



U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
William J. Hughes Technical Center Policy

**ORDER
NUMBER**

CT 5310.1H

11/18/2010

SUBJ: FAA William J. Hughes Technical Center Master Planning and Site Selection

1. Purpose of This Order. This order assigns responsibilities for Master Planning and Site Selection at the FAA William J. Hughes Technical Center. The Order is designed to control development, to assure compatible land use, and to preserve the remaining developable land for FAA mission related facilities and projects. The Order also allows the development policies and philosophies of the Technical Center leadership to be an integral part of the planning process.

2. Audience. This order applies to all organizations located at the William J. Hughes Technical Center, including permit and lease holders, as well as all contractors and tenants.

3. Where Can I Find This Order? This order is available electronically at https://employees.faa.gov/tools_resources/orders_notices/.

4. What This Order Cancels. Order CT 5310.1G, FAA William J. Hughes Technical Center Master Planning and Site Selection, dated January 1, 2008, is cancelled.

5. Distribution. This order is distributed electronically to all William J. Hughes Technical Center federal, tenant, and contractor employees.

6. Reference. FAA Order 1050.1E, Policies and Procedures for Considering Environmental Impacts, updated with changes on June 8, 2004, and Order CT4443.1 Construction Authorizations, dated August 29, 2005.

7. Definitions.

a. Master Plan. The combined documentation and drawings describing existing development, as well as planned near-term and long range development at the Technical Center as captured within the Geographic Information System Database. That database includes the South Jersey Transportation Authority Airport Master Plan, New Jersey Air National Guard Master Plan, Transportation Security Laboratory's Capital Investment Plan, FAA William J. Hughes Technical Center Strategic Land Use Plan, any other master plans, and all approved Master Planning and Siting Board actions.

b. Updating the Master Plan. A periodic revision of Geographic Information System Database to account for progressive accomplishments and authorized changes.

c. Site Selection. An official designation of the best available site for a structure or facility as determined by the consensus of the Working Committee, and approval by the Board Chairman.

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d. Master Planning Action. For purposes of this order, a Master Planning Action results when physical action is planned that would result in a change of land use, either temporary or permanent. A Master Planning Action also includes changes that affect airspace above a site or subsurface changes that may affect underground utilities.

e. Utilities. Overhead or subsurface lines, pipes, and duct banks used for the distribution of natural gas, electric, water (both potable and fire water supply systems), sewage, stormwater, fuel storage, and communication (telephone and fiber optic) lines.

8. Policy. The Master Plan, with all updated and approved changes as preserved in the Geographic Information System Database, governs planning and site selection of new construction, field installations, demolition, exterior structural alterations, land clearing, earthwork, drainage, installation of utilities, roads, trailers, antenna, real estate acquisition, and environmental matters. The Chairman of the Master Planning and Siting Board approves or disapproves all Master Planning Actions.

9. Action.

a. A Center Master Planning and Siting Board is established.

(1) Members are:

- (a) Technical Center Director, Chairman
- (b) Working Committee Chairman, and Permanent Secretary to the Board and an Alternate. (To be appointed in writing by the Chairman)
- (c) Center Counsel
- (d) Manager, Office of Security and Investigations
- (e) Manager, Technical Strategies and Integration Group
- (f) Manager, Test and Evaluation Services Group
- (g) Manager, Laboratory Services Group
- (h) Manager, Air Transportation Systems Evaluation Group
- (i) Manager, Airport and Aircraft Safety Group
- (j) Manager, Center Operations Group
- (k) Director of Administration, Transportation Security Laboratory
- (l) Special Agent In Charge, Federal Air Marshals Program

- (m) Airport Manager, South Jersey Transportation Authority
- (n) Base Engineer, New Jersey Air National Guard
- (o) Facility Engineer, U.S. Coast Guard Air Station Atlantic

(2) Ex officio members representing other Technical Center organizations and tenant organizations will participate in Board meetings when the Working Committee Chairman indicates the need for their participation.

b. A Working Committee is established. Members are:

- (1) Chairman, appointed by the Director.
- (2) Designated representatives from each organization and staff having members on the Master Planning and Siting Board; and,
- (3) Representatives of Center organizations, contractors and tenant organizations who express an interest in the Master Planning Action, or who are requested to participate by the Working Committee Chairman.

c. The Working Committee Chairman's duties include:

- (1) Brief the Board Chairman about proposed Master Planning Actions.
- (2) Preparing and coordinating siting studies for the Working Committee.
- (3) Creating and distributing Master Planning Actions to the Working Committee.
- (4) Coordinating Master Planning Actions with the master plans of the State, County, those of permits and lease holders and other regional master plans as applicable.
- (5) Recommending a site selection to the Working Committee.
- (6) When required, call and chair formal meetings of the Working Committee.
- (7) Form and chair subcommittees, if required.
- (8) Ensure the Master Plan is periodically updated in the Geographic Information System Database.
- (9) Maintain a shared-access YTD Master Plan database of approved Master Planning Actions.

10. Approval.

a. Master Planning Actions must have:

(1) The consensus of the Working Committee, and

(2) The Approval of the Chairman of the Master Planning and Siting Board. Note: Some approvals are conditional. Approvals do not relieve the project sponsor from complying with these mandatory conditions, such as the requirements of the National Environmental Policy Act or obtaining the necessary environmental permits or approvals from regulatory agencies or obtaining a Construction Permit from the Facilities Engineering Team.

11. Process.

a. Early in the planning process, the sponsor of a Master Planning Action will contact the Working Committee Chairman or the Trouble Desk, either by telephone (X-5-4122) or e-mail (9-ACT-TROUBLEDESK) and request a Work Order for Master Planning support.

b. The Working Committee Chairman will contact the sponsor and will assist the sponsor in preparing the documents for the Working Committee.

c. The sponsor will submit two copies of an appropriate sketch or site plan, a letter of description of the Master Planning Action and a justification for the Master Planning Action to the Working Committee Chairman. The sketch or site plan together with the description and justification should provide enough detail for the reader to determine the name and telephone number of the contact person, the Master Planning Action's location, its intended use, justification for the location, the date on which it will be required, the duration, and optional locations.

d. The Working Committee Chairman will review the documents for completeness and brief the Board Chairman on the requested action's intent and requested usage.

e. Upon the Board Chairman's tentative concurrence regarding intent and usage, the Working Committee Chairman will distribute the request to all Technical Center staffs and groups, and selected tenants, to determine the make up of the Working Committee.

f. The Working Committee reviews the Master Planning Action for two weeks. This includes a detailed review by the Center Operations Group.

g. If, after two weeks, an unresolved issue(s) arises, the sponsor together with the full Working Committee, will meet to resolve the issue(s).

h. The consensus of the Working Committee, and applicable mandatory conditions, are then forwarded to the Chairman of the Master Planning and Siting Board for approval or disapproval.

i. Disapproved requests can be modified and resubmitted.

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