



**Federal Aviation Administration (FAA)**  
**Orlando Airports District Office**

## **Airport Grant Pre-application Checklist**

*(COMPLETE ONE CHECKLIST PER GRANT REQUEST)*

Airport: Brooksville-Tampa Bay Regional Airport (BKV)  
Sponsor: Hernando County Board of County Commissioners  
City, State: Brooksville, FL  
Date of Pre- Application: September 23, 2025

**We do not plan on having a project this fiscal year. The FAA is authorized to carry our entitlements into the next fiscal year. (If checked, skip below pre-application checklist, sign/date and return to ADO)**

### **Items Required with Pre-application (select N/A only if applicable to the project)**

No.	Document	Yes	N/A
1.	Cover Letter	<input checked="" type="checkbox"/>	
2.	Detailed Project Information Sheet (per project item)	<input checked="" type="checkbox"/>	
a.	Project Description and Justification (for Planning or Environmental Projects include Scope of Work)	<input checked="" type="checkbox"/>	
b.	Special Circumstances	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c.	Project Funding (be aware of your federal funding entitlement dollars)	<input checked="" type="checkbox"/>	
d.	Project Cost Estimate	<input checked="" type="checkbox"/>	
e.	Project Preliminary Checklist	<input checked="" type="checkbox"/>	
f.	Proposed Project Schedule	<input checked="" type="checkbox"/>	
g.	Project Sketch	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.	Environmental Determination Documentation (per project item)	<input checked="" type="checkbox"/>	

Brian Hawkins Hernando County BOCC Chairman

Sponsor's Designated Official Representative (Type or Print)

Sponsor's Designated Official Representative (Signature)

10-14-2025

Date

The purpose of this checklist is to identify some of the requirements associated with requesting federal funds. This checklist was created by the Orlando ADO for Florida airport sponsors to submit in lieu of SF 424, 5100-100 / 101 (OMB 4040-004, 2120-0569) in order to simplify the pre-application package. **Note the SF 424 and 5100 forms are still required components of the grant application package.**

Hernando County Board of County Commissioners  
Brooksville-Tampa Bay Regional Airport  
15800 Flight Path Drive  
Brooksville, FL 34604

September 23, 2025

Jennifer Ganley, P.E.  
Program Manager  
Federal Aviation Administration  
Orlando Airports District Office  
8427 SouthPark Circle, Suite 524  
Orlando, FL 32819

Dear Ms. Ganley,

Subject: Brooksville-Tampa Bay Regional Airport (BKV)  
FY 2026 Airport Improvement Program – Perimeter Fencing Improvements  
**Pre-Application Cover Letter**

In accordance with our established 3-year Capital Improvement Plan (CIP), enclosed please find the 2026 pre-application for the following projects:

1. Perimeter / Wildlife Fencing

This application covers engineering design, permitting, engineering support during construction, gopher tortoise relocation (if necessary), and construction costs.

The following items are enclosed for each of the above projects in the grant pre-application:

- Airport Grant Pre-Application Checklist
- Detailed Project Information Sheet
  - Description and Justification (scope of work for planning or environmental projects)
  - Project Funding
  - Project Cost Estimate
  - Project Preliminary Checklist
  - Proposed Project Schedule
  - Project Sketch
- Environmental Documentation (Categorical Exclusion)

At this time, we are requesting \$1,760,000.00 based on estimate / negotiated agreement as reflected in the airport's CIP in which resembles the information provided to the ADO via the CIP update. We understand that any substantial increase in our federal funding request may jeopardize funding for the enclosed project (s). An application based on bids or negotiated agreement is expected to be submitted to the ADO by the established deadline issued by the Federal Register Notice (FRN) or by the ADO.

Sincerely,

Steve Miller  
Airport Manager  
Brooksville-Tampa Bay Regional Airport

## Project No. 1: Detailed Project Information Sheet

### Airport Improvement Program (AIP)

Airport: Brooksville-Tampa Bay Regional Airport (BKV)

City, ST: Brooksville, FL

DUNS / TAX ID No. 073212920

SAM Expiration Date: 01/10/2026

Project Title: Perimeter Fencing Improvements

#### Project Description:

The project will include closing a gap in the airfield perimeter fence with new chain-link fence and associated clearing and grubbing and grading. The new fence will be 10-foot tall plus three strands of barbed wire and a 4-foot buried skirt. The existing AOA fence will be retrofitted by adding a 4-foot buried skirt. The areas of the airport property line that currently have not fencing will be surveyed to ensure the new fence does not encroach into the US 41 right-of-way, while minimizing or avoiding impact to the adjacent wetland.

Trees will be cleared for a 10-foot wide maintenance corridor each side of the new fence. Should gopher tortoises be present in the tree clearing area, they will be relocated.

#### Project Justification:

Closing an existing gap in the airfield perimeter fencing is required to improve airport security and prevent wildlife access onto the airfield.

Was this project in the airport's Capital Improvement Plan (CIP) in JACIP and accepted as eligible/justified in the FAA's Airport Capital Improvement Plan (ACIP)?

Yes  No (explain below)

None

#### Special Circumstances (check if applicable to the project):

<input type="checkbox"/> Force Account Services	<input type="checkbox"/> Benefit Cost Analysis	<input type="checkbox"/> [Enter Other]
<input type="checkbox"/> Mods. To Standards	<input type="checkbox"/> Design-build or CMR	<input type="checkbox"/> [Enter Other]
<input type="checkbox"/> AIP eligible & non-eligible	<input type="checkbox"/> Exceeds FAA Stds.	<input type="checkbox"/> [Enter Other]

None

#### Project Funding:

Total Cost (100%)	FAA Share (90%)	State (5%)	Local (5%)
\$1,955,555	\$1,760,000	\$97,778	\$97,777

Type of Funding Proposed (FAA Share Only)			
Fund Type <sup>1</sup>	Funds Available	Funds to be Used	Funds Remaining
NP 2026 Entitlement	\$0	\$0	\$0
NP 2026 Discretionary	\$1,760,000	\$1,760,000	\$0
Total	\$1,760,000	\$1,760,000	\$0

Alternate Funding Plan: *In the event that the AIP funding is not granted, the Owner will move the project out to a future year.*

#### Project Cost Estimate Breakdown:

Components	Cost (100%)	FAA Share (90%)
Airport Administration	\$10,000.00	\$9,000.00
Design Costs (Survey, Environmental, Design, Bidding)	\$95,000.00	\$85,500.00
Engineering Costs (CA Services, RPR, Testing)	\$80,000.00	\$72,000.00
Construction Costs (Clearing, Tortoise Removal, Fencing)	\$1,770,555.00	\$1,593,500.00
Subtotal Amount	\$1,955,555.00	\$1,760,000.00
Total Estimated Project Cost (100%)	\$1,955,555.00	
Total FAA Share Cost (90%)	\$1,760,000.00	

*\*NOTE: FAA does not participate on allowances / contingencies. By FAA policy, a line item for estimated administrative costs can be included in the grant application if the sponsor cannot accurately calculate the total administrative costs. However, these estimated administrative costs must not exceed 2% of the grant amount or \$10,000, whichever is less.*

#### Project Preliminary Checklist:

AIP Document Pre-requisites	Dates	
Date of FAA Approved ALP	7/1/2020	
Date of last 5010, Airport Master Record verification for data corrections.	12/15/2017	
Date of last FAA approved Exhibit "A" Property Inventory Map w/ Exhibit "C", Title of Opinion	N/A	
Date of Environmental Determination (Fencing)	TBD	
Date of Environmental Determination (Tree Removal)	5/17/2023	
Date of last Airport Pavement Maintenance Program.	11/16/2024	
Date of Land Acquisition (if applicable)	N/A	
Impacts to FAA Facilities	Yes	No

<sup>1</sup> P = Primary; PN = Primary Non-Hub; NP = Non-Primary; C = Cargo; D = Discretionary; AIG = IIJA Airport Infrastructure Grants; ATP = IIJA Airport Terminal Program; FY = Fiscal Year

Does the project impact FAA facilities?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Changes or Request to Runway Procedures per ALP?</b>		Yes
Does the project impact existing and/or require new procedures?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>If yes, provide a statement with dates of AGIS Survey Completed and Coordination with Flight Procedures via the FAA Instrument Flight Procedure (IFP) Information Gateway. (a 24-month advanced notice is required) - <a href="https://www.faa.gov/air_traffic/flight_info/aeronav/procedures/">https://www.faa.gov/air_traffic/flight_info/aeronav/procedures/</a></p>		

## **Perimeter Fencing Improvements**

### **PROPOSED PROJECT SCHEDULE**

<b>Task</b>	<b>Dates:</b>
Pre-Application Submittal to FAA ADO Planner	10/15/2025
Pre-design Conference*	10/20/2025
CSPP and Airspace Coordination in OE/AAA <sup>2</sup>	12/19/2025
Completion of Plans, Specifications and Engineers Report	1/5/2026
Submit Plans and Specs to FAA <sup>3</sup>	1/5/2026
Advertisement of Project for Bids	2/5/2026
Bid Opening	3/19/2026
Bid Tabulation Submittal and Recommendation of Award	3/20/2026
Application Submittal to FAA ADO Engineer	3/31/2026
Grant Offer	5/1/2026
Execution of FAA Grant	5/1/2026
Pre-Construction Conference	5/15/2026
Notice to Proceed to Contractor <sup>4</sup>	5/15/2026
Substantial Completion	11/16/2026
Final Inspection	11/30/2026
Project Close-Out <sup>5</sup>	1/14/2027

***= To be coordinated with the ADO Engineer prior to grant application submittal.***

***\* Design schedule assumes that design CATEX provided herein satisfies the Environmental Determination requirement.***

<sup>2</sup> Coordination of CSPP and airspace in OE/AAA shall be completed / determined before grant application submittal. Refer to CSPP SOP 1.00 for CSPP project applicability requirements.

<sup>3</sup> For any construction grants, Plans / Specs & the Engineers Report must be submitted to the ADO PM for review and approval prior to bid advertisement in accordance with 2 CFR 200. Sponsor will be responsible for removing / prorating all non-AIP eligible bid items identified prior to grant execution.

<sup>4</sup> Once all contract documents have been executed, the sponsor will issue a notice to proceed to the contractor. The sponsor must send a copy of the notice to proceed to the ADO PM.

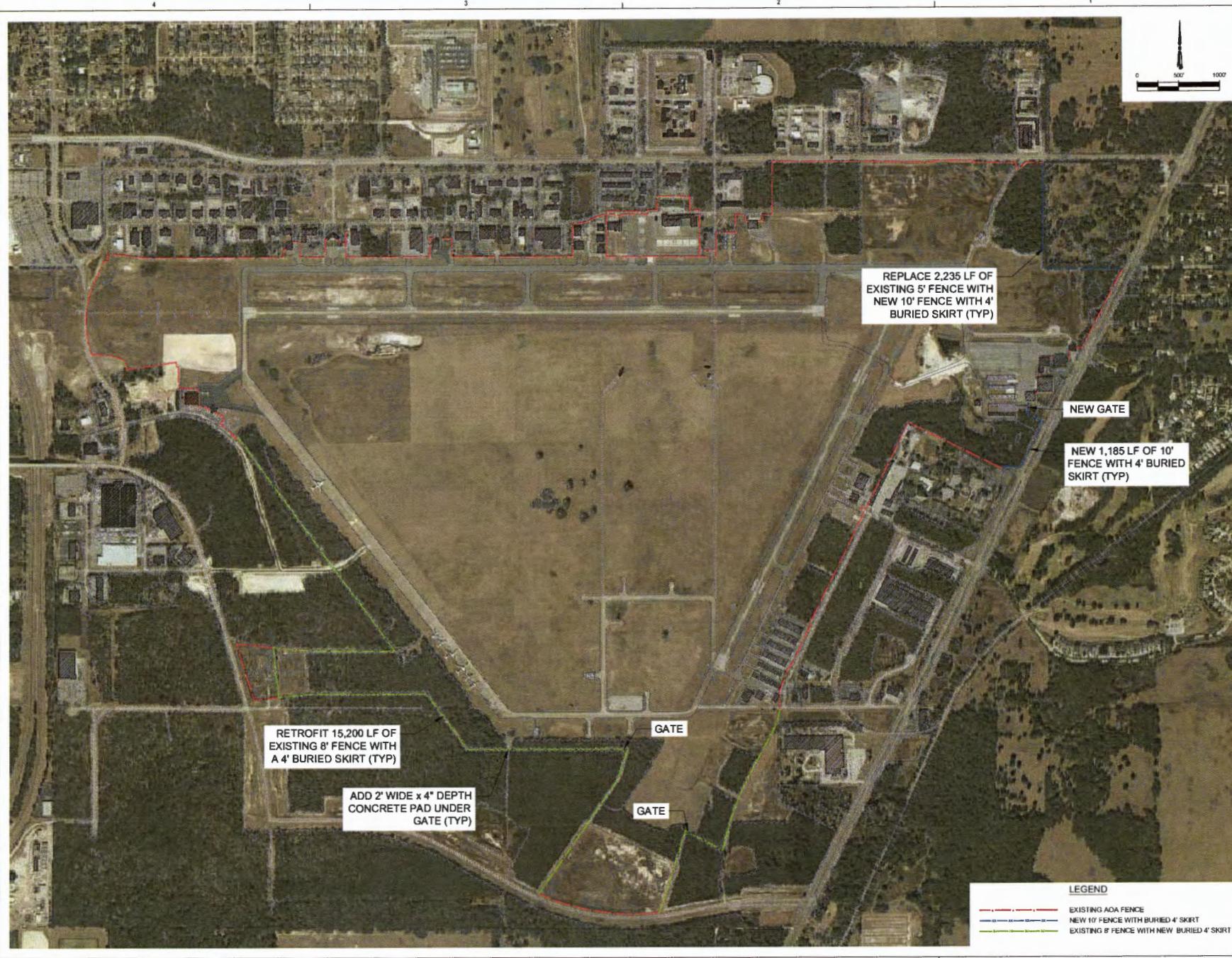
<sup>5</sup> Project shall remain on schedule as shown above. Note that closeout of an AIP grant must not exceed four (4) years after grant execution date. You may refer to the AIP Handbook - Chapter 5, Section 8, Grant Closeout for additional details.

## PICTURES OF EXISTING FENCING









**MDG** MOHSEN  
DESIGN  
GROUP

MOHSEN DESIGN GROUP INCORPORATED  
2292 N. WESTSHORE BLVD., SUITE 200

**FLORIDA CERTIFICATE OF  
AUTHORIZATION 36628**

## WILDLIFE FENCE

AT: BROOKSVILLE-TAMPA BAY REGIONAL  
AIRPORT (BKV)



15800 FLIGHT PATH DR.  
BROOKSVILLE, FLORIDA 34604

Issue Date: SEPT 10, 2025  
MDG Project No. BKV25007  
Drawn By: DLW  
Checked By: MM

**EXHIBIT**

### EX1

**BROOKSVILLE-TAMPA BAY REGIONAL AIRPORT (BKV)**  
**TOTAL PROJECT COSTS**

Element	Total Cost (100%)	FAA Cost (90%)	State Cost (5%)	Local Cost (5%)
<b>ADMINISTRATION COSTS</b>				
Administrative costs	\$10,000.00	\$9,000.00	\$500.00	\$500.00
<b>DESIGN COSTS</b>				
Survey, Environmental, Design, Bidding	\$95,000.00	\$85,500.00	\$4,750.00	\$4,750.00
<b>ENGINEERING COSTS</b>				
CA Services, RPR, Testing	\$80,000.00	\$72,000.00	\$4,000.00	\$4,000.00
<b>CONSTRUCTION COSTS</b>				
Construction (Clearing, Tortoise Removal, Fencing)	\$1,770,555.00	\$1,593,500.00	\$88,528.00	\$88,527.00
	<b>\$1,955,555.00</b>	<b>\$1,760,000.00</b>	<b>\$97,778.00</b>	<b>\$97,777.00</b>