

**EXHIBIT A –Scope of Services
Airport Height Zoning Ordinance
Tri-County Airport (KBCR), Florida
February 10, 2024**

SECTION A: PROJECT DESCRIPTION

In accordance with 215.971, Florida Statutes, this scope of work includes professional consulting services associated with coordinating with local airport and county representatives, in conjunction with state and federal agencies, to develop airport zoning ordinances to support airport and airspace protection associated with the Tri-County Airport (KBCR) in accordance with Chapter 333, Florida Statutes.

Chapter 333, F.S. requires every political subdivision in Florida having an airport hazard area (any area where an airport hazard/obstruction might be established) within its territorial limits to adopt, administer, and enforce airport zoning regulations. Specifically, Section 333.03(1)(b), F.S. provides a continuing requirement for political subdivisions, in specific circumstances (lands underlying airport surfaces), to adopt, administer and enforce airport protection and airport land use compatibility zoning regulations as follows:

(1)(b) If an airport is owned or controlled by a political subdivision and if any other political subdivision has land upon which an obstruction may be constructed or altered which *underlies any surface* of the airport as provided in 14 C.F.R. Part 77, subpart C, the political subdivisions shall either: 1. By interlocal agreement, adopt, administer, and enforce a set of airport protection zoning regulations; or 2. By ordinance, regulation, or resolution duly adopted, create a joint airport protection zoning board that shall adopt, administer, and enforce a set of airport protection zoning regulations.

The airport surfaces for Tri-County Airport as defined in Subpart C of 14 C.F.R., Part 77 extend into the political jurisdiction of Holmes County, Washington County, and Jackson County in Florida. This project will facilitate the development and adoption of updated or new land use regulations to ensure statutory compliance for long-term protection of the Tri-County Airport and its airspace.

SECTION B: SCOPE OF SERVICES

In accordance with 215.971, Florida Statutes, this scope of work includes but is not limited to professional services to facilitate, identify and establish airport zoning regulations consistent with Chapter 333, F.S. to protect the Tri-County Airport and its associated airspace from development incompatible with airport operations. The development of these regulations shall be in accordance with guidance provided in the FDOT 2020 *Airport Airspace and Land Use Guidebook*. The professional services will include the following:

Part 1: Project Management

- 1.1. Coordinate Project with FDOT Land Use Manager:** Coordinate project objectives and schedule with the FDOT Airspace and Land Use Manager.
- 1.2. Review Chapter 333 & Develop Summary Outline of Requirements:** Review local government obligations and requirements in Chapter 333, Florida Statutes, and develop a summary outline of factors to be considered including, but not limited to, separation requirements for landfills and schools as well as regulation of land uses incompatible with airport operations.

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- 1.3. Review FDOT Airport Airspace and Land Use Handbook:** Review the FDOT 2020 *Airport Airspace and Land Use Guidebook* to identify state guidance on Chapter 33 compliance. Review applicability of recommended ordinance language for Tri-County Airport.
- 1.4. Conduct Kick-Off Meeting with Airport:** Conduct a Kick-Off meeting with airport representatives to review project objectives, coordination requirements, past coordination with County representatives, and potential contacts from the planning departments associated with each of the three counties. Prepare minutes.
- 1.5. Identify & Coordinate with County Planning Representatives:** Identify and coordinate with key representatives of Jackson County, Washington County, and Holmes County to review County obligations per Chapter 333, F.S., and project objectives. Coordinate meeting schedules and anticipated County processes.
- 1.6. Provide Six Progress Updates at Tri-County Airport Authority Meetings:** Attend six Airport Authority meetings and provide update on project progress, including anticipated deliverables and any foreseeable challenges based on County coordination.
- 1.7. Prepare FDOT Support Documents for Monthly Invoicing:** Prepare required supporting documentation for FDOT reimbursement of monthly invoices, including progress monitoring and grant status reports.

Part 2: Review of Existing Airport Zoning Ordinances

- 2.1. Research & Review Jackson County Airport Zoning Regulations:** Research existing airport zoning regulations adopted by Jackson County for the protection of Tri-County Airport. Review the regulations to evaluate the extent of existing land use regulations and deficiencies in Chapter 333 compliance.
- 2.2. Research & Review Washington County Airport Zoning Regulations:** Research existing airport zoning regulations adopted by Washington County for the protection of Tri-County Airport. Review the regulations to evaluate the extent of existing land use regulations and deficiencies in Chapter 333 compliance.
- 2.3. Research & Review Holmes County Airport Zoning Regulations:** Research existing airport zoning regulations adopted by Holmes County for the protection of Tri-County Airport. Review the regulations to evaluate the extent of existing land use regulations and deficiencies in Chapter 333 compliance.
- 2.4. Develop Part 77 Surface Exhibit to Evaluate Airspace Extents:** Develop an FAR Part 77 airspace exhibit with county lines to identify the extents of the airport's defined navigable airspace in the three respective counties and to serve as a basis for exhibits in support of required individual county height zoning regulations.

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- 2.5. Summarize Airport Zoning Deficiencies—Jackson County:** Based on a review of the existing airport zoning regulations in Jackson County, identify and summarize apparent deficiencies in compliance with Chapter 333 obligations. Provide summary to airport.
- 2.6. Summarize Airport Zoning Deficiencies—Washington County:** Based on a review of the existing airport zoning regulations in Washington County, identify and summarize apparent deficiencies in compliance with Chapter 333 obligations. Provide summary to airport.
- 2.7. Summarize Airport Zoning Deficiencies—Holmes County:** Based on a review of the existing airport zoning regulations in Holmes County, identify and summarize apparent deficiencies in compliance with Chapter 333 obligations. Provide summary to airport.

Part 3: Jackson County Airport Zoning Regulations

- 3.1. Develop Graphic of KBCR Navigable Airspace for Jackson County:** Using the FAR Part 77 airspace exhibit developed in Task 2.4, create a graphic for discussion as a potential exhibit for inclusion in Jackson County ordinances for protection of airspace associated with Tri-County Airport.
- 3.2. Identify Summary of Airport Compatibility Zoning Recommendations:** Identify an outline of recommended airport compatibility zoning regulations for Jackson County and provide to local planning representatives.
- 3.3. Meet with Jackson County Planning Representatives:** Schedule and meet with Jackson County planning representatives to review the recommendations for updating or replacing existing zoning ordinance language. Discuss current building permit procedures and recommendations for revising permitting processes. Establish schedules for further coordination and timeframes for updating the County for final adoption of an updated ordinance.
- 3.4. Coordinate Procedures for Updating Local Ordinances:** Coordinate with Jackson County planning representatives to identify procedures for updating local ordinances through Jackson County.
- 3.5. Provide Options for Interlocal Agreement & Joint Zoning Boards:** Coordinate options and potential benefits for Jackson County to establish a local joint zoning board or an interlocal agreement with adjacent counties.
- 3.6. Develop Draft Airport Zoning Regulations for County Review:** Based on input provided by Jackson County, develop draft airport zoning regulations for the protection of Tri-County Airport and provide to local planning representatives for Jackson County consideration. The draft shall consider recommendations from the *FDOT 2020 Airport Airspace and Land Use Guidebook* where applicable.
- 3.7. Coordinate Recommendations with FDOT Land Use Manager:** Coordinate recommended airport zoning regulations for Jackson County with the FDOT Airspace and Land Use Manager.

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- 3.8. Conduct Meeting to Coordinate Update to Zoning Regulations:** Schedule and meet with Jackson County planning representatives to review the recommended draft zoning ordinance language as well as applicable procedures and schedules.
- 3.9. Present Recommendations to Jackson County Commission:** Schedule and present recommendations for Chapter 333 compliance associated with Tri-County Airport to Jackson County Commission.

Part 4: Washington County Airport Zoning Regulations

- 4.1. Develop Graphic of KBCR Navigable Airspace for Washington County:** Using the FAR Part 77 airspace exhibit developed in Task 2.4, create a graphic for discussion as a potential exhibit for inclusion in Washington County ordinances for protection of airspace associated with Tri-County Airport.
- 4.2. Identify Summary of Airport Compatibility Zoning Recommendations:** Identify an outline of recommended airport compatibility zoning regulations for Washington County and provide to local planning representatives.
- 4.3. Meet with Washington County Planning Representatives:** Identify an outline of recommended airport compatibility zoning regulations for Washington County and provide to local planning representatives.
- 4.4. Coordinate Procedures for Updating Local Ordinances:** Coordinate with Jackson County planning representatives to identify procedures for updating local ordinances through Washington County.
- 4.5. Provide Options for Interlocal Agreement & Joint Zoning Boards:** Coordinate options and potential benefits for Washington County to establish a local joint zoning board or an interlocal agreement with adjacent counties.
- 4.6. Develop Draft Airport Zoning Regulations for County Review:** Based on input provided by Jackson County, develop draft airport zoning regulations for the protection of Tri-County Airport and provide to local planning representatives for Washington County consideration. The draft shall consider recommendations from the *FDOT 2020 Airport Airspace and Land Use Guidebook* where applicable.
- 4.7. Coordinate Recommendations with FDOT Land Use Manager:** Coordinate recommended airport zoning regulations for Washington County with the FDOT Airspace and Land Use Manager.
- 4.8. Conduct Meeting to Coordinate Update to Zoning Regulations:** Schedule and meet with Washington County planning representatives to review the recommended draft zoning ordinance language as well as applicable procedures and schedules.

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- 4.9. Present Recommendations to Washington County Commission:** Schedule and present recommendations for Chapter 333 compliance associated with Tri-County Airport to Washington County Commission.

Part 5: Holmes County Airport Zoning Regulations

- 5.1. Develop Graphic of KBCR Navigable Airspace for Holmes County:** Using the FAR Part 77 airspace exhibit developed in Task 2.4, create a graphic for discussion as a potential exhibit for inclusion in Holmes County ordinances for protection of airspace associated with Tri-County Airport.
- 5.2. Identify Summary of Airport Compatibility Zoning Recommendations:** Identify an outline of recommended airport compatibility zoning regulations for Holmes County and provide to local planning representatives.
- 5.3. Meet with Holmes County Planning Representatives:** Identify an outline of recommended airport compatibility zoning regulations for Holmes County and provide to local planning representatives.
- 5.4. Coordinate Procedures for Updating Local Ordinances:** Coordinate with Jackson County planning representatives to identify procedures for updating local ordinances through Holmes County.
- 5.5. Provide Options for Interlocal Agreement & Joint Zoning Boards:** Coordinate options and potential benefits for Holmes County to establish a local joint zoning board or an interlocal agreement with adjacent counties.
- 5.6. Develop Draft Airport Zoning Regulations for County Review:** Based on input provided by Jackson County, develop draft airport zoning regulations for the protection of Tri-County Airport and provide to local planning representatives for Holmes County consideration. The draft shall consider recommendations from the *FDOT 2020 Airport Airspace and Land Use Guidebook* where applicable.
- 5.7. Coordinate Recommendations with FDOT Land Use Manager:** Coordinate recommended airport zoning regulations for Holmes County with the FDOT Airspace and Land Use Manager.
- 5.8. Conduct Meeting to Coordinate Update to Zoning Regulations:** Schedule and meet with Holmes County planning representatives to review the recommended draft zoning ordinance language as well as applicable procedures and schedules.
- 5.9. Present Recommendations to Holmes County Commission:** Schedule and present recommendations for Chapter 333 compliance associated with Tri-County Airport to Holmes County Commission.

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Part 6: Project Close-Out

- 6.1. Provide Update to FDOT Land Use Manager on County Actions:** Update FDOT Airspace and Land Use Manager on final recommendations and anticipated actions by counties to adopt a Chapter 333 compliant ordinance.
- 6.2. Provide Update to Airport Authority on County Actions:** Update Airport Authority on final recommendations and anticipated actions by counties to adopt a Chapter 333 compliant ordinances.
- 6.3. Prepare PTGA Close-Out Documentation with FDOT-3:** Prepare final close-out forms required by FDOT to close the grant upon completion of the project.

SECTION C: Project Deliverables:

1. Summary Outline of Requirements for Chapter 333 compliance
2. FDOT Support Documents for Monthly Invoicing
3. FAR Part 77 Tri-County Airport airspace exhibit with county lines
4. Summary of apparent Chapter 333 deficiencies for Jackson County
5. Summary of apparent Chapter 333 deficiencies for Washington County
6. Summary of apparent Chapter 333 deficiencies for Holmes County
7. Summary of Chapter 333 deficiencies for Jackson County
8. FAR Part 77 airspace exhibit for Jackson County
9. Recommended airport compatibility zoning regulations outline for Jackson County
10. Draft airport zoning regulations for Washington County
11. Summary of Chapter 333 deficiencies for Washington County
12. FAR Part 77 airspace exhibit for Washington County
13. Recommended airport compatibility zoning regulations outline for Washington County
14. Draft airport zoning regulations for Holmes County
15. Summary of Chapter 333 deficiencies for Holmes County
16. FAR Part 77 airspace exhibit for Holmes County
17. Recommended airport compatibility zoning regulations outline for Holmes County
18. Draft airport zoning regulations for Holmes County
19. Final close-out forms required by FDOT

SECTION D: PROJECT FEES:

Professional Consulting Services:	\$ 99,900.00 Lump Sum
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SECTION E: ANTICIPATED PROJECT SCHEDULE:

A schedule of 11 months is anticipated:

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| • Notice to Proceed | March 2024 |
| • Inventory of Chapter 333 deficiencies | May 2024 |
| • DRAFT Regulations | September 2024 |
| • Final Completion | January 2025 |