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| <p><b>1.0 Introduction</b><br/>The Commonwealth of Virginia maintains one of the nation’s most comprehensive and advanced statewide aviation systems. To support the continuing growth and operation of this system, the Virginia Aviation Board (VAB) has developed funding programs to assist sponsors of public-use airports with a variety of improvement activities ranging from planning to construction to promotions. The funding programs are:</p> <ul style="list-style-type: none"> <li>• Airport Capital Program;</li> <li>• Facilities and Equipment Program;</li> <li>• Voluntary Security Program;</li> <li>• Maintenance Program, and</li> <li>• Aviation and Airport Promotion Program.</li> </ul> <p>For each of these programs, the <i>Airport Program Manual</i> provides information on eligible projects, state participation, and processes from project request submission to reimbursement.</p> <p>(The remainder of section, which does not included changes, is not shown for brevity.)</p> | <p><b>1.0 Introduction</b><br/>The Commonwealth of Virginia maintains one of the nation’s most comprehensive and advanced statewide aviation systems. To support the continuing growth and operation of this system, the Virginia Aviation Board (VAB) has developed <b>reimbursable</b> funding programs to assist sponsors of public-use airports with a variety of improvement activities ranging from planning to construction to promotions. The funding programs are:</p> <ul style="list-style-type: none"> <li>• Airport Capital Program;</li> <li>• Facilities and Equipment Program;</li> <li>• Voluntary Security Program;</li> <li>• Maintenance Program, and</li> <li>• Aviation and Airport Promotion Program.</li> </ul> <p>For each of these programs, the <i>Airport Program Manual</i> provides information on eligible projects, state participation, and processes from project request submission to reimbursement.</p> <p>(The remainder of section, which does not included changes, is not shown for brevity.)</p> | <p>Staff added <b>reimbursable</b> to specify that the funding programs are reimbursable in nature instead of loans or up-front distributions of funding.</p>   |
|  | <p><b>1.1 Definitions</b><br/><b>Based Aircraft:</b> Code of Virginia §5.1-1 defines an aircraft based in the Commonwealth as “an aircraft that is either domiciled in a county, city, or town in the Commonwealth or parked in in a county, city, or town in the Commonwealth when not in flight for the period of time specified in §5.1-5 Registration of aircraft”.</p>  | <p>Staff added a definition of based aircraft to support references to based aircraft within the manual.</p>  |
| <p><b>2.4.2 Annual Based Aircraft Survey</b><br/>Public-use airport sponsors are required to submit an annual based aircraft survey to DOAV in accordance with <i>Virginia Administrative Code 24VAC5-20-350 Annual aircraft survey and report of financial responsibility</i>. The survey is a physical count of based aircraft on an annual basis which assists DOAV with its process of properly planning for and registering all Virginia-based aircraft and consists of a census of aircraft owners. Surveys must be submitted within 45 calendar days of the DOAV request, in the format required by DOAV and in accordance with the instructions provided by DOAV. Sponsors will not be eligible to receive any state aviation funding until the completed annual based aircraft survey is submitted.</p>   | <p><b>2.4.2 Annual Based Aircraft Survey</b><br/>Public-use airport sponsors are required to submit an annual based aircraft survey to DOAV in accordance with <i>Virginia Administrative Code 24VAC5-20-350 Annual aircraft survey and report of financial responsibility</i>. The survey is a physical count of based aircraft on an annual basis which assists DOAV with its process of properly planning for and registering all Virginia-based aircraft and consists of a census of aircraft owners. Surveys must be submitted within 45 calendar days of the DOAV request, in the format required by DOAV and in accordance with the instructions provided by DOAV. Sponsors will not be eligible to receive any state aviation funding until the completed annual based aircraft survey is submitted. <b>This applies to new project requests and reimbursement requests for existing grants and special fund allocations for the airport.</b></p>  | <p>Staff added further clarification on the consequences of a sponsor not providing a completed annual based aircraft survey by the due date.</p>   |
| <p><b>2.4.3 Annual Certification of Financial Responsibility</b><br/>Each year a sponsor must certify to DOAV in accordance with <i>Virginia Administrative Code 24VAC5-20-350 Annual aircraft survey and report of financial responsibility</i> that the sponsor has adequate liability insurance or other means of financial responsibility to satisfy the minimum dollar amount required by <i>Code of Virginia §5.1-88.7 et seq.</i> The certification must be submitted within 45 calendar days of the DOAV request, in the format required by DOAV and in accordance with the instructions provided by DOAV. Sponsors will not be eligible to receive any state aviation funding until the completed annual certification of financial responsibility is submitted.</p>  | <p><b>2.4.3 Annual Certification of Financial Responsibility</b><br/>Each year a sponsor must certify to DOAV in accordance with <i>Virginia Administrative Code 24VAC5-20-350 Annual aircraft survey and report of financial responsibility</i> that the sponsor has adequate liability insurance or other means of financial responsibility to satisfy the minimum dollar amount required by <i>Code of Virginia §5.1-88.7 et seq.</i> The certification must be submitted within 45 calendar days of the DOAV request, in the format required by DOAV and in accordance with the instructions provided by DOAV. Sponsors will not be eligible to receive any state aviation funding until the completed annual certification of financial responsibility is submitted. <b>This applies to new project requests and reimbursement requests for existing grants and special fund allocations for the airport</b></p>  | <p>Staff added further clarification on the consequences of a sponsor not providing a completed annual certification of financial responsibility by the due date.</p>   |
| <p><b>2.4.5 Entitlement Utilization Report and Plan</b><br/>Sponsors eligible for state entitlement funds must submit an <i>Entitlement Utilization Report and Plan (EURP)</i> for VAB approval each year. These reports provide an annual accounting of the previous fiscal year’s state entitlement fund expenditures and plans for the use of entitlement funds for the new fiscal year. <i>EURPs</i> must be submitted to DOAV no later than 15 calendar days from the close of the fiscal year. Failure to submit an <i>EURP</i> by the deadline will impact the disbursement of state entitlement funds to the sponsor.</p>  | <p><b>2.4.5 Entitlement Utilization Report and Plan</b><br/>Sponsors eligible for state entitlement funds must submit an <i>Entitlement Utilization Report and Plan (EURP)</i> for VAB approval each year. These reports provide an annual accounting of the previous fiscal year’s state entitlement fund expenditures and plans for the use of entitlement funds for the new fiscal year. <i>EURPs</i> must be submitted to DOAV no later than 15 calendar days from the close of the fiscal year. Failure to submit an <i>EURP</i> by the deadline will impact the disbursement of state entitlement funds to the sponsor. <b>DOAV will not disburse state entitlement funds to the sponsor until it receives the completed annual based aircraft survey and annual certification of financial responsibility for an airport</b></p>  | <p>Staff added clarification on the consequences to entitlement disbursement if a sponsor does not provide a completed annual based aircraft survey and annual certification of financial responsibility by the due date.</p> |
| <p><b>2.4.9 Project Priority System for IT Security Training</b><br/>Sponsors are encouraged to have their authorized users participate in IT security training. When at least one authorized user for an airport successfully completes IT security training at least every other year and provides DOAV with certification of completion, the sponsor will receive 15 bonus points to be applied to any eligible capital project request. The points are included in the airport category within the Airport Capital project priority system, as shown in Appendix D Project Priority System Scoring Values. It is the sponsor’s responsibility to keep DOAV apprised of completed IT security training and to provide DOAV with training documentation.</p>   | <p><b>2.4.9 Project Priority System for IT Security Training</b><br/>Sponsors are encouraged to have their authorized users participate in IT security training. When at least one authorized user for an airport, <b>who is an employee of the sponsor</b>, successfully completes IT security training at least every <b>24 months</b> and provides DOAV with certification of completion, the sponsor will receive 15 bonus points to be applied to any eligible capital project request. The points are included in the airport category within the Airport Capital project priority system, as shown in Appendix D Project Priority System Scoring Values.</p>  | <p>Staff added clarification on an eligible authorized user and eligibility period.</p>   |

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|  | <p>It is the sponsor’s responsibility to keep DOAV apprised of completed IT security training and to provide DOAV with training documentation. The documentation must be provided to DOAV by the submission due date for capital project requests for the sponsor to receive the 15 bonus points. The 24-month period referenced above is based on the training completion date.</p>  | <p>Staff added procedural information.</p>                             |
| <p><b>3.4.1 Master Agreement on Terms and Conditions for Accepting State Aviation Funding Resources</b><br/>The <i>Master Agreement on Terms and Conditions for Accepting State Aviation Funding Resources</i> contains the terms and conditions for accepting state aviation funding from the Commonwealth of Virginia for capital, facilities and equipment, security, maintenance, and aviation and airport promotion projects. These terms and conditions identify sponsor responsibilities before, during, and after the implementation of a project. The terms and conditions apply to funding awarded under grants and allocations.</p> <p>The master agreement contains general conditions, such as obtaining goods and services in accordance with the <i>Virginia Public Procurement Act</i>. The master agreement also contains special conditions for land acquisition, public-use spaces and areas, bridge loans, facilities and equipment, and private ownership. If the specifics of a project generate the need for terms and conditions not provided in the master agreement, those terms and conditions will be stated in the grant agreement for the project. The VAB and DOAV reserve the right to establish additional terms and conditions as needed in accordance with the preamble to the master agreement.</p> <p>An executed master agreement shall be on file with DOAV in order for a sponsor to receive funds from the CAF and/or the ASF.</p> <p>When the sponsorship of an airport or the name of an airport changes, a new master agreement will need to be executed.</p>  | <p><b>3.4.1 Master Agreement on Terms and Conditions for Accepting State Aviation Funding Resources</b><br/>The <i>Master Agreement on Terms and Conditions for Accepting State Aviation Funding Resources</i> contains the terms and conditions for accepting state aviation funding from the Commonwealth of Virginia for capital, facilities and equipment, security, maintenance, and aviation and airport promotion projects. These terms and conditions identify sponsor responsibilities before, during, and after the implementation of a project. The terms and conditions apply to funding awarded under grants and allocations.</p> <p>The master agreement contains general conditions, such as obtaining goods and services in accordance with the <i>Virginia Public Procurement Act</i>. The master agreement also contains special conditions for land acquisition, public-use spaces and areas, bridge loans, facilities and equipment, and private ownership. <b>The master agreement stipulates that all revenues generated by the airport shall be expended by the sponsor for improvements on the airport, for airport land acquisition, or airport operating costs.</b> If the specifics of a project generate the need for terms and conditions not provided in the master agreement, those terms and conditions will be stated in the grant agreement for the project. The VAB and DOAV reserve the right to establish additional terms and conditions as needed in accordance with the preamble to the master agreement.</p> <p>An executed master agreement shall be on file with DOAV in order for a sponsor to receive funds from the CAF and/or the ASF.</p> <p>When the sponsorship of an airport or the name of an airport changes, a new master agreement will need to be executed.</p> |  |
| <p><b>4.2 Special Eligibility Requirements</b><br/>In addition to the criteria listed above, several special eligibility requirements apply to sponsors of privately-owned, public-use airports. These include credit line deeds of trust, credit line deed of trust notes, and assumption agreements.</p> <p><b>4.2.1 Credit Line Deed of Trust</b><br/>To protect the Commonwealth’s investment in privately-owned, public-use airports, the VAB has determined that a credit line deed of trust will be entered into between the department and airport sponsor before the sponsor is eligible to receive a grant agreement. Prior to requesting grant funding, the sponsor will submit a written request to DOAV for a credit line deed of trust. The department will assess the cumulative value of possible future grants from the sponsor’s 6-year ACIP in consultation with the sponsor to arrive at a value that will be used. Any costs associated with establishing the value of the property will be borne by the sponsor.</p> <p>The department will prepare a credit line deed of trust for the sponsor who, in turn will, execute the document and return it. The department will have the credit line deed of trust recorded in the appropriate jurisdiction or jurisdictions. All fees related to the actual recordation plus the department’s attorney fees related to the preparation of the credit line deed of trust will be borne by the sponsor.</p> <p>The total credit line deed of trust balance must be sufficient to cover the total anticipated project cost of all phases of an overall development objective. The formula used to determine available amount to allocate by DOAV is the following:</p> $\frac{\text{total appraised value} \times 75 \text{ percent}}{\text{adjusted appraised value} - \text{<first mortgaged debt>}} = \text{available amount to allocate}$ <p>Once the total value less amortization of all executed grant agreements equals the value of the original credit line deed of trust, a new credit line deed of trust will be required. The new Credit Line Deed of Trust must be in place by the submission deadline for capital projects or before a project request is submitted for any program under the Aviation Special Fund.</p> |   | <p>Update is being provided by the Office of the Attorney General.</p> |

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| <p><b>4.2.2 Credit Line Deed of Trust Note</b><br/>The credit line deed of trust note is the instrument that is used to track funding from the original credit line deed of trust. A trust note is required for each grant offer made to a privately-owned, public-use airport. DOAV will provide a trust note with each grant offer and grant amendment offer.</p> <p>When a grant amount is increased or decreased or a project has an underrun at closing, DOAV will provide a revised Credit Line Deed of Trust Note to the sponsor.</p>   |   |  |
| <p><b>5.2.1 Utilization of State Entitlement and Discretionary Funds for Air Carrier Airports</b><br/>Sponsors of air carrier airports may also use the discretionary funds set forth under the CAF. The sponsors must totally obligate their state entitlement fund balance prior to being eligible to receive any state discretionary funds through the competitive process. The balance includes unexpended state entitlement funds from previous fiscal years, interest earned on state entitlement funds, and passenger facility charges used to reimburse state entitlement fund accounts.</p> <p>Sponsors must list entitlement and discretionary projects on their annual Entitlement Utilization Report and Plan and ACIP as noted in 5.2.2 <i>Entitlement Utilization Report and Plan</i> and 5.3 Airport Capital Improvement Plan to be eligible for state discretionary funding. All projects will be prioritized, and entitlement and discretionary funds will be approved and disbursed based on the prioritization.</p> <p>DOAV encourages sponsors to use other available federal, state, and local funding options, such as passenger facility charges, before applying for state discretionary funds. If a sponsor uses state entitlement funds for a project and later receives reimbursement for the project from passenger facility charges, the sponsor must credit its state entitlement balance with the reimbursement amount. The passenger facility charge reimbursement must be recorded on the annual <i>Entitlement Utilization Report and Plan</i>.</p> <p>State entitlement funds can be used for any project eligible under the Airport Capital Program, Facilities and Equipment Program, and Maintenance Program. Operational costs are not eligible under any state funding program. If a sponsor uses state entitlement funds for projects eligible under the Facilities and Equipment Program or Maintenance Program, the sponsor shall not be eligible to receive any funding from those programs during the fiscal year in which the state entitlement funds are spent.</p> <p>If it is determined that a sponsor used entitlement funds for eligible facilities and equipment or maintenance projects and also used funds from the Facilities and Equipment Program or Maintenance Program for other eligible projects, the sponsor must repay the state for Facilities and Equipment Program or Maintenance Program funds reimbursed within that fiscal year.</p> | <p><b>5.2.1 Utilization of State Entitlement and Discretionary Funds for Air Carrier Airports</b><br/>Sponsors of air carrier airports may also use the discretionary funds set forth under the CAF. The sponsors must totally obligate their state entitlement fund balance prior to being eligible to receive any state discretionary funds through the competitive process. The balance includes unexpended state entitlement funds from previous fiscal years, interest earned on state entitlement funds, and passenger facility charges used to reimburse state entitlement fund accounts.</p> <p>Sponsors must list entitlement and discretionary projects on their annual Entitlement Utilization Report and Plan and ACIP as noted in 5.2.2 <i>Entitlement Utilization Report and Plan</i> and 5.3 Airport Capital Improvement Plan to be eligible for state discretionary funding. All projects will be prioritized, and entitlement and discretionary funds will be approved and disbursed based on the prioritization <a href="#">process described in 5.8.2 Project Priority Scoring</a>.</p> <p>DOAV encourages sponsors to use other available federal, state, and local funding options, such as passenger facility charges, before applying for state discretionary funds. If a sponsor uses state entitlement funds for a project and later receives reimbursement for the project from passenger facility charges <a href="#">or AIP funds</a>, the sponsor must credit its state entitlement balance with the reimbursement amount. <a href="#">If a project is part of approved passenger facility charge application and the sponsor uses state funds for the project, any funds provided by the department will be in the form of a bridge loan. The sponsor must reimburse its entitlement balance with the funds within 48 months of the completion of the project but no more than 60 months after funds from DOAV have been allocated. The passenger facility charge reimbursement must be recorded on the annual <i>Entitlement Utilization Report and Plan</i>.</a></p> <p>State entitlement funds can be used for any project eligible under the Airport Capital Program, Facilities and Equipment Program, and Maintenance Program. Operational costs are not eligible under any state funding program. If a sponsor uses state entitlement funds for projects eligible under the Facilities and Equipment Program or Maintenance Program, the sponsor shall not be eligible to receive any funding from those programs during the fiscal year in which the state entitlement funds are spent.</p> <p>If it is determined that a sponsor used entitlement funds for eligible facilities and equipment or maintenance projects and also used funds from the Facilities and Equipment Program or Maintenance Program for other eligible projects, the sponsor must repay the state for Facilities and Equipment Program or Maintenance Program funds reimbursed within that fiscal year.</p> | <p>Staff added cross reference to new procedural information.</p> <p>Staff added language on the use of state funds for a project that is included on a passenger facility charge application approved by FAA. As passenger facility charges are collected by sponsors, the passenger facility charges are local funds. The proposal supports the board directive of maximizing other funds before the use state aviation funds, and the time period is consistent with 5.11.4 Bridge Loans.</p>   |
| <p><b>5.2.2.4 EURP Revisions</b> If an audit of a sponsor's records identifies incorrect data reflected in the Part 1, the sponsor must revise Part 1 and submit the revision for approval by the VAB. Revisions to Part 1 must be submitted to DOAV for review a minimum of 30 calendar days prior to the next VAB meeting.</p> <p>In accordance with <i>Code of Virginia</i> §5.1-2.2:3.B, an airport sponsor may revise Part 2 after the initial VAB approval. Changes to Part 2 must be submitted to DOAV for review a minimum of 30 calendar days prior to the next VAB meeting. The revisions must be added to the previously approved <i>EURP</i> and must include the information described in 5.2.2.1.2 <i>EURP</i> Part 2 - Entitlement Utilization Plan.</p>  | <p><b>5.2.2.4 EURP Revisions</b><br/>In accordance with <i>Code of Virginia</i> §5.1-2.2:3.B, an airport sponsor may revise Part 2 after the initial VAB approval. Changes to Part 2 must be submitted to DOAV for review a minimum of 30 calendar days prior to the next VAB meeting. The revisions must be added to the previously approved <i>EURP</i> and must include the information described in 5.2.2.1.2 <i>EURP</i> Part 2 - Entitlement Utilization Plan.</p> <p><a href="#">If the costs for a project already approved on an <i>EURP</i> will increase by an amount exceeding 10 percent of the original amount, a revision to the <i>EURP</i> must be submitted to the Virginia Aviation Board for approval. The revision must include the amount of the increase for all applicable funding sources as appropriate, not just the increase in the state funding, the reason for the increase, and supporting documentation as needed. The revision must be submitted to DOAV for review a minimum of 30 calendar days prior to the next VAB meeting.</a></p> <p><a href="#">An <i>EURP</i> revision to reflect Airport Capital Improvement Plan changes made during the annual update, as described in 5.3 Airport Capital Improvement Plan, is not needed for the last board meeting of a fiscal year. These changes do need to be in the <i>EURP</i> submitted for the first board meeting of the following fiscal year.</a></p>  | <p>Staff moved the first paragraph to the end of the section for readability and to better accommodate the new language.</p> <p>Staff added language consistent with current policy regarding increases for discretionary projects and for projects under other funding programs. The implementation of this proposal will support coordination between the sponsor, DOAV, and the board on cost changes for an approved project, especially during the annual review of project costs reported on and <i>EUR</i> Part 1 at the end of a fiscal year.</p> <p>Staff added procedural information.</p> |

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|   | If an audit of a sponsor's records identifies incorrect data reflected in the Part 1, the sponsor must revise Part 1 and submit the revision for approval by the VAB. Revisions to Part 1 must be submitted to DOAV for review a minimum of 30 calendar days prior to the next VAB meeting.  |   |
| <p><b>5.4 Project Eligibility</b><br/>A wide range of development projects is eligible for the Airport Capital Program. Examples of eligible projects are listed in Table 2 Eligible Airport Capital Project Examples, divided into general categories for reference. Details on specific projects are provided in Appendix A Airport Capital Program Eligible Projects; information on terminal buildings is provided in Appendix B Terminal Buildings, and information on access and perimeter roads is provided in Appendix C Access Roads.</p> <p>(Table 2 is not included for brevity)</p> <p>Projects that are revenue producing or will develop facilities for exclusive use by airport management or tenants are not eligible under the Airport Capital Program. Examples of ineligible projects include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• operational costs;</li> <li>• restaurants and cocktail lounges;</li> <li>• concessionaire facilities;</li> <li>• airline ticketing areas;</li> <li>• baggage handling areas exclusively leased or controlled by airlines;</li> <li>• airport management offices;</li> <li>• day facilities for sleeping accommodations, and</li> <li>• office space and air traffic control facilities for lease to the Federal Aviation Administration (FAA), Transportation Safety Administration (TSA), or a fixed base operator (FBO).</li> </ul> <p>Sponsors should not list projects related to facilities and equipment, general aviation security, maintenance, and aviation and airport promotion as part of a 6-year ACIP.</p>                 | <p><b>5.4 Project Eligibility</b><br/>A wide range of development projects is eligible for the Airport Capital Program. Examples of eligible projects are listed in Table 2 Eligible Airport Capital Project Examples, divided into general categories for reference. Details on specific projects are provided in Appendix A Airport Capital Program Eligible Projects; information on terminal buildings is provided in Appendix B Terminal Buildings, and information on access and perimeter roads is provided in Appendix C Access Roads.</p> <p>(Table 2 is not included for brevity)</p> <p>Projects that are revenue producing or will develop facilities for exclusive use by airport management or tenants are not eligible under the Airport Capital Program. Examples of ineligible projects include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• operational costs;</li> <li>• restaurants and cocktail lounges;</li> <li>• concessionaire facilities;</li> <li>• airline ticketing areas;</li> <li>• baggage handling areas exclusively leased or controlled by airlines;</li> <li>• airport management offices;</li> <li>• day facilities for sleeping accommodations, and</li> <li>• office space and air traffic control facilities for lease to the Federal Aviation Administration (FAA), Transportation Safety Administration (TSA), or a fixed base operator (FBO).</li> </ul> <p>Legal fees not related to land and easement acquisition are eligible only as part of a federal project.</p> <p><del>Sponsors should not list projects related to facilities and equipment, general aviation security, maintenance, and aviation and airport promotion as part of a 6-year ACIP.</del></p>  | <p>Staff added clarification.</p> <p>Editor moved this sentence to 5.3 Airport Capital Improvement Plan for topic consistency.</p>  |
| <p><b>5.4.2 Entitlement-Only Projects</b><br/>Certain projects have been determined to be eligible only for the expenditure of state entitlement funds, referred to as entitlement-only projects. Sponsors cannot request state discretionary funds for these projects. Projects that are eligible as entitlement-only projects include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• debt service retirement;</li> <li>• construction of ARFF simulator facilities and the provision of their related equipment, such as simulator pad, airfield access, and propane, and</li> <li>• emergency generator at ARFF and snow-removal equipment buildings.</li> </ul> <p>Sponsors should contact DOAV if they have a question on the eligibility of a project before expending entitlement funds.</p> <p>The project priority score for entitlement-only projects is zero, with the exception of debt service retirement. When the sponsor of an air carrier airport needs to request state discretionary funding, the project request evaluation process would begin with the scoring of all of the projects in the airport's ACIP for the appropriate fiscal year. The state entitlement funds available to the airport would be allocated to the highest-scoring projects. The remaining projects would then compete for air carrier/reliever discretionary funds to be allocated by the VAB. From those allocated state discretionary funds, deductions would be taken equal to the state's share of expenditures made for any entitlement-only project already undertaken within the fiscal year.</p> | <p><b>5.4.2 Entitlement-Only Projects</b><br/>Certain projects have been determined to be eligible only for the expenditure of state entitlement funds, referred to as entitlement-only projects. Sponsors cannot request state discretionary funds for these projects. Projects that are eligible as entitlement-only projects include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• <del>debt service retirement;</del></li> <li>• ARFF equipment;</li> <li>• ARFF buildings;</li> <li>• snow removal equipment;</li> <li>• snow removal equipment buildings;</li> <li>• construction of ARFF simulator facilities and the provision of their related equipment, such as simulator pad, airfield access, and propane, and</li> <li>• emergency generator at ARFF and snow-removal equipment buildings.</li> </ul> <p>Sponsors should contact DOAV if they have a question on the eligibility of a project before expending entitlement funds.</p> <p>The project priority score for entitlement-only projects is zero, with the exception of debt service retirement. When the sponsor of an air carrier airport needs to request state discretionary funding, the project request evaluation process would begin with the scoring of all of the projects in the airport's ACIP for the appropriate fiscal year. The state entitlement funds available to the airport would be allocated to the highest-scoring projects. The remaining projects would then compete for air carrier/reliever discretionary funds to be allocated by the VAB. From those allocated state discretionary funds, deductions would be taken equal to the state's share of expenditures made for any entitlement-only project already undertaken within the fiscal year.</p> | <p>Staff changed ARFF and snow removal equipment projects to be entitlement only projects and removed debt service retirement as an eligible project for state funding as air carrier airport sponsors have access to other funding sources applicable for these projects. This change will relieve stress on the limited discretionary funds and it reflected in the appropriate sections in Appendix A.</p> |
| <p><b>5.5 State Participation</b><br/>Due to the limited availability of public funds and in an attempt to make funding available to as many sponsors as possible, the VAB has placed a limit on the total dollar amount of allocations an airport sponsor may receive in the</p>   | <p><b>5.5 State Participation</b><br/>Due to the limited availability of public funds and in an attempt to make funding available to as many sponsors as possible, the VAB has placed a limit on the total dollar amount of allocations an airport sponsor may receive in the</p>  |   |



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| <p>first six months of a fiscal year. No single airport sponsor may receive allocations totaling more than 25 percent of a current fiscal year's CAF-adjusted resources as determined by DOAV. After January 1, this funding limit is removed.</p> <p>(The remainder of section, which does not included changes, is not shown for brevity.)</p>  | <p>first six months of a fiscal year. No single airport sponsor may receive allocations totaling more than 25 percent of a current fiscal year's CAF-adjusted resources as determined by DOAV. <del>After January 1, this funding limit is removed.</del></p> <p>(The remainder of section, which does not included changes, is not shown for brevity.)</p>   | <p>Staff deleted the last sentence to balance the funding availability when all discretionary funds are combined during the second half of a fiscal year.</p>   |
| <p><b>5.5.1 Multiple Funding Sources</b><br/>In the event available federal funding is not sufficient to meet a sponsor's needs and other sources are available, such as the Virginia Department of Transportation (VDOT) or the Department of Homeland Security, the sponsor should seek the use of funds from those sources before applying for state aviation funding.</p> <p><b>5.5.2 Insufficient FAA Funding</b><br/>When there are insufficient federal funds to complete programming of a federally funded project and the airport sponsor desires to use additional state discretionary or entitlement funds to finance the project, the project as a whole shall be separated into two grants. One grant will use the federal funding ratio of 90 percent federal and 8 percent non-federal, and the other grant will use the state funding ratio based on the type of project.</p> <p><b>5.5.3 Application of Other Funding Sources</b><br/>Sponsors should maximize all other funding sources before applying for state funding. When there are multiple sources of funding available to finance a project, they will be applied in the following order:</p> <ul style="list-style-type: none"> <li>• federal agencies, such as the Department of Homeland Security;</li> <li>• FAA;</li> <li>• state agencies and entities, such as VDOT and the Tobacco Commission;</li> <li>• DOAV, and</li> <li>• airport sponsors.</li> </ul> <p>Sponsors seeking funding for access roads should maximize VDOT funds to the greatest extent possible prior to applying for federal and state aviation funding. VDOT funds are considered a state funding source and cannot be used as the local share of a project. The department will work with the sponsor to determine the overall funding levels for these projects.</p> | <p><b>5.5.1 Insufficient FAA Funding</b><br/>When there are insufficient federal funds to complete programming of a federally funded project and the airport sponsor desires to use additional state discretionary or entitlement funds to finance the project, the project as a whole shall be separated into two grants.</p> <p><b>5.5.2 Application of Other Funding Sources</b><br/>Sponsors should maximize all other funding sources before applying for state funding. <b>Examples of other funding sources include, but are not limited to:</b></p> <ul style="list-style-type: none"> <li>• federal agencies, such as the Department of Homeland Security;</li> <li>• FAA;</li> <li>• <b>Passenger Facility Charges (PFCs);</b></li> <li>• state agencies and entities, such as VDOT and the Tobacco Commission;</li> <li>• <b>Virginia Resources Authority, and</b></li> <li>• <b>local funds.</b></li> </ul> <p>Sponsors seeking funding for access roads should maximize VDOT funds to the greatest extent possible prior to applying for federal and state aviation funding. VDOT funds are considered a state funding source and cannot be used as the local share of a project. The department will work with the sponsor to determine the overall funding levels for these projects.</p>  | <p>Staff combined 5.5.1 Multiple Funding Sources and 5.5.3 Application of Other Funding Sources into a new 5.5.1 Insufficient FAA Funding to reduce duplication.</p> <p>Staff added additional information for clarification.</p> |
| <p><b>5.6 Project Scoping</b></p> <p>(The remainder of section, which does not included changes, is not shown for brevity.)</p> <p>A project scope package should be prepared for approval by DOAV and applicable federal agencies as appropriate. A project scope package should include the following:</p> <ul style="list-style-type: none"> <li>• a narrative description of the tasks to be accomplished, with reference to the parties who will be handling the tasks;</li> <li>• a description of the deliverables that specifies the format, quantities, and recipients for each deliverable;</li> <li>• a schedule for the project by tasks or milestones, either by the number of days or months for the identified schedule components or by estimated dates;</li> <li>• a detailed man-hour estimate by task and subtask as appropriate that is directly correlated to the narrative;</li> <li>• a detailed estimate of costs, including reimbursable expenses such as travel, printing, reproduction, and shipping, as well as a list of line items and costs for sponsor administrative fees, and</li> <li>• a copy of a proposal or quote containing the descriptions and estimates as noted above from all contractors who will be involved in the project.</li> </ul>  | <p><b>5.6 Project Scoping</b></p> <p>(The remainder of section, which does not included changes, is not shown for brevity.)</p> <p>A project scope package should be prepared for approval by DOAV and applicable federal agencies as appropriate. A project scope package should include the following:</p> <ul style="list-style-type: none"> <li>• a narrative description of the tasks to be accomplished, with reference to the parties who will be handling the tasks;</li> <li>• a description of the deliverables that specifies the format, quantities, and recipients for each deliverable;</li> <li>• a schedule for the project by tasks or milestones, either by the number of days or months for the identified schedule components or by estimated dates;</li> <li>• a detailed man-hour estimate by task and subtask as appropriate that is directly correlated to the narrative;</li> <li>• a detailed estimate of costs, including reimbursable expenses such as travel, printing, reproduction, and shipping, as well as a list of line items and costs for sponsor administrative fees;</li> <li>• a copy of a proposal or quote containing the descriptions and estimates as noted above from all contractors who will be involved in the project;</li> <li>• <b>a completed A/E Fee Proposal Worksheet, and</b></li> <li>• <b>a state grant application, for state-funded project requests only.</b></li> </ul> | <p>Staff added procedural information.</p> <p>Staff added the application criteria to support the revision of the grant application process for state-funded projects as provided below.</p>                                      |

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| <p><b>5.7.1 Submission of Project Scopes</b><br/>For state-funded projects, sponsors must ensure that scopes of work and related documents are approved by DOAV prior to the project request submission deadline. Sponsors must submit the following required documentation for review at least 30 calendar days prior to a submission deadline.</p> <ul style="list-style-type: none"> <li>For planning studies, environmental studies, and engineering designs, a sponsor must provide a scope of work, including fee estimates and man-hours by task.</li> <li>For construction projects, a sponsor shall provide as-bid plans and specifications, bids, and construction management fee estimates and man-hours by task.</li> </ul> <p>A sponsor shall provide bids for state-funded construction projects at least 30 calendar days prior to the scheduled board meeting.</p> <p>For state-funded bridge loans as described in 5.11.4 Bridge Loans, scope packages must be approved by DOAV and FAA at least 30 calendar days prior to a submission deadline.</p> <p>The required documentation must be approved for DOAV to make a recommendation for funding to the VAB.</p> <p>Actual proposals must be presented when the scopes are submitted to DOAV for review and approval, including costs and man-hours for all contractors. Should a contractor's costs and man-hours justifiably change after funding has been approved by the VAB, sponsors can request an increase as described in 5.7.3 Submission of Requests for Increases, 5.10.2 Amendments, and 5.10.3 Change Orders.</p> <p>When a sponsor is utilizing contractor services for a project, the contract between the sponsor and contractor must be valid when scopes, plans and specifications, and reimbursement requests are submitted for review.</p> | <p><b>5.7.1 Submission of Project Scopes</b><br/>Sponsors must submit the following required documentation for review at least 30 calendar days prior to a submission deadline.</p> <ul style="list-style-type: none"> <li>For planning studies, environmental studies, and engineering designs, a sponsor must provide a scope of work, including fee estimates and man-hours by task.</li> <li>For construction projects, a sponsor shall provide as-bid plans and specifications, bids, and construction management fee estimates and man-hours by task.</li> </ul> <p>For state-funded projects, sponsors must ensure that scopes of work and related documents are approved by DOAV prior to the project request submission deadline. A sponsor shall provide bids for state-funded construction projects at least 30 calendar days prior to the scheduled board meeting.</p> <p>For state-funded bridge loans as described in 5.11.4 Bridge Loans, scope packages must be approved by DOAV and FAA at least 30 calendar days prior to a submission deadline.</p> <p>The required documentation must be approved for DOAV to make a recommendation for funding to the VAB.</p> <p>Actual proposals must be presented when the scopes are submitted to DOAV for review and approval, including costs and man-hours for all contractors. Should a contractor's costs and man-hours justifiably change after funding has been approved by the VAB, sponsors can request an increase as described in 5.7.3 Submission of Requests for Increases, 5.10.2 Amendments, and 5.10.3 Change Orders.</p> <p>When a sponsor is utilizing contractor services for a project, the contract between the sponsor and contractor must be valid when scopes, plans and specifications, and reimbursement requests are submitted for review.</p> <p>Project scope packages for federally-funded projects must be provided to DOAV no later than the time of submission of the state grant application. DOAV encourages sponsors to submit the project scope packages earlier to increase efficiency in the application and agreement processes described in 5.9 Agreement Process.</p>         | <p>Staff moved this sentence to place the information in chronological order.</p> <p>Staff added procedural information to support the revision of the grant application process as provided below.</p>  |
| <p><b>5.8.2 Project Priority Scoring</b><br/>The next evaluation step utilizes a project priority system that was developed by DOAV and airport sponsors and adopted by the VAB. The intent of the system is to objectively prioritize statewide needs so financial resources can be allocated to the highest priority projects. With this system, each project request is scored on:</p> <ul style="list-style-type: none"> <li>a project's merit, such as safety and capacity;</li> <li>an airport's activity and role within the state system, and</li> <li>a sponsor's responsibility for maintenance and protection of the airport.</li> </ul> <p>The current scoring criteria and priority points are shown in Appendix D Project Priority System Scoring Values. Discretionary points are awarded to projects for which the local funding participation exceeds the minimum requirement; one point is assigned for each percent that exceeds the minimum requirement.</p> <p>When an air carrier airport sponsor wants to use state discretionary funds in addition to state entitlement funds, the project priority system is applied to all the project requests submitted as described in 5.2.1 Utilization of State Entitlement and Discretionary Funds for Air Carrier Airports, resulting in a prioritized list of projects. All of the sponsor's state entitlement funds will be allocated to the highest priority project requests on the list. State discretionary funds will then be allocated to the remaining project requests. Funding amounts will be adjusted in accordance with 5.4.2 Entitlement-Only Projects. All of the project requests will be presented to the VAB for consideration.</p>  | <p><b>5.8.2 Project Priority Scoring</b><br/>The next evaluation step utilizes a project priority system that was developed by DOAV and airport sponsors and adopted by the VAB. The intent of the system is to objectively prioritize statewide needs so financial resources can be allocated to the highest priority projects. With this system, each project request is scored on:</p> <ul style="list-style-type: none"> <li>a project's merit, such as safety and capacity;</li> <li>an airport's activity and role within the state system;</li> <li>a sponsor's responsibility for maintenance and protection of the airport, and</li> <li>bonus points as appropriate.</li> </ul> <p>The current scoring criteria and priority points are shown in Appendix D Project Priority System Scoring Values. Discretionary points are awarded to projects for which the local funding participation exceeds the minimum requirement; one point is assigned for each percent that exceeds the minimum requirement.</p> <p>When an air carrier airport sponsor requests state discretionary funds for a project, either in combination with state entitlement funds or alone, the sponsor must identify the projects on its approved EUP that are under contract, have been bid, or will receive an allocation of funds in the current fiscal year. The project priority system will be applied to these project requests submitted as described in 5.2.1 Utilization of State Entitlement and Discretionary Funds for Air Carrier Airports, resulting in a prioritized list of projects. All of the sponsor's available state entitlement funds will be allocated to the project requests with the highest priority scores. State discretionary funds will then be allocated to the remaining project requests in order of scored priority points. Funding amounts will be adjusted in accordance with 5.4.2 Entitlement-Only Projects. All of the project requests will be presented to the VAB for consideration. If a project is not initiated as indicated on the EUP, DOAV shall adjust future entitlement disbursements to recover the associated discretionary funds.</p> | <p>Staff added <i>bonus points</i> to highlight the opportunity sponsors have to increase project priority scoring for their airport project requests.</p> <p>Staff added procedural steps to the prioritization of projects when air carrier sponsors request discretionary funds to provide a more accurate scoring of the project requests.</p> |

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| <p><b>5.9 Agreement Process</b><br/>The agreement process begins with the award of tentative allocations. These in turn lead to a sponsor’s submission of a grant application and DOAV’s offer of a grant.</p> <p><b>5.9.1 Tentative Allocations</b><br/>After each VAB meeting, DOAV sends to sponsors a notification memorandum listing the projects that were approved and disapproved. The notification directs sponsors to submit state grant applications for approved state-funded projects to DOAV within 45 calendar days of the notice of approval and reminds them that outstanding tentative allocations for state-funded projects may be withdrawn by the VAB. The award of a tentative allocation is not an authorization to proceed with a project. The grant agreement must be in effect prior to the sponsor initiating any work or obtaining goods.</p> <p>If a sponsor finds that the amount of the tentative allocation is not sufficient to produce a useable deliverable from the project’s scope of work, the sponsor should contact the assigned DOAV planner or engineer immediately. If a project’s cost increases after the VAB has awarded a tentative allocation and before a grant agreement is executed, a sponsor may request an increase in the allocation. DOAV will review the justification for the cost change and may increase the tentative allocation by up to 10 percent, contingent on the availability of state funds. Requests for tentative allocation increases exceeding 10 percent must be presented to the VAB for action at a regularly scheduled meeting. The request must be submitted through Airport IQ as a project request for the amount of the increase only. The appropriate supporting documentation must also be submitted. A sponsor may receive an increase on a state-funded project from either DOAV or the VAB; a sponsor may not receive an increase from both entities for the same tentative allocation.</p> <p>If an airport sponsor determines that it cannot act on an existing tentative allocation, the sponsor must notify the department as soon as possible so the funds can be returned to the CAF for allocation to eligible projects.</p> <p>If a grant application for a state-funded project has not been received by DOAV within 30 calendar days of the tentative allocation award, DOAV will contact the sponsor regarding its intention for the tentative allocation. If DOAV does not receive an application by 45 calendar days after the award, the tentative allocation will expire, and the funds will be returned to the CAF for allocation to eligible projects.</p> <p><b>5.9.2 Grant Applications</b><br/>For federally funded projects, a sponsor should submit a grant application to DOAV when federal funds have been secured and a federal grant application has been submitted to FAA.</p> <p>For state-funded projects, a sponsor should submit a grant application to DOAV within 45 calendar days of the award of a tentative allocation. Sponsors must use the grant application prescribed by DOAV to provide a description of the project, a summary of funding sources with amounts, a summary of project costs, and a completion date for the project. The application form must be signed and dated. If DOAV does not receive an application for a state-funded project by 45 calendar days after the award, the tentative allocation will expire, and the funds will be returned to the CAF for allocation to eligible projects.</p> <p>For the Airport Capital Program, the supporting documentation to be provided with a grant application includes, but is not limited to:</p> <table border="1" data-bbox="276 1568 1034 1882"> <thead> <tr> <th>Project Type</th> <th>Supporting Documents</th> </tr> </thead> <tbody> <tr> <td>planning and environmental projects</td> <td> <ul style="list-style-type: none"> <li>scope of work</li> <li>A/E contract</li> </ul> </td> </tr> <tr> <td>design projects</td> <td> <ul style="list-style-type: none"> <li>scope of work</li> <li>A/E contract</li> </ul> </td> </tr> <tr> <td>construction projects</td> <td> <ul style="list-style-type: none"> <li>scope of work</li> <li>A/E contract</li> <li>bids</li> </ul> </td> </tr> <tr> <td>terminal building design</td> <td> <ul style="list-style-type: none"> <li>scope of work</li> <li>A/E contract</li> <li>floor plan</li> </ul> </td> </tr> </tbody> </table> | Project Type  | Supporting Documents  | planning and environmental projects | <ul style="list-style-type: none"> <li>scope of work</li> <li>A/E contract</li> </ul> | design projects | <ul style="list-style-type: none"> <li>scope of work</li> <li>A/E contract</li> </ul> | construction projects | <ul style="list-style-type: none"> <li>scope of work</li> <li>A/E contract</li> <li>bids</li> </ul> | terminal building design | <ul style="list-style-type: none"> <li>scope of work</li> <li>A/E contract</li> <li>floor plan</li> </ul> | <p><b>5.9 Agreement Process</b><br/>The agreement process begins with the award of a tentative allocation and ends with the sponsor’s execution of DOAV’s grant offer.</p> <p><b>5.9.1 Tentative Allocations</b><br/>After each VAB meeting, DOAV sends to sponsors a notification memorandum listing the projects that were approved and disapproved. The award of a tentative allocation is not an authorization to proceed with a project. The grant agreement must be in effect prior to the sponsor initiating any work or obtaining goods.</p> <p>For federally funded projects, if a sponsor finds that the amount of the tentative allocation is not sufficient to produce a useable deliverable from the project’s scope of work, the sponsor should contact the assigned DOAV planner or engineer immediately. If a project’s cost increases after the VAB has awarded a tentative allocation and before a grant agreement is executed, a sponsor may request an increase in the allocation. DOAV will review the justification for the cost change and may increase the tentative allocation by up to 10 percent, contingent on the availability of state funds. Requests for tentative allocation increases exceeding 10 percent must be presented to the VAB for action at a regularly scheduled meeting. The request must be submitted through Airport IQ as a project request for the amount of the increase only. The appropriate supporting documentation must also be submitted. A sponsor may receive an increase on a state-funded project from either DOAV or the VAB; a sponsor may not receive an increase from both entities for the same tentative allocation.</p> <p>For all projects, if an airport sponsor determines that it cannot act on an existing tentative allocation, the sponsor must notify DOAV as soon as possible so the funds can be returned to the CAF for allocation to eligible projects.</p> <p><b>5.9.2 Grant Applications</b><br/>For federally funded projects, a sponsor should submit a grant application to DOAV when federal funds have been secured and a federal grant application has been submitted to FAA. Sponsors must use the grant application prescribed by DOAV to provide a description of the project, a summary of funding sources with amounts, a summary of project costs, and a completion date for the project. The application form must be signed and dated. Project scope packages described in 5.6 Project Scoping must be submitted for approval with the application unless such submission already has been made.</p> <p>For state-funded projects, the grant application will have been submitted to DOAV as part of the project scope package described in 5.6 Project Scoping.</p> | <p>Staff revised the grant application process for state-funded projects to allow staff to prepare grant offers following the award of tentative allocations at a board meeting instead of waiting for a sponsor’s submission of a grant application. This process will improve efficiency in distributing grant offers to sponsors. Information on the new process is provided in 5.9 Agreement Process, 5.9.1 Tentative Allocations, 5.9.2 Grant Applications, and 5.9.3 Grant Agreements.</p> <p>Editor changed the department to DOAV for consistency.</p> |
| Project Type   | Supporting Documents  |                       |                                     |   |                 |   |                       |   |                          |   |  |  |
| planning and environmental projects  | <ul style="list-style-type: none"> <li>scope of work</li> <li>A/E contract</li> </ul>                     |                       |                                     |   |                 |   |                       |   |                          |   |  |  |
| design projects  | <ul style="list-style-type: none"> <li>scope of work</li> <li>A/E contract</li> </ul>                     |                       |                                     |   |                 |   |                       |   |                          |   |  |  |
| construction projects  | <ul style="list-style-type: none"> <li>scope of work</li> <li>A/E contract</li> <li>bids</li> </ul>       |                       |                                     |   |                 |   |                       |   |                          |   |  |  |
| terminal building design   | <ul style="list-style-type: none"> <li>scope of work</li> <li>A/E contract</li> <li>floor plan</li> </ul> |                       |                                     |   |                 |   |                       |   |                          |   |  |  |

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| <p><b>5.9.3 Grant Agreements</b><br/>DOAV will prepare a grant offer for a project after a properly completed grant application and supporting documentation have been received from the sponsor.</p> <p>The purpose of a grant agreement, that when executed becomes a contract between the sponsor and the Commonwealth of Virginia, is:</p> <ul style="list-style-type: none"> <li>to meet the requirements of <i>Virginia Administrative Code 24VAC5-20-330 Aviation facilities constructed in whole or in part with state funds</i>;</li> <li>to ensure that all parties are aware of their respective responsibilities, and</li> <li>to ensure that grant funds are properly controlled and returned if not required to complete a project.</li> </ul> <p>Each grant agreement contains an offer and acceptance. The offer identifies the sponsor, airport, project name, and project number. It also states the specific terms and conditions for a project grant, including the amount of state participation, the amount of federal participation if applicable, grant term, and grant obligation term. The <i>Master Agreement on Terms and Conditions for Accepting State Aviation Funding Resources</i> is incorporated by reference in each grant offer. Grant offers are valid for 60 calendar days; the expiration date is stated in the offer.</p> <p>When a sponsor accepts the grant offer and agrees to the terms and conditions contained in the grant offer, the sponsor must sign and date the acceptance portion of the grant agreement. The sponsor's attorney must sign the certification within the acceptance. A grant agreement becomes effective upon the completion of the acceptance portion of the grant agreement.</p> <p>For a design and construction project, the sponsor may begin preliminary design work required to develop a final scope after a tentative allocation is awarded. Final design may not begin until DOAV has approved the preliminary design. Upon DOAV approval of the final design and receipt of acceptable bids, a grant offer will be issued for the design and construction project.</p> <p>The grant obligation term for projects under the Airport Capital Program is typically 20 years. The grant obligation term for materials purchased under the program, such as fire extinguishers and furniture, will be based on the life expectancy of the materials. For some projects, such as a Stormwater Pollution Prevention Plan or Spill Prevention Control and Countermeasures Plan, the grant obligation term will be based on the effective longevity of the deliverable. For land and easement acquisition projects, the grant obligation term is in perpetuity.</p> | <p><b>5.9.3 Grant Agreements</b><br/><b>For federally funded projects</b>, DOAV will prepare a grant offer for a project after a properly completed grant application and supporting documentation have been received from the sponsor <b>and approved</b>. <b>For state-funded projects</b>, DOAV will prepare a grant offer upon the VAB's award of a tentative allocation for a project.</p> <p>The purpose of a grant agreement, that when executed becomes a contract between the sponsor and the Commonwealth of Virginia, is:</p> <ul style="list-style-type: none"> <li>to meet the requirements of <i>Virginia Administrative Code 24VAC5-20-330 Aviation facilities constructed in whole or in part with state funds</i>;</li> <li>to ensure that all parties are aware of their respective responsibilities, and</li> <li>to ensure that grant funds are properly controlled and returned if not required to complete a project.</li> </ul> <p>Each grant agreement contains an offer and acceptance. The offer identifies the sponsor, airport, project name, and project number. It also states the specific terms and conditions for a project grant, including the amount of state participation, the amount of federal participation if applicable, grant term, and grant obligation term. The <i>Master Agreement on Terms and Conditions for Accepting State Aviation Funding Resources</i> is incorporated by reference in each grant offer. Grant offers are valid for 60 calendar days; the expiration date is stated in the offer.</p> <p>When a sponsor accepts the grant offer and agrees to the terms and conditions contained in the grant offer, the sponsor must sign and date the acceptance portion of the grant agreement. The sponsor's attorney must sign the certification within the acceptance. A grant agreement becomes effective upon the completion of the acceptance portion of the grant agreement, <b>and the sponsor may begin work or obtain goods</b>.</p> <p>For a design and construction project, the sponsor may begin preliminary design work required to develop a final scope after a tentative allocation is awarded. Final design may not begin until DOAV has approved the preliminary design. Upon DOAV approval of the final design and receipt of acceptable bids, a grant offer will be issued for the design and construction project.</p> <p>The grant obligation term for projects under the Airport Capital Program is typically 20 years. The grant obligation term for materials purchased under the program, such as fire extinguishers and furniture, will be based on the life expectancy of the materials. For some projects, such as a Stormwater Pollution Prevention Plan or Spill Prevention Control and Countermeasures Plan, the grant obligation term will be based on the effective longevity of the deliverable. For land and easement acquisition projects, the grant obligation term is in perpetuity.</p> |  |
| <p><b>5.11.1 Emergency Request</b><br/>An emergency is defined as an occurrence or event that threatens or may threaten life or property. Upon receipt of an emergency request from a sponsor, DOAV's director has the authority to declare that an emergency exists and will notify the VAB chair and the member who represents the sponsor. From this notification, the director shall initiate, per <i>Code of Virginia §2.2-3708.F</i>, an electronic meeting of the VAB, that should include the chair and the representative VAB member, during which, if at all possible, a tentative allocation can be awarded. In the event that the emergency is dire, and so documented in the meeting minutes, and a quorum cannot be obtained, any two VAB members may authorize the director to issue a tentative allocation with a requirement that the tentative allocation be placed on the agenda of the next regularly scheduled VAB meeting so the tentative allocation can be noted formally as awarded by the VAB. A sponsor may begin eligible work upon the award of the tentative allocation.</p> <p>A project request with appropriate supporting documentation will need to be submitted through Airport IQ for presentation at the following VAB meeting. Scopes and bids as appropriate must also be submitted. After the VAB meeting, the sponsor must submit a grant application. DOAV will issue a grant offer in accordance with 5.9.3 Grant Agreements. The grant offer will specify that eligible costs incurred after the award of the tentative allocation and before the grant agreement becomes effective will be reimbursed.</p>   | <p><b>5.11.1 Emergency Request</b><br/>An emergency is defined as an occurrence or event that threatens or may threaten life or property. <b>The sponsor should notify DOAV of an emergency as soon as possible and provide all relevant information for an emergency request</b>. Upon receipt of an emergency request from a sponsor, DOAV's director has the authority to declare that an emergency exists and will notify the VAB chair and the member who represents the sponsor. From this notification, the director shall initiate, per <i>Code of Virginia §2.2-3708.2</i>, an electronic meeting of the VAB, that should include the chair and the representative VAB member, during which, if at all possible, a tentative allocation can be awarded. In the event that the emergency is dire, and so documented in the meeting minutes, and a quorum cannot be obtained, any two VAB members may authorize the director to issue a tentative allocation with a requirement that the tentative allocation be placed on the agenda of the next regularly scheduled VAB meeting so the tentative allocation can be noted formally as awarded by the VAB. A sponsor may begin eligible work upon the award of the tentative allocation.</p> <p>A project request with appropriate supporting documentation will need to be submitted through Airport IQ for presentation at the following VAB meeting. Scopes and bids as appropriate must also be submitted. After the VAB meeting, <del>the sponsor must submit a grant application</del>. DOAV will issue a grant offer in accordance with 5.9.3 Grant Agreements. The grant offer will specify that eligible costs incurred after the award of the tentative allocation and before the grant agreement becomes effective will be reimbursed.</p>  | <p>Staff added procedural information.</p> <p>Editor updated reference.</p> <p>Staff revised this section to match the grant application process proposal.</p> |
| <p><b>5.11.3 Multi-Year Funding</b><br/>To provide financial assistance for projects that are of such a magnitude that they would exceed maximum allowable annual funds, VAB policy allows for multi-year programming of state entitlement and discretionary funds. Multi-year allocations are based on estimated revenues and allocations to the CAF. If revenues do not meet estimates or if future year estimates are revised, a multi-year allocation may be adjusted. The funding limit for a single airport</p>  | <p><b>5.11.3 Multi-Year Funding</b><br/>To provide financial assistance for projects that are of such a magnitude that they would exceed maximum allowable annual funds, VAB policy allows for multi-year programming of state entitlement and discretionary funds. Multi-year allocations are based on estimated revenues and allocations to the CAF. If revenues do not meet estimates or if future year estimates are revised, a multi-year allocation may be adjusted. The funding limit for a single airport</p>   |  |



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| <p>sponsor as a percentage of a fiscal year as described in 5.5 State Participation is still applicable when a multi-year project is involved.</p> <p>When state discretionary funds are requested for multi-year funding, the project request shall be made through Airport IQ, using the first year of funding as the estimated project cost. The narrative for the project request shall include the funding strategy for the life of the project. Upon approval by the VAB, a tentative allocation will be issued that specifies the years for which funding is approved and the amount approved for each year. The sponsor shall submit a grant application for the first year of the project that includes actual costs. DOAV will issue a grant offer for only the first year of the project. A project evaluation will be conducted each year of the multi-year time period. In the evaluations, the scope of work will be reviewed and compared with actual work accomplishments, cost information will be updated, and available funding will be determined. The grant agreement will be amended for subsequent year allocations upon sponsor request, and the amendments will be based on the annual project evaluations.</p>   | <p>sponsor as a percentage of a fiscal year as described in 5.5 State Participation is still applicable when a multi-year project is involved.</p> <p>When state discretionary funds are requested for multi-year funding, the project request shall be made through Airport IQ, using the first year of funding as the estimated project cost. The narrative for the project request shall include the funding strategy for the life of the project. <b>Upon the VAB's approval of a multi-year project request</b>, a tentative allocation will be issued that specifies the years for which funding is approved and the amount approved for each year. For federally funded projects, the sponsor shall submit a grant application for the first year of the project that includes actual costs, and DOAV will issue a grant offer for only the first year of the project <b>in accordance with 5.9.3 Grant Agreements. For state-funded projects, DOAV will issue a grant offer for only the first year of the project in accordance with 5.9.3 Grant Agreements.</b></p> <p>A project evaluation will be conducted each year of the multi-year time period. In the evaluations, the scope of work will be reviewed and compared with actual work accomplishments, cost information will be updated, and available funding will be determined. <b>For federally funded projects</b>, the grant agreement will be amended for subsequent year allocations upon sponsor request. <b>For state-funded projects, DOAV will issue a grant amendment upon the VAB's award of the tentative allocation. Amendments will be based on the annual project evaluations.</b></p> | <p>Editor changed text for readability.</p> <p>Staff added procedural information to support the revision of the grant application process for state-funded projects as noted above.</p> <p>Staff added procedural information to support the revision of the grant application process for state-funded projects as noted above.</p> |
| <p><b>5.11.5 Facilities and Equipment, Security, and Maintenance Project Requests</b></p> <p>When funds are not available under the Facilities and Equipment Program, the Voluntary Security Program, or the Maintenance Program or a sponsor has reached its \$100,000 fiscal year limit for maintenance allocations, a sponsor may submit project requests under the Airport Capital Program for consideration by the Virginia Aviation Board. The projects must meet the eligibility requirements of the appropriate program, and the required supporting documents for the Airport Capital Program must be provided as part of the project request submission.</p>   | <p><b>5.11.5 Facilities and Equipment, Security, and Maintenance Project Requests</b></p> <p>When funds are not available under the Facilities and Equipment Program, the Voluntary Security Program, or the Maintenance Program or a sponsor has reached its \$100,000 fiscal year limit for maintenance allocations, a sponsor may submit project requests under the Airport Capital Program for consideration by the Virginia Aviation Board. The projects must meet the eligibility requirements of the appropriate program, and the required supporting documents for the Airport Capital Program must be provided as part of the project request submission. <b>The state participation rate for these projects will be the same when a project request is made under the Airport Capital Program. For example, if the state participation rate for a security lighting project under the Voluntary Security Program is 90 percent, the state participation rate for the same project under the Airport Capital Program will be 90 percent.</b></p>  | <p>Staff added procedural information.</p>  |
| <p><b>5.13 Utilization of Insurance Resources</b></p> <p>Sponsors must carry insurance on all airport facilities and equipment for which the state provided funding assistance. The insurance coverage should provide for replacement value where available. If a sponsor is applying for funding to rebuild or repair airport facilities or equipment covered by insurance, insurance proceeds should be used against the costs first, and the state's participation would be 80 percent of the remaining eligible project costs. For items not eligible for insurance, the state's participation is 80 percent. For terminal buildings, the state's participation is based on the public-use space ratio. If only a portion of the terminal building is involved, the state's participation is based on the percentage of public-use space in that area. For whole building systems for terminal buildings, the state's participation is based on the public-use space ratio.</p> <p>When requesting funding relating to an insured facility or piece of equipment, sponsors must provide DOAV with supporting documentation that must include a written notification from the insurer detailing what work and equipment are covered, or, if the insurer declines a sponsor's request, why the insurance is not covering the needed work or equipment.</p> | <p><b>5.13 Utilization of Insurance Resources</b></p> <p>Sponsors <b>shall</b> carry insurance on all airport facilities and equipment for which the state provided funding assistance. The insurance coverage should provide for replacement value where available. <b>The reimbursement of insurance deductibles is not eligible for state funding.</b></p>  | <p>Staff changed <i>must</i> to <i>shall</i> to emphasize the importance of insurance at an airport.</p> <p>Staff deleted the eligibility of deductible to relieve pressure on limited funds and in recognition of insurance as an operating cost.</p>  |
| <p><b>6.3 Project Scoping</b></p> <p>A project scope package should be prepared for approval by DOAV and applicable federal agencies, as appropriate. A project scope package should include the following:</p> <ul style="list-style-type: none"> <li>• a narrative description of the tasks to be accomplished, with reference to the parties who will be handling the tasks;</li> <li>• a description of the deliverables that specifies the format, quantities, and recipients for each deliverable;</li> <li>• a schedule for the project by tasks or milestones, either by the number of days or months for the identified schedule components or by estimated dates;</li> <li>• a detailed man-hour estimate by task and subtask as appropriate that is directly correlated to the narrative;</li> <li>• a detailed estimate of costs, including reimbursable expenses such as travel, printing, reproduction, and shipping, as well as a list of line items and costs for sponsor administrative fees, and</li> <li>• a copy of a proposal or quote containing the descriptions and estimates as noted above from all contractors who will be involved in the project.</li> </ul>  | <p><b>6.3 Project Scoping</b></p> <p>A project scope package should be prepared for approval by DOAV and applicable federal agencies, as appropriate. A project scope package should include the following:</p> <ul style="list-style-type: none"> <li>• a narrative description of the tasks to be accomplished, with reference to the parties who will be handling the tasks;</li> <li>• a description of the deliverables that specifies the format, quantities, and recipients for each deliverable;</li> <li>• a schedule for the project by tasks or milestones, either by the number of days or months for the identified schedule components or by estimated dates;</li> <li>• a detailed man-hour estimate by task and subtask as appropriate that is directly correlated to the narrative;</li> <li>• a detailed estimate of costs, including reimbursable expenses such as travel, printing, reproduction, and shipping, as well as a list of line items and costs for sponsor administrative fees;</li> <li>• a copy of a proposal or quote containing the descriptions and estimates as noted above from all contractors who will be involved in the project, <b>and.</b></li> <li>• <b>a completed A/E Fee Proposal Worksheet.</b></li> </ul>  | <p>Staff added procedural information.</p>  |

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| <p><b>6.9 Utilization of Insurance Resources</b><br/>Sponsors must carry insurance on all airport facilities and equipment for which the state provided funding assistance. The insurance coverage should provide for replacement value where available. If a sponsor is applying for funding to rebuild or repair airport facilities or equipment covered by insurance, insurance proceeds should be used against the costs first, and the state’s participation would be 80 percent of the remaining eligible project costs. For items not eligible for insurance, the state’s participation is 80 percent. For terminal buildings, the state’s participation is based on the public-use space ratio. If only a portion of the terminal building is involved, the state’s participation is based on the percentage of public-use space in that area. For whole building systems for terminal buildings, the state’s participation is based on the public-use space ratio.</p> <p>When requesting funding relating to an insured facility or piece of equipment, sponsors must provide DOAV with supporting documentation that must include a written notification from the insurer detailing what work and equipment are covered, or, if the insurer declines a sponsor’s request, why the insurance is not covering the needed work or equipment.</p> | <p><b>6.9 Utilization of Insurance Resources</b><br/>Sponsors <i>shall</i> carry insurance on all airport facilities and equipment for which the state provided funding assistance. The insurance coverage should provide for replacement value where available. <i>The reimbursement of Insurance deductibles is not eligible for state funding.</i></p>   | <p>Staff changed <i>must</i> to <i>shall</i> to emphasize the importance of insurance at an airport.</p> <p>Staff deleted the eligibility of deductible to relieve pressure on limited funds and in recognition of insurance as an operating cost.</p> |
| <p><b>7.3 Project Scoping</b><br/>A project scope package should be prepared for approval by DOAV and applicable federal agencies, as appropriate. A project scope package should include the following:</p> <ul style="list-style-type: none"> <li>• a narrative description of the tasks to be accomplished, with reference to the parties who will be handling the tasks;</li> <li>• a description of the deliverables that specifies the format, quantities, and recipients for each deliverable;</li> <li>• a schedule for the project by tasks or milestones, either by the number of days or months for the identified schedule components or by estimated dates;</li> <li>• a detailed man-hour estimate by task and subtask as appropriate that is directly correlated to the narrative;</li> <li>• a detailed estimate of costs, including reimbursable expenses such as travel, printing, reproduction, and shipping, as well as a list of line items and costs for sponsor administrative fees, and</li> <li>• a copy of a proposal or quote containing the descriptions and estimates as noted above from all contractors who will be involved in the project.</li> </ul>   | <p><b>7.3 Project Scoping</b><br/>A project scope package should be prepared for approval by DOAV and applicable federal agencies, as appropriate. A project scope package should include the following:</p> <ul style="list-style-type: none"> <li>• a narrative description of the tasks to be accomplished, with reference to the parties who will be handling the tasks;</li> <li>• a description of the deliverables that specifies the format, quantities, and recipients for each deliverable;</li> <li>• a schedule for the project by tasks or milestones, either by the number of days or months for the identified schedule components or by estimated dates;</li> <li>• a detailed man-hour estimate by task and subtask as appropriate that is directly correlated to the narrative;</li> <li>• a detailed estimate of costs, including reimbursable expenses such as travel, printing, reproduction, and shipping, as well as a list of line items and costs for sponsor administrative fees;</li> <li>• a copy of a proposal or quote containing the descriptions and estimates as noted above from all contractors who will be involved in the project, <i>and</i></li> <li>• <i>a completed A/E Fee Proposal Worksheet.</i></li> </ul> | <p>Staff added procedural information.</p>   |
| <p><b>7.9 Utilization of Insurance Resources</b><br/>Sponsors must carry insurance on all airport facilities and equipment for which the state provided funding assistance. The insurance coverage should provide for replacement value where available. If a sponsor is applying for funding to rebuild or repair airport facilities or equipment covered by insurance, insurance proceeds should be used against the costs first, and the state’s participation would be 80 percent of the remaining eligible project costs. For items not eligible for insurance, the state’s participation is 80 percent. For terminal buildings, the state’s participation is based on the public-use space ratio. If only a portion of the terminal building is involved, the state’s participation is based on the percentage of public-use space in that area. For whole building systems for terminal buildings, the state’s participation is based on the public-use space ratio.</p> <p>When requesting funding relating to an insured facility or piece of equipment, sponsors must provide DOAV with supporting documentation that must include a written notification from the insurer detailing what work and equipment are covered, or, if the insurer declines a sponsor’s request, why the insurance is not covering the needed work or equipment.</p> | <p><b>7.9 Utilization of Insurance Resources</b><br/>Sponsors <i>shall</i> carry insurance on all airport facilities and equipment for which the state provided funding assistance. The insurance coverage should provide for replacement value where available. <i>The reimbursement of Insurance deductibles is not eligible for state funding.</i></p>   | <p>Staff changed <i>must</i> to <i>shall</i> to emphasize the importance of insurance at an airport.</p> <p>Staff deleted the eligibility of deductible to relieve pressure on limited funds and in recognition of insurance as an operating cost.</p> |
| <p><b>8.2.5 Utilization of State Entitlement Funds</b><br/>Sponsors of FAR Part 139 airports may use state entitlement funds for all projects eligible under the Maintenance Program. In addition, these sponsors may use state entitlement funds to secure maintenance contracts and repairs related to systems and equipment. Eligible systems and equipment include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• elevators;</li> <li>• escalators;</li> <li>• security access systems;</li> <li>• CCTV systems;</li> <li>• terminal HVAC systems, and</li> <li>• systems not generally maintained by airport personnel.</li> </ul> <p>Multi-year maintenance contracts would need to be programmed for each year of the contract. Maintenance contracts would receive no project priority scoring as noted in 5.3.2 Entitlement-Only Projects.</p>   | <p><b>8.2.5 Utilization of State Entitlement Funds</b><br/>Sponsors of FAR Part 139 airports may use state entitlement funds for all projects eligible under the Maintenance Program. In addition, these sponsors may use state entitlement funds to secure maintenance contracts and repairs related to systems and equipment. Eligible systems and equipment include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• elevators;</li> <li>• escalators;</li> <li>• security access systems;</li> <li>• CCTV systems;</li> <li>• terminal HVAC systems, and</li> <li>• systems not generally maintained by airport personnel.</li> </ul> <p>Multi-year maintenance contracts would need to be programmed for each year of the contract. Maintenance contracts would receive no project priority scoring as noted in 5.3.2 Entitlement-Only Projects.</p>  |  |

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| <p>Sponsors of FAR Part 139 airports may use state entitlement funds to purchase maintenance equipment related to compliance with FAR Part 139 or to the safety and security of the airport. FAR Part 139 projects eligible for state participation are those directly related to meeting safety and performance standards established by FAR Part 139. All of the equipment eligible under the Maintenance Program may be purchased with state entitlement funds. The dollar limits and associated time period, described in 8.2 State Participation and 8.2.2 Purchase of Maintenance Equipment, do not apply to this type of purchase. In addition, the state’s participation rate is 80 percent for this type of purchase.</p> <p>Other types of eligible maintenance equipment include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• crack sealing equipment;</li> <li>• large embankment mowers;</li> <li>• lifts;</li> <li>• bucket trucks;</li> <li>• FOD collectors;</li> <li>• runway sweepers;</li> <li>• friction testers, and</li> <li>• airfield rubber and paint removal equipment.</li> </ul> <p>If sponsors use state entitlement funds for maintenance projects, maintenance contracts, or the purchase of maintenance equipment, the sponsor shall not be eligible to receive approval for any funding from the Maintenance Program during the fiscal year in which the state entitlement funds are spent. If it is determined that a sponsor used entitlement funds for eligible maintenance projects and also used funds from the Maintenance Program for other eligible projects, the sponsor must repay the state for Maintenance Program funds reimbursed.</p> | <p>Sponsors of FAR Part 139 airports may use state entitlement funds to purchase maintenance equipment related to compliance with FAR Part 139 or to the safety and security of the airport. FAR Part 139 projects eligible for state participation are those directly related to meeting safety and performance standards established by FAR Part 139. All of the equipment eligible under the Maintenance Program may be purchased with state entitlement funds. The dollar limits and associated time period, described in 8.2 State Participation and 8.2.2 Purchase of Maintenance Equipment, do not apply to this type of purchase. In addition, the state’s participation rate is 80 percent for this type of purchase.</p> <p>Other types of eligible maintenance equipment include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• crack sealing equipment;</li> <li>• large embankment mowers;</li> <li>• <b>mobile</b> lifts;</li> <li>• bucket trucks;</li> <li>• FOD collectors;</li> <li>• runway sweepers;</li> <li>• friction testers, and</li> <li>• airfield rubber and paint removal equipment.</li> </ul> <p>If sponsors use state entitlement funds for maintenance projects, maintenance contracts, or the purchase of maintenance equipment, the sponsor shall not be eligible to receive approval for any funding from the Maintenance Program during the fiscal year in which the state entitlement funds are spent. If it is determined that a sponsor used entitlement funds for eligible maintenance projects and also used funds from the Maintenance Program for other eligible projects, the sponsor must repay the state for Maintenance Program funds reimbursed.</p> | <p>Staff added <i>mobile</i> for clarification. This change is reflected in A.36 FAR Part 139 Airports - Maintenance Equipment Purchases.</p>  |
| <p><b>8.3 Project Scoping</b><br/>A project scope package should be prepared for approval by DOAV and applicable federal agencies, as appropriate. A project scope package should include the following:</p> <ul style="list-style-type: none"> <li>• a narrative description of the tasks to be accomplished, with reference to the parties who will be handling the tasks;</li> <li>• a description of the deliverables that specifies the format, quantities, and recipients for each deliverable;</li> <li>• a schedule for the project by tasks or milestones, either by the number of days or months for the identified schedule components or by estimated dates;</li> <li>• a detailed man-hour estimate by task and subtask as appropriate that is directly correlated to the narrative;</li> <li>• a detailed estimate of costs, including reimbursable expenses such as travel, printing, reproduction, and shipping, as well as a list of line items and costs for sponsor administrative fees, and</li> <li>• a copy of a proposal or quote containing the descriptions and estimates as noted above from all contractors who will be involved in the project.</li> </ul>   | <p><b>8.3 Project Scoping</b><br/>A project scope package should be prepared for approval by DOAV and applicable federal agencies, as appropriate. A project scope package should include the following:</p> <ul style="list-style-type: none"> <li>• a narrative description of the tasks to be accomplished, with reference to the parties who will be handling the tasks;</li> <li>• a description of the deliverables that specifies the format, quantities, and recipients for each deliverable;</li> <li>• a schedule for the project by tasks or milestones, either by the number of days or months for the identified schedule components or by estimated dates;</li> <li>• a detailed man-hour estimate by task and subtask as appropriate that is directly correlated to the narrative;</li> <li>• a detailed estimate of costs, including reimbursable expenses such as travel, printing, reproduction, and shipping, as well as a list of line items and costs for sponsor administrative fees;</li> <li>• a copy of a proposal or quote containing the descriptions and estimates as noted above from all contractors who will be involved in the project, <b>and</b></li> <li>• <b>a completed A/E Fee Proposal Worksheet.</b></li> </ul>  | <p>Staff added procedural information.</p>   |
| <p><b>8.9 Utilization of Insurance Resources</b><br/>Sponsors must carry insurance on all airport facilities and equipment for which the state provided funding assistance. The insurance coverage should provide for replacement value where available. If a sponsor is applying for funding to rebuild or repair airport facilities or equipment covered by insurance, insurance proceeds should be used against the costs first, and the state’s participation would be 80 percent of the remaining eligible project costs. For items not eligible for insurance, the state’s participation is 80 percent. For terminal buildings, the state’s participation is based on the public-use space ratio. If only a portion of the terminal building is involved, the state’s participation is based on the percentage of public-use space in that area. For whole building systems for terminal buildings, the state’s participation is based on the public-use space ratio.</p> <p>When requesting funding relating to an insured facility or piece of equipment, sponsors must provide DOAV with supporting documentation that must include a written notification from the insurer detailing what work and equipment are covered, or, if the insurer declines a sponsor’s request, why the insurance is not covering the needed work or equipment.</p>   | <p><b>8.9 Utilization of Insurance Resources</b><br/>Sponsors <b>shall</b> carry insurance on all airport facilities and equipment for which the state provided funding assistance. The insurance coverage should provide for replacement value where available. <b>The reimbursement of Insurance deductibles is not eligible for state funding.</b></p>  | <p>Staff changed <i>must</i> to <i>shall</i> to emphasize the importance of insurance at an airport.</p> <p>Staff deleted the eligibility of deductible to relieve pressure on limited funds and in recognition of insurance as an operating cost.</p> |
| <p><b>9.3 Project Scoping</b><br/>A project scope package should be prepared for approval by DOAV and applicable federal agencies, as appropriate. A project scope package should include the following:</p>   | <p><b>9.3 Project Scoping</b><br/>A project scope package should be prepared for approval by DOAV and applicable federal agencies, as appropriate. A project scope package should include the following:</p>   |  |

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| <ul style="list-style-type: none"> <li>• a narrative description of the tasks to be accomplished, with reference to the parties who will be handling the tasks;</li> <li>• a description of the deliverables that specifies the format, quantities, and recipients for each deliverable;</li> <li>• a schedule for the project by tasks or milestones, either by the number of days or months for the identified schedule components or by estimated dates;</li> <li>• a detailed man-hour estimate by task and subtask as appropriate that is directly correlated to the narrative;</li> <li>• a detailed estimate of costs, including reimbursable expenses such as travel, printing, reproduction, and shipping, as well as a list of line items and costs for sponsor administrative fees, and</li> <li>• a copy of a proposal or quote containing the descriptions and estimates as noted above from all contractors who will be involved in the project.</li> </ul>   | <ul style="list-style-type: none"> <li>• a narrative description of the tasks to be accomplished, with reference to the parties who will be handling the tasks;</li> <li>• a description of the deliverables that specifies the format, quantities, and recipients for each deliverable;</li> <li>• a schedule for the project by tasks or milestones, either by the number of days or months for the identified schedule components or by estimated dates;</li> <li>• a detailed man-hour estimate by task and subtask as appropriate that is directly correlated to the narrative;</li> <li>• a detailed estimate of costs, including reimbursable expenses such as travel, printing, reproduction, and shipping, as well as a list of line items and costs for sponsor administrative fees;</li> <li>• a copy of a proposal or quote containing the descriptions and estimates as noted above from all contractors who will be involved in the project, and</li> <li>• a completed A/E Fee Proposal Worksheet.</li> </ul>   | <p>Staff added procedural information.</p>   |
| <p><b>10.1 Virginia Airports Revolving Fund</b><br/>The VARF makes below-market rate loans to support the implementation of capital improvement plans at public-use, publicly-owned airports in the Commonwealth. The VAB and VRA approve loan applications. VAB determines project appropriateness; VRA approves loans based on financial capability and availability of funding.</p> <p>Loans are available for eligible projects at governmental airports. Interest rates are reduced 0.50 percent below prevailing AA market rates. Loans are customized to match the airport and project needs, with 25 years being the maximum term available.</p>  | <p><b>10.1 Virginia Airports Revolving Fund</b><br/>The VARF makes below-market rate loans to support the implementation of capital improvement plans at public-use, publicly-owned airports in the Commonwealth. The VAB and VRA approve loan applications. VAB determines project appropriateness; VRA approves loans based on financial capability and availability of funding.</p> <p>Loans are available for eligible projects at governmental airports. Interest rates are reduced 0.50 percent below prevailing AA market rates. Loans are customized to match the airport and project needs, with 25 years from project completion being the maximum term available.</p>   | <p>The Virginia Resources Authority asked that a clarification be added to its program information by adding <i>from project completion</i> to the maximum term description.</p> |
| <p><b>11.3 Project Priority System Points</b><br/>Besides receiving the direct benefits resulting from security improvements, sponsors of certified airports receive 15 bonus points to be applied to any eligible capital project request. The points are included in the airport category within the Airport Capital Program project priority system, as shown in Appendix D Project Priority System Scoring Values.</p> <p>To receive these 15 bonus points, an airport sponsor must satisfy the following elements to a degree that is based on the airport’s service role, location, and physical constraints:</p> <ul style="list-style-type: none"> <li>• security audits conducted every three years by an outside agency;</li> <li>• security plan developed and updated by the sponsor or an outside agency and approved by DOAV, and</li> <li>• security self-audits conducted semi-annually by the sponsor using an approved checklist.</li> </ul> <p>It is the sponsor’s responsibility to keep DOAV apprised of completed security improvements and to provide DOAV with documentation of semi-annual self-audits for the sponsor to receive the bonus points.</p> <p>If a sponsor fails to maintain the “Secure Virginia Airport” certification in accordance with this program, the sponsor will no longer receive bonus points for the priority scoring of capital project requests.</p> | <p><b>11.3 Project Priority System Points</b><br/>Besides receiving the direct benefits resulting from security improvements, sponsors of certified airports receive 15 bonus points to be applied to any eligible capital project request. The points are included in the airport category within the Airport Capital Program project priority system, as shown in Appendix D Project Priority System Scoring Values.</p> <p>To receive these 15 bonus points, an airport sponsor must satisfy the following elements to a degree that is based on the airport’s service role, location, and physical constraints:</p> <ul style="list-style-type: none"> <li>• security audits conducted every three years by an outside agency;</li> <li>• security plan developed and updated by the sponsor or an outside agency and approved by DOAV, and</li> <li>• security self-audits conducted semi-annually by the sponsor using an approved checklist.</li> </ul> <p>It is the sponsor’s responsibility to keep DOAV apprised of completed security improvements and to provide DOAV with documentation of semi-annual self-audits for the sponsor to receive the bonus points. The documentation must be provided to DOAV by the submission due date for capital project requests for the sponsor to receive the 15 bonus points.</p> <p>If a sponsor fails to maintain the “Secure Virginia Airport” certification in accordance with this program, the sponsor will no longer receive bonus points for the priority scoring of capital project requests.</p> | <p>Staff added procedural information.</p>   |
| <p><b>A.1 Airport Planning, Environmental, and Land-Use Studies</b></p> <p>Eligible airport planning, environmental, and land-use studies for the purpose of planning and investigating environmental impacts include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• airport master plans and updates;</li> <li>• airport layout plans and updates;</li> <li>• regional system planning studies;</li> <li>• airport feasibility and site selection studies;</li> <li>• terminal building conceptual studies;</li> <li>• terminal area plans;</li> <li>• airport property maps (Exhibit A) ;</li> <li>• environmental assessments (EA);</li> <li>• environmental impact statements (EIS);</li> <li>• FAR Part 150 noise studies;</li> <li>• FAR Part 106 architectural, archeological, and cultural resources surveys;</li> <li>• land-use plans;</li> </ul>  | <p><b>A.1 Airport Planning, Environmental, and Land-Use Studies</b></p> <p>Eligible airport planning, environmental, and land-use studies for the purpose of planning and investigating environmental impacts include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• airport master plans and updates;</li> <li>• airport layout plans and updates;</li> <li>• regional system planning studies;</li> <li>• airport feasibility and site selection studies;</li> <li>• terminal building conceptual studies;</li> <li>• terminal area plans;</li> <li>• airport property maps (Exhibit A) ;</li> <li>• environmental assessments (EA);</li> <li>• environmental impact statements (EIS);</li> <li>• FAR Part 150 noise studies;</li> <li>• FAR Part 106 architectural, archeological, and cultural resources surveys;</li> <li>• land-use plans;</li> </ul>   |  |



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| <ul style="list-style-type: none"> <li>• airport access studies;</li> <li>• drainage studies;</li> <li>• storm water pollution prevention plans (SWPPP);</li> <li>• spill prevention plans (SPCC);</li> <li>• oil discharge contingency plans (ODC);</li> <li>• wildlife studies, and</li> <li>• non-operational wildlife mitigation measures.</li> </ul>  | <ul style="list-style-type: none"> <li>• airport access studies;</li> <li>• drainage studies;</li> <li>• storm water pollution prevention plans (SWPPP);</li> <li>• spill prevention plans (SPCC);</li> <li>• oil discharge contingency plans (ODC);</li> <li>• wildlife studies;</li> <li>• non-operational wildlife mitigation measures, and</li> <li>• benefit cost analysis.</li> </ul>  | <p>Staff added a project type for clarification.</p>  |
| <p><b>A.11 Hangar Site Preparation</b></p> <p>Hangar site preparation is eligible as described below. Hangar site preparation includes:</p> <ul style="list-style-type: none"> <li>• grading;</li> <li>• drainage, and</li> <li>• paving for public access and parking on both air and land sides.</li> </ul> <p>Design and construction projects for hangar site preparation are eligible only if a sponsor has followed the appropriate laws regarding land use.</p> <p>DOAV must review the floor plan of the hangar. Site work will be guided by local building codes and subject to approval by DOAV.</p> <p>Projects that are not eligible include:</p> <ul style="list-style-type: none"> <li>• site preparation for a hangar that will have permanent proprietary use;</li> <li>• specialty items associated with identification and beautification, such as signage and shrubbery, and</li> <li>• construction of a hangar building.</li> </ul> <p>Hangars are to be used for aircraft storage only and shall not be used as a site to conduct a private business or as an area for non-aeronautical purposes. If at any time during the 20 years of the grant obligation term the sponsor elects to convert aircraft storage space to a revenue-producing use or for storage of items other than aircraft, the sponsor must reimburse the state for the usage change at a prorated share.</p> <p>DOAV reserves the right to limit the number of auto parking spaces that will receive state funding participation. On average, the state funds 3 parking spaces per 1,000 square feet of hangar area.</p> <p>If an airport sponsor chooses to use its federal non-primary entitlement funds to construct a hangar, the state will participate only in the hangar site preparation.</p> | <p><b>A.11 Hangar Site Preparation</b></p> <p>Hangar site preparation is eligible as described below. Hangar site preparation includes:</p> <ul style="list-style-type: none"> <li>• grading;</li> <li>• drainage, and</li> <li>• paving for public access and parking on both air and land sides.</li> </ul> <p>Design and construction projects for hangar site preparation are eligible only if a sponsor has followed the appropriate laws regarding land use. <b>The site preparation and hangar building construction must be bid simultaneously.</b></p> <p>DOAV must review the floor plan of the hangar. Site work will be guided by local building codes and subject to approval by DOAV.</p> <p>Projects that are not eligible include:</p> <ul style="list-style-type: none"> <li>• <del>site preparation for a hangar that will have permanent proprietary use;</del></li> <li>• specialty items associated with identification and beautification, such as signage and shrubbery, and</li> <li>• construction of a hangar building.</li> </ul> <p>Hangars are to be used for aircraft storage only and shall not be used as a site to conduct a private business <b>for any use other than aircraft storage</b> or as an area for non-aeronautical purposes. If at any time during the 20 years of the grant obligation term the sponsor elects to convert aircraft storage space <del>to a revenue-producing use or</del> for storage of items other than aircraft, the sponsor must reimburse the state for the usage change at a prorated share.</p> <p>DOAV reserves the right to limit the number of auto parking spaces that will receive state funding participation. On average, the state funds 3 parking spaces per 1,000 square feet of hangar area.</p> <p>If an airport sponsor chooses to use its federal non-primary entitlement funds to construct a hangar, the state will participate only in the hangar site preparation.</p> | <p>Staff added this criteria to insure that the total project is completed and all project costs are known to the sponsor and DOAV.</p> <p>Staff deleted information to reduce duplication.</p> <p>Staff added clarification.</p> <p>Staff deleted information to reduce duplication.</p> |
| <p><b>A.27 Air Traffic Control Towers</b></p> <p>The eligibility of air traffic control towers will be evaluated per request. Issues to be considered in the evaluation include, but are not limited to, the results of a required justification study, airport role, operations, and system needs. Projects for an air traffic control tower must include information on areas allocated for control tower use and leased space.</p>  | <p><b>A.27 Air Traffic Control Towers</b></p> <p>The eligibility of <b>manned or remote</b> air traffic control towers will be evaluated per request. Issues to be considered in the evaluation include, but are not limited to, the results of a required justification study, airport role, operations, and system needs. Project <b>requests</b> for an air traffic control tower must include information on areas allocated for control tower use and leased space.</p>   | <p>Staff expanded the description of towers to reflect new opportunities.</p> <p>Editor added <i>requests</i> for consistency.</p>  |
| <p><b>A.28 Aircraft Rescue and Fire Fighting Equipment</b></p> <p>Sponsors of FAR Part 139 airports may use Airport Capital Program funds to purchase aircraft rescue and fire fighting (ARFF) equipment related to compliance with FAR Part 139.</p> <p>Eligible equipment includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• ARFF trucks, and</li> <li>• trailer to transport additional foam materials.</li> </ul> <p>The purchase of large fire extinguishers, such as a 150-pound extinguisher, for use on aircraft parking aprons at any public-use airport is eligible for state funding. The supporting documents for a project request must include a narrative, a sketch with the locations for the extinguishers, and quotes with product specifications.</p>  | <p><b>A.28 Aircraft Rescue and Fire Fighting Equipment</b></p> <p>Sponsors of FAR Part 139 airports may purchase aircraft rescue and fire fighting (ARFF) equipment related to compliance with FAR Part 139 using state entitlement funds only.</p> <p>Eligible equipment includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• ARFF trucks, and</li> <li>• trailer to transport additional foam materials.</li> </ul> <p>The purchase of large fire extinguishers, such as a 150-pound extinguisher, for use on aircraft parking aprons at any public-use airport is eligible for state funding. The supporting documents for a project request must include a narrative, a sketch with the locations for the extinguishers, and quotes with product specifications.</p>  | <p>Staff qualified the purchase of AFRR equipment as an entitlement only project to relieve pressure on limited discretionary funds. Appendix F: State Participation Rates will be updated to match this section.</p>   |

| 2018 Edition  | Proposal Update  | Reasoning for Changes   |
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| <p><b>A.29 Aircraft Rescue and Fire Fighting Buildings</b></p> <p>Airport Capital Program funds may be used for the construction of aircraft rescue and fire fighting (ARFF) buildings related to compliance with FAR Part 139.</p> <p>The installation of airfield hydrant systems for recharging ARFF vehicles is an eligible project.</p>  | <p><b>A.29 Aircraft Rescue and Fire Fighting Buildings</b></p> <p>Sponsors of FAR Part 139 airports may construct aircraft rescue and fire fighting (ARFF) buildings related to compliance with FAR Part 139 using state entitlement funds only.</p> <p>The installation of airfield hydrant systems for recharging ARFF vehicles is an eligible project.</p>  | <p>Staff qualified the construction of ARFF buildings as an entitlement only project to relieve pressure on limited discretionary funds. Appendix F: State Participation Rates will be updated to match this section.</p>     |
| <p><b>A.31 Snow Removal Equipment</b></p> <p>The purchase of equipment for snow removal and treatment is eligible for FAR Part 139 airports, in accordance with their approved snow removal equipment plans as they relate to meeting federal certification requirements of FAR Part 139.</p> <p>Aircraft deicing equipment is not eligible for any state funding.</p> <p>The purchase of certain equipment attachments for snow removal at airports without commercial service is eligible under the Maintenance Program.</p>  | <p><b>A.31 Snow Removal Equipment</b></p> <p>Sponsors of FAR Part 139 airports may purchase of equipment for snow removal and treatment in accordance with their approved snow removal equipment plans as they relate to meeting federal certification requirements of FAR Part 139 using state entitlement funds only.</p> <p>Aircraft deicing equipment is not eligible for any state funding.</p> <p>The purchase of certain equipment attachments for snow removal at airports without commercial service is eligible under the Maintenance Program.</p>   | <p>Staff qualified the purchase of snow removal equipment as an entitlement only project to relieve pressure on limited discretionary funds. Appendix F: State Participation Rates will be updated to match this section.</p> |
| <p><b>A.32 Snow Removal Equipment Buildings</b></p> <p>Airport Capital Program funds may be used for the construction of snow removal equipment (SRE) buildings at FAR Part 139 airports.</p>   | <p><b>A.32 Snow Removal Equipment Buildings</b></p> <p>Sponsors of FAR Part 139 airports may construct snow removal equipment (SRE) buildings related to compliance with FAR Part 139 using state entitlement funds only.</p>  | <p>Staff qualified the construction of SRE buildings as an entitlement only project to relieve pressure on limited discretionary funds. Appendix F: State Participation Rates will be updated to match this section.</p>      |
| <p><b>A.34 FAR Part 139 Airports - Airport Security Facilities, Systems, and Equipment</b></p> <p>For Part 139 airports, the construction of facilities and the purchase of systems and equipment that are directly related to meeting safety and performance standards established by Transportation Security Administration (TSA) regulations are eligible.</p> <p>Eligible projects include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• security fencing and gates;</li> <li>• access control systems;</li> <li>• CCTV systems covering airside locations only;</li> <li>• perimeter lighting;</li> <li>• security checkpoints;</li> <li>• in-line Explosives Detection System (EDS) baggage systems;</li> <li>• terminal building modifications to provide for the screening of people and baggage, and</li> <li>• fingerprinting and badging stations.</li> </ul> <p>Public service operation vehicles, including police cars, are not eligible for state participation.</p> <p>Projects related to facilities, systems, and equipment that exceed the minimum requirements of 49 CFR Part 1542 or that are necessary to support local law enforcement are not eligible.</p> | <p><b>A.34 FAR Part 139 Airports - Airport Security Facilities, Systems, and Equipment</b></p> <p>For Part 139 airports, the construction of facilities and the purchase of systems and equipment that are directly related to meeting safety and performance standards established by Transportation Security Administration (TSA) regulations are eligible.</p> <p>Eligible projects include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• security fencing and gates;</li> <li>• access control systems;</li> <li>• CCTV systems covering airside locations only;</li> <li>• perimeter lighting;</li> <li>• security checkpoints;</li> <li>• <del>in-line Explosives Detection System (EDS) baggage systems;</del></li> <li>• terminal building modifications to provide for the screening of people and baggage, and</li> <li>• fingerprinting and badging stations.</li> </ul> <p>Public service operation vehicles, including police cars, are not eligible for state participation.</p> <p>Projects related to facilities, systems, and equipment that exceed the minimum requirements of 49 CFR Part 1542 or that are necessary to support local law enforcement are not eligible.</p> | <p>Staff deleted in-line Explosives Detection System (EDS) baggage systems to relieve pressure on limited funding.</p>  |
| <p><b>A.36 FAR Part 139 Airports - Maintenance Equipment Purchases</b></p> <p>Sponsors of FAR Part 139 airports may use state entitlement funds to purchase maintenance equipment related to compliance with FAR Part 139 or to the safety and security of the airport. All of the equipment eligible under the Maintenance Program may be purchased with state entitlement funds. The dollar limits and associated time period, described in 8.2 State Participation and 8.2.2 Purchase of Maintenance Equipment, do not apply to this type of purchase. In addition, the state's participation rate is 80 percent for this type of purchase.</p> <p>Other types of eligible maintenance equipment include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• crack sealing equipment;</li> <li>• embankment mowers;</li> <li>• lifts;</li> <li>• bucket trucks;</li> <li>• FOD collectors;</li> </ul>  | <p><b>A.36 FAR Part 139 Airports - Maintenance Equipment Purchases</b></p> <p>Sponsors of FAR Part 139 airports may use state entitlement funds to purchase maintenance equipment related to compliance with FAR Part 139 or to the safety and security of the airport. All of the equipment eligible under the Maintenance Program may be purchased with state entitlement funds. The dollar limits and associated time period, described in 8.2 State Participation and 8.2.2 Purchase of Maintenance Equipment, do not apply to this type of purchase. In addition, the state's participation rate is 80 percent for this type of purchase.</p> <p>Other types of eligible maintenance equipment include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• crack sealing equipment;</li> <li>• embankment mowers;</li> <li>• <b>mobile</b> lifts;</li> <li>• bucket trucks;</li> <li>• FOD collectors;</li> </ul>   | <p>Staff added <i>mobile</i> to match the change in 8.2.5 Utilization of State Entitlement Funds.</p>   |

| 2018 Edition  | Proposal Update  | Reasoning for Changes   |
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| <ul style="list-style-type: none"> <li>runway sweepers, and</li> <li>airfield rubber and paint removal equipment.</li> </ul> <p>If sponsors use state entitlement funds for the purchase of maintenance equipment, the sponsor shall not be eligible to receive approval for any funding from the Maintenance Program during the fiscal year in which the state entitlement funds are spent. If it is determined that a sponsor used entitlement funds for eligible maintenance projects and also used funds from the Maintenance Program for other eligible projects, the sponsor must repay the state for Maintenance Program funds reimbursed within that fiscal year.</p>   | <ul style="list-style-type: none"> <li>runway sweepers, and</li> <li>airfield rubber and paint removal equipment.</li> </ul> <p>If sponsors use state entitlement funds for the purchase of maintenance equipment, the sponsor shall not be eligible to receive approval for any funding from the Maintenance Program during the fiscal year in which the state entitlement funds are spent. If it is determined that a sponsor used entitlement funds for eligible maintenance projects and also used funds from the Maintenance Program for other eligible projects, the sponsor must repay the state for Maintenance Program funds reimbursed within that fiscal year.</p>  |   |
| <p><b>A.37 Debt Service Retirement</b></p> <p>Sponsors of FAR Part 139 airports may use state entitlement funds for debt service retirement for eligible costs for eligible capital improvement projects. State discretionary funds cannot be used for debt service retirement. The state's participation rate is based on the rate appropriate to the subject project.</p> <p>An accounting of a sponsor's debt service amortization must be provided to DOAV as part of the annual EURP. The accounting needs to include:</p> <ul style="list-style-type: none"> <li>original amount;</li> <li>interest rate;</li> <li>original term, and</li> <li>balance.</li> </ul> <p>If the subject debt has ever been refinanced, the same information for the reorganized debt must be provided. If the total debt amount includes ineligible items, the total amount for eligible items and the total amount for ineligible items must be provided.</p> | <p><del>A.37 Debt Service Retirement</del></p> <p><del>Sponsors of FAR Part 139 airports may use state entitlement funds for debt service retirement for eligible costs for eligible capital improvement projects. State discretionary funds cannot be used for debt service retirement. The state's participation rate is based on the rate appropriate to the subject project.</del></p> <p><del>An accounting of a sponsor's debt service amortization must be provided to DOAV as part of the annual EURP. The accounting needs to include:</del></p> <ul style="list-style-type: none"> <li><del>original amount;</del></li> <li><del>interest rate;</del></li> <li><del>original term, and</del></li> <li><del>balance.</del></li> </ul> <p><del>If the subject debt has ever been refinanced, the same information for the reorganized debt must be provided. If the total debt amount includes ineligible items, the total amount for eligible items and the total amount for ineligible items must be provided.</del></p>   | <p>Staff removed debt service retirement as an eligible project for state funding as air carrier airport sponsors have access to other funding sources applicable for these projects. This change will relieve stress on the limited discretionary funds.</p> |
|   | <p><b>A.37 Cargo Area Facilities</b></p> <p>Eligible cargo area facilities include aprons, associated taxiways, and access roads supporting only the cargo areas. These facilities are only eligible if the sponsor has offered the opportunity for tenants to compete for the use of the facilities. Terminal buildings and site preparation are not eligible for state funding.</p> <p>Sponsors of FAR Part 139 airports may develop eligible cargo facilities using state entitlement funds only. Sponsors of general aviation airports may use discretionary funds to develop eligible cargo facilities.</p>   | <p>Staff added cargo area facilities as eligible items to support growing interest in cargo operations.</p>   |
| <p><b>B.1.4 Accessibility Features</b></p> <p>Fixed terminal facilities and equipment, including boarding devices required by 49 CFR 27, that provide access for people with disabilities are eligible if:</p> <ul style="list-style-type: none"> <li>they are a part of the design of a new terminal or renovation, and</li> <li>they are required by federal or state law.</li> </ul>   | <p><b>B.1.4 Other Features</b></p> <p>Fixed terminal facilities and equipment, including boarding devices required by 49 CFR 27, that provide access for people with disabilities are eligible if:</p> <ul style="list-style-type: none"> <li>they are a part of the design of a new terminal or renovation, and</li> <li>they are required by federal or state law.</li> </ul> <p>Family restrooms and nursing rooms are eligible in terminal buildings.</p>  | <p>Staff changed section title to accommodate new features noted below.</p> <p>Staff added eligibility information to address growing needs inside terminal buildings</p>   |
| <p><b>Appendix C: Access Roads</b></p> <p>Access roads provide critical links between public-use airport facilities and the public roadway network serving the surrounding area. Public access roads on airport property provide access to public areas on an airport.</p> <p>Funding sources for access roads vary based on the location of the roads. The design and construction of access roads built for public-use within airport property boundaries are eligible for federal capital improvement funding and state funding through the Airport Capital Program.</p> <p>An access road to an airport that is not located within airport property boundaries is eligible for funding under the Virginia Department of Transportation's (VDOT) Airport Access Program. These access roads are not eligible for federal or state aviation funding.</p>  | <p><b>Appendix C: Access Roads</b></p> <p>Access roads provide critical links between public-use airport facilities and the public roadway network serving the surrounding area. Public access roads on airport property provide access to public areas on an airport.</p> <p>Funding sources for access roads vary based on the location of the roads. The design and construction of access roads built for public-use within airport property boundaries are eligible for federal capital improvement funding and state funding through the Airport Capital Program. <i>As an eligible access road must serve exclusively airport traffic, only the portion of the access road that is beyond a non-airport access point is eligible for funding. An access road cannot be prorated. Access roads to support general aviation activities must be justified to be eligible. Justification considerations include, but are not limited, to the type and amount of development to be served by the access road.</i></p> <p>An access road to an airport that is not located within airport property boundaries is eligible for funding under the Virginia Department of Transportation's (VDOT) Airport Access Program. These access roads are not eligible for federal or state aviation funding.</p> | <p>Staff refined the eligibility of access roads to focus on the movement of passengers and cargo in public-use areas to relieve stress on limited discretionary funds.</p>   |

| 2018 Edition  | Proposal Update  | Reasoning for Changes   |                             |    |                     |   |                                   |   |                                    |   |                                |   |  |                |  |                             |    |                     |   |                                   |   |                                    |   |                                |   |  |
|---|--|---|-----------------------------|----|---------------------|---|-----------------------------------|---|------------------------------------|---|--------------------------------|---|--|----------------|--|-----------------------------|----|---------------------|---|-----------------------------------|---|------------------------------------|---|--------------------------------|---|--|
| <p>If an access road is eligible for federal funding, federal funding must be maximized before a sponsor applies for a state project. VDOT funding for access roads must be maximized before a sponsor seeks funding from the Virginia Department of Aviation for these roads when applicable. VDOT funds are considered part of state funding when calculating the funding participation ratios when federal, state, and local agency funds will be used to finance the road.</p>  | <p>If an access road is eligible for federal funding, federal funding must be maximized before a sponsor applies for a state project. VDOT funding for access roads must be maximized before a sponsor seeks funding from the Virginia Department of Aviation for these roads when applicable. VDOT funds are considered part of state funding when calculating the funding participation ratios when federal, state, and local agency funds will be used to finance the road.</p>   |   |                             |    |                     |   |                                   |   |                                    |   |                                |   |  |                |  |                             |    |                     |   |                                   |   |                                    |   |                                |   |  |
| <p><b>C.1 VDOT Airport Access Program</b><br/>To assist in the development or improvement of access to licensed public-use airports, VDOT established the Airport Access Program.</p> <p>This program is open to counties, cities, and certain towns, so airport sponsors must apply to this program through their local governing body.</p> <p>Under the Airport Access Program, eligible projects are the design and construction of:</p> <ul style="list-style-type: none"> <li>• new access roads for a new airport or a new facility being constructed on airport property, such as an air cargo apron or building, and</li> <li>• upgrades to an existing access road, including widening and adding turn lanes.</li> </ul> <p>Eligible items within a project are those items necessary for the design and construction of an adequate roadway facility to serve traffic generated by the airport's operation.</p> <p>Under the program, a locality may receive up to \$500,000 in unmatched VDOT funds and up to an additional \$150,000 in matching VDOT funds at a dollar for dollar match for an access road project. This funding formula for a project results in \$650,000 in funds from VDOT and \$150,000 from local resources for a total of \$800,000. The locality shall be responsible for:</p> <ul style="list-style-type: none"> <li>• providing the matching share from sources other than those administered by VDOT;</li> <li>• providing clear title to the right-of-way prescribed by VDOT;</li> <li>• incurring the cost for utility adjustments;</li> <li>• incurring the cost for environmental studies, and</li> <li>• incurring the cost for project-related permits.</li> </ul> <p>Department of Aviation (DOAV) funds may be used to assist with securing right of way, utility relocation, and environmental studies.</p> <p>Airport sponsors should contact VDOT for detailed information on the program. VDOT's Local Assistance Division administers this program. That division's website, <a href="http://www.virginiadot.org/business/local-assistance.asp">www.virginiadot.org/business/local-assistance.asp</a>, provides program and contact information.</p> | <p><b>C.1 VDOT Airport Access Program</b><br/>To assist in the development or improvement of access to licensed public-use airports, VDOT established the Airport Access Program.</p> <p>This program is open to counties, cities, and certain towns, so airport sponsors must apply to this program through their local governing body.</p> <p>Under the Airport Access Program, eligible projects are the design and construction of:</p> <ul style="list-style-type: none"> <li>• new access roads <b>constructed outside of the airport property</b> for a new airport or a new facility being constructed on airport property, such as an air cargo apron or building, and</li> <li>• upgrades to an existing access road <b>outside of the airport property, which may include roadway widening and adding turn lanes as project elements but not the primary objective of the project request.</b></li> </ul> <p>Eligible items within a project are those items necessary for the design and construction of an adequate roadway facility to serve traffic generated by the airport's operation.</p> <p>Under the program, a locality may receive up to \$500,000 in unmatched VDOT funds and up to an additional \$150,000 in matching VDOT funds at a dollar for dollar match for an access road project. This funding formula for a project results in \$650,000 in funds from VDOT and \$150,000 from local resources for a total of \$800,000. The locality shall be responsible for:</p> <ul style="list-style-type: none"> <li>• providing the matching share from sources other than those administered by VDOT;</li> <li>• providing clear title to the right-of-way prescribed by VDOT;</li> <li>• incurring the cost for utility adjustments;</li> <li>• incurring the cost for environmental studies, and</li> <li>• incurring the cost for project-related permits.</li> </ul> <p>Department of Aviation (DOAV) funds may be used to assist with securing right of way, utility relocation, and environmental studies.</p> <p>Airport sponsors should contact VDOT for detailed information on the program. VDOT's Local Assistance Division administers this program. That division's website, <a href="http://www.virginiadot.org/business/local-assistance.asp">www.virginiadot.org/business/local-assistance.asp</a>, provides program and contact information.</p> | <p>VDOT asked that a clarification be added the eligibility of upgrades to existing access roads outside of airport property.</p> |                             |    |                     |   |                                   |   |                                    |   |                                |   |  |                |  |                             |    |                     |   |                                   |   |                                    |   |                                |   |  |
| <p><b>Appendix D: Project Priority System Scoring Values</b></p> <p style="text-align: center;">Airport Category</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">Service Role</th> </tr> </thead> <tbody> <tr> <td style="text-align: left;">designated reliever airport</td> <td style="text-align: center;">10</td> </tr> <tr> <td style="text-align: left;">air carrier airport</td> <td style="text-align: center;">0</td> </tr> <tr> <td style="text-align: left;">regional general aviation airport</td> <td style="text-align: center;">0</td> </tr> <tr> <td style="text-align: left;">community general aviation airport</td> <td style="text-align: center;">0</td> </tr> <tr> <td style="text-align: left;">local general aviation airport</td> <td style="text-align: center;">0</td> </tr> </tbody> </table>   | Service Role   |   | designated reliever airport | 10 | air carrier airport | 0 | regional general aviation airport | 0 | community general aviation airport | 0 | local general aviation airport | 0 | <p><b>Appendix D: Project Priority System Scoring Values</b></p> <p style="text-align: center;">Airport Category</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">Service Role *</th> </tr> </thead> <tbody> <tr> <td style="text-align: left;">designated reliever airport</td> <td style="text-align: center;">10</td> </tr> <tr> <td style="text-align: left;">air carrier airport</td> <td style="text-align: center;">0</td> </tr> <tr> <td style="text-align: left;">regional general aviation airport</td> <td style="text-align: center;">0</td> </tr> <tr> <td style="text-align: left;">community general aviation airport</td> <td style="text-align: center;">0</td> </tr> <tr> <td style="text-align: left;">local general aviation airport</td> <td style="text-align: center;">0</td> </tr> </tbody> </table> <p style="text-align: center; color: purple;">*Service role points will be adjusted during the second half of a fiscal year when discretionary funds are combined.</p> | Service Role * |  | designated reliever airport | 10 | air carrier airport | 0 | regional general aviation airport | 0 | community general aviation airport | 0 | local general aviation airport | 0 | <p>Staff added procedural information.</p> |
| Service Role  |  |   |                             |    |                     |   |                                   |   |                                    |   |                                |   |  |                |  |                             |    |                     |   |                                   |   |                                    |   |                                |   |  |
| designated reliever airport   | 10   |   |                             |    |                     |   |                                   |   |                                    |   |                                |   |  |                |  |                             |    |                     |   |                                   |   |                                    |   |                                |   |  |
| air carrier airport   | 0  |   |                             |    |                     |   |                                   |   |                                    |   |                                |   |  |                |  |                             |    |                     |   |                                   |   |                                    |   |                                |   |  |
| regional general aviation airport   | 0  |   |                             |    |                     |   |                                   |   |                                    |   |                                |   |  |                |  |                             |    |                     |   |                                   |   |                                    |   |                                |   |  |
| community general aviation airport  | 0  |   |                             |    |                     |   |                                   |   |                                    |   |                                |   |  |                |  |                             |    |                     |   |                                   |   |                                    |   |                                |   |  |
| local general aviation airport  | 0  |   |                             |    |                     |   |                                   |   |                                    |   |                                |   |  |                |  |                             |    |                     |   |                                   |   |                                    |   |                                |   |  |
| Service Role *  |  |   |                             |    |                     |   |                                   |   |                                    |   |                                |   |  |                |  |                             |    |                     |   |                                   |   |                                    |   |                                |   |  |
| designated reliever airport   | 10   |   |                             |    |                     |   |                                   |   |                                    |   |                                |   |  |                |  |                             |    |                     |   |                                   |   |                                    |   |                                |   |  |
| air carrier airport   | 0  |   |                             |    |                     |   |                                   |   |                                    |   |                                |   |  |                |  |                             |    |                     |   |                                   |   |                                    |   |                                |   |  |
| regional general aviation airport   | 0  |   |                             |    |                     |   |                                   |   |                                    |   |                                |   |  |                |  |                             |    |                     |   |                                   |   |                                    |   |                                |   |  |
| community general aviation airport  | 0  |   |                             |    |                     |   |                                   |   |                                    |   |                                |   |  |                |  |                             |    |                     |   |                                   |   |                                    |   |                                |   |  |
| local general aviation airport  | 0  |   |                             |    |                     |   |                                   |   |                                    |   |                                |   |  |                |  |                             |    |                     |   |                                   |   |                                    |   |                                |   |  |