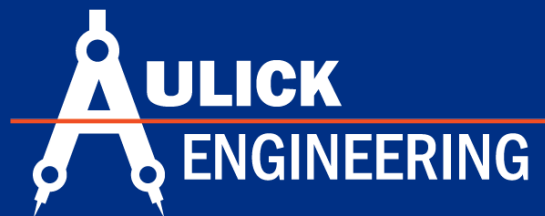


# Airport Inspection

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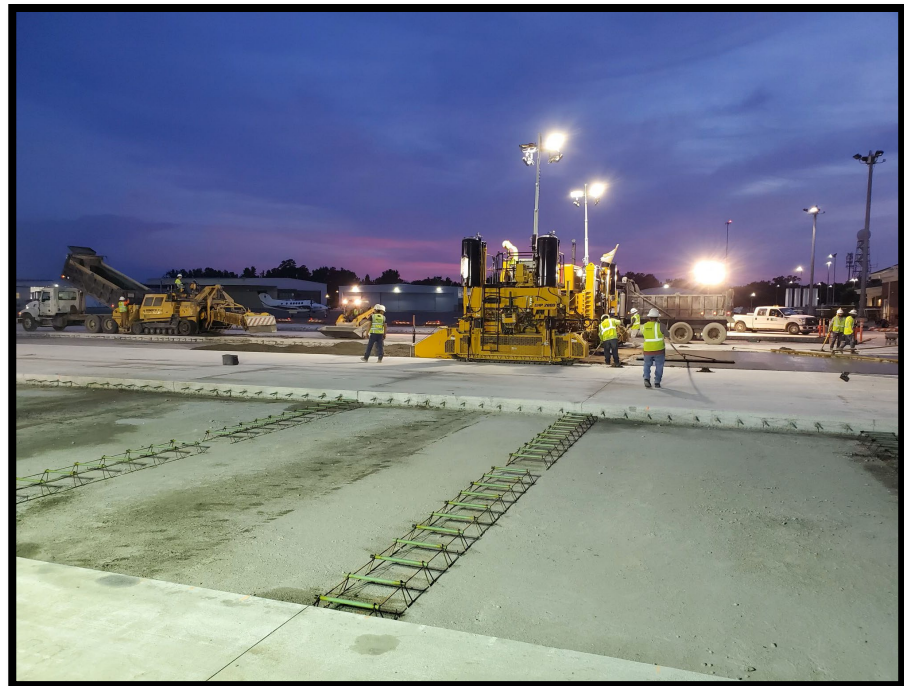
How Airport Sponsors and Inspectors Should  
Team Together for Project Success



# What is Airport Inspection?

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- Airport Inspection involves keeping track of daily construction operations to assure that projects are being constructed in accordance with contract documents and construction plans (*and more*)...



# Why Provide Inspection?

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- *“The sponsor must provide and maintain competent technical supervision at the construction site throughout the project to ensure the work conforms to the plans, specifications, and schedules approved by the FAA for the project.” – FAA AC 150/5370-12B*
- To assist in identifying construction defects and deficiencies and potentially minimize the risk of these deficiencies by being proactive.
- Have an on-site liaison between the sponsor/engineer and contractor, serving as eyes and ears on a project.



# Inspection & Documentation

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WHAT ROUTINE ACTIVITIES SHOULD YOUR INSPECTORS  
BE DOING?

# Project Startup

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- Obtain and Review Project Plans and Specifications
- Attend Pre-Construction Conference
- General File and Office Setup
  - Erosion Control Plans and Forms
  - Diaries / Files / Quantities Sheets
  - Prepare On-site Plans and Exhibits
  - Identify Meeting Space
- Review Submittals
- Coordinate with Engineer for 7-day EC Inspection



# Daily Tasks

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- On-site Observation for Conformity with Contract Documents
- Complete Daily Diary
- Daily Report
- Document Quantities
- Take Photos
- Collect Material Tickets / Shipping Invoices
- Compare Shop Drawings to Materials Coming On-Site
- Maintain Redline Drawings
- Monitor Safety



# Weekly Tasks

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- FAA Reports
- Prepare Weekly Meeting Minutes
- Collect and Monitor Payrolls for Davis Bacon Act
- Review Quantities with Contractor
- Schedule Applicable Construction Materials Testing
  - Review and Maintain Records of QA/QC Reports
- Check-In on Inactive Areas of the Site



# Monthly Tasks

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- Wage Rate Interviews
- Coordinate Pay Application / Approve Quantities





**RESIDENT PROJECT REPRESENTATIVE (RPR) DAILY REPORT**

Project:				
Project No.:	(FAA AIP No.)			
Contractor:				
Date:		Contract Day No.:		of
Weather:	AM:		PM:	
Temperature:	High:		Low:	
	Precipitation:	Day:		Night:
Soil Condition:	AM:		PM:	
Weather Day (Y or N)		Weather Day on account of:		
Total # Weather Days for Month		Over baseline days for month:		
Total # Weather Days for Contract				

Hours Worked	Contractor:	AM	PM	Hours
	Subcontractors:			
		AM	PM	Hours
		AM	PM	Hours
		AM	PM	Hours
		AM	PM	Hours
		AM	PM	Hours
		AM	PM	Hours
		AM	PM	Hours
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		AM	PM	Hours
		AM	PM	Hours
		AM	PM	Hours
		AM	PM	Hours
		AM	PM	Hours
		AM	PM	Hours

**Contractor's Equipment In Use:****Contractor Operations:****Quantities Measured/Calculated today:****Testing Information:**


QA -	
QC -	

**Other Information (i.e., instructions to contractor, visitors to project or other activities on the project):**

# Forms

Daily Inspection Example



 U.S. Department of Transportation <b>Federal Aviation Administration</b>		<b>Construction Progress and Inspection Report</b>  <b>Airport Grant Program</b>		Period Ending
				Project Number
Airport Name				
Project Description			Contractor's Name	
1. Contract Time	No. Days Charged to Date	Last Working Day Charged (Date)		
2. Brief Weather Summary this Period, including Approximate Rainfall and Periods of Below Freezing Temperature <i>(On earthwork jobs, include soil conditions.)</i>				
3. Rough Estimate of Percent Completion to Date of Construction Phases <i>(Include items such as clearing, grading, drainage, base, surface, lighting, etc.)</i>				
4. Work Completed or In Progress this Period				
5a. Summary of Laboratory and Field Testing this Period <i>(Note failing tests and any retests. Summarize out-of-tolerance.)</i>				
5b. Material <i>(Identify material subject to pay reduction.)</i>				
6. Description of Anticipated Work by Contractor for Next Period				
7. Problem Areas/Other Comments <i>(Include revisions to plans and specifications approved or denied, delays, difficulties, etc. and actions taken.)</i>				
<b>SPONSOR'S INSPECTOR OR REPRESENTATIVE</b>				
Date	Typed or Printed Name and Title		Signature	

# Forms

## FAA Weekly Report

[Airports Forms | Federal Aviation Administration \(faa.gov\)](#)



Prime Contractor/Subcontractor:					
Contract ID:		County:			
Project Number:		Date of Interview:			
Employee Name:		Sex:		Race/Ethnic Origin:	
Employee's Title:		Hourly Wage Rate:			
Length of Time in Current Position :		Hire Date:			

1. Description of employee's work at time of interview (include tools used & equipment):

2. Who is your company's EEO Officer?

3. Do you have any valid complaints about wages received or hours worked? Yes  No

Verification of Complaint & documentation type:

4. Are you a union member? Yes  No  If yes, what union do you belong to?

5. If employee is a Trainee, complete the questions below:

a. Have you ever been employed as a journeyman? Yes  No

Classification?

b. What phases of the Training Program have you had?

# Forms

## Wage Rate Interview

Page 1

[LaborInterviewForm.pdf](#)  
([ga.gov](#))



# Forms

## Wage Rate Interview

### Page 2

[LaborInterviewForm.pdf](#)  
[\(ga.gov\)](#)



c. Trainee's Address & Social Security Number:

INTERVIEWER'S COMMENTS:

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Interviewer's Signature Title

Date

**FOR USE OF PAYROLL CHECKER:**

Is the above information in agreement with payroll data and contract requirements? Yes  No

*If **NO** is checked please forward to Area Engineer and District EEO. Documentation and follow up is required.*

Comments:

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Project Engineer

Date

*I hereby attest this labor interview was performed in accordance with the current Construction Manual and provided for the subsequent Payroll Review.*

# Project Completion Tasks

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- Attend Pre-Final Inspection Walk Through
  - Follow up and ensure punch list items are completed
- Attend Final Inspection Conference
- Provide Final Redline Plans to Engineer
- Ensure All Paperwork is Scanned and Emailed



# Photos

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- Photos Show Progress and Provide Documentation
- Photos Show Visual Evidence of Good/Bad
- Photos Help Document Existing Conditions
- Could You Need to See it Later? Take the Pic!
- Take Pictures Daily
  - Use separate folders for pictures that could be needed later.
- Pictures of No Progress are Important Too!



# Photos

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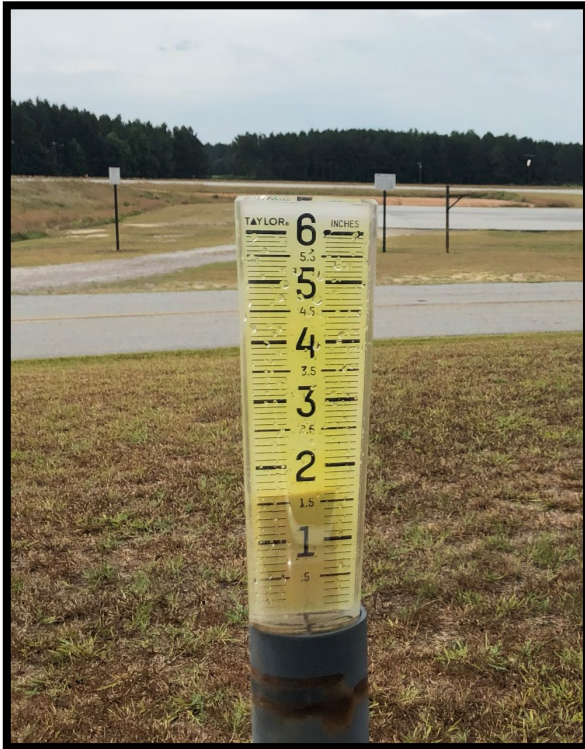
- Types of Photos
  - Equipment On-site (and Idle) – Update Throughout the Project
  - Daily Activities
  - Underground Features During and Completed
  - Pre-Activity Conditions
  - Off-Site Areas Pre-Project and During Construction
    - *May be needed to get back to pre-project condition*
  - Flooding Issues On-Site and Downstream
  - Potential Issues or Change Orders
  - Marketing Photos!
    - *For Airport and Engineer – Pictures Help Communicate Good Projects to Others*



# Photos - Examples

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- What's Going on Here? *(If you said nothing...)*





# Photos - Examples

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- Document Before and After



# Photos - Examples

## ■ Document Equipment – Active and Idle



### Equipment Type

Case 460 Ride-On Trencher  
Wacker RT C-35 Compactor  
Wacker RT C-44 Compactor  
Ingersoll Rand SD-45 Roller  
John Deere 200C LC Hydraulic Excavator  
Cat 242B Skid Steer Loader  
Volvo EC 45 Pro  
D12 Dozer 037P  
Stith D41P D19  
Cat 963B LGP TL-08  
Model 3680 Grinder  
John Deere 200C LC Hydraulic Excavator  
Cat Challenger  
John Deere 862B  
Komatsu TH-4 Excavator  
Ingersoll Rand C-26 Roller  
Volvo EC 460B LC Excavator  
Komatsu PC 300 LC Excavator  
Cat 963C TL-4 Dozer  
Komatsu D65E Dozer  
Cat 815 C-7 Compactor  
Volvo A40D Articulated Truck  
Komatsu PC 200 LC Excavator  
Ford Water Truck  
Cat 938G Loader  
Komatsu D20 Dozer  
Cat 5400E Truck  
Mack Truck



# Photos - Examples

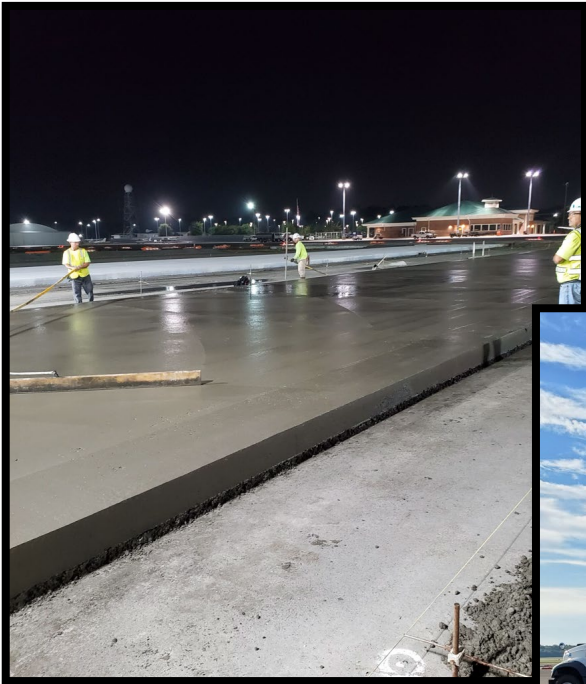
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- Document When Things Go Wrong



# Photos - Examples

- Document On-Going Activities



# Photos - Examples

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- Document Finished Products



# Communication

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WHAT TYPE OF COMMUNICATION AND MEETING INVOLVEMENT SHOULD YOU EXPECT?

# General Coordination

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- Constant Communication with Contractor
  - Field and Office
- Coordination with the CMAT – Moving Target!
- Regular Phone Communication with Engineer/Sponsor
  - Daily/Weekly depending on project size
- In-Person / Phone Calls / Emails with Contractor
- Field Check-Ins with Owner/Engineer a Few Times each Month



# Meetings

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- Weekly Progress Meetings
  - Facilitate Meetings and Prepare Minutes
  - Schedule and Two-week Look Ahead
  - Address Any Issues or Potential Problems
  - Review Submittal Status
  - Discuss Quantities and Pay Applications
  - Review Airport Safety
  - QA/QC Coordination
  - Potential Change Orders
  - Review Project Day Count and Weather Delays if applicable
  - Coordinate NOTAMs / 7460s / Closures / Tenant Impacts





# Meetings

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- Pre-Activity Meetings
  - Major Activities such as P-401/P-501
  - Review the specs for understanding
  - Clear direction for QC vs. QA
  - 1-2 weeks prior to work starting
  - Possibly 1-2 days before if night work or other closure related work needs to be reviewed before starting
- Include Inspectors in Related Meetings
  - Upcoming projects
  - Design reviews
  - Monthly airport meetings



# Identifying Issues

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HOW EARLY IDENTIFICATION OF ISSUES CAN HELP WITH  
PROJECT SUCCESS

# Identifying Issues

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- Early Constructability Plan Review is Important
  - Design Phase coordination (prior to bidding!)
  - Review plans on-site
  - Phasing and schedule are critical for construction review
  - Provides outside eyes with a different vantage point
  - Airport inspectors tend to think like owners / consider maintenance and long-term impacts
  - Also helps to prepare the inspector
- Good Communication Can Avoid Delays
  - Example – if you anticipate unsuitable soils, start talking with QA/QC and Contractor about the plan rather than waiting to encounter them in the field and have delays.



# Identifying Issues

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- Document Potential Issues
  - If you think something could become an issue, start documenting and tracking quantities separately.
  - Keep notes in diary and in meetings
  - Notify Owner/Engineer and ultimately GDOT/FAA if a potential change order could result
- Identifying Issues Early Could Save Money
  - If any issue is found early, there is more time to find a cost-effective solution– if found later the options are more limited.
- Prior Experience at YOUR Airport Can Be Valuable
  - Inspectors see multiple projects and often know about poor soils/rocks/utilities that may not be in survey/geotech.



# Identifying Issues - Examples

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- Determine how to measure rock or other critical quantities ahead of time.
- Inspector noticed grades on plans didn't match field conditions. Working with engineer they were able to field modify using basic assumptions to keep things moving and avoid costly rework.
- Inspector noticed forms for P-501 looked off. Had contractor check and a whole section was surveyed wrong. Avoided tearing out and replacing concrete.
- Inspector worked with CMAT to optimize soil cement content to save over \$200K.



# Identifying Issues - Example

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- Conduit Bored Through Existing Pipe
  - Inspector found mud in downstream inlet – could have gone unnoticed until after Project and become a larger issue.
  - Quick camera check and coordination with Engineer resulted in no project delay.



# Identifying Issues - Example

- Damaged Pipe
  - Inspector saw pipe on-site and said it couldn't be used – next day it was in the ground – then had to be ripped out.



# Airport Inspectors are Specialized

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WHAT MAKES A GOOD INSPECTOR AND HOW DO YOU  
FIND THE RIGHT INSPECTOR FOR YOUR PROJECT?



# Airport Inspectors

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- Provide Full-Service Inspection
  - Taking tickets, monitoring construction, running meetings, making field decisions, coordinating field issues, etc.
- Have to Become Experts in Multiple Disciplines
  - Clearing, EC, Grading, Drainage, Paving, Lighting, Utilities, etc.
  - Also learn multiple state specifications as well FAA specs
- Must Understand and Respect Airfields
- Often Pull the Night Shifts
- Are Always Learning
  - Changes to FAA Specs, New Airports, etc.



# Airport Inspectors

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- Airport inspectors must be organized, communicate effectively with the Sponsor, Contractor, and Engineer, and plan ahead as much as possible.
- Inspection is an Integral Part of the Team
  - Not just a box to check.
  - Aren't gate guards – the need to be on-site overseeing project
- Can Be an Integral Part of Project Success
  - And often project savings!



# Airport Inspectors

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- Make Sure Inspectors are Qualified and Prepared



# Great Airport Inspectors

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- Approach Projects with a Team Mindset
  - GDOT / FAA / Engineer / Contractor / Airport / Inspector / CMAT
  - Everyone works together for a common goal – project success
- Proactive Rather than a Reactive Approach
- Passion – Treat the Airport Like it's Their Own
  - Become an extension of Airport Staff
  - Get to know the Airport Managers / Operations Staff
- Experience, Experience, Experience
- Finding the Right Fit is Important Too!



# To the Sponsor...

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SOME INSIGHT WE'VE FOUND OVER THE YEARS.



# Lessons Learned

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- Timely and Consistent Communication is Key
- Treat People with Respect and Kindness
- Try to Be Fair, Especially to Contractors
  - Teamwork can go a long way and everyone wins!
- A Little Time to Think/Discuss Can Go a Long Way
  - Before and during construction
  - Encourage brainstorming with the engineer, inspector, sponsor, contractor in the room together to work through best, fastest, cheapest solutions.



# Recommendations to Airport

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- You'll Need to Rely On and Trust Your Engineer and Inspector
  - To build that trust, get out there and understand your Project.
  - Get to know your Inspector
- Sit Down with Engineer and Inspector to Review Plans
  - Do the plans meet your long-term needs?
  - Invite maintenance/operations to meetings
- Pay Attention to NOTAMs and 7460s – can get forgotten
- Pay Attention to Haul Routes and Entry/Exit Points
- It's Your Airport – Walk Around / Speak Up



# Questions?

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How Airport Sponsors and Inspectors Should  
Team Together for Project Success

