

## Keys to Success



An efficient AIP program minimizes the time and effort it takes to convert Aviation Trust Funds into useable improvements that increase safety/security, reduce noise impacts or improve the efficiency of the national airport system.

Efficient management of the AIP grant program includes grant awards based on bids or negotiated fees, grants initiated immediately with most closed in 3 years from acceptance and **all** grants closed within 4 years.

For an airport to be as competitive as possible for the limited discretionary funding, three strategies are recommended:

1. Identify development with system benefits including additional capacity, efficiency or safety/security.
2. Utilize entitlement funds on high priority development. In general, the highest priority work is that associated with safety/security, runways and the primary taxiway system, noise reduction, planning and environmental mitigation. Generally, apron, terminal and roads are lower priority.
3. Manage your grant program effectively by implementing sound capital planning and grant management practices.

## Resources

FAA Order 5100.38C, AIP Handbook

FAA Order 5100.39A, Airport Capital Improvement Program

FAA Website: <http://www.faa.gov/>

Regional Website—additional information and templates



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## Capital Planning Process for Airport Improvement Program (AIP)

It is essential for good capital planning practices to be adopted in order to position airport development projects for bid-based AIP grant funding. Bid-based grant awards are imperative to realizing aviation system and capacity improvements in a timely manner. Following the recommended capital planning practices summarized below will result in the most efficient investment of the federal dollar.

### Capital Planning Steps

- Identify potential funding sources and amounts, e.g., PFC, AIP, State, Other Local
- Determine project eligibility under AIP or PFC
- Align AIP eligible projects with Federal objectives, realistic funding levels and expectations
- Target non AIP funds for low AIP priority projects
- Develop budgets and phase projects
- Identify type of environmental review to comply with NEPA
- Submit your annual CIP update and meet with your FAA Program Manager to refine plan during the last quarter of each calendar year
- Schedule quarterly discussions with your FAA Program Manager to review program progress

### 4 Years Before Construction

- Identify potential projects
- Communicate with users

### 3 Years Before Construction

- Scope the project
- Identify funding sources (AIP/PFC/State/Local)
- Identify new or existing NAVAIDS that will be affected by the project
- Identify if any Instrument Approach Procedures will need modification due to the project
- Identify type of environmental review (CatEx/EA/EIS) expected. If EIS is likely, initiate
- Identify if Benefit Cost Analysis (BCA) or Letter of Intent (LOI) is appropriate
- Determine if ALP or Exhibit A need updating

### 2 Years Before Construction

- Solicit and engage Design Consultant services
- Refine
  - Scope
  - Cost Estimate
- Coordinate with FAA
  - NAVAIDS
  - Instrument Approach Procedures
  - Airspace
- Initiate
  - Environmental Review (CatEx or EA)
  - BCA, LOI
  - ALP update, Exhibit A update
  - Reimbursable Agreement



### 1 Year Before Construction

- Solidify Project Scope
- Develop 90 percent plans and specifications
  - Include Additive/Deductive Alternatives to ensure the project is consistent with budget
  - Develop Construction Safety Plan
- Update/Revise Cost Estimates
- Finalize
  - Environmental Review (CatEx or EA)
  - BCA, LOI
  - ALP update, Exhibit A update
  - Reimbursable Agreement
- Review project schedule with FAA and agree you will be able to accept a grant the following year based on firm costs

### Implementation Year

- Solicit and engage Design Consultant services, Secure Bids
- Make application and receive AIP grant based on firm costs
- Issue Notice-to-Proceed
- Initiate routine grant drawdowns

### Year After Implementation

- Use the aviation improvement
- Initiate grant closure