



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

Airports Division
Southwest Region
Arkansas, Oklahoma

ASW-630
2601 Meacham Blvd.
Fort Worth, TX 76137

AUG 28 2013

The Honorable Harold Perrin
Mayor of Jonesboro
300 South Church Street
Jonesboro, AR 72401

Dear Mayor Perrin:

We are enclosing the original and one copy of the Grant Offer for Airport Improvement Program (AIP) Project No. 3-05-0033-019-2013 at Jonesboro Municipal in Jonesboro, Arkansas. This letter outlines expectations for success. Please read the conditions and assurances carefully.

To properly enter into this agreement, you must do the following:

- The governing body must pass a resolution and execute the grant, along with your attorney's certification, by September 13, 2013, in order for the grant to be valid.
- We ask that you return the Grant Offer marked "Original" to us by overnight mail, and maintain the copy marked "Sponsor" for your records.

Subject to the requirements in 49 CFR 18.21, each payment request for reimbursement under this grant must be made electronically via the Delphi eInvoicing System. Please see the attached Grant Agreement for more information regarding the use of this System.

Please note Grant Condition No. 4 requires you to complete the project without undue delay. We will be paying close attention to your progress to ensure proper stewardship of these Federal funds. **You are required to submit a payment request for reimbursement for allowable incurred project expenses every 30 days.** Should you fail to make draws on a regular basis, your grant may be placed in "inactive" status which will impact future grant offers.

Until the grant is completed and closed, you are responsible for submitting formal reports as follows:

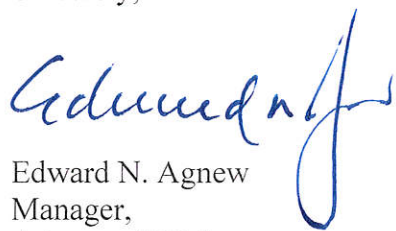
- A signed/dated SF-270 (non-construction projects) or SF-271 or equivalent (construction projects) and SF-425 annually, due 90 days after the end of each federal fiscal year in which this grant is open (due December 31 of each year this grant is open); and
- Quarterly Progress Reports due every quarter.

Once the project(s) is completed and all costs are determined, we ask that you close the project without delay and submit, as a minimum, the following:

- Sponsor Certification for Project Final Acceptance; and
- Summary of all change orders and summary of all testing; and
- Final SF-270 or SF-271 (or equivalent) and SF-425.

Paul Burns, (817) 222-5648, is the assigned program manager for this grant and is readily available to assist you and your designated representative with the requirements stated herein. We sincerely value your cooperation in these efforts and look forward to working with you to complete this important project.

Sincerely,

A handwritten signature in blue ink, appearing to read "Edward N. Agnew". The signature is fluid and cursive, with a prominent vertical stroke at the end.

Edward N. Agnew
Manager,
Arkansas/Oklahoma
Airports Development Office

Enclosures (2)