IDAHO DIVISION OF AERONAUTICS
AIRPORT BASIC TRAINING WORKSHOP

PowerPoint Presentation

IDAHO AIRPORT MANAGEMENT ASSOCIATION
Welcome

Purpose: Provide basic airport education to airport managers, personnel, board members and owners; planning and zoning administration and anyone who has accepted responsibilities at their local airport.

Mike Pape, Administrator
Division of Aeronautics

208-334-8775 mike.pape@itd.idaho.gov

This workshop would not be possible without the coordinated efforts of the following

- ACEC
- IAMA
- IAC
- Idaho Association of Counties
- Idaho Airport Operators Association
HOUSEKEEPING

- Please silence cell phones
- If you need to step out, please do
- Ask questions as we go along
- Description of packets
  - PowerPoint Presentation
  - Handouts
    - Quick Reference guide
    - Glossary of aviation terms
  - NBAA Airports Handbook
  - NBAA Airport Advocate Guide
  - Idaho System Plan Executive Summary
  - Evaluation form
  - ACEC Member speaker bio sheet

AGENDA

10:00 - 10:45  Mike Pape, Administrator, Aeronautics
10:45 - 11:00  Break
11:00 – 12:00  ACEC Member
12:00 – 1:00   Networking Lunch - Sponsored by IAMA
1:00 – 1:45    Melissa Kaplan, Airport Planner, Aeronautics
1:45 – 2:00    Break
2:00 – 2:45    Bill Statham, Project Manager, Aeronautics
2:45 – 3:00    Mike Pape, Administrator, Aeronautics

AIRPORTS ARE FOR:

EVERYONE!
VALUE OF GENERAL AVIATION AIRPORTS

- Economic Impact
- Essential Access
- Competitive Advantage
- Lifesaving Services
- Law Enforcement
- Ag Services
- Recreational Benefits

ECONOMIC IMPACT OF IDAHO AIRPORTS
A Special Study of the Airport System Plan

STUDY GOALS

- Quantify economic contribution of 75 airports
- Use FAA approved methodology
- Provide airport promotional materials
- Educate state/community stakeholders
ECONOMIC IMPACT IS MEASURED
- Employment
- Payroll and benefits
- Output (value of goods and services produced)

ECONOMIC IMPACT COMPONENTS
- Direct Impacts
  - On-airport businesses/government
- Indirect Impacts
  - Visitors using the airport
- Induced Impacts
  - Multiplier impacts from spending in the local area
- Non-quantitative benefits
  - Related to health, welfare, and safety

STUDY PROCESS
- Collect airport management data
  - Site visit, telephone interview, or mail survey
    - 50 out of 75 airports visited
  - Gather information on airport management
    - Employment
    - Payroll
    - Output, including history of capital projects
STUDY PROCESS, continued

- Collect airport tenant data
  - Site visit, telephone interview, or mail survey
    - Employment
    - Payroll
    - Output, including history of capital projects
  - For non-responding tenants
    - Employment estimated
      - Airport manager
      - Business databases
      - On-site inspection

STUDY PROCESS, continued

- Gather data on spending by visitors
  - Number of visitors
  - Expenditures by category
    - Lodging
    - Food & beverage
    - Ground transportation
    - Retail & entertainment
    - Other
  - Length of stay

STUDY PROCESS, continued

- Visitors using airlines
  - Passengers at all 7 commercial service airports surveyed
- Visitors using general aviation
  - FBOs distributed surveys to transient pilots
STUDY PROCESS, continued

Direct Impacts:
- Tenants
- Gov. agencies

Indirect Impacts:
- Airline visitors
- GA visitors

Multiplied Effect

Direct and Indirect Impacts + Induced Impacts = Total Impacts

TOTAL ECONOMIC IMPACTS

QUALITATIVE BENEFITS
- Air ambulance flights
- Firefighting flights
- Law enforcement flights
- Search and rescue flights
- Businesses that depend upon aviation but are not at the airport

BUSINESS BENEFITS
- Businesses not based on the airport derive value from the use of airports
- Survey of 1,000 Idaho businesses found:
  - 91% use commercial airline service.
  - 58% average at least one trip per month on a commercial airline.
  - 71% have customers or suppliers who travel by scheduled airline service to visit the surveyed company.
  - 23% own, lease, charter, or have fractional ownership of general aviation aircraft.
  - 78% of respondents use air cargo/package express on a regular basis
BUSINESS BENEFITS, continued

- Business location factors
  1. Highway access
  2. Trained workforce
  3. Tax incentives
  4. **Commercial service airport**
  5. Proximity of suppliers
  6. Universities and R&D centers
  7. Raw materials
  8. Urban business district
  9. **General aviation airport**
  10. Historic location of business
  11. Rail transportation facilities
  12. Water transportation facilities

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AERIAL APPLICATOR BENEFITS

- Commercial agriculture benefits from aerial applicators
  - Application of fungicides, herbicides, and insecticides
- Aerial applicators deliver chemicals:
  - More quickly than ground-based systems and
  - Without damaging existing crops

AERIAL APPLICATOR BENEFITS, continued

- 841,000 to 1.3 million acres of commercial farmland in a “typical” year
- Crop value varies between $1.1 billion and $2.6 billion
- Protection of $42.7 million to $276 million in crop value in a “typical” year
- Aerial applicator added value accounts for 4% to 10% of the total value of the crops
TAX IMPACTS

- Aviation Activity generates significant taxes for Idaho
  - On-airport businesses pay sales taxes
  - Employees of on-airport businesses pay sales taxes
  - Visitors using the airport pay numerous taxes
    - State sales tax
    - Local option sales tax
    - Travel and convention tax (lodging)
    - Rental car tax
  - Visitor-supported employees pay sales tax
  - Aviation-related employees pay state income tax
  - Aircraft owners/operators pay state aviation fuel tax

TAX IMPACTS, continued

- Aviation-related taxes generated $87.7 million for Idaho
  - On-airport tenants paid $33 million (38% of total)
  - Visitors paid $33 million (38% of total)
  - Employee sales tax, income tax and aviation fuel tax accounted for remaining 24% of taxes

ECONOMIC IMPACT SUMMARY

- Total Jobs – 23,000
- Total Payroll – $717 million
- Total Output – $2 billion
- Aerial Applicator Benefits
  - $42.7 million to $276 million
- Tax Impacts – $87.7 million
- Qualitative Benefits
  - Life-saving flights
  - Firefighting flights that protect property
  - Non-financial benefits to business
  - Businesses that depend upon aviation but are not at the airport
### ESTIMATED IMPACTS, continued

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<tr>
<th></th>
<th>Jobs</th>
<th>Payroll</th>
<th>Output</th>
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<tr>
<td>Boise Air Terminal</td>
<td>14,021</td>
<td>$451 million</td>
<td>$1.2 billion</td>
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<tr>
<td>Other Commercial Service Airports</td>
<td>4,883</td>
<td>$133 million</td>
<td>$415 million</td>
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<tr>
<td>General Aviation Airports</td>
<td>4,096</td>
<td>$133 million</td>
<td>$427 million</td>
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<tr>
<td>Total Impacts</td>
<td>23,000</td>
<td>$717 million</td>
<td>$2.0 billion</td>
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</table>

### USE’S OF ECONOMIC IMPACT DATA

- Educate Owners on Value and Potential
- Educate Tax Payers on Potential and Benefits
- Educate Businesses on Uses and Development Potential Available
- Encourage State/Local Economic Development Agencies of Opportunities at an Airport
- Show Airport Tenants potential for growth and business expansion
- Show public funding agencies justifiable design modifications for projects

### TARGET AUDIENCE

- Airport Owners – Idaho Cities and Counties
- Community Businesses and Customers
- Aviation Tenant/User Businesses
TAKE-AWAY FROM AIRPORT ECONOMIC STUDY

- Know the economic impact and value of your resource:
  - Convince owners to support it
  - Convince the tax payers of its value
  - Convince businesses that it has great potential
  - Secure funding, design and budget approvals

THAT'S JUST THE BEGINNING

- Idaho Airport System Plan
  - Available on the Aeronautics Web Page at:
    - [http://itd.idaho.gov/aero/Publications](http://itd.idaho.gov/aero/Publications)
  - The Economic Impact Analysis is Appendix B of the Idaho Airport System Plan and is available at:
    - [http://itd.idaho.gov/aero/Publications](http://itd.idaho.gov/aero/Publications)

HOW TO IMPLEMENT - EXAMPLES

- Maintain Eligibility and Justification for Public Financed Infrastructure
  - Runway maintenance — add lighting or navigational aids to support Business aircraft
  - Apron repair — add space and ground access for freight and visitor transfer
  - Airport planning — include a section discussing economic development opportunities and goals
  - Secure funding from state/local economic development agency for on-airport business development
  - Include local businesses/developers on airport boards, and during planning, design review, and zoning implementation
SOCIAL IMPACT
- Aeromedical Flights
- Search and Rescue
- Disaster Relief
- Emergency Diversionary Airport
- Fire Fighting Response
- Law Enforcement Services
- Government Agency Critical Functions

SAFETY AND SECURITY
- Air vs. Car Travel
- Airline vs. Business Aviation
- Security at Airports

FAA NEXTGEN AND GREENER SKIES
- Collaboration between FAA, Airlines, SeaTac, and Boeing
- Using Performance Based Navigation (PBN) technology

Benefits
- Fewer communities overflown
- Decrease Aircraft noise
- Efficient use of airspace and arrival routes
- Consistent flight paths and reduced delays
- Cost savings through reduced fuel burn
- Reduced greenhouse emissions
- Enhanced safety
TELLING YOUR STORY

- Quantify your Airport Value
- Build Relationships
  - Legislative Outreach
  - Know the Issues
  - Know the Decision-Makers
  - Support a Regional Group
- Community Aviation Day
- Airport Open House
- School Tours
- Speakers Bureau
- Charity Events

MEDIA RELATIONS

- Website or Newsletter
- News Releases
- Press Conferences
- Letter to the Editor
- Press Kits/Fact Sheets

For additional information regarding:
- Aeronautics statute and rules
- Scouts
- Airport advocacy
- Bad airplane jokes
- Goals for the Division of Aeronautics
- Long-term programs
- How to crew three planes with one full-time pilot
- Timesheet harassment skills

Mike Pape
208-334-8788
mike.pape@itd.idaho.gov
Coordinated Effort

→ Not done in a vacuum
  → Aviation Stakeholders
    → IAMA
    → IAA
    → ITD
  → Aviation Consultants
  → AIC
  → IAC
  → IACI
  → Realtors Association
  → Senator Lee Heider (Twin Falls)

New Statewide Land Use Legislation

What does it mean to you?
Legislation Overview

→ SB 1265
→ Effective July 1, 2014
→ Modifies
  - Title 21 – Aeronautics – Chapter 5
  - Title 67 – State Government and State Affairs – Chapter 65 (LLUPA)

Legislation Overview

→ Title 21 – Chapter 5
→ Removes ITD authority to zone
Title 67 – Chapter 65

Protect Public Airports as essential community facility (67-6502m)

Public Airport facilities must become part of local planning duties (67-6508q)
- Analysis of airport
  - Facility Location
  - Scope and type of aircraft operations
  - Existing and planned development
  - Economic Impact

Title 67 – Chapter 65

Notification
- Airport manager/owner of airport of any changes in the plan (67-6509a)

Ensure Avoidance of Aviation Hazards
- Special Use Permits (67-6512e)
- Transfer of Development Rights (67-6515a(a))
- Variance (67-6516)

Title 67 – Chapter 65

What it doesn’t do...
- Does not require zoning...
- Does not specify a deadline for comp plan revisions...
Legislation Overview

- State Code/Admin. Rules
- Grant Assurances
- State of Idaho (17)

- Federal Grant Assurances (39)
  - #20 - Hazard Removal and Mitigation
  - #21 – Compatible Land Use...including the use of zoning...

Local Comprehensive Plans

- Critical first step...!

- Comp Plan must establish the basis for zoning

Local Comprehensive Plans

- What to do with your Comp Plan?
  - Create a “new” airport section (Section “q”)
  - What’s in your current local plan(s)...?
Elements to consider...

Introduction Section
- Role in FAA National Airport System (NPIAS)
- Role in Idaho System Plan
- Users
- Economic Contribution
- Community Asset
- Transportation Asset

Issues Section
- Encroachment
- Safety and Quality of Life
- Grant Assurances
- Jurisdiction
- Protection of Investment

Objective and Policies Section
- Health, safety, welfare
- Operate and maintain airport(s) safely and efficiently
- Transportation and Economic
- Land use compatibility
Local Comprehensive Plans

> **Action Plan Section**
  > Adhere to airport master plan
  > Encourage compatible land uses
  > Adopt standards and zoning techniques to protect from incompatible development
  > Utilization of Easements/Disclosure
  > Multi-jurisdictional Coordination Procedures
  > Notification Procedures

Airport Zoning Ordinance

> **Hazards and Quality of Life**
  > Aviation users
  > Surrounding neighbors

Airport Zoning Ordinance

> **Airspace (CFR Part 77)**
  > Height of objects
  > Radio interference/light pollution etc.
Defining Airport “Zones”

ITD Land Use Guidelines

- A “Users Manual” for Airport and P & Z Officials
- Contents
  - Explanation of the Purpose and Need for Planning and Zoning controls
  - Steps needed to prepare a ‘Comprehensive Plan’ and a ‘Zoning Ordinance’
  - Expanded Graphics to enhance understanding
  - The layout of zones
  - The relative size of zones at various sized airports
  - A learning/teaching aid
  - Examples of proper Terminology and Language to use (appendix)
- The Guidelines will be a collaborative effort between;
  - Idaho Division of Aeronautics
  - Airport and Planning Consultants
  - Association of Idaho Cities
  - Idaho Association of Counties

Zoning Ordinance “Template”

- Ready to Use Format
- Applicable to City and County Ordinances
- Will include all ordinance sections for any sized airport
  - Some sections might not apply to smaller airports
- Covers the three areas that require Local Control
  - Height of Objects and Airspace Clearance
  - Land Uses on and near an airport
  - Aircraft Noise affecting neighbors
- Allows various sized Zones to meet an airport’s needs
- Prepared in coordination with City and County agencies
  - Will match the style, order, and tone of Zoning in Idaho
Other Resources

- FAA Land Use Planning Toolkit
- Washington State Aviation Division - Airport Land Use Guidelines
- California (Caltrans) Airport Land Use Guidelines
- Wisconsin Aeronautics Land Use Guidelines
- TRB ACRP Report 27, Volumes 1 and 2
- ITD Aero Staff
- Consultants!

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Notification Requirements

- Develop Policy and Procedures for Providing Notice
  - Coordinate with your local P & Z Officials
    - Who to Notify and How
      - Required Notice Format and Information
  - New Notice Requirements
    - Changes to the Comprehensive Plan
    - Special or Conditional Land Use Permits
    - Request to Transfer Development Rights
    - Develop Hazard Avoidance Measures
    - Variance Requests
  - Existing Notice Requirements
    - Guyed (MET) Towers
    - Power Lines, Wires, and Cables
    - Construction exceeding 200 feet in Height or less near an airport
    - Building Permits near an airport
    - Changes to Land Use Classifications
  - Existing Aeronautics Marking and Lighting Requirements

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Coordination with Local P & Z Officials

- Develop thresholds and boundaries for P & Z to determine if a Notice is required,
- Determine Who gets Notice and When
- Develop the proper response to P & Z that they can use
- Develop guidance on when airport officials need to attend Public Hearings
- Let your local officials know we plan to speak at their Annual meetings (AIC, IAC, APA)
Coordination with Local P & Z

- Coordination
  - Initiating preliminary discussions with local P & Z Officials about the best approach to include adjacent "political subdivisions" into the 'Airport Zoning' process and how to develop a framework for their coordination and cooperation.
  - Developing a working relationship with local P & Z Officials, explaining the new process, and helping them understand the importance and economic impact of local aviation and the airport.
  - Identifying other "political subdivisions" that have an area of impact that overlaps any part of the airports influence area.

Education & Coordination

- WORK IN PROGRESS...
  - Education
    - ACEC/IAMA/ITD Statewide Effort
      - IAC Conference
      - AIC Conference
      - Regional Seminars
    - Local Effort
      - Master Plan/ALP
      - Comprehensive Planning Process

For additional information regarding ACEC:

See Handouts – Quick Reference Sheet, page 4-5, for list of ACEC members and their contact information
WHY YOUR AIRPORT CIP SO IMPORTANT

- Information in CIP used to allocate funding
- Planning and budgeting tool for airports sponsors
  - Local planning for grant match requirement
- Facilitates realistic expectations in terms of funding, timing & scope
  - Identifies needs
  - Determines time required for each step
  - Organizes
  - Calculates funding estimates

FUNDING

- Federal
  - NPIAS airports are eligible
    - Eligible projects typically funded at 90%
    - Local sponsor responsible for 10%
  - NPE – Non Primary Entitlement
    - Eligible and Classified airports
    - NPIAS snapshot done every 2 years
      - Based on 1/5 of development costs - Maximum $150,000 ($750,000)
      - Planning projects not included
    - Can carry over 3 years
  - State Apportionment (ST)
  - Discretionary (DI)

See handout – Steps to AIP Funding – page 11-12
See handout – Eligible Airports – page 17

FUNDING, continued

- State
  - Idaho Airport Aid Program
    - Assists NPIAS airports with local 10% match
      - Goal is to provide half of the match
      - Historically 3% - 5%
    - Non-NPIAS community airports
      - Varies from 50% – 75% of total project costs
RESOURCES FOR IDENTIFYING CIP NEEDS

- Pavement Maintenance Management Program
  - More commonly called your PCI Report
- Master Plan
- 5010 Airport Inspection
  - Post inspection letters
- Compliance Inspections done by the FAA
- State Airport Planning and Development staff
- FAA staff in Helena
- Idaho Airport System Plan (IASP)
- Northwest Mountain Regional Airport Plan (RAP)
- NextGen Implementation Plan
- Consultants

ADDITIONAL INFORMATION

- Important things to keep in mind as you complete the CIP Update Process
  - See handout on page 8-10
- Basic ISCIP Schedule 2014-2015
  - See handout on page 7
- Benefits of the SCIP Program
  - See handout on page 13
- Online CIP Submittal
  - See handout on page 14-16

For additional information regarding:

- Idaho Statewide Capital Improvement Program (ISCIP)
- CIP submittal process
- Active airport projects
- Non-Primary Entitlement transfer program
- Non-Primary Entitlement balances
- Airport contact information

Melissa Kaplan
208-334-8640
melissa.kaplan@itd.idaho.gov
Bill Statham, Project Manager
Division of Aeronautics

208-334-8784 bill.statham@itd.idaho.gov

IDAHO AIRPORT AID PROGRAM
Presentation Approach

- Part 1 – The overall program
- Part 2 – Processes and procedures
- Discussion and Questions

PROGRAM SCOPE

- A Discretionary Allocation Program for Airport Planning and Development funds
  - Meets high priority needs
  - Achieves maximum benefit and use of available funds
  - Require matching financial participation
  - Are reimbursable to airport owners
PROGRAM GOALS

- Allocations must further the proper development of a statewide system of airports.
- Allocations must be a fair distribution of aviation tax money.
- Allocations must achieve maximum benefit and use of available funds.

GRANT FUNDING SOURCES

- FAA-AIP
  - Federal - User Taxes (mainly fuel) and Fees
- Idaho Aeronautics-IAAP
  - State - User Taxes (mainly fuel) and Fees
- Airport Sponsor
  - Local – mill levy, Airport fees, General fund
- Business Development – Dept. of Commerce

TYPES OF FUNDING

- Grants
  - Scheduled Work
- Small / Emergency Projects
  - One time emergency or small Items
- Maintenance and Safety Supplies
  - Lighting and NAVAID Items
FUNDING LEVEL & DISTRIBUTION

- **FAA-AIP**
  - 93.75% to Primary & 90% to General Aviation

- **AERO-IAAP**
  - Lump Sum to Primary, 3-5% to GA (NPIAS)
  - 50% to 75% to Community Airports

- **Local Airport Sponsor**
  - a variable amount to cover the remaining project costs

ALTERNATIVE FUNDING

- **Community Airports – Force Account**
  - Itemize the value of labor, equipment, and supplies/materials from sponsor
  - The Sponsor must be justified that the work is in the public interest for them to do
  - The amount of force account work shall not exceed the amount of the sponsor share of cost

ELIGIBLE AIRPORTS

- The Idaho Airport Aid Program is available to public entities that
  - own/lease and operate a landing facility, and
  - are open for public use without restrictions
  - is not under exclusive lease or monopoly control of private individuals or corporations

See handout – Eligible Airports – page 17
ELIGIBLE PROJECTS

- Aeronautics Rule No. 39.04.04 RULES GOVERNING IDAHO AIRPORT AID PROGRAM
- Lists the six (6) general principles the State must follow when providing funding to airports
  - See handout – IDAPA 39 Project Priority – page 18
- Lists the fourteen (14) groups of projects for which the State will provide funding
  - See handout – IAAP Project Eligibility – page 19

PROJECT PRIORITY

- FAA
  - Project priority values for airports that are eligible for FAA-AIP funding will use the National Priority Rating system
- IAAP
  - Community airport projects are prioritized by calculated values of four (4) evaluation criteria: based aircraft, purpose of the project, part of the airport, and pavement condition

See handout – State Prioritization Methodology – page 20-25

PROJECT SELECTION

- FAA
  - Based mainly on the FAA’s Airport Capital Improvement Program (ACIP)
- AERO
  - Based upon the State’s prioritized list of projects and the total annual funding available
ANNUAL PROGRAM ALLOCATION

- Program Allocation is the list of all projects selected for funding for all of the types of funding programs.
- This internal methodology varies the amount of funding between types of airports relative to the total available funding.
- Some types of airports receive no funding when total funds are low.

See handout – Annual Program Allocation list – page 26

PROTECTION OF THE INVESTMENT

- In order to protect the investment of public funds, the ITD Board requires;
  - Airport planning studies
  - Airport zoning and enforcement
  - Proof of ownership or lease of airport land
  - Acceptance of and adherence to a set of grant assurances

PROTECTION OF THE INVESTMENT, continued

- The ITD Board further requires;
  - Special contract conditions and provisions
  - The acceptance of Project Responsibilities
  - A Regular Program of Inspections and Reporting Requirements
  - These are contained in the Grant Agreement
PART 2

- Grant Processes and Procedures
- This is the stuff you need to know for a successful project!

INITIATING THE PROCESS

- An Airports CIP is key to planning for grants during the immediate future
- An up-to-date CIP will help the airport know what is anticipated for an upcoming IAAP grant
- Due Dates will help an airport schedule their work and submittals

INITIATING THE PROCESS, continued

- Time Lines & Due Dates
  - October - annual grant program amount identified
  - February - request formal applications
  - April - project evaluation and prioritization
  - May - AAB approval
  - June - ITB approval
  - August-October - start to issue grant
APPLICATION PROCESS

- Aeronautics solicits Grant Applications in February each year
- Applications need to have well developed scopes and estimated costs
- An Airport should start preliminary design and cost estimating 3 to 4 months before submitting an application

APPLICATION PROCESS, continued

- APPLY FOR WHAT YOU WANT
  - Grants are scheduled projects, on the CIP
    - Primary, GA, and Community Airports
  - Small Projects are unscheduled/emergency
    - Less than $2,000
    - Primary, GA, and Community Airports

APPLICATION PROCESS, continued

- Maintenance and Safety Supplies
  - This program makes available the following:
    - Runway and taxiway lights, bulbs, and parts
    - Rotating beacon fixtures
    - Windsocks, windsock frames and standards
    - Tie-down chain sets and
    - Utility light bulbs and
    - Taxiway reflectors
APPLICATION PROCESS, continued

- Follow the Instructions provided
- Submit Application by the Due Date
  - Primary and GA Airports – submit a copy of the FAA-AIP Application
  - Community Airports – use the Aeronautics Application provided

APPLICATION PROCESS, continued

- Community Airport Applications must include:
  - ‘Anticipated Project Budget Detail’ sheet and
    - See handout – Anticipated Project Budget Details – page 27
  - ‘Force Account (In-Kind) Request Form’ sheet (as needed)
    - See handout – Force Account Estimation – page 28-30

GRANT OFFER AND AGREEMENT

- FAA issues grants May - September
- Aeronautics starts to Issue Grants in August
- Each airport will receive an Offer, an Agreement, and a Resolution
- Follow the instructions to Accept the Grant
- Return an Original set of forms to AERO
  - Grant payments can start 3 to 4 weeks later

See handout – FAA Grant Agreement – page 31-41
See handout – Grant Offer – page 42
See handout – Executed State Agreement & Resolution – page 43-46
BUDGET EXAMPLE

Caldwell Industrial Airport (EUL)
Comprehensive Grants Budget

<table>
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<tr>
<th>Grant</th>
<th>Project</th>
<th>FAA-AIP</th>
<th>AERO-I AIP</th>
<th>Local Match</th>
<th>Total Costs</th>
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PROJECT ADMINISTRATION

- Complete the ‘Project Check List’
  - then work to meet the Due Dates
- Refer to the Grant-Project Guidelines often
- Start the Inspection and Reporting Requirements by notifying Aeronautics of your start date

See handout – Project Checklist – page 47

REIMBURSEMENT PROCESS

- Each Airport must pay the contractor when billed!
  - FAA-AIP Projects – Submit exact copy of the FAA Request for Reimbursement
  - Community Airports – Submit your Request for Reimbursement on the form is provided
    - See handout – Request for Reimbursement – page 48
  - Submit Requests as needed – 3 to 4 per project
  - Include Force Account amounts
    - See handout – Force Account Expense – page 49-50
REIMBURSEMENT PROCESS

- Regularly check with the Clerk to be sure payments were received
- Contact Aeronautics with questions or to be sure payments were processed

CLOSEOUT PROCESS

- Schedule a Final on-site Inspection to confirm the work is done
- Confirm that all expenses have been requested
- Execute and Submit the ‘Closeout Certification’ with the last payment request

See handout – Closeout Certification – page 51

CLOSEOUT PROCESS, continued

- Compile and submit the Required Closeout documents
  - FAA-AIP Projects have numerous documents
    - See handout – FAA Closeout Documents – page 52
  - AERO-IAAP Projects also require final and as-built documents
    - See handout – Community Closeout Documents – page 53
- Use the appropriate list of closeout documents
FINAL ACTIONS

- Schedule an End-of-Project Celebration
- Invite Owners, Staff, Airport Board, Users, Airport and Community Businesses, the Public, and the Press
- Show everyone how the airport is growing and improving

FINAL ACTIONS, continued

- ENJOY THE NEW FACILITIES
- Remember:
  - If you use your airport to its best advantage it will be able to help you pay for future improvements!

For additional information regarding:

- Idaho Airport Aid Program
- Idaho System Planning
- Land Use
- Pavement management
- Air Space protection
- Economic Impact of airports

Bill Statham
208-334-8784
bill.statham@itd.idaho.gov
This workshop would not be possible without the coordinated efforts of the following

Evaluation