



STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
LANSING

GRETCHEN WHITMER
GOVERNOR

PAUL AJEGBA
DIRECTOR

June 14, 2021

Dear Airport Sponsor:

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

Our office will be offering two General-subject MAP meetings via Microsoft Teams (1 in September & 1 in October) where MDOT Office of Aeronautics staff team members will provide information on numerous topics affecting SBGP airports. An invitation will be sent to SBGP sponsor representatives. You may attend one or both sessions, if desired. In addition, individual airports will be contacted to schedule an airport-specific MAP meeting via Microsoft Teams.

ROLLOVER: For concepts created or updated in 2020, we will implement the **concept rollover on Friday, July 9th**. Current development year concepts that are either in the status of Final ACIP to MDOT or Master ACIP will not be rolled over systematically since they still may be transferred at either the September or November 2021 Michigan Aeronautics Commission meeting. Concepts not transferred will still be available for the upcoming programming cycle but handled administratively (e.g. moved to 2022) or may be returned to author for editing upon request. Concepts rolled over will be in the status of Return to Author. All fields will be editable unless the concept has been environmentally cleared already.

CIP DUE DATES: Each airport will receive a draft & final ACIP due date. If your draft CIP is not received by your assigned due date, you will receive a system-generated email on the first business day after the due date reminding you to submit immediately. You will receive a system-generated email five business days prior to your final ACIP due date as a reminder, if not already submitted.

We recommend submitting concepts for development years 2022 through 2026 only. The sponsor's CIP must show at least \$750,000 of airport development in a 5-year time frame to meet FAA's NPIAS reporting requirements for entitlement funding. The \$750k minimum/five years excludes proposed SRE and planning projects.

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

Capital Improvement Plan (CIP) Instructions & Guidance using AEROPM:

- 1. Concept Header.** Create or update proposed concepts for years 2022 through 2026 under the Project Concept module. Please select the appropriate Work Category and Work Type for each concept. Refer to the Work Codes in AEROPM (link at top of screen). Refer to FAA's current approved AIP Handbook (FAA Order 5100.38) in AEROPM (link at top of screen) to determine concept eligibility and justification.
- 2. Concept Budget.** Enter estimated total budget & budget split for each concept. The total budget & splits will be refined by the AERO PM Program Manager as actual bid & consultant fees are determined. Consultants and Sponsors are providing their best budget determinations at the Project Concept module level. Please make sure the cost estimates are as accurate as possible. All costs should be in current year

dollars, that is, the dollar value in the year the costs were determined, not adjusted for inflation. This is consistent with FAA Order 5090.5, 'Formulation of the NPIAS and ACIP'.

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 assists 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. CON phase). **Please do not attach cost estimates for design or planning concepts.**

- **Location Sketch. Required for concepts shown on ALP.** Provide a sketch showing the location of each concept and where it is 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.

- **Narrative/Justification.** – Refer to Guidance below for additional information. **Required for current development year plus three years.** Per FAA Orders 5090.5 & 5100.38, a project is justified when it (1) advances an AIP policy, (2) addresses an actual airport need within the next five years, and (3) has an appropriate scope of work.

A Narrative/Justification template is available at www.michigan.gov/aero (under Programming tab) or the Sponsor may create their own to use if it includes the same information. AEROPM allows you to attach the same Narrative/Justification form for related concepts by selecting the applicable concept number.

Utilize multiple resources when developing your CIP. This includes Airport Layout Plans (ALP) including narrative reports or Master Plans, Sponsor Pavement Maintenance-Management Programs including the state-funded & provided Pavement Condition Index (PCI) Report, Exhibit A (Property Inventory Map).

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

Sponsors and their consultants must use **FAA's AIP HB** 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 CIP, please follow the guidance below. All proposed development should be shown on a FAA-approved ALP.

- **For Airfield Pavement Rehabilitations & Reconstructions.**

Per FAA policy, only a single runway at an airport can be funded unless a determination has been made that one or more crosswind or secondary runways are justified. The requirements, justification and eligibility for runways are listed in Appendix G of FAA's AIP HB.

Information needed:

- Runway or Taxiway designations with dimensions (e.g. 9/27 – 4,300' x 75'; Parallel A – 3,500' x 35' including A1 & A2 connectors).

- Apron Type/ID with Square Yard dimensions.
- Age of pavement.
- Date of last AIP Construction, Reconstruction, Rehabilitation or Maintenance project.
- Include the pavement maintenance done (i.e. crack/joint sealing, misc. repairs, surface treatment, etc.) to extend it's useful life.
- Provide specifics on what is proposed and why (e.g. mill/fill, pulverize/resurface, reconstruction, surface treatment).
- Does the runway/taxiway and/or shoulder widths exceed the FAA standards? Any non-AIP eligible pavement? If so, how will this be funded?
- **All AIP-funded projects must either meet current design standards or a Modification of Standard (MOS) is required to be submitted through FAA's Airport Data and Information Portal (ADIP) for review.** If a reconstruction is planned, FAA design standards must be met and the proposed geometry/fix shown on an approved ALP. If rehabilitation, could this to a 'Target of Opportunity' to bring any non-standard infrastructure up to current design standards? **The goal is to fund projects that meet current design standards. Therefore, seeking a MOS should be limited.**
- Is a Runway Safety Area (RSA) determination required? (Refer to FAA Order 5200.8)
- **Rehabilitation of Runway Lighting or Rehabilitation of Taxiway Lighting cannot be included with a concept for Airfield Pavement Rehabilitation.** Must have separate concepts for a pavement rehabilitation and a lighting rehabilitation even though they could be combined as separate concepts under one federal project (and one Sponsor Contract with MDOT).
- **FAA Reimbursable Agreements for NAVAIDS.** Must have a separate concept for a proposed FAA Reimbursable Agreement (RA) for relocating FAA-owned NAVAIDS or for an initial flight check for FAA to commission an AIP-funded NAVAID (e.g. PAPIs, REILs). Sponsors are required to initially fund a FAA RA. Sponsor reimbursement through MDOT AERO will not be initiated until after the sponsor and FAA have finalized costs and sponsor has received any refund back from FAA.
- **For Runway Extensions.** The Sponsor must perform a User Survey or other type of analysis as an initial step to determine justification for an extension based on the critical aircraft using the specific runway. The justification must be done separately and funded by the Sponsor. The final determination from the sponsor's justification will be provided through MDOT Office of Aeronautics and as necessary, FAA Detroit ADO. Refer to FAA's AC, 150/5000-17, 'Critical Aircraft and Regular Use Determination'.
- **For Land Acquisition.**

Information needed:

- Land ID – parcel # and acreage. Parcel # at a minimum for fee and/or easements.
- Purpose for land acquisition (e.g. Part 77 and/or TSS, RPZ control, airport development, compatible land use, etc.). Be specific.
- Will relocation and/or demolition be associated with the acquisition? Identify estimated costs.
- Will obstruction removal be associated with the acquisition? If so, create separate concept(s) as needed in accordance with AIP HB.
- Acquisition requires the sponsor update their Exhibit A and ALP as part of the land acquisition project. Not eligible as stand-alone.

FAA will only reimburse an airport sponsor for land appraisals/review appraisals and other eligible consultant fees as part of the actual land acquisition project.

For Snow Removal Equipment.

- For airports not 14 CFR part 139 certificated, only one snow removal carrier vehicle is eligible unless a determination through FAA is approved for an additional vehicle.
 - Requires existing SRE inventory sheet signed by the sponsor and SRE calculation worksheet. The forms are available on our website, www.michigan.gov/aero (under Programming tab - Block Grant Program). The forms should be submitted as an attachment (Other) in AERO PM.
 - Purpose for SRE. Replacement? Additional? Initial purchase? If replacement, is SRE beyond its useful life? What will be done with old SRE?
- **For Snow Removal Equipment Buildings.** Funding snow and ice control buildings is limited to facilities necessary for storing AIP-eligible SRE as well as storing abrasive or chemicals used in treatment of paved areas. At the time the building is programmed, the AIP-eligible SRE must be owned, on order, or budgeted by the airport.
 - **For Revenue-Generating Facilities (Hangars).** Sponsor must demonstrate adequate provisions have been made for funding the airport’s airside needs before a project can be vetted for sponsor-owned hangar development. Sponsor is required to submit the Revenue-Generating Facility Eligibility Evaluation Form including support documentation. Form and instructions are available on AERO’s website, www.michigan.gov/aero (under Programming tab - Block Grant Program). Documentation should be submitted as an ‘Other’ attachment for the concept. Federal entitlement funding may only be used to fund sponsor-owned hangars including site work and eligible pavement.
 - **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 and results in an **increase** in airport revenue. Initial installation of a card reader to a new or existing fuel system is also AIP eligible. Replacement fuel farms are currently 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 AERO's website, www.michigan.gov/aero (under Programming tab - Block Grant Program). Generally, federal entitlement funding may only be used to fund a terminal building including associated site work and a non-revenue parking lot.
- **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 size. 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 or Taxilanes.** Provide the taxiway designation, length & width. As part of the narrative, include specifically what the pavement will serve. Must meet current FAA design standards.
- **For Fencing.** Must provide fencing type (i.e. animal control/wildlife, security, perimeter) and meet justification and eligibility factors per AIP HB, Appendix L. As part of the narrative, include the height of fencing and lineal footage planned. Must be identified on an approved ALP.
- **For Airfield Crack Sealing and/or Paint Marking.** Narrative needs to show estimated quantities for the proposed airfield crack sealing and/or paint marking. If work is planned for current year (2022) and funded under AIP, the sponsor must provide a completed and signed Economic Necessity Certification Form. 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 (under Programming tab - Block Grant Program). The form can be submitted as an 'Other' attachment for the concept.
- **For Crosswind Runways.** FAA looks at the following criteria for determining AIP eligibility of a crosswind runway: wind coverage and regular usage for the specific runway. Both criterion must be met for eligibility.

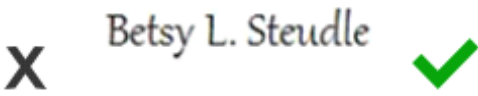
In accordance with FAA Advisory Circular (AC), 150/5300-13, a crosswind runway is recommended when the primary runway orientation provides less than 95.0 percent wind coverage. The 95.0 percent wind coverage is computed based on the crosswind component not exceeding the allowable value, as listed in 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.

- **Examples of Ineligible AIP Projects at General Aviation Airports:**
(Refer to FAA AIP HB)

- Exclusive-use non-public pavements
- 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 (non 49 CFR part 1542)
- 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.
- Replacement of a Fuel Farm.
- Environmental Remediation and removal of fuel farms, underground storage tanks, hazardous waste, or contaminated soil
- 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.
- Airport entrance signs and flagpoles
- ARFF vehicles (non 14 CFR part 139 certificated airport)
- Non-fixed emergency generators

If you have any questions or wish to discuss further, please email at steudleb@michigan.gov. Otherwise, contact me directly at 517-335-8359.

Sincerely,

 Betsy L. Steudle

Betsy L. Steudle

Betsy L. Steudle, P.E.
 State Block Grant Program Specialist
 Grants & Contracts Unit
 Office of Aeronautics