

Predesign Conference

Early Coordination

October 29, 2024



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Predesign Conference

- Many have completed Predesign conferences for FY 2025 (early coordination still applies)
- **Update** to ANM 620-03: STANDARD HANDOUT FOR PREDESIGN CONFERENCE AGENDAS **is underway**
- **Intent of this discussion is to focus on Predesign conference preparation and early project coordination areas**
- Preparation for conference in advance of meeting helps to ensure project success



PREDESIGN CONFERENCE AGENDA

Airport:	_____
Location (City/State):	_____
AIP Grant Number:	_____
Grant Description:	_____
Date:	_____

Attendees

Sponsor: _____

Consultant: _____

FAA: _____

Other: _____

1. Project Description

- a. Briefly describe the project, including major work components.

2. Funding

- a. Proposed project budget:
 - i. AIP Funding.
 - ii. Transfer of Entitlement Funds.
 - iii. Multi-year.
 - iv. Local Share.
 - v. Passenger Facility Charge Funds.
 - vi. Other Funding Sources.

3. Scope Of Project

- a. Detailed Project Description
 - i. Include federal and non-federal funded work.



“Pre”- Predesign Conference

- Provide predesign agenda/notes, funding plan and proposed schedule, **prior to predesign conference**
- **Confirm airport consultant selection is current prior to Predesign Conference**
- Provide Base/Master Engineering contract agreement
- Provide current sponsor points of contact/e-signature form (grants and project correspondence)



“Pre”- Predesign Conference cont.

- Confirm that project is shown on approved ALP and included in CIP and funding plan
- At a **minimum** conference should include ADO, Airport Owners representative and consultant
- **Other attendees that may be invited (dependent on project complexity/impacts) include** FAA Air Traffic Organization (NAS Planning Team, Runway Safety, Flight Procedures), FAA Airport Certification (for Part 139 certificated airports), FAA Airports Environmental and Planning Specialists



Predesign Conference

Predesign Conference Goals:

- **Predesign conference is an opportunity to discuss issues related to funding, design parameters, environmental, airport safety, construction, FAA LOB coordination and timelines/schedule**

Predesign Conference is **not**:

- **Not commitment of federal funding**
- **Does not replace adequate Airport Planning Analysis or replace coordination with other FAA LOBs**
- **Is not NEPA determination (should confirm that project scope is consistent with NEPA analysis)**



Predesign – Scope of Project

- Provide detailed project description along with sketch (including federal and non-federal)
- Consistent with environmental evaluation and **include project sketch (Early Project Coordination Form)**
- Sponsor needs to submit and complete initial airspace review (Early Project Coordination) prior to FAA grant fund programming



Project Sketch (Early Project Coordination Form, see ANM Sponsor Guide)

AIRPORTS EARLY PROJECT COORDINATION
Purpose: identify issues with design and construction

AIRPORT LOC ID:
CITY, STATE:
PROJECT: West Ramp Reconstruction
AIP NUMBER:

CONSTRUCTION MONTH/ YEAR:
AERONAUTICAL STUDY NUMBER:



Include POI details in a table.

PROJECT SCOPE:

Proposed project scope with approximate limits and description of work. Adding sketch pages is acceptable.

Provide information including:

- o Rehab or reconstruction - with estimated depth of work, height above ground, and horizontal limits.
- o Planned drainage, utility, lighting improvements.
- o Whether line of sight analysis is going to be provided.
- o Potential concerns of which the other LOBs should be aware.
- o Provide as accurate point of interest (POI) information as possible. Show POIs on sketch & include table as needed. See AC 150/5300-20, Submission of On-Airport Proposals for Aeronautical Study.

*Example: The West Ramp is going to be reconstructed in-place to a depth of 12 inches.
No drainage or utility work will occur. No lighting improvements are planned.
Potential concern with location of ASOS at the south end of West Ramp.*



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Predesign – Early Coordination cont.

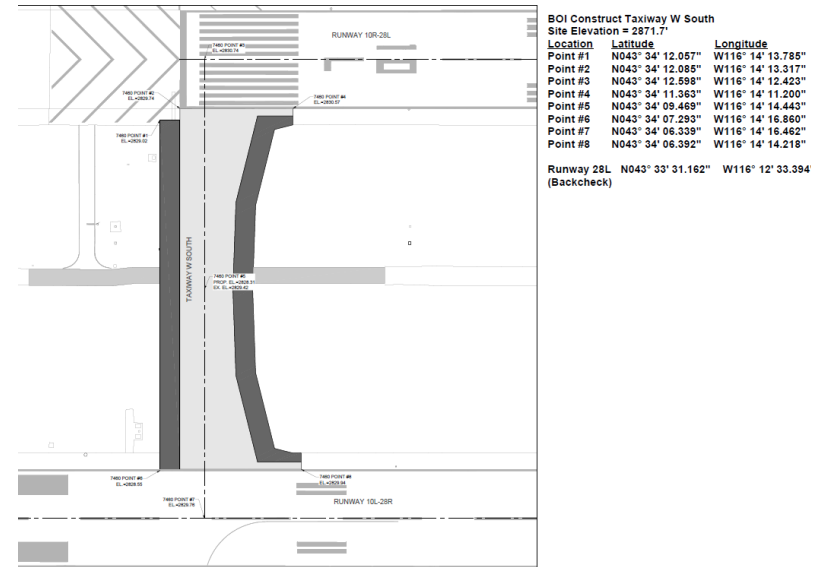
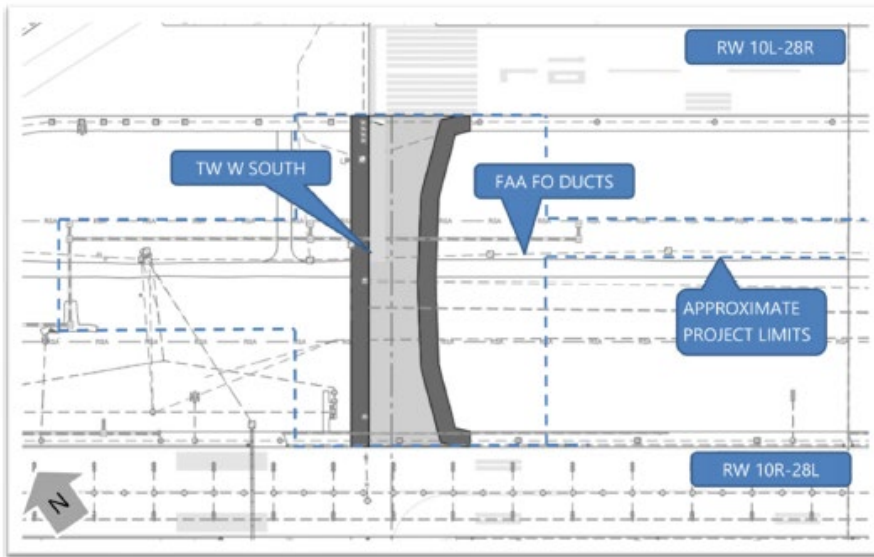
Early Project Coordination Sheet -

- **Include enough detail to confirm any potential impacts to FAA equipment, Part 77, design surfaces etc.**
- **Extent of construction e.g. surface rehab vs reconstruction/excavation, LOS issues**
- **Include coordinates of project areas, elevations of parked aircraft (tail height etc) where applicable**



Project Sketch (Early Project Coordination)

- Include project area disturbance and Points of Interest (coordinates/elevations), FAA equipment



Predesign – Early Airspace Coordination

- **Early airspace coordination helps to ensure that aeronautical and equipment impacts are identified early on**

FAA Project Coordination

- i. Identify items requiring coordination within OE/AAA. The airspace process may take **minimum 60 days** for each airspace case. **Early Project Coordination (airspace review) is encouraged even if conflict or complexity is not obvious.** Potential items include:
 1. Construction or alteration requiring notice per 14 CFR part 77.
 2. Construction projects that may impact FAA facilities.
 3. Work in critical areas or changes to grading near equipment such as VOR, ILS Glide Slope and Localizer, Runway Visual Range (RVR), or any other equipment.



Predesign – Funding Plan

- **Ensure project is consistent with CIP and funding plan has been reviewed by FAA/State in advance of Predesign.**
- **Include all funding sources (AIP/BIL including entitlements/transfers, approved discretionary or state apportionment funding, PFC and other local/state funds)**

2. Funding

- a. Proposed project budget:
 - i. AIP Funding.
 - ii. Transfer of Entitlement Funds.
 - iii. Multi-year.
 - iv. Local Share.
 - v. Passenger Facility Charge Funds.
 - vi. Other Funding Sources.



Predesign – Funding Plan cont.

- Note that FAA and sponsor need to confirm funding plan for entire project prior to issuing grant for phased grants, **including design grants**
- Ensure complete useable unit of work
- **Note that AIP discretionary and state apportionment funding is normally allocated fiscal year prior to grant**



Predesign – Project Components

- ADO will need breakout of specific project **components with grant application.**
- Reference FAA programming guidance (including Order 5100.38)

For example - projects broken out for major work components (costs, areas, length etc):

- Taxiways, Taxilanes, Apron, Runway etc.
- Rehabilitate pavement vs. reconstruct or reseal etc.
- Lighting, signs etc.



Predesign – Reimbursable Agreements

If FAA equipment is impacted, **note long lead time for FAA Reimbursable Agreements**

Reimbursable Agreements

- i. Coordinate with ATO NAS Planning Team (NPT) to determine if any FAA owned navigational aids need to be installed, moved, or altered as part of construction.
- ii. Sponsor must initiate a reimbursable agreement with ATO NAS Planning Team.
- iii. Typically, two reimbursable agreements are needed. The preliminary engineering reimbursable agreement should be in place at least 24 months in advance of planned construction. The second reimbursable agreement is typically design and construction.
- iv. Reimbursable agreements require advance payment to the FAA prior to starting work.



Predesign – FAA equipment

Projects that may require reimbursable agreement
(Could also include temporary impacts/shutdowns)

Communications



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FACILITIES

- Remote Communications Outlet (RCO),
- Remote Terminal Repeater (RTR),
- Remote Center Air-to-Ground (RCAG)
- Fiber Optic Transmission System (FOTS)
- Copper field cable



COMMON TOUCH POINTS

- Hangar and building development impacts to RCO, RTR, or RCAG LoS
- FOTS and Field Cable physical impacts due to airfield construction
- Direct facility impacts due to construction



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Predesign – FAA equipment

Projects that may require reimbursable agreement

Terminal/Weather/ Surveillance



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FACILITIES

- Radar (ASR, ARSR, ATCBI)
- ASOS, AWOS, SAWS, WEF
- ATCTs

COMMON TOUCH POINTS

- Hangar and building development impacts to ATCT LoS, Radar coverage impacts
- Airfield geometry changes can impact ATCT LoS
- Construction near weather facilities (dust, wind coverage)
- Direct facility impacts due to construction
- ATCT, RADAR relocation studies



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Predesign – Flight Procedure Impacts

For projects that may impact Instrument Flight Procedures

- IFP request made through IFP Gateway
- **Coordinate with FPT specialist early**
- Complete AGIS survey in timely manner
- Ensure publication date lines up with end of construction, coordinate NOTAMs if applicable
- **ANM Flight Procedures Team to provide additional information**



Predesign – Modification of Standards

- Discuss **early on**, any non-standard conditions, relating to project and proposed mitigation
- Plan on minimum 90 days coordination of **MOS** prior to advertising project (**longer** for design MOS and if FAA headquarters approval is required, Order 5300.1)
- **SRM for small, medium and large hubs MOS**

Modification of Standards

- i. Use current version of applicable FAA Advisory Circulars. Any modification of standards (MOS) must be approved by FAA through the AGIS MOS Tool.
- ii. FAA Order 5300.1, current version, outlines the process and requirements for submitting a MOS. **Allow at least 90 days for FAA review and coordination of a MOS.**
- iii. **A design MOS requires prior airspace coordination, direct coordination with Flight Standards, and is subject to the Airports Division SRM process.**



Predesign – Construction Safety and Phasing

- **Confirm that local ATCT has reviewed CSPP prior to OE/AAA airspace coordination**
- **ATO may conduct their own Safety Risk Management Panel (SRMP)**

Identify items requiring coordination outside of OE/AAA.

1. Construction projects that may impact FAA facilities—coordinate with ATO NAS Planning.
2. Geometry changes at towered airports (Runway Safety and local Air Traffic Control Tower (ATCT)).
3. **Airport Sponsor must contact the ATCT Manager** and inform them of the project. This should be done early in the design phase by a phone call followed by an e-mail and should include the approximate dates of construction. **The ATCT may initiate an ATO-led SRM evaluation of the proposed change.**
4. Projects where direct line of business communication is needed.



Predesign - Construction Safety and Phasing

Construction Safety and Phasing Plan (airspace)

- **Plan for minimum 90 days airspace coordination of CSPP (following coordination with local ATCT, SSC and 139 Cert, if applicable)**

Construction Safety and Phasing Plan (CSPP)

- Provide a CSPP in accordance with AC 150/5370-2, *Operational Safety on Airports During Construction*, current version. Submit a pdf copy of the CSPP to the ADO project manager for review. **The final CSPP must be approved and incorporated into the plans and specifications.**
- Discuss timing of submittal for coordination with other FAA lines of business using the airspace process.** Refer to Section 3(i).



Predesign - SRM

Safety Risk Management (SRM)

- **FAA Airports SRM (Separate from ATO SRM)**

FAA Airport's Safety Risk Management (SRM) Process

- i. Refer to FAA Order 5200.11, current version, for SRM requirements and process. Work with SMS Program Manager as needed.
- ii. Conduct a Safety Assessment for small, medium and large hub airports where the project has a triggering action as listed below:
 1. Approval of new or updated Airport Layout Plan (ALP).
 2. Approval of Construction Safety Phasing Plan (CSPP).
 3. Approval of Modification of Design Standards (MOS).
- iii. Complete a Safety Assessment Screening (SAS) form. Use responses from project airspace review to complete the Safety Impact Checklist.
- iv. If an action will have an impact beyond Airports Division (ARP) which warrants further discussion, ARP may move forward with doing a SRM Panel.
- v. Refer to FAA SMS Desk Reference, current version, for SRM Panel guidance.



Predesign – Signing and Marking

Signing and Marking Plan (139 Airports)

- **Ensure Signing and marking plan meets current signing and marking AC before sending to FAA ADO and Certification**

Revised Sign and Marking Plan

- i. For Part 139 airports, a revised Sign and Marking Plan from the Airport Certification Manual (ACM) **must be submitted to the ADO project manager for approval by the certification inspector prior to project bid.** The Sponsor should contact their certification inspector to update the ACM with the revised Sign and Marking Plan.



Predesign – Construction Phase

- CMP
- SEC form, NOTAMS, Weekly Construction/Progress reports (until grant closed)

Construction Management Program (CMP)

- i. A CMP is required when the cost of the pavement structure (including subgrade, base courses, and surface courses) exceeds \$500,000. The ADO project manager may require the sponsor to provide a CMP for paving projects less than \$500,000. The CMP must be submitted prior to the start of construction. See AC 150/5370-12, *Quality Management for Federally Funded Airport Construction Projects*, current version, for CMP requirements. The CMP is a separate document from the Contractor Quality Control Program required by AC 150/5370-10.



FY-2024 AIP/BIL Program Deadlines

Reminders:

- **Plan for minimum 90 days coordination of CSPP, MOS and initial airspace review/Early Project Coordination** (can be longer for complex project coordination).
- **This should be reflected in Project Schedule**
- **Projects may require FAA reimbursable agreement if FAA equipment impacted**
- **Project schedule reflecting HLN ADO Delivery Schedule**



AIRPORT IMPROVEMENT PROGRAM (AIP) PROJECT DEVELOPMENT SCHEDULE

Airport:	Anywhere Airport
Location (City/State):	
AIP Grant Number:	
Grant Description:	Construct Aircraft Parking Apron and Taxilane

ITEM	DATE		COMMENTS
	ESTIMATED	ACTUAL	
1. DBE Plan and Goals Submitted to Civil Rights		8/1/2022	Program & Goals approved.
2. SOW and RON Submitted to FAA	10/15/24		
3. Consultant Fees Accepted by FAA	11/1/24		Final FAA acceptance
4. CSPP Submitted for Airspace Review	11/15/24		Submit to tower for review before submittal to FAA.
5. Modification of Standards Submitted	11/15/24		(at least 90 days prior to advertising, longer if design MOS)
6. Grant Application Submitted by Sponsor	1/15/25		Based on estimated costs
7. Environmental Documentation Submitted	11/15/24		CatEx Anticipated
8. Final Draft Plans, Specs, & DR Submitted for FAA Review	1/15/25		Confirm with ADO
9. Environmental Documentation Approved	1/14/25		Anticipated FAA approval



10. Documents Reviewed by FAA and Returned with Comments	2/7/25		
11. Final Acceptance by FAA	2/21/25		Sponsor AIP Certifications
12. Design-only Grant Closeout Submitted to FAA	N/A		
13. Advertising Date	02/28/25		
14. Bid Opening Date	03/28/25		Assuming AIP entitlement grant
15. Recommendation of Award and Bid Tab Submitted by Sponsor	4/10/25		
16. Grant Issued	6/30/25		
17. Notice to Proceed Date	7/30/25		
18. Substantial Completion Date	9/30/25		
19. Final Inspection	10/01/25		
20. Airport Facility Diagram Updated	N/A		
21. Grant Closeout Submitted to FAA	12/1/25		



