ACIP Web Submittal Instructions

Version 2012.01

Arizona Five Year Airport Capital Improvement Program

INTRODUCTION

The purpose of the ACIP system is to allow each airport on an individual basis to assess their needs for future growth, expansion, and facility needs. The ACIP makes way for a convenient means to document, communicate, and track the airport's needs directly to the Arizona Department of Transportation – Multimodal Planning Division – Aeronautics Group.

Step 1	Step 2	Step 3
Before Beginning an ACIP	**Filling Out the ACIP**	**Submitting the ACIP**
Gather Airport Information	Log In	Final Review
Plan Projects by Fiscal Year	Verify Information	Submit to ADOT
Determine Project Costs	Update Contact Info	ADOT Review/Comments
Complete Drawings (PDF)	Upload Drawings	Print Report
Review ACIP letter	Add Projects	Sign Report
Obtain new password	Final Review	Mail Report to FAA

The following documentation is intended to provide guidance to Airport Sponsor and their designated users to submit the ACIP on the ADOT website. The examples listed in this document serve as a quick reference to the procedures used to enter projects and to illustrate the functions included in the website. Please note that there may be slight differences in appearance of the screens.

Arizona Five Year Airport Capital Improvement Program

THE PROCESS IN BRIEF:

STEP 1: Gather Airport Information

You will need:

- ✈ Arizona State Airport System Plan information changes.
- ✈ Master Plan year.
- ✈ ALP revisions submittal year.
- ✈ FAA/ADOT approved ALP year.
- ✈ Based aircraft.
- ✈ Annual operations.
- ✈ Passenger enplanements.

Examine your needs for capital improvements.

- ✈ Review Master Plan.
- ✈ Review Runway Safety Action Team recommendations.
- ✈ Review Runway Safety Area or other non standard conditions.

Determine your five year program.

- ✈ Determine projects and costs.
- ✈ Develop project drawings in PDF using the ALP as a base map.

STEP 2: Filling out the ACIP

First screen will be to review and verify Airport System Data – This must be completed before you can enter any projects. This process will replace the SASP survey that was previously mailed.

- ✈ You will need Master Plan and ALP data.

Review and update Airport Information.

- ✈ You will need based aircraft, operations and enplanement totals.

Upload your project drawings in the PDF format for a particular fiscal year. A project drawing must be uploaded before you can enter any projects.

- ✈ One drawing for each fiscal year.
- ✈ Projects should be color coded and numbered.
- ✈ Projects should be listed by your priority.

Add your projects for a particular fiscal year.
Review projects for correctness and completeness.

STEP 3: Submitting the ACIP

- ✓ Final review of projects.
- ✓ Submit five year ACIP to Aeronautics.
- ✓ ADOT reviews/Comments
- ✓ ADOT notifies sponsor OK to send ACIP to the FAA.
- ✓ Print project report, sign it, and send to the FAA ADO in Los Angeles, California.

FILLING OUT THE ACIP

LOGIN

ADOT will send each airport sponsor an ACIP letter with a user name and password. The password will change every year. This password will be your electronic signature to submit the ACIP to ADOT. The user name and password should not be shared. The letter will include the website address. You can also access the website with a link from the Airport Development page on the ADOT - MPD website.

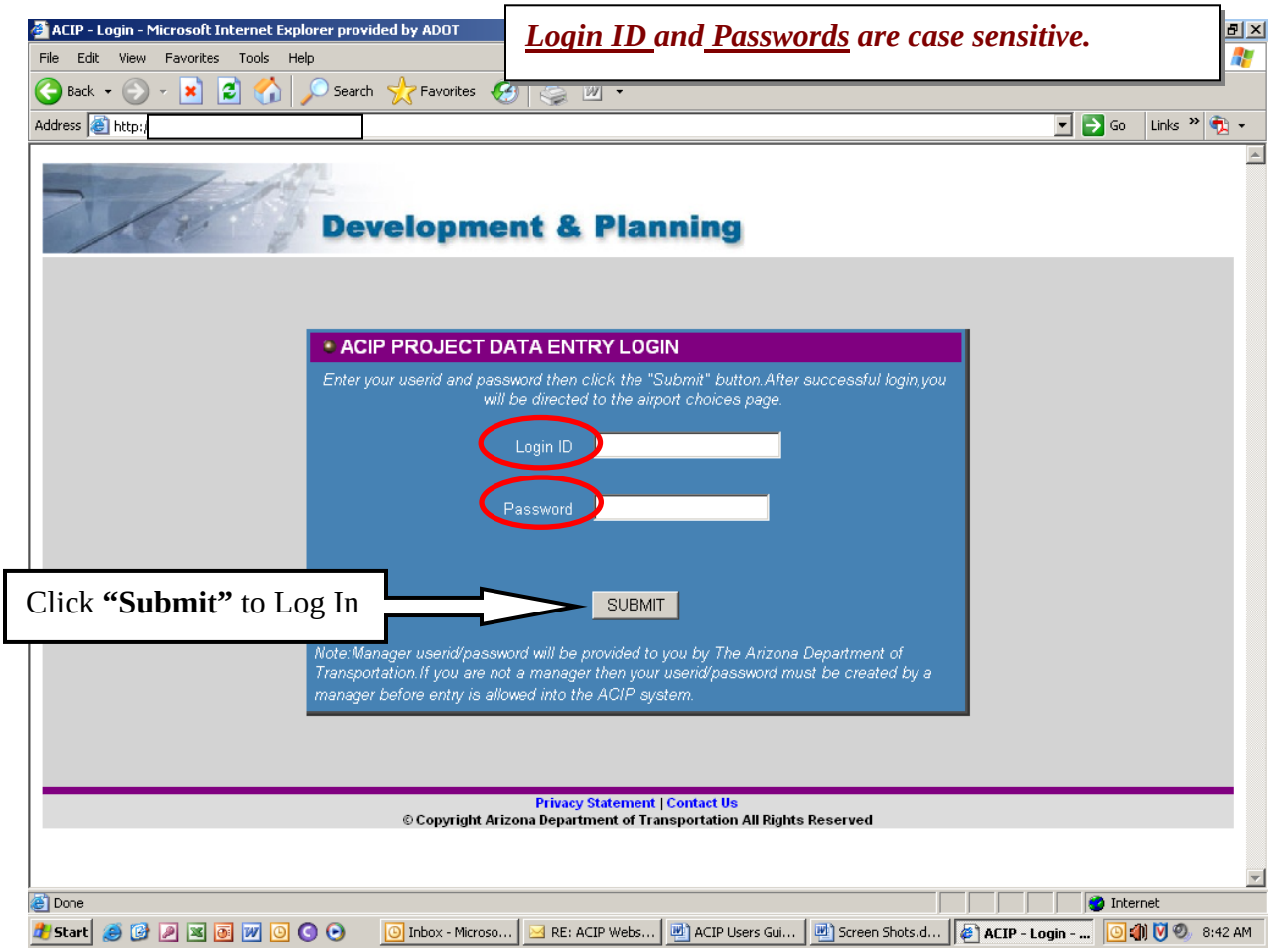


Figure 1

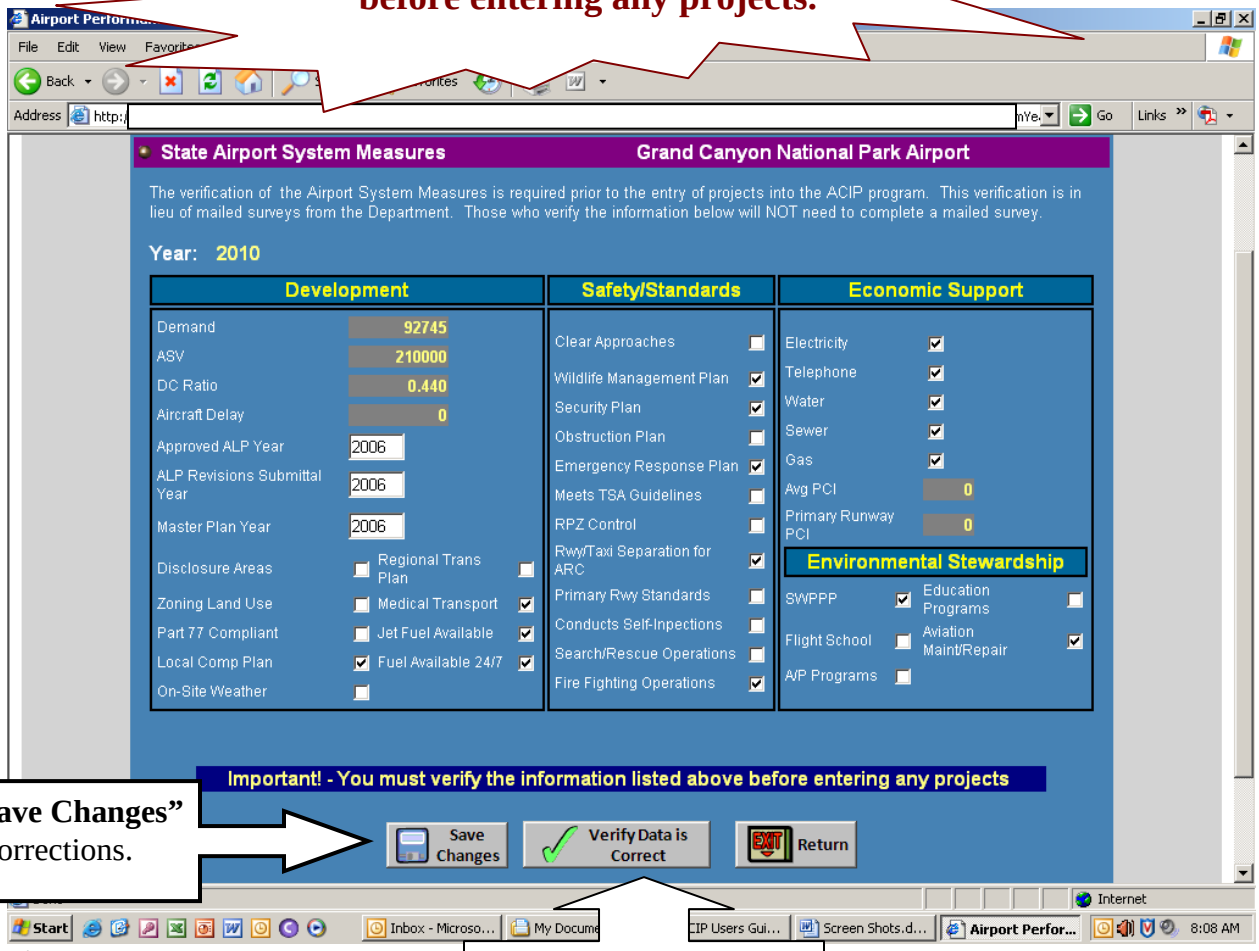
Once you have reached the login screen (Figure 1), enter your **Login ID** and **Password** exactly as given in the ACIP letter.

Click on "**Submit"** to login to the ACIP website.

VERIFY SASP INFORMATION

The State Airport System Measures screen is where you review and update the information for each airport (Figure 2).

You must complete this page before entering any projects.



Click **"Save Changes"** to save corrections.

Click on **"Verify Data is Correct"** when all the data is correct.

Figure 2

Review the SASP information for accuracy. Make any necessary changes.
Click on the **"Save Changes"** button to save the changes.
When all the information is correct, click on the **"Verify Data is Correct"** button.
The information in the grey boxes is for your information and can not be edited by the user.
ADOT will make any necessary changes in the grey boxes.

Once you have verified that the information is correct you will get a message that the Airport Performance Data was verified on that date (Figure 3).

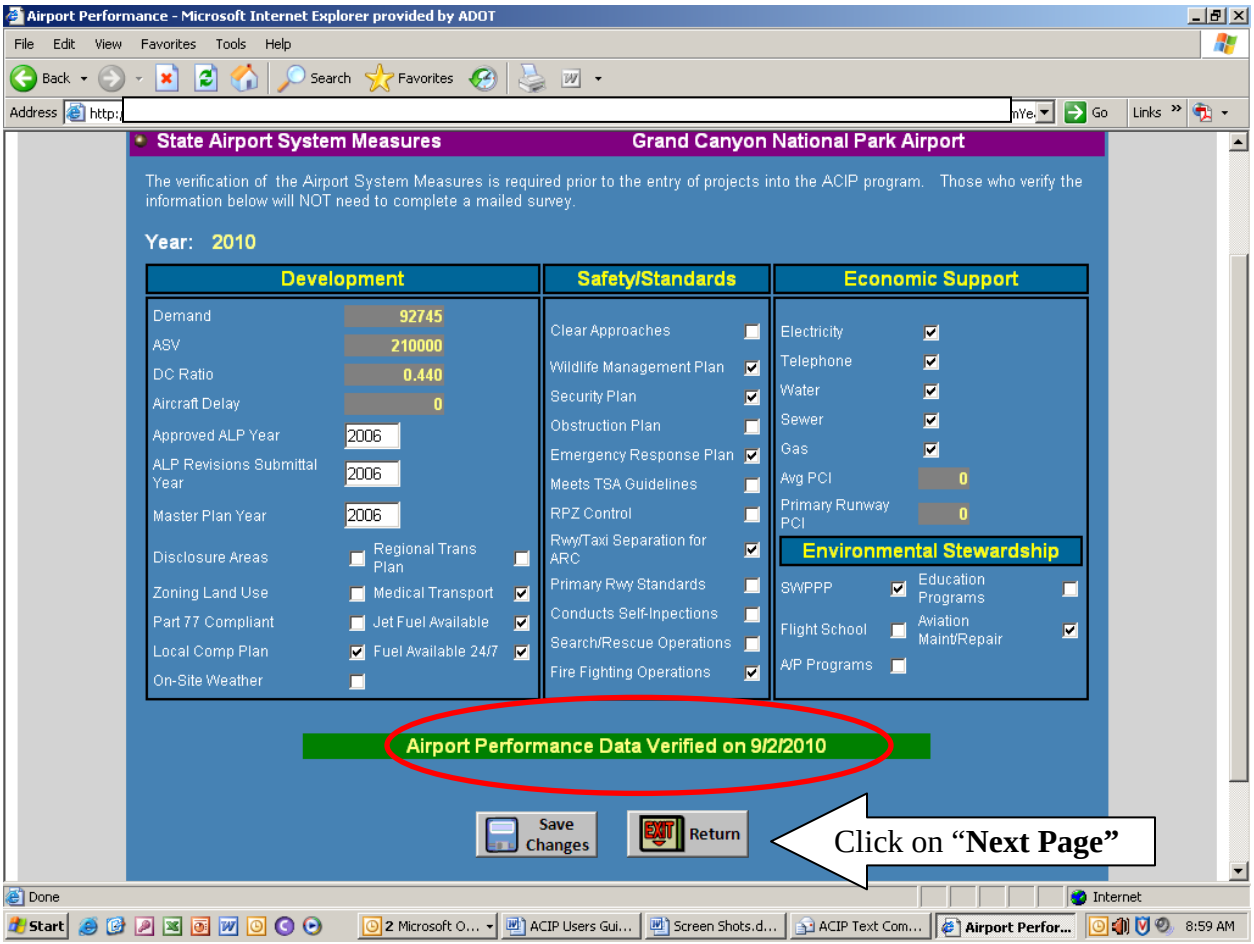


Figure 3

Click on the "**Next Page"** button to go to the next page – Airport Information (Figure 4)**.**

UPDATE AIRPORT INFORMATION

The AIRPORT INFORMATION screen page is where you review and update information for the Airport (Figure 4).

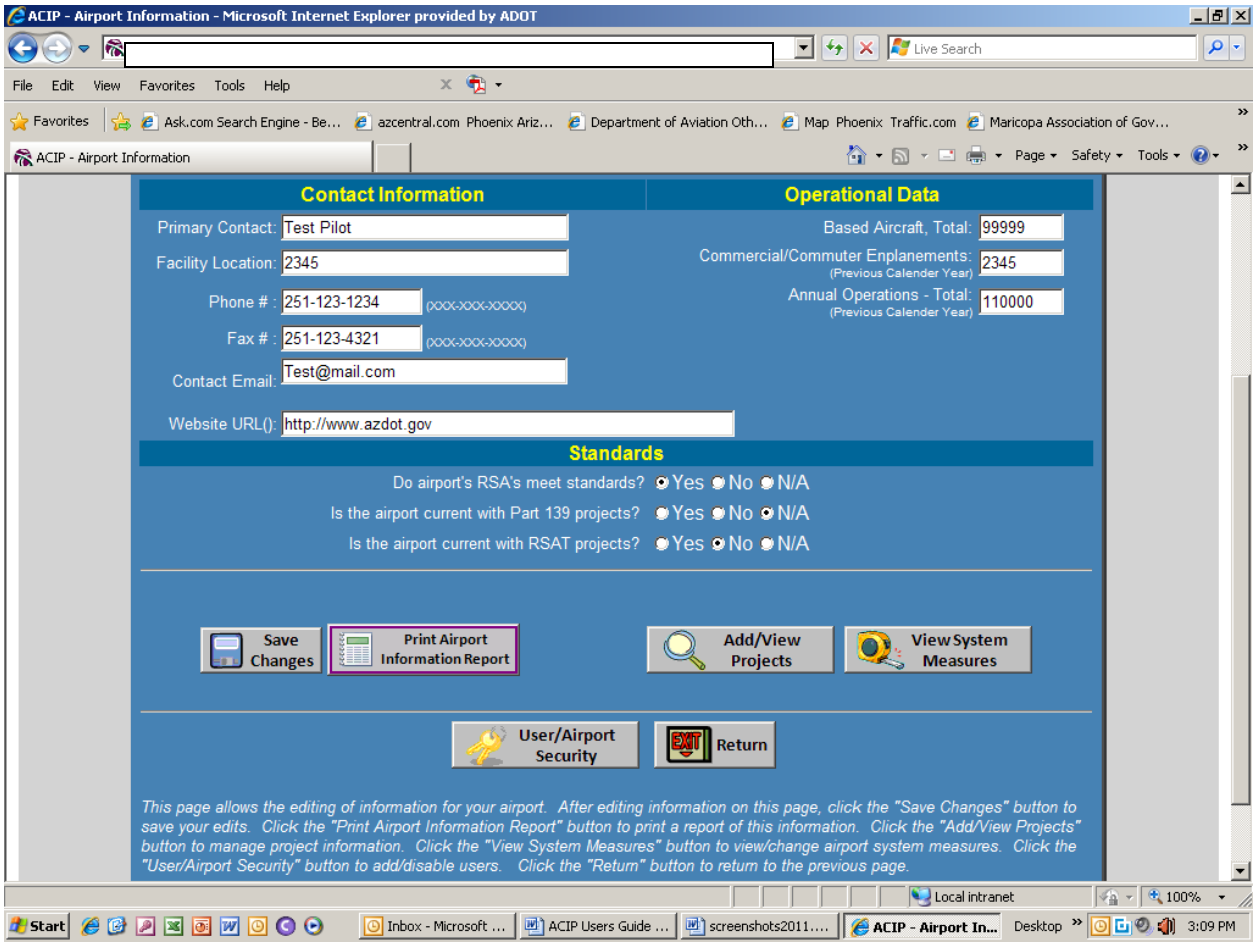


Figure 4

On this page you will be able to:

Click the "**Save Changes**" button to save the updated airport information.
Click the **"Print Airport Information Report"** button to print the airport information.
Click the **"Add/View Projects"** button to add, copy, and view projects.
Click the **"View System Measures"** button to view/correct the airport system measures.
Click the **"User/Airport Security"** button to add/delete new users.
Click the **"Return"** button to go to the previous page.

On the Airport Information screen page make any necessary changes in the red circled areas (Figure 5).

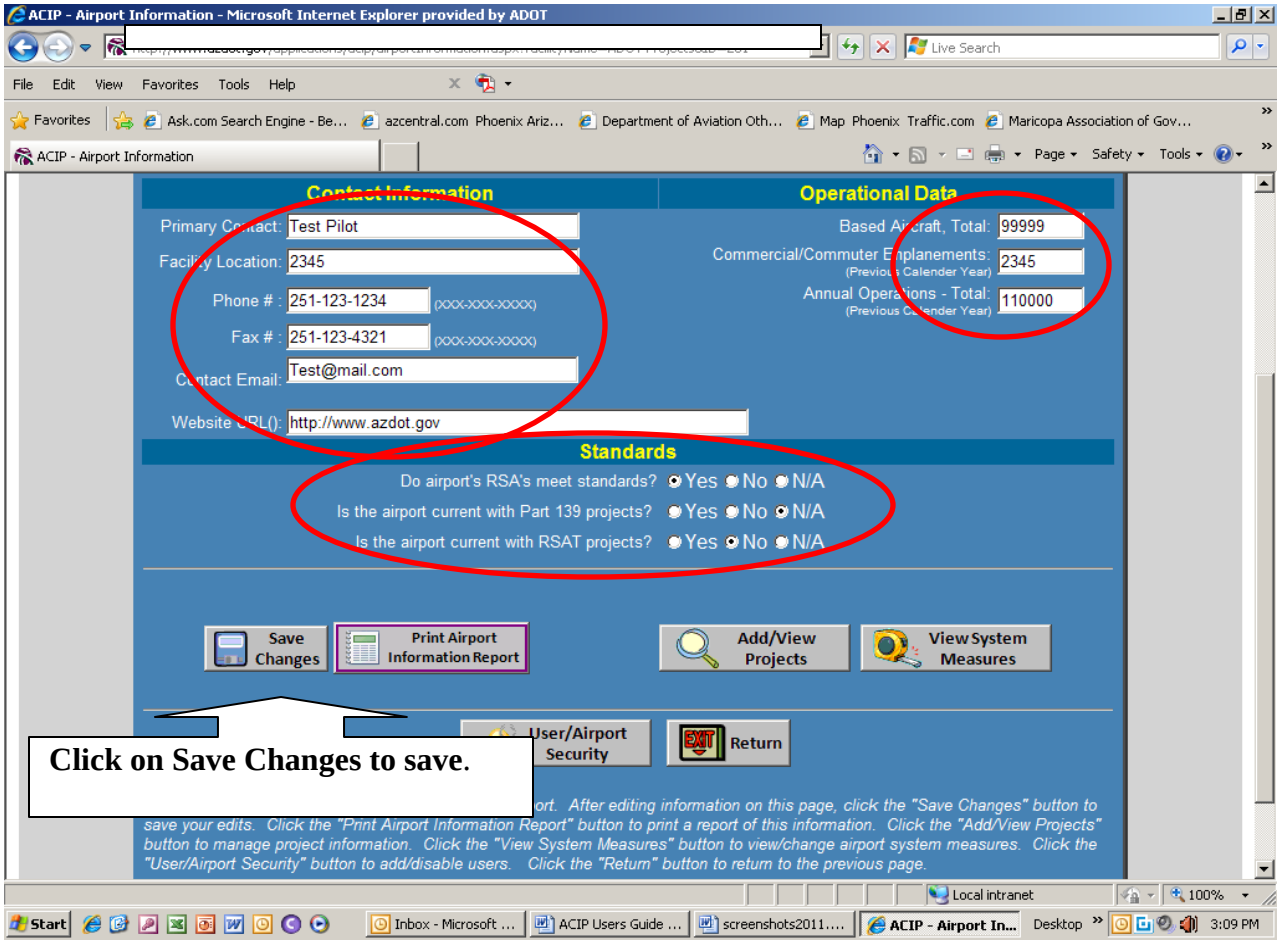


Figure 5

On this page enter:

- ✓ Contact information – phone number, email, etc..
- ✓ Total based aircraft. You can use the quarterly aircraft reports.
- ✓ Commercial/Commuter enplanements for previous calendar year.
- ✓ Total annual operations for previous calendar year.
- ✓ Answer all the standards questions. Choose N/A if it does not apply to your airport.

Click on the **"Save Changes"** button to save. You will get a confirmation message stating the update is successful.

On the Airport Information screen page a message will appear confirming the successful update (Figure 6).

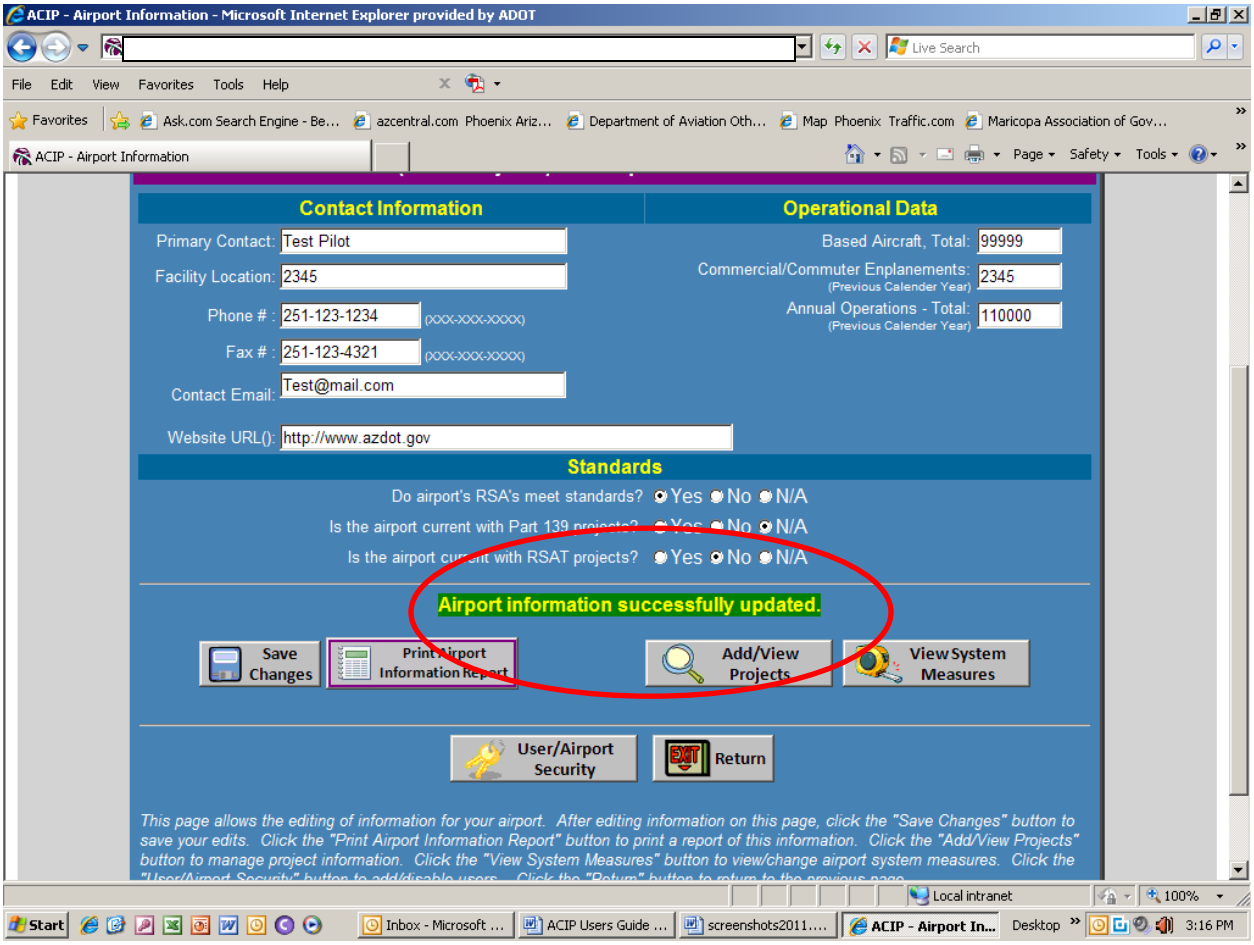


Figure 6

PRINT THE AIRPORT INFORMATON REPORT

On the Airport Information screen page you can print a copy of the airport information (Figure 7).

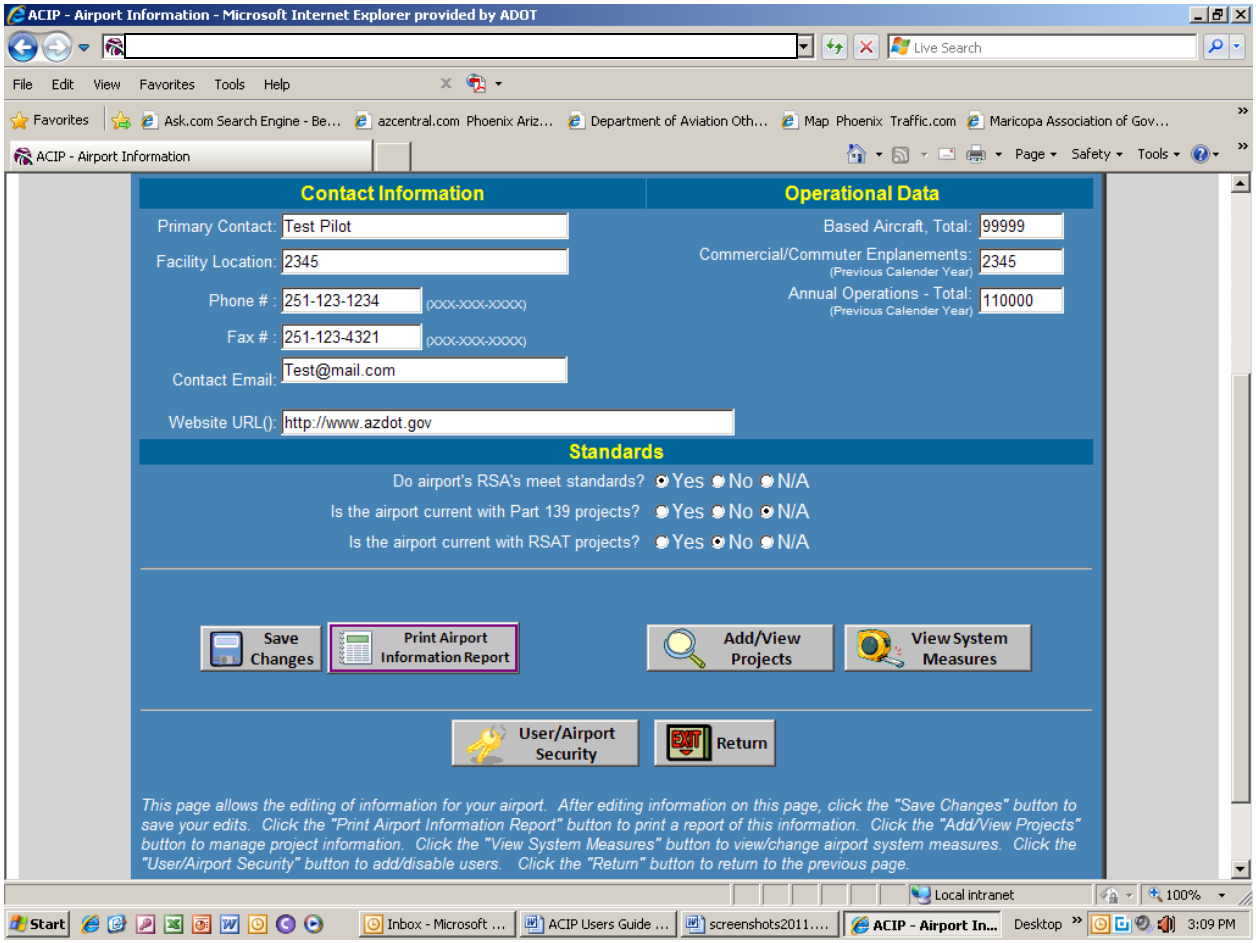


Figure 7

Click on the **"Print Airport Information Report"** button to print a report. A new window will appear (Figure 8).

The following screen page will appear displaying the Airport Information Report for you to print a copy (Figure 8).

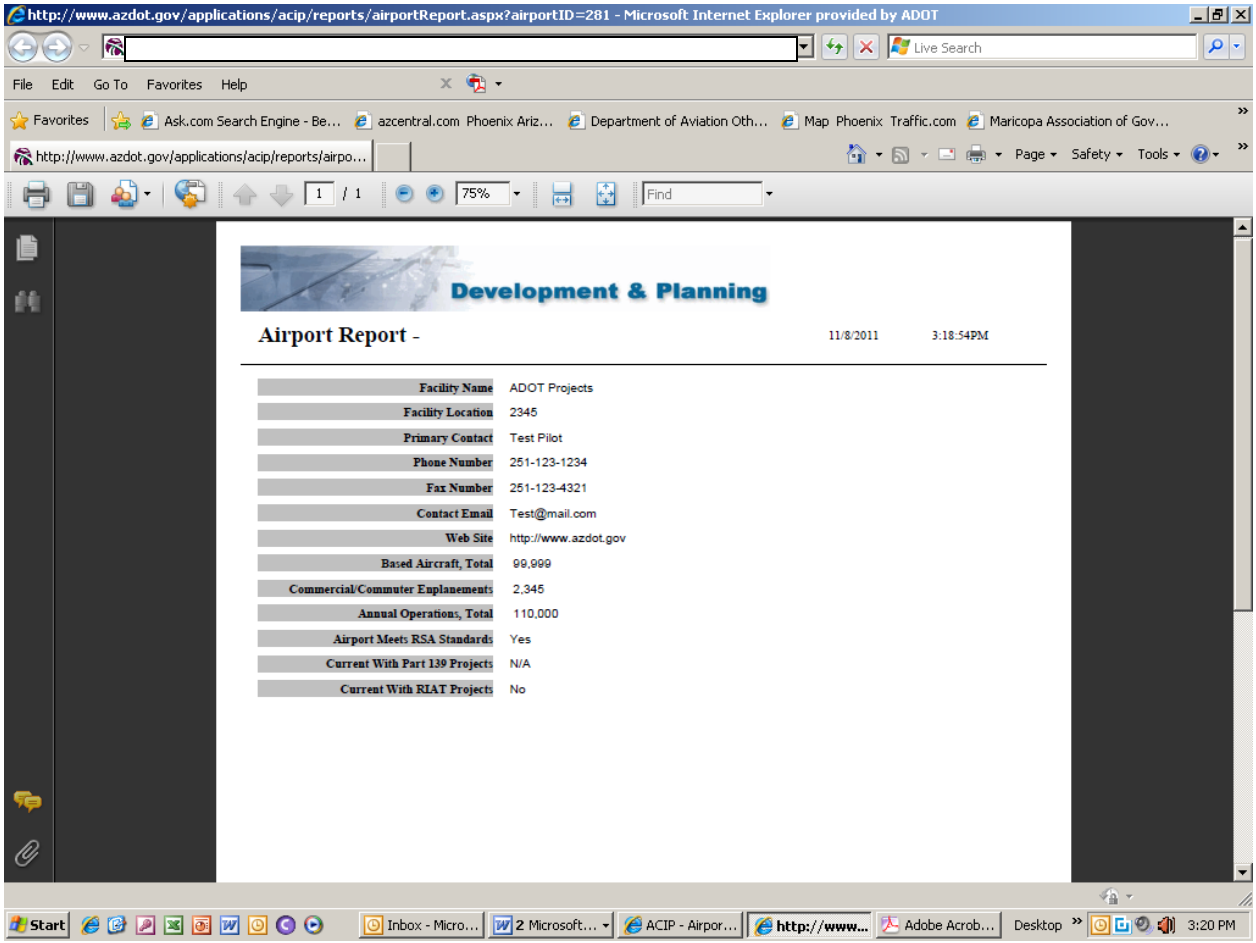


Figure 8

Start your print process to print a copy of this report.

ADDING PROJECTS

When you click on the **"Add/View Projects"** button on the AIRPORT INFORMATION screen page, you will get the EDIT/REVIEW screen page (Figure 9).

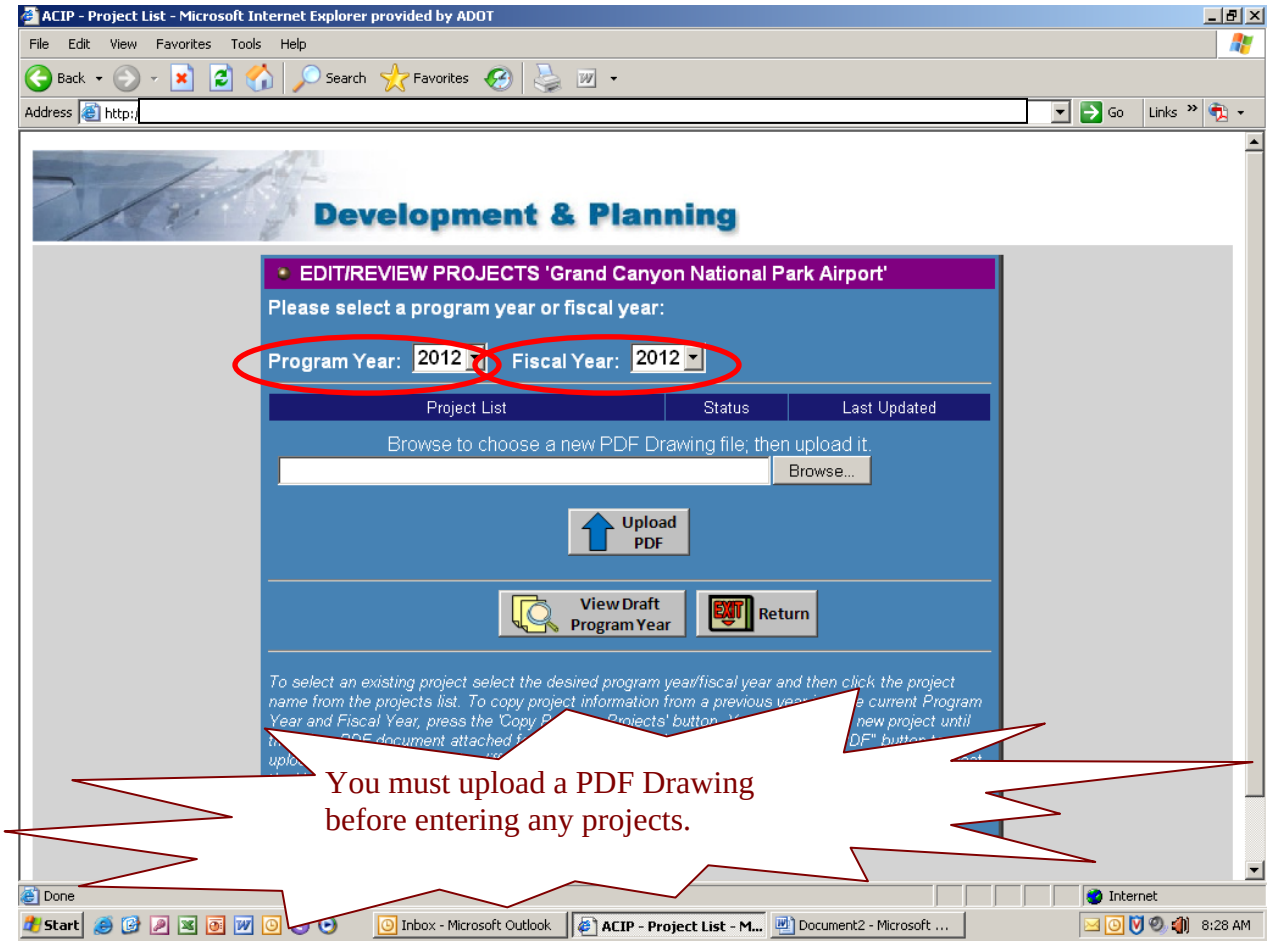


Figure 9

The program year will remain the same throughout the five year program. Only the fiscal year changes every year. Be sure you have the correct program and fiscal year selected when entering your projects. We will use 2012 program year as an **example** for this manual.

You must provide a project drawing file in the PDF format for each fiscal year before entering text in the project list. **THE PROJECT DRAWING MUST BE ENTERED FIRST!** You will not be able add a new project until the project drawing is uploaded. Since there are five fiscal years, there will be five project drawings.

The project drawing should be of a professional quality. The approved ALP should be the base map. All projects must be on an approved ALP or a recent ALP revision submittal. Each project should be numbered and coded a different color. A good example of the project drawing is shown on page 65, figure 61.

UPLOADING A PROJECT DRAWING FILE

The EDIT/REVIEW PROJECTS Page where you can upload your PDF Drawing file (Figure 10).

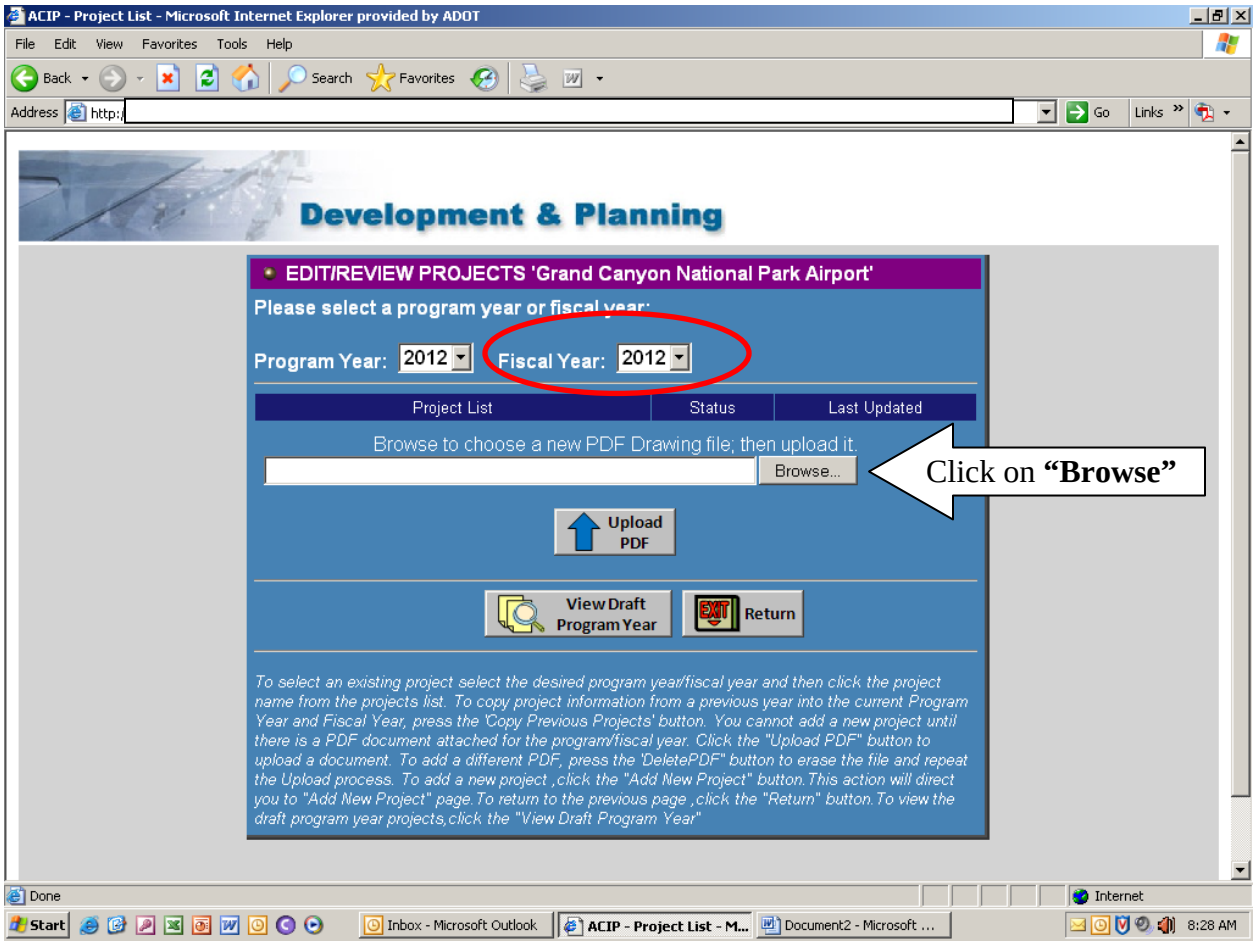


Figure 10

Make sure you have the correct program and fiscal year selected when entering your projects. The fiscal years for the **2013 Program Year** are: **2013, 2014, 2015, 2106 and 2017**. The State of Arizona fiscal year is from July 1 to June 30. The federal fiscal year is October 1 to September 30. The State of Arizona is the fiscal year that should be used.

Click on the **"Browse"** button. This will open up a new window to select a file.

Browse the files on your computer to find the PDF drawing file you want to upload for the selected fiscal year (Figure 11).

Select your PDF drawing file for that fiscal year.

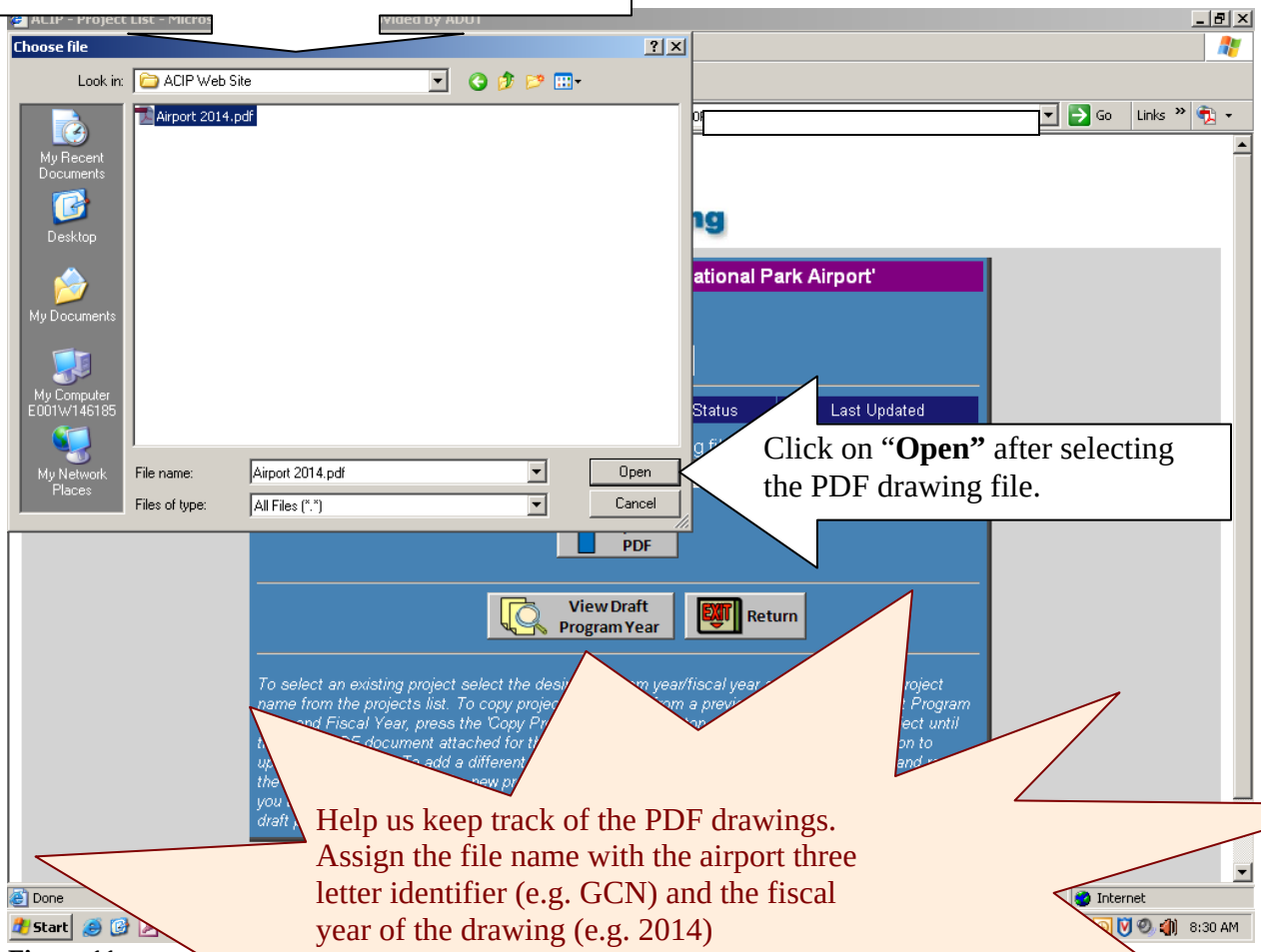


Figure 11

Help us keep track of the PDF drawings. Assign the file name with the airport three letter identifier (e.g. GCN) and the fiscal year of the drawing (e.g. 2014) [e.g. **GCN 2014.PDF**]. Otherwise, the program assigns a random number to the file name. A sample number is shown in Figure 13.

Click on the **"Open"** button. This action will to take you to the next screen page - Figure 12.

Verify that this is the correct file for the Program and Fiscal Year (Figure 12).

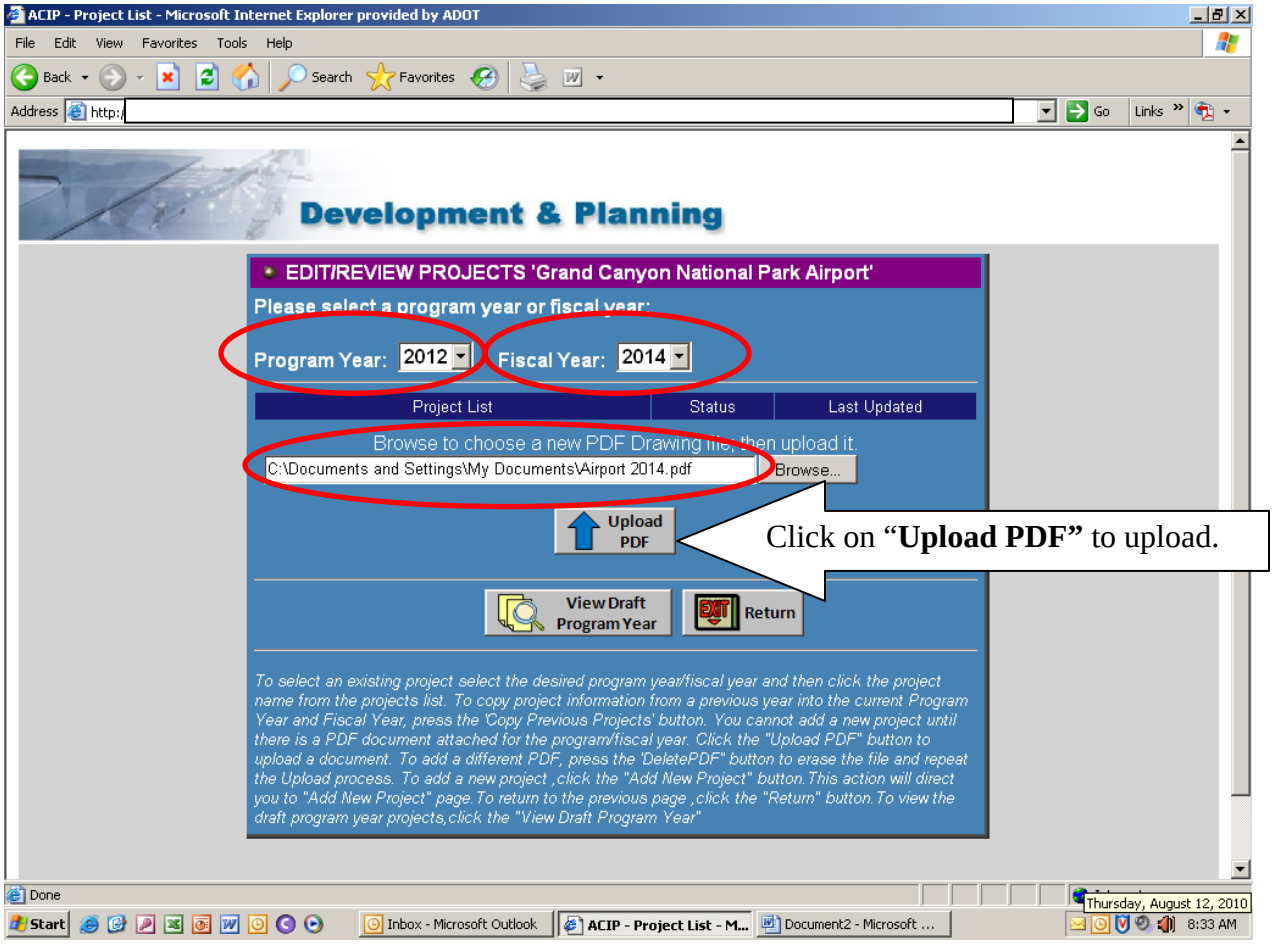


Figure 12

Click on the **"Upload PDF"** button to upload this file into the selected program and fiscal year shown at the top of the page.

The refreshed screen page will display the file that was uploaded (along with an assigned number) and give you a successfully uploaded message (Figure 13).

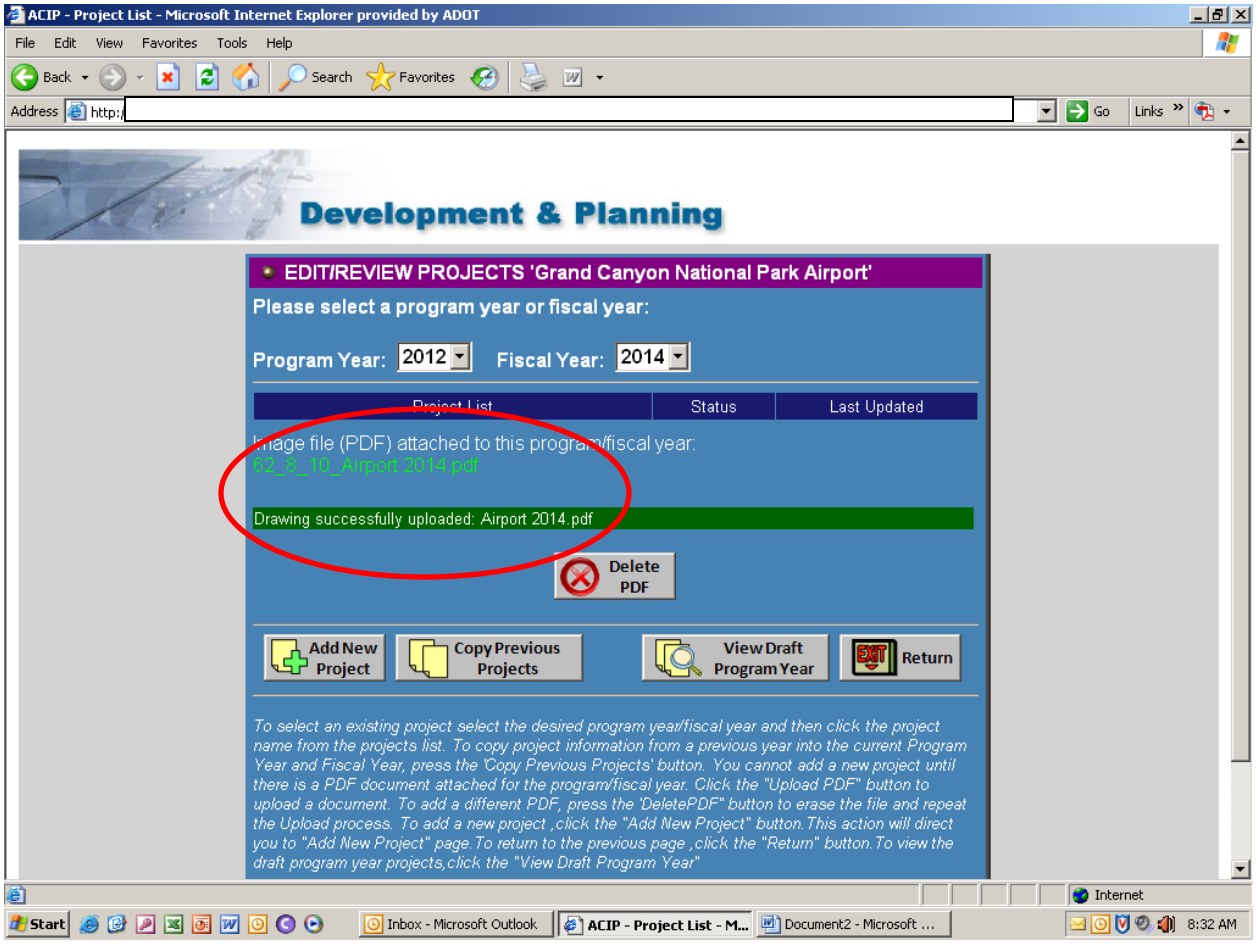


Figure 13

If you make a mistake or want to replace the PDF drawing, just click on the **"Delete PDF"** button.

Now the **"Add New Project"** and **"Copy Previous Projects"** will appear. You will then be able to click on the "**Add New Project**" button to enter projects for that particular fiscal year.

Click on the **"Add New Project"** button.

The ADD NEW PROJECT top half of the screen page is shown below (Figure 14).

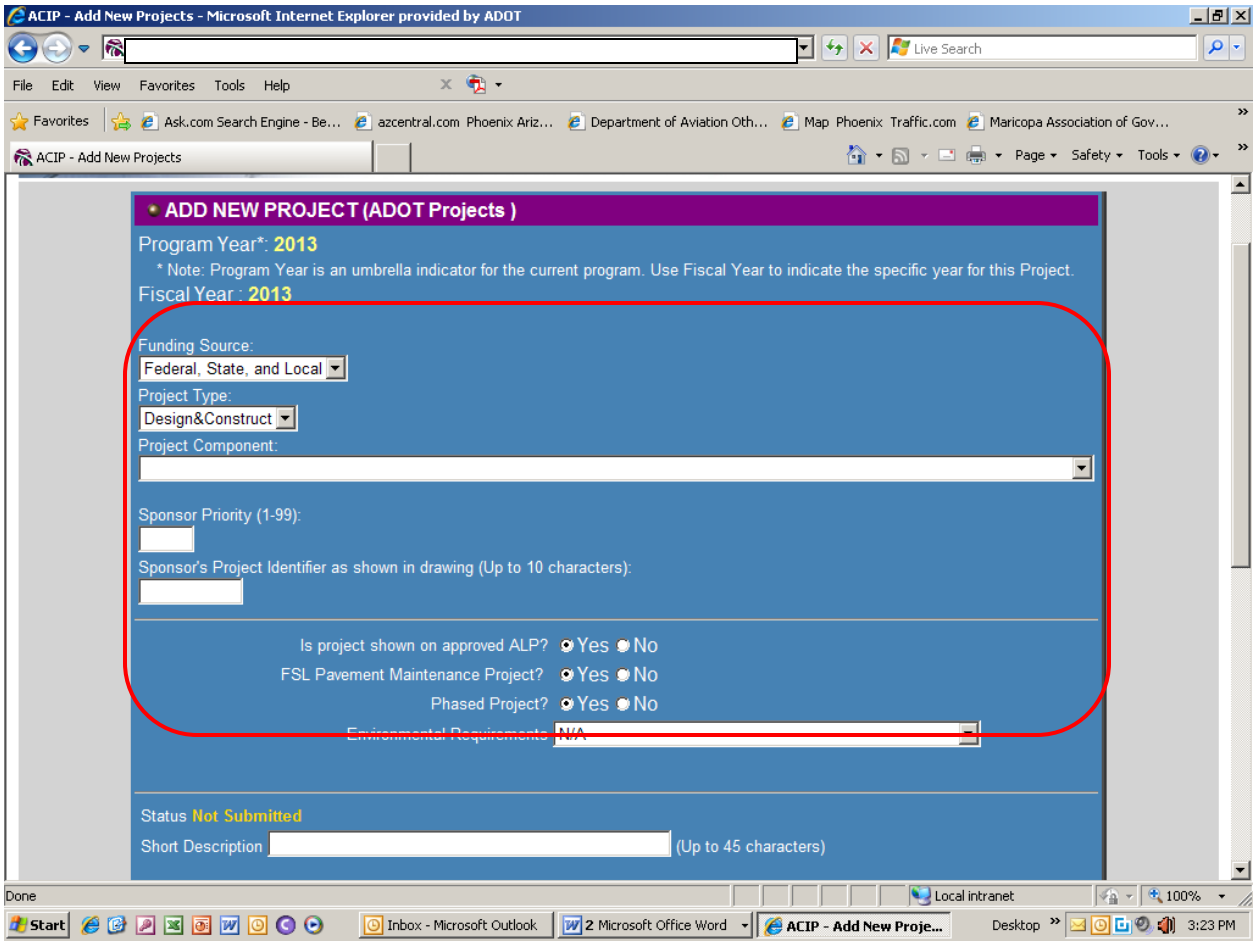


Figure 14

In the Funding Source box choose either: **Federal, State and Local (FSL)** or **State and Local (SL)** for the appropriate funding source.

In the Project Type box choose either: **Design and Construct, Construct Only, Design Only, Environmental, Land Acquisition, Planning**, or **Other**.

In the Project Component box choose the appropriate project component that closely matches your project. The federal list will be shown when the FSL is selected. The state list will be shown when the SL is selected. The definitions for SL project components are listed in Appendix A.

In the Sponsor Priority box enter **your** priority number for this project. This number will be used to sort the projects on the FAA report.

In the Sponsor's Project Identifier box enter the number that is on the project drawing. This number should match the number on the project drawing.

Answer the next three questions by using the radio buttons.

The ADD NEW PROJECT bottom half of the screen page is shown below (Figure 15).

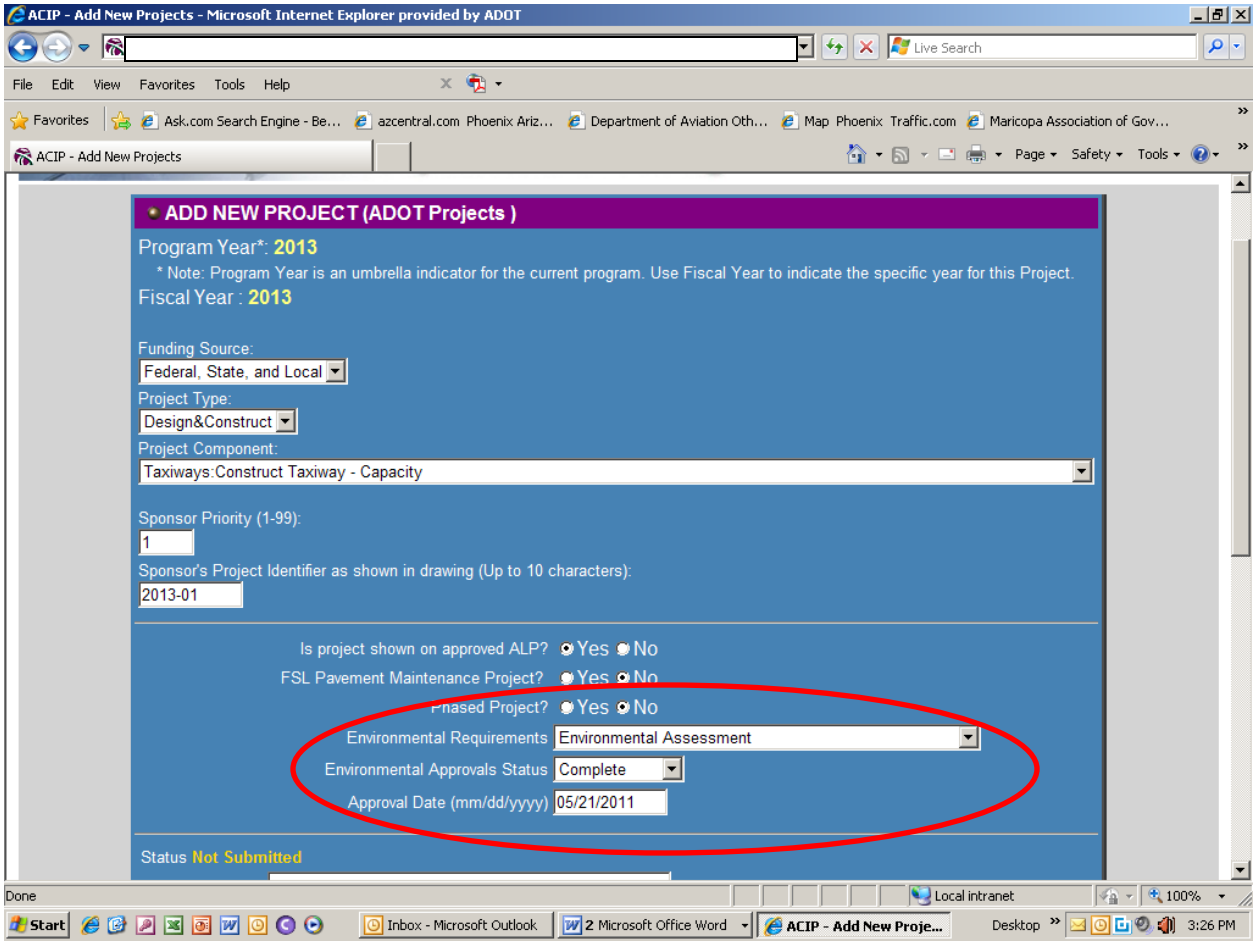


Figure 15

In the Environmental Requirements box choose either: **N/A, Categorical Exclusion, Categorical Exclusion with Extraordinary Circumstances, Environmental Assessment,** or **Environmental Impact Statement.**

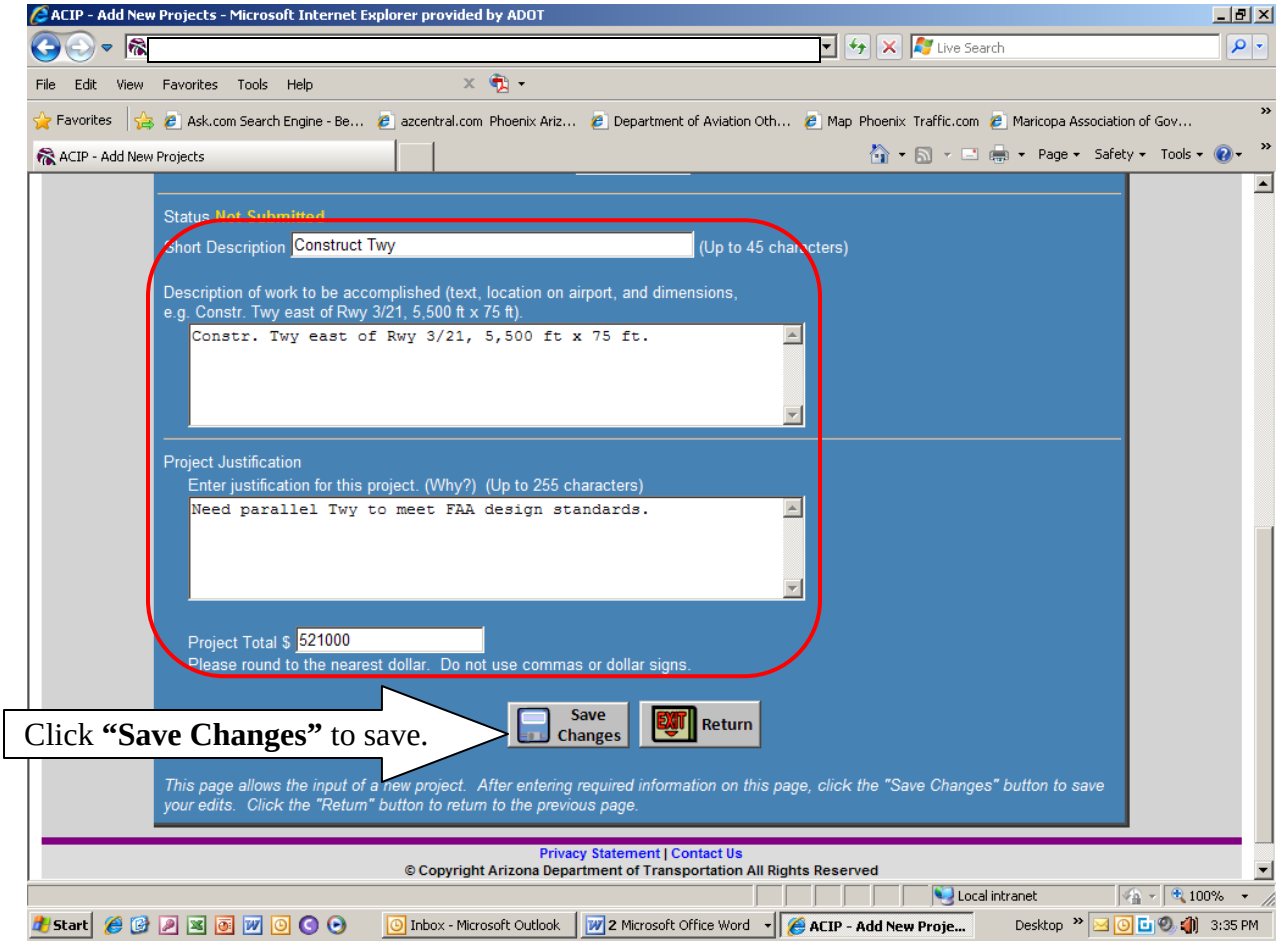
When you select an environmental requirement, two new text boxes will appear with drop down choices.

In the Environmental Approval box you will choose either **Future Project, In Progress, or Complete**.

In the Approval Date box you will put the approval date of the environmental document, if applicable.

The Status note is shown in yellow. It will state if this project has been submitted or not.

The ADD NEW PROJECT bottom half of the screen page is shown below (Figure 16).



Click **"Save Changes"** to save.

Figure 16

In the Short Description Box, enter a short project description. This box is limited to 45 characters.

In the Description of work box, enter a concise project description. It should explain **what** you want to do. Include the project text, the location, and the dimensions. A good example is shown above. You must use the ADOT abbreviations listed in Appendix A.

In the Project Justification box, this is where you explain **why** you want to do this project. The justification should be concise. A good example is shown above. You must use the ADOT abbreviations listed in Appendix A.

In the Project Total box, enter the reasonable total dollar amount of the project. Cents, dollar signs or commas are not needed.

Click on **"Save Changes"** to save all your work.

Repeat this process for all your other projects for each of the fiscal years.

ENVIRONMENTAL DOCUMENTATION PROJECTS STATE/LOCAL ONLY

To submit the request for funding Environmental Documentation Projects using a State/Local funding follow the process described in this section.

1. Upload the Project Drawing for the project as described in the previous section.

The refreshed screen page will display the file that was uploaded (along with an assigned number) and give you a successfully uploaded message (Figure 17).

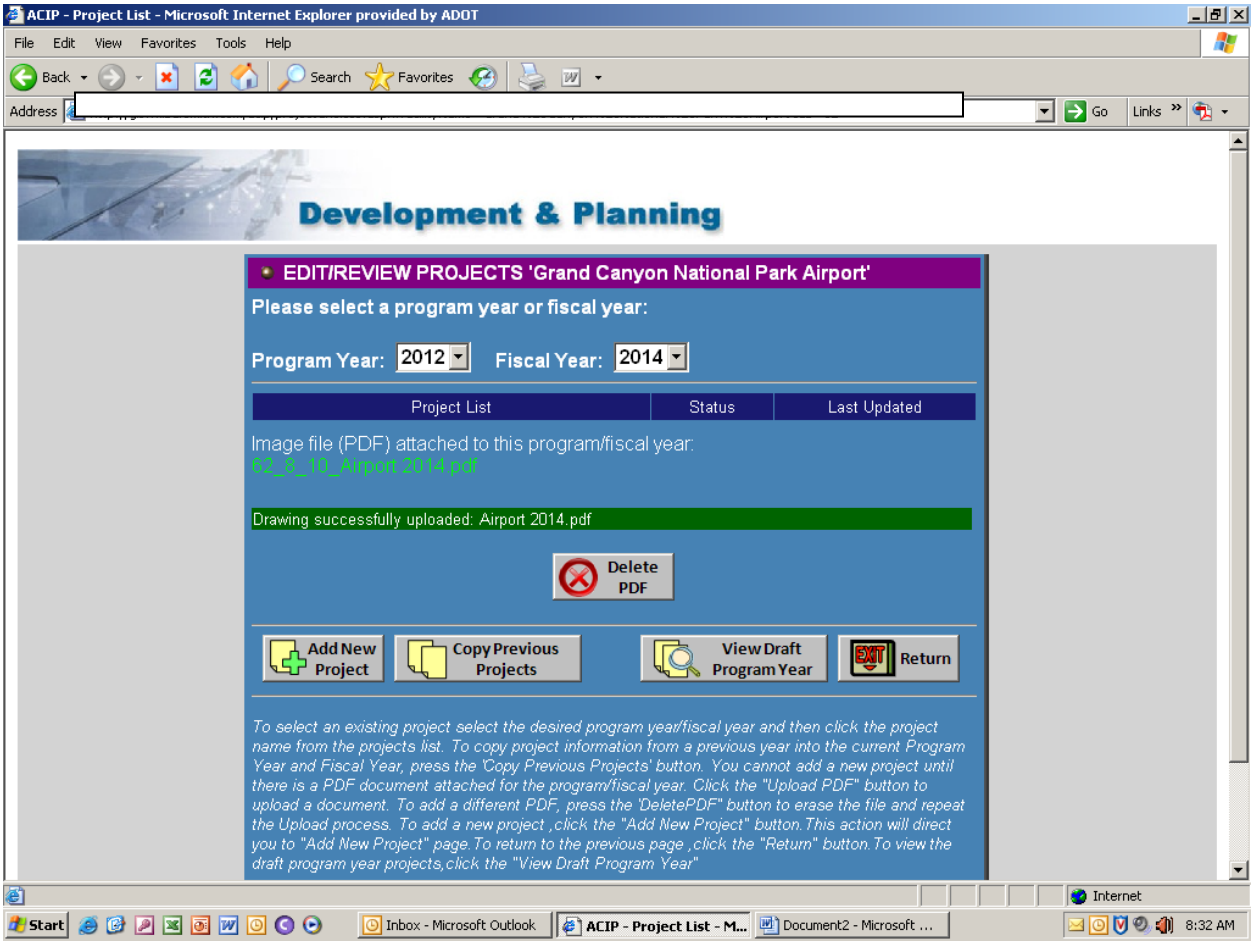


Figure 177

Click on the **"Add New Project"** button.

The ADD NEW PROJECT top half of the screen page is shown below (Figure 18).

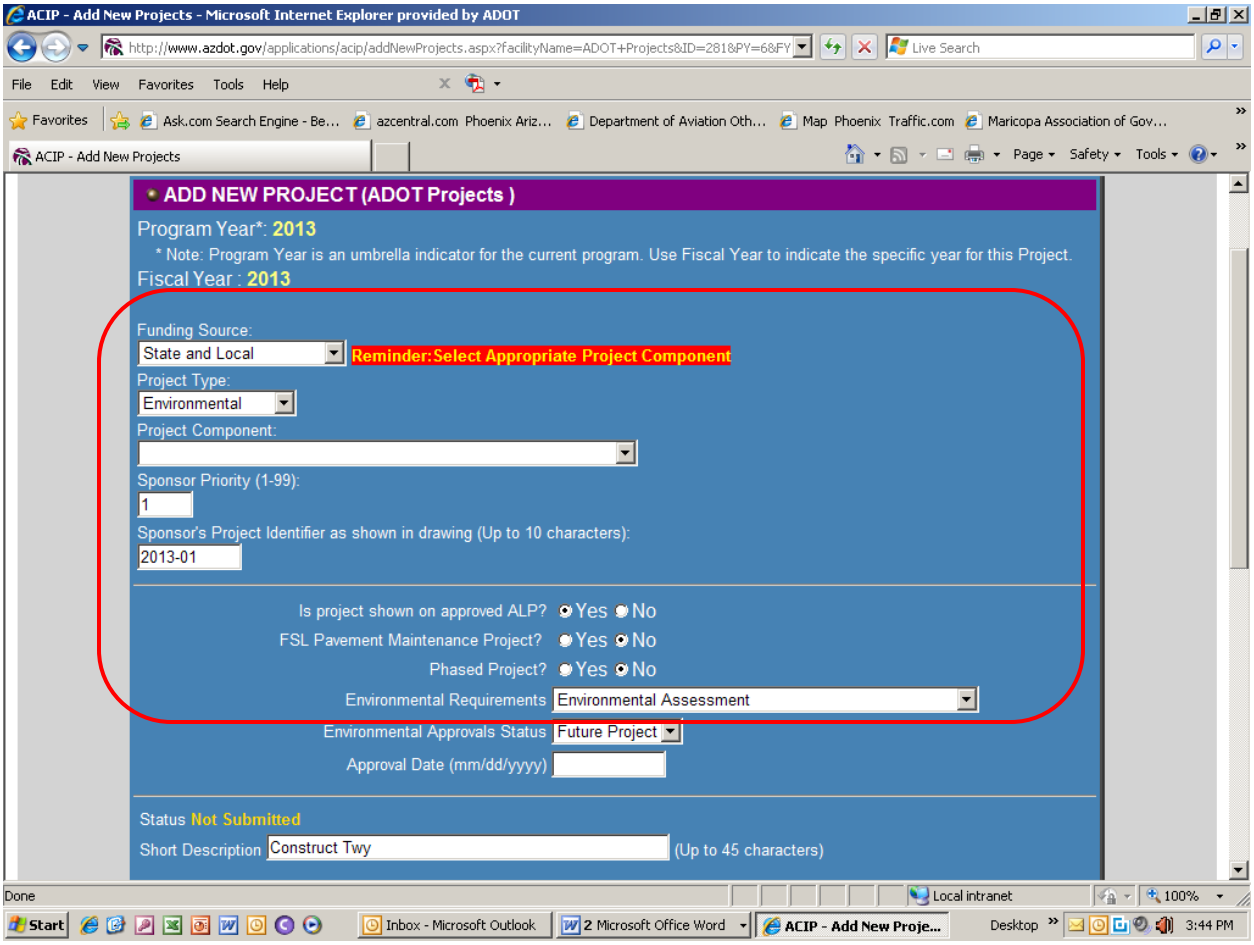


Figure 18

In the Funding Source box choose **State and Local (SL)**.

In the Project Type box choose **Environmental**.

In the Project Component box choose the appropriate project component that closely matches the project for the environmental documentation. In this example, we will choose a runway extension. The definitions for SL project components are listed in Appendix A. The environmental documentation will receive the same priority points as the construction project.

In the Sponsor Priority box enter **your** priority number for this project. This number will be used to sort the projects on the FAA report.

In the Sponsor's Project Identifier box enter the number that is on the project drawing. This number should match the number on the project drawing.

Answer the next three questions by using the radio buttons.

The ADD NEW PROJECT bottom half of the screen page is shown below (Figure 19).

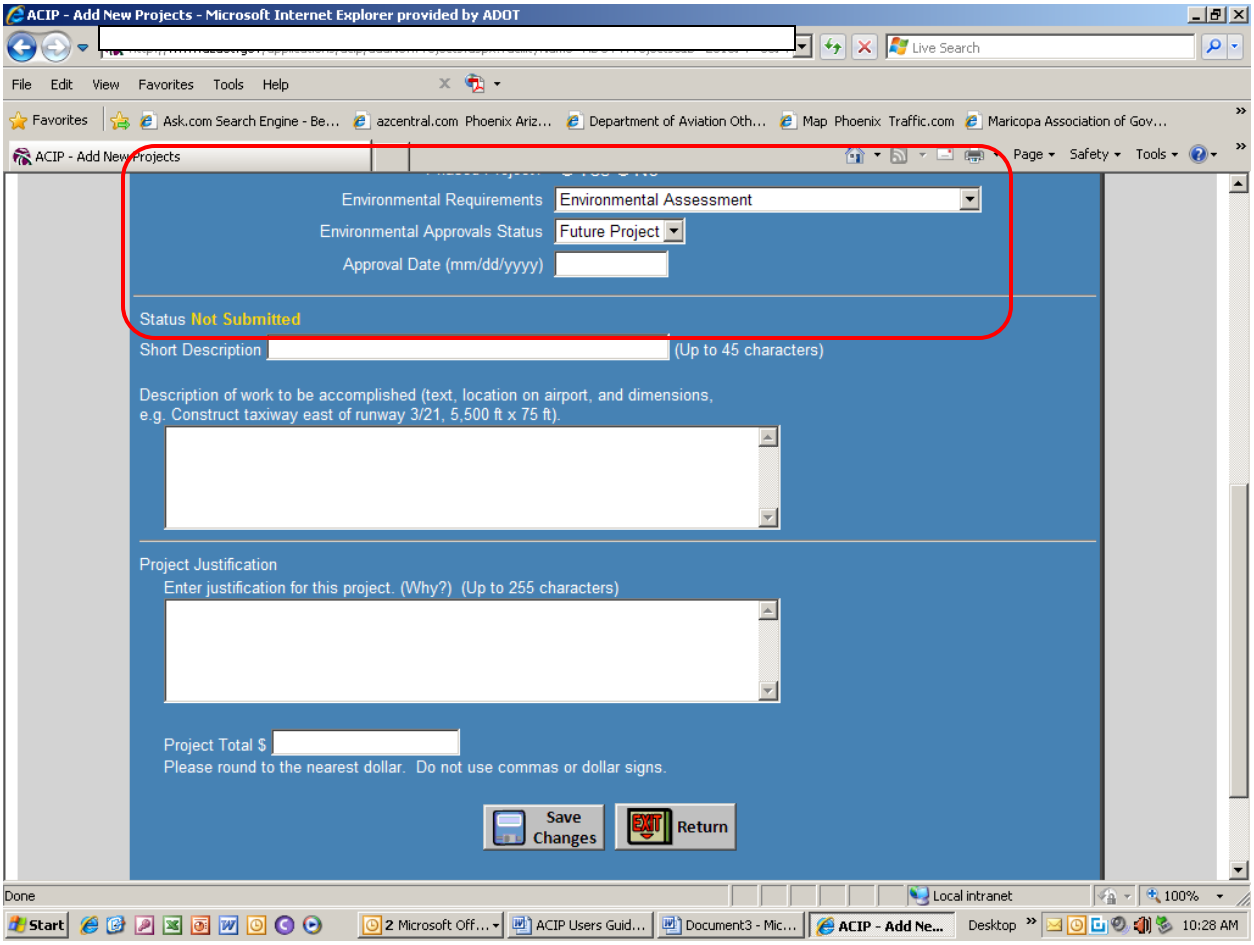


Figure 19

In the Environmental Requirements box choose either: **Categorical Exclusion, Categorical Exclusion with Extraordinary Circumstances, Environmental Assessment,** or **Environmental Impact Statement.**

When you select an environmental requirement, two new text boxes will appear with drop down choices.

In the Environmental Approval box you will select **Future Project**.

The approval date should remain blank.

The Status note is shown in yellow. It will state if this project has been submitted or not.

The ADD NEW PROJECT bottom half of the screen page is shown below (Figure 20).

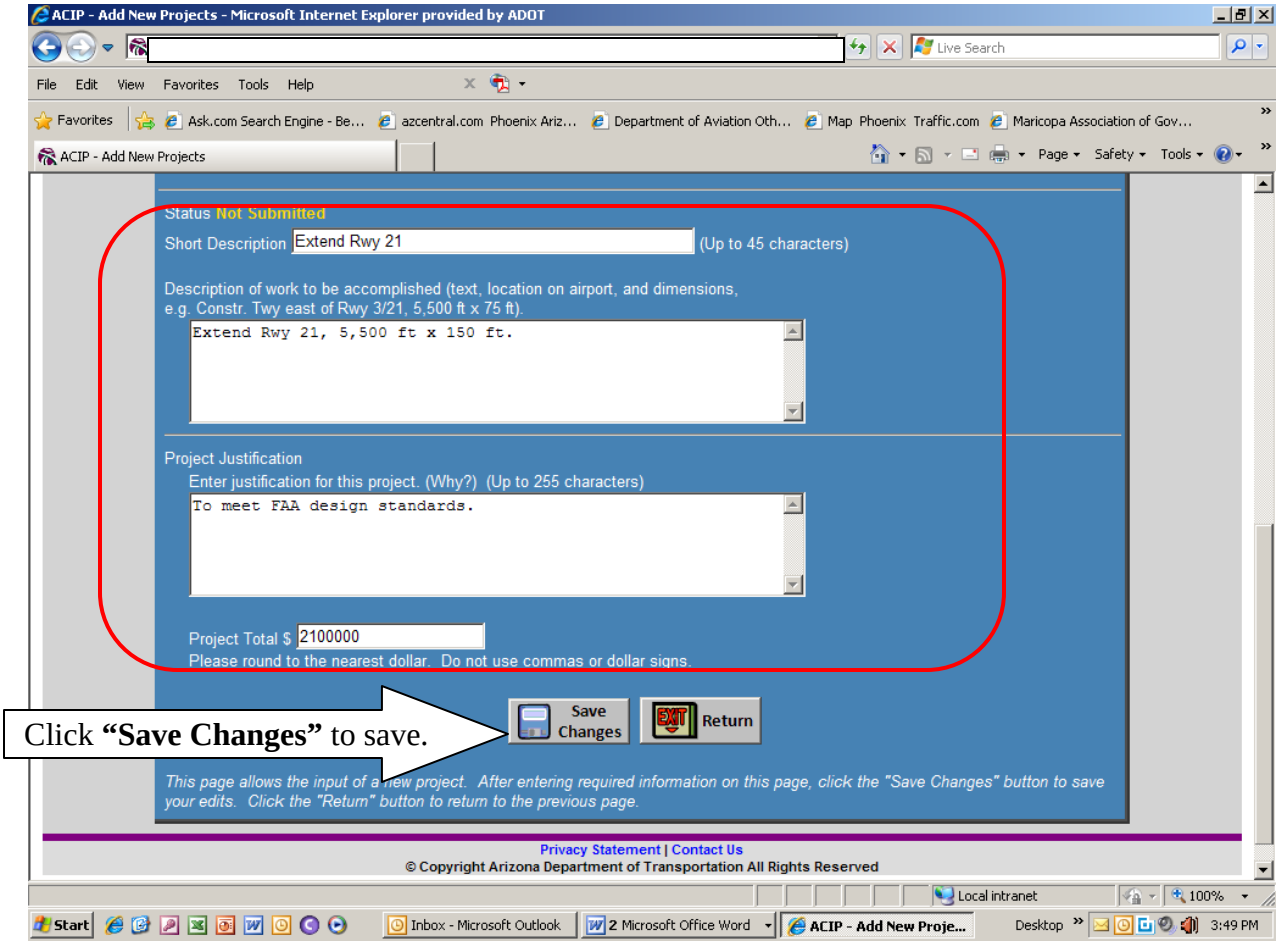


Figure 20

In the Short Description Box, enter a short project description. This box is limited to 45 characters.

In the Description of work box, enter a concise project description. It should explain **what** you want to do. Include the project text, the location, and the dimensions. You must use the ADOT abbreviations listed in Appendix A.

In the Project Justification box, this is where you explain **why** you want to do this project. The justification should be concise. You must use the ADOT abbreviations listed in Appendix A.

In the Project Total box, enter the reasonable total dollar amount for **the environmental documentation**. Do **not** enter the design and/or construction costs. Cents, dollar signs or commas are not needed.

Click on **"Save Changes"** to save all your work.

COPY PREVIOUS PROJECTS

The AIRPORT INFORMATION screen page is where you start (Figure 21).

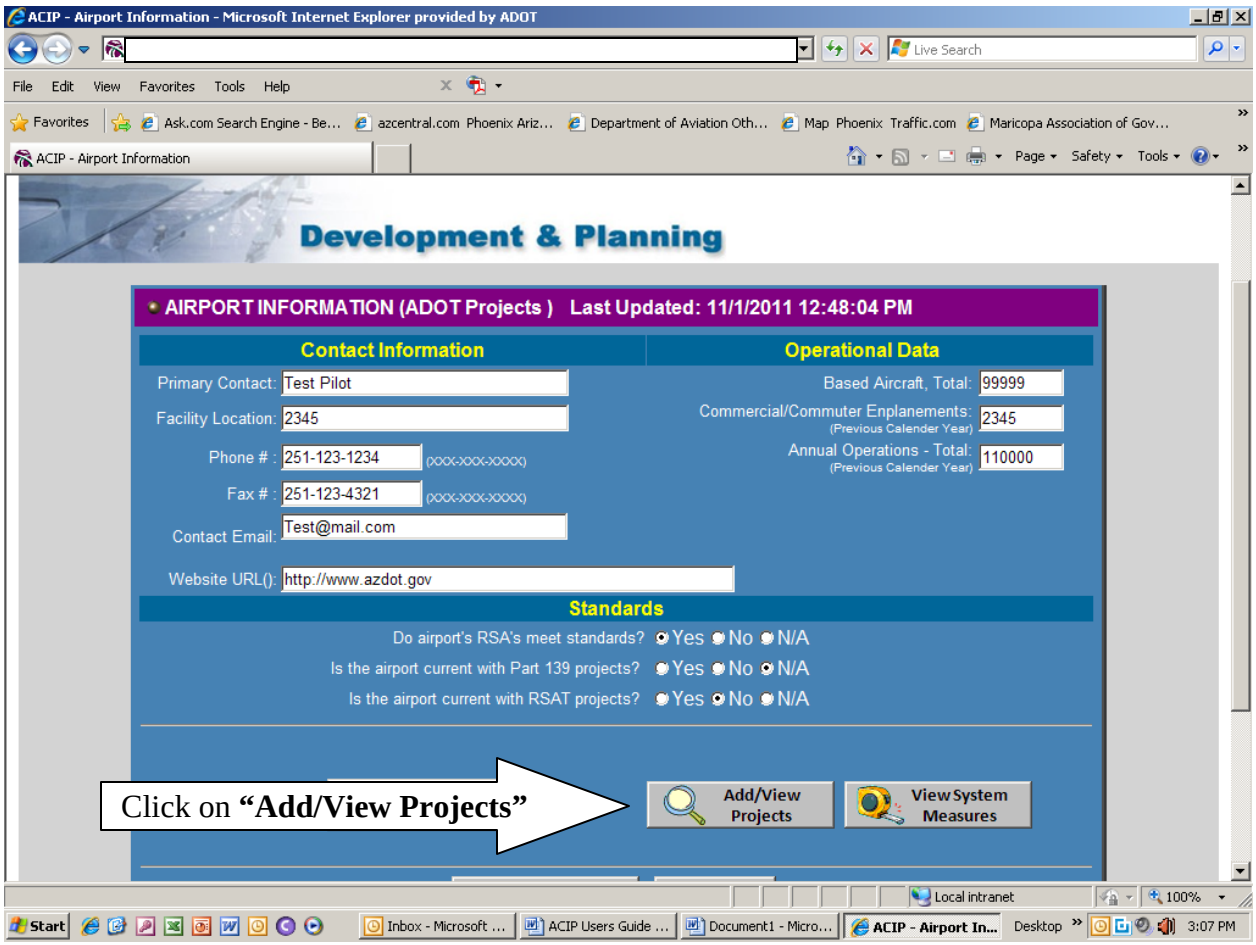


Figure 21

Click on the **"Add/View Projects"** button. This action will take you to the EDIT/REVIEW PROJECTS page (Figure 22).

The EDIT/REVIEW PROJECTS page is where you find the “Copy Previous Projects” button (Figure 22).

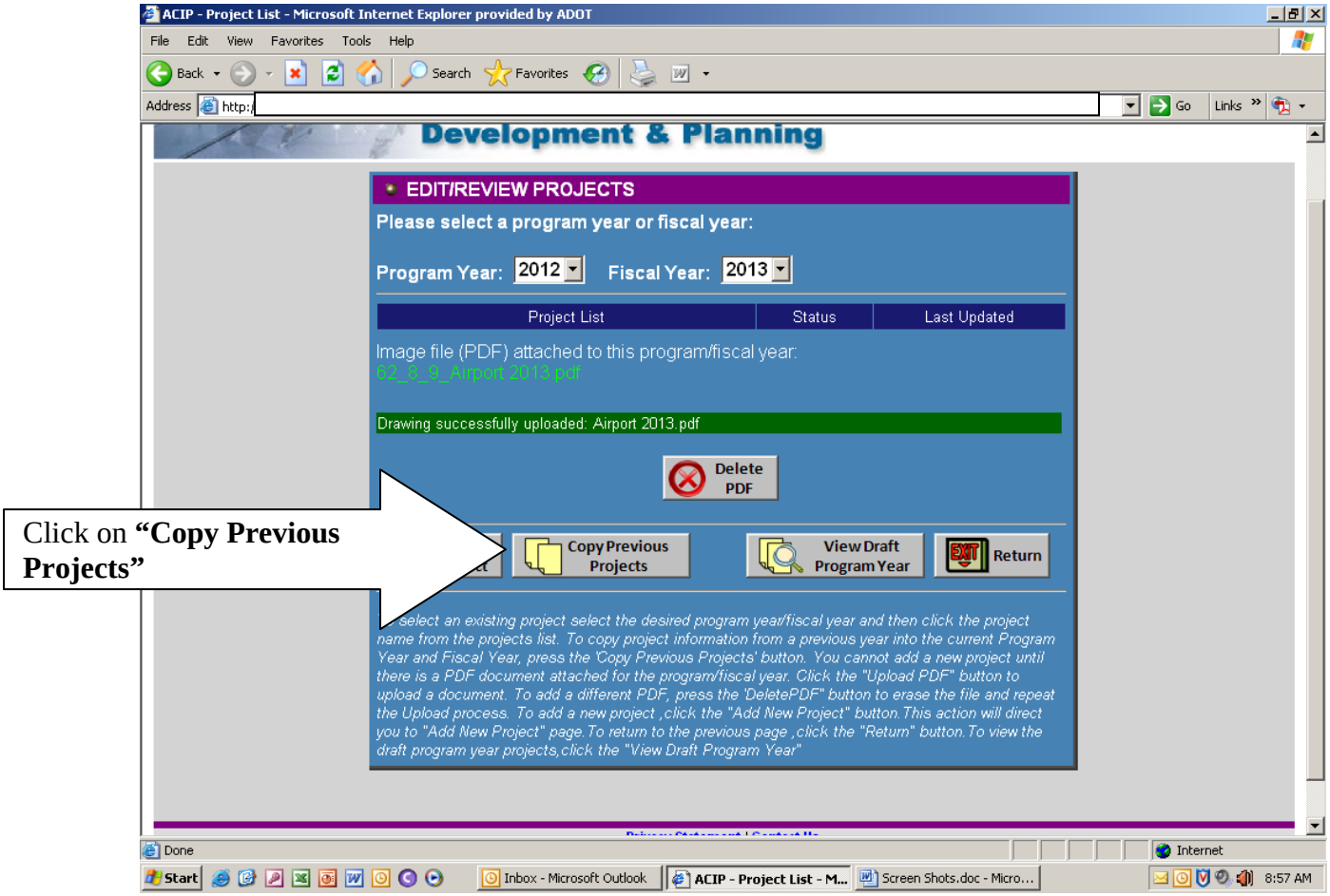


Figure 22

Click on the **“Copy Previous Projects”** button. This action will take you to the COPY PREVIOUS YEAR’S PROJECTS page (Figure 23).

The COPY PREVIOUS YEAR'S PROJECTS screen page where you can view and copy previous year's projects (Figure 23).

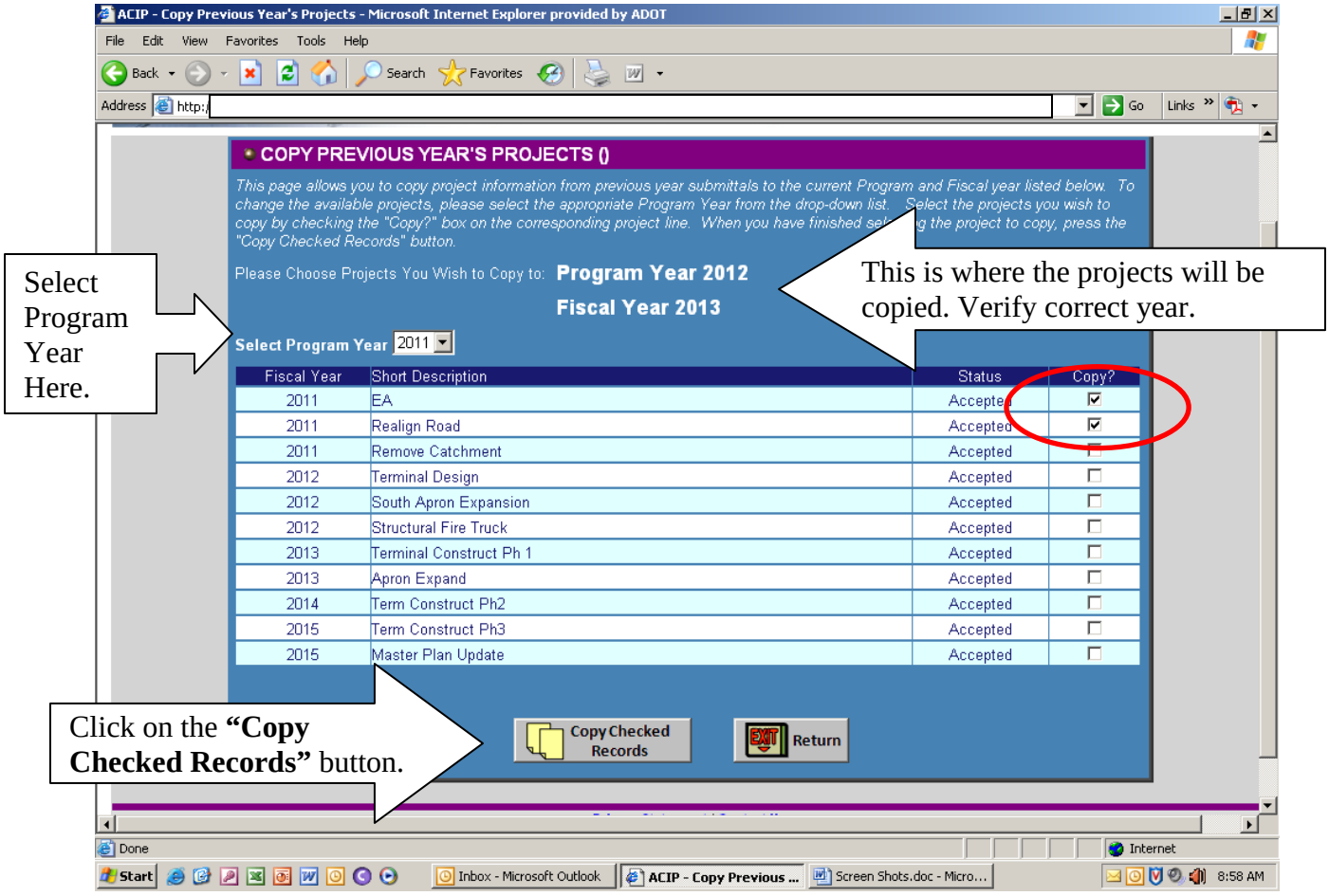


Figure 23

Verify the Program and Fiscal Year of the projects you want to copy. It is shown at the top of this screen page.

Select a Program Year to view the projects that were accepted by ADOT for that program year.

Review the projects to select the one(s) you want to copy. You will not be able to view the project information at this time. This will be explained later.

To copy the project, click in the box in the Copy? column on the same line as the project. A checkmark will appear in the box.

Click on the **"Copy Checked Records"** button to copy and paste the selected records.

On to the next screen page (Figure 24).

A confirmation and instructional message will appear after a successful cut and paste (Figure 24).

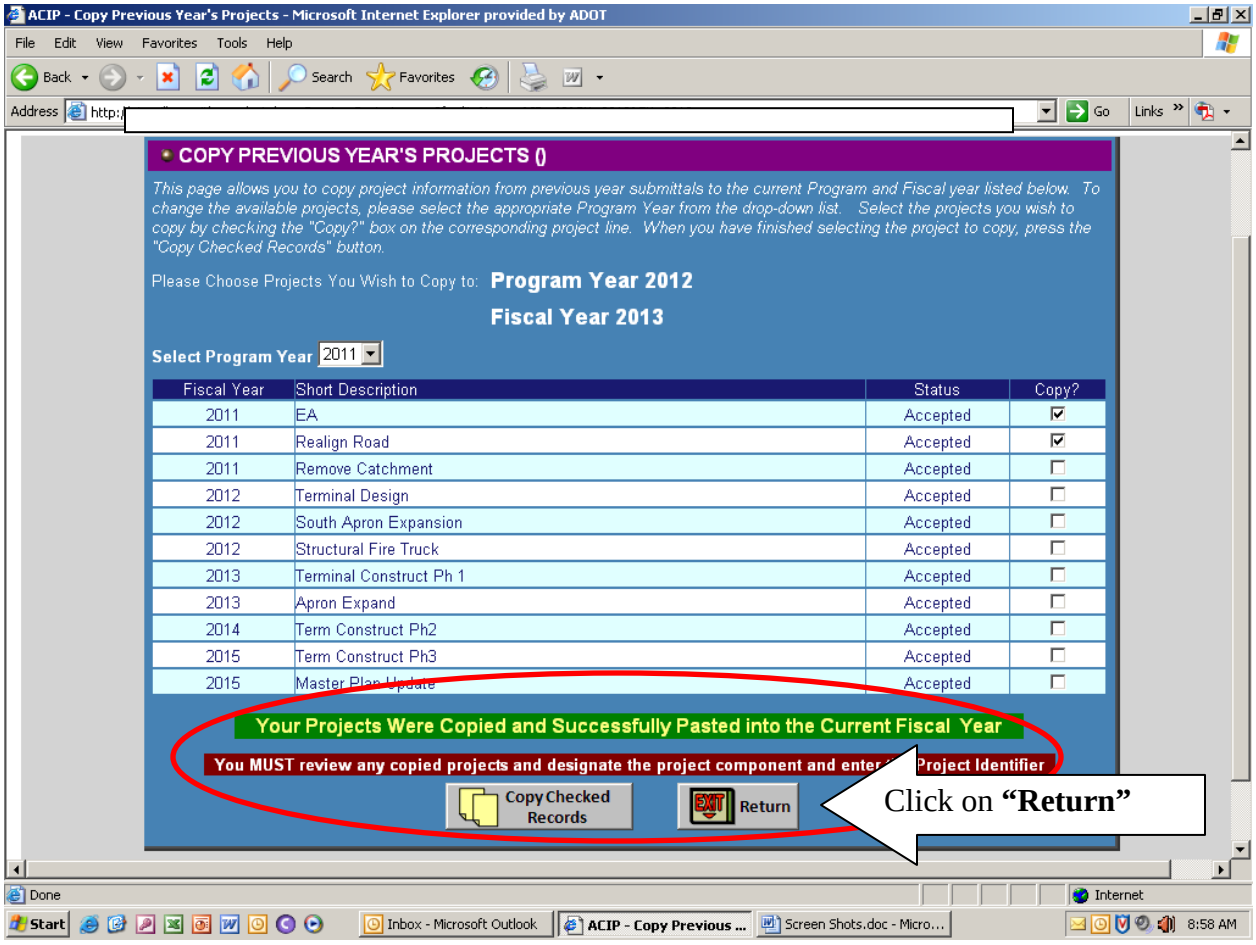


Figure 24

A confirmation message will appear to inform you of a successful cut and paste of the selected project(s) to the selected Program and Fiscal Year. If a message does not appear, repeat the process.

This cut and paste process will **not** copy the project component and sponsor's project identifier number. This message appears in red in Figure 24. You must go to the EDIT/REVIEW PROJECTS screen page and begin to make these selections. Also, you will be able to review and make any updates to the project information.

Click on the **"Return"** button to go to the previous page. Clicking the **"Copy Checked Records"** again will only flash the screen. Remember you must update the project component and your map identifier number. The following pages will help you update this information.

EDIT A COPIED PROJECT

The EDIT/REVIEW PROJECTS page where you can update the copied project information (Figure 25).

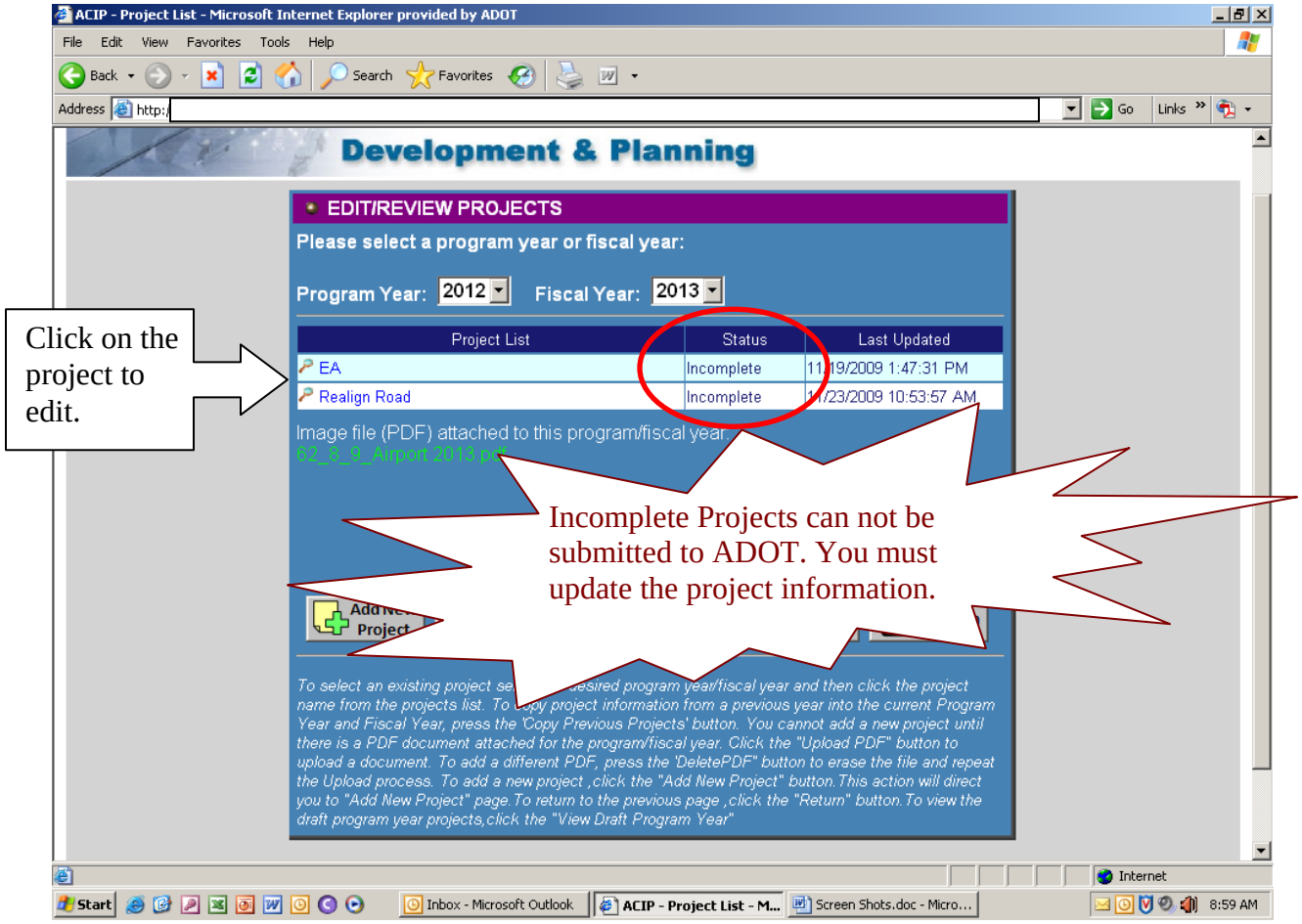


Figure 25

In the Status column, you will find the status marked as incomplete. This is a message to inform you to update the project information. Incomplete projects can not be submitted to Aeronautics.

To edit the project information, click on the project name in the Project List column.

We will select the EA project to edit, update, and review. When we click on the EA, we will see the following screen page (Figure 26).

The EDIT/DELETE PROJECTS top half of the screen page is shown (Figure 26). We can begin our edits, updates, and reviews here.

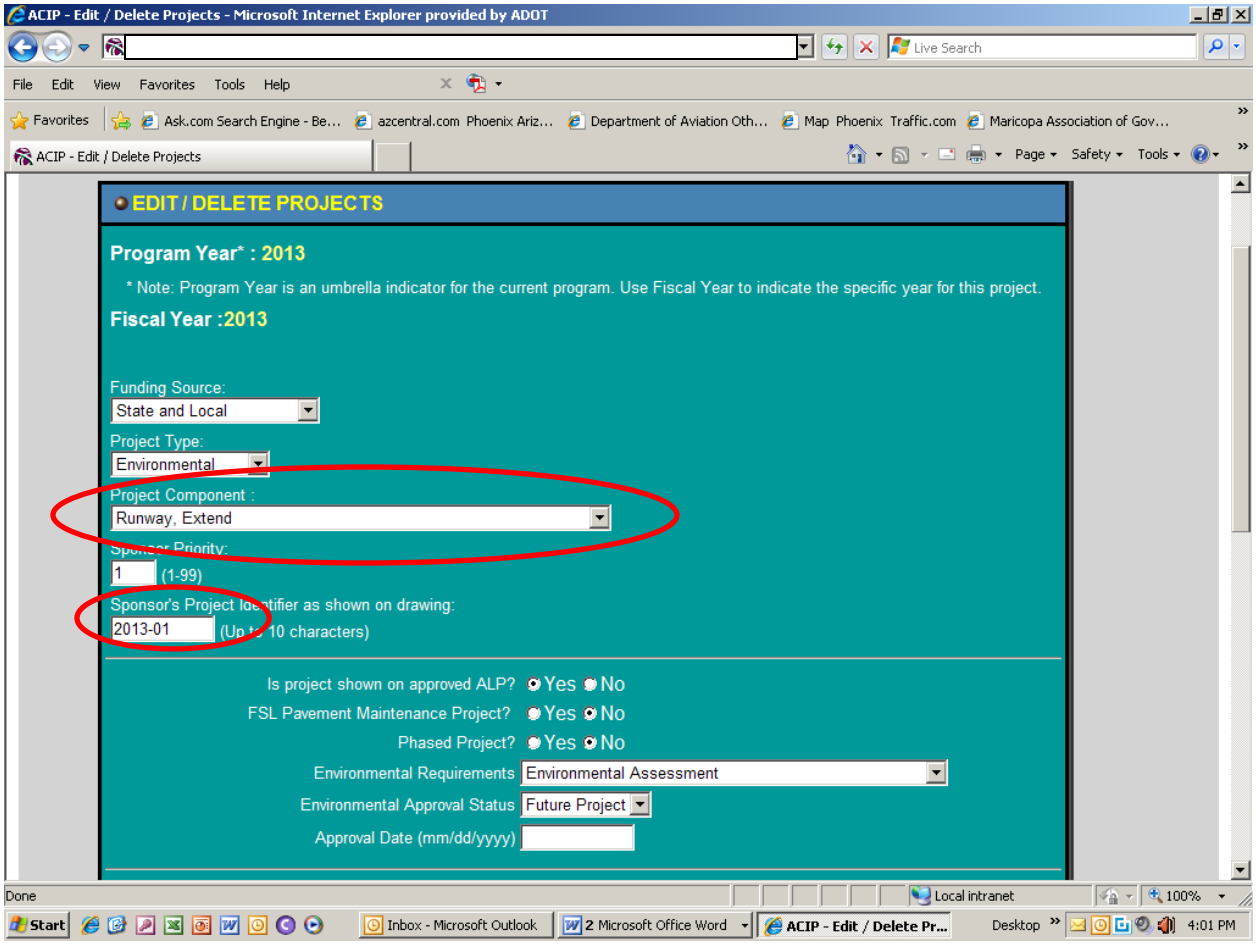


Figure 26

In the Project Component box choose the appropriate project component that closely matches your project.

In the Sponsor's Project Identifier box enter the number that is on the PDF drawing. These numbers should match.

Review the other project information for any updates.

The details for the other required entries are explained in the Add New Project section.

Let's check out the bottom half (Figure 27).

The bottom half of the EDIT/REVIEW PROJECTS screen page where you can edit project information (Figure 27).

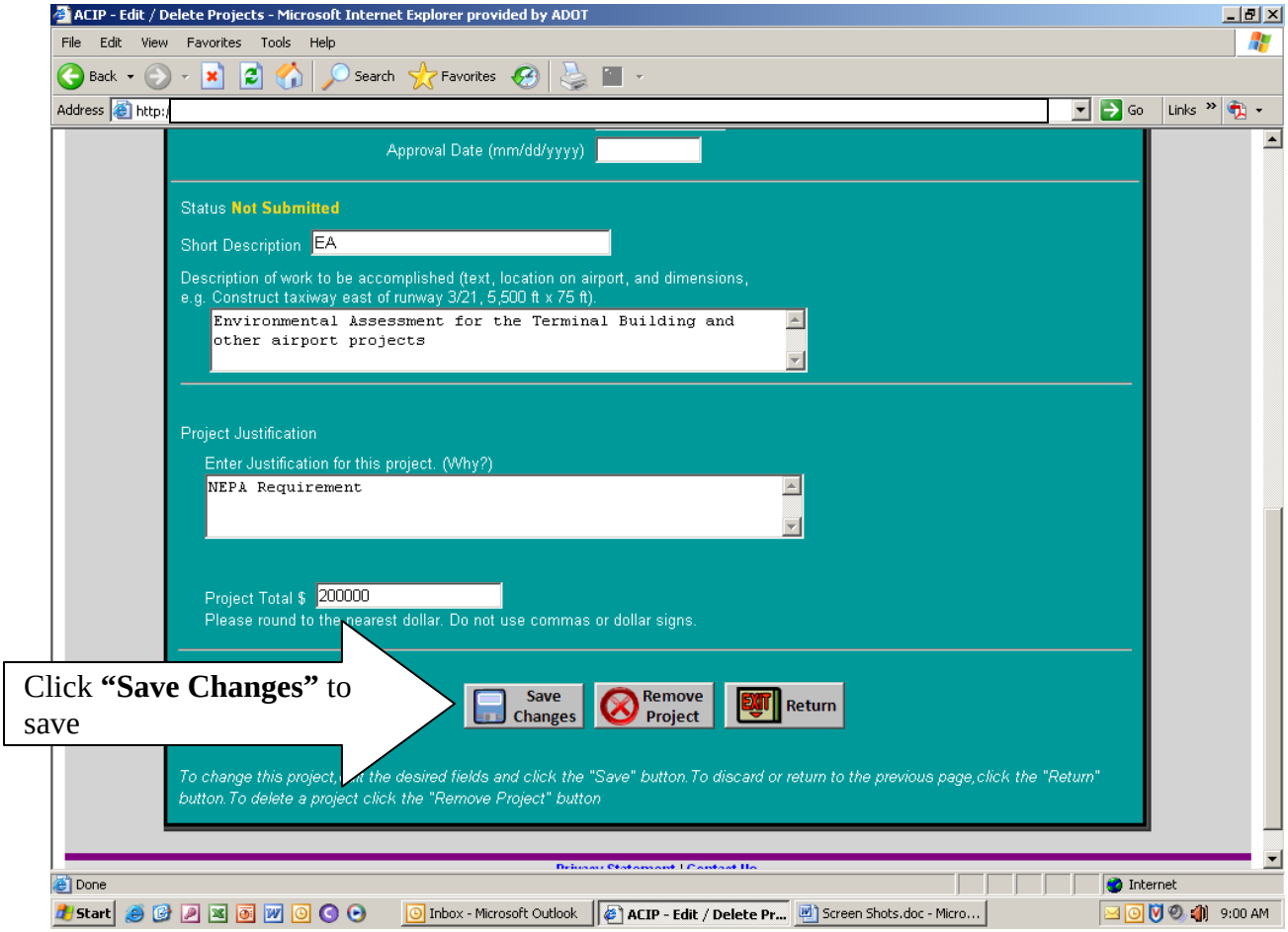


Figure 27

Review all the project information on this screen page.

Upon final review, click on the **"Save Changes"** button to save your edits and updates. The EDIT/REVIEW PROJECT screen page will appear (Figure 28).

On the EDIT/REVIEW PROJECTS screen page you can check the status of your updates (Figure 28).

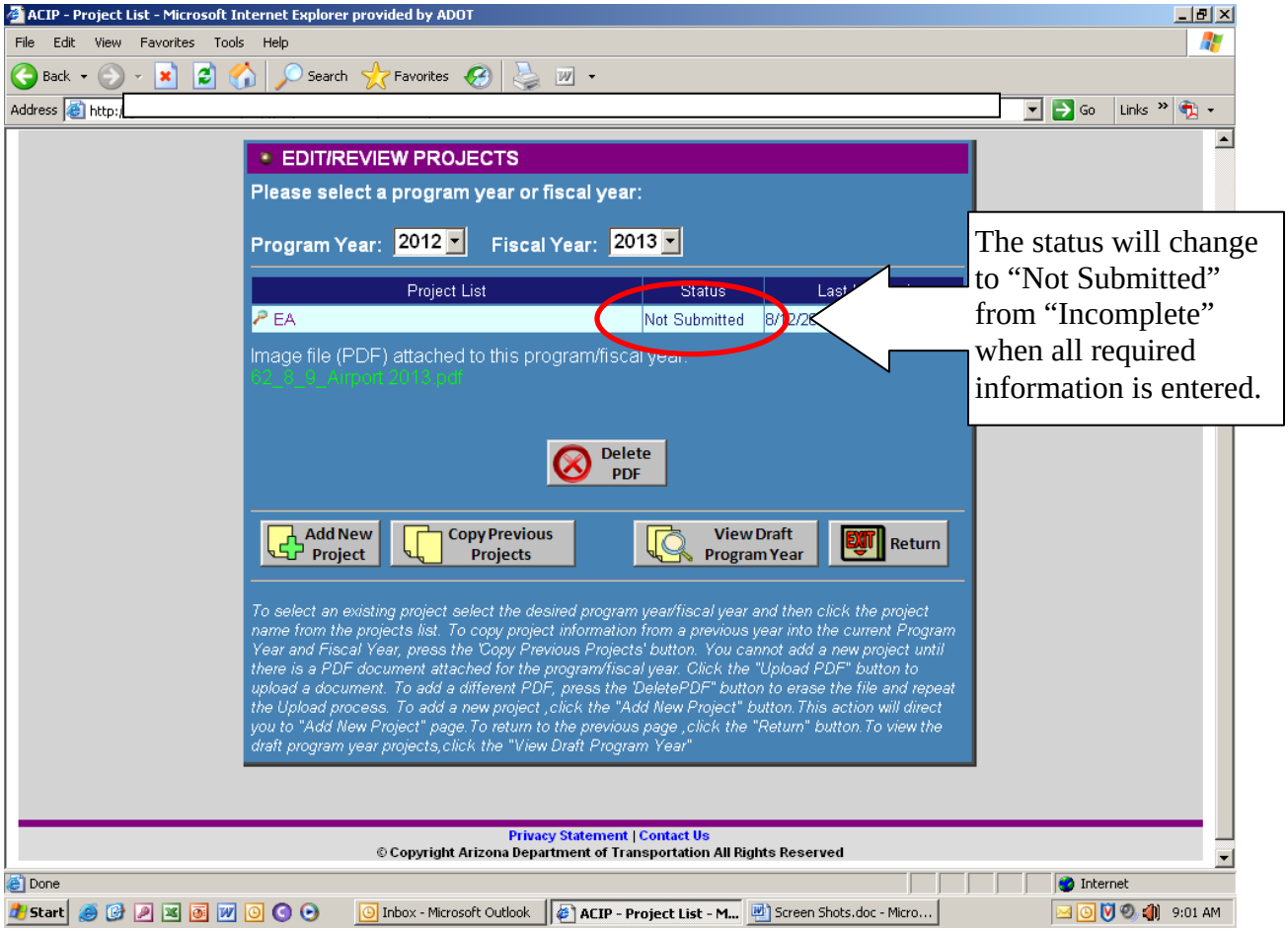


Figure 28

The Status will change from "Incomplete" to "Not Submitted". This project has been successfully copied and updated.

EDIT A PROJECT

To edit and/or review projects, you must start at the EDIT/REVIEW PROJECTS screen page (Figure 29).

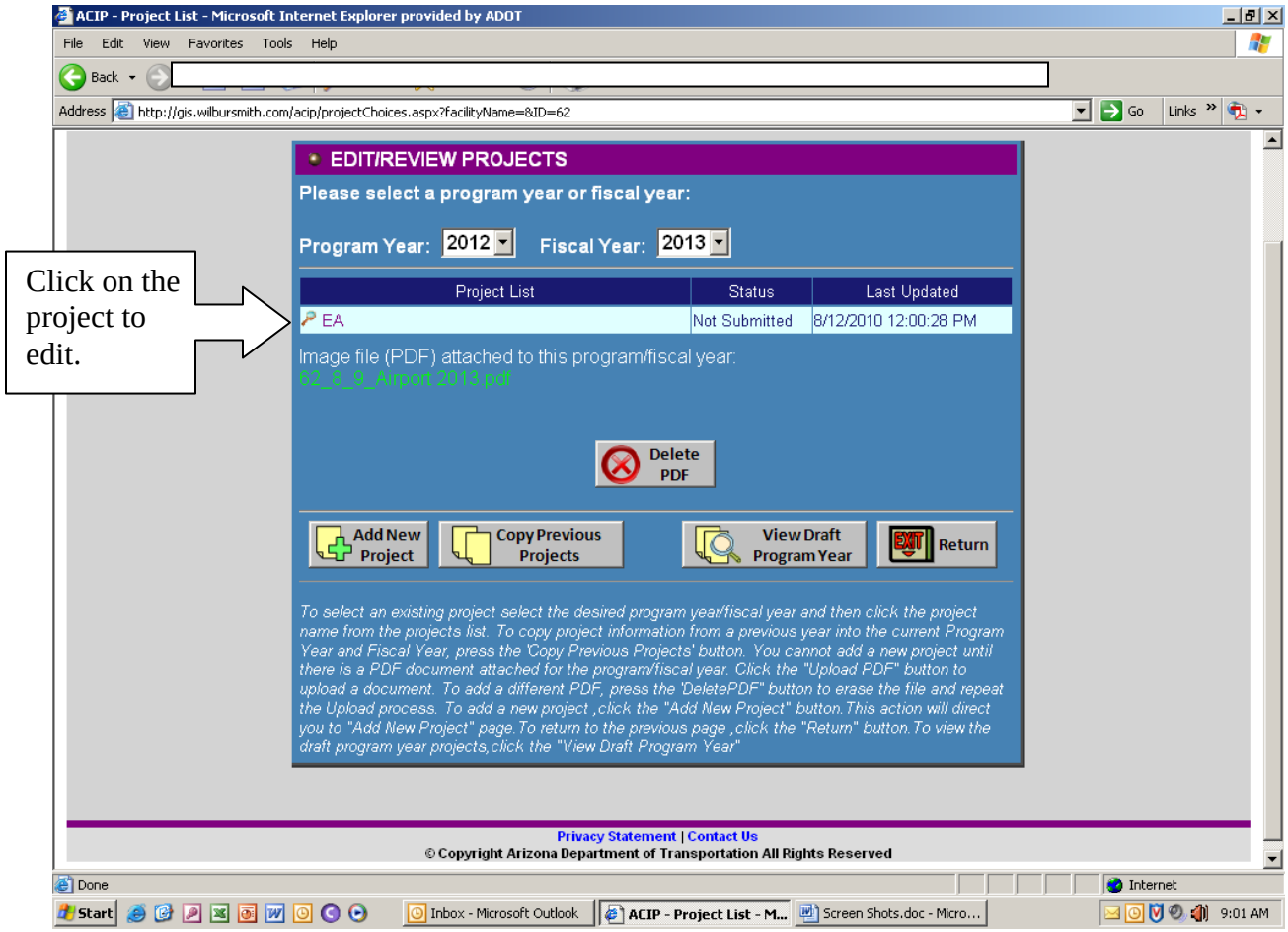


Figure 29

We will select the EA project to edit and review. When we click on the EA, we will see the following screen page (Figure 30).

The EDIT/DELETE PROJECTS top half of the screen page is shown (Figure 30). We can begin our edits and reviews here.

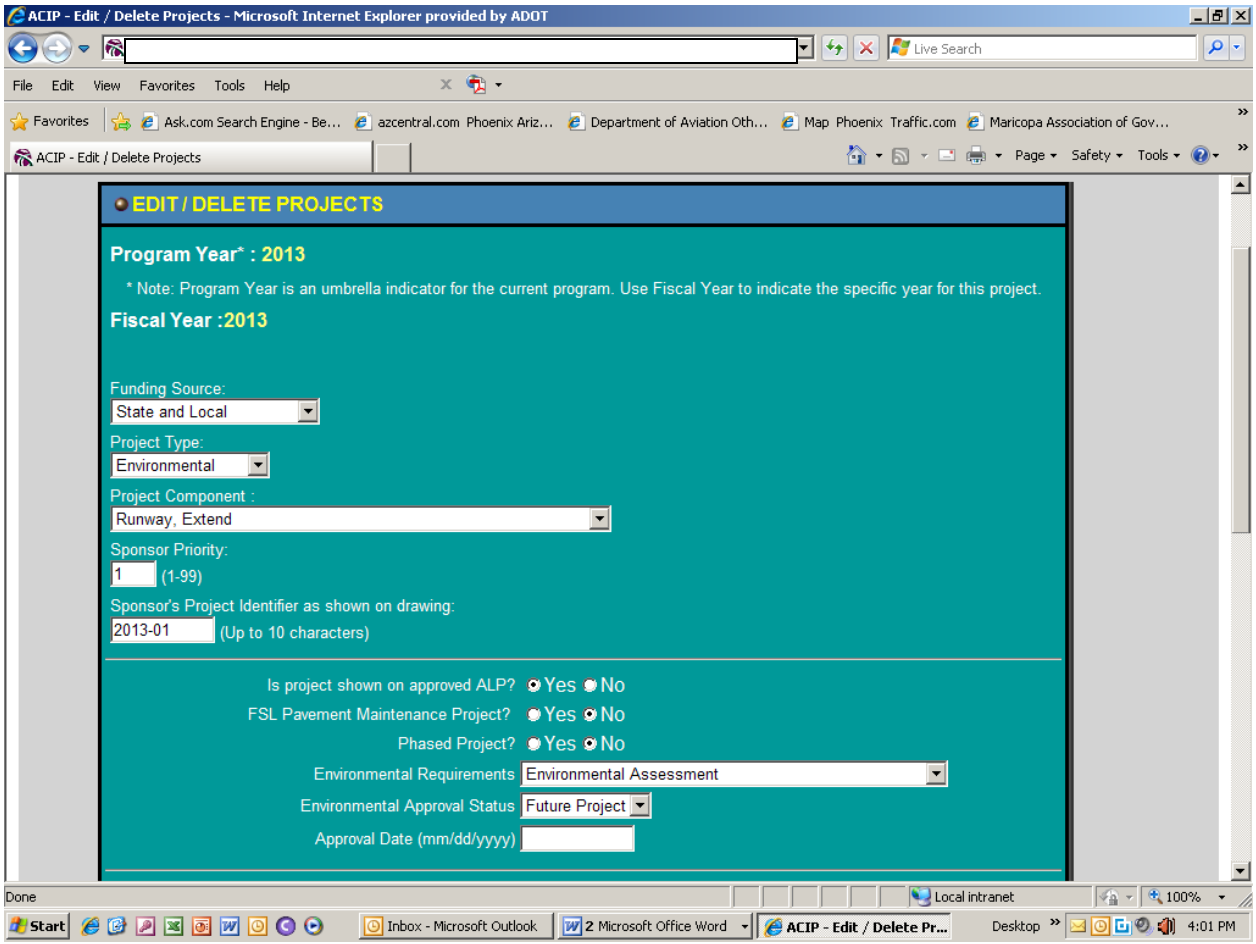


Figure 30

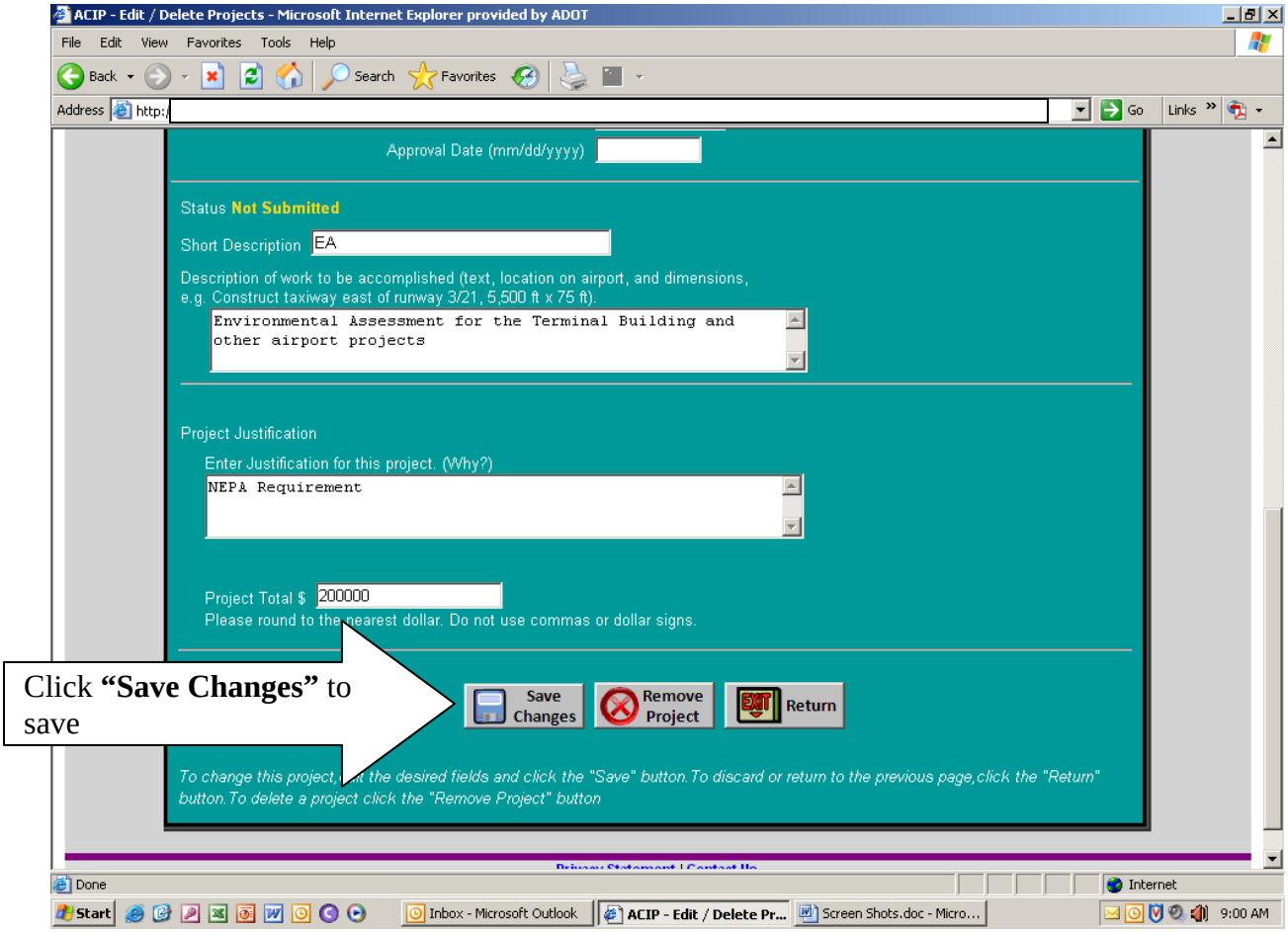
Review all the other project information for any edits. Select the box or radio button you want to update.

Make any changes.

The details for the other required entries are explained in the Add New Project section.

Let's check out the bottom half (Figure 31).

The bottom half of the EDIT//REVIEW PROJECTS screen page where you can edit project information (Figure 31).



Click **"Save Changes"** to save

Figure 31

Review all the other project information for any edits. Select the box or radio button you want to update.

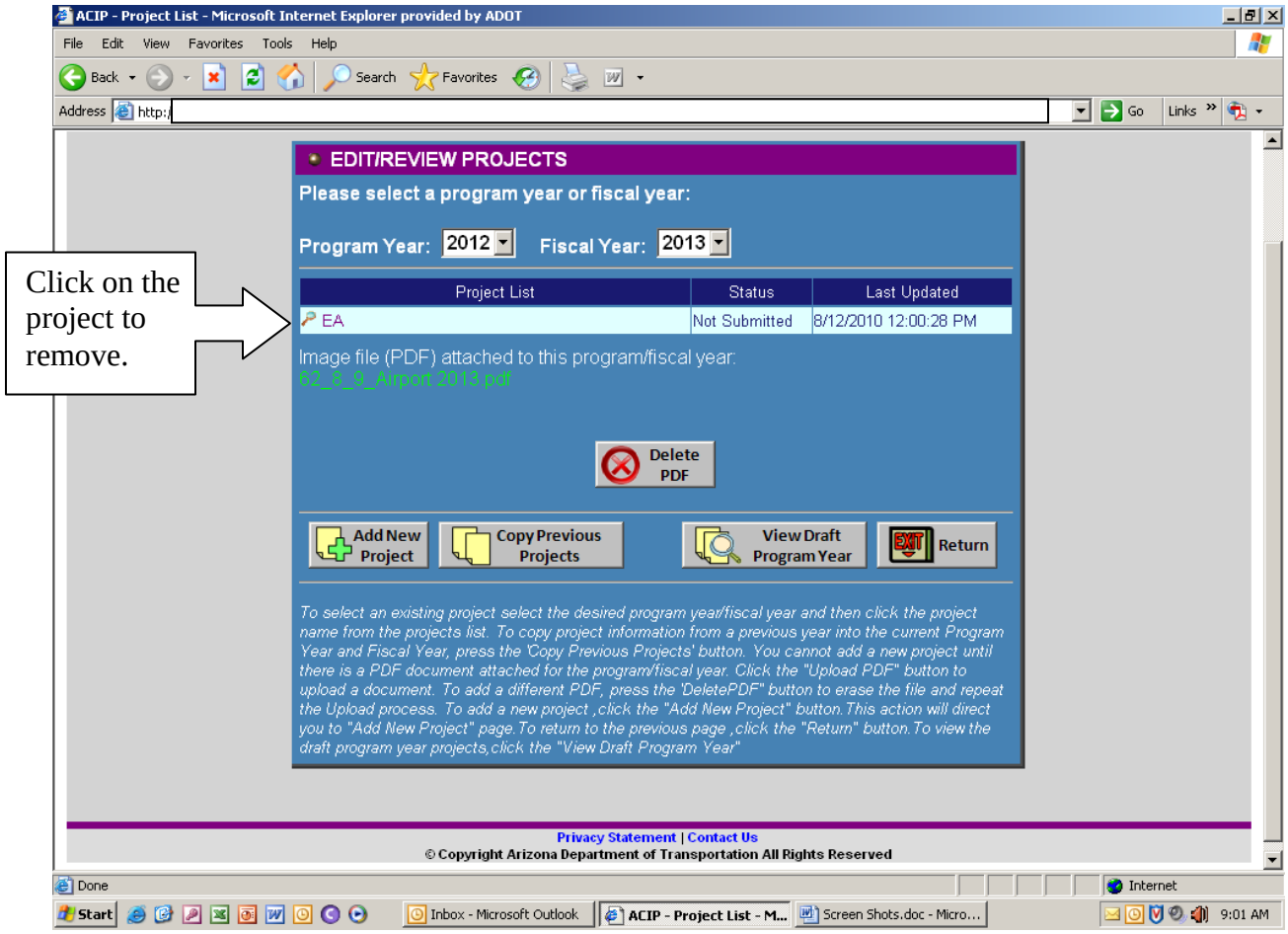
Make any changes. You must use the ADOT abbreviations listed in Appendix A.

The details for the other required entries are explained in the Add New Project section.

Upon final review, click on the **"Save Changes"** button to save your edits and updates.

REMOVE A PROJECT

The EDIT/REVIEW PROJECTS screen page is where you can remove a project (Figure 32).

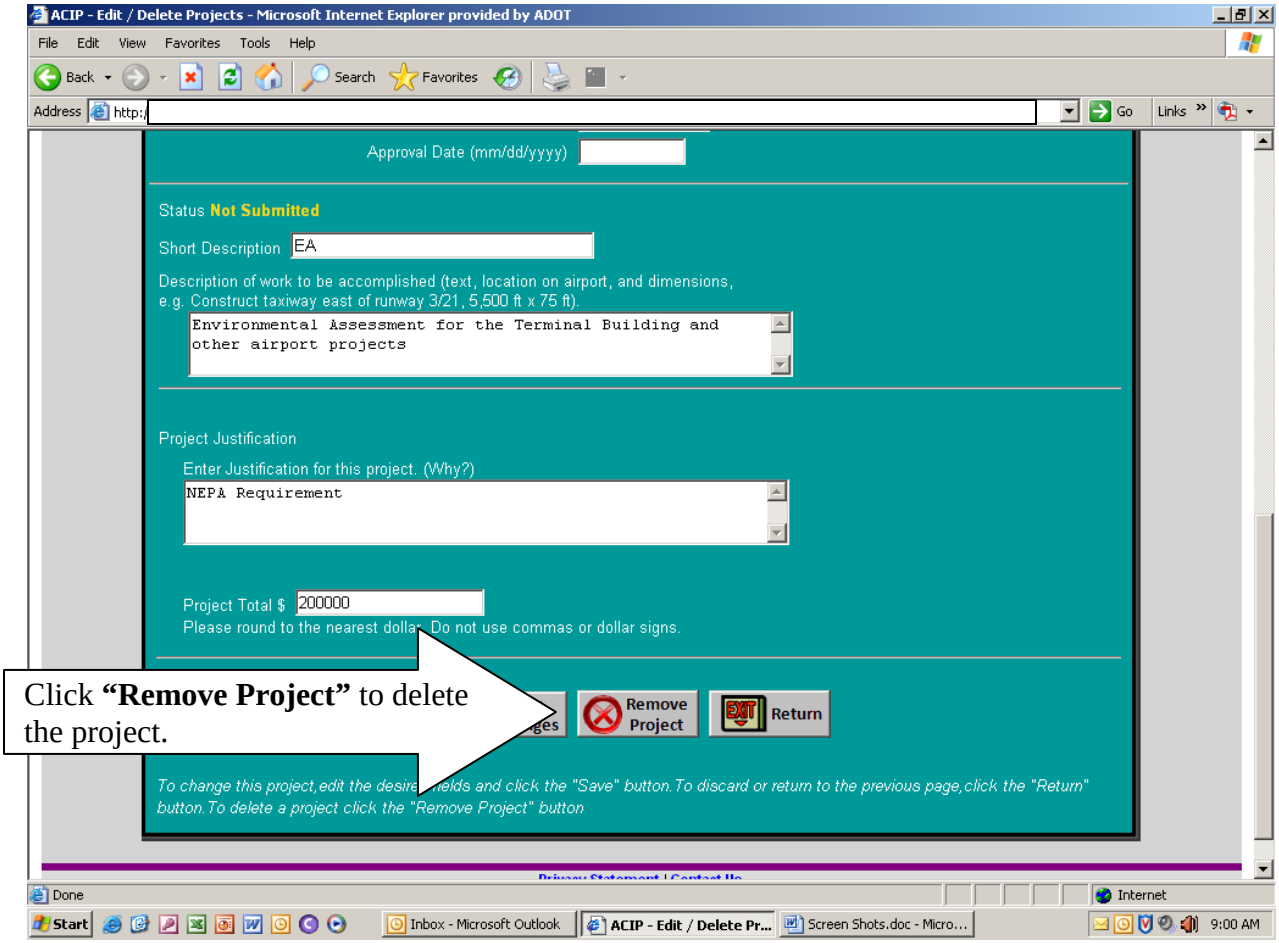


Click on the project to remove.

Figure 32

We will select the EA project to delete. When we click on the EA, we will see the following screen page (Figure 33).

Scroll down to the bottom half of the EDIT/REVIEW PROJECTS screen page where you can find the buttons (Figure 33).



Click **"Remove Project"** to delete the project.

Figure 33

Click on the **"Remove Project"** button to delete the project. After the click, you will need to scroll down to the bottom of the page to confirm the deletion of the project.

SUBMIT THE FIVE YEAR ACIP PROGRAM TO ADOT

You can start from the Contact Information screen page (Figure 34) or the EDIT/REVIEW screen page (Figure 35).

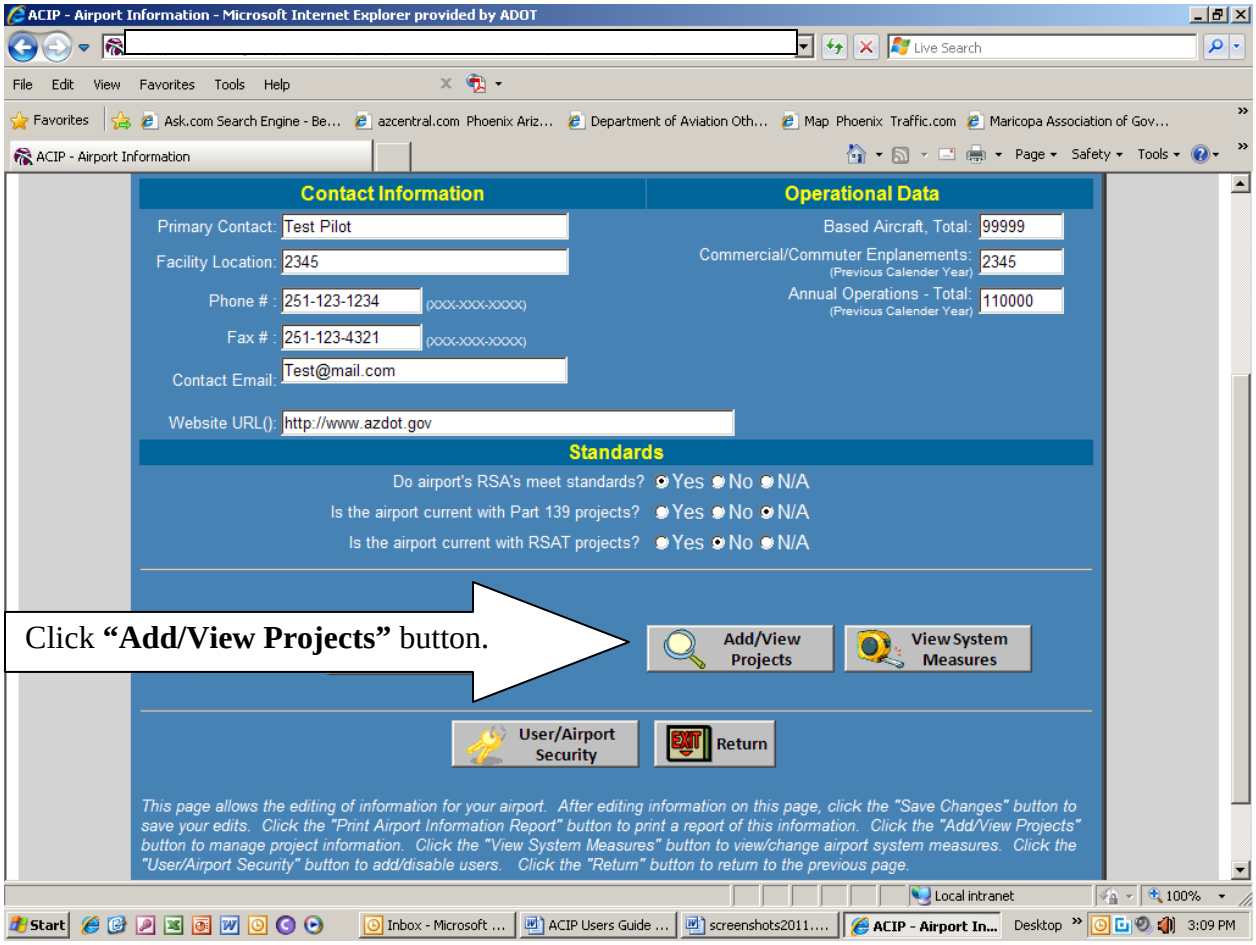


Figure 34

When starting from the Contact Information Page, click on the "**Add/View Projects"** button to view the projects that have been entered for the 2012 Program Year (example year, use the correct year in your submittal.) (Figure 34). This action will take you to the EDIT/REVIEW PROJECTS screen page (Figure 35).

The EDIT/REVIEW PROJECTS screen page is where you can View Draft Program Year (Figure 35).

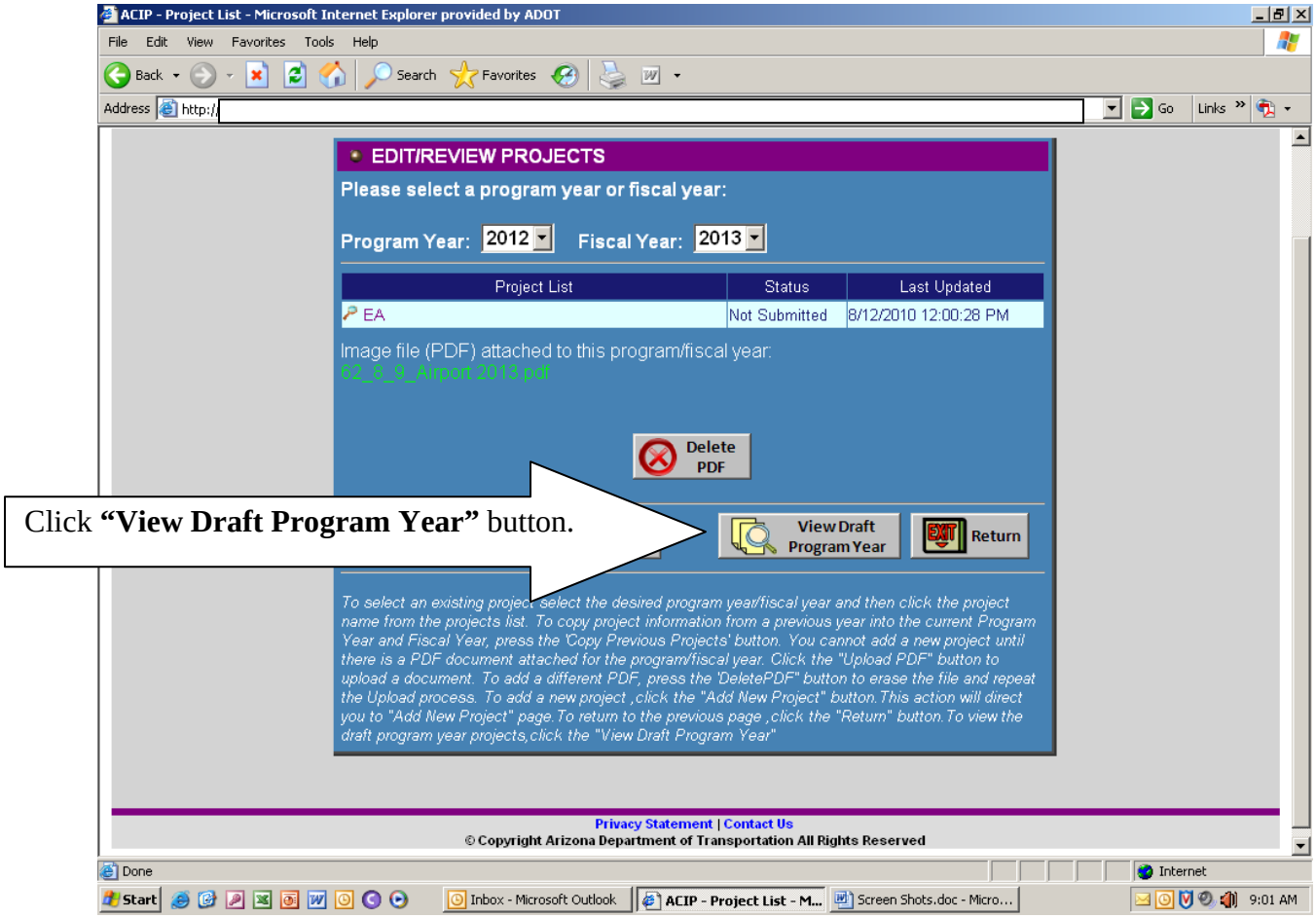


Figure 35

Click on the **"View Draft Program Year"** button to view your projects that have been entered for the Program Year.

The Draft Program Year Review screen page is where you can review and submit the program year ACIP to Aeronautics (Figure 36).

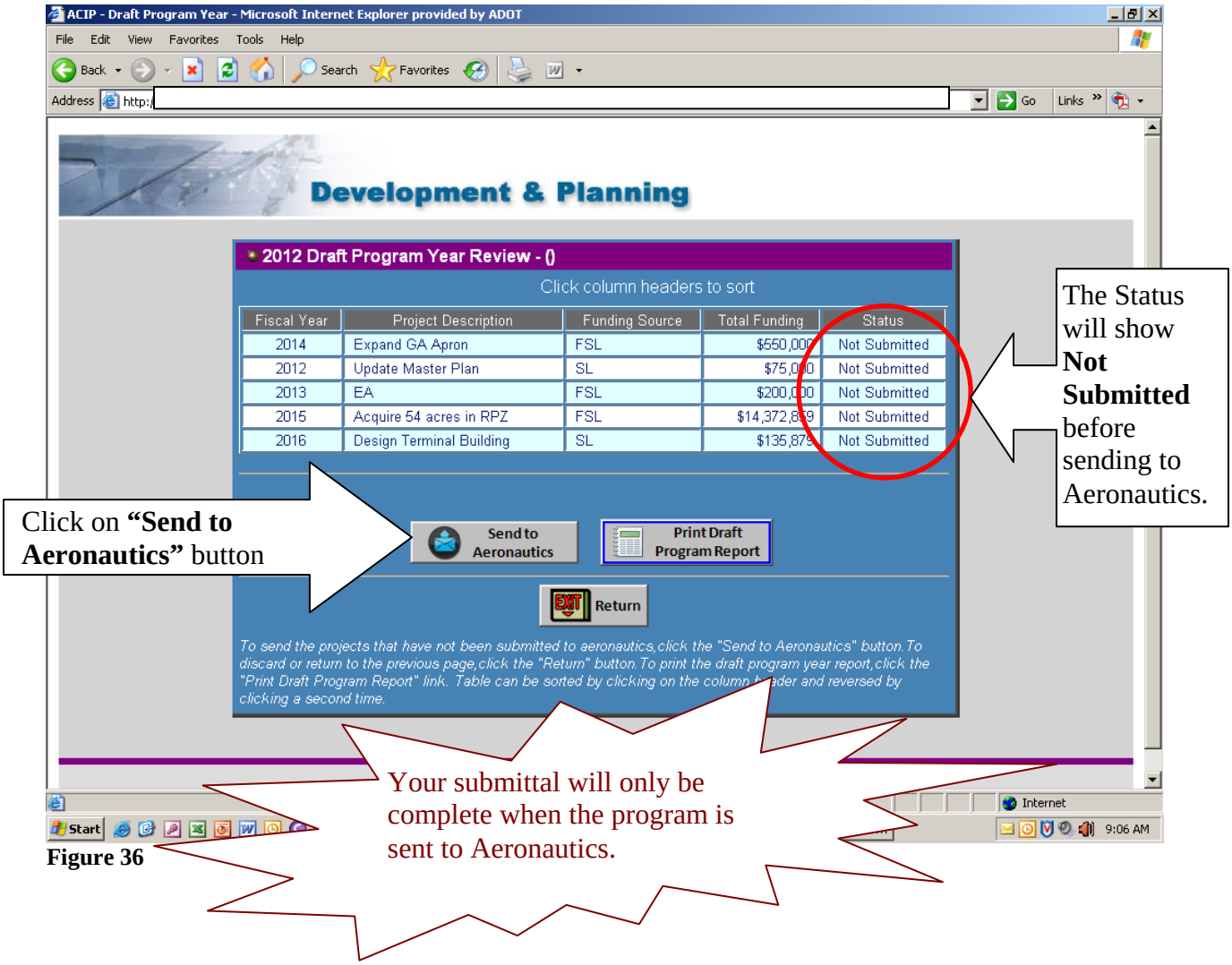


Figure 36

Click on the **"Send to Aeronautics"** button to officially send your ACIP that have been entered for the Program Year. You must be logged in with the user name and password sent by ADOT in the ACIP letter. <u>The submittal under this log in is your electronic signature for the official submittal.</u>

Only when the status changes to **"Submitted"** has your program been submitted to Aeronautics. Confirm the status to be sure it has been done (Figure 37).

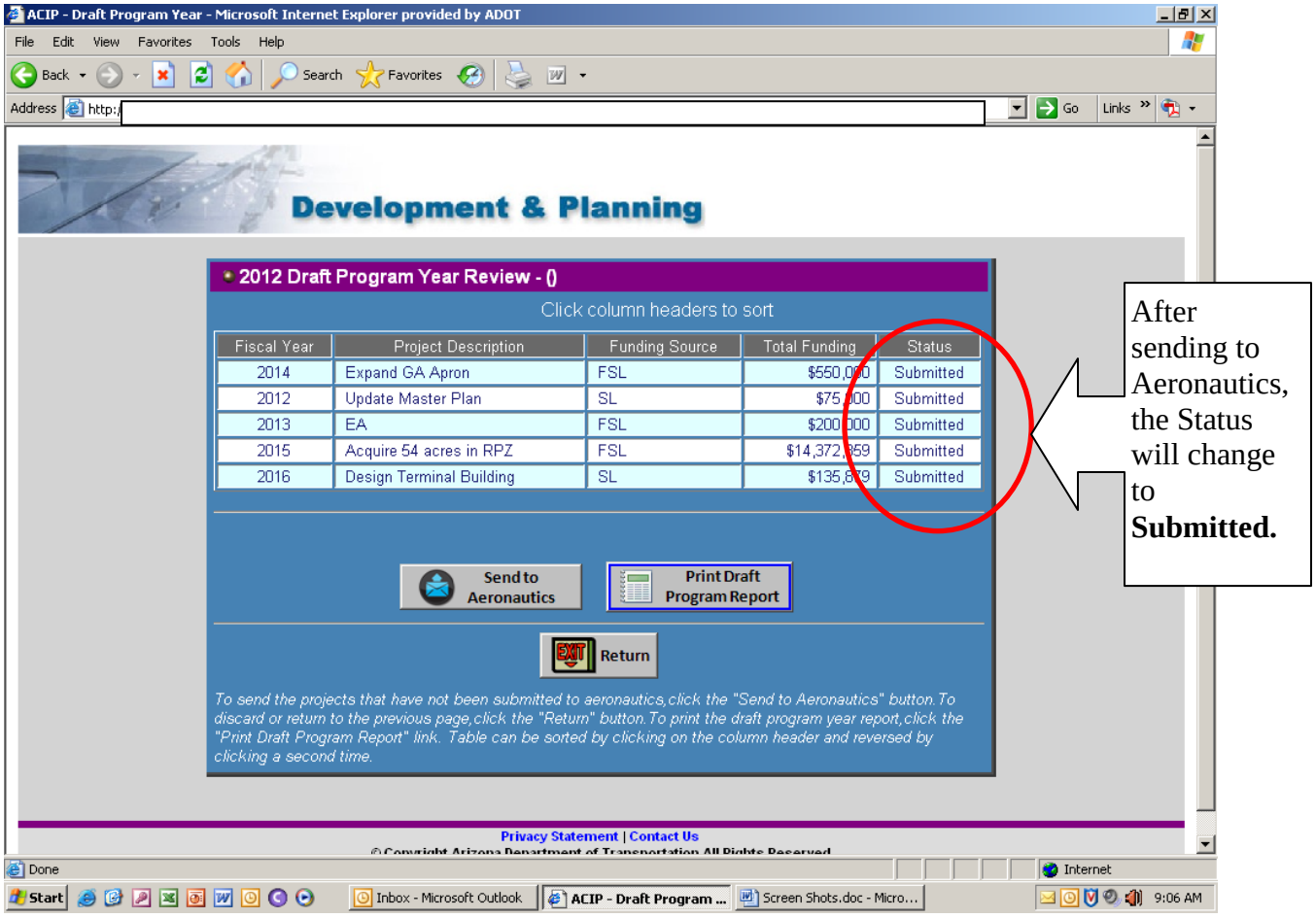


Figure 37

One more item needs to be completed for the Federal Projects. If you only have state and local projects, you are done. The FAA does receive an electronic copy but they **require** a printed signed copy. The procedure to print a copy is in the next section. ADOT does not need a printed copy but we suggest you print one of ACIP for your files.

The deadline for the ACIP submittals to ADOT is October 19, 2012 at 5:00 pm local time.

PRINT THE FEDERAL AVIATION ADMINISTRATION (FAA) REPORT

The DRAFT PROGRAM YEAR REVIEW screen page is where you can print the report to send to the FAA (Figure 38).

ADOT will review all the projects submitted by the sponsor. ADOT will send comments to the sponsor for any changes, corrections, etc. After the final review by ADOT, the sponsor will receive notification that the signed ACIP program can be submitted to the FAA. Please do NOT send the signed ACIP to the FAA until notified by ADOT.

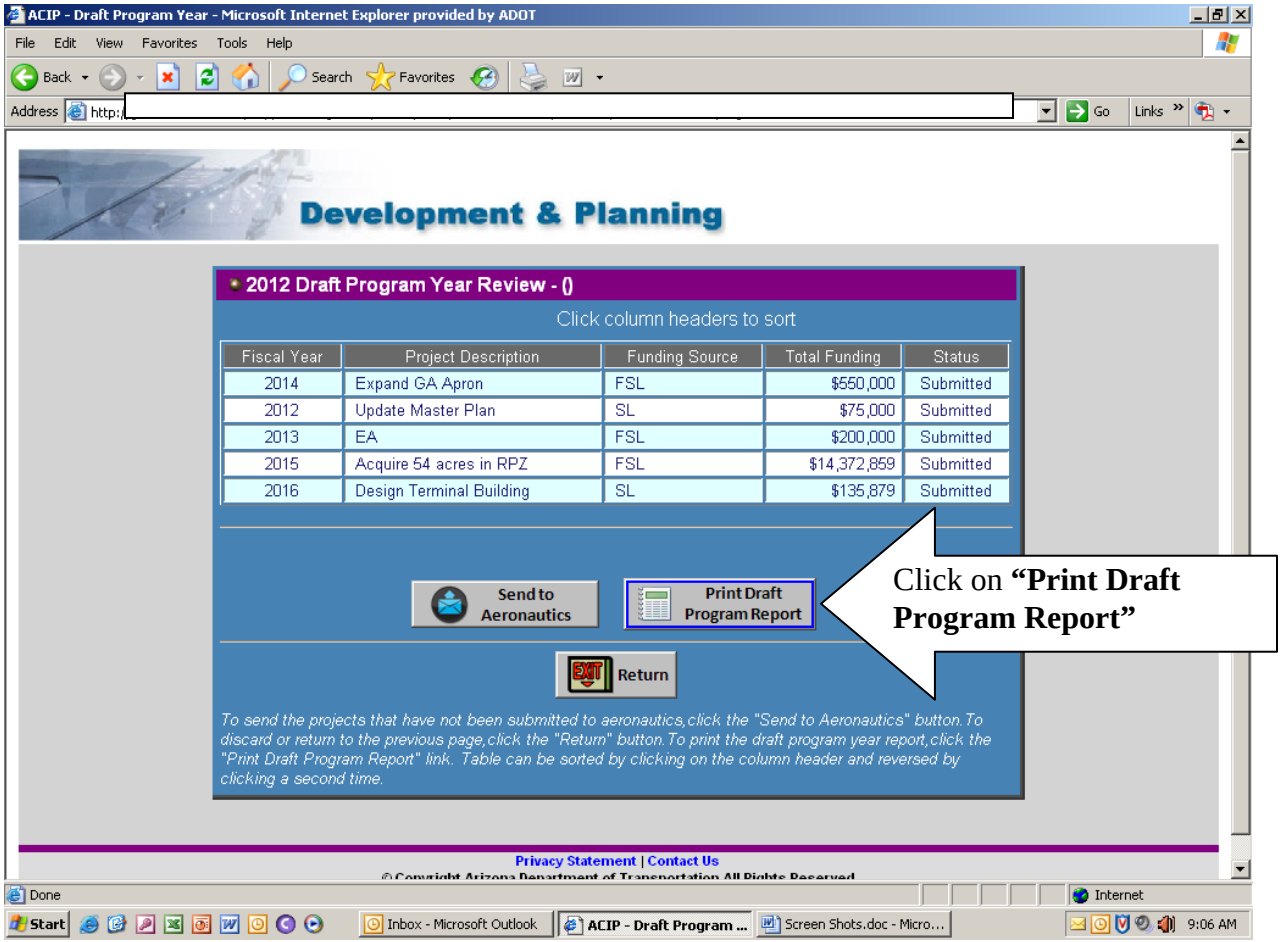


Figure 38

Click on the **"Print Draft Program Report"** button to print the report to send to the FAA.

A window will appear after clicking the “Print Draft Program Year” button (Figure 39).

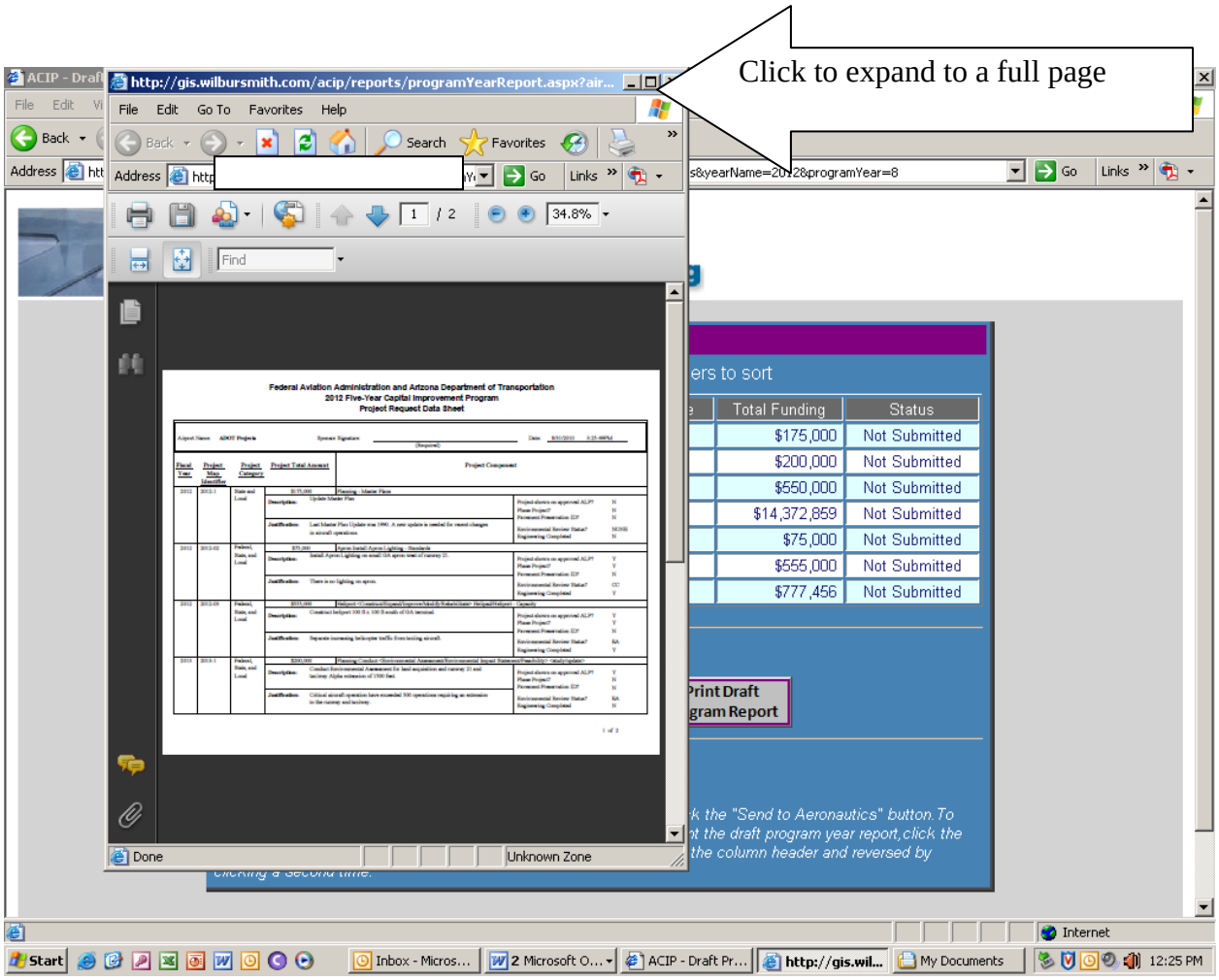


Figure 39

Click on the maximize box to expand the window to full screen.

Review all the project information on this FAA report. The report will sort the projects based on the sponsor's priority number (Figure 40). The priority number will **not** be printed.

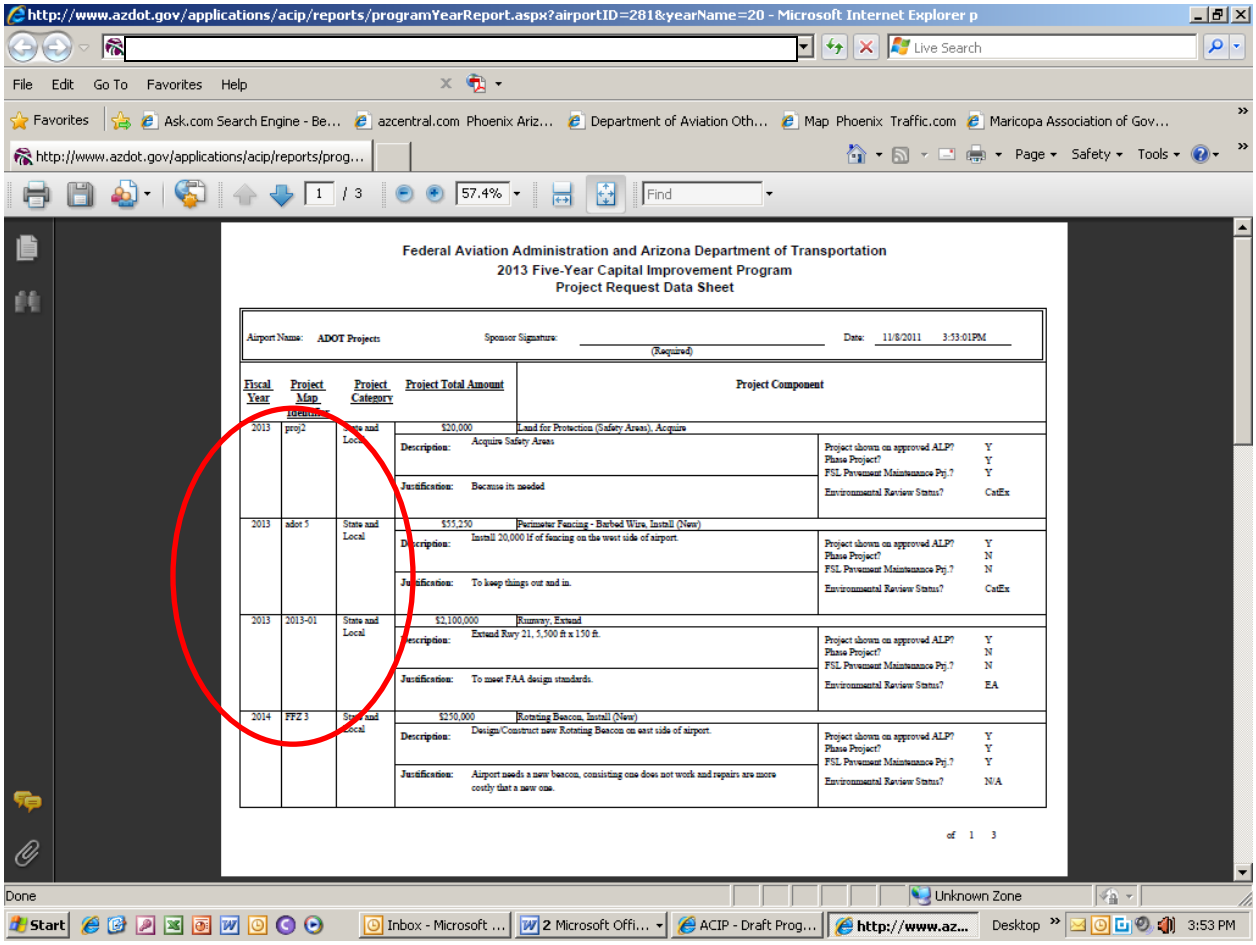


Figure 40

When all the information is correct and you are satisfied with the report, start the print process.

Start the print process (Figure 41).

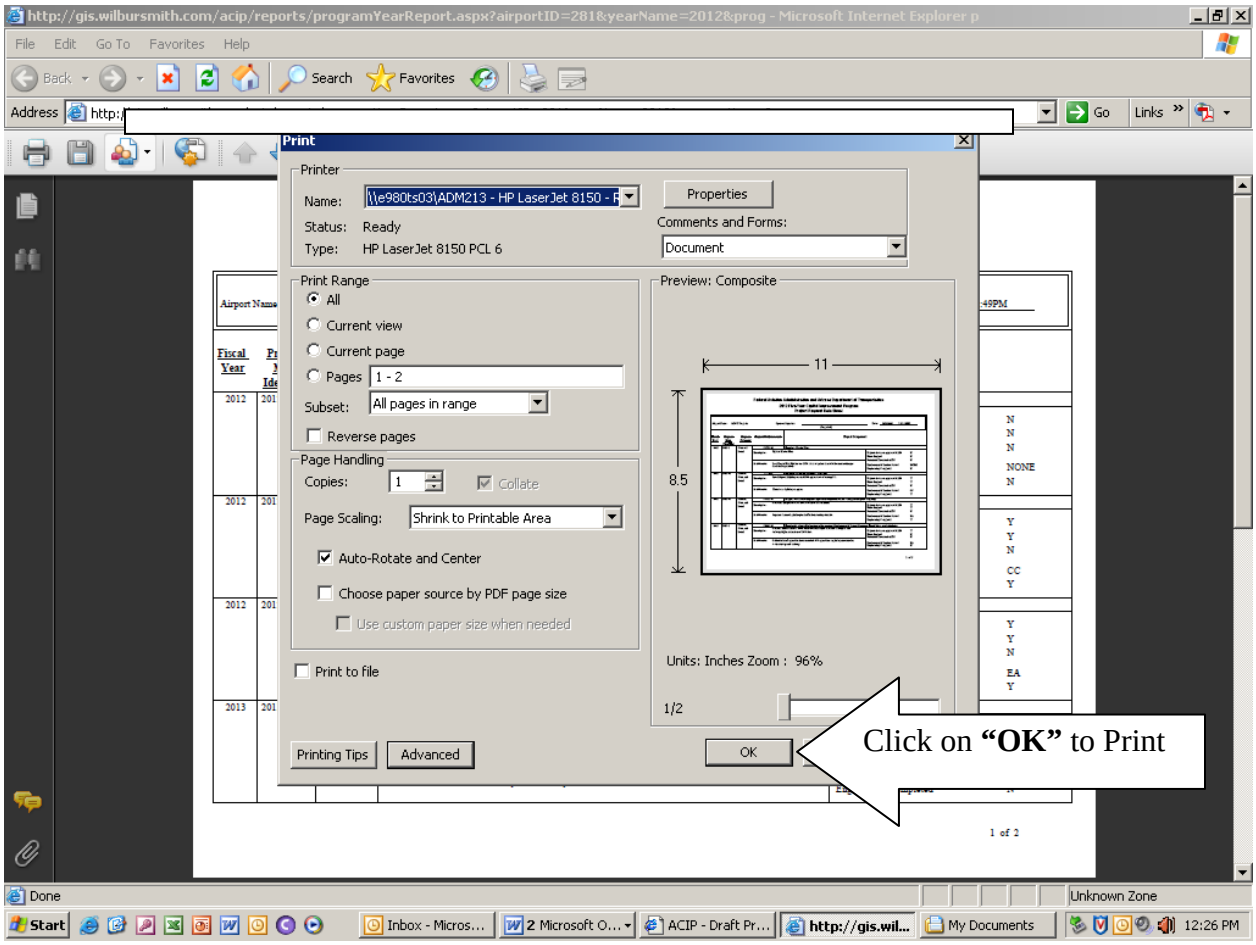


Figure 41

Click on **"OK"** to print the FAA report.

SEND THE REPORT TO THE FAA

Review all the project information on this FAA report (Figure 42). The report will sort the projects based on the sponsor's priority number.

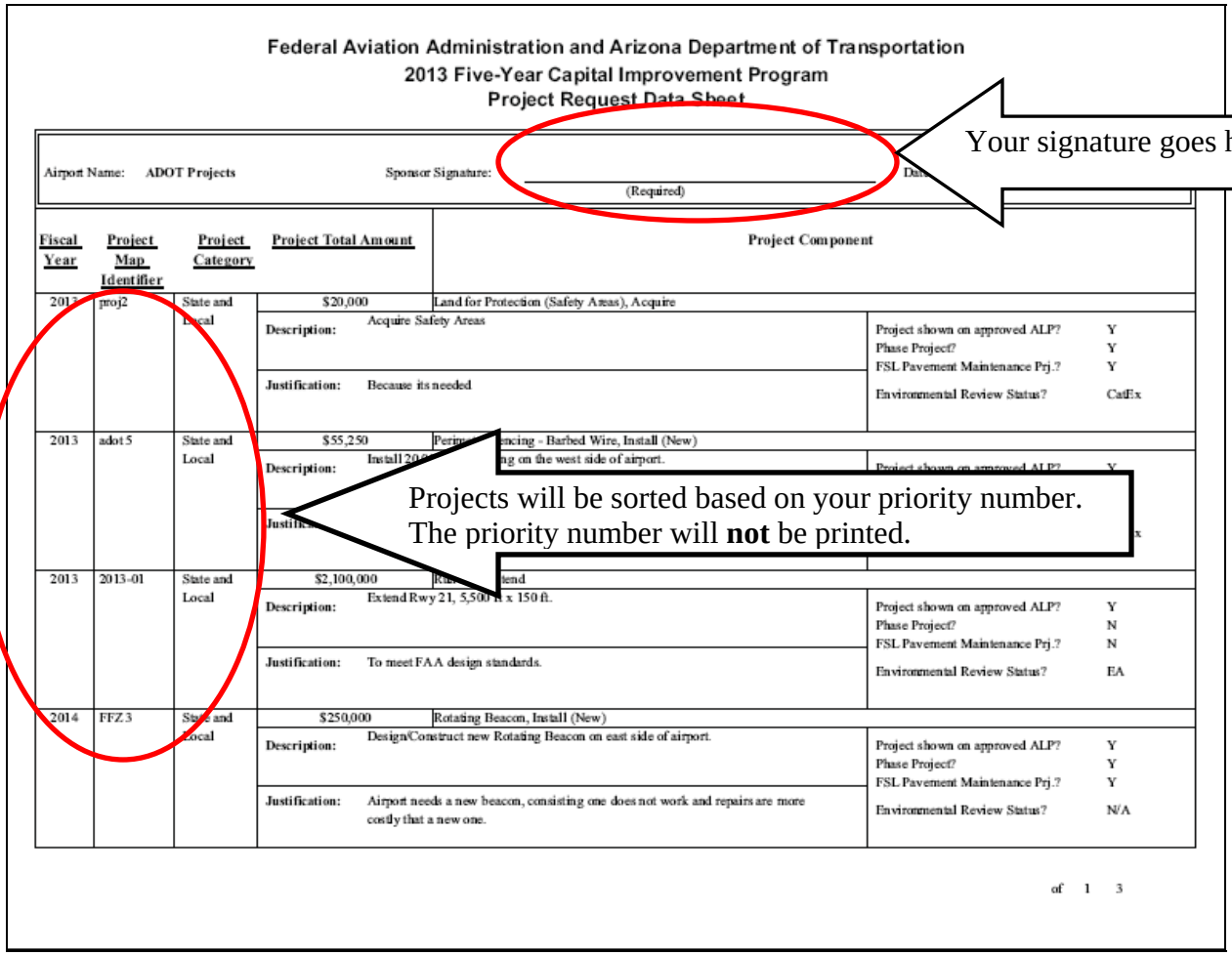


Figure 42

After the final review, sign the report and mail it to the FAA with a short transmittal cover letter. The ACIP should be sent to:

Ms. Tania Williams
Federal Aviation Administration
Los Angeles Airports District Office
P. O. Box 92007
Los Angles, CA 90009-2007
As an alternative to hard copy submittals to FAA, you may send your signed ACIP electronically to tania.williams@faa.gov.

PRINT THE PROJECT DRAWING FILE

The EDIT/REVIEW PROJECTS screen page is where you can print the project drawing file that is on the ACIP website (Figure 43).

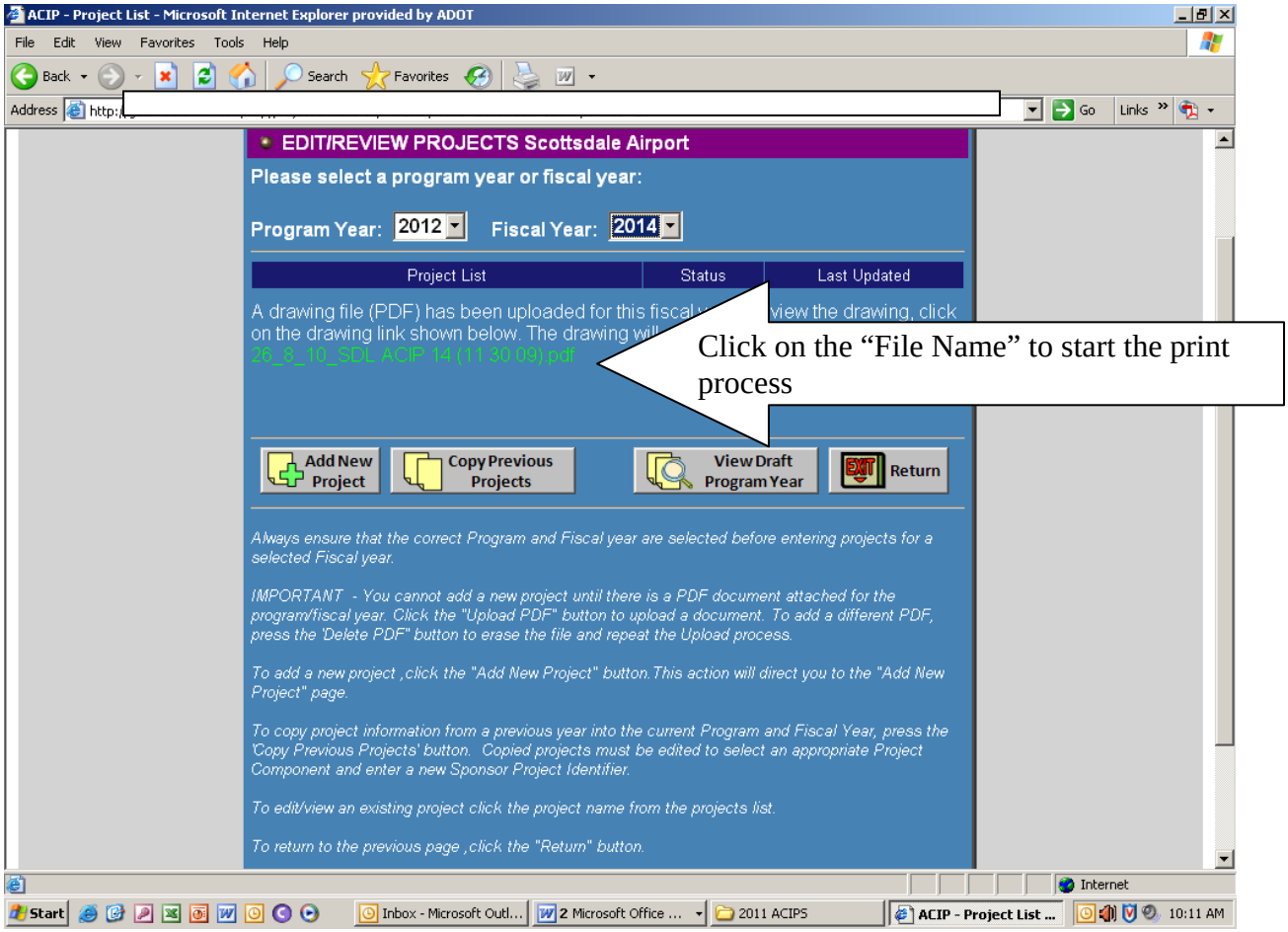


Figure 43

Click on the project drawing file name and a new window will appear (Figure 44).

A window will appear after clicking the project drawing file name (Figure 44).

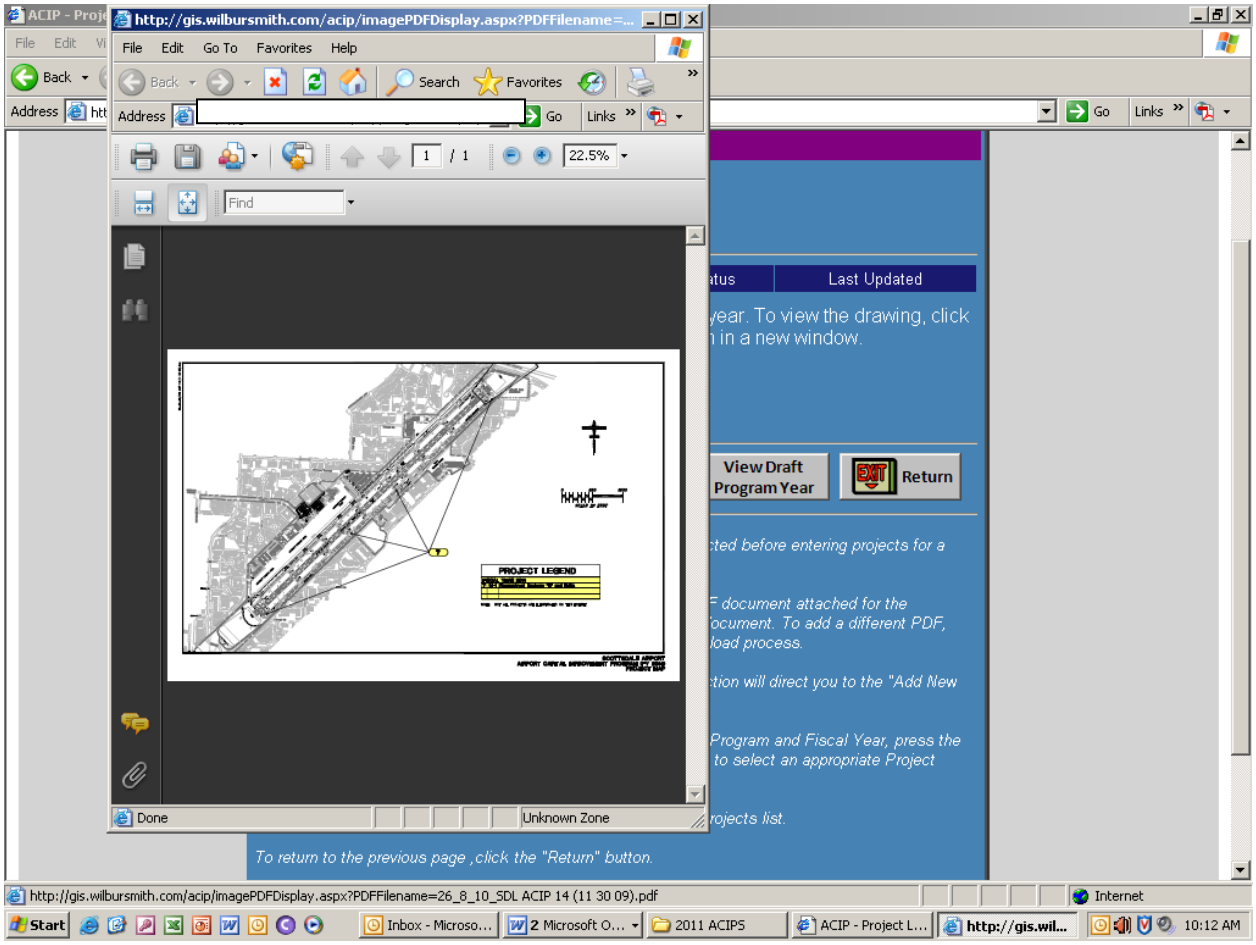


Figure 44

Start the print process.

This screen will appear after clicking on the file (Figure 45).

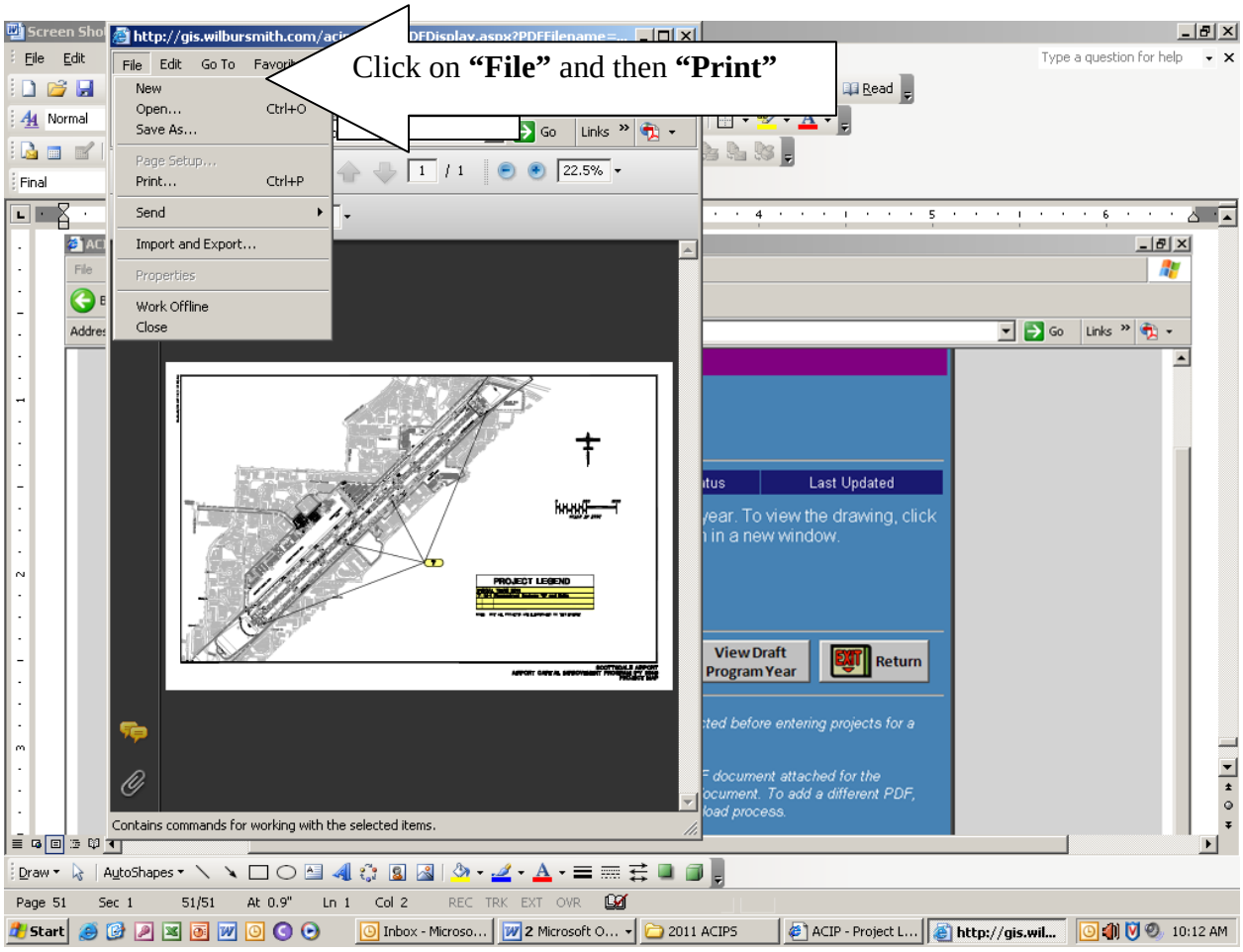


Figure 45

Click "File" to open the pull down menu. Click "Print".

The print process continued (Figure 46).

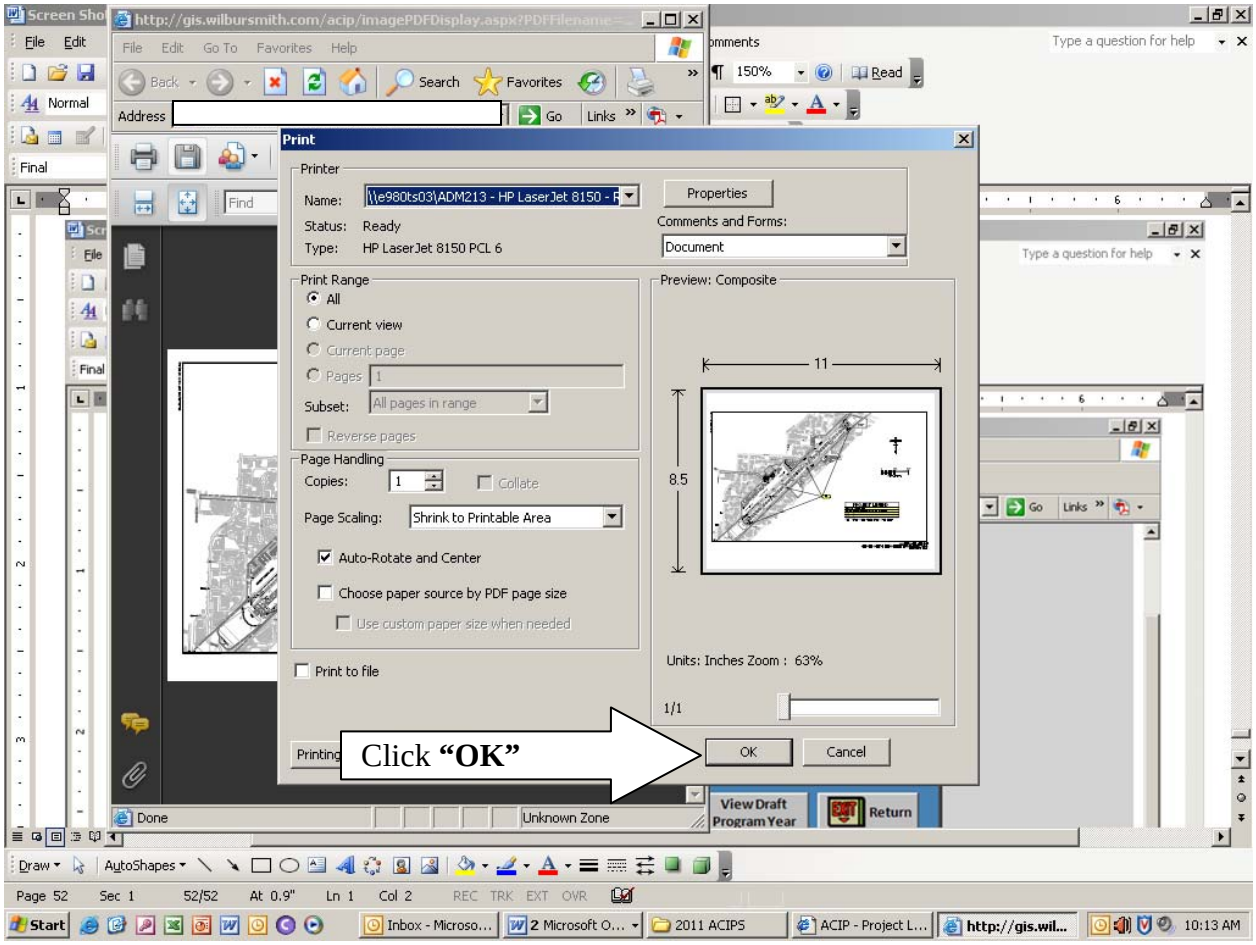


Figure 46

Click "OK" to print the document.

ADDING OR DISABLING USERS

To add or disable additional users to input information for your program at your airport, start from the AIRPORT INFORMATION screen page (Figure 47).

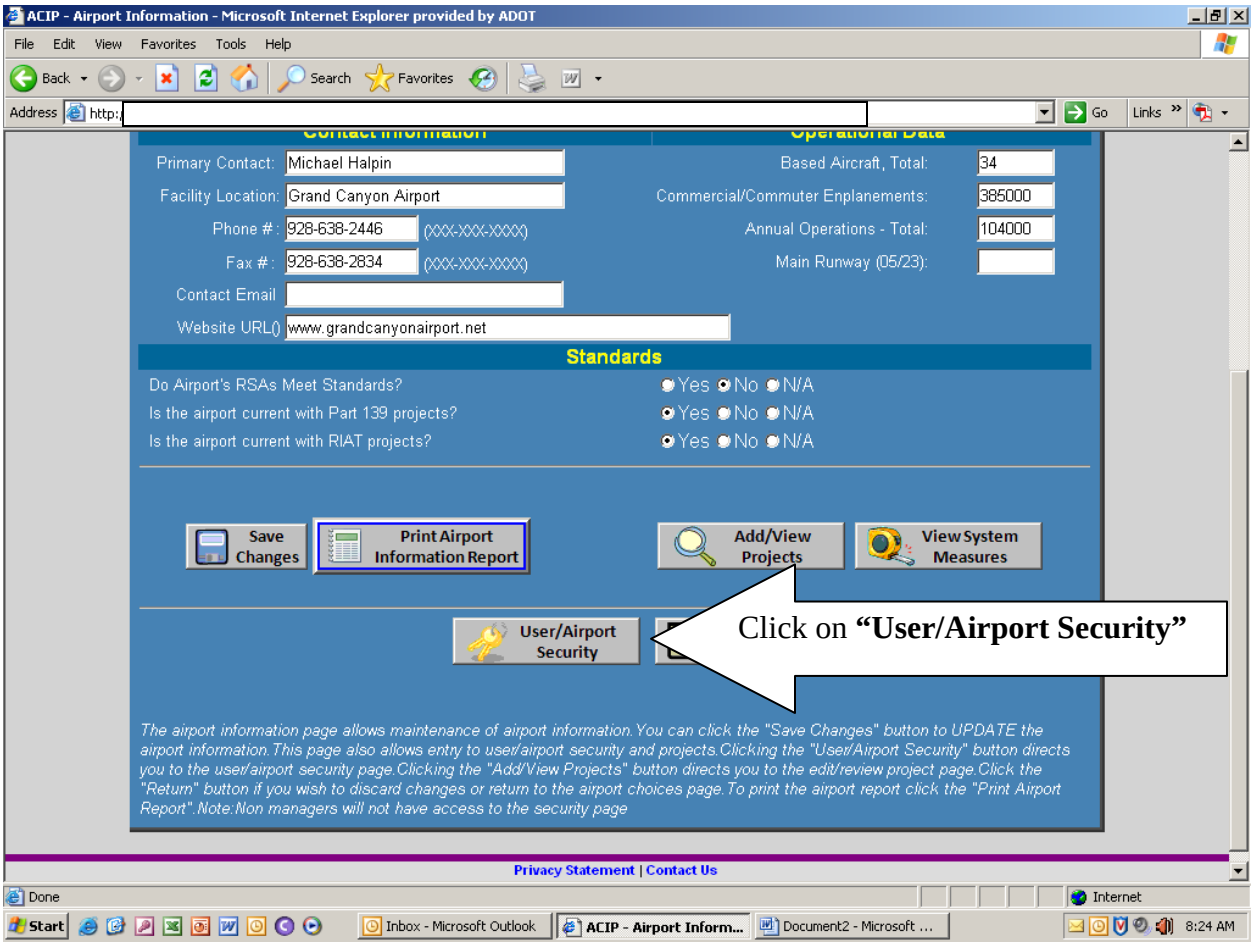


Figure 47

Click on the **"User/Airport Security"** button to add or disable additional users. This action will take you to the USER/AIRPORT SECURITY screen page (Figure 48).

The USER/AIRPORT SECURITY screen page is where you can add additional users (Figure 48).

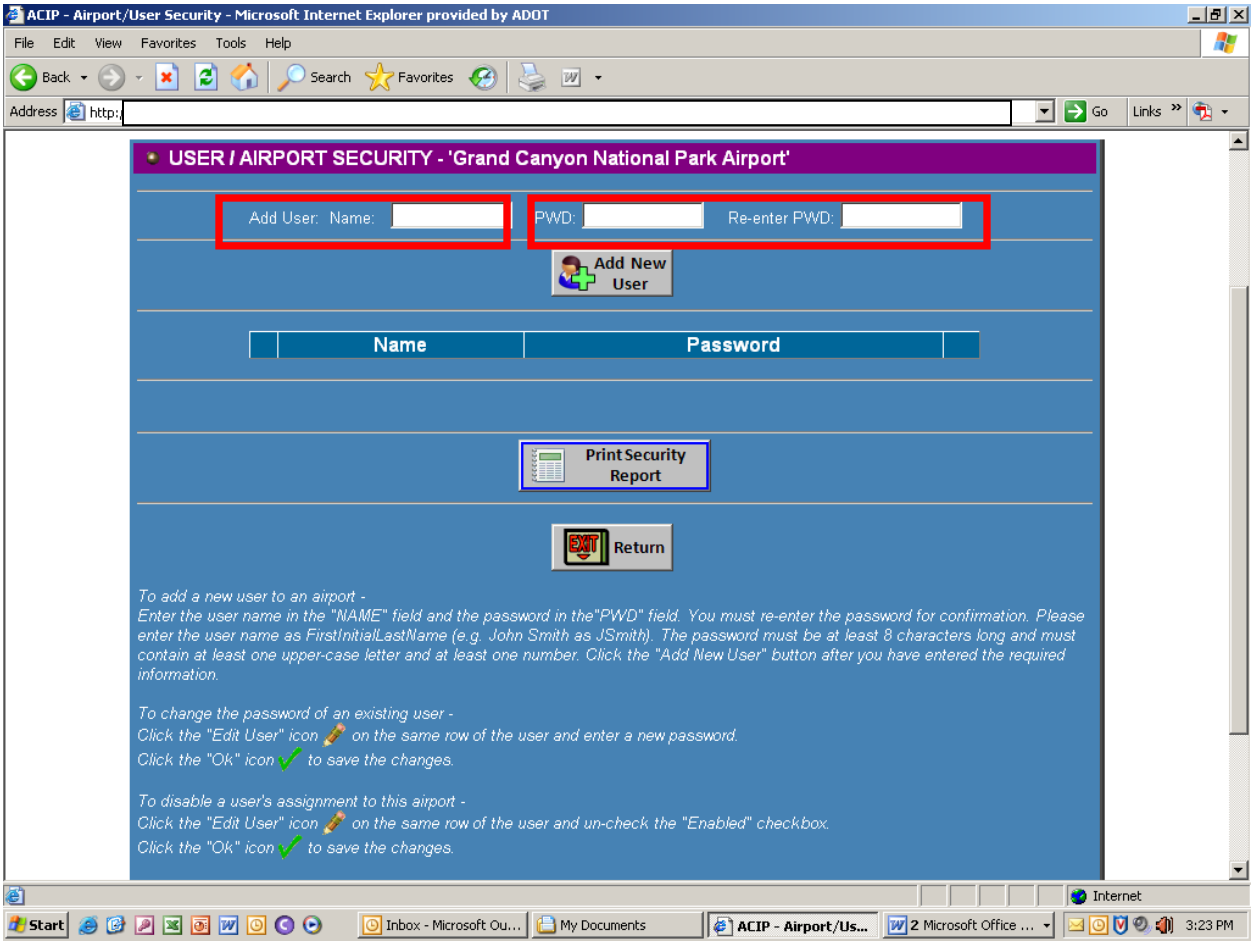


Figure 48

Click on the **"Add User: Name"** box to enter the user name. The user name should be in the FirstIntial/LastName format e.g. John Smith as JSmith.

Click on the **"PWD"** box to enter the password. The password must be at least 8 characters long. It must contain at least one upper case letter and at least one number.

Click on the **"Re-enter PWD"** box to reenter and confirm the password. The password must be at least 8 characters long. It must contain at least one upper case letter and at least one number.

After these entries, the screen page should appear as shown in Figure 49.

The USER/SECURITY screen page will show the information entered but block the password characters (Figure 49).

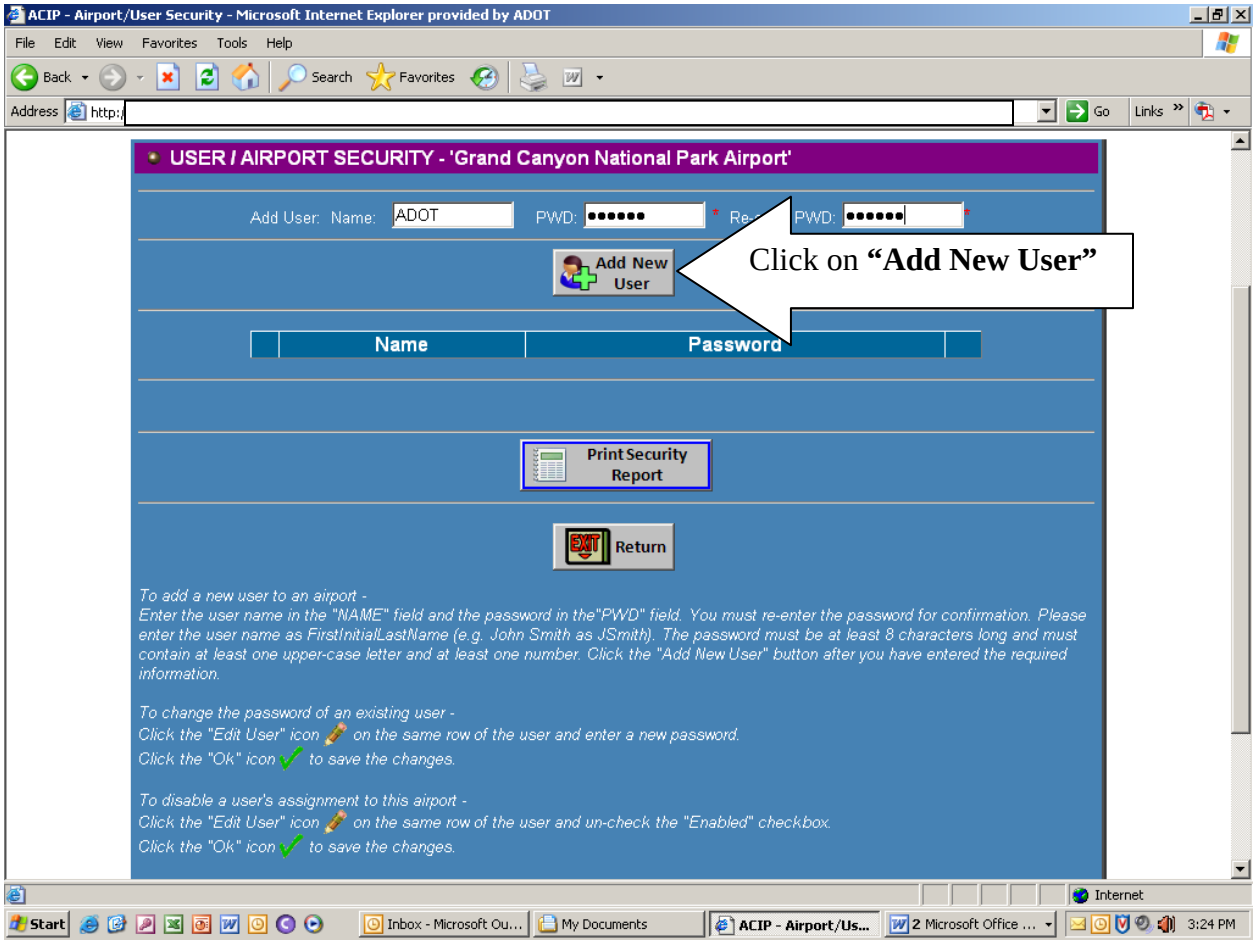


Figure 49

Click on the **"Add New User"** button to add this new user.

An invalid password error message will appear if the password requirements are not met (Figure 50).

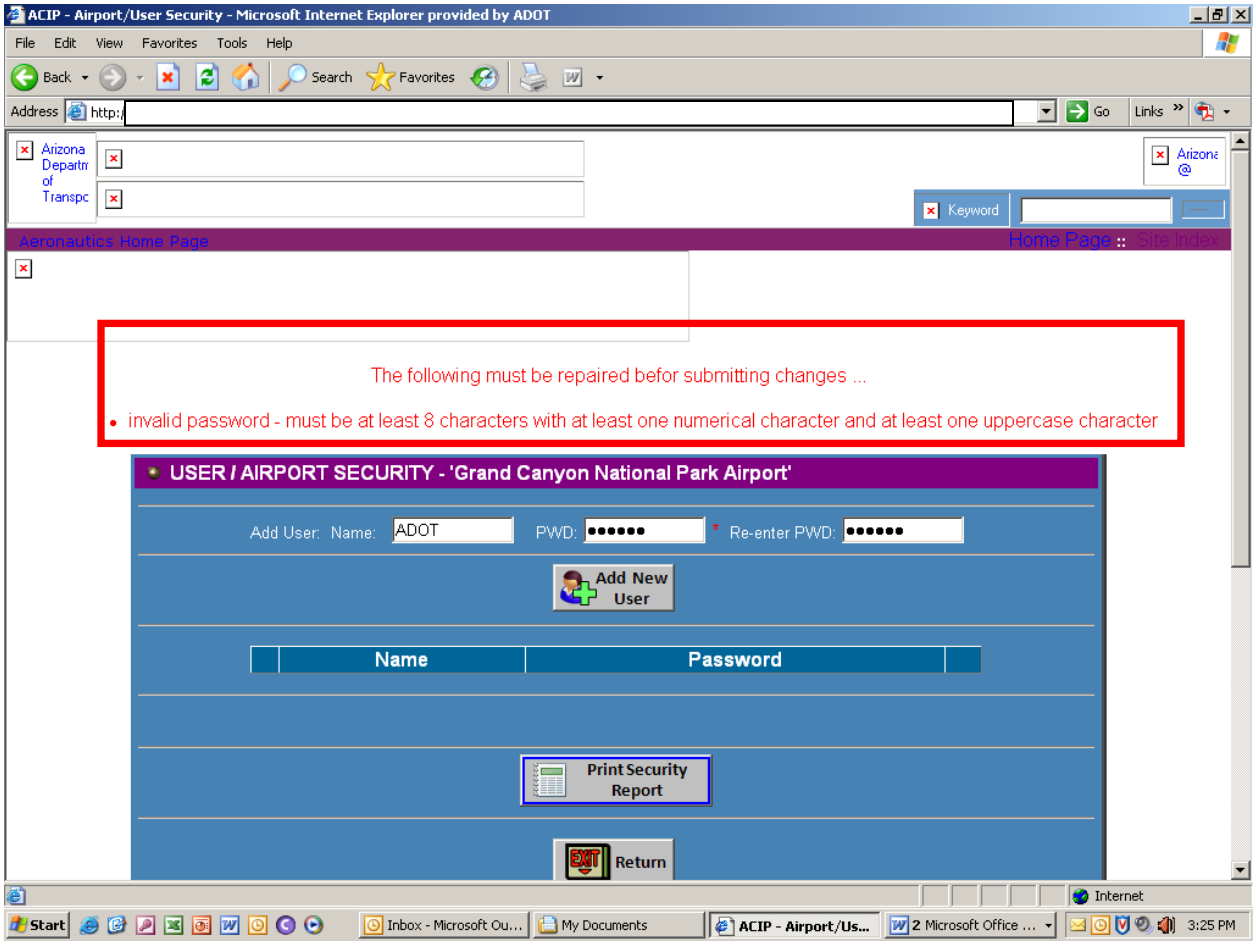


Figure 50

If you receive the error message in Figure 50, you must make the necessary corrections. Click on the **"Add New User"** button to save.

This USER/AIRPORT SECURITY page will appear when the additional user is added successfully (Figure 51).

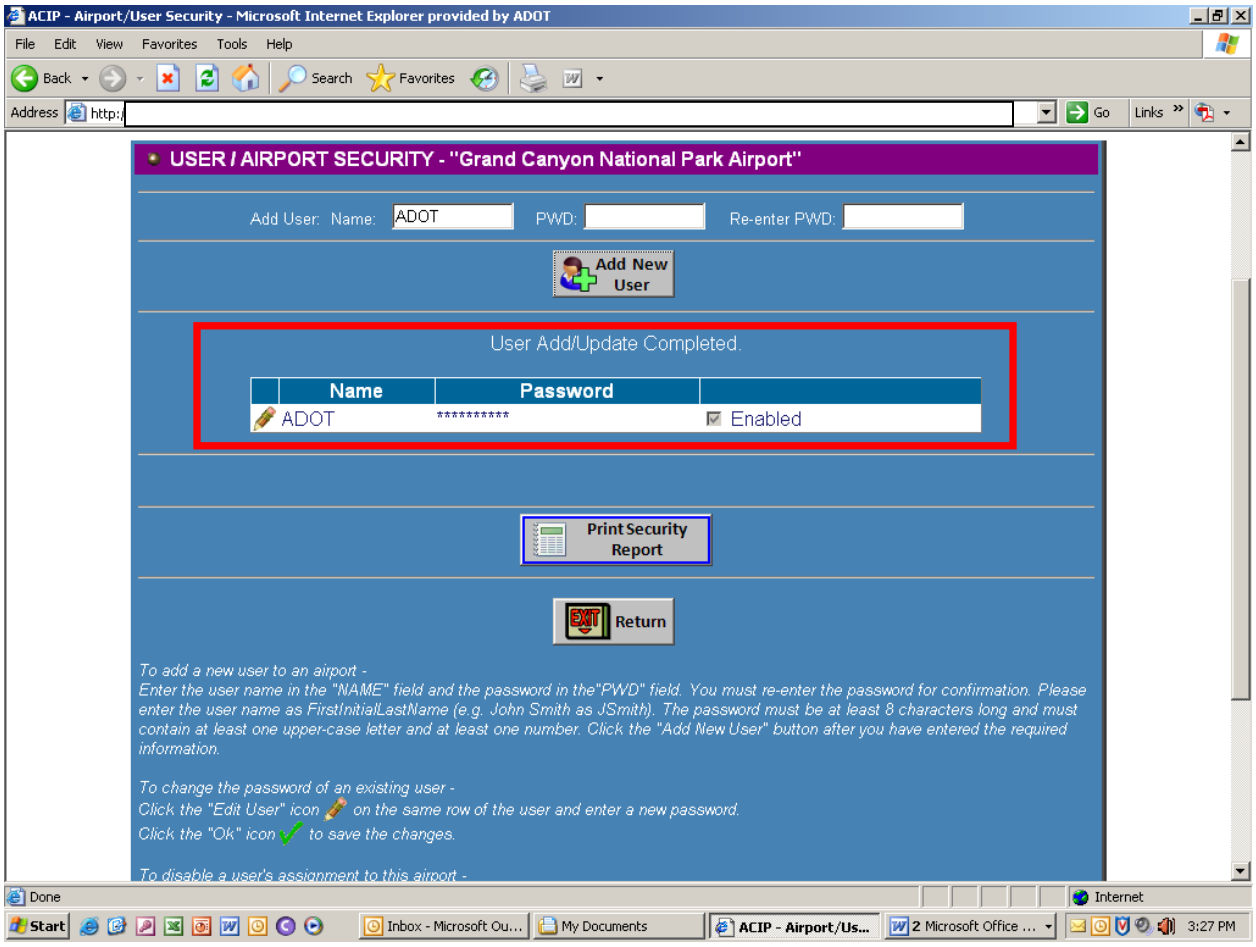


Figure 51

TO DISABLE A USER OR CHANGE A PASSWORD

To disable a user or change a password, start in the USER/AIRPORT SECURITY screen page (Figure 52).

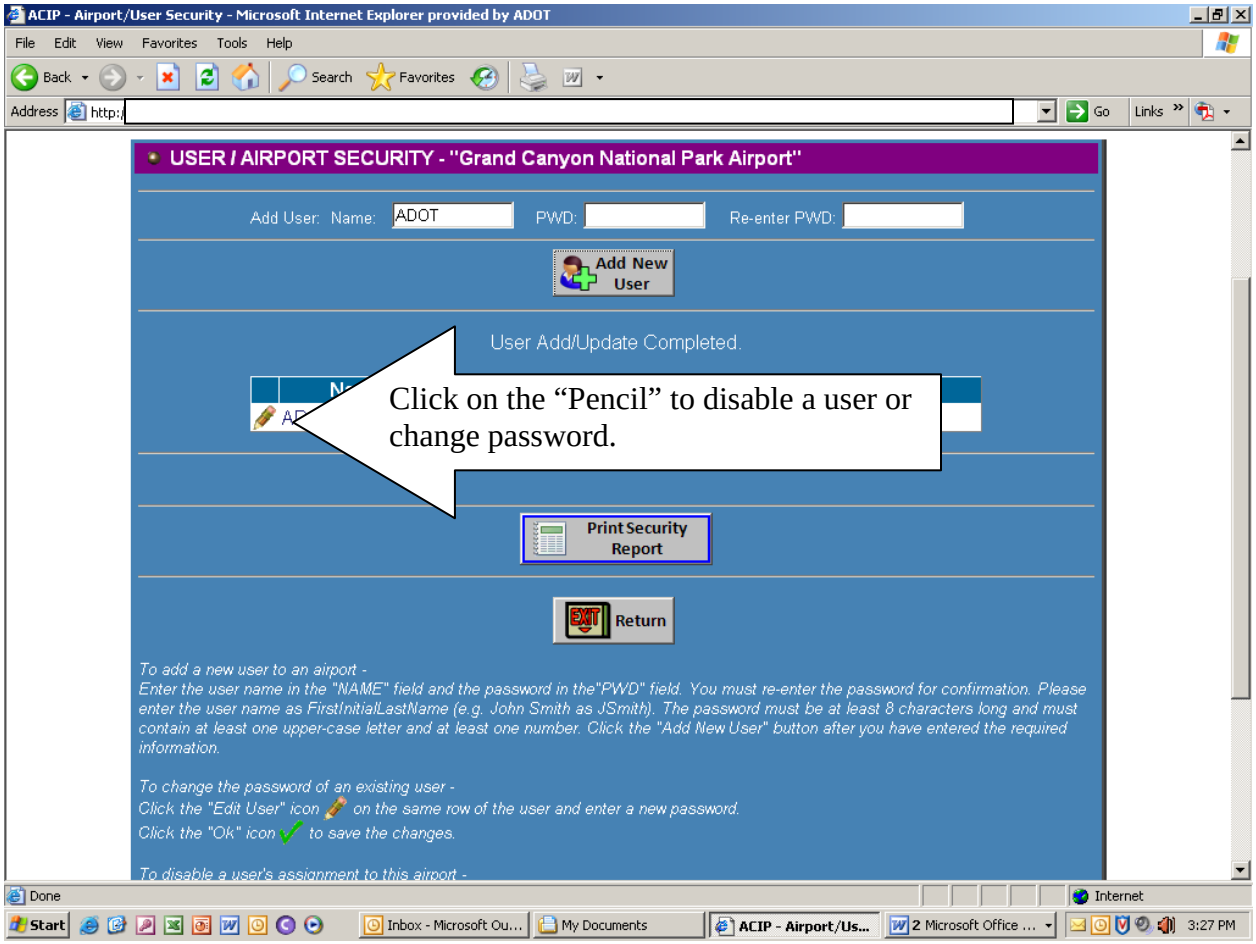


Figure 52

Click on the **pencil** to disable a user or change the password. This action will take you to a new USER/AIRPORT SECURITY screen page (Figure 53).

The disable a user process will be shown first.

To disable a user or change a password, start in the USER/AIRPORT SECURITY screen page (Figure 53).

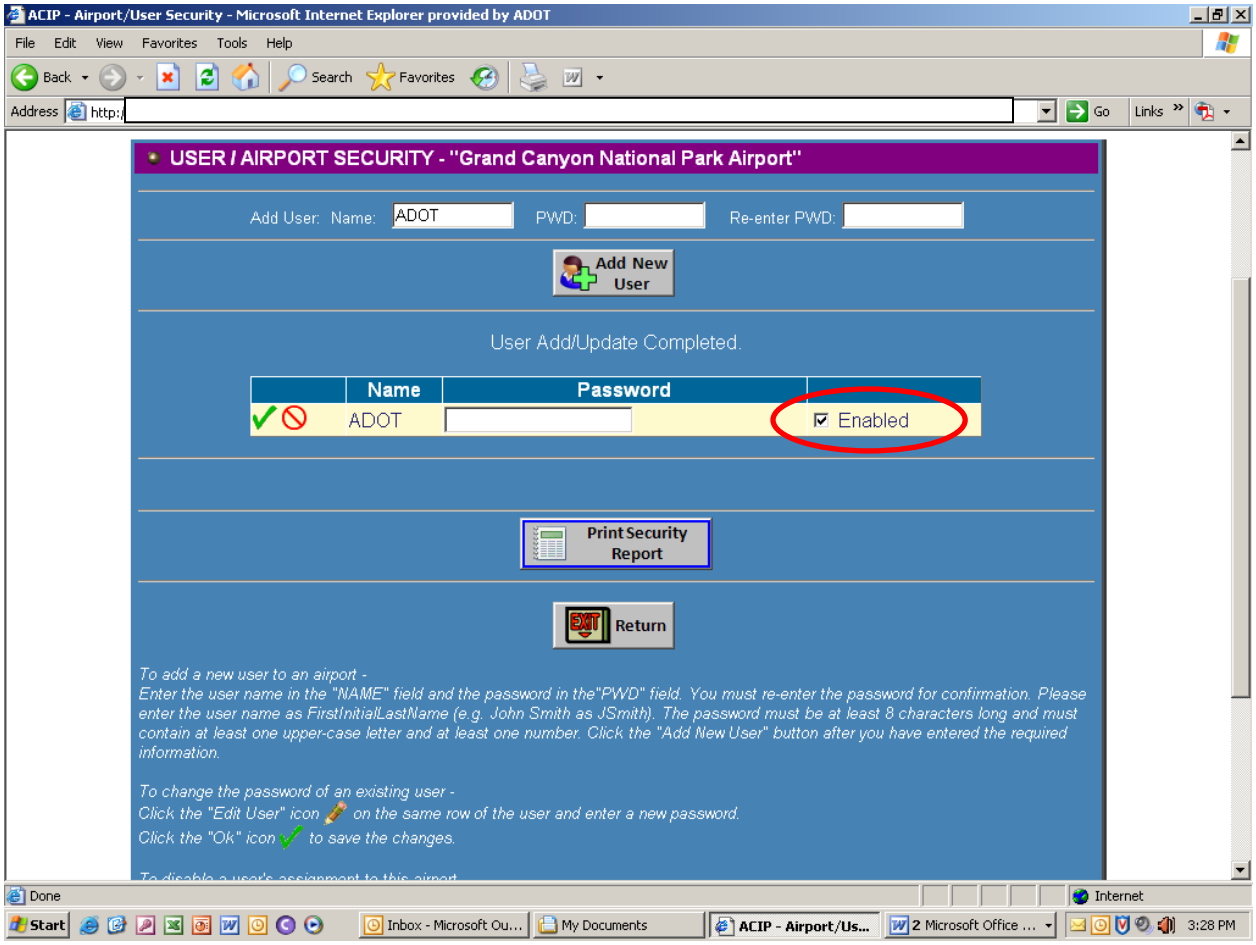


Figure 53

To remove a user, uncheck the Enabled box. The enabled box is shown in the red circle.

Make sure the enabled box is unchecked (Figure 54).

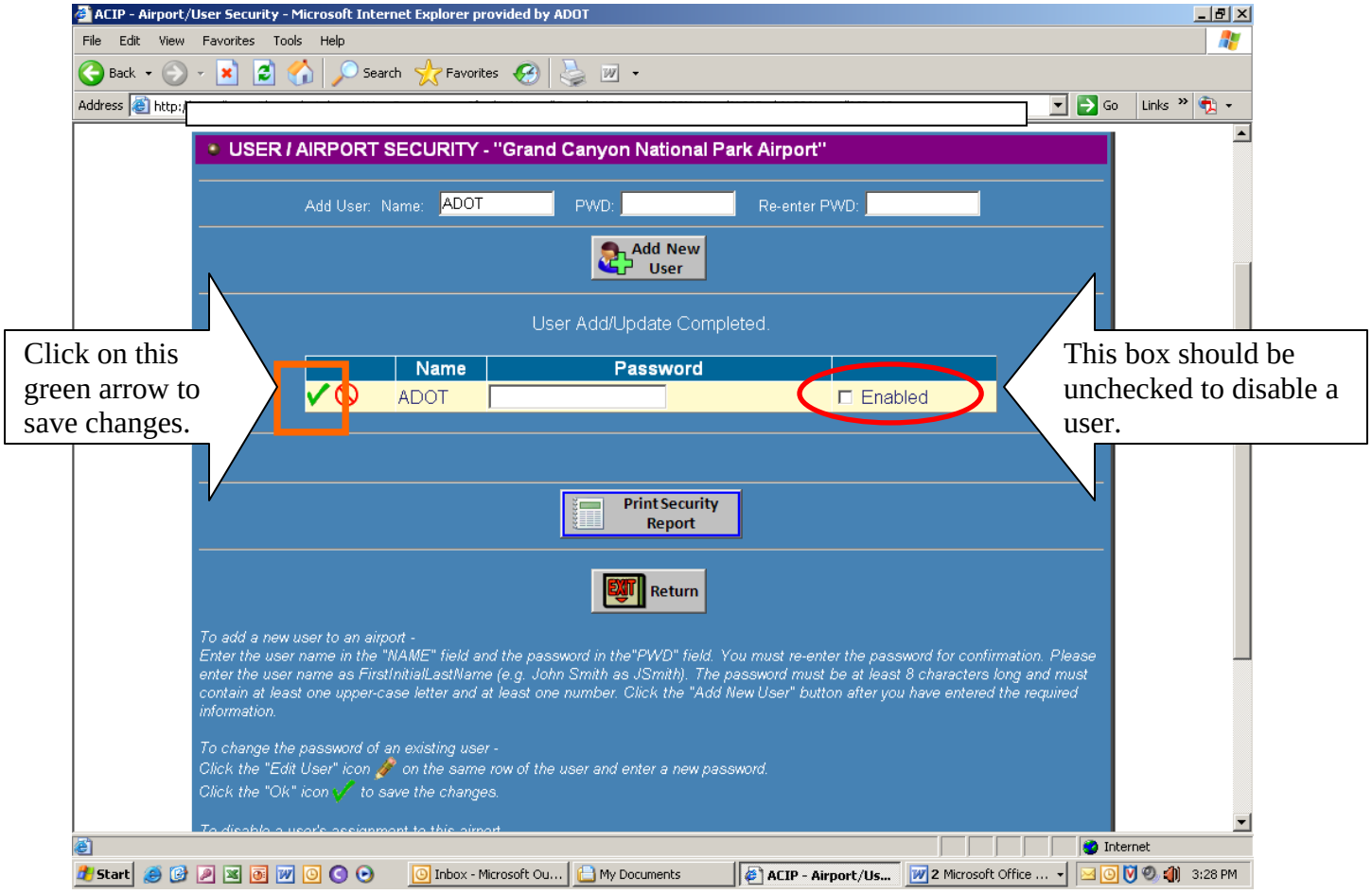


Figure 54

Make sure the **"Enabled"** box is unchecked.

Click on the "**green arrow"** shown above in the orange box to save the changes.

The USER/AIRPORT SECURITY screen page shows the user has been disabled (Figure 55).

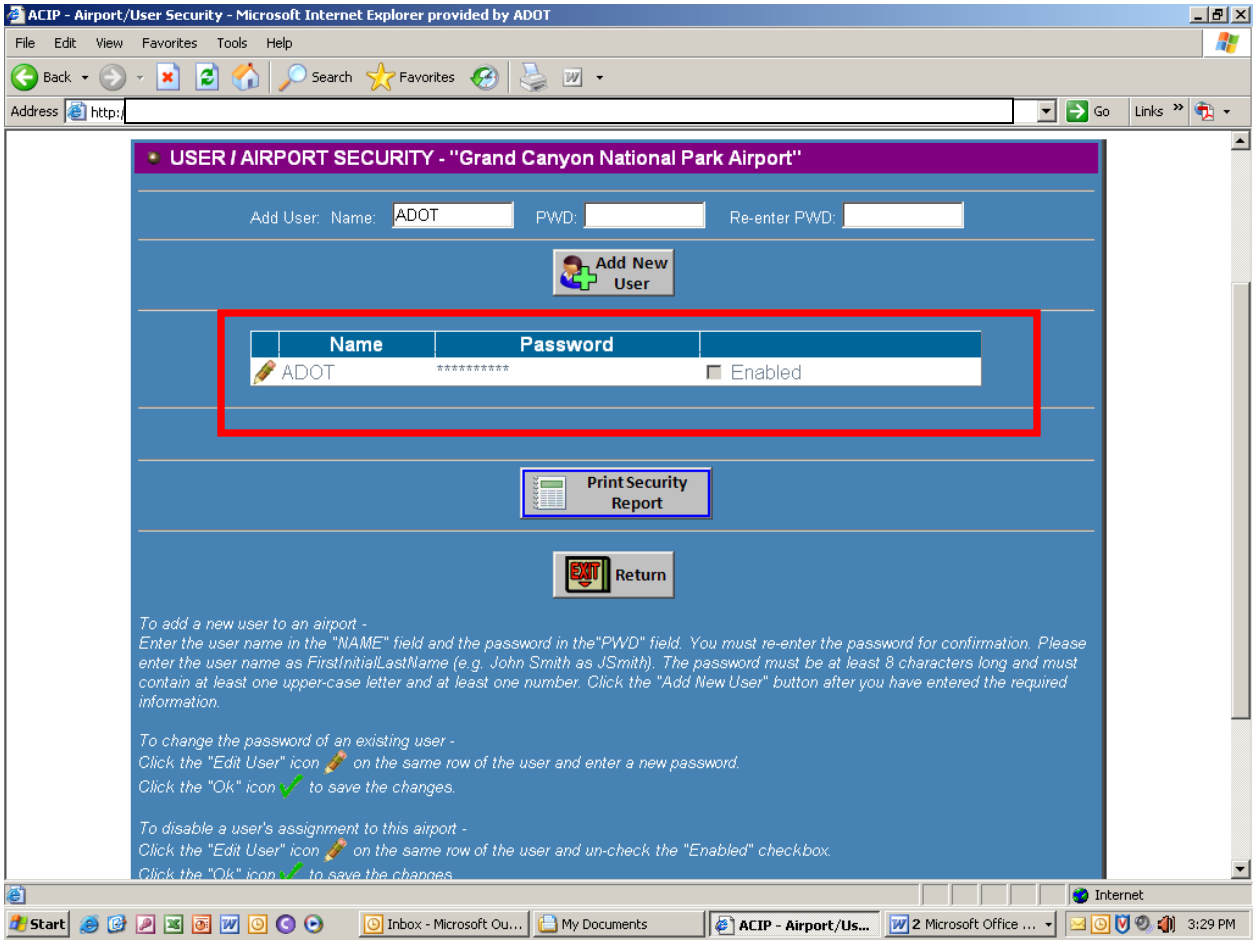


Figure 55

When the user is disabled, the information will be grayed out, as shown in the red rectangle (Figure 55).

To change a password, start in the USER/AIRPORT SECURITY screen page (Figure 56).

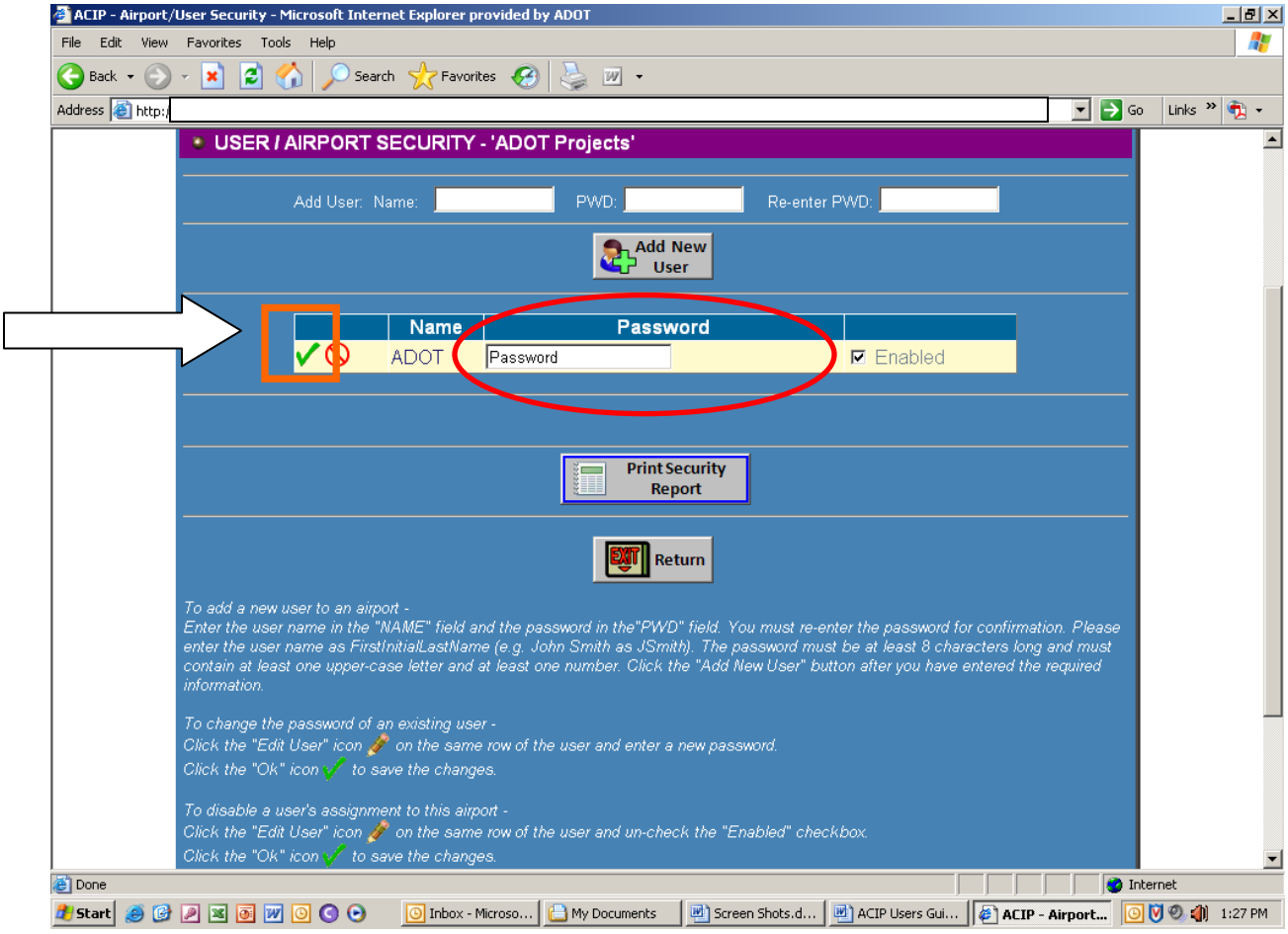


Figure 56

Click on the **Password** box shown in the red oval and type in the new password. The password must be at least 8 characters long. It must contain at least one upper case letter and at least one number.

Click on the "**green arrow"** shown above in the orange box to save the changes.

After saving the changes, the password will be hidden (Figure 57).

Figure 57

TO PRINT A SECURITY REPORT

To print a security report, start in the USER/AIRPORT SECURITY screen page (Figure 58).

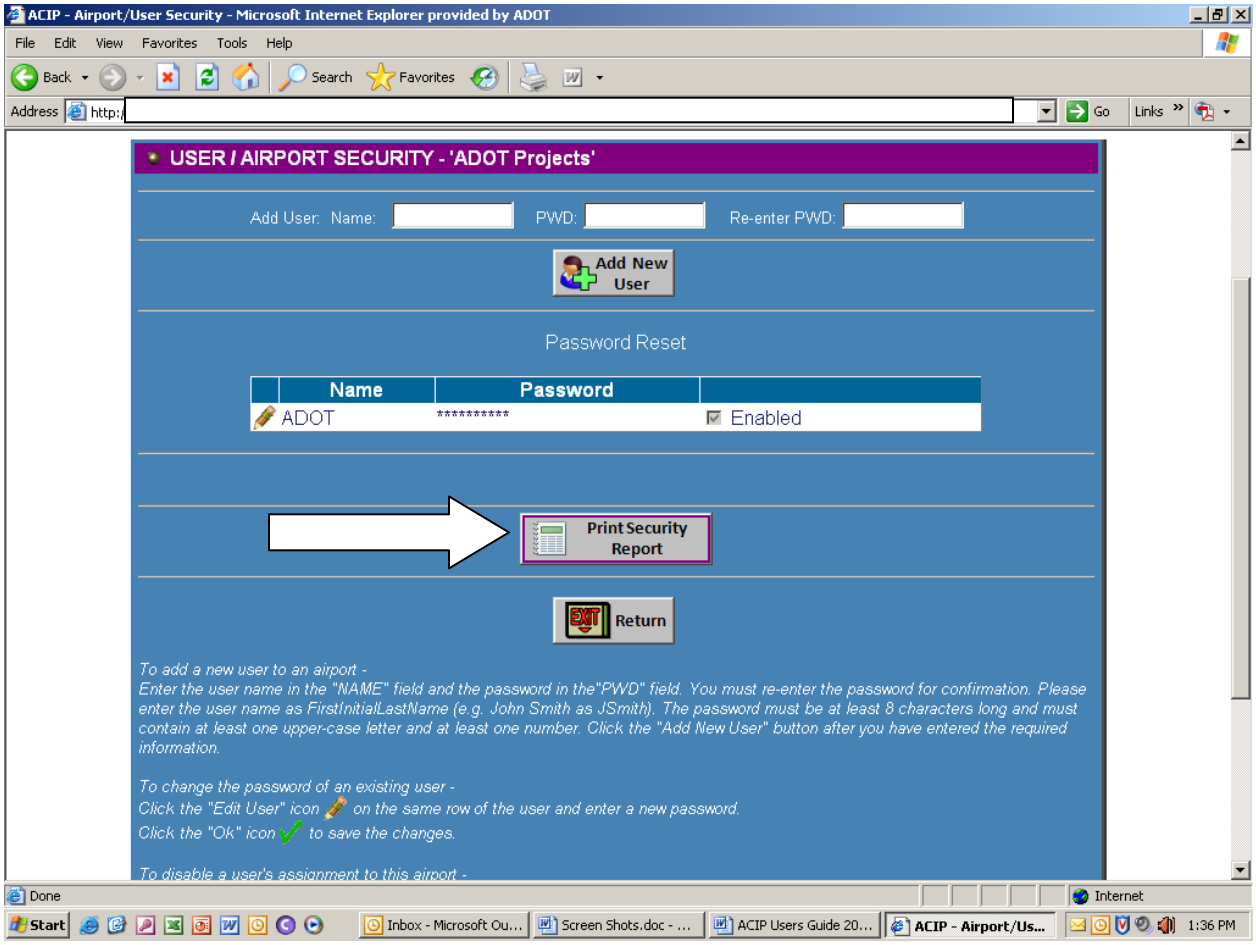


Figure 58

Click on **"Print Security Report"** to begin the printing process.

The USER/AIRPORT SECURITY screen page will open a new window (Figure 59).

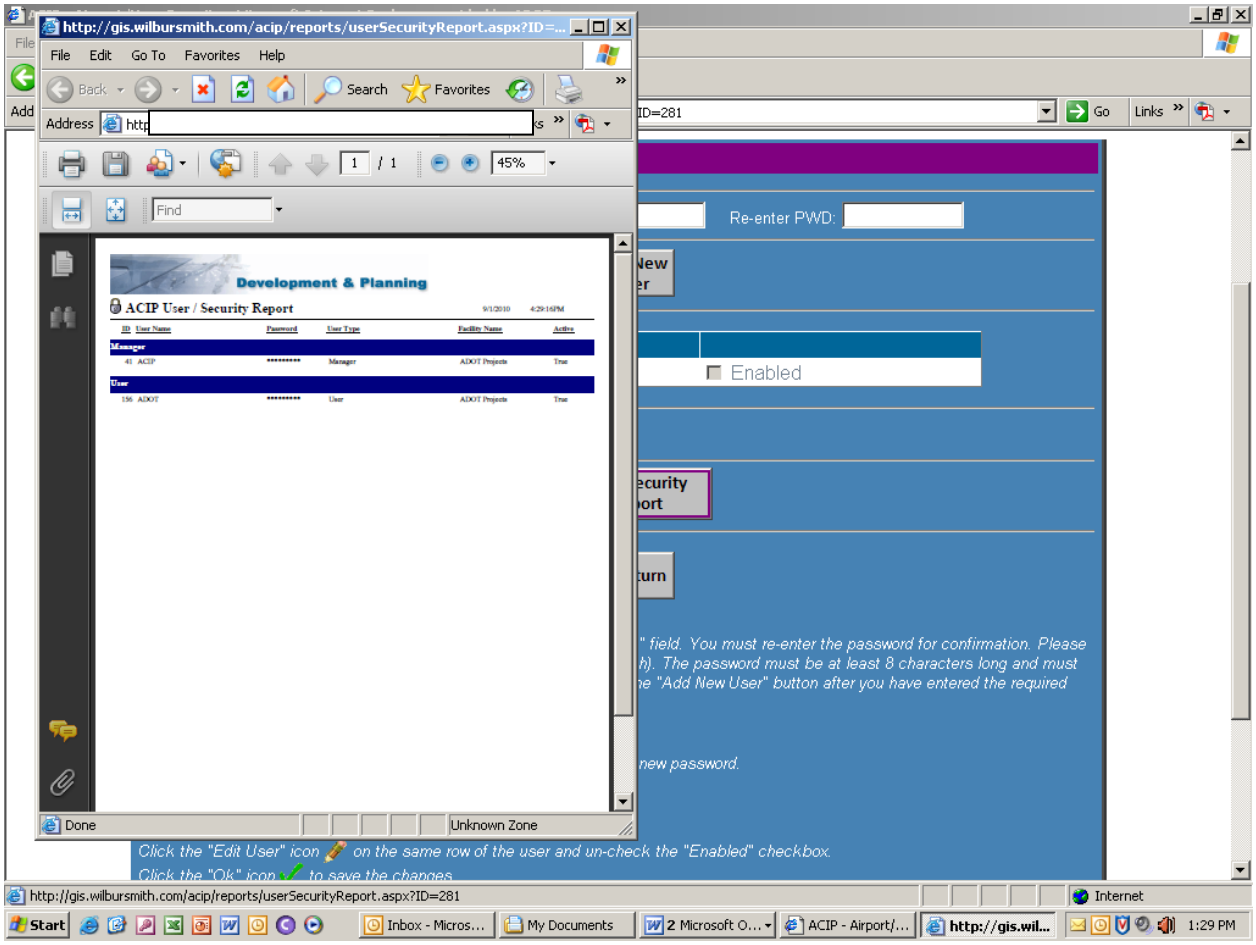


Figure 59

Start the printing process.

The USER/AIRPORT SECURITY screen page will open a new window (Figure 60).

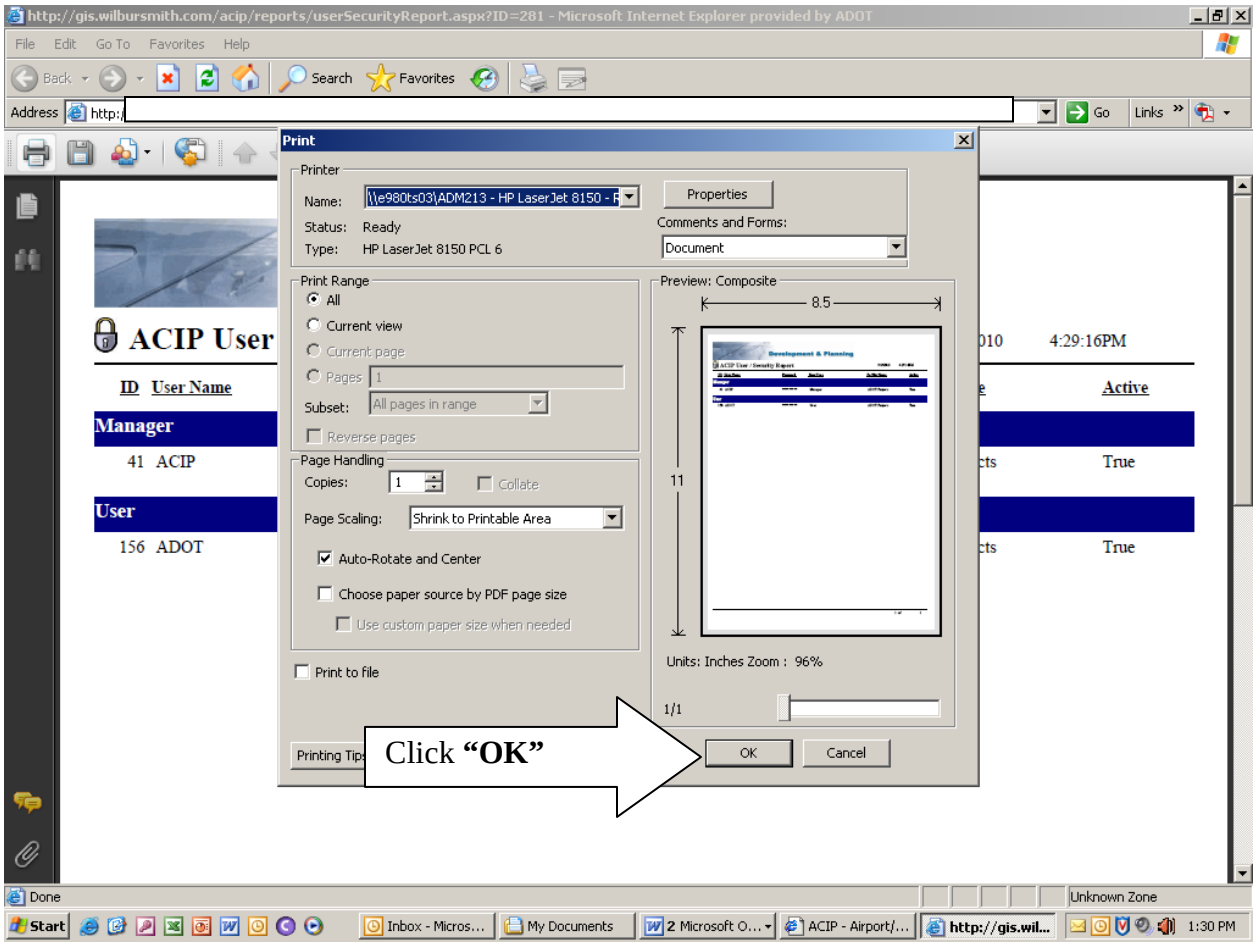


Figure 60

Click **"OK"** to print the document.

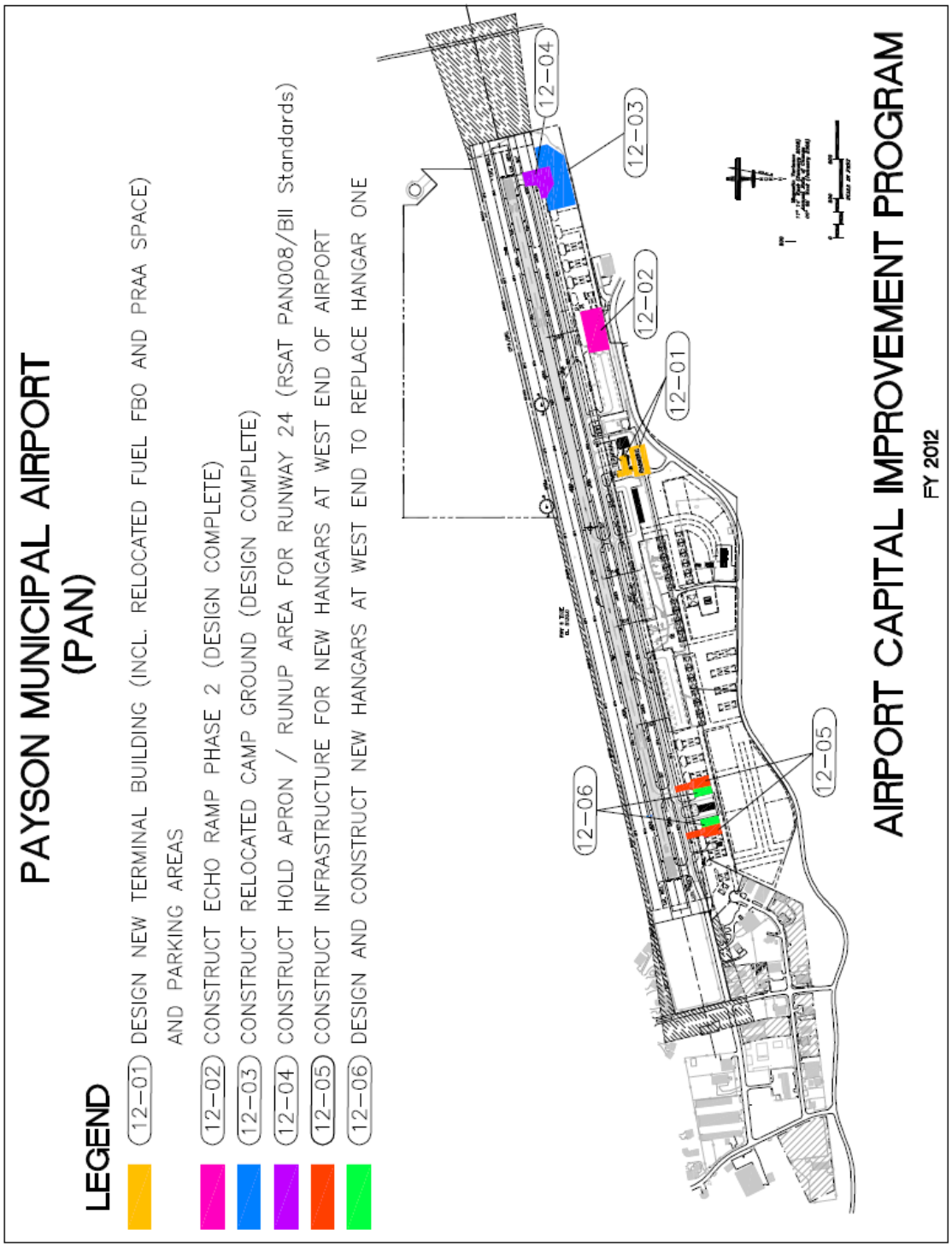

PAYSON MUNICIPAL AIRPORT
(PAN)
LEGEND
12-01 DESIGN NEW TERMINAL BUILDING (INCL. RELOCATED FUEL FBO AND PRAA SPACE) AND PARKING AREAS
12-02 CONSTRUCT ECHO RAMP PHASE 2 (DESIGN COMPLETE)
12-03 CONSTRUCT RELOCATED CAMP GROUND (DESIGN COMPLETE)
12-04 CONSTRUCT HOLD APRON / RUNUP AREA FOR RUNWAY 24 (RSAT PAN008/BII Standards)
12-05 CONSTRUCT INFRASTRUCTURE FOR NEW HANGARS AT WEST END OF AIRPORT
12-06 DESIGN AND CONSTRUCT NEW HANGARS AT WEST END TO REPLACE HANGAR ONE
12-04
12-03
12-02
12-01
12-05
12-06
AIRPORT CAPITAL IMPROVEMENT PROGRAM
FY 2012

Figure 61

NEED ADDITIONAL HELP?

FAA and ADOT Contact Information

FAA - Los Angeles Airports District Office

David Cushing, Manager	(310) 725-3644
Ruben Cabalbag, Assistant Manager	(310) 725-3621
Jaime Duran, Lead Airport Planner	(310) 725-3630
Eric Vermeeren, Lead Engineer/Program Manager	(310) 725-3631
Kristi Regotti, Environmental Protection Specialist	(310) 725-3614
Kimchi Hoang, Program Manager	(310) 725-3617
George Buley, Airport Planner	(310) 725-3771
Mark Guan, Program Manager	(310) 725-3626
Darlene Williams, PFC Specialist/Airport Planner	(310) 725-3625
Manson Wong, Program Manager	(310) 725-3627
Tania Williams, Program Specialist	(310) 725-3633
Ryan Constans, Program Manager	(310) 725-3651

ADOT - MPD – Aeronautics Group

Michael Klein, Aeronautics Group Manager	(602) 712-7647
Holly Hawkins, State Airport Engineer	(602) 712-8333
Nancy Wiley, Airport Grants Manager	(602) 712-8173
Kenn Potts, Airport Planning Grants Manager	(602) 712-7597

2014-2018 ADOT ACIP Airport Distribution

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Avi Suquilla	**Falcon Field**	**Casa Grande**	**Bagdad**
Bisbee-Douglas	**PHX-Mesa Gateway**	**Chandler**	**Benson**
Buckeye	**Ryan Field**	**Marana**	**Bisbee**
Chinle	**Tucson International**	**Sierra Vista**	**Cibecue**
Cochise College			**Colorado City**
Cochise County			**Coolidge**
Douglas			**Cottonwood**
Ernest A. Love			**Eloy**
Ganado			**Eric Marcus (Ajo)**
Gila Bend			**Flagstaff-Pulliam**
Glendale			**Grand Canyon National Park**
Holbrook			**Grand Canyon West**
Kayenta			**Greenlee County**
Kearny			**H.A. Clark Memorial**
Kingman			**Laughlin/Bullhead**
Lake Havasu City			**Page**
Nogales			**Payson**
Pinal Airpark			**Phoenix Deer Valley**
Polacca			**Phoenix Goodyear**
Rolle			**Phoenix Sky Harbor**
San Manual			**San Carlos Apache**
Safford			**Superior**
Scottsdale			**Sedona**
Show Low			**Seligman**
Taylor			**Springerville**
Tuba City			**St. Johns**
Wickenburg			**Tombstone**
Window Rock			**Whiteriver**
Winslow-Lindbergh			
Yuma			

APPENDIX A

Project Component Descriptions

Airport Buildings, Construct

Structures that are specifically germane to the operational needs of the airport. These types of buildings are characterized by storage/maintenance facility of airport operations equipment. This component does not include facilities for public use such as restrooms, pilot briefing areas, terminal uses, etc. These types of "terminal buildings" are covered in the component 'Terminal Construct' and follow closely the FAA Order 5100.38 (AIP Handbook). Consult with Aeronautics prior to programming.

Airport Drainage, Improve

Removal, installation and/or alteration of an airport's drainage system, structure(s) and/or erosion control measures required to insure proper drainage to the airport's Airfield Operations Area and other aeronautical use areas on the airport to comply with FAA, RSAT, FEMA, and local flood plain ordinances. The work includes, but is not limited to, measures to improve drainage flow, storage, erosion/flood control measures, and improvements to outfalls directly related to the airport's drainage system. *References: FAA Order 5100.38 (AIP Handbook) Sections 510, 515, 520, 547, and 584. Design and construction of marking and lighting must meet standards outlined in AC 150/5300-13, 150/5320-5 and others.*

Airport Drainage Plan

Development of an airport-wide (airport property only) drainage management plan for a public use airport. The plan shall address existing and future development features indicated in the most recent approved airport master plan. The work includes, but is not limited to, airport aerial mapping of the airport property, limited survey services to confirm elevations of various features, drainage system inventory, hydrologic and hydraulic analysis, formation of conceptual designs to guide the future construction (drainage channel grading, erosion control measures, storm drainage systems, drainage structures, flood control and detention/retention basins), estimating to establish project costs for future drainage improvements, and time lines to coincide with the airport master plan. *References: FAA Order 5100.38 (AIP Handbook) Sections 303, 510, 515, 520, and 584. Plan preparation: AC 150/5320-5, local flood plain ordinances and FEMA requirements.*

Apron, Construct (New)

New construction of a public use apron. This includes, but is not limited to, associated site work, paving, erosion control, lighting, airfield signage, marking, security fencing and any utilities needed for the apron operation. *References: FAA Order 5100.38 (AIP Handbook) Sections 406, 515, 520, 526, 531 and 590. Apron standards: AC 150/5300-13, 150/5320-5, 150/5230-6, 150/5340-1, 150/5340-18, 150/5340-30, 150/5360-13, 150/5370-10 and others.*

Apron, Rehabilitate

Restoration/reconstruction of the structural integrity of an existing apron by the complete or partial removal of existing pavement base and surface and replacement with an appropriate pavement base and surface to meet airport's needs according to the airport's master plan. The work includes, but is not limited to, associated site work, adjustment of existing edge and semi-flush edge lighting, paving, erosion control, and marking. *References: FAA Order 5100.38 (AIP Handbook) Sections 406, 515, 520, 526, 531 and 590. Also, AC 150/5300-13, 150/5320-5, 150/5230-6, 150/5340-1, 150/5340-18, 150/5340-30, 150/5360-13, 150/5370-10 and others.*

Apron, Strengthen

Strengthening of an existing public use apron that is in suitable structural condition by installing an additive layer of material to an existing surface. The strengthening will allow the apron to support heavier aircraft traffic to operate on the apron. The work includes, but is not limited to, associated site work, adjustment of existing edge and semi-flush edge lighting, paving, erosion control, and marking. *References: FAA Order 5100.38 (AIP Handbook) Sections 406, 515, 520, 526, 531 and 590. Apron standards: AC 150/5300-13, 150/5320-5, 150/5230-6, 150/5340-1, 150/5340-18, 150/5340-30, 150/5360-13, 150/5370-10 and others.*

Apron Lighting, Install (New)

Installation of apron edge or area lighting equipment for a public use aircraft-parking apron. The work includes, but is not limited to, associated electrical service, controls, and electrical work for the apron operation. Spare parts beyond testing are not eligible. *References: FAA Order 5100.38 (AIP Handbook) Sections 535 and 538. Lighting standards: AC 150/5300-13, 150/5300-14, 150/5340-30, 150/5360-13, and 150/5370-10 and others.*

Auto Parking, Construct

New construction of non-revenue producing public parking lots associated with a passenger terminal building or hangar at a public use non-primary airport not having commercial service. Aeronautics will consider funding on a case-by-case basis construction of non-revenue producing public auto parking associated with the terminal building at commercial airports. Consult with Aeronautics prior to programming. The work includes, but is not limited to, associated site work, paving, drainage, curbs, sidewalks, marking, lighting, regulatory traffic signage, and utilities needed for the auto parking operation. *References: FAA Order 5100.38 (AIP Handbook) Sections 405, 406, 526, 606 and 620. Approved local municipal roadway standards and the Uniform Manual of Traffic Control Devices.*

Auto Parking, Rehabilitate

Reconstruction or restoration of the structural integrity of an existing non-revenue producing public parking lot associated with a passenger terminal building or hangar at a public use non-primary airport not having commercial service by the complete or partial removal of existing pavement surface course and replacement with an appropriate new surface course to maintain the same structural strength of the original pavement. Aeronautics will consider funding on a case-by-case basis construction of non-revenue producing public auto parking associated with the terminal building at commercial airports. Consult with Aeronautics prior to programming. This includes, but is not limited to, associated minor site work and drainage improvements adjacent to the existing pavement section, paving, and minor curb work, erosion control, and marking

required to accommodate the reconstruction. *References: FAA Order 5100.38 (AIP Handbook) Sections 405, 406, 526, 606 and 620. Approved local municipal roadway standards and the Uniform Manual of Traffic Control Devices.*

Environmental Studies, Conduct

Development of environmental documents or updates in accordance with applicable FAA advisory circulars, orders, policies and State requirements for projects to begin within three years of approval. For State/Local funding of studies, consult with Aeronautics for process. If any FAA/NEPA requirement is necessary for any of the components, then the requested Environmental Study will carry the same points associated with the appropriate component. Note: Updates to an EA for any project due to the lack of progress on the sponsor's part will be ineligible for state funding. *References: FAA Order 5100.38 (AIP Handbook) Section405. Plan preparation: AC 150/5000-9, 150/5020-1, 150/5050-4, 150/5050-8, 150/5100-17 and other assorted FAA standards, such as FAA Order 1050 and 5050.*

Existing Airport, Acquire

Acquisition of an existing airport's land, buildings, and improvements to establish a public use airport. Consult with Aeronautics prior to programming. *References: FAA Order 5100.38 (AIP Handbook) Sections 512. Airport standards: AC 150/5070-6, 5300-13, 150/5370-10 and others.*

Guidance Signage, Install (New)

Installation of mandatory lighted or unlighted airfield runway, taxiway, and apron location, directional, and hold line signage. The work includes, but is not limited to, site preparation, signage equipment, modification or replacement of existing signs that may not meet the intent of the total signage system, supporting electrical connections from adjacent runway, taxiway, or apron edge lighting systems, new regulators or other electrical upgrades that may be necessary to support the new signage. *References: FAA Order 5100.38 (AIP Handbook) Sections 532 and 536. Guidance sign standards: AC 150/5340-18, 150/5370-10 and others.*

Guidance Signage, Rehabilitate

Restoration of existing mandatory lighted or unlighted airfield runway, taxiway, and apron location, directional, and hold line signage that has reached the end of its useful life or to meet current standards. The work includes, but is not limited to, site preparation, signage equipment, modification or replacement of existing signs that may not meet the intent of the total signage system, supporting electrical connections from adjacent runway, taxiway, or apron edge lighting systems, new regulators or other electrical upgrades that may be necessary to support the new signage. *References: FAA Order 5100.38 (AIP Handbook) Sections 532 and 536. Guidance sign standards: AC 150/5340-18, 150/5370-10 and others.*

Heliport, Construct

Development to accommodate helicopter operations at eligible heliports or airports. This includes, but is not limited to, associated site work, paving, erosion control, lighting, airfield signage, marking, security fencing and any utilities needed for the heliport operation. Parking facilities are not covered under this component; refer to the Apron, Construct component. *References: FAA Order 5100.38 (AIP Handbook) Sections 531 and 534. Heliport standards: AC*

150/5320-5, 150/5320-6, 150/5340-1, 150/5340-18, 150/5340-30, 150/5370-10, 150/5390-2, and 150/5390-3 and others.

Heliport, Rehabilitate

Restoration/reconstruction of the structural integrity of an existing heliport by the complete or partial removal of existing pavement structure and replacement with an appropriate pavement structure to meet airport's aircraft traffic and fleet mix currently using the heliport. Parking facilities are not covered under this component; refer to the Apron, Construct component. The work includes, but is not limited to, associated site work, adjustment of existing edge and semi-flush edge lighting, paving, erosion control, and marking. *References: FAA Order 5100.38 (AIP Handbook) Sections 531 and 534. Heliport standards: AC 150/5320-5, 150/5320-6, 150/5340-1, 150/5340-18, 150/5340-30, 150/5370-10, 150/5390-2, and 150/5390-3 and others.*

Heliport, Strengthen

Strengthening of an existing heliport by installing an additive layer of material to an existing surface that is in suitable structural condition. The strengthening will allow the heliport to support heavier aircraft traffic to operate on the heliport. The work includes, but is not limited to, associated site work, adjustment of existing edge and semi-flush edge lighting, paving, erosion control, and marking. Parking facilities are not covered under this component; refer to the Apron, Construct component. *References: FAA Order 5100.38 (AIP Handbook) Sections 531 and 534. Heliport standards: AC 150/5320-5, 150/5320-6, 150/5340-1, 150/5340-18, 150/5340-30, 150/5370-10, 150/5390-2, and 150/5390-3 and others.*

Land for Development, Acquire

The acquisition of necessary land or interest in land for current airport development such as runways, taxiways, associated safety areas, ramps, aprons, airport terminal and administrative buildings, hangars and other airport buildings for the operation and maintenance of the airport, tie down areas, automobile parking, and access roads and the land adjacent required by current standards. Eligible costs include appraisal, review appraisal, title, deed and legal associated with the land acquisition. For State/Local grants only, land acquisition for future development (more than 5 years after acquisition) is eligible based upon a reasonable projection of aeronautical needs as determined by Aeronautics. Consult with Aeronautics prior to programming. *References: FAA Order 5100.38 (AIP Handbook) Sections 700 through 731. Land acquisition standards: AC 150/5100-17 and FAA Orders 5100.37, 1050.1 and 5050.4 and others.*

Land for Protection (Safety Areas), Acquire

The acquisition of necessary land or interest in land for the protection of the Airport Approach Area including the runway protection zone, runway safety area, object free area, horizontal, conical, transitional zones and navigational facilities. Eligible costs include appraisal, review appraisal, title, deed and legal associated with the land acquisition. *References: FAA Order 5100.38 (AIP Handbook) Sections 700 through 731. Land acquisition standards: AC 150/5100-17 and FAA Orders 5100.37, 1050.1 and 5050.4 and others.*

Main Airport Access/Public Circulation Road, Construct

The construction or extension of an airport access/public circulation road and related facilities. The access/public circulation road may extend only to the nearest public highway of sufficient capacity to accommodate airport traffic, must be located on the airport or within a right-of-way acquired by the airport, and must serve exclusively airport traffic. The work includes, but is not limited to, associated site work, utilities (main lines that serve the public areas of the airport and the airport operations areas), paving, drainage, curbs, sidewalks, marking, lighting, and regulatory traffic signage. Design and construction of access roads and assorted features must meet approved local (state, county, or municipal) roadway standards and the Manual of Uniform Traffic Control Devices. *References: FAA Order 5100.38 (AIP Handbook) Sections 527, 620 and 621.*

Main Airport Access/Public Circulation Road, Rehabilitate

The reconstruction or restoration of airport access roads/public circulation roads and related facilities. The access/circulation road may only extend to the nearest public highway of sufficient capacity to accommodate airport traffic, must be located on the airport or within a right-of-way acquired by the airport, and must serve exclusively airport traffic. Additional access roads are eligible if the airport surface traffic is of sufficient volume to require more than one road or airport entrance. The work includes, but is not limited to, associated site work, utilities (main lines that serve the public areas of the airport and the airport operation areas), paving, drainage, curbs, sidewalks, marking, lighting, and regulatory traffic signage. Design and construction of access roads and assorted features must meet approved local (state, county, or municipal) roadway standards and the Manual of Uniform Traffic Control Devices. *References: FAA Order 5100.38 (AIP Handbook) Sections 527, 620 and 621.*

Main Airport Access/Public Circulation Road, Strengthen

Strengthen is an additive layer material to an existing surface that is in good shape. Such as thick or multiple overlays on asphalt. Item includes grinding, tack coat, surface preparation, paving, and restriping pavement markings. Item may include minor curb, utility or drainage adjustments if directly related to the work (i.e. raising manhole cover 2 inches to accommodate 2 inch overlay). Reconstruction or relocation of utilities or drainage is not eligible. Does not include sidewalks, lights, signs, landscaping, new utility installations, new utility services, additional lanes or widening, walls, rails, fencing, or any other items outside the pavement footprint. This does not provide for complete reconstruction of a pavement section to strengthen it. That will be considered in the component "Construct Main Airport Access/Public Circulation Road". Design and construction of access roads and assorted features must meet approved local (state, county, or municipal) roadway standards and the Manual of Uniform Traffic Control Devices. *References: FAA Order 5100.38 (AIP Handbook) Sections 527, 620 and 621.*

Main Airport Access/Public Circulation Road Lighting, Install

Installation of new roadway lighting for a public use airport's access/public circulation roads when warranted to provide increased public safety. The work includes, but is not limited to, associated site work, lighting system equipment, ducts, and utilities to support the lighting system. Design and construction of access roads and assorted features must meet approved local (state, county, or municipal) roadway standards and the Manual of Uniform Traffic Control Devices. *References: FAA Order 5100.38 (AIP Handbook) Sections 527, 620 and 621.*

Master Plans

Development of a master plan document or periodic updates of any element of the master plan. The basic elements of a master plan include Airport Inventory, Aviation Demand and Forecast, Facility Requirements, Development Alternatives, Airport Layout Plans, and Airport Development Financial Plan. *References: FAA Order 5100.38 (AIP Handbook) Section 401, 403, 405, 406, 607. Master Plan preparation: AC 150/5070-6, 150/5300-13 and others.*

New Airport, Construct

Initial construction of new public use airport facilities such as required by the airport's master plan per FAA standards. This includes, but is not be limited to, associated site work, paving, drainage, lighting and signage systems, erosion control, marking, security fencing and utilities needed for the new airport. Consult with Aeronautics prior to programming. *References: FAA Order 5100.38 (AIP Handbook) Section 512. Airport standards: AC 150/5070-6, 5300-13, 150/5370-10 and others.*

Obstructions, Light/Mark/Remove (Safety Areas)

Installation of marking and lighting or the removal, lowering or modification of an obstruction or hazard if located within navigable airspace or the runway protection zone of an airport as required under FAR Part 77 or for an approach procedure needed at the airport or has been identified as a RSAT item. *References: FAA Order 5100.38 (AIP Handbook) Sections 305, 405, 406, 537, and 701. Marking and lighting standards: AC 70/7460-1, 150/5345-43 and 5370-10 and others.*

Perimeter Fencing – Barbed Wire, Install (New)

Installation of a perimeter fence to secure and limit access to airport property and facilities. In addition perimeter fencing can be used for securing off-airport navigation aids, road relocation, utilities, wastewater treatment plants and other ADOT approved areas controlled by the airport sponsor. Chain link may be eligible on a case-by-case basis where pedestrian or residential areas are adjacent. Coordination with Aeronautics is required. Eligible costs include associated site work, manual swing gates and erosion control measures for fence protection and property line survey for the fence location. Design and construction of barbed wire mounted on steel posts fencing must meet standards outlined in AC 150/5370-10 and others. *References: FAA Order 5100.38 (AIP Handbook) Section 54.*

Perimeter/Service Road, Construct

Construction of airport airside perimeter/service roads and related facilities. Perimeter/service road can provide access for ARFF, law enforcement and operations and maintenance vehicles on the airside. The work includes, but is not limited to, associated site work, utilities, paving, drainage, marking, lighting, and regulatory traffic signage. Moving a perimeter road to improve air traffic safety is also eligible. *References: FAA Order 5100.38 (AIP Handbook) Sections 527, 532, 546 and 620. Design and construction of perimeter/service roads and assorted features must meet approved local municipal roadway standards and the Uniform Manual of Traffic Control Devices. Recommend having specs reviewed by Aeronautics prior to completing design.*

Perimeter/Service Road, Rehabilitate

The reconstruction or restoration of airport airside perimeter/service roads and related facilities. Perimeter/service road can provide access for ARFF, law enforcement and operations and maintenance vehicles on the airside. The work includes, but is not limited to, associated site work, utilities, paving, drainage, marking, lighting, and regulatory traffic signage. Moving a perimeter road to improve air traffic safety is also eligible. *References: FAA Order 5100.38 (AIP Handbook) Sections 527, 532, 546 and 620. Design and construction of perimeter/service roads and assorted features must meet approved local municipal roadway standards and the Uniform Manual of Traffic Control Devices. Recommend having specs reviewed by Aeronautics prior to completing design.*

Perimeter/Service Road Lighting, Install

Installation of new roadway lighting for perimeter/service road when warranted to provide increased operational/public safety. The work includes, but is not limited to, associated site work, utilities, lighting system equipment, ducts and utilities to support the lighting system. Lighting shall not create an obstruction under Part 77. *References: FAA Order 5100.38 (AIP Handbook) Sections 546, 620, and 621. Design and construction of perimeter/service road lighting and assorted features must meet approved local municipal roadway standards and the Uniform Manual of Traffic Control Devices. Recommend having specs reviewed by ADOT prior to completing design.*

Rotating Beacon, Install (New)

Installation/upgrade of a rotating beacon required for visual approaches to the airfield at night. The work includes, but is not limited to, a site study to determine optimal location, site preparation or modifications to existing tower location to accommodate the beacon, rotating beacon equipment, utilities to support the beacon, and post installation testing. *References: FAA Order 5100.38 (AIP Handbook) Sections 550, 555 and 557. Beacon standards: AC 150/5340-30, 150/5370-10 and others.*

Rotating Beacon, Rehabilitate

Restoration/rebuilding of a rotating beacon required for visual approaches to the airfield at night. The work includes, but is not limited to, a site study to determine optimal location, site preparation or modifications to existing tower location to accommodate the beacon, rotating beacon equipment, utilities to support the beacon, and post installation testing. *References: FAA Order 5100.38 (AIP Handbook) Sections 550, 555 and 557. Beacons standards: AC 150/5340-30, 150/5370-10 and others.*

Runway, Construct

Construction of a new public use runway or reconstruction of existing runway. This includes, but is not limited to, associated site work, earthwork, drainage, paving, erosion control, lighting, airfield signage, duct systems for electric and data, marking, security fencing, installing/updating runway guidance facilities, and any utilities needed for the runway operation. The current air traffic activity must meet projections and be included in the airport master plan to support the need for a new runway. *References: FAA Order 5100.38 (AIP Handbook) Sections 500, 511, 512, 513, 514, 521, 531, 532, 534 and 574. Runway standards: AC 150/5300-13, 150/5320-6, 150/5325-4, 150/5370-10, 150/5320-5, 150/5340-30, 150/5340-18 and others.*

Runway, Extend

Extension of a runway includes lengthening or widening to meet FAA standard for the existing public use airport facility. This includes, but is not limited to, associated site work, earthwork, drainage, paving, erosion control, lighting, airfield signage, duct systems for electric and data, marking, security fencing, installing/updating/relocating runway guidance facilities, adjustment of existing edge and semi-flush edge lighting, any utilities needed for the runway operation. Landscaping beyond the minimum required for erosion control is not eligible. References: *FAA Order 5100.38 (AIP Handbook) Sections 500, 511, 512, 513, 514, 521, 531, 532, 534 and 574. Runway standards: AC 150/5300-13, 150/5320-6, 150/5325-4, 150/5370-10, 150/5320-5, 150/5340-30, 150/5340-18 and others.*

Runway, Rehabilitate

Rehabilitate the structural integrity of an existing runway by the complete or partial removal of existing pavement surface course and replacement with an appropriate new surface course to maintain the same structural strength of the original pavement. The work includes, but is not limited to, associated site work, adjustment of existing edge and semi-flush edge lighting, paving, erosion control, and marking. *References: FAA Order 5100.38 (AIP Handbook) Sections 500, 511, 512, 513, 514, 521, 531, 532, 534 and 574. Runway standards: AC 150/5300-13, 150/5320-6, 150/5325-4, 150/5370-10, 150/5320-5, 150/5340-30, 150/5340-18 and others.*

Runway MIRL/HIRL, Install

Installation of Medium Intensity Runway Lighting (MIRL)/High Intensity Runway Lighting (HIRL) airfield edge lighting equipment for a runway or helicopter landing. The work includes, but is not limited to, site work, edge lighting equipment, associated electrical service, lighting controls, airfield signage and electrical work to support the runway lighting system. Spare parts beyond testing are not eligible. *References: FAA Order 5100.38 (AIP Handbook) Sections 500, 534 and 556. Runway lighting standards: AC 150/5300-13, 150/5370-10, 150/5340-30, 150/5340-18 and others.*

Runway, Strengthen

Strengthening of an existing runway by installing an additive layer of material to an existing surface that is in suitable structural condition. The strengthening will allow the runway to support heavier aircraft traffic. The work includes, but is not limited to, associated site work, adjustment of existing semi-flush and edge lighting, paving, erosion control, and marking. *References: FAA Order 5100.38 (AIP Handbook) Sections 500, 511, 512, 513, 514, 521, 531, 532, 534 and 574. Runway standards: AC 150/5300-13, 150/5320-6, 150/5325-4, 150/5370-10, 150/5320-5, 150/5340-30, 150/5340-18 and others.*

Runway Vertical/Visual Guidance System, Install/Upgrade

Installation new Vertical/Visual Guidance System such as PAPI/VASI/REIL/ALS for a public use runway per FAA Advisory Circular AC150/5340-14. The work includes, but is not limited to, site work, guidance system equipment, required accessories and calibration equipment, associated electrical service, controls, testing and certification and electrical work to support the runway guidance. Spare parts beyond testing are not eligible. Recommend coordination with FAA when installing PAPI or REIL as many airports have this equipment installed under the FAA's Facility and Equipment Program. *References: FAA Order 5100.38 (AIP Handbook)*

Sections 554, 555 and 556. Guidance system standards: AC 150/5300-13, 150/5370-10, 1150/5345-28 and others.

Security Fencing - Chain Link, Install, (New)

Security fencing and gates must be built in accordance to FAA design standards for NPIAS Airports. Any enhancements to standards must be justified on a case-by-case basis based on demonstrated need and approved by Aeronautics. Airports under the jurisdiction of TSA must have security fencing details outlined in the Airport Security Plan to meet specific airport security requirements. The work includes, but is not limited to, associated site work, obstruction removal for fence location, manual or powered gates, electric service and controls, lighting at access control gates (if required by the airport's security plan), grounding, fence accessories, miscellaneous paving at existing road gates to stabilize gate approaches, perimeter roadways adjacent to the fence (if required by the airport's security plan), erosion control measures for fence protection, drainage crossings, and property line survey for the fence location. Aeronautics eligible fence is chain link, six foot high woven fabric topped with three-strand barbed wire. Landscaping is eligible if existing landscaping was removed or disturbed during project. *References: FAA Order 5100.38 (AIP Handbook) Sections 406, 542, 546 and 60.2 standards outlined in AC 150/5370-10 and others.*

Taxiway, Construct (New)

New construction of a public use taxiway. This includes, but is not limited to, associated site work, drainage, paving, erosion control, lighting, airfield signage, duct systems for electric and data, marking, security fencing and any utilities needed for the taxiway operation. *References: FAA Order 5100.38 (AIP Handbook) Sections 513, 525 and 535. Taxiway standards: AC 150/5300-13, 150/5370-10, 150/5320-5, 150/5340-30, 150/5340-1, 150/5340-18, 150/5320-6 and others.*

Taxiway, Rehabilitate

Restoration/reconstruction of the structural integrity of an existing taxiway by the complete or partial removal of existing pavement structure and replacement with an appropriate pavement structure to meet the airport’s traffic and fleet mix currently using the taxiway. The work includes, but is not limited to, associated site work, adjustment of existing edge and semi-flush edge lighting, paving, erosion control, and marking. *References: FAA Order 5100.38 (AIP Handbook) Sections 513, 525 and 535. Taxiway standards: AC 150/5300-13, 150/5370-10, 150/5320-5, 150/5340-30, 150/5340-1, 150/5340-18, 150/5320-6 and others.*

Taxiway, Strengthen

Strengthening of an existing public use taxiway by installing an additive layer of material to an existing surface that is in suitable structural condition. The strengthening will allow the taxiway to support heavier aircraft traffic to operate on the taxiway. The work includes, but is not limited to, associated site work, adjustment of existing edge and semi-flush edge lighting, paving, erosion control, and marking. *References: FAA Order 5100.38 (AIP Handbook) Sections 513, 525 and 535. Taxiway standards: AC 150/5300-13, 150/5370-10, 150/5320-5, 150/5340-30, 150/5340-1, 150/5340-18, 150/5320-6 and others.*

Taxiway Lighting, Install (New)

Installation of Medium Intensity Taxiway Lighting (MITL) airfield edge lighting equipment for a public use taxiway. The work includes, but is not limited to, site work, edge lighting equipment, associated electrical service, lighting controls, and electrical work to support the taxiway lighting system. Spare parts beyond testing are not eligible. *References: FAA Order 5100.38 (AIP Handbook) Sections 534 and 556. Taxiway standards: AC 150/5300-13, 150/5370-10, 150/5340-30, 150/5340-18 and others.*

Terminal, Construct/Expand

Construction or expansion of non-revenue producing public-use terminal areas of an airport directly related to the movement of passengers and baggage excluding primarily revenue producing areas such as, but not limited to, restaurants, concession stands, rental car counters, and airline ticketing areas. The work includes, but is not limited to, associated site work, paving, erosion control, drainage, lighting, fencing, and utilities required for the terminal's operation, and the terminal building and approved associated features appropriate to the airport's function (baggage claim delivery areas, automated baggage handling equipment, public-use corridors to boarding areas, central waiting rooms, restrooms, holding areas, and foyers and entryways, passenger loading bridges, handicapped boarding assistance devices, pilot briefing rooms/area and public operations areas). *References: FAA Order 5100.38 (AIP Handbook) Sections 600-615. Terminal standards: AC 150/5360-9, 150/5360-13, 150/5300-13, 150/5370.10, 150/5320-5 and others.*

Weather Reporting Equipment, Install (New)

Installation of automated weather observation system (AWOS) equipment. The need for weather reporting equipment must be justified on a case-by-case basis based on demonstrated need and approved by Aeronautics. The work includes, but is not limited to, site study, associated site work, all standard AWOS equipment (complete with calibration accessories), obstruction lighting, communications equipment (telephone answering systems or radio transmitters), utilities to support the AWOS, and system certification testing. Spare parts beyond testing are not eligible. *References: FAA Order 5100.38 (AIP Handbook) Sections 561, 571 and 572. AWOS standards: AC 50/5220-16, 150/5370-10 and others.*

Wildlife Deterrent Fencing, Install (New)

Specialized per airport needs. Installation of fencing required to discourage the access of large wildlife, such as deer, to the Airfield Operations Area or other areas of the airport that may cause a safety hazard to aviation. The specific location, extent, type, and height shall be designed for the purpose intended based on and in general conformance with accepted and recommendations of the Arizona Fish and Game Department or other recognized public wildlife specialists for preventing intrusion of the specific targeted animals known to inhabit the area. In general, the fence construction materials and installation shall be consistent with accepted construction practices and FAA or Aeronautics fence specifications as appropriate for the level of security required for the airport. The work includes, but is not limited to, associated site work, gates, fence accessories, erosion control measures for fence protection, and property line survey for the fence location. *References: FAA Order 5100.38 (AIP Handbook) Sections 547 Wildlife fencing standards: AC 150/5370-10 and others.*

Wind Cone, Install/Upgrade

Installation of lighted or unlighted wind cone required for runway or helipad operations. The work includes, but is not limited to, site preparation, wind cone equipment and foundation, utilities to support the wind cone lighting if required. *References: FAA Order 5100.38 (AIP Handbook) Sections 537 and 571. Wind cone standards: AC 150/5340-30 and 150/5370-10 and others.*

2014-2018 ACIP Abbreviations

A/C	Advisory Circular (FAA)
AC	Aircraft
ACP	Asphalt Cement Pavement
ADG	Aircraft Design Group
ALP	Airport Layout Plan
AOA	Airport Operations Area
approx.	Approximately
apron	Aircraft Parking Area
APMS	Airport Pavement Management System
APN	Assessor's Parcel Number
ARC	Airport Reference Code
ARFF	Aircraft Rescue and Fire Fighting
ASLD	Arizona State Land Department
ASOS	Automatic Surface Observation System
ASR	Airport Surveillance Radar
ATCT	Air Traffic Control Tower
AWOS	Automated Weather Observation System
BLM	Bureau of Land Management
BRL	Building Restriction Line
CatEx	Categorical Exclusion
CERT	Certification
constr.	Construct or Construction
DCC	Defense Contractor Cargo
DNL or LDN	Day/Night Equivalent Sound Level
DWL	Dual Wheel Load
EA	Environmental Assessment
EIS	Environmental Impact Statement
EMAS	Engineered Materials Arresting System
extg.	Existing
FAA	Federal Aviation Administration
FBO	Fixed Base Operator
FOD	Foreign Object Debris
FAR	Federal Aviation Regulation
FEMA	Federal Emergency Management Agency
ft	Feet
GA	General Aviation
GPS	Global Positioning System
HIRL	High Intensity Runway Lights
HS	High Speed
ID	Identification
ILS	Instrument Landing System
INTL	International
lf	Linear Feet
LPV	Lateral Precision with Vertical guidance
MALSR	Medium-Intensity Approach Lighting System with Runway Alignment Indicator Lights
MAP	Military Airport Program
MIRL	Medium Intensity Runway Lights
MITL	Medium Intensity Taxiway Lights
MUNI	Municipal
NAVAID	Navigational Aid
NEPA	National Environmental Policy Act
NOTAM	Notice to Airmen
OFA	Object Free Area
ops.	Operations
PAPI	Precision Approach Path Indicator
Pave Pres	Pavement Preservation
PCC	Portland Cement Concrete
PCI	Pavement Condition Index
PFC	Porous Friction Course
Ph. 1	Phase 1 of a Multi-year Construction Project
Ph. 2	Phase 2 of a Multi-year Construction Project
rehab.	Rehabilitate or Rehabilitation
recon.	Reconstruct or Reconstruction
REIL	Runway End Identifier Lights
RGL	Runway Guard Light
ROD	Record of Decision
ROFA	Runway Obstacle Free Area
RSA	Runway Safety Area
RSAT	Runway Safety Action Team
RPZ	Runway Protection Zone
RVZ	Runway Visibility Zone
Rwy	Runway
SASP	State Airports System Plan
sf	Square Feet
SRE	Snow Removal Equipment
sy	Square Yards
TLOF	Touchdown and Liftoff Area
TSA	Transportation Security Administration
Twy	Taxiway
USFS	United States Forest Service
VALE	Voluntary Airport Low Emission