

Keys to Success

The Northwest Mountain Region believes an effective AIP program converts Aviation Trust Funds into high priority aviation infrastructure that benefits the aviation public on a timely basis.

Current National FAA AIP fiscal practices include:

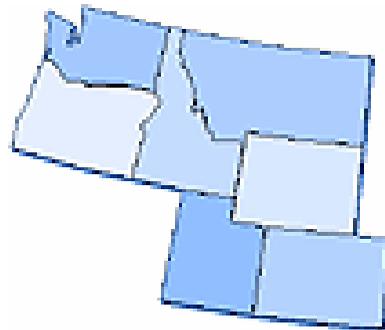
- Issuing grants based on bids or negotiated fees.
- Timely programming of grants.
- Ensuring no grant stays inactive for 10 months. Grants are to be initiated immediately with most closed in two years from grant.
- Closing all grants within four years of appropriation.
- Partnership with state aviation staff to realize coordinated national and state aviation goals.

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

1. Identify development with system impacts including additional capacity, efficiency, or safety/ security.
2. Submit projects in CIP at least 5 years before construction is planned.
3. Use AIP funds on high-priority development. In general, the highest priority work is that associated with safety/ security, pavement rehabilitation of runways and the primary taxiway system, planning, and environmental mitigation. Generally, new pavement construction, apron, terminal, and access are lower priority.
4. Manage your Grant program effectively by implementing sound capital planning and grant management practices.

Reference Materials

- **FAA Order 5100.38D** Airport Improvement Program Handbook
http://www.faa.gov/airports/aip/aip_handbook/media/AIP-Handbook-Order-5100-38D.pdf
- **Order 5050.4B** National Environmental Policy Act (NEPA) Implementing Instructions for Airport Projects
http://www.faa.gov/airports/resources/publications/orders/environmental_5050_4/media/5050-4B_complete.pdf
- **Order 1050.1F** Environmental Impacts: Policy and Procedures
http://www.faa.gov/documentLibrary/media/Order/FAA_Order_1050_1F.pdf
- **AC 150/5300-13A** Airport Design
http://www.faa.gov/documentLibrary/media/Advisory_Circular/150-5300-13A-chg1-interactive.pdf
- **AC 150/5070-6B** Airport Master Plans
http://www.faa.gov/documentLibrary/media/Advisory_Circular/150-5070-6B-Change-2-Consolidated.pdf
- **2 CFR 200**
<http://www.ecfr.gov/cgi-bin/text-idx?SID=99d87c8dabf793abd12f4ba1df71e688&mc=true&node=pt2.1.200&rgn=div5>
- **Benefit-Cost Analysis (BCA)**
[\(http://www.faa.gov/airports/aip/bc_analysis/\)](http://www.faa.gov/airports/aip/bc_analysis/)



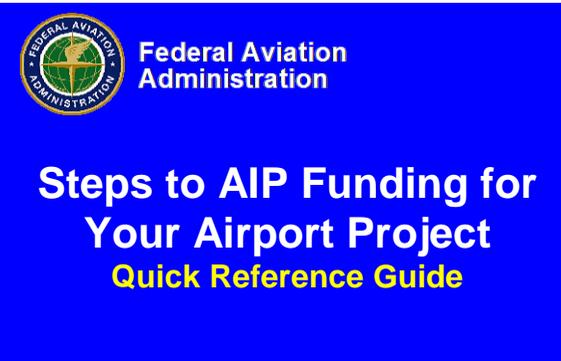
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Purpose:

We want to improve how we manage our Airport Improvement Program (AIP) by working with you, the airport 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 Airports District Office (ADO) project manager to develop a schedule that meets your airport needs.



Note: The following information describes a typical schedule, year by year, leading to AIP funding for your project. However, planning, design-only, equipment or land acquisition-only grants may have a different schedule. Project complexity or public controversy may also affect your schedule.

Planning

Airport planning is a systematic process used to efficiently guide future development of airports consistent with local, State and National goals. The FAA establishes standards and provides guidance on master and system planning. A key objective of airport planning is to assure the effective use of airport resources in order to satisfy aviation demand in a financially feasible manner.

Effective airport planning results in the sponsor identifying short term and long term needs of their airport. Airport needs may arise from aviation demand, airport inspections, pavement condition analysis, runway safety recommendations, and security recommendations. The end result of successful planning is an accepted master plan with a prioritized list of projects, your Capital Improvement Plan (CIP).

The FAA's Airport Capital Improvement Program (ACIP) serves as the primary tool for project formulation. The FAA relies on the ACIP to serve as the basis for the distribution of limited grant funds under the AIP. The ACIP provides the means to systematically identify, prioritize and assign funds for airport development.

Under the ACIP, sponsors submit to the FAA their requests for aid (CIP identified through your planning process), including all required supplemental documentation. The FAA evaluates each project for eligibility, justification, reasonableness of cost, priority assessment, reasonableness of project schedule, and available funding.

Sponsors should note that the preparation and submittal of a CIP project does not represent a guarantee that the sponsor will receive Federal funds. The official notice that a sponsor will receive Federal funds is through a Congressional notification for release of funds. Until this formal release has been made, all project efforts are construed as a sponsor initiative.

Steps to AIP Funding for your Airport Project

Four Years Prior to Year of Construction:

- From your master plan, identify potential projects and consult with ADO.
- Submit 5 year CIP by [February 1st](#).
- Validate project justification and eligibility.
- Identify funding sources.
- Determine probable level of Environmental Review. If an EIS is required, your planning may need to begin much earlier.
- Determine if Airport Layout Plan (ALP) and/or Exhibit A need updating.
- Identify required flight procedure modifications (for new, extended or relocated runways), and need for aeronautical survey.
- Coordinate with airport users on project plans.

Three Years Prior to Year of Construction:

- Refine scope of project and develop improved cost estimate.
- Refine funding sources.
- Update and submit 5 year CIP by [February 1st](#). Update ALP as necessary.
- Determine if Benefit/Cost Analysis (BCA) is required or Letter of Intent (LOI) is going to be used by FAA.
- Identify new or existing NAVAIDS that will be affected and if a reimbursable agreement is needed.
- If flight procedures must be modified, select consultant and initiate aeronautical survey.
- If the proposed project has environmental impacts, hire a consultant and initiate the environmental process.
- If land is required for proposed construction, planning and environmental review and a due diligence audit may need to begin earlier.

Two Years Prior to Year of Construction:

- Select consultant (unless needed earlier).
- Refine project scope and cost estimate.
- Update and submit 5 year CIP by [February 1st](#).
- Perform preliminary engineering (subject to environmental and ALP).
- Update ALP, if necessary, to reflect any changes to planned projects.
- Coordinate NAVAID requirements with FAA.
- Initiate reimbursable agreements discussions with FAA if the project affects any FAA facilities.
- Complete aeronautical survey.
- Submit request for new/modified flight procedures with FAA (allow 18-24 months after aeronautical survey).
- Submit request for Airspace review of projects under Non- rulemaking Authority (NRA) number.
- Begin BCA for capacity projects seeking \$5 million or more of discretionary funds over the life of the project.
- Initiate Environmental Assessment (EA)

One Year Prior to Year of Construction:

- Update and submit 5 year CIP by [February 1st](#).
- Complete airspace study.
- Complete project scope of work.
- Complete environmental documentation.
- Complete 90% design, plans and specifications after FAA's environmental findings are made.
- Refine and update cost estimates.
- Execute reimbursable agreements to support modifications to FAA NAVAIDS, as necessary.
- Prepare and Coordinate Construction Safety Plan.
- Initiate SMS process.
- Secure additional environmental or other approvals/ permits.
- Establish Disadvantaged Business Enterprise (DBE) goals if required.
- Finalize and submit BCA/ and or LOI request by [March 1st](#).
- Finalize construction bidding, grant application, and grant acceptance schedules.

Year of Construction:

- Update and submit 5 year CIP by [February 1st](#) for subsequent years.
- Complete 100 percent design and plans & specifications.
- FAA Environmental Findings should be made no later than [January 15th](#).
- Advertise and secure bids according to ADO schedule.
- Projects expecting discretionary funding should be ready to bid by [April 1st](#).
- All other AIP projects should be ready to bid no later than [May 15th](#).
- Submit application by [May 1st](#).
- Accept grant within 30 days of offer.
- Issue notice-to-proceed.
- Monitor environmental mitigation requirements during construction.
- Make timely request of grant payments (at least every 30 days).
- Provide weekly inspection reports.

After Construction Completion:

- Provide final test results.
- Submit final report and pay request within 60 days end of construction.
- Submit final As Built ALP and Exhibit A.
- Close grant within 90 days of project acceptance.
- Monitor environmental mitigation measures.



Because we require that most construction grants are based on bids, we encourage sponsors to have the design prepared early. We encourage design only grants.

CIP Data Sheets or Equivalent

Is required for a sponsor to provide individual project details such as cost and justification.

If your project requires discretionary funds, it is important to identify this need early (5 years out) in your CIP. Projects cannot be traded out for other projects. Because the FAA, like most organizations, (due to fiscal and time constraints) cannot adjust well to constantly changing sponsor priorities, it is important for you to develop a well planned CIP and stick as closely as possible to it.

