

## FY20-004 – FY20 NYADO Updates

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Federal Aviation  
Administration

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[https://www.faa.gov/airports/eastern/nyado\\_bulletin/](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 (FY20) 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/](https://www.faa.gov/airports/eastern/nyado_bulletin/)

### ❖ **Staffing Updates**

As many of you are aware, Ybrahina Cohen left us this past summer. As we work on backfilling her position, we did some shuffling around and the following airports have been re-assigned temporarily. Janine Abyad is the PFC Specialist for the office. Please reach out to her if you have questions at [Janine.Abyad@faa.gov](mailto:Janine.Abyad@faa.gov). An email was sent on August 23, 2019, conveying the changes, and are noted below:

Ralph Gatto	718-995-5779 <a href="mailto:Ralph.Gatto@faa.gov">Ralph.Gatto@faa.gov</a>	Johnstown-Fulton County Airport (NY0) Hamilton Municipal Airport (VGC) Hornell Municipal Airport (HTF) Lt. Warren Eaton Airport (OIC) Malone-Dufort Airport (MAL) Oneonta Municipal Airport (N66) Tri-Cities Airport (CZG)
Usman Noor	718-995-5760 <a href="mailto:Usman.Noor@faa.gov">Usman.Noor@faa.gov</a>	Canandaigua Airport (IUA) Cattaraugus County-Olean Airport (OLE) Corning-Painted Post Airport (7N1) Elizabeth Field Fisher's Island Airport (0B8) Saratoga County Airport (5B2)
Paul Whealan	718-995-5782 <a href="mailto:Paul.Whealan@faa.gov">Paul.Whealan@faa.gov</a>	Genesee County Airport (GVQ) Oswego County Airport (FZY) Penn Yan Airport (PEO) Potsdam Municipal/Diamond Field (PTD)

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### ❖ **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, 2020 for FY-21 projects with Entitlement/State Apportionment funding (CATEX)
- September 30, 2020 for FY-21 projects with Discretionary funding (CATEX)
- July 31, 2021 for FY-22 projects with Entitlement/State Apportionment funding (CATEX)
- September 30, 2021 for FY-22 projects with discretionary funds (CATEX)

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.\*

For Short Environmental Assessments (SEA), or EA's, a FONSI or FONSI/ROD approval is needed by April 30, 2020 for projects to be considered for FY21.\*

For Short Environmental Assessments (SEA), or EA's, a FONSI or FONSI/ROD approval is needed by April 30, 2021 for projects to be considered for FY22.\*

*\*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**

We conducted thorough team meetings to review your submitted CIP requests. If you have not scheduled your meeting, please do so in the month of January.

### ❖ **NPIAS/ACIP Order & CIP Template**

The NPIAS/ACIP Order was revised in September and the work codes/NPR values changed. We provided you with a cheat sheet to help you update the new work codes and NPR values as necessary for your upcoming ACIP submittals. The CIP template has also been revised and was sent out via email on Friday, November 1, 2019.

The Please use this moving forward for new submissions. The documents can be found here:

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

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### ❖ **Grant Closeouts**

As a reminder, 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>

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](mailto:Christine.Sanchez@faa.gov)  
718-995-5766

### ❖ **Performance Reports**

The new AIP Handbook (HB), effective February 26, 2019, included many new revisions. 2 CFR § 200.328 requires sponsors of Federal grants to submit performance reports. Per Table 5-18 Performance Report Requirements by Project Type, the following are due at the end of a reporting period:

**Non-construction projects:** Submit FAA Form 5100-140 within 30 days of the end of the quarter. You may not submit the performance reports in batches or at the end of the project. If a major project or schedule change occurs between performance reports, please submit an out of cycle performance report to the ADO.

**Construction projects:** Per FAA policy, the sponsor must submit FAA Form 5370-1, Construction Progress and Inspection Report, to the ADO at least quarterly, however, the ADO has the option to require the sponsor submit these reports on a more frequent basis. Please submit the FAA Form 5370-1 as follows:

1. **Weekly** – We will require a weekly progress report, either FAA Form 5370-1, or equivalent, only during the construction phase of the project.
2. **Quarterly** – When construction is paused due to weather restrictions, or other circumstances, please provide the FAA Form 5370-1 quarterly.

You may not submit the reports in batches or at the end of the project. If a major project or schedule change occurs between the reporting cycles, please submit an out of cycle FAA Form 5370-1 report to the ADO.

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FAA Form 5100-140:

<https://www.faa.gov/forms/index.cfm/go/document.information/documentID/1027511>

FAA Form 5370-1:

<https://www.faa.gov/forms/index.cfm/go/document.information/documentID/186168>

### ❖ **DOT - Build America Bureau**

This is a program offered through DOT as an additional funding source. Please see the following link for additional details:

<https://www.transportation.gov/content/build-america-bureau>

The contacts listed below can provide you with more information if needed:

**Todd Solomon**

[todd.solomon@dot.gov](mailto:todd.solomon@dot.gov)

202.366.0573

**Garrett Shuster**

[garrett.shuster@dot.gov](mailto:garrett.shuster@dot.gov)

202.366.7318

### ❖ **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/](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/buyAmericanPercentage.xls)

[https://www.faa.gov/airports/aip/buy\\_american/media/buyAmericanAssemblyQuestionnaire.doc](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.

### ❖ **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

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- 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.

### ❖ **Pavement Management Program (PMP)**

Please submit the latest version of your PMP, with data sheet, for all rehabilitation/reconstruction pavement projects. If you don't have a current PMP in place, please work with your assigned Planner to include it in your FY21-25 ACIP.

### ❖ **SAM Registration**

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](mailto: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>

### ❖ **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](http://www.faa.gov/documentLibrary/media/Advisory_Circular/150-5370-2G.pdf)

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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](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/](https://www.faa.gov/airports/airport_safety/safety_management_systems/)

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 FY20 and beyond!

Sincerely,



Evelyn Martinez  
Manager, New York Airports District Office