

FY19-001 – FY19 NYADO Updates



Federal Aviation
Administration

New York Airports District Office
159-30 Rockaway Blvd, Room 111
Jamaica, New York 11434
Telephone: 718-995-5770 Fax: 718-995-5790
https://www.faa.gov/airports/eastern/nyado_bulletin/

Dear Airport Sponsor:

The purpose of this NYADO Information Bulletin is to provide you with office updates and to kick-off the process for the Airport Improvement Program (AIP) Fiscal Year (FY19) and beyond.

We encourage you to subscribe to our bulletin using the following icon on the website:

https://www.faa.gov/airports/eastern/nyado_bulletin/

❖ Staffing Updates

As many of you are aware, Rob Levine, Civil Engineer, retired at the end of September after 42 years of Federal service. As we work on backfilling his position, his airports have been re-assigned temporarily as noted below:

Ralph Gatto	718-995-5779 Ralph.Gatto@faa.gov	Adirondack Regional Airport (SLK) Lake Placid Airport (LKP) Malone-Dufort Airport (MAL)
Usman Noor	718-995-5760 Usman.Noor@faa.gov	Ogdensburg International Airport (OGS) Griffiss International Airport (RME)
Paul Whealan	718-995-5782 Paul.Whealan@faa.gov	Syracuse Hancock International Airport (SYR) Plattsburgh International Airport (PBG)

❖ Federal Fiscal Year 2019-2023 Projects

Earlier this year, this ADO conducted a review of your FY19-23 CIP, as per FAA Order 5100.39A. Your 5-year plan of funding for planning and development projects serve as the primary planning tool for systematically identifying, prioritizing, and assigning funds to critical airport development. The NYADO team composed of your assigned Engineer, Planner, Environmental Protection Specialist, Program Specialist and the Assistant Manager provided comments based on financial considerations using the AIP Handbook (FAA Order 5100.38D), confirming work codes and associated National Priority Rating (NPR), and including appropriate gap years.

FY19-001 – FY19 NYADO Updates

The NYADO will be providing to each sponsor 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. Please be on the lookout for this important letter to be mailed around mid October 2018.

❖ Environmental Documentation

Please note the following important dates to submit the appropriate CATEX. Environmental Forms are available at <http://www.faa.gov/airports/eastern/environmental/>

- July 31, 2018 for FY-19 projects with Entitlement/State Apportionment funding (CATEX)
- September 30, 2018 for FY-19 projects with Discretionary funding (CATEX)
- July 31, 2019 for FY-20 projects with Entitlement/State Apportionment funding (CATEX)
- September 30, 2019 for FY-20 projects with discretionary funds (CATEX)

For Short Environmental Assessments (SEA), or EA's, a FONSI or FONSI/ROD approval is needed by April 30, 2018 for projects to be considered for FY19.*

For Short Environmental Assessments (SEA), or EA's, a FONSI or FONSI/ROD approval is needed by April 30, 2019 for projects to be considered for FY20.*

**If an SEA/EA is reviewed by the NYADO and is ready to be published for public review by April 30, an extension to the deadline may be provided. This will be up to the respective Environmental Specialist for the project to make the determination depending on the situation.*

❖ ACIP Meetings

As noted above, this year we conducted thorough team meetings to review your submitted CIP requests. As a result, the annual ACIP meeting will now take place on an as-needed basis. Below we outline some of the reasons it is important that we schedule an ACIP meeting in FY19. Please reach out to your assigned Engineer to help you to schedule the meeting:

- If you did not have an CIP meeting in FY18;
- If you did not provide a revised 5-year CIP as required by December 15, 2017;
- You did not re-submit a revised CIP based on our comments we provided you;
- You have a project that was not previously submitted on your CIP; or,
- You would like to brief us on other issues or provide us with updates on PFC, compliance or planning that may impact your CIP needs.

FY19-001 – FY19 NYADO Updates

❖ **CIP Template**

The CIP template has been revised. Please use this moving forward for new submissions. The form can be found here:

https://www.faa.gov/airports/eastern/nyado_bulletin/

❖ **Grant Closeouts**

When you are preparing the final package for close out of a grant, please remember to follow the ARP SOP 10.00, *Administrative Closeout of Airport Improvement Program Grants*:
<https://www.faa.gov/airports/resources/sops/media/arp-sop-1000-aip-closeout.pdf>

Beginning FY19, please submit the closeout request and package to the attention of:

Christine Sanchez
Program Specialist
FAA-NYADO
159-30 Rockaway Blvd, Room 111
Jamaica NY 11434

Christine.Sanchez@faa.gov

718-995-5766.

Please also provide a copy to the grant Program Manager (Engineer, Planner or EPS).

❖ **Buy American**

If you are requesting equipment in any given year (SRE, ARFF, etc.), please ensure it meets the FAA's Buy American requirements. Information and guidance can be found in the following website: https://www.faa.gov/airports/aip/buy_american/.

The Product Content Percentage Worksheet and the Product Final Assembly Questionnaire will need to be submitted in your final package, or sooner, for review.

https://www.faa.gov/airports/aip/buy_american/media/buyAmericanPercentage.xls

https://www.faa.gov/airports/aip/buy_american/media/buyAmericanAssemblyQuestionnaire.doc

All necessary waivers, if applicable, will need to be in place prior to us issuing a grant offer.

FY19-001 – FY19 NYADO Updates

❖ **ARFF/SRE Special Condition**

Beginning in FY18 and going forward, all grant agreements for ARFF or SRE include a revision to the special condition and includes the letter “F”. This is also an additional requirement under Grant Assurance #26.

ARFF and SRE Equipment and Vehicles. The Sponsor agrees that it will:

- A. House and maintain the equipment in a state of operational readiness on and for the airport;
- B. Provide the necessary staffing and training to maintain and operate the vehicle and equipment;
- C. Restrict the vehicle to on-airport use only;
- D. Restrict the vehicle to the use for which it was intended; and
- E. Amend the Airport Emergency Plan and/or Snow and Ice Control Plan to reflect the acquisition of the vehicle and equipment.
- F. Provide an updated **FAA Form 5100-141**, “Inventory of Snow Removal Equipment”, to reflect the acquisition of vehicles and equipment.

Please submit Form 5100-141 as part of the grant closeout package.

❖ **Risk Assessments**

Sponsor risk assessments are due in FY19. Please submit yours to your designated Engineer by **Thursday, November 1, 2018**.

Please complete the following form:

<https://www.faa.gov/airports/aip/media/Airport-Sponsor-AIP-Certification-Checklist.pdf>

For additional information, please see the following:

<https://www.faa.gov/airports/aip/media/AIP-Oversight-Risk-Model.pdf>

❖ **SAM Registration**

Starting this April, all SAM renewals now require a notarized letter to formally appoint an entity (sponsor) administrator. Please update your registration at least 60 days in advance of your expiration date to allow time for the account to be activated. Please provide a PDF document supporting an active SAM registration to Omi Thomas at Omi.Thomas@faa.gov upon your renewal.

If you have any questions please see the following on their website:

<https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/sam-update>

FY19-001 – FY19 NYADO Updates

❖ **SMS/Safety Risk Management (SRM)**

Small, medium or large hub airports are required to follow safety risk management procedures for projects listed in FAA Order 5200.11, FAA Airports (ARP) Safety Management System, 1-4(a).

<http://www.faa.gov/documentLibrary/media/Order/order-5200-11Consolidated.pdf>

There are three **trigger projects**, which will require an SMS/SRM, including:

- 1) Construction Safety & Phasing Plans (CSPP)
- 2) Airport Layout Plan (ALP) Approval
- 3) Modification of (Airport Design) Standards (MoS)

FAA Advisory Circular (AC) 5370-2G, Operational Safety on Airports During Construction, describes the requirements of a Construction Safety & Phasing Plan (CSPP) (**Trigger Action #1**):

http://www.faa.gov/documentLibrary/media/Advisory_Circular/150-5370-2G.pdf

There is also an SOP describing the ALP process (**Trigger Action #2**):

SOP 2.0 Standard Procedure for FAA Review and Approval of Airport Layout Plans (ALPs):

<https://www.faa.gov/airports/resources/sops/media/arp-SOP-200-ALP-Review.pdf>

FAA Order 5300.1G, Modifications to Agency Airport Design, Construction, and Equipment Standards, described the MoS process (**Trigger Action #3**)

http://www.faa.gov/documentLibrary/media/Order/construction_5300_1f.pdf

In general, for any of these triggering actions, the NYADO Project Manager (PM) will first perform a Safety Assessment (SA) to determine if the project warrants further SMS/SRM action. We recommend this review be completed sufficiently in advance of construction to ensure project schedules are not impacted. For projects located on small, medium or large hub airports, please contact the applicable NYADO Program Manager (PM) for additional information related to the Airports SMS/SRM process and requirements.

Airport's SRM is described in the following document:

SOP 4.00 Standard Operating Procedure for Safety Risk Management (SRM) Under the FAA Office of Airports Safety Management System (SMS)

<https://www.faa.gov/airports/resources/sops/media/arp-SOP-400-SMS.pdf>

Further information/guidance can also be found at the following website:

https://www.faa.gov/airports/airport_safety/safety_management_systems/

FY19-001 – FY19 NYADO Updates

❖ AIP 2018-2020 Supplemental Appropriation

H.R. 1625, the Consolidated Appropriations Act, 2018 provided the AIP an additional \$1 billion in discretionary grants.

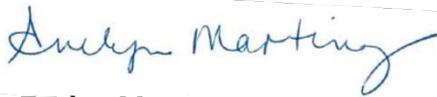
The Act also stipulated that the Secretary shall give priority consideration to projects at: (a) nonprimary airports that are classified as Regional, Local, or Basic airports and not located within a Metropolitan or Micropolitan Statistical Area as defined by the Office of Management and Budget; or (b) primary airports that are classified as Small or Nonhub airports.

Please be sure to review the FAA website for updated information and contact Suki Gill at 718-995-5773 with any questions.

https://www.faa.gov/airports/aip/aip_supplemental_appropriation/

We are looking forward to an exciting new year! Should you have any questions please contact your assigned NYADO team member or the subject designee noted. Our office appreciates your help and we look forward to working with you in FY19 and beyond!

Sincerely,



Evelyn Martinez
Manager, New York Airports District Office