



Federal Aviation Administration New England Region

Your Role

As one of our “customers” (which include primary airport owners or sponsors, and State DOT or aeronautics divisions), you play a central role in regional ACIP development. Specifically:

- When you develop or update your Master Plan, make sure that it is based on feasible projects, realistic costs, and a practical implementation schedule. In particular, it is critical that the design/construction projects you identify have all appropriate environmental documentation and land acquisition (if applicable).
- States should work with airports to develop statewide Capital Improvement Programs. The degree of state participation in this process will vary; regardless this process must be closely coordinated with the appropriate FAA Planners and the ACIP Program Specialist.
- You should identify project priorities and integrate them into your CIP, and provide them to FAA in a timely manner.
- You should have a practical financial plan in place for your projects, with realistic expectations for federal funding.
- You must review draft documents associated with the process (as outlined in the Table) in a timely fashion and provide comments by the stated deadlines.
- You must secure local approvals to insure project implementation. Such approvals could relate to funding, environmental, or other local issues.
- *You must commit to this process so that the regional ACIP can be finalized on schedule.*

For our program to be successful, it is critical that all of the required land acquisition, planning, environmental, and permitting be completed prior to project implementation. During our ACIP meetings, FAA will be giving particular attention to these issues to insure that milestones associated with any proposed development project are identified. Your timely assistance will be appreciated.

Regional Airport Capital Improvement Plan (ACIP) Process for FY 2016-2020

August 2014

Dear Sponsor:

The FAA provides national guidelines for regional ACIP development in FAA Order 5100.39A, *Airports Capital Improvement Plan*. However, each Region has some flexibility in designing its own regional ACIP process to meet the unique needs of its sponsors. This process:

- Establishes deadlines for submission of materials by States and sponsors;
- Requires written acknowledgements from the sponsors at key points in the process; and
- Creates a clear review process that gives sponsor specific times and schedules for program review.

The focus of this process should be FY 2016-2020; projects for the upcoming Fiscal Year (FY 15) should be already established and any changes should be minimal.

We feel that this process will result in practical plan that meets your needs and is financially feasible. However, it can only work with your help.

Again, we appreciate all of your efforts in developing the regional ACIP. If you have any questions about this process, please do not hesitate to contact your designated Planner or me.

Sincerely,

A handwritten signature in black ink that reads "Bryon H. Rakoff". The signature is written in a cursive style with a large, stylized 'B' and 'R'.

Bryon H. Rakoff,
Deputy Manager, Airports

Regional ACIP Process Timeline

The table below summarizes the timeframe for developing the regional ACIP. The timeframe includes deadlines for submission of materials by States and sponsors. At some points, written acknowledgements from the sponsors are required.

Our plan calls to have all state and sponsor coordination meetings complete by the end of January. By February 28th, we expect to have the CIP's for each state and sponsor substantially complete. Minor modifications to the program can be accepted up to April 30th. Exceptions to this deadline will only be made for unique circumstances, and must be approved by a Manager.

| The ACIP Process Timeline | |
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| Timeframe | Action |
| August | Letters sent out to primary airports and states (sponsors) notifying or reminding them about the process and the schedule. |
| July -August | Internal FAA reviews are held to discuss ACIP priorities, environmental issues, reimbursable agreements, etc. for each state and primary airport. |
| November 29th | Fiscal Year 2015 projects set. Any further changes to FY 2015 projects will require written justification. |
| September - January | CIP meetings with the sponsors. Meeting notes sent to sponsor to confirm projects. |
| Complete by Feb. 28th | All Sponsor comments received by the end of February. Sponsors provide major comments or revisions on their CIP's. |
| March – April | National program guidance is provided, and the draft Regional ACIP is completed. |
| Complete by May 1st | All sponsor comments received. Any revisions made at this time will be minimal. |

AIP vs. CIP

This process is intended to define your projects for FY 2016-2020. Projects for the coming Fiscal Year (2015) have already been identified. If changes are required due to funding issues in FY 2014, please request those changes at once; any changes need to be made by November 29th.

Point of Contact

The point of contact for the ACIP process is the Planning & Development Team within the New England Region. The team consists of:

- Lisa Lesperance (Massachusetts)
- Gail Lattrell (Connecticut, Rhode Island)
- Tracey McInnis (New Hampshire)
- Michelle Ricci (Vermont)
- Ralph Nicosia-Rusin (Maine, Boston-Logan, Worcester, Hanscom Field)

Planners are responsible for working with sponsors and states in the development of a practical, implementable CIP. **They “own” the process** and will insure that the right people provide input in a timely fashion and the projects placed in the regional ACIP are feasible and can be implemented in a timely fashion.

The Program Specialist (Priscilla Scott) is responsible for completing and submitting the Regional ACIP, in coordination with the Planners. The Specialist provides key input during the process and attends many of the CIP meetings.

Process Information

During the ACIP process, FAA Planners may share with you a summary of the proposed projects in your CIP. This summary will not represent a firm commitment by FAA to fund the project, nor will it provide details on funding (e.g. discretionary vs. state apportionment, etc.). Rather, it is provided for information purposes to insure that all parties understand the projects associated with your CIP.

Environmental Documentation

In previous fiscal years we had several projects delayed due to environmental and permitting issues. **Remember that all environmental documentation for FY 2015 projects should already be complete, and that any necessary permits be in hand by December 31, 2014.** For FY 2016 projects, environmental studies should be done by February 2015, and permits must be in hand by December 31, 2015.