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**THE STATE OF NEW HAMPSHIRE  
DEPARTMENT OF TRANSPORTATION**



**CHRISTOPHER D. CLEMENT, SR.  
COMMISSIONER**

**JEFF BRILLHART, P.E.  
ASSISTANT COMMISSIONER**

Bureau of Aeronautics  
June 3, 2013

Her Excellency, Governor Margaret Wood Hassan  
and the Honorable Council  
State House  
Concord, NH 03301

**REQUESTED ACTION**

Authorize the Department of Transportation to amend a grant to provide additional funding to the City of Manchester (Vendor Code 177433) for AIP-87, to acquire an Interactive Employee-Training Module (IETM) and to provide airport personnel the ability to act as airfield safety guides for contractors operating in the Aircraft Operations Area (AOA) at the Manchester-Boston Regional Airport. State and Federal participation in the amount of \$3,501.77 is available for this project effective upon Governor and Council approval through July 31, 2015.

Funding for FY 2014 and FY 2015 is contingent upon the availability and continued appropriation of funds.

04-96-96-960030-1789	<u>FY 2014</u>
FAA Projects	
034-500151 Bonded Expenses	\$ 3,501.77

**EXPLANATION**

An amendment from the Federal Aviation Administration (FAA), AIP-87, was awarded (copy attached) to the Manchester-Boston Regional Airport, to acquire an Interactive Employee-Training Module (IETM) and to provide airport personnel the ability to act as airfield safety guides for contractors operating in the Aircraft Operations Area (AOA) at the Manchester-Boston Regional Airport. The FAA grant application provided an estimate of the time that it would take for airport personnel to provide safety guides for the consultants. The requested additional funding will reimburse the airport for the actual costs incurred to provide the necessary safety guides for the project.

The Department of Transportation proposes to accept the Federal Funds for this project as a pass through to the City of Manchester in accordance with RSA 422:15. The total federal share of the project, including the amendment, will increase from \$274,872.00 to \$278,284.00, which equates to an increase of \$3,412.00. An additional state share in the amount of \$89.77 (2 ½% State Share) is requested. The City of Manchester will contribute an additional \$89.75 (2 ½% Local Share). The original grant (attached) passed Governor and Council on October 12, 2011, Item #81.

Please note that state funds are from the General Fund and have been previously approved in HB25 Capital Budget.

In the event that the Federal Funds become no longer available, General Funds will not be requested to support this program.

Sincerely,

A handwritten signature in black ink, appearing to read "C. D. Clement, Sr.", with a stylized flourish at the end.

Christopher D. Clement, Sr.  
Commissioner

CDC/tlsl

Attachment:

RECEIVED

MAY 29 2013

NH AERONAUTICS



U.S. Department  
of Transportation  
Federal Aviation  
Administration

Federal Aviation Administration  
New England Region

12 New England Executive Park  
Burlington, MA 01803

May 29, 2013

Mr. Richard Fixler  
Assistant Airport Director  
Manchester-Boston Regional Airport  
One Airport Road, Suite 300  
Manchester, NH 03103

Airport Improvement Program Grant #3-33-0011-087-2011  
DUNS Number 07-533-9106  
Manchester International Airport, Manchester, NH  
Letter Amendment No. 1

Dear Mr. Fixler:

This is in response to your email dated May 23, 2013, requesting an amendment to the above referenced Grant Agreement to increase the maximum grant obligation of the United States to cover project cost increases.

In accordance with the subject grant, the maximum obligation of the United States as shown in Condition No. 1 on Page 2 of Part I - Offer is increased from \$274,872 to \$278,284, an increase of \$3,412. The purpose of this amendment is to cover the Federal share of total actual costs determined to be eligible and allowable project costs.

All other terms and conditions of the Grant Agreement remain in full force and effect.

Under the terms of the Grant Agreement, this document is incorporated into and constitutes Amendment No. 1 to the above referenced Grant Agreement.

Sincerely,

  
Mary T. Walsh  
Manager, Airports Division

Cc: Carol Niewola, NH DOT





THE STATE OF NEW HAMPSHIRE  
DEPARTMENT OF TRANSPORTATION



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SEP 21 2011

NH AERONAUTICS

CHRISTOPHER D. CLEMENT, SR.  
COMMISSIONER

JEFF BRILLHART, P.E.  
ASSISTANT COMMISSIONER

September 19, 2011  
Bureau of Aeronautics

His Excellency, Governor John H. Lynch  
and the Honorable Council  
State House  
Concord, NH 03301

REQUESTED ACTION

Authorize the Department of Transportation to award a grant to the City of Manchester (Vendor Code 177433), for AIP-87, to acquire an Interactive Employee-Training Module (IETM) and to provide airport personnel the ability to act as airfield safety guides for contractors operating in the aircraft operations area (AOA) at the Manchester-Boston Regional Airport. State and Federal participation in the amount of \$282,105.50 is available for this project effective upon Governor and Council approval through October 31, 2014. 97.44% Federal Funds, 2.56% General Funds

Funding is available as follows:

FY'12

04-96-96-960030-1789

FAA Projects

034-500151 Bonded Expenses

\$ 282,105.50

EXPLANATION

A Federal Aviation Administration (FAA) grant has been awarded for \$274,872.00 (copy attached), which represents 95% of funding required to acquire an IETM and to provide airport personnel the ability to act as airfield safety guides for contractors operating in the AOA at the Manchester-Boston Regional Airport.

In accordance with FAA Federal Aviation Regulations (FAR) Part 139, *Certification of Airports*, an airport is required to train all personnel who will have access to the AOA and Security Identification Display Areas (SIDA). This includes the training of new personnel and recurrent training of existing personnel once every 12 consecutive months. Approximately, 625 people at the airport must attend this required training annually to access the AOA.

Currently, the airport provides weekly and special training sessions for the airport staff, airport tenants and contractors needing access to the AOA. In an effort to reduce the staff time and associated costs to perform this training, the acquisition of the IETM will automate this FAA requirement in a cost efficient manner and provide more training opportunities for airport tenants.

The IETM will consist of training modules on AOA training and SIDA, specific to the Manchester-Boston Regional Airport. The modules will include digital video filmed on-site at the airport, graphics and other customized system components. The training system will have 6 workstations with the capability of training multiple individuals on the same or multiple topics using a secure protected database. The system will be expandable and able to accommodate future new training programs.

The airport researched vendors who are capable of providing this type of automated training. The airport developed the scope of work after conducting their research and issued a request for proposal for the project (bid tabulation sheet is attached). There was only one bid received for this project. The low bidder for the IETM project is American Association of Airport Executives, Alexandria, VA.

In addition to the acquisition of the training module, this grant will provide funding for airport operations/maintenance personnel to act as airfield safety guides for contractors operating in the airport operations area (AOA). Under a previous grant, a contractor has been hired to survey the entire airport. This funding will ensure safe operations at the airport during these survey activities.

The project cost is as follows:

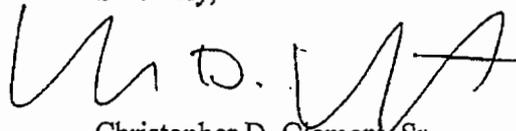
American Association of Airport Executives (IETM)	\$ 261,000.00
Airport Operations/Maintenance Staff (Force Account)	<u>\$ 28,339.20</u>
Total	\$ 289,339.20

The Department of Transportation accepts the Federal Funds for this project as a pass through to the City of Manchester in accordance with RSA 422:15. State participation in the amount of \$7,233.50 (2 ½ % of this project) is also requested. The City of Manchester will contribute \$7,233.70 (2 ½ % of this project) toward this project. The total cost of this airport improvement project is \$289,339.20.

In the event that the federal funds are no longer available, General Funds will not be requested to support this program.

Please note that the state funds are from the General Fund and have been previously approved in HB25 Capital Budget.

Sincerely,



Christopher D. Clement Sr.  
Commissioner