



STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
LANSING

GRETCHEN WHITMER
GOVERNOR

BRAD C WIEFERICH
DIRECTOR

June 26, 2023

Dear Airport Sponsor:

SUBJECT: MICHIGAN AIRPORT PLANNING (MAP) – State Block Grant Program (SBGP)

Informative SBGP General-Topic Sessions (GTS)

The Office of Aeronautics (AERO) will offer **two** General-Topic informative sessions via Microsoft Teams for the Fiscal Year (FY) 24 program cycle. This is an opportunity for sponsors & consultants to hear from AERO team members on numerous topics affecting SBGP airports. Appointments will be sent to sponsors and consultants by the end of July. You may attend one or both sessions (same agenda).

Planned Dates for GTS: Tuesday, September 26th at 10AM and Thursday, October 12th at 2PM.

If you would like to request a specific topic added to the agenda, please contact Steve Houtteman at houttemans@michigan.gov by July 31st.

Airport Compliance Report Cards

2023 Airport Compliance report cards were sent out in late winter to all the SBGP sponsors. These report cards were first introduced in 2021 to assist airport sponsors in complying with both state and federal requirements and to meet the AERO's goal of zero safety critical deficiencies and zero provisional licenses at public-use airports. Sponsors were given an opportunity to schedule an Airport Compliance Review meeting by following the instructions provided in their Compliance letter.

Individual ACIP submittals & reviews

As of FY 22, FAA is no longer providing Michigan with all the available federal non-primary entitlements (NPE) or federal state apportionment (SA) for a FY to administer as needed for eligible and justified projects. In FY 22, FAA required Michigan SBGP to submit a grant application for NPE and SA funding on a project-specific level based on approved consultant contract fees, bids, negotiated purchase agreements or approved administrative settlements. FAA provided MDOT a grant that included 10 projects. FAA followed up with a 2nd block grant in FY 22 that included FY 22 NPEs for 13 additional airports and the remaining FY 22 federal state apportionment.

In FY 23, FAA requested MDOT provide a grant application for NPE and SA funding only for those airports who would receive a subgrant by June 30, 2024. Otherwise, a sponsor's NPEs would be carried over and not available until FY 24.

This new process for receiving federal funding is applicable to AIP-funded projects. No current changes to projects approved to receive discretionary funding since project-specific grant applications were always required. For BIL-funded projects, in FY 23, FAA is requiring airport & project-specific grant applications.

The following schedule will be followed for individual MAP meetings. The draft ACIP due date will be dependent on the scheduled MAP meeting date. Scheduling for the individual MAP meetings will start in mid-July with meetings held between August 22nd through November 22nd. Goal is to complete all MAP meetings by November 22nd. **Following this, MDOT will make final decisions on projects using FY 24 & 25 SA and for discretionary candidates ahead of submitting the Master ACIP to FAA by December 15th.**

- **Airports with a Provisional General Utility License:**
Meetings will be held at MDOT AERO for provisionally licensed airports with focus given on action Sponsors are taking to resolve license deficiencies. As of June 2023, there are 29 SBGP airports with a Provisional General Utility license.
- **Airports with FY 24 or 25 SA or Discretionary on previous ACIPs:**
Meetings will be held at MDOT AERO and may include staff from FAA ADO for FY 24 Discretionary project candidates.
- **Airports remaining:**
Meetings will be held virtually via MS Teams.

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.

GENERAL INFORMATION TO ASSIST WITH ACIPs:

ROLLOVER: For concepts created or updated in 2022, we will implement the **concept rollover on Thursday, July 13th**. 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 2023 Michigan Aeronautics Commission meeting. Concepts not transferred will still be available for the upcoming programming cycle but handled administratively (e.g., moved to 2024) 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.

We recommend submitting concepts for development years 2024 through 2028 only. The sponsor's CIP must show at least \$750,000 of airport development under AIP in a 5-year time frame to meet FAA's NPIAS reporting requirements for federal AIP 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 a four-year development plan of proposed projects (concepts) for the block grant airports and is based on the individual sponsor ACIPs and MDOT programming decisions.

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

1. **Concept Header.** Create or update proposed concepts for years 2024 through 2028 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. Refer to www.faa.gov/bil for questions about the Bipartisan Infrastructure Law (BIL) program.

2. Concept Budget. Enter estimated total budget & budget split for each concept. The total budget & splits will be refined by an AEROPM 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'. **There is a federal BIL funding field in AEROPM to use for any proposed BIL-funded project.**

3. Concept Environmental. All concepts require the appropriate level of environmental clearance in accordance with the National Environmental Policy Act (NEPA). As part of creating concepts, the Concept Environmental tab must be completed. This information assists MDOT with the completion of the NEPA document and environmental clearance of 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 Airport Layout Plan (ALP).** Provide a sketch showing the location of each concept and where it is located on the current approved ALP. AEROPM 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. **The narrative should be very detailed to describe what's proposed. AEROPM users reviewing the concepts may have little to no knowledge of the proposed project and are relying on the narrative for explanation.**

Utilize multiple resources when developing your ACIP. 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 under the federal programs.

To assist with preparing solid justifications when submitting your ACIP, 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 its useful life.
 - Provide specifics on what is proposed and why (e.g., mill/fill, pulverize/resurface, reconstruction, surface treatment).
 - **All federally funded projects must either meet current design standards based on the current validated critical aircraft or a Modification of Standard (MOS) is required to be submitted through FAA's Airport Data and Information Portal (ADIP) for FAA's review (also requires MDOT concurrence sent to FAA).** If a reconstruction is proposed, FAA design standards must be met based on the current validated critical aircraft, and the proposed geometry/fix shown on an approved ALP. **The goal is to fund projects that meet current design standards. Therefore, seeking a MOS should be limited.** Refer to Chapter 3, Section 9, 'FAA Standards Met' of FAA' AIP HB.
 - 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. Refer to AIP HB for factors to consider for eligibility and justification.
- Requires use of FAA's SRE inventory form (Form 5100-141), MDOT's SRE calculation worksheet, and a Priority 1 sketch. The calculation worksheet is available on MDOT AERO's website, www.michigan.gov/aero (under Programming tab - Block Grant Program). The SRE documentation package should be submitted as an attachment (Other) in AERO PM for MDOT's review.
- 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. Refer to AIP HB for building size limitations.

- **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. **Must show how airport revenue will be INCREASED because of the proposed hangar.**
- **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 based on the current validated critical aircraft. Refer to FAA's AC 150/5000-17 'Critical Aircraft and Regular Use Determination'. Must be shown on an approved ALP.
- **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 under MDOT Statewide Program.** Use MDOT's **Call for Project** form to provide location and quantity information. The form should be submitted as an 'Estimate' attachment for the concept(s).

If this routine maintenance is planned for current year (2024), the sponsor must provide a signed **Economic Necessity Certification** form. The form is available on our website, www.michigan.gov/aero (under Programming tab - Block Grant Program). The form should be submitted as an 'Other' attachment for the concept(s).

If creating concepts for both crack sealing and paint marking, create separate concepts. Do not combine into one concept.

- **For Crack Sealing** – Use the applicable 'Seal (Rwy, Twy, Apron) Pavement Surface/Joints' work code for crack sealing. Please add 'Crack Sealing' as the supplemental description for the concept.
- **For Pavement (Paint) Marking** - Use the applicable 'Rehab (Rwy, Twy, Apron) work code for paint marking. Please add 'Paint Marking' as the supplemental description 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. 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

Sincerely,

Steve Houtteman
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Office of Aeronautics
Michigan Department of Transportation