

APPENDIX B-1:



U.S. Department of Transportation Federal Aviation Administration Sponsor Submission Application

An airport sponsor is required to submit a five-year capital improvement program inclusive of certain conditions in its request for exemption. FAA developed this Sponsor Submission Application to provide FAA/block grant state staff and airport sponsors with step by step procedural guidance to ensure the proposed five-year capital improvement program submitted for consideration comports with the statutory requirements of Section 813 and follows existing FAA's procedures to define an airport's long term planning needs.

In developing the proposed five-year capital improvement program, FAA/block grant state staff should work with the airport sponsor to ensure the capital improvement program addresses the items identified in this Appendix and includes appropriate documentation as required. FAA may perform a site inspection if needed to verify or augment the airport's stated needs in developing a five-year capital improvement program. Once the requirements in this application have been met, the sponsor must be advised to complete the remaining submissions identified in this CGL before FAA may review to determine if the application is substantially complete.

The proposed five-year capital improvement program, developed by the airport sponsor in concert with its FAA/block grant state PM, must include the following components in accordance with statutory requirements:

- Identification of the projects needed to maintain the utility of the airport over the five-year period of the plan.
- A current Airport Layout Plan (ALP). The ALP must reflect mineral extraction activities in accordance with existing and future FAA guidance. Any changes to the ALP proposed during the five-year exemption period still are subject to FAA review and approval, and all requirements pertaining to applicable federal actions remain in effect.
- Identification of any reserve funds required or needed to implement and manage extraction activities, in accordance with existing or future FAA policy, procedures, and guidance as well as local, state, and federal laws overseeing such operations.
- Identification of which projects from the airport sponsor's last capital improvement program submitted to FAA have been accomplished and any other deviations from the projects contained in the proposed (current) five-year capital improvement program.
- Identification of all requirements to comply with the National Environmental Policy Act (NEPA) to implement the five-year capital improvement program.
- Identification of on-going or projected noise mitigation projects required during the duration of the five-year capital improvement program.
- Identification of all non-AIP eligible projects that would be required to operate and maintain the airport for the next five years. This includes, but is not limited to, equipment, staffing, local regulatory requirements, and other airport projects necessary for the airport to maintain compliance with its grant assurance obligations.

- Identification of airport operations and maintenance costs for the duration of the five-year capital improvement program.
- Identification of the airport’s “design and safety standards” to include assessments of the following at a minimum –
 - Airport Design Standards - Provide a statement that the airport meets and will continue to meet, for the duration of the five-year exemption period of the capital improvement program, the applicable design standards set forth in AC 150/5300-13. If the airport does not meet these criteria, it must justify why existing modifications to standards should persist as well as project when such modifications will be corrected. NOTE: The statement also should consider the existing instrument approach capabilities of the airport and approaches anticipated to be implemented during the five-year capital improvement program.
 - Current Pavement Conditions – Provide a statement certifying that it has a pavement maintenance management system in accordance with AC 150/5380-7 Airport Pavement Management Program including the following steps:
 1. The airport sponsor will enter the pavement condition index for each runway in the FAA master data record.
 2. The airport sponsor will submit a report of the pavement condition of the airport pavements in accordance with AC 150/5320-17 or an alternate system acceptable to the Airports District Office.
 3. The airport sponsor will certify that the airport will not require FAA funding for pavement construction or repairs for a period of 7 years and will maintain pavements to the ASTM standard pavement condition index (PCI) of 60 or better; or an approved alternate method of evaluating pavement.
 - Current Pavement Markings - Provide a statement certifying the airport meets and will continue to meet for the duration of the five-year exemption period of the capital improvement program, the applicable standards set forth in AC 150/5340-1.
 - Current Airport Sign Systems - Provide a statement certifying the airport meets and will continue to meet for the duration of the five-year exemption period of the capital improvement program, the applicable standards set forth in AC 150/5340-18.
 - Current Airfield Lighting and Visual Aids - Provide a statement certifying the airport meets and will continue to meet for the duration of the five-year exemption period of the capital improvement program, the applicable standards set forth in AC 150/5340-30.
- Identify the airport’s “capacity needs” as required by statute to include the following at a minimum –
 - The airport’s aviation forecasts data (Master Plan if available) to assess infrastructure for accommodate existing and future aviation needs. (E.g., include equipment, buildings, commercial/t-hangars, aprons, crosswind runways, etc.)
 - Provide a statement assessing the ability of existing aircraft storage hangars and fuel farm to meet aeronautical needs during the period of the five-year capital improvement program.
- Completed and executed copies of the following: Appendix C-1 and Appendix D-1 including Table D