

NON-FEDERAL REIMBURSABLE AGREEMENT

BETWEEN

**DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**

AND

AUGUSTA REGIONAL AIRPORT, AUGUSTA, GEORGIA

WHEREAS, the Federal Aviation Administration (FAA) can furnish directly or by contract, material, supplies, equipment, and services which the Augusta Regional Airport Authority (Sponsor) requires, has funds available for, and has determined should be obtained from the FAA;

WHEREAS, it has been determined that competition with the private sector for provision of such material, supplies, equipment, and services is minimal; the proposed activity will advance the FAA's mission; and the FAA has a unique capability that will be of benefit to the Sponsor while helping to advance the FAA's mission;

NOW THEREFORE, the FAA and the Sponsor mutually agree as follows:

ARTICLE 1. Parties

The Parties to this Agreement are the FAA and **Augusta Regional Airport Authority**.

ARTICLE 2. Type of Agreement

This Agreement is an "other transaction" authorized under 49 U.S.C. § 106(l)(6). It is not intended to be, nor will it be construed as, a partnership, corporation, joint venture or other business organization.

ARTICLE 3. Scope

A. The purpose of this Agreement between the FAA and the Sponsor is to provide FAA engineering design review and construction oversight for the Sponsor's effort to establish Special Authorization Category II Approach (SA CAT II) on Runway 35. This effort includes the sponsor's upgrade of the ILS system (Localizer and Glide Slope. This Agreement provides funding for the FAA to establish these services. Therefore, this Agreement is titled:

**“Upgrade Mark 1F Instrument Landing System (ILS) at
Augusta Regional Airport”**

B. The FAA will perform the following activities:

1. Provide all available site-specific facility reference drawings. Provide FAA Computer-Aided Engineering Graphic (CAEG) Drawing Standards package to assist design firms with standards compliance. This package will include example drawings (paper and electronic copies), map files, symbol libraries and related documentation.
2. Provide guidance, technical assistance and review the Sponsor's design drawings and specification for the following:
 - a. The upgrade from a Mark 1F Hybrid to a 14-element ILS 420 Localizer and Glide Slope with Capture Effect.
3. Review Sponsor provided construction design packages, at the 60%, 90% and 100% levels of the project. At each review, the FAA shall have a maximum of 30 business days to provide feedback through written instructions, drawings and other communications regarding the sufficiency of the Sponsor's designs.
4. Provide a resident engineer (RE) and project engineer during construction. The RE will arrive on-site a week before the start of work (for security clearances and pre-construction meeting) and remain on FAA facilities until all construction punch-lists are cleared. The RE will have no contractual relationship with the Project Sponsor's contractor. The RE will submit weekly reports documenting construction progress and be responsible for promptly identifying pertinent issues (such as lack of progress, safety/quality problems, etc.) to the Project Sponsor.
5. Procure new dual element/dual frequency ILS system with capture effect (Thales ILS 420 system as specified) at sponsor expense.
6. Procure necessary spares, depot spares and test equipment for the ILS at sponsor expense
7. Conduct initial site survey to determine usability of existing equipment shelters. Procure GS and LOC equipment shelters per site survey determination at sponsor expense.
8. Perform all cable terminations, final installation and tune-up of ILS electronics.
9. Provide Installation Engineers and Technicians for final installation and tune-up of the ILS electronics equipment. The Installation Engineers/Technicians will be on-site from the start of the electronics installation until the facilities pass flight inspection. We estimate a duration of 45 consecutive calendar days for NAVAIDS Reimbursable Center Technicians.
10. Establish Remote Maintenance Monitoring to include telco.
11. Perform commissioning flight check(s) on all FAA equipment included in this agreement.
12. Coordinate lease modification requirements with the Sponsor for each facility.
13. Arrange for the shipment of the existing equipment to the FAA Depot in Oklahoma City, OK or other FAA location as needed.
14. Participate in the Contractor's Acceptance Inspection (CAI) with the local FAA representative and the Sponsor for the ILS.

15. Conduct a Joint Acceptance Inspection (JAI) with the local FAA representative and the Sponsor. A formal list of exceptions (as defined in FAA Order 6010.7A as conditions within the scope of the project that do not meet FAA standards of acceptability) will be given to the Project Sponsor within 15 calendar days of facility commissioning/restoration. Latent defects may be added to the list of exceptions through the formal process outlined in the JAI Order.

C. The Sponsor will perform the following activities:

1. Provide construction drawings and specifications that comply with the FAA CAEG Standards and current FAA design criteria. Provide CAD Files prior to construction and upon completion with as-built mark ups.
2. Develop construction design package for the replacement of the current ILS with the Thales ILS-420 system, glideslope and localizer, to include the foundation, cables and wiring, duct bank, conduits and grounding plan necessary to install the system. This may include modifications to the existing platform or foundation.
3. Submit design package for FAA approval. Five sets of drawings and specifications shall be provided for each review. The FAA shall have 30 days to provide comments for each submittal.
4. Provide a designated representative who will be available to the FAA during this project. This representative will be responsible for addressing FAA concerns to the Project Sponsor's contractor as well as assisting FAA in ensuring timely permit and airport coordination approvals.
5. Construct infrastructure to install new dual element/dual frequency ILS system with capture effect (Thales ILS 420 system as specified) according to FAA approved design specifications.
6. Notify the FAA Project Engineer, a minimum of 30 calendar days in advance of major project milestones. Major milestones shall include a Notice to Proceed, changes to the project schedule, facility outages and formal inspections. A project schedule must be presented to the FAA in advance of the Notice to Proceed for planning purposes.
7. Complete all necessary environmental plan approvals and obtain associated permits.
8. Obtain all necessary construction permits, easements and encroachment permits. This work includes meeting all airport security requirements, submitting Form 7460-1 (Notice of Proposed Construction or Alteration) and Form 7460-2 (Supplemental Notice).
9. Participate in CAI and final JAI with FAA representatives and correct construction exceptions as noted. If exceptions are not corrected within 45 calendar days, the FAA will clear remaining CAI/JAI exceptions and charge the cost to the Sponsor through the reimbursable agreement. All exceptions must be cleared or otherwise resolved before the agreement can be closed out.
10. Provide 'as-built' drawings to the FAA in paper and electronic file transfer forms within 60 days of project completion.

11. Submit FAA Form 6000-26 Airport Sponsor Strategic Event Submission Form no less than 45 days prior to the start of construction that will impact NAS facilities, result in a full or partial runway closure, or result in a significant taxiway closure. This form is available on the Obstruction Evaluation/Airport Airspace Analysis (OE/AAA) website. This form may also be used to notify the FAA of any changes to the project schedule.

D. This agreement is in whole or in part funded with funding from an AIP grant [] Yes [x] No. If Yes, the grant date is: _____ and the grant number is: _____ . If the grant information is not available at the time of agreement execution, the Sponsor will provide the grant information to the FAA when it becomes available.

ARTICLE 4. Points of Contact

A. FAA:

1. The FAA Eastern Service Area, Planning and Requirements Group, NAS Planning and Integration Office will provide administrative oversight of this Agreement. Timothy Arch is the Lead Planner and liaison with the Sponsor and can be reached at (404) 305-7181 or via email at timothy.arch@faa.gov. This liaison is not authorized to make any commitment, or otherwise obligate the FAA, or authorize any changes that affect the estimated cost, period of performance, or other terms and conditions of this Agreement.
2. The FAA Eastern Service Area, NAVAIDS Engineering Center will perform the scope of work included in this Agreement. James Baldwin is the NAVAIDS Engineering Center Manager and liaison with the Sponsor and can be reached at (404) 305-7059 or via email at james.baldwin@faa.gov. This liaison is not authorized to make any commitment, or otherwise obligate the FAA, or authorize any changes that affect the estimated cost, period of performance, or other terms and conditions of this Agreement.
3. FAA Contracting Officer: The execution, amendment, and administration of this Agreement must be authorized and accomplished by the Contracting Officer, Brad Logan, who can be reached at (817) 222-1395 or via email at brad.logan@faa.gov.

B. Sponsor:

Herbert Judon Jr., AAE
Executive Director
Augusta Regional Airport
1501 Aviation Way
Augusta GA 30906
706.798.3236

ARTICLE 5. Non-Interference with Operations

The Sponsor understands and hereby agrees that any relocation, replacement, or modification of any existing or future FAA facility, system, and/or equipment covered by this Agreement during its term or any renewal thereof made necessary by Sponsor improvements, changes, or other actions which in the FAA's opinion interfere with the technical and/or operations characteristics of an FAA facility, system, and/or piece of equipment will be at the expense of the Sponsor, except when such improvements or changes are made at the written request of the FAA. In the event such relocations, replacements, or modifications are necessitated due to causes not attributable to either the Sponsor or the FAA, the parties will determine funding responsibility.

ARTICLE 6. Property Transfer

- A. To the extent that the Sponsor provides any material associated with the Project, and to the extent that performance of the requirements of this Project results in the creation of assets constructed, emplaced, or installed by the Sponsor, all such material (buildings, equipment, systems, components, cable enclosures, etc.) and assets will be transferred to and become the property of the FAA upon project completion. For purposes of this Article 6, "project completion" means that FAA has inspected the specific equipment or construction, and has accepted it as substantially complete and ready for use. The creation of an additional agreement will not be required, unless such other agreement is required by the laws of the state in which the subject property is located. The Sponsor and FAA acknowledge by execution of this agreement the FAA will accept the fundamental responsibilities of ownership by assuming all operations and maintenance requirements for all property transferred to the FAA. The transfer of asset(s) will occur on the date the asset(s) is placed in service. It has been determined the subject transfer(s) to FAA is in the best interest of both the Sponsor and FAA.
- B. In order to ensure that the assets and materials subject to this Article remain fully accounted-for and operational, the Sponsor will provide the FAA any additional documents and publications that will enhance the FAA's ability to manage, maintain and track the assets being transferred. Examples may include, but are not limited to, operator manuals, maintenance publications, warranties, inspection reports, etc. These documents will be considered required hand-off items upon Project completion.

ARTICLE 7. Estimated Costs

The estimated FAA costs associated with this Agreement are as follows:

DESCRIPTION OF REIMBURSABLE ITEM	ESTIMATED COST
Labor	
WB4020 Engineering	\$ 30,352.00
WB4050 Construction	\$ 54,240.00
WB4060 Site Preparation	\$ 81,360.00
WB4070 JAI/Cx/Closeout	\$ 39,120.00
Labor Subtotal	\$ 205,072.00
Labor Overhead	\$ 40,768.32
Total Labor	\$ 245,840.32
Non-Labor	
WB4020 Engineering	\$ 2,325.00
WB4050 Construction	\$ 835,887.50
WB4060 Site Preparation	\$ 103,683.50
WB4070 JAI/Cx/Closeout	\$ 10,283.00
WB4080 Telecommunications	\$30,000.00
Non-Labor Subtotal	\$982,179.00
Non-Labor Overhead	\$ 78,574.32
Total Non-Labor	\$ 1,060,753.32
TOTAL ESTIMATED COST	\$ 1,306,593.64

ARTICLE 8. Period of Agreement and Effective Date

The effective date of this Agreement is the date of the last signature. This Agreement is considered complete when the final invoice is provided to the Sponsor and a refund is sent or payment is received as provided for in Article 9 of this Agreement. This Agreement will not extend more than five years beyond its effective date.

ARTICLE 9. Reimbursement and Accounting Arrangements

- A. The Sponsor agrees to prepay the entire estimated cost of the Agreement. The Sponsor will send a copy of the executed Agreement and submit full advance payment in the amount stated in Article 7 to the Reimbursable Receipts Team listed in Section C of this Article. The advance payment will be held as a non-interest-bearing deposit. Such advance payment by the Sponsor must be received before the FAA incurs any obligation to implement this Agreement. Upon completion of this Agreement, the final costs will be netted against the advance payment and as appropriate, a refund or final bill will be sent to the sponsor. Per U.S. Treasury guidelines, refunds under \$1.00 will not be processed. Additionally, FAA will not bill the sponsor for amounts less than \$1.00.

- B. The Sponsor certifies that arrangements for sufficient funding have been made to cover the estimated costs of the Agreement.
- C. The Reimbursable Receipts team is identified by the FAA as the billing office for this Agreement. The preferred method of payment for this agreement is via Pay.Gov. The sponsor can use a check or credit card to provide funding in this manner and receipt-processing time is typically within 3 working days. Alternatively, the sponsor can mail the payment to the address shown below. When submitting funding by mail, the Sponsor must include a copy of the executed Agreement and the full advance payment. All payments mailed to the FAA must include the Agreement number, Agreement name, Sponsor name, and project location. Payments submitted by mail are subject to receipt-processing delay of up to 10 working days.

FAA payment remittance address using USPS or overnight method is:

Federal Aviation Administration
Reimbursable Receipts Team
800 Independence Ave S.W.
Attn: Rm 612A
Washington D.C. 20591
Telephone: (202) 267-1307

The Sponsor hereby identifies the office to which the FAA will render bills for the project costs incurred as:

Herbert Judon Jr., AAE
Executive Director
Augusta Regional Airport
1501 Aviation Way
Augusta GA 30906
706.798.3236

- D. The FAA will provide a quarterly Statement of Account of costs incurred against the advance payment.
- E. The cost estimates contained in Article 7 are expected to be the maximum costs associated with this Agreement but may be amended to recover the FAA's actual costs. If during the course of this Agreement actual costs are expected to exceed the estimated costs, the FAA will notify the Sponsor immediately. The FAA will also provide the Sponsor an amendment to the Agreement which includes the FAA's additional costs. The Sponsor agrees to prepay the entire estimated cost of the amendment. The Sponsor will send a copy of the executed amendment to the Agreement to the Reimbursable Receipts Team with the additional advance payment. Work identified in the amendment cannot start until receipt of the additional advance payment. In addition, in the event that a contractor performing work pursuant to the scope of this Agreement brings a claim against the FAA and the FAA incurs additional costs as a result of the claim, the Sponsor agrees to reimburse the FAA for the additional costs incurred whether or not a final bill or a refund has been sent.

ARTICLE 10. Changes and Amendments

Changes and/or amendments to this Agreement will be formalized by a written amendment that will outline in detail the exact nature of the change. Any amendment to this Agreement will be executed in writing and signed by the authorized representative of each party. The parties signing this Agreement and any subsequent amendment(s) represent that each has the authority to execute the same on behalf of their respective organizations. No oral statement by any person will be interpreted as amending or otherwise affecting the terms of the Agreement. Any party to this Agreement may request that it be amended, whereupon the parties will consult to consider such amendments.

ARTICLE 11. Termination

In addition to any other termination rights provided by this Agreement, either party may terminate this Agreement at any time prior to its expiration date, with or without cause, and without incurring any liability or obligation to the terminated party other than payment of amounts due and owing and performance of obligations accrued, in each case on or prior to the termination date, by giving the other party at least thirty (30) days prior written notice of termination. Payment of amounts due and owing may include all costs reimbursable under this Agreement, not previously paid, for the performance of this Agreement before the effective date of the termination; the total cost of terminating and settling contracts entered into by the FAA for the purpose of this Agreement; and any other costs necessary to terminate this Agreement. Upon receipt of a notice of termination, the receiving party will take immediate steps to stop the accrual of any additional obligations which might require payment. All funds due after termination will be netted against the advance payment and, as appropriate, a refund or bill will be issued.

ARTICLE 12. Order of Precedence

If attachments are included in this Agreement and in the event of any inconsistency between the attachments and the terms of this Agreement, the inconsistency will be resolved by giving preference in the following order:

- A. This Agreement
- B. The attachments

ARTICLE 13. Legal Authority

This Agreement is entered into under one or more of the following authorities: 49 U.S.C. § 106(l), 31 U.S. Code 6505 Intergovernmental Cooperation Act. Under these authorities, the Administrator of the FAA is authorized to enter into and perform such contracts, leases, cooperative agreements and other transactions as necessary to carry out the functions of the Administrator and the Administration on such terms and conditions as the Administrator considers appropriate. Nothing in this Agreement will be construed as incorporating by reference or implication any provision of Federal acquisition law or regulation.

ARTICLE 14. Disputes

Where possible, disputes will be resolved by informal discussion between the parties. In the event the parties are unable to resolve any dispute through good faith negotiations, the dispute will be resolved by alternative dispute resolution using a method to be agreed upon by the parties. The outcome of the alternative dispute resolution will be final unless it is timely appealed to the Administrator, whose decision is not subject to further administrative review and, to the extent permitted by law, is final and binding (see 49 U.S.C. § 46110).

ARTICLE 15. Warranties

The FAA makes no express or implied warranties as to any matter arising under this Agreement, or as to the ownership, merchantability, or fitness for a particular purpose of any property, including any equipment, device, or software that may be provided under this Agreement.

ARTICLE 16. Insurance

The Sponsor will arrange by insurance or otherwise for the full protection of itself from and against all liability to third parties arising out of, or related to, its performance of this Agreement. The FAA assumes no liability under this Agreement for any losses arising out of any action or inaction by the Sponsor, its employees, or contractors, or any third party acting on its behalf.

ARTICLE 17. Limitation of Liability

To the extent permitted by law, the Sponsor agrees to indemnify and hold harmless the FAA, its officers, agents and employees from all causes of action, suits or claims arising out of the work performed under this Agreement. However, to the extent that such claim is determined to have arisen from the act or omission by an officer, agent, or employee of the FAA acting within the scope of his or her employment, this hold harmless obligation will not apply and the provisions of the Federal Tort Claims Act, 28 U.S.C. § 2671, et seq., will control. The FAA assumes no liability for any losses arising out of any action or inaction by the Sponsor, its employees, or contractors, or any third party acting on its behalf. In no event will the FAA be liable for claims for consequential, punitive, special and incidental damages, claims for lost profits, or other indirect damages.

ARTICLE 18. Civil Rights Act

The Sponsor will comply with Title VI of the Civil Rights Act of 1964 relating to nondiscrimination in federally assisted programs.

ARTICLE 19. Protection of Information

The parties agree that they will take appropriate measures to identify and protect proprietary, privileged, or otherwise confidential information that may come into their possession as a result of this Agreement.

ARTICLE 20. Security

In the event that the security office determines that the security requirements under FAA Order 1600.72A applies to work under this Agreement, the FAA is responsible for ensuring that security requirements, including compliance with AMS clause 3.14.2.1, Contractor Personnel Suitability Requirements are met.

ARTICLE 21. RESERVED

ARTICLE 22. Entire Agreement

This document is the entire Agreement of the parties, who accept the terms of this Agreement as shown by their signatures below. In the event the parties duly execute any amendment to this Agreement, the terms of such amendment will supersede the terms of this Agreement to the extent of any inconsistency. Each party acknowledges participation in the negotiations and drafting of this Agreement and any amendments thereto, and, accordingly that this Agreement will not be construed more stringently against one party than against the other. If this Agreement is not executed by the Sponsor within 120 calendar days after the FAA transmits it to the Sponsor, the terms contained and set forth in this Agreement shall be null and void. Additionally, the FAA expects this agreement to be funded within 120 days of execution, if funding is not received by that date; the FAA may exercise the right to renegotiate estimated costs.

AGREED:

**FEDERAL AVIATION
ADMINISTRATION**

AUGUSTA REGIONAL AIRPORT

SIGNATURE _____
NAME _____
TITLE Contracting Officer
DATE _____

SIGNATURE _____
NAME _____
TITLE _____
DATE _____



U.S. Department Of
Transportation
**Federal Aviation
Administration**

Southwest Region
Logistics Service Area

Fort Worth, TX 76193

March 9, 2023

Herbert Judon Jr., AAE
Executive Director
Augusta Regional Airport
1501 Aviation Way
Augusta GA 30906

Dear Mr. Judon,

This document is the payment computation and the request for payment referenced in Article 9 of Reimbursable Agreement #AJW-FN-ESA-22-SO-005136 between the Federal Aviation Administration and Augusta Regional Airport Authority. (Herein referred to as the Agreement) to which this document is attached.

As set forth in Article 7 of Reimbursable Agreement #AJW-FN-ESA-22-SO-005136 the agency's total estimated cost to be reimbursed is \$1,306,593.64. The advance payment, or start-up amount will be \$1,306,593.64. The Sponsor can either make payment via check (Type the MOA/RA number on the check to expedite processing.) or you can use Pay.Gov (Most Preferred Method). Attached to this document are the instructions on how to use pay.gov.

Upon receipt of this notice, please send payment or pay via Pay.Gov in the amount of \$1,306,593.64. to the FAA as described in Article 9 of the Agreement. After payment is received, the FAA may begin to incur obligations to implement the Agreement. Please provide Mr. Brad Logan a copy of that check.

When you send your payment, please include a copy of this document and send payment to:

Billing Office/Fedex Address

Federal Aviation Administration
Reimbursable Receipts Team
800 Independence Ave. S.W.
Room 612A
Washington D.C. 20591
Telephone: 202-267-1307

For further information, please contact Mr. Brad Logan, Acquisition Management Branch, AAQ-570, 817-222-4395.

Sincerely,

Bradley K. Logan

Bradley K. Logan
Contracting Officer

Enclosure

Reimbursable Agreement #AJW-FN-ESA-22-SO-005136

cc: Planning and Requirements Group



U.S. Department Of
Transportation
**Federal Aviation
Administration**

Southwest Region
Logistics Service Area

Fort Worth, TX 76193

March 9, 2023

Herbert Judon Jr., AAE
Executive Director
Augusta Regional Airport
1501 Aviation Way
Augusta GA 30906

Dear Mr. Judon,

This letter is in reference to Reimbursable Agreement #AJW-FN-ESA-22-SO-005136 between the Federal Aviation Administration and Augusta Regional Airport Authority. Please send one (1) signed copy via E:Mail and if you still require a wet signature, please send one (1) original to the following address:

Federal Aviation Administration
Attn: Brad Logan (AAQ-570)
10101 Hillwood Parkway
Fort Worth, Texas 76177

For further information, please contact Mr. Brad Logan, Acquisition Management Branch, AAQ-570, 817-222-4395.

Sincerely,

Bradley K. Logan

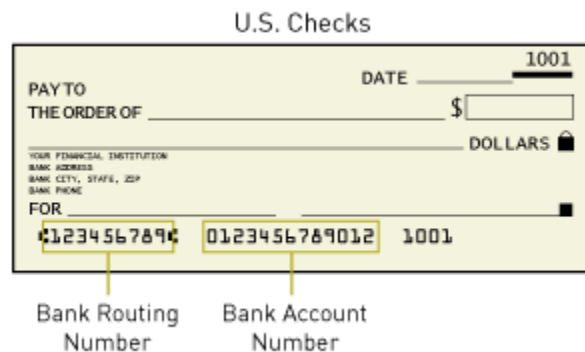
Bradley K. Logan
Contracting Officer

Enclosure
Reimbursable Agreement #AJW-FN-ESA-22-SO-005136
cc: Planning and Requirements Group

The FAA Reimbursable Program preferred method of payment is Pay.Gov

Pay.gov Facts

- Free of charge
- Secure processing
- Overnight post to Treasury
- Eliminates mailing costs
- Eliminates 5-7 working days of transit and processing to the FAA
- Forms of payments accepted:
 - Checks accepted – (see image below for check routing and account number information.)



- Debit or Credit Cards accepted – Up to the daily limit
- Bank Account (ACH) accepted
- Amazon Account accepted

Non Federal Customers

Submitting Reimbursable Payment via pay.gov

Project sponsors can use the pay.gov system to submit payment for FAA reimbursable agreements

- The use of pay.gov is free of charge to the project sponsor/customer
- The project sponsor must still provide the fully executed agreement before funding can be obligated/used within the FAA
- Project sponsors can pay via check or credit card on the pay.gov system
- Credit card payments limit cardholder daily transaction limits set by their credit card bank
- Per type of credit card, the total allowed limitation is \$24,999.00

Basic Instructions for Using pay.gov

Step	Instructions
1. Find the Correct Agency Form	<ul style="list-style-type: none"> • Go to pay.gov website https://www.pay.gov/public/home • Use the Search box at the top of the home page to find “FAA Non-Federal Reimbursable Agreements” or select the link below https://www.pay.gov/public/form/start/30552300 • Click on “continue to the form”
2. Prepare	<p>Prepare payment information by gathering information needed for payment</p> <ul style="list-style-type: none"> • FAA specific information: Agreement Number, FAA POC “AFM-700 Reimbursable Project Team” • Sponsor payment information: checking or savings account number, the bank's routing transit number from a check or bank statement, credit card account number, expiration date and the security code from the back of the card
3. Complete the Agency Form	<p>Complete the FAA Reimbursable Agreement Form</p> <ul style="list-style-type: none"> • Required information is marked with an asterisk (*) • Make sure you have clicked all boxes
4. Enter Your Payment Information	<p>Enter your payment information</p> <ul style="list-style-type: none"> • Select your payment method (e.g., credit card or check) • Make sure you have checked all fields and clicked boxes • Enter Your Payment Account Information • Fill in the payment information. Make sure you type information in all the fields marked with an asterisk (*)
5. Review and Submit Your Payment	<p>Make sure the payment information and amount is correct.</p> <ul style="list-style-type: none"> • If you want to have a confirmation (receipt) emailed to you, click the box next to “I would like to receive an email confirmation of this transaction.” Then type in your email address and confirm it • Click the box next to “I agree to the pay.gov authorization and disclosure statement.” You MUST check this box or the payment will not be accepted
6. Save or Print Your Confirmation	<p>Pay.gov recommends you print the confirmation shown at the end of a payment</p>

Non Federal Customers

- **Information above the first line:** Required information from the person that is making the payment. If questions arise, we will contact the POC listed.
- **Information between the two lines:** Sponsor must enter the FAA Agreement Number in the appropriate field. The Invoice Number may be left blank or type N/A.
- **Information below the last line:** Includes the amount of payment and any other information that that would be helpful. **If the Agreement field does not allow the entire Agreement Number for FAA, please list it again in the payment description field.** Both fields in this section are required.

Screenshot of the Form in pay.gov



FAA Non-Federal Reimbursable A

Company Name *	<input type="text" value="Your Company Name"/>
	<input type="text" value="Additional Company Name"/>
Business Address *	<input type="text" value="Your Company Business Address"/>
Address 2	<input type="text" value="Continued Company Address"/>
City *	<input type="text" value="City Location of the Company"/>
State *	<input type="text" value="WA"/> ▼
Zip Code *	<input type="text" value="11111"/>
POC Name *	<input type="text" value="POC for your Company"/>
POC Phone *	<input type="text" value="(888) 111-1111"/>
POC Email *	<input type="text" value="Your Company POC Email @ your domain.com"/>
<hr/>	
FAA Agreement Number	<input type="text" value="AJF-XX-XX-XX-AC-0026"/>
FAA Invoice Number	<input type="text" value="Field Not Required"/>
FAA POC Name	<input type="text" value="FAA Reimbursable AFM-700 HQ181"/>
<hr/>	
Payment Amount *	<input type="text" value="\$100.00"/>