



U.S. Department
of Transportation

**Federal Aviation
Administration**

Federal Aviation Administration
New England Region

12 New England Executive Park
Burlington, MA 01803

May 31, 2005

To: Airport Sponsors
New England Region

Dear Sponsors:

As you know, we are currently completing our Airports Capital Improvement Plan (ACIP) for New England. This plan will be sent to Washington by June 1st, for national review and coordination. Thank you for your help in creating this region-wide plan.

Now that the draft plan is essentially complete, it is timely to look at the process used to create the ACIP, and to see if it can be refined or improved. While the basic process is reasonable, we feel some modifications are needed. The purpose of this letter is to set forth these revisions, and to establish a regional policy on the development of the Airports Capital Improvement Plan for primary airports and states within the New England Region. **This policy will be effective starting Fiscal Year 2006.**

The FAA provides national guidelines for ACIP development in FAA Order 5100.39A, *Airports Capital Improvement Plan*. However, each Region has some flexibility in designing its local ACIP process to meet the unique needs of its sponsors. For the New England Region, we need to address several issues, including:

- Late changes in state ACIP projects;
- Reduced staffing at the state level, affecting their ability to work on the ACIP process; and
- A need to increase the level of participation of FAA Airport Specialists (e.g. compliance, environmental and certification staff) in the process.

With these issues in mind, the following revised ACIP process will: (1) create a schedule for the ACIP process that must be followed; and (2) define the role and responsibilities of the Sponsors.

ACIP Schedule

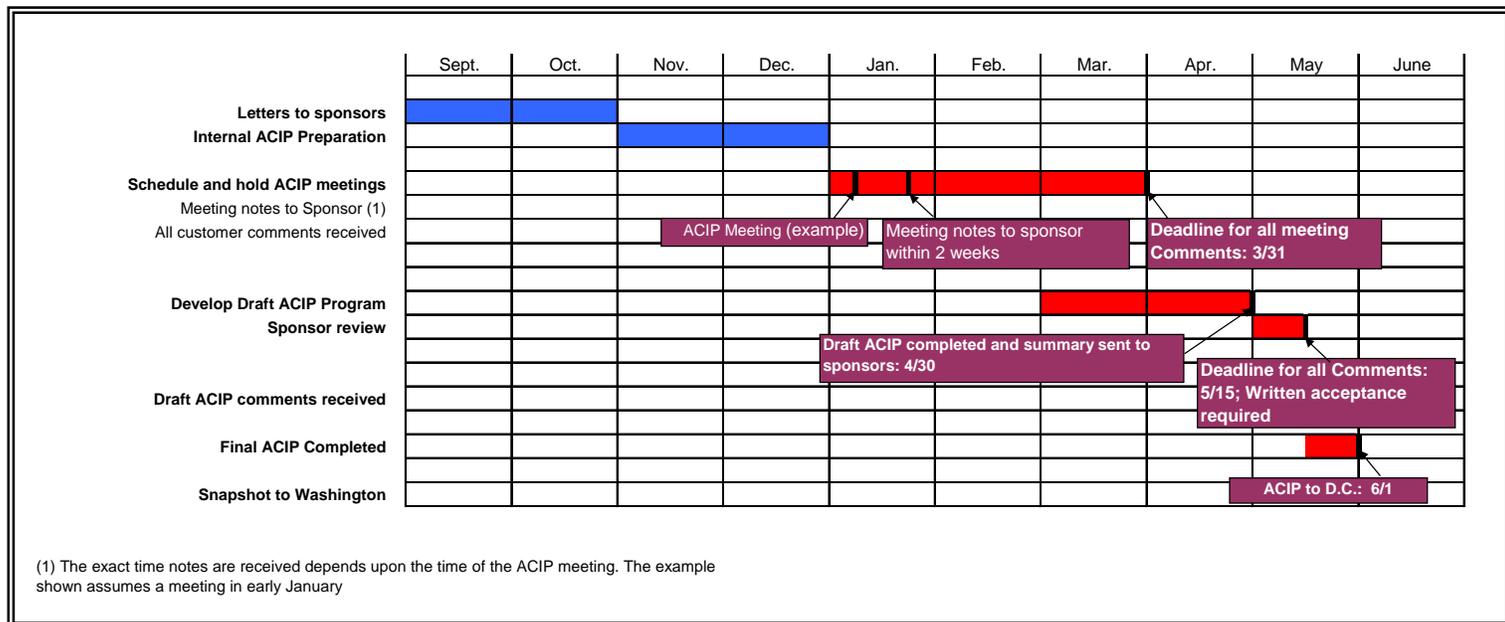
Exhibit 1 summarizes the revised timeframe for developing the regional ACIP. In this schedule, we are establishing **firm deadlines** for submission of materials by States and

sponsors. **At some points, written acknowledgements from the sponsors are required.** We have also establishing a clear review process that gives sponsor specific times and schedules for program review.

Analogous to our current May 1 deadline for applications, **we have set a May 15th deadline for all changes to the ACIP for the next fiscal year.** That is, for the FY 2007 ACIP, we need any changes by May 15, 2006. Exceptions to this deadline will only be made for unique circumstances, and must be approved by the Division or Branch Manager, upon recommendation of the Planner in charge of the process.

Exhibit 1: ACIP Process Schedule	
Timeframe	Action
Sept. – Nov.	Letters will be sent out to primary airports and states (sponsors) notifying or reminding them about the ACIP process and the schedule, and providing a checklist of tasks. The letter to the states will remind them to contact general aviation airports as appropriate. The ACIP Program specialist and Planners review the process and any potential issues for the year.
Oct. – Dec.	FAA Planners meet with Project Managers, and certification, compliance, program and environmental specialists to discuss potential ACIP issues and priorities.
Jan. – Mar.	ACIP meetings with the sponsors. The format of these meetings will vary by state and airport.
No later than Two (2) weeks after each meeting	Planners will develop meeting notes that capture the information from the meeting, and identify/summarize projects. These notes are then internally reviewed and sent to sponsors within 2 weeks of the ACIP meeting. These notes make no commitment about funding; they are intended to confirm the projects identified in the meeting and to have the sponsor make any key changes or modifications.
No later than March 31st	Sponsors have one week to respond or comment on notes. All responses must be received in writing by the end of March. The 3/31/05 is a key firm deadline. This is the point we expect to see major comments or revisions from the sponsors.
End of April. No later than April 30th.	Draft Regional ACIP program completed and a summary document is forwarded to sponsors. As with the meeting notes, these summary documents will not commit to funding, but will outline the projects and budgets associated with each. Specific funding sources will not be included in this document.
Mid-May. No Later than May 15th.	Sponsors have two weeks to review and respond to summary document. The response to comments must include a formal letter acknowledging and accepting the program as amended. All comments must be received by May 15th. It is assumed that the revisions made at this time will be minimal. This is a final deadline that is fixed, similar to the May 1 deadline for grants.
End of May	The Final ACIP is completed. This document is “frozen” and cannot be changed (with exceptions for unique circumstances).
June 1	ACIP “Snapshot” sent to Washington.

Exhibit 2 below displays the revised ACIP timeframe graphically, and identifies major deadlines.



Point of Contact

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

- Gail Lattrell (Connecticut and Rhode Island)
- Lisa Lesperance (Vermont)
- Ralph Nicosia-Rusin (Maine and New Hampshire)
- Michelle Ricci (Massachusetts)

Each Planner is responsible for the development of a practical, implementable ACIP. **They “own” the process** and insure that the right people provide input in a timely fashion and the projects placed in the ACIP are feasible and can be implemented in a timely fashion.

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

ACIP Information

As part of this process, each Planner will provide you with a summary of the proposed projects in your ACIP and the budget associated with each. This summary will not represent

a firm commitment by FAA to fund the project, nor will it provide details on funding (e.g. discretionary vs. state apportionment, etc.). Rather, it is provided for information purposes to insure that all parties understand the projects associated with the ACIP.

Your Role

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

- When you develop or update your Master Plan, make sure that is based on feasible projects, realistic costs, and a practical implementation schedule. In particular, it is critical that the design/construction projects you identify have all appropriate environmental documentation and land acquisition (if applicable).
- States should work with airports to develop statewide Capital Improvement Programs. The degree of state participation in this process will vary; however it is done, this process must be closely coordinated with the appropriate FAA Planners and the ACIP Program Specialist.
- You should identify project priorities and integrate them into their ACIP, and provide them to FAA in a timely manner.
- You must review draft documents associated with the ACIP process (as outlined in Exhibit 1) in a timely fashion and provide comments by the stated deadlines. *You must endorse, in writing, the final summary version of the ACIP.*
- You must secure local approvals to insure project implementation. Such approvals could relate to funding, environmental, or other local issues.
- *You must commit to this process so that the ACIP can be finalized on schedule.*

The revised ACIP process will begin in FY 06 (starting October 1, 2005).

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

Sincerely,



Bryon H. Rakoff, ACIP
Acting Manager, Airports Division