



RICK SNYDER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF TRANSPORTATION  
LANSING

KIRK T. STEUDLE  
DIRECTOR

June 9, 2016

Dear Airport Sponsor:

SUBJECT: MICHIGAN AIRPORT PROGRAMMING (MAP) MEETINGS – Block Grant Airports

**The airports receiving this programming letter are using AERO PM for their FY 17 ACIP development.** You will submit your draft & final Airport Capital Improvement Plans (ACIP) to MDOT through AERO PM. We recommend only submitting concepts for development years 2017 through 2021.

IMPORTANT: For sponsors that created or updated concepts in 2015 for their FY 16 ACIP (typically concepts for development years 2016 – 2020, we will implement the **concept rollover during the week of July 11<sup>th</sup>**. Current development year concepts that are either in the status of Final ACIP to MDOT or Master ACIP won't be rolled over systematically since they still may be transferred in either September or November 2016. Concepts that don't get transferred will still be available for the upcoming programming cycle but handled administratively (e.g. moved to 2017) through me, as your AERO PM Program Manager, or returned to author for editing upon request. Concepts that are rolled over will be in the status of Return to Author. Most, if not all, of the fields will be editable unless the concept was environmentally cleared.

Your **draft ACIP due date** will be based on when your MAP meeting date is scheduled. This due date will be provided to the sponsor and their consultant by email when your MAP meeting date is confirmed. The due date is also shown in AERO PM when you're in Project Concept module. If your draft ACIP is not received by your assigned due date, you should receive a system-generated email on the first business day after this date reminding you to submit your draft ACIP immediately. Your final ACIP is due one month from the date of your scheduled MAP meeting. You will receive a system-generated email five business days prior to your final ACIP due date as a reminder if not already submitted.

MAP meetings are held from late August through late November. The sponsor will be contacted soon to schedule a MAP meeting with the Office of Aeronautics. MAP meeting attendance should include the airport manager, airport sponsor representative, and the airport consultant. **MDOT AERO will have a laptop available to use by the sponsor and consultant during the MAP meeting since we will be accessing AERO PM. Please make sure you have your unique SSO User ID and password available so you're able to log into AERO PM at the meeting.** The goal is to complete any final editing of concepts and/or creation of new concepts during the MAP meeting so that you can have all of your concepts submitted to Final ACIP to MDOT at the meeting's conclusion.

FAA requires MDOT to submit a "Master" State Block Grant ACIP annually by December 15<sup>th</sup>. The "Master" ACIP is typically a five-year development plan of proposed projects (concepts) for all of the block grant airports and is based on the individual sponsor ACIPs and MDOT programming decisions.

Please remember that Non-primary entitlements (NPEs) provided by FAA must be expended within four years of the end of the fiscal year a specific block grant was issued. Otherwise, the funding expires and can no longer be used since it's past the Period of Availability (POA).

## **Airport Capital Improvement Plan (ACIP) Instructions & Guidance using AERO PM:**

1. **Concept Header.** Create or update (if a rolled-over concept) proposed airport development concepts for years 2017 through 2021 under the Project Concept module. Please make sure you select the appropriate work category and work type for each concept. Refer to the Work Codes in AERO PM as needed (link at top of screen). Refer to FAA's current approved AIP Handbook (FAA Order 5100.38 in AERO PM (link at top of screen) as needed to determine concept eligibility and justification. Please contact me if you have specific questions you cannot find answered in the AIP HB. Please also provide supplemental descriptions for concepts as necessary. Click on the "I" buttons for assistance with what to include for the supplemental descriptions, component phase, and project long description fields.

2. **Concept Budget.** Enter the estimated total budget for each concept and provide the anticipated budget split (by either % or amount). The total budget & splits can be refined by the AERO PM Program Manager as necessary. Consultants and Sponsors are providing their best budget determinations at the Project Concept module level.

3. **Concept Environmental.** All concepts require some type of environmental clearance. As part of creating concepts, the Concept Environmental tab must be completed. This information is required to assist with MDOT environmentally clearing the concept.

4. **Concept Attachment.** Provide the necessary attachments for each concept as required under the Concept Attachment tab:

- Cost Estimate. Required if estimate would include more than one work item (e.g. construction phases). **Please do not attach cost estimates for design or planning concepts.** Provide a detailed cost breakdown of the proposed concept if one is required.

- Location Sketch. **Required for concepts shown on ALP.** Provide a sketch showing the location of each concept and where it's located on the current approved Airport Layout Plan. AERO PM allows you to attach the same location sketch for multiple concepts if sketch includes those concepts. Sketches should be very detailed to match the proposed concept(s).

- Narrative/Justification. – Refer to Guidance below for additional information. **Required for current development year plus three years.** Justification for development projects should be based on established aeronautical demand and based on current federal standards.

A standard Narrative/Justification form is available on our website, [www.michigan.gov/aero](http://www.michigan.gov/aero) (under Programming tab - Block Grant Program) or the Sponsor may create their own to use that includes the information in MDOT's standard form. AERO PM allows you to attach the same Narrative/Justification form for related concepts by selecting the applicable concept number. Separate Narrative/Justifications should be attached for concepts that are not related.

As a reminder, **utilize multiple resources when developing your ACIP.** This includes Airport Layout Plans (ALP) or Master Plans, Sponsor Pavement Maintenance-Management Programs including the state-provided Pavement Condition Index (PCI) Report, previous ACIPs, and Exhibit A (Property Inventory Map).

**Guidance for completing Concept Narrative and Justifications for Airports under the State Block Grant Program:**

Sponsors and their consultants shall use FAA's AIP Handbook (FAA Order 5100.38 – current version) for determining project eligibility and justification for projects intended to be funded with federal AIP funds.

To assist with preparing solid justifications when submitting your ACIP, here are some recommendations and/or requirements you can use to support your assessment of a concept's need. **Remember that all proposed development should be shown on a FAA-approved Airport Layout Plan.**

- **For Airfield Pavement Rehabilitations & Reconstructions.** Include dimensions, age of pavement, major distress types, PCI information, or any other factor that is contributing to the need to rehabilitate or reconstruct the pavement. Provide specifics on what's proposed (e.g. mill/fill, crush/shape, reconstruction, surface treatment). Provide width planned and if width exceeds the FAA standard, indicate how that additional pavement will be funded. Include what has been done by the Sponsor to maintain the pavement over its lifetime (i.e. crack/joint sealing, misc. repairs, surface treatment, etc.). The sponsor may be required to justify an existing runway length and/or width based on the critical aircraft using the particular runway.
- **Rehabilitation of Runway Lighting or Rehabilitation of Taxiway Lighting cannot be included with a concept for Airfield Pavement Rehabilitation.** You must have separate concepts for the pavement rehabilitation and the lighting rehabilitation even though you could combine the concepts together under one federal project (and one Sponsor Contract with MDOT). Refer to FAA AIP Handbook.
- **FAA Reimbursable Agreements.** You must have a separate concept for a proposed FAA reimburseable agreement for relocating FAA-owned NAVAIDS or for an initial flight check for FAA to commission an AIP-funded NAVAID (e.g. PAPIs).
- **For Runway Extensions.** The Sponsor must perform a User Survey as an initial step to determine justification for an extension based on the critical aircraft using the particular runway. The justification (e.g. User Survey) must be done separately and paid for by the Sponsor. The final determination from the results of the User Survey is provided through MDOT Office of Aeronautics and as necessary, FAA Detroit ADO.
- **For Land Acquisition.** Explain what the land is needed for (i.e. approach protection, RPZ control, future development, etc.). Include if it is a fee or easement acquisition. Include parcel numbers and acreage of those parcels. State whether residences and/or businesses will be acquired and relocated, if applicable. **FAA will only reimburse an airport sponsor for land appraisals/consultant fees as part of the actual land acquisition project.** Refer to FAA AIP Handbook.
- **For Snow Removal Equipment & Snow Removal Equipment Buildings.** Required to provide a separate Existing SRE Inventory worksheet and a SRE Calculation worksheet. Both worksheets are available on our website, [www.michigan.gov/aero](http://www.michigan.gov/aero) (under Programming tab - Block Grant

Program). These can be submitted as an attachment (Other) for a concept. In accordance with FAA's AIP Handbook, funding snow and ice control buildings is limited to facilities necessary for eligible equipment as well as storing abrasive or chemicals used in treatment of paved areas. At the time the building is programmed, the eligible equipment must be owned, on order, or budgeted by the airport.

- **For Revenue-Generating Facilities (Hangars).** The Sponsor must demonstrate that they have made adequate provisions for funding the airport's airside needs before a subgrant can be issued for a sponsor-owned hangar project. The Sponsor is required to submit a Revenue-Generating Facility Eligibility Evaluation Form and support documentation. The form and instructions are available on our website, [www.michigan.gov/aero](http://www.michigan.gov/aero) (under Programming tab - Block Grant Program). This documentation should be submitted as an attachment (Other). Only a Sponsor's entitlement funding can be used to fund sponsor-owned hangars.
- **For Revenue-Generating Facilities (Fuel Farms).** Eligibility under AIP effective with the current FAA AIP Handbook includes only the initial installation of a fuel farm at an airport or the expansion of an existing fuel farm, if justified. Initial installation of a card reader to a new or existing fuel system is also AIP eligible. Replacement fuel farms are not eligible under AIP. Replacing components on existing fuel farms is considered maintenance/repair and not eligible under AIP.
- **For Terminal Buildings.** A terminal study is necessary to determine present useful life, needs, and general concept. The study should evaluate alternatives includes renovating existing, expanding existing, or building new with the most cost-beneficial one being the preferred. Sponsor will need to provide a floor plan drawing(s) and Eligibility Table to assist with determining eligibility. **Eligibility must be determined prior to commencing the design phase of a terminal building project.** Terminal Design is prorated based upon eligible percentage of the building. Tables are available on our website, [www.michigan.gov/aero](http://www.michigan.gov/aero) (under Programming tab - Block Grant Program). Generally, only a Sponsor's entitlement funding can be used to fund a terminal building. Refer to FAA AIP Handbook.
- **For Apron Expansions.** Provide the name (specific location) of apron. As part of the narrative, include the current size of the apron and the proposed expansion area. Provide reason for more apron space and what the expanded area will be utilized for. Refer to FAA's AC 150/5300-13 (current design AC) Chapter 5 and Appendix 5 for guidance.
- **For new Taxiways.** Provide the taxiway designation, length & width. As part of the narrative, include specifically what the taxiway will serve. Is it a parallel taxiway to a runway? To serve a hangar area? If the width exceeds the FAA standard, indicate how that additional pavement will be funded.
- **For Fencing.** As part of the narrative, include the height of fencing and lineal footage planned. Indicate reason for fencing (i.e. animal control, security, etc.).
- **For Airfield Crack Sealing and/or Paint Marking.** If you plan to do airfield crack sealing and/or paint marking as a stand-alone project either through our Statewide Program or bid

separately for the current year (2017), an Economic Necessity Certification Form must be completed and signed by the Sponsor. The Sponsor is certifying that they do not have funds available for eligible routine pavement maintenance using their own resources and that they have a Pavement Maintenance Plan in place and available upon request from FAA or MDOT. The form is available on our website, [www.michigan.gov/aero](http://www.michigan.gov/aero) (under Programming tab - Block Grant Program). The form can be submitted as an attachment (Other) in AERO PM.

- **For Crosswind Runways.** FAA looks at the following criteria for determining AIP eligibility of a crosswind runway: wind coverage and regular usage for the proposed crosswind runway.

In accordance with FAA Advisory Circular (AC), 150/5300-13, a crosswind runway is recommended when the primary runway orientation provides less than 95.0 percent wind coverage. The 95.0 percent wind coverage is computed on the basis of the crosswind component not exceeding the allowable value, as listed in Table 3-1 of the AC, per Runway Design Code. The runway should be long enough to accommodate landing and departures for the design aircraft needing the runway. AC 150/5325-4 describes procedures for establishing the appropriate runway length.

In order for a crosswind runway to be eligible, both the wind coverage and operational usage criterion must be met. The FAA has recommended that airport sponsors obtain letters of commitment or support from existing users or potential tenants, indicating the need for a crosswind runway. Letters should clearly state why these users currently can't use or have restricted use with the existing primary runway. They must be specific in the reason for their need and anticipated usage of the proposed crosswind if it were constructed to assist with developing the operational usage requirement.

- **Examples of Ineligible AIP Projects at General Aviation Airports:**  
(Refer to FAA AIP HB)
  - Full paving around a new or existing hangar.
  - SPCC/SWPPP (a.k.a. Integrated Contingency Plans) - only eligible under AIP as a sponsor reimbursement for an initial fuel farm. Otherwise, not AIP eligible.
  - Maintenance Equipment and Vehicles
  - Office Equipment
  - Administrative offices including airport manager's office or other sponsor administrative areas in terminal buildings
  - Snooze/sleep rooms, kitchenettes and airport conference rooms in terminal buildings
  - Maintenance or Repair of Buildings
  - Surveillance cameras
  - Heated pavements
  - Decorative Landscaping
  - Artworks
  - Industrial Park Development
  - Marketing Plans
  - Training
  - Improvements for Commercial Enterprises
  - Maintenance & Repair to Fuel Farms including replacing components.
  - Improvements to Fuel Farms to address environmental deficiencies.

- Environmental Remediation and removal of fuel farms, underground storage tanks, hazardous waste, or contaminated soil
- Airport entrance signs and flagpoles
- ARFF vehicles (if not required by Part 139 certification)
- Non-fixed emergency generators

Please note that the following types of projects do not compete for federal discretionary funding: Snow Removal Equipment, Aircraft Rescue Firefighting Equipment (Part 139 airports), crosswind runways, parallel taxiways for crosswind runways. Primary candidates for discretionary funded projects are primary runway rehabilitations or reconstructions. These are typically the only types of projects under the SBGP that are competing well for discretionary.

If you have any questions or comments, please contact me at either (517) 335-8359 or [steudleb@michigan.gov](mailto:steudleb@michigan.gov).

Sincerely,



Betsy L. Steudle, P.E.  
State Block Grant Program Specialist  
Programming Section  
Office of Aeronautics

cc: Sponsor Consultants  
Project Managers, AERO  
David L. Baker, AERO  
Elyse Lower, AERO  
Marlon Pena, FAA ADO  
Katherine Delaney, FAA ADO