

Oregon Airport Management Association Meeting

Seattle ADO Update
Sandy Simmons and
Jason Ritchie

February 24 & 25, 2014



Federal Aviation
Administration



FAA Update - Topics



- **AIP Update – Legislation**
- **FAA Airports Conference**
- **AIP Handbook Update**
- **Planning for AIP Projects**
- **AIP Funding**
- **AIP Schedule**
- **Compliance Inspections**
- **Risk Assessments**
- **Quarterly Reporting**
- **Inactives**
- **Delphi eInvoicing**
- **System for Award Management**
- **DBE Requirements**
- **Price/Cost Analysis**
- **Closeouts**
- **AGIS**
- **Airspace Studies/FAA Form 7460-1**
- **20:1 Obstructions**
- **USDA informational video**



FY-2014 Update

- Authorization Extension: Public Law 112-95, the FAA Modernization and Reform Act of 2012, signed on February 14, 2012, authorized \$3.35 Billion in funding authority for the AIP for each of the fiscal years 2012 – 2015.
- AIP Appropriation, Public Law 113-76, Consolidated Appropriations Act, 2014, passed on January 17, 2014 full year appropriations (\$3.35 Billion) .
- We are moving forward with projects in order to meet milestone dates of the AIP. We hope to be able to issue grants by April. A Federal Register notice is typically issued, asking for airports to advise us of their entitlement use by May 1st (Carryovers).



2013 Oregon Grants

35 Oregon Grants
Total of \$38M in grants



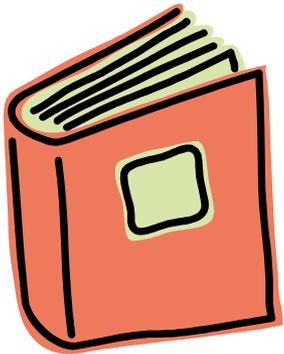
FAA AIRPORTS CONFERENCE

- 2014 “*TENTATIVE*” NORTHWEST MOUNTAIN AIRPORTS CONFERENCE
- JUNE 4, 5 AND 6
- STAY TUNED FOR DATES FOR 2015



New AIP HANDBOOK

COMING SOON (but not too soon)
TO THE FAA ADO



draft

NEAR YOU



PROJECT MANAGERS FOR OREGON AIRPORTS

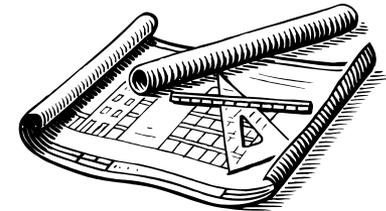
Sandy Simmons, Oregon State Engineer

Andrew Edstrom, Civil Engineer

Cindy Hirsch, Civil Engineer

Jason Ritchie, Civil Engineer

Bruce Fisher, State Planner



AIP Development Process

- **Starts 2 – 4 years before construction**
- **Use your Master Plan to identify potential projects**
- **Update ALP or Exhibit ‘A’ if needed**
- **Review CIP**
- **Validate project justifications and eligibility**
- **Identify potential flight procedures modifications, need for aeronautical review, potential AGIS requirements**

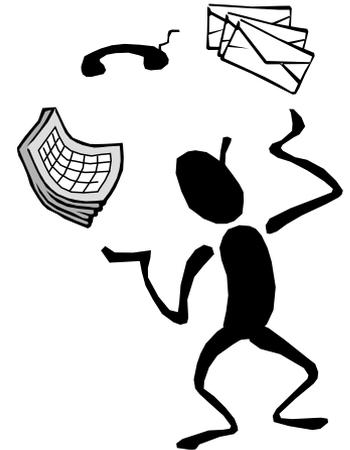


- **Determine Probable Level of Environmental Review**
- **Determine need for reimbursable agreements with ATO**
- **Coordinate with airport users**
- **Determine Funding Needs and plan for matching funds**
- **FAA ATO coordination**
- **7460's**



PLANNING PAYS OFF

**Your good planning efforts pay off in
securing funding and efficient
accomplishment of projects**



OOPS

This is what happens when you don't take time to plan

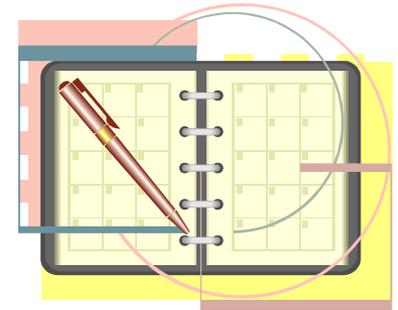




LESSONS LEARNED

Prior Proper Planning Prevents Poor Performance (PPPPPP) (yet another acronym)

Allow yourself time to plan



http://www.faa.gov/airports/northwest_mountain/aip/media/aip_brochure.pdf



AIP ACIP and FUNDING



Good Financial Decisions Are a Result of Good Planning!

The ACIP is:

- The FAA's primary planning tool to identify and prioritize funding for capital development projects
- A 5 year plan of what we think is reasonable to accomplish
- Work that is eligible and justified
- Based on true needs and priority work



AIP ACIP and FUNDING (continued)

The ACIP is *not*:

- A wish list of nice to have or wants
- A commitment or guarantee of funds
(It is a plan for funding)



AIP ACIP and Funding (continued)

Financial Planning

- **NPE's**
- **State Apportionment**
- **Discretionary**

NPE's

Transfers

- Transfers are voluntary
- Transfers made in \$150,000 increments

Carryover (save money for large project)



Important Dates to Remember

- **January 15 - Environmental completed**
- **April 1 – Bids opened on projects requesting discretionary**
- **May 1 – All Carryover to be Reported by this date (we are planning carryover now)**
- **May – Bids should be opened**



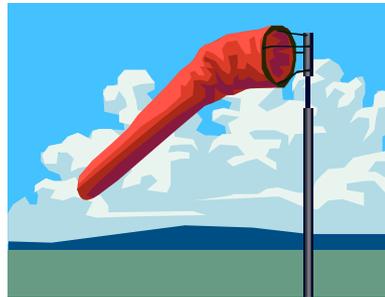
Important Dates (continued)

- **June 1 – FY2015 discretionary candidate list is locked and cannot be changed without justification. Must be confident that your project will be ready.**
- **June 30 – All FY 2014 grants should be accepted, unless your FAA project manager has concurred with a different date.**



FY 2014 Safety and Compliance Inspections Needed

- Albany
- Bend
- Burns
- Bend
- Condon State
- Corvallis
- Cottage Grove State
- Creswell
- Florence
- Independence State
- Lebanon State
- Madras
- McDermitt State
- Roseburg
- Siletz Bay State
- Troutdale





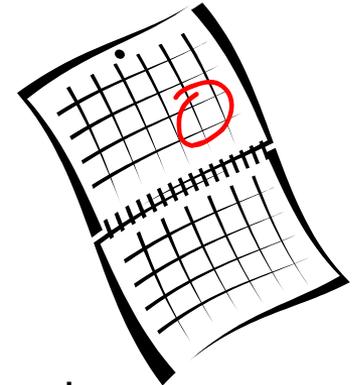


AIP GRANT OVERSIGHT RISK ASSESSMENT SPONSOR CERTIFICATION CHECKLIST

- **1/3 Of Sponsors per year – Program Guidance Letter (PGL) 13-01**
- **Updated every 3 years**
- **Checklist helps the FAA decide if an airport sponsor has policies, procedures, and information technology infrastructure to support internal controls.**
- **Procurement, Grant Oversight, Disbursement, Business Continuity, Information Technology Infrastructure**
- **Please complete and return forms when requested.**
- **Nominal, Moderate, Elevated (Independent of Delphi risk level)**



QUARTERLY REPORTING



- Reports due annually 90 days after the end of each fiscal year (no later than December 31st)
 - SF 271 Outlay Report and Request for Reimbursement for Construction Program
 - 270 Request for Advance or Reimbursement
 - 425 Federal Financial Report
- Sponsor Quarterly Performance Report – Required every fiscal quarter
- Construction Progress Report
- Send to your PM, not Delphi



FEDERAL FINANCIAL REPORT

(Follow form instructions)

| | | | | | |
|---|---------|--|---|---|------------|
| 1. Federal Agency and Organizational Element to Which Report is Submitted | | 2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) | | Page 1 | of |
| pages | | | | | |
| 3. Recipient Organization (Name and complete address including Zip code) | | | | | |
| 4a. DUNS Number | 4b. EIN | 5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment) | 6. Report Type <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final | 7. Basis of Accounting <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Accrual | |
| 8. Project/Grant Period From: (Month, Day, Year) To: (Month, Day, Year) | | | 9. Reporting Period End Date (Month, Day, Year) | | |
| 10. Transactions | | | | | Cumulative |
| (Use lines a-c for single or multiple grant reporting) | | | | | |
| Federal Cash (To report multiple grants, also use FFR Attachment) | | | | | |
| a. Cash Receipts | | | | | |
| b. Cash Disbursements | | | | | |
| c. Cash on Hand (line a minus b) | | | | | |
| (Use lines d-o for single grant reporting) | | | | | |
| Federal Expenditures and Unobligated Balance: | | | | | |
| d. Total Federal funds authorized | | | | | |
| e. Federal share of expenditures | | | | | |
| f. Federal share of unliquidated obligations | | | | | |
| g. Total Federal share (sum of lines e and f) | | | | | |
| h. Unobligated balance of Federal funds (line d minus g) | | | | | |
| Recipient Share: | | | | | |
| i. Total recipient share required | | | | | |
| j. Recipient share of expenditures | | | | | |
| k. Remaining recipient share to be provided (line i minus j) | | | | | |
| Program Income: | | | | | |
| l. Total Federal program income earned | | | | | |

SF 425



OUTLAY REPORT AND REQUEST FOR REIMBURSEMENT FOR CONSTRUCTION PROGRAMS

OMB APPROVAL NO. 0348-0002

PAGE _____ OF _____ PAGES

(See instructions on back)

1. TYPE OF REQUEST:
 FINAL PARTIAL

2. BASIS OF REQUEST:
 CASH ACCRUAL

3. FEDERAL SPONSORING AGENCY AND ORGANIZATIONAL ELEMENT TO WHICH THIS REPORT IS SUBMITTED

4. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED BY FEDERAL AGENCY

5. PARTIAL PAYMENT REQUEST NO.

6. EMPLOYER IDENTIFICATION NUMBER

7. RECIPIENT'S ACCOUNT NUMBER OR IDENTIFYING NUMBER

PERIOD COVERED BY THIS REQUEST

FROM (Month, day, year) _____ TO (Month, day, year) _____

9. RECIPIENT ORGANIZATION

Name: _____
 No. and Street: _____
 City, State and ZIP Code: _____

10. PAYEE (Where check is to be sent if different than item 9)

Name: _____
 No. and Street: _____
 City, State and ZIP Code: _____

11. STATUS OF FUNDS

| CLASSIFICATION | PROGRAMS -- | | ACTIVITIES | | TOTAL |
|--|-------------|-----|------------|-----|-------|
| | (a) | (b) | (c) | (d) | |
| a. Administrative expense | \$ | \$ | \$ | \$ | 0.00 |
| b. Preliminary expense | | | | | 0.00 |
| c. Land, structures, right-of-way | | | | | 0.00 |
| d. Architectural engineering basic fees | | | | | 0.00 |
| e. Other architectural engineering fee | | | | | 0.00 |
| f. Project inspection fees | | | | | 0.00 |
| g. Land development | | | | | 0.00 |
| h. Relocation expense | | | | | 0.00 |
| i. Relocation payments to individuals and businesses | | | | | 0.00 |

SF 2711



REQUEST FOR ADVANCE OR REIMBURSEMENT

(See instructions on back)

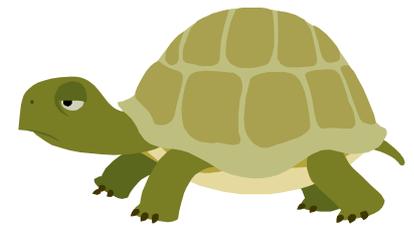
| | | |
|---|---|--|
| OMB APPROVAL NO. 0348-0004 | | PAGE _____ OF _____ PAGES |
| 1. TYPE OF PAYMENT REQUESTED | a. "X" one or both boxes <input type="checkbox"/> ADVANCE <input type="checkbox"/> REIMBURSEMENT b. "X" the applicable box <input type="checkbox"/> FINAL <input type="checkbox"/> PARTIAL | 2. BASIS OF REQUEST <input type="checkbox"/> CASH <input type="checkbox"/> ACCRUAL |
| 3. FEDERAL SPONSORING AGENCY AND ORGANIZATIONAL ELEMENT TO WHICH THIS REPORT IS SUBMITTED | 4. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED BY FEDERAL AGENCY | 5. PARTIAL PAYMENT REQUEST NUMBER FOR THIS REQUEST |
| 6. EMPLOYER IDENTIFICATION NUMBER | 7. RECIPIENT'S ACCOUNT NUMBER OR IDENTIFYING NUMBER | 8. PERIOD COVERED BY THIS REQUEST FROM (month, day, year) _____ TO (month, day, year) _____ |
| 9. RECIPIENT ORGANIZATION Name: _____ Number and Street: _____ City, State and ZIP Code: _____ | | 10. PAYEE (Where check is to be sent if different than item 9) Name: _____ Number and Street: _____ City, State and ZIP Code: _____ |

| 11. COMPUTATION OF AMOUNT OF REIMBURSEMENTS/ADVANCES REQUESTED | | | | |
|--|------|------|------|---------|
| PROGRAMS/FUNCTIONS/ACTIVITIES ▶ | (a) | (b) | (c) | TOTAL |
| a. Total program outlays to date <small>(As of date)</small> | \$ | \$ | \$ | \$ 0.00 |
| b. Less: Cumulative program income | | | | 0.00 |
| c. Net program outlays (Line a minus line b) | 0.00 | 0.00 | 0.00 | 0.00 |
| d. Estimated net cash outlays for advance period | | | | 0.00 |
| e. Total (Sum of lines c & d) | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | 0.00 |



INACTIVE GRANTS

- Grant payment inactivity, defined as no drawdowns over a 12 month period, can be cause for termination of a grant agreement. PGL 12-10
- Make regular draws on grant
- Closeout promptly



Delphi - eInvoicing



- **Delphi – eInvoicing:**
 - All sponsors are now required to use the new electronic grant payment system (Delphi eInvoicing).
 - Please ensure you are signed up in Delphi....if not you cannot receive grant payments.
- **Policy:**
 - “AIP Grant Payment and Sponsor Financial Reporting Policy”, dated August 20, 2012 available at:
http://www.faa.gov/airports/aip/grant_payments/
 - Please review the policy and be familiar with it to ensure smooth grant payments



Delphi - eInvoicing

- **Do not let your password expire.** If you do not sign in within 90 days, your account will be deactivated. Call the Help Desk if you encounter problems
- Protect your password to avoid unauthorized access to your information
- If an employee leaves/changes positions, remove them from authorized access immediately
- **Always include all backup documentation on payment requests.** Lack of adequate documentation can be considered an Improper Payment



System for Award Management (SAM) (formerly CCR)

- In late July 2012, the Central Contractor Registration (CCR) system was switched over to SAM.
- Sponsors **MUST** have an **ACTIVE** and **ACCURATE** account on the www.sam.gov site.
- SAM needs to be updated every year.
- Contact your FAA project manager if you do not know what DUNS you submitted to the FAA. Contact the SAM directly with technical questions.



Disadvantage Business Enterprise (DBE)

- The DBE Program regulatory updates released January 28, 2011 made significant changes to the program. Therefore, any DBE programs submitted by airport sponsors before then as well as any versions submitted after that date which did not incorporate the regulatory changes released January 28, 2011, are considered to be outdated. **A new DBE program** should be submitted for approval as soon as possible.
- **(Note: If the DBE programs are dated before January 28, 2011, it needs to be updated and submitted by Primary Airports and any GA who will receive grants great than 250K during the fiscal year in which they receive funds.)**



Disadvantage Business Enterprise (DBE)

- The triennial DBE goal (FY 14-16) are DUE for airports who will receive FY-2014 Airport Improvement Program (AIP) grants **greater than \$250K** as required by FAA's regulations 49 CFR 26. **(NOTE: Equipment and land acquisitions are excluded from the total amount.)**
- DBE Accomplishments continue to be due annually on **December 1st** for airport who received more than 250K in federal fund for the fiscal year
- Accomplishments can be submitted through DOT DOORS system at <http://osdbu.dot.gov/DOORS/Application/logon.aspx> or by [completing the Uniform Report of DBE Awards/Commitments and Payments form and submitting via email to ricky.watson@faa.gov.](#)



Disadvantage Business Enterprise (DBE)

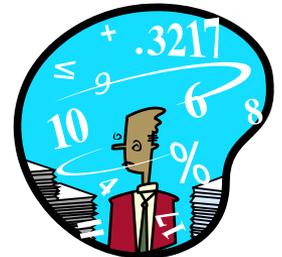
- DBE Contact:

Ricky Watson, MBA
DBE Compliance Specialist
Federal Aviation Administration
Office of Civil Rights, AWP-9
Office: (310) 725-3940
Fax: (310) 725-6819
Email: ricky.watson@faa.gov



Price or Cost Analysis

- **Program Guidance Letter 12-03, January 13, 2012**
 - Requires Sponsors to perform a cost or price analysis per 49 CFR 18.36 (f) for every procurement action that uses AIP funding – including contract modifications (Change Orders).
 - Used by FAA to determine reasonableness of cost. Needed for all procurement actions.
 - Copy of the policy was sent to sponsors and consultants on January 25, 2012.
 - Provides a description of price analysis vs. cost analysis and required submittals to ADO
 - The website for PGLs is:
 - http://www.faa.gov/airports/aip/guidance_letters/



AGIS Requirements

- ❖ **Immediately:** An AGIS Survey is required for all projects involving safety-critical data. ACs 150/5300-16, -17, -18 must be used. Requires significant lead time and planning.

- ❖ **Safety-Critical Projects:**
 - Any change to Runway Position: New/ lengthened, widened runways
(if runway end is moved more than 1' X 1' X 6 inches vertical)
 - Obstruction survey for new (or changes to existing) Instrument Approach Procedures
 - Install NAVAIDS (PAPI, ILS or NDB)



AGIS Requirements - Continued

- ❖ **Airports must incorporate Airports GIS requirements for Non Safety-Critical Data on the following schedule:**
 - FY 2012: Large/Medium Hub Airports
 - FY 2013: Small Hub Airports
 - FY2014: Non Hub Airports
 - FY 2015: Non Primary – Part 139 Certificated Airports
 - Other non-primary airports are exempted from incorporating AC 150/5300-18 standards for projects not including safety-critical data until further notice.

- ❖ **Non Safety-Critical Projects:** Construct apron, taxiways, acquire land, ALP update, install airport lighting, install fencing, and construct buildings.



Construction Safety & Phasing Plans

- A comprehensive safety management strategy that identifies and mitigates increased risk due to construction activity on an active airfield

- CSPP review schedule
 - Typical Project 3-4 months prior to bid opening
 - Complex Project 6-8 months prior to bid opening

- A CSPP establishes operational safety management strategies for **everyone** associated with the project:
 - Contractor/Subcontractor
 - Construction Inspector
 - ARRF Personnel
 - Airport operations
 - FBO/Airlines
 - FAA ATCT
 - FAA Technicians
 - FAA Flight Procedures



CSPP's address all safety aspects of a project

- **Standard Operating Procedure No. 1.00 covers FAA evaluation of CSPP**
- **Assigning liability is not a CSPP objective**
- **Establishing responsibilities is a CSPP objective**



Closeouts

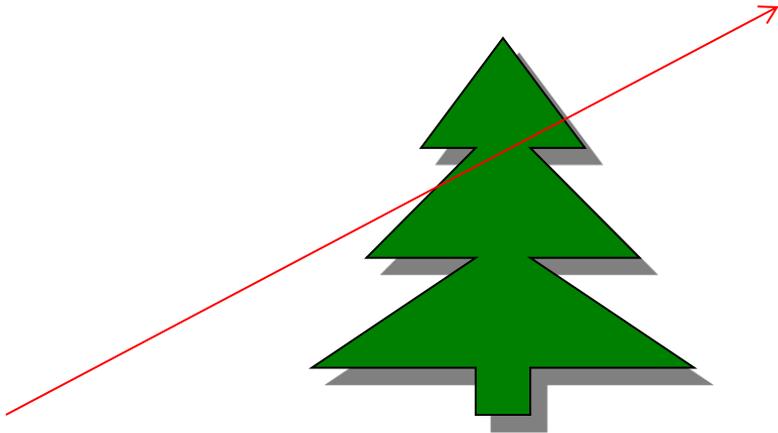


- **Need to submit all closeout documents to receive reimbursement over 90%**
- **Once closeout documents are accepted you will receive final payment notification**
- **You can then request final reimbursement**
- **Closeout Forms available at:
http://www.faa.gov/airports/northwest_mountain/airports_resources/sponsor_guide/**



20:1 Obstructions

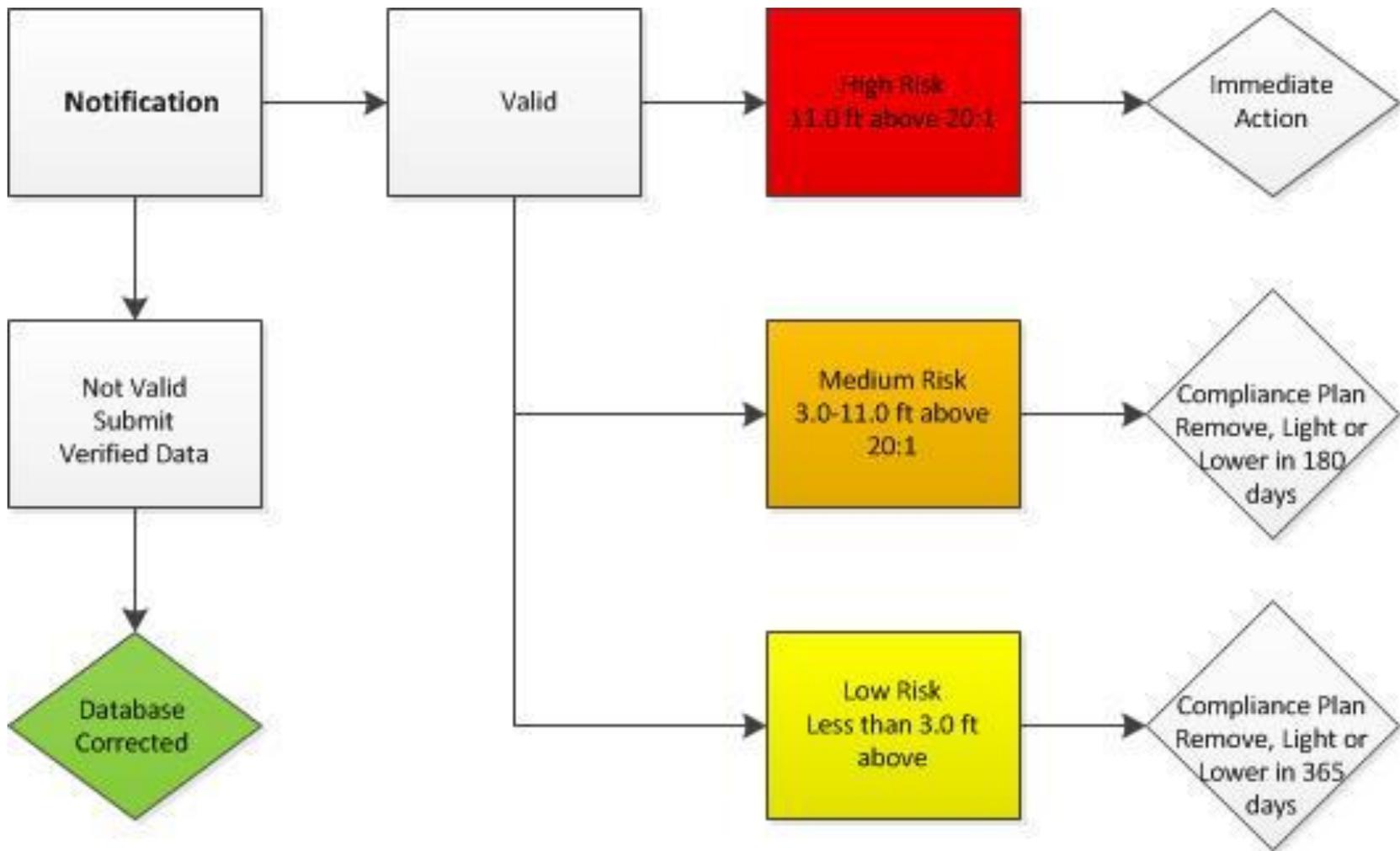
- Airports are responsible to maintain 20:1 clear surface.



- Notification – 30 days to verify
- Report trimmed trees as directed in Engineering Brief #91 – Management of Vegetation in the Airport Environment
- Submit through Airports GIS



20:1 Obstructions



BIRD STRIKES: HOW TO COLLECT, SHIP REMAINS AND HAVE BIRD REMAINS IDENTIFIED

Wildlife.faa.gov – FAA Wildlife Strike Database
APHIS – USDA Animal and Plant Health Inspection Service

- http://www.youtube.com/watch?v=_OhJXexmmTg&list=PLF1BE3AC34367E99E



Any Questions

