



**FAA
Airports**

**ARP SOP
9.00**

Effective Date:

09/01/2016

Standard Operating Procedure (SOP)

FAA Aeronautical Study, Coordination and Evaluation

A. PURPOSE

This SOP establishes uniform procedures for the Federal Aviation Administration (FAA) Office of Airports (ARP) that address:

- a. Collection, maintenance and resolution of airport data in the FAA's Obstruction Evaluation/Airport Airspace Analysis (OE/AAA) system.
- b. Receipt, coordination, evaluation, formulation and issuance of agency determinations as appropriate for on airport and off airport notices filed in accordance with Title 14 Code of Federal Regulation (CFR) Part 77, Safe, Efficient Use and Preservation of the Navigable Airspace (Part 77). This includes when and how to contact an airport sponsor about incompatible development in the vicinity of an obligated airport.
- c. Coordination of airport layout plans (ALPs), construction safety phasing plans (CSPPs), modifications of airport design standards (MOS), solar facilities, and other items as necessary to assure Federally obligated airports are meeting their Airport Improvement Program grant assurances.
- d. Receipt, coordination, evaluation, formulation and issuance of agency determinations as appropriate for on-airport notices filed in accordance with Title 14 CFR Part 157, Notice of Construction, Alteration, Activation and Deactivation of Airports (Part 157).

B. SCOPE

- a. This SOP is applicable to ARP personnel responsible for maintaining the airport and runway database and for processing and/or responding to various notices received by the FAA. The FAA coordinates these notices through the Obstruction Evaluation/Airport Airspace Analysis (OE/AAA) system as a Nonrule Making Airport (NRA), Nonrule (NR), or an Obstruction Evaluation (OE) study.
- b. FAA Joint Order (JO) 7400.2, Procedures for Handling Airspace Matters, establishes the procedures unique to airport airspace analysis for specific FAA offices and other federal agencies when using the OE/AAA system. Specifically, each FAA Line of Business (LOB) reviews a proposal against its criteria and responds offering comments as appropriate to determine the potential for any adverse impacts to their area of responsibility. Participating organizations include Air Traffic Obstruction Evaluation

Group (OEG), ARP, Flight Procedures, and Flight Standards, Technical Operations Services and Military Service and other organizations as necessary.

- c. The document is organized as follows to clearly define and document the steps and processes required to maintain airport data and conduct airspace evaluations:
 - (1) Airport Data
 - (2) On Airport Proposals
 - (3) Processing On-Airport Construction- NRA Studies
 - (4) Processing On Airport Construction -NR Studies
 - (5) Processing Off Airport and Military Airport Proposals – OE Studies
 - (6) Notices Submitted in Accordance with 14 CFR Part 157, Construction, Alteration, Activation and Deactivation of Airports (Processed as an NRA Study)

C. CANCELLATION

This SOP does not cancel a previous version.

D. APPLICABLE REGULATIONS, POLICY, AND GUIDANCE

Requirements identified within this SOP originate in various FAA publications, including regulations, orders and advisory circulars. If a more recent version of a listed document exists, then use the current version.

- a. Title 14 CFR Part 77, Safe, Efficient Use, and Preservation of the Navigable Airspace
- b. Title 14 CFR Part 139 (Part 139), Certification of Airports
- c. Title 14 CFR Part 157, Notice of Construction, Alteration, Activation and Deactivation of Airports
- d. Title 49 United States Code 47107(a)(16), Project Grant Application Approval Conditioned on Assurances about Airport Operations
- e. FAA Advisory Circular (AC) 150/5300-13, Airport Design
- f. FAA AC 150/5390-2, Heliport Design
- g. FAA AC 150/5370-2, Operational Safety on Airport During Construction
- h. FAA AC 70/7460-2, Proposed Construction or Alteration of Objects that May Affect the Navigable Airspace
- i. FAA AC 150/5300-16, General Guidance and Specifications for Aeronautical Surveys
- j. FAA AC 150/5300-17, General Guidance and Specifications for Aeronautical Survey Airport Imagery Acquisition and Submission to the National Geodetic Survey.
- k. FAA AC 150/5300 -18 General Guidance and Specifications for Aeronautical Surveys to NGS.

- l. FAA AC 150/5100-20 ,Guidance on the Extraction of Oil and Gas at Federal Obligated Airports
- m. FAA Joint Order (JO) 7400.2, Procedures for Handling Airspace Matters
- n. FAA Order 5000.3, Coordination with the Federal Highway Administration
- o. FAA Order 5100.38, Airport Improvement Program Handbook
- p. FAA Order 5190.6, Airport Compliance Manual
- q. FAA Order 5200.11, FAA Airports (ARP) Safety Management System (SMS), and associated ARP Safety Risk Management (SRM) Desk Reference
- r. FAA Order 5280.5, Airport Certification Program Handbook
- s. FAA Order 5300.1, Modifications to Agency Airport Design, Construction, and Equipment Standards
- t. FAA Order 5500.1, Passenger Facility Charge Handbook
- u. FAA Order 8260.19, Flight Procedures and Airspace
- v. SOP for FAA evaluation of sponsors Construction Safety Phasing Plan Funded by the AIP or PFC Programs.
- w. SOP for FAA review and Approval of Airport Layout Plans
- x. SOP for Safety Risk Management under the FAA Office of Airports Safety Management System

E. REQUIREMENTS AND OBJECTIVES

The requirements and objectives of this SOP depend on the type of notice as follows:

- a. For all types of notice, the FAA maintains an airport/runway database in OE/AAA system as needed.
- b. For proposed construction or alteration on an obligated public use airport, the FAA evaluates the proposal for consistency with the approved ALP and whether the proposal affect's the safety, utility and efficiency of the airport.
- c. For planning documents, ALPs, Action Plans and Feasibility Studies, etc. at obligated airports related to on airport development the FAA reviews to determine consistency with maintaining the safety, utility and efficiency of the National Airspace System (NAS).
- d. For proposed construction, alteration, activation and deactivation of an airport not certificated by or obligated to the FAA, the FAA evaluates all private and public use landing area proposals and all proposed changes to public use airports.
- e. For proposed construction or alteration not located on a public or joint use airport, the FAA evaluates the proposal to determine if it would constitute a hazard to air navigation.

F. LIMITATIONS OF THIS SOP

- a. The procedural steps outlined in this SOP vary depending on the type and location of the aeronautical study filed with the FAA.
- b. This SOP describes the coordination process in accordance with FAA Order JO 7400.2, Procedures for Handling Airspace Matters. If a conflict between this SOP and the current FAA Order JO 7400.2 exists, staff should follow the guidance in the joint order.

G. DISTRIBUTION

This SOP is distributed to the FAA Office of Airports (ARP) and all interested parties. The SOP will be available electronically on the Airports section of the FAA website.

H. CHANGE TABLE

Date of Change	SOP Version	Page Changed	Reason for Change



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7/19/16
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1 AIRPORT DATA

1.1 Purpose

1.1.1 The National Airspace System (NAS) relies on the accuracy of the airport data in the FAA's Obstruction Evaluation/Airport Airspace Analysis (OE/AAA) system to protect current and planned airspace improvements and maintain the accuracy of FAA publications. The airport data in the National Airspace System Resources (NASR) is the "official" data source, and the National Flight Data Center (NFDC) makes all changes to this data. NFDC ensures that data changes have been properly coordinated (if necessary) and flight checked (if necessary) prior to making the changes permanent.

1.1.2 The NASR database consists of existing data only. This data can be found in the OE/AAA airports/runways database. The OE/AAA system is also the ONLY source of proposed data. Proposed data is entered to protect the "plan on file" or proposed procedure and its future airspace. Timely establishment of proposed data is important to protect the current and planned NAS.

1.2 Roles and Responsibilities

1.2.1 Airports Organization (ARP)

ARP is responsible for maintaining and updating airport and runway data.

1.2.1.1 **Responsible ARP Staffer (RAS)**

1.2.1.1.1 The ARP employee responsible for maintaining the airport/runway database might be an airport planner, airport engineer, program manager, project manager, airspace specialist or other position; for consistency, this document refers to the responsible ARP employee as the RAS. ARP, through the RAS, maintains and updates airport and runway data in the OE/AAA system.

1.2.1.1.2 Refer to the State Block Grant agreement with each respective state concerning what RAS duties a state employee can perform.

1.3 Types of Airport Data

1.3.1 Existing Conditions (NASR)

1.3.1.1 To enter data for existing conditions, the RAS:

- First verifies existing conditions not already reported to NFDC.
- For conditions that have not been reported, creates a pending record in the OE/AAA system as outlined in Section 1.3.2.. Pending data is used to record an existing condition or change in condition or to correct data in the OE/AAA.

- After creating a pending record, notifies NFDC of the condition, change in condition or correction.

1.3.1.2 Once NFDC creates NASR data that matches the pending data, the database automatically removes the pending data.

1.3.1.3 Correct deficiencies: Upon learning of data for existing conditions that requires correcting, the RAS must complete steps outlined in section 1.3.1.1 to 1.3.1.2 to correct the data.

1.3.2 Pending Data

1.3.2.1 Pending data must be created to change a proposed entry that has now become an existing condition or correct inaccurate existing data. This change is applicable only to the OE/AAA database until NFDC updates NASR which then updates the OE/AAA database and removes the pending data entry. The pending data entry accounts for the delay in time for the system to be updated so that all airspace cases are being evaluated against current data. To create pending data the RAS must do the following:

1.3.2.2 **Pending Data Pertaining to Existing Airports**

- a. From the “Data” drop-down menu, select “OE/AAA Airports/Runway Database”.
- b. Fill in the airport locator ID for the specific airport.
- c. Select “Search” and select airport locator ID (NASR as Source)
- d. Make changes to airport data.
- e. Select “Create Pending”.

1.3.2.3 **Pending Data for New Airports**

For all airports, a proposed record for the subject airport would have already been created and a temporary LOCID assigned through the OE/AAA system. Subsequently, when Form 5010-3 (New Public Use) or 5010-5 (New Private Use) has been received and the permanent LOCID has been established (via NDFC), the temporary airport is to be deleted by the RAS.

1.3.2.4 **Pending Data for Runways**

- a. From the “Data” drop-down menu, select “OE/AAA Airports/Runway Database”.
- b. Fill in the airport locator ID for the specific airport.
- c. Select “Search”.

- d. Select the locator ID under “Airport ID” with a status of “Existing”. Do not select a locator ID with a status of “Pre-Pending”.
- e. Under “Runways & Helipads”, select “Runway” (NASR as Source).
- f. Next to “Runway Info”, select “Create Pending Runway”.
- g. Modify the required fields; then select “Save Pending Runway”.

Note: If the pending data entry is for a change in runway end coordinates, length, width and elevation, and has an instrument procedure(s), these changes require a survey to be submitted through airports GIS in accordance with AC 150/5300-18. Follow-up with NFDC staff, Flight Standards, Flight Procedures, and /or flight check.

- h. Review changes and select “Update Runway”
- i. Repeat steps a through d.
- j. Select the newly created pending runway (under the column “name”)
- k. Select “Submit Runway Changes to NFDC”
- l. Once the NASR data matches the pending data in the OE/AAA database, the pending data entry will be automatically deleted.

1.3.3 Proposed Data

1.3.3.1 ALPs, Wide Area Augmentation System (WAAS) Office implementation schedules and Flight Procedures implementation schedules are all sources of “Plans on File” (i.e., proposed) for existing airports. The OE/AAA system includes an airport database that maintains **existing, pending, and proposed** runway data. Correct airport and planned/proposed airport data is crucial to accurate and timely Part 77 analysis. As airspace cases are continuously filed, it is imperative that Part 77 analyses reflect the most recent planned/proposed data to prevent future petitions (challenges to determinations).

1.3.3.2 The RAS must typically enter the following types of planned/proposed data:

- a. Runway lengths (extensions)
- b. Runway width
- c. Runway elevation
- d. Location (end coordinates)
- e. Approach type (Part 77 code)

Note: The OE/AAA system automatically calculates the Ultimate Airport Reference Point (UARP) when any proposed data is entered into the database.

1.3.3.3 The RAS must also review the **airport elevation** and/or the **ultimate elevation** (if applicable).

Note: The airport elevation is the highest point of an airport’s usable runways. If the planned/proposed runway is estimated to be at a higher elevation, the RAS should enter the ultimate elevation.

1.3.3.4 After checking the accuracy of the proposed data, the RAS enters:

- a. Any **proposed public use or joint use airport** data into the database within 2 working days from receipt of the information.
- b. Any **change of status from private use to public use** within 2 working days from receipt of the information.
- c. All **other public use and military airport runway information** within 10 working days from receipt of the information.
- d. As workload permits, **information on private use airports** into the database.

Note: Note: The UARP will automatically be calculated but needs to be verified by the RAS.

1.4 **Airport Data Elements**

1.4.1 Airport Data

The OE/AAA database includes the following fields under airport data:

- Airport Locator ID
- Airport Name
- City
- State
- Airport District Office (ADO)
- Airport Ownership
- Facility Use
- Change Status Code
- Airport Latitude/longitude
- Ultimate Airport Reference Point (UARP) Latitude/Longitude
- Reference Point Source
- Part 139 Type
- Central Business District (CBD) to Airport (Cardinal Direction)
- Airport Contacts
- Activation Date
- Site Number
- Standard Instrument Flight Procedure (SIAP) Type
- County
- Inspector Code
- Airport Elevation
- Elevation Method
- OC Chart
- Ultimate Elevation
- UARP Date
- Reference Point Date
- Magnetic Variation
- CBD to Airport (nautical miles)
- Airspace Determination Code

1.4.2 Runway Info

The OE/AAA database includes the following runway data elements under runway info:

- Runway Identifier
- Length

- Width
- Traffic Pattern
- Surface Type
- Change Status Code
- Approximate Runway Delete Date

1.4.3 Runway

The OE/AAA database includes the following runway data elements for each runway end (asterisks identify essential data required for airspace analysis):

- | | |
|--|-------------------------------------|
| • End ID | • Elevation Date |
| • True Bearing | • Elevation Datum |
| • Latitude* | • Position Source |
| • Longitude* | • Position Date |
| • Elevation* | • Stopway Length |
| • Part 77 Code* | • Takeoff Run Available (TORA) |
| • Approach Lights | • Takeoff Distance Available (TODA) |
| • Visual Guidance Slope Indicator (VGSI) | • Displaced Threshold Length |
| • Elevation Source | |

1.4.4 Helipad

The OE/AAA database includes the following helipad data elements (asterisks identify essential data required for airspace analysis):

- Helipad Identifier
- Length (TLOF dimensions)*
- Width (TLOF dimensions)*
- Surface Type
- Change Status Code
- Latitude*
- Longitude*
- Elevation*

1.5 **Add a New Proposed Airport and/or Creation of Proposed Runways**

- a. To add a new airport in the OE/AAA Airports/Runway Database:
 - (1) From the “Data” drop-down menu, select “OE/AAA Airports/Runway Database”.
 - (2) Click on the “Airport Data” tab.
 - (3) Enter data in the fields identified with red asterisks.
 - (4) Click on the button, “Create Proposed Airport” which will automatically create a temporary location Identifier (LOCID). This temporary LOCID is specific to the OE/AAA system only.
- b. To create a proposed runway to a new or existing airport in the OE/AAA Airports/Runway Database:

- (1) From the “Data” drop-down menu, select “OE/AAA Airports/Runway Database”.
- (2) Under the “Search Airports” tab, enter the airport locator ID for the specific airport and click “Search”.
- (3) Click on the “Airport ID”.
 - (i) If entering a new runway—
 - Under “Runways and Helipads”, click on “Add Proposed Runway”.
 - Complete all the data fields under “Runway Info” and “Runway Ends Info”.
 - Then at the bottom, click “Add New Runway”.
 - (ii) If it is a modification to a proposed runway—
 - Under “Runways and Helipads”, click on the appropriate runway under the “Name” column (Proposed as Source).
 - Next to “Runway Info”, click on “Update Runway”.
 - Change all relevant data fields under “Runway Info” and “Runway Ends Info”.
 - Then at the bottom of the section, click “Update Runway”. Ensure your edits have been saved.

Note: The UARP will automatically be calculated but needs to be verified by the RAS when entering a new or modification to a runway on an existing airport.”

1.6 **Airport Data Corrections for Airports with Part 77 Issues**

1.6.1 Locate Airports with Part 77 Issues

- a. On the bottom left side of the OE/AAA portal page, select the “Airports with Part 77 Issues” link for airports in the system that cannot be screened for Part 77 surfaces due to data issues.
- b. Click on the drop-down menu at the top of the next page.
- c. Review the list of airports that appears under the following categories:
 - (1) Runway Elevation Greater than Airport Elevation
 - (2) Missing Runways
 - (3) Missing Runway End Coordinates
 - (4) Missing Runway End Elevation
 - (5) Missing Part 77 Category
 - (6) Mismatched Part 77 Categories

1.6.2 Correct Deficiencies

- 1.6.2.1.1 Correct the specified deficiencies as soon as possible, with the understanding that some of these facilities are seaplane bases, waterways or airports that are under the current **Part 157 (previous Form 7480-1, Notice of Landing Area Proposal)**, which did not require runway end coordinates and elevations.

- 1.6.2.1.2 Many private airports lack runway data. For those with a visibly identifiable surface, the RAS might be able to obtain the runway end coordinates visually (by using a tool such as Google Earth), the runway length and the bearing, unless the private owner has detailed drawings with this supporting data. Please use your best judgment as to the accuracy of the runway end locations.

2 ON-AIRPORT PROPOSALS

All proposed development on public-use airport property is subject to an **airport airspace analysis (AAA)** and must be processed as a **non-rulemaking airport (NRA)** or **non-rulemaking (NR)** case regardless of federal funding participation. In some cases, the FAA might process on-airport development as an **obstruction evaluation (OE)** (e.g. wind turbines). Common types of on-airport proposals may consist of the following:

- a. Notice of Proposed Construction (Form 7460-1). See Sections 3.1, 4 and 5.
- b. Airport Layout Plan (ALP). See Section 3.2.
- c. Modification of Standards (MOS). See Section 3.3.
- d. Construction Safety Phasing Plan (CSPP). See Section 3.4.
- e. Solar facilities. See Section 3.5.
- f. Wildlife hazards issues (not processed through OE/AAA) See Section 3.6.
- g. Other items as necessary. See Sections 3.7.

2.1 Aeronautical Study Numbers

The OE/AAA system automatically assigns NRA (or NR) numbers when an aeronautical study is entered into the system. An example of a study number for on-airport proposals is **2013-AWP-0051-NRA**. You can interpret each part of the number as follows:

- a. The first four numbers (**2013**) refer to the calendar year in which the proposal was received. In this example, 2013 was the year in which the proposal was received.
- b. The next three letters (**AWP**) refer to the Regional Office (RO) or, in some regions, the Airports District Office (ADO) in which the study is being conducted. In this example, “AWP” identifies the Western-Pacific Region.
- c. The next four-digit number (**0051**) is a unique number automatically assigned by the system to the case.
- d. The final two- or three-letter code (**NRA or NR**) refers to the type of case. In this example, “NRA” identifies it as a non-rulemaking airport case, which ARP processes. Cases that include “NR” as the final element identify non-rulemaking cases, which the Air Traffic Organization (ATO) processes.
- e. Where cases are related to one another they should be grouped together and assigned to an OE/AAA project name.

2.2 General Airport Definitions

- 2.2.1 An **obligated airport** is an airport that has received federal grants under the Airport Improvement Program (AIP) or operates on property that was conveyed to the airport under a Federal Surplus Property Program. All obligated airports are in the National Plan of Integrated Airport Systems (NPIAS) and are public use.
- 2.2.2 A **joint use airport** is an airport that is either a civilian owned airport or an airport owned by the Department of Defense (DOD), where there is a joint use agreement for both military and civilian aircraft use.
- 2.2.3 A **military airport** is any airport operated by the Department of Defense (DOD). See Section 5.
- 2.2.4 A **public use** airport is an airport available for use by the general public without a requirement for prior approval from the airport owner or operator.
- 2.2.5 A **private use** airport is an airport available for use by the general public with a requirement for prior approval of the airport owner or operator. Private use airports have emergency landing and landmark values.

3 PROCESSING ON-AIRPORT – NON-RULEMAKING AIRPORT (NRA) STUDIES

3.1 Notices of Proposed Construction or Alteration (FAA Form 7460-1)

3.1.1 Purpose

- 3.1.1.1 Airport sponsors/proponents use FAA Form 7460-1 to notify the FAA of construction or alteration that might affect the navigable airspace under Part 77. They can file FAA Form 7460-1 electronically or download a hard copy at <https://oeaaa.faa.gov/oeaaa/external/portal.jsp>.
- 3.1.1.2 Generally, proposed development on public use airports and/or joint use airport property is subject to an **airport airspace analysis (AAA)** and processed as non-rulemaking airport (NRA) cases regardless of federal funding participation.
- 3.1.1.3 There are exceptions to how the RAS processes certain development:
- Non-federal navigational aids (NAVAID) and non-federal Medium Intensity Approach Lighting Systems with Runway Alignment Indicator Lights (MALSRs) and non-federal Medium Intensity Approach Lighting Systems with Sequenced Flashers (MALSFs) are processed as NRs.
- Note:** In some regions, federally-owned NAVAIDs and visual aids (VISAIDs) are also processed as NRs.

- b. Wind turbines are processed as OEs whether on or off an airport.

Note: Current FAA AC 70/7460-2 provides information related to FAA Form 7460-1. The “Airport Study” section of the current FAA JO 7400.2 lists the types of proposals for which the form can be used.

3.1.2 Permanent Proposals

Permanent proposals are structures that will be constructed on or above the ground. They include buildings, hangars, aprons, taxiways, taxilanes, equipment not fixed by function (such as a wind sock, segmented circle, airport beacon), fuel farms, light poles, parking lots and access roads.

3.1.3 Temporary Proposals

Temporary proposals include general construction activity, staging areas, construction employee parking, material stockpiles, concrete and asphalt batch plants, cranes, oil rigs and data gathering (such as survey, soil investigation, pavement testing).

3.1.4 Roles and Responsibilities

3.1.4.1 **Airport Sponsor/Proponent**

The RAS is to encourage the proponent or airport sponsor to submit all requests electronically to the appropriate FAA office using FAA Form 7460-1. All such notices submitted by ATO Tech Ops must also be coordinated with the airport sponsor, and all permanent structures must be consistent with the ALP.

Note: The RAS process requests for **solar facilities** in the same manner as described above.

3.1.4.2 **ARP**

ARP is responsible for assuring that the safety, utility and efficiency of airports are maintained. This responsibility includes ensuring that airport geometric design standards are not violated, coordination with other LOBs, protecting traffic patterns and flight procedures, and identifying electromagnetic effects on navigational facilities.

3.1.4.2.1 Responsible ARP Staffer (RAS)

The ARP employee responsible for handling on-airport notices of proposed construction might be an airport planner, airport engineer, program manager, project manager, airspace specialist or other designated position. This document refers to the responsible ARP employee as the RAS. As ARP’s representative, the RAS must:

- a. **Check the OE/AAA system for NRA cases.** The RAS must periodically check the OE/AAA system for assigned cases submitted by the sponsor/proponent or other FAA LOBs.

- b. **Send an acknowledgement of receipt if applicable.** If a proponent submitted a hard copy of Form 7460-1, it is recommended that the RAS send an acknowledgement to the proponent, using the OE/AAA standard letter or by e-mail.
- c. **Check the Form 7460-1 for accuracy and completeness.** The RAS must finish reviewing all data before coordinating the case. If the RAS has a hard copy, check the information before entering the data into the OE/AAA system. The RAS should verify that the correct component/development type has been selected based upon the proposed project activity.

Note: If the RAS discovers missing or incorrect data, request the respective written information from the sponsor/proponent. For an e-filed case, use the Additional Information template letter in the OE/AAA to make this request. If the RAS does not receive a response from the sponsor/proponent within 30 days from the date the RAS notifies the sponsor/proponent, terminate the case using the template Termination Letter within OE/AAA.

- (1) **Conduct an initial review.** Review the submittal and appropriate attachments (e.g. sketches with scaled dimensions, topography, ALP, detailed description of proposed work). For non-NPIAS airports that do not maintain an ALP, the RAS should refer to the original FAA Form 7480-1 submitted to determine what airport design criteria to apply. If this form is not available, the RAS should reach out to the airport (via ADD letter) requesting this information.
- (2) **Confirm the data.** Confirm that the data meets North American Datum (NAD 83) horizontal (recommended) and NAVD 88 vertical datum requirements. Otherwise, indicate what Datum was used (i.e., NAD 27, NAVD 29).
- (3) **Check for accuracy.** By default, the OE/AAA system uses a 4D accuracy when a proponent submits a case. Check the accuracy of the latitude, longitude, site elevation in mean sea level (MSL) and structural height above ground level (AGL) (i.e., building corner(s), including the roof elevation for large hangars and/or multi-story buildings). Elevation and/or location accuracies are based on the following Obstacle Accuracy Codes in accordance with FAA Order 8260.19.

Table 1. Accuracy Code System

Horizontal		Vertical	
Code	Tolerance (ft.)	Code	Tolerance (ft.)
1	+ 20	A	+ 3
2	+ 50	B	+ 10
3	+ 100	C	+ 20
4	+ 250	D	+ 50
5	+ 500	E	+ 125
6	+1000	F	+ 250
7	+ 1/2 NM	G	+ 500
8	+ 1 NM	H	+ 1000
9	+ Unknown	I	+ Unknown

Notes:

1. Surveys are based on the accuracy of the surveys as shown above.
 2. Obstruction Chart = 1A
 3. Quadrangle Map = 2C
 4. Sectional Chart = 6E
 5. Mark on Quadrant sheet = 4D
 6. GPS = No accuracy
- (i) Submissions often contain elevation and/or location errors. Current directives requires applying accuracy standards to obstacles when evaluating effects on instrument procedures. These accuracy standards typically require a 4D adjustment of 250 feet horizontally and 50 feet vertically to be applied in the most critical direction. Normally, these adjustments are applied to those structures that may become the controlling obstructions and are applicable until their elevation is verified by survey.
- (ii) The Flight Procedures Team (FPT) may request an acceptable accuracy verification method to pursue a favorable determination. The RAS will then make this request to the sponsor/proponent. A licensed engineer or surveyor must certify the provided survey accuracy and include the plus or minus accuracy required as well as the signature of the engineer/surveyor and the appropriate seal. The RAS will not issue a final determination based on improved accuracy until a certified survey is received. During the aeronautical study process, Flight Procedures may request a certified survey with an accuracy of either 1A (+20 feet horizontally +3 feet vertically) or 2C (+50 feet horizontally + 20 feet vertically).
- (4) **Check for completeness.** Ensure the sponsor/proponent submitted a detailed description of proposed work, line-of-sight evaluation (as needed), building materials and glare reflection

analysis (as needed); an ALP; and other pertinent maps, sketches and topography information. For glare analysis, see Interim Policy, FAA Review of Solar Energy System Projects on Federally Obligated Airports. Also see Section 3.5 of this SOP.

- (5) **For Federally obligated airports, verify if proposed development is depicted on the current approved ALP.**
- (i) Confirm the development is consistent with the ALP.
 - (ii) Ensure it meets current airport design standards (FAA AC 150/5300-13) and check for compliance issues (e.g., land use) and conflicts with the airport's proposed Capital Improvement Program (CIP) development or future airport master plan development.
 - (iii) If the proposal is not in conformance with the approved ALP (or no ALP exists), proceed with the study, but notify the sponsor upon completion to update the ALP if a favorable determination is issued.
- (6) **For non-Federally obligated airports or non-NPIAS airports provide recommendations.** For non-Federally obligated airports or non-NPIAS airports no ALP is required. However, it should be recommended and encouraged that the airport proponent/sponsor/planner complies with FAA airport design standards.

Note: When airport design standards are combined with appropriate state and local zoning ordinances, the resultant effect should:

- Assure the lowest possible operational altitudes for aircraft;
- Protect the economic investment of the airport; and
- Promote safety in the areas affected by the airport by assuring, through proper development, compatible land use.

d. **Forward to or inform the Air Traffic Obstruction Evaluation Group (OEG) of any off-airport development proposals in a timely manner upon receipt (electronic or hard copy) of Form 7460-1.** Air Traffic OEG leads all off-airport obstruction evaluations (OE) per current FAA JO 7400.2.

- (1) If your office receives a paper copy of a Form 7460-1 for an off-airport case, encourage the sponsor/proponent to e-file at <https://oeaaa.faa.gov/oeaaa/external/portal.jsp>.
- (2) Explain to the sponsor/proponent where to find the list of contacts for off-airport cases on the OE/AAA site.

Note: Process a separate Form 7460-1 for construction equipment associated with any proposed development at a public use airport (with or without Federal funding).

- e. **Generate an NRA number.** The OE/AAA system will generate an aeronautical study number when the sponsor/proponent (for e-filing) or the RAS (for hard copies of Form 7460-1) enters the proposal.
- f. **Map and Verify.** Map and verify the case. A Part 77 analysis will automatically run which will then put the case into work status. Work status means that the case has been distributed to the selected LOBs for review.
- g. **Coordinate with other offices and LOBs.** Within the OE/AAA system, select the office or LOB with which the proposal must be coordinated. Those offices that are not included in the system must be contacted directly. Give each office 45 working days to provide comments. If the RAS is not successful in getting a LOB to respond, the case should be elevated to the regional airspace lead to obtain the comment.
- h. **Check on the status of coordination.** The RAS must periodically check on the status of the coordination.
- i. **Issue the determination.**

It is important to clarify that an airspace determination in of itself does not constitute approval for a development project to move forward. Any development on airport property requiring Federal environmental approval must receive such written approval from FAA prior to commencement of the subject development confirming that the project conforms to FAA planning guidelines and the appropriate level of environmental review pursuant to the National Environmental Policy Act (NEPA) has been conducted.

- (1) After ensuring clear understanding of all comments received and resolving any conflicts between offices and LOBs, consolidate all comments received and prepare a determination letter (no objection, conditional–no objection or objectionable) for the proposal.
- (2) If the airport sponsor filed the Form 7460-1, send the determination letter back to the airport sponsor; otherwise, address the determination letter to both the sponsor and proponent (or proponent representative).
 - (i) The determination should include appropriate language, as identified in current FAA JO 7400.2.
 - (ii) If the proposal will result in a long-term shutdown of a runway or significant taxiway, the determination letter must include a strategic event shutdown form which can be

found in the OE/AAA, and the sponsor/proponent must be informed to submit the form to ATO Planning and Requirements (P&R), preferably 45 days before the phase of construction.

- (3) Use determination letters generated by the OE/AAA system but keep in mind that such letters only address standard conditions or special conditions commonly encountered. Add any other special condition(s) to address comments received from other FAA offices or LOBs.
 - (4) Furnish a copy of the final determination letter to the appropriate state aviation agency (as requested).
 - (5) Ensure the ALP is updated by either a pen-and-ink change or an update to the ALP in accordance with the current ALP SOP.
- j. Include in the determination letter a provision allowing reasonable time for the sponsor/proponent to notify the appropriate RO/ADO upon completion of the project. The RAS is to recommend this be done no later than 10 days after the completion date, as specified in current FAA JO 7400.2, using FAA Form 7460-2, Notice of Actual Construction or Alteration (Supplemental Notice/Form). Then upload the completed Form 7460-2 into OE/AAA. See “final disposition” for uploading the extension letter in paragraph “k” below.

Note: The expiration date of a determination is normally 18 months after the date the determination letter was written. If the proposed work is not completed by the established expiration date, the sponsor/proponent must request an extension at least 15 days prior to the expiration date. It is recommended that the RAS grant an extension of no more than 12 months beyond the current expiration date. If the new extension expires prior to work completion, the sponsor/proponent must submit a new FAA form 7460-1. Upon receiving a request for an extension, ensure the submission is consistent with what was originally evaluated. Coordination with other LOBs is typically not required if the data is unchanged. See “final disposition” for uploading the extension letter, paragraph “k” below.

- k. **Final disposition.** After learning the final disposition of the NRA, and informing the sponsor, the RAS must upload to the OE/AAA any related documents (e.g. letters providing the final disposition to the sponsor not generated by the system including letters extending an expiration date, as well as any comments received via hard copy or email).

Note: Refer to each state block grant agreement concerning the ARP RAS responsibilities handled by the respective states pursuant to 49 USC §47128.

3.1.4.3 ATO

ATO can enter NRAs for FAA-owned NAVAIDs and VISAIDs into the OE/AAA electronically or send hard copies to ARP for processing.

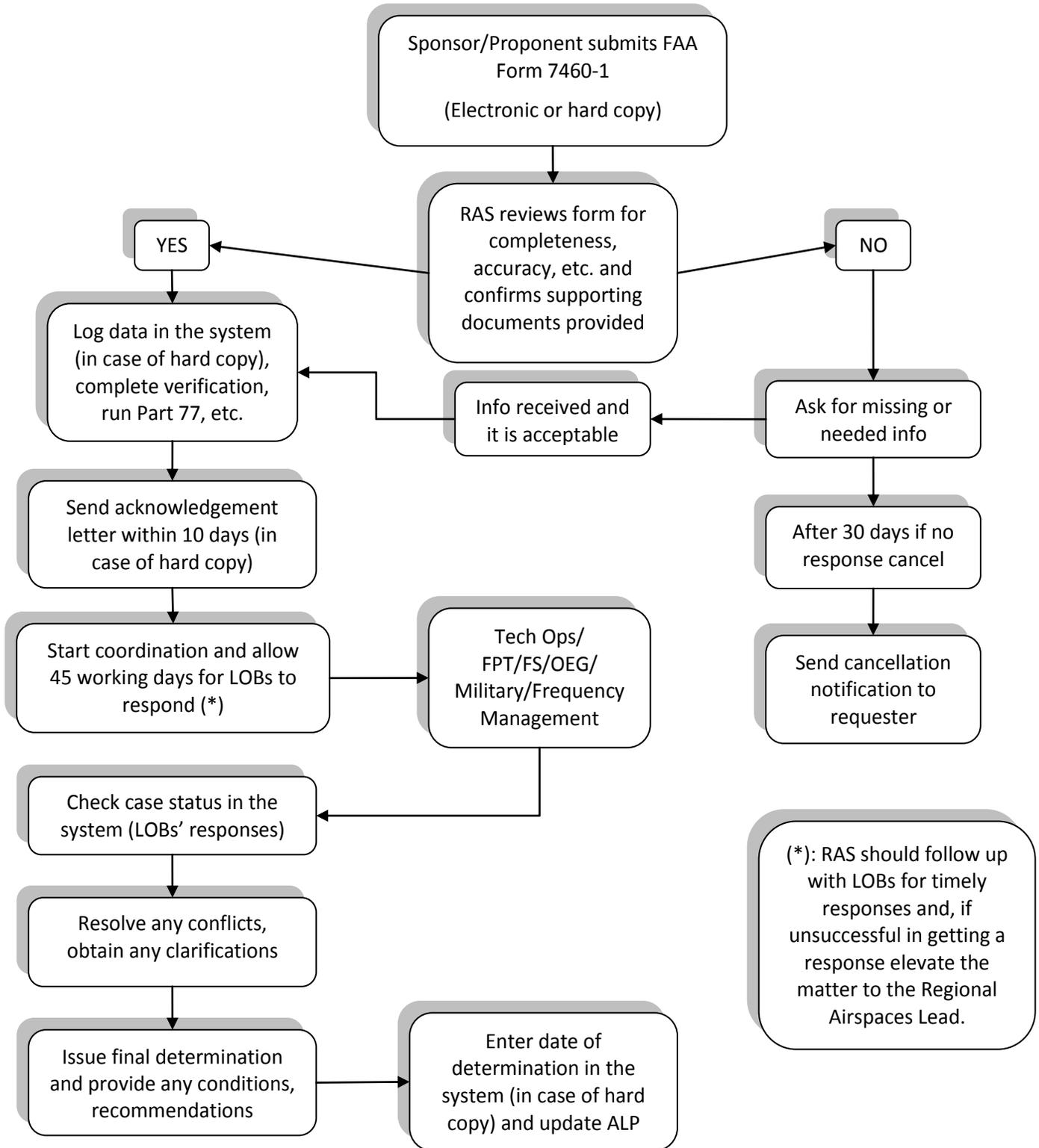
Note: In some regions, ATO processes these facilities as NRs. See Section 3.1.1.2.

- 3.1.4.3.1 For NRAs at non-FAA facilities ATO reviews and responds to ARP through the OE/AAA system. This does not include non-federal NAVAIDs and MALSRs. These are handled as NRs. See current FAA JO 7400.2 for ATO responsibilities.

3.1.4.4 Other Offices and LOBs

See current FAA JO 7400.2.

3.1.5 **Flow Chart for Coordinating On-Airport NRA for Notice of Proposed Construction**



3.2 **Airport Layout Plans (ALPs)**

3.2.1 Purpose

The complete draft ALP must be circulated for review via the OE/AAA system. When directed to do so by the FAA, the airport sponsor can upload electronic drawings and documents in PDF format.

3.2.2 ALPs that Require Airspace Review

ALPs are categorized as revisions or updates.

- a. An **ALP revision** is a drafting exercise for the principal purpose of modifying existing ALP drawings to reflect recent development. In general, unless there is a change in location of a facility or structure, ALP revisions intended solely to document as-built conditions do not require an airspace review.
- b. An **ALP update** is a change to an existing ALP (or development of a new ALP) to reflect new thinking on future development of an airport or a proposed change in land uses on or around the airport requiring airspace review and coordination. An ALP update typically takes place as part of the master planning process.

Note: Various elements of the ALP may be coordinated separately from the ALP. See Section 3.7.

3.2.3 Roles and Responsibilities

3.2.3.1 **Airport Owner/Sponsor**

- a. The airport sponsor or owner is responsible for providing a complete ALP that meets design standards (or for which has been approved a modification of standards) and is in accordance with FAA policy and guidance. See the ALP SOP.
- b. The airport sponsor should review the draft ALP in detail to ensure it meets both sponsor and FAA requirements. After confirming that it does, the airport sponsor can submit the draft ALP to the FAA for coordination.

3.2.3.2 **ARP**

ARP is responsible for reviewing, coordinating, and approving ALPs. See the ALP SOP.

- a. ARP's initial review of the draft ALP provides an opportunity to resolve issues with the ALP before it is circulated for an aeronautical study.
- b. ARP coordinates the ALP and resolves comments received from other offices and LOBs. ARP ROs and ADOs coordinate the review and ultimately approve the ALP.

3.2.3.2.1 Responsible ARP Staffer (RAS)

The ARP employee responsible for processing the ALP through the OE/AAA might be an airport planner, airport engineer, program manager, project manager, airspace specialist or other position. This document refers to the responsible ARP employee as the RAS. The RAS keeps the OE/AAA database current, ensures the database reflects any proposed runway data changes (e.g. for new runways or extensions) and coordinates the ALP. To perform these duties, the RAS must:

- a. **Review the ALP for accuracy.** Review the accuracy and consistency of ALP airport data (i.e. confirm runway end coordinates, elevations and NAVAIDs are consistent with the OE/AAA airport database). See Section 1.3.
- b. **Generate a NRA number.** Once the sponsor/proponent (for e-filing) or the RAS (for hard copy forms) enters a completed submittal, the OE/AAA system automatically assigns an aeronautical study number.
- c. **Enter the Airport Reference Point.** The RAS enters the Airport Reference Point coordinates for the location of the proposal (ALP) but *not the elevation*.
 - (1) An elevation entry can trigger an unnecessary evaluation as a “structure” by other LOBs. Enter “0” for site elevation (SE) and above ground level (AGL).
- d. **Map and Verify.** Map and verify the case. A Part 77 analysis will automatically run which will then put the case into work status. Work status means that the case has been distributed to the selected LOBs for review.
- e. **Coordinate with other offices and LOBs.** Within the OE/AAA system, select the offices or LOBs that must review the proposal. Those offices that are not included in the system must be contacted directly. Give each office 45 working days to provide comments.
 - (1) In addition to “default” LOBs, include local Air Traffic Control Towers for towered locations and the FAA Airports Safety and Standards Branch for Part 139 locations. Other offices may include the Transportation Security Administration, ATO NAS Planning (PNI) and the Runway Safety Office.
- f. **Provide a brief summary of the ALP update in the “comments” section of OE/AAA and reference the coordination letter.** The coordination letter should:
 - (1) Cite significant ALP changes such as:
 - (i) New proposed runway added.
 - (ii) Proposed runway relocation.
 - (iii) Change in critical aircraft.

- (iv) New proposed runway extension added.
 - (v) New taxiways added.
 - (vi) Proposed taxiway relocation.
 - (vii) Proposed change in runway approach minimas, (visual to nonprecision, nonprecision to precision, etc.).
 - (viii) Proposed change in declared distances.
 - (ix) Change in runway protection zone (RPZ) dimension and why (e.g., change in critical aircraft or change in approach minimas).
- (2) Highlight nonstandard conditions such as:
- (i) Nonstandard runway/taxiway separation.
 - (ii) Nonstandard taxiway/taxiway separation.
 - (iii) Nonstandard longitudinal or transverse grades.
 - (iv) Nonstandard runway safety area, object free area, obstacle free zone, etc.

Note: Nonstandard conditions must be processed and airspaced separately in accordance with FAA Order 5300.1. Also see Section 3.3. For all referenced nonstandard conditions, the appropriate airspace study number (ASN) should be provided for the reviewer.

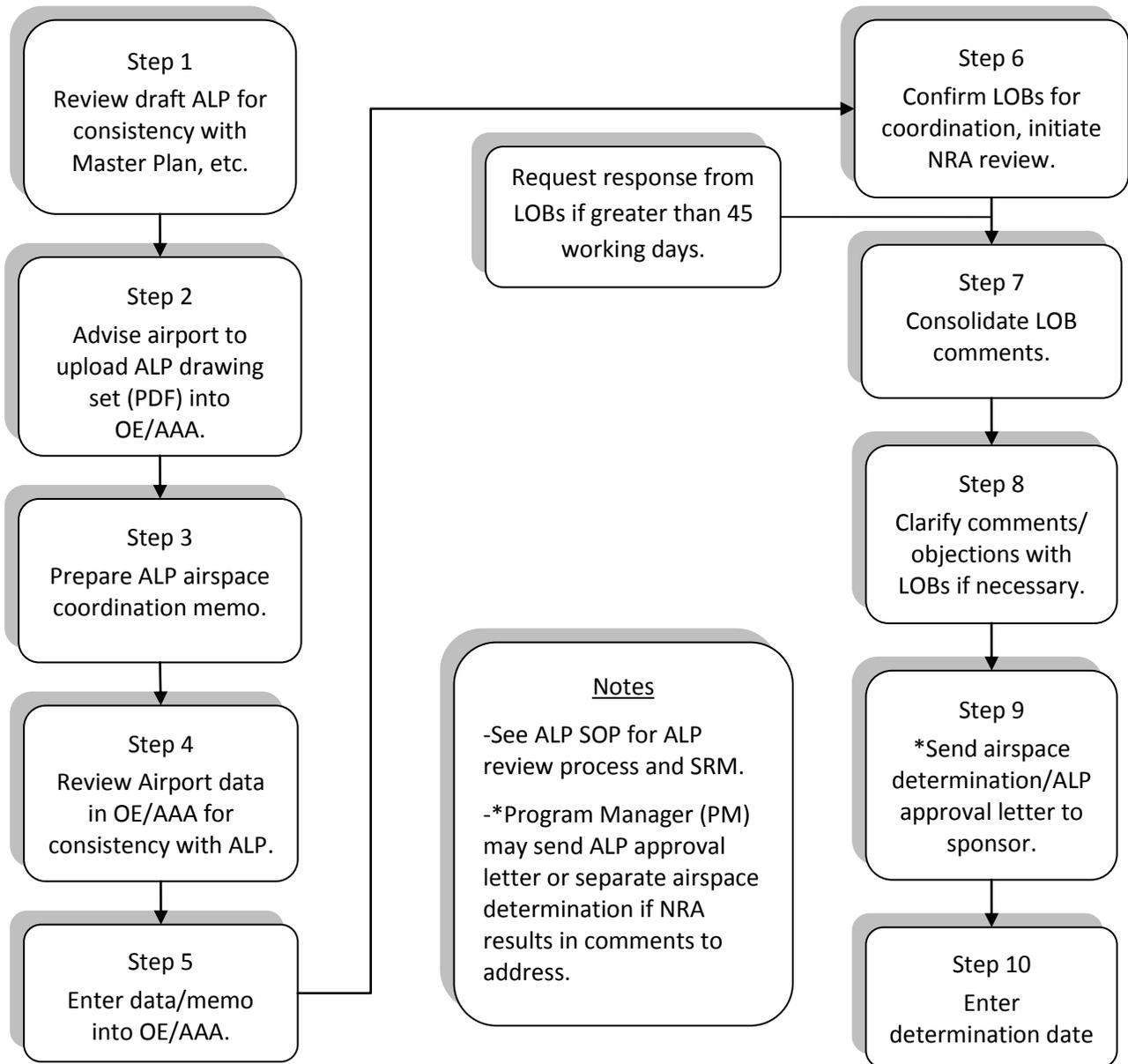
- g. **Airports Geographic Information System (AGIS).** Indicate the type of survey data used for ALP formulation e.g. Local survey or FAA AGIS survey. (Once complete, the eALP module in AGIS may require a link to OE/AAA).
- h. **Check on the status of the coordination.** The RAS must periodically check on the status of the coordination.
- i. **Review comments and issue determination.** The RAS must review comments from other LOBs in detail and confirm each comment as valid and appropriate. The RAS might need to rewrite internal FAA comments in plain language or work with the commentor. After reviewing comments, the RAS forwards comments to the airport sponsor in the form of a final FAA determination letter. Once corrections to the ALP are made, the ALP should be ready for approval.
- j. **Approve the ALP.** For guidance on the ALP approval process, see the ALP SOP. Also see FAA JO 7400.2 for additional guidance on ALP coordination.
- k. **Upload the ALP approval letter.** After issuing the ALP approval letter, the RAS must enter into the OE/AAA system the date the letter was issued and upload a copy of the letter as an attachment.

Note: Refer to each state block grant agreement concerning the ARP RAS responsibilities delegated to the respective states.

3.2.3.3 **Other Offices and LOBs**

See FAA JO 7400.2 for a list of roles and responsibilities.

3.2.4 Flow Chart for ALP Coordination



3.3 **Modifications of Standards (MOS)**

3.3.1 Purpose

FAA Order 5300.1 provides the policy for processing MOS. This SOP provides the procedure for coordinating MOS (as needed) with other LOBs.

3.3.2 Roles and Responsibilities

3.3.2.1 **ARP**

ARP is responsible for approving/disapproving all MOS and for coordinating MOS for airport design.

3.3.2.1.1 Responsible ARP Staffer (RAS)

The ARP employee responsible for processing the MOS through the OE/AAA might be an airport planner, airport engineer, program manager, project manager, airspace specialist or other designated position. This document refers to the responsible ARP employee as the RAS. When coordinating a MOS through the OE/AAA system, the RAS must:

- a. **Generate a NRA case number.** The system auto-assigns an NRA case number when the RAS enters the proposal into the system.
- b. **Enter the Airport Reference Point.** The RAS enters the Airport Reference Point coordinates for the location of the proposal but *not the elevation*.

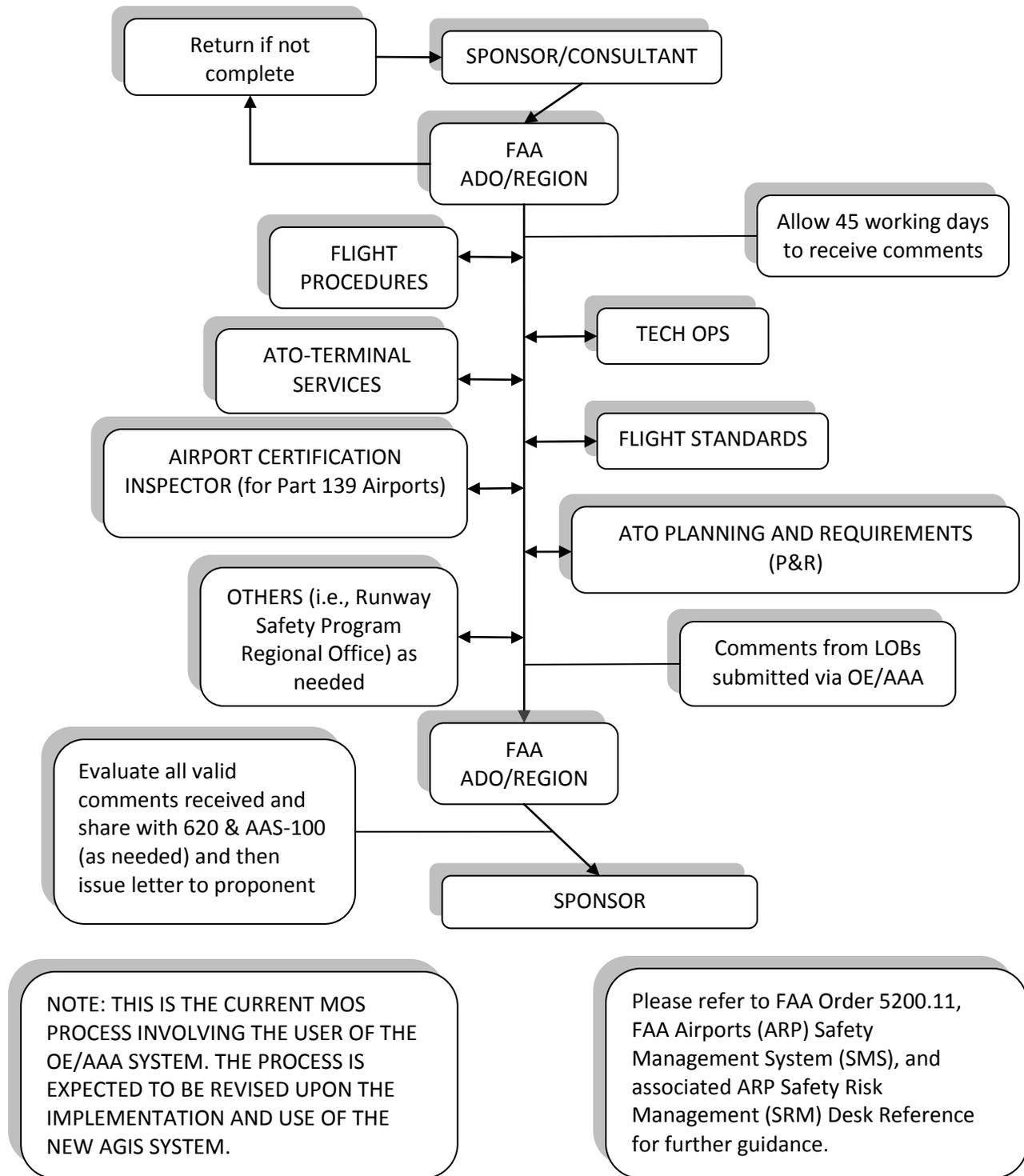
Note: An elevation entry can trigger an unnecessary evaluation as a “structure” by other LOBs. (Enter “0” for site elevation (SE) and above ground level (AGL).)

- c. **Coordinate with other offices and LOBs.** Within the OE/AAA system, select the offices and LOBs that must review the proposal. Those offices that are not included in the system must be contacted directly. Give each office 45 working days to provide comments. Refer to Order 5300.1 for MOS requiring Headquarters approval.
- d. **Check on the status of the coordination.** The RAS must periodically check on the status of the coordination.
- e. **Receive and forward comments.** The RAS must provide all comments, including those received via email or hardcopy, to the appropriate ARP planner, engineer or other staff person to make a decision about the MOS.
- f. **Communicate and upload the final disposition.** After determining the final disposition of the MOS, the RAS must communicate this disposition to the sponsor (normally done outside of the OE/AAA) and then upload into the OE/AAA system any documents informing the sponsor of the final disposition as well as any comments received via hard copy or email.

3.3.2.2 **Other Offices and LOBs**

See current FAA Order 5300.1 and FAA JO 7400.2.

3.3.3 Flow Chart for Coordination of MOS



3.4 Construction Safety Phasing Plans (CSPPs)

3.4.1 Purpose

This section describes the process for coordinating the CSPP. For more information about CSPPs, see the CSPP SOP.

3.4.2 Roles and Responsibilities

3.4.2.1 **Airport Sponsor**

The airport sponsor or the sponsor's consultant must submit a CSPP that conforms to the current version of AC 150/5370-2 to the FAA for coordination and action. See the CSPP SOP for more information.

3.4.2.2 **ARP**

ARP is responsible for reviewing, coordinating and approving CSPPs with the other FAA lines of businesses.

3.4.2.2.1 Responsible ARP Staffer (RAS)

The ARP employee responsible for processing the CSPPs through the OE/AAA might be an airport planner, airport engineer, program manager, project manager, airspace specialist or other position. This document refers to the responsible employee as the responsible ARP staffer (RAS). When coordinating the CSPP through the OE/AAA system, the RAS must:

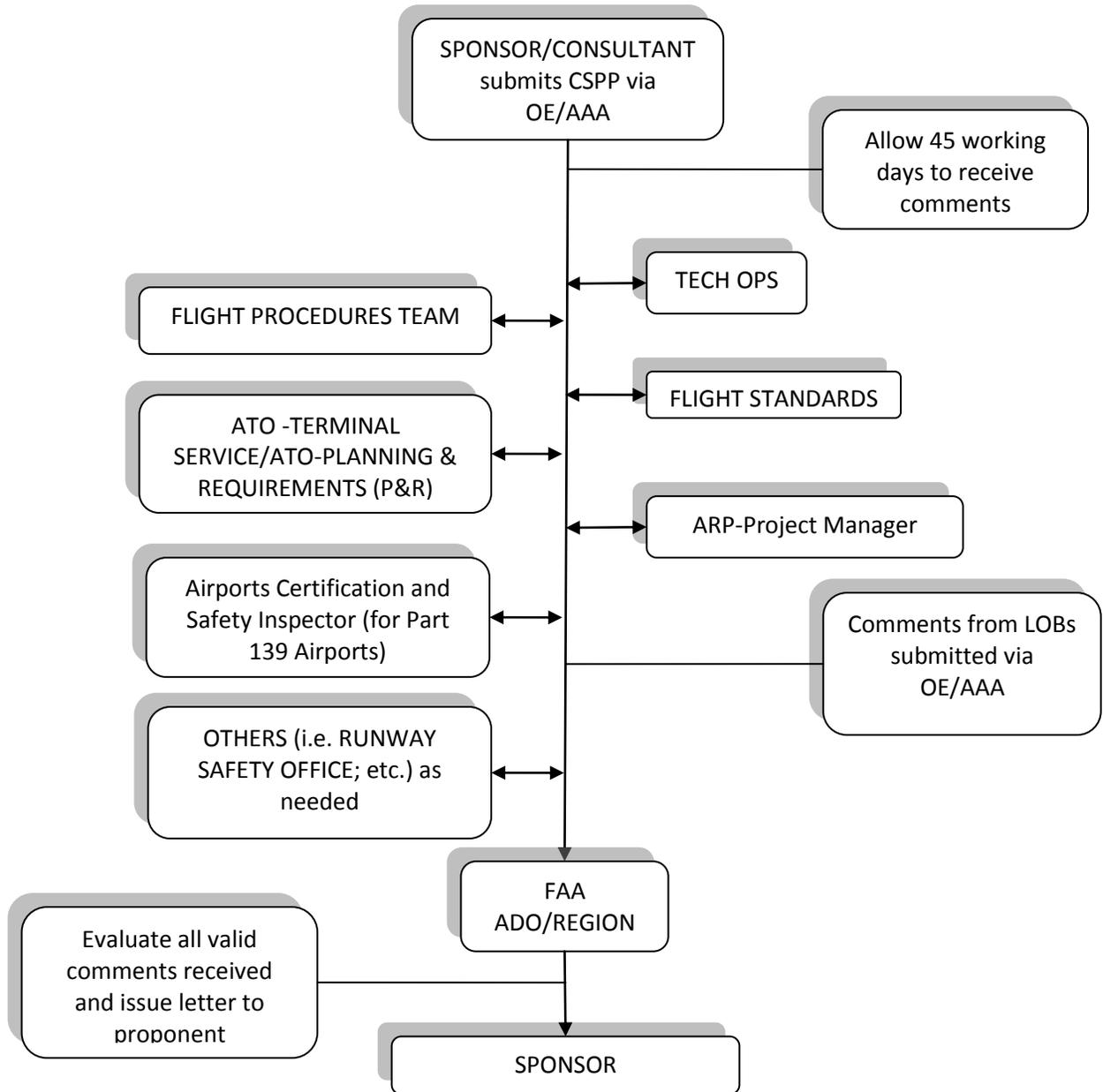
- a. **Generate a NRA case number.** The system auto assigns an NRA case number when the RAS enters the proposal into the system.
- b. **Enter the Airport Reference Point.** The RAS enters the Airport Reference Point coordinates for the location of the proposal but *not the elevation.*
Note: An elevation entry can trigger an unnecessary evaluation as a "structure" by other LOBs. (Enter "0" for site elevation (SE) and above ground level (AGL).)
- c. **Coordinate with other offices and LOBs.** Within the OE/AAA system, select the offices and LOBs that must review the item. Those offices that are not included in the system must be contacted directly. Give each office 45 working days to provide comments.
- d. **Check on the status of the coordination.** The RAS must periodically check on the status of the coordination.
- e. **Receive and forward comments.** The RAS must provide all comments, including those received via email and hardcopy, to the appropriate ARP planner, engineer or other staff person to make a decision about the CSPP.

f. **Communicate and upload the final disposition.**

- (1) After being notified of the final disposition of the CSPP, the RAS must inform the sponsor of that disposition and then upload any documents that provided the final disposition to the sponsor as well as any comments received via hard copy or email.
- (2) If the proposal will cause a **long-term shutdown** of a runway or significant taxiway, the RAS must:
 - (i) Include a **Strategic Event Shutdown Form** with the determination.
 - (ii) Tell the sponsor to submit the form to ATO Planning and Requirements (P&R) preferably 45 days before the start of each phase of construction causing a shutdown.

Note: Refer to each state block grant agreement concerning the ARP RAS responsibilities delegated to the respective states.

3.4.3 Flow Chart for Coordinating a CSPP



3.5 **Solar Facilities**

3.5.1 Purpose

- 3.5.1.1 This section outlines FAA roles and responsibilities when processing NRA requests for the installation of proposed solar photovoltaic (PV) and solar hot water (SHW) systems at federally obligated airports.
- 3.5.1.2 Solar panel photo voltaic (PV) arrays installed at airports can cause glint/glare and interfere with communication systems. Eliminating the potential for glare-related impacts will ensure safety.
- 3.5.1.3 For federally obligated airports, sponsors must request FAA review and approval to depict certain proposed solar installations on their ALPs before construction begins.

3.5.2 Roles and Responsibilities

3.5.2.1 **Airport Sponsor**

The sponsor must notify the FAA of its intent to construct any solar facility by filing FAA Form 7460-1, “Notice of Proposed Construction or Alteration” under 14 CFR Part 77 for a Non-Rulemaking case (NRA). A glare analysis must be attached to the Form 7460-1, which considers existing and future landing thresholds, and existing and future Airport Traffic Control Tower (ATCT).

3.5.2.2 **ARP**

- 3.5.2.2.1 ARP is responsible for reviewing, coordinating and approving solar facilities with the other FAA lines of businesses.

3.5.2.2.2 Responsible ARP Staffer (RAS)

The ARP employee responsible for handling the solar facilities through the OE/AAA might be an airport planner, airport engineer, program manager, project manager, airspace specialist or other designated position. This document refers to the responsible ARP employee as the RAS. When handling a solar facility, the RAS must:

- a. Maintain contact with the sponsor regarding the proposed solar facility.
- b. Ensure the sponsor provides the updated ALP along with FAA Form 7460-1 and glare analysis.
- c. Send an additional information letter to the sponsor before coordinating the FAA Form 7460-1 with other LOBs if the information provided by the sponsor is insufficient.

- d. Coordinate the FAA Form 7460-1 with all FAA LOBs through OE/AAA.
- e. Issue the final NRA determination.

3.6 **Hazardous Wildlife Attractants On or Near Airports**

3.6.1 Purpose

3.6.1.1 ARP does not coordinate wildlife hazard issues through the OE/AAA system, but the RAS does need to ensure they are properly routed to the appropriate channels for review if they are part of another project being coordinated. However, any above ground structure would be handled like a normal FAA 7460-1 depending upon whether it is located on or off airport.

3.6.1.2 Hazardous wildlife attractants include waste disposal operations and waste management facilities. See the current version of AC 150/5200-33.

3.6.2 Roles and Responsibilities

3.6.2.1 **ARP**

ARP is responsible for assuring that wildlife issues received by the Airports Division are appropriately routed to the appropriate channels for review.

3.6.2.1.1 Responsible ARP Staffer (RAS)

- a. The ARP employee responsible for processing proposals through the OE/AAA might be an airport planner, airport engineer, program manager, project manager, airspace specialist or other designated position. This document refers to the responsible ARP employee as the RAS.
- b. While the OE/AAA is not used for coordinating issues related to hazardous wildlife issues, a RAS who becomes aware of hazardous wildlife attractants on or near an airport, through a notice of proposed construction or some other means, should refer the matter to the appropriate regional or ADO staff for a land use compatibility review. If the airport is a Part 139 airport, the issue(s) should be brought to the appropriate Part 139 inspector's attention.

3.7 **Other Items as Necessary**

3.7.1 Planning Alternatives

The RAS may conduct an aeronautical study of planning alternatives leading up to a final draft ALP. (e.g., airport and runway site selection evaluations)

3.7.2 Other Planning Studies

The RAS may conduct an aeronautical study of other planning studies, such as adjacent land use proposals, that introduces above ground structures. For land uses in the RPZ see the interim RPZ policy.

3.7.3 Other Unidentified Items

Occasionally, the RAS may need to coordinate other on-airport items not mentioned in this document (e.g. drilling on federally obligated airports for oil or gas). See AC 150/5100-20.

3.7.4 Roles and Responsibilities

3.7.4.1 **ARP**

ARP is responsible for reviewing and coordinating various planning studies and other proposals related to airport activity.

3.7.4.1.1 Responsible ARP Staffer (RAS)

The ARP employee responsible for processing proposals through the OE/AAA might be an airport planner, airport engineer, program manager, project manager, airspace specialist or other designated position. This document refers to the responsible ARP employee as the RAS. In processing the items identified in Sections 3.7.1, 3.7.2, and 3.7.3, the RAS must do the following:

- a. **Generate an NRA number.** The OE/AAA system automatically assigns an aeronautical study number once the proposal is added to the system.
- b. **Enter the Airport Reference Point.** The RAS enters the Airport Reference Point coordinates for the location of the proposal (ALP) but *not the elevation*.

Note: An elevation entry can trigger an unnecessary evaluation as a “structure” by other LOBs. Enter “0” for site elevation (SE) and above ground level (AGL).

- c. **Coordinate with other offices or FAA LOBs.** Within the OE/AAA system, select the offices and LOBs that must review the proposal. Those offices that are not included in the system must be contacted directly. Give each office 45 working days to provide comments.
- d. **Check on the status of the coordination.** The RAS must periodically check on the status of the coordination.
- e. **Receive and forward comments.** The RAS must provide all comments, including those received via email and hard copy, to the appropriate ARP planner, engineer or other staff person to make a decision about the proposal.

- f. **Communicate and upload the final disposition.** After learning the final disposition of the proposal, the RAS must communicate this disposition to the sponsor and then upload into the OE/AAA system any documents informing the sponsor of the final disposition as well as any comments received via email or hardcopy.

4 **PROCESSING ON-AIRPORT – NON-RULEMAKING (NR) STUDIES**

Non-federal navigational aids (NAVAIDs) and non-federal Medium Intensity Approach Lighting Systems with Runway Alignment Indicator Lights (MASLRs) are processed as NRs. In some regions, federally owned NAVAIDs and visual aids (VISAIDs) are also processed as NRs. NR studies may be processed outside of the OE/AAA program or through the OE/AAA program. These proposals are often submitted on FAA Form 7460-1.

4.1 **Roles and Responsibilities**

4.1.1 ARP

ATO is the lead on NR cases. ARP reviews the NR cases for impacts to airport design standards and to the airport’s safety, utility and efficiency.

4.1.1.1 **Responsible ARP Staffer (RAS)**

The ARP employee responsible for providing the final ARP response to an NR in the OE/AAA might be an airport planner, airport engineer, program manager, project manager, airspace, specialist or other designated position. This document refers to the responsible ARP employee as the RAS. The RAS response will be made after appropriate coordination throughout ARP. It is recommended that ARP respond to an NR case within 15 working days.

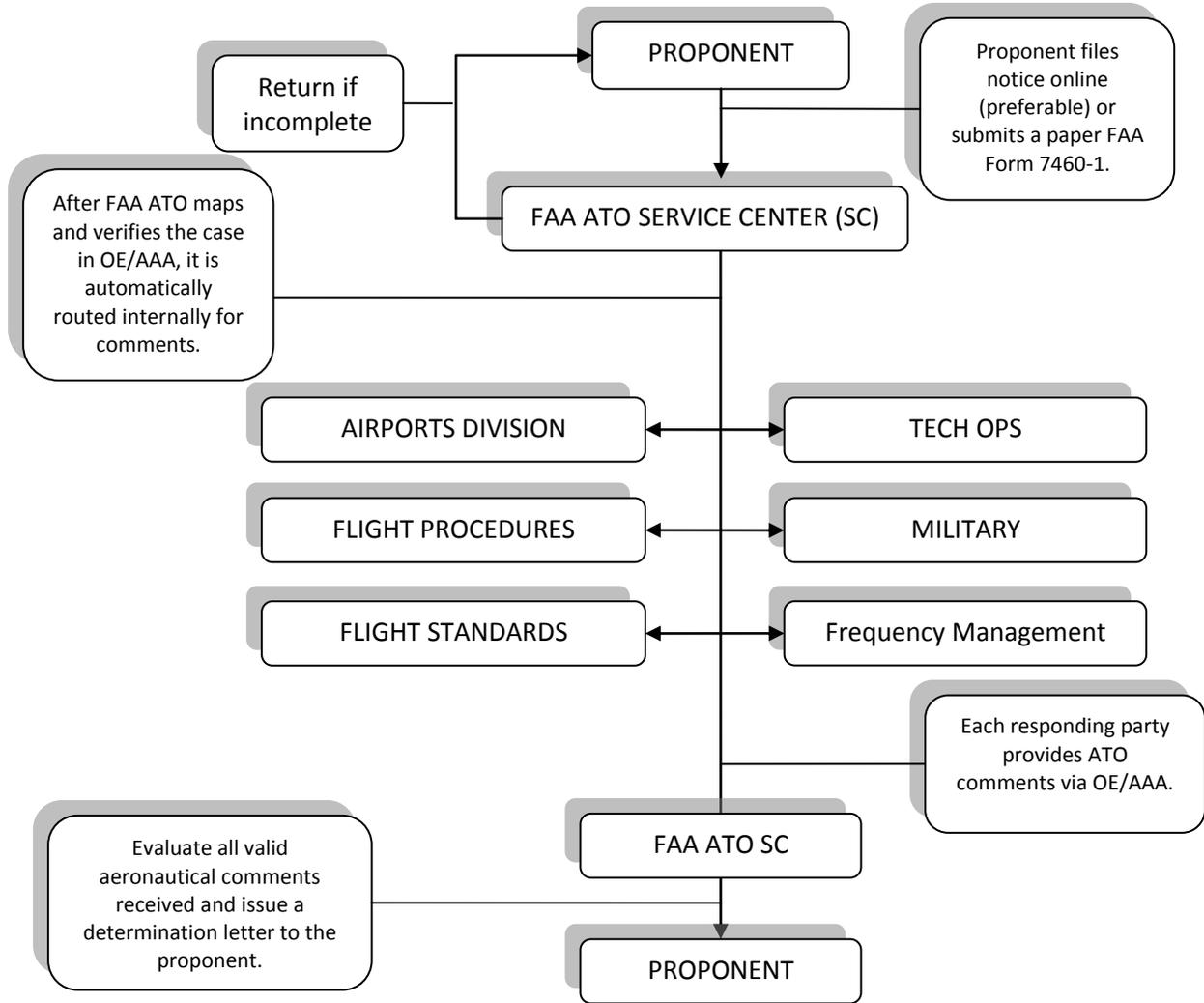
4.1.2 ATO

ATO is responsible for NR cases. ATO creates the NR case, coordinates with the appropriate offices including ARP and renders the final NR determination. See FAA JO 7400.2.

4.1.3 All Other Offices

See the current FAA JO 7400.2 for the responsibilities of other FAA LOBs.

4.2 **Flow Chart for Coordinating On-Airport NRs for Notice of Proposed Construction**



5 **PROCESSING OFF-AIRPORT AND MILITARY AIRPORT PROPOSALS – (FAA FORM 7460-1) OBSTRUCTION EVALUATIONS (OE)**

All proposed development off airport property or on military airports is subject to an **airport airspace analysis** and may be processed as an **obstruction evaluation (OE)**. Proponents may submit off-airport proposals with FAA Form 7460-1.

Note: All proposals for wind turbines regardless of whether they are on or off airport property are to be filed as off-airport construction filings so FAA’s Obstruction Evaluation Group can process them as OE (WTE/WTW) studies. WTE stands for wind turbines east of the Mississippi river and WTW stands for wind turbines west of the Mississippi river.

5.1 **Aeronautical Study Numbers**

The OE/AAA system automatically assigns OE and NR numbers when a study is entered into the system (see Section 2.1). The only difference is the last few letters that appear in the non-rulemaking case. For example, an aeronautical study for an off-airport or military airport proposal could have the following number: **2013-AWP-0051-OE** (or NR). The last two letters identify the type of case:

- **OE** refers to an Obstruction Evaluation case, which is the responsibility of ATO.
- **NR** refers to a non-rulemaking case, which is also the responsibility of ATO.

5.2 **Purpose**

Sponsors/proponents use FAA Form 7460-1 to notify the FAA of any construction or alteration that might affect navigable airspace under Part 77. Proponents can e-file or download a PDF copy of the form on the OE/AAA website at <https://oeaaa.faa.gov/oeaaa/external/portal.jsp>.

5.3 **Roles and Responsibilities**

5.3.1 ATO –OEG

ATO-OEG handles all OE cases in accordance with FAA JO 7400.2. Their primary tasks, from ARP’s perspective, are as follows:

- a. Initiating evaluation by other offices by changing the OE case status in the OE/AAA system to “WRK”.
- b. Evaluating all aeronautical comments received as a result of this evaluation and issuing a determination to the sponsor/proponent.

5.3.2 ARP

ARP is responsible for evaluating off-airport proposals for impacts to the safety and efficiency of public use airports.

5.3.2.1 **Responsible ARP Staffer (RAS)**

- a. The ARP employee responsible for providing the final ARP response to an OE case in the OE/AAA might be an airport planner, airport engineer, program manager, project manager, airspace, specialist or other designated position. This document refers to the responsible ARP employee as the RAS. The RAS response will be made after appropriate coordination throughout ARP. ARP has 15 working days to respond to an OE case.
- b. Although other staff might review OE cases, an airport planner usually does the review. Responsibilities for the RAS include the following:
 - (1) Verifying the airport runway database in the OE/AAA system has been reviewed, is correct and contains all plans on file pertaining to the OE case.
 - (2) Identifying the structure's effect on existing and planned public use airports or improvements to airports related to airport design criteria, including potential restrictions or impacts on airport operations, capacity, efficiency and development.
 - (3) Providing recommendations for eliminating adverse effect. The RAS should refer to the current version of AC 150/5300-13.
 - (4) Determining the effect on the efficient use of public use airports and for Federally obligated airports the effects on the safety of people and property on the ground.
 - (5) Coordinating with other ARP specialists, including other planners, the airport certification safety inspector, the airport engineer, environmental protection specialists and/or the compliance officer.
 - (6) Updating the ALP showing the development (i.e. pen and ink change) where appropriate.
 - (7) Providing comments to ATO-OEG.
 - (8) Where the proposal introduces incompatible development in the RPZ of a Federally obligated airport provide ATO with an advisory recommendation against the development, follow the interim RPZ policy and inform the airport sponsor of an affected obligated airport of the proposed development. Request that ATO include the advisory recommendation in their determination letter. See Order 7400.2 for the advisory recommendation language.

5.3.2.1.1 Airspace Evaluations

The RAS must evaluate all notices of proposed construction or alteration received regardless of whether notice was required under Part 77, except as follows:

- a. **Side-mounted non-microwave antennas and microwave dishes.** ARP does not normally review OE cases that involve the addition of antennas to a previously studied structure that does not increase the overall height of the structure.
- b. **Obstruction marking and lighting changes.** ARP does not normally review OE cases that involve only marking and lighting changes.
- c. **Temporary structures.** ARP does not normally review OE cases that involve temporary structures of a 6-month or less duration.
- d. **Distant structures.** ARP does not normally review OE cases that are beyond 3 nautical miles from the airport reference point of the nearest public use or military airport.

5.3.2.1.2 Comments to ATO-OEG

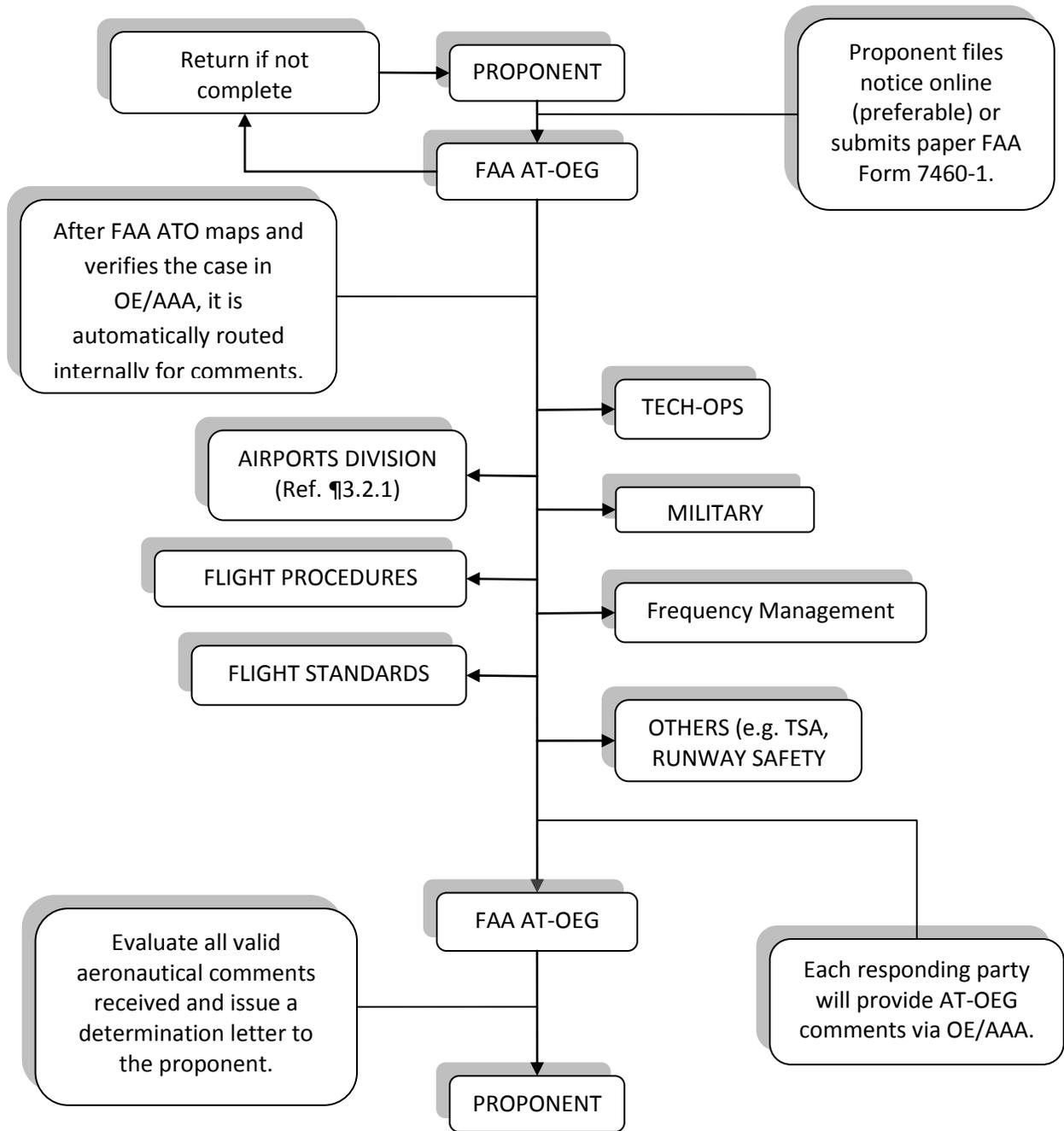
The RAS provides the Airports Division response in the OE/AAA system as follows:

- a. Reviews the airspace case and provides comments in the OE/AAA system within 15 working days. (See FAA JO 7400.2.) If the RAS is unable to meet this time frame, he/she should contact ATO-OEG and request additional review time.
- b. Comments as follows:
 - (1) Provides a comment of “**no objection**” in OE/AAA if the RAS concurs with the OE case.
 - (2) Provides a comment of “**No Objections with provision**”: This reply allows the RAS to enter the provisions for the “no objections”. The RAS may also add recommendations to a “no objections with provision” reply such as:
 - (i) Violates an airport design standard criteria (e.g. structure within the runway protection zone).
 - (ii) Might be a hazardous wildlife attractant in accordance with current AC 150/5200-33.
 - (iii) Does not meet some other criteria.

Note: Recommendations must reference design standards in current AC 150/5300-13, criteria in current AC 150/5200-33 or criteria in other documents serving as the source of recommendations. Along with the recommendations, the RAS must also ask ATO to include a statement in the determination letter explaining the FAA may be in contact to address any criteria(s) the airport sponsor may be federally obligated to meet or to assist in investigating alternatives that may be more compatible with the airport.

- (3) **Provides a comment of “Object”.** This objection must be specific and cite the airport design standard. (For example, “Proposed hotel penetrates the approach surface of Runway 18 as defined in the approach/departure standards table of the current version of AC 150/5300-13.”). An objection cannot be based solely on penetrations to Part 77 obstruction standards.

5.4 **Flow Chart for Coordination of Off-Airport and Joint Use Airports Proposals (FAA Form 7460-1)**



6 NOTICES SUBMITTED IN ACCORDANCE WITH 14 CFR PART 157

6.1 Notification Requirements

Part 157 establishes standards and notification requirements for anyone proposing to construct, alter or deactivate a civil or joint use airport. This regulation also addresses proposals that alter the status or use of such an airport.

- 6.1.1 This notification serves as the FAA's basis for evaluating the effects of the proposed action on the safe and efficient use of airspace by aircraft and on the safety of persons and property on the ground. These effects include the following:
- Effects on existing or proposed traffic patterns of neighboring airports.
 - Effects on the existing airspace structure and projected programs of the FAA.
 - Effects that existing or proposed objects (on file with the FAA) within the affected area would have on the airport proposal.
- 6.1.2 Notification allows the FAA to identify potential aeronautical hazards in advance, thus preventing or minimizing the adverse impacts on the safe and efficient use of navigable airspace.

6.2 Establishment of an Airport or Alteration of an Airport/Landing Area (FAA Form 7480-1)

6.2.1 Purpose

- 6.2.1.1 Proponents use FAA Form 7480-1 to notify the FAA of the establishment, alteration and deactivation of an airport or landing area for non-federally obligated airports under Part 157. Proponents can download a PDF copy of the form from the OE/AAA website:

<https://oeaaa.faa.gov/oeaaa/external/portal.jsp>

- 6.2.1.2 Proposals reported with FAA Form 7480-1 may be subject to an airport airspace analysis and be processed as an NRA.

Note: Proponents alert the FAA of the establishment, alteration and deactivation of an airport for federally obligated airports by submitting an ALP.

6.2.2 Aeronautical Study Numbers

The OE/AAA system automatically assigns NRA case numbers when a study is entered into the system (see Section 2.1). The only difference is the last few letters that appear in the case number. For example, an aeronautical study for the establishment of an airport or modification of an airport/landing area might be numbered as follows: **2013-AWP-0051-NRA**. The last three letters (**NRA**) identify the study as a non-rulemaking airport case, which is processed by ARP.

6.2.3 Roles and Responsibilities

6.2.3.1 **ARP**

ARP evaluates the proposal against the appropriate design standards, consolidates internal responses, reconciles any conflicts and, if possible, assists the sponsor/proponent in mitigating any conditions that will result in an objectionable determination.

6.2.3.1.1 Responsible ARP Staffer (RAS)

- a. The ARP employee responsible for processing form 7480-1 through the OE/AAA might be an airport planner, airport engineer, program manager, project manager, airspace specialist or other designated position. This document refers to the responsible ARP employee as the RAS.
- b. The RAS assigned to the proposal processes it from start to finish. The RAS may need to coordinate with the appropriate ADO/RO Airports Division engineer, planner or project manager as well as with other FAA offices.

6.2.3.2 **Other Offices and LOBs**

See the current FAA JO 7400.2 for the roles and responsibilities for each FAA office and other federal agencies.

6.2.4 Overview

6.2.4.1 The FAA's review of airport proposals is a collaborative process primarily among ARP, ATO and Flight Standards All Weather Operations. This review considers the traffic patterns of neighboring airports, any impacts on the existing airspace structure and programs of the FAA, the effects objects (existing and proposed) on file with the FAA would have on the airport proposal, and the safety of persons and property on the ground. The FAA's review and subsequent determination is in accordance with Part 157. ***The determination is only advisory.***

6.2.4.2 The steps required to process, review, determine and complete any post-determination actions for an airport proposal varies depending on the type of proposal. There are five distinct types of Part 157 related proposals, each with unique steps:

- a. Establishment of an airport or modification of an airport/landing area.
- b. Change in status (e.g. visual flight rules (VFR) to instrument flight rules (IFR)).
- c. Change in use (e.g. private use to public use).
- d. Change in traffic pattern (e.g. implement right traffic, a specific altitude or change in category of aircraft).

- e. Deactivate an airport, a specific landing area or an associated taxiway on an airport.

Note: If the airport is an existing location, confirm whether it is subject to a federal agreement requiring an ALP. If the airport is required to maintain an ALP and keep it up to date, do not follow the procedural steps listed below. Instead follow the procedural steps for ALP reviews described in Section 3.2.

6.2.5 Establishment of an Airport or Alteration of an Airport/Landing Area

The RAS must complete the following steps for a new airport or alteration to an existing one.

6.2.5.1 **Step 1 – Receive the Airport Proposal (FAA Form 7480-1)**

- a. **Verify the proposal for accuracy and completeness.** Verify the sponsor/proponent has completed FAA Form 7480-1 sufficiently to initiate a formal study and has provided the minimum supporting documents (e.g. vicinity map, runway or heliport layout sketch) so the RAS can add or modify the airport or landing area data in the OE/AAA database, conduct an airport airspace analysis and process the proposal.
- b. **Verify the airport and/or landing area coordinates provided are consistent with the map and layout provided.** The documents provided must locate the airport and its landing area(s) in relation to known roads, terrain and other features so the RAS can locate the runway(s) accurately and efficiently.
- c. **Add or modify the airport data in the OE/AAA database.** Create or edit pending records to capture current (existing) conditions. Create or modify proposed records for any planned changes to the airport or its landing area(s).

6.2.5.2 **Step 2 – Enter the Airport Proposal**

- a. **Ensure the description is clear.** Edit the description if necessary. The description should be a stand-alone, concise narrative of the airport proposal. The description should include the name, owner, intended/current use of the airport, general location, and city, state and county. Describe the landing area and whether IFR procedures are anticipated. Use a description similar to the following examples:
 - Example 1 – Proposal for a new private owned, private use hospital heliport. Proposed Research Medical Center Heliport, Fort Worth, TX, Tarrant County. The helipad will be located on the rooftop, 50' x 50' elevated 85' AGL, with eight perimeter lights, airport beacon and lighted windsock. No IFR procedures anticipated.

- Example 2 – Proposal for a new private owned, public use heliport. Proposed Research Medical Center Heliport, Fort Worth, TX, Tarrant County. The helipad will located on the rooftop, 50' x 50' elevated 85' AGL, with eight perimeter lights, airport beacon and lighted windsock. No IFR procedures anticipated.
 - Example 3 – Big Expectations Airport in City, ST, County, proposes to extend runway 10-28 1,400' to the west resulting in a 6000' x 60' paved runway.
 - Example 4 – Big Horn Ranch Airport in City, ST, County, plans to pave their existing turf runway 18-36 resulting in a 3000' x 60' paved runway.
- b. Add case or project notes as needed.
 - c. Upload any additional documents.
 - d. Map and verify the case/project. Confirm the study location and elevation.

6.2.5.3 **Step 3 – Review the Airport Proposal**

- a. Review the proposal in accordance with the applicable FAA Design AC.
 - For Federally obligated airports, it is the responsibility of the airport proponent/sponsor to comply with FAA airport design standards.
 - For non–Federally obligated airports or NPIAS airports, it should be recommended and encouraged that the airport proponent/sponsor comply with FAA airport design standards.

Note: When airport design standards are combined with appropriate state and local zoning ordinances, the resultant effect should:

 - Assure the lowest possible operational altitudes for aircraft;
 - Protect the economic investment in the airport; and
 - Promote safety in the areas affected by the airport by assuring, through proper development, compatible land use.
- b. Determine what design standards (if any) must be satisfied in order for the FAA to issue a favorable determination (no objection) and/or recommendations for the airport.
- c. For heliports, state any approach/departure path clearance requirements or recommendations.
- d. Identify required and/or recommended airport actions.
 - (1) Identify any known obstructions that must or should be marked, lighted or removed or that require displacement of the threshold.

- (2) List any visual aids that are required and/or recommended such as lighting, wind sock or segmented circle beacon.
- (3) Identify if the thresholds should be moved or displaced.

6.2.5.4 **Step 4 – Issue the Determination**

- a. Review internal FAA responses.
- b. Reconcile and/or mitigate any objections.
- c. Issue a determination providing applicable conditions and recommendations.
- d. Make sure that the determination letter requests that the owner/manager signs and submits a FAA form 5010-5 upon completion of construction.
- e. Upload any determination issued not using the OE/AAA standard letters.

6.2.5.5 **Step 5 – Complete Post-Determination Actions**

After receiving a signed and dated FAA Form 5010 from the airport notifying the FAA the proposed construction is complete, the RAS must update the OE/AAA database if needed and transmit the following information via email to the 5010 Specialist of AAS-100, Airport Engineering.

- a. For a new airport, send FAA Form 7480-1, a copy of the determination and FAA Form 5010.
 - FAA Form 5010-3 (New Public Use Airport)
 - FAA Form 5010-5 (New Private Use Airport)
- b. For an existing airport, send a copy of the determination and FAA Form 5010.
 - FAA Form 5010-1 (Existing Public Use Airport)
 - FAA Form 5010-2 (Existing Private Use Airport)

6.2.6 Change in Status

The RAS must complete the following steps for a change in status.

6.2.6.1 **Step 1 – Receive the Airport Proposal (FAA Form 7480-1)**

- a. **Verify the proposal for accuracy and completeness.** Verify the sponsor/proponent has completed FAA Form 7480-1 sufficiently to initiate a formal study and has provided the minimum supporting documents (e.g. condition of the runway, type and condition of markings, lighting system and category of aircraft) so the RAS can confirm the data in the OE/AAA database and assess any impacts.

- b. **If required, add or modify the airport data in the OE/AAA.** Create or edit pending records to capture current (existing) conditions. Create or modify proposed records for any planned changes to the airport or its landing area(s).

6.2.6.2 **Step 2 – Enter the Airport Proposal**

- a. **Ensure the description is clear.** If the airport sponsor/proponent was directed to e-file the proposal, edit the e-filed description if necessary. The description should be a stand-alone, concise narrative of the airport proposal. The description should include the name, owner, general location, city, state, county and proposed change. Use a description similar to the following example:
 - Example 1 – Big Expectations Airport in City, ST, County, proposes to change runway 10-28 from VFR to IFR (both runways).
- b. Add case or project notes as needed.
- c. Upload any additional documents.
- d. “Verify Map” the case/project. Confirm the study location and elevation.

6.2.6.3 **Step 3 – Review the Airport Proposal**

For example, for a change to “IFR”:

- a. Review the proposal in accordance with the applicable FAA Design AC. See Section 6.2.5.3(a)
- b. Determine what design standards must be satisfied in order to support Instrument Flight Procedures (IFP).
- c. List any navigational aids that are required and/or recommended.
- d. Identify any markings or marking improvements that are required and/or recommended.
- e. Identify any signage or lighting improvements that are required and/or recommended.

6.2.6.4 **Step 4 – Issue the Determination**

- a. Review internal FAA responses.
- b. Reconcile and/or mitigate any objections.
- c. Issue a determination providing: Conditions of the determination.
 - (1) Recommendations.
 - (2) Obstacles on file with the FAA that penetrate the larger Part 77 surfaces associated with the IFR category. A reverse Part 77 analysis will identify obstacles on file with the FAA that

penetrate a Part 77 surface. Include this information (location, height, structure type) when sending the determination to the sponsor/proponent.

- (3) Instructions if needed to:
 - (i) Initiate a request for procedure development.
 - (ii) Permanently remove existing procedures.
 - (iii) Conduct an obstruction survey.
- d. Upload any determination issued not using the OE/AAA standard letters.

6.2.6.5 **Step 5 – Complete Post-Determination Actions**

If an “objectionable” determination is issued to a proposal to change status to IFR, delete any proposed records that were created in the OE/AAA Airports/Runway Database to study the change proposal.

6.2.7 Change in Use

The RAS must complete the following steps for a change in use.

6.2.7.1 **Step 1 – Receive the Airport Proposal (FAA Form 7480-1)**

- a. **Verify the proposal for accuracy and completeness.** Verify the sponsor/proponent has completed FAA Form 7480-1 sufficiently to initiate a formal study and has provided the minimum supporting documents (e.g. condition of the runway, type and condition of markings, lighting system and category of aircraft) so the RAS can confirm the data in the OE/AAA database and assess any impacts.
- b. If required, add or modify the airport data in the OE/AAA database.
 - (1) Create or edit pending records to capture current (existing) conditions.
- c. Create or modify proposed records for any planned changes to the airport or its landing area(s).
- d. Advise the airport that if the FAA issues a favorable study:
 - (1) Their airport information will be published in the Chart Supplement (if public use airport only).
- e. Their airport will be inspected every 3 or 4 years by a contractor on behalf of the FAA.

6.2.7.2 **Step 2 – Enter the Airport Proposal**

- a. **Ensure the description is clear.** If the airport sponsor/proponent was directed to e-file the proposal, edit the e-filed description if necessary. The description should be a stand-alone, concise narrative of the

airport proposal. The description should include the name, owner, general location, city, state, county and proposed change. Use a description similar to the following example:

- Example 1 – Proposal to change the use of Bird’s Nest Airport in City, ST, County, from private use to public use. No IFR procedures anticipated.
- b. Add case or project notes as needed.
 - c. Upload any additional documents.
 - d. “Verify Map” the case/project. Confirm the study location and elevation.

6.2.7.3 **Step 3 – Review the Airport Proposal**

For a change to “Public Use”, determine what airport standards must be satisfied in order for the FAA to concur with public use, including:

- Runway improvements such as markings and lighting that are required and/or recommended.
- Approach path.
- Any navigational aids required and/or recommended.

6.2.7.4 **Step 4 – Issue the Determination**

- a. Review internal FAA responses.
- b. Reconcile and/or mitigate any objections.
- c. Issue a determination to the sponsor/proponent providing any conditions and/or recommendations and a copy of the airport’s existing FAA Form 5010.
- d. Upload any determination issued not using the OE/AAA standard letters.

6.2.7.5 **Step 5 – Complete Post-Determination Actions**

If a “no objection” determination is issued, the RAS must update the OE/AAA Airports/Runway Database and transmit the FAA Form 7480-1, copy of the Determination, and the FAA Form 5010 via email to the Airport Safety and Operations Division.

6.2.8 Changes in Traffic Pattern

The RAS must complete the following steps for a change in traffic pattern.

6.2.8.1 **Step 1 – Receive the Airport Proposal (FAA Form 7480-1)**

- a. **Verify the proposal for accuracy and completeness.** Verify the sponsor/proponent has completed FAA Form 7480-1 sufficiently to

initiate a formal study and has provided the minimum supporting documents (a proposed traffic pattern diagram may be needed).

- b. **Modify the airport data in the OE/AAA database.** Create a pending record to reflect the proposed traffic pattern.

6.2.8.2 **Step 2 – Enter the Airport Proposal**

- a. **Ensure the description is clear.** If the airport sponsor/proponent was directed to e-file the proposal, edit the e-filed description if necessary. The description should be a stand-alone, concise narrative of the airport proposal. The description should include the name, owner, general location, city, state, county and proposed change. Use a description similar to the following example:
 - Example 1 – Proposal to change standard left traffic to runway 10 to right traffic (all local traffic to remain south of the runway) at the Bird’s Nest Airport in City, ST, County.
 - Example 2 – Proposal to change the traffic pattern altitude at the Burns Municipal Airport in City, ST, County, from 800’ AGL to 1000’ AGL.
- b. Add case or project notes as needed.
- c. Upload any additional documents.
- d. “Verify Map” the case/project. Confirm the study location and elevation.

6.2.8.3 **Step 3 – Review the Airport Proposal**

6.2.8.4 **Step 4 – Issue the Determination**

- a. Review internal FAA responses.
- b. Reconcile and/or mitigate any objections.
- c. Issue a determination to the sponsor/proponent and state the reasons if the determination is “objectionable”.
- d. Upload any determination issued not using the OE/AAA standard letters.

6.2.8.5 **Step 5 – Complete Post-Determination Actions**

- a. If a “no objection” determination is issued, transmit the FAA Form 7480-1, copy of the determination, and signed 5010-5 Form via email to AAS-100, Airport Engineering.
- b. If an “objectionable” determination is issued and the proponent does not return a signed 5010-5 Form, then delete the airport from the OE/AAA database. If the proponent returns a signed 5010-5 Form to activate their objectionable landing facility, then it needs to be

activated by sending the form to AAS-100, Airport Engineering. Public use facilities with an objectionable determination will be published as objectionable on aeronautical charts.

6.2.9 **Deactivation/Change from Public Use to Private use**

The RAS must complete the following steps for a deactivation.

6.2.9.1 **Step 1 – Receive the Airport Proposal (FAA Form 7480-1) or Letter**

Verify the proposal or letter is from the airport owner or the airport's representative.

6.2.9.2 **Step 2 – Enter the Request to Deactivate**

a. For a public use airport:

- (1) Conduct an aeronautical study.
- (2) At a minimum, circularize public notice of the proposed public use airport closure to:
 - (i) Local official(s) (judges, county manager, city manager).
 - (ii) State aviation office.
 - (iii) Nearby airports within a minimum 5 nautical mile radius. Depending on the nature of the proposal, the RAS may need to increase this radius.
 - (iv) State airport operators association. Also consider notifying AAAE, ACI and NBAA.
 - (v) Other groups or associations as needed.
- (3) **Ensure the description is clear in the OE/AAA database.** If the airport proponent/sponsor was directed to e-file the proposal, edit the e-filed description if necessary. The description should be a stand-alone, concise narrative of the airport proposal. The description should include the name, owner, general location, city, state, county and proposed change. Use a description similar to the following example:
 - Example 1 – The Make-Believe Municipal Airport, a public use airport in City, ST, County, has filed notice with the FAA to deactivate the airport.
- (4) Add case or project notes as needed.
- (5) Upload any additional documents.
- (6) “Verify Map” the case/project. Confirm the study location and elevation.

- b. For a private use airport:
 - (1) No aeronautical study is required.
 - (2) Transmit the notice of deactivation (letter, email, FAA Form 7480-1) vial email to AAS-100, Airport Engineering.

6.2.9.3 **Step 3 – Review the Airport Proposal**

For a public use airport, review the airport’s history for any possible federal obligations such as surplus property. The RAS should reference Order 5190.2 titled “List of Public Airports, Affected by Agreements with the Federal Government, and the Airport Master Record (item #25 NPIAS/Federal Agreements). The RAS should coordinate with the regional compliance lead regarding the deactivation.

6.2.9.4 **Step 4 – Issue the Determination**

Issue a determination to the sponsor/proponent providing any conditions to the closure of the airport such as removal of runway/taxiway markings, maintaining closure markings, disabling or removing, navigational aids and issuing Notices to Airmen (NOTAMs).

6.2.9.5 **Step 5 – Complete Post Determination Actions**

Transmit the FAA Form 7480-1 or letter and the determination (for public airport closures) via email to AAS-100, Airport Engineering.

6.2.10 **Flow Chart for Part 157 Coordination (FAA Form 7480-1)**

