

Airport Management 101

Presented to: AirTAP 2008

By: Tracy Schmidt, FAA Program Manager

Michael Ferry, Mn/DOT Regional Engineer

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Federal Aviation
Administration



MNDOT Office of
Aeronautics

Status of AIP Program (Preliminary!?)

Continuing Resolution Signed September 30

1/2 Year – Funds programs thru March 31

Airports to receive <50% of full entitlements

Applications based on bids by early February
2009

May declare intent to carry over to 2nd half or FY
2010

More information to come - Prepare to be flexible!



State Funding

- SFY 2009 Funding Cut

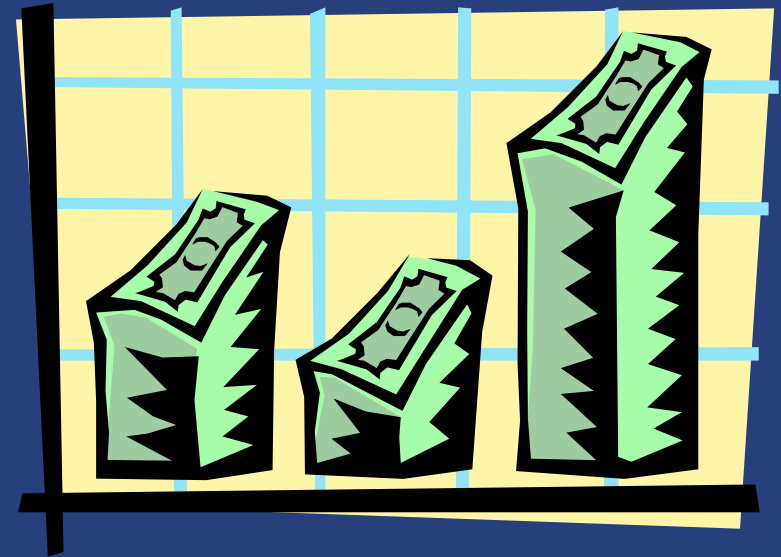
- No money for grant changes

This includes:

- Change Orders
- Overruns
- Forgotten items (i.e. sales tax)

- M&O

- Expansions?!?
- Stay tuned



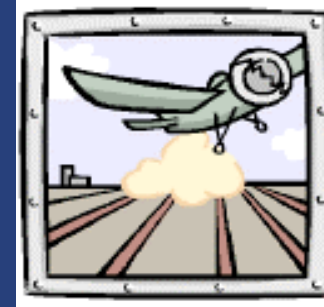
Session Summary

- Consultant Selection
- Contract Bidding Requirements
- Cash Flow
- Do-It-Yourself Tips



Hiring a Consultant

Federal Projects



- **Qualifications Based Selection for AIP**
- **Federal Requirement**
 - 49 CFR Section 18.36
 - 49 USC Section 47107 (a)(17)
 - Title 9 of Federal Property Administrative Services Act of 1949 (“Brooks Act”)



Types of Consultant Services

- **Planning**
 - System Plans
 - Master Plans
 - Noise – FAR Part 150
 - Environmental
- **Engineering**
 - Civil
 - Geotechnical
 - Structural
 - Mechanical
 - Electrical
- **Architectural**



Guidance

- **Federal Aviation Administration Advisory Circular 150/5100-14D**
Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects



Consultant Selection Process

- Know general scope of services
- Establish selection board
- Develop agreed-upon list of criteria to evaluate consultants
- Request Statement of Qualifications
- Narrow to 3 - 5 best qualified
- Request general proposals
- Conduct interviews
- Rank based on selection criteria



Consultant Selection Process (cont.)

- Develop scope of work & services required for 1st project
- Develop independent fee estimate
- Initiate discussions with #1 to fully define scope of work & services



Possible Selection Criteria

- Capability to perform aspects of the project
- Recent experience w/comparable projects
- Reputation – integrity & competence
- Evidence of Affirmative Action
- Qualifications of key personnel & availability
- Current workload
- Demonstrated ability to meet schedules



Possible Selection Criteria (cont.)

- Capability to complete projects without major overruns
- Qualifications of outside consultants
- Quality of previous projects
- Knowledge of FAA regulations, policies, & procedures
- Understanding of project's potential problems and sponsor's special concerns
- Capability to furnish qualified inspectors



Elements of an SOQ

- **SOQ Elements**
 - Identify Project or Projects
 - Firm Background
 - Project Experience
 - Team Members Experience
 - Client References
 - Evidence of EEO/AA
- **References**
 - Chapter 2, AC 150/5100-14D




Interview/Presentation

- Develop objective rating criteria
- List of questions
- Allow 20-30 minutes for presentation
- Provide question and answer period
- Allow time between presenters
- Provide adequate facilities



Outlining Project Scope

- Clearly Define Scope
- Independent Analysis as Comparison (Federal Requirement)
- Negotiate Fee 
- Project Schedule
- Form of Consultant Contract
- References
 - Chapter 3 & Appendix E of AC 150/5100-14D



Consultant Selection

- State grants
 - Construction must be overseen by Professional Engineer
 - Selection similar to other municipal infrastructure projects
 - Recommend aviation experience
 - Check with other airports

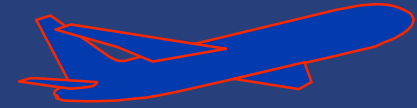


Contracting Requirements

- **Federal**
 - 49 CFR Part 18.36(d)
 - Competitive sealed bids
 - Competitive Proposal
 - Small Purchase
 - Noncompetitive Proposal
- **Municipal**
 - Minn. Stat. 471.345
 - Bids
 - Quotes
 - Direct purchase



DBE requirements



- DBE Plan required for GA airport grant > \$250K
- Program administered by Civil Rights Office



Cash Flow

- **Coordination of Payment Requests**
 - Contractor / Consultant
 - Consultant / Airport Owner
 - Airport Owner / State
 - State / FAA (if applicable)
 - State / Airport Owner
 - 75% of City Council's meet twice a month



Sample Project

\$80,000 Design Services
100,000 Construction Services
820,000 Construction
\$1,000,000 Total Project

\$950,000 Federal Share
50,000 Local Share
\$1,000,000 Total Project



Funding

- **Design Services**
 - Federal Grant
 - 95/5
- **Construction**
 - Federal Grant
 - Use Bid Prices for Application
 - Construction Administration Services
 - 95/5

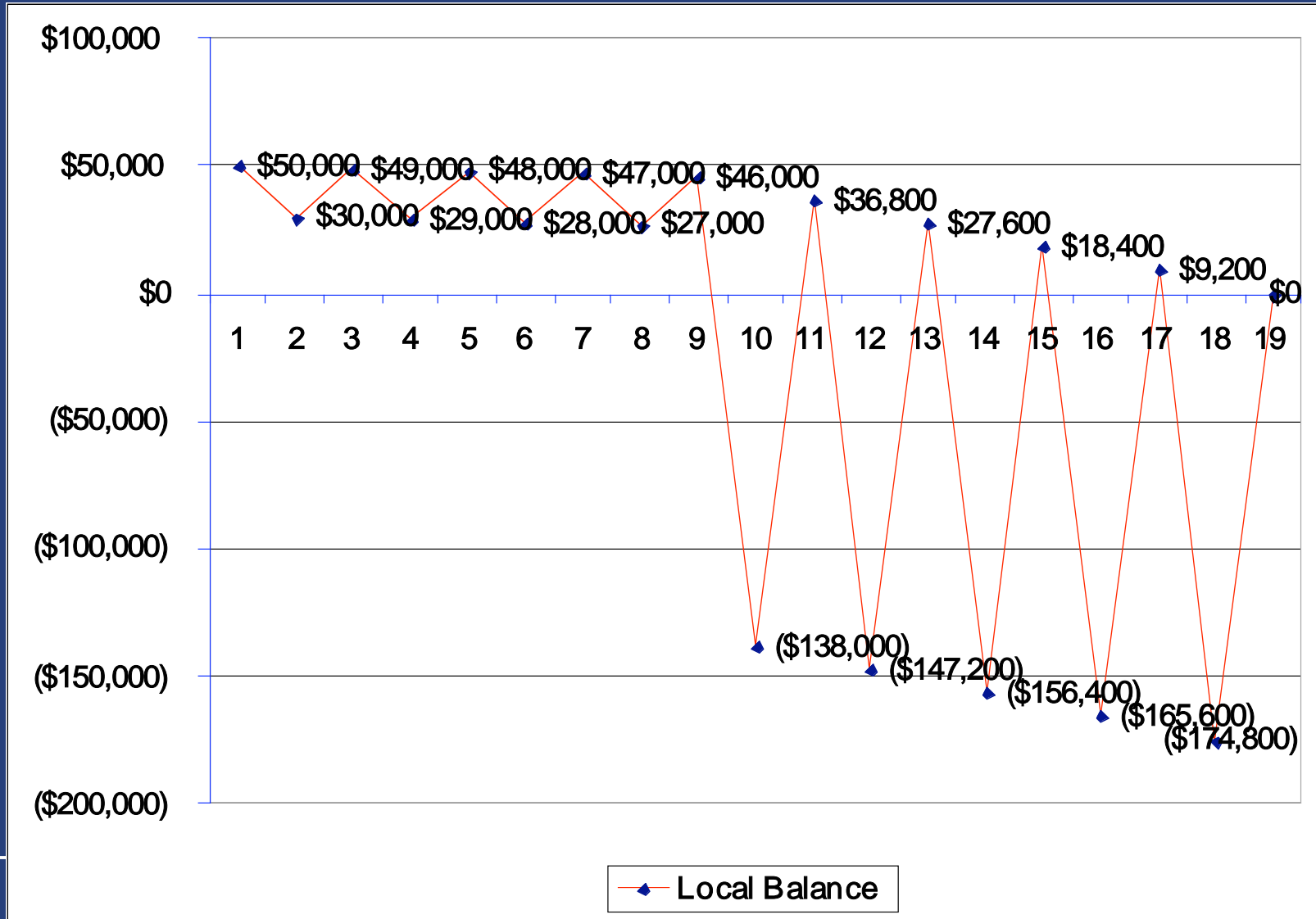


Invoice/Partial Pay Requests

- **4 Month design process**
 - 4 - \$20,000 Invoices from Consultant
- **5 Month construction schedule**
 - 5 - \$20,000 Invoices from Consultant
 - 5 - \$164,000 pay requests from Contractor



Local Share - Balance



Amendments



- **For cost overruns**
 - Primary airports: up to 15%
 - Non-primary airports:
 - 1) up to 15% for development; or
 - 2) up to 15% of the original total grant amount or 25% of the total increase in allowable land costs, whichever is greater.
- **Change scope of work**



Managing Consultants

Consultant's time is precious

- Reduce meetings
 - Travel, lodging, time, meals
- Paperwork
 - Programming, CIPs, Closeouts
- Bidding
 - Simple items
- Utilize Mn/DOT Aeronautics technical assistance



Consultants are a must for many aspects of airport projects (especially if you do not have experience!)




Potential Do-It-Yourself Areas

- **Equipment Purchases**
 - Use the State Bid list
- **Zoning (although you will need maps!)**
- **Closeout Reports**
 - Short Form for Equipment or Planning projects
- **Pavement Rehabilitation**
 - Overlays (State funded)
 - Crack Sealing
- **Federal Programming**
- **CIPs**
- **Project Surveying**



Potential Do-It-Yourself Areas

- However 
 - All state and federal standards must be met
 - Get ready to do some paperwork
 - Work closely with the FAA & Mn/DOT to ensure your plan is workable
 - Start early



Equipment

- Follow state municipal contracting laws
- State Bid list
 - If you can find equipment that meets your specifications
- FAA equipment
 - Remember to paint it chrome yellow
 - Buy American
- Don't forget sales tax
- Closeout (for FAA equipment)
 - Short form



Equipment

What is Eligible

- **FEDERAL FUNDS**

- SREs

- Snow Removal Equipment

- ARFFs

- Airport Rescue and Fire
Fighting Equipment
(Commercial Service only!)

- **STATE FUNDS**

- SREs

- Mowers

- Inspection Trucks

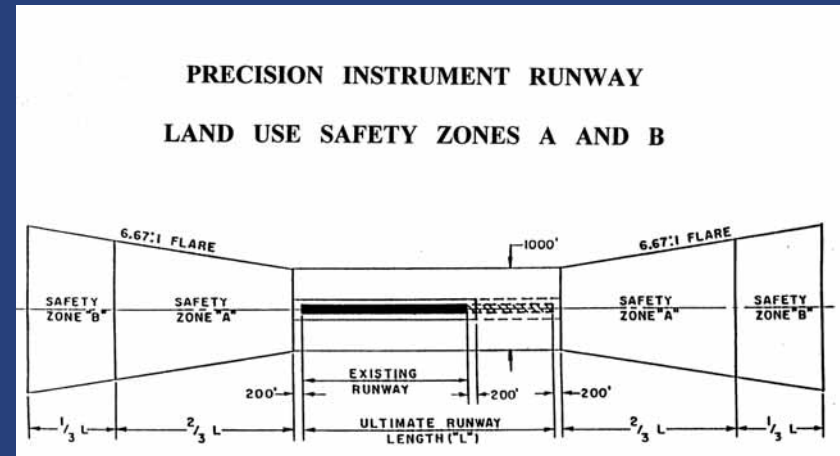
- Friction Meters

- (if required by, but not paid
for by FAA)



Zoning

- Maps should be prepared by professional engineer
- Municipality can perform mailings, meetings, and ordinance preparation
- Work closely with Mn/DOT airport Planning group
- Most zoning costs are eligible for state grant



FAA Project Closeout

- **Sponsor's Project Closeout Report**
 - Financial
 - Construction
 - Land
 - Equipment
- **References**
 - Audits and Project Closeout, PPM 5100.8B



Tools for do-it-yourselfers

- Airfield Pavement Maintenance Handbook
- Distress Manuals
- Concrete Pavement Maintenance Handbook
- Inspector Guides
- Mn/DOT technical certification courses



Pitfalls to Avoid

- **Mixing funding sources**
 - If any federal funding, must meet Davis-Bacon
 - If any State funding, must meet State wages
 - If using both, must pay highest of both
- **DBE goals**
 - Any combination of federal funds exceeding \$250,000



Pitfalls to avoid

- **Airspace**
 - Must be survey accurate
- **Very complex projects**
 - Runway extensions
 - Master Plans
 - Environmental documents



Donations

- **Generally discouraged**
 - Contact the FAA & Mn/DOT early to help guide you
- **Labor must comply with State & Federal wage rates**
- **Good potential with land and materials**
- **Must be low bidder for State grants**



Questions?



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Evaluations

- Please turn in evaluations at back of room

Thank you for attending!

