

# Oregon Airport Management Association Meeting

Seattle ADO Update  
Stan Allison

March 9, 2015



Federal Aviation  
Administration



# FAA Update - Topics

- **ADO Personnel Changes**
- **FAA Airports Conference**
- **AIP Update**
- **AIP Schedule**
- **New Guidance**
- **Important Dates to Remember**
- **Planning for AIP Projects**
- **Quarterly Reporting**
- **CIP Data Sheets**
- **ODA Example & Website**
- **Changes to Plans and Specs**  
**AC**



# PROJECT MANAGERS FOR OREGON AIRPORTS

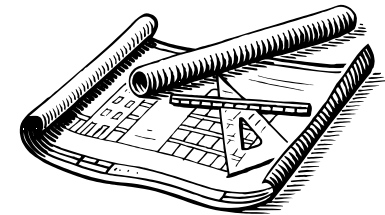
**Sandy Simmons, Oregon State Engineer**

**Andrew Edstrom, Civil Engineer**

**Ben Dahle, Civil Engineer**

**Vacant Position, Civil Engineer**

**Jason Ritchie, State Planner**



# NW Mountain Region Conference

**Reserve the Dates: April 6-8, 2015**

**Where: Westin Hotel, Downtown Seattle**

**Register NOW!**

<http://depts.washington.edu/uwconf/wordpress/faanwairports/>



# FY-2015 Update

- We are able to program entitlement only grants – now!
- Discretionary funds will follow- soon!
- Expect more schedule and fiscal discipline
- Emphasizing a solid 2--year list of projects for implementing
- Good 5-year ACIP



Quarter	Month	ADO	State	Sponsor
Quarter 1	October	<ul style="list-style-type: none"> <li>-Close out old grants (FY 2011 and older)</li> <li>-Send open grant list to sponsors for FY 2015 closeouts/amendments/recovery estimates</li> <li>-Identify bulk carryover funds</li> </ul>	<ul style="list-style-type: none"> <li>-State collects SCIP data for FY 2017-2021</li> </ul>	<ul style="list-style-type: none"> <li>-Finalize closeouts for FY 2011 and older</li> <li>-Finalize FY 2015 environmental documentation for construction occurring in FY 2015</li> <li>-Sponsor submits SCIP data for FY 2017-2021</li> <li>-Commit to PFC closeout date</li> </ul>
	November	<ul style="list-style-type: none"> <li>-ADO reviews submitted SCIP</li> <li>-Close out old grants (FY 2011 and older)</li> <li>-Participate on joint telecon with Sponsor and State about 2017-2021 SCIP submittal</li> <li>-ATO coordination meeting</li> </ul>	<ul style="list-style-type: none"> <li>-Draft SCIP's for FY 2017-2021 Submitted to ADO</li> <li>-State arrange 2017-2021 SCIP joint telecon with Sponsor and ADO</li> </ul>	<ul style="list-style-type: none"> <li>-Closeout old grants (FY 2011 and older)</li> <li>-Participate on joint telecon with ADO and State about 2017-2021 SCIP submittal</li> <li>-Finalize FY 2015 design (SMS as required)</li> <li>-FY 2012 grants and newer closeouts/amendments scheduled with ADO</li> </ul>
	December	<ul style="list-style-type: none"> <li>-ADO reviews submitted SCIP</li> <li>-100% Close out old grants (FY 2011 and older)</li> <li>-Participate on joint telecon with Sponsor and State about 2017-2021 SCIP submittal</li> </ul>	<ul style="list-style-type: none"> <li>-State arrange 2017-2021 SCIP joint telecon with Sponsor and ADO</li> </ul>	<ul style="list-style-type: none"> <li>-Final closeout old grants (FY 2011 and older)</li> <li>-Participate on joint telecon with ADO and State about 2017-2021 SCIP submittal</li> <li>-Finalize FY 2015 design</li> </ul>

**GATE OPEN if FY 2011 and older grants closed, Environmental documentation FY 2015 construction finalized, FY 2015 project design substantially complete**

Quarter 2	January	<ul style="list-style-type: none"> <li>-Meet with State to finalize 5 year CIP</li> <li>-NPLAS Snapshot (even years only)</li> <li>-January 15: Complete transfers and carryover bulk of funds</li> <li>-January 15: Environmental determination complete for FY 2015 projects</li> <li>-Pre-design for FY 2016 projects (complex and reimbursable agreements)</li> </ul>	<ul style="list-style-type: none"> <li>-Meet with ADO to finalize 5 year CIP (2017-2021)</li> </ul>	<ul style="list-style-type: none"> <li>-Submit FY 2015 PS&amp;E with CSPP for State Apportionment or Discretionary projects</li> <li>-Closeouts (FY 2012 - high priority)</li> <li>-Pre-design for FY 2016 projects (complex and reimbursable agreements)</li> </ul>
	February	<ul style="list-style-type: none"> <li>-ADO sends out CIP 2017-2021) letters to Sponsor/State</li> <li>-Review Plans and Specifications and CSPP</li> <li>-Pre-design for FY 2016 projects</li> </ul>		<ul style="list-style-type: none"> <li>-Closeouts (FY 2012 - high priority)</li> <li>-Submit FY 2015 PS&amp;E with CSPP for all other projects</li> <li>-Advertise project on State Apportionment or Discretionary list</li> <li>-Pre-design for FY 2016 projects</li> </ul>
	March	<ul style="list-style-type: none"> <li>-Review Plans &amp; specifications and CSPP</li> <li>-50% of remaining closeouts completed</li> <li>-50% PFC closeouts done</li> <li>-Pre-design for FY 2016 projects (all others)</li> </ul>		<ul style="list-style-type: none"> <li>-Advertise all other projects not receiving State Apportionment or Discretionary</li> <li>-Bid opening (State Apportionment &amp; Discretionary project)</li> <li>-Closeouts (FY 2012 - high priority)</li> <li>-Pre-design for FY 2016 projects</li> </ul>

**GATE OPEN if project PS&E and CSPP are approved, State Apportionment and Discretionary project bids open**



Quarter	Month	ADO	State	Sponsor
Quarter 3	April	-Issuing grants -Carryover remaining funds (4/15) -Closeouts -Pre-design for FY 2016 projects		-Closeouts (FY 2012 - high priority) -Prepare Grant Application -Pre-design for FY 2016 projects (all others)
	May	-Issuing grants -Closeouts -ATO coordination meeting -Compliance inspections/site visits -Pre-design for FY 2016 projects		-Closeouts (FY 2012 - high priority) -Bids open on all remaining projects -Construction -Pre-design for FY 2016 projects
	June	-Discretionary requests locked for 2016 -Issuing grants -June 1: ALL entitlement grants issued -Closeouts 100% complete -Compliance inspections/site visits -Remaining PFC closeouts		-Closeouts (FY 2012 - high priority) -Construction -Environmental or design for FY 2016

**GATE OPEN if FY 2015 grant issued, pre-design completed for FY 2016 project, FY 2012 grants closed**

Quarter 4	July	-Remaining carryover completed -Compliance inspections/site visits -Remaining Discretionary grants issued		-Construction -Environmental or design for FY 2016
	August	-Compliance inspections/site visits		-Construction -Environmental or design for FY 2016
	September	-Remaining compliance inspections/site visits -Finalize FY 2016 projects -Identify PFC closeouts for FY 2016	-State collects SCIP data for FY 2018-2022	-Sponsor submits SCIP data for FY 2018-2022 to State -Submit closeout plan for all open grants -Environmental or design for FY 2016

**GATE OPEN if FY 2013 grants have a definite closeout plan submitted to ADO, Closeout/Amendment plan submitted to ADO for ALL open grants**

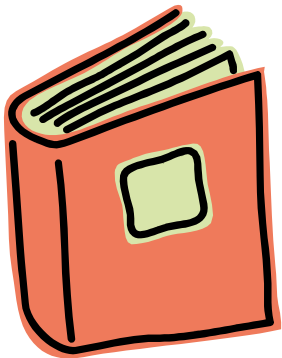


# NEW GUIDANCE

**AIP Handbook, Order 5100.38D, September 30, 2014  
AC 150/5100-14E, September 30, 2014, Architectural,  
Engineering, and Planning Consultant Services for  
Airport Grant Projects**

**AC 150/5370-10G, July 21, 2014, Standards for  
Specifying Construction of Airports**

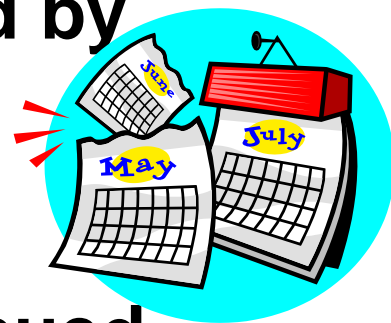
**ANM Notice coming out soon**





## Important Dates to Remember

- **December - All four year old grants were suppose to be closed**
- **January 15 - Environmental completed**
- **April 1 – Bids need to be opened by this date for projects requesting discretionary**
- **June – All entitlement grants issued**



# AIP ACIP and FUNDING



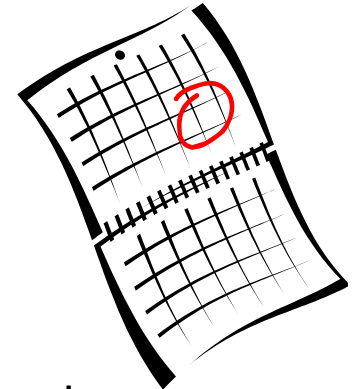
## ***Good Financial Decisions Are a Result of Good Planning!***

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



# QUARTERLY REPORTING



- Reports due annually 90 days after the end of each fiscal year (no later than December 31<sup>st</sup>)
  - 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



# QUARTERLY REPORTING

ARE YOU FAMILIAR WITH THESE FORMS?



# 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 <b>1</b>	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)		
<b>10. Transactions</b>					Cumulative
(Use lines a-c for single or multiple grant reporting)					
<b>Federal Cash (To report multiple grants, also use FFR Attachment)</b>					
a. Cash Receipts					
b. Cash Disbursements					
c. Cash on Hand (line a minus b)					
(Use lines d-o for single grant reporting)					
<b>Federal Expenditures and Unobligated Balance:</b>					
d. Total Federal funds authorized					
e. Federal share of expenditures					
f. Federal share of unliquidated obligations					
<b>g. Total Federal share (sum of lines e and f)</b>					
h. Unobligated balance of Federal funds (line d minus g)					
<b>Recipient Share:</b>					
i. Total recipient share required					
j. Recipient share of expenditures					
k. Remaining recipient share to be provided (line i minus j)					
<b>Program Income:</b>					
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 211



# REQUEST FOR ADVANCE OR REIMBURSEMENT

*(See instructions on back)*

OMB APPROVAL NO. <b>0348-0004</b>		PAGE _____ OF _____ PAGES
1. TYPE OF PAYMENT REQUESTED	a. "X" one or both boxes <input type="checkbox"/> <b>ADVANCE</b> <input type="checkbox"/> <b>REIMBURSEMENT</b>  b. "X" the applicable box <input type="checkbox"/> <b>FINAL</b> <input type="checkbox"/> <b>PARTIAL</b>	2. BASIS OF REQUEST  <input type="checkbox"/> <b>CASH</b>  <input type="checkbox"/> <b>ACCRUAL</b>
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. <b>PERIOD COVERED BY THIS REQUEST</b> 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





Federal Aviation  
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# OAMA Presentation -Data Sheets-

By FAA-Seattle ADO





# Overview

- Summarize CIP Data Sheet Collection
- Purpose of CIP Data Sheets
- Describe CIP Data Sheet and Instructions
- Questions we need to be able to answer based on data in CIP Data Sheet
- Example: Corvallis presented by Jeff Canes
- Conclusion/Questions



# CIP Data Sheet Collection

- **-CIP Data Sheets are needed for all CIP projects listed on 5-year CIP plan. Just because projects are on CIP letters from ADO does not mean they are justified.**
- **-\*CIP Data Sheets for 2015 and 2016 needed now**
- **-CIP Data Sheets for 2017-2021 needed by next round of Joint Planning Conferences (JPC)**



# Purpose of CIP Data Sheets

- **-Essential to determine eligibility and justification**
- **-Essential to rank projects for Discretionary or State Apportionment Funds**
- **-Just because projects are on CIP letters from ADO does not mean they are justified.**
- **-More projects requested than funds available drives need to prioritize projects.**



# Data Sheet

Uploaded to

[www.oregonscip.com](http://www.oregonscip.com)

Under Documents Library->FAA Documents

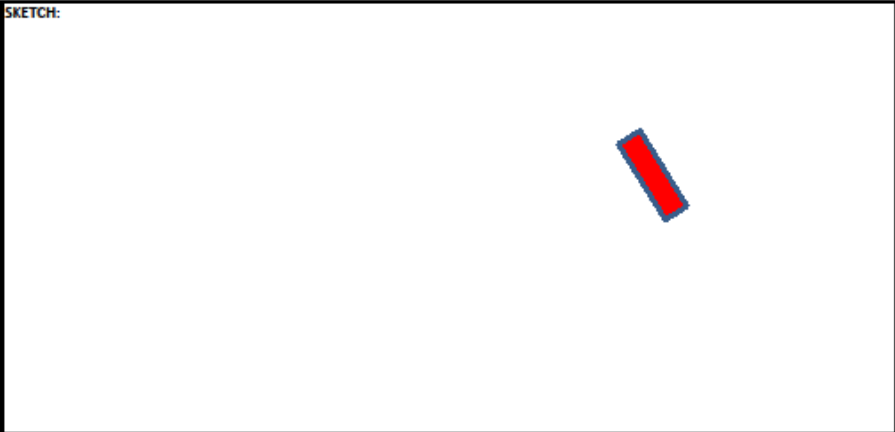
Instructions are on the back of the form.

Yellow notes assist in filling out application

## CIP DATA SHEET

AIRPORT	LOCID	LOCAL PRIORITY
PROJECT DESCRIPTION		PLANNED YEAR TO CONSTRUCT

SKETCH:



JUSTIFICATION:

COST ESTIMATE:

ADMINISTRATION:	\$	1. Construction	\$	4	\$
ENGINEERING:	\$	2	\$	5	\$
INSPECTION:	\$	3	\$	TOTAL:	\$

Federal ( % ) \$	State \$	Local ( % ) \$
SPONSOR VERIFICATION:	Date (see instruction sheet or attached comments for more information)	
For each and every project as applicable	<ul style="list-style-type: none"> <li>-Date of approved ALP with project shown</li> <li>-Date of environmental determination (ROD, FONSI, CatEx)</li> <li>-Date of land acquisition or signed purchase agreement</li> <li>-Date of pavement maintenance program</li> <li>-Date of Benefit Cost Analysis (BCA) as required</li> </ul>	

SPONSOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

FAA USE ONLY

PREAPP NUMBER	GRANT NUMBER	NPIAS CODE	WORK CODE	FAA PRIORITY	FEDERAL \$
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# Questions we need to be able to answer by reading the data sheet.

## What is the project?

- If a construction project, is the project rehabilitation or new/reconstruction? If rehab, what type?
- When was the last rehabilitation or construction?
- If pavement, include PCI or pavement condition explanation.
- When will the project be completed?



# Questions we need to be able to answer by reading the data sheet. (Cont.)

## Why is the project being done?

Why is the project needed now?

## Is this project phased?

If yes, what phase is this?

If yes, how does this phase fit into the larger development need?



# Conclusion

- Summarize CIP Data Sheet Collection
- Purpose of CIP Data Sheets
- Describe CIP Data Sheet and Instructions
- Questions we need to be able to answer based on data in CIP Data Sheet
- Example: Corvallis CIP Data Sheets



# Example & Website

presented by Jeff Canes





# Proposed changes to FAA AC 150/5370-10G

- **-All proposed changes outside what the spec allows must be documented in the Engineer's Design Report and will undergo close review**
- **-Changes to surface treatment sections (P-401, 403, 501) are discouraged**
- **-Minimize or eliminate proposed changes to testing, measurement, and payment sections.**
- **-Submit proposed changes in a file with all changes highlighted to project manager for review.**
- **-PM will decide what items will need to be re-submitted on the standard Modification of Airport Design Standards form (see standard Handout for Predesign).**

