

AIRPORT CIP 101



Everything You Want To Know....and MORE!!!!

Presented by:
Danielle Gaylor
DOTD-Aviation



OBJECTIVES

- ❖ Understanding the Capital Improvement Plan (CIP) Form and Requirements
- ❖ Understanding the Funding Sources Available to the Airport
- ❖ How to be Successful in Receiving FAA and DOTD Grants
- ❖ Proven Sponsor Strategies (Best Practices)

Nov 1st

SIMPLE OBJECTIVES

CIP Planning Before:

$$f(x) = a_0 + \sum_{n=1}^{\infty} \left(a_n \cos \frac{n\pi x}{L} + b_n \sin \frac{n\pi x}{L} \right)$$

CIP Planning After:

$$2 + 2 = 4$$

CIP BASICS

- ❖ The CIP is the Airport Sponsor's current picture of funding needs.
(which is sent annually to FAA and DOTD Aviation)
- ❖ The CIP is also the FAA's primary planning tool for systematically identifying, prioritizing, and assigning funds to critical airport development and associated capital needs.
 - In other words, without a CIP the FAA (or us) has no idea on what the airport needs are and projects/funding can't be planned.
 - DOTD-Aviation also uses the CIP as the grant application process.

CIP BASICS

- ❖ Good financial decisions (aka requesting and receiving funding) are a result of good planning!! Communication to Program Managers should be early and constant for best results!
- ❖ The CIP is a 5-year plan of what the airport/FAA thinks is reasonable of accomplishing.
- ❖ The CIP is not an airport's "wish list" or guarantee of funds.

FUNDING SOURCES

❖ Funding Sources Available:

- Non-Primary Entitlement (NPE)
 - Can also loan/borrow if needed
- 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.

CAPITAL IMPROVEMENT PLAN (CIP)
Gaylor International Airport

DATE CIP PREPARED: Oct. 1, 2014
CIP START YEAR: 2015

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*	
2015	\$ 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
2015 Annual Subtotals:					\$ 1,060,000	\$ 54,000		\$ 26,000	
2016	\$ 546,000	1	Runway 18/36 Rehabilitation - Phase II	N	\$ 1,000,000	\$ 546,000	\$ 354,000	\$ 100,000	
2016 Annual Subtotals:					\$ 1,000,000	\$ 546,000	\$ 354,000	\$ 100,000	
2017									
2017 Annual Subtotals:									
2018									
2018 Annual Subtotals:									
2019									
2019 Annual Subtotals:									
5 Year CIP Totals:					\$ 2,060,000	\$ 600,000	\$ 354,000	\$ 126,000	

CAPITAL IMPROVEMENT PLAN (CIP)
Gaylor International Airport

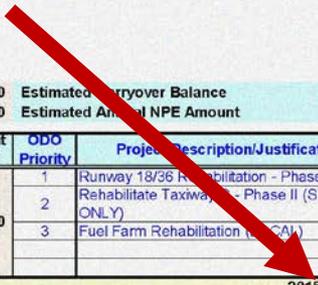
DATE CIP PREPARED: Oct. 1, 2014
 CIP START YEAR: 2015

\$ 300,000 Estimated Carryover Balance
 \$ 150,000 Estimated Annual NPE Amount

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:	

Fed FY	Entitlement Available	ODO Priority	Project Description/Justification	Multi-Year	Est. Total Project Cost	Funding Source			AIP Funding Request	
						Entitlement	Other AIP	Match*		
2015	\$ 450,000	1	Runway 18/36 Rehabilitation - Phase I	Y	\$ 50,000	\$ 54,000		\$ 6,000		
		2	Rehabilitate Taxiway - Phase II (STATE ONLY)							
		3	Fuel Farm Rehabilitation (CAL)							
2015 Annual Subtotals:										
2016	\$ 546,000	1	Runway 18/36 Rehabilitation - Phase II							
2016 Annual Subtotals:										
2017										
2017 Annual Subtotals:										
2018										
2018 Annual Subtotals:										
2019										
2019 Annual Subtotals:										
5 Year CIP Totals:						\$ 2,060,000	\$ 600,000	\$ 354,000	\$ 126,000	

CAPITAL IMPROVEMENT PLAN (CIP)
Gaylor International Airport



CAPITAL IMPROVEMENT PLAN (CIP)
Gaylor International Airport

DATE CIP PREPARED: Oct. 1, 2014
CIP START YEAR: 2015

\$ 300,000 Estimated Carryover Balance
 \$ 150,000 Estimated Annual NPE Amount

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:	

Fed FY	Entitlement Available	ODO Priority	Project Description/Justification	Multi-Year	Est. Total Project Cost	Funding Source				AIP Funding Request
						Entitlement	Other**	Match*	Other**	
2015	\$ 450,000	1	Runway 18/36 Rehabilitation - Phase I	Y	\$ 50,000	\$ 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	
								26,000		
								100,000		
2018										
2019										
2018 Annual Subtotals:										
2019 Annual Subtotals:										
5 Year CIP Totals: \$ 2,060,000 \$ 600,000 \$ 354,000 \$ 126,000										

DATE CIP PREPARED: Oct. 1, 2014
CIP START YEAR: 2015

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:	

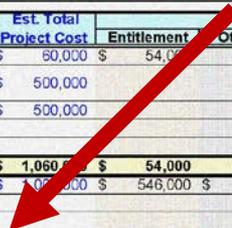
CAPITAL IMPROVEMENT PLAN (CIP)
Gaylor International Airport

DATE CIP PREPARED: Oct. 1, 2014
CIP START YEAR: 2015

\$ 300,000 Estimated Carryover Balance
 \$ 150,000 Estimated Annual NPE Amount

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:	

Fed FY	Entitlement Available	ODO Priority	Project Description/Justification	Multi-Year	Est. Total Project Cost	Funding Source			AIP Funding Request
						Entitlement	Other AIP	Match*	
2015	\$ 450,000	1	Runway 18/36 Rehabilitation - Phase I	Y	\$ 50,000	\$ 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
2015 Annual Subtotals:					\$ 1,050,000	\$ 54,000	\$ 26,000		
2016	\$ 546,000	1	Runway 18/36 Rehabilitation - Phase II	N	\$ 1,000,000	\$ 546,000	\$ 354,000	\$ 100,000	



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:	

CAPITAL IMPROVEMENT PLAN (CIP)
Gaylor International Airport

DATE CIP PREPARED: Oct. 1, 2014
CIP START YEAR: 2015

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*	
2015	\$ 450,000	1	Runway 18/36 Rehabilitation - Phase I	Y	\$ 50,000	\$ 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
2015 Annual Subtotals:					\$ 1,050,000	\$ 54,000	\$ 26,000		
2016	\$ 546,000		1 Runway 18/36 Rehabilitation - Phase II	N	\$ 1,000,000	\$ 546,000	\$ 354,000	\$ 100,000	
2017									
2018									
2019									
2019 Annual Subtotals:									
5 Year CIP Totals:					\$ 2,050,000	\$ 600,000	\$ 354,000	\$ 126,000	

\$ 300,000	Estimated Carryover Balance		
\$ 150,000	Estimated Annual NPE Amount		
Fed FY	Entitlement Available	ODO Priority	Project Description/Justification
		1	Runway 18/36 Rehabilitation - Phase I Rehabilitate Taxiway G - Phase II /STATE

CAPITAL IMPROVEMENT PLAN (CIP)
Gaylor International Airport

\$ 300,000 Estimated Carryover Balance
 \$ 150,000 Estimated Annual NPE Amount

** State Grant, Eco
 Match Amount fo
 Multi

Fed FY	Entitlement Available	ODO Priority	Project Description/Justification	Multi-Year	Est. Total Project Cost
2015	\$ 450,000	1	Runway 18/36 Rehabilitation - Phase I	Y	\$ 500,000
		2	Rehabilitate Taxiway G - Phase II (STATE ONLY)	N	\$ 500,000
		3	Fuel Farm Rehabilitation (LOCAL)	N	\$ 500,000
2015 Annual Subtotals:					\$ 1,060,000
2016	\$ 546,000	1	Runway 18/36 Rehabilitation - Phase II	N	\$ 1,000,000
2016 Annual Subtotals:					\$ 1,000,000
2017 Annual Subtotals:					
2018 Annual Subtotals:					
2019 Annual Subtotals:					
5 Year CIP Totals:					\$ 2,060,000



Fed FY	Entitlement Available
2015	\$ 450,000
2016	\$ 546,000
2017	
2018	
2019	

REVISION DATE: **Oct. 1, 2014**
 FISCAL YEAR: 2015

Private: **Other****
 % Match: **Match***
 Non-Federal: **Other****
 When red: **Other****

Match*	Other**	AIP Funding Request
6,000	\$ 500,000	
20,000	\$ 480,000	
26,000		
100,000		
100,000		
126,000		

CAPITAL IMPROVEMENT PLAN (CIP)
Gaylor International Airport

DATE CIP PREPARED: Oct. 1, 2014
CIP START YEAR: 2015

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*	
2015	\$ 450,000	1	Runway 18/36 Rehabilitation - Phase I	Y	\$ 50,000	\$ 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	
2015 Annual Subtotals:					\$ 1,060,000	\$ 54,000	\$ 26,000		

2016	\$ 54								
		\$ 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		
2017									
2018	\$ 450,000	1	Runway 18/36 Rehabilitation - Phase I	Y	\$				
		2	Rehabilitate Taxiway G - Phase II (STATE ONLY)	N	\$				
		3	Fuel Farm Rehabilitation (LOCAL)	N	\$				
2019									
2015 Annual Subtotals:					\$				
2016	\$ 546,000								
2016	\$ 546,000	1	Runway 18/36 Rehabilitation - Phase II	N	\$				

CAPITAL IMPROVEMENT PLAN (CIP)
Gaylor International Airport

DATE CIP PREPARED: Oct. 1, 2014
CIP START YEAR: 2015

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*	
2015	\$ 450,000	1	Runway 18/36 Rehabilitation - Phase I	Y	\$ 50,000	\$ 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	
2015 Annual Subtotals:					\$ 1,060,000	\$ 54,000	\$ 26,000		
		1	Runway 18/36 Rehabilitation - Phase II	N	\$ 1,000,000	\$ 546,000	\$ 354,000	\$ 100,000	

Match Amount for "AIP Funding Request" NOT Included when green:
 Multi-Year NPE Fronted Amount NOT Included when red:

	Multi-Year	Est. Total Project Cost	Funding Source			AIP Funding Request
			Entitlement	Other AIP	Match*	
	Y	\$ 60,000	\$ 54,000	\$ 6,000		
	N	\$ 500,000			\$ 500,000	
	N	\$ 500,000		\$ 20,000	\$ 480,000	
Annual Subtotals:		\$ 1,060,000	\$ 54,000	\$ 26,000		
	N	\$ 1,000,000	\$ 546,000	\$ 354,000	\$ 100,000	

CAPITAL IMPROVEMENT PLAN (CIP)
Gaylor International Airport

DATE CIP PREPARED: Oct. 1, 2014
CIP START YEAR: 2015

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*	
		1	Runway 18/36 Rehabilitation - Phase I	Y	\$ 80,000	\$ 54,000	\$	6,000	

2019 Annual Subtotals:

5 Year CIP Totals: \$ 2,060,000 \$ 600,000 \$ 354,000 \$ 126,000

2017 Annual Subtotals:									
2018									
2018 Annual Subtotals:									
2019									
2019 Annual Subtotals:									
5 Year CIP Totals: \$ 2,060,000 \$ 600,000 \$ 354,000 \$ 126,000									

REQUESTING PROJECTS

- ❖ Projects should be well-defined, justified, and on the approved ALP (which adds to the project justification).
- ❖ 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

REQUESTING PROJECTS

❖ BE READY TO GO TO GRANT!!

- The request is the easy part, getting the grant takes action on your part!

❖ When requesting, consider:

- Does the airport have a current consultant contract (MSA) or will a single (one-time) selection be needed... following DOTD Consultant Selection Process of course!?!
- Has your project work scope been approved by FAA/DOTD?

REQUESTING PROJECTS

❖ Considerations continued:

- Funding available or need State Apportionment/Discretionary?
 - Phasing needed , “Design Only”, or Design-Bid same year?
- Environmental and DBE Requirements
 - 100% State projects require FAA Environmental review
 - 100% State projects do not require DBE Updates
- Independent Fee Analysis Requirements (FAA)
 - Informal – engineering fees under \$100K (airport)
 - Formal – engineering fees over \$100K (professionally done)

PROJECT REQUIREMENTS

- ❖ Environmental/Design should be considered/performed the year before construction!
 - If you miss the environmental deadline or mitigation is needed, the project will be moved to next year's funding list.
- ❖ CANNOT SWITCH OUT PROJECTS if you miss grant application deadline!
- ❖ Funding Amount – make sure you have a good engineer's estimate! Update annually!

DATES TO KEEP IN MIND

Don't get stuck
running around
like a chicken
with your head
cut-off!



DATES TO KEEP IN MIND

❖ CIP Deadlines

- DOTD-Aviation
 - Draft due by August 1st
 - November 1st (include requesting resolution)
- FAA – March 31 (feel free to send with DOTD submittal)

❖ Project Timelines (FAA):

- Overall Development Objective (ODO) submitted by March 31
- Environmental submittals submitted and addressed by **April 30th**
- Construction Safety and Phasing Plans with airspace determination by **April 30th**
- Preliminary Engineering Reports (PER) submitted by Nov 30th
- Be ready to go to bid by May 1 – as always, do NOT go to bid until advised by FAA PM

DATES TO KEEP IN MIND

If you can remember the previous
Dates, than it is time for the

***HAPPY
DANCE***



DOTD-AVIATION REQUIREMENTS

❖ *The priority process depends heavily on planning data to evaluate the relative merits of a project, therefore, all project requests **must** include the following :*

(at minimum for current requesting year)

- ❖ 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

PROJECT PRIORITIZATION

- ❖ 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.

PROJECT PRIORITIZATION

❖ High Priority Projects:

- ARFF Vehicles (if applicable); TSA required equipment (if applicable); Construct, extend, or improve Runway Safety Areas; Rehabilitate eligible runways, taxiways, or aprons; Improve Airfield Lighting; Update Airport Layout Plan (ALP) or Master Plan; Install perimeter fencing due to Wildlife/Security needs

PROJECT PRIORITIZATION

❖ Low Priority Projects:

- Construct Runway or Taxiway (if not capacity project); **Extend or widen runway or taxiway**; construct, expand, or improve terminal building, construct or expand apron; Rehabilitate secondary runway or taxiway; install weather reporting equipment (DOTD-Aviation has AWOS Program); construct access road or parking lots (basically landside projects)

❖ Very Low Priority Projects (FAA):

- Hangars and fueling facilities
 - Airfield safety needs to be met first

Nov 1st

PROJECT JUSTIFICATION

- ❖ All projects must be justified – project eligibility is not enough
- ❖ Is your project justified?
 - Runway extensions – How significant are existing operations on your airport impacted? FAA needs specifics...500 operations of **critical** aircraft/flights impacted to include documentation?
 - Runway strengthening – 500 operations? What is on your current ALP?
 - Expanded GA facilities (hangars) – Waiting List?
 - Reduced Approach minimums requiring tree removal off airport – Land Acquisition and Obstruction Removal having true impact/need?
 - Major expensive development – Is there support to fund?

Nov
1st

NO'S-NO'S OF PLANNING

- ❖ GA airports expecting/requesting high dollar projects in next 5 years.
 - With NPE coming in at \$150K per year, hard to expect/plan for millions of dollars each year.
- ❖ Request for funding of low priority work one year and requesting larger and higher priority project next year.
- ❖ Requesting low/any projects during phased project.

NO'S-NO'S OF PLANNING

- ❖ Request for funding of hangars and fuel farms with other AIP/safety needs existing.
- ❖ Planning within NPE amount, creating multi-phased projects when FAA/DOTD could possibly fund everything to save costs and mobilization.

NO'S-NO'S OF PLANNING

- ❖ Poor planning and not showing FAA/DOTD full picture of needs creates an unhappy Program Manager!!!!



TIPS FOR SUCCESS

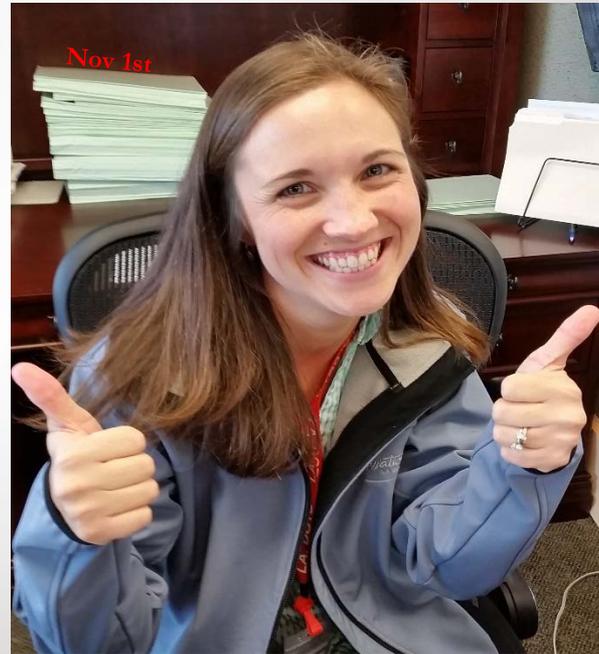
- ❖ Have a practical plan of how to fund requested projects within 5-year timeframe.
 - Request projects based on safety needs of airport
 - Can save NPE up to 4 years to “bank” \$600K or work with PM to find additional funding for project.
- ❖ Use **accurate cost estimates** and give FAA/DOTD early notice of high dollar or heavy planning projects.
- ❖ Know what needs to be done to go to grant (environmental, etc.) and think about doing Design Only grant the year before construction!

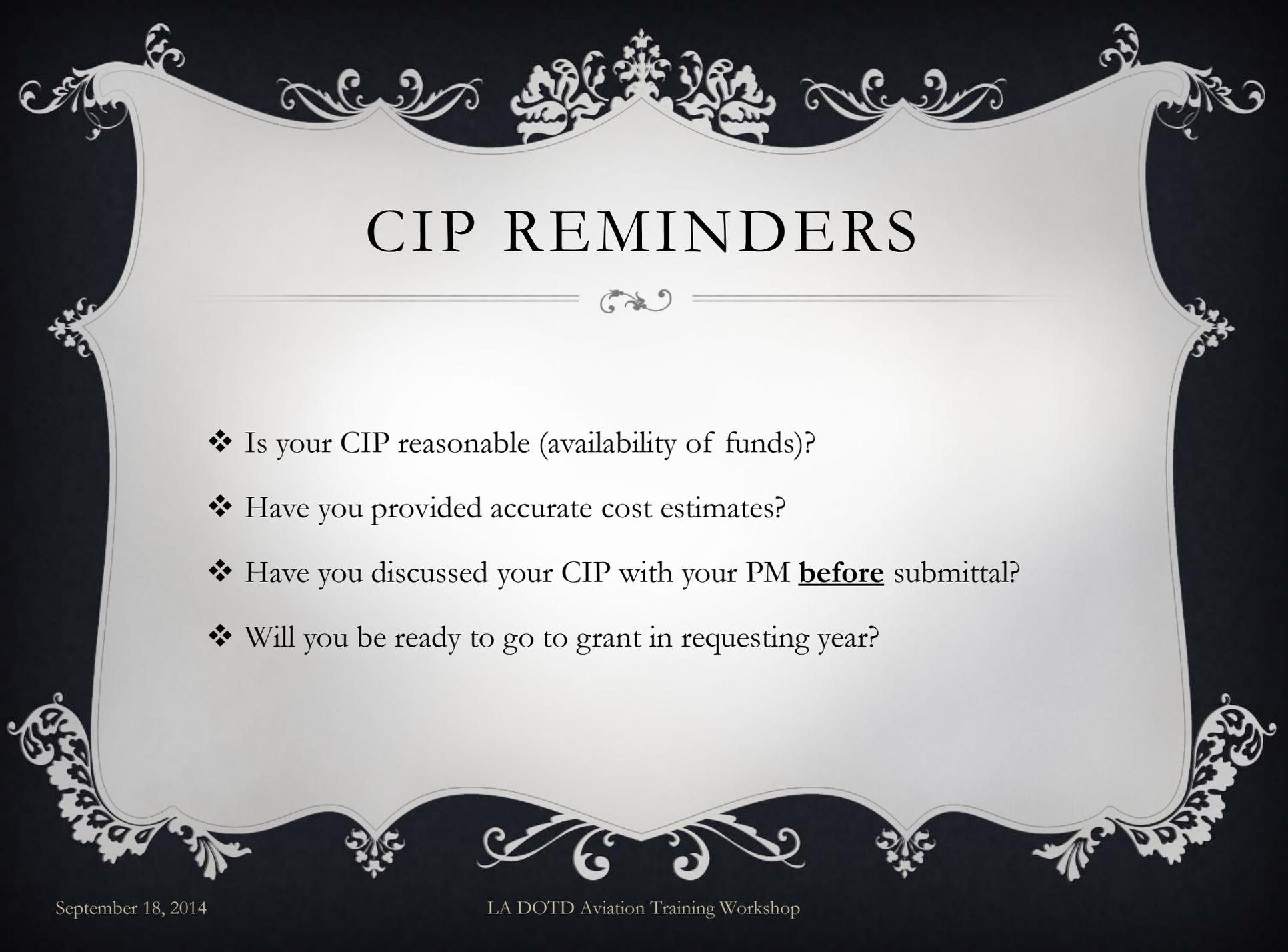
TIPS FOR SUCCESS

❖ Communicate with your Program Managers...

- tell us what projects are needed
- let us develop the funding plan!!

**Happy Program Managers
give you money!!! (Maybe)**





CIP REMINDERS

- ❖ Is your CIP reasonable (availability of funds)?
- ❖ Have you provided accurate cost estimates?
- ❖ Have you discussed your CIP with your PM **before** submittal?
- ❖ Will you be ready to go to grant in requesting year?

CIP REMINDERS

❖ Have these items been considered?

Environmental	Eligibility of Work
Land Acquisition	Large Projects
Runway Shutdowns	Availability of Match
Affected Nav aids	Priority of Work
Has there been, or will there be, a change in Category	

PUT YOU IN THE DRIVER SEAT



CIP OVERVIEW

Regardless of the project funding source, the same process has to be followed and FAA grant assurances are still relevant.

No matter who's writing the check:



CIP OVERVIEW

❖ Also, keep in mind:

- The Sponsor is obligated under grant assurances for 20 years on each FAA grant that is accepted.
- DOTD-Aviation follows FAA guidelines, not highway guidelines!!

❖ Best Practices:

- Go to grant as soon as able regarding funding source.
- Remember to uphold FAA requirements as applicable.
- When in doubt....ask!!

YIPPEE WE ARE DONE!



QUESTIONS?

