

NCDOT Aviation's Automated Weather Observation Systems (AWOS) Program helps publicly owned and operated general aviation airports in North Carolina install and maintain AWOS units. Please follow the following process to request installation of a new AWOS or replacement or relocation of an existing AWOS at a general aviation airport identified in the National Plan of Integrated Airport Systems (NPIAS). For equipment replacement in the existing location some steps will not be required.

1. Airport Sponsor contacts their regional Airport Project Manager (APM) at the Division of Aviation to discuss the project proposal.
2. The airport submits a request for AWOS siting approval to the Federal Aviation Administration or provide proof of FAA approval of the AWOS location. If the proposed site is not consistent with what's shown on the current ALP, then this step should be coupled with a pen & ink update submitted through OE/AAA.
3. The APM confirms with the division's Statewide Program Manager that budget is available for equipment and grounding, using the [Statewide Programs Requests for Airports form](#).
4. The Airport Sponsor works with their APM to identify funding for design/bidding and any required sitework, installation costs, and inspection fees for the proposed project.
5. The Airport Sponsor submits the scope of work to the regional APM for confirmation of necessary environmental documentation and review of design and bidding tasks. The APM coordinates with the Environmental and Planning Manager to incorporate all comments into one document.
6. Once comments are addressed, the Airport Sponsor requests or submits an Independent Fee Estimates/Independent Fee Analysis for review using the Development team's [document review request form](#).
7. Once fees are found reasonable and a grant is executed, design may begin.
8. The Airport Sponsor coordinates with their APM to receive a grounding design from staff for NCDOT's Statewide Program.
9. Sponsor submits plans for review and the APM coordinates a comprehensive plan and specification review with a third-party reviewer and Statewide Program staff.
10. Plan sets are submitted for review and comment through final design using the [document review request form](#).
11. The Airport Sponsor requests a minority goal from APM (at approximately 90% cost estimate).
12. After confirmation of construction funding, the Airport Sponsor advertises the project, in alignment with the availability of AWOS equipment.
13. The Airport sponsor compiles bids from prequalified contractors and sends them to the APM for review of meeting minority goals; the APM sends their determination to the airport sponsor.
14. The Airport Sponsor invites the APM and Statewide Program staff to the pre-construction meeting.
15. The Airport Sponsor coordinates the scheduling of equipment delivery and grounding installation with the identified Statewide Program staff members, with a cc to their APM.
16. After construction, the Airport Sponsor coordinates a final inspection scheduling with Statewide Program staff and the FAA inspector. APM should also be invited.
17. The Airport Sponsor maintains utilities and clearing surfaces throughout the life of the equipment. See section E.3 of the North Carolina Airports Program Handbook for a list of Sponsor Responsibilities.
18. The Division of Aviation provides equipment maintenance after the project is accepted. Requests for maintenance should be sent to the APM for coordination with the Statewide Program Manager.

