

# PEACHTREE CITY AIRPORT AUTHORITY

## DISADVANTAGED BUSINESS ENTERPRISE PROGRAM PLAN

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FY 2024-FY 2026 DBE GOAL METHODOLOGY

**Peachtree City, Georgia**  
**July 2023**

Prepared by



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**UNITED STATES DEPARTMENT OF TRANSPORTATION  
DBE PROGRAM – 49 CFR PART 26**

Peachtree City Airport Authority for the  
Atlanta Regional Airport-Falcon Field, Peachtree City GA

**POLICY STATEMENT**

**Section 26.1, 26.23                      Objectives/Policy Statement**

The Peachtree City Airport Authority (hereafter 'the Airport Authority') has established a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the U.S. Department of Transportation (USDOT) 49 CFR Part 26. The Airport Authority has received Federal financial assistance from USDOT, and as a condition of receiving this assistance, the Airport Authority has signed an assurance that they will comply with 49 CFR Part 26.

It is the policy of the Airport Authority to ensure that DBEs, as defined in 49 CFR Part 26, have an equal opportunity to receive and participate in USDOT-assisted contracts. It is also the policy:

1. To ensure nondiscrimination in the award and administration of USDOT – assisted contracts;
2. To create a level playing field on which DBEs can compete fairly for USDOT-assisted contracts;
3. To ensure that the DBE Program is narrowly tailored in accordance with applicable law;
4. To ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs;
5. To help remove barriers to the participation of DBEs in USDOT assisted contracts;
6. To promote the use of DBEs in all types of federally-assisted contracts and procurement activities conducted by recipients
7. To assist the development of firms that can compete successfully in the market place outside the DBE program.
8. To provide appropriate flexibility to recipients of federal financial assistance in establishing and providing opportunities for DBEs.

**Hope Macaluso, Airport Manager, Atlanta Regional Airport-Falcon Field, 7 Falcon Drive, Peachtree City, GA 30269; Phone 770-487-2225, email: [hope@kffc.org](mailto:hope@kffc.org)** has been designated as the DBE Liaison Officer (DBELO). In that capacity, the Airport Manager is responsible for implementing all aspects of the DBE program. Implementation of the DBE program is accorded the same priority as compliance with all other legal obligations incurred by the Airport Authority in its financial assistance agreements with the US Department of Transportation.

The Airport Authority has disseminated this policy statement to its board members, and will distribute this statement to DBE and non-DBE business communities that perform work for the Airport on USDOT-assisted contracts in the following manner:

1. *This policy statement will be prepared as a handout, and made available at pre-bid conferences and/or outreach meetings conducted by the Airport Authority.*
2. *The policy statement will be posted to the Airport Authority's website.*

  
\_\_\_\_\_  
Hope Macaluso, Airport Manager

November 1, 2019  
Date

## **SUBPART A – GENERAL REQUIREMENTS**

### **Section 26.1 Objectives**

The objectives are found in the policy statement on the first page of this program.

### **Section 26.3 Applicability**

The Peachtree City Airport Authority is the recipient of federal airport funds authorized by 49 U.S.C. 47101, *et seq.*

### **Section 26.5 Definitions**

The Airport Authority will adopt the definitions contained in Section 26.5 for this program.

### **Section 26.7 Non-discrimination Requirements**

The Airport Authority will never exclude any person from participation in, deny any person the benefits of, or otherwise discriminate against anyone in connection with the award and performance of any contract covered by 49 CFR Part 26 on the basis of race, color, sex, or national origin.

In administering its DBE program, the Airport Authority will not, directly or through contractual or other arrangements, use criteria or methods of administration that have the effect of defeating or substantially impairing accomplishment of the objectives of the DBE program with respect to individuals of a particular race, color, sex, or national origin.

### **Section 26.11 Record Keeping Requirements**

#### **Reporting to USDOT: 26.11(b)**

The Airport Authority will report DBE participation to USDOT as follows:

The Airport will submit annually, by or before December 1, the Uniform Reports of DBE Awards or Commitments and Payments, as modified for use by FAA recipients, via FAA Civil Rights Connect (<https://faa.civilrightsconnect.com/>).

#### **Bidders List: 26.11(c)**

The Airport Authority will create and maintain a bidders list, consisting of information about all DBE and non-DBE firms that bid or quote on USDOT-assisted contracts. The purpose of this requirement is to allow use of the bidders' list approach to calculating overall goals. The bidder list will include the name, address, DBE non-DBE status, age, and annual gross receipts of firms.

The Airport Authority will collect this information using the Bidders List Data Collection Form, as shown in Attachment 10.

### **Section 26.13            Federal Financial Assistance Agreement**

The Airport Authority has signed the following assurances, applicable to all USDOT-assisted contracts and their administration:

#### Assurance: 26.13(a)

*The Peachtree City Airport Authority shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any USDOT-assisted contract; or in the administration of its DBE Program or the requirements of 49 CFR Part 26. The Airport Authority shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of USDOT assisted contracts. The Airport Authority's DBE Program, as required by 49 CFR Part 26 and as approved by USDOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the Airport Authority of its failure to carry out its approved program, the Department may impose sanction as provided for under 49 CFR Part 26 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 1986 (31 U.S.C. 3801 et seq.).*

This language will appear in financial assistance agreements with sub-recipients.

#### Contract Assurance: 26.13b

The Airport Authority will ensure that the following clause is placed in every USDOT-assisted contract and subcontract:

*The contractor, sub-recipient, or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of USDOT assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the Airport Authority deems appropriate, which may include, but is not limited to:*

- (1) Withholding monthly progress payments;*
- (2) Assessing sanctions;*
- (3) Liquidated damages; and/or*
- (4) Disqualifying the contractor from future bidding as non-responsible.*

## **SUBPART B - ADMINISTRATIVE REQUIREMENTS**

### **Section 26.21 DBE Program Updates**

The Airport Authority is required to have a DBE program meeting the requirements of this part as it will receive grants for airport planning or development and will award prime contracts, cumulative total value of which exceeds \$250,000 in FAA funds in a federal fiscal year. The Airport Authority is not eligible to receive DOT financial assistance unless DOT has approved this DBE program and the Airport Authority is in compliance with it and Part 26. The Airport Authority will continue to carry out this program until all funds from DOT financial assistance have been expended. The Airport Authority does not have to submit regular updates of the DBE program document, as long as it remains in compliance. However, significant changes in the program, including those required by regulatory updates, will be submitted for DOT approval.

### **Section 26.23 Policy Statement**

The policy statement is elaborated on the first page of this program.

### **Section 26.25 DBE Liaison Officer (DBELO)**

The Airport Authority has designated the following individual as its DBE Liaison Officer:

**Hope Macaluso, Airport Manager**  
**Atlanta Regional Airport-Falcon Field**  
**7 Falcon Drive**  
**Peachtree City, GA 30269**  
**Phone 770-487-2225**  
**email: [hope@kffc.org](mailto:hope@kffc.org)**

In that capacity, the DBELO is responsible for implementing all aspects of the DBE program and ensuring that the Airport Authority complies with all provisions of 49 CFR Part 26. The DBELO has direct, independent access to the Airport Authority Chairman concerning DBE program matters. An organization chart displaying the DBELO's position in the organization is found in Attachment 1 to this program.

The DBELO is responsible for developing, implementing, and monitoring the DBE program, in coordination with other appropriate officials. The DBELO, along with her staff, will administer the program. The DBELO performs the following duties and responsibilities:

1. Gathers and reports statistical data and other information as required by USDOT.
2. Reviews third party contracts and purchase requisitions for compliance with this program.
3. Works with all departments to set overall triennial goals.
4. Ensures that bid notices and requests for proposals are available to DBEs in a timely manner.

5. Identifies contracts and procurements so that DBE goals are included in solicitations (both race-neutral methods and contract-specific goals).
6. Analyzes the Airport Authority's progress toward attainment and identifies ways to improve progress.
7. Participates in pre-bid meetings.
8. Advises the Airport Authority on DBE matters and achievement.
9. Provides DBEs with information and assistance in preparing bids, obtaining bonding and insurance.
10. Determines compliance of bidders/offerors with good faith efforts in bid submittals.
11. Provides outreach to DBEs and community organizations to advise them of opportunities.

## **Section 26.27 DBE Financial Institutions**

It is the policy of the Airport Authority to investigate the full extent of services offered by financial institutions owned and controlled by socially and economically disadvantaged individuals in the community, to make reasonable efforts to use these institutions, and to encourage prime contractors on USDOT-assisted contracts to make use of these institutions.

In developing this DBE program, the Airport Authority's efforts did not identify any such institutions within its service area. The Airport Authority will conduct an evaluation on a yearly basis, and if any such institutions are established in the Airport's service area, the Airport Authority will consider the services offered by these institutions and refer them as noted above.

## **Section 26.29 Prompt Payment Mechanisms**

The Airport Authority requires that all subcontractors performing work on USDOT-assisted contracts shall be promptly paid for work performed pursuant to their agreements, in accordance with all relevant federal, state, and local law.

The Airport Authority has established, as part of its DBE Program, a contract clause to require prime contractors to pay subcontractors for satisfactory performance of their contracts no later than 10 days from receipt of each payment made to the prime contractor.

The Airport Authority will ensure prompt and full payment of retainage from the prime contractor to the subcontractor within 10 days after the subcontractor's work is satisfactorily completed. The Airport Authority will hold retainage from prime contractors and provide for prompt and regular incremental acceptances of portions of the prime contract, pay retainage to prime contractors based on these acceptances, and require a contract clause obligating the prime contractor to pay all retainage owed to the subcontractor for satisfactory completion of the accepted work within 10 days after payment to the prime contractor.

To implement this measure the Airport Authority will include the following clause from the FAA Advisory Circular 150-5370-10H in each DOT-assisted prime contract:

- a. *From the total of the amount determined to be payable on a partial payment, 10% percent of such total amount will be deducted and retained by the Airport Authority for protection of the Airport Authority's interests. Unless otherwise instructed by the Airport Authority, the amount retained by the Airport Authority will be in effect until the final payment is made except as follows:*
- (1) *Contractor may request release of retainage on work that has been partially accepted by the Airport Authority in accordance with Section 50-14. Contractor must provide a certified invoice to the RPR that supports the value of retainage held by the Airport Authority for partially accepted work.*
- (2) *In lieu of retainage, the Contractor may exercise at its option the establishment of an escrow account per paragraph 90-08.*
- b. *The Contractor is required to pay all subcontractors for satisfactory performance of their contracts no later than 10 days after the Contractor has received a partial payment. Contractor must provide the Airport Authority evidence of prompt and full payment of retainage held by the prime Contractor to the subcontractor within 10 days after the subcontractor's work is satisfactorily completed. A subcontractor's work is satisfactorily completed when all the tasks called for in the subcontract have been accomplished and documented as required by the Airport Authority. When the Airport Authority has made an incremental acceptance of a portion of a prime contract, the work of a subcontractor covered by that acceptance is deemed to be satisfactorily completed.*
- c. *When at least 95% of the work has been completed to the satisfaction of the RPR, the RPR shall, at the Airport Authority's discretion and with the consent of the surety, prepare estimates of both the contract value and the cost of the remaining work to be done. The Airport Authority may retain an amount not less than twice the contract value or estimated cost, whichever is greater, of the work remaining to be done. The remainder, less all previous payments and deductions, will then be certified for payment to the Contractor.*

The Airport Authority will share information regarding required documentation for payment with subcontractors. The Airport Authority will take steps to promote the timely submission by contractors of invoices for payment, and will also maintain adequate internal controls to facilitate timely payment to contractors.

## **Section 26.31      Directory**

The primary Disadvantaged Business Enterprise Directory for the Airport Authority comes from the Georgia Department of Transportation (GDOT) and contains listings of certified minority- and women-owned construction firms and material suppliers from throughout the State of Georgia.

GDOT maintains active lists of certified disadvantaged businesses located throughout the state. Therefore, all of the firms listed in the directory have been certified by the state and in accordance with USDOT criteria. It should be noted also that these listings and certifications are periodically updated with some firms being added, while others are removed. The directory should enable



prime contractors for projects at the Airport to proceed more easily in their attempts to comply with overall goals regarding Disadvantaged Business Enterprises.

GDOT revises the directory in real time, and the weblink may be found in [Attachment 2](#).

### **Section 26.33            Overconcentration**

The Airport Authority has not identified that overconcentration exists in the types of work that DBEs perform. However, the DBELO will continue to monitor the various categories every three years to ensure that non-DBE firms are not unduly burdened.

### **Section 26.35            Business Development Programs**

The Airport Authority has not established a business development program. The DBELO will re-evaluate the need for such a program every three years.

### **Section 26.37            Monitoring and Enforcement Mechanisms**

#### Monitoring Payments to DBEs and Non-DBEs

The Airport Authority will provide ongoing monitoring of prime contractor payments to subcontractors over the course of any covered contract. The Airport Authority will require prime contractors to report documentation of payments to subcontractors monthly. The DBELO will review and verify that payments have been made and retainage has been returned to subcontractors in accordance with Section 26.29.

The Airport Authority will require prime contractors to maintain records and documents of payments to subcontractors, including DBEs, for a minimum of three (3) years unless otherwise provided by applicable record retention requirements for the Airport Authority's financial assistance agreement, whichever is longer. These records will be made available for inspection upon request by any authorized representative of the Airport Authority or DOT. This reporting requirement extends to all subcontractors, both DBE and non-DBE.

The Airport Authority uses a number of DBE forms, which can be found in [Attachment 3](#), to collect DBE information for initial project setup and for ongoing monitoring of DBE participation:

- DBE Project Compliance Review Checklist
- Listing of DBE Subcontractors
- DBE Monthly Report
- DBE Commercially Useful Function Report

The DBELO or the Airport Authority's representative will conduct onsite compliance reviews of FAA-funded projects. The DBELO will review all DBE subcontracts and payments, and will evaluate any DBE firms working on the project during the date of the visit. The DBELO will conduct a commercially useful function (CUF) review at least once during the project for all DBEs. The DBELO will also review monthly progress reports submitted by prime contractors to

determine if they are on track to meet the DBE goal. Written certification will be documented by the DBELO on the DBE Project Compliance Review Checklist form.

#### Prompt Payment Dispute Resolution

The Airport Authority will take the following steps to resolve disputes as to whether work has been satisfactorily completed for purposes of §26.29.

A meeting will be scheduled with the prime contractor, subcontractor, DBELO and other appropriate Airport representative(s). Any meeting for the purpose of dispute resolution will include Airport Authority representative(s) authorized to bind each interested party, including representative(s) with authorization to take enforcement action.

The Airport Authority has established, as part of its DBE program, the following mechanism(s) to ensure prompt payment and return of retainage:

A contract clause providing that the prime contractor will not be reimbursed for work performed by subcontractors unless and until the prime contractor ensures that the subcontractors are promptly paid for the work they have performed.

*If the prime contractor has not paid subcontractors in accordance with 26.29, the Airport Authority will not reimburse the prime contractor for work performed by subcontractors until the prime contractor is in compliance with 26.29.*

#### Prompt Payment Complaints

Complaints by subcontractors regarding the prompt payment requirements are handled according to the following procedure.

1. The affected subcontractor shall file a complaint with the prime contractor directly regarding payment.
2. If filing a complaint with the prime contractor does not result in timely and meaningful action by the prime contractor to resolve the prompt payment dispute, the affected subcontractor may contact the Airport Authority's DBELO.
3. If filing a prompt payment complaint with the DBELO does not result in timely and meaningful action by the Airport Authority to resolve prompt payment disputes, the affected subcontractor may contact the FAA Office of Civil Rights.
4. Pursuant to Sec. 157 of the FAA Reauthorization Act of 2018, all complaints related to prompt payment will be reported via FAA Civil Rights Connect, including the nature and origin of the complaint and its resolution.

#### Enforcement Actions for Noncompliance of Participants

The Airport Authority will provide appropriate means to enforce the requirements of §26.29. These means may include:

- *Assessing liquidated damages, in accordance with the contract, against the prime contractor for each day beyond the required time period the prime contractor fails to pay the subcontractor.*
- *Advising subcontractors of the availability of the payment and performance bond to assure payment for labor and materials in the execution of the work provided for in the contract.*
- *Paying subcontractors directly and deducting this amount from the retainage owed to the prime contractor.*
- *Issuing a stop-work order until payments are released to subcontractors, specifying in the contract that such orders constitute unauthorized delays, for the purposes of calculating liquidated damages, if milestones are not met.*

The Airport Authority will actively implement the enforcement actions detailed above.

#### Monitoring Contracts and Work Sites

The Airport Authority will review contracting records and will engage in active monitoring of work sites to ensure that work committed to DBEs at contract award or subsequently (e.g., as the result of modification to the contract) is actually performed by the DBEs to which the work was committed. Work site monitoring will be performed by the DBELO with assistance from the resident project representative. The contracting records will be reviewed by the DBELO. The Airport Authority will maintain written certification that contracting records have been reviewed and work sites have been monitored for this purpose.

### **Section 26.39                      Fostering Small Business Participation**

The Airport Authority has created an element to structure contracting requirements to facilitate competition by small business concerns, taking all reasonable steps to eliminate obstacles to their participation, including unnecessary and unjustified bundling of contract requirements that may preclude small business participation in procurements as prime contractors or subcontractors.

The program element is included as Attachment 4. The Airport Authority will actively implement the program elements to foster small business participation. Doing so is a requirement of good faith implementation of the DBE program.

## **SUBPART C – GOALS, GOOD FAITH EFFORTS, AND COUNTING**

### **Section 26.43                      Set-asides or Quotas**

The Airport Authority does not use quotas in any way in the administration of this DBE program. However, the use of race neutral set-asides for small businesses is permissible as a strategy under 26.39 (b) (1).

## Section 26.45 Overall Goal

The Airport Authority will establish an overall DBE goal covering a three-year federal fiscal year period if it anticipates awarding DOT/FAA-funded prime contracts the cumulative total value of which exceeds \$250,000 during any one or more of the reporting fiscal years within the three-year goal period. In accordance with Section 26.45(f) the Airport Authority will submit its overall three-year DBE goal to FAA by August 1st as required by the established schedule below.

Airport Type	Region	Date Due (Goal Period)	Next Goal Due (Goal Period)
Non-Primary (GAs, Relievers and State DOTs)	New England, Northwest Mountain, & Southern	August 1, 2023 (2024/2025/2026)	August 1, 2026 (2027/2028/2029)

DBE goals will be established for those fiscal years that the Airport Authority anticipates awarding USDOT-assisted prime contracts exceeding \$250,000 during the three-year period. The DBE goals will be established in accordance with the two-step process as specified in 49 CFR Part 26.45. If the Airport Authority does not anticipate awarding DOT/FAA-funded prime contracts the cumulative total value of which exceeds \$250,000 during any of the years within the three-year reporting period, the Airport Authority will not develop an overall goal; however, this DBE Program will remain in effect and the Airport Authority will seek to fulfill the objectives outlined in 49 CFR Part 26.1.

A description of the methodology to calculate the overall goal and the goal calculations can be found in Attachment 5 to this program. This section of the program will be updated triennially.

In establishing the overall goal, the Airport Authority will provide for consultation and publication. This includes consultation with minority, women's and general contractor groups, community organizations, and other officials or organizations that could be expected to have information concerning the availability of disadvantaged and non-disadvantaged businesses, the effects of discrimination on opportunities for DBEs, and the Airport Authority's efforts to establish a level playing field for the participation of DBEs. The consultation will include a scheduled, direct, interactive exchange (e.g., a face-to-face meeting, video conference, teleconference) with as many interested stakeholders as possible focused on obtaining information relevant to the Airport Authority's goal setting process, and it will occur before submitting the goal methodology to the FAA for review pursuant to paragraph (f) of this section. The Airport Authority will document in the goal submission the consultation process that was utilized. Notwithstanding paragraph (f)(4) of this section, the Airport Authority will not implement the proposed goal until this requirement is fulfilled.

In addition, the Airport Authority will post a notice announcing the proposed overall goal before submission to the operating administration on August 1st. The Airport Authority will post the notice on its official internet web site and may be posted in any other sources (e.g., minority-focused media, trade association publications). If the proposed goal changes following review by the FAA, the revised goal will be posted on the official internet web site. The Airport Authority

will inform the public that the proposed overall goal and its rationale are available for inspection during normal business hours at the DBELO's office, and that the Airport Authority will accept comments on the goals for 30 days from the date of the notice. Notice of the comment period will include the addresses to which comments may be sent (including offices and websites) where the proposal may be reviewed. The public comment period will not extend the August 1<sup>st</sup> deadline.

The Airport Authority's overall goal submission to USDOT will include a summary of information and comments received during this public participation process and responses, if any comments are received.

The Airport Authority will begin using the overall goal on October 1 of the required year of submission unless it has received other instructions from USDOT. If the Airport Authority establishes a goal on a project basis, it will begin using the goal by the time of the first solicitation for a USDOT-assisted contract for the project.

#### Section 26.45 (e) - Project Goals

If permitted or required by the FAA Administrator, the Airport Authority will express its overall goals as a percentage of funds for a particular grant or project or group of grants and/or projects, including entire projects. Like other overall goals, a project goal may be adjusted to reflect changed circumstances, with the concurrence of the appropriate operating administration. A project goal is an overall goal, and it must meet all the substantive and procedural requirements of this section pertaining to overall goals. A project goal covers the entire length of the project to which it applies. The project goal should include a projection of the DBE participation anticipated to be obtained during each fiscal year covered by the project goal. The funds for the project to which the project goal pertains are separated from the base from which the regular overall goal, applicable to contracts not part of the project covered by a project goal, is calculated. If the Airport Authority establishes a goal on a project basis, the Airport Authority will begin using its goal by the time of the first solicitation for a DOT-assisted contract for the project.

#### Section 26.45(f) - Prior Operating Administration Concurrent

The Airport Authority understands that it is not required to obtain prior FAA concurrence with the overall goal. However, if the FAA's review suggests that the overall goal has not been correctly calculated or that the method for calculating goals is inadequate, the FAA may, after consulting with the Airport Authority, adjust the overall goal or require that the Airport Authority do so. The adjusted overall goal is binding. In evaluating the adequacy or soundness of the methodology used to derive the overall goal, the FAA will be guided by the goal setting principles and best practices identified by the Department in guidance issued pursuant to § 26.9.

## **Section 26.47            Goal Setting and Accountability**

The Airport Authority cannot be penalized, or treated by the Department as being in noncompliance with Part 26, because DBE participation falls short of an overall goal, unless the Airport Authority fails to administer its DBE program in good faith.

The Airport Authority understands that, to be considered to be in compliance with this part, an approved DBE program plan and overall DBE goal, if applicable, must be maintained, and this DBE Program must be administered in good faith.

The Airport Authority understands that if the awards and commitments shown on the Airport Authority's Uniform Report of Awards or Commitments and Payments at the end of any fiscal year are less than the overall applicable to that fiscal year, the Airport Authority will:

1. Analyze in detail the reason for the difference between the overall goal and the actual awards/commitments.
2. Establish specific steps and milestones to correct the problems identified in the analysis.
3. Prepare, within 90 days of the end of the fiscal year, the analysis and corrective actions developed under paragraph (c)(1) and (2) of this section. The Airport Authority will retain a copy of the analysis and corrective actions in its records for a minimum of three years. The Airport Authority will make it available to the FAA upon request.

## **Section 26.49            Transit Vehicle Manufacturers Goals**

N/A

## **Section 26.51(a-c)    Breakout of Estimated Race-Neutral & Race-Conscious Participation**

The breakout of estimated race-neutral and race-conscious participation can be found in Attachment 6 to this program. This section of the program will be updated when the goal calculation is updated.

## **Section 26.51(d-g)    Contract Goals**

The Airport Authority will use contract goals to meet any portion of the overall goal it does not project being able to meet using race-neutral means. Contract goals are established so that, over the period to which the overall goal applies, they will cumulatively result in meeting any portion of the overall goal that is not projected to be met through the use of race-neutral means.

The Airport Authority will establish contract goals only on those USDOT-assisted contracts that have subcontracting possibilities. The Airport Authority needs not establish a contract goal on every such contract, and the size of contract goals will be adapted to the circumstances of each such contract (e.g., type and location of work, availability of DBEs to perform the particular type of work).

The Airport Authority will express its contract goals as a percentage of the total share of a USDOT-assisted contract.

## **Section 26.53                    Good Faith Efforts Procedures**

### Demonstration of good faith efforts (26.53(a) & (c))

The obligation of the bidder/offeror is to make good faith efforts. The bidder/offeror can demonstrate that it has done so either by meeting the contract goal or documenting good faith efforts. Examples of good faith efforts are found in Appendix A to Part 26.

The DBELO is responsible for determining whether a bidder/offeror who has not met the contract goal has documented sufficient good faith efforts to be regarded as responsive.

The Airport Authority will ensure that all information is complete and accurate and adequately documents the bidder/offeror's good faith efforts before committing to the performance of the contract by the bidder/offeror.

### Information to be submitted (26.53(b))

In its solicitations for DOT/FAA-assisted contracts for which a contract goal has been established, the Airport Authority will require the following:

1. Award of the contract will be conditioned on meeting the requirements of this section;
2. All bidders or offerors will be required to submit the following information to the Airport Authority, at the time provided in paragraph (b)(3) of this section:
  - (i) The names and addresses of DBE firms that will participate in the contract;
  - (ii) A description of the work that each DBE will perform. To count toward meeting a goal, each DBE firm must be certified in a NAICS code applicable to the kind of work the firm would perform on the contract;
  - (iii) The dollar amount of the participation of each DBE firm participating;
  - (iv) Written documentation of the bidder/offeror's commitment to use a DBE subcontractor whose participation it submits to meet a contract goal; and
  - (v) Written confirmation from each listed DBE firm that it is participating in the contract in the kind and amount of work provided in the prime contractor's commitment.
  - (vi) If the contract goal is not met, evidence of good faith efforts (see Appendix A of 49 CFR Part 26). The documentation of good faith efforts must include copies of each DBE and non-DBE subcontractor quote submitted to the bidder when a non-DBE subcontractor was selected over a DBE for work on the contract; and

3. The Airport Authority will require that the bidder/offeror present the information required by paragraph (b)(2) of this section under sealed bid procedures, as a matter of responsiveness, or with initial proposals, under contract negotiation procedures.

This information will be collected using the forms found in Attachment 7.  
Administrative reconsideration (26.53(d))

Within seven (7) calendar days of being informed by the Airport Authority that it is not responsible because it has not documented sufficient good faith efforts, a bidder may request administrative reconsideration. Bidders should make this request in writing to the following administrative reconsideration official (ARO):

**Mark Oldenburg, Attorney  
Peachtree City Airport Authority  
7 Falcon Drive  
Peachtree City, GA 30269**

The ARO will not have played any role in the original determination that the bidder did not document sufficient good faith efforts.

As part of this reconsideration, the bidder/offeror will have the opportunity to provide written documentation or argument concerning the issue of whether it met the goal or made adequate good faith efforts to do so. The bidder/offeror will have the opportunity to meet in person with the Airport Authority's administrative reconsideration official to discuss the issue of whether it met the goal or made adequate good faith efforts to do so. The Airport Authority will send the bidder/offeror a written decision on reconsideration, explaining the basis for finding that the bidder did or did not meet the goal or make adequate good faith efforts to do so. The result of the reconsideration process is not administratively appealable to the US Department of Transportation.

Good Faith Efforts procedural requirements (post-solicitation)

The awarded contractor will be required to make available upon request a copy of all DBE subcontracts. The contractor shall ensure that all subcontracts or agreements with DBEs to supply labor or materials include all required contract provisions and mandate that the subcontractor and all lower tier subcontractors perform in accordance with the provisions of Part 26.

Good Faith Efforts when a DBE is replaced on a contract (26.53(f))

The Airport Authority will require a contractor to make good faith efforts to replace a DBE that is terminated or has otherwise failed to complete its work on a contract with another certified DBE, to the extent needed to meet the contract goal. The prime contractor will be required to notify the DBELO immediately of the DBE's inability or unwillingness to perform and provide reasonable documentation.



In those instances where “good cause” exists to terminate a DBE’s contract, the Airport Authority will require the prime contractor to make good faith efforts to replace a DBE that is terminated or has otherwise failed to complete its work on a contract with another certified DBE, to the extent needed to meet the contract goal. The Airport Authority will require the prime contractor to notify the DBELO immediately of the DBE’s inability or unwillingness to perform and provide reasonable documentation.

In this situation, the Airport Authority will require the prime contractor to obtain prior approval of the substitute DBE and to provide copies of new or amended subcontracts, or documentation of good faith efforts. The Airport Authority will provide such written consent only if the Airport Authority agrees, for reasons stated in a concurrence document, that the prime contractor has good cause to terminate the DBE firm. For purposes of this paragraph, good cause includes the following circumstances:

1. The listed DBE subcontractor fails or refuses to execute a written contract;
2. The listed DBE subcontractor fails or refuses to perform the work of its subcontract in a way consistent with normal industry standards. Provided however, that good cause does not exist if the failure or refusal of the DBE subcontractor to perform its work on the subcontract results from the bad faith or discriminatory action of the prime contractor;
3. The listed DBE subcontractor fails or refuses to meet the prime contractor’s reasonable, non-discriminatory bond requirements.
4. The listed DBE subcontractor becomes bankrupt, insolvent, or exhibits credit unworthiness;
5. The listed DBE subcontractor is ineligible to work on public works projects because of suspension and debarment proceedings pursuant to 2 CFR Parts 180, 215 and 1,200 or applicable state law;
6. The Airport Authority has determined that the listed DBE subcontractor is not a responsible contractor;
7. The listed DBE subcontractor voluntarily withdraws from the project and provides to us written notice of its withdrawal;
8. The listed DBE is ineligible to receive DBE credit for the type of work required;
9. A DBE owner dies or becomes disabled with the result that the listed DBE contractor is unable to complete its work on the contract;
10. Other documented good cause that the Airport Authority has determined compels the termination of the DBE subcontractor. Provided, that good cause does not exist if the prime contractor seeks to terminate a DBE it relied upon to obtain the contract so that the prime contractor can self-perform the work for which the DBE contractor was engaged or so that the prime contractor can substitute another DBE or non-DBE contractor after contract award.

Before transmitting its request to the Airport Authority to terminate and/or substitute a DBE subcontractor, the prime contractor must give notice in writing to the DBE subcontractor, with a

copy to the Airport Authority, of its intent to request to terminate and/or substitute, and the reason for the request.

The prime contractor must give the DBE five days to respond to the prime contractor's notice and advise the Airport Authority and the contractor of the reasons, if any, why it objects to the proposed termination of its subcontract and why the Airport Authority should not approve the prime contractor's action. If required in a particular case as a matter of public necessity (e.g., safety), the Airport Authority may provide a response period shorter than five days.

In addition to post-award terminations, the provisions of this section apply to pre-award deletions of or substitutions for DBE firms put forward by offerors in negotiated procurements.

Each prime contract will include a provision stating:

*The contractor shall utilize the specific DBEs listed in the contractor's bid to perform the work and supply the materials for which each is listed unless the contractor obtains prior written consent of the Peachtree City Airport Authority as provided in 49 CFR Part 26, §26.53(f). Unless such consent is provided, the contractor shall not be entitled to any payment for work or material unless it is performed or supplied by the listed DBE.*

The Airport Authority will require a contractor to make good faith efforts to replace a DBE that is terminated or has otherwise failed to complete its work on a contract with another certified DBE. These good faith efforts shall be directed at finding another DBE to perform at least the same amount of work under the contract as the DBE that was terminated, to the extent needed to meet the contract goal that was established for the procurement. The good faith efforts shall be documented by the contractor. If the Airport Authority requests documentation from the contractor under this provision, the contractor shall submit the documentation within 7 days, which may be extended for an additional 7 days if necessary at the request of the contractor, and the recipient shall provide a written determination to the contractor stating whether or not good faith efforts have been demonstrated.

The Airport Authority will include in each prime contract the contract clause required by § 26.13(b) stating that failure by the contractor to carry out the requirements of this part is a material breach of the contract and may result in the termination of the contract or such other remedies set forth in that section that are deemed appropriate if the prime contractor fails to comply with the requirements of this section.

If the contractor fails or refuses to comply in the time specified, the Airport Authority's contracting office will issue an order stopping all or part of payment/work until satisfactory action has been taken. If the contractor still fails to comply, the contracting officer may issue a termination for default proceeding.

### Sample Bid Specification:

The requirements of 49 CFR Part 26, Regulations of the U.S. Department of Transportation, apply to this contract. It is the policy of the Peachtree City Airport Authority, as owner of the airport, to practice nondiscrimination based on race, color, sex, or national origin in the award or performance of this contract. All firms qualifying under this solicitation are encouraged to submit bids/proposals. Award of this contract will be conditioned upon satisfying the requirements of this bid specification. These requirements apply to all bidders/offerors, including those who qualify as a DBE. A DBE contract goal of \_\_\_\_ percent has been established for this contract. The bidder/offeror shall make good faith efforts, as defined in Appendix A, 49 CFR Part 26, to meet the contract goal for DBE participation in the performance of this contract.

The bidder/offeror will be required to submit the following information:

- (1) the names and addresses of DBE firms that will participate in the contract;
- (2) a description of the work that each DBE firm will perform;
- (3) the dollar amount of the participation of each DBE firm participating;
- (4) written documentation of the bidder/offeror's commitment to use a DBE subcontractor whose participation it submits to meet the contract goal;
- (5) written confirmation from the DBE that it is participating in the contract as provided in the commitment made under (4);
- (6) if the contract goal is not met, evidence of good faith efforts.

### **Section 26.55                      Counting DBE Participation**

The Airport Authority will count DBE participation toward overall and contract goals as provided in 49 CFR 26.55. The participation of a DBE subcontractor will not be counted toward a contractor's final compliance with its DBE obligations on a contract until the amount being counted has actually been paid to the DBE.

In the case of post-award substitutions or additions, if a firm is not currently certified as a DBE in accordance with the standards of subpart D of this part at the time of the execution of the contract, the firm's participation will not be counted toward any DBE goals, except as provided for in §26.87(j).

Pursuant to Sec. 150 of the FAA Reauthorization Act of 2018, DBE firms that exceed the business size standard in § 26.65(b) will remain eligible for DBE credit for work in that category as long as they do not exceed the small business size standard for that category, as adjusted by the United States Small Business Administration.

## **SUBPART D – CERTIFICATION STANDARDS**

### **Section 26.61 – 26.73 Certification Process**

The Airport Authority will refer all matters pertaining to certification to the Georgia Department of Transportation's Equal Opportunity Division in accordance with the State's UCP program. The Equal Opportunity Division will use the certification standards of Subpart D of Part 26 to determine the eligibility of firms to participate as DBEs in USDOT-assisted contracts. To be certified as a DBE, a firm must meet all certification eligibility standards. The Equal Opportunity Division will make all certification decisions based on the facts as a whole.

For information about the certification process or to apply for certification, firms should contact:

**Georgia Department of Transportation**  
**Equal Opportunity Division**  
**600 West Peachtree Street, N.W.**  
**7th Floor**  
**Atlanta, Georgia 30308**  
**(404) 631-1972**  
<https://www.dot.ga.gov/GDOT/Pages/DBE.aspx>

A link to the certification application forms and documentation requirements is found in Attachment 8 to this program.

## **SUBPART E – CERTIFICATION PROCEDURES**

### **Section 26.81 Unified Certification Programs**

The Airport Authority is a member of the Unified Certification Program (UCP) administered by the Georgia Department of Transportation (GDOT)'s Equal Opportunity Division. The UCP will meet all of the requirements of this section. Georgia's UCP program uses the certification standards of Subpart D of Part 26 and the certification procedures of Subpart E of Part 26 to determine the eligibility of firms to participate as DBEs in USDOT/FAA-assisted contracts. Under the GDOT UCP Program, only GDOT and Atlanta's MARTA will conduct all DBE certifications. To be certified as a DBE, a firm must meet all certification eligibility standards. The Airport Authority will refer all certifications to either of these two agencies.

## **SUBPART F – COMPLIANCE AND ENFORCEMENT**

### **Section 26.101 Compliance Procedures Applicable to the Airport Authority**

The Airport Authority understands that if it fails to comply with any requirement of this part, it may be subject to formal enforcement action under §26.103 or §26.105 or appropriate program sanctions by the concerned operating administration, such as the suspension or termination of federal funds, or refusal to approve projects, grants or contracts until deficiencies are remedied.

Program sanctions may include, in the case of the FHWA program, actions provided for under 23 CFR 1.36; in the case of the FAA program, actions consistent with 49 U.S.C. 47106(d), 47111(d), and 47122; and in the case of the FTA program, any actions permitted under 49 U.S.C. chapter 53 or applicable FTA program requirements.

## **Section 26.109 Information, Confidentiality, Cooperation**

The Airport Authority will safeguard, from disclosure to third-parties, information that may reasonably be regarded as confidential business information, consistent with Federal, state, and local law. Notwithstanding any contrary provisions of state or local law, the Airport Authority will not release personal financial information submitted in response to the personal net worth requirement to a third party (other than USDOT) without the written consent of the firm that submitted the information. This includes applications for DBE certification and supporting information. However, the Airport Authority will transmit this information to DOT in any certification appeal proceeding under § 26.89 of this part or to any other state to which the individual's firm has applied for certification under § 26.85 of this part.

All participants in the Department's DBE program (including, but not limited to, recipients, DBE firms and applicants for DBE certification, complainants and appellants, and contractors using DBE firms to meet contract goals) are required to cooperate fully and promptly with DOT and recipient compliance reviews, certification reviews, investigations, and other requests for information. Failure to do so shall be a ground for appropriate action against the party involved (e.g., with respect to recipients, a finding of noncompliance; with respect to DBE firms, denial of certification or removal of eligibility and/or suspension and debarment; with respect to a complainant or appellant, dismissal of the complaint or appeal; with respect to a contractor which uses DBE firms to meet goals, findings of non-responsibility for future contracts and/or suspension and debarment).

The Airport Authority, contractor, or any other participant in the program will not intimidate, threaten, coerce, or discriminate against any individual or firm for the purpose of interfering with any right or privilege secured by this part or because the individual or firm has made a complaint, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under this part. If the Airport Authority violates this prohibition, the Airport Authority will be in noncompliance with this part.

### Monitoring Payments to DBEs

The Airport Authority will require prime contractors to maintain records and documents of payments to DBEs for three (3) years following the performance of the contract. These records will be made available for inspection upon request by any authorized representative of the Airport Authority or USDOT. This reporting requirement also extends to any certified DBE subcontractor.

The Airport Authority will perform interim audits of contract payments to DBEs. The audit will review payments to DBE subcontractors to ensure that the actual amount paid to DBE subcontractors equals or exceeds the dollar amounts states in the schedule of DBE participation.

### **ATTACHMENTS**

Attachment 1	Organizational Chart
Attachment 2	DBE Directory
Attachment 3	Monitoring and Enforcement Mechanisms
Attachment 4	Fostering Small Business Participation
Attachment 5	Overall Goal Calculation
Attachment 6	Breakout of Estimated Race-Neutral & Race-Conscious Participation
Attachment 7	Form 1 & 2 for Demonstration of Good Faith Efforts
Attachment 8	Certification Application Forms
Attachment 9	Regulations: 49 CFR Part 26
Attachment 10	Bidders List Data Collection Form

# **Attachment 1**

## Organizational Chart

Peachtree City Airport Authority

Atlanta Regional Airport-Falcon Field

Peachtree City, Georgia

Organizational Chart





## **Attachment 2**

DBE Directory

The DBE Directory for the State of Georgia  
may be found at  
<https://www.dot.ga.gov/GDOT/Pages/DBE.aspx>.

## **Attachment 3**

### Monitoring and Enforcement Mechanisms

## **Peachtree City Airport Authority – Atlanta Regional Airport-Falcon Field**

1. All participants are hereby notified that pursuant to Title 49 Code of Federal Regulations, United States Department of Transportation, Part 26 and the Disadvantaged Business Enterprise Participation Program for the Peachtree City Airport Authority, they must affirmatively ensure that, in any contract entered into with the Airport Authority, DBEs will be afforded *equal* opportunity to participate in subcontracting activities. It is the policy of the Airport Authority to ensure that DBEs, as defined in Part 26, have an equal opportunity to receive and participate in USDOT-assisted contracts. It is further the policy of the Airport Authority to ensure nondiscrimination in the award and administration of USDOT-assisted contracts.
2. All contracts between the Airport Authority, and a Contractor shall contain an appropriate provision to the effect that failure by the Contractor to comply with the Airport Authority's DBE Program shall constitute a breach of contract, exposing the Contractor to a potential termination of the contract or other appropriate remedy, including withholding of funds, until such time as the contractor complies with all the DBE requirements of this program. Under authority granted by Georgia law, the Airport Authority may impose liquidated damages, contract suspension, or even contract termination.
3. All documentation submitted at time of bid, as well as additional data provided by the successful bidder, is considered part of the contract documents. Any alterations, substitutions, deletions, etc., to data provided at the time of submission of bid must have prior approval of the Airport Authority's DBE Liaison Officer.
4. Should a DBE firm not certified by the Georgia Department of Transportation be proposed by a potential contractor as a part of his/her DBE plan efforts, the inclusion of said firm will not be considered a demonstration of making good faith efforts towards meeting the DBE goal.
5. In contracts with DBE contract goals, bids submitted which do not meet the DBE contract goals, and which do not show that a meaningful good faith effort was made to achieve the stated goals, will be considered non responsive bids, and bidders will be notified of the deficiency and given opportunity to appeal to the Administrative Reconsideration Official (49 CFR 26.53). The bidder will not be eligible for award of the contract until the appeal procedures are complete. The Administrative Reconsideration Official will make the determination on the sufficiency of the good faith efforts.
6. The Airport Authority reserves the right to reject any or all bids, or to re-advertise for bids. Award, if made, will be to the lowest responsive and qualified bidder. A bid will not be considered responsive unless the bidder complies with Title 49 Code of the Federal Regulations, Part 26, and the Disadvantaged Business Enterprise Program of the Airport Authority.
7. The Airport Authority shall require contractors to make good faith efforts to replace a DBE subcontractor that is terminated, or fails to complete its work on the contract for any reason, with another DBE subcontractor. If a DBE subcontractor is terminated, or fails to

complete its work on the contract for any reason, the Contractor must notify the Airport immediately. These good faith efforts shall be directed at finding another DBE to perform at least the same amount of work under the contract as the DBE that was terminated, to the extent needed to meet the established contract goal. The Airport Authority shall approve all substitutions prior to contract award and during contract performance in order to ensure that the substitute firms are eligible DBEs.

Additional information on the Airport Authority's Disadvantaged Business Enterprise Program can be obtained from the DBE Liaison Officer, **Hope Macaluso, Airport Manager, Atlanta Regional Airport-Falcon Field, 7 Falcon Drive, Peachtree City, GA 30269; Phone 770-487-2225, email: [hope@kffc.org](mailto:hope@kffc.org).**

8. The Airport Authority will also implement a monitoring and enforcement mechanism to ensure that work committed to DBEs at contract award is actually performed by DBEs. This mechanism will provide for a running tally of actual DBE attainments (e.g., payments actually made to DBE firms), including a means of comparing these attainments to commitments. These mechanisms will include, but not be limited to, the following:
  - a. *Reviewing bid package documentation thoroughly, obtaining clarification, if necessary.*
  - b. *Reviewing monthly reports regarding employment as well as DBE participation to ensure adherence to plan as represented in bid documents and as stipulated in this program.*
  - c. *Monitoring progress of payments to DBEs through monthly reports from prime contractors.*
  - d. *Monitoring progress of DBEs work through on-site visits and communication with DBEs. The Airport Authority will implement a monitoring and enforcement mechanism that will include written certification that the Airport Authority has reviewed contracting records and monitored work sites for this purpose. This monitoring will be conducted during routine project site visits on a monthly basis. The DBELO will sign off on the written certifications.*
9. The Airport Authority will bring to the attention of the US Department of Transportation any false, fraudulent, or dishonest conduct in connection with the program, so that USDOT can take the steps (e.g., referral to the Department of Justice for criminal prosecution, referral to the USDOT Inspector General, action under suspension and debarment or Program Fraud and Civil Penalties rules) provided in 26.109.
10. The Airport Authority also will consider similar action under its own legal authority, including responsibility determinations in future contracts. In addition, the Airport Authority will apply legal and contract remedies under state and local law. This includes, for example, applying liquidated damages, withholding payments, etc.
11. In its reports of DBE participation to the USDOT, the Airport Authority will show both commitments and attainments, as required by the USDOT reporting form.

Attachment 9 contains a link to 49 CFR Part 26, which describes federal regulations, provisions, and contract remedies available to the Airport Authority in the event of non-compliance by a participant.

**DBE Commercially Useful Function Report**

Project:	
AIP Number:	
Prime Contractor:	
DBE Firm:	
DBE Start/Complete	
CUF Review Date:	

**GENERAL****Yes No N/A**

1. Does the DBE have its own employees on the job to perform the work?			
2. Does the DBE own the equipment being utilized to perform its work? If No, attach equipment list, ownership documents, and rental/lease agreements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is the DBE self-performing the subcontract defined task for a specific item of work (distinct element) on the contract?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**HAULING FIRMS****Yes No N/A**

1. Does the DBE hauling firm own and/or lease their trucks? (review ownership/vehicle registration and/or lease documents to verify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the DBE employ drivers for trucks owned by the company? (If leased trucks include operators, this should be indicated in the agreement/purchase order.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Do the haul tickets and/or bills of lading associated with the project confirm that hauling is being performed by the DBE?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**MATERIAL SUPPLIERS OR MANUFACTURERS/FABRICATORS****Yes No N/A**

1. Does the DBE's name appear on all applicable invoices, haul tickets, and/or bills of lading?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Did the DBE provide documentation showing that the funds used to pay a supplier in fact came from the DBE's own funds?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. If the DBE had any materials drop shipped to the project site, was the invoice addressed to the DBE?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Did the DBE deliver materials to the site with their own and/or leased trucks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**SUPERVISION****Yes No N/A**

1. Is the DBE self-performing work without assistance from the prime or another subcontractor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the DBE providing supervision of its employees and their work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is the supervisor a full-time employee of the DBE?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Completed by:

Date:

**Listing of DBE Subcontractors  
(to be submitted with bid)**

**Project:** \_\_\_\_\_

The Bidder hereby proposes the following DBE participation:

DBE Subcontractor/Supplier	Work to be performed	NAICS Code	Subcontract Amount	Amount Applicable to Goal (suppliers = * .60)
Total DBE Participation				
Base Bid Amount				
DBE Participation Proposed (%)				
DBE Participation Goal (%)				

Bidder (Firm Name)	Signature	Date

**DBE Monthly Report**

<b>Contractor:</b>
<b>Project:</b>
<b>AIP Number:</b>
<b>Date:</b>

DBE Subcontractor/Supplier	Committed Award	Total Prior Payments	Current Payment	Total	Date Paid to Vendor / Sub this Invoice	Percent
Totals						

Contractor Name:

Signature:

Title:

Date:

--	--	--	--



## DBE Project Compliance Review Checklist

Project:
AIP Number:
Prime Contractor:

### Pre-Bid Checklist

- ☐ Review project to determine if a DBE contract goal is needed.
- ☐ Attend pre-bid meeting to inform bidders of DBE requirements.

### Pre-Award Project Checklist

- ☐ Collect the Listing of DBE Subcontractors form.
- ☐ Collect letters of intent for all committed DBEs.
- ☐ If prime contractor is unable to meet the DBE goal, collect documentation of its good faith effort.

### Post Award (Pre-Construction/Design) Project Checklist

- ☐ Collect fully executed (signed) subcontracts for all DBE firms.
- ☐ Review DBE subcontract(s) to ensure scope of work is consistent with what has been committed.
- ☐ Review contracts to verify that all required contract clauses are included.
- ☐ Ensure dollar value of DBE subcontract(s) is/are equal to or greater than the amount committed.

### During Construction and/or Design Checklist

- ☐ Complete DBE Commercially Useful Function Report form, to verify that the DBEs are performing a commercially useful function.
- ☐ Verify that business names on equipment and vehicles are not covered with paint or magnetic signs (visual inspection of vehicles on site).
- ☐ Verify who employs the workers on site (visually inspect badges/IDs; establish reporting relationships of workers on site/review certified payrolls).
- ☐ Review supplier invoices and cancelled checks to verify what firm orders and pays for the necessary supplies being used by the DBE subcontractor.
- ☐ Ensure all DBE firms are paid promptly (within 10 days of payment to prime contractor per 49 CFR 26.29) by collecting and reviewing the DBE monthly report form.
- ☐ Document and file any correspondence related to terminations, substitutions, or deletions of DBE firms.
- ☐ If terminations, substitutions, or deletions were approved, collect documentation of prime contractor's good faith effort to find a replacement firm

### Post Construction/Design Checklist

- ☐ Ensure DBE goal has been achieved by collecting and reviewing the final DBE report.
- ☐ If a shortfall exists, collect Good Faith Effort documentation from prime contractor explaining reasons shortfall took place.

### Certification:

I, \_\_\_\_\_ hereby certify that the contracting records for the federally-funded project

have been reviewed and the work site has been visited/monitored.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Attachment 4**

Fostering Small Business Participation

## **Section 26.39 – Fostering Small Business Participation**

### **A. Purpose and Objective of this Element**

This element, 49 CFR Part 26.39, is included as an amendment to the airport's DBE program plan. The plan is herein referenced as the Small Business Participation Plan (SBPP). This new part calls for the inclusion of an element to

“structure contracting requirements to facilitate competition by small business concerns, taking all reasonable steps to eliminate obstacles to their participation.”

The Peachtree City Airport Authority (“the Airport Authority”) hereby sets forth the Atlanta Regional Airport-Falcon Field’s (“the Airport”) plan to implement these requirements. The Airport’s SBPP is also regarded as a substantial effort toward fulfilling the overall intent of 49 CFR Part 26.51, which is to meet the maximum feasible portion of its overall goal by using race-neutral means to obtain DBE participation. Therefore, implementation of the Airport’s SBPP will be based on the standard of business size, without regard to race or gender of the business owner.

This element also addresses the unnecessary and unjustified “bundling” of contract requirements which may preclude or inhibit small business participation in procurements, as either prime or subcontractors.

Further, the Airport Authority perceives the objectives of this section to be consistent with its DBE program policy statement, which says in part:

*“- To ensure nondiscrimination in the award and administration of DOT-assisted contracts.  
- To help remove barriers to the participation of DBEs in DOT assisted contracts...  
- To assist the development of firms that can compete successfully in the market place outside the DBE Program.”*

The Airport Authority’s policy statement and this small business element (SBPP) are consistent with the airport’s mission of creating and encouraging business opportunities at all levels.

### **B. SBPP Strategy**

The Airport Authority intends to carry out the objectives of this part by employing the following strategies and supporting activities:

#### **1. Establishment of a Race-neutral “Subcontracting Goal”**

The Airport Authority proposes, where feasible, on certain prime contracts that do not have a DBE contract goal, that prime contractors will be required to provide subcontracting opportunities to qualified small business concerns (SBCs), as defined herein, without regards to race or gender of the business owner. Verified business size

and subcontracting opportunities will be the basis of this subcontracting goal. The opportunities must be of a size that SBCs, including some which may also happen to be DBEs, can reasonably perform. The Airport Authority, through its Airport staff or its consultants, will assess the feasibility for race-neutral subcontracting goals on projects. The Airport Authority staff or consultant(s) will assist the potential prime contractors by reviewing the project(s), in advance of the solicitation, and by suggesting potential subcontracting opportunities in the solicitation documents. This will help to establish a reasonable race-neutral subcontracting goal.

## **2. Consideration of “Unbundling” of Large Contracts**

The Airport, as a general aviation facility, has given consideration to “unbundling” as a small business strategy and believes that, at this time, such a strategy will not be suitable for the airport. Because of the limited number of contracts each year, the increased total number of bid solicitations with “unbundling” could significantly increase both administrative and project costs per bid. This will reduce the necessary “economy of scale” for general aviation airports.

## **C. Definitions for this Element**

### **1. Small Business**

For purposes of this program element, which is part of the airport’s approved DBE program, “small business” shall have the same definition as “small business concerns” contained in 49 CFR 26.5:

*“**Small business concern means**, with respect to firms seeking to participate as DBEs in DOT-assisted contracts, a small business concern as defined pursuant to section 3 of the Small Business Act and Small Business Administration regulations implementing it (13 CFR part 121) that also does not exceed the cap on average annual gross receipts specified in §26.65(b).”*

For additional clarification, it is useful to include here some excerpts from the SBA regulations, 13 CFR, 121.105:

*(a)(1) **Except for small agricultural cooperatives**, a business concern eligible for assistance from SBA as a small business is a business entity organized for profit, with a place of business located in the United States, and which operates primarily within the United States or which makes a significant contribution to the U.S. economy through payment of taxes or use of American products, materials or labor....”* and,

*(b) **A business concern may be in the legal form** of an individual proprietorship, partnership, limited liability company, corporation, joint venture, association, trust or cooperative, except that where the form is a joint venture there can be no more than 49 percent participation by foreign business entities in the joint venture.*

Small business concerns must meet the business size standards, as defined by the SBA. The business size standards are based upon the average annual revenues, and they vary according to the type of business. More information can be found at [http://www.sba.gov/sites/default/files/files/Size\\_Standards\\_Table.pdf](http://www.sba.gov/sites/default/files/files/Size_Standards_Table.pdf).

Further, it is acknowledged that the SBA rules make allowances for the dollar amounts to be adjusted from time to time.

## **2. Disadvantaged Business Enterprise**

Disadvantaged Business Enterprise (DBE) means a for-profit small business concern (defined by SBA rules, above) that meets the standards of 49 CFR Part 26, i.e.

- *At least 51 percent owned by one or more individuals who are both socially and economically disadvantaged or, in the case of a corporation, in which 51 percent of the stock is owned by one or more such individuals;*
- *Whose socially and economically disadvantaged owners do not exceed the personal net worth (PNW) does not exceed the described in 49 CFR Part 26. (The current PNW cap is \$1.32 million.)*
- *Whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it;*
- *Has been certified as a DBE by a certifying member of the Georgia Unified Certification Program (GA UCP) in accordance with the full requirements of 49 CFR 26.*

It is understood that in the implementation of this element, all of the “small business concerns” may not necessarily be DBE firms. However, small businesses that are also owned and controlled by individuals who meet the DBE standard will certainly be encouraged to seek DBE certification. Only DBE-certified firms who participate as small business concerns, pursuant to this element, will be counted towards DBE race-neutral participation on FAA-assisted contracts in this program.

## **D. Verification Standards and Procedures**

For purposes of this small business element, the Airport will require the following verification and/or certification:

1. **Georgia Unified Certification Program (GA UCP) DBE Certification** – DBE certification by a certifying member of the GA UCP which stipulates that a firm has been determined to meet all the requirements in accordance with 49 CFR Part 26. All certification determinations are evidenced by a letter of DBE certification issued by a certifying member of the GA UCP. It should be noted that the Airport is a non-certifying member of the GA UCP and relies on certification decisions of the Georgia Department of

Transportation (GDOT). The GDOT certification staff applies the standards and procedures for DBE certification applicants contained in Subparts D and E of 49 CFR 26.61 – 26.91.

2. **Small business status** - A non-DBE certified potential small business concern may have to complete a simplified application and/or provide the following information at time of response to a solicitation or a bid submittal, as evidence of the small business status:
  - a. Evidence of SBA 8(a) or SBD Certification (as described in 13 CFR Parts 121 and 124);
  - b. A copy of the business tax returns for the most recent three-year period indicating the gross receipts; and/or
  - c. A notarized statement from a Certified Public Accountant indicating the firm's average gross receipts for the past three years.
3. **Use of Personal Net Worth:** The Airport Authority, in addition to the standards for small business concerns described above, plans to utilize the current personal net worth standards of the DBE program (49 CFR Part 26.67), presently at \$1.32 million.

#### **E. Supportive Services**

The Airport Authority is a non-certifying member of the GA UCP. The Airport Authority does not conduct DBE certifications on behalf of the Airport, but relies on certifications of GDOT. While the Airport Authority also does not provide direct supportive services or business development programs to DBEs or small businesses, the Airport Authority is aware of several valuable resources in the surrounding area. The Airport Authority will coordinate and make referrals to potential and qualifying small business concerns to these services. Some of the resources are listed below:

Fayette Chamber of Commerce  
600 West Lanier Avenue, Suite 205  
Fayetteville, GA 30214  
Phone: (770)-461-9983  
<http://www.fayettechamber.org/>

SCORE Atlanta  
233 Peachtree Street NE, Suite 1900  
Harris Tower  
Atlanta, GA 30303  
Phone: (404) 331-0121  
<http://atlanta.score.org>

University of Georgia Small Business Development Center – Morrow Office  
Clayton State University College of Business  
Suite T-140  
Morrow, GA 30260  
Phone: (678) 466-5100  
<https://www.georgiasbdc.org/morrow-office/>

## F. Assurances

To help ensure the successful implementation of the Small Business Participation Plan (SBPP), the Airport Authority, by way of review, accepts the following Assurances:

1. *A detailed description of the small business program, its objectives, and how it is designed to operate.*
  - a. The details of our proposed program are described in sections A through G, of this part.
2. *Assurance that the program is authorized under state law.*
  - a. The Airport Authority's SBPP will adhere to all applicable local and state laws and regulations.
3. *Assurance that certified DBEs that meet the size criteria established under the program are **presumptively** eligible to participate in the program;*
  - a. As stated in D. 4, of this section, certified DBE firms that meet the size criteria established under the program are presumptively eligible to participate in the small business program.
4. *Assurance that there **are no geographic preferences** or limitations imposed on any federally assisted procurement included in the program.*
  - a. The Airport Authority will assure that there will be no geographic preferences or limitations imposed on any federally assisted procurement included in the Airport Authority's DBE program.
5. *Assurance that there **are no limits** on the number of contracts awarded to firms participating in the program but that every effort will be made to avoid creating barriers to the use of new, emerging, or untried businesses.*
  - a. The Airport Authority will assure that it will not limit the number of contracts awarded to firms that are participating in the small business program. The Airport Authority further assures that it will make a concerted effort to avoid creating barriers to the use of new, emerging, or untried businesses.

6. *Assurance that aggressive steps will be taken to encourage those minority and women owned firms that are eligible for DBE certification to become certified.*

- a. The Airport Authority recognizes that while some firms encountering our SBPP program may be small-business eligible, but not certified as DBEs. If in the verification process, such firms appear to be DBE-eligible as well, they will be referred to the state UCP and encouraged to become DBE-certified. The Airport will also make them aware of additional potential business opportunities if they become certified as DBEs.

7. *Assurance that the program is open to small businesses regardless of their location (i.e., that there is no local or other geographic preference).*

- a. The assurance stated in item 4, above, is also applicable specifically to the airport's SBPP program as well.

#### **G. Principal Responsible Person**

The principal responsible person for overseeing and implementing the Airport Authority's SBPP will be the currently designated Disadvantaged Business Enterprise Liaison Officer (DBELO). The DBELO at the Airport is **Hope Macaluso, Airport Manager**.



## **Attachment 5**

### Overall Goal Calculation

FEDERAL FISCAL YEARS (FFY) 2024-2026  
**DISADVANTAGED BUSINESS ENTERPRISE**  
**PROGRAM METHODOLOGY**  
**FOR**



**PEACHTREE CITY, GEORGIA**

**JULY 2023**

## FFY 2024 –2026 Overall Disadvantaged Business Enterprise (DBE) Goal Methodology

Airport Sponsor: **Peachtree City Airport Authority**

Airport: **Atlanta Regional Airport-Falcon Field**

**DBELO:** **Hope Macaluso, Airport Manager**  
Atlanta Regional Airport-Falcon Field  
7 Falcon Drive  
Peachtree City, GA 30269  
Phone 770-487-2225  
email: [hope@kffc.org](mailto:hope@kffc.org)

### I. Detailed Methodology: Specific Steps

#### A. Amount of Goal

The Peachtree City Airport Authority's FFY 2024-2026 overall goal for the federal financial assistance it will expend in USDOT-assisted contracts is the following:

Overall Goal:	<b>10.53%</b>	<b>FFY 2024 Goal</b>	<b>4.65%</b>
Race-Neutral:	<b>0.00%</b>	<b>FFY 2025 Goal</b>	<b>10.24%</b>
Race-Conscious:	<b>10.53%</b>	<b>FFY 2026 Goal</b>	<b>11.20%</b>

The Airport Authority expects to let approximately **\$21,388,017** in USDOT-assisted contracts for FY 2024-FY 2026. The Airport Authority has set a goal of expending approximately **\$2,252,428** with DBE firms during this three-year period.

#### B. Determination of the Market Area of the study

The normal market area is derived by determining where the substantial majority of contracting dollars for AIP-funded projects were spent, and from where the majority of bidders over the past ten years. The market area is shown below in Table 1.

**Table 1: Local Market Area for Atlanta Regional Airport-Falcon Field**

County	Number of bidders	Percentage of bidders	Dollars Expended	Percentage of Dollars Expended
Cherokee	1	9.1%	\$0	0.0%
Cobb	2	18.2%	\$4,011,937	80.9%
Coweta	1	9.1%	\$443,000	8.9%
Fayette	1	9.1%	\$0	0.0%
Guilford NC	1	9.1%	\$260,091	5.2%
Heard GA	1	9.1%	\$0	0.0%
<b>SUBTOTAL</b>	<b>7</b>	<b>63.6%</b>	<b>\$4,715,028</b>	<b>95.1%</b>
<b>Others</b>	<b>4</b>	<b>36.4%</b>	<b>\$241,115</b>	<b>0.0%</b>
<b>TOTAL</b>	<b>11</b>	<b>100.0%</b>	<b>\$4,956,143</b>	<b>95.1%</b>

**Source:** Michael Baker International, Peachtree City Airport Authority

### C. Determination of relevant NAICS codes

Based on information provided by the Airport Authority's engineering consultant concerning the proposed projects for this fiscal year, a list of NAICS codes corresponding to these projects was developed and is shown below:

**Table 2: Atlanta Regional Airport-Falcon Field  
FY 2024-FY 2026 Projects & Activities**

FFY 2024 Projects		
PROJECT	ACTIVITY	NAICS CODE
Air Traffic Control Tower - Siting Study	Engineering	541330
Air Traffic Control Tower - FCT Tower Program Application - Reimbursement	n/a <sup>1</sup>	
Runway Safety Area (RSA) & Taxiway Safety Area (TSA) Improvements - Design	Engineering services	541330
	Surveying	541370
Expand/Strengthen Terminal Apron (18,500 SY) and Refueler Parking Expansion - Design	Engineering services	541330
	Surveying	541370
Improve Airport (Install Security Fencing) - Bid & Construction	Fence construction	238990
	Engineering	541330
Area B & C - Environmental Assessment	Surveying	541370
	Environmental consulting	541620
Area C - Access Road, Utilities (Water, Sanitary, Power, Gas, Internet) - Design	Engineering services	541330
	Surveying	541370
Conduct DBE Plan: FY 2021-2023 (reimbursement)	n/a <sup>2</sup>	
Conduct DBE Plan: FY 2024-2026	Planning	541320
	Engineering	541330
FFY 2025 Projects		
PROJECT	ACTIVITY	NAICS CODE
Air Traffic Control Tower - Environmental - EA/CatEX	Environmental consulting	541620
RSA & TSA Improvements - Bid & Construction	Site preparation	238910
	Trucking	484220
	Engineering services	541330
	Testing	541380
	Erosion control	561730
Expand/Strengthen Terminal Apron (18,500 SY) and Refueler Parking Expansion - Bid & Construction	Paving, striping	237310
	Site preparation	238910
	Trucking	484220
	Engineering	541330
	Surveying	541370

<sup>1</sup> Reimbursement only. Will not be included in the DBE goal calculation.

<sup>2</sup> Reimbursement only. Will not be included in the DBE goal calculation.

	Testing	541380
	Erosion control	561730
Install Runway Visual Guidance System (MALSR) - Design	Engineering services	541330
	Surveying	541370
Rehab/Strengthen/Extend Taxiway A (@ Runway 31 end) - Design	Engineering services	541330
	Surveying	541370
Area C: Access Road, Utilities - Bid & Construction	Paving, striping	237310
	Site preparation	238910
	Trucking	484220
	Engineering	541330
	Surveying	541370
	Testing	541380
	Erosion control	561730
Area B (taxiway/apron/site) - Design	Engineering services	541330
	Surveying	541370
Acquire Easement for Approaches (parcel 0615-028)	Engineering services	541330
	Surveying	541370
Acquire Easement for Approaches (parcel 0615-028) - Land Acq. Svcs. (reimb.)	n/a <sup>3</sup>	
Acquire Miscellaneous Land (TTF Falcon 6 LLC Property PID 061204003) - Land Acquisition	Engineering services	541330
	Surveying	541370
Conduct Environmental Assessment (Runway 31 Strengthening)	Environmental consulting	541620
Low Ramp, Upper Ramp, North Ramp and Hangar Area A Taxilanes - Design	Engineering services	541330
	Surveying	541370
Terminal Auto Parking Expansion - Design	Engineering services	541330
	Surveying	541370
<b>FFY 2026 Projects</b>		
Air Traffic Control Tower - Design	Architectural services	541310
	Engineering	541330
	Surveying	541370
	Landscaping	561730
Rehab/Strengthen/Extend Taxiway A (@ Runway 31 end) - Construction	Paving, striping	237310
	Site preparation	238910
	Trucking	484220
	Engineering	541330
	Surveying	541370
	Testing	541380
	Erosion control	561730
Runway (Rwy 31) Strengthening - Design	Engineering services	541330
	Surveying	541370

<sup>3</sup> Reimbursement only. Will not be included in the DBE goal calculation.

Runway Edge Light and Taxiway Foxtrot Edge Light Replacement - Design	Engineering services	541330
	Surveying	541370
Upper Ramp and Lower Ramp - Bid and Construction	Paving, striping	237310
	Site preparation	238910
	Trucking	484220
	Engineering	541330
	Surveying	541370
	Testing	541380
	Erosion control	561730
Hangar Area A Taxilanes and North Ramp - Bid and Construction	Paving, striping	237310
	Site preparation	238910
	Trucking	484220
	Engineering	541330
	Surveying	541370
	Testing	541380
	Erosion control	561730
Acquire Miscellaneous Land (TTF Triangle H Properties PID 061204011) - Land Acquisition	Engineering services	541330
	Surveying	541370

Source: Michael Baker International

#### D. Determination of Relative Availability of DBEs in Market Area, Compared to All Firms

**Table 3a: DBEs – Peachtree City Airport Authority, by Relevant NAICS Codes – FFY 2024**

AIR TRAFFIC CONTROL TOWER - SITING STUDY									
Activity	NAICS Code	DBE Firms	/	All Firms	=	DBE Availability	x	Federal Grant Dollars	= DBE Goal Dollars
Engineering	541330	17	/	271	=	6.27%	x	\$200,000	= \$12,540
<b>TOTAL =</b>								<b>\$200,000</b>	<b>\$12,540</b>
<b>STEP1 DBE BASE FIGURE =</b>									<b>6.27%</b>

**Table 3b: DBEs – Peachtree City Airport Authority, by Relevant NAICS Codes – FFY 2024**

RSA & TSA IMPROVEMENTS - DESIGN									
Activity	NAICS Code	DBE Firms	/	All Firms	=	DBE Availability	x	Federal Grant Dollars	= DBE Goal Dollars
Engineering services	541330	17	/	271	=	6.27%	x	\$68,850	= \$4,317
Surveying	541370	2	/	58	=	3.45%	x	\$7,650	= \$264
<b>TOTAL =</b>								<b>\$76,500</b>	<b>\$4,581</b>
<b>STEP1 DBE BASE FIGURE =</b>									<b>5.99%</b>

**Table 3c: DBEs – Peachtree City Airport Authority, by Relevant NAICS Codes – FFY 2024****EXPAND/STRENGTHEN TERMINAL APRON (18,500 SY) AND REFUELER PARKING EXPANSION - DESIGN**

Activity	NAICS Code	DBE Firms	/	All Firms	=	DBE Availability	x	Federal Grant Dollars	=	DBE Goal Dollars
Engineering services	541330	17	/	271	=	6.27%	x	\$12,908	=	\$809
Surveying	541370	2	/	58	=	3.45%	x	\$1,434	=	\$49
<b>TOTAL =</b>								<b>\$14,342</b>		<b>\$859</b>
<b>STEP1 DBE BASE FIGURE =</b>										<b>5.99%</b>

**Table 3d: DBEs – Peachtree City Airport Authority, by Relevant NAICS Codes – FFY 2024****IMPROVE AIRPORT (INSTALL SECURITY FENCING) - BID & CONSTRUCTION**

Activity	NAICS Code	DBE Firms	/	All Firms	=	DBE Availability	x	Federal Grant Dollars	=	DBE Goal Dollars
Fence construction	238990	1	/	199	=	0.50%	x	\$167,813	=	\$839
Engineering	541330	17	0	271	=	6.27%	x	\$41,953	=	\$2,630
<b>TOTAL =</b>								<b>\$209,766</b>		<b>\$839</b>
<b>STEP1 DBE BASE FIGURE =</b>										<b>0.40%</b>

**Table 3e: DBEs – Peachtree City Airport Authority, by Relevant NAICS Codes – FFY 2024****AREA B & C - ENVIRONMENTAL ASSESSMENT**

Activity	NAICS Code	DBE Firms	/	All Firms	=	DBE Availability	x	Federal Grant Dollars	=	DBE Goal Dollars
Surveying	541370	2	/	58	=	3.45%	x	\$13,560	=	\$468
Environmental consult	541620	3	/	68	=	4.41%	x	\$122,040	=	\$5,382
<b>TOTAL =</b>								<b>\$135,600</b>		<b>\$5,850</b>
<b>STEP1 DBE BASE FIGURE =</b>										<b>4.31%</b>

**Table 3f: DBEs – Peachtree City Airport Authority, by Relevant NAICS Codes – FFY 2024****AREA C - ACCESS ROAD, UTILITIES (WATER, SANITARY, POWER, GAS, INTERNET) - DESIGN**

Activity	NAICS Code	DBE Firms	/	All Firms	=	DBE Availability	x	Federal Grant Dollars	=	DBE Goal Dollars
Engineering services	541330	17	/	271	=	6.27%	x	\$162,000	=	\$10,157
Surveying	541370	2	/	58	=	3.45%	x	\$18,000	=	\$621
<b>TOTAL =</b>								<b>\$180,000</b>		<b>\$10,778</b>
<b>STEP1 DBE BASE FIGURE =</b>										<b>5.99%</b>

**Table 3g: DBEs – Peachtree City Airport Authority, by Relevant NAICS Codes – FFY 2024****CONDUCT DBE PLAN: FY 2024-2026**

Activity	NAICS Code	DBE Firms	/	All Firms	=	DBE Availability	x	Federal Grant Dollars	=	DBE Goal Dollars
Planning	541320	3	/	31	=	9.68%	x	\$9,000	=	\$871
Engineering	541330	17	/	271	=	6.27%	x	\$2,250	=	\$141
<b>TOTAL =</b>								<b>\$11,250</b>		<b>\$1,012</b>
<b>STEP1 DBE BASE FIGURE =</b>										<b>9.00%</b>

**Table 3h: DBEs – Peachtree City Airport Authority, by Relevant NAICS Codes – FFY 2025****AIR TRAFFIC CONTROL TOWER - ENVIRONMENTAL - EA/CATEX**

Activity	NAICS Code	DBE Firms	/	All Firms	=	DBE Availability	x	Federal Grant Dollars	=	DBE Goal Dollars
Environmental consulting	541620	3	/	68	=	4.41%	x	\$100,000	=	\$4,410
<b>TOTAL =</b>								<b>\$100,000</b>		<b>\$4,410</b>
<b>STEP1 DBE BASE FIGURE =</b>										<b>4.41%</b>

**Table 3i: DBEs – Peachtree City Airport Authority, by Relevant NAICS Codes – FFY 2025****RSA & TSA IMPROVEMENTS - BID & CONSTRUCTION**

Activity	NAICS Code	DBE Firms	/	All Firms	=	DBE Availability	x	Federal Grant Dollars	=	DBE Goal Dollars
Site preparation	238910	1	/	170	=	0.59%	x	\$945,000	=	\$5,576
Trucking	484220	16	/	144	=	11.11%	x	\$135,000	=	\$14,999
Engineering services	541330	17	/	271	=	6.27%	x	\$135,000	=	\$8,465
Testing	541380	3	/	33	=	9.09%	x	\$67,500	=	\$6,136
Erosion control	561730	8	/	750	=	1.07%	x	\$67,500	=	\$722
<b>TOTAL =</b>								<b>\$1,350,000</b>		<b>\$35,897</b>
<b>STEP1 DBE BASE FIGURE =</b>										<b>2.66%</b>



**Table 3j: DBEs – Peachtree City Airport Authority, by Relevant NAICS Codes – FFY 2025****EXPAND/STRENGTHEN TERMINAL APRON AND REFUELER PARKING EXPANSION - BID & CONSTRUCTION**

Activity	NAICS Code	DBE Firms	/	All Firms	=	DBE Availability	x	Federal Grant Dollars	=	DBE Goal Dollars
Paving, striping	237310	9	/	58	=	15.52%	x	\$3,433,500	=	\$532,879
Site preparation	238910	10	/	170	=	5.88%	x	\$490,500	=	\$28,841
Trucking	484220	16	/	144	=	11.11%	x	\$245,250	=	\$27,247
Engineering	541330	17	/	271	=	6.27%	x	\$490,500	=	\$30,754
Surveying	541370	2	/	58	=	3.45%	x	\$49,050	=	\$1,692
Testing	541380	3	/	33	=	9.09%	x	\$49,050	=	\$4,459
Erosion control	561730	8	/	750	=	1.07%	x	\$147,150	=	\$1,575
<b>TOTAL =</b>								<b>\$4,905,000</b>		<b>\$627,448</b>
<b>STEP1 DBE BASE FIGURE =</b>										<b>12.79%</b>

**Table 3k: DBEs – Peachtree City Airport Authority, by Relevant NAICS Codes – FFY 2025****INSTALL RUNWAY VISUAL GUIDANCE SYSTEM (MALSR) – DESIGN**

Activity	NAICS Code	DBE Firms	/	All Firms	=	DBE Availability	x	Federal Grant Dollars	=	DBE Goal Dollars
Engineering services	541330	17	/	271	=	6.27%	x	\$60,750	=	\$3,809
Surveying	541370	2	/	58	=	3.45%	x	\$6,750	=	\$233
<b>TOTAL =</b>								<b>\$67,500</b>		<b>\$4,042</b>
<b>STEP1 DBE BASE FIGURE =</b>										<b>5.99%</b>

**Table 3l: DBEs – Peachtree City Airport Authority, by Relevant NAICS Codes – FFY 2025****REHAB/STRENGTHEN/EXTEND TAXIWAY A (@ RWY 31 END) – DESIGN**

Activity	NAICS Code	DBE Firms	/	All Firms	=	DBE Availability	x	Federal Grant Dollars	=	DBE Goal Dollars
Engineering services	541330	17	/	271	=	6.27%	x	\$109,350	=	\$6,856
Surveying	541370	2	/	58	=	3.45%	x	\$12,150	=	\$419
<b>TOTAL =</b>								<b>\$121,500</b>		<b>\$7,275</b>
<b>STEP1 DBE BASE FIGURE =</b>										<b>5.99%</b>

**Table 3m: DBEs – Peachtree City Airport Authority, by Relevant NAICS Codes – FFY 2025**

**AREA C: ACCESS ROAD, UTILITIES - BID & CONSTRUCTION**

Activity	NAICS Code	DBE Firms	/	All Firms	=	DBE Availability	x	Federal Grant Dollars	=	DBE Goal Dollars
Paving, striping	237310	9	/	58	=	15.52%	x	\$652,050	=	\$101,198
Site preparation	238910	10	/	170	=	5.88%	x	\$93,150	=	\$5,477
Trucking	484220	16	/	144	=	11.11%	x	\$46,575	=	\$5,174
Engineering	541330	17	/	271	=	6.27%	x	\$93,150	=	\$5,841
Surveying	541370	2	/	58	=	3.45%	x	\$9,315	=	\$321
Testing	541380	3	/	33	=	9.09%	x	\$9,315	=	\$847
Erosion control	561730	8	/	750	=	1.07%	x	\$27,945	=	\$299
<b>TOTAL =</b>								<b>\$931,500</b>		<b>\$119,157</b>
<b>STEP1 DBE BASE FIGURE =</b>										<b>12.79%</b>

**Table 3m: DBEs – Peachtree City Airport Authority, by Relevant NAICS Codes – FFY 2025**

**AREA B (TWY/APRON/SITE) – DESIGN**

Activity	NAICS Code	DBE Firms	/	All Firms	=	DBE Availability	x	Federal Grant Dollars	=	DBE Goal Dollars
Engineering services	541330	17	/	271	=	6.27%	x	\$153,900	=	\$9,650
Surveying	541370	2	/	58	=	3.45%	x	\$17,100	=	\$590
<b>TOTAL =</b>								<b>\$171,000</b>		<b>\$10,239</b>
<b>STEP1 DBE BASE FIGURE =</b>										<b>5.99%</b>

**Table 3n: DBEs – Peachtree City Airport Authority, by Relevant NAICS Codes – FFY 2025**

**ACQUIRE EASEMENT FOR APPROACHES (PARCEL 0615-028)**

Activity	NAICS Code	DBE Firms	/	All Firms	=	DBE Availability	x	Federal Grant Dollars	=	DBE Goal Dollars
Engineering	541330	17	/	271	=	6.27%	x	\$11,250	=	\$705
Surveying	541370	2	/	58	=	3.45%	x	\$11,250	=	\$388
<b>TOTAL =</b>								<b>\$22,500</b>		<b>\$1,094</b>
<b>STEP1 DBE BASE FIGURE =</b>										<b>4.86%</b>

**Table 3o: DBEs – Peachtree City Airport Authority, by Relevant NAICS Codes – FFY 2025**

**ACQUIRE MISCELLANEOUS LAND (TTF FALCON 6 LLC PROPERTY PID 061204003) - LAND ACQUISITION**

Activity	NAICS Code	DBE Firms	/	All Firms	=	DBE Availability	x	Federal Grant Dollars	=	DBE Goal Dollars
Engineering services	541330	17	/	271	=	6.27%	x	\$65,700	=	\$4,119
Surveying	541370	2	/	58	=	3.45%	x	\$65,700	=	\$2,267
<b>TOTAL =</b>								<b>\$131,400</b>		<b>\$6,386</b>
<b>STEP1 DBE BASE FIGURE =</b>										<b>4.86%</b>

**Table 3p: DBEs – Peachtree City Airport Authority, by Relevant NAICS Codes – FFY 2025**

**CONDUCT ENVIRONMENTAL ASSESSMENT (RWY 31 STRENGTHENING)**

Activity	NAICS Code	DBE Firms	/	All Firms	=	DBE Availability	x	Federal Grant Dollars	=	DBE Goal Dollars
Environmental consulting	541620	3	/	68	=	4.41%	x	\$90,000	=	\$3,969
<b>TOTAL =</b>								<b>\$90,000</b>		<b>\$3,969</b>
<b>STEP1 DBE BASE FIGURE =</b>										<b>4.41%</b>

**Table 3q: DBEs – Peachtree City Airport Authority, by Relevant NAICS Codes – FFY 2025**

**LOW RAMP, UPPER RAMP, NORTH RAMP AND HANGAR AREA A TAXILANES - DESIGN**

Activity	NAICS Code	DBE Firms	/	All Firms	=	DBE Availability	x	Federal Grant Dollars	=	DBE Goal Dollars
Engineering services	541330	17	/	271	=	6.27%	x	\$186,300	=	\$11,681
Surveying	541370	2	/	58	=	3.45%	x	\$20,700	=	\$714
<b>TOTAL =</b>								<b>\$207,000</b>		<b>\$12,395</b>
<b>STEP1 DBE BASE FIGURE =</b>										<b>5.99%</b>

**Table 3r: DBEs – Peachtree City Airport Authority, by Relevant NAICS Codes – FFY 2025****TERMINAL AUTO PARKING EXPANSION - DESIGN**

Activity	NAICS Code	DBE Firms	/	All Firms	=	DBE Availability	x	Federal Grant Dollars	=	DBE Goal Dollars
Engineering services	541330	17	/	271	=	6.27%	x	\$64,800	=	\$4,063
Surveying	541370	2	/	58	=	3.45%	x	\$7,200	=	\$248
<b>TOTAL =</b>								<b>\$72,000</b>		<b>\$4,311</b>
<b>STEP1 DBE BASE FIGURE =</b>										<b>5.99%</b>

**Table 3r: DBEs – Peachtree City Airport Authority, by Relevant NAICS Codes – FFY 2026****AIR TRAFFIC CONTROL TOWER - DESIGN**

Activity	NAICS Code	DBE Firms	/	All Firms	=	DBE Availability	x	Federal Grant Dollars	=	DBE Goal Dollars
Architectural services	541310	4	/	110	=	3.64%	x	\$640,000	=	\$23,296
Engineering	541330	17	/	271	=	6.27%	x	\$104,000	=	\$6,521
Surveying	541370	2	/	58	=	3.45%	x	\$16,000	=	\$552
Landscaping	561730	8	/	750	=	1.07%	x	\$40,000	=	\$428
<b>TOTAL =</b>								<b>\$800,000</b>		<b>\$30,797</b>
<b>STEP1 DBE BASE FIGURE =</b>										<b>3.85%</b>

**Table 3s: DBEs – Peachtree City Airport Authority, by Relevant NAICS Codes – FFY 2026****REHAB/STRENGTHEN/EXTEND TAXIWAY A (@ RWY 31 END) - BID & CONSTRUCTION**

Activity	NAICS Code	DBE Firms	/	All Firms	=	DBE Availability	x	Federal Grant Dollars	=	DBE Goal Dollars
Paving, striping	237310	9	/	58	=	15.52%	x	\$2,160,000	=	\$335,232
Site preparation	238910	10	/	170	=	5.88%	x	\$360,000	=	\$21,168
Trucking	484220	16	/	144	=	11.11%	x	\$180,000	=	\$19,998
Engineering	541330	17	/	271	=	6.27%	x	\$360,000	=	\$22,572
Surveying	541370	2	/	58	=	3.45%	x	\$36,000	=	\$1,242
Testing	541380	3	/	33	=	9.09%	x	\$324,000	=	\$29,452
Erosion control	561730	8	/	750	=	1.07%	x	\$180,000	=	\$1,926
<b>TOTAL =</b>								<b>\$3,600,000</b>		<b>\$431,590</b>
<b>STEP1 DBE BASE FIGURE =</b>										<b>11.99%</b>

**Table 3t: DBEs – Peachtree City Airport Authority, by Relevant NAICS Codes – FFY 2026****RUNWAY (RWY 31) STRENGTHENING - DESIGN**

Activity	NAICS Code	DBE Firms	/	All Firms	=	DBE Availability	x	Federal Grant Dollars	=	DBE Goal Dollars
Engineering	541330	17	/	271	=	6.27%	x	\$121,500	=	\$7,618
Surveying	541370	2	/	58	=	3.45%	x	\$13,500	=	\$466
<b>TOTAL =</b>								<b>\$135,000</b>		<b>\$8,084</b>
<b>STEP1 DBE BASE FIGURE =</b>										<b>5.99%</b>

**Table 3u: DBEs – Peachtree City Airport Authority, by Relevant NAICS Codes – FFY 2026****RUNWAY EDGE LIGHT AND TAXIWAY FOXTROT EDGE LIGHT REPLACEMENT - DESIGN**

Activity	NAICS Code	DBE Firms	/	All Firms	=	DBE Availability	x	Federal Grant Dollars	=	DBE Goal Dollars
Engineering	541330	17	/	271	=	6.27%	x	\$68,850	=	\$4,317
Surveying	541370	2	/	58	=	3.45%	x	\$7,650	=	\$264
<b>TOTAL =</b>								<b>\$76,500</b>		<b>\$4,581</b>
<b>STEP1 DBE BASE FIGURE =</b>										<b>5.99%</b>

**Table 3v: DBEs – Peachtree City Airport Authority, by Relevant NAICS Codes – FFY 2026****UPPER RAMP AND LOWER RAMP - BID AND CONSTRUCTION**

Activity	NAICS Code	DBE Firms	/	All Firms	=	DBE Availability	x	Federal Grant Dollars	=	DBE Goal Dollars
Paving, striping	237310	9	/	58	=	15.52%	x	\$2,133,000	=	\$331,042
Site preparation	238910	10	/	170	=	5.88%	x	\$355,500	=	\$20,903
Trucking	484220	16	/	144	=	11.11%	x	\$177,750	=	\$19,748
Engineering	541330	17	/	271	=	6.27%	x	\$355,500	=	\$22,290
Surveying	541370	2	/	58	=	3.45%	x	\$35,550	=	\$1,226
Testing	541380	3	/	33	=	9.09%	x	\$319,950	=	\$29,083
Erosion control	561730	8	/	750	=	1.07%	x	\$177,750	=	\$1,902
<b>TOTAL =</b>								<b>\$3,555,000</b>		<b>\$426,195</b>
<b>STEP1 DBE BASE FIGURE =</b>										<b>11.99%</b>

**Table 3w: DBEs – Peachtree City Airport Authority, by Relevant NAICS Codes – FFY 2026****HANGAR AREA A TAXILANES AND NORTH RAMP - BID AND CONSTRUCTION**

Activity	NAICS Code	DBE Firms	/	All Firms	=	DBE Availability	x	Federal Grant Dollars	=	DBE Goal Dollars
Paving, striping	237310	9	/	58	=	15.52%	x	\$2,281,500	=	\$354,089
Site preparation	238910	10	/	170	=	5.88%	x	\$380,250	=	\$22,359
Trucking	484220	16	/	144	=	11.11%	x	\$190,125	=	\$21,123
Engineering	541330	17	/	271	=	6.27%	x	\$380,250	=	\$23,842
Surveying	541370	2	/	58	=	3.45%	x	\$38,025	=	\$1,312
Testing	541380	3	/	33	=	9.09%	x	\$342,225	=	\$31,108
Erosion control	561730	8	/	750	=	1.07%	x	\$190,125	=	\$2,034
<b>TOTAL =</b>								<b>\$3,802,500</b>		<b>\$455,867</b>
<b>STEP1 DBE BASE FIGURE =</b>										<b>11.99%</b>

**Table 3x: DBEs – Peachtree City Airport Authority, by Relevant NAICS Codes – FFY 2026****ACQUIRE MISCELLANEOUS LAND (TTF TRIANGLE H PROPERTIES PID 061204011) - LAND ACQUISITION**

Activity	NAICS Code	DBE Firms	/	All Firms	=	DBE Availability	x	Federal Grant Dollars	=	DBE Goal Dollars
Engineering services	541330	17	/	271	=	6.27%	x	\$135,000	=	\$8,465
Surveying	541370	2	/	58	=	3.45%	x	\$135,000	=	\$4,658
<b>TOTAL =</b>								<b>\$270,000</b>		<b>\$13,122</b>
<b>STEP1 DBE BASE FIGURE =</b>										<b>4.86%</b>

**SOURCES:**

1. 2021 County Business Patterns, US Census Bureau, April 2023.
2. Georgia DOT UCP Directory, July 2023.

**NOTE: The County Business Patterns data were used as the source to determine the denominator, or the number of all firms in the market area. The DBE directories listed above were used to determine the numerator, or the number of DBE firms in the market area.**

**E. Determination of the DBE Base Figure**

The Step 1 DBE Base Figure for each project was derived by multiplying the dollars for each activity by the percentage of relevant DBE firms to all relevant firms. The total DBE goal in dollars was divided by the total grant amount to derive the step 1 goals.

**FY 2024**

Air Traffic Control Tower - Siting Study	6.27%
RSA & TSA Improvements - Design	5.99%
Expand/Strengthen Terminal Apron (18,500 SY) and Refueler Parking Expansion - Design	5.99%
Improve Airport (Install Security Fencing) - Bid & Construction	0.40%
Area B & C - Environmental Assessment	4.31%
Area C - Access Road, Utilities (Water, Sanitary, Power, Gas, Internet) - Design	5.99%
Conduct DBE Plan: FY 2024-2026	9.00%

**FY 2025**

Air Traffic Control Tower - Environmental - EA/CatEX	4.41%
RSA & TSA Improvements - Bid & Construction	2.66%
Expand/Strengthen Terminal Apron (18,500 SY) and Refueler Parking Expansion - Bid & Construction	12.79%
Install Runway Visual Guidance System (MALSR) - Design	5.99%
Rehab/Strengthen/Extend Taxiway A (@ Rwy 31 end) - Design	5.99%
Area C: Access Road, Utilities - Bid & Construction	12.79%
Area B (twy/apron/site) - Design	5.99%
Acquire Easement for Approaches (parcel 0615-028)	4.86%
Acquire Miscellaneous Land (TTF Falcon 6 LLC Property PID 061204003) - Land Acquisition	4.86%
Conduct Environmental Assessment (Rwy 31 Strengthening)	4.41%
Low Ramp, Upper Ramp, North Ramp and Hangar Area A Taxilanes - Design	5.99%
Terminal Auto Parking Expansion - Design	5.99%

**FY 2026**

Air Traffic Control Tower - Design	3.85%
Rehab/Strengthen/Extend Taxiway A (@ Rwy 31 end) - Bid & Construction	11.99%
Runway (Rwy 31) Strengthening - Design	5.99%
Runway Edge Light and Taxiway Foxtrot Edge Light Replacement - Design	5.99%
Upper Ramp and Lower Ramp - Bid and Construction	11.99%
Hangar Area A Taxilanes and North Ramp - Bid and Construction	11.99%
Acquire Miscellaneous Land (TTF Triangle H Properties PID 061204011) - Land Acquisition	4.86%

## II. Adjustments to the DBE Base Figure

After the DBE Base Figure has been developed, the regulations (49 CFR Part 26) require that:

“...additional evidence in the sponsor’s jurisdiction be considered to determine what adjustment, if any, is needed to the base figure in order to arrive at your overall goal” (26:45(d)).

### A. Adjustment Factors to Consider

The regulations further state that there are several types of evidence that must be considered when adjusting the base figure. These include:

*“(i) The current capacity of DBEs to perform work in your DOT-assisted contracting program, as measured by the volume of work DBEs have performed in recent years.*

The Airport Authority has not been required to submit a DBE report in the past five years, so the Airport Authority will not make an adjustment to its base figure using past participation data.

49 CFR Part 26.45(d)(2) also states that the following must be considered for the purposes of considering an adjustment to the base figure:

*“(i) Statistical disparities in the ability of DBEs to get the financing, bonding and insurance required to participate in your program;*

*(ii) Data on employment, self-employment, education, training and union apprenticeship programs, to the extent you can relate it to the opportunities for DBEs to perform in your program.”*

There are no local disparity studies or similar documents that can be utilized to adjust the Step 1 DBE base figure. Several agencies were contacted, including Georgia Department of Economic Development, the Georgia DOT Equal Opportunity Division, and the Clayton State University’s Small Business Development Center office in Morrow GA. None of the entities had any disparity studies or data available for the Peachtree City area, and none had any data available noting disparities regarding DBEs’ access to bonding, capital, insurance, etc.

There are a number of programs available to DBEs for training, business development, etc. The Georgia Small Business Development Center Network has consultants available to assist DBE firms in writing business plans; conforming to federal government regulations; bidding on federal, state, and local contracts; find capital, etc. The agency does not conduct disparity studies, but does provide resources to assist DBEs in obtaining a greater opportunity to participate in federal contracts. There is a University of Georgia SBDC located at Clayton State University in Morrow GA.



The Georgia Department of Economic Development has a state-sponsored Mentor-Protégé program in which small and minority-owned businesses team with major and established businesses to bolster the small and minority-owned businesses' chances of succeeding at bidding on government-funded contracts, securing capital, etc.

**B. Adjustment to Step 1 DBE Base Figure: Peachtree City Airport Authority — FFY 2024-2026**

With the adjustment factors considered to this point, the City will not adjust the Step 1 base figures as calculated above. The overall goal calculation is below in Table 5.

**Table 5: Overall DBE goal calculation – Atlanta Regional Airport-Falcon Field**

Federal Fiscal Year	Project	Step 1 base figure	Step 2 adjustment	DBE Goal	Federal portion project costs	DBE Goal (dollars)
<b>FFY 2024</b>	Air Traffic Control Tower - Siting Study	6.27%	n/a	6.27%	\$200,000	\$12,540
	RSA & TSA Improvements - Design	5.99%	n/a	5.99%	\$76,500	\$4,581
	Expand/Strengthen Terminal Apron (18,500 SY) and Refueler Parking Expansion - Design	5.99%	n/a	5.99%	\$166,500	\$9,970
	Improve Airport (Install Security Fencing) - Bid & Construction	0.40%	n/a	0.40%	\$209,766	\$839
	Area B & C - Environmental Assessment	4.31%	n/a	4.31%	\$135,600	\$5,850
	Area C - Access Road, Utilities (Water, Sanitary, Power, Gas, Internet) - Design	5.99%	n/a	5.99%	\$180,000	\$10,778
	Conduct DBE Plan: FY 2024-2026	9.00%	n/a	9.00%	\$11,250	\$1,012
<b>FFY 2024 Total</b>				<b>4.65%</b>	<b>\$979,617</b>	<b>\$45,570</b>

FFY 2025	Air Traffic Control Tower - Environmental - EA/CatEX	4.41%	n/a	4.41%	\$100,000	\$4,410
	RSA & TSA Improvements - Bid & Construction	2.66%	n/a	2.66%	\$1,350,000	\$35,897
	Expand/Strengthen Terminal Apron (18,500 SY) and Refueler Parking Expansion - Bid & Construction	12.79%	n/a	12.79%	\$4,905,000	\$627,448
	Install Runway Visual Guidance System (MALSR) - Design	5.99%	n/a	5.99%	\$67,500	\$4,042
	Rehab/Strengthen/Extend Taxiway A (@ Rwy 31 end) - Design	5.99%	n/a	5.99%	\$121,500	\$7,275
	Area C: Access Road, Utilities - Bid & Construction	12.79%	n/a	12.79%	\$931,500	\$119,157
	Area B (twy/apron/site) - Design	5.99%	n/a	5.99%	\$171,000	\$10,239
	Acquire Easement for Approaches (parcel 0615-028)	4.86%	n/a	4.86%	\$22,500	\$1,094
	Acquire Miscellaneous Land (TTF Falcon 6 LLC Property PID 061204003) - Land Acquisition	4.86%	n/a	4.86%	\$131,400	\$6,386
	Conduct Environmental Assessment (Rwy 31 Strengthening)	4.41%	n/a	4.41%	\$90,000	\$3,969
	Low Ramp, Upper Ramp, North Ramp and Hangar Area A Taxilanes - Design	5.99%	n/a	5.99%	\$207,000	\$12,395
	Terminal Auto Parking Expansion - Design	5.99%	n/a	5.99%	\$72,000	\$4,311
	<b>FFY 2025 Total</b>			<b>10.24%</b>	<b>\$8,169,400</b>	<b>\$836,623</b>
FFY 2026	Air Traffic Control Tower - Design	3.85%	n/a	3.85%	\$800,000	\$30,797
	Rehab/Strengthen/Extend Taxiway A (@ Rwy 31 end) - Bid & Construction	11.99%	n/a	11.99%	\$3,600,000	\$431,590
	Runway (Rwy 31) Strengthening - Design	5.99%	n/a	5.99%	\$135,000	\$8,084
	Runway Edge Light and Taxiway Foxtrot Edge Light Replacement - Design	5.99%	n/a	5.99%	\$76,500	\$4,581
	Upper Ramp and Lower Ramp - Bid and Construction	11.99%	n/a	11.99%	\$3,555,000	\$426,195
	Hangar Area A Taxilanes and North Ramp - Bid and Construction	11.99%	n/a	11.99%	\$3,802,500	\$455,867
	Acquire Miscellaneous Land (TTF Triangle H Properties PID 061204011) - Land Acquisition	4.86%	n/a	4.86%	\$270,000	\$13,122
	<b>FFY 2026 Total</b>			<b>11.20%</b>	<b>\$12,239,000</b>	<b>\$1,370,234</b>
<b>FFY 2024 - 2026 Overall DBE Goal</b>				<b>10.53%</b>	<b>\$21,388,017</b>	<b>\$2,252,428</b>

**Resources: Atlanta Regional Airport-Falcon Field - Disadvantaged Business Enterprise Program Methodology (FFY 2024 – 2026)**

**A. Resource Documents:**

1. 2021 County Business Patterns, U.S. Census Bureau, April 2023.
2. Georgia DOT UCP Directory of Disadvantaged Businesses, July 2023.

## **APPENDIX A:**

### **PUBLIC COMMENTS**

There were no public comments received for the DBE program plan. The notice to the public was posted to <http://atlantaregionalairport.com/>.

A public consultation meeting was held via a web conference on Monday, July 31, 2023 at 11:00 a.m. 236 invitations were sent to prime contractors, subcontractors, DBE firms and minority/women-owned business firms, and to contractor organizations (Georgia Hispanic Constructors Association (GHCA); National Association of Minority Contractors (NAMC)-Atlanta chapter; National Association of Women in Construction (NAWIC)-Atlanta chapter; National Association of Black Women in Construction (NABWIC)-Atlanta chapter; Associated General Contractors of Georgia (AGC Georgia). There were 17 attendees for the meeting. The presentation lasted 40 minutes, and it covered DBE program regulations that affect both bidders and recipients, as well as the overall DBE goal methodology. There were no questions or comments that affected the DBE goal.

**Atlanta Regional Airport-Falcon Field (FFC) DBE stakeholders meeting  
Monday, July 31, 2023**

**11:00 AM - 12:00 PM (EDT)**

<https://attendee.gotowebinar.com/register/496731198537131354>

You are in receipt of this email because of one or more of the following:

- You are a DBE firm listed in the GDOT DBE directory
- Your firm is listed in the GDOT Prequalified Contractors directory

The Peachtree City Airport Authority, as owner and operator of the [Atlanta Regional Airport-Falcon Field](#) (FAA ID: FFC), is a recipient of federal grant funds from the Federal Aviation Administration (FAA). As a condition of receiving the funds, the Airport Authority is required to establish a Disadvantaged Business Enterprise (DBE) program plan, including a triennial overall DBE goal.

In accordance with [49 CFR Part 26.45\(g\)\(1\)](#), one of the requirements of the DBE plan is to have a scheduled, direct, interactive exchange with stakeholders. The purpose of the exchange is to become educated on the requirements of the DBE program, and to solicit input on the goal-setting process. Stakeholders are also asked to give their input on:

- Barriers to participation in federally-funded projects
- The effects of discrimination on opportunities for DBE firms
- Ways to level the playing field to increase opportunities for all firms, including DBE firms.

The Airport Authority has established an overall DBE goal for federal fiscal years (FFY) 2024-2026 of **10.53%**. You are invited to take part in a short PowerPoint presentation via web conference, and you are invited to give input in writing or via the web conference. Kevin Weeden of Ken Weeden & Associates, Inc. will moderate the meeting on behalf of the Airport Authority.

**Please register** for the Atlanta Regional Airport-Falcon Field DBE stakeholders meeting at <https://attendee.gotowebinar.com/register/496731198537131354>. After registering, you will receive a confirmation email containing information about joining the webinar. Please email Kevin at [kevin-weeden@kwaplanning.com](mailto:kevin-weeden@kwaplanning.com) if you are available to participate. Your participation and input are quite valuable in this process, and would be much appreciated. Please reply by **10:00 a.m. on Monday, July 31, 2023**, if you plan to participate. Thank you.

Kevin Weeden, Senior Vice President  
Ken Weeden & Associates, Inc.  
Phone: 678-540-8647  
Cell: 919.889.8328

## **APPENDIX B:**

### NOTICE TO THE PUBLIC





## Atlanta Regional Airport Falcon Field

Our Mission is to be the Premier Regional Airport serving the Metro-Atlanta Area providing superior services and facilities with competitive pricing.

LEARN MORE

 Fuel Pricing

 Location & Hours

 Service Fees

 Rules & Regulations



### Fuel Prices

Current Fuel Prices

Updated 5/11/23 @ 0525 LCL

AV Gas: \$6.10     JET A+: \$5.90

## Filming & Location Information

- Film-friendly airport
- Reasonable daily rates
- Close proximity to Pinewood Studios-Atlanta

Learn More



## Events

Atlanta Regional Airport-Falcon Field is a highly desirable event facility.

We offer a variety of unique and upscale event spaces, including a main lobby area for smaller parties, and aircraft hangar spaces for larger events. Our portfolio of on-site events includes weddings, concerts, non-profit fund-raisers, dinner dances, birthday parties, retirement parties, and more.

Learn More About Events & Air Shows



Atlanta Regional  
Airport  
Falcon Field

A PHILLIPS 66 BRANDED FBO



### Atlanta Regional Airport at Falcon Field

7 Falcon Drive  
Peachtree City, GA 30269

770-487-2225



### Additional Links

Home

Services

Events

Airport Authority

Minutes and Financials

RFP/RFQ

FCC DBE Program Plan

DBE Plan 2023-2026

Contact Us



(to be posted at <http://atlantaregionalairport.com>)

**NOTICE TO THE PUBLIC  
DISADVANTAGED BUSINESS ENTERPRISE (DBE) GOAL  
for the  
ATLANTA REGIONAL AIRPORT-FALCON FIELD  
July 21, 2023**

The Peachtree City Airport Authority hereby gives notice and announces a proposed triennial overall goal for its Disadvantaged Business Enterprise (DBE) Program federal fiscal years (FFY) 2024-2026. The proposed overall DBE goal is **10.53%** for all federally funded projects at the airport from October 1, 2023, to September 30, 2026. The methodology used in developing this goal is available for inspection during normal business hours at the administrative office of the **Airport Manager, Atlanta Regional Airport-Falcon Field, 7 Falcon Drive, Peachtree City, GA 30269**. The Airport Authority will receive and consider public comments on the proposed goal until **August 21, 2023**. Comments may be submitted in writing to the Airport Authority at the above address.

For additional information and questions, please contact **Hope Macaluso, Airport Manager** at **770-487-2225**, during normal business hours.



## **Attachment 6**

Breakout of Estimated Race-Neutral  
& Race-Conscious Participation

## **I. Breakout of Estimated Race-Conscious/Race-Neutral Participation**

The Airport Authority will meet the maximum feasible portion of its overall goal by using race-neutral means of facilitating DBE participation. The Airport Authority will use a combination of the following race-neutral means to increase DBE participation:

- A. Arranging solicitations, times for the presentation of bids, quantities, specifications, and delivery schedules in ways that facilitate DBE, and other small businesses participation (e.g., unbundling large contracts to make them more accessible to small businesses, encouraging prime contractors to subcontract portions of work that they might otherwise perform with their own forces);*
- B. Disseminating information communications on contracting procedures and specific contract opportunities (e.g., ensuring the inclusion of DBEs, and other small businesses, on recipient mailing lists for bidders, ensuring the dissemination to bidders on prime contracts of lists of potential subcontractors).*

The Airport Authority estimates that, in meeting its overall goal of **10.53%**, that it will obtain the goal via race-conscious measures. The Airport Authority has not been required to have a DBE goal in the past five years, so there is no past participation data from which to calculate what portion of the DBE goal could be met using race-neutral means. Therefore, the goal is projected to be met via race-conscious measures for this fiscal three-year period.

The Airport Authority will adjust the estimated breakout of race-neutral and race-conscious participation as needed to reflect actual DBE participation (26.51(f)) and it will track and report race-neutral and race-conscious participation separately. For reporting purposes, race-neutral DBE participation includes, but is not necessarily limited to, the following:

- DBE participation through a prime contract a DBE obtains through customary competitive procurement procedures.
- DBE participation through a subcontract on a prime contract that does not carry a DBE goal.
- DBE participation on a prime contract exceeding a contract goal.

## **II. Process**

The Airport Authority will normally submit its overall goal to the FAA on August 1 of the required year of submission for general aviation airports in the FAA's Southern Region.

In establishing the overall goal, the Airport Authority provided for consultation and publication. The consultation included minority-, women's and general contractor groups, and small business organizations that could be expected to have information concerning the availability of disadvantaged and non-disadvantaged businesses, the effects of discrimination on opportunities for DBEs, and the Airport Authority's efforts to establish a level playing field for the participation of DBEs. The consultation included a scheduled, direct, interactive

exchange via a web conference with as many interested stakeholders as possible focused on obtaining information relevant to the Airport Authority's goal setting process. The consultation web conference was held on July 31, 2023, prior to the submission of the DBE goal methodology to the FAA for review pursuant to paragraph (f) of this section. The Airport Authority documented in the goal submission the consultation process that was utilized (see [Appendix A of Attachment 5](#)).

Following this consultation, the Airport Authority published a notice of the proposed overall goal, informing the public that the proposed goal and its rationale were available for inspection during normal business hours at the office of the Airport Manager for 30 days from the date of the notice. The notice was posted on the airport's website (<http://atlantaregionalairport.com/>).

The Airport Authority will begin using the overall goal on October 1 of each year, unless the Airport Authority has received other instructions from USDOT/FAA (or, if the goal is established on a project basis) by the time of the first solicitation for a USDOT/FAA-assisted contract for the projects.

### **III. Contract Goals**

The Airport Authority will use contract goals to meet any portion of the overall goal that the Airport Authority does not project being able to meet using race-neutral means. Contract goals are established so that, over the period to which the overall goal applies, they will cumulatively result in meeting any portion of its overall goal that is not projected to be met through the use of race-neutral means.

The Airport Authority will establish contract goals only on those USDOT-assisted contracts that have subcontracting possibilities. The Airport Authority does not need to establish a contract goal on every such contract, and the size of contract goals will be adapted to the circumstances of each such contract (e.g., type and location of work, availability of DBEs to perform the particular type of work).

The Airport Authority will express its contract goals as a percentage of the total cost of a USDOT-assisted contract.

## **Attachment 7**

Form 1 & 2 for Demonstration of  
Good Faith Efforts

## PEACHTREE CITY AIRPORT AUTHORITY

### FORM 1: DISADVANTAGED BUSINESS ENTERPRISE (DBE) UTILIZATION

The undersigned bidder/offeror has satisfied the requirements of the bid specification in the following manner (please check the appropriate space):

☐

The bidder/offeror is committed to a minimum of \_\_\_\_% DBE utilization on this contract.

☐

The bidder/offeror (if unable to meet the DBE goal of \_\_\_\_%) is committed to a minimum of \_\_\_\_% DBE utilization on this contract and has submitted documentation demonstrating good faith efforts.

Name of bidder/offeror's firm: \_\_\_\_\_

State Registration No. \_\_\_\_\_

By \_\_\_\_\_

Signature

\_\_\_\_\_

Title

## PEACHTREE CITY AIRPORT AUTHORITY

### FORM 2: LETTER OF INTENT

*Note: The authorized representative (AR) named below must be an individual vested with the authority to make contracting decisions on behalf of the firm.*

Name of bidder/offeror's firm: \_\_\_\_\_

Name & title of firm's AR: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of DBE firm: \_\_\_\_\_

Name & title of DBE firm's AR: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Work to be performed by DBE firm:

Description of Work	NAICS	Dollar Amount / %*	Dealer/Manufacturer**

*\*Percentage is to be used only in negotiated procurements, including design-build contracts*

*\*\*For material suppliers only, indicate whether the DBE is a manufacturer, or a regular dealer as defined by §26.55.*

The undersigned bidder/offeror is committed to utilizing the above-named DBE firm for the work described above. The total expected dollar value of this work is \$ \_\_\_\_\_. The bidder/offeror understands that if it is awarded the contract/agreement resulting from this procurement, it must enter into a subcontract with the DBE firm identified above that is representative of the type and amount of work listed. Bidder/offeror understands that upon submitting this form with its bid/offer, it may not substitute or terminate the DBE listed above without following the procedures of 49 CFR Part 26, §26.53.

\_\_\_\_\_  
Signature of Bidder/Offeror's Authorized Representative

Date: \_\_\_\_\_

The undersigned DBE affirms that it is ready, willing, and able to perform the amount and type of work as described above, and is properly certified to be counted for DBE participation, therefore.

\_\_\_\_\_  
Signature of DBE Bidder/Offeror's Authorized Representative

Date: \_\_\_\_\_

**If the bidder/offeror does not receive award of the prime contract, any and all representations in this Letter of Intent shall be null and void.**

*Submit this page for each DBE subcontractor.*

## **Attachment 8**

Certification Application Forms

The UCP certification application for the State of Georgia may be found at  
[https://www.dot.ga.gov/GDOT/Pages/DBE.aspx.](https://www.dot.ga.gov/GDOT/Pages/DBE.aspx)



## **Attachment 9**

Regulations: 49 CFR Part 26

The federal regulations, Title 49  
Code of Federal Regulations Part 26,  
may be found at [www.ecfr.gov](http://www.ecfr.gov).

## **Attachment 10**

Bidders List Data Form

# BIDDERS LIST DATA COLLECTION FORM

Firm Name	Firm Address and Phone No.	DBE or Non-DBE Status (verify via GDOT DBE Directory)	Age of Firm	Annual Gross Receipts
		<input type="checkbox"/> DBE <input type="checkbox"/> Non-DBE	<input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1- 3 years <input type="checkbox"/> 4-7 years <input type="checkbox"/> 8-10 years <input type="checkbox"/> More than 10 years	<input type="checkbox"/> Less than \$500K <input type="checkbox"/> \$500K - \$1M <input type="checkbox"/> \$1M-\$2M <input type="checkbox"/> \$2M-\$5M <input type="checkbox"/> Greater than \$5M
		<input type="checkbox"/> DBE <input type="checkbox"/> Non-DBE	<input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1- 3 years <input type="checkbox"/> 4-7 years <input type="checkbox"/> 8-10 years <input type="checkbox"/> More than 10 years	<input type="checkbox"/> Less than \$500K <input type="checkbox"/> \$500K - \$1M <input type="checkbox"/> \$1M-\$2M <input type="checkbox"/> \$2M-\$5M <input type="checkbox"/> Greater than \$5M
		<input type="checkbox"/> DBE <input type="checkbox"/> Non-DBE	<input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1- 3 years <input type="checkbox"/> 4-7 years <input type="checkbox"/> 8-10 years <input type="checkbox"/> More than 10 years	<input type="checkbox"/> Less than \$500K <input type="checkbox"/> \$500K - \$1M <input type="checkbox"/> \$1M-\$2M <input type="checkbox"/> \$2M-\$5M <input type="checkbox"/> Greater than \$5M
		<input type="checkbox"/> DBE <input type="checkbox"/> Non-DBE	<input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1- 3 years <input type="checkbox"/> 4-7 years <input type="checkbox"/> 8-10 years <input type="checkbox"/> More than 10 years	<input type="checkbox"/> Less than \$500K <input type="checkbox"/> \$500K - \$1M <input type="checkbox"/> \$1M-\$2M <input type="checkbox"/> \$2M-\$5M <input type="checkbox"/> Greater than \$5M
		<input type="checkbox"/> DBE <input type="checkbox"/> Non-DBE	<input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1- 3 years <input type="checkbox"/> 4-7 years <input type="checkbox"/> 8-10 years <input type="checkbox"/> More than 10 years	<input type="checkbox"/> Less than \$500K <input type="checkbox"/> \$500K - \$1M <input type="checkbox"/> \$1M-\$2M <input type="checkbox"/> \$2M-\$5M <input type="checkbox"/> Greater than \$5M
		<input type="checkbox"/> DBE <input type="checkbox"/> Non-DBE	<input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1- 3 years <input type="checkbox"/> 4-7 years <input type="checkbox"/> 8-10 years <input type="checkbox"/> More than 10 years	<input type="checkbox"/> Less than \$500K <input type="checkbox"/> \$500K - \$1M <input type="checkbox"/> \$1M-\$2M <input type="checkbox"/> \$2M-\$5M <input type="checkbox"/> Greater than \$5M
		<input type="checkbox"/> DBE <input type="checkbox"/> Non-DBE	<input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1- 3 years <input type="checkbox"/> 4-7 years <input type="checkbox"/> 8-10 years <input type="checkbox"/> More than 10 years	<input type="checkbox"/> Less than \$500K <input type="checkbox"/> \$500K - \$1M <input type="checkbox"/> \$1M-\$2M <input type="checkbox"/> \$2M-\$5M <input type="checkbox"/> Greater than \$5M
		<input type="checkbox"/> DBE <input type="checkbox"/> Non-DBE	<input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1- 3 years <input type="checkbox"/> 4-7 years <input type="checkbox"/> 8-10 years <input type="checkbox"/> More than 10 years	<input type="checkbox"/> Less than \$500K <input type="checkbox"/> \$500K - \$1M <input type="checkbox"/> \$1M-\$2M <input type="checkbox"/> \$2M-\$5M <input type="checkbox"/> Greater than \$5M
		<input type="checkbox"/> DBE <input type="checkbox"/> Non-DBE	<input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1- 3 years <input type="checkbox"/> 4-7 years <input type="checkbox"/> 8-10 years <input type="checkbox"/> More than 10 years	<input type="checkbox"/> Less than \$500K <input type="checkbox"/> \$500K - \$1M <input type="checkbox"/> \$1M-\$2M <input type="checkbox"/> \$2M-\$5M <input type="checkbox"/> Greater than \$5M
		<input type="checkbox"/> DBE <input type="checkbox"/> Non-DBE	<input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1- 3 years <input type="checkbox"/> 4-7 years <input type="checkbox"/> 8-10 years <input type="checkbox"/> More than 10 years	<input type="checkbox"/> Less than \$500K <input type="checkbox"/> \$500K - \$1M <input type="checkbox"/> \$1M-\$2M <input type="checkbox"/> \$2M-\$5M <input type="checkbox"/> Greater than \$5M