

WORK SCOPE

Statewide Airport System Plan and Economic Impact Study

South Carolina Aeronautics Commission (SCAC)

1. Introduction

The South Carolina Aeronautics Commission (SCAC), in cooperation with the Federal Aviation Administration (FAA), invites qualified aviation planning consultants to submit proposals for the preparation of a **Statewide Airport System Plan (SASP)** and **Statewide Airport Economic Impact Study**.

This project will evaluate the condition and performance of South Carolina's system of public-use airports, identify future needs, and quantify the aviation system's contribution to the state's economy. The project will comply with **FAA Advisory Circular (AC) 150/5070-7, *The Airport System Planning Process***, and other applicable FAA guidance and AIP requirements.

2. Background

The South Carolina Statewide Airport System Plan was last comprehensively updated in 2018. Since that time, aviation activity, technology, and economic conditions have evolved significantly.

The state's 57 public-use airports serve as critical components of South Carolina's transportation network, supporting commercial air service, general aviation, business development, and emergency response capabilities.

An updated SASP is needed to:

- Reassess system adequacy and performance
- Identify infrastructure and service gaps
- Support state and local planning and investment decisions
- Document the aviation system's economic contributions through a quantitative analysis of jobs, payroll, and economic output

3. Project Funding and Oversight

This project will be funded in part through the FAA Airport Improvement Program (AIP) under the System Planning Grant category. SCAC will manage the project with active participation from the FAA Southern Region - Atlanta District Office.

The selected consultant will be required to comply with all applicable FAA procurement, grant assurance, and reporting requirements.

4. Scope of Services

The consultant shall perform all services necessary to complete a comprehensive statewide system plan and economic impact study consistent with FAA guidance. This work scope is draft and will be finalized in coordination with the selected consultant team.

The work will include, but is not limited to, the following tasks:

Task 1 – Disadvantaged Business Enterprise (DBE) Goal Development, Participation, and Reporting

In accordance with **49 CFR Part 26**, the consultant shall assist SCAC in developing, documenting, and reporting the **Disadvantaged Business Enterprise (DBE)** participation goal for the project and in tracking compliance throughout the duration of the contract.

The consultant shall:

- **Develop a project-specific DBE participation goal** consistent with FAA and U.S. DOT guidance.
 - Conduct a market availability analysis to determine the relative availability of certified DBE firms capable of performing work items within the project scope (e.g., planning, engineering, GIS, data collection, and economic analysis).
 - Prepare a recommended DBE goal percentage for review and approval by SCAC and FAA prior to contract execution.
- **Identify and document subcontracted services** and the portion of work proposed to be performed by certified DBE firms, including the scope of services and corresponding dollar values.

- **Track actual DBE participation and payments** throughout the project and provide periodic reporting to ensure compliance with state and federal requirements.
- **Calculate and report the overall DBE participation percentage**, defined as the total value of DBE work performed divided by the total contract value.
- Ensure that all DBE firms utilized are **certified under the South Carolina Unified Certification Program (UCP)** at the time of contract execution.

Deliverables:

- Draft and Final Project-Specific DBE Goal Report
 - Approved DBE Goal Documentation
 - Quarterly DBE Participation Reports
 - Final DBE Participation Summary showing total DBE participation percentage
-

Task 2 – Project Management and Coordination

- Establish a project management plan and communication framework between SCAC, FAA, and project stakeholders.
- Conduct a project kickoff meeting and regularly scheduled coordination meetings.
- Develop a Quality Assurance/Quality Control (QA/QC) Plan and detailed project schedule.
- Submit monthly progress reports and invoices in accordance with AIP requirements.

Deliverables:

Project Management Plan, QA/QC Plan, Meeting Summaries, Progress Reports.

Task 3 – Data Collection and System Inventory

- Compile airport data from FAA (NPIAS, 5010, TAF, ADIP) and state sources.
- Collect data on facilities, operations, services, ownership, and land use for all public-use airports.
- Document airport pavement conditions, runway and taxiway dimensions, navigational aids, and terminal facilities.

- Develop a GIS-based statewide airport system inventory compatible with FAA and SCAC systems.

Deliverables:

Updated Airport Inventory Database and GIS Layers.

Task 4 – System Goals, Performance Measures, and Evaluation Criteria

- Review and update system goals from the previous SASP.
- Establish measurable performance indicators for capacity, safety, accessibility, sustainability, and economic contribution.
- Define evaluation criteria consistent with FAA's system planning objectives and state transportation goals.

Deliverables:

System Goals and Evaluation Framework Memorandum.

Task 5 – Aviation Activity Forecasts

- Prepare forecasts of aviation activity (enplanements, operations, based aircraft, and cargo tonnage) for 5-, 10-, and 20-year planning horizons.
- Ensure all forecasts are consistent with FAA guidance and coordinated with the FAA Southern Region for approval.
- Consider emerging aviation technologies such as eVTOL, UAS, and sustainable aviation fuels.

Deliverables:

FAA-Coordinated Aviation Activity Forecast Report.

Task 6 – System Adequacy and Needs Assessment

- Evaluate the ability of South Carolina's airport system to meet current and future demand.
- Identify deficiencies related to safety, capacity, accessibility, and design standards.
- Analyze future facility and service needs by airport role and region.

Deliverables:

System Adequacy and Needs Assessment Technical Report.

Task 7 – Airport Role Classification and System Structure

- Review and refine airport role classifications (commercial service, reliever, regional, local, basic, or specialty).
- Assess each airport's role in system connectivity, accessibility, and economic development.
- Ensure classification consistency with FAA's NPIAS categories and South Carolina's airport categories.

Deliverables:

Updated Airport Role Classification and System Structure Report.

Task 8 – System Development and Investment Plan

- Identify system-wide and airport-specific improvements needed to meet current system gaps and future demands.
- Develop project cost estimates and funding strategies.
- Prioritize recommended improvements based on system benefit, cost-effectiveness, and alignment with FAA AIP and South Carolina goals.

Deliverables:

System Development Plan and Investment Priorities Report.

Task 9 – Economic Impact Analysis

- Quantify the economic impact of South Carolina's public-use airports in terms of employment, payroll, output, and value added.
- Use airport data collection, business surveys, and economic modeling (e.g., IMPLAN or RIMS II) consistent with FAA and ACRP methodologies.
- Report economic impacts at the statewide, regional, and individual airport levels.
- Prepare communication materials such as infographics, summary sheets, and public-facing web content.

Deliverables:

Statewide Economic Impact Report, Individual Airport Fact Sheets, and Executive Summary.

Task 10 – Public and Stakeholder Involvement

- Prepare and implement a Public Involvement Plan (PIP).
- Conduct regional stakeholder meetings and workshops with airport sponsors, MPOs, and local governments.
- Provide project updates to SCAC and FAA.
- Develop and maintain a project website or online dashboard.

Deliverables:

Public Involvement Plan, Meeting Materials, and Public Engagement Summary.

Task 11 – Final Reports and Data Deliverables

- Prepare Draft and Final Reports for both the SASP and Economic Impact Study.
- Incorporate all FAA and SCAC comments.
- Provide GIS files, datasets, and electronic documents suitable for inclusion in FAA's ADIP and SCAC databases.
- Present findings to the South Carolina Aeronautics Commission and FAA.

Deliverables:

Draft and Final Reports, GIS and Data Deliverables, Executive Summary, and Presentation Materials.

5. Deliverables Summary

Task Deliverable

- 1 DBE Goal Report and Documentation
- 2 Project Management Plan, QA/QC Plan, Progress Reports
- 3 Airport Inventory and GIS Data

Task Deliverable

- 4 System Goals and Evaluation Framework
 - 5 Aviation Activity Forecasts
 - 6 System Adequacy and Needs Assessment
 - 7 Role Classification Report
 - 8 System Development Plan
 - 9 Economic Impact Report and Fact Sheets
 - 10 Public Involvement Summary
 - 11 Final SASP and Economic Impact Reports
-

6. Schedule and Level of Effort

The anticipated duration of the project is **24 months** from Notice to Proceed (NTP).

Estimated Schedule:

- **Months 1–6:** Project initiation, DBE goal development, inventory, and system goals
- **Months 7–12:** Forecasts, needs analysis, classification
- **Months 13–18:** System development and economic impact analysis
- **Months 19–24:** Draft/final report preparation and FAA review