

## Your Role

As one of our “customers” (which include primary airport owners or sponsors, and State DOT or aeronautics divisions), you play a central role in regional ACIP development. Specifically:

- When you develop or update your Master Plan, make sure that is based on feasible projects, realistic costs, and a practical implementation schedule. In particular, it is critical that the design/construction projects you identify have all appropriate environmental documentation and land acquisition (if applicable).
- States should work with airports to develop statewide Capital Improvement Programs. The degree of state participation in this process will vary; however it is done, this process must be closely coordinated with the appropriate FAA Planners and the ACIP Program Specialist.
- You should identify project priorities and integrate them into your CIP, and provide them to FAA in a timely manner.
- You must review draft documents associated with the process (as outlined in the Table) in a timely fashion and provide comments by the stated deadlines. *You must endorse, in writing, the final summary version of your CIP.*
- You must secure local approvals to insure project implementation. Such approvals could relate to funding, environmental, or other local issues.
- *You must commit to this process so that the regional ACIP can be finalized on schedule.*

For our program to be successful, it is critical that all of the required land acquisition, planning, environmental, and permitting be completed prior to project implementation. Over the next year, FAA will be giving particular attention to these issues. We will be asking for your help by providing us with important background information on your projects. Your timely assistance will be appreciated.



## Federal Aviation Administration New England Region

### Regional Airport Capital Improvement Plan (ACIP) Process for FY 2008

July 2007

Dear Sponsor:

The FAA provides national guidelines for regional ACIP development in FAA Order 5100.39A, *Airports Capital Improvement Plan*. However, each Region has some flexibility in designing its own regional ACIP process to meet the unique needs of its sponsors. Like last year, we are working to refine the process for developing the regional ACIP. This process:

- Establishes firm deadlines for submission of materials by States and sponsors;
- Requires written acknowledgements from the sponsors at key points in the process; and
- Creates a clear review process that gives sponsor specific times and schedules for program review.

Note that we also have moved the entire process ahead by beginning in summer rather than the fall. We believe that this move will help to better coordinate federal and state planning efforts.

We feel that this process will result in practical plan that meets your needs and is financially feasible. However, it can only work with your help and your timely participation.

Again, we appreciate all of your efforts in developing the regional ACIP. If you have any questions about this process, please do not hesitate to contact your designated Planner or me.

Sincerely,

A handwritten signature in black ink that reads "Bryon H. Rakoff".

Bryon H. Rakoff, AICP  
Branch Manager, Planning and Programming

<b>The ACIP Process Timeline</b>	
<b>Timeframe</b>	<b>Action</b>
July-August	Letters will be sent out to primary airports and states (sponsors) notifying or reminding them about the process and the schedule. The letter to the states will remind them to contact general aviation airports as appropriate.
August - September	FAA Planners meet with Project Managers, and certification, compliance, program and environmental specialists to discuss potential ACIP issues and priorities.
October - November	CIP meetings with the sponsors. The format of these meetings will vary by state and airport.
No later than Two (2) weeks after each meeting	Planners will develop meeting notes that capture the information from the meeting, and identify/summarize projects. These notes are then internally reviewed and sent to sponsors within 2 weeks of the CIP meeting. These notes make no commitment about funding; they are intended to confirm the projects identified in the meeting and to have the sponsor make any key changes or modifications.
No later than January 1 <sup>st</sup>	Sponsors have one week to respond or comment on notes. All responses must be received <b>in writing</b> by the first of January. <b>This is a key deadline.</b> This is the point we expect to see major comments/revisions on their CIP's from the sponsors.
March – April	National program guidance is provided, and the draft Regional ACIP is completed. A summary document (without specific funding sources) is forwarded to sponsors. Final coordination as required.
April 30 <sup>th</sup>	Sponsors have two weeks to review and respond to summary document. <b>The response to comments must include a formal letter acknowledging and accepting the program as amended. All comments must be received by April 30<sup>th</sup>.</b> Any revisions made at this time will be minimal.
May	The Regional ACIP process is completed.
<b>June 1</b>	<b>ACIP “Snapshot” sent to Washington.</b>

## Regional ACIP Process Timeline

The table to the left summarizes the timeframe for developing the regional ACIP. We are establishing **firm deadlines** for submission of materials by States and sponsors. At some points, **written acknowledgements** from the sponsors are required.

With our revised timeframe, we plan to have all state and sponsor coordination meetings complete by the end of November. By January 1<sup>st</sup>, we expect to have the CIP's for each state and sponsor substantially complete. Minor modifications to the program can be accepted up to April 30<sup>th</sup>. Exceptions to this deadline will only be made for unique circumstances, and must be approved by a Manager.

## Point of Contact

Your point of contact for the ACIP process is the Planning & Development Team within the New England Region. The team consists of:

- Richard Doucette (Vermont)
- Gail Lattrell (Connecticut and Rhode Island)
- Lisa Lesperance (New Hampshire)
- Ralph Nicosia-Rusin (Maine)
- Michelle Ricci (Massachusetts)

Each Planner is responsible for the development of a practical, implementable CIP for each state and sponsor. **They “own” the process** and will insure that the right people provide input in a timely fashion and the projects placed in the regional ACIP are feasible and can be implemented in a timely fashion.

The Program Specialist (Priscilla Scott) is responsible for completing and submitting the Regional ACIP, in coordination with the Planners. The Specialist provides key input during the process and attends many of the CIP meetings.

## Process Information

As part of this process, each Planner will provide you with a summary of the proposed projects in your CIP and the budget associated with each. This summary will not represent a firm commitment by FAA to fund the project, nor will it provide details on funding (e.g. discretionary vs. state apportionment, etc.). Rather, it is provided for information purposes to insure that all parties understand the projects associated with your CIP.