


FAA Coordination

Project Development and Environmental Analysis Unit		Approved: 7/30/13 Version: 1.1
[Contents]		
Purpose Background Responsibility Definitions	Procedures Contact Information	

Purpose

The purpose of this procedure is to ensure that impacts to airports are identified and addressed at the earliest possible stage of the project development process.

Background

When a proposed project is in close proximity to an existing airport, it must be screened for potential impacts, not only to the physical property, but to the flight paths approved for use by aircraft. Impacts to airspace are called encroachments or obstructions. Coordination with NCDOT's Division of Aviation and the Federal Aviation Administration (FAA) should be started as soon as possible in order to assist in decision making throughout the project development process. This early evaluation and coordination is required for both the big commercial airports and the smaller general aviation airports. Early identification of potential encroachments defines design and construction constraints and is based on both temporary and permanent conditions.

Responsibility

The following people are involved with this procedure:

- ✚ PDEA Project Planning Engineer – Initiates coordination with Division of Aviation, assist in completing FAA forms.
- ✚ Division of Aviation Project Manager – Assist in screening projects, finalizing and submitting the various FAA forms, and overall FAA coordination.
- ✚ Division Construction Engineer
- ✚ Roadway Design Project Engineer
- ✚ Structure Design Project Engineer (if applicable)
- ✚ Roadway Design Lighting & Electrical Squad (if applicable)

Definitions

- ✚ Proposed Construction: Refers to new construction.
- ✚ Alteration: Refers to changes made to existing facilities (e.g. lighting to an existing bridge).
- ✚ FAA Form 7460-1: Notice of Proposed Construction or Alteration. Submitted to FAA to make a determination regarding potential impacts to navigable airspace.

- ✚ FAA Form 7460-2: Notice of Actual Construction. Submitted to FAA upon their request after review of the Form 7460-1. FAA will note the timing of the submittal of the form.
- ✚ Encroachment Imaginary Surfaces: Defined in 14 CFR 77.13. Used to evaluate proposed construction for airspace encroachments. Not all of the encroachments into these surfaces will be actual navigable airspace obstructions.
- ✚ Obstruction Imaginary Surfaces: Defined in 14 CFR 77.25. Are the five actual FAA imaginary surfaces (Primary, Approach, Horizontal, Conical, and Transitional). Used to further evaluate encroachments identified using 14 CFR 77.13 for potential navigable airspace obstructions.

Procedures

Initial Site Visit

1. Prior to the initial project site visit perform the following:
 - Identify any airports (commercial and general aviation) located within a five mile radius of the project using county maps, aerial photography, GIS mapping, etc. Take the length of the project into consideration. In other words, if you have a long project you may have to choose to draw a 5 mile buffer around the proposed study area.
 - Review any Comprehensive Transportation Plans or Long-Range Plans for the area and discuss with the Transportation Planning Branch project manager as needed.
 - If you do not see any airports on existing mapping, you can also coordinate with Division staff (Division Construction Engineer, District Engineer) to confirm the presence or absence of any general aviation airports.
 - Reference the procedure for “Planning a Project Engineer’s Field Trip” for additional instructions.
2. If you do have an airport within proximity to a proposed project, plan on visiting the site as part of the field visit. During the field visit note:
 - The presence, location, and orientation of any airport runway(s).
 - Any expansion that is underway on airport property, especially runway construction.
 - Elevation of existing roads relative to the runway (i.e. is the runway higher, lower, or about the same elevation as the existing road or surrounding topography.)
 - Presence of existing vertical components that may already encroach into the airport’s navigable airspace.
 - Other environmental resources in close proximity to the airport, especially if they do not show up on GIS level mapping.

Scoping Meeting

1. Schedule the Scoping Meeting according to the Scoping Process. Be sure to invite the Division of Aviation to attend.
2. The Division of Aviation Project Manager will use the Project Data Sheets to begin screening the project for potential encroachments or other impacts and attend the meeting to provide comments and answer questions. If there is the potential for impacts to an existing airport, the Division of Aviation Project Manager will perform some basic calculations using the surfaces defined in 14 CFR 77.13 to produce a basic envelope to define project constraints for the design units. It would be preferable for the Division of Aviation to bring this

- information to the Scoping Meeting. If not, then a date to have this information to both the PPE and the Roadway Design Project Engineer will be established at the meeting.
3. After the Scoping Meeting, the Division of Aviation Project Manager will begin coordination with the airport contact person and FAA as appropriate, keeping the Tri-Project Managers informed of all coordination.

Project Coordination

1. At various points in the functional, preliminary design, and final design the Roadway Design Project Engineer should check for encroachments into the envelope defined by the Division of Aviation at the Scoping Meeting.
2. The PDEA Project Planning Engineer, the Division of Aviation Project Manager, the Roadway Design Project Engineer, and, when applicable, the Structure Design Project Engineer will coordinate throughout the life of the project until the project is Let to construction. This coordination will work to both set project commitments to be included in the planning document and design modifications as the design progresses to minimize impacts.
3. As often as needed, the Division of Aviation Project Manager, the PDEA Project Planning Engineer, and the Roadway Design Project Engineer will coordinate to fill out the Form 7460-1 to be sent to the FAA to obtain feedback on the designs. Obtaining FAA feedback throughout the project development process will assist with project decisions. The final, official Form 7460-1 will be submitted as discussed in step 5.
4. Remember to invite the airport contact person to pertinent project meetings such as Merger meetings and to public involvement events such as workshops and local officials' meetings.
5. The Roadway Design Project Engineer will inform the PDEA Project Planning engineer when the final plans are ready for use with permit applications. The PDEA Project Planning Engineer will fill out as much of the Form 7460-1 as possible, then forward the form and the link to the correct project design files on Project Store. This typically occurs 12-14 months before the Let date.
6. The Division of Aviation Project Engineer will complete the Form 7460-1 application and compile the packet of information to be sent to FAA for evaluation.

The FAA Form 7460-1 (Notice of Proposed Construction or Alteration) is required to be filled out for each identified obstruction defined by 14 CFR 77.13.

FAA Forms

1. The Form 7460-1 will request that the FAA evaluate the proposed project and determine whether a Form 7460-2 will also be required to be submitted for the project. The Division of Aviation Project Manager, the PDEA PPE, and the Roadway Design Project Design Engineer will work together to fill out the Form 7460-2 and compile the final package to be sent to FAA.
2. The FAA will instruct NCDOT when the Form 7460-2 should be submitted, if it is required.
3. The contractor will be required to fill out these forms and coordinate with FAA for any potential temporary impacts due to construction equipment, lighting, etc. If

