



DIVISION OF AVIATION

Project Schedule Submission Template

This guidance is designed to help general aviation airport sponsors develop a project schedule that is submitted to the regional Airport Project Manager (APM) prior to submitting the Request for Aid (RFA) application. This template replaces the previous guidance documents issued in 2016, requiring Microsoft Project schedules for every project.

As outlined in the [AV-101 guidance](#) on the NCDOT Connect website, a project schedule is required for each applicable phase: Professional Services, Land Acquisition and Construction. Milestones enable the Division of Aviation to assess readiness, plan future phases and respond to stakeholder inquiries. Milestone descriptions are noted below with examples following:

- **Professional Services Phase (includes Design, contract administration/resident project representative, Planning and Environmental Studies):** The example below is for Design. For other work types, such as planning studies, sponsors should work with the APM and Planner to determine relevant milestones in scoping.
- **Land Acquisition Phase:** Sponsors should identify milestones such as appraisal, negotiation, and closing with the APM to ensure compliance with FAA and Uniform Act requirements.
- **Construction Phase:** For construction projects, the sponsor should provide the APM with a milestone schedule. Once available, a contractor schedule can be submitted to the APM to support or replace the milestone schedule.

The NCDOT Division of Aviation encourages sponsors to use their discretion to add, remove, or modify milestones to reflect the specific scope of their project, as tasks proposed below may not be applicable. The AV Checklists and Right-of-Way Manual on the [Connect Site](#) may be helpful resources when developing milestones. Milestone schedules should be updated for each active phase and submitted to the APM when changes affect closeout dates. Submission of schedule changes does not override the requirement to request time extensions.

Design Phase (Example for Professional Services)

Airport Code:

Project Title:

WBS:

Anticipated Start Date (This can be tentative depending on grant availability and actual start date):

Milestone	Description	Targeted Completion Date
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National Environmental Policy Act (NEPA) Documentation	Complete necessary environmental documentation, e.g., Categorical Exclusion (CATEX), Environmental Assessment (EA) to facilitate the design process.	mm/dd/yyyy
30% plan submittal	Develop preliminary plans, which may be needed for NEPA or to consider construction alternatives.	mm/dd/yyyy
60% plan submittal	Review will not result in comments unless it is necessary to determine construction alternatives.	mm/dd/yyyy
CSPP Submittal	Submit Construction Safety and Phasing Plan (CSPP) to APM for review.	mm/dd/yyyy
Disadvantaged Business Enterprise (DBE)/Minority Business Enterprise (MBE)/ Women's Business Enterprise (WBE) Goal Determination	Submit a 90% estimate to APM to coordinate with the Office of Civil Rights for the determination of minority goals.	mm/dd/yyyy
Final Design	Complete 90% design plans, specifications and cost estimates. Submit to DOA for 90% review.	mm/dd/yyyy
Review and Final Revisions	Address 90% review comments and finalize bid-ready documents.	mm/dd/yyyy
Bidding	Conduct bidding conference, bid opening, coordinate with APM to confirm minority goal with Office of Civil Rights (OCR); Proceed with selection of contractor.	mm/dd/yyyy
Closeout	Submit final deliverables and closeout documents to close the grant.	mm/dd/yyyy

Land Acquisition Phase (All steps must follow the Uniform Act)

Airport Code:

Project Title:

WBS:

Anticipated Start Date (This can be tentative depending on grant availability and actual start date):

Milestone	Description (optional)	Targeted Completion Date
Survey	Notify the property owner of request to survey with a Right of Entry request. Complete property boundary and topographic surveys to define acquisition limits and support both appraisal and environmental documentation.	mm/dd/yyyy



Title Search and Ownership Verification	Research property title records to confirm there are no liens or overdue taxes. Deeds must be free and clear.	mm/dd/yyyy
NEPA Documentation	Complete the environmental review process in accordance with NEPA, including all required documentation and necessary approvals.	mm/dd/yyyy
Environmental Due Diligence Assessment (EDDA)	Assess environmental conditions to identify potential contamination or liability associated with the property.	mm/dd/yyyy
Appraisal and Review Appraisal	Complete property appraisals and review appraisals to determine Fair Market Value.	mm/dd/yyyy
Written offer provided to Property Owners	Provide a formal offer of just compensation based on the approved appraisal.	mm/dd/yyyy
Administrative Settlement determination	Conduct internal evaluation and provide justification for any administrative settlement exceeding the appraised value.	mm/dd/yyyy
Mediation/Condemnation	Mediation is required prior to condemnation.	mm/dd/yyyy
Condemnation Filing	Initiate eminent domain legal proceedings if voluntary agreement with the property owner cannot be reached.	mm/dd/yyyy
Relocation Assistance	Provide required relocation services for displaced parties.	mm/dd/yyyy
Closing	Complete closing process including record of deeds, and payment to seller.	mm/dd/yyyy
Project Closeout	Submit final acquisition documentation (AV-100 page 2) and related invoices to DOT to close the grant.	mm/dd/yyyy

Construction Phase

Airport Code:

Project Title:

WBS:

Anticipated Start Date (This can be tentative depending on grant availability and actual start date):

Milestone	Description (optional)	Targeted Completion Date
Execution of Construction Contract	Sign formal construction agreement, which confirms that all contractual terms, conditions and obligations are in effect.	Mm/dd/yyyy
Preconstruction Conference	Conduct preconstruction meeting with contractor and stakeholders. Invite the APM.	mm/dd/yyyy



Notice to Proceed (NTP)	Issue of formal Notice to Proceed, authorizing the contractor to begin work per contract documents.	mm/dd/yyyy
Expected Material Delivery	Estimate the timeframe for delivery of key materials necessary for scheduled project activities.	mm/dd/yyyy
Major Construction Activities	Validate 7460 is approved, NOTAMS have been issued and begin to mobilize and execute key construction tasks (e.g., pavement removal, grading, paving).	mm/dd/yyyy
Paving Preconstruction Meeting	Hold coordination meeting prior to paving operations to review: <ul style="list-style-type: none"> • Plans • Materials • QA/QC procedures • Weather conditions 	mm/dd/yyyy
Planned Winter Shutdown	Schedule a pause in construction activities due to winter conditions, including site stabilization and weather protection.	mm/dd/yyyy
Flight Check	Coordinate with FAA to inspect navigational aids or approach changes to verify compliance and operational readiness.	mm/dd/yyyy
Final Inspection and Closeout	Complete final inspections, punch list, and grant closeout documentation.	mm/dd/yyyy