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Federal Aviation Agency



AC NO: 150/5100-3 CH 1

AIRPORTS

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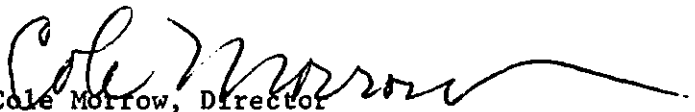
CHANGE

SUBJECT : CH 1 to ADVISORY CIRCULAR 150/5100-3

SUBJ: FEDERAL-AID AIRPORT PROGRAM PROCEDURES GUIDE FOR SPONSORS

1. PURPOSE. The purpose of this change is to inform recipients of AC 150/5100-3 that Figures 1 and 3 in Appendix 1 were transposed. This change transmits the revised pages. In addition, a minor editorial change has been made on page 10.
2. PAGE CONTROL CHART.

Remove Pages	Dated	Insert Pages	Dated
9 and 10	6/30/66	9	6/30/66
		10	8/23/66
Appendix 1		Appendix 1	
Pages 1-4	6/30/66	Page 1	8/23/66
		Page 2	6/30/66
		Page 3	8/23/66
		Page 4	6/30/66


Cole Morrow, Director
Airports Service

3. HOW TO GET THIS PUBLICATION. Obtain additional copies of this Circular AC 150/5100-3 , Federal-aid Airport Program - Procedures Guide for Sponsors, from the Federal Aviation Agency, Printing Branch, HQ-438, Washington, D. C. 20553.


Cole Morrow, Director
Airports Service

Federal Aviation Agency



AC NO : 150/5100-3

AIRPORTS

EFFECTIVE :

6/30/66

SUBJECT : FEDERAL-AID AIRPORT PROGRAM -
PROCEDURES GUIDE FOR SPONSORS

1. **PURPOSE.** This Advisory Circular provides information to sponsors who apply for Federal financial assistance for the development of public airports under the Federal-aid Airport Program as authorized by the Federal Airport Act (49 U.S.C. 1101-1120). Part 151 of the Federal Aviation Regulations (14 CFR Part 151) is the applicable Regulation which prescribes the policies and procedures for administering this Program. Section number references given in this Advisory Circular in parentheses are references to this governing Regulation.
2. **REFERENCES.** In addition to Part 151 of the Federal Aviation Regulations and this Advisory Circular, other FAA publications which should be consulted in processing projects under the Federal-aid Airport Program and where they may be obtained are as follows:
 - a. Standard Specifications for Construction of Airports, June 1959 (with Supplement No. 2 - 1964) AC 150/5370-1.
 - b. Airport Paving, AC 150/5320-6, June 10, 1964.
 - c. Preparation of Airport Layout Plans, AC 150/5310-1, September 9, 1965.
 - d. Information on Federal-aid Airport Program, AC 150/5100-1, April 15, 1965.

All of the above items except Part 151 and item "a" may be obtained free of charge from Federal Aviation Agency, Printing Branch, HQ-438, Washington, D. C. 20553. Part 151 and item "a" may be obtained for 35 cents and \$3.10 respectively from the U.S. Government Printing Office, Washington, D. C. 20442.

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CHAPTER 1. PROGRAM PURPOSE AND DEVELOPMENT

1. PURPOSE. The Federal-aid Airport Program (FAAP) has been developed to carry out the provisions of the Federal Airport Act (49 U.S.C. 1101-1120). This Act authorizes the Administrator of the Federal Aviation Agency (FAA) to make grants of funds to public agencies, referred to as sponsors, for airport development to assist in bringing about, in conformity with the National Airport Plan, the establishment of a nationwide system of public airports adequate to meet the present and future needs of civil aviation. This Advisory Circular serves as a guide for sponsors and prospective sponsors in undertaking and carrying out FAAP projects (§151.1 FAR)
2. THE NATIONAL AIRPORT PLAN. Pursuant to the Federal Airport Act, the FAA annually prepares a national plan for the development of public airports in the United States, Puerto Rico, the Virgin Islands and Guam. This plan, known as the "National Airport Plan" (NAP) is a five year forecast which specifies in terms of general location and type of development the airports considered by the Administrator to be necessary to provide a system of public airports adequate to anticipate and meet the needs of civil aviation. (§151.3 FAR)
3. ANNUAL PROGRAMS. The Federal-aid Airport Program consists of the projects selected from Requests for Aid for airport development to be undertaken during the fiscal year. In developing the annual program the FAA announces the period during which Requests for Aid will be accepted and considered. To be eligible for financial assistance under the Federal-aid Airport Program an airport must be included in the current NAP and the items of airport development making up the project must be within the scope of the development in the NAP. (§151.3, 151.39, 151.73, and 151.77 FAR)

Selection by FAA of the projects to be included in the Program is made on a case-by-case basis, based on the relative degree of need in the accomplishment of an adequate nationwide system of public airports, within the limit of funds currently available. Requests for Aid submitted subsequent to development of the Annual Program will be considered for addition to the Program to the extent of funds available at that time.

It is suggested that airport owners confer with the FAA Area Office personnel about the preparation of their Requests for Aid. Development of adequate airports in the national system of airports is an objective that the FAA shares with the airport owners. FAA personnel can advise airport owners about the needs of the national airport system, the requirements of the regulations, the criteria used in evaluation of requests, information needed in such evaluation, priorities for allocation and provide detailed help in preparing the request and supporting documents. Such conferences will promote the interest of the airport owner and the FAA in serving the public.

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CHAPTER 2. PROJECT FORMULATION

4. SUBMISSION OF REQUEST FOR AID. Any public agency interested in the development or improvement of a public airport under FAAP must submit a Request for Aid - Federal-aid Airport Program, FAA Form 1623, (Figure 1, Appendix 1) to the FAA Area Office for the area in which the sponsor is located. The addresses of the Area Offices and the geographical area served by each are listed in Appendix 5. Copies of FAA Form 1623 may be obtained from the appropriate Area Office or from Federal Aviation Agency, Printing Branch, HQ-438, Washington, D. C. 20553. (\$151.21 and 151.67 FAR)

The following material should be submitted in support of the Request for Aid:

- a. A sketch of the airport layout showing, by appropriate legend, the location of each item of airport development included in the Request for Aid. The items of proposed development should be clearly identified, numbered, and color coded on the sketch. The sketch should be drawn to scale and preferably be of letter size (8" x 10½").
- b. A breakdown of cost estimates for each item of proposed airport development. Figures 4, 5 and 6 of Appendix 1 are samples which may be followed for cost estimate presentation. Some preliminary engineering will have to be accomplished to obtain a reasonable degree of accuracy. If preliminary engineering cannot be done by the sponsor's own engineering forces, then an engineering consultant, or other qualified personnel, should be employed.

Although general instructions for the preparation of FAA Form 1623 are printed on the reverse side, it is most important that the actual preparation of the Request for Aid and supporting documents be discussed with a representative of the Area Office.

The Request for Aid will be considered by FAA only as a notice of the sponsor's intent and desire to undertake a project in the FAAP, not as an obligation to perform work or expend any funds.

5. SITE APPROVAL. If the proposed project involves development of a new airport or first FAAP project on an existing airport, the first action taken by FAA is investigation of the site to determine whether it is satisfactory from an aeronautical standpoint. An outline of the data necessary for FAA consideration for site approval will be furnished by the Area Office. As a general rule, for new airports, the sponsor should consider two or more possible sites and submit recommendations and the reasons for selection of each. The information should be sent to the Area Office before the Request for Aid if possible.

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6. ACKNOWLEDGEMENT OF REQUEST. The FAA will acknowledge receipt of each Request for Aid and furnish comments concerning the eligibility of the sponsor and of the proposed project. Acknowledgement of a receipt of a Request for Aid by the FAA does not obligate the FAA to include the proposed project in the FAAP.
7. ALLOCATION OF FUNDS. When, after review and study, a project is selected for inclusion in the annual program, a tentative allocation of funds for the project is made. This means that a specific amount of Federal funds has been earmarked or reserved for specific items of development at the airport involved. A letter of tentative allocation is given the sponsor. When some or all of the items of development included in the request are not approved, the sponsor is advised of the reasons for disapproval. (§151.21 FAR)
8. PREPARATION OF PROJECT APPLICATION. Promptly upon receipt of letter of tentative allocation for a project, the sponsor should proceed with the engineering and other work required in the formulation of the project and the preparation of a Project Application, FAA Form 1624 (Figure 1, Appendix 2). The tentative allocation may be withdrawn if the sponsor fails to submit an acceptable Project Application within the time mutually agreed upon following the notification letter. It may also be withdrawn if the sponsor otherwise is not reasonably prompt in proceeding with the project. (§151.21 and 151.67 FAR)

The Project Application should be prepared carefully. The completed form must clearly disclose, among other things, the status of the funds represented as being available to pay the sponsor's share of the project costs, and the exact title or other property interest held and the property interest to be acquired by the sponsor in each parcel or tract of land comprising the airport site. In certain cases, FAA may require supplemental information such as title opinions, certificates, or appraisal reports. (§151.23 and 151.25 FAR)

A property map, designated Exhibit "A", must accompany each copy of the Project Application except when there has been no change in the airport property as delineated on an Exhibit "A" constituting a part of a prior Grant Agreement and the current project does not include land acquisition. In the latter case, the Project Application must incorporate by reference the Exhibit "A" to the prior Grant Agreement. (§151.25 FAR)

The property map submitted with a Project Application must clearly show, by appropriate legal description, all airport land owned by the sponsor for airport purposes, including land and interests in land in the runway

approach areas, plus any areas or tracts of land proposed to be acquired in connection with the project. In addition, the map must indicate, by appropriate symbols or other markings, the property interest (fee title, avigation easement, etc.) the sponsor holds in each tract or parcel of airport land and the property interest to be acquired in each tract or parcel of land in connection with the project. (§151.25 FAR)

Normally, at least four fully executed copies of the Project Application should be submitted to the FAA. The sponsor will be advised if additional executed copies are required for any particular project.

9. ENGINEERING AGREEMENT. If the project includes construction work, plans and specifications for such work must be submitted with the Project Application. Therefore, one of the first steps in a project involving construction work is the consummation of an engineering agreement between the sponsor and a qualified engineering firm or the arrangement for the engineering work to be done by the sponsor's engineers. Reasonable and necessary engineering costs of the project are eligible for Federal aid in either case. (§151.27 and 151.41 FAR)

Contract requirements for engineering services are not formally approved by the FAA nor will the FAA recommend employment of any specific engineer or engineering firm. Where engineering services are to be provided under contract, copies of such contract should be submitted to FAA for review prior to execution.

The following check list contains the essential provisions to be considered in preparing any agreement for engineering services:

- a. Effective date of agreement.
- b. Names, descriptions, and addresses of the parties to the agreement.
- c. Nature, extent, character, and location of the project.
- d. Any or all of the following services to be rendered by the engineer:
 - (1) Surveying necessary for the preparation or revision of the airport layout plan.
 - (2) Preparing plans and specifications including necessary surveys not required by d(1), and necessary soil investigations and preliminary testing of construction materials.
 - (3) Preparing cost estimates.

- (4) Preparing construction contract documents.
 - (5) Furnishing the sponsor a specified number of plans, specifications, contract documents, and engineering reports of design analyses and basic computations for the work.
 - (6) Assisting with bid openings, bid analysis, contract negotiations, and award of contract.
 - (7) Consulting and advising during construction including necessary activities associated with changed field conditions.
 - (8) Furnishing full-time resident supervision and inspection required to control construction and to assure conformity to plans and specifications. This includes establishment of lines and grades, field and laboratory materials inspection and testing required by the specifications, surveys necessary to determine quantities and all equipment and personnel required for this work.
 - (9) Furnishing "as constructed" plans after completion of the project.
- e. Compensation for services rendered by the engineer, including manner and methods of payment.
 - f. Additional compensation for redesign, change of scope, or delays causing expense to the engineer.
 - g. Termination of agreement.

The sponsor will often find it to be in its interest to discuss the terms of the proposal for engineering service with FAA area personnel while the contract is in draft and before it is consummated. FAA personnel will comment on the coverage being obtained for design, supervision, tests and possible costs. Such comments will be restricted to the needs of the project and cost ranges of similar jobs. These comments will not include any recommendations on any specific engineer or firm nor will any advice be offered about the relationship between the engineer and his client under a contract for professional service.

Copies of each engineering agreement should be furnished the FAA immediately after execution. Approval of the issuance of notice to proceed with construction will not be given until the FAA is satisfied that arrangements have been made, by contract or otherwise, for all engineering services that will be required, including supervision of construction and testing.
(§151.45 FAR)

10. AIRPORT LAYOUT PLAN. An FAA approved Airport Layout Plan showing existing conditions and proposed immediate and future development is required on all FAAP projects. If the proposed development involves a new airport site, or the first FAAP project on an existing airport, the formulation of the Airport Layout Plan should follow immediately after FAA approval of the site. If an Airport Layout Plan for the airport has previously been approved by FAA, it should be reviewed and revised, as necessary, to make it current. (§151.5 FAR)

11. SOIL INVESTIGATION. Preliminary soil investigation is essential in determining the suitability of a site for airport construction. Grading, drainage, and pavement design, as well as the development of turf and plantings, are greatly influenced by the nature of the soil at the airport site.

In addition to preliminary investigations, a more detailed analysis of soils is required prior to pavement construction. The results of this investigation and the FAA soil and subgrade classifications are to be recorded on FAA Form 1773, Airport Pavement Design (Figure 2, Appendix 2). Completed FAA Form 1773 must be submitted to the Area Office prior to approval of project paving plans. The required tests and classifications are outlined in the FAA Advisory Circular 150/5320-6, Airport Paving. FAA Form 1773 and Advisory Circular 150/5320-6 may be obtained from the FAA, Printing Branch, HQ-438, Washington, D. C. 20553.

12. PAVEMENT DESIGN. The sponsor should begin the design of runway, taxiway, apron or roadway pavement as soon as the soil analyses become available. The pavement design should conform to the guide recommendations set forth in the publication Airport Paving and related data. The completed form should be submitted to the FAA Area Office. The FAA Standard Specifications for Construction of Airports dated June 1959 and Supplement No. 2, AC 150/5370-1, 1964 (see par. 14) should be used as the guides for determining project specifications for the various courses of the pavement section. Modifications may be made as necessary to allow for the use of local construction materials to the extent justified by good engineering practice.
13. PLANS. Plans covering any construction proposed in the project should be prepared to serve two basic purposes: (1) to clearly identify all items of development included in the project requiring FAA review and concurrence, and (2) to provide all data necessary for intelligent bidding and construction of the project.

Plan development should be coordinated closely with the Area Office. Preliminary plans are usually submitted to that Office for review. Preliminary review is particularly desirable for plans involving airport lighting and airport buildings to house fire and rescue and snow removal equipment. (§151.93(a))

Final plans should be accompanied by the engineer's cost estimate of the construction and copies of drainage design computations. These plans should indicate approval by the sponsor and the appropriate state agency (when required) prior to submission to the FAA. The final plans and

specifications should be submitted before the Project Application, if possible, or at least at the same time. (§151.27 FAR) The sponsor will be told how many sets of plans and specifications should be submitted in each case.

Upon completion of the project, "As Built" or "As Constructed" plans should be submitted to the Area Office. These plans should contain all significant additions, deletions or changes to the initially approved final plans and should accurately represent the completed project.

14. FAA STANDARD SPECIFICATIONS. The FAA publication, Standard Specifications for Construction of Airports dated June 1959, and Supplement No. 2 dated 1964, are available from the Superintendent of Documents, U. S. Government Printing Office, Washington, D. C. 20402. The price of the basic publication is \$2.75 with an additional charge of 35¢ for the Supplement. These standard specifications pertain to airport field construction, such as grading, drainage, paving, turfing and lighting. No standard specifications have been developed for construction of buildings.

Although not required, it is recommended that the FAA standard specifications be used to the greatest extent practicable. As a general rule, FAA allows modification of specifications to permit use of locally available construction materials and to fit local practices. The standard specifications may be incorporated in the project specifications by reference, specifically defining those features of the standard specifications which are modified. Project specifications should include any additional features essential to the particular project.

15. SPONSOR FORCE ACCOUNT WORK. All construction work under a project must be performed under contract, except where the FAA determines that the project, or a part of it, can be more effectively and economically accomplished on a force account basis by the sponsor or by another public agency acting for or as agent of the sponsor. (§151.45(a) FAR) The sponsor, in accordance with §151.51 FAR, must request approval of this procedure from the Area Office. In requesting consent, the sponsor must submit:
- a. Adequate plans and specifications showing the nature and extent of the construction work to be performed under that force account.
 - b. A schedule of the proposed construction and of the construction equipment that will be available for the project.
 - c. A statement showing that adequate labor, materials and equipment, with adequate supervisory, engineering and inspection personnel, will be provided.

- d. A detailed estimate of cost of the force account work broken down for each class of cost involved, such as labor, materials, equipment rental and other pertinent items.

In addition to the foregoing, the sponsor should submit with the request for consent (1) the reasons and justification for desiring to perform the work by force account; and (2) a detailed estimate of the cost of the work, if accomplished by the contract method, based upon normal contract construction prices for the area.

Approval for sponsor force account work should be requested before the Project Application is submitted.

16. LABOR PROVISIONS.

- a. General. Part 151 of the Federal Aviation Regulations (§151.49 and Appendix H) contains provisions regarding the employment and payment of labor that must be included in all FAAP construction contracts. Inclusion of these provisions in the contract specifications is inclusion in the contract in conformance with this requirement. Appropriate language for these provisions may be obtained from the Area Office.
- b. Minimum Wage Rates. The Federal Airport Act requires that all construction contracts in excess of \$2,000 contain the minimum rates of wages, to be predetermined by the Secretary of Labor, for the various classes of labor to be employed under the contract. The schedule of these minimum rates of wages must be incorporated in the advertisement for bids and in the executed contract. This requirement is met if the schedule is included in the advertised specifications furnished or made available to bidders and the invitation for bids so indicates and states that bids shall be based on rates of wages at least as high as those in the schedule. (§151.47 FAR)

The Department of Labor periodically issues wage determinations, designated "area decisions", for areas where there is a large volume of construction contracts by Government agencies. Generally area decisions are on a county-wide basis. They generally contain minimum wages for all trades and crafts used in airport construction.

Sponsors of projects for airports located in areas covered by minimum wage rate area decisions will be furnished with copies of applicable area decisions for incorporation in bid advertisements and contracts.

If the airport is not located in an area covered by an area decision, a request for minimum wage rate ("Request for Determination" Form DB-11 or DB-11a) for the project must be submitted to the Department of Labor at least 60 days before the estimated time of advertising for bids. (Figures 3 and 3A, Appendix 2) (§151.47 FAR)

During the preparation of the request, all job classifications applicable to the particular area where the work is actually to be performed, type of construction, proposed method of construction and local construction and labor practices should be considered. The requests are prepared by the Area Office. However, the sponsor's representative should be familiar with the labor practices prevailing where the work is to be performed since he must help the Area Office by furnishing information about the construction labor practices in the area. Sponsor representative's knowledge of the area labor practices is also essential because he should be in a position to assist contractors in complying with the labor provisions of the contract.

Each wage determination of the Secretary of Labor, including area decisions, shows the date of issuances and the expiration date. If the construction contract is not awarded on or before the expiration date, a new wage determination must be used. New area decisions are issued automatically to take effect upon expiration of old decisions. If it appears that any contract cannot be awarded before the current decision expires, the sponsor shall notify the Area Office in advance so that a new wage determination can be furnished before opening of bids or award of contract. If the airport is not in an area covered by an area decision, request for a new wage determination will have to be submitted to the Department of Labor. (§151.47 FAR)

Minimum wage rate requirements do not apply to owner removal contracts or sponsor force account work. (§151.45 FAR)

- c. Equal Employment Opportunity Requirements. Regulations issued pursuant to Executive Orders 10925 and 11114 require that there be included in all advertisements for bids and in all construction contracts in excess of \$10,000 on Federally assisted projects specific provisions prohibiting discrimination in the employment of labor because of race, creed, color or national origin. These provisions are generally referred to as the "Equal Employment Opportunity" clause. The clause must be either set forth in the contract itself or otherwise included in and made a part of the contract documents. Appropriate language for this provision may be obtained from the Area Office.

In addition each bidder must be required to state in his bid whether he has previously participated in a contract containing the EEO Clause and, if so, whether he filed the reports required by the Clause. The Area Office will provide the sponsor with suggested wording for inclusion in the bid or proposal document. (§151.54 FAR)

17. CONSTRUCTION CONTRACT. The FAA has no recommended construction contract form and therefore the Standard Specifications for Construction of Airports does not contain such a contract form. However, the specifications for each proposed contract, or the bid proposal, should contain or have appended to it a copy of the proposed construction contract.
18. OWNER REMOVAL CONTRACTS. Utility lines frequently must be removed or relocated to permit construction or to provide adequate approach clearance. Utility companies generally object to others working on their lines. Therefore, to the extent permissible the sponsor may negotiate contracts with such companies for the relocation of the lines. Such contracts are not subject to public bidding requirements and do not require the determination of minimum wage rates by the U.S. Department of Labor. Further, the contracts need not contain the Equal Employment Opportunity Clause. However, the proposal of contract or work order, as well as adequate plans, must be submitted to the Area Office in quadruplicate for approval before execution. (§151.47 FAR)

Tree clearing and building relocation or removal also are sometimes accomplished by negotiation with the property owner. When the work is done by the owner, the contract need not contain minimum wage rates or the EEO Clause. Clearing and obstruction removal in the runway approaches are eligible for Federal aid only if the sponsor has acquired a right to prevent the erection or growth of future obstructions on the land involved. (§151.35, 151.39 and 151.91 FAR)
19. ADVERTISING FOR BIDS. The sponsor should not advertise for receipt of bids on contract construction until the FAA has reviewed the plans and specifications and authorized such advertising. The advertisement is required to be in accord with applicable local laws, should state that the work will be subject to the minimum wage rates established by the U. S. Department of Labor and to the Equal Employment Opportunity requirements, as included in the specifications or the bid proposal, and should require bidders to indicate whether they have participated in a contract subject to the EEO requirements and, if so, whether they filed the required reports. Copies of the advertisement for bids must be submitted to the Area Office. Any change in the plans and specifications after the initial advertisement and before contract award must be announced by addendum issued to all bidders. Each addendum must be sent to the Area Office for FAA approval before it is issued. (§151.47 and 151.54 FAR)
20. AWARD OF CONTRACT. Following the receipt of bids, three copies of a complete itemized tabulation of all bids received, together with the sponsors recommendation for award of the contract, must be sent to the Area Office for evaluation as to reasonableness of contract prices.

Actual award of the contract must be deferred until the sponsor receives FAA concurrence. No award shall be made unless minimum wage rates are current at the time of the award (see paragraph 16b). (§151.47 FAR)

21. GRANT AGREEMENT. The Grant Agreement, FAA Form 1632, is made up of two parts -- the "Offer" and the "Acceptance" (Appendix 3). On execution, this Agreement constitutes a contract between the sponsor and the United States. Because it states a maximum obligation of Federal funds, the Offer should normally be accepted after bids for construction have been received. This permits an accurate estimate of the total project cost prior to acceptance. If the Federal share of the estimate is more than that shown in the tentative allocation, the sponsor may request an increase in the allocation. The request should include evidence of availability of the additional sponsor funds that will be required. (§151.29, 151.31 and 151.67 FAR)

The Grant Agreement will be received by the sponsor with the Offer section completed and signed by the appropriate FAA official for the Federal Government. If satisfactory to the sponsor, it should be accepted by formal action of the sponsor's governing body. This action normally will consist of a resolution accepting the Grant Offer and designating an official of the sponsor to execute it. The resolution of acceptance must set forth the terms of the Offer at length, or have attached and incorporated by reference, a copy of the Grant Offer in the form in which it was presented to the sponsor for acceptance. (§151.29 FAR)

The Grant Agreement must be executed by the official designated in the sponsor's resolution. The certificate of sponsor's attorney also must be completed and executed. The original and three (3) executed copies of the completed and accepted Grant Agreement must be returned to the Area Office with three certified copies of the resolution of acceptance. The Grant Offer must be accepted by the sponsor before any project construction begins. The cost of any construction done before the formal acceptance is not an allowable project cost under the terms of the Federal Airport Act. (§151.29, 151.31 and 151.41 FAR)

22. CONTRACT EXECUTION. After acceptance of the Grant Offer and receipt of FAA concurrence in award of the contract, the sponsor may immediately execute the contract for construction. Two copies of the completed contract, either executed or conformed, must be submitted to the Area Office with two copies of contract bonds, power of attorney, specifications, proposals, etc. The contract will be reviewed by the Area Office and the sponsor advised promptly whether it is satisfactory. As soon as the contract is found to be satisfactory the sponsor will be authorized to issue a notice to proceed to the contractor. Copy of the notice to proceed must be forwarded to the Area Office as soon as it is issued. (§151.45 and 151.47 FAR)

CHAPTER 3. CONSTRUCTION STAGE

23. PRECONSTRUCTION CONFERENCE. As soon as possible after execution of the contract, and before construction begins, a conference should be held by the sponsor's representative, the sponsor's engineer, the contractor, and FAA representatives. The conference will involve discussion of the contract labor provisions, the Equal Employment Opportunity requirements, construction schedules and procedures, source of materials, testing procedures, construction inspection and supervision, and other project matters, such as control and marking of construction equipment for safety of aircraft operations. Agreement should be reached at this time on posting of the Wage Rate Information Bulletin, the applicable wage determination of the Secretary of Labor, and the Equal Employment Opportunity posters. Copies of the contractor's construction schedule should be furnished the Area Office. (§151.49 and 151.54 FAR and Appendix H)
24. SUPERVISION, INSPECTION AND TESTING. In accepting the Grant Offer for Federal aid the sponsor is committed to perform the construction work in accordance with the approved plans and specifications. Virtually full time inspection will be necessary during construction as well as evidence that all material used meet the approved specifications. With respect to materials, certification of such compliance by the materials producers normally will be adequate. However, the sponsor's engineer should inspect construction materials and require laboratory tests if deemed necessary or desirable. Field tests should be made on embankment and backfill compaction, aggregate gradation, pavement base compaction, pavement densities, and on such other work as may be required. At least one copy of such tests and certifications should be sent to the Area Office. Failure to provide such evidence of compliance by the contractor with the specifications will mean that Federal participation in the project costs may be disallowed.
25. FAA INSPECTION. FAA personnel will inspect construction periodically. Timing will depend partly on the nature of the work in progress. On such inspections, FAA personnel will deal directly with the sponsor or his engineer or other representative, rather than with the contractor, since FAA is not a party to the contract. These FAA inspections will also include a check for compliance with contract labor provisions, including the Equal Employment Opportunity requirements.
26. CHANGES. Thorough planning and investigation during the design stage should eliminate the need for making changes during construction. However, unforeseen conditions may arise and it would be false economy not to make a change in construction plans when the situation requires it.

When the supervising engineer finds a condition that warrants a change, the Area Office should be told about it promptly. Any such change must be approved by the FAA before the contractor is ordered to make it. Without this approval, the Federal Government will not participate in any additional cost involved. A written Change Order with substantiating data must be sent to FAA (plus such copies as the sponsor may want returned with FAA approval) as promptly as possible and, except in emergencies, before the change is ordered. No standard form is required. When necessary, the Change Order should be supported by plans that clearly show the changes proposed. (§151.45 FAR)

27. FINAL INSPECTION. Final inspection by the Area Office should be requested as soon as the sponsor is satisfied that the project work, or any part of it contracted separately, is satisfactorily completed. The sponsor should withhold a notice of final acceptance until after the FAA final inspection. The contractor and the sponsor's engineer should be present for final inspection. (§151.63 FAR)

CHAPTER 4. REQUIRED RECORDS

28. ACCOUNTING SYSTEM.

a. General. The Federal Aviation Regulations require each sponsor to maintain adequate accounting records to allow appropriate personnel of the FAA to determine all funds received, and to determine the allowability of all incurred costs of the project. To comply with this requirement, the sponsor should establish and maintain an accounting system for:

- (1) The orderly recordation of all funds received and costs incurred by the sponsor.
- (2) The segregation of these receipts and costs related to the project from all other receipts and costs.
- (3) The further segregation of project costs into the following classifications:
 - (a) Purchase price or value of land
 - (b) Incidental costs of land acquisition
 - (c) Costs of contract construction
 - (d) Costs of force account construction
 - (e) Engineering costs of plans and design
 - (f) Engineering costs of supervision and inspection
 - (g) Administrative costs.

A separate accounting record for each project should be established and maintained so information will be kept distinct and apart from other accounting records of the sponsor. This may be accomplished by utilizing a separate book account (subsidiary ledger account) for each project. (§151.55 FAR)

b. Audit Requirements. The Federal Aviation Regulations provide that final audit of the sponsor's project records must be made prior to final payment. (§151.55 and 151.63 FAR)

- c. Sponsor Disbursements. To facilitate the audit process, minimize disallowance of claimed costs and expedite payment of the Federal share, it is recommended that sponsors, in processing payments of FAAP project costs:
- (1) Make disbursements by check. Each check issued should be supported by an invoice showing description of the service or items covered by the invoice.
 - (2) Appoint a project manager or other official who is familiar with the project and FAA requirements and require his written approval on invoices prior to payment or recording as an Account Payable. Such actions should safeguard the disbursements of project funds and insure the cost are properly chargeable to the FAAP project.
- d. Supporting Documents. Sponsors should have the following documents, where applicable, available for the FAA auditor's examination:
- (1) Canceled checks or warrants evidencing payment of costs claimed.
 - (2) Contracts entered into regarding project work, including engineering and construction.
 - (3) Purchase agreements for land or land interests.
 - (4) Deeds or other legal documents evidencing land or land interests acquired. Information regarding recording; date recorded, page and book number, where recorded.
 - (5) Property appraisal reports.
 - (6) Records evidencing disposal, rental, or use of improvements on land acquired.
 - (7) Invoices for services, material or equipment use, showing detail of charges and a description of items.
 - (8) For cost type engineering payroll charges:
 - (a) Calendar period during which service was performed.
 - (b) Names and classification of employees.
 - (c) Time worked on the project by days and hours.

- (d) Hourly rate of pay.
- (e) Total amount of pay for each employee.
- (f) Description of work performed and relation to the project.
- (9) For other cost type engineering charges:
 - (a) Materials, supplies and small tools, supported as in 7 above.
 - (b) Travel and subsistence records, showing employees, dates, points of travel, mileage rate, lodging and meals.
 - (c) Testing charges showing date, type and number.
- (10) Legal fees, supported by billings showing time spent and fee for each service performed.
- (11) For construction or engineering work performed by sponsor's personnel, or administrative salaries, details as described in Item 8 above. Costs other than wages should be supported as described in Items 7 and 9 above.

Additional information desired may be obtained from the Area Office which will either furnish the information or arrange for an FAA auditor to contact a representative of the sponsor and explain the FAA accounting requirements in detail.

(INTENTIONALLY LEFT BLANK)

CHAPTER 5. PAYMENT OF FEDERAL FUNDS

29. GENERAL. Payment of Federal funds is made to sponsors for allowable project costs primarily on an "as incurred cost" basis. As work progresses, the sponsor may apply to the Area Office for payment of the Federal share of the cost or value of the work being undertaken. These "partial payments" are made by the FAA after it has determined that the work for which payment is requested has been or will be accomplished within the next 30 days. Such payments are made to the sponsor, or to the appropriate State Aviation Agency if one is designated as the sponsor's agent for that purpose. (§151.61 FAR)

It is the sponsor's responsibility to pay any contractors with which he has work agreements. The Federal Airport Act does not permit Federal payment for construction costs incurred before the acceptance of the Grant Offer. Necessary and reasonable costs incurred by the sponsor in connection with project formulation (surveying, engineering, title search, etc.) are eligible for Federal participation even though incurred before the Grant Agreement. Costs of land acquisition included in the project are eligible for Federal participation even though incurred before the Grant Agreement, if they were incurred after May 13, 1946 (§151.41 FAR)

30. APPLICATION FOR PAYMENT. The sponsor may apply for payment of Federal funds on forms provided by FAA (Figures 1, 2, and 3, Appendix 4) any time after execution of the Grant Agreement. These forms, which may be obtained from the Area Office or the FAA, Printing Branch, HQ-438, Washington, D. C. 20553, consist of the following:
- a. Application for Grant Payment, FAA Form 1625.1.
 - b. Summary of Project Costs, FAA Form 1630.
 - c. Periodic Cost Estimate and Continuation Sheet, FAA Forms 1629 and 1629A are not required for costs of work accomplished by force account (§151.57 and 151.67 FAR).

Careful, complete preparation of these forms will expedite Federal payments. See the reverse side of the forms for preparation details.

When the sponsor applies for Federal participation in the cost of land or easements or interests in land, a title opinion must be submitted, unless previously provided. Appraisal reports should also be submitted when available, and as requested. (§151.57 and 151.59)

The total amount of partial payments will be limited to 90 percent of the maximum obligation of the Federal Government, as stated in the Grant Agreement, or 90 percent of the latest revised estimate of cost (excluding contingencies), whichever is the lesser. (§151.61 FAR)

31. FINAL GRANT PAYMENT. When a project has been entirely completed in accordance with the Grant Agreement, the sponsor may file an application for final grant payment. The final grant payment will not be made until:
 - a. A final inspection of all work at the project site has been made by FAA representatives.
 - b. Final audit of the project account has been completed by the FAA. Requests for final audits should be timed carefully to be sure the work has been completed and all costs are on record before the visit of the FAA project auditor.
 - c. The sponsor has furnished "as constructed" plans, unless otherwise agreed to by the appropriate FAA Area Office. (§151.63 FAR)
32. CHRONOLOGICAL STEPS IN PROCESSING. There are listed below in chronological order the basic steps taken by the sponsor and the FAA in processing a project under the FAAP:

<u>Sponsor</u>	<u>Federal Aviation Agency</u>
1. Submits FAA Form 1623, Request for Aid - Federal-aid Airport Program. (§151.21 and 151.67 FAR)	2. Notifies sponsor of tentative allocation of Federal funds. (§151.21 FAR)
3. Completes arrangements of necessary financing and land acquisition; prepares and submits final plans and specifications and Project Application, FAA Form 1624. (§151.21 and 151.27 FAR)	4. Authorizes sponsor to advertise construction work. (§151.47 FAR)
5. Takes bids and recommends award of contracts. (§151.47 FAR)	6. Approves Project Application; tenders Grant Offer of Federal funds; and authorizes sponsor to award contracts. (§151.29 and 151.47 FAR)

7. Accepts Grant Offer and executes Grant Agreement; awards and executes contracts. (§151.29, 151.45 and 151.47 FAR)
8. Approves acceptance and execution of Grant Offer and authorizes sponsor to issue notice to proceed to contractors. (§151.29 and 151.45 FAR)
9. Issues notices to contractors to proceed with construction and supervises construction work. (§151.45 FAR)
10. Inspects construction work periodically. (§151.49 FAR)
11. Makes application for partial grant payment by submitting FAA Form 1625.1, Application for Grant Payment. (§151.57, 151.61 and 151.67 FAR)
12. Makes partial grant payment. (§151.61 FAR)
13. Complete construction work. (§151.63 FAR)
14. Makes final inspection of construction work. (§151.63 FAR)
15. Makes application for final grant payment and submits as constructed plans. (§151.63 FAR)
16. Audits project costs; makes final payment. (§151.63 FAR)

Please read instructions on reverse before completing form.
PRINT or TYPE data requested.

Form Approved Budget Bureau No. 04-R005.1

FEDERAL AVIATION AGENCY					1. Date of this request (Date)		
REQUEST FOR AID - FEDERAL AID AIRPORT PROGRAM							
2. Name of public agency sponsoring request Airville, U.S.A.				3. Name of airport Airville Municipal			
4. Name, title, and address of sponsor's contact representative John Hancock, Mayor City Hall Airville, U.S.A.				5. Aeronautical activity a. Number of revenue passengers enplaned last 12 months.....(new airport) b. Number of based airworthy civil aircraft _____ 0 _____			
6. Description of work to be accomplished (List by principal work items) (Use nearest dollar)							
No.	Item of work (a) Description	Total estimated cost (b)	Sponsor's funds (c)	Federal funds requested (d)	Estimated date work would commence (e)		
1.	Land Acquisition	\$ 20,000	\$10,000	\$10,000	(date)		
2.	Construct Runway 3300' x 60', stub taxiway & apron 150' x 300'	112,800	56,400	56,400			
3.	Lighting (low intensity system)	9,000	4,500	4,500			
4.	Install wind cone & segmented circle	2,400	1,200	1,200			
5.	Relocate Utilities	4,400	2,200	2,200			
6.	Entrance Road	2,400	1,200	1,200			
7.	Obstruction Removal	9,000	4,500	4,500			
8.	Fencing (12,000')	6,000	3,000	3,000			
Totals		\$166,000	\$83,000	\$83,000			
7. Summary of costs included in work item described in Item 6 above (Use nearest dollar)							
List by item of work number (a)	Land (b)	Site preparation (c)	Paving (d)	Lighting (e)	Buildings (f)	Miscellaneous (g)	Total (h)
1.	\$20,000						\$ 20,000
2.		\$56,800	\$56,000				112,800
3.				\$9,000			9,000
4.						\$2,400	2,400
5.						4,400	4,400
6.						2,400	2,400
7.						9,000	9,000
8.						6,000	6,000
Totals	\$20,000	\$56,800	\$56,000	\$9,000		\$24,200	\$166,000
8. Status of sponsor's funds							
Availability date (a)		Source of funds (b)			Amount of funds (c)		Date funds expire (d)
Funds on hand							
As of month and year	7/1/65	Approved General Obligation Bonds			\$83,000		Indefinite
		Total (Should be equal to or greater than the total given for Item 6(c) above.)					
9. Signature of sponsoring agency's representative					10. Title of representative Mayor		

Form FAA-1623 (1-62) OBSOLETE PREVIOUS EDITION

FIGURE 1. SAMPLE - REQUEST FOR AID

INSTRUCTIONS

The original and two (2) copies of the request, with supporting papers (continuation sheets, sketches, etc.) attached to each copy, are to be submitted to the FAA District Airport Engineer having jurisdiction over the area in which the airport is located.

If more space is required for any item(s) on this form, continue the item(s) on a separate sheet of paper. Continuation items should be identified with the same item numbers used on the form.

Prepare a sketch or sketches of the airport layout and indicate thereon by appropriate legend, the location of each item of work proposed, using the same item numbers as in Item 6 and Item 7. Each sketch is to be the same size as this form and submitted in triplicate (3).

EXPLANATION OF DATA REQUESTED ON THE FORM:

Item 1 - Enter the date the request is prepared.

Item 2 - Enter the name of the public agency sponsoring the request.

Item 3 - Enter the name of the airport.

Item 4 - Enter the name, title, and address of the official representative of the sponsor with whom further contacts should be made and from whom additional information may be obtained.

Item 5a - Enter the number of revenue passengers who boarded scheduled airline aircraft at the airport during the past 12 months. These data can be secured from local airline representatives.

Item 5b - Enter the number of airworthy civil aircraft permanently based at the airport as of the date of this request.

Item 6 - Column (a)—List all airport development eligible under the Federal-aid Airport Program which you consider necessary and anticipate accomplishing in the next three years if Federal funds are made available. The proposed development should be listed and described in terms of logical items which will provide for separate and useful units of work. Assign a number to each item of work: (Examples: 1 - Pave N/S runway

4,000 ft. x 150 ft.; 2 - Construct Fire and rescue equipment building; 3 - Install lights on E/W runway; 4 - Acquire clear zones, N/S runway; etc.).

Item 6 - Column (b)—Enter the total estimated cost for each item of work.

Item 6 - Columns (c) and (d)—Distribute the total estimated cost for each item of development as follows: 50% sponsor, 50% Federal. Except for (a) certain installations of landing aids (land for ALS; in-runway lighting; high intensity lights and runway distance markers), in these cases, the Federal participation can be up to 75% (b) projects in the Virgin Islands, Federal funds 75%; and (c) projects in public land states where the Federal percentage varies, consult the District Airport Engineer for exact percentage for any doubtful items.

Item 6 - Column (e) - Enter the date on which it is estimated that you will be prepared to finance and undertake each item of work to be performed if Federal funds are made available.

Item 7 - Summarize the total costs involved for each item of work described in Item 6 according to the following categorical items of: Land; Site preparation (includes but not limited to such work as clearing, grubbing, grading, drainage, etc.); Paving; Lighting; Buildings; and Miscellaneous.

To identify the item of work being summarized list in Column (a) the item of work number assigned the same item of work in Item 6, Col. (a).

Item 8 - Enter first the amount of funds the sponsor now has on hand and available for airport development. Next, enter by year and approximate month of the year, the amount of funds the sponsor will have or anticipates having for airport development during that year. The source of obtaining all funds should be shown. Enter expiration date (if any) for each Fund item.

Item 9 - All copies of the request submitted to the District Airport Engineer must be signed by an authorized representative of the sponsoring public agency.

Item 10 - Enter the title of the sponsor's authorized representative signing the request.

FIGURE 2. INSTRUCTIONS

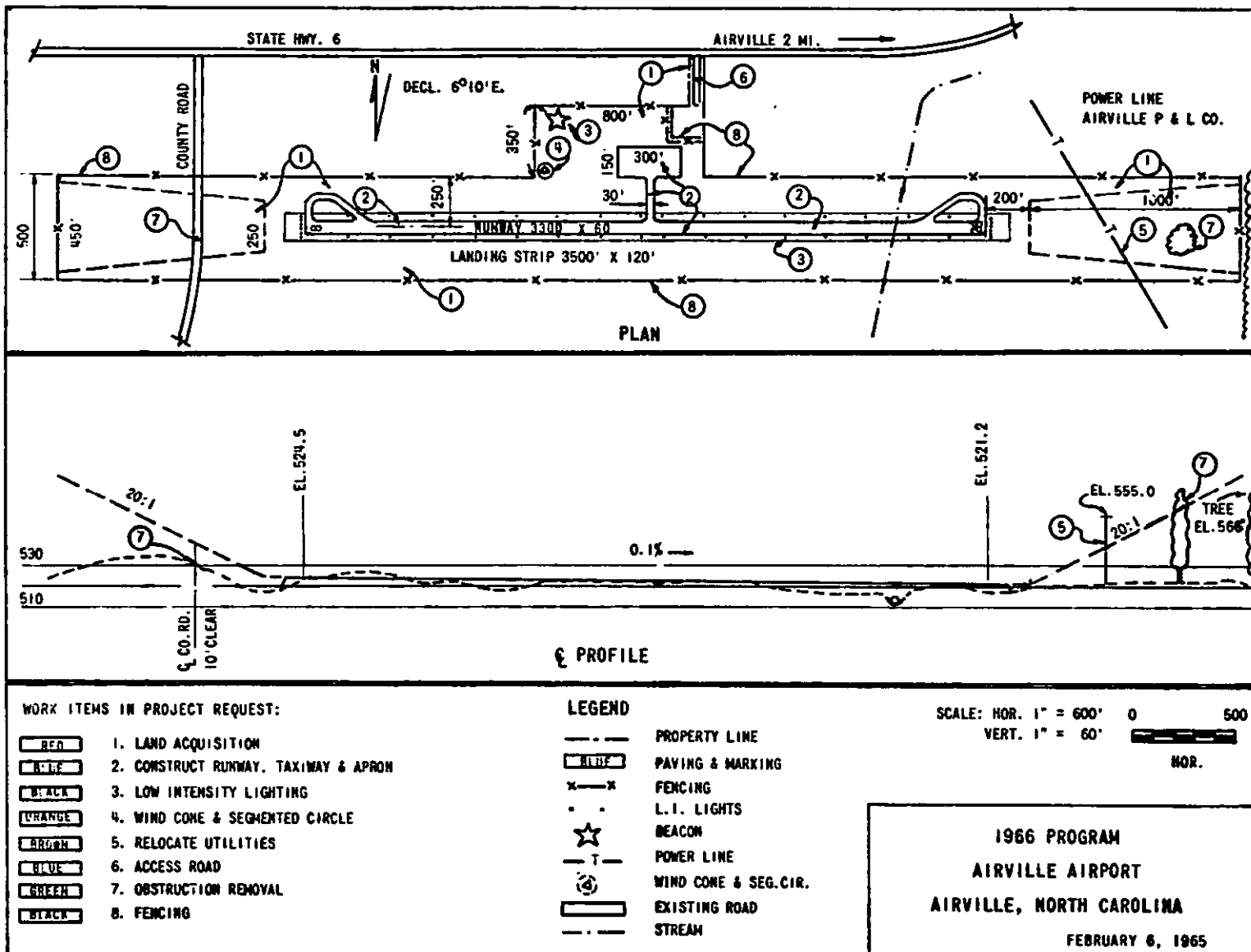


FIGURE 3. SAMPLE - AIRPORT LAYOUT SKETCH

AIRPORT: Airville MunicipalCONSTRUCTION QUANTITIES AND COSTCITY : Airville, U.S.A.

			DESCRIPTION OF DEVELOPMENT ITEM					
	UNIT	UNIT COST	Construct Runway (3300'x 60'), Taxiway and Apron		Construct Entrance Road			
			QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
I. SITE PREPARATION:								
Clearing	AC	200.00	3	600.00				
Clear Isolated Trees	EA	25.00	8	200.00				
Clearing & Grubbing	AC	300.00	10	3,000.00	0.5	150.00		
Unclas. Excavation	C.Y.	0.37	34,000	12,580.00	2,000	740.00		
Borrow Excavation	C.Y.	1.30	9,400	12,220.00				
Drainage:								
(1) 24" RCC Pipe, Std	L.F.	6.00	96	575.00	40	240.00		
(2) Struct. Conc.	C.Y.	65.00	150	9,750.00				
(3) Reinf. Steel	Lbs.	0.15	22,500	3,375.00				
Turfing (Seeding)	AC	200.00	18	3,600.00	0.5	100.00		
II. PAVING:								
Type I	S.Y.	1.68	28,000	47,040.00	500	840.00		
III. LIGHTING:								
LIRL	L.S.	7,500.00	1	7,500.00				
IV. MISCELLANEOUS:								
Fencing (Type B)	L.F.	0.41	12,000	4,920.00				
Marking	S.F.	.20	4,200	840.00				
Utility Relocation	L.S.	3,650.00		3,650.00				
Wind Cone & Seg. Cir.	L.S.	2,000.00		2,000.00				
V. MISCELLANEOUS:								
Obstruction Removal	L.S.			7,400.00				
CONSTRUCTION TOTAL				\$119,250.00		\$2,070.00		
ENGINEERING 10%				11,900.00		200.00		
CONTINGENCIES				11,900.00		130.00		
ADMINISTRATIVE				550.00				
				\$143,600.00		\$2,400.00		

FIGURE 4. SAMPLE - CONSTRUCTION QUANTITIES AND COST

AIRPORT: Airville Municipal

CITY : Airville, U.S.A.

PAVEMENT SECTIONS
AND
COST ESTIMATES

To Accompany Construction Cost Estimate

1½" Bit. Plant Mix Surf.
Mat Course
6" Sand Clay Gravel
12" Select Borrow
E-1 Material

SECTION
TYPE I

ITEM	SPEC.	UNIT	QUANTITY PER SQ. YD.	UNIT COST	COST PER SQ. YD.
Surface	P-401	Ton	0.054	12.10	0.65
Tack Coat	P-603	Gal.	0.10	0.20	0.02
Mat Crse	P-405	s.y.	1.0	0.27	0.27
Prime	P-602	Gal.	0.35	0.19	0.07
Base	P-213	c.y.	0.167	4.00	0.67
TOTAL COST PER SQUARE YARD					1.68

SUBGRADE CLASS: E-10, Poor drainage, F-7
DESIGN LOADING: 20,000# Single Gross
LOCATION : Runway, Taxiway & Apron
REMARKS : Shrinkage and swell characteristics of existing soil requires select material blanket course. Subgrade class top 12": E-1, poor drainage, Fa. Cost of select material included in site preparation.

SECTION
TYPE

TOTAL COST PER SQUARE YARD					

SUBGRADE CLASS:
DESIGN LOADING:
LOCATION :
REMARKS :

FIGURE 5. SAMPLE - PAVEMENT SECTIONS AND COST ESTIMATES

CITY : Airville, U.S.A.

LAND ACQUISITION ESTIMATE

		ITEM DESCRIPTION								
		Construct Runway, Taxiway and Apron			Entrance Road					
DEVELOPMENT DESCRIPTION	ACRES	UNIT COST	ITEM COST	ACRES	UNIT COST	ITEM COST	ACRES	UNIT COST	ITEM COST	
AIRPORT DEVELOPMENT	50	260.00	13,000.00							
CLEAR ZONES: FREE EASEMENT	23	260.00	5,980.00							
APPROACH										
OBSTRUCTION REMOVAL										
ENTRANCE ROAD				0.5	260.00	130.00				
ALS										
SURVEYS, LEGAL, ETC.			890.00							
										GRAND TOTAL
TOTAL			19,870.00			130.00				20,000.00

REMARKS :

FIGURE 6. SAMPLE - LAND ACQUISITION ESTIMATE

Form Approved.
Budget Bureau No. 04-R006.4.

UNITED STATES OF AMERICA
FEDERAL AVIATION AGENCY

PROJECT APPLICATION

(For Federal Aid for Development of Public Airports)

Part I-PROJECT INFORMATION

The _____ (herein called the "Sponsor") hereby makes application to the Federal Aviation Agency (hereinafter called the "FAA"), for a grant of Federal funds pursuant to the Federal Airport Act and the Regulations issued thereunder, for the purpose of aiding in financing a project (herein called the "Project") for development of the _____ Airport (herein called the "Airport") located in _____ State of _____.

It is proposed that the Project consist of the following-described airport development:

all as more particularly described on the property map attached (hereto as Exhibit "A")* (as Exhibit "A" to Project Application dated _____ for Project No. _____), and in the plans and specifications submitted to the FAA on _____ which are made a part hereof.

*Strike out the inappropriate clause.

THE FOLLOWING IS A SUMMARY OF THE ESTIMATED COSTS OF THE PROJECT:

ITEM	TOTAL ESTIMATED COST	ESTIMATED SPONSOR'S SHARE OF COST		ESTIMATED FEDERAL SHARE OF COST	
		AMOUNT	PER- CENT	AMOUNT	PER- CENT
1. LAND COSTS					
2. CONSTRUCTION COSTS					
3. ENGINEERING AND SUPERVISION COSTS					
4. ADMINISTRATIVE COSTS					
5. Total of 2, 3, and 4 above					
6. CONTINGENCIES					
7. TOTAL ALL ESTIMATED PROJECT COSTS (Items 1, 5, and 6)					

Part II—REPRESENTATIONS

The Sponsor hereby represents and certifies as follows:

1. **Legal Authority.**—The Sponsor has the legal power and authority: (1) to do all things necessary in order to undertake and carry out the Project in conformity with the Act and the Regulations; (2) to accept, receive, and disburse grants of funds from the United States in aid of the Project, on the terms and conditions stated in the Act and the Regulations; and (3) to carry out all of the provisions of Parts III and IV of this Project Application.

2. **Funds.**—The Sponsor now has on deposit, or is in a position to secure, \$_____ for use in defraying the costs of the Project. The present status of these funds is as follows:

3. **Compatible Land Use.**—The Sponsor has taken the following actions to assure compatible usage of land adjacent to or in the vicinity of the airport:

Page 3

4. Approvals of Other Agencies.—The Project has been approved by all non-Federal agencies whose approval is required, namely:

5. Defaults.—The Sponsor is not in default on any obligation to the United States or any agency of the United States Government relative to the development, operation, or maintenance of any airport, except as stated herewith:

6. Possible Disabilities.—There are no facts or circumstances (including the existence of effective or proposed leases, use agreements, or other legal instruments affecting use of the Airport or the existence of pending litigation or other legal proceedings) which in reasonable probability might make it impossible for the Sponsor to carry out and complete the Project or carry out the provisions of Parts III and IV of the Project Application, either by limiting its legal or financial ability or otherwise, except as follows:

7. Land.—(a) The Sponsor holds the following property interest in the following areas of land¹ which are to be developed or used as part of or in connection with the Airport, subject to the following exceptions, encumbrances, and adverse interests, all of which areas are identified on the aforementioned property map designated as Exhibit "A":

The Sponsor further certifies that the above is based on a title examination by a qualified attorney or title company and that such attorney or title company has determined that the Sponsor holds the above property interests.

¹State character of property interest in each area and list and identify for each all exceptions, encumbrances, and adverse interests of every kind and nature, including liens, easements, leases, etc. The separate areas of land need only be identified here by the area numbers shown on the property map.
(9-64)

Page 4

(b) The Sponsor will acquire within a reasonable time, but in any event prior to the start of any construction work under the Project, the following property interest in the following areas of land' on which such construction work is to be performed, all of which areas are identified on the aforementioned property map designated as Exhibit "A":

(c) The Sponsor will acquire within a reasonable time, and if feasible prior to the completion of all construction work under the Project, the following property interest in the following areas of land' which are to be developed or used as part of or in connection with the Airport as it will be upon completion of the Project, all of which areas are identified on the aforementioned property map designated as Exhibit "A":

'State character of property interest in each area and list and identify for each all exceptions, encumbrances, and adverse interests of every kind and nature, including liens, easements, leases, etc. The separate areas of land need only be identified here by the area numbers shown on the property map.

Part III-SPONSOR'S ASSURANCES

In order to furnish the assurances required by the Act and Regulations the Sponsor hereby covenants and agrees with the United States, as follows:

1. These covenants shall become effective upon acceptance by the Sponsor of an offer of Federal aid for the Project or any portion thereof, made by the FAA and shall constitute a part of the Grant Agreement thus formed. These covenants shall remain in full force and effect throughout the useful life of the facilities developed under this Project, but in any event not to exceed twenty (20) years from the date of said acceptance of an offer of Federal aid for the Project.

2. The Sponsor will operate the Airport as such for the use and benefit of the public. In furtherance of this covenant (but without limiting its general applicability and effect), the Sponsor specifically agrees that it will keep the Airport open to all types, kinds, and classes of aeronautical use without discrimination between such types, kinds, and classes: *Provided*, That the Sponsor may establish such fair, equal, and not unjustly discriminatory conditions to be met by all users of the Airport as may be necessary for the safe and efficient operation of the Airport; *And Provided Further*, That the Sponsor may prohibit or limit any given type, kind, or class of aeronautical use of the Airport if such action is necessary for the safe operation of the Airport or necessary to serve the civil aviation needs of the public.

3. The Sponsor will not grant or permit any exclusive right for the use of the airport forbidden by Section 308 of the Federal Aviation Act of 1958, and will otherwise comply with all applicable laws. In furtherance of this covenant (but without limiting its general applicability and effect), the Sponsor specifically agrees that, unless authorized by the Administrator, it will not, either directly or indirectly, grant or permit any person, firm, or corporation the exclusive right for the conduct of any aeronautical activities on the Airport, including but not limited to, charter flights, pilot training, aircraft rental and sightseeing, aerial photography, crop dusting, aerial advertising and surveying, air carrier operations, aircraft sales and services, sale of aviation petroleum products whether or not conducted in conjunction with other aeronautical activity, repair and maintenance of aircraft, sale of aircraft parts, and any other activities which because of their direct relationship to the operation of aircraft can be regarded as an aeronautical activity: *Provided*, That the prohibition against the grant or permit of an exclusive right as set forth herein in no way alters the rights or obligations of the Sponsor under a surplus property instrument of transfer pursuant to which surplus property was conveyed to the Sponsor by the United States pursuant to the *Surplus Property Act of 1944*, (61 Stat. 678), as amended.

4. The Sponsor agrees that it will operate the Airport for the use and benefit of the public, on fair and reasonable terms, and without unjust discrimination. In furtherance of this covenant (but without limiting its general applicability and effect), the Sponsor specifically covenants and agrees:

a. That in its operation and the operation of all facilities on the airport, neither it nor any person or organization

occupying space or facilities thereon will discriminate against any person or class of persons by reason of race, color, creed, or national origin in the use of any of the facilities provided for the public on the Airport.

b. That in any agreement, contract, lease, or other arrangement under which a right or privilege at the Airport is granted to any person, firm, or corporation to render to the public any service (including the furnishing or sale of any aeronautical parts, materials, or supplies) essential to the operation of aircraft at the Airport, the Sponsor will insert and enforce provisions requiring the contractor:

(1) to furnish said service on a fair, equal, and not unjustly discriminatory basis to all users thereof, and

(2) to charge fair, reasonable, and not unjustly discriminatory prices for each unit or service; *Provided*, That the contractor may be allowed to make reasonable and nondiscriminatory discounts, rebates, or other similar types of price reductions to volume purchasers.

c. That it will not exercise or grant any right or privilege which would operate to prevent any person, firm, or corporation operating aircraft on the Airport from performing any services on its own aircraft with its own employees (including, but not limited to maintenance and repair) that it may choose to perform.

d. In the event the Sponsor itself exercises any of the rights and privileges referred to in subsection b, the services involved will be provided on the same conditions as would apply to the furnishing of such services by contractors or concessionaires of the Sponsor under the provisions of such subsection b.

5. Nothing contained herein shall be construed to prohibit the granting or exercise of an exclusive right for the furnishing of nonaviation products and supplies or any service of a nonaeronautical nature or to obligate the Sponsor to furnish any particular nonaeronautical service at the Airport.

6. The Sponsor will operate and maintain in a safe and serviceable condition the Airport and all facilities thereon and connected therewith which are necessary to serve the aeronautical users of the Airport other than facilities owned or controlled by the United States, and will not permit any activity thereon which would interfere with its use for airport purposes: *Provided*, That nothing contained herein shall be construed to require that the Airport be operated for aeronautical uses during temporary periods when snow, flood, or other climatic conditions interfere with such operation and maintenance; *And Provided Further*, That nothing herein shall be construed as requiring the maintenance, repair, restoration or replacement of any structure or facility which is substantially damaged or destroyed due to an act of God or other condition or circumstance beyond the control of the Sponsor.

7. Insofar as it is within its power and reasonably possible, the Sponsor will, either by the acquisition and retention of easements or other interests in or rights for the use of land or airspace or by the adoption and enforcement of zoning regulations, prevent the construction, erection, alteration, or growth of any structure, tree, or other object in the approach areas of the runways of the Airport, which would constitute an obstruction to air navigation according to the criteria or standards prescribed in Section A of FAA Technical Standard Order No. N18, or Advisory Circular (AC) No. 150/5300-1, whichever is applicable according to the currently approved airport layout plan. In addition, the Sponsor will not erect or permit the erection of any permanent structure or facility which would interfere materially with the use, operation, or future development of the Airport, in any portion of a runway approach area in which the Sponsor has acquired, or may hereafter acquire, property interests permitting it to so control the use made of the surface of the land.

8. All facilities of the Airport developed with Federal aid and all those usable for the landing and taking off of aircraft, will be available to the United States at all times, without charge, for use by military and naval aircraft in common with other aircraft, except that if the use by military and naval aircraft is substantial, a reasonable share, proportional to such use, of the cost of operating and maintaining facilities so used, may be charged. Unless otherwise determined by the FAA, or otherwise agreed to by the Sponsor and the using agency, substantial use of an airport by military and naval aircraft will be considered to exist when operations of such aircraft are in excess of those which, in the opinion of the FAA, would unduly interfere with use of the landing area by other authorized aircraft, or during any calendar month that:

a. Five (5) or more military or naval aircraft are regularly based at the airport or on land adjacent thereto; or

b. The total number of movements (counting each landing as a movement and each takeoff as a movement) of military or naval aircraft is 300 or more, or the gross accumulative weight of military or naval aircraft using the Airport (the total movements of military or naval aircraft multiplied by gross certified weights of such aircraft) is in excess of five million pounds.

9. Whenever so requested by the FAA, the Sponsor will furnish without cost to the Federal Government, for construction, operation and maintenance of facilities for air traffic control activities, or weather reporting activities and communication activities related to air traffic control, such areas of land or water, or estate therein, or rights in buildings of the Sponsor as the FAA may consider necessary or desirable for construction at Federal expense of space or facilities for such purposes. The approximate amounts of areas and the nature of the property interests and/or rights so required will be set forth in the Grant Agreement relating to the Project. Such areas or any portion thereof will be made available as provided herein within 4 months after receipt of written request from the FAA.

10. The Sponsor will furnish the FAA with such annual or special airport financial and operational reports as may be reasonably requested. Such reports may be submitted on forms furnished by the FAA, or may be submitted in such

manner as the Sponsor elects so long as the essential data are furnished. The Airport and all airport records and documents affecting the Airport, including deeds, leases, operation and use agreements, regulations, and other instruments, will be made available for inspection by any duly authorized representative of the FAA upon reasonable request. The Sponsor will furnish to the FAA, upon request, a true copy of any such document.

11. The Sponsor will not enter into any transaction which would operate to deprive it of any of the rights and powers necessary to perform any or all of the covenants made herein, unless by such transaction the obligation to perform all such covenants is assumed by another public agency found by the FAA to be eligible under the Act and Regulations to assume such obligations and having the power, authority, and financial resources to carry out all such obligations. If an arrangement is made for management or operation of the Airport by any agency or person other than the Sponsor or an employee of the Sponsor, the Sponsor will reserve sufficient rights and authority to insure that the Airport will be operated and maintained in accordance with the Act, the Regulations, and these covenants.

12. The Sponsor will keep up to date at all times an airport layout plan of the Airport showing (1) the boundaries of the Airport and all proposed additions thereto, together with the boundaries of all offsite areas owned or controlled by the Sponsor for airport purposes, and proposed additions thereto; (2) the location and nature of all existing and proposed airport facilities and structures (such as runways, taxiways, aprons, terminal buildings, hangars, and roads), including all proposed extensions and reductions of existing airport facilities; and (3) the location of all existing and proposed non-aviation areas and of all existing improvements thereon. Such airport layout plan, and each amendment, revision, or modification thereof, shall be subject to the approval of the FAA, which approval shall be evidenced by the signature of a duly authorized representative of the FAA on the face of the airport layout plan. The Sponsor will not make or permit the making of any changes or alterations in the Airport or any of its facilities other than in conformity with the airport layout plan as so approved by the FAA, if such changes or alterations might adversely affect the safety, utility, or efficiency of the Airport.

13. Insofar as is within its power and to the extent reasonable, the Sponsor will take action to restrict the use of land adjacent to or in the immediate vicinity of the Airport to activities and purposes compatible with normal airport operations including landing and takeoff of aircraft.

14. If at any time it is determined by the FAA that there is any outstanding right or claim of right in or to the Airport property, other than those set forth in Part II, paragraphs 7(a), 7(b), and 7(c), the existence of which creates an undue risk of interference with the operation of the Airport or the performance of the covenants of this Part, the Sponsor will acquire, extinguish, or modify such right or claim of right in a manner acceptable to the FAA.

15. Unless the context otherwise requires, all terms used in these covenants which are defined in the Act and the Regulations shall have the meanings assigned to them therein.

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Part IV--PROJECT AGREEMENT

If the Project or any portion thereof is approved by the FAA, and an offer of Federal aid for such approved Project is accepted by the Sponsor, it is understood and agreed that all airport development included in such Project will be accomplished in accordance with the Act and the Regulations, the plans and specifications for such development, as approved by the FAA, and the Grant Agreement with respect to the Project.

IN WITNESS WHEREOF, the Sponsor has caused this Project Application to be duly executed in its name, this _____ day of _____, 19____

(Name of Sponsor)

By _____

(Title)

OPINION OF SPONSOR'S ATTORNEY

I HEREBY CERTIFY that all statements of law made in this Project Application and all legal conclusions upon which the representations and covenants contained herein are based, are in my opinion true and correct.

(Title)

(Date)

(5100)

FIGURE 2. AIPORT PAVEMENT DESIGN (Front)

SOIL ANALYSIS AND CLASSIFICATION								
TEST NO.	DEPTH OF SAMPLE	PERCENT RETAINED NO. 10	% MATERIAL PASSING NO. 10 (100%)			LIQUID LIMIT	PLASTICITY INDEX	FAA SOIL GROUP
			PASS NO. 10 RETD. NO. 60	PASS NO. 60 RETD. NO. 270	PASSING NO. 270			

NOTE: 1. INDICATE (*) SOIL GROUP ON WHICH PAVEMENT DESIGN IS BASED
 2. A MAP SHOWING LOCATION OF SOIL TESTS AND PAVEMENT PROFILE SHOULD BE ATTACHED OR INCLUDED IN THE PROJECT PLANS

MAXIMUM FROST PENETRATION	DESIGN BASED ON	
	FROST	DRAINAGE

EVALUATION OF DRAINAGE CONDITIONS AND OTHER REMARKS:

DATE	TITLE	SUBMITTED BY (Signature)
DATE	TITLE	RECOMMENDED BY AREA OFFICE (Signature)
DATE	TITLE	APPROVED BY REGIONAL OFFICE (Signature)

FIGURE 2A. AIRPORT PAVEMENT DESIGN (Back)

DH-11 (Rev. 7-94)

INSTRUCTIONS:

1. Use dark ribbon.
2. If request is for reissue, give prior decision number: _____ (14)
3. Check or list only crafts needed.
4. Check type of work. Building ☐ Heavy ☐ Highway ☐ (15)
5. Submit pertinent wage data. (17)

DATE OF REQUEST	(3)
LAW INVOLVED	(7)
ESTIMATED VALUE OF CONTRACT	(5)
PROPOSED ADVERTISING DATE	(11)
OPENING DATE	(11)
FOR DEPT. OF LABOR USE	
LEAVE	
BLANK	(6)
DECISION NO.	
LEAVE BLANK	(6)
DATE OF DECISION	
LEAVE BLANK	(6)
EXPIRES	
LEAVE BLANK	(6)
SUPERSEDED DECISION NO.	
LEAVE BLANK	(6)

TO: U.S. DEPARTMENT OF LABOR

Request is hereby made for the determination of the wage rates to be paid laborers and mechanics on the work described below. (14)

SIGNATURE AND TITLE OF REQUESTING OFFICER

See Instructions (1) and (2)

ADDRESS

See Instructions (1) and (2)

DEPARTMENT, AGENCY, OR BUREAU AIRPORTS SERVICE (Attn: AS-20)

Federal Aviation Agency, Washington, D. C.

LOCATION OF PROJECT (CITY OR OTHER DESCRIPTION)

~~Barnes Mun. Airport (3 mi. No. Westfield)~~

STAY

COUNTY

Westfield, Vermont

Hampden

DESCRIPTION OF WORK: BUILDING: Const. brick & concrete block faced
(15) fire & rescue bldg. Includes heating, ventilating,
plumbing, electrical and utility work.

	Basis Hourly Rate	H & W	Pensions	Vacation	Sick Pay	Others
(12) Asbestos workers.....	(13)					
Boilermakers.....						
Boilermaker's helpers.....						
Bricklayers.....						
Carpenters.....						
Cement masons.....						
Electricians.....						
Glassmen.....						
Ironworkers, structural and ornamental.....						
Ironworkers, reinforcing.....						
Laborers:						
Laborer.....						
Air tool op. [jackhammer, vibrator].....						
Mason tenders.....						
Mortar mixers.....						
Pipelayers [concrete & clay].....						
Plasterers' tenders.....						
Lathers.....						
Marble & tile setters, terrazzo workers.....						
Marble, tile & terrazzo helpers.....						
Painters, brush.....						
Painters, structural steel.....						
Piledrivers.....						
Plasterers.....						
Pumehans.....						
Roofers.....						
Sheet metal workers.....						
Soft Roof layers.....						
Steamfitters.....						
Welders—Rate for craft.....						
Truck drivers.....						
Power equipment operators.....						
BASIC HOURLY RATES (13)						
Air compressor.....		Mixers.....		Rollers.....		
Bulldozers.....		Miscellaneous.....		Scrapers.....		
Cranes, derrick, draglines.....		Others.....		Shovels.....		
Distributors.....		Piledrivers.....		Trenchers.....		
Finishing machines.....		Pumps.....		F trenching machines.....		
Framers.....						
Graders.....						

FIGURE 3. SAMPLE U.S. DEPARTMENT OF LABOR FORM DB-11

DB-11a (Rev. 7-64)

REQUEST FOR DETERMINATION

DD FORM 1004 OF 7-59-771

INSTRUCTIONS:

1. Use dark ribbon.
2. If request is for reuse, give prior decision number: (14)
3. Check or list only crafts needed.
4. Check type of work. Heavy ☐ Highway ☐ (15)
5. Submit pertinent wage data. (13)

TO: U.S. DEPARTMENT OF LABOR

Request is hereby made for the determination of the wage rates to be paid laborers and mechanics on the work described below. (14)

SIGNATURE AND TITLE OF REQUESTING OFFICE

See Instructions (1) and (2)

ADDRESS

See Instructions (1) and (2)
DEPARTMENT, AGENCY, OR BUREAU AIRPORTS SERVICE, (Attn: AS-20)

Federal Aviation Agency, Washington, D. C.

LOCATION OF PROJECT (CITY OR OTHER DESCRIPTION)

DOWNTOWN AIRPORT (3 mi. No. Shreveport)

STATE COUNTY

Shreveport, Louisiana Bossier Parish

DESCRIPTION OF WORK: HEAVY & HIGHWAY: Insert brief, but accurate,

description of construction work covered by applicable specs. If this space is insufficient, insert "basic" description of all work, including info. such as materials, etc. (See Fig. 2B.)

DATE OF REQUEST	(3)
LAW INVOLVED	(7)
ESTIMATED VALUE OF CONTRACT	(5)
PROPOSED ADVERTISING DATE	(11)
OPENING DATE	(11)
FOR DEPT. OF LABOR USE	
LEAVE BLANK	(6)
DECISION NO.	LEAVE BLANK (6)
DATE OF DECISION	LEAVE BLANK (6)
EXPENSES	LEAVE BLANK (6)
SUPERSEDES DECISION NO.	LEAVE BLANK (6)

	Basic Hourly Rates	Fringe Benefits Payments				
		H & W	Pensions	Vacation	App. Tr.	Others
(12) Bricklayers	(13)					
— Carpenters						
— Cement masons						
— Ironworkers, structural						
— Ironworkers, reinforcing						
— Laborers:						
— Air tool op. (jackhammer, vibrator)						
— Asphalt makers						
— Asphalt spreaders						
— Caisson						
— Drillers						
— Fine graders						
— Landscape workers						
— Mason tenders						
— Mortar mixers						
— Pipelayers (concrete, clay and drainage)						
— Powdermen, blasters						
— Tunnel						
— Unskilled						
—						
—						
—						
— Painters						
— Painters, structural steel and bridge						
— Piledrivers						
— Stonemasons						
— Welders						
— Truck drivers						
(Differentiate according to size and type)						
—						
—						
—						
POWER EQUIPMENT OPERATORS						

BASIC HOURLY RATES (13)

— A frame truck (winch)		— Motor patrols	
— Air compressors		— Oilers-greasers	
— Asphalt distributors-spreaders		— Piledrivers	
— Asphalt plant		— Pumps	
— Backhoes		— Pumpcretes	
— Boring machines		— Rollers (indicate type)	
— Bulldozers			
— Bull floats			
— Cranes, derricks and draglines			
— Concrete batching plants		— Subgraders	
— Concrete finishing machines		— Shovels (indicate size)	
— Concrete paving machines			
— Conveyors			
— Crusher and screening plants		— Scrapers	
— Drilling machines		— Tractors (indicate size and type)	
— Elevating graders			
— Firemen			
— Form graders			
— Hoists			
— Loaders (all types)			
— Mechanics		— Trenching machines	
— Mixers (indicate size and type)		— Other (Specify)	

FIGURE 3A. SAMPLE U.S. DEPARTMENT OF LABOR FORM DB-11(a)

FEDERAL AVIATION AGENCY

GRANT AGREEMENT

Part 1-Offer

Date of Offer

Airport

Project No.

Contract No.

TO:

(herein referred to as the "Sponsor")

FROM: The United States of America (acting through the Federal Aviation Agency, herein referred to as the "FAA")

WHEREAS, the Sponsor has submitted to the FAA a Project Application dated _____, for a grant of Federal funds for a project for development of the _____ Airport (herein called the "Airport"), together with plans and specifications for such project, which Project Application, as approved by the FAA is hereby incorporated herein and made a part hereof; and

WHEREAS, the FAA has approved a project for development of the Airport (herein called the "Project") consisting of the following-described airport development:

all as more particularly described in the property map and plans and specifications incorporated in the said Project Application;

NOW THEREFORE, pursuant to and for the purpose of carrying out the provisions of the Federal Airport Act, as amended (49 U.S.C. 1101), and in consideration of (a) the Sponsor's adoption and ratification of the representations and assurances contained in said Project Application, and its acceptance of this Offer as hereinafter provided, and (b) the benefits to accrue to the United States and the public from the accomplishment of the Project and the operation and maintenance of the Airport as herein provided, THE FEDERAL AVIATION AGENCY, FOR AND ON BEHALF OF THE UNITED STATES, HEREBY OFFERS AND AGREES to pay, as the United States share of the allowable costs incurred in accomplishing the Project,

This Offer is made on and subject to the following terms and conditions:

1. The maximum obligation of the United States payable under this Offer shall be \$ _____
2. The Sponsor shall:
 - (a) begin accomplishment of the Project within _____ days after acceptance of this Offer or such longer time as may be prescribed by the FAA, with failure to do so constituting just cause for termination of the obligations of the United States hereunder by the FAA;
 - (b) carry out and complete the Project without undue delay and in accordance with the terms hereof, the Federal Airport Act, and Sections 151.45-151.55 of the Regulations of the Federal Aviation Agency (14 CFR 151) in effect as of the date of acceptance of this Offer; which Regulations are hereinafter referred to as the "Regulations";
 - (c) carry out and complete the Project in accordance with the plans and specifications and property map, incorporated herein, as they may be revised or modified with the approval of the FAA.
3. The allowable costs of the project shall not include any costs determined by the FAA to be ineligible for consideration as to allowability under Section 151.41 (b) of the Regulations.
4. Payment of the United States share of the allowable project costs will be made pursuant to and in accordance with the provisions of Sections 151.57 - 151.63 of the Regulations. Final determination as to the allowability of the costs of the project will be made at the time of the final grant payment pursuant to Section 151.63 of the Regulations: Provided, that, in the event a semi-final grant payment is made pursuant to Section 151.63 of the Regulations, final determination as to the allowability of those costs to which such semi-final payment relates will be made at the time of such semi-final payment.

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5. The Sponsor shall operate and maintain the Airport as Provided in the Project Application incorporated herein and specifically covenants and agrees, in accordance with its Assurance 4 in Part III of said Project Application, that in its operation and the operation of all facilities thereof, neither it nor any person or organization occupying space or facilities thereon will discriminate against any person or class of persons by reason of race, color, creed or national origin in the use of any of the facilities provided for the public on the airport.
6. The FAA reserves the right to amend or withdraw this Offer at any time prior to its acceptance by the Sponsor.
7. This Offer shall expire and the United States shall not be obligated to pay any part of the costs of the Project unless this Offer has been accepted by the Sponsor on or before
or such subsequent date as may be prescribed in writing
by the FAA.
- 8.

Page 4 of pages

The Sponsor's acceptance of this Offer and ratification and adoption of the Project Application incorporated herein shall be evidenced by execution of this instrument by the Sponsor, as herein-after provided, and said Offer and Acceptance shall comprise a Grant Agreement, as provided by the Federal Airport Act, constituting the obligations and rights of the United States and the Sponsor with respect to the accomplishment of the Project and the operation and maintenance of the Airport. Such Grant Agreement shall become effective upon the Sponsor's acceptance of this Offer and shall remain in full force and effect throughout the useful life of the facilities developed under the Project but in any event not to exceed twenty years from the date of said acceptance.

UNITED STATES OF AMERICA
FEDERAL AVIATION AGENCY

By
(TITLE)

Part II-Acceptance

The does hereby ratify and adopt all statements, representations, warranties, covenants, and agreements contained in the Project Application and incorporated materials referred to in the foregoing Offer and does hereby accept said Offer and by such acceptance agrees to all of the terms and conditions thereof.

Executed this day of , 19

.....
(Name of Sponsor)

(SEAL)

By

Title

Attest:

Title:

CERTIFICATE OF SPONSOR'S ATTORNEY

I, , acting as Attorney for ,
(herein referred to as the "Sponsor") do hereby certify:

That I have examined the foregoing Grant Agreement and the proceedings taken by said Sponsor relating thereto, and find that the Acceptance thereof by said Sponsor has been duly authorized and that the execution thereof is in all respects due and proper and in accordance with the laws of the State of , and further that, in my opinion, said Grant Agreement constitutes a legal and binding obligation of the Sponsor in accordance with the terms thereof.

Dated at this day of , 19

.....
Title

Form Approved; Budget Bureau No. 41-R848,8

Form ACA-1625.1 U.S. DEPARTMENT OF COMMERCE - Civil Aeronautics Administration (2-57)				1. Project no.	
APPLICATION FOR GRANT PAYMENT					
Print or type data requested. See instructions on Reverse Before Completing Form				3. Application no.	
2. Sponsor's name		Address		5. Date of application	
4. Name of airport		Location		7. Percent physical completion	
6. <input type="checkbox"/> Partial-regular <input type="checkbox"/> Partial-advance <input type="checkbox"/> Semi-final <input type="checkbox"/> Final				%	
8. Grant Agreement contract no.			9. Maximum grant (Dollars)		
10. In accordance with the provisions of the Grant Agreement on this project, the sponsor hereby applies for a grant payment as follows:					
Item no.	Classification of costs	Sponsor's statement of latest revised total estimated cost (a)	Sponsor's estimate of the aggregate of total costs incurred and to be incurred prior to _____ Date (b)	Estimated United States share of costs	
				Percent (c)	Amount (d)
.1	Land	\$	\$		\$
.2	Construction				
.3	Engineering				
.4	Administrative				
.5	Totals (excluding contingencies)	\$	\$		\$
(e) Total amount of Grant Payments previously received or in process				\$	
(f) Amount of this application				\$	
11. CERTIFICATION OF SPONSOR					
<p>I CERTIFY that the above application for grant payment is correct and just, and for a payment which has not been received. I further certify that the cost estimates as set forth on this application are true and correct, and relate only to items of airport development contemplated by the Grant Agreement for this project; and that all such costs which have been incurred for work already accomplished have been incurred in connection with airport development accomplished in accordance</p>			<p>with the Grant Agreement and applicable plans and specifications. To the extent that this application represents costs to be incurred for airport development not yet accomplished, I further certify that the aggregate of expenditures to be made from this advance grant payment will not at any time exceed the costs of airport development work which has been performed up to the time of such expenditure.</p>		
<p style="text-align: center;">_____ Date</p>			<p style="text-align: center;">_____ Sponsor</p>		
<p style="text-align: center;">_____ Title</p>			<p style="text-align: center;">_____ Signature</p>		
12. CERTIFICATION OF DISTRICT AIRPORT ENGINEER, CAA					
<p>To the extent that this application represents costs to be incurred for airport development not yet accomplished, I HEREBY CERTIFY that the sponsor's estimates have been reviewed by me and in my opinion are reasonable and proper. To the extent that this application represents costs which have been incurred for airport development already accomplished, I HEREBY CERTIFY that the physical construction work has been inspected under my direction at reasonably frequent intervals by qualified employees of the Civil Aeronautics Administration; that through such inspections, and by other means and checks recognized as</p>			<p>good engineering practice, I am satisfied that the work accomplished is in accordance with the plans and specifications and provisions of the Grant Agreement; and that the value of construction work performed as claimed above is supported in detail by periodic cost estimates approved by the sponsor. Other claimed project costs appear to be reasonable. Subject to actual verification of all stated costs by Civil Aeronautics Administration audit prior to the payment of final grant. I recommend payment of this application for grant funds.</p>		
<p style="text-align: center;">_____ Date</p>			<p style="text-align: center;">_____ Signature, CAA District Airport Engineer</p>		

Comm-DC 42459

Place any remarks pertinent to the above information on the reverse side Form ACA-1625.1 (2-57)

FIGURE 1. APPLICATION FOR GRANT PAYMENT

INSTRUCTIONS

This form is to be used in making any application for Grant Payment.

This form should be submitted by the Sponsor to the District Airport Engineer, who will advise the Sponsor as to the number of copies and supporting documents required.

Item 1 - Enter the number assigned to the project when included in a program by the CAA.

Item 2 - Enter the sponsor's name and address.

Item 3 - Enter the consecutive number of the application for Grant Payment in the order in which such applications are submitted for the project.

Item 4 - Enter the name and location of the airport.

Item 5 - Enter the date the application is prepared.

Item 6 - Check the appropriate box to indicate whether the application is made for a partial-regular, partial-advance, semi-final, or final Grant Payment.

Item 7 - Enter the sponsor's estimate of the percentage of physical completion of the project.

Item 8 - Enter the contract number assigned to the Grant Agreement by the CAA.

Item 9 - Enter the maximum amount of Federal funds as specified in the Grant Agreement or amendments thereto.

Item 10 -

(a) - Enter the amount of the latest revised total estimated cost for each cost classification as shown by the sponsor on the latest Form ACA-1630, excluding contingencies.

(b) - When this application is used for a partial-regular payment, the closing date of the period for which payment is requested is to be entered in this column heading; this date should be the latest date given under "period ending" on any of the accompanying periodic cost estimates, Form ACA-1628, and will usually be the end of the month. Enter for each classification of cost the total cost incurred as of the specified date. When this application is used for partial-advance payment the closing date of the period for which payment is requested must not exceed 30 days from the date of this application. Enter for each classification of cost the aggregate estimated total cost incurred and to be incurred as of the specified date.

(c) - Enter the United States percentage share of allowable project costs for each cost classification.

(d) - Enter the estimated amount of the United States share of the amounts shown in column 10-(b).

(e) - Enter the cumulative amount of all previous Grant Payment received.

(f) - Enter the amount of Grant Payment requested in this application; this will be computed by subtracting the total in column 10-(e) from the total in column 10-(d).

Item 11 - Enter the name of the sponsor, the signature of the sponsor's representative executing this form, his title, and the date signed.

Item 12 - Signature of the District Airport Engineer and the date signed.

Remarks

FIGURE 1A. INSTRUCTIONS

FEDERAL AVIATION AGENCY				Form Approved Budget Bureau No. 04-R004.1		PAGE OF PAGES
SUMMARY OF PROJECT COSTS						
Print or type data requested. Read instructions on reverse before completing form.					1. PROJECT NO.	
3. SPONSOR'S NAME AND ADDRESS					2. GRANT AGREEMENT CONTRACT NO.	
5. OFFICIAL NAME AND LOCATION OF AIRPORT					4. PERIOD ENDING	
6. MAXIMUM FEDERAL FUNDS					10. ESTIMATE OF AGGREGATE OF TOTAL COSTS INCURRED AND TO BE INCURRED PRIOR TO (Date)	
7. DESCRIPTION	8. LATEST REVISED TOTAL ESTIMATED COST	9. ACTUAL COST INCURRED TO DATE				
		AMOUNT (a)	PERCENT (b)	AMOUNT (a)	PERCENT (b)	

11. CERTIFICATION - I certify that the latest revised total estimated cost shown above reflects the best information available as to the probable total final cost of each item; that amounts shown as actual costs incurred to date are true and correct and are supported by records of the sponsor; and, when applicable, that the estimates of the costs to be incurred reflect the best information available. I further certify that the materials used and construction accomplished meet the requirements of the plans and specifications, as evidenced by certified test and inspection reports included in the project records.

DATE	SIGNATURE OF SPONSOR'S ENGINEER
------	---------------------------------

FIGURE 2. SUMMARY OF PROJECT COSTS

INSTRUCTIONS

This form is to be submitted with and in support of any application for grant payment.

The original and two copies of this form, with supporting papers attached to each copy, are to be submitted to the FAA Area Office having jurisdiction over the area in which the airport is located. If more space is required, use additional copies of this form.

Items 1 and 2—Enter the project and contract numbers as indicated on page 1 of the Grant Agreement, FAA Form 1632.

Item 3—Self-explanatory.

Item 4—Enter the closing date of the period for which payment is requested.

Item 5—Self-explanatory.

Item 6—Enter the maximum amount of Federal funds as specified in the Grant Agreement or amendments thereto.

Item 7—The various items composing the cost of the project will be listed and described under five main classifications:

- (1) Land costs
- (2) Construction costs
- (3) Engineering costs
- (4) Administrative costs
- (5) Contingencies

Under "Land costs" each parcel of land which will be charged to the project will be listed separately. As the last item under this classification all incidental costs of acquiring land will be shown as one item.

Under "Construction costs" each contract will be shown separately. Also force account work, if any is involved in the project, will be shown. If there are contracts which have not been awarded, the work involved will be listed and described followed by the notation "unawarded."

"Engineering costs" will be listed in two categories:

- (a) Designs, plans and specification, and
- (b) Supervision and inspection

"Administrative costs" may be shown as one item and no breakdown of these costs is required. However, the FAA may request a supplemental breakdown of administrative costs from the sponsor whenever it is necessary or desirable.

Any amount included for contingencies in the latest revised total estimate of costs will be shown as one amount. This amount will be shown only in column 8 of this form.

Item 8—The latest and best information as to the probable total final cost of each item and main classification will be shown. This information should be revised as often as necessary. For the construction contracts which have been awarded, the amount shown in this column will be taken from the total amount shown for the same contract in column 15(f) on FAA Form 1629.

Item 9(a)—The actual cost of each item and main classification, or the portion of such cost, which has actually been incurred as of the date of the report, will be shown. For construction contracts which have been awarded, the amount shown will be taken from the total for the same contract as reported in column 15(h) on FAA Form 1629. Do not use when partial-advance payment is requested.

Item 9(b)—The percentage of actual costs incurred to date for each item and main classification will be shown. This will be computed by using the amount of the actual cost incurred to date shown in column 9(a) as related to the total estimated cost shown in column 8.

Item 10—To be completed only when this form accompanies an application for a partial-advance grant payment. The date shown herein must be the same as that given in column 10(b) of FAA Form 1625-1.

Item 10(a)—The aggregate estimated total cost incurred and to be incurred as of the date specified in the main column heading for each item and main classification will be shown.

Item 10(b)—The percentage of the estimated total cost incurred and to be incurred for each item and main classification will be shown. This will be computed by using the amount shown in column 10(a) for each item and main classification as related to the similar item and main classification shown in column 8.

NOTE: Immediately following the itemization of a main classification in columns 8, 9(a), and 10(b) show a total for the classification. Show a grand total for all classifications at the end of the form.

Item 11—Self-explanatory.

REMARKS

FIGURE 2A. INSTRUCTIONS

FEDERAL AVIATION AGENCY PERIODIC COST ESTIMATE						Form Approved Budget Bureau No. 04-R008.1			
1. SPONSOR'S NAME AND ADDRESS						PAGE 1 OF PAGES			
						5. PROJECT NO.			
2. OFFICIAL NAME AND LOCATION OF AIRPORT						6. ESTIMATE NO.			
						7. PERIOD ENDING			
3. CONTRACTOR'S NAME AND ADDRESS						8. DATE ESTIMATE PREPARED			
						9. PERCENT OF PHYSICAL COMPLETION %			
4. DESCRIPTION OF WORK						10. SPONSOR'S CONTRACT NO.			
						11. AMOUNT OF CONTRACT			
						12. COMPLETION TIME (Indicate whether work or calendar days)			
13. DATES						14. NO. OF DAYS CONTRACTOR IS			
A. WORK TO START		B. WORK STARTED		C. COMPLETION DUE		D. EST. OR ACT. COMP.		AHEAD	IN ARREARS
15. BREAKDOWN OF PERIODIC COST ESTIMATE (If additional space is required, use continuation sheet, FAA Form 1629A)									
ITEM NO. (a)	DESCRIPTION OF ITEM (b)	LATEST REVISED DETAILED ESTIMATE				WORK PERFORMED TO DATE			
		QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY (g)	AMOUNT (h)	PER CENT (i)	
16. CERTIFICATION ON CONTRACTOR - I HEREBY CERTIFY that the work performed and the materials supplied to date, as shown on this periodic cost estimate, represent the actual value of accomplishment under the terms of this contract in conformity with approved plans and specifications; that the quantities shown were properly determined and are correct; and that there has been full compliance with all labor provisions included in the contract identified above, and in all subcontracts made under that contract.									
DATE						CONTRACTOR'S NAME			
BY TITLE						SIGNATURE			
17. CONCURRENCE AND CERTIFICATION OF SPONSOR'S ENGINEER - I have examined this periodic cost estimate, and concur in the certificate of the contractor and certify that the materials used and the construction accomplished meet the requirements of the plans and specifications, as evidenced by certified test and inspection reports included in the project records.									
DATE						SIGNATURE, SPONSOR'S ENGINEER			

FIGURE 3. PERIODIC COST ESTIMATE

INSTRUCTIONS

Copies of these forms for each contract shall be submitted in support of each application for grant payment.

The original and two copies of this form and continuation sheets are to be submitted by the sponsor to the FAA Area Office having jurisdiction over the area where the work is performed.

All estimates called for on this form and the Periodic Cost Estimate Continuation Sheet, FAA Form 1629A, will be as of the end of the period for which the form applies as indicated in Item 7.

Item 1—Enter the name and address of the public agency sponsoring the project.

Item 2—Self-explanatory.

Item 3—Enter the name and address of the contracting individual and/or agency who is constructing this project.

Item 4—List all airport development to be accomplished under the contract for which this estimate is submitted.

Item 5—Enter the project number indicated on page 1 of the Grant Agreement, FAA Form 1632.

Item 6—Enter the consecutive number of the periodic cost estimate in the order in which such estimates are submitted for the contract.

Item 7—Enter the closing date of the period for which payment is requested.

Item 8—Self-explanatory.

Item 9—Enter the contractor's or sponsor's estimate of the percentage of physical completion of the contract.

Item 10—Enter the number the sponsor has assigned for his identification of the project to the contract for which this estimate is submitted.

Item 11—Enter the contract amount stipulated in this construction contract or as amended by approved change orders.

Item 12—Enter the time in days (work or calendar) for completion of this project as stipulated in the contract.

Item 13—A. Enter official starting date as specified in notice to contractor to proceed.

B. Enter the actual date the work is started.

C. Enter the date on which work is to be completed under the terms of the construction contract.

D. Enter an estimated or actual date of completion based on the current status of work.

Item 14—Enter the estimated days that the contract is either ahead or in arrears of schedule. Indicate whether number is calendar or work days.

Item 15—(a) In the case of unit price contracts this column will contain the construction item numbers as scheduled in the contract for which this estimate is submitted.

(b) Give a brief description of each construction item scheduled in the contract for which this estimate is submitted.

(c), (d), (e), and (f) In the case of lump sum contracts the information to be given for column 15(f) will be taken from the contract document unless the contract has been modified by an approved change order. For unit price contracts, the information to be given in columns 15 (c) and (f) must reflect the latest and best information available as to the probable total final costs of each item.

(g) and (h) Enter the actual quantity of work completed and cost thereof in place by the end of the specific period which is indicated in Item 7. The grand total for these two columns will reflect the actual cost incurred to date for work in place and materials supplied. If material is included, it should be listed as an item.

(i) This column reflects the percentage of the latest revised detailed cost estimate incurred to date for each described item. The total percentage of the latest revised total cost estimate incurred to date for the contract will be given at the bottom of this column. (This is computed by dividing the totals in 15(h) by those in 15(f).)

Item 16—Enter the name of the contractor, the signature of the contractor's representative, title, and the date signed.

Item 17—Enter the signature of the sponsor's engineer and the date signed.

REMARKS

Federal Aviation Agency
Airports Service
Region, Area and District Office Addresses

EASTERN REGION

Chief, Airports Division
Federal Aviation Agency
Building 178, Lobby Floor
Seaboard World Airlines Bldg.
Jamaica, New York 11430
MAIL: Federal Building, John F.
Kennedy Int'l. Airport
Jamaica, New York 11430

N.Y. City Metro. ^{1/}, N.J., DELAWARE

EASTERN PENNSYLVANIA ^{2/}

Airports Branch Chief
Federal Aviation Agency
Hangar 11
John F. Kennedy Int'l. Airport
Jamaica, New York 11430

PENNSYLVANIA

Chief, Airport District Office
Federal Aviation Agency
Room 204, Terminal Building
Harrisburg-York State Airport
*New Cumberland, Pennsylvania 17070

MAINE, N.H., VERMONT, MASSACHUSETTS,
RHODE ISLAND, CONN., N.Y. (except
NYC metro area)

Airports Branch Chief
Federal Aviation Agency
General Aviation Admin. Building
Logan International Airport
East Boston, Massachusetts 02128

*Harrisburg, Pennsylvania, is under N.Y. Area Office for Administration;
reports to N.Y. Area Office for Eastern Pennsylvania airports; and to
Cleveland, Ohio, Area Office for Western Pennsylvania airports.

^{1/}N.Y. Metro. area includes NYC and counties of Nassau, Suffolk, Westchester,
Rockland, Orange, Putman, Dutchess, Ulster, and Sullivan.

^{2/}Eastern Pennsylvania includes counties of Tioga, Clinton, Center, Huntington,
Franklin and all counties east thereof.

^{3/}Western Pennsylvania includes counties of Potter, Cameron, Clearfield,
Blair, Bedford, Fulton, and all counties west thereof.

MARYLAND, VIRGINIA, WEST VIRGINIA,
DISTRICT OF COLUMBIA

Airports Branch Chief
Federal Aviation Agency
800 Independence Avenue, S. W.
Washington, D. C. 20553

OHIO, KENTUCKY, W. PENNSYLVANIA ^{3/}

Airports Branch Chief
Federal Aviation Agency
West View Towers
21010 Center Ridge Road
Cleveland, Ohio 44116

OHIO

Chief, Airport District Office
Federal Aviation Agency
Room 215, New Terminal Building
4600 East 17th Avenue
Columbus Municipal Airport
Columbus, Ohio 43219

SOUTHERN REGION

Chief, Airports Division
Federal Aviation Agency
3400 Whipple Avenue
East Point, Georgia
MAIL: P.O. Box 20636
Atlanta, Georgia 30320

GEORGIA, NORTH CAROLINA, SOUTH CAROLINA

Airports Branch Chief
Federal Aviation Agency
Room 235, 3400 Whipple Avenue
East Point, Georgia 30320
MAIL: P.O. Box 20636
Atlanta, Georgia 30320

NORTH CAROLINA

Chief, Airport District Office
Federal Aviation Agency
Municipal Airport, Branch
Post Office
Charlotte, North Carolina 28208

FLORIDA, PUERTO RICO, VIRGIN ISLANDS

Airports Branch Chief
Federal Aviation Agency
Room 208, FAA/WB Building
Miami, Florida 33159
MAIL: P.O. Box 2014, AMF Branch

ALABAMA, MISSISSIPPI, TENNESSEE

Airports Branch Chief
Federal Aviation Agency
3400 Democrat Road
Memphis, Tennessee 38118
MAIL: P.O. Box 18097
Memphis, Tennessee 38118

MISSISSIPPI

Chief, Airport District Office
Federal Aviation Agency
FAA Building
Jackson Municipal Airport
Jackson, Mississippi 39205
MAIL: P.O. Box 1727
Jackson, Mississippi 39205

SOUTHWEST REGION

Chief, Airports Division
Federal Aviation Agency
P. O. Box 1689
Fort Worth, Texas 76101

ARKANSAS, OKLAHOMA, NE TEXAS ^{1/}

Airports Branch Chief
Federal Aviation Agency
Building 4, P.O. Box 1689
Fort Worth, Texas 76101

OKLAHOMA

Chief, Airport District Office
Federal Aviation Agency
P.O. Drawer F
Bethany, Oklahoma 73008

NEW MEXICO, WEST TEXAS ^{2/}

Airports Branch Chief
Federal Aviation Agency
First National Bank Building, East
P.O. Box 8502
Albuquerque, New Mexico 87108

^{1/}NE Texas includes counties of Harrison, Gregg, Smith, Henderson, Anderson, Freestone, Limestone, Falls McLennan, Coryell, Mills, Brown, Coleman, Runnels, Taylor, Jones, Haskell, Knox, Foard, Hardeman, and all counties thereof.

^{2/}West Texas includes counties of Terrell, Crockett, Sutton, Schleicher, Tom Green, Coke, Nolan, Fisher, Stonewall, King, Cottle, Childress, Corlinsworth, Wheeler, Hemphill, Lipscomb, and all counties west thereof.