



U.S. Department
of Transportation

**Federal Aviation
Administration**

Memorandum

Subject: **ACTION:** Program Guidance Letter 07-04

Date:

From: Manager, Airports Financial Assistance
Division, APP-500

Reply to
Attn. of:

To: PGL Distribution List

Program Guidance Letters 07-04.1 and 07-04.2 are attached for your use.

/signed/

Barry L. Molar

SOAR Code: Not Applicable

07-4.1 Incorporation of FAA Order 6480.4 for Air Traffic Control Tower projects.

FAA Order 6480.4, Air Traffic Control Tower Siting Process, was recently issued. This order contains significant revisions to tower siting, including changes that involve the Airports' organization. The requirements of the order are mandatory for airport projects receiving federal funds under AIP or funds received from PFCs.

This order applies to new towers and replacement projects for ATCT facilities. This order also applies to modernization efforts that involve raising an existing ATCT cab or overall tower height including all equipment and devices. This is applicable to freestanding towers or tower cabs on top of airport building (whether federally owned, leased or operated).

All establishment or replacement projects that meet the Order guidelines must use the Airport Facilities Terminal Integration Laboratory (AFTIL) in the FAA William J. Hughes Technical Center in Atlantic City, New Jersey. The AFTIL develops a three-dimensional computerized terrain model of the airport and "real time" airport simulation.

Also, the FAA Safety Management System (SMS) requires a safety assessment for ATCT siting. The requirements for the ATCT safety assessment are in the Order.

The Order is not yet available on the FAA public website, but is on the Q:National/FAA Orders drive.

Keywords: Air Traffic Control Towers, Safety Management Systems, SMS

SOAR Code: Not Applicable

07-4.2 Compliance with 49 USC 47116, Small Airport Fund Notification Requirement.

The Airport Improvement Program legislation contains a requirement in 49 United States Code 47116 to notify sponsors when a grant is funded out of the Small Airport Fund. Many of our grants to smaller airports are funded with a combination of entitlement or discretionary funds. It is reasonable then to assume that any small airport grant may be funded, at least partially, from the Small Airport Fund. Therefore, please include the following sentence in all grant offers to airports that are smaller than a medium hub. This includes all small hub primary airports, nonhub primary airports, nonprimary commercial service, reliever and general aviation airports.

“Please note that this grant offer may be funded all or in part, with funds from the Small Airport Fund.”

A copy of a draft grant offer letter is attached for your reference.

Keywords: Small Airport Fund, Grant Offer

**DRAFT GRANT OFFER LETTER
WITH SMALL AIRPORT FUND NOTIFICATION INCLUDED**

Sponsor Name and Address

Re: Airport Name and City/State
AIP Project X-XX-XXXX-2007

Dear

Enclosed are five original copies of the Grant Offer issued in response to your project application dated _____, for Airport Improvement Program (AIP) Project No. X-XX-XXXX at the _____ Airport, _____. This Grant Offer is in the amount of \$_____.

As you know, the “Master Agreement on Terms and Conditions of Accepting Airport Improvement Program Grants” is incorporated into this Grant reference and becomes binding upon your execution of the Grant Agreement. Please review General Condition Item “C” which includes “The normally acceptable duration of a project is four years.”

If the terms of the grant offer are satisfactory, you should accept the offer prior to _____, and have your attorney certify after the airport sponsor signs and dates, that the acceptance complies with local and state laws and constitutes a legal and binding obligation on the part of the airport sponsor.

Please note that this grant offer may be funded all or in part, with funds from the Small Airport Fund.

Please return the *stamped original* and three copies, all fully executed, on or before _____.

Sincerely,

Enclosures