

**GOAL:** Focus on advancing flight procedure work to FAA design process. Have monthly progress updates and appropriate public outreach with the eventual goal to publish procedures diversifying arrival and departure options for Air Traffic Control and aircraft operators. **GREEN:** Indicates Task ON or AHEAD of Schedule as of November 15, 2021. **Neon Green** indicate new since last monthly report based on interpretation of consultant reporting.

Work Plan	Action Steps	Timeline
(1) Develop scope of work and receive vendor/consultant proposal and cost.	<ul style="list-style-type: none"> <li>Solicit Proposal from Vendor to do design work for submission to FAA.</li> <li>Approve scope of work, cost, and Flight Tech Engineering tasks and deliverables.</li> </ul>	<p>Q1</p> <p>Q2</p>
(2) Execute contract to design/build arrival and departure procedures. <ul style="list-style-type: none"> <li>a. Verify final design.</li> <li>b. Verify criteria and obstacles.</li> <li>c. Discuss with FAA offices, tower, and airport. Board and Staff.</li> <li>d. Submit to the FAA for Approval</li> </ul>	<ul style="list-style-type: none"> <li>Prepare Initial IAP Concept Including Design Workspace</li> <li>Prepare FAA RAPT Submission Paperwork &amp; Submission to FAA AFS</li> <li>Submit WAAS Channel Request</li> <li>Complete Environmental Pre-screening</li> <li>Prepare CATEX filing to FAA Environmental</li> <li>Non-Approved Criteria Waiver consultation w/ AFS</li> <li>NFDC Waypoint Request (new reservation or modification)</li> <li>Final IAP Procedure Development based on ATC/AFS/PRB coordination</li> <li>Complete 8260-1, 7A, 9 Forms for IAP</li> <li>Complete 8260-15 Forms for Departure</li> <li>Prepare TARGETS workspace for FAA validation</li> <li>Complete 8260-2 Radio Fix and Holding Data Records for IAP/DP</li> <li>Package Submission: Create IAP Overlay &amp; Obstacle Maps</li> <li>Package Submission: Prepare Flight Inspection Graphic (FLIP)</li> <li>Package Submission: Prepare ARINC 424 package (8260-10 &amp; ARI File)</li> </ul>	<p>Q3 &amp; Q4</p>

(3) Public Awareness and Outreach	<ul style="list-style-type: none"> <li>Publish FP Micro site</li> </ul>	Q2 June 14,2021
(4) Board Update of Final Approval	<ul style="list-style-type: none"> <li>Confirmation of FAA adoption of final alignment</li> </ul>	2022 or 2023
(5) Community Outreach for final alignment	<ul style="list-style-type: none"> <li>Confirmation of Board adoption of final alignment</li> <li>Outreach feedback loop</li> <li>Public dialogue and meetings</li> </ul>	2023
(6) Adoption and Implementation of new FP	<ul style="list-style-type: none"> <li>Letter of Agreement with Oakland Center and NorCal Approach</li> </ul>	2023 or 2024
(7) Tower Training and SOP Adoption	<ul style="list-style-type: none"> <li>Train and modify procedures for tower controllers to diversify runway use with new FP</li> </ul>	2023 or 2024