

COMING UP

- Nov. 1**
 NCAA Region 3 meeting, Smith Reynolds Airport, Winston-Salem
- Nov. 6**
 Wildlife Hazard Training, Raleigh Executive Jetport
- Nov. 8**
 NCAA Region 1 meeting, Cape Fear Regional Jetport
- Nov. 18**
 Concord-Padgett Regional Airport 25th Anniversary Celebration
- Dec. 13**
 FAA deadline for based aircraft count update for FAA NPIAS Report
- Dec. 30**
 Deadline to spend expiring 2015 NPE funds
- May 1**
 Deadline for submitting projects to STIP
(your MPO/RPO may have an earlier deadline)
- May 29**
 Deadline to spend expiring 2016 NPE funds

IN THIS ISSUE

| | |
|------------------------|---|
| People | 2 |
| Grants | 3 |
| Training | 5 |
| Around the State | 6 |
| Contacts | 8 |

Burlington-Alamance Regional Airport Brings Grant Administration In-house



Airport Manager Dan Danieley and Grants Manager Heidi Fisher

Airport Manager Dan Danieley had thought about bringing development grant administration in-house for several years. Then-Executive Assistant Heidi Fisher had even started preparing for it. But when Burlington-Alamance Regional Airport’s (BUY’s) grant administration consultant passed away suddenly, they decided to make the move and have never looked back.

“I’m a hands-on person with our projects,” says Danieley, a 30-year airport veteran who directed the switch to in-house grants management in January.

BUY has a lot of activity to manage. It has received 36 grants totaling more than \$38 million since 2003 for projects ranging from runway extensions, taxiway reconstruction and airport master planning to land acquisition, perimeter fencing, sewer rehabilitations and runway, apron and taxiway renovations.

The bustling airport generates \$160 million a year in economic impact from its aviation-related businesses, as well as leisure travelers. Health care diagnostics leader LabCorp uses its fleet of five aircraft to ship more than 2.5 million patient specimens a week from BUY. Convenience store chain Sheetz flies executives three to four times a week out of the airport to and from its headquarters in Pennsylvania. Parents of students at Elon University regularly fly in and out for weekend activities. All told the airport maintains 34 structures, hosts two fixed-

See Burlington-Alamance, page 2

Aviation Assets Deployed for Hurricane Dorian Response

North Carolina’s aviation community once again stepped up to provide support for the state’s emergency responders when Hurricane Dorian hit in September.

As soon as Dorian began to threaten the state, airports in western areas began alerting their colleagues in the east of available hangar and tie-down space using the Division’s airport manager’s listserv, while airports in the storm’s path

See Aviation Assets, page 7

Todd Meyer Named Interim Statewide Programs Manager



Todd Meyer, P.E., senior airport project manager for commercial service airports, has been named interim manager of statewide programs while the Division searches for a successor to Randy Finger, who was named maintenance and operations support manager for NCDOT's Highway Division 5.

Meyer is now responsible for managing the Safety Preservation and Maintenance Program, Wildlife Hazard Mitigation Program, AWOS Program and 5010 Safety Program, in addition to his current duties.

Meyer holds a BS in computer engineering and masters in civil engineering from North Carolina State University and brings 18 years of NCDOT experience working in Aviation, Project Development, Asset Management, Technical Services and Information Technology business units.

Todd Meyer

Robert Jackson Named Planning and Environmental Engineer



Robert Jackson, AICP, C.M. has been named planning and environmental engineer. He works with Division and airport staff on environmental compliance related to airport projects, ensuring all airport projects meet environmental requirements, including NEPA and SEPA, conducting statewide reviews to determine the status of airport system improvements and ensuring airport layout plans are current.

Jackson brings more than 20 years of related environmental, planning and project management experience to this work. He worked more than four years as environmental specialist and airport planner for the Texas Department of Transportation's Aviation Division, which serves 276 airports, and airport planner for 25 general aviation and reliever airports in east and central Texas.

Robert Jackson

Burlington-Alamance, *continued from page 1*



base operators – one focused on charter service and one on maintenance – and a flight school, as well as providing facilities that support nearby aviation-related industries, like Honda Aero Inc.

Bringing grants administration in-house

enables the airport to better manage its grant funds, make more informed decisions and save money, Danieley says. During a recent meeting on a taxiway and parking lot project, being closely connected to the numbers allowed him to make strategic decisions to change the design, orientation and safety enhancements that would have been difficult to do if someone else had been managing the grant.

Managing grants requires creating budgets, requesting aid through the Division of Aviation's online grants administration system and managing reimbursement processes for every state

and federally funded project. It requires a full-time person dedicated to the work and both Danieley and Fisher devote time to it. To prepare, Fisher worked with Division grants and development staff to learn the system and processes.

"They have been wonderful," Fisher says. "They've taken the time to walk me through what is required for each step of the process, what's next, what's missing." She and Danieley also attended the Division's North Carolina Airport Technical Assistance Program (NC AirTAP) Airport Leadership and Management Program course on grants management as a team so they can support each other in applying what they learn.

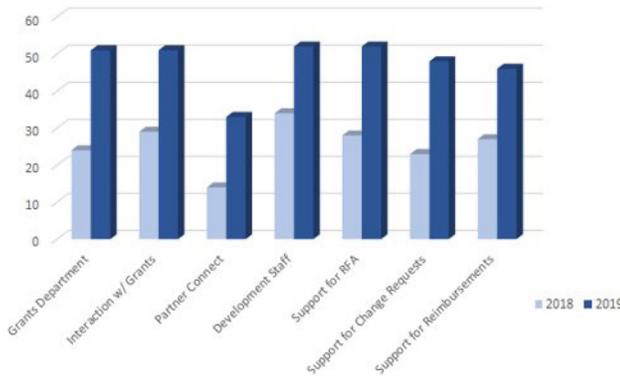
The benefits have been worth it, they said. They've gained situational awareness and a deeper understanding of the controlling factors that influence their decision-making.

To others interested in making the leap, Danieley says, go for it.

Identify a staff member who can devote time to managing grants and reach out to the Division for guidance, he says.

AIRPORT DEVELOPMENT GRANTS

Annual Airport Customer Satisfaction Survey Reveals Increased Satisfaction, Areas for Improvement with Grants Administration



A year after the Division of Aviation completed a comprehensive Lean Six Sigma process improvement initiative, a July survey of airport officials and development consultants found that satisfaction with grant administration has improved.

The Grants Team emailed 86 surveys and received 56 responses – 89% from airport managers and 11% from consultants.

Responders identified three areas for improvement: Training on grants administration software, better communication and providing current and historical reports on grants. The Grants team is developing improvement plans to launch in the new year.

Update Based Aircraft at www.basedaircraft.com by Dec. 13 to Protect Future Federal Funding



All N.C. public airports should update their based aircraft data by Dec. 13 to ensure they qualify for future federal Airport Improvement Program nonprimary entitlement funds.

While the Federal Aviation Administration has always required based aircraft data be updated, they are enforcing it for the 2021 Plan of Integrated Airport Systems (NPIAS) Report, which will be used to determine airport eligibility for federal Airport Improvement Funds for the next two years.

Spend Expiring 2015 NPE Funds by Dec. 30

System airports are reminded to ensure they spend all of their 2015 Nonprimary Entitlement funds by Dec. 30 to avoid losing them. And due to an oddity created when the NPE spending window changed from five years to four years in 2016, airports must also spend their 2016 NPE funds before May 31, meaning they face two expiring funds deadlines in one fiscal year.

Sign Up for Free, Easy DocuSign to Speed Grant Processing



DocuSign electronic signature software can cut grant processing time significantly. Sign up is easy and costs airports nothing. Eighteen airports have already signed up.

Email Grants at DOTAviationGrants@ncdot.gov to sign up.

Clarifying IFA and IFEs

Five questions continue to arise over requirements for independent fee assessments (IFAs) and independent fee estimates (IFEs). Here are clarifications on those frequently asked questions.

- 1. IFEs can be performed on redacted scope and fee sheets.** This means no company name, no hours and no fees shown on documents submitted for the request.
- 2. The Division of Aviation must have the scope with fees for final review** in order to provide the final analysis.
- 3. When purchasing multiple parcels,** all professional services for the parcels should be combined for a total project cost.
- 4. The Division will not perform an IFA on partial design proposals unless it is deemed the level of complexity supports the need for “preliminary engineering.”** If you have received an IFA on a partial proposal and have another work authorization pending for completion, they will be combined for the IFE.
- 5. IFAs can be performed by the sponsor based on work previously completed with airport or county staff using actual hours and fees of similar scope.** This cannot be based on averages provided by other airports on similar projects.

Please contact your airport project manager with questions.

Risk Assessment Final Notifications Coming by End of October

Letters alerting airports of their financial risk assessment scores were mailed September 21. The assessments are used to determine an airport’s ability to manage grant funds according to state and federal guidelines and are a factor in determining whether grant funds may be awarded.

Forty-one airports scored in the Nominal (low-risk) Range of 2.3-4.98. No further action is required for those airports. Twenty-nine scored in the Moderate (medium-risk) Range of 5.0-9.8. Two scored in the Elevated (high-risk) Range of 10-up. The Division will notify the 31 airports by the end of October what documentation they should upload to verify the score and reduce it, if possible.

Pull-down menu makes document identification a breeze

NCDOT IT has added a convenient drop-down menu for uploading documents into the EBS grants management system (see screenshot below). The pull-down menu lists 40 attachment types to identify attachments being uploaded.

Attachment - Internet Explorer provided by NC Dept. of Transportation

To attach a document, select the document using the value help. If you upload a document from your local hard disk, you can enter a name for the document. If you choose to enter a name, this name is displayed in the attachment list. If you do not enter a name, the file name is displayed.

Name:

Description:

Attachment Type:

Upload Document(s) From Local Hard...

- Name or Description not needed
- Just use pull-down menu to identify the document and upload it

Screen shot of document attachment feature in EBS, with explanatory note and arrow showing where to upload files.

NC AirTAP December ALMP Course to Focus on Airport Development



The Division of Aviation's North Carolina Airport Technical Assistance Program continued its successful run with Course 5, Airport Safety and Security, in October attended by 56 aviation professionals representing 28 system airports.

The professional development series continues with ALMP Course 6, Airport Development, planned for December 2019 and Course 7, Airport Design and Construction, in February.

Participants who complete at least nine of 12 ALMP courses earn the North Carolina Airport Professional credential.

ALMP and NC AirTAP are professional development programs of the Division of Aviation, managed by the Institute for Transportation Research and Education at North Carolina State University and supported by the North Carolina Airports Association.

Free Windsock Program Suspended

The Division has suspended its free windsock program. Numerous vendors, including the Division's vendor, Airport Windsock Corporation, can provide windsocks for airports.

Free Wildlife Hazard Training Offered Nov. 6 at Raleigh Executive Jetport in Sanford

The Division of Aviation, in partnership with the U.S. Department of Agriculture, will host the last of its 2019 wildlife hazard trainings Nov. 6 at Raleigh Executive Jetport in Sanford. The training is offered at no cost to airport personnel tasked with managing wildlife hazards.

For questions or to pre-register, contact Jimmy Capps, USDA – APHIS Wildlife Services, (919) 210-9428 or james.e.capps@aphis.usda.gov.

NASAO Releases Three New Aviation Training Program Modules



The National Association of State Aviation Officials (NASAO) has added three new modules to its online aviation training program. The modules focus on the fundamentals of airport planning, environmental planning and engineering.

The training program launched in 2018 as a collaboration of the NASAO Center for Aviation Research and Education, state aviation departments of transportation, aviation industry partners and the Federal Aviation Administration.

The program will comprise seven primary modules: Being Aware of the Airport Environment, Appreciating Key Partners, Aviation Planning 101, Environmental Planning 101, Engineering 101, Essentials of Project Funding and 1-800-Citizen Hotline. Modules six and seven will be released in early 2020. For more information visit <https://nasao.org>

Updated NC Aeronautical Charts Available for Pick Up

Updated NC Aeronautical Charts are now available. Airports personnel can pick them up at any Division or NCAA training session or from their airport project manager during a scheduled visit. They replace charts circulated earlier this year that omitted Class E airspace demarcation from the western half of the chart.

Fayetteville Regional Airport (FAY) Opens New Concourse



FAY cut the ribbon Oct. 17 on its newly expanded passenger concourse area leading to departure gates.

The new concourse features two gates with jetways, a new restaurant, Tailwinds, that will open in the spring, expanded seating for 125 people and charging stations.

Raleigh Executive Jetport (TTA) Opens New Terminal Building



TTA opened its new 14,500-square-foot terminal building Oct. 18 following ribbon-cutting ceremonies the day before. The new facility features a spacious pilots lounge, improved restroom facilities, multiple meeting spaces, several thousand square feet of unfinished space available for development or lease to industry, and an observation deck open to the public.

Johnston Regional Airport (JNX) Breaks Ground on Blue Line Aviation Facility



JNX broke ground Sept. 17 on a new, state-of-the-art facility for Blue Line Aviation. The flight training company's new headquarters will feature two floors of office and classroom space, hangars and a one-of-its-kind rooftop restaurant. The new facility is expected to open in late 2020, bringing more than 130 jobs to Johnston County. Significant support for the project came from the Division's Airport Economic Development Funding Program for general aviation airports.

Cape Fear Regional Jetport (SUT) Opens New Terminal Building



SUT, one of the state's busiest general aviation airports, welcomes visitors from across the country to Southport year-round. Those visitors now have a new first stop – the new terminal building, which opened in September.

Statesville Regional Airport (SVH) Cuts Ribbon on New Taxiway



SVH in September hosted a ribbon-cutting for a partial parallel taxiway to the south.

The eastern portion of the taxiway improves safety by eliminating active runway crossings for departing aircraft and meets current FAA separation standards. The new access will also allow more areas for development for continued growth and job creation.

Airport Milestones and Events to Share?

Contact NCDOT Aviation Communications Specialist James Pearce at jpearce2@ncdot.gov for help publicizing them.

Aviation Assets, *continued from page 1*



Ocracoke Island Airport's runway flooded after Hurricane Dorian in September.

battered down the hatches. Meanwhile, the Division of Aviation activated its Airport Condition Status Dashboard. This tool lets airports directly report closures, power outages and fuel status, helping emergency responders plan aircraft missions necessary during and after a storm passes.

The Division also staffed the state's Emergency Operations Center in two sections. In the Air Operations Cell, for the first time, they oversaw the safe integration and deconfliction of manned aircraft, especially helicopters, with unmanned aircraft (drones) performing damage assessments and supporting emergency response. In the Infrastructure Cell, they reported in real-time on airport conditions, damage, accessibility, power and fuel supplies so that emergency responders could determine how best to deploy supply missions and NCDOT could assess damage and repair needs.

Manned aircraft flight crews transported the Governor to assess affected areas. Unmanned aviation staff deployed drone teams

throughout the affected area to gather images and videos that helped guide and inform emergency response.

Most N.C. airports escaped Dorian unscathed, with only a few reporting minor damage to hangars and aircraft. Ocracoke Island Airport, a vital lifeline to that island in times like this, was partially underwater and suffered some flood damage to buildings that the Division of Aviation is working to address.

Many airports across the state served as hubs for emergency response operations. Some had National Guard and other aircraft deployed before the storm and ready to respond as soon as conditions allowed.

Kinston Regional Jetport, for example, is the Eastern Hub for N.C. Emergency Management and hosted dozens of aircraft during Dorian. Many other airports provided refueling stops or bases of operations for relief and evacuation flights to Ocracoke and Hatteras Islands.

From Hurricane Emergency Assistance Offers to Advice on Fees, the Airport Managers Listserv Can Help

The Division of Aviation's listserv for airport managers offers a closed space for asking questions and sharing information on all types of airport operations, from hangar lease rates and policies to tie-down and hangar space available during weather emergencies.

Don't miss another discussion. Email Eileen Cusyck, emcusyck@ncdot.gov, to subscribe.

Consultant Corner

Reminders:

- Be sure your airports allot time to follow the process for grant execution. Per the NCDOA Program Guidance Handbook, expenses prior to grant Notice to Proceed can be found ineligible.
- Sub-consultants must be pre-qualified for work codes associated with their scope.
- Engineering reports (design & construction) must be submitted to airport project managers for grant closeout. Design reports can be included with 90% plans, Construction Safety and Phasing Plan, and cost estimate.

Division of Aviation Development and Grants Contacts

DEVELOPMENT STAFF

Interim Manager of Aviation Senior Airport Project Manager (NW)

Rachel S. Bingham, P.E.
919.814.0570
rsbingham@ncdot.gov

Administrative Assistant

Eileen Cusyck
919.814.0581
emcusyck@ncdot.gov

Interim Statewide Programs Manager Senior Airport Project Manager (Commercial Service Airports)

Todd Meyer, P.E.
919.814.0586
tmeyer@ncdot.gov

Airport Project Manager (NE)

Jamie Fuller, P.E.
919.814.0554
jafuller2@ncdot.gov

Senior Airport Project Manager (SE)

Ashley Clowes, P.E.
919.814.0551
aeclowes@ncdot.gov

Airport Project Manager (SW)

Caleb Whitby, P.E.
919.814.0583
cwhitby@ncdot.gov

Airport Safety and Preservation Engineer

Alicia Wright
919.814.0563
arwright@ncdot.gov

Airport Inspector

Jimmy Capps
919.814.0591
jecapps@ncdot.gov

Planning and Environmental Engineer

Robert Jackson, AICP, C.M.
919.814.0585
rwjackson@ncdot.gov

FINANCE AND GRANTS STAFF

Manager of Finance and Grants, MBA

Betsy Beam
919.814.0560
bbeam1@ncdot.gov

Finance/Grants Administrator

Leah Roberts
919.814.0567
lroberts@ncdot.gov

Accounting Clerk

Cindy Reilly
919.814.0556
creilly1@ncdot.gov

Grants Technical Specialist

Amy Harber
919.814.0550
ajharber@ncdot.gov

Find airport development guidance, resources and forms on the Connect NCDOT State Airport Air & FAA State Block Grant Programs webpage <https://connect.ncdot.gov/municipalities/State-Airport-Aid>

Sponsor Brief

Sponsor Brief is published quarterly by the NCDOT Division of Aviation. Send story ideas and feedback to jpearce2@ncdot.gov

The North Carolina Department of Transportation Division of Aviation promotes the economic well-being of North Carolina by developing a safe and robust air transportation system.

Bobby Walston, P.E., Aviation Director • www.ncdot.gov/aviation

