TN TDOT
Department of Transportation

EXHIBIT 'A' REVIEW CHECKLIST   AIRPORT: _____

Checklist	Consultant			State
Review Item	**Yes**	**No**	**N/A**	**Agree**
1. Existing Dedicated Airport Property Boundary Line identified. This can consist of a combination of fee interest, easements and/or leases. It may include lands that are not contiguous with the airport boundary. Identify source of base map data.				
Project Manager Comments:				
2. All the airport property parcels are shown and have a unique designation. Parcels with designations from previous Exhibit 'A's should not be changed. However, a new system of designations may be used for *new and future property acquisitions*. Parcel designations must be consistent with grant descriptions.				
Project Manager Comments:				
3. Each segment of a parcel's boundary is described in some manner. Metes and bounds, township/range/section, lot and block, plat or other appropriate property description (may be an attachment to the Exhibit 'A' plan sheet or checklist). Points of reference may also be included to further describe the parcel.				
Project Manager Comments:				
4. Parcels that were once airport property are shown. The date they were released from federal obligations by the FAA and the date of disposal must be included.				
Project Manager Comments:				
5. Parcel information includes: (often in table format)				
a. Grantor (selling owner)				
b. Type of interest acquired (fee simple, easement, etc.)				
c. Type of conveyance instrument				
d. Liber/book and page of recording				
Project Manager Comments:				
6. Acreage				
a. Each Parcel				
b. Easements				
c. Total Airport				
d. Total proposed fee simple				
e. Total proposed easement				
f. Total current non-aeronautical				
g. Total proposed non-aeronautical				

Effective: March 2018

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7. Each airport property parcel shows: (often in table format)				
a. FAA grant number, including year if acquired under a grant				
b. Surplus Property Transfer, Government Land Transfer or other statutory federal agreements/conditions. See FAA Order 5010.4 and form 5010-1 Data Element #25 for additional information.				
c. Type of easement (clearing, avigation, utility, right of way, expiration date, easement held by others, subordination agreement, etc.)				
d. Date and type of release/land use change approval (aeronautical use, interim use, concurrent use, etc.). This can also include any release from federal obligations such as a release from the National Emergency Use Provision (NEUP), mineral rights, liens, residential through-the-fence access agreements, etc.				
e. Date of property disposal				
f. Public land references, if applicable (PIN #/Assessors #, date of recording, book and page, etc.)				
g. Any known encumbrances on the property				
Project Manager Comments:				
8. Purpose of acquisition (current/future development, concurrent use, noise, revenue production, etc.), often in table format. Interim use can be identified with an attached reference.				
Project Manager Comments:				
9. The plan shows the following for both existing and future configurations based upon the approved Airport Layout Plan:				
a. Runway Protection Zones (RPZ)				
b. Runways				
c. Runway Safety Areas (RSA)				
d. Runway Object Free Areas (OFA)				
e. Taxiways				
f. Other airport design surfaces (as necessary, must maintain a legible map)				
g. Road/railroad right-of-ways				
h. Bearing and distance of airport property lines				
Project Manager Comments:				
10. North arrow, legend and graphic/numerical scale is shown				
Project Manager Comments:				

Checklist		Consultant			State
Review Item	**Yes**	**No**	**N/A**	**Agree**	
11. If the Exhibit 'A' is being submitted as part of a land acquisition project, the parcels being acquired are shown					
Project Manager Comments:					
12. Title block clearly labeled as Exhibit "A" Airport Property Inventory Maps and dated					
Project Manager Comments:					
13. Revision block/table, Sponsor approval block, Preparer's block, dated					
Project Manager Comments:					
14. Understandable and legible legend, including all line types and symbols used					
Project Manager Comments:					
15. Parcel table is legible					
Project Manager Comments:					
Provide an explanation for any checklist item marked 'No'.					