

# ADOT AERONAUTICS



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## Land Use Study Update

ADOT is very excited to report that the Airport Land Use Manual project is one step closer to completion! Lead by Kimley-Horn, and in conjunction with a variety of stakeholders as part of its Advisory Committee, the project is shaping up nicely as all the chapters have been written and are in the process of being finalized. Particularly exciting are the implementation tools that will be available to all stakeholders via a web-based platform. These tools will assist stakeholders in their planning efforts as it relates to land use compatibility. The tools consist of a variety of resources such as educational videos, presentations and templates for sponsors' use, along with a GIS viewer. The project is expected to be completed by the end of this calendar year.



## Airport of the Year Survey Results

To enhance the effectiveness of our ADOT Airport of the Year program, we recently conducted a survey to gather feedback on the current process. The survey aimed to assess the effectiveness of the process and identify potential areas for improvement. The majority of respondents expressed satisfaction with the process, preferred an online submission form over a Word document, and agreed with the evaluation categories.

Two specific recommendations emerged from the survey responses:

1. There was a request to enhance the award announcement with the winning airport's achievements and accomplishments.
2. There was also a request to create a means to attach photos or additional material with the nomination form. We welcome any additional suggestions to further improve the process. The ADOT Airport of the Year award is a prestigious honor, and we encourage participation in the future program as we continue to improve and involve the processes. Please send your feedback or suggestions to Jeff Webbe at [jwebbe@azdot.gov](mailto:jwebbe@azdot.gov) or contact your assigned Grants Manager.



## Engineer Corner - ACIP Update & General Reminders

Thank you Airport Sponsors and Consultants for your active participation during ACIP meetings throughout the past few months. We are in the process of reviewing all of the ACIP submissions and will provide comments, questions, or responses no later than September 30, 2024. Each airport will be contacted directly via email with a status update. If changes are required, you will have until October 31, 2024 to submit the requested revisions for ADOT's final review and acceptance of your 2026-2030 ACIP. Remember to send a copy of your ACIP to the Phoenix FAA ADO no later than November 10, 2024.



**Carmen Rose**

ADOT Aeronautics  
State Airport Engineer

### Reminders:

- Regular coordination and communication with your assigned Grant Manager is highly encouraged. This helps keep ADOT Aeronautics up to date on the status of all of your grants as you progress through the various phases of your projects, including FSL grants.
- For SL grants, I am looking forward to receiving your monthly design reports and weekly construction reports as part of staying in compliance with your grant obligations. The templates will be posted to the website soon, however, feel free to reach out to request the templates for your use. When completed, they can be emailed directly to me ([crose@azdot.gov](mailto:crose@azdot.gov)).
- For FSL grants, please keep ADOT copied on your document correspondence with the FAA. This includes but is not limited to your draft and final grant applications, change orders, weekly construction reports, and final closeout documentation.



## ADOT Aeronautics Grant Process

ADOT Aeronautics is excited to introduce a series of new grant process reference documents aimed at enhancing collaboration and efficiency across our grant management processes. These updates are designed to streamline each stage of grant administration—from initial submission to project closeout—ensuring that airport managers, directors, and consultants remain consistently informed and engaged throughout the process.

A key component of these updates is the introduction of DocuSign for all grant agreements. Moving forward, all parties will be able to electronically sign and manage grant agreements through DocuSign, significantly simplifying and accelerating the approval process.

Overall, our revised procedures emphasize timely updates, clear approvals, and structured project milestones, reinforcing our commitment to transparency and standardization. All new fully executed grant agreements, sent via DocuSign, will contain a Grant Coordination Packet. This packet will include key materials to assist with the grant process.

The Grant Coordination Packet will include the following items:

- Grant Communication Protocol
- Monthly Design Report Template
- Weekly Construction Report Template
- Grant Reimbursement Request (GRR) Submittal Checklist
- Grant/Contract Change Order Template

If you have any questions about these new resources, the enhanced collaboration efforts, or the use of DocuSign, please feel free to reach out to any of us at any time.

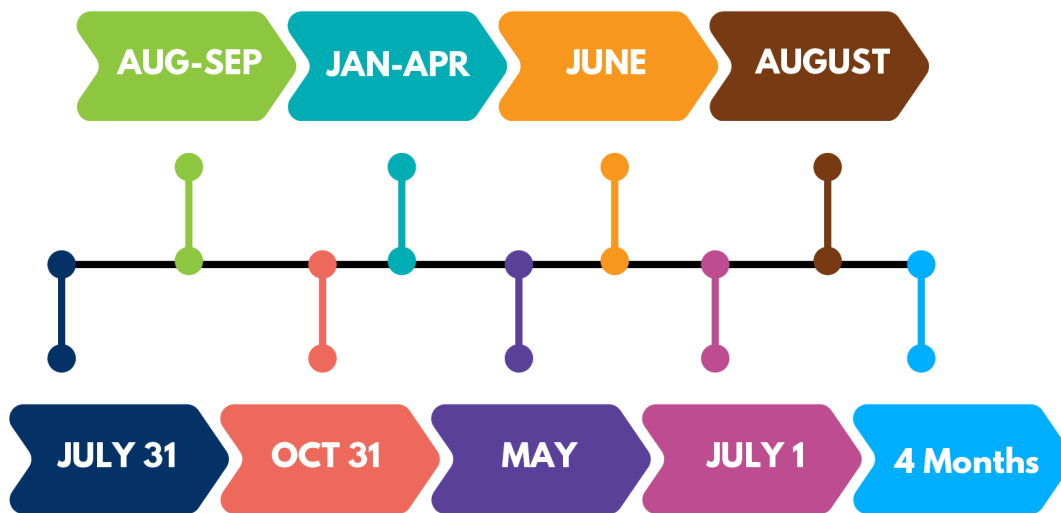


**Matthew Munden**  
ADOT Aeronautics  
Group Manager

### Aeronautics Group Manager's Report

We are looking forward to once again engaging with everyone and delivering our ADOT Update at the upcoming Fall AzAA conference. Grant funding is of paramount concern to many in light of the recent state funding bill which included a sweep of \$15M from the State Aviation Fund. We want all Arizona airports to know that all grants awarded last year in FY24 and from this year's FY25 ACIP are fully funded, and that no open grants will be closed due to the sweep. ADOT Aeronautics remains resolved to maximize resources to public airports in Arizona. Once again we look forward to engaging with you at the upcoming Fall AzAA conference. Please do not hesitate to reach out with any questions.

## Timeline of State/Local Grant Program


**JULY 31**

Submit Annual ACIP by July 31

**AUG-SEP**

ADOT reviews ACIP Submittals (Aug. 1 - Sept. 30)

**OCT 31**

ACIP revisions due by October 31

**JAN-APR**

January - April - ACIP project prioritization and FY program development

**MAY**

May - PPAC (MPD Project Committee review and approval of FY program

**JUNE**

June - State Transportation Board (STB) review and approval of FY program

**JULY 1**

July 1 new FY funding program published

**AUGUST**

August FY SL grants issued to Airport Sponsors

**4 Months**

Sponsor return grant within 4 months of receiving



## Meet Your Grant Manager: Margie Cerda

In this article, we shine a light on Margie Cerda, one of our dedicated Airport Grants Managers at ADOT Aeronautics. Margie's work is essential in managing grants that support Arizona's public-use airports. Learn more about her professional insights and personal interests in our Q&A

**Q.** How long have you been with ADOT Aeronautics, and what inspired you to join the team?

**A.** I have been in ADOT Aeronautics for over 7 years. I was hired for my skill in Governmental contracts and for customer service/public relations. To build relations within the airport community. To establish internal Aeronautic processes and facilitate those meetings.

**Q.** What do you find most rewarding about your work?

**A.** The airport's successes are the absolute best reward. Assisting all involved to help with issues and help the process along. Offering resolutions in all categories with a benefit to the airport's. And finally, seeing the results. We are all a team and together can always make a difference. I am a cheerleader and advocate for my airports!

*Personal Question:*

**Q.** Can you share a fun fact about yourself that your colleagues might not know?

**A.** I am a mentor for many young women that range from 13 to 30 years old. It is important to me to see growth, and I do. Amazing young ladies!



Matthew Munden	Aeronautics Group Manager	602-501-3152
Carmen Rose	State Airport Engineer	602-851-5295
Sonia Pizano	Airport Grants Manager	480-952-8107
Margie Cerda	Airport Grants Manager	480-993-9967
Jeff Webbe	Airport Grants Manager	520-683-5024

If you have an aviation event you'd like mentioned or featured in our newsletter, please send details to [aeronautics@azdot.gov](mailto:aeronautics@azdot.gov).