

Reimbursable Agreement for Flight Inspection Checklist

General Instructions

Email the information below to 9-AJO-ReimbursableAgreement-Request@faa.gov and use “Public Airport Reimbursable Agreement” in the subject line for public airports.

Inspection Requirement

- ☐ **Requirement** – List the details of the requested inspection and ensure all applicable lighting and NAVAIDs (Navigational Aids) are listed (e.g., Commissioning flight inspection of the PAPIs/REILs/MIRLs on Runways 11/29 at Fulton County Airport (KRCR) Rochester, IN).

Note: Per [FAA Order 8200.1 United States Flight Inspection Manual](#) Chapter 7-26, b. Detailed Procedures, a commissioning flight inspection is required for all airport lighting systems, including approach lights, REILS, runway lights, and radio control of lights, that support a public-use or military instrument approach procedure.

The Project Sponsor is responsible for accurately defining the flight inspection requirements prior to requesting a reimbursable agreement. Errors in defining the requirements could lead to additional cost and a four-to-six-month delay. If you have flight inspection requirements questions, please contact the email address above and use the subject line "Flight Inspection Technical Question".

Funding Sponsor Information

- ☐ **Name/Title** – Name or title of the entity that’s funding the flight inspection. This could be a person, state, local, tribal government, or airport authority (e.g., Rochester County Airport Authority).
- ☐ **Address** – Street address of the Funding Sponsor.
- ☐ **City, State, Zip Code** – City, state, and nine-digit zip code of the Funding Sponsor.
- ☐ **Tax ID Number** – Tax ID number of the Funding Sponsor as it appears in SAM.gov.
- ☐ **SAM.gov UEI Number** – Unique Entity ID (UEI) number from SAM.gov.

Note - The Funding Sponsor paying for the inspection should be the entity listed on the ACH (below) and W-9 forms. The ACH and W-9 forms must be completed, returned to the FAA, and match the information in SAM.gov.

Primary Project Sponsor/Agreement POC

- ☐ **Name/Title** – Name of the person most knowledgeable about the requirements (e.g., John Smith, Project Manager).
- ☐ **Address** – Street address of the Primary Project Sponsor/Agreement POC.
- ☐ **City, State, Zip Code** – City, state, and nine-digit zip code of the Primary Project Sponsor/Agreement POC.
- ☐ **Phone Number** – Phone number of the Primary Project Sponsor/Agreement POC.
- ☐ **Email Address** – Email address of the Primary Project Sponsor/Agreement POC.
- ☐ **Alternate Project Sponsor/Agreement POC** – Name of the Alternate Project Sponsor/Agreement POC (if applicable).

Sponsor’s Financial Invoice POC (Provide this information if the Sponsor’s Financial Invoice POC is different from the Funding Sponsor)

- ☐ **Name/Title** – Name and title of the Sponsor’s Financial POC (e.g., Jane Smith Accounting Manager).
- ☐ **Address** – Street address of the Sponsor’s Financial Invoice POC.
- ☐ **City, State, Zip Code** – City, state, and nine-digit zip code of the Sponsors Financial Invoice POC.
- ☐ **Phone Number** – Phone number of the Sponsor’s Financial Invoice POC.
- ☐ **Email Address** – Email address of the Sponsor’s Financial Invoice POC.

Agreement Authority

- ☐ **Name/Title** – Name and title of the Agreement Authority. This can be one of the Project Sponsors or

Agreement POCs.

- ☐ **Requested Inspection Date** – The requested date of the flight inspection. Note: The reimbursable agreement process normally takes three to four months to ensure the agreement and prepayment are in place before the inspection is conducted.
- ☐ **AIP Grant Number and Issue Date** – Grant number and date of issue, if the request is associated with an Airport Improvement Project (AIP).

Additional Steps:

Airports Responsibility – The FAA requires up-to-date Visual Glide Slope Indicator (VGSI) data before scheduling the flight inspection. If applicable, register and complete the online [VGSI/Airport Lighting RVR Data Form](#), and submit the aeronautical data through the Aeronautical Information Portal. The FAA will designate a point of contact for the data at a later time.