



**Office of the Secretary**

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**Bobby Jindal, Governor**  
**Sherri H. LeBas, P.E., Secretary**

## **Project Application Guidance for Airports for 2015-2016 Program**

In preparation for the 2015-2016 Airport Construction and Development Priority Program, we are issuing additional guidance to airport sponsors on filing Capital Improvement Plan (CIP) requests with the department by November 1.

To ensure that the department properly prioritizes your airport's needs, the department recommends that you submit an updated "draft" CIP on the projects you are seeking funding for in state fiscal year 2015-2016 (July 1, 2015 – June 30, 2016) by August 1, 2014.

In an effort to better serve you, our program management team will be able to review these draft CIPs and communicate to you the information needed to properly prioritize the project request in the Airport Construction and Development Priority Program. Please refer to the timeline below:

July 1 – DOTD Sends Guidance Letter to Airports  
August 1 – "DRAFT" CIPs submitted to DOTD for review  
Late September – DOTD Conducts Training Workshop  
November 1 – Project Applications with Resolutions due to DOTD

Project prioritization is a two-step process. The first step is for the department to determine whether the project should be included in the priority process. The second step is to determine whether the information necessary for prioritization is available. Support documentation for projects requesting funding in the 2015-2016 program must include a project resolution from the airport sponsor, project scope and estimated cost, project justification (demonstration of immediate need for the project), any environmental clearance documentation (if necessary), and any other information necessary for the prioritization of the project in accordance with Louisiana R.S. §2:802 and Louisiana Administrative Code Title 70, Part IX §307.

If the above information is not received by our office by November 1, the proposed project(s) may not be allowed to compete for funding for that fiscal year being prioritized. When insufficient data is provided, a request from the department will be made for the additional information needed to complete the assessment of eligibility and prioritization.

**The deadline for submitting your project application with a resolution for project prioritization to the Department of Transportation and Development, Aviation Section is November 1, 2014.**

Thank you for your continued support of the Airport Construction and Development Priority Program. If you have any questions or need additional information, please contact our office at (225) 379-3050 or contact your state Program Manager.

Respectfully

Bradley R. Brandt  
Aviation Director