

WESTERN-PACIFIC REGIONAL POLICY GUIDANCE NO. 06-101 UPDATE OF AIRPORT LAYOUT PLAN CHECKLIST

PURPOSE: This document provides Policy Guidance for updating the Western-Pacific Region Airport Layout Plan (ALP) Checklist. The checklist was designed to supplement the guidance provide in FAA Advisory Circular 150/5070-6B Appendix D. Airport Airspace Drawing, Inner Portion of the Approach Surface Drawings, Terminal Area Drawings Land Use Drawings and Airport Property Maps are not part of this Checklist document.

2. DISTRIBUTION: This Policy Guidance is to be distributed to all Western-Pacific Airports Division personnel including Airports District Offices (ADOs).

3. CANCELLATION: None

4. APPLICABILITY: With the exception of the Honolulu Airports District Office, this policy guidance is applicable to all Airports Division Planners when updating the Western-Pacific Region ALP Checklist. In the Honolulu Airports District Office this policy applies to Project Managers.

5. GENERAL:

A. UPDATE REQUIREMENTS

The Planning and Programming Branch Manager, AWP-610, or designee, is responsible for maintaining the ALP checklist. This includes incorporating changes as part of updates to FAA Advisory Circular 150/5070-6B, FAA Order 5100.38B Change 2.

a. Proposed changes to the ALP checklist from the field will be submitted to AWP-610 for consideration. AWP-610 will have 30 days to accept or reject the proposed changes and will provide a written response on the disposition of each comment.

b. On a yearly basis, AWP-610 will convene a group of ADO and regional staff to discuss possible updates to the ALP checklist. The group will have 10 working days to offer proposed changes to AWP-610. AWP-610 will have 30 days to accept or reject the proposed changes and will provide written response on the disposition of all comments.

B. INTRA-REGIONAL COORDINATION

The initial ALP Checklist will be coordinated by AWP-610 in compliance with Western-Pacific Order 5000.2G. This coordination, will allow for lines of business the opportunity to offer critical review elements for inclusion in the ALP checklist. Subsequent coordinations will be conducted only if major revisions to the ALP checklist are made.

C. EXTERNAL COORDINATION

AWP-600, or designee, shall ensure that the initial version, as well as subsequent versions, the ALP Checklist will be coordinated to ACA, AZAA, SWAAAE, ADOT, CALTRANS, HDOT, and NDOT for comments prior to implementation. External coordination will be for minimum of 30 days, which offers these organizations the opportunities to provide comment of our proposed changes.

D. WESTERN-PACIFIC WEB SITE.

AWP-610 will be responsible for ensuring that the ALP checklist is posted on the Western-Pacific Region Website. The checklist will be converted to meet Section 508 compliance. Updates to the ALP checklist will be posted on the FAA website within 30 days following the 30 day review periods.

6. REFERRENCES:

A. ORDERS

FAA Order 5100.38C *Airport Improvement Program Handbook*,
FAA Order 5050.4A *Environmental Handbook*,
FAA Order 1050.1E *Environmental Impacts; Policies and Procedures*

C. ADVISORY CIRCULARS (AC)

AC 150/5170-6B *Airport Master Plans*.

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