

CHAPTER ONE Goals and Objectives

Project Overview

The Sebastian Municipal Airport (Federal Aviation Administration identifier X26) is owned and operated by the City of Sebastian. The Airport is a busy general aviation airport located in northeast quadrant of Indian River County. The airport supports a variety of aviation activity including skydiving, flight training, aircraft manufacturing and testing, recreational use, and sightseeing operations.

The last master plan was approved in 2002. Since that time, the City has made several updates to their airport layout plan (ALP), which is the graphical representation of existing and proposed airport development. The last ALP update was completed and conditionally approved by the Federal Aviation Administration and Florida Department of Transportation in 2010.

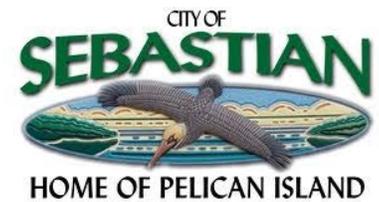
Since 2010, the airport has completed a number of pavement and hangar projects and is currently in the design process for the construction of Taxiways C, D and E. Airport management also has plans to construct another corporate style hangar, designated Hangar C, in the southeast quadrant near corporate Hangar B, and is also evaluating adding shade hangar storage facilities to support small aircraft demand. Further, since the last ALP update in 2010, a number of Federal and State regulations, funding and design criteria guidance were updated which included a number of operational, sustainability land use compatibility, zoning, and environmental mandates and provisions associated with the FAA Modernization and Reform Act of 2012. As a result, both the FAA and FDOT recommended that the City of Sebastian complete a Master Plan Update to conform to new State and Federal guidance as well as provide the foundation and justification for future airport development.

It is important to state that the Airport sponsor is ultimately responsible for approval of the Master Plan documentation based upon accuracy of data and plan contents. FAA and FDOT conditionally approve the Master Plan and Airport Layout Plan based upon federal and state standards and guidance.

Prior Planning Documentation and Recommendations

The last full master plan update was completed and approved in 2002. Since then, the Sponsor has done periodic sheet updates to its airport layout plan set (ALP) in 2007 and 2010 to illustrate new and planned airport infrastructure and land use needs. Airport infrastructure recommendations were also provided in the 2016 Florida Aviation System Plan, based upon anticipated demand and the airport's role in the Florida aviation system.

Sebastian Municipal Airport Master Plan Update



Previous recommendations included:

- Construction of taxiway into North Quadrant of the Airport
- Add Medium Intensity Runway Lights (MIRLs) to Runway 10/28
- Add Medium Intensity Taxiway Lights (MITLs) to all taxiways
- Construct interior perimeter road
- Construct side access road to Airport North Quadrant
- Construct up to 40 T-Hangars
- Construct 12 multi-unit clearspan hangars
- Construct up to 3 FBO/large clearspan hangars
- Add Runway End Identifier Lights (REILs) to Runways 05, 23, 10, and 28
- Add lighted airport signage (16 signs)
- Acquire airport maintenance equipment
- Land for environmental mitigation, and
- Periodic completion of Airfield Maintenance, Planning and Environmental documentation

Since the 2002 Master Plan, several recommendations were implemented including adding Precision Approach Path Indicator (PAPIs) to both Runway 10 and 28, construction of two large clearspan hangars, construction of additional fuel facilities, construction of the General Aviation Terminal facilities as well as airfield rehabilitation, pavement marking, and airport equipment acquisition.

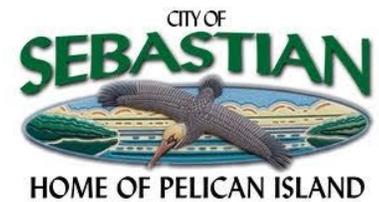
As part of this master plan, previous recommendations and cost estimates, updated to Today's dollars, will be reevaluated to determine their need given current and forecast demand, as well as social, political and economic conditions. In addition, several other planning and development reports were reviewed to determine if recommendations were still warranted for inclusion as part of this plan.

Key Issues and Opportunities

As part of the project scoping process and initial meeting with the client and Technical Advisory Committee members (TAC), several key issues and opportunities were discussed. These issues will shape policy decision, influence technical requirements and assist in development of airport alternative options. Therefore, in order to track that key issues are being addressed within this study, critical issues were grouped into major functional areas, such as facilities, business, operational, property and environmental issues. Grouping key issues and opportunities into functional categories will allow the project team to understand and effectively incorporate stakeholders' concerns. Issues and opportunities may arise during this master plan process; thus, coordination with the project team is critical to incorporating these concerns into the master plan process.

Some key opportunities and issues raised during the November 11, 2016 initial Technical Advisory Committee and in subsequent meetings with the client included:

Sebastian Municipal Airport Master Plan Update



- Design and construction of Taxiways C, D and E
- Expansion of the general aviation apron southwest of the T-hangar aprons to support installation of Shade Hangars and aircraft parking
- Potential installation of helicopter parking facilities adjacent to the GA terminal building
- Construction of large clearspan hangar, designated Hangar C, on the south side of the airport property
- Zoning and potential approach obstruction issues related to residential development
- Upgrade of SuperAWOS to new dual frequency ASOS
- Potential use of airport property currently designated as conservation
- Expansion of Sky Diving facilities
- Potential development near Corporate Park Drive and adjacent to closed runway
- Develop plan to make the airport economically self-sufficient through on-airport development, negotiated lease agreements, expansion of services, etc.

This is not an exhaustive list, but allows the project planning team to focus on high priority projects and needed development. The team has and will continue to work with the client to identify and obtain both state and federal funding for high priority projects.

Airport Planning and Sustainability Goals and Targets

In 2010, the FAA initiated the Sustainable Master Plan Pilot Program with the goal of incorporating sustainability as part of an airport’s comprehensive and long-range planning. The FAA’s goals are to continue to assist public airports to attain their planning, operational and infrastructure objectives while also providing input regarding reducing environmental impacts, achieving environmental benefits, and improving relationships with local communities. **Figure 1-1** illustrates the FAA’s vision of airport sustainability as it relates to the Airport Consultant International – North American definition - “Airport sustainable planning is a holistic approach to managing an airport to ensure: Economic Viability, Operational Efficiency, Natural Resource Conservation and Social Responsibility.”¹

¹ Airport Council International – North America

Sebastian Municipal Airport Master Plan Update

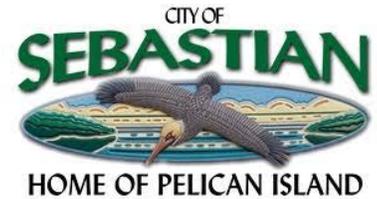


Figure 1-1

FAA Sustainability Guidance

Source: Federal Aviation Administration, Environmental Division, Airport Sustainability, November 2016



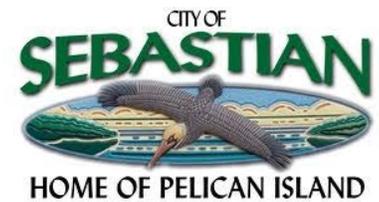
Based upon discussions during the initial project meeting with the Technical Advisory Committee, a draft airport mission statement was created to drive future development at the Airport.

To maintain and improve the Airport to serve the needs of the Sebastian community and Treasure Coast Region, promote economic growth in the region, while managing and developing the airport in an economically, socially compatible and environmentally sustainable manner that conserves natural resources, protects the environment, promotes airport safety and economic self-sufficiency and compatibility with the local community.

From this, several planning and sustainability goals were identified including:

- Focus on initiatives that achieve objectives with low implementation costs.
- Develop simple tools to support implementation and monitoring of sustainability objectives.
- Prioritize airport economic sustainability and resource conservation

Sebastian Municipal Airport Master Plan Update



- Plan for initiatives that can be incorporated as airports expand
- Encourage sustainable solutions for project design and construction, including recycling and solid waste management
- Encourage airport tenant and user participation
- Provide users general guidance and contact information for implementing sustainability initiatives, etc.
- Identify and weigh sustainability targets based upon local priorities, environmental criteria, and stakeholder input, etc.

Airport sustainability guidance will be provided throughout this master plan process while using the Airport’s mission statement to craft recommended development. A baseline assessment and sustainability recommendations related to forecast facility needs and proposed airport development is provided in Chapter 7, *Airport Sustainability and Solid Waste Management*, of this report. Costs and implementation recommendations based upon the findings outlined in this chapter along with Chapters 5, *Airport Alternatives and Recommended Development*, and Chapter 6, *Airport Environmental Evaluation*, are included in the airport implementation plan and recommended twenty-year capital improvement plan (CIP) provided in Chapter 9 of this report. As technology continues to change, other opportunities for resource and economic sustainability will be available to the airport. The plans outlined in this document were designed to provide the City and airport management flexibility to incorporate these opportunities.

Regulatory Compliance

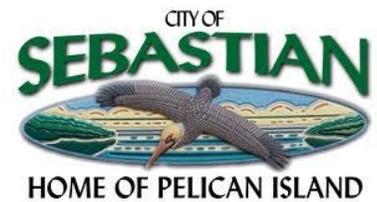
As a federally-obligated airport, both the FAA and FDOT encourage airport sponsors to implement programs that promote sound operating practices and comply with regulatory requirements. The FAA currently recommends that compliance be addressed during the airport planning process through the review of airport documents, plans, and other records, such as an approved ALP, Exhibit "A" Property Map, Airport Ordinance, Zoning Ordinance, Rules and Regulations, Minimum Standards, airport budgets, leases, easements, permits, and other documents.

City of Sebastian

The City of Sebastian maintains a high degree of control over the operation of the Sebastian Municipal Airport. The City meets all applicable financial reporting and record keeping requirements and employs several “best practices” including formal procurement and contracting practices, airport minimum standards, land use planning, coordination with environmental agencies, regulatory agencies and the community.

There are no known compliance issues associated with airport development, tenant leases, land use or other items. In addition to the master plan, the City initiated Airport Environmental Studies (Environmental Assessment on several locations, Scrub Jay Assessment and Identification along with

Sebastian Municipal Airport Master Plan Update



Wetland delineation and mitigation recommendations) which are being developed in parallel with the master plan. As a result, data and findings from all studies will be incorporated into all documents to provide the Sponsor, FDOT and FAA a complete picture of existing conditions and proposed airport development.

FDOT Compliance Overview

Florida Statutes (F.S.) Chapter 332 “It shall be the duty, function, and responsibility of the Department of Transportation to plan airport systems in this state.” There are also 24 FDOT Aviation Program Assurances that are used as part of JPAs and SJPA between FDOT and the Sponsor. For more information on FDOT’s Grant Assurance Program, see:

<https://www2.dot.state.fl.us/proceduraldocuments/forms/informs/72504015.pdf>.

In general, compliance with FDOT assurances are required as part of the Joint Participation Agreement (JPA) and Supplemental Joint Participation Agreement (SJPA) between the State of Florida, Department of Transportation and the airport’s sponsor. The Parties to this agreement must ensure their compliance with specific provisions including project descriptions, budget, and responsibilities. Compliance is warranted to protect the state’s public investment in public use airports and to support the Florida Aviation System. The terms of the grant assurance agreement will remain in force throughout the “useful life of a facility developed; equipment acquired; or project items installed within a facility for airport development or noise compatibility...but shall not exceed 20-years from the effective date of the (grant) agreement.”²

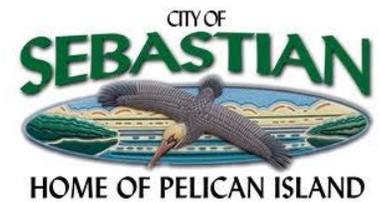
Therefore, as part of this program, FDOT grant assurances will be considered as part of airport alternatives development, the ALP and the project implementation plan. Further as required under FDOT Grant Assurance #21: *Planning Projects*, the Airport sponsor will complete the project based upon the approved scope or with approved modifications to the initial scope of work; will provide project documentation and work activity reports to the FDOT District Airport Representative and to the Aviation Program Development Manager at FDOT Headquarters; and make planning materials available for public review with the exception of airport security. In addition, planning documents must be consistent with the Florida Aviation System Plan and the FDOT’s Airport Master Planning Guidebook, 2016.

In addition, the Sponsor must provide the following data to FDOT to maintain compliance with the master planning process:

“(1) Provide copies, in electronic and editable format, of final project materials to the Department, including computer-aided drafting (CAD) files of the Airport Layout Plan.

² State of Florida Department of Transportation, Exhibit C, Aviation Program Assurances, 725-040-15 AVIATION OGC (published) - 03/15

Sebastian Municipal Airport Master Plan Update



(2) Develop a cost-feasible financial plan, approved by the Department, to accomplish the projects described in the Airport Master Plan or depicted in the Airport Layout Plan, and any updates thereto. The cost-feasible financial plan shall realistically assess project phasing considering availability of state and local funding and federal funding under the FAA’s priority system.

(3) Enter all projects contained in the cost-feasible plan in the Joint Automated Capital Improvement Program (JACIP)³, and

(4) ‘Submit master planning draft and final deliverables to the FDOT for review and conditional approval.’⁴

Florida Sunshine Law

Florida Statutes Chapter 286.011, Public Meetings and Records; Public Inspection; Criminal and Civil Penalties, the “Florida Sunshine Law,” is a required component of the master plan public information program. Public use airports in the state are typically owned by city or county governments or by airport authorities created under state statutes. Therefore, airport meetings are subject to the “Florida Sunshine Law.” Thus, according to the statute, any gathering of two or more members of the same public entity is considered a meeting. Since most meetings conducted as part of a Master Plan public input program (PIP) are subject to the provisions of the statute because they are advisory in nature since the planning team will be asking for opinions and soliciting advice during meetings. For more information on the Florida Sunshine Law see: www.leg.state.fl.us/statutes/.

FAA Compliance Overview

FAA recommends that airports implement a management program based upon their “Planning for Compliance” guidance in addition to adopting relevant airport management “Best Practices.” Compliance with both FAA and FDOT requirements allows the Airport to receive funding and support from the agencies. As part of this master plan update, recommendations will be provided for improving the Airport’s current operational and management program to comply with FAA and FDOT regulatory requirements.

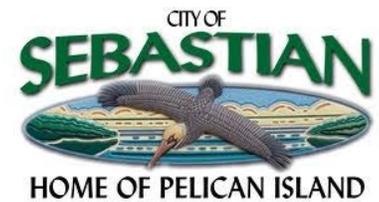
Airport sponsors must comply with various federal obligations as outlined in FAA Order 5190.6B, Airport Compliance Manual. The contractual federal obligations that a sponsor accepts when receiving federal grant funds or transfer of federal property is outlined in the following documents:

- Grant agreements issued under the Federal Airport Act of 1946, the Airport and Airway Development Act of 1970, and the Airport Improvement Act of 1982. Included in these agreements is the requirement for airport sponsors to comply with:

³ FDOT Grant Assurance 21: Planning Projects, State of Florida Department of Transportation, Exhibit C, Aviation Program Assurances, 725-040-15 AVIATION OGC (published) - 03/15

⁴ Ibid

Sebastian Municipal Airport Master Plan Update



- Grant Assurances
- Advisory Circulars
- Application commitments
- FAR procedures and submittals
- Special conditions
- Surplus airport property instruments of transfer
- Deeds of conveyance
- Commitments in environmental documents prepared in accordance with FAA requirements
- Separate written requirements between a sponsor and the FAA

Land use compliance and compatible land use planning is often a significant compliance issue for airports. Compliance and suggested best practices are discussed under the following subheadings in this chapter:

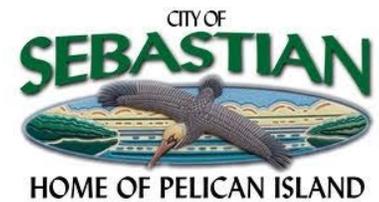
- Airport Compliance with Federal and State Grant Assurances
- Environmental Compliance
- Airport User Compliance
- Other Airport Operational Policies and Procedures

Grant Assurances

The City of Sebastian (Sponsor) and its airport are recipients of both federal and state airport improvement grant funds, which contractually binds them to comply with various sponsor obligations generally referred to as “Grant Assurances.” These assurances document the commitments made by the airport sponsor to fulfill the intent of the grantor (FAA and FDOT) required with acceptance of necessary federal and state funding for airport improvements. Failure to comply with grant assurances will result in a finding of noncompliance and forfeiture of future funding. Upon accepting Federal funds, an airport is obligated to a set of grant assurances, highlighted in the FAA document Assurances: Airport Sponsors. In total, there are 39 grant assurances that airports must comply with. The terms, conditions and assurance of a grant agreement with the FAA remain in effect for the useful life of a development project, which is typically 20 years from the receipt of the last grant. However, terms, conditions, and assurances associated with land purchased with federal funds do not expire.

The airport sponsor should have a clear understanding of and comply with all assurances. The following sections describe the selected assurances in more detail. Additional information on Federal Grant Assurances can be found at: www.faa.gov/airports/aip/grant_assurances/.

Sebastian Municipal Airport Master Plan Update



Project Planning/Design and Contracting Assurances

Assurance #3: Sponsor Fund Availability

Once a grant is given to an airport sponsor, the receiving sponsor commits to providing the funding to cover their portion of the total project cost. Currently, this amount is ten percent of the total eligible project cost; although, it may be higher depending on the particular project components or makeup. Once the project has been completed, the receiving airport also commits to having adequate funds to maintain and operate the airport in the appropriate manner to protect the investment in accordance with the terms of the assurances attached to and made a part of the grant agreement.

Assurance #6: Consistency with Local Plans

All projects must be consistent with city and county comprehensive plans, transportation plans, zoning ordinances development code, and hazard mitigation plans. The airport sponsor and planners should all familiarize themselves with local planning documents before a project is considered and ensure that all projects follow local plans and ordinances.

In addition to understanding local plans, airport sponsors should be proactive in order to prevent noncompliance with this assurance. The airport sponsor should assist in the development of local plans that incorporate the airport and consider its unique aviation related needs. Sponsor efforts should include the development of goals, policies, and implementation strategies to protect the airport as part of local plans and ordinances.

Assurance #13: Accounting System Audit and Record Keeping

All project accounts and records must be made available at any time. Records should include documentation of cost, how monies were actually spent, funds paid by other sources and any other financial record associated with the project at hand. Any books, records, documents, or papers that pertain to the project should be available at all times for an audit or examination.

General Airport Compliance

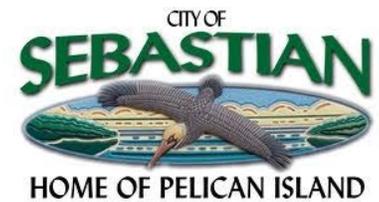
Assurance #4: Good Title

The airport owner must have a Good Title to affected property when considering projects associated with land, building, or equipment. Good Title means the sponsor can show complete ownership of the property without any legal questions, or show it will soon be acquired.

Assurance #5: Preserving Rights and Powers

No actions are allowed which might take away any rights or powers from the sponsor which are necessary for the sponsor to perform or fulfill any condition set forth by the assurance included as part

Sebastian Municipal Airport Master Plan Update



of the grant agreement. If there is an action taken or activity permitted that might hinder any of those rights or powers, it should be discontinued. An example of an action which can adversely affect the rights and powers of the airport is a Through-the-Fence (TTF) activity. TTF activities allow access to airport facilities from off-airport users. In many instances, the airport sponsor cannot control the activities of those operating off the airport resulting in less sponsor control. This loss of control can potentially have an adverse impact to airport users. For example, TTF activities many times do not pay the same rates and charges as on-airport users, resulting in an unfair competitive advantage for businesses/users located off airport versus those on-airport.

Assurance #29: Airport Layout Plan (ALP)

The airport should at all times keep an up-to-date ALP which should include on it both current and future boundaries, facilities/structures, and the location of any non-aviation areas and existing improvements. No changes should be made at the airport to hinder the safety of operations; also, no changes should be made to the airport that is not in conformity with the ALP. Any changes of this nature could adversely affect the safety, utility, or efficiency of the airport. If any changes are made to the airport without authorization, the alteration must be changed back to their original condition, or the airport will have to bear all cost associated with moving or changing the alteration to an acceptable design or location. Additionally, no federal participation will occur for improvement projects not shown on an approved ALP.

Assurance #31: Disposal of Land

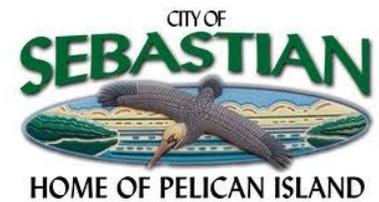
Land purchased with the financial participation of an FAA Grant cannot be sold or disposed of by the airport sponsor at their sole discretion. Disposal of such lands are subject to FAA approval and a definitive process established by the FAA. If airport land is no longer considered necessary for airport purposes, and the sale is authorized by the FAA, the land must be sold at fair market value. Proceeds from the sale of the land must either be repaid to the FAA or reinvested in to another eligible airport improvement or noise compatibility project. Land disposal requirements typically arise when a community is building a new airport and the land on which the airport was located is sold with the proceeds used to offset costs of the new airport. In general, land purchased with FAA funds is rarely sold by a sponsor.

Airport Operations and Land Use

Assurance #11: Pavement Preventative Maintenance

Since January 1995, the FAA has mandated that it will only give a grant for airport pavement replacement or reconstruction projects if an effective airport pavement maintenance-management program is in place. The program should identify the maintenance of all pavements funded with federal

Sebastian Municipal Airport Master Plan Update



financial assistance. The report provides a pavement condition index (PCI) rating (0 to 100) for various section of aprons, runways, taxiways, and a score for overall airport pavements.

Assurance #19: Operations and Maintenance

All federally funded airport facilities must operate at all times in a safe and serviceable manner. The airport sponsor should not allow for any activities which inhibit or prevent this. The airport sponsor must always promptly mark and light any hazards on the airport, and issue Notices to Airmen (NOTAMs) to advise of any conditions which could affect safe aeronautical use. Exceptions to this assurance include when temporary weather conditions make it unreasonable to maintain the airport. Further, this assurance does not require the airport sponsor to repair conditions which have happened because of a situation beyond the control of the sponsor.

Assurance #21: Compatible Land Use

Land uses around an airport should be planned and implemented in a manner which ensures surrounding development and activities are compatible with the airport. To ensure compatibility, the sponsor is expected to take appropriate action, to the extent reasonable, including the adoption of zoning laws to guide land use in the vicinity of airports under their jurisdiction. Incompatible land use around airports represents one of the greatest threats to the future viability of airports.

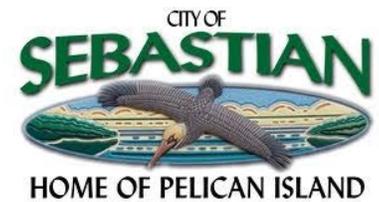
Airport Management

Assurance #22: Economic Non-Discrimination

Any reasonable aeronautical activity offering service to the public should be permitted to operate at the airport as long as the activity complies with airport-established standards for that activity. Any contractor agreement made with the airport will have provisions making certain the person, firm, or corporation will not be discriminatory when it comes to services rendered as well as rates or prices charged to customers. Provisions include:

- All Fixed Base Operators (FBOs) on the airport should be subject to the same rate fees, rentals, and other charges.
- All persons, firms, or corporations operating aircraft can work on their own aircraft with their own employees.
- If the airport sponsor at any time exercises the rights and privileges of this assurance, they will be under all of the same conditions as any other airport user would be.
- The sponsor can establish fair conditions which need to be met by all airport users to make the airport safer and more efficient. The sponsor can prohibit any type, kind, or class of aeronautical activity if it is for the safety of the airport. It is important to point out that the FAA will review such prohibitions and will make the final determination as to whether or not a particular activity type is deemed unsafe at the airport based on current operational dynamics.

Sebastian Municipal Airport Master Plan Update



Assurance #23: Exclusive Rights

Exclusive Rights at an airport is often a complicated subject usually specific to individual airport situations. The assurance states the sponsor “will permit no exclusive right for the use of the airport by any person providing, or intending to provide, aeronautical services to the public...” There are exceptions to this rule. If the airport sponsor can prove that permitting a similar business would be unreasonably costly, impractical, or result in a safety concern, the sponsor may consider granting an exclusive right. To deny a business opportunity because of safety, the sponsor must demonstrate how that particular business will compromise safety at the airport. Exclusive rights are very often found in airport relationships with FBOs, but exclusive rights can also be established with any other business at the airport which could as in the operation of an aircraft at the airport. If an unapproved exclusive rights agreement exists, it must be dissolved before a future federal grant is awarded to the airport. If a sponsor is contemplating denial of a business use at the airport, it is strongly encouraged that they contact their FAA Airport District Office (ADO) in order to ensure that they have all necessary information and that denial of access is not going to be seen as unjust discrimination. For more in depth information on exclusive rights reference Advisory Circular 150/5190-6, "Exclusive Rights at Federally Obligated Airports.”

Financial Assurances

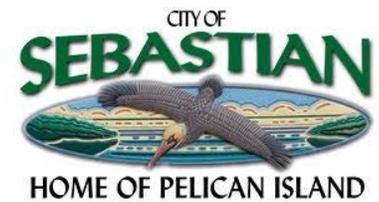
Assurance #24: Fee and Rental Structure

The fee and rental structure at the airport must be implemented with the goal of generating enough revenue from airport-related fees and rents to become self-sufficient in funding day to day operational needs. The airport sponsor should routinely monitor its fee and rental structure to ensure reasonable fees are being charged to meet this goal. Common fees charged by airports include fuel flowage, tie-down, and hangar rent.

Assurance #25: Airport Revenue

All airport revenue and local taxes on aviation fuel should be used toward the operating costs of the airport, the local airport system, or other local facilities which are owned by the same owner of the airport which will directly impact air transportation passengers or property or for noise mitigation on or off airport property. In other words, revenue generated by airport activities must be used to support the continued operation and maintenance of the airport. Use of airport revenue to support or subsidize other non-aviation activities or functions of the sponsor is not allowed and is considered revenue diversion. Revenue diversion is a significant compliance issue subject to cause scrutiny by the FAA.

Sebastian Municipal Airport Master Plan Update



Public Involvement Program

Assurance #7: Consideration of Local Interest

Ensures that the sponsor has given fair consideration of the communities in or near where the project may be located.

Assurance #8: Consultation with Users

This grant assurance ensures that the sponsor, in making a decision to undertake any airport development project under Title 49, United States Code, has undertaken reasonable consultations with affected parties using the airport at which project is proposed.

Assurance #9: Public Hearings

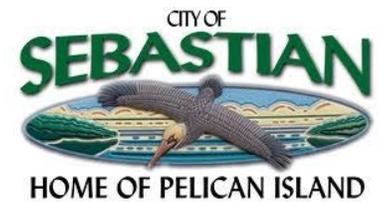
In projects involving the location of an airport, an airport runway, or a major runway extension, Public Hearings are required to allow the community the opportunity to provide input with consideration of the economic, social, and environmental effects of the airport or runway location and its consistency with goals and objectives of the community. Transcripts of such hearings should be included as part of the Planning document and provided to FAA Secretary if requested.

Other Federal Contracting and Procurement Documents

In addition to compliance with Federal grant assurances, the sponsor also agrees to adhere to all applicable federal contracting and procurement requirements. As a condition of receiving FAA Airport Improvement Program (AIP) grant funding, compliance with applicable advisory circulars, orders and standard operating procedures is required. Each grant request includes a funding checklist that identifies the airport requirements. Sample checklist item requirements include:

- ALPs should be up to date. Projects must be shown on a conditionally approved ALP drawing in order to be eligible to receive federal AIP funding.
- Land Use Inventory, Airport Property Encumbrance Report, and Exhibit "A" Property Map must be updated and kept up to date with any transfer or acquisition of airport property. The airport must hold good title to airport property and property easements must be identified and illustrated on the Exhibit "A" Property Map. All exhibits must comply with FAA Standard Operating Procedures (SOPs), and release of Airport Property must be accompanied by FAA documentation approving the transfer.
- Appropriate signage and markings must be in place
- Runway Protection Zone (RPZ) and approach surface deficiencies must be identified and steps to address deficiencies noted
- Runway Safety Areas (RSAs) must meet FAA standards or the FAA has provided a modification to standards if warranted.

Sebastian Municipal Airport Master Plan Update



- Disadvantaged Business Enterprise Program (DBE) goals must be met on projects and grants more than \$250,000.
- Procedures should be in place to handle bid protests
- Open AIP grant projects need to be identified
- Project closeout forms must be submitted within 90 days of work completed
- A “Certification of Economic Justification” must be included for routine pavement maintenance projects
- A “Revenue Generating Facility Eligibility Evaluation” must be completed for hangar constructing or fueling facilities
- A “Reimbursable Agreement” and “Non-Fed Coordination” must be completed for navigational aid projects
- A “Relocation Plan” must be completed if a project requires residences or businesses to be relocated.

Special Conditions

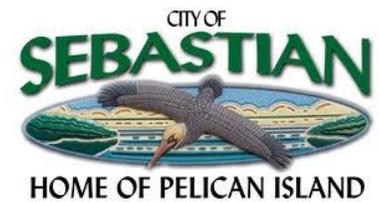
In addition to standard grant assurances, the State of the FAA may require “Special Conditions” be applied to individual grants which supplement the standard grant assurance requirements. Special conditions are unique to an individual airport and may be project or administrative in nature. Airport sponsors need to be aware of such conditions, and each Sponsor and employee involved in the oversight of grants has read and understands the regulations as a whole so that the Sponsor and employee are protected.

Because the Airport is partially bordered by environmentally sensitive lands, portions of the Airport property, as identified in the 2010 ALP, include a wildlife buffer and Scrub Jay Conservation Area. As part of this master plan and the concurrent environmental studies, these special conditions will be evaluated to allow for other options to be considered in compliance with FDOT and FAA funding assurances.

Master Plan Process

Since the FAA and FDOT have taken a more holistic approach to airport planning, this master plan update was structured to address the Sponsor’s specific needs. The master plan was scoped to effectively use the Sponsor’s resources while addressing the requirements and goals established by the FAA and FDOT. A Master Plan is the framework of an airport’s conceptual short-, medium-, and long-term facility development requirements and strategy based on current and future conditions of the airport and aviation industry, based on a variety of factors considered during the development of the plan. Airport Master Plans are regularly updated to support maintenance, development, expansion, and

Sebastian Municipal Airport Master Plan Update



modernization of existing airports, as well as to justify construction of additional airports needed to accommodate growth in demand for aviation services on a local, regional and national basis.

The Sebastian Municipal Airport Master Plan update was prepared in accordance with the most recent FAA Advisory Circulars including but not limited to AC 150/5070-6B, *Airport Master Plans* and AC 150/5300-13A, *Airport Design, Orders, Standard Operating Procedures (SOPs)* as well as National Environment Protection Agency (NEPA) and FDOT *Guidebook for Airport Master Planning*. In addition, City, county, regional, state, and national planning, environmental and sustainability efforts including solid waste management audit were incorporated into the Master Planning effort to provide the Sponsor and Agencies a comprehensive approach for future airport growth and to populate the FDOT Joint Automated Capital Improvement Plan (JACIP) which is used to program airport development grants

The Master Plan was tailored to X26's size, setting, environmental conditions, and forecast aviation activity. The process used to develop the master plan is illustrated in **Figure 1-2**

The final master plan documentation will be approved by the City of Sebastian, which owns and operates the airport. In addition to the narrative report, the master plan will include a graphical representation of ultimate development, referred to as the Airport Layout Plan, and an updated financial analysis and Capital Improvement Program based upon planned development.

Coordination and Community Involvement

The master plan process requires a public involvement program to conform to both FAA and FDOT grant assurance criteria. However, the level of public involvement is proportional to the complexity of the study and public interest. Comments obtained from the Technical Committee, City Council, tenants, and the public will be provided in **Appendix A, Key Participants and Public Involvement**, of this report.

Sebastian Municipal Airport Master Plan Update

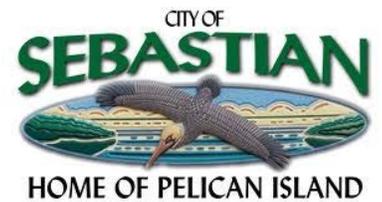
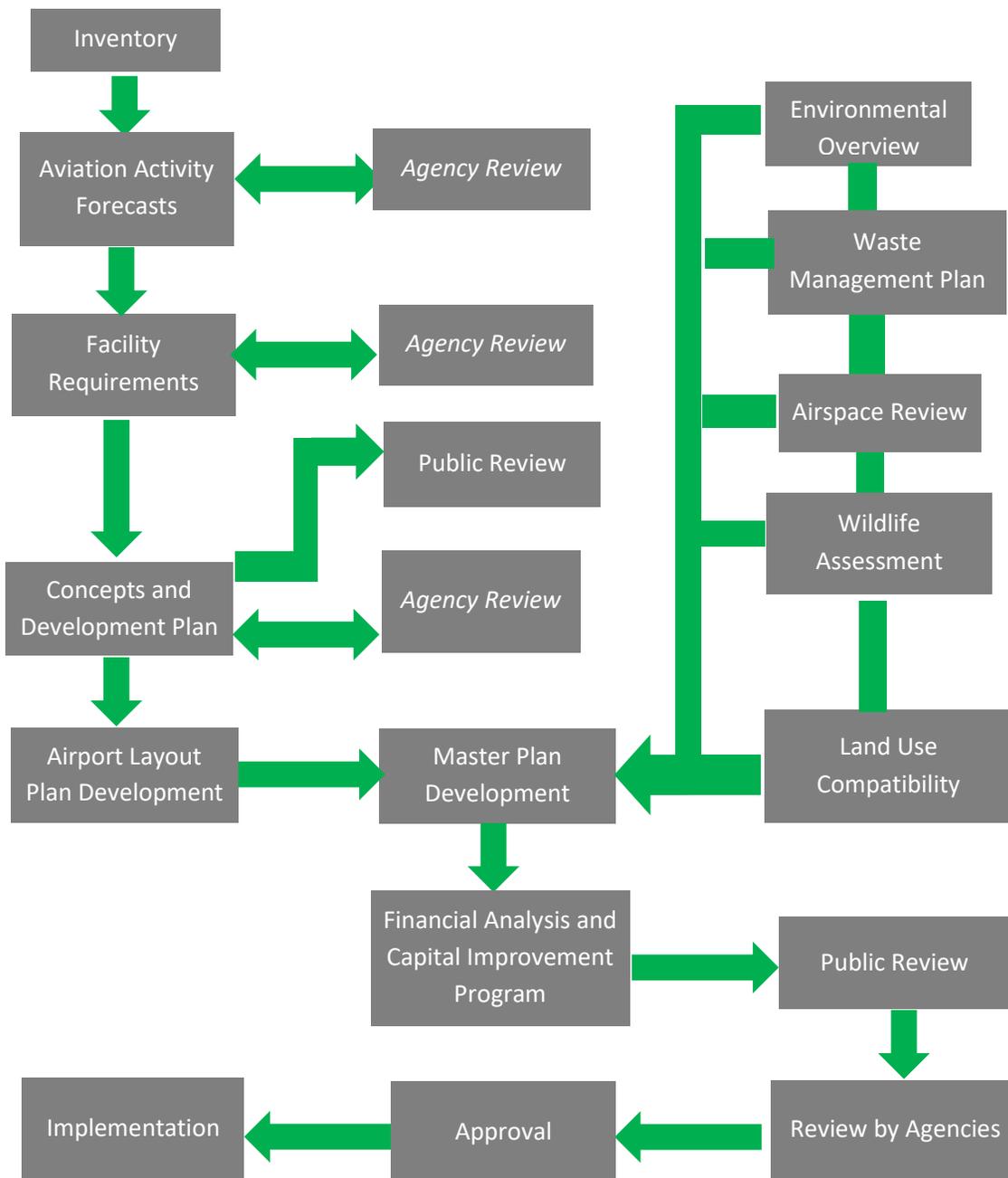


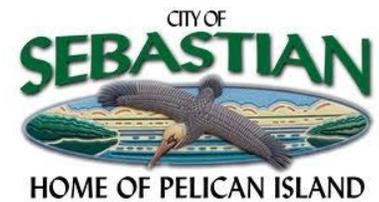
Figure 1-2

Steps in the Master Planning Process

SOURCE: FAA ADVISORY CIRCULAR 150/5070-6B, CHANGE 2, AIRPORT MASTER PLANS



Sebastian Municipal Airport Master Plan Update



Technical Advisory Committee

A technical advisory committee (TAC) was created consisting of City, County and local aviation experts to provide input and insight regarding technical issues. Three technical advisory meetings will be held during key points in the planning process. The first Technical Advisory Committee meeting is planned for March 17th. The consultant will present the project goals and objectives, discuss existing conditions including current and upcoming projects, existing aviation activity, as well as wildlife and environmental concerns. The consultant will also provide the preliminary forecasts of demand including existing and future critical aircraft, and facility needs. This meeting will provide the baseline for proposed airport development. Therefore we will be soliciting suggestions and opinions regarding future infrastructure and operational wants in relation to demand and need.

The TAC is scheduled to meet two more times following this meeting. The next meeting will occur following submittal of the preliminary alternatives analysis and prior to the planned public meeting with City Council. The third meeting will occur during finalizations of recommended development and as part of the implementation step in the process. This will allow the team to obtain insight regarding project phasing, funding, and the overall financial strength of the airport.

Public Involvement

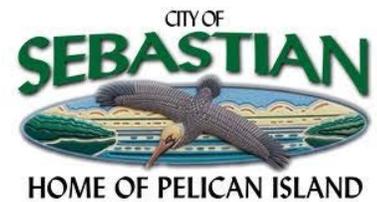
As noted, public involvement is required as part of any planning and environmental project. To facilitate public participation, drafts of the report will be uploaded to the City's website. In addition, to encourage information sharing and collaboration, the project team will periodically meet, typically following each TAC meeting, with airport tenants, users and local agencies.

Public involvement is planned to occur during the preliminary alternative stage of the process. This will allow stakeholder to provide input for any major commitments made, and will allow the project team to address community concerns and obtain consensus. The Public Meeting is scheduled to occur during one of the evening City Council meetings to allow coordination with elected and appointed public officials, residents, and the general public.

Client and Regulatory Coordination

Throughout the planning process, the team will meet with the client and regulatory agencies. Coordination in person, by phone and other electronic means between the client and the consultant will be kept confidential unless requested otherwise. Although the regulatory agencies are considered part of the Technical Advisory Committee, it is unlikely that they will attend the on-site technical meetings with the other participants. Therefore, after each key deliverables, such as the forecasts, the facility requirements, alternatives, etc. the project team will meet with the FAA and FDOT program managers to address any concerns while keeping the project both on track and budget. FAA and FDOT comments, responses and other documentation as required by compliance will be placed in an appendix to this report.

Sebastian Municipal Airport Master Plan Update



Summary

While the national outlook for aviation over the next twenty years appears strong, what impact it will have on Sebastian Municipal Airport remains to be seen. Strong aviation growth within the region, based upon federal and statewide forecasts will remain higher than the national average, potentially as a result of lower fuel costs, flight training demand, and business growth. Local growth will likely continue to drive demand for aviation and other transportation facilities. Thus, this Master Plan Update is intended to assist decision makers to make decisions regarding airport development that are in line with users and community objectives.