



POLICY & PROCEDURES MEMORANDUM—AIRPORTS DIVISION

NUMBER: 5050.2, Change 1

DATE: May 14, 2007

SUBJECT: Processing of Part 150 Actions

REFERENCES:

- [1] 14 CFR Part 150, Airport Noise Compatibility Planning
- [2] Great Lakes Region, "Planning and Coordination Procedures Desk Guide" (January 10, 2003)
- [3] FAA Academy Training Manual, Course 06049 (Airport Noise and 14 CFR Part 150 Noise Studies)

Background

The FAA Associate Administrator for Airports, acting through the Environment and Planning Division (APP-400) has delegated authority to the Regional Airports Division Managers to administer and approve Part 150 actions. However, any Part 150 actions potentially involving mandatory noise and/or access restrictions remain the responsibility of Headquarters.

This Policy & Procedures Memorandum (PPM) outlines the Great Lakes Region (AGL) procedures for all delegated Part 150 actions. No approval authority under this policy may be further delegated to the Airport District Office Managers or to any state agency.

Unless specifically modified within the context of this memorandum, all existing Part 150 procedures, including those specified within the "Planning and Coordination Procedures Desk Guide," shall remain in effect. Existing AGL procedures calling for submission of draft Noise Exposure Maps (NEMs) and Noise Compatibility Programs (NCPs) to be reviewed by AGL-610 and AGL-7 are herein confirmed as standard operating procedure.

From time to time, the Part 150 procedures described in this memorandum may be updated, with appropriate follow-up memoranda issued as needed.

Staffing

AGL Airports environmental staff will perform FAA's frontline review and comment roles as identified under Part 150. Therefore, impacted AGL Managers must continue to ensure staffing levels of environmental specialists adequate to perform FAA's required functions.

Training

Staff assigned lead Part 150 responsibilities must have successfully completed FAA's "Airport Noise and 14 CFR Part 150 Noise Studies" course. Thereafter, any relevant recurrent training course must also be completed in a timely manner, as budget permits.

Adequate funding for environmental specialists to attend annual training is essential for the successful implementation of the policy set out in this memorandum. Consistent with budgetary resources, Part 150 training may also be supplemented by any identified and justified out-of-agency training that will assist in maintaining and/or improving necessary technical proficiencies.

Airports Division Responsibilities

Planning and Programming Branch (AGL-610)

AGL-610 will continue its role in developing regional policies and providing technical assistance to the ADOs. Other responsibilities more specific to this regional policy include:

1. Provide additional technical/policy support as needed and appropriate.
2. Serve as a focal point for required coordination with other Lines of Business (LOB). LOBs with responsibility for actions proposed in the Part 150 submission must be contacted and coordinated with during both the draft NCP and draft Record of Approval (ROA) review to ensure that any issues identified by commenting offices have been adequately addressed.
3. Serve as a focal point for coordination with Regional Counsel (AGL-7), the Planning and Environment Division (APP-400) and/or Office of Environment and Energy (AEE). AGL-7 must be coordinated with, at a minimum, during final draft ROA circulation, and signature by AGL-7 is needed on the face of the ROA as a concurring office. Coordination with AGL-610 and AGL-7 should be initiated as early in the review process as feasible.
4. Review draft *Federal Register* notices prior to the ADO Manager's signature.
5. Review and either concurring or nonconcurring with ADO-recommended determinations concerning NEMs and/or NCP mitigation measures as identified in the Part 150 ROA.
6. Establish and maintain an AGL "best practices/lessons learned" site for Part 150 materials such as sample review/transmittal letters, sample Public Notices, examples of acceptable ROA determinations, and associated information.

Airports District Offices (ADO)

The ADO is the primary focus point for the airport sponsor. In the Part 150 Program, ADO responsibilities include:

1. Ensure that the scope of work for the Part 150 study is adequate to provide for NEMs and NCP determinations and approvals under the applicable criteria.
2. Review all draft NEM and NCP submittals for conformance with FAA requirements, before official submittals, and also review draft submittals to ensure that sponsor certifications are consistent with the requirements of 14 CFR 150.21(b).
3. Identify the need for early involvement by other LOBs and coordinate with AGL-610. (Also see Attachments A and B for important process and timeline information.)
4. Review and complete the NEM checklist to ensure the sponsor's submission is adequate, giving particular attention to:
 - a) Determine that the current version of the Integrated Noise Model (INM) was used for noise analysis;
 - b) Determine that prior approval was obtained from AEE, for the use of any other proposed noise model, coordinating through AGL-610;
 - c) Determine that prior AEE approval was obtained from AEE, for any aircraft substitutions used in the INM, coordinating through AGL-610;
 - d) Determine and document that airport activity, aircraft mix, and forecasts are reasonable and current, as of the date of submission. If FAA accepts non-FAA forecasts, the ADO must ensure that the Part 150 submission documents the reason for use of such forecasts and the manner in which the forecasts have been found acceptable;
 - e) Ensure that the official NEMs are submitted by the governing body, and not by the airport's consultant;
 - f) Determine that the graphics are adequate (see Part 150, Subpart B, Section A150.101, particularly [a] and [e]);
 - g) Determine that the local involvement process has been appropriately conducted and that it is fully documented;
 - h) Send letter to the Sponsor, signed by the ADO Manager, acknowledging receipt of the NEMs and descriptions indicating whether they are in compliance with applicable requirements. Copies of the letter should be submitted to AGL-610 and AGL-7;
 - i) Determine whether to accept NEMs; and
 - j) Prepare a *Federal Register* notice signed by the ADO Manager and transmitted through AGL-610 and AGL-7, indicating compliance for each such NEM and description, clearly identifying the airport involved. Such notice must also include information as to when and where the maps and related documentation are available for public inspection.

5. Review and complete the NCP checklist to ensure the sponsor's submission is adequate. If portions of the submitted NCP are unsatisfactory, the ADO will work with the sponsor and/or the sponsor's representative(s) as per Part 150, Subpart C, Section 150.33(c). In its review of the submitted NCP, the ADO will give particular attention to:
 - a) Ensure/determine that the official NCP is submitted by the sponsor's governing body and not by the sponsor's consultant. Also, the ADO must ensure/determine that recommended NCP measures are clearly documented as those of the sponsor and not those of the sponsor's consultant;
 - b) Determine that the NCP measures are clearly defined, and the data clearly shows how the measures will reduce existing incompatibilities or prevent future incompatibilities, and otherwise satisfy the approval criteria of Part 150;
 - c) Ensure that NCP measures do not impose an undue burden on commerce, or contain unjust discrimination;
 - d) Identify any measure that involves airport access restrictions, and coordinate with APP-400, through AGL-610 and AGL-7;
 - e) Ensure that recommended NCP measures are consistent with all applicable laws and regulations, including grant assurances and current program guidance;
 - f) Resolve FAA concerns by providing early and effective coordination with other LOBs, particularly if the sponsor proposes changes in air traffic patterns, operations, instrument procedures, or installation of new (or re-positioning of existing) navigational aids. In order to provide effective coordination, the ADOs will use the LOB coordination procedures as shown in Figures 7a. ("NEM Review/Acceptance") and 7b. ("NCP Review/Acceptance") in the "Planning and Coordination Procedures Desk Guide";
 - g) Ensure that an implementation schedule and cost data are included, and provision is made for revision of the NCP if necessitated by changes in the NEM;
 - h) Determine that an adequate public involvement process was conducted, including notice and opportunity for a public hearing;
 - j) Find that the NCP conforms to the Part 150 requirements, prepare the *Federal Register* notice and initiate the 180-day review clock as of the date of FAA's signature on the appropriate *Federal Register* notice. If this is a combined NEM/NCP, use the *Federal Register* notice that determines the NEMs are in compliance and also starts the NCP 180-day final review. If this is an NCP only notice (because the FAA determined the NEM in compliance at an earlier date), use the *Federal Register* notice for the NCP announcement only. This notice starts the 180-day final FAA review, and it also provides the public a final 60-day period within which to submit

comments directly to FAA for consideration and appropriate response during the 180-day review period; and

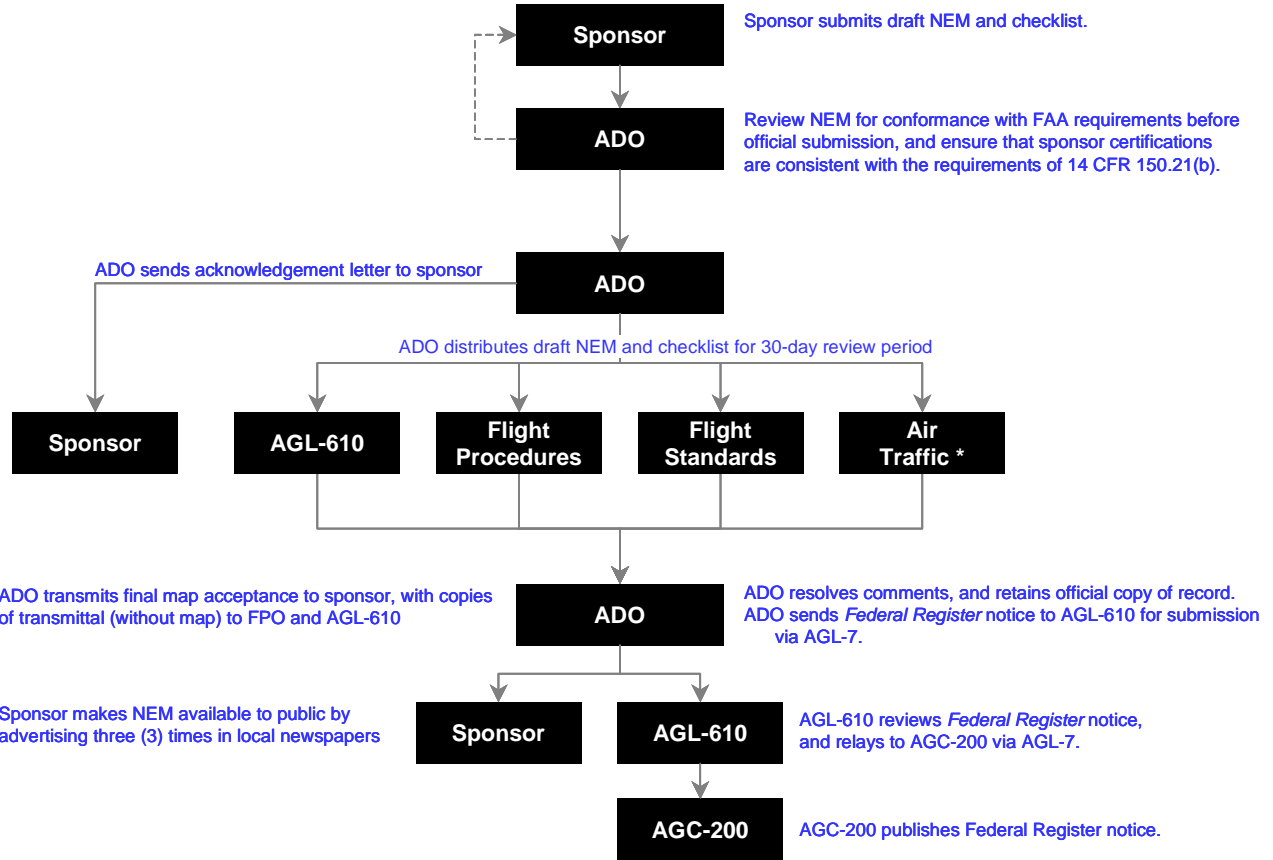
- k) Provide a copy of the NCP and transmit an electronic copy of the draft ROA to APP-400, at the conclusion of the 60-day public comment period. The 60-day public comment period is established in the *Federal Register* notice, and the comments go to the ADO. The ADO will then:
- 1) Address any public comments received¹ and resolves any Headquarters national policy comments received, and thereafter documents resolution of the comments in the transmittal of the ROA to the Airports Division Manager, with particular attention paid to the 180-day review period (see Attachment B).
 - 2) Upon completion of NCP review, the ADO will proceed to finalize the ROA, and thereafter the ADO will submit the ROA for concurrence by AGL-7 and signature by the Airports Division Manager, through AGL-610. AGL-7 has a concurring role and must sign the ROA's face page, prior to signature by the Airports Division Manager.
 - 3) Monitor the age and status of NEMs, and notify the sponsor when NEMs may need to be updated. It is the sponsor's duty to take the initiative to contact the ADO before NEMs reach five (5) years in age from the date they were determined to be in compliance.
 - 4) Notify AGL-610 when a sponsor announces the intention to submit either new NEMs or a new NCP.



Jeri Alles
Airports Division Manager
Great Lakes Region

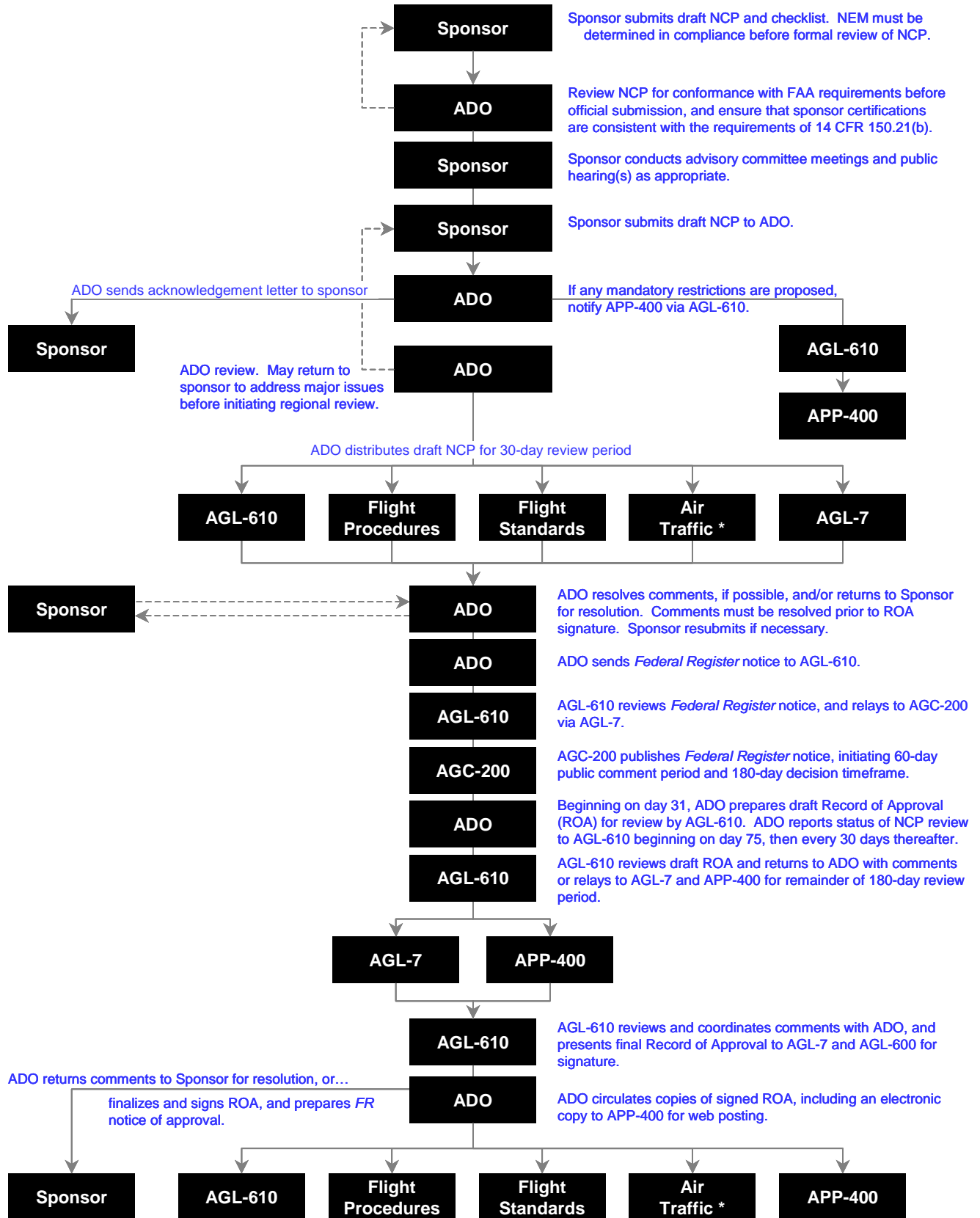
¹ Resolution should be explained in the transmittal of the ROA to the RADM. If public comments demonstrate there are deficiencies in complying with the Part 150 regulation that cannot be resolved before the end of the 180-day review period, then the FAA may need to "stop the clock." This is done by *Federal Register* notice and notice to the sponsor (see Attachment B).

Attachment A Noise Exposure Map (NEM) Process



* The Air Traffic Organization includes all required internal coordination.

Attachment B Noise Compatibility Program (NCP) Process

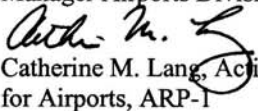


* The Air Traffic Organization includes all required internal coordination.

Federal Aviation Administration

JUL 18 2006

Manager Airports Division, AGL-600

From:  Catherine M. Lang, Acting Associate Administrator
for Airports, ARP-1

Prepared by: Victoria L Catlett, APP-400, 202-267-8770

Subject: Delegation to Great Lakes Region Airports Division of Approval of Noise
Compatibility Programs Submitted Under 14 C.F.R. Part 150

The Part 150 Delegation Team has recommended delegating approval to the Great Lakes Region of Noise Compatibility Programs (NCP) filed by airport sponsors, if they do not contain airport noise or access restrictions.

Your guidance meets the requirements set forth in our March 28, 2006, memorandum to all regions, including meeting milestones contained in Attachment B of the March 28 memorandum. You provided your region's proposed procedures on May 12, and submitted revised procedures to the Planning and Environmental Division, APP-400, on July 13 to fully address all the requirements. In addition, you provided AGL-7 concurrence in your delegation procedures by e-mail on July 13.

The Great Lakes Region's delegation procedures, as amended, are approved. Delegation of NCP approval to Regional Airports Division Managers may not be re-delegated to the ADO managers.

Attachment D
Internal FAA Responsibility Matrix*

	ADO Manager	AGL- 610	AGL- 600	AGL-7	APP- 400	Flight Procedures	Flight Standards	Air Traffic
Noise Exposure Maps (NEMs)								
Receipt	Sign	Copied		Copied	Copied			
Acceptance FRN	Sign	Review		Review	Copied			
Review timetable	Prepare	Copied		Copied				
Review	Initiate	Copied		Copied		Copied	Copied	Copied
Noise Compatibility Programs (NCPs)								
Receipt	Sign	Copied		Copied				
Acceptance FRN	Sign	Review		Review	Copied			
Review timetable	Prepare	Copied		Copied		Copied	Copied	Copied
Review	Initiate	Review		Review		Review	Review	Review
Draft ROA	Prepare	Review	Copied	Review	Review			
Final ROA	Sign	Review	Sign	Sign				
Signed ROA	Circulate	Copied	Copied	Copied	Copied	Copied	Copied	Copied
ROA FRN	Sign	Review		Review				

* As with the overall PPM, this matrix is applicable except in cases where Part 150 actions involve mandatory noise and/or access restrictions.