



U.S. Department
of Transportation

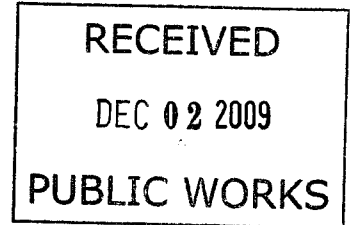
**Federal Aviation
Administration**

Central Region
Iowa, Kansas,
Missouri, Nebraska

901 Locust
Kansas City, Missouri 64106
(816) 329-2600

November 30, 2009

Charles Soules, P.E.
Public Works Director
6 East 6th Street
Lawrence, KS 66044



Dear Mr. Soules:

Lawrence Municipal Airport
Lawrence, Kansas
Potential AIP No. 3-20-0047-15
Initiation of Work for Proposed Project

The project listed below is being considered for funding under the Airport Improvement Program (AIP) in fiscal year 2010.

Update Master Plan and Airport Layout Plan

This work is identified on an approved Airport Capital Improvement Program (ACIP) data sheet on file with our office, and the federal share is estimated to be \$ **142,500**. Please review your estimate of total project cost (planning services and administration). If your current project estimate results in the need for a greater federal share contact the FAA Airport Planning Engineer in our office to determine whether additional funding may be available or whether you need to adjust the project scope to match the funds available.

We caution you that this letter does not represent an official notification that your location has or will receive Federal funding. The official notification of Federal funding will be the congressional release of funds.

In order to manage the Airport Improvement Program (AIP) in a more efficient manner we are attempting to expedite all activities related to the issuance of grants. To insure efficient distribution of limited AIP funds we are striving to issue all planning grants based upon an established negotiated fee. Funding for the project listed above appears to be favorable in FY 2010. We encourage you to initiate actions requiring long lead times to avoid unnecessary delays later in the project e.g. selection of an engineering consultant, negotiating the project scope and fee structure.

We recommend that you proceed as necessary to meet the grant application date of May 1, 2010. Please use the following milestones schedule as a guide:

MILESTONES SCHEDULE:

- Consultant Selection - January 25, 2010
- FAA Approved Scope of Work - February 22, 2010
- Negotiated Contract with Grant Application - May 1, 2010

Failure to follow this schedule could jeopardize availability of funds for this project.

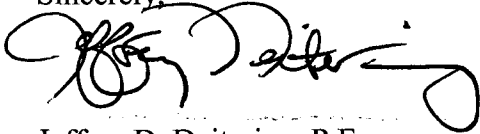
Since your initiation of work is based upon a planned program as opposed to a tentative allocation please note that:

- ◆ The project being considered is as described on the approved ACIP data sheet, any additional work added to the project must be coordinated with the FAA. Work items incorporated into the project scope not included on the ACIP data-sheet may not be eligible for FAA funding.
- ◆ Only AIP eligible expenses for work associated with projects ultimately placed in a Grant are reimbursable, e.g. project formulation, administration costs. We encourage you to obtain proposals, but not issue a notice to proceed. As usual, only those expenses determined to be necessary and reasonable will be eligible for reimbursement.
- ◆ The official and public notification that the FAA has allocated funds for a project at your location will be the congressional release. It is very important that ALL work performed prior to Congressional release, such as solicitation for professional services is portrayed to the public as a sponsor initiative.
- ◆ In order to insure future eligibility for federal participation, any work performed prior to receipt of a Grant must be in accordance with all applicable FAA standards and requirements. Although funds have not been officially allocated for this project, we encourage you to coordinate with the FAA in the same manner as if the project was initiated with a tentative allocation. This coordination will help prevent misunderstandings about eligibility of work performed.
- ◆ **For projects exceeding a total contract cost of \$250,000** contact Rudy Andrade at 310-725-3945 as soon as possible to verify the status of your Disadvantaged Business Enterprise (DBE) program.
- ◆ **For all contracts exceeding \$100,000** we require an independent cost estimate.
- ◆ Forms and detailed information regarding the Grant process can be found on the FAA Central Region Airports Division web site at <http://www.faa.gov/airports/central/aip>. The link "AIP Sponsor Guide" provides detailed guidance regarding the AIP program. Under Airport Resources are links to electronic copies of all instructions, certifications and forms needed to administer AIP projects.

We recommend that you proceed as necessary to have a negotiated scope and fee included with a Grant Application by May 1, 2010. Failure to meet the Grant Application date could jeopardize the inclusion of your project in the upcoming AIP FY 2010 program. It is your responsibility to manage the project to assure that schedule milestone dates are met.

If you have any questions please contact me at by telephone at (816) 329-2637 or by email at jeff.deitering@faa.gov.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jeff Deitering', with a large, stylized flourish at the end.

Jeffrey D. Deitering, P.E.
Airport Planning Engineer - Kansas

cc: C. Edward Young, KDOT