Airport State Funding

Application Instructions
Fiscal Year 2015

Applications for FY 2015 Iowa DOT annual aviation grant programs are due in the Office of Aviation no later than 4:00 p.m. Thursday, **May 1, 2014.** Public owned airports are eligible to apply for vertical infrastructure and airport improvement projects. All necessary application forms can be found at: http://www.iowadot.gov/aviation/legislative/stateapplicationpage.html. Additional information about the programs can be found in the *Airport Manager and Sponsor Guide:* http://www.iowadot.gov/aviation/managersandsponsors/guidebook.html

Complete applications* that include the authorized signature of the airport sponsor should be emailed to Kristopher.Klop@dot.iowa.gov. If you are unable to scan and email the application, please mail one copy of the application to the address below. **No late applications** will be considered. Aviation staff will review the applications and prioritize projects based on the following criteria: airport role as identified in the 2010 Iowa Aviation System Plan, justification for the project, type of project, percent of local support, and whether the airport has multi-jurisdictional support. Recommended projects will be presented to the Iowa Transportation Commission in June, with approval requested at the July meeting.

* Please Note: A *complete application includes council/commission resolutions or statements verifying that local match will be available to complete the project. Plan meetings to ensure they take place prior to the application deadline.*

A completed application package includes the following documents:

1. Funding Application Checklist and Funding Application Summary Sheet (Form 291114) – Use the checklist to ensure that all necessary information is included. The Funding Application should include current sponsor contact information, a short recap of desired projects in FY 2015 in priority order, and signature of the airports sponsor.
2. Project Data Sheet (Form 291115) – Complete one sheet for each project. Attach drawings and additional pages as needed to provide a **thorough** description and justification of the project so that the project is clearly understandable.
3. 5-year Capital Improvement Plan (CIP)(Form 291112) – If you already submitted a CIP with the federal pre-application, update to include requests for state funded projects.
4. Airport sponsor resolution or documentation from the sponsor that endorses project and verifies availability of local matching funds.
5. Verification of planning (ALP for new construction, security plan for security projects, pavement maintenance program for pavement projects).
6. Verification that the city and/or county has an airport zoning ordinance. Include copy if it is not available on the airport page on the Iowa DOT website: http://www.iowadot.gov/aviation/airports/municipal.aspx
7. Minority Impact Statement required by 2008 Iowa Acts HF 2393.
8. Federally obligated airports are required to verify that their airport's based aircraft information has been updated since July 1, 2013 at www.basedaircraft.com. Non-federally obligated airports must supply a list of based aircraft "N" numbers with their application.

Complete Applications are due: 4:00 p.m. Thursday, May 1, 2014

Please email completed application package to Kristopher.Klop@dot.iowa.gov or mail one copy to:
Office of Aviation, Iowa DOT, 800 Lincoln Way, Ames, Iowa 50010 ATTN: Kristopher Klop
Questions: Michelle McEnany 515-239-1659

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Application Instructions Continued
Fiscal Year 2015

Airport development/maintenance projects: Eligible projects generally include planning and improvements related to enhancing airport safety, capacity, security and environmental concerns. Projects are eligible for up to 85% state share with no maximum amount; however, local participation will be considered when prioritizing projects. Projects for new development must be shown on an airport layout plan, and the airport must have a security plan in place for a security related project. Examples of eligible projects:

- runway, apron and taxiway construction and rehabilitation
- airfield drainage
- airfield lighting and signing
- navigation and communication aides
- planning such as airport layout plans (ALPs), master plans, land use and zoning, and multi-jurisdictional feasibility studies
- security related projects such as lighting and access control
- fuel facility installations and upgrades
- land acquisition
- **obstruction removal (make sure your approaches are clear 20:1)**
- airport entrance signage (match 50%)
- pavement maintenance (joint cleaning and sealing - match 70%)

General Aviation Vertical Infrastructure (GAVI): Projects are eligible for up to 85% state share. Local participation will be considered when prioritizing projects. Eligible projects include construction and renovation of airport terminals, hangars, and maintenance buildings. GAVI grants are available only to general aviation airports. Routine maintenance of buildings and minor renovation projects are not eligible. Both new and rehabilitation projects will be considered each year. Include specific justification, such as a documented waiting list, with the application. The form is available on the Office of Aviation website:
http://www.iowadot.gov/aviation/legislative/stateapplicationpage.html
Maximum funding per project for FY 2015: new construction $150,000 and rehabilitation $75,000.

Commercial Service Vertical Infrastructure (CSVI): Eligible projects include construction and major renovation of terminals, hangars, and maintenance buildings at commercial service airports. Applications for FY 2015 should be for specific projects that the airport will initiate in FY 2015. The form is available on the office of aviation website: http://www.iowadot.gov/aviation/legislative/stateapplicationpage.html

Immediate Safety Enhancements (ISE): Applications are accepted throughout the year for safety and emergency repairs that arise during the year or are recommended by the airport inspector as a result of an airport inspection. State share is 70% of the project up to a maximum of $10,000. The form is available on the Office of Aviation website: https://forms.iowadot.gov/FormsMgt/External/291119.doc

Land Use and Comprehensive Planning: If the city and county have older ordinances or do not have airport zoning, grants are available to assist sponsors in developing or updating current airport zoning ordinances. State share is 85% up to a maximum of $25,000 for zoning ordinances. An agreement must be in place prior to planning activities taking place; however, there will be no reimbursement for costs until the new ordinance is enacted. Applications are available on the Office of Aviation website at:
https://forms.iowadot.gov/FormsMgt/External/291118.doc.
Submit with the annual application. Applications submitted at other times of the year may be approved subject to available funding.

Windsocks: Windsocks are available to public use airports and may be ordered through the annual application process or at any time by contacting Mike Marr at 515-239-1468 or via email: Michael.Marr@dot.iowa.gov.