- Work in collaboration with the AVSED Outreach programs by providing support to several of the initiatives by 8/30/08.

TEAM SUPPORT AND MANAGEMENT

- Provide staff with a clear understanding of performance measures, expectations and priorities, and provide ongoing feedback, coaching and mentoring.
- Complete draft ANE 600 Strategic Plan by 9/1/08.
- Develop and implement regional awards policy by 12/31/07.
- Conduct a regional employee survey to supplement the EAS by March 2008.
- Directly link employee performance plans to the ARP business plan by 12/14/07.
- Provide guidance to employees on the OSI/SCI process by 10/30/07.
- Ensure all employees receive mid-year performance evaluations by 4/30/08.
- Complete start- and end-of-year performance reviews in Fall 2007 and Summer 2008.
- Review recommendations from FY07 retreat and last EAS committee and develop updated action plan by December 2007.
- Institute an annual ANE employee retreat (FY 08) by December 2007.
- Review recommendations from FY08 retreat and surveys, and develop action plan by July 2008.
- Contingent on available funds, attend recurrent training events at the FAA Academy during FY 08.
- Incorporate Out of Agency Training for staff into IDP's by 3/1/08.
- Support professional licensing (P.E., AICP, etc) for all qualified staff.

CUSTOMER SERVICE

- Provide timely review and processing of studies, plans, applications, invoices and other documents.
- Complete and distribute a FY 07 Annual report by Nov 15, 2007.
- Plan and conduct the 2008 Regional Airport Conference in October 2008.
- Prepare one programmatic article per quarter for posting on ANE website.
- Develop and distribute a Fact Sheet for all hub airports by Nov 30, 2007.
- Provide timely and appropriate responses to formal (FOIA) and informal requests by Headquarters, citizens and legislators for airport information.
- Assist AAS-400 in completing national customer service survey and in creating Regional Action Plans by 3rd quarter FY 08.
- Complete NRA and Landing Area Proposal determinations within 45 days.
- Complete OE Responses within 45 calendar days.

GENERAL ADMINISTRATION AND OVERSIGHT

- Develop branch-based Office budget for FY 08 by 11/1/07.
- Complete final ANE 600 File Plan (as required by the NFR) by 3/31/08.
- Develop and begin implementation of Electronic File Plan by 3/31/08.
- Update Personal Property Records by 12/31/07.
- Complete key Control Inventory by Sep 20, 2007 and Mar 20, 2008.

FAA, New England Region Business Plan: FY 2008

- Represent ANE-600 interests in regional relocation.

This Business Plan sets forth the goals and objectives for the New England Region Airports Division. It is derived from the National Airports Division (ARP) Business Plan. We focus on three goals from the National Plan - Increased Safety, Greater Capacity, and Organizational Excellence – and have defined performance targets that measure how well we meet these goals. All metrics have one purpose: to provide the citizens of New England with the best possible regional airport system.

What We Do: Our Core Values

- Work with all our stakeholders to develop and maintain a safe, efficient, and environmentally sensitive regional airports system.
- Provide the highest level of service to our customers: Airports, State Aviation Agencies, and the public.
- Maintain a positive work environment by empowering our staff, maintaining mutual respect, and developing our skills.

Business Plan Goals and Objectives

Increased Safety: Support nationwide efforts to increase safety by focusing on implementing Runway Safety Area (RSA) and safety-related projects, and through a timely and appropriate inspection and certification process.

AIRPORT CERTIFICATION AND INSPECTIONS

- Promote the FAA's Call to Action at Certificated Airports.
- Complete airport safety inspections per the FY 2008 work plan by 9/30/08.
- Develop FY 09 airport safety inspections work plan by 7/30/08.
- Review Safety During Construction Plans for AIP Projects at Part 139 Airports by 9/30/08.

AIRPORT SAFETY AND SECURITY

- Maintain total number of V/PDs at less than 0.91 per million operations at towered airports by 9/30/08.
- Meet with the Runway Safety Office and agree on locations for FY 2009 Runway Safety Action Team (RSAT) by 8/15/08.
- Provide AIP funding for RSAT projects in the ACIP by 9/15/08.
- Provide advanced briefing of Sponsors on status of SMS program by 6/30/08.
- Coordinate quarterly with AAS-2 on status of SMS issues.
- Identify sites for surveys of potential LPV/WAAS approaches by 6/30/08.
- Direct AIP funding through State System and Master Plan Studies in support of LPV/WAAS approaches for up to 8 surveys by 9/28/08.

RUNWAY SAFETY AREA AND AIRFIELD SAFETY IMPROVEMENTS

- Update RSA database by 12/31/07, including major milestones and funding estimates, and provide completion status by 6/30/08.

- Manage RSA improvement project at MHT to insure completion by 9/30/08.

- Manage RSA-related planning, environmental, and ongoing RSA improvement projects (BED, HVN, BHB, BAF) to maintain RSA improvement schedule.

- Identify RSA Projects to be considered for FY 09 AIP funding by 6/1/08.

AIRFIELD CONSTRUCTION AND REHABILITATION

- By 9/28/08, direct AIP funding to ensure infrastructure development meets safety and design standards.

- Identify standards-related projects for AIP funding in FY09 by 6/1/08.

Greater Capacity: Continue to address capacity improvements from a regional perspective, and support planning studies, environmental analyses, and capital investments consistent with this perspective.

PLANNING AND ENVIRONMENTAL STUDIES

- Coordinate with APP-1 to participate in development of FACT2 "Tool Box".

- Subject to workload, Regional Capacity SME participate in Airport Cooperative Research Program, and in intra-agency group reassessing metro areas beginning 5/1/08.

- Review regional aviation strategy, develop program for future regional studies, and integrate into ACIP. Complete by 6/1/08.

- Provide technical assistance for the ongoing BOS Capacity Study; determine sources of funding by 6/1/08.

- Identify contact persons within Boston (MPO) and make contact by 5/1/08.

- Complete Cape Cod regional aviation forecast element of the Hyannis Master Plan by 9/1/08.

- Provide assistance to meet MHT's milestones for a FY 2009 start of Airport Master Plan, subject to hiring of new Executive Director.

- Identify future Airport Master Plan Update requirements for key regional airports and incorporate them into the Regional ACIP by 6/1/08.

- Provide technical assistance to meet the Airport Sponsor's milestones in FY 2008 for Master Plans at Part 139 Airports, including Augusta, Westover, New Bedford, Groton/New London, Barnstable/Hyannis, Lebanon Municipal, Portsmouth/Pease, and Rutland State Airports.

- Provide support and technical assistance (per Memo of Agreement) to ATO to insure milestones for Boston Overflight Study (Phase 2) are met in FY 2008.

- Ensure established milestones and completion dates for PVD and EWB EIS's are met in FY 2008.

- Assist APP-400 in implementation of EMS in the New England Region.

ENGINEERING

- By 6/1/08, identify projects that will ensure that no less than 93% of runways at airports in the NPIAS are maintained in excellent, good or fair condition.

- By 8/30/08, implement plan to ensure that no less than 93% of runways at airports in the NPIAS are maintained in excellent, good or fair condition.

- Identify capacity enhancing projects for Boston metro area airports to be considered for Airport Improvement Program (AIP) funding by 6/1/08.

- Provide AIP funding to airports in the Boston metro area for capacity-enhancing projects by 9/15/08.

- Ensure that a minimum of 495 people receive benefits from noise compatibility projects under AIP in FY 2008 by 9/30/08.

- Identify noise compatibility projects for AIP funding in FY 2008 by 6/1/08.

- Actively participate in at least one ACRP Project Review Panel in FY 2008.

COMPLIANCE

- Conduct at least two land use inspections at General Aviation airports by August 30, 2008.

- Inform all primary airports of noise land disposal requirements within 60 days of Official Requirements Publication.

Organizational Excellence: Pursue organizational excellence by focusing on customer service, staff empowerment and recognition, management effectiveness, and performance measures linked to strategic goals.

PROGRAMS

- Implement the Airport Capital Improvement Plan (ACIP) process and complete the Draft ACIP by 6/1/08.

- Update the National Plan of Integrated Airport Systems (NPIAS) database by 6/1/08.

- Conduct program reviews at all hub airports (BOS, MHT, BTV, PVD) annually. Schedule FY 07 meetings by December 15, 2007.

- Implement a GIS-based information system to oversee status of AIP grants, Compliance Actions, NRA Cases, and Part 139 Issues by 9/15/08.

- By 12/31/08, Coordinate with APP-500 and develop an AIP grant closeout schedule and a plan to address inactive grants.

- By 9/30/08, close out 95% of the 33 currently open FY 04 or older grants that are open on 10/1/07, excluding those covered by extraordinary circumstances.

- Ensure that 99% of grants open on 6/30/07, will have been either closed or demonstrated activity by 9/30/08, except for special circumstances.

- Issue 90% of grants (reported by number of grants) based on bids (for construction and equipment) by 9/15/08.

- Reduce the cost per million dollars of grant value awarded by at least 5% over FY07 - 12 from our FY05 baseline by 9/30/08.

- Review and monitor new AIP performance metric monthly and coordinate with APP-500 staff and other regional offices.

- Participate in team to review and recommend adjustments, if needed, to proposed AIP grant construction index by 2nd quarter, FY 2008.

- Project documentation to be submitted to OST for 99% of discretionary funds within 60 calendar days after funds are made available in the SOAR system.

- AIP Reconciliation to be completed monthly.

- If airports in the NE region submit LOI applications, assist APP-500 staff in meeting national processing goals.

- Based on the current inventory of PFC applications noted in the 2007 goal, close out 50% of those applications by 7/31/08.

- Provide AAS with all required audit information within the time frame specified.