



**Suggested Template for Environmental Coordination Letters**

We are providing this sample letter template to assist Sponsors with their environmental coordination with other agencies.

**Limitations of Use**

The FAA's provision of this sample language serves as a guide for the Sponsor when preparing their customized coordination letter. Sponsors remain responsible for the content and adequacy of their coordination request.

**EA-CATEX COORDINATION LETTER SAMPLE  
October 2011**

[For a Catex, change all "EA" to "Environmental Study"]

<DATE>

<NAME>

<ADDRESS>

Re: Environmental Assessment (EA) s- Early Coordination  
<AIRPORT NAME>; <CITY, STATE>

Dear <NAME>:

An EA is being prepared for the City of <CITY, STATE> for proposed development at the <AIRPORT NAME>. We are offering the opportunity to provide input on the project. To assist in the analysis, we are enclosing a location map showing the proposed development and a vicinity map.

[For New Airport, New Runway, or Runway Extension, provide a brief explanation of the purpose and need for the project; for example:] The extension to Runway 17-35 is needed to accommodate Group C-III aircraft such as the MD-80. These aircraft currently operate into the airport, but with reduced payloads in summer due to the existing runway length.

The development includes the following major projects which are all shown on the location map: [list all major components of the project; to simplify, do not state the standard being met]

- Construction of 500-foot extension to Runway 17-35
- Construction of 500-foot extension to parallel taxiway to Runway 17-35
- Acquisition of 95 acres of land
- Relocation of Main Street
- Installation of Automated Weather Observation System (AWOS)
- Removal of Trees and Other Obstructions

[If there is a particular issue that needs to be highlighted, add a paragraph such as this:]  
There is a 7-acre wetland that will have to be mitigated on the west side of the airport. We anticipate that we will mitigate by purchasing credits from a wetland bank.



**CENTRAL REGION AIRPORTS DIVISION  
FEDERAL AVIATION ADMINISTRATION (FAA)**

October 2011

To help in our preparation of the EA, we would appreciate your input, including any regulatory, compliance, or permitting requirements within thirty (30) days. If you have questions or require additional information, please contact <NAME> at <PHONE NUMBER>. Thank you for your assistance.

Sincerely,

<NAME>

<TITLE>

Enclosures