



Office of Multimodal Commerce  
Aviation Division  
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John Bel Edwards, Governor  
Shawn D. Wilson, Ph.D., Secretary  
Renee A. Lapeyrolerie, Commissioner

May 29, 2020

**RE: Program Guidance Letter for FY 2021-2022 Airport Construction and Development Priority Program**

In preparation for the FY 2021-2022 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, 2020. We recommend that you submit an updated “draft” CIP on the projects you are seeking funding for in state fiscal year 2021-2022 (July 1, 2021–June 30, 2022) by August 1, 2020. Our program management team will review these draft CIPs and communicate to you the information needed to properly prioritize the project request(s) in the Airport Construction and Development Priority Program. Please refer to the timeline below:

August 1, 2020: “DRAFT” CIPs submitted to Aviation Division for review  
**November 1, 2020: Project Applications with Resolutions due to Aviation Division**

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 FY 2021-2022 program **must** include:

- 1) Project resolution from airport sponsor (incl. local contribution commitment if applicable)
- 2) Project scope and estimated cost
- 3) Project justification (and demonstration of immediate need)
- 4) Any environmental clearance documentation (if necessary), and
- 5) 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 and §315
  - a) Specific to this item, Pavement Maintenance Plan and Repair Logs for the prior fiscal year shall be submitted with the project application for review

If the above information is not received by our office by November 1, 2020, the proposed project(s) may not be allowed to compete for funding for the fiscal year being prioritized. If insufficient data is provided, a request from the Aviation Division will be made for the additional information needed to complete the assessment of eligibility and prioritization.

To better assist you in the process, the Aviation Division has developed a standardized packet for Project Applications. Although this format is currently not a requirement, we ask that you consider using this format to submit your Project Applications to better streamline our planning process and ensure efficient and effective review of your projects for prioritization. Attached to this letter are the following:

Program Guidance Letter for FY 2021-2022

May 29, 2020

Page 2

1. Airport CIP Template
2. Project Application Submittal Cover Letter, and
3. A Project Documentation Form (to accompany each requested project)

If you have any questions or need additional information, please contact our office at (225) 379-3050.

Respectfully,



Michael Burrows, C.M.  
Assistant Director of Aviation

MB/tnw

Attachments: Airport CIP Template  
Project Application Submittal Cover Letter  
Project Documentation Form