

Memorandum

LIS Department
of Transportation
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Subject: ACTION: Western-Pacific Regional Policy
Guidance No. 7 - Airport Layout Plan
Review and Approval Process

JAN 14 1999

From: Manager, Airports Division, AWP-600

Reply to
Attn. of: M.S. Drilling
x3628

To: All Division Employees

Attached is the Western-Pacific Regional Policy Guidance No. 7. This policy establishes the process, responsibilities, and administration for the review and approval of all Airport Layout Plans (ALP) received within the Western-Pacific Region. It is designed to clarify requirements for submission, assignment of responsibilities, coordination and final approval conformity. Fully implemented, these procedures will expedite and streamline ALP processing region wide.

This policy guidance cancels Order WP AS 5310 A, "Airport Layout Plans, Policy and Procedures", dated August 10, 1982. Comments received in response to the October 22, 1998 memorandum from AWP-620, have been incorporated into the policy.

If you have any comments, questions or recommendations, please contact AWP-610, Mr. Peter Melia, via cc:mail or at x3610.

Herman C. Bliss

Attachment
WP Regional Policy Guidance No. 7

(C) The ALP will show the location of all existing and proposed nonaviation areas and of all existing improvements thereon.

As per Assurance 29, "The ALP and each amendment, redision, or modification shall be subject to the approval of the Secretary which approval shall be evidenced by the signature of a duly authorized representative of the Secretary on the face of the ALP drawing. The sponsor will not make or permit any changes or alterations in the airport or any of its facilities which are not in conformity with the ALP as approved by the Secretary, which might adversely affect the safety, utility, or efficiency of the airport."

- (4) Master Plan Process: Refer to AC 150/5070-6A, "Airport Master Plans" - Chapter 9 (6/85). The ALP drawing/set should reflect the recommended or preferred plan accepted by the sponsor's appropriate representatives depicted within the Master Plan Study.
- (5) Airport Capital Improvement Plan (ACIP) project submissions: ALP must reflect all eligible projects on an "approved" ALP drawing for funding consideration under AIP. The cost of the update can be reimbursed as a project formulation cost.
- (6) Environmental Documentation Process: Refer to FAA Order 5050.4A, "Airport Environmental Handbook" (10/85). Airports planning a new runway or runway extension, an EA or EIS may be required for unconditional approval of ALP.
- (7) Western Pacific Order 5310A : Requires an annual program review of updating or revalidating of ALP's having approval dates over 3 years old. The Regional Office and ADO's have extended the requirement out to 5 years, unless major changes at the airport have been made or are planned to be made.
(Examples of major changes: Land acquisitions, completion of major airport construction [i.e. runway, runway extension and associated taxiways])
- (8) Part 150 Noise Study.
- (9) Specialty Class: PFC Applications: All projects to be funded under PFC application must be depicted on a currently approved ALP drawing.
- (10) The ALP should be updated periodically because of unanticipated changes in aeronautical activity (i.e. release of airport property for non-aeronautical use), changes in airport design criteria (i.e. updates to AC 150/5300-13), or changes brought about by construction and development on the airport (i.e. new hangar construction, building demolitions).

b. Submission Packages: Each submission package should include the following:

- (1) Letter of Transmittal. The letter should include at a minimum a) listing and/or identification of changes made from the last approved ALP drawing found within the "master" files at the Regional Office b) any critical timeline schedule or due dates which may be applicable to or will impact our review period, be specific c) identification of whom the comments should be returned to (the sponsor, the consultant, or both). Provide names and addresses.
- (2) Seven blueline or blackline copies of ALP drawing/set.

c. Assignment of Responsibilities:

Except as directed by the Airports Division Manager, coordination of all reviews for ALP submissions for Southern California and Arizona shall be under the purview of the Standards Section, AWP-621. San Francisco ADO will handle all of Northern California and Nevada, and the Honolulu ADO will handle all Pacific Island airports. Each office has established a single point-of-contact for incoming drawings for review distribution. They are as follows: Los Angeles - Airport Planner (AWP-621), San Francisco ADO- Airport Planner (SFO-610), Hawaii ADO- Manager (HNL-600). Each point-of-contact will make ALP distributions among the various FAA divisions for technical review in their areas of expertise. The points-of-contact concept has assisted in expediting and tracking the review process, and at the same time, helps each office to serve their customers in a more efficient and timely manner.

appropriate ADO staff will prepare a letter with consolidated comments from entities identified under "distribution list." A letter will be sent to the consultant or sponsor, as designated in original transmittal letter, with a courtesy copy provided to non-recipient of the original hard copy.

- (6) AWP-621 and appropriate ADO staff, at the request of the sponsor and/or consultant, should make themselves available to meet for discussions concerning comprehensive review comments.

6. APPROVAL PROCESS (FINAL): The following summary of actions are required before approval. They are provided as a guideline to assist sponsors/airport owners in receiving an expeditious ALP approval:

- a. ALP's will not be approved until all comments from other Divisions have been received, reviewed, and considered.
- b. Resolution of all coordination comments. The consultant/sponsor, upon receipt of this agency's letter of comment, should proceed with making requested changes.
- c. Approval of all modifications to standards, if applicable.
- d. Upon completion of comment resolution, the plan should then be sent to the official whose signature has been designated to appear on the drawing, within the sponsor's approval block. The signature needs to be an "original wet" signature, on all copies being submitted to the region for approval. The signature should be the designee's full name, with both first and last name being indicated. Initials are unacceptable unless officially recognized within that person's governing body as such. No exceptions allowed.
- e. At a minimum, the following number of drawings should be submitted to the offices, as indicated below for FAA final signature approval. Should the sponsor desire additional final prints, the Regional Office or ADO would sign off on those copies as well. They should be provided along with the required number of drawings specified below. The transmittal letter should indicate how the additional drawings are to be disseminated after signature:
 - Los Angeles (AWP): three copies for California airports: FAA (two copies), sponsor (one)
four copies for Arizona airports: FAA (two copies), ADOT (one),
sponsor (one)
 - San Francisco (SFO): four copies for California airports: ADO (two copies), Region (one),
sponsor(one)
four copies for Nevada airports: ADO (two copies), Region (one),
sponsor (one)
 - Honolulu (HNL): eight copies for all airport submissions: ADO (four copies), Region (three),
sponsor(one)
- f. Final submission is reviewed and verified for corrections.
9. The drawing is signed and dated by FAA official. All final ALP drawings will be signed by only the following designees: Los Angeles: John Milligan, Supervisor, Standards Section
San Francisco: John Pfeifer, Manager, San Francisco ADO
Honolulu: Howard Yoshioka, Manager, Honolulu ADO

For clarification, the FAA's "signature of approval" on an ALP represents the concurrence of the FAA in the conformity of the plan to all applicable design standards and criteria. Specifically, this means we have found the existing development is safe, and the proposed development is safe. It also reflects an agreement between the FAA and the airport sponsor as to the proposed allocation of areas of the airport to specific operational and support functional usage. Any construction, modification, or improvement that is indonsistent with the plan requires FAA approval of a revision to the ALP. The approval does not mean

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U.S. Department
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Federal Aviation
Administration

Memorandum

Subject: Burbank-Glendale-Pasadena Airport
Burbank, California
Airport Layout Plan

Date: April 22, 1998

From: Airspace Case No. 98-AWP-0063-NRA

**Reply to
Attn. of:** M.S. Drilling
x3628

To: Supervisor, Standards Section
Airports Division, AWP-621

Manager, . Los Angeles Flight Procedures Office,
LAX FPO (AVN)
Safety Analysis Team Coordinator, AWP-233
Manager, Maintenance Operations Branch, AWP-470
- Manager, Airspace and Procedures Branch, AWP-530
Supervisor, Planning Section, AWP-611
Standards Section, AWP-621.5

Provided for your technical review and comments is the "revised" Airport Layout Plan (ALP) for the Burbank-Glendale-Pasadena Airport located in Burbank, California. The airport is operated under the auspices of the Burbank-Glendale-Pasadena Airport Authority, which is jointly overseen by the three cities. This plan has been submitted to incorporate and reflect the airport's conceptual layout plan for the proposed replacement terminal, new parking apron and associated taxiway system.

The most recently approved ALP on file within Airports Division is dated October 14, 1997. This copy is available for your use as a reference if needed. It does not reflect the new terminal or other ancillary facilities associated with the new facility.

Please review this drawing within your area of expertise and responsibility. Return your Divisions response to this office by close of business May 15, 1998. The attached drawing need not be returned.

John P. Milligan

Margie Drilling
Aviation Planner, AWP-621.3

Attachment: "Revised" Airport Layout Plan dated 3/8/98

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US. Department
of Transportation
Federal Aviation
Administration

Memorandum

Subject:

Fallbrook Community Airpark Fallbrook, California

Airport Layout Plan

#

Supervisor, Standards Section Airports Division, AWP-621

Date:

September 28, 1998

Reply to
Attn. of:

M.S. Drilling
x3628

To:

Manager, Los Angeles Flight Procedures Office,
LAX FPO (AVN)
Safety Analysis Team Coordinator, AWP-233
Manager, Maintenance Operations Branch, AWP-470
Manager, Airspace and Procedures Branch, AWP-530
Supervisor, Planning Section, AWP-611
Standards Section, AWP-621.6

Provided for your technical review and comments is the "revised" and "updated" Airport Layout Plan (ALP) for the Fallbrook Community Airpark located in Fallbrook, California. The airport is operated by the County of San Diego's Airports Division. This plan has been submitted to reflect the airport's current conditions since their last approval and to incorporate requirements outlined in the Western-Pacific Region's new ALP checklist dated 1/1/97.

The most recently approved ALP on file within Airports Division is dated July 10, 1990. This copy is available for your use as a reference if needed.

Please review this drawing within your area of expertise and responsibility. Return your Division's response to this office by close of business Monday, November 2, 1998. The attached drawing need not be returned.

John P. Milligan

Margie Drilling
Aviation Planner, AWP-621.3

Attachment: "Revised" Airport Layout Plan dated August 31, 1998

	<u>Included</u>		<u>Remarks</u>
	Yes	No	
Runway High & Low Points			
Touchdown Zone Elevation			
(TDZE) Highest RWY Elevation in first 3000' of any RWY which will have published straight-in minimums)	()	()	
<u>LIMES:</u>			
Existing Property Boundary			
Ultimate Property Boundary			
Building Restriction Line (BRL) - on both sides of the Runway	()	()	
Section Corners (minimum of 2)			
Existing Development shown with Solid or Bold Lines			
Future Development shown w/Dashed or Screened Lines			
<u>RUNWAY DRAWING DETAILS:</u>			
Length & Width of-Existing R/W			
Length & Width of Ultimate R/W			
End Numbers - for each end			
True Bearings to nearest sec.			
Runway Markings - (Basic, Non-Prec., Precision)			
Existing Lighting shown			
Ultimate Lighting indicated			
Lat./Long. & Elevations for Runway Thresholds and Displaced Thresholds			
Runway Safety Areas (RSA) w/ dimensions			
Centerline shown w/ true bearing			
Existing Runway should be lightly shaded			
Approach aides indicated (ILS, REILS)			
Obstacle Free Zone (OFZ) - Based on usage by only small airplanes or to include Large Aircraft			
Latitude, Longitude & Elevation - For any non-federal on-airport NAVAID to be used in the Instrument Approach Procedure			
<u>TAXIWAY DETAILS:</u>			
Width of Existing	()	()	
Width of Ultimate	()	()	
Labeled by Name (i.e. T/W A, T/W B, T/W D)	()	()	
Dimensional Clearance Widths and Separations from:			
a) Runway Centerline(s)	()	()	
b) Parallel Taxiway	()	()	
c) Aircraft Parking Area (s)	()	()	

Included
Yes No

Remarks

RUNWAY DATA BLOCK: (indicate for each Runway)

Effective Gradient
 Wind Coverage (show MPH)
 Max Elevation Above MSL
 Runway Length - Existing
 Runway Length - Ultimate
 Runway Width - Existing
 Runway Width - Ultimate
 Runway Surface Type (turf, dirt, asphalt)
 Taxiway Surface Type (turf, dirt, asphalt)
 Instrument Runway (type)
 Approach Slope (20:1, 50:1, 34:1)
 Pavement Strength in lbs. and type(single wheel, dual, dual tandurn)
 Runway Lighting (low, medium, high- LIRL, MIRL, HIRL)
 Runway Marking-(basic, Non-Prec)
 Navigational Aids (ILS, ND13, GPS)
 Visual Aids (GVGI, REIL, etc.) () ()
 Runway Safety Area (RSA)
 Dimensions:
 a) Length beyond runway end
 b) Width () ()
 FAR Part 77 Category by Rwy End:
 a) visual/visual () ()
 b) precision/non-precision () ()
 c) visual/utility () ()
 d) non-precision/utility () ()

MISCELLANEOUS:

Adjacent land uses to airport identified/labeled? () ()
 Airport Facilities List (Existing and Ultimate) () ()
 Symbolic Legend - all symbols identified? () ()
 Location Map ()
 Vicinity Map () ()
 Roadways Identified? () ()

RWY END COORDINATE BOX:

Give Lat. & Long. for each End
 - Existing () ()
 - Ultimate

ADDITIONAL COMMENTS:

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LOS ANGELES

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LOCATION IV

NOT TO SCALE

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 xeT. 0= 19-82. *5 AmE++B6- THE CONTENTS NOT NECESSARILY REFLECT THE OFFTOAL VIEWS OR POLICY OF THE
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 PART OF THE Um STATES TO PARTICIPATE IN ANY DEVELOPMENT DEPICTED HEREIN NOR DOES IT INDICATE THAT
 THE PROPOSED DEVELOPMENT IS ENNRONMENTALLY. ACCEPTABLE IN ACCORDANCE ?ATM APPROPRIATE PUBLIC LAWS.-