



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



CHRISTOPHER D. CLEMENT
COMMISSIONER

JEFF BRILLHART, P.E.
ASSISTANT COMMISSIONER

July 28, 2014

Bureau of Aeronautics

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

REQUESTED ACTION

Authorize the Department of Transportation to provide funding to the City of Keene, NH (Vendor Code 177417), for SBG-08-12-2014, to conduct an airport master plan study at the Dillant-Hopkins Airport in Keene, NH. State and Federal participation in the amount of \$232,750.00 is effective upon Governor and Council approval through September 30, 2018. 94.74% Federal Funds, 5.26% General Funds.

Table with 2 columns: Funding description and Amount. Rows include FAA Projects and Bonded Expenses for two different project codes, and a Total row.

EXPLANATION

One Federal Aviation Administration (FAA) State Block Grant was awarded to the State of New Hampshire:

Table with 2 columns: FAA Grant Number and FAA Grant Amount. Row: 3-33-SBGP-17-2012, \$7,942,500.00

A total of \$220,500.00 (or 90% of the project cost) is proposed from the grant listed above for this airport planning project (SBG-08-12-2014 copy attached), to conduct an airport master plan study at the Dillant-Hopkins Airport in Keene, NH. The last Airport Master Plan was conducted in 2003. The Airport Master Plan Update (AMPU) will revise the existing facilities, activity forecasts, facility requirements, and develop alternatives for future improvements. In addition, an implementation schedule will be prepared that includes cost estimates and environmental impacts for the recommended improvements. The plan will focus on analyzing the need for additional hangar development, terminal

building requirements and evaluate the location of the crosswind runway and the existing taxiway structure. The study will be prepared in conformance with all relevant FAA advisory circulars and design standards.

The Department of Transportation accepts the Federal Funds for this project as a pass through to the City of Keene in accordance with RSA 422:15. The City of Keene will participate in the amount of \$12,250.00 (5% of this project). State participation in the amount of \$12,250.00 (5% of this project) is also requested. The total cost of the airport development project is \$245,000.00.

The Contract has been approved by the Attorney General as to form and execution, and the Department has verified that the necessary funds are available. Copies of the fully executed contract are on file at the Secretary of State's Office and the Department of Administrative Service's Office, and subsequent to Governor and Council approval will be on file at the Department of Transportation.

In the event that the Federal Funds become 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, 2011 253:1 XIV-A and 2009 145:1, XII-A, Capital Budget.

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

Attachment
CDC/tisl



U.S. Department
of Transportation

Federal Aviation
Administration

New England Region

12 New England Executive Park
Burlington, Massachusetts 01803

GRANT AGREEMENT
Part 1 - Offer

Date of Offer: September 19, 2012

State of New Hampshire Block Grant

Project No.: 3-33-SBGP-017-2012

DUNS No.: 80-859-1697

TO: State of New Hampshire
(herein called the "Sponsor")

FROM: The United States of America (acting through the Federal Aviation Administration,
herein called the "FAA")

WHEREAS, the Sponsor has submitted to the FAA a Project Application dated August 30, 2012, for a grant of Federal funds for a project at or associated with the State of New Hampshire Block Grant which Project Application, as approved by the FAA, is hereby incorporated herein and made a part hereof; and

WHEREAS, the FAA has approved a project for the Airport (herein called the "Project") consisting of the following:

New Hampshire Block Grant Program (FY2012) includes:

- Discretionary funding for Dillant-Hopkins Airport (EEN) to rehabilitate Runway 02/20 in the amount of \$4,455,000;
- Discretionary funding for Skyhaven Airport (DAW) to rehabilitate Runway 15/33 in the amount of \$3,487,500;

all as more particularly shown in the project application.

NOW THEREFORE, pursuant to and for the purpose of carrying out the provisions of the Title 49, United States Code, herein called Title 49 U.S. C., and in consideration of (a) the Sponsor's adoption and ratification of the representations and assurances contained in said Project Application and its acceptance of this Offer as hereinafter provided, and (b) the benefits to accrue to the United States and the public from the accomplishment of the Project and compliance with the assurances and conditions as herein provided, **THE FEDERAL AVIATION ADMINISTRATION, FOR AND ON BEHALF OF THE UNITED STATES, HEREBY OFFERS AND AGREES** to pay, as the United States share of the allowable costs incurred in accomplishing the Project, 90 percent of such costs.

The Offer is made on and subject to the following terms and conditions:

Conditions

1. The maximum obligation of the United States payable under this offer shall be \$7,942,500.00. For the purposes of any future grant amendments which may increase the foregoing maximum obligation of the United States under the provisions of Section 47108(b) of the Title 49 U.S.C., the following amounts are being specified for this purpose.

\$00.00	for planning
\$7,942,500.00	for airport development or noise program implementation.

2. The allowable costs of the project shall not include any costs determined by the FAA to be ineligible for consideration as to allowability under Title 49 U.S.C.

3. Payment of the United States share of the allowable project costs will be made pursuant to and in accordance with the provisions of such regulations and procedures as the Secretary shall prescribe. Final determination of the United States share will be based upon the final audit of the total amount of allowable project costs and settlement will be made for any upward or downward adjustments to the Federal share of costs.

4. The sponsor shall carry out and complete the Project without undue delays and in accordance with the terms hereof, and such regulations and procedures as the Secretary shall prescribe, and agrees to comply with the assurances which were made part of the project application.

5. The FAA reserves the right to amend or withdraw this offer at any time prior to its acceptance by the sponsor.

6. This offer shall expire and the United States shall not be obligated to pay any part of the costs of the project unless this offer has been accepted by the sponsor on or before September 21, 2012, or such subsequent date as may be prescribed in writing by the FAA.

7. The sponsor shall take all steps, including litigation if necessary, to recover Federal funds spent fraudulently, wastefully, or in violation of Federal antitrust statutes, or misused in any other manner in any project upon which Federal funds have been expended. For the purposes of this grant agreement, the term "Federal funds" means funds however used or disbursed by the sponsor that were originally paid pursuant to this or any other Federal grant agreement. It shall obtain the approval of the Secretary as to any determination of the amount of the Federal share of such funds. It shall return the recovered Federal share, including funds recovered by settlement, order or judgment, to the Secretary. It shall furnish to the Secretary, upon request, all documents and records pertaining to the determination of the amount of the Federal share or to any settlement, litigation, negotiation, or other efforts taken to recover such funds. All settlements or other final positions of the sponsor, in court or otherwise, involving the recovery of such Federal share shall be approved in advance by the Secretary.

8. The United States shall not be responsible or liable for damage to property or injury to persons which may arise from, or be incident to, compliance with this grant agreement.

9. Buy American Requirement: Unless otherwise approved by the FAA, the sponsor will not acquire or permit any contractor or subcontractor to acquire any steel or manufactured products produced outside the United States to be used for any project for airport development or noise compatibility for which funds are provided under this grant. The Sponsor will include in every contract a provision implementing this special condition.

10. Central Contractor Registration and Universal Identifier Requirements:

A. Requirement for Central Contractor Registration (CCR)

Unless you are exempted from this requirement under 2 CFR 25.110, you as the recipient must maintain the currency of your information in the CCR until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another award term.

B. Requirement for Data Universal Numbering System (DUNS) Numbers

If you are authorized to make subawards under this award, you:

1. Must notify potential subrecipients that no entity (see definition in paragraph C of this award term) may receive a subaward from you unless the entity has provided its DUNS number to you.
2. May not make a subaward to an entity unless the entity has provided its DUNS number to you.

C. Definitions

For purposes of this award term:

1. Central Contractor Registration (CCR means the Federal repository into which an entity must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the CCR Internet site (currently at <http://www.ccr.gov>).

2. Data Universal Numbering System

(DUNS) number means the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be obtained from D&B by telephone (currently 866-705-5711) or the Internet (currently at <http://fedgov.dnb.com/webform>).

3. Entity, as it is used in this award term, means all of the following, as defined at 2 CFR part 25, subpart C:

- a. A Governmental organization, which is a State, local government, or Indian Tribe;
- b. A foreign public entity;
- c. A domestic or foreign nonprofit organization;
- d. A domestic or foreign for-profit organization; and
- e. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

4. Subaward:

a. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.

b. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. 210 of the attachment to OMB Circular A-133, 'Audits of States, Local Governments, and Non-Profit Organizations'). A subaward may be provided through any legal agreement, including an agreement that you consider a contract.

5. Subrecipient means an entity that:

- a. Receives a subaward from you under this award; and
- b. Is accountable to you for the use of the Federal funds provided by the subaward.
- c. A subaward may be provided through any legal agreement, including an agreement that you consider a contract.

11. It is mutually understood and agreed that if, during the life of the project, the FAA determines that the maximum grant obligation of the United States exceeds the expected needs of the Sponsor by \$25,000.00 or five percent (5%), whichever is greater, the maximum obligation of the United States can be unilaterally reduced by letter from the FAA advising of the budget change. It is further understood and agreed that if, during the life of the project, the FAA determines that a change in the grant description is advantageous and in the best interests of the United States, the change in grant description will be unilaterally amended by letter from the FAA. Upon issuance of the aforementioned letter, either the grant obligation of the United States is adjusted to the amount specified or the grant description is amended to the description specified.

12. **Trafficking Persons:**

a. Provisions applicable to a recipient that is a private entity.

1. You as the recipient, your employees, subrecipients under this award, and subrecipients' employees may not-

- i. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
- ii. Procure a commercial sex act during the period of time that the award is in effect; or
- iii. Use forced labor in the performance of the award or subawards under the award.

2. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if you or a subrecipient that is a private entity -

- i. Is determined to have violated a prohibition in paragraph a.1 of this award term; or
- ii. Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph a.1 of this award term through conduct that is either- February 19, 2008.

3. A. Associated with performance under this award; or B. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," as implemented by our agency at 49 CFR Part 29.

b. Provision applicable to a recipient other than a private entity. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if a subrecipient that is a private entity--

1. Is determined to have violated an applicable prohibition in paragraph a.1 of this award term; or

2. Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph a.1 of this award term through conduct that is either--

- i. Associated with performance under this award; or
- ii. Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," as implemented by our agency at 49 CFR Part 29.

c. Provisions applicable to any recipient.

1. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph a.1 of this award term.

2. Our right to terminate unilaterally that is described in paragraph a.2 or b of this section:

1. Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)), and

ii. Is in addition to all other remedies for noncompliance that are available to us under this award.

3. You must include the requirements of paragraph a.1 of this award term in any subaward you make to a private entity.

13. It is understood and agreed that all sub-grants issued under this block grant agreement will be in accordance with the federal participation rate of up to 90%.

14. The Sponsor agrees to request cash drawdowns on the letter of credit only when actually needed for its disbursements and to timely reporting of such disbursements as required. It is understood that failure to adhere to this provision may cause the letter of credit to be revoked.

The Sponsor's acceptance of this Offer and ratification and adoption of the Project Application incorporated herein shall be evidenced by execution of this instrument by the Sponsor, as hereinafter provided, and this Offer and Acceptance shall comprise a Grant Agreement, as provided by Title 49 U.S.C., constituting the contractual obligations and rights of the United States and the Sponsor with respect to the accomplishment of the Project and compliance with the assurances and conditions as provided herein. Such Grant Agreement shall be effective upon the Sponsor's acceptance of this Offer.

UNITED STATES OF AMERICA
FEDERAL AVIATION ADMINISTRATION

B. J. A. Bell
Title: Manager, Airports Division,
ACTING New England Region

Part II - Acceptance

The Sponsor does hereby ratify and adopt all assurances, statements, representations, warranties, covenants, and agreements contained in the Project Application and incorporated materials referred to in the foregoing Offer and does hereby accept this Offer and by such acceptance agrees to comply with all of the terms and conditions in this Offer and in the Project Application.

Executed this 19th day of September, 2012

State of New Hampshire

(SEAL)

By [Signature]
Title: Director

Attest: [Signature]
Title: J. THOMAS MANSEAU, Notary Public
My Commission Expires November 17, 2016

CERTIFICATE OF SPONSOR'S ATTORNEY

I, Stephen G. LaBonte, acting as Attorney for the Sponsor do hereby certify:

That in my opinion the Sponsor is empowered to enter into the foregoing Grant Agreement under the laws of the State of New Hampshire. Further, I have examined the foregoing Grant Agreement and the actions taken by said Sponsor and Sponsor's official representative has been duly authorized and that the execution thereof is in all respects due and proper and in accordance with the laws of the said State and the Act. In addition, for grants involving projects to be carried out on property not owned by the Sponsor, there are no legal impediments that will prevent full performance by the Sponsor. Further, it is my opinion that the said Grant Agreement constitutes a legal and binding obligation of the Sponsor in accordance with the terms thereof.

Dated at Concord, NH 4:45 pm this 19th day of September, 2012.

[Signature]
Signature of Sponsor's Attorney



New Hampshire Department
of Transportation
Bureau of Aeronautics

GRANT AGREEMENT
PART I – OFFER

Date of Offer	<u>June 4, 2014</u>
Airport/Planning Area	<u>Dillant-Hopkins Airport</u>
AIP Grant Number	<u>SBG 08-12-2014</u>
DUNS Number	<u>08-340-6355</u>

TO: City of Keene, New Hampshire
(herein called the “Sponsor”)

FROM: The State of New Hampshire (acting through the New Hampshire Department of Transportation,
herein called the “State”)

WHEREAS, the Sponsor has submitted to the State a Project Application dated April 29, 2014, for a grant of Federal and State funds for a project at or associated with the Dillant-Hopkins Airport, which as approved by the State, is hereby included as part of this Grant Agreement; and

WHEREAS, the State has approved a project for the Dillant-Hopkins Airport (herein called the “Project”) consisting of the following:

Prepare Airport Master Plan Update

which is more fully described in the Project Application.

NOW THEREFORE, According to the applicable provisions of the former Federal Aviation Act of 1958, as amended and recodified, 49 U.S.C. 40101, et seq., and the former Airport and Airway Improvement Act of 1982 (AAIA), as amended and recodified, 49 U.S.C. 47101, et seq., (herein the AAIA grant statute is referred to as “the Act”), the representations contained in the Project Application, and in consideration of (a) the Sponsor’s adoption and ratification of the Grant Assurances dated April 3, 2014, and the Sponsor’s acceptance of this Offer, and (b) the benefits to accrue to the United States, State of New Hampshire, and the public from the accomplishment of the Project and compliance with the Grant Assurances and conditions as herein provided,

THE NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION, FOR AND ON BEHALF OF THE UNITED STATES AND THE STATE, HEREBY OFFERS AND AGREES to pay 95 percent of the allowable costs incurred accomplishing the Project as the United States’ and State’s share of allowable costs incurred in accomplishing the Project.

This Offer is made on and **SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:**

CONDITIONS

1. **Maximum Obligation.** The maximum obligation of the United States and State payable under this Offer is \$232,750.00.
For the purposes of any future grant amendments which may increase the foregoing maximum obligation of the United States under the provisions of 49 U.S.C. § 47108(b), the following amounts are being specified for this purpose:
 - \$232,750.00 for planning
 - \$0.00 for airport development or noise program implementation
 - \$0.00 for land acquisition.
2. **Ineligible or Unallowable Costs.** The Sponsor must not include any costs in the project that the State has determined to be ineligible or unallowable under the Act.
3. **Determining the Final Federal and State Share of Costs.** The United States' and State's share of allowable project costs will be made in accordance with the regulations, policies and procedures of the Secretary. Final determination of the United States' and State's share will be based upon the final audit of the total amount of allowable project costs and settlement will be made for any upward or downward adjustments to the Federal and State share of costs.
4. **Completing the Project Without Delay and in Conformance with Requirements.** The Sponsor must carry out and complete the project without undue delays and in accordance with this agreement, and the regulations, policies and procedures of the United States Secretary of Transportation (herein called the "Secretary") and the State. The Sponsor also agrees to comply with the assurances which are part of this agreement.
5. **Amendments or Withdrawals before Grant Acceptance.** The State reserves the right to amend or withdraw this offer at any time prior to its acceptance by the Sponsor.
6. **Offer Expiration Date.** This offer will expire and the United States and the State will not be obligated to pay any part of the costs of the project unless this offer has been accepted by the Sponsor on or before **July 11, 2014**, or such subsequent date as may be prescribed in writing by the State.
7. **Improper Use of Federal and State Funds.** The Sponsor must take all steps, including litigation if necessary, to recover Federal and State funds spent fraudulently, wastefully, or in violation of Federal and State antitrust statutes, or misused in any other manner in any project upon which Federal and State funds have been expended. For the purposes of this grant agreement, the terms "Federal funds" and "State funds" means funds however used or dispersed by the Sponsor that were originally paid pursuant to this or any other State grant agreement. The Sponsor must obtain the approval of the State as to any determination of the amount of the Federal and State shares of such funds. The Sponsor must return the recovered Federal and State shares, including funds recovered by settlement, order, or judgment, to the State. The Sponsor must furnish to the State, upon request, all documents and records pertaining to the determination of the amount of the Federal and State shares or to any settlement, litigation, negotiation, or other efforts taken to recover such funds. All settlements or other final positions of the Sponsor, in court or otherwise, involving the recovery of such Federal and State shares require advance approval by the State.
8. **United States and State Not Liable for Damage or Injury.** Neither the United States nor the State shall be responsible or liable for damage to property or injury to persons which may arise from, or be incident to,

compliance with this grant agreement. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant shall survive the termination of this Agreement.

9. **System for Award Management (SAM) Registration And Universal Identifier.**

- A. Requirement for System for Award Management (SAM): Unless the Sponsor is exempted from this requirement under 2 CFR 25.110, the Sponsor must maintain the currency of its information in the SAM until the Sponsor submits the final financial report required under this grant, or receives the final payment, whichever is later. This requires that the Sponsor review and update the information at least annually after the initial registration and more frequently if required by changes in information or another award term. Additional information about registration procedures may be found at the SAM website (currently at <http://www.sam.gov>).
- B. Requirement for Data Universal Numbering System (DUNS) Numbers
 1. The Sponsor must notify potential subrecipient that it cannot receive a contract unless it has provided its DUNS number to the Sponsor. A subrecipient means a consultant, contractor, or other entity that enters into an agreement with the Sponsor to provide services or other work to further this project, and is accountable to the Sponsor for the use of the Federal funds provided by the agreement, which may be provided through any legal agreement, including a contract.
 2. The Sponsor may not make an award to a subrecipient unless the subrecipient has provided its DUNS number to the Sponsor.
 3. Data Universal Numbering System: DUNS number means the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D & B) to uniquely identify business entities. A DUNS number may be obtained from D & B by telephone (currently 866-492-0280) or the Internet (currently at <http://fedgov.dnb.com/webform>).

10. **Electronic Grant Payment(s).** Unless otherwise directed by the State, the Sponsor must make each payment request under this agreement electronically via the Delphi eInvoicing System for Department of Transportation (DOT) Financial Assistance Awardees.

11. **Informal Letter Amendment of AIP Projects.** If, during the life of the project, the State determines that the maximum grant obligation of the United States and the State exceeds the expected needs of the Sponsor by \$25,000 or five percent (5%), whichever is greater, the State can issue a letter to the Sponsor unilaterally reducing the maximum obligation. The State can also issue a letter to the Sponsor increasing the maximum obligation if there is an overrun in the total actual eligible and allowable project costs to cover the amount of the overrun provided it will not exceed the statutory limitations for grant amendments. If the State determines that a change in the grant description is advantageous and in the best interests of the United States and the State, the State can issue a letter to the Sponsor amending the grant description.

By issuing an Informal Letter Amendment, the State has changed the grant amount or grant description to the amount or description in the letter.

12. **Air and Water Quality.** The Sponsor is required to comply with all applicable air and water quality standards for all projects in this grant. If the Sponsor fails to comply with this requirement, the State may suspend, cancel, or terminate this grant.

13. **Financial Reporting and Payment Requirements.** The Sponsor will comply with all federal financial reporting requirements and payment requirements, including submittal of timely and accurate reports.

14. **Buy American.** Unless otherwise approved in advance by the State, the Sponsor will not acquire or permit

any contractor or subcontractor to acquire any steel or manufactured products produced outside the United States to be used for any project for which funds are provided under this grant. The Sponsor will include a provision implementing Buy American in every contract.

15. **Maximum Obligation Increase For Nonprimary Airports.** In accordance with 49 U.S.C. § 47108(b), as amended, the maximum obligation of the United States and the State, as stated in Condition No. 1 of this Grant Offer:
 - A. may not be increased for a planning project;
 - B. may be increased by not more than 15 percent for development projects;
 - C. may be increased by not more than 15 percent or by an amount not to exceed 25 percent of the total increase in allowable costs attributable to the acquisition of land or interests in land, whichever is greater, based on current credible appraisals or a court award in a condemnation proceeding.
16. **Audits for Public Sponsors.** The Sponsor must provide for a Single Audit in accordance with 2 CFR Part 200. The Sponsor must submit the Single Audit reporting package to the Federal Audit Clearinghouse on the Federal Audit Clearinghouse's Internet Data Entry System at <http://harvester.census.gov/facweb/>. The Sponsor must also provide one copy of the completed 2 CFR Part 200 audit to the State.
17. **Suspension or Debarment.** The Sponsor must inform the State when the Sponsor suspends or debar a contractor, person, or entity.
18. **Ban on Texting When Driving.**
 - A. In accordance with Executive Order 13513, Federal Leadership on Reducing Text Messaging While Driving, October 1, 2009, and DOT Order 3902.10, Text Messaging While Driving, December 30, 2009, the Sponsor is encouraged to:
 1. Adopt and enforce workplace safety policies to decrease crashes caused by distracted drivers including policies to ban text messaging while driving when performing any work for, or on behalf of, the Federal and State governments, including work relating to a grant or subgrant.
 2. Conduct workplace safety initiatives in a manner commensurate with the size of the business, such as:
 - a. Establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving; and
 - b. Education, awareness, and other outreach to employees about the safety risks associated with texting while driving.
 - B. The Sponsor must insert the substance of this clause on banning texting when driving in all subgrants, contracts and subcontracts.
19. **Trafficking in Persons.**
 - A. Prohibitions: The prohibitions against trafficking in persons (Prohibitions) that apply to any entity other than a State, local government, Indian tribe, or foreign public entity. This includes private Sponsors, public Sponsor employees, subrecipients of private or public Sponsors (private entity) are:
 1. Engaging in severe forms of trafficking in persons during the period of time that the agreement is in effect;
 2. Procuring a commercial sex act during the period of time that the agreement is in effect; or
 3. Using forced labor in the performance of the agreement, including subcontracts or

subagreements under the agreement.

~~B. In addition to all other remedies for noncompliance that are available to the State, Section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)), allows the State to unilaterally terminate this agreement, without penalty, if a private entity –~~

1. Is determined to have violated the Prohibitions; or
2. Has an employee who the State determines has violated the Prohibitions through conduct that is either—
 - a. Associated with performance under this agreement; or
 - b. Imputed to the Sponsor or subrecipient using 2 CFR part 180, “OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement),” as implemented by the FAA at 49 CFR Part 29.

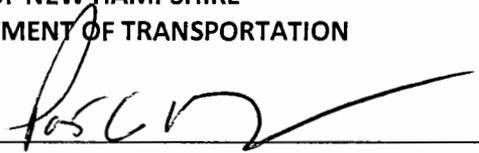
20. **Exhibit A Incorporated by Reference.** The Exhibit “A” updated August 17, 2007, filed with SBG Project 08-08-2011, is incorporated herein by reference.
21. **Availability of Funds.** Notwithstanding anything in this agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available appropriated funds. In the event of a reduction or termination of those funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this agreement immediately upon giving the Sponsor notice of such termination. In any event neither the State nor United States shall be required to transfer funds from any other grant, program or account in the event funds under this grant are reduced or become unavailable.
22. **Effective Date.** If the date for commencement precedes the Effective Date, all services performed by the Sponsor between the commencement date and the Effective Date shall be performed at the sole risk of the Sponsor and in the event that this Agreement does not become effective, the State shall be under no obligation to pay the Sponsor for any costs incurred or services performed; however that if this Agreement becomes effective all costs incurred prior to the effective date shall be paid under the terms of this Agreement.
23. **Assignment of Interest.** The Sponsor shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the State. None of the Services shall be delegated or subcontracted by the Sponsor without the prior written consent of the State.
24. **Entire Agreement.** This agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understanding both written and verbal relating hereto.
25. **Insurances.** The sponsor shall, at its sole expense, and shall require any subcontractor or assignee, to obtain and maintain in force, an insurance policy or policies designating the State as an additional insured, with the following insurance:
 - A. comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$250,000 per claim and \$2,000,000 per incident; and
 - B. The policies described in this section shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to the State, and authorized to do business in the State of New Hampshire. Each policy shall contain a clause prohibiting cancellation or modifications of the policy earlier than 10 days after written notice thereof has been received by

the State.

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26. **Public Meeting.** By signing this form, the Sponsor certifies that the Sponsor has complied with any public meeting requirement for acceptance of this grant, including, if applicable, NH RSA 31:95-b.
 27. **Coordination:** The Sponsor agrees to coordinate this master planning study with the metropolitan planning organizations, other local planning agencies, and with the State Airport System Plan prepared by the State's Department of Transportation and consider any pertinent information, data, projections, and forecasts which are currently available or as will become available. The Sponsor agrees to consider any State Clearinghouse comments and to furnish a copy of the final report to the State's Department of Transportation.
 28. **Small Airport Fund:** The source of this grant may include funding from the Small Airport Fund.

The Sponsor's acceptance of this Offer and ratification and adoption of the Project Application incorporated herein shall be evidenced by execution of this instrument by the Sponsor, as hereinafter provided, and this Offer and Acceptance shall comprise a Grant Agreement, as provided by the Act, constituting the contractual obligations and rights of the State and the Sponsor with respect to the accomplishment of the Project and compliance with the assurances and conditions as provided herein. Such Grant Agreement shall become effective upon the Sponsor's and the New Hampshire Governor and Council's acceptance of this Offer.

STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



(Signature)

Patrick C. Herlihy

(Typed Name)

Director, Division of Aeronautics, Rail & Transit

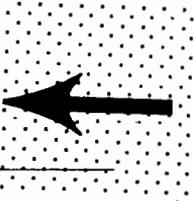
(Title)

Attorney General: This is to certify that the above Agreement has been reviewed by this office, and is approved as to form and execution.

Dated: 8/14/14

By: 

Assistant Attorney General



Secretary of State: This is to certify that the Governor and Council on _____ approved this Agreement.

Dated: _____

Attest: _____

By: _____

Secretary of State

(Title)

PART II - ACCEPTANCE

The Sponsor does hereby ratify and adopt all assurances, statements, representations, warranties, covenants, and agreements contained in the Project Application and incorporated materials referred to in the foregoing Offer, and does hereby accept this Offer and by such acceptance agrees to comply with all of the terms and conditions in this Offer and in the Project Application.

I declare under penalty of perjury that the foregoing is true and correct.¹

Executed this 24TH day of June, 2014.

City of Keene
(Name of Sponsor)

John A. Maclean
(Signature of Sponsor's Designated Official Representative)

By: John A. Maclean
(Typed Name of Sponsor's Designated Official Representative)

Title: City Manager
(Title of Sponsor)

CERTIFICATE OF SPONSOR'S ATTORNEY

I, Thomas P. Mullins, acting as Attorney for the Sponsor do hereby certify:

That in my opinion the Sponsor is empowered to enter into the foregoing Grant Agreement under the laws of the State of New Hampshire. Further, I have examined the foregoing Grant Agreement and the actions taken by said Sponsor and Sponsor's official representative has been duly authorized and that the execution thereof is in all respects due and proper and in accordance with the laws of the said State and the Act. In addition, for grants involving projects to be carried out on property not owned by the Sponsor, there are no legal impediments that will prevent full performance by the Sponsor. Further, it is my opinion that the said Grant Agreement constitutes a legal and binding obligation of the Sponsor in accordance with the terms thereof.

Dated at Keene, NH this 24th day of June, 2014.

By [Signature]
(Signature of Sponsor's Attorney)

¹ Knowingly and willfully providing false information to the Federal government is a violation of 18 U.S.C. Section 1001 (False Statements) and could subject you to fines, imprisonment, or both.

SAMPLE CERTIFICATE OF VOTE

I, PATRICIA A. LITTLE, do hereby certify that I am the CITY CLERK of CITY OF KEENE,

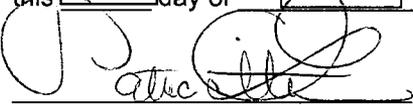
a municipality in the state of New Hampshire, county of Cheshire, in the United States of America.

I do further certify that John A. MacLean, is The City Manager of the municipality and is duly authorized by the by-laws and laws of the State of New Hampshire to execute and deliver for on behalf of the municipality any contracts with the State of New Hampshire. This authority was given during an official meeting of the City Council of the city of City of Keene on the following date: June 19, 2014.

I further certify that such authority has not been repealed, rescinded, or amended.

IN WITNESS WHEREOF, I have hereunto set my hand and attached the seal of the city of the City of Keene on

this 24th day of JULY, 2014



Signature

SEAL

City Clerk
Title of Signatory

NOTARY STATEMENT

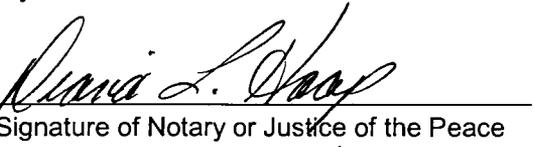
As Notary Public and/or Justice of the Peace, registered in the state of New Hampshire, county of Cheshire

upon this date July 24, 2014, appeared before me Diana Haap, the abovesigned officer

personally appeared Patricia A. Little, who acknowledged him/herself to be the

City Clerk of the town/city of The City of Keene, New Hampshire, and that being

authorized to do so, he/she executed the foregoing instrument for the purposes therein contained, by signing by him/herself in the name of the city of City of Keene, New Hampshire. In witness whereof, I hereunto set my hand and official seal.


Signature of Notary or Justice of the Peace

Diana L. Haap
Name of Notary or Justice of the Peace

SEAL

August 24, 2016
Date of Expiration of Commission



ACE USA
 Energy Centre
 1100 Poydras Street
 Suite 2150
 New Orleans LA 70163

504 310-3600 *main*
 504 310-3610 *fax*
 www.ace-ina.com

ace usa

July 31, 2014

ACE PROPERTY & CASUALTY INSURANCE COMPANY
CERTIFICATE OF INSURANCE (PAGE 1 of 2)

THIS CERTIFICATE OF INSURANCE IS ISSUED AS A MATTER OF INFORMATION ONLY, AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THE CERTIFICATE DOES NOT AMEND, EXTEND, OR ALTER THE COVERAGE AFFORDED BY THE POLICY BELOW.

THIS IS TO CERTIFY that the policy of insurance listed below has been issued to the Named Insured shown below for the policy period indicated in the following schedule. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this Certificate may be issued or may pertain, the insurance afforded by the policy described herein is subject to all the terms, exclusions and conditions of such policy. Aggregate limits shown may have been reduced by paid claims.

DESCRIPTIVE SCHEDULE

Named Insured: City of Keene
Address: 3 Washington Street, Keene, New Hampshire 03431
Policy Number: AAP N00978474 010
Policy period: From: July 1, 2014 To: July 1, 2015 (both dates at 12.01 a.m. LST)
Location: EEN Dillant-Hopkins Airport
Type: Airport Owners and Operators Liability Insurance
Limits of insurance: Bodily Injury, Personal Injury and Property Damage combined \$10,000,000 each occurrence/offense, subject to the following limitations:
 Products-Completed Operations Aggregate Limit..... \$10,000,000
 Personal Injury and Advertising Injury Aggregate Limit \$10,000,000
 Malpractice Aggregate Limit \$10,000,000
 Hangarkeepers Limit Any One Occurrence..... \$250,000
 Hangarkeepers Limit Any One Aircraft.. \$500,000
Deductible: \$1,000 each loss, applicable to Hangarkeepers coverage only.

This certificate is issued at the request of the following **Certificate Holder:**

State of New Hampshire Department of Transportation
7 Hazen Drive
P.O. Box 483
Concord, NH 03302-0483



ace usa

July 31, 2014

ACE PROPERTY & CASUALTY INSURANCE COMPANY

CERTIFICATE OF INSURANCE (PAGE 2 of 2)

Additional Agreement: WHO IS AN INSURED in the referenced policy is amended to include as an insured person or organization the **Certificate Holder** shown on page 1 of this Certificate of Insurance as an insured, but only with respect to liability arising out of the Named Insured's "airport operations". However this agreement shall not prejudice our rights of recourse against the **Certificate Holder** as manufacturers, repairers, suppliers or servicing agents, where such rights of recourse would have existed had this Additional Agreement not been effected:

This Certificate of Insurance neither affirmatively nor negatively amends, alters, or extends the coverages afforded by the policy except as described on page 1 of this Certificate of Insurance. We have made provision to provide the **Certificate Holder** with thirty (30) days [but ten (10) days for non payment of premium] prior written notice in the event of cancellation of the above described policy, or such shorter periods as may be required by the automatic termination, review and cancellation provisions of the Extended Coverage - War, Hijacking and Other Perils Endorsement and the Nuclear Risks Exclusion Clause, if they form part of the policy.

A handwritten signature in cursive script that reads "Jerry Ruth".

By _____
Jerry Ruth
(Authorized Representative)



CERTIFICATE OF LIABILITY INSURANCE REVISED

DATE (MM/DD/YYYY)
08/05/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER AON REED STENHOUSE INC. AON RISK SERVICES CENTRAL, INC. 900 - 10025 - 102A AVENUE EDMONTON, AB T5J 0Y2	CONTACT NAME ANDREA OTTO
	PHONE (A/C No, Ext): 1-952-807-0679 FAX (A/C No): 1-312-381-6608 E-MAIL ADDRESS: ANDREA.OTTO@AON.COM
INSURED STANTEC CONSULTING SERVICES INC. 482 PAYNE ROAD SCARBOROUGH, ME 04074	INSURER(S) AFFORDING COVERAGE NAIC #
	INSURER A: ZURICH AMERICAN INSURANCE COMPANY 16535
	INSURER B: SENTRY INSURANCE A MUTUAL COMPANY 24988
	INSURER C: ZURICH INSURANCE COMPANY
	INSURER D: SENTRY INSURANCE A MUTUAL COMPANY 24988
	INSURER E:
	INSURER F:

COVERAGES CERTIFICATE NUMBER: 807 REVISION NUMBER: 1

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> CONTRACTUAL/CROSS LIABILITY <input checked="" type="checkbox"/> OWNERS & CONTRACTORS PROTECTIVE GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	X		GLO5415704 XCU COVER INCLUDED	05/01/14	05/01/15	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$ COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$10,000			8831307 EXCESS GENERAL, AUTO AND EMPLOYERS LIABILITY (FOLLOW FORM)	05/01/14	05/01/15	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N	90-17043-01	11/01/13	11/01/14	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more spaces required)

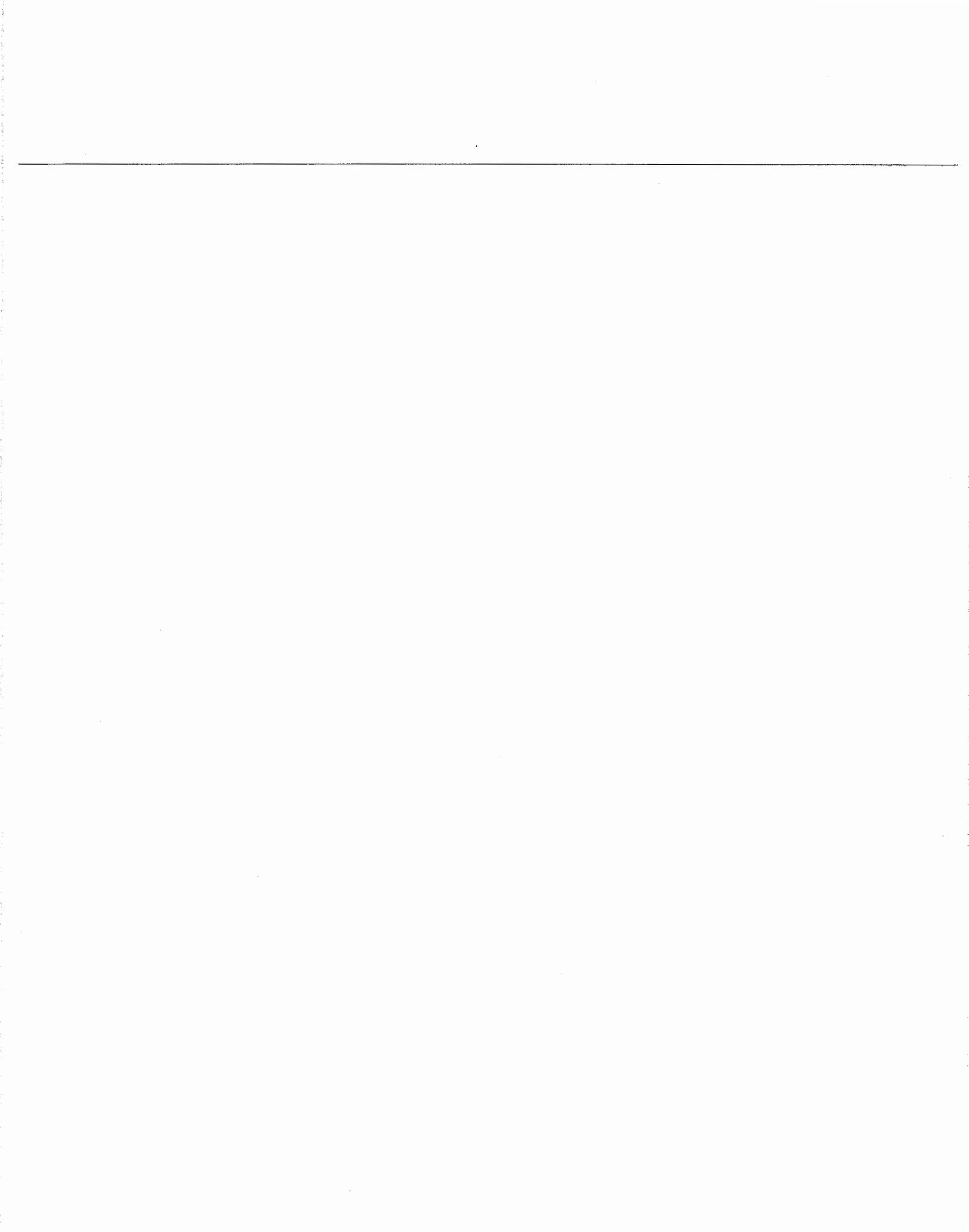
SCARBOROUGH, ME. STANTEC PROJECT # 195210711. RE: DILLANT-HOPKINS AIRPORT - AIRPORT MASTER PLAN UPDATE. CITY OF KEENE AND NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION ARE INCLUDED AS AN ADDITIONAL INSURED BUT ONLY ARISING OUT OF THE OPERATIONS OF THE NAMED INSURED. THE COVERAGE SHALL NOT BE CANCELLED OR NON RENEWED EXCEPT AFTER THIRTY (30) DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER AND ADDITIONAL INSUREDS.

CERTIFICATE HOLDER**CANCELLATION**

CITY OF KEENE - 3 WASHINGTON STREET, KEENE, NH 03431; NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION - 7 HAZEN DRIVE, CONCORD, NH 03302

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Andrea R. Otto



Application for Federal Assistance SF-424

* 1. Type of Submission	* 2. Type of Application	* If Revision, select appropriate letter(s):
<input type="checkbox"/> Preapplication	<input checked="" type="checkbox"/> New	- Select One -
<input checked="" type="checkbox"/> Application	<input type="checkbox"/> Continuation	* Other (Specify)
<input type="checkbox"/> Changed/Corrected Application	<input type="checkbox"/> Revision	

RECEIVED

* 3. Date Received: APR 30 2014	4. Application Identifier: SBG-08-12-2014
---------------------------------	---

5a. Federal Entity Identifier: SBG-08-12-2014	NH AERONAUTICS	* 5b. Federal Award Identifier:
--	----------------	---------------------------------

6. Date Received by State:	7. State Application Identifier:
----------------------------	----------------------------------

8. APPLICANT INFORMATION:

* a. Legal Name: City of Keene

* b. Employer/Taxpayer Identification Number (EIN/TIN): 02-6000441	* c. Organizational DUNS: 088-340-6355
---	---

d. Address:

* Street1: 80 Airport Road
Street 2:
* City: Keene
County: Cheshire
* State: NH
Province:
Country: USA

* Zip/ Postal Code: 03430

e. Organizational Unit:

Department Name:	Division Name:
------------------	----------------

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

Prefix: Ms. First Name: Janice
Middle Name:
* Last Name: Bland
Suffix:

Title: Associate/Senior Aviation Planner

Organizational Affiliation:
Stantec Consulting Services Inc.

* Telephone Number: (207) 887-3821 Fax Number: (207) 883-3376

* Email: janice.bland@stantec.com

Application for Federal Assistance SF-424

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

C. City or Township Government

Type of Applicant 2: Select Applicant Type:

- Select One -

Type of Applicant 3: Select Applicant Type:

- Select One -

* Other (specify):

* 10. Name of Federal Agency:

Federal Aviation Administration

11. Catalog of Federal Domestic Assistance Number:

20.106

CFDA Title:

Airport Improvement Program

*12. Funding Opportunity Number:

Title:

13. Competition Identification Number:

Title:

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

Keene and Swanzey, New Hampshire
Cheshire County

* 15. Descriptive Title of Applicant's Project:

Airport Master Plan Update

Attach supporting documents as specified in agency instructions.

Application for Federal Assistance SF-424

16. Congressional Districts Of:

*a. Applicant: 2nd

*b. Program/Project: 2nd

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

17. Proposed Project:

*a. Start Date: 09/01/2013

*b. End Date: 06/30/2015

18. Estimated Funding (\$):

*a. Federal	220,500.00
*b. Applicant	12,250.00
*c. State	12,250.00
*d. Local	
*e. Other	
*f. Program Income	
*g. TOTAL	245,000.00

***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? (If "Yes", provide explanation on next page.)**

Yes No

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: Edward

Middle Name: J.

*Last Name: Mattern

Suffix:

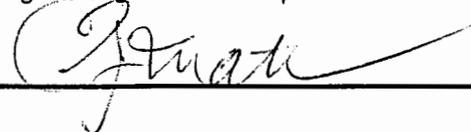
*Title: Airport Director

*Telephone Number: (603) 357-9835

Fax Number: (603) 639-7169

* Email: emattern@ci.keene.nh.us

Signature of Authorized Representative:



*Date Signed:

4/29/14

Application for Federal Assistance SF-424

*Applicant Federal Debt Delinquency Explanation

~~The following field should contain an explanation if the Applicant organization is delinquent on any Federal Debt. Maximum number of characters that can be entered is 4,000. Try and avoid extra spaces and carriage returns to maximize the availability of space.~~

**PART II
PROJECT APPROVAL INFORMATION**

Item 1.
Does this assistance request require State, local, regional, or other priority rating?
 Yes No

Name of Governing Body:
Priority:

Item 2.
Does this assistance request require State, or local advisory, educational or health clearances?
 Yes No

Name of Agency or Board:
(Attach Documentation)

Item 3.
Does this assistance request require clearinghouse review in accordance with OMB Circular A-95?
 Yes No

(Attach Comments)

Item 4.
Does this assistance request require State, local, regional or other planning approval?
 Yes No

Name of Approving Agency:
Date: / /

Item 5.
Is the proposed project covered by an approved comprehensive plan?
 Yes No

Check one: State
Local
Regional

Location of Plan:
Dillant-Hopkins Airport

Item 6.
Will the assistance requested serve a Federal installation?
 Yes No

Name of Federal Installation:
Federal Population benefiting from Project:

Item 7.
Will the assistance requested be on Federal land or installation?
 Yes No

Name of Federal Installation:
Location of Federal Land:
Percent of Project:

Item 8.
Will the assistance requested have an impact or effect on the environment?
 Yes No

See instruction for additional information to be provided

Item 9.
Will the assistance requested cause the displacement of individuals, families, businesses, or farms?
 Yes No

Number of:
Individuals. _____
Families. _____
Businesses. _____
Farms. _____

Item 10.
Are there other related Federal assistance on this project previous, pending, or anticipated?
 Yes No

See instructions for additional information to be provided.

PART III - BUDGET INFORMATION

SECTION A - BUDGET SUMMARY

Grant Program, Function Or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. AIP	20.106	\$	\$	\$ 220,500.00	\$ 24,500.00	\$ 245,000.00
2.						
3.						
4.						
5. TOTALS		\$	\$	\$ 220,500.00	\$ 24,500.00	\$ 245,000.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total
	(1)	(2)	(3)	(4)	(5)
a. Personnel	\$	\$	\$	\$	\$
b. Fringe Benefits					
c. Travel					
d. Equipment					
e. Supplies					
f. Contractual	237,701.00				237,701.00
g. Construction					
h. Other	7,299.00				7,299.00
i. Total Direct Charges	245,000.00				245,000.00
j. Indirect Charges	0.00				0.00
k. TOTALS	\$ 245,000.00	\$	\$	\$	\$ 245,000.00
l. Program Income	\$	\$	\$	\$	\$

SECTION C - NON-FEDERAL RESOURCES

(a) GRANT PROGRAM	(b) APPLICANT	(c) STATE	(d) OTHER SOURCES	(e) TOTALS
8.	\$ 12,250.00	\$ 12,250.00	\$	\$ 24,500.00
9.				
10.				
11.				
12. TOTALS	\$ 12,250.00	\$ 12,250.00	\$	\$ 24,500.00

SECTION D - FORECASTED CASH NEEDS

	Total for 1 st Year	1 st Quarter	2 nd Quarter	3 rd Quarter	4th Quarter
13. Federal	\$ 245,000.00	\$ 75,000.00	\$ 75,000.00	\$ 50,000.00	\$ 45,000.00
14. Non-Federal					
15. TOTAL	\$	\$	\$	\$	\$

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) GRANT PROGRAM	FUTURE FUNDING PERIODS (YEARS)			
	(b) FIRST	(c) SECOND	(d) THIRD	(e) FOURTH
6.	\$	\$	\$	\$
17.				
18.				
19.				
20. TOTALS	\$	\$	\$	\$

SECTION F - OTHER BUDGET INFORMATION

(Attach additional sheets if necessary)

21 Direct Charges:

22. Indirect Charges:

23. Remarks:

PART IV PROGRAM NARRATIVE (Attach per instruction)

**APPLICATION FOR FEDERAL ASSISTANCE
DILLANT-HOPKINS AIRPORT
KEENE, NEW HAMPSHIRE
AIRPORT MASTER PLAN UPDATE**

PART IV - PROGRAM NARRATIVE
April 2014

PROJECT OBJECTIVES

It is the objective of the airport sponsor to develop an Airport Master Plan Update document for the Dillant-Hopkins Airport which provides realistic and achievable goals for the airport sponsor to implement as aviation demand levels are realized.

Several key issues will be explored under this proposed project including:

- ◆ evaluate the crosswind runway
- ◆ evaluate the taxiway infrastructure
- ◆ evaluate the need for additional T-hangars and conventional hangars
- ◆ provide sufficient area to accommodate proposed hangar development
- ◆ evaluate the existing terminal building requirements

This master plan will include green initiatives that may be able to be implemented in order to achieve sustainable development principles as appropriate for the proposed projects.

PROJECT BENEFITS

The benefits of the proposed Airport Master Plan Update project include the ability to coordinate the airport improvement projects with the overall scheme of development for the community. Proposed improvement projects will be tied to levels of aviation demand for those projects necessary due to safety or existing capacity deficiencies. The city of Keene and surrounding communities will benefit from the proposed Airport Master Plan Update in that they will be able to track aviation demand levels while comparing them to the projected trigger levels for improvements. This will assist the airport in determining money needed for their airport development budget.

PROJECT APPROACH

The approach to this Airport Master Plan Update is one of continued public involvement. The proposed project will coordinate on a regular basis with the public through a planning committee. This committee will include a variety of members of the local community, businesspeople, aviation users, and members of the local government. This committee will meet at project milestones to review and comment on the data collected, evaluated, and subsequent airport improvement recommendations. In addition, four public information meetings will be held at the various milestones during the project. The proposed project will evaluate the need for future improvements to the Dillant-Hopkins Airport. The federal and state forecasts, as well as historic activity, will be used to identify triggers for future airport improvements. Alternate

development scenarios will be prepared and evaluated to meet the anticipated aviation demand levels. A preferred conceptual alternative will be recommended to the planning committee and airport sponsor that will be used to determine environmental impacts and construction cost estimates. After selection of the preferred conceptual alternative, the airport layout plan set will be prepared.

Attached is a copy of the Scope of Work and fee schedule to more fully explain the work tasks of this project.

PROJECT COST

The following summarizes the proposed project costs:

Study Design	\$46,130.34
Data Collection	\$76,207.56
Forecasts	\$4,336.81
Facility Requirements	\$21,474.65
Development Alternatives	\$40,016.68
Plan Development	\$10,011.18
Implementation Schedule	\$17,312.84
Final Report	\$22,210.94
Sponsor Administration	\$7,299.00
Total	\$245,000.00

PROJECT SCHEDULE

The following is the anticipated project schedule.

Study Design	April 2014
Grant Offer Received	June 2014
Data Collection	August 2014
Forecasts	October 2014
Facility Requirements	November 2014
Development Alternatives	January 2015
Plan Development	March 2015
Implementation Schedule	April 2015
Final Report	June 2015

ENVIRONMENTAL ISSUES

The proposed project's work tasks will follow the guidance put forth in FAA Order 5050.4B, *Airport Environmental Handbook*, for identifying potential significant environmental impacts caused by the preferred conceptual alternative. This AMPU project is categorically excluded per

FAA Order 1050.1E, *Environmental Impacts: Policies and Procedures*, Paragraph 307o and there are no extraordinary circumstances per Paragraph 304.

USER COORDINATION

Figure 1 is a copy of the notice to airport users, which will be posted at the Dillant-Hopkins Airport to announce the intent of the proposed project.

DISADVANTAGED BUSINESS ENTERPRISE PROGRAM (DBE)

As this project does not exceed the \$250,000 federal dollar threshold identified in 49 CFR Part 26, a DBE program will not be prepared as part of this project.

INTERGOVERNMENTAL COORDINATION (EXECUTIVE ORDER 12372)

This project is exempt per FAA from the Executive Order 12372 process as this project is wholly contained within airport property.

AIRPORT MASTER PLAN UPDATE

Scope of Work

March 21, 2014

Introduction

The purpose of this Airport Master Plan Update is to revise the existing facilities, forecasts, facility requirements, and development alternatives as identified in the 2003 Airport Master Plan Update. In addition, an implementation schedule will be prepared that includes cost estimates and environmental impacts for the recommended improvements. This study will be prepared in conformance with all relevant Federal Aviation Administration (FAA) design standards. The AMPU has several key points of focus. One focus is to analyze the need for additional hangar development and to provide sufficient space to accommodate additional T-hangars and conventional hangars. A second focus is to evaluate the crosswind runway location, length, and width and to evaluate the existing taxiway structure. Facilities at the airport will be evaluated in order to determine improvements that may be needed to meet safety requirements and maintain the airside and landside facilities. A third focus is to evaluate the terminal building requirements that will be needed through the planning period. An ancillary focus of this AMPU is to align the Airport Master Plan Update with the vision of the City's Comprehensive Plan to the extent possible. This master plan will include green initiatives that may be able to be implemented in order to achieve sustainable development principles as appropriate for the proposed projects.

The following are the work tasks that Stantec Consulting Services Inc. (hereinafter referred to as the Consultant) will perform for Dillant-Hopkins Airport (hereinafter referred to as the Owner) to prepare the Airport Master Plan Update (AMPU).

1.0 Study Design

1.1 SCOPING MEETING

One (1) scoping meeting will be held at the Dillant-Hopkins Airport, with representatives of the Owner, New Hampshire Department of Transportation (NHDOT), and Consultant to discuss the scope of this project. The meeting agenda will include, but not be limited to:

- Project organization and management
- Task identification
- Project schedule
- Community outreach
- Public input process and facilitation

The Consultant will prepare meeting minutes and distribute to all attendees.

AIRPORT MASTER PLAN UPDATE

Scope of Work

March 21, 2014

1.2 PREPARE SCOPE OF WORK AND FEE PROPOSAL

The Consultant will prepare a draft scope of work, which will not include fees for review and comment by the Owner and NHDOT. The Consultant will incorporate all comments received into the final scope of work. A fee proposal will be prepared based on the final scope of work. The Consultant will prepare and submit a Project Contract to the Owner for review and signature that contains the final scope of work and approved project schedule and fee.

1.3 PREPARE GRANT APPLICATION

The Consultant will prepare and submit to the Owner six copies of the grant application for federal and state assistance for this project. The Owner will review, sign, and distribute four copies of the application to the NHDOT for processing.

1.4 PREPARE GRANT REIMBURSEMENT REQUESTS

The Consultant will prepare the necessary grant reimbursement requests on behalf of the Owner for the Owner's signature and distribution to NHDOT. It is assumed that approximately eight (8) grant reimbursement requests will need to be prepared.

1.5 DBE UPDATE

The Consultant will develop a disadvantaged business enterprise program in accordance with 49 CFR Part 26 Participation by Disadvantaged Business Enterprises in Department of Transportation Programs. The Consultant will develop a methodology for evaluating the availability of DBE businesses to provide services and products for airport projects. The Consultant will determine the airport's service area by analyzing the utilization of DBE businesses on previous airport projects. The Consultant will calculate a DBE utilization goal that represents a reasonable percentage of DBE businesses within the airport's service area. The Consultant will present the proposed DBE methodology to the Owner for review and comment. The Consultant will submit the final DBE program for review and approval.

1.6 FORM PLANNING COMMITTEE

A Planning Committee will be setup for this project. The Planning Committee will be comprised of members representing technical expertise for the airport and members representing the community. The Planning Committee will provide input and insight on technical issues and weigh the master plan recommendations against community goals. This committee is considered to be advisory. Recommendations from the committee will be reviewed by the Owner and incorporated as appropriate. Representatives from NHDOT and the Owner also will be part of the Planning Committee.

The Consultant will develop and maintain a mailing list for the purpose of distributing information to the Planning Committee.

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1.7 PUBLIC MEETINGS

This task will include four public meetings that will be facilitated by the Owner.

The Consultant will prepare a public notice advertisement and submit to the local newspaper for all the meetings. The Owner will pay for the advertisement. The advertisements will include the purpose and goal of the meetings, location and time of the meetings, and the importance of public participation.

Additionally, an AMPU page or link will be published on the Dillant-Hopkins Airport website announcing the meetings, describing its purpose and inviting the public to attend. The Consultant will setup and maintain the website and create a Facebook page for the length of the project. The website and Facebook page will be identified in the public advertisement and on the airport's website. This website and Facebook page will serve as a public reference over the course of the project to inform the community of all appropriate events and development regarding the AMPU.

In addition, the Consultant will work with the Owner to determine efforts required to increase attendance at the public meetings. This will include targeting specific members of the community and personally inviting them to the first public meeting. The Planning Committee also will be asked to invite people to the public meetings. The Consultant also will work with the Owner to contact various community organizations, such as the Chamber of Commerce, neighborhood groups, school boards, public service groups.

The Consultant will prepare presentation materials for use in discussing the AMPU process and its objectives for all meetings. The Consultant will make selected portions of these materials available on the AMPU website and Facebook page. These updates will be made by the Consultant after each meeting.

There will be a public input session as part of each meeting, which will be facilitated by the Owner. The session's format will engage participation in the collection of responses to a series of three or four questions. Responses will be recorded by the Consultant and given to the Planning Committee to assist in their deliberations. Public responses will be published by the Consultant on the AMPU website and Facebook page.

2.0 Data Collection

2.1 INVENTORY EXISTING FACILITIES

Existing documents related to the airport will be collected, reviewed and included in this AMPU, as applicable. These documents may include, but are not limited to:

- 2003 Airport Master Plan Update
- New Hampshire State Airport System Plan Update (NHSASP)
- local or regional planning documents and comprehensive plans
- FAA Form 5010, Airport Master Record
- FAA activity forecasts

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- local property tax maps
 - local zoning ordinances/maps
 - transportation plans for region
 - pavement and soils conditions
 - environmental documentation regarding airport property or the immediate vicinity
 - wildlife hazard site visit report
 - Exhibit 'A,' Airport Property Map
 - instrument approach procedures
 - demographic data including population and socioeconomic data
 - fuel sales information
 - revenue and expense reports

The Consultant will update the existing airport facilities plan to include any airside and landside facilities not currently identified. Existing data and knowledge of the airport will be utilized as appropriate to minimize the amount of data collection required.

The Consultant will conduct a one-day site visit to inventory existing airside and landside facilities at the airport and collect local or regional documents. The Consultant will utilize the information included in the 2003 Airport Master Plan Update and planimetrics obtained as part of this project as a base for identifying existing facilities at the airport. Facilities that are not included on the current existing airport facilities plan will be added as part of this project. The existing condition of the facilities, including the need for replacement, will be discussed.

Included in the section will be a table summarizing past projects completed at the airport using federal and state grants.

2.2 OBTAIN PLANIMETRICS AND AERIAL PHOTOGRAMMETRY

The Consultant will arrange for the collection of updated aerial photography and photogrammetry to be used for updating existing facilities at the airport and for evaluating obstructions to the Federal Aviation Regulations (FAR) Part 77, Terminal Instrument Procedures (TERPS), threshold siting, and PAPI surfaces. Photogrammetric data collection will include color aerial ortho photography of leaves-off conditions. Color ortho-rectified photos will be submitted to the Owner (2 copies), NHDOT, and FAA. Treetop data collection and analysis will be based on the FAR Part 77, threshold siting, TERPS, and PAPI obstacle clearance surfaces as appropriate.

The Consultant will provide ground control survey of approximately 23 photo control points for aerial photogrammetry collection efforts.

This task will not include efforts to comply with AC 150/5300-18B, General Guidance And Specifications for Submission of Aeronautical Surveys to NGS: Field Data Collection and Geographic Information System (GIS) Standards. This aerial photogrammetry will not be submitted into AGIS.

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2.3 AVIATION ACTIVITY

The Consultant will review historical data collected in Task 2.1, including based aircraft and airport operations at the airport. The data will include total annual numbers of operations, peak levels of operations, local versus itinerant activity, seasonal fluctuations, and aircraft operation fleet mixes (as available from existing sources).

2.4 IDENTIFY EXISTING ENVIRONMENTAL IMPACTS

The Consultant will utilize data from the ongoing environmental assessment to minimize data collection efforts for this task.

This task will include the collection of data to identify NEPA issues and constraints in the vicinity of the airport that are impacted by existing conditions. A review of existing data and coordination with appropriate regulatory agencies will identify potential protected resources and issues. The Consultant will include existing wetland data on all plans associated with this AMPU. The Consultant will correspond with applicable environmental agencies to solicit data associated with the individual agencies. The Consultant will describe all existing environmental issues in the report.

2.5 PREPARE PRESENTATION MATERIALS

The Consultant will provide copies of this draft chapter to the Owner and NHDOT at least two weeks prior to the Planning Committee meeting. The Consultant will prepare presentation materials appropriate for describing the findings and recommendations of this chapter to the Planning Committee. The Consultant will coordinate with Owner and NHDOT regarding scheduling the Planning Committee meeting.

2.6 FIRST PLANNING COMMITTEE MEETING

The Consultant will provide the Planning Committee members with workbooks at the first Planning Committee meeting into which they will insert draft chapters. By the end of the project, each Planning Committee member will have a complete report, in draft form.

The Consultant will lead this meeting. The Consultant will provide an overview of the existing facilities data collected. A discussion of the airport's role now and in the future will be addressed at this meeting. Comments regarding the draft existing facilities chapter will be solicited from the Planning Committee. The Consultant will prepare and distribute meeting minutes to all Planning Committee members.

The Consultant will publish information from this meeting on the airport's website and Facebook page as applicable.

2.7 COMMENT RESOLUTION

The Consultant will review comments received from the NHDOT, Planning Committee, and Owner and revisions will be made to the document as warranted.

3.0 Forecasts

3.1 REVIEW EXISTING FORECASTS

The Consultant will summarize the FAA's forecasts of aviation demand as found in FAA Terminal Area Forecasts (TAF). The Consultant will summarize the NHDOT forecasts of aviation demand as found in the NHASP. The latest editions of these documents will be used to identify these forecasted demand levels. The Consultant also will summarize the forecasts of aviation demand as found in the 2003 Airport Master Plan Update. This information will be used to generate forecasts for this AMPU.

3.2 PREPARE FORECASTS FOR THE AIRPORT

The Consultant will develop forecasts that are realistic, based upon the latest available data, are supported by information in the study, and provide an adequate justification for airport planning and development. The Consultant will select the appropriate methodologies for forecasting aviation activity at the airport. The Consultant will estimate activity where actual operational counts are not available. The Consultant will update forecasts for the following topics:

- number and type of based aircraft
- aircraft operations
- aircraft fleet mix
- passenger enplanements
- fuel consumption
- airport reference code (ARC)

The TAF will be utilized as the base of the forecasts. Historic data and seasonal conditions will be evaluated and the TAF will be adjusted based on this data. In addition, the New Hampshire Office of Energy and Planning data and New England Region Airport System Plan will be evaluated to adjust the TAF as needed.

The recommended forecasts will utilize a 20-year planning period and will be broken down into the short, intermediate, and long terms. Socioeconomic data and demographics will be considered in forecasting activity at the airport. The forecasts will identify the methods used, assumptions made, and the forecasted results. A table of existing and forecasted data will be included for each element.

4.0 Facility Requirements

The Consultant will determine what, if any, additional facilities will be required to accommodate forecast activity. This task includes an assessment of the ability of existing facilities to meet current and future

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demand. The Consultant will determine what additional facilities will be needed to accommodate any unmet demand. In addition, the Consultant will make recommendations regarding facilities that need repairs or upgrading to meet FAA design standards or criteria, or for safety and maintenance reasons. The Consultant will identify improvements for airside, landside, and support facilities. These efforts will be completed for Tasks 4.1 through 4.5, as applicable.

4.1 AIRSIDE FACILITIES

The Consultant will identify the capacity and operational efficiency of the existing runway, taxiway, apron, NAVAIDS, and instrument approach procedures based on FAA design standards.

The Consultant will evaluate the existing and planned taxiway infrastructure, including location, type, and width. All airport airside pavements will be evaluated and the condition reported in the document. This analysis will include a general assessment of pavement conditions from the PCI analysis recently completed by NHDOT.

Both electronic and visual navigation aids will be evaluated and necessary improvements recommended. This element will include the runway/taxiway lighting and visual approach aids.

The Consultant will review the existing instrument approaches and identify potential future requirements.

The Consultant will identify development triggers for each airside facility requirement and assess when development will be required and under what conditions. Development triggers will be presented in tabular form.

4.1.1 Runway Analysis

Existing and future runway requirements will be examined with respect to dimensional criteria, orientation, length, and width. The Consultant will analyze the following runway factors:

- The impact of existing and future ARC classifications on runway dimensions.
- An analysis of wind conditions as reported in the last AMPU to verify crosswind coverage given the existing and planned use of the airport. This task will not include collecting new wind data.
- The required length and width of each runway.

It is assumed that additional runway length will not be required. Runway 14-32 will be analyzed to determine whether the runway centerline should be shifted when the runway is reconstructed as the width will need to be reduced. The Consultant will analyze obstructions to FAR Part 77 surfaces and TERPS surfaces based on any potential shift. The USGS map will be used for any areas where treetop data is not available.

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4.2 LANDSIDE FACILITIES

The Consultant will evaluate tiedowns and hangars to determine the capacity and facility requirements for landside facilities. This task will include identifying the need for non-aeronautical space. In addition, the Consultant will evaluate the terminal building requirements and identify improvements that may be required throughout the planning period, including items such as office space, meeting room, and restaurant. The Consultant will identify development triggers for each landside facility requirement and assess when development will be required and under what conditions. Development triggers will be presented in tabular form.

4.3 SUPPORT FACILITIES

The Consultant will evaluate support facilities including: auto parking and lighting, airport location signs, snow removal equipment, fuel facilities, security, and FBO facilities. This task will include determining the optimal location for the fuel farm when it needs to be replaced. The Consultant will identify development triggers for each support facility requirement and assess when development will be required and under what conditions. Development triggers will be presented in tabular form.

4.4 DESIGN CRITERIA

The Consultant will evaluate the airport's current design classification as compared to the classification published in the current AMPU and airport layout plan. These efforts will require a review of the airport's current design aircraft and this will be compared to FAA design standards as published in AC 150/5300-13A, Airport Design. Design criteria, including runway safety area, object free areas, and runway protection zones will be compared to the airport's physical infrastructure. This information will be presented in the report and associated plans.

4.5 MISCELLANEOUS REQUIREMENTS

The Consultant will evaluate the following based on airside, landside, and support facilities that may be needed throughout the 20-year planning period:

- Land and easement requirements.
- Evaluate potential for compatible non-aeronautical development.
- Identify development trigger (i.e. change in demand that generates the need for improvements).

4.6 PREPARE PRESENTATION MATERIALS

The Consultant will provide copies of the forecasts and facility requirements draft chapters to the Owner and NHDOT at least two weeks prior to the Planning Committee meeting. The Consultant will prepare presentation materials appropriate for describing the findings and recommendations of these chapters to the Planning Committee. The Consultant will coordinate with Owner and NHDOT regarding scheduling the Planning Committee meeting.

4.7 SECOND PLANNING COMMITTEE MEETING

The Consultant will lead this meeting. The Consultant will provide an overview of the forecasts and facility requirements. Comments regarding the forecasts and facility requirements chapters will be solicited from the Planning Committee. A preliminary discussion of the development alternatives will be held at this meeting to obtain input from the Planning Committee regarding the alternatives that will be evaluated. The Consultant will prepare and distribute meeting minutes to all Planning Committee members.

The Consultant will publish information from this meeting on the airport's website and Facebook page as applicable.

4.8 COMMENT RESOLUTION

The Consultant will review comments received from the NHDOT, Planning Committee, and Owner and revisions will be made to the document as warranted.

5.0 Development Alternatives

5.1 IDENTIFY AND EVALUATE DEVELOPMENT ALTERNATIVES

The Consultant will prepare and evaluate up to five alternative layouts, including three airside alternatives and two landside alternatives, which will accommodate the needs for the airport through the 20 year planning period. This will include up to three airside alternatives and up to two landside alternatives. These alternatives may include development to meet the existing role of the airport and development needed for resource constraints. The evaluation will include conformance with current FAA design criteria, constructability, project phasing, preliminary environmental requirements, and cost considerations. Cost estimates will be prepared for each proposed project. Advantages and disadvantages of each alternative will be discussed in the document.

Potential impacts of the short-term improvements on the 21 environmental impact categories in accordance with FAA Order 5050.4B, Airport Environmental Handbook will be discussed. This effort will consider the needs of subsequent environmental review processes and will be used as applicable for subsequent environmental processing.

The Consultant will provide a recommendation for the preferred development layout for review and comment by the Planning Committee.

5.2 SUSTAINABILITY

The Consultant will review FAA guidelines regarding airport sustainability.

The Consultant will discuss possible green initiatives that may be able to be implemented in order to achieve sustainable development principles as appropriate for the proposed projects including reducing

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environmental impacts; maintaining levels of economic growth; and achieving "social progress", which is defined as a broad set of actions that ensure organizational goals are achieved in a way that is consistent with the needs and values of the local community.

The Consultant will identify a financial plan that will include possible development growth recommendations in order to increase revenue. The proposed projects will be evaluated to determine if there is a financial benefit threshold for planning the timing of recommended improvements.

This task will include reviewing options for green terminal building renovations, including the feasibility of having a geothermal building. The Consultant's subconsultant will identify options that meet the needs of the FBO, support space, and administrative space, including floor plan options. Exterior views will be prepared to identify design upgrades in order to increase energy efficiency of the walls and roof. The Consultant's subconsultant will identify possible alternatives for the restaurant and other possible amenities for the terminal building. The Consultant's subconsultant will identify potential upgrades to the design as well as options to increase energy efficiency. The Consultant's subconsultant will prepare a cost estimate for the proposed renovations. The Consultant's subconsultant also will evaluate a City-owned hangar on the east apron and hangar near the terminal building for possible green renovations.

The Consultant will include setting targets for meeting sustainability objectives as applicable.

5.3 PREPARE PRESENTATION MATERIALS

The Consultant will provide copies of this draft chapter to the Owner and NHDOT at least two weeks prior to the Planning Committee meeting. The Consultant will prepare presentation materials appropriate for describing the findings and recommendations of this chapter to the Planning Committee. The Consultant will coordinate with Owner and NHDOT regarding scheduling the Planning Committee meeting.

5.4 THIRD PLANNING COMMITTEE MEETING

The Consultant will lead this meeting. The Consultant will provide an overview of the development alternatives. Comments regarding the draft development alternatives chapter will be solicited from the Planning Committee. The Consultant will prepare and distribute meeting minutes to all Planning Committee members.

The Consultant will publish information from this meeting on the airport's website and Facebook page as applicable.

5.5 COMMENT RESOLUTION

The Consultant will review comments received from the NHDOT, Planning Committee, and Owner and revisions will be made to the document as warranted.

6.0 Plan Development

The airport layout plan (ALP) set will be updated as part of this project to reflect recommended airport improvements identified in Tasks 4 and 5. The FAA's SOP for submitting the ALP will be followed.

6.1 TITLE SHEET

The Consultant will prepare a title sheet that identifies the plans included in the ALP set.

6.2 DATA SHEET

Basic airport and runway information will be included on the data sheet.

6.3 FACILITIES LAYOUT PLAN

The Consultant will update the existing airport facilities plan. This plan will identify the existing airport facilities, runway safety areas, object free areas, building restriction lines, runway protection zones, data tables, wind roses, and legends. The wind roses will be taken from the existing airport layout plan.

6.4 AIRPORT LAYOUT PLAN

The Consultant will update the ultimate airport layout plan to show the same information as the existing airport facilities plan with the proposed projects shown in a bolder line and font type. All improvements shown will be in conformance with the current FAA design requirements, wherever possible. Any deviations from design requirements will be itemized on this plan.

6.5 TERMINAL AREA PLAN

The Consultant will update the terminal area plan to show the same information, and in the same format, as the ultimate airport layout plan except that the scale of the plans will be such as to allow for a closer view of the terminal area developments. This will include a view of the east and west apron areas.

6.6 APPROACH PLANS AND PROFILES – INNER PORTION

These sheets will be prepared in AutoCAD using the ALP as a base and will focus on the extent of each runway approach surface in both a plan and profile view. The drawings will include a tabular listing of all obstructions.

6.7 AIRPORT AIRSPACE DRAWING

This sheet will be prepared in AutoCAD and will contain the following information:

- basic airport features under the ultimate layout
- ground topography as presented in the base map (current U.S.G.S. topographic maps)

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- ultimate FAR Part 77 imaginary surfaces, TERPS, and threshold siting surface
 - ground and tree penetrations based on the obstruction analysis and U.S.G.S. analysis
 - other pertinent plan information

6.8 LAND-USE PLAN

The Consultant will update the land-use plan to include basic airport features identified in the ultimate layout, airport property line, existing zoning boundaries, legend, and other pertinent plan information.

6.9 EXHIBIT 'A' AIRPORT PROPERTY MAP

The current Exhibit 'A' will be included in the ALP set. No changes will be made to the Exhibit 'A' as part of this task.

7.0 Implementation Schedule

7.1 DEVELOPMENT IMPLEMENTATION SCHEDULE AND COST ESTIMATES

The AMPU will include a capital improvement plan (CIP) using planning-level cost estimates for each of the recommended projects. The Consultant will identify typical and potential funding sources for paying for proposed airport improvements or necessary maintenance projects. A separate financial table will be prepared for the short, intermediate, and long terms including estimated project costs with a breakdown of the anticipated share to be paid by the FAA, NHDOT, and Owner.

Stantec will provide guidance on how the Sponsor can implement the findings and recommendation of this planning effort. The implementation plan will address all of the airport's capital projects to ensure that adequate fiscal, staff, scheduling, and other resources are available.

The Consultant will discuss the recommended schedule for each of the proposed projects throughout the planning period. This will include project phasing, if necessary. Environmental mitigation measures for unavoidable impacts to protected resources also will be discussed.

7.2 PREPARE PRESENTATION MATERIALS

The Consultant will provide copies of the ALP set and implementation schedule draft chapters to the Owner and NHDOT at least two weeks prior to the Planning Committee meeting. The Consultant will prepare presentation materials appropriate for describing the findings and recommendations of these chapters to the Planning Committee. The Consultant will coordinate with Owner and NHDOT regarding scheduling the Planning Committee meeting.

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7.3 FOURTH PLANNING COMMITTEE MEETING

The Consultant will lead this meeting. The Consultant will provide an overview of the ALP set and implementation schedule. Comments regarding the draft airport layout plan set and implementation schedule chapters will be solicited from the Planning Committee. The Consultant will prepare and distribute meeting minutes to all Planning Committee members.

The Consultant will publish information from this meeting on the airport's website and Facebook page as applicable.

7.4 COMMENT RESOLUTION

The Consultant will review comments received from the NHDOT, Planning Committee, and Owner and revisions will be made to the document as warranted.

8.0 Final Report

8.1 PREPARE FINAL VERSIONS OF EACH CHAPTER

The draft chapters of this AMPU will be revised to include all appropriate comments received from the Planning Committee, the Owner, and the funding agencies. Seven (7) copies of the draft final AMPU will be distributed including five (5) copies to the Owner and two copies to the NHDOT for review and comment. A pdf copy also will be submitted to the Owner and NHDOT. These comments will be included into the final AMPU report. Twelve (12) copies of the final AMPU report will be printed and distributed among the Owner (10 hardcopies and one electronic copy), FAA (one hardcopy and one electronic copy), and NHDOT (one hardcopy and one electronic copy). The electronic files will be in Microsoft Word, Excel, and AutoCAD formats, as applicable. A pdf version of the report and ALP set will be submitted to the NHDOT, FAA, and Owner.

8.2 PREPARE EXECUTIVE SUMMARY

The findings and recommendations of the aviation forecasts, facility requirements, environmental requirements, and development costs will be included in the executive summary. The executive summary will be published on the AMPU website and Facebook page. The executive summary will be a magazine style document.

8.3 SUBMIT AIRPORT LAYOUT PLAN FOR APPROVAL

One (1) full-size set of the draft ALP set will be printed and distributed among the Owner and NHDOT for review and comment. Changes will be made as necessary to the ALP set from the comments received. Five (5) full-size sets of the final ALP set will be distributed to the Owner, then the NHDOT, and finally the FAA for approval and signatures. The Consultant, FAA, and NHDOT will receive one (1) signed ALP set for their files and the Owner will receive two (2) signed ALP sets for their files. One (1) electronic copy of the ALP will be sent to Owner, FAA, and NHDOT.

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8.4 — ~~COMPILE DATA AND CREATE GIS~~

The Consultant will compile data and create a GIS for the airport based on data collected as part of this AMPU. The Consultant will employ the use of both National CADD Standards and the Aeronautical Information Conceptual Model (AICM) which defines the modeling and exchange of aeronautical features worldwide. A drawing management hierarchy shall be established in order to manage all of the CADD drawings and associated layers. This task will include a meeting at the airport to implement the GIS and discuss the capabilities of the system.

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Anticipated Project Schedule

Study Design.....	April 2014
Data Collection	August 2014
Forecasts.....	October 2014
Facility Requirements.....	November 2014
Development Alternatives	January 2015
Airport Layout Plan Set	April 2015
Implementation Schedule.....	June 2015

DISCIPLINE	TASK	Project Manager	Senior Aviation Planner	Aviation Planner	Senior Aviation Engineer	Senior Environmental Analyst	Facilitator - Senior Planner	GIS Specialist	Surveyor	CADD/Drafter	Administrative/ Technical Assistant
	1. Study Design										
	1.1 Scoping Meeting	4	12	12	8		8				
	1.2 Prepare Scope of Work and Fee Proposal	30	12	4	2	2	2	2		1	2
	1.3 Prepare Grant Application	4		6						1	2
	1.4 Prepare Grant Reimbursement Requests	8		8							4
	1.5 DBE Update	2									
	1.6 Form Planning Committee	2									
	1.7 Public Meetings (4 Meetings)	72		56	8	24		32		16	22
	2. Data Collection										
	2.1 Inventory Existing Facilities	2	16	24	2	2					
	2.2 Obtain Planimetrics and Aerial Photogrammetry	2	4	2				96		8	
	2.3 Aviation Activity		2	4							
	2.4 Identify Existing Environmental Impacts			6	8					2	
	2.5 Prepare Presentation Materials	1	2	2						8	
	2.6 First Planning Committee Meeting	8		12	8			4			2
	2.7 Comment Resolution	2	2	4	2	2					
	3. Forecasts										
	3.1 Review Existing Forecasts		2	12							
	3.2 Prepare Forecasts for the Airport	2	4	16							6
	4. Facility Requirements										
	4.1 Airside Facilities	2	8	18						2	
	4.1.1 Runway Analysis	6	16	10	4	2				16	
	4.2 Landside Facilities			16							
	4.3 Support Facilities		2	8							
	4.4 Design Criteria		1	8							
	4.5 Miscellaneous Requirements		1	6							
	4.6 Prepare Presentation Materials	1	2	2						8	
	4.7 Second Planning Committee Meeting	8		12	8		4				2
	4.8 Comment Resolution	2	2	4	2	2					
	5. Development Alternatives										
	5.1 Identify and Evaluate Development Alternatives	8	40	46	6	30				40	
	5.2 Sustainability	2	8	24	4	8				4	
	5.3 Prepare Presentation Materials	1	2	2						8	
	5.4 Third Planning Committee Meeting	8		12	8		4				2
	5.5 Comment Resolution	2	2	4	2	2					
	6. Plan Development										
	6.1 Title Sheet		1	1						1	
	6.2 Data Sheet		1	1						2	
	6.3 Facilities Layout Plan		1	2						2	
	6.4 Airport Layout Plan	2	6	10	2					12	
	6.5 Terminal Area Plan		1	2						2	
	6.6 Approach Plans and Profiles - Inner Portion		2	2						8	
	6.7 Airport Airspace Drawing		4	6						8	
	6.8 Land-use Plan		2	2		2				4	
	6.9 Exhibit 'A', Airport Property Map		1	1						1	

Project Manager	Aviation Engineer	Aviation Planner	Senior Aviation Engineer	Senior Environmental Analyst	Facilitator - Senior Planner	GIS Specialist	Surveyor	CADD/Refer	Administrative/Technical Assistant
4		20	24	8				8	
1	2	2						8	
8		12		8		4			
2	2	4	2	2					2
4	24	40	8	8				24	10
1	4	8				2		2	10
	1	2				2		4	
201	210	455	76	134	10	102	96	200	64
\$43.00	\$43.00	\$32.00	\$52.00	\$43.00	\$48.00	\$38.00	\$43.00	\$35.00	\$24.00
\$8,643.00	\$9,030.00	\$14,560.00	\$3,952.00	\$5,762.00	\$480.00	\$3,876.00	\$4,128.00	\$7,000.00	\$1,596.00

Project Manager	Aviation Engineer	Aviation Planner	Senior Aviation Engineer	Senior Environmental Analyst	Facilitator - Senior Planner	GIS Specialist	Surveyor	CADD/Refer	Administrative/Technical Assistant
4		20	24	8				8	
1	2	2						8	
8		12		8		4			
2	2	4	2	2					2
4	24	40	8	8				24	10
1	4	8				2		2	10
	1	2				2		4	
201	210	455	76	134	10	102	96	200	64
\$43.00	\$43.00	\$32.00	\$52.00	\$43.00	\$48.00	\$38.00	\$43.00	\$35.00	\$24.00
\$8,643.00	\$9,030.00	\$14,560.00	\$3,952.00	\$5,762.00	\$480.00	\$3,876.00	\$4,128.00	\$7,000.00	\$1,596.00

Project Manager	Aviation Engineer	Aviation Planner	Senior Aviation Engineer	Senior Environmental Analyst	Facilitator - Senior Planner	GIS Specialist	Surveyor	CADD/Refer	Administrative/Technical Assistant
4		20	24	8				8	
1	2	2						8	
8		12		8		4			
2	2	4	2	2					2
4	24	40	8	8				24	10
1	4	8				2		2	10
	1	2				2		4	
201	210	455	76	134	10	102	96	200	64
\$43.00	\$43.00	\$32.00	\$52.00	\$43.00	\$48.00	\$38.00	\$43.00	\$35.00	\$24.00
\$8,643.00	\$9,030.00	\$14,560.00	\$3,952.00	\$5,762.00	\$480.00	\$3,876.00	\$4,128.00	\$7,000.00	\$1,596.00

TOTAL DIRECT LABOR COST \$58,967.00
 OVERHEAD @ 168.49% \$96,353.50
 TOTAL LABOR COST \$158,320.50
 FIXED FEE @ 12% \$18,998.46
 SUBTOTAL \$177,318.96
 TOTAL EXPENSES \$6,652.50
 SUBTOTAL \$183,971.46
 TOTAL OUTSIDE SERVICES \$53,730.00
 TOTAL \$237,701.46

Expenses:
 Task 1.1, mileage to Keene, 310 miles at \$0.56/mile
 Task 1.1, meals, \$34.50 per day per person (3 people)
 Task 1.7, mileage to Keene, 1,600 miles at \$0.56/mile
 Task 1.7, meals, \$34.50 per day per person (3 people) (4 meetings)
 Task 2.1, mileage to Keene, 350 miles at \$0.56/mile
 Task 2.1, meals, \$34.50 per day per person (2 people)
 Task 2.2, mileage to Keene, 1,500 miles at \$0.56/mile
 Task 2.2, meals, \$46 per day per person (1 person, 12 days)
 Task 2.2, lodging, \$100 per day per person (1 person, 9 nights)
 Task 2.6, mileage to Keene, 310 miles at \$0.56/mile
 Task 2.6, meals, \$34.50 per day per person (3 people)
 Task 4.7, mileage to Keene, 310 miles at \$0.56/mile
 Task 4.7, meals, \$34.50 per day per person (3 people)
 Task 5.4, mileage to Keene, 310 miles at \$0.56/mile
 Task 5.4, meals, \$34.50 per day per person (3 people)
 Task 7.3, mileage to Keene, 310 miles at \$0.56/mile
 Task 7.3, meals, \$34.50 per day per person (3 people)
 Miscellaneous
 Photocopies
 Postage

TOTAL EXPENSES
 Outside Services:
 Hatfield Associates (DBE Update) \$1,850.00
 Col-East (Aerial Photography) \$44,880.00
 Northeast Collaborative Architects (Terminal Building Analysis) \$7,500.00
 TOTAL OUTSIDE SERVICES \$53,730.00

April 2014

NOTICE TO AIRPORT USERS

**THE CITY OF KEENE HAS APPLIED FOR A GRANT FROM THE
FEDERAL AVIATION ADMINISTRATION (FAA) TO
FUND A PROJECT AT THE DILLANT-HOPKINS AIRPORT**

**THIS PROJECT IS CONSIDERED IMPORTANT FOR IMPROVED
SAFETY AND ENHANCED SERVICEABILITY AT THE AIRPORT**

The Project Under Consideration is:

Airport Master Plan Update

SBG Project Number: SBG-08-12-2014



Questions or Concerns Should be Addressed To:

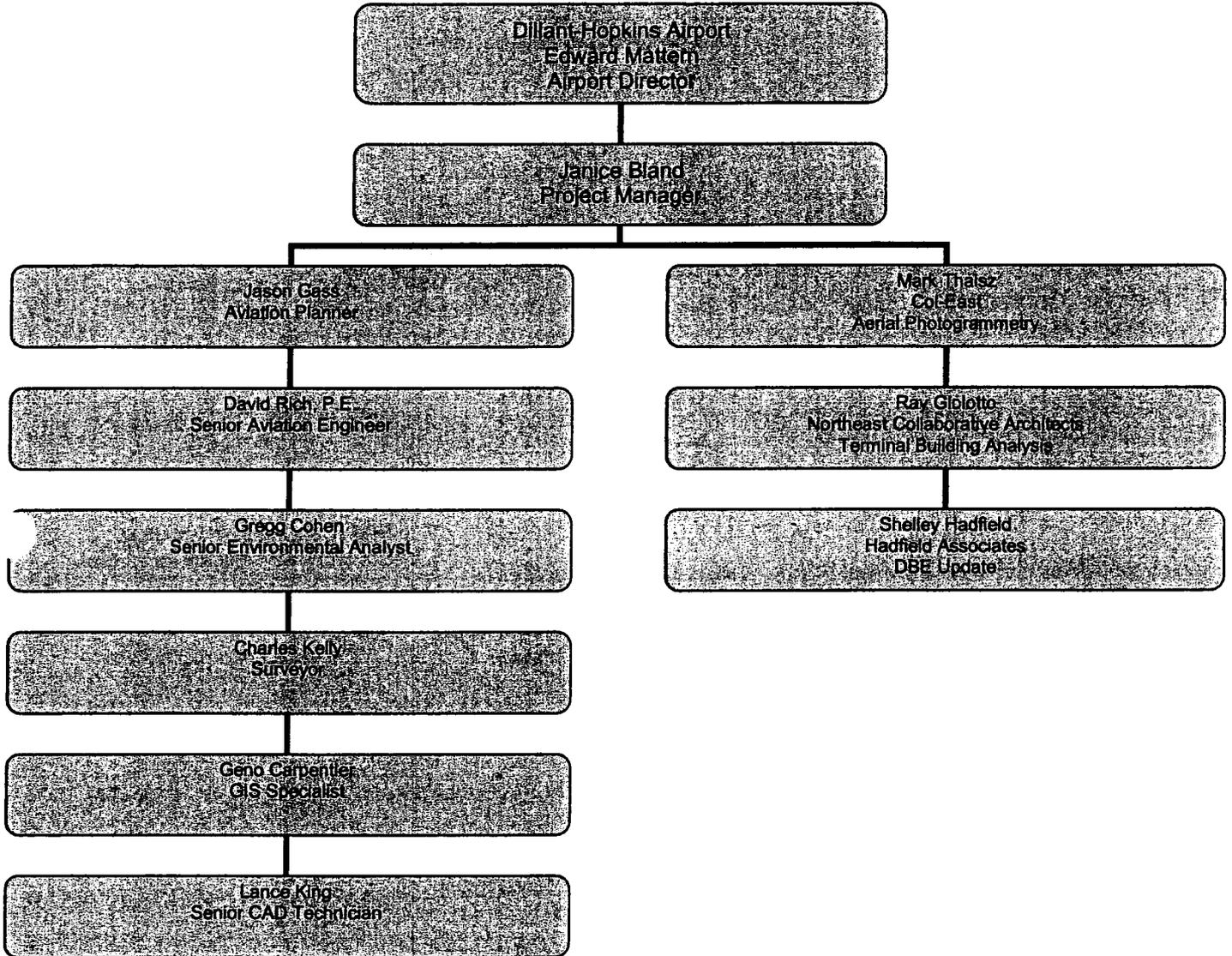
**Edward J. Mattern
Dillant-Hopkins Airport
80 Airport Road
Keene, NH 03430
Telephone: (603)-357-9835**



FIGURE 1

Dillant-Hopkins Airport
Airport Master Plan Update
SBG-08-12-2014

Project Organization Chart



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

**AIRPORT IMPROVEMENT PROGRAM
SPONSOR CERTIFICATION**

DRUG-FREE WORKPLACE

City of Keene

(Sponsor)

Dillant-Hopkins Airport

(Airport)

SBG-08-12-2014

(Project Number)

Description of Work:

Airport Master Plan Update

Title 49, United States Code, section 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 Title 49, Code of Federal Regulations, Part 29. 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.

Except for the certified items below marked not applicable (N/A), the list includes major requirements for this aspect of project implementation, although it is not comprehensive, nor does it relieve the sponsor from fully complying with all applicable statutory and administrative standards.

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
1. A statement has been (will be) published 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. An ongoing drug-free awareness program has been (will be) established to inform employees about:			
a. The dangers of drug abuse in the workplace;			
b. The sponsor's policy of maintaining a drug-free workplace;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.			
3. Each employee to be engaged in the performance of the work has been (will be) given a copy of the statement required within item 1 above.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Employees have been (will be) notified in the statement required by item 1 above that, as a condition employment under the grant, the employee will:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Abide by the terms of the statement; and			

Yes No N/A

- 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.
5. The FAA will be notified in writing within ten calendar days after receiving notice under item 4b above from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title of the employee, to the FAA. Notices shall include the project number of each affected grant.
6. One of the following actions 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; or
- b. Require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.
7. A good faith effort will be made to continue to maintain a drug-free workplace through implementation of items 1 through 6 above.

I have prepared documentation attached hereto with site(s) for performance of work (street address, city, county, state, zip code). There are no such workplaces that are not identified in the attachment. I have prepared additional documentation for any above items marked "no" and attached it hereto. I certify that, for the project identified herein, responses to the forgoing items are accurate as marked and attachments are correct and complete.

City of Keene

(Name of Sponsor)



(Signature of Sponsor's Designated Official Representative)

Edward J. Mattern

(Typed Name of Sponsor's Designated Official Representative)

Airport Director

(Typed Title of Sponsor's Designated Official Representative)

(Date)

4/29/14

DRUG-FREE WORKPLACE

Site for Performance of Work:

Dillant-Hopkins Airport
80 Airport Road
Keene, NH 03430
Cheshire County

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

**AIRPORT IMPROVEMENT PROGRAM
SPONSOR CERTIFICATION
SELECTION OF CONSULTANTS**

City of Keene

(Sponsor)

Dillant-Hopkins Airport

(Airport)

SBG-08-12-2014

(Project Number)

Description of Work:

Airport Master Plan Update

Title 49, United States Code, section 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 standards for selection of consultant services within Federal grant programs are described in Title 49, Code of Federal Regulations (CFR), Part 18.36. Sponsors may use other qualifications-based procedures provided they are equivalent to specific standards in 49 CFR 18 and FAA Advisory Circular 150/5100-14, Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects.

Except for the certified items below marked not applicable (N/A), the list includes major requirements for this aspect of project implementation, although it is not comprehensive, nor does it relieve the sponsor from fully complying with all applicable statutory and administrative standard.

	Yes	No	N/A
1. Solicitations were or will be made to ensure fair and open competition from a wide area of interest.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Consultants were or will be selected using competitive procedures based on qualifications, experience, and disadvantaged enterprise requirements with the fees determined through negotiations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. A record of negotiations has been or will be prepared reflecting considerations involved in the establishment of fees, which are not significantly above the sponsor's independent cost estimate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. If engineering or other services are to be performed by sponsor force account personnel, prior approval was or will be obtained from the FAA.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. The consultant services contracts clearly establish or will clearly establish the scope of work and delineate the division of responsibilities between all parties engaged in carrying out elements of the project.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Costs associated with work ineligible for AIP funding are or will be clearly identified and separated from eligible items in solicitations, contracts, and related project documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

	Yes	No	N/A
7. Mandatory contact provisions for grant-assisted contracts have been or will be included in consultant services contracts.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. The cost-plus-percentage-of-cost methods of contracting prohibited under Federal standards were not or will not be used.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. If the services being procured cover more than the single grant project referenced in this certification, the scope of work was or will be specifically described in the advertisement, and future work will not be initiated beyond five years.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

City of Keene

(Name of Sponsor)



(Signature of Sponsor's Designated Official Representative)

Edward J. Mattern

(Typed Name of Sponsor's Designated Official Representative)

Airport Director

(Typed Title of Sponsor's Designated Official Representative)

4/29/14

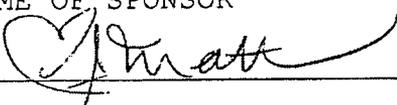
(Date)

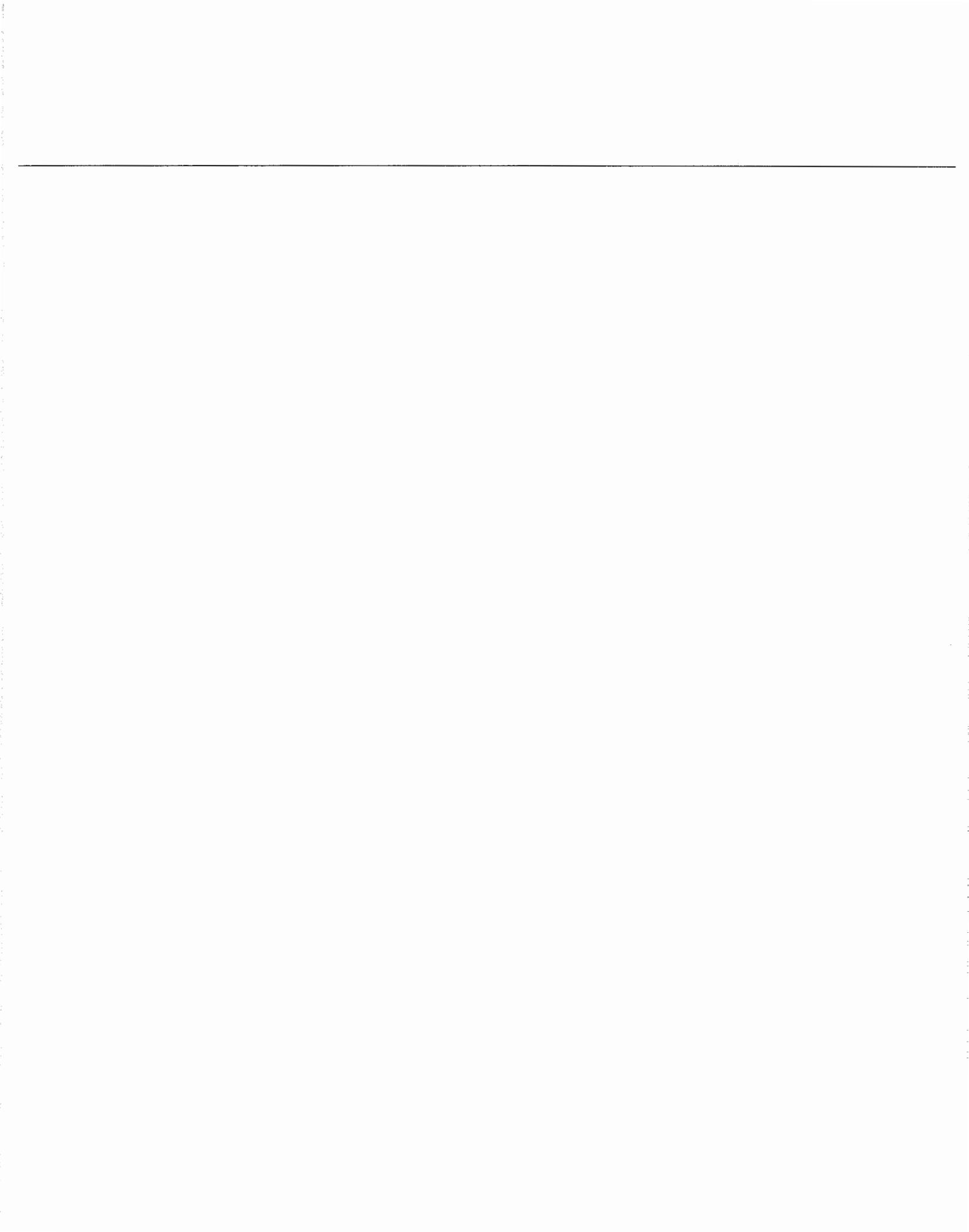
EXHIBIT "A" PROPERTY MAP CERTIFICATION

I HEREBY CERTIFY THAT THE EXHIBIT "A" PROPERTY MAP
DATED August 7, 2007, AND ATTACHED TO THE GRANT
AGREEMENT FOR AIP PROJECT NO. SBG 08-08-2011
REFLECTS THE CURRENT INFORMATION AS OF THIS DATE.

THE ABOVE MENTIONED EXHIBIT "A" IS, THEREFORE,
INCORPORATED INTO THIS PROJECT APPLICATION BY REFERENCE AND
MADE A PART HEREOF.

DATE: April 29, 2014

City of Keene
NAME OF SPONSOR
BY 
TITLE Airport Director



**CERTIFICATION FOR
CONTRACT, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS**

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

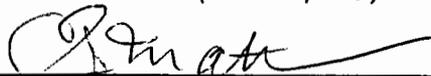
(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobby Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

City of Keene

(Name of Sponsor)



(Signature of Sponsor's Designated Official Representative)

Edward J. Mattern

(Typed Name of Sponsor's Designated Official Representative)

Airport Director

(Typed Title of Sponsor's Designated Official Representative)

4/29/14

(Date)



ASSURANCES

Airport Sponsors

A. General.

1. These assurances shall be complied with in the performance of grant agreements for airport development, airport planning, and noise compatibility program grants for airport sponsors.
2. These assurances are required to be submitted as part of the project application by sponsors requesting funds under the provisions of Title 49, U.S.C., subtitle VII, as amended. As used herein, the term "public agency sponsor" means a public agency with control of a public-use airport; the term "private sponsor" means a private owner of a public-use airport; and the term "sponsor" includes both public agency sponsors and private sponsors.
3. Upon acceptance of this grant offer by the sponsor, these assurances are incorporated in and become part of this grant agreement.

B. Duration and Applicability.

1. **Airport development or Noise Compatibility Program Projects Undertaken by a Public Agency Sponsor.**

The terms, conditions and assurances of this grant agreement shall remain in full force and effect throughout the useful life of the facilities developed or equipment acquired for an airport development or noise compatibility program project, or throughout the useful life of the project items installed within a facility under a noise compatibility program project, but in any event not to exceed twenty (20) years from the date of acceptance of a grant offer of Federal funds for the project. However, there shall be no limit on the duration of the assurances regarding Exclusive Rights and Airport Revenue so long as the airport is used as an airport. There shall be no limit on the duration of the terms, conditions, and assurances with respect to real property acquired with federal funds. Furthermore, the duration of the Civil Rights assurance shall be specified in the assurances.

2. **Airport Development or Noise Compatibility Projects Undertaken by a Private Sponsor.**

The preceding paragraph 1 also applies to a private sponsor except that the useful life of project items installed within a facility or the useful life of the facilities developed or equipment acquired under an airport development or noise compatibility program project shall be no less than ten (10) years from the date of acceptance of Federal aid for the project.

3. Airport Planning Undertaken by a Sponsor.

Unless otherwise specified in this grant agreement, only Assurances 1, 2, 3, 5, 6, 13, 18, 25, 30, 32, 33, and 34 in Section C apply to planning projects. The terms, conditions, and assurances of this grant agreement shall remain in full force and effect during the life of the project; there shall be no limit on the duration of the assurances regarding Airport Revenue so long as the airport is used as an airport.

C. Sponsor Certification.

The sponsor hereby assures and certifies, with respect to this grant that:

1. General Federal Requirements.

It will comply with all applicable Federal laws, regulations, executive orders, policies, guidelines, and requirements as they relate to the application, acceptance and use of Federal funds for this project including but not limited to the following:

Federal Legislation

- a. Title 49, U.S.C., subtitle VII, as amended.
- b. Davis-Bacon Act - 40 U.S.C. 276(a), et seq.¹
- c. Federal Fair Labor Standards Act - 29 U.S.C. 201, et seq.
- d. Hatch Act - 5 U.S.C. 1501, et seq.²
- e. Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 Title 42 U.S.C. 4601, et seq.^{1 2}
- f. National Historic Preservation Act of 1966 - Section 106 - 16 U.S.C. 470(f).¹
- g. Archeological and Historic Preservation Act of 1974 - 16 U.S.C. 469 through 469c.¹
- h. Native Americans Grave Repatriation Act - 25 U.S.C. Section 3001, et seq.
- i. Clean Air Act, P.L. 90-148, as amended.
- j. Coastal Zone Management Act, P.L. 93-205, as amended.
- k. Flood Disaster Protection Act of 1973 - Section 102(a) - 42 U.S.C. 4012a.¹
- l. Title 49, U.S.C., Section 303, (formerly known as Section 4(f))
- m. Rehabilitation Act of 1973 - 29 U.S.C. 794.
- n. Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252) (prohibits discrimination on the basis of race, color, national origin);
- o. Americans with Disabilities Act of 1990, as amended, (42 U.S.C. § 12101 et seq.), prohibits discrimination on the basis of disability).
- p. Age Discrimination Act of 1975 - 42 U.S.C. 6101, et seq.
- q. American Indian Religious Freedom Act, P.L. 95-341, as amended.
- r. Architectural Barriers Act of 1968 -42 U.S.C. 4151, et seq.¹
- s. Power plant and Industrial Fuel Use Act of 1978 - Section 403- 2 U.S.C. 8373.¹
- t. Contract Work Hours and Safety Standards Act - 40 U.S.C. 327, et seq.¹
- u. Copeland Anti-kickback Act - 18 U.S.C. 874.1
- v. National Environmental Policy Act of 1969 - 42 U.S.C. 4321, et seq.¹
- w. Wild and Scenic Rivers Act, P.L. 90-542, as amended.
- x. Single Audit Act of 1984 - 31 U.S.C. 7501, et seq.²
- y. Drug-Free Workplace Act of 1988 - 41 U.S.C. 702 through 706.

- z. The Federal Funding Accountability and Transparency Act of 2006, as amended (Pub. L. 109-282, as amended by section 6202 of Pub. L. 110-252).
-

Executive Orders

- a. Executive Order 11246 - Equal Employment Opportunity¹
- b. Executive Order 11990 - Protection of Wetlands
- c. Executive Order 11998 - Flood Plain Management
- d. Executive Order 12372 - Intergovernmental Review of Federal Programs
- e. Executive Order 12699 - Seismic Safety of Federal and Federally Assisted New Building Construction¹
- f. Executive Order 12898 - Environmental Justice

Federal Regulations

- a. 2 CFR Part 180 - OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement).
- b. 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. [OMB Circular A-87 Cost Principles Applicable to Grants and Contracts with State and Local Governments, and OMB Circular A-133 - Audits of States, Local Governments, and Non-Profit Organizations].^{4, 5, 6}
- c. 2 CFR Part 1200 - Nonprocurement Suspension and Debarment
- d. 14 CFR Part 13 - Investigative and Enforcement Procedures 14 CFR Part 16 - Rules of Practice For Federally Assisted Airport Enforcement Proceedings.
- e. 14 CFR Part 150 - Airport noise compatibility planning.
- f. 28 CFR Part 35- Discrimination on the Basis of Disability in State and Local Government Services.
- g. 28 CFR § 50.3 - U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964.
- h. 29 CFR Part 1 - Procedures for predetermination of wage rates.¹
- i. 29 CFR Part 3 - Contractors and subcontractors on public building or public work financed in whole or part by loans or grants from the United States.¹
- j. 29 CFR Part 5 - Labor standards provisions applicable to contracts covering federally financed and assisted construction (also labor standards provisions applicable to non-construction contracts subject to the Contract Work Hours and Safety Standards Act).¹
- k. 41 CFR Part 60 - Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor (Federal and federally assisted contracting requirements).¹
- l. 49 CFR Part 18 - Uniform administrative requirements for grants and cooperative agreements to state and local governments.³
- m. 49 CFR Part 20 - New restrictions on lobbying.
- n. 49 CFR Part 21 - Nondiscrimination in federally-assisted programs of the Department of Transportation - effectuation of Title VI of the Civil Rights Act of 1964.
- o. 49 CFR Part 23 - Participation by Disadvantage Business Enterprise in Airport Concessions.

- p. 49 CFR Part 24 – Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs.^{1,2}
- q. 49 CFR Part 26 – Participation by Disadvantaged Business Enterprises in Department of Transportation Programs.
- r. 49 CFR Part 27 – Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance.¹
- s. 49 CFR Part 28 – Enforcement of Nondiscrimination on the Basis of Handicap in Programs or Activities conducted by the Department of Transportation.
- t. 49 CFR Part 30 - Denial of public works contracts to suppliers of goods and services of countries that deny procurement market access to U.S. contractors.
- u. 49 CFR Part 32 – Governmentwide Requirements for Drug-Free Workplace (Financial Assistance)
- v. 49 CFR Part 37 – Transportation Services for Individuals with Disabilities (ADA).
- w. 49 CFR Part 41 - Seismic safety of Federal and federally assisted or regulated new building construction.

Specific Assurances

Specific assurances required to be included in grant agreements by any of the above laws, regulations or circulars are incorporated by reference in this grant agreement.

Footnotes to Assurance C.1.

- ¹ These laws do not apply to airport planning sponsors.
- ² These laws do not apply to private sponsors.
- ³ 49 CFR Part 18 and 2 CFR Part 200 contain requirements for State and Local Governments receiving Federal assistance. Any requirement levied upon State and Local Governments by this regulation and circular shall also be applicable to private sponsors receiving Federal assistance under Title 49, United States Code.
- ⁴ On December 26, 2013 at 78 FR 78590, the Office of Management and Budget (OMB) issued the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in 2 CFR Part 200. 2 CFR Part 200 replaces and combines the former Uniform Administrative Requirements for Grants (OMB Circular A-102 and Circular A-110 or 2 CFR Part 215 or Circular) as well as the Cost Principles (Circulars A-21 or 2 CFR part 220; Circular A-87 or 2 CFR part 225; and A-122, 2 CFR part 230). Additionally it replaces Circular A-133 guidance on the Single Annual Audit. In accordance with 2 CFR section 200.110, the standards set forth in Part 200 which affect administration of Federal awards issued by Federal agencies become effective once implemented by Federal agencies or when any future amendment to this Part becomes final. Federal agencies, including the Department of Transportation, must implement the policies and procedures applicable to Federal awards by promulgating a regulation to be effective by December 26, 2014 unless different provisions are required by statute or approved by OMB.

⁵ Cost principles established in 2 CFR part 200 subpart E must be used as guidelines for determining the eligibility of specific types of expenses.

⁶ Audit requirements established in 2 CFR part 200 subpart F are the guidelines for audits.

2. Responsibility and Authority of the Sponsor.

a. Public Agency Sponsor:

It has legal authority to apply for this grant, and to finance and carry out the proposed project; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

b. Private Sponsor:

It has legal authority to apply for this grant and to finance and carry out the proposed project and comply with all terms, conditions, and assurances of this grant agreement. It shall designate an official representative and shall in writing direct and authorize that person to file this application, including all understandings and assurances contained therein; to act in connection with this application; and to provide such additional information as may be required.

3. Sponsor Fund Availability.

It has sufficient funds available for that portion of the project costs which are not to be paid by the United States. It has sufficient funds available to assure operation and maintenance of items funded under this grant agreement which it will own or control.

4. Good Title.

- a. It, a public agency or the Federal government, holds good title, satisfactory to the Secretary, to the landing area of the airport or site thereof, or will give assurance satisfactory to the Secretary that good title will be acquired.
- b. For noise compatibility program projects to be carried out on the property of the sponsor, it holds good title satisfactory to the Secretary to that portion of the property upon which Federal funds will be expended or will give assurance to the Secretary that good title will be obtained.

5. Preserving Rights and Powers.

- a. It will not take or permit any action which would operate to deprive it of any of the rights and powers necessary to perform any or all of the terms, conditions, and assurances in this grant agreement without the written approval of the Secretary, and will act promptly to acquire, extinguish or modify any outstanding rights or claims of right of others which would interfere with such performance by the sponsor. This shall be done in a manner acceptable to the Secretary.

-
- b. It will not sell, lease, encumber, or otherwise transfer or dispose of any part of its title or other interests in the property shown on Exhibit A to this application or, for a noise compatibility program project, that portion of the property upon which Federal funds have been expended, for the duration of the terms, conditions, and assurances in this grant agreement without approval by the Secretary. If the transferee is found by the Secretary to be eligible under Title 49, United States Code, to assume the obligations of this grant agreement and to have the power, authority, and financial resources to carry out all such obligations, the sponsor shall insert in the contract or document transferring or disposing of the sponsor's interest, and make binding upon the transferee all of the terms, conditions, and assurances contained in this grant agreement.
 - c. For all noise compatibility program projects which are to be carried out by another unit of local government or are on property owned by a unit of local government other than the sponsor, it will enter into an agreement with that government. Except as otherwise specified by the Secretary, that agreement shall obligate that government to the same terms, conditions, and assurances that would be applicable to it if it applied directly to the FAA for a grant to undertake the noise compatibility program project. That agreement and changes thereto must be satisfactory to the Secretary. It will take steps to enforce this agreement against the local government if there is substantial non-compliance with the terms of the agreement.
 - d. For noise compatibility program projects to be carried out on privately owned property, it will enter into an agreement with the owner of that property which includes provisions specified by the Secretary. It will take steps to enforce this agreement against the property owner whenever there is substantial non-compliance with the terms of the agreement.
 - e. If the sponsor is a private sponsor, it will take steps satisfactory to the Secretary to ensure that the airport will continue to function as a public-use airport in accordance with these assurances for the duration of these assurances.
 - f. If an arrangement is made for management and operation of the airport by any agency or person other than the sponsor or an employee of the sponsor, the sponsor will reserve sufficient rights and authority to insure that the airport will be operated and maintained in accordance Title 49, United States Code, the regulations and the terms, conditions and assurances in this grant agreement and shall insure that such arrangement also requires compliance therewith.
 - g. Sponsors of commercial service airports will not permit or enter into any arrangement that results in permission for the owner or tenant of a property used as a residence, or zoned for residential use, to taxi an aircraft between that property and any location on airport. Sponsors of general aviation airports entering into any arrangement that results in permission for the owner of residential real property adjacent to or near the airport must comply with the requirements of Sec. 136 of Public Law 112-95 and the sponsor assurances.

6. Consistency with Local Plans.

The project is reasonably consistent with plans (existing at the time of submission of this application) of public agencies that are authorized by the State in which the project is located to plan for the development of the area surrounding the airport.

7. Consideration of Local Interest.

It has given fair consideration to the interest of communities in or near where the project may be located.

8. Consultation with Users.

In making a decision to undertake any airport development project under Title 49, United States Code, it has undertaken reasonable consultations with affected parties using the airport at which project is proposed.

9. Public Hearings.

In projects involving the location of an airport, an airport runway, or a major runway extension, it has afforded the opportunity for public hearings for the purpose of considering the economic, social, and environmental effects of the airport or runway location and its consistency with goals and objectives of such planning as has been carried out by the community and it shall, when requested by the Secretary, submit a copy of the transcript of such hearings to the Secretary. Further, for such projects, it has on its management board either voting representation from the communities where the project is located or has advised the communities that they have the right to petition the Secretary concerning a proposed project.

10. Metropolitan Planning Organization.

In projects involving the location of an airport, an airport runway, or a major runway extension at a medium or large hub airport, the sponsor has made available to and has provided upon request to the metropolitan planning organization in the area in which the airport is located, if any, a copy of the proposed amendment to the airport layout plan to depict the project and a copy of any airport master plan in which the project is described or depicted.

11. Pavement Preventive Maintenance.

With respect to a project approved after January 1, 1995, for the replacement or reconstruction of pavement at the airport, it assures or certifies that it has implemented an effective airport pavement maintenance-management program and it assures that it will use such program for the useful life of any pavement constructed, reconstructed or repaired with Federal financial assistance at the airport. It will provide such reports on pavement condition and pavement management programs as the Secretary determines may be useful.

12. Terminal Development Prerequisites.

For projects which include terminal development at a public use airport, as defined in Title 49, it has, on the date of submittal of the project grant application, all the safety equipment required for certification of such airport under section 44706 of Title 49, United States Code, and all the security equipment required by rule or regulation, and

has provided for access to the passenger enplaning and deplaning area of such airport to passengers enplaning and deplaning from aircraft other than air carrier aircraft.

13. Accounting System, Audit, and Record Keeping Requirements.

- a. It shall keep all project accounts and records which fully disclose the amount and disposition by the recipient of the proceeds of this grant, the total cost of the project in connection with which this grant is given or used, and the amount or nature of that portion of the cost of the project supplied by other sources, and such other financial records pertinent to the project. The accounts and records shall be kept in accordance with an accounting system that will facilitate an effective audit in accordance with the Single Audit Act of 1984.
- b. It shall make available to the Secretary and the Comptroller General of the United States, or any of their duly authorized representatives, for the purpose of audit and examination, any books, documents, papers, and records of the recipient that are pertinent to this grant. The Secretary may require that an appropriate audit be conducted by a recipient. In any case in which an independent audit is made of the accounts of a sponsor relating to the disposition of the proceeds of a grant or relating to the project in connection with which this grant was given or used, it shall file a certified copy of such audit with the Comptroller General of the United States not later than six (6) months following the close of the fiscal year for which the audit was made.

14. Minimum Wage Rates.

It shall include, in all contracts in excess of \$2,000 for work on any projects funded under this grant agreement which involve labor, provisions establishing minimum rates of wages, to be predetermined by the Secretary of Labor, in accordance with the Davis-Bacon Act, as amended (40 U.S.C. 276a-276a-5), which contractors shall pay to skilled and unskilled labor, and such minimum rates shall be stated in the invitation for bids and shall be included in proposals or bids for the work.

15. Veteran's Preference.

It shall include in all contracts for work on any project funded under this grant agreement which involve labor, such provisions as are necessary to insure that, in the employment of labor (except in executive, administrative, and supervisory positions), preference shall be given to Vietnam era veterans, Persian Gulf veterans, Afghanistan-Iraq war veterans, disabled veterans, and small business concerns owned and controlled by disabled veterans as defined in Section 47112 of Title 49, United States Code. However, this preference shall apply only where the individuals are available and qualified to perform the work to which the employment relates.

16. Conformity to Plans and Specifications.

It will execute the project subject to plans, specifications, and schedules approved by the Secretary. Such plans, specifications, and schedules shall be submitted to the Secretary prior to commencement of site preparation, construction, or other performance under this grant agreement, and, upon approval of the Secretary, shall be incorporated into this grant agreement. Any modification to the approved plans,

specifications, and schedules shall also be subject to approval of the Secretary, and incorporated into this grant agreement.

17. Construction Inspection and Approval.

It will provide and maintain competent technical supervision at the construction site throughout the project to assure that the work conforms to the plans, specifications, and schedules approved by the Secretary for the project. It shall subject the construction work on any project contained in an approved project application to inspection and approval by the Secretary and such work shall be in accordance with regulations and procedures prescribed by the Secretary. Such regulations and procedures shall require such cost and progress reporting by the sponsor or sponsors of such project as the Secretary shall deem necessary.

18. Planning Projects.

In carrying out planning projects:

- a. It will execute the project in accordance with the approved program narrative contained in the project application or with the modifications similarly approved.
- b. It will furnish the Secretary with such periodic reports as required pertaining to the planning project and planning work activities.
- c. It will include in all published material prepared in connection with the planning project a notice that the material was prepared under a grant provided by the United States.
- d. It will make such material available for examination by the public, and agrees that no material prepared with funds under this project shall be subject to copyright in the United States or any other country.
- e. It will give the Secretary unrestricted authority to publish, disclose, distribute, and otherwise use any of the material prepared in connection with this grant.
- f. It will grant the Secretary the right to disapprove the sponsor's employment of specific consultants and their subcontractors to do all or any part of this project as well as the right to disapprove the proposed scope and cost of professional services.
- g. It will grant the Secretary the right to disapprove the use of the sponsor's employees to do all or any part of the project.
- h. It understands and agrees that the Secretary's approval of this project grant or the Secretary's approval of any planning material developed as part of this grant does not constitute or imply any assurance or commitment on the part of the Secretary to approve any pending or future application for a Federal airport grant.

19. Operation and Maintenance.

- a. The airport and all facilities which are necessary to serve the aeronautical users of the airport, other than facilities owned or controlled by the United States, shall be operated at all times in a safe and serviceable condition and in accordance with the minimum standards as may be required or prescribed by applicable Federal,

state and local agencies for maintenance and operation. It will not cause or permit any activity or action thereon which would interfere with its use for airport purposes. It will suitably operate and maintain the airport and all facilities thereon or connected therewith, with due regard to climatic and flood conditions. Any proposal to temporarily close the airport for non-aeronautical purposes must first be approved by the Secretary. In furtherance of this assurance, the sponsor will have in effect arrangements for-

- 1) Operating the airport's aeronautical facilities whenever required;
 - 2) Promptly marking and lighting hazards resulting from airport conditions, including temporary conditions; and
 - 3) Promptly notifying airmen of any condition affecting aeronautical use of the airport. Nothing contained herein shall be construed to require that the airport be operated for aeronautical use during temporary periods when snow, flood or other climatic conditions interfere with such operation and maintenance. Further, nothing herein shall be construed as requiring the maintenance, repair, restoration, or replacement of any structure or facility which is substantially damaged or destroyed due to an act of God or other condition or circumstance beyond the control of the sponsor.
- b. It will suitably operate and maintain noise compatibility program items that it owns or controls upon which Federal funds have been expended.

20. Hazard Removal and Mitigation.

It will take appropriate action to assure that such terminal airspace as is required to protect instrument and visual operations to the airport (including established minimum flight altitudes) will be adequately cleared and protected by removing, lowering, relocating, marking, or lighting or otherwise mitigating existing airport hazards and by preventing the establishment or creation of future airport hazards.

21. Compatible Land Use.

It will take appropriate action, to the extent reasonable, including the adoption of zoning laws, to restrict the use of land adjacent to or in the immediate vicinity of the airport to activities and purposes compatible with normal airport operations, including landing and takeoff of aircraft. In addition, if the project is for noise compatibility program implementation, it will not cause or permit any change in land use, within its jurisdiction, that will reduce its compatibility, with respect to the airport, of the noise compatibility program measures upon which Federal funds have been expended.

22. Economic Nondiscrimination.

- a. It will make the airport available as an airport for public use on reasonable terms and without unjust discrimination to all types, kinds and classes of aeronautical activities, including commercial aeronautical activities offering services to the public at the airport.
- b. In any agreement, contract, lease, or other arrangement under which a right or privilege at the airport is granted to any person, firm, or corporation to conduct or

to engage in any aeronautical activity for furnishing services to the public at the airport, ~~the sponsor will insert and enforce provisions requiring the contractor to~~

- 1) furnish said services on a reasonable, and not unjustly discriminatory, basis to all users thereof, and
 - 2) charge reasonable, and not unjustly discriminatory, prices for each unit or service, provided that the contractor may be allowed to make reasonable and nondiscriminatory discounts, rebates, or other similar types of price reductions to volume purchasers.
- c. Each fixed-based operator at the airport shall be subject to the same rates, fees, rentals, and other charges as are uniformly applicable to all other fixed-based operators making the same or similar uses of such airport and utilizing the same or similar facilities.
 - d. Each air carrier using such airport shall have the right to service itself or to use any fixed-based operator that is authorized or permitted by the airport to serve any air carrier at such airport.
 - e. Each air carrier using such airport (whether as a tenant, non-tenant, or subtenant of another air carrier tenant) shall be subject to such nondiscriminatory and substantially comparable rules, regulations, conditions, rates, fees, rentals, and other charges with respect to facilities directly and substantially related to providing air transportation as are applicable to all such air carriers which make similar use of such airport and utilize similar facilities, subject to reasonable classifications such as tenants or non-tenants and signatory carriers and non-signatory carriers. Classification or status as tenant or signatory shall not be unreasonably withheld by any airport provided an air carrier assumes obligations substantially similar to those already imposed on air carriers in such classification or status.
 - f. It will not exercise or grant any right or privilege which operates to prevent any person, firm, or corporation operating aircraft on the airport from performing any services on its own aircraft with its own employees [including, but not limited to maintenance, repair, and fueling] that it may choose to perform.
 - g. In the event the sponsor itself exercises any of the rights and privileges referred to in this assurance, the services involved will be provided on the same conditions as would apply to the furnishing of such services by commercial aeronautical service providers authorized by the sponsor under these provisions.
 - h. The sponsor may establish such reasonable, and not unjustly discriminatory, conditions to be met by all users of the airport as may be necessary for the safe and efficient operation of the airport.
 - i. The sponsor may prohibit or limit any given type, kind or class of aeronautical use of the airport if such action is necessary for the safe operation of the airport or necessary to serve the civil aviation needs of the public.

23. Exclusive Rights.

It will permit no exclusive right for the use of the airport by any person providing, or intending to provide, aeronautical services to the public. For purposes of this paragraph, the providing of the services at an airport by a single fixed-based operator shall not be construed as an exclusive right if both of the following apply:

- a. It would be unreasonably costly, burdensome, or impractical for more than one fixed-based operator to provide such services, and
- b. If allowing more than one fixed-based operator to provide such services would require the reduction of space leased pursuant to an existing agreement between such single fixed-based operator and such airport. It further agrees that it will not, either directly or indirectly, grant or permit any person, firm, or corporation, the exclusive right at the airport to conduct any aeronautical activities, including, but not limited to charter flights, pilot training, aircraft rental and sightseeing, aerial photography, crop dusting, aerial advertising and surveying, air carrier operations, aircraft sales and services, sale of aviation petroleum products whether or not conducted in conjunction with other aeronautical activity, repair and maintenance of aircraft, sale of aircraft parts, and any other activities which because of their direct relationship to the operation of aircraft can be regarded as an aeronautical activity, and that it will terminate any exclusive right to conduct an aeronautical activity now existing at such an airport before the grant of any assistance under Title 49, United States Code.

24. Fee and Rental Structure.

It will maintain a fee and rental structure for the facilities and services at the airport which will make the airport as self-sustaining as possible under the circumstances existing at the particular airport, taking into account such factors as the volume of traffic and economy of collection. No part of the Federal share of an airport development, airport planning or noise compatibility project for which a grant is made under Title 49, United States Code, the Airport and Airway Improvement Act of 1982, the Federal Airport Act or the Airport and Airway Development Act of 1970 shall be included in the rate basis in establishing fees, rates, and charges for users of that airport.

25. Airport Revenues.

- a. All revenues generated by the airport and any local taxes on aviation fuel established after December 30, 1987, will be expended by it for the capital or operating costs of the airport; the local airport system; or other local facilities which are owned or operated by the owner or operator of the airport and which are directly and substantially related to the actual air transportation of passengers or property; or for noise mitigation purposes on or off the airport. The following exceptions apply to this paragraph:
 - 1) If covenants or assurances in debt obligations issued before September 3, 1982, by the owner or operator of the airport, or provisions enacted before September 3, 1982, in governing statutes controlling the owner or operator's financing, provide for the use of the revenues from any of the airport owner or

operator's facilities, including the airport, to support not only the airport but also the airport owner or operator's general debt obligations or other facilities, then this limitation on the use of all revenues generated by the airport (and, in the case of a public airport, local taxes on aviation fuel) shall not apply.

- 2) If the Secretary approves the sale of a privately owned airport to a public sponsor and provides funding for any portion of the public sponsor's acquisition of land, this limitation on the use of all revenues generated by the sale shall not apply to certain proceeds from the sale. This is conditioned on repayment to the Secretary by the private owner of an amount equal to the remaining unamortized portion (amortized over a 20-year period) of any airport improvement grant made to the private owner for any purpose other than land acquisition on or after October 1, 1996, plus an amount equal to the federal share of the current fair market value of any land acquired with an airport improvement grant made to that airport on or after October 1, 1996.
 - 3) Certain revenue derived from or generated by mineral extraction, production, lease, or other means at a general aviation airport (as defined at Section 47102 of title 49 United States Code), if the FAA determines the airport sponsor meets the requirements set forth in Sec. 813 of Public Law 112-95.
- b. As part of the annual audit required under the Single Audit Act of 1984, the sponsor will direct that the audit will review, and the resulting audit report will provide an opinion concerning, the use of airport revenue and taxes in paragraph (a), and indicating whether funds paid or transferred to the owner or operator are paid or transferred in a manner consistent with Title 49, United States Code and any other applicable provision of law, including any regulation promulgated by the Secretary or Administrator.
 - c. Any civil penalties or other sanctions will be imposed for violation of this assurance in accordance with the provisions of Section 47107 of Title 49, United States Code.

26. Reports and Inspections.

It will:

- a. submit to the Secretary such annual or special financial and operations reports as the Secretary may reasonably request and make such reports available to the public; make available to the public at reasonable times and places a report of the airport budget in a format prescribed by the Secretary;
- b. for airport development projects, make the airport and all airport records and documents affecting the airport, including deeds, leases, operation and use agreements, regulations and other instruments, available for inspection by any duly authorized agent of the Secretary upon reasonable request;
- c. for noise compatibility program projects, make records and documents relating to the project and continued compliance with the terms, conditions, and assurances of this grant agreement including deeds, leases, agreements, regulations, and other instruments, available for inspection by any duly authorized agent of the Secretary upon reasonable request; and

d. in a format and time prescribed by the Secretary, provide to the Secretary and ~~make available to the public following each of its fiscal years, an annual report listing in detail:~~

- 1) all amounts paid by the airport to any other unit of government and the purposes for which each such payment was made; and
- 2) all services and property provided by the airport to other units of government and the amount of compensation received for provision of each such service and property.

27. Use by Government Aircraft.

It will make available all of the facilities of the airport developed with Federal financial assistance and all those usable for landing and takeoff of aircraft to the United States for use by Government aircraft in common with other aircraft at all times without charge, except, if the use by Government aircraft is substantial, charge may be made for a reasonable share, proportional to such use, for the cost of operating and maintaining the facilities used. Unless otherwise determined by the Secretary, or otherwise agreed to by the sponsor and the using agency, substantial use of an airport by Government aircraft will be considered to exist when operations of such aircraft are in excess of those which, in the opinion of the Secretary, would unduly interfere with use of the landing areas by other authorized aircraft, or during any calendar month that –

- a. Five (5) or more Government aircraft are regularly based at the airport or on land adjacent thereto; or
- b. The total number of movements (counting each landing as a movement) of Government aircraft is 300 or more, or the gross accumulative weight of Government aircraft using the airport (the total movement of Government aircraft multiplied by gross weights of such aircraft) is in excess of five million pounds.

28. Land for Federal Facilities.

It will furnish without cost to the Federal Government for use in connection with any air traffic control or air navigation activities, or weather-reporting and communication activities related to air traffic control, any areas of land or water, or estate therein, or rights in buildings of the sponsor as the Secretary considers necessary or desirable for construction, operation, and maintenance at Federal expense of space or facilities for such purposes. Such areas or any portion thereof will be made available as provided herein within four months after receipt of a written request from the Secretary.

29. Airport Layout Plan.

- a. It will keep up to date at all times an airport layout plan of the airport showing
 - 1) boundaries of the airport and all proposed additions thereto, together with the boundaries of all offsite areas owned or controlled by the sponsor for airport purposes and proposed additions thereto;
 - 2) the location and nature of all existing and proposed airport facilities and structures (such as runways, taxiways, aprons, terminal buildings, hangars and

roads), including all proposed extensions and reductions of existing airport facilities;

- 3) the location of all existing and proposed nonaviation areas and of all existing improvements thereon; and
 - 4) all proposed and existing access points used to taxi aircraft across the airport's property boundary. Such airport layout plans and each amendment, revision, or modification thereof, shall be subject to the approval of the Secretary which approval shall be evidenced by the signature of a duly authorized representative of the Secretary on the face of the airport layout plan. The sponsor will not make or permit any changes or alterations in the airport or any of its facilities which are not in conformity with the airport layout plan as approved by the Secretary and which might, in the opinion of the Secretary, adversely affect the safety, utility or efficiency of the airport.
- b. If a change or alteration in the airport or the facilities is made which the Secretary determines adversely affects the safety, utility, or efficiency of any federally owned, leased, or funded property on or off the airport and which is not in conformity with the airport layout plan as approved by the Secretary, the owner or operator will, if requested, by the Secretary (1) eliminate such adverse effect in a manner approved by the Secretary; or (2) bear all costs of relocating such property (or replacement thereof) to a site acceptable to the Secretary and all costs of restoring such property (or replacement thereof) to the level of safety, utility, efficiency, and cost of operation existing before the unapproved change in the airport or its facilities except in the case of a relocation or replacement of an existing airport facility due to a change in the Secretary's design standards beyond the control of the airport sponsor.

30. Civil Rights.

It will promptly take any measures necessary to ensure that no person in the United States shall, on the grounds of race, creed, color, national origin, sex, age, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in any activity conducted with, or benefiting from, funds received from this grant.

- a. Using the definitions of activity, facility and program as found and defined in §§ 21.23 (b) and 21.23 (e) of 49 CFR § 21, the sponsor will facilitate all programs, operate all facilities, or conduct all programs in compliance with all non-discrimination requirements imposed by, or pursuant to these assurances.
- b. Applicability
 - 1) Programs and Activities. If the sponsor has received a grant (or other federal assistance) for any of the sponsor's program or activities, these requirements extend to all of the sponsor's programs and activities.
 - 2) Facilities. Where it receives a grant or other federal financial assistance to construct, expand, renovate, remodel, alter or acquire a facility, or part of a facility, the assurance extends to the entire facility and facilities operated in connection therewith.

3) Real Property. Where the sponsor receives a grant or other Federal financial assistance in the form of, or for the acquisition of real property or an interest in real property, the assurance will extend to rights to space on, over, or under such property.

c. Duration.

The sponsor agrees that it is obligated to this assurance for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the assurance obligates the sponsor, or any transferee for the longer of the following periods:

- 1) So long as the airport is used as an airport, or for another purpose involving the provision of similar services or benefits; or
- 2) So long as the sponsor retains ownership or possession of the property.

d. Required Solicitation Language. It will include the following notification in all solicitations for bids, Requests For Proposals for work, or material under this grant agreement and in all proposals for agreements, including airport concessions, regardless of funding source:

“The **(Name of Sponsor)**, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises and airport concession disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.”

e. Required Contract Provisions.

- 1) It will insert the non-discrimination contract clauses requiring compliance with the acts and regulations relative to non-discrimination in Federally-assisted programs of the DOT, and incorporating the acts and regulations into the contracts by reference in every contract or agreement subject to the non-discrimination in Federally-assisted programs of the DOT acts and regulations.
- 2) It will include a list of the pertinent non-discrimination authorities in every contract that is subject to the non-discrimination acts and regulations.
- 3) It will insert non-discrimination contract clauses as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a sponsor.
- 4) It will insert non-discrimination contract clauses prohibiting discrimination on the basis of race, color, national origin, creed, sex, age, or handicap as a

covenant running with the land, in any future deeds, leases, license, permits, or similar instruments entered into by the sponsor with other parties:

- a) For the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
 - b) For the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
- f. It will provide for such methods of administration for the program as are found by the Secretary to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the acts, the regulations, and this assurance.
- g. It agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the acts, the regulations, and this assurance.

31. Disposal of Land.

- a. For land purchased under a grant for airport noise compatibility purposes, including land serving as a noise buffer, it will dispose of the land, when the land is no longer needed for such purposes, at fair market value, at the earliest practicable time. That portion of the proceeds of such disposition which is proportionate to the United States' share of acquisition of such land will be, at the discretion of the Secretary, (1) reinvested in another project at the airport, or (2) transferred to another eligible airport as prescribed by the Secretary. The Secretary shall give preference to the following, in descending order, (1) reinvestment in an approved noise compatibility project, (2) reinvestment in an approved project that is eligible for grant funding under Section 47117(e) of title 49 United States Code, (3) reinvestment in an approved airport development project that is eligible for grant funding under Sections 47114, 47115, or 47117 of title 49 United States Code, (4) transferred to an eligible sponsor of another public airport to be reinvested in an approved noise compatibility project at that airport, and (5) paid to the Secretary for deposit in the Airport and Airway Trust Fund. If land acquired under a grant for noise compatibility purposes is leased at fair market value and consistent with noise buffering purposes, the lease will not be considered a disposal of the land. Revenues derived from such a lease may be used for an approved airport development project that would otherwise be eligible for grant funding or any permitted use of airport revenue.
- b. For land purchased under a grant for airport development purposes (other than noise compatibility), it will, when the land is no longer needed for airport purposes, dispose of such land at fair market value or make available to the Secretary an amount equal to the United States' proportionate share of the fair market value of the land. That portion of the proceeds of such disposition which is proportionate to the United States' share of the cost of acquisition of such land will, (1) upon application to the Secretary, be reinvested or transferred to another

eligible airport as prescribed by the Secretary. The Secretary shall give preference to the following, in descending order: (1) reinvestment in an approved noise compatibility project, (2) reinvestment in an approved project that is eligible for grant funding under Section 47117(e) of title 49 United States Code, (3) reinvestment in an approved airport development project that is eligible for grant funding under Sections 47114, 47115, or 47117 of title 49 United States Code, (4) transferred to an eligible sponsor of another public airport to be reinvested in an approved noise compatibility project at that airport, and (5) paid to the Secretary for deposit in the Airport and Airway Trust Fund.

- c. Land shall be considered to be needed for airport purposes under this assurance if (1) it may be needed for aeronautical purposes (including runway protection zones) or serve as noise buffer land, and (2) the revenue from interim uses of such land contributes to the financial self-sufficiency of the airport. Further, land purchased with a grant received by an airport operator or owner before December 31, 1987, will be considered to be needed for airport purposes if the Secretary or Federal agency making such grant before December 31, 1987, was notified by the operator or owner of the uses of such land, did not object to such use, and the land continues to be used for that purpose, such use having commenced no later than December 15, 1989.
- d. Disposition of such land under (a) (b) or (c) will be subject to the retention or reservation of any interest or right therein necessary to ensure that such land will only be used for purposes which are compatible with noise levels associated with operation of the airport.

32. Engineering and Design Services.

It will award each contract, or sub-contract for program management, construction management, planning studies, feasibility studies, architectural services, preliminary engineering, design, engineering, surveying, mapping or related services with respect to the project in the same manner as a contract for architectural and engineering services is negotiated under Title IX of the Federal Property and Administrative Services Act of 1949 or an equivalent qualifications-based requirement prescribed for or by the sponsor of the airport.

33. Foreign Market Restrictions.

It will not allow funds provided under this grant to be used to fund any project which uses any product or service of a foreign country during the period in which such foreign country is listed by the United States Trade Representative as denying fair and equitable market opportunities for products and suppliers of the United States in procurement and construction.

34. Policies, Standards, and Specifications.

It will carry out the project in accordance with policies, standards, and specifications approved by the Secretary including but not limited to the advisory circulars listed in the Current FAA Advisory Circulars for AIP projects, dated 3/20/2014 (the latest approved version as of this grant offer) and included in this grant, and in accordance

with applicable state policies, standards, and specifications approved by the Secretary.

35. Relocation and Real Property Acquisition.

- a. It will be guided in acquiring real property, to the greatest extent practicable under State law, by the land acquisition policies in Subpart B of 49 CFR Part 24 and will pay or reimburse property owners for necessary expenses as specified in Subpart B.
- b. It will provide a relocation assistance program offering the services described in Subpart C and fair and reasonable relocation payments and assistance to displaced persons as required in Subpart D and E of 49 CFR Part 24.
- c. It will make available within a reasonable period of time prior to displacement, comparable replacement dwellings to displaced persons in accordance with Subpart E of 49 CFR Part 24.

36. Access By Intercity Buses.

The airport owner or operator will permit, to the maximum extent practicable, intercity buses or other modes of transportation to have access to the airport; however, it has no obligation to fund special facilities for intercity buses or for other modes of transportation.

37. Disadvantaged Business Enterprises.

The sponsor shall not discriminate on the basis of race, color, national origin or sex in the award and performance of any DOT-assisted contract covered by 49 CFR Part 26, or in the award and performance of any concession activity contract covered by 49 CFR Part 23. In addition, the sponsor shall not discriminate on the basis of race, color, national origin or sex in the administration of its DBE and ACDBE programs or the requirements of 49 CFR Parts 23 and 26. The sponsor shall take all necessary and reasonable steps under 49 CFR Parts 23 and 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts, and/or concession contracts. The sponsor's DBE and ACDBE programs, as required by 49 CFR Parts 26 and 23, and as approved by DOT, are incorporated by reference in this agreement. Implementation of these programs is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the sponsor of its failure to carry out its approved program, the Department may impose sanctions as provided for under Parts 26 and 23 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1936 (31 U.S.C. 3801).

38. Hangar Construction.

If the airport owner or operator and a person who owns an aircraft agree that a hangar is to be constructed at the airport for the aircraft at the aircraft owner's expense, the airport owner or operator will grant to the aircraft owner for the hangar a long term lease that is subject to such terms and conditions on the hangar as the airport owner or operator may impose.

39. Competitive Access.

- a. If the airport owner or operator of a medium or large hub airport (as defined in section 47102 of title 49, U.S.C.) has been unable to accommodate one or more requests by an air carrier for access to gates or other facilities at that airport in order to allow the air carrier to provide service to the airport or to expand service at the airport, the airport owner or operator shall transmit a report to the Secretary that-
 - 1) Describes the requests;
 - 2) Provides an explanation as to why the requests could not be accommodated; and
 - 3) Provides a time frame within which, if any, the airport will be able to accommodate the requests.
- b. Such report shall be due on either February 1 or August 1 of each year if the airport has been unable to accommodate the request(s) in the six month period prior to the applicable due date.