



STATE OF MICHIGAN

GRETCHEN WHITMER  
GOVERNOR

DEPARTMENT OF TRANSPORTATION  
LANSING

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DIRECTOR

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Dear Airport Sponsor:

**SUBJECT: State Block Grant Program (SBGP)**  
Michigan Airport Planning (MAP) Meetings &  
Airport Capital Improvement Plans (ACIP)

What are MAP meetings? How frequently are they held? Where are they held? Who attends a MAP meeting? What is covered? What is an ACIP? How do I create an ACIP? Where can I find my current ACIP? How will projects be approved for funding? What types of federal funding are available? How will proposed projects shown on a sponsor's ACIP compete for federal funding beyond the airport's available entitlements?

A MAP meeting is held annually for all the federally obligated airports under the SBGP. The purpose of a MAP meeting is to collectively discuss the sponsor's proposed projects on their Airport Capital Improvement Plan (ACIP), review priorities, project justification and eligibility requirements, funding and consultant procurement statuses. Other items often discussed include airport inspections, Pavement Condition Index Surveys (PCI) & Unmanned Aerial Surveys (UAS). Airport Sponsors are also given an opportunity to discuss local projects, news, events, challenges, successes, and any other topics related to the airport.

Typical attendees include the Airport Sponsor representative(s), their current consultant, and staff from AERO. Occasionally, staff from the Federal Aviation Administration's (FAA) Detroit Airports District Office (ADO) may be in attendance.

AERO's goal remains to hold approximately 1/3 of the MAP meetings in person at MDOT's office each year. The remaining airports will have MAP meetings via MS Teams or on-site at the airport. Cycling through 1/3 of the airports each year for in-person meetings ensures all airports get an opportunity to meet at our office at least once every three years.

Sponsors and their consultants use MDOT's Aeronautics Program Manager (AEROPM) to update and create their annual ACIP. AEROPM was built using FAA's Order 5090.5 Formulation of the National Priority of Integrated Airport System (NPIAS) and ACIP which establishes various Work Categories and Work Types. AEROPM training is held annually for

new Sponsor and Consultant roles. Re-current training is also available upon request to existing users.

The ACIP is to include potential projects for the next four or five years that would be AIP eligible, justified, and able to be completed without reasonable delay. It should show the use of the sponsor's anticipated federal entitlements and IIJA funding. Any proposed projects seeking either federal State Apportionment or federal Discretionary must also include the sponsor's federal entitlements going towards that specific project.

AEROPM is the main location for where ACIPs can be generated using the Reports module. AERO recommends each sponsor also generate a copy of their Final ACIP report once it's available following the MAP meeting. A copy is also sent out in an email from the Programming & Planning Specialist, Betsy Steudle.

Sponsors are required to submit their concepts to Draft ACIP to MDOT status via AEROPM prior to their scheduled MAP meeting. Concepts in draft status are initially reviewed by AERO staff, primarily from the Planning & Environmental Unit and compared to the previous ACIP submission. Discussion about the draft ACIP takes place during the MAP meeting as the group focuses on priorities, funding amounts, project justification and eligibility, and timing/schedule. Concepts are submitted to Final ACIP to MDOT by the sponsor once these discussions have been finalized and it's determined what can and will be funded, as well as when. Some proposed projects may be deemed not justified or eligible under any of the federal or state funding programs.

Sponsors and Consultants are required to use FAA Order 5100.38 Airport Improvement Program (AIP) Handbook when they create their ACIP. This Handbook provides guidance and sets policy & procedures used in the AIP. FAA Policy Guidance Letters (PGL) are also used if there have been changes not yet incorporated into the current AIP Handbook. Advisory Circulars such as the AC 5300.13B Airport Design and AC 5000-17 Critical Aircraft Determination are resources for federal design standards and processes for determining critical aircraft.

**Attachment 1** provides instructions and guidance for creating ACIPs using AEROPM. This also includes information about AERO and FAA's priorities for projects competing for federal State Apportionment and Discretionary funding.

**Attachment 2** provides a funding overview for the various programs offered through FAA and MDOT.

**Attachment 3A and 3B** are documents provided by FAA. Attachment 3A is FAA's FY 26 Grant Programming Assistance Resource (GPAR) for SBGP and Sponsors. Attachment 3B is FAA's current list of work codes and includes the applicable ACIP Code (Purpose, Component, Type),

standard description, talking point, references, and national priority rating value for the specific work code.

### **SBGP General-Topic Sessions (GTS)**

Two General-Topic information sessions will be held in 2026. This is an opportunity for sponsors & consultants to hear from AERO team members on topics affecting SBGP airports. You may attend one or both sessions. The GTS agenda is forthcoming the meetings and will be provided once finalized.

1<sup>st</sup> GTS: Wednesday, May 20<sup>th</sup> at 1PM EDT. Meeting link sent out separately.

2<sup>nd</sup> GTS: September 3<sup>rd</sup> at 10AM EDT. Meeting link sent out separately.

### **Individual MAP meeting scheduling**

Scheduling for the individual MAP meetings is underway, and sponsors will be contacted to set up a date & time. This year we have already scheduled 25 MAP meetings which will be held between March 25<sup>th</sup> and May 21<sup>st</sup>. Six sites will also have meetings at their airports within a defined region of the state. These meetings will be held in late July. Scheduling some meetings earlier in the year allows us to meet with some State Apportionment and Discretionary candidates, new airport managers/sponsor representatives, and lessen the Fall meeting schedule.

AERO's goal is to complete all MAP meetings by November 19, 2026. **Following this, an AERO team, comprised of AERO Leadership and Supervisors, will make decisions on projects competing for federal State Apportionment funding and for discretionary candidates ahead of submitting the Master ACIP to FAA by December 15<sup>th</sup>.** Sponsors selected for SA and/or Discretionary will be notified at the appropriate time. Selections may be made in phases as available funding and prioritization is worked through.

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

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