AeroPM

Aeronautics Program Manager

Version 4.0

User Guide

Michigan Department of Transportation
March 24, 2014

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Chapter 1 – Introduction to this guide

Purpose

This guide describes how to use the Aeronautics Program Manager (AeroPM) application to create and submit the Airport Capital Improvement Plan (ACIP).

Users

Airport sponsors and consultants use this guide to navigate AeroPM.

Contents

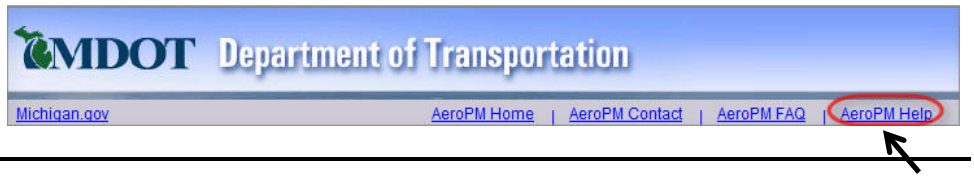
This guide contains the following topics.

- An overview of AeroPM and how to access it
- Instructions for navigating AeroPM using common features such as menus and buttons
- Instructions for entering a project concept
- Procedures for submitting the draft and final ACIP to the MDOT Office of Aeronautics

Important: The example screenshots in this guide use fictional data.

Navigation

This guide is available from a link in the application. To access it, click AeroPM Help in the upper-right on the screen. In the PDF that opens, use the links in the table of contents to navigate to specific chapters and pages.



Chapter 2 – AeroPM Overview

What is AeroPM?

The Aeronautics Program Manager (AeroPM) application is a database and project tracking system that helps you and the state of Michigan create and manage the Airport Capital Improvement Plan (ACIP).

AeroPM is the platform you use to provide the following information to the MDOT Office of Aeronautics.

- Project type, budget, and environmental information
- Relevant support documents
- Draft and final versions of the Airport Capital Improvement Plan (ACIP)

Who uses AeroPM?

AeroPM users include the following:

- **Airport sponsors:** A public agency or private owner of a public-use airport that submits an application for financial assistance for the airport.
- **Airport consultants:** An agency hired by the sponsor to provide engineering and architectural services.
- **MDOT Office of Aeronautics staff:** MDOT staff who work with airport management and their consultants to manage airport projects.
- **MDOT Project Accounting Staff:** MDOT staff who assist the Office of Aeronautics by assigning items numbers and other functions.

How do I access AeroPM?

AeroPM is a web-based tool that you access from your Internet-connected computer.

Note: If Adobe® Flash® Player is not installed on your computer, you will be prompted to install it when you access AeroPM.

In addition, you must create a user ID as described in Chapter 5 – Accessing the AeroPM System.

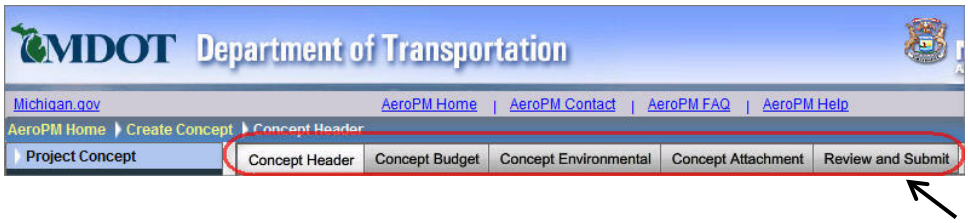
Chapter 3 – Navigating AeroPM

Using menus

When you access AeroPM, the menu on the left displays a list of module choices. As the sponsor/consultant, you will enter information only in the Project Concept module; all other modules are read-only.

Using the Project Concept tabs

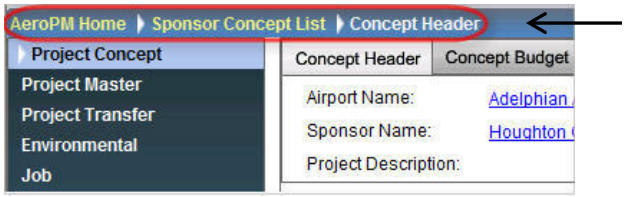
The Project Concept module consists of five screens. You can access these screens by clicking the appropriate tab at the top of the window.



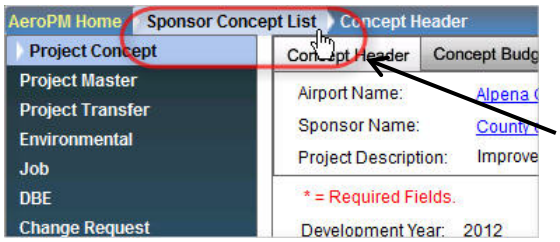
Note: When entering information for a **new** concept, you must use the tabs in the order that they appear. However, once you have entered and saved information, you can continue to the next screen or return to the previous screen.

Using breadcrumbs

As you navigate the screens, you can use the "breadcrumbs" to track your location.



You can also **click** the breadcrumb to return to a previous screen.



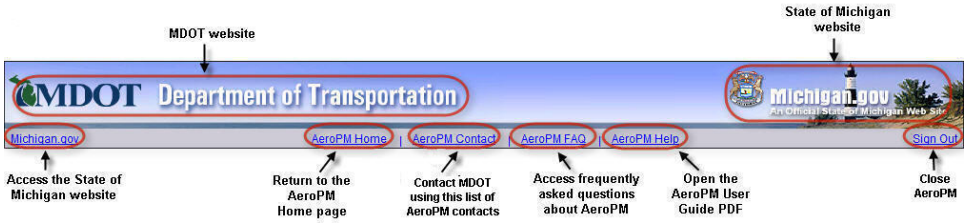
Using navigation buttons

Navigation buttons appear at the bottom of the screen.

- **Back** to the previous screen.
- **Next** to the next screen.

Accessing additional information

The links at the top of the window provide additional navigation.



Chapter 4 – Getting Started

Preparing to access the system

Before you access AeroPM and begin entering information, verify that you have the following.

- Access to the Internet with pop-up blockers disabled.
- A Single Sign On (SSO) account for the state of Michigan

  Note: To create an SSO account, access the State of Michigan Single Sign On page and click Register.

- Data and documents (in electronic format) for the concepts you are proposing.

Reviewing the submission process

The following briefly describes the process for submitting and approving an airport capital improvement concept.

1. Access AeroPM as described in Chapter 5 – Accessing the AeroPM System.
2. Enter the concept information as described in Chapter 6 – Creating a Project Concept.
3. Submit the plan to the sponsor as described in the Chapter 7 – Submitting the Concept to the Sponsor.
4. Review the concept (sponsor only) as described in Chapter 8 – Reviewing the Submitted Concepts.
5. Provide the draft ACIP to MDOT as described in Chapter 10 – Submitting the Draft ACIP to MDOT.
6. Provide the final ACIP to MDOT as described in Chapter 11 – Submitting the Final ACIP to MDOT.

Chapter 5 – Accessing the AeroPM System

Accessing SSO

The state of Michigan provides IDs for users of state software applications. You must request access to each application individually; however, you only need one user ID.

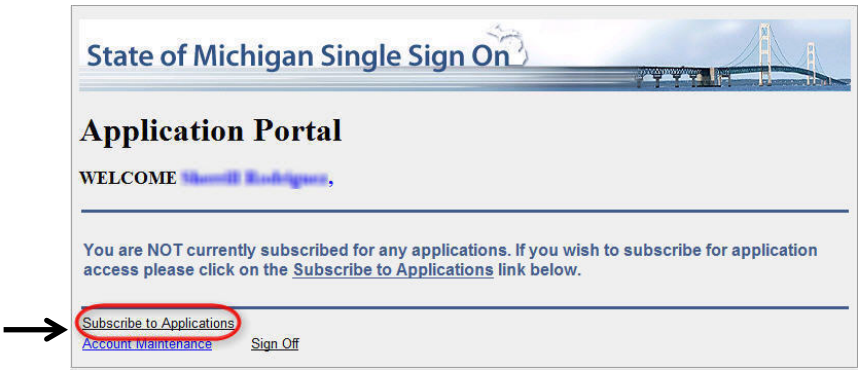
To obtain your user ID, complete the registration process at State of Michigan Single Sign On (SSO).

Note: When creating a password, use the following rules.

- Minimum password length is eight characters.
- Password must contain at least one letter and one number.
- Passwords are case sensitive.
- Maximum number of times a character can be repeated is two.
- Password cannot be the same as the user ID or name.
- New password cannot be the same as old password.

Subscribing to AeroPM

1. Access the State of Michigan Single Sign On (SSO) screen using your registered ID.
2. The Application Portal appears with a list of MDOT applications for which you have access. Click the **Subscribe to Applications** link to add AeroPM.

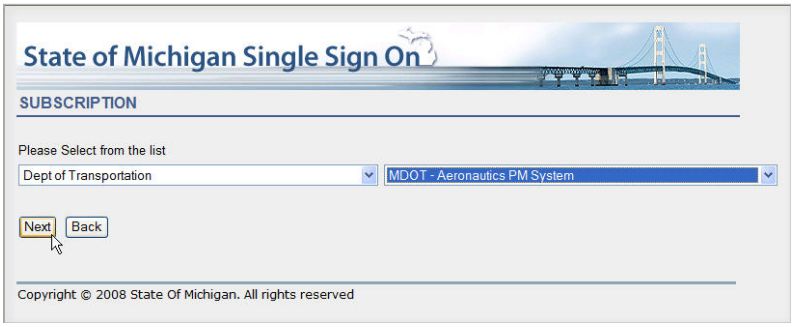


Continued

Subscribing to AeroPM, *continued*

3 On the Subscription page, choose the following from the dropdown menus and then click Next.

- Dept of Transportation
- MDOT – Aeronautics PM System



4 Complete the **Work Phone** and **Your E-mail** fields (if they are blank), and then click Continue.

5 Verify that the information in the User Enrollment Confirmation screen is correct. If the information is incorrect, click Back to return to the previous screen; otherwise, click Confirm.

6 When you receive the message that your submission was successful, click Close.

Continued

Subscribing to AeroPM, *continued*

7 Check your e-mail for the following message from SSO_TESTAdministrator@michigan.gov.

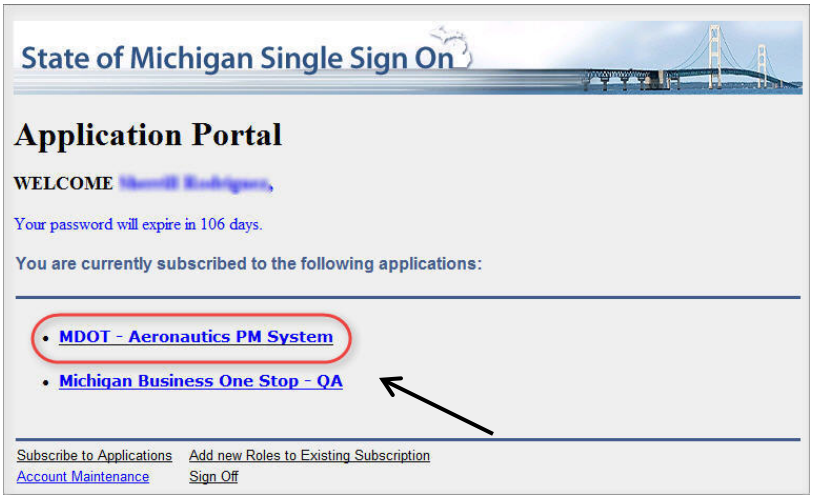
**** This IS AN AUTO-GENERATED EMAIL. PLEASE DO NOT REPLY DIRECTLY TO IT. ****

Your request for access to the MDOT Aero PM application has been approved.
The application link will be available the next time you log into your SSO account.

Accessing AeroPM

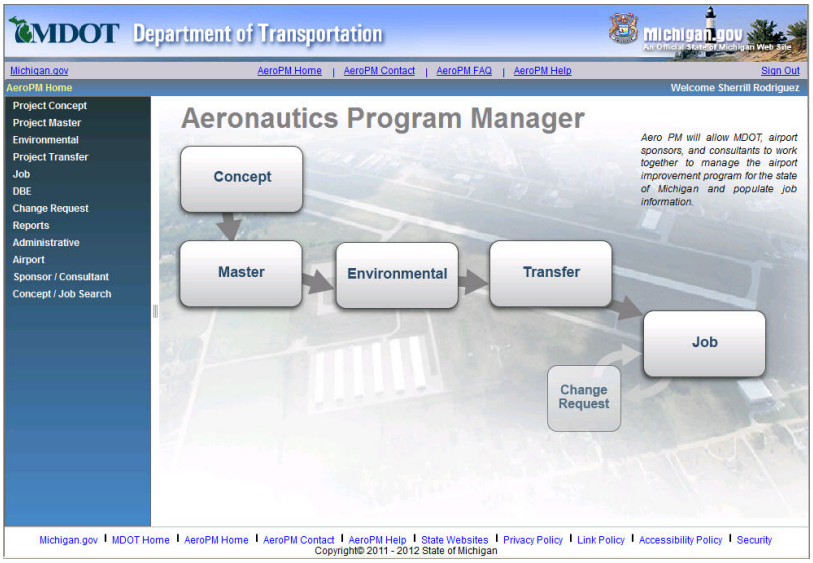
1 Access the State of Michigan Single Sign On (SSO) screen using the ID you created, and then click the **MDOT – Aeronautics PM System** link to access AeroPM.

(Note: The first time you access the SSO, click on the MDOT Aeronautics PM System link. This will generate an email to AERO PM Administrators to approve you as a user and assign your security role within the system.)



Accessing AeroPM, *continued*

2 Once you are an approved user with defined roles, AeroPM opens for you to enter and manage ACIP concept data.



Chapter 6 – Creating a Project Concept

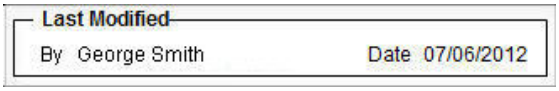
Quick Steps

Follow these steps to create a concept.

1. Gather information about the concept.
2. Start a new concept.
3. Enter the header information.
4. Enter the budget information.
5. Enter the environmental information.
6. Attach documents.
7. Submit the concept to the sponsor.

Notes

- If you need to close AeroPM before you have finished entering the concept, click Save. The system saves your entries and you can access them again later.
- To determine when the information was last modified, check the Last Modified group box at the bottom of most screens.



- The example screenshots in this guide use fictional data. As such, they may not model accurate business procedures or content.

Gather concept data

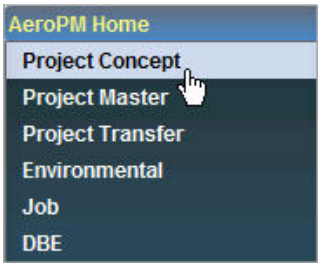
To simplify the process of entering the concept in AeroPM, consider gathering the project information before you start. The following lists the fields that are available in each screen.

Screen	Field	Required (Y/N)
Concept Header	Development Year	N
	Work Category	Y
	Work Type	Y
	Shown on ALP	Y
	Name(Designation)/Type	N
	Component Phase	Y
	Project Type (Federal or State)	Y
	Project Description **Note:** This is the long description.	N
Concept Budget	Total Budget $	Y
	Budget Split **Note:** Allows you to choose percentage (%) or amount.	Y
Concept Environmental	Crosses Streams/Lakes/Drains	Y
	Over 5 acres earth disturbance	Y
	5 and Under acre earth disturbance	Y
	Anticipated Controversy	Y
	Comments	N
	Contaminated sites in area	Y
	Displacements of Residential/Business	Y
	Tree Removals	Y
Concept Attachment	Cost Estimate	Y, if concept estimate consists of more than one work item
	Location Sketch	Y, if concept is on the Airport Layout Plan (ALP)
	Narrative/Justification **Note:** Required for projects for the current year, plus 3 years	Y
	Other	N

Starting a new concept

Enter the concept information as described in the following steps.

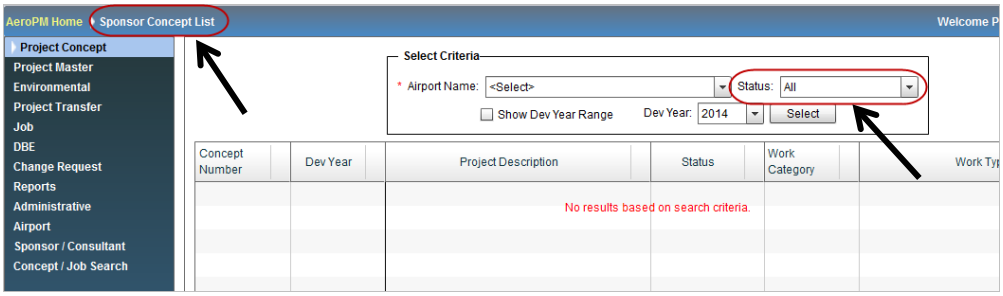
1 In AeroPM, click **Project Concept** on the left side of the window.



2 The Sponsor Concept List screen opens with a status of **All**.

Notes

- The consultant role has full edit capabilities at this time.
- While the concept's status remains at **New Concept**, you may edit the concept as many times as needed.

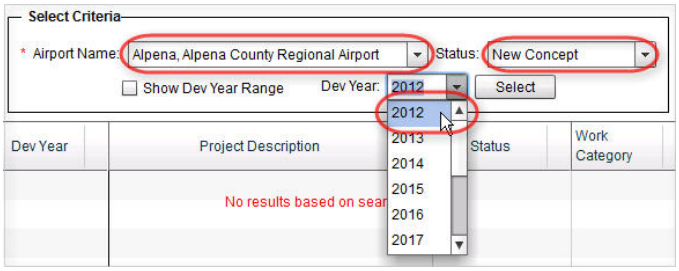


3 In the Select Criteria group box, choose the following.

Field	Action
Airport Name	Choose the airport name.
Status	Verify that **New Concept** appears. **Note:** A description of the available statuses appears in the Appendix at the end of this document.
Dev Year	Choose the beginning year for the concept. **Note:** Available years include this year, plus 10 years.

Continued

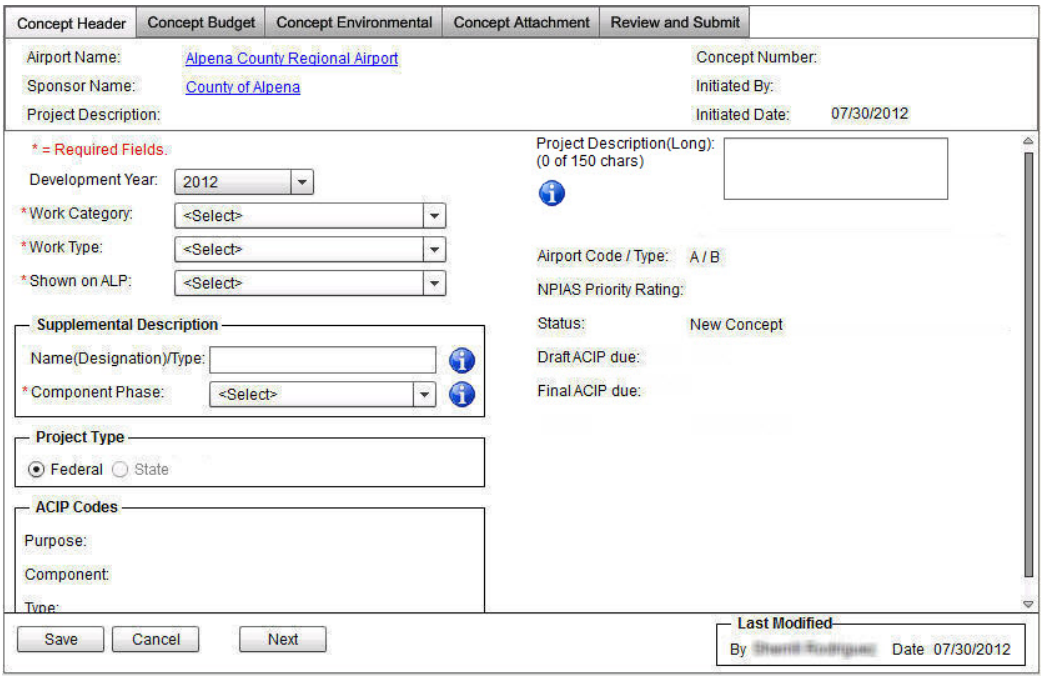
Starting a new concept, *continued*



Note: When starting a new concept, you may choose only one development year. The **Show Dev Year Range** checkbox, which allows you to enter a range of years, applies to searching for existing concepts.

4 Click Add New Concept at the bottom of the screen.

5 The Concept Header screen appears, along with additional tabs.



Entering header information

Use the Concept Header screen to enter a description of the proposed project.

1 In the following fields, choose the work category/type information from the dropdown menus.

Field	Description
Work Category	The category of airport development, such as apron, taxiway, or terminal work.
Work Type	The specific type of work within the work category. **Note:** The content of this field depends on the selection you chose in the **Work Category** field.
Shown on ALP	Indicates whether the concept appears on the Airport Layout Plan (ALP). **Note:** The ALP shows both existing and future developments.

Important! When developing concepts, you should be familiar with the FAA's Airport Improvement Handbook regarding eligibility and justification for proposed work if using federal funding. Refer to the link for AIP HB at the top of the screen.

2 Complete the following fields with additional concept information.

Continued

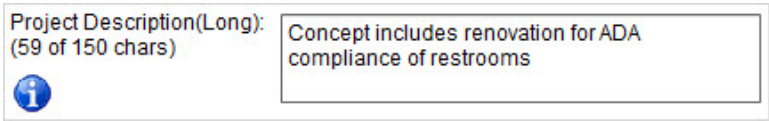
Entering header information, *continued*

Field	Step
Name(Designation) /Type	**NAME** Include a **designation** if the concept is for a runway, taxiway or apron. **Note:** If the name (designation) is not relevant to the concept, leave this field blank. ▪ For runways, provide the runway designation, such as **9/27**, **4/22**, **10/28**, etc. ▪ For taxiways, provide the taxiway designation, such as **A**, **B**, **C**, **B1**, **NE hangar area**, etc. ▪ For aprons, provide a location name (if applicable), such as **GA terminal**, **West terminal**, etc. **PHASE** If applicable, enter a phase for the concept, along with the name. This applies if the concept will be done in phases due to funding restraints or another reason. For example: ▪ Acquire Land for approaches or RPZ – Phase 1 ▪ Rehabilitate Runway 9/27 – Phase 2 **TYPE** Include the specific type of equipment or work item, such as the following: **Note:** If the type is not relevant to the concept, leave this field blank. ▪ **Snow removal equipment:** For example, Acquire Snow Removal Equipment – Rotary plow. ▪ **Airfield crack sealing:** For example, Rehabilitate Runway 4/22 – Crack sealing. ▪ **Airfield paint marking:** For example, Rehabilitate Taxiway A, B and C – Paint marking. ▪ **Planning:** For example, Conduct/update (WHA SPCC/SWPPP, misc) – RSA determination. ▪ **Misc. Buildings:** For example, Construct/ Expand/Improve/Rehab Building – 10-unit T-hangar.
Component Phase	▪ For a multi-year airport development project, choose the component phase from the dropdown menu. For example, for the Land Acquisition phase for Extend Runway 10/28, choose **Land**. ▪ For a single-phased project where components are not needed, choose the blank menu item. **Note:** This is a required field.
Project Type	Selection of either Federal or State for type of funding for the concept. For example, a federally funded concept would be Federal. If no federal funds anticipated, State would be chosen. DO NOT ENTER A LOCAL-ONLY FUNDED CONCEPT INTO AERO PM.

Entering header information, *continued*

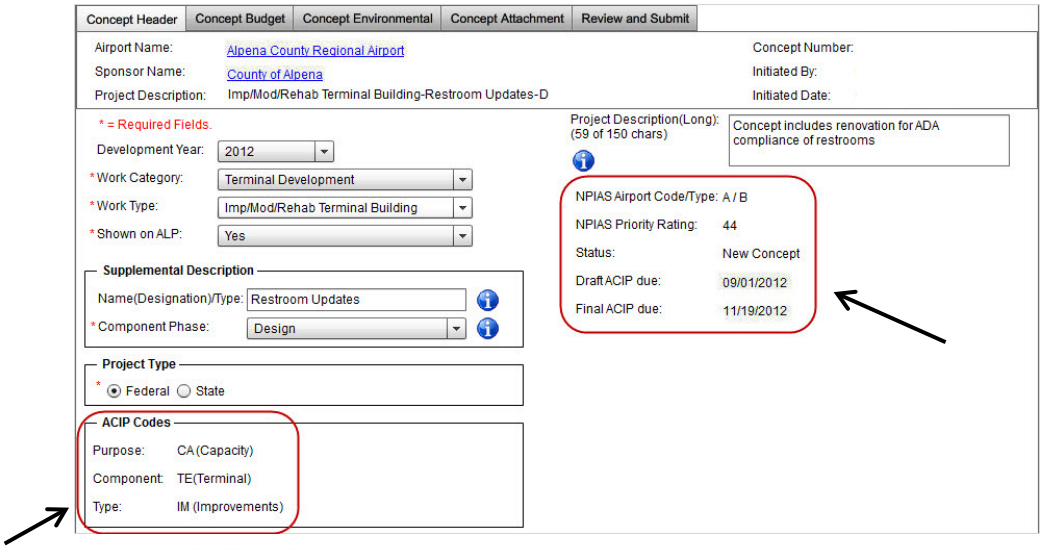
3 If necessary, enter additional information in the **Project Description** field.

Notes
- This field is not required.
- Do **not** include justification information in this field.
- This field is to provide more detail about the concept as needed. Examples include descriptions of a specific location, pavement type (such as concrete or bituminous) or lighting (such as LED or MITL), listing parcel numbers for land acquisition and acreage, or other general descriptions or notes.



4 As you complete the project concept, the system populates additional fields as shown below.

Note: The information that appears depends on whether funding is federal or state.



5 Click Save, and then Next to continue to the next screen.

Entering budget information

Use the Concept Budget screen to indicate how the budget is divided among federal, state, local and other funding sources.

1 Enter the total budget amount in the **Total Budget $** field.

Total Budget $: 20,000

2 Mark the **%** (percentage) or **Amount $** option, depending on how you are entering the funding information.

% Amount $

3 Enter the percentages or amounts of funding in the appropriate fields.

Total Budget $: 20,000

Budget Split

	%	Amount $
Federal Entitlement $:	90.00	18,000.00
Federal Apportionment $:	0.00	0.00
Federal Discretionary $:	0.00	0.00
State $:	5.00	1,000.00
Local $:	5.00	1,000.00
Other $:	0.00	0.00

Total Budget Split: 20,000.00

Notes

- To change the amounts or percentages, simply re-enter them in the appropriate field.
- The amount in the **Total Budget Split** displays the total based on the **%** and **Amount $** field entries. This should match the amount in the **Total Budget $** field.

4 Click Save, and then Next to continue to the next screen.

Entering environmental information

Use the Concept Environmental screen to describe pertinent environmental impacts.

1 Choose **Yes**, **No**, or **Not Sure** from the dropdown menus for each field. You can also select Yes, No, or Not Sure for all of the fields at once.

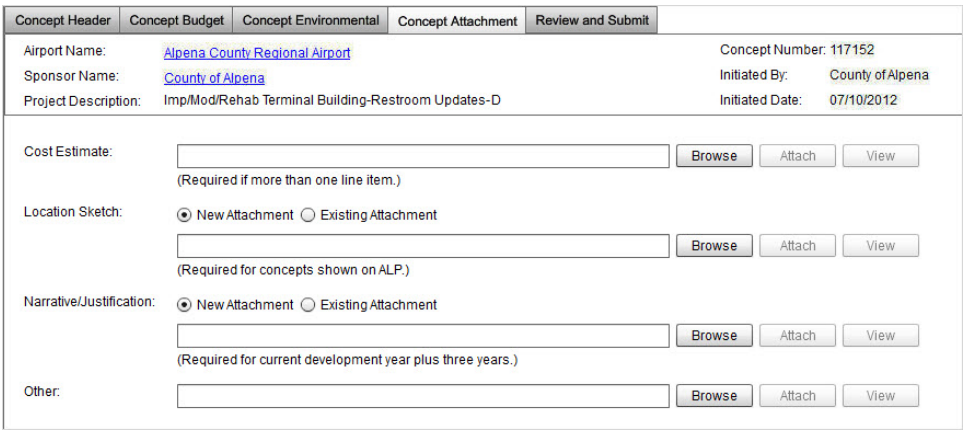
2 Click Save, and then Next to continue to the next screen.

Attaching documents

Use the Concept Attachment screen to attach documents that support the concept.

Note

- Once you attach a document, you cannot delete it; however, you can override it with a different document as described in step 1.
- Remember to click Attach after selecting the attachment (as described in step 2). Otherwise the document will **not** be attached to the concept.



Continued

Attaching documents, *continued*

The following describes the fields and the types of attachments required.

Field	Description
Cost Estimate	An itemization of the concept budget, including a description of the work and the cost for each item **Note:** This document is not required if the concept consists of only one work item.
Location Sketch ▪ New Attachment option	An illustration of the project location **Note:** This sketch is required if the concept is on the Airport Layout Plan (ALP).
Location Sketch ▪ Existing Attachment option	Allows you to attach a document that is also used with another concept.
Narrative/Justification ▪ New Attachment option	Information that justifies or supports the eligibility of the concept. **Note:** This is a **required** field for the current development year, plus three years. Beyond the fourth year, it is not required.
Narrative/Justification ▪ Existing Attachment option	Allows you to attach a document that is also used with another concept.
Other	Any additional documents that help describe the concept or provide needed information. **Examples** ▪ Pavement Condition Index (PCI) survey maps ▪ Proposed Terminal floor plan layouts ▪ GA Terminal Eligibility Table ▪ Terminal eligibility determinations approved by MDOT AERO ▪ SRE calculation worksheets ▪ SRE inventory sheets ▪ SRE approvals from MDOT AERO ▪ Economic Necessity Forms for Routine Maintenance such as Airfield Crack Sealing and Paint Marking ▪ Photos

1 To add an attachment, click [Browse] and navigate to the file.

Note: If the document does not appear, check that the correct file type (such as PDF, DOC, or XLS) appears in the **Files of Type** field.

2 Click [Attach] and [Save].

Important! Remember to click [Attach]; otherwise, the document will not be attached to the concept.

Continued

Attaching documents, *continued*

3 To view a file that has already been attached, click [View] for the appropriate field.

4 To replace an attached document with a different version, re-attach the revised document using steps 1 and 2. The new document overrides the original.

> **Note:** To replace an attached document, the file name of both documents must be the same.

5 Click [Save].

Submitting concepts to sponsor

1 When you are done entering the concept, submit to "Sponsor Review" as described in Chapter 7 – Submitting the Concept to the Sponsor.

> **Note:** If you are the sponsor and have no consultant involvement, you must still submit the concept to "Sponsor Review" to continue the process.

2 If the concept is returned for edits, update the concept as described in Chapter 9 – Updating an Existing Concept.

Chapter 7 – Submitting the Concept to the Sponsor

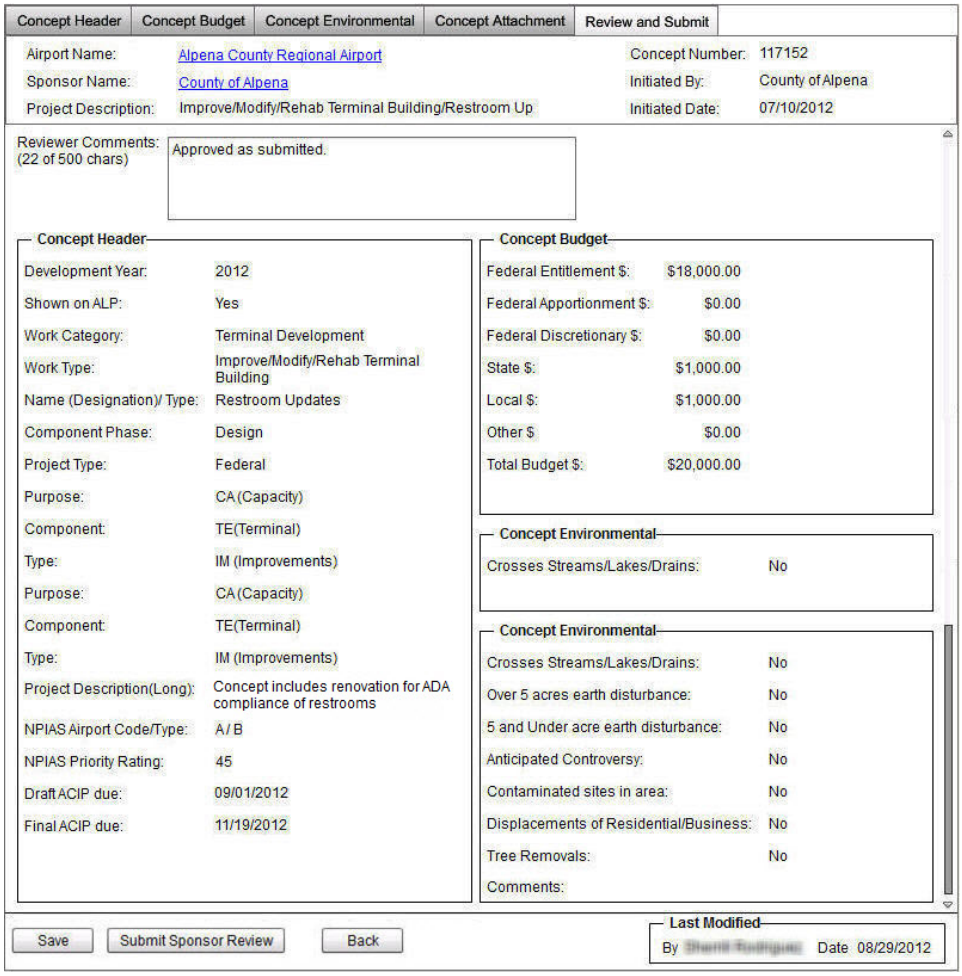
Reviewing the concept

The Review and Submit screen allows you to check the information you entered and then submit the concept to the sponsor.

Important! Select the concepts carefully. The system assigns a unique number to each concept. If you submit a concept and then determine that it is not necessary, it cannot be deleted.

1 Click the Review and Submit tab and review the concept information to verify that it is accurate.

Note: While the sponsor is reviewing the concept, the consultant cannot make edits.



Concept Header | Concept Budget | Concept Environmental | Concept Attachment | Review and Submit

Airport Name:	Alpena County Regional Airport	Concept Number:	117152
Sponsor Name:	County of Alpena	Initiated By:	County of Alpena
Project Description:	Improve/Modify/Rehab Terminal Building/Restroom Up	Initiated Date:	07/10/2012

Reviewer Comments: (22 of 500 chars) Approved as submitted.

Concept Header

Development Year:	2012
Shown on ALP:	Yes
Work Category:	Terminal Development
Work Type:	Improve/Modify/Rehab Terminal Building
Name (Designation)/ Type:	Restroom Updates
Component Phase:	Design
Project Type:	Federal
Purpose:	CA (Capacity)
Component:	TE(Terminal)
Type:	IM (Improvements)
Purpose:	CA (Capacity)
Component:	TE(Terminal)
Type:	IM (Improvements)
Project Description(Long):	Concept includes renovation for ADA compliance of restrooms
NPIAS Airport Code/Type:	A / B
NPIAS Priority Rating:	45
Draft ACIP due:	09/01/2012
Final ACIP due:	11/19/2012

Concept Budget

Federal Entitlement $:	$18,000.00
Federal Apportionment $:	$0.00
Federal Discretionary $:	$0.00
State $:	$1,000.00
Local $:	$1,000.00
Other $	$0.00
Total Budget $:	$20,000.00

Concept Environmental

Crosses Streams/Lakes/Drains:	No

Concept Environmental

Crosses Streams/Lakes/Drains:	No
Over 5 acres earth disturbance:	No
5 and Under acre earth disturbance:	No
Anticipated Controversy:	No
Contaminated sites in area:	No
Displacements of Residential/Business:	No
Tree Removals:	No
Comments:	

Save | Submit Sponsor Review | Back

Last Modified By [illegible] Date 08/29/2012

Reviewing the concept, *continued*

2 If the concept needs to be edited, click the tab for the appropriate screen, edit the information and click [Save]. Then return to the Review and Submit tab to continue the process.

Submitting the concept

1 When the information is correct, click [Submit to Sponsor Review].

2 Verify that the following message appears at the bottom of the screen.

3 The submission process continues as follows:

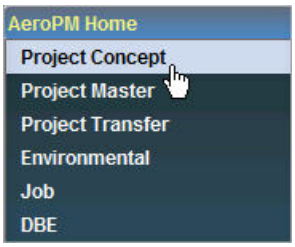
- The concept's status changes to "Sponsor Review."
- There is no system generated email sent to the sponsor to notify them that concepts are available for Sponsor Review. The consultant will need to contact the sponsor to let them know.

Chapter 8 – Reviewing the Submitted Concepts

Opening the concept

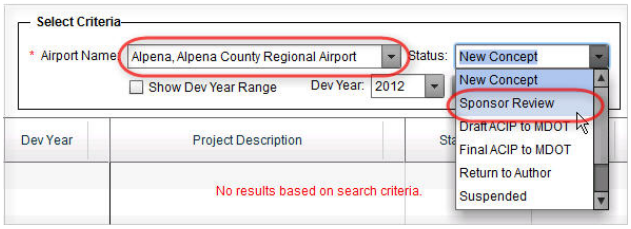
If you are the project sponsor reviewing the concept, complete the following steps.

1 In AeroPM, click **Project Concept** on the left side of the window.



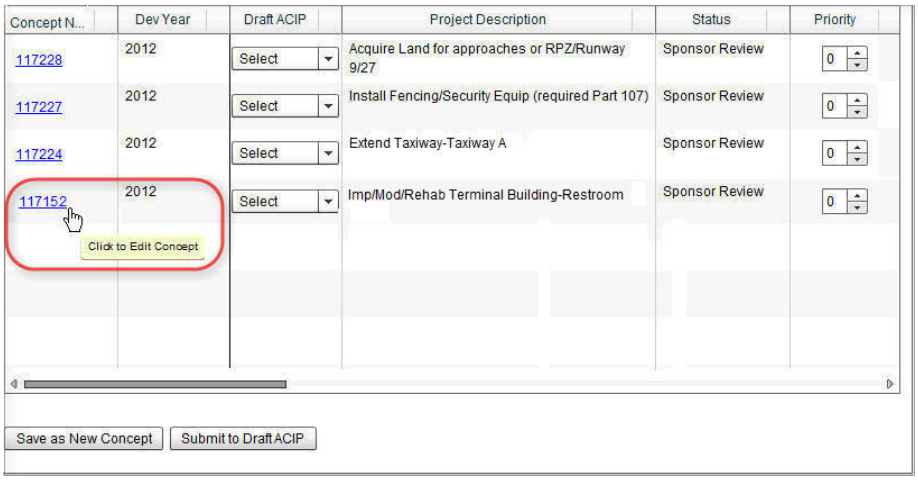
2 Choose the airport from the **Airport Name** dropdown menu, and then select **Sponsor Review** in the **Status** field.

> **Note:** The **Sponsor Review** status indicates that the concept is ready for the sponsor's review. The consultant cannot edit the concept at this time, and the sponsor has full editing ability.



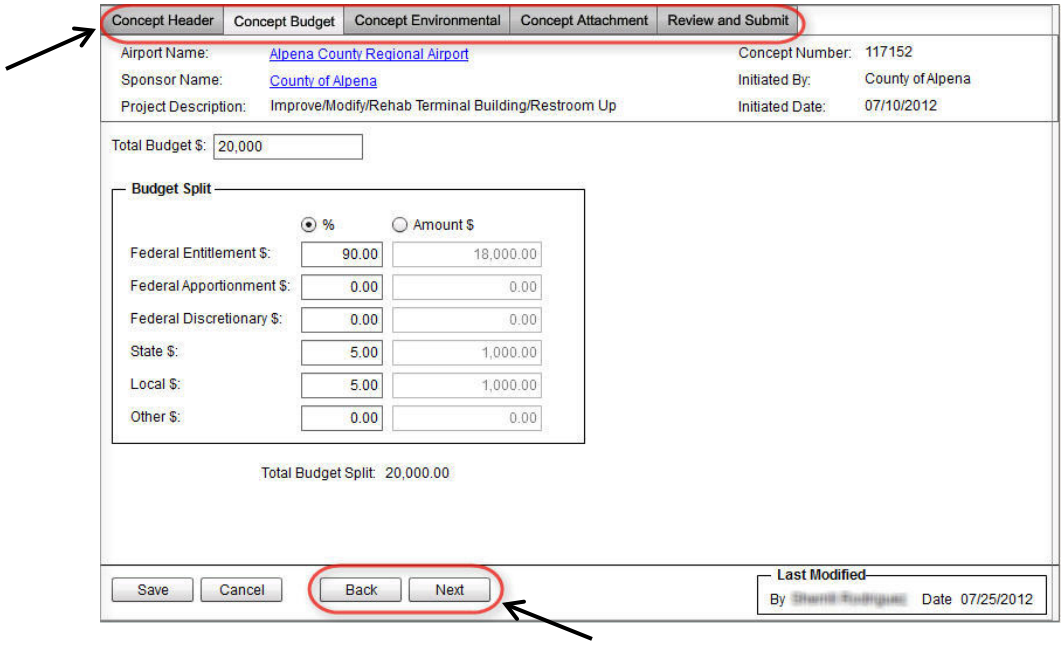
3 Choose the development years in the **Dev Year** or **Start Year / End Year** fields, and then click Select.

4 Click the appropriate concept ID in the concept grid.



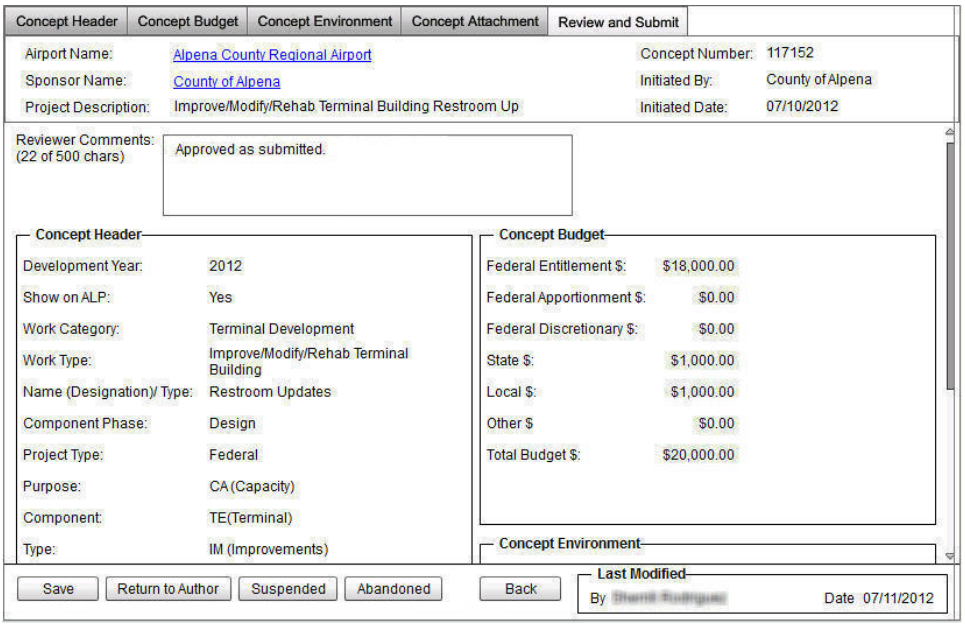
Reviewing the concept

The concept opens for you to review and edit, if necessary. To access each screen, click the tabs at the top of the window, or use Back and Next at the bottom.



Updating the status

1 When you are done reviewing and editing the concept, access the Review and Submit screen.



Continued

Updating the status, *continued*

2 Use the buttons at the bottom of the screen to move the concept through the process.

Task	Action
Save the concept and return to it later.	Click Save.
Return the concept to the consultant for edits if needed or sponsor may edit.	1. Enter comments in the **Reviewer Comments** field. Reviewer Comments: (22 of 500 chars) Please edit concept per our discussion on 7/15/12. 2. Click Return to Author.
Suspend the concept at this time, but keep it in the system for later use, if needed.	1. Enter comments in the **Reviewer Comments** field. Reviewer Comments: (22 of 500 chars) Suspended until further notice. 2. Click Suspended
Abandon the concept permanently. The concept number is automatically reused for another concept in the system.	Click Abandoned.

Preparing to send the draft ACIP

1 If you returned the concept to the consultant (author) for edits, verify that the updates are complete and accurate.

2 Determine which concepts to include in the draft Airport Capital Improvement Plan (ACIP), and continue to Chapter 10 – Submitting the Draft ACIP to MDOT.

Chapter 9 – Updating an Existing Concept

Quick Steps

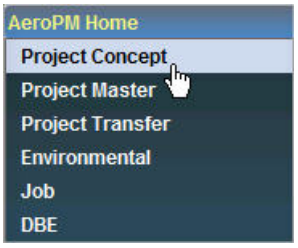
Follow these steps to access a concept that has been Returned to Author.

1. Select the airport and status.
2. Access the concept.
3. Update the concept.
4. Submit the concept for Sponsor Review.

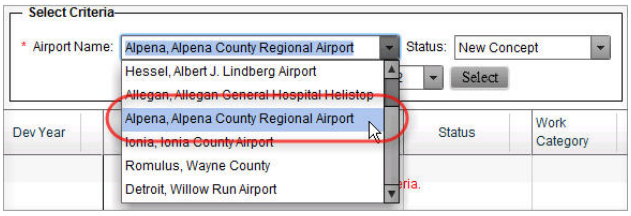
Note: If you need to close AeroPM before you are finished updating the concept, click Save. The system saves your updates, and you can access the concept again later.

Selecting airport and status

1. In AeroPM, click **Project Concept** on the left side of the window.



2. The Sponsor Concept List screen opens. In the Select Criteria group box, choose the airport in the **Airport Name** field.

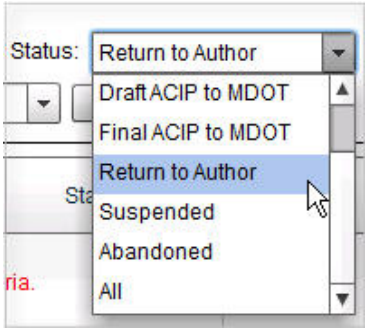


Continued

Selecting airport and status, *continued*

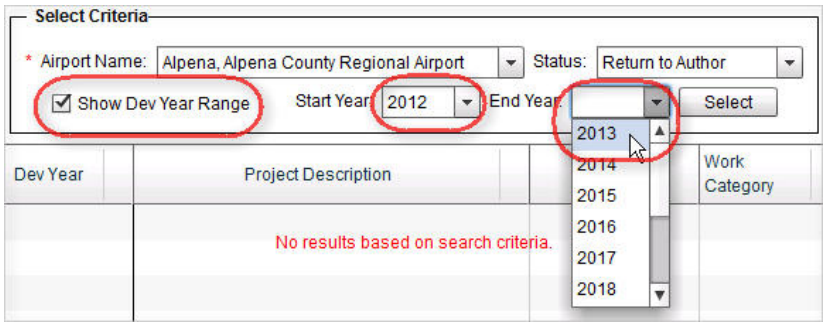
3 Choose the appropriate status in the **Status** field. For example, choose **Return to Author** if the sponsor returned the concept for revision.

Note: A list of statuses appears in the Appendix at the end of this document.



4 Choose the year in the **Dev Year** field, and then click Select.

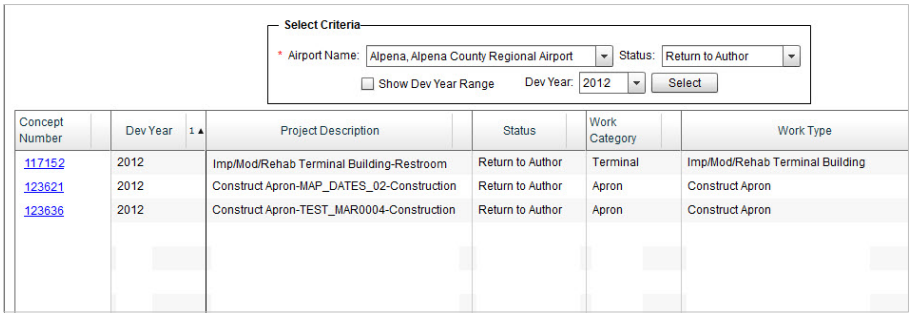
- To view concepts for a specific year, choose the year from the **Dev Year** field.
- To view concepts for multiple years, mark the **Show Dev Year Range** checkbox and then select the start and end years.



Continued

Selecting airport and status, *continued*

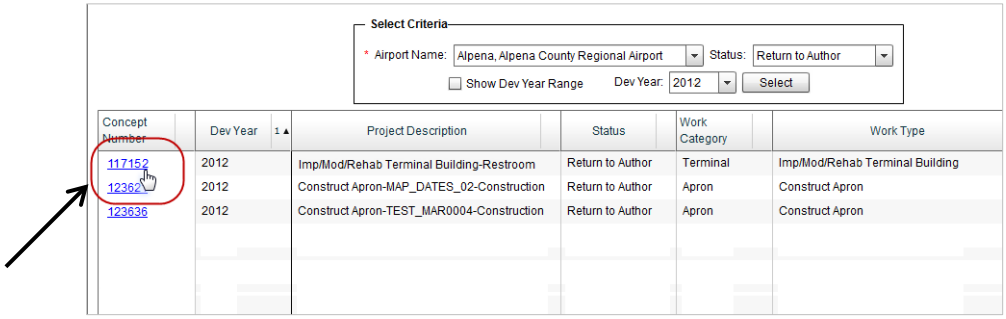
5 The concept grid opens with a list of all concepts within the status and development year you selected.



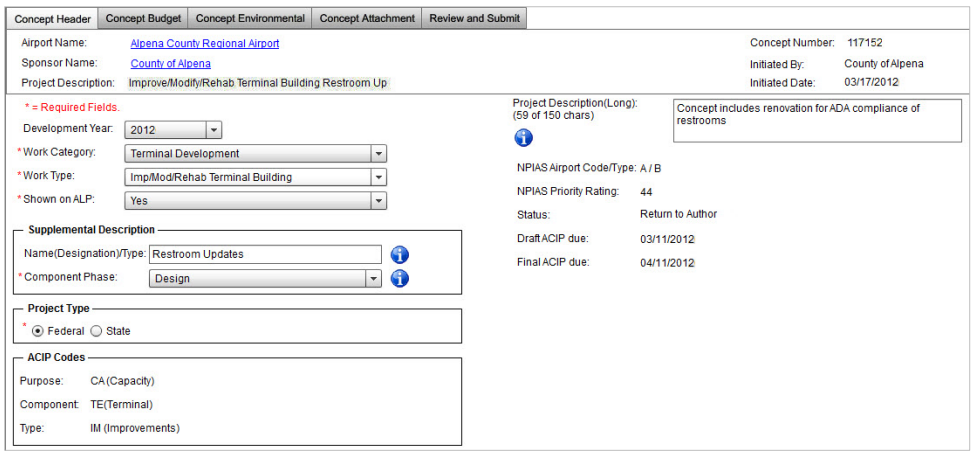
- To sort by specific data, click the column name in the header. For example, click **Concept Number** or **Project Description** to sort numerically by concept number or alphabetically by project.
- For more information about the concept, use the scroll bar at the bottom of the grid to view additional columns.

Accessing the concept

1 In the **Concept Number** column, click the number for the concept you are opening.



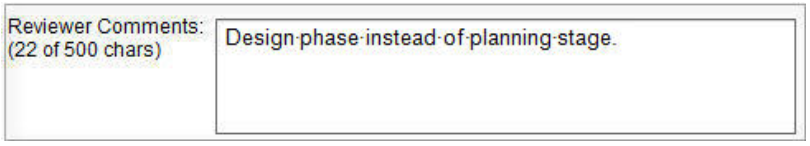
2 The Concept Header screen opens. To open a different screen, click the appropriate tab at the top of the window.



Updating the concept

1 Edit each screen as needed, clicking Save and then continuing to the next one.

2 If the sponsor requested edits, check the **Reviewer Comments** field in the Review and Submit tab.



3 If required, attach documents as described in Attaching documents in Chapter 6 – Creating a Project Concept.

4 Review and submit the concept as described in Chapter 7 – Submitting the Concept to the Sponsor.

Chapter 10 – Submitting the Draft ACIP to MDOT

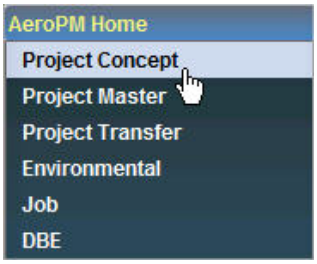
Accessing the concept

When the concepts are accurate and complete, you can choose which concepts to submit to MDOT for the draft Airport Capital Improvement Plan (ACIP).

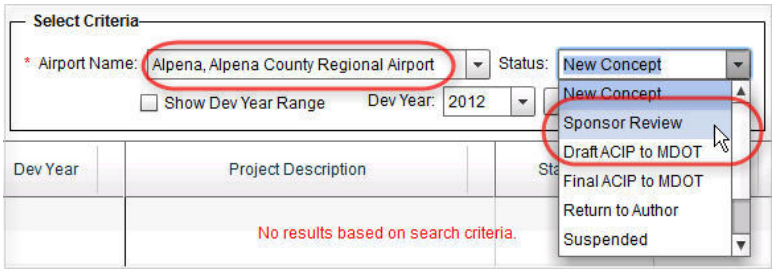
Important!

- You must submit concepts (using the **Draft ACIP to MDOT** status) by the draft ACIP due date. Please note the due date in AERO PM in the Concept Module.
- During this process, you will submit concepts for the year's draft ACIP submittal. If you need to add more concepts after submitting to Draft ACIP to MDOT, you should wait until the MAP meeting to discuss with the MDOT Program Manager.
- You cannot edit concepts submitted to Draft ACIP to MDOT unless the MDOT Program Manager has administratively unchecked the submitted box and changes the concept(s) status(es) to **Return to Author** to allow for editing and resubmitting to Draft ACIP to MDOT status.
- Also refer to the AERO PM FAQ for further tips and information.

1 In AeroPM, click **Project Concept** on the left side of the window to open the Sponsor Concept list.



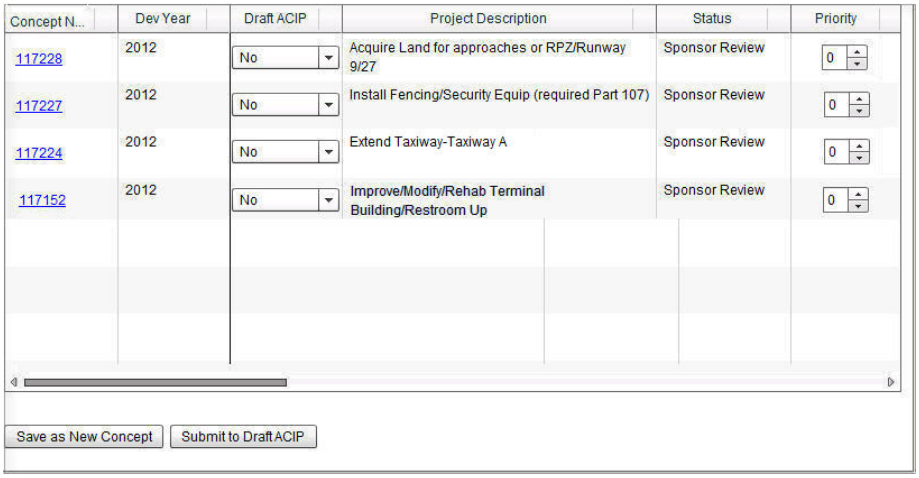
2 In the Select Criteria group box, choose the airport in the **Airport Name** field, and then choose **Sponsor Review** in the **Status** field.



Continued

Accessing the concept, *continued*

3 Choose the appropriate development years in the **Dev Year** or **Start / End** Year fields, and then click Select to view the list of concepts.



Concept N...	Dev Year	Draft ACIP	Project Description	Status	Priority
117228	2012	No	Acquire Land for approaches or RPZ/Runway 9/27	Sponsor Review	0
117227	2012	No	Install Fencing/Security Equip (required Part 107)	Sponsor Review	0
117224	2012	No	Extend Taxiway-Taxiway A	Sponsor Review	0
117152	2012	No	Improve/Modify/Rehab Terminal Building/Restroom Up	Sponsor Review	0

Save as New Concept | Submit to Draft ACIP

Adding another concept

Sometimes you may need to add another concept before submitting the draft ACIP. Instead of re-entering all of the information, you can create a copy of a concept and then edit it as described below.

Note: This function is available to sponsors with the dual consultant/sponsor role. (SponsorALL role)

1 Select a concept that has information that is similar to the new concept you are creating.

2 Click Save as New Concept. The system creates a new concept number and the Concept Header screen opens with data from the original concept.

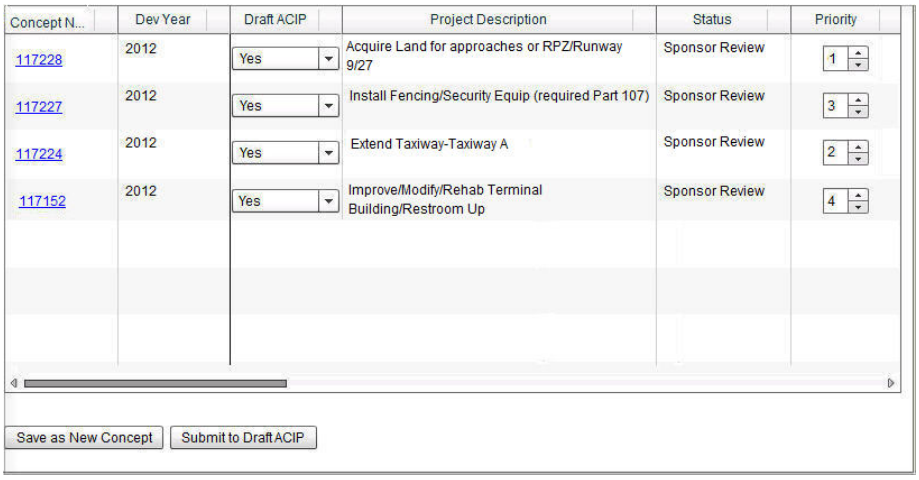
3 Edit the screens as desired, and then click Save

4 In the Review and Submit tab, click Submit to Sponsor Review.

Submitting the draft ACIP

1 In the list, complete the following fields for each concept.

Field	Action
Draft ACIP	Choose **Yes** or **No**, depending on whether you want to include the concept in the draft ACIP.
Priority	Assign a priority (based on development year) to each concept to be included in the ACIP. **Note:** Number rankings begin at "1" for the highest priority.



2 Click Submit to Draft ACIP at the bottom of the screen.

Note: Any concepts that you do not submit to the draft ACIP remain in the system. To suspend or abandon them, follow the instructions in Updating the Status in Chapter 8 – Reviewing the Submitted Concepts.

3 MDOT receives the draft ACIP for review and the following occurs.

- MDOT Program Managers receive a system-generated email notification that your draft ACIP was submitted.
- For State Block Grant airports, MDOT schedules the Michigan Airport Planning (MAP) meeting if one hasn't already been scheduled.

Continued

Submitting the draft ACIP, *continued*

4 Create one of the following reports as described in Chapter 12 – Creating Reports and bring it to the MAP meeting for review and discussion purposes.

- Sponsor Block Grant ACIP Report
- Sponsor Primary ACIP Report
- Sponsor State/Local ACIP Report

Note: The reports that are available depend on the airport type. For example, if your airport is a block grant airport, you will run the Sponsor Block Grant ACIP Report. Please note that if a proposed State/Local funded concept is created, it will only show up on a Sponsor State/Local ACIP Report.

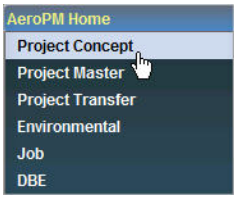
Chapter 11 – Submitting the Final ACIP to MDOT

Accessing the concept

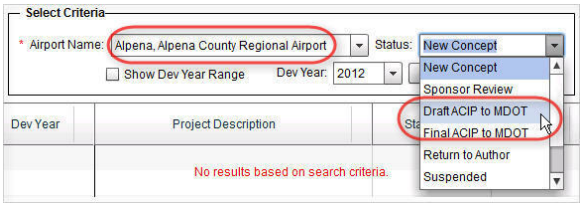
After the Michigan Airport Planning (MAP) meeting, the sponsor reviews the concepts and then submits the final Airport Capital Improvement Plan (ACIP) to MDOT.

Important! Be sure to submit the final ACIP to MDOT by the **due date**.

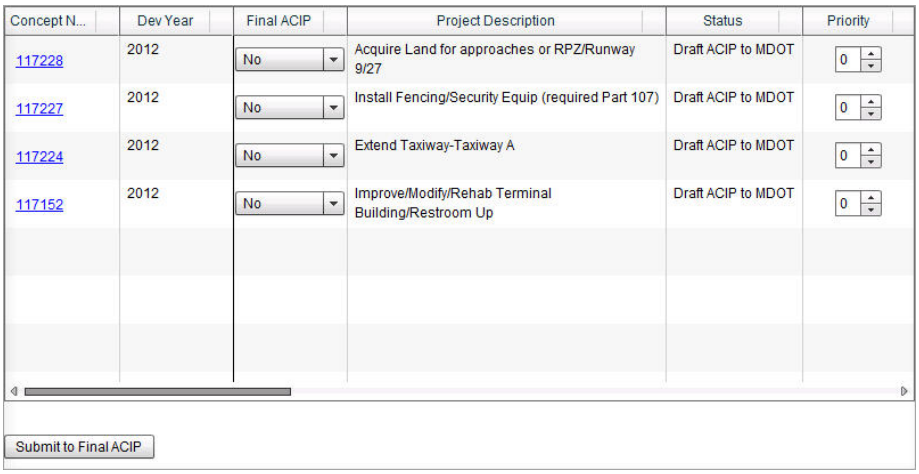
1 In AeroPM, click **Project Concept** on the left side of the window to open the Sponsor Concept list.



2 In the Select Criteria group box, choose the airport in the **Airport Name** field, and then choose **Draft ACIP to MDOT** in the **Status** field.



3 Choose the appropriate development years in the **Dev Year** or **Start / End Year** fields, and then click Select to view the list of concepts.



Adding another concept

Sometimes you may need to add another concept before submitting the final ACIP. Instead of re-entering all of the information, you can create a copy of a concept and then edit it as described below.

> **Note:** This function is available to sponsors with the dual consultant/sponsor role. **Refer to AERO PM FAQ for editing and/or creating new concepts after the MAP meeting.**

1. Select a concept that has information that is similar to the new concept you are creating.
2. Click [Save as New Concept]. The system creates a new concept number and the Concept Header screen opens with data from the original concept.
3. Edit the screens as desired, and then click [Save]
4. In the Review and Submit tab, click [Submit to Sponsor Review].

Submitting the final ACIP

Based on the results of the MAP meeting, do the following before submitting the final ACIP.

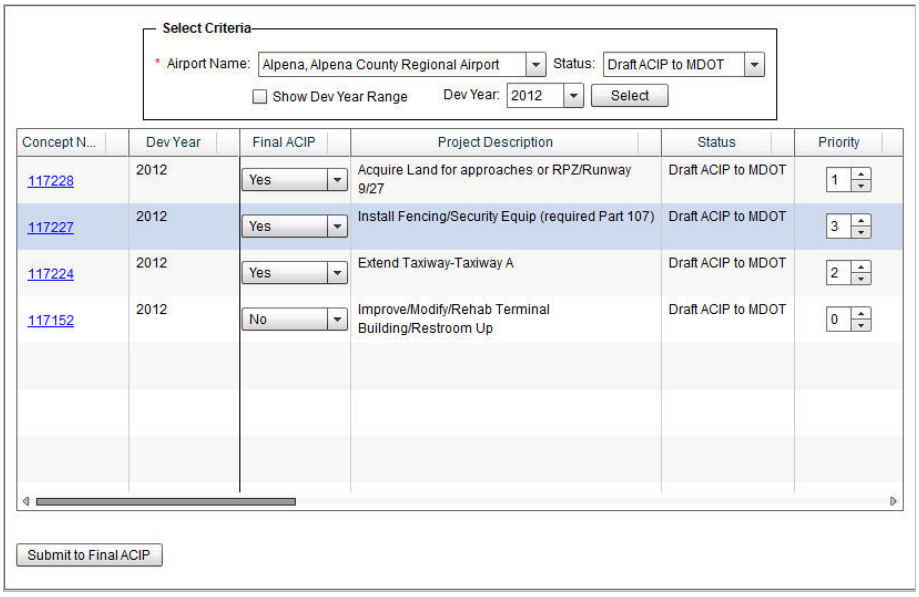
1. If a concept is being assigned to a different year, access the Concept Header screen for the concept, choose the correct year in the **Development Year** field, and then click [Save].
2. For concepts that need to be suspended or abandoned, change their status as described in Updating the Status in Chapter 8 – Reviewing the Submitted Concepts.
3. For the remaining concepts, complete the **Final ACIP** and **Priority** fields as follows.

> **Note:** Entries in the **Final ACIP** and **Priority** fields are based on the results of the MAP meeting with MDOT. **Refer to AERO PM FAQ for editing and/or creating new concepts after the MAP meeting.**

Field	Action
Final ACIP	Indicate whether to include the concept in the final ACIP by choosing **Yes** or **No**.
Priority	Assign the priority as determined during the MAP meeting with MDOT. **Note:** Number rankings begin at “1” for the highest priority.

Continued

Submitting the final ACIP, *continued*



4 Click Submit to Final ACIP at the bottom of the screen.

5 You will receive an e-mail from the system indicating that MDOT has received your final ACIP.

Chapter 12 – Creating Reports

Using the reports

AeroPM allows you to create reports that list information about the Airport Capital Improvement Plan (ACIP). You will submit these reports to MDOT and bring it to the MAP meeting for review and discussion purposes.

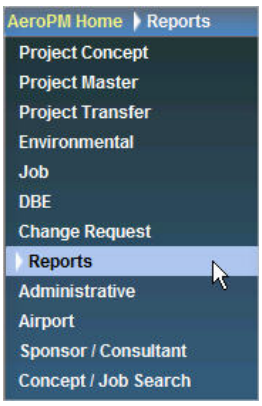
Available reports include the following.

- Sponsor Block Grant ACIP Report
- Sponsor Primary ACIP Report
- Sponsor State/Local ACIP Report

Note: The reports that are available depend on the airport type. For example, if your airport is a primary airport, you will run the Sponsor Primary ACIP Report.

Creating reports

1 In AeroPM, click **Reports** on the left side of the window.



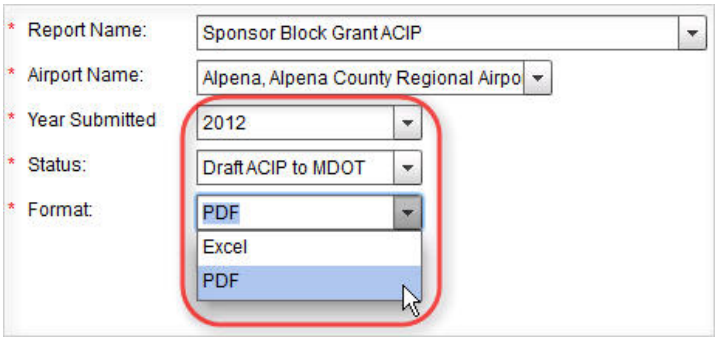
2 Choose the report from the **Report Name** dropdown menu, and then choose the airport name from the **Airport Name** dropdown menu.

Continued

Creating reports, *continued*

3 Choose the appropriate information for the remaining fields.

- Year Submitted
- Status
- Format



4 Click Generate Report.

5 The report appears in the format you requested.

Appendix

Receiving e-mail messages

During the process of creating and submitting the Airport Capital Improvement Plan (ACIP), you and the Program Manager may receive e-mails from MDOT as described in the following table.

Situation	E-mail Recipient	Text of E-mail
Status has changed to **Draft ACIP to MDOT**.	Program Manager	Draft ACIP submitted for [your airport's name].
Status has changed to **Final ACIP to MDOT**.	Program Manager	Final ACIP submitted for [your airport's name].
Today's date is the first business day after the draft ACIP due date.	Sponsor Program Manager	Draft ACIP for [your airport's name] was due on [date] but was not submitted. Please submit the Draft ACIP immediately.
Today's date is five business days prior to the final ACIP due date.	Sponsor Program Manager	Final ACIP for [your airport's name] is due on [date] but was not submitted yet. Please submit the Final ACIP before [date].

Continued

Reviewing concept statuses

The following describes each concept status and its impact on the ACIP process.

Status	Description
New Concept	▪ When the author (sponsor or consultant) creates and saves a concept, the system automatically assigns this status. ▪ Concept has not yet been submitted for sponsor review. ▪ Author has full editing capabilities.
Sponsor Review	▪ Author (sponsor/consultant) completed the concept and has submitted it for sponsor review. ▪ Sponsor has full editing capabilities; consultant does not have editing capabilities.
Return to Author	▪ Sponsor returned the concept to the author for editing. ▪ Author has full editing capabilities.
Suspended	Sponsor suspended the concept but is keeping it in the system for later use, if needed.
Abandoned	▪ Sponsor has abandoned the concept permanently. ▪ The system will automatically use the concept number for another concept.
Draft ACIP to MDOT	▪ Sponsor added the concept to the Draft ACIP for submission to MDOT. ▪ Sponsor does not have editing capabilities. ▪ This status may be used only on or before the Draft ACIP due date.
Final ACIP to MDOT	▪ Sponsor added the concept to the Final ACIP for submission to MDOT. ▪ Sponsor does not have editing capabilities. ▪ This status may be used only **after** the Draft ACIP due date and **on/before** the Final ACIP due date.