15)			0
17. <b>Less:</b> Ineligible Exclusions (Section C, line 23 g.)			0
18. <b>Subtotal</b> (Lines 16 through 17)			\$ 952,937
19. Federal Share requested of Line 18			905,290
20. Grantee share			47,647
21. Other shares			0
22. <b>TOTAL PROJECT</b> (Lines 19, 20 & 21)			\$ 952,937

### SECTION C – EXCLUSIONS

23. Classification (Description of non-participating work)	Amount Ineligible for Participation
a.	
b.	
c.	
d.	
e.	
f.	
g. <b>Total</b>	

### SECTION D – PROPOSED METHOD OF FINANCING NON-FEDERAL SHARE

24. Grantee Share – Fund Categories	Amount
a. Securities	\$ 0
b. Mortgages	0
c. Appropriations (by Applicant)	0
d. Bonds	0
e. Tax Levies	0
f. Non-Cash	0
g. Other (Explain): County Bonds or Transfer Tax Revenue	47,647
h. <b>TOTAL</b> - Grantee share	\$ 47,647
25. Other Shares	Amount
a. State	0
b. Other	0
c. <b>TOTAL</b> - Other Shares	\$ 0
<b>26. TOTAL NON-FEDERAL FINANCING</b>	<b>\$ 47,647</b>

### SECTION E – REMARKS

(Attach sheets if additional space is required)

By signing this grant application, the airport sponsor is indicating that costs included have been determined to be reasonable and necessary for completion of the work items included.

**PART IV – PROGRAM NARRATIVE**  
(Suggested Format)

**PROJECT:** Airport Master Plan Update

**AIRPORT:** St. Mary's County Regional Airport

**1. Objective:**

The Airport Master Plan Update and Airport Layout Plan (ALP) will be prepared in accordance with applicable Federal Aviation Administration standards, guidance, and policies. These include but are not limited to: FAA Advisory Circular 150/5070-6B, Airport Master Plans and FAA Advisory Circular 150/5300-13B, Airport Design; The Master Plan Update will identify improvements necessary to accommodate aviation demand in the short-term (5-year), medium-term (10-year), and long-term (20-year) planning horizons.

**2. Benefits Anticipated:**

Approval of the Airport Master Plan Update and associated Airport Layout Plan by the Federal Aviation Administration will allow the Sponsor to seek federal funds for eligible projects.

**3. Approach:** (See approved Scope of Work in Final Application)

See attached Scope of Work, prepared by AECOM, dated June 30, 2025

**4. Geographic Location:**

St. Mary's County Regional Airport

**5. If Applicable, Provide Additional Information:**

**6. Sponsor's Representative:** (include address & telephone number)

Mr. John Norris, Director of the Department of Public Works and Transportation  
44825 St. Andrews Church Road / PO Box 508, California, MD 20619  
301.475.4200x3510



AECOM  
4 North Park Drive, Suite 300  
Hunt Valley, MD 21030  
www.aecom.com

410 785 7220 tel

***In reply, please refer to: TBD***

**June 30, 2025 Final**  
**May 6, 2025 Revised**  
February 24, 2025

Gary Whipple, Deputy Director / Facility Capital Projects Manager  
Department of Public Works and Transportation  
St. Mary's County, MD  
44825 St. Andrews Church Road, P.O. Box 508  
California, MD 20619-0508

Reference: Price Proposal  
General Professional Planning Services  
Airport Master Plan Update  
FAA AIP: TBD  
MAA: N/A  
St. Mary's County Regional Airport  
California, Maryland

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Dear Mr. Whipple:

St. Mary's County (Sponsor, County) has requested that AECOM Technical Services, Inc. (AECOM, Consultant) provide airport planning services associated with an Airport Master Plan Update (AMPU) at St. Mary's County Regional Airport (2W6). This Scope of Services identifies the elements necessary to prepare an Airport Master Plan and Airport Layout Plan (ALP) drawing set for 2W6, including update of the airport's Exhibit 'A'. By completing this Scope of Services, the documents required for both the Sponsor and Federal Aviation Administration (FAA) review and conditional approval of future airport development plans will be created.

**A. DESCRIPTION OF SERVICES**

The AMPU and ALP will be prepared in accordance with applicable FAA standards, guidance, and policies. These include but are not limited to: FAA Advisory Circular 150/5070-6B, *Airport Master Plans*, FAA Advisory Circular 150/5300-13B, *Airport Design*, and FAA Standard Operating Procedures (SOP), Standard Procedure for FAA Review and Approval of Airport Layout Plans (ALPs) (*ARP SOP 2.00 checklist*). The AMPU will identify improvements necessary to accommodate aviation demand in the short-term (5-year), medium-term (10-year), and long-term (20-year) planning horizons.

The most recent Airport Master Plan for St. Mary's County Regional Airport (2W6, the Airport) was conducted in 2002. Since then, St. Mary's County, the aviation industry, and the region's socioeconomic environment have all evolved. This AMPU will provide an opportunity to document important airport and community changes that have occurred since the previous airport master plan, and help the Airport further integrate with the County's vision for air transportation that serves the area's residents, businesses, and industrial base. Specific goals of the AMPU include:

- Optimizing data collection efforts by accessing available sources, including Airport management, St. Mary's County government website, current FAA data sources, 2023 Maryland Aviation System Plan (MASP), Airport Board documents, and other sources as directed by the Airport.
- Providing a complete update of existing conditions at the airport and its surrounding environment, including the extension of Runway 11-29 from 4,150 feet to 5,350 feet; and land use planning and development on and in the airport vicinity.



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- Identifying the most demanding aircraft for the foreseeable future so that airport facilities can be evaluated for conformance with applicable FAA airport design standards.
- Evaluating land development opportunities at the southwest portion of airport property in cooperation with the Maryland Economic Development Corporation (MEDCO).
- Identifying aviation and/or non-aviation land use development opportunities between Runway 11-29, south of Airport View Drive, and west of MD 235.
- Coordinating with County and other agency efforts within the Airport vicinity, as appropriate (i.e., the County's Comprehensive Plan 2050, Patuxent River Naval Air Station (Patuxent NAS), Innovation District planning, University of Maryland for its Unmanned Aerial Vehicle research) to incorporate multiple ongoing stakeholder initiatives.
- Preparing a standard ALP drawing set and Exhibit "A" drawing set in accordance with FAA ARP SOPs 2.00 and 3.00, respectively.
- Preparing a Master Plan report to accompany the ALP drawing set.
- Reviewing and updating the airport's recommended development plan with a focus on flexibility and ability to respond to existing and future airport aviation facility needs and airport revenue generation opportunities.
- Developing an Airport Capital Improvement Program (ACIP) using planning level cost estimates that will prioritize improvements and estimate program development costs and funding eligibility for the 20-year planning period.

An aeronautical survey that complies with the requirements of FAA Advisory Circular 150/5300-18B, *General Guidance and Specifications for Submission of Aeronautical Surveys to NGS: Field Data Collection and Geographic Information System (GIS) Standards* is included in this Scope of Services.

## **B. GENERAL PROFESSIONAL SERVICES**

### **TASK 1.0 PROJECT MANAGEMENT, MOBILIZATION, AND PROJECT INITIATION MEETING**

#### **Task 1.1 Project Management**

This task includes the contractual, administrative, and managerial activities necessary to implement and oversee the project over the course of an anticipated 24-month period. It includes the preparation and processing of this Scope of Services, contract documents and subconsultant agreements; preparation of appropriate documentation to support the preparation of an independent fee estimate by a third party, including response to inquiries; the routine coordination and management of the project; preparation of monthly project progress reports and invoices; management-related meetings; project team coordination; periodic updates to the project schedule; and general County, FAA and MAA coordination.

In addition to the administrative and day-to-day project management duties described above, the Consultant will prepare a Project Management Plan and conduct Quality Assurance (QA) reviews for all deliverables. In addition to QA efforts by preparers of draft planning deliverables, QA reviews will be conducted by senior professionals that have no direct involvement in the project for each deliverable included in this scope of services. AECOM's QA process also extends to its subconsultants.





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The Consultant will submit monthly written progress reports to the County. The progress reports shall describe the present status of each aspect of the work, schedule status, any problems encountered, the amount of work accomplished, and a comparison of actual accomplishments to the goals established for the period.

### **Task 1.2 Grant Administration**

This project is anticipated to be funded through the Bipartisan Infrastructure Law - Airport Improvement Grant (AIG) program, now referred to as the Infrastructure Investment and Jobs Act (IIJA).

This project is anticipated to receive federal funding with a projected period of performance from August 2025 through March 2027. The Consultant will prepare up to eighteen (18) reimbursement requests using the FAA's Standard Form (SF) 271 "Outlay Report and Request for Reimbursement for Construction Programs" for the County to submit to the FAA.

The Consultant will prepare and submit to the FAA up to six (6) FAA Form 5100-140. "Performance Reports," which are required to be submitted quarterly. It is anticipated these quarterly reports will cover work completed during 2025, 2026, and a portion of 2027.

Upon completion of the project, the Consultant will assist with applicable FAA grant close out requirements, including completion of the Sponsor's Closeout Worksheet and Final SF 271.

#### Assumptions/Exclusions:

- The County will be responsible for completion of the Final SF 425, "Federal Financial Report."
- The County will also be responsible for completion of the annual Final SF 425s and SF 271s.

### **Task 1.3 Project Initiation and Set Up**

Upon issuance of a Notice to Proceed by the County, the Consultant will meet virtually with the County and FAA to review and establish a schedule, communication and coordination processes, and other project administrative matters. This will include, but will not be limited to, the following:

- Confirm and document project goals and objectives
- Confirm project stakeholders to be engaged; confirm the timing, manner, and frequency of outreach efforts (see **Task 2.0**).
- Review a comprehensive data collection checklist
- Schedule field investigations, surveys, and access.
- Establish a review process and schedule for addressing technical issues
- Discuss FAA and Maryland Aviation Administration (MAA) coordination
- Review administrative items.

#### Assumptions/Exclusions:

- The County will confirm the list of applicable stakeholders.
- Three (3) AECOM staff will attend and will be traveling from Hunt Valley, Maryland.

## **TASK 2.0 STAKEHOLDER AND COMMUNITY INVOLVEMENT**

FAA Advisory Circular 150/5070-6B, *Airport Master Plans*, identifies the importance of involving stakeholders, including the general public, into the master planning process providing key principles and strategies that have been incorporated into this task. Stakeholder involvement can be an effective method not only for building support for the development proposed by the AMPU, but it can also be helpful toward establishing and strengthening cooperation that improves business and economic output, creating new forums and networks for innovation, and fostering a proactive framework for responding to existing and emerging challenges.

### **Task 2.1 Refine Outreach Program Details**

Following stakeholder discussions and introductory briefing with the County, the Consultant will refine and detail the strategy contained in consideration of the stakeholders identified and the timing and methods that would produce effective and meaningful engagement while also doing so efficiently. A proposed engagement schedule will be prepared and electronically distributed for this purpose, which will be finalized and re-distributed following incorporation of relevant feedback from the County, FAA, MAA, and invited stakeholders.

### **Task 2.2 St. Mary's County Briefings**

Communication in the form of "briefings" will be as follows:

- Introductory Briefings: An in-person introductory briefing of the master plan will be held with County leadership and the Airport Board near the beginning of the project's start. At the meeting, the Consultant will provide a briefing of the master plan process to include: its scope, required deliverables, anticipated outcomes, project schedule, and potential participation and support by the County and Airport Board. The potential to post information to the County website and other ideas for sharing information and obtaining input will be discussed. Likewise, options for informal and formal communications during the planning process will be outlined. Two members of AECOM will participate in this meeting travelling from offices located in Hunt Valley, Maryland. The Consultant will prepare and distribute a meeting agenda to the County in advance of the meeting and distribute notes following it.
- Additional "Courtesy" Briefings (2): The Consultant will conduct up to two additional "courtesy" briefings to the County and/or Airport Board, as directed, during the project in the manner identified during the introductory meeting with the County/Airport Board. It is assumed that these briefings will take place during a regular Commissioners /Airport Board meeting utilizing a timeslot of approximately 30 minutes to conduct a PowerPoint presentation / question and answer session. Consultant will follow protocols to coordinate with the Airport to secure these briefings onto the meeting docket, supplying the required material information (e.g., presentation file, topics, summary, etc.) by the established due dates. Two members of AECOM will participate in these meetings travelling from offices located in Hunt Valley, Maryland.

### **Task 2.3 Public Information Meeting**

Communication with the public will be accomplished as follows:

- Public Information Meeting: One public information meeting will be conducted. The meeting will be conducted in a "open house" format and will be staffed by Consultant and Airport personnel, potentially augmented by stakeholders briefed by the Consultant, who will interact with attendees by describing the various elements of the studies using presentation boards and/or a PowerPoint-style presentation. It is

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anticipated that the meeting will be held in the late afternoon or evening. The Consultant will be responsible for preparing meeting notices for distribution to the County, and other potential distribution channels (electronic and hardcopy) identified during the task initiation and subsequent stakeholder inputs. AECOM will compile all written comments received and summarize issues discussed at the meeting.

#### Assumptions/Exclusions:

- The County will be responsible for placement in a local newspaper as well as any other media outlets deemed appropriate.
- The County will be responsible for identifying or providing the venue space(s) for the public information meeting(s). The space should be able to accommodate up to 50 people.
- The Consultant will prepare graphics, a handout, and display materials for the Public Information meeting. The Consultant will submit draft presentation boards, signs, sign-in sheets, hand-outs to the County for review and approval at least two weeks prior to the meeting. The Consultant will be responsible for all printing and production costs and the cost of supplies. This includes up to twelve (12) mounted foam-core presentation boards, 50 handouts (2-pages each, 8.5"x11", color), 50 comment forms, name tags, easels, and sign-in sheets. Four members of the Consultant team will participate: two travelling from the office in Hunt Valley, Maryland and two traveling from the office in Philadelphia, Pennsylvania. The session is anticipated to require an entire day by the Consultant participants but not require overnight accommodation.
- This task does not include nor anticipate a need for a stenographer to record public comments. Instead, the Consultant will prepare sign-in sheets, comment forms, arrange drop boxes, and brief attendees of these resources to facilitate such input.

### **TASK 3.0 INVENTORY OF EXISTING CONDITIONS**

This task will provide a concise overview of existing airport facilities and airport vicinity land use for the purpose of providing a baseline for subsequent facility and land use/Airport property requirement evaluations.

#### **Task 3.1 Update of Previous Master Plan Data**

The following data contained in the 2002 Master Plan will be updated accordingly:

- Airside Facilities: The 2002 Master Plan, 2012 ALP, and recent runway extension design documents will be reviewed to provide relevant historical context for capturing major airside changes that have occurred since their respective preparation, as well as the overall character influencing the airport's role and developmental trajectory. Base mapping records, prepared in CAD format using industry standard conventions, will be established from aerial photography, topography, planimetrics, and obstructions provided by the County. With the exception of the recent survey data prepared as part of the runway extension, availability of prior plans is anticipated to be limited to PDF and not include CAD or GIS data files that can be readily imported into this project. A Runway Safety Area (RSA) determination documentation will also be prepared in coordination with the FAA.

Airside features to be evaluated include, but not limited to:

- Runway 11-29
- Taxiways
- Aircraft Storage and Parking Aprons

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- Aircraft Circulation
  - Imaginary Surfaces (Part 77, FAA AC 150/5300-13B Tables 3-2 to 3-4 & PAPI OCS) and Associated Obstructions
  - Navigational Aids
  - Lighting, Markings and Signage
  - Modifications of Standards
  - Weather Aids
  - Meteorological Conditions
- Airspace Data: Information will be assembled on aircraft operational procedures and airspace use, noise abatement procedures, and other operating conditions, as appropriate, to use in assessing the airspace structure. The October 2023 Letter of Agreement (LOA) between Patuxent NAS and the Airport regarding 2W6 airspace utilization and coordination will be reviewed and it is anticipated that a meeting to discuss the current status of airspace restrictions will occur between the Airport and Patuxent NAS officials, FAA, MAA, and AECOM. The County is to initiate the coordination of the meeting with Patuxent MAS. Processes and procedures to implement airspace improvements are not within the scope of this AMPU.

As stated in Section A, an aeronautical survey that complies with the requirements of FAA Advisory Circular 150/5300-18B, *General Guidance and Specifications for Submission of Aeronautical Surveys to NGS: Field Data Collection and Geographic Information System (GIS) Standards* is included in this Scope of Services.

- Airfield Pavement Condition: AECOM will use the "Pavement Management Plan and Runway 11-29 Geotechnical Evaluation (Final Report)", dated December 2024, prepared by AECOM, as well as available documents for the ongoing Runway Program (by others) as the basis for documenting current runway, taxiway, and apron pavement conditions.
- Landside Facilities: Landside facilities will be identified and evaluated and will include, but not be limited to, the following elements: airport access, circulation, and automobile parking.
- Support Facilities: An inventory of the following support facilities will include, but not be limited to, the following elements:
  - Fixed Base Operator (FBO) Facilities
  - Ramp Areas
  - Tie Down Area
  - Aircraft Hangar Storage Area
  - Aircraft Hangar Area Circulation (distance between hangars to evaluate aircraft movement conflicts)
  - Office Area
  - Automobile Parking Area
  - Aircraft Maintenance Facilities
  - Aircraft Fuel Storage Facilities
- Existing Utilities: A summary of the major infrastructure elements that service the Airport's utility demands will be prepared based on readily available information retained by the Airport/County or via

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online references made available by the County and/or utility provider. This does not include an inventory or survey of utility infrastructure or capacities. The utilities will include, but not be limited to, the following:

- Water
  - Airport Storm Drainage
  - Stormwater Management / Treatment
  - Sewer
  - Telephone
  - Natural Gas
  - Electricity
  - Fiber network
- Meteorological Conditions: Up to 10 years of meteorological data will be purchased and documented including the latest National Climatic Data Center (NCDC) wind and weather data. Specifically, the data anticipated to be purchased includes hourly observations from the Patuxent River Naval Air Station Automated Weather Observing System (AWOS) facility for the 10-year period). The data may be augmented, supplemented, or replaced in-kind to the extent that other comparable data is available more locally to the airport. The data assembled will be applicable to confirming or updating airport wind roses and establishing various levels of all-weather, VFR and IFR conditions for use in airfield and instrumentation evaluations. The wind rose analysis will include 10.5-, 13-, and 16-knot wind speeds, applicable to the aircraft types operating at the Airport.
  - Land Use and Zoning / Community Data: The Consultant will identify, collect, review, and summarize relevant socioeconomic, land use, and community data from available sources. The County's 2010 Comprehensive Plan, as well as its "St. Mary's 2050, Charting Our Tomorrow" comprehensive plan update (in progress) will serve as essential resources that guide current and future land use regulations and development policies in the Airport vicinity. In addition, the County's Comprehensive Zoning Ordinance, Article 4, Chapter 43, regulating airspace and sub-district areas will be used to identify compatible land uses on, and in the vicinity of, the Airport. An additional resource, the St. Mary's County's Full GIS Map, will be used to identify parcel ownership and land use data in the airport vicinity. As the AMPU develops, AECOM will review the St. Mary's County 2050 Comprehensive Plan Update, current zoning ordinance, and Full GIS Map for land use compatibility coverage in the airport vicinity and will identify whether land use compatibility in the airport vicinity can be enhanced by potential modifications to the Zoning Ordinance.

Assumptions/Exclusions:

- Processes and procedures to implement airspace improvements are not within the scope of this AMPU.
- This effort does not include an inventory or survey of utility infrastructure or capacities.
- The County is to initiate the coordination of the meeting with Patuxent MAS.

### **Task 3.1.1 Runway Safety Area Inventory**

AECOM will assess and document the condition of the established runway safety area (RSA) identifying the type and location of non-standard conditions such as: grading, ruts, drainage, obstacles, etc. The information will be ascertained and identified in accordance with FAA Order 5200.8, *Runway Safety Area Program*. The report will identify the degree to which the RSA complies with the standard and the potential mitigation options available to



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bring the RSA into compliance, if applicable. RSA improvement requirements recommended by this task will be carried forward into Facility Requirements, and subsequent improvements will be recommended.

Detailed survey information will be provided to locate and document the existing condition. All survey work will be supervised by a Maryland Licensed Surveyor and will meet the minimum Standards of Practice for Professional Land Surveyors in the State of Maryland. Horizontal datum will be Maryland State Plane Coordinate System (NAD 83) in U.S. Survey Feet. Vertical datum will be North American Vertical Datum of 1988 (NAVD88) in U.S. Survey Feet. Survey control will be established utilizing GNSS, unless the facility provides published control points prior to mobilization to the site. Survey will include location of above ground evidence of utilities, topographic survey at a 50' grid, and location of planimetric features. The level of accuracy will be 0.2' on hard surfaces and 0.5' off pavement. A survey base drawing will be prepared using the data provided by the field survey and will be in a Civil3D/xml format.

Specifically, AECOM will perform a field survey of existing topography within the RSA (approximately 89 acres) in accordance with Code of Maryland Regulations (COMAR) 09.13.06.04 including pavement limits and elevations, building footprints, visible surface utility and drainage structure locations and elevations, locations of marked underground utilities, visible surface electrical structure locations, drainage pipe inverts and sizes, infield limits and elevations, and full surface (both pavement and infield) grade information including elevations, grade breaks, waterways, and contours. Base mapping will then be generated from the field survey in the form of an AutoCAD file with 0.2-foot contours on pavement, 0.5-foot contours off pavement (infield areas), Extensible Markup Language (XML) surface, and all spot shots.

AECOM will create a one-call Miss Utility design ticket to notify and request information from public utility owner-members of underground facilities on the project area. Advance notification is required for these tickets and notification will be made 15 days before field crew mobilization. Miss Utility does not perform locating or marking services, a utility owner may provide notice of the approximate location of an underground facility through field locates, maps, installation records, or other similar means. These are provided for informational purposes only. AECOM will compile marked underground utilities and other data provided by the utility owners as part of the base map.

To complete this respective work, 28 days of "regular working days" (10-hours per day including travel time) of field work in total with a 2-person survey crew. We may utilize a 3<sup>rd</sup> person, second 2-person crew, or work extended days (greater than 10 hours per day) at our discretion to complete the work in less working days and the same amount of time. This survey time includes crew preparation time, recording, and mobilization / demobilization.

The deliverable for this task will be the AutoCAD file with all completed work and PDFs depicting the completed work. The PDFs will be limited to generic base mapping information whereas all content will be included within the AutoCAD file. Base mapping will be exhibited in PDFs which will be submitted as a deliverable for this task. Field data from GPS and/or robotic Total Station data collectors will also be transmitted to the County as requested.

Assumptions/Exclusions:

- AECOM will coordinate all survey field work with the Client.



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- All surveys will be performed during the day and access to the work area will be provided by the County with a runway closure of two (2) days per week for six (6) total days. Survey work on the airfield will be during the early Winter of 2026 via a contiguous effort.
- The survey crew will be accommodated by County Staff with minimal down-time with less than 15% of working hours interrupted by aircraft movements. An AECOM engineer familiar with airport operational procedures will accompany the survey crew during airside survey activities to provide full time site observation, including aeronautical radio escort.
- Subsurface utility survey or location will not be performed for this project.
- AECOM takes no responsibility for any underground structures or buried materials, such as foundations, wells, septic, holding tanks, utilities, hazardous materials, or any other items of which no evidence can be found on the surface by a reasonable inspection or are not clearly marked by a utility locator service.
- Construction activities present on the project at the time of our field survey may impede our work. We assume there will be no such activities on site at the time of the field survey.
- If any changes in the scope of work are required due to changes by others or unforeseen circumstances, AECOM will notify the client and prepare a revised scope and cost estimate.

### **Task 3.1.2      Aeronautical Survey**

AECOM's subconsultant will conduct an aeronautical survey that complies with the requirements of FAA Advisory Circular 150/5300-18B, *General Guidance and Specifications for Submission of Aeronautical Surveys to NGS: Field Data Collection and Geographic Information System (GIS) Standards* (see attached). The survey will include new orthorectified color aerial imagery, 2-foot elevation contours of airport property, limited landmark feature planimetric mapping, airport airspace analysis survey, and obstacle identification sufficient to analyze current Part 77 surface areas as well as the items needed to prepare the Airspace Maps and data tables sheets of the ALP to be developed by the Consultant. For evaluating potential precision instrument approach procedures (ILS) to both ends of Runway 11-29, the aeronautical survey will provide coverage out to approximately four miles from airport property in each direction. While this will cover about half of the 50,000', 40:1 approach surface for an ILS, based on a general observation of the terrain between the coverage area and the area up to 50,000' from the runway ends in each direction, the coverage area of the new aerial survey is expected to be sufficient to identify any controlling obstruction(s) affecting an ILS approach.

AECOM will administer the subconsultant contract, coordinate subconsultant activities with the County, incorporate mapping files into the project database for AECOM use, and monitor/track uploads by the Subconsultant to the FAA Airport Data and Information Portal (ADIP) database.

### **Task 3.2      Airport Recycling, Reuse, and Waste Reduction Plan**

AECOM will prepare an Airport Recycling, Reuse, and Waste Reduction Plan with input from the County, tenants, users, and sourcing companies to prepare an Airport Recycling, Reuse, and Waste Reduction Plan based on the guidance provided by FAA Memorandum: *Guidance on Airport Recycling, Reuse and Waste Reduction Plans* (September 30, 2014). The final plan will either be produced as a standalone report or included as a master plan appendix as determined by the County and FAA. The following work is to be conducted as part of this effort:

- Current Waste / Recycling Practices: AECOM will review the Comprehensive Solid Waste Management and Recycling Plan (2023-2032), dated August 2022 and coordinate with the Airport to assess the

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existing and/or potential practices applicable to the airport. Consultant will establish a baseline of the airport's established waste and recycling efforts.

- Generate a questionnaire regarding existing solid waste generation and recycling for the County to compile. The County will circulate to tenant businesses, as applicable, to assist in compiling the information on an airport-wide basis.
  - Conduct an airport-wide inventory to identify the location of on-airport dumpsters and bins, and to note the content and meet with relevant users and tenants to supplement the waste / recycling data ascertained through questionnaire and physical inventory.
  - Work with the County to establish recycling start dates for various materials, and the quantities being diverted from landfills.
  - Prepare a map-exhibit of on- and off-airport infrastructure used to collect, store, transport and process solid waste.
  - Categorize solid waste generation (municipal solid waste, construction / demolition, compostables, and deplaned waste) and the types and quantities of materials recycled.
  - Conduct interviews with the County and waste/recycling service providers to determine factors influencing the scope and nature of the existing recycling program including start dates for recycling various materials and estimating the materials being diverted from landfills.
- Recycling / Reuse Feasibility at the Airport: With support of the County, and/or contract holders, Consultant will obtain and review relevant contracts as follows:
  - Research existing contract arrangements pertaining to the collection, hauling, disposal and recycling of MSW and C&D debris; Consultant will qualitatively identify how they encourage or impede the purchase/use of environmentally preferred products and how waste handling is being funded.
  - Assess tenant leases for applicable waste and recycling provisions; identify expiration, renewal, and extension dates; assess potential lease provisions to incorporate recycling, reuse, and waste reduction objectives.
  - Conduct interviews with the County and source providers to identify potential enhancements and the potential advantages and disadvantages of each.
- Summary of Operations and Maintenance Requirements: Consultant will compile information made available by the County, tenants, users, and source providers:
  - Identify the parties responsible for handling each waste stream, procedures for collection and transport, any record-keeping, reporting, and tracking, etc.
  - Identify voluntary efforts undertaken by the County and/or airport tenants and users.
- Potential for Cost Savings or Revenue Generation: In consideration of the existing airport practices and Consultant's familiarity with airport best practices, identify options that reduce costs and/or provide an opportunity to enhance revenue:
  - Bin / container placement optimization
  - Employee engagement and education
  - User and tenant operator engagement and education
  - Construction contract provisions
  - Specific opportunities to reduce waste, energy use, water consumption



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- Plan to Minimize Solid Waste Generation: With input from the County and applying best practices identified by AECOM, steps, policies, and/or practices reflecting the County's recycling and waste reduction goals for the airport will be identified:
  - Level of commitment
  - Program leadership
  - Types of wastes to target
  - Performance tracking
  - Promoting success
  - Continuous improvement
- Development of Waste Reduction and Recycling Plan Report Deliverable: The information developed as part of this subtask will be compiled within a report for electronic distribution as part of Working Paper No.1. Ultimately, the report will either be included directly into the master plan report as an appendix or will be incorporated by reference and produced separately as a stand-alone report.

Assumptions/Exclusions:

- The County to provide solid waste generation and recycling inputs.

### **Task 3.3      Airport Windshield, Walking Survey, and Tenant-User Interviews**

The Consultant will conduct a windshield / walking survey of the airport facilities to observe and photograph for inclusion in subsequent reports and chapter deliverables. During the visit, the Consultant will also observe and note the types and volume of activity occurring at the airport, including, but not limited to: transient aircraft types, volume, and space occupied; visible based aircraft types and volumes on tie-down aprons and within open storage hangars; vehicle volumes on the airport access road, parking lots, within the airfield, and at/near/within aircraft storage hangars; observe and categorize approximate volumes of individuals comprising airport operators, types of tenant-users, visitors, and service personnel throughout the visit; make other observations, notes, and photographic records of the types and nature of activity and conditions of the airport.

During the site visit, the Consultant will work with the Airport to assemble based aircraft information (number/type of aircraft, type of owner, type of operations) and waitlisted aircraft types, as applicable. Available records of fuel sales, and transient aircraft servicing records will also be requested, reviewed, and summarized to the extent applicable and available.

The Consultant will interview select airport tenant-users and potential ad-hoc stakeholders, identified by the County, for the purpose of understanding their operations as well as documenting their current and future needs for facilities. The Consultant will coordinate with the Airport regarding the tenants to be interviewed prior to conducting any interviews. Particular focus will be paid to identifying the most demanding aircraft using the airport (types and frequency), current limitations being applied to those operations, plans for future activity, required versus / ideal runway and facility requirements, and potential to provide supporting documentation records and commitment. Interviews will be conducted in-person to the extent practical during the site visit. Additional interviews will be conducted via teleconference with contact details and facilitation provided by the Airport.

Consultant to supplement the solid waste generation and recycling inputs provided by the County in via a walking inventory of existing dumpsters and bins (solid waste and recycling) Consultant will note the location and

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size of the bins and the composition of the materials within them for the purpose of generating subsequent location maps and to supplement and refine the information obtained through survey. The interviews with tenant-businesses will also include a discussion of solid waste generation, collection, reuse, reuse potential, and tenant-initiated waste reduction and recycling programs, goals, and metrics.

Four members of the consultant team will participate in the day-long activities at the airport and surrounding areas not requiring overnight accommodation; participants will be traveling from Hunt Valley, MD. The consultants will prepare questionnaires, inventory lists, task lists, and schedules to facilitate the activities and will distribute a summary of the information and work accomplished following the field visit. The associated costs for travel as well as pre- and post-visit activities are separately derived.

#### Assumptions/Exclusions:

- Available records of fuel sales, and transient aircraft servicing records will be provided by the County.
- The County will identify airport tenant-users and potential ad-hoc stakeholders.

### **Task 3.4 Evaluation of Pavement Conditions**

The Consultant will utilize recently obtained data included in the "Pavement Management Plan and Runway 11-29 Geotechnical Evaluation (Final Report)", dated December 2024, prepared by AECOM. Exhibits depicting the Pavement Network Plan, Pavement Sampling Plan, Pavement Condition by Section (Current Year), and Project Pavement Condition by Section (5-years from Current Year), will be provided as deliverables for this task.

### **TASK 3.5 Environmental Overview**

The objectives of this task are to collect key environmental source data, identify major environmental issues that could constrain potential development, and inventory major environmental issues that will require further consideration during Master Plan Update implementation. A baseline level of understanding will be developed for the following environmental categories established by the National Environmental Policy Act (NEPA) consistent with FAA Order 1050.1F:

- Air Quality
- Biological Resources (including fish, wildlife and plants)
- Coastal Resources
- Department of Transportation Act, Section 4(f)
- Farmlands
- Hazardous Materials, Solid Waste and Pollution Prevention
- Historic, Architectural, Archeological and Cultural Resources
- Land Use
- Natural Resources and Energy Supply
- Noise and Compatible Land Use
- Socioeconomic and Children's health and safety risks
- Visual Effects (including light emissions)
- Water Resources (including wetlands, floodplains, surface waters, groundwater, and wild and scenic rivers)

#### **Task 3.5.1 Data Analysis**

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The Consultant will utilize data collected in support of recent environmental documents, prepared by others, as provided by the County to provide a baseline level of understanding. The Consultant will supplement the data as necessary using local, state and federal agency data and databases. Pertinent data will be collected from, but not limited to, the following agencies: the U.S. Environmental Protection Agency (EPA), U.S. Fish and Wildlife Service (USFWS), U.S. National Marine Fisheries Service (NOAA Fisheries), U.S. Army Corps of Engineers (USACE), Maryland Department of the Environment (MDE), Maryland Department of Natural Resources (MDNR), Maryland Historical Trust (MHT), Maryland Energy Administration (MEA), and the County. County data will specifically include Watershed Protection & Restoration, comprehensive/sub-area plans, transportation plans, and planning/zoning plans.

Limited field investigation will be required to supplement the desktop review. It is anticipated that field reviews will be required to perform a delineation of wetlands and water resources, and to characterize existing vegetation on airport property.

Based upon the information compiled through the inventory of existing conditions and the proposed development developed in Facility Requirements, the Consultant will identify the need for and timing of NEPA actions, specifically Environmental Assessments or Environmental Impact Statement, agency coordination, additional studies, and/or approvals and permits for the implementation of any future airport development project. This will be discussed in the Alternatives section of the AMPU.

### **Task 3.5.2 Wetland and Water Resources Analyses**

The section will address the presence/absence of water resources on airport property. Desktop analysis will be performed and supporting documentation provided in an appendix (e.g., NWI wetland maps, FEMA floodplain maps, surface water maps, etc.).

Wetland field delineations will be completed in accordance with the 1987 Corps of Engineers (USACE) *Wetland Delineation Manual* and the *Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Atlantic and Gulf Coastal Plain Region* (Version 2.0) (USACE 2010), which describe the methodology for identifying the three required parameters (hydrophytic vegetation, hydric soils, and wetland hydrology). *Field Indicators of Hydric Soils in the United States* (Version 8.2) (USDA/NRCS 2018) and the USACE 2020 *National Wetland Plant List* will be used to determine the presence of hydric soil indicators and the indicator status of plants, respectively. Wetland boundaries and buffers will be plotted on base mapping for use in determining potential impacts. All resource boundaries will be captured with sub-meter accuracy Global Positioning System equipment and placed on report mapping. No flagging will be utilized to demarcate boundaries. A Wetland Delineation Report, including routine wetland and upland data forms, photographs, soil survey, and delineation resource mapping will be prepared and provided to the County for their files.

#### Assumptions/Exclusions:

- Previous delineations have not been conducted since before the USACE jurisdictional determination (JD) completed in 2012. It is assumed that project planning/development occurring at the airport in recent years have been utilizing these wetland boundaries. JD's typically expire after five years.
- A pre-application meeting is not included in scope.
- Two AECOM staff will conduct the wetland/waterway delineation and will be traveling from the Hunt Valley, MD office.

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- Wetland delineation will be completed for the entire approximate 194-acre airport over four days and will require three overnight stays.

## **TASK 4.0 AVIATION FORECASTS**

### **Task 4.1 Aviation Forecasts**

Forecasting aviation activity at 2W6 for the 20-year planning period is an important part of the Master Plan process. Short-term (5-year) forecasts provide important input into the airport's capital improvement program priorities, whereas projections for 10- and 20-year periods can provide guidance and direction for identifying the airport's facilities needed to accommodate future anticipated aviation demand. Once the FAA approves the aviation forecasts, they form the basis of evaluations for the remaining elements of the Master Plan.

The FAA's Terminal Area Forecast (TAF) for non-towered airports is challenged by the absence of actual, verifiable counts of aircraft operations. The 2024 TAF indicates approximately 40,000 current annual operations at 2W6 and projects the same number of annual operations through 2050. Thus, the forecasting effort in the Master Plan needs to gather information from various sources to provide a more detailed analysis and justification for projections of future aviation demand. Sources such as the FAA's Traffic Flow Management System Counts (TFMSC) and private databases, such as FlightAware and Airport Monitoring Solutions (which capture Automatic Dependent Surveillance – Broadcast (ADS-B) activity data) are available to provide reliable estimates of current aviation activity.

For projections of future aviation demand at 2W6, there are important aspects of St. Mary's County's ongoing development that need to be identified and considered. Continued population and economic growth, county land use planning, evolving corporate and industrial activities, and recent Maryland Aviation System Plan (MASP, 2023) analyses of 2W6 activity, to name a few, all provide important sources of information that will help correlate community growth with future aviation demand projections. In addition, the existing presence of more than 200 based aircraft and the nearly completed runway extension from 4,150' to 5,350' provide a key backdrop for the need to forecast future activity and identify the airport's future critical aircraft.

In developing aviation activity forecasts for 2W6, the following factors will be considered and documented:

- Airport Role: Existing federal, state, and local plans will be reviewed and summarized to identify the roles identified for their potential implications to facility requirements: National Plan of Integrated Airport Systems (NPIAS) 2025-2029, and Maryland Aviation System Plan (MASP, 2023).
- Factors Influencing Demand: This effort will identify the primary factors influencing or anticipated to influence aviation demand at 2W6. The Consultant will access St. Mary's County and U.S. Census information on historical and projected area socioeconomic data as a primary resource for socioeconomic forecasting for this AMPU. Socioeconomic information for adjacent Charles and Calvert counties will also be included to identify trends that could affect growth at 2W6. Primary focus of socioeconomic information will be to identify the area that is, or could be, served by 2W6.

In addition, the Airport area continues to develop, and evaluation of growth trends in the airport vicinity can provide insights into projecting future aviation demand. Factors such as the Airport Board's goals and objectives; County's ongoing update of its 20-year land use plan; airport vicinity Innovation District; the 2W6 proximity to the County's largest employer (Patuxent NAS); and the University of Maryland's (UMD) new Southern Maryland

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Autonomous Research and Technology (SMART) complex, are examples of information and opportunities that could be important to the forecasting effort. Considering UMD's new facility and its annual unmanned aerial systems (UAS) competition at 2W6, the forecast effort will identify trends towards Advanced Air Mobility (AAM) craft, such as electric Vertical Takeoff and Landing (eVTOL) aircraft.

- Based Aircraft Mix Forecast: The existing number and fleet mix of based aircraft will be confirmed through consultation with airport management and available FAA and MAA data sources. In addition, the Consultant will access information from BasedAircraft.com to help confirm documented based aircraft activity. Projections of future based aircraft will be prepared based on 1) comparative influence of area airports and their facilities available to accommodate the projected demand (source: MASP, 2023), 2) survey of current based aircraft owners to identify potential retention and growth trends, and 3) identification of the pilot population in the region using available database sources. The mix of based aircraft will be broken into the following categories: single engine, multi-engine, jet, helicopter, gliders, ultralights, and eVTOL.
- Aircraft Operations: Projections of future annual operations demand will be prepared using several data sources including the following:
  - FAA's Traffic Flow Management System Counts (TFMSC). TFMSC will provide data regarding annual operations and the types of aircraft operating at the Airport on a historical basis
  - Consultation with the Airport's Fixed Base Operator (including a review of any operational logs or fueling logs that they are willing to share). FBO data will be useful to better understand the number and fleet mix of aircraft operating the Airport.
  - Activity information from the FAA's TFMS, Patuxent NAS air traffic personnel, and/or Potomac TRACON for Instrument Flight Rules (IFR) activity, supplemented with purchased information from FlightAware for VFR and IFR operations.

Utilizing the above resources, the Consultant will prepare an operations forecast for the 20-year planning period consisting of the following:

- Total annual operations
- Local general aviation operations
- Local military operations
- Itinerant general aviation operations
- Itinerant air taxi operations
- Itinerant military operations

Once the aviation demand forecasts are produced, the FAA will direct the Consultant efforts in providing documentation of conformance with the TAF.

- Proposed Critical Aircraft Identification: The existing critical aircraft will be identified and a projection of the future critical aircraft expected during the planning period will be provided. The critical aircraft will be a composite of the most demanding aircraft having at least 500 annual operations to identify airplane design group (ADG), runway length, maximum takeoff weight, and taxiway design group (TDG). The current design aircraft is B-II (Small aircraft [ $<12,500$  pounds, single wheel gear]).
- Peaking Characteristics: If available, information from airport management and/or the FBO regarding seasonal and/or daily aircraft operational peaks will be obtained. While runway capacity is not expected to present a constraint during the planning period, peak activity patterns could help confirm the



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efficiency of the taxiway and apron facilities to provide smooth flow of operations. Current and projected capacity conditions will be evaluated during the Facility Requirements analyses.

#### Assumptions/Exclusions:

- A listing of based aircraft provided by airport management and from BasedAircraft.com
- The Consultant, with consent of the Airport, may contact select operators to solicit input (e.g., letters) validating projected changes to the critical aircraft within a 10-year planning horizon.

## **TASK 5.0 FACILITY REQUIREMENTS**

The objectives of this task are to

- Evaluate airport facilities for conformance with applicable FAA airport design standards.
- Assess the adequacy of the landside and support facility elements to accommodate existing and projected aviation activity levels as forecasted.
- Determine the requirements for additional facilities to meet aviation demand forecasts for the 5-year, 10-year, 15-year, and 20-year planning horizons (i.e., baseline requirements); and,
- Establish the baseline requirements that will provide a platform for the airport development alternatives evaluation in **Task 8.0**.

### **Task 5.1 Airfield Requirements**

#### **Task 5.1.1 Airfield Geometry**

AECOM will use wind data and other information obtained in the Inventory effort to evaluate runway orientation considerations for aircraft crosswind components of 10.5-, 13-, and 16-knots; calculate airfield capacity based on FAA Advisory Circular 150/5060-5, *Airport Capacity and Delay*; and provide a concise runway length requirements analysis summary based on the critical aircraft identified in the Forecast task and information found for general aviation aircraft using the Small Aircraft Runway Length Analysis Tool (SARLAT). If necessary for a critical aircraft not found in the SARLAT tool, runway length requirements may need to be computed using graphical methodology presented for general aviation aircraft in FAA Advisory Circular 150/5325-4B, *Runway Length Requirements for Airport Design*.

#### **Task 5.1.2 Airfield Standards Review**

A review of the appropriate runway and taxiway design criteria related to the critical aircraft will be conducted. This section will also include an evaluation of the need for new or modified airfield facilities to meet the applicable airport design standards or eliminate existing modifications of design standards, if any. This review includes but is not limited to:

- Runway
  - Width and shoulder requirements
  - Runway line-of-sight and grading requirements
  - Runway Protection Zone dimensions
  - Runway Safety Areas
  - Object Free Areas
  - Pavement strength
  - Lighting Requirements

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- Marking Requirements
- FAA separation standards
  - Runway-to-Taxiway
  - Runway-to-aircraft parking (APL)
  - Taxiway/Taxilane to Fixed or Movable Objects
  - Building Restriction Line (BRL)
- Taxiway
  - Pavement Strength
  - Taxiway Safety Areas and Object Free Areas
  - Lighting Requirements
  - Marking Requirements
  - Modifications of Standards

#### **Task 5.1.3 Instrument Approach Procedures**

The runway extension project is finalizing updated instrument approach information for the extended runway. The prior Master Plan indicated objectives of exploring an Instrument Landing System (ILS) or Localizer (LOC) approach to Runway 11. The Consultant will utilize the runway extension instrument approach information and proposed additional aeronautical survey and coordinate with County, FAA, MAA, and Patuxent NAS representatives to identify potential instrument approach improvements to both runway ends.

For evaluating the general feasibility and object identification/clearance requirements of a potential improvement from non-precision to precision instrument approach capability for Runway 11-29, the Consultant will identify the Part 77 imaginary surfaces dimensions necessary to support an ILS, with consideration given to the approved forecasted critical aircraft and potential approach visibility minimums. Considering that the proposed survey limits will not encompass all of the 50,000' from each runway end associated with an ILS approach, the evaluation will identify the controlling obstruction within the survey limits.

#### **Task 5.1.4 Navigational Aids, Weather Reporting, Communication, and Surveillance**

The current status of navigational aids, weather reporting, and Airport communications infrastructure identified in the Inventory effort (see **Task 3.0**) will be used to identify any improvements that may be available in those systems.

#### **Task 5.1.5 Airfield Lighting and Markings**

The Consultant will identify existing and future airfield lighting and marking requirements applicable to the evaluation of airfield standards compliance.

#### **Task 5.1.6 Modifications of Standards**

Existing non-standard conditions will be identified in a summary table. Likewise, the terms and conditions associated with any FAA-approved modifications of standards will be identified in a separate table (e.g., temporary until runway reconstruction, aircraft-specific taxiway OFA, etc.).



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#### **Task 5.1.7 Pavement Recommendations**

Using data obtained from the "Pavement Management Plan and Runway 11-29 Geotechnical Evaluation (Final Report)", dated December 2024, prepared by AECOM, recommendations for maintenance, rehabilitation, and/or reconstruction will be made, as necessary.

#### **Task 5.2 Landside Facility Requirements**

Facility requirements for general aviation facilities will be determined through a combination of planning factors as well as consultation with existing users and a review of Airport-developed plans for general aviation facilities, such as the North Parcel and Southwest parcel being coordinated with Maryland Economic Development Corporation (MEDCO). The primary reference materials will be the guidelines contained in the following documents:

- FAA Advisory Circular 150/5300-13B, Change 1, *Airport Design*, and
- TRB ACRP Report 113: *Guidebook on General Aviation Facility Planning*.

For this task, general aviation facilities typically include aircraft maintenance hangars, aircraft storage hangars, aircraft parking aprons, fuel storage and dispensing, and other facilities that provide services to pilots and aircraft owners. General aviation facility needs will be evaluated by comparing forecasted aircraft operations (local and itinerant) and projected fleet mix to the capabilities and capacities of existing facilities.

Existing aircraft parking aprons and aircraft tie-down positions will be reviewed for efficiency of layout and compliance with standards for appropriate wing tip clearances and edge safety margins. This analysis will also evaluate the ability of existing airport maintenance facilities and other support functions to meet future aviation demand. Consultation with the Airport and tenants will occur to refine and validate the facility requirement needs identified by the Consultant.

#### **Task 5.3 Support Facility Requirements**

This analysis will evaluate the adequacy of support facilities such as fuel storage, airport maintenance, and other support functions so they may be compared with future requirements. The requirements for many of these facilities will be based upon consultation with users rather than formula-based rules. Fuel requirements will be based upon both operational demand and operating characteristics.

- Fuel Farm: Requirements for fuel storage will be determined by comparing historical fuel flowage versus existing storage capacity. Existing capacity will be expressed in terms of days of available storage. The storage capacity required to maintain an acceptable number of days' storage will be identified for Jet-A and AVGAS. The capacity of the existing site to accommodate long-term needs will be evaluated.
- Airport Maintenance: Future needs for storage and routine maintenance of airport vehicles and equipment will be determined through consultation with airport staff. Deficiencies with existing facilities will be noted.



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## **Task 5.4      Advanced Air Mobility Support**

Advanced Air Mobility (AAM) encompasses a broad range of potential use-cases, aircraft types, and user/operator profiles and is part of a wider trend toward advanced mobility influencing land, water, and air transportation. A primary commonality is the anticipated use of electric vehicles and/or other alternate fuel-types such as hydrogen, or hydro-electric. The vehicles will also function with a high degree of automation and connectivity. To incorporate such implications, the following work efforts will be undertaken.

- AAM Presentation: The Consultant will prepare a PowerPoint presentation summarizing the current status of AAM, the types of vehicles, potential use cases, the broader implications for airport, transportation, and urban planning, potential advantages / disadvantages unique to 2W6, and specific strategies that may be considered and applied by the County during the planning horizon. The Consultant will conduct a virtual meeting to present the material and to conduct a Q&A / strategy session with the County, FAA, MAA, and invited stakeholders. The presentation may be included as an appendix to the master plan report or referenced as a separate standalone document.
- Potential AAM Facility Requirements: The Consultant will summarize potential on-airport facilities to be considered during the planning period based on the AAM discussion. It is generally anticipated that a charging site will be recommended, the placement of which might consider air and ground transport vehicles, airport maintenance vehicles and equipment, nearby off-airport charging demand, and electric capacity / need for substations or other electric infrastructure. In addition, the Consultant will summarize airspace considerations and potential approach/departure paths that will not affect current airport operations. The outcome of the meeting could also include recommendations for a future vertiport landing area, multimodal connectivity, MRO/training, manufacturing/assembly, etc. Such considerations are anticipated to remain at a high level that would generally support locational (or siting) strategy and would require more detailed planning as the mobility sector matures during the planning period.
- Electric Charging Requirements: To improve the airport's adaptive role towards vehicle electrification, the Consultant will identify common charger types used for electric automobile and electric air vehicles, the electric source capacity required by these chargers, or connected group of chargers, and the location and availability of electric infrastructure to connect. If appropriate, the potential role of microgrid electric will be explored.

## **TASK 6.0      ALTERNATIVES DEVELOPMENT AND EVALUATION**

The Consultant will formulate alternatives and make recommendations regarding the development of facility improvements identified in **Task 5.0**. During this process, the Consultant will coordinate closely with the Airport; consider airport user and stakeholder input; and evaluate feasibility, potential development cost, community impacts, and environmental impacts. This inclusive approach will facilitate the development of a recommended Airport Development Program that best meets the Airport's and County's needs, expectations, and budget.

### **Task 6.1      Airport Development Alternatives**

Key elements to be considered for the Airport Development Program may include, but not necessarily be limited to:

- Airfield improvements,
- Landside Improvements,

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- Airport access, circulation, and parking improvements, and
- On-airport and airport vicinity aviation and non-aviation land use recommendations identified in Task 6.0.

Up to three (3) development concepts will be generated and a preferred alternative will be identified. During this process conceptual-level diagrams will be supported by a combination of qualitative and quantitative assessments of each alternative. The Consultant will create an evaluation matrix to identify and evaluate the relative advantages and disadvantages of each alternative. The evaluation matrix will consider a combination of quantitative and subjective factors such as:

- Degree that an alternative meets the facility requirement
- Flexibility
- Expandability
- Environmental compatibility
- Order-of-magnitude cost comparison
- Ease of construction
- Phasing considerations
- Revenue production potential

It is anticipated that the evaluation matrix will consist of a stoplight (i.e., green, yellow, red) or numerical rating system (i.e., 1 = worst to 10 = best).

The Consultant will conduct one virtual working meeting with the Airport to review the development concepts along with the evaluation matrix. Changes to alternative ratings may be made because of feedback received from the Airport during the meeting. The goal of the meeting will be to arrive at a preferred development concept to be carried into the stakeholder and community engagement process and FAA/MAA technical review.

## **TASK 7.0 FACILITIES IMPLEMENTATION PLAN**

The facilities implementation plan will consist of a detailed, logical, step-by-step narrative and graphic presentation of the projects, their planning level program cost estimates, and conceptual phasing of all recommended development depicted on the ALP. The Consultant will prepare, with Airport and County input, a 20-year capital improvement program (CIP) that indicates the facilities required to meet projected levels of demand as well as tenant and airport requirements.

### **Task 7.1 Identification of Proposed Projects**

The process of identifying projects for the CIP will be based on the consideration of multiple factors. These factors will include safety and security requirements, airport and County priorities and current CIP, facility requirements identified in earlier tasks, recommended alternatives and tenant needs. A preliminary list of projects will be developed for review by the Airport. The list will contain the project's name and will describe its scope and purpose. Following the Airport's review and approval, a final list will be prepared for use in the development of program cost estimates, developed to a planning level (not design level).

### **Task 7.2 Preparation of Planning-Level Cost Estimates**

Cost estimates for recommended development will be prepared by phase. These estimates will be based on

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2025 (or later) dollars and will be sufficiently detailed to provide the basis for developing a program-level phasing plan.

For cost estimates to be representative of local conditions, unit prices from recent construction projects at the Airport and/or other local public work projects will be obtained. The cost estimates will present unit prices and estimated quantities for all major items. The estimate will be performed at a conceptual level consistent with development of a capital improvement program. Soft costs for engineering, inspection, contingencies, etc., will be added to the construction prices to arrive at total program costs. An "escalation" factor to the projected mid-point of construction of the recommended project, will be developed for Airport and County review, and the percentages applied for soft costs will be reviewed with the Airport and County prior to their use.

### **Task 7.3          Phasing of Development**

Recommended phasing plans will be prepared to establish the critical path for implementing projects. Phasing of improvements will be based upon calendar years. The phasing plan will be flexible to accommodate changes in a variety of factors, including funding sources and availability, airport operations, etc. Phasing plans will be developed for forecasted demand levels.

A virtual meeting with the Airport and County will be conducted to assist in the process of devising an acceptable phasing plan.

As discussed in the Introduction, this Scope of Services does not include the development of a detailed financial analysis to determine the County's ability to fund the local share of capital improvement grants or to operate the airport using airport revenue sources. A financial analysis to document cash flow and future airport revenues for capital projects will also not be developed for the Master Plan.

### **TASK 8.0          AIRPORT LAYOUT PLANS**

#### **Task 8.1          Airport Layout Plan (ALP) Drawing Set**

This task entails updating the ALP Drawing Set and the preparation of new drawings as required by FAA guidance in accordance with FAA's *Standard Operating Procedure (SOP) for FAA Review and Approval of Airport Layout Plans (ALPs)*. The ALP drawings will be prepared in accordance with FAA checklists (ARP SOP 2.00), requirements, standards and criteria. All drawings will be compiled in AutoCAD format.

The ALP base map will be updated using aerial imagery and mapping for the nearly completed runway extension. The following features of the base map will be updated: on-airport topography, roads on, and adjacent to, the Airport on- and off-airport structures, water features, tree lines, and off-airport parcel lines.

The updated ALP Set will be comprised of the following drawings:

- Title Sheet: The title sheet will be updated to reflect proposed drawings.
- Airport Data Sheet: An airport data sheet may, or may not, be prepared depending on the ability to fit all required information on the ALP drawing.
- Existing Airport Layout Plan: The Existing ALP drawing will be updated and prepared to depict recent

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projects and changes to current facilities, current planning and design standards and current land uses.

- Proposed Airport Layout Plan: The Proposed ALP drawing will show the existing ALP features and include proposed future improvements recommended in the Capital Improvement Program (CIP) prepared as part of this AMPU. Depending on whether proposed future improvements can fit on the Existing ALP drawing, it is possible that a separate Proposed ALP drawing may not be needed.
- Airport Airspace Plan: This drawing will be updated to depict ultimate 14 CFR Part 77 airspace surfaces. The drawing will depict the 5,350' runway length, pertinent imaginary surfaces (Primary, Inner Transitional, Horizontal, and Conical), and obstruction data from the aeronautical survey provided by the County previously described.
- Inner Portion of the Approach Surface Drawings: A drawing for each runway end (11 and 29) will depict natural and man-made objects that are located within 100 feet above each runway threshold elevation, and identify the amount of surface penetration, consistent with the Obstacle Action Plan (OAP).
- Runway Departure Surface Drawing – The drawing will depict the plan and profile view of the Runway Departure Surfaces. At FAA's direction, the analysis of the runway departure surfaces may be incorporated into the Inner Portion of the Approach drawings. For budgeting purposes, a separate Departure Surfaces sheet is included.
- Land Use Plan: This drawing will depict on-airport land uses and land uses in the vicinity of the airport. Potential or recommended future land use changes will be noted.
- Exhibit "A" Airport Property Map: See **Task 8.3.1** and **Task 8.3.2**.

## **Task 8.2            Obstruction Identification**

Using information from the recent photogrammetric survey prepared by others and provided by the County, AECOM will identify and summarize existing 14 Code of Federal Regulations (CFR) Part 77 airspace obstructions, including approach and departure surfaces defined in Advisory Circular 150/5300-13B, Tables 3-2 through 3-4. This task will include the preparation of an Obstacle Action Plan (OAP), using the FAA's Surface Analysis and Visualization (SAV) Tool, that identifies actions to be taken by the County to mitigate airspace penetrations. Pertinent information from the OAP will be incorporated into the associated ALP Airspace and Inner Portion of the Approach drawings.

## **Task 8.3            Boundary Survey and Exhibit "A" Airport Property Map**

### **Task 8.3.1        Boundary Survey**

AECOM will conduct a Boundary Survey for 44200 Airport Road (Tax Map 34 Grid 8 Parcel 299) containing approximately 193.84 acres located in St. Mary's County, MD, as outlined herein. The boundary survey will be produced on Maryland State Plane Coordinate System NAD 83 Horizontal Datum. AECOM will prepare a deed and plat mosaic using the deeds and plats of record and revealed in a Title Report to be supplied to AECOM by the client. AECOM will then have their survey crew visit the site and complete a closed loop traverse. The survey crew will locate property corners, fences, building corners, centerline of streets, lines of possession and any

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other pertinent information needed for completion of the boundary survey. AECOM will then analyze the property evidence located and using the deeds and plats to determine the property lines of the above-mentioned property.



A signed and sealed boundary survey will be prepared showing the results of the survey, the monumentation found and set, and other property evidence discovered during the survey, along with the courses and area of the property. The survey will be prepared in accordance with COMAR Regulation 09.13.06.12.

AECOM will also attempt to locate all exceptions to the title that are revealed in a Title Report and shown on the boundary plat such as easements, rights-of-way, alleys, etc.

#### Assumptions/Exclusions

- Title search is to be provided by County and given to AECOM.
- PACS and SACS will not be established for the purpose of this survey.
- AECOM will delineate 23 Lease Areas within Parcel 299 and will be granted access to those lease areas by the County.
- Topographic survey will not be performed for this effort.
- Utilities will not be depicted for the purpose of this survey.

#### **Task 8.3.2 Exhibit "A" Airport Property Map**

This task includes the preparation of an Exhibit "A" Airport Property Map (Exhibit 'A') that makes up the dedicated airport property obligated for compliance under the terms and covenants of FAA Grant Assurances and prepared in accordance with the FAA *Standard Operating Procedure (SOP) for FAA Review of Exhibit 'A' Airport Property Inventory Maps* (SOP No. 3.00). The Exhibit 'A' will be compiled from a recent internal Exhibit 'A' prepared by the County, a boundary survey that will be completed as part of this scope of services (see **Task 8.3**), and additional property information to be obtained by the County through the research services of a Title company provided by the County to AECOM.

The County will provide CAD drawing files for the Exhibit 'A' prepared and provide a title attorney who will obtain property deeds and plats, obtain a new title search, and an updated Ownership and Encumbrance report. The





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County will provide information on any recent property transactions and transfers. From the information obtained, AECOM will review and build the information into an Exhibit 'A' drawing that captures historical and up-to-date information including fee simple acquisitions and/or conveyances, deeds, and easements. Parcels released by the Airport will also be shown.

Parcel information will include the following:

- a) Grantor
- b) Type of Interest Acquired (Fee Simple/Easement)
- c) Acreage
- d) Type of Conveyance Instrument
- e) Liber/book and page of recording
- f) Pertinent notes or remarks regarding the recorded transaction

A table will be prepared that provides the following information for each airport parcel:

- a) Parcel number assigned to the Exhibit 'A' drawing
- b) FAA grant number, including year, if acquired under a grant
- c) Surplus Property Transfer, Government Land Transfer or other statutory federal agreements/conditions. See FAA Order 5010.4 and form 5010-1 Data Element #25 for additional information.
- d) Type of easement (clearing, aviation, utility, right of way, expiration date, easement held by others, subordination agreement, etc.)
- e) Date and type of release/land use change approval (aeronautical use, interim use, concurrent use, etc.). This can also include any release from federal obligations such as a release from the National Emergency Use Provision (NEUP), mineral rights, liens, residential through-the-fence access agreements, etc.
- f) Date of property disposal
- g) Public land references, if applicable (PIN #/Assessors #, date of recording, book and page, etc.)
- h) Any known encumbrances on the property
- i) Purpose of acquisition (current/future development, concurrent use, noise, revenue production, etc.)

The drawing will depict the following items from the ALP:

- a) Runway Protection Zones (RPZ)
- b) Runways
- c) Runway Safety Areas (RSA)
- d) Runway Object Free Areas (OFA)
- e) Taxiways
- f) Other airport design surfaces (as necessary, must maintain a legible map)
- g) Road/railroad rights-of-way
- h) Bearing and distance of airport property lines

The drawing will also contain the following:

- a) North arrow, legend and graphic/numerical scale
- b) A title block clearly labeled as Exhibit "A" Airport Property Inventory Maps and dated
- c) A revision block/table, Sponsor approval block, and Preparer's block, dated
- d) A legend, including all line types

One (1) hardcopy of the draft Exhibit "A" will be provided to the Airport for review and comment. Following the

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receipt of the Airport's comments, the Consultant will make the required revisions and submit a revised drawing set along with a completed FAA SOP 3.00 checklist to the FAA for their review.

Following the receipt of FAA comments the Consultant will make the required revisions and include the final Exhibit 'A' in the Final ALP Drawing set for FAA acceptance.

#### Assumptions/Exclusions

- AECOM will coordinate all survey field work with the Client.
- All surveys will be performed during the day and access to the work area will be provided by the County.
- Subsurface utility survey or location will not be performed for this project.
- AECOM takes no responsibility for any underground structures or buried materials, such as foundations, wells, septic, holding tanks, utilities, hazardous materials, or any other items of which no evidence can be found on the surface by a reasonable inspection or are not clearly marked by a utility locator service.
- Construction activities present on the project at the time of our field survey may impede our work. We assume there will be no such activities on site at the time of the field survey.
- If any changes in the scope of work are required due to changes by others or unforeseen circumstances, AECOM will notify the client and prepare a revised scope and cost estimate.
- The County will provide a title attorney who will obtain property deeds and plats, obtain a new title search, and an updated Ownership and Encumbrance report.
- The County will provide CAD drawing files for the internal Exhibit 'A' prepared by the County.
- The County will provide information on any recent property transactions and transfers.

#### **Task 8.4 Preliminary Draft ALP Drawing Set**

Preliminary Draft ALP drawings will be assembled to reflect changes and decisions made during the Airport Master Plan Update effort. One (1) printed set and one electronic copy (PDF format) of the drawings will be submitted to the Airport, FAA, and MAA along with a completed SOP 2.00 checklist for review and comment. The Consultant will meet with the County, FAA, and MAA (virtually) to review the drawings and will revise the drawings as necessary to incorporate comments.

#### **Task 8.5 Draft ALP Drawing Set**

The Consultant will revise the ALP drawing set and completed checklist to reflect comments received on the preliminary draft submission. Written responses to written comments will also be prepared to identify how the comments are reflected on the revised drawing set. One electronic copy (PDF format) of the drawings will be submitted to the County, FAA, and MAA for final review and comment. The consultant will also submit the draft drawing set through the FAA's OE/AAA web portal once directed to do so by FAA for airspace review circulation.

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## **TASK 9.0 AIRPORT MASTER PLAN UPDATE DOCUMENTS**

### **Task 9.1 Working Paper No. 1 (Existing Conditions; Recycling, Reuse, and Waste Reduction; and Forecasts)**

#### **Task 9.1.1 Draft Working Paper No. 1**

This task will consist of preparing a working paper that will present the updated Existing Conditions section; a Recycling, Reuse, and Waste Reduction report; and aviation forecasts focusing on a critical aircraft determination and other activity projections relating to fleet mix and peaking characteristics used to derive future facilities such as hangars, parking apron, and servicing support. An electronic PDF copy of the working paper will be submitted to the County, FAA, and MAA for review and comment.

#### **Task 9.1.2 Working Paper No. 1 Review Meeting**

The Consultant will attend a virtual meeting with the County, FAA, and MAA to present the findings of Working Paper No. 1 and to respond to comments. The Consultant will prepare and present a PowerPoint presentation that summarizes the findings of the working paper. The discussion will specifically address the justifications provided for the critical aircraft identification and the likely outcome following forecast submission for approval and implications to the subsequent work tasks to be completed. Additional outreach, analysis, draft report submissions, and/or comment review rounds would require an amendment to reflect the modified scope, fee, and schedule parameters.

#### **Task 9.1.3 Final Draft Working Paper No. 1**

Upon receipt of any comments from the County, FAA, MAA, the Consultant will revise the draft version of Working Paper No. 1, prepare written responses to the comments identifying how they were addressed within the revision, and produce a final version of the working paper that reflects the changes desired by the County, MAA, and FAA. An electronic PDF copy of the final working paper will be submitted to the County, FAA, MAA.

Following this submission, FAA will issue a determination regarding the existing and proposed critical aircraft selection. Any additional comments received from these entities will be addressed in the preliminary AMPU. However, planning work that is dependent on this finding will not proceed until a consensus is reached between FAA and the County concerning the critical aircraft characteristics to the Facility Requirements.

### **Task 9.2 Working Paper No. 2 (Facility Requirements)**

#### **Task 9.2.1 Draft Working Paper No. 2**

This task will consist of preparing a working paper that that will summarize the facility requirement analyses. An electronic PDF copy of the working paper will be submitted to the County, FAA, MAA for review and comment.

#### **Task 9.2.2 Working Paper No. 2 Review Meeting**

The Consultant will attend a virtual meeting with the County, FAA, and MAA to present the findings of Working Paper No. 2 and to respond to any comments. The Consultant will prepare and present a PowerPoint





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presentation that summarizes the findings of the working paper.

#### **Task 9.2.3      Final Working Paper No. 2**

Upon receipt of any comments, the Consultant will revise the draft version of Working Paper No. 2 and produce a final version of the working paper that reflects the changes desired by the County and FAA. The Consultant will also prepare written responses to the comments advising how the report was revised. An electronic PDF copy of the working paper will be submitted to the County and FAA. Any additional comments received from these agencies will be addressed in the preliminary draft master plan report.

#### **Task 9.3          Working Paper No. 3 (Alternatives)**

##### **Task 9.3.1      Draft Working Paper No. 3**

This task will consist of preparing a working paper that that will summarize the alternative concept development process and preferred concept selections. An electronic PDF copy of the working paper will be submitted to the County, FAA, MAA for review and comment.

##### **Task 9.3.2      Working Paper No. 3 Review Meeting**

The Consultant will attend a virtual meeting with the County, FAA, MAA, and invited stakeholders to present the findings of Working Paper No. 3 and to respond to any comments. The Consultant will prepare and present a PowerPoint presentation that summarizes the findings of the working paper.

##### **Task 9.3.3      Final Working Paper No. 3**

Upon receiving any comments from the County, FAA, MAA, and invited stakeholders, the Consultant will revise the draft version of Working Paper No. 3 and produce a final version of the working paper that reflects the changes desired by the Airport and the FAA. An electronic PDF copy of the working paper will be submitted to the County and FAA. Any additional comments received from these agencies as well as feedback provided by other stakeholders and public input will be addressed in the preliminary draft master plan report.

#### **Task 9.4          Working Paper No. 4 (Recommended Development Plan, Implementation Cost Estimates, and Funding Analysis)**

##### **Task 9.4.1      Draft Working Paper No. 4**

This task will consist of preparing a working paper that that will summarize the recommended airport development plan, implementation costs, and funding sources. An electronic PDF copy of the working paper will be submitted to the County, FAA, MAA for review and comment.

##### **Task 9.4.2      Working Paper No. 4 Review Meeting**

The Consultant will attend a virtual meeting with the County to present the findings of Working Paper No. 4 and to respond to any review comments. The Consultant will prepare and present a PowerPoint presentation that summarizes the findings of the working paper.



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#### **Task 9.4.3      Final Working Paper No. 4**

Upon receipt of any comments, the Consultant will revise the draft version of Working Paper No. 4 and produce a final version of the working paper that reflects the changes desired by the County, FAA and MAA. The Consultant will prepare written responses to the comments indicating the revisions made to the report. An electronic PDF copy of the working paper will be submitted to the County, FAA, and MAA. Any additional comments received from these agencies will be addressed in the preliminary draft master plan report.

#### **Task 9.5      Airport Master Plan Report**

##### **Task 9.5.1      Preliminary Draft Airport Master Plan Report**

After receipt of the County, FAA, and MAA's comments on the Preliminary Draft ALP Drawing Set and on completion of the technical analyses described above, the Consultant will compile the Working Papers and other work elements into a Preliminary Draft Airport Master Plan Update Report. This task includes technical writing and editing, word processing, graphics preparation, document formatting and printing, internal Quality Assurance reviews, and responding to the various stakeholder review comments. An electronic copy (PDF format) of the Preliminary Draft Master Plan Report will be prepared and provided to the County, FAA, and MAA for review and comment. The Consultant anticipates a virtual meeting with the County, FAA, and MAA to review the Preliminary Draft Master Plan Report and discuss review comments.

##### **Task 9.5.2      Draft Airport Master Plan Report**

After addressing comments on the Preliminary Draft Master Plan Report and ALP, the Consultant will submit the Draft Airport Master Plan Report to the County, FAA, and MAA for review and comment. This includes four (4) printed copies of the Draft Airport Master Plan and an electronic PDF copy of the Draft Master Plan Report (1-County, 1-FAA, 1-MAA). The consultant will prepare written responses to comments received indicating how the plan has been revised to address them.

A Draft Executive Summary report will be prepared that provides a brief description of AMPU's findings and recommendations. The executive summary will be completed that is suitable for distribution to a wider audience. It will be written in plain language to convey the primary elements of the AMPU to the general public. Copies of this document will be submitted to the County, FAA, MAA, and invited stakeholders for review and comment.

##### **Task 9.5.3      Final Airport Master Plan Report and ALP Signature Approvals**

Following the formal FAA airspace circulation of the Final ALP submission (see **Task 8.1**), the Consultant will address final comments to the master plan report and ALP drawings. The Consultant will submit four (4) printed copies of the Final ALP to the County, FAA, and MAA for approval signature.

The Consultant will prepare three (3) hardcopies and an electronic file of the Final Airport Master Plan for the Airport and County in Adobe PDF format. The Consultant will also provide the Airport and County with all ALP AutoCAD files via electronic transfer.

Following the receipt of the County, FAA, and MAA's comments on the Draft Executive Summary, the Consultant

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will prepare a Final Executive Summary. Two (2) hardcopies and one electronic file of this report will be prepared for the County. An electronic copy of the Executive Summary will also be transmitted to the FAA and MAA.

## **C. ITEMS FURNISHED BY THE AIRPORT/COUNTY**

The following items are requested:

- As described herein;
- Approvals of submissions;
- Payment of fees as required;
- As-built plans of the airfield pavements;
- Existing utility information;
- Based aircraft information (number/type of aircraft, type of owner, type of operations) and waitlisted aircraft types, as applicable;
- Available records of fuel sales, and transient aircraft servicing records;
- Airport tenant-users and potential ad-hoc stakeholders;
- Title search and associated report, as well as any recent property transactions. Records provided by the County are assumed to be up to date;
- Final SF 425, "Federal Financial Report";
- Annual Final SF 425s and SF 271s;
- Advertisement of meetings/public information sessions in a local newspaper as well as any other media outlets deemed appropriate by County;
- Identification and payment for the venue space(s) for the public information sessions;
- Solid waste generation and recycling inputs;
- Contact information for operators who have inquired about operating or basing aircraft at Maryland Airport; and
- Access and escort to various airport locations.

## **D. ITEMS NOT INCLUDED**

The following items are not included in this Scope of Services:

- Work in excess of that outlined herein;
- Work not specifically included herein;
- Permitting;
- Phase I or Phase II Mitigation Plans;
- Offsite wetland mitigation site search/reporting;
- Natural resource field delineations;
- Section 7 Endangered Species Act coordination;
- Air or noise field assessments or analyses;
- Environmental documentation in accordance with the National Environmental Policy Act of 1969 and all applicable FAA Orders and Handbooks;
- Geotechnical/subsurface investigations;
- Topographic (ground) surveying;
- Design or construction phase services;
- Public meeting location;
- Public hearings;



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- Completion of the SF 425, "Federal Financial Report";
- Completion of annual SF425s and annual SF 271s;
- Public meeting advertisement.

**E. COMPENSATION**

For services described above, we will seek compensation to be on a Cost, Plus Fixed Fee basis of ~~(\$2,778,000)~~ in accordance with our current agreement. A breakdown of man-hours and derivation of the costs is attached.

**F. AUTHORIZATION**

Upon receipt of the Notice-to-Proceed, we will begin execution of the services described herein.

Thank you for the opportunity to submit this Scope of Services for your review. We look forward to your comments. Should you have any questions, please feel free to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Jennifer Lutz", is written over a horizontal line.

Jennifer Lutz  
AECOM Design Services, Inc.  
Associate Vice President

cc: Kyle Allison, Federal Aviation Administration  
Ashish Solanki, Maryland Aviation Administration