

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

May 5, 2026

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 Infrastructure Investment and Jobs Act (IIJA)  
**Grant Application**

In accordance with the Airport Improvements Grant (AIG) for Tower Equipment Acquisition, enclosed please find the 2026 grant application for the following projects:

1. Air Traffic Control Tower Equipment Acquisition

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

- Application Checklist
- Standard Form 424 - Application for Federal Assistance
- SF 5100-100: Parts II and III
- Program Narrative and Sketch
- FAA ADO Required Detailed Information Sheet
- Project Line Item Cost Breakdown
- Project Specific Checklist
- Project Schedule
- Environmental Documentation (Categorical Exclusion)
- Airport Sponsor Certifications

We are requesting \$121,125.00 of the IIJA eligible federal share of project costs. Please let me know if you should have any questions or comments.

Sincerely,



Andrew Johns  
Sr. Project Manager  
Brooksville-Tampa Bay Regional Airport

Airport Improvement Program  
Federal Assistance Request Checklist

**APPLICATION CHECKLIST**

Airport:	Brooksville-Tampa Bay Regional Airport (BKV)
Sponsor:	Hernando County Board of County Commissioners
City, State:	Brooksville, Florida
Date of Application:	May 5, 2026

**Cover Letter:**

- N/A Letter of Credit method of payment requested.
- X Project(s) identified. (Any changes from previous meetings/discussions should be discussed prior to submission.)
- N/A If pre-application, proposed application date identified.
- N/A If application, any changes to requested amount are identified and reasons provided.
- N/A If application, identify if any changes have taken place on Exhibit "A" Property Map since last grant.
- N/A If application, identify if any changes have taken place on Exhibit "C" Title Opinion since last grant.

**Application:**

- X Standard Form 424 - Application for Federal Assistance and Associated Forms
- X Program Narrative and Sketch
- X Detailed Project Information Sheet
- X Project Line Item Cost Breakdown
- X Project Specific Checklist
- X Project Schedule
- X CATEX
- N/A Public Hearing Information
- X Airport Sponsor Certifications
- X Airport Layout Plan, Title Opinion, and Airport Property Map
- N/A Project Contract/Scope, and Fee
- N/A Independent Fee Estimate
- N/A Bid Tabulation
- N/A Recommendation for Award Letter

**Application for Federal Assistance SF-424**

\*1. Type of Submission:

- Preapplication
- Application
- Changed/Corrected Application

\*2. Type of Application

- New
- Continuation
- Revision

\* If Revision, select appropriate letter(s):

\* Other (Specify)

\*3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:  
FAA

\*5b. Federal Award Identifier:

**State Use Only:**

6. Date Received by State:

7. State Application Identifier:

**8. APPLICANT INFORMATION:**

\*a. Legal Name: Hernando County Board of County Commissioners

\*b. Employer/Taxpayer Identification Number (EIN/TIN):  
73212920

\*c. UEI:

**d. Address:**

\*Street 1: 15800 Flight Path Drive

Street 2:

\*City: Brooksville

County/Parish:

\*State: Province: FL

\*Country: United States

\*Zip / Postal Code 34604

**e. Organizational Unit:**

Department Name:

Division Name:

**f. Name and contact information of person to be contacted on matters involving this application:**

Prefix: Mr. \*First Name: Steve

Middle Name:

\*Last Name: Miller

Suffix:

Title: Aviation Manager

Organizational Affiliation:  
Brooksville-Tampa Bay Regional Airport (BKV)

\*Telephone Number: 352-540-6342

Fax Number:

\*Email: smiller@flybkv.com

**Application for Federal Assistance SF-424**

**\*9. Type of Applicant 1: Select Applicant Type:**

B: County Government

Type of Applicant 2: Select Applicant Type:

Pick an applicant type

Type of Applicant 3: Select Applicant Type:

Pick an applicant type

\*Other (Specify)

**\*10. Name of Federal Agency:**

Federal Aviation Administration

**\*11. Catalog of Federal Domestic Assistance Number:**

CFDA No: CFDA Title:

20.117 Airport Infrastructure Grants (AIG)

**\*12. Funding Opportunity Number:**

Not Applicable

\*Title:

Not Applicable

**13. Competition Identification Number:**

Not Applicable

Title:

Not Applicable

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Brooksville-Tampa Bay Regional Airport - Brooksville, Florida

**\*15. Descriptive Title of Applicant's Project:**

Tower Equipment Acquisition

Attach supporting documents as specified in agency instructions.

**Application for Federal Assistance SF-424****16. Congressional Districts Of:**

\*a. Applicant: FL-14

\*b. Program/Project: FL-14

Attach an additional list of Program/Project Congressional Districts if needed.

**17. Proposed Project:**

\*a. Start Date: 09/03/2026

\*b. End Date: 01/06/2027

**18. Estimated Funding (\$):**

*a. Federal	\$ 121,125
*b. Applicant	\$ 0
*c. State	\$ 5,100
*d. Local	\$ 1,275
*e. Other	\$ 0
*f. Program Income	\$ 0
*g. TOTAL	\$ 127,500

**\*19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on \_\_\_\_\_.
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

**\*20. Is the Applicant Delinquent On Any Federal Debt?** Yes  No

If "Yes", explain:

21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)

 \*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix: Mr. \*First Name: Jeffrey  
Middle Name: \_\_\_\_\_  
\*Last Name: Rogers  
Suffix: \_\_\_\_\_

\*Title: County Administrator

\*Telephone Number: 352-540-6342

Fax Number:

\* Email: smiller@flybkv.com

\*Signature of Authorized Representative:



\*Date Signed: 5-11-26

**PART III - BUDGET INFORMATION - CONSTRUCTION****SECTION A - GENERAL**

1. Federal Domestic Assistance Catalog No.

**20-117**

2. Functional or Other Breakout

**Airport Infrastructure Grant****SECTION B - CALCULATION OF FEDERAL GRANT**

Cost Classification	Use only for revisions		Total Amount Required
	Latest Approved Amount (Use only for Rvisions)	Adjustment + or (-) (Use only for Revisions)	
1. Administration expense	\$2,500.00		\$ 2,500.00
2. Preliminary expense	\$0.00		\$ -
3. Land, structures, right-of-way	\$0.00		\$ -
4. Engineering basic fees	\$0.00		\$ -
5. Other engineering fees (Survey Services)	\$0.00		\$ -
6. Other engineering fees (Laboratory Services)	\$0.00		\$ -
7. Other engineering fees (Independent Fee Estimate)	\$0.00		\$ -
8. Project inspection fees	\$0.00		\$ -
9. Relocation payments to Individuals and businesses	\$0.00		\$ -
10. Demolition and removal	\$0.00		\$ -
11. Construction and project improvement	\$0.00		\$ -
12. Equipment	\$125,000.00		\$125,000.00
13. Miscellaneous	\$0.00		\$ -
14. <b>Subtotal</b> (Line 1 through 13)	\$127,500.00		\$ 127,500.00
15. Estimated Income (if applicable)	\$0.00		\$ -
16. Net Project Amount (Line 14 minus 15)	\$127,500.00		\$ 127,500.00
17. <b>Less:</b> Ineligible Exclusions (Section C, Line 23 g.)	\$0.00		\$ -
18 <b>Subtotal</b> (Line 16 through 17)	\$ 127,500.00		\$ 127,500.00
19 Federal Share requested of Line 19	\$ 121,125.00		\$ 121,125.00
20 Grantee share	\$ 1,275.00		\$ 1,275.00
21 Other shares	\$ 5,100.00		\$ 5,100.00
22 <b>Total project</b> (Lines 19, 20 & 21)	\$ 127,500.00		\$ 127,500.00

**SECTION C - EXCLUSIONS**

<b>23. Classification (Description of non-participating work)</b>	<b>Amount Ineligible for Participation</b>
a.	
b.	
c.	
d.	
e.	
f.	
g. <span style="float: right;">Totals</span>	\$ -

**SECTION D - PROPOSED METHOD OF FINANCING NON-FEDERAL SHARE**

24. Grantee Share	\$ 1,275.00
a. Securities	
b. Mortgages	
c. Appropriations (By Applicant)	
d. Bonds	
e. Tax Levies	
f. Non Cash	
g. Other (Explain)	
h. TOTAL -Grantee Share	\$ 1,275.00
25. Other Shares	
a. State	\$ 5,100.00
b. Other	\$ -
c. Total Other Shares	\$ 5,100.00
<b>26. TOTAL NON-FEDERAL-FINANCING</b>	<b>\$ 6,375.00</b>

**SECTION E - REMARKS**

(Attach sheets if additional space is required)

**Brooksville-Tampa Bay Regionla Airport (BKV)**  
**PROJECT COSTS**

**Tower Equipment Acquisition**

**Cost (100%)**

<b>Administrative Costs</b>	<b>\$2,500.00</b>
<b>Equipment</b>	
Equipment Acquisition	\$125,000.00
<b>Total Engineering Fees</b>	<b>\$125,000.00</b>

**Total Project Cost (100%)**

**\$127,500.00**

**TOTAL FAA SHARE**

**\$121,125.00**

**95.0%**

**TOTAL FDOT SHARE**

**\$5,100.00**

**4.0%**

**TOTAL LOCAL SHARE**

**\$1,275.00**

**1.0%**

**PART IV  
PROGRAM NARRATIVE**

DEPARTMENT OF TRANSPORTATION – FEDERAL AVIATION ADMINISTRATION

OMB NO. 2120-0569

<b>1. PROJECT: Tower Equipment Acquisition</b>
<b>AIRPORT: Brooksville-Tampa Bay Regional Airport (BKV)</b>
<b>1. Objective:</b> a. Replace a 14-year old VHF radio in the ATCT
<b>2. Benefits Anticipated:</b> Improved radio communications and management of the surrounding airspace and ground operations.
<b>3. Approach:</b> Hernando County Board of County Commissioners (HCBCC) intends to replace a 14-year old VHF radio to improve reception clarity, range and reliability for continued safe aircraft operations. The equipment is eligible based upon JO 7210.78, FAA Contract Tower Minimum Equipment And Facilities List, Section 1(c).
<b>4. Geographic Location:</b> Brooksville-Tampa Bay Regional Airport, Brooksville, Florida
<b>5. If Applicable, Provide Additional Information:</b> Not applicable
<b>6. Sponsor's Representative:</b> <i>(incl. address &amp; tel. no)</i> Steve Miller Airport Manager Brooksville-Tampa Bay Regional Airport 15800 Flight Path Drive Brooksville, FL 34604 352-540-6342

Detailed Project Information Sheet  
 Airport Improvement Program  
 Grant Application

Airport: BROOKSVILLE-TAMPA BAY REGIONAL AIRPORT (BKV)

City, ST: Brooksville, Florida

Project Description: Replace One (1) Air Traffic Control Tower VHF Radio

Project Justification: VHF radios, 118.55 and 121.4 are now 14 years old. The average life span of ATC digital radios is typically 7 years. ATCT has been experiencing issues with reduced reception clarity and range capability for the last few years. Both indicators of impending radio failure. ATCT is also experiencing random interference on both frequencies, squelch break that renders the receiving frequency unusable for duration of the interference. ATCT traffic count in the last 10 years has doubled increasing the use of transmitter and receivers expediting the reception and range reduced capability. Requesting new radio equipment as soon as can be accomplished.

This equipment is eligible in accordance with JO 7210.78 FAA Contract Tower (FCT) New Start and Replacement Tower Process - FAA Contract Tower Minimum Equipment And Facilities List, Section 1(c).

Special Circumstances: None

Project Cost Information:

Total Cost	FAA Share	State	Local
\$127,500.00	\$121,125.00	\$5,100.00	\$1,275.00

Type of Funding Proposed (FAA Share Only)			
<u>Fund Type</u>	<u>Funding Available</u>	<u>Funds to be Used</u>	<u>Funds Remaining</u>
2023 AIG	\$134,075.00	\$121,125.00	\$12,950.00
2024 AIG	\$851,000.00	\$0.00	\$851,000.00
2025 AIG	\$687,000.00	\$0.00	\$687,000.00
Total	\$1,672,075.00	\$121,125.00	\$1,550,950.00

Alternate Funding Plan: In the event that the AIG funding is not granted, the Owner will move the project to a fiscal year that has funding available.

Project Specific Checklist  
Application for Federal Assistance

**Project Description:**

**Tower Equipment Acquisition**

**Airport Name / City, FL:**

**BROOKSVILLE-TAMPA BAY REGIONAL AIRPORT, BROOKSVILLE, FLORIDA**

<b>Items a. thru pp. must be answered for each individual project: (Ref. Order 5100-38D, Chapter 3, Table 3-1)</b>		Yes (y)	No (n)	N/A (n/a)
a.	Is the project eligible?	Y		
aa.	Identify eligibility "chapter & verse" from Order 5100-38D, AIP Handbook	Section 3-3 Airport Development		
b.	Is the project justified? Does your project narrative address the "Three Basic Tests" as identified in Table 3-4, Order 5100-38D?	Y		
c.	Is the project on airport property (with good title)?	Y		
cc.	Date of your current Airport Exhibit A on file in ADO:	June 2015		
d.	Is the project on the FAA approved airport layout plan?	Y		
dd.	Identify date of FAA approved ALP on file in the ADO:	Signed 8/18/2016 by FAA		
e.	Has the Sponsor satisfied the intergovernmental review and airport user	Y		
f.	Has the FAA completed an environmental finding for the project?	Y		
ff.	Provide date of environmental finding/Cat. Ex.?	TBD		
g.	Will the project result in a usable unit of work?	Y		
h.	Will the project be planned, designed, and/or constructed to FAA standards?			N/A
hh.	If applicable, identify date MOS was approved by FAA.			N/A
i.	Has the project been procured correctly?	Y		
j.	Are the project costs allowable?	Y		
k.	directly necessary to accomplish the project. Ref. Order 5100-38D, Ch. 3, Section 12).	Y		
l.	Were the project costs incurred after the grant was executed? (Ref. Order 5100-38D, Ch. 3, Section 13, for exceptions).	Y		
m.	Are the project costs reasonable? (Are Sponsor cost analyses attached? Ref. Order 5100-38D, Ch. 3, Section 14). See Engineer's Estimate, Bid Tabs, and sponsor letter.	Y		
n.	Is this the only federal grant containing these project costs? (No "double-dipping"!!!)	Y		
o.	Are the project costs within the allowable federal share?	Y		
p.	Can the project be completed without unreasonable delay?	Y		
pp.	Identify number of calendar days and date after the grant execution date when notice-to-proceed will be issued.	Immediately		
<b>If discretionary funding is being requested for this project answer the following:</b>				
1	Is this project phased?			
1a.	If yes, what phase is this?			
1b.	If phased, how does this phase fit into the larger development need?			
2	What is the total AIP funds spent on previous phases of the project?			
2a.	What is the total AIP funds requested for this phase in this Application?			
2b.	What is the total AIP funds needed to complete the project beyond this Application?			
<b>If funding requested for this project is for an LOI, provide the following:</b>				
i.	Enter the number of the LOI payment this grant will provide.			
ii.	Enter the total number of LOI payments - past grant(s), this grant, future grant(s)			
iii.	Total AIP funds provided to-date including the funds requested in this Application			
iv.	Total AIP funds approved for the project LOI. (Total LOI payments for entire project).			



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

## **FAA Form 5100-130, Drug-Free Workplace – Airport Improvement Program Sponsor Certification**

### **Paperwork Reduction Act Burden Statement**

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0569. Public reporting for this collection of information is estimated to be approximately 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required under 49 U.S.C. Section 47105 to retain a benefit and to meet the reporting requirements of 2 CFR 200. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Aviation Administration, 10101 Hillwood Parkway, Fort Worth, TX 76177-1524.

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## Drug-Free Workplace Airport Improvement Program Sponsor Certification

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Sponsor: Hernando County Board of County Commissioners

Airport: Brooksville-Tampa Bay Regional Airport (BKV)

Project Number:

Description of Work: Tower Equipment Acquisition

### Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General requirements on the drug-free workplace within federal grant programs are described in 2 CFR part 182. Sponsors are required to certify they will be, or will continue to provide, a drug-free workplace in accordance with the regulation. The AIP project grant agreement contains specific assurances on the Drug-Free Workplace Act of 1988.

### Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting "Yes" represents sponsor acknowledgement and confirmation of the certification statement. The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. A statement has been or will be published prior to commencement of project notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the sponsor's workplace, and specifying the actions to be taken against employees for violation of such prohibition (2 CFR § 182.205).

Yes    No    N/A

2. An ongoing drug-free awareness program (2 CFR § 182.215) has been or will be established prior to commencement of project to inform employees about:

- a. The dangers of drug abuse in the workplace;
- b. The sponsor's policy of maintaining a drug-free workplace;
- c. Any available drug counseling, rehabilitation, and employee assistance programs; and
- d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

Yes    No    N/A

3. Each employee to be engaged in the performance of the work has been or will be given a copy of the statement required within item 1 above prior to commencement of project (2 CFR § 182.210).

Yes  No  N/A

4. Employees have been or will be notified in the statement required by item 1 above that, as a condition employment under the grant (2 CFR § 182.205(c)), the employee will:

- a. Abide by the terms of the statement; and
- b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

Yes  No  N/A

5. The Federal Aviation Administration (FAA) will be notified in writing within 10 calendar days after receiving notice under item 4b above from an employee or otherwise receiving actual notice of such conviction (2 CFR § 182.225). Employers of convicted employees must provide notice, including position title of the employee, to the FAA (2 CFR § 182.300).

Yes  No  N/A

6. One of the following actions (2 CFR § 182.225(b)) will be taken within 30 calendar days of receiving a notice under item 4b above with respect to any employee who is so convicted:

- a. Take appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; and
- b. Require such employee to participate satisfactorily in drug abuse assistance or rehabilitation programs approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

Yes  No  N/A

7. A good faith effort will be made, on a continuous basis, to maintain a drug-free workplace through implementation of items 1 through 6 above (2 CFR § 182.200).

Yes  No  N/A

**Site(s) of performance of work (2 CFR § 182.230):**

**Location 1**

Name of Location: Brooksville-Tampa Bay Regional Airport

Address: 15800 Flight Path Drive Brooksville, FL 34604

**Location 2 (if applicable)**

Name of Location:

Address:

**Location 3 (if applicable)**

Name of Location:

Address:

Attach documentation clarifying any above item marked with a "No" response.

**Sponsor's Certification**

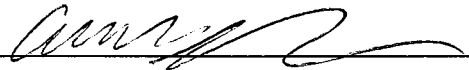
I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

Executed on this 11th day of May, 2026.

Name of Sponsor: Hernando County Board of County Commissioners

Name of Sponsor's Authorized Official: Andrew Johns

Title of Sponsor's Authorized Official: Sr. Project Manager

Signature of Sponsor's Authorized Official:  \_\_\_\_\_

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

## **FAA Form 5100-132, Project Plans and Specifications – Airport Improvement Program Sponsor Certification**

### **Paperwork Reduction Act Statement**

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0569. Public reporting for this collection of information is estimated to be approximately 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required under 49 U.S.C. Section 47105 to retain a benefit and to meet the reporting requirements of 2 CFR 200. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Aviation Administration, 10101 Hillwood Parkway, Fort Worth, TX 76177-1524.

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## Project Plans and Specifications

### Airport Improvement Program Sponsor Certification

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Sponsor: Hernando County Board of County Commissioners

Airport: Brooksville-Tampa Bay Regional Airport (BKV)

Project Number:

Description of Work: Tower Equipment Acquisition

#### Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). Labor and civil rights standards applicable to AIP are established by the Department of Labor ([www.dol.gov/](http://www.dol.gov/)). AIP Grant Assurance C.1—General Federal Requirements identifies applicable federal laws, regulations, executive orders, policies, guidelines and requirements for assistance under AIP. A list of current advisory circulars with specific standards for procurement, design or construction of airports, and installation of equipment and facilities is referenced in standard airport sponsor Grant Assurance 34 contained in the grant agreement.

#### Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting “Yes” represents sponsor acknowledgement and confirmation of the certification statement. The term “will” means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. The plans and specifications were or will be prepared in accordance with applicable federal standards and requirements, so that no deviation or modification to standards set forth in the advisory circulars, or FAA-accepted state standard, is necessary other than those explicitly approved by the Federal Aviation Administration (FAA) (14 USC § 47105).

Yes    No    N/A

2. Specifications incorporate or will incorporate a clear and accurate description of the technical requirement for the material or product that does not contain limiting or proprietary features that unduly restrict competition (2 CFR §200.319).

Yes    No    N/A

3. The development that is included or will be included in the plans is depicted on the current airport layout plan as approved by the FAA (14 USC § 47107).
- Yes  No  N/A
4. Development and features that are ineligible or unallowable for AIP funding have been or will be omitted from the plans and specifications (FAA Order 5100.38, par. 3-43).
- Yes  No  N/A
5. The specification does not use or will not use "brand name" or equal to convey requirements unless sponsor requests and receives approval from the FAA to use brand name (FAA Order 5100.38, Table U-5).
- Yes  No  N/A
6. The specification does not impose or will not impose geographical preference in their procurement requirements (2 CFR §200.319(b) and FAA Order 5100.38, Table U-5).
- Yes  No  N/A
7. The use of prequalified lists of individuals, firms or products include or will include sufficient qualified sources that ensure open and free competition and that does not preclude potential entities from qualifying during the solicitation period (2 CFR §319(d)).
- Yes  No  N/A
8. Solicitations with bid alternates include or will include explicit information that establish a basis for award of contract that is free of arbitrary decisions by the sponsor (2 CFR § 200.319(a)(7)).
- Yes  No  N/A
9. Concurrence was or will be obtained from the FAA if Sponsor incorporates a value engineering clause into the contract (FAA Order 5100.38, par. 3-57).
- Yes  No  N/A
10. The plans and specifications incorporate or will incorporate applicable requirements and recommendations set forth in the federally approved environmental finding (49 USC §47106(c)).
- Yes  No  N/A
11. The design of all buildings comply or will comply with the seismic design requirements of 49 CFR § 41.120. (FAA Order 5100.38d, par. 3-92)
- Yes  No  N/A
12. The project specification include or will include process control and acceptance tests required for the project by as per the applicable standard:
- a. Construction and installation as contained in Advisory Circular (AC) 150/5370-10.
- Yes  No  N/A

b. Snow Removal Equipment as contained in AC 150/5220-20.

Yes  No  N/A

c. Aircraft Rescue and Fire Fighting (ARFF) vehicles as contained in AC 150/5220-10.

Yes  No  N/A

13. For construction activities within or near aircraft operational areas(AOA):

a. The Sponsor has or will prepare a construction safety and phasing plan (CSPP) conforming to Advisory Circular 150/5370-2.

b. Compliance with CSPP safety provisions has been or will be incorporated into the plans and specifications as a contractor requirement.

c. Sponsor will not initiate work until receiving FAA's concurrence with the CSPP (FAA Order 5100.38, Par. 5-29).

Yes  No  N/A

14. The project was or will be physically completed without federal participation in costs due to errors and omissions in the plans and specifications that were foreseeable at the time of project design (49 USC §47110(b)(1) and FAA Order 5100.38d, par. 3-100).

Yes  No  N/A

Attach documentation clarifying any above item marked with "No" response.

**Sponsor's Certification**

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

Executed on this 11th day of May, 2026.

Name of Sponsor: Hernando County Board of County Commissioners

Name of Sponsor's Authorized Official: Andrew Johns

Title of Sponsor's Authorized Official: Sr. Project Manager

Signature of Sponsor's Authorized Official: 

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

## **FAA Form 5100-134, Selection of Consultants – Airport Improvement Program Sponsor Certification**

### **Paperwork Reduction Act Statement**

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0569. Public reporting for this collection of information is estimated to be approximately 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required under 49 U.S.C. Section 47105 to retain a benefit and to meet the reporting requirements of 2 CFR 200. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Aviation Administration, 10101 Hillwood Parkway, Fort Worth, TX 76177-1524.

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## Selection of Consultants

### Airport Improvement Program Sponsor Certification

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Sponsor: Hernando County Board of County Commissioners

Airport: Brooksville-Tampa Bay Regional Airport (BKV)

Project Number:

Description of Work: Tower Equipment Acquisition

#### **Application**

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General requirements for selection of consultant services within federal grant programs are described in 2 CFR §§ 200.317-200.326. Sponsors may use other qualifications-based procedures provided they are equivalent to standards of Title 40 chapter 11 and FAA Advisory Circular 150/5100-14, Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects.

#### **Certification Statements**

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting "Yes" represents sponsor acknowledgement and confirmation of the certification statement. The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. Sponsor acknowledges their responsibility for the settlement of all contractual and administrative issues arising out of their procurement actions (2 CFR § 200.318(k)).  
 Yes    No    N/A
  
2. Sponsor procurement actions ensure or will ensure full and open competition that does not unduly limit competition (2 CFR § 200.319).  
 Yes    No    N/A
  
3. Sponsor has excluded or will exclude any entity that develops or drafts specifications, requirements, or statements of work associated with the development of a request-for-qualifications (RFQ) from competing for the advertised services (2 CFR § 200.319).  
 Yes    No    N/A

4. The advertisement describes or will describe specific project statements-of-work that provide clear detail of required services without unduly restricting competition (2 CFR § 200.319).
- Yes  No  N/A
5. Sponsor has publicized or will publicize a RFQ that:
- a. Solicits an adequate number of qualified sources (2 CFR § 200.320(d)); and
- b. Identifies all evaluation criteria and relative importance (2 CFR § 200.320(d)).
- Yes  No  N/A
6. Sponsor has based or will base selection on qualifications, experience, and disadvantaged business enterprise participation with price not being a selection factor (2 CFR § 200.320(d)).
- Yes  No  N/A
7. Sponsor has verified or will verify that agreements exceeding \$25,000 are not awarded to individuals or firms suspended, debarred or otherwise excluded from participating in federally assisted projects (2 CFR §180.300).
- Yes  No  N/A
8. A/E services covering multiple projects: Sponsor has agreed to or will agree to:
- a. Refrain from initiating work covered by this procurement beyond five years from the date of selection (AC 150/5100-14); and
- b. Retain the right to conduct new procurement actions for projects identified or not identified in the RFQ (AC 150/5100-14).
- Yes  No  N/A
9. Sponsor has negotiated or will negotiate a fair and reasonable fee with the firm they select as most qualified for the services identified in the RFQ (2 CFR § 200.323).
- Yes  No  N/A
10. The Sponsor's contract identifies or will identify costs associated with ineligible work separately from costs associated with eligible work (2 CFR § 200.302).
- Yes  No  N/A
11. Sponsor has prepared or will prepare a record of negotiations detailing the history of the procurement action, rationale for contract type and basis for contract fees (2 CFR §200.318(i)).
- Yes  No  N/A
12. Sponsor has incorporated or will incorporate mandatory contact provisions in the consultant contract for AIP-assisted work (49 U.S.C. Chapter 471 and 2 CFR part 200 Appendix II)
- Yes  No  N/A

13. For contracts that apply a time-and-material payment provision (also known as hourly rates, specific rates of compensation, and labor rates), the Sponsor has established or will establish:

- a. Justification that there is no other suitable contract method for the services (2 CFR §200.318(j));
- b. A ceiling price that the consultant exceeds at their risk (2 CFR §200.318(j)); and
- c. A high degree of oversight that assures consultant is performing work in an efficient manner with effective cost controls in place 2 CFR §200.318(j).

Yes  No  N/A

14. Sponsor is not using or will not use the prohibited cost-plus-percentage-of-cost (CPPC) contract method. (2 CFR § 200.323(d)).

Yes  No  N/A

Attach documentation clarifying any above item marked with "no" response.

### Sponsor's Certification

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

Executed on this 11th day of May, 2026.

Name of Sponsor: Hernando County Board of County Commissioners

Name of Sponsor's Authorized Official: Andrew Johns

Title of Sponsor's Authorized Official: Sr. Airport Manager

Signature of Sponsor's Authorized Official: \_\_\_\_\_



I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

## **FAA Form 5100-135, Certification and Disclosure Regarding Potential Conflicts of Interest – Airport Improvement Program Sponsor Certification**

### **Paperwork Reduction Act Statement**

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0569. Public reporting for this collection of information is estimated to be approximately 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required under 49 U.S.C. Section 47105 to retain a benefit and to meet the reporting requirements of 2 CFR 200. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Aviation Administration, 10101 Hillwood Parkway, Fort Worth, TX 76177-1524.

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## Certification and Disclosure Regarding Potential Conflicts of Interest Airport Improvement Program Sponsor Certification

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Sponsor: Hernando County Board of County Commissioners

Airport: Brooksville-Tampa Bay Regional Airport (BKV)

Project Number:

Description of Work: Tower Equipment Acquisition

### Application

Title 2 CFR § 200.112 and § 1201.112 address Federal Aviation Administration (FAA) requirements for conflict of interest. As a condition of eligibility under the Airport Improvement Program (AIP), sponsors must comply with FAA policy on conflict of interest. Such a conflict would arise when any of the following have a financial or other interest in the firm selected for award:

- a) The employee, officer or agent,
- b) Any member of his immediate family,
- c) His or her partner, or
- d) An organization which employs, or is about to employ, any of the above.

Selecting "Yes" represents sponsor or sub-recipient acknowledgement and confirmation of the certification statement. Selecting "No" represents sponsor or sub-recipient disclosure that it cannot fully comply with the certification statement. If "No" is selected, provide support information explaining the negative response as an attachment to this form. This includes whether the sponsor has established standards for financial interest that are not substantial or unsolicited gifts are of nominal value (2 CFR § 200.318(c)). The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance.

### Certification Statements

1. The sponsor or sub-recipient maintains a written standards of conduct governing conflict of interest and the performance of their employees engaged in the award and administration of contracts (2 CFR § 200.318(c)). To the extent permitted by state or local law or regulations, such standards of conduct provide for penalties, sanctions, or other disciplinary actions for violations of such standards by the sponsor's and sub-recipient's officers, employees, or agents, or by contractors or their agents.

Yes    No

2. The sponsor's or sub-recipient's officers, employees or agents have not and will not solicit or accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to sub-agreements (2 CFR § 200.318(c)).

Yes  No

3. The sponsor or sub-recipient certifies that is has disclosed and will disclose to the FAA any known potential conflict of interest (2 CFR § 1200.112).

Yes  No

Attach documentation clarifying any above item marked with "no" response.

### Sponsor's Certification

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and have the explanation for any item marked "no" is correct and complete.

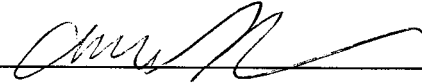
Executed on this 11th day of May, 2026.

Name of Sponsor: Hernando County Board of County Commissioners

Name of Sponsor's Authorized Official: Andrew Johns

Title of Sponsor's Authorized Official: Sr. Project Manager

Signature of Sponsor's Authorized Official:



I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

**Tower Equipment Acquisition**  
**PROPOSED PROJECT SCHEDULE**

<b><u>Task</u></b>	<b><u>Dates:</u></b>
Application Submittal to FAA ADO Engineer	5/5/2026
Grant Offer	7/1/2026
Execution of FAA Grant	7/3/2026
Equipment Procurement	9/3/2026
Equipment Installation	11/3/2026
Design Grant Close-Out <sup>1</sup>	1/6/2027

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<sup>1</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.

**FAA ORLANDO AIRPORTS DISTRICT OFFICE – CATEGORICAL EXCLUSION (CATEX)  
SHORT FORM**

Airport: Brooksville-Tampa Bay Regional Airport (BKV) Project Title: Tower Equipment Acquisition

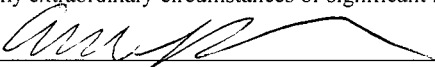
Use this CATEX Short Form if the Proposed Action is a federal action subject to NEPA and normally would not have a significant effect(s) on the human environment. **Identify the applicable category on the line below from FAA Order 1050.1G, Appendix B, sections B-2.1 through B-2.6 for the Proposed Action.**  
B-2.3(c)

**List all components of the Proposed Action and Connected Actions (if any) on a separate sheet. A CATEX should not be used for a segment or an interdependent part of a larger proposed action. Include a summary of existing conditions at the Proposed Action site. Attach a site map identifying the Proposed Action area on the airport's current ALP and a recent aerial of the Proposed Action area.**

**Certify** that the Proposed Action and Connected Actions are **NOT** likely to have extraordinary circumstances or significant impacts. Significance thresholds and factors to consider are in FAA Order 1050.1G, Appendix A, Exhibit A-1. Extraordinary circumstances are listed in FAA Order 1050.1G, Appendix B, B-1(b), and summarized below:

- (1) An adverse effect on cultural resources protected under the National Historic Preservation Act of 1966, as amended, 54 U.S.C. § 300101, *et seq.*;
- (2) An effect on resources protected under Section 4(f) of the Department of Transportation Act;
- (3) An effect on natural, ecological, or scenic resources of Federal, state, Tribal (including Tribal trust or treaty protected resources), or local significance (e.g., federally listed or proposed endangered, threatened, or candidate species, or designated or proposed critical habitat under the Endangered Species Act, 16 U.S.C. §§ 1531-1544);
- (4) An effect on the following resources: resources protected by the Fish and Wildlife Coordination Act, 16 U.S.C. §§ 661-667d; wetlands; floodplains; coastal zones; national marine sanctuaries; wilderness areas; National Resource Conservation Service-designated prime and unique farmlands; energy supply and natural resources; resources protected under the Wild and Scenic Rivers Act, 16 U.S.C. §§ 1271-1287, and rivers or river segments listed on the Nationwide Rivers Inventory (NRI); and solid waste management;
- (5) A division or disruption of an established community, or a disruption of orderly, planned development, or an inconsistency with plans or goals that have been adopted by the community in which the project is located;
- (6) An increase in congestion from surface transportation (by causing a decrease in the level of service below acceptable levels determined by the appropriate transportation agency, such as a highway agency);
- (7) An effect on noise levels of noise sensitive areas;
- (8) An effect on air quality or violation of Federal, state, tribal, or local air quality standards under the Clean Air Act, 42 U.S.C. §§ 7401-7671q;
- (9) An effect on water quality, sole source aquifers, a public water supply system, or state or tribal water quality standards established under the Clean Water Act, 33 U.S.C. §§ 1251-1387, and the Safe Drinking Water Act, 42 U.S.C. §§ 300f-300j-26;
- (10) Effects on the quality of the human environment that are likely to be highly controversial on environmental grounds. The term "highly controversial on environmental grounds" means there is a substantial dispute regarding the analytical outcomes of the environmental review. Controversies on environmental grounds relate to a substantive issue pertaining to the analysis of effects, such as reasonable disagreement over the degree, extent, or nature of a proposed action's environmental impacts or over the action's risks of causing environmental harm. Mere opposition is not sufficient for a proposed action or its impacts to be considered highly controversial on environmental grounds. Opposition on environmental grounds by a Federal, state, or local government agency or by a tribe or a substantial number of the persons affected by the action should be considered in determining whether or not reasonable disagreement regarding the impacts of a proposed action exists. However, while a substantial number of persons affected by the action is a consideration, it is not necessarily determinative that extraordinary circumstances exist. If in doubt about whether a proposed action is highly controversial on environmental grounds, consult with the Orlando ADO;
- (11) Likelihood to be inconsistent with any Federal, state, tribal, or local law relating to the environmental aspects of the proposed action; or
- (12) Likelihood to create a significant impact on the human environment, including, but not limited to, actions likely to cause a significant lighting impact on residential areas or commercial use of business properties, likely to cause a significant impact on the visual nature of surrounding land uses, likely to cause environmental contamination by hazardous materials, or likely to disturb an existing hazardous material contamination site such that new environmental contamination risks are created.

Based on the information in this Short Form CATEX and supporting information, I certify that the Proposed Action and Connected Actions meet(s) all requirements for a CATEX in accordance with FAA Order 1050.1G and do not have any extraordinary circumstances or significant impacts.



\_\_\_\_\_  
Signature of Authorized Airport Representative Andrew Johns, Sr. Project Manager

Date FAA Determination (signature of the Responsible FAA Official):

Categorically Excluded: \_\_\_\_\_ Date: \_\_\_\_\_

**CATEGORICAL EXCLUSION ENVIRONMENTAL DETERMINATION CHECKLIST**

Brooksville-Tampa Bay Regional Airport (BKV)

Airport: \_\_\_\_\_

Prepared and certified by: Timeka Carter, MDG Date: 5/4/2026

	YES**	NO	COMMENTS
<b>THE PROPOSED ACTION MUST BE LISTED IN FAA ORDER 1050.1G, APPENDIX B, SECTIONS B-2.1 THROUGH B-2.6 AS AN ACTIVITY THAT WOULD NORMALLY BE CATEGORICALLY EXCLUDED</b>			
<b>THE PROPOSED ACTION CONSISTS OF:</b>			
Helicopter facilities or operations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Land acquisition	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
New airport serving general aviation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Access or service road construction	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
New airport location	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
New runway	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Runway extension, strengthening, reconstruction, resurfacing or widening	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Converting prime or unique farmland	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Runway Safety Area (RSA) improvements	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
ILS or ALS installation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Airport development (hangars, terminal expansion)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
On-airport aboveground or underground fuel storage tanks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Construction, reconstruction, or relocation of an ATCT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>THE PROPOSED ACTION WILL AFFECT:</b>			
Historic/Archeological/Cultural Resources	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Section 4(f) or 6(f) resources	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Federally listed, endangered, threatened, or candidate species, or designated/proposed critical habitat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Federal, state, tribal, or local natural, ecological, or scenic resources	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Wetlands, floodplains, waterways, coastal zones	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Energy supply or natural resources	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Protected rivers or river segments	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Established community(s), planned development, or plans/goals adopted by the local community	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Surface vehicular traffic (reduce LOS)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Air quality or violate Federal, state, tribal or local standards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Water quality, a sole source aquifer, public water supply system, or federal, state, or tribal water quality standards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>THE PROPOSED ACTION IS LIKELY TO:</b>			
Be Highly Controversial on Environmental Grounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Be Inconsistent with Federal, state, tribal, or local law relating to environmental aspects	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Cause residential or business relocations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Increase noise levels over Noise Sensitive Land Uses within the 65 dBA noise contour or newly include Noise Sensitive Land Uses within the 65 dBA noise contour.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Contain Hazardous Materials or Affect Hazardous Materials/Sites	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Create a Wildlife Hazard per AC 150/5200-33	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Increase lighting impacts on residential communities or impact the visual nature of surrounding land uses	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

\*\* Attach detailed explanations or analysis for all "yes" answers on a separate sheet that supports a Categorical Exclusion determination.

**Brooksville-Tampa Bay Regional Airport (BKV)**  
**Categorical Exclusion (Orlando ADO Short Form) Project Description**  
**Tower Equipment Acquisition**

**Order 1050.1G:**

B-2.3(c) Federal financial assistance for, or Airport Layout Plan (ALP) approval of, or FAA installation or upgrade of facilities and equipment, other than radars, on designated airport or FAA property or commercial space launch sites. Facilities and equipment mean FAA communications, navigation, surveillance, and weather systems.

**Project Description**

This replaces the 14-year-old VHF radios in the Air Traffic Control Tower (ATCT).

**CHANGE**

**U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION  
National Policy**

JO 7210.78  
CHG 1

Effective Date:  
07/25/2018

**SUBJ:** JO 7210.78 FAA Contract Tower (FCT) New Start and Replacement Tower Process

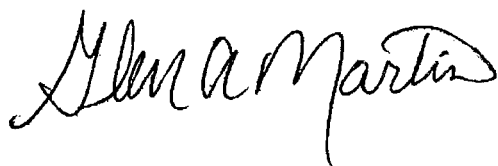
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- 1. Purpose.** This change includes the Minimum Equipment and Facilities List (MEL) into the FAA Contract Tower (FCT) New Start and Replacement Tower Process.
- 2. Audience.** This order applies to Airport Sponsors that are requesting air traffic control services through the FCT Program, all Air Traffic Organization (ATO) personnel, and anyone using ATO directives.
- 3. Where I can find this order.** This order is available on the FAA Web site at [http://faa.gov/air\\_traffic/publications](http://faa.gov/air_traffic/publications) and on the MyFAA employee website at [http://employees.faa.gov/tools\\_resources/orders\\_notices/](http://employees.faa.gov/tools_resources/orders_notices/). Audience
- 4. Explanation of Changes.** This change adds the MEL as an appendix into FAA JO 7210.78, FAA Contract Tower (FCT) New Start and Replacement Tower Process.

**PAGE CHANGE CONTROL CHART**

Remove	Dated	Insert Pages	Dated
2	11/29/2017	2	7/25/2018
		Appendix A	7/25/2018

- 5. Disposition of Transmittal.** Retain this transmittal sheet until the directive is replaced by a new directive.
- 6. Distribution.** This order is distributed to all Washington Headquarters and Service Area ATO offices, the Office of Security and Hazardous Materials Safety (ASH), Office of Aviation Policy and Plans (APL), Office of Airports (ARP), Office of Aviation Safety (AVS), Acquisitions and Contracting (AAQ), FAA Academy (AMA), Office of Finance and Management (AFN), Regions and Property Operations (ARO) and all Regional Offices, to all Air Traffic Services and Technical Operations field offices with a standard distribution, and to all FCT locations.



Glen A. Martin  
Vice President, Air Traffic Services  
Air Traffic Organization

**c. Estimated Tower Completion Date.** The date the Airport Sponsor expects the construction of the air traffic control tower to be complete. This includes building construction, the issuance of all occupancy permits, the installation of required air traffic control equipment, and that all systems (electrical, plumbing, etc.) are working properly. This date is used to develop a timeline for conducting the air traffic study, operational inspections, and staffing analysis.

**d. FAA Contract Tower (FCT).** An air traffic control tower providing ATC services under contract with FAA, staffed by contracted air traffic control specialists.

**e. FCT Operational Date.** The date the vendor will begin providing ATC service in accordance with the FCT contract and FAA directives.

**f. FCT Program Entrance Date.** A new tower is considered to be “in the FCT Program” on the date the Contracting Officer (CO) signs the Tower Operating Agreement (TOA). After this date, the CO can authorize the vendor to staff the facility.

**g. FCT Program Implementation Manager (FCT PIM).** The FCT PIM is the Service Center point of contact (POC) responsible for coordinating issues affecting the FCT Program.

**h. FCT Vendor (Vendor).** The person(s), company, state or local organization/authority under contractual agreement to provide air traffic control service through the FCT program.

**i. Minimum Equipment List (MEL).** The MEL identifies those items that are required for any “new start” or existing tower seeking acceptance into the FCT Program (see Appendix A).

**j. New Start.** Any air traffic control tower which has been proposed, is currently under construction, or has been completed but has not been accepted as a participant in the FCT Program.

**k. Non-Federal Control Tower (NFCT).** An air traffic control tower that is not staffed by FAA or FAA contracted controllers. An NFCT is not associated with the FCT Program or funded by the FAA.

**l. Phases.** The four phases and activities outlining the process for the Airport Sponsor to become a member of the FCT program are as follows:

1) **Phase 1: Interest Phase** - The Airport Sponsor has expressed interest in the FCT Program but has not submitted an application package.

2) **Phase 2: Applicant Phase** - The Airport Sponsor has submitted a completed application package with all of the required supporting documentation.

3) **Phase 3: Candidate Phase** - The Airport Sponsor has received a Benefit to Cost Ratio (B/C) of 1.0 or greater.

## **Appendix A. FAA Contract Tower Minimum Equipment And Facilities List**

The FAA Contract Tower (FCT) Minimum Equipment and Facilities List (MEL) identifies those items that are required for any “new start” or existing non-Federal tower seeking acceptance into the FCT program. Furthermore, the MEL applies to any new control tower that will replace an existing tower (replacement tower) that is already a participant in the FCT program. All FCTs are expected to be fully compliant with this MEL. Existing towers that are already participants in the FCT program and do not meet the requirements of this MEL must develop an action plan that addresses and resolves the deficiencies within 5 years. For those locations that do not have the structural capacity to meet the infrastructure requirements, a waiver request must be submitted.

Exclusion of any piece of equipment from the FCT MEL should not be considered as justification for removal, decommissioning, or failure to maintain/replace existing equipment. Installation or removal/decommissioning of equipment which interfaces with the National Airspace System requires a Safety Management System (SMS) review. Additional equipment may be required based upon actual or anticipated operations. All items on this list must be calibrated properly and maintained in good working condition.

### **1. Communications Equipment.**

a. Voice switch communication equipment, with direct access line to controlling instrument flight rules facility, capable of radio and telephone ATC communication. This must include the capability of headset use and instructor/student override capabilities.

b. One headset per controller and one handset per position with appropriate spares.

c. Very High Frequency (VHF) radios, as required, to support level of traffic; i.e., Local Control, Ground Control, Automatic Terminal Information Service, Clearance Delivery, and Emergency; one transmitter and one receiver for each frequency. Handheld radios are not authorized as primary units.

d. Tunable emergency transceiver with backup power supply (to provide backup VHF communication).

e. A multi-channel, multi-line digital voice recorder system with a remote alarm, for continuous unattended recording of each position used for receiving/transmitting ATC clearances and ATIS. It must meet the requirements of FAA Orders JO 7210.3 and JO 8020.16.

f. An administrative telephone line with long distance capability and handsets in the operating and administrative quarters. To support a single person on duty, contingency plan and emergency operations, the administrative line must be available in both the office and tower cab environment.

g. Telecommunication requirements to sustain high speed internet communication, to include the following:

- 1) FTI Mission Support connection and Router;

2) Local Area Network consisting of a network switch, an Uninterruptible Power Supply (UPS), a rack with patch panel, and network cabling to the wall jacks.

**Note:** Requires reimbursable agreement with FAA.

- h. Alert system to notify airport emergency equipment operator.
- i. Automatic Terminal Information Service (ATIS), (for towers with 50,000 or more annual operations).
- j. ASOS Automatic Terminal Information Service (ATIS) Interface Unit (AAIU).

**Note:** Facilities equipped with an ATIS and an automated weather system with broadcast capability must be equipped with an FAA-approved interface switch which inhibits the automated system from broadcasting the weather while the FCT is open.

## 2. Weather Equipment.

a. Manual Limited Aviation Weather Reporting Stations (LAWRS) stations must possess the following primary weather reporting equipment in accordance with FAA Order JO 7900.5, JO 7210.3, and JO 7230.8:

- 1) Wind Measuring Equipment (Speed and Azimuth), must be visible from each operational position.
- 2) Altimeter (in accordance with FAA JO 7210.3 paragraph 2-10-3), must be visible from each operational position.
- 3) Temperature
- 4) Dew Point

b. Automated LAWRS stations must possess the following equipment to provide augmentation/backup of the automated weather system with SPECI capability in accordance with FAA Order JO 7900.5, JO 7210.3 and JO 7230.8:

- 1) Operator Interface Device (OID) located in the tower cab.
- 2) Wind Measuring Equipment (Speed and Azimuth), independent of the automated weather system, must be visible from each operational position.
- 3) Altimeter, independent of the automated weather system, must be visible from each operational position.
- 4) Temperature Equipment, independent of the automated weather system.
- 5) Dew Point Equipment, independent of the automated weather system.

**3. Operations Floor Equipment:**

- a. Two pair of operable binoculars (7x50 or greater).
- b. Signal Light Gun with a back-up power source.
- c. At least one digital 24-hour time source with hours-minutes-seconds display visible from operating positions.
- d. Manual or automated traffic counting device.
- e. Controller Chairs – safety issues within the controllers' work area require:
  - 1) Chairs must be Electro Static Discharge (ESD) compliant.
  - 2) Chairs must meet the high intensity use 24/7 standard.
  - 3) Chairs must have fully adjustable mechanisms that are easy and safe to manipulate.

**4. Non-Operations Equipment.** Appropriate non-operational space, furniture, and equipment must be provided, including:

- a. Lockable Air Traffic Manager's office with a locking file cabinet.
- b. Training/break room with appropriate desk, chairs, and table.
- c. Refrigerator.
- d. Microwave.
- e. Dish Sink.

**5. Building Equipment/Specifications.**

- a. Generator for any ATCT with an elevator.
- b. Airport lighting controls located in the tower cab, including on/off switch for rotating beacon.
- c. FAA-approved window shades for all tower cab windows. (Must not have any imperfections that would obstruct vision.)
- d. Position lighting with rheostat control for each operating position and tower cab administrative area.
- e. Restroom one floor below the tower cab.
- f. Floor covering must be ESD resistant.

**Note:** Other floor grounding apparatus may be necessary depending upon specifications of the electronic equipment installed.