

**CROSSVILLE MEMORIAL AIRPORT – WHITSON FIELD  
ENVIRONMENTAL ASSESSMENT FOR  
RUNWAY 8-26 APPROACH CLEARING**

**Work Authorization Number 04-21**

Date: July 22, 2021

Atkins No. 1000xxxx  
(Project Identification No.)

It is agreed to undertake the following work pursuant to the terms and condition of the Agreement For Professional Airport Services between the City of Crossville (OWNER) and Atkins (ENGINEER) dated the 13<sup>th</sup> day of June 2019, and which is incorporated herein by reference and whose terms and conditions shall govern and control this Contract unless stated herein.

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**Scope of Services:**

The ENGINEER shall provide professional services for the *Environmental Assessment for Runway 8-26 Approach Clearing*–at the Crossville Memorial Airport – Whitson Field (the Project). Services of the ENGINEER are more particularly described in Attachment A, “Engineer’s Scope of Services”.

**Time of Performance:**

The ENGINEER shall immediately begin work upon receipt of a fully executed Work Authorization and submit the Draft Environmental Assessment document to the OWNER and the Tennessee Department of Transportation – Aeronautics Department (TAD) no later than 90 calendar days following receipt of an executed Work Authorization. In conducting the work the ENGINEER shall keep the OWNER informed as to the status of the project, anticipated activities, schedule changes, and any known problem areas. Submittal of final Project Deliverables shall be no later than 30 calendar days following receipt of OWNER/TAD and Public comments.

**Compensation:**

The OWNER shall compensate the ENGINEER under the herein described Scope of Services a lump sum amount of **Twenty-nine thousand six hundred dollars (\$29,600.00)** for Basic Services as estimated by the ENGINEER and set forth in Attachment B, “Engineer’s Estimate of Compensation Basic Services”. Progress payments to the ENGINEER for Basic Services shall be by an estimate of percent complete.

It is agreed that the ENGINEER's Special Services compensation is based on an estimate of the Projects construction duration and associated efforts of the ENGINEER. In the event the construction duration is longer, or requires effort beyond that which is estimated herein the ENGINEER shall be due consideration of additional compensation.

Agreed as to Scope of Services, Time of Performance and Compensation:

OWNER: **City of Crossville**

ENGINEER: **Atkins**

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\_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTACHMENT A**  
**ENGINEER'S SCOPE OF SERVICES**  
**ENVIRONMENTAL ASSESSMENT FOR RUNWAY 8-26 APPROACH CLEARING**  
**CROSSVILLE MEMORIAL AIRPORT – WHITSON FIELD**  
**WORK AUTHORIZATION NO. 04-21**  
**July 22, 2021**

**I. SCOPE OF SERVICES: ENVIRONMENTAL ASSESSMENT**

For the purposes of scope definition and CONSULTANT fee development, the Environmental Assessment (EA) has been divided into the following tasks. Any modifications and/or revisions to these tasks will constitute a change in the project scope and may require a revision to the compensation to be paid to the CONSULTANT. These tasks will begin once the AIRPORT provides the CONSULTANT with a written Notice to Proceed.

**Background:** The City of Crossville (OWNER) has contracted with a third-party to obtain an aerial survey of both runway approaches and determine the obstruction (tree) penetrations to each approach surface (50:1 slope on the Runway 26 end, 34:1 approach slope on the Runway 8 end). Furthermore, the OWNER has outlined the obstructions on the adjacent off-site (private) properties. The information has been summarized into a bid document and the CADD information will be made available for the CONSULTANT's use.

Since the OWNER has previously worked with the private property owners to implement the tree clearing and trimming action, it is not anticipated this effort will be controversial. As such, the scope and fee proposal has assumed the FAA "C" Short Environmental Assessment form will be acceptable for this effort and agency concurrence.

**Task 1: EA Initiation**

**1. Kick-off Project Meeting**

Under the EA, the CONSULTANT will prepare and attend an on-site Kick-off Meeting with the OWNER. The CONSULTANT's Project Manager and technical leads will attend the meeting as appropriate and facilitate a cursory field review of the impacted areas.

**2. Proposed Project Description**

This section will concisely describe the project scope and desired solution. The proposed project includes obstruction removal (tree clearing and/or trimming) at various locations off the end of each runway end. Any potential project impacts falling under special purpose laws will be summarized and a list of Federal, state and local permits will be included.

**3. Purpose and Need**

This element includes the development of the required statement of purpose to clearly define and describe the project, the requested Federal action, and the timeframe for the action consistent with the requirements of FAA Order 5050.4B and NEPA guidelines. Existing data will

be utilized to the extent feasible in developing an action's Purpose and Need statement along with input from the sponsor's staff and responsible TDOT Department of Aeronautics (TAD) officials.

#### **4. Alternatives**

The analysis of alternatives is key to the NEPA process. The analysis must consider reasonable alternatives that have the potential to minimize adverse impacts. Whether a proposed alternative is reasonable depends upon the extent that it meets the purpose and need for the proposed action. The EA briefly presents the environmental impacts of the proposed action and the reasonable alternatives in comparative form to assist the responsible FAA official in making a selection. This analysis will primarily focus on on-airport alternatives and will include consideration of a No Action Alternative per Council of Environment Quality requirements. The consequences of the No Action alternative will be identified and described. To the extent possible, existing alternative analysis related to facility locations and layout (previously performed by the AIRPORT) will be incorporated into the EA. For scoping purposes, the project is going to assume three alternatives for analysis: No-Action, Declared Distances, and Full Obstruction Clearing. If despite the best efforts of the CONSULTANT, the TAD requires further review of alternative areas, then additional services may be required and covered under a supplemental scope of services and budget.

#### **5. Affected Environment**

The EA will provide a general and succinct description of relevant social and natural environmental features within and near the subject area. The amount of information on a potentially affected resource is based on the extent of the expected impact and is commensurate with the impact's importance. The purpose is to document the environment potentially affected by the proposed action and/or all reasonable, predefined alternatives in accordance with FAA Order 5050.4B. This includes descriptions of the affected environment within the area of potential effect (APE) for each required impact category. This section will include documentation such as a vicinity map and maps illustrating existing and planned land uses, the locations of residential developments, parks, schools, churches, historic and archaeological sites, water resource boundaries and potentially affected wetlands as appropriate, and locations of protected species habitat and occurrences. Known future actions within the APE will be considered to the extent that they may produce cumulative impacts. Issues addressed in this task include geographic area(s) to be investigated, data sources, and methodologies to be used.

#### **6. Meeting with TAD and OWNER.**

Under the EA, the CONSULTANT will participate in a status meeting call with TAD and OWNER. This meeting will discuss the impacts associated with each alternative prior to drafting the Environmental Consequences section of the EA. The CONSULTANT's Project Manager and technical leads will participate in the meeting call as appropriate to perform the work.

### **Task 2: Consequences and Compliance**

#### **1. Environmental Consequences**

The EA will provide concise analyses restricted to the potential environmental impacts that the no action, proposed action and its reasonable alternatives, may cause. The EA must show that FAA took the required "hard look" at these impacts to support a TAD decision to prepare a

“Finding of No Significant Impact” (FONSI). This element of the EA will examine the potential impact in specific impact categories as identified in FAA Order 5050.4B paragraph 47.e. and FAA Order 5010.1E, Appendix A, and will document determinations of significant impact, if any. Documentation to be referenced into the analysis may include but is not limited to:

- Other Environmental Assessments or applicable documentation
- Airport Master Plan
- FEMA’s updated flood maps

For each impact category, the no action will be compared to the proposed action.

- a. Air Quality
- b. Biotic Resources
- c. Coastal resources
- d. Compatible Land Use
- e. Construction Impacts
- f. Section 4(f) Resources
- g. Endangered and Threatened Species
- h. Energy Supplies, Natural Resources and Sustainable Design
- i. Environmental Justice
- j. Farmlands
- k. Floodplains
- l. Hazardous Materials
- m. Historic, Architectural, Archaeological or Cultural Property
- n. Induced Socioeconomic Impacts
- o. Light Emissions and Visual Effects
- p. Noise (Input from Atkins)
- q. Social Impacts
- r. Solid Waste
- s. Water Quality
- t. Wetlands
- u. Wild and Scenic Rivers
- v. Cumulative Impacts

**Assumptions:** The effort to address the items listed above includes federal and state regulatory database reviews, a pedestrian/vehicular survey of the project area to assess current site conditions, terrain, and ecology. Furthermore, it assumes no detailed field surveys or investigations will be required for historical/archaeological work; wetland/jurisdictional waters delineations; or specific surveys for threatened/endangered species. If such elements are required, then it may require a revision to the compensation to be paid to the CONSULTANT.

## 2. Other Considerations

This section identifies whether the proposed project is likely to be controversial on environmental grounds (meaning it has environmental impacts); whether the project is likely to be inconsistent with any Federal, State, or local law or administrative determination relating to the environment; and whether the project is reasonably consistent with plans, goals, policies, or controls that have been adopted for the area in which the airport is located.

### **3. Permits**

Required permits for the proposed project will be listed. Coordination with local, State, and Federal agencies will be identified and detailed.

### **4. Mitigation**

Mitigation measures discussed in Environmental Impact Categories 1 through 18 of the EA will be summarized. Impacts that cannot be mitigated below levels indicating a significant impact will also be discussed.

## **Task 3: Document/Public Involvement**

### **1. Draft EA**

The CONSULTANT will prepare the Draft Short-Form "C" EA as per the National Environmental Policy Act (NEPA), in accordance with FAA Orders 5050.4B and 1050.1F and as outlined by TAD and the FAA Memphis ADO. The CONSULTANT will compile a draft EA and submit to the OWNER for review and comment. Once comments are received, they will be incorporated into the document, which will then be provided to TAD for their review and comment. The CONSULTANT will incorporate comments from TAD to finalize the Draft EA.

### **2. Status Meeting**

Under the EA, the CONSULTANT will prepare and attend an on-site Status review meeting with the OWNER. The purpose of the meeting is to discuss the Draft EA, review initial TAD comments and determine the extent of any Public Involvement.

### **3. Public Involvement**

It is a requirement of the EA process that the draft document be made available for public review and comment. After the CONSULTANT provides a copy of the finalized draft, it will be the OWNER's responsibility to notify the public in suitable fashion. For the purposes of scope definition, it is assumed that a notice of availability for the Draft EA document will be published locally in the newspaper and/or on the OWNER's website. The notice should identify where and when the Draft EA will be available for public review, how the public can provide input, and who to contact with comments or for additional information. Physical copies of the Draft EA should be made available for inspection for a minimum of 30 days at suitable publicly accessible locations. An electronic copy can also be made available for review on the OWNER's website.

Comments received on the Draft EA during public coordination will be reviewed and those relative to the proposed action will be considered as part of the NEPA process. Similar comments will be grouped and become part of a general issue or question. These general issues or questions will be answered to the extent possible. A listing of the issues and questions, along with responses, will be included as part of the EA to provide the public with evidence that effort was made to respond to their concerns. The budget provisions assume few if any public comments. If public and agency comments are received, the level of effort required to address them may exceed that anticipated in the budget and additional services may be required and covered under a supplemental scope of services and budget.

**4. Public Meeting**

Assumed to not be required.

**5. Final EA/FONSI**

After public comments are complete, the CONSULTANT will prepare a preliminary Final EA for review. The preliminary document will be circulated to the project team, OWNER, and TAD for final comment. The CONSULTANT will incorporate agreed upon revisions into the Final EA which will then be submitted to TAD for approval.

The CONSULTANT will document whether or not the proposed action has the potential for significant environmental impacts. If none of the potential impacts are likely to be significant, then the responsible TAD official shall prepare a finding of no significant impact (FONSI), assisted by the CONSULTANT, which briefly presents, in writing, the reasons why an action, not otherwise categorically excluded, will not have a significant impact on the human environment. Issuance of a FONSI signifies that TAD will not prepare an Environmental Impact Statement (EIS) and has completed the NEPA process for the proposed action.

**End of Attachment A**

ATTACHMENT B - ATKINS FEE PROPOSAL SUMMARY  
 CROSSVILLE MEMORIAL AIRPORT - WHITSON FIELD  
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PROJECT	ATKINS LABOR TOTAL	EXPENSES	SUBCONSULT. FEE	TOTAL FEE (\$)
<b>ENVIRONMENTAL ASSESSMENT</b>				
ATKINS	\$ 14,674.00	\$ 200.00		\$ 14,874.00
<b>Non-DBE Firms:</b>				
Griggs and Maloney			\$ 14,720.00	\$ 14,720.00
<b>DBE Firms:</b>				
None				\$ -
<b>Total</b>	<b>\$ 14,674.00</b>	<b>\$ 200.00</b>	<b>\$ 14,720.00</b>	<b>\$ 29,594.00</b>
<b>BASIC SERVICES TOTALS</b>	<b>\$ 14,674.00</b>	<b>\$ 200.00</b>	<b>\$ 14,720.00</b>	<b>\$ 29,594.00</b>
<b>SPECIAL SERVICES</b>				
<b>Expenses:</b>				
Miscellaneous Permitting		\$0.00		\$0.00
Sub-total Expenses:		\$0.00		\$0.00
<b>Special Services:</b>				
N/A			\$ -	\$ -
Subtotal:	\$ -		\$ -	\$ -
<b>SPECIAL SERVICES TOTALS</b>	<b>\$ -</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>TOTAL COMBINED</b>				
<b>BASIC SERVICES + SPECIAL SERVICES TOTALS</b>	<b>\$ 14,674.00</b>	<b>\$ 200.00</b>	<b>\$ 14,720.00</b>	<b>\$ 29,594.00</b>
			<b>Round to: \$</b>	<b>29,600.00</b>



**ATTACHMENT B - ENGINEER'S ESTIMATE OF COMPENSATION - LABOR DETAIL**

**CROSSVILLE MEMORIAL AIRPORT - WHITSON FIELD  
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I. BASIC SERVICES		MANHOURS BY CLASSIFICATION					SUBCONSULTANT (GRIGGS & MALONEY)
ITEM NO.	TASK	PROGRAM MANAGER	SR. ENGINEER I	SR. PLANNER III	SR. PLANNER II	ADMIN. ASSISTANT	

**TASK 1 - EA INITIATION**

1	Kick-off Meeting / Site Review		8				
2	Project Description		4		8		
3	Purpose and Need		4				
4	Alts: No Action		4				
5	Alts: Declared Distance			8	24		
6	Alts: Full Clearing (per CSV plans)		4				
7	Affected Environment						X
8	Mtg w/ TDOT and CSV - via MS Teams	2	2	2			
9	General Project Administration / Subconsultant Management	4	2			4	

**TASK 2: CONSEQUENCES AND COMPLIANCE**

1	Air Quality						X
2	Climate Change						X
3	Coastal Resources						X
4	Compatible Land Use						X
5	Construction Impacts						X
6	Section 4(f)						X
7	Prime and Unique Farmland						X
8	Biological Resources						X
9	Water Resources						X
10	Hazardous Materials						X
11	Cultural Resources						X
12	Visual Effects						X
13	Natural Resources & Energy Supply						X
14	Noise						X
15	Land Use						X
16	Socioeconomic Impacts						X
17	Cumulative Impacts						X
18	Other Considerations						X
19	Permits						X
20	Mitigation						X

**ATTACHMENT B - ENGINEER'S ESTIMATE OF COMPENSATION - LABOR DETAIL**

**CROSSVILLE MEMORIAL AIRPORT - WHITSON FIELD  
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**I. BASIC SERVICES**

ITEM NO.	TASK	MANHOURS BY CLASSIFICATION					SUBCONSULTANT (GRIGGS & MALONEY)
		PROGRAM MANAGER	SR. ENGINEER I	SR. PLANNER III	SR. PLANNER II	ADMIN. ASSISTANT	

**TASK 3: DOCUMENT/PUBLIC INVOLVEMENT**

1	Draft EA		12	2			
2	Status Meeting - assume on-site / possible site review		8				
3	Public Involvement / compile comments		4				
4	Public Meeting - assume not required						
5	Final EA/FONSI		4				

<b>TOTAL HOURS:</b>	<b>6</b>	<b>56</b>	<b>12</b>	<b>32</b>	<b>4</b>
LABOR RATE	\$245.00	\$130.00	\$167.00	\$115.00	\$60.00
<b>EXTENDED TOTAL:</b>	<b>\$1,470.00</b>	<b>\$7,280.00</b>	<b>\$2,004.00</b>	<b>\$3,680.00</b>	<b>\$240.00</b>
ATKINS LABOR SUBTOTAL:					<b>\$ 14,674.00</b>

**Travel Expenses**

Vehicle Charges: 2 trips @ \$100/trip =	\$ 200.00
Expense Total:	<b>\$ 200.00</b>

**GRAND TOTAL: \$ 14,874.00**