



Office of Multimodal Commerce -Aviation Division-

Louisiana Aviation Program Policy Manual

Fiscal Year 2024-2025



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Louisiana Aviation Program Policy Manual

PURPOSE.

This manual provides guidance and sets forth policy and procedures used in the administration of the Louisiana Department of Transportation and Development (DOTD) – Office of Multimodal Commerce, Aviation Division. The Aviation Division currently consists of three lines of business to assist with the Operations, Development and Safety.

MISSION.

To continue to improve our aviation infrastructure to insure a safe, modern and well-managed system of airports which provides convenient and efficient access to the state for tourism, commerce, industrial interest, recreation and economic development and continually modernize the state’s public airports to meet the changing needs of the aviation community.

AUDIENCE.

This Policy applies to all DOTD personnel that work within the Louisiana Aviation System. The system of airports currently consists of sixty-eight (68) public-use airports (7 Air Carrier and 61 General Aviation) that are eligible to receive State funding. The Federal Aviation Administration’s National Plan of Integrated Airport Systems (NPIAS) recognizes forty-eight (48) of the existing 61 General Aviation airports in Louisiana. These airports are eligible for Federal as well as State funding. The Aviation Appropriation as established by the Louisiana State Legislature is used for the required State match to Federal funds in accordance with Louisiana Revised Statutes Title 2, Aeronautics and Louisiana Administrative Code, Title 70, Transportation, Part IX – Intermodal Transportation. This manual is also available to airport sponsors; public agencies; planning agency sponsors; state, regional, and metropolitan aviation agencies; and airport-related organizations that work with DOTD in providing safety and development of the Louisiana System Airports.

OBJECTIVE OF THE MANUAL.

The manual’s objective is to assist in understanding the intent and processes of various elements encountered on the day- to-day operations within an Airport Environment and the DOTD. The manual provides guidance when developing a safe and secure statewide system of public-use airports that meets the needs and the projected growth of civil aviation.

LIMITATIONS.

This manual provides a process for which airport management procedures are contained. In the event of a conflict, please reference Louisiana Administrative Code, Title 70 and or the DOTD Aviation Program office for a determination. This manual is intended for the limited purpose of facilitating various airport management procedures, it does not contain a comprehensive list of mandatory or prohibited actions. Rather, it provides guidance when completing certain processes. As such, personnel are required to adhere to these processes and policies unless justification and/or an alternative is provided by the Director of Aviation, Commissioner of Multimodal Commerce, or the Secretary of DOTD.

AVIATION PRIORITIES IN THE MANUAL.

Louisiana Revised Statute, Title 2, Aeronautics

Provides the regulations that pertain to the Louisiana Aviation System.

Louisiana Administrative Code, Title 70, Transportation- Part IX, Intermodal Transportation

Provides policy directives that pertain to the Louisiana Aviation System.

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GENERAL PRINCIPLES OF THE MANUAL.

The contents of this manual are based on principles below:

- a. The use of Title 70 is Mandatory. The manual is the published guidance for reference to Title 70. The Director of the DOTD Aviation Division must approve any deviation from the procedures or requirements. All requests for deviation shall be submitted in writing to the Aviation Division for processing.
- b. DOTD Discretion- Per Title 2. Unless set procedures are necessary to achieve statewide standardization, the Division of Aviation may adjust procedures that are not dictated by legislation, rule, this manual, other published policy, or reasons beyond the Aviation Division's Control.
- c. Reference to Other Guidance. The manual may summarize pertinent information from other guidance material when appropriate to relieve users from needing to reference another document. The source documents, rather than this manual, are the authoritative technical sources.

WARNING ON TAKING MANUAL OUT OF CONTEXT.


There may be paragraphs in this manual that appear to conflict with the general requirements for eligibility, justification, or program administration. This is usually due to legislative exceptions for a specific project or location. These exceptions do not amend, change, or modify the general guidance and requirements. These exceptions do not apply to other situations and must not be taken out of context. The final interpretation of these policies and procedures implemented by the aviation division will be at the Director of Aviation's discretion.

PROCESS FOR MANUAL CHANGES.

The DOTD may begin the revision process the first day after approval of the airport construction and development priority program by the state legislature. Additionally, DOTD may issue Program Guidance Letters (PGLs) for short-term policy guidance between handbook changes. The DOTD has the option of issuing additional guidance, such as Standard Operating Procedures as well as other formats, to supplement this manual.

DISTRIBUTION.

This manual is available on the DOTD website. Visit www.dotd.la.gov/aviation for more information.



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Aviation Director

Revisions

April 19, 2024 – Multiple technical revisions were made to this manual that will become effective July 1, 2024.

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OFFICE of MULTIMODAL COMMERCE

The Office of Multimodal Commerce was created within the DOTD by Act 719 of the 2014 Louisiana legislature to administer the planning and programming functions of DOTD related to strategic and intermodal issues, aviation, commercial trucking, railroad expansion and development, port and water transportation systems, and related matters, and any other special programs as may be directed by the governor. The office shall advise the office of planning on intermodal issues and implement the master plan as it relates to intermodal transportation and multimodal commerce opportunities.

SECTION I. AVIATION DIVISION

The DOTD Aviation Division consists of three lines of business, each with its specific programmatic responsibilities to provide continuous improvement for DOTD and the Louisiana Aviation System. The lines of business are Development, Safety, and Operations & Compliance. Each line is discussed further in this document and provides specificity to its respective programs and processes. Although each line of business has specific programs and processes, the lines work together for the betterment of the Aviation System. Additionally, there are processes that every line of business may utilize as determined by certain workflows.

State Aviation System.

The Aviation Division is responsible for management, development, and guidance for Louisiana's Airport System of over 780 public and private airports and heliports. The program monitors all publicly owned airports within the state to determine compliance with federal guidance, oversight, capital improvement grants, aviators and the general public for whom it regulates airports. This is accomplished through management oversight and funding for capital improvements at Louisiana Airports, technical assistance and inspections for safety and operational enhancements at Louisiana Airports.

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Definitions.

As used in this handbook pertain to the DOTD Aviation Program, unless the context clearly indicates otherwise.

Air Carrier Airport – airports that are required by the Federal Aviation Administration to meet all standards as set forth in Part 139 of the Federal Aviation Regulations (FAR) and have scheduled air passenger service.

AIP – Airport Improvement Program: Provides Federal Aviation Administration grants to public agencies for the planning and development of public-use airports that are included in the NPIAS for improving safety and efficiency.

Airport Sponsor – any state agency, city, town, parish, airport authority, airport commission, airport district, or other political subdivision, which owns, operates, leases, or controls any public-use airport or landing area.

Basic (Airport) Maintenance – the responsibility of each airport sponsor to maintain the airport in an efficient and safe manner. Maintenance includes any regular or recurring work necessary to preserve existing airport facilities in good operating condition. Basic maintenance items for runway, taxiway, apron, lighting, and navigational aid include: routine cleaning, filling, and/or sealing of longitudinal and transverse cracks; grading pavement edges; maintaining drainage systems; patching pavement; remarking pavement areas; replacing airfield lights or fixtures; replacing sensors or equipment; sweeping airfield pavement; operability of backup emergency generators for airfield equipment; and retopping/removing trees for approach protection (if this work was previously completed in an AIP or DOTD funded project).

DOTD – Aviation Division of the Louisiana Department of Transportation and Development

FAA – Federal Aviation Administration

FAR – Federal Aviation Regulations: rules prescribed by the Federal Aviation Administration, governing all aviation activities in the United States.

LAS – Louisiana Airport System

LASP – Louisiana Aviation System Plan

NPIAS – National Plan of Integrated Airport Systems

Public and/or Public-Use Airport – an airport that is publicly owned, which is open for use by the public.

Rural Airport – any airport categorized as a Non-NPIAS in the LASP or a NPIAS airport that is unclassified.

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SECTION II. DEVELOPMENT

DOTD is responsible for administering the Airport Construction and Development Priority Program through an appropriation of funding from the State's Transportation Trust Fund. The Development line of business provides a process to identify and prioritize projects that benefit the highest number of aviation system users.

Chapter 1 Airport Funding

1.1 Air Carrier Enhancement (ACE) Program.

State statutes require a development priority system to document and prioritize projects in a logical order for addressing documented needs within the state's air carrier public airport system. To prioritize airport improvement and development projects in accordance with the airport sponsors' capital improvement plans (CIP), the need to adapt to air carrier airport changing operational environments is required. The ACE program is designed to allow maximum flexibility in construction and development project requests while retaining the need and integrity of continuing the process to compile and develop a prioritized list of projects to be completed at air carrier airports. This program provides the process to allocate planned, consistent, and reliable funding to air carrier airports to ensure they are able to address their critical needs and the changing needs of the Louisiana airport system. This program shall foster operational safety and provide for the optimal use and efficiency of existing transportation facilities and funding strategies available to the airports and provided by the state. Further, it may support resiliency in the transportation system and promote diverse economic development and job growth, commerce, and tourism.

1.2 Air Carrier Enhancement Program Percentage Formula Criteria.

Programmed projects shall be included within the Airport Construction and Development Priority Program for air carrier airports annually based on 65 percent of annual aviation appropriation approved by the Louisiana State Legislature. Projects shall be included in the evaluation as individual projects, but shall be funded through total approved calculated amounts for each airport and category of projects requested. The formula is completed to ensure practicality and inclusion in the same process with FAA and other federally funded airport improvement projects and processes. Differences in the criteria for assessing these types of projects, the comparatively costly amount of these projects and the complex nature of the project timelines require state funding to be available.

The enhancement program percentage is calculated using the previous ten years of FAA grants received using the grant histories report published by the FAA at www.faa.gov. The total amount of FAA grant funding for each airport is then averaged over the ten year period to produce the average amount an airport may need to cover all necessary matches for a fiscal year. Once the amount is calculated for each airport, the amounts are summed and the total is subtracted from the 65% air carrier allocation amount of the airport construction and development priority program. Working from the assumption that the fund remains approximately \$28,450,000, the air carrier program is calculated to be approximately \$18,500,000. This may result in a balance of funds remaining. This balance is then divided and uniformly allocated to each air carrier airport by adding it back to their FAA match amount for the total planning allocation for each air carrier airport. An airport shall not receive a planning funding allocation in excess of 21.622% of the total air carrier allocation amount through the prioritized airport construction and development priority program for fiscal year 2025-2026. If this amount is

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reached, the airport has maximized its allocation and the balance will be reallocated to the remaining airports equally. The detailed percentage formula and planned allocated amounts for state fiscal year 2025-2026 through the airport construction and development priority programs can be found in Appendix A.

1.2.1 Example of Airport XXX Funding Allocation Calculation

Fiscal Years 2014 – 2023 FAA Grants Total \$28,190,294
 Average Grant Awards \$2,819,029
 State 10% Match Required \$313,225
 Add in Amount of 100% State Allocation \$1,589,456
 Amount of Airport XXX Planned Allocation for FY 25-26 \$1,902,681
 Add in Additional Cap Amount \$109,786
 Total Airport XXX Planned Allocation Amount \$2,012,468 (10.878% of Fund) for FY 25-26

1.4 Passenger Facility Charges (PFC).

Charges passed on to a commercial service passenger, which can be collected by the airport to fund projects not otherwise funded. These projects are eligible to be approved by the FAA for 100 percent funding through the PFC collection. Therefore, those portions of projects using PFC funds are not eligible to receive matching funds from the state.

1.5 General Aviation Project Funding Allocation Limits.

In order to maximize the 35 percent allocation to the category of general aviation airports, a funding allocation limit is set per airport. Some projects may be too costly to be funded from a single year’s budget without denying funding to other needed projects at other airports.

This does not preclude an airport from applying for the costly project, however, the airport must phase the project into useable units that meet the funding limit. Regardless of the project cost, if the FAA uses multi-year funding, the state will also use a multi-year approach.

Table 1.1 General Aviation Funding Allocation Limits.

<i>Project Cost</i>	
100 Percent State	No more than \$1,000,000 may be programmed to a single general aviation airport through the Airport Construction and Development Priority Program per fiscal year.
Projects in excess of \$1,000,000	May be funded in phases of usable units over two or more fiscal years.
<i>Example:</i>	
A project for a general aviation airport may have a total cost of \$3,000,000. A usable unit phase for the project may be prioritized in the upcoming budget cycle for no more than \$1,000,000, but the remaining \$2,000,000 may receive priority in the following yearly budgets to ensure project completion.	

1.6 Non-Prioritized Projects.

Through the legislative approval process for the ACDPP, DOTD may specify, non-prioritized projects as needed. Non-prioritized projects are not included in the priority system as individual projects, but are funded through approved amounts for each category of project.

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Differences in the criteria for assessing these types of projects and the relatively small amount of state funding available make them impractical to include in the same process with airport improvement projects. These projects are an integral element of the state’s aviation program.

Table 1.2 Non-Prioritized Projects.

<i>Such statewide programs may include, but are not limited to:</i>	
Planning Program.	Projects cannot reach the facility improvement stage without going through the planning phase.
Maintenance Reimbursement Program.	Assists the general aviation airports in the high cost of maintaining an airport and allows the airport to maintain a safe and operational status.
Obstruction Mitigation Program.	Is needed to keep the state's airports safe from obstructions that penetrate the airports approach slopes, runway protection zones, and FAR part 77 surfaces.
Rural Airport Program.	Assists unclassified and non-NPIAS airports in maintaining a safe runway environment on the airfield.

1.7 Obstruction Mitigation Program (Opt-In).

Sponsors that choose to participate in this program benefit from a timely completion of removing obstructions to reduce the number of substandard runway approaches by funding projects focused on mitigating airspace obstacles. In some cases, this program will fund entire projects from environmental to closeout. Completion of this program allows other capital improvements planning for future development of the airport. Once an airport sponsor chooses to participate, no other project shall be programmed until the Opt-In Project is complete.

1.8 Obstruction Mitigation Selection and Priority

Based on the result of the project evaluation in accordance with the Airport Construction and Development Priority Program, including severity of obstacle penetration, benefit-cost analysis, project justification and evaluation, project feasibility, and budget availability, a project may or may not be programmed funds for the Opt-In Program within the fiscal year anticipated by the Airport Sponsor’s Request.

Table 1.3 Obstruction Mitigation Opt-In Program Process

<i>Program Process</i>	
Airport Sponsor Submits Application with Supporting Resolution to request participation within the Program.	DOTD Reviews/ May approve application.
<i>The project phases and general scope associated with each phase that may or may not fit a particular project.</i>	
Phase I – Preliminary Engineering	This Phase gathers the necessary information to enable the construction of the improvement. It may include Environmental Assessment, survey, title search, cost estimates, and/or a preliminary report.
Phase II – Right of Way Acquisition	If the project is deemed feasible, right of way may have to be acquired. This can be done by purchase, donation, appurtenant easement, or servitude. This phase may include appraisals, review appraisals, professional real estate services, act of sale, and/or act of donation. At the completion of this phase, the airport sponsor shall have the right to construct the improvement.

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Phase III – Final Design and Construction	This phase consists of the preparation of plans and specifications, bidding services, construction administration, construction, and/or final report.
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1.9 FAA Airport Improvement Program (AIP) Grants.

Federal funding for projects is received through grants from the Federal Aviation Administration directly to the recipient airport sponsor who is then responsible for administering the grant. When the airport sponsor requests state funding assistance for the local share, the project is evaluated through the priority system because of the use of state dollars.

The airport sponsor must coordinate the development of the project with DOTD and the FAA in order to receive the matching funds through the priority system. The priority system has been designed to allow inclusion of a cost estimate for each project.

The estimate is broken down by federal share, state share, and local sponsor share. Since the system is designed to prioritize the use of state monies, the state funds required for a project are the key to developing a program of projects.

Table 1.4 FAA AIP Grants.

<i>Under the Airport Improvement Program (AIP):</i>	
A minimum of 90 percent of project funds are federal unless otherwise established.	
Occasionally, the FAA may offer a grant requiring a local match of more than 10 percent.	When the required match to the federal grant is greater than 10 percent, the state will participate in no more than 10 percent of the project cost and the local sponsor must provide the remaining amount necessary to match the federal grant
<i>Most projects will require more than one year to design, acquire land (if necessary), and construct.</i>	
When a project that is programmed to be funded over two or more fiscal years is included in the program	The phase of work (design, construction phase I, construction phase II, etc.) will be noted along with the cost of that phase.
Subsequent phases may be shown at the top of the unfunded list.	
<i>Unfunded Project List</i>	
As projects are constructed and more funding becomes available, remaining projects with the highest scores will be placed in the construction program to the extent that funding is available.	
This group of projects for which funding is available will not be changed until more funds become available.	
Projects on the unfunded list re-compete for funding each fiscal year until they are funded or cancelled from the list after three years.	
Because needs, cost estimates, airport operational situations, and other data change regularly, all projects which have not received an executed grant after three years may be cancelled from the program.	
A written notice may be provided to the airport sponsor to ensure the airport sponsor understands that any cancelled projects will need to be re-applied for and re-compete in the program for funding consideration.	
If projects are cancelled from the program, they must be resubmitted with updated information. They will then be reviewed and re-entered into the priority system.	

1.10 Eligibility for Federal Matching Funds.

It is especially important to use every opportunity to take advantage of the FAA-AIP program which provides funding grants for eligible projects at eligible airports. Utilization of the FAA's priorities to set State priorities is sometimes inconsistent with a State prioritization process.

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This does not mean that the State should ignore potential FAA funding in its development program. In these cases, a project that has received a commitment for federal funds is to be automatically included in the list of projects for implementation in the current year.

If the current year program is already developed, the project is given top priority in the next year program or may be funded from cost underruns.

Therefore, it is important that airports seeking federal funding for projects that are eligible for matching funds from the Airport Construction and Development Priority Program coordinate their application with both the FAA and DOTD prior to November 1 of each year.

Table 1.5 Eligibility for Federal Funds.

FAA/State matching funds.	
Applications that reflect FAA/state matching funds will remain on the program as FAA/state matching funds until the airport sponsor submits a new application with resolution prior to November 1 of each year to have the project prioritized as a 100 percent state funded project, or	
An airport sponsor requests in writing, to DOTD to have the project converted from a FAA matching funds project to a 100 percent state funded project that is eligible for AIP funding	
DOTD Decisions for FAA Funding.	
Projects that are planned at National Plan of Integrated Airport Systems (NPIAS) airports and that are types in which the FAA will participate are noted. This enables DOTD to present a proposed program of projects to the FAA that are eligible for FAA funding and that reflect State priorities. DOTD then negotiates with the FAA to secure federal funding for higher priority projects.	
Projects the FAA will fund that do not appear in the implementation program based on priority prioritization.	DOTD may not reject a project that will receive funding from the FAA.
Ineligible Projects.	
Some projects may be of a type in which DOTD might not participate. Such as construction of roads and utilities for an air industrial park development and other such land side projects are not undertaken by the priority program and shall not be funded by DOTD.	

CHAPTER 2 AIRPORT PROJECT PLANNING

DOTD considers airport project planning an essential part of the overall development of the Louisiana Aviation System. DOTD shall coordinate a meeting with airport sponsors to discuss the sponsor’s current and future infrastructure development projects.

These meetings facilitate communication and funding allocation development of an airport’s capital plan. DOTD shall cover items as listed in Table 2.1 at capital improvement program meetings to ensure the airport sponsor is aware of all of the aspects of state requirements for state funding.

2.1 Essential Airport Planning Documents

DOTD understands that there are numerous documents that can be used during an airport project planning meeting. To ensure a comprehensive approach to this type of meeting is completed, Table 2.1 below lists the minimum airport planning documents that shall be used during all airport planning discussions.

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Table 2.1 Airport Project Planning Documents

<i>DOTD shall have at a minimum, the following documents for reference in the airport project meeting:</i>	
Elevate Online Portal	Elevate is the official DOTD program management solution to administer the Airport Construction and Development Priority Program, Airport Safety Inspection Program, and Capital Improvement Program (CIP) planning. Airport applications shall be entered through the online Elevate portal for consideration, evaluation, and prioritization for funding. Airport applications not submitted shall not be considered by DOTD for funding through the Airport Construction and Development Priority Program. Project application forms are located on Elevate under Forms and Documents.
Airport Layout Plan	The Airport Layout Plan is a planning document used by an airport sponsor that identifies current and future areas of development, specifications of airspace, runways, taxiways, terminal and all other airport items within the confines of airport property.
General Aviation 5010 Inspection Report	The Airport 5010 Safety inspection is an integral part of the project planning environment. DOTD shall review this document for infrastructure and maintenance conditions that were identified at the time of inspection. DOTD shall also reference this document when assessing potential future development needs and items identified as airport maintenance for planning purposes with airport sponsors during airport capital improvement plan meetings.
FAA Part 139 Determination Letter (FAA Part 139 Airports Only)	This document provides safety & compliance information specifically identified by a FAA Safety Certification Inspector. DOTD shall reference this document when assessing potential future development needs and items identified as airport maintenance for planning purposes with airport sponsors during airport capital improvement plan meetings.
Pavement Condition Index (PCI) of Airport Pavements	This information is provided by DOTD through the use of a web application located on DOTD's website. The information provides current and projected pavement condition for an airport sponsor's Runway, Taxiway and Apron system.
Louisiana Aviation System Plan (LASP) Impacts	This document provides an airport sponsor's overall role within the State Aviation System. The airport sponsor's infrastructure development projects should be compared to this document and discussed to support positive growth of the state aviation system
Grant Management Performance	The airport's performance of grant management should be discussed to encourage participation of items reflected in Table 8.4 Grant Management Performance Criteria
Airport Responsiveness Performance	The airport responsiveness performance should be discussed to encourage participation of requests from DOTD
Airport Capital Improvement Plan	The Airport Capital Improvement Plan is generally a five-year list of projects developed by an airport sponsor and serves as an outline of prioritized projects according to the sponsor's needs as established in their airport master plan and/or airport layout plan. The ACIP also incorporates the associated cost estimates and expected funding sources for the projects. These estimates are categorized according to funding sources such as Federal, State, and Local. The ACIP also incorporates the associated cost estimates and

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	<p>expected funding sources for the projects. These estimates are categorized according to funding sources such as Federal, State, and Local. The ACIP should also have an Overall Development Objective (ODO) which relates the project and project elements to each other. An ACIP may be accompanied with an application for funding assistance of any airport construction project. Receipt of an airport sponsor’s ACIP allows for better planning for maximization of the state’s fiscal year appropriation.</p>
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2.2 Master Service Agreement (MSA)

This type of agreement involves the procurement of architectural & engineering consultant services to complete one or more projects for an airport sponsor. Master Service Agreements must be obtained through a Consultant Selection Process when requesting funding through state and federal programs. A Master Service Agreement contains the terms and conditions of the agreement, and supplemental agreements or work orders for each individual project and associated fees. Although a MSA, may include all projects for which services have been advertised, fees must still be negotiated on a project-by-project basis. All projects procured by a MSA must be specific in description rather than general in nature.

2.2.1 Work Authorizations, Task Orders, General Consulting Contracts, Engineering Service Agreements

MSAs may include a general listing of projects for which services have been advertised. Engineering or Consulting fees must still be negotiated on a project-by-project basis. Project specific agreements may be completed between the airport sponsor and their consultant/engineer. These types of documents may also be used to satisfy the DOTD requirement for airport applications for specific projects. A consultant selection process shall be completed and documentation transmitted to DOTD when requesting funding through state and federal programs.

2.3 Consultant Selection Process.

In accordance with L.R.S. 38:2318.1(A), an airport sponsor that is preparing to develop the infrastructure of their airport must ensure that they adhere to a process by which architectural and engineering firms are selected on the basis of competence and qualifications for a fair and reasonable price. Neither the state nor any of its political subdivisions or agencies may select providers wherein price or price-related information is a factor in the selection. An airport sponsor may elect to use its own system of selecting an airport consultant; however, the airport sponsor should ensure that its system is in compliance with all federal and state requirements. Failure to do so could result in the loss of state and/or federal funding.

Table 2.2 General Steps for Consultant Selection Process

<i>Provided below is the General Steps in the Consultant Selection Process, for more detail please refer to Appendix B.*</i>	
1. Determine the Type of Consultant Selection	11. Receive Proposals
2. Consultant Selection Committee	12. Make a Recommendation to Airport Sponsor
3. Establish Statement of Qualifications (SOQ) and Importance	13. Notify All Respondents
4. Create a Request for Consultant Qualifications (RFQ)	14. Request Fee Estimate
5. Advertise Your RFQ	15. Prepare Independent Fee Estimate
6. Receive Statement of Qualifications	16. Negotiations
7. Evaluate Statement of Qualifications	17. Non-Negotiations
8. Prepare Pre-Selection Short-List	18. Prepare Draft Contract and Record of Negotiations
9. Develop Request for Proposals	19. Execute the Contract
10. Notify All Respondents	20. Airport Sponsor submits completed Consultant Selection process documents with Sponsor Certification #1

***Note: See Appendix B for additional information.**

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2.4 Airport Layout Plan (ALP).

An approved Airport Layout Plan (ALP) is required for all public-use airports that receive state and/or federal funding in the State of Louisiana.

To receive State and/or Federal funding, all proposed airport improvement projects must be shown on an approved ALP unless it is determined that the project will not adversely affect the safety, utility, and efficiency of the airport. Please reference Appendix C for more detailed information on the ALP Process.

Table 2.3 ALP Impacts and Frequency for Airport Project Planning

Date of Last ALP Approval – Greater than 10 Years.	ALP Less than 10 years old. Projects not Shown on an Approved ALP - SIGNIFICANT Impact on aeronautical or airport operations.	ALP Less than 10 years Old. Projects Not shown on an Approved ALP – NO SIGNIFICANT Impact on aeronautical or airport operations.
Must complete a new ALP for State and/or FAA review and approval prior to planned project.	Must complete a new ALP for State and/or FAA review and approval prior to planned project.	Revise their ALP by submitting an Aeronautical Study. <ul style="list-style-type: none"> If no objection from the FAA, the ADO may accept the ALP revision by issuing a letter to the Sponsor that includes a reference of the aeronautical study determination number in the approval letter.
<ul style="list-style-type: none"> New ALP must be completed prior to the next related State or Federal construction grant. If a proposed project is something that is normally not shown on an ALP (such as Pavement Maintenance Work), a new ALP may not be required to the project but should be done within a reasonable timeframe. 		<ul style="list-style-type: none"> If an objection from the FAA, the airport sponsor must revise the scope of the project as necessary to address the objection, and submit another aeronautical study. In addition, the ADO must then require the sponsor to submit a revised ALP as a condition of closing the grant.
<i>Note: The methods presented under this section do not preclude or satisfy the sponsor’s requirement to conduct an environmental review of the project.</i>		

2.5 DOTD vs. FAA Standards.

NPIAS ALPs must show all applicable FAA design standards, regulations, and rule criteria. For Non-NPIAS airports that will be requesting FAA airspace review of the ALP, FAA standards should be shown.

Table 2.4 ALP Required Sheets for Non-NPIAS Airports

Cover Sheet	Land Use Drawing
Airport Layout Drawing	Zoning Map
Airport Airspace Drawing	Airport Property Map
Inner Portion of the Approach Surface Drawing	Narrative may be required
Runway Departure Surface Drawing	
Terminal and/or Building Area Drawing	

Table 2.5 ALP Optional Sheets

Utility Drawing	Any Other Plan(s)
Airport Access Plans	

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2.6 ALP Submittal.

The state has a responsibility to review and approve Airport Layout Plans that are developed by airport sponsors. Therefore, in order to ensure that this document meets the needs of the Louisiana Aviation System Plan, DOTD maintains a review and approval process.

2.7 State Approval.

ALP approval does not mean the commitment of any State or Federal funds for any project or development shown on the ALP. Justification approval will be needed for DOTD and/or the FAA prior to any commitments made to the airport sponsor for funding any project costs, including engineering. DOTD may be contacted for justification requirements. An ALP approval does not constitute any environmental approval. A separate environmental review may be required.

2.8 Benefit Cost Analysis (BCA).

- Reserved –

2.9 Independent Fee Estimate (IFE).

An IFE seeks to determine the cost of a project element or task provided by the Project Consultant of record is similar in cost. The IFE requires a consultant that has similar qualifications to review the scope of work and to provide all costs related to the scope of work. Once the independent consultant reviews the scope and provides their own estimate, the two estimates are then compared for a percentage of difference in cost. This percentage difference is then examined by the airport sponsor to determine if the project is viable to continue with a project application. IFE's are generally completed when a project is very complex and/or has extensive costs.

2.10 Federal Aviation Administration Reimbursable Agreements.

Federal Aviation Administration reimbursable agreements are completed by the airport sponsor when an airport project element or task conflicts with existing FAA equipment or infrastructure that is not anticipated by the FAA during their infrastructure planning cycle. This includes, but is not limited to navigational aids, air traffic control towers, FAA utility lines, etc.

This agreement reimburses the FAA for sending support staff necessary to ensure that FAA equipment or infrastructure remains operational during a project. Reimbursable agreements are not necessary if a project element or task is properly planned and funded through the FAA Airport Improvement Program Process.

2.11 Federal Aviation Administration Flight Checks.

Similar to reimbursable agreements, Federal Aviation Administration flight checks are reimbursed by the airport sponsor when an airport project element or task conflicts with existing FAA equipment or infrastructure that is not anticipated by the FAA during their flight planning of infrastructure testing. This includes, but is not limited to navigational aids, lighting systems, FAA utility lines, etc.

This agreement reimburses the FAA for sending support staff necessary to ensure that FAA equipment or infrastructure remains in compliance within established flight operation specifications. A flight check may not be necessary if a project element or task is properly planned and funded through the FAA Airport Improvement Program Process.

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2.12 Airport Program Guidance Notification.

During each state-fiscal year, DOTD shall provide one or more program guidance letters to airport sponsors. The program guidance letters may have important information pertaining to:

- Airport Project Planning Process;
- Project Application Submittal Requirements and deadlines for state funding assistance;
- Airport Construction and Development Priority Program;
- And any new information that may affect airport sponsors.

2.13 State Milestones.

In order to meet program submittals to the Louisiana State Legislature, important milestones and associated deadlines are established.

Table 2.7 State Fiscal Year Milestones.

<i>Important deadlines and milestones that are utilized by DOTD for program planning purposes:</i>		
May 1	Capital Improvement Planning (CIP) Begins	Airport Planning Meetings
June 1	DOTD Provides Program Guidance Notification	
July 1	Planning & Development Program Begins	
August 30	Capital Improvement Planning (CIP) Completed	
September 1	Project Pre-Application Deadline (Submitted through Elevate)	
September 1 - October 31	DOTD Cursory Application Review (If applicable)	
November 1	Project Application Deadline (Submitted through Elevate)	
November – January	Program Development	
February	DOTD Provides Cursory Draft Program to Airports	
February – April	Program Submittal to Legislature	
July 1	Airports Notified of Program Funding	

2.14 Airport Project Pre-Application & Supporting Documentation.

To help ensure efficient and effective grant spending upon funding approval, DOTD requires pre-requisites are met before prioritizing projects for funding. Therefore, prior to the Airport Construction and Development Priority Program period, an airport sponsor may need to initiate various processes to ensure the application will meet the prerequisite requirements.

Although required prerequisites may vary by project, a minimum list is shown in Table 2.8. DOTD may discuss these and other potential project specific prerequisites during planning sessions with the sponsor.

Project pre-applications and supporting documentation may be uploaded to DOTD through the ELEVATE program no later than September 1 to allow time for DOTD to provide a cursory review of the sponsor's pre-application(s). DOTD may provide comments relative to any insufficient information or requirement needed for additional documentation to ensure an efficient and successful prioritization of the requested project(s).

This step allows additional time for airport sponsors to submit any additional project justification documentation for prioritization before the project application deadline of November 1. The project application support documentation is a combination of documents and information necessary for DOTD to determine if the project is developed sufficiently for inclusion in the priority rating system. Project

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applications shall not be subjected to formal review and evaluation until the information required in the pre-application has been submitted. Project Pre-Applications shall be submitted on the Project Application form and uploaded into Elevate. Forms may be found on Elevate under the Forms and Documents tab. Pre-Applications should include the backup documentation required for Project Applications.

Table 2.8 Airport Project Pre-Application Minimum Criteria.

<i>An airport project request application shall include but not be limited to the following:</i>
a. Description of the Project and Demonstration of immediate need for the project.
b. Preliminary Cost Estimate.
c. Description of Project Area.
d. A Sketch of the Project.

Table 2.9 Additional Project Support Documentation.

<i>Shall include the following items:</i>	
Project Application Resolution.	<p>DOTD requires a resolution from the airport sponsor or owner before a project can receive state funds. The initial document DOTD needs for consideration of any project is a resolution from the public body operating the airport requesting assistance in the development of the project. Generally, the assistance requested would be for both funding and technical assistance.</p> <p>Any commitment from the airport sponsor to participate in the cost of the project as documented in a resolution.</p> <p>The resolution from the airport sponsor of the airport initiates an agreement between the two parties for joint sponsorship of the project and authorizes state participation in a local project pursuant to applicable provisions of state law.</p> <p>It is also a written commitment of support for the project by the airport sponsor.</p>
Project Application Cost.	<p>Eligibility for federal matching funds.</p> <p>State Only Funding Request.</p>
Project Application Scope.	<p>Provide written documentation describing the need for the project and the justification for the action.</p> <p>Documentation of how the project meets the need.</p> <p>Provide detailed estimated costs for professional services and construction.</p>
Description of Project Area	<p>Identification of the project on the approved airport layout plan.</p> <p>Depends heavily on planning data to evaluate the relative merits of a project.</p> <p>Engineering Inspections</p> <p>5010 Inspections</p>
Airport Layout Plan	The most current and approved airport layout plan.
Project Components.	<p>Progress shall be sufficiently underway in the prior phase(s) of work for the project; i.e. land acquired, design in progress, etc.</p> <p>Reviewed to determine if the project can be prioritized as one project or requires restructuring into more than one project.</p> <p>If necessary, restructure project into usable units.</p>

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<p>Engineering Services Agreement; Master Services Agreement; Task Order, Work Authorization; General Consulting Contract</p>	<p>Verification/Documentation that the airport sponsor shall hold a current agreement with an engineer or consultant to perform the work for the project(s) identified in the project application by November 1.</p> <p>The sponsor shall advertise for consultant selection in accordance with state (and federal requirements if applicable) in order to meet the project application deadline. If the sponsor does not hold a professional service agreement for the request by November 1:</p> <p>(1)The project shall not be prioritized for funding in the program for the funded year (2)The project may not be prioritized for funding in the subsequent Unfunded (or Planned) year in the program</p>
<p>Environmental Requirements.</p>	<p>(If Applicable). Some proposed projects, because of their potential environmental impact, may require environmental clearance before start of construction.</p> <p>If the FAA or DOTD indicate an environmental clearance is required, provide any documents that are available to show completion of all environmental requirements</p> <p>If some type of environmental document needs to be developed for the project this should be completed before the project is placed in the priority system unless the environmental delineation and/or mitigation is part of or included in the project to be funded.</p> <p>Environmental clearance of projects can be a lengthy process and allowing a project to be dormant in the priority system while waiting for clearance could preclude another project or projects from implementation.</p>
<p>Height Limitation Zoning.</p>	<p>If DOTD does not have a copy of the airport's zoning ordinances on file, the local owner is required to provide.</p>
<p>Compatible Land-Use Zoning.</p>	<p>If DOTD does not have a copy of the airport's zoning ordinances on file, the local owner is required to provide.</p>
<p>Pavement Maintenance Plan.</p>	<p>General Aviation Certification Requirement</p>
<p>Compliance with the current Airport Operations Manual.</p>	<p>General Aviation Certification Requirement</p>
<p>Airport Minimum Standards.</p>	<p>General Aviation Certification Requirement</p>
<p>Adequate Airport Maintenance.</p>	<p>Advise the airport sponsor of corrective actions necessary to improve the project score.</p>
<p>Any additional information</p>	<p>Received from the airport sponsor necessary for prioritization of the project.</p>
<p>Note: If additional information is required, DOTD shall provide written notification to the airport sponsor.</p>	
<p>Projects with insufficient information may be returned to the airport sponsor until the required information is provided.</p>	
<p>For any project or projects that are not allowed to compete for funding based on the above criteria, those projects will need to be reapplied for during the next fiscal year program.</p>	

2.15 Airport Project Application.

If a project is determined to be of the type and cost to be considered in the priority system, the airport sponsor should submit a final project application with supporting documentation and resolution and upload into Elevate no later than November first (1). Any document package not meeting all requirements and not submitted through Elevate by November 1, shall not be prioritized or included in the upcoming fiscal year's program. Project application forms may be located on Elevate under the Forms and Documents tab.

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DOTD may make an initial determination of whether there is sufficient information to prioritize an application. If insufficient data is sent to DOTD, correct prioritization of the project will not be possible. When insufficient data is provided, a request may be made for the additional information needed prior to November 1. No information shall be submitted after November 1 for prioritization in the upcoming fiscal year's program. An airport shall not receive state funding from DOTD if affirmed to be in noncompliance with federal or state laws, regulations, rules, or policies by the FAA, the Louisiana Legislative Auditor, or DOTD. Written notification may be provided to the airport sponsor by DOTD in accordance with the program policy manual.

CHAPTER 3 AIRPORT CONSTRUCTION AND DEVELOPMENT PRIORITY PROGRAM

Legislation requires a system to prioritize projects in some logical order for addressing documented needs in the state's public airport system. The priority system is a process that has been developed to allocate state aviation funding to address these needs.

The system reflects the state's development policy for the airport system, assigning higher values to projects which are consistent with the policy.

This chapter establishes the guidelines for developing and administering the Airport Construction and Development Priority Program (ACDPP). This program provides the procedures and processes required to prioritize projects that are essential to airport development. It provides a forward-looking plan identifying the type and cost of eligible project needs for the safe and economic development of the Louisiana Airport System.

Table 3.1 ACDPP Dates and Deliverables.

<i>Important deadlines and milestones that are utilized by DOTD for program planning purposes:</i>			
Par.	Sponsor Responsibility	Date	DOTD Responsibility
2.14	Application Pre-Requisite Requirements	-	
		June 1	Issue Program Guidance Letter
	<i>Submit Draft Capital Improvement Plan</i>	<i>June 30</i>	
		July 1	Planning & Development Program Begins for new FY
	<i>Project Pre-Applications Deadline</i>	<i>Sept 1</i>	
2.15	Project Application Deadline	Nov 1	Operations Audits Application Submittals
		Nov-Feb	Development prepares ACDPP
3.5	<i>Airport Review of Draft Program</i>	<i>Feb</i>	
		Feb-Apr	ACDPP Submittal to Legislature
3.7		July 1	Funding Notification to Sponsor
8.1	Submit Sponsor State Agreement Application	Nov 1	

3.1 Prioritized Applications.

Only airport development projects are subject to prioritization. Potential projects for inclusion in the priority system are initiated by the airport sponsor or by DOTD. The need for the project may be identified in a master plan, airport action plan, airport layout plan, system planning document, or as a result of a change in conditions or facilities at the airport which is supported through appropriate and sufficient documentation and justification. Airport administration and operations are not included since they are the responsibility of the airport sponsor and are not within the purview of the prioritization process.

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3.2 Priority Program Application Rating Components.

DOTD is responsible for determining if a project is consistent with development plans in the master plan, action plan, and/or airport layout plan for the airport. Once it has been determined that the project is eligible for state funding and all supporting documentation has been provided, the next step is the assignment of point values based on a rating system structure of four categories that are utilized for each new project that is submitted to the airport construction and development priority program. It should be noted that project types listed are generic.

The point values are designed to award points in a weighted manner. Each area of evaluation receives points in proportion to the relative importance of the project. Prioritizing a project without sufficient information may cause a project to receive a higher or lower ranking than it deserves. Development of projects as a usable unit prevents projects of a lower priority being tagged onto a high priority project so they will be ranked higher.

This focuses the priority system on those projects with the highest priority ranking, maximizing the effectiveness of aviation program funds. However, it is sometimes advantageous in terms of safety, operational effectiveness, and fiscal responsibility to include lower ranking projects along with otherwise unrelated higher projects.

This blending of otherwise nonrelated projects, is an exception which will be authorized only in exceptional cases. DOTD is responsible for the organization of projects into usable units when projects are developed and for determining if special circumstances exist which would warrant combining unrelated projects.

3.2.1 Louisiana Aviation System Plan Standards

Louisiana Aviation System Plan Standards shall be scored based on Project justification and the impact to overall goals established in the Louisiana Aviation System Plan (LASP) (See Table 3.2 below). The greater of the total impact of maintaining or improving system goals shall identify the total score that shall apply to the project for this category.

Table 3.2 Goals, Objectives, and Performance Criteria of the LASP

Goals	Objectives	Performance Measures	Indicate Project Impact to LASP Goal	
			Maintain	Improve
Provide an aviation system which allows access to the State's system of airports	Provide adequate access by air to the population of the State	Evaluate whether Louisiana residents have convenient access to airports as defined by the coverage provided by drive-time analysis for various categories of airports and groupings of those airport categories		
	Integrate the Airport system effectively with other transportation systems, thereby providing an efficient multimodal transportation system			
	Provide adequate access by air to the State's growing petroleum, agriculture, tourism, aviation, and aeronautical industries			
Provide an aviation system	Provide the Opportunity to maximize the growth in domestic and international commerce and travel.			

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which supports economic growth	Provide the economic benefits and return on investment to the State and local communities from development of the airport system.			
	Ensure that airports are capable of supporting economic activity that is generated by urban development.			
Provide a safe and reliable aviation system	Ensure system airports have the physical facilities to provide services that meet the role the airport is intended to fulfill.			
	Assist aviation partners in achieving safe and secure performance			
	Ensure airports in the State system are maintained and in good repair			
Provide a framework for future aviation system planning	Provide a framework for LASP planning throughout the State.			
	Incorporate all aspects of aviation system planning into DOTD processes, policies, and procedures.			
	Utilize this plan to revise and implement revisions to the Louisiana Administrative Code for Program Development and Administration.			
If majority of the Project <i>Maintains</i> LASP Standard Performance Measure			Project is Awarded 3 points	
If majority of the Project <i>Improves</i> LASP Standard Performance Measure			Project is Awarded 10 points	

3.2.2 Special Considerations

The special considerations scoring category allows projects of special significance to receive additional evaluation points when being prioritized. The items in this category bear no relationship to one another and thus each project is evaluated to determine if it should receive bonus points in its prioritization score. Table 3.2 reflects the criteria that shall be evaluated by DOTD in accordance with the program policy. Additional points may be awarded to ensure that a consecutive phase of a project receives a higher priority. DOTD may evaluate the economic development potential of a proposed project to determine if an impact on multimodal commerce is demonstrated and documented by the airport sponsor.

3.2.2.1 Airport Sponsor Local Funding Contribution. This category shall also be used to document the contribution of local funding to proposed projects by the airport sponsor. This is designed to incentivize the an airport sponsor to identify and provide local financial assistance for preference to projects that are supported, highly valued, and justified by the airport sponsor. Airport sponsor documentation via a requesting resolution shall receive incentive points toward a single project in accordance with L.A.C. 70: IX §339. Exhibits. D of the administrative policy.

Table 3.3 Project Application Components.

Priority Program Project Rating Components are as follows:	
Project Type	Safety
	Airside Preservation
	Airside Improvements
	Landside Improvements
Facility Scoring	Based Aircraft
	Based Aircraft Type
	Airport Operations
	Airport Grant Performance Management

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	Airport Sponsor Responsiveness Management
Sponsor Compliance	Height Limitation Zoning Ordinance
	Land Use Compatibility Zoning
	5010/Safety Inspection
	Louisiana Aviation System Plan Standards
	Airport CIP and Planning Sustainability
Special Considerations	Special Program
	Economic Development Potential
	Airport Sponsor Local Funding Contribution
	General Aviation Airport Certifications Program

3.3 Total Evaluation Score.

When point values are finalized, the sum of points in each category determines the project's Total Evaluation Score. The project is then placed into the priority ranking system by descending score in relation to all other projects in the air carrier airport or general aviation airport priority program as appropriate. The priority system is a listing of the projects in the order that the state considers implementation desirable based on the state's overall aviation development policies.

Some projects will have equal scores after they are evaluated. If these projects fall at a point in the ranking list where a break is necessary (funded program versus unfunded program), projects with the same score will be ranked based on the highest score in Category I. The project with the higher score in Category I will be ranked higher. If the projects are tied in Category I, Category II is used to break the tie and, if still tied, Category III is used, etc. Should the projects still be tied after examining all four categories, DOTD will review all information submitted, as well as, all future projects on the sponsor's ACIP to determine which project will provide the safest and best support to the State's Aviation System.

3.4 Rank of Projects.

After the priority ranking system is completed, projects are ranked by descending score in the air carrier airport or general aviation airport categories as appropriate. This listing of the projects is the order that the state considers implementation desirable based on the state's overall aviation system needs, policies, and estimated appropriation. The list of projects is developed as a preliminary airport construction and development priority program and is prepared for presentation to the Joint Committee on Transportation, Highways, and Public Works.

3.5 Airport Review of Draft Program.

Upon completion of a Draft ACDPP, DOTD may submit a copy to airport sponsors. The Airport Sponsors may review and provide comments to the DOTD for consideration. DOTD may then review all comments and, if needed, make revisions as necessary to prepare the ACDPP for submittal to the state legislature.

3.6 Legislative Approval.

Upon completion of a prioritized program, DOTD submits the program to the Joint Legislative Committee for Transportation, Highways and Public Works for their review and approval. Upon approval, the Airport Construction and Development Priority Program (ACDPP) becomes part of House Bill 2. Upon approval of House Bill 2 by the Governor, the ACDPP receives final approval and provides for the list of projects that will be implemented by DOTD in the following fiscal year.

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3.7 Funding Notification to Sponsor.

Upon approval of House Bill 2 by the Governor, the ACDPP is complete and identifies the list of projects that will be implemented by DOTD in the following fiscal year. Sponsors are then notified by DOTD as to when an airport sponsor can submit a sponsor state agreement application to begin the project.

3.8 Prioritized Project Change Requests

If the airport elects to change a project that was previously prioritized or submitted as a merger project, the airport shall submit to DOTD in writing their intent to do so. The current project shall then be cancelled and the new project shall be submitted in accordance with the ACDPP prioritization process. Funds which had been approved for the cancelled project will be reallocated to any other prioritized project the legislature has approved as needed in accordance with reallocation compliance procedures provided in state statute and DOTD policy.

3.9 Applications Submitted After Legislative Approval.

An application submitted after legislative approval with a ranking high enough to place the project on the program of projects cannot be added until a new program of projects is submitted to the committee the next fiscal year and shall follow the project prioritization process. However, an application receiving other than state funds may receive a state match if funds are available as determined by DOTD. If DOTD determines that funds are not available, and all required documents for the application are complete, the project can then be placed on the next fiscal year priority program for funding.

3.10 Cancelled Projects.

Prioritized projects which have been approved for state funding but which, for lack of federal matching funds or other reasons, do not have an executed sponsor state agreement within six (6) months, beginning July 1 of the fiscal year in which the project was approved by the legislature, shall be cancelled from the funded program in accordance with the program policy manual. The project shall then be resubmitted under the project prioritization application process to compete for funding in subsequent years. Funds which had been approved for a cancelled project will be reallocated to any other prioritized project the legislature has approved as needed. Such funds may be used to cover project overruns.

CHAPTER 4 AIRPORT PROJECT MANAGEMENT

DOTD has project management responsibility for all of the projects funded through the airport construction and development priority program from implementation through completion. This is due to the state's investment in the approved project. DOTD may review all project documents such as planning & specifications and shall attend at a minimum, preconstruction and substantial completion meetings.

4.1 Airport Engineering and Construction Contracts.

Within fifteen (15) business days, the airport sponsor shall notify DOTD of any legal disputes or contract breaches on any project contracts that have state funds allocated to them through the Airport Construction and Development Priority Program.

DOTD's participation in the project shall in no way be construed to make DOTD a party to any contractual agreements between the airport sponsor and its consultants, engineers, or contractors.

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The airport sponsor is responsible for assuring all necessary surveys, engineering reports, plans, specifications and cost estimates for the project are in accordance with the applicable FAA/DOTD requirements. The sponsor shall submit one (1) copy of the executed Engineering Service Agreement to DOTD along with Sponsor Certification #1.

4.2 Construction Meeting Attendance.

If an airport project has funding received from DOTD, this shall constitute the involvement of DOTD within the project to ensure that the project remains active until completion. However, DOTD is not contractually obligated within the project as the agreement is between the Airport Sponsor and the contractor. Additionally, this does not preclude DOTD from attending at a minimum, the preconstruction meeting as well as the substantial completion walkthrough. In accordance with L.R.S. 2:809§A, “The department may inspect the construction of a project at any time to assure project compliance.” Additional items of importance are identified in Table 4.1.

Table 4.1 Construction Items of Importance

<p>Airport Sponsor</p>	<ul style="list-style-type: none"> • Primary Point of Contact for DOTD • Responsible for all activities on the airport, to include construction
<p>Airport Project Engineer</p>	<ul style="list-style-type: none"> • Primary Point of Contact for the Airport Sponsor and Contractor. • Any project related discrepancies must immediately be brought to their attention • Responsible for informing Contractor and/or any other parties of project information
<p>Airport Design Engineer (If Different from Project Engineer)</p>	<ul style="list-style-type: none"> • Assists the Project Engineer, Inspector, Contractor and Airport Sponsor/Manager for interpretation of project design • May assist the Airport Sponsor/Manager with Recordkeeping
<p>Contractor</p>	<ul style="list-style-type: none"> • Must complete the contracted work in a timely manner • Must complete each phase of work, while keeping open communication with airport management regarding any changes to airport conditions for Notice to Air Mission (NOTAM) purposes and work schedule • Must comply with all requirements of the Construction Safety & Phasing Plan for the project • Must keep a set of as-built drawings of the project and give to project engineer at the completion of the project.

4.3 Airport Contract Modification Eligibility.

Airport sponsors have the option to request DOTD’s review and concurrence of any contract changes; however, any funding determinations and amendments may not be processed until the end of the state’s fiscal year. The airport sponsor does not have to obtain prior DOTD concurrence for contract changes. If an airport sponsor proceeds with a contract change or modification, the airport sponsor shall assume the risk of providing any necessary funding to complete the change or modification. If the airport sponsor requests prior DOTD concurrence, this shall not indicate any commitment or guarantee

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of funding reimbursement, nor shall it delay or affect any contractual workday obligations during DOTD’s review of any proposed contract changes. Further, a later review by DOTD of the contract changes completed by the airport sponsor may be necessary and may determine that the costs associated with the contract change cannot be funded under a state grant.

The airport sponsor may request a contract modification in writing from DOTD. The request shall conform to the Contract Modification Processes.

4.4 Contract Modification Process.

This process is predicated upon the Aviation Division Grant Administration Procedures that shall be completed to increase funding by change order to an Airport Construction and Development Priority Program state grant.

When the airport sponsor requests prior review and concurrence of a contract modification to determine eligibility for state funding, DOTD’s analysis of the request shall not indicate any state commitment or guarantee of funding reimbursement, nor shall it delay or affect any contractual obligations the sponsor has with their consultant and contractor.

Further, a subsequent review by DOTD of any request for state reimbursement of contract changes completed by the airport sponsor may be necessary. DOTD may also determine that the costs within the contract change are ineligible for the requested contract modification.

The ability of DOTD to participate in a financial cost increase will be reviewed after the project is complete and at the end of the State’s Fiscal Year, to determine if funds are available.

The state cannot approve costs that the State has determined are due to errors and omissions in the plans and specifications that were foreseeable at the project design. If there is an error, discrepancy, plan or specification change in the project, these policies and procedures shall be used to make corrections.

Per DOTD Sponsor State Agreement, the project plans and specifications are the basis for all construction. In addition, the State shall only approve costs that are directly necessary to accomplish the project.

Table 4.2 Contract Modification Request Process.

<i>The airport sponsor shall provide the following to DOTD:</i>
Written request for DOTD to review and concur with the Contract Modification(s).
Sponsor’s Cost Analysis with percentage increase difference.
Notification of a Scope Change (if any).
Sponsor’s Certification by resolution of the justification in writing.
Change of Plans and Specification (if any).
Any additional information as requested by DOTD.
<i>After Review, DOTD shall complete a Request for Information Process (RFI) and provide the RFI Submittal Form to the project file with the following:</i>
All documents pertaining to the RFI.
Verification of the percent of increase/decrease.
An explanation of DOTD’s Concurrence or Non-Concurrence.
<i>DOTD Shall review the determination of the request and proceed with the following process:</i>
a. If there is a difference with the determination, an additional RFI may be sent to the airport sponsor with specific questions regarding the determination.
b. If no difference, DOTD shall complete the RFI Submittal Form and submit the following information:

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i. All documents pertaining to the RFI.
ii. Verification of the percent of increase.
iii. An explanation of their concurrence or non-concurrence.
DOTD may provide the following written notification to the airport sponsor:
Concurrence
i. The determination from the DOTD; and
ii. That the determination does not constitute an approval for funding; and
iii. The Sponsor may be liable for any additional costs; and
iv. Amendments to the Sponsor State Agreement shall not be processed until the end of the project; and
v. Only if funds are available.
Non-Concurrence
i. The determination from the DOTD; and
ii. The airport sponsor may be liable for any additional costs.

4.5 Request for Reimbursement Process.

The airport sponsor shall submit the request for reimbursement on the DOTD approved request form that can be found on the DOTD website at www.dotd.la.gov/aviation. The airport sponsor shall submit the request for reimbursement through Elevate for review and processing. The request must also be accompanied by all supporting documentation such as invoices and copies of the checks for invoice payments for reimbursement. The request for reimbursement shall not exceed one (1) submittal per month; and shall be not less than the amount of \$1,000.00 (state share), except for the final request for reimbursement, which can be for any remaining amount.

The airport sponsor shall certify that the completed work shown on each payment request is an accurate representation of the work accomplished during the estimated period and that the work substantially complies with the plans and specifications. All charges shall be subject to verification, adjustment, and/or settlement by DOTD. In accordance with L.R.S. 48:256.1§A(2), the airport sponsor shall withhold retainage. The amounts for projects which cost less than five hundred thousand dollars shall not exceed ten percent of the gross value of the completed work. Retained amounts for projects which cost five hundred thousand dollars or more shall not exceed five percent of the gross value of the completed work.

The airport sponsor shall reimburse DOTD any and all amounts, which may be cited by DOTD due to the airport sponsor’s non-compliance with federal or state laws, regulations and policies. The cited amounts reimbursed by the airport sponsor shall be returned to the airport sponsor upon clearance of the citation(s). Additionally, no new projects will be approved until the cited amount is reimbursed to DOTD.

4.6 Airport Project Substantial Completion.

An airport project with state funding is considered ready for substantial completion when the remaining balance of funds is 10% of the total project and/or a substantial completion has been conducted. For planning projects, a final report must be submitted for review by appropriate agencies. An airport project with DOTD funding will undergo an audit prior to release of final payment and project closure.

DOTD will, if necessary, initiate a letter and/or form to airport sponsors with any outstanding deliverables, documents, or reports 75 business days after project substantial completion. In accordance with L.R.S. 2:809§B, the airport sponsor shall certify that construction is in accordance with plans and specifications. The airport sponsor shall then have 15 business days to submit Sponsor Certification #3 –

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Construction/Equipment and Final Acceptance or may be deemed “noncompliant”. This process allows 90 business days for project closure to officially begin. Table 4.3 Airport Sponsor Certification criteria is used as a checklist by DOTD to ensure proper documents are collected.

Table 4.3 Airport Sponsor Certification Criteria.

<i>The following will be used by DOTD as a checklist for project completion</i>		
Sponsor’s Certification of Airport Improvement Project		Major Requirements within Sponsor’s Certifications
Sponsor Certification #1	Consultant Selection and Engineering	<ul style="list-style-type: none"> • Consultant Selection • Engineering Service Agreement/Fees
Sponsor Certification #2	Real property Acquisition	<ul style="list-style-type: none"> • Real Property Acquisition
Sponsor Certification #3	Construction/Equipment and Final Acceptance	<ul style="list-style-type: none"> • Construction/Equipment • Final Acceptance
Outstanding Items	Items which still need to be completed even though the project has satisfied the completion criteria will be recorded in a request for information to the sponsor. The airport sponsor must comply with any written deadlines for requests of the airport or they may be deemed “noncompliant”.	

4.7 Airport Project Completion.

Forty-five (45) days after recording the final acceptance of the project, the contractor shall submit to the Sponsor a Clear Lien Certificate from the Recorder’s office of the parish or parishes in which the work was performed. If the contractor is unable to obtain a Clear Lien Certificate, the Sponsor may deposit the retainage with the court of competent jurisdiction.

The airport sponsor shall submit all final billings for all phases of work within 90 days after the final inspection of the project unless prior arrangements have been made with DOTD. Failure to submit these billings prior to the completion of this three-month period shall result in the project being closed on previously billed amounts and any unbilled cost shall be the responsibility of the airport sponsor.

Table 4.4 Airport Project Closeout Actions

Clear Lien Certificate	Contractor submits to airport sponsor forty-five days after recording of final acceptance
All Final Billings	Airport sponsor submits within 90 days after the final inspection
Closure of Project	Failure to submit billings prior to completion of work within 90 days shall result in the project being closed on previously billed amounts and any unbilled cost shall be the responsibility of the airport sponsor.

4.8 Airport Sponsor Recordkeeping Requirements for Projects.

The airport sponsor and all others employed by it in connection with an airport project of which DOTD funds are allocated towards shall maintain all books, documents, papers, accounting records and other evidence pertaining to costs incurred relative to this project and shall keep such material available at their respective offices at all times during the contract period and for three years from the date of final payment for the project. Additionally, all such materials shall be available for inspection by DOTD, the Legislative Auditor, the FAA, or any authorized representative of the federal government under applicable state and federal regulations, at all reasonable times during the contract period and for three years from the date of final payment.

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4.9 DOTD Project Document Management.

The DOTD Elevate program will be the authoritative source for project documentation. All projects documents shall be uploaded to the appropriate Elevate project record. The airport sponsor or official documented designee are required to upload the documents to the Elevate project record in accordance with this policy. DOTD may review and complete file management tasks as appropriate to ensure confidence and accuracy of project records submitted. Project documents may include but are not limited to those identified in Table 4.5.

Table 4.5 Airport Project Document Management

<i>DOTD Airport Grant Closeout Documentation Required:</i>	
	<p>For ALL Projects-</p> <ul style="list-style-type: none"> ○ Project Application Requirements ○ Master Services Agreement ○ Approved Grant Application ○ Airport Sponsor Letter of Acceptance ○ Executed Sponsor State Agreement ○ Executed Supplemental Agreement (if applicable) ○ Executed Engineering Service Agreement/Task Order/Work Authorization ○ Executed FAA Grant (if applicable) ○ Executed FAA Amendment(s) (if applicable) ○ Change Order Request(s) and Approval(s) (if applicable) ○ Amendment Request(s) and Approval(s) (if applicable) ○ Request(s) for Information (RFI Documents) ○ Copies of all Requests for Reimbursement Forms and corresponding back up documentation ○ Copies of all Project Progress Reports (if applicable) ○ Final Copy of Reimbursement Request (if under 10% proper documentation form must be attached)
	<p>For Engineering and Construction Projects-</p> <ul style="list-style-type: none"> ○ Executed Third Party Agreement – Subcontractor (if applicable) ○ Airport Sponsor Certification #1 ○ Bid Set Plans and Specifications ○ Construction Safety & Phasing Plan (CSPP) ○ Electronic Written Notification of Pre-Construction ○ Electronic/Written Notification of Substantial Completion Inspection ○ Electronic Written Notification of Final Inspection ○ Submit Letter of Acceptance (LOA) Electronically ○ Clear Lien Certificate ○ FAA Approved Updated ALP (if applicable) ○ As-Built Plans (Electronically) with Specifications with Final Quantities ○ Sponsor Certification #3 ○ Final Quantities and Costs
	<p>For Real Property Acquisition Projects-</p> <ul style="list-style-type: none"> ○ Airport Sponsor Certification #2 ○ Appraisals and Review ○ Phase 1 Environmental (if applicable) ○ Copy of Assessment and Purchase Agreement
	<p>For Planning Projects-</p> <ul style="list-style-type: none"> ○ Airport Sponsor Certification #1 ○ Final Deliverables

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SECTION III. SAFETY PROGRAM

The goal of DOTD’s aviation safety program is to work closely with airport sponsors and airport management to ensure that daily or routine inspections of their airports are being conducted and to encourage and coordinate proper documentation for maintaining a safe and secure airfield for operating aircraft and the public. The Safety Program promotes and encourages airport operational safety through direct contact with airport sponsors and airport management through the application of methods, techniques, and standards to improve and enhance safety conditions at public-use general aviation airports.

CHAPTER 5 SAFETY INSPECTIONS

Airport inspections are performed by DOTD to 1) accurately assess and report conditions within the system of general aviation public airports and 2) to inform and provide guidance to airport sponsors on correcting safety and other operational related deficiencies. DOTD inspectors ensure the data is promulgated with a degree of accuracy and frequency consistent with the exercise of FAA responsibilities. DOTD inspections also provide for the efficient means of producing both recurring, one-time, and special inspection reports for management guidance, sponsor programming, and statistical analysis. Table 5.1 indicates the duration and type of inspections completed by DOTD and the facilities required for inspection by the state.

Table 5.1 Airport Data Collection.

<i>Types of inspections completed by DOTD and the facilities required for inspection by the state:</i>	
Every Year	Day and/or Night onsite Inspections at all public-use general aviation landing areas.
Every three (3) years	Onsite inspections at all emergency service, hospital, and special use heliports
Every five (5) years	Onsite inspections at private-use landing areas other than emergency service facilities as required.
As needed	Supplemental onsite inspections conducted to ensure the airport sponsor’s compliance with correcting any discrepancies or safety deficiencies within the airport operating environment.

5.1 Scheduling.

The airport sponsor shall be notified a minimum of ten (10) working days prior to the inspection date.

5.2 Public-Use Airport Inspections.

DOTD will assess and report all items that may be hazardous or be defined as a deficiency from FAA or state standards. The airport manager should be available to discuss inspection criteria. The latest FAA Form 5010-1 “Airport Master Record” and DOTD “Louisiana Airport Inspection Report”, shall be used by DOTD for conducting the inspection of an airport. Each data element on the FAA Form 5010-1 will be verified during the inspection. Certain elements cannot be changed by DOTD via the Airport Data Information Portal (ADIP). If those elements need to be changed, please contact our office. The criteria that DOTD shall use for inspecting airports is listed in Table 5.2.

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Table 5.2 Public-Use Airport Inspection Criteria.

Inspection Criteria	General Aviation Non-Certificated Airport	General Aviation Certificated Airport
All Items that may be hazardous or defined as a deficiency from FAA or State required standards.	X	X
Non-Standard Airport Conditions	X	X
Airport Pavements	X	X
Obstructions	X	X
Hazardous Materials	X	X
Wildlife Hazards	X	X
Wildlife Hazard Management Plan	X	X
Navigational Aids	X	X
Airfield Lighting	X	X
Airfield Signage	X	X
Fuel System Deficiencies	X	X
Perimeter/Security Fencing & Access Gates	X	X
Backup Generator(s)	X	X
Navigable Airspace Issues	X	X
Any other noteworthy issues in accordance with FAA Form 5010-1 and DOTD standards.	X	X
Verifications and/or Correction of Data Elements on FAA Form 5010-1, except those that are assigned to a specific office.	X	X
Notice to Air Missions (NOTAMs)	X	X
Pavement Management Manual		X
Airport Operations Manual		X
Airport Emergency Operations Manual		X
Airport Minimum Standards		X
Airport Rates & Charges		X
Airport Safety Self-Inspection Program (Includes Pavement Inspections)	X	X
Documented Airport Maintenance Program		X
Basic Airport Maintenance Discrepancies (As Noted in Table 5.4)	X	X

5.3 Airport Self-Inspection Scoring.

An airport shall provide DOTD with pavement inspection information during the annual airport safety inspection to accurately score an airport in the 5010 / Safety Inspection category. An airport is encouraged to conduct and document daily pavement inspections of all aircraft operational surfaces to ensure a maximum score of 20 points in the category. This information shall be scored in accordance with L.A.C. 70: IX §339 Exhibits. C.

5.4 Post Inspection Procedures.

Once the inspection is complete, the DOTD inspector may review any discrepancies or safety issues with the airport sponsor and airport management before departing the airport. Additionally, DOTD may discuss airport management’s responsibility in promptly issuing a NOTAM.

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Table 5.3 Post Inspection Reporting Requirements.

<i>Where feasible, airport inspection results shall be uploaded to the:</i>	
Aeronautical Data Information Portal	Airport Sponsor and Manager
Within five (5) business days of the inspection	Within ten (10) business days of the inspection

The inspection reports shall include at a minimum the identification of the airport inspected, any discrepancies or safety related issues, Airport Master Record revisions, basic maintenance items, and a suspense date for basic maintenance items to be corrected by the airport sponsor in accordance with Tables 5.4 and 5.5. DOTD shall transmit the original airport inspection report as well as any supplemental copies to the airport manager and airport sponsor for official documentation. An electronic copy of the airport inspection report shall also be available in the Elevate system for the airport to access.

5.5 Airport Basic Maintenance.

Basic airport maintenance for the purposes of this program is defined as the responsibility of each airport sponsor to maintain the airport in an efficient and safe manner. A list of airport basic maintenance items is located in Table 5.4.

Basic maintenance deficiencies collected and noted on the inspection report are identified based on industry standards and best practices. The ultimate determination of basic maintenance items lies with DOTD as the extent and severity of certain deficiencies may dictate its categorization of maintenance.

Airport Sponsors shall be provided forty-five (45) calendar days to correct any deficient basic maintenance items. A follow up inspection of these correctable deficiencies shall be conducted by DOTD to confirm deficiencies have been addressed. Airport sponsors shall promptly notify DOTD of any corrective action taken. If an airport sponsor is unable to address certain basic maintenance discrepancies within the forty-five (45) calendar day timeframe due to unforeseen or un-mitigatable circumstances, the airport sponsor shall document and submit the reason for the delay to DOTD by the forty-five (45) calendar day suspense date.

If the basic maintenance discrepancies noted on the official airport inspection report are not repaired by the suspense date, DOTD shall notate any discrepancies corrected or not corrected, and document these as part of the airport inspection program. DOTD shall notify the airport sponsor in writing of any corrected basic maintenance discrepancies and those basic maintenance discrepancies still needing to be addressed. DOTD shall transmit the original follow-up airport inspection report and/or supplemental copies to the airport sponsor for official documentation. A copy of the follow-up airport inspection report shall also be available in the Elevate system for the airport to access. This documentation shall be used by DOTD for facility scoring pertaining to the 5010/Safety Inspection and 5010 Inspection Maintenance Items Repaired Scoring categories in accordance with L.A.C. Title 70 Part IX. Intermodal Transportation Chapter 3.

5.5.1. Basic Maintenance Repeat Discrepancies.

Basic maintenance repeat discrepancy recording shall provide DOTD with the information required to accurately score an airport in the 5010 / Safety Inspection category. This information shall be based on an airport’s annual airport safety inspection report.

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Table 5.4 Airport Basic Maintenance Items.

<i>Basic maintenance items for runway, taxiway, apron, lighting, and navigational aids includes any regular or recurring work necessary to preserve existing airport facilities in good operating condition.</i>	
	Replacing Airfield Lights or Fixtures/Navigational Aid Equipment/Lights/Sensors
Grading Pavement Edges	Replacing Sensors or Equipment
Maintaining Drainage Systems	Sweeping Airfield Pavement
	Maintaining Backup Generator(s) in Operational Condition
	Any additional discrepancies as noted on the current Airport Inspection Report noted as basic maintenance
Re-topping or removing trees for approach protection if this work was previously completed in a project funded by FAA or DOTD.	
Note:**Basic Maintenance is required as part of Article 15 of the Sponsor State Agreement for Rehabilitated, Mill & Overlay, or Reconstructed Pavements.	

Table 5.5 Airport Inspection Discrepancy Correction Timeframe.

Airport Type	Correction Interval	Supplemental Inspection
General Aviation Airport	Forty-Five (45) calendar days.	Shall be conducted by DOTD to confirm deficiencies have been corrected.
General Aviation Certificated Airport	Thirty (30) calendar days.	Shall be conducted by DOTD to confirm deficiencies have been corrected.

5.6 Inspection Resources.

The latest airport master record shall be used by DOTD for conducting the inspection. DOTD may use any official documents available, e.g., Airport Master Plan, Airport Layout Plan, Airport Operations Manual, etc. to ensure the airport master record information is accurate.

5.7 Inspection Equipment and Calculations.

Measurements and computations shall be made in accordance with sound engineering practices. The use of more sophisticated engineering equipment such as a transit, rods, chains, and surveyor’s stakes may be appropriate if, in the judgement of the inspector, such equipment is necessary to obtain the required data.

5.8 Based Aircraft Scoring Criteria

The based aircraft scoring shall be accounted for under the Facility Scoring category. Based aircraft information shall be gathered from the National Based Aircraft Inventory or 5010 Airport Master Record. Points shall be awarded from a low of 2 to a high of 20 as established in L.A.C. 70: IX §339.B.

5.8.1 Based Aircraft Type. Based jet aircraft shall also be a consideration under this category for to ascertain a facility score. Based jet aircraft shall also be taken from the National Based Aircraft Inventory or the 5010 Airport Master Record. Points shall be awarded from a low of 0 to a high of 10 as established in L.A.C. 70: IX §339.B.

5.9 Airport Operations Scoring Criteria

The airport operations scoring shall be accounted for under the Facility Scoring category. Airport operations information shall be gathered from the 5010 Airport Master Record, Airport Data

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Information Portal, or other aircraft operations counting device. Points shall be awarded from a low of 1 to a high of 9 as established in L.A.C. 70: IX §339.B.

CHAPTER 6 LANDING AREA REGISTRATION PROGRAM

L.R.S. 2:6 provides, in part, that the department may prescribe such reasonable rules and regulations as it deems necessary and advisable for the public safety and for the promotion of aeronautics governing the designing, laying out, location, building, equipping, operation, and use of all airports, landing fields, or landing strips, and for the safety of those engaged in aeronautics.

6.1 Landing Area Categories.

There are two different categories of landing areas used in the registration process. The categories are designated as “Private-Use” and “Public-Use” landing areas. The requirements for each category become more restrictive as you move up the scale from Private-Use to Public-Use. You must decide which category of landing area you want to establish. Proponents requesting new private landing area registrations shall follow the landing area design standards in accordance with the FAA Advisory Circulars pertaining to airports or heliport design.

Table 6.1 Landing Area Categories.

Categories are:	
Public-Use	The landing area is open to the public. Any pilot may use it at any time, without prior permission.
Private-Use	This category of landing area may be used by the owner, or by anyone to whom the owner gives permission in advance. The permission may be given orally, but it is recommended to have it in writing.

Table 6.2 Landing Area Design Resources

Airports	Please reference the current version of FAA Advisory Circular (AC) 150/5300-13.
Heliports	Please reference the current version of FAA Advisory Circular (AC) 150/5390-2
Additional Resources	www.faa.gov

6.2 Approach Surface.

Once the category of landing area is determined to construct, the appropriate approach surface must be determined by the category of the runway surface. This surface is an imaginary area slanting upwards from the end of the runway, seaway, or the final approach and takeoff (FATO) for a helipad. It is designed to allow aircraft a standard glide path clear of obstacles on final approach.

Approach slopes are given ratios, 20:1, 34:1, etc.. Specific dimensions of the approach surface and other imaginary surfaces can be found in Title 14, CFR Part 77.

6.3 Application for Registration.

Applications for a registration certificate shall not be accepted unless accompanied by all documentation showing that the applicant has met all the requirements as determined by DOTD and the Louisiana Aviation Registration Program.

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Table 6.3 Registration Documentation.

<i>At a minimum the following are required to be submitted to DOTD:</i>	
Completed Landing Area Information Form.	
Completed Landing Area Location map.	This reflects the relationship of the proposed site to other prominent centers of activity within an area of five miles.
Completed Landing Area Immediate Vicinity map.	This reflects the relationship of the proposed site to structures within the immediate vicinity. This shall also include the distance of the proposed landing area as it relates to the nearest active airport or heliport. Proponent will include safety considerations for joint use airspace, if applicable.
A location drawing of the proposed landing area on the United States Geological Survey topographic quadrangle series map covering landing area proponent's location, or a Geographic Information System (GIS) map with Global Positioning System (GPS) coordinates.	These can usually be obtained at blueprint supply companies, or one can be sent upon request if none are available from commercial sources.
One copy of the FAA Form 7480-1 which shall be submitted to the Federal Aviation Administration showing landing area proponent's intention to establish a landing area.	A copy of the FAA Form 7480-1 shall be transmitted to DOTD to continue the registration process.
One copy of the Federal Aviation Administration's notification of its airspace determination.	
The drive time of the proposed landing area as it relates to the nearest public-use airport.	

6.4 Systematic Landing Area Registration Procedures.

The next step in the process is to complete a federal form to advise the transportation agencies of your intentions to construct a landing area. This is also the same process used to deactivate, close or alter a landing area.

Table 6.4 Landing Area Registration Procedures.

<i>All landing area proponents shall advise of the intention to construct, deactivate, close or alter a landing area:</i>	
Contact the Federal Aviation Administration (FAA) by	Complete Form 7480-1, Notification of Proposed Construction, Alteration, Activation, and Deactivation of Airports. Online at www.adip.faa.gov
Contact the local zoning and permitting authority for construction process/permitting requirements prior to construction.	

Table 6.5 Review of Landing Area Proposals

DOTD Review	FAA Review
Upon receipt of the required information, DOTD, following a reasonable period of time for review, will provide the proponents with a statement of its findings and issue a notice of no objection to the establishment and use of the proposed landing area, if such is appropriate.	When the FAA receives the completed 7480-1 form, they will conduct an "Airspace" study, which consists of a thorough review analysis to determine if there are any possible hazards to Air Navigation and the proximity of the proposed landing area to other nearby airports/heliports.
The review may include a comparison of the site with the FAA and/or state minimum safety standards as appropriate to the type of use intended; the solicitation of comments by the local governing bodies and local residents;	Upon completion of the Airspace Study, the FAA will issue a determination letter, which will be mailed to you and uploaded to the OE/AAA System.
Review of the application submitted to ensure accuracy of information submitted on the FAA Form 7480-1. Site inspections, or any other lawful means of gathering needed information.	This determination letter may provide additional guidance regarding construction standards, a notice of no-objection, or a conditional no-objection.

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Potential impacts to the Louisiana Airport System including current landing areas that are within a thirty-minute drive time of the proposed landing area.	The determination does not constitute an approval or disapproval to construct. You must contact your local permitting authority for construction process/permitting requirements prior to construction.
The solicitation of any approval documentation from local municipality zoning boards or commissions, construction approval agencies, or public laws/ordinances.	

6.5 FAA Form 5010 Airport Master Record

The FAA will send a FAA Form 5010 to complete. Once completed, send the form to DOTD and the FAA. This will indicate to the FAA that the facility is ready to be activated and charted.

6.6 Renewal Registration Certificate

A Renewal Registration Certificate is required for all hospital heliports, emergency service heliports, and any frequently used registered heliport. DOTD may initiate the renewal registration process with the heliport owner. Renewal dates shall be included on the registration-operating certificate in accordance with DOTD policies and the Louisiana Aviation Registration Program. DOTD may initiate the renewal registration process with the heliport owner.

Table 6.6 Registration Renewal Time Frames.

<i>Once a landing area receives a registration certificate, the category of the landing area will determine the frequency of inspection that DOTD will conduct. Renewal dates shall be included on the registration-operating certificate.</i>	
Every three (3) Years.	Airport Data shall be collected through onsite inspections at all emergency service, hospital, and special-use heliports.
Every five (5) Years.	Airport data shall be collected through onsite inspections at all private-use airports,

SECTION IV. OPERATIONS & COMPLIANCE

The aviation operations and compliance line of business is responsible for aviation system statewide projects, aviation disadvantaged business enterprise program, aviation outreach initiatives, and management of policies that regulate various programs within the Louisiana Airport System and the DOTD aviation division.

CHAPTER 7 AVIATION SYSTEM CAPITAL IMPROVEMENT PROGRAM

DOTD develops a plan to assist with establishing statewide initiatives and projects every two years in order to improve the overall system for public use. These initiatives and projects are prioritized within a State Aviation Capital Improvement Plan (ACIP). This ACIP establishes a plan of statewide projects DOTD would like to complete as well as estimated funding amounts and sources. The ACIP is then used for budgetary and project management planning for aviation appropriation requests as well as federal funding.

7.1 DOTD Consultant Contracts Services Section.

The aviation division works with DOTD Consultant Contracts Services (CCS) section when developing and implementing statewide projects. The Consultant Contracts Services section assists with the procedures to select, contract with, and manage engineering and related consultant services contracts procured under Louisiana Revised Statutes. CCS contact information is located on the DOTD Intranet or by utilizing the following link to their website:

http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/CCS/Pages/default.aspx

7.2 DOTD Compliance Services Section.

The aviation division works with DOTD compliance services section when developing and implementing the procedures to meet the DOTD DBE Program Goal in accordance with state and federal regulations as may be required by our statewide system projects. The Compliance Services Section's contact information is located on the DOTD Intranet or by utilizing the following link to their website:

http://www.dotd.la.gov/Inside_LaDOTD/Divisions/Administration/Compliance/Pages/default.aspx

7.3 Disadvantaged Business Enterprise Program.

The DOTD aviation division has established a DBE Program in accordance with the regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26. It is our policy to ensure that DBEs as defined in Part 26, have an equal opportunity to receive and participate in DOT assisted contracts.

The Aviation Division's goal methodology is based on what the agency anticipates receiving during an established fiscal year timeframe. For more information on the Disadvantaged Business Enterprise Program, please visit the following website:

http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Administration/Compliance/Pages/default.aspx

CHAPTER 8 AIRPORT GRANT MANAGEMENT PROGRAM

DOTD is responsible for ensuring the Louisiana System of Airports adhere to established grant processes and procedures. This allows for an overall workflow process that is timely in order for an airport sponsor to receive the funding necessary for project allocation.

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8.1 Airport Sponsor State Agreement Application.

Airport sponsors shall submit an airport sponsor state agreement application to DOTD for review and funding protocol upon request, notification of Airport Construction and Development Priority Program approval, or upon request. Airport sponsors shall submit a completed sponsor state agreement application approved by the airport sponsor or the authorized designee. The airport sponsor state agreement application can be found in Appendix D.

8.2 Airport Sponsor State Agreement.

Upon receipt, review, and approval of the airport's sponsor state agreement application, DOTD will develop and transmit an eligible sponsor state agreement award to the airport sponsor for the DOTD approved funding amount for the project.

The Sponsor State Agreement is a formal document prepared by DOTD and sent to the airport sponsor for completion by the public official authorized to accept the sponsor state agreement. The agreement states that DOTD intends to pay a percentage of the allowable costs dependent upon the approved project application submittal.

Two completed copies of the agreement should then be returned to DOTD with the fully authorized and executed grant resolution passed by the airport sponsor. The signature of the airport sponsor accepting the Sponsor State Agreement is a binding contract between DOTD and the airport sponsor.

8.3 Airport Sponsor Resolution.

An airport sponsor may elect to use its own authorizing resolution. If the airport sponsor elects to do so, the resolution language required may be furnished by DOTD or the airport sponsor may download an example located on DOTD's website for adherence to the minimum required language.

Sponsor State Agreement resolutions executed to authorize an award shall be dated within one (1) calendar year from the date of execution. Sponsor State Agreements must be fully executed within (12) calendar months of the date that the agreement was transmitted from DOTD to the airport sponsor.

DOTD shall not process an incomplete resolution or incomplete Sponsor State Agreement. The document and/or resolution may be returned to the airport sponsor for correction before processing.

8.4 Electronic Sponsor State Agreements.

Electronic Sponsor State Agreements utilized by DOTD require electronic signature in which each party agrees that the electronic signatures, whether digital or encrypted, of the parties included in the agreement intend to authenticate this writing and to have the same force and effect as manual signatures.

Electronic signature means any electronic sound, symbol, or process attached to or logically associated with a record and executed and adopted by a party with the intent to sign such record, pursuant to the Louisiana Uniform Electronic Transactions Act (L.R.S. 9:2601 et seq.) as amended from time to time. Airports utilizing the electronic signature shall submit a DOTD Sponsor State Agreement execution form by June 1 on an annual basis to ensure accuracy in airport contact information.

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8.5 Sponsor State Agreement Articles.

DOTD’s Sponsor State Agreements have eighteen articles within the agreement considered as the state’s grant assurances. Sponsors that have an executed agreement shall comply with each article as part of their responsibility.

Table 8.1 Sponsor State Agreement Articles.

<i>There are eighteen articles within a sponsor-state agreement that describe the responsibilities that must be adhered to by both parties upon execution of the document. The eighteen articles are as follows:</i>		
1. Project Description	7. Cost Records	13. DBE Requirements
2. Project Responsibility	8. Engineering	14. Final Inspection, Acceptance, Reimbursement & Sponsor Certifications
3. Certifications and Compliance	9. Real Property Acquisition	15. Operation & Maintenance Responsibility
4. Funding	10. Bid Process	16. Hold Harmless & Indemnity
5. Taxes	11. Construction	17. Cancellation
6. Cost Reimbursements	12. Civil Rights	18. Amendment

8.6 Sponsor State Agreement Revisions.

DOTD may allow revisions to the Sponsor State Agreement after execution if there are any requested changes in the project description or funding amounts through the use of supplemental agreements. These revisions shall follow the supplemental agreement request process listed in Table 8.2.

Table 8.2 Supplemental Agreement Request Process.

<i>The airport sponsor shall provide the following to DOTD:</i>	
Written Notification of a Supplemental Request.	
Written Justification of the request, certified by the sponsor.	
Cost Analysis with percentage increase difference as compared to the Sponsor-State Agreement.	
Notification of a Change in Scope (if any).	
Change in Project Plans & Specifications (If any).	
Any additional information as determined by DOTD.	
If the Supplemental Request is for a Funding Allocation	Project overrun funding eligibility shall not exceed fifteen (15) percent of the total portion of the grant.
	Project overrun funding eligibility shall not exceed fifteen (15) percent of the total engineering portion of the grant for engineering and consultant related overages.
Note: Once all information is received, DOTD shall review all items and make either a determination of concurrence or non-concurrence of the request.	

8.7 Non-Compliance; Violation; Cancellation of Sponsor State Agreement.

Airport project funding may be cancelled under the following conditions presented in Table 8.3. Cancelled projects shall then be resubmitted under the project application process to compete for funding in subsequent years. Funds, which had been approved for a cancelled project, will be reallocated to any other prioritized project the legislature approved in accordance with L.R.S. §2:803(B). Such funds may be used to cover project overruns; any other project or eligible enhancements to previously approved projects which receive 90% funding from any source other than state sources; state projects required for safety or preservation at airports not eligible for FAA funding as approved by the legislature.

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Table 8.3 Grant Termination Conditions.

<i>Airport project funding may be terminated/cancelled/or suspended if:</i>	
There is a Mutual Agreement between DOTD and Airport Sponsor	Airport Sponsor should it desire to terminate the project after the receipt of bids; provided that any costs incurred for the preparation of plans shall not be eligible for reimbursement by DOTD
DOTD lack's available state funding	Prioritized projects which have been approved for state funding but which, for lack of federal matching funds or other reasons, do not have an executed sponsor state agreement within six (6) months, beginning July 1 of the fiscal year in which the project was approved by the legislature, shall be cancelled from the funded program.
DOTD reports the project has no funding activity within twelve (12) consecutive months	DOTD upon review and/or if the airport is officially declared in noncompliance with federal or state laws, regulations, rules, or policies by the FAA, the Louisiana Legislative Auditor, or DOTD.

8.8 Sponsor State Agreement Performance Management.

Sponsor State Agreement Performance Management history will be collected and scored based on an airport sponsor's project management including, but not limited to areas identified in Table.

Table 8.4 Grant Performance Management Criteria.

Promptness	Sponsor completes grant in accordance with established grant manager deadlines
Accuracy	Sponsor executes grant appropriately
Grant Activity	Sponsor continues with the requested project
Compliance	All Articles within the grant are completed in accordance with the agreement.
<i>Additionally, an airport shall not receive state funding from DOTD if affirmed to be in noncompliance with federal and/or state laws, regulations, rules, policies by the FAA, the Louisiana Legislative Auditor, or DOTD. Written notification may be provided to the airport sponsor by DOTD.</i>	

Table 8.5 Grant Performance Discrepancies

<i>DOTD shall use the following to document airport sponsor grant management discrepancies:</i>	
Grant Management Process Type	Discrepancy (Yes/No)
Incorrect/Missing Sponsor Signatures	(Yes/No)
Date Entry for Grant	(Yes/No)
>90 Day Grant Processing	(Yes/No)
Missing Witness Signatures	(Yes/No)
Incorrect Resolution Language	(Yes/No)
Missing Federal ID Information	(Yes/No)
Grant Closeout – Period of Performance	(Yes/No)

DOTD records the discrepancies and uses the total to score the subsequent project in accordance with Table 8.6. The timeframe for review will be over the prior two years of grant performance based on the state's fiscal year. The grant management scoring process review shall begin on June 1 and shall include all new, in process, complete, and closed projects for the previous two fiscal years. If an airport sponsor receives no grants within the reporting period, the Grant Performance shall consist of no discrepancies.

Table 8.6 Grant Performance Management Scoring.

<i>DOTD shall use the following to score airport sponsor grant management performance:</i>	
Airport Grant Performance Management	Points
No Grant Performance Discrepancies	10

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3 or Less Grant Performance Discrepancies	5
More than 3 Grant Performance Discrepancies	0
Declared in Non-Compliance within previous fiscal year	0

8.9 Airport Project Grant Closeout Documentation.

In order for project closure to occur a DOTD auditor shall ensure the following deliverables are collected and meet DOTD requirements to release final payment. DOTD will not approve the Sponsor’s request for the final reimbursement until each of the below items are received and are satisfactorily completed.

During an audit, the airport sponsor may receive notice from DOTD requesting additional documentation and/or requests for information regarding the project. The airport sponsor must comply with any written deadlines for requests or the airport may be deemed “noncompliant”. A letter will be sent to the airport sponsor upon successful audit.

Table 8.7 Airport Project Documentation Requirements.

<i>DOTD Airport Grant Closeout Documentation Required:</i>
<p>For ALL Projects-</p> <ul style="list-style-type: none"> ○ Project Application Requirements ○ Master Services Agreement ○ Approved Grant Application ○ Airport Sponsor Letter of Acceptance ○ Executed Sponsor State Agreement ○ Executed Supplemental Agreement (if applicable) ○ Executed Engineering Service Agreement/Task Order/Work Authorization ○ Executed FAA Grant (if applicable) ○ Executed FAA Amendment(s) (if applicable) ○ Change Order Request(s) and Approval(s) (if applicable) ○ Amendment Request(s) and Approval(s) (if applicable) ○ Request(s) for Information (RFI Documents) ○ Copies of all Requests for Reimbursement Forms and corresponding back up documentation ○ Copies of all Project Progress Reports (if applicable) ○ Final Copy of Reimbursement Request (if under 10% proper documentation form must be attached)
<p>For Engineering and Construction Projects-</p> <ul style="list-style-type: none"> ○ Executed Third Party Agreement – Subcontractor (if applicable) ○ Airport Sponsor Certification #1 ○ “Bid Set” Plans and Specifications ○ Construction Safety & Phasing Plan (CSPP) ○ Electronic Written Notification of Pre-Construction ○ Electronic/Written Notification of Substantial Completion Inspection ○ Electronic Written Notification of Final Inspection ○ Submit Letter of Acceptance (LOA) Electronically ○ Clear Lien Certificate ○ FAA Approved Updated ALP (if applicable) ○ As-Built Plans (Electronically) with Specifications with Final Quantities ○ Sponsor Certification #3 ○ Final Quantities and Costs
<p>For Real Property Acquisition Projects-</p> <ul style="list-style-type: none"> ○ Airport Sponsor Certification #2 ○ Appraisals and Review ○ Phase 1 Environmental (if applicable) ○ Copy of Assessment and Purchase Agreement
<p>For Planning Projects-</p> <ul style="list-style-type: none"> ○ Airport Sponsor Certification #1

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- | |
|--|
| <ul style="list-style-type: none"> ○ Final Deliverables |
|--|

8.10 Final Close Out.

In order for a project to be deemed closed in the ELEVATE system, the following checklist must be completed. Each audit will have an audit summary report completed in accordance with Table.

Table 8.7 Airport Project Final Closeout

Airport Project Final Closeout:	
<ul style="list-style-type: none"> ○ Final Payment submitted by Sponsor ○ Closeout Letter Transmitted to Airport Sponsor ○ Unencumber Remaining Funds from Project Account ○ Project File in DOTD Records Management System 	

Once the final payment has been processed, an electronic letter notifying the airport sponsor the project has been audited and closed will be sent out by DOTD.

CHAPTER 9 STATEWIDE DECLARED EMERGENCY

Statewide declared emergencies may impact the Louisiana Aviation System and often causes damage to various types of infrastructure on an airport. This chapter identifies the process for which airports shall adhere to when submitting a request for assistance.

9.1 Emergency Preparedness

It is recommended that airports identify their local emergency preparedness office’s best point of contact in order to be knowledgeable of the resources, reporting, and request processes. DOTD cannot assist with requests from airport sponsors during an event. Any requests for assistance must be submitted through the emergency operations web portal, or WebEOC. Airport Sponsors should discuss this process with their local emergency preparedness office.

9.2 DOTD Situational Reporting Requirements

DOTD is required by the Governor’s Office of Homeland Security and Emergency Preparedness (GOHSEP) to provide situational awareness of the condition of the Louisiana System of Airports. DOTD submits requests to airport sponsors for updates about operation and infrastructure conditions periodically throughout an active disaster. It is important for airports to respond to these requests as their responsiveness contributes to their facility score within the airport project prioritization process.

9.3 Storm Damage Protection.

Airport sponsors shall carry insurance on all airport facilities and equipment for which the state provides ten percent (10%) or more funding assistance. The insurance coverage shall provide for replacement value, if applicable. Airports requesting funding assistance shall follow the process as shown in Table 9.1 below.

Table 9.1 Storm Damage Funding Assistance Process

<p>When requesting funding related to an insured facility or equipment, airport sponsors</p>	<ul style="list-style-type: none"> • Shall provide DOTD with supporting documentation. • Shall include a written response detailing what work and/or equipment are covered.
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	<ul style="list-style-type: none"> • If the insurer declines a sponsor’s request, a copy of said declination
If a sponsor is applying for funding to rebuild or repair airport facilities or equipment covered by insurance,	<ul style="list-style-type: none"> • Insurance proceeds shall be used against the costs first • The state’s participation may be no more than eighty percent (80%) of the remaining eligible project costs
Airport Terminal Building	<ul style="list-style-type: none"> • The state’s participation is based on the public-use space ratio. •

CHAPTER 10 GENERAL AVIATION AIRPORT CERTIFICATION (GAAC) PROGRAM

- (Reserved)-

CHAPTER 11 VERTIPOINTS

- (Reserved)-

CHAPTER 12 ADVANCED AIR MOBILITY

- (Reserved)-

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APPENDIX A

Air Carrier Enhancement (ACE) Program Percentage Allocation (FY 2025-2026)	
Airport	ACE Percentage Allocation
Alexandria International Airport	15.146%
Baton Rouge Metropolitan Airport	13.955%
Lake Charles Regional Airport	10.878%
Lafayette Regional Airport	16.460%
Louis Armstrong New Orleans International Airport	21.622%
Monroe Regional Airport	11.063%
Shreveport Regional Airport	10.876%
Total	100.000%

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APPENDIX B

Consultant Selection Process.

Determine the Type of Consultant Selection	Single Project or Multiple Project Service Contract
Consultant Selection Committee	The Committee Responsible for developing a scope of work for the services contract being advertised; No Selection Committee member shall be involved directly or indirectly with any firm competing for the required services.
Establish Statement of Qualifications (SOQ) and Importance	Establish the selection criteria and individual importance of each criteria for the project(s) for which the services are being advertised.
Create a Request for Consultant Qualifications (RFQ)	<p>One of the most important steps is to create a RFQ advertisement that announces the airport sponsor's intention to enter into a contract with a qualified consultant firm for services related to its grant-funded projects. The selection committee must ensure that the RFQ clearly defines the following:</p> <ul style="list-style-type: none"> • Project(s) Descriptions and projected timeline for implementation of those projects • Estimated Construction Costs (if Applicable) • Unique Project Features • Explanation of the process which will be used to select the successful firm • Instructions on how to submit qualifications • Technical Disciplines Required • Weighting Factors for Criteria • Deadline for Receipt of Responses • Address for Submission of Responses • Contact Person for Additional Information
Advertise Your RFQ	<p>The only projects that should be included in the advertisement for services are those which can reasonably be expected to receive funding within a five year period, and the project descriptions should be specific rather than general.</p> <ul style="list-style-type: none"> • The sponsor should advertise where the most qualified firms will see the advertisement • Advertise for a timeframe long enough to ensure as many potential firms will view the advertisement. • The advertisement must appear at least once in the Official State Journal, The Baton Rouge Advocate • Should also appear in the airport sponsor's local newspaper where the project(s) are located • Must appear at least 14 calendar days prior to the deadline for the receipt of responses • Additionally, is the airport sponsor intends to request proposals from firms after SOQs have been received and evaluated, the RFQ must clearly state that the sponsor reserves the right to do so.
Receive Statement of Qualifications	A designated person should clearly mark the date and time of receipt of each unopened submittal envelope. Any SOQs

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	received after the advertised deadline will remain unopened and will be marked “Disqualified-Received (Date)(Time)”. All other SOQs will remain unopened until the Selection Committee begins its evaluation process.
Evaluate Statement of Qualifications	Each Member of the selection committee shall review and evaluate each SOQ using a SOQ Rating Worksheet
Prepare Pre-Selection Short-List	Prepare a list of the highest ranked, best qualified firms <ul style="list-style-type: none"> • If the Selection committee will be requesting proposals from the short-list, this must have been clearly stated in the original advertisement that the sponsor reserves the right to do so, and the next step is to develop a Request for Proposal (RFP) • If the Selection committee will be making its recommendation based only on its review of the SOQ, the next step is to make a recommendation to the airport sponsor.
Develop Request for Proposals	A document requesting proposals from firms by asking that the firm submit a proposed method of accomplishing the referenced projects. This includes, but is not limited to: <ul style="list-style-type: none"> • Proposed project schedule of major tasks and target completion dates • The firm’s technical approach to the project(s) • A brief example of the consultant’s capability, training, and experience to carry out value engineering (when included in the advertisement) • Recommended funding approach to completing the reference projects • The RFP must clearly explain the preferred format to be used by the firms in submitting proposals. • Proposals can be received in a variety of forms, such as presentation, interviews, written proposals, or any combination.
Notify All Respondents	Notify firms of the Status of their application: <ul style="list-style-type: none"> • Short-Listed Firms will be notified for further evaluation • All other firms must be notified that they were not selected for further evaluation
Receive Proposals	Each committee member must review and score each proposal. Once all proposals have been scored by each committee member, each committee member’s total score for each firm must be entered into a Consultant Proposal Ranking Sheet along with their score from the SOQ sheet. The resulting total score shall determine the consultant’s final ranking.
Make Recommendation to Airport Sponsor	The selection committee shall then provide the airport sponsor its final recommendation of the top-ranked firm. Once the recommendation is accepted by the airport sponsor, all firms must be notified of the status of their application.
Notify All Respondents	<ul style="list-style-type: none"> • The top-ranked firm will be notified of its selection by the airport sponsor, and to expect a request for a fee proposal. • The short list firms will be notified of the final ranking of firms, and that they may be contacted

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	for negotiations if the negotiations with the top-ranked firm should fail.
Request Fee Estimate	The airport will then direct the top-ranked firm to prepare a fee estimate for the service advertised: <ul style="list-style-type: none"> • If the sponsor advertised for a single project, the sponsor shall request a fee estimate for that project • If the sponsor advertised for multiple projects, the sponsor shall direct the top-ranked firm to prepare a fee estimate for the next project only.
Prepare Independent Fee Estimate	An IFE seeks to determine whether or not the cost of a project provided by the Project Consultant of record is similar in cost. The IFE requires a consultant that has similar qualifications to review the scope of work and to provide all costs related to the scope of work. Once the independent consultant reviews the scope and provides their own estimate, the two estimates are then compared for a percentage of difference in cost. This percentage difference is then examined by the airport sponsor to determine if the project is viable to continue with a project application. IFE's are generally completed when a project is very complex and/or has extensive costs.
Negotiations	<ul style="list-style-type: none"> • Should begin immediately after the selected firm's fee proposal is received. • The sponsor should reference the IFE when evaluating the firm's fee proposal.
Non-Negotiations	If a satisfactory contract cannot be negotiated with the top-ranked firm, the negotiations should be terminated and the firm will be removed from the list. Then, one of two actions must be taken: <ul style="list-style-type: none"> • For a single project, the sponsor will conduct the negotiation process with the next highest-ranked firm until a satisfactory contract can be negotiated. • For Multiple Projects, the sponsor will conduct the negotiation process with the next highest-ranked firm until a satisfactory contract can be negotiated. If negotiations for any subsequent project have failed, the sponsor must re-advertise for the services for that project. Once a firm is passed over during the negotiating process as a result of failure to negotiate a contract, that firm will be removed from the list and no further negotiations with that firm will take place for that particular project
Prepare Draft Contract and Record of Negotiations	Prepare the Contract and Record of Negotiations
Execute the Contract	Airport Sponsor and Consultant execute the contract and Submit a copy to DOTD.

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APPENDIX C

Airport Layout Plan (ALP) Preparation.

The following are the current ALP preparation guidelines. These guidelines were developed to provide consistency to ALPs prepared by airport sponsors and their consultants throughout the state. It also provides guidance to ALP submittal requirements to Non-National Plan of Integrated Airport System (NPIAS) airports for which none was available prior to the issuance of these guidelines.

The guidelines at no time are intended to contradict or change any of the requirements of Federal and/or State rules or guidelines. The most current version of all Louisiana rules, statutes, Federal Advisory Circulars, or other applicable rules or requirements shall be used in preparation of ALPs.

An approved Airport Layout Plan (ALP) is required for all public-use airports that receive state and/or federal funding in the State of Louisiana. To receive State and/or Federal funding, all proposed airport improvement projects must be shown on an approved ALP unless it is determined that the project will not adversely affect the safety, utility, and efficiency of the airport.

ALP Impacts and Frequency for Airport Project Planning

Date of Last ALP Approval – Greater than 10 Years.	ALP Less than 10 years old. Projects not Shown on an Approved ALP - Significant Impact on aeronautical or airport operations.	ALP Less than 10 years Old. Projects Not shown on an Approved ALP – No Significant Impact on aeronautical or airport operations.
Must complete a new ALP for State and/or FAA review and approval prior to planned project.	Must complete a new ALP for State and/or FAA review and approval prior to planned project.	Revise their ALP by submitting an Aeronautical Study. <ul style="list-style-type: none"> If no objection from the FAA, the ADO may accept the ALP revision by issuing a letter to the Sponsor that includes a reference of the aeronautical study determination number in the approval letter.
<ul style="list-style-type: none"> New ALP must be completed prior to receiving the next related State or Federal construction grant. If a proposed project is something that is normally not shown on an ALP (such as Pavement Maintenance Work), a new ALP may not be required to the project but should be done within a reasonable timeframe. 		<ul style="list-style-type: none"> If there is an objection from the FAA, the airport sponsor must revise the scope of the project as necessary to address the objection, and then submit another aeronautical study. In addition, the ADO must then require the sponsor to submit a revised ALP as a condition of closing the grant.
<p><i>Note: The methods presented under this section do not preclude or satisfy the sponsor’s requirement to conduct an environmental review of the project.</i></p>		

DOTD vs. Federal Aviation Administration (FAA) Standards.

NPIAS ALPs must show all applicable FAA design standards, regulations, and rule criteria. For Non-NPIAS airports that will be requesting FAA airspace review of the ALP, FAA standards should be shown.

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ALP Narrative Report.

A narrative report should accompany the ALP and all ALP revisions. The narrative report provides useful information in an understandable format to the airport sponsor. It also defines the rationale behind proposed airport improvements facilitating final State and FAA approval. The items included in a narrative report are not limited to, but should include the following:

- Basic Aeronautical Forecasts
- Justification for Proposed Airport Development Projects
- Rationale and Request for Modifications of any DOTD-Aviation or FAA Design Standards. If not included in a Narrative Report, these must be clearly explained on the ALP.
 - Determinations of No Hazard for 14 Code of Federal Regulations (CFR), Part 77, *Imaginary Surfaces*, that are being requested.
 - Development Summary for Stages of Construction for
 - 0-5 Years
 - 6-10 Years
 - 11-15 Years
- Shadow Study for Towered Airports

ALP General Requirements.

ALPs must conform to the current version of FAA Advisory Circular (AC) 150/5300-13, *Airport Design*, for all airports. Some exceptions apply to Non-NPIAS airports as noted elsewhere in this document.

- Every sheet should show the following:
- Applicable scale
- Signature and Revision Blocks completed with Signature and Date of last Revision
- Existing and Ultimate Airport Development Elements
- Map Legend depicting existing and Ultimate Elements with different symbology (Note: Not required on Cover Sheet)
- North Arrow

If the ultimate development is to occur in stages, the ALP must show all phases/stages of construction of the ultimate development in all applicable drawings. All coordinates shall be in NAD 83 Datum and elevation shall be in NAD 88 Datum.

ALP Required Sheets

Cover Sheet	<ul style="list-style-type: none"> • State outline depicting parish boundaries • The parish the airport is located within should be shaded • Vicinity Map – showing immediate area around the airport • Location Map – showing general area of the location of the airport • Index to Sheets • Wind Rose – all weather and Instrument Flight Rules (IFR) weather rose • Wind Coverage Data Table • Airport Data Table • Approval Signature Block – should contain revision block and signature blocks for the following: <table border="1" style="margin-left: 20px; width: 100%;"> <tr> <td style="width: 50%;">Airport Sponsor</td> <td>DOTD</td> </tr> <tr> <td>Airport Engineer</td> <td>FAA</td> </tr> </table> 	Airport Sponsor	DOTD	Airport Engineer	FAA
Airport Sponsor	DOTD				
Airport Engineer	FAA				

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Airport Layout Drawing	Detailed, scaled representation of existing and ultimate airport facilities. Provides pertinent dimensions and clearance information pursuant to applicable standards. Scaled to show the entire airport facilities. DOTD Zoning and Approach Slopes are not required to be shown on this sheet.
Airport Airspace Drawing	Includes all 14 CFR Part 77, Imaginary Surfaces, plus a drawing of the approach surfaces to the full length of the approach surface. The surfaces should be for the ultimate runway lengths. Is intended to show the relationship between the imaginary surfaces and the topographical features. Emphasis is on defining significant objects and elevations that are critical to airport operations. For airports where the State airspace zones, as defined by DOTD-Aviation Rules, differ from the 14 CFR Part 77 surfaces, separate sheets will be required. One sheet will be required for all 14 CFR Part 77, <i>Imaginary Surfaces</i> . All obstruction, natural and constructed, within any imaginary surface must be shown in a schedule of obstruction with the proposed disposition. The schedule should show a reference number for all obstructions shown on the plan and profile drawings. The disposition of the obstruction must be shown along with the effective date of the disposition.
Inner Portion of the Approach Surface Drawing	This drawing is an easily-readable, scaled detail of the approach surfaces. A separate sheet for the inner portion of the approach surface drawing will be required for each end of each runway. It should be drawn at a scale to show the approach surface from the ground to at least a height 100 feet above the elevation of the end of the runway. There shall be a plan and profile drawing on each sheet. In addition to the CFR 14 Part 77 approach surface, the FAA sheet shall show any surfaces from FAA AC 150/5300-13, that is more critical than the Part 77 surfaces. The approach surface drawing sheets may show other zones, i.e. runway protection zone, clear zone, , etc., as long as they are distinctly labeled and do not impede the clarity of the drawing. A separate schedule of obstruction shall be included on each sheet for each approach surface showing the extent of the penetration and the proposed disposition of the obstruction. Each disposition must have a date associated with it. The schedule of obstructions shall give coordinates for each obstruction listed. Obstructions shall also be depicted on both the plan and profile drawings.
Runway Departure Surface Drawing	This drawing depicts the applicable departure surfaces as defined in Table 3-5 and Figure 3-9 in FAA AC 150/5300-13. The surfaces are shown for runway end(s) designated primarily for instrument departures.
Terminal and/or Building Area Drawing	The purpose of this sheet is to depict all buildings and their related infrastructure at airports for reviewing safety, security, and funding eligibility. The building area drawing shall show all buildings, existing and planned, aprons with tie down locations depicted, parking areas, fueling facilities, and the building restriction line with elevations/heights. A table shall also be included listing each building's coordinates, function, and elevation. For airports with commercial service (CS), terminal area drawings as well as General Aviation (GA) areas should be shown.

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<p>Land-Use Drawing</p>	<p>This sheet provides details for current and future uses of property within, and surrounding the airport boundaries. It also serves as a planning tool for communities to ensure that the growth in the area around the airport will be compatible in use and not impede future aeronautical expansion. The land-use map shall show existing, as well as recommended land-uses for all properties within the ultimate airport boundary, and in the surrounding areas. Property use and zoning should be identified as residential, commercial, industrial, park, etc.</p>
<p>Zoning Map</p>	<p>The purpose of the zoning map is to replicate the information on the zoning map. It may be utilized by the airport sponsor as well as the local zoning authority, for use in exhibits for zoning ordinances, planning, and issuing permits for development around existing and proposed airport designs. The zoning map shall be constructed at a scale that allows for the depiction of the airport runways (Existing and Ultimate). The map shall show all the existing property zoning in the area (Agricultural, residential, commercial, etc.), as well as all appurtenant topographical data, including waterways, man-made structures, and significant contours. If available, it is recommended that an aerial photo be used as a background for this mapping.</p>
<p>Airport Property Map</p>	<p>This sheet serves as an inventory of existing and future land/property rights owned by the airport. The airport property map must show all parcels within the airport property as well as any future parcels to be purchased. Parcels must be clearly defined with parcel numbers and parcel flagging. Existing and ultimate property lines must be clearly defined. A property table should be included which indicates parcel owners, size, and date of purchase, cost, and any federal or state funding received with applicable project number. An airport property map is not a substitute for an Exhibit 'A' unless it is prepared in accordance with AC 150/5100-17, Land Acquisition and Relocation Assistance for Airport Improvement Program Assisted Projects.</p>
<p>Additional Sheets that may be required include: 1. Utility Drawing 2. Airport Access Plans 3. Any other plan(s)</p>	<ol style="list-style-type: none"> 1. This drawing depicts the location and capacity of major utilities on the airport and in the surrounding area. 2. If access to the airport is a significant issue, a separate airport access drawing should be created depicting the major routes of various modes of transportation that serve the airport. Such a drawing could also include proposed improvements to the system. 3. Drawings that address a specific, unique need at the airport. For example, these drawings may include a Well Site Plan for on-airport oil and gas extraction, or a Launch Site Boundary for commercial spaceport facilities, etc. The sponsor, FAA and other approving agencies must discuss and agree to include them.

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APPENDIX D

**Louisiana Airport Construction and Development Priority Program
FISCAL YEAR 20__ - 20__
Airport Grant Application Form**

Airport Sponsor: Airport: No. and Street/P.O. Box: City, State, Zip Code:		
PROJECT TITLE/DESCRIPTION:	Funding Year Requested:	
PROJECT SCOPE & JUSTIFICATION:		
Estimated Project Cost: (If applicable, attach a detailed construction cost estimate)		
Classification	Estimated Cost	
Administrative Expenses		
Land Acquisition Cost		
Engineering Fees		
Survey		
Geotechnical		
Estimated Construction Cost		
Construction Inspection		
Construction Administration Fees		
Construction Testing		
Equipment Purchase Cost		
Other: (define)		
Other: (define)		
Total Estimated Project Cost	0	
Funding Sources:		
Source	% Contribution	Funds
Federal Funds		
State Funds		
Local Contribution		
Other: (define)		
Total Estimated Project Cost		0
Signature of Airport Sponsor		Date Signed
Type or Printed Name and Title of Airport Sponsor		
Comments (For DOTD Use Only)		