

LA DOTD Aviation Webinar

WHAT IS THE STATE UP TO.....



Topics

- State Project Updates
- Intermodal Connectivity
- UAS Impacts to Airports
- Aviation Section Internal Processes
- DOTD Website

State Projects Update

- Pavement Condition Index
- Wildlife Hazard Assessment
- Aviation Art Contest

Pavement Condition Index (PCI) Study

- Applied Pavement Technology, INC.



applied pavement
TECHNOLOGY

- KSA Engineers, INC.





Anticipated Project Schedule

(Revised 2-17-2017)

Project Tasks	Anticipated Start	Anticipated Finish
Task 1. Kickoff Meeting & Project Management	11/9/2016	11/11/2016
Task 2. Records Review	11/22/2016	5/1/2017
Task 3. Pavement Network Definition Update	11/11/2016	5/15/2017
Task 4. Pavement Condition Survey	1/1/2017	6/30/2017
Task 5. Database Repository	11/11/2016	6/30/2017
Task 6. Toolset Customization	4/1/2017	8/1/2017
Task 7. Toolset Update	11/11/2016	7/31/2017
Task 8. Data Analysis	6/1/2017	8/31/2017
Task 9. Executive Summary Reports	5/15/2017	9/31/2017
Task 10. Pavement Solution Report	5/15/2017	9/31/2017
Task 11. GIS Linking	5/1/2017	5/31/2017
Task 12. Training	8/15/2017	10/15/2017
Task 13. PCN Determination	3/1/2017	8/15/2017

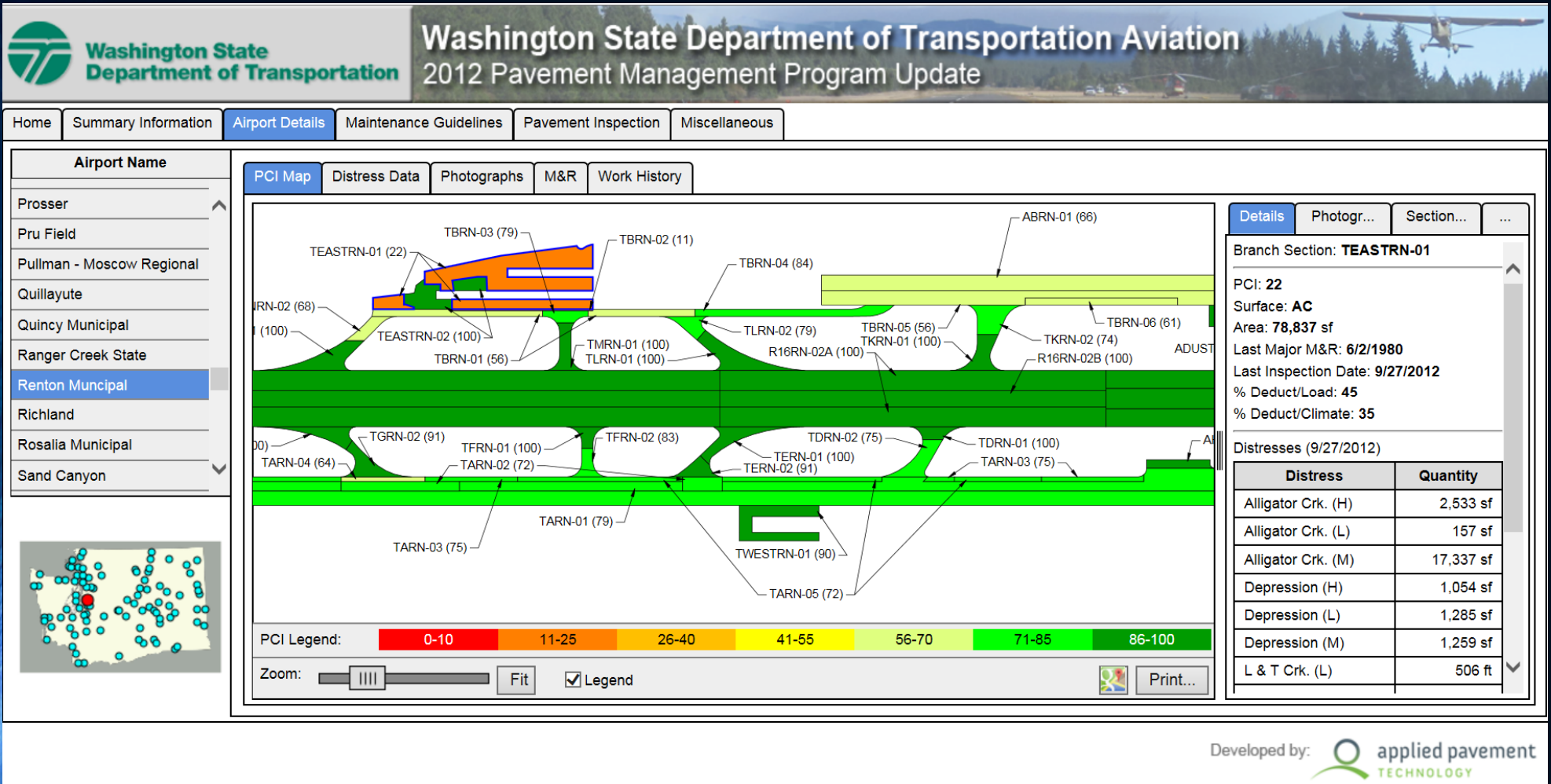
PCI Survey Field Schedule

Trip #	Anticipated Dates	Airport Name	FAA ID	City
#1	2/21-2/22	Le Gros Memorial	3R2	Crowley
Feb 21st	2/22	Jennings	3R7	Jennings
to	2/22	Welsh	6R1	Welsh
Feb 28th	2/23	Southland Field	UXL	Sulphur
	2/23	DeQuincy Industrial Airpark	5R8	DeQuincy
	2/24	Beauregard Regional	DRI	DeRidder
	2/24	Allen Parish	ACP	Oakdale
	2/25	Eunice	4R7	Eunice
	2/25-2/26	St. Landry Parish	OPL	Opelousas
	2/27	Woodworth	1R4	Woodworth
	2/27	Bunkie Municipal	2R6	Bunkie
#2	3/8	Acadiana Regional	ARA	New Iberia
Mar 7th	3/8	LeMaire Memorial	2R1	Jeanerette
to	3/9	Abbeville Chris Crusta Memorial	IYA	Abbeville
Mar 14th	3/10-3/11	Houma/Terrebonne	HUM	Houma
	3/12	South Lafourche	GAO	Galliano
	3/13	Harry P. Williams Memorial	PTN	Patterson
	3/13	Thibodaux	L83	Thibodaux
#3	3/15	Chennault International	CWF	Lake Charles
Mar 14th	3/16	Leesville	L39	Leesville
to	3/16	Hart	3R4	Many
Mar 21st	3/17	C.E. Rusty Williams Memorial	3F3	Mansfield
	3/17	Red River Parish	0R7	Coushatta
	3/17-3/18	Natchitoches Regional	IER	Natchitoches
	3/18-3/19	Pollock Municipal	L66	Pollock
	3/19	Pineville Municipal	2L0	Pineville
	3/19-3/20	Esler Regional	ESF	Alexandria
	3/20	Marksville Municipal	MKV	Marksville

PCI Survey Field Schedule

#4	3/29-3/31	Shreveport Downtown	DTN	Shreveport
Mar 28th	4/1	Vivian	3F4	Vivian
to	4/1	Springhill	SPH	Springhill
Apr 4th	4/1	Homer Municipal	5F4	Homer
	4/2	Minden	MNE	Minden
	4/2	Arcadia/Bienville	5F0	Arcadia
	4/3	Jonesboro	F88	Jonesboro
	4/3	David G. Joyce	0R5	Winnfield
#5		Jena	1R1	Jena
Apr 5th		Olla	L47	Olla
to		Columbia	F86	Columbia
Apr 12th		Ruston Regional	RSN	Ruston
		Union Parish Airport	F87	Farmerville
		Morehouse Memorial	BQP	Bastrop
		Kelly	9M6	Oak Grove
		Byerley	0M8	Lake Providence
		Vicksburg-Tallulah Regional	TVR	Tallulah
		Scott	M80	Tallulah
		Delhi Municipal	0M9	Delhi
		John H. Hooks, Jr. Memorial	M79	Rayville
		Tensas Parish	L33	St. Joseph
		Winnsboro Municipal	F89	Winnsboro
		Concordia Parish	0R4	Vidalia
		Jonesville	L32	Jonesville
#6		Louisiana Regional	L38	Gonzales
Apr 25th		Port of South Louisiana Executive Regional Airport (St. John the Baptist Parish)	KAPS (1L0)	Reserve
to		Hammond Northshore Regional	HDC	Hammond
May 4th		Feliciano Airpark	LA3	Jackson
		False River Regional	HZR	New Roads
#7		New Orleans Lakefront	NEW	New Orleans
June		Slidell	ASD	Slidell
		St. Tammany Regional	L31	Covington
		George R. Carr Memorial	BXA	Bogalusa
		Franklinton	2R7	Franklinton

PCI Data Analysis Example



Developed by: **applied pavement**
TECHNOLOGY

Wildlife Hazard Assessment

- Volkert Inc.



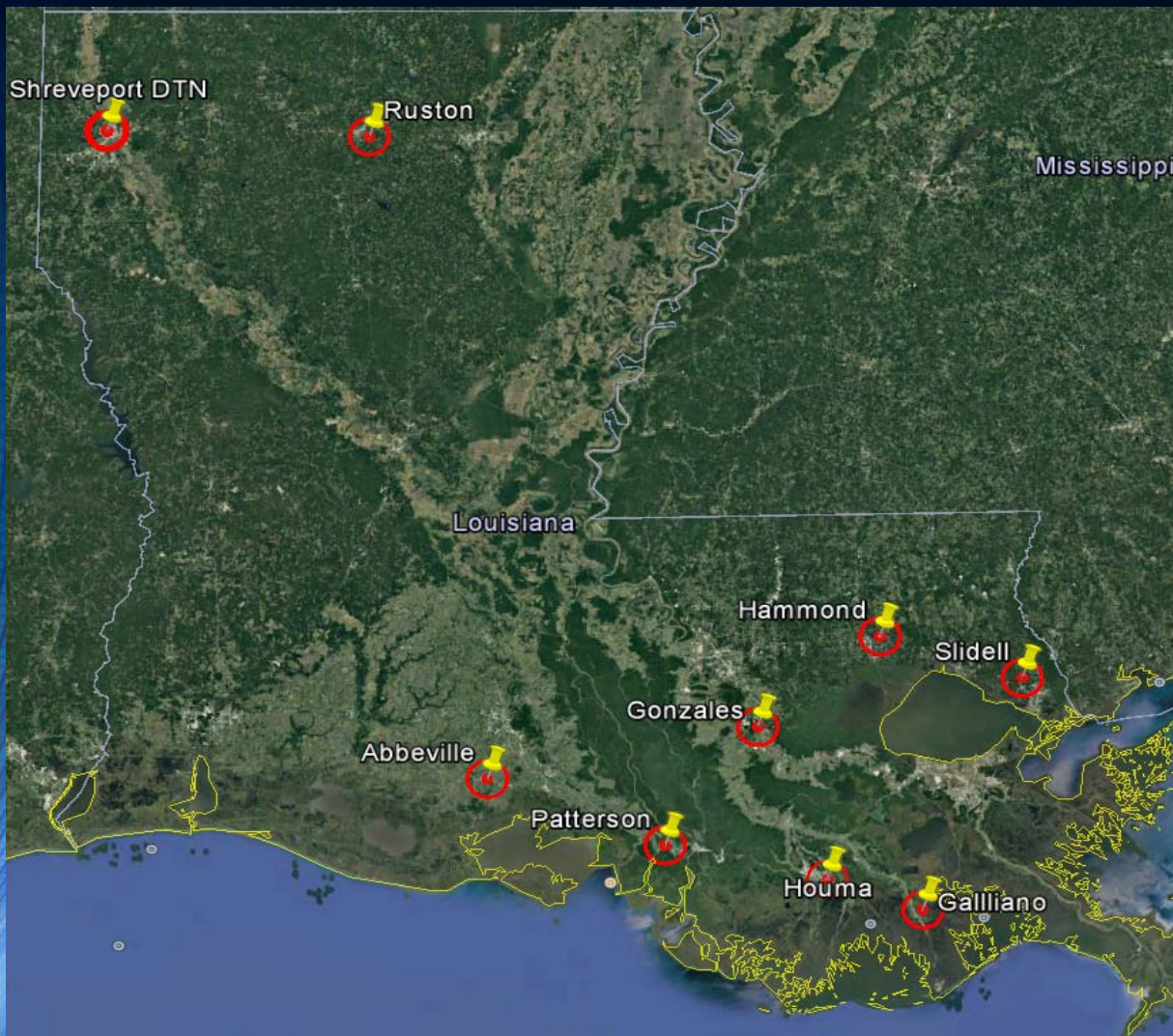
- GSRC



- CDM Smith



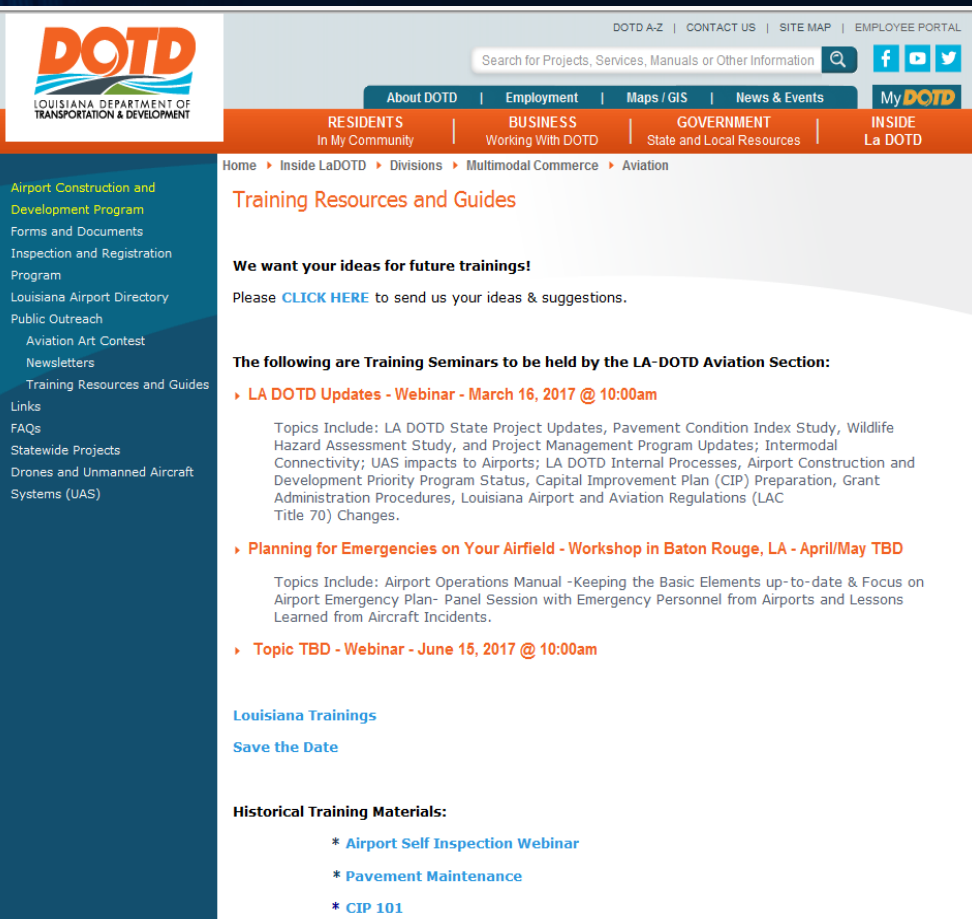
Map of Airports with WHA study



Aviation Division Website Updates

Visit our Training Resources and Guides Page

Visit our New Drone Page



The screenshot shows the LaDOTD website with a navigation bar at the top containing links like DOTD A-Z, CONTACT US, SITE MAP, and EMPLOYEE PORTAL. A search bar is also present. Below the navigation bar, there are tabs for RESIDENTS, BUSINESS, GOVERNMENT, and INSIDE LaDOTD. The main content area is titled "Training Resources and Guides" and includes a call to action: "We want your ideas for future trainings! Please [CLICK HERE](#) to send us your ideas & suggestions." Below this, it states "The following are Training Seminars to be held by the LA-DOTD Aviation Section:" and lists three seminars: "LA DOTD Updates - Webinar - March 16, 2017 @ 10:00am", "Planning for Emergencies on Your Airfield - Workshop in Baton Rouge, LA - April/May TBD", and "Topic TBD - Webinar - June 15, 2017 @ 10:00am". Each seminar has a brief description of topics to be discussed. At the bottom, there are links for "Louisiana Trainings", "Save the Date", and "Historical Training Materials:" with a list of links: "Airport Self Inspection Webinar", "Pavement Maintenance", and "CIP 101".

DOTD A-Z | CONTACT US | SITE MAP | EMPLOYEE PORTAL

Search for Projects, Services, Manuals or Other Information

About DOTD | Employment | Maps / GIS | News & Events | My DOTD

RESIDENTS In My Community | **BUSINESS** Working With DOTD | **GOVERNMENT** State and Local Resources | **INSIDE LaDOTD**

Home > Inside LaDOTD > Divisions > Multimodal Commerce > Aviation

Training Resources and Guides

We want your ideas for future trainings!

Please [CLICK HERE](#) to send us your ideas & suggestions.

The following are Training Seminars to be held by the LA-DOTD Aviation Section:

- ▶ **LA DOTD Updates - Webinar - March 16, 2017 @ 10:00am**

Topics Include: LA DOTD State Project Updates, Pavement Condition Index Study, Wildlife Hazard Assessment Study, and Project Management Program Updates; Intermodal Connectivity; UAS impacts to Airports; LA DOTD Internal Processes, Airport Construction and Development Priority Program Status, Capital Improvement Plan (CIP) Preparation, Grant Administration Procedures, Louisiana Airport and Aviation Regulations (LAC Title 70) Changes.

- ▶ **Planning for Emergencies on Your Airfield - Workshop in Baton Rouge, LA - April/May TBD**

Topics Include: Airport Operations Manual - Keeping the Basic Elements up-to-date & Focus on Airport Emergency Plan- Panel Session with Emergency Personnel from Airports and Lessons Learned from Aircraft Incidents.

- ▶ **Topic TBD - Webinar - June 15, 2017 @ 10:00am**

Louisiana Trainings

Save the Date

Historical Training Materials:

- * [Airport Self Inspection Webinar](#)
- * [Pavement Maintenance](#)
- * [CIP 101](#)



The screenshot shows the LaDOTD website with a navigation bar at the top containing links like Home, Inside LaDOTD, Divisions, Multimodal Commerce, and Aviation. The main content area is titled "Drones and Unmanned Aircraft Systems (UAS)" and includes a paragraph stating: "The Louisiana Department of Transportation's Aviation Division's goal is to ensure that all drones and unmanned aircraft systems (UAS) are operated safely in Louisiana airspace." Below this, there is a link to "LA DOTD Aviation Drone Brochure.pdf". The brochure content is displayed on the right side of the page, featuring sections like "Becoming a Drone Pilot", "Where to Fly Your Drone", and "DRONES UNMANNED AIRCRAFT SYSTEMS (UAS)". The brochure also includes a list of requirements for becoming a drone pilot, a list of airspace restrictions, and a list of drone operators. At the bottom of the brochure, there is contact information for the LA DOTD Aviation Division.

Home > Inside LaDOTD > Divisions > Multimodal Commerce > Aviation

Drones and Unmanned Aircraft Systems (UAS)

The Louisiana Department of Transportation's Aviation Division's goal is to ensure that all drones and unmanned aircraft systems (UAS) are operated safely in Louisiana airspace.

[LA DOTD Aviation Drone Brochure.pdf](#)

Becoming a Drone Pilot

First-Time Pilots

To become a pilot you must:

- Be at least 16 years old
- Be able to read, speak, write, and understand English
- Be in a physical and mental condition to safely operate a small UAS
- Pass the initial aeronautical knowledge exam at an FAA-approved knowledge testing center

Pilot certificate Requirements

- Must be accessible during all UAS operations
- Certificate holders must pass a recurrent knowledge test every two years

Existing Pilots

Eligibility:

- Must hold a pilot certificate issued under 14 CFR part 61
- Must have completed a flight review within the previous 24 months

Remote Pilot Certificate Requirements

- Must be easily accessible by the remote pilot during all UAS operations
- Certificate holders must pass either a recurrent on-line training course OR recurrent knowledge test every two years

Where to Fly Your Drone

The Federal Aviation Administration (FAA) has authority over the United States Airspace from the ground up. Anyone operating a drone is responsible for complying with FAA guidelines and regulations.

Drone Operators should be aware of where it is and is not safe to fly. This requires knowledge of airspace restrictions and no drone zones.

There are many types of airspace restrictions in the United States including: Restricted Airspaces, Temporary Flight Restrictions, Stadiums and Sporting Events, Wildfires, Airports and much more.

The **B4UFLY** Smart-phone APP is a great asset to use to determine if there are any restrictions or requirements in the area you wish to fly your drone.

DRONES UNMANNED AIRCRAFT SYSTEMS (UAS)


Aviation LA DOTD

DOTD

LOUISIANA DEPARTMENT OF TRANSPORTATION & DEVELOPMENT

LA DOTD AVIATION
1201 Capitol Access Road
Baton Rouge, LA 70802
225-379-3050
<http://www.dotd.la.gov/aviation>

Statewide Project Information and Schedules



LOUISIANA DEPARTMENT OF
TRANSPORTATION & DEVELOPMENT

HELP | DOTD A-Z | CONTACT US | SITE MAP | EMPLOYEE PORTAL

Search for Projects, Services, Manuals or Other Information

About DOTD | Employment | Maps / GIS | News & Events | My DOTD

RESIDENTS
In My Community

BUSINESS
Working With DOTD

GOVERNMENT
State and Local Resources

INSIDE
La DOTD

Status: Waiting for approval
Publication Start Date: Immediately

Forms and Documents

Inspection and Registration Program

Louisiana Airport Directory

Public Outreach

Aviation Art Contest

Newsletters

Training Resources and Guides

Links

FAQs

Statewide Projects

Drones and Unmanned Aircraft Systems (UAS)

Home ▶ Inside LaDOTD ▶ Divisions ▶ Multimodal Commerce ▶ Aviation

Statewide Projects

Pavement Condition Index (PCI) Study

The Louisiana Department of Transportation and Development's Aviation Division has issued a contract with Applied Pavement Technology, Inc. (APTech), with assistance from KSA Engineers, to update the State's Airport Pavement Management System (APMS).

The PCI study will require visual inspections of pavements at 62 General Aviation (GA) Airports statewide using the PCI procedure. The results of this effort will assist DOTD Aviation and Airports in understanding the current condition of the airfield pavements and provide tools-including an interactive website providing users with all of the project results-to assist in the future management of these pavements.

[Click Here](#) for a schedule of the PCI project. Please note that the schedule is subject to change.

Wildlife Hazard Assessments (WHA)

The Louisiana Department of Transportation and Development's Aviation Division has issued a contract with Volkert Inc., with assistance from Gulf South Research Corporation (GSRC) and CDM Smith, to conduct Wildlife Hazard Assessments at nine (9) General Aviation (GA) Airports Statewide. The following airports are part of this project:

- ▶ Abbeville Chris Crusta Memorial Airport (IYA)
- ▶ Hammond Northshore Regional Airport (HDC)
- ▶ Harry P. Williams Memorial Airport (PTN)
- ▶ Houma-Terrebonne Airport (HUM)
- ▶ Louisiana Regional Airport (L38)
- ▶ Ruston Regional Airport (RSN)
- ▶ Shreveport Downtown Airport (DTN)
- ▶ Slidell Airport (ASD)
- ▶ South Lafourche Leonard Miller, Jr. Airport (GAO)

A qualified Biologist will conduct an initial site of the airports and develop a monthly survey design for each airport. Each month surveys will be conducted during the day at the airport, and night counts will be conducted once a quarter. Upon completion of the project, the data will be analyzed and a report will be published with recommendations for Wildlife Hazard reductions at the airport, along with details of the assessment.

[Click Here](#) for a schedule of the WHA project. Please note that the schedule is subject to change.

June 2017 Newsletter

Email articles or suggestions
of what you would like to see
in our Newsletter to
Heidi.Higginbotham@la.gov

All Articles are due:
Friday May 5th



DOTD
LOUISIANA DEPARTMENT OF
TRANSPORTATION & DEVELOPMENT

DOTD A-Z | CONTACT US | SITE MAP | EMPLOYEE PORTAL

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State and Local Resources | INSIDE
La DOTD

Home ▶ Inside LaDOTD ▶ Divisions ▶ Multimodal Commerce ▶ Aviation

Aviation Newsletters



LA DOTD Aviation Newsletter Volume VI
December 2016

Let's Whirl in 2017

By: Janet Gonzales
Louisiana Regional Airport Manager

On March 11, 2017 the NOLA 99s are again organizing a Fly to Forward event at Louisiana Regional Airport. The NOLA 99s have been supporting the World Wide Week for many years with the goal of introducing more girls to aviation. www.womenofaviation.org is a great resource for girls interested in aviation.



The NOLA 99s are pleased to have EAA 244 volunteer pilots assist with the flight. Joining our goal is to introduce 100 girls of any age to aviation during our 2017 WCAW activities. Together we challenge more pilots and airports to join us. Across Louisiana there have only been two airports where WCAW activities have been held. Organizing the Fly to Forward activities has become increasingly easier over the years, even for flying events. If you have any questions about how to get started here is the official WCAW site: <http://www.womenofaviation.org/about/women-of-aviation.html>

The 2017 WCAW theme should motivate lots of Louisiana aviation interest, considering the large helicopter industry in the state... it was 1937 when Hanna Reitsch took the controls of a Focke Achgelis #1 helicopter and became the world's first female helicopter pilot. In celebration, the theme for the 7th annual Women Of Aviation Worldwide Week, March 6-12, 2017, will be "Let's Whirl, 80 years of female helicopter pilots."

To celebrate Hanna Reitsch's breakthrough and highlight helicopter aviation, the Institute for Women Of Aviation Worldwide (IWCAWW) will broadcast interviews of women involved in all aspects of helicopter manufacturing and operations throughout the Week and encourage event organizers to share them with their local guests.

LOUISIANA DEPARTMENT OF
TRANSPORTATION & DEVELOPMENT
AVIATION SECTION
1201 Capital Access Rd.
Baton Rouge, LA 70802
Phone: (225) 379-1000
www.dotd.la.gov/aviation

AVIATION TEAM

Bradley Brandt	Director
Michael Burrows C.M.	Assistant Director
LeTosha Joseph	Administrative Asst.
Aden Taylor	Airways Manager
Danielle Caylor	Program Manager
Joan Duci	Program Manager
Christina Wilson	Program Manager
Joshua Daphnis	Program Manager
Tanya Somerville	Asst. Program Manager
Heidi Higginbotham	Asst. Program Manager
Robert Nelson	Safety Officer
Joan Hall	Safety Officer



Issue VI

Past Newsletters

Issue V

Issue IV

Issue III

Issue II

Issue I

Aviation Art Contest Winners 2017

BEYOND THE CLOUDS



Kennedy Pedeaux- 3rd Place (14-15 year old)
Central Middle
Central, LA



Evan Tramonte-2nd Place (8-9 year old)
St. Theresa Middle
Gonzales, LA



Kelly Jia-1st Place (6-7 year old)
Baton Rouge Center for Visual and Performing Arts
Baton Rouge, LA



Graeun Van-1st Place (10-11 year old)
Riverdale Middle
Jefferson, LA



Marcela Aguirre-3rd Place (12-13 year old)
T.H. Harris Middle
Metairie, LA

Aviation Art Contest Winners 2017



Carrie Dinh- 3rd Place (16-17 year old)
Eleanor McMain
New Orleans, LA

•900
Entries



Lola Avery-1st Place (8-9 year old)
St. Theresa Middle
Gonzales, LA

•48
Schools



Mackenzie Stewart-1st Place (12-13 year old)
St. Joseph School
Ponchatoula, LA



Taylor Richard- 2nd Place (8-9 year old)
St. John Primary
Prairieville, LA

Intermodal Connectivity

What does it mean?

How does it apply to your airport?

UAS Impacts to Airports

Regulatory

- Part 107 - “Small UAS Rule” Commercial Operators
- Public Law 114-90 (July 2016) “FAA Extension, Safety, and Security Act of 2016”
 - Pilot Program for Airport Safety and Airspace Hazard Mitigation
 - Establish pilot program with DOD, DHS to address safety as it relates to errant or hostile UAS
 - \$6,000,000 from Airport & Airway Trust Fund
 - Report due to Congress 12/15/2017

Regulatory (cont.)

- Public Law 114-90 (July 2016) “FAA Extension, Safety, and Security Act of 2016”
- Unmanned Traffic Management (UTM) Pilot Program
 - Establish UTM system pilot program with Drone Advisory Committee (DAC), NASA.
 - 2 years
 - Focus is detection via ADS-B, radar, cellular.



Regulatory (cont.)

- Application for Designation (sec. 2209)
 - Process active 180 days after July 15, 2016. (Active Now)
 - Allows applicants to petition the administrator to prohibit or restrict the operation of unmanned aircraft in close proximity to a fixed site.
 - Critical infrastructure (18 USC 2339D; could be an airport), oil refineries an chemical facilities, amusement parks, other locations that warrant such restrictions.

Operation

- UAS for airport operators web page
 - [https://www.faa.gov/airports/special_programs/uas airports/](https://www.faa.gov/airports/special_programs/uas_airports/)
- Law enforcement guidance (version 3, updated August 11, 2016)
- Required notification (within 5 miles of airport)
- Guidance on UAS detection and countermeasures technology demonstrations at airports.
 - Contact ADO for guidance

Resources

<http://www.dotd.la.gov/aviation>

www.faa.gov/uas

B4UFly Smartphone App

Airport Construction and Development Priority Program

- Draft Program sent to Airports
 - February 16th
- Legislative session begins
 - April 10th
- Public Hearing anticipated before session
- Funding available new fiscal year
 - July/August 2017

Capital Improvement Plan (CIP)

- The CIP is a 5-year plan of what the airport/FAA thinks is reasonable of accomplishing.
- DOTD uses the CIP currently for an application for funding.

CIP Important Deadlines

- FAA deadline
 - March 31st
- DOTD Aviation deadlines
 - Draft due August
 - Final CIP due November 1st

DOTD CIP Submittal Requirements

- CIP Submittal Requirements Due November 1st
- CIP and Requesting Resolution
- Description of project and justification
- Preliminary Cost Estimate (accurate)
- Description of project area which should include a sketch

DOTD CIP Planning Tools

- Keep in mind preferred project priority of safety first – working from runway out is the best rule of thumb!
- If Design Only done previous year, Construction (Phase II) given more priority. (This is also the case on DOTD Priority Program)
- Local Contribution (Match Column) adds priority scoring as able.

CIP Funding Sources

- Funding Sources Available:
 - Non-Primary Entitlement (NPE)
 - State Apportionment (Other AIP above NPE)
 - 100% State Funds (and 10% to FAA) – make sure to note which is AIP or State Only request
 - FAA Discretionary
- Any projects requiring State funds should be placed in the “Other” column of the CIP Form.

CIP Original Form

CAPITAL IMPROVEMENT PLAN (CIP)

Gaylor International Airport

DATE CIP PREPARED: Oct. 1, 2015

CIP START YEAR: 2016

Color Code Key & Notes

** State Grant, Economic Development Grant, Bond Financing, Private:

Other**

* Sponsor 10% Match

Match*

Match Amount for "AIP Funding Request" NOT Included when green:

Multi-Year NPE Fronted Amount NOT Included when red:

\$ 300,000 Estimated Carryover Balance

\$ 150,000 Estimated Annual NPE Amount

Fed FY	Entitlement Available	ODO Priority	Project Description/Justification	Multi- Year	Est. Total Project Cost	Funding Source				AIP Funding Request
						Entitlement	Other AIP	Match*	Other**	
2016	\$ 450,000	1	Runway 18/36 Rehabilitation - Phase I	Y	\$ 60,000	\$ 54,000		\$ 6,000		
		2	Rehabilitate Taxiway G - Phase II (STATE ONLY)	N	\$ 500,000				\$ 500,000	
		3	Fuel Farm Rehabilitation (LOCAL)	N	\$ 500,000			\$ 20,000	\$ 480,000	
		2016 Annual Subtotals:					\$ 1,060,000	\$ 54,000		\$ 26,000
2017	\$ 546,000	1	Runway 18/36 Rehabilitation - Phase II	N	\$ 1,000,000	\$ 548,000	\$ 354,000	\$ 100,000		
		2017 Annual Subtotals:					\$ 1,000,000	\$ 546,000	\$ 354,000	\$ 100,000
2018										
	2018 Annual Subtotals:									
2019										
	2019 Annual Subtotals:									
2020										
	2020 Annual Subtotals:									
5 Year CIP Totals:						\$ 2,060,000	\$ 600,000	\$ 354,000	\$ 126,000	

New & Improved FAA CIP Form

5 Year Capital Improvement Plan (CIP)

CIP START YEAR: _____								
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>-3 Entitlement Balance (Expires FY-2000)</p> <p>-2 Entitlement Balance (Expires FY-1999)</p> <p>-1 Entitlement Balance (Expires FY-1998)</p> <p>Entitlement (for planning purposes through 4)</p> </div> <div style="width: 50%; border: 1px solid black; padding: 5px;"> <p>Instructions</p> <p>Show all planned projects (not just AIP funded projects)</p> <p>For AIP-MY, show est. cost in initial year & list project in following year(s) w/ \$0</p> <p>Submit CIP to the ADO as a PDF file dated with signature.</p> </div> </div>								
Fed FY	Entitlement Available	Funding Source	ODO Project Component/Phase	Estimated Cost	Funding Plan			
					Entitlement	Additional AIP	Other	Match
		Remaining Funds	Annual Subtotals:					
1								
		Remaining Funds	1 Annual Subtotals:					
2								
		Remaining Funds	2 Annual Subtotals:					
3								
		Remaining Funds	3 Annual Subtotals:					
4								
		Remaining Funds	4 Annual Subtotals:					
				5 Year CIP Totals:				

SPONSOR SIGNATURE: _____

DATE: _____

CIP Resources

- Many resources available to develop project request list:
 - FAA/DOTD Program Manager
 - Airport personnel assessment (ex. Pavement conditions)
 - Airport Consultants
 - FAA/DOTD Safety Inspection Recommendations

FAA Program Manager Transition

- Additions to Team

John Michener - Assistant Manager, LA/NM Airports District Office
john.michener@faa.gov
(817) 222-5010

Bryan Ramos - Program Manager, LA/NM Airports District Office
bryan.ramos@faa.gov
(817) 222-5686

Jean Gamarra – Program Manager, LA/NM Airports District Office
jean.gamarra@faa.gov
(817) 222-5522

Grant Administration Procedures

GRANT ADMINISTRATION

Grant Administration Procedures

Requesting Funding Documentation Needed

Design Project

- PreDesign meeting to determine scope
- Executed ESA

Construction Project

- Executed ESA for Construction Services
- Final Bid Documents for DOTD review
- Environmental Approval
- Airspace Clearance
- Bid Tab
- Construction Contract

Land Acquisition

- Executed ESA
- Appraisals and Review Appraisals

Grant Administration Procedures

Sponsor State Agreement (SSA)

- aka State Grant
- Package includes Resolution and Sponsor Certifications (return two originals of all 3)
- Three Different Formats
 - State Only — 100%
 - Match to FAA — 10%
 - Match to Sponsor

STATE OF LOUISIANA
DEPARTMENT OF TRANSPORTATION
AND DEVELOPMENT

AGREEMENT

STATE PROJECT NO. HXXXXXX
PROJECT DESCRIPTION
LOUISIANA AIRPORT
LOUISIANA PARISH

THIS AGREEMENT, made and executed in two (2) original copies on this _____ day of _____, 20____, by and between the Louisiana Department of Transportation and Development, hereinafter referred to as "DOTD", and the LOUISIANA PARISH, a political subdivision of the State of Louisiana, responsible for all matters pertaining to the LOUISIANA Airport, hereinafter referred to as "Sponsor";

WITNESSETH: That;

WHEREAS, the Sponsor has requested funding assistance to finance certain improvements at the LOUISIANA Airport as described herein; and,

WHEREAS, Act 451 of the 1989 Regular Session of the Louisiana Legislature, authorized the financing of the certain airport improvements from funds appropriated from the Transportation Trust Fund; and,

WHEREAS, the Louisiana Legislature has granted approval of the project as listed in the FY 2015-2016 (#XNGA) Aviation Needs and Project Priority Program; and

WHEREAS, reimbursement for project costs will not exceed the estimated project cost as approved by the legislature and allocated to the DOTD Aviation Program for the fiscal year in which the project was approved by the legislature, unless DOTD agrees to participate in the increase and additional funds become available; and

WHEREAS, DOTD is agreeable to the implementation of this project and desires to cooperate with the Sponsor provided certain requirements are adhered to as hereinafter provided:

NOW, THEREFORE, in consideration of the premises and mutual dependent covenants herein contained, the parties hereto agree as follows:

1

LEAVE DATE BLANK

SPN: HXXXXXX
PROJECT DESCRIPTION
Page 10 of 11

WITNESSES:

(Witness for First Party)

(Witness for First Party)

NAME OF SPONSOR

BY: _____
(Signature)

Typed or Printed Name

Title

Sponsor's Federal Identification Number

SIGN HERE
(Don't forget to include your Federal Identification Number)

10

Grant Administration Procedures

Resolution

- Resolution is REQUIRED and must be original signatures
- Resolution must authorize correct person to sign the SSA
- Verify all information is correct
- Available via word as needed

Sponsor Certifications

- All 3 are sent with SSA package, return as applicable

The image shows a sample Louisiana Resolution form. Red circles and arrows highlight specific areas for completion:

- Top Section:** A red circle highlights the header area containing "(SPONSOR)", "RESOLUTION NUMBER:", "Date:", and a line for the sponsor's name. An arrow points from this circle to the "SIGN HERE" text.
- Signature Section:** A red circle highlights the signature block, which includes "BY:", "(Signature)", "(Typed or Printed Name)", "TITLE:", "ATTEST:", "(Signature)", and "TITLE:". An arrow points from this circle to the "SIGN HERE" text.
- Certificate Section:** A red circle highlights the bottom section titled "CERTIFICATE", which contains a statement of certification and a line for the Secretary of Sponsor. An arrow points from this circle to the "SIGN HERE" text.

SIGN HERE

Grant Administration Procedures

Supplemental Agreement (SA)

- aka Amendment
- Must have early coordination and written request with justification for overage
- All overages may be at the sponsor's expense until funds are available (see SSA)

DOTD
LOUISIANA DEPARTMENT OF TRANSPORTATION & DEVELOPMENT

Office of Multimodal Commerce
Aviation Division
PO Box 94245 | Baton Rouge, LA 70804-9245
ph: 225-379-3060 | fx: 225-379-3077

John Bel Edwards, Governor
Shawn D. Wilson, Ph.D., Secretary

July 1, 2017

Mr. John Smith
Chairman, Louisiana Airport Commission
200 Terminal Drive
City, Louisiana. 70000

Subject: Revised State Funding for the Louisiana Airport Reconstruction project due to an increase in cost.

Dear Mr. Smith:

Per your request, the funding for the State Project indicated below has been increased. Funding for this project is as follows:

State Project Number	State's Previous Funding Amount	Amount Increased By	State's New Funding Amount
123-12-1234	\$50,000.00	\$ 4,000.00	\$54,000.00

By reference in the associated Sponsor State Agreement, the above stated "State's New Funding Amount" shall be binding in accordance with the terms of said agreement.
Use if Supplemental Funds on Priority Program or Discretionary, Planning, or Future Obligations:
WHEREAS, the Louisiana Legislature has granted approval of funds as listed in the *FY* (Line Number or Supplemental Fund Source) Aviation Needs and Project Priority Program.
If NOT on the Priority Program and Underrun Funds are used, Use this Paragraph:
WHEREAS, Act 451 of the 1989 Regular Session of the Louisiana Legislature, authorized the financing of the certain airport improvements from funds appropriated from the Aviation portion of the Transportation Trust Fund.

Please acknowledge acceptance of this letter by endorsing below and returning this letter to DOTD Aviation Section.

Sincerely,

Col. Phil Jones
Deputy Commissioner
Multimodal Commerce

ACKNOWLEDGEMENT:

I acknowledge the funding increase for this project stated herein and accept this codicil as integral to the Sponsor State Agreement for the above specified State Project Number.

Sponsor's Printed Name: _____ Sponsor's Signature: _____
Sponsor's Title: _____ Date Signed: _____

cc:

SIGN HERE

Louisiana Department of Transportation & Development | 1201 Capitol Access Road | Baton Rouge, LA 70802 | 225-379-1200
An Equal Opportunity Employer | A Drug-Free Workplace | Agency of Louisiana.gov | dotd.la.gov

Grant Administration Procedures

Request for Reimbursement

- Complete Items 1-12 – ensure ALL vendor information matches what is on file with DOA
- Attach Invoices and Supporting Documentation
- Only request reimbursement for eligible work that has been completed & paid for
- 1 submittal/month & >\$250 (unless final)
- Payment will not be reduced below 10% of the total SSA amount until the required deliverables are provided to DOTD

LA DOTD REQUEST FOR REIMBURSEMENT FOR AIRPORT PROGRAMS

1. DATE:	2. TYPE OF REQUEST: Partial <input checked="" type="checkbox"/> Final <input type="checkbox"/>	3. PAYMENT REQUEST NUMBER:
4. RECIPIENT INFORMATION: Airport Sponsor: Airport: No. and Street/P.O. Box: City, State, Zip Code:		
5. PROJECT TITLE/DESCRIPTION: Project Description on SSA	6. STATE PROJECT NUMBER: H.XXXXXX	7. VENDOR NUMBER (8 NUMBERS): 31XXXXXX
8. TOTAL APPROVED BY STATE: \$XXX,XXX.00	9. FAA AIP NUMBER (if applicable):	10. TOTAL APPROVED BY FAA (if app.): \$
11. PROJECT EXPENSES		AMOUNT THIS REQUEST
TOTAL PROJECT APPROVED AMOUNT		TOTAL AMOUNT ELIGIBLE FROM STATE
PRIOR DOTD PAYMENTS REQUESTED		BALANCE
A. Engineering / Consulting / Planning		\$0.00
B. Construction Costs (Contract)		\$0.00
C. Land, Structures, Right-of-Way		\$0.00
D. Total project cost/amount requested for reimbursement*		\$0.00
12. SPONSOR CERTIFICATION		
I certify that the billed costs or disbursements are in accordance with the terms of the project and this reimbursement represents the LA (LJ) / L share due which has not been previously requested. An inspection has been performed, and all work is in accordance with the terms of the project and meets the requirements set forth in the Sponsor-State Agreement.		
A. Airport representative certifying to Item 12.		Signature of authorized certifying representative
B. AIRPORT SPONSOR		Signature of authorized certifying official
Signature of authorized DOTD official		Amount Recommended for Approval:
LA DOTD USE ONLY Approval Recommended - Subject to Audit Review		Date Signed
LA DOTD USE ONLY Approval Recommended - Subject to Audit		Date of Signature
*Final payments due the Airport Sponsor will not be reduced below 10% of the total amount of the state-approved participating share in the project costs until the sponsor has complied with all terms and conditions of the Sponsor-State Agreement executed between the owner and LA DOTD, and all deliverable items for the project as specified in the agreement have been provided to DOTD, i.e. letter of acceptance, clear lien certificate, as-builts, etc.		
COMMENTS (For LA DOTD Use Only):		
LA DOTD DATE STAMP - LA DOTD USE ONLY		

JULY 2014 - LA DOTD Division of Aviation

http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Multimodal/Aviation/Pages/Forms-and-Publications.aspx

Grant Administration Procedures

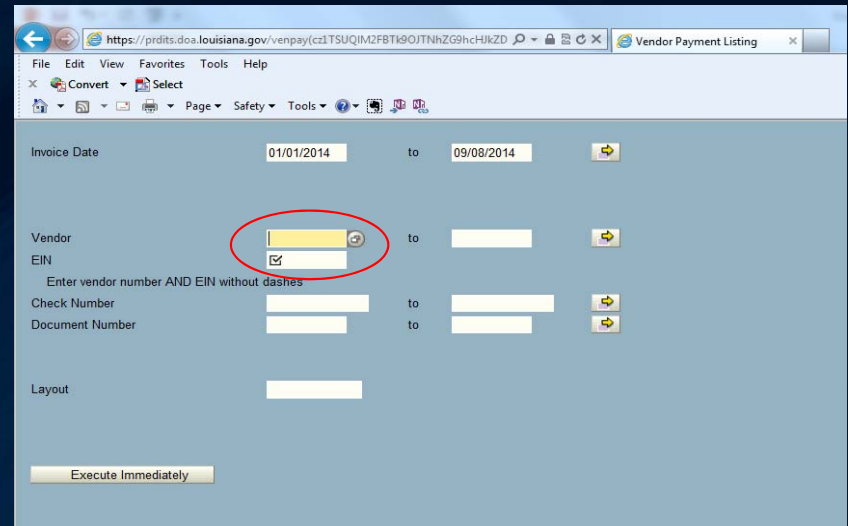
Request for Reimbursement

- Access LaGov Vendor Portal to Track Payment
- Will need Vendor No. and Employer Identification No.

<https://lagoverpvendor.doa.louisiana.gov/irj/portal>



The image shows the LaGov Vendor Portal login page. On the left is a graphic with the Louisiana state seal and the text 'LaGov Vendor Portal'. On the right, the header reads 'LaGov - STATE OF LOUISIANA' and 'LAGOV VENDOR SELF SERVICE'. Below this are input fields for 'User ID *' and 'Password *', with a note '(Password is case sensitive)'. A 'Log on' button is positioned below the password field. A red circle highlights the 'Vendor Payment Inquiry' link at the bottom of the page.



The image shows a web browser window displaying the 'Vendor Payment Listing' page. The URL bar shows 'https://prdfits.doa.louisiana.gov/venpay(cz1TSUQIM2F8T19OJTNhZG9hcHJkZD...'. The page has a menu bar with 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. Below the menu bar are various toolbars. The main content area contains search criteria: 'Invoice Date' from '01/01/2014' to '09/08/2014', 'Vendor' and 'EIN' fields (the Vendor field is circled in red), 'Check Number', 'Document Number', and 'Layout'. An 'Execute Immediately' button is at the bottom.

Grant Administration Procedures

Project Closeout

- SSA – Article XIV
 - Final Inspection
 - Letter of Acceptance
 - Final Reimbursement Request w/ Retainage Release
 - Updated Airport Layout Plan
 - Clear Lien Certification
 - As Built Documents
 - Sponsor Certifications

ARTICLE XIV – FINAL INSPECTION, ACCEPTANCE, REIMBURSEMENT & SPONSOR CERTIFICATION

14.1 FINAL INSPECTION: The Sponsor shall schedule and conduct an inspection of the project no later than ten (10) working days after substantial completion. The Sponsor shall give notification of the inspection, in writing, at least five (5) working days in advance of the inspection to DOTD, the contractor, FAA and other attendees as appropriate. If deficiencies are discovered during the inspection, the Sponsor shall document the deficiencies, determine a dollar value and coordinate completion dates with the contractor for correcting the deficiencies. Once all the deficiencies are corrected the Sponsor will conduct a final inspection and determine that they have been corrected. The Sponsor shall then prepare the Letter of Acceptance.

14.2 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.

14.3 The Sponsor's Letter of Acceptance shall include the following:

1. The (Sponsor) is satisfied with and accepts the project as accomplished by the contractor, _____, who has satisfactorily completed all requirements of the contract.

2. The final Reimbursement Request of \$ _____ is enclosed and verifies all amounts remaining due and the release of retainage.

14.4 The Sponsor shall also submit with the Letter of Acceptance the following:

1. An updated Airport Layout Plan (ALP), if applicable; and

2. Upon completion of the project, the consultant shall prepare as-built plans and specifications with final quantities for the project, to include any changes made to the original design during construction, on a CAD CD. These shall be labeled with the state project number, project description and airport name. Electronic files shall not be compressed for mailing; and

3. Sponsor Certification #3 incorporated by reference herein, and attached to and made a part of this agreement, which must be completed and signed.

14.5 DOTD will not approve the Sponsor's request for the final reimbursement until each of the above items are received and are satisfactorily completed.

Title to the project right-of-way shall be vested in the Sponsor and shall be subject to DOTD and FAA requirements and regulations concerning operations, maintenance, abandonment, disposal, and encroachments.

“DOTD will not approve the Sponsor's request for final reimbursement until each of the above items are received and are satisfactorily completed”

Louisiana Airport and Aviation Regulations

LAC 70: IX (aka Title 70) Changes

Louisiana Airport and Aviation Regulations

What changed?

Louisiana Airport and Aviation Regulations

Revised Chapter Title to Reflect L.A.C Title 70, Chapter 1:
Aeronautics in Louisiana

- **101. Introduction (Technical Revision)**
 - Removal of the OAPT information reference
 - Airport Classifications

Louisiana Airport and Aviation Regulations

Revised Chapter Title to Reflect L.A.C Title 70, Chapter 3: Airport Construction and Development Priority Program

- **301. Introduction**
 - Verbiage further defining the responsibilities of LADOTD Aviation Section
- **303. Federal Aviation Administration (FAA) Airport Improvement Program (AIP) Grants**
 - Clarifies rules regarding matching funds for AIP grants
- **307. Project Prioritization Process**
 - Adds language regarding required documentation
 - Deleted repetitive verbiage and added language that would allow for the funding of projects that do not happen within one fiscal year of being approved, to be used on any other prioritized project the legislature has approved.
 - Executed Grant from 3 years to 1 year

Louisiana Airport and Aviation Regulations

Revised Chapter Title to Reflect L.A.C Title 70, Chapter 3

- **309. Non-prioritized Programs**
 - Added GA Enhancement, Commercial Service Maintenance, and Pavement Condition Index (PCI) Study
- **319. Category I –Project Type**
 - Safety: ARFF Vehicles -Clarified Language for Airport Rescue and Firefighting Equipment Categorization
 - Landside Improvements: after airside issues addressed
- **321. Category II –Facility Usage**
 - Based Aircraft -Added language to reflect the two documents currently used to track based aircraft
- **323. Category III – Sponsor Compliance**
 - Notification in writing of deficiencies

Louisiana Airport and Aviation Regulations

Revised Chapter Title to Reflect L.A.C Title 70, Chapter 3

- **327. New Airports**
 - Updates the subcategory for airports in unserved areas to Airside Improvements
 - Expands description of documentation for height and land use zoning/ordinances/policies
- **337. Exhibits**
 - Exhibits had language added to further clarify the Categories of scoring
 - ARFF Vehicles
 - 7:1 Transitional Obstructions
 - GA Hangars and Fuel Systems
 - Land Acquisition

LADOTD Aviation Section Website

- Next Training Event
- Next Webinar Training
- Survey Reminder

LADOTD Aviation Section Website

Airport Construction and Development Program
Forms and Documents
Inspection and Registration Program
Louisiana Airport Directory
Public Outreach
Aviation Art Contest
Newsletters
Training Resources and Guides
Links
FAQs
Statewide Projects
Drones and Unmanned Aircraft Systems (UAS)

Home ▶ Inside LaDOTD ▶ Divisions ▶ Multimodal Commerce ▶ Aviation

Training Resources and Guides

We want your ideas for future trainings!

Please [CLICK HERE](#) to send us your ideas & suggestions.

The following are Training Seminars to be held by the LA-DOTD Aviation Section:

▶ LA DOTD Updates - Webinar - March 16, 2017 @ 10:00am

Topics Include: LA DOTD State Project Updates, Pavement Condition Index Study, Wildlife Hazard Assessment Study, and Project Management Program Updates; Intermodal Connectivity; UAS impacts to Airports; LA DOTD Internal Processes, Airport Construction and Development Priority Program Status, Capital Improvement Plan (CIP) Preparation, Grant Administration Procedures, Louisiana Airport and Aviation Regulations (LAC Title 70) Changes.

▶ Planning for Emergencies on Your Airfield - Workshop in Baton Rouge, LA - April/May TBD

Topics Include: Airport Operations Manual -Keeping the Basic Elements up-to-date & Focus on Airport Emergency Plan- Panel Session with Emergency Personnel from Airports and Lessons Learned from Aircraft Incidents.

▶ Topic TBD - Webinar - June 15, 2017 @ 10:00am

Historical Training Materials:

Questions?

