



Arizona Department of Transportation
Aeronautics Division

GRANTS 101

AZAA SPRING CONFERENCE

APRIL 16, 2008

PRESCOTT, ARIZONA





Arizona Department of Transportation
Aeronautics Division

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**STATE GRANT PROCESS
GOT YOU TANGLED UP?**

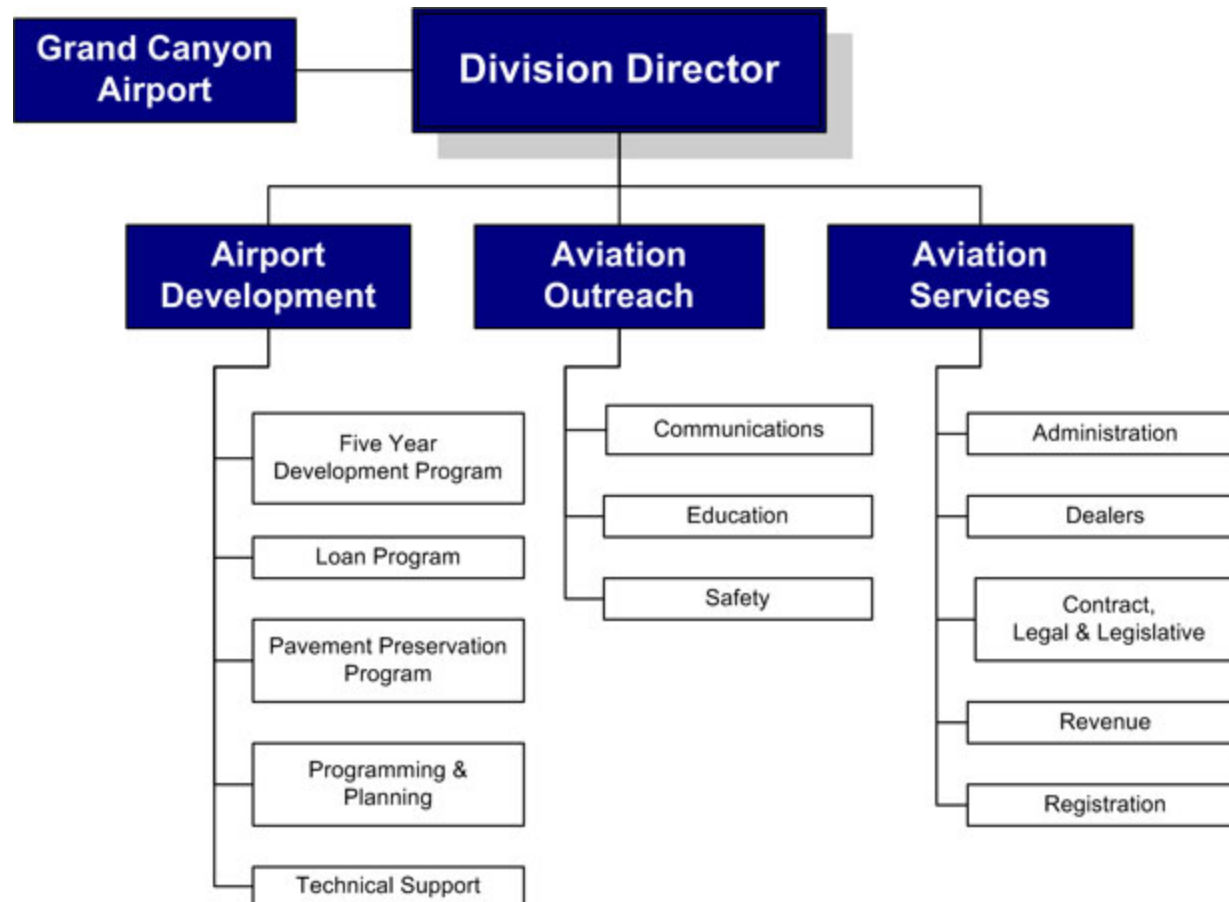
WE CAN HELP!



AHAJOKES.COM



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<http://www.azdot.gov/Aviation/index.asp>



Arizona Department of Transportation

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AERONAUTICS STAFF

- ➔ **Barclay Dick, A.A.E., Director**
- ➔ **Kim Stevens, Aviation Services & Outreach**
 - ➔ Carole Glenn – Education & Outreach Coordinator
 - ➔ Norman Tapaha – Aircraft Registration
- ➔ **Michael Klein, A.A.E. Airport Development**
 - ➔ Kenn Potts, A.A.E. – Airport Projects Planning Manager
 - ➔ Tammy Martelle – Airport Projects Manager
 - ➔ Nancy Faron – Airport Projects Manager
 - ➔ Mark Meyers, A.A.E. – Systems Planning Manager
 - ➔ Jamie Brown - Secretary
- ➔ **Michael Halpin – Grand Canyon Airport**
 - ➔ Craig Talatzko – Airport Operations Manager

<http://www.azdot.gov/Aviation/index.asp>



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AVIATION FUND



<http://www.azdot.gov/Aviation/index.asp>

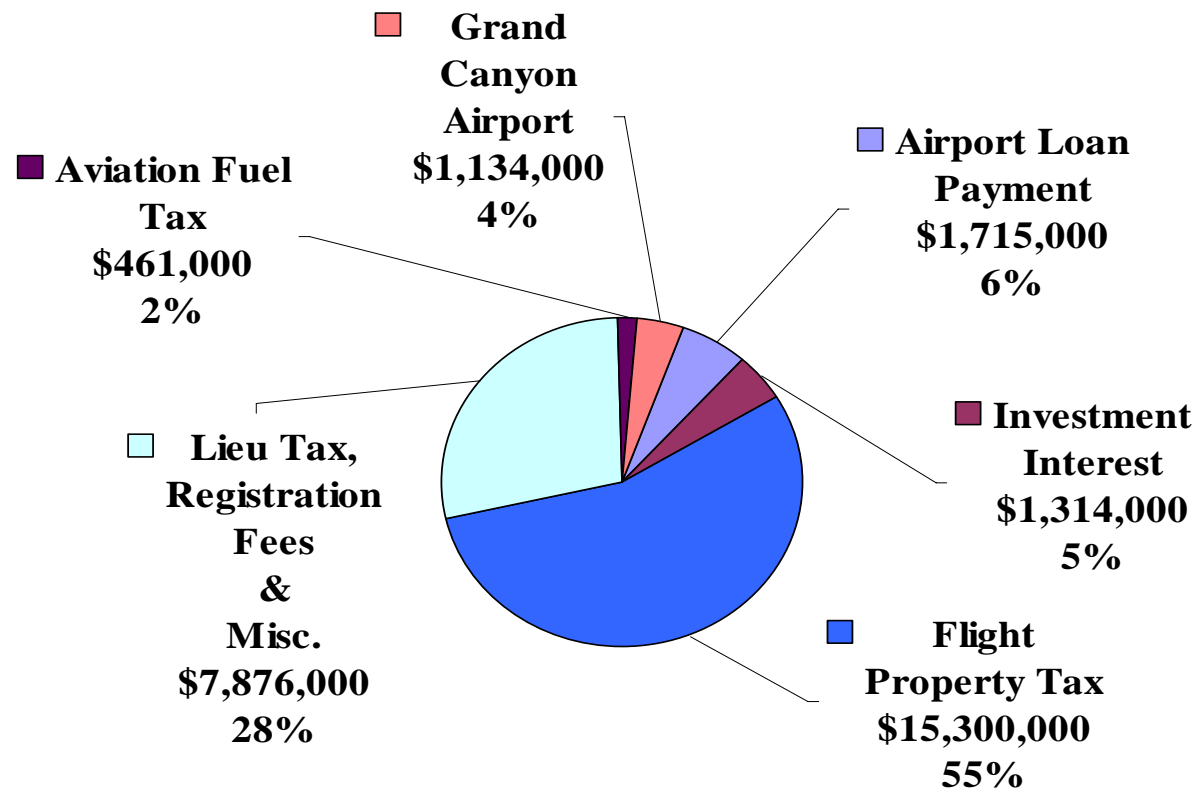


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AVIATION FUND SOURCES FY 2007 \$27,800,000





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FLIGHT PROPERTY TAX

- ✈ Flight Property Tax is a tax on airline companies operating flight property in air commerce in the State of Arizona
- ✈ Collected by Department of Revenue
- ✈ Received by Aeronautics twice a year
April & November

<http://www.azdot.gov/Aviation/index.asp>



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AIRCRAFT REGISTRATION

✈ Aircraft Registration is a tax levied on the average fair market value of aircraft based and registered in Arizona.

✈ Airport quarterly reports provide data

✈ Bills sent out in December

Due in February

✈ Owners can use Service Arizona

www.servicearizona.com



<http://www.azdot.gov/Aviation/index.asp>



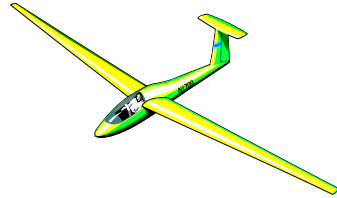
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AIRCRAFT REGISTRATION

Glider



123

Balloon



152

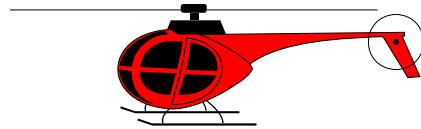
Antique

1,110

Home Built/Experimental

513

Rotorcraft



255

Landplane

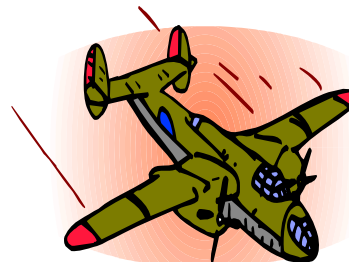


3,116

Agriculture

33

Classic/Warbird



1,345

Total 6,647

<http://www.azdot.gov/Aviation/index.asp>



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AVIATION FUEL TAX

- ✈ Fee is \$ 0.05 per gallon of aviation fuel and motor vehicle fuel used in aircraft
- ✈ Collected at the pump
- ✈ Does not include Jet Fuel





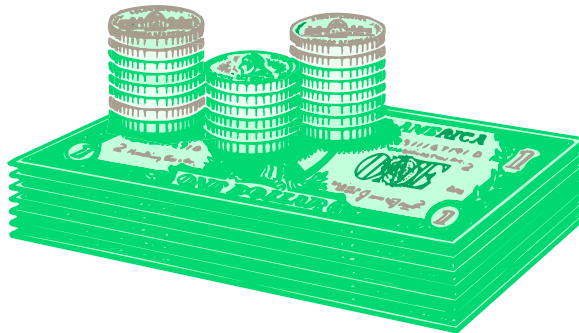
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LOAN PAYMENTS AND INTEREST

- ➔ Loan Repayments - Quarterly
- ➔ 9 outstanding loans – \$8.5 M
- ➔ Current balance \$5.6M
- ➔ 2007 Interest on loan balances - \$ 270.6 K
- ➔ Application material on AERO website



<http://www.azdot.gov/Aviation/index.asp>



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AVIATION FUND

Expenditures

- ➔ Aeronautics Division operations
- ➔ Grand Canyon Airport operations
- ➔ Airport Pavement Preservation Program (APPP)
- ➔ Loans
- ➔ State projects
- ➔ All grants!



<http://www.azdot.gov/Aviation/index.asp>



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STATE TRANSPORTATION BOARD POLICIES

- ➔ ARS 28-6951 requires a five-year plan
- ➔ Funding program follows State Transportation Board (STB) Aviation Policies and Arizona Revised Statutes
- ➔ STB Policy on Aeronautics Website

ARIZONA TRANSPORTATION BOARD



AVIATION POLICIES



Fiscal Year 2003

<http://www.azdot.gov/Aviation/index.asp>



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Arizona Revised Statutes

Title 28 –Transportation Chapter 25 – Aviation

<http://www.azleg.gov/ArizonaRevisedStatutes.asp?Title=28>

Articles 1-8

1. General Provisions
2. Aeronautics Division
3. Aircraft Operation
4. Aircraft Registration & Taxation
5. Aircraft Dealers
6. Airports in General
7. Airport Zoning and Regulation
8. Joint Powers Airport Authority

<http://www.azdot.gov/Aviation/index.asp>



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ARIZONA AIRPORT SYSTEM

→ **Primary**

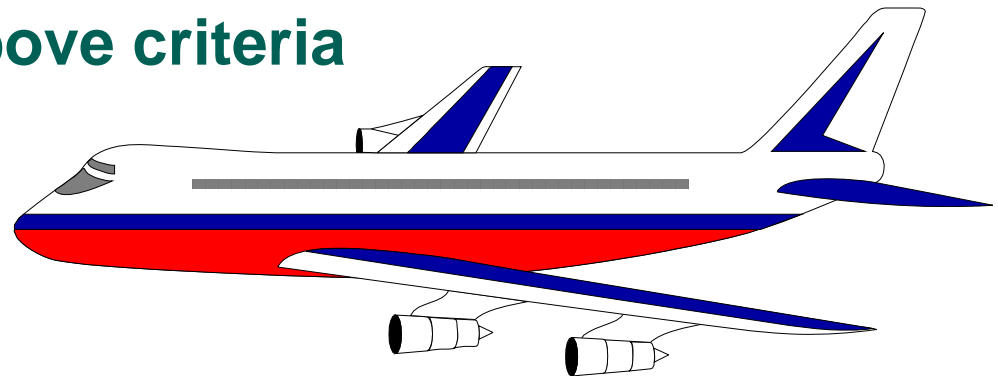
- **10 or more based aircraft**
- **2,000 or more annual operations**
- **Projected to meet criteria within 10 years**

→ **Secondary**

- **Does not meet above criteria**

→ **Tribal**

→ **Private**



<http://www.azdot.gov/Aviation/index.asp>

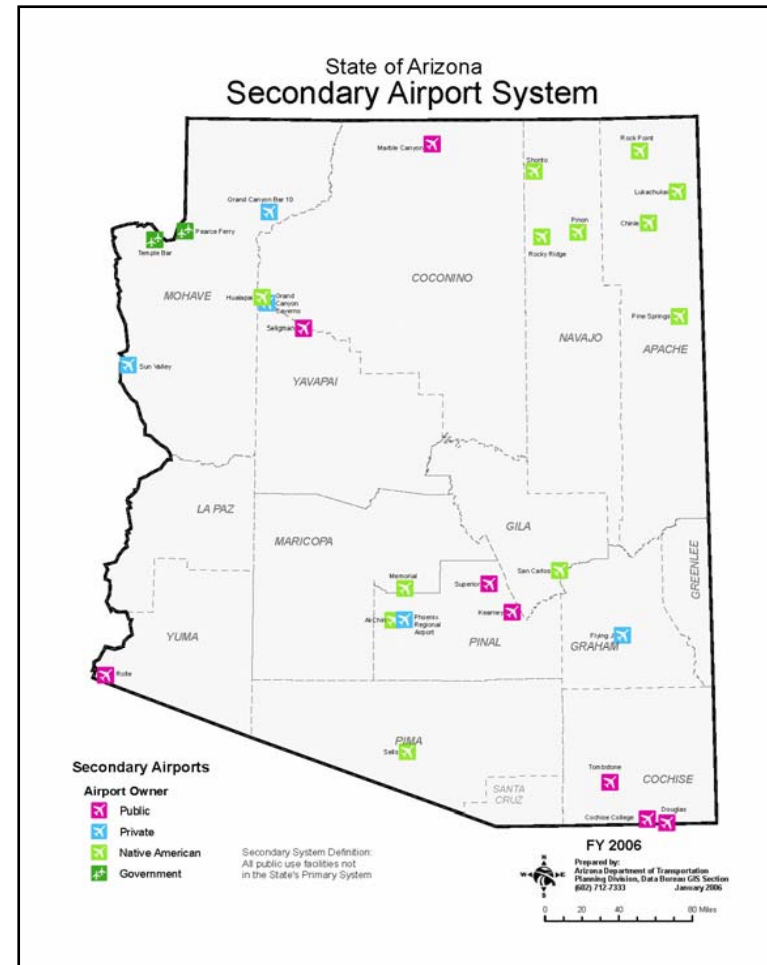
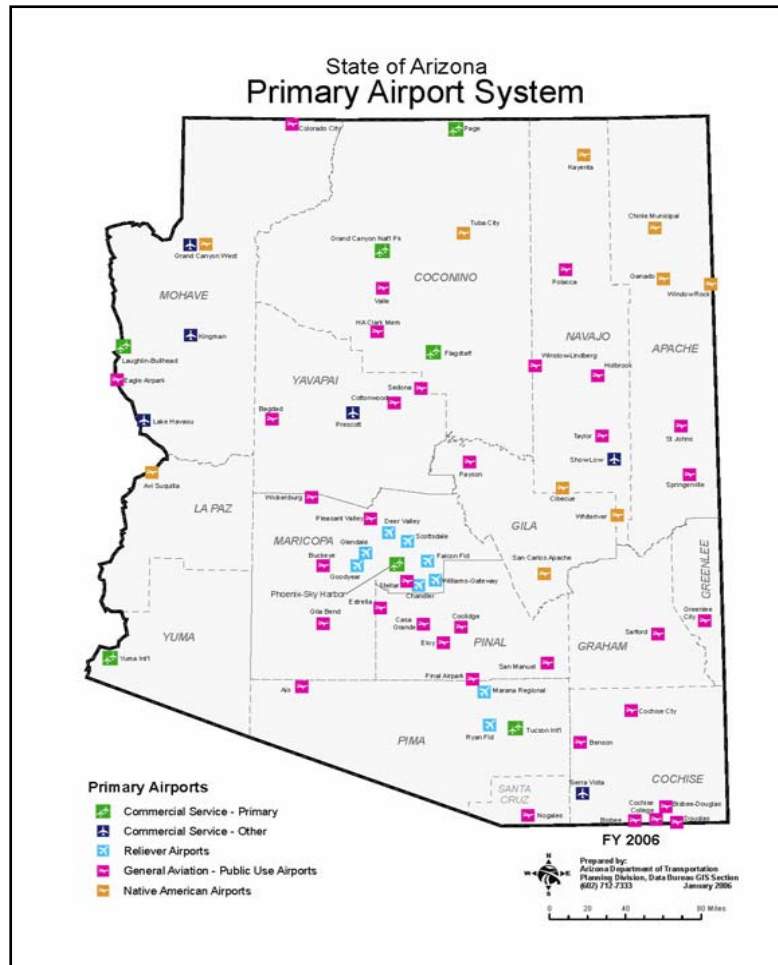


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ARIZONA AIRPORTS



<http://www.azdot.gov/Aviation/index.asp>



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AIRPORT DEVELOPMENT PROGRAMS

- **Federal State Local**
- **State Local**
- **Airport Pavement Management System (APMS)**
- **System Planning**
- **Loan Program**



<http://www.azdot.gov/Aviation/index.asp>



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FIVE-YEAR AIRPORT CAPITAL IMPROVEMENT PROGRAM

- ➔ Funded via Aviation Fund
- ➔ Approved by State Transportation Board
- ➔ Arizona Revised Statutes and STB policy
 - ➔ Define funding limits
 - ➔ Define eligibility



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PROGRAM AMOUNT

→ Revenue Projections

- External ADOT Consultant hired
- Four main revenue sources

→ Expected Reimbursements & Projected Costs

- State Grant
- Federal Grant Match
- APMS
- Loan
- State Projects

→ Fall time frame

<http://www.azdot.gov/Aviation/index.asp>



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PROGRAM AMOUNT

- ➔ Cash Flow Estimates
 - ➔ Actual
 - ➔ Sponsor submitted
 - ➔ All five programs & GCN are evaluated
- ➔ Maintain minimum fund balance of \$2M



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ARIZONA REVISED STATUTES

ARS 28-8202 – State aviation fund; report

- ➔ D. The board shall distribute monies appropriated ...for planning, design, development, acquisition of interests in land, construction and improvement of publicly owned and operated airport facilities The board shall distribute these monies according to the needs for these facilities ***as determined by the board.*** (emphasis added)
- ➔ No more than ten per cent of the total aviation fund may be awarded to any one airport in any fiscal year.



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ARIZONA REVISED STAUTES

New ruling by Attorney General requires that all monies allocated to an airport must be counted towards the "10% Airport Cap."

- ➔ This means in any fiscal year total from all:
 - ➔ State grants
 - ➔ Pavement Preservation Projects
 - ➔ Loans

can not exceed 10% of the aviation fund

<http://www.azdot.gov/Aviation/index.asp>



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STATE TRANSPORTATION BOARD POLICIES

- ✈ Sponsor (political subdivision of the State)
- ✈ In Master Plan/On an FAA Approved ALP
- ✈ Maximize Federal & State Funds
- ✈ Rated by Priority Number
- ✈ 80% funds to Commercial Service/Relievers
- ✈ 18% funds to General Aviation Airports
- ✈ 2% funds to Secondary Airports
- ✈ Comply with Environmental Requirements

<http://www.azdot.gov/Aviation/index.asp>



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QUESTIONS On Aviation Fund ?



<http://www.azdot.gov/Aviation/index.asp>



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ACIP DEVELOPMENT

AIRPORT CAPITAL IMPROVEMENT PROGRAM DEVELOPMENT



<http://www.azdot.gov/Aviation/index.asp>



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ACIP TIMELINE



Now to Oct. 31	Joint Planning Conference
October 31	ACIP submittal due (on-line)
Nov – Dec	ADOT Aeronautics review
January	Priority Planning Advisory Committee
February	State Transportation Board (STB)
March-May	Three Public Hearings
June	Approval by STB
July	FY State Grants issued

<http://www.azdot.gov/Aviation/index.asp>



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ACIP SUBMITTALS

- Submittals by ACIP Website
 - User Name & Password issued by AERO
 - Changed every year
 - Manager can grant limited access to others
 - First - Develop Project Drawing and Attach
 - Next - Enter Project Data
 - Complete by due date – October 31, 2008
 - Your submittal is your signature
 - Call us with any questions

<http://www.azdot.gov/Aviation/index.asp>





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ACIP DEVELOPMENT

STATE TRANSPORTATION BOARD POLICIES

Projects Eligible for State Funding

- Federal Match Grant Program
- Planning, design, development, acquisition of interests in land, construction, and improvement of publicly owned and operated airport facilities



<http://www.azdot.gov/Aviation/index.asp>



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2009 ACIP SUBMITTALS

- ➔ 66 Airports submitted 952 projects
- ➔ 952 projects worth \$1.48 Billion
 - ➔ 563 F/S/L capital projects at \$1.28 Billion
 - ➔ 277 S/L capital projects at \$173 Million
- ➔ FY 2009 State/Local Funding
 - ➔ 76 projects for \$41.2 Million considered
 - ➔ 27 proposed for funding at \$20.2 Million



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ACIP SUBMITTALS

Project Types

- ➔ Maintenance – APMS
- ➔ Safety & Capacity
- ➔ Planning



<http://www.azdot.gov/Aviation/index.asp>



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ACIP DEVELOPMENT

STATE TRANSPORTATION BOARD POLICIES

Planning Projects

- Master Plans
 - Rates and Charges
 - Minimum Standards
- Part 150 Noise Studies
- Airport wide Drainage Plans
- Environmental Assessments (EA)
- Environmental Impact Statements (EIS)

<http://www.azdot.gov/Aviation/index.asp>



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ACIP DEVELOPMENT

STATE TRANSPORTATION BOARD POLICIES

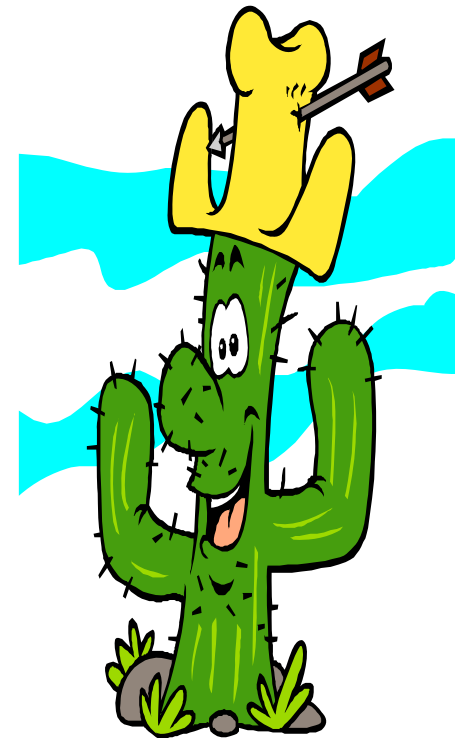
Land Acquisition

→ Protection

- Runway Protection Zones (RPZ)
- Non compatible uses
- Approaches (categories)

→ Expansion

- Aviation related areas
 - Terminals
 - Hangars
 - Aprons, etc.



<http://www.azdot.gov/Aviation/index.asp>



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ACIP DEVELOPMENT

STATE TRANSPORTATION BOARD POLICIES

Construction

- ➔ Runways, Taxiways, Aprons
- ➔ Terminals for Commercial Service
- ➔ Security Lighting/Fencing
- ➔ Signage
- ➔ Utility Improvements associated w/ project
- ➔ ARFF Facilities

STB Policy for additional eligible projects

<http://www.azdot.gov/Aviation/index.asp>



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***ACIP DEVELOPMENT
FUNDING OF INELIGIBLE ITEMS***



When PIGS FLY

<http://www.azdot.gov/Aviation/index.asp>



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ACIP DEVELOPMENT

STATE TRANSPORTATION BOARD POLICIES

➔ Non-eligible Projects

- ➔ Equipment (ARFF, snow removal, radios)
- ➔ Fencing above chain link
- ➔ Security Cameras at GA
- ➔ Lunch and Dinner
- ➔ Rules & Regulations, SWPPP, Utility Plans, etc.
- ➔ Utilities not associated with an eligible project
- ➔ Any project not on Airport Property





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ACIP DEVELOPMENT

STATE TRANSPORTATION BOARD POLICIES

✈ Non-eligible Projects (continued)

- ✈ Airport specific Economic Impact
- ✈ Airport specific Pavement Management
- ✈ Projects benefiting private entities
- ✈ Revenue producing projects (Fuel Farms)
- ✈ Maintenance of Auto Parking Lot or Roadway
- ✈ Roads not to the Terminal Building



<http://www.azdot.gov/Aviation/index.asp>



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ACIP DEVELOPMENT

STATE TRANSPORTATION BOARD POLICIES

Primary Airports - Priority Number

- ➔ Project Component – points vary
- ➔ Main Runway or Taxiway - 20 points
- ➔ New Navigation Aid (main runway only) – 20 points
- ➔ Ratio of Waiting List & Based Aircraft – 50 max
- ➔ Enplanements – 10 max
- ➔ Annual Operations – 10 max
- ➔ Ratio of 60% ASV – 50 max
- ➔ 30% Eligibility review approved by ADOT – 20 points

<http://www.azdot.gov/Aviation/index.asp>



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ACIP DEVELOPMENT

STATE TRANSPORTATION BOARD POLICIES

PROJECT COMPONENT POINTS

Apron Construct	40	Master Plan Update	50
Apron Reconstruct	50	REIL Upgrade	10
Auto Parking	5	Runway Construct	40
Building Construct	10	Runway Reconstruct	50
Fencing Security	60	Runway Structural	30
Fire Protection	80	Signage Upgrade	50
Utilities - Airside	*	Taxiway Reconstruct	15
Land Protection	60	Terminal Construct (CS)	20

<http://www.azdot.gov/Aviation/index.asp>



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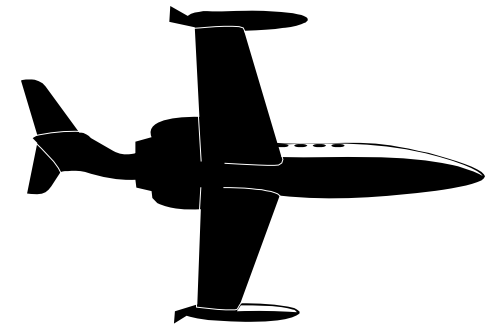
ACIP DEVELOPMENT

STATE TRANSPORTATION BOARD POLICIES

Primary Airports Only

RATIO OF WAITING LIST : BASED AIRCRAFT

✈ 0.01 – 0.09	5 points
✈ 0.10 – 0.19	10 points
✈ 0.20 – 0.29	20 points
✈ 0.30 – 0.39	30 points
✈ 0.40 – 0.49	40 points
✈ 0.50 & up	50 points





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ACIP DEVELOPMENT

Primary Airports Only

ENPLANEMENT POINTS

✈	1 -	200	1 point
✈	201 -	400	2 points
✈	401 -	600	3 points
✈	601 -	800	4 points
✈	801 -	1,000	5 points
✈	1,001 -	5,000	6 points
✈	5,001 -	10,000	7 points
✈	10,001 -	15,000	8 points
✈	15,001 -	20,000	9 points
✈	20,001 &	UP	10 points

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STATE TRANSPORTATION BOARD POLICIES

Primary Airports Only

ANNUAL OPERATIONS POINTS

→	0 -	1,000	1 point
→	1,001 –	2,000	2 points
→	2,001 –	5,000	3 points
→	5,001 –	10,000	4 points
→	10,001 –	20,000	5 points
→	20,001 –	50,000	6 points
→	50,001 –	100,000	8 points
→	100,000 & UP		10 points

<http://www.azdot.gov/Aviation/index.asp>





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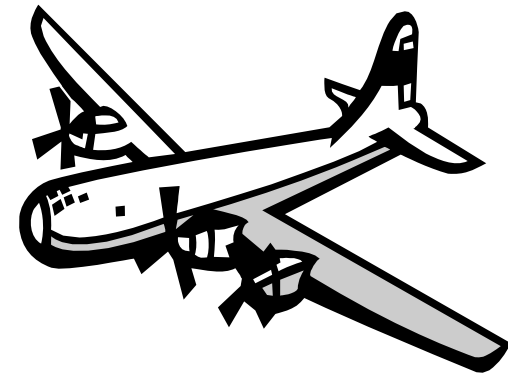
ACIP DEVELOPMENT

STATE TRANSPORTATION BOARD POLICIES

Primary Airports Only

ANNUAL OPERATIONS TO 60% ASV

✈ 0.00 – 0.29	0 points
✈ 0.30 – 0.39	10 points
✈ 0.40 – 0.59	20 points
✈ 0.60 – 0.79	30 points
✈ 0.80 – 0.99	40 points
✈ 1.0 & UP	50 points



<http://www.azdot.gov/Aviation/index.asp>



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ACIP DEVELOPMENT

STATE TRANSPORTATION BOARD POLICIES

PRIORITY POINTS FOR SECONDARY

- ➔ Project Component – points vary
- ➔ Safety Improvement or no air evac – 20 points
- ➔ Sufficiency Rating – 25 max
- ➔ Based Aircraft – 25 max
- ➔ Phased Project – 10 points
- ➔ Community Support – 10 points
- ➔ Service Area – 25 max
- ➔ Quick start or Design Only – 20 points

<http://www.azdot.gov/Aviation/index.asp>



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STATE TRANSPORTATION BOARD POLICIES

PROJECT COMPONENT POINTS

Apron Construct	40	Master Plan Update	50
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ACIP DEVELOPMENT
STATE TRANSPORTATION BOARD POLICIES

Secondary Airports Only

Sufficiency Rating (nearest primary airport)

✈ 0 – 20 miles	0 points
✈ 21 – 30 miles	5 points
✈ 31 – 40 miles	10 points
✈ 41 – 50 miles	15 points
✈ 51 – 60 miles	20 points
✈ 61 & Up	25 points



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ACIP DEVELOPMENT
STATE TRANSPORTATION BOARD POLICIES

Secondary Airports Only

Based Aircraft

✈ 1	5 points
✈ 2	10 points
✈ 3	15 points
✈ 4	20 points
✈ 5 & Up	25 points





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ACIP DEVELOPMENT
STATE TRANSPORTATION BOARD POLICIES

Secondary Airports Only

Airport Service Area (Population within)

✈ less than 500	0 points
✈ 501 – 1,000	5 points
✈ 1,001 – 1,500	10 points
✈ 1,501 – 2,000	15 points
✈ 2,001 – 2,500	20 points
✈ 2,501 & Up	25 points

<http://www.azdot.gov/Aviation/index.asp>



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ACIP SUBMITTAL TIPS

- Shall be justified in Master Plan
- Must be on approved ALP
- Environmental work completed
- Provide details
 - Dimensions & location on airport
- Description – What you want to do
- Justification – Why you want to do it
- Program Year – Same for each FY
- Fiscal Year – One of the five years

<http://www.azdot.gov/Aviation/index.asp>


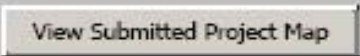


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ACIP SUBMITTAL TIPS

Correct category to project description

City: GRAND CANYON Airport: GRAND CANYON NATIONAL PARK		Project Details	
Requested Funding		Project Description	
Program Year:	2009	Project Category:	Safety/Capacity
Fiscal Year:	2011	Project Component:	Runways: Signage Install
Funding Source:	State and Local	Short Description:	Rehabilitate current access road/parking
Standard Federal Funding?	<input type="checkbox"/>	Project Description:	Approximately 4,000 LF of two lane roadway leading to terminal and two acres of auto parking.
Requested Total:	\$250,000.00	Project Justification:	Extensive settling due to poor drainage
Date Requested:	12/20/2007		
Requested by:	MK		
Project Elements			
Main Runway or Parallel Taxiway:	<input type="checkbox"/>		
New Install of Airport Aid:	<input type="checkbox"/>	Located on ALP?	<input type="checkbox"/>
Engineering Design Readiness:	<input type="checkbox"/>	Enviro. Review:	

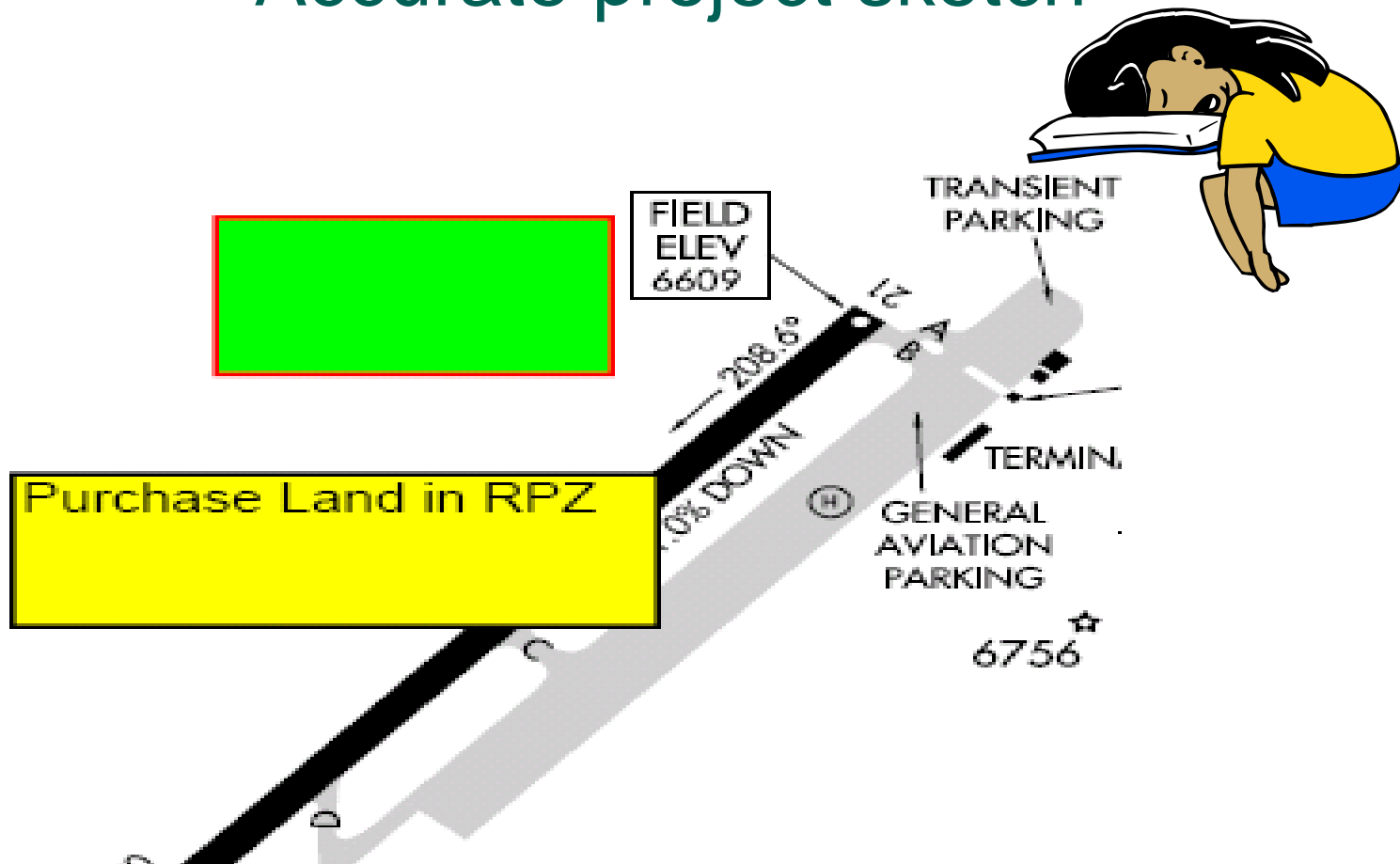
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ACIP SUBMITTAL TIPS

Accurate project sketch



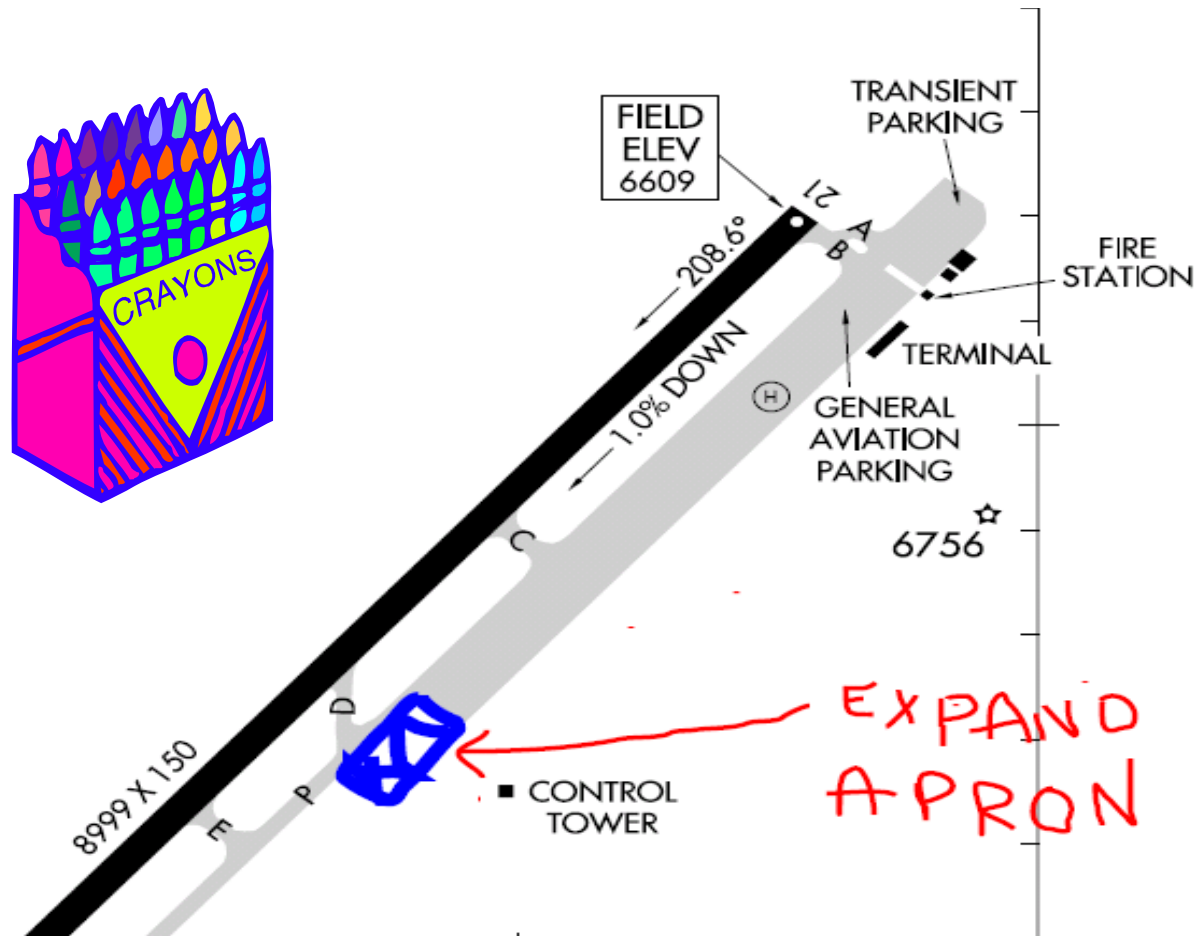
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ACIP SUBMITTAL TIPS

Submit high quality drawings - good scale





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ACIP SUBMITTAL TIPS

Realistic project costs

Update Master Plan \$900,000.00

- Very expensive for a one runway GA airport!
- Watch the decimal point!

Construct GA Apron 200' x 200' at \$400,000

- At \$50 sq yd should be \$220,000 plus

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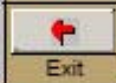
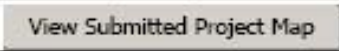


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ACIP SUBMITTALS

✈ Proper Project Description/Justification

City: YUMA Airport: YUMA MCAS/YUMA INTL		Project Details	
Requested Funding		Project Description	
Program Year:	2009	Project Category:	Safety/Capacity
Fiscal Year:	2010	Project Component:	Apron: Apron Construct
Funding Source:	State and Local		
Standard Federal Funding?	<input type="checkbox"/>	Short Description:	South GA Apron (Design)
Requested Total:	\$250,000.00	Project Description:	Design So. GA Apron, 400 ft x 200 ft (80,000 SY)
Date Requested:	12/10/2007		
Requested by:	Airport Manager - via WEB	Project Justification:	Need capacity/safety. The existing GA aprons are full and often pose a hazard due to the requirement to fit large aircraft into their small area. This apron will provide needed GA parking space for light aircraft.
Project Elements			
Main Runway or Parallel Taxiway:	<input type="checkbox"/>		
New Install of Airport Aid:	<input type="checkbox"/>	Located on ALP?	<input checked="" type="checkbox"/>
Engineering Design Readiness:	<input type="checkbox"/>	Enviro. Review:	Categorical Criteria

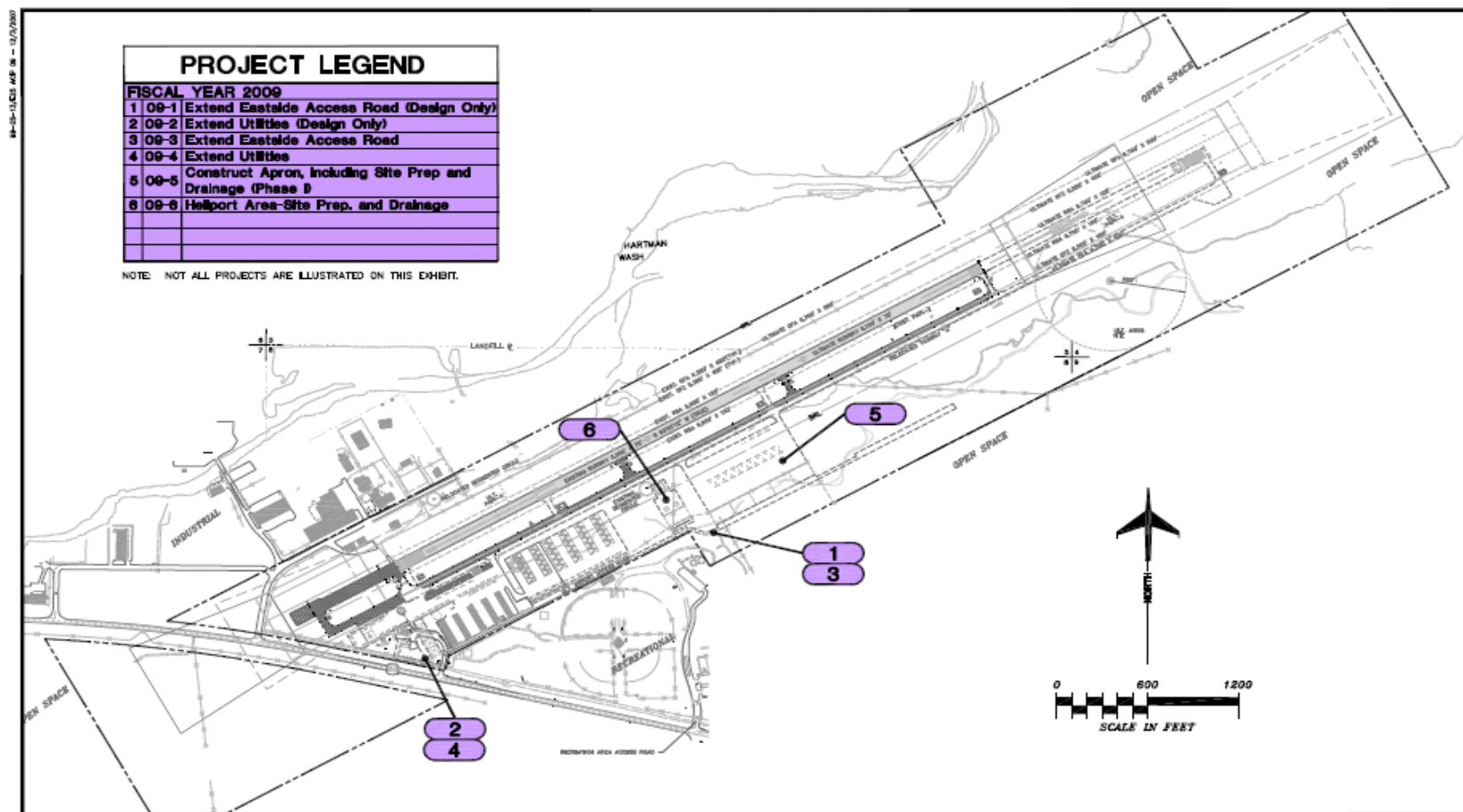
<http://www.azdot.gov/Aviation/index.asp>



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ACIP SUBMITTAL TIPS

✈ Proper Project Sketch



WICKENBURG MUNICIPAL AIRPORT
AIRPORT CAPITAL IMPROVEMENT PROGRAM (FY 2009)
PROJECT MAP



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ACIP SUBMITTALS

✈ PROJECT REVIEW

- ✈ ADOT Checklist
- ✈ ALP
- ✈ Master Plan
- ✈ Environmental
- ✈ Project Type
- ✈ Cost
- ✈ Eligibility
- ✈ Priority Number

Project Review

Fiscal Year _____
 Airport Sponsor _____
 Project Description _____
 Project Amount _____

Task	Yes	No	N/A	PR#
On Approved ALP dated				
In Master Plan Date				
Environmental Complete Date				
Cat Ex				
EA				
EIS				
Design Only				
Construct Only				
Design Completed/Approved				
Construction following w/in 1 yr				
Reconstruction - APMS				
Correct Project Component to Description				
Acceptable Project description				
Cost Reasonable				
Acceptable Project Sketch				
Eligible for State Grant Funding				
Correct Priority Number				
Base Number A [Table One]				
Based A/C D [Wait List Ratio]				
Scheduled PX E [PX Service]				
Economic Factor F [Annual Ops]				
Service Factor G [ASV Ratio]				
Main Runway/Twy B [Main R/T]				
Install New Navaid C [Navaid]				
Engineering Design H [Engineering]				
Total I				
Comments				

<http://www.azdot.gov/Aviation/index.asp>



Arizona Department of Transportation
Aeronautics Division

ACIP APPROVAL

- ✈ ADOT prepares tentative program
- ✈ Priority Planning Advisory Committee reviews
- ✈ State Transportation Board reviews



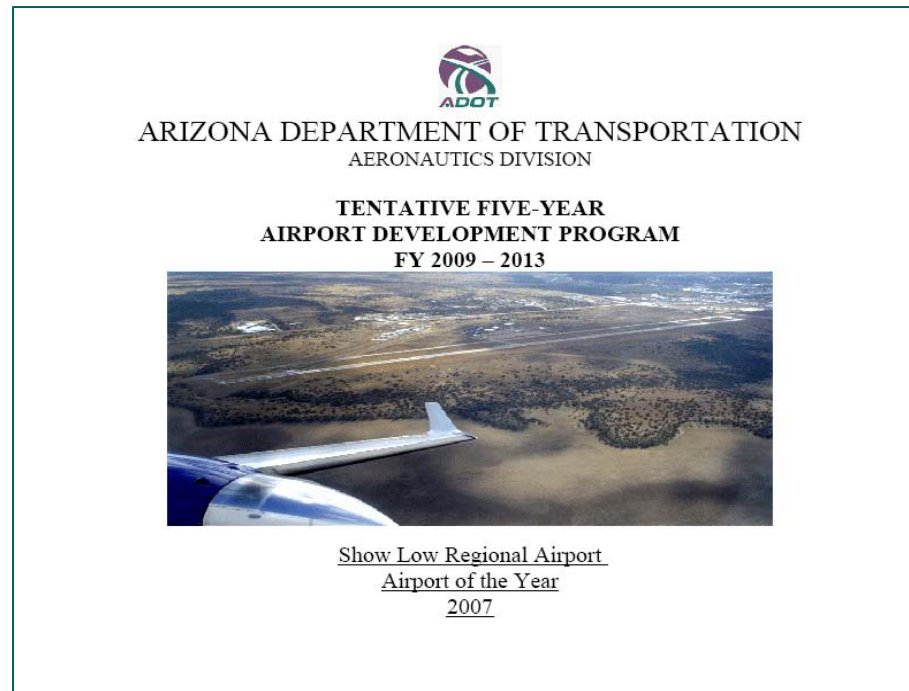
<http://www.azdot.gov/Aviation/index.asp>



Arizona Department of Transportation
Aeronautics Division

AIRPORT CAPITAL IMPROVEMENT PROGRAM

- ✈ 2009-2013 STB accepted plan on web site
- ✈ Approved ACIP's on web site.



<http://www.azdot.gov/Aviation/index.asp>



Arizona Department of Transportation
Aeronautics Division

ACIP DEVELOPMENT

QUESTIONS ON ACIP?



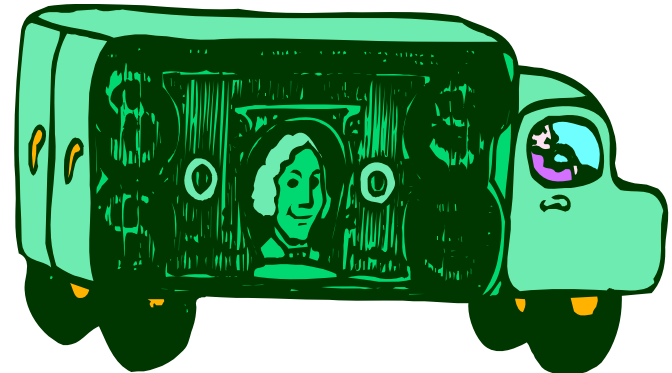
<http://www.azdot.gov/Aviation/index.asp>



Arizona Department of Transportation
Aeronautics Division

GRANTS 101

STATE/LOCAL GRANTS

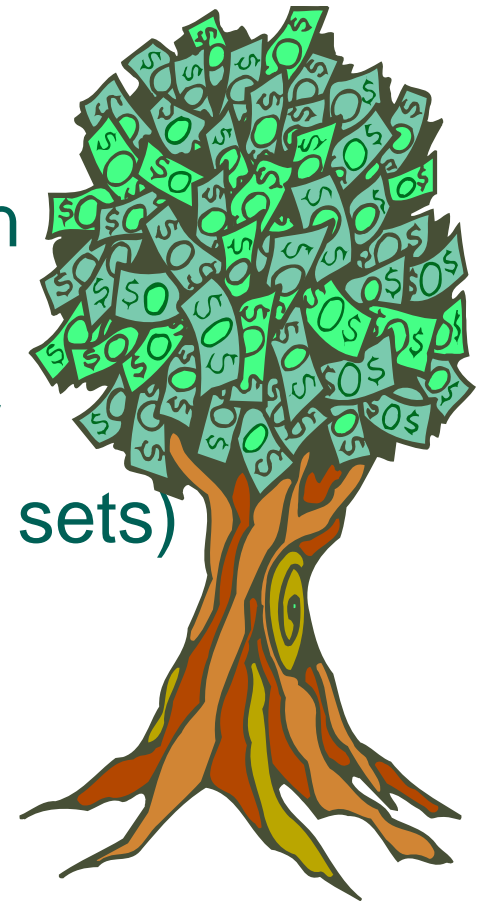


<http://www.azdot.gov/Aviation/index.asp>



Arizona Department of Transportation
Aeronautics Division
*STATE/LOCAL GRANTS
TIMELINE*

- Request by Sponsor via ACIP
- ACIP Approved by STB in June
- ACIP description is grant description
- ADOT contacts sponsor in July
- Grant prepared and sent to sponsor
- Approved and signed by sponsor (3 sets)
- Approved by Aeronautics Director
- Recorded w/ Secretary of State
- Executed original sent to sponsor





Arizona Department of Transportation
Aeronautics Division

*STATE/LOCAL GRANTS
GRANT TYPES*

- Design Only
- Construct Only
- Design/Construct
- Land Acquisition
- Planning
- Environmental



<http://www.azdot.gov/Aviation/index.asp>



Arizona Department of Transportation
Aeronautics Division

*STATE/LOCAL GRANTS
STATE TRANSPORTATION BOARD POLICIES*

- Sponsor shall provide matching share
- Funds are for STB approved project
- Upon completion, remaining funds revert
- Meet grant time limitations
- Accept within four months of STB approval
- Prompt reimbursement requests





Arizona Department of Transportation

Aeronautics Division

STATE/LOCAL GRANTS

GRANT NUMBER SECRET DECODING

GRANT NUMBER E8F21 or E8S22

- ➔ **E** All Aeronautics Grants
- ➔ **8** State Fiscal Year [July 1 – June 30]
- ➔ **F** Federal/State/Local Project
- ➔ **S** State/Local Project
- ➔ **21/22** Grant Number in sequence



<http://www.azdot.gov/Aviation/index.asp>



Arizona Department of Transportation

Aeronautics Division

STATE/LOCAL GRANTS GRANT INFORMATION

→ Four year maximum terms

- Land acquisition may take longer
- Design Only or Construct Only shorter

→ Amendments

- Time, Scope, Amount or Combination
- Minor Amendments – Aero
- Major Amendments – STB

<http://www.azdot.gov/Aviation/index.asp>



Arizona Department of Transportation

Aeronautics Division

STATE/LOCAL GRANTS GRANT INFORMATION

→ For amendments

→ ADOT-Aero

→ Time

→ Increased costs up to 15% of grant

→ Minor scope changes

→ STB

→ Major Scope Changes

→ Increased Costs over 15% of grant



<http://www.azdot.gov/Aviation/index.asp>



Arizona Department of Transportation

Aeronautics Division

STATE/LOCAL GRANTS

F/S/L GRANTS

✈️ FAA Matching grants

- ✈️ Send letter requesting matching grant
- ✈️ Accurate drawing on ALP base map
- ✈️ Send copy of fully executed AIP grant
- ✈️ Must be approved by STB
- ✈️ ADOT will fund 50% of sponsor obligation
- ✈️ Counts towards “Airport Cap”
- ✈️ Grant description same as Federal grant

<http://www.azdot.gov/Aviation/index.asp>



Arizona Department of Transportation

Aeronautics Division

STATE/LOCAL GRANTS

OFF-ACIP GRANTS

✈️ “Off-ACIP” Grants

- ✈️ Pressing need or emergency
- ✈️ High priority score
- ✈️ In Master Plan and on approved ALP
- ✈️ No non-performing or aged grants
- ✈️ 12-18 months from start to finish
- ✈️ Counts towards “Airport Cap”
- ✈️ Precise & concise letter
- ✈️ Project drawing on ALP base map

<http://www.azdot.gov/Aviation/index.asp>



Arizona Department of Transportation

Aeronautics Division

STATE/LOCAL GRANTS
GRANT TIPS

- ➔ Be prepared in July for S/L grant
- ➔ Fully complete Grant – fill in all spaces
- ➔ DO NOT DATE GRANT on page 1
- ➔ Be realistic:
 - ➔ Project milestones
 - ➔ Be accurate in cash flow table
- ➔ Must be accepted within four months
- ➔ Account for local approval process time

<http://www.azdot.gov/Aviation/index.asp>



Arizona Department of Transportation

Aeronautics Division

*STATE/LOCAL GRANTS
GRANT TIPS*

- ✈ Reference ADOT grant number on all correspondence
- ✈ Return the originals – NO COPIES!
- ✈ Need additional copies – let us know
- ✈ Send required documentation
- ✈ Start project promptly
- ✈ Prompt Reimbursement requests

<http://www.azdot.gov/Aviation/index.asp>



Arizona Department of Transportation

Aeronautics Division

*STATE/LOCAL GRANTS
GRANT TIPS*

- ➔ Send GSA or project specific contracts early
- ➔ Planning Projects
 - ➔ Complete Scope of Work with consultant before requesting grant
- ➔ Land Acquisition
 - ➔ Be parcel specific
- ➔ Update ADOT-Aeronautics as necessary

<http://www.azdot.gov/Aviation/index.asp>



Arizona Department of Transportation
Aeronautics Division

*STATE/LOCAL GRANTS
GRANT TIPS*

- ACIP submittal description is grant description
- STB approves ACIP Project Description
- Requires – Project name, size, & location
- Do not expand project just because there appears to be mo' money
- Project related items only
- Scope Creep is expanding the project
- No No No **NO NO** scope creep!!





Arizona Department of Transportation
Aeronautics Division
GRANTS 101
CONTRACTOR ALLOWANCE

- ➔ **AERO not adverse to**
 - ➔ Inform AERO of intention
 - ➔ Typically for bid item needs or
 - ➔ For underground utilities relocation
 - ➔ Only for Unforeseen Circumstances
 - ➔ NOT a “Contingency Fund”
 - ➔ Approval to use required





Arizona Department of Transportation

Aeronautics Division

GRANTS 101

TOP TEN WAYS TO LOSE S/L GRANT

- 10 No quarterly reports to ADOT
- 9 No reimbursement requests within a year
- 8 No or little activity to timely complete project
- 7 No consultant/contractor contract submitted
- 6 Significant changes to grant description
- 5 Adding of ineligible items
- 4 Poor coordination with ADOT
- 3 Non compliance with assurances
- 2 No 30% eligibility review by ADOT
- 1 No Sponsor matching funds





Arizona Department of Transportation

Aeronautics Division

STATE/LOCAL GRANTS

GRANTS 101

QUESTIONS ON STATE/LOCAL GRANTS?



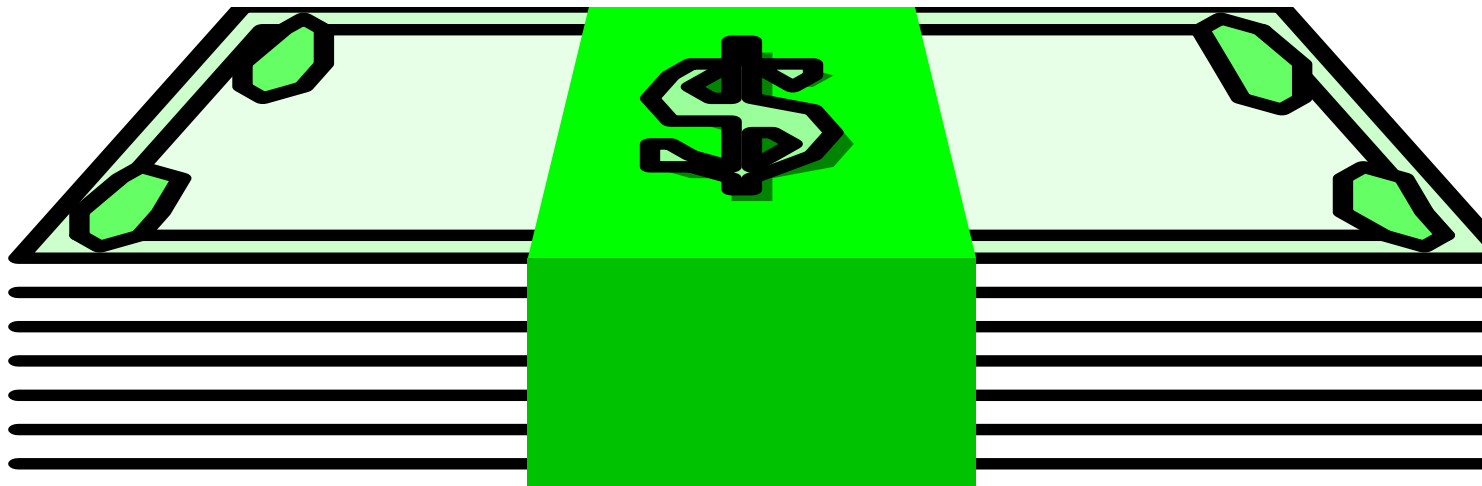
<http://www.azdot.gov/Aviation/index.asp>



Arizona Department of Transportation
Aeronautics Division

GRANTS 101

REIMBURSEMENTS



If you request it, it will come!

<http://www.azdot.gov/Aviation/index.asp>



Arizona Department of Transportation

Aeronautics Division

GRANTS 101

GRANT REIMBURSEMENT REQUEST FORM

- Use **NEW** fillable form
- Send original
- Use correct information
- Check math!
- Sign it!
- Only Invoice is needed
- No extra papers
- Send to proper PM


ARIZONA DEPARTMENT OF TRANSPORTATION AERONAUTICS DIVISION APPLICATION FOR REIMBURSEMENT					
NAME OF SPONSOR:		ADDRESS:		ADOT PROJECT #	
NAME OF AIRPORT:		Phone Number:		APPLICATION #	
		State Grant Amount \$		Date:	
REQUEST TYPE (Check One) <input type="checkbox"/> Partial <input type="checkbox"/> Final		Project Description:		% COMPLETE: 0.00%	
Classification	Current Outlay	Total Outlay	SHARE BREAKDOWN		
A) Total Construction			Federal Share 0.00%	Sponsor Share 0.00%	State Share 0.00%
B) Retention per ARS 34-221					
C) Net Construction			\$0.00	\$0.00	\$0.00
D) Construction Admin/Survey			\$0.00	\$0.00	\$0.00
E) Construction Inspection/Test			\$0.00	\$0.00	\$0.00
F) Design Engineering			\$0.00	\$0.00	\$0.00
G) Sponsor Administration			\$0.00	\$0.00	\$0.00
H) Land Acquisition			\$0.00	\$0.00	\$0.00
I) Planning Agreements			\$0.00	\$0.00	\$0.00
J) Other (Specify)			\$0.00	\$0.00	\$0.00
K) Aggregate Total (C thru J)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
L) Less Previous Payments			\$0.00	\$0.00	\$0.00
M) TOTAL		\$0.00	\$0.00	\$0.00	\$0.00
CERTIFICATION OF SPONSOR: I certify that the above Application for Reimbursement is correct and is for reimbursement which has not been received. I further certify that all costs for this project have been incurred and are in accordance with the Agreement and applicable laws and specifications. In accordance with the provisions of the Agreement for this project, I hereby apply for reimbursement in the amount of \$ <u>\$0.00</u> . Documentation to substantiate these claims is attached.					
Signature		Title		Date	
				Sponsor Name	
DO NOT WRITE BELOW THIS LINE - ADOT AERONAUTICS USE ONLY					
CERTIFICATION OF AERONAUTICS DIVISION: To the extent that this application represents costs which have been incurred for airport development already accomplished, I hereby certify that the value of the work performed, as claimed above, is supported in detail and approved by the Sponsor. Claimed above, is supported in detail and approved by the SPONSOR. Claimed project costs appear to be reasonable and I recommend payment of the STATE share of costs certified by the SPONSOR in the Application for Reimbursement.					
Signature		Title		Date	
Received / /		Log #		AP_PA / /	
				Accounting / /	

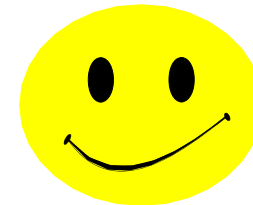
<http://www.azdot.gov/Aviation/index.asp>



Arizona Department of Transportation
Aeronautics Division

GRANTS 101
REIMBURSEMENT PAYMENTS

- Reviewed by PM for eligibility
- Reviewed by Program Administrator
- Sent electronically to accounting
- ADOT processes payables once a month
- Check within 435 days
-  – LGIP





Arizona Department of Transportation
Aeronautics Division

REIMBURSEMENTS GRANTS 101

QUESTIONS ON REIMBURSEMENTS?



<http://www.azdot.gov/Aviation/index.asp>



Arizona Department of Transportation
Aeronautics Division

GRANTS 101

PROJECT PROCESS



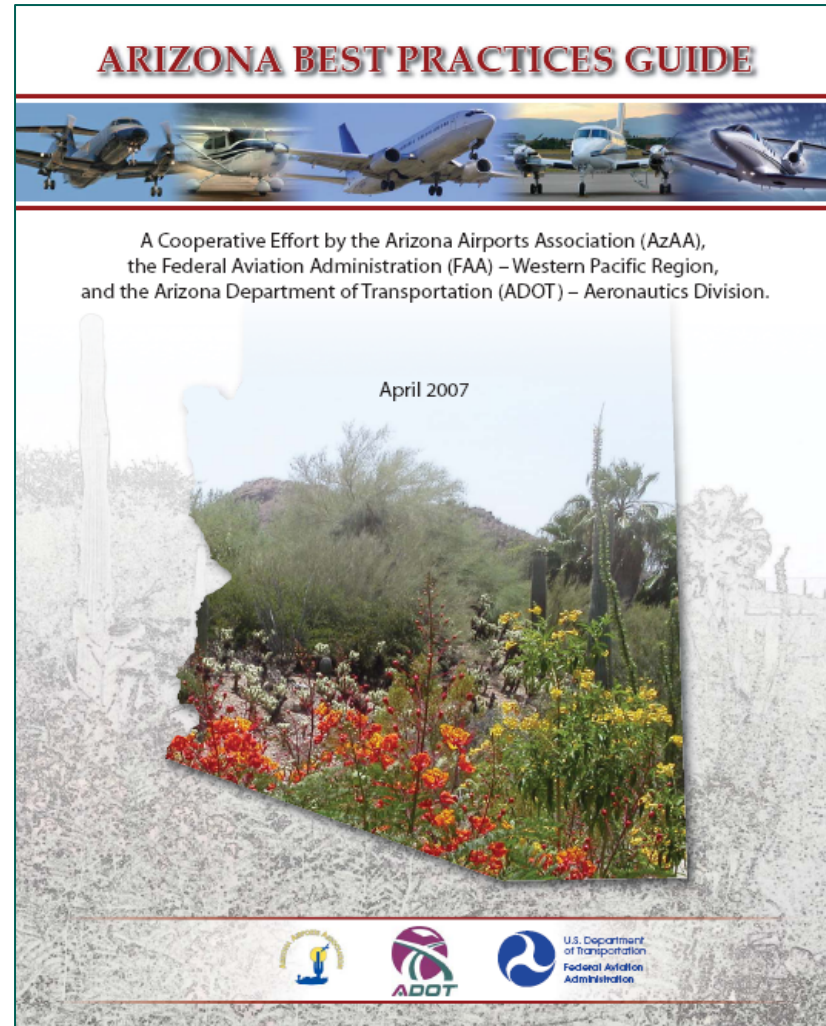
<http://www.azdot.gov/Aviation/index.asp>



Arizona Department of Transportation
Aeronautics Division

Best Practices Guide

- ✈ **FAA - ADOT - AzAA**
- ✈ **Provides Guidance**
- ✈ **Formally adopted**
- ✈ **Covers 11 areas of interdependence**



- ✈ **AzAA Website** <http://www.azairports.org/bestpracticesguide.php>
<http://www.azdot.gov/Aviation/index.asp>

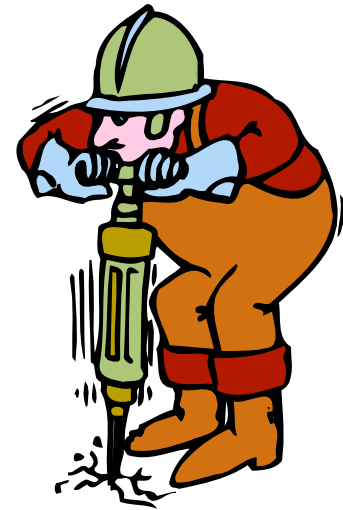


Arizona Department of Transportation
Aeronautics Division

SPONSOR RESPONSIBILITIES

CONSTRUCTION PROJECT PROCESS

- Consultant GSA & Contract/Scope/NTP
- Contractor Contract
- 30% Design Review
- Bid Documents
- Bid Tab
- Change Orders



<http://www.azdot.gov/Aviation/index.asp>

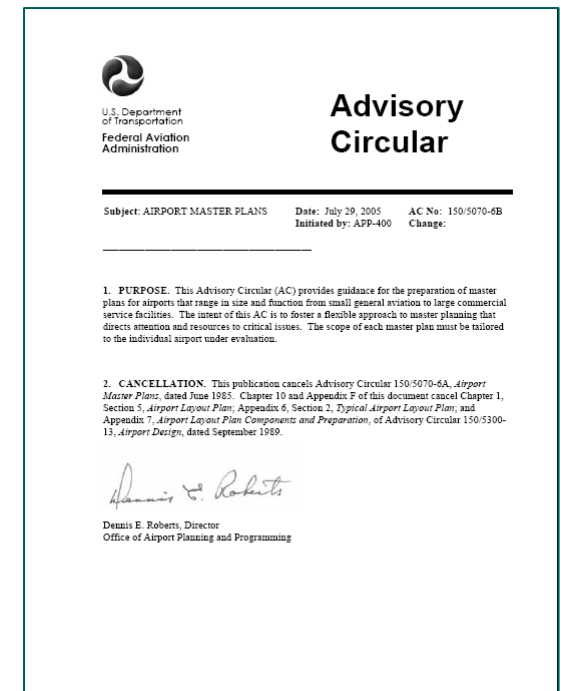


Arizona Department of Transportation
Aeronautics Division

GRANTS 101

MASTER PLANS

- ➔ Copy RFQ/RFP
- ➔ Consultant Contract/Scope of Work/NTP
- ➔ Member of PAC
- ➔ Forecast approval
- ➔ Board Adoption
- ➔ Paper copy and PDF
- ➔ ALP review concurrent w FAA



<http://www.azdot.gov/Aviation/index.asp>

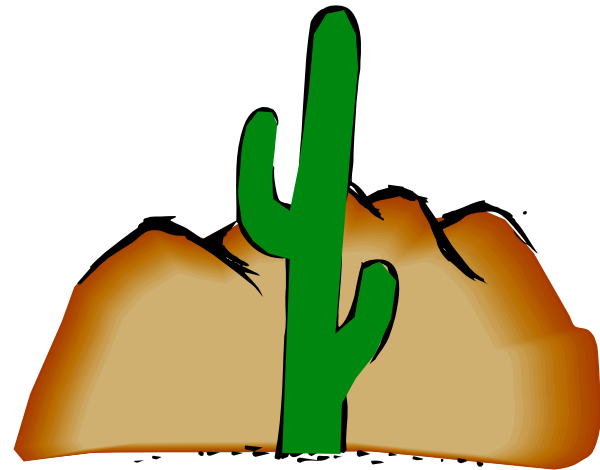


Arizona Department of Transportation
Aeronautics Division

GRANTS 101

Land Acquisition

- ➔ EA required for 3+ acres
- ➔ Appraisals – Review Appraisal by ADOT ROW
- ➔ Title Work
- ➔ Surveys
- ➔ Parcel Number
- ➔ Map showing Property
- ➔ Retroactive cost OK





Arizona Department of Transportation

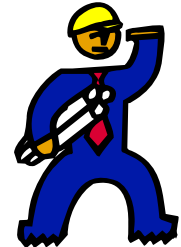
Aeronautics Division

GRANTS 101

CONSTRUCTION GRANT CLOSE OUT

Project Close Out

- ➔ Conduct a Final Inspection
- ➔ Provide a Sponsor's Letter of Acceptance
- ➔ As-Built Plans (PDF format)
- ➔ Final Engineer's Report (PDF Format)
- ➔ Submit Final Reimbursement Request
- ➔ No Final Payment without all documents



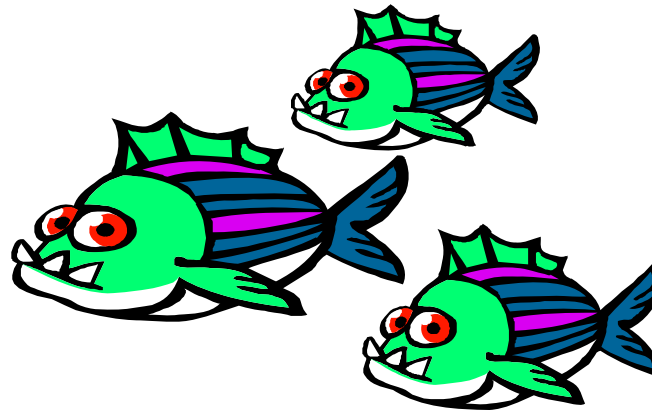
<http://www.azdot.gov/Aviation/index.asp>



Arizona Department of Transportation
Aeronautics Division

GRANTS 101

CONSULTANT ROLE



<http://www.azdot.gov/Aviation/index.asp>



Arizona Department of Transportation
Aeronautics Division

CONSULTANT ROLE

Consultant may

- ➔ Assist airport sponsor with ACIP
- ➔ Provide Drawings
- ➔ Provide correct advisement
- ➔ Prepare Grant Reimbursement Request
- ➔ Ensure documents are sent to ADOT
- ➔ Technical Support
- ➔ Assist with compliance
- ➔ Prepare documents for sponsor
- ➔ Use Arizona Best Practices Guide



Arizona Department of Transportation
Aeronautics Division

CONSULTANT ROLE

Consultant may not

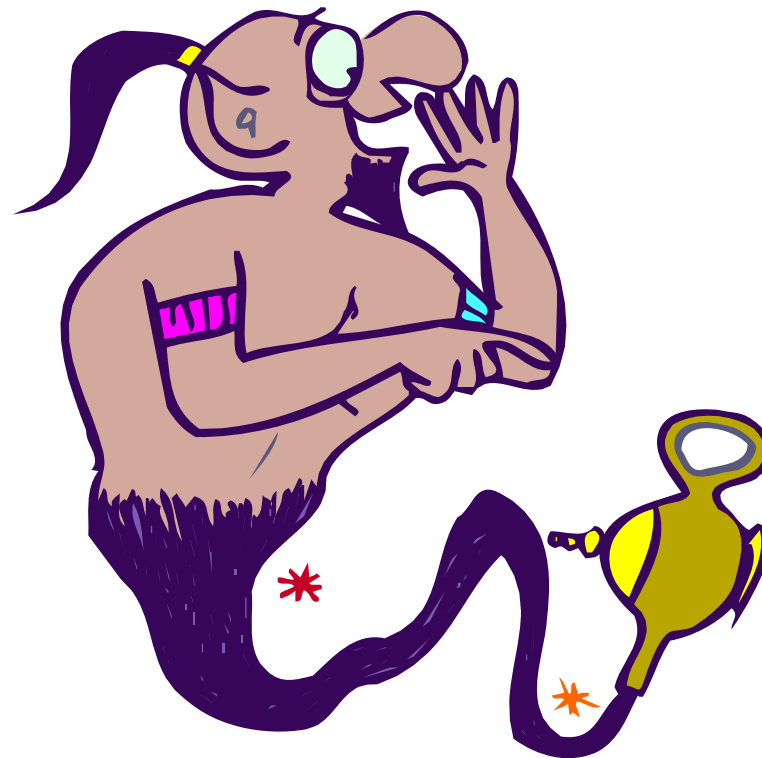
- ➔ Authorize the ACIP submittal
- ➔ Sign grants
- ➔ Sign the Grant Reimbursement Request
- ➔ Submit requests for airport sponsor
- ➔ Exceed clearly defined role
- ➔ Sign certifications for sponsor



Arizona Department of Transportation
Aeronautics Division

*CONSULTANT ROLE
GRANTS 101*

QUESTIONS ON CONSULTANT ROLE?



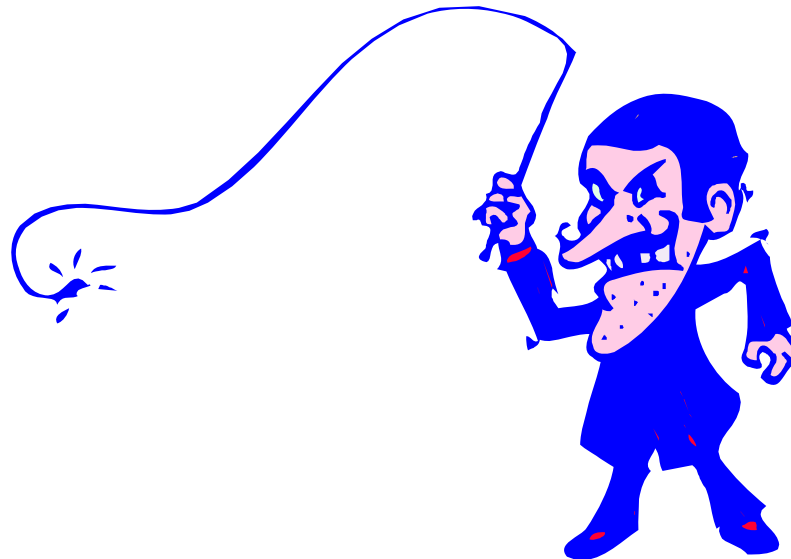
<http://www.azdot.gov/Aviation/index.asp>



Arizona Department of Transportation
Aeronautics Division

GRANTS 101

SPONSOR ASSURANCES



<http://www.azdot.gov/Aviation/index.asp>



Arizona Department of Transportation
Aeronautics Division
GRANTS 101
SPONSOR ASSURANCES

- Touch nearly every aspect of airport
 - Operations
 - Planning
 - Finance
 - Land
- Violation = ineligibility = A red circle with a diagonal slash over a black dollar sign, indicating a prohibition or restriction on funding.
- Different grants have different assurances



Arizona Department of Transportation
Aeronautics Division

SPONSOR ASSURANCES

✈ Consultant Contracts

- ✈ Send a copy of the RFP/RFQ
- ✈ Must consider at least 3 consultant firms
- ✈ Send the proposed consultant contract before execution
- ✈ Needs ADOT review and approval prior to awarding
- ✈ Upon award of the contract an executed copy to Aero

✈ Send ADOT based aircraft list each quarter

✈ Compatible land use

✈ Maintain a current ALP of the Airport



Arizona Department of Transportation
Aeronautics Division

SPONSOR ASSURANCES

✈ Land Release/Sale

- ✈ Need State and FAA permission
- ✈ Sell at fair market value
- ✈ State & FAA will receive proportionate share of proceeds
- ✈ Shall be reinvested in another eligible project
- ✈ Shall be deposited to the AZ Aviation Fund



Arizona Department of Transportation
Aeronautics Division

SPONSOR ASSURANCES

➔ Project Requirements

- ➔ Consistent with plans of the area surrounding
- ➔ Give fair consideration communities in or near
- ➔ Provide a PDF of final plans, specifications, engineering report, planning documents, and/or other published materials.
- ➔ Shall have sufficient funds available



Arizona Department of Transportation
Aeronautics Division

SPONSOR ASSURANCES

✈ Terms

- ✈ Not to exceed twenty (20) years
- ✈ Planning Grant until the grant is closed

✈ Revenues

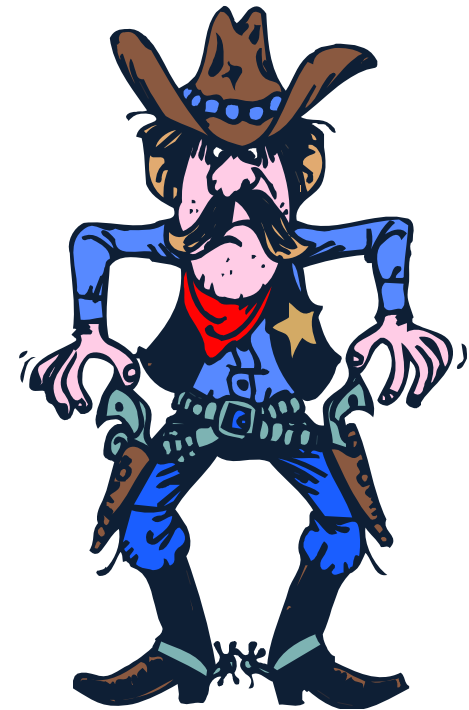
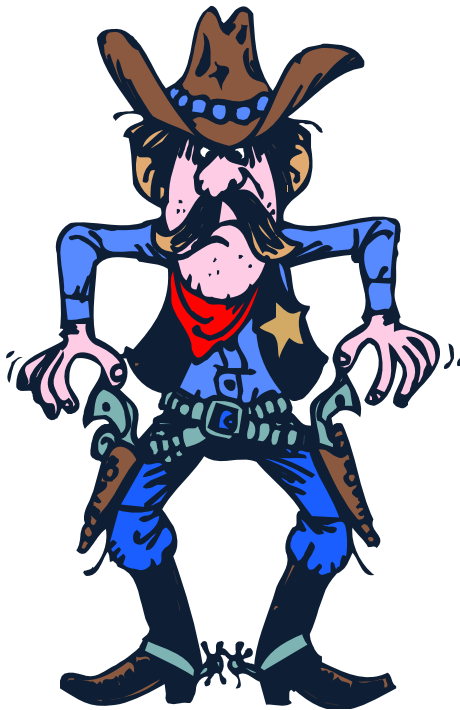
- ✈ Revenues generated at the airport shall be for the capital or operating costs of the Airport.
- ✈ Shall not permit an exclusive right
- ✈ Materials created sole property of Sponsor



Arizona Department of Transportation
Aeronautics Division

GRANTS 101

QUESTIONS ON ASSURANCES?



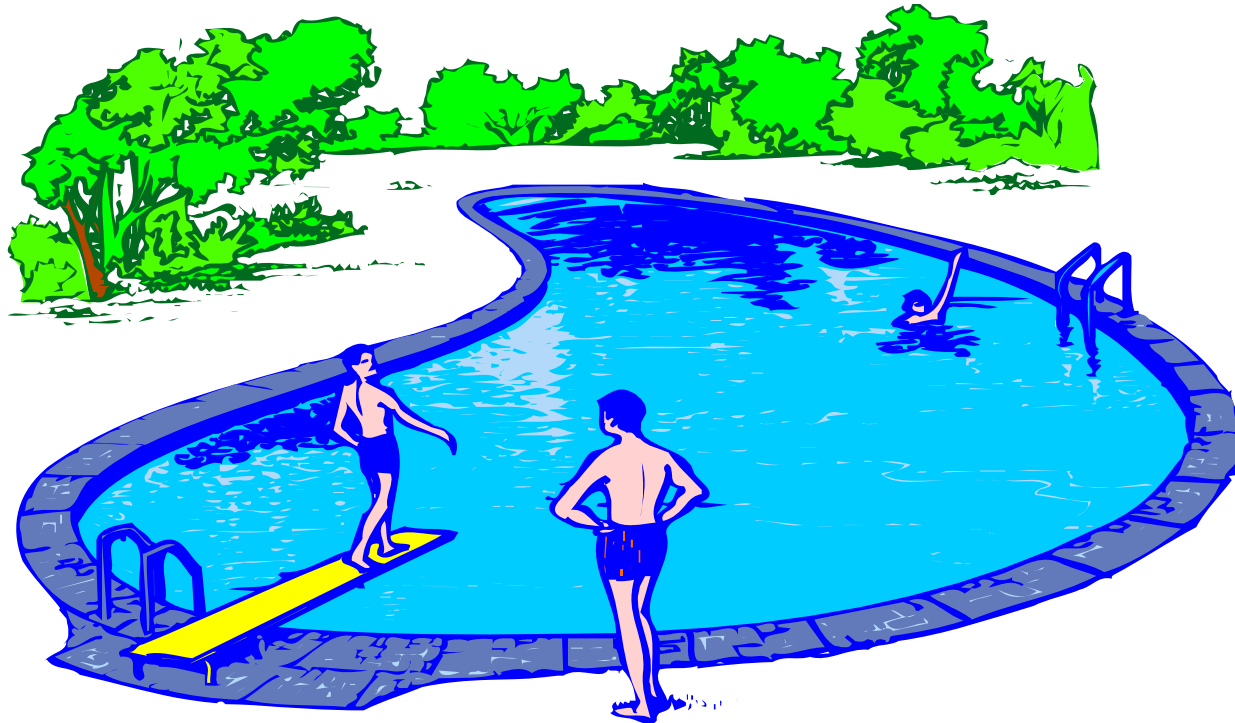
<http://www.azdot.gov/Aviation/index.asp>



Arizona Department of Transportation
Aeronautics Division

GRANTS 101

LOCAL GOVERNMENT INVESTMENT POOL (LGIP)



<http://www.azdot.gov/Aviation/index.asp>



Arizona Department of Transportation

Aeronautics Division

GRANTS 101

LOCAL GOVERNMENT INVESTMENT POOL

- ➔ Per ARS 35-326 & 41-177
- ➔ Not new, used for highway projects, etc.
- ➔ Modification to grant agreement
- ➔ Requires resolutions by airport sponsor
- ➔ Requires account with State Treasurer
- ➔ Same Grant Reimbursement Request
- ➔ Aero notify of transfer
- ➔ Remaining monies transferred back

<http://www.azdot.gov/Aviation/index.asp>



Arizona Department of Transportation

Aeronautics Division

GRANTS 101

LOCAL GOVERNMENT INVESTMENT POOL

➔ Airport Sponsors without LGIP accounts

All Airports



<http://www.azdot.gov/Aviation/index.asp>

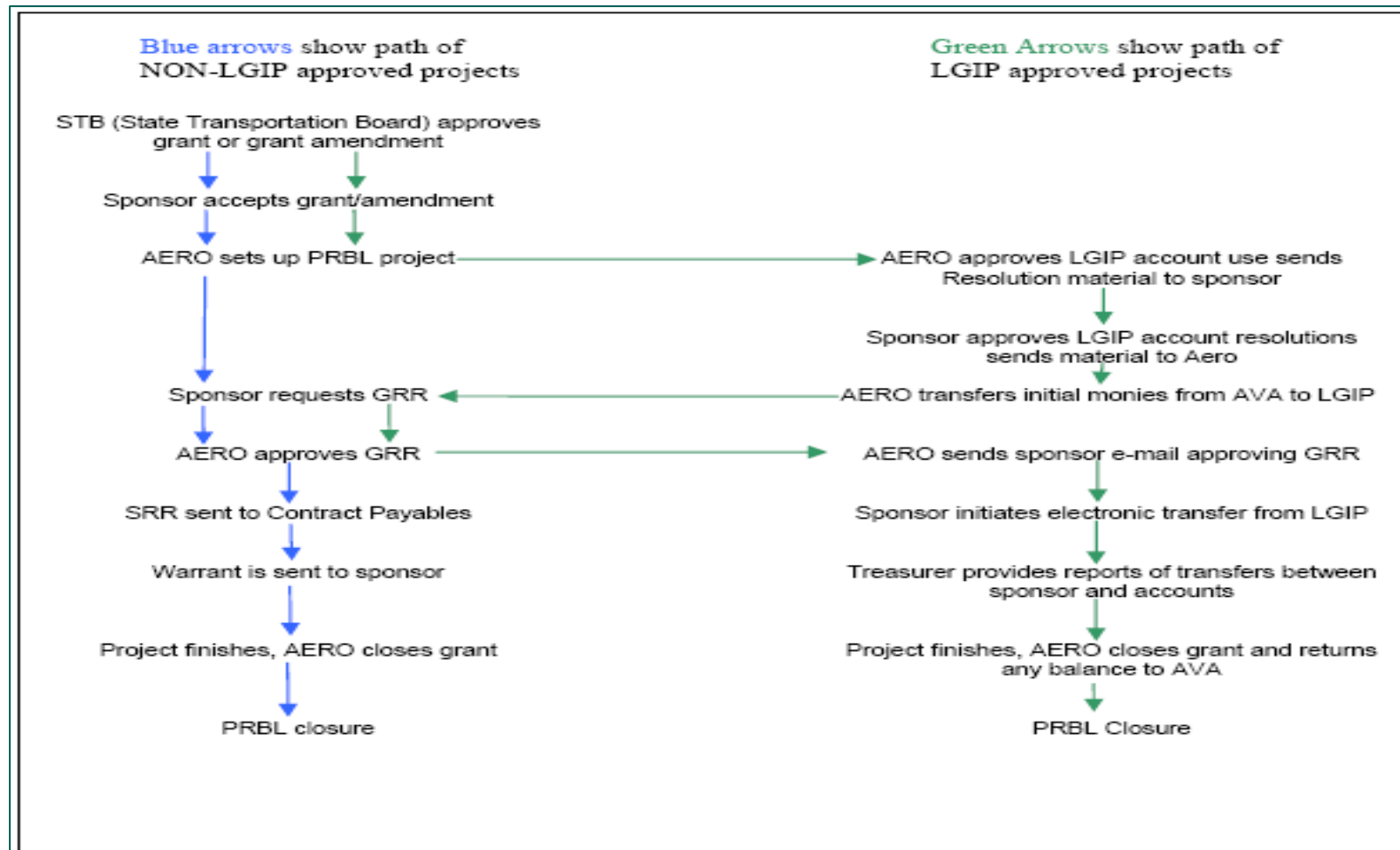


Arizona Department of Transportation

Aeronautics Division

GRANTS 101

LOCAL GOVERNMENT INVESTMENT POOL



<http://www.azdot.gov/Aviation/index.asp>



Arizona Department of Transportation

Aeronautics Division

GRANTS 101

SAMPLE RESOLUTIONS

RESOLUTION AUTHORIZING INVESTMENT IN LOCAL GOVERNMENT INVESTMENT POOL (LGIP) FOR AN AVIATION FUND GRANT

WHEREAS, local governments in Arizona are authorized to participate in a Local Government Investment Pool (LGIP), established pursuant to Arizona Revised Statutes Sections 35-326 and 41-177 operated by the State Treasurer of Arizona; and,

WHEREAS, _____ desires to participate in the LGIP for its ADOT Aeronautics Airport Development Grant E_____; and,

WHEREAS, _____ agrees to abide by the conditions set forth in said Grant agreement for the use of an LGIP Account;

NOW THEREFORE BE IT RESOLVED THAT _____ does hereby authorize the deposit and withdrawal of monies in the LGIP operated by the State Treasurer of Arizona in accordance with Arizona Revised Statutes Sections 35-326 and 41-177.

Passed and adopted by the _____, State of Arizona, on this _____ day of _____, 20_____.

Signature _____

RESOLUTION AUTHORIZING OFFICERS/AGENTS TO DEPOSIT, TRANSFER AND WITHDRAW MONIES IN THE LOCAL GOVERNMENT INVESTMENT POOL FOR AN AVIATION FUND GRANT

WHEREAS, _____ has resolved to participate in the Local Government Investment Pool (LGIP) for its ADOT Aeronautics Airport Development Grant E_____ operated by the State Treasurer of Arizona;

NOW THEREFORE LET IT BE RESOLVED that the following officers/agents are authorized to order the deposit, transfer and withdrawal of monies in the LGIP.

Name of Aeronautics Representative

Name	Title	Signature
------	-------	-----------

Name of Sponsor Representative

Name	Title	Signature
------	-------	-----------

Name of Sponsor Representative (Alternate if desired)

Name	Title	Signature
------	-------	-----------

Passed and adopted by the _____, State of Arizona, on this _____

_____ Day of _____, 20_____.

Signature _____



Arizona Department of Transportation
Aeronautics Division

GRANTS 101

QUESTIONS ON LOCAL GOVERNMENT INVESTMENT POOL



<http://www.azdot.gov/Aviation/index.asp>



Arizona Department of Transportation
Aeronautics Division

GRANTS 101

A wide-angle photograph of an airport tarmac or taxiway. The ground is dark asphalt with patches of dry, yellowish-brown grass. In the background, there are low mountains under a clear sky and a large hangar on the right side.

AIRPORT PAVEMENT MANAGEMENT SYSTEM

<http://www.azdot.gov/Aviation/index.asp>



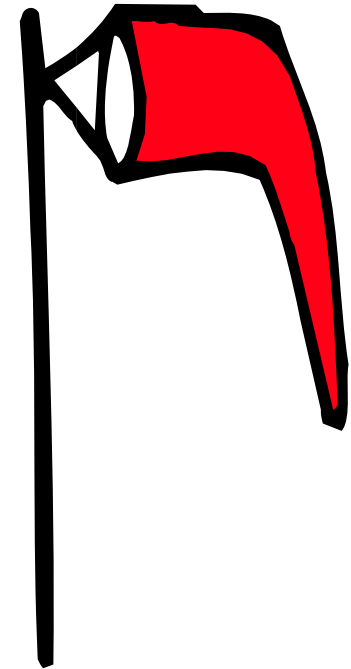
Arizona Department of Transportation

Aeronautics Division

GRANTS 101

AIRPORT PAVEMENT MANAGEMENT SYSTEM

- Fully complies with Federal PL 103-305
- Updated every three years by ADOT
- No cost to sponsor for report
- Gives PCI to airside pavements
- AERO programs funding in ACIP
- 2007 – Seven Airports - \$3.6 M
- Back on-line in FY 2010 or later



<http://www.azdot.gov/Aviation/index.asp>



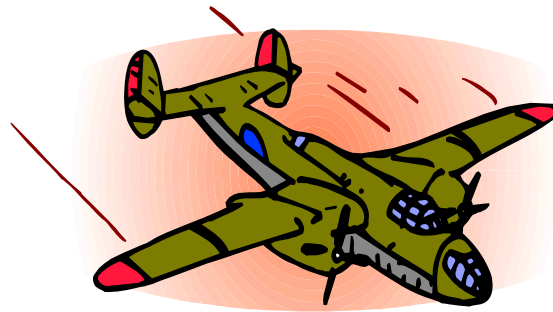
Arizona Department of Transportation

Aeronautics Division

GRANTS 101

APMS (CONTINUED)

- ✈ Request to ADOT to be in program
- ✈ Supplemental to Airport's own Program
- ✈ Sponsors required to maintain pavement
- ✈ No local maintenance = No FAA or ADOT \$\$
- ✈ **No reconstruction – PCI 50 & above only**



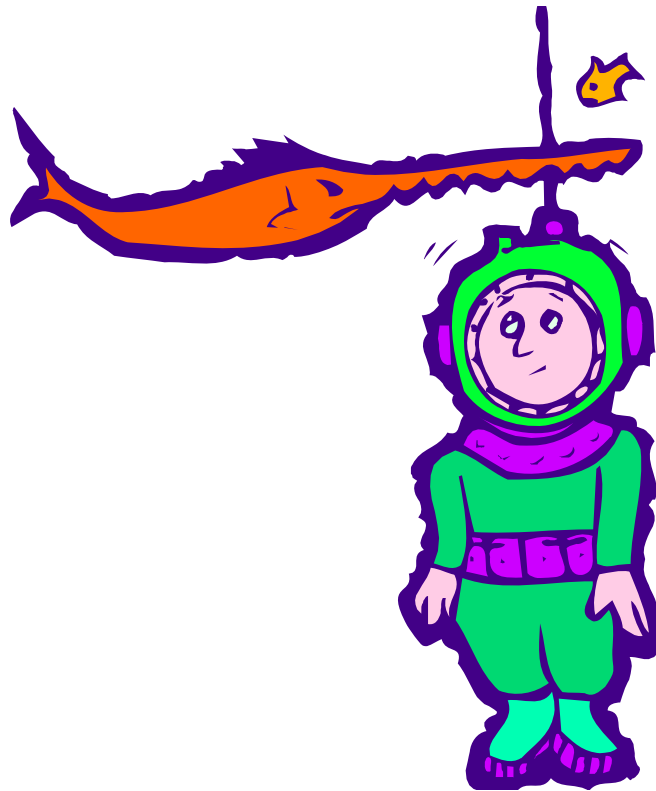
<http://www.azdot.gov/Aviation/index.asp>



Arizona Department of Transportation
Aeronautics Division

GRANTS 101

QUESTIONS ON APMS?



<http://www.azdot.gov/Aviation/index.asp>



Arizona Department of Transportation
Aeronautics Division

GRANTS 101

Loan Program



<http://www.azdot.gov/Aviation/index.asp>



Arizona Department of Transportation

Aeronautics Division

GRANTS 101

LOAN PROGRAM

- ➔ Economic Development/Revenue Projects
 - ➔ Hangars
 - ➔ Fuel storage and distribution facility
- ➔ Must be supported by revenue generation
- ➔ Loan application material on AERO website
- ➔ 9 active loans
- ➔ Most recent interest rate: 4.71%
 - ➔ Reviewed every six months
- ➔ Maximum Amount – Discretion of STB
- ➔ Subject to “Airport Cap”

<http://www.azdot.gov/Aviation/index.asp>



Arizona Department of Transportation
Aeronautics Division

GRANTS 101

QUESTIONS ON LOAN PROGRAM?



<http://www.azdot.gov/Aviation/index.asp>



Arizona Department of Transportation

Aeronautics Division

GRANTS 101

CONTACTS

→ Program Administrator

→ Michael Klein, A.A.E. MAKlein@azdot.gov

→ Design & Construction

→ Tammy Martelle TMartelle@azdot.gov

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