

Appendix A

Sustainable Master Plan Guidance

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Federal Aviation Administration

Memorandum

Date: May 27, 2010

To: Regional Airports Division Managers
ATTN: Regional Environmental Specialists and Regional Planners

From: Elliott Black *Elliott Black*
Acting Director, Office of Airport Planning and Programming, APP-1

Subject: **NOTIFICATION:** Airport Sustainable Master Plan Pilot Program

The purpose of this memorandum is to provide preliminary guidance on airport sustainability planning, and to outline the plan for implementing a pilot program to help further define sustainability planning principles.¹

Airport sustainability is a broad term that encompasses a wide variety of practices applicable to planning, design, building and operating airport facilities. There are three core principles:

- Protecting the environment;
- Maintaining high and stable levels of economic growth; and
- Social progress that recognizes all stakeholders' needs.

There are many benefits of airport sustainability planning, including reduced energy consumption, reduced noise impacts, reduced hazardous and solid waste generation, reduced greenhouse gas emissions, improved water quality, improved community relations, and cost savings.

Airport master plans have traditionally looked at accommodating an airport's forecasted demand and the associated environmental impacts. However, looking at sustainability issues in the planning process will make it a core objective rather than a secondary consideration. By including sustainability principles in the planning process, airport sponsors can create a road map before making final planning and management decisions. This will in turn promote design, project implementation and financial decisions that will help airports identify ways to reduce energy consumption, environmental impacts, and carbon footprint. As a result, airports

¹ The word "sustainability" may be confused with concepts related to "Livability" and Environment Management System (EMS). While there are some common areas, the concepts are different. We will address the differences as part of our Recurrent Planning and Environmental training programs in FY-2011.

incorporating sustainability issues in the master planning process will become more environmentally friendly businesses and neighbors.

Pilot Sustainability Planning Program

The FAA has committed to initiate a sustainability planning pilot program. Knowledge gained through the pilot program will show us how we can achieve an airport's forecasted demand while achieving aviation standards, and reducing an airport's environmental impact. The pilot program will also help us develop program guidance in this area of growing interest to airports.

In December 2009, the Airport Planning and Environmental Division (APP-400) asked all regions to provide us with nominations of airports interested in sustainable planning. Interested airports could look at sustainable initiatives specific to their airport in one of two ways:

Within a Master Plan (Sustainable Master Plan)

This is applicable to an airport sponsor who is about to prepare or update its Master Plan and who has the desire to include sustainability in its proposed development. This document would address those sustainable initiatives as a new chapter within the Master Plan.

OR

Stand-Alone Document (Sustainable Management Plan)

This is applicable to an airport sponsor who is not updating its Master Plan, but who is interested in looking at sustainability at its airport. This document would be a stand-alone planning document focusing on sustainability.

Based on the regions' nominations, we have selected the airports listed in Attachment A to participate in the pilot program.

Attachment B contains a sample scope of work for the sustainability contents of a Sustainable Master Plan and Sustainable Management Plan for your reference. Also included are the pilot program requirements, including important schedule and coordination requirements.

Please advise each airport in your region, informally, of their selection and verify their continuing interest. If an airport decides to drop out of the program, please let us know and advise us of a recommended substitute if possible. **Please ensure that the selected sponsors understand they must not disclose their selection until they have received an actual grant offer.**

If there are any questions about the program, please contact either Julie Barrow (202-493-4646) or Ralph Thompson (202-267-8772).

Attachments

ATTACHMENT B SUSTAINABILITY PLANNING PILOT PROGRAM REQUIREMENTS

Required Contents of the Sustainable Master Plan or Sustainability Management Plan

If an airport is conducting a Sustainable Master Plan, all applicable elements required in a master plan as prescribed by Advisory Circular 150/5070-6B Change 1, must still be included in the document. The sustainability contents and scope of the Sustainable Master Plan or Sustainability Management Plan should include and/or address the following at a minimum:

1. Written Sustainability Policy or Mission Statement and a description of how it is communicated to airport employees, tenants, and the community.
2. Define sustainability categories at the airport, such as:
 - a. Socioeconomics
 - b. Airport facilities and procedures
 - c. Environmental resources (e.g., noise, water, air quality, etc.)
3. Conduct a baseline inventory or assessment of each defined sustainability category, such as:
 - a. Environmental resource usage (e.g., water consumption per year or per passenger, etc.)
 - b. Emissions inventory
 - c. Surface transportation management
 - d. Socioeconomics
 - e. Land uses
4. For each sustainability category, establish measurable goals to minimize the impact or consumption to reduce the airport's overall environmental footprint.
5. Identify and describe a range of specific sustainability initiatives to help the airport achieve each set goal. An example could be:
 - a. Goal: To reduce energy consumption by 10% by 2012.
 - b. Specific sustainable initiatives*:
 - i. Implement a "turn off your light and computer" campaign to raise awareness about unnecessary energy usage.
 - ii. Clean or change furnace filters once a month during the heating season.
 - iii. Use LED "exit" signs and other LED lighting in buildings.
 - iv. Establish airside lighting controls and procedures to turn off or reduce the intensity of airside lighting (runway, taxiway, apron lights, etc.) when not being used.
 - v. Install solar photovoltaic panels on buildings and/or at ground level.

**Initiatives taken from the Sustainable Aviation Guidance Alliance Sustainability Database – please see References section below.*

- 6. Public Participation and Community Outreach:
 - a. While we encourage public participation and outreach it should be tailored to the needs of the airport and the community.

Airport Improvement Program (AIP) Eligibility

APP-400, in conjunction with the Airport Improvement Program Office (APP-520) has determined that costs incurred for the development of a Sustainable Master Plan or a Sustainable Management Plan are eligible for AIP planning grants.

Please read the following grant application process guidelines carefully:

1. If the project is not already on the Discretionary Candidate List (DCL) or is below the established National Priority Rating threshold (NPR), a justification form to add your airport sustainability planning project to the DCL will not be required. APP-400 will complete an overall justification form to add all airports in the pilot program to the DCL.
2. The work code to use in SOAR for the grant is: EN PL ES
3. The standard talking point to use for the grant is: “As part of a Federal Aviation Administration pilot program on airport sustainability planning, this grant will provide Federal funding to collect data in order to identify the environmental footprint of the [insert airport name, location and state].”
4. Standard AIP procurement requirements for these grants must be followed.
5. It remains the policy of APP-520 to issue all planning grants on negotiated agreements and fees. This is critical to the timeframes established for the pilot study, which is currently 24 months. Issuing grants based on negotiated agreements and fees will ensure that projects proceed quickly after grant issuance.

Questions regarding AIP grant eligibility for this pilot program should be directed to the APP-520 office at (202) 267-3831.

Schedule

Airport sponsors participating in the airport sustainability planning pilot program should complete the plan no later than 24 months after award of the AIP grant. Please see the table below for recommended time frames for each airport size:

SIZE	COMPLETION TIME
General Aviation	12 months
Relievers	12 months
Nonhub Primary	12-18 months
Small, Medium, Large Hub	18-24 months

Coordination with APP-400

To help APP-400 evaluate the sustainable master or management plan development process, please provide copies of the following documents to APP-400 as they are completed:

1. Scope of Work:
 - a. A project schedule must be included.
2. Cost Estimate:
 - a. A separate line item for the sustainability components for those airports doing a Sustainable Master Plan must be included.
3. Quarterly Progress Reports
4. Draft Plan
5. Final Plan
6. Final Plan Cost

Sustainable Pilot Program Completion

APP-400 will send a basic questionnaire on lessons learned to the regions, Airports District Offices, airports, and consultants when APP-400 receives the final plan from the airport. APP-400 will use the responses to gain further knowledge about the pilot program and its process. The information will also help APP-400 in the development of further guidance regarding sustainable planning.

References

The references below are intended for the use of FAA personnel, airport sponsors and consultants in getting started with the sustainable planning process:

1. Airport Master Plans, FAA Advisory Circular 150/5070-6B: http://www.faa.gov/airports/resources/advisory_circulars/index.cfm/go/document.current/documentNumber/150_5070-6
2. Sustainable Airport Guidance Alliance (SAGA): <http://www.airportsustainability.org/>
This online resource “consolidated existing guidelines and practices into a comprehensive, searchable resource that can be tailored to the unique requirements of individual airports of all sizes and in different climates/regions in the United States.”
3. ACRP’s Sustainability Synthesis 10 Report, *Airport Sustainability Practices*, 2008: <http://www.trb.org/CRP/ACRP/ACRP.asp>
4. Environmental Protection Agency – Sustainability: <http://www.epa.gov/Sustainability/>

“The Sustainability Program of EPA’s Office of Research and Development maintains this Web site to provide one-stop access to EPA and related programs and the latest research...”

5. Airports Council International, North America – Environmental Affairs Committee:
http://www.aci-na.org/committees/enviro_main
“The Environmental Affairs Committee is responsible for the development and implementation of ACI-NA environmental policy positions on issues such as noise, air quality, water quality, waste management, wildlife, and environmental review processes. Committee members work with federal legislators and regulators, aviation industry groups, and international policy makers to develop statutory and regulatory proposals governing the environment at and around airports and the tenants who operate there.”