

## **Project 2: Air Cargo Element Update– Phase 1**

This project focuses on the goods movement portion of airport access. In Phase 1, this project will examine the existing supply of air cargo facilities and supportive ground access facilities for air cargo at the three regional commercial service airports, as well as current travel conditions and how network congestion impacts surface travel to air cargo facilities. Future air cargo demand analysis and needs assessment will occur in Phase 2.

This work will be coordinated with any facility master planning efforts and air cargo facility inventories conducted at each airport, as well as Congestion Management Program planning efforts currently underway in the region.

### **Scope of Work:**

The following tasks will be performed as part of the regional air cargo supply analysis:

1. **Facilities Review:** A review will be conducted of all current air cargo facilities at the airports in the Washington-Baltimore region. An inventory of current proposals and planning studies aimed at the development of new or the expansion of existing air cargo facilities will also be compiled.
2. **Literature Review:** Since the last regional Air Cargo Element Update was completed in 2008, freight planning and addressing air cargo issues have become more commonly integrated in the metropolitan planning process. A literature review will be performed looking at metropolitan areas similar to the Washington-Baltimore region, their air cargo systems, and facilities and plans for their ground access networks to support air cargo, as well as any lessons learned that can be applied to this region. This step may also involve reaching out to airport, regional, state, and local planners in other regions.
3. **Documentation:** A final report describing the results of the supply analysis and literature review will be produced.

### **Project Schedule**

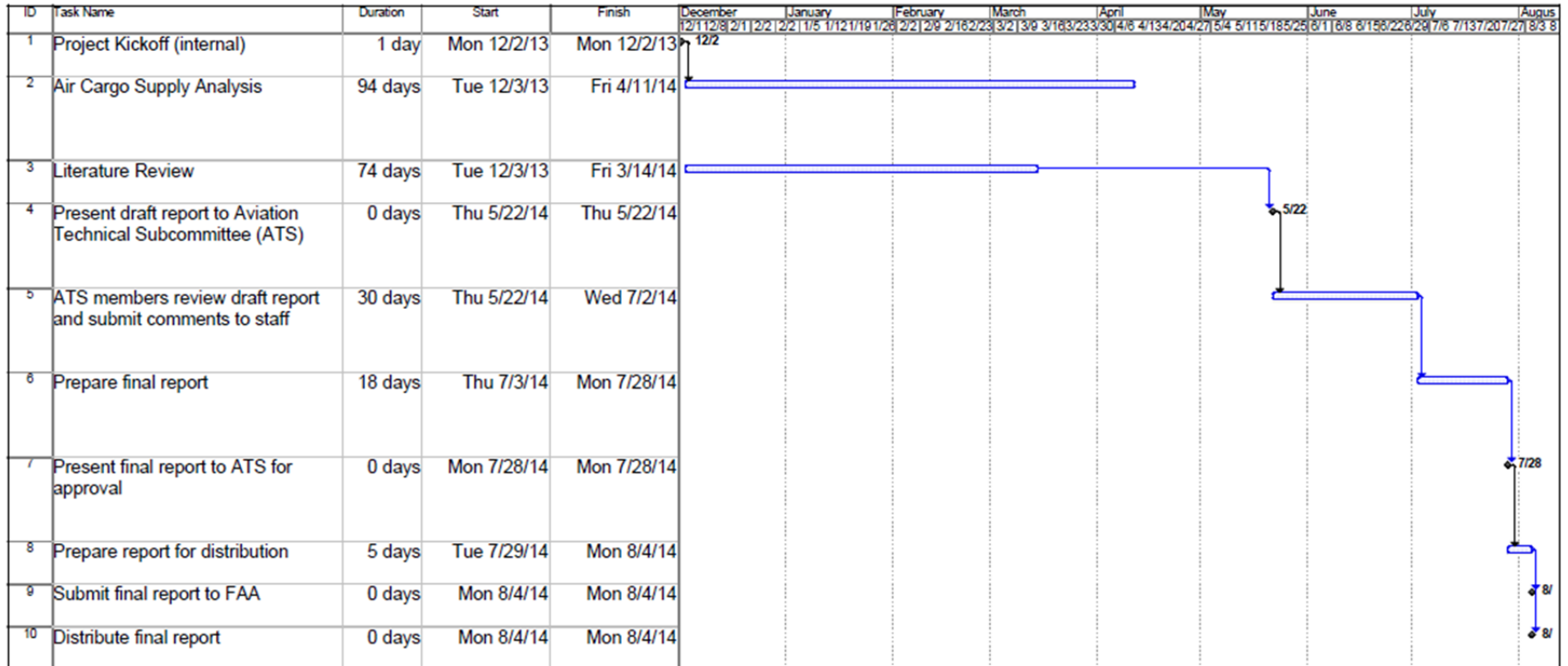
The draft project schedule for this effort is shown on the following page. Note: the schedule is subject to refinement through further coordination with the ATS. A quarterly status report documenting percentage of work complete by project budget and a short narrative describing work completed during the reporting period will be submitted to FAA.

### **Deliverables**

Draft Report: hard and digital copy to be provided to the ATS for review

Final Report: hard and digital copy to be submitted to FAA and provided to ATS, TPB Technical Committee, and TPB upon request. Digital copy will be made available for download on the COG website.

**Figure 5: Project 2 – Air Cargo Element Update, Phase 1 – Project Schedule**



Project: Air Cargo Element Update Phase 1 Project Schedule Date: Thu 8/13/13	Task	Progress	Summary	External Tasks	Split	Milestone
	Split	Milestone	Project Summary	External MileTask	Milestone	

**Table 2: Project 2 -- Air Cargo Element Update, Phase 1-- Proposed Budget**

**Project 2: Air Cargo Element Phase 1**

**Unburdened Labor**

	Labor Rate	Supply Analysis		Literature Review		Draft Report		Final Report		Total	
		Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost
Director	71.00	0		0		8	568	8	568	16	1,136
Sr. Transportation Engineer	48.00	40	1,920	24	1,152	24	1,152	20	960	108	5,184
Sr. Transportation Planner	44.00	160	7,040	160	7,040	120	5,280	40	1,760	480	21,120
Transportation Planner III	32.00	240	7,680	180	5,760	120	3,840	40	1,280	580	18,560
Administrative Assistant	30.00					0		0		0	
<b>Total Unburdened Labor:</b>		<b>440</b>	<b>\$16,640</b>	<b>364</b>	<b>\$13,952</b>	<b>272</b>	<b>\$10,840</b>	<b>108</b>	<b>\$4,568</b>	<b>1,184</b>	<b>\$46,000</b>

**Total Labor and Other Direct Costs**

<b>Total Salaries</b>	\$46,000
<b>Overhead Factor<sup>1</sup></b>	2.5067
<b>Total Personnel Costs</b>	\$115,310
<b>Direct Costs</b>	
Data Processing	690
Office Supplies	500
Postage/Freight	500
Reproduction /Printing	1,000
Telephone/ Telecomm	1,000
Travel	1,000
<b>Total Direct Costs</b>	\$4,690
<b>Project Total</b>	<b>\$120,000</b>

<sup>1</sup>Overhead includes leave, employee benefits, management and administration, and indirect costs.