

# AIRPORT APPROACH

FALL 2014

## MANAGER'S MESSAGE

We are bringing back the "Airport Approach" newsletter to help keep our customers informed of changes to personnel, policies, and procedures in the FAA and our region. Our plan is to issue the newsletter twice a year so we can keep you up to date on changes but not inundate you with new information. Since this is the first issue in over three years, there is a backlog of information that we want to relay. Future versions should be a bit shorter.

Safety is our number one mission at the FAA. As we enter the winter season here in the Northwest corner of United States, airport operations become more complex with cold weather and increased dark hours upon

us. As I make my way around the region, I see all the activities and equipment needed so our airports run safely. I continue to be impressed with everyone's effort.

I would really appreciate feedback on the newsletter and suggestions for topics in the future. We are very close to moving forward with our not-so-annual conference so I hope to see you in person in April. In the meantime, I wish you and yours a safe and peaceful holiday season.

Best Regards,

Sarah P. Dalton  
Manager, Northwest Mount Region  
Airports Division

## SPECIAL POINTS OF INTEREST:

- *The Northwest Mountain Region Airports Conference has been scheduled! Please see page 4 for details.*
- *New SOPs and updated Advisory Circulars—details inside.*

WANT TO BE INFORMED OF THE LATEST NEWS AND EVENTS HAPPENING IN OUR REGION? VISIT OUR PAGE AND SELECT "SUBSCRIBE."

[WWW.FAA.GOV/AIRPORTS/NORTHWEST\\_MOUNTAIN/AIRPORTS\\_NEWS\\_EVENTS](http://WWW.FAA.GOV/AIRPORTS/NORTHWEST_MOUNTAIN/AIRPORTS_NEWS_EVENTS)

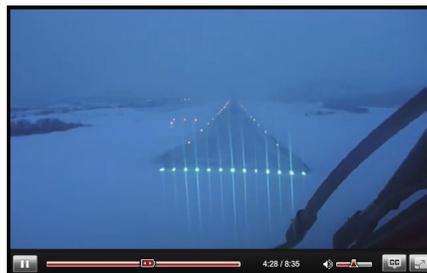
## AIRFIELD CONDITION REPORTING

Following the December 2005 excursion at Chicago Midway International Airport, the FAA formed the Takeoff and Landing Performance Assessment Aviation Rulemaking Committee (TALPA ARC) to make recommendations for improving airplane operations that occur on wet or contaminated runways. The goals of the TALPA ARC were to provide a standard methodology to assess runway conditions and to develop standard terminology and methodology to report those conditions. In 2009 the TALPA ARC announced its recommendations covering both takeoff and landing. The cornerstones of the recommendations were the Runway Condition Assessment Matrix (RCAM) and use of industry-wide common terminology.

Upon validation of the terminology and RCAM, the FAA began revising and/or

creating the guidance documents for Airport Operators, Airplane Manufacturers and Operators, NOTAM procedures, and Air Traffic Controllers. Full implementation of the TALPA ARC recommendations is expected in FY2017 (Winter 2016-2017).

The FAA developed an Airport Safety Information Video on planning and best practices for winter operations. Please click on the image below or visit [www.faa.gov/airports/safety-video-series/](http://www.faa.gov/airports/safety-video-series/) to view this video.



## INSIDE THIS ISSUE:

PAYMENT PROCESSING	2
CARRYOVER	3
STAFF CHANGES	3
NEW SOPs	4
ADVISORY CIRCULAR UPDATES	5

## PAYMENT PROCESSING AND DELPHI INVOICING

We switched to processing all payments electronically (eInvoicing) through DELPHI about a year and a half ago. We have had some issues with the accuracy and amount of submitted backup documentation with many submitted payments. For a refresher on our payment policy, further training in using the system, or any other information needed please visit the website: [http://www.faa.gov/airports/aip/grant\\_payments/](http://www.faa.gov/airports/aip/grant_payments/)

For many years, we have asked you to truncate each payment so that there are only whole dollars (no pennies) being drawn on the grant. With the introduction of DELPHI as a fully electronic payment system, we are now able to more easily pay and keep track of pennies being drawn down in grants. As a region, we have decided to allow pennies to be

paid on grants. However, the final payment *must* be an amount such that the total amount paid to the grant is a whole dollar. Hopefully allowing the use of pennies until the final payment request will allow us to avoid some of the truncating/rounding errors we have seen in the past.

Starting with your next request for reimbursement, please claim the exact federal share that is owed to you. And, again, the final payment *must* be an amount such that the total amount paid to the grant is a whole dollar (truncated total federal share). Examples of the existing and new processes are shown in the charts below.

Also, as a region, we would like to use a much more standardized naming con-

vention for each invoice. Because it is an open field, people have been naming invoices however they would like, but it has made tracking payments difficult for the ADOs. Please begin to name your invoices with the following standard convention:

Three Letter Identifier – Grant Number (Last 2 digits) – Request for Reimbursement Number

For example, the fifth payment for grant number 3-08-0026-89 at Denver International Airport would be named **DEN-89-5**.

If you have any questions please contact your ADO project managers. Thank you for your help as we look to optimize the speed and accuracy of payments for the AIP program!

### Existing (Old) Process

#### Interim Payment

Administrative Costs	=	\$ 950.56
Engineering Costs	=	\$ 20,496.56
Construction Costs	=	\$ 100,789.23
<b>Total Cost</b>	=	<b>\$ 122,236.35</b>

Federal Share (90%)	=	\$ 110,012.72
---------------------	---	---------------

Amount Requested for Reimbursement	=	\$ 110,012.00
------------------------------------	---	---------------

#### Final Payment

Total Federal Share	=	\$ 156,654.23
...which is truncated to	=	\$ 156,654.00

Amount Paid to Date	=	\$ 110,012.00
---------------------	---	---------------

Final Amount Requested for Reimbursement	=	\$ 46,642.00
--	---	--------------

### New Process (Claiming Pennies)

#### Interim Payment

Administrative Costs	=	\$ 950.56
Engineering Costs	=	\$ 20,496.56
Construction Costs	=	\$ 100,789.23
<b>Total Cost</b>	=	<b>\$ 122,236.35</b>

Federal Share (90%)	=	\$ 110,012.72
---------------------	---	---------------

Amount Requested for Reimbursement	=	\$ 110,012.72
------------------------------------	---	---------------

#### Final Payment

Total Federal Share	=	\$ 156,654.23
...which is truncated to	=	\$ 156,654.00 *

**\*STILL TRUNCATED**

Amount Paid to Date	=	\$ 110,012.72
---------------------	---	---------------

Final Amount Requested for Reimbursement	=	\$ 46,641.28
--	---	--------------

## CARRYOVER... WHAT'S THE BIG DEAL?

Carryover is the process of collecting unused Airport Improvement Program (AIP) entitlement funds and making them available in the following fiscal year. When entitlements are carried over, they don't sit idle-- the FAA converts the funds into discretionary funds, and allocates the money to the regions to be awarded in the current year. Then the carry over entitlements are funded with discretionary funds, the following year.

In FY 14, nearly one-third of the total AIP program was carried over. It has increased year over year for the last several years. While these unused entitlement funds were put to towards good projects, the level of the carryover has generated a few questions, such as: if so much is being carried over, maybe AIP levels are too high? And if airports know they will be receiving these funds, why aren't they doing a better job of

planning for their use so there's no need to carry them over? And will Congress dip into the funds to use for other things, as was done during sequestration in 2013 to pay Air Traffic Controllers?

We have very few entitlement funds that expire, so the dollars are being spent. But with these questions, we want to reduce the amount of the funds that are being carried over each year. We are taking steps to reduce carried over funds.

First, we are raising awareness. Every time our team sits down with a sponsor, we will have a discussion of funds available and plans for use. This is not new, but a renewed emphasis. We will be working more closely with sponsors to better coordinate needs, funding, and timing. We want airports to take a holistic view of their needs and financing. If you're not going to use your

entitlement funds because you're saving for a larger project, consider transferring your entitlement instead of carrying it over. Paragraph 4-11 of Order 5100.38D (the Airport Improvement Program Handbook) indicates that the purpose of transferring entitlements is to reduce the amount carried over into future years.

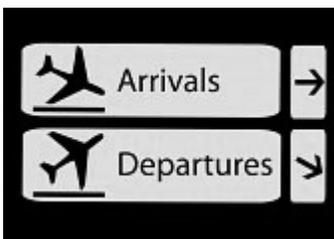
Second, we are increasing our accountability. We have established a carryover threshold for each district office, and a reduction goal over the next five years.

For more information on our carryover goals, and what you can do to help,

“WE WANT AIRPORTS TO TAKE A HOLISTIC VIEW OF THEIR NEEDS AND FINANCING.”



## STAFF CHANGES



### Arrivals:

*Regional Office*

Cindy Hirsch, Lead Engineer

Melissa Nitsch, Management & Program Analyst

Ryan Zulauf, Airport Capacity Program Manager

*Seattle ADO*

Benjamin Dahle, Airport Engineer

Jennifer Kandel, Airport Planner

Bobbie Nugent, Management & Program Assistant

### Departures:

*Regional Office*

Paul Johnson, Lead Engineer

*Denver ADO*

Duane Holliman, Program & Management Assistant

*Helena ADO*

Dave Noble, Airport Planner

*Seattle ADO*

Bruce Fisher, Airport Planner

Deepeka Parashar, Airport Planner

Trang Tran, Airport Engineer

### Management Rotation:

Carolyn Read is now manager of the Seattle Airports District Office

Carol Suomi is now Manager of the Safety and Standards Branch (620)

Bill Watson is now manager of the Planning, Environmental, and Financial Programs Branch (610)

## NEW STANDARD OPERATING PROCEDURES (SOPs)

The FAA Airports Division is developing Standard Operating Procedures (SOPs) for high-value field activities. Standardizing these activities creates efficiencies, and increases quality control and consistency in how we administer programs across the country. The five "live" SOPs are summarized below.

### **FAA Evaluation of Sponsor's Construction Safety and Phasing Plans Funded by the AIP or PFC Programs – Effective October 1, 2013:**

This SOP establishes uniform procedures related to receiving, evaluating, processing, approving/disapproving, and archiving Construction Safety and Phasing Plans (CSPPs) for projects funded in whole or in part under the Airport Improvement Program (AIP) or the Passenger Facility Charge (PFC) program.

**Standard Procedure for FAA Review and Approval of Airport Layout Plans (ALPs) – Effective October 1, 2013:** This SOP establishes uniform procedures for the review and approval of ALPs. The key elements of this

SOP include an instructive review checklist, standard approval letters, and a general ALP Process Chart.

### **Standard Operating Procedure (SOP) for FAA Review of Exhibit 'A' Airport Property Inventory Maps – Effective October 1, 2013:**

Exhibit 'A' SOP provides uniform procedures for reviewing and accepting Exhibit 'A' Airport Property Inventory Maps. Appendix B of the SOP provides a checklist which identifies the mandatory items that must be included on the Exhibit 'A' for it to be accepted.

Exhibit 'A' submissions must include the Checklist from Appendix B, plan sheets including items identified on the checklist, and backup documentation (land descriptions, sponsor certifications, or title opinions if necessary). The checklist is available in a fillable format at the website listed below.

### **Safety Risk Management (SRM) Under the FAA Office of Airports Safety Management System (SMS)**

**– Effective September 1, 2014:** To complement FAA Order 5200.11 and the SMS Desk Reference, this new SMS SOP provides a "quick-start" guide to be used by project managers (PMs). This is a starting point for the SRM process, while the AIP Handbook spells out SRM eligibility. ADO PMs can use the SOP as they consider the SRM process as it relates to individual AIP projects, while using the Desk Reference to clarify broader guidance to the airport sponsor.

**CATEX Determinations – Effective October 1, 2014:** This SOP provides a form and summarizes how to document a CATEX. Essentially, the Documented CATEX Form (Appendix A to the SOP) is to be used for actions that are eligible for a CATEX, but there is a potential for extraordinary circumstances to be involved or other reasons that warrant additional documentation.

Complete text and tools to help implement the SOPs are available at: [www.faa.gov/airports/resources/sops/](http://www.faa.gov/airports/resources/sops/)

### Save the Dates!

The FAA Northwest Mountain Region's Airports Conference for aviation professionals

April 6, 2015: Pre-Conference Workshop

April 7-8, 2015: Main Conference

Join us to hear about FAA's current initiatives and future vision in achieving project planning, engineering and construction. You will have access to experts and updates on Safety Management System (SMS), Part 139 Updates, Sustainable Planning, Wildlife Hazard Assessments, AGIS, and much more. Hear the thoughts from our leadership on FY 2015 appropriations and national issues.

A special one-day Pre-Conference Workshop will take place April 6, 2015. This important session will cover the AIP Grant Program, Environmental Requirements and Compliance Basics and Updates.

All events will be held at the Westin Seattle.

### FEDERAL AVIATION ADMINISTRATION NORTHWEST MOUNTAIN REGION AIRPORTS DIVISION

#### Regional Office

1601 Lind Ave SW, Suite 315  
Renton, WA 98057  
Phone: 425-227-2600

#### Helena Airports District Office

FAA Building, Suite 2  
2725 Skyway Drive  
Helena, MT  
Phone: 406-449-5271

#### Denver Airports District Office

26805 E. 68th Ave, Suite 224  
Denver, CO 80249  
Phone: 303-342-1254

#### Seattle Airports District Office

1601 Lind Ave SW, Suite 250  
Renton, WA 98057  
Phone: 425-227-2650

## FAA ADVISORY CIRCULAR UPDATES

### **FAA Advisory Circular (AC) 150/5100-14E – Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects was issued on September 30, 2014 and the previous version of the AC cancelled.**

This AC provides guidance for airport sponsors in the selection and engagement of architectural, engineering, and planning consultants. It discusses services normally included in an airport grant project, types of contracts for these services, contract format, and guidelines for determining the reasonableness of consultant fees. This AC does not apply to airport projects that are fully funded with passenger facility charge (PFC) funds.

Major changes to this AC include:

- Clarifications to the Independent Fee Estimate process.
- Clarifications to the multiple consultant selection process.
- Adds the “Specific Rates of Compensation” method of contracting.
- Revises and expands the discussion of Alternative Project Delivery Methods.

The changes and clarifications to this AC are significant enough that it is worthwhile for all parties involved in professional services procurement to review the updated sections.

### **FAA Advisory Circular (AC) 150/5370-10G – Standards for Specifying Construction of Airports, was issued on July 21, 2014 and the previous version of the AC cancelled.**

Major changes to this AC include:

- Adds two new sections to Part 1, General Provisions, Section 90: Paragraph 90-10, Construction Warrent, and Paragraph 90-11, Project Closeout.

- Adds Section 105, Mobilization, to Part 1, General Provisions.
- Deletes Section 120, Nuclear Gauges, from Part 1 General Provisions, and incorporates the guidance into the individual specifications.
- Adds use of the Gyrotory Method to Items P-401 and P-403.
- Adds new Items: P-601, Fuel-Resistant Hot Mix Asphalt (HMA) Pavement; P-608 Emulsified Asphalt Seal Coat; P-629, Thermoplastic Coal Tar Emulsion Surface Treatments; and F-164 Wildlife Exclusion Fence
- Deletes these Items: P-402, Porous Friction Course; T-907 Tilling; and L-102 Hazard Beacons.

Extensive technical and editorial edits have been made throughout the document.

The Regional Revision to AC 150/5370-10G, ANM Notice G-1, released at the end of November, is available on our Region’s Construction Resources webpage: [http://www.faa.gov/airports/northwest\\_mountain/engineering/construction\\_resources/](http://www.faa.gov/airports/northwest_mountain/engineering/construction_resources/)

### **FAA Advisory Circular (AC) 150/5335-5C – Standardized Method of Reporting Airport Pavement Strength - PCN, was issued on August 14, 2014 and the previous version of the AC cancelled.**

This AC details the use of COMFAA software program to determine PCN values and provides many examples – latest version 3.0 and its support spreadsheet is on the FAA Website.

Use of this AC is mandatory for projects funded with AIP or PFC funds.

The PCN/ACN method only applies to pavements with bearing strengths of 12,500 lbs or greater.

It also indicates that the 5010 form has been changed to call for and accept inputs of PCN values. Therefore, the airport owner will be asked to provide runway PCN information during each airport inspection.

It also offers the following:

- One year after the AC issue date, the FAA requires all public-use paved runways at all Part 139 airports be assigned Gross Weight and Pavement Classification Number (PCN) data.
- Upon completion of projects using AIP or PFC funds, the airport will update Form 5010 data elements associated with Gross Weight and PCN.
- Overload evaluation guidance is provided in Appendix D.

**THE FAA  
ADVISORY  
CIRCULARS  
DATABASE IS  
AVAILABLE HERE:**

[HTTP://WWW.FAA.GOV/  
REGULATIONS POLICIES  
/ADVISORY CIRCULARS](http://www.faa.gov/regulations_policies/advisory_circulars)