Overview of Process Leading to an AIP Grant:

Planning Structure

Getting Started
- Identify airport needs (i.e. prepare airport master plan or update airport layout plan).
- Submit your five-year Capital Improvement Plan (CIP) to the ADO.
- If your project is a likely candidate for AIP funding, i.e. included in the FAA’s Airport’s Capital Improvement Program (ACIP), work with your ADO project manager to:
  - Develop a schedule leading to grant offer.
  - Develop a project scope.
  - Complete the environmental review.
  - Hire consultants and design project.
  - Advertise and award contract.
  - Construct project.
  - Submit grant closeout documentation.

Contact your ADO

Qualifying

Environmental Review

Deliberate Initial Assessment

Implementation Strategies

Early Bids

Completion

Project Closeout

Reference Materials

- FAA Order 5100.38C Airport Improvement Program Handbook
- FAA Order 5100.39A Airport Capital Improvement Planning
- AC 150/5070-6B Airport Master Plans
- Order 1050.1E Environmental Impacts: Policy and Procedures
- Order 5050.4B National Environmental Policy Act (NEPA) Implementing Instructions for Airport Projects
- FAA Flight Plan (http://www.faa.gov
- Northwest Mountain Regional Airport Plan (RAP) (http://www.faa.gov/airports/northwest_mountain/planning_capacity/)
- Benefit-Cost Analysis (BCA) http://www.faa.gov/airports/aip/bc_analysis

Purpose:
We want to improve how we manage our Airport Improvement Program (AIP) by working with you, the airport’s community, early in the AIP grant process. This brochure shows a typical schedule leading to a construction grant. We want to emphasize two points:
1. Plan on getting started early, and
2. Meet with your Airport District Office (ADO) project manager to develop a schedule that meets the needs of your particular project.

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For more information, please contact your ADO or visit http://www.faa.gov/airports/northwest_mountain/aip/
### Steps to AIP

#### Four Years Prior to Year of Construction:
- Identify potential projects and consult with ADO.
- Validate project justification and eligibility.
- Determine probabilistic level of environmental review. If an EIS is required, your planning may need to begin much earlier.
- Determine whether ALP or Exhibit A needs updating.
- Identify required flight procedure modifications (for new, extended or relocated runways).
- Coordinate with airport users on project plans.

#### Three Years Prior to Year of Construction:
- Refine scope of project and develop improved cost estimate.
- Identify funding sources.
- Determine if Benefit/Cost Analysis (BCA) or Letter of Intent (LOI) is required by FAA.
- Identify new or existing NAVAIDS that will be affected and if a reimbursable agreement is needed.
- Initiate obstruction survey activities, if flight procedures must be modified.
- Inventory the project’s affected environment (wetlands, incompatible land use, and historic properties).
- If land is required for proposed construction, planning and environmental review may need to begin earlier.

#### Two Years Prior to Year of Construction:
- Select consultant.
- Refine project scope and cost estimate.
- Update ALP, if necessary, to reflect planned projects.
- Coordinate NAVAIDS requirements with FAA.
- Determine if Disadvantaged Business Enterprise (DBE) goals are required.
- Initiate reimbursable agreements discussions with FAA.
- Submit request for new/modified flight procedures with FAA.
- Submit request for Airspace review of projects under Non-Rulemaking Authority (NRA) number.
- Begin BCA for capacity projects seeking $10 million or more of discretionary funds over the life of the project.
- Submit Environmental Assessment (EA) or Categorical Exclusion (Catex) documentation for FAA review and funding.

#### One Year Prior to Year of Construction:
- Complete airspace study.
- Complete project scope of work.
- Refine and update cost estimates.
- Complete significant Environmental documentation.
- Complete 90% design, plans and specifications after FAA’s environmental findings are made.
- Execute reimbursable agreements to support NAVAIDS, if necessary.
- Prepare and Coordinate Construction Safety Plan.
- Secure additional environmental or other approvals/permits.
- Finalize ALP update.
- Finalize DBE goals.
- Finalize and submit BCA/ and or LOI request by March 1st.
- Finalize construction bidding, grant application, and grant acceptance schedules.

#### Year of Construction (Grant Acceptance):
- Complete 100 percent design and plans & specifications.
- Complete FAA Environmental Findings (ROD, FONSI or Catex) for the current fiscal year by January 15th.
- Advertise and secure bids according to ADO schedule.
- Projects expecting discretionary funding should be ready to bid by April 1st.
- Submit application by May 1st (pending availability of AIP funds).
- Accept grant.
- Issue notice-to-proceed.
- Monitor environmental mitigation requirements during construction.
- Make timely request of grant payments.

#### After Construction Completion:
- Provide final test results.
- Submit final report and pay request.
- Close grant.
- Monitor environmental mitigation measures.

Because we require that most construction projects go to grant based on bids, we encourage sponsors to have the design prepared early, and may provide a separate grant for that purpose.

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