

# Chapter 3 - Funding Airport Projects

## Introduction

This chapter will outline the recordkeeping requirements established by the Federal Aviation Administration (FAA) for the Airport Improvement Projects (AIP) program and give some examples of possible revenue sources.

In 1989 there was an addition to the Louisiana Constitution creating what is known as the Aviation Trust Fund. The purpose of the Aviation Trust Fund is to fund improvements to Louisiana's public-use airports. The LA DOTD Aviation Section is responsible for administering the State's aviation program through the ATF.

Traditionally, the United States Department of Transportation, through the Federal Aviation Administration (FAA), has been a major source of funding eligible airport development projects. With the establishment of the Louisiana Aviation Trust Fund (ATF), the State has also become a source of assistance to local airport agencies. The Louisiana Department of Transportation and Development (LA DOTD) Aviation Section is responsible to the Legislature for the distribution of the ATF and to assure State and Federal procedures are followed.

The LA DOTD Aviation Section assists airport sponsors in the development and submittal of airport projects for funding that meet the provisions of the section's Aviation Needs and Project Priority Program. During the beginning stages of developing an airport project, the airport sponsor should contact the LA DOTD Aviation Section to assure compliance with FAA and State goals for aviation.

An airport should consider searching for alternate funding from agencies such as the Federal Economic Development Agency, State Economic Development Agency, Transportation Security Administration, Bonds, as well as local funding sources.

## Federal Recordkeeping Requirements For AIP Projects

Airport sponsors which receive Airport Improvement Program (AIP) funds must keep all project accounts and records that fully disclose the amount of the grant, the total allowable costs of the project for which the grant was given, and the nature and amount of any other funds used for the projects. An allowable project cost is a direct or indirect cost that is paid by the sponsor. *Direct costs* are those costs that can be specifically identified with a particular cost objective. *Indirect costs* are allowable only if the sponsor has an approved cost allocation plan.

Airport sponsors should establish and maintain adequate records in four main areas:

1. Construction and Project Improvement Costs

2. Architectural/Engineering/Consultant Costs
3. Acquisition of Land, Structures, Right-Of-Way, and Relocation Assistance Costs
  - a. Acquisition requires property to be recorded at the courthouse.
4. Administrative Costs

## Construction And Improvement Costs

Construction work on an airport can either be performed by a *contractual method* or by an *airport sponsor's force account*. *Contractual construction* means that all construction work must be accomplished by contract unless the FAA determines otherwise. A *sponsor's force account* involves construction work that is performed by the airport sponsor's own labor force or with the labor force of another public agency. The sponsor's force account must have the FAA's written approval prior to any work performance.

The following documents should be kept when claiming construction and project improvement costs that are performed under contract:

- Construction contract and all amendments.
- Invoices for all work performed including all detailed supporting data.
- Evidence of all payments including vouchers, and canceled checks.
- Any charges for liquidated damages.
- The audit file when the cost of the construction will be a reimbursable type contract. This file should include the scope of the audit and the extent of the verification of the work performed.
- A supplemental agreement with all signatures should be kept if the amendment results in an overrun or underrun of 25% or more on a bid item that is 10% or more of the total contract.
- Records for materials or equipment that were salvaged under the contract as a result of removal or replacement, or the removal and storage of existing facilities and the value of each item.
- Sales tax refund information, if applicable.
- Final inspection report showing the acceptance of the work performed under the project, and all records of any dispositions or corrections of all unsatisfactory work.

To claim force account construction costs, an airport sponsor should keep the following information:

1. Labor Costs: Daily time reports of each employee describing actual work performed, the hourly rate and the total hours; project account; payrolls for each pay period during all work performed on the project; canceled payroll checks; and employees' earnings records.
2. Fringe Benefits: Payroll tax returns; insurance policies; earned premium audits; applicable invoices; pension plan (each employee's contribution if paid); recognized holidays; and vacation and sick leave policy.

3. Equipment Usage Charges: Daily equipment operating reports, showing the name of the operator, the hours operated, and distribution to work orders; any rates (how they were determined; whether they were uniformly charged to all work of the sponsor; and the FAA approval of those charges); equipment operating cost accounts.
4. Material Costs: All vendor's invoices; applicable purchase orders; freight bills; receiving reports; perpetual inventory records; the method of pricing issues from stores' requisitions; stores' returns; production cost reports; depletion or royalty expense; weight tickets; physical inventories; and production cost accounts.

## **Architectural/Engineering/Consultant Costs**

These costs are normally obtained in the same way construction and project improvement costs are obtained: contractual, and by sponsor's force account. All contracts for engineering and planning services and force account proposals must be sent to the FAA for approval prior to the start of any contract or force account work.

The following documents should be kept when claiming contractual services:

- Invoices for all services billed including detailed data submitted in support of the charges.
- Evidence of all payments to the contractor, including vouchers, paid checks or warrants and receipts for cash payments.
- The audit file when the cost of the construction will be a reimbursable type contract. This file should include the scope of the audit and the extent of the verification of the work performed.
- The contract shall not provide for reimbursement on the basis of a cost plus a percentage of the contract cost.

For sponsor's force account, only direct costs which are identified with the project are eligible for Federal participation. The same information that is collected for force account construction costs (labor costs, fringe benefits, equipment usage charges, material costs), would also be collected as they pertain to architectural, engineering, and consultant costs.

## **Acquisition Of Land, Structures & Right-Of-Way**

When airport sponsors acquire land, the sponsor should keep all papers relating to the acquisition of each specific parcel of land. Where practical, all documents and correspondence that relates to a specific parcel of land should be kept in a file folder for that particular parcel. This will give the airport sponsor a chronological order of all events and costs, from the beginning of the land acquisition to the completion.

Generally, the amount of funds claimed as a project cost will be the actual purchase price paid for the land, reduced by any credits. All records of any credits should also be kept. Incidental land costs such as penalty costs, prepaid real property taxes, appraisal fees, or any litigation expenses, should also be identified and included with each parcel of land.

For more information on recordkeeping concerning land acquisition please refer to **Chapter 4 - Airport Real Estate**.

## Administrative Costs

No administrative costs associated with a project will be allowed unless they are supported by evidence that these costs were necessary to the completion of the project. All invoices, claims, canceled checks or warrants, receipts, and any other evidences of payment pertaining to direct costs must be kept.

Administrative direct costs can include some of the following:

- Advertising Costs: Includes costs of advertising for bids for materials, supplies, construction work, etc.
- Project Formulation Costs: Includes costs associated with preparing, filing, and documenting the project application.
- Attorney Fees: Includes attorney fees, other than the attorney fees associated with land acquisition. These costs include legal services related to the formulation of the project, preparation of the contract and agreements, legal opinions, and any legal advice associated with the project.
- Abstract of Title Costs: Includes title examination and any corrective measures involved in the formulation of the project. It also includes fees incurred for the title examination and related work, if the project description does not include land acquisition.
- Materials and Supplies: It includes office supplies and any other materials used in the administration of the project.
- Clerical and Accounting Costs: Includes the time devoted to the project by the sponsor's regular employees. Records of the actual payroll time devoted to the project, and the type of work must be maintained.
- Telephone, Postage, and Travel Costs: Includes long distance telephone calls, postage, and travel expenses that are properly documented and supported by showing that these costs pertain specifically to the project.

## Refunding Debt And Issuing Bonds

Since airports and landing fields are works of public improvement, Section 14 of Article XIV of the Constitution of Louisiana states that municipal corporations or parishes of the state may incur and refund debt and issue negotiable bonds for acquiring, building, equipping or maintaining those airports and landing fields. No bonds shall be issued until they have been authorized by vote of a majority of the property taxpayers of that parish.

The municipalities and parishes may call a special election and submit to the taxpayers the question of whether to incur debt and issuing negotiable bonds. The election shall be ordered by a resolution which states the purposes for which the debt is to be incurred, the amount of the debt, the number of years for which the bonds are to run, and the maximum rate of interest.

## The Project Application Process

### *Step 1 - Contact The LA DOTD Aviation Section*

Obtaining federal funds for your project involves a very formal process. It is critical that you establish early contact with the LA DOTD Aviation Section and the FAA so they can assist you in getting project funding. The LA DOTD Aviation Section can be reached at:

**Louisiana Department of Transportation and Development  
Aviation- Section 88  
P. O. Box 94245  
Baton Rouge, Louisiana 70804-9245  
(225) 274-4125**

### *Step 2 - Determining What Planning Elements are in Place*

Prior to any consideration of a state or federally funded airport project, the local airport sponsor should have some basic planning elements already in place.

The following components should be considered as minimum requirements for all sponsors:

- **Airport Layout Plan (ALP):** All federally funded airport development projects must be accompanied by a FAA-approved ALP. The ALP includes a brief narrative report, an Airport Layout Drawing, and other safety and land-use related drawings. All plans are to be kept current and updated with any physical or activity changes at an airport. For more detailed information on the contents of the ALPs, please refer to **Chapter 6 - Airport Layout Plans**.
- **Capital Improvement Program (CIP):** The CIP is a listing of planned projects over a period of the next five (5) years. This will include cost estimations, expected funding sources, and a priority listing of the proposed projects. The CIP is usually incorporated into the Airport Master Plan or the Airport Layout Plan study. A standard FAA CIP format can be found on the enclosed CD or on the FAA website. The CIP should be accompanied by an Overall Development Objective (ODO) which relates projects and project elements to each other.
- **Airport Master Plan (AMP):** The FAA recommends, but does not require an AMP. The AMP is a more detailed report on the airport, its adjacent areas, growth environment and the airport development program. An AMP is typically prepared for airports with growing aviation activities.

- **Airport Action Plan (AAP):** The AAP is similar to the AMP except that it is concerned primarily with current airport assets and short term needs (5 to 6 years). It may be used instead of an AMP to help justify CIP needs.

A current and approved ALP (or AMP) and CIP are required prior to development of an airport project. The local airport sponsor should check with the LA DOTD Aviation Section to determine if these basic planning elements exist. If none exist, initiation of basic airport planning would be the first step to take.

### ***Step 3 – Select an Engineering Consultant***

An engineering consultant is an invaluable tool in the airport project process. Refer to Chapter 1 in this manual, “The Consultant Selection Process”, for insight into this procedure.

### ***Step 4 – Required Information for Grant Application***

Information that should also be prepared to support the grant application is as follows:

#### Prepare a Project Description, Justification and Cost Estimate

The Project Description is a brief narrative explaining the need of the project, its objectives, the method used to accomplish it, the geographical location of the project and the expected benefits the project will bring. When projects are competing for scarce Federal funds the project justification becomes extremely important, because the project justification can and will often times be used as the deciding factor. The cost estimate must be prepared in detail for the FAA’s review to determine if the costs are reasonable. The Capital Improvement Program in your Airport Master Plan or Airport Layout Plan can be one source of cost information.

#### Prepare a Project Sketch

The project sketch should be at least 8” x 11” and show the scope of the proposed project. This should be prepared as an attachment to the grant application.

### ***Step 5 - If Needed, Prepare an Environmental Assessment and/Or an Environmental Impact Statement***

The first step is to determine if your project warrants an environmental assessment or an environmental impact statement. The purpose of an environmental assessment and an environmental impact statement is to determine if the proposed project has any potential adverse environmental impacts and to identify and satisfy Federal, state, and local laws and regulations. For more information on the preparation of environmental assessments and environmental impact statements please refer to the FAA Order 5050.4A, “Airport Environmental Handbook”.

Airport layout plan approval or Federal financial participation in the following categories of actions normally would require an environmental assessment and, if needed, an environmental impact statement:

- Airport location.
- New runway.
- Major runway extension.
- Runway strengthening that would result in a 1.5 Ldn or greater increase in noise over any noise sensitive area located within the 65 Ldn contour.
- Construction or relocation of entrance or service road connections to public roads that will adversely affect the capacity of those public roads.
- Land acquisition associated with any of the above items plus land acquisition which results in the relocation of residential units when there is evidence of insufficient comparable replacement housing, major disruption of business activities, or acquisition which involves land covered under section 4 (f) of the Department Of Transportation Act.
- Establishing or relocating an instrument landing system, or an approach lighting system.
- An airport development action that the FAA would consider as having extraordinary circumstances as defined in the FAA Order 5050.4A, "Airport Environmental Handbook".

An environmental impact statement is normally required when the following actions occur:

- First time airport layout plan approval or airport location approval for a commercial service airport located in a standard metropolitan statistical area.
- Federal financial participation in or airport layout plan approval of a new runway that is capable of handling air carrier aircraft at a commercial service airport in a standard metropolitan statistical area.

Even though the above actions normally require an environmental impact statement, the preparation of the environmental impact statement will usually be preceded by an environmental assessment. If the environmental assessment shows that there are no significant impacts, then the action shall be processed as a "finding of no significant impact" thus eliminating the need for an environmental impact statement.

If an environmental assessment or environmental impact statement are required, then the project cannot be approved unless an *opportunity* for a public hearing has been offered. An *opportunity* can be accomplished by publishing a notice for public hearing in the newspaper in or near the proposed airport development. This notice must include a statement of the proposed development and also include that the purpose for the hearing is to consider the economic, environmental, and social effects of the proposed project and a statement saying persons interested in the hearing must submit requests for the hearing within 30 days.

If there is an adequate interest in a public hearing, then the airport sponsor must also publish in the same newspaper, a notice specifying the date, time, and location where the hearing will be

held, at least 15 days before the hearing date. Following the hearing, the airport sponsor must provide the FAA with a summary of the topics, alternatives, and conclusions that were discussed in the hearing.

If after enough opportunities for a public hearing have been established, no requests for a public hearing were received, then a public hearing need not be held. The airport sponsor must then submit a written statement saying adequate opportunities for a public hearing had been provided and that no request for a public hearing were received.

### ***Step 6 – Submit Project Application to State and FAA***

Submit the project application to the LA DOTD Aviation Section on the form **Application for State Financial Assistance**, which is located on the **enclosed CD**. The aforementioned application should also include the justification, cost estimate, project sketch, and requesting resolutions from the sponsor. All project applications to the state should be submitted no later than close of business on October 31 to be considered for funding that fiscal year.

### ***Step 7 - Project Approval/Disapproval and Allocation***

The airport sponsor should receive confirmation of approval/disapproval from the FAA by notice. If approved, the notice should identify the specific project work items and the amount of funds that will be reserved for those items. This notice is known as a Notification of Allocation. This allows the local airport sponsor to complete project plans and specifications and obtain contractor services. The Notification is conditional on the local airport sponsor to establish and adhere to a schedule that is acceptable to the FAA for submission of the Grant Application.

### ***Step 8 - Execute Sponsor/State Agreement***

The local airport sponsor **must** execute an agreement with the State in order to obtain State funding for the project. This Sponsor/State agreement is a formal contract made between the airport sponsor and the state of Louisiana stating that the LA DOTD Aviation Section will provide a percentage of the total project cost and may act as the airport sponsor's agent in the Grant Application process. A **sample Sponsor-State Agreement** can be located **on the enclosed CD**. The Sponsor-State Agreement package should also contain a set of LA DOTD Aviation Section Sponsor Certification documents. These should be filled out as the pertinent work is done and be returned to the LA DOTD Aviation Section upon completion.

### ***Step 9 - Establish Schedule for Submitting the Grant Application***

Upon receiving a Notification of Allocation, the local airport sponsor should immediately meet with the LA DOTD Aviation Section and the FAA to establish a schedule of actions which must be met prior to the FAA issuing a grant offer for the project. The FAA will provide the local airport sponsor with an estimated date for issuing the grant offer.

The schedule should indicate major events for completion before the grant offer is issued. The schedule should, depending on the project, provide firm dates for the following major events:

- Completion of sponsors funding
- Coordination with planning agencies

- Submission of the ALP
- Consultant selection
- Pre-design conference
- Submission of preliminary plans
- Request for state air and water quality compliance assurances
- Submission of final plans and specifications and engineer's report
- Completion of necessary land acquisition and relocation of displaced persons
- Adoption of zoning ordinances or other compatible land use measures
- Submission of title evidence
- Receipt of current wage rates and prepare/update DBE Goal information
- Advertising for bids
- Bid opening
- Award of contract
- Submission of FAA Grant Application
- Issuance of grant offer
- Pre-construction conference
- Acceptance of grant offer

The FAA Order 5100.38a "Airport Improvement Handbook" states that every effort should be made to schedule projects for grant agreement in the same fiscal year as the year the Notification of Allocation was made.

Modifications or changes to projects which have already received notices of allocation should not be used as a substitute for careful planning and estimating. Deletions or reductions of items should be undertaken with caution because it can affect the operating capability of the airport. If a modification or change is needed then the airport sponsor should request that change as soon as possible. If funds are to be increased, the airport sponsor must include a revised project estimate, project sketch, and the same type of information and documentation required for the Grant Application. If funds are to be decreased, the airport sponsor only needs to submit a revised project estimate.

## The Grant Application Process

### *Step 10 - Does The Project Involve Construction?*

If the answer to this question is "No", then **proceed to Step 13.**

**Otherwise proceed to Step 11.**

### *Step 11 - Direct Consultant to Prepare Plans and Specifications*

The local airport sponsor should direct its consultant to prepare the final project plans and specifications. This will be needed as a supporting document for a construction Grant Application. The consultant should submit the completed plans and specifications to the LA DOTD Aviation Section electronically and to the FAA on behalf of the local airport sponsor. These plans will require approval from the FAA.

### ***Step 12 - Direct Consultant to Advertise and Receive Bids***

As stated in **Step 10**, the FAA must approve the project plans and specifications prior to advertising. Analyzing the received bids involves comparing the consultant's cost estimates to the bids received. Significant differences between these two numbers should be thoroughly analyzed.

### ***Step 13 - Recommend Contractor for Award***

The local airport sponsor then should submit the Consultant's listing of the bids, an explanation of the bid price analysis, and the Consultant's recommendation for award to the FAA and to the LA DOTD Aviation Section. Federal and state funds cannot be used if the award is made to other than the lowest bidder. If the lowest bidder has not been recommended, then an explanation detailing the basis for finding the lowest bidder to be non-responsive or not responsible must also be submitted.

### ***Step 14 - Prepare And Submit the Grant Application***

The local airport sponsor, or the sponsor's consultant acting on behalf of the sponsor, will prepare and submit one (1) signed and dated original Grant Application with supporting documentation to the FAA.

A project description of the proposed work items should be included and should also be consistent with the information on the Notification of Allocation. Supporting material and documentation to be submitted with the application are as follows:

Final Plans and Specifications: These plans and specifications should be in the final form unless a later submittal is approved by the FAA.

Construction Safety Plan: A safety plan that covers all aspects of safety during the construction.

Estimate of Costs: This can include a list of bids if bidding has taken place or it can be the engineer's estimate.

Land Inventory Map: The land inventory map should be prepared by the airport sponsor in accordance with Appendix 7 of the FAA Order 5190.6.

Agreements: Any agreements between two or more cosponsors, an agent, or state sponsorship.

Air & Water Quality Certification: In projects involving a new airport location, a major runway extension, or new runway, a certification from a responsible state official assuring that the proposed project complies with air and water quality standards should be submitted.

Property Map (Exhibit A): The property map (Exhibit A) should:

1. Depict the existing runway layout, future runways, and existing and future clear zones;
  2. Identify all land that is to be developed or used as a part or in connection with the airport. Fee title or lesser interest in land, to be acquired by the airport sponsor, should also be identified by parcel or tract according to the existing or prior ownership. All avigation, drainage, and utility easements, permits, etc., should also be described in legend fashion;
  3. Show property interests by color, shade, or crosshatching, that will be used as part of the project and which Federal aid has been requested. Also show the property which is for current aeronautical use, noise abatement, future land to be acquired, buildings, facilities, and other improvements including the improvements on land which will be involved under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970;
  4. Show the location of relevant easements and include a brief descriptive note;
  5. Show any approved land release or consent to use for non-airport purposes.
- Other: Any other supporting data that may be required.

The FAA will then reviews and evaluate the Grant Application. If the FAA approves the application, the FAA will then issue a formal Grant Offer to the local airport sponsor.

### ***Step 15 - Executing the LA DOTD Aviation Section Sponsor/State Agreement***

A Sponsor-State Agreement is a formal document prepared by the LA DOTD Aviation Section and is sent to the airport sponsor for execution. A **sample Sponsor-State Agreement** can be located **on the enclosed CD**. The agreement states that the LA DOTD Aviation Section intends to pay a matching percentage of the allowable costs of an Airport Improvement Project for which a project Application has been submitted and approved.

The signature of the airport sponsor accepting the Sponsor-State Agreement is considered a binding contract between the LA DOTD Aviation Section and the airport sponsor. Therefore, the agreement is required to be executed by the public official who is authorized to accept the agreement. After the airport sponsor has signed the agreement, the executed agreement will then be returned to the LA DOTD Aviation Section.

The LA DOTD Aviation Section does allow the Sponsor-State Agreement to be changed after it has been executed if there are any changes in the project description or funding amounts. However, all such changes must be justified and approved by the LA DOTD Aviation Section and a Supplemental Agreement or Supplemental Funding Letter must be executed. Changes in the project description shall be done via the Supplemental Agreement on a case by case basis as determined by the LA DOTD Aviation Section. Changes in funding shall be done via the Supplemental Funding Letter and may not be approved until the end of the project. If sufficient funding becomes available, then State's match requirement may be met. However, if sufficient funds are not available, then the airport sponsor will be responsible for meeting their match requirement. Any plan change or changes to bid items must be submitted to LA DOTD Aviation Section to determine funding eligibility.

If the airport sponsor fails to comply with the conditions of the Sponsor-State Agreement, the LA DOTD Aviation Section can suspend or terminate the agreement by submitting a written notice to the airport sponsor.

### ***Step 16 - Preconstruction Conference***

The airport sponsor should hold a preconstruction conference to let all persons involved in the project become familiar with the various requirements of the project.

The persons who should participate in the preconstruction conference will vary but may include the following:

- Airport Sponsor's Engineer and Testing Personnel or Other Representative
- Airport Manager
- State Agency Representative
- Airport's FAA Field Office Representatives
- Representatives of Military Organizations (if necessary )
- Local Managers for Airlines
- Air Transportation Representatives
- Contractor and Subcontractors

The FAA Advisory Circular AC 150/5300-9 provides more information on items to be considered in developing an agenda for the preconstruction conference.

### ***Step 17 - Issue Notice-To-Proceed***

When the FAA and the LA DOTD Aviation Section are satisfied that all pre-construction requirements have been met, that the plans and specifications correspond to the general scope and design concepts of the project, that the project costs are considered reasonable, and that all appropriate engineering/construction standards will be complied with, then they will authorize the local airport sponsor to proceed with construction and to issue a notice-to-proceed. Upon issuance of the notice-to-proceed, the project will begin.

### ***Step 18 - Receipt of Project Payment***

The project funds will be *reimbursed* at an amount not to exceed the estimated amount of work that has been performed by the consultant/contractor, invoiced to the sponsor, and paid for by the sponsor. The reimbursement will be sent to the LA DOTD Aviation Section on the **LA DOTD Aviation Request for Reimbursement** form, which is located on the **enclosed CD**. The reimbursement request should also include copies of all invoices associated with the request, and copies of the paid check.

### ***Step 19 - Grant Closeout Procedures***

The project closeout is when the LA DOTD Aviation Section and the airport sponsor complete the final administrative actions for all requirements of the Sponsor-State Agreement. The closeout process usually requires examining three areas to make sure that all steps have been taken and that all conditions have been met: project work completion; administrative requirements; and financial requirements.

## Project Work Completion Requirements

Conditions to be met before project work completion can vary according to the following types of work:

Planning: The conditions are met when the airport sponsor has completed the work elements described in the program narrative of the Sponsor/State Agreement.

Land Acquisition: Conditions are met when the airport sponsor obtains satisfactory property interest in all parcels included in the application description and has submitted all evidence and certifications for all the parcels.

Equipment Acquisition: Conditions are met when the equipment is delivered, installed, and tested in accordance with the approved plans and specifications.

Construction: Conditions are met when all work items in the Sponsor/State Agreement have been completed in accordance with the approved plans and specifications and the final inspection has been completed.

Combination of the Above: Conditions are met when each specific portion of the combination meets the closeout requirements.

## Administrative Requirements

To close out the project with the LA DOTD Aviation Section, the local airport sponsor must send the following information:

1. Copy of Sponsor's Letter of Acceptance
2. Final Reimbursement Request
3. Approved ALP (if applicable)
4. Clear Lien Certificate, and
5. Final Plans & Specifications (As-Builts submitted electronically)
6. Sponsor Certifications (**on enclosed CD**)

## Conclusion

All airport projects have aspects and characteristics that make each project different from the other. The airport sponsor should always seek assistance from the LA DOTD Aviation Section and the FAA with any question they might have concerning this rather complicated process.

## References

Federal Aviation Administration Order 5050.4A, "Airport Environmental Handbook"

Federal Aviation Administration Order 5100.38A, "Airport Improvement Program (AIP) Handbook"

Louisiana Department of Transportation and Development, Aviation Section, "Consultant Selection Manual for Louisiana Airport Projects"