

Hernando County Board of County Commissioners  
Brooksville-Tampa Bay Regional Airport  
15800 Flight Path Drive  
Brooksville, FL 34604

March 31, 2025

Jennifer Ganley, P.E.  
Program Manager  
Federal Aviation Administration  
Orlando Airports District Office  
8427 SouthPark Circle, Suite 524  
Orlando, FL 32819

Dear Ms. Ganley,

Subject: Brooksville-Tampa Bay Regional Airport (BKV)  
FY 2025 Airport Improvement Program  
**Grant Application**

In accordance with the Airport Improvement Program (AIP) for the Airport Layout Plan (ALP) and Exhibit 'A' Update, enclosed please find the 2025 AIP grant application for the following projects:

1. ALP and Exhibit 'A' Update

The following items are enclosed for each of the above projects in the grant application:

- ➔ Application Checklist
- ➔ Standard Form 424 - Application for Federal Assistance
- ➔ SF 5100-101: Parts II -IV
- ➔ Program Narrative
- ➔ FAA ADO Required Detailed Information Sheet
- ➔ Project Line Item Cost Breakdown
- ➔ Project Specific Checklist
- ➔ Project Schedule
- ➔ Airport Sponsor Certifications
- ➔ Project Contract/Scope and Fee
- ➔ Independent Fee Estimate

We are requesting \$362,915.00 of the Airport Improvement Program eligible federal share of project costs. Please let me know if you should have any questions or comments.

Sincerely,

Steve Miller  
Airport Manager  
Brooksville-Tampa Bay Regional Airport

Airport Improvement Program  
Federal Assistance Request Checklist

**APPLICATION CHECKLIST**

Airport:	Brooksville-Tampa Bay Regional Airport (BKV)
Sponsor:	Hernando County Board of County Commissioners
City, State:	Brooksville, Florida
Date of Application:	March 31, 2025

**Cover Letter:**

- N/A Letter of Credit method of payment requested.
- X Project(s) identified. (Any changes from previous meetings/discussions should be discussed prior to submission.)
- N/A If pre-application, proposed application date identified.
- N/A If application, any changes to requested amount are identified and reasons provided.
- N/A If application, identify if any changes have taken place on Exhibit "A" Property Map since last grant.
- N/A If application, identify if any changes have taken place on Exhibit "C" Title Opinion since last grant.

**Application:**

- X Standard Form 424 - Application for Federal Assistance and Associated Forms
- X Program Narrative and Sketch
- X Detailed Project Information Sheet
- X Project Line Item Cost Breakdown
- X Project Specific Checklist
- X Project Schedule
- N/A CATEX
- N/A Public Hearing Information
- X Airport Sponsor Certifications
- N/A Airport Layout Plan, Title Opinion, and Airport Property Map
- X Project Contract/Scope, and Fee
- X Independent Fee Estimate
- N/A Bid Tabulation
- N/A Recommendation for Award Letter

Application for Federal Assistance SF-424	
<b>*1. Type of Submission:</b> <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	
<b>*2. Type of Application</b> * If Revision, select appropriate letter(s): <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation      * Other (Specify) <input type="checkbox"/> Revision	
<b>*3. Date Received:</b> <b>4. Applicant Identifier:</b>	
<b>5a. Federal Entity Identifier:</b> DOT/FAA	<b>*5b. Federal Award Identifier:</b>
<b>State Use Only:</b>	
<b>6. Date Received by State:</b>	<b>7. State Application Identifier:</b>
<b>8. APPLICANT INFORMATION:</b>	
<b>*a. Legal Name:</b> Hernando County Board of County Commissioners	
<b>*b. Employer/Taxpayer Identification Number (EIN/TIN):</b> 73212920	<b>*c. UEI:</b>
<b>d. Address:</b>	
<b>*Street 1:</b> 15800 Flight Path Drive	
<b>Street 2:</b>	
<b>*City:</b> Brooksville	
<b>County/Parish:</b>	
<b>*State: Province:</b> FL	
<b>*Country:</b> United States	
<b>*Zip / Postal Code</b> 34604	
<b>e. Organizational Unit:</b>	
<b>Department Name:</b>	<b>Division Name:</b>
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>	
<b>Prefix:</b> Mr. <b>*First Name:</b> Steve	
<b>Middle Name:</b>	
<b>*Last Name:</b> Miller	
<b>Suffix:</b>	
<b>Title:</b> Airport Manager	
<b>Organizational Affiliation:</b> Brooksville-Tampa Bay Regional Airport (BKV)	
<b>*Telephone Number:</b> 352-540-6342	<b>Fax Number:</b>
<b>*Email:</b> smiller@flybkv.com	

**Application for Federal Assistance SF-424****\*9. Type of Applicant 1: Select Applicant Type:**

B: County Government

Type of Applicant 2: Select Applicant Type:

Pick an applicant type

Type of Applicant 3: Select Applicant Type:

Pick an applicant type

\*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:**

Not Applicable

\*Title:

Not Applicable

**13. Competition Identification Number:**

Not Applicable

Title:

Not Applicable

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

Brooksville-Tampa Bay Regional Airport - Brooksville, Florida

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

ALP and Exhibit A Update

Attach supporting documents as specified in agency instructions.

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

\*a. Applicant: FL-14

\*b. Program/Project: FL-14

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

**17. Proposed Project:**

\*a. Start Date: 06/17/2025

\*b. End Date: 02/17/2027

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

*a. Federal	\$ 362,915
*b. Applicant	\$ 0
*c. State	\$ 15,281
*d. Local	\$ 3,820
*e. Other	\$ 0
*f. Program Income	\$ 0
*g. TOTAL	\$ 382,016

**\*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 \_\_\_\_\_.
- ☐ 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: Jeff

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

\*Last Name: Rogers

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

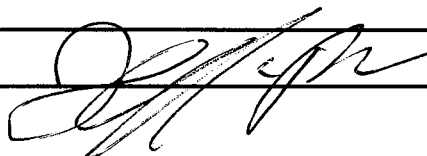
\*Title: County Administrator

\*Telephone Number: 352-7544002

Fax Number:

\* Email: jrogers@co.hernando.fl.us

\*Signature of Authorized Representative:



\*Date Signed: 4/7/2020

## 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:

Not required for this project

**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:

None

**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:

None

**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.

Confirmed

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

Confirmed

**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)).

Confirmed

**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 required for this project

**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 and 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 required for this project

**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:

Confirmed

**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]

Confirmed

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]

N/A

(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]

N/A

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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

## SECTION A - GENERAL

1. Federal Domestic Assistance Catalog No.

20-106

2. Functional or Other Breakout

Airport Improvement Program

## SECTION B - CALCULATION OF FEDERAL GRANT

Cost Classification	Use only for revisions		Total Amount Required
	Latest Approved Amount (Use only for Revisions)	Adjustment + or (-) (Use only for Revisions)	
1. Administration expense	\$7,710		\$ 7,710.00
2. Preliminary expense			\$ -
3. Land, structures, right-of-way			\$ -
4. Planning services fees	\$ 371,600.00		\$ 371,600.00
5. Other engineering fees	\$2,706		\$ 2,706.12
6. Project management fees			\$ -
7. Land development			\$ -
8. Relocation expenses			\$ -
9. Relocation payments to Individuals and businesses			\$ -
10. Demolition and removal			\$ -
11. Construction and project improvement			\$ -
12. Equipment			\$ -
13. Miscellaneous			\$ -
14. <b>Subtotal</b> (Line 1 through 13)	\$382,016		\$ 382,016.12
15. Estimated Income (if applicable)	\$0		\$ -
16. Net Project Amount (Line 14 minus 15)	\$382,016		\$ 382,016.12
17. <b>Less:</b> Ineligible Exclusions (Section C, Line 23 g.)			\$ -
18. <b>Subtotal</b> (Line 16 through 17)	\$ 382,016.12		\$ 382,016.12
19. Federal Share requested of Line 19	\$ 362,915.00		\$ 362,915.00
20. Grantee share	\$ 3,820.12		\$ 3,820.12
21. Other shares	\$ 15,281.00		\$ 15,281.00
22. <b>Total project</b> (Lines 19, 20 & 21)	\$ 382,016.12		\$ 382,016.12

**SECTION C - EXCLUSIONS**

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

**SECTION D - PROPOSED METHOD OF FINANCING NON-FEDERAL SHARE**

<b>24. Grantee Share</b>	<b>\$ 3,820.12</b>
a. Securities	
b. Mortgages	
c. Appropriations (By Applicant)	
d. Bonds	
e. Tax Levies	
f. Non Cash	
g. Other (Explain)	
h. TOTAL -Grantee Share	<b>\$ 3,820.12</b>
<b>25. Other Shares</b>	
a. State	<b>\$ 15,281.00</b>
b. Other	<b>\$ -</b>
c. Total Other Shares	<b>\$ 15,281.00</b>
<b>26. TOTAL NON-FEDERAL-FINANCING</b>	<b>\$ 19,101.12</b>

**SECTION E - REMARKS**

(Attach sheets if additional space is required)

**Brooksville-Tampa Bay Regionla Airport (BKV)**  
**PROJECT COSTS**

**ALP & Exhibit A Update**

**Cost (100%)**

<b>Administrative Costs</b>	<b>\$7,710.00</b>
Engineering Basic Fees	
Planning Services	\$371,600.00
Other Engineering Fees	
Independent Fee Estimate	\$2,706.12
<b>Total Engineering Fees</b>	<b>\$374,306.12</b>

**Total Project Cost (100%)**

**\$382,016.12**

**TOTAL FAA SHARE**

**\$362,915.00**

**TOTAL FDOT SHARE**

**\$15,281.00**

**TOTAL LOCAL SHARE**

**\$3,820.12**

## PART IV PROGRAM NARRATIVE

DEPARTMENT OF TRANSPORTATION – FEDERAL AVIATION ADMINISTRATION

OMB NO. 2120-0569

<b>1. PROJECT: Airport Layout Plan (ALP) and Exhibit 'A' Update</b>
<b>AIRPORT: Brooksville-Tampa Bay Regional Airport (BKV)</b>
<b>1. Objective:</b> a. Update the ALP to reflect existing conditions and future facility needs b. Update the Exhibit A Airport Property Inventory Map to reflect changes in property ownership c. Scope is Appropriate: Yes. <i>See Approved Scope of Work.</i>
<b>2. Benefits Anticipated:</b> The ALP and Exhibit A Airport Property Inventory Map Update will incorporate facility changes; identify development actions needed to improve and maintain airport facilities; air safety; and maximize development and economic impact to generate resources to support the airport.
<b>3. Approach:</b> The ALP and Exhibit A Update will be prepared in accordance with FAA Advisory Circular 150/5070-6B, SOP 2.0 and SOP 3.0.  <i>See Approved Scope of Work and Schedule.</i>
<b>4. Geographic Location:</b> Brooksville-Tampa Bay Regional Airport, Brooksville, Florida
<b>5. If Applicable, Provide Additional Information:</b> The following additional general services will be provided for this project: 1. Grant coordination 2. Quarterly Reports 3. Grant closeout 4. Project Management  <i>See Approved Scope of Work when completed for the Final Application.</i>
<b>6. Sponsor's Representative: (incl. address &amp; tel. no)</b> Steve Miller Airport Manager Brooksville-Tampa Bay Regional Airport 15800 Flight Path Drive Brooksville, FL 34604 352-540-6342

Detailed Project Information Sheet  
Airport Improvement Program  
Grant Application

Airport: BROOKSVILLE-TAMPA BAY REGIONAL AIRPORT (BKV)

City, ST: Brooksville, Florida

Project Description: Airport Layout Plan (ALP) and Exhibit A Airport Property Inventory Map Update.

Project Justification: The current Airport Layout Plan (ALP) Set was last updated in 2016 as part of previous Master Plan Update for BKV. Since that time, the airport has gone through several changes which include recent airfield developments (i.e., new airfield configuration, infrastructure, and hangar facilities), role classification as a National Airport, and a series of property acquisitions and releases. As a result, the ALP and Exhibit A Airport Property Inventory Map Update being considered is intended to incorporate these changes with a primary focus on development actions needed to improve and maintain airport facilities, air safety, and maximize development and economic impact to generate resources to support the airport. Proposed project deliverables will be prepared in accordance with FAA SOPs 2.0 and 3.0.

Special Circumstances: None

Project Cost Information:

Total Cost	FAA Share	State	Local
\$382,016.12	\$362,915.00	\$15,281.00	\$3,820.12

Type of Funding Proposed (FAA Share Only)			
<b>Fund Type</b>	<b>Funding Available</b>	<b>Funds to be Used</b>	<b>Funds Remaining</b>
NP2025 Entitlements	\$362,915.00	\$362,915.00	\$0.00
Total	\$362,915.00	\$362,915.00	\$0.00

Alternate Funding Plan: The alternative funding plan is to move the project to a future year.

PROJECT NAME: BKV AIRPORT LAYOUT PLAN AND EXHIBIT 'A' PROPERTY INVENTORY MAP UPDATE

**NOT TO EXCEED TOTAL LUMP SUM COST** **\$383,645**

## Meeting

BLACK & WHITE COPIES/PRINTS	PRICE PER COPY/PRINT	Pages			Quantity (sets)	TOTAL
		Working Papers	Draft Submittal	Final Submittal		
8.5" X 11"	\$0.07					\$0.00
11"x17"	\$0.13					\$0.00

8.5" X 11"	\$0.22	\$0.00
11"x17"	\$0.44	\$0.00

24" x 36"	\$2.00	25	5	\$250.00
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Binding	\$7.00	\$0.00
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<b>TOTAL REIMBURSABLES</b>	<b>\$667.60</b>
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## EXHIBIT "B" FEE ESTIMATE PROPOSAL

MICHAEL BAKER INTERNATIONAL, INC.

PROJECT NAME: BKV AIRPORT LAYOUT PLAN AND EXHIBIT 'A' PROPERTY INVENTORY MAP UPDATE

Task	PROJECT ACTIVITY	Sr. Project Manager		Sr. Planner		Planner		Engineer I		Estimator		Designer III		Designer II		Project Controls Spec		Basic Activity \$ AMOUNT	Man Hrs by Activity	Average Hrlly Rate
		Man hrs	Hrly Rate	Man hrs	Hrly Rate	Man hrs	Hrly Rate	Man hrs	Hrly Rate	Man hrs	Hrly Rate	Man hrs	Hrly Rate	Man hrs	Hrly Rate	Man hrs	Hrly Rate			
1	Project Management and Meetings	42	260.00		159.49	18	122.68		152.34		152.34		159.65		116.67	2	105.13	\$13,339	62	\$215.14
2	Existing Conditions	4	260.00	16	159.49	60	122.68		152.34		152.34		159.65	40	116.67		105.13	\$15,619	120	\$130.16
3	Aviation Forecast	4	260.00	40	159.49	40	122.68		152.34		152.34		159.65		116.67		105.13	\$12,327	84	\$146.75
4	Facility Requirements	4	260.00	24	159.49	60	122.68	8	152.34		152.34		159.65	16	116.67		105.13	\$15,314	112	\$136.73
5	Alternatives Analysis	16	260.00	40	159.49	60	122.68	16	152.34		152.34		159.65	40	116.67	14	105.13	\$26,476	186	\$142.35
6	Refined Development Concept	4	260.00	16	159.49	16	122.68		152.34		152.34		159.65	24	116.67		105.13	\$8,355	60	\$100.00
7	Capital Improvement Program	2	260.00	16	159.49		122.68	8	152.34	40	152.34		159.65	16	116.67		105.13	\$12,251	82	\$149.40
8	Airport Layout Plans Set																			
	Title Sheet	1	260.00		159.49	1	122.68		152.34		152.34	1	159.65	4	116.67		105.13	\$1,009	7	\$144.14
	Data Sheet	1	260.00		159.49	4	122.68		152.34		152.34	12	159.65	16	116.67		105.13	\$4,533	33	\$137.37
	Airport Layout Plans Set	2	260.00		159.49	8	122.68		152.34		152.34	40	159.65	80	116.67		105.13	\$17,221	130	\$132.47
	Terminal Area Plan	1	260.00		159.49	2	122.68		152.34		152.34	8	159.65	16	116.67		105.13	\$3,649	27	\$135.16
	Airspace Drawings	1	260.00		159.49	2	122.68		152.34		152.34	24	159.65	40	116.67		105.13	\$9,004	67	\$134.38
	Inner Approach Drawings	1	260.00		159.49	2	122.68		152.34		152.34	24	159.65	40	116.67		105.13	\$9,004	67	\$134.38
	Departure Surface Drawings	1	260.00		159.49	2	122.68		152.34		152.34	8	159.65	24	116.67		105.13	\$4,583	35	\$130.93
	Obstruction Tables	1	260.00		159.49	1	122.68		152.34		152.34	16	159.65	40	116.67		105.13	\$7,604	58	\$131.10
	Land Use Drawing	1	260.00		159.49	1	122.68		152.34		152.34	16	159.65	40	116.67		105.13	\$7,604	58	\$131.10
	Exhibit 'A' - Airport Property Inventory Map	8	260.00		159.49	16	122.68		152.34		152.34	80	159.65	40	116.67		105.13	\$21,482	144	\$149.18
9	Narrative Report and ALP Drawing Set	16	260.00		159.49	40	122.68		152.34		152.34	16	159.65	16	116.67	8	105.13	\$14,329	96	\$149.26
		110		152		333		32		40		245		492		24		\$203,702	1428	\$142.65

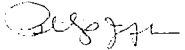
SUB-TOTAL HOURLY COST \$203,702 1428 \$142.65

Out-of-Pocket Expenses (actual cost - not to exceed) \$668

Miscellaneous Expenses (Subconsultant - Aerial Survey and Obstruction Analysis) \$145,230

Miscellaneous Expenses (Subconsultant - Title Search) \$22,000

NOT TO EXCEED TOTAL LUMP SUM COST \$371,600

Firm Name: MICHAEL BAKER INTERNATIONAL, INC. 		HERNANDO COUNTY	
Signature: Philip Jufko, Associate Vice President	Airport Operations Department Name	Signature	Signature
Date: Tuesday, March 25, 2025	Date	Steve Miller, C.M. Name	Date

TASK ORDERS ARE TO INCLUDE: SCOPE OF SERVICES, PROJECT TIME FRAME, FEE QUOTATION PROPOSAL, AND ANY OTHER RELATIVE ATTACHMENTS. TASK ORDERS ARE TO BE SUBMITTED IN TWO SIGNED ORIGINAL COPIES WITH A PURCHASE REQUISITION TO THE PURCHASING AND CONTRACTS DEPARTMENT.

**EXHIBIT 1 – Brooksville-Tampa Bay Regional Airport (BKV) ALP Update Anticipated Project Schedule**

	<u>M-1</u>	<u>M-2</u>	<u>M-3</u>	<u>M-4</u>	<u>M-5</u>	<u>M-6</u>	<u>M-7</u>	<u>M-8</u>	<u>M-9</u>	<u>M-10</u>	<u>M-11</u>	<u>M-12</u>	<u>M-13</u>	<u>M-14</u>	<u>M-15</u>	<u>M-16</u>	<u>M-17</u>	<u>M-18</u>
Notice to Proceed																		
Project Management/Meetings																		
Inventory of Existing Conditions																		
Aviation Activity Forecasts																		
Demand/Capacity Analysis																		
Facility Requirements																		
Aerial Photogrammetry/Topo Mapping/Obstruction Analysis																		
Airport Alternatives																		
Capital Improvement Program																		
Develop ALP and Exhibit 'A'																		
FAA ADIP Survey and Upload																		
FAA Review of ALP																		

Work Effort

FAA Review



from FAA and FDOT, the CONSULTANT will address all scope-related comments and prepare a revised Final Draft Narrative Report and ALP Drawing Set.

#### **Task 9.3 - Submit Final Draft Narrative Report and ALP Drawing Set**

Following final coordination, the CONSULTANT will upload the Final Draft Narrative Report and ALP to the FAA's OE/AAA site. The CONSULTANT will address any scope-related comments and prepare a revised Final Narrative Report and ALP Drawing Set. FAA will electronically sign and transmit the ALP with a conditional approval letter. Three (3) hard copies of the Final ALP Drawing Set and Narrative Report will be provided.

#### **Task 9.4 - Submit Electronic Deliverables**

The CONSULTANT will distribute electronic copies of the Final Narrative Report and ALP Drawing Set to the sponsor, FAA, and FDOT in PDF and AutoCAD format, either electronically or via a USB drive.

#### **Schedule**

Assumption for this schedule is based on 18-months from Notice to Proceed (NTP) to development of the draft ALP set that is ready for submittal to the FAA for review. This schedule is predicated on the NTP for the project to allow for acquisition of appropriate aerial photogrammetry and topographic mapping during summer 2025. The anticipated schedule is shown as **Exhibit 1**.

Timing for the FAA is outside of the scope of the 18-months for consultant services. Individual meeting and task associated timing are discussed previously by task.

- Easements
- A property table listing the above parcel information
- Existing and proposed airport features such as runways, taxiways, aprons, terminal buildings, hangars, runway protection zones, building restriction lines, and NAVAIDS
- Runway stationing (ends)

A SUBCONSULTANT will conduct a title search in support of the Exhibit 'A' preparation effort. A complete boundary survey of the airport property and adjoining properties will not be conducted in support of this effort. The CONSULTANT will utilize the mapping created for this ALP Update and the OWNER's parcel map for the Exhibit 'A' base map. Federal Grant information is particularly important and may require research at the ADO if not available through other sources. The CONSULTANT will complete FAA's Exhibit 'A' checklist (SOP 3.0) and submit with plan review. The Exhibit 'A' Property Inventory Map will be incorporated into the Airport Layout Plan Set deliverables.

## **TASK 9 – NARRATIVE REPORT AND ALP DRAWING SET SUBMITTALS**

### **Task 9.1 - Prepare Narrative Report**

In compliance with the guidelines found in AC 150/5070-6B, the CONSULTANT will compile previous working papers into a consolidated Narrative Report, to describe the ALP Update.

At a minimum, the Narrative Report will include the following information:

- Table of Contents,
- Existing Conditions Inventory and Data Collection,
- Aviation Activity Forecasts,
- Facility Requirements,
- Alternative Development
- Preferred Development Concept
- Capital Improvement Plan
- Airport Layout Plan
- Appendices (as necessary).

**Preliminary Narrative Report and ALP Submittal** - The preliminary Narrative Report and draft ALP Drawing Set will be submitted to the SPONSOR for review and comment to ensure the graphic depictions correctly present the SPONSOR's goals and key issues. Following the review period, comments received from the SPONSOR will be addressed and incorporated into the drawing set, as appropriate.

### **Task 9.2 - Submit and Revise Draft Narrative Report/ALP – Sponsor/Agency Review**

The CONSULTANT will prepare and submit electronic copies of the Draft Narrative Report and ALP Drawing Set to the Sponsor, the FAA Orlando ADO, and FDOT for review. Upon receipt of comments

been identified on the ALP or approach sheets. Obstructions will be identified using new aeronautical surveys collected in **Task 2.2**. The top elevation of each obstruction will be identified on the sheet, as will the disposition of the obstruction. The dimensions of the approach surfaces and transitional surfaces will be charted. The Airspace Plan (CFR Part 77 Surfaces) drawings will depict, in plan and profile view, the full length of all approach surfaces without using match lines or truncated depictions.

#### **Task 8.7 – Runway Departure Surface Drawing**

These drawings will depict the applicable departure surfaces as defined in Chapter 3 of FAA AC 150/5300-13B, Change 1 for Runway 9-27 and Runway 3-21. The drawing will include an aerial photo base map, boundaries of the surfaces in plan and profile view, traverse elevations of significant objects, ground contours (within topographic mapping limits), ground profile and obstruction data tables.

#### **Task 8.8 - Land Use Drawing**

A land use plan for the area within the airport's boundaries will be updated based on the identified overall development concepts. The drawing will include aeronautical uses, agricultural uses, and industrial/commercial development areas. A depiction of current land uses in the airport environs will also be developed. Standard classifications of land use (i.e., residential, commercial, industrial) in addition to the identification of any major noise-sensitive institutional land uses, will be undertaken. The land use information will be depicted graphically over a street layout of the airport environs, showing the airport's major geographical features such as rivers, lakes, and rail lines. Based on information gathered from the most recent comprehensive plans, a depiction of the future land use pattern in the airport environs will be generated. This data will be presented on the same base map series used for the current land use and will use the same classifications of land use as in the existing land use map.

Airport Noise Contours – new noise contours will not be prepared as part of this Project. Contours from the previous ALP will be utilized in this drawing.

#### **Task 8.9 - Exhibit 'A' Property Inventory Map Update**

The CONSULTANT will utilize land records of the airport to complete this task. This includes reports to identify existing easements. BKV staff will provide the CONSULTANT with data pertaining to land acquired by the OWNER. The existing Exhibit 'A' Airport Property Inventory Map will be revised to reflect changes since the last update in accordance with FAA's Standard Operating Procedure (SOP) 3.00, *FAA Review of Exhibit "A" Airport Property Inventory Maps*. The updated Exhibit 'A' Airport Property Inventory Map will depict the following:

- Airport parcel lines and parcel lines of adjoining parcels
- Surveyed ties to runway section lines
- Parcel numbers, recording information
- Type of interest held (e.g., fee simple, easement, etc.)
- Year acquired
- Acreage
- Reference to Public Land Records
- FAA grant used to acquire specific properties

### **Task 8.1 - Title Sheet**

A title sheet will be created which will include the name of each sheet and associated sheet numbers along with the federal and state project numbers, wind roses, client name, along with vicinity and location maps. The Title Sheet will include a scanned version of the ALP approval letter.

### **Task 8.2 – Airport Data Sheet**

The Airport Data Sheet provides a summary of the existing and future design standards at the airport. This includes the airport data table, runway data table, modifications of standards, declared distances, and airport wind roses

### **Task 8.3 - Airport Layout Plan**

The Airport Layout Drawing will be updated to reflect the existing conditions and the recommended development to meet future airport needs identified in this study. Information on this portion of the ALP set will include, but not be limited to, the physical layout of the airport, and of the physical facilities developed thereon. Also, to be incorporated on the ALP sheet will be the building and facilities data, runway protection zones, taxiway systems, NAVAID critical areas, building elevations, topography, roads and parking areas, wind rose/wind coverage, and the airport boundary.

### **Task 8.4 - Terminal Area Plan**

A terminal area plan will be updated to reflect the existing and recommended development of the existing terminal area. The plan will include recommendations for airfield access, ramp layout, and the necessary security elements such as fencing. The Terminal Area Plan will depict future staged development and will graphically present the recommendations relating to the redevelopment of the local airport terminal structure, as well as its associated ramp and support facilities.

### **Task 8.5 – Inner Portion of the Approach Surface Drawings**

The Inner Portion of the Approach Surface Drawing will be prepared for each runway end, depicting the area out to the point where the Part 77 approach surface reaches a 150-foot height above the runway end. The drawing will depict the airport property, location of roadways, structures, natural ground elevations, and other man-made or natural features within the limits of the inner portion of the approach surface. The drawing will also detail objects that penetrate approach surfaces, Threshold Siting Criteria or violate Object Free Area criteria. Obstructions will be listed numerically in an obstruction table for each approach with data describing the obstruction type, top elevation, allowable elevation, amount of penetration, and proposed dispositions. Additionally, the drawings will depict the configuration of required safety areas off each runway end. Plan views will be superimposed on aerial photos or a detailed line drawing.

### **Task 8.6 - Airport Airspace Drawing**

The Airport Airspace Drawing will depict all 14 CFR Part 77 surfaces associated with the ultimate airport configuration, and approaches will be generated and superimposed on USGS quadrangle maps or orthophotographic mapping. Fifty (50) foot contour intervals will be shown for all FAR Part 77 sloping imaginary surfaces. This sheet will depict objects that violate the FAR Part 77 surfaces that have not

### **Task 7.2 – Prepare Cost Estimates**

Based on the preferred development concept, cost estimates will be created for each airport development project. Cost estimates will be based on a variety of sources, including actual project estimates, published engineering indices, government agencies, and similar airport construction projects in the area. In addition to the estimated construction costs, financial consideration must be given to the engineering and design work, construction items, and contingencies that have not been specifically enumerated. For planning purposes, the base construction cost will include an additive fee to reflect the anticipated engineering, testing, survey, and inspection costs, as well as for unknown contingencies.

### **Task 7.3 – Update Capital Improvement Plan**

The existing Capital Improvement Plan (CIP) will be reviewed and updated upon completion of the project phasing and cost-estimating task. The CIP will include project descriptions suitable for inclusion in future grant pre-applications.

#### **Deliverables:**

The results of this effort will be summarized (phasing plan, cost estimates, and the update of the Capital Improvement Plan) and incorporated into the Narrative Report (PDF format).

## **TASK 8 – AIRPORT LAYOUT PLANS**

Using the results of the alternative analysis developed as part of this study and FAA AC 150/5300-13B, Change 1, the current Airport Layout Plan (ALP) Drawing Set for the airport will be updated to reflect the recommended preferred development concept. The development of ultimate airfield facilities will be based on short-, intermediate-, and long-range requirements that incorporate airside and landside requirements. To provide an accurate base for the development of the ALP set, a rectified aerial photograph and the associated base map will provide runway elevations and elevation information for existing buildings and structures on the airfield. This base map will be of scale, accuracy, and clarity to provide an accurate digital base for developing subsequent ALP set drawings. The ALP Drawing Set will be produced in accordance with the checklist found in FAA SOP ARP 2.00, Appendix A. The ALP set will include and is limited to the following sheets:

- Title Sheet,
- Data Sheet,
- Airport Layout Plan,
- Terminal Area Plan,
- Inner Portion of the Approach Surface Drawings (4 Drawings),
- Airport Airspace Drawing (2 Drawings),
- Runway Departure Surface Drawing (2 Drawings), and
- Land Use Drawing, and
- Exhibit 'A' Property Inventory Map Update.

### **Task 5.3 - Alternatives Workshop**

Upon completion of the alternatives, the aspects of each will be presented to the Working Group and airport staff during the Alternatives Workshop. The CONSULTANT will present the scenarios along with their benefits and drawbacks to identify preferred design and planning elements collectively which will become the foundation for the preferred development concept. The preferred development concept may include elements from some, all, or a mixture of the alternatives presented.

## **TASK 6 - REFINED DEVELOPMENT CONCEPT**

### **Task 6.1 Refinement of Preferred Development**

Based on input from the Working Group and airport staff during the Alternatives Workshop, The CONSULTANT will refine and consolidate the previously identified development alternatives to prepare a preferred development concept. This task may result in the revision of options or combining individual alternatives into a new development concept for implementation. This task will identify and document the rationale for the refinement of the development concept, using criteria similar to that used to evaluate the initial set of alternatives. This effort also includes a more in-depth description of the characteristics and capabilities of the proposed developments. The preferred concept will be provided to airport staff for final approval. Time is included in this task for the preparation of the preferred alternative, discussion with airport staff, and final modifications.

#### **Deliverables: Working Paper 3**

Working Paper 3 will describe the proposed alternatives. A comparison matrix reflecting the pros and cons of each concept will be included. A written description of the preferred development concept and a graphical depiction of the layout will be included (PDF format). The working paper will be submitted to the Working Group and BKV staff for review. Following a two-week review period, the consultant will address any changes requested by the Working Group and BKV staff.

## **TASK 7 - CAPITAL IMPROVEMENT PLAN**

### **Task 7.1 - Identify Project Sequencing**

A development schedule for the preferred development concept will be prepared according to a priority system adopted for use in this study, considering the urgency of need, ease of implementation, logic of sequence, and economic feasibility. The objective is to establish an efficient order for project development and implementation. Recommended airport development over the planning period will be classified as short-, mid-, and long-term development phases.

Particular focus will be given to detailing estimated costs for short-term development projects. In the first five years, development costs will be shown on a year-to-year basis and prepared at a level of detail consistent with ALP planning. Development phasing will provide a general understanding of the financial requirements by phase over the 20-year planning period. However, linking development projects to future demand levels will achieve an added degree of implementation flexibility.

## **Deliverables: Working Paper 2**

At the conclusion of the Facility Requirements element, Working Paper 2 will be prepared to summarize the facility requirements analysis. The working paper will be submitted to the Working Group and BKV staff for review. Following a two-week review period, the consultant will address any changes requested by the Working Group and BKV staff.

## **TASK 5- ALTERNATIVES ANALYSIS**

Alternative concepts of proposed facility requirements will be evaluated in this element. The conceptual development process is an iterative process that includes analysis of various development scenarios to determine the best improvement program for the airport. The program will evaluate how best to expand and improve the existing facilities at the airport in terms of overall efficiency. Its goal is to optimize on-airport land use, maximize the capacity and economic viability of the existing facilities, and identify the facilities and practical stages of future development. Recommendations from previous BKV planning studies at BKV will be reviewed and validated for continued use in the ALP Drawing Set.

The alternatives to be studied include both airside and landside development options, as described below.

### **Task 5.1 – Airfield Development Options**

Two (2) preliminary airfield development alternatives will be formulated based on the airport facility requirements established in previous tasks. Both alternatives will include future plans for the runway system and evaluate instrument procedures and minimums at the airport. The requirements that would need to be met associated with these improvements will be based on schemes for development within existing airport boundaries or expanded airport boundaries and will show necessary airfield developments needed during the planning period, as well as required changes to infrastructure to accommodate each airfield option evaluated. This task will be conducted simultaneously with the Terminal Area and Infield Development Options, resulting in overall development options for the airport. Airfield alternatives will be analyzed based on their ability to satisfy the identified facility requirements, environmental considerations, engineering factors, phasing, and ease of implementation.

### **Task 5.2 - Terminal Area and Infield Development Options**

Building upon previous BKV planning studies, the CONSULTANT will prepare two (2) alternatives to make the most efficient use of the Terminal Area and Infield Area, showing potential landside developments (i.e., aeronautical and non-aeronautical development), integrating the future location or expansion of terminal area facilities, and a mix of aircraft storage options required to accommodate deficiencies and demand expected over the planning period. The alternatives will incorporate ground-side access and parking for the proposed facilities. The development alternatives will be evaluated based on their efficiency in meeting identified facility requirements, airport goals, ease of implementation, airside and landside accessibility, and existing facility protection.

#### **Task 4.1 - Airfield Requirements**

A preliminary listing of airfield facility requirements necessary to meet projected demand levels throughout the twenty-year planning period will be determined. These facility requirements will be based upon FAA standards and airport planning criteria and forecasts of aviation activity obtained in Task 4, as well as the knowledge and expertise of the consultant and airport staff. The Airfield facility needs to be assessed, including:

- Runways and taxiways/taxilanes
- Lighting, signage, and marking
- Navigational aids (electronic and visual)
- Airspace requirements
- Aircraft ramp and parking area

Airfield facilities will be identified in terms of linear and square feet, strength, etc., and will be compared to existing facilities to identify excess or deficient facility capacity or capability. The aviation forecasts will be accounted for in analyzing airfield facility needs, regarding runway length and dimensional layout requirements, taxiway development needs, and overall airfield lighting needs. Where appropriate, the airfield facilities will be linked to the activity demand triggers to determine the point at which demand is sufficient to warrant the improvement.

#### **Task 4.2 – Terminal Area Facilities**

Using the results of previous tasks and FAA planning criteria, the ALP Update will evaluate the Terminal Area facility requirements necessary to meet both current and projected levels of demand for the planning period. Terminal area facility requirements to be assessed include:

- Terminal Area/FBO Facilities
- Aircraft storage hangars
- T-hangars
- Conventional hangars

Facility requirements will be expressed in terms of gross area, linear feet, or other basic units and compared to existing facilities to identify excess or deficient capacity. This assessment will quantify future development items needed to maintain an adequate level of service, function, and operational efficiency at the airport and utilize activity or demand level triggers to identify when improvements are necessary.

#### **Task 4.3 - Airport Support Facilities**

Requirements addressing the facilities necessary to support the airfield, terminal area, administration, general aviation areas, and related activities will be developed. This task will analyze facilities such as aircraft fueling, ARFF, airport maintenance, access, and vehicle parking.

### **Task 3.3 – Fleet Analysis and Critical Aircraft Projections**

The airport's general aviation activity will be analyzed to determine the fleet mix, and the most demanding or critical aircraft expected to perform at least 500 itinerant operations. Future fleet analysis and critical aircraft will be determined from airport tenant interviews and existing industry projections. The analysis will follow the criteria provided in FAA AC 150/5000-17, *Critical Aircraft and Regular Use Determination*.

### **Task 3.4 – Peak Periods Analysis**

A critical factor in determining the demand for future airside and landside facilities is evaluating and determining the peak period characteristics of demand specific to BKV. This relates to those times of the day, month, and year when the activity level of aircraft operations exceeds the typical or average values. The items to be assessed will include:

- Average and peak month for operations,
- Average day operations,
- Average day peak month operations,
- Peak-hour operations

### **Deliverables: Working Paper 1**

Upon approval of the aeronautical forecast, the ALP Update will have completed several key tasks that will serve as a foundation for subsequent tasks. Using the data and input collected, a working paper will be created and submitted to the Working group. The report will include the following topics:

- Introduction: a summary of the ALP Update process and schedule.
- Inventory: a review of the existing airfield and general aviation facilities, airport role, existing based aircraft and operations, airspace, a review of the local community and land use and environmental overview.
- Aeronautical Forecasts: the report will present the assumptions and analysis used to create the aeronautical forecasts.
- Critical Aircraft: the existing and future critical aircraft will be described.

The FAA and FDOT must formally review and approve the forecast and critical aircraft in Working Paper 1 before proceeding with subsequent tasks in the ALP update.

## **TASK 4 – FACILITY REQUIREMENTS**

The existing airport facilities will be compared to the projected level of demand for the facility. Identifying any enhancements needed for the airport to meet the forecasted activity level. To the maximum extent feasible, the timing of the construction will be based on levels of activity to be accommodated or demand-related triggers. Further facility requirements analysis may identify existing deficiencies that should be addressed. The following tasks will address the critical facilities at the airport and provide the foundation for the airport development alternatives.

activity measures will be collected. The CONSULTANT will identify the data required for the forecasts, identify data sources, and collect historical and forecast aviation data, including the following:

- Operations by equipment type,
- Based aircraft by equipment type, and
- Peak hour activity.
- Socioeconomic data such as population, income, employment, per capita income.
- Aviation-related factors such as general aviation trends, market service issues at the airport, aircraft type evolution
- Other external factors such as regulatory issues, geopolitical influences, and information from sources that might influence local aviation activity.
- If available, the airport will provide the consultant with historical information captured by ADS-B third-party vendors.

As part of the data-gathering activities, meetings will be set up with tenants to evaluate the airport's current and future trends.

### **Task 3.2 - Prepare Aviation Activity Forecast**

Consultant will prepare aviation activity forecasts for activity levels assigned to short-term (0–5 years), mid-term (6-10 years), and long-term (11-20 years) periods. These elements are critical in determining existing and future airport requirements, analyzing alternative development plans, and assessing the environmental effects of the preferred alternative. The forecast will be developed using standard practices, including reviewing previous forecasts and historical activity and evaluating appropriate methodologies such as regression analysis, trend analysis/extrapolation, market share analysis, or ratio analysis and smoothing. The following aviation variables will be forecast:

**Based Aircraft by Type** - The number of aircraft stored at the airport on an annual basis will be forecast by the following types of aircraft:

- Single-Engine,
- Multi-Engine,
- Turboprop,
- Turbojet, and
- Rotor.

**Aircraft Operations**—The forecast will include landings and takeoffs performed by aircraft. Splits between local and itinerant traffic will also be identified.

**Aircraft Mix** – The percentage of airport operations by aircraft type (single-engine, turboprop, etc.) will be forecast.

**Instrument Operations** – The forecast will estimate the number of annual Instrument Flight Rules (IFR) operations.

**Critical Aircraft** – The most demanding aircraft meeting the FAA AC 150/5000-17 requirements will be determined.

each facility may be affected by changes designed to improve airport operations and/or capacity. Additionally, the evaluation of existing facilities will serve as the basis for identifying any facilities that need immediate repair or reconstruction. This inventory will include the identification of property owned by the airport and its existing use. The following key elements will be addressed:

- Airfield Facilities,
- General Aviation Facilities,
- Support Facilities,
- Access, Circulation and Parking,
- Non-Aeronautical Land Uses,
- Regional Setting and Land Use.

As part of the existing facilities inventory task, two CONSULTANT staff members will schedule interviews with airport tenants during a two-day inventory site visit to assess existing conditions and determine operational and functional requirements. The Sponsor will assist The CONSULTANT by providing a list of airport tenants and informing tenants as appropriate.

#### **Task 2.5 - Airspace/Air Traffic Control/Obstructions**

Air traffic control facilities involved in and/or responsible for handling traffic at and in the vicinity of the airport will be identified and applicable procedures will be reviewed. An inventory of the area airspace will be documented, emphasizing the identification of airways, restricted areas, intersections, and obstructions in the airport vicinity. This task will identify operational limitations due to traffic interactions with other airports, reserved airspace, missed approach courses, noise abatement procedures, airfield facilities design, existing and programmed NAVAIDs, and topography and obstructions at, or in the vicinity of, the airport as applicable.

#### **Task 2.6 - Vicinity Land Use/Land Use Controls**

A review of existing land use mapping, current aerial photography, comprehensive plans, zoning controls, and other documentation of current and future land use near the airport will be conducted. Existing zoning district codes will be reviewed to determine locations where potential non-compatible land uses could develop. The conditions that could affect the future development of the airport or adjacent parcels of land will be documented, and general recommendations will be provided for height restriction and land use zoning in the narrative report.

### **TASK 3 – AVIATION FORECAST**

Forecasts of future levels of aviation activity are the basis for effective decisions in airport planning. The projections are used to determine the need for new or expanded facilities.

#### **Task 3.1 – Factors Affecting Aviation Activity**

Data required to prepare the aviation activity forecast will be collected and compiled by the CONSULTANT. In addition to the specific elements to be forecast, data relating to and influencing such

Program. All data submissions to the FAA will be through the program's web site at <http://airports-gis.faa.gov>.

The AC 150/5300-17C project data deliveries that will not be submitted through the web site will be delivered on external hard drives or DVDs.

The 18B deliverables that will be uploaded to the ADIP website include:

- Imagery Plan and Survey and Quality Control Plan
- Image Delivery (sent to FAA)
- Digital limited landmark detail outside the airport
- Obstruction survey data for EXISTING Runways 3/21 & 9/27
- Planimetric data and two-foot contours to 18B specs (Shapefile format)
- Photogrammetrically derived and surveyed attributes in defined format
- Surveyed ends and profile for each runway
- NAVAID data
- FGDC compliant metadata
- Final Report

The SUBCONSULTANT will deliver the following items to the CONSULTANT:

- Planimetric data and two-foot contours in AutoCAD format (mapping limits)
- Other obstruction survey data in AutoCAD/Excel/CSV file format
- OAS obstacle data spreadsheet containing changes (XLS format)
- Color digital orthophotos with a 1.0' pixel resolution in GeoTIFF (ortho limits)
- Color digital orthophotos with a 0.5' pixel resolution in GeoTIFF (mapping limits)
- 2 color enlargements (30"x40") covering the airport and surrounding area (mounted/laminated/framed)

All digital files will be delivered on external hard drive, FTP, or email.

For detailed project specifications, see SUBCONSULTANT's quote (Project 85553), dated January 16, 2025, and attached herein.

### **Task 2.3 – Airport Background**

A brief overview of the airport will be provided. This overview will include a timeline of federal grants, significant construction projects, and major airport milestones. In addition, the airport's aeronautical role within the national and state airport system and the airport's role within the community, including details of economic benefits, will be detailed.

### **Task 2.4 – Existing Airport Facilities Inventory**

A physical facilities inventory will be conducted during an on-site inspection of airfield and landside facilities. The inventory will evaluate the size, condition, use, configuration, and adequacy of these facilities under current operating conditions. This information will be used to evaluate the effectiveness of the individual facility, integration with other developed uses on the airfield, and how

### **18B Obstruction Surveys**

The Obstructions Surfaces to be uploaded to the ADIP database will satisfy the requirements of AC

150/5300-18B:

- 2.7.1.2 Analysis of EXISTING Runway 3/21 with Vertically Guided Operations (Surfaces include the VGRPS, VGPCS, VGAS, VGPS, VGATS, VGHS, and VGCS)
- 2.7.1.2 Analysis of EXISTING Runway 9/27 with Vertically Guided Operations (Surfaces include the VGRPS, VGPCS, VGAS, VGPS, VGATS, VGHS, and VGCS)

### **Other Obstruction Surveys**

Other obstructions to be provided directly to the CONSULTANT include:

- Existing & Ultimate Runway 3/21 - Part 77 – NPIR (C)
- Existing & Ultimate Runway 3/21 – AC13B – Two approach surfaces and the departure
- Existing & Ultimate Runway 9/27 – Part 77 – RW 9 (PIR) & RW 27 (NPIR(C))
- NOTE: PIR analysis on Runway 9 is limited to the extent of the 18B VG surfaces and does not include analysis to the full extent of the PIR surface
- Existing & Ultimate Runway 9/27 – AC13B – Two approach surfaces and the departure
- Ultimate Runway 3/21 – AC18B – Vertically Guided
- Ultimate Runway 9/27 – AC18B – Vertically Guided
- Existing Runway 3/21 PAPI OCS and LSCS
- Existing Runway 9/27 PAPI OCS and LSCS

The specific types and quantities of obstructions for each surface are outlined and clearly defined for the particular surface in each circular section. Any obstructions that meet the requirement of the advisory circular but are of a nature that elevations at the highest point of the obstruction are virtually impossible to read through photogrammetric methods (cell tower, electrical tower, etc.), will be identified and relayed to the surveyor to initiate field surveyed elevations for the obstruction.

The obstruction delivery will include the limited landmark planimetric feature collection. The final data will be uploaded in ADIP in ESRI Shapefile format.

### **Production Schedule**

The SUBCONSULTANT will work with you to finalize a mutually agreeable schedule for the project after FAA Control Plan approvals. The CONSULTANT team will make a reasonable effort to maintain the agreed-upon survey schedule. However, should the project be interrupted by technical problems beyond our control, including control deficiencies or map file re-deliveries, rescheduling may become necessary.

### **Deliverables**

The SUBCONSULTANT will submit all data collected and associated required deliverable in the formats specified in the appropriate advisory circulars to the FAA Office of Airports, Airports Surveying-GIS

### **Control Surveying**

The aerial photography will be completed with ABGPS control which will be used for the base control for the geo-referencing of the aerial imagery. The SUBCONSULTANT will process the ABGPS data using COR stations and reference it to the project control datums:

Horizontal: North American Datum of 1983/2011 (NAD 83(2011)), in the FL State Plane Coordinate System, West Zone in US survey feet.

Vertical: North American Vertical Datum of 1988 (NAVD 88)

The SUBCONSULTANT will complete all of the remaining on-site ground control surveys, including:

- Geodetic control validation of the existing airport PACS and SACS stations or establish temporary airport control according to the guidelines established in AC 150/5300-16B
- Establishing all necessary photo-identifiable ground control and FAA mandated check-points required to validate the ABGPS and IMU control.
- Collection of all the airport runway end positions
- Collection of vertical profiles for all runways
- Collection of the position, elevation, and where required the appropriate navigational aid perpendicular point of all electronic and visual navigational aids (NAVAIDS) located on the airport and associated with any current instrument approach servicing the airport
- All other tasks, not specifically listed above, as outlined in FAA AC-18B, Table 2-1 "Survey Requirements Matrix" for Airport Layout Plan
- Full field-collected attribution of all airport features
- Final Survey Report

### **Photogrammetric Mapping**

The SUBCONSULTANT will collect the features normally shown on 1"=100' scale mapping within the mapping limits identified in the exhibit. We will build a digital terrain model (DTM) by collecting masspoints and breaklines. These DTM elements will be used to construct a triangulated irregular network (TIN) surface from which 2' contours will be interpolated. Contours will be dashed in areas where the ground is obscured by trees, dense brush, deep shadows, or other obstructing features. Dashed contours indicate a lower level of accuracy. Additional field surveys should be performed in areas of dashed contours prior to design. All contours will be continuous polylines. The final data will be delivered in ESRI Shapefile format (FAA) and AutoCAD format (Baker).

### **Orthophoto Mapping**

We will use the control solution and imagery to generate a Digital Elevation Model (DEM) of the VG surfaces. The imagery will be processed into color digital orthophotos using the aforementioned DEM to rectify the images. Orthophotos for the entire project area will be developed with a 1.0' pixel resolution and or the airport property and surrounding area, with a 0.5' pixel resolution. Orthos will be delivered in a GeoTIFF file formats.

- Based aircraft inventory and FAA Air Traffic Activity Reports.

The OWNER will assist the CONSULTANT in collecting existing documents.

### **Task 2.2 – Aeronautical Survey**

The purpose of this project is to accomplish an FAA Airport Airspace Analysis Survey for all surfaces defined in FAA Advisory Circular 150/5300 - 18B: Section 2.7.1.1 Runways with Vertical Guidance. In addition, and per FAA Policy Guidance issued 9/22/22, the SUBCONSULTANT will be reviewing the existing Obstacle Authoritative Source (OAS) obstacle data (962 existing objects in OAS within 18B surfaces) and potentially removing obstacles as a part of this project. Any obstacle removals will be completed by the SUBCONSULTANT using the FAA's Runway Airspace Management tool.

For this project, the SUBCONSULTANT will acquire new vertical stereo digital imagery at a physical image scale of 1"=3,846' of the obstruction surface areas and 1"=1,923' of the mapping limits. The aerial imagery will cover all of the Airspace Analysis surfaces using a Digital Mapping Camera III (DMC III), or comparable, during leaf-on conditions.

From the 1"=3,846' imagery, we will produce the following:

- Limited landmark feature planimetric mapping
- Color digital orthophotos with a 1.0' pixel resolution
- Identification and mapping of obstruction obstacles for all of the VG surfaces

From the 1"=1,923' imagery, we will produce the following:

- 100 scale mapping with 2' contours of the mapping limits (2,550 acres)
- Color digital orthophotos with a 0.5' pixel resolution
- Identification and mapping of obstruction obstacles for the VGRPS, VGPCS, & VGPS surfaces

The online SOWs will be prepared during project initiation with input from the airport, the CONSULTANT, and the SUBCONSULTANT. The SUBCONSULTANT will be responsible for preparation and submittal of the Survey and Quality Control Plan, Imagery Acquisition Plan, Imagery Acquisition Report, Final Project Report, and all associated data files as required for submission to the FAA ADIP online database.

The project has been designed to conform to the National Map Accuracy Standards for 1"=100' scale planimetric feature collection, two-foot contours and six- and twelve-inch orthophoto production. In addition, we ensure that the photogrammetric mapping will meet all FAA and NGS standards. We will exercise reasonable care and will conform to the standards of practice ordinarily used by the photogrammetric profession.

The project area encompasses all of Brooksville-Tampa Bay Regional Airport inclusive of the obstruction surfaces as defined in AC 150/5300-18B.

- **Working Group Meetings**

A Working Group, consisting of key airport staff and county members will be formed to coordinate with the CONSULTANT team and provide feedback on deliverables throughout the project. Four (4) meetings will be conducted during the project to coincide with the draft working paper and report deliverables. Up to two (2) members of the CONSULTANT's team will attend each meeting.

- Meeting 1 – Working Paper 1 – Inventory of Existing Conditions/Forecasts of Aviation Demand
- Meeting 2 – Working Paper 2 – Facility Requirements
- Meeting 3 – Alternatives Workshop/Working Paper 3
- Meeting 4 – Present Draft Deliverables

**Deliverables:** Meeting minutes (PDF format) summarizing the results of each Working Group Meeting and Site visit report with photographic evidence.

## **TASK 2 – EXISTING CONDITIONS**

### **Task 2.1 – Collect, Review, and Evaluate Existing Documents**

Existing documents, including previous planning studies, design drawings, inspection reports, airfield pavement data, airfield pavement evaluation reports, lease reports and leases, obstruction charts, approach plates, and as-built drawings of structures on the airport, will be obtained and analyzed for their content relating to the Airport Layout Plan Update. Documents to be obtained and reviewed include, but may not be limited to:

- Prior Master Plans and ALP Updates,
- Current Airport Layout Plan Drawing Set,
- Current Airport Capital Improvement Program,
- BKV Airport Infrastructure Development Plans,
- Florida Airports System Plan,
- PCI Study,
- FDOT Economic Impact Study,
- Hernando County Comprehensive Plan,
- Hernando County Zoning Ordinances,
- Airport activity records,
- Socioeconomic data,
- Economic/industrial development plans impacting or associated with on-airport revenue producing activities,
- Existing plot/building plans and as-built drawings, and

- Task 6 – Refined Development Concept
- Task 7 – Capital Improvement Plan
- Task 8 – Airport Layout Plan
- Task 9 – Narrative Report and ALP Drawing Set

## **TASK 1 – PROJECT MANAGEMENT AND MEETINGS**

### **1.1 Client Coordination and Contract Management**

The CONSULTANT will maintain communication and coordination with the OWNER throughout the project schedule. All coordination shall be directed through or copied to the OWNER Project Manager. This task also includes the internal management of the contract, including accounting, cost tracking, billing, filing, and record-keeping over the project duration. The CONSULTANT will monitor and control the project budget/schedule and prepare invoices to the OWNER.

The project manager will also provide monthly status reports to the OWNER with invoicing. Hours in this scope of work are based upon an **18-month** project schedule, which includes timely review periods by the OWNER, FDOT, and FAA.

**Deliverables:** Invoices with progress reports (pdf format), meeting notes (email format)

### **1.2 Meetings**

The proposal assumes up to six (6) meetings with the OWNER as follows:

- **Kick-Off Coordination Session**  
To ensure everyone is on the same page regarding the project, the CONSULTANT will conduct a project kick-off meeting. The meeting will begin with an overview of the assumptions and existing infrastructure, leases, and constraints to be considered during the project. The kick-off meeting agenda will include but will not be limited to the following:
  - Review the ALP update goals and technical needs; confirm the team's planning-related purpose, overall goals, process, and schedule.
  - Solicit/review content (prior studies, findings, data, maps, past presentations, etc.) generated by the OWNER and others that will inform this effort and may assist with the preparation of project deliverables.

**Deliverables:** Meeting minutes (PDF format) summarizing the results of the Kick-Off Coordination Session.

- **Site Visit:**  
One (1) site visit will be conducted at the beginning of the project. The objective of the site visit is to review the existing condition and infrastructure of the study area and identify potential constraints. In addition, meetings with tenants and airport staff can be included in the agenda to evaluate the airport's current and future trends. Up to two (2) members of the CONSULTANT's team will perform the site visit.

2. The sponsor's or sub-recipient's officers, employees or agents have not and will not solicit or accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to sub-agreements (2 CFR § 200.318(c)).

☒ Yes ☐ No

3. The sponsor or sub-recipient certifies that it has disclosed and will disclose to the FAA any known potential conflict of interest (2 CFR § 1200.112).

☒ Yes ☐ No

Attach documentation clarifying any above item marked with "no" response.

### **Sponsor's Certification**

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and have the explanation for any item marked "no" is correct and complete.

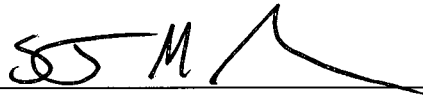
Executed on this            day of            ,            .

Name of Sponsor: Hernando County Board of County Commissioners

Name of Sponsor's Authorized Official: Steve Miller

Title of Sponsor's Authorized Official: Airport Manager

**Signature** of Sponsor's Authorized Official: \_\_\_\_\_



I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

**SCOPE OF WORK**  
**Brooksville-Tampa Bay Regional; Airport (BKV)**  
**Airport Layout Plan and Exhibit 'A' Property Inventory Map Update**  
Hernando County, Florida

**Project Background**

To establish a solid plan for future growth and development, Hernando County, (SPONSOR), owner and operator of the Brooksville-Tampa Bay Regional Airport (BKV), has elected to undertake an Airport Layout Plan (ALP) Update for BKV. This ALP Update is needed because the current document is dated and requires updates to address planned developments and future needs as well as compliance with FAA Standard Operating Procedure (SOP) documents for ALPs and Exhibit 'A' Property Inventory Maps.

This study will address areas of interest which have a bearing on the management and development of BKV in the future. Michael Baker International will provide airport planning services to the SPONSOR and BKV for this project. To assist with this effort, NV5 Geospatial (SUBCONSULTANT) will support the team by conducting aerial survey and photography, topographic mapping, and obstruction analysis activities.

This Scope of Services (Scope) covers the planning services and tasks associated with the preparation of an ALP Update. Specific documents that will be used as resources to undertake this study include:

- FAA Advisory Circular (AC) 150/5070-6B, *Airport Master Plans*
- FAA AC 150/5300-13B, Change 1, *Airport Design*
- FAA SOP No. 2.0, *Standard Operating Procedure for FAA Review and Approval of Airport Layout Plans (ALPs)*
- FAA SOP 3.0, *Standard Operating Procedure for FAA Review of Exhibit 'A' Airport Property Inventory Maps*
- FAA AC 150/5300-18B, *General Guidance and Specifications for Submission of Aeronautical Surveys to NGS: Field Data Collection and Geographic Information System (GIS) Standards*

This scope of work assumes funding will be provided in a single grant and will be under contract by May 1, 2025, to support collection of aerial photogrammetry and topographic mapping during summer 2025.

**Scope Organization**

This scope of work involves analyzing the Brooksville-Tampa Bay Regional Airport property to determine the most efficient development and use of the property. The scope has been divided into the following tasks:

- Task 1 – Project Management and Meetings
- Task 2 – Existing Conditions
- Task 3 – Aviation Forecast
- Task 4 – Facility Requirements
- Task 5 – Alternatives Analysis

2. The sponsor's or sub-recipient's officers, employees or agents have not and will not solicit or accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to sub-agreements (2 CFR § 200.318(c)).

☒ Yes ☐ No

3. The sponsor or sub-recipient certifies that is has disclosed and will disclose to the FAA any known potential conflict of interest (2 CFR § 1200.112).

☒ Yes ☐ No

Attach documentation clarifying any above item marked with "no" response.

### **Sponsor's Certification**

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and have the explanation for any item marked "no" is correct and complete.

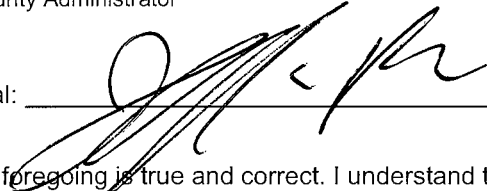
Executed on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Name of Sponsor: Hernando County Board of County Commissioners

Name of Sponsor's Authorized Official: Jeff Rogers

Title of Sponsor's Authorized Official: County Administrator

**Signature** of Sponsor's Authorized Official: \_\_\_\_\_



I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

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## Certification and Disclosure Regarding Potential Conflicts of Interest

### Airport Improvement Program Sponsor Certification

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Sponsor: Hernando County Board of County Commissioners

Airport: Brooksville-Tampa Bay Regional Airport (BKV)

Project Number:

Description of Work: ALP and Exhibit A Update

#### Application

Title 2 CFR § 200.112 and § 1201.112 address Federal Aviation Administration (FAA) requirements for conflict of interest. As a condition of eligibility under the Airport Improvement Program (AIP), sponsors must comply with FAA policy on conflict of interest. Such a conflict would arise when any of the following have a financial or other interest in the firm selected for award:

- a) The employee, officer or agent,
- b) Any member of his immediate family,
- c) His or her partner, or
- d) An organization which employs, or is about to employ, any of the above.

Selecting "Yes" represents sponsor or sub-recipient acknowledgement and confirmation of the certification statement. Selecting "No" represents sponsor or sub-recipient disclosure that it cannot fully comply with the certification statement. If "No" is selected, provide support information explaining the negative response as an attachment to this form. This includes whether the sponsor has established standards for financial interest that are not substantial or unsolicited gifts are of nominal value (2 CFR § 200.318(c)). The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance.

#### Certification Statements

1. The sponsor or sub-recipient maintains a written standards of conduct governing conflict of interest and the performance of their employees engaged in the award and administration of contracts (2 CFR § 200.318(c)). To the extent permitted by state or local law or regulations, such standards of conduct provide for penalties, sanctions, or other disciplinary actions for violations of such standards by the sponsor's and sub-recipient's officers, employees, or agents, or by contractors or their agents.

☒ Yes   ☐ No



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## **FAA Form 5100-135, Certification and Disclosure Regarding Potential Conflicts of Interest – Airport Improvement Program Sponsor Certification**

### **Paperwork Reduction Act Statement**

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0569. Public reporting for this collection of information is estimated to be approximately 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required under 49 U.S.C. Section 47105 to retain a benefit and to meet the reporting requirements of 2 CFR 200. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Aviation Administration, 10101 Hillwood Parkway, Fort Worth, TX 76177-1524.

13. For contracts that apply a time-and-material payment provision (also known as hourly rates, specific rates of compensation, and labor rates), the Sponsor has established or will establish:

- a. Justification that there is no other suitable contract method for the services (2 CFR §200.318(j));
- b. A ceiling price that the consultant exceeds at their risk (2 CFR §200.318(j)); and
- c. A high degree of oversight that assures consultant is performing work in an efficient manner with effective cost controls in place 2 CFR §200.318(j)).

☒ Yes ☐ No ☐ N/A

14. Sponsor is not using or will not use the prohibited cost-plus-percentage-of-cost (CPPC) contract method. (2 CFR § 200.323(d)).

☒ Yes ☐ No ☐ N/A

Attach documentation clarifying any above item marked with "no" response.

### Sponsor's Certification

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

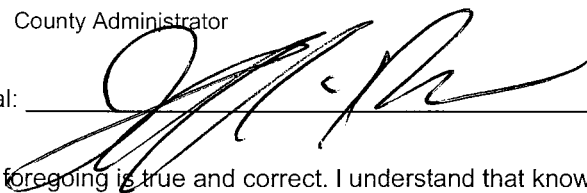
Executed on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Name of Sponsor: Hernando County Board of County Commissioners

Name of Sponsor's Authorized Official: Jeff Rogers

Title of Sponsor's Authorized Official: County Administrator

Signature of Sponsor's Authorized Official: \_\_\_\_\_



I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

4. The advertisement describes or will describe specific project statements-of-work that provide clear detail of required services without unduly restricting competition (2 CFR § 200.319).
- ☒ Yes   ☐ No   ☐ N/A
5. Sponsor has publicized or will publicize a RFQ that:
- a. Solicits an adequate number of qualified sources (2 CFR § 200.320(d)); and
- b. Identifies all evaluation criteria and relative importance (2 CFR § 200.320(d)).
- ☒ Yes   ☐ No   ☐ N/A
6. Sponsor has based or will base selection on qualifications, experience, and disadvantaged business enterprise participation with price not being a selection factor (2 CFR § 200.320(d)).
- ☒ Yes   ☐ No   ☐ N/A
7. Sponsor has verified or will verify that agreements exceeding \$25,000 are not awarded to individuals or firms suspended, debarred or otherwise excluded from participating in federally assisted projects (2 CFR § 180.300).
- ☒ Yes   ☐ No   ☐ N/A
8. A/E services covering multiple projects: Sponsor has agreed to or will agree to:
- a. Refrain from initiating work covered by this procurement beyond five years from the date of selection (AC 150/5100-14); and
- b. Retain the right to conduct new procurement actions for projects identified or not identified in the RFQ (AC 150/5100-14).
- ☒ Yes   ☐ No   ☐ N/A
9. Sponsor has negotiated or will negotiate a fair and reasonable fee with the firm they select as most qualified for the services identified in the RFQ (2 CFR § 200.323).
- ☒ Yes   ☐ No   ☐ N/A
10. The Sponsor's contract identifies or will identify costs associated with ineligible work separately from costs associated with eligible work (2 CFR § 200.302).
- ☐ Yes   ☐ No   ☒ N/A
11. Sponsor has prepared or will prepare a record of negotiations detailing the history of the procurement action, rationale for contract type and basis for contract fees (2 CFR § 200.318(i)).
- ☒ Yes   ☐ No   ☐ N/A
12. Sponsor has incorporated or will incorporate mandatory contract provisions in the consultant contract for AIP-assisted work (49 U.S.C. Chapter 471 and 2 CFR part 200 Appendix II)
- ☒ Yes   ☐ No   ☐ N/A

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## Selection of Consultants

### Airport Improvement Program Sponsor Certification

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Sponsor: Hernando County Board of County Commissioners

Airport:

Project Number: Brooksville-Tampa Bay Regional Air

Description of Work: ALP and Exhibit A Update

#### Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General requirements for selection of consultant services within federal grant programs are described in 2 CFR §§ 200.317-200.326. Sponsors may use other qualifications-based procedures provided they are equivalent to standards of Title 40 chapter 11 and FAA Advisory Circular 150/5100-14, Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects.

#### Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting "Yes" represents sponsor acknowledgement and confirmation of the certification statement. The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. Sponsor acknowledges their responsibility for the settlement of all contractual and administrative issues arising out of their procurement actions (2 CFR § 200.318(k)).  
☒ Yes   ☐ No   ☐ N/A
2. Sponsor procurement actions ensure or will ensure full and open competition that does not unduly limit competition (2 CFR § 200.319).  
☒ Yes   ☐ No   ☐ N/A
3. Sponsor has excluded or will exclude any entity that develops or drafts specifications, requirements, or statements of work associated with the development of a request-for-qualifications (RFQ) from competing for the advertised services (2 CFR § 200.319).  
☒ Yes   ☐ No   ☐ N/A



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## **FAA Form 5100-134, Selection of Consultants – Airport Improvement Program Sponsor Certification**

### **Paperwork Reduction Act Statement**

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0569. Public reporting for this collection of information is estimated to be approximately 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required under 49 U.S.C. Section 47105 to retain a benefit and to meet the reporting requirements of 2 CFR 200. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Aviation Administration, 10101 Hillwood Parkway, Fort Worth, TX 76177-1524.

b. Snow Removal Equipment as contained in AC 150/5220-20.

☐ Yes ☐ No ☒ N/A

c. Aircraft Rescue and Fire Fighting (ARFF) vehicles as contained in AC 150/5220-10.

☐ Yes ☐ No ☒ N/A

13. For construction activities within or near aircraft operational areas(AOA):

a. The Sponsor has or will prepare a construction safety and phasing plan (CSPP) conforming to Advisory Circular 150/5370-2.

b. Compliance with CSPP safety provisions has been or will be incorporated into the plans and specifications as a contractor requirement.

c. Sponsor will not initiate work until receiving FAA's concurrence with the CSPP (FAA Order 5100.38, Par. 5-29).

☐ Yes ☐ No ☒ N/A

14. The project was or will be physically completed without federal participation in costs due to errors and omissions in the plans and specifications that were foreseeable at the time of project design (49 USC §47110(b)(1) and FAA Order 5100.38d, par. 3-100).

☐ Yes ☐ No ☒ N/A

Attach documentation clarifying any above item marked with "No" response.

#### Sponsor's Certification

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

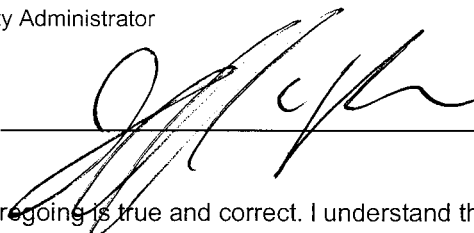
Executed on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Name of Sponsor: Hernando County Board of County Commissioners

Name of Sponsor's Authorized Official: Jeff Rogers

Title of Sponsor's Authorized Official: County Administrator

Signature of Sponsor's Authorized Official: \_\_\_\_\_



I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

3. The development that is included or will be included in the plans is depicted on the current airport layout plan as approved by the FAA (14 USC § 47107).
- ☐ Yes ☐ No ☒ N/A
4. Development and features that are ineligible or unallowable for AIP funding have been or will be omitted from the plans and specifications (FAA Order 5100.38, par. 3-43).
- ☐ Yes ☐ No ☒ N/A
5. The specification does not use or will not use "brand name" or equal to convey requirements unless sponsor requests and receives approval from the FAA to use brand name (FAA Order 5100.38, Table U-5).
- ☐ Yes ☐ No ☒ N/A
6. The specification does not impose or will not impose geographical preference in their procurement requirements (2 CFR §200.319(b) and FAA Order 5100.38, Table U-5).
- ☐ Yes ☐ No ☒ N/A
7. The use of prequalified lists of individuals, firms or products include or will include sufficient qualified sources that ensure open and free competition and that does not preclude potential entities from qualifying during the solicitation period (2 CFR §319(d)).
- ☐ Yes ☐ No ☒ N/A
8. Solicitations with bid alternates include or will include explicit information that establish a basis for award of contract that is free of arbitrary decisions by the sponsor (2 CFR § 200.319(a)(7)).
- ☐ Yes ☐ No ☒ N/A
9. Concurrence was or will be obtained from the FAA if Sponsor incorporates a value engineering clause into the contract (FAA Order 5100.38, par. 3-57).
- ☐ Yes ☐ No ☒ N/A
10. The plans and specifications incorporate or will incorporate applicable requirements and recommendations set forth in the federally approved environmental finding (49 USC §47106(c)).
- ☐ Yes ☐ No ☒ N/A
11. The design of all buildings comply or will comply with the seismic design requirements of 49 CFR § 41.120. (FAA Order 5100.38d, par. 3-92)
- ☐ Yes ☐ No ☒ N/A
12. The project specification include or will include process control and acceptance tests required for the project by as per the applicable standard:
- a. Construction and installation as contained in Advisory Circular (AC) 150/5370-10.
- ☐ Yes ☐ No ☒ N/A

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## Project Plans and Specifications

### Airport Improvement Program Sponsor Certification

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Sponsor: Hernando County Board of County Commissioners

Airport: Brooksville-Tampa Bay Regional Airport (BKV)

Project Number:

Description of Work: ALP and Exhibit A Update

#### Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). Labor and civil rights standards applicable to AIP are established by the Department of Labor ([www.dol.gov/](http://www.dol.gov/)). AIP Grant Assurance C.1—General Federal Requirements identifies applicable federal laws, regulations, executive orders, policies, guidelines and requirements for assistance under AIP. A list of current advisory circulars with specific standards for procurement, design or construction of airports, and installation of equipment and facilities is referenced in standard airport sponsor Grant Assurance 34 contained in the grant agreement.

#### Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting "Yes" represents sponsor acknowledgement and confirmation of the certification statement. The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. The plans and specifications were or will be prepared in accordance with applicable federal standards and requirements, so that no deviation or modification to standards set forth in the advisory circulars, or FAA-accepted state standard, is necessary other than those explicitly approved by the Federal Aviation Administration (FAA) (14 USC § 47105).  
☐ Yes   ☐ No   ☒ N/A
  
2. Specifications incorporate or will incorporate a clear and accurate description of the technical requirement for the material or product that does not contain limiting or proprietary features that unduly restrict competition (2 CFR §200.319).  
☐ Yes   ☐ No   ☒ N/A



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

## **FAA Form 5100-132, Project Plans and Specifications – Airport Improvement Program Sponsor Certification**

### **Paperwork Reduction Act Statement**

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Attach documentation clarifying any above item marked with a "No" response.

### **Sponsor's Certification**

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

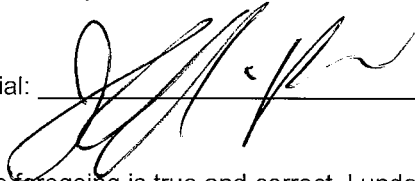
Executed on this                      day of                      ,                      .

Name of Sponsor: Hernando County Board of County Commissioners

Name of Sponsor's Authorized Official: Jeff Rogers

Title of Sponsor's Authorized Official: County Administrator

**Signature** of Sponsor's Authorized Official: \_\_\_\_\_

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

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

3. Each employee to be engaged in the performance of the work has been or will be given a copy of the statement required within item 1 above prior to commencement of project (2 CFR § 182.210).

☒ Yes ☐ No ☐ N/A

4. Employees have been or will be notified in the statement required by item 1 above that, as a condition employment under the grant (2 CFR § 182.205(c)), the employee will:

- a. Abide by the terms of the statement; and
- b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

☒ Yes ☐ No ☐ N/A

5. The Federal Aviation Administration (FAA) will be notified in writing within 10 calendar days after receiving notice under item 4b above from an employee or otherwise receiving actual notice of such conviction (2 CFR § 182.225). Employers of convicted employees must provide notice, including position title of the employee, to the FAA (2 CFR § 182.300).

☒ Yes ☐ No ☐ N/A

6. One of the following actions (2 CFR § 182.225(b)) will be taken within 30 calendar days of receiving a notice under item 4b above with respect to any employee who is so convicted:

- a. Take appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; and
- b. Require such employee to participate satisfactorily in drug abuse assistance or rehabilitation programs approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

☒ Yes ☐ No ☐ N/A

7. A good faith effort will be made, on a continuous basis, to maintain a drug-free workplace through implementation of items 1 through 6 above (2 CFR § 182.200).

☒ Yes ☐ No ☐ N/A

**Site(s) of performance of work** (2 CFR § 182.230):

**Location 1**

Name of Location: Brooksville-Tampa Bay Regional Airport

Address: 15800 Flight Path Drive Brooksville, FL 34604

**Location 2 (if applicable)**

Name of Location:

Address:

**Location 3 (if applicable)**

Name of Location:

Address:

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## Drug-Free Workplace Airport Improvement Program Sponsor Certification

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Sponsor: Hernando County Board of County Commissioners

Airport: Brooksville-Tampa Bay Regional Airport (BKV)

Project Number:

Description of Work: ALP and Exhibit A Update

### Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General requirements on the drug-free workplace within federal grant programs are described in 2 CFR part 182. Sponsors are required to certify they will be, or will continue to provide, a drug-free workplace in accordance with the regulation. The AIP project grant agreement contains specific assurances on the Drug-Free Workplace Act of 1988.

### Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting "Yes" represents sponsor acknowledgement and confirmation of the certification statement. The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. A statement has been or will be published prior to commencement of project notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the sponsor's workplace, and specifying the actions to be taken against employees for violation of such prohibition (2 CFR § 182.205).

☒ Yes   ☐ No   ☐ N/A

2. An ongoing drug-free awareness program (2 CFR § 182.215) has been or will be established prior to commencement of project to inform employees about:

- a. The dangers of drug abuse in the workplace;
- b. The sponsor's policy of maintaining a drug-free workplace;
- c. Any available drug counseling, rehabilitation, and employee assistance programs; and
- d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

☒ Yes   ☐ No   ☐ N/A



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

## **FAA Form 5100-130, Drug-Free Workplace – Airport Improvement Program Sponsor Certification**

### **Paperwork Reduction Act Burden Statement**

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0569. Public reporting for this collection of information is estimated to be approximately 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required under 49 U.S.C. Section 47105 to retain a benefit and to meet the reporting requirements of 2 CFR 200. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Aviation Administration, 10101 Hillwood Parkway, Fort Worth, TX 76177-1524.

Project Specific Checklist  
Application for Federal Assistance

**Project Description:**

**ALP & Exhibit A Update**

**Airport Name / City, FL:**

**BROOKSVILLE-TAMPA BAY REGIONAL AIRPORT, BROOKSVILLE, FLORIDA**

Items a. thru pp. must be answered for each individual project: (Ref. Order 5100-38D, Chapter 3, Table 3-1)		Yes (y)	No (n)	N/A (n/a)
a.	Is the project eligible?	Y		
aa.	Identify eligibility "chapter & verse" from Order 5100-38D, AIP Handbook	Section 3-17 Airport Layout Plan Requirements		
b.	Is the project justified? Does your project narrative address the "Three Basic Tests" as identified in Table 3-4, Order 5100-38D?	Y		
c.	Is the project on airport property (with good title)?	Y		
cc.	Date of your current Airport Exhibit A on file in ADO:	June 2015		
d.	Is the project on the FAA approved airport layout plan?	Y		
dd.	Identify date of FAA approved ALP on file in the ADO:	Signed 8/18/2016 by FAA		
e.	Has the Sponsor satisfied the intergovernmental review and airport user	Y		
f.	Has the FAA completed an environmental finding for the project?	Y		
ff.	Provide date of environmental finding/Cat. Ex.?	N/A		
g.	Will the project result in a usable unit of work?	Y		
h.	Will the project be planned, designed, and/or constructed to FAA standards?	Y		
hh.	If applicable, identify date MOS was approved by FAA.			N/A
i.	Has the project been procured correctly?	Y		
j.	Are the project costs allowable?	Y		
k.	directly necessary to accomplish the project. Ref. Order 5100-38D, Ch. 3, Section 12).	Y		
l.	Were the project costs incurred after the grant was executed? (Ref. Order 5100-38D, Ch. 3, Section 13, for exceptions).	Y		
m.	Are the project costs reasonable? (Are Sponsor cost analyses attached? Ref. Order 5100-38D, Ch. 3, Section 14). See Engineer's Estimate, Bid Tabs, and sponsor letter.	Y		
n.	Is this the only federal grant containing these project costs? (No "double-dipping"!!!)	Y		
o.	Are the project costs within the allowable federal share?	Y		
p.	Can the project be completed without unreasonable delay?	Y		
pp.	Identify number of calendar days and date after the grant execution date when notice-to-proceed will be issued.	Immediately		
<b>If discretionary funding is being requested for this project answer the following:</b>				
1.	Is this project phased?		N	
1a.	If yes, what phase is this?			
1b.	If phased, how does this phase fit into the larger development need?			
2.	What is the total AIP funds spent on previous phases of the project?			
2a.	What is the total AIP funds requested for this phase in this Application?			
2b.	What is the total AIP funds needed to complete the project beyond this Application?			
<b>If funding requested for this project is for an LOI, provide the following:</b>				
i.	Enter the number of the LOI payment this grant will provide.			
ii.	Enter the total number of LOI payments - past grant(s), this grant, future grant(s)			
iii.	Total AIP funds provided to-date including the funds requested in this Application			
iv.	Total AIP funds approved for the project LOI. (Total LOI payments for entire project).			

## **PROPOSED PROJECT SCHEDULE**

<b><u>Task</u></b>	<b><u>Dates:</u></b>
Pre-Application Submittal to FAA ADO Planner	<b>10/18/2024</b>
*Grant Application	<b>4/28/2025</b>
*Grant Offer	<b>7/1/2025</b>
*Grant Execution	<b>7/1/2025</b>
*Notice to Proceed to Consultant <sup>1</sup>	<b>6/17/2025</b>
*Substantial Completion	<b>12/17/2026</b>
*Project Close-Out <sup>2</sup>	<b>2/17/2027</b>

\* = To be coordinated with the ADO Engineer prior to grant application submittal.

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<sup>1</sup> Once all contract documents have been executed, the sponsor will issue a notice to proceed to the contractor. The sponsor must send a copy of the notice to proceed to the ADO PM.

<sup>2</sup> Project shall remain on schedule as shown above. Note that closeout of an AIP grant must not exceed four (4) years after grant execution date. You may refer to the AIP Handbook - Chapter 5, Section 8, Grant Closeout for additional details.