



STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
LANSING

JENNIFER M. GRANHOLM
GOVERNOR

KIRK T. STEUDLE
DIRECTOR

May 18, 2009

Dear Airport Sponsor:

**SUBJECT: MICHIGAN AIRPORT PROGRAMMING (MAP) MEETINGS – STATE
BLOCK GRANT SITES**

The Bureau of Aeronautics and Freight Services is continuing advanced programming efforts to maintain Michigan's competitive edge with other states for federal funding. By being prepared and on schedule, Michigan airports can compete more effectively for discretionary funds. This year we are again scheduling MAP meetings with the primary objective to review the work items shown for the 2011 through 2020 federal Airport Improvement Program. We will discuss the need, priority, eligibility, justification, and readiness of each item presented by the Sponsor.

Effective this year, FAA is requiring Sponsors to provide a Ten-year Airport Capital Improvement Program (ACIP) rather than the traditional Five-year ACIP as submitted in years past. We are requesting that Sponsors also show the current development year (2010) to confirm and discuss what is planned for the upcoming year. This means a sponsor would end up showing eleven years (2010 – 2020) on their ACIP. A standard ACIP form has been developed in an effort to provide a more standardized format for all. This form is available on our website, www.michigan.gov/aero (under the Airport Development section, 2009 State Block Grant MAP meeting information). We have also attached a copy with this letter for your information.

The Sponsor is required to either email your packages or mail three (3) copies of your entire package by August 3, 2009 to the following address:

Betsy Steudle, P.E.
Engineer-Manager, Programming Unit
Airports Division, Bureau of Aeronautics and Freight Services
2700 Port Lansing Road
Lansing, Michigan 48906
Email address: steudleb@michigan.gov

MAP meetings will generally be scheduled on a first-come, first-serve basis. We typically hold MAP meetings from the end of August through the first week of December. FAA requires our Master State Block Grant ACIP be submitted no later than December 15th.

Please clearly identify the contact person, email address, and telephone number for scheduling ease. This year we are again offering the option of holding a teleconference MAP meeting if desired. This would be most advantageous for Sponsors with little or no changes to their development plan or those who would like to forego the expense of travel. We would ask that your Consultant plan to attend the teleconference either at our office or at yours.

Airport Capital Improvement Plan (ACIP) Instructions for State Block Grant Sites

1. Identify all proposed airport development projects for the next ten (10) years (FY 2011 through FY 2020).

Note: Sponsors may include the current development year (2010) to show what is planned for the upcoming year. The programming of projects for the current funding year (2010) has already been defined under the block grant program for the most part; minor changes are acceptable particularly if sponsors plan to only use available non-primary entitlements.

2. Use Airport Layout Plans (ALP), Master Plans, Pavement Maintenance-Management Programs, previous ACIPs, Exhibit A (Property Inventory Map), etc. when developing your ACIP. Proposed airport development projects must be consistent with a current FAA-approved ALP.

3. Determine the airport's priority projects from the ACIP list being developed. (For example, if a Sponsor has three proposed projects shown in 2011, list the items in priority order with the higher priority shown first.)

4. Determine the airport's funding priority for each project. At a minimum, the Sponsor is required to show project budgets for the current year plus four years after (i.e. 2010, 2011, 2012, 2013 & 2014). The remaining years can show proposed funding amounts as desired. Preference is to show funding amounts for all of the projects shown on the ACIP.

Note: Projects having multiple phases or require multiple years of funding should be clearly identified with each element tied to the overall project objective. It's expected that the airport sponsor will use all available entitlement funding towards the project requesting additional funding consideration or for other higher priority projects.

For multi-phased complex projects, Sponsors should include preliminary engineering as part of the phased project. This will allow the Sponsor to provide more accurate project cost estimates which helps the overall planning process and ultimately, the timing of your project. The Sponsor should also be aware of what steps are necessary for a complex project and correctly identify the phased work items in the ACIP. (For example, is land acquisition necessary for my project? Will my project require an environmental assessment prior to design? Will I need to plan for a Benefit-Cost Analysis for my project?)

Note: Typically, Benefit-Cost Analyses are required by FAA for capacity-related projects seeking more than \$5M in federal AIP discretionary funding.

5. Prepare the following attachments for each project that the airport assigns funding to:

-Project justification. Provide a narrative of the proposed project. Projects that are not AIP eligible or currently insufficiently justified by local demand and forecasts should not be included

in the ACIP. (Example: Don't show a runway extension project until you know the project is justified based on an approved user survey.)

-Project Sketch. Provide a sketch showing the location of each specific project.

-Project Cost Estimate. Provide a detailed cost breakdown of the proposed project with anticipated funding sources identified.

6. Environmental Clearance. ALL projects require some type of environmental clearance. Questions to consider include: What type of environmental clearance is anticipated for my projects? What projects can be categorically excluded? What projects may require an environmental assessment? Provide as much information as possible as part of your project justification.

Note: If an Environmental Assessment is required for a project and you are seeking discretionary funding, the environmental documentation must be submitted to AERO no later than March 30th for the following fiscal year project. (For example: If you're seeking discretionary funds for a justified runway extension project planned for 2011 construction, the environmental must be submitted by March 30, 2010.)

7. Snow Removal Equipment. When including Snow Removal Equipment (SRE) on your ACIP, please note whether the equipment you're wanting to procure will be a replacement or a new (additional) piece. Refer to FAA's Program Guidance Letter (PGL) 08-04 dated April 24, 2008. This document can be found on FAA's website: www.faa.gov/airports_airtraffic/airports/aip/guidance_letters/media/PGL_08_04.pdf.

Until further notice from FAA, PGL 08-04 is to be followed as an interim guidance document for future eligibility of SRE at nonprimary airports without Part 139 certification. PGL 08-04 states that no more than a single piece of AIP-funded SRE for a nonprimary airport is eligible unless a written justification submitted by the Sponsor is approved. More discussion will take place during the MAP meeting on what is required by the Sponsor seeking more than one piece of SRE.

Please bring a copy of your Ten-Year ACIP including support documentation to your scheduled MAP meeting. At the MAP meeting, you will be requested to give a description of existing conditions for projects as a lead-in to the discussions and a status of any existing projects. It is very important that Airport Sponsors be well prepared for the meetings and ready to present project work items, sketches, justification, and cost estimates.

MAP meeting attendance should include the airport manager, city/county manager or engineer, and the airport consultant (if appropriate). Members of boards, authorities, councils, commissions, mayors, etc., are encouraged to attend. Discussion will involve local government budgetary actions and by attending may encourage these people to become involved and support the project. The Bureau of Aeronautics and Freight Services will attempt to have the block grant coordinator, project manager, environmental specialist, airport layout plan liaison, and land specialist in attendance also.

Airport Sponsor

Page 4

May 18, 2009

If we have not heard from you by the August 3rd deadline, please be aware that the project work items we may submit to FAA on our Master ACIP may be from your last ACIP we have on record and therefore not up to date. This could affect the funding and scheduling of your projects.

Thank you for your efforts in the development of the State Block Grant Ten-Year Development Plan. Planning is a challenge, especially when working with several agencies, limited funds, legislation and politics. These are some of the reasons why we feel this information and meetings are so important, and we hope they will provide you with a clearer perspective on the future of your airport.

Sincerely,

A handwritten signature in black ink, appearing to read "David L. Baker". The signature is fluid and cursive, with a long horizontal stroke at the end.

David L. Baker, Program Manager
Airports Division
Bureau of Aeronautics and Freight Services

Attachment

cc: Betsy Steudle, BAFS
David Welhouse, FAA ADO