



Federal Aviation  
Administration

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[https://www.faa.gov/airports/eastern/nyado\\_bulletin/](https://www.faa.gov/airports/eastern/nyado_bulletin/)

**Re: AIP Updates – Fiscal Years (FY) 2018-2020, 2021, 2022  
NYADO Updates**

Dear Airport Sponsor:

The purpose of this communication is to provide you with office updates and to kick-off the process of updating the Airports Capital Improvement Program (ACIP) for Fiscal Year (FY18) and beyond.

❖ **Federal Fiscal Year 2018-2020 Projects**

Based on the ACIP updates provided in April 2017, we have attached a list of projects that we are optimistic could compete favorably for AIP funding. AIP funds are subject to annual Congressional appropriation and the attached list is not an FAA commitment of funding for the identified projects. The list is intended to provide you with information for planning purposes so that you can be prepared should funds be available.

In order to ensure your CIP (Capital Improvement Plan) reflects realistic development and planning requests for your airport, we ask that you review the attached list and provide updates as follows.

- The FAA expects FY18-20 adjustments will typically be limited to deletions and not the addition of new projects.
- For FY18 projects please follow the attached planning dates and begin taking the appropriate steps.
- Be sure your SAMs registration is up to date through the Federal Audit Clearinghouse (FAC) <https://harvester.census.gov/facides/Account/Login.aspx>
- FY18 projects should be accompanied by the following information: (*also see FAA ARP SOP 6.00 effective 10/1/2015 - <https://www.faa.gov/airports/resources/sops/media/arp-sop-600-grant-application.pdf>*)
  - CIP data sheets for FY18-20 for each project including:
    - Description (see attachment Project Description Guide for assistance)
    - Justification
    - Cost Estimate
    - A sketch of the project referencing the ALP
  - Updates to ALP (if necessary)
  - Updated Obstacle Action Plan (annually)

## ❖ **Federal Fiscal Year 2021-2022 Projects**

- Please review your CIP along with your Airport Master Plan, state and local funding plans, and your overall development plans.
- Provide any necessary comments, revisions or changes to the projects shown for FY19- FY22 by December 15, 2017, when you submit your revised FY19-23 ACIP. Any new projects added for FY21 should be accompanied by the following information:
  - CIP data sheet for each project including:
    - Description (see attachment Project Description Guide for assistance)
    - Justification
    - Cost Estimate
    - A sketch of the project referencing the ALP

## ❖ **Project Descriptions Guide**

When submitting CIP Data Sheets please be thorough in providing a very detailed description, and separate out all components into their respective work codes. Please see the attached Guide that will be helpful to include the type of information we are looking for. If you have any questions, please don't hesitate to reach out to your project team member.

## ❖ **Environmental Documentation**

You must submit the appropriate Environmental Documentation, CATEX or Environmental Assessment (EA) by the following dates: (Environmental Forms are available at <http://www.faa.gov/airports/eastern/environmental/>)

- September 30, 2017 for FY-18 projects with Entitlement/State Apportionment or Discretionary funding (CATEX)
- April 30, 2018 for FY-19 projects (Short EA/EA)
- July 31, 2018 for FY-19 projects with Entitlement/State Apportionment funding.
- September 30, 2018 for FY-19 projects with discretionary funds.

## ❖ **Planning Dates**

Attached, you will find a list of dates to help guide the process and to ensure we receive the information in a timely manner. If you're not able to meet a deadline a formal request needs to be submitted to the NYADO for review and approval. If we receive any changes to these dates we will be sure to pass them along.

## ❖ **Staff Assignments**

Effective October 1<sup>st</sup>, a new Engineer, Planner or Environmental Specialist may be assigned to your airport. Please see the enclosed list to determine who your team members will be.

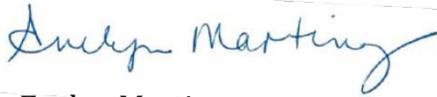
❖ **NYADO Information Bulletin**

We have an information bulletin where you can find guidance on changes that come through our office. We encourage you to subscribe to our bulletin using the following icon in the website. 

[https://www.faa.gov/airports/eastern/nyado\\_bulletin/](https://www.faa.gov/airports/eastern/nyado_bulletin/)

Should you have any questions please contact your assigned NYADO team member. Our office appreciates your help and we look forward to working with you in FY18 and beyond!

Sincerely,



Evelyn Martinez  
Manager, New York Airports District Office

Enc.: FY18-20 CIP- Planning Purposes Only  
Project Description Guide  
NYADO Planning Dates  
NYADO Organization Chart  
NYADO Staff Assignments