



U.S. Department
of Transportation

**Federal Aviation
Administration**

Federal Aviation Administration
New England Region

12 New England Executive Park
Burlington, MA 01803

Dear Airport Manager/Sponsor,

A new construction season is about to start at airports in the New England Region, and as a recipient of this letter, your airport has received a grant or has submitted a grant to our office.

As part of its grant oversight activities, the FAA reviews and approves safety and phasing plans of all airport construction grants. In order to ensure that your upcoming construction project fully complies with FAA Advisory Circular 150/5370-2E "Operational Safety On Airports During Construction", I would like to ask that you, as the airport sponsor, fill out the attached **Airport Improvement Program Safety/Phasing Plan Checklist** and return it to your FAA Project Manager. This action should be completed before start of construction.

For your convenience, the FAA is also concurrently informing airport consultants of this request (copy attached).

In advance, thank you for your cooperation.

Sincerely,

A handwritten signature in cursive script that reads "LaVerne F. Reid".

LaVerne F. Reid,

Manager, Airports Division

Enclosures: Safety Plan Checklist, Letter to Consultants

AIRPORT IMPROVEMENT PROGRAM SAFETY/PHASING PLAN CHECKLIST

Airport Name/Associated City	State	AIP No.	Date
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Checklist for Airport Sponsor	N/A	Included		N/A	Included
1. Scope of work to be performed, including proposed duration of work	<input type="checkbox"/>	<input type="checkbox"/>	16. Procedures for notifying ARFF personnel about deactivated water lines or fire hydrants or blocked/rerouted emergency access routes	<input type="checkbox"/>	<input type="checkbox"/>
2. Runway and taxiway marking and lighting	<input type="checkbox"/>	<input type="checkbox"/>	17. Emergency notification procedures for medical and police response	<input type="checkbox"/>	<input type="checkbox"/>
3. Procedures for protecting runway and taxiway safety areas	<input type="checkbox"/>	<input type="checkbox"/>	18. Use of temporary visual aids	<input type="checkbox"/>	<input type="checkbox"/>
4. Procedures for protecting obstacle-free zones (OFZs), object free areas (OFAs), and threshold citing criteria	<input type="checkbox"/>	<input type="checkbox"/>	19. Wildlife management	<input type="checkbox"/>	<input type="checkbox"/>
5. Affected areas and operations, including possible safety problems	<input type="checkbox"/>	<input type="checkbox"/>	20. Foreign object debris (FOD) control provisions	<input type="checkbox"/>	<input type="checkbox"/>
6. NAVAIDs that could be affected	<input type="checkbox"/>	<input type="checkbox"/>	21. Hazardous material (HAZMAT) management	<input type="checkbox"/>	<input type="checkbox"/>
7. Methods of separating vehicle and pedestrian construction traffic from airport movement areas	<input type="checkbox"/>	<input type="checkbox"/>	22. NOTAM issuance	<input type="checkbox"/>	<input type="checkbox"/>
8. Procedures and equipment to delineate closed construction areas from airport operational areas	<input type="checkbox"/>	<input type="checkbox"/>	23. Inspection requirements	<input type="checkbox"/>	<input type="checkbox"/>
9. Limitations on construction	<input type="checkbox"/>	<input type="checkbox"/>	24. Procedures for locating and protecting existing underground utilities/facilities in excavation areas	<input type="checkbox"/>	<input type="checkbox"/>
10. Required compliance of contractor personnel with airport safety and security measures	<input type="checkbox"/>	<input type="checkbox"/>	25. Emergency procedures for contacting responsible representatives of all involved parties, including Airway Facilities personnel	<input type="checkbox"/>	<input type="checkbox"/>
11. Location of stockpiled construction materials	<input type="checkbox"/>	<input type="checkbox"/>	26. Vehicle operator training	<input type="checkbox"/>	<input type="checkbox"/>
12. Location of construction site parking and access and haul roads	<input type="checkbox"/>	<input type="checkbox"/>	27. Penalty provisions for noncompliance with airport rules and regulations and the safety plan	<input type="checkbox"/>	<input type="checkbox"/>
13. Radio communications	<input type="checkbox"/>	<input type="checkbox"/>	28. Special conditions that affect airport operation and will require a portion of the safety plan to be activated	<input type="checkbox"/>	<input type="checkbox"/>
14. Vehicle Identification	<input type="checkbox"/>	<input type="checkbox"/>	29. Notification to airport users	<input type="checkbox"/>	<input type="checkbox"/>
15. Trenches and excavations and cover requirements	<input type="checkbox"/>	<input type="checkbox"/>	30. Safety plan includes phasing sub-plans	<input type="checkbox"/>	<input type="checkbox"/>

Airport Sponsor certifies that the attached safety plan was developed in accordance with AC 5370-2E.

Certified by _____ and submitted to FAA on _____
Airport Sponsor Date

Comments, special conditions, others.

FAA Approval Signature N/A For Part 139 airports, attached safety plan reviewed by:

FAA Project Manager Date FAA Airport Certification Safety Inspector Date