
FAA NEW YORK AIRPORTS DISTRICT OFFICE
FY18-20 PROGRAM MEETING TOPICS
(PRIVATELY-OWNED AIRPORTS)

1. We have a Continuing Resolution through December 8, 2017.
2. There is no authority to program FY18 projects or issue FY18 grants at the present time.
3. The following documentation is needed if Sponsors are requesting Land Donation credits as their local share by **November 30, 2017**:
 - Legal and Financial Requirements:
 1. Sponsor Attorney Legal Certification
 2. CPA certification – as per FAA Order 5100.38D, Airport Improvement Program Handbook, Table 2-9(e)
 3. Title Search
 - a. No more than 2 years old
 - b. For all parcels on airport property
 - c. Showing all encumbrances on airport property
 4. Most current Exhibit A
 - Land donation requirements:
 1. Title Search
 - a. Copy of the recorded deed
 2. FMV Appraisals (needs to updated yearly)
 3. ALP including exhibit A defining all property to be dedicated
4. Deadlines for submitting environmental documents are as follows: (**Please note:** Documents should be completed Catex forms, or Draft Short Form EAs/EAs that are ready for public review, not preliminary draft chapters).

❖ **FY18 Grants:**

CATEX Forms

- a) September 30, 2017 for FY18 projects with all funding requests.

Short Form EA/EA

- b) Past due – April 30, 2017 for FY18 projects requesting funding.

❖ **FY19 Grants:**

CATEX Forms

- a) July 31, 2018 for FY19 projects with entitlement/state funding.
- b) September 30, 2018 for FY19 projects with discretionary funding.

Short Form EA/EA

- a) April 30, 2018 for FY19 projects requesting funding.

❖ **FY20 Grants:**

CATEX Forms

- a) July 31, 2019 for FY20 projects with entitlement/state funding.
- b) September 30, 2019 for FY20 projects with discretionary funding.

Short Form EA/EA

- c) April 30, 2019 for FY20 projects requesting funding.

Please contact Mr. Zack DeLaune or Mr. Ed Knoesel with any further questions or clarification.

5. Sponsors must notify FAA whether or not they will use available Entitlement funds by April 15, 2018.
6. Grants must be based on bids/negotiated engineering agreements. Bid documents can be prepared for solicitation starting early March; bids are due by June 1, 2018 (2 weeks prior to final grant application submittal). Final grant applications are due by June 15, 2018. (Final date for grant applications will be provided by Federal Register Notice)
7. Continually update Obstacle Action Plan (OAP) each year, reflecting priority obstructions in ACIP, regardless of whether a grant is, or not, received.
8. Executed grants must be returned to the ADO by September 1, 2018.
9. Prepare Grant Pre-application/Application packages for all requested FY18 projects (due January 31, 2018 and June 15, 2018 respectively). **Please Note:** *No assurance is, or will be given that all projects will actually be programmed.*
10. Survey Requirements – all engineering agreements including survey work must incorporate provisions assuring that the survey will be done in accordance with the requirements of Advisory Circulars 150/5300-16A, -17B and -18B, including the submission of the surveys for NGS validation through AGIS.
11. Use of Non-Primary Entitlement money (if available) and State Apportionment is for the highest priority project (FAA National Priority Rating (NPR)). Reference FAA Order 5100.38D & 5100.39A.
12. Per FAA Order 5100.38D, Form SF-425/425A, Federal Financial Report, and SF-271 must be submitted annually for each open grant, due 90 days after the end of each fiscal year, and as a final financial report during closeout.

13. All AIP sponsors are required to submit payment requests electronically through the DELPHI eInvoicing system in accordance with AIP Grant Payment and Sponsor Financial Reporting Policy.

http://www.faa.gov/airports/aip/grant_payments/media/AIP-Grant-Payment-Sponsor-Financial-Reporting-Policy.pdf

14. To avoid inactive grant status, sponsors should continually make drawdowns through the DELPHI eInvoicing system. Those that have not made a payment request for 9 months or more, the ADO needs a reason why and a plan to address the situation. **Please Note:** *This can lead to pre-suspension and manual payment status.*

15. Available FY15 Non-Primary Entitlement must be used by the end of FY18 or it expires.

16. Need to closeout all FY14 grants by July 31, 2018, with recovered funds or August 15, 2018, with no recovered funds. If unable to close the grant, the ADO needs a reason why and a plan to address the situation.

17. For FY 13 and earlier grants you will be notified in writing and be placed on manual payments. The ADO will need a plan to address the situation for grant closure.

18. New ACIP's for FY19 to FY23 are needed by December 15, 2017. For FY19-21 the project data sheet should provide the following: project description in detail with measurements/dimensions, work involved (phasing), PCI values, pavement conditions, etc. (compare to environmental documentation for consistency). Also include a coded sketch.

19. Assure FAA Form 5370-1, Construction Progress Inspection Report(s), are sent in regularly (weekly) for all AIP construction projects. Assure Quarterly Performance Report(s) are sent in quarterly for all AIP non-construction projects such as planning or pavement studies.