

Section 2: State Aviation Grant Programs

Effective airport planning for future improvements is important for local airport sponsors in order to meet the aviation demands for their airport. Each year as airport sponsors begin the local funding planning cycle, the short term and long term goals of the airport should be addressed. Airport layout plans, master plans, state system plan and other local planning efforts should be addressed to determine a five-year capital improvement program that includes potential federal and state projects.

The Office of Aviation administers two major categories of state aviation funding programs: the Airport Improvement Program and the Vertical Infrastructure programs. Funding allocations for the programs and project selection are approved by the Iowa Transportation Commission. This section of the sponsor guide provides descriptions and application processes for the grant programs, and the grant administration process.

Airport Improvement Program

The Airport Improvement Program, funded by the State Aviation Fund, includes aviation safety programs and aviation planning and development programs. These programs assist airports and the Office of Aviation in preserving and enhancing the air transportation system in Iowa.

Aviation Safety – All grants in this category are available on an ongoing basis throughout the year as long as funds are available. Application forms, state share, sponsor eligibility and project eligibility vary for each specific type of grant.

- **Immediate Safety Enhancements (ISE)** – Program is intended to assist airports with repairs to safety related equipment and infrastructure that may malfunction or become damaged outside the typical grant application process. Safety related issues identified by the airport inspector as needing immediate attention may also be included.
 - Eligible applicants are sponsors of public owned airports.
 - Eligible projects include airport lighting, communication equipment, navigational aids, obstruction removal, and pavement maintenance needing immediate attention.
 - Applications may be submitted via fax or mail, should include multiple estimates when feasible and must be approved prior to beginning work. (Iowa DOT Form 291119) A Minority Impact Statement (Iowa DOT Form 105101) must also be attached to the application.
 - Project selection and approval occurs as applications are submitted.
 - Two copies of a signed agreement are sent to the sponsor for signature. The sponsor must sign the agreements and return one copy prior to authorization to proceed with the work.
 - State share is 70%, with a maximum grant of \$10,000.

Resources: Immediate Safety Enhancement Program Application Form
<http://www.iadotforms.dot.state.ia.us/iowadotforms/GetTemplate.aspx?did=843>

Minority Impact Statement
<http://www.iadotforms.dot.state.ia.us/iowadotforms/GetTemplate.aspx?did=737>

- **Wildlife Mitigation** – Program is intended to assist airports in mitigating and removing wildlife from airports to reduce the potential for wildlife strikes. An initial consultation or wildlife study conducted by the USDA Wildlife Services should be completed prior to applying for mitigation.
 - Eligible applicants are sponsors of general aviation public owned airports.
 - Eligible projects include wildlife harassment, control, and complete wildlife studies.
 - Applications can be submitted via fax or mail and should identify specific wildlife issues that need to be mitigated. (Iowa DOT Form 291116) A Minority Impact Statement (Iowa DOT Form 105101) must also be attached to the application.
 - Project selection and approval occurs as applications are submitted. If the project is eligible and funding is available, the Office of Aviation may approve the grant. The Iowa DOT will coordinate with Wildlife Services (WS) to determine the type of mitigation services that WS will perform and the costs for the services.
 - The sponsor will be asked to sign an agreement with the Iowa DOT agreeing to reimburse the Iowa DOT after completion of the project. Two copies of a signed agreement are sent to the sponsor for signature. The sponsor must sign the agreements and return one copy prior to authorization to proceed with the work.
 - State share is 85%. The Iowa DOT will pay initial costs to the WS and request reimbursement for the sponsor's 15% share after the project is completed.

Resources: Wildlife Mitigation Application Form

<http://www.iadotforms.dot.state.ia.us/iowadotforms/GetTemplate.aspx?did=769>

Minority Impact Statement

<http://www.iadotforms.dot.state.ia.us/iowadotforms/GetTemplate.aspx?did=737>

Aviation Planning and Development – These grants, with the exception of Air Service Development and the land use planning and zoning grants, are included in the annual application package due in late April or early May. Sponsor eligibility and state share vary by type of grant.

- **Airport Development Grants** – Grant program to assist airport sponsors in the preservation and development of the airfield and related infrastructure. Projects should be supported by the aviation system plan. New construction must be shown on an airport layout plan. If sponsors are requesting security related projects, a security plan must be on file with the Office of Aviation. Airport sponsors should be able to begin a project within twelve months of accepting a grant.
 - Eligible applicants are sponsors of public owned airports.
 - Eligible projects include runway, apron and taxiway construction and rehabilitation; pavement maintenance; drainage; obstruction removal; signage and lighting; hangar and terminal renovation; navigation and communication aides; land acquisition; fuel facilities; security related projects such as lighting or access control; planning studies such as airport layout plans (ALPs), master plans, and multi-jurisdictional feasibility studies.

- Application information is available on the Office of Aviation Web site and e-mailed to sponsors in late January. Applications are due in early May. A completed application package includes:
 - an application form with contact information and summary of requested projects (Iowa DOT Form 291114);
 - a project detail sheet that provides a description, justification, and detailed cost estimate for each project (Iowa DOT Form 291115);
 - 5-year capital improvement plan (CIP) that shows planned federal and state projects (Iowa DOT Form 291112);
 - a resolution showing commitment of local support;
 - documentation of an updated airport layout plan and security plan if required for the type of project requested; and
 - a Minority Impact Statement (Iowa DOT Form 105101).
- Projects are reviewed and prioritized based on system plan objectives, airport role, type of project, justification, percent of local match, and whether supported by multiple jurisdictions. Projects are prioritized by Office of Aviation Staff, and presented to the Transportation Commission for review in June. Airports are notified of projects recommended to the Commission. The Iowa Transportation Commission typically approves project applications in July.
- Two copies of a signed agreement are sent to the sponsor for signature. The sponsor must sign the agreements and return one copy prior to authorization to proceed with the work.
- State share is up to 85%, with a minimum grant of \$5,000. Additional local share increases the prioritization of the project.

Resources: Application Package

<http://www.iowadot.gov/aviation/legislative/stateapplicationpage.html>

Administrative Rule

<http://www.legis.state.ia.us/Rules/Current/iac/761iac/761710/761710.pdf>

- **Air Service Development – Sustainment** - Program aims to sustain and/or increase capture rates of existing demand in the market area through ongoing marketing and educational programs. Funds must be obligated within six months of signing an agreement.
 - Eligible applicants are sponsors of public owned airports with current scheduled commercial service.
 - Eligible projects include ongoing marketing and educational programs, leverage of local and federal funds in the collection of data, additional studies, or matching funds for federal grants such as the Small Community Air Service Development Program.
 - Applications will be accepted through an annual application process and includes a description of how funds will be used. A Minority Impact Statement (Iowa DOT Form 105101) must also be attached to the application.
 - Project applications are reviewed and airports are notified of project approval.
 - Two copies of a signed agreement are sent to the sponsor for signature. The sponsor must sign the agreements and return one copy prior to authorization to proceed with the work.

- State share is 80%, with a maximum grant of \$28,000, based on availability of funds.

- **Air Service Development – Enhancement** - Program is available on an as-needed basis when opportunities for air service enhancements arise that may require financial incentives or market entry support. The goal is to increase air service options for the traveling public, as well as the competitiveness of air service in Iowa through any or a combination of service on new routes, entry of a new carrier into a market, increasing seat capacity with larger aircraft or increased flight frequencies. Funds must be obligated within six months of an agreement and a report on project results is required on completion.
 - Eligible applicants are sponsors of public owned airports with current scheduled commercial service.
 - Eligible projects include incentives or other support for service on new routes, entry of new carrier into market, and increasing seat capacity or flight frequencies.
 - Applications are accepted on an on-going basis as an airport sponsor has a need. The application should include the specific project description, justification, and cost information with local contributions specified. A Minority Impact Statement (Iowa DOT Form 105101) must also be attached to the application.
 - Project selection and approval occurs as applications are submitted. If the project is eligible and funding is available, the Office of Aviation may approve the grant.
 - Two copies of a signed agreement are sent to the sponsor for signature. The sponsor must sign the agreements and return one copy prior to authorization to proceed with the work.
 - State share will vary and a significant local share is expected. Maximum amount for each project cannot be more than 40% of available funding.

- **Land Use Planning and Zoning** – Program designed to encourage airports, cities, and counties to enact airport zoning that protects compatible land use near airports. Reimbursement for these grants will only occur after a zoning ordinance or comprehensive plan is adopted.
 - Eligible applicants are sponsors of public owned airports.
 - Eligible projects include update or development of airport zoning ordinance or city/county comprehensive plan.
 - Applications are accepted on an on-going basis. The application should include specific project description, justification, and cost information. (Iowa DOT Form 291118) A Minority Impact Statement (Iowa DOT Form 105101) must also be attached to the application.
 - Project selection and approval occurs as applications are submitted. If the project is eligible and funding is available, the Office of Aviation may approve the grant.
 - Two copies of a signed agreement are sent to the sponsor for signature. The sponsor must sign the agreements and return one copy prior to authorization to proceed with the work.
 - State share is up to 85%, with \$25,000 maximum for airport zoning and \$20,000 maximum for comprehensive planning.

Resources: Application Form – Appendix A

<http://www.iadotforms.dot.state.ia.us/iowadotforms/GetTemplate.aspx?did=771>

Minority Impact Statement

<http://www.iadotforms.dot.state.ia.us/iowadotforms/GetTemplate.aspx?did=737>

Vertical Infrastructure Programs

Vertical infrastructure programs assist airports in preserving and enhancing vertical infrastructure at the airports. Vertical infrastructure funding for general aviation and commercial service airports depends on annual appropriations from the Revitalize Iowa Infrastructure Fund and/or Restricted Capital Accounts. Application for the programs is included as part of the annual application package due in late April or early May. Sponsor eligibility and state share vary by type of grant.

General Aviation Vertical Infrastructure Program (GAVI) – Preservation and development of the vertical infrastructure at general aviation airports. Projects should be supported by the aviation system plan and new construction must be shown on an airport layout plan. Funds must be obligated within 12 months of agreement. Buildings must be owned by the airport sponsor.

- Eligible applicants are sponsors of public owned general aviation airports.
- Eligible projects include landside construction and major renovation of airport terminals, hangars, maintenance buildings, and fuel facilities. Iowa Code Section 8.57.6.c excludes routine maintenance.
- Application information is available on the Office of Aviation Web site and e-mailed to sponsors in late January. Applications are due late April or early May. A completed application package includes:
 - an application form with contact information and summary of requested projects (Iowa DOT Form 291114);
 - a project detail sheet that provides a description, justification, and detailed cost estimate for each project (Iowa DOT Form 291115);
 - 5-year capital improvement plan (CIP) that shows planned federal and state projects (Iowa DOT Form 291112);
 - a resolution showing commitment of local support;
 - documentation of an updated airport layout plan; and
 - a Minority Impact Statement (Iowa DOT Form 105101).
- Projects are reviewed and prioritized based on system plan objectives, airport role, type of project, justification, percent of local match, and whether supported by multiple jurisdictions. Projects are prioritized by Office of Aviation Staff, and presented to the Transportation Commission for review in June. Airports are notified of projects recommended to the Commission. The Iowa Transportation Commission typically approves project applications in July.
- Two copies of a signed agreement are sent to the sponsor for signature. The sponsor must sign the agreements and return one copy prior to authorization to proceed with the work.
- State share is up to 85%, with a minimum grant of \$5,000. Additional local share increases the prioritization of the project. Maximum cap may vary depending on funding availability.

Resources: Application Package

<http://www.iowadot.gov/aviation/legislative/stateapplicationpage.html>

Administrative Rule <http://www.legis.state.ia.us/asp/ACODocs/DOCS/3-24-2010.761.717.pdf>

Commercial Service Vertical Infrastructure Program (CSVI) - Preservation and development of the vertical infrastructure at commercial service airports.

- Eligible applicants are sponsors of commercial service airports.
- Application process: Application information is available on the Office of Aviation Web site and e-mailed to sponsors in late January. Applications are due late April or early May. A completed application package includes:
 - application form with contact information and summary of requested projects (Iowa DOT Form 291114);
 - project detail sheet that provides a description, justification, and detailed cost estimate for each project (Iowa DOT Form 291115);
 - 5-year capital improvement plan (CIP) that shows planned federal and state projects (Iowa DOT Form 291112);
 - resolution showing commitment of local support;
 - documentation of updated airport layout plan; and
 - a Minority Impact Statement (Iowa DOT Form 105101).
- Eligible projects include landside construction and renovation of airport terminals, hangars, maintenance buildings, and fuel facilities. Iowa Code Section 8.57.6.c defines the overall eligibility of projects which excludes routine maintenance.
- Projects are reviewed by Office of Aviation Staff for eligibility and presented to the Transportation Commission for review in June. Airports are notified of projects recommended to the Commission. The Iowa Transportation Commission typically approves project applications in July.
- Two copies of a signed agreement are sent to the sponsor for signature. The sponsor must sign the agreements and return one copy prior to authorization to proceed with the work.
- No local match is required. Funds are distributed to the commercial service airports by a 50/40/10 formula: one-half of the funds are allocated equally between each airport; 40 percent of the funds are allocated based on the percentage of enplaned passengers at each airport versus the total number of enplaned passengers in the state; and 10 percent of the funds are allocated based on the percentage of the air cargo tonnage at each airport versus the total tonnage in the state.

Resources:

Application Package

<http://www.iowadot.gov/aviation/legislative/stateapplicationpage.html>

Administrative Rule

<http://www.legis.state.ia.us/asp/ACODocs/DOCS/3-24-2010.761.716.pdf>

GRANT ADMINISTRATION

Grant Agreement and Execution

After a project has been approved, two copies of a grant agreement are mailed to the airport sponsor for sponsor signature. After the sponsor has signed the agreement and returned one signed copy to the Iowa DOT, the grant is executed and the project can begin. Only expenses incurred after the grant is executed are eligible for reimbursement.

Grant Provisions

Airport sponsors should read the grant agreement carefully for specific funding programs. Sponsor responsibilities for the various grant programs may vary and are included in the grant agreement. The sponsor is responsible for letting contracts according to the Iowa Code, contracting all professional and construction services, inspecting the project, maintaining all records, and requesting reimbursement timely. The length of time that funding will be available for reimbursement is specified in the grant agreement.

Resources: Sample grant agreements for the various programs can be found in Appendix B.

Grant Amendments

With effective planning, the need for a grant amendment should be rare. A grant amendment is necessary prior to any change in scope or maximum amount of grant. Funding is typically not available to increase the amount of grants, and increases in costs are the responsibility of the airport sponsor. The airport can request that the amount of the grant be increased if unforeseen improvements are necessary as a result of the project, or the bids are higher than anticipated. If funding is available, the grant may be increased at the discretion of the Iowa DOT. A major change in scope of a project that would have changed the prioritization of a project will not be approved.

Sponsor Assurances

Airport sponsors that accept a state grant are obligated to maintain and operate the airport in a safe and efficient manner for a period of 20 years. Acceptance of a grant also invokes certain conditions and assurances for which the sponsor must comply. Various assurances are included with the different program types. Maintain a copy of the agreement for specific assurances that pertain for the funding accepted.

The sponsor must also ensure compliance with Title VI of the Civil Rights Act of 1964 as amended to ensure that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving financial assistance from the Iowa DOT.

Consultant/Engineering Agreements

The sponsor is required to follow all requirements from Iowa Code Section 544A.18, 193B Iowa Administrative Code Chapter 5, Chapter 542B of the Code of Iowa, and 193C Administrative Code Chapter 1 to determine when professional engineering or architectural

plans and specifications must be used. A chart that explains when an engineer is needed is included in Appendix D.

Airport sponsors are responsible for contracting with engineers for planning or construction services. The Iowa DOT pre-qualifies engineering firms that have experience in aviation projects. The consultant pre-qualified lists should be used to find a qualified aviation engineer/consultant and can be found at these Web sites:

Resources:

Airport Layout/Master Planning:

<https://secure.websiteencryption.com/idot/asp/secure/prequal/consult.asp?CategoryID=132>

Airport Design:

<https://secure.websiteencryption.com/idot/asp/secure/prequal/consult.asp?CategoryID=211>

Airport Construction:

<https://secure.websiteencryption.com/idot/asp/secure/prequal/consult.asp?CategoryID=223>

Airport Planning Miscellaneous:

<https://secure.websiteencryption.com/idot/asp/secure/prequal/consult.asp?CategoryID=131>

Consultant/Engineering Agreement Audit Requirements

Any engineering contract that will be part of an aviation grant reimbursed with state funds is subject to Iowa DOT audit. An engineering contract in excess of \$50,000 is required to have a DOT pre-audit, prior to the airport sponsor signing the agreement with the firm. All engineering contracts are subject to a final audit by Iowa DOT external audits. Copies of the engineering agreement and invoices for work performed will be required for review. The audits staff will also review the firm's most recently audited overhead rate. An engineering contract that is included in a project, but is not considered as part of the costs for reimbursement by state funds, is not subject to the audit requirements.

Project Bidding Requirements

All projects meeting the definition of public improvements (construction, reconstruction, or improvements) must follow the competitive bid and competitive quotation procedures for vertical infrastructure defined in *Iowa Code* Chapter 26 of and 761 Iowa Administrative Code Chapter 180. All airport projects, both vertical and airside projects, are subject to the vertical infrastructure definition. Repair and maintenance work completed by employees of the governmental subdivision are not included; however, if the work is contracted, the thresholds apply.

Threshold	Vertical Infrastructure		
	Cities or other governmental entities		Counties
	≤ 50,000 population	> 50,000 population	
Competitive Bid	\$125,000	\$125,000	\$125,000
Competitive Quote	\$48,000	\$69,000	\$91,000

Projects below the thresholds for competitive quote can use informal procedures, but obtaining more than one quote is recommended. If the estimated project costs fall below \$125,000 but above the competitive quote threshold, the competitive quote process must be used. (See Appendix D for information regarding the competitive quote process.) If the total project cost exceeds \$125,000, the project cannot be divided into separate parts unless a competitive bid is done for all parts. Engineering and consultant costs are not included when determining estimated project costs. Chapter 26.3 of the Iowa Code Public Construction Bidding discusses when it is necessary to issue a bid for proposed public improvement projects and the necessary steps for issuing a bid notice.

Sections 26.4 through 26.13 apply to all competitive bidding pursuant to this section and the entire chapter can be found on the internet at:

<http://search.legis.state.ia.us/nxt/gateway.dll/ic?f=templates&fn=default.htm>

Resource: 761 Iowa Administration Code 180 – Appendix D

<http://www.legis.state.ia.us/aspx/ACODocs/DOCS/3-24-2010.761.180.pdf>

Bid and Quote Thresholds -

http://www.iowadot.gov/local_systems/publications/bid_limits.htm

Targeted Small Business (TSB) Requirements

The Iowa Department of Inspections and Appeals (DIA) certifies businesses owned, operated, and actively managed by women, minority group members, or persons with disabilities as targeted small businesses. Certified TSBs are eligible to apply for low-interest loans and equity grants through the Iowa Department of Economic Development (IDED). More about this program can be found at the Iowa DIA website: <https://dia.iowa.gov/tsb/index.php/home>.

Recipients of state funds to help finance projects are required by the Iowa Code to make a positive effort to solicit bids from and to utilize TSBs as contractors and ensure that the contractors make positive efforts to utilize these enterprises as subcontractors, suppliers or participants in the work covered by the agreement. A "Checklist and Certification" form should be provided to the Iowa DOT at the completion of each project. Appendix C includes additional information to include with bid documents.

Requests for Reimbursements

Only costs incurred after a project is approved and an agreement is executed between the airport sponsor and the Iowa DOT are eligible for reimbursement, unless the airport received prior advance authorization. Any work done prior to a signed agreement or prior authorization will not be reimbursed. Reimbursement requests should be made after the costs are incurred and payment is made by the sponsor.

Sponsors may request reimbursement for periodic payments to the contractor for acceptable work completed to date. Reimbursement will be made in whole dollar amounts only, rounded down. Final payment request may include documentation of unreimbursed amounts due to rounding, and final reimbursement will be made up to the contract amount in whole dollars.

Reimbursements should be made in the same fiscal year that the work is completed.

Reimbursement for work done near the end of a state fiscal year (June 30) must be requested by August 15.

Requests for reimbursement must include a signed reimbursement form, copies of invoices, and proof of payment. The Iowa DOT can provide EFT automatic payments into a sponsor's bank account by notifying the Iowa DOT Office of Finance 515-239-1338.

Resource: Reimbursement claim form (Form 291108):
<http://www.iadotforms.dot.state.ia.us/iowadotforms/GetTemplate.aspx?did=637>

Grant Closeout

Grant closeout requirements may vary by program type. All airfield and vertical infrastructure program grants require that a final acceptance form (Form 291109) or comparable document be signed by the sponsor and submitted to the Office of Aviation at the conclusion of the project. Other funding programs may require specific grant closeout documents. Review the grant agreement for specific requirements for the grant program.

Sponsors are required to maintain all records and documentation of expenditures for a period of three years after completion of the project. Projects are subject to audits at any time.

Airport owners and operators who accept a state grant accept certain conditions and assurances for which the sponsor must comply for a period of twenty years. Sponsors are encouraged to routinely review their obligations.