

REQUEST FOR PROPOSALS

SUPPLEMENT TO THE WESTCHESTER COUNTY AIRPORT MASTER PLAN AND ASSOCIATED ENVIRONMENTAL IMPACT STUDY

The County of Westchester is seeking the services of a professional consulting firm or team of firms with extensive experience in Airport planning, economics and New York State and federal environmental regulations to assist in developing an update of management and development policies related to Westchester County Airport and performing the appropriate environmental review.

BACKGROUND

The Westchester County Airport (HPN) operates on a 697-acre tract of land located within the Village of Rye Brook, the Town/Village of Harrison, and the Town of North Castle in Westchester County and adjacent to the Town of Greenwich in the state of Connecticut. A portion of the Airport property lies within the watershed of the Kensico Reservoir, part of the drinking water supply system serving the majority of the population of New York City and southern Westchester County. In recognition of this, the airport has developed and implemented an ISO 14001 certified Airport Environmental Management System since 2004 to improve the environmental performance of the airport.

Operation of the airport has been largely guided by the policy statement adopted by the County Board of Legislators in October 1985 (County BOL Resolution 266-1985), which in part called for the preparation of a new Airport Master Plan and Airport Layout Plan (ALP). The airport also operates under a Voluntary Restraint From Flying (VRFF) policy, applying to nighttime operations, and a Terminal Use Agreement (TUA) that restricts the number of commercial passengers boarding and deplaning as well as the number and size of commercial aircraft using the terminal gates.

Since 1987, the Airport has been developed in a manner consistent with a 1986 Master Plan Update. Many of the 1986 Master Plan recommendations have been implemented. In 2000, the County retained a consultant to prepare a study analyzing the potential impacts of a water quality buffer area, the reuse of the former Air National Guard site, and a new deicing facility at the airport. While a Draft Environmental Impact Statement was never finalized, the analysis of the water quality buffer area and proposed alternatives for the reuse of the Air National Guard were completed. In 2004 the County began a subsequent Airport Master Plan update, in response to requirements for improved security at all of the nation's airports, and changes in the regulatory environment concerning protection of the Kensico Reservoir Watershed. Since 2004, the scope of the plan was modified, and the plan was finalized in 2017 and submitted to the FAA. The 2017 Master Plan is available on the County website at <https://airport.westchestergov.com/news-and-public-notice>.

OBJECTIVES

At this time, the County wishes to supplement the Master Plan with additional analysis of the airport, particularly with respect to the physical conditions of the airport property, buildings and infrastructure and the local and regional economic impact of the airport. The supplement will also explore additional alternatives for improved safety and performance and reduced environmental impacts. More particularly, the following objectives have been identified to guide this update:

- a. Assess, evaluate and make recommendations concerning the airport in the context of a unique transportation resource and economic asset for residents and businesses in the county and the tri-state region, including the growth and investment history at HPN and other airports within 50 miles, a space utilization and economic activity summary for all buildings, and an analysis of economic activity off-site, either related to or dependent on the airport.
- b. Develop and evaluate alternatives to improve operational safety and efficiency of the airport, facility modifications and modernizations, as necessary, including an analysis of existing or proposed uses at other airports in the region; comparing those uses with aviation industry trends and demand (both general industry and appropriate sectors); an analysis of existing and contemplated aircraft operations at HPN, compared to the projections and recommendations included in the 2017 Master Plan; and an analysis of the existing land, structures and infrastructure throughout the airport property, including the condition and capacity of such with respect to the results of the recommended uses and operational practices for the airport.
- c. Develop and evaluate alternatives to improve the environmental performance of the airport including an evaluation of stormwater drainage at HPN (i.e. drainage areas, patterns, storage areas and potential sources of pollution); an evaluation of aircraft deicing and fueling operations, facilities and use throughout the airport property, including recommendations for best practices for the management of stormwater and deicing fluid by the aviation industry for potential implementation at HPN; an evaluation of the noise monitoring system at HPN and programs used within the aviation industry; and an assessment of the potential benefits of a water quality buffer area.

In conjunction with the development of the plan, the consultant will prepare appropriate environmental review analysis and documentation in accordance with the New York State Environmental Quality Review Act and its implementing regulations (SEQR). The environmental review will identify and evaluate all potentially significant environmental impacts and proposed mitigation resulting from implementation of the specific components of the Airport Master Plan.

SCOPE OF WORK

Under the direction of the Commissioner of Planning, the County will require the consultant to undertake the following tasks, or accomplish the same general work in such manner and organizational format as may be incorporated into a written agreement between the County and the consultant. The County reserves the right to alter, add to, reduce, or in any other way change the Scope of Work within the context of pre-contract negotiations, or in writing, subject to mutual agreement, as an amendment to a contract.

The Consultant is expected to make itself thoroughly familiar with the Westchester County Airport, its current operations and layout, including the 2017 Master Plan submitted to the FAA, the 1986 Master Plan Update and subsequent updates, the 1985 Policy Statement, the Airport Security Master Plan, deicing improvement plans and other project plans, available prior studies, and all other appropriate airport documents.

TASK 1. The Consultant shall evaluate the airport as a unique resource and economic generator for the county and region.

- a. The Consultant shall undertake an evaluation of the airport with respect to its economic impact to the region as well as the economic value, both current and potential, of airport property with respect to the aviation industry and related industries, including the jobs created/retained. This shall include an analysis of the growth and investment history at Westchester County Airport as well as other airports within 50 miles of Westchester County. The Consultant shall prepare a report, with supporting graphics, demonstrating the economic impact of the airport to Westchester County and the region.
- b. The Consultant shall evaluate the current uses of airport property and on-site economic activity as well as trends in the aviation industry for all sectors of air traffic at the airport, including commercial, corporate, fixed base operators and light general aviation. This shall include a space utilization analysis of airport property as well as an analysis of land uses at other airports within 50 miles of Westchester County. The Consultant shall make recommendations concerning short and long-term economic potential at the airport, identifying steps necessary to retain or attract that economic activity.
- c. The Consultant shall evaluate current land uses within proximity of the airport property and off-site economic activity. This shall include an analysis of land uses within proximity of other airports within 50 miles of Westchester County as well as trends in the aviation industry. The Consultant shall make recommendations concerning potential external, off-site impacts.
- d. The Consultant shall combine the recommendations from these tasks into a comprehensive document, with supporting graphics and data, for inclusion into the larger study report.

TASK 2. The Consultant shall develop and evaluate alternatives to improve operational safety and efficiency of the airport, including facility modifications and modernizations as necessary.

- a. The Consultant shall develop recommendations prepared from the results of the economic analysis in Task 1 outlining specific existing and potential uses for airport property. The recommendations will include specific programmatic requirements of such uses, including any required improvements to structures and infrastructure.
- b. The Consultant will identify alternative re-development opportunities for the National Guard Area and make a preliminary assessment of both the potential significant impacts and benefits, including economic benefits, of such alternatives. The consultant will prepare a list of desired uses and incompatible uses for this area. The consultant will utilize prior studies available from the County in this effort.
- c. The Consultant shall evaluate existing and proposed aircraft operations, including related guidance and safety systems and runway and taxiway improvements at the airport for opportunities to improve efficiency and safety. The Consultant shall rely on the recommendations included in the 2017 Master Plan and related studies and evaluate those with respect to industry standards and trends as well as the recommendations from Task 1.

- d. The Consultant shall evaluate existing structures and infrastructure at the airport, including an evaluation of planned capital projects, the capital improvement program and the capital planning process. The Consultant shall make recommendations concerning capital projects (both current and contemplated) and the capital planning process, including the management and financing of capital projects, given projected revenues and budgeting at the airport. The Consultant shall prepare a five-year capital plan that not only describes planned projects but details the capital planning process by which projects will be developed, evaluated and prioritized moving forward.
- e. The Consultant shall combine the recommendations from these tasks into a comprehensive document, with supporting graphics and data, for inclusion into the larger study report.

TASK 3. The Consultant shall evaluate and develop alternatives to continue to improve environmental performance at the airport.

- a. The Consultant shall evaluate stormwater runoff on the airport property, with specific emphasis on the delineation of the drainage basins of Rye Lake and the Blind Brook. The Consultant shall evaluate management of stormwater runoff for both water quality and quantity to minimize impacts from airport operations.
- b. The Consultant shall evaluate deicing activity throughout the airport property, with an emphasis on collection, storage and treatment of fugitive deicing fluid throughout the airport property and not limited to the deicing application areas.
- c. The Consultant shall evaluate existing conditions of a potential water quality buffer as contemplated in previous studies and master plans at the airport. The Consultant shall analyze and evaluate the effectiveness of such an area and, as directed by the County, prepare a management plan, with a detailed description of the boundaries; existing conditions; management objectives, strategies and methods; and methodology for measuring success of the area in the future.
- d. The Consultant shall evaluate the noise monitoring program at the airport and make recommendations for improvement.
- e. The Consultant shall combine the recommendations from these tasks into a comprehensive DOCUMENT, with supporting graphics, for inclusion into the larger study report.

TASK 4. The Consultant shall develop a program to adequately engage the public throughout and beyond the planning process. The public engagement program will utilize a wide variety of methods to engage the public, including online tools as well as community charrettes and workshops. The Consultant will review and evaluate existing outreach efforts as part of this task and will work closely with the County and its representatives to conduct three public meetings and three half day workshops, with groups to be identified.

TASK 5. The Consultant shall prepare alternatives based on the results of Tasks 1 through 3 in sufficient detail to allow the County to identify specific actions and make an intelligent selection

of alternatives to be included in the environmental review. The Consultant shall prepare a report with supporting graphics and supplemental information adequately depicting the existing conditions of the airport and clearly describing the benefits and costs associated with the proposed recommendations developed in Tasks 1 through 3.

TASK 6. The Consultant shall prepare an environmental impact statement for the proposed actions as appropriate pursuant to the New York State Environmental Quality Review Act and its implementing regulations (SEQR). At this time, it is not anticipated that this study will require FAA approval necessitating environmental review pursuant to the National Environmental Protection Act (NEPA).

- a. The Consultant shall coordinate all components of the environmental review process, including development of a scope and conducting a scoping session, evaluation of potential environmental impacts associated with the alternatives developed and mitigation measures proposed and other components of the environmental review. Should additional studies be identified during the scoping process, the Consultant shall recommend to the County a scope of work and budget for such studies.
- b. The Consultant shall review plans and information from other consultants under contract with the County to be included in the environmental impact statement and notify the County whether additional detail or information is needed. The Consultant may be required to coordinate the preparation of such plans and information with the consultants.
- c. The Consultant shall prepare all documentation required as part of the environmental review process, including public education and outreach materials and presentation materials as well as the final documentation and any other documentation pursuant to SEQR.

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