Standard Operating Procedures (SOP)

UPDATE

Presented to: Airports Conference
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Standard Operating Procedures

• Developed for High-Value Activities
  – Ensure consistency nationwide for existing process
  – Increase quality control
  – Create efficiencies
• Prepared by Team from HQs/Regions/ADOs
• Briefed to Industry Groups
• Effective October 1, 2013 (FY 2014)
• Three SOPs Published with Checklists and Sample Letters
  – FAA Review and Approval of ALPs
  – FAA Review of Exhibit ‘A’ Property Inventory Map
  – FAA Evaluation of Sponsor’s Construction Safety and Phasing Plan
• http://www.faa.gov/airports/resources/sops/ (can subscribe)
• More SOPs to Come in FY 2014
SOP #1 - Construction Safety and Phasing Plan

- ADO (or PA BOA for State BG) lead role to review, coordinate and approve
- Submit early to permit adequate review and circulation
- Reviewed for general conformance - Standards of AC 150/5370-2
- Coordinated thru oe/AAA system w/other FAA LOBs
- Part 139 Airports reviewed by Certification Inspector
- ADO resolves plan deficiencies, objections and mitigates hazards prior to conveying approval letter to sponsor
- FAA approval letter becomes part of project record
- Sponsor assures successful bidder has safety plan compliance document
Consequences - - -

Wingtip Conflict

Failure to identify and mitigate risk introduced by construction activity can be costly and dangerous

SOP #2 - Airport Layout Plan (ALP)

• Sponsors required to maintain up-to-date ALP by Grant Assurance 29
• Uniform review and approval procedures for ALPs
• General ALP Process Chart
• Instructive Review Checklist
  – Use as guide when preparing ALP Scope of Work
  – Extensive list but reduces workload by bringing specific criteria into one thorough laundry list
  – Develop ALP based on size and complexity of airport
• Standard ADO Approval Letter for all ALPs
  – Conditioned on environmental approval
  – General location of facilities, any MOS needs, etc.
SOP #2 - ALP Submittal

- Determine ALP Drawing Set complete - Full set of plans prepared
- Use Appendix A Checklist for Review
  - Identifies items that must be included on ALP
  - Completed by airport sponsor/consultant
  - ADO signs and dates

SOP #2 - ALP Review Checklist

<table>
<thead>
<tr>
<th>Narrative Report</th>
<th>Instructions</th>
<th>Sponsor/Consultant</th>
<th>FAA</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>
| A. Executive Summary – A short summary of the findings/recommendations of the master planning effort or changes to the ALP. This should include a description of planned projects, an implementation plan/timeline, and identification of benchmarks or actions that will be conducted to either verify the original planning assumptions or proceed with project implementation. | From AC 150/5070-6, Section 202: An accompanying ALP Narrative Report should explain and document those changes and contain at least the following elements:  
- Basic aeronautical forecasts  
- Basis for the proposed items of development  
- Rationale for unusual design features and/or modifications to FAA Airport Design Standards  
- Summary of the various stages of airport development and layout sketches of the major items of development in each stage  
- An environmental overview to document environmental conditions that should be considered in the identification and analysis of airport development alternatives and proposed projects |               | 0000000000 | 0000000000 | 0000000000 |
| 1. Identify Projects along with description | |               | 0000000000 | 0000000000 | 0000000000 |
| 2. Create a Timeline for each Project | |               | 0000000000 | 0000000000 | 0000000000 |
| 3. Identify and List | |               | 0000000000 | 0000000000 | 0000000000 |
| a. Proposed Projects (e.g., Hangar development) | |               | 0000000000 | 0000000000 | 0000000000 |
| b. Milestones/ | |               | 0000000000 | 0000000000 | 0000000000 |
**SOP #2 - ALP Process Chart**

**SOP #3 - Exhibit ‘A’ Airport Property Inventory Map**

- Snapshot of inventory of dedicated airport property parcels
- Standards in FAA Advisory Circular 150/5100-17, *Land Acquisition and Relocation Assistance for AIP Assisted Projects*
- Sponsor must submit Exhibit ‘A’ as part of grant application for land acquisition or development projects
- Must update after land is acquired with AIP and PFC funds, and when releasing dedicated airport property
- SOP has General Map Process Chart and Review Checklist
SOP #3 - Exhibit ‘A’ Submittal

- Start discussion with ADO PM now to be sure in compliance
- SOP should be met with FY 2014 Grant Application
- Complete Exhibit ‘A’ Property Inventory Map submittals include:
  - Checklist (from Appendix A in SOP)
  - Plan sheet(s), including items identified on checklist
  - Backup documentation (land descriptions, sponsor certifications, or title opinions if necessary, etc.)
- Checklist identifies mandatory items that must be included on the document
- ADO reviews checklist submittal for completeness
- Once acceptable, ADO signs and dates checklist

SOP #3 - Exhibit ‘A’ Review Checklist

<table>
<thead>
<tr>
<th>Checklist</th>
<th>Sponsor/Grantee</th>
<th>FAA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Existing Dedicated Airport Property Boundary Line identified</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Airports Specialist Comments:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. All the airport property parcels are shown and have a unique designation. Parcel IDs with designations from previous Exhibit ‘A’ should not be changed. However, a new system of designations may be used for new and future property acquisitions. Parcel designations must be consistent with grant descriptions.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Airports Specialist Comments:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Each segment of a parcel’s boundary is described in some manner. Written and/or boundary (parcels/landlady, lot and block or other appropriate property descriptions) (include an attachment to the Exhibit ‘A’ plan sheet). Points of reference may also be included to further describe the parcel.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Airports Specialist Comments:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Parcels that were once airport property are shown. The date they were released from federal obligations by the FAA and the date of disposal must be included.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Airports Specialist Comments:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Parcel information includes:</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>a. Owner(s) (selling owner)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Type of interest acquired (fee simple, easement, etc.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Agree</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Airports Specialist Comments:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Each airport property parcel shows (when in table format)</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>a. FAA grant number, including year if acquired under a grant</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
SOP- Grant Application

- Draft currently under internal review
- Implementation date to be determined
- Grant application requirements are based on update to the AIP Handbook currently underway
- Will standardize required application submission documentation
- Draft includes a checklist and a sample application

SOP- Safety Risk Management

- Currently under development and internal review
- Clarifies what and when Sponsor-generated actions involve SMS
- Help Sponsors:
  - Apply FAA's Airports (ARP) SMS Order 5200.11
  - Decide when a SRM “Panel” is required
- Ties together with SMS Desk Reference resource
- Implementation date to be determined
SOP - Categorical Exclusion (CATEX)

• Undergoing stakeholder review
• Implementation date to be determined

• What to Expect
  – Checklist format
  – Change in order/grouping of resources
  – Additional questions for each resource category
  – Green House Gases now included
  – Use of Simple Written Record for certain CATEXs

• Continue to use current Eastern Region CATEX form