

CHAIR AND MEMBERS  
Airspace Advisory Committee

**Subject: 2002/2003 AIRSPACE AND EXCESS LAND BUSINESS PLANS**

**STRATEGIC PRINCIPLE: We strive for quality in everything we do.**

#### AIRSPACE FOCUS

- . Maximize the utilization of property used for transportation purposes, in compliance with Department goals and objectives.

#### EXCESS LAND FOCUS

- . Optimize the net return from the sales of surplus properties, in compliance with Department goals and objectives.
- . Reduce the inventory of surplus properties and return them to private ownership.
- . Manage the inventory system to optimize data reliability.

#### ORGANIZATIONAL STRUCTURE

- . The Airspace and Excess Land functions are managed by Region/District offices and Headquarters Right of Way in Sacramento.
- . Active Airspace programs exist in five of the twelve Districts within the State, with limited programs in three additional Districts. Each Region/District has an Excess Land Program.
- . The Airspace Advisory Committee (AAC) and the California Transportation Commission (CTC) assist the Department in administering these programs by advising on policy issues, reviewing and approving designated transactions, and providing guidance at the Department's request.

The role of the AAC is to:

- a. Review and evaluate proposed directly negotiated airspace leases with private parties. Proposed leases will be reviewed at two stages: approval to directly negotiate, and recommendation to the CTC for approval of terms and conditions.
- b. Review and evaluate sales of excess land parcels having a value of \$1 million or more.
- c. Review and evaluate changes to the Telecommunications Licensing component of the Airspace Program.
- d. Recommend action to the CTC.
- e. Monitor and evaluate the Airspace Program.
- f. Provide overall review and advice from the private enterprise perspective.
- g. Be proactive on discriminatory zoning.

The role of the CTC is to:

- a. Act upon directly negotiated leases with private parties recommended by the AAC.
- b. Review and approve non-delegated excess land transactions.
- c. Review and approve changes to the Telecommunications Licensing component of the Airspace Program.
- d. Be proactive on discriminatory zoning.

**AIRSPACE BUSINESS PLAN**  
**Fiscal Year 2002/03**

**2002/03 STRATEGIES:**

- . Obtain operation efficiencies through improved processes.
- . Develop a permitting and fee structure to lease Airspace for fiber-optic facilities to public and private entities.
- . Review and develop, if necessary, an enhanced process to improve security on Airspace sites where recommended by security experts.

**GOAL 1** - Conduct a Quality Enhancement Joint Review of Airspace Leasing

**OBJECTIVE:** Completion of a review of Airspace leasing processes in the Regions/Districts through a cooperative effort between Headquarters and Region/District staffs, identify areas that may be improved, and develop best practices that may be shared statewide.

**ACTION:**

- 1) Identify major topics to be reviewed.
- 2) Develop pertinent questions to be asked and investigated.
- 3) Organize the review team.
- 4) Conduct the review, and write a report of the findings/recommendations.
- 5) Share best practices statewide.

**Timeline:** 2002/03

**GOAL 2** - **Develop** an expedited leasing process for public and private fiber optic facilities within the State right of way after consultation with the Airspace Advisory Committee and approval by the California Transportation Commission.

**OBJECTIVE:** To have in place a clearly defined process to review and lease areas within the state right of way that may accommodate fiber optic facilities.

**ACTION:**

- 1) Develop a proposed review process for anticipated applications.
- 2) Develop a fee schedule and leasing agreement
- 3) Review the fee schedule and leasing agreement with the Airspace Review Committee

- 4) Request approval from the California Transportation Commission of the fee schedule and leasing process, after obtaining a recommendation from the Airspace Review Committee.

**Timeline:** 2002/03

**GOAL 3** - Review existing security provisions on Airspace sites, and determine if additional measures need to be taken.

**OBJECTIVE:** To have in place reasonable and effective security measures on Airspace sites where it has been determined additional security is necessary.

**ACTION:**

- 1) Meet with Departmental staff and other security experts to develop the scope of the review of security on Airspace sites.
- 2) Conduct a review of existing lease language and leasing processes related to security.
- 3) Develop a list of recommendations related to security issues.

**Timeline:** 2002/03

**EXCESS LAND BUSINESS PLAN**

**Fiscal Year 2002/03**

**2002/03 STRATEGIES**

- . Obtain increased operational efficiencies through improved processes and procedures.
- . Maintain reliability of inventory management and reports by continuing periodic analysis of the Excess Land Management System.
- . Continue the Headquarters/Region/District work program, where Headquarters Right of Way will manage statewide policy issues and Regions/Districts will be responsible for delivering quality products and services.

**GOAL 1** - Optimize Program Efficiency

**OBJECTIVE:** Commitments between Project Managers and Regions/Districts Excess Land Unit:

- 1) Deliver agreed upon sales targets and surplus property inventory levels.
  - Statewide disposal goal of 510 parcels
  - Major projects include:
    - Direct Sale to City of Clovis (AAC reviewed, January 2002)
    - Low- and Moderate-Income Housing Projects, statewide (BT&H Agency project)
    - Conveyance to Lynwood (SB484) at nominal cost
    - El Cajon “Home Depot” Parcel (AAC reviewed July 2001)
- 2) Maximize use of resources allocated for inventory management and sales activities.

**ACTION:**

- 1) Obtain commitments from Region/District Project Managers for resource allocations.
- 2) Monitor and adjust staffing and workload, adapting to changes in expectations and priorities.

**Timeline:** 2002/03

**OBJECTIVE:** Headquarters staff to assist Regions/Districts in developing staff.

- 1) Conduct staff assistance visits.
- 2) Sponsor statewide workshops.
- 3) Support collaboration between Regions/Districts.
- 4) Promote continuing education.

**ACTION:**

- 1) Develop a schedule for visits to Regions/Districts according to staff need.
- 2) Determine needs and issues for statewide workshops.
- 3) Participate in interdistrict and interregional workshops.
- 4) Identify outside educational opportunities (e.g. International Right of Way Association, Appraisal Institute) and provide resources to attend.

**Timeline:** 2002/03

**GOAL 2** - An accurate database of inventory and sales for Regions/Districts to use to evaluate their program.

**OBJECTIVE:** Keep inventory and sales data current in the Excess Land Management System.

**ACTION:**

- 1) Continue to provide progress reports to Excess Land Managers on the current status of their inventory and sales data.
- 2) Train Excess Land Managers in the optimum use of the Excess Land Management System.
- 3) Encourage the maintenance of the Excess Land Management System.

**Timeline:** 2002/03

**OBJECTIVE:** Insure Excess Land Management System is appropriately cross-referenced with the Right of Way Property System and Integrated Right of Way System.

**ACTION:** Provide system support for the Information Services project to develop a new integrated database.

**Timeline:** 2002/03