

**Supplement F.**

**Establishing a Non-Federal System**

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## **PART I**

### **Process Overview**

Dear Sponsor,

Requesting approval to establish a non-federal system requires that you submit a variety of documents and information to the FAA for assessment. Specifically, the FAA requires you to do some or all of the following:

- Send [your FAA Non-Federal Program Implementation Manager \(PIM\)](#) a formal request on official letterhead.
- Submit “pre-commissioning data” defined as project/system information needed to assess and approve your planned installation. This includes, but is not limited to, information you will provide with the following required submissions.
- Request an airspace study and obstruction evaluation, if applicable, to determine the feasibility of installing a system on or off airport property;
  - File Form 7460-1, *Notice of Proposed Construction or Alteration* (for all systems);
  - File Form 7460-2, *Supplemental Notice* (if your system won’t be located on the airport);
  - File Form 7480-1, *Notice for Construction, Alteration, and Deactivation of Airports* (if you are constructing, altering the layout of, or deactivating a civil or joint (civil/military) use airport);
  - Submit the latest version of your Airport Layout Plan (ALP);
- Request FAA assistance in securing a Federal Communications Commission (FCC) frequency license, if your system transmits radio signals; and
- Request FAA development and/or modification of a Standard Instrument Approach Procedure (SIAP), if applicable.

**Note:** To ensure that you safely operate and maintain a non-federal system, the FAA will require you to comply with certain FAA regulations, policy directives (“orders”), and advisory circulars (ACs). We encourage you to familiarize yourself with the requirements of [Title 14 Code of Federal Regulations, Part 171, Non-Federal Navigation Facilities](#), and the most recent version of [FAA Order 6700.20](#), “*The Non-Federal Order*.” The Non-Federal Order references additional system specific guidance documents.

You may also find it helpful to explore the Non-Federal Program’s website: [www.FAA.gov/Go/NonFed](http://www.FAA.gov/Go/NonFed)

## **PART II**

### **What Type of System Do You Want to Establish?**

Different types of non-federal systems have different requirements for establishment. For the purposes of this document, non-federal systems fall into three categories:

- **Visual Aids** (VisAids) - Lighting systems used for visual flight rule approaches. These are not associated with an instrument flight rule (IFR) procedure or an Instrument Landing System (ILS).
- **Navigation Aids** (NavAids) - Systems that directly support an IFR procedure. For the purposes of this document, “NavAids” includes Approach Lighting Systems (ALS) that are associated with an ILS. Specifically:
  - ALSF (ALS with sequenced flashing lights)
  - MALS (Medium-intensity ALS)
  - MALSF (MALS with sequenced flashing lights)
  - MALSR (MALS with runway-alignment indicators)
- **Other Systems** - Systems that are neither NavAids nor VisAids (ex. Automated Weather Observing System, AWOS).

### **PART III**

#### **Different Requirements for Different Types of Systems**

**Note:** The commissioning process for any type of system may take several months.

#### **System Type #1 – VisAids that are not associated with an IFR procedure or ILS.**

*[The Office of Airports Safety & Standards](#) – not the Non-Federal Program typically regulates these types of VisAids. We share the following information with you as a courtesy. To the best of our knowledge, it is accurate as of the date of this document.*

1. There are various prerequisites, in addition to those outlined in Part I, to commissioning a VisAid, including the necessity that you:
  - a. Ensure that the system is FAA approved for use, per the most recent version of AC [150/5345-53](#), *Airport Lighting Equipment Certification Program*.
  - b. Familiarize yourself with the responsibilities involved in maintaining the system, per the most recent version of AC [150/5340-26](#), *Maintenance of Airport Visual Aid Facilities*.
  - c. Ensure the system meets the specifications in the most recent version of AC [150/5340-30](#), *Design and Installation Details for Airport Visual Aids*.
  - d. Understand that the FAA will not conduct commissioning or periodic ground inspections.
  - e. Understand that the system may require passing an FAA-performed commissioning flight inspection.
  - f. Enter into a reimbursable agreement with the Flight Inspection Program, to compensate the FAA for flight-inspection costs, if applicable.
2. Once you have met all of the FAA's requirements (including those listed above), the FAA will commission the system.

#### **System Type # 2 – NavAids (including ALS associated with an ILS)**

1. There are various prerequisites, in addition to those outlined in Part I, to commissioning a NavAid, including the necessity that you complete the following action list:

- a. Designate a non-federal technician qualified for verification authority, to maintain the system.
- b. Coordinate and request that the technician receive FAA-issued verification authority.
- c. Site the system in accordance with the appropriate ACs and/or FAA Orders.
- d. Sign a Memorandum of Agreement (MOA) and Operations & Maintenance Manual (OMM), which an FAA Inspector will prepare for you.

**Note:** A copy of the MOA/OMM must remain on site at all times, with the system's Facility Reference Documents.

- e. The system must pass a ground inspection conducted by an FAA Inspector and attended by your non-federal technician.
  - f. The system must pass a commissioning flight inspection conducted by the FAA.
2. The FAA will work to develop your requested IFR procedure. After the FAA receives the required information, the process usually takes between 6 and 18 months for development and publication. However, if the site has never had an IFR procedure or has environmental, noise, or airspace issues, it may take 2 to 3 years. **Note:** The FAA's Flight Procedures Team has an approved list of third-party developers if you have an interest in using their services instead.
  3. If the system is for private-use only (i.e. not available for use by the public), a "special" or "private-use" IFR procedure is required. You must reimburse the FAA for all expenses associated with the development and maintenance of the procedure, along with the costs associated with all commissioning and recurring ground and flight inspections
  4. Once you have signed the MOA/OMM, and the system passes the commissioning ground and flight inspections, the FAA will publish the procedure. The publication cycle is 56 days, but it could take longer depending on the actual completion date. When the Flight Procedures Team has a publication date, the FAA will commission the system.

### **System Type # 3 - Other Systems**

1. There are various prerequisites, in addition to those outlined in Part I, to commissioning these types of systems, various conditions must be met, including:
  - a. Designate a non-federal technician qualified for verification authority, to maintain the system.
  - b. Coordinate and request that the technician receive FAA-issued verification authority.
  - c. Site the system in accordance with the appropriate ACs and/or FAA Orders.
  - d. Sign a MOA/OMM, which an FAA Inspector will prepare for you.

- Note:** A copy of the MOA/OMM must remain on site at all times, with the system's Facility Reference Documents.
- e. The system must pass a ground inspection conducted by an FAA Inspector and attended by your non-federal technician.
  - f. If required, the system must pass a commissioning flight inspection conducted by the FAA. For ex., AWOS do not require flight inspection unless broadcasting over a NavAid.
2. Once you have met all of the FAA's requirements (including those listed above), the FAA will commission the system.

## **PART IV**

### **Submitting Required Information**

Follow the steps below after identifying the type of system you're planning to establish.

**Step 1 – Submit a signed, formal request on official letterhead to [your FAA Non-Federal Program Implementation Manager \(PIM\)](#).**

The letter must include the following information:

1. Airport name, city, & state.
2. Funding source (e.g. AIP Grant).
3. Type/make/model system.
4. Whether the airport is public-use or private-use.
5. Point-of-contact, including phone number and email address.

**Step 2 – Visit the [Obstruction Evaluation/Airport Airspace Analysis \(OE/AAA\)](#) website.**

1. The site menu provides instructions and tools to assist you in submitting the appropriate forms if applicable.
2. If your project involves ...
  - a. Establishing a system near a wind turbine, use the Wind Turbine Build Out to assist in your planning efforts.
  - b. Establishing a system on airport property:
    - i. Complete FAA Form 7460-1, *Notice of Proposed Construction or Alteration*; and
    - ii. Complete FAA Form 7480-1, *Notice for Construction, Alteration, and Deactivation of Airports* (if applicable).
  - c. Establishing a system off airport property **that is also offshore**, use the “Distance Calculation Tool” to determine if your location is in international waters.
    - i. If you intend to request the development of FAA procedures and the location is in international waters, you must:

1. Complete FAA Form 7460-1, *Notice of Proposed Construction or Alteration*; and
2. Complete FAA Form 7460-2, *Supplemental Notice*.
  - ii. If you will not request FAA procedures and the location is in international waters, the FAA does not have jurisdiction and you do not need to submit information to the FAA for approval of your project.
- d. Establishing a system off airport property:
  - i. Complete FAA Form 7460-1, *Notice of Proposed Construction or Alteration*; and
  - ii. Complete FAA Form 7460-2, *Supplemental Notice*.
3. The latest version of [AC 150/5300-13](#), *Airport Design*, will guide you in preparing and gathering the appropriate information.

**Note:** Table 3-4 provides standards for instrument approach procedures.

4. The most recent version of your Airport Layout Plan (ALP) will be an important source of information. You may be required to submit it via the OE/AAA portal or to your local Airports District Office. Therefore, you should ensure that it conveys:
  - a. The distance from the runway centerline(s) and threshold(s) to the location of the proposed system.
  - b. The complete runway and taxiway configuration, apron areas, hangars, and administration building(s).
  - c. Runway lengths, widths, elevations at runway ends, runway coordinates, and runway numbers.
  - d. Coordinates of the proposed system. (All coordinates must be relative to the ALP's scope of work.)

**Step 3 – If your system has a radio transmitter**, use the FAA’s “Frequency Coordination Request” tool ([WebFCR](#)) to begin the process of obtaining an FCC-issued frequency license for the system. (The Federal Communications Commission (FCC) will not grant you a frequency license unless you initially coordinate the request with the FAA.)

**Step 4 – If you need an IFR procedure for your system**, use this link to submit [a request form](#).

**PART V****When May You Begin Installation of Your System?**

Upon completion of the airspace study and obstruction evaluation, you will receive a *Final Determination Letter* from the Airports District Office. **The *Final Determination Letter* is not FAA approval to begin your project.**

You must notify your PIM that you received the *Final Determination Letter* and provide the associated Airspace Study Number(s). The PIM will send you a *Project Approval Letter*.

**The *Project Approval Letter* is the approval to begin your project.**

**Note:** The Non-Federal Program strongly discourages you from procuring your system before receiving this letter.