Illinois Department of Transportation

ILLINOIS AVIATION

PROJECT IMPLEMENTATION HANDBOOK

DIVISION OF AERONAUTICS

September 2025

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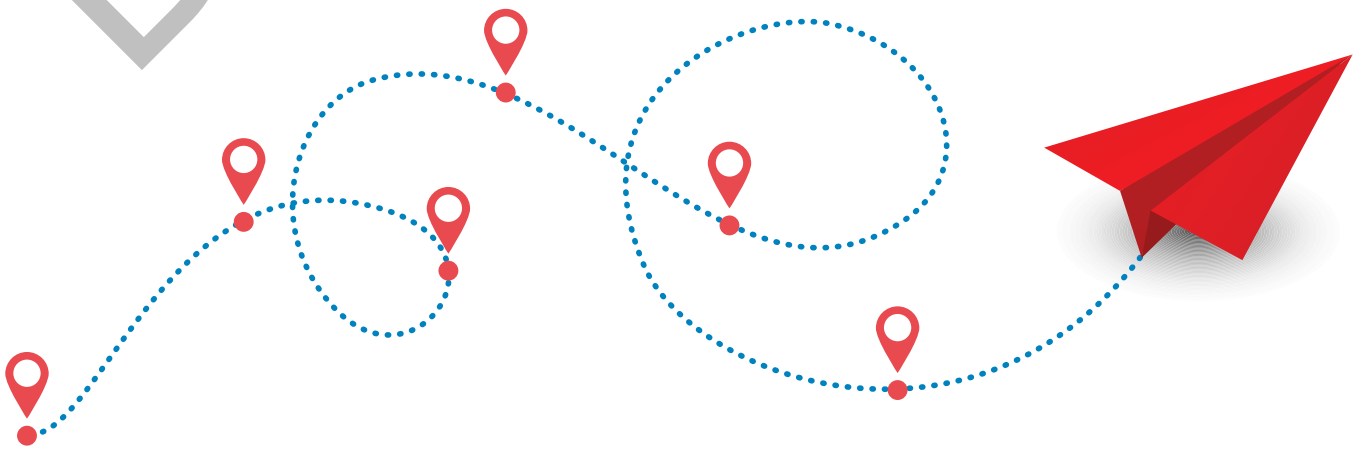


FOREWORD

Engineering and construction teams are at the forefront of modernizing runways, terminals, and navigation systems at airports across Illinois. Along with the Illinois Department of Transportation's (IDOT) Division of Aeronautics (Aeronautics), these teams collaborate to ensure the state's aviation facilities meet standards and industry demands.

The Illinois Aeronautics Program Handbook (referred to throughout this document as the Handbook) was developed to assist engineering and construction teams in the assessment, design, and development of the state's aviation facilities. This document describes the various entities that contribute to the development of aviation facilities, each entity's role and responsibilities, and how each entity works towards a common goal.

This publication is intended for use by various stakeholders in the Illinois aviation system, including:

HANDBOOK STAKEHOLDERS

- AIRPORT SPONSORS
- CONSULTANTS
- AIRPORT BOARD MEMBERS
- CONTRACTORS
- AIRPORT MANAGERS
- IDOT DIVISION OF AERONAUTICS

The Handbook should be considered a quick reference guide rather than an all-encompassing policy manual.

The IDOT-let process at a non-primary airport is the primary reference throughout the Handbook.

Questions not directly answered by this publication should be forwarded to the applicable Aeronautics staff.

INTRODUCTION

The Illinois State Aviation System is one of the largest in the nation. From international and municipal airports to private rural landing strips, the state's central location and vast transportation resources position Illinois as a critical gateway for the movement of goods and people across the United States (U.S.) and the world. Building and maintaining high-quality aviation infrastructure in the state is essential for supporting the vitality of the local, regional, and state economies. This infrastructure enables seamless connectivity among facilities and strengthens the national and global transportation network.

DIVISION OF AERONAUTICS

The Illinois Aeronautics Act of 1945 established the Illinois Department of Aeronautics to research and plan a statewide airport network. As the transportation and aviation industries evolved and intertwined in the following decades, this group was renamed the Division of Aeronautics and placed within the Illinois Department of Transportation (IDOT) shortly after IDOT was formally established in 1972.

The IDOT Division of Aeronautics (Aeronautics) currently oversees aviation-related developments across the state. Aeronautics directly supports the certification, construction, renovation, and continued operations of private and public airports in Illinois, primarily through financial assistance, inspection, and technical oversight for aviation facilities. Aeronautics drives sustainable, cutting-edge design and construction practices to ensure that the state's aviation infrastructure is built and maintained to the highest standards.

Additionally, Aeronautics provides aviation safety and education programs to pilots, aircraft owners, mechanics, and industry professionals.

ILLINOIS AVIATION FACILITIES

Tens of millions of people fly on commercial flights annually to and from Illinois airports, plus millions more on general aviation (GA) or corporate flights. Aviation operations in Illinois support thousands of jobs, spur local spending, facilitate commerce, and improve accessibility for business and personal travelers.

Developing and maintaining an aviation system that benefits all users begins with a focus on sustainable and efficient policies and procedures. Aeronautics is committed to a solution-focused approach to planning, design, and construction by working closely with various airport stakeholders to create long-lasting results.

FOUNDATIONAL DETAILS

CHAPTER 1: FOUNDATIONAL DETAILS

This section provides an overview of airport types, funding sources, government agencies and their roles, and more. This background information helps provide context as to why certain processes are in place regarding airport improvement projects.

AIRPORT CLASSIFICATIONS

The classification of airports is important at both the federal and state levels. Public-use aviation facilities vary in size, function, and location, and airport classification helps to understand how each airport type functions within the Illinois system.

The Federal Aviation Administration's (FAA) National Plan of Integrated Airport Systems (NPIAS) identifies the federal roles of airports across the U.S. and maintains an inventory of public-use aviation infrastructure assets. Airports identified in the Illinois Aviation System Plan (IASP) are found within the NPIAS. NPIAS airports represent approximately 65 percent of all public-use aviation facilities in the country, including landing sites for fixed-wing aircraft, helicopters, and seaplane bases. The FAA classifies NPIAS airports based on their functions and activity levels, which are reevaluated every two years. Further, NPIAS facilities are designated as either primary or non-primary.

Primary Airports

A primary airport is an airport with more than 10,000 annual **enplanements**. Primary airports are categorized as *large-*, *medium-*, *small-*, and *non-hub*, defined as follows:

1 **Enplanement** =
1 passenger boarding a commercial aircraft.

Large-hub airports account for 1 percent or more of total annual U.S. enplanements and concentrate on commercial airline and freight operations with limited GA activity. The only primary large-hub airports in Illinois are Chicago O'Hare (ORD) and Chicago Midway (MDW) International Airports. Aeronautics has minimal involvement with either airport as they are under the jurisdiction of the Chicago Department of Aviation.

Medium-hub airports account for between 0.25 and 1.0 percent of total annual U.S. enplanements and usually have sufficient capacity to accommodate air carrier operations and a substantial amount of GA activity.

Small-hub airports account for between 0.05 and 0.25 percent of total U.S. enplanements; they typically do not have significant air traffic delays and may experience significant GA activity.

Non-hub airports account for less than 0.05 percent but more than 10,000 total U.S. enplanements. These airports constitute the largest group of primary airports and account for almost 15 percent of development needs identified in the NPIAS.

PRIMARY AIRPORTS

City	Name	FAA ID	Ownership	FAA Category	Primary Hub Category
Bloomington - Normal Airport	Central Il Regional / Bloomington-Normal	BMI	Public	Primary	Non-hub
Chicago	Chicago Midway International	MDW	Public	Primary	Large-hub
Chicago	Chicago O'Hare International	ORD	Public	Primary	Large-hub
Decatur	Decatur	DEC	Public	Primary	Non-hub
Marion	Veterans Airport of Southern Illinois	MWA	Public	Primary	Non-hub
Mascoutah	Scott AFB/MidAmerica St. Louis	BLV	Public	Primary	Non-hub
Moline	Quad Cities International	MLI	Public	Primary	Non-hub
Peoria	General Downing - Peoria International	PIA	Public	Primary	Non-hub
Rockford	Chicago/Rockford International	RFD	Public	Primary	Non-hub
Savoy	University of Illinois / Willard	CMI	Public	Primary	Non-hub
Springfield	Abraham Lincoln Capital	SPI	Public	Primary	Non-hub

Source: National Plan of Integrated Airport Systems (NPIAS), 2025-2029.

Non-Primary Airports

Non-primary airports have fewer than 10,000 annual U.S. enplanements.

The FAA divides non-primary airports into the sub-categories of *commercial service*, *reliever*, and *GA*.

Commercial service airports facilitate scheduled passenger service of between 2,500 and 10,000 annual local enplanements.

Reliever airports are designated by the U.S. Secretary of Transportation to relieve congestion at commercial service airports and to provide greater GA access to the local community.

General Aviation (GA) airports are public-use facilities that either have scheduled service with fewer than 2,500 annual local enplanements or no scheduled service at all.

Non-primary airports are also assigned a designation that corresponds with their specific purpose. These designations are classified as *national*, *regional*, *local*, *basic*, or *unclassified*.

National airports are in metropolitan areas near major business centers. They support access to national and international markets throughout the country. National airports have very high levels of aviation activity, with many jets and multi-engine propeller aircraft.

Regional airports are typically located in metropolitan areas serving relatively large populations and supporting regional economies. Regional airports connect communities to regional and national markets, with interstate and some long-distance flying. Regional airports have high levels of activity, with some jets and multi-engine propeller aircraft.

Local airports are a critical component of the national GA system and provide communities with access to local and regional markets. These airports are located near larger population centers, but not necessarily in metropolitan areas. They accommodate flight training, agricultural operations, and emergency services and experience a moderate level of activity.

Basic airports fulfill the principal role of a community airport and provide a means for private GA flying. Basic airports also link their communities with the national airspace system and make other unique contributions. These airports are often a critical way to access the community and provide emergency medical, firefighting, agricultural support, and mail delivery services. Many of these airports are in rural areas and experience a moderate level of activity.

NON-PRIMARY AIRPORTS					
City	Name	FAA ID	Ownership	FAA Category	NPIAS Role
Alton	St Louis Regional	ALN	Public	Reliever	Regional
Aurora	Aurora Municipal	ARR	Public	Reliever	National
Beardstown	Greater Beardstown	K06	Public	General Aviation	Basic
Benton	Benton Municipal	H96	Public	General Aviation	Basic
Bolingbrook	Bolingbrook's Clow International	1C5	Public	General Aviation	Local
Cahokia	St Louis Downtown	CPS	Public	Reliever	National
Cairo	Cairo Regional	CIR	Public	General Aviation	Basic
Canton	Ingersoll	CTK	Public	General Aviation	Local
Carbondale	Southern Illinois	MDH	Public	General Aviation	Regional
Carmi	Carmi Municipal	CUL	Public	General Aviation	Local
Casey	Casey Municipal	1H8	Public	General Aviation	Basic
Centralia	Centralia Municipal	ENL	Public	General Aviation	Local
Danville	Vermilion Regional	DNV	Public	General Aviation	Regional
DeKalb	DeKalb Taylor Municipal	DKB	Public	General Aviation	Local
Dixon	Dixon Municipal - Charles R Walgreen Field	C73	Public	General Aviation	Local
Effingham	Effingham County Memorial	1H2	Public	General Aviation	Regional
Fairfield	Fairfield Municipal	FWC	Public	General Aviation	Basic
Flora	Flora Municipal	FOA	Public	General Aviation	Local
Freeport	Albertus	FEP	Public	General Aviation	Local
Galesburg	Galesburg Municipal	GBG	Public	General Aviation	Regional
Greenville	Greenville	GRE	Public	General Aviation	Local
Harrisburg	Harrisburg-Raleigh	HSB	Public	General Aviation	Basic
Havana	Havana Regional	9I0	Public	General Aviation	Basic
Jacksonville	Jacksonville Municipal	IJX	Public	General Aviation	Local
Joliet	Joliet Regional	JOT	Public	General Aviation	Local
Kankakee	Greater Kankakee	IKK	Public	General Aviation	Regional
Kewanee	Kewanee Municipal	EZI	Public	General Aviation	Local
Lacon	Marshall County	C75	Public	General Aviation	Local
Lake in the Hills	Lake in the Hills	3CK	Public	Reliever	Regional
Lansing	Lansing Municipal	IGQ	Public	Reliever	Regional
Lawrenceville	Lawrenceville - Vincennes International	LWV	Public	General Aviation	Local
Lincoln	Logan County	AAA	Public	General Aviation	Local
Litchfield	Litchfield Municipal	3LF	Public	General Aviation	Local
Macomb	Macomb Municipal	MQB	Public	General Aviation	Local

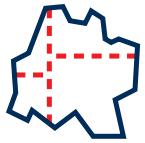
NON-PRIMARY AIRPORTS					
City	Name	FAA ID	Ownership	FAA Category	NPIAS Role
Mattoon	Coles County Memorial	MTO	Public	General Aviation	Regional
Metropolis	Metropolis Municipal	M30	Public	General Aviation	Basic
Monee	Bult Field	C56	Public	General Aviation	Local
Monmouth	Monmouth Municipal	C66	Public	General Aviation	Basic
Morris	Morris Municipal - James R Washburn Field	C09	Public	General Aviation	Local
Mount Carmel	Mount Carmel Municipal	AJG	Public	General Aviation	Local
Mount Sterling	Mount Sterling Municipal	I63	Public	General Aviation	Basic
Mount Vernon	Mount Vernon	MVN	Public	General Aviation	Regional
Olney	Olney - Noble	OLY	Public	General Aviation	Local
Paris	Edgar County	PRG	Public	General Aviation	Basic
Pekin	Pekin Municipal	C15	Public	General Aviation	Local
Peoria	Mount Hawley Auxiliary	3MY	Public	General Aviation	Local
Peru	Illinois Valley Regional - Walter A Duncan Field	VYS	Public	General Aviation	Regional
Pinckneyville	Pinckneyville / Du Quoin	PJY	Public	General Aviation	Local
Pittsfield	Pittsfield Penstone Municipal	PPQ	Public	General Aviation	Basic
Pontiac	Pontiac Municipal	PNT	Public	General Aviation	Local
Poplar Grove	Poplar Grove	C77	Public	General Aviation	Unclassified
Quincy	Quincy Regional - Baldwin Field	UIN	Public	Commercial Service	Regional
Rantoul	Rantoul National Aviation Center - Frank Elliott Field	TIP	Public	General Aviation	Local
Robinson	Crawford County	RSV	Public	General Aviation	Local
Rochelle	Rochelle Municipal / Koritz Field	RPJ	Public	General Aviation	Local
Romeoville	Lewis University	LOT	Public	Reliever	Regional
Salem	Salem - Leckrone	SLO	Public	General Aviation	Basic
Savanna	Tri-Township	SFY	Public	General Aviation	Basic
Schaumburg	Schaumburg Regional	06C	Public	General Aviation	Local
Schaumburg	Schaumburg Municipal Helistop	4H1	Public	General Aviation	Unclassified
Shelbyville	Shelby County	2H0	Public	General Aviation	Local
Sparta	Sparta Community - Hunter Field	SAR	Public	General Aviation	Local
Sterling	Whiteside County / Jos H Bittorf Field	SQI	Public	General Aviation	Local
Taylorville	Taylorville Municipal	TAZ	Public	General Aviation	Local
Vandalia	Vandalia Municipal	VLA	Public	General Aviation	Basic
Waukegan	Waukegan National	UGN	Public	Reliever	National
West Chicago	DuPage	DPA	Public	Reliever	National
Wheeling	Chicago Executive	PWK	Public	Reliever	National

Source: National Plan of Integrated Airport Systems (NPIAS), 2025-2029.

AIRPORT SPONSOR STRUCTURES

The entity governing an airport is known as the Airport Sponsor. The FAA does not mandate the organization or structure of an Airport Sponsor, provided the airport is operated in a safe, efficient, and secure manner.

There are nine basic types of airport sponsorship structures as defined by the FAA:



MUNICIPALITY

A city or county owns and operates the entire facility as a department or division of the municipality. In some cases an advisory board is appointed by the municipality to aid in decision-making and provide guidance to the municipal leadership.

PORT AUTHORITY

In addition to the airport, the same board oversees other agencies such as railroads, maritime ports, subways, and other forms of transportation or services.

JOINT-CITY OR JOINT-STATE AGREEMENT

Two or more cities agree to jointly operate the airport, typically through an appointed board or commission.

AIRPORT AUTHORITY

Formed through enabling legislation from one or more municipalities that make the authority the legal sponsor of the airport, effectively creating another branch of government.

FEDERAL

The airport may be owned by the federal government, or ownership may be appointed by an agency of the federal government.

PRIVATE/PUBLIC-USE

The airport may be owned by a private entity but is open for public use. Some airports only open for use by certain individuals are not eligible for sponsor assurances and are not included in the NPIAS.

STATE OPERATED

The state maintains control of the airport as a department or division, or in conjunction with an authority- or commission-appointed advisory board.

COMMISSION OR DISTRICT

The airport retains its connection to the municipality but has an independent board that oversees operations and management.

FEDERAL AVIATION ADMINISTRATION

The FAA provides leadership for planning and developing a safe and efficient national airspace system to satisfy the needs of aviation interests of the U.S. The FAA's major roles include:

FAA MAJOR ROLES

Funding airport infrastructure development through the Airport Improvement Program.

Regulating civil aviation to promote safety.

Encouraging and developing civil aeronautics, including new aviation technology.

Developing and operating a system of air traffic control and navigation for both civil and military aircraft.

Researching and developing the national airspace system and civil aeronautics.

Developing and carrying out programs to control aircraft noise and other environmental effects of civil aviation.

The FAA is divided into separate lines of business. The Airports line of business comprises the District Offices, of which there are multiple across the country. Illinois is overseen by the Airports District Office located in Chicago (CHI-ADO). The following list identifies members of the CHI-ADO and the primary sections at Aeronautics with which they work:

CHI-ADO ORGANIZATION

CHI-ADO Program Managers
(Including a State Block Grant Coordinator)

- Programming, Planning & Engineering (PP&E) Section
- Design Section
- Construction and Materials Section
- Contracts Section

CHI-ADO Community Planners

- PP&E Section

CHI-ADO Environmental Protection Specialists

- PP&E Section

ILLINOIS DEPARTMENT OF TRANSPORTATION DIVISION OF AERONAUTICS

Aeronautics oversees aviation regulations across the state of Illinois, as well as the planning, design, and construction of most federal- and all state-funded projects at publicly owned airports throughout Illinois.

Aeronautics Sections and Roles

Aeronautics is comprised of four bureaus, each of which have specific responsibilities and work interactively to achieve the goals of Aeronautics. These include the Bureau of Administrative Services, the Bureau of Air Operations, the Bureau of Airport Engineering, and the Bureau of Aviation Safety & Education. For project implementation at publicly owned airports, the main interaction is with the Bureau of Airport Engineering and the Bureau of Administrative Services. As such, only those are discussed below. See also Appendix A.

Bureau of Airport Engineering

Airport Land Acquisition Section

The Land Acquisition Section of the Aeronautics Bureau of Airport Engineering provides review and support for airport-sponsored fee-simple and easement acquisitions of land and releases of land. Aeronautics' role in the acquisition process is typically to verify regulations, check forms, and reimburse airports for land acquisition.

Airport Programming, Planning, & Environment Section

The PP&E Section of the Bureau of Airport Engineering programs projects, reviews and approves planning and environmental efforts, and guides projects through airspace evaluations. The PP&E Section comprises offices of Programming, Planning, Environmental, and Airspace.

Programming

The Senior Airport Program Engineer directs project programming annually through the Transportation Improvement Program (TIP) process. Airport Sponsor representatives meet with Aeronautics and FAA Chicago Airports District Office (CHI-ADO) staff to discuss the needs and desires of the airport for the next five federal fiscal years. Available funding and prioritization play critical roles in determining which projects get programmed. The Program Engineer provides guidance and recommendations to Sponsors and their Consultants on the presented projects. The PP&E Section reviews all final submittals and issues programming letters identifying the programmed projects for the year.

Planning

The Environmental and Planning Manager assists Airport Sponsors in developing scopes of work for planning projects in compliance with FAA Advisory Circular (AC) 150/5070-6B, Airport Master Plans. The Environmental and Planning Manager also reviews and comments on draft documents, approves forecasts in writing (may defer in some cases to the CHI-ADO Community Planner), and accepts final documents in writing.

Aeronautics, via the PP&E Section, has the responsibility and authority to approve Airport Layout Plans (ALP). Aeronautics uploads all ALP sets and redlines to the FAA's Obstruction Evaluation/Airport Airspace Analysis (OE/AAA) database for review. Aeronautics maintains the automated airport/runway database in OE/AAA for all non-primary airports approved for participation in the State Block Grant Program.

Environment

The Environmental and Planning Manager is the point of contact for environmental clearance on all projects programmed by Aeronautics and determines which clearance requests require federal review/approval, state review/approval, or both based on the scope of the project.

Most primary airport projects require federal FAA approval for National Environmental Policy Act (NEPA) clearance. However, federal approval does not mean that all state environmental requirements have been reviewed and approved for a project, which is why all clearance requests must be evaluated by the Environmental and Planning Manager. The Environmental and Planning Manager can issue Categorical Exclusion (CATEX) approval letters for all block grant airport projects and can forward any Environmental Assessment (EA) reports and Condensed EA reports to the FAA for review/approval. They also utilize the IDOT Central Office Bureau of Design and Environment (BDE) to conduct an Environmental Survey Review (ESR) on any project necessary, which conducts the review of all state environmental requirements and issues a determination on that submitted project.

Airspace

The Airspace Specialist reviews non-primary airport projects in the OE/AAA database system and verifies that the proposed development is consistent with the airport's approved ALP. As part of the State Block Grant Program, Aeronautics reviews and sends a response to the FAA within 45 business days. The review follows current FAA guidance. Once the project is reviewed, it is sent through all the pertinent FAA lines of business. After all responses are received, the CHI-ADO Program Manager issues the final determination.

The Airspace Specialist may review the Construction Safety Phasing Plan (CSPP) critical areas following the current FAA Standard Operating Procedure (SOP). The CHI-ADO Program Manager issues the final approval.

The Airspace Specialist coordinates with the Airport Sponsor on proposals for special or non-aeronautical events. They review submittals following FAA policy and recommend approval to the CHI-ADO Program Manager.

Airport Design Section

The Design Section of the Bureau of Airport Engineering focuses primarily on scope compliance, Airport Improvement Program (AIP) requirements, independent fee estimate (IFE) documentation, pre-design meetings, invoicing, and letting of projects. IDOT- and Local-letting are further described in Chapter 5 - *Project Letting* of the Handbook.

Design is initiated after a Program Letter is issued by the Office of Planning and Programming (OP&P); the OP&P is further described in the Central Office Sections and Roles section of this chapter. The Design Section initiates communication with the PP&E Section when there are questions about programming intent.

The Design Section facilitates a pre-design meeting with the Sponsor and consulting design engineer. The Design Section also reviews engineering agreements prior to letting, as well as supporting reviews for the 35% Engineering Report, 80% design submittals, 100% design submittals, and consultant design engineering invoices.

The Design Section identifies the projects to be awarded and facilitates the post-letting award process. Once an award letter is issued to the Contractor, project administration is transferred to the Airport Construction and Materials Section.

Airport Construction and Materials Section

The Construction and Materials Section facilitates project administration for Aeronautics after projects are awarded to the Contractor. The Construction and Materials Section ensures projects are constructed according to the plans and specifications using approved materials. For IDOT-let projects, the Construction and Materials Section conducts the pre-construction meeting and issues the construction Notice to Proceed (NTP). Construction staff reviews and approves Contractor pay estimates, contract changes (Change Authorizations), and contract time extensions. Construction staff conducts the final inspection and issues the final acceptance at the end of the project upon the completion of all punch list items. Materials staff reviews and approves pavement mix designs, materials certifications, and requests for material substitutions.

Equal Employment Opportunity Contract Compliance Officer

The Equal Employment Opportunity Contract Compliance Officer assists the Bureau of Airport Engineering and the Bureau of Administrative Services.

The Contract Compliance Officer administers and implements Equal Employment Opportunity (EEO)/Labor Compliance policy and provisions, including the appropriate utilization of minorities and women in the workforce; performs onsite inspections; and approves final documentation for project closeout for federal- and state-funded airport projects.

For Local-let projects, Airport Sponsors rely on a qualified consultant to manage the process. The EEO process is checked for compliance through every stage of the project life cycle through close coordination with the Consultant Project Manager (PM), Consultant Resident Engineer (RE), Contractor, Subcontractors, and the Aeronautics Design, Construction, and Contracts Sections.

Bureau of Administrative Services

Contracts Section

The Contracts Section of Aeronautics prepares and executes construction letting documents. The Contracts Section also oversees the project award process. When Aeronautics projects are selected for letting, the Design Section sends notification to the Contracts Section, the Construction and Materials Section, and the Comptroller's office.

This notice contains the project letting amount, service dates, invoice dates, and the dollar breakdown between federal, state, and local funds. The Contracts Section places the designated funds in the IDOT Electronic Letting Management System (ELM) based upon what is listed in the Airport Project Management System (APMS), at which point the Design Section officially awards the project. The Contracts Section creates the construction contract, which is sent to the prime Contractor for signature.

The Contracts Section sets up the intergovernmental agreement (IGA) for Sponsor reimbursement and monitors APMS to ensure money is received from the Airport Sponsor. The Contracts Section reviews each payment and posts the payment amount into APMS, and sends the invoice to the IDOT Central Office to process the payment.

IDOT Central Office Sections and Roles

IDOT consists of 10 subsidiary offices, collectively referred to as Central Office, which are listed below.

The Division of Aeronautics is part of the Office of Intermodal Project Implementation (OIPI). Aeronautics is primarily supported by the OP&P as well as the Bureau of Design and Environment (BDE), which is part of the Office of Highways Project Implementation.

- Secretary of Transportation
- Office of Intermodal Project Implementation
- Office of Planning and Programming
- Office of Highways Project and Implementation
- Office of Communications
- Office of Legislative Affairs
- Office of Finance and Administration
- Office of Business and Workforce Diversity
- Office of Chief Counsel
- Office of Internal Audit

Office of Planning and Programming

The OP&P supports Aeronautics in a range of areas, including:

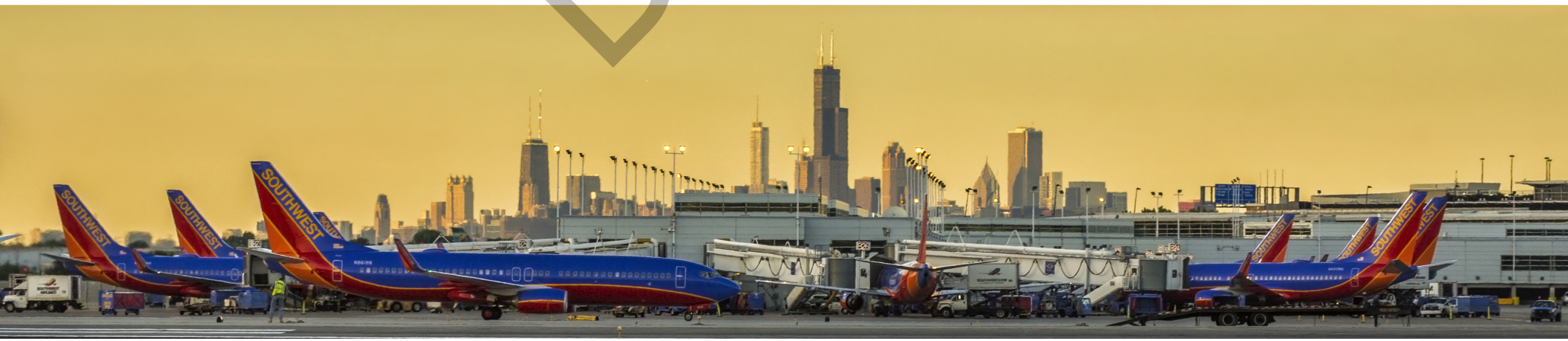
- Supporting the development of the annual and multi-year AIP.
- Developing and publishing AIP Letters.
- Assisting with development of Aeronautics' positions for state and federal legislative programs and strategies.
- Reviewing and approving the release of state funds for awarded aviation projects and providing environmental review assistance.
- Procuring and managing statewide aviation studies such as the Illinois Aviation System Plan and Illinois Economic Impact Analysis, Aircraft Operations Count Study, Advanced Air Mobility System Plan Study, and other studies as needed.
- Developing and publishing the *State of Illinois Airport Rates & Charges Report* and the *Illinois Public Use and Publicly Owned Airport Inventory Report*.

Bureau of Design & Environment

BDE supports Aeronautics with:

- Environmental reviews
- Prequalification process
- Database maintenance
- IDOT-lettings

Coordination among Aeronautics and BDE is necessary to mitigate any environmental impacts and when projects are in need of environmental review. Aeronautics forwards projects seeking environmental review to BDE to verify all state environmental requirements are met.



PROJECT FUNDING SOURCES

This section describes the two main funding sources for Aeronautics projects – federal and state – and further describes the specific types within each category.

Federal Sources

The FAA prepares an annual budget estimate for congressional and presidential approval which contains budget authority requests for mandatory and discretionary programs and activities. These budget authority requests align with the funding priorities in relevant congressionally-passed agency authorization or reauthorization acts.

Mandatory spending – or funding provided for programs and activities directly from the Treasury – for agencies such as the FAA is included in the agency authorization or reauthorization acts.

Discretionary spending goes through an additional congressional approval process called Appropriation. Appropriation acts make discretionary funding available to federal programs and activities by providing budget authority to the relevant agency for the specific purpose of conducting and governing those programs and activities. In the absence of an authorization act, an appropriation act – by providing funding – can also authorize agencies to operate a program or to undertake an activity. The Congress may consider multiple regular appropriation bills in a given year or provide all discretionary appropriations in one omnibus bill. When regular appropriations are not in place by October 1, the start of the fiscal year, a continuing resolution can be enacted to provide temporary budget authority for a specified period, typically in amounts equal to appropriations for the previous year.

The Congress can also supplement regular appropriations that have already been enacted. In 2020, for example, lawmakers enacted four laws that provided supplemental appropriations in response to the coronavirus pandemic to give financial assistance to individuals, businesses, and other entities.

The following FAA programs are obligated through mandatory spending:

- Airport Infrastructure Grant (AIG) Program
- Airport Improvement Program (AIP) Entitlement Grants
- Carryover from AIP Grants

The following FAA programs are obligated through discretionary spending:

- AIP Discretionary Grants
- Airport Terminal Program
- Supplemental Discretionary Grants

The FAA's regular AIP provides more than $3 billion annually in entitlement and discretionary grant funds for a network of more than 3,300 eligible airports across the U.S. Project elements utilizing federal AIP funds include design, construction, safety, security, capacity enhancement, equipment, maintenance, noise mitigation, environmental, planning, and land acquisition.

State Apportionment

These federal funds are for non-primary airports and come to Illinois by a formula that is based on population and land area. IDOT determines the eligible and justified projects that will receive state apportionment funding in accordance with the FAA Order 5100.38D, Change 1 – Airport Improvement Program Handbook.

Entitlement

FAA categorizes airports based on their volume of aviation activity and number of passenger enplanements: primary, cargo, or non-primary.

Primary Entitlement Funding

The FAA apportions primary entitlement funding to airports based on the number of enplanements at the airport. Under the 2024 AIP authorization, each primary airport with more than 10,000 passenger boardings receives a minimum of $1.3 million in primary entitlements. It also provides an annual entitlement of $600,000 for each airport with annual enplanements between 8,000 and 10,000.

Cargo Entitlement Funding

The FAA allocates cargo entitlement funding to airports served by aircraft providing air transportation of cargo with a total annual landed weight of more than 100 million pounds. For 2025, the only Illinois airports that received an air cargo entitlement were Chicago O'Hare, Chicago/Rockford, and Peoria International Airports.

Non-Primary Entitlement Funding

For 2025, the FAA provided each non-primary airport with the lesser amount of $150,000 or one-fifth of the identified needs shown in the published NPIAS. This amount is subject to change in the future, so check with Aeronautics or the FAA for the current non-primary entitlement allocations. When seeking discretionary funds, non-primary entitlements must be used on the highest ranked project for the given year.

Discretionary

The remaining appropriated funds after entitlement and apportionment funds have been established are called discretionary funds. A portion of the discretionary funds are directed toward specific, or "set-aside," programs such as noise-related projects, the Military Airport Program, or Letter of Intent (LOI) program.

Of the remaining discretionary funds, 75 percent are used for enhancing capacity, safety, security, and noise compatibility planning and programs. The remaining 25 percent, known as pure discretionary funds, may be used for any eligible project at any airport, with eligibility determined by the FAA.

Supplemental Appropriation

Federal legislation may be passed to include a supplemental amount for discretionary grants. The supplemental funds made available under legislative action are derived from the General Fund. The General Fund comprises the entirety of the DOT/FAA funding bill and is not subject to existing AIP discretionary formulas or set asides.

The purpose of the supplemental discretionary grant program is to grant funds by application to eligible airports for airport construction projects, associated airport capital planning, noise planning and noise mitigation projects, and energy and environmental sustainability projects.

Infrastructure Investment and Jobs Act

The Infrastructure Investment and Jobs Act (IIJA), formerly referred to as the Bipartisan Infrastructure Law (BIL), is a federal statute enacted in 2021 that provides $15 billion for airport-related projects as defined under the existing Airport Improvement Grant criteria. The money can be invested in runways, taxiways, safety and sustainability projects, terminals, airport-transit connections, and roadway projects.

Airport Infrastructure Grant (AIG)

These funds are allocated based on a formula and their use follows the general rules of AIP. Airport Sponsors may use them on any eligible and justified project regardless of its National Priority Rank (NPR), which is derived from a formula in FAA Order 5090.5, Appendix E.

Airport Terminal Program (ATP)

These funds are competitive and must be applied for by each Airport Sponsor after the FAA issues a Notice of Funding Opportunity (NOFO). The funds are intended to improve airport terminals, on-airport rail access projects, and airport-owned airport traffic control towers.

Passenger Facility Charge Program

This program allows for the collection of charges for every eligible passenger at commercial airports controlled by public agencies. Airports use these charges to fund FAA-approved projects that enhance safety, security, or capacity; reduce noise; or increase air carrier competition.

Federal Grant Assurances

When Airport Owners or Sponsors, planning agencies, or other organizations accept funds from FAA-administered airport financial assistance programs, they must agree to certain obligations or assurances. These obligations require the recipients to maintain and operate their facilities safely, efficiently, and in accordance with specified conditions.

Assurances may be attached to the application or the grant for federal assistance and become part of the final grant offer or in restrictive covenants to property deeds. The duration of these obligations depends on the type of recipient, the useful life of the facility being developed, and other conditions stipulated in the assurances.

State Sources

State Bond Funds and State Road Funds

State bond funds and state road funds come from the State of Illinois. State bond funds are authorized by the Illinois General Assembly and are released by the Governor's Office of Management and Budget (GOMB) when requested by the IDOT Central Office. State Road Funds are issued by IDOT and are collected from the Illinois Motor Fuel Tax.

Aviation Fuel Tax Program

Funds for the Aviation Fuel Tax (AFT) Program are derived from the State's tax on aviation fuel, and the amount generated varies each year. The funds are distributed to airports based on a formula in state statute.

The total amount is divided into three equal parts for enplanements, cargo, and operations. The funds in each of these categories are then proportionally distributed to each airport with any recorded participation in the AFT Program.

State Share/Match

This program is based on FAA funding levels established by federal legislation. Federal shares typically range from 70 to 95 percent, per federal statute. The state and local match is split equally for all portions of projects that are deemed eligible for federal funding. For example, if the federal share is 90 percent, the state share will be 5 percent and the local share will be 5 percent.

All other portions deemed ineligible for federal funds must be funded with additional local match and without state participation.

Local Sources

Local funding varies depending on the owner and operator of the airport. Generally, local funding is provided through tax revenue and usage fees collected by the Sponsor or airport operator. In this way, many airports generate sufficient revenue to cover operating costs and build a cash reserve for capital projects. This is ideal, but not always possible.

Smaller airports typically do not generate enough revenue to cover their costs. As a result, those airports receive some or all of their operating budget from the Sponsor's general fund.

Similarly, local funding may be used to cover capital costs for projects not eligible for or unlikely to receive FAA and state funding or to make up part of the required local match for state and FAA grants.

Airports that use their Sponsor's general fund often compete with other public works departments for funding. This makes it important for airport managers to convey the airport's economic benefit, role in emergency and disaster response, and place in the national transportation system to Sponsor decision makers.

SUMMARY OF FUNDING SOURCES

FEDERAL FUNDING

- State Apportionment
- Entitlements
  - Primary Entitlement Funding
  - Cargo Entitlement Funding
  - Non-Primary Entitlement Funding
- Discretionary
- Supplemental Appropriation
- Infrastructure Investment and Jobs Act (IIJA)
  - Airport Infrastructure Grant (AIG)
  - Airport Terminal Program (ATP)
- Passenger Facility Charge Program

STATE FUNDING

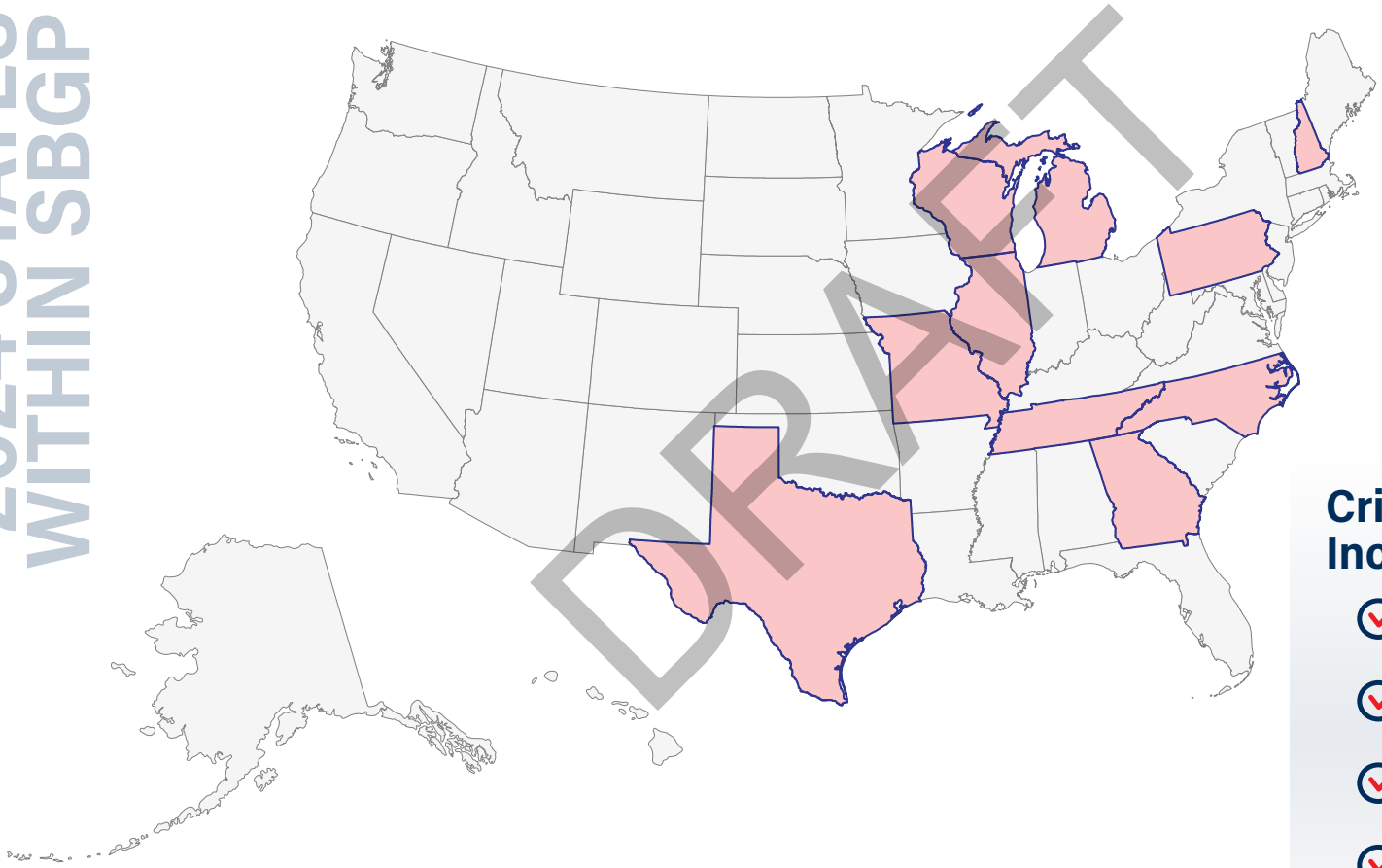
- State/Local
- Aviation Fuel Tax Program
- Series B Aeronautical Bond Funds and State Road Funds
- State Share/Match

STATE BLOCK GRANT PROGRAM

The FAA's AIP provides grants for the planning and development of public-use airports. These funds are generated from fees collected across various segments of the aviation community.

To assist with the administration of the AIP, Congress created the State Block Grant Program (SBGP) in 1989, with Illinois as one of the first three states to participate. The SBGP allows the FAA to provide funds directly to participating states to prioritize their own AIP projects. Each state is responsible for determining which locations and projects will receive AIP funds, as well as assuming an oversight role for those projects. This enables the state to have more control over which projects will be funded at reliever and GA (non-primary) airports. The FAA currently allocates funding to primary airports in Illinois through IDOT.

2024 STATES WITHIN SBGP



Criteria for Airport Inclusion in the SBGP:

- *In the NPIAS and classified as non-primary.*
- *Within the boundaries of the block grant state.*
- *An existing (not planned) public-use airport.*
- *Listed as a block grant airport in Appendix A of the SBGP Memorandum of Agreement between the FAA and the state.*

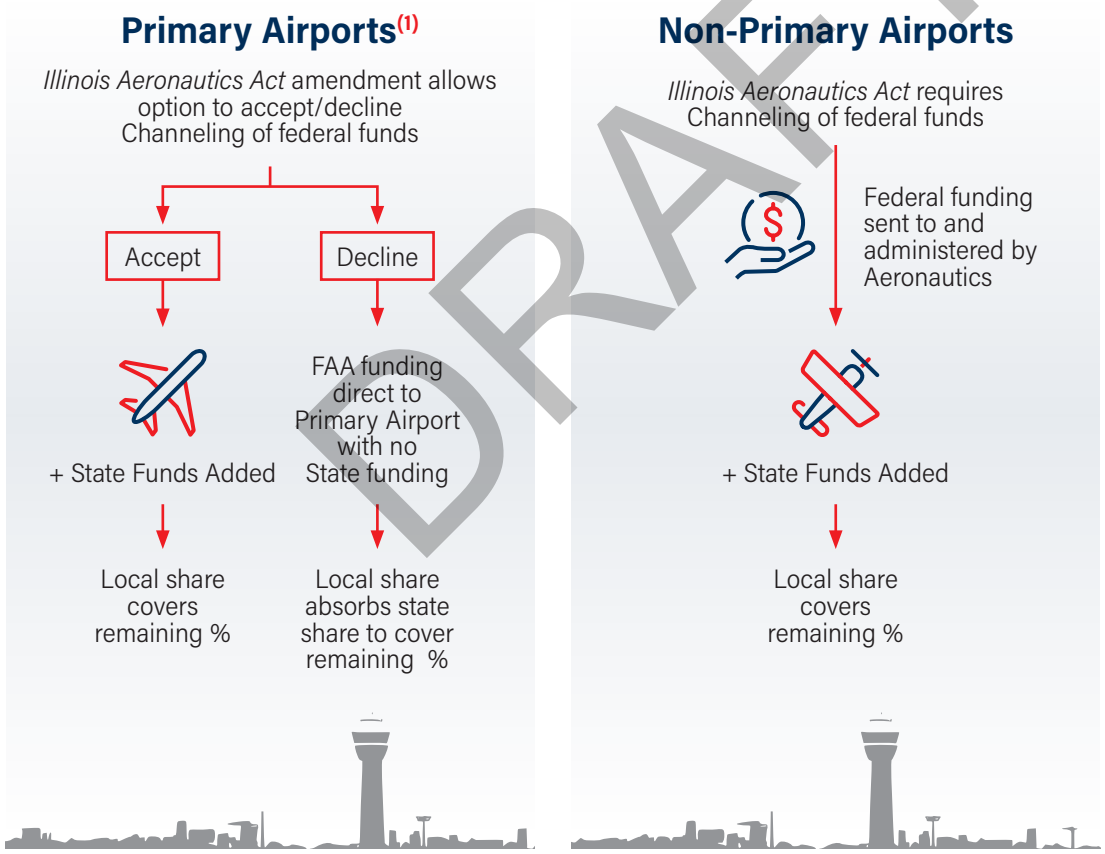
CHANNELING

Channeling is a requirement for funding administration of all Illinois airports (except ORD and MDW) to channel the FAA federal grants through the state.

As a provision of the Illinois Aeronautics Act, Channeling enables Aeronautics to receive and expend the federal share of funding provided for airport projects selected by the CHI-ADO.

An amendment made to the provision regarding Channeling in 2021 allows primary airports to receive grants directly from the FAA. However, if the Airport Sponsor opts out of Channeling, the grant becomes ineligible for matching state funds. Thus, the local share absorbs what would have been the state match for a particular project. Further, the state then has no administrative oversight of the opted-out projects. The Airport Sponsor must notify both the CHI-ADO and the state if they wish to opt out prior to the grant being issued.

FEDERAL FUNDING CHANNELING



(1) Channeling does not apply to ORD and MDW.

PROJECT IDENTIFICATION

CHAPTER 2: PROJECT IDENTIFICATION

TRANSPORTATION IMPROVEMENT PROGRAM

Each year, Aeronautics and the OP&P create a list of airport improvement projects to be funded by evaluating and confirming their federal eligibility and funding. This process begins with the annual Transportation Improvement Program (TIP or Airport Capital Improvement Plan [ACIP]) meetings with each Airport Sponsor in October.

These meetings, which can be held either in-person or virtually, are organized and scheduled by the PP&E Section. Typically, various airport staff, including the airport manager or director, finance manager, or board members, attend these meetings. Other attendees include representatives from the CHI-ADO, Aeronautics, and the Airport Sponsor's Consultant.

During these meetings, Airport Sponsors present projects they propose to implement over the next five years, along with requests for funding. Aeronautics, the OP&P, and the CHI-ADO will verify that the TIP aligns with the Airport Sponsor's latest approved ALP and all projects are on the current Consultant/Sponsor Retainer Agreement. A Request for Qualifications (RFQ) for services on projects not currently under the Consultant/Sponsor Retainer Agreement contract must be published.

By mid-December, Airport Sponsors submit their official project requests for the following fiscal year, along with an LOI, either via email or by mailing a hard copy to Aeronautics and the OP&P. These submissions must follow the instructions and deadlines published on IDOT's website and must contain the required documents:

- Completed Form AER 101, *Transportation Improvement Program for Airports*.
- Signed and completed Form AER 104, *Transportation Improvement Program Data* Sheet.
- Completed Form AER 102, *Transportation Improvement Program Estimate of Work*.

AER 102 and AER 104 are required for projects requested for the current fiscal year being programmed.

Once submitted, the projects are rated and cross-referenced with available federal and state funding. High-scoring projects receive priority, and funding is allocated accordingly.

Aeronautics evaluates each proposed project for non-primary airports. The CHI-ADO evaluates each proposed project for primary airports according to FAA Order 5090.5, Formulation of the National Plan of Integrated Airport Systems (NPIAS), and the ACIP to rank the project in alignment with FAA funding priorities.

PROJECT PRIORITIES

SAFETY
Projects aimed at ensuring the airport facilities are safe for aircraft operations.

PRESERVATION
Projects focused on maintaining the functional or structural integrity of the airport.

STANDARDS
Projects necessary to meet design standards for the current aircraft using the facility.

UPGRADE
Projects needed to enable the airport to handle larger aircraft to carry more passengers or cargo than it currently can.

CAPACITY
Expansion projects required to accommodate more aircraft during peak times.

The initial TIP process is the same for primary and non-primary airports in that the Airport Sponsor along with the Airport Consultant presents proposed projects for discussion by the Airport Sponsor and their Consultant with the CHI-ADO and Aeronautics.

The remainder of the project selection process differs for primary airports. The Airport Sponsor for primary airports sends the final project request applications and grant applications directly to the CHI-ADO and sends copies to Aeronautics. The CHI-ADO determines final project selection after receiving all project requests.

After all TIP meetings have been conducted and Airport Sponsors have submitted their project requests, the programming phase begins.

PROJECT IDENTIFICATION SUMMARY: ROLES AND RESPONSIBILITIES

Airport Sponsor

1. Reviews previous TIP projects with Consultant and amends as necessary for the current year.
2. Attends the TIP meeting.
3. Sponsor of non-primary airport submits the official project request and LOI to Aeronautics and the OP&P.

OR

» Sponsor of primary airport submits the official project request and LOI to the CHI-ADO and sends a copy to Aeronautics.

Consultant

1. Reviews previous TIP projects with Airport Sponsor and amends as necessary for the current year.
2. Attends the TIP meeting.

Contractor

The Contractor does not have a role in this phase of the project.

Aeronautics

PP&E Section

1. Schedules the TIP meeting.
2. Attends and facilitates the TIP meeting.
3. Reviews and verifies that the presented TIP aligns with the Consultant/Sponsor Retainer Agreement and latest approved ALP.
4. For non-primary airports: reviews and evaluates submitted project requests and determines project award or rejection.
5. Notifies the OP&P of all CHI-ADO approved projects for non-primary airports.

Central Office

OP&P

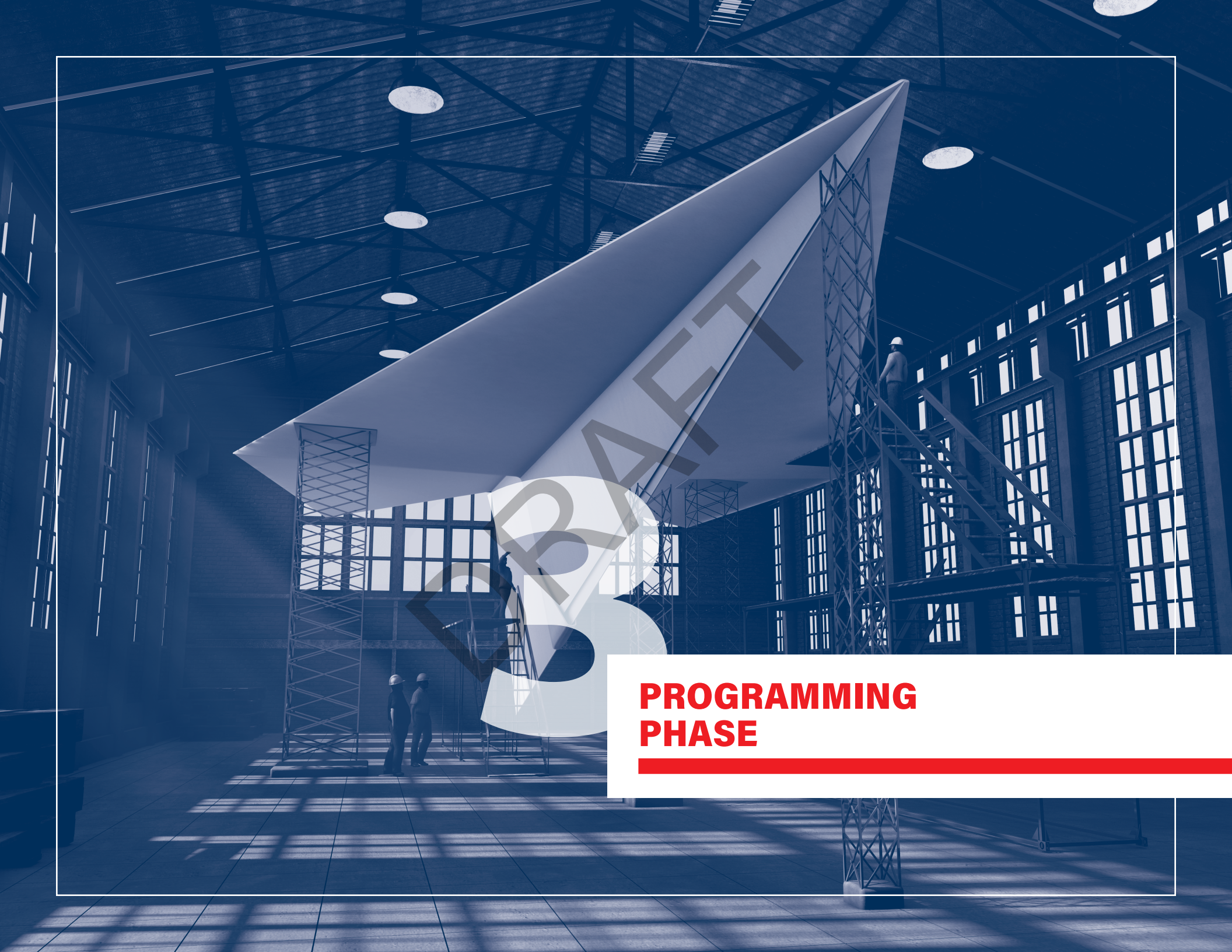
1. Attends the TIP meeting.
2. Reviews and verifies that the presented TIP aligns with the Consultant/Sponsor Retainer Agreement and latest approved ALP.
3. Receives Airport Sponsor project requests and LOI for the following fiscal year.
4. Generates and sends Program Letters for CHI-ADO approved projects.

CHI-ADO

1. Attends the TIP meeting.
2. Reviews and verifies that the presented TIP aligns with the Consultant/Sponsor Retainer Agreement and latest approved ALP.
3. For primary airports only: reviews and evaluates submitted project requests.
4. For primary airports only: sends approved project list to Aeronautics.

FORMS REFERENCED IN CHAPTER

» AER 101, *Transportation Improvement Program for Airports*
» AER 102, *Transportation Improvement Program Estimate of Work*
» AER 104, *Transportation Improvement Program (TIP) Data Sheet*



PROGRAMMING PHASE

CHAPTER 3: PROGRAMMING PHASE

Programming refers to the planning, prioritizing, and preparation of airport projects. During the programming phase, projects advancing to the design phase are selected based on justification, eligibility, availability of funds, environmental clearance, and ALP and airspace considerations.

Once the Annual and Multiyear AIP is developed and approved by the Secretary of Transportation, it is published in the Proposed Multimodal Improvement Program and on the IDOT website.

Aeronautics ensures projects meet AIP requirements and identifies non-AIP eligible items during the design phase.

PROGRAM LETTER

Once a project has been programmed, the OP&P, in conjunction with the PP&E Section, sends the Program Letter to the Sponsor. The Program Letter officially notifies the Sponsor that a project is authorized and includes funding details and instructions for the Sponsor to contact Aeronautics to initiate the project and coordinate a pre-design meeting.

Program Letters are issued only for the current year being programmed and are effective for one year from the date of issuance. They trigger the next phase of project implementation if a Consultant has been properly selected and is under retainer for that specific project. Sponsors have 12 months to initiate the project, after which the PP&E Section may rescind the Program Letter.

Aeronautics coordinates with the CHI-ADO as necessary to verify ALP approval authority as well as the pertinent NEPA requirements.

CATEGORICAL EXCLUSIONS (CATEX)
- » Administrative CatEx
- » Full Checklist

ENVIRONMENTAL ASSESSMENT (EA)
- » Condensed
- » Full

ENVIRONMENTAL IMPACT STATEMENT (EIS)

The Airport Sponsor or its Consultant contacts Aeronautics to initiate the ESR. Aeronautics coordinates with BDE to initiate the ESR process and obtains environmental clearances. BDE assists with projects with federal or state funding sources – along with some qualifying projects that involve land purchased with federal or state funds – through the ESR process. For such projects the necessary documents are queued and submitted to the ESR process to obtain clearances for biological, cultural, and wetland impacts. BDE will obtain all necessary federal coordination documents for both biological and cultural reviews as well as screen projects for wetland impacts.

The BDE clearances for biological and cultural impacts involve federal and state agency coordination. The issued memos include the Natural Resources Review (NRR) memo for biological impacts and the Cultural Resource Clearance memo and State Historic Preservation Office (SHPO) letter to satisfy the cultural requirements. The BDE memos are used as supplemental information to support the NEPA determinations that will be issued by Aeronautics.

Aeronautics is the only point of contact for the ESR process.

Neither Airport Sponsors nor Consultants should contact BDE to initiate the ESR process, or at any other point during the process after initiated.

APMS PROCESS

For a project to be entered into APMS, the Airport Sponsor must contact the Design Section and schedule a pre-design meeting.

The Design Section will then notify the PP&E Section to enter the project into APMS, which tracks project progress and other information, such as programmed funding.

PROGRAMMING PHASE SUMMARY: ROLES AND RESPONSIBILITIES

Airport Sponsor

1. Contacts the Design Section upon receipt of a Program Letter to schedule a pre-design meeting.

Consultant

1. Coordinates with Aeronautics and the FAA and provides recommendation for environmental considerations.

Contractor

The Contractor does not have a role in this phase of the project.

Aeronautics

PP&E Section

1. Ensures Sponsor projects meet AIP requirements.
2. Sends the Program Letter to the Airport Sponsor.
3. Coordinates with CHI-ADO as necessary to verify ALP authority.
4. Coordinates with CHI-ADO as necessary to assess level of NEPA clearance required.

Design Section

1. Notifies the PP&E Section to enter the project into APMS for tracking.

Central Office

OP&P

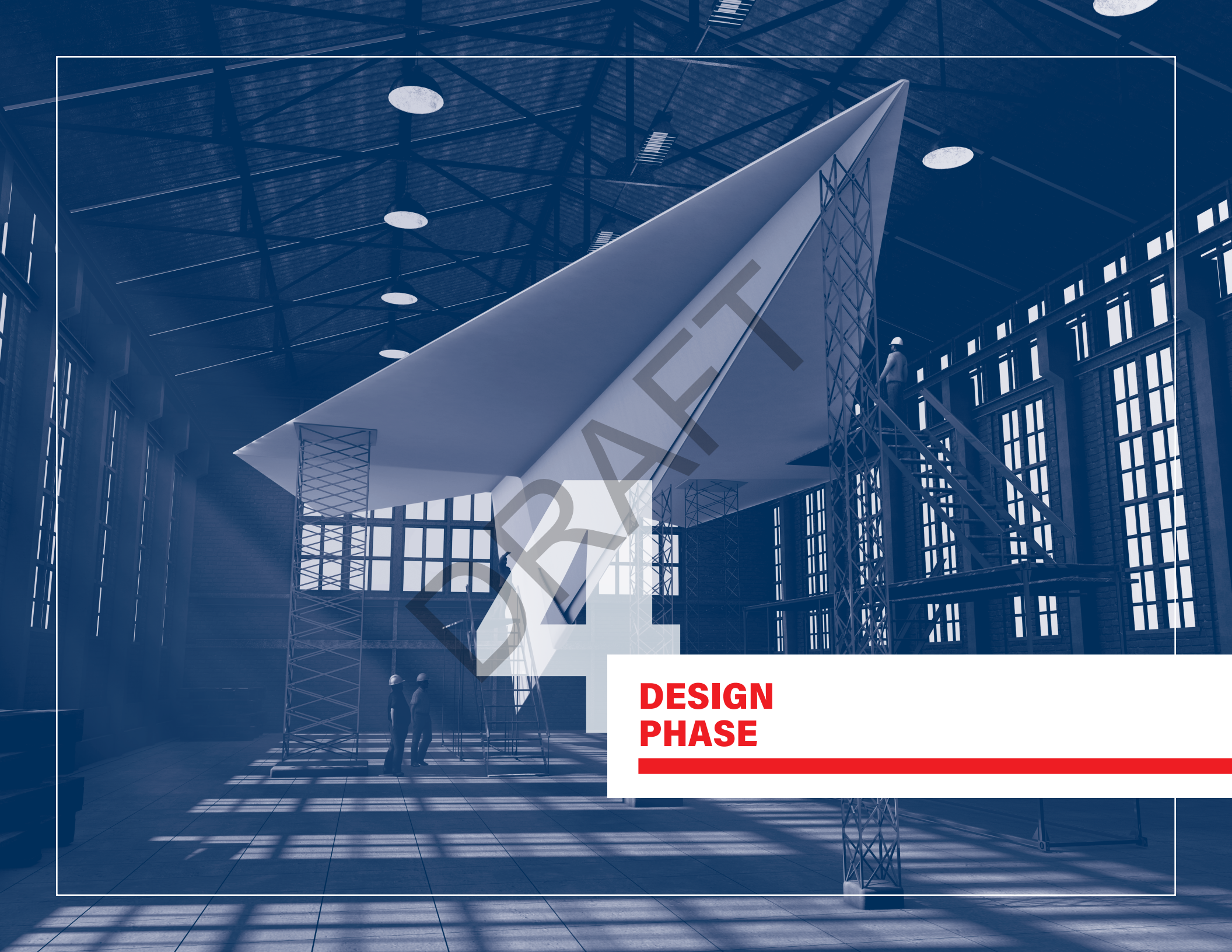
1. Sends projects evaluated and selected for programming to the Secretary of Transportation for recommendation to be included on the AIP.
2. Sends the Program Letter to the Airport Sponsor.

Secretary of Transportation

1. Develops and approves the AIP and posts the AIP to IDOT website.

CHI-ADO

1. Provides ALP approval authority review.
2. Coordinates with Aeronautics to assess level of NEPA clearance required.



DESIGN PHASE

CHAPTER 4: DESIGN PHASE

The design phase begins once the Airport Sponsor/Consultant has a Program Letter for a project and contacts the Design Section to initiate a pre-design meeting. During this phase the Airport Consultant develops bidding documents, plans, and specifications with Design Section oversight. It is the responsibility of the Consultant to perform a thorough quality check on all items in this phase, including the eligibility of items. To ensure this phase is completed in a timely manner, Consultants are encouraged to contact Aeronautics with any questions they have throughout the Design Phase.

PRE-DESIGN MEETING

A pre-design meeting takes place approximately 30 weeks prior to the letting day. The meeting is attended by the Airport Sponsor, the Airport Consultant, and Aeronautics personnel. CHI-ADO personnel may also attend pre-design meetings for projects at primary airports.

MEETING ELEMENTS

- FEDERAL/STATE REQUIREMENTS
- PROJECT FUNDING
- PROJECT SCOPE
- TIMELINE FOR DESIGN

Based on the estimated time to develop the bidding documents and when funds become available, some of the determinations to be made at the pre-design meeting are:

- **Letting type** *(IDOT or local)*:
  Whether the project be a Local-let by the Sponsor or state-let through the IDOT-letting system.
- **Schedule:**
  IDOT lettings are based upon a regressive schedule over a 30-week period from pre-design meeting to letting date.
  - Local-letting schedules are at the discretion of the Sponsor and subject to Design Section oversight.
- **IDOT-letting dates:**
  IDOT-lettings take place every one to two months (with seven scheduled lettings per calendar year). A letting date objective must be selected to determine the regressive schedule required for deliverables in the design stage.
  - Local-letting dates are at the discretion of the Sponsor subject to Design Section oversight.
- **Early IGA**
  Initiated upon receipt of pre-design meeting minutes and scope of services.

Within 10 calendar days of pre-design meeting, the Consultant submits the following:

- Pre-design meeting minutes.
- Design/special services engineering scope of services

INDEPENDENT FEE ESTIMATES

The Design Section oversees an IFE for each phase (design, construction, and special services). The IFE is developed using spreadsheets to calculate the fee based on the input of tasks identified in the Consultant supplied scope of services and engineering agreement, the necessary staff for each task, the estimated number of hours to accomplish each task, and estimated direct costs (which may include travel, per diem, lodging, and other similar costs). The Consultant's fee must be within 10 percent of the IFE to receive a positive recommendation. Otherwise, a negotiation in fee is warranted.

Both primary and non-primary airports may pay for a third-party IFE and seek reimbursement for the associated cost through the project grant. Alternatively, they can request the IFE be completed by Aeronautics.

Upon successful completion of the IFE process, Aeronautics notifies the Consultant and Sponsor of approved design/special services engineering fees. During this time, the Consultant executes the design/special services engineering agreement with the Sponsor and provides the executed agreement and any executed subconsultant agreements to Aeronautics.

The IFE process informs the engineering report and 35% submittal as discussed in the following section.

SUBMITTALS

Submittals occur in three stages of design completion: 35%, 80%, and 100% completion. The Airport Consultant will prepare the milestone submittal documents and submit them to Aeronautics for review by the Design Section and/or Construction and Materials Section personnel. The 80% and 100% submittals should include the set of plans and special provisions on which the construction Contractors will bid.

Items included in the 35% submittal are:

- Engineering Report
- Options discussed, analysis of preliminary surveys, geotechnical testing, applicable alternative designs, and final design criteria recommendation
- Design and special services phase engineering agreement, which is required to be submitted at or before the 35% milestone as part of the IFE process.

IGA Initiation

The Design Section populates line items for approved design/special services engineering fees as well as estimates for construction, construction engineering, and Sponsor reimbursements (if applicable) in APMS. This information is from the Consultant's cost estimate.

The Design Section requests the PP&E Section to review APMS line items to initiate the early IGA. See Appendix D.

For Aeronautics projects, the Contracts Section coordinates with the Central Office – Bureau of Business Services (BoBS) to send the IGA electronically to the Airport Sponsor for signature and return to Aeronautics, and the IGA is then obligated with the Illinois Office of the Comptroller.

When the Airport Sponsor receives the IGA, they may need to prepare the project's local funding share, if required. The local share is required to be remitted to Aeronautics before the construction contract is routed for Executive signature. The project will not be marked as active until the local share is received by Aeronautics, and the construction contract is subsequently executed by all required parties.

After the Design Section reviews and accepts the project design concept (the 35% submittal), the Airport Consultant submits a complete set of contract documents as part of the 80% milestone (approximately 12 weeks from the letting date), in preparation for the letting, which includes:

- Construction plans
- Specifications/special provisions
- CSPP
- Any proposed modification to FAA standards
- Cost estimates
- Disadvantaged Business Enterprise (DBE) cost estimate and goals
- Calendar days for each pay item
- Production rates
- Estimate of contract time
- Project Certification (Attachment N)
- Construction phase engineering scope of services as part of the IFE process.

The estimate of contract time is the number of days it is expected to take from NTP to finish the task. If the timeframe is not met, the Contractor may be subject to liquidated damages.

The Project Certification certifies that, according to the Airport Sponsor and the Airport Consultant, the requirements for the project to be advertised and let have been satisfied.

If the project requires airspace plan approval, the Consultant Project Engineer should seek and obtain approval from the FAA during the design process. Prior to issuing the construction NTP, the Aeronautics Field Engineer (FE) will verify that airspace approval has been issued by the FAA.

After Aeronautics reviews the 80% submittal, the Airport Consultant updates the plans and specifications per Aeronautics' review comments and subsequently submits the final 100% submittal per the letting schedule. The 100% submittal includes:

- Final versions of all items referenced in the 80% submittal,
- Finals plans and specifications,
- Final special provisions, and
- Cover sheet with the signatures and date of signatures for the Airport Sponsor and Airport Consultant.

Once all reviews are complete and plans are satisfactory, the plans are signed and sealed. The Airport Consultant signatory must be a licensed Professional Engineer in Illinois. When signing, the signatory must stamp the plans with their official seal and include their license expiration date and the date of signature. Quality Assurance (QA) is the responsibility of the Airport Consultant; failure to complete thorough document reviews can delay the project process and final payment.

Once the 100% submittal is reviewed and accepted by Aeronautics, the project progresses to the project letting phase.

DESIGN PHASE SUMMARY: ROLES AND RESPONSIBILITIES

Airport Sponsor

1. Sponsors of primary and non-primary airports may seek and request that either a third party or Aeronautics conduct an IFE.
2. Executes the design/special services engineering agreement with the Consultant
3. Determines letting date and project schedule for Local-let projects with Design Section oversight.
4. Receives, signs, and returns IGA to Aeronautics.
5. Prepares local share for project funding and sends to Aeronautics.

Consultant

1. Prepares and submits 35% submittal to the Design Section.
2. Executes the design/special services engineering agreement with the Sponsor
3. Prepares and submits the 80% submittal to the Design Section approximately 12 weeks from the letting date.
4. Updates 80% submittal documents with Design Section comments.
5. Submits 100% submittal documents to the Design Section.
6. Prepares bidding documents for submittal to the Design Section.
7. Submits a complete set of contracting documents to the Design Section.

Contractor

The Contractor does not have a role in this phase of the project.

Aeronautics

Design Section

1. Oversees design, construction, and special services IFEs as applicable.
2. Populates project line items in APMS.
3. Reviews and accepts the 35% submittal.
4. Reviews and comments on 80% submittal documents.
5. Reviews and accepts 100% submittal documents.

Construction and Materials Section

1. Reviews and comments on the 35% submittal.

PP&E Section

1. Reviews project line items in APMS.

Contracts Section

1. Coordinates with BoBS to send IGA electronically to Sponsor.
2. Receives signed IGA from Sponsor.

Central Office

1. BoBS sends IGA electronically to Sponsor.

CHI-ADO

1. Attends pre-design meeting for primary airport projects only.

PROJECT LETTING

CHAPTER 5: PROJECT LETTING

Letting refers to the process of solicitation and selection of contractors to perform construction or procure equipment through a formal, competitive bidding process.

The Aeronautics' project letting process differs from the Highways' letting process; the key differences being:

- Agreements are signed by a greater number of parties as airports are considered a "third party."
- Funds transfer from the federal government to the state, then to the Airport Sponsor; this process can take a minimum of 30 days.
- Aeronautics projects involve Consultants 100 percent of the time, while Highways utilizes State employees for much of the work performed.
- Aeronautics has three sets of standard specifications depending on airport and funding type, whereas Highways typically has one set of standard specifications for all projects.

There are two types of letting processes:

- **IDOT- (State) letting** – Default letting type
- **Local-letting** – Alternative Project Delivery Method

IDOT-LETTING PROCESS

IDOT-lettings are the default letting process for Aeronautics. There are seven IDOT-lettings per year. The letting months are predefined (January, March, April, June, July or August, September, and November) and the letting day always occurs on a Friday. On occasion, legislative or judicial actions, federal funding issues, or similar items occur that may affect projects and cause them to miss the normal submittal deadline for final documents. This can lead Aeronautics to add an additional "Special Letting" date, but Aeronautics rarely uses Special Lettings due to projects typically remaining on target.

The Design Section compiles the required documents for BDE for the letting. The information for a project to be let is entered into the internal IDOT ELM approximately one week before the IDOT Transportation Bulletin is published.

TRANSPORTATION BULLETIN

WHAT

Official advertisement and solicitation for bids.

WHY

Acts as public invitation to bidders to submit bids.

WHEN

Published and posted five to six weeks prior to the letting date.

WHO

IDOT Chief Procurement Office (CPO) and BDE.

Design Section personnel also prepare the Letting Recommendation Memo, an internal document from the Bureau Chief of Airport Engineering to the Director of OIPI, the Deputy Director of Aeronautics, and the CHI-ADO. This memo lists the projects scheduled for letting and includes relevant project details. Additionally, Design Section personnel update an internally shared Microsoft Excel file to inform BDE of the projects expected to be included on the letting.

Bidders must be prequalified by the IDOT Bureau of Construction before they are granted authorization to bid on IDOT-let projects. The Bureau of Construction Prequalification Unit prequalifies all bidders based on specific work categories. The Prequalification Unit will only grant a Contractor authorization to bid on an Aeronautics project if the Contractor is prequalified in at least 51 percent of the specific work that the project requires, less any designated specialty items. Bidders must complete and submit the forms listed below to receive written authorization from IDOT to bid. These forms must be submitted at least three days before the letting date, which is the cut-off date listed on the IDOT BDE letting schedule.

- Form BDE 124, *Request for Authorization to Bid/Not for Bid Status*
- Form BC 57, *Affidavit of Availability*

Concurrently, the Bureau of Small Business Enterprise (SBE) and the EEO Contract Compliance Officer handle matters related to the DBE program. Contractors must upload the following forms into Integrated Contractor's Exchange (iCX), an IDOT database, in accordance with the IDOT Special Provisions for Disadvantaged Business Enterprise Participation:

- Form SBE 2022, *DBE Participation Statement - Joint Venture*
- Form SBE 2023, *DBE Participation Statement – Trucking*
- Form SBE 2024, *DBE Participation Statement - Supplier*
- Form SBE 2025, *DBE Participation Statement - Subcontractor*
- Form SBE 2026, *DBE Utilization Plan*

Once the SBE 2026s, *DBE Utilization Plans* are reviewed and approved by SBE and the EEO Contract Compliance Officer, an approval letter will be sent to the Contractor. Failure to submit these forms renders the bid submission incomplete, resulting in the Contractor deemed non-responsive.

During review of bid submittals in iCX on or after letting day, the Design Section will determine whether the low bid Contractor fails to submit the required forms for projects with non-zero percent contract DBE goals. In such a scenario, the Design Section will inform the Aeronautics EEO Contract Compliance Officer and SBE of the deficiency.

Additionally, on or before the letting day Contractors must submit a bid bond. A bid bond is a debt secured by a bidder for a construction project for the purpose of providing a guarantee to the project owner that the bidder will take on the job if selected. Contractors have the option to submit an annual bid bond or individual bonds per project. Bid bonds can be submitted electronically or by mail. If submitted by mail, the Contractor must sign the bid bond and have it notarized. The bond penalty is subject to full or partial forfeiture if the winning Contractor fails to either execute the contract or provide the required performance.

When applicable, Aeronautics compiles reported errors on the bid documents or questions received during the advertisement period from potential bidders or suppliers for a project and then issues an Addendum addressing these topics with clarifying language.

Contractors who wish to bid on the project enter information into iCX. The window to submit a bid closes at noon on letting day. Only bids submitted during the designated timeframe are considered valid.

BDE personnel open bids electronically directly from the portal immediately after the advertisement period closes. In-person reading of the bids or formal meetings are no longer performed. Airport Sponsors and Aeronautics are notified via an email subscription service when "As-Accepted Tabulation of Bids" is posted by BDE. The Design Section creates a file comprising the letting results and sends the results to the Section Chief of Airport Design by the Tuesday following letting day.

Once bids are received and opened, the low bid is analyzed against the Engineer's Estimate. If the low bid exceeds the engineer's estimate by more than 5 percent, the low bid is considered to not be within the awardable range, and the Consultant must reconcile the bid against the Engineer's Estimate so Aeronautics can evaluate whether the bid is awardable.

Explanations for variance in individual pay item costs are required to justify award of the low bid. Multiple bids that have low variability also factor into a decision of positive recommendation for award by Aeronautics. Other factors considered when evaluating whether to recommend award of high bids are the availability of additional federal, state, or local funds; federal funding that may be expiring; aviation safety; and the ability for and timing of a potential re-bidding.

The Section Chief of Airport Design, Section Chief of PP&E, Senior Airport Program Engineer, and Bureau Chief of Airport Engineering evaluate each bid. Once all projects are evaluated from letting, an Award/Reject Memo is issued by the Bureau Chief of Airport Engineering to pertinent Aeronautics, Central Office, and CHI-ADO personnel, indicating the projects that are recommended for award or rejection.

The time from letting date to issuance of the Award Letter may take up to 90 days, although this timeline is only an estimate and may be impacted by such items as:

- The funding source being Federal AIP discretionary funds.
- The funding source requiring a bid in-hand to issue the respective federal grant.
- If the bid is over 5 percent and a reconciliation is required.
- A delay in Aeronautics concurrence to the Airport Sponsor.

If completion of the contract award process exceeds 90 days, and the bidder wishes to rescind the bid, the bidder may withdraw the bid, and the project may be re-let.

IDOT LET PROJECT SUMMARY: ROLES AND RESPONSIBILITIES

Airport Sponsor

Airport Sponsors do not have an active role during the IDOT letting process **BUT** should stay informed by their Consultant during this phase.

Central Office

BDE

1. Maintains the Transportation Bulletin website.
2. Opens bids electronically.

Consultant

1. Assists the Design Section with Transportation Bulletin Contractor questions.
2. Assists the Design Section with addendums.
3. Reconciles bid with Engineer's Estimate if variation exceeds 5 percent.

CHI-ADO

1. Serves as the main point of contact for federally funded projects at primary airports.

Contractor

1. Submits forms to qualify for bid prior to letting day.
2. Submits a bid bond on or before letting day.

Aeronautics

Design Section

1. Prepares all documentation and information for a project to be let.
2. Prepares internal Letting Recommendation Memo.
3. Reviews and determines DBE goals in coordination with Aeronautics EEO Contract Compliance Officer.
4. Issues Addendums clarifying bidding documents, as applicable, based on reported errors or questions received during the advertisement period.
5. Evaluates bids received on letting day.
6. Prepares an Award/Reject Memo for issuance by Bureau Chief of Airport Engineering.

PP&E Section

1. Evaluates bids received on letting day, primarily from a funding standpoint.

EEO Contract Compliance Officer

1. Reviews and approves DBE goals in coordination with the Design Section.

LOCAL LETTING PROCESS

Local-letting of projects is an alternative project delivery method. Both primary and non-primary airports participate in the Local-let process, which is described in this section. However, for primary airports only, the CHI-ADO serves as the main point of contact regarding federally funded and programmed projects and grant allocations.

For Local-let projects, the Airport Sponsor and their Consultant determine the desired target letting date and the advertisement period (Aeronautics recommends advertisement periods of at least 30 days) subject to Design Section oversight. The Airport Sponsor and their Consultant are also responsible for self-certifying that all federal/state requirements are met. The letting process is the same as IDOT-let projects in terms of the stage submittals of 35%, 80%, and 100% submittal documents, with the exception that the Consultant is required to prepare "front-end" bidding documents to replace the IDOT "front-end" bidding documents that are utilized as part of the IDOT-letting process. The timeframe for the submittal and review of the milestones may be condensed to meet the Airport Sponsor's letting date goal.

After the advertisement period has passed, the Airport Sponsor and Consultant publicly open the bids and send copies to the Design Section with the low bidder documents. Selection of the low bid Contractor for Local-let projects is determined by the lowest responsive and responsible bidder in accordance with the latest version of FAA Order 5100.38D, Airport Improvement Program Handbook.

If the low bidder is within 5 percent of the Engineer's Estimate, or below the Engineer's Estimate, the Airport Sponsor and Consultant will request concurrence from the Design Section to award the project to the low bidder.

In the event the bid is more than 5 percent above the Engineer's Estimate, the Airport Sponsor and Consultant must identify the irregularities and decide whether rejecting the low bid or re-letting the project will resolve the differences. Failure by the Consultant to reconcile a low bid to within 5% of the Engineer's Estimate may void State participation of funds.

If concurrence to award is reached, the Design Section sends an Award Concurrence email to the Airport Sponsor and Consultant. After receipt of the Award Concurrence email, the Airport Sponsor will issue an Award Letter to the selected bidder.

LOCAL LET PROJECT SUMMARY: ROLES AND RESPONSIBILITIES

Airport Sponsor

1. Determines letting date and advertisement period along with the Consultant.
2. Self-certifies that all federal requirements and Illinois Government Accountability and Transparency Act (GATA) conditions are met.
3. Publicly opens bids along with the Consultant and sends to the Design Section.
4. Identifies irregularities in bids exceeding 5 percent of the Engineer's estimate.
5. Sends Award Letter to selected bidder.

Consultant

1. Prepares front-end bidding documentation to substitute standard IDOT bidding documentation.
2. Publicly opens bids along with the Airport Sponsor and sends to the Design Section.
3. Identifies irregularities in bids exceeding 5 percent of the Engineer's estimate.

Contractor

1. Submits forms to qualify for bid prior to letting day.

Aeronautics

Design Section

1. Receives Contractor bids forwarded by Airport Sponsor.
2. Generates and sends Award Concurrence email to Airport Sponsor.

Central Office

The Central Office does not participate in or execute authority over Local-let projects.

CHI-ADO

1. CHI-ADO serves as the point of contact for primary airports' Local-let projects.

PROJECT LETTING SUMMARY: IDOT VS LOCAL-LET PROCESSES

In summary, the differences between the IDOT-let and Local-let processes are:

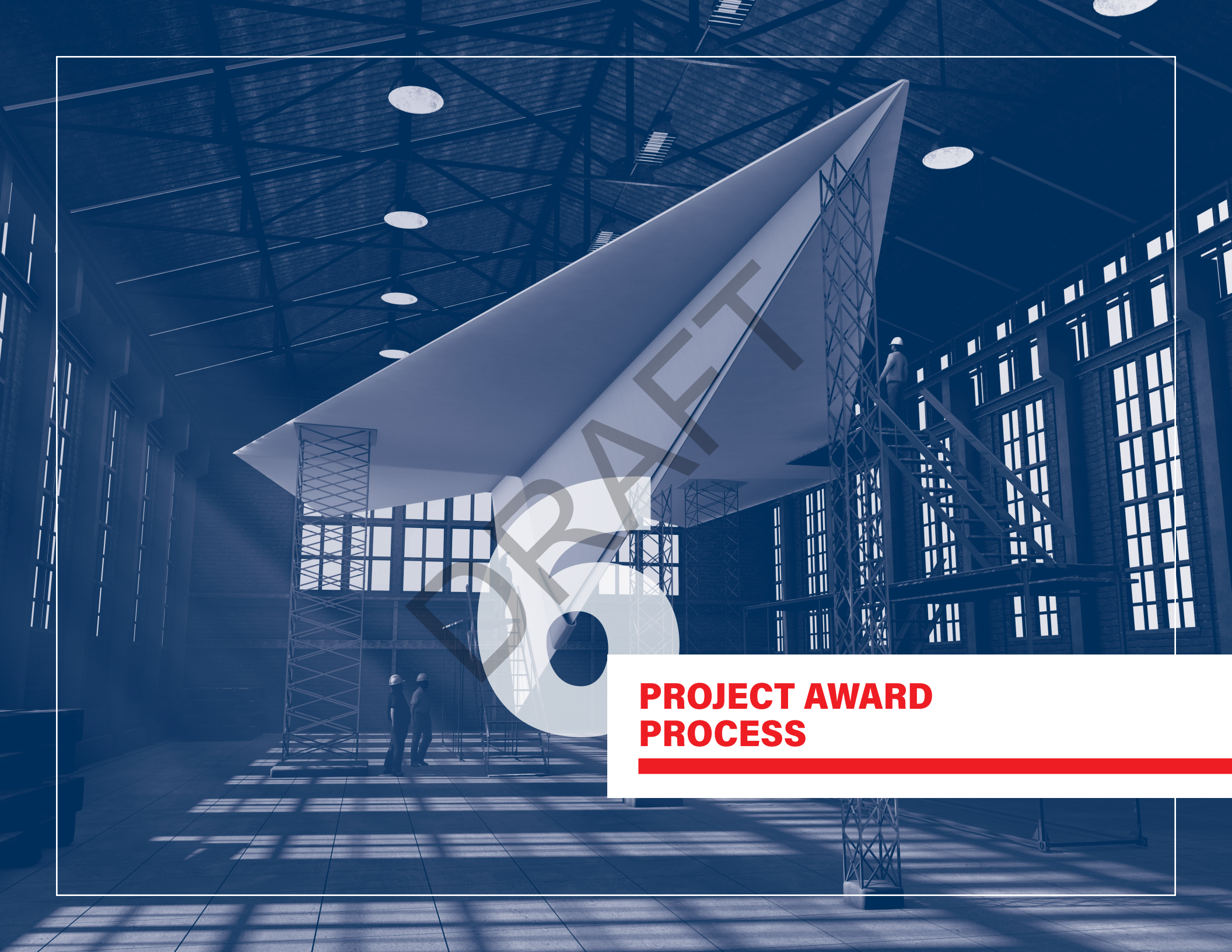
- **Airport Sponsors and their Consultant determine the target letting date in coordination with the Aeronautics Design Section for Local-let projects.** The submittal of documents for review is generally accelerated and does not follow any set number of weeks to submit the documents for each milestone. The consulting engineer is asked to provide an anticipated project design schedule at the pre-design meeting.

- **Airport Sponsors handle the Local-letting process, copies of the advertisements, and affidavits of publication.** Federal or state procurement rules require the projects to be publicly advertised and competitively bid, unless the Airport Sponsor requests authorization from the Design Section to utilize the FAA Small Purchase Procedures procurement method outlined in the AIP Handbook (FAA Order 5100.38D, Airport Improvement Program Handbook).

- **Airport Sponsors assume more risk during the Local-let process.** Airport sponsors hold the construction contract for a Local-let project. They may have to pay the construction contractors in advance of federal and state funding. Airport sponsors also take on more federal/state compliance responsibility.

FORMS REFERENCED IN CHAPTER

- BDE 124, *Request for Authorization to Bid/Not for Bid Status*
- BC 57, *Affidavit of Availability*
- SBE 2022, *DBE Participation Statement - Joint Venture*
- SBE 2023, *DBE Participation Statement – Trucking*
- SBE 2024, *DBE Participation Statement - Supplier*
- SBE 2025, *DBE Participation Statement - Subcontractor*
- SBE 2026, *DBE Utilization Plan*



PROJECT AWARD PROCESS

CHAPTER 6: PROJECT AWARD PROCESS

This section describes the internal project award process at Aeronautics and Central Office after notification of award has been sent to the Airport Sponsor. The project award process for IDOT-let, Local-let, primary, and non-primary airports is also described.

AERONAUTICS AND CENTRAL OFFICE PROCESSES

For all projects that Aeronautics and/or the CHI-ADO deem awardable, the Design Section reviews all bids and makes preliminary determinations regarding award or rejection for both primary and non-primary airports. The Section Chief of Airport Design prepares the Award/Reject Recommendation Memorandum that lists projects to be awarded or rejected. The Section Chief of Airport Design provides the Award/Reject Recommendation Memorandum to the Bureau Chief of Airport Engineering, who sends the memorandum to the Deputy Director of Aeronautics for award/reject approval by IDOT executive management.

The memorandum is concurrently sent to the Contracts Section, which begins the project award process within Aeronautics' internal data management systems.

The responsible Design Engineer prepares the Final Release Request indicating the state release amount, project funding sources, and other specific information necessary for the award process. When the responsible Design Engineer has completed the Final Release Request, it is forwarded to a peer Design Engineer for review, who identifies any items requiring revision/clarification and coordinates appropriately with the responsible Design Engineer. Once review is complete, the reviewing Design Engineer forwards the Final Release Request to the Section Chief of Airport Design for approval. The Section Chief of Airport Design reviews, coordinates as necessary with both Design Engineers, and approves the Final Release Request.

Following approval, the Section Chief of Airport Design forwards the Final Release Request to the Senior Airport Program Engineer for review and confirmation of the budget and further processing.

The Senior Airport Program Engineer then forwards the Final Release Request to the Contracts Section to evaluate project-specific circumstances in coordination with BoBS to identify necessity of an IGA amendment.

These processes are inherent to funding both highway and aviation projects.

With the executed IGA in place, the Contracts Section can award the project to the Contractor. Awarding the project requires several signatures on the contract documents, including that of the Contractor and the IDOT Secretary of Transportation. Once an executed contract is in place, the Consultant coordinates with the Construction and Materials Section to set a date for a pre-construction meeting to establish a start date for construction and issue an NTP for construction.

PROJECT AWARD PROCESS FOR PRIMARY AND NON-PRIMARY AIRPORTS

For non-primary airports, Award Concurrence Letters and Contractor Intent to Award Letters are issued to Airport Sponsors and As-Accepted, low-bid Contractors, respectively.

For IDOT-let projects, the Contractor Rejection Letters are issued by Aeronautics to As-Accepted, low-bid Contractors if the project is determined to not be awardable.

For Local-let projects, the Airport Sponsor receives the Award Concurrence Letter from Aeronautics. The Airport Sponsor must sign it and return it to the Design Section as instructed in the letter. The Airport Sponsor then issues an NTP to awarded parties and sends a copy to Aeronautics.

If a project award is rejected by the Design Section, the Airport Sponsor must restart the process of project letting/design phase during the next letting cycle.

CONTRACTOR AGREEMENT

Aeronautics enters into a Construction Contract Agreement with the Contractor that is awarded the project; the agreement covers only the construction-related items.

Aeronautics then sends the Award Letter and Contractor Agreements to the Contractor, and to Central Office for executive signatures, after which the Contractor has 15 days to sign and return the agreement to Aeronautics. These agreements are obligated with the Illinois State Comptroller so payments can be made to the respective vendor; the payment process can take up to 30 days.

Once the Award Letter is sent, the project transitions from the Design Phase to the Construction Phase. The Airport Consultant coordinates with the Construction and Materials Section to schedule a pre-construction meeting, during which time a start date for construction is discussed.

PROJECT AWARD SUMMARY: ROLES AND RESPONSIBILITIES

Airport Sponsor

1. Prepares NTP for Local-let projects.

Consultant

1. Initiates and coordinates the pre-construction meeting with the Construction and Materials Sections.

Contractor

1. Enters into Construction Contract Agreement with Aeronautics.

Aeronautics

Deputy Director of Aeronautics

1. Approves Award/Reject Memorandum.

Design Section

1. Reviews bids and makes preliminary determination of project award or rejection for both primary and non-primary airports.
2. Issues Sponsor Award Concurrence Letter and Contractor Award/Rejection Letters.
3. Prepares and approves Final Release Request.

Contracts Section

1. Manages internal project award process and data management systems.
2. Finalizes award with the Contractor.

Construction and Materials Section

1. Provides dates and times to the Consultant for the Pre-Construction meeting.

Central Office

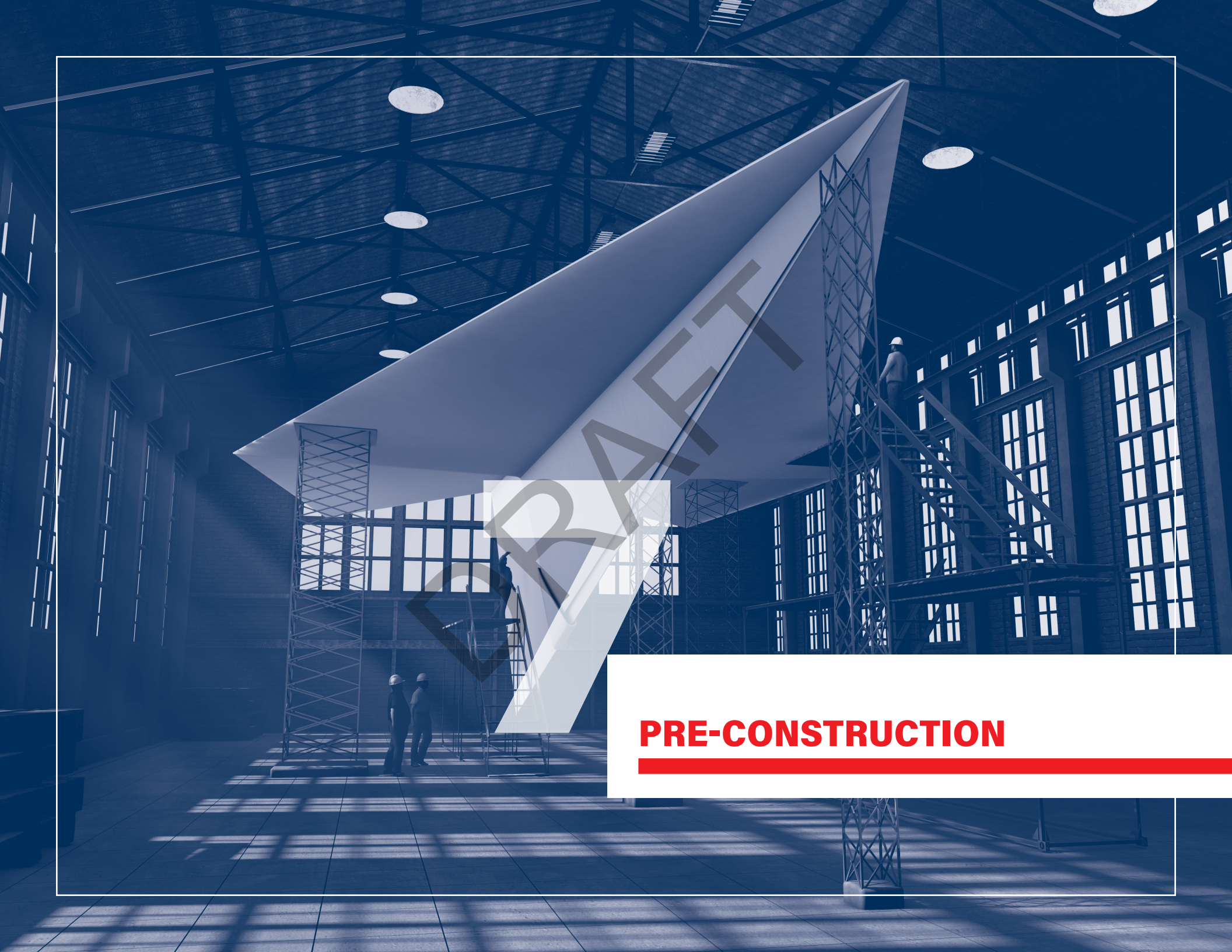
1. Executive staff signs the IGA and GATA.
2. Chief Procurement Officer, Secretary of Transportation, and Director of OIPI sign the Construction Contract Agreement.

OP&P

1. Coordinates with the Contracts Section to send IGA and GATA documentation to the Airport Sponsor.

CHI-ADO

1. Approves projects to be awarded for primary airports.



PRE-CONSTRUCTION

CHAPTER 7: PRE-CONSTRUCTION

The pre-construction phase occurs from the time the project is awarded until the NTP. At this time various coordination efforts between the Consultant, Contractor, Sponsor, and Aeronautics occur. This includes discussing timelines, submittals, waivers, agreements, site evaluation, permits, mix design review, Quality Control (QC) Plans review, project concerns, pre-construction meeting, and other meetings as needed.

MATERIALS

Generated Project Documentation and Testing Report

The Project Documentation and Testing Report (PDTR) is generated by the Aeronautics Materials Certification Technician from Consultant-supplied bid items. This document is used throughout the rest of the project for payment and closeout certification. The PDTR is provided to the Contractor and Consultant and provides guidance on required documentation for each pay item.

The Contractor submits to the Consultant material certifications, shop drawings, test results, and any other documentation as indicated on the PDTR during the project. The Consultant reviews and provides exceptions as necessary or issues a no exceptions taken on the material documentation before sending to the Materials Certification Technician via email (attention to Aeronautics Materials Engineers – personnel will be identified in the pre-construction meeting).

Materials Submittal Reviews

The Contractor submits material certification documentation such as shop drawings, test results, and materials certifications to the Consultant for review and concurrence with compliance or acceptance with exceptions. The Consultant submits the documentation with their concurrence to the Materials Certification Technician and Mixtures Control Engineer for final review and acceptance. All materials certifications should be approved by the Construction and Materials Section prior to incorporating any item into the job. Items incorporated into the project prior to material acceptance are at the Contractor's risk. Contractor payment may be delayed or deemed ineligible based on insufficient documentation.

This submittal process occurs throughout the preconstruction, construction, and closeout process. The Construction and Materials Section accepts or rejects the submittal and updates the PDTR upon receipt of the Consultant-stamped material documentation.

Mix Design Reviews

Mix designs can be submitted through the Consultant or directly from the Contractor to Aeronautics. All mix designs must be approved by Aeronautics before any mix is placed. The Section Chief of the Construction and Materials Section signs off on the approval memo, and it is distributed by the Mixtures Control Engineer.

QC Plans Review

The QC Plans can be submitted through the Consultant or directly from the Contractor to Aeronautics. All QC Plans must be approved by Aeronautics before any mix is placed. The Section Chief of the Construction and Materials Section signs off on the approval memo, and it is distributed by the Mixtures Control Engineer.

Pre-Pave or Pre-Pour Meetings

When a need is determined by any of the parties, a pre-pave or pre-pour meeting may be conducted. The meeting is typically led by the Mixtures Certification Engineer and includes the RE and other Consultant staff as needed, Aeronautics Construction and Materials Section staff, the prime Contractor and subcontractor if pertinent, and the Sponsor as needed. The meeting discusses timeframes, testing requirements, communication, and personnel. This can occur in both the pre-construction and construction phases.

Test Batch/Control Strip

Prior to placing larger quantities of Hot Mix Asphalt (HMA) or Portland Cement Concrete (PCC) pavement, Aeronautics projects require the Contractor to demonstrate that the proposed mix design(s) will comply with project material and testing requirements. To simulate and demonstrate the quality of the proposed mix, the Contractor must perform a control strip (HMA items) or a test batch (PCC items). While test batches and control strips occur after the NTP, much of the coordination can occur in the pre-construction phase.

Buy American Waivers

Buy American waivers must be submitted and approved by the FAA before the construction NTP. All waivers are tracked by the Aeronautics Materials Certification Technician.

Materials-Related Issues

Materials issues will be addressed as identified by Aeronautics, the Consultant, and/or Construction personnel. This can occur through all phases from pre-construction, construction, and closeout. Issues may require materials substitutions and the evaluation of credits for non-compliance.

SAFETY PLAN COMPLIANCE DOCUMENT

As stated in the IDOT Standard Specifications, the Contractor submits the Safety Plan Compliance Document (SPCD) to the airport (usually to the Consultant and Airport Sponsor) prior to the pre-construction meeting. The SPCD describes how the Contractor will comply with the requirements of FAA AC 150/5370-2, *Operational Safety on Airports During Construction*, and with the CSPP. The Contractor must adhere to the SPCD for the duration of the project and may be required to submit updates 10 days prior to the commencement of each phase. The Airport Sponsor must sign the SPCD prior to issuance of the NTP.

It is best practice for the Contractor to have a preliminary progress schedule for the pre-construction meeting. Having a tentative schedule at the meeting may facilitate discussion, especially regarding the impacts of a particular project phase and any potential scheduling conflicts.

Communication Template

The Communication Template is intended to be a tool for the Consultant to facilitate completion of project documentation and to streamline correspondence between the involved parties. The template covers various needs required of milestones from preconstruction to closeout. The template is the foundation for milestone submittals required by the Consultant to the Construction and Materials Section.

The Communication Template includes applicable correspondence templates that the Consultant uses throughout the project when communicating with the Aeronautics FE. The template includes the following:

- Reimbursement information
- Pre-construction meeting request
- NTP request
- RE submittal log
- Change Authorization cover letter
- Final inspection request
- Final acceptance recommendation

PRE-CONSTRUCTION MEETING

The purpose of the pre-construction meeting is to discuss requirements, schedules, testing, documentation, communication, and any job-specific issues. It provides an opportunity for the Contractor to coordinate with the Sponsor regarding site access, required training, badging, and clearance for personnel and equipment. This is an opportunity to bring awareness to all parties involved and provide needed direction.

The Consultant sets up a meeting between the Contractor, Consultant, Sponsor, and Aeronautics staff. The FE is the main point of contact between Aeronautics and the Consultant. Typical attendees include the Consultant PM and RE, Contractor and subconsultants as needed, Sponsor, Aeronautics Construction and Materials, and EEO staff. The Aeronautics FE leads the meeting, facilitates the construction portion, and compiles and distributes the meeting minutes. Materials and EEO agenda items are also discussed and facilitated by the respective Aeronautics representatives. After the agenda items are covered, the meeting is opened for discussion on any items that impact the project. This is an opportunity to address issues in a timely manner. As such, attendees should be familiar with the plans and special provisions and be prepared to discuss concerns.

It is recommended to schedule the pre-construction meeting four to six weeks before the anticipated project start date.

Additional meetings may be necessary to coordinate the project start. This coordination may include a review of testing requirements; materials certification requirements, such as Buy American Requirements; and project concerns. Identified issues should be addressed as soon as possible and should not wait until pre-construction meetings.

MEETING ELEMENTS

WHAT

Pre-construction meetings offer attendees an opportunity to be briefed on project and construction requirements, Sponsor and Aeronautics expectations, scheduling, testing, and any potential issues that may arise during construction.

WHERE

The location of the pre-construction meeting is at the discretion of the Airport Sponsor, Consultant, and Contractor. These meetings are typically held at the Airport.

WHEN

Ideally, the pre-construction meeting is held four to six weeks prior to the anticipated NTP date.

WHY

The meeting is intended to address requirements, processes, and any uncertainties surrounding the project. Key personnel and their contact information are identified to facilitate project communication.

WHO

The Contractor, Consultant, Airport Representative, and Aeronautics staff attend the meeting.

Executed Engineering Agreement

The Aeronautics Design Section will verify that the Consultant Engineering Agreement is executed prior to issuing the NTP. The Agreement for Construction Phase Engineering must be executed to administer a construction project.

NOTICE TO PROCEED

A NTP is a starting date for when the Contractor can begin work and is required before any work can be conducted by the Contractor. Any work conducted before an NTP is not eligible for payment.

During the pre-construction phase, NTP documentation is completed by the Contractor, reviewed by the Consultant, and submitted to Aeronautics for review and approval. All NTP documentation should be submitted at least 5 days prior to the NTP date. More time may be needed if subcontractors' participation exceeds $50,000, or if corrections are needed for document approval. All NTP document submittals must be reviewed and approved by Aeronautics before an NTP can be issued.

Responsibilities of the Contracts Section

The following items need to be reviewed by the Contracts Section prior to issuing the NTP. The FE will verify that these tasks have been completed.

- All funding in place (federal/state release/local).
- The Contractor has a certificate of good standing in Illinois (Illinois Secretary of State).
- The Contractor has a current liability insurance policy and executed agency agreement (IGA/GATA) between the Sponsor and IDOT.
- Executed construction contract.

Responsibilities of Construction and Materials Section

The following items need to be reviewed by the Construction and Materials Section prior to issuing the NTP.

- An approved subcontractor request (Forms AER 260A and AER 261).
- An approved project schedule (Form AER 255 or similar).
- SPCD signed by the Airport Sponsor.
- Airspace/Safety plan approval.
- Verify the project is active in the Construction and Materials Management System (CMMS).
- When applicable, an approved Storm Water Pollution Prevention Plan (SWPPP).
- When applicable, any additional relative permits.
- When applicable, AER 981, *Agreement To Plan Quantity*.
- When applicable, all waivers obtained.
- Completed AER 34, *Consultant Airport Construction Personnel Plan*.
- Verify that any NTP impacting deficiencies as discussed in the pre-construction meeting have been addressed.

Responsibilities of Contractor, Consultant, and Airport Sponsor

Prior to issuing the NTP, the following items are required to be submitted and/or approved:

Approved Project Schedule

The project schedule outlines how the Contractor plans to construct the project within the allotted time as identified in bid documents. The progress schedule includes when work will be conducted on pay items and outlines the critical path to completion. An updated schedule should be submitted when the schedule falls more than 10 days behind the current schedule.

The Contractor prepares and submits the original progress schedule to the Consultant for review and concurrence. The Consultant forwards the progress schedule to Aeronautics for review and approval. An approval memo is provided by the Aeronautics Section Chief of Construction and Materials and distributed by the FE.

The schedule may be used to evaluate time extension requests and engineering amendments.

Approved Subcontractors

Aeronautics assesses subcontractor approval using Forms AER 260A and AER 261. The prime Contractor prepares and sends the forms to the Consultant for review.

- Form AER 260A, *Request for Approval of Subcontractor* is required for all subcontractors.
- Form AER 261, *Substance Abuse Prevention Program (SAPP) Certification* is required for the Prime Contractor and all subcontractors.

The Consultant consolidates all the AER 260As and AER 261s into a single subcontractor package. The Consultant sends the subcontractor package to the Aeronautics FE for approval.

Aeronautics reviews the subcontractor package to verify proper completion of submitted forms, checking delinquent debt status, and checking DBE status for all subcontractors. An approval memo is provided by the Aeronautics Section Chief of Construction and Materials and distributed by the FE.

Form AER 34, Consultant Airport Construction Personnel Plan

Aeronautics Form AER 34, *Consultant Airport Construction Personnel Plan*, is prepared by the Consultant prior to construction start. Form AER 34 is used to identify Consultant personnel who will be on-site and their respective qualifications. On this form, the Consultant must identify the project RE, project manager, and any other support staff for the project. The Consultant sends the completed form to the Aeronautics FE for review.

Final review and approval is conducted by the Construction and Materials Section. An approval memo is provided by the Aeronautics Section Chief of Construction and Materials and distributed by the FE.

Following completion and approval of all the above, the NTP is issued. Once issued, the Contractor must begin construction within a set number of days from the date of the NTP; the number of days is determined by the governing contract specifications.

Contract time begins the date the Contractor begins construction or the number of days from the date of the NTP dictated by the governing contract specifications, whichever is earlier.

The Contractor must notify the Consultant at least 24 hours in advance of construction start. No operations should begin prior to the date specified in the NTP.

Verified NPDES permit (If applicable)

National Pollutant Discharge Elimination System (NPDES) permits are required for any construction project that results in the disturbance of soil equating to a total land area of one acre or more. If an NPDES permit is required for an Aeronautics project, it must be issued before the NTP. The Airport Sponsor manages compliance with these permits rather than Aeronautics. Inspectors from the respective permitting agencies may visit a project site and request evidence of permit compliance.

PRE-CONSTRUCTION, LOCAL-LET (NON-VERTICAL CONSTRUCTION) SUMMARY

Local-let projects are under the oversight of the Sponsor and their Consultant working directly with the FAA with exception to the following:

- Aeronautics may provide the PDTR.
- Aeronautics staff may attend meetings.
- As per specifications, Aeronautics approval of mix design may be required.

Minutes of the pre-construction meeting must be submitted to Aeronautics.

PRE-CONSTRUCTION SUMMARY: ROLES AND RESPONSIBILITIES

Airport Sponsor

1. Reviews and signs the SPCD and sends to the Consultant RE.
2. Attends pre-construction meeting.
3. Provides additional training (e.g., driver training, communications training) if required to perform work at the airport.
4. Reviews required NTP documents.
5. Manages the NPDES permit if required.

Consultant

1. Coordinates with the Contractor, Sponsor, and Aeronautics to schedule the pre-construction meeting.
2. Consultant RE attends the pre-construction meeting.
3. Coordinates with FAA and Aeronautics to get Airspace/Safety plan approval.
4. Sends the SPCD to Aeronautics FE after signed by Airport Sponsor.
5. Coordinates with Contractor to generate a list of existing structures that are damaged.
6. Reviews required NTP documents.
7. Reviews mix designs and QC Plans.

Contractor

1. Coordinates with the Consultant to schedule the pre-construction meeting.
2. Attends and participates in the pre-construction meeting.
3. Submits the SPCD to the Airport Sponsor or Consultant.
4. Prepares the progress schedule.
5. Coordinates with the Consultant RE to generate a list of existing structures that are damaged.
6. Completes required NTP documents.
7. Prepares mix design(s) and QC Plans and sends to the Consultant RE and/or Aeronautics.
8. Notifies the Consultant RE within 24 hours of start of construction.

Aeronautics

Construction and Materials Section

1. Determines pre-construction meeting date.
2. Prepares pre-construction meeting agenda.
3. Leads the pre-construction meeting.
4. Sends out meeting minutes to pre-construction meeting attendees.
5. Generates the PDTR, provides materials submittal reviews, and addresses identified materials issues.
6. Sends a project Communication Template to the Consultant RE.
7. Reviews and approves required NTP documents.

Central Office

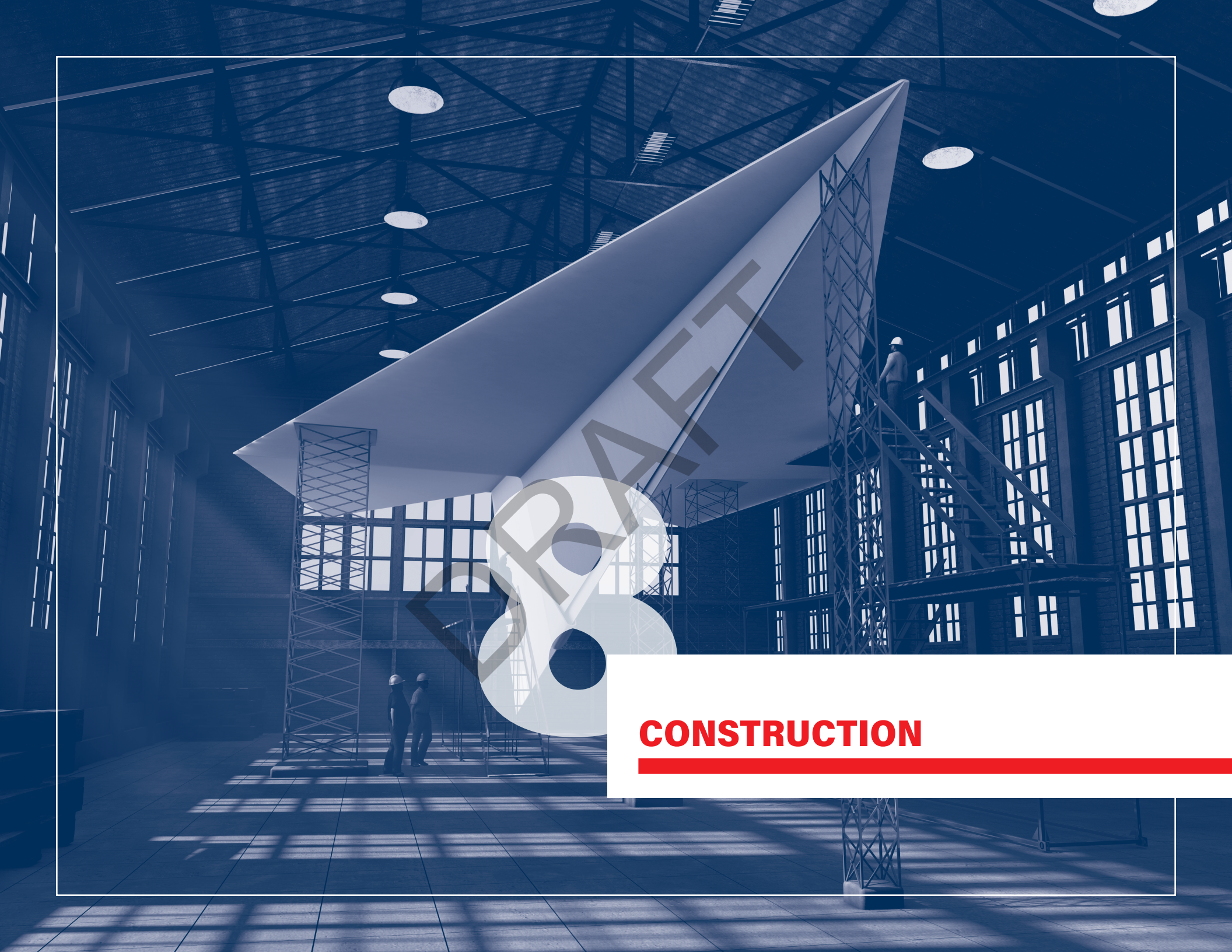
1. Processes the contract and assists with CMMS project setup.

CHI-ADO

1. Issues Buy-American waivers as needed.
2. Airspace clearance/CSPP determination.

FORMS REFERENCED IN CHAPTER

- AER 1961, *Vendor Invoice*
- AER 260A, *Request for Approval of Subcontractor*
- AER 261, *Substance Abuse Prevention Program Certification*
- AER 255, *Progress Schedule*
- AER 34, *Consultant Airport Construction Personnel Plan*
- AER 981, *Agreement on Accuracy of Plan Quantities*



CONSTRUCTION

CHAPTER 8: CONSTRUCTION

The Contractor can begin work on or after the date provided in the NTP. Contract time begins either when the Contractor begins work or 10 days after the NTP issue date, whichever occurs first.

The Contractor must notify the Consultant at least 24 hours in advance of construction start.

For Local-let projects, the Consultant should send a copy of the NTP letter to the Aeronautics Construction and Materials section. This is needed to ensure that payments will be approved when submitted and is required for project closeout.

GOVERNING SPECIFICATION

Each Aeronautics construction project adheres to a governing specification. The project special provisions, which are included in the bid letting package, identify the governing specification.

Multiple specifications could be used for a project at a publicly owned airport in Illinois . The 2023 Illinois Standard Specifications for Construction of Airports is the FAA-approved state specification that is used for non-primary airports if federal funding is involved. If there is no federal funding (state and/or locally funded), the 2012 Illinois Standard Specifications for Construction of Airports may be used. Primary airport projects with federal funding must use the FAA specifications, currently FAA AC 150/5370-10H, *Standard Specifications for Construction of Airports*.

Requirements from the governing specifications must be followed on the project, unless noted otherwise in the contract special provisions or plans.

Hierarchy of Contract Documents

All parties involved in construction must be aware of the hierarchy of contract documents. The hierarchy listed below identifies which documents take precedence. The hierarchy supports decision-making if the documents have conflicting guidance or information.

1. Special Provisions
2. Plans
3. Standard Specifications

The Contractor is not to exploit any apparent errors or omissions in the plans or specifications. If the Contractor identifies such apparent errors or discrepancies, they should immediately notify Aeronautics or the designated representative in writing, seeking their written decision about how to proceed.

ONGOING DOCUMENTATION

CMMS

CMMS is a web-based program used for all IDOT-let projects. Aeronautics, Central Office, and the Consultant RE are the primary users of this system. Airport Sponsors do not have access to CMMS. Project documentation, daily records, quantities, and administration are facilitated and maintained through CMMS. The Construction and Materials Section Chief or the Contracts Document Specialist maintain the system.

Aeronautics and the Consultant RE track and communicate construction progress in CMMS. The Consultant RE tracks quantities and submits daily diaries into CMMS. The Consultant RE also prepares pay estimates and Change Authorizations in CMMS.

Pay Estimates

Pay estimates are statements that recommend payment to the Contractor based on the quantity of pay items placed by the Contractor and the contract unit prices for those pay items. Pay estimates are quantified and prepared by the Consultant RE and represent the Contractor's completion of contract line items over a given period or pay period. The Consultant RE quantifies contract line items per the "Method of Measurement" subsection of the governing specifications. Payment of contract line items is recommended per the "Basis of Payment" subsection of the governing specifications, unless otherwise noted. The first pay estimate should be prepared between the first two to three weeks after the start of construction, and at least every month thereafter. The CMMS system cannot process payments at a frequency of less than two weeks.

The Consultant RE prepares pay estimates and must be on-site every day the Contractor is working. An inspector alone does not necessarily fulfill the requirement of the Consultant being on-site if no Consultant RE is present. An inspector should not prepare project pay estimates.

Primary/Local-let

The Construction and Materials Section reviews pay estimate packages for Local-let projects at primary airports. Pay estimate packages are prepared by the Consultant RE and sent to the supervising Aeronautics FE for review. Pay estimate packages include:

- Completed AER 1961 signed by Airport Sponsor.
- Completed AER 30 (AER 301-305), *AIP Sponsor Certification*.
- FAA & State Change Order approval and AER 51L.

Aeronautics no longer holds 10 percent retainage. The Airport Sponsor may elect to hold retainage consistent with their Local-let contract.

The approved package is sent to the Contracts Section for final approval and issuance of payment.

For all vertical construction projects (terminal, hangars, etc), the Design section reviews pay estimate packages.

For primary Local-let, non-vertical projects, Construction and Materials Section reviews pay estimate packages.

Any project that does not fit one of the above categories, the pay estimate package is handled by the Design Section.

IDOT-let

The Construction and Materials Section reviews and approves all pay estimates for IDOT-let jobs. Pay estimates are prepared by the Consultant RE and generated using CMMS. Before finalizing the estimate and sending it to the Construction and Materials Section for review, the Consultant RE should check the following items:

1. Verify that all diary entries for the pay period are accurate and input into CMMS.
2. Verify that quantity book entries are input into CMMS and that materials documentation is accepted by the Materials Certification Technician; supporting documentation is included if necessary.
3. Ensure line-item payments comply with contract specifications.
4. Ensure certified payroll for each pay period covered by the pay estimate is included, signed, reviewed, and dated by the Consultant RE.
5. Ensure Form AER 37C, Two Week Calendar Day Records, prepared, signed, and dated by the RE, is included for each two weektwo-week period covered by the pay estimate.
6. Ensure EEO compliance documentation is included, signed, reviewed, and dated by the Consultant RE.
7. After all items are ready, the Consultant RE checks the "RE Approval" box in CMMS.

All items included on IDOT let pay estimates, must have approved Material Certification in order to be paid.

After preparing the estimate in CMMS and verifying the above items, the Consultant RE generates the "submittal form" report from CMMS. The Consultant RE then emails the CMMS report and supporting documentation to the Aeronautics FE for review. The Construction and Materials Section reviews the pay estimate and, if approved, will forward to the Contracts Section for final approval.

Field Inspections for EEO

The EEO Contract Compliance Coordinator, or their delegate, will conduct periodic job site inspections. Documents that will be reviewed during the inspection include:

- Form SBE 750, *Workforce Contact Inspection Report*
- Form SBE 751, *DBE Contact Inspection Commercially Useful Function (CUF)*
- Form SBE 752, *Bulletin Board Requirements*
- Form AER 163, *Report of Employee Interviews*

In addition, a DBE must perform a commercially useful function on the contract to be counted for DBE goal credit. A commercially useful function is generally performed when the DBE is responsible for the work and is carrying out its responsibilities by performing, managing, and supervising the work involved.

CHANGE AUTHORIZATIONS

If the Contractor is required to perform work not initially provided for in the awarded contract, or for balancing quantities at the end of a project, the contract can be changed by Aeronautics for IDOT-let projects and by the Sponsor for Local-let projects. Aeronautics has the authority to issue a Change Authorization to address the additional tasks.

Work cannot begin on an IDOT-let project before written approval has been received from Aeronautics staff.

Change Authorizations for extra work include agreed-upon unit prices or time and materials in accordance with the specified requirements, as well as any necessary adjustments to the contract timeline as determined by the Consultant RE with required Aeronautics concurrence.

It is recommended to discuss the Change Authorization with Aeronautics before completing an AER 51 to streamline efforts.

To initiate the Change Authorization process, the Consultant RE sends a recommendation of the change to the Contractor PM. If the Contractor PM agrees to the change, the Consultant RE will prepare a Form AER 51, A*uthorization of Contract Changes*. After an AER 51 is prepared and signed by the Consultant and Contractor, the Consultant RE will upload the form and supporting documentation into CMMS and notify the Aeronautics FE that it is ready for review. The Aeronautics FE will work with the Section Chief of Construction and Materials to determine concurrence.

If the total change amount is more than $100,000, additional approval is required from Central Office.

The Consultant RE will receive an email from Aeronautics either approving or rejecting the proposed Change Authorization. If approved, the Contractor may begin associated work.

Change Authorization documentation should be uploaded and approved in CMMS by the Consultant RE within 3 days of receiving Aeronautics approval. At a minimum, the Aeronautics FE, Section Chief of Construction and Materials, and the Bureau Chief of Airport Engineering are required to approve the Change Authorization before it can be published in CMMS and become part of the contract. Items affected by a Change Authorization cannot be included in a pay estimate until the Change Authorization is published.

WEEKLY STATUS MEETING

Weekly status meetings are required by specification. These are an opportunity for all parties (Consultant RE, Contractor, Sponsor, and Aeronautics) to discuss, at a minimum, progress (both completed and upcoming work); evaluate project time; and address concerns such as materials issues, payment issues, and potential Change Authorizations. The Consultant RE leads the meeting and provides meeting minutes. For IDOT-let projects, the meeting minutes should be uploaded into CMMS within 3 working days. The weekly meetings provide support documentation that will be considered if a time extension or engineering amendment is needed.

DETERMINATION OF CONTRACT TIME - TWO-WEEK CALENDAR REPORTS

Contract time is the number of calendar days or working days, stated in the proposal, allowed for completion of the contract, including authorized time extensions. If a calendar date of completion is stated in the proposal, in lieu of number of calendar or working days, the contract shall be completed by that date.

The Consultant RE prepares daily diaries in CMMS and Form AER 37C, *Two Week Calendar Day Record* to evaluate calendar days. The statements assess contract time to be charged over the two-week period, beginning on the effective NTP date. Calendar days are charged with the exception of conditions that are beyond the Contractor's control, including but not limited to strikes, lockouts, and temporary suspension of work ordered by the Consultant RE.

The Contractor has 1 week to file a written protest to the bi-weekly statement. If no protest is filed within that period, the statement is considered acceptable to the Contractor.

The daily diary should include the controlling item that affected the project that day and support reasons if less than a full workable day was charged.

LIQUIDATED DAMAGES – FAILURE TO COMPLETE ON TIME

LDs are assessed as a dollar amount for each day of overrun in the final contract time. The dollar amount per day is specified in the contract and proposal. If LDs are assessed, the payor deducts any money due or to become due to the Contractor or from their own surety. LDs are assessed for each calendar day beyond the allotted amount of contract time, including all extension and adjustments to contract time, that the project remains not substantially complete. Deducted sums are considered liquidation of a reasonable amount to cover damages including, but not limited to, additional engineering services needed to cover additional construction oversight.

EXTENSION OF CONTRACT TIME

If the Contractor encounters circumstances beyond their control that make it impossible to complete the work within the specified contract time, the Contractor may make a written request to the Consultant RE for an extension of time at any point prior to the expiration of contract time. The written request must justify why the Contractor believes they should be warranted additional time and identify specific weather days with support information justifying the additional time.

When the requested extension is in response to inclement weather, National Weather Bureau data must be included to show that the actual amount of inclement weather exceeded what could normally be expected during the contract period. A Contractor's plea that insufficient time was specified is not a valid reason for extension of time.

Upon receipt of the request, the Consultant RE reviews the Contractor's provided justification. The Consultant RE prepares Form AER 2019, *Request for Extension of Time* and submits the form with an attached copy of all AER 37Cs, *Two-Week Calendar Day Reports*, as well as a copy of the Contractor's extension justification letter. The Consultant RE's assessment of whether a day was considered workable or non-workable must be included for all calendar days charged. The Consultant RE also should include any supporting backup information provided by the Contractor. The Consultant RE should provide a recommendation to Aeronautics as to the number of days to be extended and the number of days to be assessed for LDs.

Aeronautics reviews the AER 2019 and all attachments. The Section Chief of Construction and Materials provides a memo outlining the approval which is distributed to the Consultant RE by the Aeronautics FE. If the extension and justification seem reasonable, the Aeronautics FE sends it to the Section Chief of Construction and Materials for review and acceptance. Aeronautics distributes a letter notifying the Contractor and Consultant of approval. The extended time for completion will then be considered as the new deadline and will hold the same weight as if it were the original time for completion.

If the time extension request is modified or denied by Aeronautics, or if the calendar days charged still exceed the allotted contract time, LDs may be assessed.

Revision of Project Schedule

During construction, the Consultant RE will compare Contractor progress against the baseline plan to assess Contractor performance. Following construction start, the Contractor will provide updates to the progress schedule when required.

The Airport Sponsor may request a copy of the progress schedule from the Consultant RE. The Airport Sponsor may provide input to the Consultant RE and verify that construction will not conflict with any airport events. A revised schedule will be necessary when controlling item order changes or when the current schedule is more than 10 calendar days behind. The Airport Sponsor may attend the weekly progress meetings or request schedule updates from the Consultant RE.

The Consultant RE and Contractor are encouraged to keep a record of all progress schedule updates. If the Contractor submits a request for time extension, the progress schedule is a primary document that Aeronautics reviews. If the actual project controlling items and work performed do not adhere to the progress schedule, they may constitute Aeronautics' refusal of the time extension request.

CONSTRUCTION PHASE ENGINEERING AMENDMENT

At times, the amount of estimated engineering work in the Engineering Agreement differs from the amount of actual engineering work performed on the project. Engineering Amendments are most commonly needed when Contract Time is overrun by the Contractor. In those instances, the Consultant RE may submit a request for an engineering amendment. Engineering amendments are intended to cover costs that were unforeseen in the original Engineering Agreement and that were outside of the Consultant's control. In such cases, an approved engineering amendment may increase the contract not-to-exceed (NTE) value and cost-plus-fixed-fee of the original engineering agreement.

The request for an Engineering Amendment is submitted by the Consultant to the Aeronautics FE utilizing Form AER 2020, *Construction Phase Engineering Amendment Application*. The document should include billing for all construction tasks and outline the proposed out-of-scope work and financial impact.

The Aeronautics FE provides the initial review and communication with the Consultant for missing information. The Aeronautics FE provides their recommendation to the Section Chief of Construction and Materials. The Section Chief of Construction and Materials reviews and approves, approves with modification, or rejects the amendment request. The Section Chief of Construction and Materials may discuss funding with the Senior Program Airport Engineer before approval. Aeronautics sends the amendment review memo to the Consultant. The Consultant is responsible to work with the Sponsor to complete the engineering amendment contract adjustment document. The signed Engineering Amendment documentation must be received by the Construction and Materials Section before any invoices exceeding the initial agreement can be processed.

Construction Engineering Amendment requests are due no later than 10 days after the final inspection date. All construction engineering invoices must be submitted within 60 days of the final acceptance date. If there is a pending time extension request, engineering amendments will not be approved by Aeronautics before the time extension is resolved.

CONSTRUCTION SUMMARY: ROLES AND RESPONSIBILITIES

Airport Sponsor

1. Completes and signs AER 1961 for Local-let projects at primary airports for reimbursement of invoices.
2. Attends weekly progress meetings if available.
3. Coordinates with Consultant RE to issue Notice to Airmen (NOTAM) if required for project phasing.
4. In cases of increases to project cost due to Change Authorization or engineering amendment, provides acknowledgement of additional local share requirements as applicable.

Contractor

1. Constructs the project in accordance with the plans and specifications using approved materials.
2. Performs test batch or test strips as needed.
3. Adheres to the approved SPCD.
4. Submits material certifications to Consultant RE.
5. Adheres to the approved QC Plan.
6. Reviews and verifies that bi-weekly statements are accurate.
7. Attends weekly progress meetings.
8. Provides progress schedule updates if required.

Consultant RE

1. Tracks and documents project in CMMS.
2. Quantifies, prepares, and reviews pay estimates to be submitted to CMMS.
    a. Generates and submits the submittal form report from CMMS. Includes weekly reports and Contractor's certified payroll.
3. Prepares pay estimate package to be sent to Aeronautics FE for Local-let projects at primary airports.
4. Provides QA testing and documentation as required.
5. Prepares AER 37C, bi-weekly statements for the Contractor's review and uploads to CMMS.
6. Compares Contractor progress against the baseline project progress schedule.
7. Reviews material certifications and sends to Aeronautics Material Technician as received.
8. Conducts weekly progress meetings with Contractor.
9. Sends weekly progress meeting minutes to attendees and uploads minutes to CMMS.
10. Reviews and provides recommendations for Change Authorizations.

Aeronautics

Construction and Materials Section

1. Reviews pay request package for Local-let projects at primary airports.
2. Reviews all pay estimates for IDOT-let projects.
3. Approves pay estimates and forwards to the Contracts Section for final approval and payment.
4. Reviews and approves materials submittals.
5. Attends/oversees test batch and/or control strip.
6. Conducts documentation audits.
7. Provides CMMS support.
8. Attends meetings and conducts field visits.
9. Reviews/approves change authorizations and/or time extensions, as necessary.

Contracts Section

1. Processes pay estimates for payment (IDOT-let projects).
2. Processes AER 1961 for payment (Local-let projects at primary airports).

Central Office

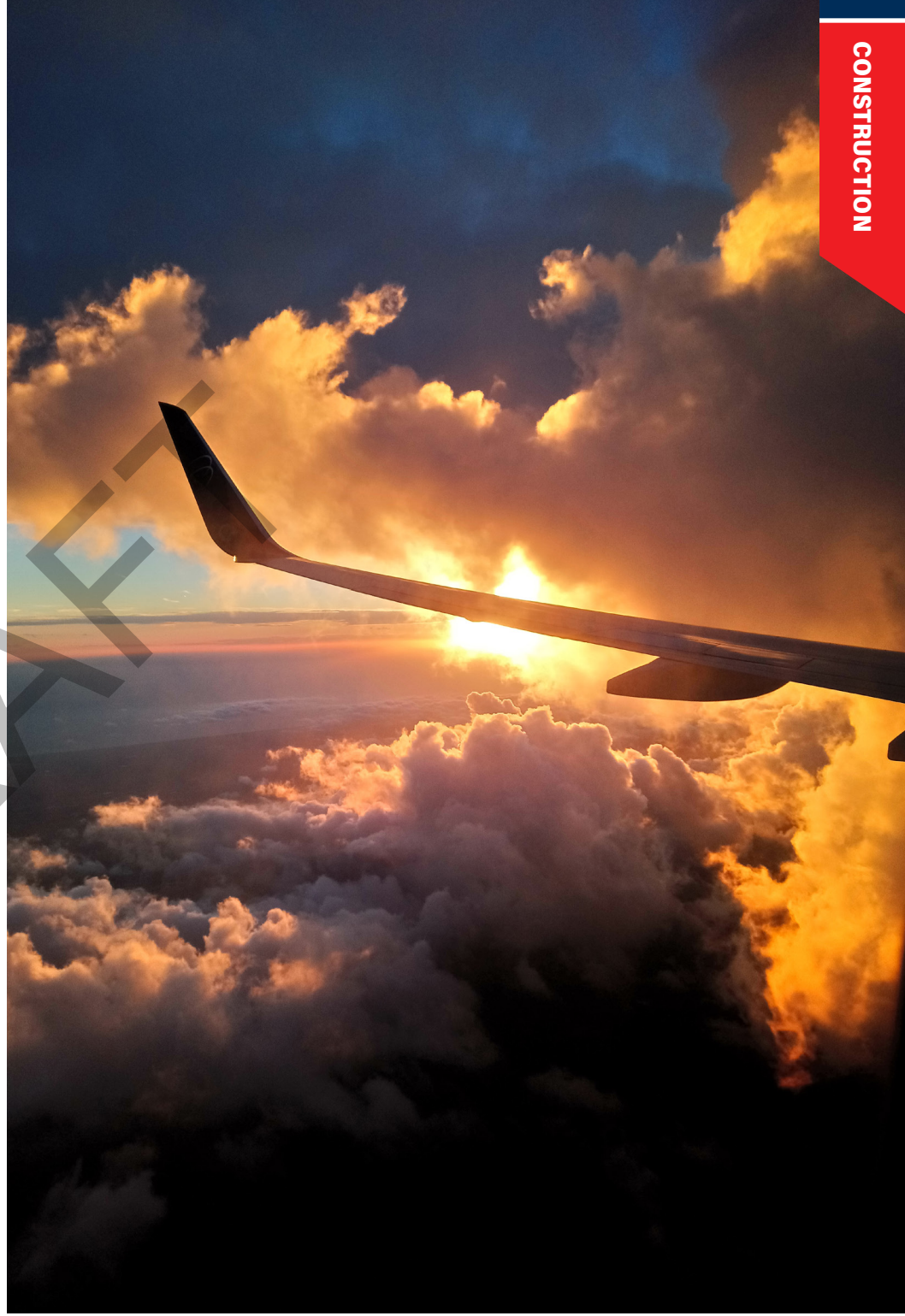
1. Assists with and approves Change Authorizations greater than $100,000.
2. Assists with CMMS.

CHI-ADO

1. Provide guidance and/or approval for change authorizations at primary airport projects with federal funding.

FORMS REFERENCED IN CHAPTER

- SBE 750, *Workforce Contact Inspection Report*
- SBE 751, *DBE Contact Inspection Commercially Useful Function (CUF)*
- SBE 752, *Bulletin Board Requirements*
- AER 163, *Report of Employee Interviews*
- AER 51, *Authorization of Contract Changes*
- AER 37C, *Two Week Calendar Day Record*
- AER 2019, *Request for Extension of Time*
- AER 51, *Authorization of Contract Changes*
- AER 51L, *Authorization of Contract Changes (Local-let)*
- AER 1961, *Vendor of Invoice*
- AER 30 (AER 301-305), *AIP Sponsor Certification*
- AER 2020, *Construction Phase Engineering Amendment Application*



INSPECTION, ACCEPTANCE, AND CLOSEOUT

CHAPTER 9: INSPECTION, ACCEPTANCE, AND CLOSEOUT

FINAL INSPECTION

IDOT-let Projects

For IDOT-let projects, to begin the final inspection process, the Consultant sends the Final Inspection Request from the Communication Template to the supervising Aeronautics FE. The request notifies Aeronautics of the date the Consultant deemed the project substantially complete. Substantial completion is when the Contractor believes all work has been completed on the project and the Contractor is no longer working on any pay item.

The Consultant may also prepare a preliminary punch list for distribution prior to the final inspection date. The preliminary punch list may contain outstanding items identified by the Consultant that would not withhold substantial completion.

The project must be deemed substantially complete by the Consultant prior to request for final inspection.

Upon receiving the Final Inspection Request, the Aeronautics FE coordinates with the Consultant to schedule a date for the final inspection. Aeronautics then sends out a Final Inspection Discussion Guide (agenda) and an administrative, preliminary punch list.

The Contractor, Consultant, Aeronautics FE, and Airport Sponsor meet for the final inspection meeting. Aeronautics leads the meeting discussion per the distributed agenda and goes through a checklist of items that must be completed prior to final acceptance. An on-site physical inspection of the work is then conducted by all project parties.

Following the final inspection, the Consultant distributes an informal punch list, which includes all incomplete items from the preliminary punch list. Subsequently, Aeronautics distributes, via email, the final inspection meeting minutes, which includes the official punch list. Most items listed on the official punch list are considered incidental to the contract and must be completed by the Contractor at no additional cost.

Contract time is restarted after the punch list is distributed and continues through demobilization.

When the Consultant deems all punch list items complete, another inspection is held with the Consultant and Airport Sponsor; Aeronautics is not required to attend this meeting. If all work has been satisfactorily completed, the Consultant works with the Sponsor to collect and provide the documentation to make a request for final acceptance from Aeronautics using the Communication Template.

Local-let Projects

For Local-let projects, the Consultant is responsible for scheduling and overseeing the inspection and punch list. Aeronautics personnel are typically not at final inspections for Local-let projects. When the Sponsor and Consultant are satisfied that the punch list has been completed, a signed Form AER 30 (AER 301-305), *AIP Sponsor Certification* and photographic documentation of acquired equipment or completed project must be submitted to Aeronautics.

Photographs are a substitute for in-person inspection attendance by Aeronautics personnel.

CONTRACTOR PERFORMANCE EVALUATION – FORM AER 1777 (IDOT-LET PROJECTS ONLY)

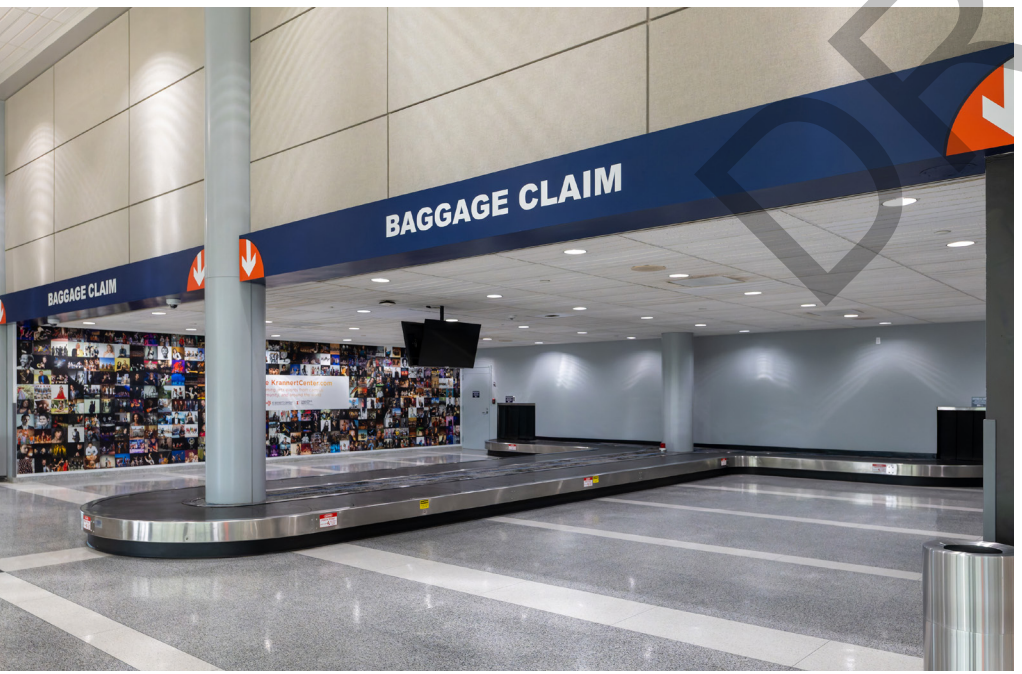
Each January and February, Central Office analyzes and determines the dollar amount each pre-qualified Contractor may hold under contract with the State of Illinois at any one time. In part, completed Forms AER 1777, *Contractor Performance Evaluations* determine this contract capacity. Evaluations are entered into a database in time for the pre-qualification team at the Central Office to establish a new "capacity dollar amount" for each Contractor and Subcontractor before the next construction season begins. Negative Contractor Performance Evaluations can affect the amount of work they can have under contract. This is determined by IDOT Central Office personnel.

For IDOT-let projects, an AER 1777 should be submitted for all Contractors and Subcontractors who completed work during the past calendar year. For projects suspended over the winter, it is necessary to submit an AER 1777 for work performed in the first calendar year in November/December of that calendar year, and then another AER 1777 for work performed in the succeeding calendar year at the time of acceptance/closeout.

FINAL ACCEPTANCE

For IDOT-let projects, after the Contractor has completed all punch list items, the Consultant RE sends a Final Acceptance Recommendation from the Communication Template to the supervising Aeronautics FE. The Aeronautics FE reviews the submitted information and confirms that all Contractor-related project items have been submitted to Aeronautics and processed as necessary. This includes final material certification, final Change Authorization, contract time extension request (as needed), and EEO compliance determination. Upon approval, Aeronautics prepares and transmits a Final Acceptance Letter to both the Sponsor and the Contractor. The issuance of the Final Acceptance Letter moves the project into the Project Closeout phase.

For Local-let projects, the Sponsor issues the Final Acceptance Letter upon completion of any punch list items.



CLOSEOUT

For IDOT-let projects, following project acceptance, the Consultant RE submits the final pay estimate, which is the trigger for Aeronautics to generate the Agreement to Final Quantities to be submitted to the Contractor. The Sponsor and the Consultant should be coordinating on final invoicing for the project and completing/submitting all remaining project deliverables. If there is an outstanding Engineering Amendment, this must be addressed and finalized prior to preparing a final invoice. Additional deliverables include Record Drawings and contractor evaluations. The Form AER 2030, *Airport Construction Phase Closeout Report* serves as the checklist for all items required for project closeout. The completed AER 2030 is signed by the Sponsor and the Consultant and submitted to Aeronautics.

Aeronautics verifies that all project line items in APMS are "zeroed out," meaning no unexpended funds are left in APMS. The Construction and Materials Section verifies that any documentation or certification discrepancies have been resolved and reviews and approves the AER 2030. The Construction and Materials Section then prepares the Project Closeout Memo.

For Local-let projects, after the final acceptance letter has been issued to the Contractor (by the Sponsor), the Sponsor prepares and submits the AER 305 Construction Project Final Acceptance to Aeronautics. In the case of equipment purchase, the AER 304 Equipment Final Acceptance is submitted to Aeronautics instead of the AER 305. Along with the AER 305/304, Aeronautics verifies that sufficient project documentation has been received by Aeronautics, including the NTP, Award Letter, Final Inspection Letter with punch list, Final Acceptance, and Record Drawings. All final invoices must be submitted and marked final (Contractor pay estimate, consultant invoice, and other reimbursable expenses). The Construction and Materials Section reviews the completeness of the submittal and, upon satisfactory review, prepares the Project Closeout Memo.

Closeout Memo

Following verification that all closeout items have been received, the Construction and Materials Section prepares the Project Closeout Memo. The memo is circulated throughout the Bureau and EEO for each Section to sign off. The completed Closeout Memo is signed by the Bureau Chief of Airport Engineering and transmitted to the Contracts Section for processing. The Contracts Section works with the FAA to close out grants on a federal level and then financially closes the project at the state level.

PROJECT PAYMENT

Every request for payment other than an IDOT-let pay estimate should be submitted using the AER 1961 cover page. This includes cost-incurred or reimbursable consultant invoices, Contractor pay estimates for Local-let projects, and other reimbursements to the Sponsor (NPDES permits, FAA flight checks, utility relocate, etc.).

INSPECTION, ACCEPTANCE, AND CLOSEOUT SUMMARY: ROLES AND RESPONSIBILITIES

Airport Sponsor

1. Attends final inspection meeting.
2. May comment on or request punch list items.

For Local-let projects

1. Issues the Final Acceptance letter.
2. Submits AER 305/304 certification to Aeronautics along with any remaining final invoices for contractor, consultant, and/or reimbursable items. Any previously unsubmitted project documentation to be submitted to Aeronautics at this time (Final Acceptance Letter, Record Drawings, etc.).

Consultant RE

1. Sends Final Inspection Request form to Aeronautics FE after deeming project substantially complete.
2. Submits all material certifications and testing results to Aeronautics.
3. Prepares preliminary punch list.
4. Attends final inspection meeting.
5. Requests additional inspection after punch list items are completed. This can be waived if punch list items are minor in nature and Consultant RE conveys to Aeronautics that the punch list has been completed.
6. After punch list completion, obtains and submits to Aeronautics all necessary Contractor-related items for the purpose of making the Final Acceptance Recommendation to Aeronautics.
7. Submits Final Acceptance Recommendation. Upon final acceptance by Aeronautics, prepares and submits project closeout deliverables including, but not limited to, record drawings, Contractor evaluations, and the final consultant invoice(s).

For Local-let projects

1. Assists Sponsor to transmit outstanding closeout items to Aeronautics, including AER 305/304 certification, final invoicing, or other requested project documentation.

Contractor

1. Warrants that work conforms to the contract requirements and is free of any defect.

For IDOT-let projects

1. Returns executed Agreement to Final Quantities to Aeronautics.

Aeronautics

EEO

1. Completes EEO compliance review.

Construction and Materials

For IDOT-let Projects

1. Coordinates date of final inspection with Consultant RE after receipt of Final Inspection Request form.
2. Attends final inspection meeting and identifies punch list items.
3. Verifies material certifications complete.
4. Confirms/notifies that punch list has been completed.
5. Reviews Final Acceptance Recommendation submitted by Consultant.
6. Prepares Final Acceptance Letter for Sponsor and Contractor.

For ALL Projects

1. Obtains and reviews all remaining project deliverables.
2. Prepares project closeout recommendation memo for the Contracts Section.

Contracts Section

1. Ensures all payments have been processed and posted in APMS, and that correct appropriations have been used.
2. Balances federal, state and local shares according to the eligible costs of the project. This includes returning surplus or requesting additional state or local funds.
3. Reduces the federal grant to reflect the total federal eligible costs.
4. De-obligates funds from the IGA with Central Office and the Comptroller's office.
5. Marks project financially closed in APMS.
6. Submits grant closeout documentation to CHI-ADO.

Central Office

1. Approves de-obligation of funds and submits to Comptroller's office.

CHI-ADO

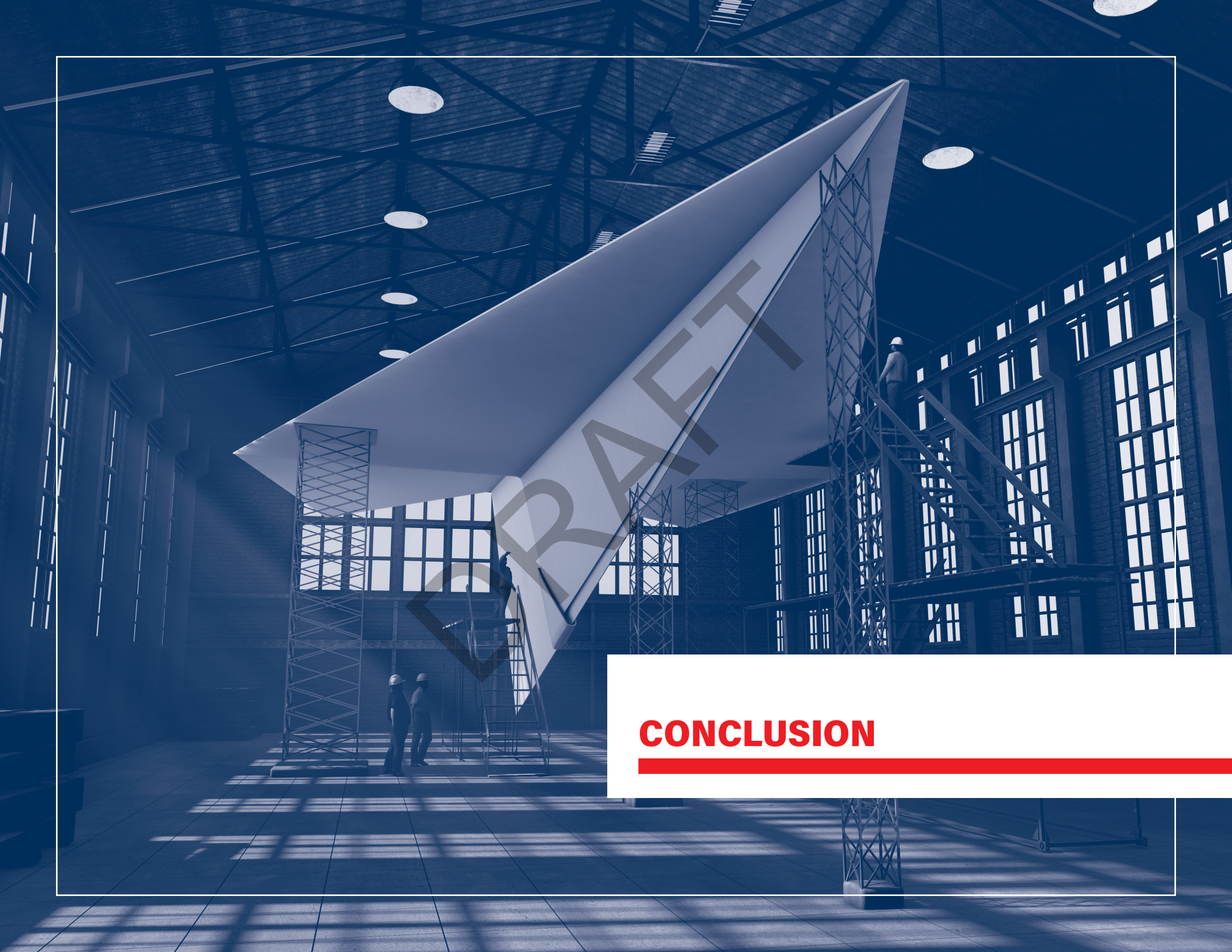
1. Reviews closeout documentation, closes the grant, redistributes excess recovered funds.

Project closeout at the Contracts Section level is not initiated until the final contractor pay estimate has been processed.

APMS line items are reviewed and marked "FINAL" by all Airport Engineering Sections. The Construction and Materials Section takes the lead to and follow up with other Airport Engineering Sections to ensure this is accomplished.

FORMS REFERENCED IN CHAPTER

- AER 2030, *Airport Construction Phase Closeout Report*
- AER 30 (AER 301-305), *AIP Sponsor Certification*
- AER 1777, *Contractors Performance Evaluation*
- AER 1961, *Vendor Invoice*

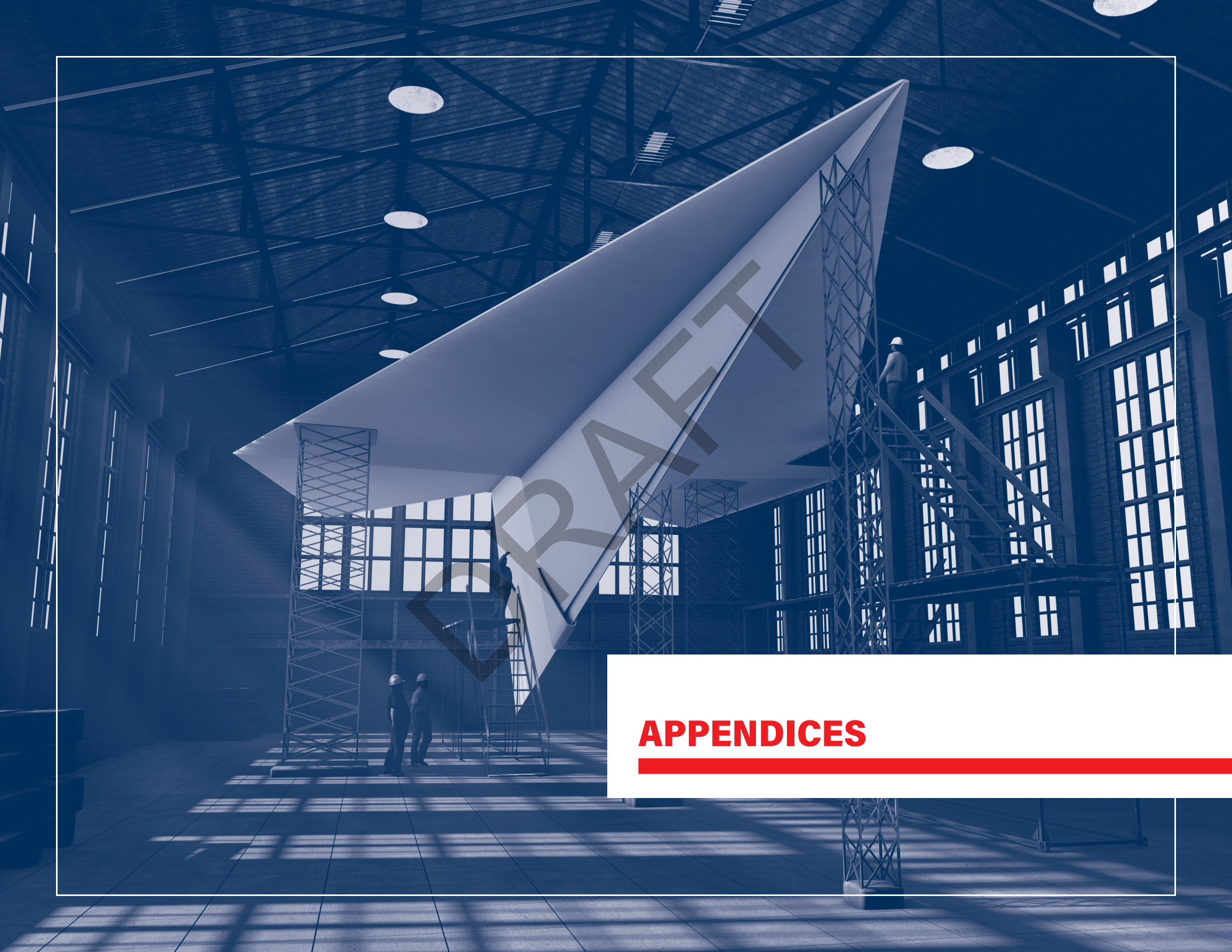


CONCLUSION

CONCLUSION

The Illinois State Aviation System serves as a pivotal component of both national and global transportation networks, owing to its extensive infrastructure and strategic central location. The continuous modernization and maintenance of aviation facilities are crucial for sustaining the economic vitality of Illinois.

The Illinois Aeronautics Program Handbook serves as a resource for engineering and construction teams and the Airport Sponsors they serve, providing detailed guidelines and standards for the assessment, design, and development of aviation projects. By outlining the roles and responsibilities of various entities involved, the Handbook assists in the collaboration toward enhancing the state's aviation infrastructure. Adherence to the policies and procedures presented in this document helps stakeholders understand and anticipate Aeronautics administrative processes, thereby contributing to the seamless connectivity and efficiency of the Illinois' aviation system.



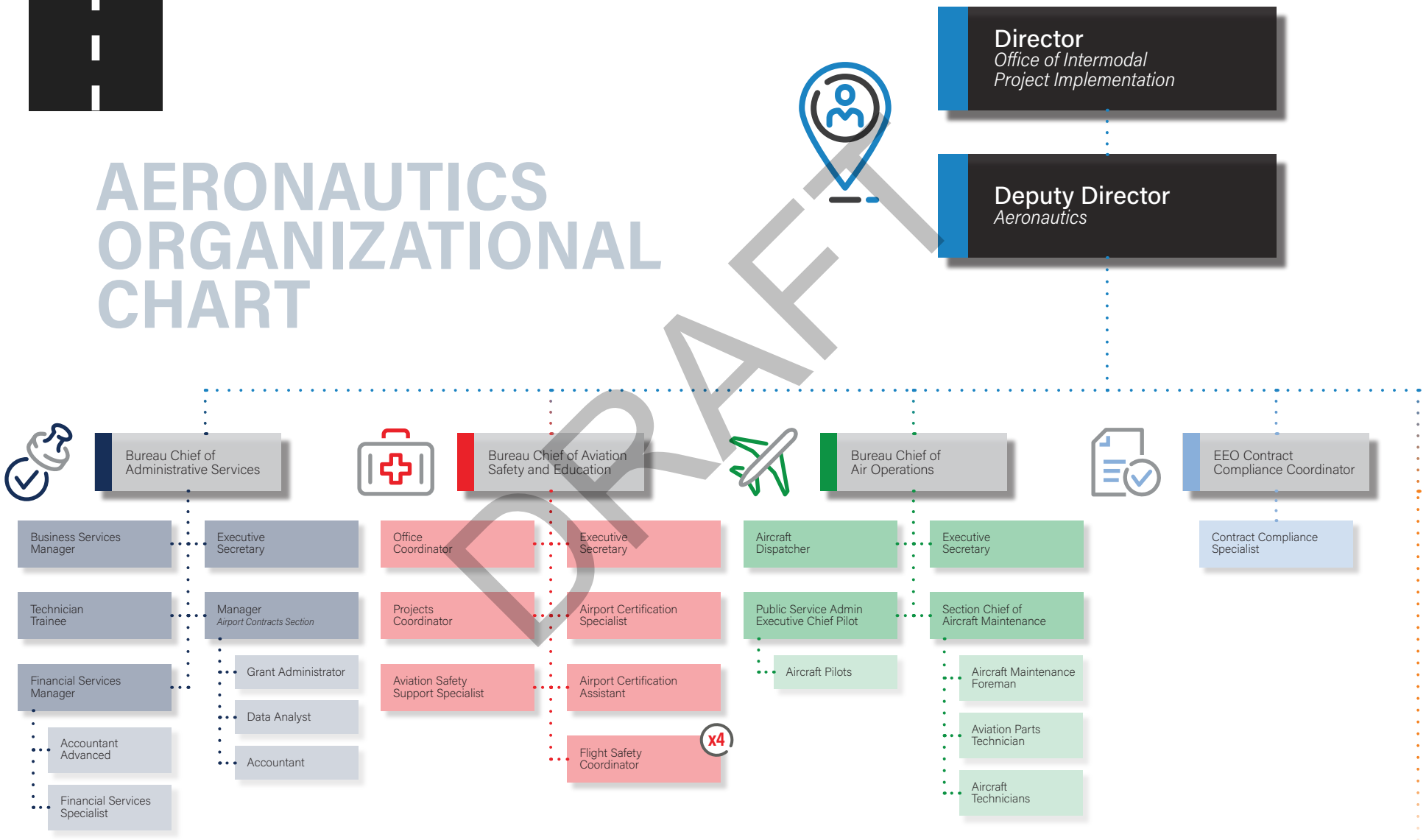
APPENDICES

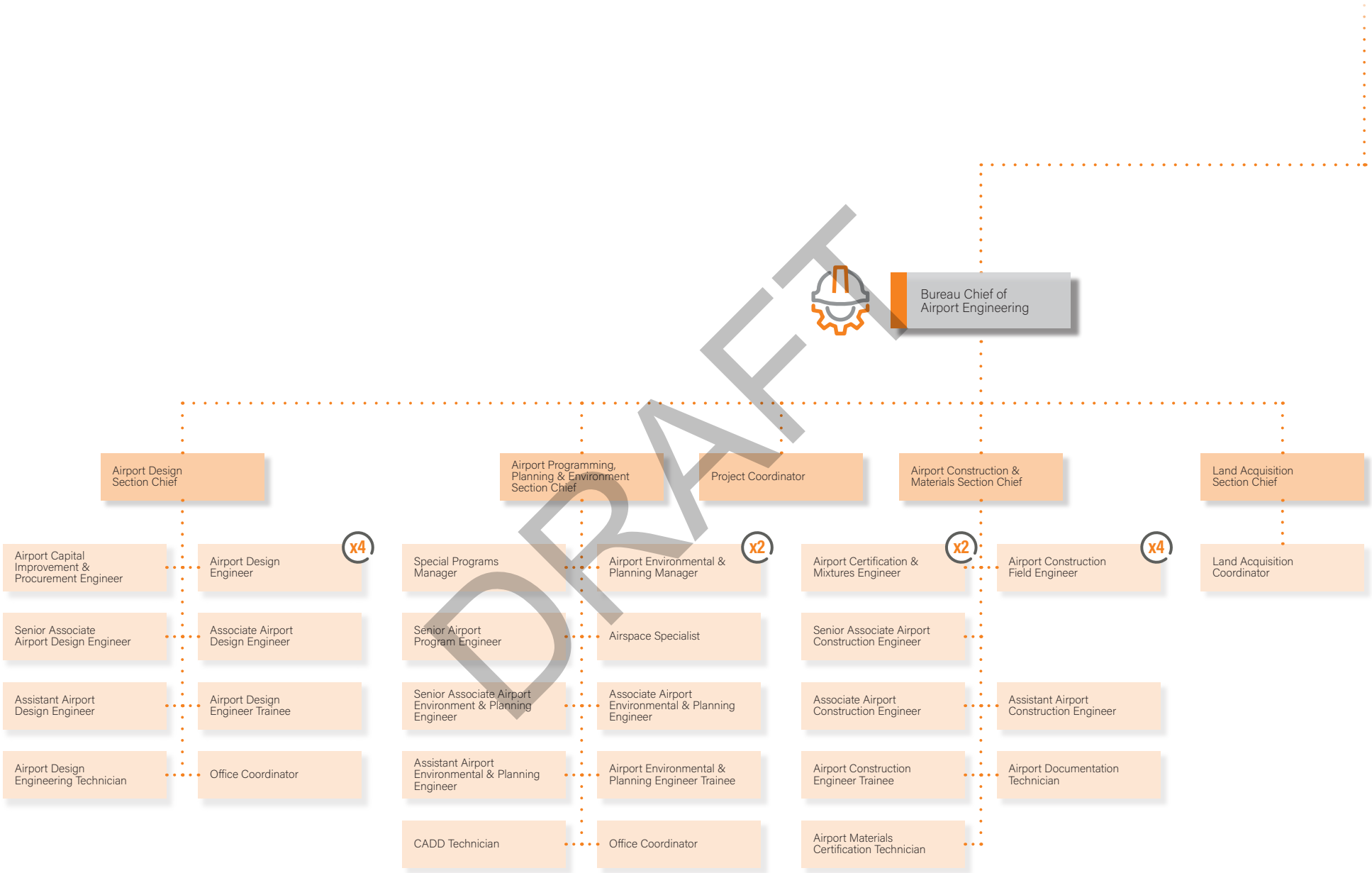
APPENDIX A: ACRONYMS

AC	Advisory Circular
ACIP	Airports Capital Improvement Program
AER	Aeronautics (Form)
AFT	Aviation Fuel Tax Program
AIG	Airport Infrastructure Grant
AIP	Airport Improvement Program
ALP	Airport Layout Plan
APMS	Airport Project Management System
ATP	Airport Terminal Program
BDE	Bureau of Design and Environment
BIL	Bipartisan Infrastructure Law
BoBS	Bureau of Business Services
CATEX	Categorical Exclusion
CHI-ADO	Chicago Airports District Office
CMMS	Construction and Materials Management System
CPO	Chief Procurement Officer
CQCP	Contractor Quality Control Plan
CSPP	Construction Safety Phasing Plan
CUF	Commercially Useful Function
DBE	Disadvantaged Business Enterprise
DOT	Department of Transportation
EA	Environmental Assessment
EEO	Equal Employment Opportunity
EFT	Electronic Fund Transfer
EIS	Environmental Impact Statement
ELM	Electronic Letting Management System
ESR	Environmental Survey Request
FAA	Federal Aviation Administration
FE	Field Engineer
G&C	Grants and Contracts Section
GA	General Aviation
GATA	Government Accountability and Transparency Act
GFO	Good Faith Offer of Just Compensation
HMA	Hot Mix Asphalt
IASP	Illinois Aviation System Plan
iCX	Integrated Contractor's Exchange
IDOT	Illinois Department of Transportation
IFE	Independent Fee Estimate
IGA	Intergovernmental Agreement
IIJA	Infrastructure Investment and Jobs Act
LD	Liquidated Damages
LOC	Line of Credit
LOI	Letter of Intent
MOA	Memorandum of Agreement
NEPA	National Environmental Policy Act
NOFO	Notice of Funding Opportunity
NOTAM	Notice to Air Mission
NPDES	National Pollutant Discharge Elimination System
NPIAS	National Plan of Integrated Airport Systems
NPR	National Priority Ranking
NRR	National Resources Review
NTE	Not-to-exceed
NTP	Notice to Proceed
OE/AAA	Obstruction Evaluation/Airport Airspace Analysis
OIPI	Office of Intermodal Project Implementation
OP&P	Office of Planning and Programming
PCC	Portland Cement Concrete
PDTR	Project Documentation and Testing Report
PFC	Passenger Facility Charge
PM	Project Manager
PP&E	Programming, Planning, and Environment
QA/QC	Quality Assurance/Quality Control
RE	Resident Engineer
RFQ	Request for Qualifications
SBE	Small Business Enterprise
SBGP	State Block Grant Program
SHPO	State Historic Preservation Office
SOP	Standard Operating Procedure
SPCD	Safety Plan Compliance Document
SWPPP	Stormwater Pollution Prevention Plan
TIP	Transportation Improvement Plan
TRM	Transfer Request Memo
URA	Uniform Relocation Act
US	United States

APPENDIX B: ORGANIZATIONAL CHARTS

AERONAUTICS ORGANIZATIONAL CHART




Bureau Chief of Airport Engineering
Airport Design Section Chief
Airport Capital Improvement & Procurement Engineer
Airport Design Engineer
x4
Senior Associate Airport Design Engineer
Associate Airport Design Engineer
Assistant Airport Design Engineer
Airport Design Engineer Trainee
Airport Design Engineering Technician
Office Coordinator
Airport Programming, Planning & Environment Section Chief
Special Programs Manager
Airport Environmental & Planning Manager
x2
Senior Airport Program Engineer
Airspace Specialist
Senior Associate Airport Environment & Planning Engineer
Associate Airport Environmental & Planning Engineer
Assistant Airport Environmental & Planning Engineer
Airport Environmental & Planning Engineer Trainee
CADD Technician
Office Coordinator
Project Coordinator
Airport Construction & Materials Section Chief
Airport Certification & Mixtures Engineer
x2
Airport Construction Field Engineer
x4
Senior Associate Airport Construction Engineer
Associate Airport Construction Engineer
Assistant Airport Construction Engineer
Airport Construction Engineer Trainee
Airport Documentation Technician
Airport Materials Certification Technician
Land Acquisition Section Chief
Land Acquisition Coordinator

APPENDIX C: PAYMENT PROCESS

AERONAUTICS PROCESS FOR PAYMENT

1. Invoices are not to be submitted until the IGA is active. An email will be transmitted by Aeronautics to the Sponsor and Consultant indicating the IGA has been executed by the Secretary of Transportation and is active.
2. Invoices with an AER 1961 cover page are submitted to the Contracts Section by the Sponsor.
    a. Invoices are date-stamped, documented, and imaged as they arrive at Aeronautics.
3. Invoices are reviewed by Aeronautics Bureau of Airport Engineering.
    a. Invoices lacking required information cannot be processed. When this occurs the invoice may be returned to the Sponsor unreviewed, with notification of why the invoice cannot be processed.
    b. Invoices with sufficient information to be partially processed may be partially approved, with an audit exception sheet provided to identify what charges have been deducted from the invoice and the reason for the deduction.
    c. It may be possible to resubmit deducted items for payment if sufficient documentation is attached and the item was otherwise eligible.
    d. Upon review and approval, invoices are sent to the Contracts Section.
4. IGA is confirmed by Contracts Section.
    a. After IGA is confirmed or amended as needed, the payment process begins.
    b. Items that would trigger an amendment include:
        i. Change orders resulting in a cost increase to an amount greater than what was awarded.
        ii. Change of funding source.
5. The Contracts Section calculates the funding splits.
    a. Example: 90 percent federal/5 percent state/5 percent local).
6. The Contracts Section verifies the funding grant numbers are correct and sufficient funds exist in the grant(s) to process the invoice.
7. Invoices are uploaded and entered into the Fiscal Operations and Administration (FOA) and Knowledge Lake databases maintained by IDOT Central Office.
8. Upon approval by IDOT Central Office, the invoice is given a voucher number. IDOT Central Office delivers invoice and necessary processing information to the Comptroller overnight.
9. The Comptroller's Office processes the voucher and makes direct deposit payments (Electronic Fund Transfer [EFT]) the following day. Physical checks are printed in two days and take 7 to 14 days for delivery.
10. The Airport Sponsor receives two reimbursement payments: the federal and local portions are combined into one payment and state reimbursement is a separate second payment..
11. Payment is posted in APMS
    a. If federal funds are included in the payment, the post creates a Letter of Credit (LOC) and Grant Status report to submit to the FAA for reimbursement of funds.
    b. The LOC, Grant Status, and invoice documentation is uploaded to the FAA Delphi system.
    c. FAA reviews and approves the invoice for payment to Aeronautics and transmits funds to the State Treasurer.
12. The Contracts Sections creates the Transfer Request Memo (TRM) that includes the LOC and the Delphi request. The TRM is sent to Aeronautics Financial Services Section to create an SAP number. The TRM with SAP number is sent to BoBS at the IDOT Central Office.
13. BoBS creates the Receipt Deposit Transmittal (RDT) for IDOT and submits the RDT to the State Treasurer to claim the FAA funds.
    a. At the current time, BoBS only submits a request to the Treasurer once per week.
    b. Upon receiving the RDT, the Treasurer transfers the funds into the Aeronautics appropriation account.

Note to Airport Sponsors
nsure accuracy when preparing Form AER 1961 of NTP and Agency Agreement dates. Failure to include the correct NTP and Agency Agreement dates may result in returned invoices and payment delays.

NTP Date – Typically found on the Consultant/Sponsor Retainer Agreement.

Agency Agreement Date – Found on the executed IGA, with the Secretary's signature.

Airport Sponsors are encouraged to seek signature authority for contract documents to expedite the payment process, especially in the event of an amendment.

APPENDIX D: ADMINISTRATIVE BULLETIN 2025-01 - IGA PROCESS

Illinois Department of Transportation
Office of Intermodal Project Implementation / Division of Aeronautics
1 Langhorne Bond Drive / Springfield, Illinois 62707-8415

Administrative Bulletin 2025-01

Date: July 18, 2025

To: Airport Sponsors and Consultants

From: Clayton Stambaugh
Deputy Director of Aeronautics

Subject: Intergovernmental Agreement (IGA) Process

The following procedural steps outline implementation of the Intergovernmental Agreement (IGA) process for Aeronautics projects. Such procedural steps shall be considered critical path unless otherwise stated. The primary focus of Administrative Bulletin 2025-01 is to address the IGA process for projects that require a pre-design meeting referenced in step 2(a). As such, procedural steps beginning with step 7 shall be associated with projects that require a pre-design meeting.

1. IDOT Office of Planning & Programming (OP&P) issues program letter.
2. Sponsor contacts designated Aeronautics Section Chief to request pre-design meeting/project initiation meeting as stipulated in program letter.
    a. Section Chief of Airport Design (pre-design meeting) – airport development, equipment acquisition, and design-only projects.
    b. Section Chief of Airport Programming, Planning, and Environment [PP&E] (project initiation meeting) – planning and environmental projects.
    c. Section Chief of Land Acquisition (project initiation meeting) – land acquisition and easement acquisition projects.
3. Pre-design/project initiation meeting conducted with Sponsor, Consultant, Federal Aviation Administration (FAA) (if applicable), and Aeronautics representative(s).
4. Consultant submits following items within ten (10) calendar days of pre-design/project initiation meeting.
    a. Pre-design/project initiation meeting minutes.
    b. Design/special services engineering scope of services. Scope of services to reflect project scope as agreed upon by all parties at pre-design/project initiation meeting and as reflected in pre-design/project initiation meeting minutes.
        i. NOTE: If project scope is inconsistent with Transportation Improvement Program (TIP) submittal and/or program letter, Sponsor/Consultant to coordinate with PP&E Section and Design Section for resolution.
5. Aeronautics initiates Independent Fee Estimate (IFE) process.
6. Following successful completion of IFE process, Aeronautics notifies Consultant (cc Sponsor) of approved design/special services engineering fees.
    a. NON-CRITICAL PATH STEP: Consultant executes design/special services engineering agreement with Sponsor and subsequently provides executed design/special services engineering agreement and any executed subconsultant agreements to Aeronautics.

7. Consultant submits pre-35% submittal (engineering report) cost estimate that includes approved design/special services engineering fees along with estimates for construction, construction engineering, and applicable Sponsor reimbursements.
    a. NOTE: A TIP submittal cost estimate prepared by the Consultant will not meet the requirements of Step 7. Consultant's cost estimate shall be reflective of pre-design meeting minutes and Consultant's design progress to date.
    b. NOTE: If Step 6 occurs after Consultant submits 35% submittal to Design Section, Design Section shall utilize 35% cost estimate for Step 8.
8. Design Section populates Airport Project Management System (APMS) line items for approved design/special services engineering fees along with APMS line items based on estimates for construction, construction engineering, and applicable Sponsor reimbursements as reflected in Consultant's cost estimate.
    a. NOTE: If total project cost shown on Consultant's cost estimate is less than APMS program budget, APMS line item estimate for construction to be increased so that APMS total project cost is equal to APMS program budget.
    b. NOTE: If total project cost shown on Consultant's cost estimate is greater than APMS program budget, APMS line item estimate for construction to be decreased so that APMS total project cost is equal to APMS program budget.
9. Design Section requests PP&E Section review of APMS line items to initiate IGA.
10. PP&E Section requests Contracts Section initiates IGA.
11. Contracts Section follows standard operating procedure for IGA and coordinates appropriately with Sponsor, Consultant, and IDOT Bureau of Business Services (BoBS).
    a. NOTE: When transmitting IGA to Sponsor for execution via Docusign for projects deemed as costs incurred method of payment, BoBS to note in transmittal letter that Sponsor is required to remit local share associated only with design/special services engineering APMS line items.
12. Following full execution of IGA and receipt of local share from Sponsor (if applicable), Contracts Section turns project "Active" in APMS and notifies Sponsor (cc Consultant) that design/special services engineering invoices can be submitted to DOT.AeroContracts@illinois.gov.
    a. NOTE: For federal-aid projects that are unfunded at the time the IGA is fully executed, Contracts Section to not turn project "Active" in APMS until PP&E Section has identified adequate funding for design/special services engineering APMS line items.
    b. NOTE: Issuance of environmental approval by PP&E Section or FAA (as applicable) is required prior to Bureau of Airport Engineering approving consultant engineering invoices for payment.
    c. NOTE: For routine environmental clearances (CATEX), Consultant to submit a maximum of one (1) special services engineering invoice following completion of associated deliverable and acceptance of such deliverable by PP&E Section.
13. After bid opening (IDOT-let or local-let), Design Section to follow standard operating procedure to prepare final release request package (IDOT-let) or finalize APMS line items (local-let).
14. Design Section requests PP&E Section review of final release request package (IDOT-let) or finalized APMS line items (local-let).
15. PP&E Section to notify Contracts Section of final release request package approval (IDOT-let) or approved APMS line items (local-let).
16. Contracts Section to evaluate project-specific circumstances in coordination with BoBS to identify necessity of an IGA amendment.

a. NOTE (IDOT-let federal-aid projects): The necessity of an IGA amendment shall not prevent issuance of the Award Letter to the contractor. However, the Award Letter shall not be issued if adequate Federal funds are not in place to cover the Federal share of funds associated with the construction contract. Furthermore, the construction contract shall not be routed for IDOT execution if State matching funds and Local matching funds are not in place to fully fund the construction contract.
b. NOTE (IDOT-let non-federal-aid projects): The necessity of an IGA amendment shall not prevent issuance of the Award Letter to the contractor. However, the Award Letter shall not be issued if adequate State funds are not in place to cover the State share of funds associated with the construction contract. Furthermore, the construction contract shall not be routed for IDOT execution if Local matching funds are not in place to fully fund the construction contract.

This guidance does not apply to projects where Airport Sponsors are directly accepting, receiving, or disbursing funds granted by the United States under the Airport and Airway Improvement Act of 1982, or any amendment thereof.

If you have any questions, please contact the Bureau Chief of Airport Engineering or Deputy Director of Aeronautics.

APPENDIX E: LAND ACQUISITION

Land acquisition to support airport development most commonly occurs in one of two forms:

- Full purchase of a property, often called fee simple acquisition.
- Purchase of an avigation easement, often used to address airspace obstructions.

No matter the specific type of interest obtained, there are prescriptive procedures and requirements in place which provide for compliance with state and federal requirements. This section provides guidance on four primary issues:

- How to determine if land acquisition is needed
- How to determine what type of acquisition is required
- How acquisition fits into the airport capital improvement plan (ACIP) process.
- What general steps are required to undertake an acquisition project.

Before addressing these four primary topics, note that both federal and state guidance govern this sort of action.

Avigation easements do not grant full ownership rights of the property over which the easement was acquired.

FEDERAL AND STATE GUIDANCE

Federal Resources

From the federal perspective – primarily but not exclusively the FAA – many documents provide an array of guidance and requirements for land acquisition. While not an exhaustive list, the following primary resources should be consulted when considering a land acquisition project (current as of 2025).

Federal Land Acquisition Resources

***Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970*, or the Uniform Relocation Act (URA)** provides the minimum policies and for the equitable treatment of persons as a result of the impacts of a federally funded program or project.

Title 49 Code of Federal Regulations Part 24 (49 CFR 24) Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs outlines the steps necessary to implement the URA.

FAA AC 150/5100-17, *Land Acquisition and Relocation Assistance for Airport Improvement Program Assisted Projects* contains the FAA standards and requirements for airport land acquisition to conform with the URA.

FAA Order 5100.37B, *Land Acquisition and Relocation Assistance for Airport Projects* outlines guidelines and responsibilities for FAA staff to comply with provisions of the URA on airport projects by Sponsors.

FAA Order 5100.38D, *Airport Improvement Program (AIP) Handbook, Appendix Q Land Projects* outlines requirements for land acquisition projects to be federally funded using AIP dollars.

FAA's *Land Acquisition for Public Airports – How and why your Local Government Acquires Real Property for Public Airports* provides property owners an overview of the acquisition process.

Federal Environmental Related Resources

To expend federal funds on aviation related projects, the Sponsor must demonstrate compliance with the National Environmental Policy Act (NEPA) of 1969. NEPA is an umbrella statute, meaning it requires the incorporation of resource-specific environmental requirements into one analysis for a streamlined decision-making process. It additionally requires federal agencies to inform and engage the public before permits can be issued, funding made available, or approvals can be granted. Numerous individual environmental acts and laws must be addressed under NEPA, a sample of which are shown in **Figure 1**.

Several primary documents are used at the federal level to support NEPA compliance and review:

- **FAA Order 1050.1F, *Environmental Impacts: Policies and Procedures*** outlines FAA agency-wide policies and procedures to comply with NEPA.
- **FAA 1050.1F, *Desk Reference*** provides guidance on individual categories that are outlined in Order 1050.1F.
- **FAA Order 5050.4B, *National Environmental Policy Act Implementing Instructions for Airport Actions*** provides specific guidance to FAA employees and by association, Sponsors and consultants, for how to meet NEPA compliance.

In many instances, the CHI-ADO will be a key participant in the decision-making process for land acquisition; therefore, given Illinois's participation in the SBGP, Aeronautics also becomes a critical stakeholder in the evaluation of land acquisition decisions.

Figure 1 – Example of National Environmental Acts and Laws Applicable to Airports Under NEPA

State Land Acquisition Resources

IDOT's *Land Acquisition Policies and Procedures Manual* is updated periodically regarding the acquisition process, but a substantial portion of it is focused on projects related to highway and right-of-way projects for vehicular transportation. Consequently, it can provide broader guidance on land acquisition within the state of Illinois, but various aspects of the document may not be applicable for aviation or airport related projects. Since federal grants are a likely funding source for airport related land acquisition projects, federal guidance from the FAA will likely supersede the state guidelines provided by the State of Illinois.

The roles of Aeronautics regarding land acquisition have changed in recent times, and consequently, Aeronautics' publications on this subject are required to evolve. the Handbook guidance presented in this section is intended to replace those previous materials to support land acquisition projects moving forward. Sponsors, their Consultants, and Aeronautics staff are encouraged to use these materials along with FAA guidance to plan for and execute land acquisition projects.

HOW TO DETERMINE IF LAND ACQUISITION IS NEEDED

First, a determination is needed for whether acquisition is necessary. This is most often tied to two situations.

1 In the first situation, a Sponsor identifies a project(s) that requires property that is not currently owned by the Sponsor. For example, if it is determined that a runway extension is required in the future, land acquisition may be necessary to support the extension for physical infrastructure, such as the construction of the runway or taxiway pavements or required safety areas. Another example may be a need for additional building area for terminal expansion or hangar construction. This may require the purchase of adjacent property to expand the airport infrastructure.

2 The second and most common situation is the identification of obstructions to runway approaches, which may trigger land acquisition to remove obstructions to the approach areas.

In any of these examples, the Sponsor should work in conjunction with Aeronautics and the CHI-ADO to document a demonstrated justification for the required acquisition. This justification is often outlined in the airport's master plan or other written narrative. The justification will be required for use in the overall acquisition process for both funding and compliance with NEPA. It will also be a critical piece for working within the legal system if the acquisition process results in the use of the condemnation (eminent domain) process.

If federal funding through the AIP is expected to be used, criteria for this is detailed in FAA Order 5100.38D - *Airport Improvement Program (AIP) Handbook*. Specifically, key sections are *Appendix Q – Land Projects and Appendix A, Table A-1 – Definition of Terms Used in this Handbook* relative to defining "airport purposes," which are noted as "all aviation activities normally found on an airport."

Additionally, Order 5100.38D, Appendix Q, Table Q-4 *Land Project Requirements* specifically lists four separate project types that can be justified, should they meet the specific justification and eligibility criteria. Two of the situations noted, lease of publicly owned land and exchange land or easement, are not discussed here. These are rare occurrences, and when they take place, the FAA ADO and FAA Headquarters will be heavily involved. Instead, the two most common situations are the focus here:

- Acquiring land or easements for specific AIP-eligible projects or for airport purposes, or
- Acquiring land or easements for runway approach protection.

As previously noted, the Sponsor needs to use existing documentation, such as an airport master plan document or ALP narrative report, as a resource to support the acquisition, or the Sponsor may need to develop a standalone document that details the justification for the land acquisition. For fee simple purchase, this might include documentation explaining airport demand/capacity issues, facility requirements, and even alternatives that support the proposed development that necessitates land acquisition. For runway approach clearing, the justification may include resources such as topographic mapping or LIDAR mapping that illustrates runway approach obstructions relative to various approach surfaces. The justification is unique to the individual situation and should be developed in consultation with Aeronautics and the CHI-ADO to ensure appropriate information is made available for the NEPA process, potential AIP funding, and if necessary, legal action.

The deciding factor in determining the method of acquisition usually depends upon whether the Sponsor needs to own the property to accomplish the desired project.

Does the Airport need to own the property?

YES

Fee simple acquisition is usually pursued.

NO

Easement may be acceptable.

HOW TO DETERMINE WHAT TYPE OF ACQUISITION IS REQUIRED

The Sponsor, working with their Consultant, Aeronautics, and the CHI-ADO, assesses each project individually to determine what type of acquisition is appropriate based upon the justification process undertaken in the previous step . If the need and justification is related to infrastructure development, then fee simple acquisition, meaning full purchase of the property, is most likely necessary. Fee simple acquisition can also be applied to the purchase of properties for runway approach protection; however, acquisition of avigation easements can also be an acceptable course of action. In many instances, the key deciding factor is if the Sponsor needs to own the property to accomplish the desired project. If the answer is yes, then fee simple acquisition is usually pursued. If the answer is no, then an easement may be an acceptable course of action.

Making this determination often considers the degree of impact to both the property and the airport, cost of acquisition, and the willingness of the property owner to participate in the acquisition process. There is no prescribed formula as to how each of these issues factor into making the decision, varying by the individual parcel and project. Allowing adequate time for this step of the process is critical. The Sponsor, Aeronautics, and the CHI- ADO must have sufficient time to evaluate these issues prior to making initial contact with the property owner.

Assuming the Sponsor intends to use AIP funds for the acquisition, the Sponsor should consult FAA Order 5100.38D, *Airport Improvement Program (AIP) Handbook* to confirm that the intended project is eligible for AIP funding.

LAND ACQUISITION AND THE AIRPORTS CAPITAL IMPROVEMENT PROGRAM (ACIP)

Acquisition of property, either in fee simple or an easement, is treated like any other ACIP project. It requires NEPA compliance, a design phase, and a construction phase, but the execution varies. Land acquisition projects do not generate a traditional design that results in a plan set for bidding. Instead, in an initial phase, often called the consultant services phase, the Sponsor contracts with an appropriate professional services firm to coordinate the land acquisition process with the affected property owners.

Similarly, rather than the traditional construction phase of an ACIP project resulting in construction, in land acquisition projects, the construction phase takes one of two forms..

- If fee-simple acquisition is undertaken, this phase consists of the property purchase, relocation of the existing occupant, and the potential removal of structures that are present, whether removed as part of the land acquisition or as part of a separate project.
- For acquisition of an easement, the construction phase consists of the easement purchase, and subsequent projects are undertaken to address the issues associated with the easement, such as removal of approach obstructions.

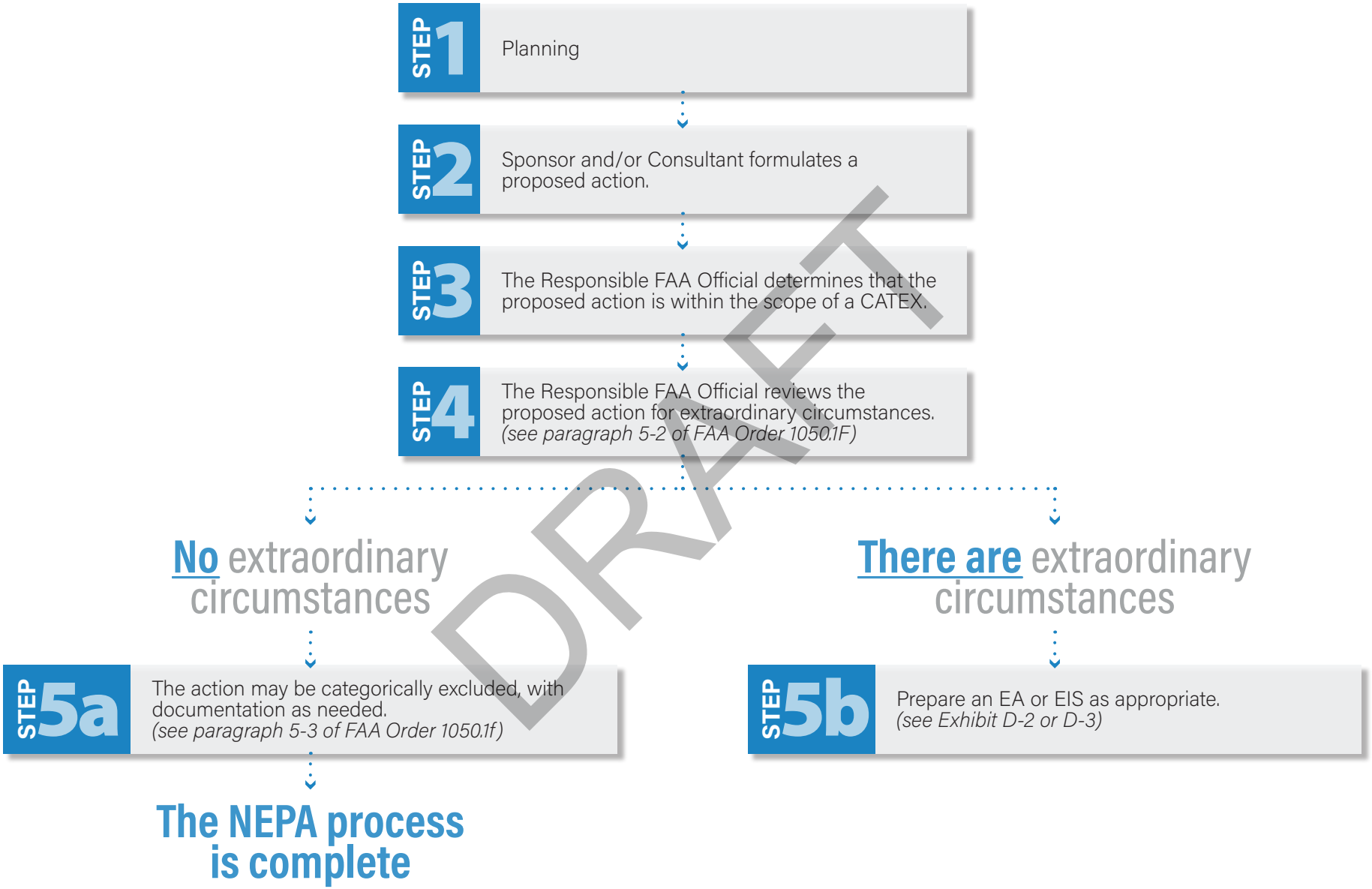
This separation is required as dictated by the ACIP. The FAA requires that AIP funds only be spent on the Consultant or design related costs. The funds are spent on a reimbursement basis, once the Sponsor obtains a signed good faith offer from a property owner or a declaration of taking (the initial step in a condemnation proceeding) has been filed on a parcel-by-parcel basis. Either of these indicates to the FAA that the Sponsor has made a commitment to undertake the project and expenditure of the AIP funds will result in the purchase of real property interest that can benefit the airport.

In the ACIP process, the project must appear on a current ALP and meet NEPA compliance, just like any other AIP-funded project. The ALP update can usually be completed as noted below. However, providing NEPA compliance may require months to years to complete, depending upon the NEPA process required. This can often require a standalone project that should be reflected in the ACIP for both timing and funding.

- The property for acquisition may be illustrated as part of a normal ALP update or in specific cases, handled with a minor ALP update (known sometimes as a "pen and ink" update). A minor ALP update only updates the future ALP sheet to reflect the proposed land acquisition. Once the acquisition is complete, an update to the full ALP plan set is required to meet the FAA grant assurance to maintain an updated ALP, as well as a current Exhibit 'A' Airport Property Map.
- The NEPA compliance will usually be accomplished with either CATEX) or an EA. Issues that may influence which method is used can include the number of parcels, the presence of cultural resources (historic structures or archaeological resources), and/or the resulting action after the acquisition (such as tree removal, building demolition, or other similar actions).
    - See **Appendix D, Figure 1** that summarizes the typical CATEX process.
        - If a CATEX is determined to be appropriate, the FAA Standard Operating Procedure 5.1 – Standard Operating Procedure for CATEX Determinations (**See Appendix D, Figure 2**) should be used to guide the CATEX document development. If a CATEX is not applicable, then the NEPA compliance will most likely require an EA.
    - See **Appendix D, Figure 3** for the process for an EA, as described in FAA Order 5050.4B National Environmental Policy Act Implementing Instructions for Airport Actions (**Figure 3**), should be considered when determining the required level of NEPA compliance.

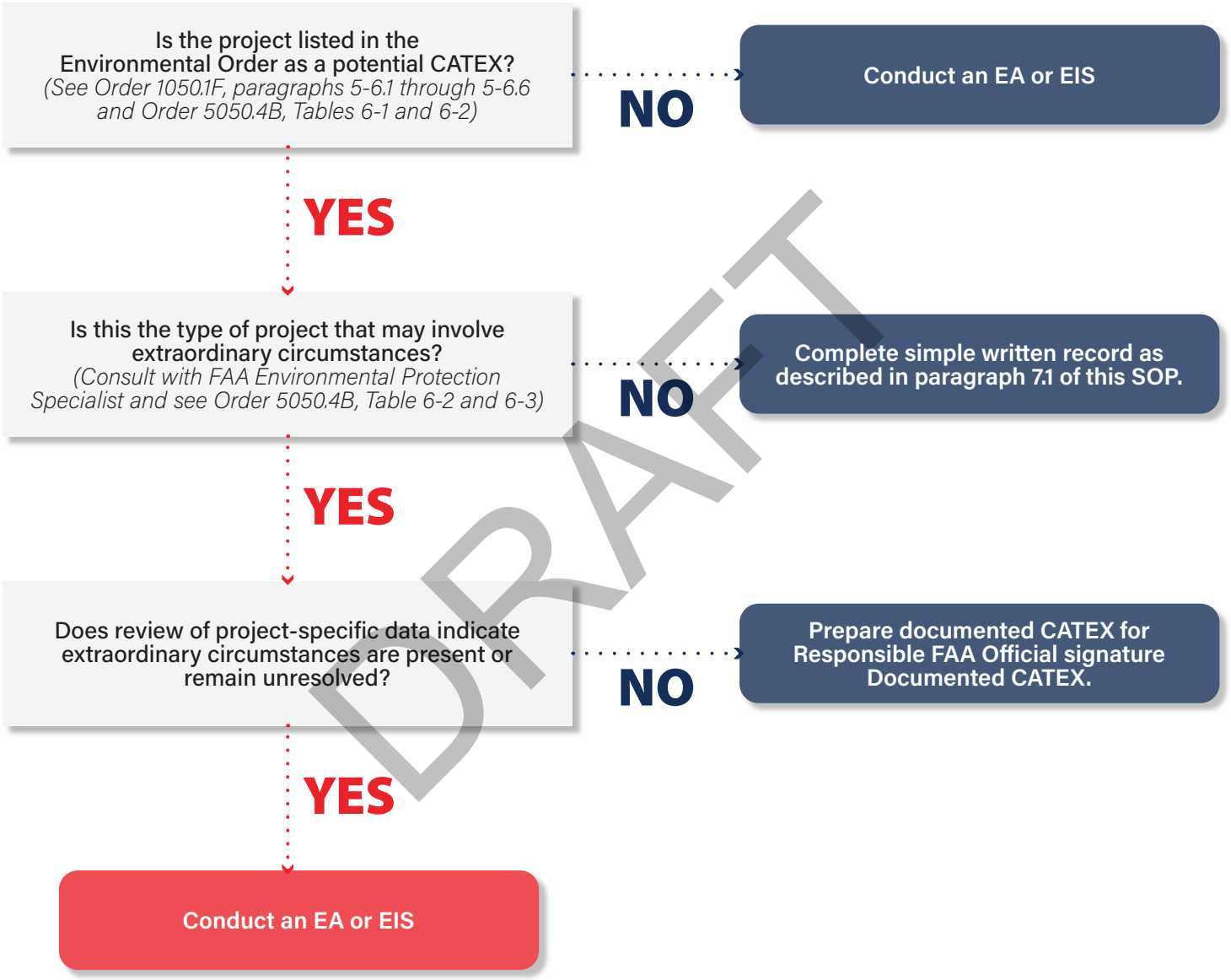
The achievement of appropriate NEPA compliance is either an approved CATEX or a Finding of No Significant Impact (FONSI) for an EA. From here, the project design process or Consultant services process can begin.

Figure 1 - Typical Categorical Exclusion (CATEX) Process



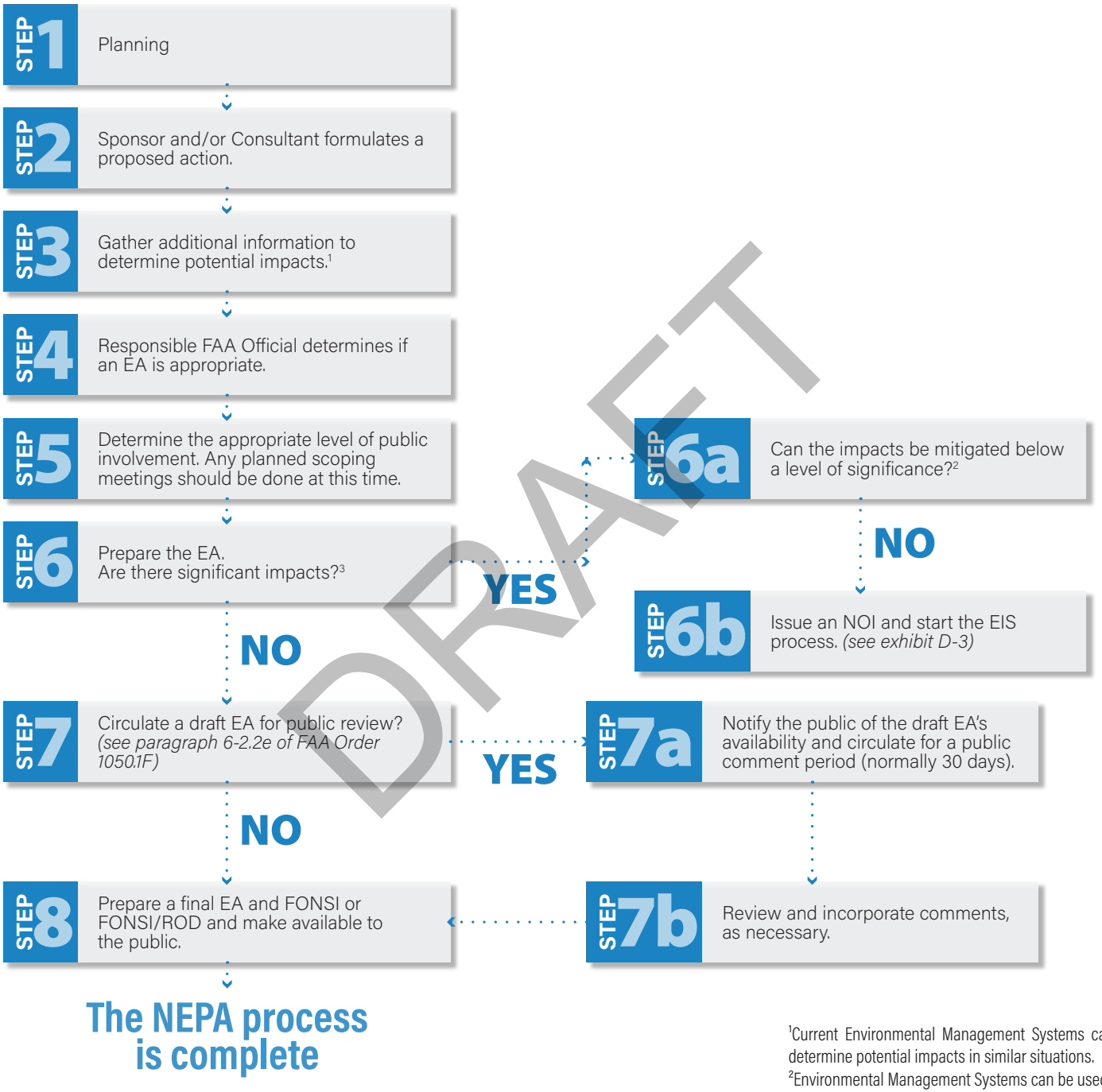
Source: FAA Order 5050.4B *National Environmental Policy Act Implementing Instructions for Airport Actions.*

Figure 2 - Typical Categorical Exclusion (CATEX) Process



Source: FAA SOP 5.1 - Standard Operating Procedure for CATEX Determinations.

Figure 3 - Typical Environmental Assessment (EA) Process



Source: FAA Order 5050.4B *National Environmental Policy Act Implementing Instructions for Airport Actions.*

[1]Current Environmental Management Systems can provide information to help determine potential impacts in similar situations.
[2]Environmental Management Systems can be used to monitor mitigation.
[3]This determination may be revisited after any public/agency review.

WHAT ARE THE GENERAL STEPS REQUIRED TO UNDERTAKE AN ACQUISITION PROJECT?

Some steps have already been discussed in the preceding sections but are outlined again below to provide a comprehensive summary. Each acquisition process may have instances where steps may be modified, depending on individual parcel needs.

Preliminary Steps

1. Document justification for the acquisition in a master plan, ALP narrative report, or other justification report.
2. Illustrate the required property on the future ALP sheet and Exhibit 'A' Airport Property Map.
3. Confirm with CHI-ADO that the justification and ALP/Exhibit 'A' Airport Property Map adequately document the justification and illustrate the land acquisition parcels.
4. Verify with CHI-ADO the environmental requirements to meet NEPA to determine if a CATEX or EA is required, and which document is necessary.
5. Update ACIP to reflect the type of NEPA compliance project, funding, and timing required to execute the NEPA process and the design and implementation phases of the acquisition process.
6. Select and negotiate a contract for the NEPA compliance services.
    a. Conduct the NEPA compliance effort.
7. Select and negotiate a contract for land acquisition consultant.
    a. Include selection and negotiations with the following subconsultants that may be necessary:
        i. Qualified appraiser
        ii. Qualified review appraiser
        iii. Certified land surveyor
        iv. Qualified environmental testing firm to conduct the Phase 1 Environmental Site Assessment (ESA), which is separate from the NEPA compliance process
        v. Certified arborist if tree removal is anticipated
        vi. Title company for closing
    b. It is suggested this happens concurrent to the NEPA consultant selection so that the land consultant can provide property owner coordination, if necessary, in the NEPA process.
    c. Order a preliminary title search to confirm ownership and encumbrance on the property title.
8. Once NEPA compliance is completed (CATEX approval or EA FONSI), begin the acquisition process.

Land Acquisition Process – Fee Simple Acquisition

1. Conduct the preliminary property owner interview.
2. Conduct a boundary survey, if necessary.
3. Conduct the Phase 1 ESA.
    a. If results show some form of contamination, a decision must be made regarding the ability to proceed. The FAA traditionally will not participate in the acquisition of property that is considered to be contaminated.
4. Conduct the appraisal and review appraisal to determine fair market value.
    a. Property owner shall be given the opportunity to accompany the appraiser on the inspection of the property.
5. Submit the appraisal and review to Aeronautics and the CHI-ADO for review, if requested.
6. Obtain local approval, if necessary, usually with a presentation to the governing body of the Sponsor, usually in a closed session.
7. Present the written Good Faith Offer of Just Compensation (GFO) to property owners.
    a. As part of that package, provide general notice of the property owner's rights and their entitled payments, actions, or process on the acquisition of their property. This includes an explanation of relocation assistance and payment entitlements as well as notice of relocation eligibility to displaced persons. Review of the option to donate the property interest is also required at this step.
    b. An additional element of the GFO is the discussion of possible relocation assistance and moving expenses, where applicable.
8. Negotiate with the property owner once GFO is presented to establish a purchase agreement. This typically results in three options:
    a. The property owner accepts the GFO as presented and signs the GFO, acknowledging acceptance of the presented value, or
    b. The property owner counters with a different value, sometimes supported by a third-party appraisal, which leads to a reasonable negotiated settlement value.
        i. The Sponsor submits a settlement request to Aeronautics, and CHI-ADO, if requested, for concurrence on negotiated value, or
    c. If reasonable attempts to negotiate a settlement agreement are unsuccessful, the Sponsor may refer the acquisition to the Sponsor's attorney for condemnation proceedings, under the airport's authority to use the power of eminent domain to acquire the property interests. If this process is undertaken, see the separate section related to eminent domain.
9. Close with the property owner, after a successfully negotiated settlement, where the title is conveyed via the signed deed and payment is made.
    a. Confirmation of the relocation assistance and moving expenses are often finalized as part of this step.
    b. In cases where the property purchase is a residential property, the land consultant ensures that the replacement housing qualifies as a decent, safe, and sanitary housing option.
10. Submit an updated Exhibit 'A' Airport Property Map and updated ALP to Aeronautics and CHI-ADO for their reference, as well as cost summary sheets, with details for each element of the acquisition, and supporting documents, such as proof of payment and invoices, Certification of Environmental Site Assessment (Phase 1 ESA), Certificate of Title, Copy of the recorded deed, and the Sponsor Certification for Real Property.
11. Develop a grant agreement for execution by the Sponsor, in conjunction with Aeronautics and the CHI-ADO.
12. Reimburse the Sponsor once the grant is executed and available for funding disbursements, using the Outlay Report and Request for Reimbursement for Construction Programs (Form SF-271).

Land Acquisition Process – Easements

1. Conduct the preliminary property owner interview.
2. Conduct the boundary survey, usually required for easements to provide specific dimensions and site features for the exhibit included in the easement document.
3. Conduct arborist meetings, where easements are obtained for existing penetrations to approaches, to review anticipated impacts to existing and future trees with property owners.
4. Conduct the appraisal and review appraisal to determine fair market value.
    a. The property owner shall be given the opportunity to accompany the appraiser on the inspection of the property.
    b. For easements, the Before and After Evaluation method is more often used where the appraiser first determines the value of the property as it is today. Then, the appraiser assumes the property is encumbered by the easement and the rights provided by the easement are fully executed, and determines the future value based upon those assumptions. The difference between two values (Before Value minus the After Value) results in the amount of just compensation or the easement value for the property.
5. Submit the appraisal and review to Aeronautics and CHI-ADO for review, if requested.
6. Obtain local approval, if necessary, usually with a presentation to the governing body of the Sponsor, usually in a closed session.
7. Present the written GFO to property owners.
    a. As part of that package, provide general notice of the property owner's rights and their entitled payments, actions, or process on the acquisition of their property. This includes an explanation of relocation assistance and payment entitlements as well as notice of relocation eligibility to displaced persons. Review of the option to donate the property interest is also required at this step.
    b. An additional element of the GFO is the discussion of possible relocation assistance and moving expenses, where applicable.
8. Negotiate with property owners, after the presentation of the GFO, to establish a purchase agreement. This typically results in three options:
    a. The property owner accepts the GFO as presented and signs the GFO, acknowledging acceptance of the presented value, or
    b. The property owner counters with a different value, sometimes supported by a third-party appraisal, which leads to a reasonable negotiated settlement value.
        i. The Sponsor submits a settlement request to the Aeronautics, and CHI- ADO, if requested, for concurrence on negotiated value, or
    c. If reasonable attempts to negotiate a settlement agreement are unsuccessful, the Sponsor may refer the acquisition to the Sponsor's attorney for condemnation proceedings, under the airport's authority to use the power of eminent domain to acquire the property interests. If this process is undertaken, see the separate section related to eminent domain.
9. Close with property owners, upon acceptance of the GFO or a successfully negotiated settlement, where the title is conveyed via the signed easement and payment is made.
10. Submit an updated Exhibit 'A' Airport Property Map and updated ALP for their reference to the Aeronautics and the CHI-ADO, as well as cost summary sheets, with details for each element of the acquisition, and supporting documents such as proof of payment and invoices, Certification of Environmental Site Assessment (Phase 1 ESA), Certificate of Title, Copy of the recorded deed, and the Sponsor Certification for Real Property.
11. Develop a grant agreement for execution by the Sponsor, in conjunction with Aeronautics and the CHI-ADO.
12. Reimburse airport funds once the grant is executed and available for funding disbursements, using the Outlay Report and Request for Reimbursement for Construction Programs (Form SF-271).

FEE SIMPLE ACQUISTION AND AVIGATION EASEMENT PROCESSES

Step	Fee Simple Acquisition	Avigation Easement
1. Preliminary Interview	Conduct interview with property owner.	Same as Fee Simple Acquisition.
2. Boundary Survey	Conduct, if necessary.	Usually required to define easement dimensions and site features.
3. Environmental Review	Conduct Phase 1 ESA. If contamination is found, assess viability of acquisition (FAA typically will not fund contaminated properties).	Not required. Instead, conduct arborist meetings to assess tree impacts for approach penetrations.
4. Appraisal	Conduct appraisal and review to determine fair market value. Owner may accompany appraiser.	Same process, but uses "Before and After" Evaluation method to determine easement value.
5. Submit for Review	Submit to Aeronautics and CHI-ADO if requested.	Same as Fee Simple Acquisition.
6. Local Approval	Obtain approval from local governing body, typically in closed session.	Same as Fee Simple Acquisition.
7. Good Faith Offer (GFO)	Present GFO in writing to property owner, including notice of rights, compensation, and relocation info.	Same as Fee Simple Acquisition.
8. Negotiation	Three possible outcomes: a. Owner accepts GFO. b. Owner counters and negotiates. c. Condemnation if negotiation fails.	Same as Fee Simple Acquisition.
9. Closing	Close after agreement; deed is signed and payment made. Includes relocation assistance confirmation and safe housing for displaced residents.	Close after agreement; easement is signed and payment made.
10. Documentation Submission	Submit updated Exhibit A map, ALP, cost summaries, proof of payment, ESA certification, title, recorded deed, and Sponsor certification.	Same documentation, substituting easement deed for fee simple deed.
11. Grant Agreement	Developed and executed with Aeronautics and CHI-ADO.	Same as Fee Simple Acquisition.
12. Reimbursement	Reimbursement processed using Form SF-271 after grant execution.	Same as Fee Simple Acquisition.

Land Acquisition Process – Eminent Domain

Should negotiations with a property owner not reach a successful conclusion for fee simple or easement acquisition, the Sponsor can use eminent domain to obtain the rights to the property. As noted earlier in this section, when using eminent domain, it is important to have a sound justification for the land acquisition, since the necessity of the acquisition will be reviewed as part of the legal process. If eminent domain is required, the Airport Sponsor may need to engage additional professional experts to assist in the process such as:

- Airport legal counsel or other attorney(s) who specialize in eminent domain cases.
- Subject matter experts to support the case and serve as expert witnesses depending upon the specific issues to be presented.

The following steps are undertaken in an eminent domain process as opposed to a standard acquisition.

1. The Sponsor's legal counsel develops a declaration of taking.
    a. The declaration should clearly outline the public purpose for the land acquisition and the associated justification for such.
2. The Sponsor approves the declaration of taking in a public meeting.
3. Sponsor legal counsel files the declaration of taking with the appropriate court system.
    a. As part of the filing, the Sponsor must be prepared to place some or all the GFO value in an escrow account. The court system will usually determine how much of the funds will be disbursed to the property owner and when.
4. After filing the declaration of taking, the property owner can contest the necessity of the project and the resulting land acquisition action.
    a. If no contest is issued on the necessity, the Sponsor's legal counsel can often move to obtain the rights to the property immediately, and the resulting legal case is simply undertaken to determine how much compensation will be awarded.
    b. If a property owner contests the necessity, then a legal process unfolds that includes the Sponsor proving the need for the project.
        i. Assuming the Sponsor is successful in its presentation, then the court determines that necessity has been proven, and the case reverts to the process of determining the acceptable value for the land interest.
        ii. If the necessity challenge is not proven, then the Sponsor and the property owner may need to repeat the process to clarify the necessity or change the project so that the subject property is not needed for the project, or a lesser option is pursued (for example, an easement versus fee simple acquisition or a partial purchase of property versus acquisition of an entire parcel of property).
5. After determination of necessity, the discovery phase where the attorneys for both the Sponsor and the property owner collect data and information to support their positions. Updated appraisals are usually conducted to provide current valuations for the property.
    a. As part of this process, depositions may be taken from property owners, appraisers, subject matter experts, and airport staff to collect information to support the case from each perspective.

6. Once discovery is completed, mediation typically occurs, where the two sides are asked to try to resolve the valuation issue without involving the court system and use of a jury trial.
    a. Mediation can often result in an amicable settlement, where both sides present their case to a mediator skilled in land acquisition issues.
    b. If a settlement can be reached, it is often presented as being conditional upon the approval of Aeronautics and CHI-ADO.
7. If a settlement is not reached, then the case moves to trial, which can be a bench trial (where only a judge makes the determination) or a jury trial (where a jury of persons from the local community) will make the determination.
    a. Costs for the acquisition, relocation, moving expenses, mitigation, attorney fees, and any other ancillary costs are then set by the judge or jury as a result of the verdict from the court proceedings.
    b. A formal document from the court proceeding is filed with the register of deeds as the official transfer of title for either the property or the easement, which provides the Sponsor with title to the property/easement.
8. Once the proceedings conclude, the payments are made and the same effort used to conclude a negotiated settlement or easement is used to conclude the project, including:
    a. Submittal of an updated Exhibit 'A' Airport Property Map and updated ALP to Aeronautics and CHI-ADO, as well as cost summary sheets with details for each element of the acquisition and supporting documents such as proof of payment and invoices, Certification of Environmental Site Assessment (Phase 1 ESA), Certificate of Title, Copy of the recorded deed, and the Sponsor Certification for Real Property.
    b. Develop a grant agreement for execution by the Sponsor, in conjunction with Aeronautics and the CHI-ADO.
    c. Reimburse Sponsor funds once the grant is executed and available for funding disbursements, using the Outlay Report and Request for Reimbursement for Construction Programs (Form SF-271).

CONCLUSION

Land acquisition funded by AIP or state dollars has a prescriptive process that must be followed to ensure that property owners are treated fairly under the law. Having sound justification before even beginning the project is important as is having transparent processes for communication, coordination, and negotiations with the individual property owners.

ACQUISITION PROCESS

While the land acquisition process is methodical and based on aviation safety, the public interest, and compliance with related laws, it is time-intensive and landowner challenges to Sponsors are often reasonably based in emotion; it is critical for Sponsors and their partners to acknowledge the position of landowners while balancing the needs of airport facilities and the flying public.