

WSDOT Airport Aid Grant Procedures Manual

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Washington State Department of Transportation Aviation

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Chapter 1

Program Overview

Washington's system of airports provides a critical link to the economic health and vitality in Washington. Washington airports provide critical connections within the state's transportation network. Washington State Department of Transportation (WSDOT) Aviation has been charged with the general supervision over the grant aid program pursuant to RCW 47.68 in which the program aids publicly owned airports in the preservation of Washington's system of airports.

What are the goals for the revised WSDOT Airport Aid Program?

The primary goal of the program is to keep Washington's aviation system healthy and strong, and secondly, to distribute public funds in a manner that meets state laws and requirements. To achieve these goals, WSDOT Aviation has created a new application process that will be used to distribute a competitive grant program. Projects will be evaluated on the basis of criteria and need to preserve a healthy system.

In order to meet the following mission and policies, the airport aid task force, formed in 2002 recommended the allocation of grant funds be distributed through three major project categories: 1) pavement projects, 2) safety projects, and 3) maintenance, security and planning projects. Communities and local agencies are encouraged to coordinate their requests with transportation organizations and land use authorities.

How does the grant program relate to WSDOT's mission and principles?

WSDOT's mission is to keep people and business moving by operating and improving the state transportation system vital to our taxpayers and communities. The grant programs that are administered by WSDOT reflect this mission and the following organizational principles:

Leadership. We are committed that WSDOT provide strategic vision and leadership for our state's transportation needs.

Delivery and Accountability. We shall manage the resources taxpayers and the legislature entrusted to us for the highest possible return on value. We shall be disciplined in our use of both time and money. We shall account for our achievements, our shortcomings and our challenges to citizens, to elected officials, and to other public agencies.

Business Practices. We shall encourage progressive business management practices in delivering cost effective and efficient transportation services. Our quest for short-term cost savings and business process improvement shall be balanced by the long-term need to preserve and improve the state's transportation systems through sound fiscal planning and asset management.

Safety. Concern for the health and safety of the people who use and work on our transportation facilities shall be a paramount value in every area of our business.

Environmental Responsibility. Our work shall incorporate the principles of environmental protection and stewardship into the day-to-day operations of the department as well as the on-going development of the state's transportation facilities.

Excellence and Integrity. Our employees shall work in a culture of workplace excellence and diversity that encourages creativity and personal responsibility, values teamwork, and always respects the contributions of one another and of those with whom we do business. We shall adhere to the highest standards of courtesy, integrity, and ethical conduct. We shall encourage and recognize our employees' professionalism and their career growth.

Communications. We shall stress the importance of sharing clear, concise and timely information with WSDOT employees, elected officials, community leaders, businesses, citizens and taxpayers, others in the transportation community, the press, and other media. We shall strive for the effectiveness of all our employees in meeting WSDOT's communications standards.

Airport sponsors should establish opportunities for local jurisdictions, regional organizations, private sector agencies, state and federal governments, and Tribal Governments in Washington to work collaboratively to ensure stakeholders have a voice in project development, and encourage appropriate cost sharing on projects.

Chapter 2

Eligibility Requirements

What types of organizations are eligible to submit an application to WSDOT?

Under RCW 47.68.090, any city, county, airport authority, political subdivision, federally recognized tribe, or public corporation that owns, or operates, a public-use airport within the State of Washington is considered an eligible airport sponsor and may apply for WSDOT Aviation Airport Aid grant funds. The municipality or tribe may act jointly with other municipalities or tribes to plan or carry out the project.

Is there a limit on how large a grant award can be for any one project?

Yes. The maximum amount WSDOT Aviation can grant to any one individual sponsor in any one single grant is \$250,000.

What types of projects may be eligible?

The intent of the WSDOT Aviation Airport Aid Program is to provide local agencies with funds to preserve our state system of airports. Airports are critical links to the state transportation network and it is the role of the grant program to fund projects that strengthen Washington's aviation infrastructure.

RCW 47.68.090 stipulates that WSDOT Aviation Airport Aid grant funds may be used for the planning, acquisition, construction, improvement, maintenance or operation of airports or air navigation facilities.

What constitutes an emergency project?

Applications for emergency projects will be considered by WSDOT Aviation should an emergent situation warrant immediate intervention particularly events impacting airport safety. Emergency projects may be defined as the result of an unanticipated act of nature, vandalism, or an unintentional accident that has caused either the damage or destruction of an airport facility. Further, the impact of the event interferes with the safe operation of the airport. The airport owner must further demonstrate a valid need to take immediate action to repair or restore an airport facility damaged or destroyed by an act of nature, vandalism, or accident. Airport facilities that have been allowed to deteriorate over time due to normal wear, use, or inadequate maintenance shall not constitute an emergency. Approval for grant funds for emergent projects will be contingent on documentation of need and WSDOT Aviation concurrence.

Is there a match requirement?

Yes. The local sponsor must contribute a minimum 5% match of the entire project cost. If the sponsor is able, and would like to contribute a larger match amount, they certainly can and will receive additional points towards their total project application score during WSDOT Aviation's prioritization review of all grant applications.

Can the local match funds be in-kind volunteer labor and materials?

Yes. However, the airport sponsor will be required under state law to maintain certain records documenting the number of volunteer hours provided, labor value based on prevailing wage rates, cost or value of donated materials, etc.

What are "in-kind" contributions?

For the purposes of operating projects, in-kind contributions are the value of non-cash charges for real property and equipment, and the value of goods and services directly benefiting and specifically identifiable to the project. In-kind contributions must be included as project costs and the value of the services must be documented.

Chapter 3

Applying for Funding

When is the cut-off date, or deadline for grant applications for the remaining half of 2005 and/or Spring of 2006?

Currently, WSDOT Aviation will be accepting grant applications through June 17, 2005. However, due to the new revised airport aid grant program and due to the current construction season WSDOT Aviation would request that the applications be submitted as soon as possible to take advantage of the new moneys available.

Airport sponsors can elect to forward a grant application at any given time during the year to be considered for the next round of grant award decision, which will occur in March or April of 2006.

When will grant award decisions be announced?

WSDOT Aviation expects to announce all 2005 grant award recipients no later than July 15, 2005.

Where can an agency obtain an application?

You may call WSDOT Aviation at (360) 651-6300 to request a paper or electronic copy of the application form and guidelines.

You may also download all the documents on WSDOT's Internet site at <http://www.wsdot.wa.gov/aviation/grants/default.htm>. We suggest you check this site frequently to obtain the most current information.

How do you submit your application?

Applications must be submitted on paper with **original signatures** and must be accompanied by one (1) copy of the application and its attachments. WSDOT will not accept electronic submissions or facsimiles.

Chapter 4

Evaluating the Applications

What criteria will be used to evaluate the projects?

WSDOT Aviation allocates state grant funds in two stages: By **Airport Type** and **Project Type**. The following table serves a guide for grant distribution.

Allocation of Funds by Airport Type

Approximately fifty-five percent (55%) of all funds are allocated to airports that are eligible to receive federal funds (National Plan of Integrated Airport Systems – NPIAS) General Aviation airports with less than 20 based aircraft, non-NPIAS Stage I and non-NPIAS Stage II airports. The other forty-five percent (45%) is allocated among all other airports.

Allocation of Funds by Project Type

Projects are allocated among three project categories: 1) 75 percent pavement projects, 2) 15 percent safety, and 3) 10 percent for maintenance, security and planning projects.

Type of Airport	Type of Project		
	Pavement 75%	Safety 15%	Maint, Security & Planning 10%
NPIAS General Aviation airports with <20 based aircraft, and ALL non-NPIAS airports (41 airports) (55% of total)	41%	8%	6 %
All Other (48 airports) (45% of total)	34 %	7%	4 %

How will applications be evaluated?

Project Prioritization:

Projects that meet the minimum requirements are categorized by airport type and then put into priority order according to the number of points each project receives using the following system.

Pavement Projects	
Type of Project	Points
Maintenance	20
Resurfacing	18
Reconstruction	15
Increase in Capacity	10
Extension	5
Type of Surface	Points
Primary Runway	25
Primary Taxiway or ramp serving as primary Taxiway	18
Secondary Runway	15
Aprons	10
Other	5

Safety Projects	
Type of Project	Points
Obstruction Removal/Fencing	20
Marking	18
Lighting	15
Signage	13
Approach Aids	12
Weather Reporting/Communications	10
NAVAIDS	5

Maintenance, Security and Planning Projects	
Type of Project	Points
Planning (ALP, Master Plan or Environmental)	20
Fuel	18
Maintenance Equipment (tractor, mower, snow plow)	15
Weed Control / Grounds Maintenance	12
Water Systems / Fire Suppression	10
Other	5

Airport sponsors are given the opportunity to earn additional points on their project application by identifying and applying the following Other Evaluation Considerations.

Other Evaluation Considerations	
Characteristic	Points
Corrects a deficiency or non-standard item	2
Grant being used to match another source of funds	2
Serves a vital community need (e.g., medivac)	2
Promotes Economic Development /Self-sufficiency	1
Airport is included in the jurisdiction's Comp Plan	1
Project is ready to proceed	1
Environmental Documentation Complete	1
PS&E Complete	1
Funds Available Immediately	1
Airport has Strong Community Based Support	1
Increased Local Match	Up to 3

How will agencies know the rank of their application(s)?

WSDOT will notify each airport of their final ranking on the WSDOT Airport Aid Grant list. For projects that have been recommended for funding, WSDOT will determine the type of funding that might be available for the selected project. The actual grant awards cannot be made until the federal and state governments approve transportation budgets, and the actual appropriation levels are provided to WSDOT.

Will there be additional requirements before receiving the funds?

Each airport will be notified of either the state or federal requirements for developing a final project agreement. This may include a more defined scope of work, a requirement to hold a public hearing, documentation of bidding processes, and/or signatures on assurances and certifications.

When can the project begin?

Successful projects may begin on or after all final signatures are made on a contract for that specific project.

Note: Never make a financial commitment on a project without getting written approval from WSDOT to commence the project.

Chapter 5

Getting Ready to Prepare your Application

Can you submit more than one application?

Yes, however all related activities for a particular project must be grouped into one estimate and contained in one application. If you plan to submit multiple applications for a particular construction season, 1) the applications must be consistent with approved airport layout plans, and 2) applications should be grouped into the appropriate project category, and 3) all activities in a particular project category should be contained in the same application, i.e., all pavement activities should be grouped in same application.

Is the coordination of funding important in this application process?

Yes, with the limited funds available for airport preservation, airport sponsors should leverage all local, state and federal funds available for the project.

What documentation should you attach to your application?

- 1) All applications submitted to WSDOT Aviation for airport aid grants should be accompanied by a statement of support from the appropriate elected official or officials: mayor, county commission chairman, or airport authority chairman.
- 2) The application must be accompanied by a signed assurance that local matching funds are available and have been authorized by the appropriate governing body of the airport. This assurance must be in the form of a certified copy of a resolution adopted by the governing body of the airport. WSDOT Aviation will not process the application until receipt of the adopted resolution.
- 3) Applications must be accompanied by adequate supporting documentation, including preliminary plans, specifications, property appraisals (land acquisition projects), and estimated costs. See Chapter 6.

Who can you contact for help?

Stan Allison
Manager of Aviation Operations
360-651-6304
Allisos@wsdot.wa.gov

Eric Johnson
Construction Project Manager
360-651-6303
Johnsel@wsdot.wa.gov

Chapter 6

Project Implementation

Upon receiving the fully executed grant agreement, the airport sponsor can proceed with implementing the approved project. The project implementation process involves the following major steps; other steps may be appropriate as determined by any circumstances unique to a particular project.

Step 1 - Advertise for Bids. For construction projects, the airport sponsor should advertise for bids in accordance with Washington State's competitive bid law.

Step 2 - Notification of Bid Award. For construction projects, the airport sponsor should report the lowest responsive bidder to WSDOT Aviation, along with a signed copy of the construction contract (including plans & specifications).

Step 3 - Pre-construction Conference. For construction projects, the airport sponsor shall conduct a pre-construction meeting in coordination with WSDOT Aviation.

Step 4 - Construction Notice to Proceed. The airport sponsor issues a "Notice to Proceed" to the selected contractor with a copy to WSDOT Aviation.

Step 5 - Begin Construction. Construction work begins.

Step 6 - Progress Payment Requests. The project sponsor may submit periodic requests for partial payment while the work is in progress but no more frequently than once per month. Invoices for work completed in one month must be submitted by the first of the following month. Any invoice received after the first of the month will not be processed until the next month. Partial payments will be made by WSDOT on the basis of the amount of actual work completed to date (less any previous payments) and the proportionate share of state participation. Requests for partial payment must be approved by the sponsor's project manager and be accompanied by appropriate supporting documentation.

Step 7 - Project completion and final inspection. Projects must be "signed-off" by the sponsor's construction manager and inspected by WSDOT Aviation's designated project representative.

Step 8 - Final Payment Request. Project sponsor requests final payment. After the project has been inspected and accepted by WSDOT Aviation, the airport sponsor may then submit its final request for payment after all outstanding project invoices by contractors and suppliers has been paid in full by the local project sponsor.

Step 9 - Final payment and project close-out. WSDOT will issue the final payment only after all necessary supporting documentation has been submitted by the project sponsor and accepted by WSDOT Aviation. Issuance of the final payment constitutes project close-out.

Accounting Procedures

Each public entity shall establish and maintain, for each individual project, an adequate accounting record to allow personnel of the state to determine all funds received (including funds of the public entity and funds received from the state or other sources) and to determine the allowability of all incurred costs of the project.

The public entity shall segregate and group project costs so that it can furnish, on due notice, cost information in the following classifications:

- Apportionments from WSDOT Aviation Funds,
- Payments for acquisition and development,
- Purchase price or value of land, and
- Cost of force-account or volunteer labor construction.

The public entity shall obtain and retain in its files, for a period of three (3) years after the date of the final payment, documentary evidence such as invoices, cost estimates and payrolls supporting each item of project costs. The public entity shall retain for a period of three years after the date of final payment, evidence of all payments for items of project costs including vouchers, cancelled checks or warrants and receipts for cash payments. The public entity shall allow appropriate personnel of the state to audit the project records and accounts to determine the allowability of project costs and the amount of federal and state participation in the cost of the project. Appropriate personnel of the state may make progress audits at any time during the project.

Costs of force account construction must be documented and rates of pay for laborers and fair hourly costs of equipment used must have prior approval of WSDOT Aviation.

The public entity shall maintain a separate record for each piece of equipment used on force-account work and show therein the following information:

- Name, type, and size of each unit,
- Approved rental rate,
- Name of operator,
- Time equipment was used by dates and hours,
- Total time equipment was used, and
- Dollar amount claimed.

Materials and Supplies

- Procurement
 - In purchasing materials and supplies for a project, the public entity may use its customary purchase procedures.
- Prior Purchase
 - For materials previously purchased, the "on hand", unit price should be determined on the basis of either original purchase price or present replacement cost if such items have actually been replaced and paid for prior to submission of the final claim (must be consistent).
- Source of Supply
 - The value or unit price of material furnished from a source of supply owned by the public entity (such as from a gravel pit) can be determined from:
 - A combination of the public entity's production cost of materials and a proper portion of the costs of acquisition of the source,
 - From the prevailing current local "royalty" value of such materials, plus production costs, or
 - By a combination of the above.

(In the gravel pit example, when the land has been acquired with state aid, only the cost of mining the gravel is considered an allowable project cost.)

Land Acquisition Projects

The steps outlined above primarily relate to airport improvement projects involving construction. Land acquisition projects typically follow a different process and can be complex and time consuming, particularly if condemnation becomes involved. The following general guidance is offered to minimize the complexity and time needed to pursue an airport land acquisition project.

When federal funds will be used to pay for land acquisition related to an airport improvement project, the airport owner must comply with the "Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs" (49 CFR Part 24). Under this regulation, the land must be appraised and a review appraisal performed to establish just compensation, or fair market value. The airport owner must offer no less than the appraised value for the real property to be acquired. All persons that are displaced must be relocated to comparable housing that is decent, safe, and sanitary.

Airport owners are encouraged to review FAA Advisory Circular 150/5100-17 for additional information about federally assisted airport land acquisition projects. This advisory circular provides more detailed information about the procedures that must be followed in acquiring property under the FAA's Airport Improvement Program. The Advisory Circular also covers the required services and qualifications of an appraiser and review appraiser.

Appendix A

Application Review and Award Procedures

Applications for state airport improvement project funding assistance should begin with an up-to-date Airport Layout Plan (ALP) and/or Capital Improvement Plan (CIP). The airport CIP should cover a minimum five-year (preferably ten-year) period and be updated annually as circumstances dictate. The CIP is intended to identify the airport improvement projects that the airport operator desires to pursue, along with the estimated costs of the project(s) to be accomplished each year. Projects included in the CIP should be realistic and reasonable (within the scope of the current ALP or justified with a needs study). Planned CIP projects should be depicted on the ALP. The preparation of the ALP and/or CIP should be closely coordinated with WSDOT Aviation to facilitate a timely review and approval.

All applications for state funding assistance for airport improvement projects should be accompanied by a statement of support from the mayor, county commission chairman, or airport authority chairman and submitted to WSDOT Aviation. Also, the application must be accompanied by a signed assurance that local matching funds are available and have been authorized by the appropriate governing body of the airport. This assurance must be in the form of a certified copy of a resolution adopted by the governing body of the airport. The application will not be processed until WSDOT Aviation receives this resolution. Applications must be accompanied by adequate supporting documentation, including preliminary plans, specifications, property appraisals (land acquisition projects), and estimated costs (see below).

The project sponsor may submit applications for state airport improvement program grants at any time during the year. Ideally, the annual applications should be submitted along with the pre-application for federal funds if FAA assistance is being sought. As a "rule of thumb," an application should be received about one year in advance of when the proposed project is planned for start-up.

The following information must be included with the application.

- Completed application form (see Appendix B).
- Copy of Airport Zoning Ordinance (or other protective ordinance).
- Airport Layout Plan (see Appendix A).
- Project Layout Plan (usually a copy of the ALP, showing the project's location on the airport).
- Name of organization, airport board or governing body.
- Any other information that may be useful in evaluating the project.
- Engineering Requirements
 - Applications that include paving must meet minimum standards set forth by WSDOT Aviation General Aviation Construction Guidelines.
 - If the applicant airport is a NPIAS airport, approval by the Federal Aviation Administration must be obtained for engineering plans.

- If pavements are involved, include cross-sectional drawings showing configuration and dimensions of the various components.
- If pavements are involved, include a statement of area (number of square feet or square yards) of each type of pavement.
- If underground drainage is involved, include a complete engineering design including hydrology (magnitude of storm and runoff) and hydraulics (size of pipes and locations of pick-ups and outfalls required). Construction drawings are not required.
- Include cost estimates for each component of the project.
- Include an approval statement by the public entity.

After the annual applications are received, WSDOT Aviation will review the airport improvement project funding applications it has received. The application will be reviewed for completeness and if additional information is needed, the airport owner will be contacted in writing with a request to submit the required information. All applications will be assigned a score based upon an objective project priority rating system that the staff uses to evaluate each project for which funding assistance is being requested. After all the projects have been prioritized, WSDOT Aviation will announce its' annual list of airport improvement program projects for the upcoming year. The program will then be submitted to the Director of Aviation for his final approval.

The annual airport improvement program will be reviewed and coordinated with the Federal Aviation Administration's Airports District Office (FAA/ADO). The purpose of this review with the FAA/ADO is two-fold. First, it will provide WSDOT with an opportunity to present and discuss the state's airport improvement priorities with key FAA personnel. Second, it will allow Aviation staff to learn about those projects that are likely to be funded by the FAA during the upcoming fiscal year.

It is WSDOT's goal that state funding assistance decisions will be made in a timely fashion to minimize project delay. For projects involving FAA funds, the department intends to time WSDOT Aviation's final decision about state funding participation to coincide as closely as possible with the FAA/ADO's issuance of its formal grant offer to the airport owner. If the scope of the project has changed since the time the state funding application was first submitted due to the amount of available federal funds (according to the FAA's tentative allocation letter), the airport owner should submit a revised state application to WSDOT Aviation. This revised application should be submitted no later than the submittal of the final application to the FAA.

For projects that do not involve federal funding, it is the department's intent that the final decision to fund an airport's request will be made immediately prior to the planned start of the project. Unless otherwise notified in writing by the airport owner, the planned project start date will be the date indicated on the application for funding assistance. To assure that an airport's funding application is approved in a timely manner, it is the airport owner's responsibility to remain in close contact with the staff of WSDOT Aviation regarding its pending application.

Upon establishment of the priority list, public entities that are to receive an allocation will be notified by mail. The notification will be in the form of a letter and grant agreement and the specific project or projects approved will be identified.

Upon receipt of the notification letter and grant agreement, the applicant is to sign, date, and return the original letter to WSDOT Aviation, indicating its desire to accept the allocation. A copy of the notification should be retained in the applicant's file.

Those airport project sponsors whose funding applications are approved by the Director of Aviation will be sent a written funding agreement that should be signed by the appropriate airport representative and returned to WSDOT Aviation for final execution. The project sponsor must also submit a copy of the resolution adopted by the airport's governing body (e.g., city council, county commission, airport authority) to approve acceptance of the funding agreement. The agreement will contain the terms and conditions of acceptance of the grant, as well as identifying the state's share of the project costs. A fully executed funding agreement will be returned to the project sponsor once all required state signatures have been made on the agreement.

Note: No project should be started by the airport sponsor prior to receiving the fully executed grant agreement.

Appendix B

Grant Agreement Process

The WSDOT Aviation Airport Aid Grant Agreement (DOT Form 900-078EF) establishes the basic agreement and obligations, provides detailed breakdown on project costs, and establishes an inspection schedule and reporting system on the project status.

When firm costs are established for a project, one copy of the accepted bid or cost figures should be sent to WSDOT Aviation.

To complete the grant award process, WSDOT Aviation will mail the Grant Agreement Forms to the Public Entity for completion. They are to be signed and returned to WSDOT Aviation. A signed copy will be returned as official authorization to commence the project.

Appendix C

Applicable Laws and Requirements

Financial assistance for acquisition and development of airports is governed, in part, by RCW 47.68.090. The Department is empowered by RCW 47.68.070, and RCW 47.68.210, to establish rules and regulations necessary to fully implement the authority of the Department of Transportation.

Eligible public entities are designated by RCW 47.68.020 Part 13, and RCW 47.68.090. They are: cities, counties, airport authorities, political subdivisions, public corporations or any combination of public entities provided that they meet all other requirements determined by WSDOT Aviation.

In addition, Washington public entities and the State of Washington may cooperate financially with other states, counties, cities of other states, Indian reservations, foreign countries or any province or district of any foreign country in any project of joint use by the citizens of Washington as provided in RCW 47.68.020 and 090.

Note:

RCW 47.68.015 Change of meaning, certain terms.

Unless the language specifically indicates otherwise, or unless the context plainly requires a different interpretation:

Wherever in any provision in the Revised Code of Washington the term "Washington state aeronautics commission", "the state aeronautics commission", "the aeronautics commission of the state", "the aeronautics commission", or "the commission" (when referring to the Washington state aeronautics commission) is used, it shall mean the department of transportation created in RCW 47.01.031.

Wherever in any provision in the Revised Code of Washington the term "state director of aeronautics", "director of aeronautics", or "director" (when referring to the state director of aeronautics) is used, it shall mean the secretary of transportation whose office is created in RCW 47.01.041.

RCW 47.68.020 Definitions.

As used in this chapter, unless the context clearly indicates otherwise:

(1) "Aeronautics" means the science and art of flight and including but not limited to transportation by aircraft; the operation, construction, repair, or maintenance of aircraft, aircraft power plants and accessories, including the repair, packing, and maintenance of parachutes; the design, establishment, construction, extension, operation, improvement, repair, or maintenance of airports or air navigation facilities; and instruction in flying or ground subjects pertaining thereto.

(2) "Aircraft" means any contrivance now known, or hereafter invented, used or designed for navigation of or flight in the air.

(3) "Airport" means any area of land or water which is used, or intended for use, for the landing and take-off of aircraft, and any appurtenant areas which are used, or intended for use, for airport buildings or other airport facilities or right-of-way, together with all airport buildings and facilities located thereon.

(4) "Department" means the state department of transportation.

(5) "Secretary" means the state secretary of transportation.

(6) "State" or "this state" means the state of Washington.

(7) "Air navigation facility" means any facility, other than one owned or operated by the United States, used in, available for use in, or designed for use in aid of air navigation, including any structures, mechanisms, lights, beacons, markers, communicating systems, or other instrumentalities or devices used or useful as an aid, or constituting an advantage or convenience, to the safe taking-off, navigation, and landing of aircraft, or the safe and efficient operation or maintenance of an airport, and any combination of any or all of such facilities.

(8) "Operation of aircraft" or "operate aircraft" means the use, navigation, or piloting of aircraft in the airspace over this state or upon any airport within this state.

(9) "Airman or airwoman" means any individual who engages, as the person in command, or as pilot, mechanic, or member of the crew in the navigation of aircraft while under way, and any individual who is directly in charge of the inspection, maintenance, overhauling, or repair of aircraft engines, airframes, propellers, or appliances, and any individual who serves in the capacity of aircraft dispatcher or air-traffic control tower operator; but does not include any individual employed outside the United States, or any individual employed by a manufacturer of aircraft, aircraft engines, airframes, propellers, or appliances to perform duties as inspector or mechanic in connection therewith, or any individual performing inspection or mechanical duties in connection with aircraft owned or operated by the person.

(10) "Aeronautics instructor" means any individual who for hire or reward engages in giving instruction or offering to give instruction in flying or ground subjects pertaining to aeronautics, but excludes any instructor in a public school, university, or institution of higher learning duly accredited and approved for carrying on collegiate work, who instructs in flying or ground subjects pertaining to aeronautics, while in the performance of his or her duties at such school, university, or institution.

(11) "Air school" means any person who advertises, represents, or holds out as giving or offering to give instruction in flying or ground subjects pertaining to aeronautics whether for or without hire or reward; but excludes any public school, university, or institution of higher learning duly accredited and approved for carrying on collegiate work.

(12) "Person" means any individual, firm, partnership, corporation, company, association, joint stock association, or body politic; and includes any trustee, receiver, assignee, or other similar representative thereof.

(13) "Municipal" means pertaining to a municipality, and "municipality" means any county, city, town, authority, district, or other political subdivision or public corporation of this state.

(14) "Airport hazard" means any structure, object of natural growth, or use of land, which obstructs the airspace required for the flight of aircraft in landing or taking off at an airport or is otherwise hazardous to such landing or taking off.

(15) "State airway" means a route in the navigable airspace over and above the lands or waters of this state, designated by the department as a route suitable for air navigation.

RCW 47.68.070 General powers.

The department has general supervision over aeronautics within this state. It is empowered and directed to encourage, foster, and assist in the development of aeronautics in this state and to encourage the establishment of airports and air navigation facilities. It shall cooperate with and assist the federal government, the municipalities of this state, and other persons in the development of aeronautics, and shall seek to coordinate the aeronautical activities of these bodies and persons. Municipalities are authorized to cooperate with the department in the development of aeronautics and aeronautical facilities in this state.

RCW 47.68.090 Aid to municipalities, Indian tribes -- Federal aid.

The department of transportation may make available its engineering and other technical services, with or without charge, to any municipality or person desiring them in connection with the planning, acquisition, construction, improvement, maintenance or operation of airports or air navigation facilities.

The department may render financial assistance by grant or loan or both to any municipality or municipalities acting jointly in the planning, acquisition, construction, improvement, maintenance, or operation of an airport owned or controlled, or to be owned or controlled by such municipality or municipalities, or to any Indian tribe recognized as such by the federal government or such tribes acting jointly in the planning, acquisition, construction, improvement, maintenance or operation of an airport, owned or controlled, or to be owned or controlled by such tribe or tribes and to be held available for the general use of the public, out of appropriations made by the legislature for such purposes. Such financial assistance may be furnished in connection with federal or other financial aid for the same purposes: PROVIDED, That no grant or loan or both shall be in excess of two hundred fifty thousand dollars for any one project: PROVIDED FURTHER, That no grant or loan or both shall be granted unless the municipality or municipalities acting jointly, or the tribe or tribes acting jointly shall from their own funds match any funds made available by the department upon such ratio as the department may prescribe.

The department is authorized to act as agent of any municipality or municipalities acting jointly or any tribe or tribes acting jointly, upon the request of such municipality or municipalities, or such tribe or tribes in accepting, receiving, receipting for and disbursing federal moneys, and other moneys public or private, made available to finance, in whole or in part, the planning, acquisition, construction, improvement, maintenance or operation of an airport or air navigation

facility; and if requested by such municipality or municipalities, or tribe or tribes, may act as its or their agent in contracting for and supervising such planning, acquisition, construction, improvement, maintenance, or operation; and all municipalities and tribes are authorized to designate the department as their agent for the foregoing purposes. The department, as principal on behalf of the state, and any municipality on its own behalf, may enter into any contracts, with each other or with the United States or with any person, which may be required in connection with a grant or loan of federal moneys for airport or air navigation facility purposes. All federal moneys accepted under this section shall be accepted and transferred or expended by the department upon such terms and conditions as are prescribed by the United States. All moneys received by the department pursuant to this section shall be deposited in the state treasury, and, unless otherwise prescribed by the authority from which such moneys were received, shall be kept in separate funds designated according to the purposes for which the moneys were made available, and held by the state in trust for such purposes. All such moneys are hereby appropriated for the purposes for which the same were made available, to be disbursed or expended in accordance with the terms and conditions upon which they were made available: PROVIDED, That any landing fee or charge imposed by any Indian tribe or tribes for the privilege of use of an airport facility planned, acquired, constructed, improved, maintained, or operated with financial assistance from the department pursuant to this section must apply equally to tribal and nontribal members: PROVIDED FURTHER, That in the event any municipality or municipalities or Indian tribe or tribes, or any distributor of aircraft fuel as defined by RCW 82.42.020 which operates in any airport facility which has received financial assistance pursuant to this section, fails to collect the aircraft fuel excise tax as specified in chapter 82.42 RCW, all funds or value of technical assistance given or paid to such municipality or municipalities or Indian tribe or tribes under the provisions of this section shall revert to the department, and shall be due and payable to the department immediately.

RCW 47.68.160 Acceptance of federal moneys.

The department is authorized to accept, receive, receipt for, disburse, and expend federal moneys, and other moneys public or private, made available to accomplish, in whole or in part, any of the purposes of this section. All federal moneys accepted under this section shall be accepted and expended by the department upon such terms and conditions as are prescribed by the United States. In accepting federal moneys under this section, the department shall have the same authority to enter into contracts on behalf of the state as is granted to the department under RCW 47.68.090 with respect to federal moneys accepted on behalf of municipalities. All moneys received by the department pursuant to this section shall be deposited in the state treasury, and, unless otherwise prescribed by the authority from which such moneys were received, shall be kept in separate funds designated according to the purposes for which the moneys were made available, and held by the state in trust for such purposes. All such moneys are hereby appropriated for the purpose of which the same were made available, to be disbursed or expended in accordance with the terms and conditions upon which they were made available.

RCW 47.68.180 Execution of necessary contracts.

The department may enter into any contracts necessary to the execution of the powers granted it by this chapter. All contracts made by the department, either as the agent of the state or as the agent of any municipality, shall be made pursuant to the laws of the state governing the making of like contracts. Where the planning, acquisition, construction, improvement, maintenance, or

operation of any airport or air navigation facility is financed wholly or partially with federal moneys, the department as agent of the state or of any municipality, may let contracts in the manner prescribed by the federal authorities acting under the laws of the United States and any rules or regulations made thereunder.

RCW 47.68.210 Rules -- Standards.

The department of transportation may perform such acts, issue and amend such orders, make, promulgate, and amend such reasonable general rules, and procedures, and establish such minimum standards, consistent with the provisions of this chapter, as it shall deem necessary to perform its duties hereunder; all commensurate with and for the purpose of protecting and insuring the general public interest and safety, the safety of persons operating, using or traveling in aircraft or persons receiving instruction in flying or ground subjects pertaining to aeronautics, and the safety of persons and property on land or water, and developing and promoting aeronautics in this state. No rule of the department shall apply to airports or air navigation facilities owned or operated by the United States.

The department shall keep on file with the code reviser, and at the principal office of the department, a copy of all its rules for public inspection.

The department shall provide for the publication and general distribution of all its orders, rules, and procedures having general effect.

Appendix D

Consultant Selection and Project Development

What is the process to select a consultant once a project is approved?

Here is a step-by-step approach that may help you navigate through the requirements of retaining expert help through a consultant or contractor. Many project services needing the skill and advice of professional experts may include planning and design of airport construction projects, airport layout plans, capital improvement plans, environmental investigations, land appraisals and obstruction evaluations. Make sure to follow the requirements under the law and WSDOT Aviation staff can help you through the process. State match money can be held up until compliance with contracting law occurs.

Step 1:

Contact WSDOT Aviation. Project sponsor should contact WSDOT Aviation to coordinate the proposed project and determine if technical assistance from WSDOT is needed for the proposed project. When technical assistance is required, complete the next steps.

Step 2:

Solicit Consultant Proposals. Project sponsor is expected to seek and engage the services of a qualified engineer or airport planner utilizing a qualifications-based selection process by advertising or soliciting requests for proposals (RFPs). Airport owners are urged to review FAA Advisory Circular 150/5100-14 for further information about the consultant selection process, particularly when federal funds are involved. The airport owner will be required to furnish WSDOT with documentation that a qualifications based selection process was followed.

Step 3:

Project Scoping Meeting. It is advisable that a project scoping meeting be held between the airport sponsor, its consultant, and WSDOT Aviation personnel to discuss the scope of the project(s) for which the consultant has been selected.

Step 4:

Negotiate Consultant Contract & Fee. Airport sponsor negotiates the scope of work and tentative fee for services.

Step 5:

Independent Cost Analysis of Consultant Fee. For airport improvement projects that will be funded by the FAA in an amount that exceeds \$100,000, the airport sponsor must have an independent cost analysis performed by someone qualified to do so and that does not have a conflict of interest with the consulting firm that has been selected.

Step 6:

Issuing the Successful Consultant Notice to Proceed. Upon approval of the scope of work and fees, the project sponsor may proceed with the signing of a contract and issuance of a notice to proceed.

Step 7:

Hold a Pre-Design Meeting. A pre-design meeting will be conducted with WSDOT Aviation, the consulting engineer, the airport representative, and any applicable participants as determined by WSDOT Aviation staff and airport representative. The pre-design meeting will outline the proposed airport improvements to be accomplished with available funding. The consulting engineer will furnish at this meeting any conceptual design drawings and sketches that have been prepared to clearly illustrate the proposed work. The purpose of this meeting is to establish a scope of work, work plan and target date for completion of the plan assembly.

Step 8:

Plan Review by WSDOT. The consulting engineer will furnish to WSDOT Aviation one full-size set of plans to review and approve. The plans should include, at a minimum, the title sheet, airport layout, notes, profile grades, typical sections, geometric improvements, drainage improvements, existing utilities, land acquisition requirements, and environmental approvals. WSDOT Aviation will review the plan set and make corrections/comments on the set of prints and return to the consulting engineer for consideration.

Step 9:

Construction Projects and your Advertisements for Bids. For construction projects, advertise for bids at the appropriate time. For projects involving FAA funds, the advertising for bids should take place as soon after receiving the FAA/ADO's tentative allocation letter as possible and should take into consideration any schedules or deadlines set by FAA.

Appendix E

Airport Layout Plan Requirements

An Airport Layout Plan is a narrative and graphic portrayal of the existing and proposed facilities, which are deemed necessary for operation of the airport.

An airport, by definition, means any area of land or water that is used, or intended to be used, for the landing and take-off of aircraft. A heliport is considered to be an airport for purposes of airport allocations.

An Airport Layout Plan is required to establish eligibility for State Airport Aid and is intended to ensure that the public entity has:

1. Studied its airport needs,
2. Recognized the problems in development of its airport,
3. Proposed a plan to meet the present and future needs, and
4. Accepted and officially approved the Layout Plan.

Approval of the Airport Layout Plan by the elected body of the public entity must be forwarded with the Airport Aid application forms. This approval can be in the form of a resolution or minute order.

AIRPORT LAYOUT PLAN (ALP) CHECKLIST

Location: _____ **Airport:** _____

Prepared By: _____ **Date:** _____

Reviewed By: _____ **Date:** _____

APPLICABLE FAA ADVISORY CIRCULARS:

Airport Master Plan, AC 150/5070-6A

Airport Design, AC 150/5300-13, Changes 1 through 8

CRITICAL AIRCRAFT:

Make: _____ **Model:** _____

Airport Reference Code (ARC): _____ **Annual Operations:** _____

Desired Approach Minimums:

Runway End _____ **Minimum** _____

Runway End _____ **Minimum** _____

Runway End _____ **Minimum** _____

	Required		Included		Remarks
	FAA	WSDOT	Yes	No	
ALP COMPONENTS:					
I. Narrative Report	✓	✓			
II. Airport Layout Drawing	✓	✓			
III. Airport Airspace Drawing	✓	✓			
IV. Inner App. Surface Drawing	✓	✓			
V. Terminal Area Drawing	✓				
VI. Land Use Drawing	✓	✓			
VII. Airport Property Map	✓				

I. NARRATIVE REPORT

DATE: _____

MASTER PLAN ()

ALP REPORT ()

	Required		Included		Remarks
	FAA	WSDOT	Yes	No	
FORECAST AVIATION DEMAND					
Current 5 yrs, 10 yrs, 20 yrs	✓	✓			
Local Operations	✓				
Annual Itinerant Operations					
All Aircraft	✓				
Current Design Aircraft	✓	✓			
Future Design Aircraft	✓	✓			
Total Annual Operations	✓	✓			
Based Aircraft	✓	✓			
Annual Instrument Approaches	✓				
Enplaned Passengers	✓				
(Commercial Service Locations Only)					
Design Aircraft					
(Current & Future)	✓	✓			
STAGE DEVELOPMENT					
(Drawings, Schedule, Project Costs)	✓				
COORDINATION					
(Highways, Planning Agencies, etc.)	✓	✓			
ADDITIONAL COMMENTS					

II. AIRPORT LAYOUT PLAN DRAWING

DATE _____

"An airport layout plan (ALP) is a graphic presentation to scale of existing and ultimate airport facilities, their location on the airport and the pertinent clearance and dimensional information required to show relationships with applicable standards."

NOTE: Use NAD 83 Datum for determining coordinates and indicate on ALP drawing.

	Required		Included		Remarks
	FAA	WSDOT	Yes	No	
SHEET SIZE					
22" X 34" Recommended Size	✓	✓			
SCALE					
1" = 200' to 1" = 600'	✓	✓			
NORTH POINT					
True & Magnetic Declination	✓	✓			
WIND ROSE					
Source & Time Period (latest 10-year period, using 36-point)	✓	(only if avail.)			
Individual & Combined Coverage	✓				
10.5 Knots	✓				
13 Knots	✓				
16 Knots	✓				
20 Knots	✓				
AIRPORT REFERENCE					
 POINT (ARP)					
Ultimate ONLY with lats and longs to nearest second	✓	✓			
TOPOGRAPHIC INFORMATION					
Contours 2' to 10'	✓				
ELEVATIONS					
Runway Ends	✓	✓			
(nearest 0.1 ft, exist & ult)	✓				
Runway Intersections	✓				
Runway High and Low Points	✓	✓			
Roadways & Railroads at points where they intersect <u>Approach Surface</u>	✓	✓			
Structures on Airport (if no Terminal Drawing)	✓	✓			

II. ALP DRAWING (continued)

	Required		Included		Remarks
	FAA	WSDOT	Yes	No	
LINES					
ILS/MLS Critical Areas (GS & LOC)	✓				
Building Restriction Lines (BRL)	✓	✓			
Building Height for BRL	✓	✓			
Property Lines (exist & ult)	✓	✓			
Section Corners	✓	✓			
Runway Visibility Zones	✓				
RUNWAY DETAILS					
Length and Width (exist & ult)	✓	✓			
End Numbers	✓	✓			
True Bearing (nearest .01 degree)	✓	✓			
End Coordinates (nearest .01 sec)	✓	✓			
Lighting Symbols (threshold only, exist & ult)	✓	✓			
Clearways & Stopways/Overruns	✓	✓			
Safety Areas	✓	✓			
TAXIWAY DETAILS					
Width	✓	✓			
Clearance to Runway	✓	✓			
Clearance to Aircraft Parking	✓	✓			
Clearance to Objects	✓	✓			
APRON					
Location & Size	✓	✓			
Aircraft Parking	✓	✓			
RWY PROTECTION ZONES					
Dimensions (exist & ult)	✓	✓			
Type of Ownership (Fee or Ease)	✓	✓			
APPROACHES					
App. Surface Slope & Type (exist & ult)	✓	✓			

II. ALP DRAWING (continued)

	Required		Included		Remarks
	FAA	WSDOT	Yes	No	
TITLE & REVISION BLOCK	✓	✓			
APPROVAL BLOCK (SPONSOR ONLY)	✓	✓			
AIRPORT DATA TABLE					
Airport Elevation (nearest 0.1 ft)	✓	✓			
ARP Coordinates (nearest second)	✓	✓			
Airport Electronic Aids (NDB/VOR/Beacon)	✓	✓			
Mean Max Temp. (Hottest Month)	✓	✓			
Airport Reference Code (ARC)	✓	✓			
BUILDING TABLE (See ALP Guidance)	✓	✓			
LEGEND TABLE	✓	✓			
RUNWAY DATA TABLE (existing & ultimate)	✓	✓			
App. Category and Design Group	✓	✓			
Runway (length/width)	✓	✓			
Runway Lighting (LIRL, MIRL, HIRL)	✓	✓			
Runway Marking (B, NP, or P)	✓	✓			
Pavement Material	✓	✓			
Pavement Design Strength (<i>exist & ult critical</i> <i>aircraft</i>) (#lbs – S, D, DT, DDT)	✓	✓			
Runway Safety Area (length/width)	✓	✓			
Object Free Area (length/width)	✓	✓			
Obstacle Free Zone (length/width)	✓	✓			
Taxiway Width	✓	✓			
Taxiway Lighting	✓	✓			

II. ALP DRAWING (continued)

	Required		Included		Remarks
	FAA	WSDOT	Yes	No	
For each runway end (exist & ult)					
Approach Surface Slope	✓	✓			
Electronic Aids (Localizer, Glide Slope, etc)	✓				
Visual Aids (REIL, VGSI, etc)	✓	✓			
Approach Visibility Minimums (V, 1 mile, 3/4 mile, 1/2 mile, CAT II, or CAT III)	✓				
Touchdown Zone Elevation (TDZE) (highest runway elev. within first 3,000 ft)	✓				
Takeoff Run Available (TORA)	✓	✓			
Takeoff Distance Available (TODA)	✓	✓			
Accelerate Stop Distance Available	✓	✓			
Landing Distance Available (LDA)	✓	✓			

MODIFICATION TO AIRPORT DESIGN STANDARDS TABLE

Approval Date, Airspace Case No., ✓
Standard Modified, Description

If No Standard Modified, ✓
State "None Required"

OBSTACLE FREE ZONE (OFZ) OBJECT PENETRATIONS TABLE

If none, state "none."

THRESHOLD SITING SURFACE OBJECT PENETRATIONS TABLE

If none, state "none."

ADDITIONAL COMMENTS: _____

III. AIRPORT AIRSPACE DRAWING

	Required		Included		Remarks
	FAA	WSDOT	Yes	No	
PLAN VIEW					
USGS 7 1/2 Minute Quad.	✓	✓			
Runway Numbers (ultimate)	✓	✓			
Part 77 Imaginary Surfaces	✓	✓			
Elev. Contours (even 50' intervals on sloping surfaces)	✓	✓			
Scale (1" = 2000'- 3000')	✓	✓			
Obstructions beyond RPZ	✓				
APPROACH PROFILES (Existing and Ultimate)					
Scale (1" = 1000' H, 1" = 100' V for Visual & Non-Precision Rwys)	✓	✓			
Scale (1" = 2000' H, 1"= 200' V for ILS Runways) for a composite ground profile along ext. Rwy CL	✓				
Significant Objects	✓	✓			
Top Elevation of Significant Objs.	✓	✓			
Part 77 Approach Slope Profile	✓	✓			
OBSTRUCTION TABLE (BEYOND <u>INNER APPROACH SURFACE</u>)					
Obstruction Identification Number	✓	✓			
Obstruction Elevation	✓	✓			
Description of Obstruction	✓	✓			
Amount of Penetration	✓	✓			
Disposition of Obstruction	✓	✓			

ADDITIONAL COMMENTS:_____

IV. INNER PORTION OF THE APPROACH SURFACE DRAWING

	Required		Included		Remarks
	FAA	WSDOT	Yes	No	
PLAN VIEW (Existing & Ultimate)					
(out to 100' above rw elev for the approach slope)					
Scale (1" = 200')	✓	✓			
Property Line	✓	✓			
Obstructions Identified by Number	✓	✓			
Clearance over Roads, RRs at CL	✓	✓			
& Edge of <u>Approach Surface</u>					
(Include Road/Railroad Elev.)					
Runway End Number and Elev.	✓	✓			
Ground Contours (light lines)	✓	✓			
Runway Safety Area	✓	✓			
Object Free Area	✓	✓			
<u>Runway Protection Zone (RPZ)</u>	✓	✓			
<u>Prec. Object Free Area (POFA)</u>	✓				
PROFILE VIEW					
Scale (1" = 200'H, 1" = 20'V)	✓	✓			
Terrain Along Extended CL of Rwy	✓	✓			
(out to 100' above rw elev for approach slope)					
Significant Objects	✓	✓			
CrossSection of Roads & RRs	✓	✓			
Obstructions Identified by Number	✓	✓			
RUNWAY CENTERLINE PROFILE					
Scale (suff. to show line of sight req.)	✓	✓			
Elev.s (sta. and elev at rwy ends &	✓	✓			
at all points of grade change)	✓	✓			
OBSTRUCTION TABLE					
Sep. Table for each <i>App. Surface</i>	✓	✓			
Obstruction Identification Number	✓	✓			
Obstruction Elevation	✓	✓			
Description of Obstruction	✓	✓			
Amount of Penetrations	✓	✓			
Disposition of Obstruction	✓	✓			

ADDITIONAL COMMENTS:_____

V. TERMINAL AREA DRAWING

	Required		Included		Remarks
	FAA	WSDOT (optional)	Yes	No	
Scale (1" = 50' to 1" = 100')	✓				
Property Line	✓				
Bldg Restriction Line	✓				
Apron	✓				
T-Hangars	✓				
Aircraft Parking	✓				
Top Elevation of Structure	✓				
Legend	✓				
Building Identification Table	✓				
Auto Parking Areas	✓				
Entrance Road	✓				

ADDITIONAL COMMENTS:_____

VI. LAND USE DRAWING

NOTE: Use ALP as a base map

	Required		Included		Remarks
	FAA	WSDOT	Yes	No	
Legend	✓	✓			
On-Airport Land Use (exist & ult)	✓	✓			
Off-Airport Land Use (exist & ult)	✓	✓			
to at least 65 DNL Contour	✓	✓			
		(to within Part 77 Horiz. Surface)			
Crop Restriction Lines	✓	✓			
Airport Property Lines (ult)	✓	✓			
Zoning of adj. property to airport	✓	✓			

ADDITIONAL COMMENTS:_____

VII. AIRPORT PROPERTY MAP

NOTE: Use ALP as a base map

	Required		Included		Remarks
	FAA	WSDOT (optional)	Yes	No	
LEGEND	✓				
DRAWING DETAILS					
Airport Features (exist & ult)	✓				
Property Line (fee)	✓				
Property Interest Areas (ease)	✓				
Tract Boundary Line with ID #	✓				
Type of Acquisition Indicated	✓				
DATA TABLE					
Tract Identification Number	✓				
Date of Acquisition	✓				
Federal Aid Project Number	✓				
Property Interest (fee or ease)	✓				
Acreage	✓				

ADDITIONAL COMMENTS:_____

Appendix F

Eligibility Requirements

- Each city, county, airport authority, political subdivision, Indian reservation, or public corporation must have an airport or heliport layout plan on record to be eligible for participation in the Airport Aid program. The plan should reflect at least ten years of projected needs and must be submitted to and approved by WSDOT Aviation.
- The airport must demonstrate that it is protected from incompatible development (including height hazards) by being included in the local jurisdiction's Comprehensive Plan and/or zoning regulations. If the Comprehensive Plan or development regulations do not currently cover the airport, then the airport sponsor must demonstrate to WSDOT Aviation that it is actively pursuing inclusion in the comprehensive plan and development regulations.
- For airports that are included in the FAA's National Plan of Integrated Airport Systems (NPIAS) and for projects that are FAA-eligible, the airport must first demonstrate that it has pursued federal funding through the FAA before WSDOT Aviation will consider issuing a grant for the project.
- The airport must have completed all required environmental review and received approval on all environmental documentation before requesting a WSDOT Aviation grant for the project. Refer to SEPA and NEPA requirements.
- WSDOT airport improvement grants must be matched with a local contribution. The minimum local match percentage required for each project is 5% of the total project cost. A local airport sponsor may contribute increased match amounts to earn a higher score with their application.
- Force account volunteer labor and equipment contributions may be approved at face value as matching funds subject to sufficient documentation and acceptable financial evaluation. However, allowance will not be made for:
 - Values of land previously acquired
 - Existing buildings or improvements
 - Previous state or FAA grants
- An allocation on any one project cannot exceed \$250,000 (RCW 47.68.090).
- All airport construction projects must comply with state laws pertaining to competitive bidding requirements, professional engineering requirements and other regulations

governing public works projects in the State of Washington. Refer to RCW's 18.43; 36.32; 39.04 and 39.12.

- WSDOT will not accept grant requests for construction projects started prior to the date of the request. Also, WSDOT will not enter into a grant agreement to pay for a project that is started prior to the date of the grant agreement entered into between the airport sponsor and the state.
- Periodic payments will be made by WSDOT as work progresses on a WSDOT or FAA assisted airport improvement project. Requests for payment must be supported by documentation prepared and certified by a licensed professional engineer.
- In order to protect the investment of public funds, it is the policy of WSDOT Aviation to require proof of adequate control (such as ownership, lease or aviation easements) for all land upon which any project is proposed. Alternatively, there should be a bond that assures the State will be reimbursed its grant funds if the land reverts to another private entity.
- Grant requests for land acquisition must be supported by an appraisal performed by a qualified land appraiser.
- The availability of state funds or legislative appropriations shall be the final determination of grant approvals.
- The project must support the goals and interests of WSDOT Aviation and the Washington State Aviation System Plan.

Ineligible Projects

In keeping with the goal of maximum utilization of funds and greatest public benefit, allocations will not be made:

- On airport or heliport facilities under exclusive lease or monopoly control of private individuals or corporations or otherwise unavailable for public use.
- For construction or purchase of income-producing facilities that are controlled by a private entity (i.e., with the profits going to other than the public entity).

Conclusion

This manual has been prepared to assist municipalities in applying for Airport Aid funds. It explains the eligibility criteria for funding, and the manner in which priorities are determined. There is a section explaining the application process and describing the necessary documentation, which must accompany each application.

Sample applications and grant agreement forms shown within this document should be reviewed very carefully as well as the section on project implementation and required accounting procedures should a grant agreement be offered and accepted. An Airport Layout Plan Checklist is also included to assist airport sponsors understand WSDOT Aviation's planning requirements.

Application forms can either be obtained by going to the internet website www.wsdot.wa.gov/aviation/grants or by calling or writing WSDOT Aviation, 3704 172nd Street NE, Suite K-2, Post Office Box 3367, Arlington, Washington 98223-3367. (Phone 360-651-6300, or toll free 1-800-552-0666, within Washington State)