



Airport 101 Guide

For Airport Sponsors and Airport Managers

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For the most current version of the Airport 101 Guide, visit:
<https://www.txdot.gov/about/divisions/aviation-division.html>

Introduction

The Airport 101 Guide is designed to provide airport managers, airport sponsors, and other interested stakeholders with a resource for effectively managing a General Aviation (GA) airport. It is not intended to be a comprehensive instructional manual with precise steps to follow, but rather a document that can be referenced for general information to help address situations the user may encounter. For questions concerning the content of the guide, please contact the Texas Department of Transportation's Aviation Division (TxDOT AVN) at 1-800-68-PILOT.

The introduction section of the guide outlines stakeholder roles, responsibilities, and agency plans fundamental to airport management.

I) Organization of the Guide

The Airport 101 Guide is provided in two parts: the Airport Sponsor Guide and the Airport Manager Guide.

The Airport Sponsor Guide covers topics such as governance, finance, and compliance. The focus of the guide is ensuring airport sponsors understand regulatory obligations and requirements for their airport. While the topics are primarily aimed at the airport owner, certain compliance functions are part of day-to-day operations and may be important for airport managers to reference.

The Airport Manager Guide covers topics such as planning and project development, procurement, and airport operations and maintenance. The primary focus is maintaining safe operations at the airport through regular maintenance and discussion of developmental needs. While the topics focus on day-to-day operations, airport sponsors should be aware of the project lifecycle to determine budgets and local match needs.

The introduction covers content that is important to both airport sponsors and managers. It covers key questions that new airport managers have including the distinction between airport sponsor and airport manager and how your airport fits into the state and national systems.

II) What Is an Airport Sponsor vs. an Airport Manager?

Throughout the guide, you will see the terms “airport sponsor,” and “airport manager”; while these roles can overlap, they are distinct. There are instances where the airport sponsor may act as an airport manager, depending on the organizational structure.

The airport sponsor is the entity that legally owns and accepts the financial responsibility for a public-use airport.

An airport manager is responsible for the day-to-day operations and maintenance at the airport. Safety is paramount in aviation and many of the planning, operations, and maintenance items described in this guide emphasize safety at the airport. Airport management involves overseeing landside and airside activities, including terminal operations, maintenance of runways, safety compliance, tenant relations, security, and staff management. Depending on your airport’s governance structure, you may also take a lead role in planning and development of airport facilities.

If the airport sponsor contracts with a third-party for the daily management and operations at the airport, it is important that the airport sponsor ensures compliance with federal and state regulations. TxDOT AVN will primarily communicate with the airport sponsor, so keeping the airport manager up to date is key. Ultimately, the airport sponsor should keep all parties informed of major updates at the airport and communications from TxDOT AVN.

III) What Is an Airport System and Where Do You Fall?

There is both a national and a state aviation system and inclusion in either system, or both, impacts funding and regulatory requirements for your airport. The Federal Aviation Administration (FAA) manages and maintains the [National Plan of Integrated Airport Systems \(NPIAS\)](#). TxDOT AVN develops the Texas Airport System Plan (TASP).

NPIAS Overview

The NPIAS identifies existing and proposed airports critical to national air transportation and airport development needs eligible for funding through the Airport Improvement Program (AIP). Established in 2019 by [Order 5090.5](#), the role of the NPIAS is to “identify airports in the National Airspace System (NAS) and all potential, unfunded, and AIP eligible airport development projects at those airports.” The NPIAS is published every two years and contains all commercial service airports, all reliever airports, and selected public-owned general aviation airports. Additionally, Order 5090.5 establishes the Airport Capital Improvement (ACIP) Plan to provide guidance for AIP projects. The FAA manages the NPIAS and distributes funds for AIP eligible projects. For more information on eligibility and criteria for inclusion in the NPIAS, refer to the most recent [NPIAS](#).

TASP Overview

Developed by TxDOT AVN, the TASP is a statewide aviation system plan used to identify gaps and deficiencies in facilities and services across the state. The plan provides guidance to state aviation authorities on project, policy, and funding, as well as other related policies. The Texas Aviation System Plan is a comprehensive long-term strategic plan that bridges the gap between individual airport master planning efforts at the local level and federal planning conducted via the FAA’s NPIAS. Through the system-wide

analysis, the TASP helps identify public use airports, heliports, and vertiports that perform an essential role in the economic and social development of Texas. In the TASP there are non-NPIAS airports that do not meet the NIPAS requirements and are not supported by federal funds. Non-NPIAS airports typically receive their grant funding through the state. The Aviation Facility Development Program (AFDP) and Routine Airport Maintenance Program (RAMP) allocate funds towards non-NPIAS airport projects that are within the Texas system. Additionally, local agencies also have authority to fund airports within their jurisdictions.

IV) Primary Governmental Agencies

As an airport manager or airport sponsor, the two main agencies you will interact with regarding your airport are TxDOT AVN and the FAA. Texas participates in the FAA State Block Grant Program (SBGP). Your primary point of contact is TxDOT AVN. This section provides a brief overview of each agency.

TxDOT

TxDOT is the state agency responsible for overseeing the transportation system in Texas. TxDOT plans and designs roads and bridges, distributes funds for transportation projects, collaborates with the state and federal government on legislative affairs, and supports several modes of transportation. In alignment with the agency's commitment to safety, TxDOT delegates its responsibilities across multiple divisions. Oversight of the state's GA activities is managed by TxDOT AVN.

TxDOT AVN assists NPIAS/TASP airports to obtain and disburse federal and state funds for reliever and general aviation airports. The division also participates in the FAA SBGP, where it implements a federal improvement program dedicated to GA airports.

Roles and Responsibilities of TxDOT AVN

TxDOT AVN staff are responsible for overseeing the planning, engineering, and grant management of aviation capital improvement projects. TxDOT AVN’s primary focus is safety related improvements. TxDOT AVN assists airports to apply for, receive, and disburse federal and state funds for reliever and GA airports. Other responsibilities include the development of the aviation system plan, project compliance and support, and ensuring the responsible use of funds.

To effectively manage these responsibilities, TxDOT AVN has three sections within airport development. The three sections are Grant Management and Administration, Planning and Programming, and Engineering. Figure 1 shows the TxDOT AVN organizational chart including the programs under each section.

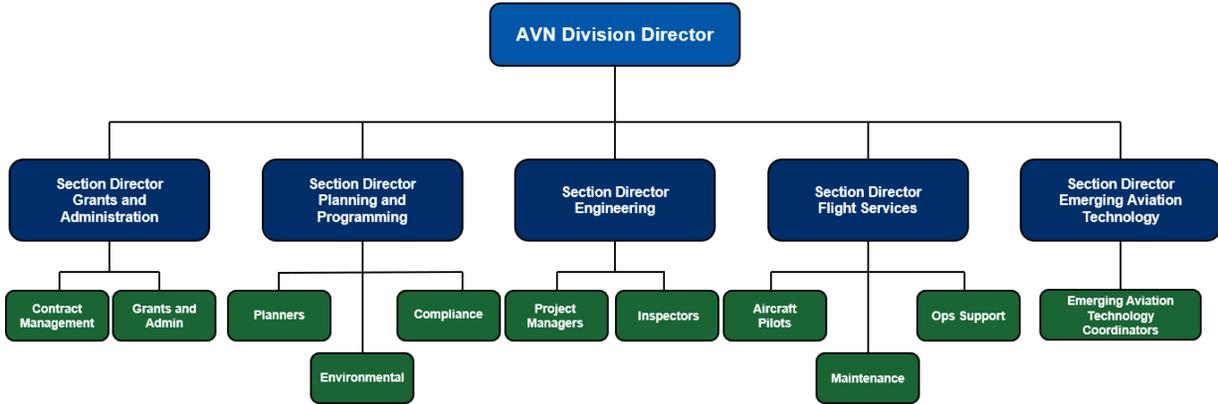


Figure 1. TxDOT AVN Organization Chart

Grant Management and Administration Section

The Grants and Administration Section of TxDOT AVN is responsible for developing a comprehensive framework to guide grant-seeking efforts, ensuring alignment with organizational goals and maximizing funding opportunities. This team helps to identify funding priorities and grant opportunities and manages awarded grants effectively. In addition, the

Grants section is responsible for contract development and execution, utilizing pre-approved templates with standard clauses to ensure consistency, reduce negotiation times, and ensure compliance with relevant laws, regulations, and internal policies. The section also administers the RAMP, a reimbursable grant program for maintenance of eligible airside and landside needs. For more information, please see the RAMP section.

Planning and Programming Section

The Planning and Programming Section is responsible for preparing the three-year Aviation Capital Improvement Program (ACIP), maintaining and updating the TASP, conducting the statewide economic impact study, and overseeing airport compliance. These activities support the overarching goal of programming aviation projects that are eligible, justified, and feasible.

Engineering Section

The Engineering Section provides project management for airport development projects, from initial site visits to identify necessary projects through the project closeout phase, and ranges from fencing improvements to construction of vital airport buildings.

Regionalization Initiative

To enhance operational efficiency and better serve airports across the state, TxDOT AVN developed a regionalization plan, splitting the state into four regions. Each region has an associated team comprised of planners, project managers, contract specialists and inspectors.

Each airport has a designated planner to maintain a single point of contact. For the current staff assignments, please visit the Additional Contacts and Resources section of the [Aviation Division webpage](#). Figure 2 provides the breakdown of the four regions.

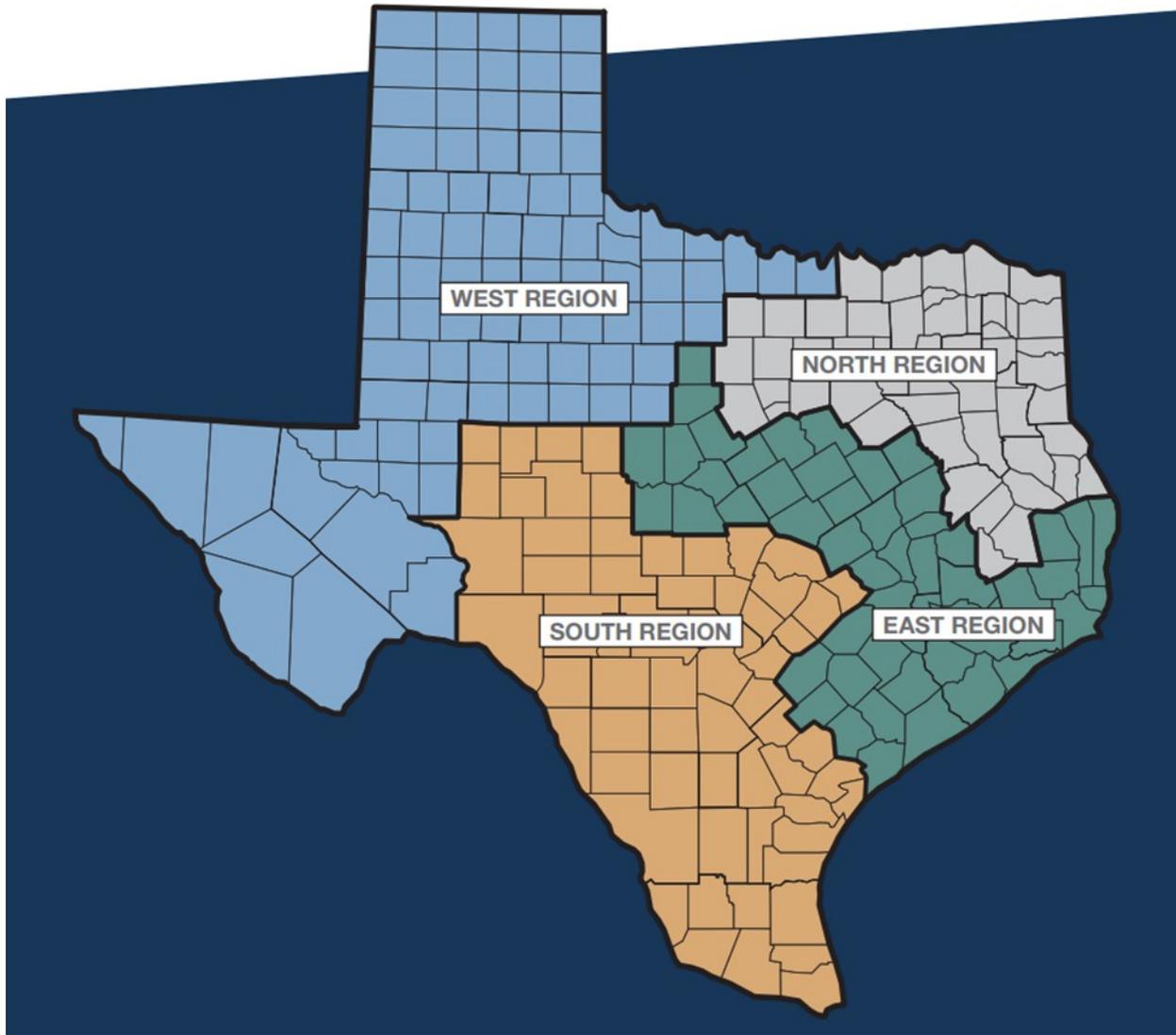


Figure 2. TxDOT AVN Region Map

FAA

The FAA is the governing agency for airspace regulations in the United States as defined in Title 14 of the Code of Federal Regulations ([14 CFR](#)). Its mission is to provide the safest, most efficient aerospace system. The FAA has several offices relevant to your airport, such as the FAA Airports District Offices (ADO). More information on the ADO and the FAA's role with a block grant state is provided below. Other resources the FAA provides include Advisory Circulars (AC), Notices, and Orders.

FAA Airports District Offices

The FAA Airports District Offices have the responsibility for all programs related to airport financial assistance, safety and inspections, design standards, construction, compliance and operations. Texas is under the Southwest Region Airports Division and the Texas ADO.

FAA's Role with a Block Grant State

In 1993, Texas became a participant of the State Block Grant Program. Under this program, FAA provides funds directly to participating states that, in turn, prioritize, select, and fund AIP projects at small airports. The participating states also perform FAA's oversight role at these airports. Legislation now allows up to ten qualified states to assume the responsibility for AIP grants to airports, except for funds designated for use at primary airports.

Texas, and other states that participate in the SBGP, assume responsibility for administering AIP grants at airports classified as "other than primary" airports—that is, nonprimary commercial service, reliever, and general aviation airports. Each state is responsible for determining which locations will receive funds for ongoing project administration. More information on the SBGP can be found in the [FAA's AC 150/5100-21, State Block Grant Program](#), along with state program requirements detailed in the [Title 49 United States Code Section 47128](#).

Document Types

The FAA publishes three main reference document resources for airport use: ACs, orders, and notices. For a more comprehensive list of available resources, see the [FAA guidance website](#).

Advisory Circular—The FAA issues ACs to inform the aviation public in a systematic way of nonregulatory material. Unless incorporated into a

regulation by reference, the contents of an advisory circular are not binding on the public. ACs are issued in a numbered subject system corresponding to the subject areas of the CFR (Title 14, Chapter 1, FAA).

Orders and Notices—The FAA issues orders and notices as guidance material for FAA personnel. While FAA personnel are the primary audience for orders/notices, the aviation industry may use orders/notices as reference, and the general public may find particular orders/notices of interest. The FAA maintains all its current and updated orders and notices in a single database ([FAA Orders and Notices](#)).

V) Additional Agencies Airport Sponsors May Consider

As an airport sponsor or manager, it is important to consider other agencies that may interact with your airport. This list is not inclusive, and airport sponsors may need to engage with additional agencies.

Agencies

Agencies such as the Texas Commission on Environmental Quality (TCEQ) and the Texas Department of Licensing and Regulation (TDLR) have regulations and procedures in relation to activities at your airport.

TCEQ

[TCEQ](#) strives to protect the state’s public health and natural resources consistent with sustainable economic development. Their goal is clean air, clean water, and the safe management of waste. To operate in the state, Texas airports must comply with environmental regulations and permitting throughout the state.

TDLR

[TDLR](#) provides oversight into a broad range of occupations, businesses, facilities, and equipment. They protect the health and safety of Texans and

ensure they are served by qualified professionals and businesses in compliance with standards.

Texas Department of Agriculture

The Texas Legislature established the Texas Department of Agriculture ([TDA](#)) with the following objectives: promote production agriculture, consumer protection, economic development, and healthy living. While the TDA is unlikely to interact with an airport directly, it is responsible for the licensing and regulation of aerial pesticide operations. It is also responsible for regulating the storage of these pesticides. This may involve periodic inspections of chemical storage facilities to ensure compliance with regulations.

VI) Communicating with TxDOT AVN

TxDOT AVN is a resource to assist you with planning, project development, and procurement. Development at your airport needs to follow both federal and state regulations; coordinating early and often with TxDOT AVN helps you stay in compliance and maintain funding eligibility.

For airport maintenance and improvement projects, your planner is your first point of contact with TxDOT AVN. If you have specific questions related to engineering or grants management, your region has a designated contact. For RAMP grants, contact the TxDOT AVN RAMP coordinator. You can find the appropriate contacts by visiting the Additional Contacts and Resources section of the [Aviation Division webpage](#).

Airport Sponsor Guide

Airport Sponsor Guide

The Airport Sponsor Guide primarily focuses on regulatory and compliance guidance, as well as strategic planning needs. As an airport sponsor, you are ultimately responsible for ensuring your airport remains in compliance with state and federal regulations.

This section of the guide will cover:

- Airport Governance
- Compliance
- Land Use Regulations and Airport Property
- Capital Improvement Programs
- Pavement Management Program

For information on project development, funding, and operational needs at an airport, please see the Airport Manager Guide.

Chapter 1: Airport Governance

Public airports in Texas are generally owned and operated by the local municipal or county government. This applies to both large commercial service and small GA facilities. Airports may also be operated by an independent airport authority.

1) Statutory Authority

The [Texas Transportation Code Title 3, Chapter 22](#) relates to county and municipal airports. Subchapter B specifically relates to the establishment, acquisition, operation, maintenance, and disposal of airports and air navigation facilities. The code gives local governments the authority to operate airports, to finance them using different available funding mechanisms, and to establish governing boards and authorities to promote economic development in their region. A summary of the code's content is provided below:

- Subchapter A—General Provisions: This subchapter defines air navigation facility, airport, airport hazard, airport hazard area, area, and local government and outlines the purpose of this chapter and its legal interpretation.
- Subchapter B—Establishment, Acquisition, Operation, Maintenance, and Disposal of Airport and Air Navigation Facilities: This provision gives local governments the authority to “plan, establish, construct, improve, equip, maintain, operate, regulate, protect, and police an airport or air navigation facility in or outside: the territory of the local government; or the territory of this state.”
- Subchapter C—Airport Financing: Provisions cover taxation, bonds, application of airport revenue and sale proceeds, federal and state aid, and other grants and loans.

- Subchapter D—Joint Operations: Allows for joint operations and the establishment of boards and authorities.
- Subchapter E—Nonprofit Airport Facility Financing Corporations: Nonprofit airport facility financing corporations are able “to provide financing to pay for the costs, including direct and indirect costs, capitalized interest, and reserves for the costs, of an airport facility,” as authorized in the Texas Transportation Code Section 22.
- Subchapter Z—Miscellaneous Provisions: Includes provisions for the disposal of abandoned aircraft.

For detailed subchapter and provision information, please see [Texas Transportation Code Title 3, Chapter 22](#).

II) How Governance Impacts Funding

Airport governance or ownership can impact eligibility for funding as well as impact the ability to secure and administer that funding. Depending on the type of local government—city, county, authority, etc.—the ability to generate revenue to support match requirements may be limited. In addition, the fiscal calendar may present a challenge to airports. The federal fiscal year (FY) runs from October 1 through September 30. The State of Texas FY runs from September 1 to August 31. Local FYs in Texas vary; state law establishes the county FY from January 1 through December 31, but the county commissioner may adopt an FY that begins on October 1 ([Tex. Loc. Gov't Code § 112.010](#)).

Dedicating funds for airport projects during a typical county budget cycle may not coincide with the state planning cycle. Local governments should coordinate with TxDOT AVN staff to ensure their projects are included within the correct FY funding cycle. Planning is critical to securing funding; airport sponsors should develop a five-year capital improvement plan that is specific

to your airport to align with TxDOT AVN's five-year capital improvement program cycle.

III) FAA Policy and Procedures Concerning the Use of Airport Revenue

The FAA governs the use and generation of airport revenue through the following statutes: the Airport and Airway Improvement Act of 1982, the Airport and Airway Safety and Capacity Expansion Act of 1987, the FAA Authorization Act of 1994, the FAA Reauthorization Act of 1997, and the FAA grant assurances. Grant Assurance 25 states:

All revenues generated by the airport and any local taxes on aviation fuel established after December 30, 1987, will be expended by it for the capital or operating costs of the airport; the local airport system; or other local facilities which are owned or operated by the owner or operator of the airport and which are directly and substantially related to the actual air transportation of passengers or property; or for noise mitigation purposes on or off the airport...

Additionally, the FAA developed the Policy and Procedures Concerning the Use of Airport Revenue statement to further define the scope of airport revenue use including prohibited and permitted use of airport revenue.

According to the Airport Compliance Manual, section 15.9 Permitted Uses of Airport Revenue: **"Sponsors may use their airport revenue for the capital or operating costs of the airport, the local airport system, or other local facilities owned or operated by the airport owner or operator and directly and substantially related to the air transportation of passengers or property."** Airport sponsors should also

be familiar with how airport revenue use regulations apply to land acquisition, revenue diversions, and revenue generated through airport rates and charges. More information is provided in the sections below.

For examples of permitted and prohibited uses of airport revenue, and other relevant statutes and details, please reference the [FAA Airport Compliance Manual](#) and [the Policy and Procedures Concerning the Use of Airport Revenue](#) Statement.

Revenue Diversions

Any airport that is federally obligated is prohibited from diverting airport revenue outside of the airport system. Using airport-generated revenue, including rents, fees, and concessions, for non-airport activities constitutes a revenue diversion and is prohibited under federal law.

The FAA's Policy and Procedures Concerning the Use of Airport Revenue provides the following examples of unlawful revenue diversions:

- Paying in excess of the value of goods or services the airport receives,
- Improper cost allocations,
- Charging less than fair market value rental rates to nonaeronautical users, including the airport sponsor itself,
- Using airport revenue for general economic development activities,

49 U.S.C. §47133(a) states:

"Prohibition—Local taxes on aviation fuel (except taxes in effect on December 30, 1987) or the revenues generated by an airport that is the subject of Federal assistance may not be expended for any purpose other than the capital or operating costs of—

1. the airport;
2. the local airport system; or
3. any other local facility that is owned or operated by the person or entity that owns or operates the airport that is directly and substantially related to the air transportation of passengers or property.

- Paying for marketing and promotions not related to the airport, and
- Loaning money to other entities at less than prevailing rates.

Note: the list above is not inclusive. For more information, refer to the [Compliance Manual](#), federal grant assurances, Airport Project Participation Agreement (APPA), and other relevant statutes.

Airport Revenue Generation

The following list provides revenue generation options that are most commonly used by airports according to [ACRP Report 16: Guidebook for Managing Small Airports](#):

- Fuel sales
- Commercial land leases and rent
- T-hangar leases
- Private hangar land leases
- Agricultural leases
- Landing or ramp fees
- Tax subsidies

Detailed descriptions of revenue generation methods and additional examples can be found at, [ACRP Report 16: Guidebook for Managing Small Airports](#) and [ACRP Synthesis 1: Innovative Finance and Alternative Source of Revenue for Airports](#).

Chapter 2: Compliance

Texas airports become obligated through federal land conveyance agreements and federal grant programs. For non-federally obligated airports, the airport sponsor must adhere to the sponsor responsibilities contained in the APPA. The airport sponsor responsible for an obligated airport is committed to adhering to federal provisions and ensuring compliance with FAA grant assurances. As of the publication of this guide, there are 40 [FAA Grant Assurances](#). The FAA enforces these obligations through its [Airport Compliance Program](#).

The following list includes some examples an airport owner can incur when accepting a grant:

- Prohibition of exclusive rights.
- Use of airport revenue.
- Proper maintenance and operation of airport facilities.
- Protection of approaches.
- Keeping good title of airport property.
- Compatible land use.
- Availability of fair and reasonable terms without unjust discrimination.
- Adhering to the approved airport layout plan (ALP).
- Self-sustainability.
- Sale or disposal of federally acquired property.
- Preserving rights and powers.
- Using acceptable accounting and record-keeping systems.
- Compliance with civil rights requirements.

Some common examples of compliance related items include the following:

- Lease Agreements
- Hangar Use

- Through-the-Fence Agreements
- Third Party Agreements
- Minimum Standards
- Exclusive Use
- Part 13: Informal Complaints
- Part 16: Formal Complaints

Some common examples of airport sponsor assurances that are violated include the following:

- #5: Preserving Rights and Powers
- #11: Pavement Preventive Maintenance-Management
- #19: Operations and Maintenance
- #20: Hazard Removal and Mitigation
- #21: Compatible Land Use
- #22: Economic Nondiscrimination
- #23: Exclusive Rights
- #24: Fee and Rental Structure
- #25: Airport Revenues
- #29: Airport Layout Plans
- #31: Disposal of Land

The FAA and TxDOT AVN encourage airport owners to review each agreement and conveyance document to ensure that they understand their obligations. Keeping good records will allow them to quickly reference incurred obligations. Further, annual reviews of all agreements will help maintain compliance with incurred federal obligations.

For more information about FAA airport compliance, please see the FAA [*Airport Compliance Manual*](#).

Chapter 3: Land Use Regulations and Airport Property

Understanding land use regulations and policies applicable to the airport is important for both compliance and planning purposes. Several grant assurances relate to local plans and interest (6, 7, 8, and 10) and land use compatibility (21). Airport sponsors should be aware of both federal and state regulations that impact the airport and its property. This section will cover:

- Zoning
- Height Hazard Zoning
- Compatible and Non-Compatible Land Uses

I) What Is Zoning?

Zoning laws control how land can be used to protect public health, safety, and welfare. For airports, zoning helps ensure safe aircraft operations and protects people on the ground by regulating land use and structure heights around airports.

Both federal and Texas laws apply:

- [14 CFR Part 77](#) sets federal standards for anything that might affect navigable airspace.
- [Texas Transportation Code Chapter 22](#) governs local authority over airport areas. It says local governments can regulate airport hazards through zoning, but height regulations must follow [Chapter 241 of the Local Government Code](#).

II) Height Hazard Zoning

Height hazard zoning helps ensure that no structure or natural growth near an airport interferes with safe aircraft operations. It is based primarily on 14 CFR Part 77, which requires notice to the FAA for certain construction or

alterations. This notification allows the FAA to evaluate whether a proposed object could pose a hazard, determine needed mitigation, and update aeronautical charts.

Airports must also maintain accurate obstruction data. If you believe obstacles were missed in your airspace analysis or ALP update, consult [AC 150/5300-18B](#) for guidance on surveying and submitting data. Your ALP will also show whether height-hazard zoning ordinances exist around your airport.

In Texas, state law requires airport sponsors to adopt and enforce height-hazard zoning:

- [43 TAC §30.215](#) requires airport sponsors to implement airport hazard zoning to prevent incompatible land uses and restrict structures that could affect airport operations. TxDOT AVN can help develop zoning maps and sample ordinances. TxDOT will withhold the final 10% of project funding until an approved ordinance is adopted.
- [Texas Local Government Code Chapter 241](#) establishes the legal framework for regulating airport hazards, defining hazardous structures and outlining how local governments adopt zoning, form administrative agencies, resolve conflicts with other regulations, and acquire needed air rights.

To determine whether a proposed structure requires filing with the FAA, airport sponsors can use the [FAA's Obstruction Evaluation / Airport Airspace Analysis \(OE/AAA\) pre-screening tool](#), which helps identify whether a formal Notice of Proposed Construction or Alteration is needed.

III) Compatible and Non-Compatible Land Uses

The FAA defines compatible land uses as those that can coexist with a nearby airport without constraining the safe and efficient operation of the

airport, nor exposing people living or working nearby to significant environmental impacts.

There are six core characteristics (or areas of consideration) to evaluate when assessing the compatibility of a specific land use. These include:

- Aviation noise,
- Airspace,
- Visual/atmospheric interference,
- Wildlife (includes protected species),
- Protection of people and property, and
- Development density.

Because the FAA has a limited regulatory role in land use planning, local, regional, and state provisions will likely take precedence in local land use decision-making.

IV) Airport and Local Land Use Planning Coordination

Airports, local governments, and regional agencies must coordinate their long-range development plans to ensure growth around airports remains compatible with safe airport operations. Airports should also work closely with local planning, zoning, and development departments to help maintain compatible land use around their facilities.

Effective coordination among the airport sponsor, applicable FAA offices, local governments, and regional planning agencies is essential to ensure that activities on and in the vicinity of the airport are properly aligned and support long-term airport land-use compatibility.

V) Airport Sponsors' Expectations

TxDOT AVN/FAA expects airport sponsors to seek all possible opportunities to eliminate, reduce, or mitigate existing incompatible land uses (See Table

1). TxDOT AVN/FAA expects airport sponsors to document their efforts to demonstrate they are complying with relevant FAA grant assurances.

Table 1. Airport Sponsors’ Expectations—Existing Incompatible Land Uses

Type of Land Use Control	Airport Sponsors’ Expectations
If the airport sponsor owns the land.	Because the airport sponsor has total land use control, the FAA considers it a reasonable expectation that the airport sponsor will establish and enforce the necessary zoning controls or lease terms to enable it to address existing incompatible land uses when the opportunity arises.
Property is off-airport, but the airport sponsor has land use authority or the local jurisdiction, and land use regulatory authority is owned by the same governing body	Because the airport sponsor has at least some influence over land use control, the FAA considers it a reasonable expectation that the airport sponsor will seek to establish the necessary zoning controls to enable it to address existing incompatible land uses when the opportunity arises.

If the airport sponsor has no land use control (i.e., Runway Protection Zone land falls in another jurisdiction).

Even though the airport sponsor has no land use control, the FAA still considers it a reasonable expectation that the airport sponsor will actively seek opportunities to establish the necessary zoning controls to enable it to address existing incompatible land uses when the opportunity arises. FAA will consider financial assistance to a public-sector airport sponsor for land acquisition even if the airport sponsor has no land use control, but only if the airport sponsor demonstrates that the airport sponsor is taking all appropriate steps available to enhance control and mitigate existing risks.

For more information on land use compatibility, please see [AC 150/5190-4B, Airport Land Use Compatibility Planning](#).

VI) Tools and Techniques for Land Use Compatibility

Many tools and techniques have been developed over the years to promote airport land use compatibility. Some tools have proven to be effective in many different settings; others are highly specialized and are suitable only in special cases.

The FAA's [AC 150/5190-4B, Airport Land Use Compatibility Planning](#) lists and describes in greater detail tools and strategies for airport sponsor use. Table

2 provides an example of the tools and techniques that can be used by airport operators and local governments. In many instances, more than one tool or technique may be required.

Table 2. Tools and Techniques for Land Compatibility Determinations

Category	Tool/Technique
Land Use Regulations	<ul style="list-style-type: none"> • Overlay Zoning • Compatible Use Zoning • Standalone Airport Zoning • Transfer of Development Rights • Subdivision Regulations • Building Codes • Project Review Standards
Property Acquisition Techniques	<ul style="list-style-type: none"> • Fee Simple Acquisition • Purchase Options, Land Contract, and Life Estates • Avigation Easements • Purchase of Development Rights • Conservation Easements • Lease or Sale of Airport Land Subject to Compatible Use Conditions

Noise Mitigation Techniques

- Sound Insulation
- Sound Barriers

Environmental Management Techniques

- Wildlife Hazard Management
- Natural Features Inventory and Mitigation

Notification Techniques

- State-Mandated Fair Closure
- Deed Restrictions
- Nonsuit Covenants and Hold Harmless Agreements
- Disclosure Notices

Education and Communication Techniques

- Community Outreach
- Local Government Involvement
- Outreach to Airport Users
- Airport and FAA Participation in Local and Regional Planning
- Airport and FAA Participation in Professional Planning Organizations
- Coordination with Real Estate Agents and Brokers
- Use of Social Media
- Use of Focus Groups
- Education of State Legislators and Legislative Staff

What is FAA Form 7460 and Why Does It Matter?

FAA Form 7460 functions as notice to the FAA whenever a proposed project could affect navigable airspace or aviation safety. It is a critical requirement for airport sponsors to manage to preserve the airspace around an airport and ensure it does not cause future impacts to safety or development needs. The FAA requires notice through the OE/AAA web-based platform. Once an airspace analysis has been submitted for review, the FAA will evaluate the proposed project and ensure consistency with the airport's ALP and surrounding land-use compatibility.

The OE/AAA serves as a critical mechanism to ensure proper evaluation has taken place, prior to the project becoming a hazard or impact to air navigation.

Submitting Form 7460 triggers a no-cost aeronautical study to determine whether the project is a hazard to air navigation and whether mitigations are needed. Without it, airport projects can face delays, loss of funding eligibility, or safety concerns. It is also imperative to understand proposed projects can occur **off-airport** resulting in the same challenges related to delays, funding eligibility, or safety concerns. Airport sponsors and/or managers must coordinate with their local zoning and permitting offices due to construction that could be proposed without the airport's knowledge. Failure to properly file notice, both on-airport and off-airport, can result in permanent impacts to the airport sponsor's immediate and long-term development needs.

There are two versions of Form 7460 that are required for both on and off-airport projects:

7460-1: This is primarily utilized when something is planned to be built and needs to be studied. This can be for both permanent and temporary structures or objects.

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The process for air space analysis takes a minimum of 45 days but could take longer depending on the proposed project. Airport sponsors should remain cognizant of the airspace analysis requirements so as not to cause delays to a proposed project.

Title 14 CFR § 77 establishes the criteria for when filing is required. The OE/AAA site also contains a pre-screening tool that is highly useful when attempting to determine if notice is required. Airport sponsors should be familiar with notice requirements as there are multiple circumstances that can lead to needing an airspace analysis. Even objects that seem minor in nature could require evaluation such as fences or other low-height structures. These requirements can go beyond the height of objects and might be related to devices that transmit radio frequencies or project lights that could interfere with a pilot's ability to navigate.

When there is doubt on whether a notice is required, airport sponsors should consider reaching out to TxDOT AVN for additional guidance.

Chapter 4: TxDOT Aviation Capital Improvement Program

The TxDOT ACIP is a plan for GA airport development in Texas. It is a detailed listing of potential projects based on the anticipated funding levels of the FAA AIP, the state-funded Texas AFDP, local matching funds, and various other funding programs such as Federal Supplemental and Infrastructure Investment and Jobs Act (IIJA) as applicable. Through multi-year programming, the FAA, TxDOT, and airport sponsors are better able to anticipate airport needs and accommodate changes in project scope, cost, and schedule. The project participants know when projects are scheduled and can plan for their implementation.

The ACIP is a tentative schedule of federal and state airport development projects. Airport needs are categorized by the objective(s) they address. Following are the objectives in order of importance:

- Enhance safety
- Preserve existing facilities
- Respond to present needs
- Provide for anticipated needs

The ACIP is updated continually and submitted annually for approval from the Texas Transportation Commission. System-level planning activities and close coordination with local airport sponsors are the basis for the ACIP.

Therefore, airport sponsors should prepare their own capital improvement plan (CIP) before project funding discussions begin.

Federally obligated airports are required to complete a five-year CIP, and this document should be submitted to TxDOT AVN annually between September 1 and December 31.

I) Funding Types Included in the ACIP

There are two main programs for airport development that TxDOT AVN administers for airports in the TASP: a federal program (administered through the SBGP) and a state program. All programs typically require a minimum 10 percent local match; however, check with TxDOT AVN on any changes to the match requirement.

TxDOT AVN receives federal, state, and local funding to execute the ACIP. The traditional funding sources are as follows (please see Chapter 4: Airport Funding for more information):

- Federal Nonprimary Entitlement (NPE)
- Federal (IIJA)
- Federal (State Apportionment)
- Federal Discretionary
- State AFDP
- Local

II) ACIP Development

The ACIP identifies specific projects for development over the next three FYs and provides the basis for the airport investment scheduling activities of the FAA, TxDOT, and local governments. Many projects in the first year of the program are highly anticipated to move forward as planned, while projects in the second and third years, while scheduled, are more likely to shift slightly due to a variety of factors such as being placed on the commission schedule, emergency projects, and the availability of an airport sponsor match.

Projects are selected from airport reports and evaluated based on need and safety. Due to funding limitations, not all items contained in an airport report are included in the ACIP. The ACIP does not reflect all known airport needs and deficiencies, but primarily those identified as needed by airport sponsors and TxDOT AVN and found to be consistent with the goals of the TASP.

III) BlackCat

TxDOT AVN uses a software solution, BlackCat, for establishing development needs and programming projects to be included in the official ACIP. BlackCat is also a repository for reports, facility documents, and information to assist the airport sponsor and TxDOT AVN in the stewardship of the facility. The platform remains in development to meet the needs of both TxDOT AVN and

airport sponsors. If you need access to BlackCat, please contact your assigned TxDOT AVN planner.

IV) Airport Sponsor's Capital Improvement Planning Lifecycle

The airport sponsor's Capital Improvement Planning process begins with the development of your airport annual CIP; this should occur on an annual basis. The CIP represents your airport's five-year program for development. Once the annual CIP is prepared, submit it to your assigned planner.

After submission of the CIP, the airport sponsor will meet with TxDOT AVN.

Meetings occur annually between September 1 and December 31 regardless of whether you are requesting funding. This annual meeting should identify federal and/or state funded projects you intend to request over the next five years.

Airport sponsors should identify **\$750,000 worth of developmental needs** in their five-year CIP or risk their federal NPE funding being pro-rated or foregone entirely.

Inclusion of a project in your CIP does not automatically mean these projects

will be funded, for example, incremental scope increase, unplanned scope changes, unanticipated funding challenges, etc. can impact funding eligibility and availability. Multiple considerations apply for government funding; contact your planner on steps to receive a federal or state grant.

The CIP lifecycle follows a five-year timeframe; the following sections provide information on what occurs across the planning lifecycle. Figure 3 provides a high-level overview of the timeline.

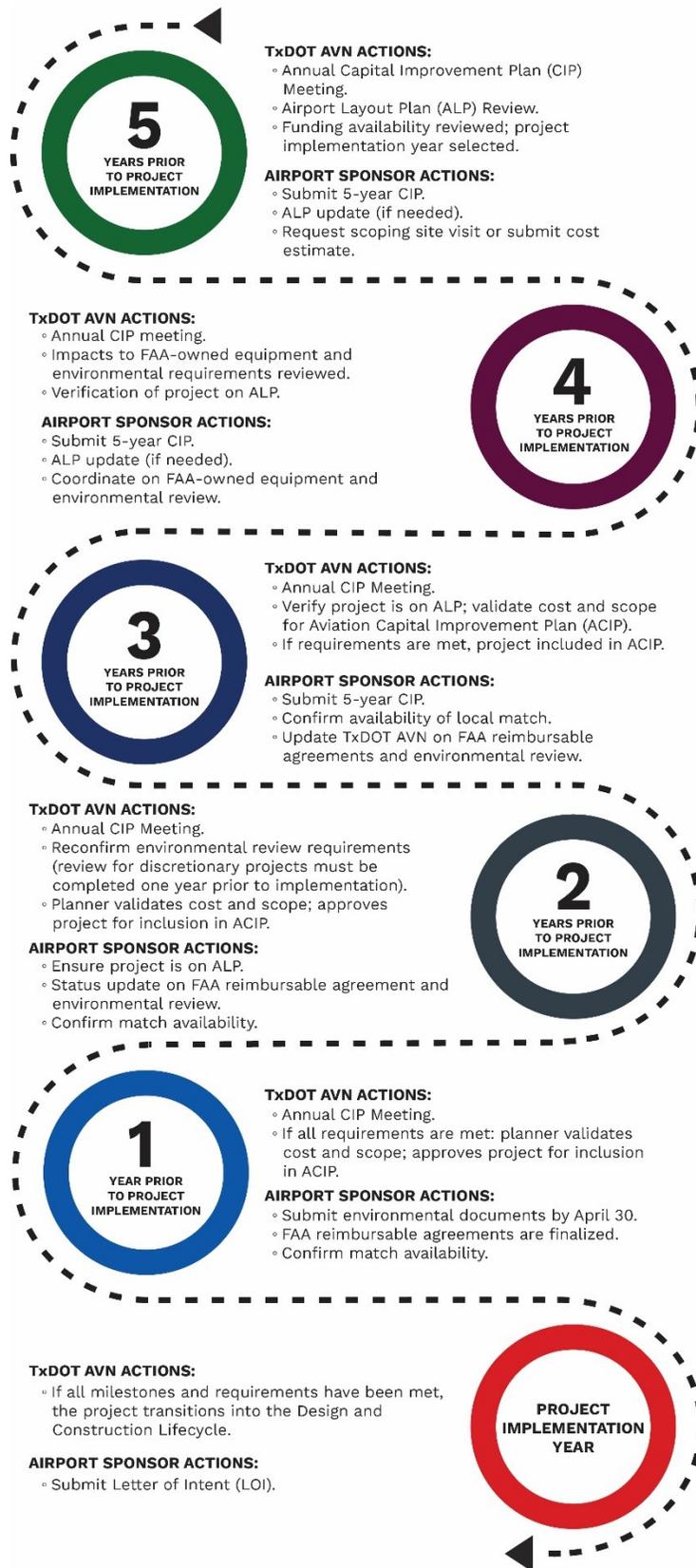


Figure 3. Airport Sponsor CIP Lifecycle

Key Steps in the CIP Process

The first step is to identify development needs at your airport focusing on **airside needs first**, working from the runway centerline out. Once

Reminder:

A properly developed CIP is critical to airport development projects.

developmental needs are identified, draft a five-year CIP and send to your TxDOT AVN assigned planner between September 1 and December 31. Revise your CIP based on TxDOT AVN feedback. The revised CIP should be submitted no later than December 31.

Once you have submitted your CIP and project requests, your designated planner will perform the necessary due diligence to ensure the project is **eligible, justified, and feasible**. There are several steps that occur each year, beginning five years prior to the project implementation year. These steps are:

- Submission of your five-year CIP to TxDOT AVN.
- The annual CIP meeting between TxDOT AVN and the airport sponsor.
 - After the first year (five years prior to the project implementation year), your planner will review the project for any changes that may impact eligibility.
 - Your planner will determine whether the selected funding year is still appropriate.
- Review of the ALP to ensure project is shown on the ALP. If not, your planner will direct you to update the ALP accordingly. As the project implementation year approaches, failure to update your ALP can risk funding.
- Determination or confirmation of funding type and amount. Updates to internal databases.
- Airport sponsor must confirm match funding availability.

- Discussion of impacts to FAA-owned equipment. Coordination with FAA, if needed.
- Discussion of environmental requirements under National Environmental Policy Act (NEPA) with the TxDOT AVN environmental planner. Discretionary projects require completion of environmental documentation one year prior to project implementation.

The following sections provide information on specific steps in each year. The process begins five years prior to the intended project implementation year.

Five Years Prior to Project Implementation Year

Upon acceptance of your CIP, your planner will begin their due diligence. If the planner has comments related your project, these will be sent to the airport sponsor for review. If the project is eligible, justified, and feasible:

- Planner will evaluate the request and define scope of project.
- Planner will review your ALP to ensure the requested project is identified on the most current ALP.
 - If update is required, airport sponsor initiates ALP update to reflect requested project(s).
- Planner will determine the amount of funding available at the airport.

Once funding is determined, there are two options for developing the cost estimate:

- A. Planner, at the request of the airport sponsor, will coordinate a project scoping site visit to develop a cost estimate for the proposed project.
- B. Airport sponsor will submit a cost estimate for the proposed project.

You should also confirm that the local match associated with the project request will be available in the project implementation year at this stage.

Once all required items have been completed, TxDOT AVN will determine the most appropriate year to fund the project and may include it in the TxDOT AVN ACIP.

Four Years Prior to Project Implementation Year

Discussions begin at the annual CIP meeting; at this stage, your planner should be aware of the projects intended for implementation in four years. Your planner will determine if the project stays in the agreed upon FY for funding or whether it should be shifted to a different year.

At this stage, your planner will begin to review impacts to FAA-owned equipment and coordinate a meeting between you, the airport sponsor, and the FAA (if applicable). Discussions with TxDOT AVN's environmental planner will also take place at this stage to determine the level of NEPA review required.

Three Years Prior to Project Implementation Year

Submittal and review of the CIP will occur as in previous years. Your planner will confirm the project scope, review your ALP, and reconfirm funding availability. It will also be important to confirm availability of match funding again.

TxDOT AVN will request an update on the FAA-owned equipment as part of this project (if applicable). You should also coordinate and provide a status update to your planner and the TxDOT AVN environmental planner on the environmental review requirements.

At this stage, if land must be acquired for the project, you should coordinate with the TxDOT AVN on the status of land acquisition.

In the third year prior to implementation, your planner will validate cost and scope of the project. **If all requirements are met, your project will be included in TxDOT AVN ACIP.**

Two Years Prior to Project Implementation Year

Similar steps to the prior year will be followed; however, at this stage, if your ALP does not show your intended project, it must be updated immediately. Your planner will also request a status update on FAA reimbursable agreements for FAA-owned equipment, if applicable. At this stage, finalization of the reimbursable agreement for FAA-owned equipment should be taking place.

Environmental review requirements should be understood and in progress. If your project is funded with discretionary funds, your planner will remind you that **environmental review needs to be completed one year prior to project implementation.**

If all requirements are met, your planner will, again, validate cost and scope of the project and approve for inclusion in the published TxDOT AVN ACIP.

One Year Prior to Project Implementation Year

In the final year before project implementation, the project will be reviewed for changes. Any changes at this stage could impact the implementation year. If changes have occurred, your planner and the Director of Planning and Programming will determine if the project stays in the agreed upon FY or must be shifted to a different year.

Your planner will reconfirm that the project is in the ALP and reconfirm the type of environmental review required.

- If the project is funded with discretionary, planner requests the completed environmental to be submitted to the TxDOT AVN environmental planner by April 30.
- If the project is funded with discretionary and environmental is not complete by April 30, the project is in jeopardy of losing funding. Your planner and the Director of Planning and Programming will meet with the airport sponsor about the project.

You should confirm match availability and provide status updates on FAA reimbursable agreements.

If the project meets all requirements, the planner will validate scope and cost and approve for inclusion in the ACIP.

Project Implementation Year

During the annual CIP meeting, your planner will confirm scope to verify the project and scope have not changed.

- If changes have occurred, the planner and the Director of Planning and Programming must coordinate with airport sponsor about shifting project to a different year or canceling project.

The planner ensures the ALP reflects the requested project.

- If project is not reflected, the planner and the Director of Planning and Programming must coordinate with the airport sponsor about shifting the project to a different year or canceling the project.

The planner ensures airport sponsor match is available.

The TxDOT AVN environmental planner requests environmental documentation.

- If environmental is not complete, the airport sponsor's project is on hold until the environmental is complete.

Airport sponsor submits letter of intent (LOI).

- The LOI is submitted to the respective planner.

If all milestones and requirements have been met, the project transitions into the Design and Construction Lifecycle.

For more information on the overall project lifecycle, including the Design and Construction phases, please see Chapter 7: Design and Construction.

Chapter 5: Airport Planning

Every airport in the current TASP is responsible for planning and development, including reports and documentation, such as an ALP or airport master plan (AMP).

Airport planning is one of the key responsibilities of the airport sponsor, which cannot be delegated. Effective planning is essential for the success of an airport and ensuring that the airport sponsor can access funds for projects at the airport. Planning and development ensure that the airport remains an asset to the local community. If your airport is in the NPIAS, an up-to-date ALP is required by Grant Assurance 29.

The Airport Planning section will cover:

- Required Airport Planning Documents
- Other Planning Requirements
- Key Resources for Airport Planning
- Planning Process
- Planning Project Lifecycle

1) Airport Planning Documents

One of the primary planning documents for an airport is the AMP and ALP.

The purpose of an AMP and ALP is to achieve the following:

- Create a blueprint for airport development by depicting proposed facility improvements.
- Provide a guideline by which the airport sponsor can ensure that development maintains airport design standards and safety requirements and is consistent with airport and community land use plans.

- Serve as a public document that serves as a record of aeronautical requirements, both present and future, and as a reference for community deliberations on land use proposals and budget resource planning.
- Meet the requirements of [Grant Assurance 29](#) for all NPIAS airports.
- When approved, an ALP enables the airport sponsor and the FAA to plan for facility improvements at the airport.

Airport sponsors can gain a more in-depth understanding of the elements included in an AMP or ALP by referring to [FAA Advisory Circular 150/5070-6 Airport Master Plans](#).

The AMP or ALP must be tailored to address each of the airport's needs and remain up to date. Once the ALP is approved by the FAA, the airport becomes eligible to receive grant funding.

According to the Grant Assurance 29: Airport Layout Plan:

[The airport sponsor] will **keep up to date at all times an airport layout plan of the airport.**

Failure to update ALPs can affect funding availability. AIP projects can lose funding if this requirement is not met (49 USC 47107(a)(16)). See [the AIP Handbook](#) Section 5-7 for more information.

Grant Assurance 29 also includes the following requirements:

If a change or alteration in the airport or the facilities is made which the Secretary determines adversely affects the safety, utility, or efficiency of any federally owned, leased, or funded property on or off the airport and which is not in conformity with the airport layout plan as approved by the Secretary, the owner or operator will, if requested by the Secretary, (1) eliminate such adverse effect in a manner approved by the Secretary; or (2) bear all costs of relocating such property (or replacement thereof) to a site acceptable to the Secretary and all costs of restoring such property (or replacement thereof) to the level of

safety, utility, efficiency, and cost of operation existing before the unapproved change in the airport or its facilities except in the case of a relocation or replacement of an existing airport facility due to a change in the Secretary's design standards beyond the control of the airport sponsor.

II) Other Planning Requirements

Depending on the type of project, additional planning documents or studies may be required. If in doubt, contact your planner for support!

III) Key Resources for Airport Planning

- TxDOT AVN Planner
 - Reach out to your planner with questions. Modifying facilities and authorizing uses can have major implications: communicating early and often reduces the chances of incompatibility that can result in large mitigation efforts.
- FAA Guidance Materials
 - TxDOT AVN follows the federal standards for planning and projects; this is both good practice and ensures airport standards meet NPIAS requirements should they be eligible for inclusion. FAA guidance to review includes the [AIP handbook](#), [ACs for Airport Planning](#), and [project specific ACs](#).
- Airport Cooperative Research Program (ACRP)
 - ACRP provides airport practitioners with research and resources to support the industry. ACRP has developed collections to bring together relevant products and publications. [The General Aviation Collection](#) includes reports on airport operations, guidebook for managing small airports, and aviation facility planning.

IV) Planning Process

Before requesting a project, it is important that you have planning documentation for your airport. Airport master plans and airport layout plans offer a roadmap for growth and development at your airport; the following questions can help guide the development of those plans as well as the vision for the airport.

- What is the governance structure of your airport? How is it operated?

The question helps guide the overall strategy. Consider whether you currently operate the airport or whether that is contracted to a third-party. If the airport is operated by a third-party, do you have the capacity to revert to operating and managing the airport? Or do you currently operate the airport but are considering the use of a third-party operator? Once you understand your governance and operational structure at the airport, the next step is to consider overall planning and development.

- Do you have an existing airport master plan or ALP with narrative?
 - Are they up to date?
 - Is your proposed project, or program of projects, indicated on your ALP?
- Do you have a CIP associated with those plans?

If you do not have a CIP, start with developing a plan that addresses the goals established in your overall planning document. Developing a CIP provides information on your goals and projects that TxDOT AVN can review to assist with the process (see Chapter 4: TxDOT Aviation Capital Improvement Program of the Airport Sponsor Guide). Once you have a CIP developed, consider the following questions, some of which are project specific:

- Do you need to acquire land to support development plans?

- Will your projects have environmental impacts that need to be considered?
 - If in doubt, contact your TxDOT AVN planner.
- Will your projects have airspace impacts?
 - Refer to section What is FAA Form 7460 and Why Does It Matter?
- Do you have the required match funding to support projects in the CIP?
 - Refer to the Airport Funding Section for more information.

V) Planning Project Lifecycle

If you need to initiate a planning project to update your ALP, AMP, or for more redevelopment, refer to the Airport Sponsor Guide for more information.

With TxDOT AVN as the agent, the Planning Project Lifecycle operates through a series of actions involving TxDOT AVN, airport sponsor, and selected consultant.

Please reach out to your planner for more information on the specific steps in the planning project lifecycle.

Chapter 6: Pavement Management Program

Regular pavement maintenance is critical to the safety and operations at your airports; it is also required under Grant Assurance 11: Pavement Preventive Maintenance-Management.

The FAA developed [AC 150/5380-7B—Airport Pavement Management Program \(PMP\)](#), which discusses the PMP

concept, components,

and how to use it for cost-effective maintenance and rehabilitation decisions.

An effective PMP is also a critical component of an airport's Airport Self-Inspection Programs which contains additional information in the accompanying Airport Manager's Guide.

Key components of a PMP include:

- Pavement Inventory
- Inspection Schedule
- Record Keeping
- Information Retrieval

Clear and consistent documentation of pavement distresses and maintenance actions undertaken should be maintained by the airport. A good starting point is a spreadsheet documenting pavement issues or

Grant Assurance 11. Pavement Preventative Maintenance-Management.

With respect to a project approved after January 1, 1995, for the replacement or reconstruction of pavement at the airport, it assures or certifies that it has implemented an effective airport pavement maintenance-management program, and it assures that it will use such program for the useful life of any pavement constructed, reconstructed, or repaired with Federal financial assistance at the airport. It will provide such reports on pavement condition and pavement management programs as the Secretary determines may be useful.

distresses and how the airport is correcting those issues. However, airports should ensure that their program is meeting the requirements of Grant Assurance 11.

The FAA Pavement Surface Evaluation and Rating Manuals (PASER) ([FAA AC 150/5320-17A](#)) provides information on common deficiencies related to asphalt and concrete pavements. The manual is a helpful resource for airport sponsors to understand potential issues with their airport pavement.

To assist with understanding common pavement condition issues and how to develop an effective program, refer to the aforementioned Airport Manager Guide or reach out to your planner for more information.

Airport Manager Guide

Airport Manager Guide

As an airport manager, you are responsible for managing various routine activities, such as compliance issues, safety, administrative duties and a number of other responsibilities. Please review the Airport Sponsor Guide for more information on subject areas that might not be addressed in the Airport Manager Guide.

The Airport Manager Guide aims to provide guidance on topics involved in managing an airport which include the following:

- What is FAA Form 7460 and Why Does it Matter?
- Project Lifecycle
 - Airport Planning
 - Funding
 - RAMP
 - Procurement and Project Development
 - Grants Process
 - Design
 - Construction
 - Close Out
- Airport Maintenance and Operations
 - Airport Inspections
 - Airport Maintenance
 - Airport Operations

Chapter 1: What Is FAA Form 7460 and Why Does It Matter?

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When there is doubt on whether a notice is required, airport sponsors should consider reaching out to TxDOT AVN for additional guidance.

Chapter 2: Project Lifecycle

The project lifecycle begins with assessing airport needs and developing plans that reflect those needs. After planning is complete and projects have been identified, the airport sponsor and TxDOT AVN work together to identify available funding. Once funding has been identified, a grant application is submitted on the airport sponsor's behalf and moves through the grant and contract process. When the grant is in place, depending on the type of project, it transitions to the appropriate phase of the project lifecycle. The project moves through procurement, project execution and closeout. Figure 4 provides an overview of the process, and the subsequent sections provide guidance on each stage.

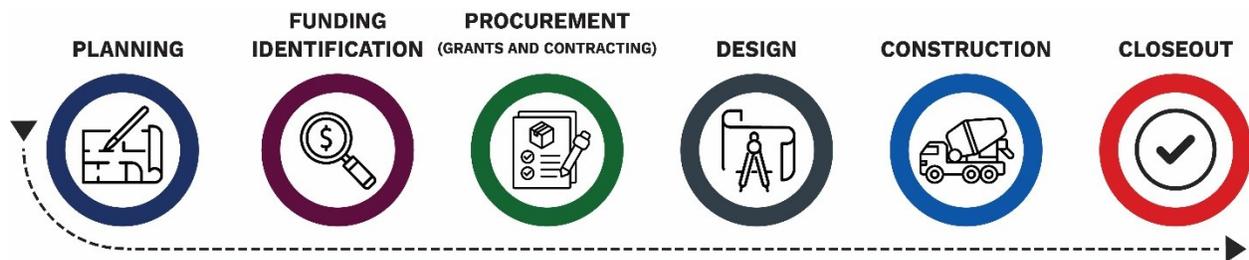


Figure 4. Project Lifecycle

Chapter 3: Airport Planning

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and all costs of restoring such property (or replacement thereof) to the level of safety, utility, efficiency, and cost of operation existing before the unapproved change in the airport or its facilities except in the case of a relocation or replacement of an existing airport facility due to a change in the Secretary's design standards beyond the control of the airport sponsor.

II) Other Planning Requirements

Depending on the type of project, additional planning documents or studies may be required. If in doubt, contact your planner for support!

Environmental Impacts

If your project utilizes federal funding, it is important to understand the procedures under NEPA required by the FAA. See [FAA Order 1050.1G](#) for updated FAA National Environmental Policy Act Implementing Procedures.

First, TxDOT AVN will determine if NEPA applies. There are three levels of NEPA review: categorical exclusion, environmental assessment, and environmental impact statement. Certain projects automatically qualify for a categorical exclusion (see FAA Order 1050.1G Appendix B for actions considered to "not have a significant effect on the human environment"). The level of review is dependent on the project context and extent of the associated impacts.

For land acquisition, TxDOT AVN can provide a full list of documentation required to receive reimbursement from TxDOT AVN. A Phase I Environmental Due Diligence Audit is part of that documentation. See [FAA Order 1050.19C](#) for more information. In addition, a NEPA determination must be issued and approved by TxDOT AVN before reimbursement can occur.

Common Regulatory Programs at a GA Airport

Depending on the airport industrial activity (such as fuel storage, aircraft maintenance, construction, material storage, waste handling), it may be subject to following federal and/or state requirements:

- Stormwater Multi-Sector General Permit (TXR050000)
 - If industrial activities could expose pollutants to rainwater runoff, review the [TCEQ website](#).
- Construction General Permit (TXR150000)
 - Review [TCEQ website](#).
- SPCC Plan (Spill Prevention, Control, and Countermeasure)
 - Underground Storage Tanks with any quantity, or have the capacity to store $\geq 1,320$ gallons of fuel or oil, review [SPCC Rule](#) (40 CFR Part 112) US Environmental Protection Agency.
- Waste Management Requirements
 - For used oil, hazardous waste, or other regulated materials, please refer to [TCEQ Hazardous Waste Program](#). You can also find more guidance under [FAA AC 150/5320 15A](#).

What you do at your airport matters, so be sure to consider environmental impacts and regulations, and reach out to the TxDOT AVN environmental planner for support if needed.

III) Key Resources for Airport Planning

The following are key resources available for airport planning:

- TxDOT AVN Planner
 - Reach out to your planner with questions. Modifying facilities and authorizing uses can have major implications; communicating early and often reduces the chances of incompatibility that can result in large mitigation efforts.

- FAA Guidance Materials
 - TxDOT AVN follows the federal standards for planning and projects; this is both good practice and ensures airport standards meet NPIAS requirements should they be eligible for inclusion. FAA guidance to review includes the [AIP handbook](#), [ACs for Airport Planning](#), and [project specific ACs](#).
- ACRP
 - ACRP provides airport practitioners with research and resources to support the industry. ACRP has developed collections to bring together relevant products and publications. The [General Aviation Collection](#) includes reports on airport operations, a guidebook for managing small airports, and aviation facility planning.

IV) Planning Process

Before requesting a project, it is important that you have planning documentation for your airport. AMP's and ALP's offer a roadmap for growth and development at your airport; the following questions can help guide the development of those plans as well as the vision for the airport.

- What is the governance structure of your airport? How is it operated?
 - This question helps guide the overall strategy. Consider whether you currently operate the airport or whether that is contracted to a third-party. If the airport is operated by a third-party, do you have the capacity to revert to operating and managing the airport? Or do you currently operate the airport but are considering the use of a third-party operator? Once you understand your governance and operational structure at the airport, the next step is to consider overall planning and development.
- Do you have an existing AMP or ALP with narrative?
 - Are they up to date?

- Is your proposed project, or program of projects, indicated on your ALP?
- Do you have a CIP associated with those plans?
 - If you do not have a CIP, start with developing a plan that addresses the goals established in your overall planning document. Developing a CIP provides information on your goals and projects that TxDOT AVN can review to assist with the process (see Chapter 4: TxDOT Aviation Capital Improvement Program in the Airport Sponsor Guide). Once you have a CIP developed, consider the following questions, some of which are project specific:
 - Do you need to acquire land to support development plans?
 - Will your projects have environmental impacts that need to be considered?
 - If in doubt, contact your TxDOT AVN planner.
 - Will your projects have airspace impacts?
 - Refer to Chapter 1: What Is FAA Form 7460 and Why Does It Matter?
 - Do you have the required match funding to support projects in the CIP?
 - Refer to the Chapter 4: Airport Funding for more information.

V) Planning Project Lifecycle

If you need to initiate a planning project to update your ALP, AMP, or for more redevelopment, refer to the Airport Sponsor Guide for more information.

With TxDOT AVN as the agent, the Planning Project Lifecycle operates through a series of actions involving TxDOT AVN, the airport sponsor, and the selected consultant. Please reach out to your planner for more information on the specific steps to follow.

Chapter 4: Airport Funding

There are two main programs for airport development that TxDOT AVN administers for airports in the TASP: a federal program (administered through the SBGP) and a state program. Most programs require a minimum 10 percent local match; however, it is important to check with TxDOT AVN on any changes to the match requirement.

I) Funding Types Included in the ACIP

TxDOT AVN receives federal, state, and local funding to execute the ACIP. Current funding sources are as follows:

- Federal NPE
- Federal IIJA
 - Airport Infrastructure Grants (AIG)
 - Airport Terminal Program (ATP)
 - FAA Contract Tower (FCT)
- Federal (State Apportionment)
- Federal Discretionary
- State AFDP
- Local

Another source of airport funding is the state RAMP program, which provides grants to eligible airports. Further information can be found in the RAMP section of the guide.

II) What Funding Am I Eligible for?

Table 3 summarizes the federal and state funding available to Texas airports. More information for each funding program is provided in the sections below.

Table 3. Available Federal and State Airport Funding

Funding Program	Who Selects	Competitive or Noncompetitive	Airport Classification Eligibility
Federal NPE	N/A	Noncompetitive	NPIAS Classified
Federal Apportionment	TxDOT AVN	Competitive	NPIAS Classified and NPIAS Unclassified*
Federal Discretionary	FAA	Competitive	NPIAS Classified
Federal IIJA-AIG	N/A	Noncompetitive	NPIAS Classified
Federal IIJA-ATC	FAA	Competitive	NPIAS Classified
Federal IIJA-FCT	FAA	Competitive	NPIAS Classified
State AFDP	TxDOT AVN	Competitive	State and NPIAS**
State RAMP	N/A	Noncompetitive	NPIAS Classified and State

*Unclassified NPIAS airports are only eligible for the following projects: maintenance of the primary runway pavement, obstruction removal for the primary runway, rehabilitation of the primary runway, and a project that the secretary considers necessary for the safe operation of the airport.

** The AFDP funds are prioritized for public-use and publicly owned airports in the TASP. Funding decisions are based on priority ranking and the availability of funds.

III) Federal Funding

Federal funding is primarily in the form of AIP grants. AIP provides funding to public agencies, private owners, and entities for the planning and development of public-use airports in the NPIAS. TxDOT AVN administers AIP funds under the State Block Grant Program. This section will provide information on non-primary entitlement, apportionment, and discretionary funding available to airports under AIP. In addition, information on project and airport eligibility will be included. If your question is not answered in this section, please refer to the [FAA AIP site](#), the [AIP Handbook](#), or contact your planner.

Airport Improvement Program

AIP funds are only eligible to airports in the NPIAS. To be a recipient of AIP funds, an airport is required to provide a local match. The required local match will vary based on project scope.

To be eligible for AIP grants, a public-use airport must meet the criteria identified in [FAA Order 5090.5, Formulation of the NPIAS and ACIP](#).

Project grant applications for AIP funding may only be proposed for public use airports included in the NPIAS. Project grant applications and project eligibility will be assessed in accordance with 49 U.S.C. Chapter 471. AIP eligible projects proposed to be funded outside the AIP and Passenger Facility Charge (PFC) programs, e.g., funded with state or local funds, should also be included in the NPIAS to provide a comprehensive view of the system needs. For additional information regarding eligible projects, please reference the [AIP Handbook](#).

Federal Non-Primary Entitlement

Airports should identify **\$750,000 worth of developmental needs** in their 5-year CIP or risk their federal NPE funding being pro-rated or foregone

entirely. An airport can “bank” three years of federal NPE and combine it with the fourth current year for \$600K towards a project. Airports must be aware of and proactive in planning to use their federal NPE since it expires after four years. If you don’t know, ask your planner!

Federal NPE is always the first money applied to ANY project. Though federal NPE is allocated to individual airports, it cannot be requested at any given time and must be planned for and shown in the ACIP. Early planning and coordination for your federal NPE is critical to ensuring it is available and will not expire.

Federal State Apportionment

Allocations are based on an FAA formula. This is a competitive funding program in the sense that airport project requests across the state compete against each other for this funding.

Federal Discretionary

Discretionary funding is competitive funding that is distributed to project(s) based on, among other factors, project ranking. While TxDOT AVN manages discretionary funds and projects, the process is different than federal NPE and federal State Apportionment. The FAA reviews project requests against all airports in the Southwest region (including commercial) and has a more active role than TxDOT AVN regarding funding awards for Discretionary projects. Each year, the FAA also releases a Notice of Funding Opportunity (NOFO) for a Supplemental Discretionary program; applications for supplemental funding are submitted directly to, and projects are selected by, the FAA. Supplemental Discretionary is not planned or allocated in the TxDOT AVN ACIP.

Infrastructure Investment and Jobs Act Programs

TxDOT AVN also administers the IIJA programs for GA SBGP airports. In 2021, Congress passed the IIJA (sometimes referred to as the Bipartisan Infrastructure Law). The IIJA consists of three sub-programs:

- AIG—noncompetitive, allocations vary by classification
- ATP—competitive
- FCT—competitive

The IIJA provides the following:

- Up to five years of funding (FY 2022–2026) will be available for each of the three programs.
- AIG allocations vary based on NPIAS classifications and are similar to federal NPE in that they are airport-specific (not competitive).
- ATP and FCT funds are similar to discretionary funds; FAA issues annual NOFOs for ATP, and FCT projects and applications go directly to, and projects are selected by, the FAA.
- **Based on negotiated fees, not cost estimates.**

The IIJA AIG program allocations conclude in FY 2026. Prior unused FY funds are available until expiration. Refer to IIJA FAA frequently asked questions [document](#) for additional details.

IV) State Funding

Traditionally, TxDOT AVN receives state funding each year to support aviation facilities and RAMP.

AFDP

The AFDP focuses on supporting state airports, and all funding is awarded through a competitive process. The AFDP funds are prioritized for public-use and publicly owned airports in the TASP. Funding decisions are based on priority ranking and the availability of funds.

RAMP

TxDOT AVN administers RAMP, which is a cost-share program that provides grants to eligible airports in Texas, for maintenance to eligible airside and landside airport assets/infrastructure needs. Funds are available per fiscal year, with Texas Transportation Commission approval. TxDOT's fiscal year begins on September 1 and ends on August 31 of the following year. The grant amount is determined on an annual basis, based on available funding. In addition, the cost-share percentage is determined annually, as well. There is always a cost share for the local government, which is outlined in the associated fiscal year RAMP grant. The RAMP grant also contains grant assurances, which must be adhered to, to ensure reimbursement opportunities for eligible items. The grants are executed through the online portal, eGrants.

The primary focus of RAMP funds is safety, along with preserving the capital assets. Eligibility is determined by TxDOT AVN.

While there is no specific "RAMP statute", the program exists within the broader framework of state laws and regulations governing transportation and aviation in Texas, such as Texas Transportation Code and local

ordinances, which provide the legal authority for airport operations and maintenance.

RAMP grants are made available to each airport before the end of each FY (or as soon as possible afterward). Airports are strongly encouraged to execute their grants early to avoid any interruption in funding. Work or purchases for the new FY must not begin until the RAMP grant has been fully executed. A grant is considered fully executed only when all required signatures—both the airport sponsor’s and TxDOT AVN’s—have been completed.

Once the RAMP grant has been fully executed, reimbursement requests may be submitted through eGrants. Each request must include a completed detailed Summary of Expenses form and all required supporting documentation, such as invoices and proof of payment. To avoid delays or return requests, please ensure that all invoices reflect eligible goods or services that were purchased after the grant execution date. TxDOT AVN may request additional documentation or photographs for review before approving payment.

RAMP commonly covers lower-cost airside and landside maintenance activities; however, certain small capital improvement projects, such as airport entrance roads or rotating beacon replacements, may be eligible for reimbursement with TxDOT AVN prior written approval. Since small capital improvement projects may go beyond routine maintenance and can involve new or expanded work, these projects require TxDOT AVN’s review, approval, and guidance before any work begins. Work performed prior to TxDOT AVN’s review and approval, may be considered ineligible for reimbursement.

Airport sponsors may issue their own contracts for services included in the RAMP grant. If the airport sponsor elects to perform the work with its own

staff, only the cost of materials is eligible for reimbursement—labor performed by airport sponsor personnel is not reimbursable. Airport sponsors may also contract with their local TxDOT district to perform certain services—such as fog or pavement sealing and herbicide application. The district can provide a cost estimate for the requested work. The RAMP grant must be amended to include the added work, and the airport sponsor’s local match of the estimated cost is required before any work can begin. For assistance, contact your TxDOT AVN RAMP Coordinator. TxDOT AVN will not participate in contracts for any ineligible items—such as mowing—or for costs that are unreasonable for the type of service.

All work listed in the grant’s Scope of Services must be completed within the state FY (September 1–August 31). Work performed or costs incurred before the RAMP grant execution date are not eligible for reimbursement. Additional information may be found in the TxDOT AVN RAMP guide on the [Aviation Division webpage](#). Figure 5 provides an overview of the RAMP project lifecycle.

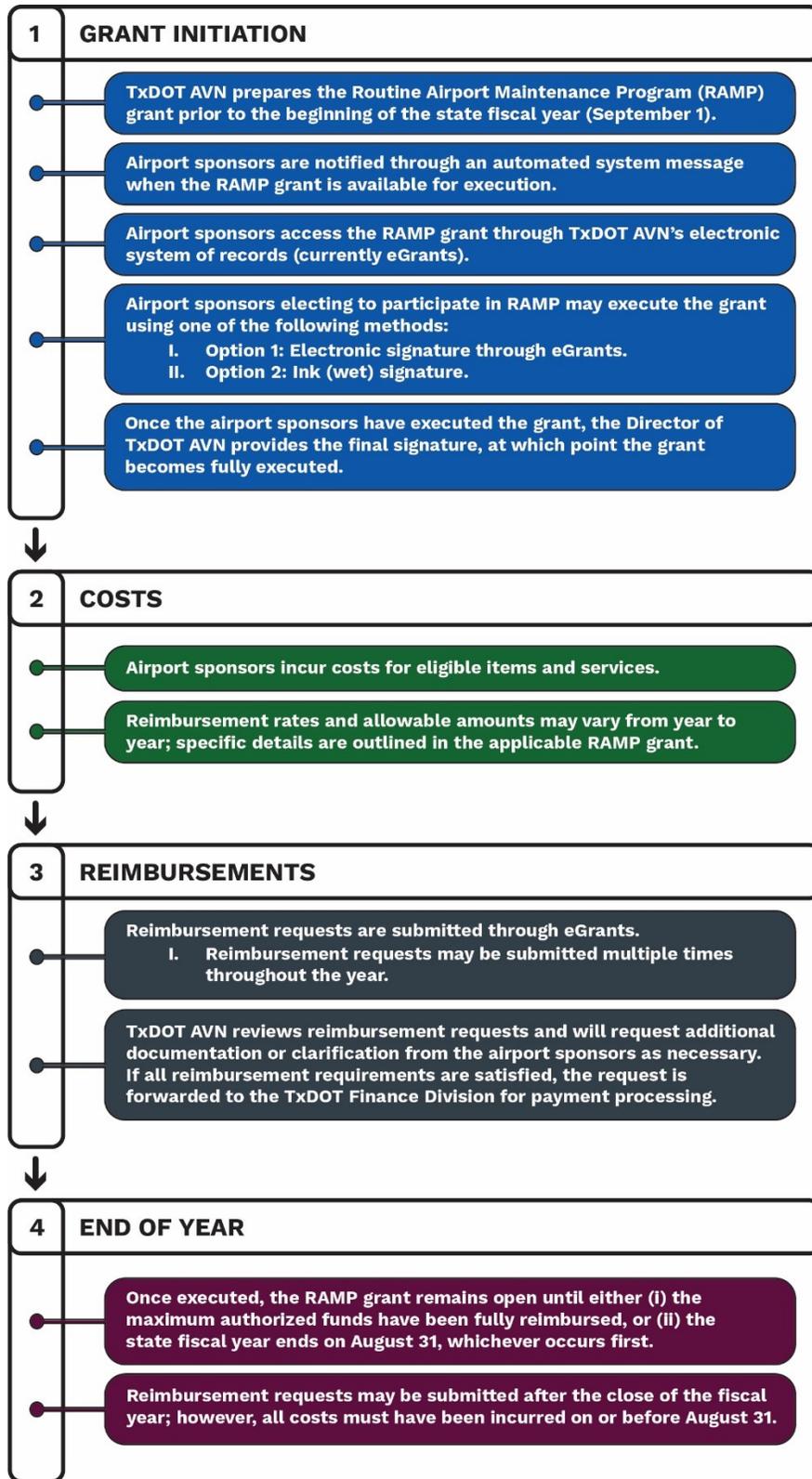


Figure 5. RAMP Project Lifecycle

V) Local Funding

State law typically requires at least 10 percent of an airport capital improvement project to be funded by non-state/federal sources.

Understanding economic impacts associated with the airport can help local governments in funding decisions related to the local match requirement.

VI) Economic Impact of Airports

Economic impacts are measured by economic activity, earnings, and jobs generated by airport activity. These analyses help capture the direct and indirect impact of services provided at the airport, business activity at the airport, sales and storage, concessions, and improved access.

Most economic impact studies are performed by consultants for specific airports, but airport sponsors can utilize the [*Small Airport Economic Impact Estimator*](#) tool developed by the Texas A&M Transportation Institute (TTI) to calculate estimates for the airport's economic impact.

VII) Other Funding

Other funding sources may be available such as the following:

- Public-Private Partnerships (P3s)
- Grants
- Economic Development Corporation Partnerships
- Private donors
- Transportation Infrastructure Finance and Innovation Act (TIFIA)
- Private loans
- Bonds

Chapter 5: Procurement

After a project is planned, it is important to understand the project process and follow procurement guidelines. This section will cover procurement guidelines at the state and federal level and provide an overview of the solicitation process.

I) Procurement Guidelines

Once your project is programmed and funded, the next step is to acquire professional services. When soliciting an RFQ, procurement guidelines should be followed. Specific federal and state guidance is provided below. If you have questions, reach out to TxDOT AVN for assistance.

Federal Guidance

[FAA AC 150/5100-14E](#) provides guidance for airport sponsors in the selection and engagement of architectural, engineering, and planning consultants. It also discusses services that normally would be included in an airport grant project, types of contracts for these services, contract format and provisions, and guidelines for determining the reasonableness of consultant fees.

This guidance supports your compliance with required federal rules, such as Title IX of the Federal Property and Administrative Services Act of 1949 (40 U.S.C. Chapter 11, Selection of Architects and Engineers), C.F.R. §§200.317-200.326, 49 U.S.C. § 47107(a) (17), and the grant assurances.

Refer to AC 150/5100-4E before initiating the selection of consultants; this applies to both planning services and professional services (for the design and construction administration/inspection of airport development projects and for land acquisition projects). If TxDOT AVN is acting as agent for your project, TxDOT AVN will ensure federal and state procurement rules are followed.

Posting time requirements for procurement using federal funds is typically a minimum of 21 days. This differs from the state procurement guidelines discussed below.

Before moving forward with procurement as your own agent, reach out to TxDOT AVN. The use of federal funds requires specific language in your posting; TxDOT AVN can provide an example RFQ that is aviation-specific and meets FAA requirements.

State Guidance

When utilizing state funds, the state procurement guidelines apply. Guidance is provided through the Texas Comptroller of Public Accounts (Comptroller) that should be followed with state funds.

II) Agent Process

The Texas Transportation Code §22.018 allows a local government or airport owner to designate TxDOT AVN as its agent for the purpose of contracting for and supervising airports of their facilities.

Sec. 22.018. DESIGNATION OF TEXAS DEPARTMENT OF TRANSPORTATION AS AGENT IN CONTRACTING AND SUPERVISING.

- a) A local government or an owner of an eligible airport may designate the Texas Department of Transportation as its agent in contracting for and supervising the planning, acquiring, constructing, improving, equipping, maintaining, or operating of an airport or air navigation facility.
- b) A local government or an owner of an eligible airport may enter into an agreement with the department prescribing the terms of the agency relationship in accordance with the terms prescribed by the United States, if federal money is involved, and in accordance with the laws of this state.
- c) The department, in acting as the agent of a local government or an owner of an eligible airport under this section, shall make each contract in accordance with the law governing the making of contracts by or on behalf of the state.
- d) In this section, "eligible airport" means an airport eligible to receive grant funds under the airport improvement program established by 49 U.S.C. Section 47101 et seq.

TxDOT AVN has three potential paths for a project based on agent designation:

- Reimbursable/airport sponsor acting as agent
 - Airport sponsor manages the project.
- TxDOT acting as agent

- TxDOT AVN manages the project on behalf of the airport sponsor.
- Hybrid (TxDOT AVN Acting as agent for construction)
 - Airport sponsor manages design as reimbursable.
 - TxDOT AVN acts as agent for construction and construction administration functions.

Chapter 6: Grant Process

After the project has moved through the planning process and a funding source has been identified, request a grant and coordinate the Project Implementation Meeting (PIM) with TxDOT AVN. Approval of the grant is handled by the Texas Transportation Commission (henceforth the Commission). Once the grant is approved, the project can move forward into the design phase. The following sections provide an overview of the grant and contract process across the three possible pathways: TxDOT AVN acting as agent, reimbursable/airport sponsor acting as agent, or the hybrid model.

I) Project Type

The grant management element of the project lifecycle differs depending on who acts as agent or whether the hybrid model is selected. The following sections provide an overview of each process for grant approval and project completion. The hybrid model is utilized when the design phase of a project is conducted as a reimbursable project by the airport sponsor, and then TxDOT AVN acts as the agent for the construction and construction administration phase. *Note: Prior TxDOT AVN approval must be received before pursuing a hybrid model for your project.*

TxDOT AVN as Agent

When TxDOT AVN acts as agent for the project, the agency is involved in the entire project lifecycle. TxDOT AVN manages consultant selection for the design, construction, and construction administration phases, negotiates fees, distributes invoices, and requests documentation. In this process, TxDOT AVN will initiate the PIM and follow the steps in Figure 6.

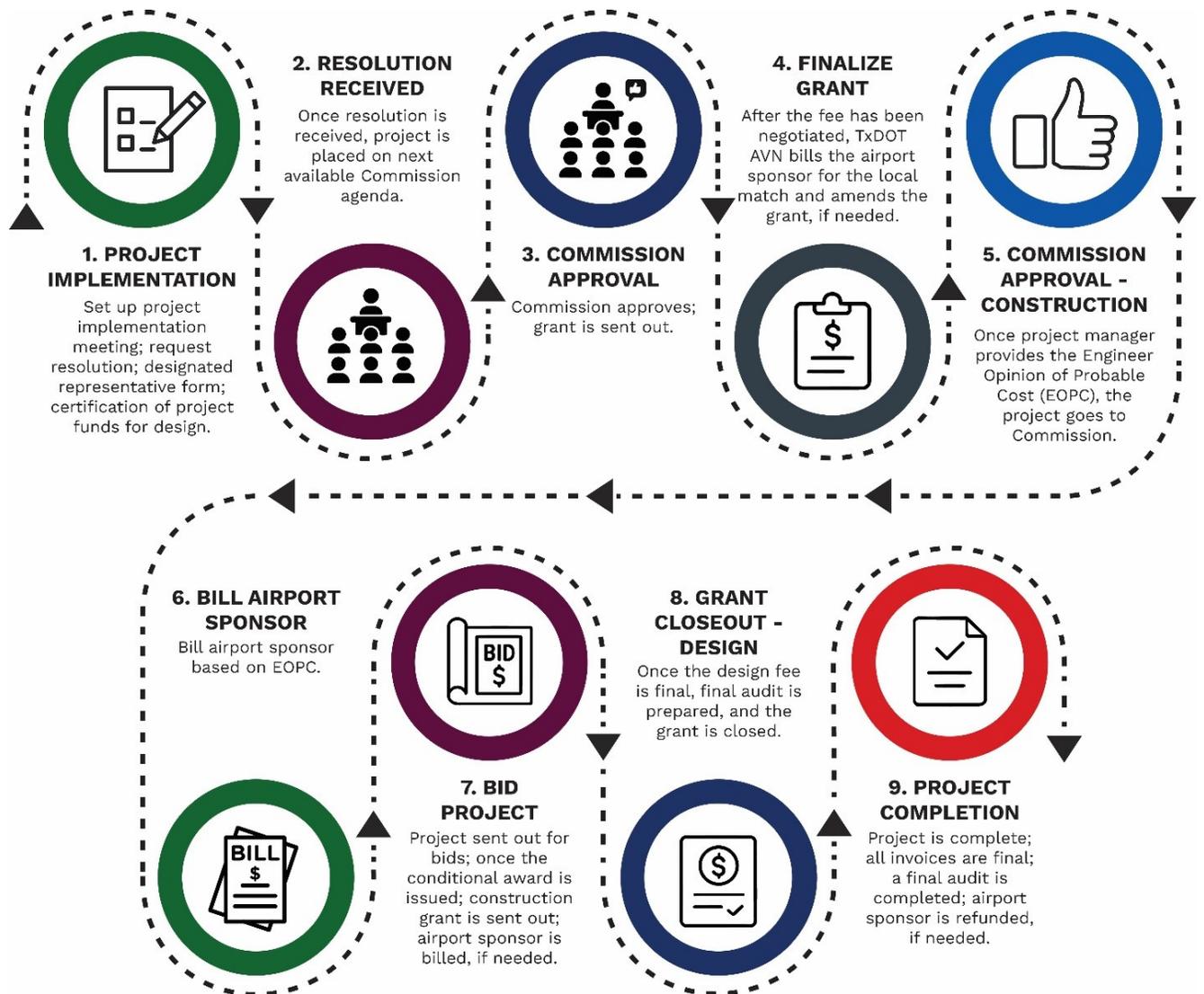


Figure 6. TxDOT AVN Acting as Agent—Grant Process

Airport Sponsor Acting as Agent

When an airport sponsor acts as agent for the project, they are responsible for the project from design through construction. The airport sponsor must follow the TxDOT AVN Airport Sponsor Checklists (reach out to TxDOT AVN for a copy of the checklists). The PIM is set up by TxDOT AVN, but the airport sponsor selects the consultant, manages the project, and submits payment requests to TxDOT AVN. The initial steps still require communicating with TxDOT AVN regarding the PIM schedule providing TxDOT AVN with a copy of the resolution, designated representative form,

airport sponsor certifications¹, and certification of projects funds for design through construction. When the final payment request is received, a final audit is prepared, and the grant is closed. Figure 7 provides an overview of the grant process when the airport sponsor acts as agent, the grant process below is not all inclusive.

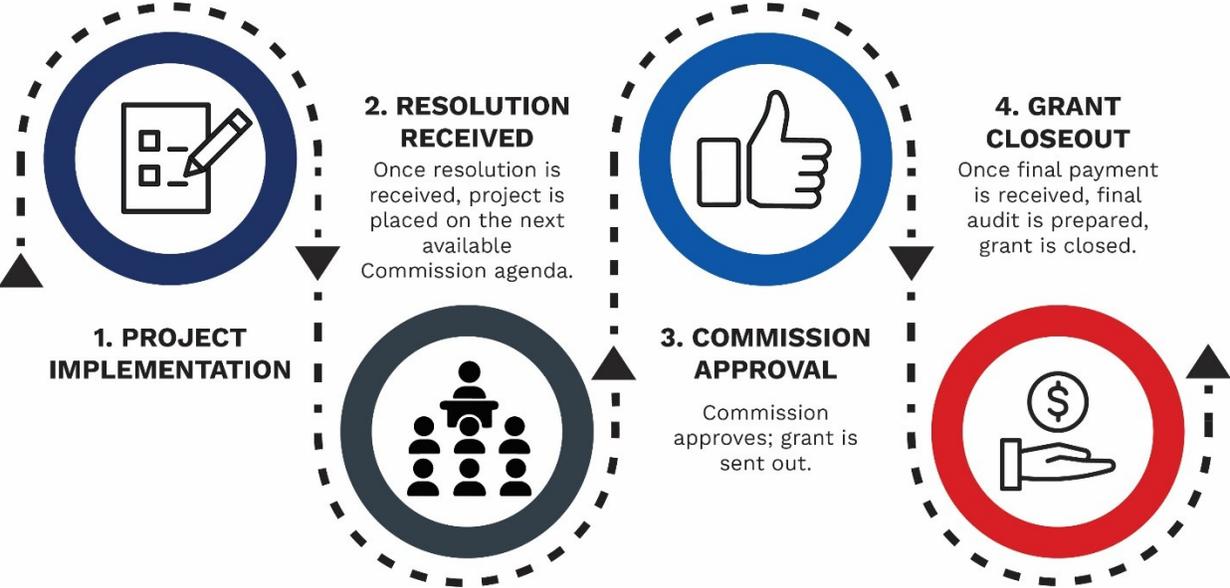


Figure 7. Reimbursable/Airport Sponsor Acting as Agent—Grant Process

Hybrid Projects

The grant process for hybrid projects involves participation from TxDOT AVN and the airport sponsor at different stages. In the initial steps, TxDOT AVN will set up a PIM, and the airport sponsor will provide the agency with a copy of their resolution, designated representative form, and certification of projects funds for design. The project is then placed on the next available Commission report for approval consideration. After Commission approval, the grant is disbursed to the airport sponsor for the design. The construction phase of the project follows the TxDOT AVN as agent process.

The design work proceeds and when complete, the project goes to Commission for the associated construction project, once the project

¹ This is applicable to federally-funded projects only.

manager provides the Engineer's Estimate of Probable Cost (EOPC). The airport sponsor will be invoiced for the local share based on the EOPC. Once the conditional award is issued and the construction grant is sent out to the airport sponsor, the project is sent out to bid. The airport sponsor may be invoiced, if needed. Once the construction project is complete, and all invoices are final, a final audit is completed and the airport sponsor is refunded, if needed. The grant is closed.

II) Contracts

Contracts allow airport sponsors and TxDOT AVN to clearly define the scope of services, timelines, and compensation. The contract process varies according to the agent process adopted, with airport sponsors required to provide the corresponding documentation at different stages of the project. Overall, this process ensures project costs, plans, agreements, monthly progress, and notifications are all properly recorded.

TxDOT AVN as Agent Contact Process

For the design phase or planning phase of the project, the signed non-disclosure agreement from each selection committee member is required prior to solicitation publication. The form must be sent to designated contract specialist. If the selection committee is comprised of local committee members only (only applies to planning projects), they will provide TxDOT AVN the completed tally sheets and their signed conflict of interest form. If the selection is TxDOT AVN (available for planning or design projects) or TxDOT AVN plus local (only applies on planning projects), TxDOT AVN needs the completed tally sheets from all selection committee members, along with the signed conflict of interest form. Once the firm has been selected, official notification is made to respondents through eGrants. After fees have been negotiated and approved, the airport sponsor is billed for their share (match requirement). After the contract is executed, a copy

of the contract is sent to the airport sponsor and the selected consultant. After the project enters and completes the design phase, the Notice to Bid (Construction) contract process begins.

Once the construction solicitation phase is completed, and construction and construction management contracts are executed, notification letters are sent to the contractor, consultants, and airport sponsor along with a copy of the fully executed construction contract. Before construction officially begins, the TxDOT AVN project manager will hold a preconstruction meeting. A Notice to Proceed letter will be issued by the project manager to the contractor and consultant.

Reimbursable/Airport Sponsor as Agent Process

The reimbursable/airport sponsor as agent process requires the airport sponsor to pay 100 percent of costs and then submit reimbursement for approved work performed. The airport sponsor should follow the TxDOT AVN Airport Sponsor as Agent Checklist for both design and construction, which outlines the proper steps necessary for success. A copy of the checklist is provided in **Error! Reference source not found.** The airport sponsor is required to retain required documentation according to the terms outlined in the APPA. Failure to retain the required documentation may result in the airport sponsor having to reimburse the state or FAA for all grant funds received for the project. The documentation requirements are outlined in the Airport Sponsor as Agent checklists.

If the project involves modifications to FAA facilities or equipment, flight checks are needed. A reimbursable agreement will be necessary between the airport sponsor and the FAA. Near construction completion, the airport sponsor will need to coordinate the flight check with FAA.

Hybrid Contract Process

A hybrid project is a project where the airport sponsor handles the design phase as a reimbursable project. TxDOT AVN will be involved during the design phase to review items such as the preliminary engineering report (PER) review, final design review, and items required for bidding.

For TxDOT AVN to serve as an agent for the bidding of the construction phase of the project, the airport sponsor must provide TxDOT AVN with the following documentation:

- EOPC in PDF and Excel format
- Final Engineering Report
- Plan Set
- Drawing Index
- Construction Management Plan
- Project Drawings
- Final Environmental Determination
- Bid Form
- Geotechnical Report (if applicable)
- Technical Specifications and Technical Specifications Cover Sheet

After TxDOT AVN has received all the required documents, TxDOT AVN may issue an RFQ for a construction management firm and will issue a notice to bid for construction.

TxDOT AVN will issue a Notice to Bidders to procure a contractor for construction of the project. Once the construction management and construction contractor have been selected, the project will follow the standard TxDOT AVN Agent construction process.

III) Reimbursable/Airport Sponsor Acting as Agent or Hybrid Process Payment Reimbursement

For payment reimbursement requests follow the guidance on the Airport Sponsor Checklists. Please contact TxDOT AVN for the checklists.

IV) eGrants

TxDOT AVN uses the eGrants Electronic Grant Management System to manage grant and contract documentation. This system hosts tools and documents that airport sponsors, professional consultants, contractors, and TxDOT AVN staff can utilize to manage projects. Airport sponsors can use this system for electronic grant management purposes to execute RAMP grants and amendments, submit reimbursement requests, and review contract documentation. Consultants and contractors can also use eGrants for electronic contract management including processing payment requests, responding to RFQ, and tracking agreements.

If you have questions about eGrants, please contact TxDOT AVN.

Chapter 7: Design and Construction

Design and construction involve the design lifecycle, the construction lifecycle, and the construction closeout lifecycle. This section will walk through the three stages of the project lifecycle.

Design Lifecycle

Once your project has been approved, placed in the ACIP, and received a grant in the project implementation year, you are ready to move to design.

With TxDOT AVN as the agent, Design, Construction and Closeout Lifecycles utilize a series of actions involving both TxDOT AVN and the airport sponsor.

Please reach out to your project manager for more information on the specific steps in the design project lifecycle.

Construction and Closeout Lifecycle

After design, your project is ready to move into the construction phase.

TxDOT AVN takes a greater role in the construction phase. Figure 8 provides an overview of the construction process.

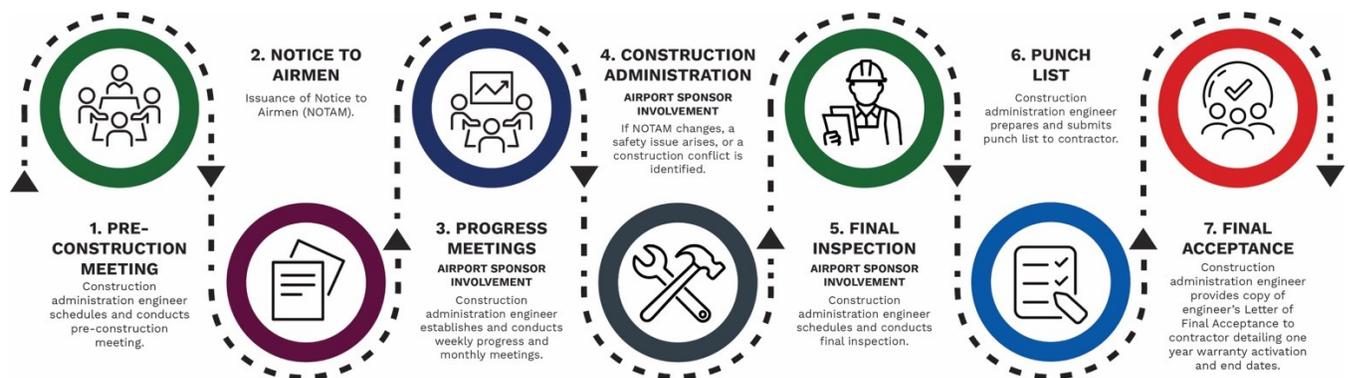


Figure 8. Construction Lifecycle

After final acceptance of the project, the construction administration engineer will move into closeout procedures. Closeout ensures all proper documentation has been received and the necessary warranties and

maintenance processes are in place. After the warranty inspection, a final audit is conducted by TxDOT AVN. Figure 9 provides an overview of the closeout process.

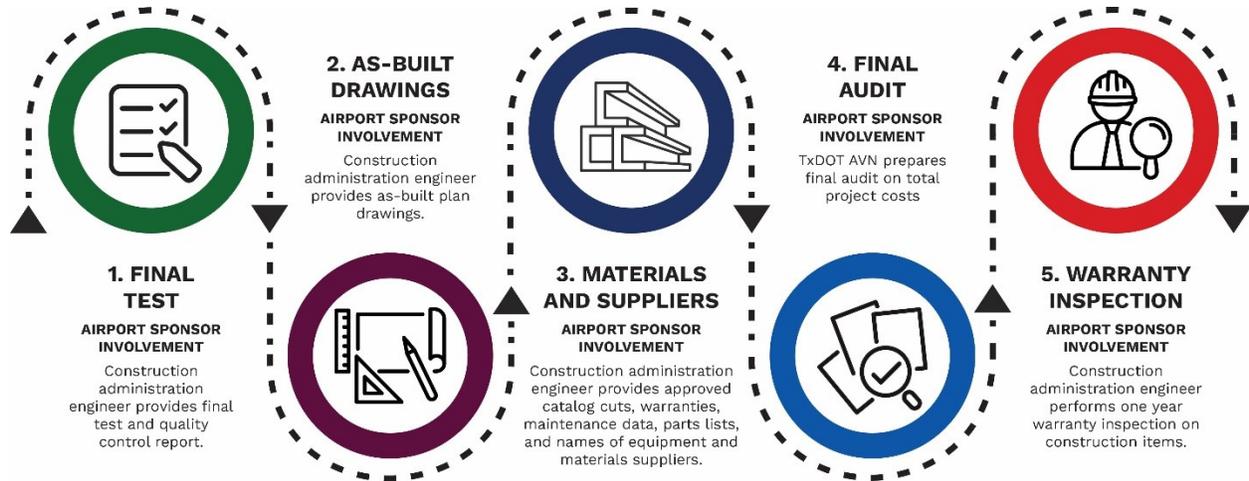


Figure 9. Construction Closeout Lifecycle

Chapter 8: Airport Maintenance

The following section is designed to help you with regular maintenance and inspections at your airport. This section provides guidelines, best practices, and FAA resources for airport inspections and maintenance.

1) Airport 5010 Inspections

Regular inspections are critical to maintaining safe, uninterrupted airport operations. The 5010 program, named for the FAA Order 5010 that created the Airport Safety Data Program, refers to the regularly required inspection of airport facilities. The results of the inspection are housed in the airport master record (AMR) in the Airport Data and Information Portal (ADIP). Refer to ADIP for the results of your latest inspection.

ADIP is the primary means for the collection, maintenance, and dissemination of information about airports.

Airport Data and Information Portal

The ADIP is the FAA's centralized platform that streamlines the collection, validation, and management of airport data. It offers transparency into airport aeronautical information and enables authorized users to manage data specific to their airport. The ADIP portal is where the airport manager will make updates to the AMR. Your planner can also assist with adding your updated ALP into ADIP.

The FAA ADIP can be accessed [here](#). Once you establish an account, you should have access to the most recent AMR, as well as facility details and other helpful items such as surveys and maps, based aircraft, runway data, and contact information. Basic information may be updated through the ADIP by requesting to create an AMR project. Items such as the airport manager, the airport phone number, or hours of operation may be updated through the ADIP by the airport manager.

The AMR should be updated every three years at a minimum but ideally should be updated annually. If possible, information should be updated through the ADIP immediately when a change occurs. It may be helpful to assign an airport employee to periodically review the AMR and make updates as necessary.

Airport Master Record

Airport information is housed in the AMR and maintained by the FAA through the ADIP. Inspections occur every three years at a minimum, and ideally on an annual basis. The inspections help to ensure the safe functioning of airports as well as evaluating airside needs for all system airports. A third party vendor conducts the inspections on behalf of TxDOT AVN. The vendor is then responsible for updating the results of the inspection in ADIP after consultation with the airport manager. For more information on when your airport is next scheduled for inspection, please contact your planner.

Any information listed within the AMR undergoes inspection. The inspection collects information about general airport information, services and facilities, based aircraft and operations, and runway information. Items that are checked include clear approaches, runway conditions, lighting conditions, obstructions, and fuel system conditions. In many instances, state officials and/or contractors help to conduct inspections and update the master records on behalf of the FAA.

Airport Self-Inspection Programs

[FAA Advisory Circular 150/5200-18D](#) (Airport Safety Self-Inspection) provides guidance for all airport operators in developing self-inspection programs.

A self-inspection program is integral to airport safety. Inspecting features that affect airside operations are critical to ensuring that components of

various systems—for example, lighting, marking, and signs—are functioning properly. Additionally, an effective inspection process can identify hazards beyond the runway environment such as fuel product leaks, navigational aids (NAVAIDS), fence lines, and obstructions that represent safety risks which, when addressed early, can be mitigated successfully to reduce risks to airport users. Airport managers must be intimately familiar with their facility to ensure they are not only capable of identifying hazards but also navigating their facility safely so as not to adversely impact air operations.

Chapter 4 of the self-inspection AC lays out the types of self-inspections and general techniques for conducting effective inspections.

Types of inspections include:

- Regularly scheduled inspections
 - Daily/nightly
- Periodic condition inspections
 - Weekly, monthly, quarterly, annually
- Continuous surveillance inspections
 - These have no schedule and can occur at any time simply by observing a hazard while being present on an airfield
- Special inspections
 - Performed due to triggering events

Best practice is to establish a daily inspection frequency as airport conditions can change at any time. However, if daily inspections are not feasible, the airport manager should aim to conduct an inspection often. Airport managers should also establish procedures to conduct special inspections when circumstances warrant. Common triggering events for special inspections are related to unusual conditions such as construction activities, weather events, or user reports. For example, a special inspection may be conducted during or immediately after heavy rain to check for drainage

problems that may occur from turf damming or plugged drains in safety areas.

Additionally, periodic condition inspections provide an effective method for conducting targeted assessments of specific airfield elements, such as pavement surface markings. For example, an inspection conducted in early spring can be used to evaluate the condition of airfield markings and establish repainting priorities. This ensures that any necessary restriping can be scheduled when weather conditions become favorable for marking application during the summer.

A periodic condition inspection of airfield signage may also be conducted to evaluate the condition of sign panels. The airfield manager can then determine if any sign panels, or entire fixtures need replacing. Periodic condition inspections can also be conducted to focus on the condition of pavement lips and safety areas. Settling of soil can expose pavement lips or create ponding in safety areas where surface variations must be addressed.

An important component of a self-inspection program is for airport managers to be prepared to conduct corrective actions following an airfield inspection. These can involve minor actions, or actions that are more substantial, and in some cases a combination of corrective actions. For example, an isolated area of Foreign Object Debris (FOD) can be immediately removed during an inspection by conducting a FOD walk to remove loose pavement material. However, a substantial pavement failure may require immediate closure of a pavement surface, the issuance of a Notice to Airmen (NOTAM), and arrangements with a local contractor to repair the hazard. The airport manager should apply sound judgement to identify hazards and take corrective action as appropriate.

Corrective actions should also be documented. An effective self-inspection program includes procedures for capturing and tracking deficiencies.

Methodical record keeping practices can also aid in demonstrating compliance and navigating litigation challenges. [Appendix A of FAA Advisory Circular 150-/5200-18](#) includes a sample checklist for airport operators to utilize to record their inspections. Best practice is to retain inspection logs for no less than 12 calendar months to document deficiencies and demonstrate corrective actions.

All airports should establish a schedule of inspections to ensure adherence with Grant Assurance 11 Pavement Preventive Maintenance-Management & Grant Assurance 19 Operations and Maintenance. A proper self-inspection program is critical to airfield safety and maintaining the facility's infrastructure.

II) Airport Maintenance

The following section provides guidelines and best practices for different components to airport maintenance:

- Maintenance Needs and Equipment
- Airside Maintenance
- Landside Maintenance
- Construction Best Practices

Maintenance Needs and Scheduling

To effectively support maintenance operations, airport managers should maintain an equipment inventory and identify future needs. Budget planning is essential given the high equipment costs involved. A revolving service life schedule, which tracks equipment age, usage, and projected replacement dates, can aid in planning.

Maintenance and upkeep of airport property is essential for safe and efficient operations. Lawn care and upkeep ensure FOD removal across the airfield. Maintenance equipment can include, but not be limited to:

- Lawn mowers
- Mowing/collecting machines
- Tractor
- Mowing deck
- Weed-eaters
- FOD*BOSS (airport sweeper system)
- FOD Detection

Airside Maintenance

Airside maintenance should be the primary focus of airport maintenance operations. This includes frequent inspections of aircraft movement areas, runway safety areas, taxiway runway and approach lighting, and on-airport navigational aids (NAVAIDS). Pavement should be visually inspected frequently since functioning runways are critical for safe operations. Prompt identification and repair of pavement deficiencies can save time and money. Documentation of pavement maintenance is a critical component of a Pavement Management Program. Refer to the Chapter 6: Pavement Management Program section for more information.

Frequent inspections of airfield lighting, signage, and NAVAIDS are important for maintaining safe low-visibility operations, since quick replacement of failed equipment prevents operational disruptions. Airport signage must remain illuminated, reflective, and unobstructed for pilot guidance. Vegetation and erosion issues may develop slowly over time, requiring checks to ensure no vegetation obstructions exist and that soil erosion does not cause insufficient runway safety areas (RSA) grade issues.

Landside Maintenance

Airport maintenance should extend beyond airside operations to include landside facilities. Regular inspections of parking lots, aircraft hangars (private and public), roadways, and sidewalks are important, with

heightened attention given to safety related items. Perimeter security should also be a consideration for both airside and landside maintenance at your airport. Consistent landside maintenance preserves infrastructure, reduces long-term costs, and ensures the airport maintains a safe operating environment for its users.

TxDOT AVN provides funding for eligible maintenance projects. Please see the RAMP section for more information.

Construction Best Practices

The FAA maintains several resources for airport construction best practices. Construction standards and specifications for airports are laid out [in FAA Advisory Circular 150/5370-10H](#). This document lays out general contract provisions, and standards and specifications for sitework, base courses, pavements, surface treatments, fencing, drainage, and lighting.

The FAA also maintains a set of runway and taxiway [resources](#). These resources include checklists that the airport manager should become familiar with and use for various types of construction projects and for the opening and closing of airport facilities such as runways and taxiways. The resources also include a list of construction best practices learned from several major U.S. airports.

Chapter 9: Airport Operations

Airport managers and airport sponsors are responsible for ensuring their airport is operated safely and efficiently. This section includes the following topics and resources to assist you in operating your airport:

- Safety
- NOTAMs
- Aircraft Fueling and Fuel Storage
- Security Best Practices
- Instrument Flight Procedures
- National Based Aircraft Inventory Program
- Wildlife Hazard Mitigation
- Aircraft Liens
- Hosting Events

1) Safety

The following section covers relevant safety topics including runway incursion avoidance, runway safety areas, and airport emergency plans. Runway incursions represent a significant safety issue, and every effort should be taken to mitigate the risk of their occurrence. Managers should also be aware of the runway safety areas at their airport, which can be found in their ALP, and maintain an up-to-date Airport Emergency Plan.

Runway Incursion Avoidance

Runway incursions represent a serious safety issue at airports. The FAA defines a runway incursion as any occurrence at an airport involving the incorrect presence of an aircraft, vehicle, or person on the protected area of a surface designated for the landing and takeoff of an aircraft. Generally, this includes the incorrect presence of an aircraft or vehicle on a paved or

unpaved runway but also includes the incorrect presence of vehicles or aircraft on other surfaces around the runway such as taxiways.

Runway incursions are grouped into three main types:

- **Operational Incidents:** These typically involve operations at less than the minimum separation between two or more aircraft, or between an aircraft and obstacles (e.g., vehicles and people), or an aircraft landing or departing on a closed runway.
- **Pilot Deviations:** A pilot action fails to comply with an air traffic control clearance or instruction, or at non-towered fields, the pilot does not follow typical flight patterns or separation distances.
- **Vehicle/Pedestrian Deviations:** An event caused by a vehicle driver, a non-pilot operating an aircraft under its own power, or a pedestrian entering any portion of the airport's movement area without consent.

Airport personnel can mitigate this risk by becoming familiar with basic airport operations, such as airplane landings and takeoffs, taxiing operations to and from the runway end, and airplane parking, as well as airport markings, lights, and signs.

The [FAA Guide to Ground Vehicle Operations](#) lays out the best practices ground vehicle operators can take to mitigate the risk of runway incursions. These include understanding airport signs and markings, reviewing the airport diagram prior to moving the vehicle, ensuring proper vehicle visibility, proper radio usage, radio communication, and avoiding cell phone use while driving. The ground vehicle operations document and the [Airport Signs and Marking Quick Reference Guide](#) identify all airport signage as well as their purpose. Understanding these signs and markings, especially runway and taxiway position signs, and holding position signs will reduce the risk of runway incursions. These documents also cover airport lighting, which is critical to understand for safe night operations.

Runway Safety Areas

[RSAs](#) serve as the primary safety mitigation for runway excursions. A runway excursion is a veer off or overrun of an aircraft from the runway surface. Runway excursions also include aircraft that undershoot (land short of) the runway surface or land adjacent to the runway surface. Taxiway safety areas provide similar safety mitigation for taxiway excursions.

Standard RSA dimensions encompass the area around a runway where runway excursions are most likely to occur and are established by the airport's critical aircraft. The airport's critical aircraft is determined by the most demanding aircraft, or grouping of aircraft with similar characteristics, that makes regular use of an airport. The critical aircraft along with the runway's visibility minimums provide the primary factors to determine a runway's standard RSA dimensions, which are normally shown on the airport layout drawing. Your current ALP identifies the applicable critical aircraft.

Airport sponsors determine the dimensions of each runway's RSA by incorporating all available land within the runway's standard RSA dimensions that is capable of supporting safety area characteristics. Ideally, the determined RSA dimensions match the standard RSA dimensions, meaning that all land within the standard RSA dimensions is RSA compatible. This constitutes a standard RSA.

If the RSA does not meet airport design standards for the critical aircraft, in terms of its full length, width, or grading requirements, then adjustments to the RSA are made through the use of declared distances. The FAA encourages all airports with nonstandard RSAs to seek opportunities to expand their RSA compatible land or reconfigure their runways to meet standard RSA dimensions.

If an RSA determination has been completed for the airport, an inventory of the objects located within the RSA will be stored in the FAA ADIP. For

additional information on RSAs, see the [FAA Runway Safety Area page](#). Your ALP will also include additional information and a graphical representation of your airports RSAs. See the I) Airport Planning Documents section for more information on ALPs.

Airport Emergency Plan

An airport emergency plan addresses essential emergency related and deliberate actions planned to ensure the safety of and emergency services for the airport populace and the community in which the airport is located. [FAA Advisory Circular 150/5200-31C](#) provides guidance to airport sponsors in the development and implementation of an Airport Emergency Plan. This AC lays out the basic concepts and planning process sections to include in the plan and potential hazards to plan for.

The recommended emergency plan sections include:

- Command and Control
- Communications
- Alert Notification and Warning
- Emergency Public Information
- Protective Actions
- Law Enforcement/Security
- Firefighting and Rescue
- Health and Medical
- Resource Management
- Airport Operations and Maintenance

Potential hazards listed include:

- Aircraft Incidents and Accidents
- Terrorism Incidents
- Structural Fires, Fuel Farm, and Fuel Storage Areas

- Natural Disasters—Hurricane, Earthquake, Tornado, Volcano, and Flood
- Hazardous Materials Incidents
- Sabotage, Hijack, and Other Unlawful Interference with Operations
- Failure of Power for Movement Area Lighting
- Water Rescue Situations
- Crowd Control

Generally, an airport emergency is any occasion or instance, natural or man-made, that warrants action to save lives and protects property and public health. The Airport Emergency Plan should address emergencies that occur on or directly impact adjacent property that:

- Is within the authority and responsibility of the airport to respond; or
- May present a threat to the airport because of the proximity of the emergency to the airport; or
- Is where the airport has responsibilities under local/regional emergency plans and by mutual aid agreements.

II) Notices to Airmen

NOTAMs are time-critical aeronautical information either temporary in nature or not sufficiently known in advance to permit publication on aeronautical charts or in other operational publications. The information receives immediate dissemination via the National NOTAM System. NOTAMs contain current notices to airmen that are considered essential to the safety of flight, as well as supplemental data affecting other operational publications. [Digital NOTAMs](#) enable the provision of pre-flight pilot briefings in normal sentence case, which should significantly improve their readability and the visual comfort for the user.

When to Issue a NOTAM

The airport sponsor or airport manager should issue a NOTAM, as needed, to report deficient conditions that could have an immediate and critical impact on the safety of aircraft operations and are not known far enough in advance to be publicized by other means. A NOTAM can be issued seven days in advance. The NOTAM must include a beginning time period when the NOTAM is valid and an ending time period for when the NOTAM expires. NOTAM should be cancelled if a deficient condition is corrected prior to the NOTAM's posted expiration.

How to File a NOTAM

To issue a NOTAM or manage an existing NOTAM, airport managers should access the NOTAM Manager application, part of the FAA's Federal NOTAM System, or call 877-487-6867. For additional information see the [FAA NOTAM Manager User's Guide](#).

III) Aircraft Fueling and Fuel Storage

Regular inspections and maintenance of airport fuel farms are essential to prevent leaks, protect infrastructure, and ensure uninterrupted, safe operations that comply with regulatory standards.

[FAA Advisory Circular 150/5230-4C](#) contains the specifications and guidance for the storage, handling, and dispensing of aviation fuel on airports, as well as the standards and guidance for the training of personnel who conduct these activities. This AC is not regulatory but provides you with guidance on how to meet the requirements of 14 CFR, Part 139, Certification of Airports. Relevant sections in this AC include:

- Standards and resources for procedures
- Fuel safety training
- Required training topics

- Supervisor training
- Resting, certification, and recordkeeping

IV) Security Best Practices

The Transportation Security Administration maintains a set of guidelines for GA airport sponsors that can [be found here](#). These guidelines offer an extensive list of options, ideas, and suggestions for airport owners, operators, airport sponsors, and other entities charged with managing GA airports, including tenants and/or users, to choose from when considering security enhancements for GA facilities. This guidance provides consistency across state boundaries with regard to security at GA facilities.

These guidelines also provide a method to determine security needs at different airports. Using a risk-based security approach, an airport sponsor can assess an airport's security characteristics and identify risks, threats, and vulnerabilities to decide which security enhancements would be most appropriate. The intent of the guidance is to provide GA airport managers with a tool to assess vulnerabilities and tailor appropriate security measures to their environment.

Security procedures should consider:

- Personnel at the airport
 - Airports have a variety of visitors, tenants, and staff. Security procedures should account for visitors to the airport, flight school employees, student pilots, renters, and transient pilots.
- Aircraft
 - Guarding against potential misuse of aircraft. This can be achieved through infrastructure protection.
- Infrastructure protection includes:

- Vehicular access to landside and airside of the airport
- Securing hangars
- Fencing, locks, and key control
- Perimeter security and intrusion detection systems
- Closed circuit television
- Limiting access points
- Appropriate lighting and signage

V) Instrument Flight Procedures

The FAA hosts an [Instrument Flight Procedures \(IFP\) Information Gateway](#) that provides a single source for IFP information. This includes charts, current IFPs under development, amendments with tentative publication dates and status, and all coordinated developed or amended procedures forms forwarded to Flight Check or Charting for Publication. Airport managers can subscribe to alerts for their airport on the IFP site to be alerted to any proposed changes to the IFPs. The gateway is also where the public may request new procedures and preview and comment on procedures under development. Managers may also use the IFP gateway when seeking to [add an instrument flight procedure to their airport](#).

VI) National Based Aircraft Inventory Program

[The National Based Aircraft Inventory Program](#) should be used by airport managers, airport sponsors, and their authorized personnel to review and maintain their lists of aircraft based at their facility. State aviation offices and specific FAA personnel are also authorized to use the site for the support of the airports in this purpose. Having accurate based aircraft information will help the FAA in planning and forecasting the growth in the general aviation

community, especially as the FAA looks at runway approaches and other system-wide improvements. In the past, based aircraft counts were reported by individual airport managers to the FAA and state airport inspectors during annual inspections. Little guidance was provided to airports on how the numbers should be derived and no validation of based aircraft data was required, which resulted in unreliable counts. The goal of this site is to provide the FAA with the most consistent and verifiable count of based aircraft for NPIAS planning.

Based aircraft should be updated and confirmed at minimum by December 1 each year. This allows the data to flow to the Airport Master Record and be used in airport planning. Aircraft that do not have an N-Number can be entered with placeholder text such as "Ultra-Light." Aircraft information may be entered directly online or by downloading the [predefined excel spreadsheet](#), then importing it online once filled out. Airport sponsors and managers should refer to the [National Based Aircraft Inventory Program FAQ](#) for additional information. For any questions, contact the Texas ADO.

VII) Wildlife Hazard Mitigation

The FAA Wildlife Strike Database contains records of voluntarily reported wildlife strikes since 1990. It serves as a tool for the creation, development, and monitoring of airport wildlife hazard management plans. Additionally, the FAA publishes an analysis report on cumulative strike data within the database, offering aviation stakeholders accurate, searchable data for specific wildlife analyses.

To report a wildlife strike:

1. Visit the FAA Wildlife Strike Database website.
2. Select from one of the three options: Search the Database, Report a Strike, or Update Strike report.

3. Each option will prompt the user to populate the blanks (e.g., date and time, airport name, environment conditions, etc.)

VIII) Record an Aircraft Claim of Lien

If a lien must be placed on an aircraft that has unpaid rent, fees, or charges, an aircraft claim of lien should be submitted to the FAA Aircraft Registration branch to record. The [FAA Aircraft Registration](#) website details the minimum requirements for a claim of lien and what to expect from the FAA. The claim of lien can be sent by mail to the FAA and should include, at minimum, the following:

- The amount of the claim.
- A description of the aircraft by N-Number, manufacturer name, model designation, and serial number.
- Dates on which labor, materials, or services were last furnished.
- The ink signature of the claimant showing signer's title as appropriate.
- A recording fee of \$5 (U.S. funds) for each aircraft affected by the claim with a check or money order made payable to the FAA.

Aircraft liens in Texas are governed by Texas Property Code §§70.301-70.307. For more information contact the [FAA Aircraft Registration Branch](#).

IX) Hosting Events

Airports are often considered ideal locations for large-scale events. However, these events can pose serious safety concerns and require extensive coordination and approval as it can result in compliance issues. If you are interested in hosting an event at your airport, start by making the following determinations:

- Is your event aeronautical or non-aeronautical?

- Examples of aeronautical events include air shows, annual fly-ins, and aviation conventions.
- Examples of non-aeronautical events include car races, county fairs, parades, car testing, and model airplane events.
- Do you need to close only part of the airport (i.e., the runway or a taxiway), or the entire airport?

The above lists are not all-inclusive of the types of events that can be held. Regardless of your type of event, and/or how much of your airport you may need to close, reach out to your designated planner for guidance as it will require thorough coordination prior to any requests being sent to the FAA.

Your planner will work with you regarding any necessary documentation. It is recommended airport managers and sponsors begin coordinating a full year in advance to allow for proper evaluation of the event. The FAA holds final decision-making authority on the approval of the event, particularly if it will require the closure, or partial closure, of the airport.

The [Airport Compliance Manual](#) provides information on temporarily closing part of an airport for an event and how it may be justified.

Appendix A. Glossary and Acronym List

14 CFR—Title 14 of the Code of Federal Regulations, covering Aeronautics and Space. Contains all Federal Aviation Regulations, including airport regulations. 14 CFR, Part 139 specifically addresses the certification of airports. Advisory Circular—A type of publication issued by the FAA to provide a single, uniform, agencywide system to deliver advisory (non-regulatory) material to the aviation community.

Airport Manager—The individual responsible for day-to-day operations, maintenance, and administration of an airport.

Airport Sponsor—The entity that owns or controls the airport and receives FAA funding.

Block Grant State—A state that participates in the State Block Grant Program, assuming responsibility for administering Airport Improvement Program grants. Texas is a block grant state.

Critical Aircraft—The most demanding aircraft or group of similar aircraft that regularly operate at an airport. Used to determine airport design standards for runways, taxiways, and other facilities.

Flight Standards District Office—A local field office of the FAA.

General Aviation Airport—A public-use airport that does not have scheduled service or has scheduled service with less than 2,500 passenger enplanements per year.

National Plan of Integrated Airport Systems—Identifies nearly 3,300 public-use airports that are included in the national airport system, the roles they currently serve, and the amounts and types of airport development eligible for federal funding under the AIP.

Non-primary Service Airport—A public airport with scheduled passenger service between 2,500 and 10,000 annual passenger enplanements.

Primary Commercial Service Airport—A public-use airport with scheduled commercial airline service and more than 10,000 annual passenger enplanements.

Reliever Airport—An airport designated by the FAA to relieve congestion at commercial service airports and to provide improved general aviation access to the overall community.

Texas Airport System Plan—Identifies airports and heliports that perform an essential role in the economic and social development of Texas.

AAAE – American Association of Airport Executives

AC – Advisory Circular

ACIP – Aviation/Airport Capital Improvement Program

ACRP – Airport Cooperative Research Program

ADIP – Airport Data and Information Portal

ADO – Airports District Office(s)

AFDP – Aviation Facilities Development Program

AIG – Airport Infrastructure Grants

AIP – Airport Improvement Program

ALP – Airport Layout Plan

AMP – Airport Master Plan

AMR – Airport Master Record

AOPA – Aircraft Owners and Pilots Association

APPA- Airport Project Participation Agreement

ATP – Airport Terminal Program

AVN – Aviation Division

CBP – Customs and Border Protection

CFR – Code of Federal Regulations

CIP – Capital Improvement Plan/Program

EAA – Experimental Aircraft Association

EOPC – Engineer Opinion of Probable Cost

EPA - Environmental Protection Agency

FAA – Federal Aviation Administration

FAR – Federal Aviation Regulations

FCT – FAA Contract Tower

FOD – Foreign Object Debris

FSDO – Flight Standards District Office

FY – Fiscal Year

GA – General Aviation

IFP – Instrument Flight Procedures

IIJA – Infrastructure Investment and Jobs Act

IT – Information Technology

LOI – Letter of Interest

NAS – National Airspace System

NASAO – National Association of State Aviation Officials

NATA – National Air Transportation Association

NAVAIDS – Navigational Aids

NBAA - National Business Aviation Association

NCEP – National Centers for Environmental Prediction

NEPA – National Environmental Policy Act

NOAA – National Oceanic and Atmospheric Administration

NOFO – Notice of Funding Opportunity

NOI – Notice of Intent

NOTAM – Notice to Airmen

NPE – Non-primary Entitlement

NPIAS – National Plan of Integrated Airport Systems

NWS – National Weather Service

OE/AAA – Obstruction Evaluation/Airport Airspace Analysis

P3 – Public-Private Partnership

PASER Manuals – Pavement Surface Evaluation and Rating Manuals

PER – Preliminary Engineering Report

PFC – Passenger Facility Charge

PIM – Project Implementation Meeting

PMP – Pavement Management Program

RAMP – Routine Airport Maintenance Program

RFQ – Request for Qualifications

RSA – Runway Safety Area

SASO – Specialized Aviation Service Operator

SBGP – State Block Grant Program

SWP3 (or SWPPP) – Stormwater Pollution Prevention Plan

TAC – Texas Airports Council

TASP – Texas Airport System Plan

TCEQ – Texas Commission on Environmental Quality

TDA – Texas Department of Agriculture

TDLR – Texas Department of Licensing and Regulation

TPDES – Texas Pollutant Discharge Elimination System

TTI – Texas A&M Transportation Institute

TxDOT – Texas Department of Transportation

USC – United States Code

USDOT – United States Department of Transportation

VAAC – Volcanic Ash Advisory Centers

Appendix B. Government Agencies and Other Organizations

In addition to the FAA, other federal agencies have a role in the Texas airport system.

Government Agencies

National Oceanic and Atmospheric Administration

The [National Oceanic and Atmospheric Administration](#) (NOAA) is a science-based federal agency within the Department of Commerce with regulatory, operational, and information service responsibilities with a presence in every state and U.S. territory. Through its long-standing mission of science, service, and stewardship, NOAA generates tremendous value for the Nation—and the world—by advancing our understanding of and ability to anticipate changes in the Earth’s environment, by improving society’s ability to make scientifically informed decisions, and by conserving and managing ocean, coastal, and Great Lakes’ resources.

The National Weather Service (NWS) is a branch of NOAA that interfaces with airports directly to gather accurate data to ensure the safety of the aviation system. NWS lists the following areas of involvement with aviation on its website:

- **Directly forecasting aviation weather and hazards.** Meteorologists who perform these tasks work at the three meteorological watch offices which cover US airspace: the Aviation Weather Center, the Alaska Aviation Weather Unit, and the Honolulu Forecast Office.
- **Providing real-time weather updates and forecasts to air traffic controllers.** These meteorologists work at the 21 Center Weather

Service Units, which are co-located with FAA Air Route Traffic Control Centers.

- **Working closely with the FAA.** National Aviation Meteorologists work hand-in-hand with the FAA at the Air Traffic Control System Command Center.
- **Monitoring volcanic ash.** This is done at one of two NWS Volcanic Ash Advisory Centers (VAACs). One is in Anchorage, Alaska, and the other is in Washington, D.C. There are only nine VAACs around the world.
- **Forecasting local airport weather conditions.** Meteorologists working at 122 Weather Forecast Offices around the country issue forecasts for over 700 airports and actively interact with their local aviation communities.
- **Supporting flight planning.** Flight planners rely on forecasts of winds and temperatures aloft. NWS staff at the [Environmental Modeling Center](#) and the [National Centers for Environmental Prediction](#) (NCEP) maintain the computer models that produce these forecasts.
- **Supporting hurricane research and forecasting.** The NOAA's Office of Marine and Aviation Operations maintains two P-3 Orion aircraft and one G-IV jet for hurricane research and real-time reconnaissance flights.
- **Researching ways to improve aviation forecasts.** All levels of the NWS conduct specialized research and work to translate the latest research findings into operations.
- **Providing Information Technology (IT) support.** Dedicated staff oversee a large network and help maintain a seamless flow of information.

See <https://www.weather.gov/aviation> for more information.

Environmental Protection Agency

The [Environmental Protection Agency](#) develops and enforces regulations designed to protect human health and the environment. These regulations apply to the aviation sector and affect the planning and development of Texas airports. Specific regulations impacting GA airports include [Spill Prevention, Control, and Countermeasure](#), stormwater permits, and air quality and emissions standards.

U.S. Customs and Border Protection

The [U.S. Customs and Border Protection](#) (CBP) facilitates international travel and trade through the enforcement of immigration and custom laws at airports and ports of entry. General aviation processing facilities support the movement of goods and people from international airports into GA airports in the United States.

Siting and maintaining a CBP facility at an airport requires dedicated, climate-controlled office space as well as ramp space. The CBP Airport Technical Design Standard (2012) provides guidance for all Federal Inspection Service Facilities including General Aviation User Fee Airports. The design standard provides minimum requirements and that airport passenger processing facilities be provided and maintained at the airport's expense.

CBP maintains a list of airports where services are normally available for GA aircraft arrivals: <https://www.cbp.gov/travel/general-aviation-processing/general-aviation-airports>.

For arrivals at all airports where CBP services are available, operators must contact the CBP airport of arrival to secure permission to land and directly understand local operating procedures and requirements that may affect the flight.

Other Organizations

There are additional organizations and groups that represent the interests of airport sponsors and managers, offering them resources and guidance to support their airports.

[Aircraft Owners and Pilots Association](#)

The [Aircraft Owners and Pilots Association](#) (AOPA) is a not-for-profit organization dedicated to GA. The AOPA team exists to protect and grow the GA sector and ensuring GA is readily accessible. They are engaged in public outreach and education, prepare resources and training material to improve the skills of pilots, and advocate for aviation before state agencies and legislatures.

[Airport Cooperative Research Program](#)

The [Airport Cooperative Research Program](#) was established by an act of Congress in 2005 to serve as a valuable platform for industry practitioners to contribute to and engage with cutting-edge research that has real-world impacts at airports. ACRP is sponsored by the FAA and managed by the Transportation Research Board, whose mission is to promote innovation and progress in transportation through research. ACRP publishes reports on the different topics related to GA airports. This includes reports on operations, training, land use, maintenance, finance, stakeholder engagement, and others.

[American Association of Airport Executives](#)

The [American Association of Airport Executives](#) (AAAE) is the largest professional organization representing airport employees. Its members lead in crucial roles ranging from the C-Suite to the terminal and airfield. AAAE provides resources needed to advance the airport and careers including

dynamic professional development, networking opportunities, cutting-edge training, comprehensive airport solutions, and strong representation in Washington.

Experimental Aircraft Association

The [Experimental Aircraft Association](#) (EAA) is a growing and diverse organization of members with a wide range of aviation interests and backgrounds. Founded in 1953 by a group of individuals in Milwaukee, Wisconsin, who were interested in building their own airplanes, EAA expanded its mission of growing participation in aviation to include antiques, classics, warbirds, aerobatic aircraft, ultralights, helicopters, and contemporary manufactured aircraft.

National Air Transportation Association

The [National Air Transportation Association](#) (NATA) has been the leading national trade association representing the business interests of GA service companies on legislative and regulatory matters at the federal level for more than eight decades. NATA also provides education, services, and benefits to members to help ensure their long-term economic success.

NATA's nearly 3,700 member companies provide a broad range of aeronautical services to the aviation community, including aircraft sales and acquisitions, fuel, aircraft ground support, passenger and crew services, aircraft parking and storage, on-demand air charter, aircraft rental, flight training, aircraft maintenance and overhaul facilities, parts sales, and business aircraft and fractional ownership fleet management.

National Association of State Aviation Officials

The [National Association of State Aviation Officials](#) (NASAO) represents the state government aviation agencies of all 50 states, Guam, and Puerto Rico.

Their mission is to encourage and foster cooperation among the states and territories, federal government, and private sector in the development and promotion of aviation systems that can safely and effectively serve the needs of citizens, commerce, and communities throughout the United States. NASAO is comprised of member-driven committees that are dedicated to leading solutions on a wide range of aviation issues. The committees provide a forum for dialogue and information sharing between the states, federal government agencies, and other industry stakeholders, and a means to develop policy recommendations to address today's most pressing aviation challenges. NASAO provides a variety of training services and resources including an Aviation Training Program, webinars, a Center for Aviation Research, advocacy documents, conferences, and publications.

National Business Aviation Association

Based in Washington, DC, [The National Business Aviation Association](#) is the leading organization for companies that rely on GA aircraft to help make their businesses more efficient, productive, and successful.

American Association of Airport Executives

The [South Central Chapter of the American Association of Airport Executives \(AAAE\)](#) is a professional association comprised of individuals and businesses involved in the management of airports in the states of Kansas, Louisiana, Oklahoma, New Mexico, Texas, and Central America.

The chapter's purpose is to augment the educational efforts of the parent organization (AAAE) by bringing together a membership that shares similar interests and concerns because of their regional proximity and to enhance the professional and managerial standards of the membership. The association encourages active, consistent, and constructive participation in the chapter and AAAE and actively seeks new members for the chapter and

the AAAE. The association members also work to promote the airport management industry and related careers.

Texas Airports Council

The [Texas Airports Council \(TAC\)](#) is a legally incorporated non-profit organization dedicated to the promotion and well-being of airports in the State of Texas. TAC represents all airports in the Texas Airport System including commercial service airports and GA airports. TAC seeks to work with all communities to maximize the economic contribution of their airport and to ensure through legislative activities that adequate funding is in place to maintain and improve Texas airports.

Appendix C. Links

The guide includes links in text to several resources; the following tables provides an overview of those links by section.

Table 4. Links to Resources in the Introduction

Name	Source Link
National Plan of Integrated Airport Systems (NPIAS)	https://www.faa.gov/airports/planning_capacity/npias
FAA Order 5090.5-Formulation of the NPIAS and ACIP	https://www.faa.gov/documentLibrary/media/Order/Order-5090-5-NPIAS-ACIP.pdf
TxDOT AVN	https://www.txdot.gov/about/divisions/aviation-division.html
14 CFR	https://www.ecfr.gov/current/title-14
FAA AC 150/5100-21-State Block Grant Program	https://www.faa.gov/documentLibrary/media/Advisory_Circular/AC_150_5100-21.pdf
Title 49 United States Code Section 47128	https://www.govinfo.gov/content/pkg/USCODE-2011-title49/pdf/USCODE-2011-title49-subtitleVII-partB-chap471-subchapI-sec47128.pdf
FAA Guidance	https://www.faa.gov/guidance

FAA Orders and Notices Database	https://www.faa.gov/regulations_policies/orders_notices/
Texas Commission on Environmental Quality	https://www.tceq.texas.gov/assistance/industry/airport.html
Texas Department of Licensing and Regulation	https://www.tdlr.texas.gov/
Texas Department of Agriculture	https://texasagriculture.gov/

Table 5. Links to Resources in the Airport Sponsor Guide

Section	Name	Source Link
Airport Governance	Texas Transportation Code Title 3, Chapter 22 (Tex. Transp. Code §22)	https://statutes.capitol.texas.gov/Docs/TN/htm/TN.22.htm#22.074
Airport Governance	Tex. Loc. Gov't Code § 112.010	https://statutes.capitol.texas.gov/?tab=1&code=L&chapter=LG.112&artSec=

Airport Governance	FAA Compliance Manual	https://www.faa.gov/airports/resources/publications/orders/compliance_5190_6/order-5190-6-compliance-complete
Airport Governance	FAA Policy and Procedures Concerning the Use of Airport Revenue	https://www.govinfo.gov/content/pkg/FR-1999-02-16/pdf/99-3529.pdf
Airport Governance	ACRP Report 16: Guidebook for Managing Small Airports	https://onlinepubs.trb.org/onlinepubs/acrp/acrp_report_016.pdf
Airport Governance	ACRP Synthesis 1: Innovative Finance and Alternative Sources of Revenue for Airports	https://www.nationalacademies.org/read/14041/chapter/1
Compliance	FAA Grant Assurance	https://www.faa.gov/airports/aip/grant_assurances
Compliance	Airport Compliance Program	https://www.faa.gov/airports/airport_compliance/overview
Land Use Regulations and Airport Property	14 CFR Part 77	https://www.ecfr.gov/current/title-14/chapter-I/subchapter-E/part-77

Land Use Regulations and Airport Property	Local Government Chapter Code 241	https://statutes.capitol.texas.gov/?tab=1&code=LG&chapter=LG.241&artSec=
Land Use Regulations and Airport Property	FAA AC 150/5300-18B—General Guidance and Specifications for Submission of Aeronautical Surveys to NGS: Field Data Collection and Geographic Information System Standards	https://www.faa.gov/airports/resources/advisory_circulars/index.cfm/go/document.information/documentid/74204
Land Use Regulations and Airport Property	43 Texas Administrative Code §30.215. Airport Hazard Zoning and Compatible Land Use	https://txrules.elaws.us/rule/title43_chapter30_section.30.215
Land Use Regulations and Airport Property	Obstruction Evaluation/Airport Airspace Analysis – Pre-Screening Tool	https://oeaaa.faa.gov/oeaaa/oe3a/main/#/noticePrescreen

Land Use Regulations and Airport Property	FAA AC 150/5190-4B, Airport Land Use Compatibility Planning	https://www.faa.gov/documentLibrary/media/Advisory_Circular/150_5190_4b_Land_Use_Compatibility.pdf
Land Use Regulations and Airport Property	Obstruction Evaluation / Airport Airspace Analysis (OE/AAA)	https://oeaaa.faa.gov/
Airport Planning	FAA Grant Assurances	https://www.faa.gov/airports/aip/grant_assurances/assurances-airport-sponsors
Airport Planning	FAA Advisory Circular 150/5070-6 Airport Master Plans	https://www.faa.gov/documentLibrary/media/Advisory_Circular/AC_150_5070-6B_with_chg_1&2.pdf
Airport Planning	AIP Handbook	https://www.faa.gov/airports/aip/aip_handbook
Pavement Maintenance Program	FAA AC 150/5380-7B—Airport Pavement Management Program	https://www.faa.gov/regulations_policies/advisory_circulars/index.cfm/go/document.information/documentID/1026086

Pavement Maintenance Program	FAA AC 150/5320-17A-PASER Manual	https://www.faa.gov/airports/resources/advisory_circulars/index.cfm/go/document.information/documentID/1025586
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Table 6. Links to Resources in the Airport Manager Guide

Section	Name	Source Link
What is FAA Form 7460 and Why Does it Matter?	Obstruction Evaluation / Airport Airspace Analysis (OE/AAA)	https://oeaaa.faa.gov/
Airport Planning	FAA Grant Assurances	https://www.faa.gov/airports/aip/grant_assurances/assurances-airport-sponsors
Airport Planning	FAA Advisory Circular 150/5070-6 Airport Master Plans	https://www.faa.gov/documentLibrary/media/Advisory_Circular/AC_150_5070-6B_with_chg_1&2.pdf
Airport Planning	AIP Handbook	https://www.faa.gov/airports/aip/aip_handbook

Airport Planning	FAA National Environmental Policy Act Implementing Procedures	https://www.faa.gov/documentLibrary/media/Order/FAA_Order_1050.1G.pdf
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Airport Planning	FAA Order 1050.19C – Environmental Due Diligence	https://www.faa.gov/regulations_policies/orders_notices/index.cfm/go/document.current/documentnumber/1050.19
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Airport Planning	TCEQ Stormwater Permits	https://www.tceq.texas.gov/permitting/stormwater
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Airport Planning	TCEQ Stormwater General Permit for Construction Activities	https://www.tceq.texas.gov/permitting/stormwater/construction
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Airport Planning	EPA Oil Spills Prevention and Preparedness Regulations	https://www.epa.gov/oil-spills-prevention-and-preparedness-regulations
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Airport Planning	TCEQ Industrial and Hazardous Waste	https://www.tceq.texas.gov/permitting/waste_permits/ihw_permits
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Airport Planning	ACs for Airport Planning and Airport Projects	https://www.faa.gov/airports/resources/advisory_circulars/index.cfm/go/document.list/parentTopicID/64
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Airport Planning	ACRP General Aviation Collection	https://www.trb.org/ACRP/ACRPGeneralAviationAirports.aspx
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Airport Funding	FAA AIP	https://www.faa.gov/airports/aip
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Airport Funding	AIP Handbook	https://www.faa.gov/airports/aip/aip_handbook
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Airport Funding	FAA Order 5090.5- Formulation of the NPIAS and ACIP	https://www.faa.gov/documentLibrary/media/Order/Order-5090-5-NPIAS-ACIP.pdf
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Airport Funding	Infrastructure Investment and Jobs Act	https://www.faa.gov/ijja/airport-infrastructure
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Airport Funding	Small Airport Economic Impact Estimator	https://txeconomicapproach.org/
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Procurement	FAA AC 150/5100-14E- Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects	https://www.faa.gov/airports/resources/advisory_circulars/index.cfm/go/document.current/documentNumber/150_5100-14
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Airport Maintenance	Airport Data and Information Portal	https://adip.faa.gov/
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Airport Maintenance	FAA Advisory Circular 150/5200-18D (Airport Safety Self-Inspection)	https://www.faa.gov/documentLibrary/media/Advisory_Circular/AC_150_5200_18d_self_inspection_rev.pdf
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Airport Maintenance	FAA AC 150/537 0-10H-Airport Construction Standards	https://www.faa.gov/documentLibrary/media/Advisory_Circular/150-5370-10H.pdf
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Airport Maintenance	Runway Construction Resources	https://www.faa.gov/airports/runway_safety/runway_construction/resources
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Airport Maintenance	FAA Guide to Ground Vehicle Operations	https://www.faa.gov/airports/runway_safety/publications/FAA-Guide-Ground-Vehicle-Operations.pdf
Airport Operations	Airport Signs and Marking Quick Reference Guide	https://www.faa.gov/sites/faa.gov/files/SignsAndMarkings_one-doc.pdf
Airport Operations	Runway Safety Areas	https://www.faa.gov/airports/engineering/incursions_excursions/rsa
Airport Operations	FAA AC 150/5200-31C-Airport Emergency Plan	https://www.faa.gov/documentLibrary/media/Advisory_Circular/150_5200_31c.pdf
Airport Operations	Digital NOTAMs	https://notams.aim.faa.gov/dnotam/#1
Airport Operations	FAA NOTAM Manager User's Guide	https://notams.aim.faa.gov/nmarptuserguide.pdf
Airport Operations	FAA AC 150/5230-4C-Aircraft Fuel	https://www.faa.gov/documentLibrary/media/Advisory_Circular/150-5230-4C-Aircraft-Fuel-20230309.pdf

Airport Operations	Transportation Security Administration General Aviation Guidelines	https://www.tsa.gov/sites/default/files/ga-security-guidelines-july2025.pdf
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Airport Operations	Instrument Flight Procedure Information Gateway	https://www.faa.gov/air_traffic/flight_info/aeronav/procedures/
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Airport Operations	Add an Instrument Flight Procedure	https://www.faa.gov/air_traffic/flight_info/aeronav/procedures/ifp_initiation/
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Airport Operations	National Based Aircraft Inventory Program	https://basedaircraft.com/Default.aspx?ReturnUrl=%2f
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Airport Operations	Updating Aircraft Information in the National Based Aircraft Inventory Program	https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fbasedaircraft.com%2Fimages%2FFAA_Based_Aircraft_Upload_Template.xlsx&wdOrigin=BROWSELINK
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Airport Operations	National Based Aircraft Inventory Program FAQ	https://www.basedaircraft.com/public/FrequentlyAskedQuestions.aspx#faq5
Airport Operations	FAA Wildlife Strike Database	https://wildlife.faa.gov/home
Airport Operations	FAA Aircraft Registration	https://www.faa.gov/licenses_certificates/aircraft_certification/aircraft_registry/record_aircraft_lien
Airport Operations	FAA Aircraft Registration Branch	https://www.faa.gov/licenses_certificates/aircraft_certification/aircraft_registry/contact_aircraft_certification
Airport Operations	Airport Compliance Manual	https://www.faa.gov/documentLibrary/media/Order/Order_5190.6B_Compliance_Chg3.pdf
Government Agencies and Other Organizations	National Oceanic and Atmospheric Administration	https://www.noaa.gov/
Government Agencies and Other Organizations	Environmental Modeling Center	https://www.emc.ncep.noaa.gov/emc.php

Government Agencies and Other Organizations	NCEP Central Operations	https://www.nco.ncep.noaa.gov/
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Government Agencies and Other Organizations	NWS Aviation	https://www.weather.gov/aviation
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Government Agencies and Other Organizations	Environmental Protection Agency	https://www.epa.gov/
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Government Agencies and Other Organizations	SPCC	https://www.epa.gov/oil-spills-prevention-and-preparedness-regulations/overview-spill-prevention-control-and#OPP%20Overview
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Government Agencies and Other Organizations	U.S. Customs and Border Protection	https://www.cbp.gov/
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Government Agencies and Other Organizations	CBP General Aviation Processing	https://www.cbp.gov/travel/general-aviation-processing/general-aviation-airports
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Government
Agencies and
Other
Organizations

Aircraft Owners
and Pilots
Association

<https://www.aopa.org/>

Government
Agencies and
Other
Organizations

Airport
Cooperative
Research
Program

https://www.trb.org/ACRP/ACRP.aspx?gad_source=1&gad_campaignid=22048991723&gbraid=0AAAAAq4KqacU1RdcSs4X5tsLaZFAyRhGy&gclid=EAiaIQobChMIi9Ty_sKpkgMVsSVECB2HrjDaEAAYASAAEgJci_D_BwE

Government
Agencies and
Other
Organizations

American
Association of
Airport
Executives

<https://aaae.org/>

Government
Agencies and
Other
Organizations

Experimental
Aircraft
Association

<https://www.eaa.org/eea>

Government
Agencies and
Other
Organizations

National Air
Transportation
Association

<https://nata.aero/>

Government Agencies and Other Organizations	National Association of State Aviation Officials	https://nasao.org/
Government Agencies and Other Organizations	National Business Aviation Association	https://nbaa.org/
Government Agencies and Other Organizations	South Central Chapter of American Association of Airport Executives	https://sccaaae.org/
Government Agencies and Other Organizations	Texas Airports Council	https://texasairportsCouncil.org/