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U.S Department
of Transportation
Federal Aviation
Administration

Memorandum

Western-Pacific Region
Airports Division
P.O. Box 92007, WPC
Los Angeles, CA 90009

Subject: **Western-Pacific Regional Policy Guidance
No. 21 - Sponsor Coordination of Airport
Improvement Program (AIP) Construction
Projects**

Date: **DEC 14 1999**

From: **Manager, Airports Division, AWP-600**

Reply to
Attn. of:

To: **All Division Employees**

Attached is Western-Pacific Regional Policy Guidance No. 21 - Sponsor Coordination of Airport Improvement Program (AIP) Construction Projects. This policy guidance establishes procedures to ensure that airport users have an opportunity to express their concerns and to provide input to the sponsor throughout the planning, design and construction of AIP funded projects. This coordination is intended to minimize economic impacts on air carriers and other airport users and tenants during the course of the project.

Order WP 5100.11B, Planning of Construction Schedules and/or Sequence of Construction Phases on Air Carrier Airport Development Accomplished Under Grant-In-Aid Projects is superceded by this policy.

Please direct any questions or comments to Kevin Flynn via cc:mail or at (310) 725-3632.

Attachment

WESTERN-PACIFIC REGION POLICY GUIDANCE NO. 21
SPONSOR COORDINATION OF AIRPORT IMPROVEMENT PROGRAM (AIP)
CONSTRUCTION PROJECTS

Dated: DEC 14 1999

1. **PURPOSE:** This policy guidance establishes procedures to ensure that airport users have an opportunity to express their concerns and to provide input to the sponsor throughout the planning, design and construction of AIP funded projects. This coordination is intended to minimize economic impacts on air carrier operators and other airport users and tenants during the course of the project.
2. **DISTRIBUTION:** This policy guidance is distributed to all Airports Division employees.
3. **CANCELLATION:** This policy guidance cancels Order WP 5100.11 B dated January 1, 1990.
4. **STANDARDS:** Advisory Circular 150/5370-10A, "Standards for Specifying Construction of Airports" contains airport facility construction standards and Advisory Circular 150/5370-2C, "Operational Safety on Airports During Construction" contains safety provisions required by 14 Code of Federal Regulations Part 139.
5. **RESPONSIBILITY:** The Manager, Airports District Office/Supervisor, Standards Section is responsible for ensuring timely action under this policy guidance by requiring the sponsor to solicit, obtain and consider user input in the early stages of the development of construction plans and specifications. This policy guidance does not alter or omit the internal coordination requirement with other elements of the FAA, but provides the sponsor additional input from air carrier users. The Airports Division program engineer assigned to the project will assure the sponsor initiated timely coordination of the proposed construction with air carrier users.
6. **PROCEDURES:** The Airports Division program engineer will monitor preparation of preliminary construction plans. The sponsor shall notify the airport users, Airports Division program engineer and all other appropriate FAA lines-of-business (LOB) of the proposed construction and associated sequencing early in the design process. The notified parties shall have a chance to assess the potential impacts of the overall project and proposed sequencing and initiate discussions with the sponsor to eliminate or minimize potential impacts. Potential user impacts can include but are not limited to:
 - a. The temporary closure of all or portions of runways, taxiways and aprons.
 - b. Threshold displacements.
 - c. Re-routing of aircraft to and from aprons to active runways.
 - d. Reassignment of passenger gates.
 - e. Airport closures.
 - f. Alteration of runway, taxiway and apron lighting systems.
 - g. Shutdown of visual and electronic navigation aids.
 - h. Use of taxiway as a runway.
7. **SPONSOR NOTIFICATION:** The sponsor shall provide written notification of the proposed project to all tenants and FAA LOB at least 90 days prior to the start of construction (the notification to FAA LOB may be included as part of the FAA Form 7460, Notice of Proposed Construction package). The following information should be contained in the sponsor's notification:
 - a. A description and drawing of the facilities to be constructed and an overview of temporary conditions affecting airport use.
 - b. Duration of the work, including an estimated start and completion date.

c. An operational plan containing drawings that identify and detail the runways, taxiways, and apron available to users as construction sequences are initiated and completed. The operational plan must include any airfield lighting, visual or electronic navigation aid alteration, and/or temporary closures.

8. RECORDS: All coordination and project sequencing discussions, conclusions and agreements with FAA LOB, and airport tenants are to be documented by the sponsor and incorporated in the final Engineer's Report. Documents addressing all significant construction issues should be retained in the Airports Division program engineer's project file.

9. RESOLUTION OF CONSTRUCTION AND AIRPORT USER CONFLICTS: When a project conflict cannot be resolved due to physical and/or financial limitations, the sponsor, in coordination with the Airports Division program engineer and other FAA LOB, will thoroughly identify and explore options for resolving the conflict. If all efforts to resolve contentious issues locally fail, the Airports Division program engineer will attempt to facilitate resolution to the conflict at the Airports District Office/Standards Section level.

erman C. Bliss
Manager, Airports Division