

Federal Administrative Requirements

The Oklahoma Aeronautics Commission (Commission) and the Federal Aviation Administration (FAA) have entered into a new joint venture. The Commission has taken the lead role in collecting most of the federal administrative required documents. Once all the items listed below have been received by the Commission, it will forward the completed package to the FAA for its determination. It is important to note that FAA cannot act on a project without first making a determination on several of the federal administrative required documents.

Airport Name: _____ (Facility name)

Type of Construction\Year: _____ (Planning, Design Only, Construction and Project Year)

The project consists of: _____ (project scope)

◆ **Sponsors Certification**

Provide an original of the Sponsor Certification of Selection of Consultants and a copy of the Consultant's Service Contract and the amendment for this project.

- **Sponsor Certification:**
- **Consultant Service Contract:**
- **Project Amendment:**

◆ **Project Schedule:** Provide a completed project schedule.

◆ **Disadvantaged Business Enterprise (DBE)**

The DBE Program is required by Congress as a condition of receiving federal funds. If the project grant amount or total project cost for airport planning or development *is expected to exceed \$250,000* the sponsor must contact the FAA Civil Rights office to initiate and *develop a DBE plan and/or update your DBE goals.*

• **DBE Timeframe schedule**

It can take 6-12 months for Civil Rights to review and approve initial DBE plans. Therefore, airport sponsors are encouraged to develop or update their DBE Program early in the project formulation.

◆ Do you have an FAA approved DBE plan? Yes / No.

◆ If you have an approved DBE plan, please provide the DBE goals for this specific project.

• **DBE Goals:**

- Note: If you do not have an approved DBE plan, then your project can not move forward until your DBE plan and goals has been approved by FAA Civil Rights Office.

◆ **Environmental Assessment/Coordination** It is important to note that, *by law*, the FAA cannot act on a project without a completed environmental document and FAA determination. Complete the Environmental Coordination letters from the resource agency. However, there are categorical exclusions and generally do not require coordination with the four resource agency, please call our office for that determination.

• **Resource Agencies**

- US Fish & Wildlife (threatened & endangered species)
- Corps of Engineers (jurisdictional wetlands)
- State Historical Preservation (cultural resources)
- Oklahoma Archeological Survey (Native American)

◆ **Airspace:** Provide the 7460-1 for this project.

◆ **Detailed Cost:** Provide detail cost with estimated quantities.

- ◆ **Approaches:** Identify if any Approach Procedures will need to be modified due to the project.
- ◆ **Commitment of Local Share of matching funds:** Provide a letter on city letterhead.
- ◆ **Name and contact information of the city representative:** Provide a contact person for the project.

Should you have any questions, please do not hesitate to call me at 405.604.6903 or e-mail me at steven.cooks@oac.state.ok.us.