

Helpful Guidelines for the ACIP Process

The five year 2011-2015 Airport Capital Improvement Program (ACIP) submittals via the web site are due to ADOT **Monday, November 30, 2009**. The ACIP **MUST** be submitted to ADOT via the web site before this deadline.

To facilitate the programming of your proposed projects, the due date to submit your updated ACIP to the FAA is **November 30, 2009**. Please send your ACIP Data Sheets and project graphic layouts to FAA at the following address:

Federal Aviation Administration
Los Angeles Airports District Office
P.O. Box 92007
Los Angeles, CA 90009-2007

As an alternative to hard copy submittals to the FAA, you may send your ACIP Data Sheets and project graphic layouts electronically to the Airport Planner assigned to you.

Please note:

- ❑ ADOT grant amounts will be capped in order to ensure a broad distribution of grant dollars to Arizona airports. We anticipate the statutory (10% of the prior three year average revenues coming into the Fund) **funding cap** will be approximately **\$2,300,000** (two million three hundred thousand dollars). Recent legislation provides for this cap to apply only to, federal/state/local grants and state/local grants. APMS, and loans are not included.
- ❑ The ACIP Web Site includes instructions for entering the ACIP information. A more detailed discussion is available on the Aeronautics web site. The document is titled “ACIP Web Handbook” and is located on the Airport Development/Five Year Program Guidelines web page:
http://www.azdot.gov/aviation/PDF/ACIP_UsersGuide.pdf.
- ➔ The ADOT 5-year ACIP web site is **now** available for submittals.
- ➔ Please submit projects for only the fiscal years **2011 through 2015**. If you have no projects for any particular fiscal year, please leave that year blank.
- ➔ The **Program year is 2011**. This is the **same** for all five fiscal years.
- ➔ The **Fiscal Years** are: 2011, 2012, 2013, 2014, and 2015.
- ➔ The State of Arizona fiscal year is July 1 to June 30.
- ➔ The FAA fiscal year is October 1 to September 30.
- ➔ Clearly describe each project with a concise narrative of the physical description and a summary justification of the project’s need. Depict each project by including a professional quality graphic layout. The layout must be an 8 ½” x 11” or 11” x 17” size ALP-based drawing that clearly depicts each project listed on your ACIP Data Sheets. Use a separate graphic layout for each fiscal year .



- ➔ Projects should be well justified and progress logically from year to year as follows:
 - Projects should be consistent with reasonable forecasts of aviation demand and the latest Airport Master Plan. Forecasts must be reviewed and approved by FAA.
 - Projects must be depicted in a FAA approved ALP. The ALP should be updated for FAA approval every three years.
 - Proposed pavement maintenance or rehabilitation projects should be supported by a current airport Pavement Management Maintenance Plan (PMMP). Arizona's APMS study results of individual airports are acceptable by both FAA and ADOT.
 - The ACIP should reflect logical project progression. Program your planning, environmental and design requirements before construction. Construction and equipment acquisition grants must be based on bid results. For projects that will require multiple grants over successive years, plan a logical construction sequence.

- ➔ All projects must comply with the National Environmental Policy Act (NEPA). To help the FAA ensure that all projects comply with the NEPA we are asking you to identify the NEPA compliance status for the various projects in your ACIP. There are three levels of documentation available to the FAA: A Categorical Exclusion (CATEX), an Environmental Assessment (EA) and an Environmental Impact Statement (EIS). The types of projects that normally qualify for CATEX, EA or EIS are identified in FAA Orders 1050.1E and 5050.4B. Projects that do not qualify for a CATEX determination require either an Environmental Assessment or Environmental Impact Statement. The ACIP data sheet includes a section for you to identify the NEPA status of your airport's proposed projects. Please complete this section of the data sheet based on your knowledge of the proposed project. For fiscal year 2011 projects that may qualify for a CATEX, we will require verification there are no extraordinary circumstances at your airport. If you are uncertain which level of documentation may be appropriate, contact one of FAA's Environmental Protection Specialists (EPS) for assistance.
- ➔ Project graphic layouts should include all projects for that fiscal year on one layout. Five fiscal years – Five layouts!
- ➔ Each project must be labeled on the layout exactly matching the project information and reference on the narrative form.
- ➔ You are now able to copy a previously entered project (from a prior year) into a new fiscal year.
- ➔ Enter each project's data into the appropriate box.
- ➔ The **Project Description** should be concise and brief – **What** specifically are you doing? You must include **location and dimensions!** Only one total project per description. Do not combine different project components e.g. apron and ARFF vehicle. Incomplete descriptions will be rejected and returned for clarification. This project description will be used as the grant description.
- ➔ Projects can be phased logically. Include phase number in the project description.
- ➔ **Example Project Description** – Construct South Apron expansion and apron lighting – 300 feet x 300 feet, approx. 10,000 sy.
- ➔ The **Project Justification** should also be concise and brief – What justifies you doing this project? These justifications are a summary for the effort you have been doing all year long: Keep them succinct.
- ➔ **Example Project Justification** – Existing apron is full of parked aircraft. The expansion is needed to increase aircraft parking capacity X based aircraft.
- ➔ **Environmental Assessments** take at least year to complete. The EA should be in **one** fiscal year and the project is to be in the **NEXT** or following fiscal year.

- **Design only** projects take a year or more to complete. The design should be in **one** fiscal year and the construction of the project is to be in the **NEXT** fiscal year.
- **Incomplete or incorrect project descriptions and/or justifications** will be rejected and returned to the sponsor for revisions.
- **Need help?** Call your ADOT or FAA representative on the attached list.
- **Question on eligibility?** Call FAA or ADOT. We will help you.
- **Need a meeting** with ADOT and/or FAA to discuss ACIP program or problems? Call us!!
- Once all information is entered, only the web manager, can officially submit this information to ADOT Aeronautics/FAA. **Your ADOT issued password is your “official” signature for ADOT purposes. FAA requires signed paper mailed or e-mailed to them.**
- **You can submit any time prior to the deadline.**
- Once officially submitted, no changes can be made to a project unless it is returned by Aeronautics.
- ADOT will review your ACIP submittal, and if necessary, contact you to clarify issues. If additional work is required, ADOT Aeronautics will return the project submittal via the web site with guidance on what revisions are required.
- When the material is completely reviewed by ADOT, it will be accepted into the ASM Database used to produce the five-year ACIP Program. There is no requirement to send any paper copies to ADOT. The documentation will be accomplished through the ACIP Web site.
- After ADOT review, the entire database for the five year ACIP program will be submitted to the FAA electronically.
- *FAA is requesting that each sponsor **print** the accepted ACIP Program as submitted to and accepted by ADOT (there is a printable version of the entire data you have entered), **sign** it and **send** it to FAA. Although this data will be transmitted to the FAA after ADOT review, FAA wishes to have a formal signed version.*

Other issues sponsor should consider for their respective ACIP submittals

- ✓ What is the age of the current Master Plan?
- ✓ Is the Airport Master Record (5010) record current and reasonably accurate?
- ✓ Is the Exhibit A Airport Property map current?
- ✓ Does the sponsor use the Letter of Credit for payments?
- ✓ Does the sponsor have any inactive or four years and older federal or state grants?

Contact Information – Got Questions?

FAA Los Angeles Airports District Office

Brian Armstrong, Manager	(310) 725-3644
Ruben Cabalbag, Assistant Manager	(310) 725-3621
Jaime Duran, Airport Planner	(310) 725-3630
Eric Vermeeren, Program Manager	(310) 725-3631
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Mark Guan, Program Manager	(310) 725-3626
Darlene Williams, PFC Specialist/Airport Planner	(310) 725-3625
Roxana Hernandez, Environmental Specialist	(310) 725-3614

ADOT Aeronautics Airport Development

Michael Klein, Program Administrator	(602) 712-7647
Tammy Martelle, Airport Projects Manager	(602) 712-8386
Nancy Faron, Airport Projects Manager	(602) 712-8173
Holly Hawkins, State Airport Engineer	(602) 712-8333
Kenn Potts, Airport Projects Planning Manager	(602) 712-7597

Please have all project data entered into the web site no later than **Monday, November 30, 2009 at 5:00 pm.**

For the purpose of managing all the submittals and reviews, Aeronautics temporarily assigns airports slightly different than the customary Grants manager assignments. Please review this list to see who you should be talking to for this ACIP.

ADOT ACIP AIRPORT SUBMITTAL ASSIGNMENTS

(602) 712-7597 <i>Kenn Potts</i>	(602) 712-8386 <i>Tammy Martelle</i>	(602) 712-8173 <i>Nancy Faron</i>
Avi Suquilla	Benson	Bagdad
Buckeye	Bisbee	Colorado City
Chinle	Bisbee-Douglas	Cottonwood
Cibecue	Casa Grande	Flagstaff Pulliam
Ernest A. Love	Chandler	Grand Canyon National Park
Ganado	Cochise County	Grand Canyon West
Gila Bend	Coolidge	H.A. Clark
Glendale	Douglas	Holbrook
Kayenta	Eloy	Laughlin/Bullhead
Kingman	Eric Marcus	Marana
Lake Havasu	Falcon Field	Payson
Page	Greenlee County	Phoenix Deer Valley
Polacca	Kearny	Phoenix Goodyear
Rolle	Nogales	Phoenix Sky Harbor
Scottsdale	Phoenix Mesa-Gateway	San Carlos Apache
St. Johns	Ryan Field	Sedona
Superior	Safford	Seligman
Taylor	San Manuel	Springerville
White River	Show Low	Tuba City
Wickenburg	Sierra Vista	Window Rock
Winslow Lindbergh	Tombstone	
Yuma	Tucson International	