



**FAA
Airports**

**ARP SOP
3.00**

Effective Date:
October 1, 2013

Standard Operating Procedure (SOP)

Standard Operating Procedure (SOP) for FAA Review of Exhibit 'A' Airport Property Inventory Maps

1. PURPOSE

This SOP establishes uniform Airports Specialist procedures for reviewing and accepting Exhibit 'A' Airport Property Inventory Maps. Standards for developing Exhibit 'A' Airport Property Inventory Maps are located in FAA Advisory Circular 150/5100-17, Land Acquisition and Relocation Assistance for Airport Improvement Program (AIP) Assisted Projects, Figure 1-2.

2. SCOPE

This SOP is limited to the review and acceptance of Exhibit 'A's. The Exhibit 'A' should be limited to those elements which will assist in the identification of property only. The primary content of this SOP includes an Exhibit 'A' Airport Property Inventory Map Review Process Chart (Appendix A) and a review checklist (Appendix B).

3. CANCELLATION

This SOP does not cancel a previous version.

4. APPLICABLE REGULATIONS, POLICY, AND GUIDANCE

Requirements identified within this SOP originate in or are further described in various FAA directives including Orders, regulations, and Advisory Circulars. Use the current versions.

- a.** FAA Advisory Circular 150/5100-17, Land Acquisition and Relocation Assistance for Airport Improvement Program (AIP) Assisted Projects, Figure 1-2.
- b.** FAA Advisory Circular 150/5300-18B, General Guidance and Specifications for Submission of Aeronautical Surveys to NGS: Field Data Collection and Geographic Information System (GIS) Standards, Section 2.14.
- c.** FAA Advisory Circular 150/5070-6B, Airport Master Plans, Paragraph 1002 (10).
- d.** Grant Assurances – Airport Sponsors, updated April 2012. Grant Assurances 4, 5, 29 and 31.

- e. FAA Order 5100.38C, Airport Improvement Program Handbook, Paragraphs 353, 500(a), 1010(a), 1031(b)(10) and 1313(b).
- f. FAA Order 5190.6B, Compliance Handbook, Paragraph 7.19, 22.14.
- g. FAA Order 5010.4, Airport Safety Data Program, airport specific 5010-1 form, data element #25.
- h. FAA Program Guidance Letter 08-02, Management of Acquired Noise Land: Inventory - Reuse – Disposal.
- i. FAA Order 5190.2R, List of Public Airports Affected by Agreements With the Federal Government.

5. EXHIBIT ‘A’ REQUIREMENTS AND OBJECTIVES

An Airport Sponsor has a federal obligation to submit accurate Exhibit ‘A’ Airport Property Inventory Maps (Exhibit ‘A’) when applying for and prior to execution of certain federal grants.

The Airport Sponsor is required to maintain and update the Exhibit ‘A’ by submitting it to the Federal Aviation Administration (FAA) Airports Specialist. **The Exhibit ‘A’ is a snapshot of the inventory of parcels that make up dedicated airport property.** The Exhibit ‘A’ indicates how the land was acquired, the funding source for the land and if the land was conveyed as Federal surplus land or Government Property. **Other detached parcels owned by the Airport Sponsor that are dedicated to airport purposes must also be shown on the Exhibit ‘A’.** The Exhibit ‘A’ must show all dedicated airport property regardless of the type of funds (AIP, state, local, etc.) used to acquire that property. All land described in a project application and shown on an Exhibit ‘A’ constitutes the airport property federally obligated for compliance under the terms and covenants of a grant agreement.

An Airport Sponsor is federally obligated to obtain FAA consent to delete any land described and shown on the Exhibit ‘A’.

New airports receiving a grant for the first time must submit an Exhibit ‘A’ depicting the land required to support the facilities needed to operate the airport.

6. DISTRIBUTION

This SOP is distributed to the Federal Aviation Administration (FAA) Airports Organization (ARP) and all interested parties. The SOP will be available electronically on the Airports section of the FAA website.

7. CHANGE TABLE

Date of Change	SOP Version	Page Changed	Reason for Change



Benito DeLeon
 Director, Airport Planning and Programming



Byron K. Huffman
 Manager, Alaskan Region Airports Division



Jim A. Johnson
 Manager, Central Region Airports Division



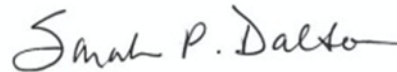
Debbie Roth
 Manager, Eastern Region Airports Division



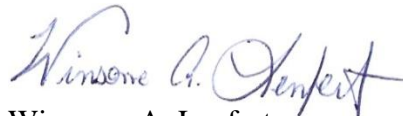
Susan Mowery-Schalk
 Manager, Great Lakes Region Airports Division



Mary T. Walsh
 Manager, New England Region Airports Division



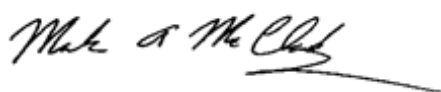
Sarah P. Dalton
 Manager, Northwest Mountain Region Airports Division



Winsome A. Lenfert
 Manager, Southern Region Airports Division



Kelvin L. Solco
 Manager, Southwest Region Airports Division



Mark A. McClardy
 Manager, Western-Pacific Region Airports Division

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1. ROLES AND RESPONSIBILITIES

1.1. Airport Sponsor

The Airport Sponsor is an entity that owns or controls an airport. The Airport Sponsor is responsible for submitting the Exhibit 'A' Airport Property Inventory Maps (Exhibit 'A') to the FAA and revising/updating it when necessary.

1.2. Airport Consultant

An Airport Consultant is a private or public company that provides technical expertise which the Airport Sponsor may not have on staff. The Airport Sponsor often hires an Airport Consultant to develop, revise and update the Exhibit 'A' on behalf of the Airport Sponsor.

1.3. State Agency

A State Agency is an organization of state government dealing with transportation or aviation. They may also be Airport Sponsors in some states. In some instances, particularly with block grant states, the State Agency may have certain Exhibit 'A' development or review responsibilities.

1.4. Airports Specialist

An Airports Specialist is an FAA employee in the Airports line of business. The Airports Specialist who reviews and accepts Exhibit 'A's may be in the Regional Office (RO) or in an Airports District Office (ADO). The Airports Specialist role can be filled by a number of different positions, including: Program Managers, Community Planners, Compliance Officers, Civil Engineers, etc. The Airports Specialist is responsible for reviewing, providing guidance on and accepting the Exhibit 'A'.

2. PROCESS AND PROCEDURES

2.1. When to Submit the Exhibit 'A'

The Airport Sponsor is responsible for submitting an Exhibit 'A' as part of the grant application when requesting Airport Improvement Program (AIP) funds for land acquisition or development projects. For development projects for which land acquisition is not necessary, the Sponsor may reference the previous Exhibit 'A' if it is still current. Land acquired under the Passenger Facility Charge (PFC) program at airports obligated under the AIP Grant Assurances or Surplus property conditions require an updated Exhibit 'A'. Also, in accordance with AIP Grant Assurances #4, "Good Title", #5, "Preserving Rights and Powers" and #31, "Disposal of Land", Airport Sponsors must submit an updated Exhibit 'A' when releasing airport property.

2.1.1. Noise Land

In accordance with FAA Program Guidance Letter (PGL) 08-02, the airport must include land that is acquired for noise compatibility purposes on the Exhibit 'A'. For complex airports, the Exhibit 'A' may reference a separate Noise Land Inventory Map. Noise Land must be shown on the Exhibit 'A', to document airport ownership of the land, and that each disposal parcel shall clearly be shown on a Noise Land Inventory Map and referenced to the parcel numbers of the acquired noise land, as found on the Exhibit 'A' property map. FAA will review and approve

the changes that are made to the Exhibit 'A' to incorporate the accepted Noise Inventory and Reuse Plan. Additionally, FAA must approve changes to the Exhibit 'A', including any necessary airspace or other restrictions on use of disposed unneeded land, when an Airport Sponsor proposes to convert noise land to airport development land or the exchange of noise land for airport development land.

2.2. Review Procedures

The Exhibit 'A' review process is summarized in the chart in Appendix A of this SOP.

2.2.1. Review for Completeness

Once the Airport Sponsor or the Airport Consultant on behalf of the Airport Sponsor submits the Exhibit 'A' for review, the Airports Specialist will check the submission for completeness. A complete Exhibit 'A' submittal includes:

- Checklist (from Appendix A in this SOP)
- Plan sheet(s) including items identified on the checklist
- Backup documentation (land descriptions, sponsor certifications, or title opinions if necessary, etc.)

The Airports Specialist will provide guidance and return the Exhibit 'A' to the Airport Sponsor if the submittal is incomplete or incorrect.

2.2.2. Checklist Review

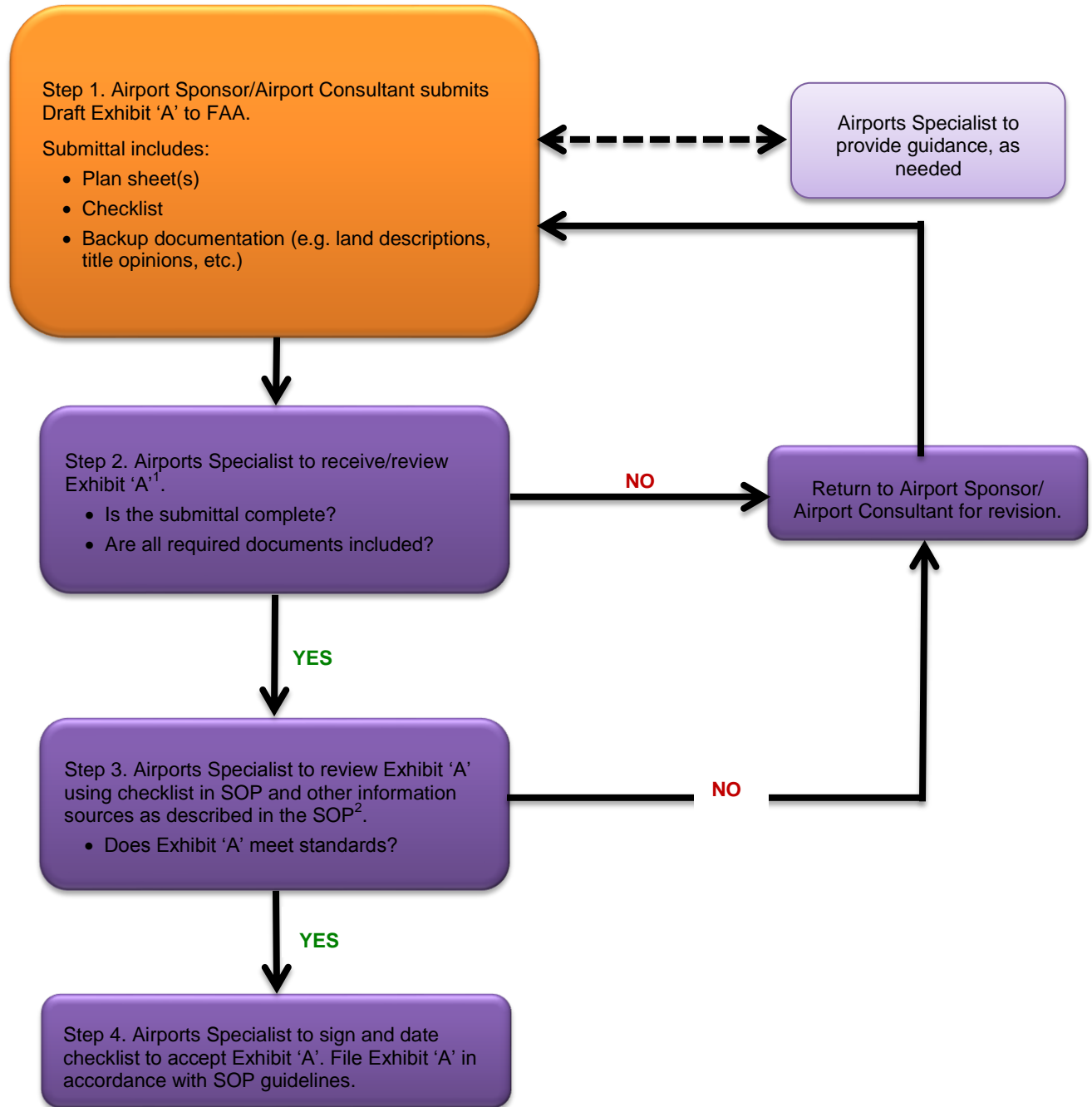
After the Airports Specialist deems the Exhibit 'A' to be complete, the submittal will be reviewed using the checklist in Appendix B of this SOP. The checklist identifies mandatory items that must be included on the document for it to be accepted. The items identified on the checklist in Appendix B reflect the minimum amount of information necessary for Exhibit 'A' acceptance. The Airports Specialist may request additional information from the Airport Sponsor if necessary.

Once the Airports Specialist determines that the Exhibit 'A' is acceptable, he/she will sign and date the checklist indicating FAA acceptance of the document.

2.2.3. Exhibit 'A' Files

After acceptance, the Exhibit 'A', the checklist and the associated backup documentation will be filed in an appropriate location, each Region may have local filing standards. It is preferable to have an Exhibit 'A' specific file for each Airport. For Exhibit 'A's that are submitted electronically (GIS/CAD), it is recommended that both an electronic (CD/DVD) and a paper copy be filed as the electronic copy may have future compatibility issues. Grant assurances relating to real property bind subsequent owners and assigns (i.e., they run with the land) so it is important to plan Exhibit 'A' storage requirements accordingly. In addition, if space allows, previous Exhibit 'A' submittals should be retained in the file.

APPENDIX A. EXHIBIT ‘A’ REVIEW PROCESS CHART



Notes:

1. The initial review (step 2) is strictly to ensure all the documentation needed is present. The adequacy of the documentation is reviewed in step 3.
2. Additional sources of information may include, but not limited to: airport site file, city/county title/deed records, bureau of land management records, previous Exhibit ‘A’ submittals, other projects/grants.

APPENDIX B. EXHIBIT ‘A’ REVIEW CHECKLIST

Checklist Review Item	Sponsor/Consultant			FAA
	Yes	No	N/A	Agree
1. Existing Dedicated Airport Property Boundary Line identified. This can consist of a combination of fee interest, easements and/or leases. It may include lands that are not contiguous with the airport boundary. Identify source of base map data.				
Airports Specialist Comments:				
2. All the airport property parcels are shown and have a unique designation. Parcels with designations from previous Exhibit ‘A’s should not be changed. However, a new system of designations may be used for new and future property acquisitions. Parcel designations must be consistent with grant descriptions.				
Airports Specialist Comments:				
3. Each segment of a parcel’s boundary is described in some manner. Metes and bounds, township/range/section, lot and block, plat or other appropriate property description (may be an attachment to the Exhibit ‘A’ plan sheet or checklist). Points of reference may also be included to further describe the parcel.				
Airports Specialist Comments:				
4. Parcels that were once airport property are shown. The date they were released from federal obligations by the FAA and the date of disposal must be included.				
Airports Specialist Comments:				
5. Parcel information includes: (often in table format)				
a. Grantor (selling owner)				
b. Type of interest acquired (fee simple, easement, etc.)				
c. Acreage				
d. Type of conveyance instrument				
e. Liber/book and page of recording				
Airports Specialist Comments:				
6. Each airport property parcel shows: (often in table format)				
a. FAA grant number, including year if acquired under a grant				
b. PFC Project Number if acquired with Passenger Facility Charge funds (recommended)				
c. Surplus Property Transfer, Government Land Transfer or other statutory federal agreements/conditions. See FAA Order 5010.4 and form 5010-1 Data Element #25 for additional information.				
d. Type of easement (clearing, avigation, utility, right of way, expiration date, easement held by others, subordination agreement, etc.)				

Checklist Review Item	Sponsor/Consultant			FAA
	Yes	No	N/A	Agree
e. Date and type of release/land use change approval (aeronautical use, interim use, concurrent use, etc.). This can also include any release from federal obligations such as a release from the National Emergency Use Provision (NEUP), mineral rights, liens, residential through-the-fence access agreements, etc.				
f. Date of property disposal				
g. Public land references, if applicable (PIN #/Assessors #, date of recording, book and page, etc.)				
h. Any known encumbrances on the property				
Airports Specialist Comments:				
7. Purpose of acquisition (current/future development, concurrent use, noise, revenue production, etc.), often in table format. Interim use can be identified with an attached reference.				
Airports Specialist Comments:				
8. The plan shows the following for both existing and future configurations based upon the approved Airport Layout Plan:				
a. Runway Protection Zones (RPZ)				
b. Runways				
c. Runway Safety Areas (RSA)				
d. Runway Object Free Areas (OFA)				
e. Taxiways				
f. Other airport design surfaces (as necessary, must maintain a legible map)				
g. Road/railroad right-of-ways				
h. Bearing and distance of airport property lines				
Airports Specialist Comments:				
9. North arrow, legend and graphic/numerical scale is shown				
Airports Specialist Comments:				
10. If the Exhibit 'A' is being submitted as part of a land acquisition project, the parcels being acquired are shown				
Airports Specialist Comments:				
11. Title block clearly labeled as Exhibit "A" Airport Property Inventory Maps and dated				
Airports Specialist Comments:				
12. Revision block/table, Sponsor approval block, Preparer's block, dated				

Checklist Review Item	Sponsor/Consultant			FAA
	Yes	No	N/A	Agree
Airports Specialist Comments:				
13. Understandable and legible legend, including all linetypes and symbols used				
Airports Specialist Comments:				
14. Parcel table is legible				
Airports Specialist Comments:				
Provide an explanation for any checklist item marked 'No'.				

Accepted By: _____ Date: _____
 Airports Specialist