

## Aviation Development Program Policy Manual

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### PURPOSE.

In 1989 there was an addition to the Louisiana Constitution creating an aviation appropriation within the Transportation Trust Fund (TTF) for the purpose of funding improvements at Louisiana's public-use airports. The Department of Transportation and Development (DOTD) is responsible for administering the State's aviation program through this funding source by the Airport Construction and Development Priority Program, to assist with developing public aviation facilities in the state, fostering air commerce, promoting aeronautics statewide, and protecting the health and safety of those engaged in aeronautics. Assistance with the planning, design, construction, and inspection of facilities is provided to local governments which own the public airports. State funding is used in many cases to provide all or a portion of the local match requirement of an improvement if federally funded, received 90 percent or more of project funds from sources other than state funds, or if most or all of the total funding is previously approved by the Legislature. DOTD is granted authority to provide for procedures, review, and evaluation of the airport program.

### AUDIENCE.

This Policy applies to all DOTD personnel; airport sponsors; public agencies; planning agency airport sponsors; state, regional, and metropolitan aviation agencies; and airport-related organizations that work with DOTD in providing development and safety of the Louisiana System of Airports.

### DISTRIBUTION.

This Policy is available on the DOTD Aviation website. Visit [www.dotd.la.gov/aviation](http://www.dotd.la.gov/aviation) for more information.

### REVISIONS.

### LIMITATIONS.

This policy manual provides a process for which airport project application procedures are contained. In the event of a conflict with another manual, please reference Louisiana Administrative Code, Title 70 and or the DOTD Aviation Program office for a determination. This policy is intended for the limited purpose of facilitating the Airport Construction and Development Priority Program.



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### CHAPTER 1. RESERVED

### CHAPTER 2. AIRPORT CONSTRUCTION & DEVELOPMENT PROGRAM PLANNING MODEL

#### 2.1. Program Deadlines and Deliverables

This document is intended to supplement the deadlines and deliverable requirements defined Title 70, Part IX of the Louisiana Administrative Code to effectively plan, develop and implement the Louisiana Department of Transportation and Development (DOTD) Airport Construction and Development Priority Program (ACDPP). Table 1, DOTD Aviation Planning Model, includes deadlines and deliverables for the ACDPP with each task further defined in the text below.

**Table 1. DOTD Aviation Planning Model**

<i>Important DOTD deadlines and deliverables for program planning purposes:</i>		
<b>Date</b>	<b>Task</b>	<b>Responsibility</b>
-	Project Prerequisites	Airport sponsor
June 1	Issue Program Guidance Letter	DOTD
June 30	Submit Draft Capital Improvement Plan <sup>1</sup>	Airport sponsor
July 1	Planning & Development Program Begins	DOTD
Sept 1	Project Pre-Applications Deadline <sup>1</sup>	Airport sponsor
<b>Nov 1</b>	<b>Project Application Deadline</b>	<b>Airport sponsor</b>
Nov-Feb	Program Development	DOTD
Feb	Airport Review of Draft Program <sup>1</sup>	Airport sponsor
Feb-Apr	Program Submittal to Legislature	DOTD
July 1	Funding Notification to Airport sponsor	DOTD

<sup>1</sup>Indicates Optional Task

#### 2.2. Project Prerequisites

To help ensure efficient and effective grant spending, DOTD requires preliminary prerequisites be completed before prioritizing Project Applications for state funding assistance. It is the airport sponsor's responsibility to initiate various processes in advance of the Planning & Development Program period to ensure the prerequisite requirements are met for Project Applications. Although required prerequisites may vary by project, a minimum list is shown in Table 2, Project Prerequisites. DOTD may discuss these and other potential project specific prerequisites during planning sessions with the airport sponsor.

**Table 2. Project Prerequisites**

<b>Requirement</b>	<b>Additional Details/Impacts to Program Development</b>
a. Professional Services Agreement	The airport sponsor shall hold a current executed agreement with an engineer or consultant to perform the work for the project(s) identified in the Project Application by November 1. The airport sponsor shall advertise

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	<p>for consultant selection in accordance with state (and federal requirements if applicable) in order to meet the Project Application deadline.</p> <p>If the airport sponsor does not hold a current professional service agreement for the request:</p> <ol style="list-style-type: none"> <li>(1) The project shall not be prioritized for funding in the program for the funded year</li> <li>(2) The project may not be prioritized for funding in the subsequent Unfunded (or Planned) year in the program</li> </ol>
b. Environmental Clearance	Environmental clearance documentation (if applicable) shall be included with a Project Application (see Paragraph 2.7 of this chapter); therefore, the airport sponsor should ensure preliminary work is completed to meet the applicable requirement.
c. Airport Layout Plan	The project shall be identified on the airport's approved airport layout plan.
d. Prior Phase Progress	Progress should be sufficiently underway in the prior phase(s) of work for the project (i.e. design in progress for a construction project).

### 2.4. Program Guidance Letter

DOTD shall provide a Program Guidance Letter to airport sponsors no later than June 1 outlining the Airport Construction and Development Priority Program to include the following information:

- Requirements and deadlines for application for state funding assistance;
- References to the applicable State statutes and policies; and,
- Any additional or new information for the upcoming fiscal year program.

As federal deadlines may change, the Program Guidance Letter from DOTD may be issued earlier in the planning schedule to prepare for planning sessions with DOTD and the Federal Aviation Administration (FAA).

### 2.5. Draft Capital Improvement Plan

A Capital Improvement Plan (CIP) serves as an airport's overall planning tool for identifying and prioritizing development projects and associated capital needs for an airport. The CIP should be reflective of projects that may be reasonably accomplished in the planning timeframe and should identify the planned funding sources for each project. Projects should be developed into phases of usable units on the CIP and not exceed the allowable annual funding amounts set in Louisiana Administrative Code Title 70 Part IX.

DOTD provides an optional CIP form edited to meet both the State and FAA planning periods which can be found on the DOTD Aviation website and will be included in the annual Program Guidance Letter from DOTD. It is not mandatory to use the provided forms, however the information submitted should clearly identify the airport's prioritized requests with cost estimates and the anticipated funding sources.

An airport sponsor may submit a draft CIP to DOTD by June 30 for review. DOTD will provide feedback during and/or before planning session(s) with the airport sponsor.

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### 2.6. Planning & Development Program

The Planning and Development Program formally begins on July 1 for the upcoming state fiscal year, however CIP guidance may be offered throughout the year. Each year, and prior to November 1, at least one planning session shall be held with DOTD and the Airport sponsor to discuss the CIP, anticipated Project Applications and the planning outlook for the airport.

### 2.7. Project Pre-Applications

Project Applications for each project listed on the CIP for DOTD funding assistance must be submitted and provide sufficient information for review of eligibility and prioritization within the ACDPP. DOTD offers airport sponsors the opportunity to submit Project Pre-Applications for DOTD review and comment. This allows additional time for airport sponsors to develop the complete project documentation necessary for prioritization before the Project Application deadline of November 1.

Project Pre-Applications and supporting documentation may be sent electronically to DOTD no later than September 1 to allow time for DOTD to provide a cursory review. Within 30 days of receipt of the Project Pre-Application, DOTD may provide comments relative to any insufficient information or requirement needed for additional documentation to ensure an efficient and successful prioritization of the requested project(s). Regardless of DOTD response and/or comment, the airport sponsor is responsible for ensuring all support documentation is provided.

Project Pre-Applications shall be submitted on the Project Application form, which can be found on the DOTD website and will be included in the Program Guidance Letter. Pre-Applications shall include all backup documentation listed in Table 3, Project Support Documentation, except for the resolution requesting state assistance for the project. The project resolution is required as part of the final Project Application which is due no later than November 1.

### 2.8. Project Application Deadline

Project Applications and support documentation must be submitted to DOTD from the airport sponsor no later than November 1 for consideration in the ACDPP for the upcoming fiscal year. The Project Application support documentation is a combination of documents and information necessary for DOTD to determine if the project is developed sufficiently for inclusion in the ACDPP. Table 3, Project Support Documentation includes a detailed description of the Project Application components and support documentation required for prioritization.

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**Table 3. Project Support Documentation.**

<i>Airport Project Applications shall include the following items:</i>	
<b>Project Resolution</b>	A project resolution from the public body operating the airport requesting state assistance for the project and documenting any commitment from the airport sponsor to participate in the cost of the project financially (if applicable).
<b>Project Scope, Justification, Description of Project Area and Estimated Cost</b>	Written documentation describing the need for the project, justification for the action to be taken and explanation of how the project meets the need.
	Estimated cost of the project and funding sources.
	Description/sketch of the project area. The project shall be identified on the airport's approved layout plan.
	Funding plan for project components should be developed by usable units, however should not blend otherwise nonrelated projects. <i>See Example 1 below.</i>
	Supporting justification may be found in the Airport Master Plan or Airport Layout Plan (ALP), from FAA Form 5010-1 (Airport Master Record) safety inspection, from engineering inspections, or by other means. If an Airport Master Plan or ALP is used in project justification, a narrative shall also be included to describe the project and demonstrate that it is consistent with the Airport Master Plan and ALP recommendations. <i>See Example 2 below.</i>
<i>Example 1:</i> A request to lengthen a runway and to extend the corresponding taxiway will be reviewed to determine if the project can be prioritized as one project or if it requires restructuring into more than one project. For example, since the runway can be lengthened and is usable without the extension of the taxiway, this project may be restructured as two separate projects in the priority system. However, the extension of the runway's lighting system would be included with the runway extension as one project since the additional runway length cannot be used at night without the extended lighting.	
<i>Example 2:</i> If an aircraft parking apron is to be expanded, the number of existing parking spaces versus the number of aircraft that need to be parked on the apron would need to be adequately documented. This could include a description of how large an apron expansion is proposed and how many additional parking spaces the expansion would create. The expansion should also be shown on the airport's approved ALP to illustrate how it fits in the overall recommended goals of the airport, as outlined in the Airport Master Plan or ALP. If the expansion of the apron is not consistent with that shown in the Airport Master Plan or the ALP, an explanation for the proposed deviation is necessary.	
<b>Environmental Requirements</b>	Because of their potential environmental impact, some proposed projects may require environmental clearance before they can be constructed. If the FAA or DOTD indicate an environmental clearance is required, documents depicting the environmental requirements have been met shall be provided.

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	If environmental documentation needs to be developed for the project, it shall be completed prior to the project being funded, unless the environmental delineation and/or mitigation is part of or included in the project to be funded. Environmental clearance/determination of projects can be a lengthy process and allowing a project to be dormant in the priority system while waiting for clearance/determination could preclude another project or projects from being implemented.
<b>Any additional information</b>	Information pertaining to the project that may assist DOTD for prioritization of the project.

If all the necessary documents are not received by DOTD on or prior to November 1, the proposed project may not be prioritized or included in the upcoming fiscal year's program. If additional information is required, DOTD may provide written notification to the airport sponsor. For any project or projects that are not allowed to compete for funding based on the criteria in Table 3, those projects will need to be reapplied for funding assistance during the next fiscal year program.

### 2.9. Program Development

DOTD will review all Project Applications received on or prior to November 1 to determine if the project is eligible for state funding as well as to ensure all required documentation has been provided. Following the review process, a DOTD committee will then begin to prioritize and evaluate eligible projects, which will result in the development of the Airport Construction and Development Priority Program, pursuant to Title 70, Part IX of the Louisiana Administrative Code.

### 2.10. Airport Review of Draft Program

During the final stage of program development, DOTD may provide a draft Airport Construction and Development Priority Program to Louisiana Airport sponsors and Managers for review, with the opportunity to provide feedback.

### 2.11. Program Submittal to Legislature

Prior to the convening of each regular session of legislature, DOTD shall prepare and furnish the recommended Airport Construction and Development Priority Program to the Joint Transportation Committee in accordance with Louisiana R.S. §2.

### 2.12. Funding Notification to Airport sponsor

Upon commencement of the funding fiscal year, DOTD will notify airport sponsors of projects approved for state funding in the Airport Construction and Development Priority Program. Following this notification, airport sponsors shall begin coordination with DOTD and the engineer/consultant performing the work (if applicable) as outlined in the Project Application and be ready to submit a complete grant application in a timely manner once the new fiscal year funds are available.

### 2.13. Executed Airport Sponsor State Agreement

Title 70, Part IX of the Louisiana Administrative Code requires prioritized projects which have been approved for state funding but which, for lack of federal matching funds or other reasons, do not have an

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executed airport sponsor-state agreement within one fiscal year, beginning July 1 of the fiscal year in which the project was approved by the legislature, shall be cancelled from the funded program. Following cancellation, a project must be resubmitted under the ACDPP application process to compete for funding in subsequent years. In order to avoid cancellation, early communication and coordination between the Airport sponsor and DOTD is crucial to ensure a project grant application is submitted timely once the project has been approved for funding.

Initiated By:

