



**NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION**  
**BUREAU OF AERONAUTICS**  
**SCOPING/PREDESIGN MEETING WORKSHEET**  
 (Planning or Development Projects)

<b>A. General:</b>	
1. Airport:	Proposed SBG -     -     -
2. Date of Meeting:	
3. Proposed Project Description (describe project deliverables):	

<b>B. Engineer's Contract</b>		
<i>Item</i>	<i>Address</i>	<i>Notes</i>
1. AC 150/5100-14:	<input type="checkbox"/>	Consultant selection was carried out in accordance with this AC.
2. Record of Negotiations:	<input type="checkbox"/>	A record of negotiations will be submitted for concurrence.
3. Sponsor Certification for Selection of Consultants:	<input type="checkbox"/>	This certification will be included with the grant application.
4. Independent Fee Estimate:	<input type="checkbox"/>	If consulting fees are expected to exceed \$100,000, then an IFE is required. If less than \$100,000, an IFE is optional and AIP-eligible.

<b>C. Planning Considerations</b>		
<i>Item</i>	<i>Address</i>	<i>Notes</i>
1. Subconsultants Needed:	<input type="checkbox"/>	Sub #1: Sub #2: Sub #3:
2. Level of Data Collection Required:	<input type="checkbox"/>	Expectations:
3. Alternatives to be Explored:	<input type="checkbox"/>	Expectations:
4. Unique Studies:	<input type="checkbox"/>	Sustainability; Section 106 of NHPA; Wildlife Hazard Assessment; others?
5. Stakeholder Input:	<input type="checkbox"/>	Number of meetings: Timing of meetings:
6. Deliverables Expected:	<input type="checkbox"/>	List: Note: ALP SOP checklist
7. Agency Coordination:	<input type="checkbox"/>	List:



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<b>D. Design Parameters:</b>		
<i>Item</i>	<i>Address</i>	<i>Notes</i>
1. Applicable FAA Advisory Circulars, dated:	<input type="checkbox"/>	Current AC list is dated 1-27-2017 <a href="http://www.faa.gov/airports/aip/media/aip-pfc-checklist.pdf">http://www.faa.gov/airports/aip/media/aip-pfc-checklist.pdf</a>
2. Design Aircraft (ARC):	<input type="checkbox"/>	ARC for wingspan: ARC for weight:
3. Pavement Design Form 5100 (include sketch):	<input type="checkbox"/>	This form will be filled out and submitted for acceptance.
4. Use FAA or State construction standard specification.	<input type="checkbox"/>	Select FAA or State standards. State standards requires approval and can only be used when the design aircraft is 12,500 lbs or less.
5. Frost (limited protection 60%):	<input type="checkbox"/>	Will the project be checking the pavement design to accommodate 60% frost protection?
6. Drainage (5-year storm minimum):	<input type="checkbox"/>	What standard is needed to apply for permits (if necessary)?
7. Lighting:	<input type="checkbox"/>	What airfield lighting is planned/requested? LED (not for HIRLS, REILS, obstruction lighting), in-pavement, reflectors, etc.?
8. Engineer's Design Report	<input type="checkbox"/>	Expectations:

<b>E. Equipment Purchases:</b>		
<i>Item</i>	<i>Address</i>	<i>Notes</i>
1. SRE Calculations:	<input type="checkbox"/>	FAA AC to calculate eligible equipment. Only applies to AIP funded purchases.
2. Current Equipment Age:	<input type="checkbox"/>	Over 10 years if purchased with AIP funds.
3. Fair Market Value of Replaced Equipment:	<input type="checkbox"/>	Threshold of \$5,000 value. AIP Handbook paragraph 5-67 and Table 5-39.
4. Sole Source/Buy American:	<input type="checkbox"/>	Equipment cannot be proprietary or sole sourced. Brand names can be referenced but use "approved equal" caveat. Buy American waiver requests must be approved by FAA.
5. Special or Additional Features:	<input type="checkbox"/>	How is the airport going to use the equipment? Additional lights, plow, spare tires (only as allowed), fire extinguishers, etc. Needs to be justified. GPS and laptops not normally justifiable.
6. Development Grant	<input type="checkbox"/>	Amendments and Change Orders ok but can't guarantee funds available. No price escalation costs are acceptable.



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<b>F. Land and Easement Projects:</b>		
<i>Item</i>	<i>Address</i>	<i>Notes</i>
1. Survey(s):	<input type="checkbox"/>	Engineer to Complete
2. Environmental Site Assessment – Phase I:	<input type="checkbox"/>	Engineer to Complete
3. Appraisal:	<input type="checkbox"/>	Engineer to Complete
4. Review Appraisal:	<input type="checkbox"/>	Engineer to Complete
5. Legal Costs:	<input type="checkbox"/>	Engineer to Complete
6. Relocation Expert:	<input type="checkbox"/>	Engineer to Complete
7. Purchase of Property:	<input type="checkbox"/>	Sponsor to Complete (physically cutting a check)
8. Closing Costs:	<input type="checkbox"/>	Sponsor to Complete
9. Demolition:	<input type="checkbox"/>	Engineer to Complete
10. Grant Administration/Engineering	<input type="checkbox"/>	Engineer to Complete
11. Sponsor Administration:	<input type="checkbox"/>	Sponsor to Complete

<b>G. Submission of Plans and Specs, number of copies:</b>				
<i>Submission</i>		<i>State</i>	<i>Sponsor</i>	<i>Other?</i>
Preliminary Plan Review Submission	Plans (paper or CD)	7 paper 24"x36" plan set		
	Specs	2 spec books		
As-Advertised/Bid Set	Plans	1 paper plan set		
	Specs (paper or CD)	1 spec book		
Contract Set (Conformed Set)	Plans	1 paper plan set		
	Specs	1 spec book		
Record Drawings	Plans (paper or CD)	1 paper 24"x36" plan set and 2 CDs		



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<b>H. Special Local Conditions:</b>		
<i>Item</i>	<i>Address</i>	<i>Notes</i>
1. Location of Underground Cables:	<input type="checkbox"/>	Phone, fiber optics, power, etc.
2. Location of FAA Cables:	<input type="checkbox"/>	NAVAIDs
3. Location of Weather Bureau Cables:	<input type="checkbox"/>	AWOS, ASOS, AWSS
4. Location of Other Utilities:	<input type="checkbox"/>	Gas, sewer, etc.
5. Navigational Aids:	<input type="checkbox"/>	Critical areas, schedules for shutdowns with FAA Tech Ops, flight check needed?

<b>I. Environmental Considerations</b>		
<i>Item</i>	<i>Address</i>	<i>Notes</i>
1. CATEX, FONSI, ROD for NEPA:	<input type="checkbox"/>	Identify anticipated environmental finding. If CATEX, simple statement or CATEX checklist needed?
2. Section 106 of National Historical Preservation Act finding:	<input type="checkbox"/>	Identify (1) no potential to cause effects, (2) has effects but not adverse, or (3) has effects that are adverse.
3. Environmental Permits Needed:	<input type="checkbox"/>	Alteration of Terrain; Wetlands, Timber Harvesting; Section 401 and 404; local permits, fuel tank, other permits?
4. Likely Environmental Permit Schedule:	<input type="checkbox"/>	When are permits likely to be issued?
5. Permanent/Temporary Ground Disturbance	<input type="checkbox"/>	Could impact Section 106 of NHPA, wetlands, alteration of terrain, etc.

<b>J. Construction Considerations</b>		
<i>Item</i>	<i>Address</i>	<i>Notes</i>
1. Full/Part Time Inspection:	<input type="checkbox"/>	Select one.
2. Inspection During Paving:	<input type="checkbox"/>	If on the airfield, then Yes.
3. Monthly Report:	<input type="checkbox"/>	Submitted to NHDOT with grant reimbursements. Maintain daily reports at airport or consulting firm.
4. Construction Management Plan:	<input type="checkbox"/>	Needed if pavement, soil, or other material tests will be conducted AND the pavement, subgrade, subbase, and base cost is >\$500,000
5. Flight Check Required	<input type="checkbox"/>	If NAVAIDs were turned off, relocated, or added during construction, a flight check is required.



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<b>K. Aircraft Activities/Airfield Shutdown/Phasing:</b>		
<i>Item</i>	<i>Address</i>	<i>Notes</i>
1. Construction Safety and Phasing Plan (CSPP):	<input type="checkbox"/>	When will CSPP be submitted via OE/AAA (45-day review period needed)?
2. User Coordination:	<input type="checkbox"/>	Sponsor to take care of.

<b>L. Timing of Documents or Efforts</b>		
<i>Item</i>	<i>Address</i>	<i>Notes</i>
1. Construction Start:	<input type="checkbox"/>	Approximate date:
2. Project Application:	<input type="checkbox"/>	Deadline: April 1, 20xx
3. Bid Opening:	<input type="checkbox"/>	Approximate date:
4. Advertisement for Bids (cannot be prior to DBE goal approval):	<input type="checkbox"/>	Approximate date:
5. Location of Underground Cables (Dig Safe):	<input type="checkbox"/>	Completed by date:
6. Submit Final Plans & Specs:	<input type="checkbox"/>	Approximate date:
7. Environmental Permits Received:	<input type="checkbox"/>	Approximate date:
8. Submit Preliminary Plans & Specs:	<input type="checkbox"/>	Approximate date: Note: requires 30-day comment period
9. Public Meetings (if any):	<input type="checkbox"/>	Approximate date:
10. Submit Construction Safety and Phasing Plan:	<input type="checkbox"/>	Approximate date: Note: requires 45-day comment period
11. Complete Pavement/Drainage Design:	<input type="checkbox"/>	Approximate date:
12. Complete Surveys/Borings/Obstruction study/Data Collection:	<input type="checkbox"/>	Approximate date:
13. Land Acquisition/Easements Obtained:	<input type="checkbox"/>	Approximate date:
14. Submit CATEX document:	<input type="checkbox"/>	Approximate date:
15. Submit Intergovernmental Review:	<input type="checkbox"/>	Approximate date:
16. Independent Estimate:	<input type="checkbox"/>	Completed by date:
17. Engineering Contract Proposal:	<input type="checkbox"/>	Completed by date:



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<b>M. Administrative Considerations</b>		
<i>Item</i>	<i>Address</i>	<i>Notes</i>
1. Timeliness of Submitting Final Documents:	<input type="checkbox"/>	10% of grant amount shall be withheld pending submission of satisfactory final documentation
2. Airspace Review needed?	<input type="checkbox"/>	<a href="https://oeaaa.faa.gov">https://oeaaa.faa.gov</a>
3. Coordination with FAA Lines of Business?	<input type="checkbox"/>	Flight check; instrument procedures development; NAVAID coordination/shutdown; ATC; others?
4. Sponsor Force Account?	<input type="checkbox"/>	Will sponsor use own forces be used for engineering or construction efforts? Require pre-approval.
5. Closeout Report/Documentation:	<input type="checkbox"/>	Closeout report + record drawings + project photos + final grant reimbursement request (at a minimum). Submit 2 CDs with all data + 2 hardcopy closeout reports + 1 full-size record drawing set.
6. Sponsor Certification of Project Completion:	<input type="checkbox"/>	Will include with Closeout Report
7. Contract Changes Need Advanced Approval:	<input type="checkbox"/>	Includes engineering supplemental agreements and construction change orders.
8. Ineligible project items?	<input type="checkbox"/>	List items:
9. No waste, fraud, or abuse of funds.	<input type="checkbox"/>	Proper payment requests, use of funds for AIP-eligible items only, and including only reasonable, appropriate, and necessary scoping items.
10. Exhibit "A" acceptance:	<input type="checkbox"/>	Only if airport property boundaries have changed.
11. Land Acquisition/Easements:	<input type="checkbox"/>	Submit recorded deeds.
12. DBE Goals and Accomplishments:	<input type="checkbox"/>	3-year DBE Goals approved by FAA: _____ Annual DBE Goal accomplishments reported by Dec. 1
13. Environmental Requirements (EA, Permits):	<input type="checkbox"/>	Must be in hand before construction start.
14. Update ALP/5010:	<input type="checkbox"/>	Submit required information.
15. Compliance Issues Addressed:	<input type="checkbox"/>	List Issues:
16. Project Documentation List	<input type="checkbox"/>	Use checklist for project documentation for outside users.doc

<b>N. IOUs:</b>		
<i>Item</i>	<i>Address</i>	<i>Notes</i>
1.	<input type="checkbox"/>	Responsible person:
2.	<input type="checkbox"/>	Responsible person:
3.	<input type="checkbox"/>	Responsible person: