

AWOS Installation and Replacement/ Relocation Request Process

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).

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.
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 a Section 163 review request to the Environmental and Planning Manager to determine the required environmental document for the scope of work.
6. The Airport Sponsor submits the design scope to their APM for review and comments.
7. 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](#).
8. Once fees are found reasonable, design may begin, and plan sets are submitted for review and comment through final design using the [document review request form](#).
9. The Airport Sponsor coordinates with their APM to receive a grounding design from staff for NCDOT's Statewide Program.
10. The APM coordinates a comprehensive plan and specification review with Statewide Program staff.
11. The Airport Sponsor requests a minority goal from APM (at approximately 90% cost estimate).
12. 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. The Airport Sponsor coordinates a final inspection scheduling with Statewide Program staff and the FAA inspector.
17. The Airport Sponsor maintains utilities and clearing surfaces throughout the life of the equipment.
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.



For more information, contact your Airport Project Manager.